

Metadata Maintenance Strategies

Communication

Basecamp facilitates collaboration between MDS staff and important stakeholders. Collection curators can easily report metadata problems in the Digital Library with **Google Forms**.

Since 2013 the University of Houston (UH) Libraries Metadata and Digitization Services (MDS) department has been working towards the goal of improving the quality of legacy metadata in the UH Digital Library. The tools described in this poster have greatly improved the cohesion and effectiveness of the MDS Metadata Unit in terms of accuracy, quality and production.

Documentation

MDS uses a departmental wiki, powered by **PmWiki**, to document workflow processes and archive project information. PmWiki is free and open source software with a large library of plugins.

Basecamp

Discussion

From the to-do list: UHDL Metadata Unit

☒ Toppell's Modern

Discuss this to-do

Andrew Weidner
■ transfer
■ delete

From Valerie:
It is fine the description the description "The animal is mythical"

albert duran
■ transfer
■ Waiting Field.
■ added

Posted on Feb 5

You completed
on Feb 11

Metadata Unit

Upgrade Meeting 2015-03-31

Agenda

- Status Reports: Minnie Fisher, Architecture Retail Pamphlets
- Phase 3 Audit
- Metadata Migration Project (Phase 4)
- LCSH, AAT & TGM Harvest URIs: 1) harvest uris 2) correct problems
- IR Upgrade Project

Phase 4 Activities

- Personal/Corporate Name Script
- Authority URI verification
- Authority term cleanup
- Metadata logging: <http://controlledvocabulary.com/metadata/logging/>
- Classification Web: <http://classificationweb.net/Auto/>

Albert
■ Minnie Fisher Cunningham - 1) delete items. 2) split objects. 3) upgrade

Joanna
■ Phase 4 Problems: LCSH (subject app)

Sandra
■ Descriptions & keywords for Architecture Retail Pamphlet Collection: top level only
■ Descriptions & keywords for Exotic Impressions

Dan
■ Ewing Reorganization: add School Board re-scans to new collection

Xiping

Mtg. Minutes

Google Forms

UHDL Metadata Issues

Use this form to report a problem with or suggest an enhancement to the metadata in the University of Houston Digital Library. All responses go to the Metadata Unit in Metadata & Digitization Services.

* Required

Collection *
Select a collection
Marine Bombing Squadron (VMB-613) Photographs

Identifier
Title, File Name, or URL
all records

Metadata Note *
Briefly describe the issue(s) with the metadata.
All file names are missing the extension.

Name *
Enter your name (or initials)
DK

Powered by Google Forms

	A	B	C	D	E	F	G
1	Timestamp	Collection	Identifier	Metadata Note	Name	Fixe	Date Fixe
17	8/11/2014 15:37:56	Blanche Espy Chenoweth	http://digital.lib.uh.edu/collection/p15195coll3/item/138	Please remove the period at the end of the title	VP	cz	8/18/2014
18	8/15/2014 9:27:11	Galveston 1915 Hurricane	F All items	The titles for the following items do not match the metadata dictionary format of "Title, Date": http://digital.lib.uh.edu/collection/p15195coll3/item/138 http://digital.lib.uh.edu/collection/p15195coll3/item/139 http://digital.lib.uh.edu/collection/p15195coll3/item/140 http://digital.lib.uh.edu/collection/p15195coll3/item/162 http://digital.lib.uh.edu/collection/p15195coll3/item/210	VP	ad	8/18/2014
19	8/15/2014 11:30:28	University of Houston Buildings	multiple	Use and Reproduction field does not contain the statement from the controlled vocabulary for public domain for this field.	VP	ajw	8/15/2014
20	8/18/2014 13:09:18	Ship of Fools Woodcuts	All items	Is "15th Century" needed in the local Subject Time Period field since we've got an LC authorized term for that?	VP	ad	8/18/2014
21	8/18/2014 13:10:03	Ship of Fools Woodcuts	All items	Use and reproduction field does not include the statement found in the controlled vocabulary for public domain.	VP	ad	8/18/2014
22	8/18/2014 13:13:06	Blanche Espy Chenoweth	All items	Use and reproduction field does not contain the statement from the controlled vocabulary for this field.	VP	ad	8/18/2014
23	8/18/2014 13:18:29	Houston Fire Department	All items	In the Subject Name (LCNAF), I don't think "Covington, Benjamin Jesse, 1869-1961" is the authorized form. (http://lcn.loc.gov/n2005172982)	VP	ad	8/19/2014
24	8/18/2014 13:46:07	Houston Negro Hospital	http://digital.lib.uh.edu/collection/p15195coll3/item/210		VP	ad	8/19/2014

Responses

Online Form

PmWiki

Metadata & Digitization Operations (MDS) Wiki

Phase3WorkflowInProjectClient

Back to Upgrade Project

Contents [hide]
Import Collection into Project Client
Populate Item-Level Fields
Record and Report Results
Phase 3 Notes

Import Collection into Project Client

1. Select the "Create New Project (G..."
2. Verify Contentdm Server URL and...
3. Click "Next" button.
4. Choose collection you want to vie...
5. Name your Project "Upgrade".
 - o Note: If the project is so large...
6. Browse to collection path location...
7. Open collection you want to view...
8. Click "Finish" button.
9. Open collection you want to view...
10. Click "Find in Collection" tab
11. Click "Browse Collection" button...
12. Select all of the items you would l...
13. Click the "Add to Project (edit)" bu...

Populate Item-Level Fields

1. Title Templates
 - o Convert the existing name in...
 - o Letter: "Letter from x to y (if..."
 - o Newsletter: "Title of newslet...
2. Creator Fields
 - o Check the values that are cur...
 - o If the value does not match th...
 - o If the value does not match, p...
 - o Note: It is recommended that...
 - o Additional note for Names: F...
 - o When using authorized name...
 - o Example: President (name...
 - o If the information is already...
3. Contributor Fields

Metadata & Digitization Operations (MDS) Wiki

Phase3

Back to Upgrade Project

Collection Name	# Objects	Target Date	Publication Date	Preservation Date
1850s and 1860s Hotel and Restaurant Menus	80	[2014-09-16]	2014-11-05	2014-11-20
Architecture Retail Pamphlet Collection	38	[2014-09-23]	2014-10-21	2014-11-20
1911 Houston Society with Gladys Swing	95	[2014-11-18]	2014-11-18	
Blanche Espy Chenoweth, Her Life, Her Times	68	[2014-07-24]	2014-07-24	2014-11-20
Book of Hours, Use of Reims	3	[2014-07-07]	2014-07-08	2014-11-20
Captain O.C. McDavid World War II Letters	238	[2015-01-21]	2014-12-18	
Civil War Letters	174	[2014-03-10]	2014-03-10	2014-11-20
DJ Screw Photographs and Memorabilia	25	[2014-01-29]	2014-01-29	2014-11-20
Early Texas Documents	1297	[2014-08-08]	2014-08-07	2014-11-20
Frontier Fiesta	67	[2014-12-23]	2014-12-18	
Galveston 1915 Hurricane Photographs	124	[2014-07-21]	2014-07-21	2014-11-20
Harry Walker Photographs	753	[2014-11-05]	2014-11-05	2014-11-20
Havanna, Cuba, The Summer Land of the World	23	[2014-06-03]	2014-06-03	2014-11-20
Historic Houston Photographs	236	[2014-10-14]	2014-11-07	2014-11-20
Historic Maps	28	[2014-07-22]	2014-07-25	2014-11-20
Houston and Texas Feminist and Lesbian Newsletters	566	[2014-12-03]	2014-12-05	
Historic Texas Postcards	243	[2014-08-29]	2014-08-29	2014-11-20
Houston Fire Department	193	[2014-08-08]	2014-08-01	2014-11-20
Houston the Magnolia City	20	[2014-07-07]	2014-07-09	2014-11-20
Houston Negro Hospital	950	[2014-08-08]	2014-08-12	2014-11-20
Houstonian Yearbook Collection	78	[2015-01-28]	2015-03-06	
India Illustrated	217	[2014-10-07]	2014-10-02	2014-11-20
Israel Shreve Revolutionary War Letters, 1768-1894	76	[2015-01-21]	2015-02-17	
Jagdish Mehra Audio Collection	12	[2014-09-23]	2014-10-01	2014-11-20
KUHT Highlights	346	[2014-11-06]	2014-11-06	2014-11-20
Kenneth Franzheim Collection	3	[2014-12-17]	2014-12-10	
Luis Marquez Photographs	27	[2014-07-18]	2014-07-21	2014-11-20
Marine Bombing Squadron (VMB-613) Photographs	141	[2014-07-31]	2014-07-31	2014-11-20

Project Checklist

Automation

Complicated and repetitive tasks are automated with **AutoHotkey (AHK)**, thereby increasing productivity and decreasing errors during metadata creation and editing. AutoHotkey is free and open source software.

Workflow for the AHK Name Authorities App

Setup: Capture the digital collection name and user initials for the log file.

UHDL_Names_CD...

Please Enter The Project

Minnie Fisher Cunningham

Initials

ad

Minnie Fisher Cunningham

Step 1: AHK copies the name value in CONTENTdm and opens web browser searches for the name in the Library of Congress Name Authorities (id.loc.gov) and the Handbook of Texas (tshaonline.org/handbook).

Vocab Choice

Minnie Fisher Cunningham

LCNAF
HOT
UHDL

Enter authorized name:
Cunningham, Minnie Fisher, 1882-1964

Enter Authority URI:
<http://id.loc.gov/authorities/names/n93013770>

☒ LCNAF and HOT name?

Step 2: User selects the vocabulary and records the authorized form and URI.

Step 3: If necessary, capture authorized form for secondary vocabulary.

HOT Authorized Name

Cunningham, Minnie Fisher, 1882-1964

Enter the HOT authorized form:
Cunningham, Minnie Fisher (1882-1964)

Step 4: If necessary, record secondary vocab URI.

HOT Authorized Name URI

Cunningham, Minnie Fisher (1882-1964)

Enter the URI:
<https://tshaonline.org/handbook/online/articles/fcu24>

Step 5: AHK enters the authorized LCSH term in CONTENTdm.

Cunningham, Minnie Fisher, 1882-1964