

Batch Import (Regular not Book or Newspaper)

- Click “Manage”
- Click “Collection”
- Click “Batch Import Objects”
- Click “Submit” for the ZIP File Importer
- Browse for your zip folder and upload
- **SELECT ONE** Content Model
- **SELECT YOUR NAMESPACE**
- Click “Import”
- Batch import depends on you’re the reliability and speed of your connection. There is also a size limit of approximately 2048 MB.

ZIP BATCH IMPORTER

Select the file containing the assets and metadata to import. /

Zip file containing files to import

Choose File No file chosen

Upload

CONTENT MODEL

The content model(s) to assign to the imported objects.

| <input type="checkbox"/> | NAME |
|--------------------------|---|
| <input type="checkbox"/> | Islandora Large Image Content Model |
| <input type="checkbox"/> | Islandora Basic Image Content Model |
| <input type="checkbox"/> | Islandora Collection Content Model |
| <input type="checkbox"/> | Islandora Compound Object Content Model |
| <input type="checkbox"/> | Islandora PDF Content Model |
| <input type="checkbox"/> | Islandora Audio Content Model |
| <input type="checkbox"/> | Islandora Video Content Model |

Object Namespace

Default namespace ▼

The namespace in which the imported objects will be created.

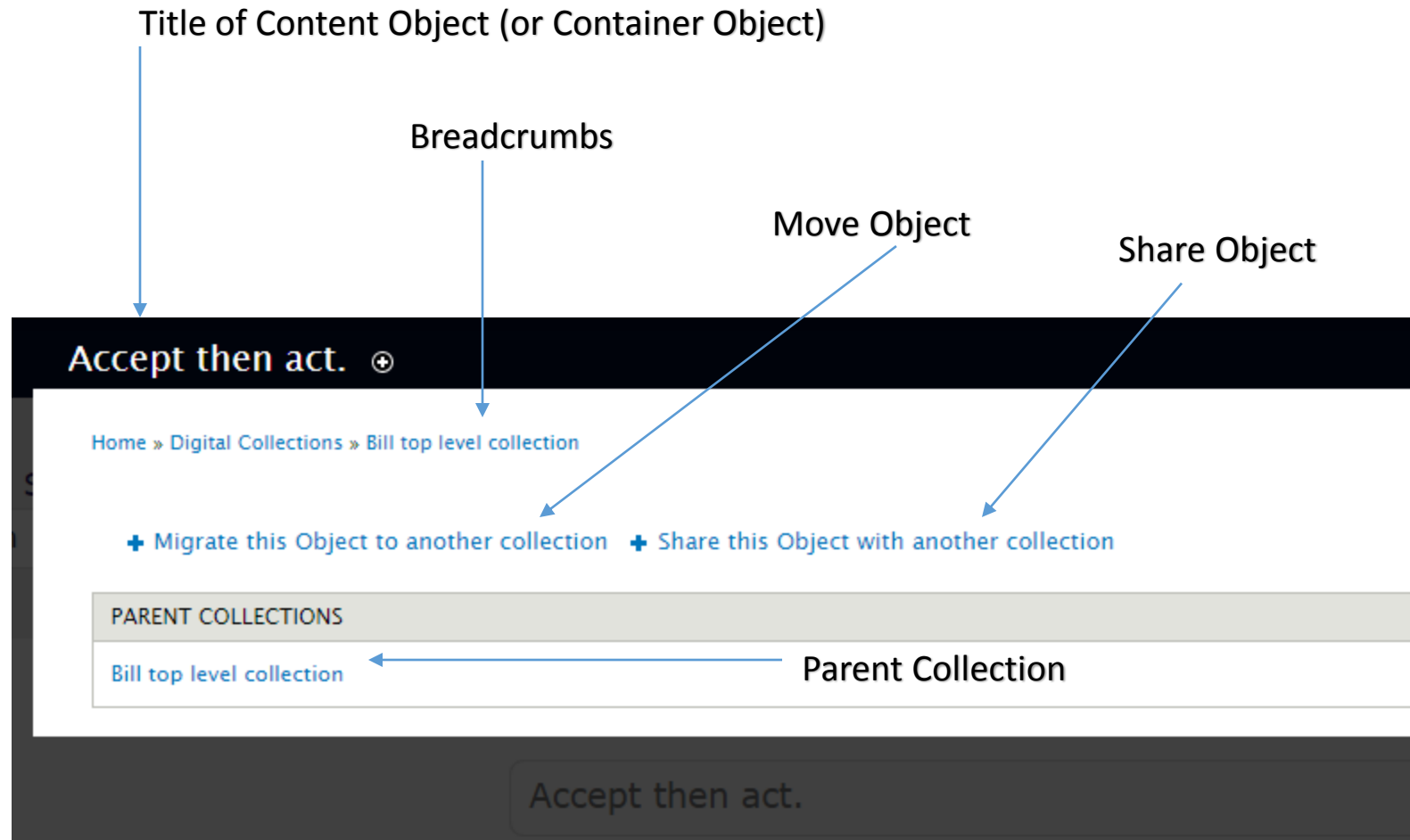
Import

Managing Content

- There are several ways to manage your “content”.
 - Change the thumbnail for what is displayed (option open to most users – site admins and above)
 - Edit metadata
 - Delete collections or Content Objects
 - Manage pages for books
 - Migrate digital assets from one collection to another
 - Share digital assets from one collection with another
 - Download datastreams
 - Harvest metadata using the OAI-PMH protocol
 - Regular check to see how your content appears in searches and facets
- If you “replace” or add a new MODS xml file, don’t forget to copy the handle to paste that into your new MODS xml file. *The system will not reassign a handle – so don’t forget to copy it over.*
- *Site Administrators are also responsible for creating their own MODS XML forms following CTDA MODS Guidelines*

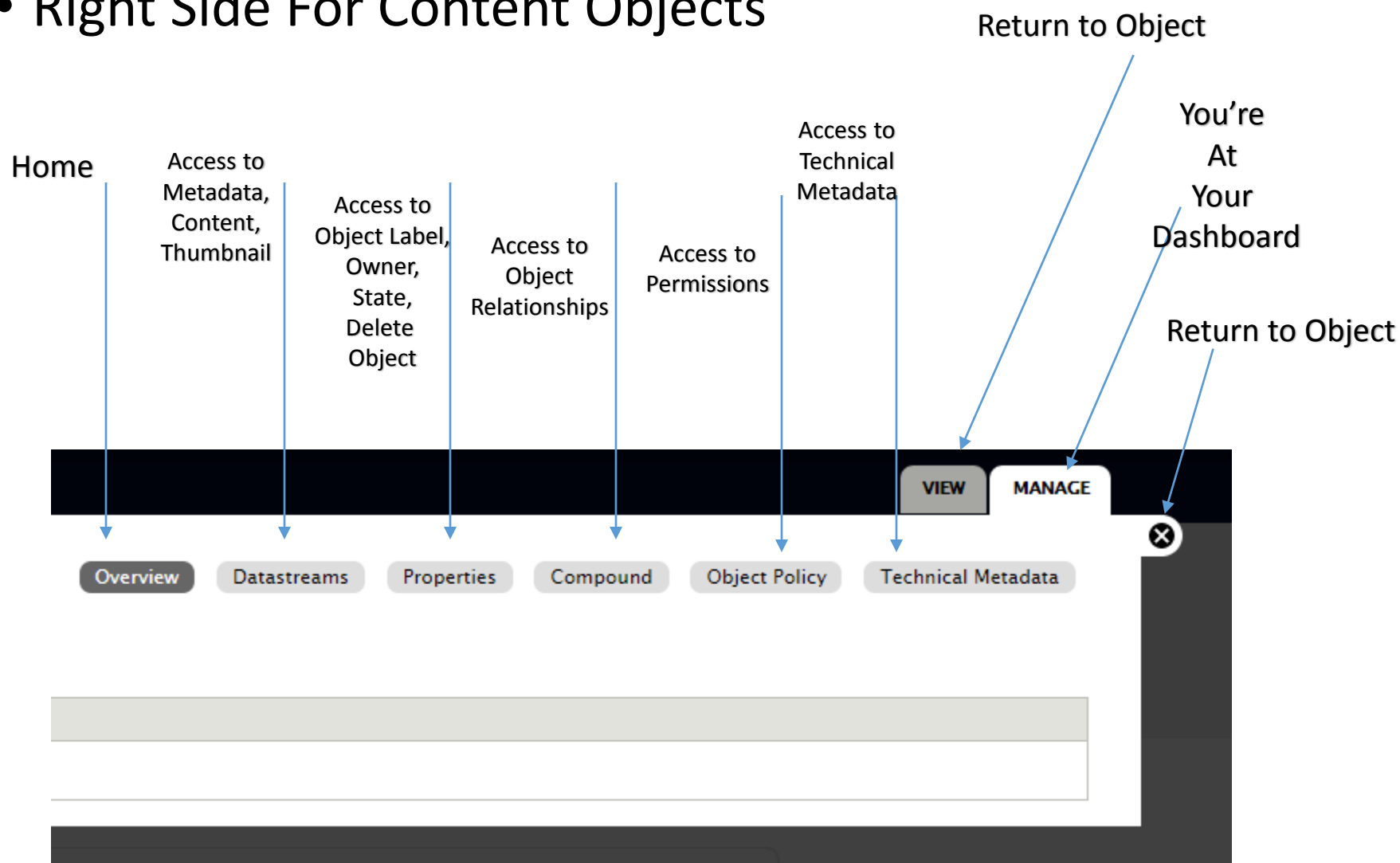
The Dashboard

- Left side



The Dashboard

- Right Side For Content Objects



The Dashboard

- Right Side for Container Objects

Access to:
Collection Policies (i.e. Add or Remove Content Models)
Share Members
Migrate Members
Delete Members of Collection

The screenshot shows a dashboard interface with a dark header and a light sidebar. The main content area has a top bar with 'VIEW' and 'MANAGE' buttons. Below this is a row of tabs: 'Overview', 'Datastreams', 'Properties', 'Collection', 'Compound', and 'Object Policy'. The 'Collection' tab is selected, and a blue arrow points to it from the text above. Below the tabs is a table with a single row showing a count of 34.

| COUNT |
|-------|
| 34 |

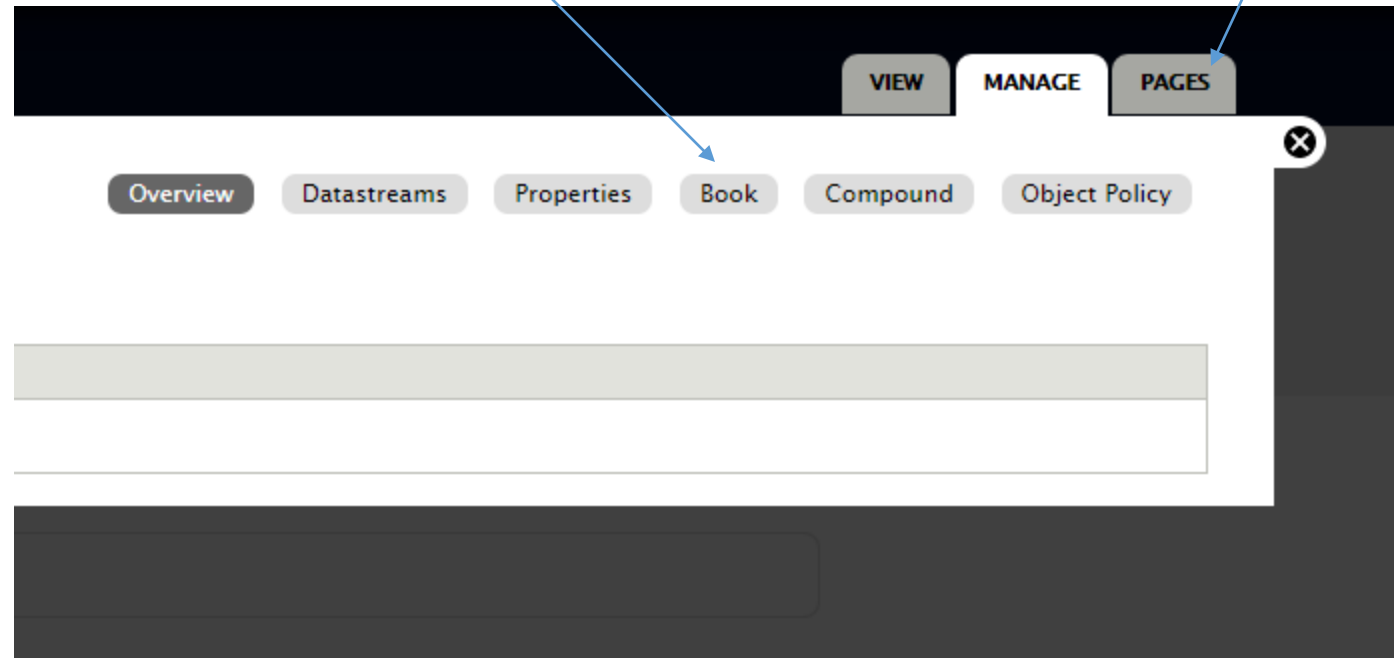
The Dashboard

- Right side for book content models

Access to left hand navigation for:

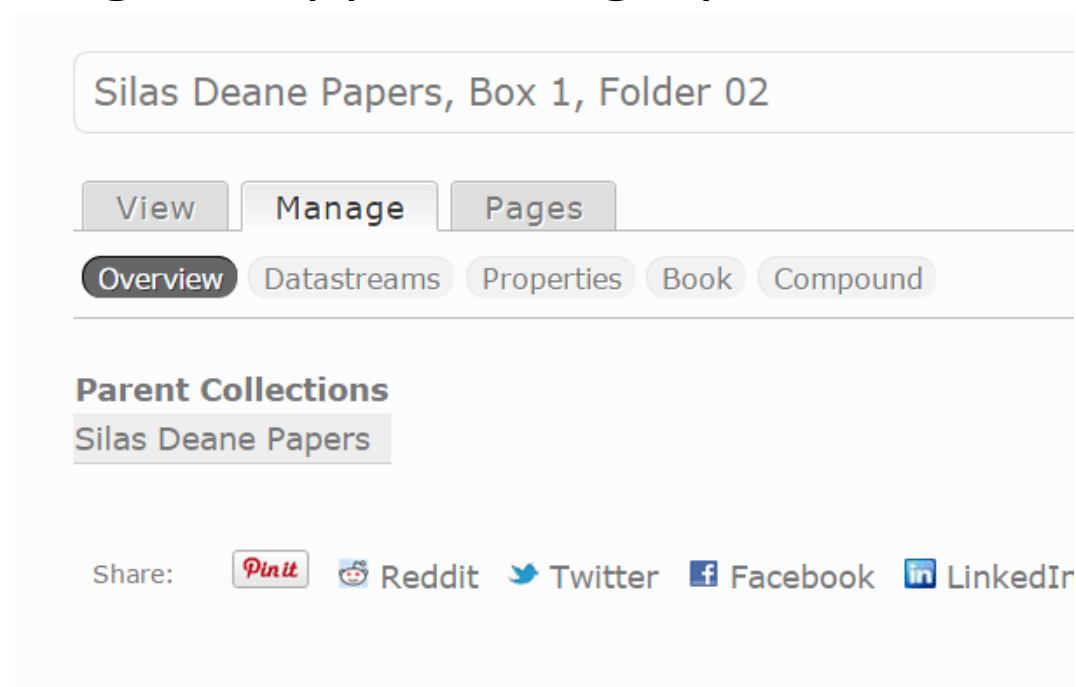
Add Page
Add Zipped Pages
Create PDF
Perform OCR
Create Images
Reorder pages
Delete pages
DPI for generated PDF

View All Pages



CAUTION

- The Dashboard **CAN LOOK DIFFERENTLY** as in the example below. The options DON'T change. It appears in gray underneath the



Edit Metadata

- Click “Manage”
- Click “Datastreams”
- Click “Edit” for the MODS datastream
 - This will open the metadata entry form
 - If you have access to several custom forms, select your metadata form
 - Click update
- If you need to replace the MODS datastream, click “Replace”. Remember that the MODS must be xml compliant with CTDA guidelines.
- For site admins, you can also add a data stream. To change any thumbnails, you will need to delete the existing thumbnail, add a data stream for TN, Thumbnail (jpg format)

CTDA Descriptive Metadata Standards

- CTDA uses the Metadata Object Description Schema (MODS) version 3.5 developed and maintained by the Library of Congress
- Cataloging Rules: Our implementation of MODS does not prescribe one set of cataloging rules
- Punctuation & HTML: Punctuation should only be retained if it occurs within an element and **SHOULD** be dropped between elements. Avoid the use of HTML.

Minimal MODS Record

- **Title**: Every record needs at least one title with no initial article for indexing purposes.
- **Resource Type**: Every record needs one of the following terms: text; cartographic; notated music; sound recording-musical; sound recording-nonmusical; sound recording; still image; moving image; three dimensional object; software, multimedia; mixed material. We use this information to facet searches.
- **Digital Resource Origin**: Every record needs to indicate whether it was born digital or digitized.
- **Held By Statement**: Every record needs to indicate the name of the institution that acts as a steward for the digital resource.
- **Rights statement**: Every record needs to have a statement on use and reproduction.
- **Aggregation Tag**: For those who participate in CHI, your CHI form has this code for you. If you have a custom form where you can select CHI because your resource is a part of CHI, then you must include this.
- **Persistent Identifier**: *This is system generated.*
- **Language of MODS Record**: Your metadata form automatically adds this for you. If you create your own MODS XML records, you must include this information as ISO 639-2b.

Required Value Lists

- ISO639-2b: Languages
- IANA Media Types: MIME types
- W3CDTF: Dates
- MODS <note> Type Values
- MARC Relator Terms for Role
- MODS Date qualifier values
- MODS required value lists for elements

Recommended Controlled Vocabularies

- Linked FAST (Faceted Application of Subject Terminology): Topics
- Library of Congress Linked Data Service: Authorities and Vocabularies: Names, Marc Relator Terms
- AAT (Art and Architecture Thesaurus): Genres
- TGN (Thesaurus of Geographic Names): Places

A Note on Users

- Your Account is meant only for your use. If you need a separate account for guests, volunteers, or staff, contact ctda@uconn.edu
- If you are a site administrator, you must be aware of how CTDA manages users and user roles. This only applies to those who have their own channel.

Resources

- <http://ctdigitalarchive.org/resources-for-participants/>
 - How to guides
 - MODS Implementation guides
 - Introduction to CTDA presentations
 - CTDigitalArchive Google Group
- CTDA Alert list: Please ask to be added to this list where all technical happenings that affect your work will be posted.

Support

ctda@uconn.edu