

## 7. Making Notes on Items

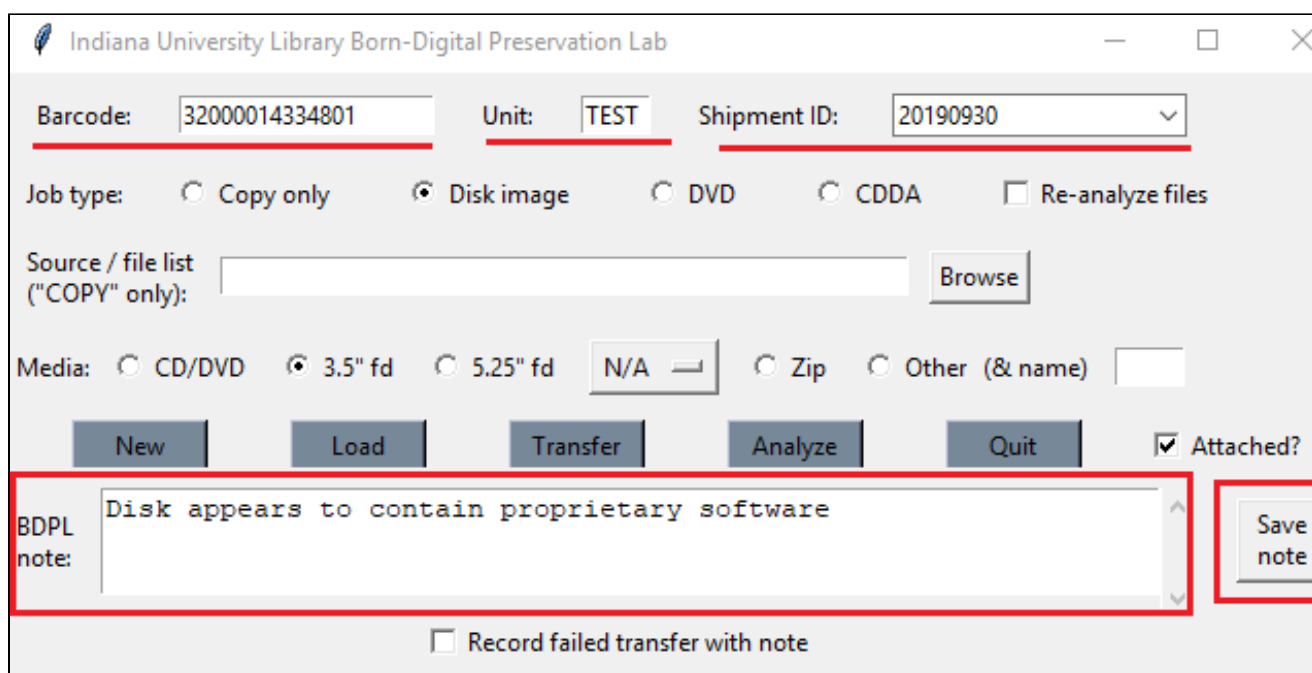
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### Overview

The 'BDPL note' field in the Ingest Tool interface is intended to allow Digital Preservation staff to record information about specific barcode items for internal purposes (i.e., tracking errors, documenting where procedures were left off, etc.) and also to convey information back to the collecting unit.

### Basic Operation

To record a note, you must have entered the barcode, unit, and shipment information and loaded the item record in the Ingest Tool. You may record a note before or after the transfer or analysis procedures are initiated. Simply type your information into the 'BDPL note' text box and click the 'Save note' button:



The screenshot shows the 'Indiana University Library Born-Digital Preservation Lab' interface. At the top, there are input fields for 'Barcode: 32000014334801', 'Unit: TEST', and 'Shipment ID: 20190930'. Below these are radio buttons for 'Job type' (Copy only, Disk image, DVD, CDDA) and a checkbox for 'Re-analyze files'. A 'Source / file list ("COPY" only):' field with a 'Browse' button is present. The 'Media:' section includes radio buttons for 'CD/DVD', '3.5" fd', '5.25" fd', 'N/A', 'Zip', and 'Other (& name)'. A row of buttons includes 'New', 'Load', 'Transfer', 'Analyze', and 'Quit', along with a checked 'Attached?' checkbox. The 'BDPL note:' field contains the text 'Disk appears to contain proprietary software'. A 'Save note' button is located to the right of this field. At the bottom, there is a checkbox for 'Record failed transfer with note'.

The note will then be written to the shipment spreadsheet and will be loaded into the text box, the next time you access the item via the Ingest Tool interface.

### Failed Items

If an item has conclusively failed (i.e., the BDPL lacks appropriate hardware, ddrescue could not recover data, the media's file system is not recognized, etc.), you should record the issue in the BDPL note box and also click the 'Record failed transfer with note' checkbox before saving the note.

Indiana University Library Born-Digital Preservation Lab

Barcode:  Unit:  Shipment ID:

Job type:  Copy only  Disk image  DVD  CDDA  Re-analyze files

Source / file list ("COPY" only):

Media:  CD/DVD  3.5" fd  5.25" fd   Zip  Other (& name)

Attached?

BDPL note:

Record failed transfer with note

Doing so will record a status of 'Failed' in the shipment spreadsheet in addition to documenting the note.

**NOTE:** Be sure to thoroughly troubleshoot an item (consulting with the Digital Preservation Librarian, as needed) before recording an item as 'Failed.'