


2-26-2016

Batch Creation of METS Files for Upload to dPanther

Kelley F. Rowan

Florida International University, krowan@fiu.edu

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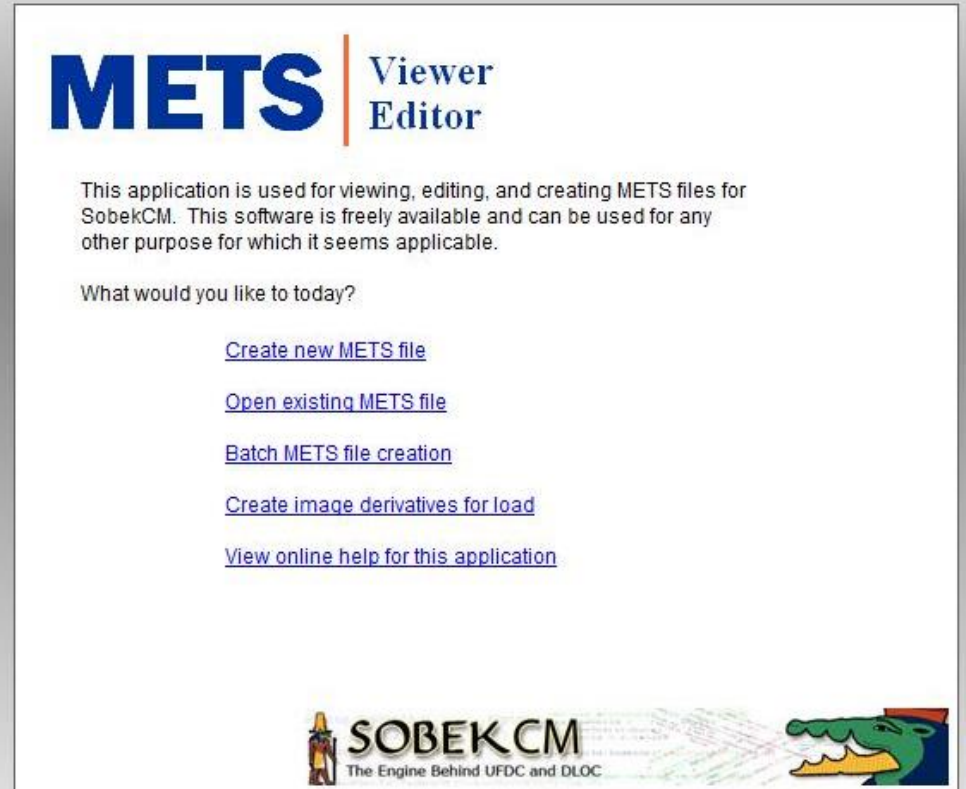
Recommended Citation

Rowan, Kelley F., "Batch Creation of METS Files for Upload to dPanther" (2016). *Works of the FIU Libraries*. Paper 39.
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BATCH CREATION OF METS FILES

For Upload to dPanther





METS | Viewer
Editor

This application is used for viewing, editing, and creating METS files for SobekCM. This software is freely available and can be used for any other purpose for which it seems applicable.

What would you like to do today?

- [Create new METS file](#)
- [Open existing METS file](#)
- [Batch METS file creation](#)
- [Create image derivatives for load](#)
- [View online help for this application](#)

 **SOBEK CM**
The Engine Behind UFDC and DLOC 

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SOBEK CM
The Engine Behind UFDC and DLOC



Select the type of batch action you would like to perform:

[Import from Excel or CSV File](#)

This option imports metadata from a spreadsheet or comma-separated value (CSV) file. To use this option the first row of your worksheet or file must be a header row with column labels.

[Convert a MARC21 file to METS](#)

This option reads a MARC21 report file and creates METS files with all the bibliographic information from the MARC records.

[Step through a series of directories](#)

This option recurses through a series of subdirectories attempting to create complete packages, by searching for a metadata file and adding all files to the package.

[Harvest metadata via OAI-PMH](#)

This option harvests metadata for digital resources from an OAI-PMH data provider/repository and creates METS files for loading.

[Back to main menu](#)

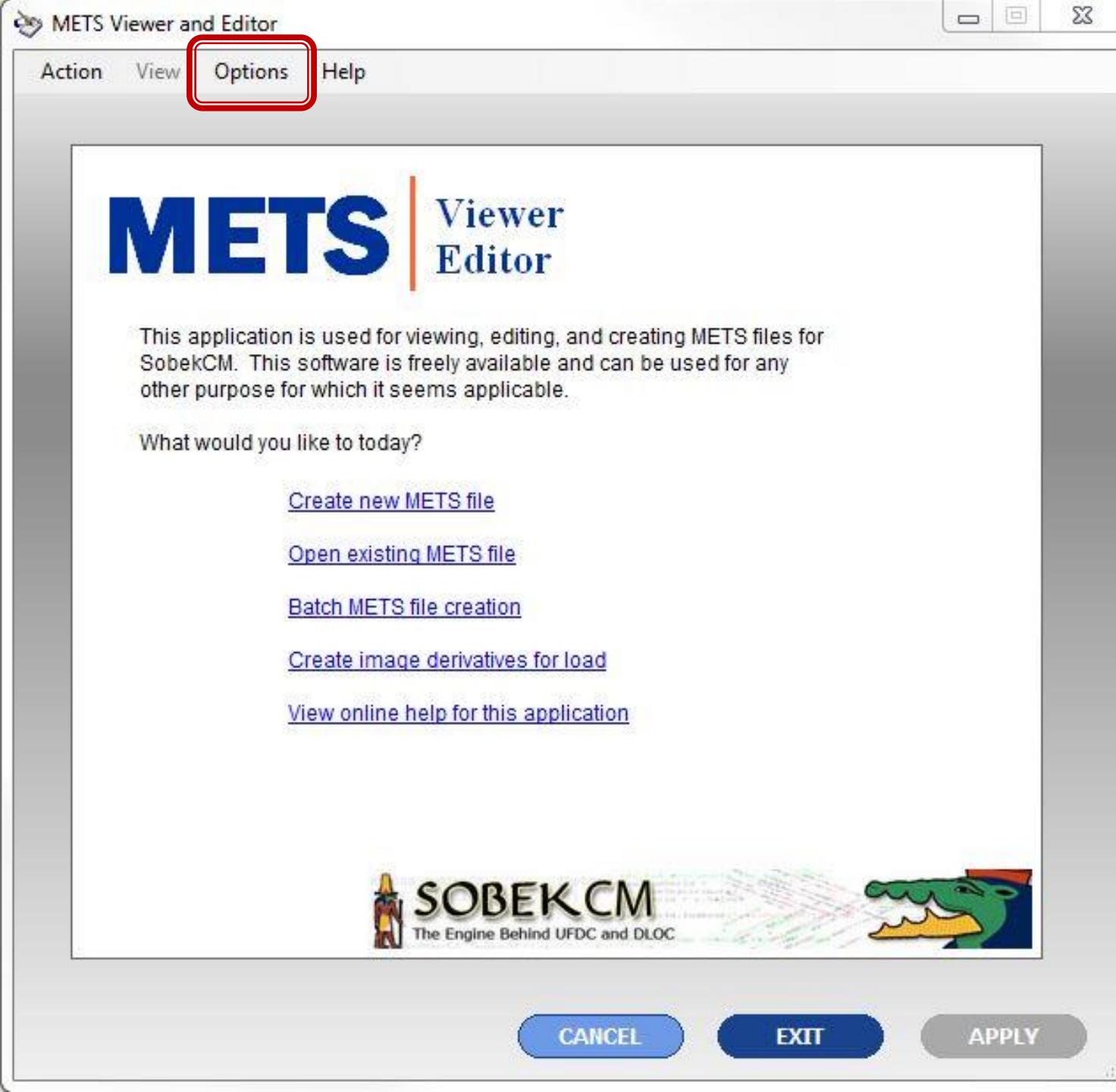
[Import from Excel or CSV File](#)

This option imports metadata from a spreadsheet or comma-separated value (CSV) file. To use this option the first row of your worksheet or file must be a header row with column labels.

CANCEL

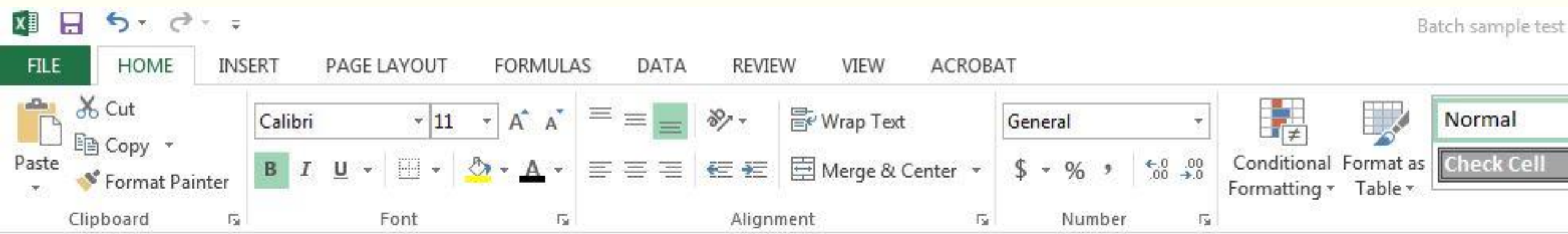
EXIT

APPLY



Metadata Preferences

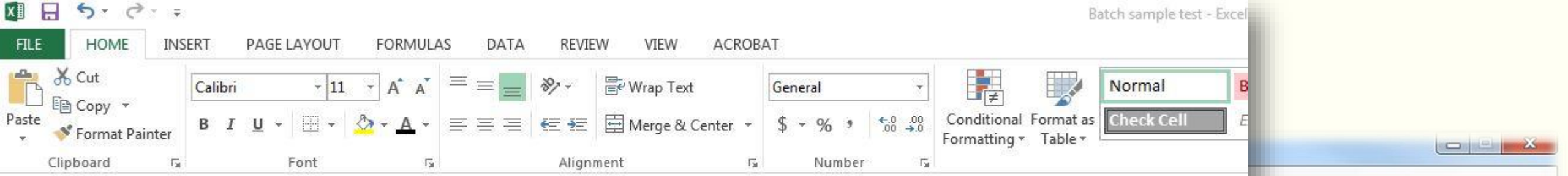
- ▶ General Options
 - ▶ .mets = dpanther
 - ▶ .xml = FDA
- ▶ Scheme
 - ▶ MODS
- ▶ Template
 - ▶ Complete
- ▶ Add-Ons
 - ▶ SobekCM = dpanther
 - ▶ FCLA = FDA
- ▶ SobekCM (last tab)
 - ▶ Add aggregations



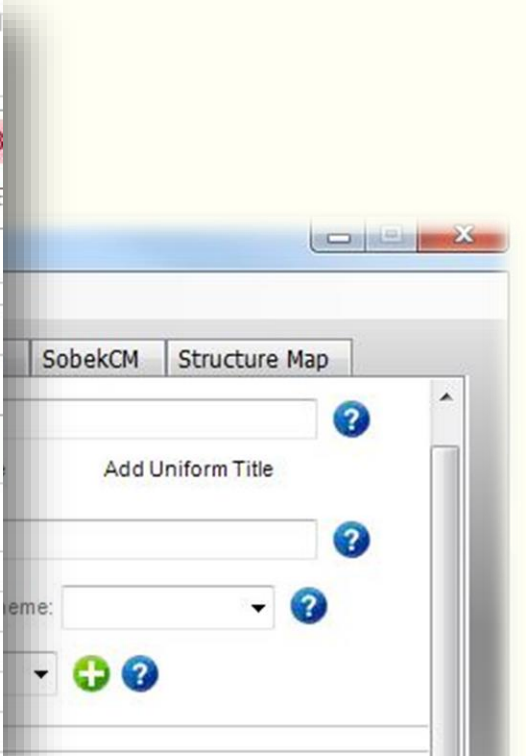
| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|-------------------|-------------------|----------------|------------------|----------------|-------------|-------------|-----------------------------|--------------------|---------------|-----------------|--------------|
| 1 | Identifier | Title | Creator | Publisher | subject | date | city | physical description | aggregation | rights | language | BibID |
| 2 | FI14040001 | For the Rowan, Ke | Florida Int | cats, felin | | 2016-02-12 | Miami (Fla | text | CGM | Please cor | English | FI14040001 |
| 3 | FI14040002 | For the Rowan, Ke | Florida Int | dogs, cani | | 2016-02-12 | Miami (Fla | text | CGM | Please cor | English | FI14040002 |
| 4 | FI14040003 | For the Rowan, Ke | Florida Int | rodents, r | | 2016-02-12 | Miami (Fla | text | CGM | Please cor | English | FI14040003 |
| 5 | FI14040004 | For the Rowan, Ke | Florida Int | aviary, avi | | 2016-02-12 | Miami (Fla | text | CGM | Please cor | English | FI14040004 |
| 6 | | | | | | | | | | | | |

BIBID: required field for individual items

Date Field: official dpanther format: yyyy-mm-dd



| OUTPUT | | | | | | | | | | | | | |
|------------|-----------------|---------------|----------------------------------|---------------|-----------|-----------------|----------|------------|--|----------|-----------|------------|---------|
| IDENTIFIER | TITLE | CREATOR | PUBLISHER | SUBJECT | DATE | CITY | PHYSICAL | AGGREGATOR | RIGHTS | LANGUAGE | BIBID | NEW BIB ID | NEW VID |
| FI1404000 | For the Love of | Rowan, Kelley | Florida International University | cats, feline | 2/12/2016 | Miami (Florida) | text | CGM | Please contact your librarian for more information | English | FI1404000 | FI14040001 | 00001 |
| FI1404000 | For the love of | Rowan, Kelley | Florida International University | dogs, canine | 2/12/2016 | Miami (Florida) | text | CGM | Please contact your librarian for more information | English | FI1404000 | FI14040002 | 00001 |
| FI1404000 | For the love of | Rowan, Kelley | Florida International University | rodents, rats | 2/12/2016 | Miami (Florida) | text | CGM | Please contact your librarian for more information | English | FI1404000 | FI14040003 | 00001 |
| FI1404000 | For the love of | Rowan, Kelley | Florida International University | aviary, avian | 2/12/2016 | Miami (Florida) | text | CGM | Please contact your librarian for more information | English | FI1404000 | FI14040004 | 00001 |



Date fields will be altered during batch creation

Creator: + ?

Donor: ?

Publication Details

Publisher: + ?

Manufacturer: + ?

Publication Date: ?

Copyright Date: ?

Edition: ?

CANCEL FINISH APPLY

METS Viewer Editor

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What would you like to today?

[Create new METS file](#)

[Open existing METS file](#)

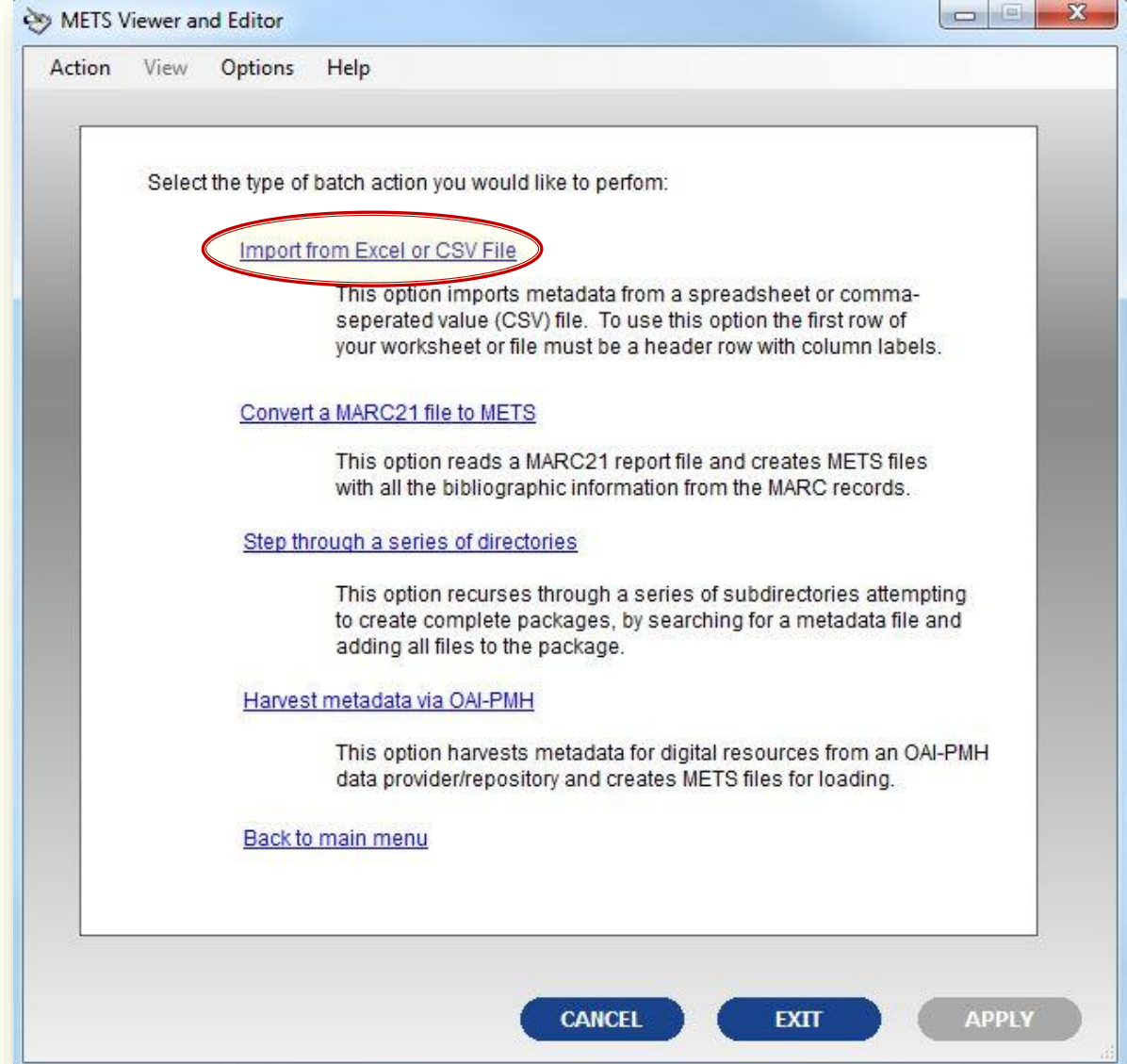
[Batch METS file creation](#)

[Create image derivatives for load](#)

[View online help for this application](#)



Step 1



Step 2

Overview of batch creation

1. Select your file
2. Choose the correct sheet in your Excel file
3. Check your mappings & constants
4. Choose the destination folder

METS Editor - Spreadsheet Batch Processor

Spreadsheet Batch Processor

Step 1: Select the source data file to import an Excel spreadsheet.
File:

Step 2: Select worksheet from the dropdown list.
Sheet:

Step 3: Select column mappings and constants

Mappings

| | |
|---|---|
| <input type="text" value="Creator"/> | <input type="text" value="Creator"/> |
| <input type="text" value="Publisher"/> | <input type="text" value="Publisher"/> |
| <input type="text" value="subject"/> | <input type="text" value="Subject Keyword"/> |
| <input type="text" value="date"/> | <input type="text" value="Date"/> |
| <input type="text" value="city"/> | <input type="text" value="Geography.City"/> |
| <input type="text" value="physical description"/> | <input type="text" value="Format"/> |
| <input type="text" value="aggregation"/> | <input type="text" value="Aggregation Code"/> |
| <input type="text" value="rights"/> | <input type="text" value="Rights"/> |

Step 4: Select destination folder for METS files
Destination:

Step 5: Click the Execute button

Spreadsheet Batch Processor

Step 1: Select the source data file to import an Excel spreadsheet.

File:

Step 2: Select worksheet from the dropdown list.

Sheet:

Step 3: Select column mappings and constants

Mappings

| | |
|---|---|
| <input type="text" value="Creator"/> | <input type="text" value="Creator"/> |
| <input type="text" value="Publisher"/> | <input type="text" value="Publisher"/> |
| <input type="text" value="subject"/> | <input type="text" value="Subject Keyword"/> |
| <input type="text" value="date"/> | <input type="text" value="Date"/> |
| <input type="text" value="city"/> | <input type="text" value="Geography.City"/> |
| <input type="text" value="physical description"/> | <input type="text" value="Format"/> |
| <input type="text" value="aggregation"/> | <input type="text" value="Aggregation Code"/> |
| <input type="text" value="rights"/> | <input type="text" value="Rights"/> |

Step 4: Select destination folder for METS files

Destination:

Step 5: Click the Execute button

Mapping your headings

1. Use as many aggregation columns as you need.
2. Use drop-down lists to find the most appropriate field to map to.
3. You can use as many aggregations as needed
4. The Notes field will only generate a general note

Spreadsheet Batch Processor

Step 1: Select the source data file to import an Excel spreadsheet.

File:

Step 2: Select worksheet from the dropdown list.

Sheet:

Step 3: Select column mappings and constants

Mappings Constants

| | |
|----------------------|----------------------|
| First BibID | <input type="text"/> |
| Material Type | <input type="text"/> |
| Aggregation Code | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Step 4: Select destination folder for METS files

Destination:

Step 5: Click the Execute button

◀ EXIT

EXECUTE ▶

Mapping your constants

1. First BibID: for individual records, choose **NONE** from the drop down menu.
 - If you want serial _0001 numbers, enter the first FI#
2. Material type: choose **NONE** if you mapped *physical description* to *material type* in the “mappings” tab.
 - Otherwise, book is your only option for textual material.
3. Aggregation Code: choose **NONE** if you mapped this on the “mappings” tab

Excel ribbon: Home, Layout, Tables, Charts, SmartArt, Formulas, Data, Review. Font: Calibri, 12. Alignment: abc, Wrap Text. Number: General. Format: Normal, Bad, Good, Neutral, Calculation, Check Cell, Explanatory..., Input, Linked Cell, Note, Output, Warning Text, Heading 1, Heading 2. Cells: Insert, Delete, Format, Themes.





| | A | B | C | D | E | F | G | H | I | J |
|----|---|---------------|--------------------------|--------------------------|----------------------------------|------------|-------------------|------------------|----------|--|
| 1 | Title | Resource Type | Creator | Donor | Publisher | BibID | Volume Identifier | Identifier | Language | Rights |
| 2 | Miami 1920's photo album II | text | FitzGibbon Drummond, Eva | FitzGibbon Drummond, Eva | Florida International University | FI15110102 | 00001 | FI15110102_00001 | English | Please contact the owning institution for licensing and permissions. It is the users responsibility to ensure use does not violate any third party rights. |
| 3 | Lakeside pool, Roanoke Virginia 1923 - Helen, Louise, Patty women and children in bathing suits | still image | FitzGibbon Drummond, Eva | FitzGibbon Drummond, Eva | Florida International University | FI15110102 | 00002 | FI15110102_00002 | English | Please contact the owning institution for licensing and permissions. It is the users responsibility to ensure use does not violate any third party rights. |
| 4 | Lakeside pool, Roanoke Virginia 1923 - Marge and Gene man and woman at beach | still image | FitzGibbon Drummond, Eva | FitzGibbon Drummond, Eva | Florida International University | FI15110102 | 00003 | FI15110102_00003 | English | Please contact the owning institution for licensing and permissions. It is the users responsibility to ensure use does not violate any third party rights. |
| 5 | Lakeside - Pat, Louise, Eva, Patty man, woman and child in bathing suits | still image | FitzGibbon Drummond, Eva | FitzGibbon Drummond, Eva | Florida International University | FI15110102 | 00004 | FI15110102_00004 | English | Please contact the owning institution for licensing and permissions. It is the users responsibility to ensure use does not violate any third party rights. |
| 6 | Lakeside pool slide | still image | FitzGibbon Drummond, Eva | FitzGibbon Drummond, Eva | Florida International University | FI15110102 | 00005 | FI15110102_00005 | English | Please contact the owning institution for licensing and permissions. It is the users responsibility to ensure use does not violate any third party rights. |
| 7 | Lakeside - Eva, Helen, Patty swimmers on top of pool slide | still image | FitzGibbon Drummond, Eva | FitzGibbon Drummond, Eva | Florida International University | FI15110102 | 00006 | FI15110102_00006 | English | Please contact the owning institution for licensing and permissions. It is the users responsibility to ensure use does not violate any third party rights. |
| 8 | Lakeside swimmers sitting on side of pool | still image | FitzGibbon Drummond, Eva | FitzGibbon Drummond, Eva | Florida International University | FI15110102 | 00007 | FI15110102_00007 | English | Please contact the owning institution for licensing and permissions. It is the users responsibility to ensure use does not violate any third party rights. |
| 9 | Natural Bridge, VA - Eva, Kelly, Harry Hanna, Sis | still image | FitzGibbon Drummond, Eva | FitzGibbon Drummond, Eva | Florida International University | FI15110102 | 00008 | FI15110102_00008 | English | Please contact the owning institution for licensing and permissions. It is the users responsibility to ensure use does not violate any third party rights. |
| 10 | Natural Bridge, VA two women and a man | still image | FitzGibbon Drummond, Eva | FitzGibbon Drummond, Eva | Florida International University | FI15110102 | 00009 | FI15110102_00009 | English | Please contact the owning institution for licensing and permissions. It is the users responsibility to ensure use does not violate any third party rights. |

Entering a “First BibID” in the constants tab will create volume identifiers in order

Files with _0001 automatically added by including BIBID in spreadsheet



Files with serial _0001 added by entering a “First BIBID” in the constants tab

| Name | Date modified | Type | Size |
|---|--------------------|-----------|------|
|  FI14040001_00001.mets | 2/25/2016 11:56 AM | METS File | 4 KB |
|  FI14040001_00002.mets | 2/12/2016 3:20 PM | METS File | 4 KB |
|  FI14040001_00003.mets | 2/12/2016 3:20 PM | METS File | 4 KB |
|  FI14040001_00004.mets | 2/12/2016 3:20 PM | METS File | 4 KB |

Record in dPanther

Resource type/physical description/material type – defaults to book

Date defaults to this format during batch processing

- Enter the data for this item below and press the SAVE button when all your edits are complete.
- Clicking on the green plus button (+) will add another instance of the element, if the element is repeatable.
- You are using the full editing form because this item contains complex elements or was derived from MARC.
- Click here for detailed instructions on editing metadata online.

Material Information | Subjects and Notes | Record Information | Other | Preview

← CANCEL **SAVE ►**

Basic Information

Main Title: ?

Other Titles: + ?

Resource Type: ?

Language: + ?

Name Authorities

Creator: + ?

Donor: ?

Publication Details

Publisher: Name: Location(s): + ?

Manufacturer: Name: Location(s): + ?

Publication Date: ?

Copyright Year: ?

Edition: ?

← CANCEL **SAVE ►**

Getting ready for upload to dPanther

PRELIMINARY GUIDELINES & WORKFLOW ▾

DIGITIZATION ▾

PROCESSING ▾

OCR - PRIME & ABBYY ▾

METADATA

- METADATA SCHEMAS AND HELP**
- SOBEKCM METS EDITOR**
 - sobekcm mets editor
- BATCH CREATION OF METS FILES FROM...**
- SOBEKCM BIBLIOGRAPHIC IDENTIFIER (BIBID) RULES**
- NAME AUTHORITIES**

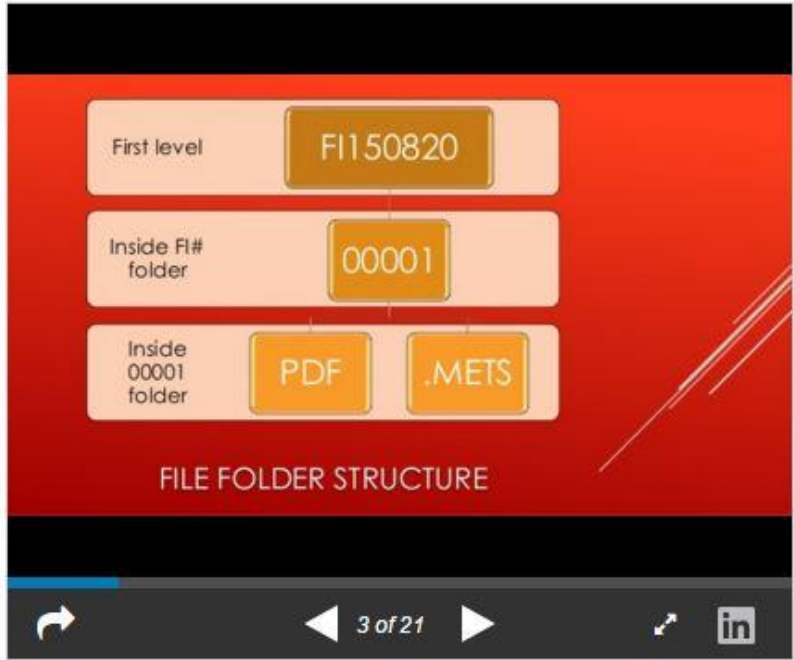
DPANTHER ▾

- ETDS** ▾
- RTDS** ▾
- DIGITAL COMMONS /IR** ▾
- DIGITAL PRESERVATION (FDA)** ▾
- OTHER RESOURCES**

sobekcm mets editor [Settings] [Close]

Metadata options (MODS) | Metadata options (XML) | Metadata Creation (MODS)

METS editor for dPanther (Presentation) | METS editor for dPanther (PDF)



FILE FOLDER STRUCTURE

SobekCM Mets Editor for Use with dPanther from Kelley Rowan

✎ ▾

⚙ Add / Reorder ▾

LibGuide

<http://libguides.fiu.edu/digitalprojects>



krowan@fiu.edu

305-348-6485