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DAMS Migration Transformation: Self-Migration Assessment Workflows & Tips

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Young, Jessea K.; Draper, Daniel; and Kunnathuparambil, Linta, "DAMS Migration Transformation: Self-Migration Assessment Workflows & Tips" (2019). *LMU Librarian Publications & Presentations*. 112.
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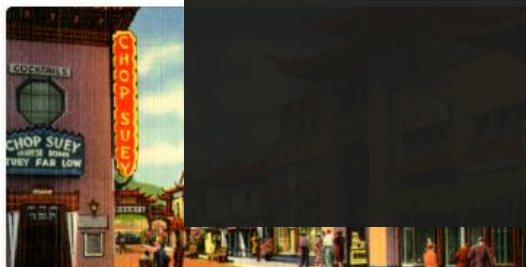


DAMS Migration Transformation: Self-Migration Assessment Workflows & Tips

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

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Changing Face of Southern California

Selections from the Werner von Boltensern



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 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

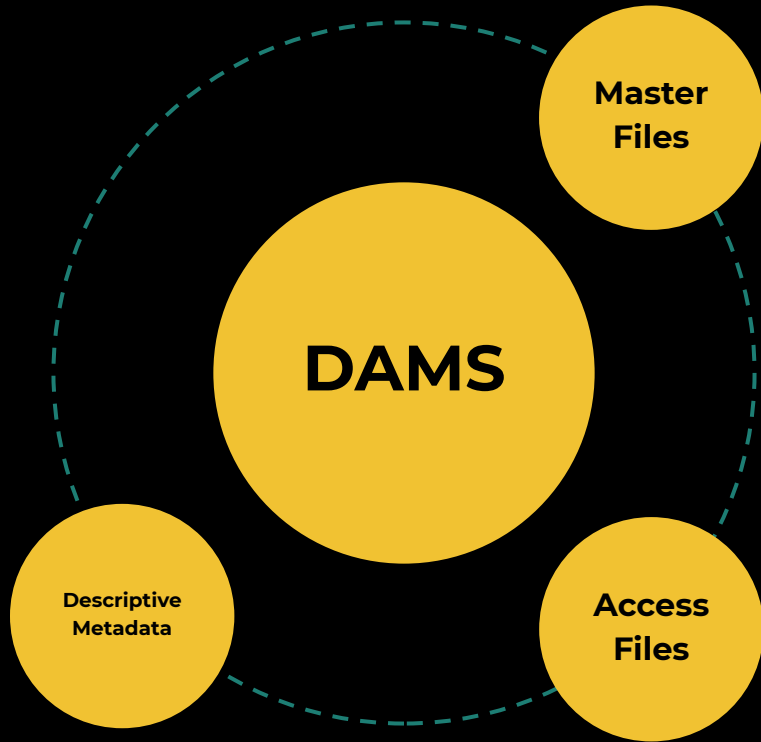
July - August (Went Live)

Designing the front-end
Preparing to go live

Assessment

What is the organization in the current system?

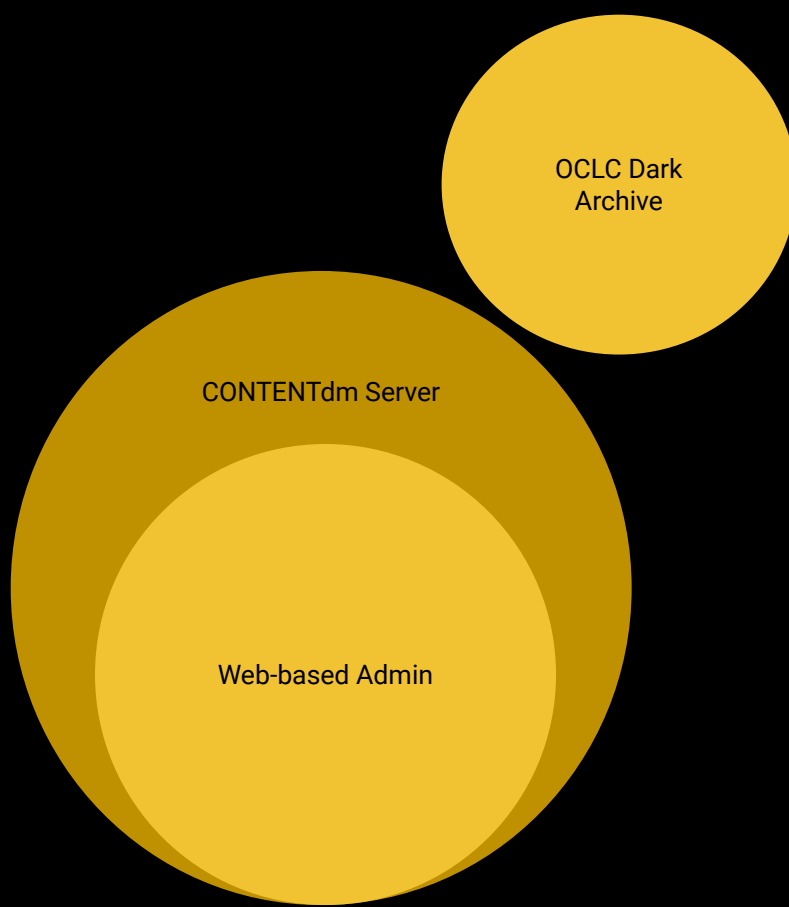
- How are the content files organized?
- Are the content files access files or masters?
- How to download the descriptive metadata and which format?
- How are they tied together?



Assessment

How is CONTENTdm organized?

- Different components
 - Content files
 - Descriptive metadata





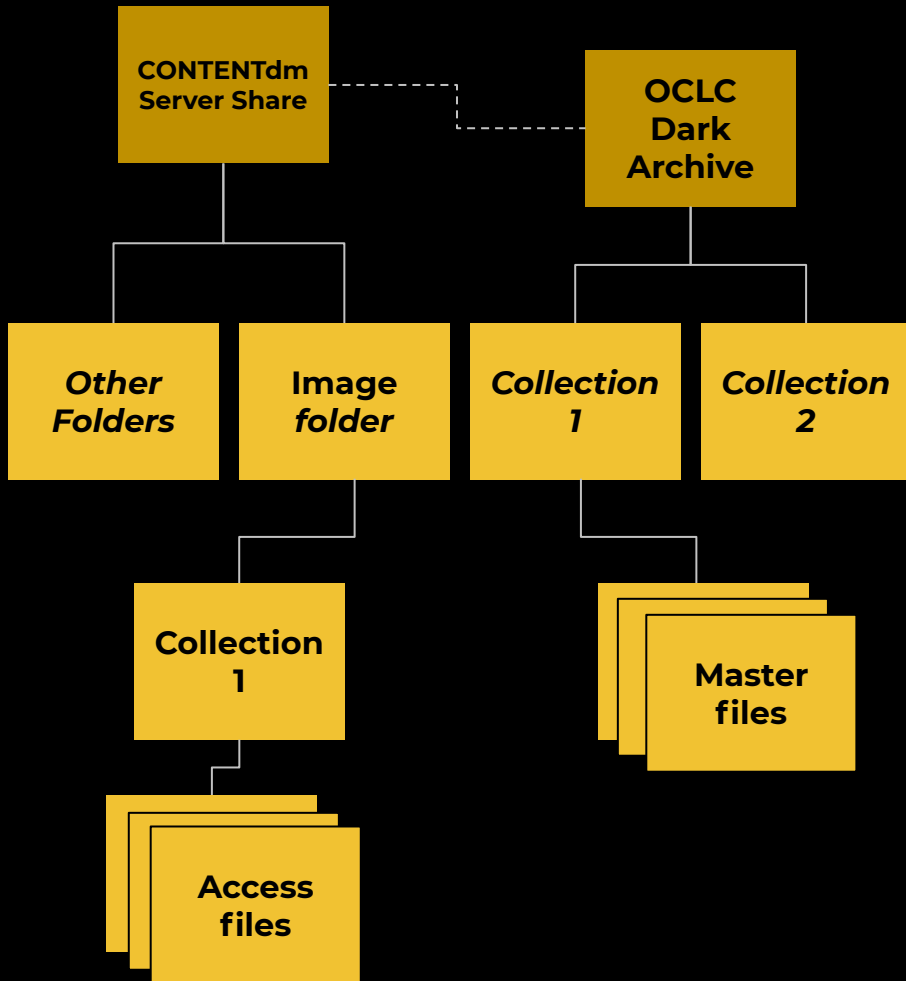
Setting Preferences

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

Current collection: Sample Collection

Export metadata

Choose the method used to export metadata.

Tab-delimited. Exports data as a tab-delimited text file.

Return field names in first record

XML. Exports data as XML.

Standard Dublin Core XML

CONTENTdm Standard XML

Include only the full text field from page-level metadata

Include all page-level metadata

Custom XML

Include all page-level metadata

OCLC SiteSearch. Exports data that can then be loaded to an OCLC SiteSearch database.

Dublin Core. Produces the SGML and DTD files that can be used to load into SiteSearch.

Custom. Define tags used in the exported SGML file, which will then be loaded into SiteSearch database.

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_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

Name	New Name	Size	Modified
1.jp2	LML_MS-042-000723	2.06 MB	9/8/2010 9:07:01 AM
100.jp2	LML_MS-042-000724	7.74 MB	9/22/2010 4:26:06 PM
101.jp2	LML_MS-042-000725	10.21 MB	9/22/2010 4:26:06 PM
102.jp2	LML_MS-042-000726	10.46 MB	9/22/2010 4:26:06 PM
103.cpd	LML_MS-042-000727	552 B	9/22/2010 4:26:06 PM
104.jp2	LML_MS-042-000728	1.86 MB	9/23/2010 11:24:32 AM
105.jp2	LML_MS-042-000729	2.60 MB	9/23/2010 11:24:32 AM
106.cpd	LML_MS-042-000730	319 B	9/23/2010 11:24:32 AM
107.jp2	LML_MS-042-000731	6.26 MB	9/23/2010 11:30:34 AM
108.jp2	LML_MS-042-000732	2.34 MB	9/23/2010 11:30:34 AM
109.cpd	LML_MS-042-000733	319 B	9/23/2010 11:30:34 AM
110.jp2	LML_MS-042-000734	5.68 MB	9/23/2010 11:39:36 AM
111.jp2	LML_MS-042-000735	9.58 MB	9/23/2010 11:39:36 AM
112.jp2	LML_MS-042-000736	9.26 MB	9/23/2010 11:39:36 AM
113.jp2	LML_MS-042-000737	8.10 MB	9/23/2010 11:39:36 AM
114.jp2	LML_MS-042-000738	9.08 MB	9/23/2010 11:39:36 AM
115.jp2	LML_MS-042-000739	5.63 MB	9/23/2010 11:39:36 AM
116.jp2	LML_MS-042-000740	5.66 MB	9/23/2010 11:39:36 AM
117.cpd	LML_MS-042-000741	909 B	1/18/2017 4:31:44 PM
118.jp2	LML_MS-042-000742	5.18 MB	9/23/2010 11:49:37 AM
119.jp2	LML_MS-042-000743	7.13 MB	9/23/2010 11:49:37 AM
120.jp2	LML_MS-042-000744	7.10 MB	9/23/2010 11:49:38 AM
121.jp2	LML_MS-042-000745	5.80 MB	9/23/2010 11:49:38 AM
122.jp2	LML_MS-042-000746	6.27 MB	9/23/2010 11:49:38 AM
123.jp2	LML_MS-042-000747	7.04 MB	9/23/2010 11:49:38 AM
124.cpd	LML_MS-042-000748	791 B	9/23/2010 11:49:38 AM
125.jp2	LML_MS-042-000749	2.45 MB	9/23/2010 1:25:39 PM

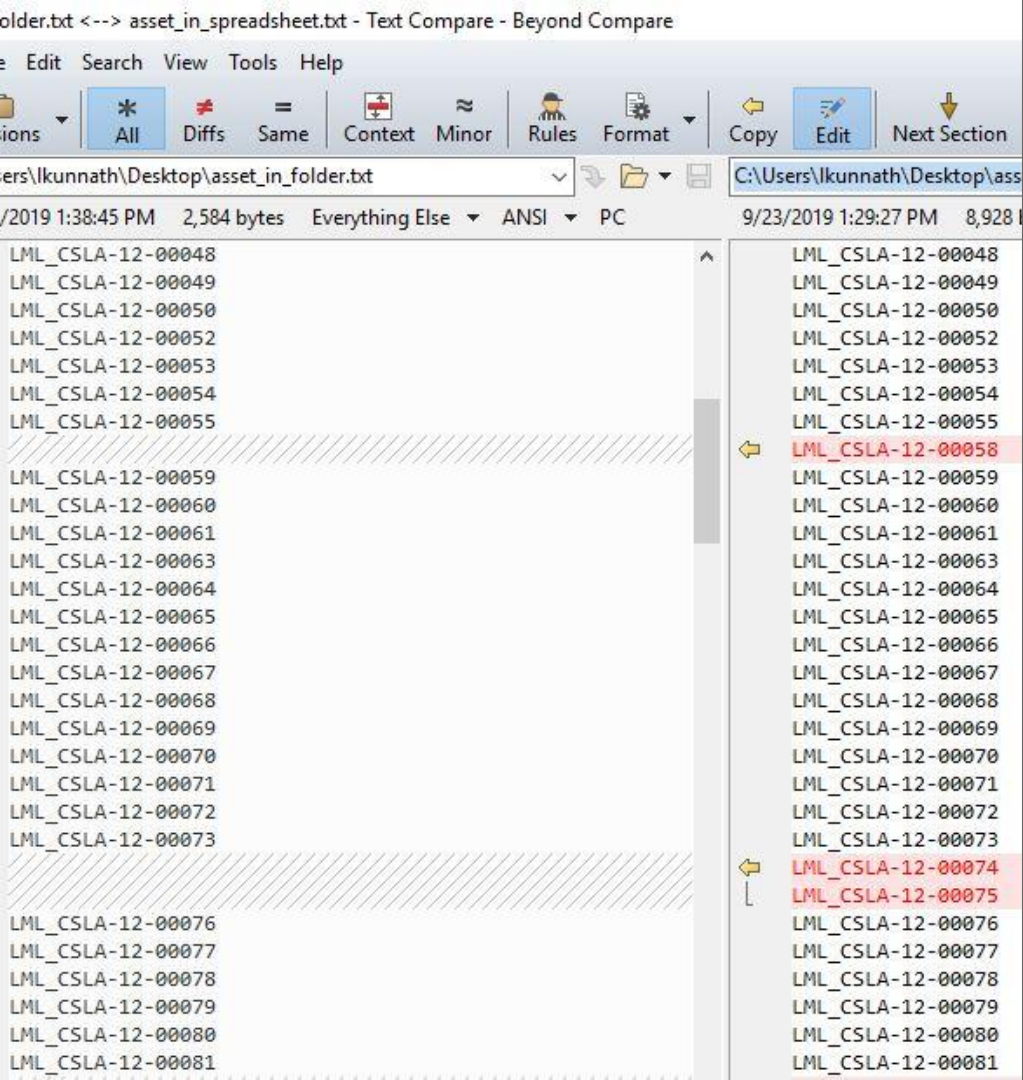
<input checked="" type="checkbox"/> R	Replace (3)
	Replace <input type="text"/>
	With <input type="text"/>
	<input type="checkbox"/> Match Case
<input checked="" type="checkbox"/> R	Case (4)
	Same <input type="text"/>
	Excep. <input type="text"/>

<input checked="" type="checkbox"/> R	Copy/Move to Location (13)
	Path <input type="text"/>
	<input checked="" type="checkbox"/> Copy not Move

Name Len Min <input type="text"/> 0	Max <input type="text"/> 0
Path Len Min <input type="text"/> 0	Max <input type="text"/> 0

Character Translations Status: Not Set Javascript Renaming Status: Not Set

Bulk Rename Utility 64-bit (Unicode)
TGRMN Software 2001-2016
Version: 3.0.0.1 [Check for Updates](#)



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

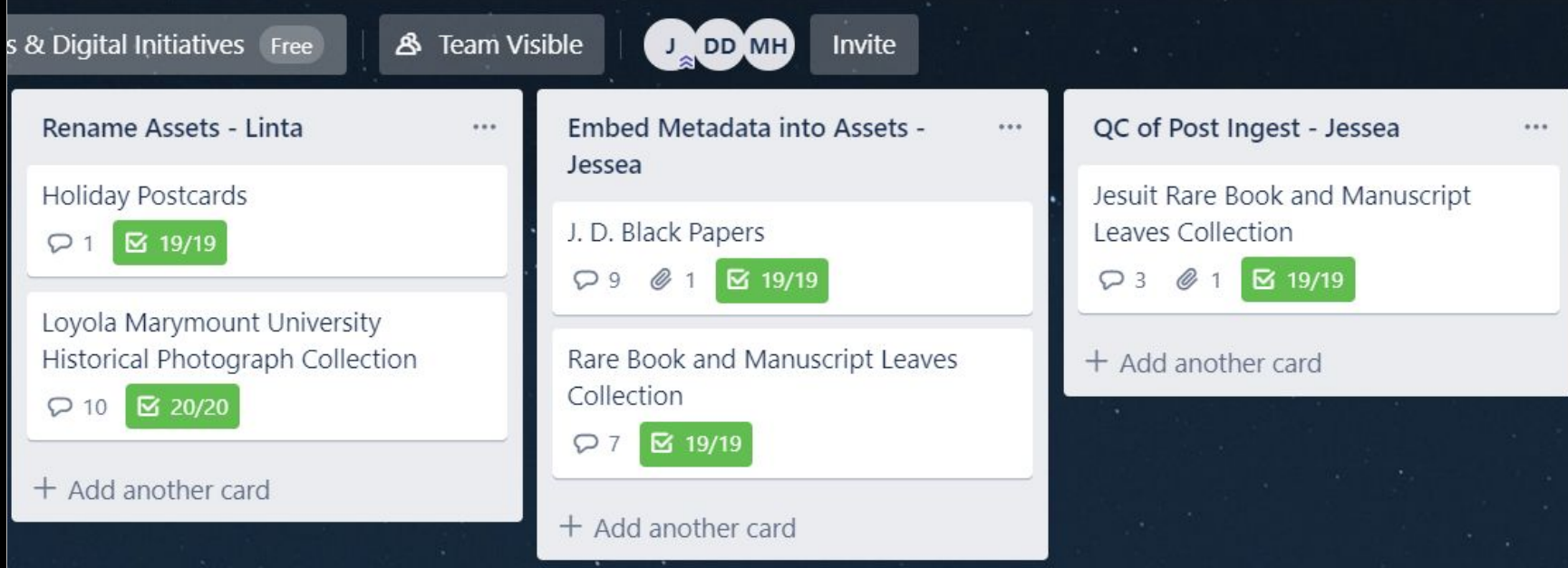
Digital Identifier LML_MS-099-000030001

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

A white line-art icon of a lightbulb on a black background. The bulb is filled with a solid black circle, and a yellow horizontal bar is overlaid across the middle of the bulb. The text 'LESSONS LEARNED' is written in bold black letters on this bar.

LESSONS LEARNED

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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