DAMS Migration Transformation: Self-Migration Assessment Workflows & Tips

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DAMS Migration Transformation: Self-Migration Assessment Workflows & Tips

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

Assessment

Preferences

Workflows

Processing

ContentDM

Quartex
### The Great Migration

#### Timeline & Steps Taken

<table>
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<tbody>
<tr>
<td>▪ Organize Master Assets &amp; Metadata</td>
<td>▪ Standardize Master Assets &amp; Metadata</td>
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<tr>
<td>▪ Migration restart in Jan.</td>
<td>▪ Rename Assets</td>
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<tr>
<th>March - June 2019</th>
<th>March - July</th>
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<tbody>
<tr>
<td>▪ Embed Metadata into Assets</td>
<td>▪ Quality Control</td>
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<tr>
<td>▪ Upload to Quartex</td>
<td>▪ Quality Control</td>
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<th>July - August (Went Live)</th>
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<tr>
<td>Designing the front-end</td>
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<tr>
<td>Preparing to go live</td>
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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?
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
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
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_ege000010001`
- Object Number: `sc_ege000010001`
- Sequence: `sc_ege000010001`

- Institutional Symbol: `LML_MS-061-000040001`
- A&SC Record Group/Identifier: `LML_MS-061-000040001`
- Object Number: `LML_MS-061-000040001`
- Sequence: `LML_MS-061-000040001`

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
Venegas, Miguel, 1897-1994

Title
Letter from Miguel Venegas to Julia Cárdenas de Venegas, August 8, 1927

Date
6/8/1927

Original letter: 1 page; translation: 1 page

Relation
Venegas Family Papers, Collection Number 99, Series 1. Subseries A, Miguel Venegas

Text Reference
https://library.imu.edu/policies&procedures/librarycopyrightpolicy/

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

Embed Metadata
- Used the Visual Resources Association Bridge Metadata Toolkit
- 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