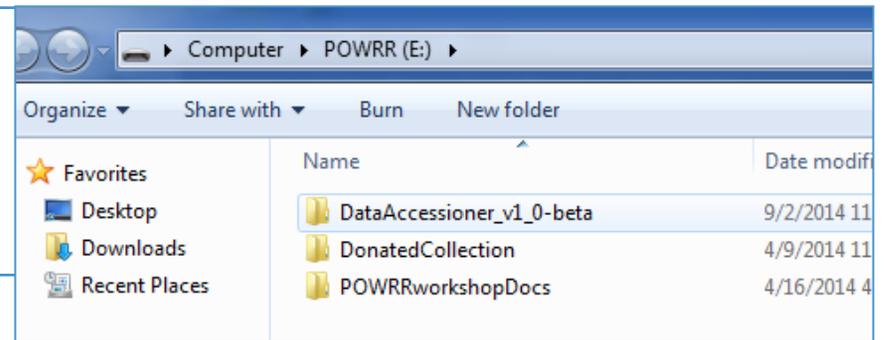




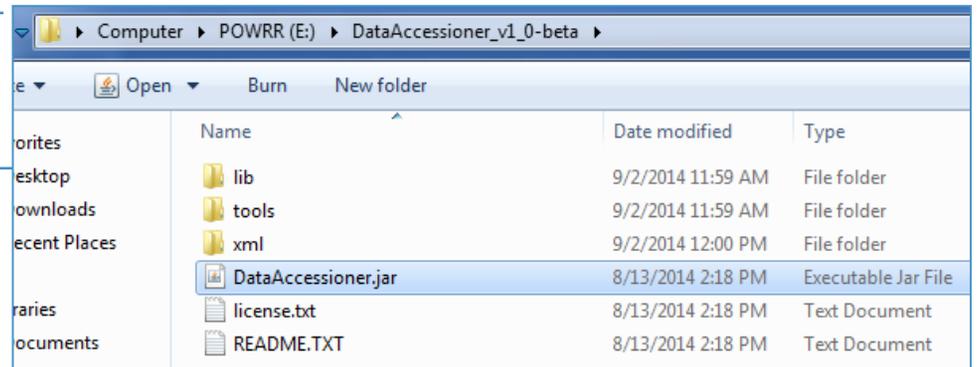
DataAccessioner Step-by-step guide

1. Insert flash drive and open the explorer window

Data Accessioner
Donated Collection Folder
Digital Collections Inventory file
Other stuff.....

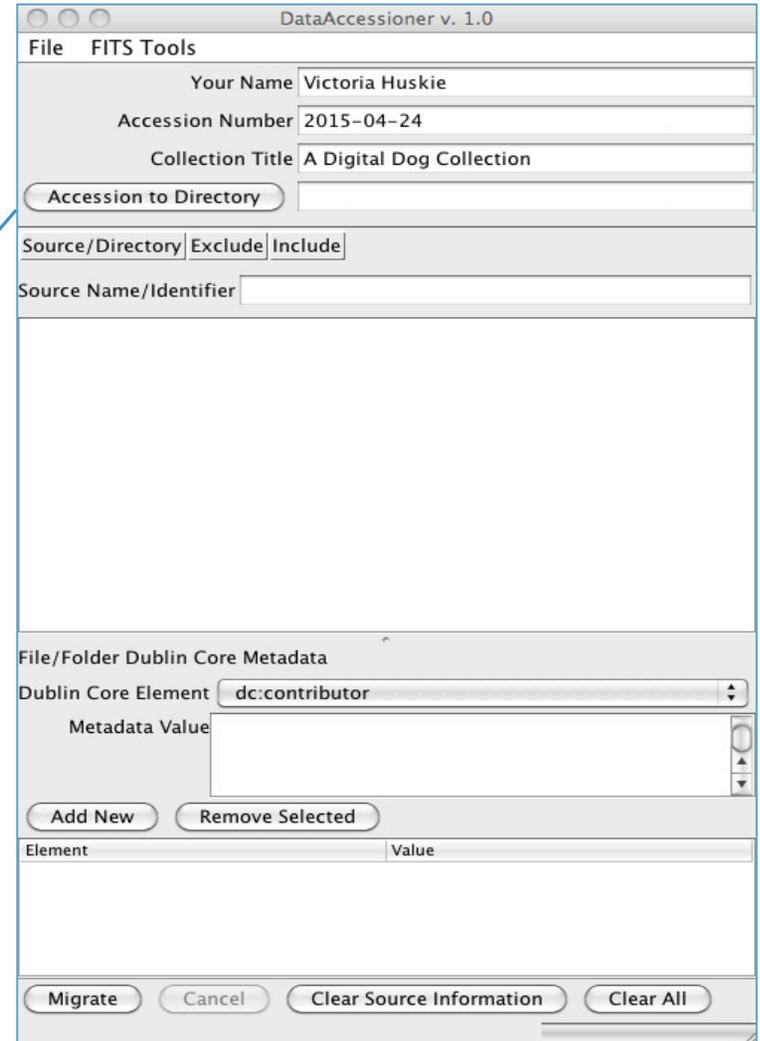
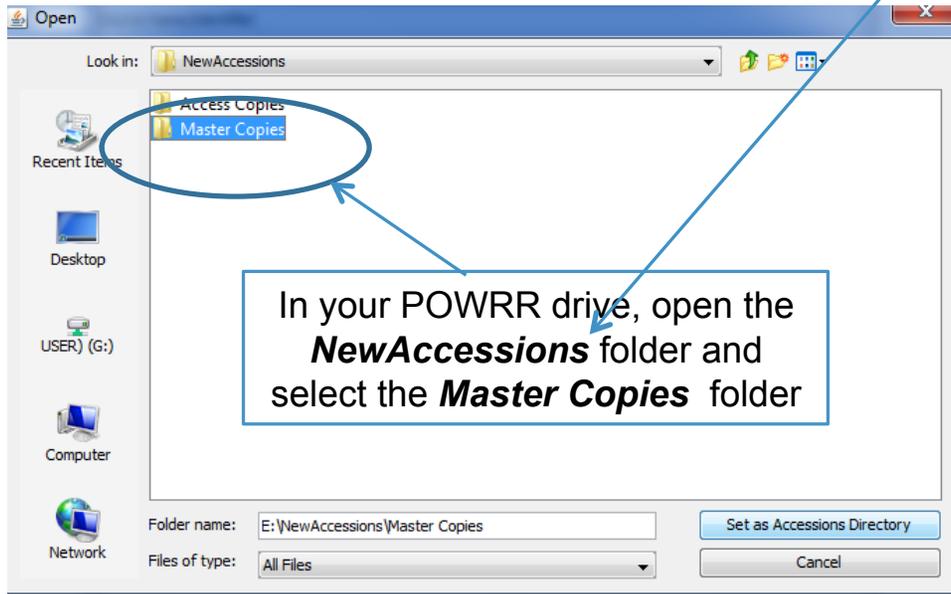


2. Navigate to DataAccessioner.jar and open it



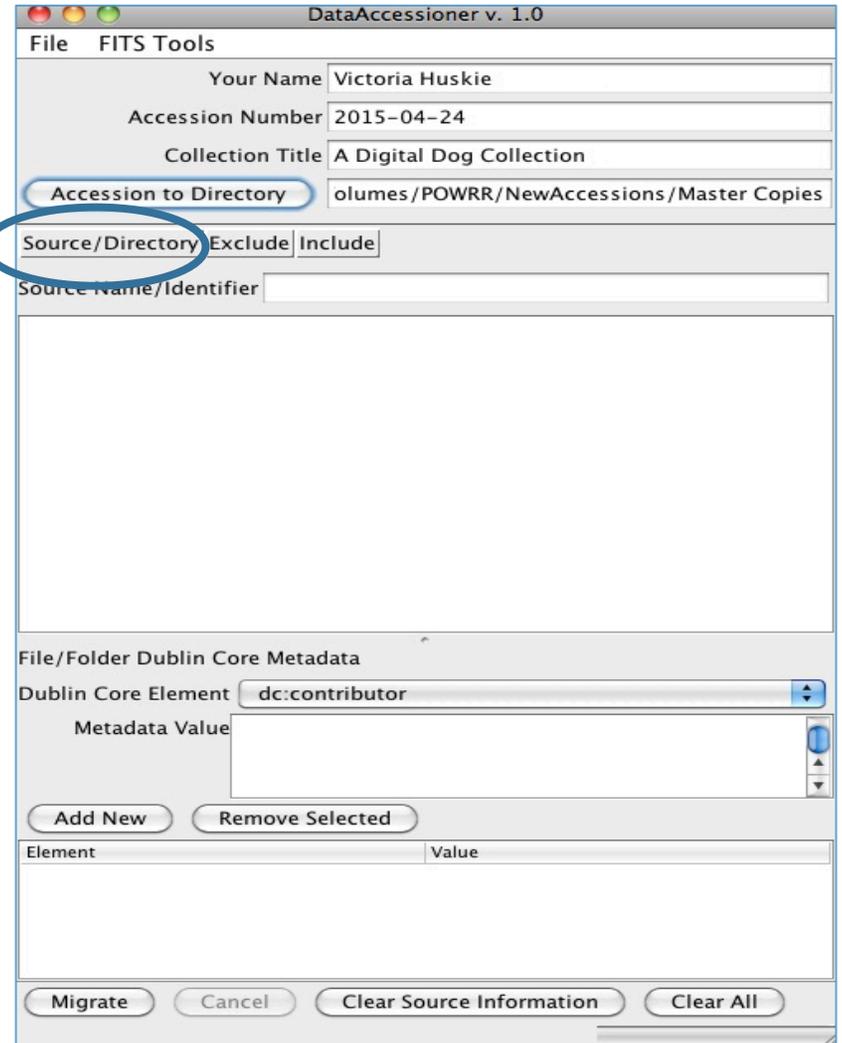
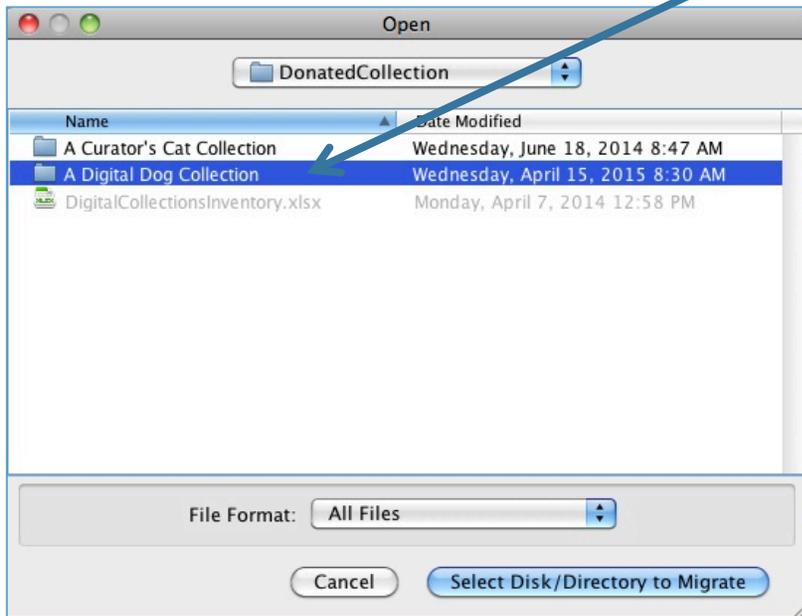


3.) Create your accession directory:
 Where you want the collection to go live
Preferably a stable media like your network drive





4.) Select the collection you are accessioning





5.) Populate descriptive metadata and migrate your collection

Select which element you want to add metadata to

Add the Dublin Core Metadata goes here

Hit the "Migrate" button to begin the migration process.

You will be able to see the progress bar move at the bottom.

A Digital Dog Collection		Date	Si...
▼	A Digital Dog Collection	Apr 15,...	163...
▶	Action Shots	Apr 15,...	163...
▶	Historical Dogs	Apr 15,...	163...
▶	Meme Potential	Apr 15,...	163...
▶	Puppies	Apr 15,...	163...

File/Folder Dublin Core Metadata

Dublin Core Element: dc:date

Metadata Value: [Empty]

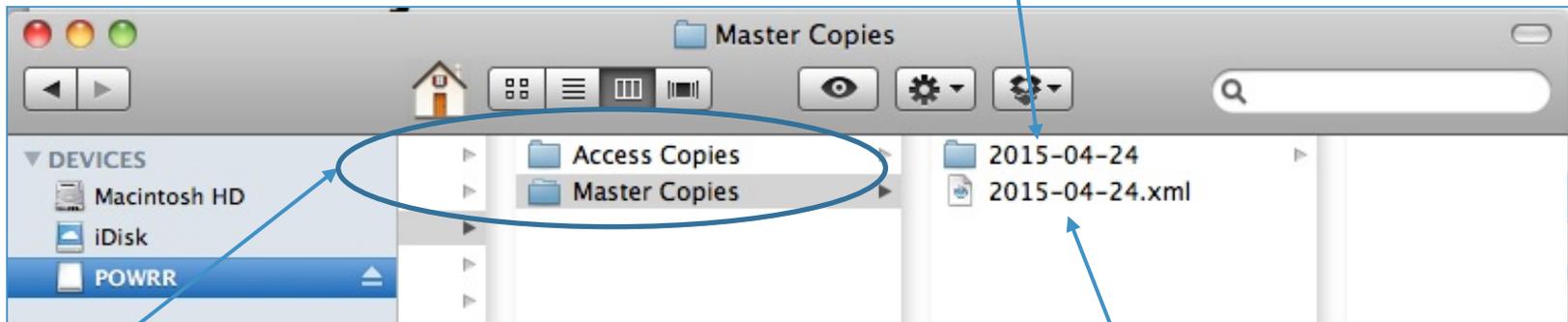
Buttons: Add New, Remove Selected, Migrate, Cancel, Clear Source Information, Clear All

Element	Value
dc:creator	Jane and John Moneybags
dc:date	2015
dc:description	A collection of dog images collected by J...

Checksumming & copying: Better call a doctor whi.jpg



6.) What did you create?



New copy of your migrated collection.

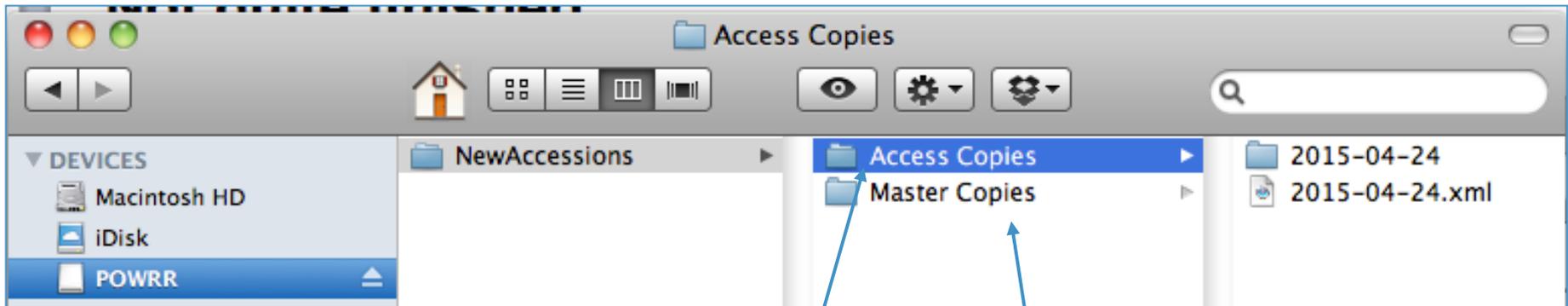
Located in the Directory that you specified

XML Metadata file

You. Are. AWESOME.



7.) Make copy of Master.



Make a copy of the Master, place in the Access Copies folder, and don't touch the Master Copy again unless a new derivative is needed or until you move it into a preservation system!!



8.) And finally...update your Inventory to reflect the location of the Access Copy. Note addition of XML file after processing.

DigitalCollectionsInventory_Dogs_After.xlsx

New Open Save Print Import Copy Paste Format Undo Redo AutoSum Sort A-Z Sort Z-A Gallery Toolbox Zoom Help

	A	B	C	D	E	F
	Category	Title & Description	Date	Location	Extent	Format
1	(locally defined; project name? content creation method?)	(Donor applied and/or yours... what's your local practice?)	(YYYYMMDD or other locally defined format for accession date)	(Storage place of choice -- networked server recommended)	(Quantity of folders, files, by type or total size)	(What extensions are involved: .jpg, .tif, .xls?)
2	Special Collections, mixed; digitized and born digital	A Digital Dog Collection. Donated by Jane (nee Pennypincher) and John Moneybags, Class of 2006. Various images and visual materials about dogs of interest to the donors; some material may have copyright restrictions by law	2015-04-24	C:\Users\User\Desktop\NewAccession\Masters	12.93 MB	19 jpgs; 1 ogg; 1 png; 1 xml file from DA
3	Special Collections, mixed; digitized and born digital	A Digital Dog Collection. Donated by Jane (nee Pennypincher) and John Moneybags, Class of 2006. Various images and visual materials about dogs of interest to the donors; some material may have copyright restrictions by law	2015-04-24_AccessCopies	C:\Users\User\Desktop\NewAccession\AccessCopies	12.93 MB	19 jpgs; 1 ogg; 1 png; 1 xml file from DA
4						
5						
6						
7						
8						
9						
10						

Sheet1 Sheet2 Sheet3 +

Normal View Ready Sum=0