

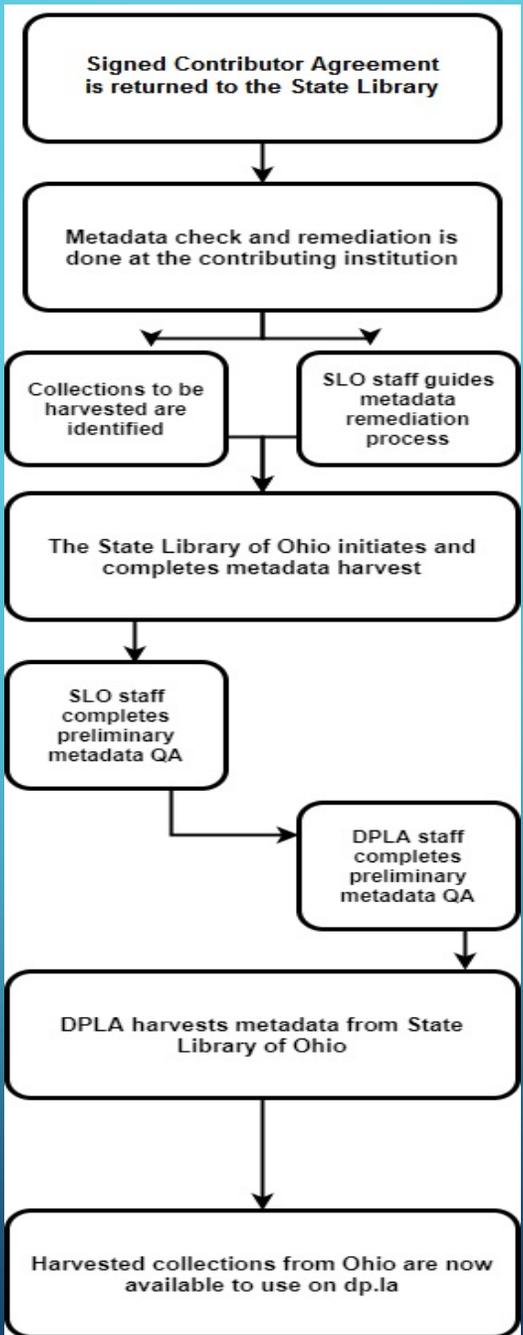


METADATA MAGIC AT THE OHIO DIGITAL NETWORK

PENELOPE SHUMAKER, METADATA LIBRARIAN, STATE LIBRARY OF OHIO

OVERVIEW

- ▶ The Journey of Metadata from your repository to DPLA's website
- ▶ Highlights of the Metadata Application Profile (MAP)
- ▶ Key Forms and procedures on the Metadata Journey
- ▶ Remember don't worry. Every institution has metadata that needs adjusted, and the staff at ODN is here to answer your questions, and provide support.



Your metadata in your Repository

Metadata is harvested and transformed using XSLT & REPOX

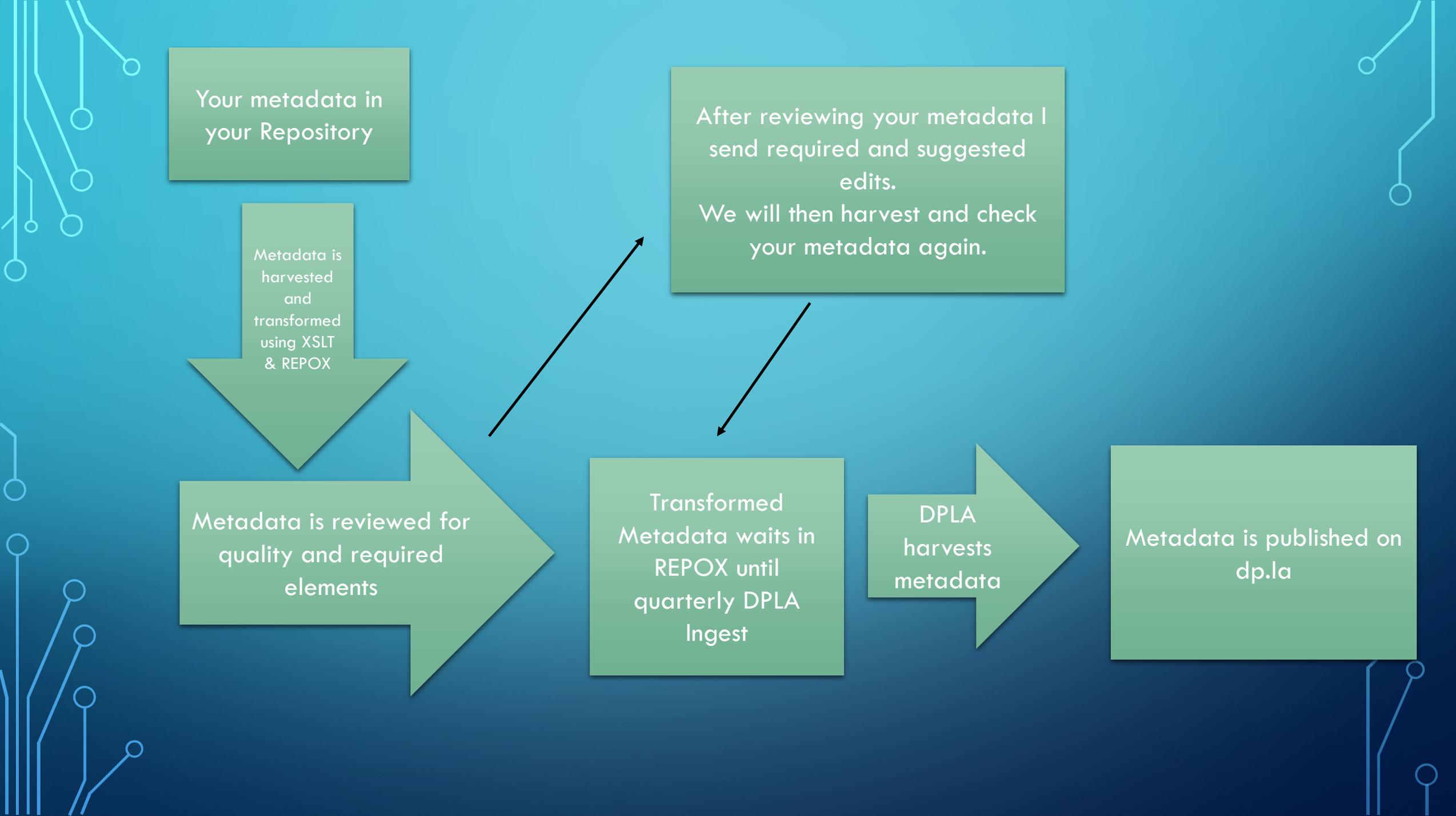
Metadata is reviewed for quality and required elements

After reviewing your metadata I send required and suggested edits.
We will then harvest and check your metadata again.

Transformed Metadata waits in REPOX until quarterly DPLA Ingest

DPLA harvests metadata

Metadata is published on dp.la



THE ODN METADATA APPLICATION PROFILE (MAP)

MAP Layout

- Where to find the MAP:
<https://ohiodigitalnetwork.org/contributors/getting-started/map/>
- ODN's MAP is the bridge between your metadata schemas and DPLA's MAP
- The MAP is divided into two parts: Table and Element details
- The table is divided into three categories: Required, Recommended, and Optional elements
- The element details section lists all the elements in alphabetical order with more information including sample metadata for those fields.

TABLE VIEW

| Required | | |
|---------------|------------------|---|
| Label | DPLA Property | Usage |
| Data Provider | edm:dataProvider | Required, 1. The organization or entity that supplies data to DPLA through a Provider. |
| Is Shown At | edm:isShownAt | Required, 1. Unambiguous URL reference to digital object in its full information context |

Name

DPLA Property

Usage Notes

ELEMENT DETAILS

| DPLA Property | edm:dataProvider |
|-------------------------|---|
| Label | Data Provider |
| Status | Required |
| Description | The organization or entity that supplies data to DPLA through a Provider. |
| Refines | |
| Repeatable | No |
| Controlled Vocab/Syntax | |
| DC 1.1 Mapping | dc:contributor |
| Qualified DC Mapping | dc:provenance |
| MARC Mapping | |
| Notes | System generated by Ohio Digital Network. |

REQUIRED FIELDS

- Four fields are automatically generated or derived fields! We use REPOX and XSLT to automatically populate these fields.
- The other two required fields must be found in the Data Provider's (That's You) original metadata
- Derived fields:
 - Data Provider
 - Collection *
 - Is Shown At
 - Preview *
- Data Provider Supplied fields:
 - Standardized Rights Statement
 - Title

Cats dancing in a scene from the Broadway musical "Cats." (New York)



Get full image from Billy Rose Theatre Division. The New York Public Library 



| | |
|-------------------------------|---|
| Creator | Swope, Martha |
| Created Date | 1982-1982 |
| Partner | The New York Public Library |
| Contributing Institution | Billy Rose Theatre Division. The New York Public Library |
| Description | SW-10. |
| Location | New York, NY. |
| Type | image |
| Subject | Photographs |
| Standardized Rights Statement | <p>This Item is protected by copyright and/or related rights. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. For other uses you need to obtain permission from the rights-holder(s).</p> <p>http://rightsstatements.org/vocab/InC/1.0/</p> |
| URL | http://digitalcollections.nypl.org/items/acfeeb2d-7c93-4ce7-e040-e00a180644aa |

Title

Provider in DPLA MAP

Data Provider in ODN MAP

Standardized Rights Statement

RECOMMENDED ELEMENTS

- ▶ Recommended elements help enhance users experience in DPLA.
- ▶ Recommended fields help give users the best experience, often through faceted searching.
- ▶ While these fields aren't required, the more you include the better your data will be.

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Get full image from Billy Rose Theatre Division. The New York Public Library 

| | |
|-------------------------------|--|
| Creator | Swope, Martha |
| Created Date | 1982-1982 |
| Partner | The New York Public Library |
| Contributing Institution | Billy Rose Theatre Division. The New York Public Library |
| Description | SW-10. |
| Location | New York, NY. |
| Type | image |
| Subject | Photographs |
| Standardized Rights Statement | This Item is protected by copyright and/or related rights. You are free to use this Item in any way that is permitted by the copyright and related rights legislation that applies to your use. For other uses you need to obtain permission from the rights-holder(s). http://rightsstatements.org/vocab/InC/1.0/ |
| URL | http://digitalcollections.nypl.org/items/acfeeb2d-7c93-4ce7-e040-e00a180644aa |

Title

Creator

Date

Provider in DPLA MAP

Data Provider in ODN MAP

Place

Type

Subject

Standardized Rights Statement

Preview

Is Shown At

| | | |
|---|-------------------------|--|
| Collection Information | | |
| Institution Name | | |
| Collection Name | | |
| OAI URL (Use specific collection URL not Institution URL) | | |
| What metadata prefix do you want us to use when harvesting your data? (e.g. oai_qdc, oai_dc, etc.) | | |
| ODN MAP Field Name | ODN MAP Property | Institution Property |
| Standardized Rights Statement | edm:Rights | |
| Title | dcterms:title | |
| Collection | dcterms:isPartOf | <p>We will be using your OAI SetName for the dcterms:isPartOf field. Check this name to make sure it is accurate, and descriptive. Example a collection may just be called “Valentines” but it is better described as “1820s-1930s Valentine’s Day Cards.”</p> <p>If you want to use a different name for your collection please enter here:</p> |
| Language | dcterms:language | |
| Creator | dcterms:creator | |
| Date | dc:date | |

← → ↻ digital.cincinnati.library.org/oai/oai.php?verb=ListRecords&metadataPrefix=oai_dc&set=p16998coll8

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
▼<OAI-PMH xmlns="http://www.openarchives.org/OAI/2.0/" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://www.openarchives.org/OAI/2.0/ http://www.openarchives.org/OAI/2.0/
  <responseDate>2018-01-12T16:06:56Z</responseDate>
  <request verb="ListRecords" metadataPrefix="oai_dc" set="p16998coll8">http://digital.cincinnati.library.org/oai/oai.php</request>
  ▼<ListRecords>
    ▼<record>
      ▼<header>
        <identifier>oai:digital.cincinnati.library.org:p16998coll8/13</identifier>
        <datestamp>2017-11-22</datestamp>
        <setSpec>p16998coll8</setSpec>
      </header>
      ▼<metadata>
        ▼<oai_dc:dc xmlns:oai_dc="http://www.openarchives.org/OAI/2.0/oai_dc/" xmlns:dc="http://purl.org/dc/elements/1.1/" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://www.openarchives.org/OAI/2.0/oai_dc.xsd">
          <dc:title>The boy who drew cats</dc:title>
          <dc:creator>Hearn, Lafcadio, 1850-1904</dc:creator>
          <dc:date>1898</dc:date>
          <dc:publisher>Hasegawa (Firm)</dc:publisher>
          <dc:description>Japanese fairy tale series (Hasegawa) ; no. 23.</dc:description>
          ▼<dc:subject>
            Folklore--Japan; Children's stories, Japanese--Translations into English; Fairy tales--Japan
          </dc:subject>
          <dc:coverage>Japan</dc:coverage>
          <dc:coverage>36.204824, 138.252924</dc:coverage>
          <dc:language>eng</dc:language>
          <dc:format>Books</dc:format>
          <dc:format>19 cm</dc:format>
          <dc:type>Text</dc:type>
          ▼<dc:relation>
            Public Library of Cincinnati and Hamilton County. Joseph S. Stern, Jr. Cincinnati Room
          </dc:relation>
          <dc:source>810.81 H4bo 1898</dc:source>
          <dc:format>pdf</dc:format>
          <dc:format>15620781 Bytes</dc:format>
          <dc:date>2010-08-23</dc:date>
          ▼<dc:publisher>
            Public Library of Cincinnati and Hamilton County. Digital Services Department
          </dc:publisher>
          <dc:rights>http://rightsstatements.org/vocab/NoC-US/1.0/</dc:rights>
          <dc:rights>No Copyright - United States</dc:rights>
          <dc:rights>Reproduction rights are available for this item.</dc:rights>
          ▼<dc:rights>
            For information contact the Public Library of Cincinnati and Hamilton County's Genealogy & Local History Department at http://www.cincinnati.library.org/contact.aspx?to=145.
          </dc:rights>
          <dc:identifier>BoyWhoDrewCats_81081H4bo1898.pdf</dc:identifier>
        </oai_dc:dc>
      </metadata>
    </record>
  </ListRecords>
</OAI-PMH>
```

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```
<?xml version="1.0" encoding="UTF-8" ?>
<OAI-PMH xmlns="http://www.openarchives.org/OAI/2.0/" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://www.openarchives.org/OAI/2.0/ http://www.openarch
<responseDate>2018-01-12T16:06:35Z</responseDate>
<request verb="ListRecords" metadataPrefix="oai_qdc" set="p16998coll8">http://digital.cincinnati.library.org/oai/oai.php</request>
<ListRecords>
  <record>
    <header>
      <identifier>oai:digital.cincinnati.library.org:p16998coll8/13</identifier>
      <timestamp>2017-11-22</timestamp>
      <setSpec>p16998coll8</setSpec>
    </header>
    <metadata>
      <oai_qdc:qualifieddc xmlns:oai_qdc="http://worldcat.org/xmlschemas/qdc-1.0/" xmlns:dcterms="http://purl.org/dc/terms/" xmlns:dc="http://purl.org/dc/elements/1.1/" xmlns:xsi="htt
      xsi:schemaLocation="http://worldcat.org/xmlschemas/qdc-1.0/ http://worldcat.org/xmlschemas/qdc/1.0/qdc-1.0.xsd http://purl.org/net/oclc/terms http://worldcat.org/xmlschemas/oclc
      <dc:title>The boy who drew cats</dc:title>
      <dc:creator>Hearn, Lafcadio, 1850-1904</dc:creator>
      <dc:date>1898</dc:date>
      <dc:publisher>Hasegawa (Firm)</dc:publisher>
      <dc:description>Japanese fairy tale series (Hasegawa) ; no. 23.</dc:description>
      <dc:subject>
        Folklore--Japan; Children's stories, Japanese--Translations into English; Fairy tales--Japan
      </dc:subject>
      <dcterms:spatial>Japan</dcterms:spatial>
      <dcterms:spatial>36.204824, 138.252924</dcterms:spatial>
      <dc:language>eng</dc:language>
      <dcterms:medium>Books</dcterms:medium>
      <dcterms:extent>19 cm</dcterms:extent>
      <dc:type>Text</dc:type>
      <dc:relation>
        Public Library of Cincinnati and Hamilton County. Joseph S. Stern, Jr. Cincinnati Room
      </dc:relation>
      <dc:source>810.81 H4bo 1898</dc:source>
      <dc:format>pdf</dc:format>
      <dcterms:extent>15620781 Bytes</dcterms:extent>
      <dcterms:created>2010-08-23</dcterms:created>
      <dc:publisher>
        Public Library of Cincinnati and Hamilton County. Digital Services Department
      </dc:publisher>
      <dc:rights>http://rightsstatements.org/vocab/NoC-US/1.0/</dc:rights>
      <dc:rights>No Copyright - United States</dc:rights>
      <dcterms:license>Reproduction rights are available for this item.</dcterms:license>
      <dcterms:rightsHolder>
        For information contact the Public Library of Cincinnati and Hamilton County's Genealogy & Local History Department at http://www.cincinnati.library.org/contact.aspx?to=145.
      </dcterms:rightsHolder>
      <dc:identifier>BoyWhoDrewCats_81081H4bo1898.pdf</dc:identifier>
    </metadata>
  </record>
</ListRecords>
</OAI-PMH>
```

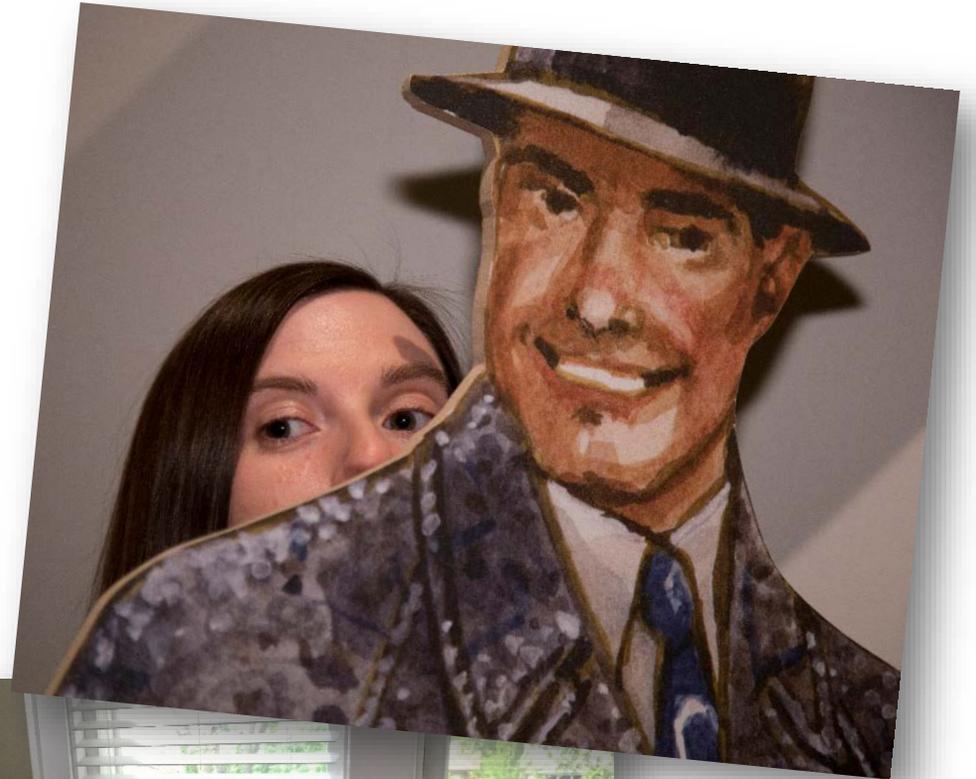
QUESTIONS ABOUT ODN METADATA?

Penelope Shumaker

pshumaker@library.ohio.gov

Hi, I'm Jenni!

- Unit Manager, Digitization, Ohio History Connection
- Oversees Ohio Memory, Rights & Reproductions, Ohio History Central, original microfilming/custom digitization orders
- Joined Ohio History Connection in 2009
- Loves reading, dachshunds, crime TV, crafting
- Can occasionally be found lurking in Ohio History Center museum





ohiomemory.org

- Collaborative statewide digital library program managed by Ohio History Connection and State Library of Ohio
- Mission is to help communities **share, discover and connect** to Ohio's rich past through dynamic online resources
- Established in 2000 as bicentennial project
 - Initial phase digitized over 13,400 items from over 1,000 collections representing over 250 institutions
 - Today offers subscription-based opportunities for partners around Ohio to submit their own materials
- Financial support from Ohio History Connection, State Library of Ohio, participating institutions, grants and donations



Ohio Memory contributors

- **Over 390 cultural heritage institutions**
 - Historical societies
 - Public libraries
 - Universities/colleges
 - Museums
 - Government agencies
 - Religious archives
- **38 active partners**
 - Northwest: 15
 - Northeast: 14
 - Central: 4
 - Southwest: 4
 - Southeast: 1

Ohio Memory collections

- **Over 1,000,000 digital images from primary and secondary sources including:**
 - Photographs, maps, drawings and paintings
 - Manuscripts, letters, diaries and journals
 - Archaeological artifacts, natural history specimens and historical objects
 - Newspapers, yearbooks, city directories, books and e-publications
 - Oral histories
- **About 125 collections that can be searched individually or with all collections**
- **Representation from all 88 counties**
- **Covers prehistory through present day**



Member benefits

- **Highlight your collections**
 - Uniquely-branded collection page
 - Patrons can search within your collection or across all Ohio Memory collections
 - Full-text searching for printed materials
- **Easy to use**
 - OCLC's CONTENTdm software allows for easy upload and description
 - Ohio Memory staff help with planning, uploading, managing software updates and more
 - In-person and virtual training by Ohio Memory staff and other industry experts
- **Affordable**
 - Shared costs include development of collection in Ohio Memory, training and storage
 - Discounted digitization services (large, fragile materials; newspapers)
 - Consultation services



Member benefits

- **Interactive**
 - High-resolution images and descriptive metadata
 - Interactive and educational resources
 - Outreach and promotion by Ohio Memory staff on behalf of or in collaboration with partners
- **Community-focused**
 - Long-term preservation (OHC retains secondary backup of digital files)
 - Easy to share via printing or social media
- **Additional benefits**
 - Increased discoverability and opportunity to participate in the Digital Public Library of America
 - Google Analytics
 - Promotional materials



DPLA and Ohio Memory

- **Ohio Memory's CONTENTdm platform simplifies ingest into the Ohio Digital Network**
- **Ohio Memory staff will review your collection to help you determine how to make it DPLA-ready**
 - Are any records missing metadata?
 - Are any required fields missing?
- **State Library of Ohio staff will review and work with you to ensure compliancy prior to ingest**



Thank you!

Jenni Salamon | jsalamon@ohiohistory.org

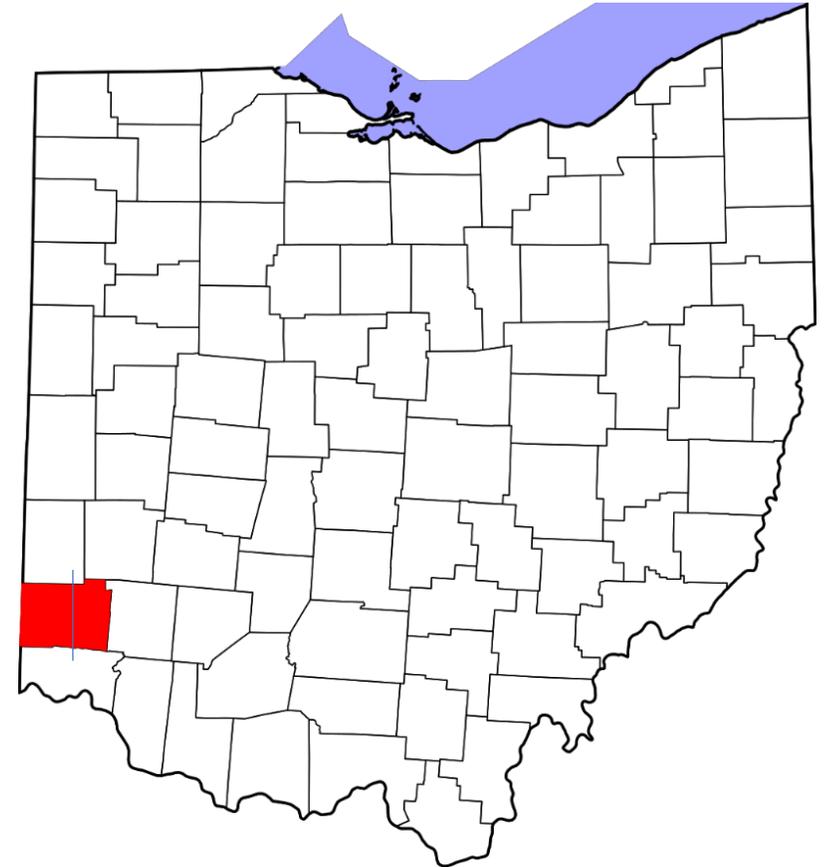


Hello, I'm Adam from MidPointe

- Digital and Special Collections Archivist @ the MidPointe Library System
- I manage the library system's historic and genealogy collections, both physical and digital
 - Digital collections are my Primary focus
- At MidPointe since August of 2014

MidPointe Library System Overview

- Mid-sized public library system
- Serve the “eastern” portion of Butler County
 - Middletown
 - West Chester Township
 - Trenton
 - Monroe
 - Liberty Township (this branch is in a mall)
- Service population of ~190,000



MidPointe Digital Archives Overview

- ~13,000 records, +20,000 items
 - Photos, Atlases, Letters, etc.
- 20 current collections, with several more nearly ready
- Use CONTENTdm – www.MidPointeDigitalArchives.org
- 1402 records currently harvested for DPLA
- Digitizing since ~2002
 - Majority of item are legacy materials
 - Newer collections are what have made it to DPLA / ODN

Expectations vs Reality of Working with ODN

Expectation

- I would need to work on a great deal of metadata
- Little state support / unsure of how much state support
- Harvest and move on mentality

Reality

- DPLA compliance doesn't mean working lots of metadata
- Tons of state support. They are super helpful, always there, etc.
- Active ODN

DPLA Harvesting - Review

- Review of the collection
 - Is it DPLA compliant - primarily title and rights statement
 - Is it MidPointe compliant - meets our metadata standards
 - CONTENTdm is set-up properly
 - Server – Harvesting – OAI – Enable OAI: Yes (Library will assist to make sure these settings are correct). Once on, this stays on, but it never hurts to check
- If yes, it is ready for collection is ready for harvest!
- Next step is metadata mapping

As you prepare your digital collections for ingest into the Digital Public Library of America through the Ohio Digital Network, complete this template. This template outlines how to map your elements to elements on the ODN MAP. Complete one template for each of your institution's collections, even if your collections have similar elements.

Template Instructions:

- Review the ODN MAP for element descriptions and requirements
- List the Metadata Property with the complete prefix in the column on the right (e.g. dc:rights, dcterms:date) that you want mapped to the ODN MAP property on the left. Note that dc and dcterms are not equivalent prefixes.
- Remember that your data management system may use a different field name than what appears in the OAI-PMH feed. Consider looking at your OAI feed to correctly identify field names.
- All required fields are marked with a (*). All the required fields must have a corresponding field in your metadata. The field in your metadata does not have to be the same field as you want it mapped to in the ODN MAP (i.e. many institutions are using mapping dc:rights to edm:rights).
- All other fields are optional. If you do not have the field present in your metadata, leave the second column blank.
- Make sure that you have accounted for all fields in your metadata even if you don't want them mapped to DPLA. List any fields you do not want mapped for DPLA in the last row under local fields.

| | | |
|---|---------------------------|--|
| Collection Information | | |
| Institution Name * | | |
| Collection Name * | | |
| OAI URL (Use specific collection URL not Institution URL) * | | |
| What metadata prefix do you want us to use when harvesting your data? (e.g. oai_qdc, oai_dc, etc.) * | | |
| ODN MAP Field Name | ODN MAP Property | Institution Property |
| Standardized Rights Statement * | edm:Rights * | |
| Title * | dcterms:title * | |
| Collection * | dcterms:isPartOf * | We will be using your OAI SetName for the dcterms:isPartOf field. Check this name to make sure it is accurate, and descriptive. Example a collection may just be called "Valentines" but it is better described as "1820s-1930s Valentine's Day Cards." If you want to use a different name for your collection please enter here: |

| | | |
|---|---|--|
| Language | dcterms:language | |
| Creator | dcterms:creator | |
| Date | dc:date | |
| Format | dc:format | |
| Place | dcterms:spatial | |
| Subject | dcterms:subject | |
| Type | dcterms:type | |
| Alternative Title | dcterms:alternative | |
| Contributor | dcterms:contributor | |
| Description | dcterms:description | |
| Extent | dcterms:extent | |
| Identifier | dcterms:identifier | |
| Relation | dc:relation | |
| Publisher | dc:publisher | |
| Rights | dc:rights | |
| Rights Holder | dcterms:rightsHolder | |
| Temporal Coverage | dcterms:temporal | |
| Thumbnail (if you are using a non-CONTENTdm DMS please include this field) | edm:preview | |
| Local Fields | List any fields we may find in your metadata that you do NOT want mapped for DPLA. | |

ODN Metadata Template

ODN MAP Field Name

- edm:Rights
- dcterms:title
- dcterms:creator
- dc:date
- dc:format
- dcterms:spatial
- dcterms:subject
- dcterms:type
- dcterms:description
- dcterms:extent
- dcterms:identifier
- Local Fields

DC Term (From MidPointe's Collection)

- dc:rights
- dc:title
- dc:creator
- dc:date
- dc:format
- dc:coverage
- dc:subject
- dc:type
- dc:description
- dcterms:extent
- dc:identifier
- dc:source
- dcterms:license

ODN Mapping Template

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- Remember that your data management system may use a different field name than what appears in the OAI-PMH feed. Consider looking at your OAI feed to correctly identify field names.
- All required fields are marked with a (*). All the required fields must have a corresponding field in your metadata. The field in your metadata does not have to be the same field as you want it mapped to in the ODN MAP (i.e. many institutions are using mapping dc:rights to edm:rights).
- All other fields are optional. If you do not have the field present in your metadata, leave the second column blank.
- Make sure that you have accounted for all fields in your metadata even if you don't want them mapped to DPLA. List any fields you do not want mapped for DPLA in the last row under local fields.

| | | |
|--|---|--|
| Collection Information | | |
| Institution Name * | MidPointe Library System | |
| Collection Name * | City of Middletown Slides Collection | |
| OAI URL (Use specific collection URL not Institution URL) * | http://www.midpointedigitalarchives.org/digital/collection/p16488coll10 | |
| What metadata prefix do you want us to use when harvesting your data? (e.g. oai_qdc, oai_dc, etc.) * | oai_dc | |
| ODN MAP Field Name | ODN MAP Property | Institution Property |
| Standardized Rights Statement * | edm:Rights * | dc:rights |
| Title * | dcterms:title * | dc:title |
| Collection * | dcterms:isPartOf * | We will be using your OAI SetName for the dcterms:isPartOf field. Check this name to make sure it is accurate, and descriptive. Example a collection may just be called "Valentines" but it is better described as "1820s-1930s Valentine's Day Cards." If you want to use a different name for your collection please enter here: |

| | | |
|--|--|-----------------|
| Language | dcterms:language | |
| Creator | dcterms:creator | dc:creator |
| Date | dc:date | dc:date |
| Format | dc:format | dc:format |
| Place | dcterms:spatial | dc:coverage |
| Subject | dcterms:subject | dc:subject |
| Type | dcterms:type | dc:type |
| Alternative Title | dcterms:alternative | |
| Contributor | dcterms:contributor | dc:contributor |
| Description | dcterms:description | dc:description |
| Extent | dcterms:extent | dcterms:extent |
| Identifier | dcterms:identifier | dc:identifier |
| Relation | dc:relation | |
| Publisher | dc:publisher | |
| Rights | dc:rights | dcterms:license |
| Rights Holder | dcterms:rightsHolder | |
| Temporal Coverage | dcterms:temporal | |
| Thumbnail (if you are using a non-CONTENTdm DMS please include this field) | edm:preview | |
| Local Fields | List any fields we may find in your metadata that you do NOT want mapped for DPLA. | |

Matching Terms

- To match terms, you'll access the OAI feed.
- Penelope walked me through how to access MidPointe's. What follows were her instructions:
 - <http://www.midpointedigitalarchives.org/oai/oai.php>
 - In order to see all the sets you have available for OAI harvesting add "?verb=Listsets to the end of the base harvest URL. Now it will be <http://www.midpointedigitalarchives.org/oai/oai.php?verb=ListSets>
 - Each set will have a setSpec and a setName. You can use the setSpec to view the OAI feed for each set you will need to add. "verb=ListRecords&metadataPrefix=oai_qdc&set=p16488coll10" For the set you will use the setSpec name or number.
 - For CONTENTdm users – the highlighted part is URL - <http://www.midpointedigitalarchives.org/digital/collection/p16488coll10>
 - Your link will now be something like this: http://www.midpointedigitalarchives.org/oai/oai.php?verb=ListRecords&metadataPrefix=oai_qdc&set=p16488coll10
 - Now you can look at the records and see what prefix is in use for each field. Since every field does not occur in every record, you may find it helpful to use the browser's search feature to find the field. You can just use the name such as "title" and then it will show you where that occurs in the metadata

Finishing up

- After the template is complete, CONTENTdm users will need to contact CDM Support as ask for the “delete logs to be removed:
 - My message to CDM Support: Could you have the delete logs removed from the City of Middletown Slides Collection? This is for ODN / DPLA harvesting.
Thank you
- Email Penelope with Metadata Template and let her know that the Delete Logs are removed
- Wait for feedback from Penelope
- Act on feedback!



Hi I'm John from Toledo!

- Supervisor Digitization Services @ Toledo Lucas County Public Library
- I'm the project manager for all digitization activities and digital projects
- I have been with TLCPL since early 2017
- Generally can be found wandering around art museums, book stores, or taking pictures of buildings



(Pretty sure I'm happier than the cat is)

TLCPL Collections

- Digital Collections Overview:
 - ~110,000 digital objects (simple or complex) across four Ohio Mem. collections
 - We use CONTENTdm (Ohio Memory), as well as Omeka for exhibits, and the Internet Archive as an alternative access point (Only CONTENTdm goes to DPLA)
- 100% of our records have rights statements, let me tell you how!
- With a lot of metadata remediation, we are able to contribute all DPLA-eligible materials from our digital collections

General Considerations

- As an Ohio Memory member, all materials in your collection will be contributed to DPLA
- If you have non-permissible materials (newspapers, dissertations, etc.) or subsections of your collection you don't want to contribute to DPLA, these may need to be migrated to their own collections
 - Discuss this with your organization's Ohio Memory liaison

Web Client – No Rights Field Exists Previously

- The biggest consideration for Ohio Memory contributors will be ensuring that all records contributed have a Rights Statements URI
- For those who only have access to the web client:
 - If no rights/copyright field exists in your metadata, a new field will have to be created in order to hold this data using the web client
 - This field can then be populated with a standard entry using the Find & Replace tool in the web client

Web Client – No Rights Field Exists Previously

- Your records will likely fall into three rightsstatements.org categories:
 - No Copyright – United States (<http://rightsstatements.org/vocab/NoC-US/1.0/>)
 - In Copyright (<http://rightsstatements.org/vocab/InC/1.0/>)
 - Copyright Undetermined (<http://rightsstatements.org/vocab/UND/1.0/>)
- Populate the field by default with the URI that applies to most of your records
 - The remaining records will need to be updated individually (unfortunately)

Web Client – Rights Field Already Exists

- If some type of rights field already exists in your metadata records that indicates whether the record depicts something in copyright or out of copyright, these can be updated to the corresponding Rights Statements URI
 - Previous data will be lost
 - But this will be a much faster process
- This can be accomplished with the Find & Replace tool in the web client

Web Client – Find & Replace Tool

CONTENTdm Administration

admin home | server | collections | items

approve : index : add : edit : find & replace : lock administration : view collection : help

Current collection: Toledo Lucas County Public Library Digital Collections [change](#)

Find & replace

Find and replace metadata within one field or all fields, or change metadata content in fields. This function does not check controlled vocabulary so if you make changes to fields with controlled vocabulary, update your controlled vocabulary list.

Caution: This is a global action and cannot be undone.

Find and replace a single field

Find

in the field

replace with

Match whole words (recommended) Match exact string

Change an existing rights/copyright metadata field to Rights Statements URI [replace](#)

Find and replace across all fields

Find in all fields

replace with

Match whole words (recommended) Match exact string

[replace](#)

Change field metadata

Change contents in the field

to

for every item in the collection

Populate a new field Rights Statements URI field if none previously existed [change](#)

Web Client – Find & Replace Tool

 **CONTENTdm Administration**

admin home | server | collections | **items**

:: profile : fields : website : reports : export : view collection : help ::

Current collection: Toledo Lucas County Public Library Digital Collections

Add field

Index the collection after editing field.

Caution: Project Client users must close and re-open their current project in order to access changes to fields.

| | |
|------------------------------|---|
| Field name | <input type="text"/> |
| DC map | None ▼ |
| Data type | Text ▼ |
| Show large field | No ▼ |
| Searchable | No ▼ |
| Hidden | No ▼ |
| Required | No ▼ |
| Controlled vocabulary | <input checked="" type="radio"/> No <input type="radio"/> Yes |

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TOLEDO
LUCAS COUNTY
PUBLIC
LIBRARY

Project Client (If Available)

- If you have access to the project client, but no field already exists, you will create the field using the same method previously described
- Populating or updating that field becomes is relatively straightforward using the project client:
 - Add records that need to be updated to a Project
 - Enter the URI into one field and then use the “Fill Up,” “Fill Down,” or “Fill All” tools while sorting columns to easily update your metadata

Project Client (If Available)

The screenshot displays the CONTENTdm Project Client interface. The main area shows a table of digital collections. A context menu is open over the 'Rights URI' column of the third row, with 'Fill Up', 'Fill Down', and 'Fill All' options highlighted in red. The table columns include Thumbnail, Repository, Publisher (original), Publisher (digital), Resource Identifier, Rights URI, Rights Description, Rights Holder, Contact Information, and Digitization Information.

| | Thumbnail | Repository | Publisher (original) | Publisher (digital) | Resource Identifier | Rights URI | Rights Description | Rights Holder | Contact Information | Digitization Information |
|--------------------------|-----------|---|----------------------|------------------------------------|---------------------|---------------------|--------------------|---------------|--|--------------------------|
| <input type="checkbox"/> | | Toledo Lucas County Public Library, Local history and genealogy | | Toledo Lucas County Public Library | 2004.11.253 | http://rightsstaten | In copyright | | Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more | |
| <input type="checkbox"/> | | Toledo Lucas County Public Library, Local history and genealogy | | Toledo Lucas County Public Library | 2004.11.427 | http://rightsstaten | In copyright | | Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more | |
| <input type="checkbox"/> | | Toledo Lucas County Public Library, Local history and genealogy | | Toledo Lucas County Public Library | 2004.11.416 | http:// | | | Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more | |
| <input type="checkbox"/> | | Toledo Lucas County Public Library, Local history and genealogy | | Toledo Lucas County Public Library | 2004.11.248 | http:// | | | Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more | |
| <input type="checkbox"/> | | Toledo Lucas County Public Library, Local history and genealogy | | Toledo Lucas County Public Library | 2004.11.244 | http://rightsstaten | In copyright | | Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more | |
| <input type="checkbox"/> | | Toledo Lucas County Public Library, Local history and genealogy | | Toledo Lucas County Public Library | 2004.11.420 | http://rightsstaten | In copyright | | Please contact the Local History and Genealogy | |

