

# Steps for validating and importing EAD finding aids into CONTENTdm

**Step 1: Encode EAD encoded finding aid** using method (a), (b), or (c) below:

- a. Create new finding aids by entering data into the X-EAD template  
*The template encodes the data into XML and EAD (Schema).*
- b. Encode existing older legacy finding aids using EAD (Schema) and XML  
*Use a XML editor to check & validate XML encoding.*
- c. Convert old EAD 2002 DTD finding aids to EAD Schema.  
Finding aids encoded before 2008 probably were encoded using the EAD 2002 DTD instead of the more recent Schema. *If this is the case, they need to be converted to the EAD Schema using an XML editor or other conversion method.*

*Save the EAD Schema encoded finding aid files into a folder for use in Step 2.*

## Step 2: Validate all files to check EAD encoding

Check the EAD Schema finding aids using the BPG validator based on Berkeley's BPGilyzer. Go to [http://net.lib.byu.edu/umaead/uma\\_ead\\_bpgilyzer\\_0.9\\_setup.exe](http://net.lib.byu.edu/umaead/uma_ead_bpgilyzer_0.9_setup.exe) to download the validator and save it to your desktop. This is what the icon looks like:



Figure 1

Double click on this icon to open it, then follow the steps given in the Validator's Wizard to install it; another icon (shown in fig. 2) will appear on your desktop after installation.



Figure 2

One at a time, click on the saved EAD finding aid files and drag each **into** the UMA EAD BPG validator icon (fig. 2) and wait while it validates. A black screen will open for a few seconds and then an error report (fig. 3) will appear. Repeat until all files are validated. Fix **errors marked in red** for each of the files before proceeding to Step 3.

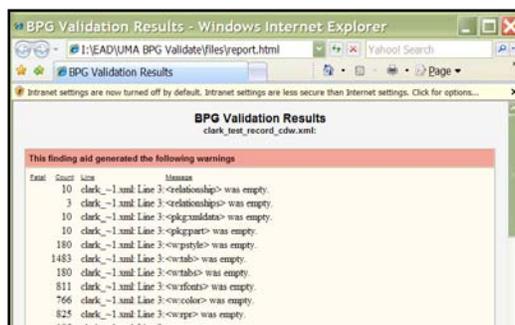


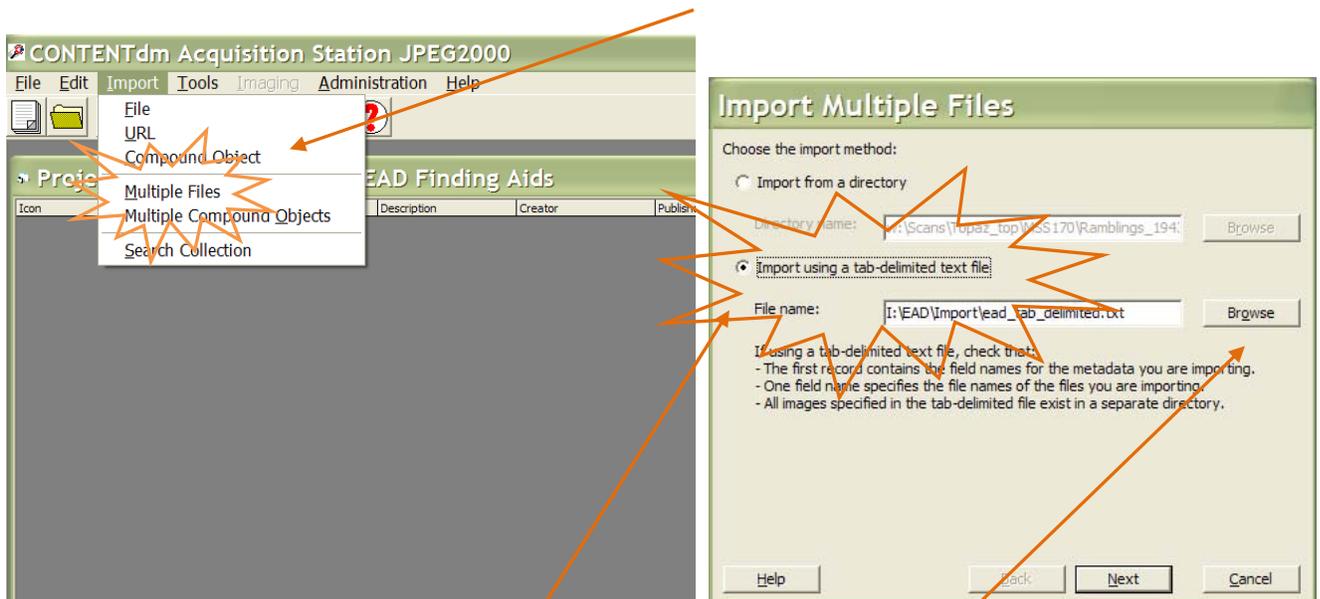
Figure 3: Error report

**Step 3: Save all validated XML EAD files into one folder.** Into this same folder, put a copy of the *ead\_extract\_to\_dc.vbs file* (available from Nathan Pugh at University of Utah's Marriott Library).

**Step 4: Double click on the *ead\_extract\_to\_dc.vbs file*** and wait a few seconds until a dialog box reports how many files were processed. Click **OK** when prompted. This step creates a tab-delimited spreadsheet in which the XML EAD fields from your EAD files are mapped to Dublin Core fields for ingestion by CONTENTdm.

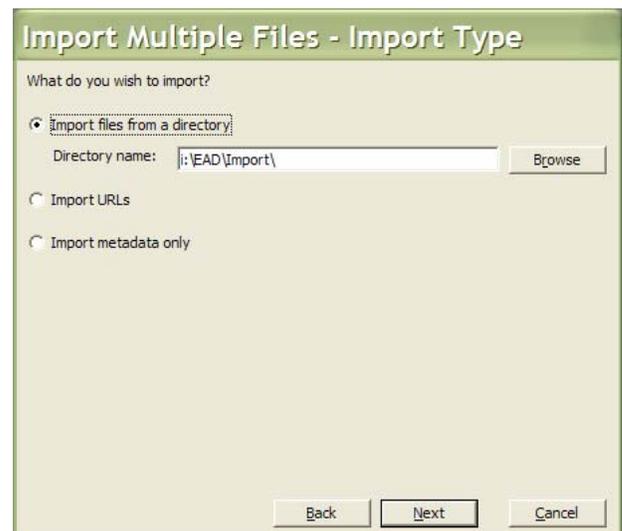
**Step 5: Import into CONTENTdm using the usual import procedures for importing tab-delimited files.**

- a. Open Acquisitions Station and click **Import, Multiple Files**



- b. Select **Import using a tab-delimited text file** and use the **Browse** button to find the tab-delimited spreadsheet file created in Step 4 above. Click **Next**.

- c. Select the **Import files from a directory** and use the Browse button to find the folder that contains the XML EAD file(s) you wish to import. This should be in the same folder from which you obtained the tab-delimited file in (b) above. Click **Next**.



- d. Make sure the **Imported Fields** line up with corresponding **Collection Fields**, using the drop-down boxes to adjust the **Collection Fields** as needed.

*Before adjustment*

*After adjustment*

Click a Collection field to map it to the imported field.

| Imported Fields | Collection Fields |
|-----------------|-------------------|
| title           | Title             |
| publisher       | Subject           |
| description     | Description       |
| subject         | Creator           |
| identifier      | Publisher         |
| filename        | Object File Name  |

Back Next Cancel

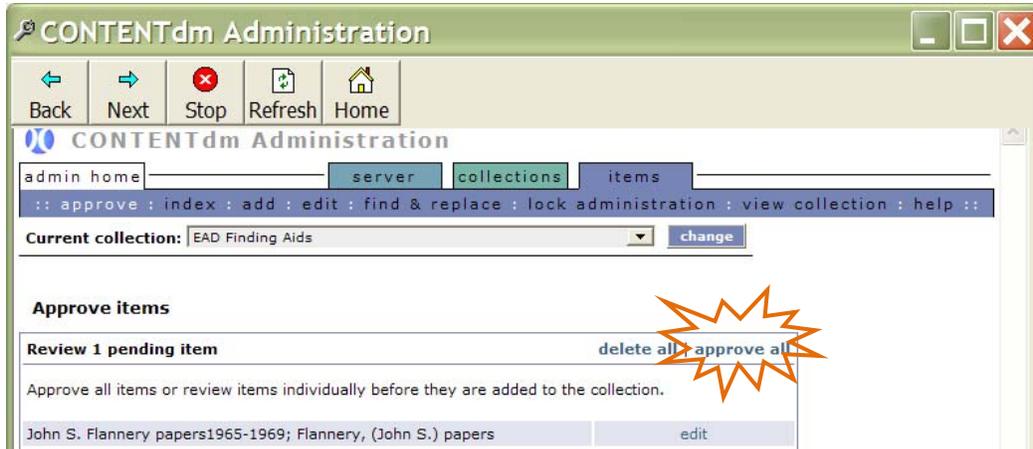
- e. Click **Next**, then **Finish**. The files should import and appear in the Acquisition Station Project window.

| Item | Title   | Subject   | Description   | Creator   | Publisher           | Contributors | Date | Type | Format |
|------|---|---|---|---|---------------------|--------------|------|------|--------|
| ITEM | John S. Planners papers (1965-1969)<br>Planners, John S.)<br>papers | Utah State University<br>Special Collections and<br>Archives Merrill-Casper<br>Library Utah State | The John S. Planners<br>Papers consists of primary<br>and secondary<br>documents. | Environment and<br>Conservation<br>Environmental Activists<br>Sierra Club | USA_COLL1950231.xml |              |      |      |        |

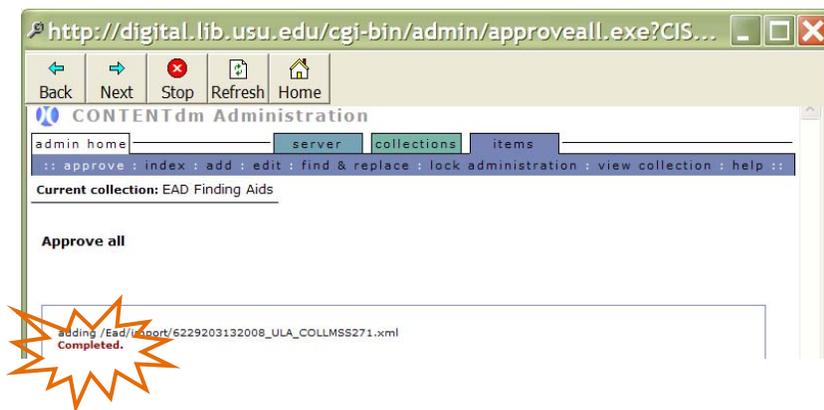
- f. More data can be entered into the metadata fields at this point if needed. When the record(s) are ready, click on the **Upload** button at the bottom right corner.

## Step 6: Approve & reindex

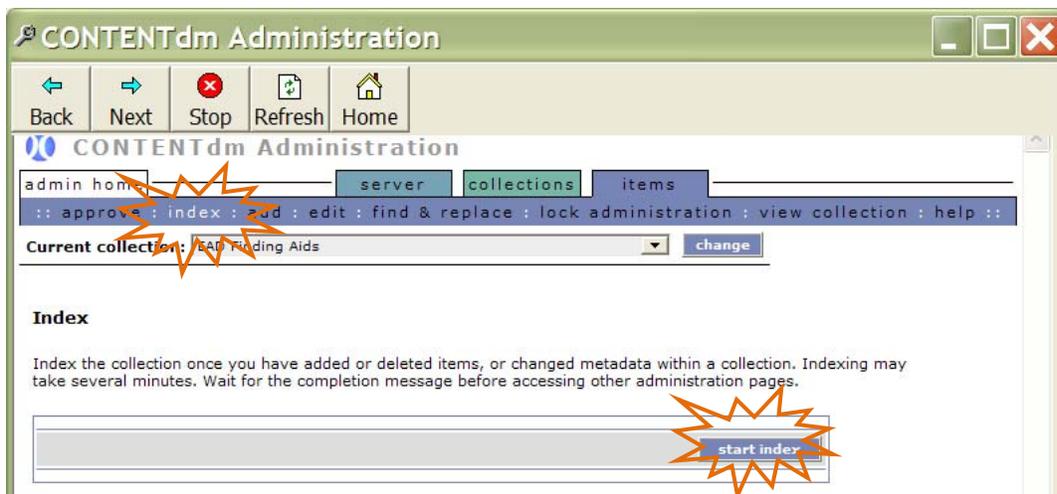
- a. Once the records are uploaded, click on **Administration**, and **CONTENTdm Administration** to bring up the *Item Administration* menu.
- b. From the *Item Administration* menu, click **Approve**, then **Approve all**



- c. The approval process is finished when a red **Completed** appears.



- d. Click **Index**, then **Start Index**. Completion of the indexing will be indicated in red.



The finding aids are now in the collection, ready for searching and viewing.

## What a user sees in an EAD Finding Aids Collection:

During the CONTENTdm import process, two different products are created: a Dublin Core metadata record describing the finding aid and the XML EAD finding aid itself which has been converted by a XSLT stylesheet into an easy-to-read display.

A browse list of finding aids records in a CONTENTdm collection looks like this:

| Item ID | Title  | Description  | Detailed Description   |
|---------|--|--|--|
| 2.      | Gustav Lorenz Becker Photograph Collection, 1889-1947; Becker (Gustav L.) scrapbooks | Sports and Recreation; Scrapbooks; Becker, Gustav Lorenz, 1868-1847  | This collection consists of eleven boxes and includes twelve scrapbooks that center around the life of Gustav Lorenz Becker (GLB) including shooting tournaments, hunting, his friendship with gun inven |
| 3.      | Gustav Lorenz Becker Photograph Collection, 1889-1947; Becker (Gustav L.) scrapbooks | Sports and Recreation; Scrapbooks; Becker, Gustav Lorenz, 1868-1847  | This collection consists of eleven boxes and includes twelve scrapbooks that center around the life of Gustav Lorenz Becker (GLB) including shooting tournaments, hunting, his friendship with gun inven |
| 4.      | John S. Flannery papers1965-1969; Flannery, (John S.) papers                         | Environment and Conservation; Environmental Activism; Sierra Club  | The John S. Flannery Papers consists of primary and secondary documents, memorandums, meeting minutes, articles, and correspondence related to various Sierra Club issues between 1965 and 1969. A major |
| 5.      | John S. Flannery papers1965-1969; Flannery, (John S.) papers                         | Utah State University Special Collections and Archives Merrill-Cazier Library Utah State University 3000 Old Main Hill Logan, UT 84322-3000 2007; Utah State University Special Collections and Archives | The John S. Flannery Papers consists of primary and secondary documents, memorandums, meeting minutes, articles, and correspondence related to various Sierra Club issues between 1965 and 1969. A major |
| 6.      | Papers of Howard L. Cox, 1908-1932.; Cox (Howard L.) papers                          | Inventors--Utah--Correspondence.; Agricultural industries--Utah--History.; Steam-boilers--Utah--History.   | The dates of the material are from 1908 to 1932 and are arranged by type in alphabetical order. Business and personal correspondence account for about half of the material in the Howard Cox            |

Clicking on a particular finding aid displays the XML EAD finding aid in an easy-to-read format according to specifications provided by a XSLT style sheet:

home : EAD Finds Aids home : browse : advanced search : preferences : my favorites : about : help

### EAD Finding Aids

add to favorites : reference url

back to results : previous : next

ead

#### Gustav Lorenz Becker Photograph Collection, 1889-1947

|                        |  |
|------------------------|--|
| <b>Repository:</b>     | Utah State University Special Collections and Archives Photograph Collections Merrill-Cazier Library Utah State University 3000 Old Main Hill Logan, UT 84322-3000   |
| <b>Creator:</b>        | Becker, Gustav Lorenz, 1868-1847   |
| <b>Title:</b>          | Gustav Lorenz Becker Photograph Collection   |
| <b>Dates:</b>          | 1889-1947  |
| <b>Quantity:</b>       | 11 Boxes (9.25 linear ft.)   |
| <b>Abstract:</b>       | Eleven boxes of black and white photographs and twelve scrapbooks that center around the life of Gustav Lorenz Becker, including shooting tournaments, hunting, his friendship with gun inventor John M. Browning, family outings, and his participation in local and national events such as parades, county fairs, American Legion ceremonies, and the United States Brewers Association (U.S.B.A.). |
| <b>Identification:</b> | P0361  |
| <b>Language:</b>       | Material in English.   |

#### Biographical History

Gustav Lorenz Becker (GLB) was born in Winona Minnesota on April 7, 1868 to John S. and Katherine Becker. GLB was educated in Winona graduating with honors from Lambert College. In 1890 he moved to Ogden, Utah where he was placed in charge of the office of his father's brewery. In 1891 he and his brother took control of the Schellhas Brewing Company changing the name to Becker Brewing and Mailing Company.

Because of his success in beer brewing and his stature within the community, GLB held a number of business positions. By the end of his life he had served as President of Becker Brewing, Vice President of the Ogden State Bank, Vice President of the Bear River Club Company, Vice President of the Lion Coal Company, Vice President of the Hotel Bigelow Company, Director of the Utah Idaho Railroad Company, Director of the Superior Rock Springs Coal Company, Director of the Amalgamated Sugar Company, Director of the Tintic Standard Mining Company, Director of the Rock Springs Coal Company, and Director of the Ogden Morning Examiner. GLB also served as a trustee of the United States Brewers Association and the National Brewers' Association.

Outside of business, GLB served in a variety of positions relating to hunting and shooting including the President of the Ogden Gun Club (for over thirty years), and Vice President for the Bear River Club Company, the American Trap Shooting Association, and the Western Trap Shooting Association. He was national renowned for his shooting ability and won several tournaments and exhibitions including the "famous Globe Trophy" and the trapshooting handicap championship of America. Most notable were his abilities to mimic melodies using his gun using a special musical board created for him by John M. Browning as well as his accuracy shooting targets while traveling in a motorboat.