

## Archives File Upload – Fact Sheet

### Introduction:

This utility is provided to allow libraries to upload digital images and their corresponding descriptive data into the Spydus Archive module on behalf of community groups. The images are accessed from a local folder, and the descriptive records are provided in a (pre-defined) .csv file.

A template of this file can be downloaded from the **Download Template** button within the utility.

### Rules:

- Each column in the .csv has a heading and the mandatory fields are marked with an asterisk. Users can not add columns to the .csv file or use existing columns for different purposes. Only a .csv file can be uploaded and the first row is assumed to be a header row.
- IDs should only contain alpha-numeric characters or ./\_ \* (All characters are accepted, but some will be ignored by indexing and may result in false duplicates during validation).
- The records in the .csv file must link to an existing parent record via the parent's Reference Code. As the records are loaded as Items, the parent should be a Series, Collection or Fonds.
- In addition to the columns of data available in the .csv file, defaults are applied as the records are created. These are listed below. (It is possible that future versions of this utility will accommodate more columns in the .csv file including the defaults below.)
- Each image must match a row in the .csv (Image file name) and vice versa.
- Records must be validated before processing. Rows in the .csv which fail validation will not be processed and their corresponding images will not be uploaded.
- Each row in the .csv will generate an ARC (Item) record.
- Where a creator is provided in the descriptive data, a Name record is created (or linked if it already exists) as well as a heading. See below for the logic of creating / linking Name and Authority records.
- Authority records are created from the subject/s. Multiple subjects can be accommodated if they are pipe (|) separated.
- Images are uploaded to the nominated DA folder in ERM prior to the creation of the ARC record.
- The ARC record links to the image record. Images can be viewed from the ARC record or in the nominated repository folder through ERM.

### Workflow:

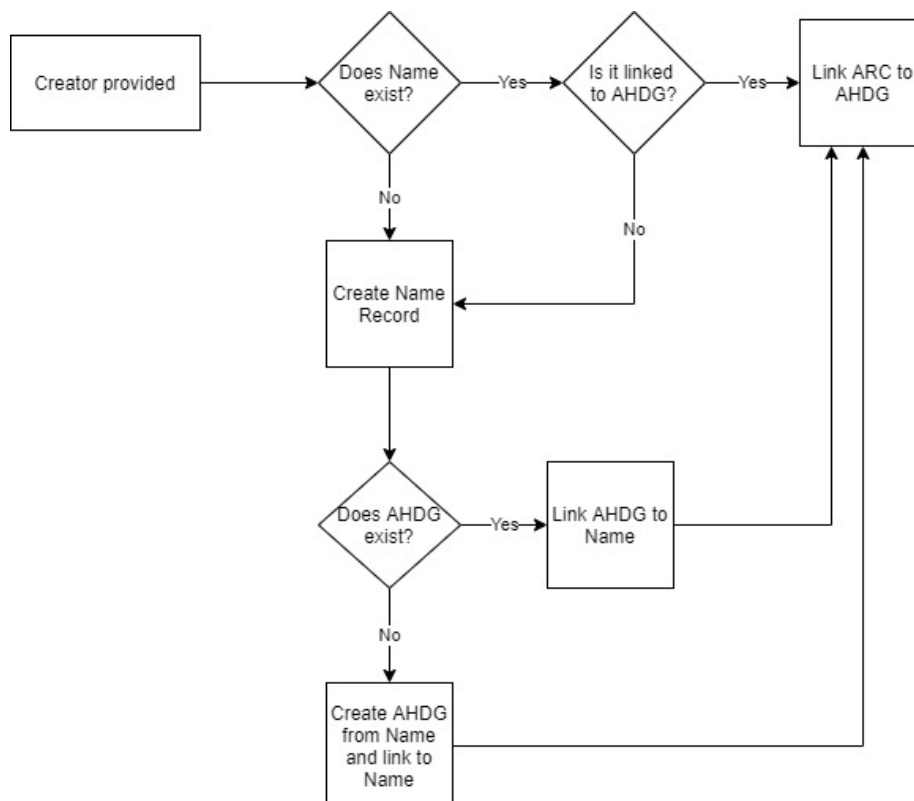
(See screen shot below)

1. Ensure the parent ARC record/s exist and is referenced by each row in the .csv
2. Create / check for the repository image folder in ERM > DA
3. Go to Archives > Other > File Upload
4. Select the Digital assets folder (to where the images will be uploaded)
5. Navigate to the folder containing the source images. Select the images – use Ctrl A to select the whole folder, only image records will be processed.
6. The number of image records will be displayed.
7. Navigate to and select the descriptive record file (.csv).
8. The number of records to be processed will be displayed (this should match the number of images).
9. Validate the records.
10. Check the grid and Successful / Failed counts. The grid can be output in Excel for sorting etc. Only the first 5000 records will display in the grid.
11. Correct any validation errors and revalidate. You will need to reselect the images and .csv.
12. If no errors, process the records. Image records will be uploaded first and then the ARC, Headings and Name records. The process can be stopped if required, but the ARC records and images should be deleted (in that order) from Spydus before reloading to avoid validation issues.
13. Reset will clear all selected files / folders. Clear Grid will clear the output grid.

## Default Values:

- Archival description category = 5 / Item
- Archival description level = 50 / Item
- Item details type = I / Single item
- Item details copy = 1
- Item details digital = 1
- Item details may be issued = 0
- Item details may be reproduced = 0
- Encoding level = full
- Supplied title flag = 0
- Status = Finalised
- Suppress from OPAC = 0
- Default type (GMT) = GM / Graphic Material
- Creator heading category = N / Name
- Creator heading type = PN1 /
- Creator heading record category = NS / Personal Name – Surname
- Heading status = F / Finalised
- Heading encoding level = P / Partial
- Preferred heading flag = 1
- Verified heading flag = 0
- Orphan heading flag = 0
- Thesaurus code = Local
- Subject heading category = S / Subject
- Subject heading type = TT / Topical Term
- Name type = P / Personal
- Name status = D / Draft
- Name encoding = M / Minimal

## Name and Heading matching rules:



**File Upload**

**Import Details**

4. Digital assets folder: Local History Photos

5. Select images:

6. Images to process: 10

7. Select descriptive file: LocalStudiesDatabase.csv

8. Records to process: 10

Note: The first line of the import file is assumed to be a header line.

9. 11. 12.

Revalidate Process
Successful 9 10. Failed 1

Note: All records selected will be processed however the Outcome Grid will only display up to 5000 records.

**Export to Excel**

ID	Title	Outcome
LS_DB_000009	John David Armfield	OK
LS_DB_000008	Louisa Armfield	OK
LS_DB_000007	Snake caught at Denham Court by Fred Asher and John McDonald	OK
LS_DB_000006	"Austin Park", Campbelltown	OK
LS_DB_000005	"Austin Park", Campbelltown	OK
LS_DB_000004	James Bocking and Mary Bocking (nee Robinson) at front of "Austin Park", Campbelltown	10. Missing mandatory field(s)