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 librarian & 1 library assistant
Migration Planning

- Assessment
- Preferences
- Workflows
- Processing
The Great Migration
Timeline & Steps Taken

- 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
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
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.

<table>
<thead>
<tr>
<th>Metadata</th>
<th># of Collections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>18</td>
</tr>
<tr>
<td>Alternative Title (Alternate Title or (Title Alternative))</td>
<td>16</td>
</tr>
<tr>
<td>Uniform Title</td>
<td>3</td>
</tr>
<tr>
<td>Author</td>
<td>2</td>
</tr>
<tr>
<td>Creator</td>
<td>16</td>
</tr>
<tr>
<td>Contributor(s)</td>
<td>18</td>
</tr>
<tr>
<td>Publisher</td>
<td>16</td>
</tr>
<tr>
<td>Date Created</td>
<td>18</td>
</tr>
<tr>
<td>Date Range</td>
<td>13</td>
</tr>
<tr>
<td>Date Published</td>
<td>4</td>
</tr>
<tr>
<td>Date</td>
<td>1</td>
</tr>
<tr>
<td>Type</td>
<td>18</td>
</tr>
<tr>
<td>Form/Genre</td>
<td>4</td>
</tr>
<tr>
<td>Genre</td>
<td>14</td>
</tr>
<tr>
<td>Subject</td>
<td>13</td>
</tr>
<tr>
<td>Subject (Name)</td>
<td>5</td>
</tr>
</tbody>
</table>
Digital File Naming Guidelines

Previous naming convention used a collection name abbreviation:

- Repository: \texttt{sc\_ege000010001}
- Collection Name abbreviation: \texttt{sc\_ege000010001}
- Object Number: \texttt{sc\_ege000010001}
- Sequence: \texttt{sc\_ege000010001}
- Institutional Symbol: \texttt{LML\_MS-061-000040001}
- A\&SC Record Group/Identifier: \texttt{LML\_MS-061-000040001}
- Object Number: \texttt{LML\_MS-061-000040001}
- Sequence: \texttt{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
<table>
<thead>
<tr>
<th><strong>WORK</strong></th>
<th><strong>Metadata</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Agent</strong></td>
<td>Venegas, Miguel, 1897-1994</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>Letter from Miguel Venegas to Julia Cárdenas de Venegas, August 8, 1927</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>8/8/1927</td>
</tr>
<tr>
<td><strong>Style/Period</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cultural Context</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Work Type</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Material</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Technique</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Measurements</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Subject</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Inscription</strong></td>
<td></td>
</tr>
<tr>
<td><strong>State/Edition</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Relation</strong></td>
<td>Venegas Family Papers, Collection Number 99, Series 1, Subseries A, Miguel Venegas</td>
</tr>
<tr>
<td><strong>Text Reference</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Source</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Work ID</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Rights</strong></td>
<td><a href="https://library.imu.edu/policies&amp;procedures/library/copyrightpolicy/">https://library.imu.edu/policies&amp;procedures/library/copyrightpolicy/</a></td>
</tr>
<tr>
<td><strong>Custom</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Digital Identifier</strong></td>
<td>LML_MS-099-000030001</td>
</tr>
<tr>
<td><strong>Object Identifier</strong></td>
<td>LML_MS-099-00003</td>
</tr>
</tbody>
</table>

**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
CONNECT WITH US

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