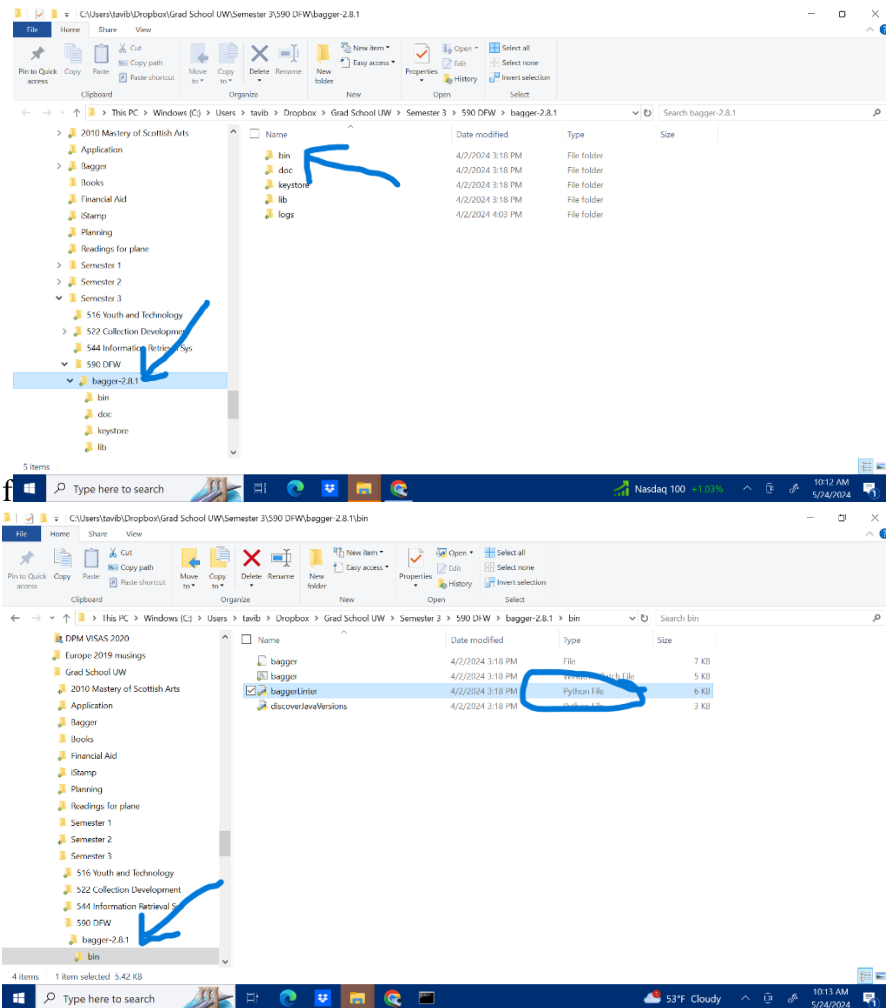




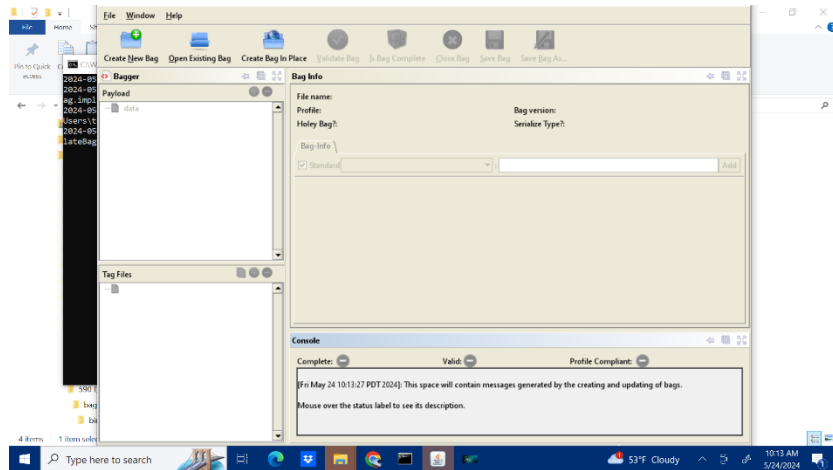
Celtic Arts Foundation Archiving Tips 2024

If you are doing this work on a PC, read #1 & #2, if on a Mac, you can move to #3):

- 1) After watching Corey's instructional videos in the [Policies & Procedures manual](#), I started the process by trying to install bagit, but despite being able to download python, download bagit and find the command center as instructed, I just could not get bagit to run on my PC. I went back to Github (where the download was for bagit) and saw that there was an option for **Bagger**. I remembered Corey had mentioned the program briefly in one of the videos. That did the trick. I was able to open Bagger and quickly read through the help files to bag a file.
- 2) I found both Bagger and Open Refine to be tricky to find on my PC. If you close the programs, you must go back to the downloaded program file to re-load (see screenshots). It took me several tries of clicking on the .bin file to get it to reopen. My advice: keep them open the whole semester!

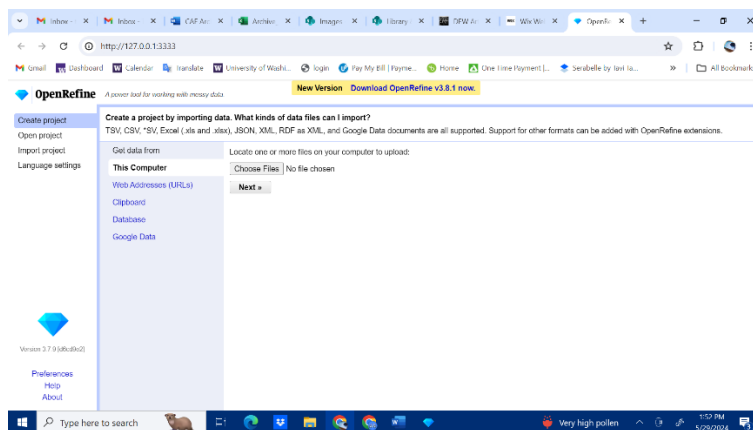


Here is what Bagger looks like when it's open:



Click “Create a new bag”, then click the Green + to add the file you want to bag (what you just downloaded from Sharepoint).

As Corey mentions, Open Refine looks like it’s a website rather than a program, as it will show up in your browser:



- 3) When you’ve downloaded the Dublin Core Template from Preservica, there are a couple of important points to keep in mind:

In the videos, Corey mentioned labeling the first column in the template “filename” but in the Dublin Core Template they have the first column labeled “file or folder name”. Keep it as such, don’t change to filename.

- 4) When you’re getting the template ready, the .csv file MUST be named **Dublin_Core-template.csv** every time you upload a file. For those who might be doing this after me, make sure it does not save as an excel file (sometimes your excel will default to that)!

- 5) After the photos upload successfully in Preservica, there are a series of questions you are asked:

- a) Select a delimiter for the .csv file: Choose Comma—it has worked every time. (See [Fig 1](#))—*Figures are attached at the end of this document*
- b) There is an error for specific files (See [Fig 2](#)). That is okay. The files should still ingest.

Here are some random points and helpful hints for you:

- 6) I was able to upload nested folders, as long as it was under 1.5 GB. But, if you are uploading these big files, be prepared to be on top of it: the screen will time out every minute or so, so you have to keep touching the screen to keep it alive while its uploading. Otherwise, all is lost and you have to start again.
- 7) Do not transfer .xmp or .PREL files or any video files
- 8) .DOC files are preserved as .PDF and CR2 files are preserved as .JPG
- 9) I have saved the Dublin Core templates (in Sharepoint under Library and Archive/DC Template Uploaded Files) for each of the files, as it may be less time-consuming to delete the files and re-upload with new metadata, vs. having to change fields one by one, depending on what you decide to do. Either way, without the bulk edit option, many many hours will be spent making sure that all of the files are uniform.
- 10) We did make the decision to move "original file title:" from the Description field to the end of the file folder location stream in the Relation field. For example:
Scottish/Images/Events/MSA/MSA2009/_G0x7345.jpg

Therefore, we will have a record of what the original file was named. We also have that record in the Archive Inventory sheet. This means, of course, that **in the MSA files 2007, 2008, and 2009, which I've already uploaded, the original file title will still be in the Description field**, and without bulk editing, will have to be changed by hand.

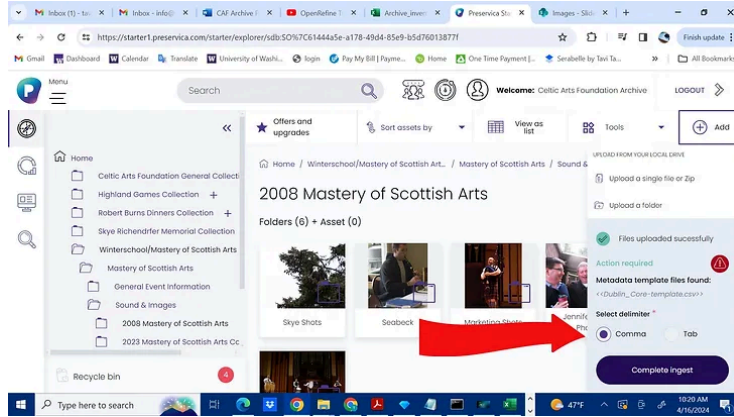
Best of luck to you! Feel free to reach out if you have any questions—Tavitay@uw.edu



DFW Artifact Repository

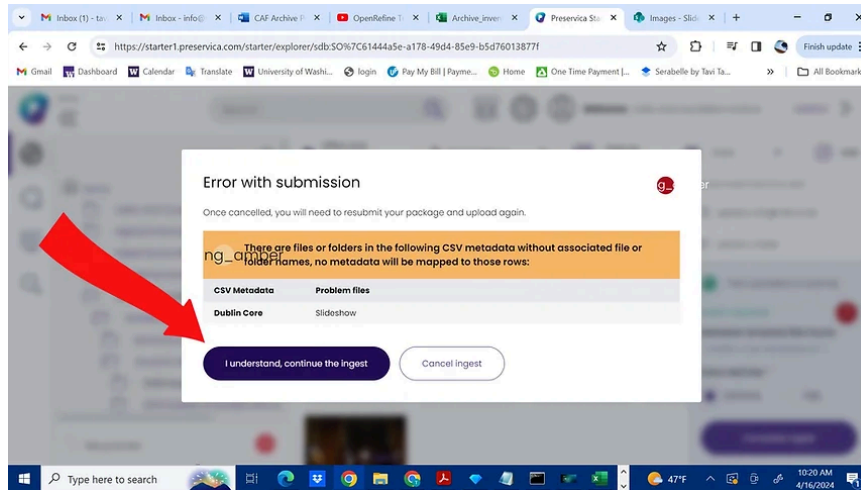
[Home](#)

Figure 1



Once the photos are uploaded to Preservica, you are prompted to choose either Comma or Tab for the .csv file, which includes all of the metadata for the photos. Choose Comma!

Figure 2



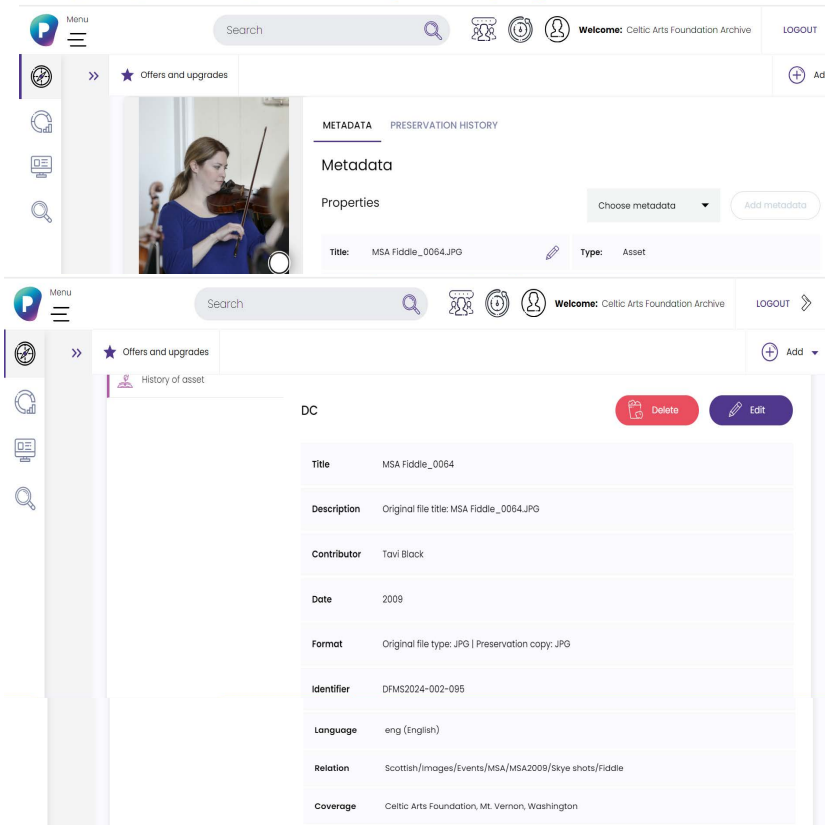
Once the .csv file is ingested, this Error message may appear. That's okay. Thus far, none of the files have been affected by this error. Everything has been uploaded just fine. Hit "I understand, continue the ingest" unless you see a reason not to. Preservica makes it easy to delete files if you make a mistake.

Figure 3

FILE NAME	FILEPATH
	MSA 2008
	Adobe Premiere Elements Auto-Save
Encore from MSA 2009 Concert-1.pret	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Auto-Save
Encore from MSA 2009 Concert-2.pret	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Auto-Save
Encore from MSA 2009 Concert-3.pret	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Auto-Save
Encore from MSA 2009 Concert-4.pret	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Auto-Save
Encore from MSA 2009 Concert-5.pret	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Auto-Save
MSA Concert 2008-1.pret	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Auto-Save
MSA Concert 2008-2.pret	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Auto-Save
MSA Concert 2008-3.pret	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Auto-Save
MSA Concert 2008-4.pret	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Auto-Save
	Adobe Premiere Elements Preview Files
Birds on Camera. PRV (empty file)	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Preview Files
Encore from MSA 2009 Concert. PRV (empty file)	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Preview Files
MSA Concert 2008. PRV (empty file)	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Preview Files
Roddy MacLeod. PRV (empty file)	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Adobe Premiere Elements Preview Files
	Encoded Files
Birds on Camera. pret (empty file)	Scottish/Images/Events/MSA/MSA2008/Videos - MSA 2008/Encoded Files

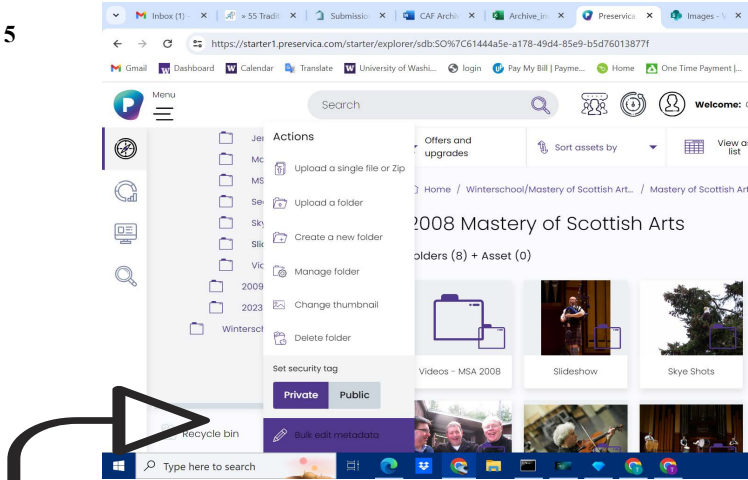
Here I have created a database that lists all of the files NOT uploaded to the CAF Archival Inventory. I have now uploaded this sheet as a tab on the Archive inventory.

Figure 4

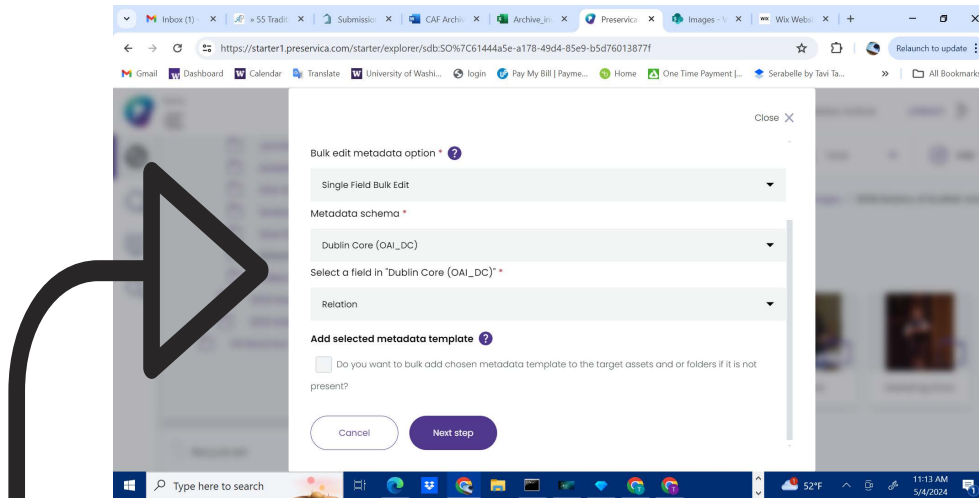


Here is an example of a Preservica uploaded file with metadata. As you can see, this is one of the earlier files, wherein we hadn't changed to using the file name in the "Relation" field.

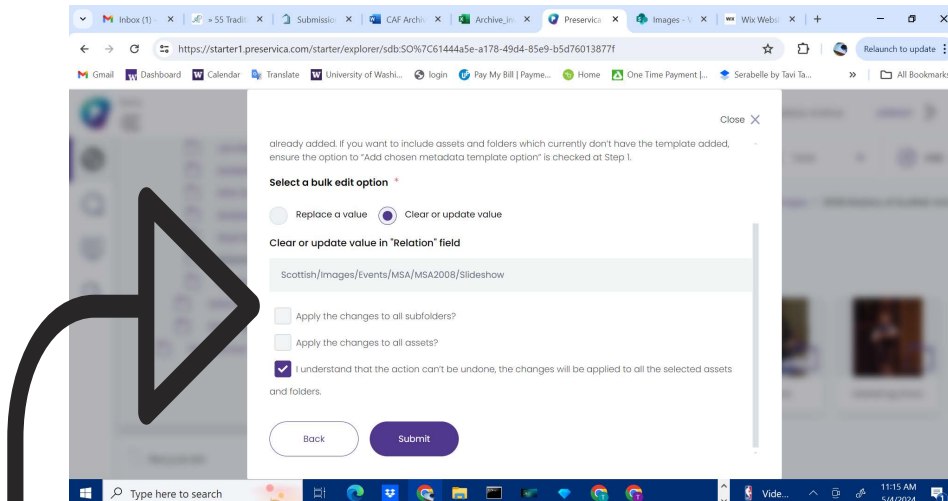
Fig 5



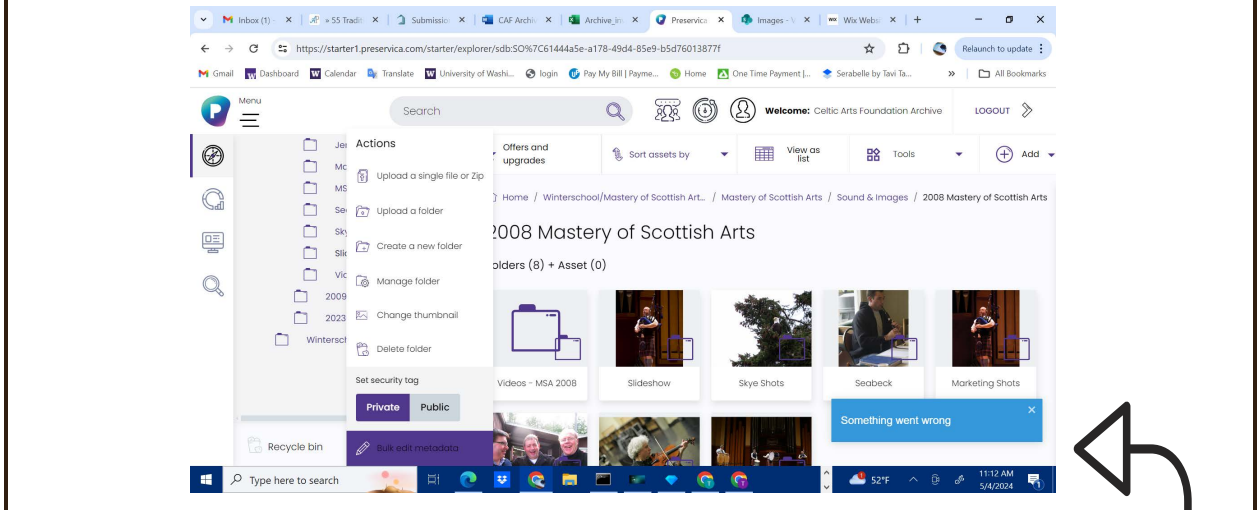
Right-click on the file you want to update and click "bulk edit metadata"



Next, you are given options regarding what field and format to update in. I chose "Single Field Bulk Edit", "Dublin Core" and the "Relation" field. I have tried others with the same outcome.



You can choose to Replace or clear a value, all assets and/or all folders and click "I understand the action can't be undone". I have tried all versions of this, to no avail.



Thus far, "Something went wrong" is always the result. Sigh. As it turns out, CAF doesn't have a subscription that will allow for bulk edits.

Figure 6

Here is a Dublin Core Template filled out. You'll note that not all categories are filled in. We have decided to use the "Description" column to add individual descriptions of the photographs using a controlled vocabulary.

 A screenshot of an Excel spreadsheet titled "Dublin_Core-template_Steve Baughn Photos...". The spreadsheet contains a list of photo files with their corresponding Dublin Core metadata. An arrow points to the first row of data.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
file or folder na	Contributor	Coverage	Creator	Date	Desc	Format	Identifier	Language	Relation	Rights	Source	Title		
1	IMG_7387.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-604	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	IMG_738				
2	68EV0505.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-605	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV050				
3	IMG_7372.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-606	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	IMG_737				
4	68EV0533.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-607	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV053				
5	IMG_7383.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-608	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	IMG_738				
6	68EV0740.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-609	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV074				
7	IMG_7364.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-610	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	IMG_736				
8	68EV0501.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-611	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV050				
9	IMG_7249.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-612	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	IMG_724				
10	68EV0696.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-613	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV069				
11	IMG_7309.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-614	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	IMG_730				
12	IMG_7254.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-615	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	IMG_725				
13	68EV0658.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-616	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV065				
14	68EV0581.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-617	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV058				
15	68EV0464.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-618	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV046				
16	68EV0693.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-619	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV069				
17	IMG_7259.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-620	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	IMG_725				
18	IMG_7320.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-621	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	IMG_732				
19	68EV0526.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-622	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV052				
20	68EV0526.jpg	Tavi Black	Celtic Arts Foundation, Steve Baughn	2010	Original file format: JPG Preservation copy: JPG	DFMS2024-003-622	eng (English)	Scottish/Images/Events/MSA/MSA2010/Steve	Sharepoint	68EV052				