

Librarian
Approved

recycle
it's easy!

<http://sites.uci.edu/ics5enviroblog/archives/136>

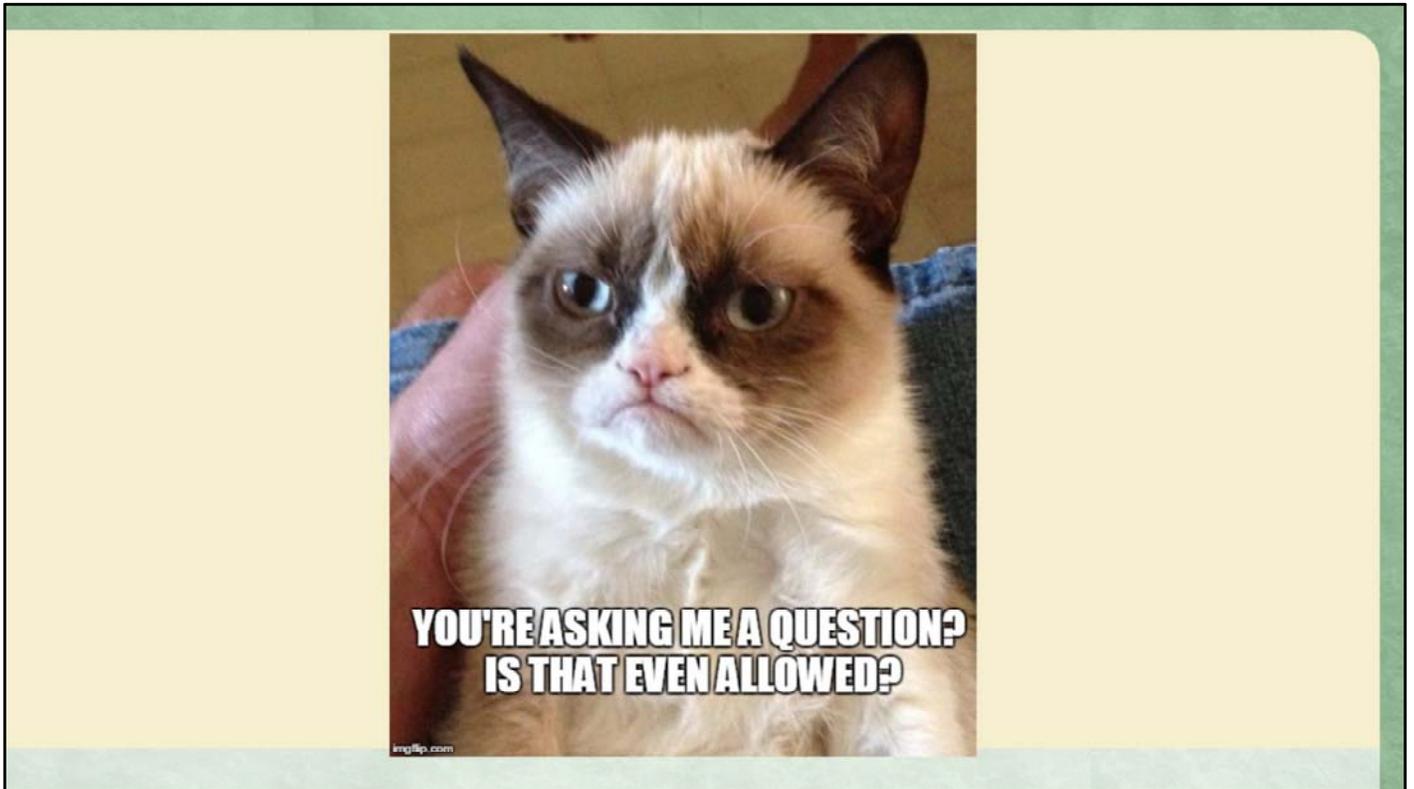
Recycling and reusing

It's not just for environmentalists

Callie Coward, UNCG

Hi! I'm Callie Coward and today we are going to talk a little bit about recycling and reusing metadata from the library catalog in our CONTENTdm records. I'm a Cataloging and Digital Projects Library Technician at the University of North Carolina at Greensboro. My job lets me look at CONTENTdm records in a little bit different light that other people might look at them.

Recycling and reusing metadata just makes sense. The cataloger has already done the hard work, so why redo what they have done? It's a lot easier to extract metadata out of the system than copying and pasting one line at a time into the new CONTENTdm record or starting from scratch. Extracting and exporting also offers a quality control buffer. If we have everything described the same way and it's been looked many times, we hopefully have cleaner and more reliable data than we would otherwise have, if we entered everything in from scratch.



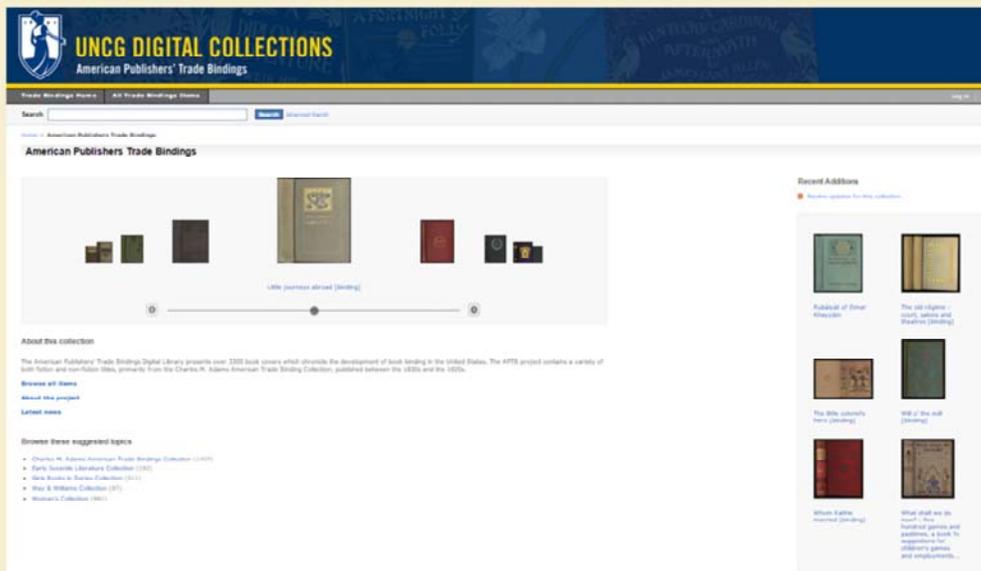
Just so I know how in depth I need to go here, how many people use Worldshare Management Systems (or WMS) for their ILS? Anyone thinking about switching to WMS? How many people have OCLC Connexion Client?

What programs will you need?

- OCLC Connexion **Client**/WorldShare Management Service
- MarcEdit
- Microsoft Excel
- Google Sheets
- CONTENTdm Project Client



Here's a list of all the programs we use to get information out of the catalog and CONTENTdm. One thing I will note here is that you cannot use Connexion Browser for this because there is no place to save your files so you must use OCLC Connexion Client.



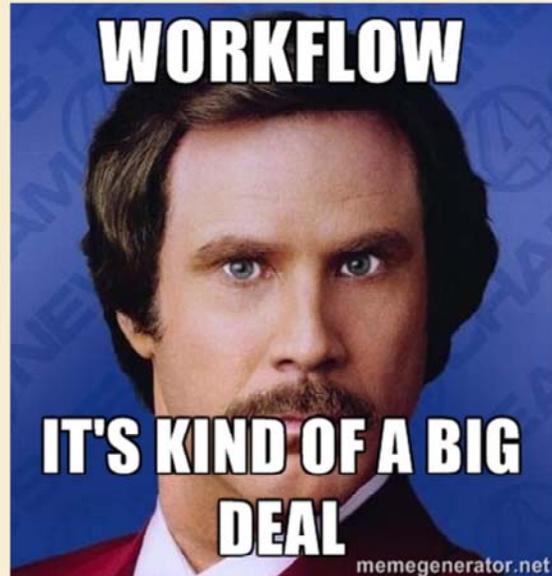
American Publishers' Trade Bindings

For the purpose of this presentation, we will take a look at UNCG's American Publisher's Trade Bindings collection and how books go through this process. The American Publisher's Trade Bindings Collection is a group of binding images. We focus on the binding design and the artists behind these designs.

Bindings are described by the cataloging department and added to the catalog record (MARC record) so we can just pull those descriptions, the binding designer, printer, publisher, etc... from the catalog record itself.

Workflow

- Sort
- Scan
 - Add to Google Sheet
- Catalog
- Extract metadata
- Load into CONTENTdm



The most important this you have to do is establish a workflow. Do what feels right for your institution. Remember there is not harm in trial and error.

- Books come brought down from Special Collection. I sort them into what we are going to add to the online project and what we are not.
- The ones we do add, I add them to a Google Doc spreadsheet (which you will see in a few slides) and put them on a cart to take over to digital projects
- Scan the book and add pertinent information to the sheet (dimensions, scan date, corrective actions)
 - Since there is no metadata for these books yet, we save them under there title and once they are ready to upload we rename them with their OCLC number.
- Once the books have been through quality control they make there way back to cataloging.
- We catalog the books, adding relevant information to the spreadsheet and save the file in a list and in our local file
- Export the list (or file)
- Clean it up
- Load it into CONTENTdm
- Done!

So let's look at this in a little more depth (and with more pictures)

APTB backlog books/recent purchases/gifts ☆

File Edit View Insert Format Data Tools Add-ons Help Last edit was 7 days ago

Comments Share

1	Title	Collection, i.e. ATB, GBS, etc.	OCLC number	Date cataloged	Taken to DP/ taken to cataloging	Date Scanned	Height	Width	Depth	Quality Control	Corrective actions	Added to CONTENTd	Cards Received in Spec Coll	Books Received in Spec Coll
32	Maud	Ejuv			3/26/2015	CC 3/26/15	19.4	13.2	1.7	DG 3/30/15				
33	Mistress Brent	Womans			3/26/2015	CC 3/26/15	20.2	13.5	3.3	DG 3/30/15				
34	Muriella or Le Selve	ATB			3/26/2015	CC 3/26/15	19.4	13.2	3	DG 3/30/15				
35	Nathalie's sister	GBS			3/26/2015	CC 3/26/15	18.9	13.2	2.9	DG 3/30/15				
36	Old chester tales	Womans			3/26/2015	CC 3/26/15	19	13.2	3.9	DG 3/30/15				
37	Our girls	Ejuv			3/26/2015	CC 3/30/15	23.7	18.7	2.1	DG 3/30/15				
38	Perris Putnam's treasure	GBS			3/26/2015	CC 3/30/15	18.9	13.4	3.3	DG 3/30/15				
39	Poems by Dante (2 vols)	ATB			3/26/2015	CC 3/30/15	24.7	17.2	7.7	DG 3/30/15				
40	Sand dunes and salt marshes	ATB			3/26/2015	CC 3/30/15	21.6	14.9	3.5	DG 3/30/15				
41	The art of the national gallery	ATB			3/27/2015	CC 3/30/15	19.9	13.4	3.7	DG 3/30/15				
42	The cathedrals and churches of the Rhine	ATB			3/26/2015	CC 3/30/15	19.6	13.5	3.7	DG 3/30/15				
43	The cathedrals of England	ATB	1117852	CC 6/8/15	3/26/2015	CC 3/30/15	19.5	13.4	3.9	DG 3/30/15				
44	The loves of Miss Anne	ATB			3/26/2015	CC 3/30/15	19.4	13.2	3.4	DG 3/30/15				
45	The minute boys of Boston	ATB			3/26/2015	CC 3/30/15	19.2	13.1	3.8	DG 3/30/15				
46	Wit and humor of well known quotations	ATB			3/26/2015	CC 3/30/15	19.7	13.6	3.2	DG 3/30/15				
47	Marse Chan	ATB			4/17/2015	CC 4/22/12	21.6	15.9	1.3	DG 4/23/15				
48	People of our neighborhood	Womans			4/17/2015	CC 4/23/13	17.9	12.1	2.2	DG 4/23/15				
49	A rose of a hundred leaves	Womans			4/17/2015	CC 4/22/14	16.2	11.1	2	DG 4/23/15				
50	Jan Velder's wife	Womans			4/17/2015	CC 4/22/15	16.3	11.1	2	DG 4/23/15				
51	The new hostess of to-day	Womans			4/17/2015	CC 4/22/15	20.8	14.6	3.2	DG 4/23/15				
52	A lovable crank	Womans			4/17/2015	CC 4/22/15	20.6	14	3.2	DG 4/23/15				
53	Famous Authors (Men)	Spec Coll	786002384	5/29/2015										
54	The prisoner of Mademoiselle	ATB	1286369	5/29/2015										
55														

Here is our working spreadsheet. We have a title column, what collection the book is a part of, the OCLC number, date it was cataloged, date it was taken to Digital Projects, Date it was scanned, the dimensions, Quality Control information, and the rest are just housekeeping columns.

APTB backlog books/recent purchases/gifts

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

Comments Share

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Title	Collection, i.e. ATB, GBS, etc	Call number	OCLC number	Date cataloged	Taken to DP/ taken to cataloging	Date Scanned	Height	Width	Depth	Quality Control	Corrective actions	Added to CONTENTd	Cards Received in Spec Coll
32	Maud	Ejuv				3/26/2015	CC 3/26/15	19.4	13.2	1.7	DG 3/30/15			
33	Mistress Brent	Womans				3/26/2015	CC 3/26/15	20.2	13.5	3.3	DG 3/30/15			
34	Muriella or Le Selve	ATB				3/26/2015	CC 3/26/15	19.4	13.2	3	DG 3/30/15			
35	Nathalie's sister	GBS				3/26/2015	CC 3/26/15	18.9	13.2	2.9	DG 3/30/15			
36	Old chester tales	Womans				3/26/2015	CC 3/26/15	19	13.2	3.9	DG 3/30/15			
37	Our girls	Ejuv				3/26/2015	CC 3/30/15	23.7	18.7	2.1	DG 3/30/15			
38	Persis Putnam's treasure	GBS				3/26/2015	CC 3/30/15	18.9	13.4	3.3	DG 3/30/15			
39	Poems by Dante (2 vols)	ATB				3/26/2015	CC 3/30/15	24.7	17.2	7.7	DG 3/30/15			
40	Sand dunes and salt marshes	ATB				3/26/2015	CC 3/30/15	21.6	14.9	3.5	DG 3/30/15			
41	The art of the national gallery	ATB				3/27/2015	CC 3/30/15	19.9	13.4	3.7	DG 3/30/15			
42	The cathedrals and churches of the Rhine	ATB				3/26/2015	CC 3/30/15	19.6	13.5	3.7	DG 3/30/15			
43	The cathedrals of England	ATB	1905 Tap	1117862	CC 6/8/15	3/26/2015	CC 3/30/15	19.5	13.4	3.9	DG 3/30/15			
44	The loves of Miss Anne	ATB				3/26/2015	CC 3/30/15	19.4	13.2	3.4	DG 3/30/15			
45	The minute boys of Boston	ATB				3/26/2015	CC 3/30/15	19.2	13.1	3.8	DG 3/30/15			
46	Wit and humor of well known quotations	ATB				3/26/2015	CC 3/30/15	19.7	13.6	3.2	DG 3/30/15			
47	Marse Chan	ATB				4/17/2015	CC 4/22/12	21.6	15.9	1.3	DG 4/23/15			
48	People of our neighborhood	Womans				4/17/2015	CC 4/22/13	17.9	12.1	2.2	DG 4/23/15			
49	A rose of a hundred leaves	Womans				4/17/2015	CC 4/22/14	16.2	11.1	2	DG 4/23/15			
50	Jan Vedder's wife	Womans				4/17/2015	CC 4/22/15	16.3	11.1	2	DG 4/23/15			
51	The new hostess of to-day	Womans				4/17/2015	CC 4/22/15	20.8	14.6	3.2	DG 4/23/15			
52	A lovable crank	Womans				4/17/2015	CC 4/22/15	20.6	14	3.2	DG 4/23/15			
53	Famous Authors (Men)	Spec Coll	PS121 H290 1906	786002384	5/29/2015									
54	The prisoner of Mademoiselle	ATB	1904 Robep3	1286369	5/29/2015									
55														

Make sure to include anything that you need in the metadata record that isn't exported by whatever program you use. When we were just exporting our files out of Client we had our call number right there and didn't need the call number column in our spreadsheet. When we started exporting out of WMS we realized we needed that column because it doesn't pull our local holdings information (call number, barcode, etc...).

Tips on working sheets

- Use Google Sheets
- Include articles when entering title information
- Include any information that is in the Local Holdings Record (LHR) that you will need
- Include any information that needs to be in the CONTENTdm record that isn't in the cataloging record

We decided to go with Google Sheets because it was so much more convenient than Excel because more than one person can view a document at a time. There are people from three different departments working on this project (Special Collections, Digital Projects, and Cataloging). If you have multiple people working on a project, Google Sheets is the way to go. Plus it helps that we have Gmail at UNCG and have access to these Google products.

Be sure to include your articles even on the working sheet. When you export your metadata it will have the articles in the title information so you need that in this document so it will sort correctly when you merge the two sheets together.

Like I said earlier, you have to include anything that you would need from the local holdings record because it doesn't export, yet.

And include any information on this sheet that isn't in the cataloging record, in this case it would be the corrective actions, who scanned it, when it was scanned, and the dimensions of the material.

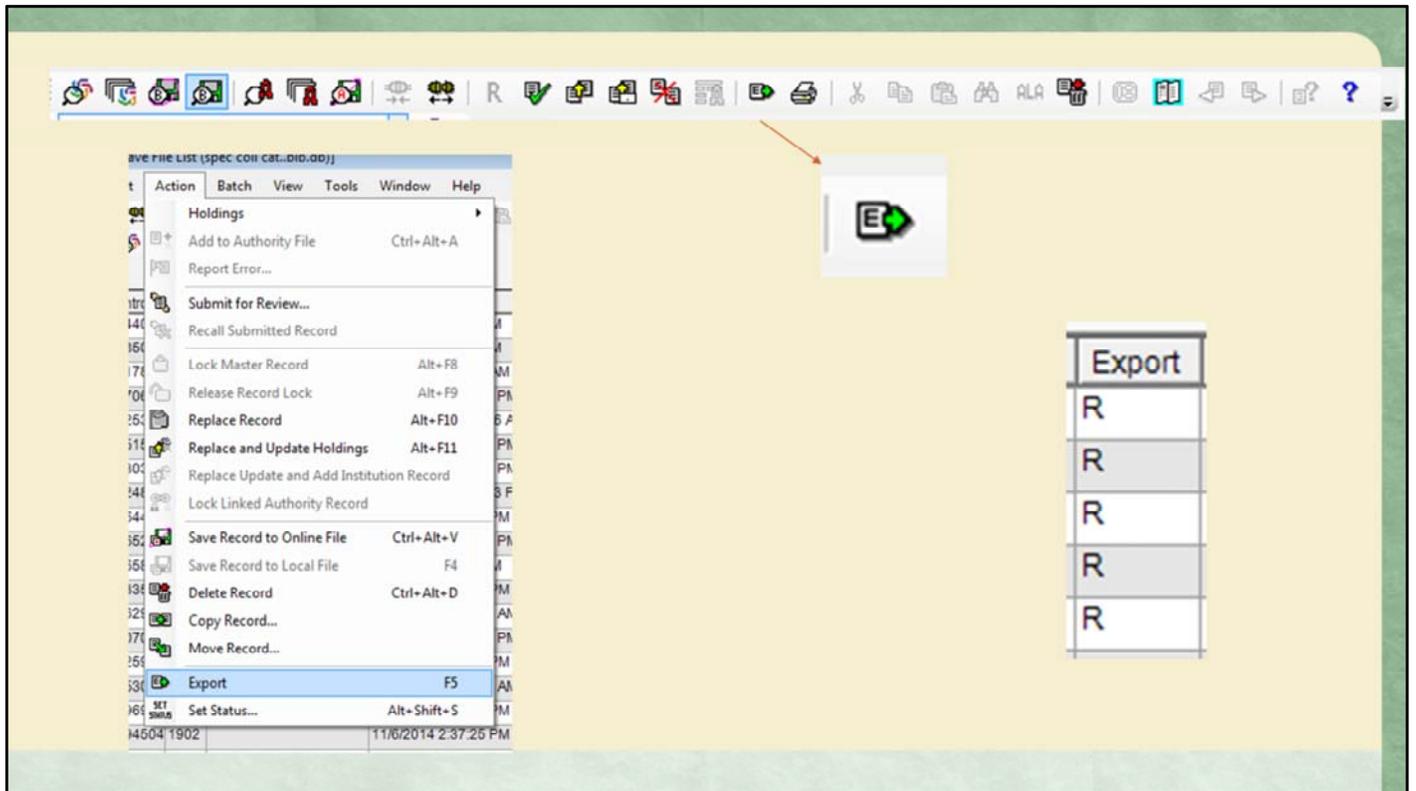
OCLC Connexion - [Local Bibliographic Save File List (spec coll cat..bib.db)]

File Cataloging Authorities Edit Action Batch View Tools Window Help

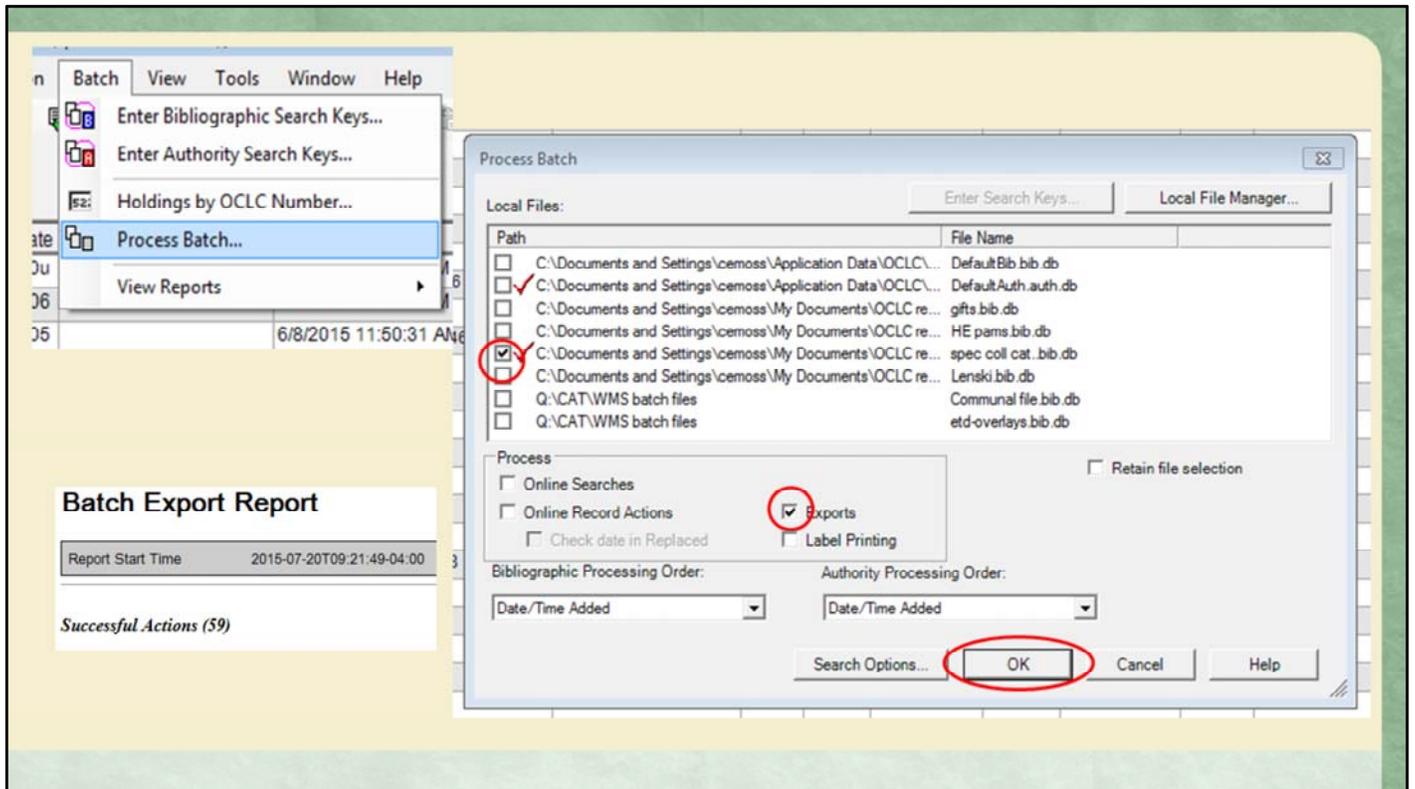
Test Strings User Tools

Save #	Contributor/Creator	Title	Control #	Date	Call Number	Date/Time Added	Held	Code	Format	Library	Workflow	Source	Delete Holdings
1	Barr, Amelia E., 1831-1919, au	Rose of a hundred leaves /	57144077	190u	PS 1072 R670 1900z	6/3/2015 3:08:48 PM	Held	NGUW	Books	PCC	In Process	OCLC	
2	Milbun, Francis, author	Cathedrals and churches of the Rhine /	885008	1906		6/4/2015 3:30:54 PM	Held	NGUH	Books	DLC	In Process	OCLC	
3	Taber, Mary J. (Mary Jane), 18	Cathedrals of England : an account of some of their di	1117852	1906		6/8/2015 11:50:31 AM	Held	NGUH	Books	DLC	In Process	OCLC	
4	Prescott, E. Livingston, author.	Small small child /	24570634	1905		10/28/2014 1:56:38 PM	Held	NGUH	Books		In Process	OCLC	
5	Barton, Olive Roberts 1880?-1	Nancy and Nick in the Land-of-Ooar-Knows-Where /	44126380	1921		10/29/2014 11:19:56 AM	Held	NGUH	Books		In Process	OCLC	
6	Saxe, Mary S. (Mary Solace),	Our little Quebec cousin /	622361513	1919		10/30/2014 2:36:57 PM	Held	NGUH	Books		In Process	OCLC	
7	Champney, Elizabeth W. (Eliza	Three Vassar girls at home : a holiday trip of three coll	2130345	1888		10/30/2014 3:31:42 PM	Held	NGUH	Books		In Process	OCLC	
8	Taylor, Mary Inlay, 1878-1908	My Lady Ciancarty : being the true story of the Earl of	2024804	1906		10/31/2014 12:23:23 PM	Held	NGUH	Books		In Process	OCLC	
9	Quincy, Josiah Phillips, 1829-1	Pedestal professorship : an episode in the history of p	10664496	1888		11/3/2014 1:57:28 PM	Held	NGUH	Books		In Process	OCLC	
10		Songs of motherhood /	233286219	1904	PN 6110 H6 HB 1904	11/13/2014 1:38:44 PM	Held	NGUH	Books		In Process	OCLC	
11	Blanchard, Amy Ella, 1856-192	Mabel's mishap /	22465819	1900		6/8/2015 2:54:41 PM	Held	NGUH	Books		In Process	OCLC	
12	Freeman, Mary Eleanor Wilkin	People of our neighborhood /	15133587	1903	PS 1712 P46 1903	6/11/2015 3:23:22 PM	Held	NGUW	Books		In Process	OCLC	
13	Sparhawk, Frances C., 1847-	Dorothy Brooks at Ridgemoor /	67862941	1912		6/12/2015 10:15:49 AM	Held	NGUH	Books	DLC	In Process	OCLC	
14	Woods, Amy, author	Mr. Renewer's bary godmother /	84407015	1905		11/5/2014 12:29:42 PM	Held	NGUH	Books		In Process	OCLC	
15	Dawes, S. E. (Sarah Elizabeth)	Colonial Massachusetts : stories of the old Bay state /	10025921	1900		11/5/2014 2:42:07 PM	Held	NGUH	Books		In Process	OCLC	
16	Ray, Anna Chapin, 1865-1946,	Nathalie's sister : the last of the McAlister records /	320153030	1909		6/12/2015 11:59:23 AM	Held	NGUH	Books		In Process	OCLC	
17		Golden moments /	18096997	1913		11/6/2014 1:08:02 PM	Held	NGUH	Books		In Process	OCLC	
18	Westcott, Edward Noyes, 1847	David Harum : a story of American life /	23694504	1902		11/6/2014 2:37:25 PM	Held	NGUH	Books		In Process	OCLC	
19	Hughes, Thomas, 1822-1896,	Tom Brown's school days /	646275686	1885		11/6/2014 3:14:47 PM	Held	NGUH	Books		In Process	OCLC	
20	Dumas, Alexandre, 1802-1870	Black tulip : and, Tales of the Caucasus		NEW 1896	PQ 2229 T8 1896	11/11/2014 12:30:06 PM		NGUJ	Books		In Process	World	
21	Hamlin, Myra Sawyer, 1856-19	Persis Pulnam's treasure, or, Nan's girls at camp Chic	43520834	1908		6/12/2015 2:52:53 PM	Held	NGUH	Books	DLC	In Process	OCLC	
22	Warner, Charles Dudley, 1829-	Being a boy /	377135	1897		6/18/2015 1:40:12 PM	Held	NGUH	Books	DLC	In Process	OCLC	
23	Fannie, Cousin, author	Maud : a story for girls /	7902071	1859		6/17/2015 12:38:12 PM	Held	NGUH	Books		In Process	OCLC	
24		Our girls : a selected series of entertaining stories and	70691775	1901		6/18/2015 9:30:17 AM	Held	NGUH	Books		In Process	OCLC	
25	Michelson, Miriam, 1870-1942	Yellow journalist /	3334491	1905		11/19/2014 1:02:17 PM	Held	NGUH	Books	DLC	In Process	OCLC	
26	Quixá, 1839-1908, author	Muniella, or, Le selve /	854876710	1901		6/23/2015 10:10:56 AM	Held	NGUH	Books		In Process	OCLC	
27	Larned, Linda Hull, 1853-1909,	New hostess of to-day /	33452348	1931	TX 715 L33 1931	6/23/2015 3:05:12 PM	Held	NGUW	Books		In Process	OCLC	
28	Society of American Archivists,	Describing archives : a content standard	853459179	2013	Z 695.2 S625 2013	6/23/2015 3:24:35 PM	Held	NGUJ	Books		In Process	OCLC	
29	Degas, Edgar, 1834-1917, artist	Monotypes /	2045550	1948	NC 885 D4 R680 1948	6/24/2015 9:35:35 AM	Held	NGUJ	Books		In Process	OCLC	
30	Wilde, Oscar, 1854-1900, author	Poems /	7476239	1881	PR 5814 W81	6/24/2015 10:43:58 AM	Held	NGUH	Books	DLC	In Process	OCLC	
31	Keats, George, 1729-1797, aut	Short account of the ancient history, present governm	1810973	1761	DQ 454 K25	6/24/2015 11:22:16 AM	Held	NGUH	Books	DLC	In Process	OCLC	
32	Wilde, Oscar, 1854-1900, author	Ballad of Reading gaol & other poems /	9258536	uuuu	PR 5814 1940z	6/24/2015 3:16:58 PM	Held	NGUH	Books		In Process	OCLC	
33	Adison, Julia de Wolf (Mrs)	Art of the National Gallery : a critical survey of the sch	7325778	1917z		6/29/2015 9:57:28 AM	Held	NGUH	Books		In Process	OCLC	

Since most people probably have OCLC, let's start with OCLC Client. Get into OCLC Connexion Client. As stated earlier, you will **not** be able to do this process in OCLC Browser because there is no way to save records into a file. What I normally do is just save the records into my local file as I work on them. We still order cards (which will be going away in September) so all these saved records have all the local call numbers and information I want for my records. When I'm ready to export a batch of records, I go into my save file, select all the records I want to put into CONTENTdm...



After you select all of your records, select the E with a green arrow from your toolbar (the export button), or go to the action menu and select export (or in my case, just press F5). You'll know they are ready to export when you get the R in the export column



Go to Batch → process batch. Then this screen will pop up. Check the box next to the file you saved the records in → Check exports → say ok. It'll ask you where you want to save your files and then you'll get an batch export report that will let you know if it was successful.



STOP! Let's switch gears a little bit. Since we are done with the Connexion Client part, let's switch to how to get the information out of WMS since everything is the same after getting information out of the respective programs.

OCLC WorldShare

Metadata Acquisitions Circulation Analytics Admin

Record Manager

Text View MARC 21

Create New Record

My Library Holdings

Title

nathalie's sister

Search Clear

Advanced Search

Saved Lists

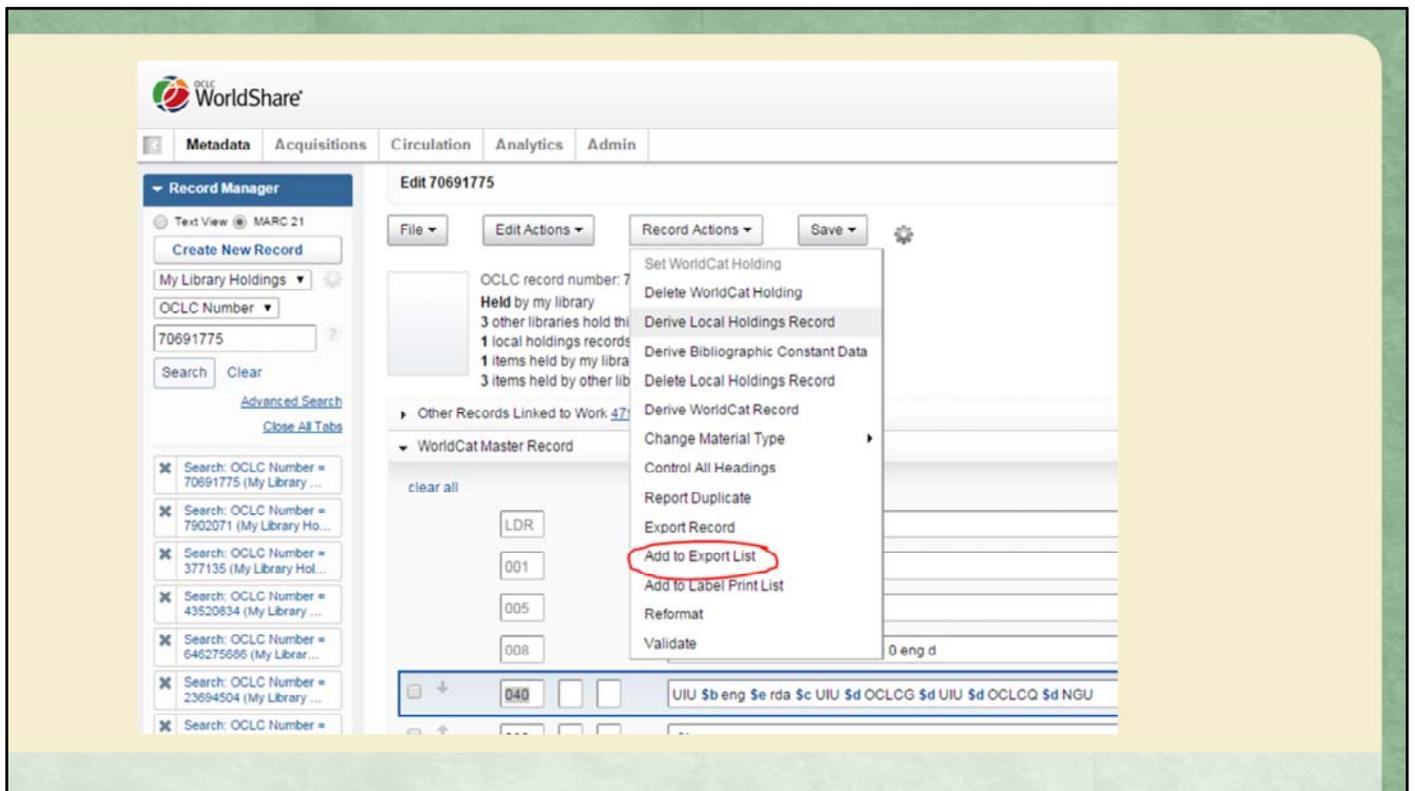
Collection Manager

My Files

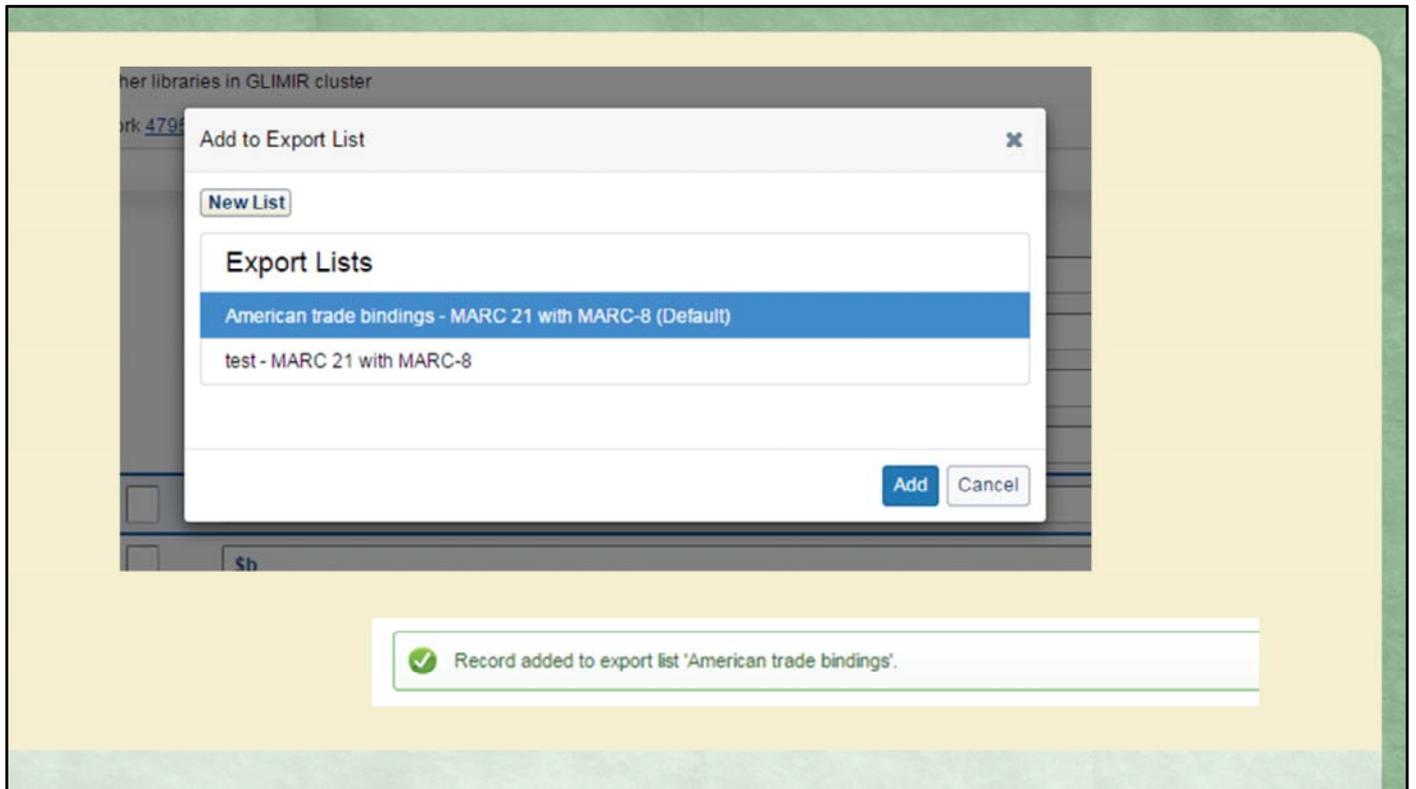
My Apps

- Metadata tab
- Select My Library Holdings
- Title (or OCLC number)
- Search for title (or OCLC number)

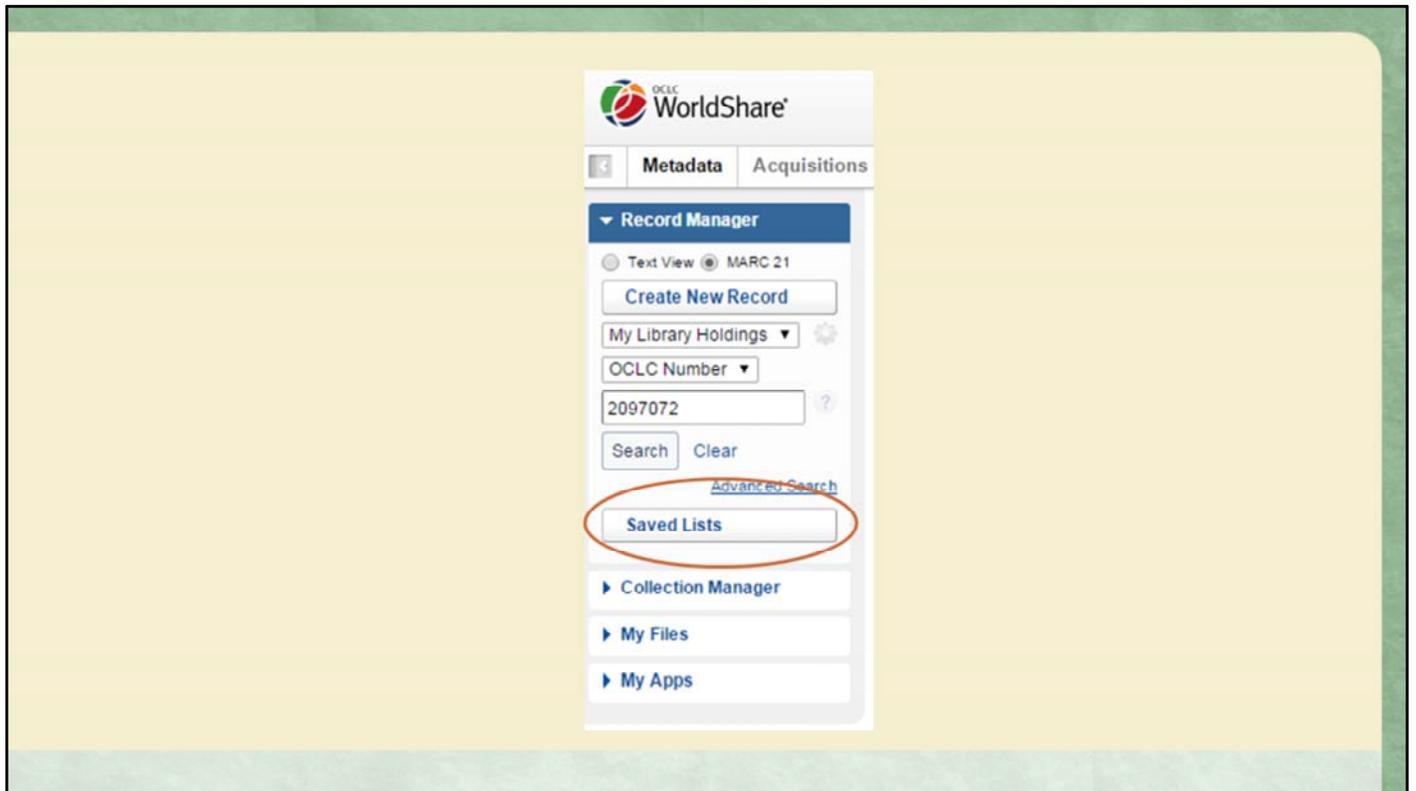
Log into WMS. Get into the Metadata tab. Make sure my library holdings is selected (if you already have holding on the item if not then you'll have to expand this to All WorldCar). Select the facet you will be searching from (OCLC number, title, ISBN, etc...) and then search for that item.



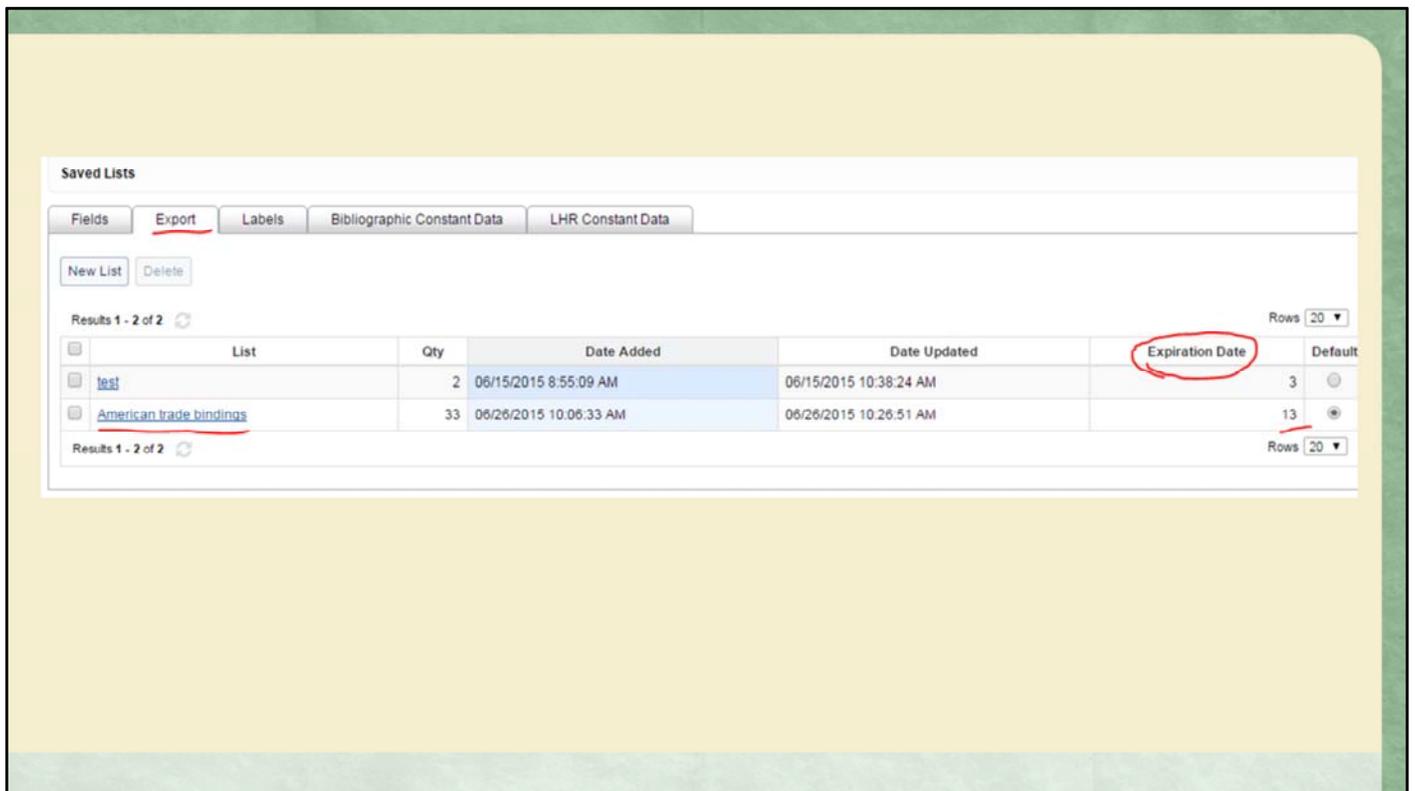
Once you have found your item and have all your local information that you want in your local bibliographic data, click record actions, add to export list. We normally add the book to the list as we are cataloging it.



Select the list you would like to add your record to, say add. A little green banner will appear at the head of your record saying it was added.



Once you have added all of the records you would like to your list, click on saved lists on the left hand side.



Head on over to your export tab and you'll see all of your saved lists. One thing I will not is that, sadly, these aren't communal. You can only see your saved lists so if someone else is working on the same project, they will have their own saved list and you will have your own. Please note the expiration date. These files only last for two weeks. They do extend the time as you add items to the collection, so it is two weeks from the last time you added an item to the collection. So export before you leave on your two week vacations!

Saved Lists

Fields Export Labels Bibliographic Constant Data LHR Constant Data

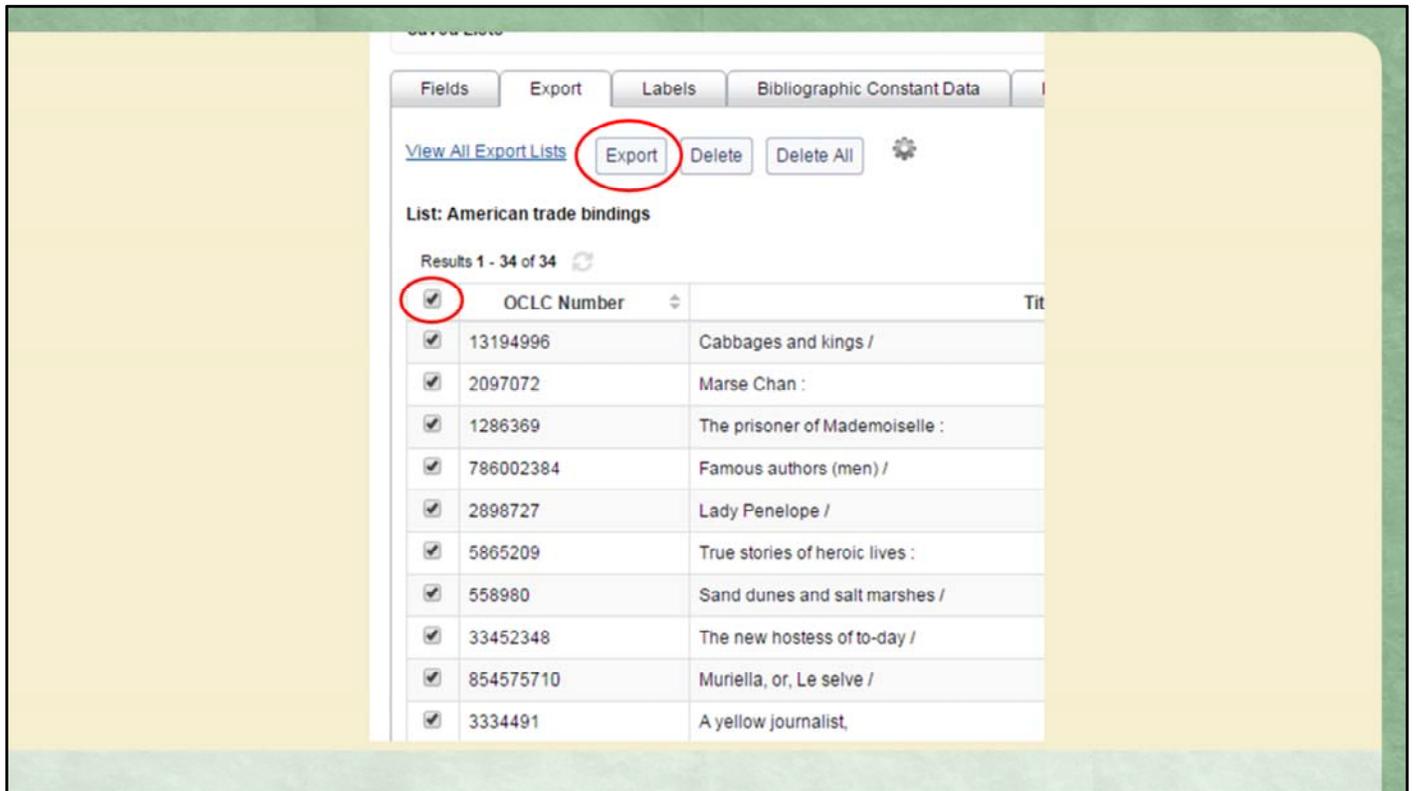
[View All Export Lists](#) Export Delete Delete All

List: American trade bindings

Results 1 - 20 of 33 Rows 20

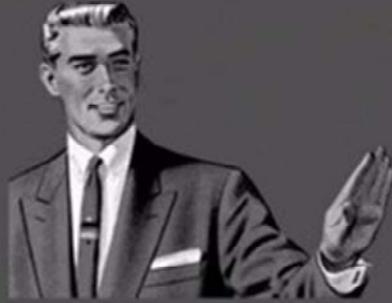
	OCCL Number	Title	LBDs	LHRs	Date Added	Record Type
<input type="checkbox"/>	2097072	Marse Chan :	1	0	06/26/2015 10:26:20 AM	BIB
<input type="checkbox"/>	1286369	The prisoner of Mademoiselle :	1	0	06/26/2015 10:26:08 AM	BIB
<input type="checkbox"/>	786002384	Famous authors (men) /	1	0	06/26/2015 10:25:51 AM	BIB
<input type="checkbox"/>	2898727	Lady Penelope /	1	0	06/26/2015 10:25:38 AM	BIB
<input type="checkbox"/>	5865209	True stories of heroic lives :	1	0	06/26/2015 10:25:26 AM	BIB
<input type="checkbox"/>	558980	Sand dunes and salt marshes /	1	0	06/26/2015 10:25:13 AM	RIR

What exactly are we exporting? We are exporting the master record that is found in OCLC AND any local notes/information that we have added in the local bibliographic date. As you can see from the list it has LHRs (local holdings records where the call numbers and barcodes are stored) on the list but we CANNOT currently get this information out using saved list. My guess is that we are going to be able to export this information in the future since they have a column for it, just not right now.



Select all → export. It'll ask you where you want to save your file. I normally save my file with the date of the export and save them collectively in a folder I have marked for the American Trade Bindings Collection

**DON'T WORRY IT'S ALL
THE SAME FROM HERE**



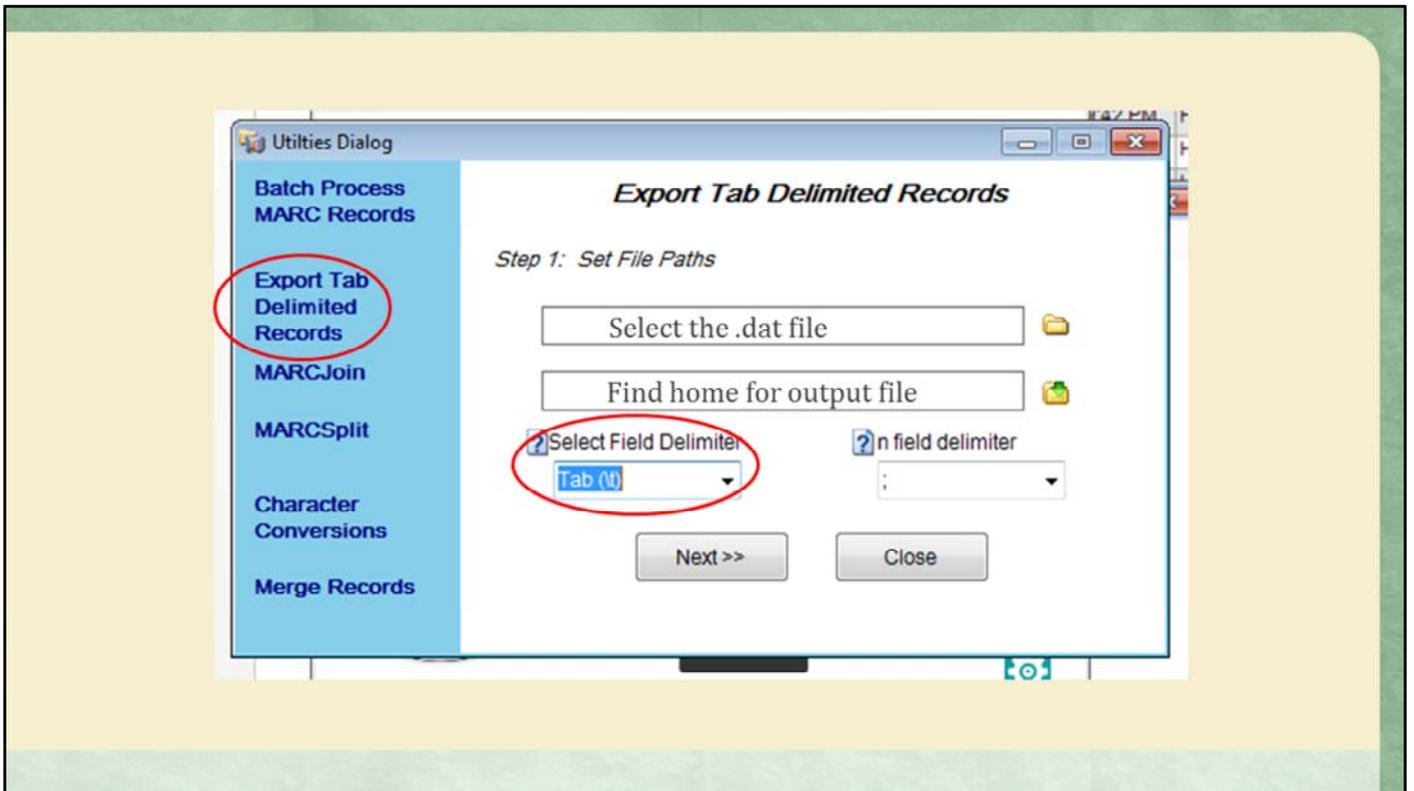
imgflip.com

Version I'm using in case you don't have MarcEdit yet.

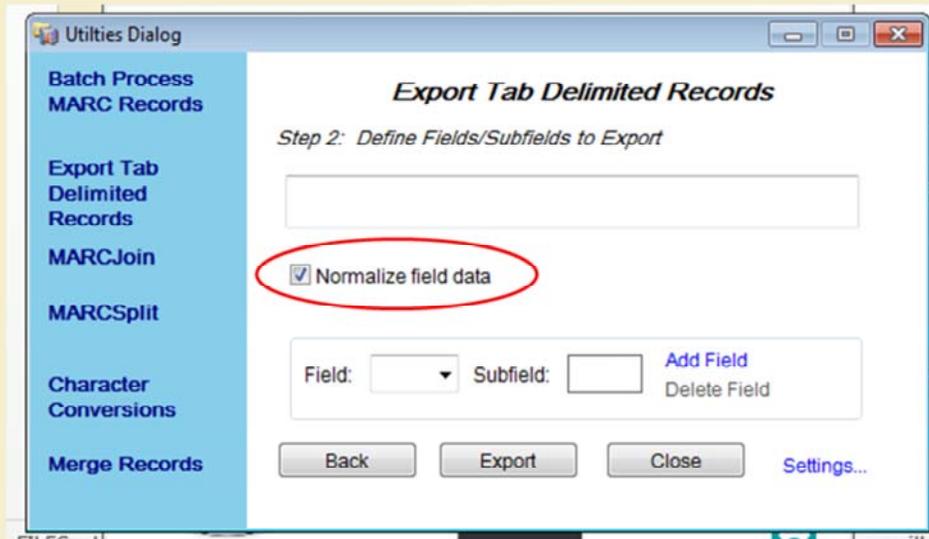
<http://marcedit.reeset.net/downloads>

Now's it's time to get into MarcEdit. If you haven't seen MarcEdit, it's a wonderful tool for getting .dat .mrc .mrk files into the format you need them. Best of all it's free, you just download it off of the internet! I'm running version 6.0.5.... on my computer. Here's the web address to download that.

Go into Tools and select Batch Process Records.

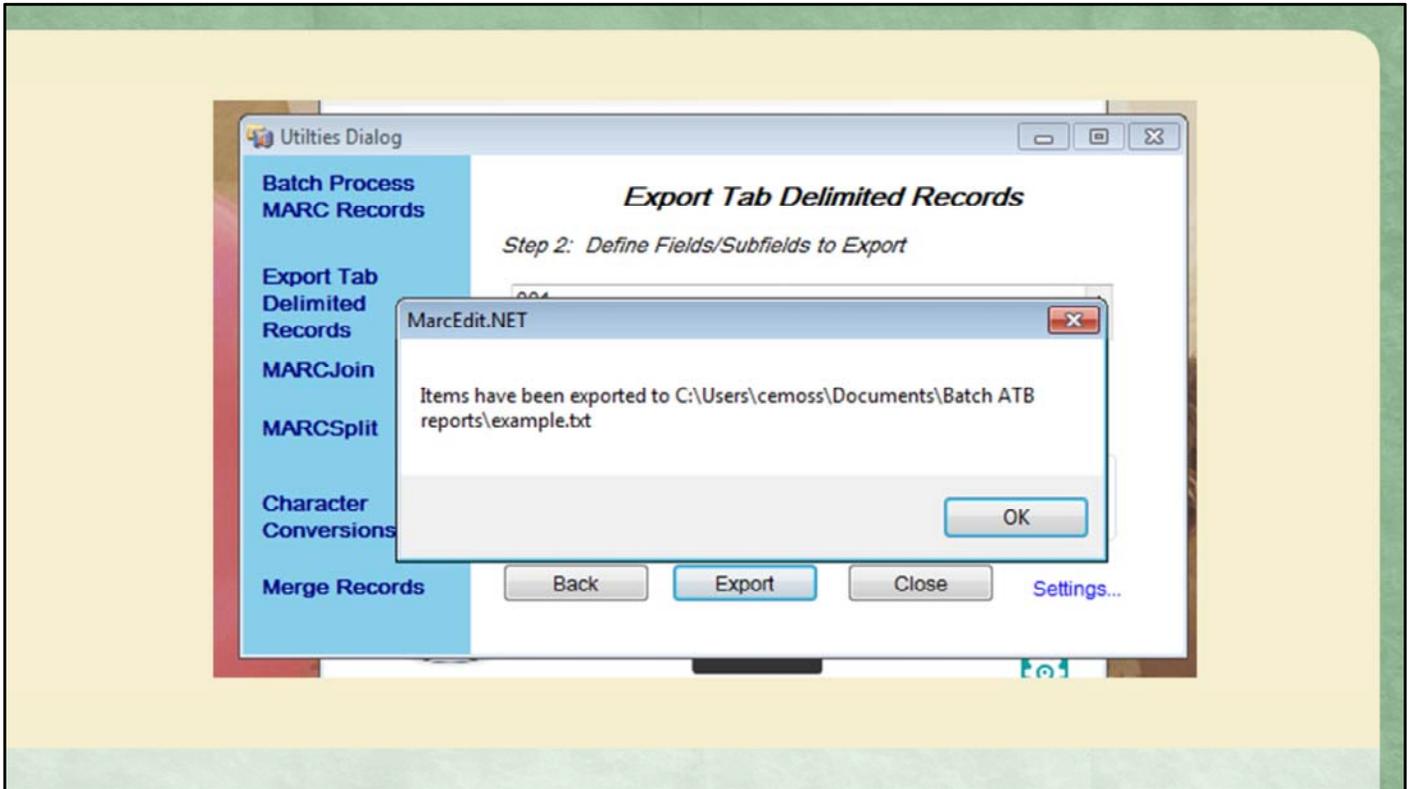


Click "export tab delimited records." Set the file paths and make sure you do tab delimiter. Make sure to select ALL FILES when looking for your .dat file it's defaulted to only book for .mrc files but you will be able to find it if you select ALL files.

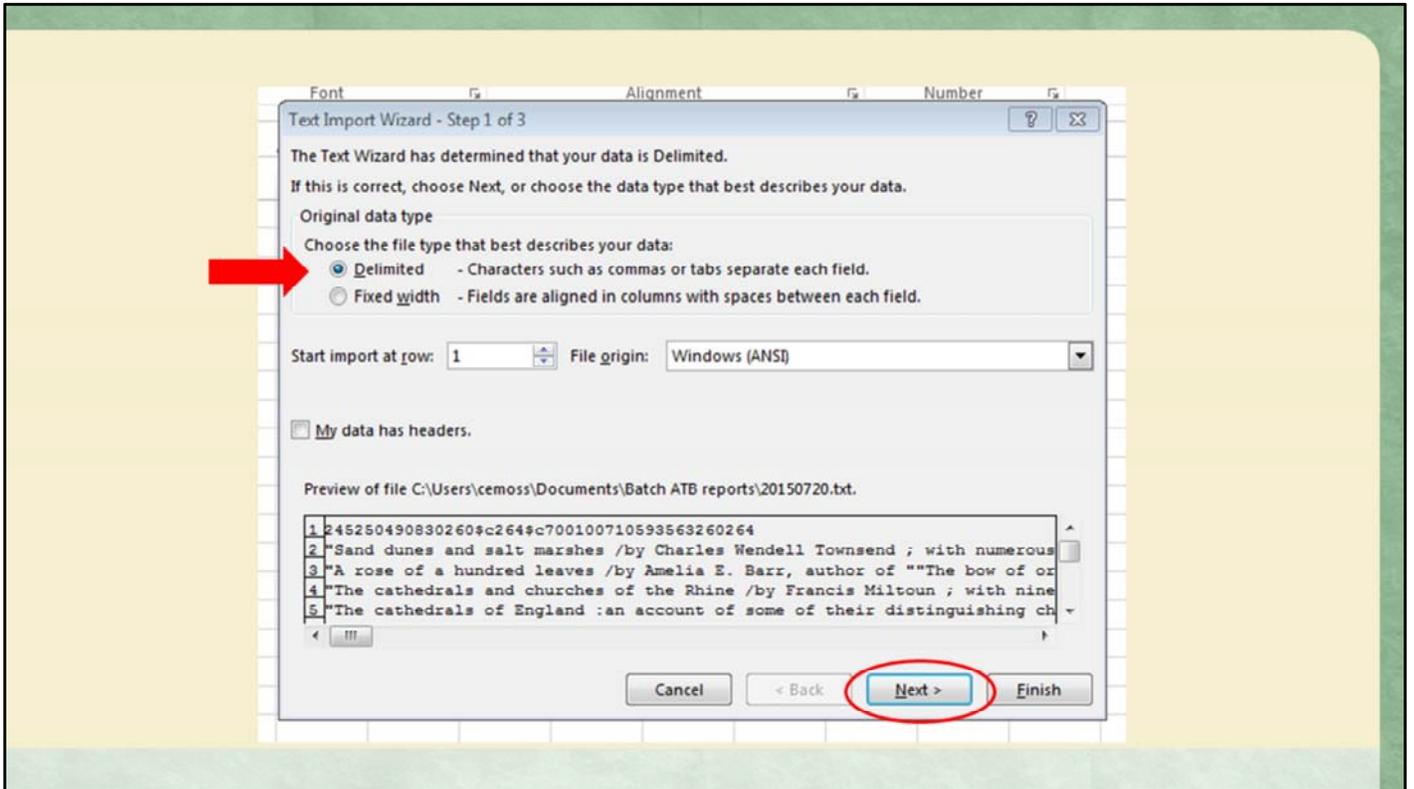


Be sure to select normalize field data. This is one of the most important buttons to check. If you don't, you will have a lot more clean up on your hands and it will take longer. You will need to know a little MARC here because you are pulling MARC fields. You can select the fields you would like to export by either typing or selecting the fields from the drop down menu. You can also specify a specific subfield if you would like. For example you can export just the publisher or just the publication date if you would like if you didn't need/want the whole field. This is also where you need to take your naming conventions into place. Our records are first saved under their titles since they aren't cataloged and then, after they are cataloged, we rename them with their OCLC numbers. We export the OCLC numbers here so we can construct our file names easier.

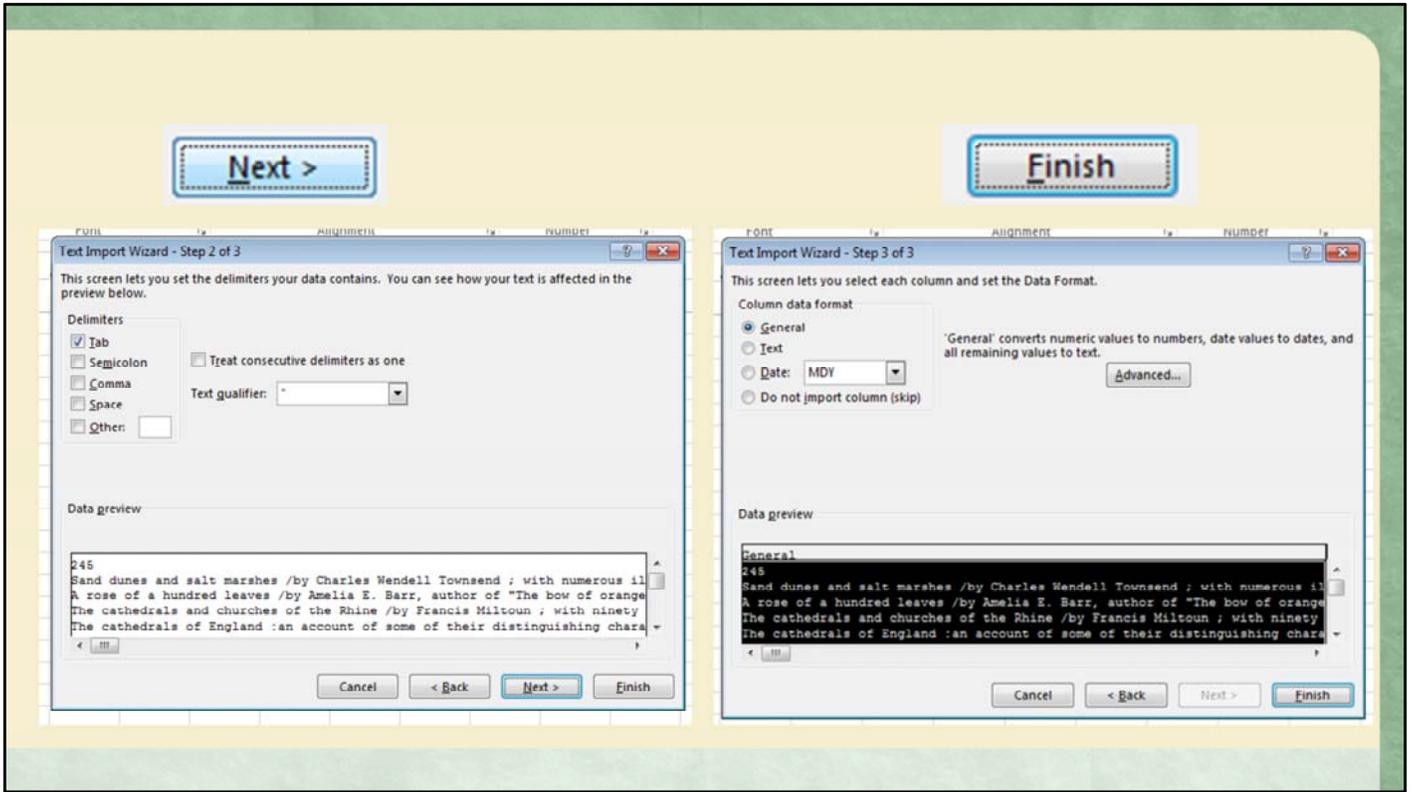
One thing I will suggest is to export your metadata as it will be added in CONTENTdm. Try to match the Marc fields as closely as you can to the Dublin Core fields you will be using for CONTENTdm. This will make it so much easier when you are uploading into CONTENTdm



After you have selected all the fields you would like to use in your CONTENTdm metadata, click export and this box will appear.



Next you will need Excel. Open a new workbook and find the document you just saved. It will be saved as a .txt file so make sure you select to look at all documents when you are looking for your file. When you try to open your file, this box will appear. Make sure delimited is selected then hit next.

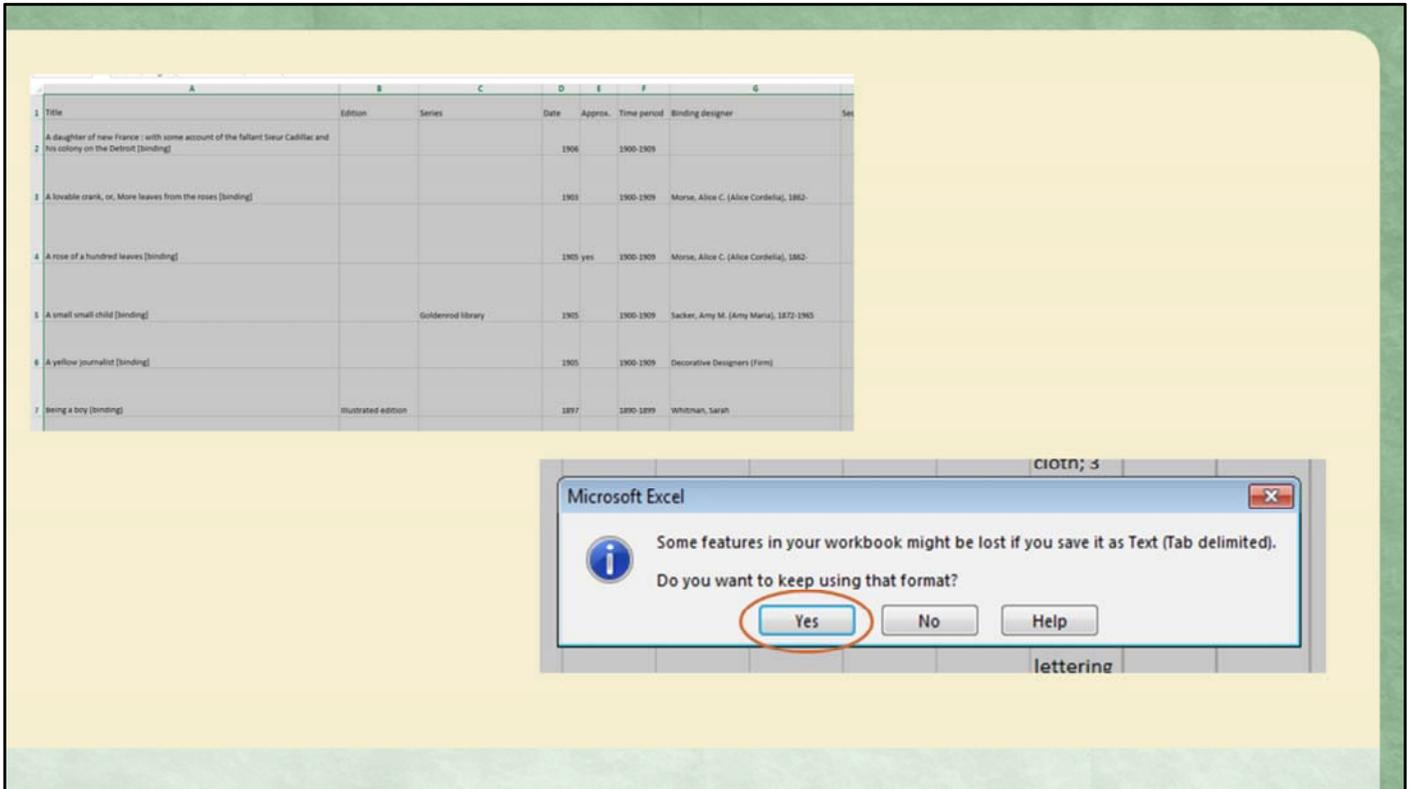


Tab delimiters, next, general, finished

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1		245	250	490	830	260	264	700	100	710	593	563	260	264			
2		Sand dunes and salt marshes /by Charles Wendell T [1913];;Sa												Boston :Dana Estes & Company[1913];Boston,			
3		A rose of a hundred leaves /by Amelia E. Barr, authc [190-?];;M												New York :Dodd, Mead and Company,[190-?];			
4		The cathedrals and cThe cathe Cathedral series (Pa) 1906.;;1M												Boston :L.C. Page and Company,1906.;;1905			
5		The cathedrals of En The Cathe Cathedral series (Pa) 1905.;;1M												Boston :L.C. Page & Company,1905.;;1904			
6		A small small child /The Golde Goldenrod library. 1905.;;1Sa												Boston :L.C. Page & Company,1905.;;Boston, M			
7		Nancy and Nick in th The Nancy and Nick :[1921] ;;1921												Higgins, E. Barton, Ol George H. Moderate yellow gre New York ;;1921			
8		Our little Quebec co The little Little cousin series. 1919.;;1												Meister, C Saxe, Mar Page Com Pale orange yellow calico-texti Boston :The Page Company,1919.;;1919			
9		Three Vassar girls at home :a holiday trip 1888												Champne! Champne! Estes & La Light olive brown ve Boston :Estes and Lauriat,1888(Cambridge :John Wilson			
10		My Lady Clancarty :being the true story of the Earl o [1905];;1												Stephens, Taylor, M Little, Bro Yellowish-gray smooth calico-t Boston :Little, Brown, and Company,[1905];;Bc			
11		The Peckster professorship :an episode in the histoi 1888.;;1												Whitman, Quincy, Jc Houghton Grayish-blue (C186) smooth cal Boston :Houghton Mifflin and Company,1888.			
12		Songs of motherhood /selected by Elizabeth Johns 1904.;;1												Huckel, Elizabeth J., Macmillan Moderate grayish-olive brown New York :The Macmillan Company ;London :i			
13		Mabel's mishap /by Amy E. Blanchard. [1900];;1												Waugh, Id Blanchard George W Deep red (C13) calico-texture c Philadelphia :George W. Jacobs & Co.,[1900];;i			
14		The people of our neighborhood /by Mary E. Wilkin 1903.;;1												Freeman, Freeman, Melville P Medium gray calico-texture clc New York :Melville Publishing Co.,1903.;;1f			
15		Dorothy Brooke at Ri [The Dorothy Brooke books] [1912];;1												Merrill, Fr Sparhawk, Thomas Y. Light olive gray calico-texture c New York :Thomas Y. Crowell Company,[1912			
16		Mr. Penwiper's fairy godmother /by Amy Woods ; ill [1905];;1												Horne, Dii Woods, Ai Dana Este Grayish-olive calico-texture clc Boston :Dana Estes & Company,[1905];;Boston			
17		Colonial Massachusetts :stories of the old Bay state 1900.;;1												Sacker, Ar Dawes, S. Silver Buri Grayish-yellow fine vertical rib New York :Silver, Burdett & Company,1900.;;i			
18		Nathalie's sister :the Teddy Books 1909.;;1												Stephens, Ray, Anna Little, Bro Moderate reddish-yellowish-g Boston :Little, Brown, and Company,1909.;;Bo			
19		Golden moments /collected by Everett T. Brown. [1913];;1												Brown, Everett T., co Acmegrap Light greenish-blue paper; pan Chicago :Published by The Acmegraph Compa			
20		David Harum :a story of American life /by Edward N 1902.;;1												Clinedinst Westcott, D. Apple! Moderate bluish-green calico-1 New York :D. Appleton and Company,1902.;;i			
21		Tom Brow Sixth edition. [1885?].												Mclver, Cf Hughes, T Hurst & Cc Dark brow Bound in pictorial da New York :Hurst & Co.,[1885?];;24 & 26 Woost			
22		Persis Putnam's trea Myra Sawyer Hamlin's stories 1908.;;1												Hallowell, Hamlin, M Little, Bro Grayish-yellow (C90) calico-tex Boston :Little, Brown, and Company,1908.;;Bo			
23		Being a bc illustrated edition. 1897.;;1												Johnson, (Warner, C Houghton Moderate olive green (C125) cc Boston ;New York :Houghton, Mifflin and Con			
24		Maud :a story for girls /written and illustrated by Co 1859.;;1												Fannie, Co Fannie, Co Phillips, S Dark grayish-brown fine vertici Boston :Phillips, Sampson, & Company,1859.;;i			
25		Our girls :a selected series of entertaining stories ar 1901.;;1												May, Sophie, 1833-15 Saalfield F Strong reddish-brown (C40) cal New York ;Akron, Ohio :The Saalfield Pub. Co.			
26		A yellow journalist.by Miriam Michelson. 1905												Mclver. Cf Michelson Decorative Designers (Firm) New York.D. Appleton,1905.			
27		Muriella, or, Le selve Red rose l Red rose library ;no. 1901.;;1												Prenderg; Ouida, 183 L.C. Page i Light grayish-olive (C109) calicc Boston :L.C. Page & Company,1901.;;Boston, M			

And this is what you will get. Now is the time to clean up the data as much as you can! Like this thing. This would be how a copyright symbol comes over. We want to get rid of that completely and just have one date appear in this column for our purposes.

This is also the point where you combine the information that you have on your Google sheet with your Excel file as well. Anything you want uploaded into CONTENTdm (beside blanket information that you have in your metadata template already), make sure it is on this sheet. Also remember that your filename will be in the last column of the sheet.



Once you have added everything you need to, copy and paste ONLY the metadata sections into another excel sheet and save it as a text file. This will eliminate any extra columns and rows that you don't need.

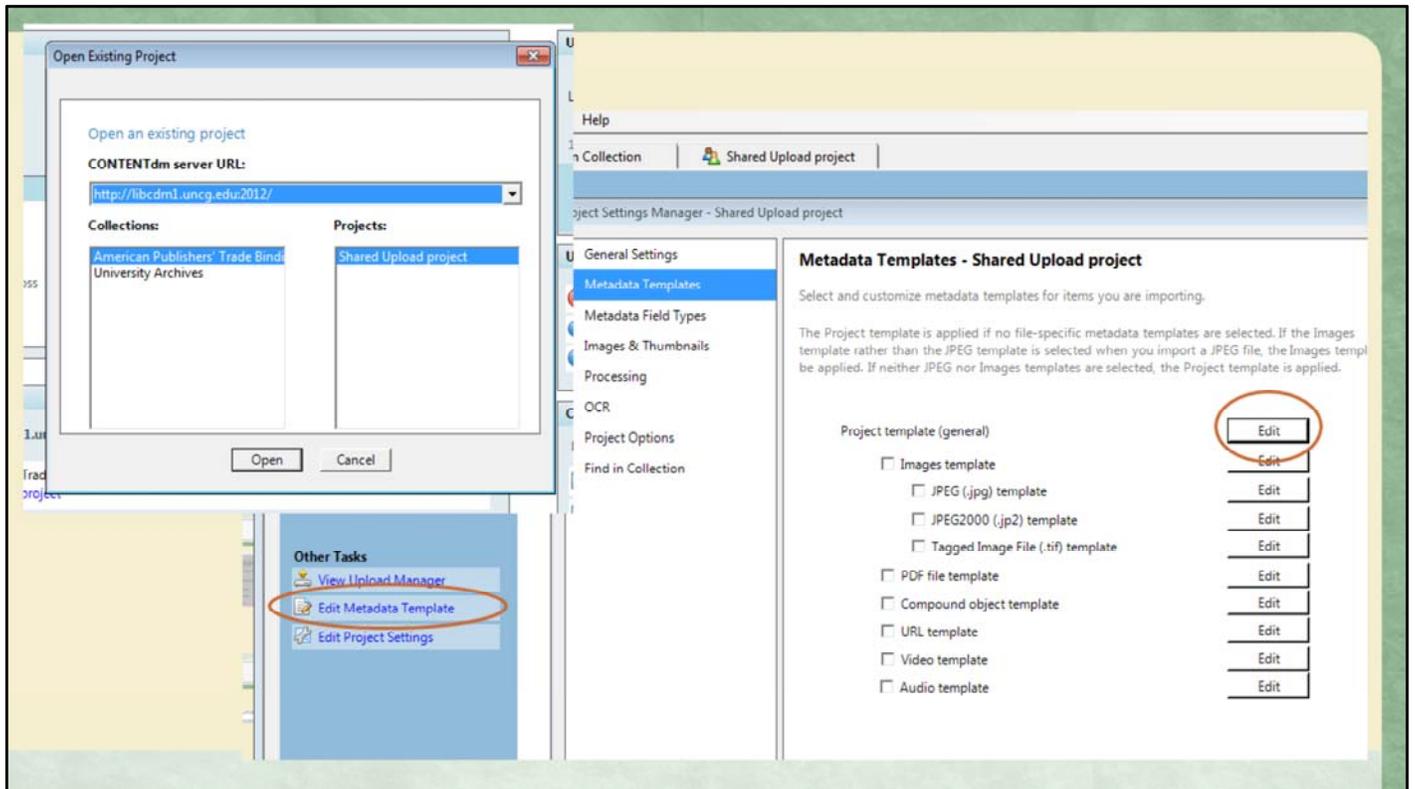
Yes you want to keep the format, re save, then get out of Excel completely.

True stories of heroic lives : stirring tales of courage and devotion of men and women of the Nineteenth Century, [binding]
wit and humor of well-known quotations [binding] Second edition 1905 1900-1909 "Peabody, Mari

on 1899 True 2014
14254464.tif

Say no to white space!

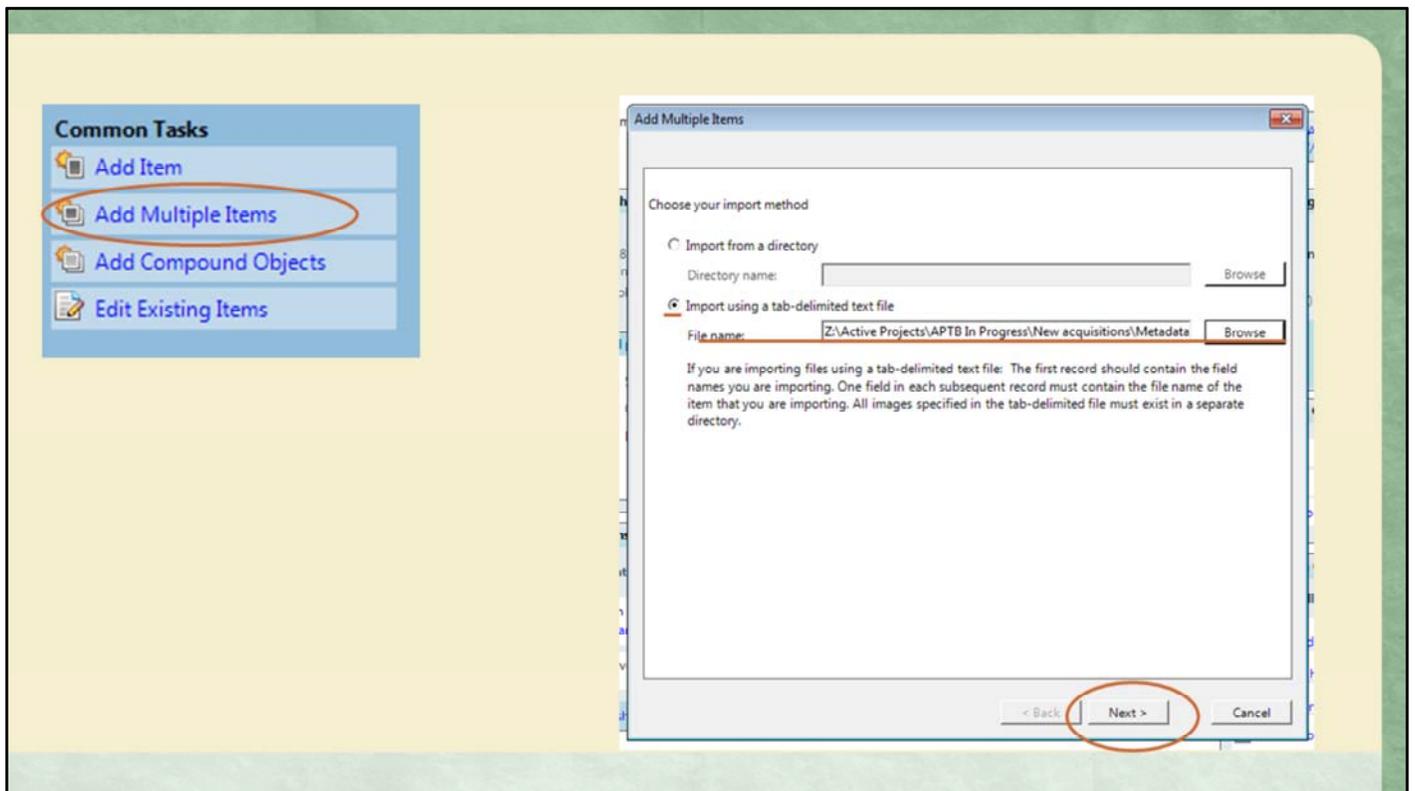
Just say no to extra white space. Hit backspace until your cursor is right against the last text in the document. Hit save. Close out the program.



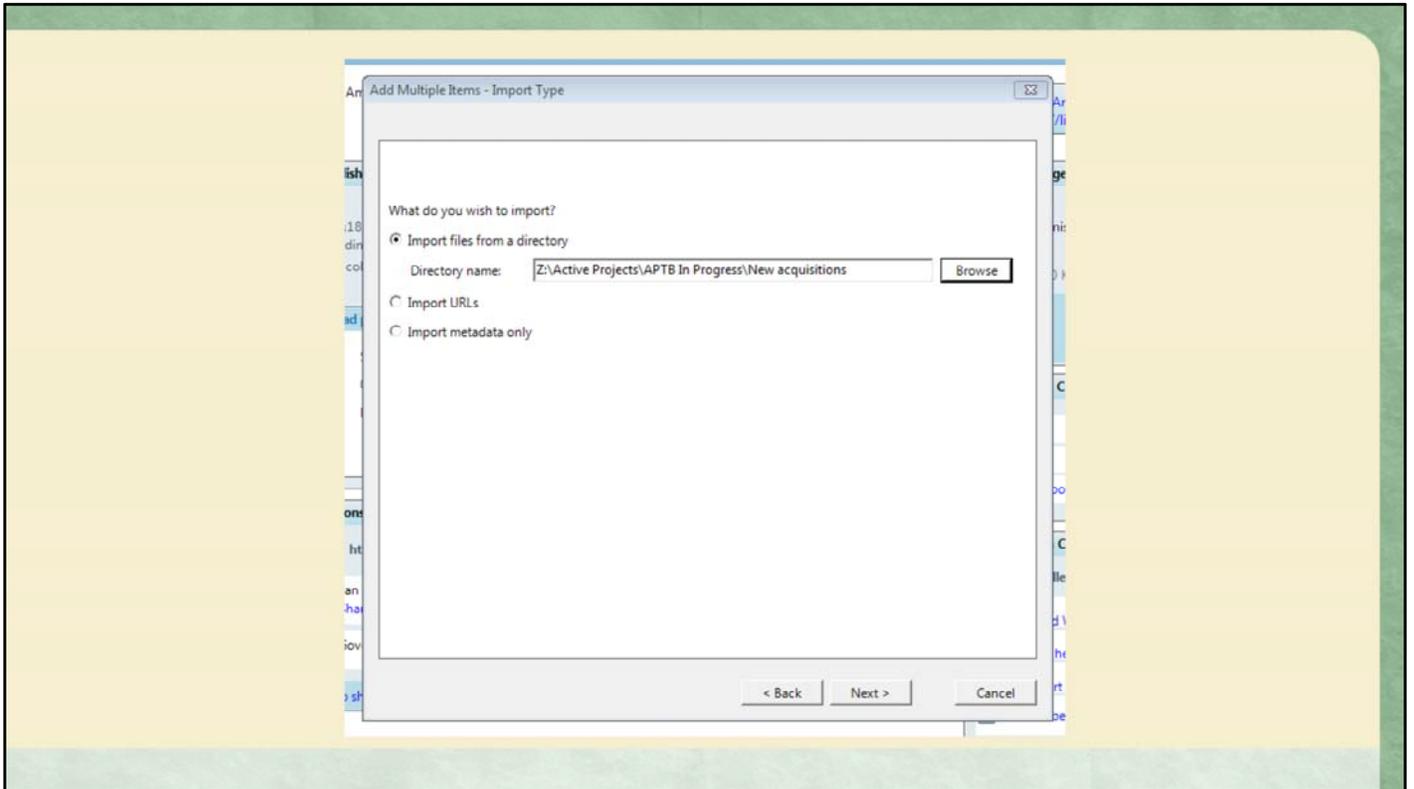
Now to get into Project Client. I want to open an existing project since I already have a project set up. (Project → open) if you need to do a new project (project → new) enter your credentials and select your collection.

Say open. If you haven't set up your template, you do that under other tasks. Click edit metadata template, I just do general project template. Hit edit and fill in all the fields that will have the same metadata. In this case it would be the type, collection home page, language, digital publisher, original format, contributing institution and statement of rights.

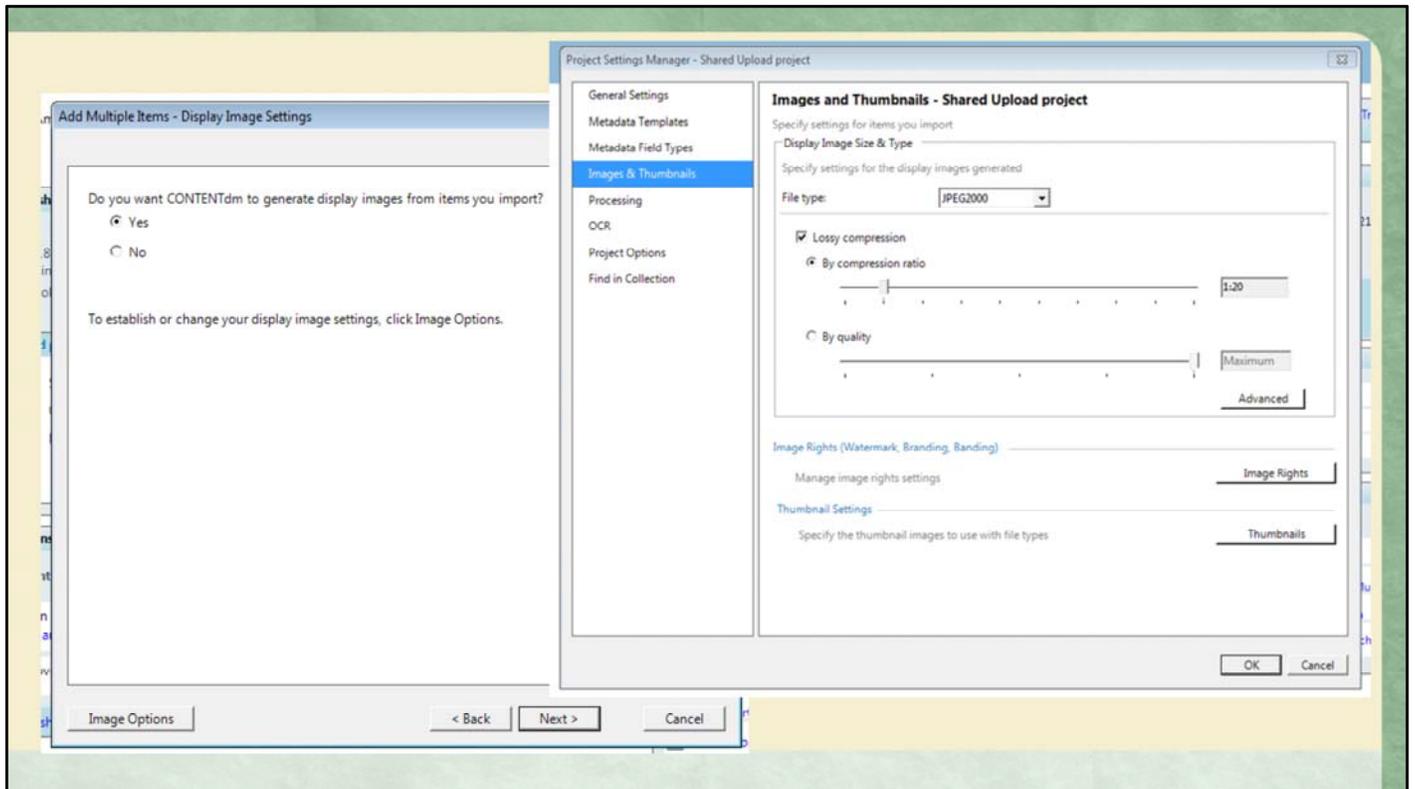
Now you are ready to upload!



Go to the left hand side, say add multiple items. Select import using a tab-delimited text file. Find your .txt file. Hit next.

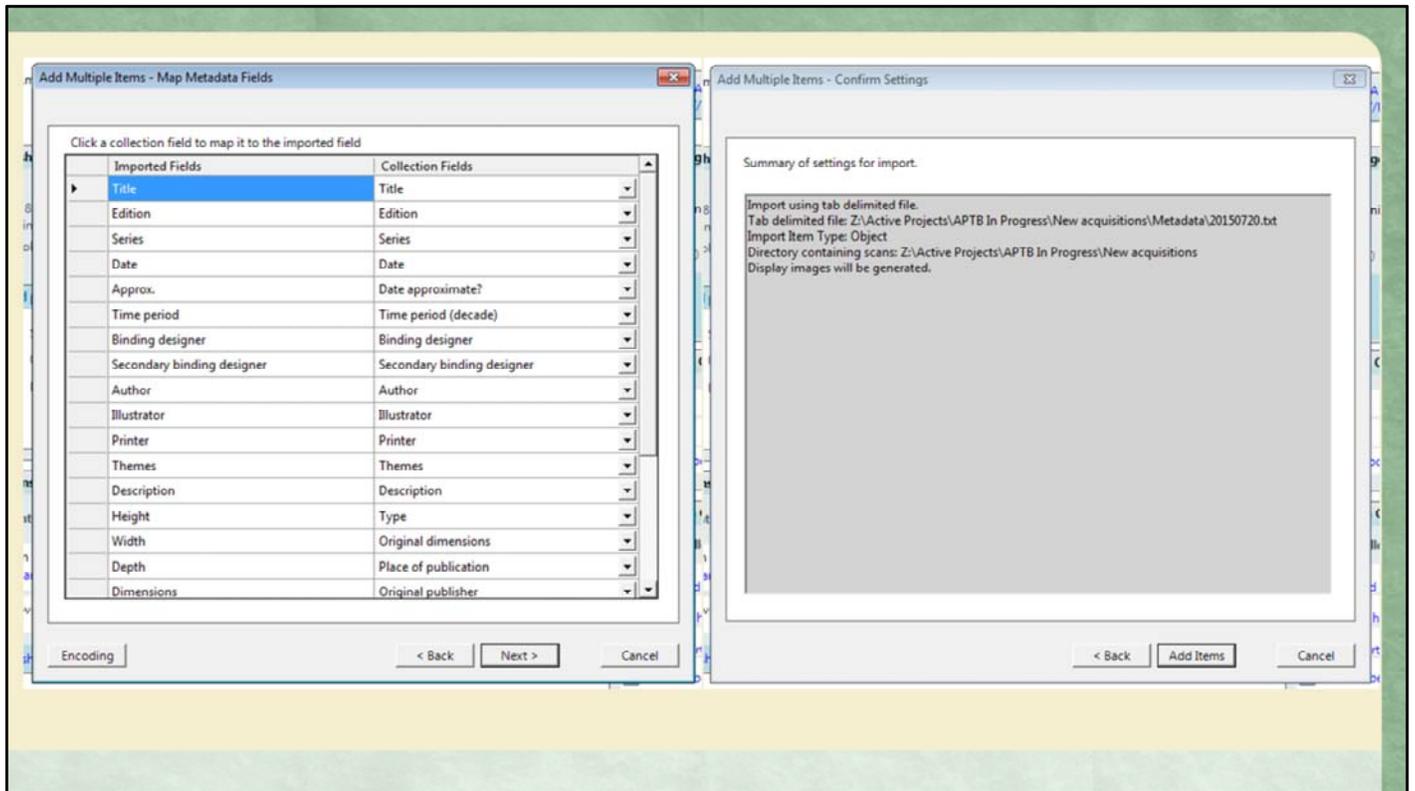


We are going to import from a directory. Find the folder where you saved all of your images. It's really important to keep all your images in one folder because of this. Hit next

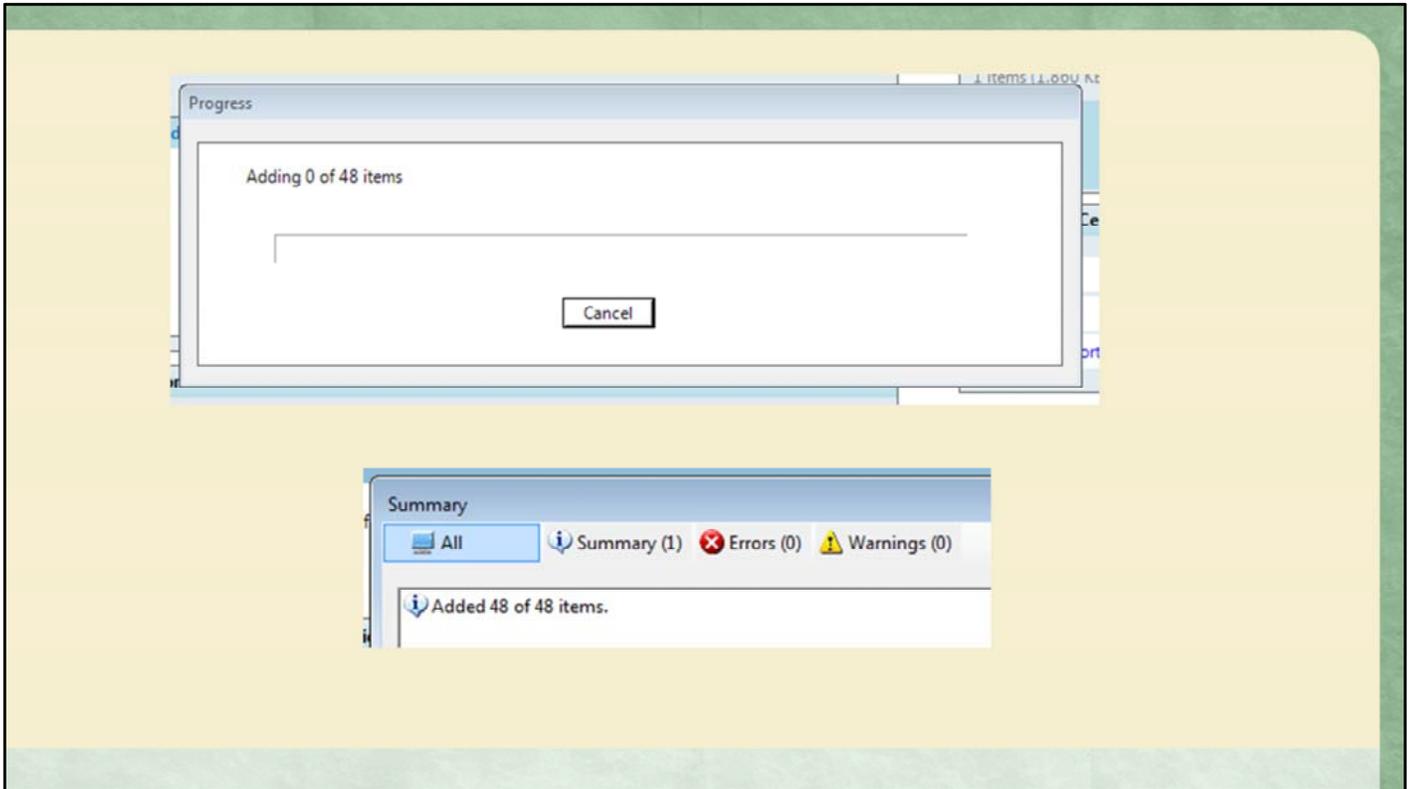


Yes you want CONTENTdm to display images. Click on image options → images and thumbnails → make sure lossy compression is checked → ok → next

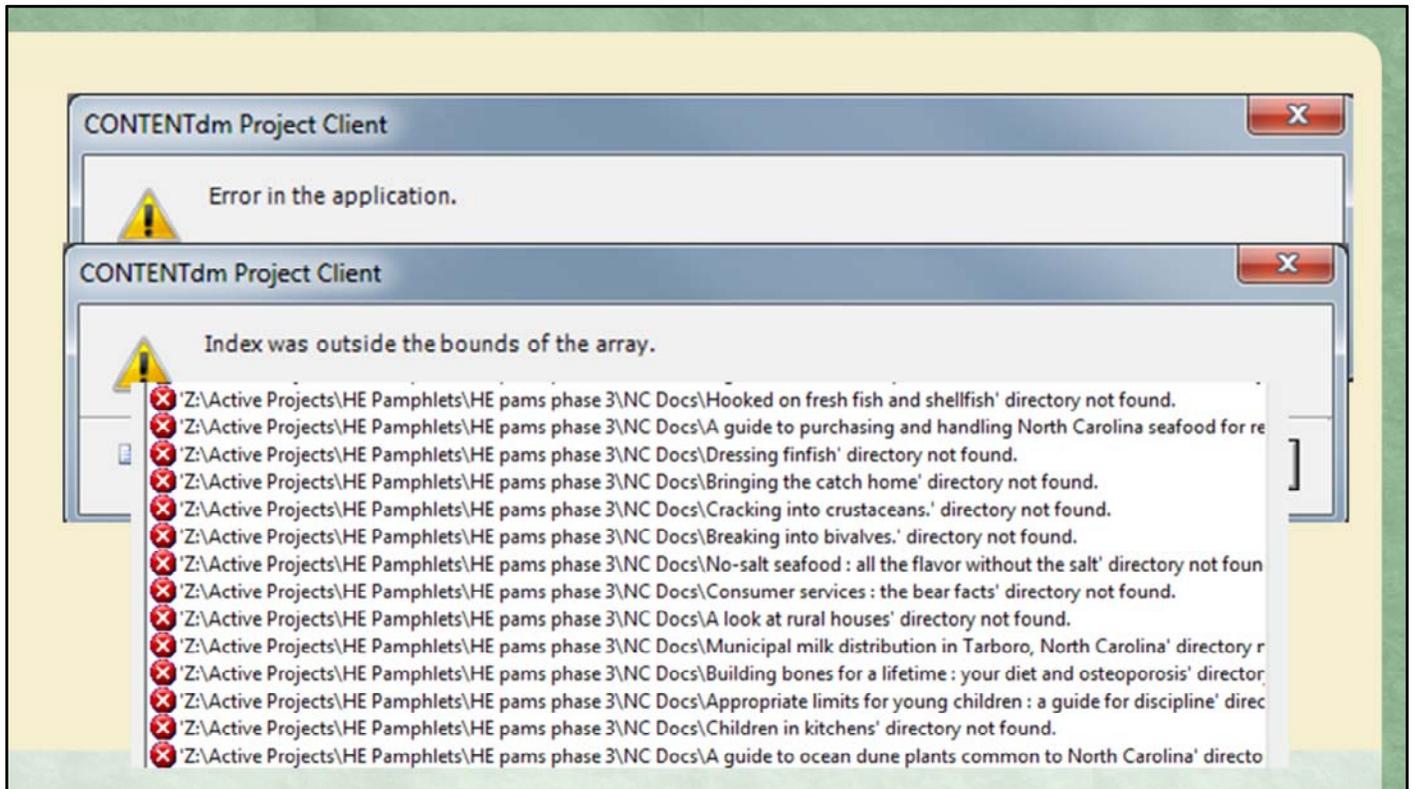
We check lossy compression because it converts the images into jpegs and it "Makes the file drastically smaller and faster-loading" (Thanks to head of Digital Projects, David, for providing this reasoning) =)



Now we match up our fields! Luckily we already did this step for the most part when we created our metadata sheet in Excel so we just have to make sure everything matches up. Hit next and then add items. Hopefully everything will be done and done and you won't get any error messages



When you get this screen you have successfully started your upload! Normally, any errors will immediately pop up before you get this progress bar, so if you see this first thing, you should be good to go. You'll get a summary report saying that everything has been added. Hit close and then the spreadsheet of all your metadata is in front of your eyes.



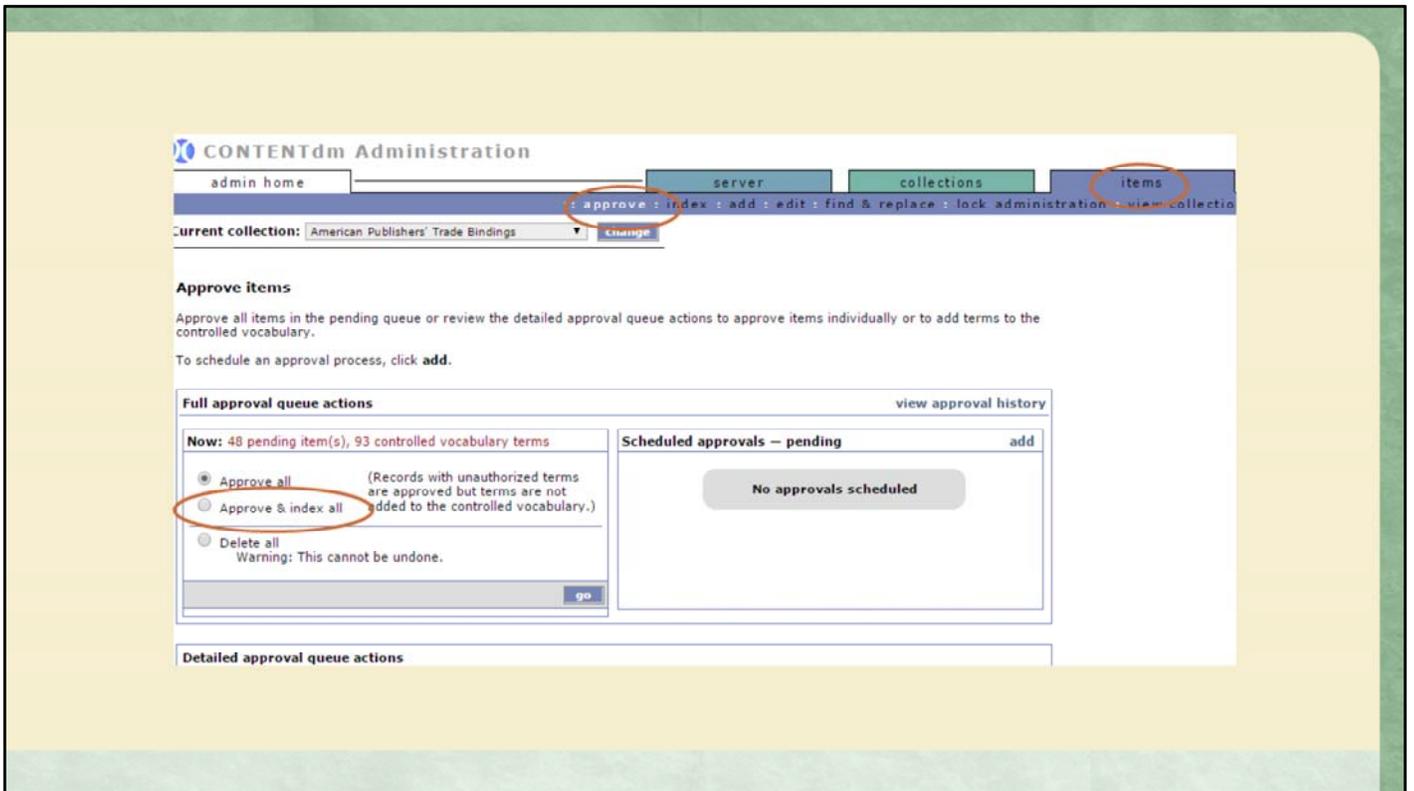
Here are some error messages you could encounter with your upload into Project Client.

- Error in the application = text file you are trying to upload is open. Close out of the file and try to upload again.
- Index was outside the bounds of the array = space issue (remember say no to white space); match field is blank. Update to what you save the is save as; or it could be anything else.
- Red x's = file name doesn't match what's on the spreadsheet

The screenshot shows a web application interface for managing digital collections. At the top, there is a navigation bar with 'Project', 'Add', 'Item', 'Edit', 'Administration', and 'Help'. Below this is a search bar and a 'Shared Upload project' tab. A menu bar contains 'Find & Replace', 'Spell Check', 'Replace Items', and 'More Actions ...'. The 'More Actions ...' dropdown is open, showing 'Select All', 'Clear All', 'Upload for Approval', 'Open in Tab', and 'Delete'. The 'Upload for Approval' option is circled in red. On the left, a sidebar titled 'American Publishers' Trade Bindings' contains several sections: 'Shared Upload project', 'Common Tasks' (Add Item, Add Multiple Items, Add Compound Objects, Edit Existing Items), 'Item Tasks' (Open in Tab View, Delete, Upload for Approval), 'Other Tasks' (View Upload Manager, Edit Metadata Template, Edit Project Settings), and 'Administration' (CONTENTdm Administration, Administration). The 'Administration' link is also circled in red. The main area is a table with columns: Thumbnail, Title, Edition, Series, Date, Date approximate?, Time period (decade), Binding designer, and Second binding. The table contains five rows of book entries.

Thumbnail	Title	Edition	Series	Date	Date approximate?	Time period (decade)	Binding designer	Second binding
	A daughter of new France: with some account of the fallant Sieur Cadillac and his colony on the Detroit [binding]			1906		1900-1909		
	A rose of a hundred leaves [binding]			1905	yes	1900-1909	Morse, Alice C. (Alice Cordelia), 1862-	
	A lovable crank, or, More leaves from the roses [binding]			1903		1900-1909	Morse, Alice C. (Alice Cordelia), 1862-	
	Being a boy [binding]	Illustrated edition		1897		1890-1899	Whitman, Sarah	
	A yellow journalist [binding]			1905		1900-1909	Decorative Designers (Firm)	

When you have given the metadata a look over to fix any characters that didn't come across properly or anything else that looks bizarre, you are ready to upload the items into CONTENTdm. Select all → upload for approval. After they have been uploaded →CONTENTdm Administration.



After you approve and index all you are done and done and your images are up for people to view!



Just to check to make sure everything is as it should be, you can move over to the index tab and make sure you have the green light of success after a few minutes.

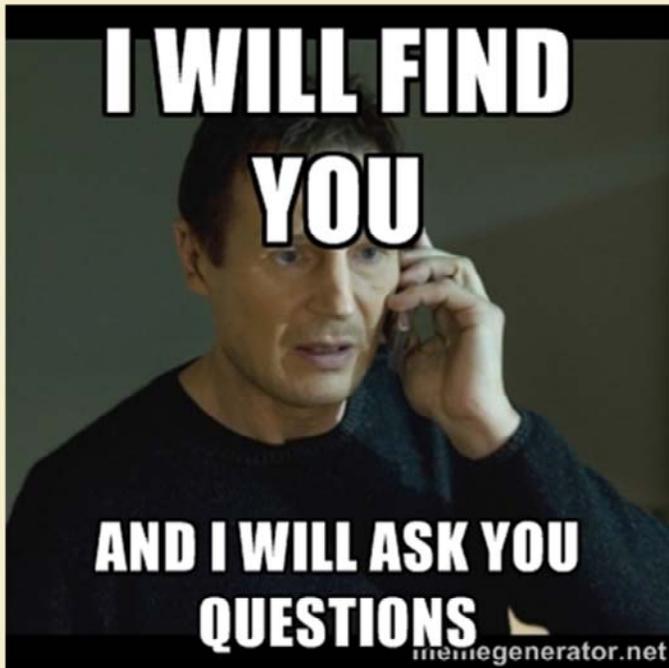
Things to consider when harvesting

- Add some kind of qualifier in the title
- Punctuation
- Who's the publisher?
 - UNCG since we digitized it and created the image? The original publisher?
- Who's the creator?
 - Binding designer? Original author?

We had some people thinking that the records we initially uploaded were eBooks so we decided to add [binding] in the title field to at least help people realize that it was an image and not an eBook

You are able to add in punctuation in the harvester so you don't necessarily have to worry about MARC punctuation rules. So you can go ahead and leave that period off the end of the creator field

The next two questions (and I'm sure more will be coming) and problems that we are thinking about but haven't answered yet. We aren't harvesting this collection until we work out these issues.



Link to slides:

<http://tinyurl.com/cdmmetadata>

Any questions?