OpenMIC User Manual

Bibliographic Utility for analog and digital objects



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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, the Institute of Museum and Library Services, and the National Science Foundation.

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 A provides a typical workflow diagram for digital objects in OpenMIC.

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

Section C explains the different types of objects in OpenMIC.

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

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

Section A: Workflow in OpenMIC



Section B: Object Hierarchy in OpenMIC

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Section C: 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 D: Using OpenMIC

Note 1: Recommended Browsers – Firefox 1.0; Netscape 7.1 and above; IE7.0 and above.

Note 2: Disable pop-up blocking.

Note 3: Enable Cookies.

OpenMIC may be 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. Before you start creating metadata, you must create an organization record and at least one collection record.

Step 1: Administration

There should be only one organization record for each organization. You may create as many collections you need for each organization. You must have "manage collections" privilege to be able to create organization.

1.1) Organization Management (Figures 1.1.1 to 1.1.5)

Create Organization:

- i. Login as Super User.
- ii. Select *Digital Object Workflow Management System* from the OpenMIC Initial Screen.
- iii. Select Administration.
- iv. Select Organization Management.
- v. Select Create New Organization.
- vi. Enter Org ID, Organization Name, address, and contact information. You may use your organization's Marc Org ID, if you have one.
- vii. Click *Save.*
- viii. Click *Exit* to return to the Digital Object Workflow Management System main screen.

Edit Organization:

- i. Login as Super User.
- ii. Select *Digital Object Workflow Management System* from the OpenMIC Initial Screen.
- iii. Select *Administration*.
- iv. Select Organization Management.

- v. Select the *Organization* you want to edit.
- vi. Click *Edit*.
- vii. Change metadata and click *Save*.
- viii. Click *Exit* to return to the previous 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 Object Workflow Management System* from the OpenMIC Initial Screen.
- iii. Select *Administration*.
- iv. Select Organization Management.
- v. Select the *Organization* to delete.
- vi. Click *Delete*.
- vii. Click **OK** to confirm deletion.
- viii. Click *Exit* to return to the previous screen.

You have logged in as the system super user. You can either review and edit user's authorization/authentication information or go to dwms and start working there.

Manage User Account Digital Object Workflow Management System

Cancel

Figure 1.1.1: OpenMIC initial screen

Administration

Manage organizations, collections, and transactions, perform database cleanup, create announcements.

Configuration

Configure metadata cataloging, digital file handling, mapping, batch import, and export utilities according to organization policies.

Reports

View or print statistical reports about your metadata or digital files.

Metadata and digital objects

Create or edit cataloging records, create or upload digital objects, map schemas, import, export, etc.

Figure 1.1.2: Digital Object Workflow Management System main screen



Figure 1.1.3: Administration screen

ORGANIZATION LIST					
	Exit	Application Review Delete Edit Create Ne	ew Organization		
		Organization	Status		
C		Oregon Health & Science University Library			
С		Pacific Film Archive			
С)	Walter J. Brown Media Archives & Peabody Awards Collections			
С)	Smithsonian Institution Archives			
С)	National Library of Medicine			
С)	Library of Congress Motion Picture, Broadcasting, and Recorded Sound Division			
С)	Fortunoff Video Archive for Holocaust Testimonies			
С)	Northeast Historic Film			
С)	ResearchChannel			



Organization ID:	ID Source:	
	ID Value:	
Organization Name:		Ī
Organization Address:		-
Contact Person:		
Name:		
Telephone:		
Email:		

Figure 1.1.5: Setup organization screen

1.2) Collection Management (Figures 1.2.1 to 1.2.8)

You may create as many collection objects 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 Parent Collection

- i. Select *Digital Object Workflow Management System* from the OpenMIC Initial Screen.
- ii. Select *Administration*.
- iii. Select *Collection Management*.
- iv. Go to the organization box and click *Add Collection*.
- v. Enter metadata for the collection. (Refer to the online Metadata Guide: http://rucore.libraries.rutgers.edu/open/projects/openmic/.)
- vi. Click Save.
- vii. Click *Exit* to return to the Administration screen.

Create Sub-collection

- i. Select *Digital Object Workflow Management System* from the OpenMIC Initial Screen.
- ii. Select *Administration*.
- iii. Select Collection Management.
- iv. Go to the organization box and select the collection.
- v. Select *Add collection*. A message window will appear prompting you to confirm the action. Click *OK*.
- vi. Enter metadata.
- vii. Click Save.
- viii. Click *Exit* to return to the Administration screen.

Edit Collection/sub-collection

- i. Select *Digital Object Workflow Management System* from the OpenMIC Initial Screen.
- ii. Select Administration.
- iii. Select *Collection Management*.
- iv. Go to the organization box and select the *Collection* to edit.
- v. Click *Edit*.
- vi. Make changes and click *Save*.
- vii. Click *Exit* to return to the Administration screen.

Delete Collection/sub-collection

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

- i. Select *Digital Object Workflow Management System* from the OpenMIC Initial Screen.
- ii. Select *Administration*.
- iii. Select Collection Management.
- iv. Go to the organization that has the collection you want to delete.
- v. Select the *Collection* you want to delete.
- vi. Click *Delete*.
- vii. Click *Exit* to return to the Administration screen.

You have logged in as the system super user. You can either review and edit user's authorization/authentication information or go to dwms and start working there.

Manage User Account Digital Object Workflow Management System

Cancel

Figure 1.2.1: OpenMIC initial screen



Figure 1.2.2: Digital Object Workflow Management System main screen



Figure 1.2.3: Administration screen

ORGANIZATION/COLLECTION LIST				
Click "+" next to the organization name to show the collection list owned by that organization. Status: (II) Missing required metadata element(s). (OI) Collection has all the required metadata elements entered. (CLOSED or INGESTED) Collection has been exported for next step processing outside WMS. (if status is CLOSED or INGESTED, it can be changed back to OK by clicking the status text)				
Exit View: METS TEXT Edit Collection Hiera	irchy			
- [Rutgers University] O Grace Agnew Collection (01) O ananthan collection (01)				
- [Test Organization] C Test collection (01)				
Uncheck				

Figure 1.2.4: Organization/Collection List screen

Descriptive MD	Rights MD	All Elements Required Only
* indicates required element for a	II metadata types)	
		Collection Metadata
Type of Item	Collection	•
	Title Information	
Туре		-
Title		
Subtitle		
Part Name		
Part Number		
Nonsort	1	
		Remove Add More
	Identifier	
Туре		-
Value		
Display Label		
Invalid		
	1	

Figure 1.2.4: Metadata entry 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*. IE automatically displays the xml. If you are using other browsers, you will have to choose "View Page Source" to see the xml.
- iii. Click *Exit* to return to the Administration screen.

File	Edit	⊻iew	Help
------	------	------	------

```
<?xml version="1.0" encoding="utf-8"?>
<METS:mets xmlns:METS="http://www.loc.gov/METS/" xmlns:mods="http://www.loc.gov/mods/" )</pre>
  <METS:metsHdr ID="H1" CREATEDATE="2008-10-06T14:59:42" LASTMODDATE="2008-10-06T14:59:+</pre>
  <METS:dmdSec ID="DMD-1" GROUPID="" ADMID="AMD-1" CREATED="2008-09-19T11:22:09" STATUS:</pre>
    <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 1.2.5: Collection record in METS XML
```

```
<u>File E</u>dit <u>V</u>iew <u>H</u>elp
<?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=""".
    <forml:property NAME="info:fedora/fedora-system:def/model#label" VALUE=""/>
  </foxml:objectProperties>
  <forml:datastream ID="DC" STATE="A" CONTROL GROUP="X" VERSIONABLE="true">
    <forml: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:contribu
          <do:type xmlns:dc="http://purl.org/dc/elements/1.1/">Collection</dc:type>
          <do:identifier xmlns:dc="http://purl.org/dc/elements/1.1/">rucore0000000629</do:identii
        </oai dc:dc>
      </foxml:xmlContent>
    </foxml:datastreamVersion>
  </forml: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">rucore000000629</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>NiNbRU</mods:namePart>
            <mods:displayForm>Rutgers University</mods:displayForm>
          </mods:name>
        </mods:mods>
      </foxml:xmlContent>
    </formal: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#"/>
      </formi:xmlContent>
    </foxml:datastreamVersion>
  </foxml:datastream>
```

Figure 1.2.6: Collection record in FOXML

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 1.2.7: Collection record in TEXT

Collection Hierarchy Builder

The Collection Hierarchy Builder allows users to change the collection relationships after the collections have been already created. You may move an existing collection from its current location to a new location or associate a parent collection to more organizations.

Example: change a sub-collection of collection 1 owned by organization A to become a parent collection owned by organization B.

Change Collection Hierarchy

- i. Select *Digital Object Workflow Management System* from the OpenMIC initial screen.
- ii. Select *Administration*.
- iii. Select Collection Management.
- iv. Select the *Collection*.
- V. Click *Edit Collection Hierarchy*.
- vi. You may either *move selected collection to a new location* or *associate selected collection with more organizations*. If you have selected to move the collection,
 - o Click *next step*.
 - Select collection owner from the pull down.
 - Select *parent collection* from the pull down, if the collection is a subcollection of another collection, or select *not a subcollection*.
 - Click submit.
- vii. If you are associating selected collection to more organizations,
 - o Click *next step*.
 - o Select collection owner from the pull down.
 - o Click Submit.

****** Note: The collection will be listed under both organizations. If you delete one collection, it will be removed from the other organization also. This feature has not been fully tested so please use this with caution!

viii. Click *Exit* to return to the Administration screen.



Figure 1.2.8: Organization/Collection Hierarchy Builder Screen

1.3) User Management (Figures 1.3.1 to 1.3.5)

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 in the Digital Provenance Metadata section. Each user account is associated with role(s). If a user account is not associated with a role, the user can not log in. A user with super user privileges will be able to perform all the tasks in the OpenMIC. To create and manage users, the user account must have "manage users" privilege.

Create User

- i. Select Manage User Account from the OpenMIC initial screen
- ii. Enter First Name, Last Name, Address (optional), Email, UserID, and password.
- iii. Retype *password*.
- iv. Click Submit.
- v. Next you need to assign a role or roles to this user. If there are no role(s) created for your organization, create role(s) before you proceed. (See Create Role.)
- vi. Select the user.
- vii. Click Assign role(s).
- viii. Select *Organization* from the Organization pull down.
- ix. Select *MIC Utility* for Module.
- x. Select the *role* from the pull down list .
- xi. Click Submit.

xii. Click *Cancel* to return to the OpenMIC Initial Screen *or Back* to return to User Account screen.

Create Role

- i. Select *Manage User Account* from the OpenMIC initial screen.
- ii. Select the user from the Registered Users screen.
- iii. Select the *Organization* from the pull down list.
- iv. Select *MIC Utility* from the pull down list for module.
- v. Click *edit roles*.
- vi. Enter role name and role description in the data entry box on Role-Privilege Relationship screen.
- vii. Select privilege(s) associated with this role.
- viii. Click Submit.
- ix. Click *Cancel* to return to the OpenMIC Initial Screen *or Back* to return to User Account screen.

Edit User

- i. Select *Manage User Account* from the OpenMIC initial screen.
- ii. Select the user from the Registered Users screen.
- iii. Edit user information.
- iv. Click Submit.
- v. <u>To delete a previously assigned role</u>:
 - Click *Assign Role(s)*.
 - Select the *role* under Current Role Assignment.
 - o Click *Delete*.
- vi. To change a previously assigned role:
 - Click Assign Role(s).
 - o Select the role under Current Role Assignment.
 - Select a new role from the pull down.
 - o Click *Submit*.
- vii. Click *Cancel* to return to the OpenMIC Initial Screen *or Back* to return to User Account screen.

Edit Role

i. If you are editing the role, click Assign Role(s).

- ii. Select *Organization* from the pick list.
- iii. Select *Module*.
- iv. Select *Role* from the pick list.
- v. Click Submit.
- vi. Click *Cancel* to return to the OpenMIC initial screen.

Delete User

- i. Select *Manage User Account* from the OpenMIC Initial Screen.
- ii. Select user from the Registered Users screen.
- iii. Click *Delete User*.
- iv. Click OK.
- v. Click *Cancel* to the previous screen.

Delete Role (not implemented in the current version)

Privileges	Permissions			
	User	Organization	Collection	Metadata
				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
			Create collection;Edit collection;Delete	template; Create metadata
			collection;View collection;Setup required	record; Edit metadata
	Create user; Edit		elements; Create collection level template;	records; Delete metadata
	user; Delete user;	Create organization;	Edit collection level template; Delete	record; View metadata
	Create roles; Edit	Edit organization;	collection level template; View collection	record; Enter Controlled
Super User	roles; Delete roles	Delete organization	level template	Vocabulary terms
	Eult username, Eult			
Manago Lisor	Lisor: Assign Polo(s)			
Manage 03er	Editusornamou Edit		Create collection:Edit collection:Delete	
Manage Collections	cuit username, cuit	Editorganization	collection: View collection	
Manage conections	passworu	Luit organization	conection, view conection	
			Setup required elements; Create collection	
			level template; Edit collection level	
	Edit username; Edit		template; Delete collection level template;	
Configure Cataloging Utility	password		View collection level template ;	
				Create or revise metadata
	Edit username; Edit			mapping; Upload sample
Mapping	password			records; Check map
	Edit username; Edit			Batch import of metadata
Batch Import	password			records
	Edit username; Edit			Batch export of metadata
Export	password			records
				Create personal template;
				Edit personal template;
				Delete personal template;
				Create metadata record;
	_			Edit metadata records;
	Edit username Edit			Delete metadata record;
Metadata Cataloging	password			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

You have logged in as the system super user. You can either review and edit user's authorization/authentication information or go to dwms and start working there.

Manage User Account Digital Object Workflow Management System

Cancel

Figure 1.3.1: OpenMIC initial screen

	User Account
First Name:	
Last Name:	
Address:	
Email:	
UserID (for login):	
Password:	
Re-type Password:	
	Cancel Submit

Figure 1.3.2: User account screen

Remintered	Heare
RESIDETER	0.901.9

		Delete User Assign Role(s)
	Name	Role Status
0	Agnew Grace	Super user
0	Kalaivani Ananthan	Super user
0	Yu Yang	Super user
0	barnett marty	Super user
0	otto jane	Super user

Figure 1.3.3: Registered Users screen

Role Assignment (for Anantha	n Kalaivani)	
SUPER USER? C Yes No Role for this organization: Role for this module: Role:	• • e	▼ dit roles
Current Role Assignmen	nt	
Organization	Module	Role
Cancel	Back Del	ete Submit

Figure 1.3.4: Role assignment screen

Role - Privilege Relationship				
Roles for this module: Existing Roles:	WMS Utility Organization Manager Export Manager CV Manager Import Manager			
Role Name: Role Description: Privilege:	Import Manager manage user manage collections configure cataloging utility mapping batch import export metadata cataloging view/generate report read only			

Figure 1.3.5: Role – Privilege relationship sample screen

Step 2: Metadata and digital objects

You must have an organization record and collection record created before you start creating 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 (Manual Input) (Figures 2.1.1 to 2.1.9)

Tips:

- 1. In some cases, all or many of the resources in a collection will share the 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 New Record* is selected.
- 2. Templates can be enabled for the entire collection or for a specific resource. To create and to enable a template, refer to section 2.1.1.
- **3.** To enable a template for a specific resource, click on *Template* at top of the metadata entry screen, select a template, and click *Apply*.
 - i. Select *Digital Object Workflow Management System* from the OpenMIC initial screen.
 - ii. Select Metadata and digital objects.
 - iii. Select *Collection* from the collection list.
 - iv. Select Metadata Cataloging.
 - v. Select Start Cataloging.
 - vi. Click Create New Record.
 - vii. Select Digital Object Content Type.
 - viii. Enter metadata. For detailed information about the metadata elements, please refer to Metadata Guides found on the download page.
 - ix. Click *Save* at top or bottom of the screen.
 - **x.** Click *Exit* to return to the Start Cataloging Screen.

Edit Metadata

- i. Select Digital Object Workflow Management System.
- ii. Select *Metadata and digital objects*.
- iii. Select *Collection* from the collection list.
- iv. Select Metadata Cataloging.
- v. Select Start Cataloging.

- vi. Select the record you want to edit and click *Edit*.
- vii. Make metadata changes.
- viii. Click Save.
- **ix.** Click *Exit* to return to the Start Cataloging Screen.

Delete Metadata

- i. Select *Digital Object Workflow Management System* from the OpenMIC initial screen.
- ii. Select Metadata and digital objects.
- iii. Select *Collection* from the collection list.
- iv. Select Metadata Cataloging.
- v. Select Start Cataloging.
- vi. Select the record you want to delete.
- vii. Click Delete.
- viii. Click OK.
- **ix.** Click *Exit* to return to the Start Cataloging Screen.



Figure 2.1.1: OpenMIC initial screen



Figure 2.1.2: Digital Object Workflow Management System main screen

Organization - Collection List					
[Ananthan University]	_				
C Ananthan Test Collection 1					
[Marty University]					
C Marty Collection					
[Apgar University]					
No collection entry					
[Ling University]					
C Paul's Collection					
[Cabelli University]					
O Pauls Test Collection					
[Meyer University]					

Figure 2.1.3: Organization - Collection List screen

Customize system settings for this o	ollection Metadata Cataloging
	Mapping Utility
Required Elements	Batch Import
Templates	Export
	Exit / Change Collection

Figure 2.1.4: Main Bibliographic Utility screen

WMS Cataloging Utility							
The Cataloging Utility is a flexible cataloging tool for creating, editing, or deleting metadata records in WMS. Set up templates to reduce inputting time. For help or more information, please visit the WMS help center or contact the WMS administrator							
EXIT	Setup Personal Template	Start Cataloging >>>					

Figure 2.1.5: MIC Cataloging Utility screen

RECORD LIST								
E	xit	View: METS FOXML TEXT		Delete	e Edit	Create New	/ Record	
Searc	h:		Max di	Se	lect a digital	object content	type:	
	System ID	Re	cord (Total: :			Audio		
0	50426	main title				Book	_	
0	50427	pdf ocr test				Dataset		
0	50428	test for manuscript upload				Document		
				ETD				
	Status: M - Missin				Manuscript			
						Мар		
					F	Pamphlet		
					F	Periodical		
					P	hotograph		
						Record		
					٢	Franscript		
						Video		



Ехіт			TB	MPLATE VI	IEW ENTRIES	CLEAR ALL	SAVE	
● Paul ● Tem	s Test Collection (Cabelli Universit plate used: [none]	у)		Metadata	a for item 1	•		
	Descriptive MD	Source MD	Technical MD	Rights MI	D Displa	y option: All Elemer	nts A	
	(* indicates required ele Mew/Edit source-technical MD	ment for all metada	ta types)				G A T O R	
	Тур	e of Item		•				
	Title Information							
		Type		V				
	Pe	Subtitle						

Figure 2.1.7: Descriptive metadata entry screen



Figure 2.1.8: Metadata Screen Navigation Help

View Metadata

- i. Select *Digital Object Workflow Management System* from the OpenMIC initial screen.
- ii. Select Metadata and digital objects.
- iii. Select *Collection* from the Organization List.
- iv. Select Metadata Cataloging.
- v. Select Start Cataloging.
- vi. Select the record. Select METS, FOXML or TEXT.
- vii. Click Exit to return to the Start Cataloging Screen.

```
<?xml version="1.0" encoding="utf-8"?>
<METS:mets xmlns:METS="http://www.loc.gov/METS/" xmlns:mods="http://www.loc.gov/mods/" xmlns:oai d</pre>
  <METS:metsHdr ID="H1" CREATEDATE="2008-11-13T11:02:38" LASTMODDATE="2008-11-13T11:02:38" RECORDS</pre>
  <METS:dmdSec ID="DMD-1" GROUPID="" ADMID="AMD-1" CREATED="2008-10-24T08:59:22" STATUS="A">
    <METS:mdWrap MIMETYPE="text/xml" MDTYPE="OTHER" LABEL="MODS Metadata">
      <METS:xmlData>
        <mods:mods>
          <mods:typeOfResource>Text</mods:typeOfResource>
          <mods:titleInfo ID="T-1" type="">
            <mods:title>KA first test title</mods:title>
          </mods:titleInfo>
        </mods:mods>
      </METS:xmlData>
    </METS:mdWrap>
  </METS:dmdSec>
  <METS:amdSec ID="AMD-1">
    <METS:techMD ID="TMD-1.1" GROUPID="" ADMID="SMD-1.1" CREATED="2008-10-24T08:59:22" STATUS="A">
      <METS:mdWrap>
        <METS:xmlData>
          <rulib:RULTechMD>
            <rulib:preservationLevel>bit level</rulib:preservationLevel>
          </rulib:RULTechMD>
        </METS:xmlData>
      </METS:mdWrap>
    </METS:techMD>
  </METS:amdSec>
</METS:mets>
```

Figure 2.1.9: Metadata record in METS XML

```
<?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"</pre>
      <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 first test title</dc:title>
           <dc:type xmlns:dc="http://purl.org/dc/elements/1.1/">Text</dc:type>
         </oai_dc:dc>
      </forml: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 (MOI</pre>
      <foxml:xmlContent>
         <mods:mods xmlns:mods="http://www.loc.gov/mods/">
           <mods:typeOfResource>Text</mods:typeOfResource>
           <mods:titleInfo ID="T-1" type="">
             <mods:title>KA first test title</mods:title>
           </mods:titleInfo>
         </mods:mods>
      </foxml:xmlContent>
    </forml:datastreamVersion>
  </forml:datastream>
  <forml:datastream ID="TMD-1.1" STATE="A" CONTROL GROUP="X" VERSIONABLE="true">
    <foxml:datastreamVersion ID="TMD-1.1.0" MIMETYPE="text/xml" LABEL="Technical Metadata 1" (
      <foxml:xmlContent>
         <rulib:RULTechMD xmlns:rulib="http://www.scc.rutgers.edu/">
           <rulib:preservationLevel>bit level</rulib:preservationLevel>
       </rulib:RULTechMD>
```

Figure 2.1.10: Metadata record in FOXML

Metadata Entries

Descriptive:

Type Of Resource: Text

Title Info:

Main Title: KA first test title

Technical:

Preservation Level: bit level

Close

Figure 2.1.11: Metadata record in TEXT

2.1.1) Create Template (Figures 2.1.1.1 to 2.1.1.15)

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There are two different templates available in the OpenMIC -- collection level and personal level. A collection level template will be applied to all resources within the collection by metadata creators. To create a collection level template, the user must have "Configure Cataloging Utility" permission. If the collection level template is set as a default template, it is applied to the metadata record automatically when Create New Record is selected. If it is not set as a default template, metadata creators can enable the template at the time they create the 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 the metadata record automatically when Create New Record is selected. If it is not set as a default template, metadata creators can enable the template at the time they create the metadata record.

Create collection level template:

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select the collection from the Collection List.
- iii. Select *Customize system settings for this collection.*
- iv. Select *Templates*.
- v. Select *Create New Template*. You will get a screen similar to *Create New Record* screen.
- vi. You may either create a new template or use an existing metadata record as a new template.
 - a) To create a new template:
 - Select *main* for Title Information Type.
 - o Enter Title for the template.
 - o Enter metadata.
 - o Click Save.
 - If you want to save this template as a default template, click Set Default button.
 - b) To create a new template using an existing metadata record: (see figure 2.1.1.13)
 - o Select Use Existing Metadata.
 - o Select the metadata record to use as template.
 - Click *Apply to Template*.
 - o Click OK.
 - Select *main* for Title Information Type.
 - Enter Title for the template.
 - o Click Save.
 - If you want to save this template as a default template, click Set Default button.
 - c) Click *Exit* to return to the Main Bibliographic Utility screen.

Edit collection level template:

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select the collection from the Collection List.
- iii. Select *Customize system settings for this collection*.
- iv. Select *Templates.*
- v. Select a *template* from the Template List.
- vi. Select *Edit*.
- vii. Make changes.
- viii. Click **Save.**
- ix. Click *Exit* to return to the Main Bibliographic Utility screen.

Delete collection level template:

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select the collection from the Collection List.
- iii. Select Customize system settings for this collection.
- iv. Select Templates.
- v. Select a template from the Template List.
- vi. Click *Delete.*
- vii. Click *Exit* to return to the Main Bibliographic Utility screen.

Administration

Manage organizations, collections, and transactions, perform database cleanup, create announcements.

Configuration

Configure metadata cataloging, digital file handling, mapping, batch import, and export utilities according to organization policies.

Reports

View or print statistical reports about your metadata or digital files.

Metadata and digital objects Create or edit cataloging records, create or upload digital objects, map schemas, import, export, etc.

Figure 2.1.1.1: Digital Object Workflow Management System main screen


Figure 2.1.1.2: Main Bibliographic utility screen

TEMPLATE LIST							
Ex	(it	View: METS TEXT Delete Edit Create New	/ Templat				
earcł	h:	Max display: 50 << Search / Top	>>				
earcł	h:	Max display: 50 << Search / Top Template	>> Set/unse				
earcł	h:	Max display: 50 << Search / Top Template	>> Set/unse Default				
earch	h: System ID 3095	Max display: 50 << Search / Top Template Test template collection level for bug 766	>> Set/unse Default				

Figure 2.1.1.3: Template List screen

Ехіт			USE EXISTING ME	TADATA VIEW E	NTRIES CLEAR ALL	SAVE
♦ KYL♦ Tem	IK Collection (KYUK-TV) plate used: [none]			Metadata for i	tem 1	
	Descriptive MD	Source MD	Technical MD	Rights MD	Display option: All Element	s N
	(* indicates required ele	ment for all metada	ita types)			V - GA T OR
	Mew/Edit source-technical MD	relationship		Collection	n Template	Γ
	Тур	e of Item		•		
			Title Information			
		Type		•		
	Pi	Subtitle				

Figure 2.1.1.4: Template data entry screen

Existing Resource for Collection 6

	Resource Name	Created Date
0	Hallmark hall of fame.	
0	Winter mind	
0		
0	test for locationPhysicalLocation source value	
0	Test of technical metadata data dictionary	
0	Knitting from knitting template	
0	Test for source disappearing after required field display invoked	
0	Michael [loves] Nancy	
0	Eniwan I Luk Rose	
0	Vanua-Tai, of land and sea	
0	Solid sistas documentary	
0	Days made of fear	
0	Boy of Baghdad	
0	Las Claves de la masacre	
0	49th Star	

Figure 2.1.1.5: Existing resource record Screen

View collection level template

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select the collection from the Collection List.
- iii. Select Customize system settings for this collection.
- iv. Select the *Templates*.
- v. Select a *template* from the Template List.
- vi. Click *METS* or *TEXT*.
- vii. Click *Exit* to return to the previous screen.

<?xml version="1.0" encoding="utf-8"?>

```
<METS:mets xmlns:METS="http://www.loc.gov/METS/" xmlns:mods="http://www.loc.gov/mods/" xml</pre>
  <METS:metsHdr ID="H1" CREATEDATE="2008-11-21T14:38:46" LASTMODDATE="2008-11-21T14:38:46"</pre>
  <METS:dmdSec ID="DMD-1" GROUPID="" ADMID="AMD-1" CREATED="2008-11-21T14:14:16" STATUS="A</pre>
    <METS:mdWrap MIMETYPE="text/xml" MDTYPE="OTHER" LABEL="MODS Metadata">
      <METS:xmlData>
        <mods:mods>
          <mods:typeOfResource>MovingImage</mods:typeOfResource>
          <mods:titleInfo ID="T-1" type="">
            <mods:title>NYU Class template</mods:title>
          </mods:titleInfo>
          <mods:identifier type="micUCRecordID">1234</mods:identifier>
          <mods:language>
            <mods:languageTerm authority="local"></mods:languageTerm>
          </mods:language>
          <mods:genre authority="MIGFG-form">Animation</mods:genre>
          <mods:subject ID="SBJ-1" authority="aat"></mods:subject>
          <mods:targetAudience authority="GEM">Higher education</mods:targetAudience>
        </mods:mods>
      </METS:xmlData>
    </METS:mdWrap>
  </METS:dmdSec>
</METS:mets>
```

```
Figure 2.1.1.6: View template in METS XML
```

Metadata Entries

Descriptive: Type Of Resource: MovingImage Title Info: Main Title: NYU Class template Identifier: Type: micUCRecordID Identifier: 1234 Language: Term Authority: local Genre: Genre Authority: MIGFG-form Genre: Animation Target Audience: Audience Authority: GEM Target Audience: Higher education

Close

Figure 2.1.1.7: View template in TEXT

Create personal template:

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select the collection from the Collection List.
- iii. Select *Metadata Cataloging*.
- iv. Select Setup Personal Template.
- v. Select *Create New Template*. You will get a screen similar to *Create New Record* screen.
- vi. You may either create a new template or use an existing metadata record as a new template.
 - a) To create a new template:
 - o Select *main* for Title Information Type.
 - Enter a Title for the template.
 - o Enter metadata.
 - o Click Save.
 - If you want to save this template as a default template, click *Set Default* button.
 - b) To create a new template using an existing metadata record: (see figure 2.1.1.13)

- o Select Use Existing Metadata.
- o Select the metadata record to use as template.
- Click *Apply to Template*.
- o Click OK.
- Select *main* for Title Information Type.
- Enter a Title for the template.
- o Click Save.
- If you want to save this template as a default template, click *Set Default* button.
- vii. Click *Exit* to return to the Main Bibliographic Utility screen.

Edit personal template:

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select the collection from the Collection List.
- iii. Select *Metadata Cataloging*.
- iv. Select Setup Personal Template.
- v. Select the template.
- vi. Select *Edit*.
- vii. Make changes.
- viii. Click Save.
- ix. Click *Exit* to return to the Main Bibliographic Utility screen.

Delete personal template:

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select the collection from the Collection List.
- iii. Select *Metadata Cataloging*.
- iv. Select Setup Personal Template.
- v. Select the template.
- vi. Click *Delete.*
- vii. Click OK.
- viii. Click *Exit* to return to the Main Bibliographic Utility screen.

 Administration Manage organization database cleanup, cr 	s, collections, and transactions, perform reate announcements.
 Configuration Configure metadata of and export utilities ad 	ataloging, digital file handling, mapping, batch import, cording to organization policies.
 Reports View or print statistic 	al reports about your metadata or digital files.
Metadata and di Create or edit catalog map schemas, impor	gital objects jing records, create or upload digital objects, ;, export, etc.

Figure 2.1.1.8: Digital Object Workflow Management System main screen



Figure 2.1.1.9: Main Bibliographic Utility screen

WMS Cataloging	g Utility
The Cataloging Utility is a flexible cataloging tool for creat WMS. Set up templates to reduce inputting time.	ting, editing, or deleting metadata records in
For help or more information, please visit the WMS help c	center or contact the WMS administrator
EXIT	Setup Personal Template Start Cataloging >>>

Figure 2.1.1.10: Cataloging Screen

Exit	View: METS	TEXT	Dele	ete Edit	Create Nev	w Templat
Search:	<u></u>		Max display	(; 50 <<	Search / Top	>>
System ID		Т	emplate			Set/unse

Figure 2.1.1.11: Template list screen

Ехіт			USE EXISTING ME		ENTRIES CLEAR ALL	SAVE
 KYUK Co Template 	ollection (KYUK-TV) aused: [none]			Metadata for	item 1 💌	
	Descriptive MD	Source MD	Technical MD	Rights MD	Display option: All Elemen	ts A
	(* indicates required ele	ment for all metada	ita types)			V-GA⊤OR
	Mew/Edit source-technical MD	relationship		Use	er Template	- E
	Туре	e of Item		•		
			Title Information			
		Type		T		
	Pa	Subtitle				
	Part	Number Nonsort				

Figure 2.1.1.12: Template data entry screen

Existing Resource for Collection 6

	Resource Name	Created Date
0	Hallmark hall of fame.	
0	Winter mind	
0		
0	test for locationPhysicalLocation source value	
0	Test of technical metadata data dictionary	
0	Knitting from knitting template	
0	Test for source disappearing after required field display invoked	
0	Michael [loves] Nancy	
0	Eniwan I Luk Rose	
0	Vanua-Tai, of land and sea	
0	Solid sistas documentary	
0	Days made of fear	
0	Boy of Baghdad	
0	Las Claves de la masacre	
0	49th Star	
0	Continuous Journey	

Figure 2.1.1.13: Existing metadata record screen

View personal template:

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select the collection from the Collection List.
- iii. Select Metadata Cataloging.
- iv. Select Setup Personal Template.
- v. Select Templates.
- vi. Click *METS* to view in XML or *Text* to view in plain text.
- vii. Click *Exit* to return to the previous screen.

```
<?xml version="1.0" encoding="utf-8"?>
<METS:mets xmlns:METS="http://www.loc.gov/METS/" xmlns:mods="http://www.loc.gov/mods/" xml</pre>
  <METS:metsHdr ID="H1" CREATEDATE="2008-11-21T14:38:46" LASTMODDATE="2008-11-21T14:38:46"</pre>
  <METS:dmdSec ID="DMD-1" GROUPID="" ADMID="AMD-1" CREATED="2008-11-21T14:14:16" STATUS="A</pre>
    <METS:mdWrap MIMETYPE="text/xml" MDTYPE="OTHER" LABEL="MODS Metadata">
      <METS:xmlData>
        <mods:mods>
          <mods:typeOfResource>MovingImage</mods:typeOfResource>
          <mods:titleInfo ID="T-1" type="">
            <mods:title>NYU Class template</mods:title>
          </mods:titleInfo>
          <mods:identifier type="micUCRecordID">1234</mods:identifier>
          <mods:language>
            <mods:languageTerm authority="local"></mods:languageTerm>
          </mods:language>
          <mods:genre authority="MIGFG-form">Animation</mods:genre>
          <mods:subject ID="SBJ-1" authority="aat"></mods:subject>
          <mods:targetAudience authority="GEM">Higher education</mods:targetAudience>
        </mods:mods>
      </METS:xmlData>
    </METS:mdWrap>
  </METS:dmdSec>
</METS:mets>
```

Figure 2.1.1.14: Personal Template in XML

Metadata Entries

Descriptive: Type Of Resource: MovingImage Title Info: Main Title: NYU Class template Mentifier: Type: micUCRecordID Mentifier: 1234 Language: Term Authority: local Genre: Genre: Animation Target Audience: Audience Authority: GEM Target Audience: Higher education

Close

Figure 2.1.1.15: Personal Template in TEXT

2.1.2) Define Collection Level Required Elements (Figures 2.1.2.1 to 2.1.2.3)

OpenMIC allows users with Cataloging Utility privilege to define collection level required elements. The elements that are set as required are validated by OpenMIC, and, if any elements are missing values, they are flagged with "M".

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select *Collection*.
- iii. Select *Customize system settings for this collection*.
- iv. Select *Required Elements*.
- v. Select appropriate metadata type.
- vi. Click on the element(s).
- vii. Go through each of the metadata types and select required field entry from the list.
- viii. Click *Save.*
- ix. Click *Exit* to return to the Main Bibliographic Utility screen.



Figure 2.1.2.1: Digital Object Workflow Management System main screen



Figure 2.1.2.2: Main Bibliographic Utility screen

[Ananthan Test Collection 1]	
Required	Elements
Define required elements for this collection.	
(Select metadata type, then click an element on the	e left to move it to the required field list on the right.) [Default]
SOURCE TECHNICAL RIGHTS	[Specified] Specified Required Field Entry List
Abstract - Type Abstract - Value Classification - Authority Classification - Edition Classification - Value Corporate/Organization Name - Display Form Corporate/Organization Name - Name Corporate/Organization Name - Role Corporate/Organization Name - Role Corporate/Organization Name - Role Term Source Corporate/Organization Name - Role Type Descriptive Event - Assoc Affiliation Descriptive Event - Assoc Detail	

Figure 2.1.2.3: Define required elements screen

2.1.3) Create Multiple instances of metadata (Figures 2.1.3.1 to 2.1.3.9)

OpenMIC is delivered with an important functionality that allows users to create multiple instances of descriptive, source, technical, and rights metadata within a single METS object.

For example, a videotape can be made from a 16mm film which was made from a 35mm film. You may want to add source and technical metadata for both of these instances.

Create multiple instances of source and technical metadata for a single METS object:

Diagram 1 shows how multiple instances of source and technical metadata are tied together in a single METS object.



- i. Select *Metadata and digital object*s from the Digital Object Workflow Management main screen.
- ii. Select *Collection* from the collection list.
- iii. Select Metadata Cataloging.
- iv. Select Start Cataloging.
- **v.** Click *Create New Record*.
- vi. Enter descriptive metadata.
- vii. Select Source Metadata and enter metadata.
- viii. Select *Add new source metadata* and add source metadata for the second instance.
- ix. Select Technical Metadata and enter metadata.
- x. Select Add new technical metadata.
- **xi.** Select **Source MD #2** in the window and enter technical metadata for the second instance.
- xii. Select *Rights MD* and enter rights metadata.
- **xiii.** Select *View-Edit source-technical MD relationship* to verify if the relationship is accurate.
- xiv. Click Save.
- xv. Click *Exit* to return to the Main Bibliographic Utility screen.

Edit multiple instances of source and technical metadata

- i. Select *Metadata and digital objecst* from the Digital Object Workflow Management main screen.
- ii. Select *Collection* from the collection list.
- iii. Select Metadata Cataloging.
- iv. Select Start Cataloging.
- v. Select Record and click *Edit*.
- vi. Select metadata type to edit.
- vii. Change metadata.
- viii. You may also edit the source-technical metadata relationship. Select View/Edit source-technical MD Relationship.
- ix. Select Edit.
- x. Select *Technical metadata set* and select the correct *source metadata set*.
- xi. Click Submit.
- xii. Click Save.
- xiii. Click *Exit* to return to the Main Bibliographic Utility screen.

Delete multiple instances of source and technical metadata

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select *Collection* from the collection list.
- iii. Select Metadata Cataloging.
- iv. Select Start Cataloging.
- v. Select Record and click Edit.
- vi. Select *Source MD* or *Technical MD*.
- vii. Select *the instance* you want to remove.
- viii. Click Remove.
- ix. Click Save.
- **x.** Click *Exit* to return to the Main Bibliographic Utility screen.

View multiple instances of source and technical metadata

- i. Select *Digital Object Workflow Management System* from the OpenMIC initial screen.
- ii. Select Metadata and digital objects.
- iii. Select *Collection* from the Organization List.
- iv. Select Metadata Cataloging.
- v. Select Start Cataloging.
- vi. Select the record. Select *METS, FOXML or TEXT*.
- vii. Click *Exit* to return to the Start Cataloging Screen.

Create multiple instances of descriptive metadata for a single METS object

If you are cataloging a work containing multiple items that each item has its own metadata.

For example: A photo album containing 10 photographs.

You may want to describe the photo album as item 1 and then the individual photographs as second and so on.

Diagram 2 shows how multiple instances of descriptive, source and technical metadata tied together as a single METS object.



- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select *Collection* from the collection list.
- iii. Select *Metadata Cataloging*.
- iv. Select Start Cataloging.
- **v.** Click *Create New Record*.
- vi. Enter descriptive metadata.
- vii. Select *Source MD* and enter metadata.
- viii. Select *Technical MD* and enter metadata.

- ix. Select *Rights MD* and enter metadata.
- **x.** Select *Add metadata for another item of this work* from the drop down menu under "Metadata for item 1".
- xi. Enter descriptive metadata.
- xii. Select Source MD and enter metadata.
- xiii. Select *Technical MD* and enter metadata.
- xiv. Select *Rights MD* and enter metadata.
- xv. Click Save.
- xvi. Click *Exit* to return to the Main Bibliographic Utility screen.

Edit multiple instances of descriptive metadata

- **xiv.** Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- xv. Select *Collection* from the collection list.
- xvi. Select Metadata Cataloging.
- xvii. Select Start Cataloging.
- xviii. Select Record and click Edit.
 - xix. Select metadata item to edit.
 - xx. Change metadata.
 - xxi. Click Save.
 - xxii. Click *Exit* to return to the Main Bibliographic Utility screen.

Delete multiple instances of descriptive metadata

- xi. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- xii. Select *Collection* from the collection list.
- xiii. Select Metadata Cataloging.
- xiv. Select Start Cataloging.
- **xv.** Select Record and click *Edit*.
- xvi. Select metadata item to delete.
- xvii. Click *Remove*.
- xviii. Click *Exit* to return to the Main Bibliographic Utility screen.



Figure 2.1.3.1: Digital Object Workflow Management System main screen



Figure 2.1.3.2: Main Bibliographic Utility screen

RECORD LIST							
E	ät	View: METS FOXML TEXT Delete Edit Create Nev	v Record				
Searcl	h:	Max display: 50 << Search / Top	>>				
	System ID	Record	Status				
0	23	1 oversized card with a photograph of students on back	ОК				
0	24	2 posters with photographs and newspaper clippings	ОК				
0	25	2 posters with signatures and messages	ок				
С	26	"1 cloth banner, 1 photograph, 1 letter"	ок				
0	27	2 posters with messages and signatures	ок				
0	28	"13 notes on construction paper, 1 poster"	ОК				

Figure 2.1.3.5: Metadata record list

Descriptive MD	Source MD	Technical MD	Rights MD	Display option: All Elements
Source Add new	metadata 1 source metadata			
Mew/Edit source-t	echnical MD relationship			
	Sou	urce Technical Inform	ation	
	Source Type		•	
		Local Bib ID		
	Туре		•	
	Value			

Figure 2.1.3.4: Source Metadata entry screen

anthan Test Collection 1 mplate used: [none]	(Ananthan University)		Metadata for ite	em 1	•
Descriptive MD	Source MD	Technical MD	Rights MD	Display option: All Eler	ments
• Techn • Add new	ical metadata 1 v technical metadata				
Mew/Edit source	technical MD relationship				
	Preservation Level		V		
		Storage			_
	Medium		•		
Ca	ontent Location Type		•		
	Content Location				
		r	Remove	Add More	



 Ananthan Template 	Test Collection 1 (Ananthan University used: [none])	Metadata for it	em 1	•
You are t additiona file forma So So So So	trying to add a new set of technical met I digital file format of this item. Which s at derived from? ource MD #1 ource MD #2 ource metadata are not available yet	adata to describe ource material was this	Rights MD	Display option: All Ele	ments NA V GA T OR
	Preservation Level	Storage	•		
	Medium Content Location Type Content Location		▼ ▼ Remove	Add More	
		Creating Appl	lication		

Figure 2.1.3.6: Adding new technical metadata

To create or change a relationship entry, select a technical metadata set on the left, then select its source metadata set on the right. Submit the entry.	Log out Save
Item 1: Technical metadata set Source metadata set	ttiple technical (which file
Cancel Submit em 1: Edit File format of technical MD 1 IS DERIVED FROM File format of technical MD 2 IS DERIVED FROM	
	Hide
	To create or change a relationship entry, select a technical metadata set on the left, then select its source metadata set on the right. Submit the entry. Item 1: <u>Technical metadata set</u> <u>Cancel</u> Submit em 1: Edit File format of technical MD 1 is DERIVED FROM source 1 File format of technical MD 2 is DERIVED FROM source 2

Figure 2.1.3.7: View/Edit source and technical MD relationship screen

Descriptive MD	Source MD	Technical MD	Rights MD	Display option: All Elemen
(* indicates required el	ement for all metad	ata types)		
Mew/Edit source-technical Mi	D relationship			
Ту	pe of Item			
		Title Information		
	Туре		-	
	Title			
	Subtitle			
F	Part Name			
Pa	rt Number			
	Nonsort			
			Remove	Add More
L		Identifier		
	lype		T	



```
<METS:metsHdr ID="H1" CREATEDATE="2008-11-26T10:22:57" LASTMODDATE="2008-11-26T10:22:57" RECORDSTATUS=".</pre>
METS:dmdSec ID="DMD-1" GROUPID="" ADMID="AMD-1" CREATED="2008-11-26T10:22:54" STATUS="A">
 <METS:mdWrap MIMETYPE="text/xml" MDTYPE="OTHER" LABEL="MODS Metadata">
   <METS:xmlData>
      <mods:mods>
       <mods:typeOfResource>StillImage</mods:typeOfResource>
       <mods:titleInfo ID="T-1" type="">
          <mods:title>Multiple Instance test</mods:title>
        </mods:titleInfo>
      </mods:mods>
   </METS:xmlData>
 </METS:mdWrap>
</METS:dmdSec>
<METS:amdSec ID="AMD-1">
 <METS:sourceMD ID="SMD-1.1" GROUPID="" ADMID="TMD-1.1" CREATED="2008-11-26T10:22:54" STATUS="A">
    <METS:mdWrap>
      <METS:xmlData>
       <rulib:RULSourceMD>
         <rulib:sourceTechnical>
            <rulib:sourceType>Film</rulib:sourceType>
          </rulib:sourceTechnical>
        </rulib:RULSourceMD>
      </METS:xmlData>
    </METS:mdWrap>
 </METS:sourceMD>
 <METS:sourceMD ID="SMD-1.2" GROUPID="" ADMID="TMD-1.2" CREATED="2008-11-26T10:22:54" STATUS="A">
   <METS:mdWrap>
     <METS:xmlData>
       <rulib:RULSourceMD>
          <rulib:sourceTechnical>
            <rulib:sourceType>Film</rulib:sourceType>
         </rulib:sourceTechnical>
       </rulib:RULSourceMD>
      </METS:xmlData>
    </METS:mdWrap>
 </METS:sourceMD>
 <METS:techMD ID="TMD-1.1" GROUPID="" ADMID="SMD-1.1" CREATED="2008-11-26T10:22:54" STATUS="A">
   <METS:mdWrap>
      <METS:xmlData>
       <rulib:RULTechMD>
         <rulib:preservationLevel>bit level</rulib:preservationLevel>
       </rulib:RULTechMD>
      </METS:xmlData>
    </METS:mdWrap>
 </METS:techMD>
 (METS:techMD ID="TMD-1.2" GROUPID="" ADMID="SMD-1.2" CREATED="2008-11-26T10:22:54" STATUS="A">
    <METS:mdWrap>
      <METS:xmlData>
           -----
```

Figure 2.1.3.9: Multiple source and technical metadata in METS XML

Figure 2.1.3.10: Multiple descriptive metadata in METS XML

2.2) Batch load existing metadata (Figures 2.2.1 to 2.2.13)

Metadata from existing database(s) can be batch loaded into OpenMIC. The OpenMIC has built-in MARCXML and MODS XML mapping tools (developed by Library of Congress) which automatically map metadata into the OpenMIC database. If metadata is in any other format, you will need to map your data elements to OpenMIC database using the Mapping Utility using the "in-house" option. Follow the instructions below to batch load metadata from existing database(s).

A: Map data elements

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select *Mapping Utility*.
- iii. Select *MIC internal MD (METS)* to map your metadata elements.
- iv. Select Create or Revise Mapping.
- v. You may either create a new mapping *or* edit an existing mapping.
- vi. To create a new mapping:
 - o Enter a map name.
 - Select a schema of your records.
 - If you have selected *MARC (xml)* or *MODS (xml)*, mapping is automatically provided by OpenMIC. The Library of Congress has marc/mods to xml conversion tools that you can download to create marc xml file.
 - Click Save.
 - Proceed to step viii.
 - If you have selected "in-house (text)", you must map metadata elements from the inhouse database to OpenMIC database. You also need to export the metadata in .txt format from the native database.
 - a) Provide field list.
 - Enter the name of the elements in the same order as it appears in the inhouse database.
 - If there are more than 10 elements in the database, click *More fields.*
 - Use edit tools "<<" and "x" to insert or remove data elements from the field list.
 - Enter the field delimiter used in metadata text file.
 - Click Update Fields.

b) Map metadata fields.

- 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 delete mapping of an element, click on the radio button.
- If the data elements have multiple values, enter the value separator in the "*Multi-value Separator*" box in the mapping results window.
- When you are done with mapping, click *Save*.
- vii. Click *Exit* to return to the MIC Mapping Utility main screen.
- viii. Upload sample records. Before starting the batch import, it is recommended to view mapping of sample records.
 - o Click Upload Sample Records from the MIC Mapping Utility main screen.
 - o Select the sample file from the pull down list.
 - Browse and Upload a sample text file. It is recommended to prepare a sample file to test mapping.
 - o Click Submit.
- ix. Select Check Map from the Mapping Screen.
 - o Select *Mapping for review*.
 - \circ Sample records will be displayed on the screen.
 - o Select a record and click on TEXT or XML (METS).
 - o Review uploaded records. If you are satisfied with the mapping results, proceed to batch import.
- x. Click *Exit* to return to the Main Bibliographic Utility screen.

٠	Administration Manage organizations, collections, and transactions, perform database cleanup, create announcements.
•	Configuration Configure metadata cataloging, digital file handling, mapping, batch import, and export utilities according to organization policies.
٠	Reports View or print statistical reports about your metadata or digital files.
•	Metadata and digital objects Create or edit cataloging records, create or upload digital objects, map schemas, import, export, etc.

Figure 2.2.1: Digital Object Workflow Management System main screen

Metadata Cataloging
Manning Utility
mapping curry
Batch Import
Export
Exit / Change Collection

Figure 2.2.2: Main Bibliographic Utility screen



Figure 2.23: MIC Mapping Utility main screen

IUIIUW SI	eps below to map your records to Oper	T MIC.
	Select an existing mapping to edit: OR, if creating a new mapping, enter a mapping name (ID):	Select a mapping
	Schema of your records:	Cancel Save

Figure 2.2.4: Mapping screen

Please follow steps below to	o map your records to MIC Union Catalog.	
Enter a Select a	name (ID) for the mapping: new OR In existing mapping to edit: Select a mapping	
Schema of y	/our records: In-house (text)	
Step 1. Prov Please ente (even if the t	ride field list er the field names in exact order of the fields in your metada field has no values):	ata txt file
Order	Field Name	Edit Tool
1		<< X
2		<< X
3		<< X
4		<< X
5		<< X
6		<< X
7		<< X
8		<< X
9		<< X
10		<< X
Edit Too	l: << Insert before this field. X Remove this field.	more fields

Figure 2.2.5: In-house mapping screen 1

Fo do t (right).	he mapping, select an In-hous Repeat the step until done:	e DB elemer	nt (left), then a ma	tching element in our	system
	In-house DB Element		Target Element	Descriptive metadata	-
genre		Table Type Eleme MiC F Main SubT Main Main Identi Identi Identi Identi Identi Udenti Cang Lang Cang Canr Genr	e of Contents of Resource ent vortal ID Title - Type Title - Part Name Title - Part Name Title - Part Number Title - Nonsort Title - Nonsort fier - Nype fier fier - Invalid uage - Term Source uage uage - Cobject Part e Source e	3	
	(Click ra	MAPPING dio button to	RESULT	list)	
	In-house DB Element	Multi-value Separator		Target Element	
0	title		Main Title		

Figure 2.2.6: In-house mapping screen 2

Uplo	oad Sample Records
CatFileID:	
Organization:	Rutgers University
Metadata Schema:	
Record Format:	
The sample file is for this mapping:	
Upload Sample File: Find the sample file on your local computer i path (e.g., C:\myrecord\sample.bd):	by using Browse button, OR enter the full file Browse
	Exit Submit

Figure 2.2.7: Upload sample records screen

	Review Upl	oaded Samples	
Select a mapping for review:	Mapping test		
sample 1 sample 2 sample 7 sample 8	sample 3 sample 4 sample 9 sample 10	sample 5 sample 6	Exit

Figure 2.2.8: Review sample records screen

B: Batch Import (Figures 2.2.9 to 2.2.13)

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select *Collection* from the collection list.
- iii. Select *Batch Import* from the Main Bibliographic Utility screen.
- iv. Select *Metadata Schema*.
- v. Select *Record Format* (XML for MARC and MODS; TXT (tab-delimited) for in-house (text)).
- vi. Select *Mapping Name*.
- vii. Select "Yes" if the file has already been uploaded, otherwise, select "No".
- viii. If you have selected "Yes", select Show Step2.
- ix. Select *an uploaded file to import* from the pull down and click *Import*.
- x. If you have selected "*No*", you will be prompted to select the location of the file.
- xi. Select "Local Computer" if the file is on the PC; otherwise, select "Server".
- xii. Click *Show Step 2*.
- xiii. If you have selected "*Local Computer*", browse and select the file.
- xiv. Click Upload/Import.
- xv. If you have selected "*Server*", enter the absolute path of the file.
- xvi. Click Upload/Import.
- xvii. Click *Refresh* check the status of the import.
- xviii. Once the import is completed, you will be able to review the records in the metadata record list. Exit from the import screen and select *Metadata Cataloging*. If there are any errors, review the records failed, and reload them.
- xix. Click *EXIT* to return to previous screen.

Administration

Manage organizations, collections, and transactions, perform database cleanup, create announcements.

Configuration

Configure metadata cataloging, digital file handling, mapping, batch import, and export utilities according to organization policies.

Reports

View or print statistical reports about your metadata or digital files.

Metadata and digital objects

Create or edit cataloging records, create or upload digital objects, map schemas, import, export, etc.

Figure 2.2.9: Digital Object Workflow Management System main screen



Figure 2.2.10: Main Bibliographic Utility screen

Metadata Schema	In-house (text) 💌		
Record Format	TXT (tab-delimited)	-	
Select a mapping			
Files already uploaded to the server?	O Yes O No		
			Charles at a
2. Upload / import metadata file to	the system		Show ste
2. Upload / import metadata file to Please complete Step	t he system I first to see upload and/or imp	ort options.	Snow ste
2. Upload / import metadata file to Please complete Step 1	the system I first to see upload and/or imp Import Status	ort options.	Snow ste
2. Upload / import metadata file to a Please complete Step Total Record	the system I first to see upload and/or imp Import Status Finished	ort options.	Error

Figure 2.2.11: Metadata Import screen 1

	auon		
Metadata Schema:	In-house (text)		
Record Format:	TXT (tab-delimited)	-	
Select a mapping:	Mapping test	-	
Files already uploaded to the server?	⊙ Yes O No	_	
 Import uploaded file(s) to the dat Select an uploaded file to import: 	abase		Delete
 Import uploaded file(s) to the dat Select an uploaded file to import: 	abase		Delete
 Import uploaded file(s) to the dat Select an uploaded file to import: Total Record 	abase		Delete Import
2. Import uploaded file(s) to the dat Select an uploaded file to import: Total Record 0	abase Import Status Finished 0		Error

Figure 2.2.12: Metadata Import screen 2

In-house (text)
TXT (tab-delimited)
Mapping test
C Yes © No
C Local computer 💿 Server
the system
Brown

Figure 2.2.13: Metadata Import screen 3

Step 3: Export (Optional) (Figures 3.1 to 3.3)

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

- 1) Organizations 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.
- Organizations 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: Organizations 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 OpenMIC is ready for download. Visit <u>http://rucore.libraries.rutgers.edu/open/</u> forOpenMIC project details.

Follow the instructions below to export records:

- i. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- ii. Select *Collection* from the collection list.
- iii. Select *Export* from the Main Cataloging Screen.
- iv. Select *Export Format* (METS).
- v. Select *Export Destination* (File).

- vi. Click *one record per file* for file option.
- vii. Select *File Name Prefix*.
- viii. *Specify record(s) to export*. 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.
 - 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.
- ix. Click *Export*.
- x. Click *Refresh* to monitor the progress of export.
- xi. Click *EXIT* to return to previous screen.

Administration

Manage organizations, collections, and transactions, perform database cleanup, create announcements.

Configuration

Configure metadata cataloging, digital file handling, mapping, batch import, and export utilities according to organization policies.

Reports

View or print statistical reports about your metadata or digital files.

Metadata and digital objects Create or edit cataloging records, create or upload digital objects, map schemas, import, export, etc.

Figure 3.1: Digital Object Workflow Management System main screen



Figure 3.2: Main Bibliographic Utility screen

Organization:	Ananthan University
Collection:	Ananthan Collection 2
Export format:	METS
Export destination:	File
File export options	[Metadata record distribution] Cone record per file All records in one file [File name prefix] Provided by system
	Provided by user (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)
Specify record(s) to export:	Provided by user (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)

Figure 3.3: Metadata export screen

Section E: Other Administrative Functions

The OpenMIC is delivered with a controlled vocabularies module and a database cleanup module that are available to users with Super User privilege or the user accounts with cataloging utility privilege.

5.1) Controlled Vocabularies (Figures 5.1.1 to 5.1.9)

Using the Controlled Vocabulary module, you may:

- 1) Add a new term source authority to an element; or
- 2) Add terms to an authority; or
- 3) Add locally defined terms; or
- 4) Add terms to a controlled vocabulary list with no associated term source authority.

Add Controlled Vocabularies

- i. Select *Digital Object Workflow Management System* from the OpenMIC Initial Screen.
- ii. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- iii. Select *collection* from the collection list.
- iv. Select *Metadata Cataloging*.
- v. Select *Start Cataloging*.
- vi. Click *Create New Record*.
- vii. Select *Metadata section*.
- viii. <u>To add a new term source authority to an element</u>:
 - Locate the element name on the metadata input form.
 - Select *ADD/EDIT TERMS* radio button under Term Source.
 - Enter the name of the term source authority. Note that terms will be displayed in the same order it was entered.
 - Click *Submit.* The name you entered will appear as a radio button under Term Source.
 - o Click *Exit* to return to the Metadata record list screen.
- ix. Add terms to an authority:
 - \circ $\;$ Locate the element name on the metadata input form.
 - o Select the *Term Source*.
 - Select *ADD/EDIT TERMS* from the pull down next to the element name to which you want to add terms.
 - Enter the values in the box. Separate each term with semicolon. The terms will be displayed in the same order as they were entered.
 - o Click Submit.

- o Click *Exit* to return to the Metadata record list screen.
- x. Add locally defined terms :
 - o Locate the element name on the metadata input form.
 - o Select *Local* for Term Source.
 - Select *ADD/EDIT TERMS* from the pull down next to the element name you want to add terms.
 - Enter the values in the box. Separate each term with semicolon. The terms will be displayed in the same order as they were entered.
 - o Click *Submit.*
 - Click *Exit* to return to the Metadata record list screen.
- xi. Add terms to a controlled vocabulary with no associated authority:
 - Locate the element name on the metadata input form.
 - Select *add/edit/delete* terms from the pull down next to the element name you want to add terms.
 - Enter the values in the box. Separate each term with semicolon. The terms will be displayed in the same order as they were entered.
 - o Click *Submit*.
 - Click *Exit* to return to the Metadata record list screen.

Edit Controlled Vocabularies

- i. Select *Digital Object Workflow Management System* from the OpenMIC Initial Screen.
- ii. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- iii. Select *collection* from the collection list.
- iv. Select Metadata Cataloging.
- v. Select *Start Cataloging*.
- vi. Click *Create New Record*.
- vii. Select *Metadata section*.
- viii. <u>To edit a term source authority to an element</u>:
 - o Locate the element name on the metadata input form.
 - o Select ADD/EDIT TERMS radio button under Term Source.
 - Change the name of the term source authority. Note that terms will be displayed in the same order it was entered.
 - Click *Submit.* The name you entered will appear as a radio button under Term Source.
 - Click *Exit* to return to the Metadata record list screen.

ix. Edit terms in a term source authority:

- o Locate the element name on the metadata input form.
- Select the *Term Source*.
- Select *ADD/EDIT TERMS* from the pull down next to the element name to which you want to change terms.
- Change the terms in the box. Separate each term with semicolon. The terms will be displayed in the same order as they were entered.
- o Click *Submit*.
- Click *Exit* to return to the Metadata record list screen.
- x. Edit locally defined terms :
 - o Locate the element name on the metadata input form.
 - o Select *Local* for Term Source.
 - Select **ADD/EDIT TERMS** from the pull down next to the element name to which you want to change terms.
 - Change the terms in the box. Separate each term with semicolon. The terms will be displayed in the same order as they were entered.
 - o Click *Submit.*
 - o Click *Exit* to return to the Metadata record list screen.
- xi. Edit terms in a controlled vocabulary list with no associated authority:
 - Locate the element name on the metadata input form.
 - Select *add/edit/delete terms* from the pull down next to the element name to which you want to change terms.
 - Change the terms in the box. Separate each term with semicolon. The terms will be displayed in the same order as they were entered.
 - o Click *Submit*.
 - Click *Exit* to return to the Metadata record list screen.

Delete Controlled Vocabularies

- i. Select *Digital Object Workflow Management System* from the OpenMIC Initial Screen.
- ii. Select *Metadata and digital objects* from the Digital Object Workflow Management main screen.
- iii. Select *collection* from the collection list.
- iv. Select Metadata Cataloging.
- v. Select *Start Cataloging*.
- vi. Click *Create New Record*.
- vii. Select *Metadata section*.
- viii. Delete a term source authority from an element:
- o Locate the element name on the metadata input form.
- Select ADD/EDIT TERMS radio button under Term Source.
- Delete the name of the term source authority. Note that terms will be displayed in the same order it was entered.
- Click *Submit.* The name you entered will appear as a radio button under Term Source.
- o Click *Exit* to return to the Metadata record list screen.
- ix. Delete terms from an authority:
 - Locate the element name on the metadata input form.
 - Select the *Term Source*.
 - Select *ADD/EDIT TERMS* from the pull down next to the element name to which you want to delete terms.
 - Enter the values in the box. Separate each term with semicolon. The terms will be displayed in the same order as they were entered.
 - o Click *Submit*.
 - o Click *Exit* to return to the Metadata record list screen.

ix. Add locally defined terms :

- Locate the element name on the metadata input form.
- o Select *Local* for Term Source.
- Select *ADD/EDIT TERMS* from the pull down next to the element name to which you want to delete terms.
- Enter the values in the box. Separate each term with semicolon. The terms will be displayed in the same order as they were entered.
- o Click Submit.
- Click *Exit* to return to the Metadata record list screen.
- x. Add terms to a controlled vocabulary with no associated authority:
 - Locate the element name on the metadata input form.
 - Select *add/edit/delete terms* from the pull down next to the element name to which you want to delete terms.
 - Enter the values in the box. Separate each term with semicolon. The terms will be displayed in the same order as they were entered.
 - o Click *Submit*.
 - Click *Exit* to return to the Metadata record list screen.



Figure 5.1.1: Administration screen

[Pauls Test Collection	n]
Customize system settings for this collection	Metadata Cataloging
	Mapping Utility
Required Elements	Batch Import
Templates	Export
	Exit / Change Collection

Figure 5.1.2: Main Bibliographic Utility screen

		RECORD LIST	
Ex	it	View: METS FOXML TEXT Delete Edit Create Nev	v Record
Searcl	n:	Max display: 50 << Search / Top	>>
	System ID	Record	Status
0	23	1 oversized card with a photograph of students on back	ок
0	24	2 posters with photographs and newspaper clippings	ок
0	25	2 posters with signatures and messages	ок
0	26	"1 cloth banner, 1 photograph, 1 letter"	ок
0	27	2 posters with messages and signatures	ок
0	28	"13 notes on construction paper, 1 poster "	ок

Figure 5.1.3: Metadata record list

Ехіт			USE EXISTING ME		NTRIES CLEAR ALL SAVE
 KYUK Col Template 	llection (KYUK-TV) used: [none]			Metadata for it	em 1 💌
	Descripti∨e MD	Source MD	Technical MD	Rights MD	Display option: All Elements
	(* indicates required ele	ment for all metada	ita types)		Ŭ G A T O R
	Mew/Edit source-technical MD	relationship		Usei	r Template
	Туре	e of Item		•	
			Title Information		
		Type Title			_
	Pa	Subtitle			
	Part	Number Nonsort			

Figure 5.1.4: Metadata entry screen

	Language
Term source	 ○ iso639-2b ○ rfc3066 ○ Local (Enter free text for [languageTerm]) ○ ADD/EDIT TERMS
Language Term	•
Term Type	
Object Part	
	Remove Add More

Figure 5.1.5: Add term source authority screen 1

	Language	
Term s Language Term Objec	source iso639-2b rfc3066 Local (Enter free text for [languageTerm]) ADD/EDIT TERMS Term source Use the box below to add, edit, or delete the terms, make sure you separate each term with ';'. Note that order matters. The terms will be displayed in the same order as you enter them.	e
Term s	S Cancel Submit	
	C RADEG	

Figure 5.1.6: Add term source authority screen 2

	Language
Term source	 ○ iso639-2b ○ rfc3066 ○ Local (Enter free text for [languageTerm]) ○ ADD/EDIT TERMS
Language Term Term Type Object Part	switch to free text box ADD/EDIT TERMS Remove Add More

Figure 5.1.7: Add term to a term source authority screen 1.

		Language	
Term s Language	ource	 ○ iso639-2b ○ rfc3066 ○ Local (Enter free text for [languageTerm]) ○ ADD/EDIT TERMS 	
Ternf Objek Term s	Use th separa display	Language Term e box below to add, edit, or delete the terms, make sure you ate each term with ','. Note that order matters. The terms will be ved in the same order as you enter them.	



E de set		
Extent		
Extent		
Extent Unit		
	alianti al Alia (a N	Remove Add More
Internet Media Type Note	hour(s) image(s) minute(s) page(s) piece(s) second(s) sheet(s)	
	other switch to free text box	Add More
	add/edit/delete terms	

Figure 5.1.9: Add term to an element with no associated term source authority screen.

5.2) Database Cleanup (Figures 5.2.1 to 5.2.6)

This module allows users to bulk delete metadata records. You may delete one of all records from the selected collection using this module.

- i. Select *Digital Object Workflow Management System* from the OpenMIC initial screen.
- ii. Select Administration.
- iii. Select Database Cleanup.
- iv. Select Select or Change Collection here.
- v. Select Collection.
- vi. Select the record(s) to delete. If you want to delete all the records in this collection, choose *Select All*.
- vii. Click Delete.

You have logged in as the system super user. You can either review and edit user's authorization/authentication information or go to dwms and start working there.

Manage User Account Digital Object Workflow Management System

Cancel

Figure 5.2.1: OpenMIC initial screen



Figure 5.2.2: Digital Object Workflow Management System main screen



Figure 5.2.3: Administration screen

		DATABASE CLEANUP	
Please <mark>s</mark>	elect or cha	nge collection here to display resources for cleanup.	
Exit		View: METS TEXT	Delete
Search:	•	Max display: 50 << Search / To	p >>
	System ID	Record	Status
		Click the link above to select a collection first!	
Select	All		

Figure 5.2.4: Database cleanup screen

	DATABASE CLEANUP
Please select or	change collection here to display resources for cleanup.
Exit	View: METS TEXT Delete
Search:	Collection list - Mozilla Firefox
	- [Rutgers University] C Grace Agnew Collection (OIX) C ananthan collection (OIX) - [Test Organization] C Test collection (OIX) Close

Figure 5.2.5: Organization List Screen

		DATABASE CLEANUP	
Please <mark>s</mark>	elect or cha	nge collection here to display resources for cleanup.	
Exit		View: METS TEXT	Delete
Search: [•	Max display: 50 << Search / Top	>>
			Otatua
	System ID	Record	Status
	System ID	Record KA first test title	OK
Select.	System ID 2 All	Record KA first test title	OK
Select.	System ID 2 All	Record KA first test title	OK

Figure 5.2.6: Database cleanup screen

- 5.3) Transaction Management (Not implemented in this release)
- 5.4) Announcements (Not implemented in this release)