



# WHAT'S NEW AT OHIO DIGITAL NETWORK

AUGUST 28, 2019



# WITH:

- Jen Johnson, State Library of Ohio
- Jenni Salamon, Ohio History Connection
- Adam Wanter, MidPointe Library System
- John Dewees, Toledo Lucas County Public Library

# TODAY'S AGENDA

- Overview and update of Ohio Digital Network & DPLA
- How does Ohio Memory fit in?
- How does contributing your collections really work?
- More time for Q&A

# WELCOME!

- Jen Johnson, Library Consultant, Ohio Digital Network Project Coordinator, State Library of Ohio
- Came to the State Library in 2013, from background in special collections & libraries, and public libraries
- You can find me at Menards, but please don't



# WHAT IS THE OHIO DIGITAL NETWORK?



[www.ohiodigitalnetwork.org](http://www.ohiodigitalnetwork.org)

# WHAT IS THE DIGITAL PUBLIC LIBRARY OF AMERICA

- dp.la
- Over 34 million digital items free to access
- Nonprofit
- Site launched in 2013
- Contributed from 42 partners across the country and many more institutions within those partnerships
- Curated exhibitions and primary source sets for classroom use
- Every item is **absolutely free** to access, no registration, personal info, or library card needed



# WHAT'S IN THE SOUP?

- Yes
  - Photographs
  - 2D and 3D artworks
  - Audio
  - Video
  - Text documents
- No
  - Theses or dissertations
  - Newspapers
  - Restricted access items



Korean Soup, courtesy Plains to Peaks Collective

# LET'S TAKE A SPIN


BROWSE BY TOPIC | BROWSE BY PARTNER | EXHIBITIONS | PRIMARY SOURCE SETS | MY LISTS | ABOUT DPLA | NEWS | DPLA PRO

**D P L A** DIGITAL PUBLIC LIBRARY OF AMERICA [Donate](#)

Discover 34,992,017 images, texts, videos, and sounds from across the United States

Search the collection [Search](#)

[Browse by Topic](#) [New? Start Here](#)

 **DPLA Releases Enhanced Mueller Report Ebook**

The new version, produced in cooperation with the Internet Archive and MuckRock, is accessible to those with print disabilities, and also includes links to more than 740 of the original documents referenced in footnotes.

[Go to the Download Page](#)



3,680 results for **trousers**

Sort by

Relevance

Items per page

20

Layout



Refine your search

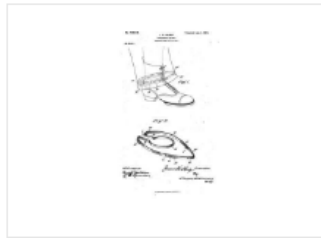
Create a list from these items

Type

image	2,801
text	308
physical object	41
moving image	21
sound	5

Subject

Trousers	532
Men	282
Hats	224
People	193
Anthropology	191
Ethnology	190
Coats	166
Clothing & dress	158
Clothing and dress	156
Shoes	133
Group portraits	132
Women	131

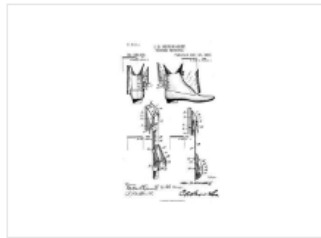


Trousers-Guard Trousers Guard

1902-07-01 · Hardy, James H

Patent for a metal guard worn around the ankle. The guard maintains the shape of the trousers when worn and keeps the material from coming in contact with the wearer's legs. [1], 2 p. : ill. ; 23 cm.

[View Full Item](#) in UNT Libraries Government Documents Department



Trousers-Protector Trousers Protector

1897-07-20 · Neuendorff, John B

Patent for trousers protectors "designed to uphold the bottom edge of the trousers, either at the side or at the rear, for preventing the same from becoming wet or soiled with mud, slush, &c." (Lines...

[View Full Item](#) in UNT Libraries Government Documents Department



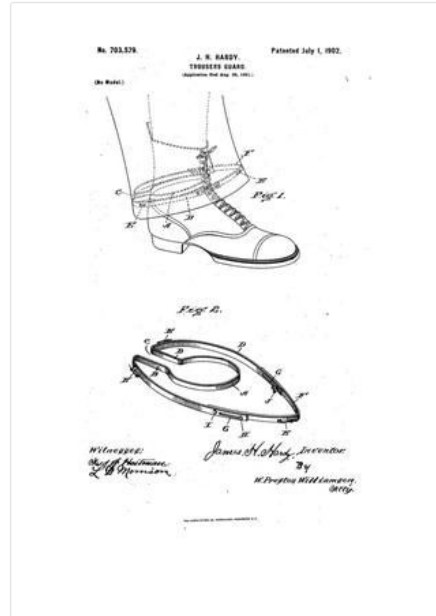
Trousers

1916-Feb-09

1 30 Dec 2014

[View Full Item](#) in NMNH - Anthropology Dept.

## Trousers-GuardTrousers Guard



[View Full Item](#)

Created Date	1902-07-01
Description	Patent for a metal guard worn around the ankle. The guard maintains the shape of the trousers when worn and keeps the material from coming in contact with the wearer's legs. [1], 2 p. : ill. ; 23 cm.
Creator	Hardy, James H

[Cite this item](#)

### Chicago citation style

Hardy, James H. Trousers-Guard, Trousers Guard. 1902-07-01. Retrieved from the Digital Public Library of America, <https://texashistory.unt.edu/ark:/67531/metaph508522/>. (Accessed August 27, 2019.)

### APA citation style

Hardy, James H, (1902-07-01) Trousers-Guard, Trousers Guard. Retrieved from the Digital Public Library of America, <https://texashistory.unt.edu/ark:/67531/metaph508522/>

### MLA citation style

Hardy, James H. Retrieved from the Digital Public Library of America <<https://texashistory.unt.edu/ark:/67531/metaph508522/>>.

**Note:** These citations are programmatically generated and may be incomplete.

[Add to a new list](#)

# EXHIBITIONS



## Prisoners at Home: Everyday Life in Japanese Internment Camps

[Explore Exhibition](#)

IMAGE: A portrait of Dave Tatsuno and his family at Topaz War Relocation Center in Utah, 1945. Courtesy of the Topaz Museum via Mountain West Digital Library.

### IN THIS EXHIBITION

[Road to the Camps](#)  
[Home and Family](#)  
[Education and Sports](#)  
[Employment](#)  
[Religious Practices](#)  
[Leaving the Camps Behind](#)

On December 7, 1941, Imperial Japan attacked a US naval base at Pearl Harbor, Hawaii. Pre-existing racial tensions and “yellow peril” hysteria magnified as the American public grew increasingly suspicious of Japanese Americans and uncertain of their loyalty. They were regarded as potential spies and anti-Japanese propaganda quickly spread.

Then, on February 19, 1942, President Franklin Delano Roosevelt issued Executive Order 9066. 120,000 people of Japanese ancestry (two-thirds of whom were US citizens) were forced to evacuate from their homes and report to assembly centers. From there, they were moved to one of ten internment camps, or War Relocation Centers, located in remote areas of seven states—California, Arizona, Colorado, Wyoming, Idaho, Utah, and Arkansas.

# PRIMARY SOURCE SETS

## Primary Source Sets

Primary source collections exploring topics in history, literature, and culture developed by educators — complete with teaching guides for class use.

Subject

All Subjects

Time Period

All Time Periods

Sort by

Recently Added



### California Gold Rush

Expansion and Reform (1801-1861)

US History, Migration



### Treaty of Versailles and the End of World War I

The Emergence of Modern America (1890-1930)

US History, World History, Law and Government

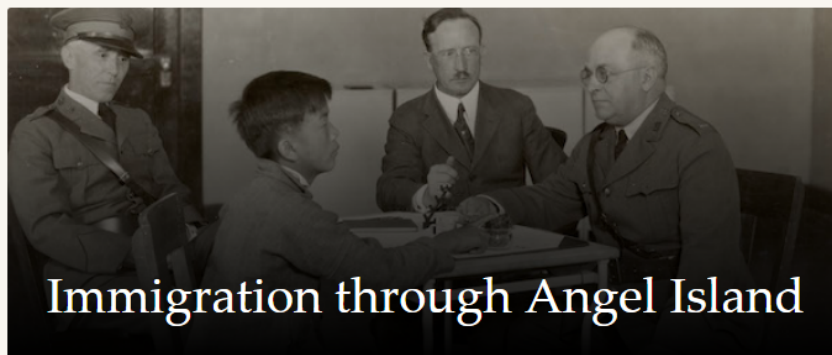


### Cotton Gin and the Expansion of Slavery

Revolution and the New Nation (1754-1820s),  
Expansion and Reform (1801-1861)

US History, Science and Technology, African Americans

# PRIMARY SOURCE SETS, CONT'D



## Immigration through Angel Island

Angel Island Immigration Station was the entryway to America for hundreds of thousands of immigrants, mainly from Asian countries, during its operation from 1910 to 1940. [Chinese immigration](#) to the United States had increased steadily since

[Show full overview](#)

### Created By

Michelle Bickert, Digital Public Library of America

### Time Period

[The Emergence of Modern America \(1890-1930\)](#)

### Subjects

[US History](#)  
[Asian Americans](#)  
[Migration](#)

[Cite this set](#)

[Share to Google Classroom](#)

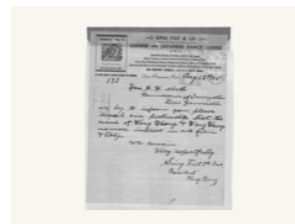
[SOURCE SET](#)

[ADDITIONAL RESOURCES](#)

[TEACHING GUIDE](#)



A 1901 letter from a Los Angeles banker asking US Secretary of State John Hay to reconsider a portion of the Chinese Exclusion Act.



A letter from a Sing Fat & Company executive asking immigration officials to cancel sponsorship for two employees, 1905.



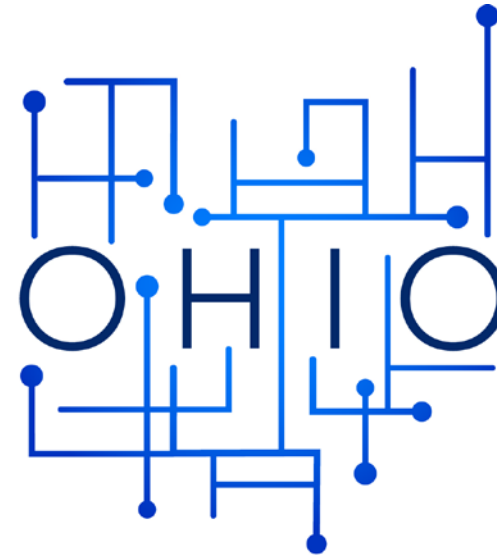
An excerpt from *Angel Island: The Ellis Island of the West* by Mary Bamford, 1917.



A photograph of immigrants arriving at Angel Island, 1939.

# OHIO DIGITAL NETWORK: A CLOSER LOOK

- Ohio joined DPLA in 2017
  - Ohio's hub administered by the State Library of Ohio, with 2.5 FTE and additional support of collections and institutions across the state
- 107,539 items in DPLA...
- Contributed from 19 institutions across the state
- Continuing to add material to DPLA quarterly
- No cost for any institution to participate!



DIGITAL NETWORK

# SITE RESOURCES

- Public resources
  - Map and contributor info with links to their collections on DPLA
- Contributor resources
  - Contributor agreement
  - MAP
    - Formatting guidelines
    - FAQs for metadata and harvesting
    - Rights Statements info
  - Media guide & press kit
- Coming soon: Educator resources
  - Primary source sets with Ohio materials
- Blog
  - Highlights contributed items in weekly shareable posts



19 CONTRIBUTING INSTITUTIONS

- [Public Library of Cincinnati and Hamilton County](#) (37051)
- [State Library of Ohio](#) (13837)
- [Cleveland Public Library](#) (10952)
- [Bowling Green State University Libraries](#) (9326)
- [Ohio History Connection](#) (7790)
- [Toledo Lucas County Public Library](#) (6695)
- [Kent State University](#) (5908)
- [Kenyon College](#) (3443)
- [Rodman Public Library](#) (3036)
- [Akron-Summit County Public Library](#) (2365)
- [Worthington Libraries](#) (1968)
- [Denison University](#) (1793)
- [MidPointe Library System](#) (1402)
- [Columbus Metropolitan Library](#) (1160)
- [Dayton Metro Library](#) (489)

VIEW ALL INSTITUTIONS

Map data ©2019 Google, INEGI Terms of Use Report a map error

# PROCESS OVERVIEW

- We have a signed Contributor Agreement on file (this can happen at any time before harvest)
- You have an OAI-PMH compliant digital collection or are creating one now
- The collection adheres to DPLA's content guidelines
- The collection adheres to ODN minimum metadata requirements
  - Title
  - Data Provider
  - Collection
  - URL to digital object
  - Rights Statement
- Penelope Shumaker, our metadata librarian, will review collection metadata and guide in any cleanup that needs made before harvest
- Harvest of collections to DPLA is done on a quarterly basis through the year
- Voilà , you are in DPLA!



## BENEFITS OF PARTICIPATION IN DPLA

- National platform access and visibility of your collections
- Patron access to a wider range of content that integrates with your own
- Usage statistics from DPLA
- Collections highlighted in our ODN outreach efforts

UPCOMING EVENT!

# ODNFest 2019

- Tuesday October 15, 2019
- State Library of Ohio – free parking!
- 10am-4pm
- \$25 includes coffee, pastries, and lunch
- Limit 75 attendees
- Featuring
  - Kara McClurken, UVA
  - Panel discussion with current ODN contributors
  - Information and updates from ODN staff
  - Special guest presentation with DPLA Executive Director John Bracken

More info and registration at:

<https://ohiodigitalnetwork.org/contributors/odnfest-2019>



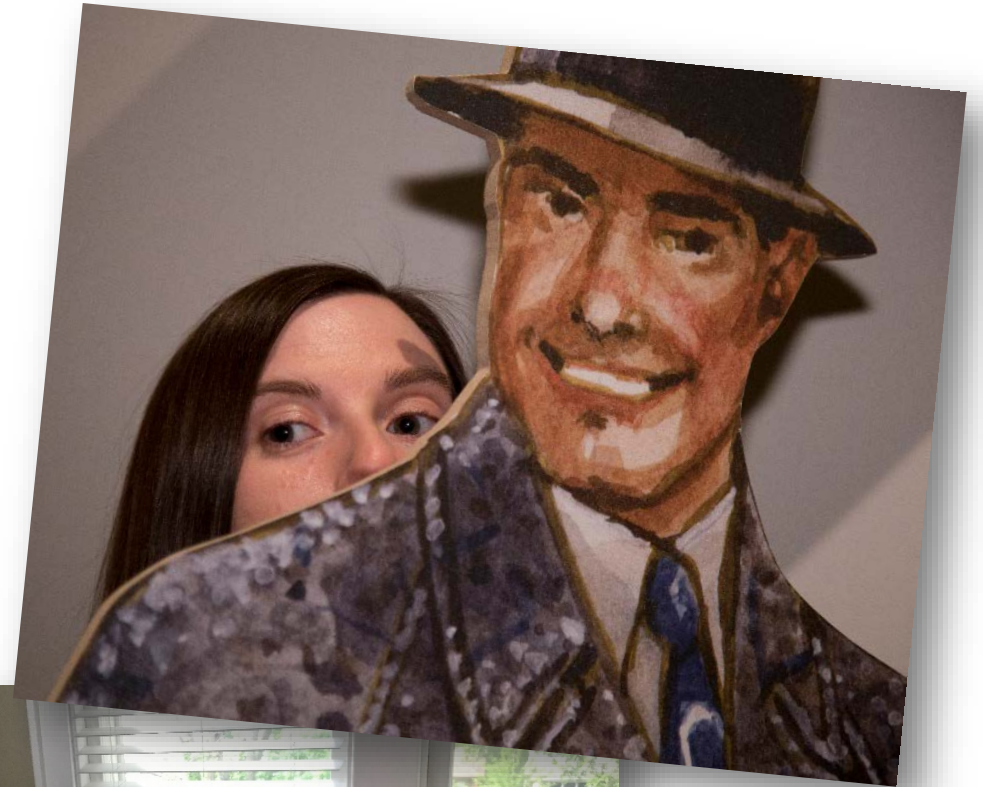
# QUESTIONS?

HIT THE CHAT BOX!



# Hi, I'm Jenni!

- Unit Manager, Digitization, Ohio History Connection
- Oversees Ohio Memory, Rights & Reproductions, Ohio History Central, original microfilming/custom digitization orders
- Joined Ohio History Connection in 2009
- Loves reading, dachshunds, crime TV, crafting
- Can occasionally be found lurking in Ohio History Center museum





[ohiomemory.org](http://ohiomemory.org)

- Collaborative statewide digital library program managed by Ohio History Connection and State Library of Ohio
- Mission is to help communities **share, discover and connect** to Ohio's rich past through dynamic online resources
- Established in 2000 as bicentennial projects
  - Initial phase digitized over 13,400 items from over 1,000 collections representing over 250 institutions
  - Today offers subscription-based opportunities for partners around Ohio to submit their own materials
- Financial support from Ohio History Connection, State Library of Ohio, participating institutions, grants and donations



# Ohio Memory contributors

- **Over 370 cultural heritage institutions**
  - Historical societies
  - Public libraries
  - Universities/colleges
  - Museums
  - Government agencies
  - Religious archives
- **38 active partners**
  - Northwest: 15
  - Northeast: 14
  - Central: 4
  - Southwest: 4
  - Southeast: 1

# Ohio Memory collections

- **Over 1,000,000 digital images from primary and secondary sources including:**
  - Photographs, maps, drawings and paintings
  - Manuscripts, letters, diaries and journals
  - Archaeological artifacts, natural history specimens and historical objects
  - Newspapers, yearbooks, city directories, books and e-publications
  - Oral histories
- **About 125 collections that can be searched individually or with all collections**
- **Representation from all 88 counties**
- **Covers prehistory through present day**



# Member benefits

- **Highlight your collections**
  - Uniquely-branded collection page
  - Patrons can search within your collection or across all Ohio Memory collections
  - Full-text searching for printed materials
- **Easy to use**
  - OCLC's CONTENTdm software allows for easy upload and description
  - Ohio Memory staff help with planning, uploading, managing software updates and more
  - In-person and virtual training by Ohio Memory staff and other industry experts
- **Affordable**
  - Shared costs include development of collection in Ohio Memory, training and storage
  - Discounted digitization services (large, fragile materials; newspapers)
  - Consultation services





# Member benefits

- **Interactive**
  - High-resolution images and descriptive metadata
  - Interactive and educational resources
  - Outreach and promotion by Ohio Memory staff on behalf of or in collaboration with partners
- **Community-focused**
  - Long-term preservation (OHC retains secondary backup of digital files)
  - Easy to share via printing or social media
- **Additional benefits**
  - Increased discoverability and opportunity to participate in the Digital Public Library of America
  - Google Analytics
  - Promotional materials



# DPLA and Ohio Memory

- **Ohio Memory's CONTENTdm platform simplifies ingest into the Ohio Digital Network**
- **Ohio Memory staff will review your collection to help you determine how to make it DPLA-ready**
  - Are any records missing metadata?
  - Are any required fields missing?
- **State Library of Ohio staff will review and work with you to ensure compliancy prior to ingest**



# Thank you!

Jenni Salamon | [jsalamon@ohiohistory.org](mailto:jsalamon@ohiohistory.org)





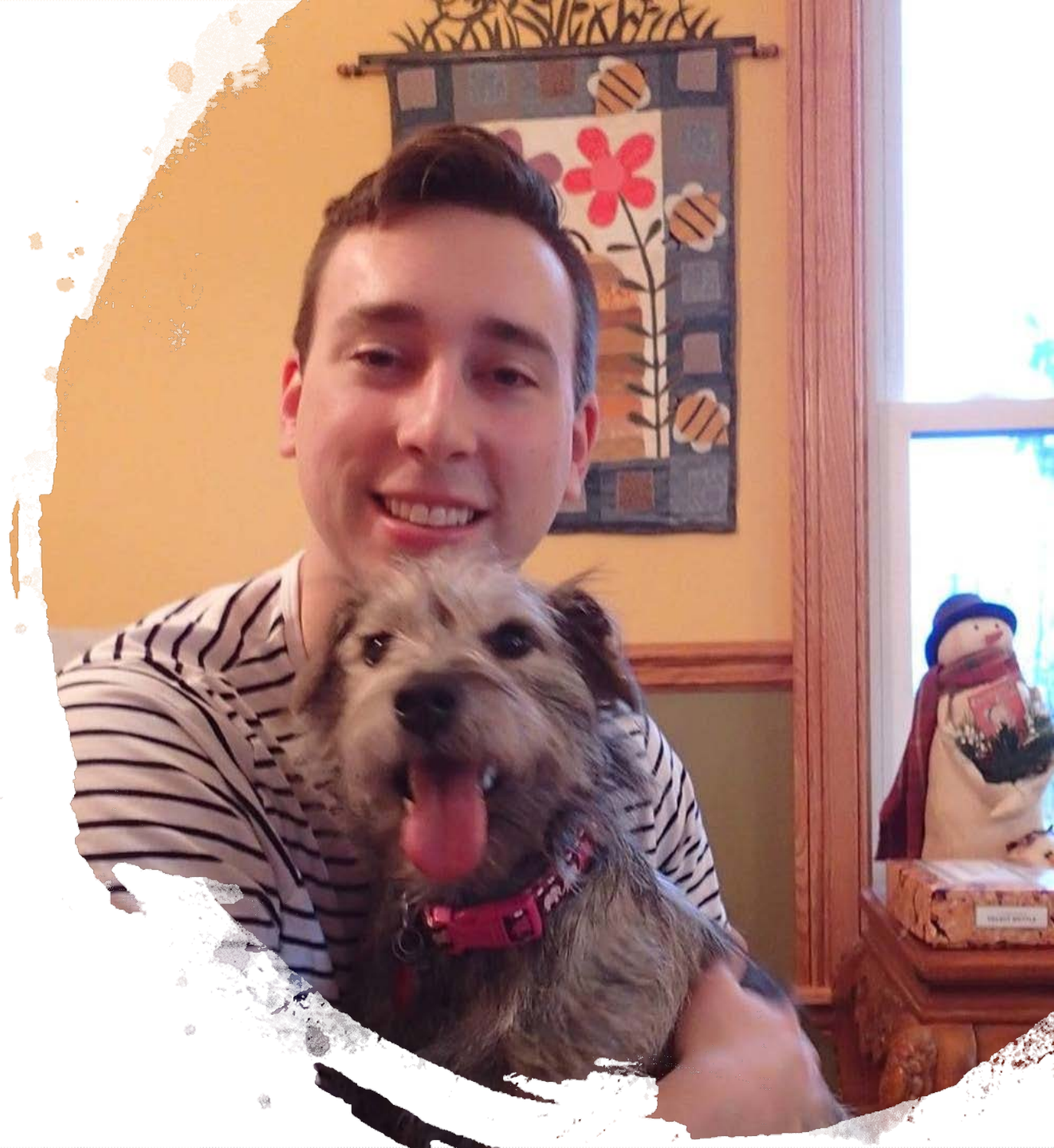
# QUESTIONS?

HIT THE CHAT BOX!



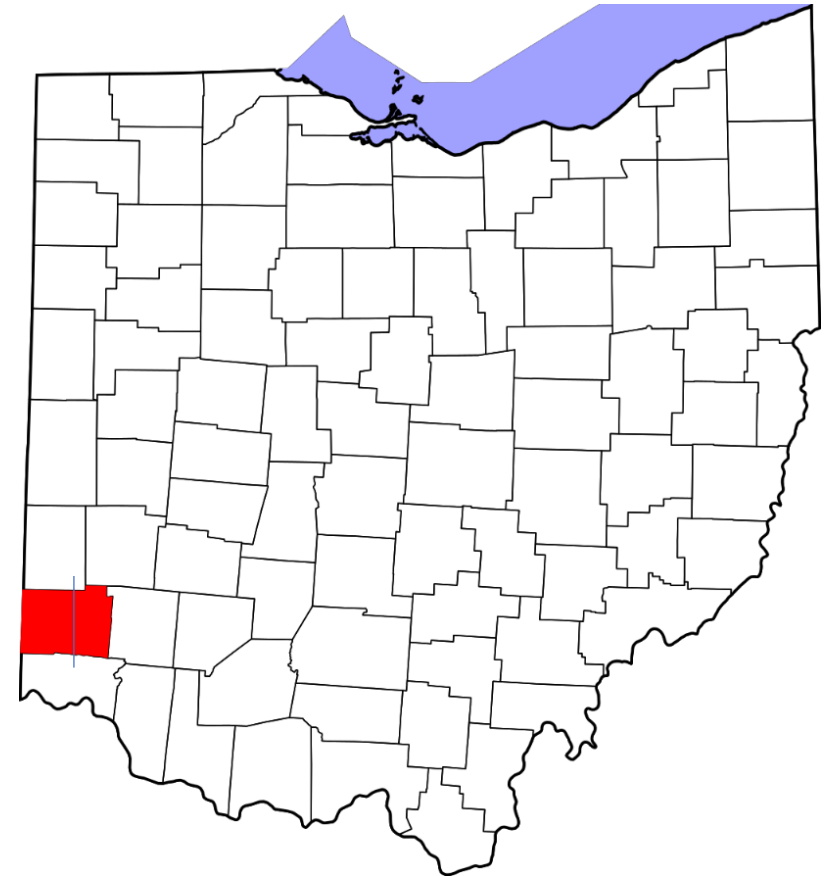
# Hello, I'm Adam from MidPointe

- Digital and Special Collections Archivist  
@ the MidPointe Library System
- I manage the library system's historic and  
genealogy collections, both physical and  
digital
  - Digital collections are my primary  
focus
- At MidPointe since August of 2014



# MidPointe Library System Overview

- Mid-sized public library system
- Serve the “eastern” portion of Butler County
  - Middletown
  - West Chester Township
  - Trenton
  - Monroe
  - Liberty Township (this branch is in a mall)
- Service population of ~190,000



# MidPointe Digital Archives Overview

- ~13,000 records, +20,000 items
  - Photos, Atlases, Letters, etc.
- 20 current collections, with several more nearly ready
- Use CONTENTdm – [www.MidPointeDigitalArchives.org](http://www.MidPointeDigitalArchives.org)
- 1402 records currently harvested for DPLA
- Digitizing since ~2002
  - Majority of item are legacy materials
  - Newer collections are what have made it to DPLA / ODN

# Expectations vs Reality of Working with ODN

## Expectation

- I would need to work on a great deal of metadata
- Little state support / unsure of how much state support
- Harvest and move on mentality

## Reality

- DPLA compliance doesn't mean working lots of metadata
- Tons of state support. They are super helpful, always there, etc.
- Active ODN



# DPLA Harvesting - Review

- Review of the collection
  - Is it DPLA compliant - primarily title and rights statement
  - Is it MidPointe compliant - meets our metadata standards
  - CONTENTdm is set-up properly
    - Server – Harvesting – OAI – Enable OAI: Yes (Library will assist to make sure these settings are correct). Once on, this stays on, but it never hurts to check
- If yes, it is ready for collection is ready for harvest!
- Next step is metadata mapping

## ODN Mapping Template

As you prepare your digital collections for ingest into the Digital Public Library of America through the Ohio Digital Network, complete this template. This template outlines how to map your elements to elements on the ODN MAP. Complete one template for each of your institution's collections, even if your collections have similar elements.

### Template Instructions:

- Before completing this from review the ODN MAP for element descriptions and requirements.
- Please list the Metadata Property with the complete prefix in the column on the right (e.g. dc:rights, dcterms:date) that you want us to find the appropriate data MAP property on the left. Note that dc and dcterms are not equivalent prefixes.
- Remember that your data management system may use a different field name than what appears in the OAI-PMH feed. Consider looking at your OAI feed to correctly identify field names.
- All required fields are marked with a (\*). All the required fields must have a corresponding field in your metadata. The field in your metadata does not have to be the same field as you want it mapped to in the ODN MAP (i.e. many institutions are using mapping dc:rights to edm:rights).
- All other fields are optional. If you do not have the field present in your metadata, leave the second column blank.
- Make sure that you have accounted for all fields in your metadata even if you don't want them mapped to DPLA. List any fields you do not want mapped for DPLA in the last row under local fields.

<b>Collection Information</b>		
<b>Institution Name *</b>		
<b>Collection Name *</b>		
<b>OAI URL (Use specific collection URL not Institution URL) *</b>		
<b>What metadata prefix do you want us to use when harvesting your data? (e.g. oai_qdc, oai_dc, etc.) *</b>		
ODN MAP Field Name	ODN MAP Property	Institution Property
<b>Standardized Rights Statement *</b>	<b>edm:Rights *</b>	
<b>Title *</b>	<b>dcterms:title *</b>	
<b>Collection *</b>	<b>dcterms:isPartOf *</b>	We will be using your OAI SetName for the dcterms:isPartOf field. Check this name to make sure it is accurate, and descriptive. Example a collection may just be called "Valentines" but it is better described as "1820s-1930s Valentine's Day Cards." If you want to use a different name for your collection please enter here:

<b>Language</b>	dcterms:language	
<b>Creator</b>	dcterms:creator	
<b>Date</b>	dc:date	
<b>Format</b>	dc:format	
<b>Place</b>	dcterms:spatial	
<b>Subject</b>	dcterms:subject	
<b>Type</b>	dcterms:type	
<b>Alternative Title</b>	dcterms:alternative	
<b>Contributor</b>	dcterms:contributor	
<b>Description</b>	dcterms:description	
<b>Extent</b>	dcterms:extent	
<b>Identifier</b>	dcterms:identifier	
<b>Relation</b>	dc:relation	
<b>Publisher</b>	dc:publisher	
<b>Rights</b>	dc:rights	
<b>Rights Holder</b>	dcterms:rightsHolder	
<b>Temporal Coverage</b>	dcterms:temporal	
<b>Thumbnail (if you are using a non-CONTENTdm DMS please include this field)</b>	edm:preview	
<b>Local Fields</b>	List any fields we may find in your metadata that you do NOT want mapped for DPLA.	

# ODN Metadata Template

## ODN MAP Field Name

- edm:Rights
- dcterms:title
- dcterms:creator
- dc:date
- dc:format
- dcterms:spatial
- dcterms:subject
- dcterms:type
- dcterms:description
- dcterms:extent
- dcterms:identifier
- Local Fields

## DC Term (From MidPointe's Collection)

- dc:rights
- dc:title
- dc:creator
- dc:date
- dc:format
- dc:coverage
- dc:subject
- dc:type
- dc:description
- dcterms:extent
- dc:identifier
- dc:source
- dcterms:license

## ODN Mapping Template

Template Guidelines: This template will ensure that all of your elements will be mapped properly. Please complete one template for each of your institution's collections, even if your collections have similar mappings.

- Please list the Metadata Property with the complete prefix in the column on the right (e.g. dc:rights, dcterms:date) that you want us to find the appropriate data MAP property on the left. Please note that dc and dcterms are not equivalent prefixes.
- All required fields are marked in red. All the required fields must have a corresponding field in your metadata. The field does not have to be the same name (i.e. many institutions are using mapping dc:rights to edm:rights).
- All other fields are optional. Make sure that you have accounted for all fields in your metadata even if you don't want them mapped to DPLA. Remember that your data management system may use a different field name than what appears in the OAI-PMH feed. Consider looking at your feed to correctly identify field names.
- List any fields you do not want mapped for DPLA in the last row under local fields.
- Please see the ODN MAP if you are unsure of a field description or requirements.

<b>Collection Information</b>		
<b>Institution Name</b>	MidPointe Library System	
<b>Collection Name</b>	Marion G. Warner Photograph Collection	
<b>OAI URL (Use specific collection URL not institution URL)</b>	http://www.midpointedigitalarchives.org/digital/collection/p16488coll13	
<b>What metadata prefix do you want us to use when harvesting your data? (e.g. oai_qdc, oai_dc, etc.)</b>	oai_qdc	
<b>ODN MAP Field Name</b>	<b>ODN MAP Property</b>	<b>Institution Property</b>
<b>Standardized Rights Statement</b>	edm:Rights	dc:rights
<b>Title</b>	dcterms:title	dc:title
<b>Collection</b>	dcterms:isPartOf	We will be using your OAI SetName for the dcterms:isPartOf field. Check this name to make sure it is accurate, and descriptive. Example a collection may just be called "Valentines" but it is better described as "1820s-1930s Valentine's Day Cards." If you want to use a different name for your collection please enter here:
<b>Language</b>	dcterms:language	
<b>Creator</b>	dcterms:creator	dc:creator
<b>Date</b>	dc:date	dc:date
<b>Format</b>	dc:format	dc:format
<b>Place</b>	dcterms:spatial	dc:coverage

<b>Subject</b>	dcterms:subject	dc:subject
<b>Type</b>	dcterms:type	dc:type
<b>Alternative Title</b>	dcterms:alternative	
<b>Contributor</b>	dcterms:contributor	
<b>Description</b>	dcterms:description	dc:description
<b>Extent</b>	dcterms:extent	dcterms:extent
<b>Identifier</b>	dcterms:identifier	dc:identifier
<b>Relation</b>	dc:relation	
<b>Publisher</b>	dc:publisher	
<del><b>Rights</b></del>	<del>d:rights</del>	<del>dc:rights</del>
<b>Rights Holder</b>	dcterms:rightsHolder	
<b>Temporal Coverage</b>	dcterms:temporal	
<b>Thumbnail (if you are using a non-CONTENTdm DMS please include this field)</b>	edm:preview	
<b>Local Fields</b>	List any fields we may find in your metadata that you do NOT want mapped for DPLA.	dc:source

# Matching Terms

- To match terms, you'll access the OAI feed.
- Penelope walked me through how to access MidPointe's. What follows were her instructions:
  - <http://www.midpointedigitalarchives.org/oai/oai.php>
  - In order to see all the sets you have available for OAI harvesting add "?verb=Listsets to the end of the base harvest URL. Now it will be <http://www.midpointedigitalarchives.org/oai/oai.php?verb=ListSets>
  - Each set will have a setSpec and a setName. You can use the setSpec to view the OAI feed for each set you will need to add. "verb=ListRecords&metadataPrefix=oai\_qdc&set=p16488coll13" For the set you will use the setSpec name or number.
  - For CONTENTdm users – the highlighted part is URL - <http://www.midpointedigitalarchives.org/digital/collection/p16488coll13>
  - Your link will now be something like this: [http://www.midpointedigitalarchives.org/oai/oai.php?verb=ListRecords&metadataPrefix=oai\\_qdc&set=p16488coll13](http://www.midpointedigitalarchives.org/oai/oai.php?verb=ListRecords&metadataPrefix=oai_qdc&set=p16488coll13)
  - Now you can look at the records and see what prefix is in use for each field. Since every field does not occur in every record, you may find it helpful to use the browser's search feature to find the field. You can just use the name such as "title" and then it will show you where that occurs in the metadata

# Finishing up

- After the template is complete, CONTENTdm users will need to contact CDM Support as ask for the “delete logs to be removed:
  - My message to CDM Support: Could you have the delete logs removed from the Marion G. Warner Photograph Collection? This is for ODN / DPLA harvesting. Thank you
- Email Penelope with Metadata Template and let her know that the Delete Logs are removed
- Wait for feedback from Penelope
- Act on feedback!





# QUESTIONS?

HIT THE CHAT BOX!





# HI I'M JOHN FROM TOLEDO!

- Supervisor Digitization Services @ Toledo Lucas County Public Library
- I'm the project manager for all digitization activities and digital projects
- I have been with TLCPL since early 2017
- Generally can be found wandering around art museums, book stores, or taking pictures of buildings



(Pretty sure I'm happier than the cat is)

# TLCPL COLLECTIONS

- Digital Collections Overview:
  - ~110,000 digital objects (simple or complex) across four Ohio Mem. collections
  - We use CONTENTdm (Ohio Memory), as well as Omeka for exhibits, and the Internet Archive as an alternative access point (Only CONTENTdm goes to DPLA)
- 100% of our records have rights statements, let me tell you how!
- With a lot of metadata remediation, we are able to contribute all DPLA-eligible materials from our digital collections

# GENERAL CONSIDERATIONS

- As an Ohio Memory member, all materials in your collection will be contributed to DPLA
- If you have non-permissible materials (newspapers, dissertations, etc.) or subsections of your collection you don't want to contribute to DPLA, these may need to be migrated to their own collections
  - Discuss this with your organization's Ohio Memory liaison

# WEB CLIENT – NO RIGHTS FIELD EXISTS PREVIOUSLY

- The biggest consideration for Ohio Memory contributors will be ensuring that all records contributed have a Rights Statements URI
- For those who only have access to the web client:
  - If no rights/copyright field exists in your metadata, a new field will have to be created in order to hold this data using the web client
  - This field can then be populated with a standard entry using the Find & Replace tool in the web client

# WEB CLIENT – NO RIGHTS FIELD EXISTS PREVIOUSLY

- Your records will likely fall into three rightsstatements.org categories:
  - No Copyright – United States (<http://rightsstatements.org/vocab/NoC-US/1.0/>)
  - In Copyright (<http://rightsstatements.org/vocab/InC/1.0/>)
  - Copyright Undetermined (<http://rightsstatements.org/vocab/UND/1.0/>)
- Populate the field by default with the URI that applies to most of your records
  - The remaining records will need to be updated individually (unfortunately)

# WEB CLIENT – RIGHTS FIELD ALREADY EXISTS

- If some type of rights field already exists in your metadata records that indicates whether the record depicts something in copyright or out of copyright, these can be updated to the corresponding Rights Statements URI
  - Previous data will be lost
  - But this will be a much faster process
- This can be accomplished with the Find & Replace tool in the web client

# WEB CLIENT – FIND & REPLACE TOOL

**CONTENTdm Administration**

admin home | server | **collections** | items

:: approve :: index :: add :: edit :: **find & replace** :: lock administration :: view collection :: help ::

Current collection: Toledo Lucas County Public Library Digital Collections [change](#)

### Find & replace

Find and replace metadata within one field or all fields, or change metadata content in fields. This function does not check controlled vocabulary so if you make changes to fields with controlled vocabulary, update your controlled vocabulary list.

**Caution: This is a global action and cannot be undone.**

#### Find and replace a single field

Find

in the **Title** field

replace with

Match whole words (recommended)  Match exact string

**Change an existing rights/copyright metadata field to Rights Statements URI** [replace](#)

#### Find and replace across all fields

Find  in all fields

replace with

Match whole words (recommended)  Match exact string

[replace](#)

#### Change field metadata

Change contents in the **Title** field


to

for every item in the collection

**Populate a new field Rights Statements URI field if none previously existed** [change](#)



# WEB CLIENT – FIND & REPLACETOOL

 **CONTENTdm Administration**

admin home | server | collections | **items**

[:: profile](#) | [: fields](#) | [: website](#) | [: reports](#) | [: export](#) | [: view collection](#) | [: help](#) ::

**Current collection:** Toledo Lucas County Public Library Digital Collections

**Add field**

Index the collection after editing field.

**Caution: Project Client users must close and re-open their current project in order to access changes to fields.**

<b>Field name</b>	<input type="text"/>
<b>DC map</b>	None ▼
<b>Data type</b>	Text ▼
<b>Show large field</b>	No ▼
<b>Searchable</b>	No ▼
<b>Hidden</b>	No ▼
<b>Required</b>	No ▼
<b>Controlled vocabulary</b>	<input checked="" type="radio"/> No <input type="radio"/> Yes

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# PROJECT CLIENT (IF AVAILABLE)

- If you have access to the project client, but no field already exists, you will create the field using the same method previously described
- Populating or updating that field becomes is relatively straightforward using the project client:
  - Add records that need to be updated to a Project
  - Enter the URI into one field and the use the “Fill Up,” “Fill Down,” or “Fill All” tools while sorting columns to easily update your metadata

# PROJECT CLIENT (IF AVAILABLE)

The screenshot displays the CONTENTdm Project Client interface. The main area shows a table of digital collections. A context menu is open over the 'Rights URI' column of the third row, with 'Fill Up', 'Fill Down', and 'Fill All' options highlighted in red. The table columns include Thumbnail, Repository, Publisher (original), Publisher (digital), Resource Identifier, Rights URI, Rights Description, Rights Holder, Contact Information, and Digitization Information.

Thumbnail	Repository	Publisher (original)	Publisher (digital)	Resource Identifier	Rights URI	Rights Description	Rights Holder	Contact Information	Digitization Information
	Toledo Lucas County Public Library, Local history and genealogy		Toledo Lucas County Public Library	2004.11.253	http://rightsstaten	In copyright		Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more	
	Toledo Lucas County Public Library, Local history and genealogy		Toledo Lucas County Public Library	2004.11.427	http://rightsstaten	In copyright		Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more	
	Toledo Lucas County Public Library, Local history and genealogy		Toledo Lucas County Public Library	2004.11.416	http://			Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more	
	Toledo Lucas County Public Library, Local history and genealogy		Toledo Lucas County Public Library	2004.11.248	http://			Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more	
	Toledo Lucas County Public Library, Local history and genealogy		Toledo Lucas County Public Library	2004.11.244	http://rightsstaten	In copyright		Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more	
	Toledo Lucas County Public Library, Local history and genealogy		Toledo Lucas County Public Library	2004.11.420	http://rightsstaten	In copyright		Please contact the Local History and Genealogy Department of the Toledo Lucas County Public Library for more	



# QUESTIONS?

HIT THE CHAT BOX!





# THANK YOU!

[HTTPS://OHIODIGITALNETWORK.ORG/](https://ohiodigitalnetwork.org/)

@OHIODIGNETWORK

JJOHNSON@LIBRARY.OHIO.GOV

Register for ODNFest at <https://ohiodigitalnetwork.org/contributors/odnfest-2019>