Problems from the Past informing Better Practices for the Future

Frances Chang Andreu
Digital Initiatives Librarian, Rochester Institute of Technology
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The Old
RIT Scholar Works - scholarworks.rit.edu

- Started in 2002
- Full-text Open Access Institutional Repository
- Digital Commons/bepress
- Contains
  - Student theses & dissertations
  - Faculty/staff scholarship (articles, conference proceedings, presentations, etc.)
  - OA journals and books (published by library)
  - RIT-hosted conferences
Problems

- Unclear copyright status
- Incomplete/incorrect/inconsistent metadata
- Documents did not fit with current policy

The Solution

- Manual audit of all 2,518 faculty papers
  - Student theses and dissertations undergo a different workflow and were not part of the scope

https://scholarworks.rit.edu/other/909/
Key Lessons

- **Document EVERYTHING**
  - Make sure it’s findable

- **Policy shapes and sustains your collection**
  - Ensure quality by adhering to policy
  - Document any deviations
The New
RIT Digital Collections

- Cultural heritage and archival collections
- Previously, no dedicated DAMS for digital objects
  - Public exhibits on Drupal web pages
  - Dark archive on Cumulus
- LUNA Imaging
- Hope to have public launch by Fall 2019
Inconsistent Metadata

Metadata Application Guide
LUNA MAG

- Based on Dublin Core
- Each field defined and given specific input requirements
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Mapped to Dublin Core Element</th>
<th>Mandatory</th>
<th>Repeatable</th>
<th>Authority File</th>
<th>Recommended Controlled Vocabulary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filename</td>
<td>identifier</td>
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<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Identifier</td>
<td>identifier</td>
<td>Yes</td>
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<tr>
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<td>title</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Creator</td>
<td>creator</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>LCNAF, ULAN, Local</td>
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<tr>
<td>Subject</td>
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<td>Yes</td>
<td>No</td>
<td>LCSH, LCTGM</td>
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<tr>
<td>Summary</td>
<td>description</td>
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<td>Yes</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Publisher</td>
<td>publisher</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>LCNAF, Local</td>
</tr>
<tr>
<td>Digital Publisher</td>
<td>publisher</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Local</td>
</tr>
<tr>
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<td>Yes</td>
<td>No</td>
<td>LCNAF, ULAN</td>
</tr>
<tr>
<td>Date of Original</td>
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<td>Yes</td>
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<td>None</td>
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<td>date</td>
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<td>No</td>
<td>None</td>
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<td>Yes</td>
<td>Yes</td>
<td>DCMI Type</td>
</tr>
<tr>
<td>Specific Type</td>
<td>type</td>
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<td>Yes</td>
<td>No</td>
<td>AAT</td>
</tr>
<tr>
<td>Digital File Format</td>
<td>fileFormat</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>IMT</td>
</tr>
</tbody>
</table>
### Local Use and Application: Title

Titles are to be applied from the following prioritized sources:
- Displayed title in local catalog or ArchivesSpace
- Title appearing on item itself (transcribed title)
- Supplied title (titles derived or created by the cataloger when no title is available from the previous sources), should be indicated in notes field and should have discrete/unique titles when possible

Preliminary articles (a, an, the), in any language (un, le, les, eine, der, die, etc.) are not to be entered for the title. Capitalize the first word of the entered title, proper nouns, and titles of works (with articles and prepositions remaining lower-cased).

Use the “Other Title” field to create alternate titles to facilitate access.

<table>
<thead>
<tr>
<th>Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mapped to DC Element</td>
<td>Title</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Yes</td>
</tr>
<tr>
<td>Repeatable</td>
<td>No (use “Other Title” field)</td>
</tr>
<tr>
<td>Controlled Vocabulary</td>
<td>None</td>
</tr>
<tr>
<td>Resource Type Applied To</td>
<td>Original</td>
</tr>
</tbody>
</table>

**Dublin Core Definition: Title**

A name given to the resource for access.

**Examples: Title**

<table>
<thead>
<tr>
<th>Title</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iliad</td>
<td>Book titles where the preliminary articles (The, Les, A, respectively) are omitted</td>
</tr>
<tr>
<td>Miserables</td>
<td></td>
</tr>
<tr>
<td>Farewell to Arms</td>
<td></td>
</tr>
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</table>
Unclear copyright status
Set policy and standardized statements
- Copyright Team developed for library-wide consultation
- Developed set statements (based on rightsstatements.org)
- Develop workflow/policy for Fair Use arguments
No policy/decision documentation

Meetings, decisions, documented and stored centrally
DAMS Management Team

Created by Frances Andreu, last modified on Sep 28, 2018

Team members: Ryan A., Frances A., Greg D., Amelia H.F., Teresa K., Ella V.

This group previously worked to identify and recommend a digital asset management system for the RIT Libraries. The team recommended **Luna Digital Asset Management System**. The acquisition of the system was approved along with the continuation of the group's work as the DAMS management team with the task of overseeing the implementation, administration, and review of the new platform.

- Timeline and Objectives
- Documentation and Policies
- Technical Help
- Test Target Documentation
- DAMS MGMT Meeting Minutes
- Metadata and Record Display
- Cumulus Migration

LUNA Site License Agreement
File management
• Establish workflow of digital objects
• Create file structure to virtually represent workflow
As media and metadata move through the process, they move through each folder.
Now What?
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