



# Producer's Guide

Version 7.0

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# 1

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## Introduction to Producers

**Producers** are responsible for providing content (For more information, see [About Producers and Producer Agents](#) on page 7.)

**Producer Agents** are responsible for depositing content provided by Producers (For more information, see [About Producers and Producer Agents](#) on page 7.)

The following additional types of users interact with Rosetta production:

- **Staff users** review content deposited by Producer Agents, manage Producers and Producer Agents, and configure options available to them when they deposit content. There are different types of Staff users:
  - Deposit Managers
  - Negotiators
  - Assessors
  - Arrangers
  - Approvers
  - Technical Analysts
  - Editors

(For more information on when and how Producers and Producer Agents interact with Staff users, see [Producers, Producer Agents, and Staff Users](#) on page 10.)

- **Back Office Administrators** configure how the Rosetta system processes the content that Producer Agents deposit and how users interact with the system. (For more information, see the *Rosetta Configuration Guide*.)
- **System Administrators** configure the application server and database. (For more information, see the *Rosetta System Administrator's Guide*.)
- **Content consumers** access content deposited by Producer Agents. The Content consumers have read-only access.

This guide describes the role of Producers and Producer Agents and explains how they register, deposit content, and manage submissions.



# 2

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## Producers and Producer Agents

This section includes:

- [About Producers and Producer Agents](#) on page 7
- [Producer Profiles](#) on page 9
- [Producers, Producer Agents, and Staff Users](#) on page 10
- [Changing the User Interface Language](#) on page 11

### About Producers and Producer Agents

Producers are responsible for providing content in the Rosetta system. Producers can be represented by individuals (known as Individual Producers) or organizations (known as Group Producers).

Producers authorize individual users, known as Producer Agents. These Producer Agents are responsible for depositing and managing content. The Producer may assign multiple Producer Agents to submit content, as shown in the diagram below:

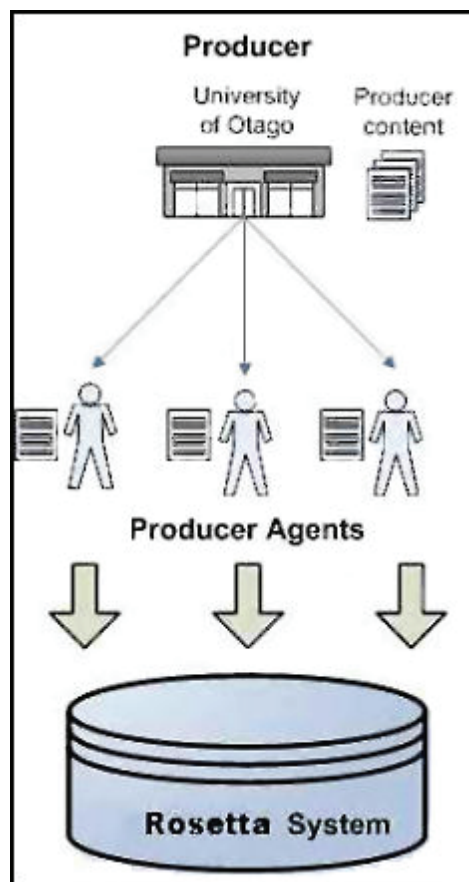


Figure 1: Producer with Multiple Agents

Similarly, a Producer Agent can deposit and manage content of multiple Producers, as shown in the diagram below:



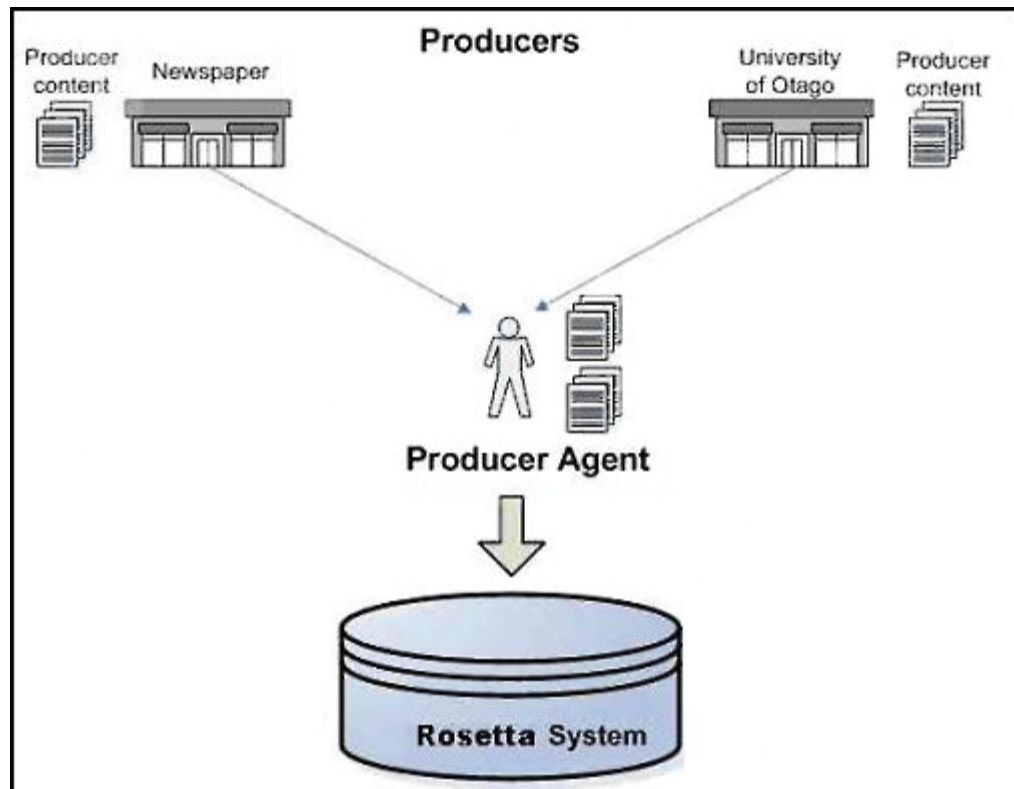


Figure 2: Producer Agent Depositing for Multiple Producers

Producer Agents deposit and manage Producer content through the Web-based interface.

## Producer Profiles

Producer profiles govern how the associated Producer Agents can deposit content and how the Rosetta system processes this content. Producer profiles also define the amount of content that Producer Agents can deposit. Producer profiles are configured by Staff users.

For further information, see:

- **Producer Profile Components** on page 9
- **Producer Associations to Profiles** on page 10

## Producer Profile Components

The Producer profile consists of the following components:

- **Deposit control settings**, which contain limitations on the amount of content that Producer Agents can deposit, and define whether the content needs to be reviewed by Staff Users.
- **Material flows**, which define the types of content that Producer Agents can deposit. This includes:
  - Information that Producer Agents must provide about the content
  - Access rights options available to Producer Agents
  - The deposit method (manual or automated) that the Producer Agent must follow

For more information on material flows, see [Material Flows](#) on page 22.

## Producer Associations to Profiles

Producers can be associated with one of the following profiles:

- **Generic profiles**, which define material flows and deposit control settings that are assigned to all Producers (unless personalized settings have been configured).

Generic profiles are created by a Deposit Manager. They are assigned automatically by the Rosetta system when a Producer account is created. (For more information, see the section on Deposit Managers in the *Rosetta Staff User's Guide*.)

- **Personalized profiles**, which can include customized generic material flows, additional material flows, and customized deposit control settings.

Personalized profiles are created by a Negotiator. (For more information, see the section on Negotiators in the *Rosetta Staff User's Guide*.)

Producers with a generic profile can contact a Negotiator and request that their profile be personalized, if required.

## Producers, Producer Agents, and Staff Users

This section explains how Producers, Producer Agents, and Staff users interact within the framework of the Rosetta system.

Staff users are responsible for:

- Reviewing content deposited by Producer Agents
- Managing Producers and Producer Agents
- Configuring options available to Producers and Producer Agents when they deposit content.

The Staff User Types table (below) describes the different types of Staff users.

Table 1. Staff User Types

| Staff User                          | Description   |
|-------------------------------------|---|
| Deposit Managers                    | <p>Configure and manage generic Producer profiles (For more information, see <a href="#">Producer Profiles</a> on page 9.)</p> <p>Producers and Producer Agents do not contact Deposit Managers directly.</p>   |
| Negotiators                         | <ul style="list-style-type: none"><li>■ Personalize Producer profiles (For more information, see <a href="#">Producer Profiles</a> on page 9.)</li><li>■ Associate Producer Agents with Producers and activate Producer Agents' registrations</li><li>■ Create accounts for Producers</li></ul> <p>Producers contact Negotiators to personalize a Producer profile and register a Producer account.</p> |
| Assessors, Arrangers, and Approvers | <p>Review content that Producer Agents deposit and decide whether the content should be approved, returned, or declined.</p> <p>Staff users contact Producer Agents through the user interface of the Rosetta system to explain why the content was returned or declined.</p>   |
| Technical Analysts                  | <p>Analyze and correct technical problems in content that Producer Agents deposit.</p> <p>Technical Analysts contact Producer Agents through the Rosetta user interface to explain the technical issues with the content.</p>   |

## Changing the User Interface Language

The Rosetta system enables Producers and Producer Agents to change the user interface language. The languages available vary according to your institution's configuration.

**To change the user interface language of the Rosetta system:**

- 1 In the upper-right corner, click the **Down** arrow next to the current language name.
- 2 Select the language you want to use for your work.  
The page reloads with labels in the language you selected.

# 3

## Registering Producers and Producer Agents

This section contains:

- [About Registering Producers and Producer Agents](#) on page 13
- [Registering Producers and Producer Agents](#) on page 14
- [Update Producer Agent Details](#) on page 19

### About Registering Producers and Producer Agents

Before Producers or Producer Agents can work with the Rosetta system, they need to be registered in the system. This can be accomplished as described in the following table:

Table 2. Registration Methods

| Register As... | When...   | How to Register   |
|----------------|---|---|
| Producer       | <p>A user represents an organization that has multiple Agents who deposit content on behalf of this organization.</p> <p>OR</p> <p>A user represents an individual with one or more Producer Agents depositing on the individual Producer's behalf.</p> | <p>A user requests that a Negotiator manually create a Producer account. The user may also request that a Negotiator create accounts for Producer Agents. A user can also sign up through self-registration.</p> <p>This interaction follows the protocols established by individual institutions and is not circumscribed by the Rosetta system.</p> |

Table 2. Registration Methods

| Register As... | When...   | How to Register                                |
|----------------|---|--|
| Producer Agent | Users are individuals who deposit content on their own behalf or on behalf of a Producer. | Self-register through the Web-based interface. |

## Registering Producers and Producer Agents

Users can self-register as Producers and Producer Agents through the Web-based interface. When registering, users need to choose whether they are

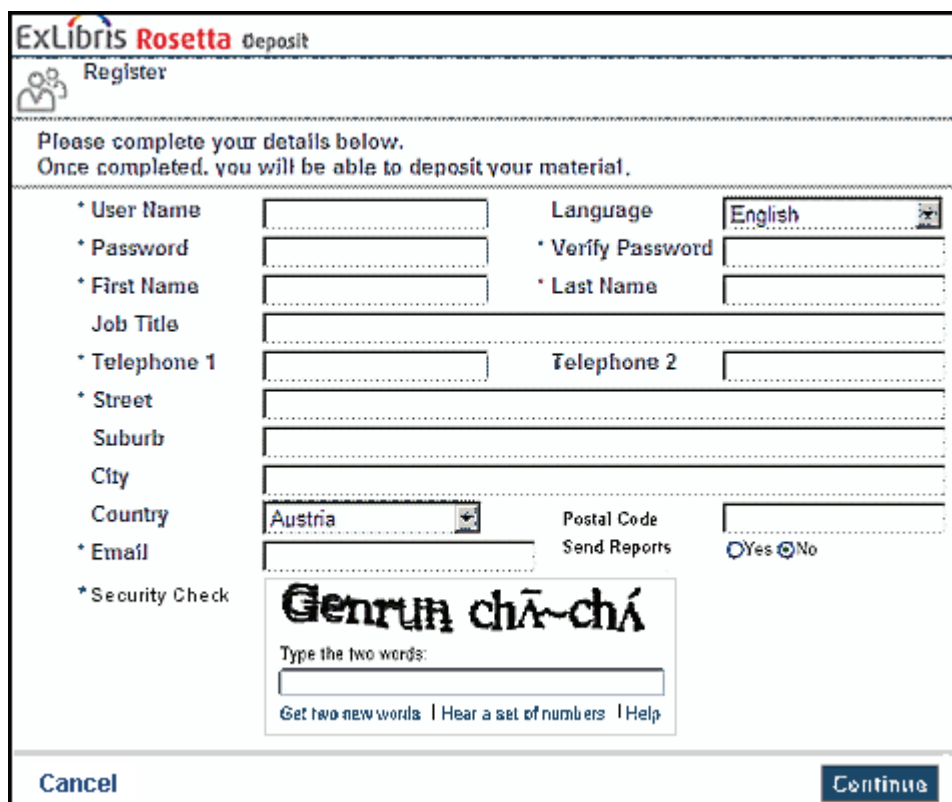
- **Registering to Deposit Their Own Content** or
- **Registering to Deposit on Behalf of a Producer.**

### Registering to Deposit Their Own Content

If users plan to deposit their own content, the Rosetta system registers them as Producers and Producer Agents at the same time. As soon as they enter the required information, the Rosetta system creates and automatically activates the Producer/Producer Agent account as an individual account. Users can begin depositing content immediately.

**To register if you plan to deposit your own content:**

- 1 Using a Web browser, access the logon page.
- 2 From the logon page, click **Register**. The Register page opens.



The image shows a web form titled "ExLibris Rosetta Deposit" with a "Register" sub-header. It contains various input fields for user registration, including fields for User Name, Password, First Name, Last Name, Telephone, Street, Suburb, City, Country (set to Austria), Postal Code, Email, and a Security Check. The Security Check field displays a distorted image of the words "Genrum chā-chá" and a text input box for the user to type the words. There are also radio buttons for "Send Reports" (Yes/No) and "Language" (English). The form has "Cancel" and "Continue" buttons at the bottom.

Figure 3: Producer Registration Page

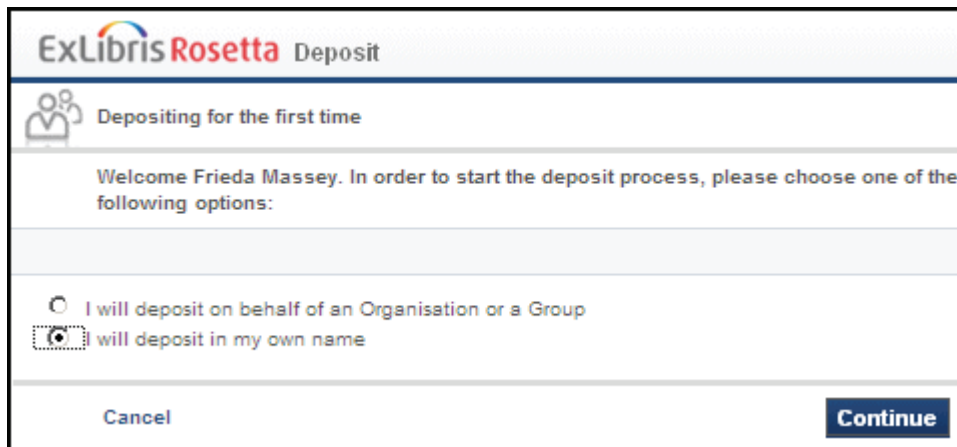
- 3 Complete the fields on the form. A red asterisk indicates that a field is required.

**NOTE:**

All fields that have an asterisk are mandatory. If any mandatory field is not completed, the Complete Mandatory Fields page opens and prevents you from continuing until you enter all required fields.

- 4 In the Security Check field, enter the characters from the image into the blank text field.
  - If you cannot enter or guess the words, click the text below the field that says **Get two new words** and try again.
  - If you need to hear rather than see the security check entry, click the **Hear a set of numbers** text below the blank text field.
  - If you need further help with this step, click the **Help** text below the blank text field.
- 5 Click **Continue**.

The Depositing for the First Time page opens.

The screenshot shows the 'ExLibris Rosetta Deposit' page for a first-time user. The header includes the logo and the word 'Deposit'. Below the header, there is a section titled 'Depositing for the first time' with a user icon. The main text says: 'Welcome Frieda Massey. In order to start the deposit process, please choose one of the following options:'. There are two radio button options: 'I will deposit on behalf of an Organisation or a Group' (unselected) and 'I will deposit in my own name' (selected). At the bottom, there are 'Cancel' and 'Continue' buttons.

ExLibris Rosetta Deposit

Depositing for the first time

Welcome Frieda Massey. In order to start the deposit process, please choose one of the following options:

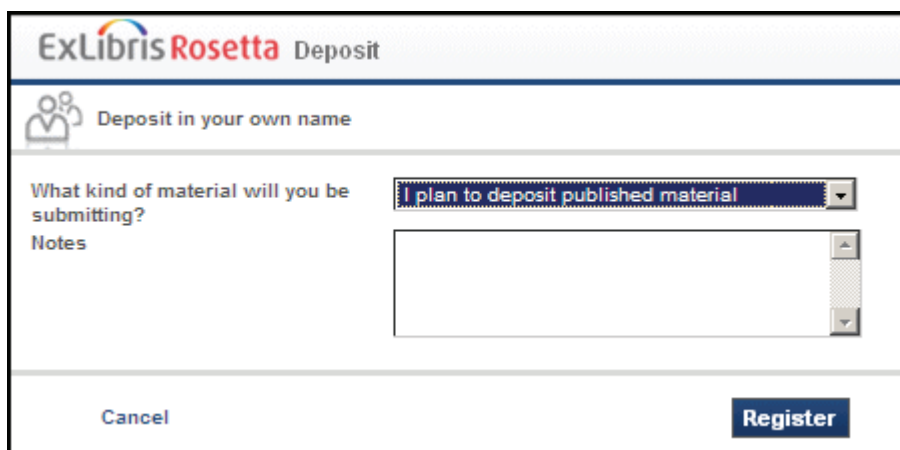
☐ I will deposit on behalf of an Organisation or a Group

☒ I will deposit in my own name

Cancel Continue

Figure 4: Depositing for the First Time Page

- 6 Select **I will deposit in my own name** and click **Continue**. The Deposit in Your Own Name page opens.

The screenshot shows the 'ExLibris Rosetta Deposit' page for depositing in one's own name. The header includes the logo and the word 'Deposit'. Below the header, there is a section titled 'Deposit in your own name' with a user icon. The main text asks: 'What kind of material will you be submitting?'. There is a dropdown menu with 'plan to deposit published material' selected. Below this is a text area labeled 'Notes'. At the bottom, there are 'Cancel' and 'Register' buttons.

ExLibris Rosetta Deposit

Deposit in your own name

What kind of material will you be submitting? plan to deposit published material

Notes

Cancel Register

Figure 5: Deposit in Your Own Name Page

- 7 Complete the fields as required.
- 8 Click **Register**.

The Producer/Producer Agent is registered in the Rosetta system and sent a confirmation e-mail. The Producer/Producer Agent can now deposit content.

## Registering to Deposit on Behalf of a Producer

If a user plans to deposit content on behalf of a Producer, the Rosetta system requests information about the Producer and registers the user as an Agent of this Producer.



**To register if you plan to deposit content on behalf of a Producer:**

- 1 Using a Web browser, access the logon page.
- 2 On the logon page, click **Register**. The Register page opens.

ExLibris Rosetta Deposit

Register

Please complete your details below.  
Once completed, you will be able to deposit your material.

\* User Name  Language

\* Password  \* Verify Password

\* First Name  \* Last Name

Job Title

\* Telephone 1  Telephone 2

\* Street

Suburb

City

Country  Postal Code

\* Email  Send Reports ☐ ☒

\* Security Check

Genrun chā-chá

Type the two words:

[Get two new words](#) | [Hear a set of numbers](#) | [Help](#)

Cancel Continue

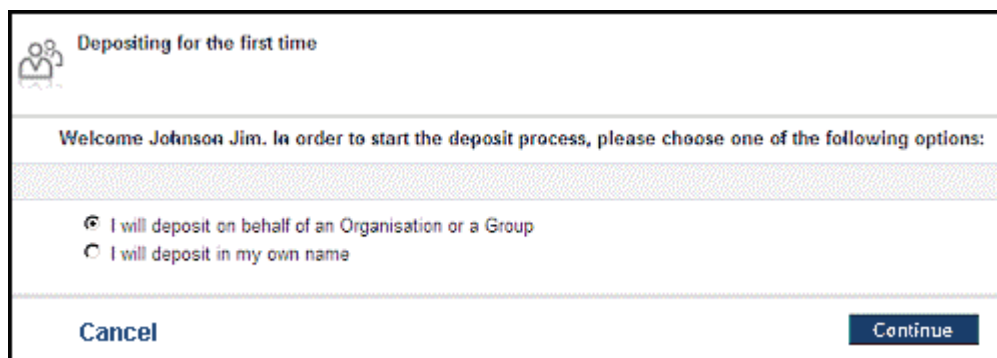
Figure 6: Producer Agent Registration

- 3 Complete the fields as required.

**NOTE:**

All fields that have an asterisk are mandatory. If any mandatory field is not completed, the Complete Mandatory Fields page opens. The page enables you to fill in the missing information and prevents you from continuing until you do so.

- 4 Click **Continue**. The Depositing for the First Time page opens.



Depositing for the first time

Welcome Johnson Jim. In order to start the deposit process, please choose one of the following options:

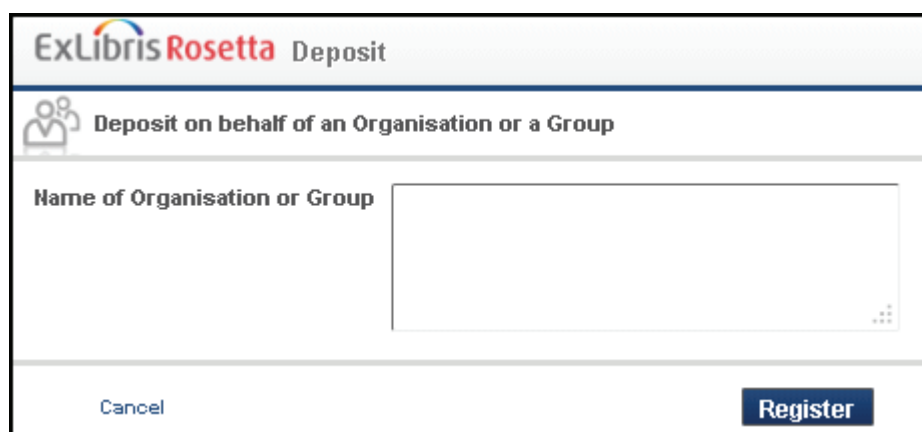
☒ I will deposit on behalf of an Organisation or a Group

☐ I will deposit in my own name

Cancel Continue

Figure 7: Depositing for the First Time Page

- 5 Select **I will deposit on behalf of someone else** and click **Continue**. The Add Producer Information page opens.



ExLibris Rosetta Deposit

Deposit on behalf of an Organisation or a Group

Name of Organisation or Group

Cancel Register

Figure 8: Add Producer Information Page

- 6 Enter the information of the Producer for which you want to deposit content and click **Register**.

The Rosetta system generates a Producer Agent account with the status of Pending.

A Negotiator reviews the account, creates a new Producer account if the Producer does not already exist, associates the new Producer Agent with the Producer, and approves the registration. Once the account has been approved, the Producer Agent receives an e-mail notification of successful registration and can begin depositing content.

## Update Producer Agent Details

Producer Agents can update their own account details at any time after registration.

### To change your password or update details of your Producer Agent account:

- 1 Log on to the Rosetta Deposit module using your Producer Agent credentials.
- 2 Click your user name in the banner of the page, then click **User Details**.  
A form containing the details of your account opens.
- 3 Make changes to your information and click **Save**.
- 4 To view your changes, log out and then log in again.



# 4

---

## Depositing Content

This section contains:

- **About Depositing Content** on page 21
- **Material Flows** on page 22
- **Manual Deposit** on page 22
- **Automated Deposit** on page 33
- **Depositing SIPs in CSV Structure** on page 37
- **Submissions of Limited METS** on page 41
- **Content Review** on page 45

### About Depositing Content

Producer Agents deposit content through a Web-based wizard. The wizard consists of a series of input forms that are defined by material flows associated with the Producer profile. (For more information, see **Producer Profiles** on page 9.) The material flows are created by Staff users.

Material flows can be configured for manual or automated deposit:

- Manual deposit enables Producer Agents to manually select files to be uploaded to the Rosetta system.
- Automated deposit enables loading files to the Rosetta system directly from a remote server or local computer.

Deposited content is reviewed by Staff users. They approve, return, or decline the content. (For more information, see **Producers, Producer Agents, and Staff Users** on page 10.)

## Material Flows

Material flows govern the deposit process. Producers can have as many material flows as needed. Likewise, each material flow may be associated with many Producers.

Staff users can configure the following material flow parameters:

- **Metadata forms** define the types of information the Producer Agents must provide about the content. This can include author, title, owner, creation date, and description.
- **Access rights** define the options the Producer Agents can select to control who can view the content.
- **Retention policies** allow Producer Agents to place date or duration limits on the storage of the material.
- **Submission formats** define how Producer Agents upload files and what limitations are applied to the files. Submission formats can be created for manual and automated deposits. (For more information, see [Manual Deposit](#) on page 22 or [Automated Deposit](#) on page 33.)
- **Content structure templates**, which determine the XML framework for providing content metadata. The Rosetta system supports Dublin Core, METS, and comma-separated values (CSV) standards.

## Manual Deposit

When depositing manually, Producer Agents select files to be uploaded. The manual deposit process consists of the following steps:

- 1 Logging on to the Rosetta system
- 2 Selecting the type of objects for deposit
- 3 Providing descriptive information about the Producer and content
- 4 Granting access rights
- 5 Selecting the files to upload
- 6 Confirming and submitting the content

---

### NOTE:

If Producer Agents submit compressed files, the system automatically extracts them in accordance with the automatic decomposition rules (see [Configuring Automatic Decomposition Rules](#) in the *Rosetta Configuration Guide*). The procedure for submitting compressed files is identical to that of regular files (as described in [Depositing Content Manually](#) on page 24). After a compressed file is selected for uploading on the Upload

Files page (**Figure 14**), the Selected Files list displays actual files extracted from it.

The following topics describe manual deposits:

- **Submission Formats** on page 23
- **Depositing Content Manually** on page 24
- **Depositing SIPs in CSV Structure** on page 37

## Submission Formats

Producer Agents can upload files using one of the submission formats described in the following table:

Table 3. Submission Formats

| Submission Format | Files Are Uploaded... | Limitations  |
|-------------------|-----------------------|--|
| HTTP Load         | One by one            | <p>The submission format limits:</p> <ul style="list-style-type: none"> <li>■ the total size and number of files that can be uploaded.</li> <li>■ what file types can be uploaded.</li> </ul> <p>For example, the submission format can limit the deposit to:</p> <ul style="list-style-type: none"> <li>■ JPG or PDF files only.</li> <li>■ No more than 20 files.</li> <li>■ No more than 5 MB for all files.</li> </ul> <p>For more information, see <b>HTTP Load Submission Format</b> on page 28.</p>                       |
| Detailed          | One by one            | <p>The submission format specifies</p> <ul style="list-style-type: none"> <li>■ the exact number of each file type that must be uploaded.</li> <li>■ the maximum size of each file to be uploaded.</li> </ul> <p>For example, the submission format can limit the deposit to one PDF file that is no more than 2 MB. In addition, the submission format can stipulate that the deposit must have two JPG files that total no more than 10 MB.</p> <p>For more information, see <b>Detailed Submission Format</b> on page 30.</p> |

Table 3. Submission Formats

| Submission Format                  | Files Are Uploaded...         | Limitations   |
|------------------------------------|-------------------------------|---|
| Bulk (Aurigma licensed users only) | Multiple files simultaneously | <p>The submission format limits</p> <ul style="list-style-type: none"><li>■ the total size and number of files for the deposit, regardless of the file types.</li><li>■ what file types can be uploaded.</li></ul> <p>For example, the submission format can limit the deposit to:</p> <ul style="list-style-type: none"><li>■ JPG or PDF files only.</li><li>■ no more than 20 files.</li><li>■ no more than 5 MB for all files.</li></ul> <p>For more information, see <a href="#">Bulk Submission Format (Aurigma Licensed Users Only)</a> on page 31.</p> |

## Depositing Content Manually

The Rosetta system enables a user to deposit content manually using the Web-based interface. The interface consists of a series of pages that guide a user through the deposit process.

### To deposit content manually:

- 1 Log on to your Rosetta account. The Deposit Activities page opens.

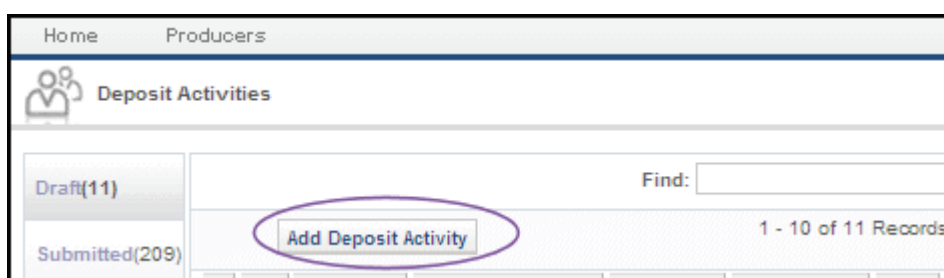


Figure 9: Add Deposit Activity Button

- 2 Click **Add Deposit Activity**. The Type of Material page opens.



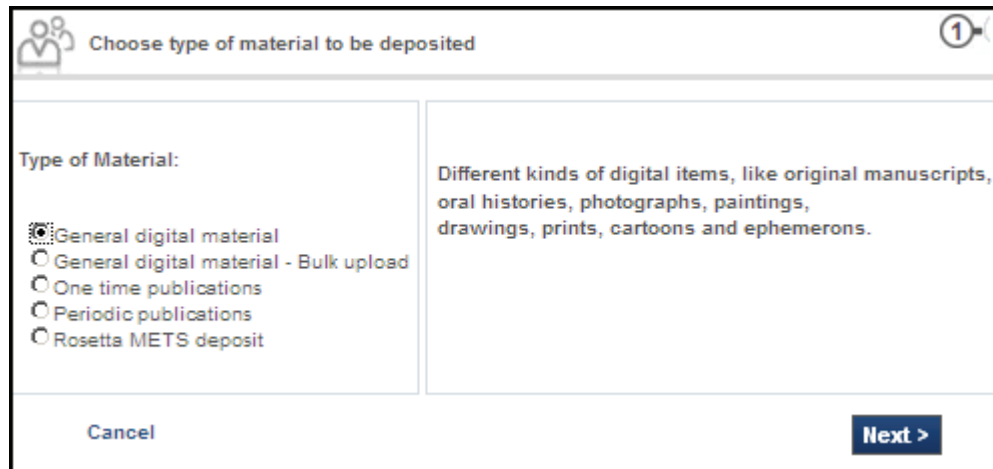


Figure 10: Type of Material Page

- 3 Select the type of the material you want to deposit.

**NOTE:**

The material types that appear in the list are determined by the material flows associated with the profile of your Producer. For example, the profile may limit the available material types to images and videos only. Contact a Negotiator to add more material types, if necessary.

- 4 Click **Next**. The Descriptive Information page opens.

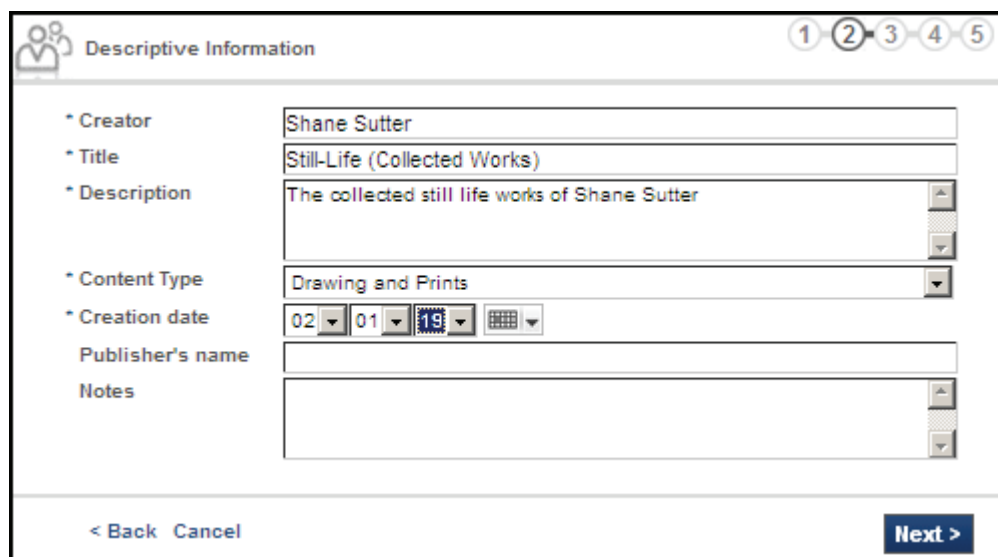


Figure 11: Descriptive Information Page

- 5 Complete the descriptive information fields as required.

---

**NOTES:**

- The fields that appear in the list are determined by the material flows associated with the profile of your Producer. Contact a Negotiator to add more fields, if necessary.
  - Required fields are marked by an asterisk.
- 

6 Click **Next**. The Assertion of Copyright page opens.

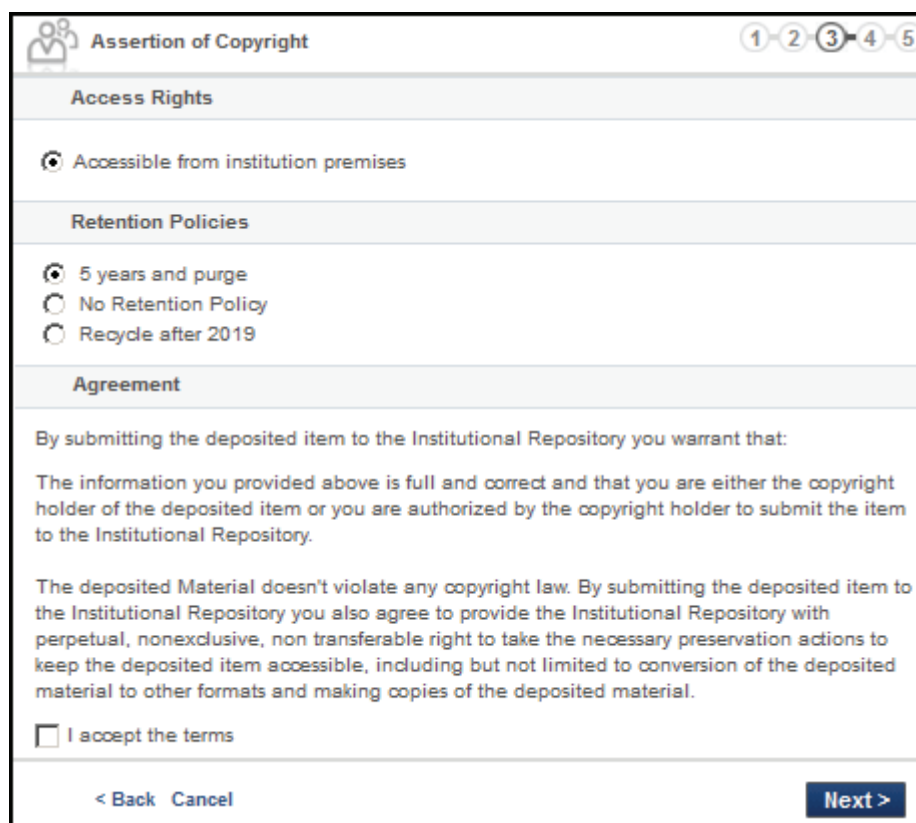


Figure 12: Assertion of Copyright Page

7 In the **Access Rights** pane, select access rights that must be assigned to the content you are depositing.

---

**NOTE:**

The options that appear in the list are determined by the material flows associated with the profile of your Producer. For example, a Producer profile may enable a Producer Agent to grant access rights to the public only after a 10-week delay. Contact a Negotiator to add more options, if necessary.

---

- 8 In the Retention Policies pane, select the policy that determines the length of time you want to store the IEs. If the term is indefinite, select **No Retention Policy**.
- 9 In the **Agreement** pane, read the agreement and select the **I accept the terms** check box.
- 10 Click **Next**. The Upload Files page opens.

The Upload Files page enables you to select the files you want to upload. The page that appears is determined by the submission format of the material flows associated with the profile of your Producer.

For more information about each of the submission formats, see:

- [HTTP Load Submission Format](#) on page 28
- [Detailed Submission Format](#) on page 30
- [Bulk Submission Format \(Aurigma Licensed Users Only\)](#) on page 31

**Summary of Deposit**

Deposit 24  
Activity ID  
Material Type General digital material

**Descriptive Information**

|               |   |                  |                           |
|---------------|---|------------------|---------------------------|
| Creator       | Lin Leporid Society                                 | Title            | Archives of Leporidae (5) |
| Description   | 5th volume of the collection of the Leporid Society | Content Type     | Manuscripts               |
| Creation date | 03/12/2012  | Publisher's name | -                         |
|               |   | Notes            | -                         |

**Access rights**

Group Accessible from institution premises

**Retention Policies**

Group 5 years and purge

**Selected files**

| File Name        | Label  | Note       | Source | Status | Size   | Date |
|------------------|--------|------------|--------|--------|--------|------|
| 1 MarioLuigi.jpg | image1 | Back cover |        | VALID  | 126.19 |      |

< Back Cancel Save as Draft Submit Deposit

Figure 13: Summary of Deposit Page

- 11 On the Summary of Deposit page, verify the summary and do one of the following:

- To save your work without depositing the files, click **Save as Draft**. You can deposit the content at a later date.
- To deposit the content, click **Submit Deposit**. Your content is deposited in the Rosetta system. It is reviewed by Staff users who decide whether the content is approved, returned to you for possible re-submission, or declined.

### **HTTP Load Submission Format**

The HTTP load submission format for the Upload Files page contains the following panes:

- The **Select File** pane enables you to select a file by completing the fields as required.
- The **Selected Files** pane displays the files that are selected for the current submission.

Upload Files

Please upload your files here:

**Select File**

Description: Unpublished HTTP load.

\* File

Label

Notes

**Selected Files**

| # | Set Order                        | File Name    | Label  | Note | Source | Size | Date |   |
|---|----------------------------------|--------------|--------|------|--------|------|------|---|
| 1 | <input type="button" value="v"/> | seertlow.gif | image1 |      |        | .04  |      | <input type="button" value="Edit"/> <input type="button" value="Remove"/> |
| 2 | <input type="button" value="^"/> | seeright.gif |        |      |        | .78  |      | <input type="button" value="Edit"/> <input type="button" value="Remove"/> |

< Back Cancel

Figure 14: HTTP Load Submission Format

#### **To upload a file using the HTTP load submission format:**

- 1 On the Upload Files page (see [Figure 14, HTTP Load Submission Format](#)), in the Select File pane, **File** field, click **Browse**.

The Open a File dialog box opens.

- 2 In the Open a File dialog box, select a file you want to upload and click **Open**.
- 3 Enter optional information in the **Label** and **Notes** fields. (These fields will be displayed in the Delivery module.)
- 4 Click **Add Selected File**.  
The selected file is listed in the **Selected Files** pane.
- 5 Repeat steps 1-4 to select additional files, if necessary.
- 6 In the **Selected Files** pane, reorder and remove files, if necessary, using the arrow buttons to the left of the file names or the **Edit/Remove** text links to the right.
- 7 Once you have selected and ordered all your files, click **Next**.  
The Summary of Deposit page opens.

**Summary of Deposit**

Deposit 24  
Activity ID  
Material Type General digital material

**Descriptive Information**

|               |   |                  |                           |
|---------------|---|------------------|---------------------------|
| Creator       | Lin Leporid Society                                 | Title            | Archives of Leporidae (5) |
| Description   | 5th volume of the collection of the Leporid Society | Content Type     | Manuscripts               |
|               |   | Publisher's name | -                         |
| Creation date | 03/12/2012  | Notes            | -                         |

**Access rights**

Group Accessible from institution premises

**Retention Policies**

Group 5 years and purge

**Selected files**

| File Name        | Label  | Note       | Source | Status | Size   | Date |
|------------------|--------|------------|--------|--------|--------|------|
| 1 MarioLuigi.jpg | image1 | Back cover |        | VALID  | 126.19 |      |

< Back Cancel Save as Draft Submit Deposit

Figure 15: Summary of Deposit Page

- 8 Complete the procedure by clicking **Save as Draft** (which holds the submission without sending it) or by clicking **Submit Deposit** (which submits the deposit to Rosetta).

### Detailed Submission Format

In the detailed submission format, Producer Agents must upload the file type(s) specified on the Upload Files page. These specifications are created in the Management module.

The Description field of the Upload Files page for the detailed submission format contains the information on the type of file the Producer Agent needs to upload. (See **Figure 16, Detailed Submission Format**.)

The screenshot shows a web interface titled "Upload Files" with a progress bar at the top indicating steps 1, 2, 3, 4 (current), and 5. Below the title, it says "Please upload your files here:". There are three distinct upload sections, each with a minus icon and a title: "Upload File 1", "Upload File 2", and "Upload File 3".

- Upload File 1:** Description: Description. File input field with a "Browse..." button. Label input field. Notes text area with up/down arrows.
- Upload File 2:** Description: Stream. File input field with a "Browse..." button. Label input field. Notes text area with up/down arrows.
- Upload File 3:** Description: Stream. File input field with a "Browse..." button. Label input field. Notes text area with up/down arrows.

At the bottom, there are navigation buttons: "< Back", "Cancel", and "Next >".

Figure 16: Detailed Submission Format

Additional fields are described in the following table:

Table 4. Upload Files Page of the Detailed Submission Format

| Fields      | Description   |
|-------------|---|
| Description | Displays the type of file that must be deposited in this entry.                                       |
| File        | Provides a <b>Browse</b> button to open a navigation dialog box and find the file you want to upload. |
| Label       | Provides a field for a label to be shown when the IE is viewed in Delivery (optional).                |
| Notes       | Provides a space for notes about the file (optional).   |

**To upload files using the detailed submission format:**

- 1 On the Upload Files page (see **Depositing Content Manually** on page 24), click **Browse** and, in the Open a File dialog box, select the file you want to upload.
- 2 Enter a label and notes for the file (optional).
- 3 Click **Add Selected File**.
- 4 Click **Next**.

The Summary of Deposit page opens. Complete the procedure using Step 11 of **Depositing Content Manually**.

**Bulk Submission Format (Aurigma Licensed Users Only)**

The Bulk Submission page allows you to submit multiple files simultaneously.

The screenshot shows a web interface for bulk file submission. At the top, there's a 'Home' header. Below it is a section titled 'Upload Files'. Inside this section, the text 'Please upload your files here:' is followed by a numbered sequence of steps: 1, 2, 3, 4 (highlighted with a right arrow), and 5. Below the steps is a link 'Load Files Manually'. The main area is titled 'Files for upload' and includes a 'Change view:' dropdown menu set to 'Thumbnails'. Below this is a link: 'Add more files, add folder or remove all files'. A button labeled '+Add more files' is present. A large dashed box contains the text 'Drop files here...'. At the bottom of this area, it says 'No files to upload' next to an 'Upload' button. The footer contains navigation links: '< Back Cancel' and a blue 'Next >' button.

Figure 17: Bulk Submission Page

Add files to the Bulk Submission Page by:

- dragging and dropping files onto the page
- clicking **Add more files** and selecting the files
- clicking **Add folder** and selecting the folder



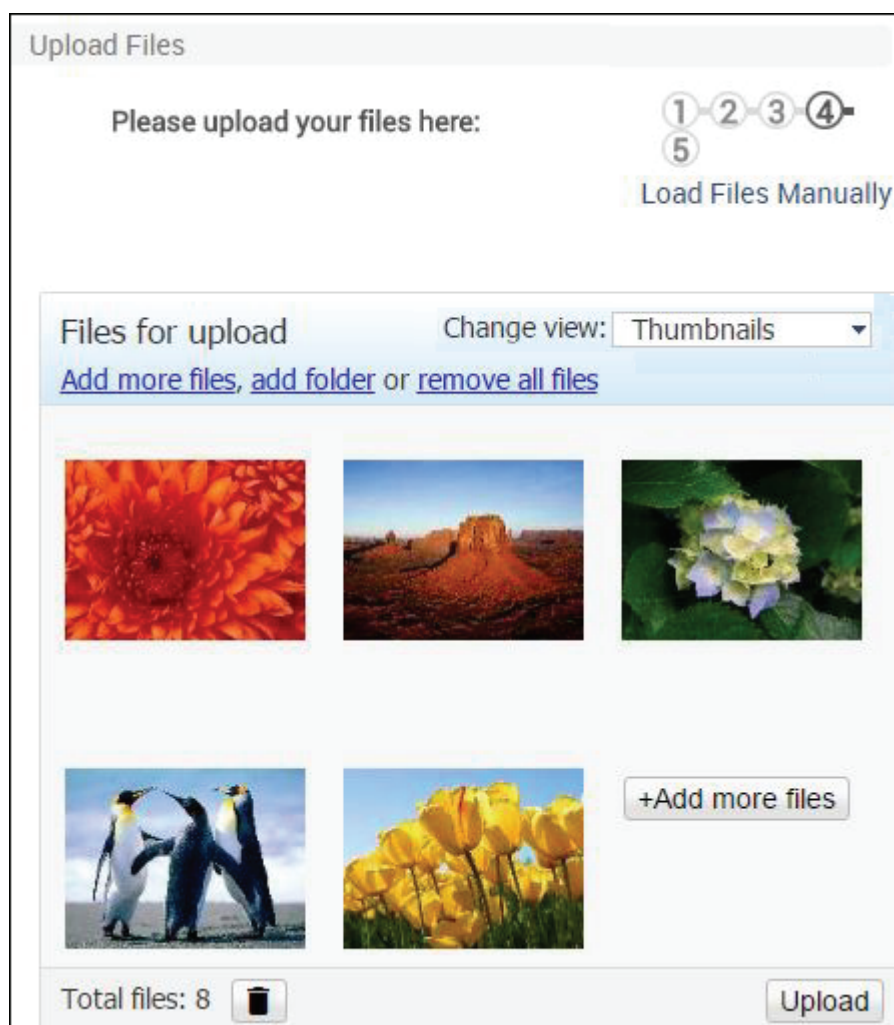


Figure 18: Files to Upload

When you have finished selecting the files for upload, click **Upload** and **Next**.

The Summary of Deposit page opens. Complete the procedure using Step **11** of **Depositing Content Manually** on page **24**.

## Automated Deposit

When Producer Agents deposit content automatically, the files are uploaded to the Rosetta system from a predefined location on a remote server or local computer. The location is defined in the material flow. Producer Agents can use the automated deposit for uploading large amounts of content.

The following submission formats are supported for automated deposit:

- File Transfer Protocol (FTP) - for content that is located on a remote server
- Network File System (NFS) - for content that is located on a local computer

For more information, see [Depositing Content Automatically](#) on page 34.

## Depositing Content Automatically

When Producer Agents deposit content automatically, the files are uploaded to the Rosetta system from a predefined location on a remote server or local computer. The location is defined in the material flow.

For example, a staff user can create a material flow that uploads all files from the folder `/exlibris/dps/d4_1/system.dir/dps-sdk/data/` to the Rosetta system.

Producer Agents prepare a folder with all the stream files and a METS file that describes the metadata and other details of the stream files. Producer Agents then select the desired automated material flow and verify the information.

The Rosetta system uploads content using either FTP (from a server) or NFS (from a local computer).

---

### NOTES:

When depositing a SIP through an automated material flow, the user can use a `dc.xml` file instead of the metadata form. This metadata will not be part of the IE descriptive metadata and it is only available to staff users during SIP processing.

Rosetta supports the following elements for assigning an external system and ID to a SIP:

- `<rosetta:externalSystem>`
- `<rosetta:externalId>`

These can be used to retrieve a SIP's status without knowing the ID that Rosetta assigned to it.

---

The following is a diagram of the directory structure of the SIP that can be uploaded by the automated material flow.

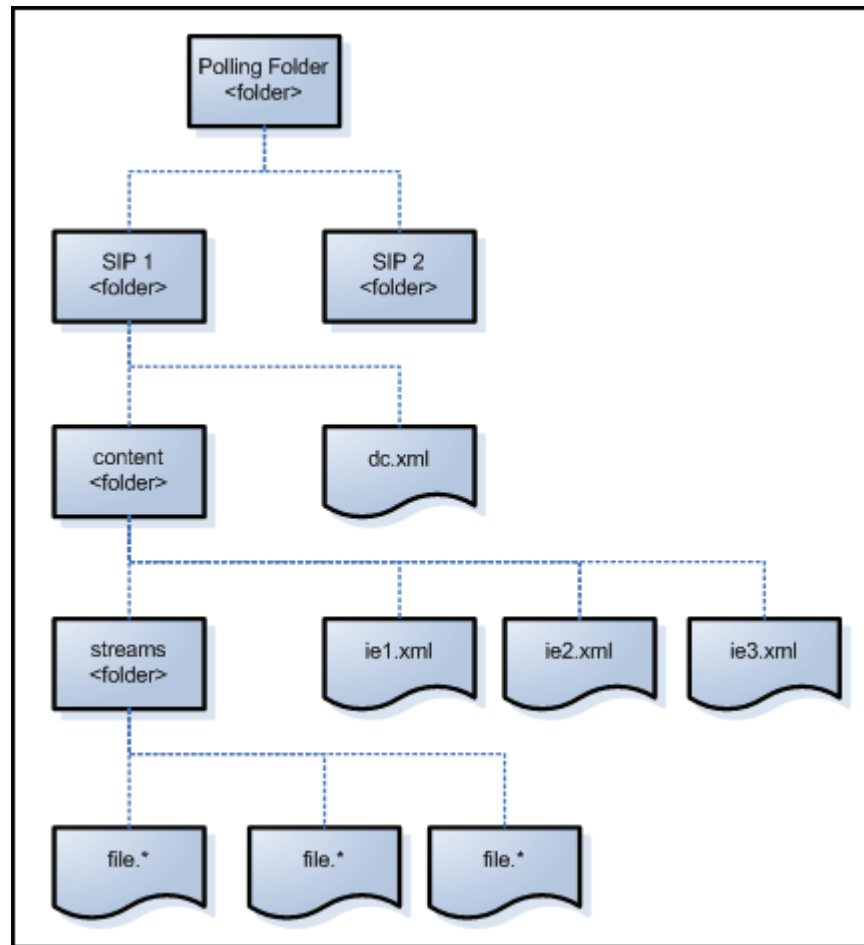


Figure 19: Uploading a SIP by Automated Material Flow

**NOTE:**

Some material flows may support loading files from other locations. For further information, see **About Configuring Material Flow Infrastructure** on page 85 of the *Rosetta Staff User's Guide*.

**To deposit content using the automated material flow:**

- 1 Log on to the Rosetta system. The Deposit Activities page opens.

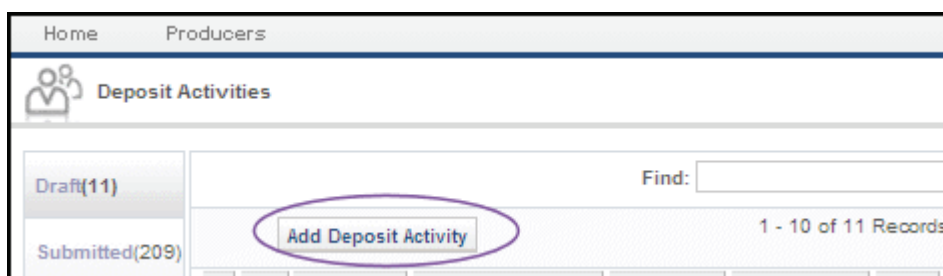


Figure 20: Deposit Activities Page (Partial)

- 2 Click **Add Deposit Activity**. The Type of Material page opens.

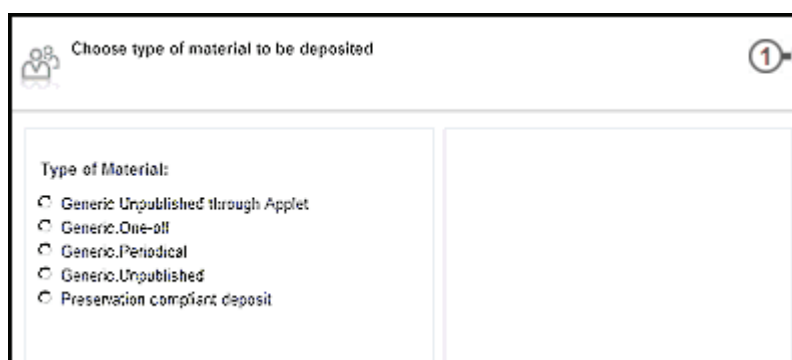


Figure 21: Type of Material Page

- 3 Select the type of material that is configured for automatic deposit.

---

**NOTE:**

The options that appear in the list are determined by the material flows associated with the profile of your Producer. If no automated material flows are associated with the profile, they are not displayed in this list. Contact a Negotiator to configure an automated material flow, if necessary.

---

- 4 Click **Next**. The FTP - Complete Details page opens.

| Material Flow Name | Published  | Submission Format Name | FTP Published  |
|--------------------|------------|------------------------|----------------|
| Server Name        | il-dtdev04 | Root Directory         | Wiler01\public |

Choose a sub-directory

|   | Directory Name                   | Date       |
|---|----------------------------------|------------|
| 1 | <input type="radio"/> Directory1 | 23/12/2007 |
| 2 | <input type="radio"/> Directory2 | 23/12/2007 |
| 3 | <input type="radio"/> Directory3 | 23/12/2007 |
| 4 | <input type="radio"/> Directory4 | 23/12/2007 |

< Back Cancel **Next**

Figure 22: FTP - Complete Details Page

- 5 Select a directory to which your content must be uploaded.
- 6 Click **Next**. The Summary of Deposit page opens.

Summary of Deposit

|                     |                        |
|---------------------|------------------------|
| Deposit Activity ID | 648                    |
| Material Type       | Int Digitisation Image |

Acquiring Information

|                |  |
|----------------|--|
| Files location | /exlibris/dps/id4_1/system dir/dps-sdi/data/depositExamples/ |
|----------------|--|

< Back Cancel **Save as Draft** **Submit Deposit**

Figure 23: Summary of Deposit Page

- 7 On the Summary of Deposit page, verify the summary and:
  - To save your work without depositing the files, click **Save as Draft**. You can deposit the content at a later date.
  - To deposit the content, click **Submit Deposit**. Your content is deposited in the Rosetta system. It is reviewed by Staff users, who decide whether the content is approved, returned to you for possible re-submission, or declined.

## Depositing SIPs in CSV Structure

Producer Agents whose libraries have configured a csv submission template can submit content that conforms to the template specifications.

Files can be loaded one by one or as multiple files.

csv limits:

- metadata delivered to a CSV file
- metadata follows the CSV template created by library staff
- object delivery to one ZIP file

The CSV file comes from the staff user and can be generated from the Content Structure form.

In the generated CSV, the columns names are created with the object type as part of the name (for example, IE.Title, File.File Name).

Table 5. CSV Columns

| Object Type    | Title    | Alternative Title | Preservation Type   | Usage Type | Revision Number | File Mime Type | File Name | File Label |
|----------------|----------|-------------------|---------------------|------------|-----------------|----------------|-----------|------------|
| SIP            | CSV Load |                   |                     |            |                 |                |           |            |
| IE             | test 1   | test11            |                     |            |                 |                |           |            |
| Representation |          |                   | PRESERVATION MASTER | VIEW       | 1               |                |           |            |
| FILE           |          |                   |                     |            |                 | image/jpeg     | door1.jpg | door 1     |
| FILE           |          |                   |                     |            |                 | image/jpeg     | door2.jpg | door 2     |
| FILE           |          |                   |                     |            |                 | image/jpeg     | door3.jpg | door 3     |

**To submit content packaged in the CSV format:**

- 1 Log on to your Rosetta Deposit account and choose your Producer.
- 2 Click **Continue**.  
The Deposit Activities page opens.
- 3 Click the **Add Deposit Activity** button.  
Step 1 of the deposit wizard opens (see figure below).

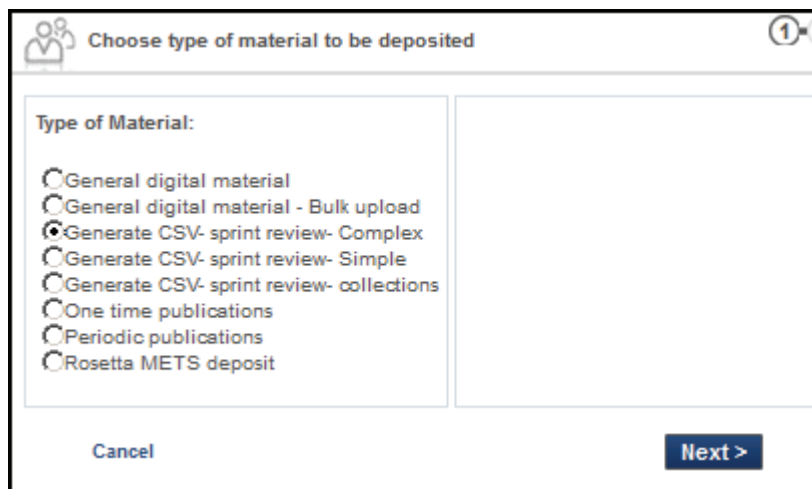


Figure 24: Select Type of Material

- 4 Select the type of CSV material you want to deposit. (Options depend on how your institution or Administrator has set them up.) Click **Next**.

The Upload Files page opens. For uploading CSV files, there will be a **Browse** button for your zip file and, below it, a **Browse** button for your CSV file.

- 5 Click the first **Browse** button and find your zip file on your computer, then select it.

The wizard page reloads with the name of your zip file.

- 6 If it has been deemed necessary and thus configured by the staff of your institution, a **Generate** button appears on the reloaded page (see below). Click this button to generate and download a CSV file with the metadata for your zip file. You can edit the CSV locally, then upload and continue the deposit activity submission. If no such button appears, skip to step 7.

Upload Files

Please upload your files here:

Upload File 1

Uploaded File: Config.zip  
Description: zipped activity content  
File:  Config.zip

Generate CSV File

Generate

If Staff-enabled, Generate option appears here

Upload File 2

Description: descriptive CSV file  
File:

Figure 25: Upload Files Page with Generate CSV File Section

- 7 Under the Upload File 2 heading, click the Browse button, navigate to your descriptive csv file and select it, then click **Next**.

Summary of Deposit

Deposit Activity ID 66  
Material Type CSV Loader Test

Acquiring Information

Selected files

| File Name | Status | Size | Date |
|-----------|--------|------|------|
|-----------|--------|------|------|

< Back Cancel Save as Draft Submit Deposit

Figure 26: Summary of CSV-Loaded Deposit

- 8 To save the upload and return to the work at a later time, click the **Save as Draft** button. To submit the deposit for staff review, click the **Submit Deposit** button.

The system processes the load according to your selection. If it detects errors and cannot process the data, it displays an error message on the next page.



## Collections

It is also possible to create collections and assign IEs to the collections using a CSV material flow.

A CSV deposit with collections can be performed by adding one or more collection rows (object type = `COLLECTION`) to the CSV file. The collection row should be placed above the IE level and contain all IEs below it (until the next collection row is defined).

CSV deposit with collections requires the following:

- The `dc:title` attribute must be defined in the CSV mapping table and added to the CSV file. This attribute reflects the collection name, which is a required field. Other `dc` fields are optional.
- If the collection is a subcollection, a `dcterms:isPartOf` value must be included in the CSV file. This attribute should contain the full path of the collections leading up to the current collection using a slash as the path separator.
- If any collection defined in this path does not exist, it will be created with minimal metadata.

Typical usage for CSV with collections is to enable auto-generation, which will automatically fill most of the mandatory collection metadata for you. Contact a Negotiator if you have questions regarding enabling this option.

---

### NOTES:

- The first row contains the labels for the mapping and should not be removed.
  - Only the comma is supported as a delimiter.
  - The CSV file must be encoded in `utf-8` (without BOM)
  - Text with comma must be encapsulated by double quotes (... , "Surname, Forename", ...)
  - Escaping: double quotes must be escaped with backslash (... , "\"The Merry Widow\"", "\"To Be or Not to Be\"", and other movies", ...). A backslash must be escaped with an additional backslash.
- 

## Submissions of Limited METS

Producers can deposit materials using a limited METS format, which means uploading material that can conform to a DC section of METS without requiring the time and potential errors of creating and validating a full METS file. (Only DC is supported.)

The directory structure of a SIP includes limited METS, as described in [Figure 19](#) on [page 35](#).

## Metadata Types

The metadata types supported by this workflow are at the IE level only and include the following:

- Descriptive metadata (`dmdsec` METS section)
- Source metadata (`sourceMD` METS section)
- Any DNX section at the IE level (for example, CMS or `generalIECharacteristics`)

## Material Flow

A material flow that uses the limited METS functionality should be created as follows:

- 1 Material flow should be Automated
- 2 Content Structure should be DC or Set Of Files (Simple or Complex)
- 3 Submission format can be any of the types associated with an automated material flow (for example, NFS, FTP, SFTP)

## Directory Structure

If the submission job is used to upload limited METS content, the following is the directory structure required by the submission job:

- 1 `//PredefineFolderForSF/-` (Directory)  
Rosetta accesses this folder (configured in the submission format to be used) and uploads the content located in one (or more) of the sub-folders beneath it.
- 2 `//PredefineFolderForSF/<SubFolder>` - (Directory)  
This directory contains the data of a single intellectual entity that is uploaded to Rosetta.
- 3 `//PredefineFolderForSF/<SubFolder>/content/???.xml` - (File)  
The METS file contains the metadata information to be added to the IE(s) created by Rosetta. Only one `xml` file is expected to be read by Rosetta.
- 4 `//PredefineFolderForSF/<SubFolder>/content/streams` - (Directory)  
This directory contains all the IE associated streams. All the files are uploaded to Rosetta into a single REP.

## Limited METS Structure

The METS may contain one or more of the following sections:

- Descriptive metadata (dmdsec METS section) – If there is more than one dmdsec, Rosetta will use the first one
- Source metadata (sourceMD METS section)
- Any DNX section at the IE level (for example, CMS or generalIECharacteristics)

The METS file has no naming convention.

An example for such a METS file can be found below.

## Limited METS Sample

The following sample includes a descriptive metadata section (dmdSec), a source metadata section (sourceMD) and a DNX section (CMS).

```
<mets:mets xmlns:mets="http://www.loc.gov/METS/">
  <mets:dmdSec ID="ie-dmd">
    <mets:mdWrap MDTYPE="DC">
      <mets:xmlData>
        <dc:record xmlns:dc="http://purl.org/dc/elements/1.1/">
          <dc:creator>Exlibris</dc:creator>

          <dc:identifier>ISBN 1-56389-016-X</dc:identifier>
          <dc:title>Limited Mets Test</dc:title>
        </dc:record>
      </mets:xmlData>
    </mets:mdWrap>
  </mets:dmdSec>

  <mets:amdSec ID="ie-amd">
    <mets:sourceMD ID="ie-amd-source-dc">
      <mets:mdWrap MDTYPE="DC">
        <mets:xmlData>
          <dc:record xmlns:dc="http://purl.org/dc/elements/1.1/">
            <dc:creator>Source MD Creator</dc:creator>
            <dc:title>Source MD (DC) Title</dc:title>
            <dc:date>01-01-2012</dc:date>
          </dc:record>
        </mets:xmlData>
      </mets:mdWrap>
    </mets:sourceMD>
  </mets:amdSec>
</mets:mets>
```

```
<mets:techMD ID="ie-amd-tech">
  <mets:mdWrap MDTYPE="OTHER" OTHERMDTYPE="dnx">
    <mets:xmlData>
      <dnx xmlns="http://www.exlibrisgroup.com/dps/dnx">
        <section id="CMS">
          <record>
            <key id="system">USM01</key>
            <key id="recordId">000002040-0</key>
          </record>
        </section>
      </dnx>
    </mets:xmlData>
  </mets:mdWrap>
</mets:techMD>
</mets:amdSec>
</mets:mets>
```

## Content Review

Staff users are responsible for checking content that Producer Agents have deposited. The content review determines whether there are technical issues (such as viruses or corrupted files) or non-technical problems (such as missing files) with the deposited content.

Based on this review, Staff users can make one of the decisions described in the following table:

Table 6. Possible Staff User Decisions

| Decision | Description   |
|----------|---|
| Approve  | Content that is free of any problems and is considered suitable for preservation, may be approved. Once approved, the content is permanently stored in the Rosetta system.                                  |
| Return   | Content that is suitable for preservation, but the content had some problems. For example, if the content contained corrupt files, the content would be returned to the Producer Agent to fix and resubmit. |
| Decline  | Content that is considered unsuitable for preservation may be declined. For example, the content contained vacation pictures of someone who is not famous. Declined content can never be resubmitted.       |



# 5

---

## Deposit Activity Management

This section contains:

- [About Deposit Activities](#) on page 47
- [Deposit Activity Folders](#) on page 48
- [Viewing Deposit Activity](#) on page 51
- [Editing and Depositing Draft Deposits](#) on page 53
- [Resubmitting Returned Deposits](#) on page 55
- [Managing Notes](#) on page 58
- [Deleting Deposit Activity](#) on page 59

### About Deposit Activities

A deposit activity is a set of files that a Producer Agent deposits or saves for future deposit. A deposit activity, for example, can be 150 scanned pages of a book along with 150 thumbnail files that are used for previews.

Producer Agents manage deposit activities using the Web-based interface. The interface provides information about each deposit activity, including deposit activity status, the reason for return or decline, or the description of a problem. In addition, the interface enables the Producer Agent to perform a number of actions on a deposit activity. For example, the Producer Agent can deposit draft deposit activities or resubmit returned deposit activities.

The actions that Producer Agents can perform on a deposit activity depend on its status. The Rosetta system stores the deposit activities in folders according to their statuses. (For more information, see [Deposit Activity Folders](#) on page 48.)

The Producer Agent is kept informed of the status of the submission through e-mails that are automatically generated by Rosetta at particular points in the review process, such as when the submission is received by the Rosetta system or when part or all of a submission has been rejected. Producer Agents may receive notice when their material is approved and placed in a permanent

repository. This is configurable (see [Adding an E-mail Confirmation in the Rosetta Configuration Guide](#)).

## Deposit Activity Folders

The deposit activity folders enable Producer Agents to manage content submitted to the Rosetta system.

Producer Agents can work with the following folders:

- [Drafts](#) (For more information, see [Drafts Folder](#) on page 48.)
- [Submitted](#) (For more information, see [Submitted Folder](#) on page 48.)
- [Returned](#) (For more information, see [Returned Folder](#) on page 49.)
- [Declined](#) (For more information, see [Declined Folder](#) on page 49.)
- [Approved](#) (For more information, see [Approved Folder](#) on page 49.)

### Drafts Folder

The Drafts folder contains deposit activities that Producer Agents have saved but have not yet deposited. Deposit activities in the Drafts folder can be edited by a Producer Agent. For example, a Producer Agent can add files, remove files, or change descriptive information.

Producer Agents can perform the following actions on deposit activities in the Drafts folder:

- [Viewing Deposit Activity](#) on page 51
- [Editing and Depositing Draft Deposits](#) on page 53
- [Managing Notes](#) on page 58
- [Deleting Deposit Activity](#) on page 59

### Submitted Folder

The Submitted folder contains deposit activities that have been deposited and are waiting for review by a Staff user. Deposit activities in the Submitted folder cannot be edited by a Producer Agent.

Producer Agents can perform the following actions on deposit activities in the Submitted folder:

- [Viewing Deposit Activity](#) on page 51
- [Managing Notes](#) on page 58



## Returned Folder

The Returned folder contains deposit activities that Staff users have reviewed and returned to the Producer Agent due to technical or non-technical issues with the content. Staff users can either return the entire deposit activity or specific files only:

- An entire deposit activity can be returned if the descriptive metadata is inaccurate, if some files are missing, or if the access rights are incorrectly defined. Producer Agents can replace and resubmit the individual returned files.
- Individual files can be returned if the file is corrupt or the image quality is poor. Producer Agents can replace and resubmit the individual returned files.

Producer Agents can perform the following actions on deposit activities in the Returned folder:

- [Viewing Deposit Activity](#) on page 51
- [Resubmitting Returned Deposits](#) on page 55
- [Managing Notes](#) on page 58

## Declined Folder

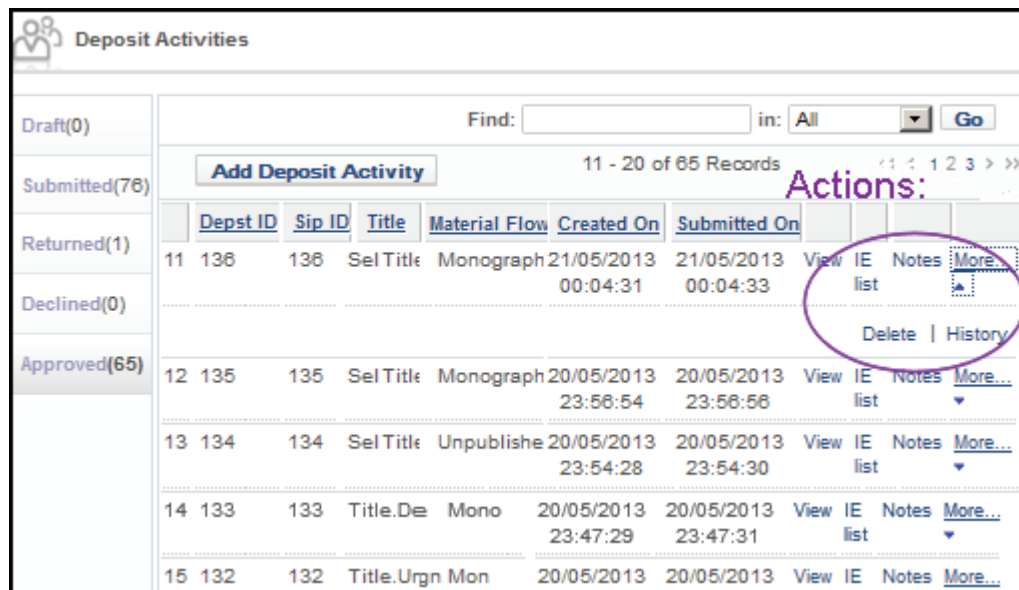
The Declined folder contains deposit activities that have been declined by a Staff user. Producer Agents can view the declined deposit activities. In addition, Producer Agents can view the Staff user's reason for, and explanatory notes concerning, the decline. Deposit activities in the Declined folder cannot be edited or deleted by a Producer Agent.

Producer Agents can perform the following actions on deposit activities in the Declined folder:

- [Viewing Deposit Activity](#) on page 51
- [Managing Notes](#) on page 58

## Approved Folder

The Approved folder contains deposit activities that have been approved by a Staff user. Deposit activities in the Approved folder cannot be edited by a Producer Agent.



| Deposit Activities |                 |                             |              |                       |                     |                     |      |                  |               |
|--------------------|-----------------|-----------------------------|--------------|-----------------------|---------------------|---------------------|------|------------------|---------------|
|                    |                 | Find: <input type="text"/>  |              | in: <b>All</b>        |                     | <b>Go</b>           |      |                  |               |
|                    |                 | <b>Add Deposit Activity</b> |              | 11 - 20 of 65 Records |                     | < 1 2 3 >>          |      |                  |               |
|                    | <u>Depst ID</u> | <u>Sip ID</u>               | <u>Title</u> | <u>Material Flow</u>  | <u>Created On</u>   | <u>Submitted On</u> |      |                  |               |
|                    | 11              | 136                         | 136          | Sel Title Monograph   | 21/05/2013 00:04:31 | 21/05/2013 00:04:33 | View | IE list          | Notes More... |
|                    |                 |                             |              |                       |                     |                     |      | Delete   History |               |
|                    | 12              | 135                         | 135          | Sel Title Monograph   | 20/05/2013 23:56:54 | 20/05/2013 23:56:56 | View | IE list          | Notes More... |
|                    | 13              | 134                         | 134          | Sel Title Unpublishe  | 20/05/2013 23:54:28 | 20/05/2013 23:54:30 | View | IE list          | Notes More... |
|                    | 14              | 133                         | 133          | Title.De Mono         | 20/05/2013 23:47:29 | 20/05/2013 23:47:31 | View | IE list          | Notes More... |
|                    | 15              | 132                         | 132          | Title.Urgn Mon        | 20/05/2013          | 20/05/2013          | View | IE               | Notes More... |

Figure 27: Approved Folder Activities

Producer Agents can click the text link **IE List** to view the list of IEs in permanent storage created from the selected SIP, and to view each IE itself.

Producer Agents can perform the following action on deposit activities in the Approved folder:

- **Viewing Deposit Activity** on page 51

## Viewing Deposit Activity

Producer Agents can view deposit activities in each folder. Some information is common to all the folders. For example, all deposit activities have a title, type, and date of creation. All activities also have a link to view a specific item's submission history. See [Activity History](#) on page 51.

In addition, some folders provide data that are specific to the deposit activity status. For example, deposit activities stored in the Returned folder contain a reason why the deposit activity was returned by the Staff user along with explanatory notes from the Staff user.

### To view deposit activities:

- 1 Log on to the Rosetta Deposit system. The Deposit Activities page opens.

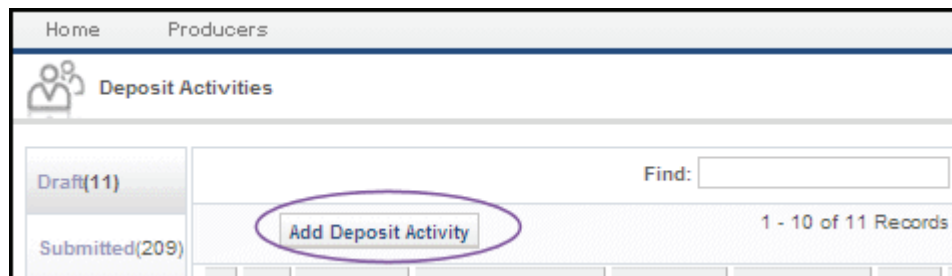


Figure 28: Deposit Activities Page (Partial)

The page consists of the following two panes:

- Folders, the column on the left, presents the names of the folders and the number of deposit activities stored for each kind.
- Deposit Activities list, to the right of the folders pane, displays deposit activities that are stored in the selected folder along with information about each deposit activity.

### NOTE:

A problem description is displayed in the Returned and Declined folders only. This field contains the reason why the deposit activity was returned or declined by the Staff.

- 2 Click the folder you want to view from the folders pane. The deposit activities in this folder are displayed in the Deposit Activities pane.

## Activity History

Deposit activities from every folder contain a link to each item's history. The history link appears in the row of the deposit activity, sometimes visible initially

and sometimes only after you click the **More** text in the corresponding row (see Figure 29).



| Deposit Activities         |        |                |                       |                     |                     |                   |      |      |       |
|----------------------------|--------|----------------|-----------------------|---------------------|---------------------|-------------------|------|------|-------|
| Find: <input type="text"/> |        | in: <b>All</b> |                       | <b>Go</b>           |                     |                   |      |      |       |
| 1 - 6 of 6 Records         |        |                |                       |                     |                     |                   |      |      |       |
| DepID                      | Sip ID | Title          | Material Flow         | Created On          | Submitted On        | Problem Descr     | View | Edit | Notes |
| 1                          | 189    | 186            | Selen Monograph Title | 21/05/2013 00:55:35 | 21/05/2013 00:55:37 | Files Rejected    | View | Edit | Notes |
| Delete   History           |        |                |                       |                     |                     |                   |      |      |       |
| 2                          | 188    | 185            | Selen Monograph Title | 21/05/2013 00:55:27 | 21/05/2013 00:55:29 | Files Rejected    | View | Edit | Notes |
| 3                          | 186    | 183            | Selen Monograph       | 21/05/2013          | 21/05/2013          | Corrupted file:te | View | Edit | Notes |

Figure 29: Displaying the History Option

When you click the **History** link for an item, the History page for that item opens.



| Deposit > History                    |  |              |                     |
|--------------------------------------|--|--------------|---------------------|
| Deposit Activity ID                  | 502  | Title        |                     |
| Material Type                        | Digitized Image  | Submitted On | 07/01/2010 14:56:29 |
| Created On                           | 07/01/2010 14:56:18  |              |                     |
| Filter: <b>All</b> 1 - 2 of 2 Events |  |              |                     |
| Event Type                           | Description  | Module       | Submitted On        |
| 1 Submit Deposit Activity            | Deposit Activity 502 was submitted for Producer 10000 using Material Flow 5  | Deposit      | 07/01/2010 14:56:30 |
| 2 Submit Deposit Activity            | Failed to submit Deposit Activity 502 for Producer 10000 using Material Flow | Deposit      | 07/01/2010 14:56:42 |

Figure 30: History Page for Submitted Folder Items

Items will have different amounts and types of events depending on how much they have been processed in the system. Figure 30 from the Submitted folder has two events so far.

To see further details for a history event, click the text under the Event Type heading. The History Event Details page opens (Figure 31).



Figure 31: History - Event Details Page

The Event Details page provides information such as the date on which the event occurred, issues and problems that arose during processing, and impact to the system.

## Editing and Depositing Draft Deposits

Producer Agents can edit and deposit any deposit activity in the Drafts folder. For example, a Producer Agent can add files, remove files, or change descriptive information. In addition, the Producer Agent can deposit the deposit activity.

To edit and deposit draft deposit activity:

- 1 On the Deposit Activities page (see [Viewing Deposit Activity](#) on page 51), locate the deposit activity you want to modify and click **Edit**. The Edit Deposit Activity page opens.

Deposit > Edit Deposit Activity

Deposit Activity ID843      Title Example      Created On 03/02/2010 23:19:27  
Material Type UNP      Submitted On

Descriptive Information   Access Rights   Upload Files   Summary

\* Creator Example  
\* Title Example  
\* Description Example  
\* Content Type Photographic Archive  
\* Creation date 01/02/2007  
Publisher's name  
Notes

Cancel      Save      Submit Deposit

Figure 32: Edit Deposit Activity Page

The Edit Deposit Activity page enables the Producer Agent to change the deposit activity information, as described in the following table:

Table 7. Edit Deposit Activity Tabs

| Tab                     | Description   |
|-------------------------|---|
| Descriptive Information | Enables the Producer Agent to edit the content metadata.  |
| Access Rights           | Enables the Producer Agent to edit who can view the content and when the content can be viewed. |
| Upload Files            | Enables the Producer Agent to edit the list of files.   |
| Summary                 | Enables the Producer Agent to view general information about the deposit activity.              |

- 2 Click the appropriate tabs and make the necessary changes.
- 3 To save the deposit activity and return to it later, click the **Save** button. The deposit activity shows in the Drafts folder.

To send the deposit activity for review, click **Submit**. The deposit activity is moved from the Drafts folder to the Submitted folder.

The deposit activity is submitted to a Staff user for review. Rosetta sends an automated e-mail confirming the submission by the Producer Agent. The e-mail contains

- a time stamp of the Deposit Activity (date and time)
- the Deposit Activity ID
- the Producer ID
- the Producer Name

## Resubmitting Returned Deposits

Staff users can either return the entire deposit activity or specific files only. There are different procedures for

- **Resubmitting an Entire Deposit** and
- **Resubmitting Individual Returned Files.**

Most importantly, a Producer Agent must address the relevant issues before resubmitting the deposit activity.

### Resubmitting an Entire Deposit

A Producer Agent can resubmit an entire returned deposit activity.

#### To resubmit an entire deposit:

- 1 On the Deposit Activities page (see **Viewing Deposit Activity** on page 51), in the folders pane, click **Returned**.
- 2 OPTIONAL: View any notes about why the item was returned.

- a Locate the deposit activity you want to resubmit and click the corresponding **Notes** text link. The Deposit Notes page opens.

Figure 33: Deposit Activity Notes Page

- b Review the reason why the deposit activity was returned and click **Back** to return to the Deposit Activities page.
- 3 Locate the deposit activity you want to resubmit and click the corresponding **Edit** text link. The Edit Deposit Activity page opens.

|   | Directory Name  | Date                |
|---|-----------------|---------------------|
| 1 | DepositExample1 | 09/11/2009 00:19:04 |
| 2 | DepositExample2 | 09/11/2009 00:19:04 |
| 3 | DepositExample3 | 09/11/2009 00:19:05 |
| 4 | docx test       | 10/12/2009 11:03:34 |
| 5 | 1076            | 10/12/2009 11:03:34 |

Figure 34: Edit Deposit Activity Page

For more information about the tabs on this page, see the table **Edit Deposit Activity Tabs** on page 54.

- 4 Click the appropriate tabs and make the necessary changes.
- 5 Click **Submit**.



The deposit activity is resubmitted to a Staff user for review. The Producer Agent receives a confirmation e-mail.

## Resubmitting Individual Returned Files

A Producer Agent can resubmit individual returned files that are stored in the Returned folder.

### To resubmit individual files:

- 1 On the Deposit Activities page (see [Viewing Deposit Activity](#) on page 51), in the folders pane, click **Returned**.
- 2 OPTIONAL: View any notes about why the items were returned. Partial or full notes may be viewable on the Deposit Activities page. To see the full note:
  - a Locate the deposit activity containing the files you want to resubmit and click the corresponding **Notes** text link. The Deposit Notes page opens.

|   |                      |              |                     |
|---|----------------------|--------------|---------------------|
| Deposit > Deposit Notes                 |                      |              |                     |
| Deposit Activity ID                     | 501                  | Title        | Created On          |
| Material Type                           | Digitized Image      | Submitted On | 07/01/2010 14:55:05 |
| Deposit Activity Notes View             |                      |              |                     |
| Updated on:                             | 03/02/2010 23:33:29  | Updated by:  | admin1              |
| Notes:                                  | Example note.        |              |                     |
| Add Note:                               | <input type="text"/> |              |                     |
| <input type="button" value="Add Note"/> |                      |              |                     |
| < Back                                  |                      |              |                     |

Figure 35: Deposit Activity Notes Page

- b Review the reason why the deposit activity was returned and click **Back** to return to the Deposit Activities page.
- 3 Locate the deposit activity containing files that need to be resubmitted and click the **Edit** text link in the corresponding row. The Resubmit Files page opens.

| Deposit Activity ID |  | Title        |  | Created On          |  |
|---------------------|--|--------------|--|---------------------|--|
| 501                 |  | Submitted On |  | 07/01/2010 14:55:18 |  |
| Material Type       |  | IMG          |  |                     |  |

| Material Type          |                 | LDS Automatic compliant deposit      |                     | Root Directory    |  |
|------------------------|-----------------|--------------------------------------|---------------------|-------------------|--|
| Submission Format Name |                 | LDS SF for extension of Internal NFS |                     | Current Directory |  |
| Select a sub-directory |                 |                                      |                     |                   |  |
|                        | Directory Name  |                                      | Date                |                   |  |
| 1                      | DepositExample1 |                                      | 09/11/2009 00:19:04 |                   |  |
| 2                      | DepositExample2 |                                      | 09/11/2009 00:19:04 |                   |  |
| 3                      | DepositExample3 |                                      | 09/11/2009 00:19:05 |                   |  |
| 4                      | docx test       |                                      | 10/12/2009 11:03:34 |                   |  |
| 5                      | 1076            |                                      | 10/12/2009 11:03:34 |                   |  |

Cancel Save Re-submit

Figure 36: Resubmit Files Page

- 4 OPTIONAL: Click the **Problem** link to view details about why the file was returned, then click **Back** to return to the procedure.
- 5 Click the **Replace** text link in the row of the file you want to replace.  
The page refreshes with an Upload File pane.
- 6 Click the **Browse** button in the Upload File pane and, in the Open a File dialog box, select the file to replace the returned one.
- 7 Click the **Upload** button.
- 8 Enter information, as needed, in the **Label** or **Notes** fields.
- 9 Repeat steps 5 to 8 for each file you want to resubmit.
- 10 Click **Submit**.

The deposit activity is resubmitted to a Staff user for review. The Producer Agent receives a confirmation e-mail.

## Managing Notes

Staff users record notes to explain why content was returned or declined. In addition, Producer Agents can record explanatory notes for the Staff users when they submit a deposit activity.

Producer Agents can view notes that are stored in all folders and can add and edit notes that are stored in the Drafts, Submitted, and Returned folders.

**To view, add, or edit notes:**

- 1 On the Deposit Activities page (see [Viewing Deposit Activity](#) on page 51), in the folders pane, click the folder containing the submission to which you want to add a note.
- 2 Locate the deposit activity with which you want to work and click the **Notes** text in the same row. The Deposit Activity Notes page opens.

|                     |                 |              |                     |
|---------------------|-----------------|--------------|---------------------|
| Deposit Activity ID | 501             | Title        | Created On          |
| Material Type       | Digitized Image | Submitted On | 07/01/2010 14:55:06 |

Deposit Activity Notes View

Updated on: 03/02/2010 23:33:29 Updated by: admin1

Notes: Example note

Add Note:

[< Back](#)

Figure 37: Deposit Activity Notes Page

- 3 To add a note, enter the information in the **Add Note** field and click the **Add Note** button.
- 4 Click **Save** to save your changes.

## Deleting Deposit Activity

A Producer Agent can delete deposit activities from the Drafts folder. Once a deposit activity is deleted, it cannot be restored.

**To delete a draft deposit activity:**

- 1 On the Deposit Activities page (see [Viewing Deposit Activity](#) on page 51), in the folders pane, click **Drafts**.
- 2 Locate the deposit activity you want to delete and click **More**. Additional options are displayed.
- 3 Click **Delete**.

The deposit activity is deleted from the Rosetta system.



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