

Mars Upload Instructions

Choose a site and confirm ready for upload

The sites that are ready for upload are in the ReadyToDepositInMARS folder. There is a subfolder for project partners I'd like to consult before we upload their content. There is a separate folder (not in the ready to deposit folder) for other projects whose wgets need to be revisited for one reason or another.

Before beginning, please unzip the folder of website files, open the index folder in your browser, and navigate through the site to confirm that all expected content is present. If something doesn't work on your local copy, please confirm it is also broken on the server and not a failed wget.

Also please double-check the metadata and make sure it matches what you're seeing on the site.

Once you've double-checked the site, follow the instructions below.

Navigate to the right collection and begin submission

- 1) Log into mars.gmu.edu
- 2) From the list of "Communities in MARS" navigate to
 - a) "Centers and Institutes"
 - b) "Roy Rosenzweig Center for History and New Media"
 - c) EITHER
 - i) a relevant collection (PressForward, ECHO, etc.)
 - ii) or "Archived Digital Collections"
 - (1) a relevant collection (Course websites, etc.)
- 3) From the digital collection, select the option to "Submit a new item to this collection"

Submission metadata

- 4) Use the "Lookup and add" button to look for the authors; if the authors are not already in the system, then enter the names manually and add
- 5) Enter the title of the item
- 6) Enter the date of the item
 - a) Note: If there's a date range, choose the latest possible date for the item and indicate the date range in the abstract (step 13 below)
- 7) Enter the publisher as "Roy Rosenzweig Center for History and New Media"
- 8) For items that are not being deleted from the servers, add the URL as an identifier (under the category URI)
- 9) For the type, you can select multiple options

- a) course websites and ed projects are “learning object”
 - b) if there is a dataset, select “dataset”
 - c) most grant-funded sites will be “project” (e.g. not course websites or event websites)
 - d) some may be “software”
 - e) if it’s an image-based website, it can be “image” but we’ll have screenshots on everything so we don’t want to say image for everything
- 10) Language will usually be English (US)
 - 11) If you need to take a break, “Save & Exit” will let you keep working on it later, otherwise the “Next” button will let you continue
 - 12) For describe, use whatever keywords make the most sense to you, but include “digital history” for all projects and “pedagogy” for course/pedagogical projects
 - 13) “Abstracts” is where you should put in the description paragraph and also the former URL if appropriate.
 - 14) “Sponsors” is where you should put any information about grant funding
 - 15) “Description” is where you should put any information about the files, e.g. “The WARC file must be opened using a program like Webrecorder.io. The ZIP contains a static version of the website.”
 - a) For ECHO project files, also add “Index.html is a copy of the website homepage code. For a full version of the website, see the ZIP file.”
 - 16) Nothing needs to be embargoed

Submission files

- 17) Upload the screenshot tiffs with descriptions like “Landing page screenshot” or “About page screenshot.”
- 18) Upload the WARC file with descriptions like “Website WARC file”
- 19) Upload the CDX file with descriptions like “Website CDX file”
- 20) The HTML and CSS files for the websites will be *numerous*. Go to the Google Drive and ZIP them together so that you have the entire website in a single file. Upload this file with a description like “Zipped website files”

Final steps

- 21) You will have a chance to review what you’ve written (Review)
- 22) Websites that are entirely owned by RRCHNM and do not contain any copyrighted images/media can be released Creative Commons Non-Commercial ShareAlike. Everything else should be submitted under “No Creative Commons License”. (CC License). If you have any questions about a site, feel free to email me about it.
- 23) You will then click a button to agree that MARS can upload and display these files (License)
- 24) Finally, you will have one last chance to look everything over (Complete)
- 25) The folks at MARS will review our uploads before they push things live.

Tracking

- 26) To ensure that we're tracking the work we've done, please go into the Google tracking sheet. Most should be in the "Upload to MARS" sheet which means some WGET action has already been run on them (even if the WGET needs to be redone) - please move to the "Waiting for MARS Acceptance" sheet and color the "Action" cell BLUE for an in-progress but not complete upload.
- 27) I will remove the folder from the Google Drive to my work computer at this point (to save Drive space), so don't be surprised if the folder disappears - I can reupload it at any time if you need access to it again
- 28) Please color the "Action" cell GREEN when you receive the email from MARS indicating that the item has been added to the collection. That will let me know when we can update URLs, move the website from one sheet to another on the main tracking sheet, and remove the active version of sites from the server if they are sites that will be archived. (Right now, I am handling this step, but we can change that if it ends up creating a processing backlog.)

Notes

If you Save & Exit MARS at any point in this process, you can pick up where you left off using the "Submissions" button on the right hand side of the page (under the "Profile" button) and see you list of in-progress submissions and/or delete anything that you accidentally created and didn't mean to make.

Podcast projects will have to be dealt with slightly differently from other sites, as each episode of the podcast is its own entry in MARS. We will also want to submit the podcast website as a whole.

If there is a website/project associated with a piece of software (e.g. Scripto) then we can download the current/latest copy of that software from GitHub and zip a copy of the software into the deposit as well.