

# Open Repositories 2013 Workshop Proposal

## Curator's Workbench Workshop

*Use the workbench to capture, arrange and describe materials; then export packages appropriate to your environment.*

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### Overview

The tutorial will cover all the functions of the Curator's Workbench software and explore its place in work-flow through demonstration and practice. In the allotted time participants will learn to capture, arrange and describe materials, both at the item level and in batch via metadata crosswalks. Taking scenarios from the Carolina Digital Repository (CDR), we will show how the software can support a variety of digital curation needs.

The Curator's Workbench is a collection preparation and work flow tool for digital materials. The Workbench helps you prepare arrangements of files and metadata for ingest into an institutional repository or storage in a dark archive. As files are captured, arranged, and described, the software generates a METS manifest. When items are captured, they are automatically staged; checksums and unique identifiers are generated.

MODS descriptive records can be authored for any object or folder individually. However, the Curator's Workbench is also designed to process large batches metadata. The crosswalk tool is used to map original metadata records, such as spreadsheets, to standard MODS elements. Metadata crosswalks allow you to visually define how each MODS record is created and linked to your captured objects, including which MODS elements are used and where values come from in supplied metadata. The generated MODS records are stored in the METS manifest.

Finally, when a project is ready for submission, an export wizard translates the internal METS representation into a submission package that is suitable for ingest or storage.

The Curator's Workbench is an active software project, supported by the University of North Carolina at Chapel Hill. Many features were added in the past year, in the fourth generation of the software.

### Tutorial Content

- Install the workbench and create projects
- Overview of concepts
- Capture, arrangement and staging of digital materials
- Create collections and item-level descriptions
- Add access controls, assign collection and more specific roles
- Generate MODS records from spreadsheets
- Export project to METS and other export options
- Multi-user work-flow support
- Design and use of data dictionaries
- Rapid design of a web deposit form
- Deploy and demo of web deposit form

## **Audience**

This tutorial is open to all experience levels, but is designed for archivists, collectors and software developers who need to prepare digital materials on a large scale. Participants should have some awareness of the role of manifests in digital work flow, through standards like METS, Bag-It or others. This is a hands-on tutorial, so participants will need to bring laptops and have Internet access. The maximum capacity is around 30 participants.