Getting Ready to Generate Hanvey METS/MODS Records for a New Part (13)

**Contact Metadata Services**

Send a message to Meg asking her to update the names database for the new part and asking her to make subject heading recommendations. (it’s a good idea to note the id of the newest name in the Hanvey Names Database before she starts.

**Deal with New Names in the Database**

* Assign codes to the names Meg has added to the database
* Update Column S of the authoritative spreadsheet with the name codes (referring to title)
* Run perl script on database export to generate a hash of the new names

**Working with the Excel Metadata Sheet**

* Name the worksheet you are working on: Sheet1
* Curly quotes (single and double) need to be remediated to non-curly

**Updating the Hanvey Perl Script**

* Insert new names into subject names hash
* Update hashes for series and subseries using data from [\\dennis2\BHanvey\BHPA SERIES LISTING.doc](file:///\\dennis2\BHanvey\BHPA%20SERIES%20LISTING.doc)
* Update the subject headings part of the script with the headings Meg provides and with logic to do name subject headings if that part has name headings.
* Check the part numbers, the dates, and the items numbers in the authoritative xls list to see if they will present problems.