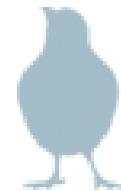




LADYBIRD



Do You have Digitized Collections?

*Do You Need To Catalog And Route Those
Collections!*

Then Why Not Consider...

LadyBird!



LadyBird A History



<http://office.micrsoft.com>

Background and Current Status

- The digital collections at Yale library are a wide-ranging aggregation of digitized materials from the Library's traditional analog holdings augmented by digital media purchased from vendors.
- Setting aside the library's commercially licensed online books, serials and music, the content is predominantly image-based but the digital collections also include texts, datasets, audio, video and other formats suitable for the source material.
- Principal contributors of digitized images include: Beinecke, Classics, Divinity, Drama, Lewis Walpole Library Manuscript and Archives, Maps, Medical Historical Library, and Visual Resources. Principal contributors of digitized texts include: AMEEL, the Sumner-Smith Collection, the Microsoft project ebooks, and the Yale Daily News.
- These digital collections are created in and reside in several systems and are produced and supported by separate tools, workflows and staff.

LadyBird A History



Problem

- ❑ The library's digital collections rest on an ad hoc arrangement of silo software programs that cannot support the weight of expanding collections and inhibit meaningful development of enterprise tools, workflows, and staffing.
- ❑ In this disconnected landscape, it is impossible to rationalize technological infrastructure, implement standardized metadata schema and asset production, establish uniform quality control, provide a stable cataloging environment and ensure consistency and integrity across the full array of digital assets.
- ❑ Digital collection managers are hampered by a lack of transparency in the technological organization of these collections as well as a clear path to expansion, and this situation limits the exchange of ideas among staff in a rapidly changing environment.
- ❑ The absence of an integrated management system with an active user base hinders departments on the threshold of initiating a digital collection. As a result, patrons struggle to discover digital resources.

LadyBird A History



Solution

- ❑ In the spring of 2010, Michael Friscia, James Terray and Rebekah Irwin initiated development of a single comprehensive digital workflow tool with metadata editing features that supports the Library's multiple digital collections, workflows, and user interfaces called LadyBird.
- ❑ LadyBird provides a vital piece of the core infrastructure for collection development and access.

Implementation

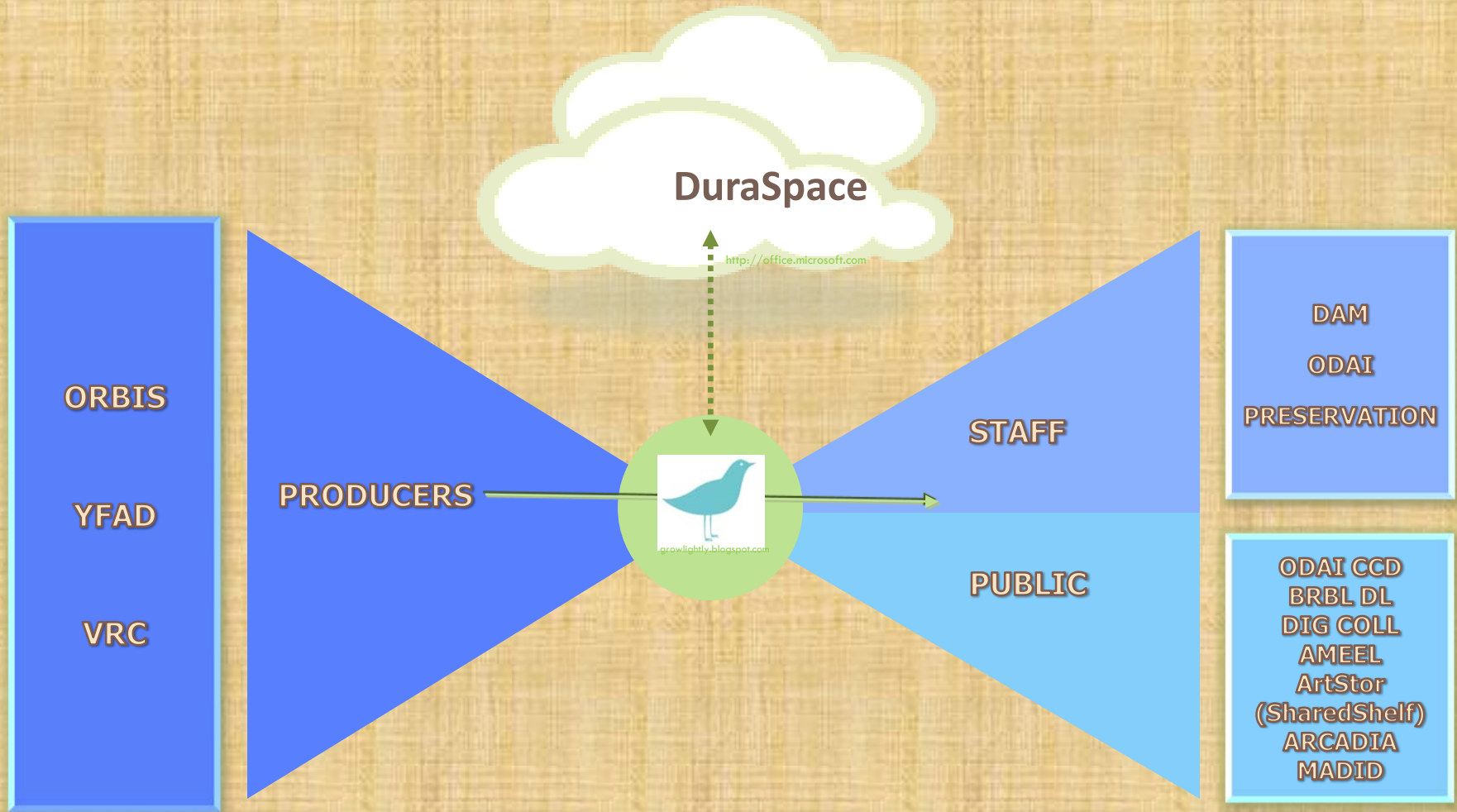
- ❑ Although only at version 0.3, LadyBird is currently in production use in Beinecke, Manuscripts and Archives, and the Visual Resource Collection. since May 2011 The VRC has processed more than 12,000 images and associated metadata in LadyBird and Beinecke processed 3233 new metadata records.
- ❑ We are developing, testing, and using the range of LadyBird cataloging features and options, assessing staff feedback, and demonstrating the advantages of this new program as the key tool in a complex array of digital collections, tools and systems.

LadyBird A History



Principal LadyBrid features:

- ❑ A robust cataloging tool suitable for complete object description and associated administrative metadata for both simple and complex objects.
- ❑ Advanced bulk metadata import and export processing.
- ❑ Harvesting metadata from ORBIS and archival finding aids.
- ❑ Authority control.
- ❑ Bulk digital media processing for a range of file formats.
- ❑ Automated transfer of media files and associated metadata to archival storage.
- ❑ Flexible workflow options.
- ❑ Administrator and staff customization options.
- ❑ Shared user documentation.
- ❑ And the power to deliver content to multiple user interfaces, such as the Yale library's Digital Collections interface and ODAI's cross-collection search.
- ❑ The system promotes interaction among collection managers, encourages new participants, and puts in place the foundation on which expanding collections and future technology infrastructure will be built.



An extensible architecture to publish objects produced from many sources for staff use and public services.

Ladybird Technical Fact Sheet:

Technical Fact Sheet:

- ❑ Programmed in Microsoft .net/c#
- ❑ Version 2.0 and 4.0
- ❑ Microsoft SQL Server 2008 R2 for database
- ❑ 517,098 digital objects currently in the system
- ❑ 617,490 additional digital objects to be imported by July 2012

Ladybird Applications:

Applications:

- ❑ Web application, considered the main face to Ladybird, includes publicly accessible pages to be used for product description.
- ❑ SharePoint site for user/technical documentation.
- ❑ Job Processing engine – the heart of ladybird importing.
- ❑ Export Processing engine – the heart of ladybird exports.
- ❑ Bag creation engine – background process that generates bags ready for transfer.
- ❑ Heartbeat monitor – background process that checks the health of backend systems.
- ❑ Application Cleanup systems – used for general automated system maintenance.
- ❑ Development environment.
- ❑ Complete with separate database from production environment.

Ladybird User Focused:

User Focused:

- ❑ Record deletion and “un-deletion” in GUI interface.
- ❑ Authority Controlled Vocabulary and free text metadata manipulation tool, aka Ladybird Toolbox (beta).
- ❑ Complex object support.
- ❑ Complete integration with EAD metadata import to Ladybird(or preferably XC connection).
- ❑ User documentation and training materials.

Ladybird Milestone Requirements:

Milestone Requirements:

- ❑ Version control system in place for source code.
- ❑ Project management software implementation for formal task tracking/deadline scheduling/prioritization (Basecamp).
- ❑ Formal bug tracking software to allow progress/reporting/transparency to user community (Jira).
- ❑ Open Community focus for product direction from membership outside of Yale.
- ❑ Publishing complete (web presentation, preservation and alternative project specific systems).
- ❑ Technical documentation for code base.
- ❑ Ladybird Management console/tools, aka Birdfeeder.
- ❑ Integration of a Library Cloud for digital asset staging/short term storage, aka Bird Nest.

Ladybird Future Development:

Future Development:

- ❑ Support for transcripts and WYSIWYG interface for OCR/Transcript text.
- ❑ Publishing support for Digital Collections.
- ❑ Publishing support for the DAM.
- ❑ Bulk and individual object deletion/retrieval via Web interface.
- ❑ Additional support for other complex object types.
- ❑ Simplified and highly automated import/ingest processes.
- ❑ OCR integration.
- ❑ Open Source conversion to Java/PHP/MySQL.

LADYBIRD A VISUAL TOUR



Dashboard



Yale UNIVERSITY LIBRARY



- DASHBOARD
- NEW OBJECT
- SEARCH
- AUTHORITY CONTROL
- PROJECT SETTINGS
- TRACKING
- LOGOUT


- DASHBOARD
- JOB LIST
- GENERAL SETTINGS
- SEARCH FIELDS
- EXPORT OPTIONS
- VIEWED OBJECTS
- SESSION HISTORY
- USER MANAGER

Project: Quick Sand Box (cid=3; pid=2)

JOB FOLDERS FOR THIS PROJECT:			EXPORTS:		UN-CATALOGED RECORDS:
cc236_imp...	8/19/2011	Complete Friday, August 19, 2011 10:34:05 AM	mf438_6053_08162011_194751.xlsx	8/16/2011	Export Spreadsheet
fl232_imp...	8/29/2011	Complete Monday, August 29, 2011 3:43:04 PM	mf438_6537_08162011_114528.xlsx	8/16/2011	
Job 4082	7/26/2011	Process this folder	mf438_6590_08162011_133211.xlsx	8/16/2011	
Job 4090o	8/18/2011	Complete Thursday, August 18, 2011 11:53:26 AM	mf438_6594_08162011_135155.xlsx	8/16/2011	
klyphj_imp...	8/17/2011	Complete Wednesday, August 17, 2011 12:06:35 PM	mf438_6637_08162011_194808.xlsx	8/16/2011	
klyphj_imp...	8/17/2011	Complete Wednesday, August 17, 2011 12:06:37 PM	mf438_oid_list_08162011_114249.xlsx	8/16/2011	
			mf438_oid_list_08162011_114346.xlsx	8/16/2011	
			mf438_oid_list_08162011_204751.xlsx	8/16/2011	
			mf438_oid_list_08162011_211146.xlsx	8/16/2011	
			rc496_structure_760050_08102011_141...	8/10/2011	
			Open Export Folder		
mf438_imp...	8/8/2011	Complete Monday, August 08, 2011 3:05:48 PM			
mf438_imp...	8/16/2011	Complete Tuesday, August 16, 2011 8:42:02 PM			
mf438_imp...	8/16/2011	Complete Tuesday, August 16, 2011 8:44:00 PM			
mf438_imp...	8/16/2011	Complete Tuesday, August 16, 2011 8:46:01 PM			
mf438_imp...	8/17/2011	Complete Wednesday, August 17, 2011 7:41:02 AM			
mf438_imp...	8/17/2011	Complete Wednesday, August 17, 2011 7:44:00 AM			
mike88	8/31/2011	Complete Wednesday, August 31, 2011 3:47:55 PM			

Dashboard Highlight:

Job List



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Sand Box

DASHBOARD NEW OBJECT SEARCH AUTHORITY CONTROL PROJECT SETTINGS TRACKING LOGOUT

DASHBOARD JOB LIST GENERAL SETTINGS SEARCH FIELDS EXPORT OPTIONS VIEWED OBJECTS SESSION HISTORY USER MANAGER

Project: Quick Sand Box (cid=3; pid=2)


Display From All Users Display All from: 10/10/2011 to: 11/9/2011 Show Jobs Show More Reset Date Range

ID	Job Folder	Count	Date Start	Date Complete	User Name	Status
2285	View Set sk649_import_102011_163931	6	10/20/2011 4:40:00 PM	10/20/2011 4:40:01 PM	Sarah Kraus	<input type="text"/> >> <input type="checkbox"/>
2283	View Set sk649_import_102011_162341	6	10/20/2011 4:24:00 PM	10/20/2011 4:24:01 PM	Sarah Kraus	<input type="text"/> >> <input type="checkbox"/>

Enter new Job Name: Merged Selected Jobs Workflow status will be reset.

Type "confirm" in the box to execute deletion: Delete Selected Jobs Does NOT delete OIDs.

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Dashboard Highlight:

Search



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DASHBOARD	NEW OBJECT	SEARCH	AUTHORITY CONTROL	PROJECT SETTINGS	TRACKING	LOGOUT	
DASHBOARD	JOB LIST	GENERAL SETTINGS	SEARCH FIELDS	EXPORT OPTIONS	VIEWED OBJECTS	SESSION HISTORY	USER MANAGER

Project: Quick Sand Box (cid=3; pid=2)



Select the fields that will appear on the Custom Search page.

<input type="checkbox"/> Abstract	A succinct summary of some aspect of the content of the resource.
<input type="checkbox"/> Access condition	Narrative permissions statement ('Permission from the Langston Hughes Estate is required to publish materials by Langston Hughes in any format. To learn more, contact the appropriate curator.
<input type="checkbox"/> Accession auto number	
<input type="checkbox"/> Accession Material	
<input type="checkbox"/> Accession number	Accession number, or another number used to identify an object
<input type="checkbox"/> Barcode	
<input type="checkbox"/> Box	Archival box number
<input type="checkbox"/> Call number	Call number as found in Orbis
<input type="checkbox"/> Caption	Caption text if the caption is in addition to an item's 'title'
<input type="checkbox"/> Cataloger	
<input type="checkbox"/> Citation	
<input type="checkbox"/> Classroom use	Note Yale course number and/or faculty name
<input type="checkbox"/> Coordinates	Used for cartographic description
<input type="checkbox"/> Creator	Creator of the object being digitized which might be the same as the host, but might be different, e.g., the artist of an engraving in a book who is different than the creator of the entire book
<input type="checkbox"/> Culture	Mainly for VRC use, define the a sovereign state or other clearly identifiable cultural/tribal entity (British, Pre-Columbian)
<input type="checkbox"/> Date returned to Beinecke	
<input type="checkbox"/> Date to Cataloging	
<input type="checkbox"/> Date, created	Record the date of the carrier (media) not the thing depicted (for a photograph taken in 1956 of the Parthenon, record 1956 here)
<input type="checkbox"/> Date, depicted	Record the date of the thing depicted, not the date of the carrier (for a photograph taken in 1956 of the Parthenon, record 447-438 BC here)
<input type="checkbox"/> Date, key	Choose one or more date ranges
<input type="checkbox"/> Digital format	
<input type="checkbox"/> Donor	
<input type="checkbox"/> Edition	Edition or version, if listed, transcribe from imprint if a traditional publication
<input type="checkbox"/> Ephemera	
<input type="checkbox"/> Folder	Archival folder number
<input type="checkbox"/> Fund Code	

Dashboard Highlight: Export Options



Yale UNIVERSITY LIBRARY



DASHBOARD NEW OBJECT SEARCH AUTHORITY CONTROL PROJECT SETTINGS TRACKING LOGOUT


DASHBOARD JOB LIST GENERAL SETTINGS SEARCH FIELDS EXPORT OPTIONS VIEWED OBJECTS SESSION HISTORY USER MANAGER


Project: Quick Sand Box (cid=3; pid=2)

Select the fields that will appear when you export. If none are selected ALL will be exported. [[Clear checkboxes](#)]

<input checked="" type="checkbox"/>	_Filename	127	
<input checked="" type="checkbox"/>	Abstract	87	A succinct summary of some aspect of the content of the resource.
<input type="checkbox"/>	Access condition	102	Narrative permissions statement ('Permission from the Langston Hughes Estate is required to publish materials by Langston Hughes in any format. To learn more, contact the appropriate curator.
<input checked="" type="checkbox"/>	Accession auto number	177	
<input type="checkbox"/>	Accession Material	176	
<input checked="" type="checkbox"/>	Accession number	59	Accession number, or another number used to identify an object
<input checked="" type="checkbox"/>	Barcode	105	
<input type="checkbox"/>	Box	60	Archival box number
<input type="checkbox"/>	Call number	58	Call number as found in Orbis
<input type="checkbox"/>	Caption	74	Caption text if the caption is in addition to an item's 'title'
<input type="checkbox"/>	Citation	156	
<input type="checkbox"/>	Classroom use	108	Note Yale course number and/or faculty name
<input type="checkbox"/>	Coordinates	97	Used for cartographic description
<input type="checkbox"/>	Creator	69	Creator of the object being digitized which might be the same as the host, but might be different, e.g., the artist of an engraving in a book who is different than the creator of the entire book
<input type="checkbox"/>	Culture	94	Mainly for VRC use, define the a sovereign state or other clearly identifiable cultural/tribal entity (British, Pre-Columbian)
<input type="checkbox"/>	Date returned to Beinecke	167	
<input type="checkbox"/>	Date to Cataloging	166	
<input type="checkbox"/>	Date, created	79	Record the date of the carrier (media) not the thing depicted (for a photograph taken in 1956 of the Parthenon, record 1956 here)
<input type="checkbox"/>	Date, depicted	80	Record the date of the thing depicted, not the date of the carrier (for a photograph taken in 1956 of the Parthenon, record 447-438 BC here)
<input type="checkbox"/>	Date, key	81	Choose one or more date ranges
<input type="checkbox"/>	Digital format	157	
<input type="checkbox"/>	Donor	158	
<input type="checkbox"/>	Edition	76	Edition or version, if listed, transcribe from imprint if a traditional publication
<input type="checkbox"/>	Ephemera	172	
<input type="checkbox"/>	Folder	61	Archival folder number

New Object



Yale UNIVERSITY LIBRARY 


Sand Box

DASHBOARD	NEW OBJECT	SEARCH	AUTHORITY CONTROL	PROJECT SETTINGS	TRACKING	LOGOUT
-----------	-------------------	--------	-------------------	------------------	----------	--------


OVERVIEW	IMPORT	EXPORT	METADATA	TECHNICAL DATA	STRUCTURE	PUBLISH	VERSION	AUDIT	DELETE
----------	--------	--------	----------	----------------	-----------	---------	---------	-------	--------

Project: Quick Sand Box (cid=3; pid=2)


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New Object Highlight: Import



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Sand Box

DASHBOARD	NEW OBJECT	SEARCH	AUTHORITY CONTROL	PROJECT SETTINGS	TRACKING	LOGOUT			
OVERVIEW	IMPORT	EXPORT	METADATA	TECHNICAL DATA	STRUCTURE	PUBLISH	VERSION	AUDIT	DELETE

Project: Quick Sand Box (cid=3; pid=2)

EAD HANDLE

ORBIS BIB ID/ORBIS HANDLE/BARCODE

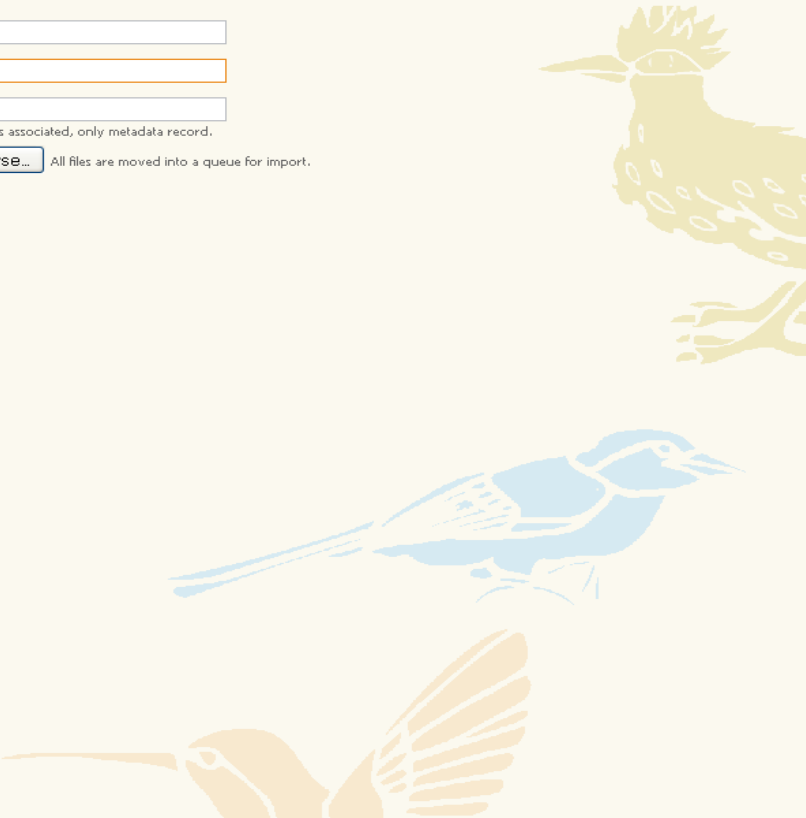
DUPLICATE RECORD FROM OID

Copying an OID does not copy media files associated, only metadata record.

Import File All files are moved into a queue for import.

Template

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New Object Highlight: Metadata



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- DASHBOARD
- NEW OBJECT
- SEARCH
- AUTHORITY CONTROL
- PROJECT SETTINGS
- TRACKING
- LOGOUT
- OVERVIEW
- IMPORT
- EXPORT
- METADATA
- TECHNICAL DATA
- STRUCTURE
- PUBLISH
- VERSION
- AUDIT
- DELETE

Project: Quick Sand Box (cid=3; pid=2)

Metadata

Submit Form

Cataloger 1	<input type="text"/>	+
Record modified date		
Record ID	<input type="text"/>	
Local record ID 1	<input type="text"/>	+
Local record ID, other 1	<input type="text"/>	+ i
Call number 1	<input type="text"/>	+ i
Accession number 1	<input type="text"/>	+ i
Box 1	<input type="text"/>	+ i
Folder 1	<input type="text"/>	+ i
Host, Creator 1	<input type="text"/>	+ i
Host, Title 1	<input type="text"/>	+ i
Host, place of creation 1	<input type="text"/>	+ i
Host, publisher 1	<input type="text"/>	+ i
Host, date 1	<input type="text"/>	+ i
Host, edition 1	<input type="text"/>	+ i
Host, note 1	<input type="text"/>	+ i
Creator 1	Choose the following option: <input type="text"/>	
Title 1	<input type="text"/>	+ i

New Object Highlight: Structure

The screenshot displays the LadyBird web interface. At the top left is the LadyBird logo, featuring a stylized bird silhouette and the text "LADYBIRD". To the right is the Yale University Library logo with a blue bird silhouette. A "Sand Box" button is visible in the top right corner. Below the logos is a navigation menu with tabs: DASHBOARD, NEW OBJECT, SEARCH, AUTHORITY CONTROL, PROJECT SETTINGS, TRACKING, and LOGOUT. A secondary menu includes OVERVIEW, IMPORT, EXPORT, METADATA, TECHNICAL DATA, STRUCTURE (highlighted), PUBLISH, VERSION, AUDIT, and DELETE. The main content area shows the "Project: Quick Sand Box (cid=3; pid=2)" and a section titled "Add File to this Object" with a "Browse..." button and an "Add Image File" button. Below this is a note: "NOTE: There is no version control for image replacement." The "Add Object to Structure" section contains input fields for "Zindex" and "OID", and an "Add" button. The "Object Structure" section has a "Submit Changes" button. The footer includes the Yale logo and text: "SharePoint | Documentation | Discussion", "LadyBird Version: 0.4.0.0", "Created by: Yale University Library", and "Last updated: Tuesday, November 08, 2011". The background features faint bird illustrations.

New Object Highlight: Publish



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Sand Box

- DASHBOARD
- NEW OBJECT
- SEARCH
- AUTHORITY CONTROL
- PROJECT SETTINGS
- TRACKING
- LOGOUT
- OVERVIEW
- IMPORT
- EXPORT
- METADATA
- TECHNICAL DATA
- STRUCTURE
- PUBLISH
- VERSION
- AUDIT
- DELETE

Project: Quick Sand Box (cid=3; pid=2)

label1

Use Custom Settings No Yes

Publish to DAM No Yes

Publish to DL No Yes

DL UNC Size 0 (96px)

DL UNC Size 1 (192px)

DL UNC Size 2 (384px)

DL UNC Size 3 (798px)

DL UNC Size 4 (1596px)

DL UNC JP2

Publish Parent Data No Yes

UNC for Original Media

DL Unique ID rarely needs setting

DAM Repository

DAM Object Model

DAM Security Model

DAM Bag Prefix

Submit Publish Settings for THIS OBJECT

Search



Sand Box

- DASHBOARD
- NEW OBJECT
- SEARCH
- AUTHORITY CONTROL
- PROJECT SETTINGS
- TRACKING
- LOGOUT
- GENERAL SEARCH
- SIMPLE SEARCH
- CUSTOM SEARCH
- BROWSE PROJECT
- GALLERIES
- SEARCH HISTORY
- NO MEDIA
- UNCAT
- BLANK

Project: Quick Sand Box (cid=3; pid=2)

OID Search

Examples: 29000*, *987, 290000-290050, 290000
You may also use a comma delimited list containing any combination of the examples.

Source ID Search

Examples: 975*, *7024, 290000-290050, 97507024c1ac
You may also use a comma delimited list containing any combination of the examples.
Range search for this is numeric only. Source IDs are not always numeric.

DAM ID Search

Examples: 9750241d*, *7024c1ac, 9750241d6d8b9ac7c5bca882894e6f0b7024c1ac
You may also use a comma delimited list containing any combination of the examples.
This search does not support ranges.

Digital Collections ID Search

Examples: 29000*, *987, 290000-290050, 290000
You may also use a comma delimited list containing any combination of the examples.

User Search

- My Records
- edwin
- kreardon
- kupiec
- rp257
- Anna Magliaro
- Aubrey Novak
- Carolyn Caizzi
- Christopher Edwards
- Clifford Johnson

Edited After

Edited Before

November 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10


November 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Send results to:


Search Highlight: Simple Search



LADYBIRD



Yale UNIVERSITY LIBRARY



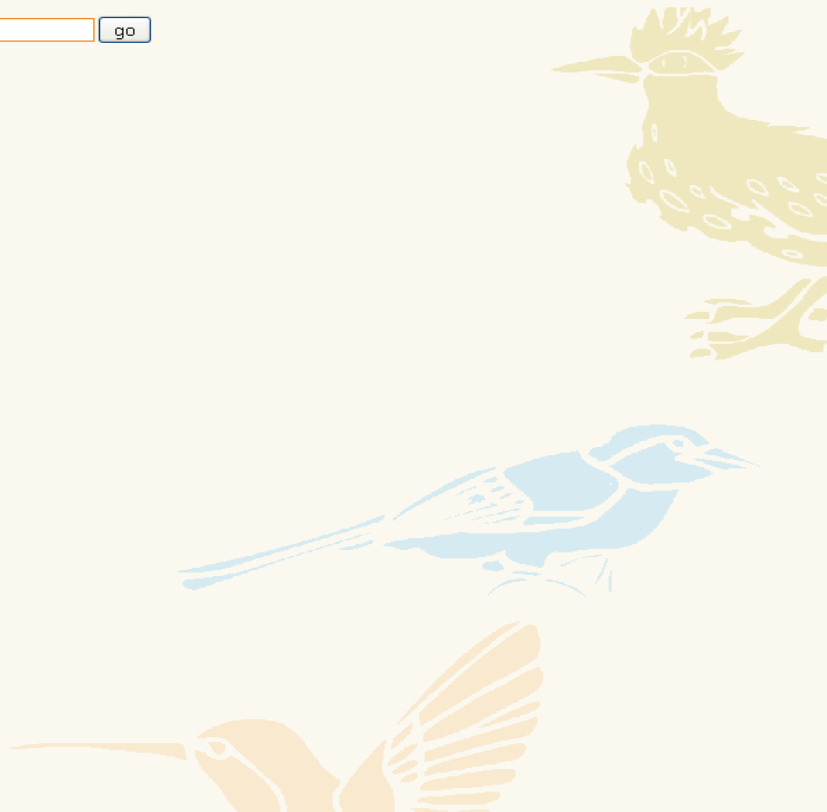
Sand Box

DASHBOARD | NEW OBJECT | **SEARCH** | AUTHORITY CONTROL | PROJECT SETTINGS | TRACKING | LOGOUT


GENERAL SEARCH | **SIMPLE SEARCH** | CUSTOM SEARCH | BROWSE PROJECT | GALLERIES | SEARCH HISTORY | NO MEDIA | UNCAT | BLANK

Project: Quick Sand Box (cid=3; pid=2)


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Search Highlight: Custom Search



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Sand Box

DASHBOARD | NEW OBJECT | **SEARCH** | AUTHORITY CONTROL | PROJECT SETTINGS | TRACKING | LOGOUT

GENERAL SEARCH | SIMPLE SEARCH | **CUSTOM SEARCH** | BROWSE PROJECT | GALLERIES | SEARCH HISTORY | NO MEDIA | UNCAT | BLANK

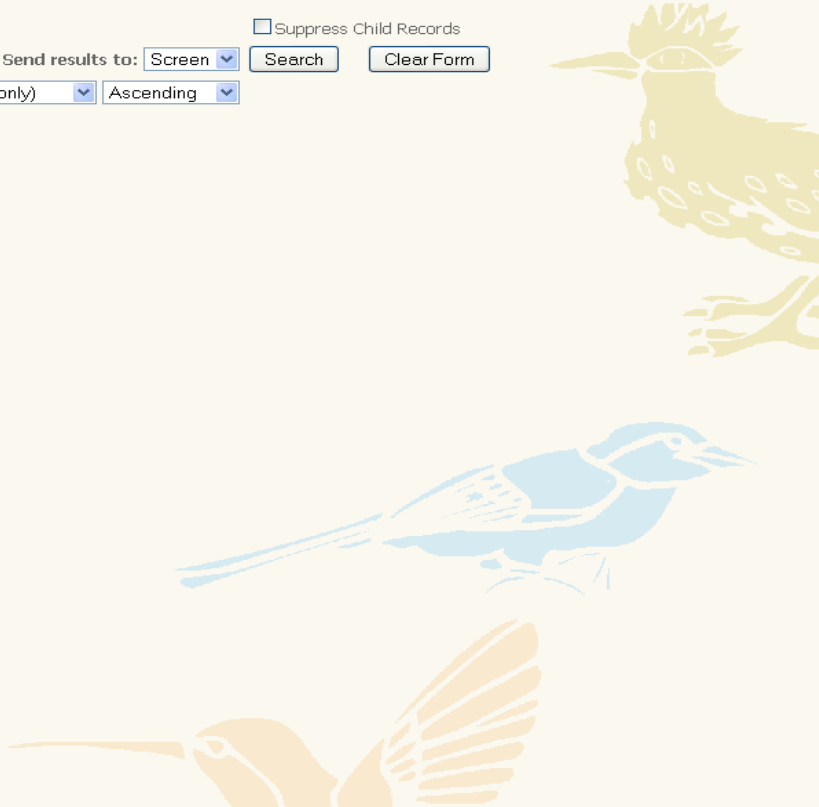
Project: Quick Sand Box (cid=3; pid=2)

Suppress Child Records

Send results to: Screen

Order by:

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Search Highlight: Browse Project



LADYBIRD



Yale UNIVERSITY LIBRARY



Sand Box

DASHBOARD NEW OBJECT SEARCH AUTHORITY CONTROL PROJECT SETTINGS TRACKING LOGOUT

GENERAL SEARCH SIMPLE SEARCH CUSTOM SEARCH **BROWSE PROJECT** GALLERIES SEARCH HISTORY NO MEDIA UNCAT BLANK

Project: Quick Sand Box (cid=3; pid=2)

select the top objects in order by

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Authority Control

Yale UNIVERSITY LIBRARY



Sand Box

DASHBOARD NEW OBJECT SEARCH AUTHORITY CONTROL PROJECT SETTINGS TRACKING LOGOUT

AUTHORITY LISTS

Project: Quick Sand Box (cid=3; pid=2)

Qty	Authority List	(right click and save target as...)
10	Accession Material	download
223	attr Name	download
43729	Creator	download
5774	Culture	download
12	Date, key	download
6	Digital format	download
175	Fund Code	download
14	Gallery	download
3014	Genre	download
5	Item Permission	download
560	Language	download
6677	Location, not YUL	download
80	Location, YUL	download
919	Material	download
2	Order Type	download
96	Part of, group	download
6	Restriction	download
126	Style	download
5529	Subject, geographic	download
93	Subject, geographic code	download
19402	Subject, topic	download
13	Type of resource	download
781	Vendor	download

Yale

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Project Settings



Yale UNIVERSITY LIBRARY

Sand Box

DASHBOARD NEW OBJECT SEARCH AUTHORITY CONTROL PROJECT SETTINGS TRACKING LOGOUT

SETTINGS TEMPLATES FIELD SELECTION PROJECT STATUS FIELD DEFINITIONS

Project: Quick Sand Box (cid=3; pid=2)

Label

"Not Found" Image

Uncataloged FDID exempt list

Publish to DAM No Yes

Publish to DL No Yes

DL UNC Size 0 (96px)

DL UNC Size 1 (192px)

DL UNC Size 2 (384px)

DL UNC Size 3 (798px)

DL UNC Size 4 (1596px)

DL UNC JP2

Publish Parent Data No Yes

UNC for Original Media

Digital Collections CollectionID

DAM Repository Code

DAM Object Model

DAM Security Model

DAM Bag Prefix

Error Email Contact

Project Settings Highlight: Field Selection



Sand Box

DASHBOARD NEW OBJECT SEARCH AUTHORITY CONTROL PROJECT SETTINGS TRACKING LOGOUT

SETTINGS TEMPLATES FIELD SELECTION PROJECT STATUS FIELD DEFINITIONS



Project: Quick Sand Box (cid=3; pid=2)

Select the fields to display for this project.

Handle	Index	Group Label	FDID
<input checked="" type="checkbox"/> Cataloger	51	Metadata	51
<input checked="" type="checkbox"/> Record modified date	54	Metadata	54
<input checked="" type="checkbox"/> Record ID	55	Metadata	55
<input checked="" type="checkbox"/> Local record ID	56	Metadata	56
<input checked="" type="checkbox"/> Local record ID, other	57	Metadata	57
<input checked="" type="checkbox"/> Call number	58	Metadata	58
<input checked="" type="checkbox"/> Accession number	59	Metadata	59
<input checked="" type="checkbox"/> Box	60	Metadata	60
<input checked="" type="checkbox"/> Folder	61	Metadata	61
<input checked="" type="checkbox"/> Host, Creator	62	Metadata	62
<input checked="" type="checkbox"/> Host, Title	63	Metadata	63
<input checked="" type="checkbox"/> Host, place of creation	64	Metadata	64
<input checked="" type="checkbox"/> Host, publisher	65	Metadata	65
<input checked="" type="checkbox"/> Host, date	66	Metadata	66
<input checked="" type="checkbox"/> Host, edition	67	Metadata	67
<input checked="" type="checkbox"/> Host, note	68	Metadata	68
<input checked="" type="checkbox"/> Creator	69	Metadata	69
<input checked="" type="checkbox"/> Title	70	Metadata	70
<input checked="" type="checkbox"/> Title, alternative	71	Metadata	71
<input checked="" type="checkbox"/> Number	73	Metadata	73
<input checked="" type="checkbox"/> Caption	74	Metadata	74
<input checked="" type="checkbox"/> Parts scanned	75	Metadata	75
<input checked="" type="checkbox"/> Edition	76	Metadata	76
<input checked="" type="checkbox"/> Place of origin	77	Metadata	77



Project Settings Highlight: Project Status



Sand Box

DASHBOARD | NEW OBJECT | SEARCH | AUTHORITY CONTROL | **PROJECT SETTINGS** | TRACKING | LOGOUT

SETTINGS | TEMPLATES | FIELD SELECTION | **PROJECT STATUS** | FIELD DEFINITIONS

Project: Quick Sand Box (cid=3; pid=2)

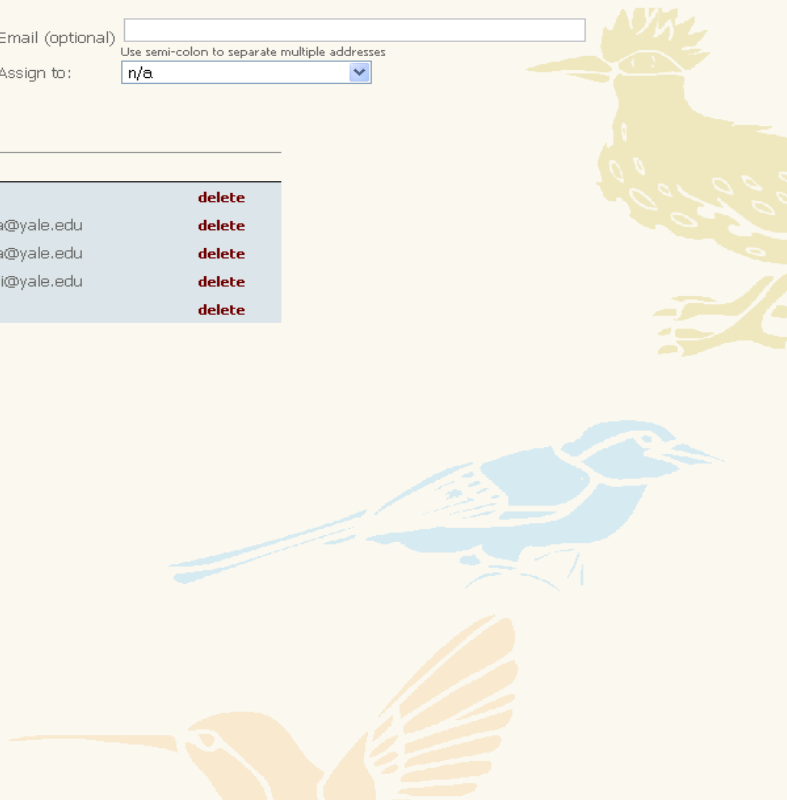
Task Label
example: Verify Metadata, Upload Images

Email (optional)
Use semi-colon to separate multiple addresses


Order Assign to:

	Order	Label	Value	
edit	1	New		delete
edit	2	Prepare/Add Images	michael.friscia@yale.edu	delete
edit	3	Prepare/Add Metadata	michael.friscia@yale.edu	delete
edit	4	Verify and Publish this job	robert.carlucci@yale.edu	delete
edit	5	Complete		delete


Yale [SharePoint](#) | [Documentation](#) | [Discussion](#)
LadyBird Version: 0.4.0.0
Created by: [Yale University Library](#)
Last updated: Tuesday, November 08, 2011




Tracking And Log Out



LADYBIRD



Yale UNIVERSITY LIBRARY



Sand Box

DASHBOARD NEW OBJECT SEARCH AUTHORITY CONTROL PROJECT SETTINGS TRACKING LOGOUT

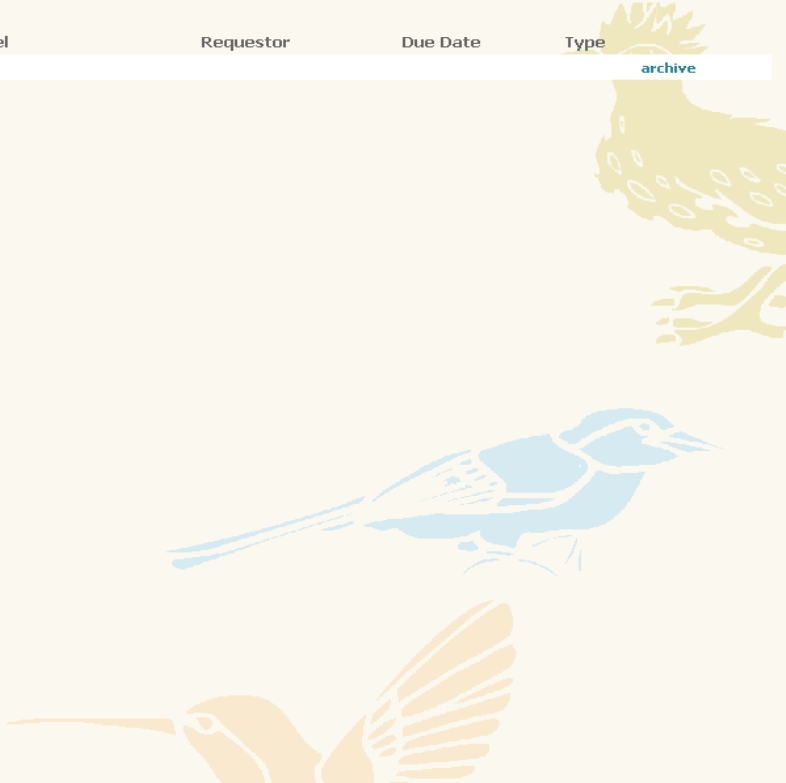
LIST JOBS

Project: Quick Sand Box (cid=3; pid=2)

New | Archives

	Job #	Label	Requestor	Due Date	Type
edit view import	1	Digital Collection A			archive

Yale [SharePoint](#) | [Documentation](#) | [Discussion](#)
LadyBird Version: 0.4.0.0
Created by: [Yale University Library](#)
Last updated: Tuesday, November 08, 2011



LADYBIRD A CATALOGING TOOL



PURPOSE

Catalog Tool

- ▣ Preservation.
- ▣ Cataloging.
- ▣ Streamline Workflows.
- ▣ Present and Share collections on the web.



REPLACES



Catalog Tool

- Portfolio
- Luna Studio (for image processing)
- Other image processing software
- Homegrown Web Apps
- “One-off” catalog tools

SECURITY



Catalog Tool

- CAS authentication.
- Local authentication (non-CAS).
- Field level permission on collection, project, object and metadata.
- Group and role based security model.

FUNCTIONALITY



Catalog Tool

- Single metadata schema
 - Exports to the DAM Cultural and Bibliographic models
- Rich security models
 - Permits limited read/write for students
- Version control
 - Virtually anything can be rolled back to a prior version
- Easy to use
- Import/export/re-import

HIERARCHY

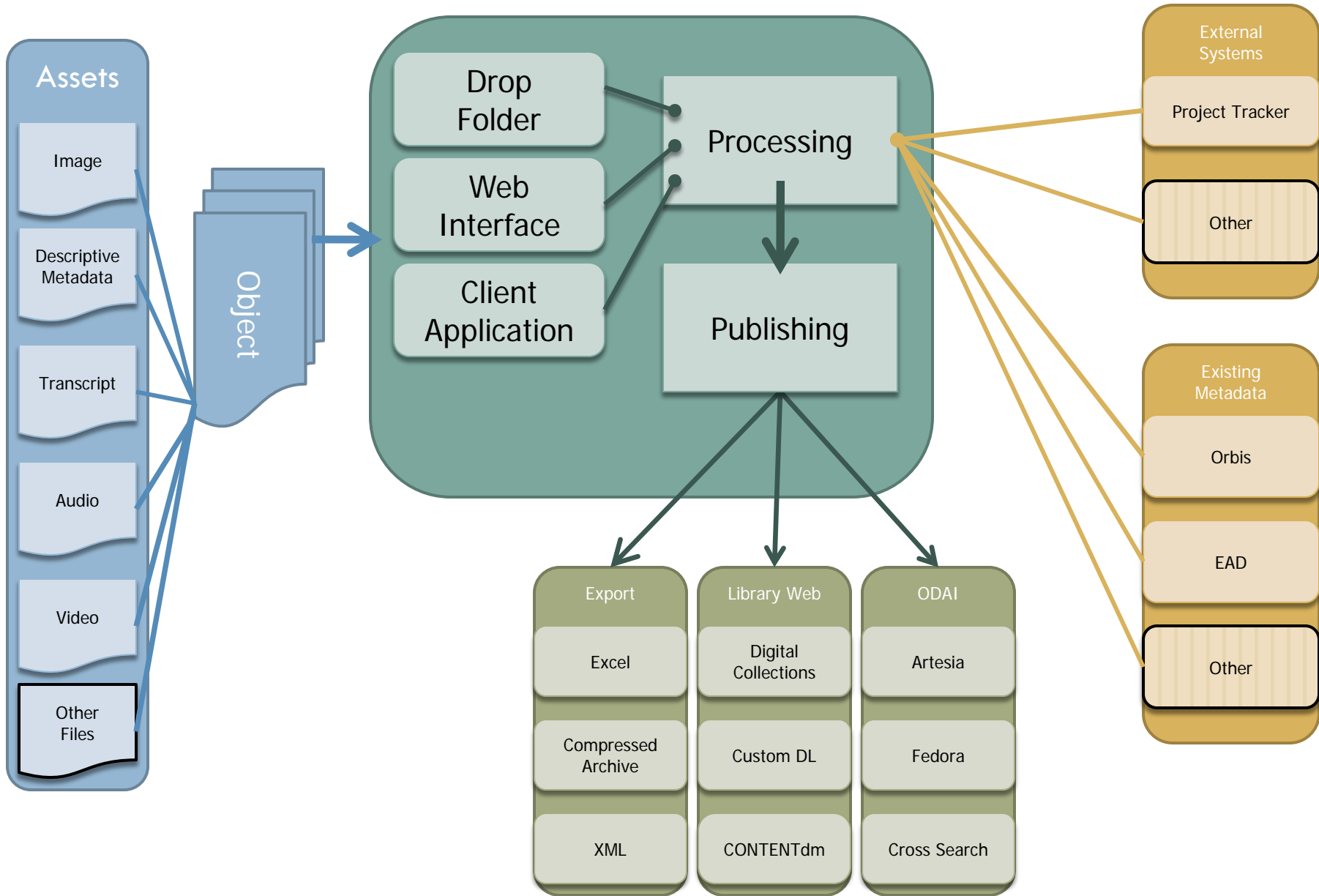


Catalog Tool

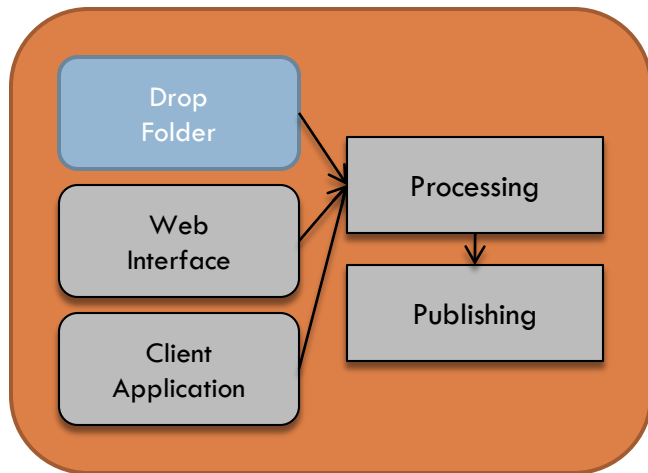
- ❑ Collection (VRC, MSSA, Divinity)
 - ❑ Project (Silk Road, Glee Club, Eikon)
 - ❑ Object (digitized book, manuscript, image)
 - ❑ Asset (metadata record, transcript)
 - ❑ Asset (image, audio, video)
 - ❑ Asset (structure)

HOW DOES ALL
THIS WORK?



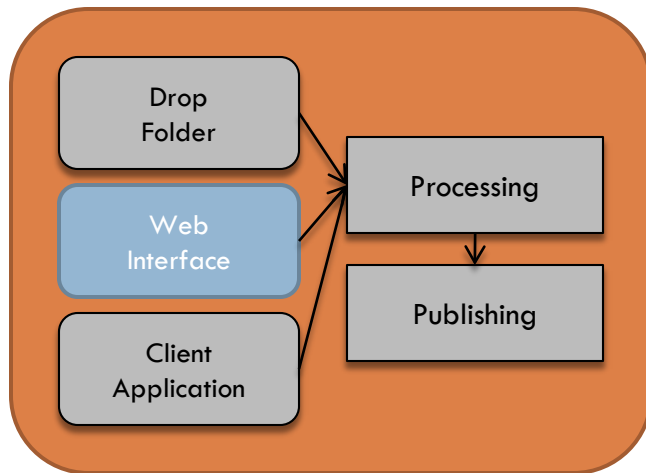


Drop Folder



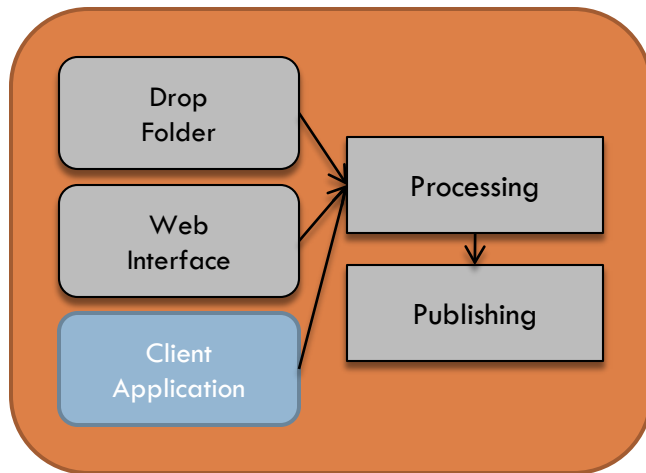
- ❑ Windows File Share
- ❑ Used for import or export
- ❑ Works with Web Interface
- ❑ Fastest method for cataloging
- ❑ Can do almost everything the web interface can do

Web Interface



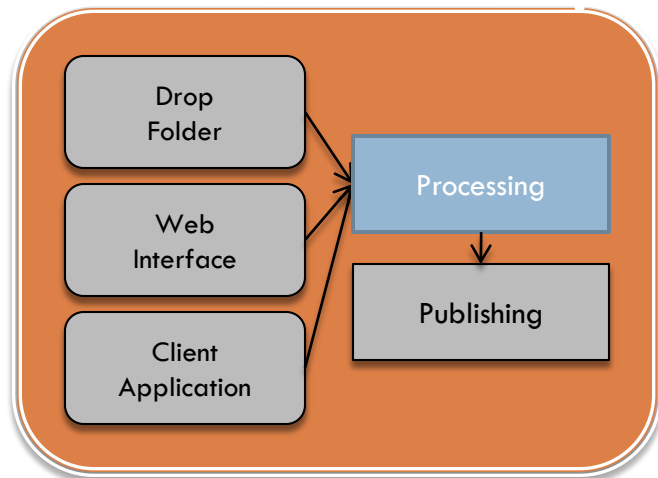
- Required for some functions
- Customizable
- Screens for
 - ▣ Locating objects
 - ▣ Editing metadata
 - ▣ Editing complex structures
 - ▣ Viewing technical metadata
 - ▣ Publishing to:
 - DAM
 - Digital Collections
 - Other locations set by project

Client Application



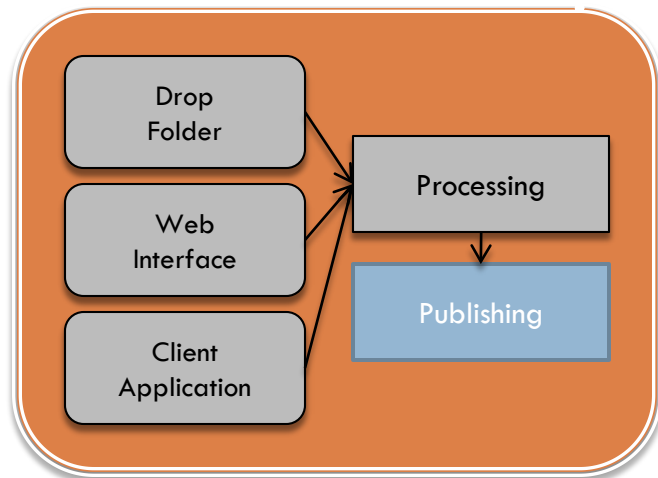
- ❑ Windows Installer
- ❑ Automatic updates
- ❑ Small audience
- ❑ Handles complex operations not available in web interface or drop folder
- ❑ Works with Web Interface

Processing



- ❑ Enforces metadata field restrictions
- ❑ Generates derivative image files for web presentation
- ❑ Stores files on route to ODAI

Publishing



- Communicates with DL interfaces
- Communicates with SQL database
- Sends objects to ODAI
 - ▣ DAM
 - ▣ Fedora
- Handle generation

WORK FLOWS SIMPLIFIED

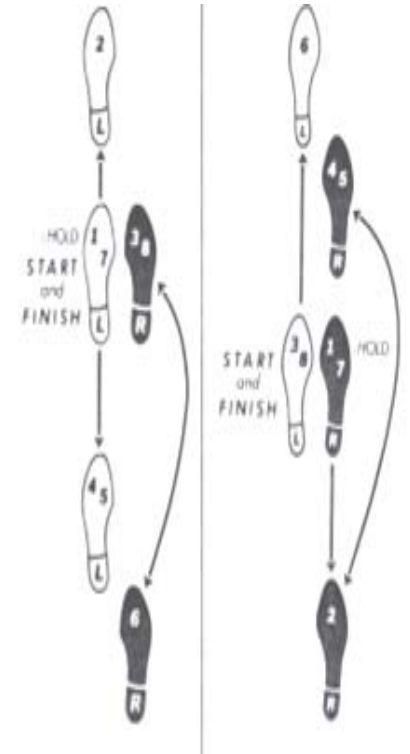


What is a workflow?

What is a workflow:

Workflow is a sequence of connected steps that encompasses every job or operation of a person or group of persons, an organization, or one or more simple or complex mechanisms. Workflow is the outgrowth of policy, efficiency and availability of resources.

Workflow is central to all tasks. However simple, all jobs, operations and organizations have a workflow.

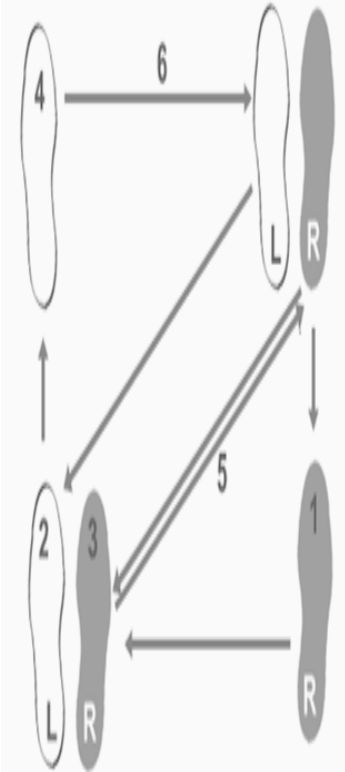


What is your workflow?

Understanding your departmental needs

Understanding your interdepartmental workflow is important - as it will allow you to make better use of tools such as LadyBird or perhaps even restructure your current work flow to allow for greater productivity.

A LadyBird Workflow encompasses image processing, data processing, cataloging, data review, image review, and use.



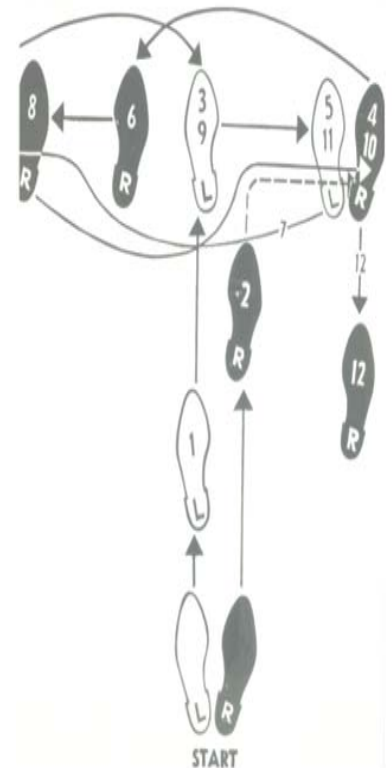
What is a LadyBird Workflow?

Workflows simplified by LadyBird

When thinking about your interdepartmental workflow consider the following:

- Does your content have a review process?
- Are there many individuals working on a single project or is each project handled from start to finish by one individual?
 - Are your images made available before the creation of metadata or after?
- Do you generally process content in batches or do you catalog items one at a time?

Regardless of your interdepartmental workflow LadyBird will simplify the process allowing for greater output at an increased speed!

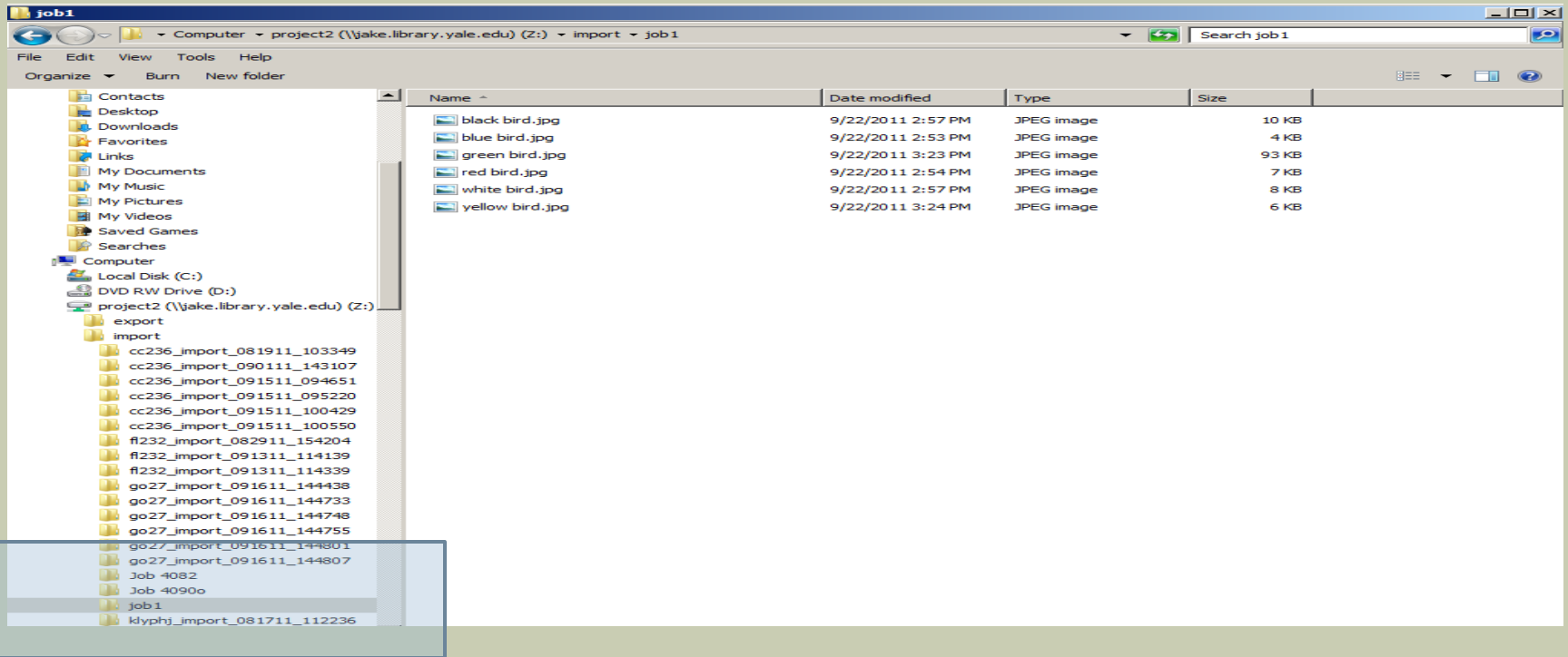


A SAMPLE LADYBIRD WORKFLOW



Step 1. Create a Job Folder

- ❑ Ladybird maintains an import folder for each project.
- ❑ The name of the new folder will be attached to all the TIF images so that they can be found together later on as a group.
- ❑ It is safe to include as many files for import you may need right at the top level.



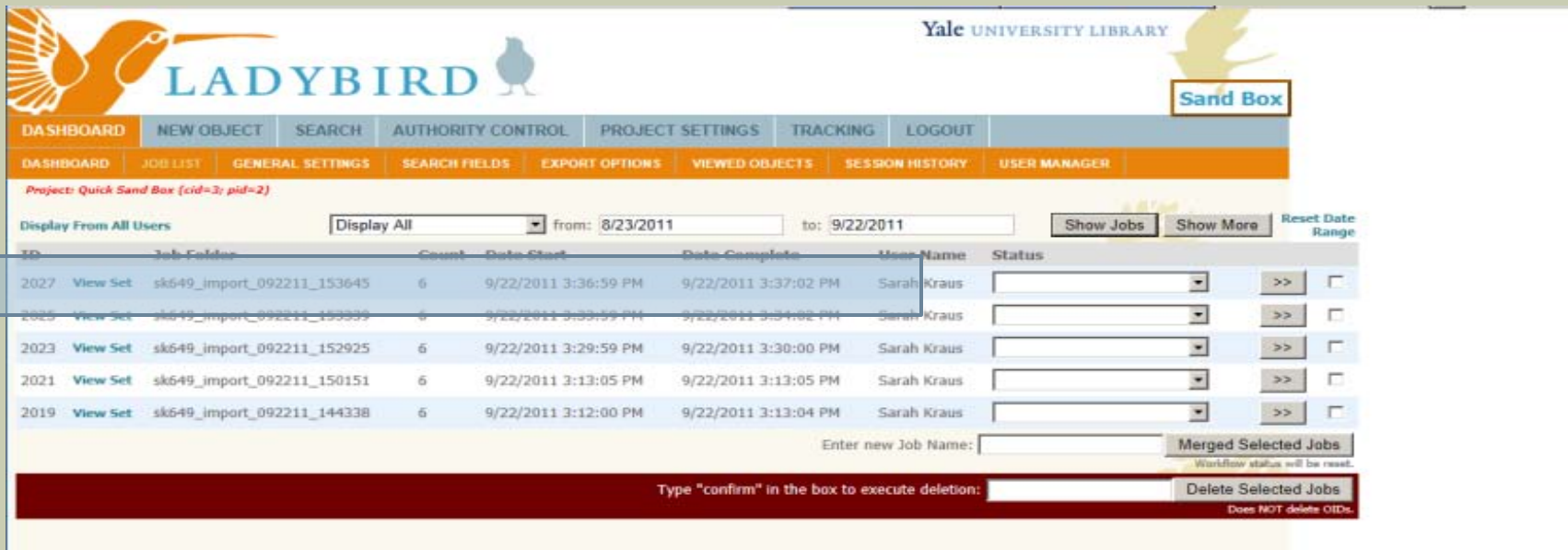
Step 3. Import

- ❑ Under the New Objects Tab select Import then browse and select your spreadsheet.
- ❑ Select Import From Source.

The screenshot displays the Ladybird web application interface. At the top, the Yale University Library logo and the 'LADYBIRD' title are visible. A navigation bar includes tabs for DASHBOARD, NEW OBJECT, SEARCH, AUTHORITY CONTROL, PROJECT SETTINGS, TRACKING, and LOGOUT. Below this, a secondary navigation bar shows OVERVIEW, IMPORT, EXPORT, METADATA, TECHNICAL DATA, STRUCTURE, PUBLISH, VERSION, AUDIT, and DELETE. The current project is identified as 'Quick Sand Box (cid=2; pid=2)'. A 'Sand Box' button is located in the top right corner. The main content area shows a form for creating a new object, with fields for EAD HANDLE, ORBIS BIB ID/ORBIS HANDLE/BARCODE, and a 'DUPLICATE RECORD FROM OID' checkbox. The 'Import File' field is active, and a 'Browse' button is visible. A 'Template' dropdown menu is set to 'Import From Source'. A 'Choose File to Upload' dialog box is open, showing the Desktop folder. The file list includes 'LadyBird Guide in Process.docx', 'Microsoft Office Word Document', 'red_bird.jpg', 'sk649_8905_09222011_151805.xls', 'white_bird.jpg', 'yellow_bird.jpg', and 'yellow_bird.png'. The selected file is 'sk649_8905_09222011_151805.xls'. The dialog box has 'Open' and 'Cancel' buttons at the bottom.

Step 4. Process the Job Folder

- Processes are executed on a first in first out basis so that each job is processed in the order in which they are received. Depending on the size of the job, it may take 30 minutes to several hours to complete.
- You will get an email notification when the job is completed. Once completed it will also appear in your Dashboard tab under Job List.
- To continue on to step 5 Click "View Set"



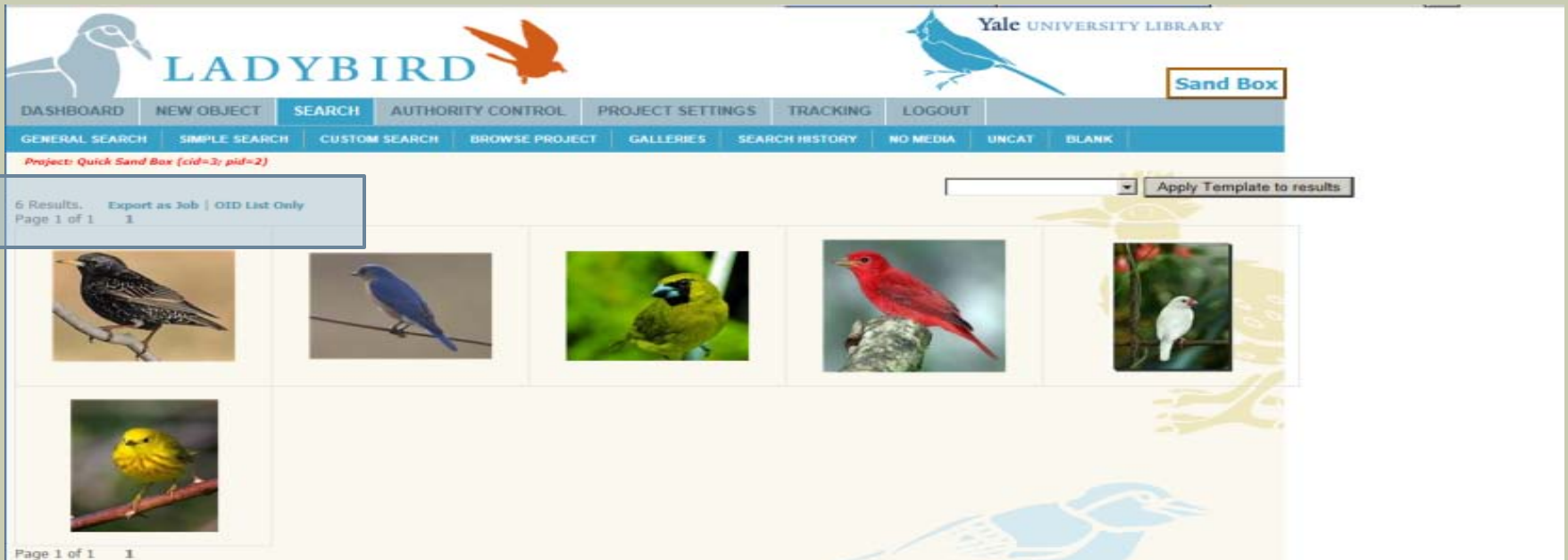
The screenshot displays the Yale University Library Ladybird interface. At the top, there is a navigation bar with tabs: DASHBOARD, NEW OBJECT, SEARCH, AUTHORITY CONTROL, PROJECT SETTINGS, TRACKING, and LOGOUT. Below this is a secondary navigation bar with tabs: DASHBOARD, JOB LIST, GENERAL SETTINGS, SEARCH FIELDS, EXPORT OPTIONS, VIEWED OBJECTS, SESSION HISTORY, and USER MANAGER. A "Sand Box" button is visible in the top right corner.

The main content area shows a table of jobs. The table has columns for ID, Job Folder, Count, Date Start, Date Complete, User Name, and Status. The first row is highlighted with a blue box. Below the table, there are input fields for "Enter new Job Name:" and "Type 'confirm' in the box to execute deletion:". There are also buttons for "Merged Selected Jobs" and "Delete Selected Jobs".

ID	Job Folder	Count	Date Start	Date Complete	User Name	Status
2027	View Set sk649_import_092211_153645	6	9/22/2011 3:36:59 PM	9/22/2011 3:37:02 PM	Sarah Kraus	<input type="text"/>
2025	View Set sk649_import_092211_153333	6	9/22/2011 3:33:59 PM	9/22/2011 3:34:02 PM	Sarah Kraus	<input type="text"/>
2023	View Set sk649_import_092211_152925	6	9/22/2011 3:29:59 PM	9/22/2011 3:30:00 PM	Sarah Kraus	<input type="text"/>
2021	View Set sk649_import_092211_150151	6	9/22/2011 3:13:05 PM	9/22/2011 3:13:05 PM	Sarah Kraus	<input type="text"/>
2019	View Set sk649_import_092211_144338	6	9/22/2011 3:12:00 PM	9/22/2011 3:13:04 PM	Sarah Kraus	<input type="text"/>

Step 5. Cataloging

- ❑ Once you select "View Set" LadyBird brings you to the Search tab where the newly imported thumbnails are shown.
- ❑ At this point you have two options for entering Metadata.
 - ❑ Option No. One: You can click into a single image and enter metadata
 - ❑ Option No. Two: Select the Export As Job link, receive an excel document, add your metadata to that excel document and then re- import that excel document into LadyBird.



The screenshot displays the LadyBird search interface. At the top, there is a navigation bar with the following tabs: DASHBOARD, NEW OBJECT, SEARCH (highlighted), AUTHORITY CONTROL, PROJECT SETTINGS, TRACKING, and LOGOUT. Below this is a secondary navigation bar with options: GENERAL SEARCH, SIMPLE SEARCH, CUSTOM SEARCH, BROWSE PROJECT, GALLERIES, SEARCH HISTORY, NO MEDIA, UNCAT, and BLANK. The main content area shows search results for the project "Quick Sand Box (cid=3; pid=2)". A summary box indicates "6 Results. Export as Job | OID List Only Page 1 of 1". The results are displayed as a grid of six bird thumbnails: a black starling, a blue bird, a yellow-green bird, a red bird, a white bird, and a yellow bird. A "Sand Box" button is visible in the top right corner, and an "Apply Template to results" button is located below the search bar.

Step 5. Option No. One

❑ Cataloging in the Web Interface

- ❑ Click a thumbnail of any image and you will then be redirected to the New Object / Overview tab. Select the Metadata tab - Within this tab you can edit the metadata for the image.
- ❑ After clicking Submit you will then be sent to the next image in the job. At the top of the page you will see navigation to move between images in the set.

The screenshot displays the 'LADYBIRD' web interface, part of the Yale University Library system. The top navigation bar includes 'DASHBOARD', 'NEW OBJECT', 'SEARCH', 'AUTHORITY CONTROL', 'PROJECT SETTINGS', 'TRACKING', and 'LOGOUT'. Below this, a secondary bar contains 'OVERVIEW', 'IMPORT', 'EXPORT', 'METADATA', 'TECHNICAL DATA', 'STRUCTURE', 'PUBLISH', 'VERSION', 'AUDIT', and 'DELETE'. The 'METADATA' tab is selected. The main content area shows an image of a starling on a branch. To the right of the image, the 'Object ID# 10080187' is displayed, along with edit history: 'Last Edited: 9/22/2011 3:37:00 PM' and 'Last Edit By: Sarah Kraus', and 'Created: 9/22/2011 3:13:05 PM' and 'Created By: Sarah Kraus'. A 'Copy This Record' link is also present. Below the image, the 'Metadata' section contains various input fields for cataloging information, such as 'Cataloger 1', 'Record modified date', 'Record ID', 'Local record ID 1' (with value '1'), 'Local record ID, other 1', 'Call number 1', 'Accession number 1', 'Box 1', and 'Folder 1'. On the right side, a form for 'Handle 1' is visible, with fields for 'Job Information' (value 'job1'), 'Gallery 1', 'Digital format 1' (value 'image/tiff (id=131865)'), 'Note, extended 1', 'ISBN 1', and 'ISSN 1'. At the bottom of this form are 'Submit Form' and 'Submit and go to next object' buttons. A 'Reason for new version: optional' field is also present. Navigation links 'Previous', 'Results', and 'Next' are located above the image area.

Step 6. Quality Control

- ❑ After you complete the cataloging you should double check your work to make sure that the metadata record matches the image file. This is more important if you used the spreadsheet method. To perform QC go to the Job List Tab and choose the option to View Set (see step 4).
- ❑ You can click into individual records or export as a job to an excell document and replace TIF images or metadata content. **(((Note to LadyBird Group: it would be nice if you could also choose a report option that produced a report with picture and meta info)))**.

The screenshot displays the LadyBird web application interface. At the top, there is a navigation bar with the following tabs: DASHBOARD, NEW OBJECT, SEARCH, AUTHORITY CONTROL, PROJECT SETTINGS, TRACKING, and LOGOUT. Below this is a secondary navigation bar with options: GENERAL SEARCH, SIMPLE SEARCH, CUSTOM SEARCH, BROWSE PROJECT, GALLERIES, SEARCH HISTORY, NO MEDIA, UNCAT, and BLANK. The main content area shows search results for the project "Quick Sand Box (cid=3; pid=2)". It displays 6 results, with the first page showing 1 result. The results are presented as a grid of images with captions: Black Bird, Blue Bird, Green Bird, Red Bird, and White Bird. A yellow bird is also visible in a separate view below. The interface includes a search bar, a "Sand Box" button, and an "Apply Template to results" button.

Step 8. Publish

- Now that your job has been processed you are ready to send the materials to the DAM and to the web. Each project has predefined publishing rules in place to make this step simple. You would then go to the job list and use the "publish" link offered. This will lead you to a page that will indicate any possible errors with your publish. Errors may include unauthorized Authority Control values, multiple values in fields that do not allow repeats or missing values in required fields (Title and Key Date). If everything in the job is ready to be published, click the "publish now" button. As with everything else, your publish will be put into a publishing queue. Publishes are picked up every fifteen minutes and depending on the predefined publishing settings, your new records should appear on the web in about a half hour. Materials sent to the DAM go into a different queue. We are unable to provide an estimate for the length of time it will take for an image to get into the DAM. Be prepared for this process to take several days and possibly weeks. Note that you will receive an email after the materials have been put on the web but not when they have gone into the DAM.

Simplified Workflow By LadyBird

Beginning with OIDS

Beginning with Metadata

Beginning with Images

Import...

a large collection via a spreadsheet or process the collection one at a time manually.

Catalogue...

Single images within LadyBird or large sets via an excel spreadsheet.

Publish...

the collection or continue to work within on the collection in LadyBird...Or export your work and continue to work via a spreadsheet.

It is up to you.

LadyBird !

*Is Easy To Use!
Fast, Accurate And Fun!*

*LadyBird Might Just Be, The Answer
To All Your Cataloging Needs!*



TRY IT TODAY!

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LADYBIRD

