SimpleDL & Internet Archive

METADATA AND UPLOAD.
SCANNING, NOT SO MUCH
Timelines

**SimpleDL**
- Fits and starts - July 2011 to present
- Very cautious
- Ongoing until further notice - waiting on I.T.
- Not accessioning born-digital photography yet

**Lyrasis-Sloan Mass Digi**
- March 2012 - funding
- June-July 2012 - pack and ship
- September-December – 2012 goes live on Internet Archive
- January-February 2013 - final uploads
- Ongoing – upload to SimpleDL
SimpleDL workflow

Images → Appraisal → Metadata
JPEGs → Description → Ingest and upload
PDFs → Publications → Metadata

Metadata

User display
Access
Deep archives
Storage
Internet Archive workflow

DCS → MSMC

Metadata + originals

Yes
Fragile?

No

Publications

Simple DL

Access

Deep archives

User display

Internet Archive

Metadata + originals
Metadata

Allow download
Appeared in Audience
Collections Contributors Creator
Date of original Description Digital format 
Identifier
Location Preservation level Publisher Rights Source Subject
Time period
Title Upload date

Box Number
DATE
DESCRIPTION
EXTENT
Folder Name
FORMAT
Notes for Scanners
Physical Item #
Prefix
Shipment Number
TITLE

ARCHIVE ID
AUTHOR
BIB ID
BOOK TO PALLET
CALL NUMBER
CATALOG
COLLECTION
COLLECTION-LIBRARY
CONTRIBUTOR
COPYRIGHT
COPYRIGHT MESSAGE
DESCRIPTION
DIGITAL ITEM#
ITEM NUMBER
(Microfilm)
LANGUAGE CODE
LICENSE
LOADING LINK
MICROFILM
MODE
PHYSICAL ITEM#
PRESET (Microfilm)
PUBL DATE
PUBLISHER
PUBLICATION
RIGHT TO LEFT
DUE DILIGENCE
SCANFEE
SCANNING CENTER
NOTES
SHIP TRACKING
SKIP REPUB
SPONSOR
SUB-COLLECTIONS
SUBJECT
TITLE
URL
VOLUME

SimpleDL
DCS
Internet Archive

Box Number
DATE
DESCRIPTION
EXTENT
Folder Name
FORMAT
Notes for Scanners
Physical Item #
Prefix
Shipment Number
TITLE

4/1
1/2
01
3

Slide set 2
Need Metadata Help

Click the download metadata button below to get metadata for all your items that you can modify and reupload. If you need additional help, please view the tutorial about how to work with metadata in a spreadsheet.

Collection: (Limit which collections are exported)

Filter by field: (Only export rows with the following field constraint)

Download Metadata
### Validate Metadata Import

This will allow you to validate the metadata import to make sure the columns are what you expected.

<table>
<thead>
<tr>
<th>PROCESSING NOTES</th>
<th>FILE</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
<th>IDENTIFIER</th>
<th>SUBJECT</th>
<th>TIME PERIOD</th>
<th>CREATOR</th>
<th>PUBLISHER</th>
<th>LOCATION</th>
<th>ALLOW/DOWNLOAD</th>
<th>SOURCE</th>
<th>RIGI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success!</td>
<td>1970s-sisters-teresita-candid.jpg</td>
<td>Teresita, 1970s - 1</td>
<td>1970s-sisters-teresita-candid.jpg</td>
<td>Sisters of St Joseph of Carondelet</td>
<td>1970s</td>
<td>MSMC</td>
<td>Staff</td>
<td>MSMC Archives</td>
<td>Chalon Campus</td>
<td>Yes</td>
<td>Scanned from photograph</td>
<td>This</td>
</tr>
<tr>
<td>Success!</td>
<td>1970s-sisters-teresita-orchestra.jpg</td>
<td>1970s-sisters-teresita-orchestra.jpg</td>
<td>Sisters of St Joseph of Carondelet</td>
<td>1970s</td>
<td>MSMC</td>
<td>Staff</td>
<td>MSMC Archives</td>
<td>Chalon Campus</td>
<td>Yes</td>
<td>Scanned from photograph</td>
<td>This</td>
<td></td>
</tr>
<tr>
<td>Success!</td>
<td>1970s-sisters-teresita-portrait.jpg</td>
<td>1970s-sisters-teresita-portrait.jpg</td>
<td>Sisters of St Joseph of Carondelet</td>
<td>1970s</td>
<td>MSMC</td>
<td>Staff</td>
<td>MSMC Archives</td>
<td>Chalon Campus</td>
<td>Yes</td>
<td>Scanned from photograph</td>
<td>This</td>
<td></td>
</tr>
<tr>
<td>Success!</td>
<td>1970s-sisters-teresita-portrait2.jpg</td>
<td>1970s-sisters-teresita-portrait2.jpg</td>
<td>Sisters of St Joseph of Carondelet</td>
<td>1970s</td>
<td>MSMC</td>
<td>Staff</td>
<td>MSMC Archives</td>
<td>Chalon Campus</td>
<td>Yes</td>
<td>Scanned from photograph</td>
<td>This</td>
<td></td>
</tr>
<tr>
<td>Success!</td>
<td>1975-sisters-teresita-awardB.jpg</td>
<td>1975-sisters-teresita-awardB.jpg</td>
<td>Sisters of St Joseph of Carondelet</td>
<td>1975</td>
<td>MSMC</td>
<td>Staff</td>
<td>MSMC Archives</td>
<td>Chalon Campus</td>
<td>Yes</td>
<td>Scanned from printed material</td>
<td>This</td>
<td></td>
</tr>
</tbody>
</table>
After your files have been uploaded, you will be redirected to the metadata page. If you are not automatically redirected, you can go here.
### Upload Files

**Related Actions:** [Browse/Edit](#)  [Mass Edit Fields](#)

**Choose Files:** Drag and drop your files below

*File names must be unique:* Replace an existing item by uploading a new version of the file with the same file name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Directory</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1970s-sisters-teresita-candid.j...</td>
<td>2.93 MiB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 11:56...</td>
</tr>
<tr>
<td>1970s-sisters-teresita-orchest...</td>
<td>11.00 MiB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 12:09 PM</td>
</tr>
<tr>
<td>1970s-sisters-teresita-portrait...</td>
<td>1.44 MiB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 11:47...</td>
</tr>
<tr>
<td>1970s-sisters-teresita-portrait...</td>
<td>176.89 KIB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 11:57...</td>
</tr>
<tr>
<td>1975-sisters-teresita-awardYB...</td>
<td>3.06 MiB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 11:32...</td>
</tr>
<tr>
<td>1982-sisters-teresita-casualYB...</td>
<td>628.10 KIB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 11:48...</td>
</tr>
<tr>
<td>1992-sisters-teresita-Caronde...</td>
<td>921.78 KIB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 12:03 PM</td>
</tr>
<tr>
<td>1994-sisters-teresita-MM.jpeg</td>
<td>852.58 KIB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 11:59...</td>
</tr>
<tr>
<td>2000-sisters-teresita-conducti...</td>
<td>732.83 KIB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 11:28...</td>
</tr>
<tr>
<td>2000-sisters-teresita-singing...</td>
<td>773.94 KIB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 11:26...</td>
</tr>
<tr>
<td>2006-sisters-teresita-steph...</td>
<td>713.36 KIB</td>
<td>C:\Users\vmccargar\Desktop\Teresita...</td>
<td>2013-04-08 11:50...</td>
</tr>
</tbody>
</table>

![Uploading files](http://example.com/upload)

After your files have been uploaded, you will be redirected to the metadata page. If you are not automatically redirected, you can go [here](#).
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>date of original</td>
<td>2000</td>
</tr>
<tr>
<td>upload date</td>
<td>8-Apr-2013</td>
</tr>
<tr>
<td>contributors</td>
<td>McCargar, Victoria</td>
</tr>
<tr>
<td>preservation level</td>
<td>1 - Full preservation</td>
</tr>
<tr>
<td>title</td>
<td>Sister Teresita conducts, 2000 - 1</td>
</tr>
<tr>
<td>collections</td>
<td>Historic photos - 1925-1999</td>
</tr>
<tr>
<td>description</td>
<td>Department chair, conducts a chorus of Sisters and Mount Students at a celebration at Caspidelet Center in 2000.</td>
</tr>
<tr>
<td>appeared in</td>
<td>Field value for field to the left</td>
</tr>
<tr>
<td>audience</td>
<td>External use or publication</td>
</tr>
<tr>
<td>type of event</td>
<td>religious observances</td>
</tr>
<tr>
<td>Title</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sister Teresa with high school student, 1994</td>
<td>Sister Teresa Espinosa, CSJ, meets with high school students at Chalon for the annual music competition. Photo appeared in Carondelet Futures Magazine.</td>
</tr>
<tr>
<td>Sister Teresa conducts, 2000 - 1</td>
<td>Sister Teresa Espinosa, CSJ, Music Department chair, conducts a chorus of Sisters and Mount Students at a celebration at Carondelet Center in 2000.</td>
</tr>
<tr>
<td>Sister Teresa - Music appreciation, 1994</td>
<td>Magazine article describes music appreciation class taught by Sr. Teresa Espinosa, Music Department Chair.</td>
</tr>
<tr>
<td>Sister Teresa conducts, 2000 - 2</td>
<td>Sister Teresa Espinosa, CSJ, Music Department chair, conducts fellow CSJs at a celebration at Carondelet Center in 2000.</td>
</tr>
</tbody>
</table>
• Anthologies (3)
• Catalogs and Bulletins (102)
• Journals (91)
• Magazines (68)
• Student Newspapers (39)
• Yearbooks (74)
Bulletin of Mount Saint Mary's College
Conducted By
The Sisters of St. Joseph of Carondelet

12001 Chalon Road via North Bundy Drive
Los Angeles 49, California
MOUNT SAINT MARY’S COLLEGE
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If you build it, they will come

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