**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 numbers 1 🡪 001] | =TEXT(A2,"000") |

|  |  |
| --- | --- |
| **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 |