Assigning ARKs for Digital Objects in Batches

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Purpose:

These procedures outline the steps needed to assign ARK IDs for digital objects in CONTENTdm. This process works best when an entire collection has been digitized.

Tools:
Excel
Open Refine
Internet Browser
Notepad

Additional Resource:
EZID access (Restricted by IP address)

Procedure 1: Exporting and preparing metadata from CONTENTdm

1. Export the metadata from CONTENTdm
   a. Open the CONTENTdm Web Administration website
   b. Select the correct collection
   c. Click on the "Collection" Tab
   d. Click on "Export"
   e. Make sure "Tab Delimited" is selected
   f. Additionally, click on "Return Field Names in First Record"
   g. Click "Next"
   h. Right click on the "export.txt" link
   i. Save the file using the following filenaming standard: CollectionName_Metadata_YYYY-MM-DD.txt (use the date of exporting) For example:
      i. AlfredGEricksonPhotographCollection_Metadata_2015-06-04.txt
   j. Open up Excel
   k. Click on File->Open and navigate to your .txt file
   l. Go through the steps presented for opening up a text file in Excel, clicking "next" all the way through until you get the final screen and then clicking on "Finish".
2. Edit the spreadsheet to include only the fields needed for the EAD guide. To do so, eliminate all columns EXCEPT the following fields **in this order**:
   a. Reference URL
   b. Creator
   c. Title
   d. Date
3. Resave the file with the following filenaming convention:
   a. CollectionName_Metadata_EZID_YYYY-MM-DD.txt (use the date of exporting) For example:

     b. AlfredGEricksonPhotographCollection_Metadata_EZID_2015-06-04.txt

4. Launch Open Refine
5. Create a new project
6. Browse to and select the new text file, click Next. The project will load in a preview. Click "Create Project" to continue.
7. Look for common mistakes, such as:
  a. No dates
  b.
8. Click on "Export" in the top right hand side of the page.
9. Select "Custom Tabular Exporter" from the list
10. De-select "Output Column Headers"
11. Click on the "Download" tab and select "Custom Separator."
12. Delete the "\t" default value and replace with a "|" pipe symbol.
13. Click the "Download" button.
14. Open the new text file to make sure there are no problems.
15. Resave file under same filename as noted in 3b above.

Procedure 2: Uploading to EZID

1. Go to [local URL to tool for batch assigning ARKs]
2. Upload the new text file
3. Click "Select a file" and navigate to the desired file. Click "open."
  a. Note: the process will run for a while depending on the number of entities it is assigning.
4. Once the process is finished, verify that the total number of items assigned an ARK is correct.
5. Download and save the file with the ARK assignments
6. Rename the new downloaded file with the following file naming convention
  a. AlfredGEricksonPhotographCollection_ARKURLs_2015-06-04.txt
7. Save one copy in the Scans drive under the collection it belongs to and a second copy in the "Digitized Item ARKs" folder, available at: METADATA→ SCA-Digital Working Group→SCA Finding Aid Spreadsheets → Digitized Item ARKs or: https://usu.box.com/s/ql4ottv113jjbsi82q5mbl61s109tzyj

Procedure 3: Updating ARKs in CONTENTdm

1. Open the downloaded file.
2. Copy the ARK into the corresponding ARK field for each item in the CONTENTdm collection
   Ex. ark:/85142/t4011_12_15_09_25
3. Copy the ARK URL into the corresponding ARK URL field for each item in the CONTENTdm collection.
   Ex. http://n2t.net/ark:/85142/t4011_12_15_09_25