



DIGITAL
LIBRARY
OF THE

Caribbean

SECTION 3

Software Toolkit Overview

In this Section

- Introduction
- Directory Structure
- Tracking Application
- Metadata Template
- Quality Control Application
- *Go dLOC!* FTP Client



Software Toolkit Overview

Introduction

- The freely distributed dLOC Toolkit allows each partner to track the digitization of items and collect data about the digital resources. It is available at:

<http://www.uflib.ufl.edu/digital/collections/download/>


- For instructions on installation and configuration, see Appendix 3 or the included installation CD.
- The toolkit includes the following:
 - A local database
 - A central tracking application
 - Four secondary applications
 - *Metadata Template*
 - *Pre-Quality Control Processor*
 - *Quality Control Application*
 - *Go dLOC!* ... a FTP client
- The secondary applications can be invoked from the tracking application or be launched independently.
- The central application tracks the digitization of a resource through each of the required milestones.
- The metadata template is used to view and edit the detailed bibliographic information about your digital resource.
- The *Pre-Quality Control (Pre-QC) Processor* prepares a package for the *Quality Control Application*.
- The *Quality Control Application (QC)* allows each of the scanned images belonging to a single resource to be viewed. The application also assists in the collection of structural data. This allows a table of contents to be built for your on-line resource.
- '*Go dLOC!*' will FTP the images and data to the central dLOC web server. From there, they should appear on the web within 48 hours.
- Due to the local database, only one machine in each institution is likely to have the dLOC Toolkit installed. This should be the machine attached to the scanners.
- The application will check the web for updates on a regular schedule.



Directory Structure

- During initialization of the toolkit, the following directory structure is created:
 - C:\DLOC\ - Root folder. You should scan into folders at this level.
 - C:\DLOC\METS - Holds the data files for each resource.
 - C:\DLOC\Ready for QC - Place packages here when they are ready to be Pre-QC processed.
 - C:\DLOC\Photoshop - Used during Pre-QC work.
 - C:\DLOC\QC - Items ready to be QC'd
 - C:\DLOC\Complete - Once an item is QC'd, it will be moved here
 - C:\DLOC\Archive - If an item is FTP'd from the Complete folder, it will be moved here.
- Using this directory structure allows the tracking database to locate each item, and suggest the next processing step.
- Each of these folders will be discussed during the workflow sections.

Tracking Application

- During installation, shortcuts for the dLOC Tracking Application are placed in the start menu and on the desktop. 
- After your system is initialized, you will be looking at the main form. This form is basically divided into three main regions:
 - Resource List - The top part of the application lists all of the resources which have been entered into this machine. Initially, this will be blank with the phrase 'No Matching Records'.
 - Double-clicking on an item in this list will bring up the details for that item.
 - Toolkit Applications - The bottom left corner of the main form allows you to launch three of the applications in the dLOC toolkit. From here, you can launch the *Pre-QC Processor*, the *QC Application*, and *Go dLOC!*. This section will also indicate how many packages are waiting for each process. If an application is launched from this toolkit, it will process ALL available packages.



BibID	Identifier	Title	Author	Year	Material
CA00100000	000745523	Theory of the Haitian meringue	Thomas, Jerry C.		TEXT
CA00100001	002043636	Ensananza superior en Nicaragua, 1959-1960			TEXT
CA00100002		Marine Studios, Marineland, Florida (thermometer and compass in th	Marineland		IMAGE

Pre-QC Processing QC Application dLOC FIP Go dLOC!

1 Pending 2 Pending

Search by:

and

Search Clear

Total hits count = 3 Exit

- Search - The box in the bottom right corner allows you to search for items in your database which match your search criteria.
 - To run a search, select the field to search in and the value you wish to find. Then click 'Search'. Only matching items will be shown in the resource list.
 - To clear a search, click the 'Clear' button.

Search by:

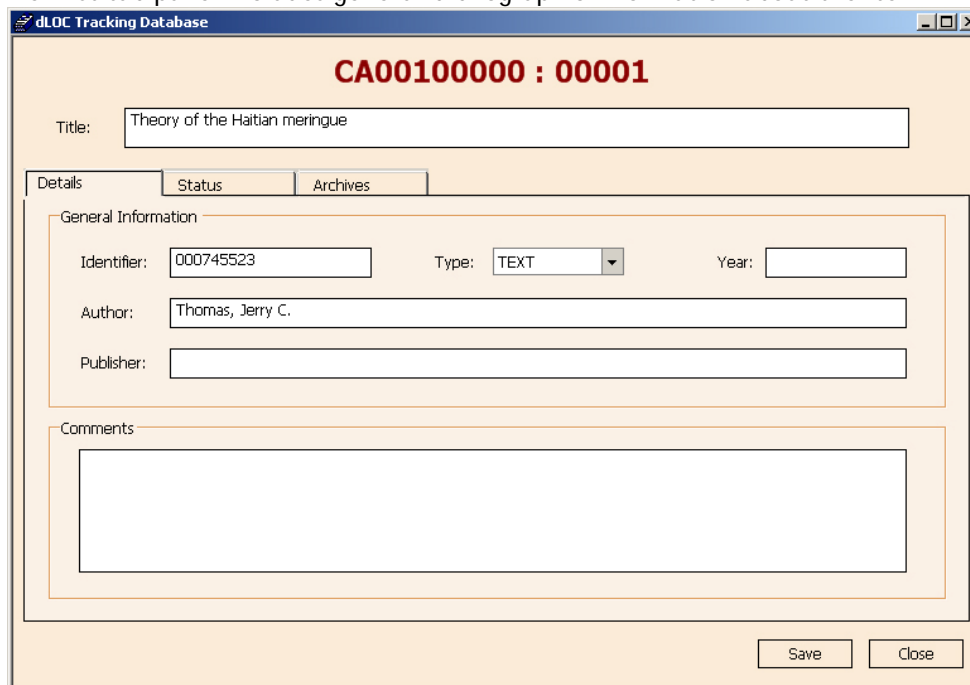
Title Haiti

and Material Type Text

Clear

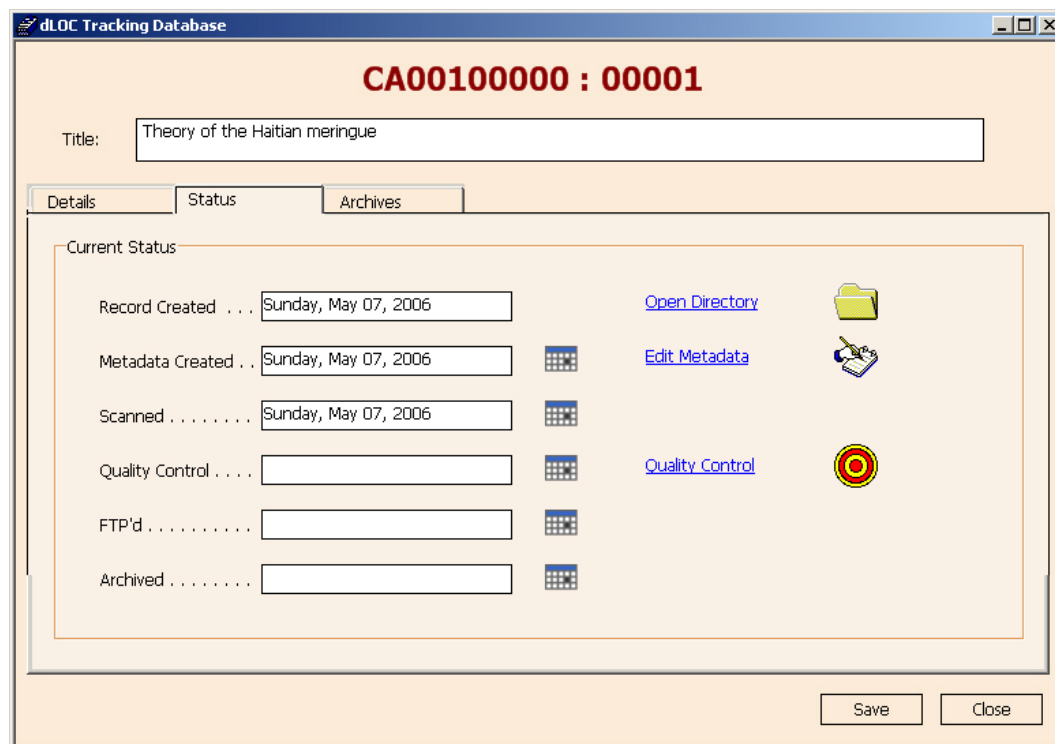
- From the main menu bar, you can:
 - Print a report including each row in the resource list.
 - Save the resource list to an Excel spreadsheet (if Excel is installed)
 - Enter information for a new item.

- Clicking on a single resource row from the resource list shows the single item form, with all the details of that individual item.
- The first tab panel includes general bibliographic information about the item.

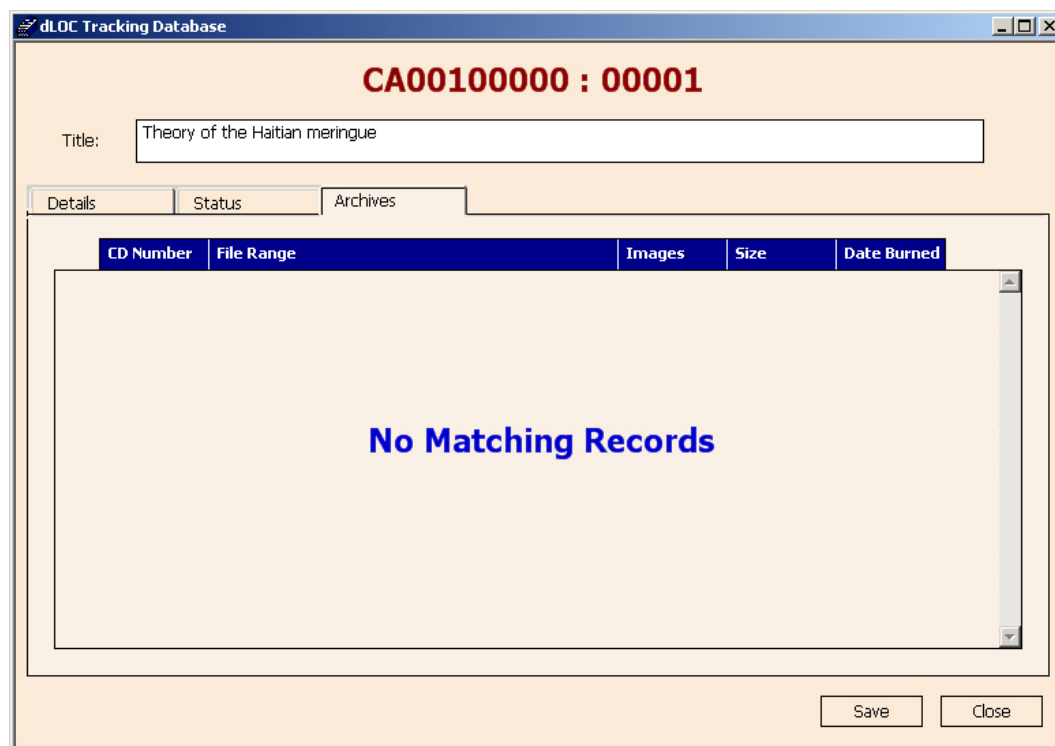


The screenshot shows a web form titled "dLOC Tracking Database" for item "CA00100000 : 00001". The form has a title field containing "Theory of the Haitian meringue". Below the title are three tabs: "Details", "Status", and "Archives". The "Details" tab is active and contains a "General Information" section with fields for "Identifier" (000745523), "Type" (TEXT), "Year", "Author" (Thomas, Jerry C.), and "Publisher". There is also a "Comments" section with a large empty text area. At the bottom right of the form are "Save" and "Close" buttons.

- The second tab shows the status of the item and the dates each milestone was met. It also allows users to:
 - Go to the folder, if it exists under C:\DLLOC\
 - Create or edit the metadata file for this resource
 - Launch the appropriate secondary application (Pre-QC, QC, etc...)
 - When the QC and PreQC applications are launched from this form, they will only process this individual resource. All other packages will remain un-processed.
 - *Go dLOC!* will send all the files under the C:\DLLOC\Complete folder to the central dLOC server for web hosting.
 - Manually set completion dates for each of the milestones.




- The last tab shows the CD's or DVD's containing the archived files for this item.





- The remainder of the features, as well as these, will be explored throughout the workflow descriptions.

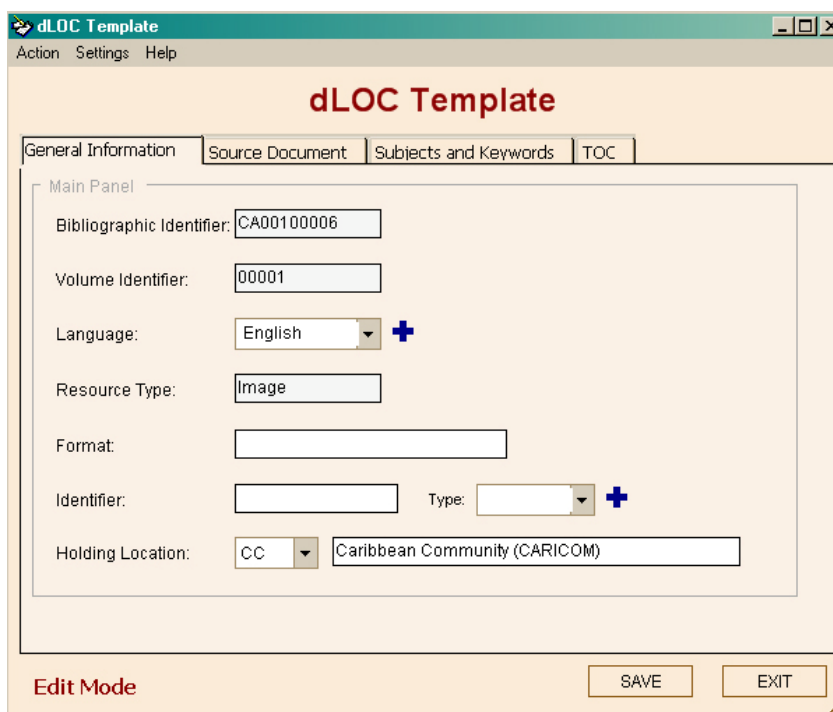
Metadata Template

- The data about each resource, the metadata, is stored in METS files. METS is an encoding standard established by the U.S. Library of Congress. For more information, see Appendix 2. 
- During the installation of the dLOC Toolkit, the Metadata Template will be associated with the .mets extension. Clicking on the METS file in the resource folder will load the file into the metadata template as view only. If you wish to edit the METS file, you can right click and select edit
- Additionally, you can select the Edit Metadata (or Create Metadata) link from the Status tab when you are looking at a single item in the tracking database.

[Edit Metadata](#)



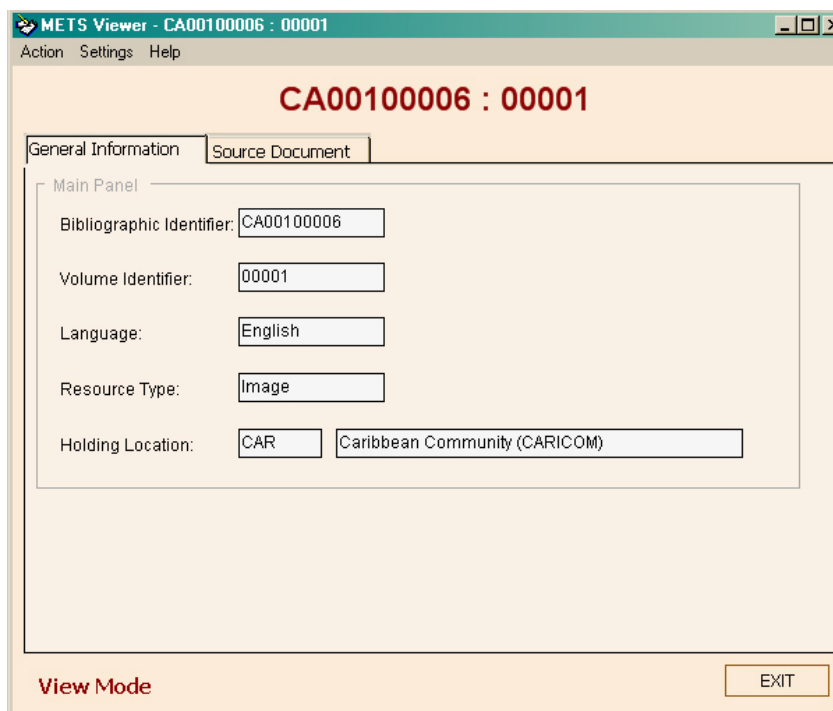
- The item will appear differently depending on whether the template is in view or edit mode. In the view mode, the only boxes displayed are those with data. In the edit mode, every available metadata field is displayed. (See following screen shots) A label in the bottom left indicates the mode.



The screenshot shows the 'dLOC Template' application window. The title bar reads 'dLOC Template' and the menu bar includes 'Action', 'Settings', and 'Help'. The main title is 'dLOC Template'. Below the title are four tabs: 'General Information', 'Source Document', 'Subjects and Keywords', and 'TOC'. The 'General Information' tab is active. The 'Main Panel' contains the following fields:

- Bibliographic Identifier: CA00100006
- Volume Identifier: 00001
- Language: English (dropdown menu with a plus sign)
- Resource Type: Image
- Format: (empty text box)
- Identifier: (empty text box) Type: (empty dropdown menu with a plus sign)
- Holding Location: CC (dropdown menu) Caribbean Community (CARICOM) (text box)

At the bottom left, it says 'Edit Mode'. At the bottom right, there are 'SAVE' and 'EXIT' buttons.



The screenshot shows the 'METS Viewer - CA00100006 : 00001' application window. The title bar reads 'METS Viewer - CA00100006 : 00001' and the menu bar includes 'Action', 'Settings', and 'Help'. The main title is 'CA00100006 : 00001'. Below the title are two tabs: 'General Information' and 'Source Document'. The 'General Information' tab is active. The 'Main Panel' contains the following fields:

- Bibliographic Identifier: CA00100006
- Volume Identifier: 00001
- Language: English
- Resource Type: Image
- Holding Location: CAR Caribbean Community (CARICOM)

At the bottom left, it says 'View Mode'. At the bottom right, there is an 'EXIT' button.

- Additional information about using this template to create metadata can be found in Section 5: Preparing materials for digitization.



***Go dLOC!* FTP Client**

- Included in the software toolkit is a custom FTP Client, named *Go dLOC!*. This application can send all of your images to the central dLOC web server, allowing integrated searching and display.
- This application also performs some final metadata validation and assembly. For example, if there is a PDF document in the folder, it will be added into the metadata as a download, making this available to any internet user.
- This application is covered in more detail in Section 10: Web Presence.
- The application will attempt to FTP the entire digital package to the dLOC server, including the digital masters. These digital masters can then be archived in the central dLOC archive.
- There various ways to configure the FTP to exclude some files or to send the packages at a predetermined time. See Appendix 3 for details.

