



## University of Colorado at Boulder Libraries METS / MODS Generator: User Documentation

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I.	<a href="#">Create MARCXML files from raw MARC files</a> .....	2
II.	<a href="#">Create individual MARCXML file(s) from a MARCXML collection</a> .....	4
III.	<a href="#">Create MODS files from MARCXML files</a> .....	5
IV.	<a href="#">Create METS files using MARC, MODS, MIX and image files</a> .....	6
V.	<a href="#">Create METS files using MODS, MIX and image files</a> .....	8
VI.	<a href="#">Validate METS, MODS or MIX files</a> .....	10

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## I. Create MARXML files from raw MARC files

### Pre-requisite

- MARC records in Chinook

### Procedure

#### *In Millennium*

- Create a review file of the MARC records that require conversion.
- In Data Exchange, choose "Output MARC Records (out)" from the Select Process drop-down menu.
- Click "Create C (Create disk file of unblocked MARC records)."
- Select "Review" from the pull down menu, and search for the Millennium review file by title; enter desired filename for the resultant file in the "Output file" box (the .out extension will be added automatically by Millennium).
- Click "Start"; file creation should be swift, check to see that the number of files in matches the number of files out, and that there are no errors. Close out the page.
- Select the new file in Data Exchange and click "Put PC" to save the .out file to the workstation.

#### *On the Workstation*

- Save the newly created .out file as a .mrc file.

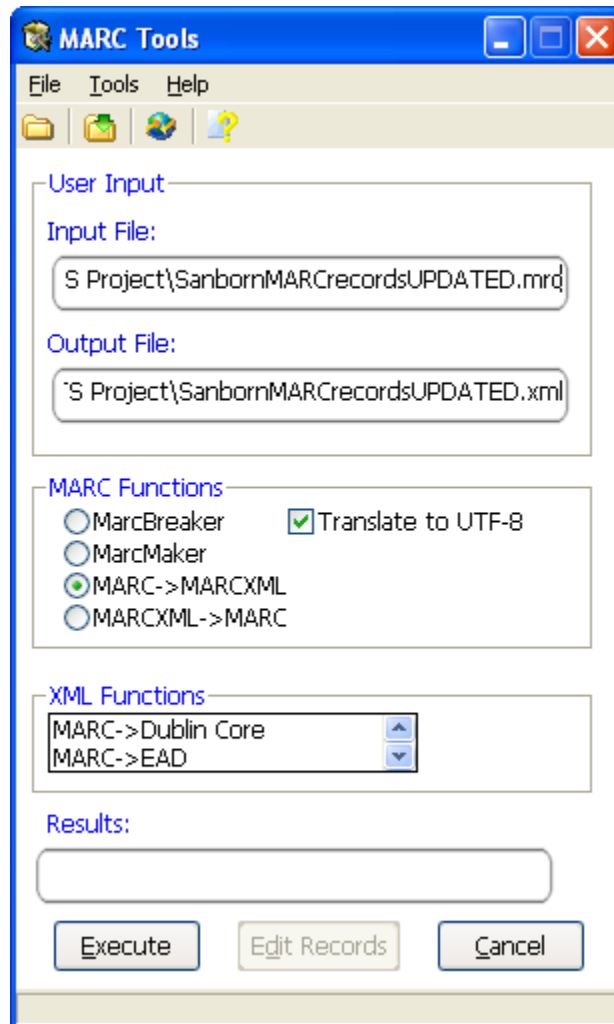
#### *In MarcEdit*

- Select "MarcBreaker" from the MarcEdit start menu.
- In the MARC Tools box, place cursor in the "Input File" box, click "Open" and select the desired .mrc file.
- Copy the entire .mrc filename, change the final extension .mrc to .xml, and paste the new .xml filename into the "Output File" box.
  - *Example of full input file:* C:\Documents and Settings\dulock\my documents\SanbornMETSPProject\SanbornMARCrecordsUPDATE D.mrc
  - *Example of full output file:* C:\Documents and Settings\dulock\my documents\SanbornMETSPProject\SanbornMARCrecordsUPDATE D.xml
- Select "MARC->MARCXML" under "MARC Functions" and click "Execute".
- Once the conversion is complete, the "Results" box will indicate the number of files created, which match the number of records originally exported from Chinook.

### Outcome

- A single .xml file containing all the records from the created list in MARXML format, in the same location as the original .mrc file.

## Screenshot



## II. Create individual MARCXML file(s) from a MARCXML collection

### Pre-requisites

- MARCXML collection file
- Each MARCXML record in the MARCXML collection should have the 975 field. This field is used to name the individual MARCXML files
- The MARCXML collections file(s) should be well formed and valid

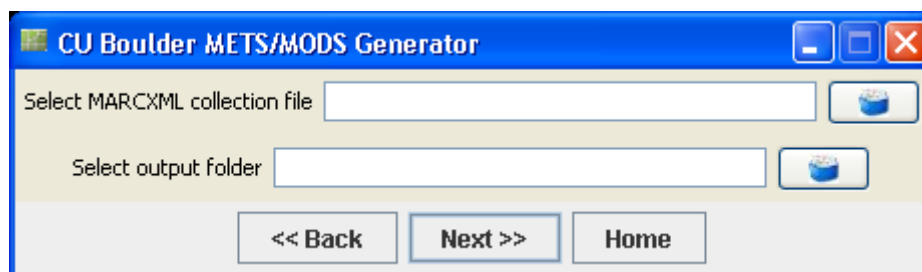
### Procedure

- From the METS/MODS Generator's main window, click on the *Create individual MARCXML file(s) from MARCXML collection* button
- Fill in the form:
  - Select a MARCXML collection file either by typing in the file name or by using the browse popup window. The browse popup window can be accessed by clicking the button to the right of the edit box.
  - Select the output folder. The application will place individual MARCXML files in this folder
- Click the next button
- The application will take some time to do the conversion (be patient). Once the conversion is complete *conversion complete* message will appear
- Click on the *Home* button to go back to the main window or click on the *Back* button to do another conversion

### Outcomes

- MARCXML files in the output folder
- MARCXML files are named using the 975 field of MARC record in the MARCXML collection

### Screenshot



### III. Create MODS files from MARCXML files

#### Pre-requisites

- MARCXML collection file or a folder containing individual MARCXML files
- Each MARCXML record should have the 975 field. This field is used to name the MODS files
- The MARCXML file(s) should be well formed and valid

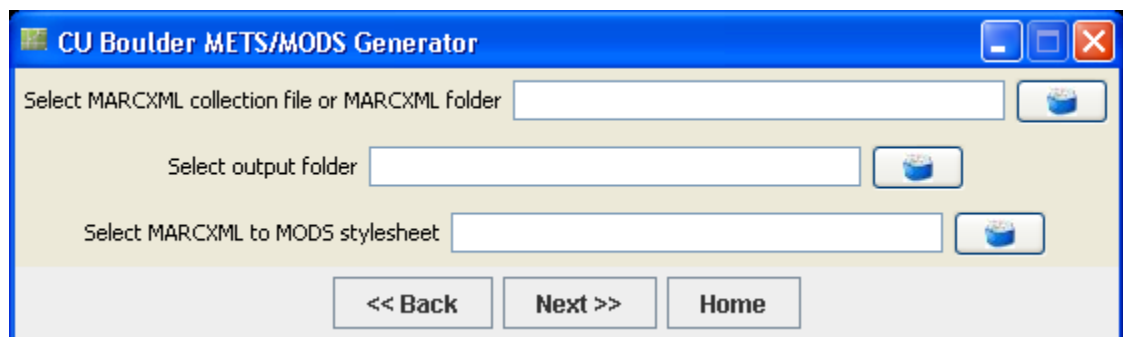
#### Procedure

- From the METS/MODS Generator's main window, click on the *Create MODS files from MARCXML collection* button
- Fill in the form:
  - Select a MARCXML collection file or folder containing individual MARCXML files, either by typing in the file or folder name or by using the browse popup window. The browse popup window can be accessed by clicking the button to the right of the edit box.
  - Select the output folder. The application will place the MODS files in this folder
  - Select a XML stylesheet to convert MARCXML to MODS records. XML stylesheets that convert MARCXML to MODS can be downloaded from the Library of Congress Web site (<http://www.loc.gov/standards/marcxml/>).
- Click the next button
- The application will take some time to do the conversion (be patient). Once the conversion is complete *conversion complete* message will appear
- Click on the *Home* button to go back to the main window or click on the *Back* button to do another conversion

#### Outcomes

- MODS files in the output folder
- MODS files are named using the 975 field of MARCXML record

#### Screenshot



## **IV. Create METS files using MARC, MODS, MIX and image files**

### **Pre-requisites**

- MARCXML collection file or a folder containing individual MARCXML files
- A folder containing MIX files
- Each MARCXML record should have the 975 field. This field is used to name the MODS & METS files
- The MARCXML file(s) should be well formed and valid

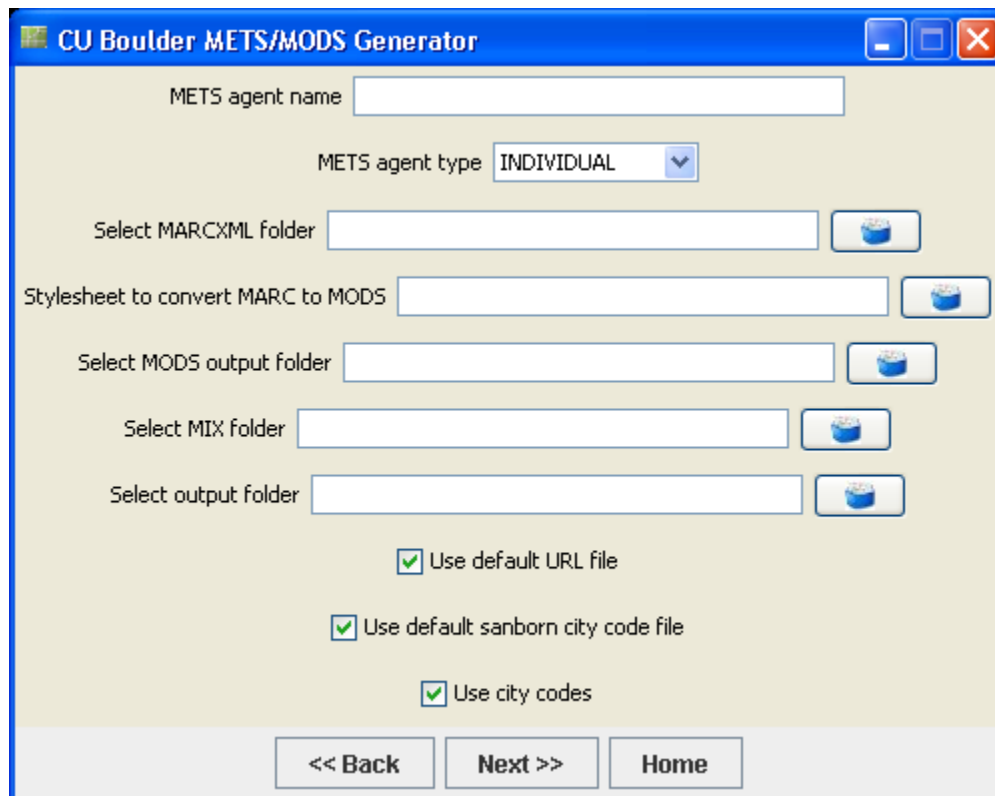
### **Procedure**

- From the METS/MODS Generator's main window, click on the *Create METS file(s) using MARCXML file(s)* button
- Fill in the form:
  - Type in the agent name for the METS file
  - Select agent type from the drop down box
  - Select a folder containing MARCXML collection file or individual MARCXML files, either by typing in the file name or by using the browse popup window. The browse popup window can be accessed by clicking the button to the right of the edit box.
  - Select a XML stylesheet to convert MARCXML to MODS records. XML stylesheets that convert MARCXML to MODS can be downloaded from the Library of Congress Web site (<http://www.loc.gov/standards/marcxml/>)
  - Select the MODS folder. The application places the intermediate MODS files in this folder
  - Select the MIX folder. The application uses MIX files from this folder. It is important to have all MIX files in this folder, otherwise the application will not be able to create appropriate *fileSec* and *structMap* sections for the METS file
  - Select the output folder. The application will place METS files in this folder
  - Uncheck the *Use default URL file* if you want to supply your own URL file. The URL file is used to populate fileSec of METS records for the image file. To see the format of the URL file, please refer to the technical documentation
  - Uncheck the *Use default sanborn city code file* if you want to supply your own city code file. The city code file is used to create intelligible labels in the METS record. To see the format of the city code file please refer to the technical documentation
  - Uncheck the *use city codes* checkbox if you do not want to use city codes
- Click the next button
- The application will take some time to create the METS files (be patient). Once the METS files creation is complete *METS files created* message will appear
- Click on the *Home* button to go back to the main window or click on the *Back* button to do another conversion

### Outcomes

- METS files in the output folder. METS files are named after the MARCXML 975 field
- MODS files in the MODS folder


### Screenshot





The screenshot shows the 'CU Boulder METS/MODS Generator' application window. The window has a blue title bar with standard Windows window controls (minimize, maximize, close). The main area is light beige and contains several input fields and checkboxes. At the bottom, there are three buttons: '<< Back', 'Next >>', and 'Home'.


METS agent name


METS agent type

Select MARCXML folder  

Stylesheet to convert MARC to MODS  

Select MODS output folder  

Select MIX folder  

Select output folder  

Use default URL file

Use default sanborn city code file

Use city codes

<< Back    Next >>    Home

## V. Create METS files using MODS, MIX and image files

### Pre-requisites

- A folder containing MODS files
- A folder containing MIX files
- The MODS file(s) should be well formed and valid
- The MODS file(s) and MIX files must use Sanborn project file naming convention

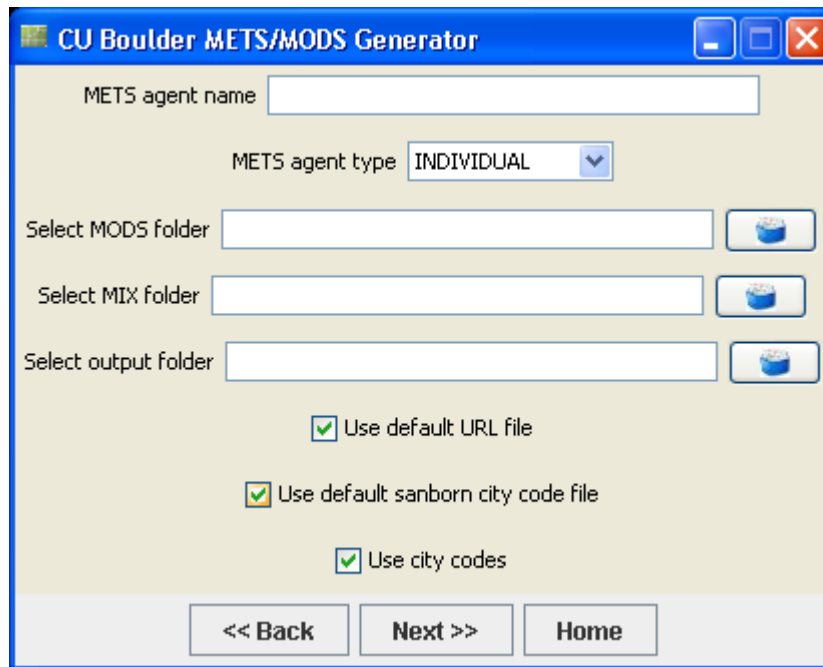
### Procedure

- From the METS/MODS Generator's main window click on the *Create METS file(s) using MODS files* button
- Fill in the form:
  - Type in the agent name for the METS file
  - Select agent type from the drop down box
  - Select a folder containing MODS file(s), either by typing in the file name or by using the browse popup window. The browse popup window can be accessed by clicking the button to the right of the edit box.
  - Select the MIX folder. The application uses MIX files from this folder. It is important to have all MIX files in this folder, otherwise the application will not be able to create appropriate *fileSec* and *structMap* sections for the METS file
  - Select the output folder. The application will place METS files in this folder
  - Uncheck the *Use default URL file* if you want to supply your own URL file. The URL file is used to populate fileSec of METS records for the image file. To see the format of the URL file, please refer to the technical documentation
  - Uncheck the *Use default sanborn city code file* if you want to supply your own city code file. The city code file is used to create intelligible labels in the METS record. To see the format of the city code file please refer to the technical documentation
  - Uncheck the *use city codes* checkbox if you do not want to use city codes
- Click the next button
- The application will take some time to create the METS files (be patient). Once the METS files creation is complete *METS files created* message will appear
- Click on the *Home* button to go back to the main window or click on the *Back* button to do another conversion

### Outcomes

- METS files in the output folder

## Screenshot



The screenshot shows a Windows-style application window titled "CU Boulder METS/MODS Generator". The window contains the following elements:

- A text input field labeled "METS agent name".
- A dropdown menu labeled "METS agent type" with "INDIVIDUAL" selected.
- Three text input fields labeled "Select MODS folder", "Select MIX folder", and "Select output folder", each with a folder selection icon to its right.
- Three checked checkboxes:
  - Use default URL file
  - Use default sanborn city code file
  - Use city codes
- Three buttons at the bottom: "<< Back", "Next >>", and "Home".

## VI. Validate METS, MODS or MIX files

### Pre-requisites

- METS, MODS or MIX files
- Download appropriate schema file for METS, MODS or MIX from the Library of Congress Web site: <http://www.loc.gov/standards>

### Procedure

- From the METS/MODS Generator's main window, click on the *Validate METS file(s)* or *Validate MODS file* or *Validate MIX file* button
- Fill in the form:
  - Select a METS, MODS or MIX file, either by typing in the file name or by using the browse popup window. The browse popup window can be accessed by clicking the button to the right of the edit box.
  - Select a XML schema definition for METS, MODS or MIX file, either by typing in the file name or by using the browse popup window. The browse popup window can be accessed by clicking the button to the right of the edit box.
- Click the next button
- The application will take some time to validate the METS, MODS or MIX file (be patient). If an error is found then a popup window will report the error otherwise you will get the message validation complete.
- Click on the *Home* button to go back to the main window or click on the *Back* button to do another conversion

### Outcomes

- Validated METS, MODS or MIX file
- Errors in the METS, MODS or MIX file

### Screenshot

