

# SonyProject Disc Selection for Natonal Jukebox

What follows is the procedure for checking that discs have been selected for digitization and verifying that all associated data is correct. Selection in SonyProject.com is the second step in the National Jukebox Workflow, it comes after physical selection from the stacks but before cleaning.

Start with this:

1. Sign into sonyproject.com
  - a. see Shared logins wiki page for creds
2. Click on Digitization

From the "digitization" menu link, enter the catalog or issue number (eg., e2208) into the search field and click enter.

**Sony Project**

Home Search Digitization Empty Cart Metadata Editor Admin

**Object Digitization**

e2208 FROM  
Catalog Number

☐ All Labels  
☐ Label Name:  **Find**

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**Current Cart**  
These are the items currently selected for digitization.  
[Check Out](#)

In an ideal world your search will turn up two database records that correspond EXACTLY to the catalog/ issue number AND matrix numbers AND take numbers of the disc in front of you, like so:

**Sony Project**

Home Search Digitization Empty Cart Metadata Editor Admin

**Takes for digitization**  
Red shaded rows denote records already digitized - They can be moved to your cart to reprint the barcode

Object	Matrix	Take	Title/Artist	Filename	Digitize
Columbia E1949	67849	1	Puppenfee walzer / K.U.K. Inf. Regt. Nr. 67	ucsb_col_e1949_01_67849_01	<b>Digitize</b>
Columbia E1949	67869	1	Radetzky marsch / K.U.K. Inf. Regt. Nr. 67	ucsb_col_e1949_01_67869_01	<b>Digitize</b>

If you do not see the take you have listed, add a filename for a non-listed take:  
 **Digitize**

If you do not know the take number of the object you have:  
 **Digitize**

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**Current Cart**  
These are the items currently selected for digitization.  
ucsb\_col\_e2190\_01\_11060\_01  
[Check Out](#)

IF the matrix, take, and issue numbers match the disc in front of you, press "Digitize" on the right hand side of the page.

IF the matrix, take, and issue numbers are incorrect, set the disc aside for review by ADP staff.

Occasionally, you will come across a search results page that looks like this:

# Sony Project

[Home](#)
[Search](#)
[Digitization](#)
[Empty Cart](#)
[Metadata Editor](#)
[Admin](#)

## Takes for digitization

Red shaded rows denote records already digitized - They can be moved to your cart to reprint the barcode

Object	Matrix	Take	Title/Artist	Filename	Digitize
Columbia E2187	12593	1	Kirtss in gross strizelsdorf / Unidentified performer(s) (Columbia Records)	ucsb_col_e2187_01_12593_01 ucsb_col_e2187_01_12593_01	Add Another De-Select
Columbia E2187	13428	1	Gaisbergbaum ländler / Radetsky Music in Salzburg	ucsb_col_e2187_01_13428_01 ucsb_col_e2187_01_13428_01	Add Another De-Select

If you do not see the take you have listed, add a filename for a non-listed take:

If you do not know the take number of the object you have:

[Send correction or additional recording to EDVR editors](#)

## Current Cart

These are the items currently selected for digitization.

[Check Out](#)

Which means that, for whatever reason, this record was selected but no barcode was printed.

IF the matrix, take, and issue numbers all match the disc in front of you, de-select and then re-select the discs using the buttons on the right hand side.

IF the matrix, take, and issue numbers don't match, set the disc aside for review by ADP staff.

Less frequently, you will come across records where the matrix number is the same, but the issue number, or even the institution code (cusb, dlc, clu, etc), differ, the search results will be in red.

IF the matrix and take numbers match, DO NOT DE-SELECT. This circumstance indicates that the matrix has been digitized by another institution/ on a different issue number.

IF, for any other reason, a disc's matrix, take, or issue number are inconsistent with the disc in your hand, set the disc aside for review by ADP staff.

Once you have finished selecting discs:

1. click the "Check Out" link at the bottom of the list of barcodes
2. scroll to the bottom of the new page of barcodes and click "download barcode file"
3. print out barcodes, following instructions on [printing barcodes](#) page
4. affix them to the low-left-hand corner of the record sleeve
5. When you are done, place the record on the rack "to be cleaned."

Keep in mind that the page also has an auto log-out, so downloading and printing barcodes every half-hour or so is best practice.