

# The Catholic University of America



*The American Catholic History Research  
Center and University Archives*

## Manuscript Digitization Manual

*July, 2016*

## **ACUA Digitization Manual**

### **I – Selection**

The initial decision to digitize any given collection depends on several criteria (see Appendix A). These criteria include:

- Intrinsic value
- Enhancing access
- Preservation
- Intellectual control
- Added functionality
- Marketing

Intrinsic value is defined as possessing any of the following qualities: uniqueness, at risk, of institutional importance, of wide historical significance. Added functionalities include: full-text OCR, searchability, visual enhancements, image tagging. Marketing considerations include: popular or famous subject matter, aesthetically interesting, high social value, or collaboration opportunity. This data is tabulated in a collection-wide survey (see Appendix B).

The second component in the digitization equation is usage statistics. These statistics are gathered from three sources: our own internal researcher database, email reference statistics maintained by the Digital Archivist, and hosted on the staff Google Drive and Google analytics for the CUA Libraries website (specifically, finding aid hits).

### **II – Internal vs. External**

If a collection meets these criteria, the next decision is whether to digitize internally or through a vendor. Considerations for this stage are:

- Size. Smaller manuscript collections (20 linear feet and below) will typically be selected for internal scanning. Components of larger collections (20 linear feet and above) may be selected for internal scanning, but generally will be added into a separate queue for vendor digitization. Collections over 20 linear feet are not a viable use of staff time and ACUA funds.
- Format. We have the technical capability to digitize manuscript material (18 “ x 14” and below) and photographs (18” x 14” and below) . We do not have the technical capability to digitize microfilm, motion picture film, or oversize items. Any items of this nature are automatically categorized as vendor-only.

Note that it may be possible in some instances to utilize the resources of other WRLC member libraries (including Mullen) to scan oversize materials.

Once collections have been categorized, the preliminary internal and external digitization queues will be discussed by ACUA staff at a dedicated semi-annual meeting. These meetings will take place on the first Thursday of every semester. Additional factors that will be discussed at

these meetings will include both the objective data detailed above but also more subjective points such as:

- Researcher interest in particular collections.
- University interest in potential scanning projects.
- ACUA staff suggestions for scanning projects not otherwise supported by hard data (e.g. “invisible” collections).

It is worth highlighting that digitization decisions will be made holistically, based on input from all noted areas above. ACUA staff will have the final say on any decisions made.

### **III – Other Considerations**

When a vendor approaches ACUA with a digitization proposal, we consider the following:

- What is the linear footage of the collection? Do we have capacity to perform digitization ourselves in a reasonable amount of time? If so, we would only consider outsourcing if no cost (monetary or in staff time) would be incurred by ACUA.
- What format is the material in? If something is, say, oversize or microfilm, then we would consider the proposal due to our inability to perform digitization in-house.
- Are there any royalty payments embedded into the proposal? If yes, strongly consider outsourcing.
- Will the vendor provide high resolution TIFFs for preservation purposes? If yes, strongly consider outsourcing.
- Will the project create additional exposure to ACUA materials for new audiences? If yes, strongly consider outsourcing.
- Will digitized materials be behind a pay-wall or part of a subscription service? If yes, strongly consider performing digitization in-house.
- Would we be limited in ways we could use the material in future? If yes, strongly consider performing digitization in-house.
- Would we be able to make materials available via our own web portal (currently Islandora)? If so, consider outsourcing.
- Would material be digitized in a non-proprietary, open format? If so, consider outsourcing.
- Can the vendor create metadata that we cannot? For example: METS/ALTO for newspaper digitization. If yes, consider outsourcing.

ACUA will discuss any vendor (or partner) proposals as part of the semi-annual digitization meetings.

### **IV – Digitization Workflow**

Since the parameters of each scanning project differ, this document will only provide general details. Each individual project has its own dedicated manual, written by the Digital Archivist. Internal scanning is handled by a team comprised of the Digital Archivist and a rotating staff of student workers. Students adhere to project parameters set by the Digital Archivist and check

their own work during a scanning shift. It is the responsibility of the Digital Archivist to manage the students, perform quality control (QC) checks on the scanned materials, finalize the high resolution TIFFs, and create object metadata (MODS XML).

### Scanner Quick Settings

When Omniscan is opened, users are presented with a screen allowing them to select pre-determined scan settings. Students will select the scan settings (set by the Digital Archivist) relative to their project.

### Naming Conventions

Students will name their projects as follows:

cua\_achcnumber\_collection\_b1\_f1

achcnumber = collection number (for example: “achc207”)

collection = collection name (for example: “cooper”)

b = box number

f = folder number

### Clip Settings

Clips are set by the Digital Archivist. Clip settings are generally as follows: 400 dpi, Color 24, Automatic Adaptation. Students should not alter these settings.

### Scanning

Before scanning, the glass plate must be set to open automatically after every scan. The icon for this is on the right hand side of the main toolbar.

Automatic Adaptation ensures that items can be placed anywhere on the scanning bed, and the system will adjust to compensate. To scan, simply position the item relatively straight in the center of the scanning bed. Depress the glass plate, and wait for the scan to complete. Once the scan is complete, the glass plate will release. Repeat until scanning of the folder is complete. The project should then be closed from the File menu.

When scanning, students should be mindful of the following:

- The fluorescent light above the scanning station must be turned off. It can create reflections and interfere with the resulting scan.
- Papers on the scanning bed tend to move when the glass plate springs open. Students should be mindful of this to avoid losing or damaging them.
- Student should glance at the screen after each scan to ensure that no text has been cropped from the edges. If this occurs, the scanning area must be manually adjusted by

dragging the clip edge to enlarge as needed. The software will correct the image immediately.

- Items that have been accidentally skipped can be inserted by hovering the cursor between thumbnails, waiting for the “insert” icon to appear, clicking, then scanning. The cursor should be returned to the end of the thumbnail list once the insertion is complete.
- Images can be deleted by right clicking on the item thumbnail, and selecting “delete.”
- Students should not click “Finalize”.

Only complete folders should be scanned. If a student completes a folder early during their shift, but does not have time to start and finish another, they should stop, and mark their place in the box so the next person can resume from where they left off. If a folder remains unfinished at shift end, the Digital Archivist should be informed.

When a folder has been scanned, students must complete an online shift log (a template for which can be located at:

<https://docs.google.com/a/cua.edu/forms/d/1iUglJYRzQDovoxW9lXbYPWCwK6Y2oHWoXyInbJozBM8/edit> ). Students must also place documents back in their container in original order once scanning is complete.

## **V – Quality Control (QC)**

QC is the process of checking scanned images for errors. Possible errors include:

- Cropped text or other missing information.
- Reflections in the glass plate.
- Visible debris on the scanned item.
- Visibility of the scanner’s hands.
- Artifacts generated by the scanner software.

Any images containing these errors must be rescanned. QC also involves adjusting images – this may involve rotation or cropping.

Once QC is complete, the Digital Archivist must finalize the folder. To do this, click “finalize” and name the images based on the `cua_achnumber_collection_bo1_fo1_` convention (note the additional underscore at the end of the file name. When this is done, finalize. Note that this step may take several minutes, depending on the number of images in the folder.

At the end of the workday, all new QC’d folders are **copied and pasted** (not cut and pasted) to an external hard drive.

## **VI – Staff and Space**

Note that a single student cannot legally work more than 19 hours per week. In order to viably scan any volume of material, the Zeutschel should be operated for 19 hours per week. In the event that the scanning schedule (see Appendix C) does not have the Zeutschel staffed for 19 hours for more than 2 consecutive weeks (due, for example, to student worker turnover), a new student should be hired to make up those hours.

Further note that in order to scan, no more than two students can be scheduled to work in the red room at any one time. This is due to limited computer stations and desk space (a student scanner requires access both to the Zeuschel PC and to another, internet-connected PC).

## **VII – Ingest Workflow (Paged Object)**

1. Log onto your staging site (e.g. cu-islandora-stage.wrlc.org). Before you start, make sure that derivative generation is turned off for new ingests. In the “Islandora” menu, scroll down to “Configuration” and check “Defer derivative generation during ingest”. Click “Save configuration”.
2. Now, zip your files (in Windows, right click the items or folder and select “add to zip”). Be sure to keep the zip archive file under 2 GB, unless you’ve adjusted the file size limit in Islandora. Do this for the entire collection (I suggest going folder by folder; if folders are larger than 2 GB, create multiple zip archives for the folder).
3. Navigate to where you want to create the collection, and click the “Manage” tab. Click “Add an object to this collection”. On the next page, leave “Collection PID” blank, check “Inherit collection policy”, and select the name of your institution from the drop down menu. Click “Next”.
4. On the next page, select “DPC MODS form” and click “Next”. On the next page, if you wish to upload a MARC record, do so. Either way, click “Next”. On the following page, enter the collection metadata (“Title” and “Extent” are required fields). Scroll to the bottom and click “Ingest”.
5. You’ll be presented with an empty collection. Click on the “Manage” tab. Now click “Collection”. On the “Manage Collection Policy” page, check “Islandora Internet Archive Book Content Model”, then “Update Collection Policy” at the foot of the page. Now click the “Overview” tab.
6. Click “Add an object to this collection”. From the dropdown menu on the next page, select “Islandora Internet Archive Book Content Model”. On the next page, select a MODS form of your choosing (this guide uses the DSpace form), and click “Next”. As before, you can upload a MARC record if you wish on the next page. Click “Next”. Here, enter absolutely minimal metadata to speed ingest, and upload a complete MODS record post-ingest (make sure, however, to at least enter something in “Title”, enter “local” as identifier type, and the local identifier under “Identifier” so you can find the object later on). Click “Next”. On the next page, ignore all options and click “Ingest”.
7. You’ll now be presented with an empty book object page. Click “Manage”, “Book”, then “Add Zipped Pages”. Select the language of your materials, click “Browse” to find the correct zip archive, then click “Upload”. Wait until the upload has completed, and click “Add files”.
8. Repeat steps 5 through 8 for the entire collection.
9. Submit a ticket to servicedesk.wrlc.org (Module – “Digital Collections”, Value - “Islandora”, Severity – “General”) requesting JPEG, PDF, OCR (when appropriate), and Handle derivative generation for the collection.
10. When derivative generation is complete, create a MODS record for each object. Either use the form builder (Islandora/Form Builder/Document MODS form) to create a template that can be tailored to the objects in a text editor of your choosing (such as Oxygen XML Editor) or edit each MODS file natively in Islandora by going to “Datastreams” under the “Manage” tab, and clicking “edit”. If you created MODS XML using the first method, simply navigate to “Datastreams” under the “Manage” tab, click

“Replace”, and upload your record. Please ensure that you include the object handle in your MODS record.

## **VIII – Metadata**

Recommended MODS fields for each digital object are as follows:

**Title** - Title of the object

**Identifier Type** - "Local"

**Identifier** - The filename, according to CUA naming conventions

**Name Type** - "Personal" or "Corporate"

**Name Part** - Full name of the creator -

**Role** - "Creator"

**Type of resource** - Usually "text", but not always. For image, "still image"

**Publisher** - "The Catholic University of America"

**Date Created** - Creation date of the original in format YYYY-MM-DD; for date ranges use:

`<dateCreated encoding="w3cdtf" keyDate="yes" point="start">YYYY-MM-DD</dateCreated>`  
`<dateCreated encoding="w3cdtf" point="end"> YYYY-MM-DD </dateCreated>`

**Date Captured** - Date of digitization in format YYYY-MM-DD

**Language** - Usually "eng", but Google the ISO language code for whatever language the material is in

**Physical Description** - Usually "text", but not always. For image, "nonprojected graphic"

**Extent** - number of pages, e.g. "1 page"

**Digital Origin** - "digitized other analog"

**Type of Note** - "Description"

**Note** - Free text about points of interest in the object, e.g. a caption beneath a political cartoon - "Caption reads \_\_\_\_\_."

**Topical Subject** - LC Subject Heading related to the resource

**Use and Reproduction** - Determine copyright status of item and use the relevant RightsStatements.org statement

**Record Creation Date** - Date of MODS record creation in format YYYY-MM-DD

MODS templates can be found in **Appendix D** of this document, and also in the Archives Shared drive under \_shared files/web page files/MODS records/templates. Always save your MODS record with the file extension “.xml”.

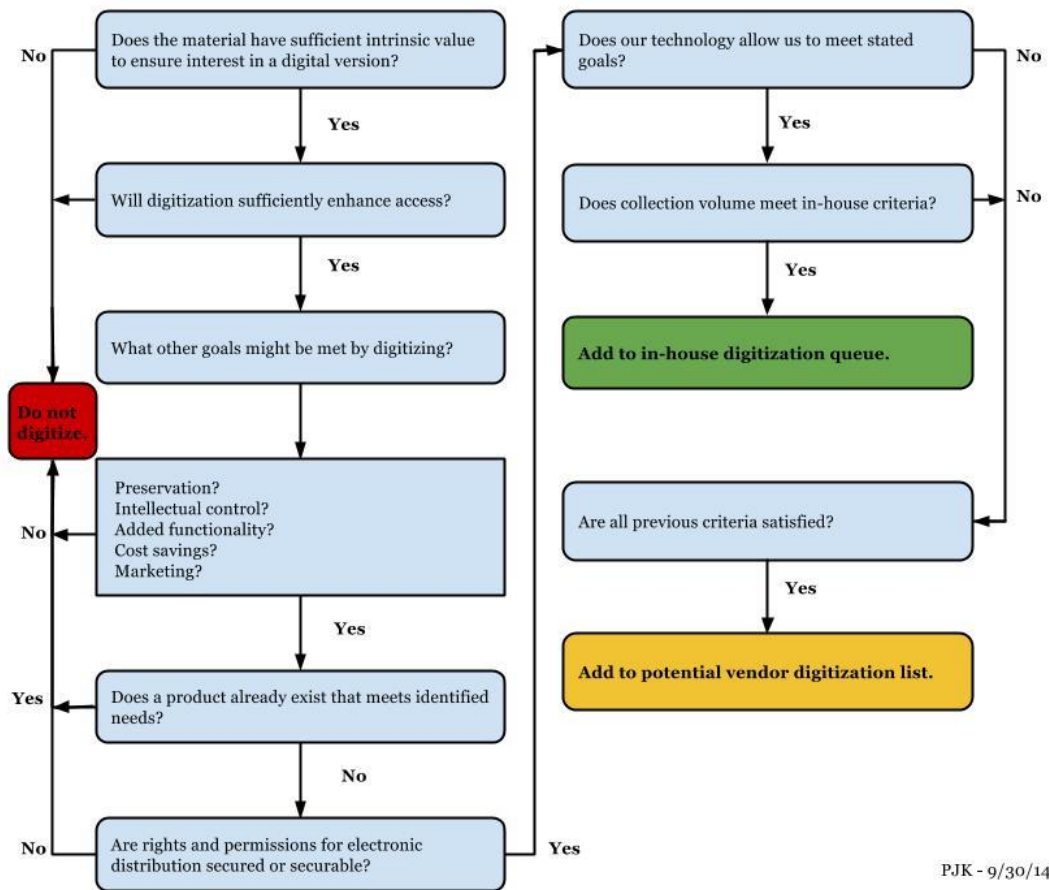
## **IX – Data Collection and Tabulation**

When scanning and metadata creation are complete, the Digital Archivist reports on various metrics generated from data gathered over the course of the project, from inception to conclusion. This data can be found in the spreadsheet generated from student scanning logs in the staff Google Drive. The relevant columns are “Time Taken” and “Number of Images”. In two unused cells, enter a SUM function in order to calculate total number of project hours and images (for example: “SUM=E3:E100”, assuming “E” is the column containing the data). This results in hard numbers for staff time in hours (multiply this number by 9 to calculate monetary staffing cost over the course of the project) and number of images (calculate average images per hour by dividing number of images by number of hours). These statistics are included in every project final report. Once this report is disseminated to ACUA staff, a meeting is held to discuss results, workflow, problem areas, and lessons learned.

PJK – 1/28/15 (revised July 2016)



## Appendix A



## **Appendix B**

### **Digitization Queue Survey**

**\* Required**

**1. Collection Title \***

.....

**2. Collection Number \***

.....

**3. Number of Boxes \***

.....

**4. Linear Feet**

.....

### **Value**

**5. Does the material have sufficient intrinsic value to ensure interest in a digital version? \***

*Mark only one oval.*

☐

Yes

☐

No

*Skip to question 7.*

### **Value (Cont.)**

**6. Where does intrinsic value lie? \***

*Check all that apply.*

☐

Uniqueness

☐

At risk

☐

Importance to institution

☐

Historical significance

☐

Other:

.....

### **Access**

7. Will digitization sufficiently enhance access? \*

Mark only one oval.

- ☐ Yes  
☐ No

## Condition

8. Please rate condition of the material \*

Mark only one oval.

	1	2	3	4	5	
Good Condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Poor Condition

9. Does collection have preservation issues? \*

Mark only one oval.

- ☐ Yes  
☐ No Skip to question 11.

## Condition (Cont.)

10. What preservation issues are present? \*

Check all that apply.

- ☐ Loose binding  
☐ Rot  
☐ Brittle paper  
☐ Water damage  
☐ Fading  
☐ Other: .....

## Description

11. Is collection described at any level? \*

Mark only one oval.

- ☐ Yes  
☐ No Skip to question 13.

## Description (Cont.)

12. What level of description exists? \*

Mark only one oval.

- ☐ Folder List
- ☐ Finding Aid
- ☐ Other: \_\_\_\_\_

## Intellectual Control

13. Will digitization enhance intellectual control? \*

Mark only one oval.

- ☐ Yes
- ☐ No Skip to question 15.

## Intellectual Control (Cont.)

14. How will digitization enhance intellectual control? \*

Check all that apply.

- ☐ Creation of item level description
- ☐ Creation of folder level description
- ☐ Creation of additional metadata
- ☐ Other: \_\_\_\_\_

## Added Functionality

15. Will digitization introduce additional functionality? \*

Mark only one oval.

- ☐ Yes
- ☐ No Skip to question 17.

## Added Functionality (Cont.)

16. What added functionality will digitization allow? \*

Check all that apply.

- ☐ Full text OCR
- ☐ Image tagging
- ☐ Image enhancement
- ☐ Finding aid integration
- ☐ Other: \_\_\_\_\_

## Cost Savings

17. Will digitization introduce cost savings? \*

*Mark only one oval.*

- ☐ Yes
- ☐ No *Skip to question 19.*

## Cost Savings (Cont.)

18. What cost savings will digitization bring? \*

*Check all that apply.*

- ☐ Shelf space
- ☐ Student worker time (copying)
- ☐ Professional staff time (reference)
- ☐ Other: \_\_\_\_\_

## Marketing

19. Will digitization present marketing opportunities? \*

*Mark only one oval.*

- ☐ Yes
- ☐ No *Skip to question 21.*

## Marketing (Cont.)

20. What marketing opportunities will digitization present? \*

*Check all that apply.*

- ☐ "Invisible" collection
- ☐ Aesthetically interesting
- ☐ High social value
- ☐ Famous or popular subject matter
- ☐ Collaboration opportunity
- ☐ Other: \_\_\_\_\_

## Digital Product

21. Does a digital product exist that already meets identified needs, either at CUA or elsewhere? \*

Mark only one oval.

☐ Yes Skip to question 22.

☐ No Skip to question 23.

## Digital Product (Cont.)

22. Please specify digital product below. \*

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## Rights and Technology

23. Are rights and permissions for electronic distribution secured or securable? \*

Mark only one oval.

☐ Yes

☐ No

☐ Unknown

24. Does our technology allow us to meet stated digitization goals? \*

Mark only one oval.

☐ Yes

☐ No

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## Appendix C

Scanning Schedule					
Project: Cooper-Herzfeld					
	Mon	Tues	Wed	Thur	Fri
9 am	Shane	Vita		Paul	Angela
:15					
:30			Chris		
:45					
10 am					
:15					
:30					
:45					
11 am					
:15					
:30					
:45					
12 PM					
:15					
:30					
:45					
1 PM	Paul	Shane	Paul	Chris	Paul
:15					
:30					
:45					
2 PM					
:15					
:30					
:45					
3 PM					
:15					
:30					
:45					
4 PM	QC	QC	QC	QC	QC
:15					
:30					
:45					
5 PM					

## **Appendix D**

### **MODS Template – Personal – Single Date**

```
<?xml version="1.0" encoding="UTF-8"?>
<mods xmlns="http://www.loc.gov/mods/v3" xmlns:flvc="info:flvc/manifest/v1"
xmlns:mods="http://www.loc.gov/mods/v3" xmlns:xsi="http://www.w3.org/2001/XMLSchema-
instance" xmlns:xlink="http://www.w3.org/1999/xlink"
xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">
  <titleInfo>
    <title>ENTER OBJECT TITLE HERE</title>
  </titleInfo>
  <identifier type="local">ENTER LOCAL IDENTIFIER HERE</identifier>
  <typeOfResource>ENTER TYPE OF RESOURCE HERE - PROBABLY
"text"</typeOfResource>
  <physicalDescription>
    <form>ENTER FORM OF OBJECT HERE - PROBABLY "text"</form>
    <extent>ENTER NUMBER OF PAGES HERE - E.G. "1 page"</extent>
    <digitalOrigin>digitized other analog</digitalOrigin>
  </physicalDescription>
  <name type="personal">
    <namePart>ENTER NAME OF CREATOR (LASTNAME, FIRSTNAME)</namePart>
    <role>
      <roleTerm authority="marcrelator" type="text">Creator</roleTerm>
    </role>
  </name>
  <originInfo>
    <publisher>The Catholic University of America</publisher>
    <dateCaptured encoding="iso8601">ENTER DATE CAPTURED IN FORMAT YYYY-MM-
DD</dateCaptured>
    <dateCreated encoding="iso8601">ENTER DATE ORIGINAL WAS CREATED IN
FORMAT YYYY-MM-DD </dateCreated>
  </originInfo>
  <language>
    <languageTerm type="text" authority="iso639-3">English</languageTerm>
    <languageTerm type="code" authority="iso639-3">eng</languageTerm>
  </language>
  <subject authority="lcsch">
    <topic>ENTER LCSH SUBJECT HEADING HERE</topic>
  </subject>
```



```
<subject authority="lcsch">
  <topic>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS
NECESSARY)</topic>
</subject>
<subject authority="lcsch">
  <topic>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS
NECESSARY)</topic>
</subject>
<subject>
  <name type="personal">
    <namePart>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS
NECESSARY)</namePart>
    <namePart type="date">YYYY-MM-DD</namePart>
  </name>
</subject>
<accessCondition type="use and reproduction">ENTER RIGHTS STATEMENT FROM
RIGHTSSTATEMENTS.ORG HERE</accessCondition>
<recordInfo>
  <recordCreationDate>ENTER DATE MODS RECORD WAS CREATED IN FORMAT
YYYY-MM-DD</recordCreationDate>
</recordInfo>
<identifier type="uri">ENTER HANDLE FROM OBJECT PAGE AFTER DERIVATIVE
GENERATION HERE</identifier>
</mods>
```

## MODS Template – Personal – Date Range

```
<?xml version="1.0" encoding="UTF-8"?>
<mods xmlns="http://www.loc.gov/mods/v3" xmlns:flvc="info:flvc/manifest/v1"
xmlns:mods="http://www.loc.gov/mods/v3" xmlns:xsi="http://www.w3.org/2001/XMLSchema-
instance" xmlns:xlink="http://www.w3.org/1999/xlink"
xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">
  <titleInfo>
    <title>ENTER OBJECT TITLE HERE</title>
  </titleInfo>
  <identifier type="local">ENTER LOCAL IDENTIFIER HERE</identifier>
  <typeOfResource>ENTER TYPE OF RESOURCE HERE - PROBABLY
"text"</typeOfResource>
  <physicalDescription>
    <form>ENTER FORM OF OBJECT HERE - PROBABLY "text"</form>
    <extent>ENTER NUMBER OF PAGES HERE - E.G. "1 page"</extent>
    <digitalOrigin>digitized other analog</digitalOrigin>
  </physicalDescription>
  <name type="personal">
    <namePart>ENTER NAME OF CREATOR (LASTNAME, FIRSTNAME)</namePart>
    <role>
      <roleTerm authority="marcrelator" type="text">Creator</roleTerm>
    </role>
  </name>
  <originInfo>
    <publisher>The Catholic University of America</publisher>
    <dateCaptured encoding="iso8601">ENTER DATE CAPTURED IN FORMAT YYYY-MM-
DD</dateCaptured>
    <dateCreated encoding="w3cdtf" keyDate="yes" point="start">ENTER START DATE OF
ORIGINAL IN FORMAT YYYY-MM-DD</dateCreated>
    <dateCreated encoding="w3cdtf" point="end">ENTER END DATE OF ORIGINAL IN
FORMAT YYYY-MM-DD</dateCreated>
  </originInfo>
  <language>
    <languageTerm type="text" authority="iso639-3">English</languageTerm>
    <languageTerm type="code" authority="iso639-3">eng</languageTerm>
  </language>
  <subject authority="lcsch">
    <topic>ENTER LCSH SUBJECT HEADING HERE</topic>
  </subject>
```

```
<subject authority="lcsch">
  <topic>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS
NECESSARY)</topic>
</subject>
<subject authority="lcsch">
  <topic>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS
NECESSARY)</topic>
</subject>
<subject>
  <name type="personal">
    <namePart>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS
NECESSARY)</namePart>
    <namePart type="date">YYYY-MM-DD</namePart>
  </name>
</subject>
<accessCondition type="use and reproduction">ENTER RIGHTS STATEMENT FROM
RIGHTSSTATEMENTS.ORG HERE</accessCondition>
<recordInfo>
  <recordCreationDate>ENTER DATE MODS RECORD WAS CREATED IN FORMAT
YYYY-MM-DD</recordCreationDate>
</recordInfo>
<identifier type="uri">ENTER HANDLE FROM OBJECT PAGE AFTER DERIVATIVE
GENERATION HERE</identifier>
</mods>
```

## MODS Template – Corporate – Single Date

```
<?xml version="1.0" encoding="UTF-8"?>
<mods xmlns="http://www.loc.gov/mods/v3" xmlns:flvc="info:flvc/manifest/v1"
xmlns:mods="http://www.loc.gov/mods/v3" xmlns:xsi="http://www.w3.org/2001/XMLSchema-
instance" xmlns:xlink="http://www.w3.org/1999/xlink"
xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">
  <titleInfo>
    <title>ENTER OBJECT TITLE HERE</title>
  </titleInfo>
  <identifier type="local">ENTER LOCAL IDENTIFIER HERE</identifier>
  <typeOfResource>ENTER TYPE OF RESOURCE HERE - PROBABLY
"text"</typeOfResource>
  <physicalDescription>
    <form>ENTER FORM OF OBJECT HERE - PROBABLY "text"</form>
    <extent>ENTER NUMBER OF PAGES HERE - E.G. "1 page"</extent>
    <digitalOrigin>digitized other analog</digitalOrigin>
  </physicalDescription>
  <name type="corporate">
    <namePart>ENTER NAME OF CORPORATE CREATING ENTITY</namePart>
    <role>
      <roleTerm authority="marcrelator" type="text">Creator</roleTerm>
    </role>
  </name>
  <originInfo>
    <publisher>The Catholic University of America</publisher>
    <dateCaptured encoding="iso8601">ENTER DATE CAPTURED IN FORMAT YYYY-MM-
DD</dateCaptured>
    <dateCreated encoding="iso8601">ENTER DATE ORIGINAL WAS CREATED IN
FORMAT YYYY-MM-DD </dateCreated>
  </originInfo>
  <language>
    <languageTerm type="text" authority="iso639-3">English</languageTerm>
    <languageTerm type="code" authority="iso639-3">eng</languageTerm>
  </language>
  <subject authority="lcsch">
    <topic>ENTER LCSH SUBJECT HEADING HERE</topic>
  </subject>
  <subject authority="lcsch">
    <topic>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS
```

NECESSARY)</topic>  
</subject>  
<subject authority="lcsch">  
    <topic>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS  
NECESSARY)</topic>  
</subject>  
<subject>  
    <name type="corporate">  
        <namePart>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS  
NECESSARY)</namePart>  
        <namePart type="date">YYYY-MM-DD</namePart>  
    </name>  
</subject>  
<accessCondition type="use and reproduction">ENTER RIGHTS STATEMENT FROM  
RIGHTSSTATEMENTS.ORG HERE</accessCondition>  
<recordInfo>  
    <recordCreationDate>ENTER DATE MODS RECORD WAS CREATED IN FORMAT  
YYYY-MM-DD</recordCreationDate>  
</recordInfo>  
<identifier type="uri">ENTER HANDLE FROM OBJECT PAGE AFTER DERIVATIVE  
GENERATION HERE</identifier>  
</mods>

## MODS Template – Corporate –Date Range

```
<?xml version="1.0" encoding="UTF-8"?>
<mods xmlns="http://www.loc.gov/mods/v3" xmlns:flvc="info:flvc/manifest/v1"
xmlns:mods="http://www.loc.gov/mods/v3" xmlns:xsi="http://www.w3.org/2001/XMLSchema-
instance" xmlns:xlink="http://www.w3.org/1999/xlink"
xsi:schemaLocation="http://www.loc.gov/mods/v3
http://www.loc.gov/standards/mods/v3/mods-3-4.xsd">
  <titleInfo>
    <title>ENTER OBJECT TITLE HERE</title>
  </titleInfo>
  <identifier type="local">ENTER LOCAL IDENTIFIER HERE</identifier>
  <typeOfResource>ENTER TYPE OF RESOURCE HERE - PROBABLY
"text"</typeOfResource>
  <physicalDescription>
    <form>ENTER FORM OF OBJECT HERE - PROBABLY "text"</form>
    <extent>ENTER NUMBER OF PAGES HERE - E.G. "1 page"</extent>
    <digitalOrigin>digitized other analog</digitalOrigin>
  </physicalDescription>
  <name type="corporate">
    <namePart>ENTER NAME OF CORPORATE CREATING ENTITY</namePart>
    <role>
      <roleTerm authority="marcrelator" type="text">Creator</roleTerm>
    </role>
  </name>
  <originInfo>
    <publisher>The Catholic University of America</publisher>
    <dateCaptured encoding="iso8601">ENTER DATE CAPTURED IN FORMAT YYYY-MM-
DD</dateCaptured>
    <dateCreated encoding="w3cdtf" keyDate="yes" point="start">ENTER START DATE OF
ORIGINAL IN FORMAT YYYY-MM-DD</dateCreated>
    <dateCreated encoding="w3cdtf" point="end">ENTER END DATE OF ORIGINAL IN
FORMAT YYYY-MM-DD</dateCreated>
  </originInfo>
  <language>
    <languageTerm type="text" authority="iso639-3">English</languageTerm>
    <languageTerm type="code" authority="iso639-3">eng</languageTerm>
  </language>
  <subject authority="lcsch">
    <topic>ENTER LCSH SUBJECT HEADING HERE</topic>
  </subject>
```

```
<subject authority="lcsch">
  <topic>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS
NECESSARY)</topic>
</subject>
<subject authority="lcsch">
  <topic>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS
NECESSARY)</topic>
</subject>
<subject>
  <name type="corporate">
    <namePart>ENTER LCSH SUBJECT HEADING HERE (DELETE OR ADD AS
NECESSARY)</namePart>
    <namePart type="date">YYYY-MM-DD</namePart>
  </name>
</subject>
<accessCondition type="use and reproduction">ENTER RIGHTS STATEMENT FROM
RIGHTSSTATEMENTS.ORG HERE</accessCondition>
<recordInfo>
  <recordCreationDate>ENTER DATE MODS RECORD WAS CREATED IN FORMAT
YYYY-MM-DD</recordCreationDate>
</recordInfo>
<identifier type="uri">ENTER HANDLE FROM OBJECT PAGE AFTER DERIVATIVE
GENERATION HERE</identifier>
</mods>
```

## **Appendix E**

### **Basic Archivematica Instructions**

1. Overall suggestions:
  - Do not run any other program at the same time. It eats up too much RAM and processing power.
  - Do everything right the first time. The failed folders fill up quickly and make processing other collections impossible until they get emptied.
2. Properly format the directories
  - The transfer directory should have 3 subdirectories: *logs*, *metadata*, and *objects*.
    - *Logs* should remain empty
    - *Metadata* should have one subdirectory titled *submissionDocumentation*.
    - *Objects* should contain the images that are to be processed with the program.
  - The *objects* directory cannot handle hierarchical subdirectories.
  - The *Metadata* does not need to be empty of other metadata, but it will not ingest the descriptive metadata in v.o.9.
3. Transfer
  - Name and number your transfer.
  - Choose the directory from browse and click add. It should be the name of your collection folder (for example: *cua\_achnumber\_collection\_b1\_f1*)
  - Start Transfer.
  - Once transfer is completed, Create Single SIP and Continue.
4. Ingest
  - Dismiss the metadata reminder.
  - Add rights and DC metadata by clicking on the pencil and paper icon.
    - Make sure to both create the metadata and add it to the SIP.
  - Then return to ingest and choose Normalize For Preservation only
  - Once normalized, Accept.
  - Then Store AIP
5. Check the zipped files in the AIPsStore directory.