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COLORADO
State Archives



SGER Grant to Preserve Colorado's Born Digital Legislative History

Re:discovery Import Procedures

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1. Item CSV creation procedures

1. Open Merge Worksheet Template for CSV ReDiscovery Import -
S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import templates\Merge Worksheet Template for CSV ReDiscovery Import.xlsx
2. Select 'Save As' add “_YYYYMM” to the end of the file name and save to the corresponding import inventory year, e.g. S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import inventories\2003

3. Open the CSV Import Template - S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import_templates\REd_export_working_2017-09-05_B.xlsx

4. Select 'Save As' name file 'ImportCSVYYYYMM' and save to the corresponding import inventory year, S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import inventories\2003

This document covers the population of the eight columns of unique metadata in the CSV Template for import into Re:Discovery.

- **Merge Worksheet Template** is the excel worksheet populated with the appropriate equations for simplified creation of metadata strings
- **Import inventory** refers to the inventory worksheet of the month and year from which information is being collected – S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import inventories
- **CSV Template** refers to the excel CSV worksheet we are creating which is to be used for the import of objects into Re:discovery

Title | Column E (refers to the column in the Re:discovery CSV import template)

Format: *Channel/File Name - Date (yyyy-mm-dd) - Start Time*

1. **Copy** Start Time (column B) from Import inventory
2. **Paste** into column B , row 2 of Merge worksheet
 - While column is selected, **CTRL H**
 - Find what: a single space (" ")
 - Replace with: with no space ("")
 - Find All > Replace All > Close
 - Select data in column again
 - Data > Text to Columns
 - Fixed Width, 10
 - Next > select **Text** as Column data format > Finish
3. Column C should populate with start time
4. **Copy/ Paste** *channel/file name* (column f) from import inventory into column A of the Merge worksheet
5. Column D is the completed Title with equation: =A2&"_"&TEXT(B2,"yyyy-mm-dd")&"_"&C2
6. **Copy** column D > Paste into column E, **values only**, of CSV Template

File Unit Nbr | Column C (refers to the column in the Re:discovery CSV import template)

File Unit Nbr is the Channel / Filename

1. **Copy** from column A of Merge Worksheet and paste into column C of CSV import template
2. Additional instructions:
 - **Copy** from column F (channel/file name) of Import inventory
 - **Paste** into column A of the Merge worksheet
 - **Copy** Column A > Paste into CSV Template

Item Nbr | Column D

Format: original file name (column H)

Example: c101_15_01_2002_093337

1. **Copy** Original File Name (column H) from Import inventory
2. **Paste** into column W, row 2 of the Merge worksheet
3. Select column
4. Text to Column to separate **.WAV** portion of this
 - Data > Text to Columns
 - check Delimited only > check Other: “. ” > check Text > Finish
5. Copy Column W > Paste into column D of CSV Template

Series Nbr | Column B

Series Nbr is the day

Format: 20100105 (date without dashes)

1. **Copy** Date (column B) in **Merge Worksheet**
2. **Paste** into column E of Merge Worksheet
 - Equation: =TEXT(B2,"yyyy-mm-dd")
3. **Copy / paste** equation of column F down
 - Equation: =SUBSTITUTE(E2,"-", "")
4. Column F populates with the Series Nbr in the appropriate date format (without dashes)
5. **Copy** Column F > Paste into column B, **values only**, of CSV Template

Dates | Column F

Format: currently shown as dd-mm-yyyy

1. **Copy** from Column E of the Merge worksheet
 - Yyyy-mm-dd
 - To reformat the column of dates to “yyyy-mm-dd”, select all values (Shift + Ctrl + Down Arrow) in column F
 - Right click -> Format Cells -> Custom
 - For Type, enter “yyyy-mm-dd”
2. Paste **values only** into column F of CSV Template

Notes / Prov: Provenance | Column G

Format: **Migration Date**, *Date* (yyyy-mm-dd)

Note: Simple Merge of “Migration Date” and Migration Date (Column I) of import inventory

1. **Copy** Migration Date (Column I) from Import inventory
2. **Paste** into column I, row 2 of Merge worksheet
3. Column J populates with equation: =H2&" "&TEXT(I2,"yyyy-mm-dd")
4. **Copy** Column J > Paste **values only** into column G of the CSV Template

Summary Note | Column H

Format: Channel, Channel/File Name, Start Time, yyyy-mm-dd hh:mm:ss AM/PM End Time, yyyy-mm-dd hh:mm:ss AM/PM Duration, yyyy-mm-dd hh:mm:ss AM/PM

Example: Channel 1, SCR 354[CR][CR]Start Time, 2002-01-15 09:33:39 AM[CR]End Time, 2002-01-1510:42:26 AM[CR]Duration, 1:08:47

- o [CR] from Re:Discovery

1. **Copy** Channel (Column E) from Import inventory
2. **Paste** into column M of Merge worksheet
3. **Copy** channel/file name (Column F) from Import inventory
4. **Paste** into column N of Merge worksheet
5. **Copy** start time (Column B) from Import inventory
6. **Paste** into column P of Merge worksheet
7. **Copy** end time (Column D) from Import inventory
8. **Paste** into column R of Merge worksheet
9. **Copy** duration (Column C) from Import inventory
10. **Paste** into column T of Merge worksheet
11. Column S populates with equation: =L2&" "&M2&", "&N2&", "&O2&": "&P2&", "&Q2&": "&R2&", "&S2&": "&TEXT(T2,"[h]:mm:ss")
12. **Copy** Column U > Paste > Paste **values only** into column H of the CSV Template

Extent | Column I

Format: hh:mm:ss

1. **Copy** Column C from the Import inventory
2. **Paste** into Column I of the CSV Template (Extent)

1.1 Complete Item CSV key

The completed Item level ingest CSV worksheet will contain the following columns, populated with the following information, in the following order:

Column	Name	Format	Example	Information Type
A	Collection Nbr	8001	8001	Repeating
B	Series Nbr	#####	20050103	Unique
C	File Unit Nbr	Room name and/or number	JBC	Unique
D	Item Nbr	cRoom Number_dd_mm_yyyy_hhmmss	c1212_03_01_2005_084450	Unique
E	Title	Room Name_yyyy-mm-dd_hh: mm:ssAM/PM	JBC_2005-01- 03_08:44:50AM	Unique
F	Dates	yyyy-mm-dd	2005-01-03	Unique
G	Notes/Prov:Provenance	MigrationDate, YYYY-MM-DD	MigrationDate, 2016-12-06	Unique
H	Summary Note	ChannelChannel Number,StartTime: yyyy-mm- dd hh: mm:ss AM/PM, EndTime: yyyy-mm-dd hh: mm:ss AM/PM, Duration: hh: mm:ss	Channel 12, JBC, StartTime: 2005-01-03 08:44:50 AM, EndTime: 2005-01-03 09:49:07 AM, Duration: 1:04:17	Unique
I	Extent	Hh:mm:ss	1:01:17	Unique
J	Creator	Colorado General Assembly	Colorado General Assembly	Repeating
K	Creator Role	Creator	Creator	Repeating
L	Category	Nonmusical sound recording	Nonmusical sound recording	Repeating
M	Genre/Form	Nonmusical sound recording	Nonmusical sound recording	Repeating
N	Geogr Name	Denver (Colo.)--lcsh	Denver (Colo.)—lcsh	Repeating
O	Form	WAV file	WAV file	Repeating
P	User 3	audio/x-wav, reformatted digital	audio/x-wav, reformatted digital	Repeating
Q	Notes/Prov:Notes	This recording has been transferred into a WAV format with PCM codec from the Freedom System. Original format was WAV with G.723.1 codec.	This recording has been transferred into a WAV format with PCM codec from the Freedom System. Original format was WAV with G.723.1 codec.	Repeating
R	User 4	State of Colorado for public use. Credit Colorado State Archives.	State of Colorado for public use. Credit Colorado State Archives.	Repeating
S	Language	English	English	Repeating
T	Language:Language Code	Eng	Eng	Repeating
U	Topic Term	Legislative materials--lcsh	Legislative materials--lcsh	Repeating
V	Web Ready?	Y	Y	Repeating
W	Location	URI	URI	Unique

1.2 Re:Discovery Item ingest procedures

1. Open the Re:Discovery application
2. Enter your username and password
3. Under the Navigator panel select the + icon for Colorado State Archives
4. Select Item
5. Select File -> Import/Export -> Import/Export Selected Fields
6. Select the Import records radio button
7. Select Next
8. Select 'ASCII CSV' from the File Type dropdown menu
9. Browse and select the Item CSV to import
10. Select Next
11. Confirm a sample of the CSV is displayed in the sample window, select Next
12. Select the 'Open an existing template' radio button, select Next
13. Select the 'Show All Templates' radio button
14. Select 'SGER AUDIO MODS/DC' template, select Next
15. Select the 'Update the target record (updates the matching record if found)' radio button
16. Select Next
17. Click the 'Start Import' button
18. Select 'Storage' from the Reason dropdown menu in the Track Changes window
19. Select 'Ok'
20. Select 'Yes' from the confirmation popup window

21. Once ingest is complete move the imported CSV to the following directory – (year will vary)
S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import inventories\YYYY\processed

2. Series ingest

1. Open the item import located in the processed directory -
"S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import inventories\2002\processed\ImportCSVYYYYMM.csv"
2. Select 'Save as', add '_series' to the end of the filename. Save the CSV to
S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import inventories\YYYY.

This CSV will be used to import the series information for the SGER files to Rediscovery. Adding this information will add contextual structure to the SGER collection within the RD databases.

***A column's letter designation will change if/when columns are deleted.**

File Unit Nbr | Column C (refers to the column in the Re:discovery CSV item import template)

Format: *Channel Name* - JBC

Item Nbr | Column D

Format: *FSM filename* - c1212_02_12_2002_090709

- Remove columns

Title | Column C*

Format: *Channel Name - Date (yyyy-mm-dd) - Start Time*

1. Update title of column from “**Title**” to “**Series Title**”
2. Copy and paste contents of column B (Series) to column A of the second sheet of the CSV
3. Add the following text to column B – “Colorado General Assembly recordings,” and fill down
4. Enter formula into column C: =CONCATENATE(B1," ",A1)
5. Fill down formula for column C
6. Copy and paste, values only, into **Column C | Series Title** of first sheet of CSV

Dates | Column D

Format: Dates – MM/DD/YYYY

Notes/Prov:Provenance | Column E

Format: MigrationDate, YYYY-MM-DD

Summary Note | Column F

Format: Channel #, Channel name, StartTime: YYYY-MM-DD HH:MM:SS AM/PM, EndTime: YYYY-MM-DD HH:MM:SS AM/PM, Duration: HH:MM:SS

Extent | Column G

Format: HH:MM:SS

7. Select columns and delete

Category | Column F*

Text: Nonmusical sound recording

Form | Column I

Text: WAV file

User 3 | Column J

Text: audio/x-wav, reformatted digital

Notes/Prov:Notes | Column K

Text: This recording has been transferred into a WAV format with PCM codec from the Freedom System. Original format was WAV with G.723.1 codec.

Location | Column Q

Text: uri

8. Select columns and delete

Notes | Column M

Format: Audio recordings of the Colorado General Assembly from [Month YYYY].

- Add to import CSV

Inclusive Dates | Column N

Format: YYYY-MM

- Add to import CSV

2.1 Complete Series CSV key

The completed Item Series level ingest CSV worksheet will contain the following columns, populated with the following information, in the following order:

Column	Name	Format	Example	Information Type
A	Collection Nbr	8001	8001	Repeating
B	Series Nbr	#####	20040105	Unique
C	Series Title	Colorado General Assembly recordings, [YYYYMMDD]	Colorado General Assembly recordings, 20040105	Unique
D	Creator	Colorado General Assembly	Colorado General Assembly	Repeating
E	Creator Role	Creator	Creator	Repeating
F	Genre/Form	Sound	Sound	Repeating
G	Geogr Name	Denver (Colo.)--lcsh	Denver (Colo.)—lcsh	Repeating
H	User 4	State of Colorado for public use. Credit Colorado State Archives.	State of Colorado for public use. Credit Colorado State Archives.	Repeating
I	Language	English	English	Repeating
J	Language:Language Code	Eng	Eng	Repeating
K	Topic Term	Legislative materials--lcsh	Legislative materials—lcsh	Repeating
L	Web Ready?	Y	Y	Repeating
M	Notes	Audio recordings of the Colorado General Assembly from [Month YYYY].	Audio recordings of the Colorado General Assembly from January 2004.	Unique
N	Inclusive Dates	YYYY-MM	2004-01	Unique

2.2 Re:Discovery Series ingest procedures

1. Open the Re:Discovery application
2. Enter your username and password
3. Under the Navigator panel select the + icon for Colorado State Archives

4. Select Series
 5. Select File -> Import/Export -> Import/Export Selected Fields
 6. Select the Import records radio button
 7. Select Next
 8. Select 'ASCII CSV' from the File Type dropdown menu
 9. Browse and select the Series CSV to import, select Open
 10. Select Next
 11. Confirm a sample of the CSV is displayed in the sample window, select Next
 12. Select the 'Open an existing template' radio button, select Next
 13. Select the 'Show All Templates' radio button
 14. Select 'SGER_series' template, select Next
 15. Select the 'Update the target record (updates the matching record if found)' radio button
 16. Select Next
 17. Click the 'Start Import' button
 18. Select 'Yes' from the confirmation popup window
19. Once ingest is complete move the imported CSV to the following directory – (year will vary)
S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import inventories\YYYY\processed

3. File Unit ingest

1. Open the item import located in the processed directory -
"S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import inventories\2002\processed\ImportCSVYYYYMM.csv"
2. Select 'Save as', add '_fileunit' to the end of the filename. Save the CSV to
S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import inventories\YYYY.

This CSV will be used to import the file unit information for the SGER files to Rediscovery. Adding this information will add contextual structure to the SGER collection within the RD databases.

***A column's letter designation will change if/when columns are deleted.**

Item Nbr | Column D

Format: *FSM filename* - c1212_02_12_2002_090709

- Remove column

Title | Column D*

Old Format: *Channel Name - Date (yyyy-mm-dd) - Start Time*

New Format: *Channel Name, Date(yyyy-mm-dd)*

- Enter formula into Column D: =C2&"&TEXT(E2, "yyyy-mm-dd")
- Fill down formula for Column D

Notes/Prov:Provenance | Column F

Format: MigrationDate, YYYY-MM-DD

Summary Note | Column G

Format: Channel #, Channel name, StartTime: YYYY-MM-DD HH:MM:SS AM/PM, EndTime: YYYY-MM-DD HH:MM:SS AM/PM, Duration: HH:MM:SS

Extent | Column H

Format: HH:MM:SS

Location | Column V

Text: uri

- Remove columns

3.1 Complete File Unit CSV Key

The completed Item File Unit level ingest CSV worksheet will contain the following columns, populated with the following information, in the following order:

Column	Name	Format	Example	Information Type
A	Collection Nbr	8001	8001	Repeating
B	Series Nbr	20040105	20040105	Unique
C	File Unit Nbr	Room name and/or number	JBC	Unique
D	Title	Room Name, YYYY-MM-DD	JBC, 2004-01-05	Unique
E	Dates	YYYY-MM-DD	2004-01-05	Unique
F	Creator	Colorado General Assembly	Colorado General Assembly	Repeating
G	Creator Role	Creator	Creator	Repeating
H	Category	Nonmusical sound recording	Nonmusical sound recording	Repeating
I	Genre/Form	Sound	Sound	Repeating
J	Geogr Name	Denver (Colo.)--lchsh	Denver (Colo.)--lchsh	Repeating
K	Form	WAV file	WAV file	Repeating
L	User 3	audio/x-wav, reformatted digital	audio/x-wav, reformatted digital	Repeating
M	Notes/Prov:Notes	This recording has been transferred into a WAV format with PCM codec from the Freedom System. Original format was WAV with G.723.1 codec.	This recording has been transferred into a WAV format with PCM codec from the Freedom System. Original format was WAV with G.723.1 codec.	Repeating
N	User 4	State of Colorado for public use. Credit Colorado State Archives.	State of Colorado for public use. Credit Colorado State Archives.	Repeating
O	Language	English	English	Repeating
P	Language:Language	Eng	Eng	Repeating

	Code			
Q	Topic Term	Legislative materials--lcsh	Legislative materials--lcsh	Repeating
R	Web Ready?	Y	Y	Repeating

3.2 Re:Discovery File Unit ingest procedures

1. Open the Re:Discovery application
2. Enter your username and password
3. Under the Navigator panel select the + icon for Colorado State Archives
4. Select File Unit
5. Select File -> Import/Export -> Import/Export Selected Fields
6. Select the Import records radio button
7. Select Next
8. Select 'ASCII CSV' from the File Type dropdown menu
9. Browse and select the Series CSV to import, select Open
10. Select Next
11. Confirm a sample of the CSV is displayed in the sample window, select Next
12. Select the 'Open an existing template' radio button, select Next
13. Select the 'Show All Templates' radio button
14. Select 'SGER_fileunit' template, select Next
15. Select the 'Update the target record (updates the matching record if found)' radio button
16. Select Next
17. Click the 'Start Import' button
18. Select 'Yes' from the confirmation popup window

19. Once ingest is complete move the imported CSV to the following directory – (year will vary)
S:\SGER_GRANT\Converted_WAV\FS_Inventory_Misc\Import inventories\YYYY\processed



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