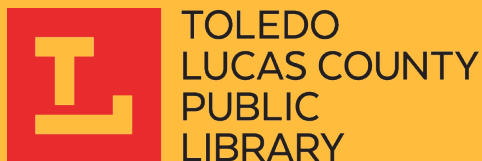


# Hi I'm John from Toledo!

- 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  field

replace with

Match whole words (recommended)  Match exact string

**Change an existing rights/copyright metadata field to Rights Statements URIs** [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  field

to

for every item in the collection

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

# Web Client – Find & Replace Tool

 **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.**

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

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TOLEDO  
LUCAS COUNTY  
PUBLIC  
LIBRARY



# 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 then use the “Fill Up,” “Fill Down,” or “Fill All” tools while sorting columns to easily update your metadata

# Project Client (If Available)

The screenshot shows the CONTENTdm Project Client interface. The main area displays a table of digital collections. The table has columns for Thumbnail, Repository, Publisher (original), Publisher (digital), Resource Identifier, Rights URI, Rights Description, Rights Holder, Contact Information, and Digitization Information. A context menu is open over the Rights URI column of the third row, with options: Fill Up, Fill Down, Fill All, Fill Compound Object..., Cut, Copy, Paste, Clear Contents, and Add Text File. The 'Fill Up', 'Fill Down', and 'Fill All' options are highlighted with a red box.

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	

