ORGANIZED CHAOS
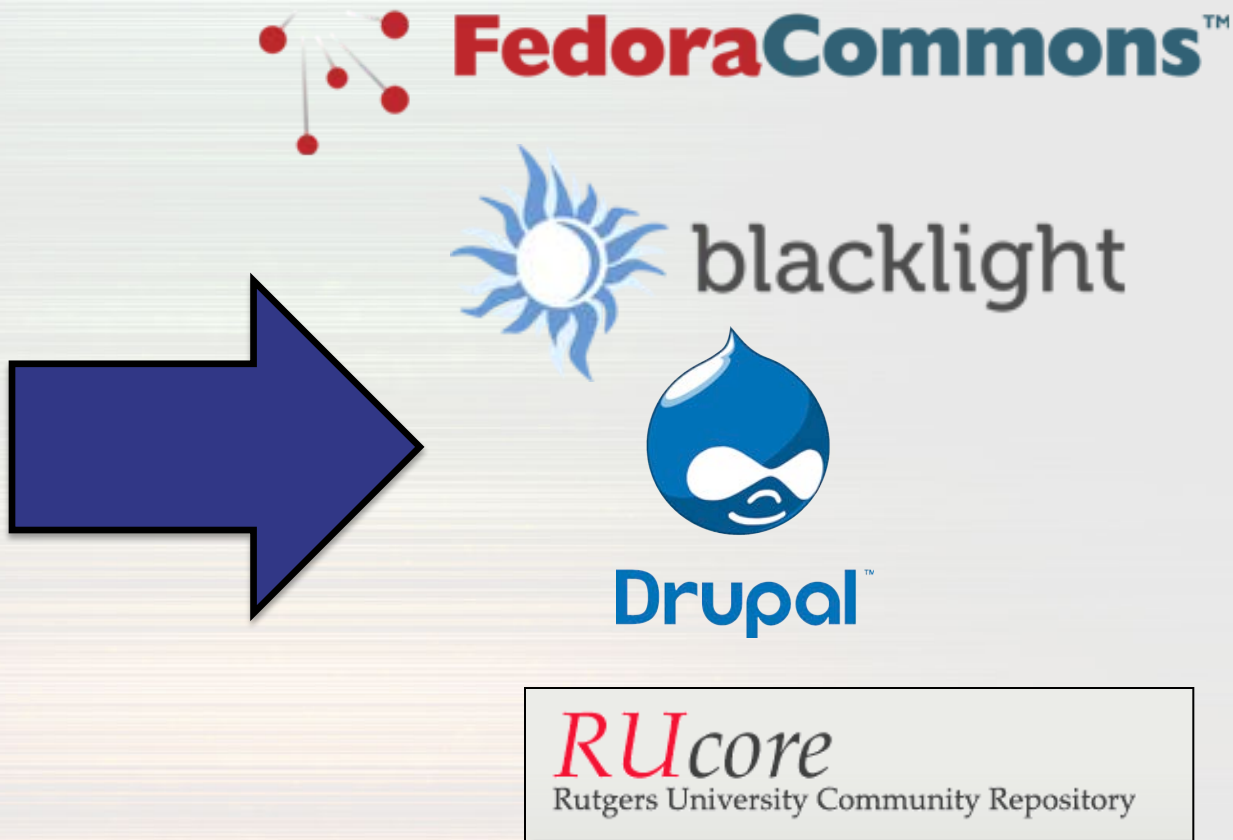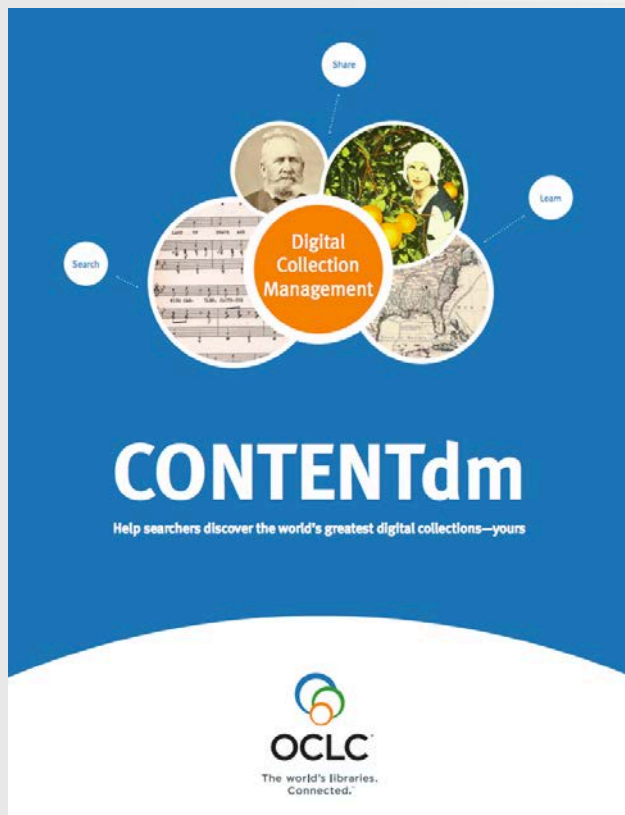
Metadata Migration From System To System & Schema To Schema On The Cheap

Heather Gilbert
Digital Scholarship Librarian
College of Charleston

COLLEGE of CHARLESTON
LIBRARIES

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WHAT'S THE DEAL?

YEAH, AND?

RUcore
Rutgers University Community Repository
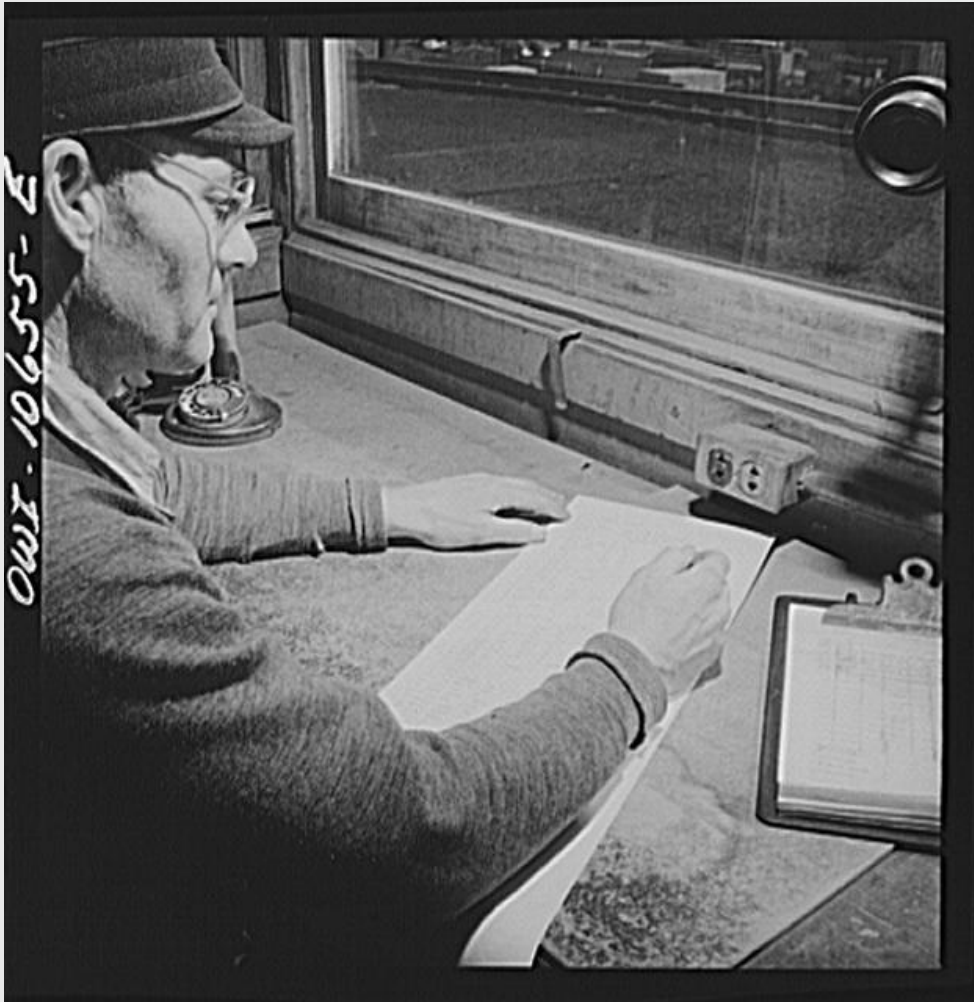
**Help Me OpenWMS
You're My Only Hope**

✓ **Only Ingestion Client We Could Find That Allowed Batch Tab-delimited Text File Importation**

✓ **Only Maps From Marc, Mods In-house Text**

✓ **49,898 DC Records To Migrate**

✓ **Correction:**
   49,898 Very Messy, Poorly Formed DC Records To Migrate

WHAT'S THE PLAN, STAN?

- ✓ **Assessment**

- ✓ **Documentation**

- ✓ **Training**

- ✓ **Communication & Shared Migration Plans**

"Chicago, Illinois. As each car goes by his window at an Illinois Central Railroad yard, the engine foreman checks it against his switch list." Library of Congress PPOC, http://www.loc.gov/pictures/item/owi2001013227/PP U.S. Farm Security Administration/Office of War Information Black & White Photographs (http://www.loc.gov/rr/print/res/071_fsab.html)

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WHAT YOU WANT? BABY I GOT IT!

ASSESSMENT IS CRUCIAL

✓ **What Needs To Be Done?**
      Metadata Migration
      Metadata Rectification
      Training Materials & Workflows

✓ **What Resources Do You Already Have?**
      CONTENTdm Batch Edit

✓ **If You Don't Have It, Can You Find It For Free?**
      No Excel? OpenOffice
      Can't Script Your Clean Up? OpenRefine
      No BaseCamp?
          TeamBox, GoogleDrive, DropBox

WRITE IT DOWN!

DOCUMENT EVERYTHING
- ✓ **Workflows**
  - **Graphics Help!**

- ✓ **Make Your Own Manual**
  - **New Software?**
    - **Include Screen Shots**
  - **Is It Easy To Follow?**
    - **Have A Newbie Test It**

- ✓ **Crosswalk It Out!**
  - **Not Just Schema To Schema**
  - **Make It Hyper Specific**
  - **Keep It Easy On The Workers**

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TRAINING DAY

- ✓ **Have Training Packets & Technology Ready**

- ✓ **Be There For Your Workers**

- ✓ **Prepare Yourself For The Worst**

- ✓ **Flexibility Is Everything**

- ✓ **Deal With What You've Got**

CAN YOU HEAR ME NOW?

Chicago Daily News negatives collection, DN-0074493. Courtesy of Chicago History Museum.

IT'S ALL ABOUT COMMUNICATION

✓ **Project Management Software**
   Teambox

✓ **Google Spreadsheets**
   Color Coded
   Use To Chart Progress

✓ **Shared To Do Lists**
   Trello

✓ **Keep Management Informed**

TOOLS OF THE TRADE

PROJECT MANAGEMENT & COMMUNICATION
- ✓ Trello https://trello.com/
- ✓ TeamBox https://teambox.com/
- ✓ Google Drive https://drive.google.com

METADATA RECTIFICATION
- ✓ OpenRefine http://openrefine.org/
- ✓ OpenOffice http://www.openoffice.org/
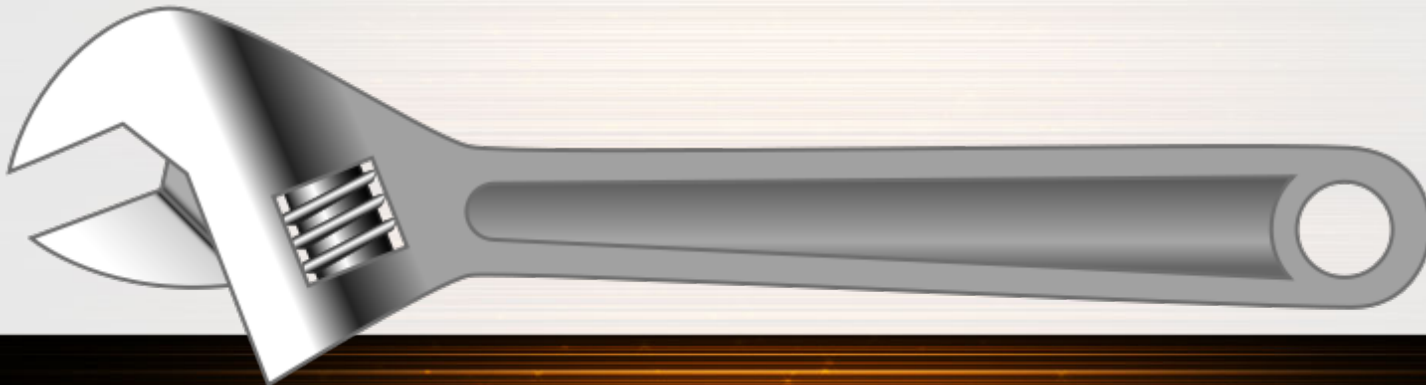
THANK YOU!

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