

# CONTENTdm and Metadata Remediation

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  - Supervisor Digitization Services, Toledo Lucas County Public Library (TLCPL)
  - Project manager for all digitization activities and digital projects
- TLCPL Digital Collections Overview
  - Over 135,000 records in Ohio Memory, a statewide shared CONTENTdm repository
  - All records have been remediated with Standardized Rights Statements
  - All eligible records contributed to DPLA

# General Considerations for Ohio Memory Users

- If you are an Ohio Memory member, harvest occurs at the collection level
- Not possible to curate only specific materials to be harvested inside a collection, either everything or nothing
- Non-permissible materials such as newspapers or dissertations may need to be broken out into separate collections
- Get in contact with your Ohio Memory liaison while planning for DPLA harvest

# Web Client – No Rights Field Exists Previously

- The biggest consideration for CONTENTdm 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
- The previous data will be lost in this process but it will be much faster
- 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	<input type="text"/>
in the	Title field
replace with	<input type="text"/>
	<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string

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

#### Find and replace across all fields

Find	<input type="text"/>	in all fields
replace with	<input type="text"/>	
	<input checked="" type="radio"/> Match whole words (recommended) <input type="radio"/> Match exact string	

[replace](#)

#### Change field metadata

Change contents in the	Title field
to	<input type="text"/>
	for every item in the collection

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

# Web Client – Find & Replace Tool

**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
<input type="button" value="save changes"/>	

# Project Client

- 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 a relatively straightforward process 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







CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection TLCPL Digital Collections

Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All Upload for Approval Open in Tab Delete

	Thumbnail	Repository	Publisher (original)	Publisher (digital)	Resource Identifier	Rights URI	Rights Description	Rights Holder	Contact Information	Digitization Information
<input type="checkbox"/>		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	
<input type="checkbox"/>		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	
<input type="checkbox"/>		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	
<input type="checkbox"/>		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	
<input type="checkbox"/>		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	
<input type="checkbox"/>		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	

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Item Tasks

- Open in Tab View
- Delete
- Upload for Approval

Other Tasks

- View Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm Administration

Fill Up  
Fill Down  
Fill All

Fill Compound Object ...  
Cut  
Copy  
Paste  
Clear Contents  
Add Text File