Helpful Spreadsheet Formulas
for processing Dublin Core Metadata to ISAD import template

Insert a new column to paste DC Metadata into ISAD template.

ISAD Field Title	Formula
qubitParentSlug	=CONCATENATE("ms136-s",C2) =LEFT(substitute(D2,"IC103-P","p-"),5) =LEFT(substitute(D2,"IC034-P","p-"),5)
eventStartDates	=LEFT(I2,4)
eventEndDates	=RIGHT(I2,4)
eventDates to @normal (optional)	=SUBSTITUTE(SUBSTITUTE(SUBSTITUTE(SUBSTITUTE(SUBSTITUTE(F2,"-","/"),"circa ",""),"various","0000"),"undated","0000"),"s","/"&LEFT(F2,3)&"9")
digitalObjectURI	=CONCATENATE("https://archiveslibrarytmcedu-001a.s3.us-east-2.amazonaws.com/IC103/",D2,".jpg") =CONCATENATE("https://archiveslibrarytmcedu-001a.s3.us-east-2.amazonaws.com/IC034/",D2,".jpg")
physicalObjectName	=CONCATENATE([box cell],"|",[folder cell]) =CONCATENATE(J2,"|",K2) DCD
physicalObjectLocation	collection#|Collection# IC 009|IC 009 IC 103
physicalObjectType	Box|Folder Box
subjectAccessPoints placeAccessPoints nameAccessPoints genreAccessPoints	=SUBSTITUTE(AF2,"; ","|")
generalNote	=CONCATENATE("#[Help describe this item!","]","(","https://tmc.libwizard.com/f/describe-it?3996664=https%3A%2F%2Farchives.library.tmc.edu%2F",LOWER(D2)," ",CHAR(34),"Provide a description of this image",CHAR(34),")#")
Identifier [adding leading zeros to	=TEXT(A2,"000")

| numbers 1 → 001] | |

ISAD Field	Dublin Core Field
legacyId	
parentId	
qubitParentSlug	formula
identifier	Identifier
title	Title
eventActors	
eventActorHistories	
eventTypes	"Creation"
eventDates	Date
eventStartDates	formula
eventEndDates	formula
levelOfDescription	"Item"
extentAndMedium	
repository	
archivalHistory	

acquisition	
scopeAndContent	Description
appraisal	
accruals	
arrangement	
accessConditions	
reproductionConditions	Rights
language	
script	
languageNote	
physicalCharacteristics	Type
findingAids	
locationOfOriginals	Source
locationOfCopies	
relatedUnitsOfDescription	
publicationNote	
generalNote	formula

subjectAccessPoints	Subjects (LCSH)
placeAccessPoints	Coverage
nameAccessPoints	Subjects (LCNAF)
genreAccessPoints	Subjects (AAT)
descriptionIdentifier	
institutionIdentifier	
rules	
descriptionStatus	
levelOfDetail	
revisionHistory	
languageOfDescription	
scriptOfDescription	
sources	
archivistNote	
publicationStatus	
physicalObjectName	formula
physicalObjectLocation	formula

physicalObjectType	formula
alternativeIdentifiers	
alternativeIdentifierLabels	
digitalObjectPath	
digitalObjectURI	formula
digitalObjectChecksum	
culture	en