

Preparing Data for DRL

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Introduction:

This document describes the form in which image files and related descriptive data should be delivered to the DRL. These requirements are drawn from DLXS documentation for image class collection implementation.

Part I. Descriptive Data

- 1.) First of all, please review the metadata guidelines to understand the minimum requirements for data.
- 2.) Data should be in one of the following formats, listed in order of preference:
 - a.) Delimited ASCII Text File (TAB or comma)
 - b.) Microsoft Excel
 - c.) Microsoft Access
- 3.) Data should be in a "flattened" structure rather than a relational structure. In other words, all data should be contained within a single file, without dependencies on other data files.
- 4.) Your exported database file should only contain data fields that are to go online.
- 5.) If fields are to be combined or split or otherwise modified by calculation for online use, all calculations should be taken care of prior to sending the data to the DRL
- 6.) If there are multiple images per record, the image filenames can be in a single repeating field, or in multiple fields.
- 7.) Image filenames may be entered in the database with or without filename extensions. Full filename paths should not be included in the image filename field.
- 8.) Each collection entering the middleware must be given two important names. The first is an abbreviated name that serves as a collection ID; the second is a "long name" that will appear below thumbnails of images in a cross-collection view. Each content partner must submit these names to the DRL (see metadata documentation).
- 9.) The following two files should be delivered together on an ISO 9660 Level 1 compliant CD-R *every time* images from a collection are submitted:
 - a.) A flattened version of the existing database for the entire collection (including records for images previously submitted).
 - b.) A file mapping from your database fields to the required fields described in the Image Metadata Guidelines document. **All** of the required elements must be accounted for, but more than one element can map to single required element if necessary. This mapping file can take the form of a simple two-column spreadsheet with **all** of your fields (in the same order they occur in the data file) in one column and the required fields in the other. If you would like any field names to

appear differently online than they appear in the data file (for example, let's say you have a field name in your database called "box_no.", but you would like it to be called "Box Number" online), include another column paring the “display” names with the original names.

Part II. Image Files

- 1.) Master image files should be supplied in the TIF format. Grayscale image files should have a bit-depth of 8. Color image files should have a bit depth of no more than 24, which is no more than three 8-bit channels (Red, Green, Blue). There must not be alpha or other types of channels.
- 2.) Images should be provided on ISO 9660 Level 1 compliant CD-Rs (not CD-RWs). In Level 1 (the lowest common denominator, developed with DOS file naming limitations in mind):
 - c.) A filename may not contain more than eight d-characters (d-characters are capital A to Z, digits 0 to 9, and the underscore symbol [_]).
 - d.) A Filename Extension may not contain more than three d-characters.
 - e.) A directory name may not contain more than eight d-characters.
 - f.) A CD name (volume name) may not contain more than 32 d-characters.
- 3.) Include images from only one collection per CD.
- 4.) *Prior to burning the CD-R*, a checksum file should be created for the contents of each CD. This file should then be included on the CD-R¹. The file should be named with the CD volume name and the extension ".md5".
- 5.) Name each CD based on collection name and institution name. Label either the CD or the CD case with the CD name.

¹ To create the checksum file: open the MD5 application; choose the "Generate Checksums" option; drag all of the image files that you will be burning to the CD into the main window of the application; click "Save As", and save the file.