

Manual Deposit

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**). After a compressed file is selected for uploading on the Upload Files page, the Selected Files list displays actual files extracted from it.

The following topics describe manual deposits:

- [Submission Formats](#)
- [Depositing Content Manually](#)
- [Depositing SIPs in CSV Structure](#)

Submission Formats

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

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"> • the total size and number of files that can be uploaded. • what file types can be uploaded. For example, the submission format can limit the deposit to: • JPG or PDF files only.

Submission Format	Files Are Uploaded...	Limitations
		<ul style="list-style-type: none"> No more than 20 files. No more than 5 MB for all files. <p>For more information, see HTTP Load Submission Format.</p>
Detailed	One by one	<p>The submission format specifies</p> <ul style="list-style-type: none"> the exact number of each file type that must be uploaded. the maximum size of each file to be uploaded. <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. For more information, see Detailed Submission Format.</p>
Bulk (Aurigma licensed users only)	Multiple files simultaneously	<p>The submission format limits</p> <ul style="list-style-type: none"> the total size and number of files for the deposit, regardless of the file types. what file types can be uploaded. For example, the submission format can limit the deposit to: <ul style="list-style-type: none"> JPG or PDF files only. no more than 20 files. no more than 5 MB for all files. <p>For more information, see Bulk Submission Format (Aurigma Licensed Users Only).</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.

Deposit ID	SIP ID	Title	Material Flow Type	Created On	Submitted On	View	Edit	Notes	Delete	History	Submit
1	932	Oil paintings I like	Unpublished	13/02/2015 21:26:41		View	Edit	Notes	Delete	History	Submit
2	9132	911	Digitized Image	20/01/2015 22:11:30		View	Edit	Notes	Delete	History	Submit
3	9121	909	Digitized Image	20/01/2015 13:48:48		View	Edit	Notes	Delete	History	Submit
4	9117	908	Digitized Image	20/01/2015 13:39:17		View	Edit	Notes	Delete	History	Submit
5	7735	834 Aurigma Test	Unpublished	14/08/2014 08:13:41		View	Edit	Notes	Delete	History	Submit
6	7632	829	Digitized Image	22/07/2014 07:19:45		View	Edit	Notes	Delete	History	Submit
7	7615	828	Digitized Image	21/07/2014 17:21:33		View	Edit	Notes	Delete	History	Submit
8	7613	827	Digitized Image	21/07/2014 14:56:33		View	Edit	Notes	Delete	History	Submit
9	7610	826	Digitized Image	20/07/2014 17:18:54		View	Edit	Notes	Delete	History	Submit
10	7608	825	Digitized Image	20/07/2014 16:10:28		View	Edit	Notes	Delete	History	Submit

Add Deposit Activity Button

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

Choose type of material to be deposited

1

Type of Material:

- Alma Integration Material Flow
- Audio
- Automated CSV (ASCSA)
- BagIt
- Bulk upload for Aurigma
- CSL Manual CSV
- CSV Loader Material Flow
- CSV Upload
- DC xml
- FTP Deposit
- Gal_MaterialFlow
- General digital material
- General digital material - Bulk upload
- Harvest Exported Digital Content
- Harvest Exported Esploro Content
- METS
- METS - Structural IEs
- METS Amazon S3
- Manual CSV
- One time publications
- Unpublished Archival Materials
- Unpublished digital material

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.

Descriptive Information Page

5. Complete the descriptive information fields as required.

Note

- 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.

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.

- 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**.
- In the **Agreement** pane, read the agreement and select the **I accept the terms** check box.
- 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](#)
- [Detailed Submission Format](#)
- [Bulk Submission Format \(Aurigma Licensed Users Only\)](#)

Summary of Deposit

Deposit Activity ID 26654
Material Type General digital material

Descriptive Information

Creator	Joe Smith	URL	-
Title	Art History	ISBN	-
ISMN	-	Year of publication	1999
Publisher's name	-	Notes	-
Extent	-	Harvard Category	Art

Access rights

Group	Accessible from institution premises
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Retention Policies

Group	IE Creation Date Time Elapsed
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Selected files

File Name	Label	Note	Source	Status	Size	Date
1 Canon - Nitzan 2009 - Directing Questions REV-IL-BENBO-3060.pdf	-	-	-	VALID	64.30	09/04/2024

Back Cancel Save as Draft Submit Deposit

Summary of Deposit Page

- 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.

HTTP Load Submission Format

To upload a file using the HTTP load submission format:

1. On the Upload Files page, 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.

File Name	Label	Note	Source	Status	Size	Date
1 Canon - Nitzan 2009 - Directing Questions REV-IL-BENBO-3060.pdf				VALID	64.30	09/06/2024

Summary of Deposit Page

- 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.

Detailed Submission Format

Additional fields are described in the following table:

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 Browse 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:

- On the Upload Files page (see [Depositing Content Manually](#)), click **Browse** and, in the Open a File dialog box,

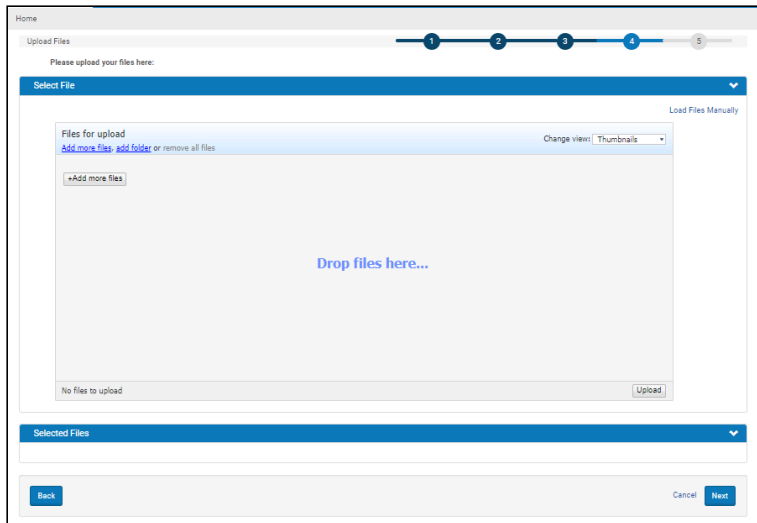
select the file you want to upload.

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.



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

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

The Summary of Deposit page opens. Complete the procedure using Step [11](#) of [Depositing Content Manually](#).