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METS Editor: The Basics, for use with dPanther

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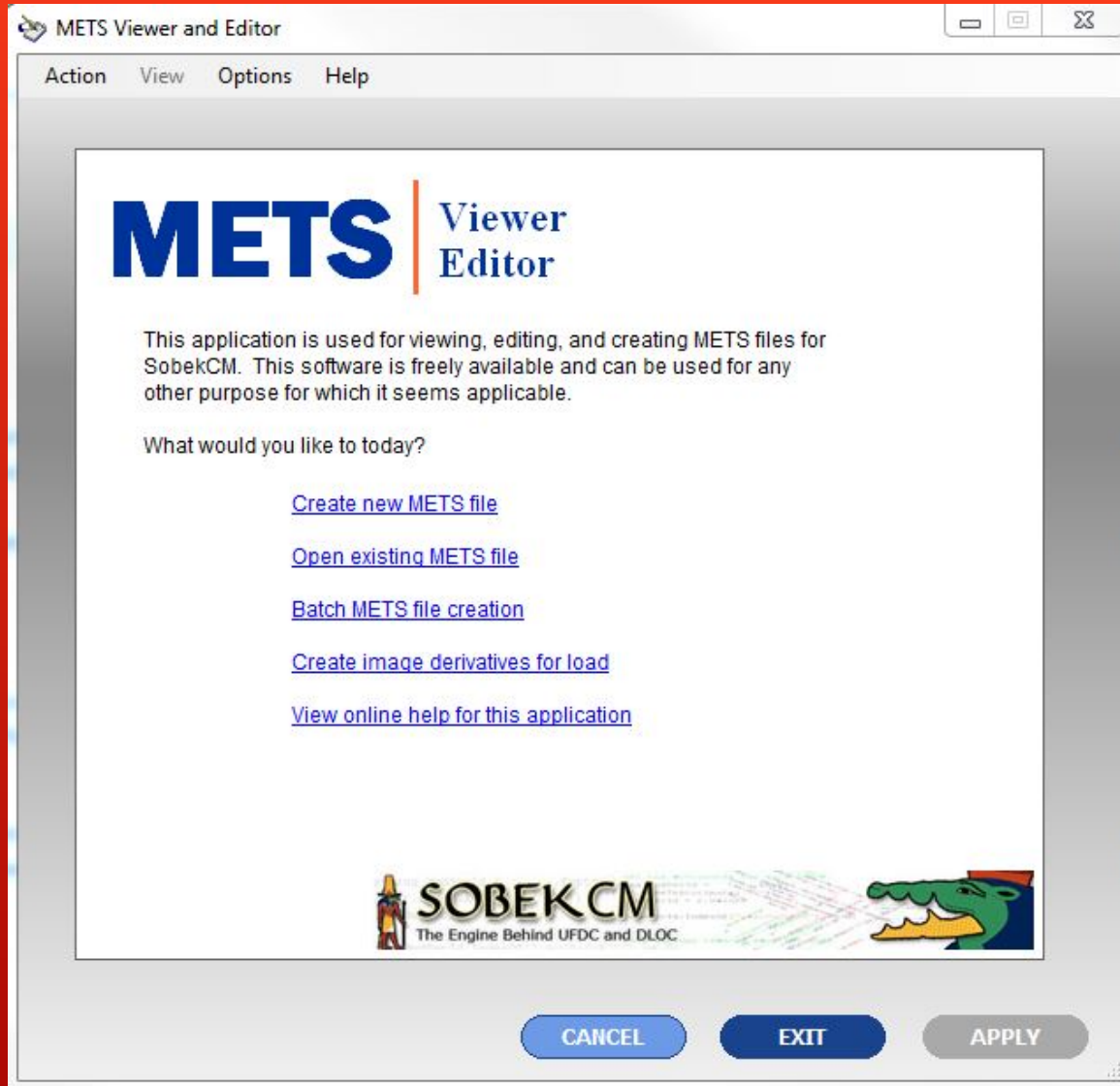


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METS EDITOR

The Basics

For use with dPanther

Obtain a set of identifiers

- ✓ Contact your dPanther liaison
- ✓ You will need to know the exact number of files that need identifiers

Kelley Rowan

348-6485

krowan@fiu.edu

- Sound and Image
- Special Collections

Zhonghua Du

348-3785

zdu@fiu.edu

- Government Documents

First level

FI150820

Inside FI#
folder

00001

Inside
00001
folder

PDF

.METS

FILE FOLDER STRUCTURE

P:) > Sea_Level_current > Sea Level Papers >

| Name | Date modified | Type | Size |
|------------|--------------------|-------------|------|
| FI15060900 | 6/16/2015 2:30 PM | File folder | |
| FI15060901 | 6/16/2015 3:08 PM | File folder | |
| FI15060902 | 6/16/2015 3:08 PM | File folder | |
| FI15060903 | 6/16/2015 3:08 PM | File folder | |
| FI15060904 | 6/16/2015 2:31 PM | File folder | |
| FI15060905 | 6/17/2015 8:49 AM | File folder | |
| FI15060906 | 6/17/2015 8:48 AM | File folder | |
| FI15060907 | 6/17/2015 8:48 AM | File folder | |
| FI15060908 | 6/17/2015 8:48 AM | File folder | |
| FI15060909 | 6/17/2015 8:48 AM | File folder | |
| FI15060910 | 6/17/2015 10:18 AM | File folder | |
| FI15060911 | 6/17/2015 10:21 AM | File folder | |
| FI15060912 | 6/17/2015 10:21 AM | File folder | |
| FI15060913 | 6/17/2015 10:22 AM | File folder | |
| FI15060914 | 6/17/2015 10:22 AM | File folder | |
| FI15060915 | 6/17/2015 11:41 AM | File folder | |
| FI15060916 | 6/17/2015 11:41 AM | File folder | |
| FI15060917 | 6/17/2015 11:41 AM | File folder | |
| FI15060918 | | | |
| FI15060919 | | | |
| FI15060920 | | | |
| FI15060921 | | | |
| FI15060922 | | | |
| FI15060923 | | | |

FILE STRUCTURE

File transferring options:

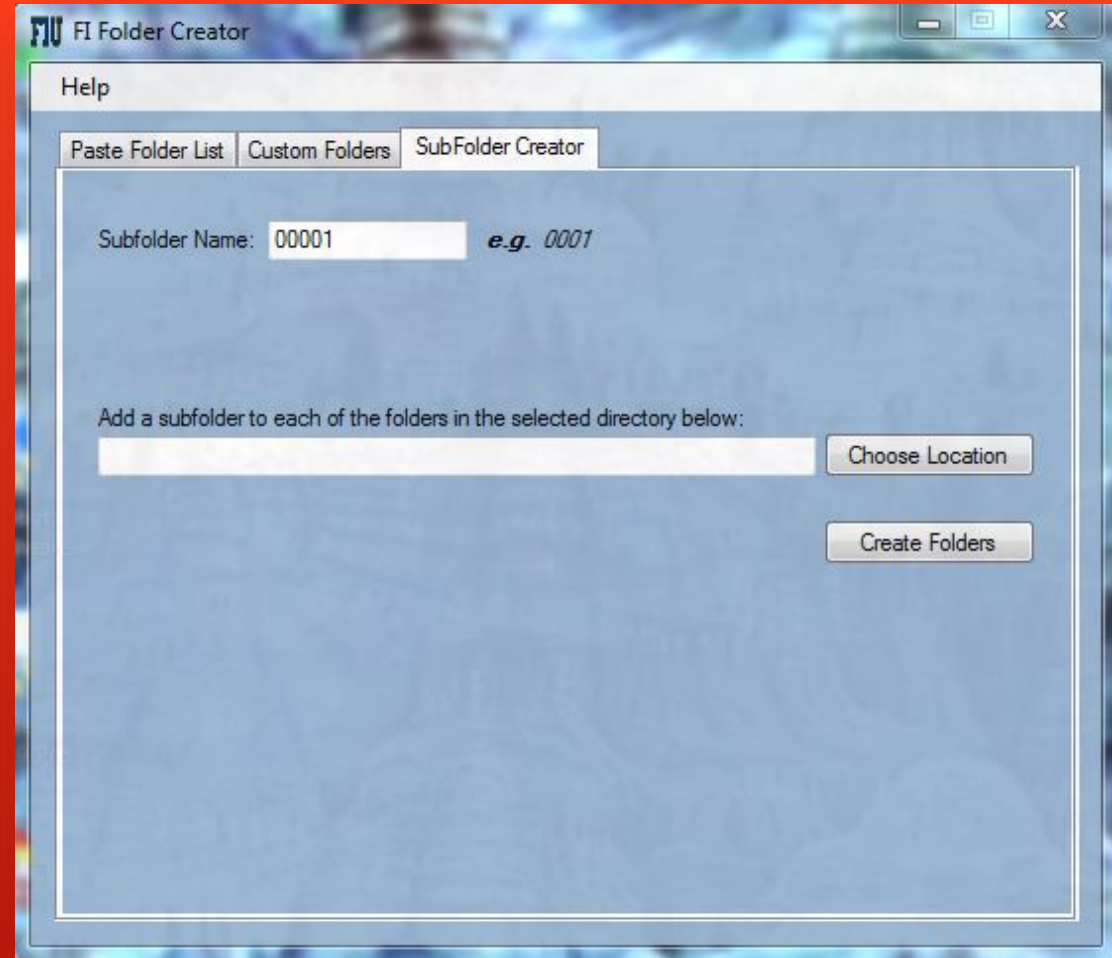
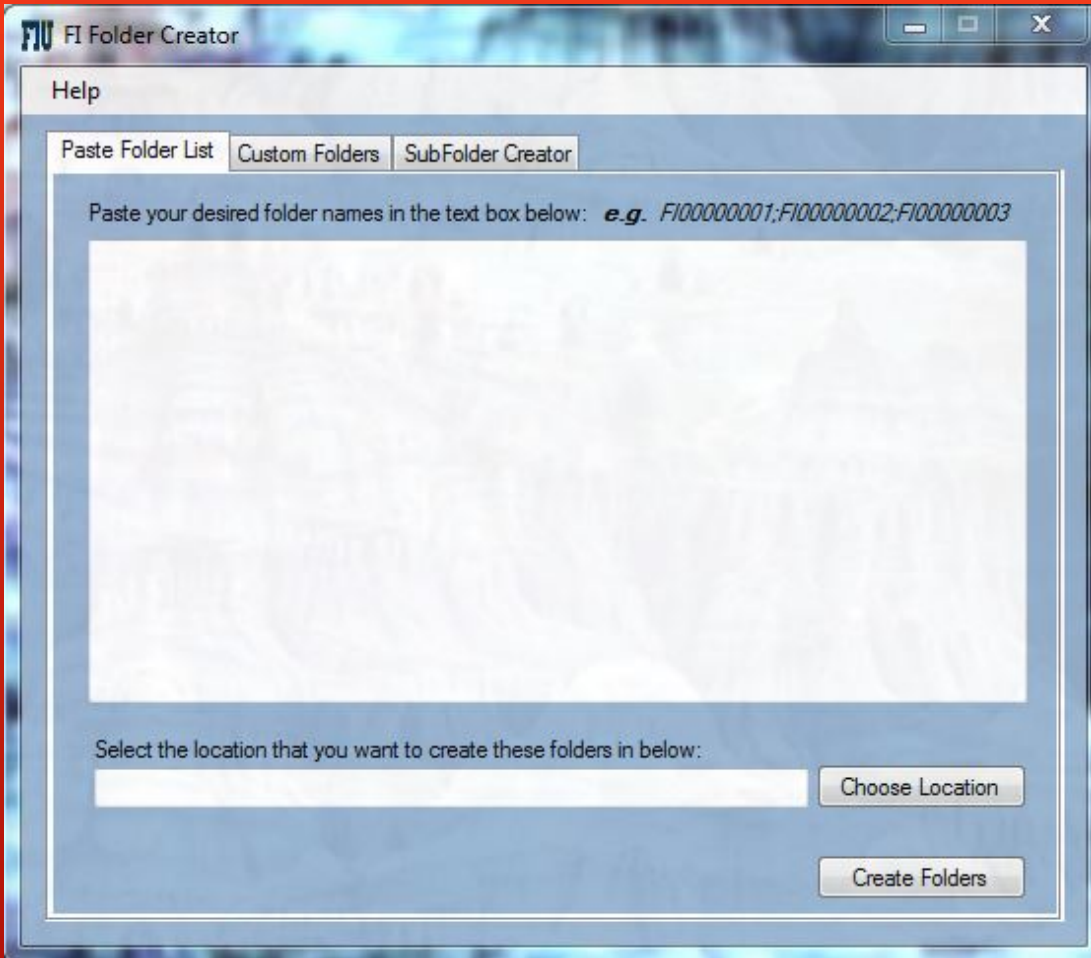
- ✓ OneDrive
- ✓ External drive
- ✓ FTP (for SPC) to shared DOIT server

Computer > production (\\dpantherfi01.ad.fiu.edu) (P:) > Sea_Level_current > ICE Papers > FI15062077 > 00001

Search 00001

Organize > Burn > New folder

| Name | Date modified | Type | Size |
|---|--------------------|--------------------|----------|
| production (\\dpantherfi01.ad.fiu.edu) (P:) | | | |
| Carl_Fisher_current | | | |
| ChecksumScript | | | |
| CoralGables_current | | | |
| Cuban_Heritage_Archives_current | | | |
| FI15062077 | 1/21/2011 12:52 PM | Adobe Acrobat D... | 1,105 KB |
| FI15062077_00001.mets | 7/31/2015 3:50 PM | METS File | 7 KB |



Contact: **Henley Louis-Pierre** hlouispi@fiu.edu 348-3127

FILE FOLDER AND SUBFOLDER CREATOR

FIU Digital Project Guidelines and Help Materials

The internal standard operating procedures for FIU Libraries' digital collections

Last Updated: Aug 25, 2015 2:56 PM | URL: <http://libguides.fiu.edu/digitalprojects>

Subjects: [none] | Tags: [none]

Enter Search Words

Search

Published

Page URL: <http://libguides.fiu.edu/c.php?g=159922&p=2136634>

PRELIMINARY GUIDELINES & WORKFLOW

BEFORE YOU BEGIN A DIGITAL PROJECT

GENERAL WORKFLOW

FILE NAMING CONVENTIONS

FILE FOLDER STRUCTURE MAP

BATCH CREATION OF FOLDERS FOR APPLE AND PC

batch creation of folders (mac)

batch creation of subfolders (pc)

DIGITIZATION

PROCESSING

OCR - PRIME & ABBYY

METADATA

DPANTHER

ETDS

RTDS

DIGITAL COMMONS /IR

DIGITAL PRESERVATION (FDA)

OTHER RESOURCES

OLD SOPS

+

batch creation of folders (mac)

MAC - CREATING MULTIPLE FOLDERS AT A TIME

- Open Terminal – if you don't know where it is, go to Mac Finder (little magnifying glass icon on top right of toolbar) and type in "Terminal"
- Type `cd /Volumes/Production/folder_name` (find the path of the folder you want to paste your new folders into. Note that /Volumes gets you to the top of the directory to locate the files on the production, archive directories. *cd=change directory, ls=list contents*)
- Got to your excel spreadsheet and highlight the column with the FI#s. Paste them into word as text only. Do an advanced find and replace with the paragraph mark with one space.
- Copy the FI#s with one space between them
- In terminal, type `mkdir` and then paste the FI#s (`mkdir=make directory`)



```
FDA_RTD -- bash -- 80x24
Last login: Mon Jun 1 16:28:24 on ttys000
dglwrk00:~ rbakkers cd /Volumes/Production/RTD_Current/FDA_RTD
dglwrk00:FDA_RTD rbakkers mkdir FI14032336 FI14032378 FI14050403 FI14050405 FI14
050418 FI14050425 FI14050427 FI14050440 FI14050433 FI14050434
dglwrk00:FDA_RTD rbakkers []
```

- Click Enter

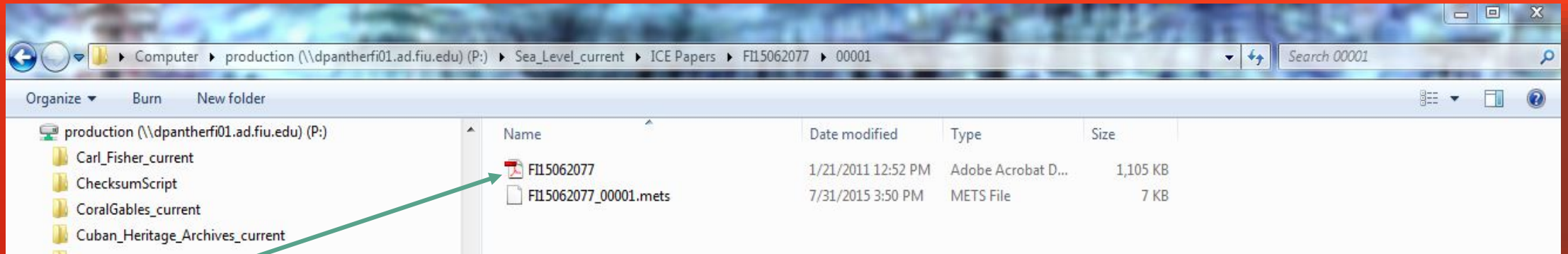
CREATING SUBFOLDERS AT SAME TIME

If you want to create multiple folders with a subfolder, you can do so as follows:

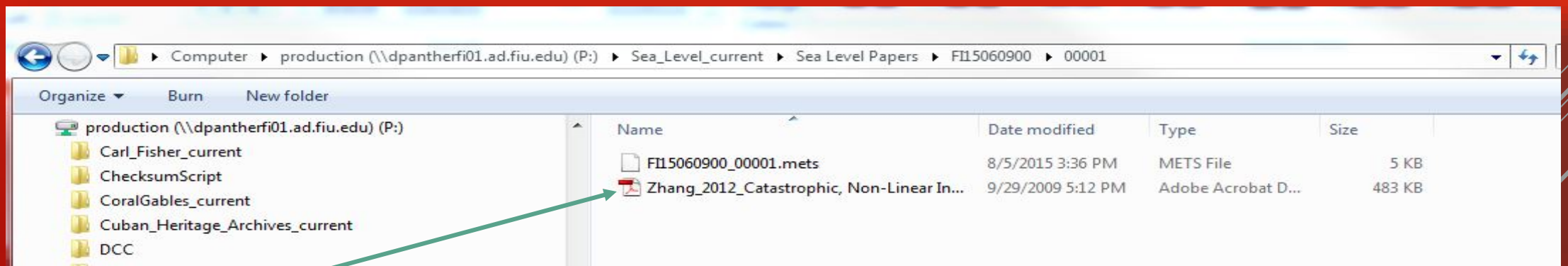
- Use command `-p` after `mkdir` to indicate you will have a parent and child directory
- Follow commands as previously stated to make sure you are in correct folder
- You may want to use excel to make columns as follows, with your parent directory in column A and your child directory in B (beginning with a slash)

<http://libguides.fiu.edu/digitalprojects>

FILE FOLDER AND SUBFOLDER CREATOR



good file name



No thumbnail will be created

FILE NAMING

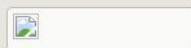
Title: A new view on sea level rise
Author: Rahmstorf, Stefan
PublishYear: 2010
Type: Book



Title: A Reconciled Estimate of Ice-Sheet Mass Balance
Author: Shepherd, Andrew
PublishYear: 2012
Type: Book



Title: A scaling approach to project regional sea level rise and its uncertainties
Author: Perrette, M.
Landerer, F.
Riva, R.
Frieler, K.
Meinshausen, M.
PublishYear: 2012
Type: Book



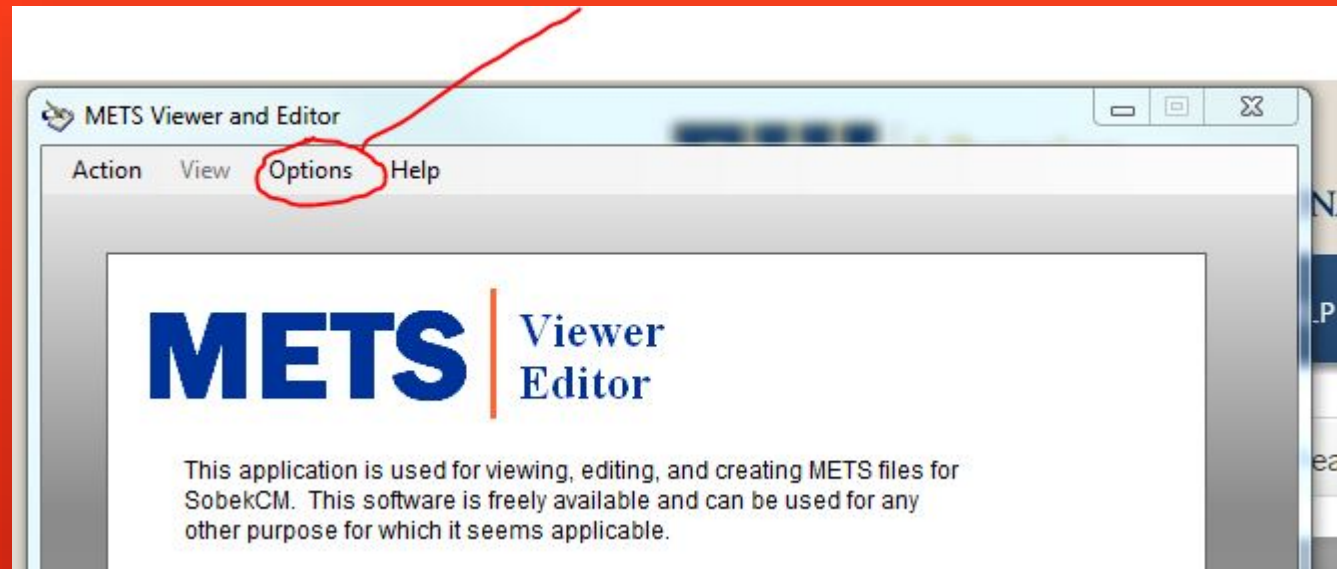
List of Files Description Map It

- A scaling approach to project regional sea level rise and its uncertainties
 - A scaling approach to project regional sea level rise and its uncertainties
- Files List with Thumbnail
 - A scaling approach to project regional sea level rise and its uncertainties**

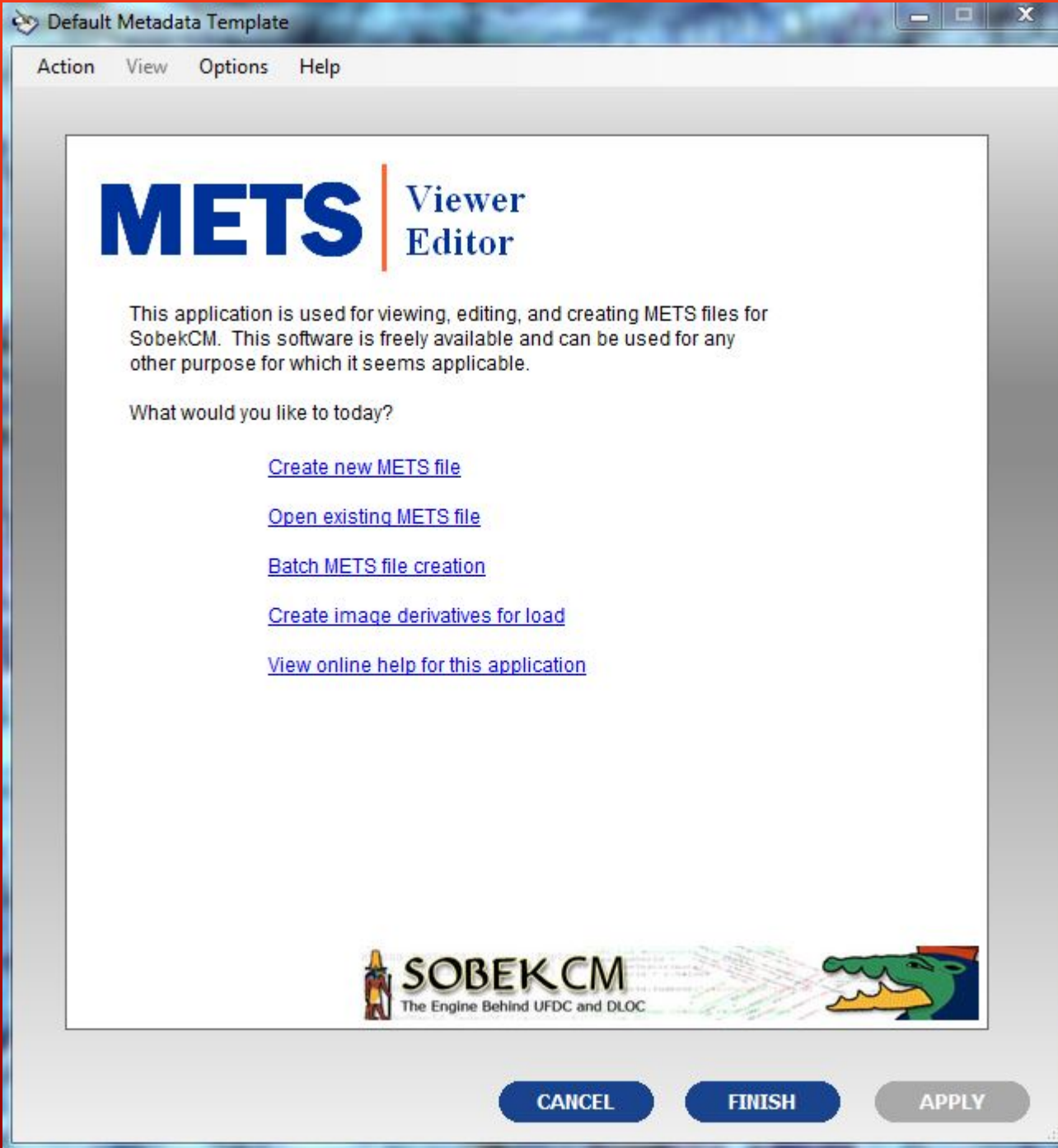


MISSING THUMBNAILS

- ✓ Stand – alone
- ✓ MODS
- ✓ Complete
- ✓ Aggregations, rights statement – can be changed at any time by choosing “options” on the METS editor



INSTALLATION SETUP



- ✓ Create new METS file
- ✓ Choose 00001 file (If you choose the FI# folder, the title in the map structure box will have 00001 in the title).
- ✓ Choose the file to include and hit "continue"
- ✓ Double-click in each field to open new dialog box

STARTING A RECORD

Default Metadata Template

Action View Options Help

Source Document Subjects and Notes Record Information SobekCM Structure Map

Basic Information

Title: ?

Add Alternate Title Add Series Title Add Uniform Title

Resource Type: ?

Genre: Scheme: ?

Language: + ?

Name Authorities

Creator: + ?

Donor: ?

Publication Details

Publisher: + ?

Manufacturer: + ?

Publication Date: ?

Copyright Date: ?

Edition: ?

CANCEL FINISH APPLY

Edit Title Information

Title Type:

Non Sort: Language:

Title:

Sub Title:

Statement of Responsibility:

Part Number:

Part Name: Authority:

CANCEL SAVE

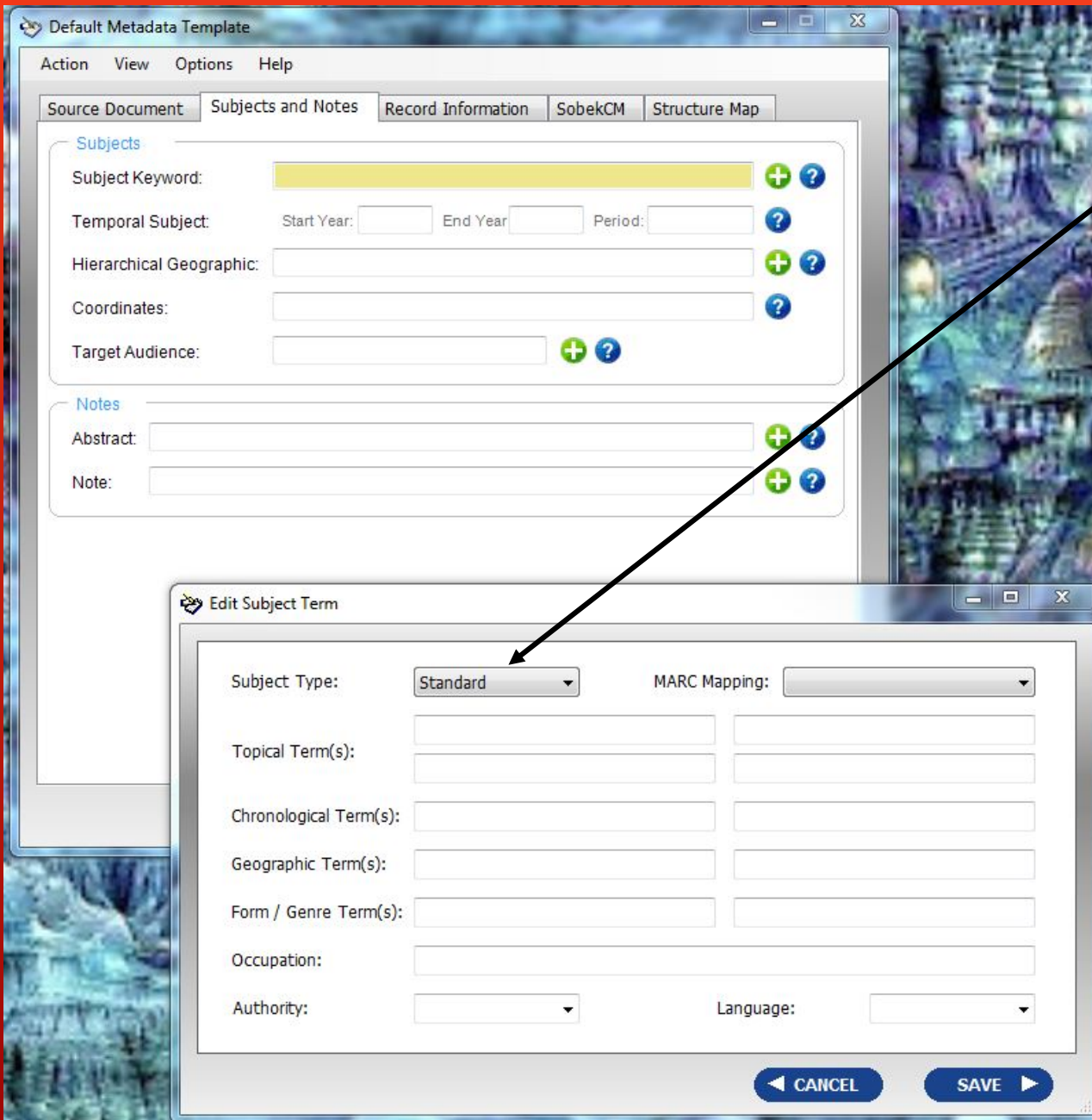
3 Fields that DO NOT open up:

- ✓ Publication date
- ✓ Copyright date
- ✓ Edition

Publication Date:

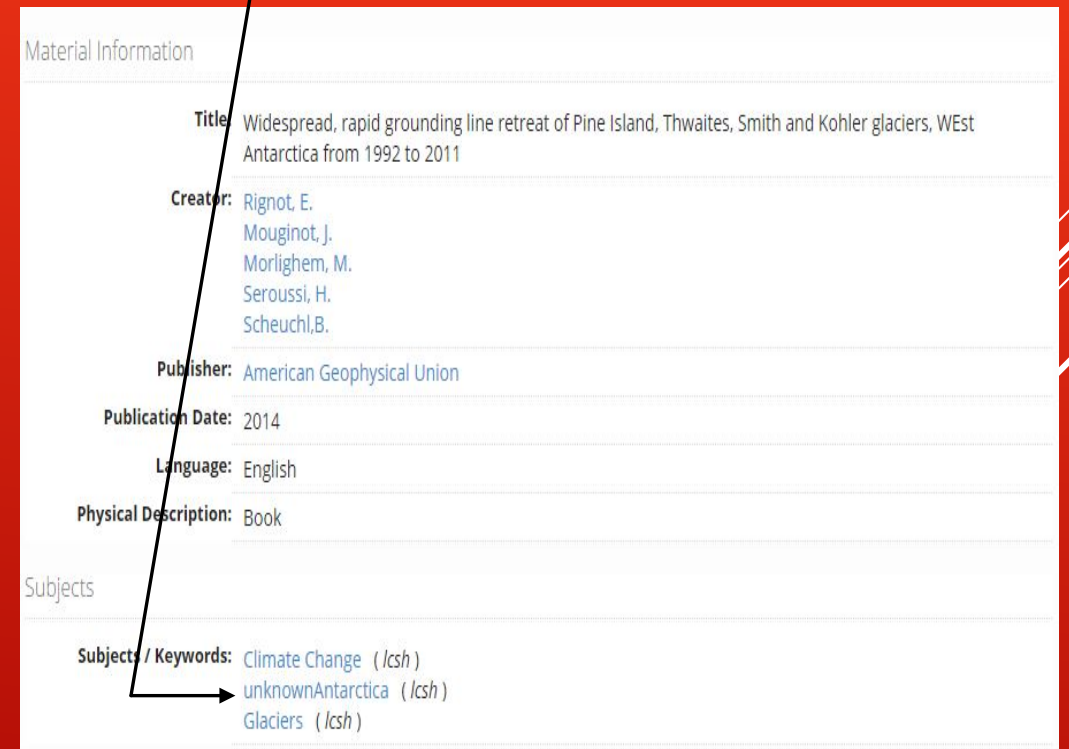
- ✓ Must be YYYY-MM-DD
- ✓ Partial dates are fine as long as the YYYY is first

SOURCE DOCUMENT TAB



Subject Keyword

- ✓ Be sure to set as "Standard"
- ✓ dPanther doesn't understand the other options



SUBJECTS AND NOTES

The image shows two overlapping software windows. The top window, titled "Default Metadata Template", has a menu bar with "Action", "View", "Options", and "Help". It contains several tabs: "Source Document", "Subjects and Notes", "Record Information", "SobekCM", and "Structure Map". The "Subjects and Notes" tab is active. Under the "Subjects" section, there are several input fields: "Subject Keyword" (containing "Florida -- Everglades National Park -- Alligators"), "Temporal Subject" (with sub-fields for "Start Year", "End Year", and "Period"), "Hierarchical Geographic", "Coordinates", and "Target Audience". Each field has a green "+" icon and a blue "?" icon to its right. Below the "Subjects" section is a "Notes" section with "Abstract" and "Note" fields, also featuring "+" and "?" icons. The bottom window, titled "Edit Subject Term", has a "Subject Type" dropdown set to "Standard" and a "MARC Mapping" dropdown. It contains several input fields: "Topical Term(s)" (with "Florida" and "Alligators" entered), "Chronological Term(s)", "Geographic Term(s)", "Form / Genre Term(s)", "Occupation", "Authority" (with a dropdown), and "Language" (with a dropdown). At the bottom of this window are "CANCEL" and "SAVE" buttons.

✓ Use the + to create additional subject keyword lines for individual subjects.

✓ To create a string, put all subjects in one dialog box (example on left).

SUBJECTS AND NOTES

Default Metadata Template

Action View Options Help

Source Document Subjects and Notes Record Information SobekCM Structure Map

Subjects

Subject Keyword: + ?

Temporal Subject: Start Year: End Year: Period: ?

Hierarchical Geographic: + ?

Coordinates: ?

Target Audience: + ?

Notes

Abstract: + ?

Note: + ?

Content Advice; Review;
Scope and content;
Subject; Summary

CANCEL FINISH APPLY

- ✓ Check the options under "Abstract" and "Note"
- ✓ Many other options are available

SUBJECTS AND NOTES

Default Metadata Template

Action View Options Help

Source Document Subjects and Notes Record Information SobekCM Structure Map

Internal Record

Record Status: COMPLETE ?

METS Notes: ?

Record Origin: ?

Description Standard: (none) ?

Source Institution: FIU Florida International University ?

Holding Location: ?

Rights: Please contact the owning institution for licensing and permissions. It is the users responsibility to ensure use does ?

External Records

Classification: Authority: + ?

Identifier: Type: + ?

Serial Hierarchy: ?

EAD: ?

Related URL: ?

Related Item: + ?

CANCEL FINISH APPLY

✓ The "Holding Location" must be manually filled in

EXTERNAL RECORDS

✓ Use "Related Item" instead of "Related URL"

RECORD INFORMATION

Default Metadata Template

Action View Options Help

Source Document Subjects and Notes Record Information SobekCM Structure Map

Record Information

Bibliographic Identifier: ? Volume Identifier: 00001 ?

Encoding Level: (none) ?

Affiliation

Affiliation: + ?

Aggregation Membership (i.e., collections to which items should be assigned)

Aggregations: + ?

Branding applied when viewing resource online

Wordmark: + ?

Web Skin: + ?

Other Files

Main Thumbnail: ?

Viewers for this resource

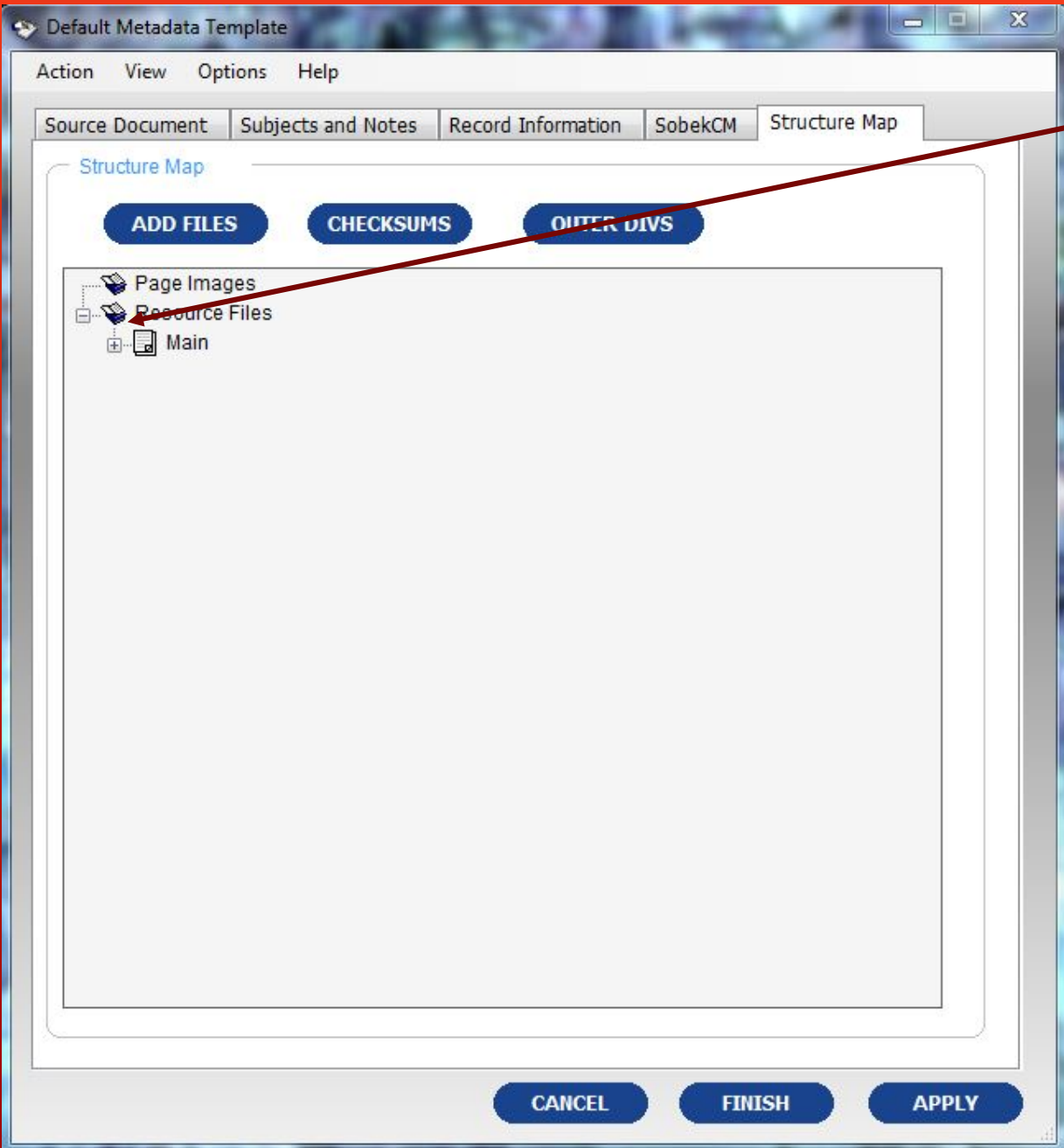
Viewer: + ?

CANCEL FINISH APPLY

✓ Be sure to add your identifier!

✓ Add as many aggregations as needed

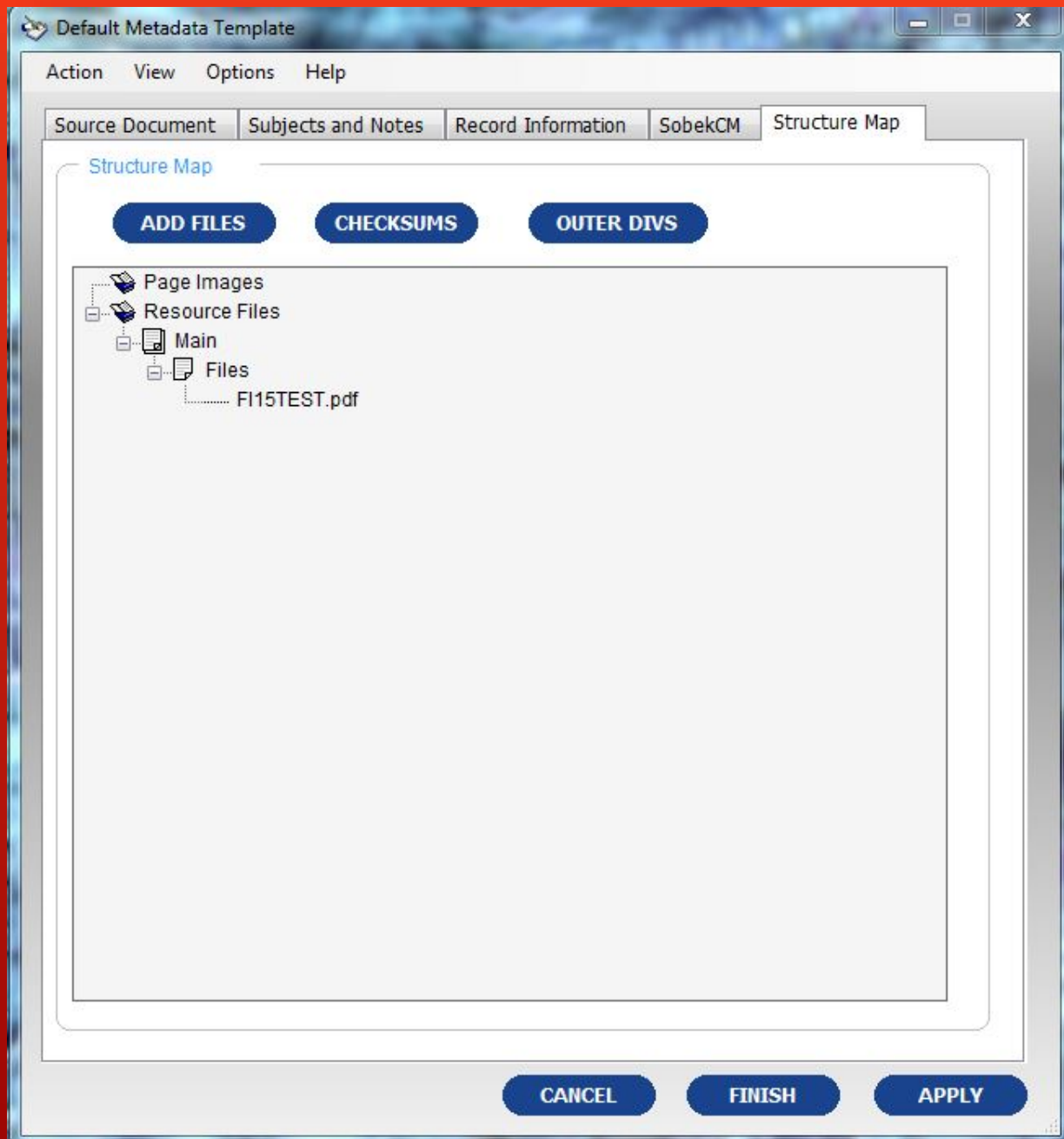
SOBEKCM



✓ Click the + sign to open up the "Main" folder

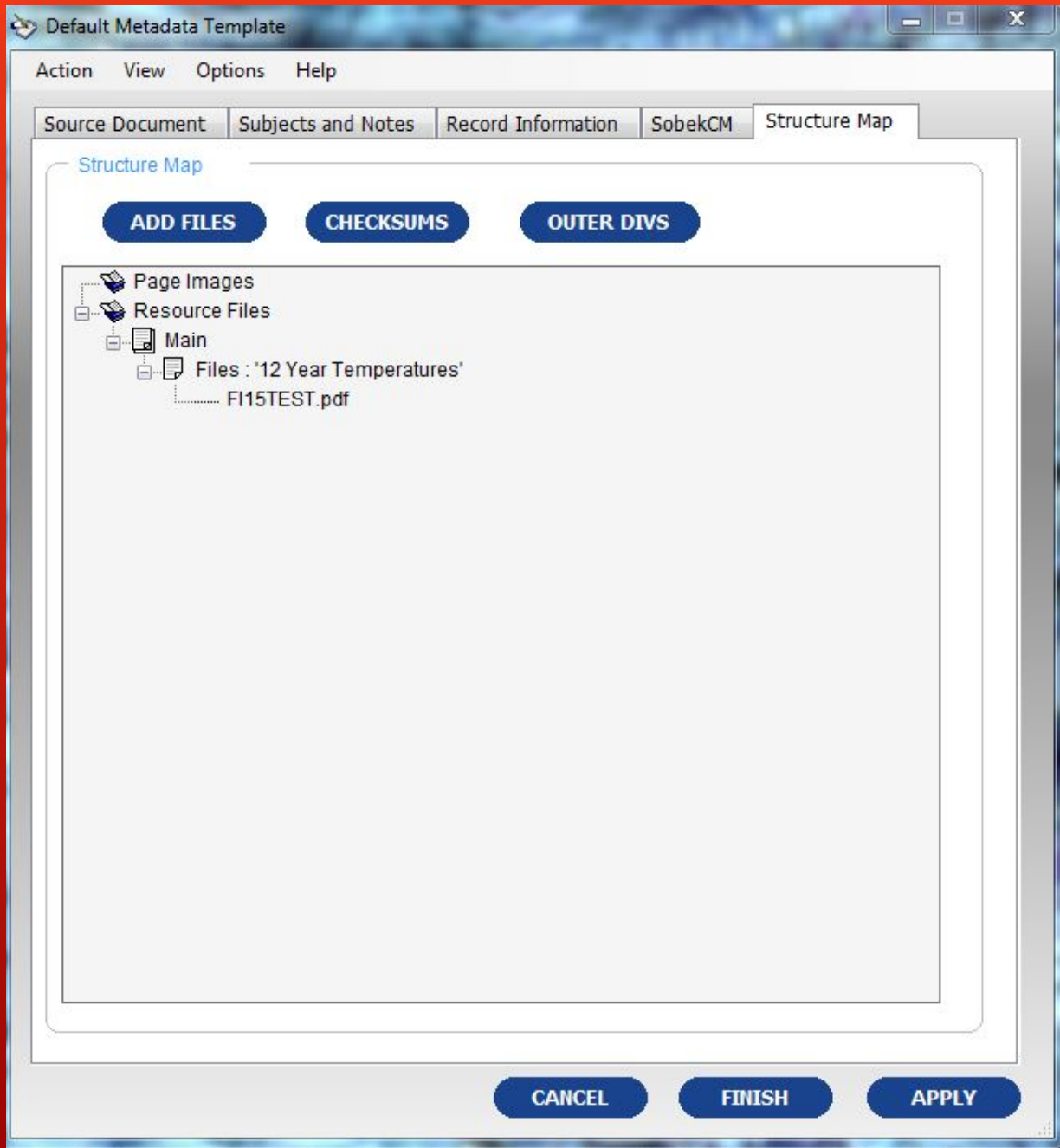
✓ You will have to do the same to open the "Files" folder

STRUCTURE MAP



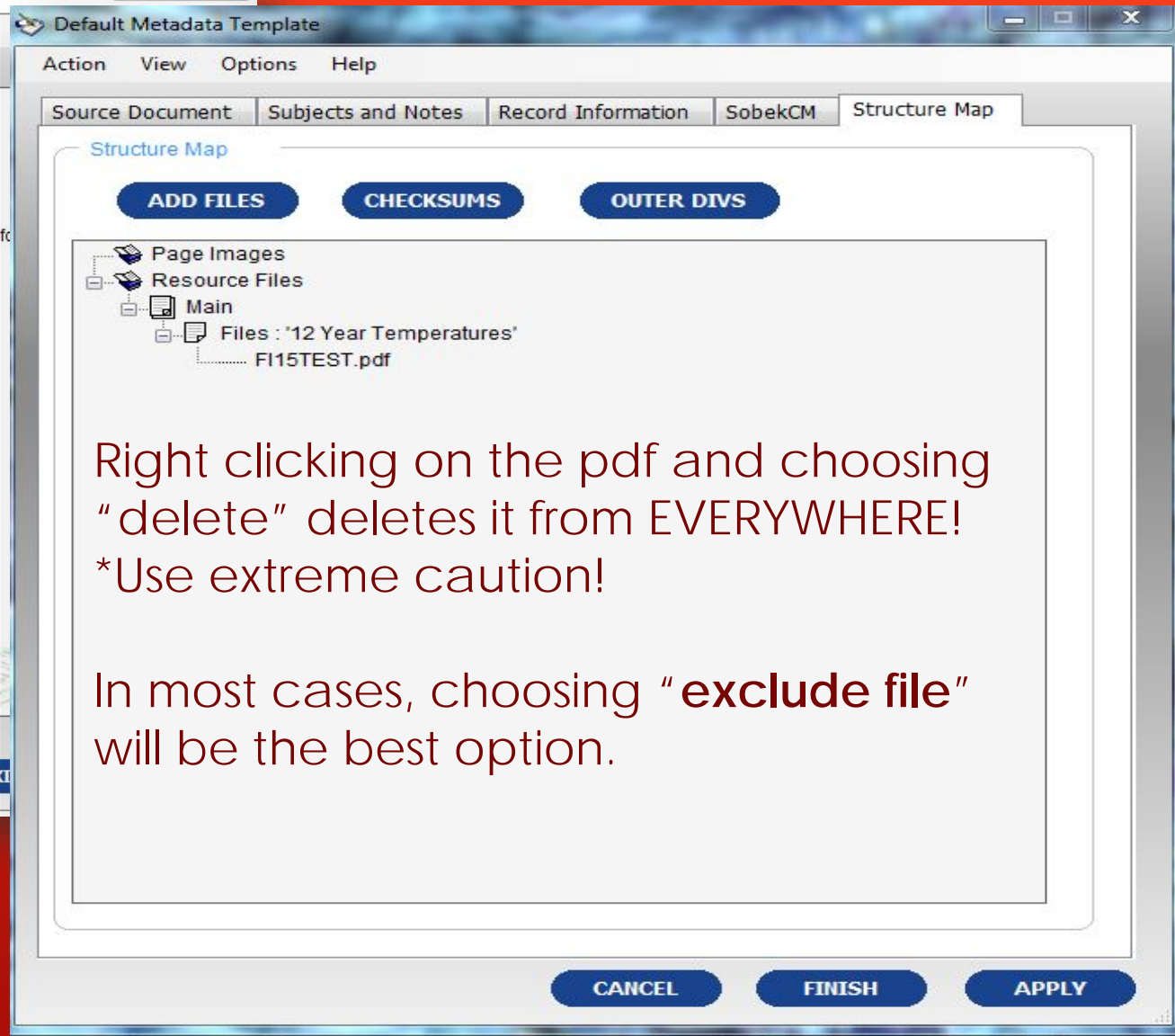
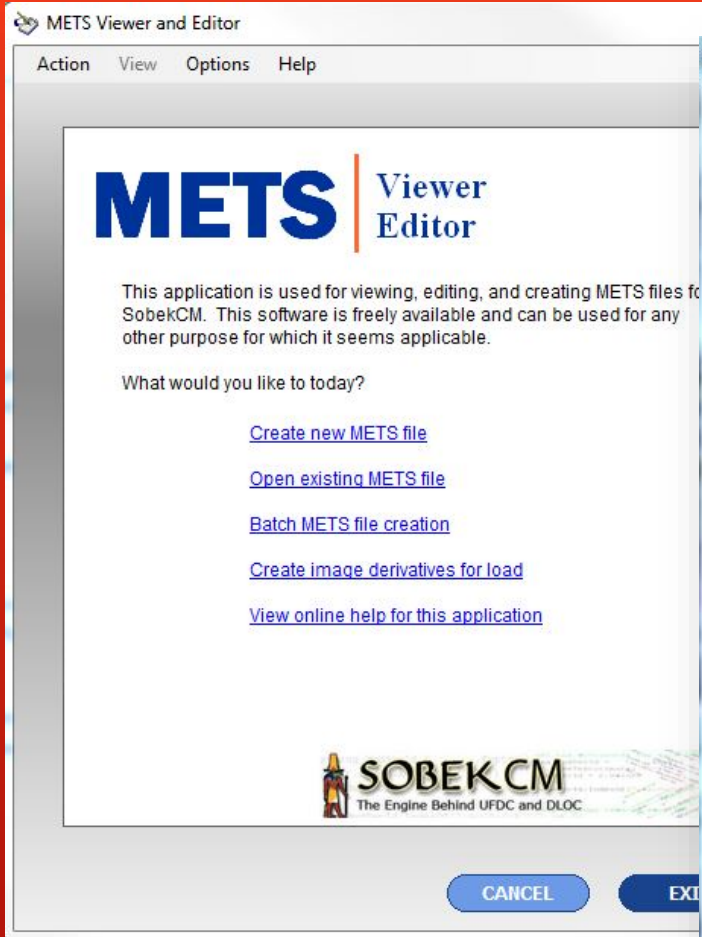
Right click on "Files" to give your file a title by choosing "edit page label"

STRUCTURE MAP
FILE RENAME



Click "apply" and then "finish"

STRUCTURE MAP
RENAMED FILE



EDITING A METS RECORD

FIU Digital Project Guidelines and Help Materials

The internal standard operating procedures for FIU Libraries' digital collections

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Subjects: [none] | Tags: [none]

Enter Search Words Search



Page URL: <http://libguides.fiu.edu/c.php?g=159922&p=2130064> PAGE

PRELIMINARY GUIDELINES & WORKFLOW

DIGITIZATION

PROCESSING

OCR - PRIME & ABBYY

METADATA

METADATA SCHEMAS AND HELP

SOBEKCM METS EDITOR

sobekcm mets editor

BATCH CREATION OF METS FILES FROM...

SOBEKCM BIBLIOGRAPHIC IDENTIFIER (BIBID) RULES

DPANTHER

ETDS

RTDS

DIGITAL COMMONS /IR

DIGITAL PRESERVATION (FDA)

OTHER RESOURCES

OLD SOPS

sobekcm mets editor

Metadata options (MODS) Metadata options (XML) Metadata Creation (MODS)

METS editor for dPanther (Presentation) METS editor for dPanther (PDF)



Mets Editor For Use with dPanther from kelleysrowan



Add / Reorder

Aug 25, 2015

VISIT [HTTP://LIBGUIDES.FIU.EDU/DIGITALPROJECTS](http://libguides.fiu.edu/digitalprojects)
FOR THIS PRESENTATION & MANY OTHER HELPFUL GUIDES