



ACCESSIONING FILES FROM NETWORK DRIVE

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I. BASIC WORKFLOW

1. Use Bagger to transfer files from network drive and save in “[accession #]_original” folder on ira_locked. Validate bag and maintain files in bag
2. Record actions in Digital File Management Note of accession record in ASpace.
3. If department wants to keep network files, request that they lock folder. Make sure department has system in place to prevent transferring same files in the future.

II. UNIQUE IDENTIFIER

Assign transfers from network drives a unique identifier following the format that applies to your scenario. Use the unique identifier as the name of bags created with Bagger.

Scenario	Unique Identifier
Accession consists entirely of a single transfer from the network drive.	[accession #] Example: 2016ia38
Hybrid or digital accession that consists of multiple transfers from a network drive.	1) Maintain each transfer separately and distinguish the transfers through bag names based on topic, transfer date, etc. (You may change bag names after a transfer without affecting Bagger validation checks.) [accession #]_[topic, transfer date, etc.] Example: 2016ia38_PressClippings



	<p>Note: Make sure you do not duplicate identifiers if accession contains transfers from a local drive.</p> <p><i>Or</i></p> <p>2) Combine files from multiple transfers into a single folder structure. Move existing Bagger tag files to documentation folder and create a new bag in place. Assign “[accession #]” as the new bag name.</p>
<p>Hybrid or digital accession that consists of a mix of digital storage media.</p>	<p>[accession #]_networkdrive</p> <p>Example: 2016ia38_networkdrive</p>

III. VIRUS SCANS

Virus scans are not necessary for files transferred from network drives.

IV. FILE TRANSFER

Use Bagger to transfer files from network drives. See [Bagger User Guide.pdf](#) for guidance on using the software.

1. Run Bagger to transfer files from network drive to “[accession #]_original” folder on ira_locked.
2. Use unique identifier for the bag name.
3. Validate the bag to verify files were properly transferred.
4. Maintain files in bag.

V. DOCUMENTATION

In ASpace use the Digital Files Management Notes field under the User Defined section of the accession record to document the work you’ve completed, work that needs to be done, and any known issues or problems. Your notes should be clear enough for someone to be able to pick up from where you left off.

VI. MANAGEMENT OF NETWORK FILES POST-TRANSFER

Until a user-friendly interface is developed for staff to access their files in Rosetta, it is understandable if staff want to maintain a copy of transferred files on their network drive. In such cases, we need to make



sure that 1) they do not edit the transferred files and 2) that they do not transfer the same files to us in the future.

Work with the department to develop a procedure for handling files post-transfer. Possible solutions include renaming folders to indicate the files have been transferred to IA or moving them to a directory on their network drive specifically for transferred files. Have them put in a request with ITS to lock the folder to prevent staff from editing files and adding new files to the folder.

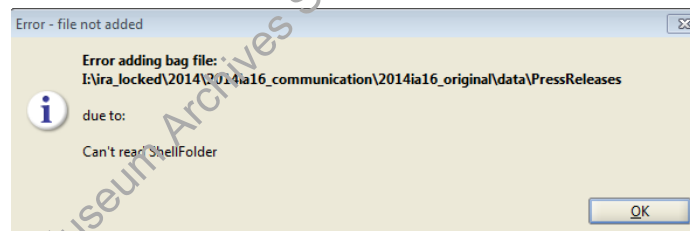
APPENDIX. TROUBLESHOOTING BAGGER

Too large. If you run Bagger first thing in the morning and the progress bar has not appeared by the end of the day, you may want to transfer the files in multiple bags.

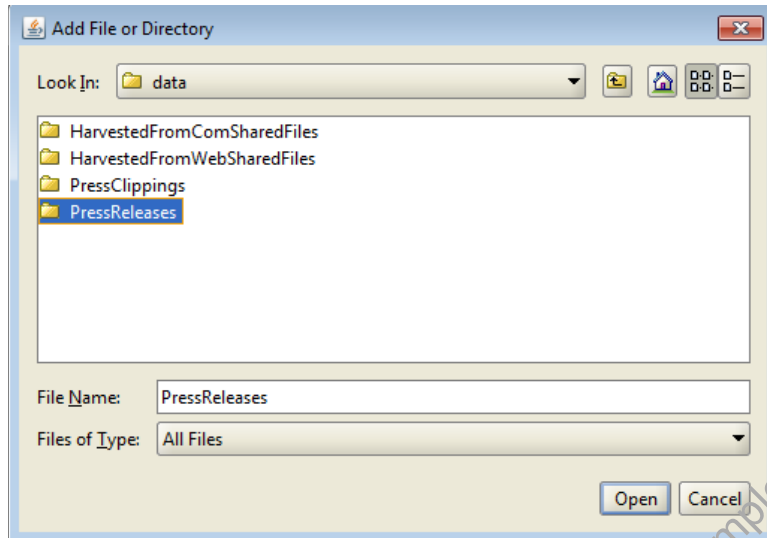
Filepaths too long. Bagger only identifies the first problem file it encounters. To identify all files that exceed the filepath limit, generate a listing of the file paths using Karen's Directory, saving as a tsv. Open the tsv in Excel and in the spreadsheet add a column with the formula "`=len([cell# of file path name])`". This will produce the number of characters of the file paths, by which you can then filter and sort. Alternatively, you can copy file path information from the Karen's Directory manifest and paste in [character count.xls](#). Try to limit the filepath well below 260 to accommodate the destination filepath.

If possible ask staff maintaining the files on the network drive to edit the file or folder names.

Can't read Shell folder. You may see this error when trying to add a folder to the payload.



In such circumstances, instead of single-clicking the folder and clicking open as in this example . . .



try double-clicking so that you are within the folder and then click Open.

