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DAMS Migration Transformation: Self-Migration Assessment Workflows & Tips

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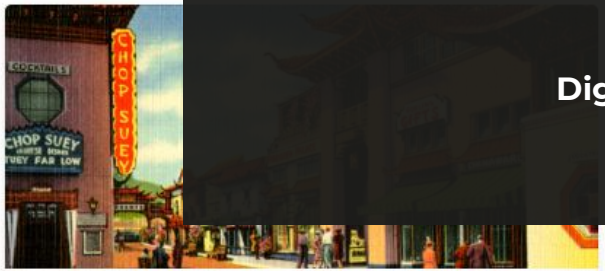
America's W

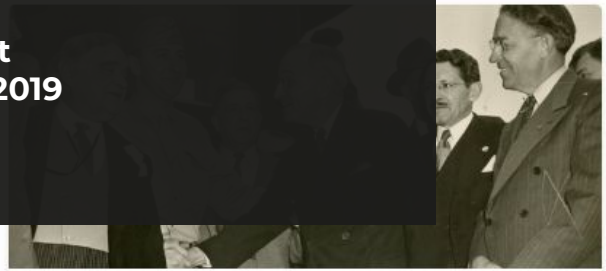
America's W features photographs from the J. D. Blac Papers, Loyola Marymount University, recording the American the Owens Valley of California from 1930...

Catholicism in Los Angeles offers a unique look into Los Angeles history and its rich

DAMS Migration Transformation: Self-Migration Assessment Workflows & Tips

Jessea Young, Daniel Draper, Linta Kunnathuparambil
William H. Hannon Library
Systems & Digital Initiatives Department
Digital Library Federation Forum, October 2019





Changing Face of Southern California

Selections from the Werner von Boltenstern

Del Rey Players

The Del Rey Players playbills featured in this

Dockweiler Family Papers

The Dockweiler Family Papers document

Loyola Marymount University
William H. Hannon Library

Who are we?

- Loyola Marymount University
  - Medium Sized Campus
- Library
  - 50 staff members
  - Seven departments
- Systems & Digital Initiatives
- Digital Collections
  - Digital Scholarship
  - Institutional Repository
  - Systems Administration
- Migration work handled by 1 librarian & 1 library assistant

ContentDM

Quartex

Migration Planning

Assessment	Preferences
Workflows	Processing

ContentDM

Quartex

The Great Migration

Timeline & Steps Taken

Sept. 2018- Jan. 2019

- Organize Master Assets & Metadata
- Migration restart in Jan.

Jan. - May 2019

- Standardize Master Assets & Metadata
- Rename Assets

March - June 2019

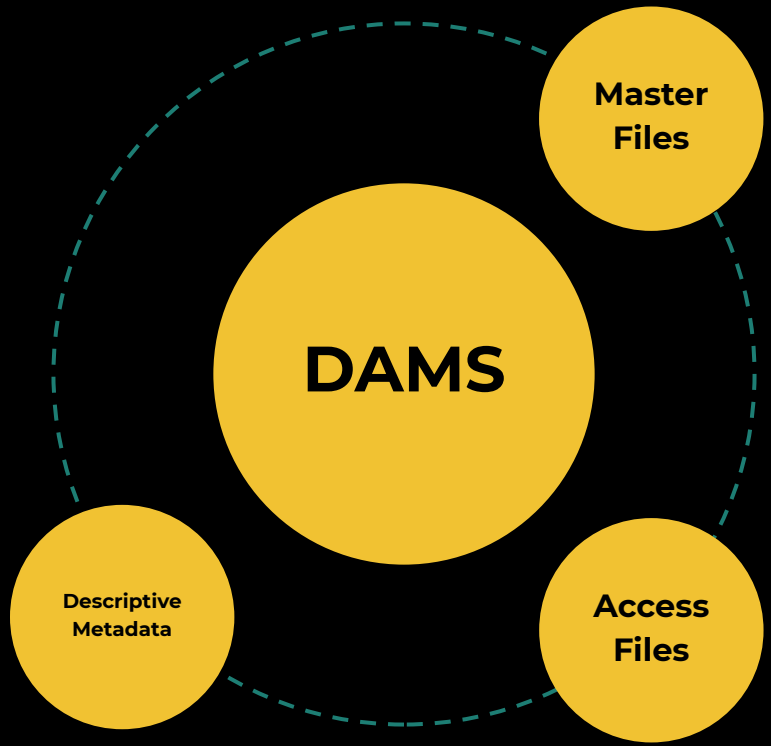
- Embed Metadata into Assets

March - July

- Quality Control
- Upload to Quartex
- Quality Control

July - August (Went Live)

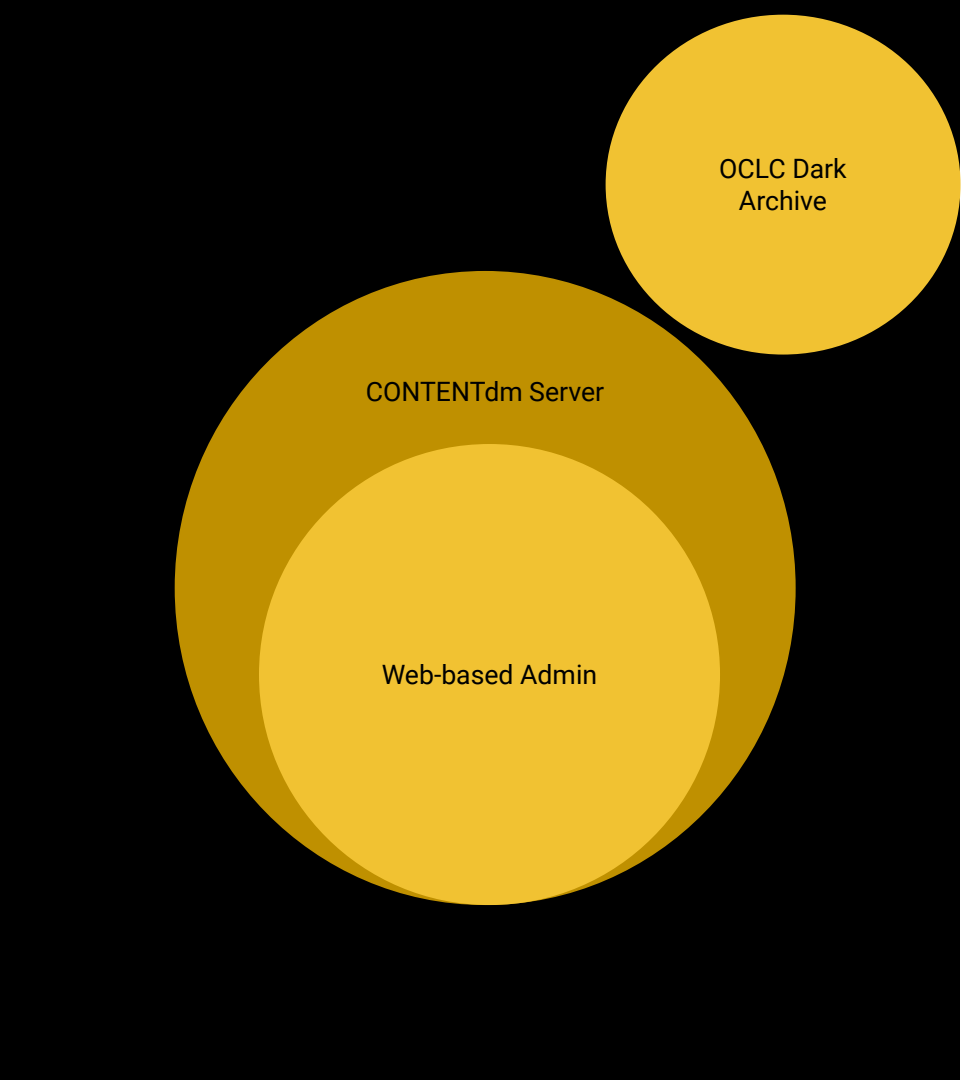
Designing the front-end
Preparing to go live



Assessment

What is the organization in the current system?

- How are the content files organized?
- Are the content files access files or masters?
- How to download the descriptive metadata and which format?
- How are they tied together?



Assessment

How is CONTENTdm organized?

- Different components
  - Content files
  - Descriptive metadata

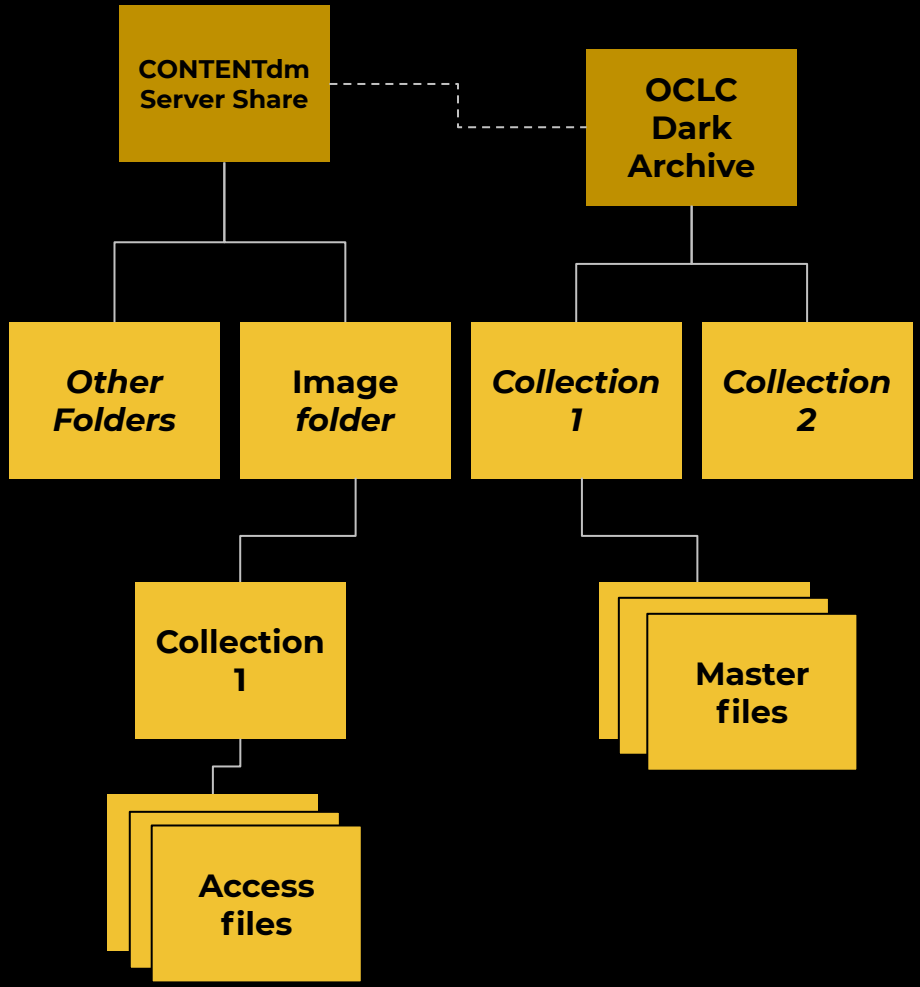
Setting Preferences

Making decisions on treating the content files and metadata?

There are a spectrum of possibilities.

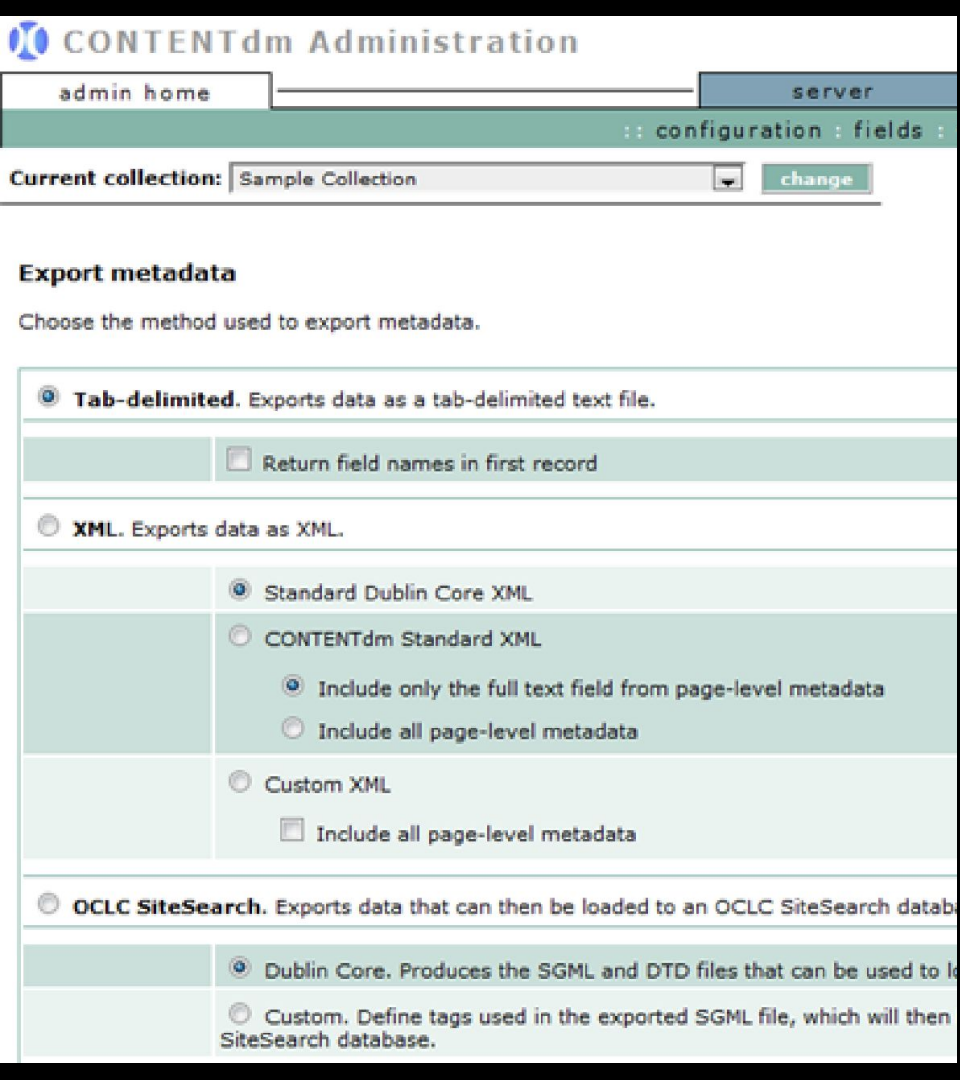
Consider:

- Consistency
- Scalable
- Systematic Approaches
- Needs of Stakeholders



Content Files

- Access files organized on local server
  - Collection folders
  - Sequentially numbered files
- Master files are located in OCLC Dark Archive
  - Collection folders
  - Original filenames
- A departmental hard drive



Metadata

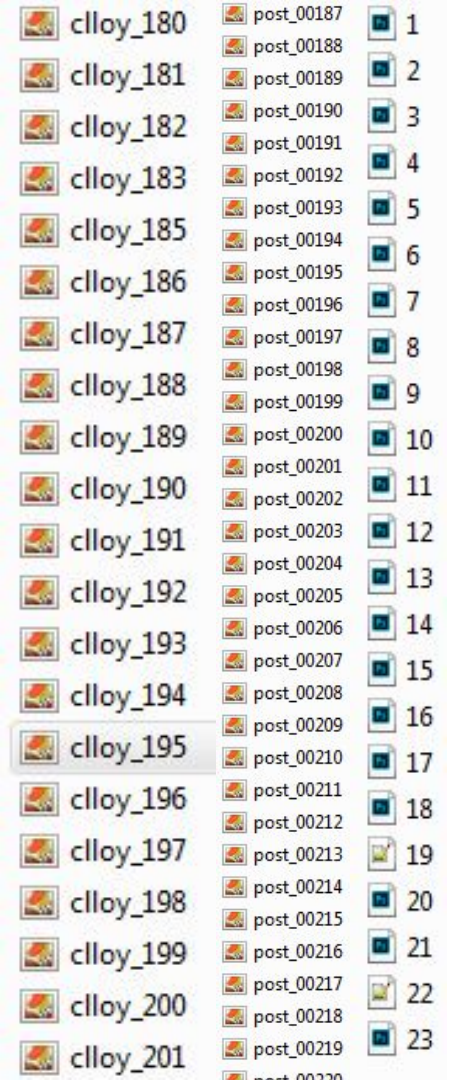
How is CONTENTdm organized?

- Descriptive metadata
  - Organized by collection
  - Tabular and xml download options
- Matchpoints for content
  - Field with original filename
  - Fields with file numbers

Metadata	# of Collections
Title	18
Alternative Title (Alternate Title or (Title Alternative))	16
Uniform Title	3
Author	2
Creator	16
Contributor(s)	18
Publisher	16
Date Created	18
Date Range	13
Date Published	4
Date	1
Type	18
Form/Genre	4
Genre	14
Subject	13
Subject (Name)	5

Standardizing the Metadata

- Across the 18 collections, 62 different metadata fields were being utilized.
- We remapped the 62 different fields into 29 standardized fields.



Digital File Naming Guidelines

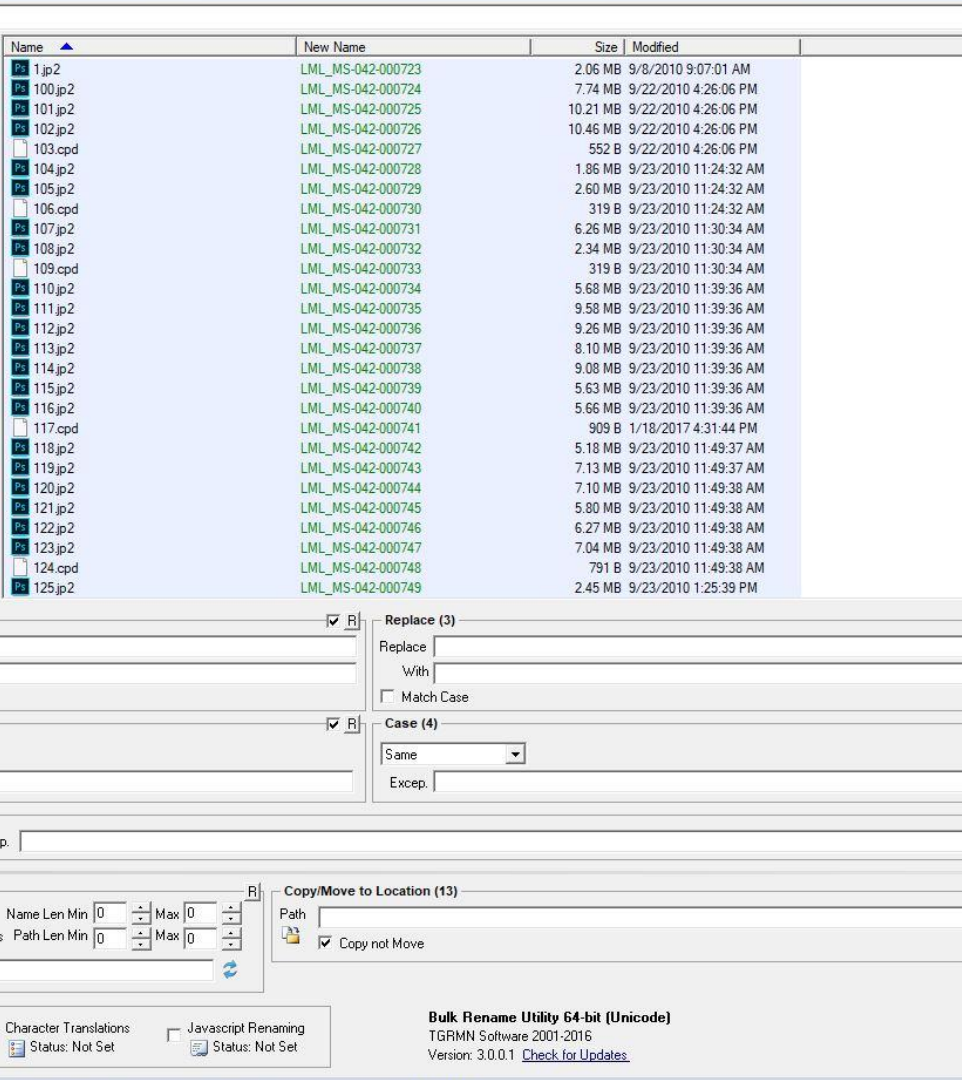
Previous naming convention used a collection name abbreviation:

- Repository:
  - **sc**_ege000010001
- Collection Name abbreviation:
  - sc_**ege**000010001
- Object Number:
  - sc_ege**00001**0001
- Sequence:
  - sc_ege00001**0001**

- Institutional Symbol:
  - **LML**_MS-061-000040001
- A&SC Record Group/Identifier
  - LML_**MS-061**-000040001
- Object Number:
  - LML_MS-061-**00004**0001
- Sequence:
  - LML_MS-061-00004**0001**

New Naming Convention

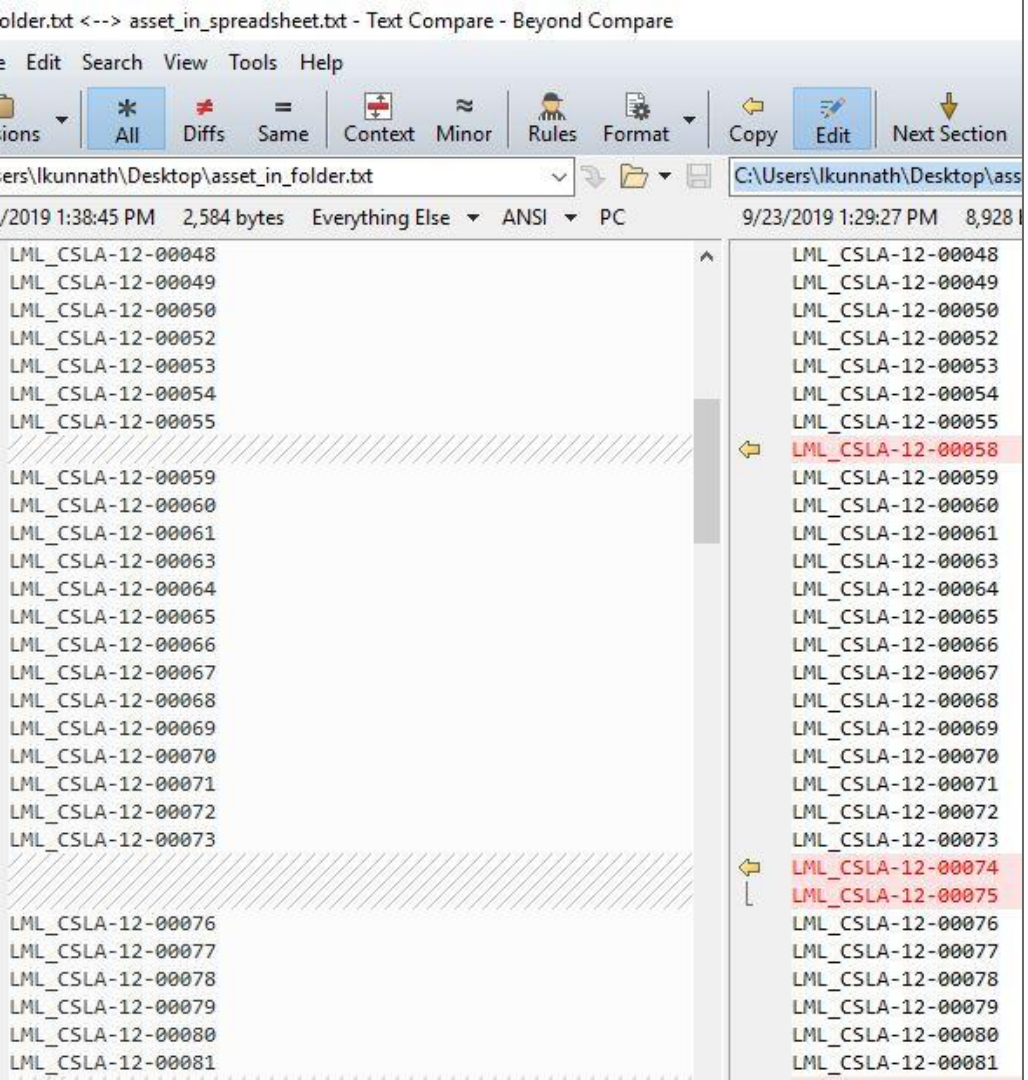
Includes LMU's OCLC institution symbol + mirrors A&SC record groups.



Rename 10,000 Files

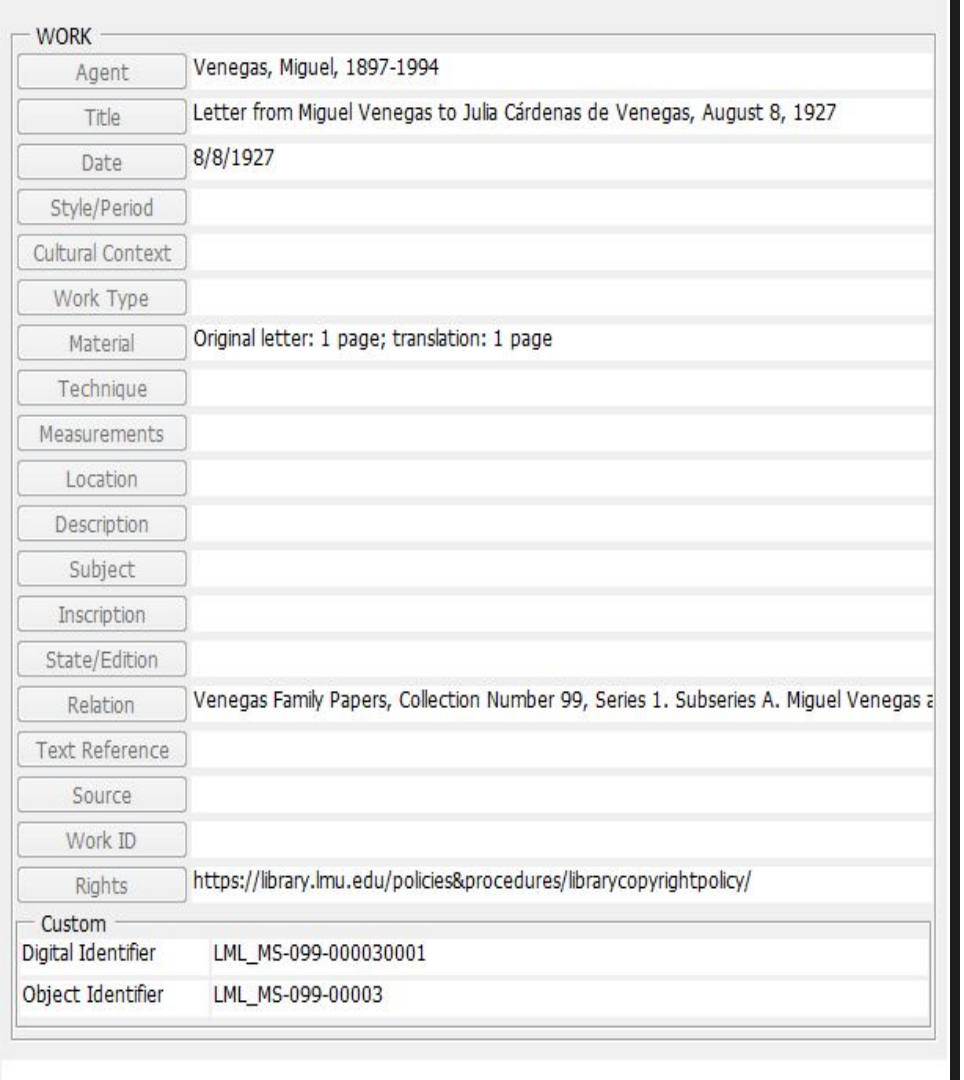
(No Big Deal)

- Used *Bulk Rename Utility* tool to rename assets.
- Rebuilt compound asset folders
- Rebuild compound folders



Quality Control

- Used *Beyond Compare* software
- This image shows how we were able to compare lists of identifiers from the metadata spreadsheet vs. actual filenames



WORK

Agent	Venegas, Miguel, 1897-1994
Title	Letter from Miguel Venegas to Julia Cárdenas de Venegas, August 8, 1927
Date	8/8/1927
Style/Period	
Cultural Context	
Work Type	
Material	Original letter: 1 page; translation: 1 page
Technique	
Measurements	
Location	
Description	
Subject	
Inscription	
State/Edition	
Relation	Venegas Family Papers, Collection Number 99, Series 1. Subseries A. Miguel Venegas a
Text Reference	
Source	
Work ID	
Rights	https://library.lmu.edu/policies&procedures/librarycopyrightpolicy/

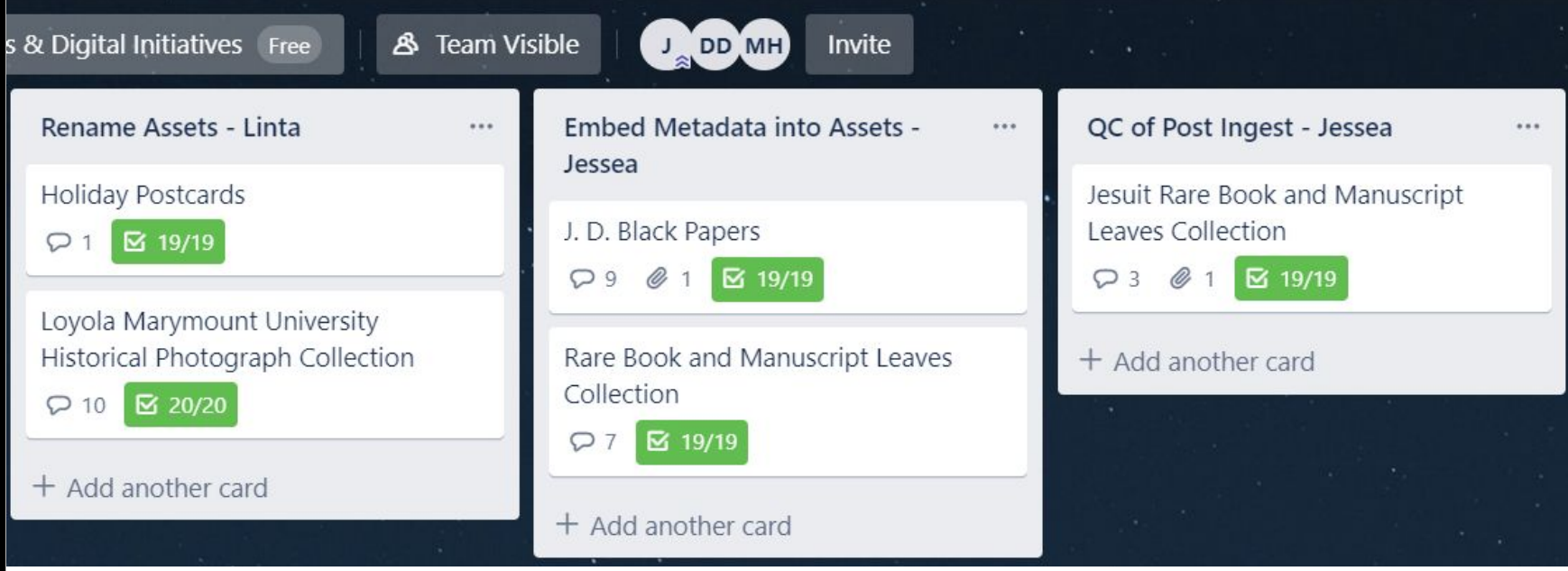
Custom

Digital Identifier	LML_MS-099-000030001
Object Identifier	LML_MS-099-00003

Embed Metadata

- Used the Visual Resources Association Bridge Metadata Toolkit

Trello



- Central space to keep track of issues & questions
- Kept multiple checklists to ensure quality control
- Manage progress

Be organized
- Track with Trello

Track In-House Collaboration
- Utilize a Gantt

Have clear goals for your platform so vendor development aligns with your stakeholders needs

CONNECT WITH US

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