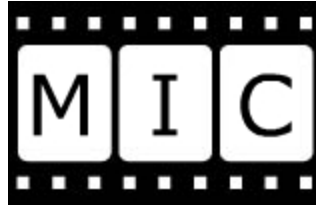


RUTGERS UNIVERSITY LIBRARIES



OpenMIC User Manual

Bibliographic Utility for analog and digital objects

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Version 2.0

October 2008

Funded by the Library of Congress

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I. Introduction

OpenMIC is an open source, web-based bibliographic utility that can be used as a standalone application or integrated with other repository architectures by a wide range of organizations. It provides a complete metadata creation system for analog and digital materials, with services to export these metadata in standard formats.

The bibliographic utility features a METS data architecture which can be used in any METS-based or METS-compliant environment. It uses MODS as an underlying metadata schema for descriptive MD, NISO/AES standard for technical MD and PREMIS for source MD and rights MD. It outputs an XML wrapper for the METS components as a single object.

The bibliographic utility data model is primarily an event-based data model, intended to document what happens to a resource at a specific time and place. Preservation and condition events, provenance events, rights events, and descriptive events document what happens to a resource throughout its lifecycle. Details of the events can include associated entities (such as an exhibit curator) and associated objects (such as an exhibit catalog).

OpenMIC is a core application for the Moving Image Collections ([MIC](#)) initiative developed at the Rutgers University Libraries with funding from the Library of Congress.

II. Using this Manual

This manual assumes that the software has already been installed and configured. For installing the software, please see the OpenMIC installation and configuration manual.

This manual describes how to use OpenMIC to create and maintain metadata for analog and digital objects such as photographs, moving images etc.

There are five sections in this manual.

Section 1 provides a typical workflow diagram for digital objects in OpenMIC.

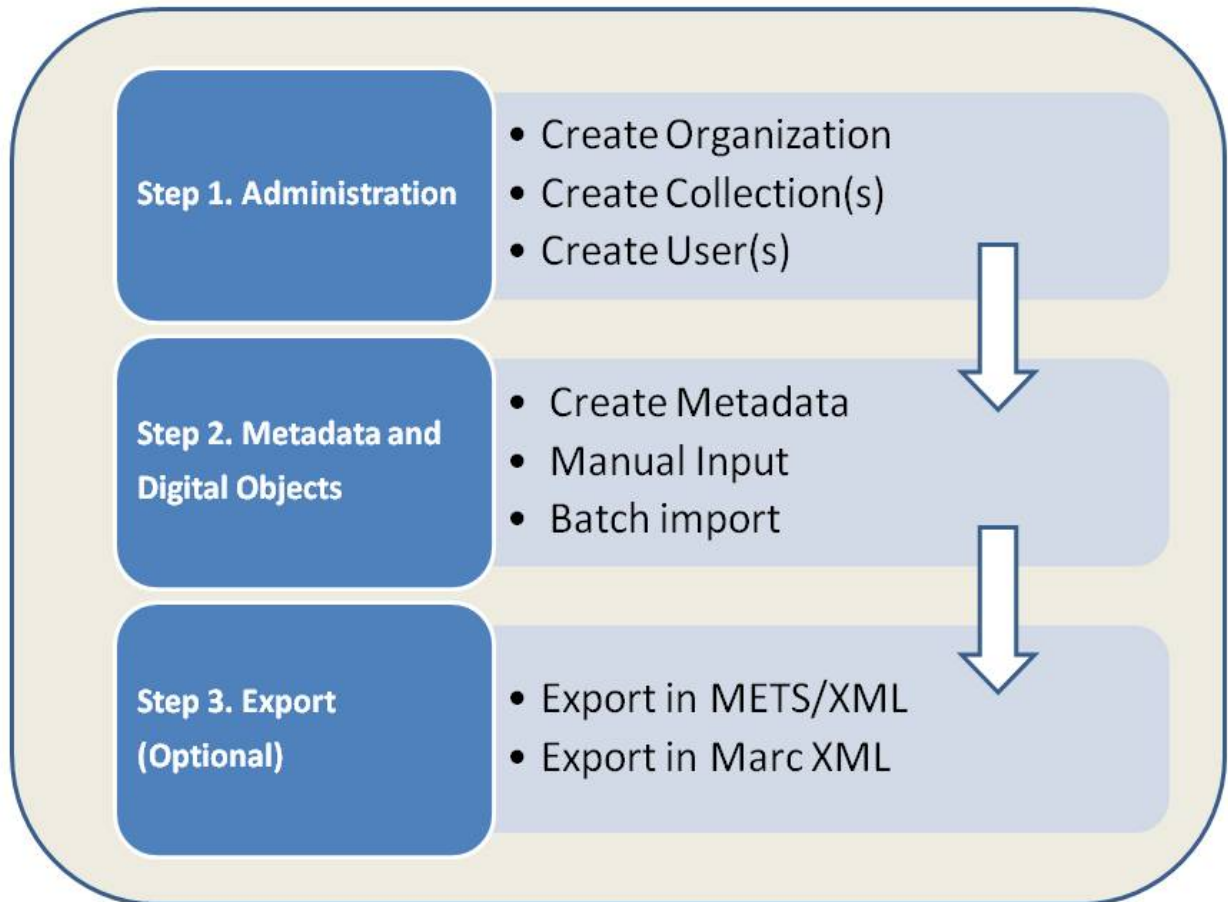
Section 2 provides a diagram showing the hierarchy of objects in OpenMIC.

Section 3 explains the different types of objects in OpenMIC.

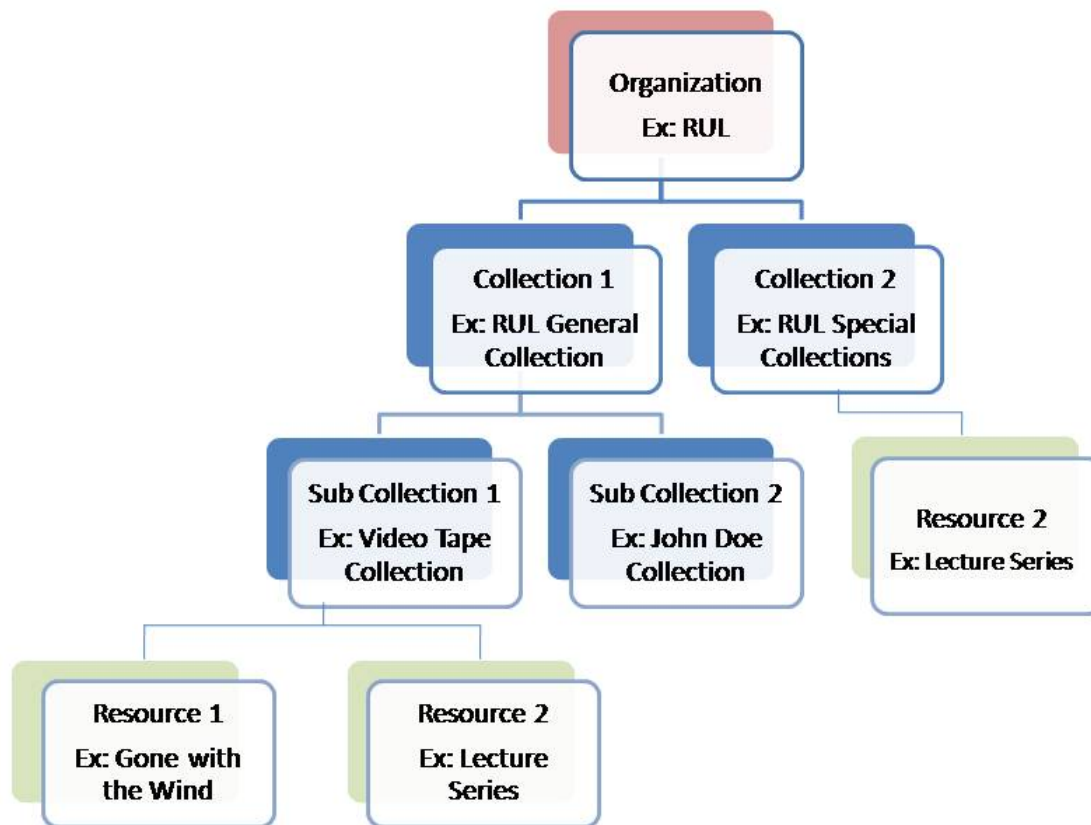
Section 4 provides detailed step-by-step instructions to create or maintain digital objects.

Section 5 provides detailed step-by-step instructions to perform other administrative tasks.

Section 1: Workflow in OpenMIC



Section 2: Object Hierarchy in OpenMIC



Section 3: Object Types in OpenMIC

1. Collection Object

A collection object is a special object that contains the information about the organization that holds the collection and the description of the collection.

2. Resource Object

A resource object is an item that contains information about the resource that is being digitized.

Section 4: Using OpenMIC

Note 1: Recommended Browsers – Firefox 1.0; Netscape 7.1 and above; IE5.0 and above

Note 2: Disable pop-up blocking

Note 3: Enable Cookies

OpenMIC is used to create and maintain metadata for analog and digital materials. The software can be used as a standalone system or can be integrated with other repositories. There are three basic steps to create metadata.

Step 1: Administration

Before you start creating metadata, you must create an organization record and at least one collection record. Please note that there should be only one organization record for each organization. You may create as many collections you need for each organization.

1.1) Organization Management

Create Organization:

- i. Login as Super User.
- ii. Select *Digital Workflow Management System* from the main screen.
- iii. Select *Administration*.
- iv. Select *Organization Management*.
- v. Select *Create New Organization*.
- vi. Enter *Marc Org ID, Organization Name, address, and contact information*.
- vii. Click *Save*.

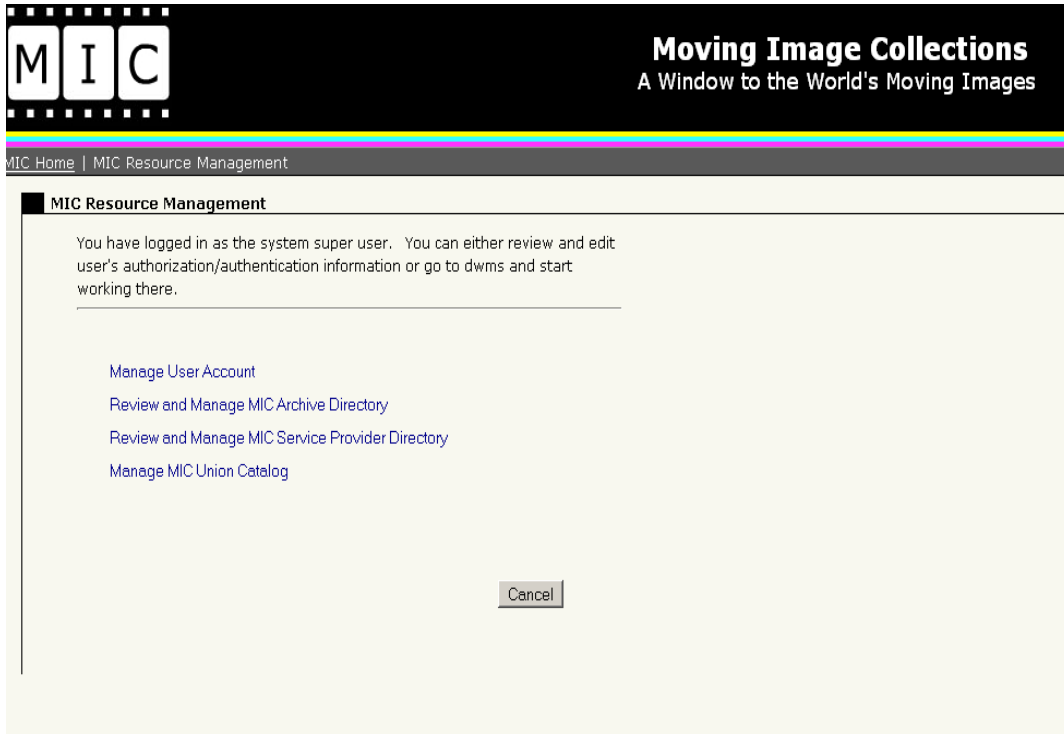


Figure 1.1.1: Main Screen

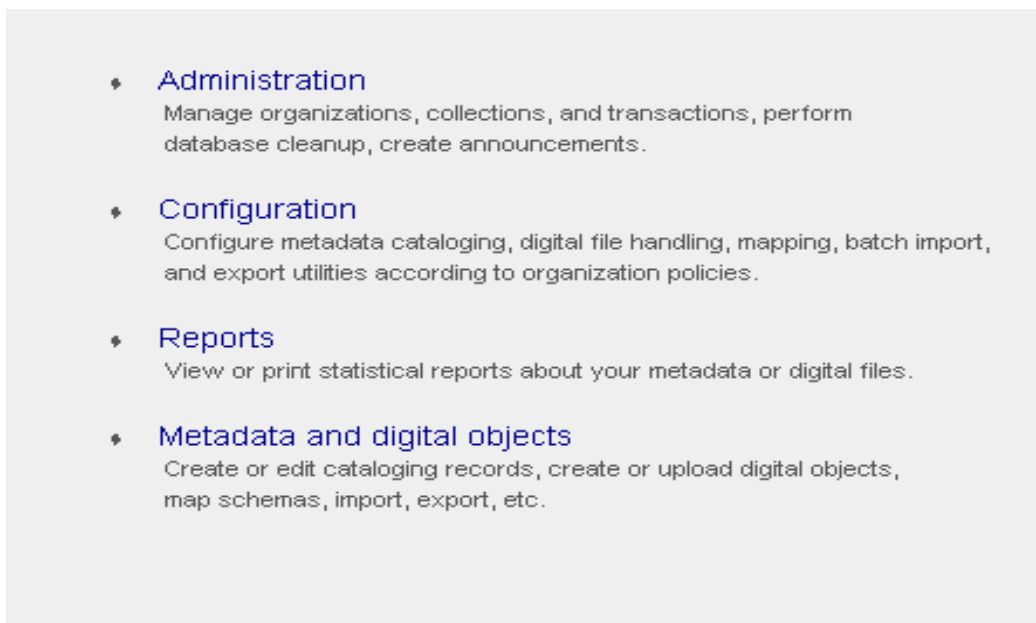


Figure 1.1.2: MIC Catalog Main screen

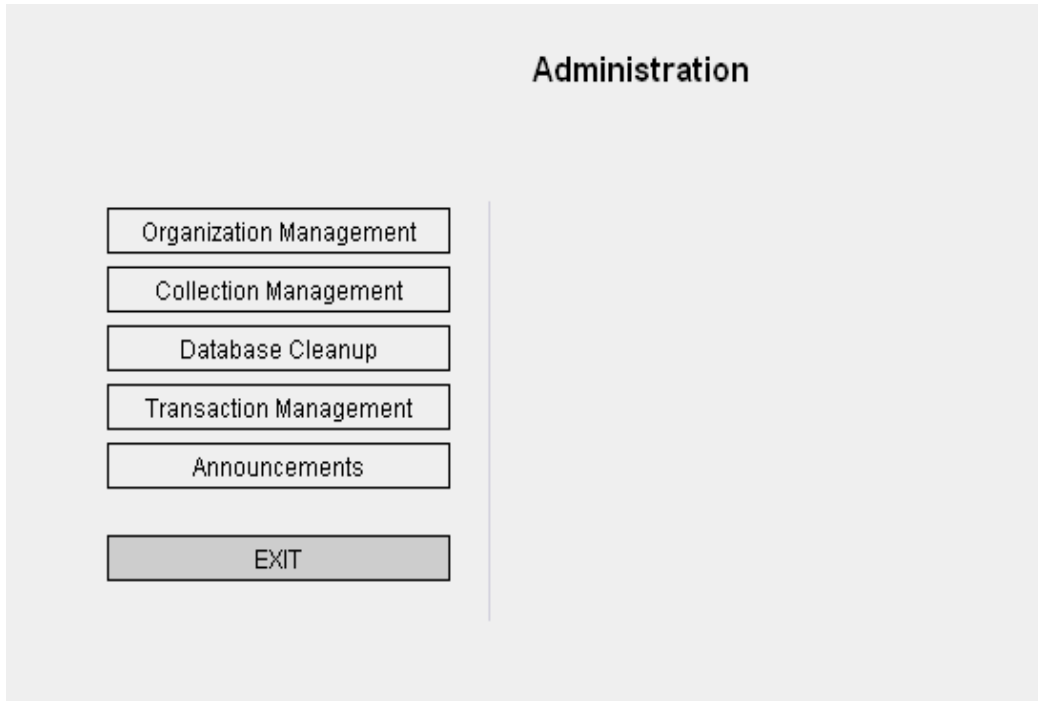


Figure 1.1.3: Administration Screen

ORGANIZATION LIST

Exit	Application Review	Delete	Edit	Create New Organization
Organization				Status
<input type="radio"/>	Oregon Health & Science University Library			
<input type="radio"/>	Pacific Film Archive			
<input type="radio"/>	Walter J. Brown Media Archives & Peabody Awards Collections			
<input type="radio"/>	Smithsonian Institution Archives			
<input type="radio"/>	National Library of Medicine			
<input type="radio"/>	Library of Congress Motion Picture, Broadcasting, and Recorded Sound Division			
<input type="radio"/>	Fortunoff Video Archive for Holocaust Testimonies			
<input type="radio"/>	Northeast Historic Film			
<input type="radio"/>	ResearchChannel			

Figure 1.1.4: Organization List Screen

Setup Organization

The Workflow Management System (WMS) is a flexible digital object management tool that helps you prepare the digital objects and associated metadata for ingest into [Fedora](#) based RUCore repository.

Organization ID:

Organization Name:

Organization Address:

Contact Person:

 Name:

 Telephone:

 Email:

Figure 1.1.5: Create Organization Screen

Edit Organization:

- i. Login as Super User.
- ii. Select *Digital Workflow Management System* from the main screen.
- iii. Select *Administration*.
- iv. Select *Organization Management*.
- v. Select *Organization*.
- vi. Click *Edit*.
- vii. Edit metadata and click *Save*.

ORGANIZATION LIST		
Exit	Application Review	Delete Edit Create New Organization
	Organization	Status
<input type="radio"/>	Oregon Health & Science University Library	
<input type="radio"/>	Pacific Film Archive	
<input type="radio"/>	Walter J. Brown Media Archives & Peabody Awards Collections	
<input type="radio"/>	Smithsonian Institution Archives	
<input type="radio"/>	National Library of Medicine	
<input type="radio"/>	Library of Congress Motion Picture, Broadcasting, and Recorded Sound Division	
<input type="radio"/>	Fortunoff Video Archive for Holocaust Testimonies	
<input type="radio"/>	Northeast Historic Film	
<input type="radio"/>	ResearchChannel	

Figure 1.1.6: Organization List Screen

Setup Organization

The Workflow Management System (VMS) is a flexible digital object management tool that helps you prepare the digital objects and associated metadata for ingest into [Fedora](#) based RUcore repository.

Organization ID:	<input type="text" value="OrPHS"/>
Organization Name:	<input type="text" value="Oregon Health & Science University Library"/>
Organization Address:	<input type="text"/>
Contact Person:	
Name:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>
<input type="button" value="EXIT"/> <input style="background-color: red; color: white;" type="button" value="SAVE"/>	

Figure 1.1.7: Edit Organization Screen

Delete Organization:

Note: Deleting Organization will delete all the collections and resources belong to this organization.

- i. Login as Super User.
- ii. Select *Digital Workflow Management System* from the main screen.
- iii. Select *Administration*.
- iv. Select *Organization Management*.
- v. Select *Organization*.
- vi. Click *Delete*.

Application Review:

This feature is not fully implemented in this version.



The screenshot shows a web interface titled "ORGANIZATION LIST". At the top, there are five buttons: "Exit", "Application Review", "Delete", "Edit", and "Create New Organization". Below the buttons is a table with two columns: "Organization" and "Status". The table contains ten rows, each with a radio button in the first column and the organization name in the second column. The status column is empty for all rows.

	Organization	Status
<input type="radio"/>	Oregon Health & Science University Library	
<input type="radio"/>	Pacific Film Archive	
<input type="radio"/>	Walter J. Brown Media Archives & Peabody Awards Collections	
<input type="radio"/>	Smithsonian Institution Archives	
<input type="radio"/>	National Library of Medicine	
<input type="radio"/>	Library of Congress Motion Picture, Broadcasting, and Recorded Sound Division	
<input type="radio"/>	Fortunoff Video Archive for Holocaust Testimonies	
<input type="radio"/>	Northeast Historic Film	
<input type="radio"/>	ResearchChannel	

Figure 1.1.8: Organization List Screen

1.2) Collection Management

You may create as many collection objects you need for each organization. A collection object is a special object that contains the information about the organization that holds the collection and the description of the collection. It keeps all the resources that belong to a collection together for search and display.

Create Collection

- i. Select *Digital Workflow Management System* from the main screen.
- ii. Select *Administration*.
- iii. Select *Collection Management*.
- iv. Select *Organization*.
- v. Click *Show Collection List*.
- vi. Click *Create New Collection*.
- vii. Enter metadata for the collection.
- viii. Click *Save*.

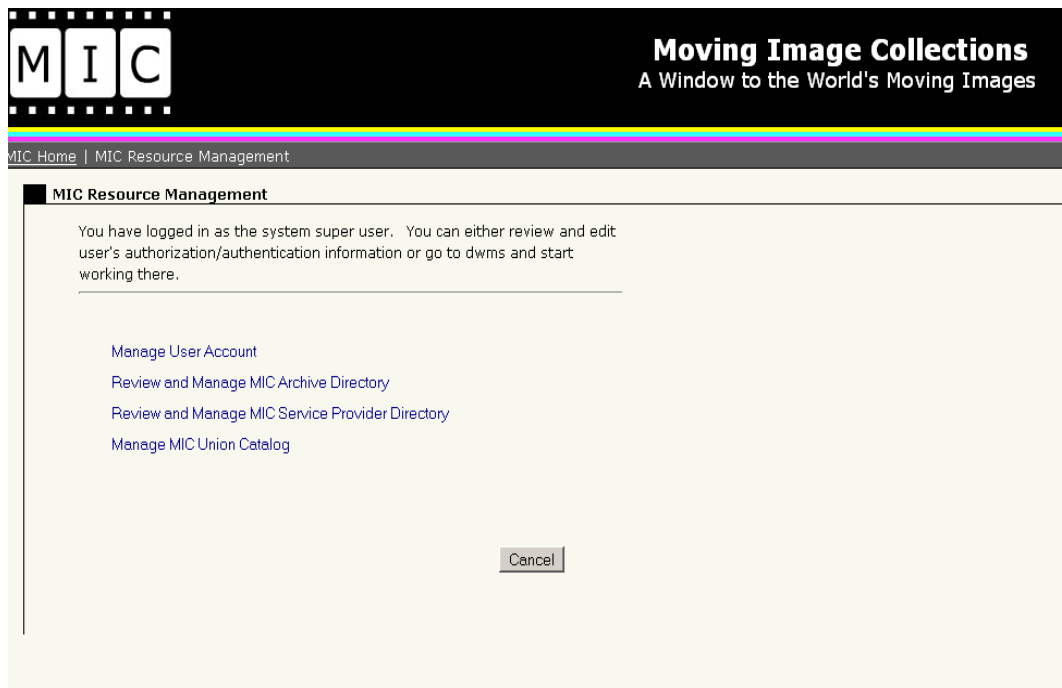


Figure 1.2.1: Main Screen

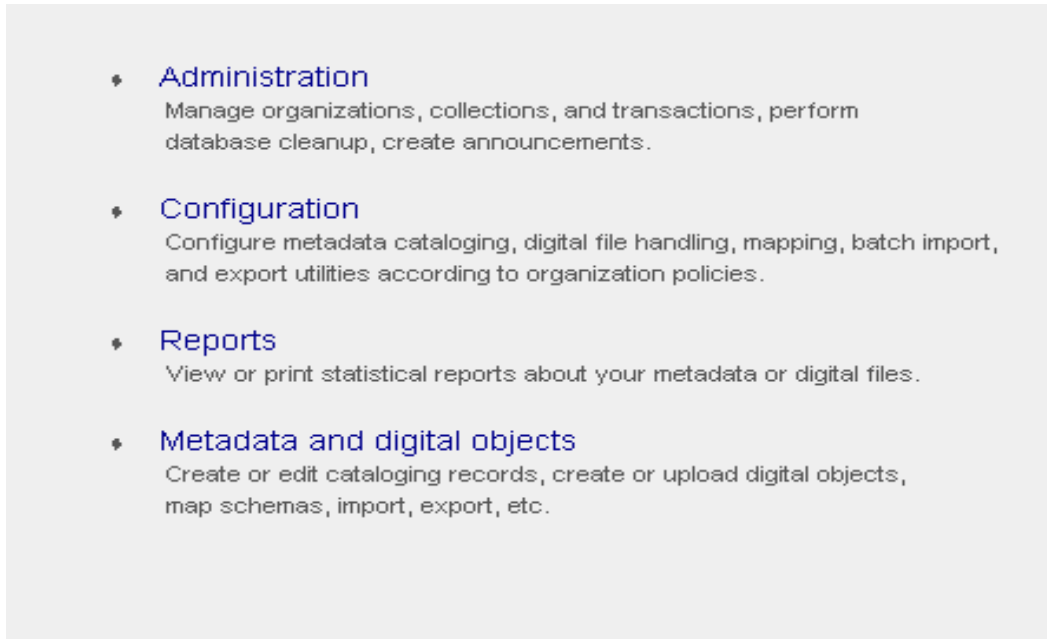


Figure 1.2.2: MIC Catalog Main Screen

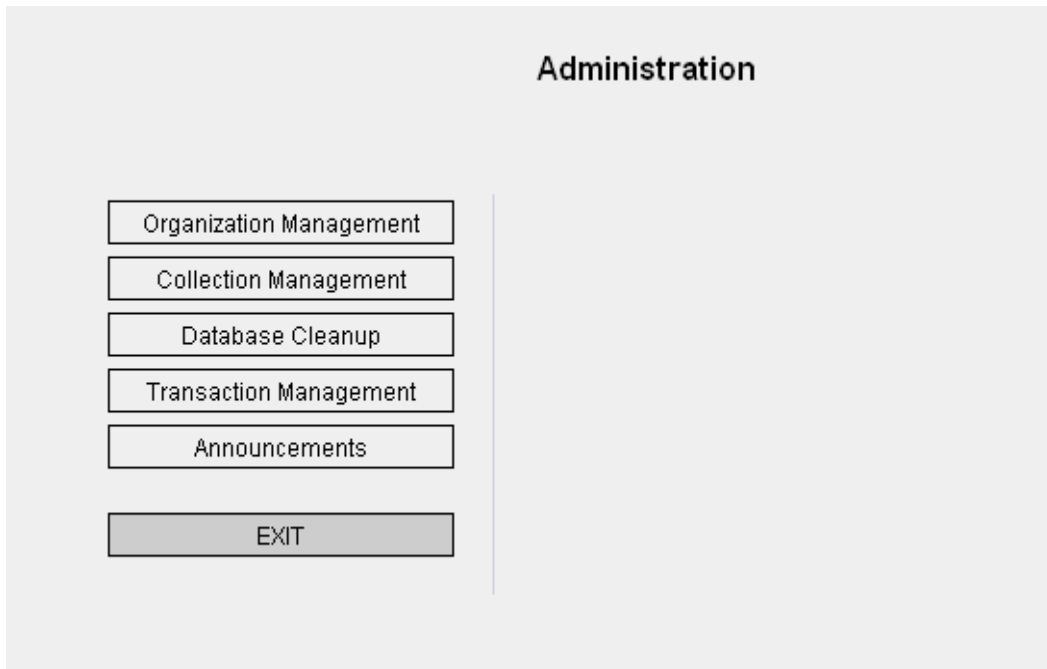


Figure 1.2.3: Administration Screen

ORGANIZATION LIST

[Exit](#) [Show Collection List](#)

	Organization	Status
<input type="radio"/>	paul's organization	
<input type="radio"/>	Rutgers Libraries (EAL)	
<input type="radio"/>	rutgers wms	
<input type="radio"/>	Tracey Meyer Fiber Arts Repository	
<input type="radio"/>	Rutgers University	
<input type="radio"/>	KYUK-TV	
<input type="radio"/>	DeNicola's Crocheting	
<input type="radio"/>	Springsteen University	
<input type="radio"/>	Northeast Historic Film	
<input type="radio"/>	Library of Congress	
<input type="radio"/>	Marty's Org	
<input type="radio"/>	NancyD8/08	
<input type="radio"/>	Tracey Meyer Knitting Pattern Repository August 2008	
<input type="radio"/>	yl's org. 8/7	
<input type="radio"/>	E Street University 080708	
<input type="radio"/>	Paul cabelli repository 8/7/08	

Figure 1.2.4: Organization List Screen

COLLECTION LIST

[Organization: Rutgers Libraries (EAL)]

[Exit](#) View: [METS](#) [FOXML](#) [TEXT](#) [Delete](#) [Edit](#) [Create New Collection](#)

	Collection	Status
<input type="radio"/>	New EAL collection	OK
<input type="radio"/>	YY's Test Collection	OK
<input type="radio"/>	new batch load testing Li	OK
<input type="radio"/>	Rhonda's Test Collection 20080520	OK

Figure 1.2.5: Collection List Screen

Figure 1.2.4: Metadata Entry Screen

Edit Collection

- i. Select *Digital Workflow Management System* from the main screen.
- ii. Select *Administration*.
- iii. Select *Collection Management*.
- iv. Select *Organization*.
- v. Click *Show Collection List*.
- vi. Select *Collection*.
- vii. Click *Edit*.
- viii. Edit metadata and click *Save*.

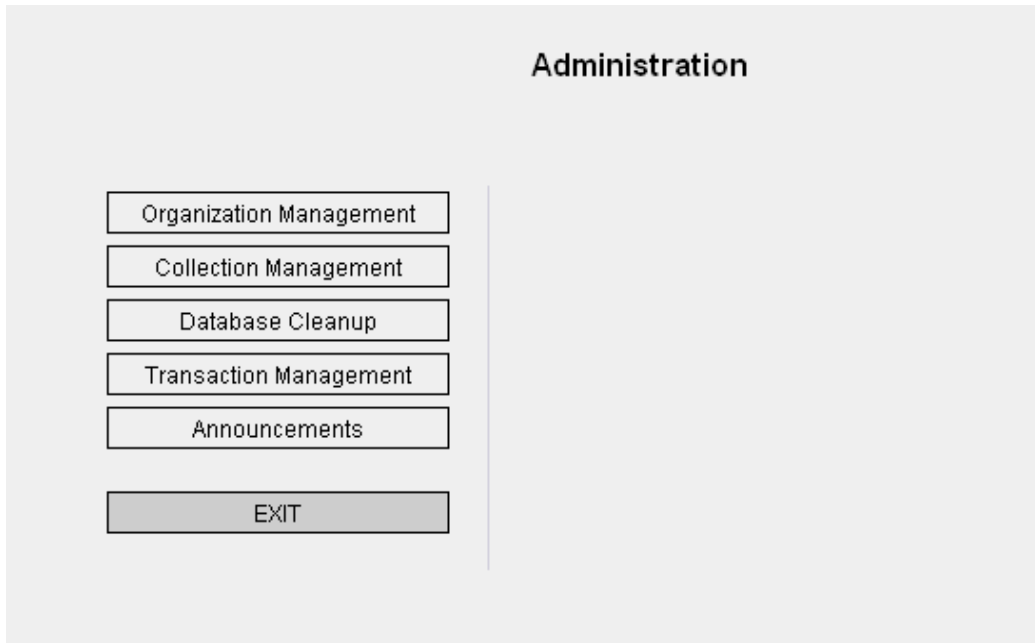


Figure 1.2.6: Administration Screen

ORGANIZATION LIST

[Exit](#) [Show Collection List](#)

	Organization	Status
<input type="radio"/>	paul's organization	
<input type="radio"/>	Rutgers Libraries (EAL)	
<input type="radio"/>	rutgers wms	
<input type="radio"/>	Tracey Meyer Fiber Arts Repository	
<input type="radio"/>	Rutgers University	
<input type="radio"/>	KYUK-TV	
<input type="radio"/>	DeNicola's Crocheting	
<input type="radio"/>	Springsteen University	
<input type="radio"/>	Northeast Historic Film	
<input type="radio"/>	Library of Congress	
<input type="radio"/>	Marty's Org	
<input type="radio"/>	NancyD8/08	
<input type="radio"/>	Tracey Meyer Knitting Pattern Repository August 2008	
<input type="radio"/>	yl's org. 8/7	
<input type="radio"/>	E Street University 080708	
<input type="radio"/>	Paul cabelli repository 8/7/08	

Figure 1.2.7: Organization List Screen



Figure 1.2.8: Collection List Screen

Delete Collection

Note: Deleting collection will delete all the resources belong to the collection.

- i. Select *Digital Workflow Management System* from the main screen.
- ii. Select *Administration*.
- iii. Select *Collection Management*.
- iv. Select *Organization*.
- v. Click *Show Collection List*.
- vi. Select *Collection*.
- vii. Click *Delete*.

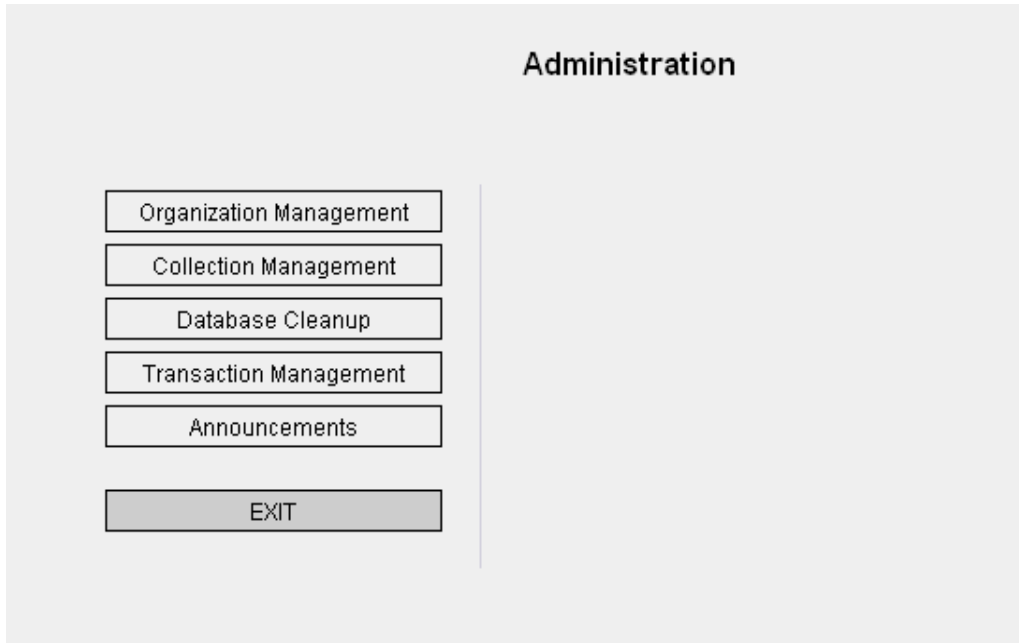


Figure 1.2.9: Administration Screen

ORGANIZATION LIST

[Exit](#) [Show Collection List](#)

	Organization	Status
<input type="radio"/>	paul's organization	
<input type="radio"/>	Rutgers Libraries (EAL)	
<input type="radio"/>	rutgers wms	
<input type="radio"/>	Tracey Meyer Fiber Arts Repository	
<input type="radio"/>	Rutgers University	
<input type="radio"/>	KYUK-TV	
<input type="radio"/>	DeNicola's Crocheting	
<input type="radio"/>	Springsteen University	
<input type="radio"/>	Northeast Historic Film	
<input type="radio"/>	Library of Congress	
<input type="radio"/>	Marty's Org	
<input type="radio"/>	NancyD8/08	
<input type="radio"/>	Tracey Meyer Knitting Pattern Repository August 2008	
<input type="radio"/>	yl's org. 8/7	
<input type="radio"/>	E Street University 080708	
<input type="radio"/>	Paul cabelli repository 8/7/08	

Figure 1.2.10: Organization List Screen



Figure 1.2.11: Collection List Screen

View Collection

There are three options available to view a collection record: METS, FOXML (Fedora Object XML for Fedora repositories), and TEXT.

- i. Select the collection you want to view from the collection list.
- ii. Click *METS*, *FOXML*, or *TEXT*.

```

<?xml version="1.0" encoding="utf-8"?>
<METS:mets xmlns:METS="http://www.loc.gov/METS/" xmlns:mods="http://www.loc.gov/mods/" >
  <METS:metsHdr ID="H1" CREATEDATE="2008-10-06T14:59:42" LASTMODDATE="2008-10-06T14:59:42" >
    <METS:dmdSec ID="DMD-1" GROUPID="" ADMID="AMD-1" CREATED="2008-09-19T11:22:09" STATUS="OK" >
      <METS:mdWrap MIMETYPE="text/xml" MDTYPE="OTHER" LABEL="MODS Metadata">
        <METS:xmlData>
          <mods:mods>
            <mods:typeOfResource>Collection</mods:typeOfResource>
            <mods:titleInfo ID="T-1" type="">
              <mods:title>ka test organization</mods:title>
            </mods:titleInfo>
            <mods:identifier type="collection">rucore0000000629</mods:identifier>
            <mods:name ID="NAME-1" type="personal">
              <mods:namePart type="family">KA</mods:namePart>
              <mods:namePart type="given">AK</mods:namePart>
              <mods:role>
                <mods:roleTerm type="text" authority="marcRelator">owner</mods:roleTerm>
              </mods:role>
            </mods:name>
            <mods:name ID="NAME-1" type="corporate">
              <mods:namePart>NjNbRU</mods:namePart>
              <mods:displayForm>Rutgers University</mods:displayForm>
            </mods:name>
          </mods:mods>
        </METS:xmlData>
      </METS:mdWrap>
    </METS:dmdSec>
  </METS:mets>

```

Figure 1.2.12: Collection Record in METS

```

Source: http://nrcy.scc.nrc.rutgers.edu/dwms/dwms_test/cac001/display_popup.php?task=get_obj&resource=databases&resource=
File Edit View Help
<?xml version="1.0" encoding="utf-8"?>
<foxml:digitalObject xmlns:foxml="info:fedora/fedora-system:def/foxml#">
  <foxml:objectProperties>
    <foxml:property NAME="http://www.w3.org/1999/02/22-rdf-syntax-ns#type" VALUE="FedoraObject"/>
    <foxml:property NAME="info:fedora/fedora-system:def/model#state" VALUE="A"/>
    <foxml:property NAME="info:fedora/fedora-system:def/model#label" VALUE=""/>
  </foxml:objectProperties>
  <foxml:datastream ID="DC" STATE="A" CONTROL_GROUP="X" VERSIONABLE="true">
    <foxml:datastreamVersion ID="DC.0" MIMETYPE="text/xml" LABEL="Default Dublin Core Record" CRI
      <foxml:xmlContent>
        <oai_dc:dc xmlns:oai_dc="http://www.openarchives.org/OAI/2.0/oai_dc/">
          <dc:title xmlns:dc="http://purl.org/dc/elements/1.1/">ka test organization</dc:title>
          <dc:contributor xmlns:dc="http://purl.org/dc/elements/1.1/">KA, AK (owner)</dc:contributor>
          <dc:type xmlns:dc="http://purl.org/dc/elements/1.1/">Collection</dc:type>
          <dc:identifier xmlns:dc="http://purl.org/dc/elements/1.1/">rucore0000000629</dc:identifier>
        </oai_dc:dc>
      </foxml:xmlContent>
    </foxml:datastreamVersion>
  </foxml:datastream>
  <foxml:datastream ID="DMD-1" STATE="A" CONTROL_GROUP="X" VERSIONABLE="true">
    <foxml:datastreamVersion ID="DMD-1.0" MIMETYPE="text/xml" LABEL="Descriptive Metadata (MODS)">
      <foxml:xmlContent>
        <mods:mods xmlns:mods="http://www.loc.gov/mods/">
          <mods:typeOfResource>Collection</mods:typeOfResource>
          <mods:titleInfo ID="T-1" type="">
            <mods:title>ka test organization</mods:title>
          </mods:titleInfo>
          <mods:identifier type="collection">rucore0000000629</mods:identifier>
          <mods:name ID="NAME-1" type="personal">
            <mods:namePart type="family">KA</mods:namePart>
            <mods:namePart type="given">AK</mods:namePart>
            <mods:role>
              <mods:roleTerm type="text" authority="marcRelator">owner</mods:roleTerm>
            </mods:role>
          </mods:name>
          <mods:name ID="NAME-1" type="corporate">
            <mods:namePart>NjNbRU</mods:namePart>
            <mods:displayForm>Rutgers University</mods:displayForm>
          </mods:name>
        </mods:mods>
      </foxml:xmlContent>
    </foxml:datastreamVersion>
  </foxml:datastream>
  <foxml:datastream ID="RELS-INT" STATE="A" CONTROL_GROUP="X" VERSIONABLE="false">
    <foxml:datastreamVersion ID="RELS-IINT.0" MIMETYPE="text/xml" LABEL="Datastream to preserve 1">
      <foxml:xmlContent>
        <rdf:RDF xmlns:rdf="http://www.w3.org/1999/02/22-rdf-syntax-ns#">
        </foxml:xmlContent>
      </foxml:datastreamVersion>
    </foxml:datastream>
  </foxml:digitalObject>

```

Figure 1.2.13: Collection Record in FOXML for Fedora Repositories

Metadata Entries

Descriptive:

Type Of Resource: Collection

Title Info:

Main Title: ka test organization

Identifier:

Type: collection

Identifier: rucore0000000629

Personal Name:

Family Name: KA

Given Name: AK

Name Role:

Role Type: text

Role Authority: marcRelator

Name Role: owner

Corp/Org Name:

Corp/Org Name: NjNbRU

Display Form: Rutgers University

Close

Figure 1.2.14: Collection Record in TEXT

1.3) User Management

It is strongly recommended to create individual user accounts to be able to keep track of the work performed by the users. The user information such as user name and email is written in the xml. Each user account is associated with role(s).

Create User

- i. Select *Manage User Account* from the main screen
- ii. Enter *First Name, Last Name, Address (optional), Email, UserID, password*.
- iii. Retype *password*.
- iv. Click *Submit*.
- v. Next you need to assign role to this user. If there are no role(s) created for your organization, create role(s) before you proceed.
- vi. Select the user.
- vii. Click *Assign roles*.
- viii. Select the appropriate role for this user.
- ix. Click *Submit*.

Create Role

- i. Select *Organization* from the pull down list.
- ii. Select *WMS Utility* from the pull down list for module.
- iii. Click *edit roles*.
- iv. Enter *role name and role description* in the data entry box on Role-Privilege Relationship screen.
- v. Select privilege(s) associated with this role. See Table 1. for associated permissions for each role.
- vi. Click *Submit*.

Privileges	Permissions			
	User	Organization	Collection	Metadata
Super User	Create user; Edit user; Delete user; Create roles; Edit roles; Delete roles	Create organization; Edit organization; Delete organization	Create collection; Edit collection; Delete collection; View collection; Setup required elements; Create collection level template; Edit collection level template; Delete collection level template; View collection level template	Create or revise metadata mapping; Upload sample records; Check map; Batch import of metadata records; Batch export of metadata records; Create personal template; Edit personal template; Delete personal template; Create metadata record; Edit metadata records; Delete metadata record; View metadata record;
Manage User	Edit username Edit password			
Manage Collections	Edit username Edit password	Edit organization	Create collection; Edit collection; Delete collection; View collection	
Configure Cataloging Utility	Edit username Edit password		Setup required elements; Create collection level template; Edit collection level template; Delete collection level template; View collection level template	
Mapping	Edit username Edit password			Create or revise metadata mapping; Upload sample records; Check map
Batch Import	Edit username Edit password			Batch import of metadata records
Export	Edit username Edit password			Batch export of metadata records
Metadata Cataloging	Edit username Edit password			Create personal template; Edit personal template; Delete personal template; Create metadata record; Edit metadata records; Delete metadata record; View metadata record
View/Generate Reports	Not implemented	Not implemented	Not implemented	Not implemented
Read Only	Not implemented	Not implemented	Not implemented	Not implemented

Table 1: User Privileges and Permissions

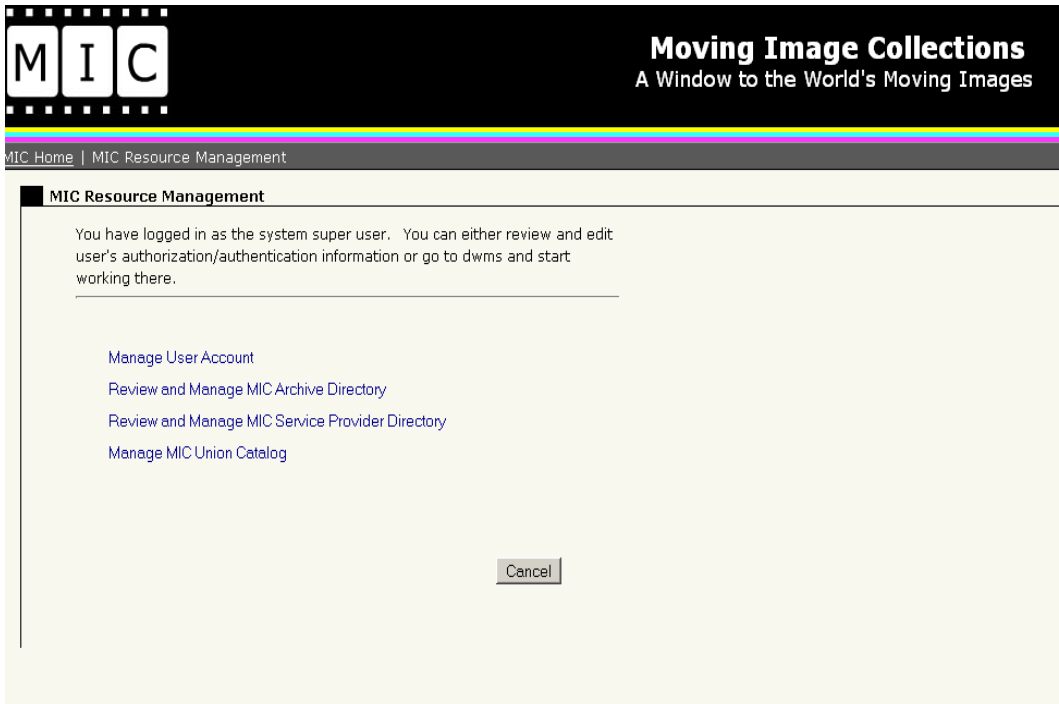


Figure 1.3.1: Main Screen

The screenshot shows a 'User Account' form. The title 'User Account' is centered at the top. The form contains the following fields and labels: 'First Name:' with a text input field; 'Last Name:' with a text input field; 'Address:' with a larger text input field; 'Email:' with a text input field; 'MIC UserID:' with a text input field; 'Password:' with a text input field; and 'Re-type Password:' with a text input field. At the bottom right of the form are two buttons: 'Cancel' and 'Submit'.

Figure 1.3.2: Create User Account Screen

Registered Users

	Name	Role Status
<input type="radio"/>	Otto Jane	Super user
<input type="radio"/>	Savage Sean	Not Assigned
<input type="radio"/>	Yu Yang	Super user
<input type="radio"/>	Yu Yang - 2	[AkBeKYUK] Cataloger/import/export/map

Figure 1.3.3: Registered Users Screen

Role Assignment (for **User 1**)

SUPER USER? Yes No

Role for this organization:

Role for this module:

Role:

Current Role Assignment

	Organization	Module	Role

Figure 1.3.4: Assign Role Screen

Role - Privilege Relationship

Roles for this module:

Existing Roles: Cataloger/import/export/map
 Collection Manager

Role Name:

Role Description:

Privilege:

- read only
- view/generate report
- metadata cataloging
- export
- batch import
- mapping
- configure cataloging utility
- manage collections
- manage user

Figure 1.3.5: Role – Privilege Relationship Screen

Edit User

- i. Select *Manage User Account* from the main screen.
- ii. Select user from the Registered Users screen.
- iii. Edit user information and click *Submit*.

Edit Role

- i. If you are editing the role, click *Assign Role*.
- ii. Select *Organization* from the pick list.
- iii. Select *Module*.
- iv. Select *Role* from the pick list.
- v. Click *Submit*.

User Account

First Name:

Last Name:

Address:

Email:

MIC UserID:

Password:

Re-type Password:

Figure 1.3.6: Edit User Screen

Registered Users

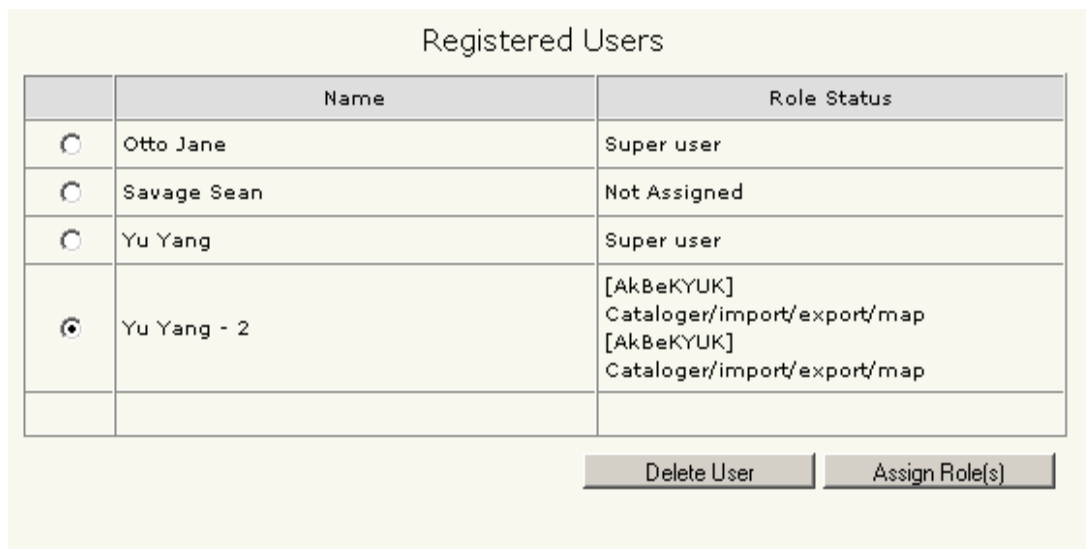
	Name	Role Status
<input type="radio"/>	Otto Jane	Super user
<input type="radio"/>	Savage Sean	Not Assigned
<input type="radio"/>	Yu Yang	Super user
<input checked="" type="radio"/>	Yu Yang - 2	[AkBeKYUK] Cataloger/import/export/map [AkBeKYUK] Cataloger/import/export/map

Figure 1.3.6: Registered User Screen

Delete User

- i. Select *Manage User Account* from the main screen.
- ii. Select user from the Registered Users screen.
- iii. Click *Delete User*.

Delete Role (not implemented in the current version)



Registered Users

	Name	Role Status
<input type="radio"/>	Otto Jane	Super user
<input type="radio"/>	Savage Sean	Not Assigned
<input type="radio"/>	Yu Yang	Super user
<input checked="" type="radio"/>	Yu Yang - 2	[AkBeKYUK] Cataloger/import/export/map [AkBeKYUK] Cataloger/import/export/map

Figure 1.3.7: Registered User Screen

Step 2: Metadata Management

You must complete Step 1 prior before you are able to create metadata. There are two ways to create metadata in OpenMIC.

- 1) Create metadata manually. This option allows users to create one metadata record at a time.
- 2) Batch import. This option allows users to batch load metadata from an existing database.

2.1) Create Metadata Manually

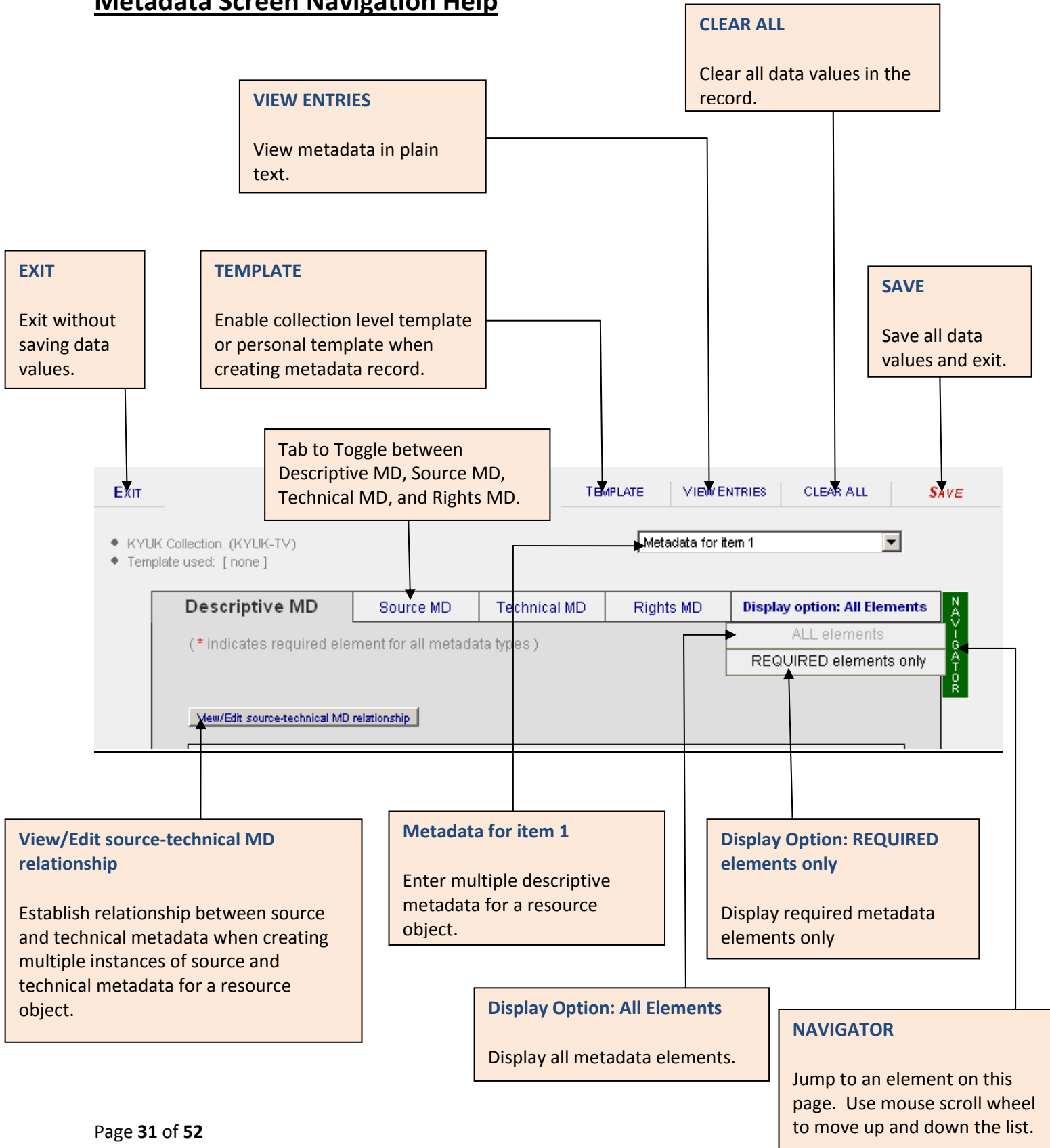
- i. Select *Manage MIC Union Catalog*.
- ii. Select *Metadata and digital object*.
- iii. Select *Collection* from the collection list.
- iv. Select *Metadata Cataloging* from the welcome screen.
- v. Select *Start Cataloging*.
- vi. Click *Create Metadata*.
- vii. Enter metadata. For information about the metadata elements, please refer to *Metadata Guides* found on the download page.
- viii. Click *Save*.

Tips:

1. In some cases, all or many of the resources in a collection will share same metadata. Some technical metadata and rights metadata might be identical. The template utility allows collection managers and metadata creators to create generic records that contain default data. When a template is enabled, this default data is added to the metadata record automatically when *Create Metadata* is selected.
2. Templates can be enabled at the collection level or at resource level. To enable a template at resource level, click on *Template*, select *template* from the template list and click *Apply*.

Refer to 2.1.1 to create template.

Metadata Screen Navigation Help



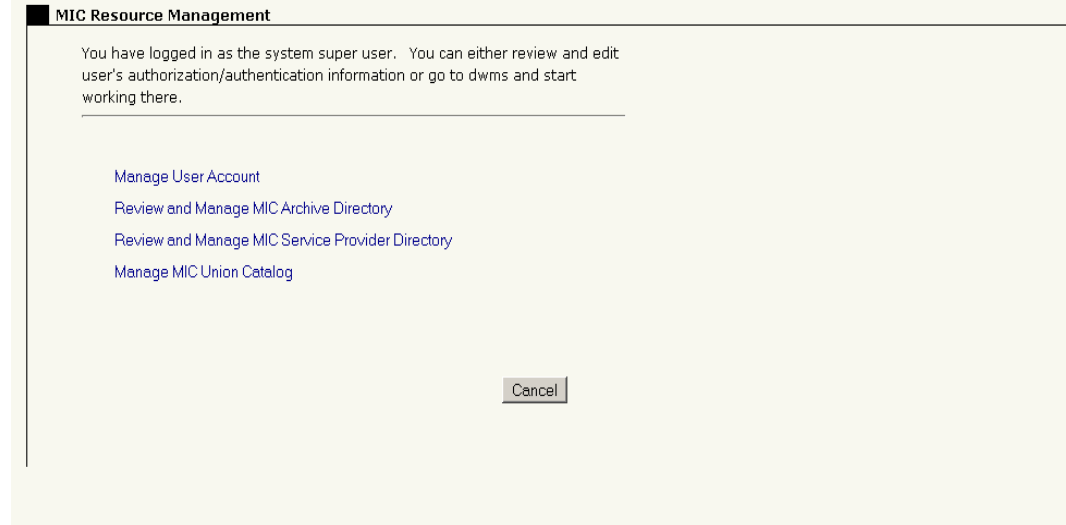


Figure 2.1.1: Main Screen

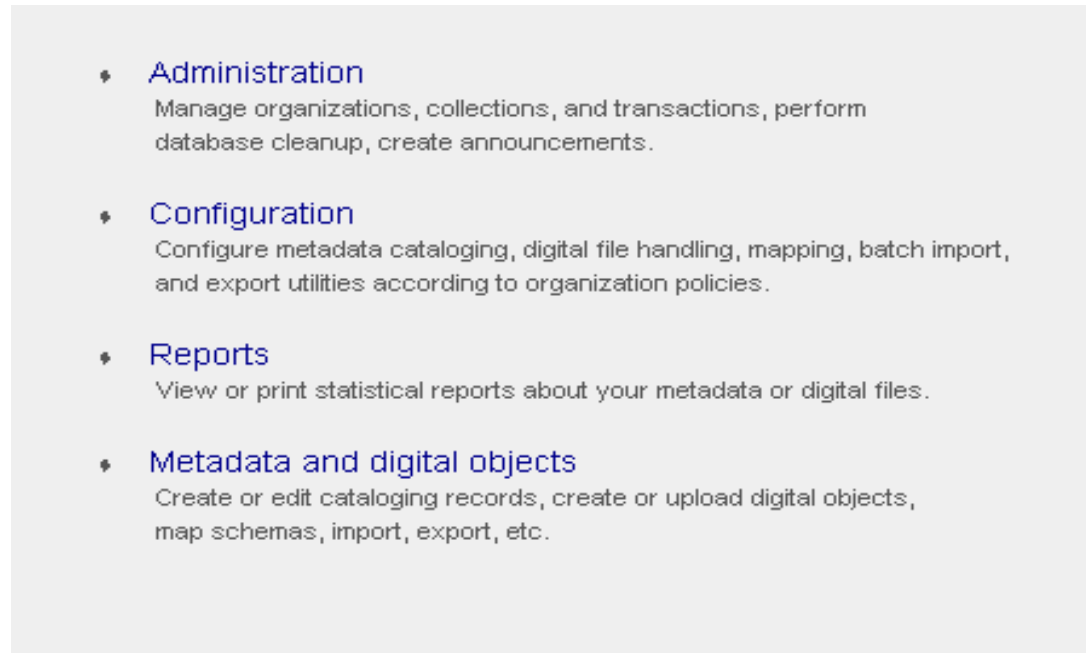


Figure 2.1.2: MIC Catalog Main Screen

Organization - Collection List

Organization / Collection	Status
Oregon Health & Science University Library <input type="radio"/> Oregon Health & Science University Library	
Pacific Film Archive <input type="radio"/> PFA Collection (Dick Thaxter test) <input type="radio"/> Pacific Film Archive Collection (Jane Otto test)	
Walter J. Brown Media Archives & Peabody Awards Collections <i>No collection entry</i>	
Smithsonian Institution Archives <i>No collection entry</i>	
National Library of Medicine <i>No collection entry</i>	
Library of Congress Motion Picture, Broadcasting, and Recorded Sound Division <i>No collection entry</i>	
Fortunoff Video Archive for Holocaust Testimonies <i>No collection entry</i>	

Figure 2.1.3: Collection List Screen

Welcome to the MIC Union Catalog!

[Oregon Health & Science University Library]

Customize system settings for this collection

Required Elements

Templates

Metadata Cataloging

Mapping Utility

Batch Import

Export

Exit / Change Collection

Figure 2.1.4: Cataloging Screen

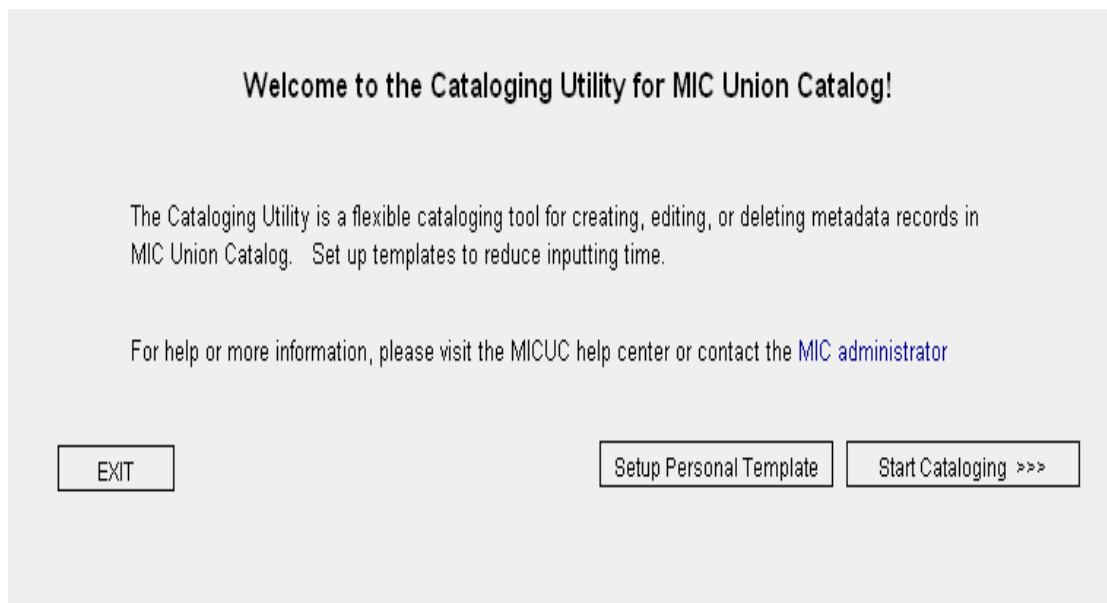


Figure 2.1.5: Start Cataloging Screen



Figure 2.1.6: Metadata Record List Screen

Figure 2.1.7: Descriptive Metadata Entry Screen

2.1.1) Create Template

There are two levels of template available in the OpenMIC -- collection level and personal level. To create a collection level template, the user must have “Configure Cataloging Utility” permission. A collection level template can be applied to all resources within the collection by metadata creators who have access to the collection. If the collection level template is set as a default template, it is applied to metadata record automatically when *Create Metadata* is selected. If it is not set as a default template, metadata creators can enable the template at the time they create metadata record.

A personal level template is created by metadata creator. Templates created at this level are available only to the owner of the template. If a personal level template is set as a default template, it is applied to metadata record automatically when *Create Metadata* is selected. If it is not set as a default template, metadata creators can enable the template at the time they create metadata record.

Follow the steps below to create collection level template:

- i. Select *Metadata and digital objects* from the MIC Catalog screen.
- ii. Select *Customize system settings for this collection*
- iii. Select *Template*.

- iv. Select *Create New Template*. You will get a screen similar to *Create Metadata* screen.
- v. Enter data values that will be shared by all the resources in this collection.
- vi. Click *Save*.
- vii. If you want to save an existing metadata record as a template, select *Use Existing Metadata*.
- viii. Select the record to use as template.
- ix. Click *Apply to Template*.
- x. All the data values from the selected metadata record will be auto populated in the record. Enter main title for this template.
- xi. Click *Save*.
- xii. If you want to save this template as a default template, click *Set Default* button.

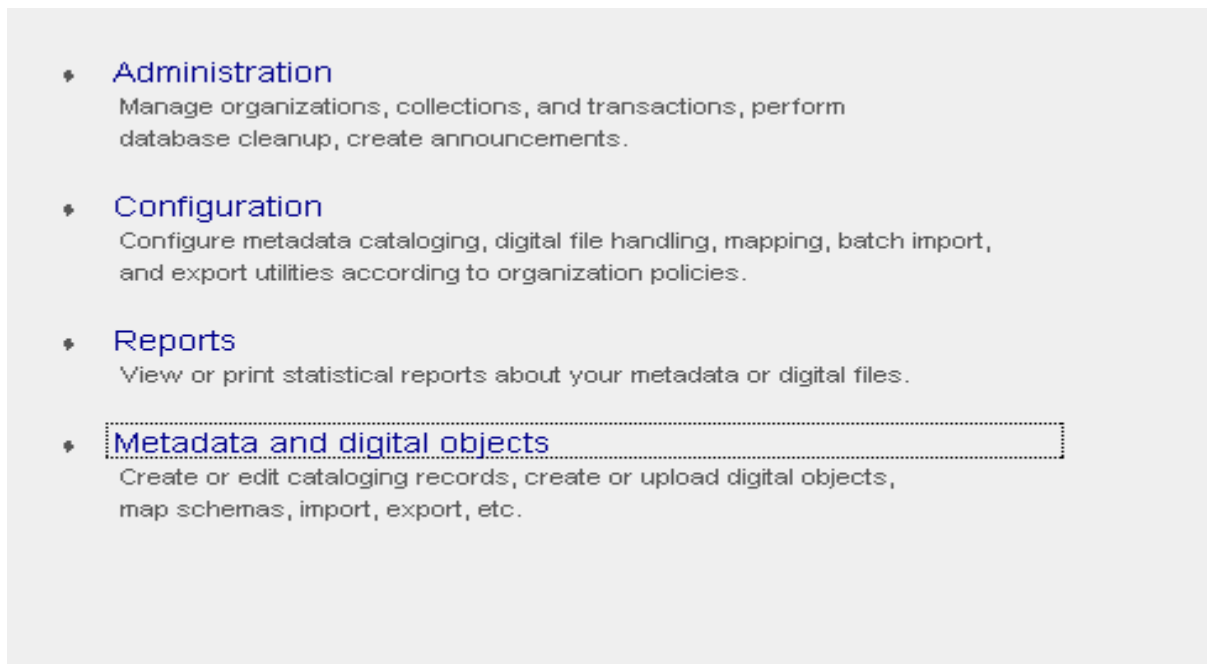


Figure 2.1.1.1: OpenMIC Main Screen

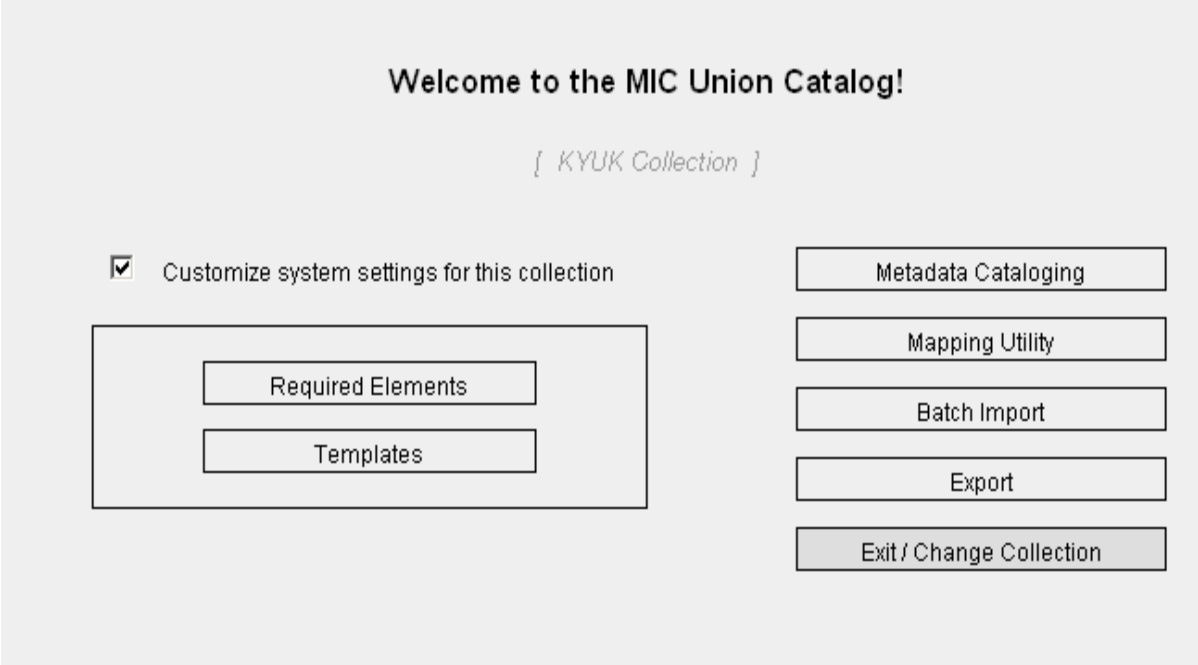


Figure 2.1.1.2: Main Cataloging Screen

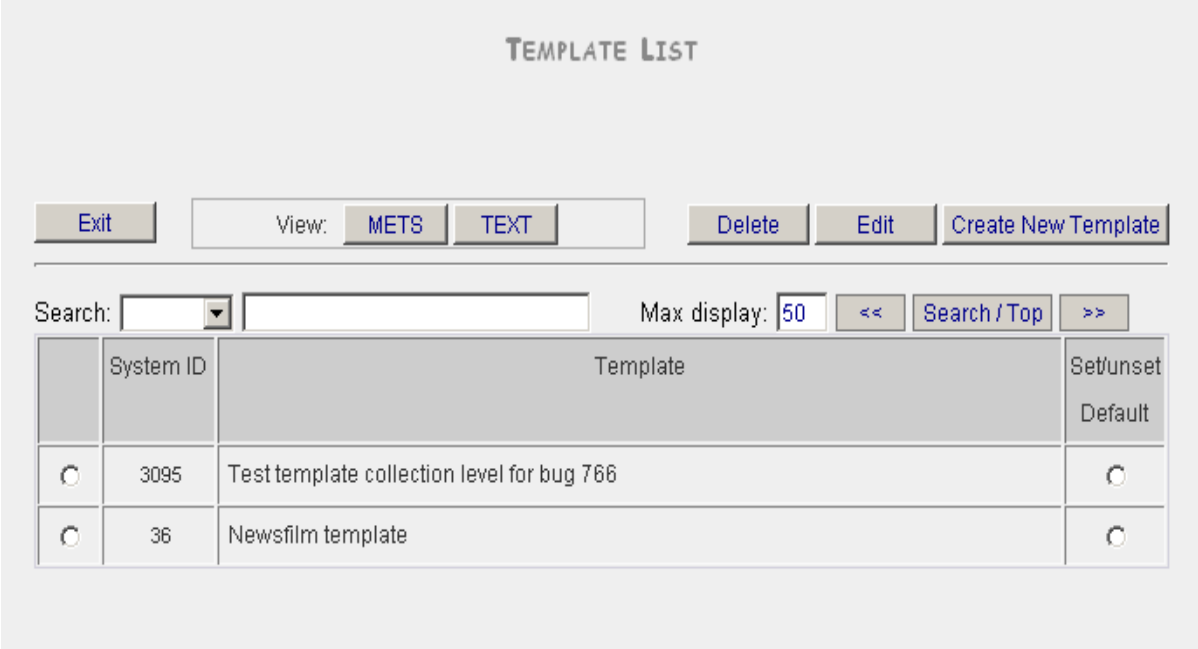


Figure 2.1.1.3: Template list screen

EXIT USE EXISTING METADATA VIEW ENTRIES CLEAR ALL SAVE

◆ KYUK Collection (KYUK-TV) Metadata for item 1

◆ Template used: [none]

Descriptive MD Source MD Technical MD Rights MD Display option: All Elements

(* indicates required element for all metadata types)

[View/Edit source-technical MD relationship](#) *Collection Template*

Type of item

Title Information

Type

Title

Subtitle

Part Name

NAVIGATOR

Figure 2.1.1.4: Template data entry screen

Existing Resource for Collection 6

	Resource Name	Created Date
<input type="radio"/>	Hallmark hall of fame.	
<input type="radio"/>	Winter mind	
<input type="radio"/>		
<input type="radio"/>	test for locationPhysicalLocation source value	
<input type="radio"/>	Test of technical metadata data dictionary	
<input type="radio"/>	Knitting from knitting template	
<input type="radio"/>	Test for source disappearing after required field display invoked	
<input type="radio"/>	Michael [loves] Nancy	
<input type="radio"/>	Eniwan I Luk Rose	
<input type="radio"/>	Vanua-Tai, of land and sea	
<input type="radio"/>	Solid sistas documentary	
<input type="radio"/>	Days made of fear	
<input type="radio"/>	Boy of Baghdad	
<input type="radio"/>	Las Claves de la masacre	
<input type="radio"/>	49th Star	

Figure 2.1.1.5: Existing metadata record screen

Follow the steps below to create personal template:

- i. Select *Metadata and digital objects* from the MIC Catalog screen.
- ii. Select *Metadata Cataloging*.
- iii. Select *Setup Personal Template*.
- iv. Select *Create New Template*. You will get a screen similar to *Create Metadata* screen.
- v. Enter data values that will be shared by all the resources in this collection.
- vi. Click *Save*.
- vii. If you want to save an existing metadata record as a template, select *Use Existing Metadata*.
- viii. Select the record to use as template.
- ix. Click *Apply to Template*.
- x. All the data values from the selected metadata record will be auto populated in the record. Enter main title for this template.
- xi. Click *Save*.
- xii. If you want to save this template as a default template, click *Set Default* button.

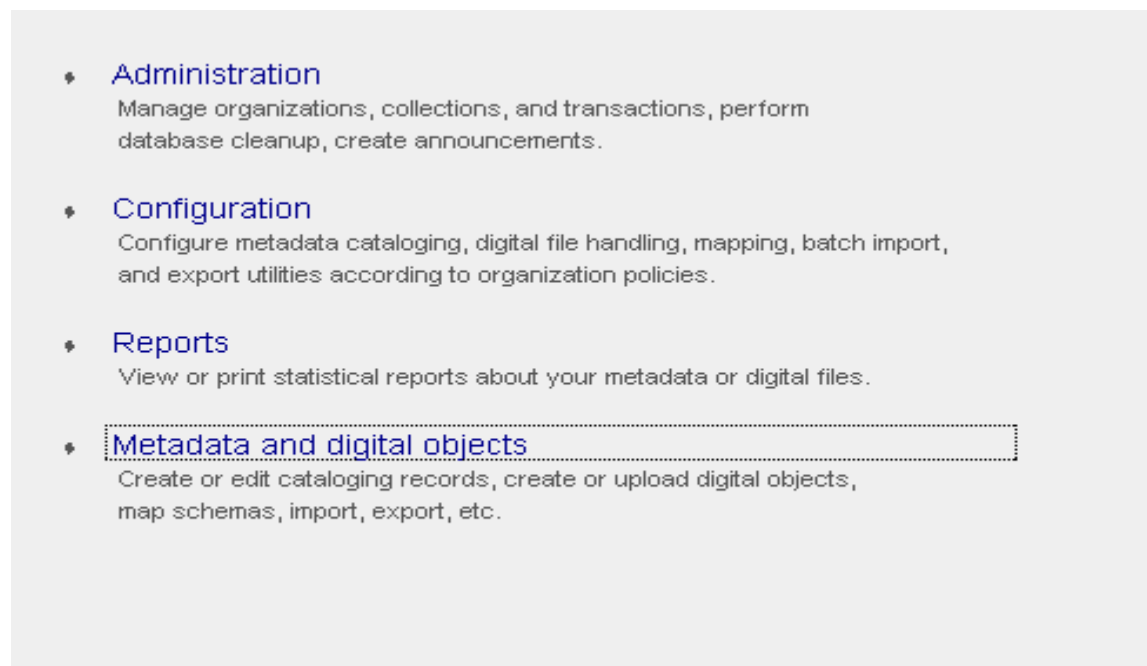


Figure 2.1.1.6: OpenMIC main screen

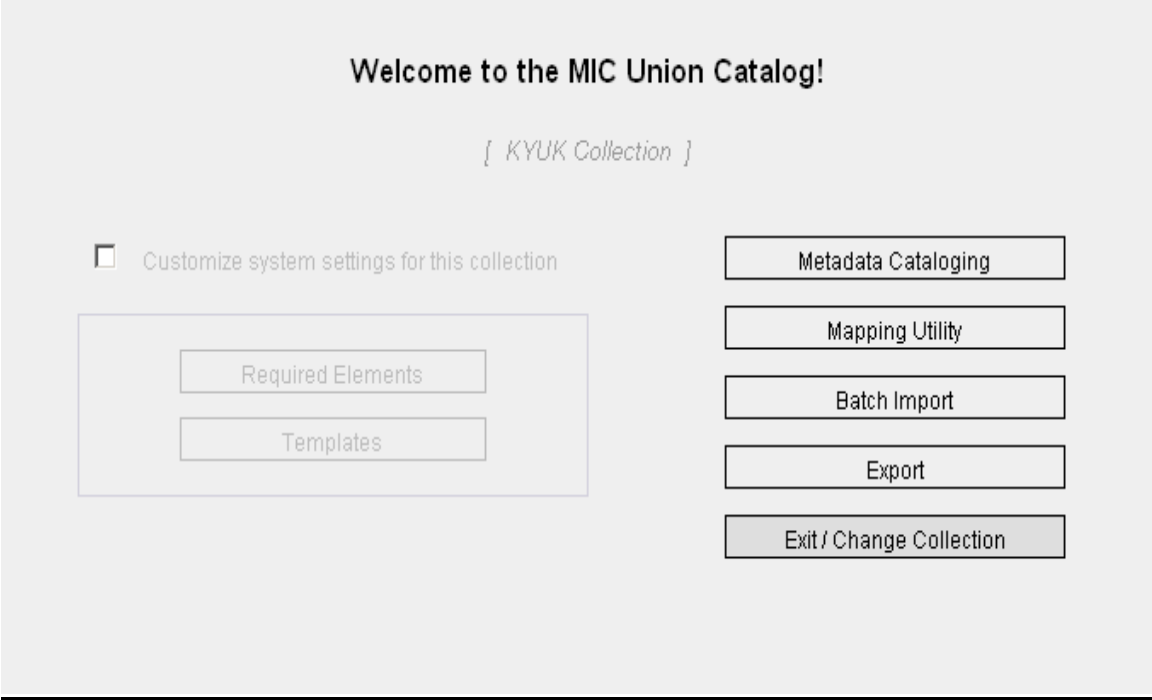


Figure 2.1.1.6: Main Cataloging Screen

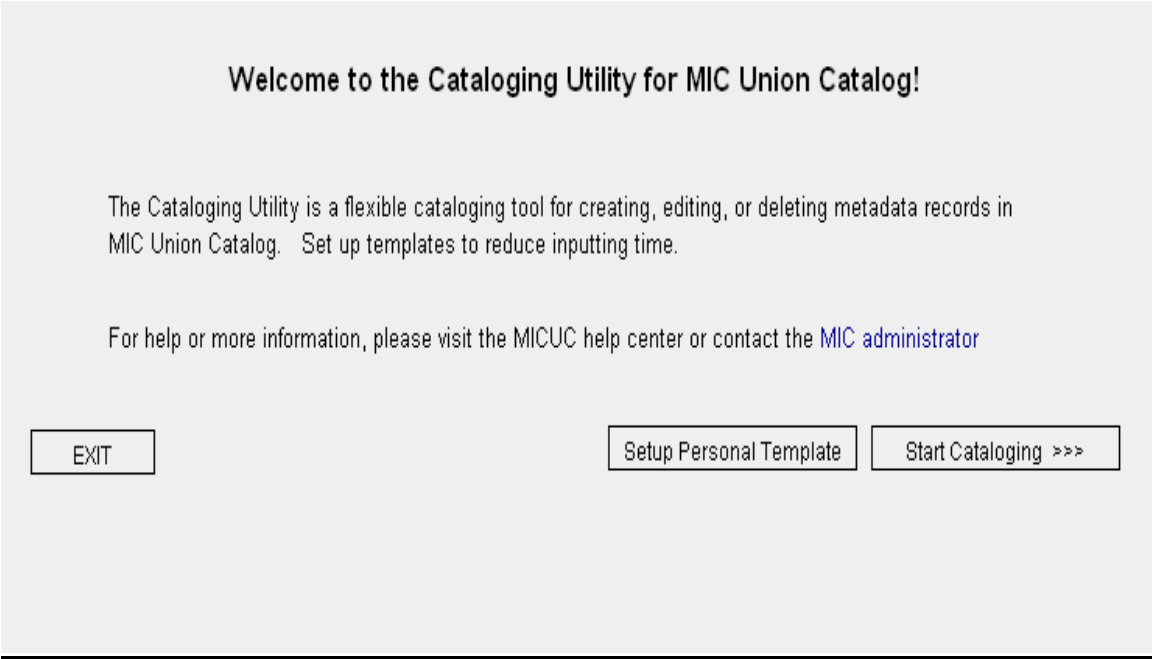


Figure 2.1.1.7: Cataloging Screen

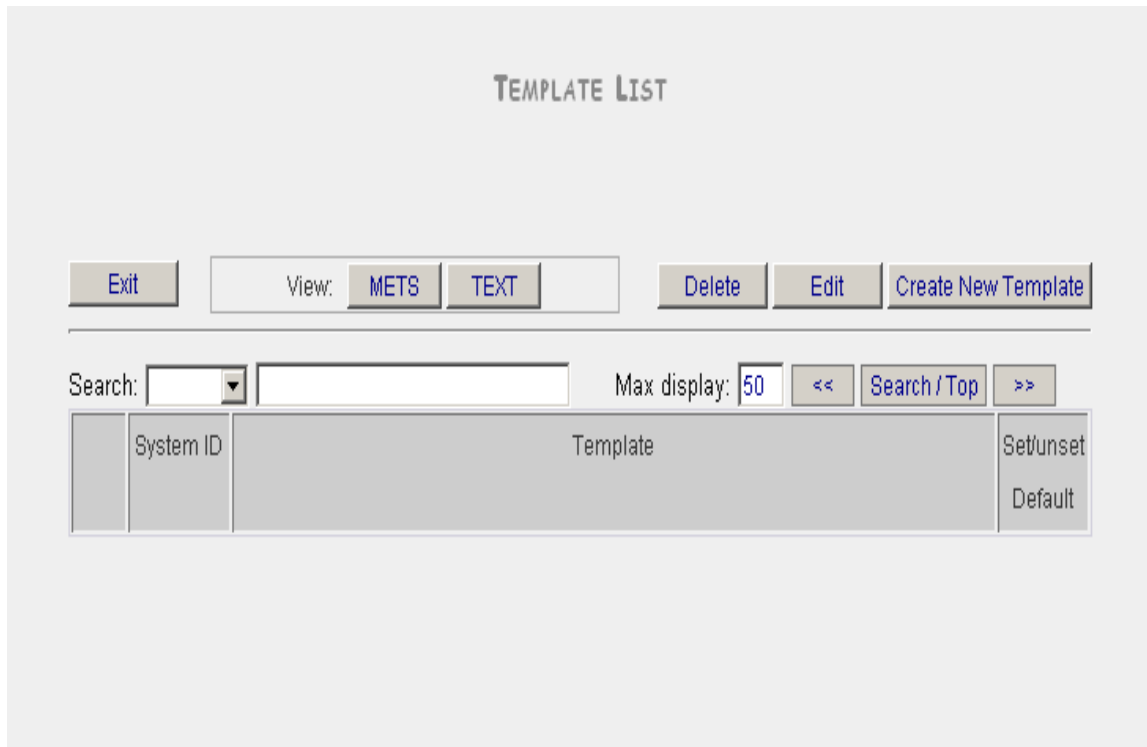


Figure 2.1.1.8: Template list screen

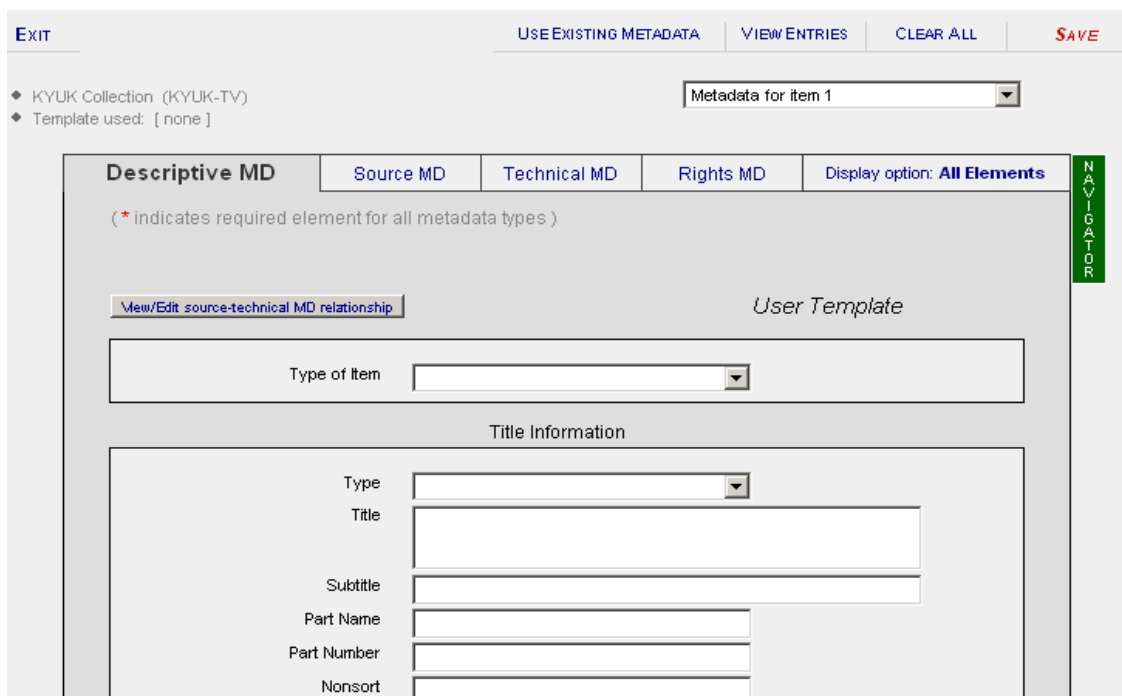


Figure 2.1.1.4: Template data entry screen

Existing Resource for Collection 6

	Resource Name	Created Date
<input type="radio"/>	Hallmark hall of fame.	
<input type="radio"/>	Winter mind	
<input type="radio"/>		
<input type="radio"/>	test for locationPhysicalLocation source value	
<input type="radio"/>	Test of technical metadata data dictionary	
<input type="radio"/>	Knitting from knitting template	
<input type="radio"/>	Test for source disappearing after required field display invoked	
<input type="radio"/>	Michael [loves] Nancy	
<input type="radio"/>	Eniwan I Luk Rose	
<input type="radio"/>	Vanua-Tai, of land and sea	
<input type="radio"/>	Solid sistas documentary	
<input type="radio"/>	Days made of fear	
<input type="radio"/>	Boy of Baghdad	
<input type="radio"/>	Las Claves de la masacre	
<input type="radio"/>	49th Star	
<input type="radio"/>	Continuous Journey	

Figure 2.1.1.5: Existing metadata record screen

2.1.2) Create Multiple instances of metadata

2.2) Batch load existing metadata

Metadata from existing database(s) can be batch loaded into OpenMIC. The OpenMIC has built-in MARCXML and MODS XML mapping tools which allow the metadata creators to automatically maps metadata into the OpenMIC database. If metadata is in any other format, you need to map your data elements to OpenMIC database using the Mapping Utility.

Follow steps below to batch load metadata from existing database(s).

Step 1: Mapping Data elements

- i. Select *Metadata and Digital objects* from the OpenMIC Main Screen.
- ii. Select *Mapping Utility*.
- iii. Select *Simple MIC Display* to map MIC elements or *Full METS/MODS* to map your metadata elements.

- iv. Select *Create or Revise Mapping*.
- v. If you have selected, *Simple MIC Display* option in step iii, you will get MIC Mapping Template Screen (figure 2.2.1.2). Follow the screen instructions to map your metadata elements.
- vi. If you have selected, *Full METS/MODS* option, you will get a screen to enter a map name and to select schema of your records (figure 2.2.1.3). Enter name and select schema.
- vii. Click *save*.
- viii. If you have selected *MARC (xml) or MODS (xml)*, mapping is automatically provided by OpenMIC. Proceed to step 2.
- ix. If you have selected *In-house (text)*, you must map metadata elements from the in-house database to the OpenMIC database. You also need to export the metadata in .txt.
 - x. Enter the name of the elements in the same order as it appears from the in-house database.
 - xi. If there are more than 10 elements in the database, click *More fields*.
 - xii. Use edit tools “<<” and “X” to insert or remove data elements from the list.
 - xiii. Enter the field delimiter used to create your text file.
 - xiv. Click *Update Fields*.
 - xv. You will get a screen to map the in-house data elements to the OpenMIC database.
 - xvi. Select the element on the left side of the window from the in-house database and select the appropriate OpenMIC database element. This will automatically map these two elements and these elements will appear in the mapping list. To edit mapping, click on the radio button.
- xvii. If the data elements have multiple values, enter the value separator in the “Multi-value Separator” box in the mapping results window.
- xviii. When you are done with mapping, click *Save*.
- xix. Now you can upload the text file to check mapping before starting the batch import.
 - xx. Select the sample file from the pull down list.
 - xxi. Browse and Upload a sample text file. It is recommended to prepare a sample file to test mapping.
 - xxii. Click *Submit*.
- xxiii. Select *Check Map* from the Mapping Screen.
- xxiv. Sample records will be displayed on the screen.
- xxv. Select a record and click on TEXT or XML (METS) to view the mapping.
- xxvi. Review uploaded records. If you are satisfied with the mapping results, proceed with batch import.

MIC UC Mapping Utility

The MIC mapping utility walks you through a two-step process to map your record format to the MIC Union Catalog.

Mapping Procedure:

1. Select which destination schema you want to map to, [Simple MIC Display](#) or [Full METS/MODS](#).
2. Use a template to indicate how the fields in your local database or spreadsheet translate (map) to MIC Union Catalog fields.
3. Upload up to 25 sample records.
4. Check the map. Review how your sample records display in the MIC Union Catalog according to the template.

You can go back and revise the template until the records display to your satisfaction. Your saved template will then be reviewed and approved by the MIC administrator.

Map to:

- Simple MIC Display
- Full METS/MODS

Create or Revise Mapping

Upload Sample Records

Check Map

EXIT

Figure 2.2.1.1: Mapping Screen

MAPPING TEMPLATE

[MIC Elements or Element Groups](#)

Jump to:

1. Title

This data element contains the main title of the resource described in the cataloging record or metadata. If the record describes an individual moving image, that title will go here. If the record describes a group of moving images (a collection) the title which collectively describes the group will go here. If the record describes a single episode of a television series, theatrical serial, or newsreel, both the series and episode (issue) titles will typically go here. "Parallel titles" (equivalent titles in foreign languages) and "other titles" (i.e. subtitles), will also go here. Uniform titles, variant titles, titles of related works, and titles of works contained within the entity described, go elsewhere, as do series titles for educational series. This data element is not repeatable.

Examples:

Plants and species of native grasslands
Piper Heidsieck classic film collection; Early Hitchcock clips
I love Lucy. 1954-05-17, Golf game

When this title appears in the MIC Union Catalog display, it is preceded by TITLE: Any punctuation which appears in your own title field will display, unless you ask MIC to drop the end punctuation. Any initial article which appears in your own title field will display in MIC. MIC files alphabetically; if the title is The Man of the Hour, the record will file under 'T' for 'The.' In MIC, the information contained in this field is retrieved in TITLE searches.

[SHOW ME A SAMPLE MIC DISPLAY](#)

Figure 2.2.1.2: Simple MIC Mapping Template screen

Mapping To MIC Union Catalog

Please follow steps below to map your records to MIC Union Catalog.

Enter a name (ID) for the mapping:

OR

Select an existing mapping to edit:

Schema of your records:

- In-house (text)
- MARC (xml)
- MODS (xml)

Figure 2.2.1.3: MIC Mapping Screen

Please follow steps below to map your records to MIC Union Catalog.

Enter a name (ID) for the mapping:

OR

Select an existing mapping to edit:

Schema of your records:

Step 1. Provide field list

Please enter the field names in exact order of the fields in your metadata **txt** file (even if the field has no values):

Order	Field Name	Edit Tool
1	<input type="text"/>	<< X
2	<input type="text"/>	<< X
3	<input type="text"/>	<< X
4	<input type="text"/>	<< X
5	<input type="text"/>	<< X
6	<input type="text"/>	<< X
7	<input type="text"/>	<< X
8	<input type="text"/>	<< X
9	<input type="text"/>	<< X
10	<input type="text"/>	<< X

Edit Tool: << Insert before this field. X Remove this field. [more fields](#)

Figure 2.2.1.4: Mapping Field List Screen 1

Step 2. Map Metadata Fields

To do the mapping, select an In-house DB element (left), then a matching element in our system (right). Repeat the step until done:

In-house DB Element	Target Element
genre	<div style="border: 1px solid black; padding: 2px;">Descriptive metadata</div> <ul style="list-style-type: none"> Table of Contents Type of Resource Element MIC Portal ID Main Title SubTitle Main Title - Type Main Title - Part Name Main Title - Part Number Main Title - Nonsort Identifier - Type Identifier Identifier - Display Label Identifier - Invalid Language - Term source Language Language - Term Type Language - Object Part Genre Source Genre

MAPPING RESULT

(Click radio button to remove from the list)

	In-house DB Element	Multi-value Separator	Target Element
<input type="radio"/>	title	<input type="text"/>	Main Title
<input type="radio"/>	genre source	<input type="text"/>	Genre Source

Figure 2.2.1.5: Mapping Field List Screen 2

Upload Sample Records

CatFileID:

Organization: Oregon Health & Science University Library

Metadata Schema:

Record Format:

The sample file is for this mapping:

Upload Sample File:

Find the sample file on your local computer by using **Browse** button, OR enter the full file path (e.g., C:\myrecords\sample.txt):

If you prefer to send CD or floppy disk, please send the CD or floppy to the following address (please make sure to indicate which collection each file belongs to):

Jane Johnson Otto
 MIC Administrator
 Library of Congress
 Packard Campus
 19053 Mount Pony Road
 Culpeper, VA 22701-7551

Figure 2.2.1.6: Upload Text File Screen

Review Uploaded Samples

Select a mapping for review:

sample 1	sample 2	sample 3	sample 4	sample 5	sample 6
sample 7	sample 8	sample 9	sample 10		

Figure 2.2.1.7: Review Sample Records Screen

Step 2: Batch Import

- i. Select *Batch Import* from the Main cataloging Screen.
- ii. Select *Metadata Schema*.
- iii. Select *Record Format* (XML for MARC and MODS; TXT (tab-delimited) for in-house (text)).
- iv. Select *Mapping Name*.
- v. Select “Yes” if the file has already been uploaded, otherwise, select “No”.
- vi. Select *Show Step2*.
- vii. If you have selected “Yes”, select *an uploaded file to import* from the pull down.
- viii. If you have selected “No”, you will be prompted to select the location of the file.
- ix. Select “Local Computer” if the file is on the PC; otherwise, select “Server”.
- x. Click *Show Step 2*.
- xi. If you have selected “Local Computer”, browse and select the file.
- xii. Click *Upload/Import*.
- xiii. If you have selected “Server”, enter the absolute path of the file.
- xiv. Click *Upload/Import*.
- xv. Click *Refresh* check the status of the import.
- xvi. Once the import is completed, you will be able to review the records in the metadata record list.

Metadata Import

Step 1. Provide metadata and file information

Metadata Schema:

Record Format:

Select a mapping:

Files already uploaded to the server? Yes No

[Show step 2](#)

Step 2. Upload / import metadata file to the system

Please complete **Step 1** first to see upload and/or import options.

Import Status

Total Record	Finished	Error
0	0	

[Clear](#) [Refresh](#)

[EXIT](#)

Figure 2.2.1.8: Metadata Import Selection Screen

Metadata Import

Step 1. Provide metadata and file information

Metadata Schema:

Record Format:

Select a mapping:

Files already uploaded to the server? Yes No

Step 2. Import uploaded file(s) to the database

Select an uploaded file to import:

Import Status		
Total Record	Finished	Error
0	0	

Figure 2.2.1.9: Metadata Import File Upload/import Screen 1

Metadata Import

Step 1. Provide metadata and file information

Metadata Schema:

Record Format:

Select a mapping:

Files already uploaded to the server? Yes No

Upload file(s) from: Local computer Server

Step 2. Upload metadata file and import to the system

File or directory path:

Note: If you enter a path for a directory instead of a file, all the files in that directory will be imported. In this case, you need to make sure that the directory only contains the files that need to be imported.

Figure 2.2.1.10: Metadata File Upload /import Screen Screen 2

Step 3: Export (Optional)

There are two possible scenarios when you may want to export records:

- 1) Organization using a repository may export the bibliographic records in the OpenMIC database as METS and convert to your repositories native schema using third-party tools or XSLT transformations provided by you.
- 2) Organization with no repository may export a copy of the bibliographic records in the OpenMIC database as METS and made available to an XML search and retrieval facility, such as Lucene or Zebra.

Note: Organization with Fedora repository may use OpenMIC to manage metadata. You need to add the file section in the xml before ingesting into fedora repository or wait until OpenWMS is ready for download.

Follow steps below to export records:

- i. Select *Export* from the Main Cataloging Screen.
- ii. Select *Export Format* (METS).
- iii. Select *Export Destination* (File).
- iv. File export option will automatically be set to “*one record per file*”.
- v. Select *File Name Prefix*.
- vi. *Specify record(s) to export*.
 - o There are three options available. “All records of this collection” will export every record in the collection in a separate file under the export directory configured by the system administrator.
 - o If “A subset of this collection “is selected, a pop-up box will be prompted to select a range to export.
 - o If “Single record” is selected, a pop-up box will be prompted to select a record to export.
- vii. Click *Export*.
- viii. Click *Refresh* to monitor the progress of export.

Metadata Export

Organization:	Ananthan University
Collection:	Ananthan Collection 2
Export format:	METS
Export destination:	File
File export options	<p>[Metadata record distribution]</p> <p><input checked="" type="radio"/> One record per file</p> <p><input type="radio"/> All records in one file</p> <p>[File name prefix]</p> <p><input checked="" type="radio"/> Provided by system</p> <p><input type="radio"/> Provided by user <input type="text"/></p> <p>(System ID for each record will be appended to the end of each single record file name no matter which file name prefix option you select)</p>
Specify record(s) to export:	<input type="text"/> <input type="text"/>

Export Status

	Destination Path	Total	Finished	Error
--	------------------	-------	----------	-------

Delete

Refresh

EXIT

Export

Figure 3.1: Export Screen