



Spreadsheets for selection of content on Share Drive

Digital Services selects collections from spreadsheet according to production needs

Archives Initial Collection Description

Digital Services creates item-level spreadsheet during digitization

Transfer to Metadata Unit (for MDlib needs Remediation folder on Share)

Digital Services creates collection-level administrative metadata file (XML)

Digital Services exports spreadsheet to tab-delimited Unicode

Final Excel placed in Excel\_Storage directory on Share Drive

Transferred to storage server with content

Metadata remediation by Metadata Unit

Digital Services generates preliminary MODS xml and uploads to server

Metadata Services exports spreadsheet to tab-delimited Unicode

Finalized collection-level tab-delimited Unicode txt spreadsheet placed in JodyPickup folder on share with email notification

Checked for validity, content uploaded to database for web delivery access

Metadata Services may remediate metadata at any time

Jody transfers preliminary spreadsheet to storage, linking it into LOCKSS

Jody transfers preliminary MODS to content directory when generating derivatives from archival files

Metadata Services generates finalized MODS xml and uploads to server

Metadata Services runs script to place finalized MODS in content directory, overwriting preliminary MODS

In Acumen

Jody transfers remediated spreadsheet to storage, linking it into LOCKSS

At some point, MODS must be considered finalized, and copies transferred to storage with archival content

Stored with archival content