

Metadata Enrichment Workflow

Step 1: Upload Digital Resource

To run metadata enrichment from digital resources, you must [add digital representations to a collection](#).

Step 2: Run Metadata Enrichment

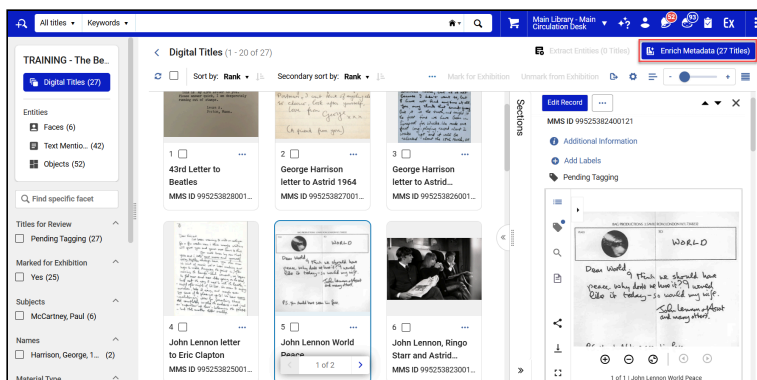
Note

For optimal results, we recommend performing the metadata enrichment process on titles that have already undergone the entity extraction and tagging process. This ensures that the maximal amount of context and available data is provided to the AI to generate more accurate metadata.

The pop-up provides easy access to the lists of titles that may still require processing.

Each of these rows is linkable and leads to the set of titles that we recommend addressing before moving to the enrichment phase.

1. Go to **Specto > Data Management > Manage Collections**.
2. In the list of collections, find the collection with the titles you want to enrich.
3. Select the **More Actions** button and select the **Digital Metadata Assistant** option.
4. Select the **Enrich Metadata** button.




A pop-up appears indicating the number of titles processed.

- X titles failed extraction
- X titles pending extraction
- X titles pending tagging


Note

We recommend reviewing the titles that may still require entity extraction or tagging before proceeding to the enrichment stage.



Metadata Enrichment

27 Titles from TRAINING - The Beatles will be submitted for metadata enrichment and approval. Do you want to proceed?

 For the best outcomes, it's advisable to first finish the extraction and tagging steps before enriching the metadata.

[27 Titles Pending Tagging](#)

*It may take some time to complete.

1. Once you have reviewed all the titles for pre-processing, you can proceed to **Enrich Metadata**.
2. The AI analyzes the content and existing metadata, generates metadata suggestions, and fills out the bibliographic record fields.
3. Once the enrichment process is complete, an informational sidebar appears to notify the user. A note on the side, which appears in real time, confirms that the process is complete.

Note

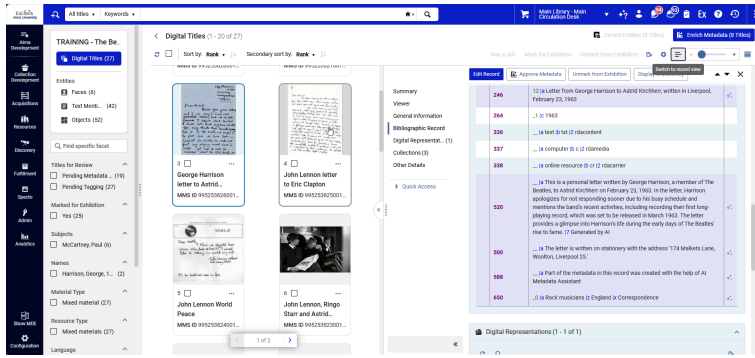
When AI metadata enrichment is performed, a field is added with the value: **Part of the metadata in this record was created with the help of AI Metadata Assistant**. For MARC21, this appears in the 588 field. For DC, this appears under the `dcterms:provenance` field.

Note

The AI-generated fields appear in purple in the records, and the title is status **working copy**.

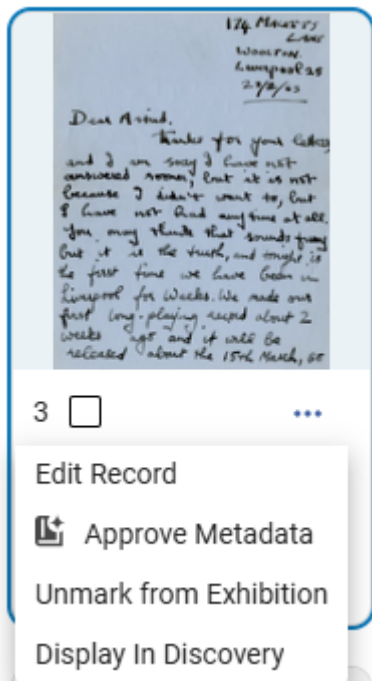
Step 3: Review and Edit Suggested Metadata

1. Once enrichment is complete, a notification message appears to inform the user.
2. You can view the record information on the right-hand side pane by selecting the title.
3. Review each field carefully and check the validity of the data provided. Warnings and errors appear above the resource preview. Check them before approving the generated metadata.



4. Edit, accept, or discard the field as needed.

1. **To accept:** Select the **Approve Metadata** button at the title level.



2. **To edit:** Select the **Edit Record** option to open the record in the **Metadata Editor**. Edit the fields you wish to change and select the **Save Record** option under the **Save** menu.
3. **To discard selected:** Select the **Edit Record** option to open the record in the **Metadata Editor**. Select the record field you wish to delete, select **Editing Actions**, and select the **Remove Field** option.
4. **To discard all edits:** Select the **Edit Record** option to open the record in the **Metadata Editor**. Select the **Reload Original Record** option and **Save**.

Note

A star icon appears next to the title name for all titles with metadata enriched by Digital AI and approved by a cataloger.

To review these titles, set the Advanced Search for **Enriched with Digital AI** to **Yes**.