

Remediation of batched metadata found on the worksheet tabs should always take precedence over metadata found on the main worksheet. Always performing remediation to metadata found in the .xlsx file allows for only two places where a collection metadata is found, s:drive and storage. Once the metadata has received remediation it is re-output to CSV .TXT files and sent off to web access and storage. This allows the .xlsx file to always have up to date metadata

Remediated metadata replaces original batch copy on storage drive and web access server

As batches of scanned image files are prepared for hand off to the web access server and storage, these files have their metadata entries grouped into parallel batches which are saved onto separate worksheets in the .xlsx file. These sheets are then output to CSV .TXT files and handed over with the scanned image files.

Once the scanning of the collection materials has been completed the .xlsx descriptive metadata file with all of its tabs is transferred to the Storage excel folder. The metadata in the tabs always takes precedence over metadata in the main worksheet

**Metadata transfer and remediation workflow for collections that are stored in parts**

