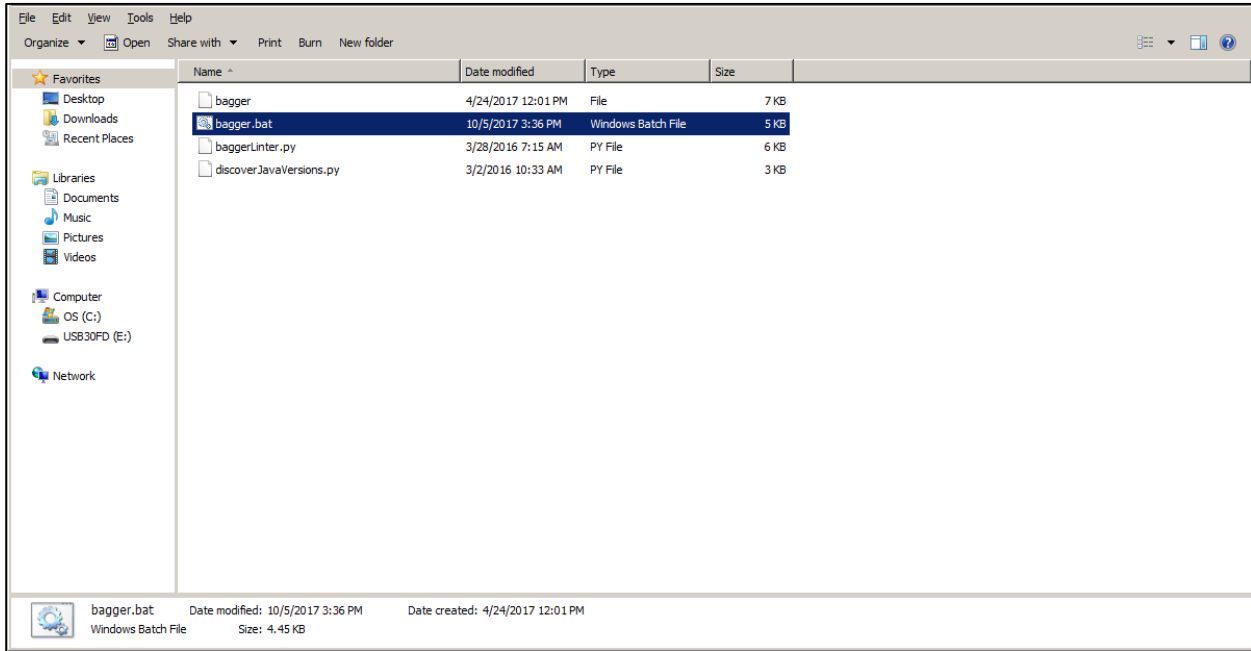




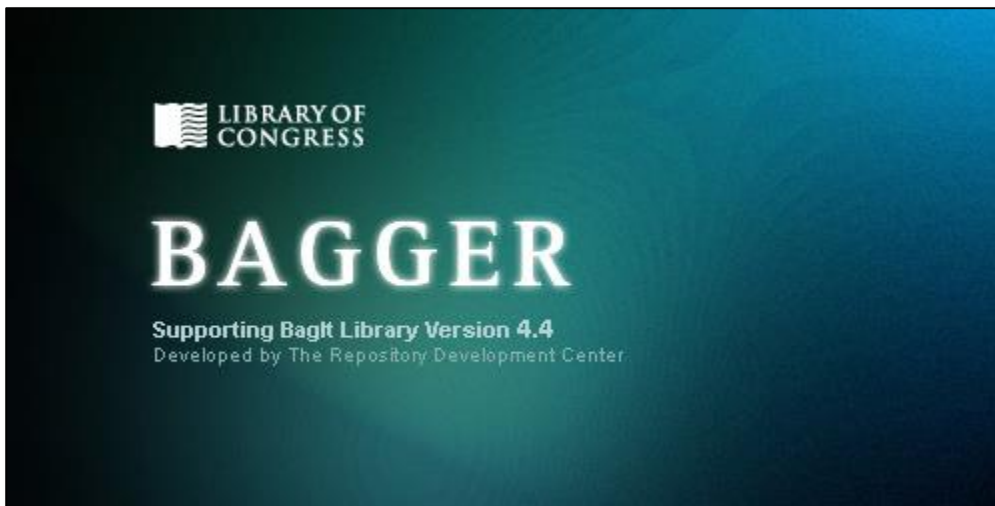
## Digital POWRR How-to Tech Tutorial

### Using BAGGER

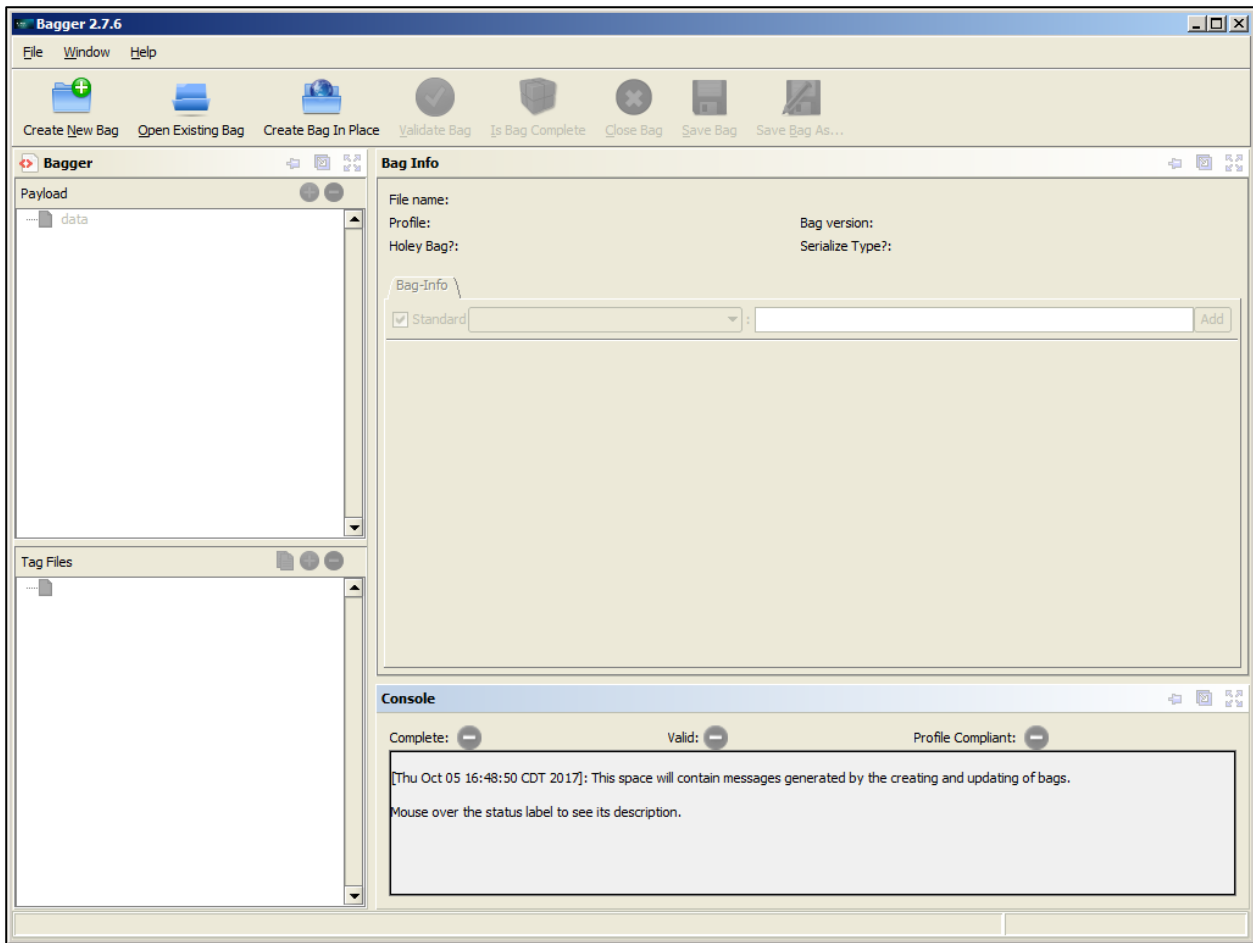
Using Windows Explorer, go to the directory that you had previously extracted the Bagger program into. Double click on Bagger.bat to start the Bagger program.



When Bagger starts up, you will see the a command line prompt window open as well as the Library of Congress start screen for Bagger.



This is a screenshot showing the main program window for Bagger.



### Using Bagger:

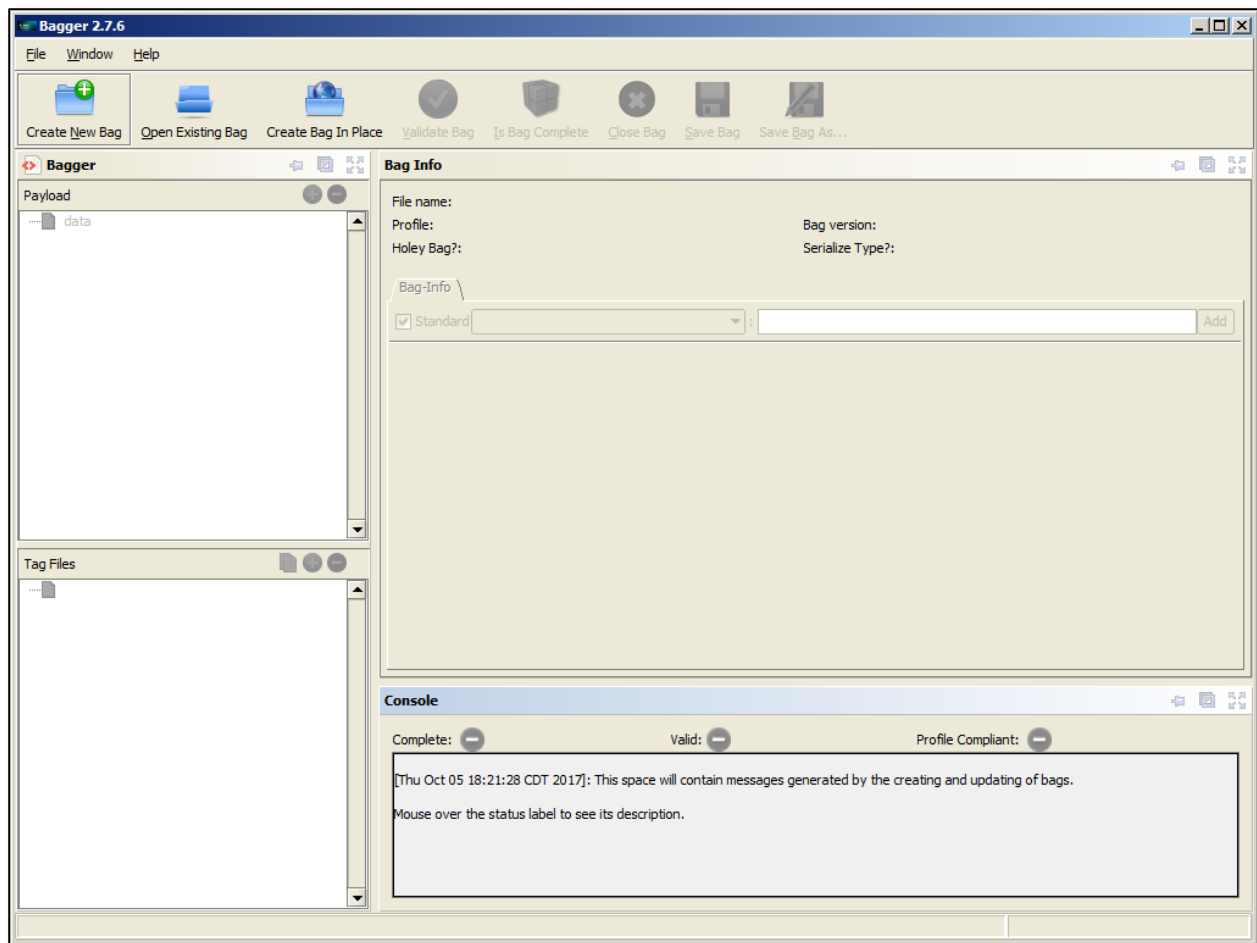
For Bagger, there are two choices when creating a “bag”.

Option 1: “Bag a Copy” whereby Bagger creates a copy of your original materials, which can be from one or more different source locations, and then put them into a BagIt bag. Choosing this will leave the originals untouched. It does have some expense in terms of time and space as a full copy of the originals will be made.

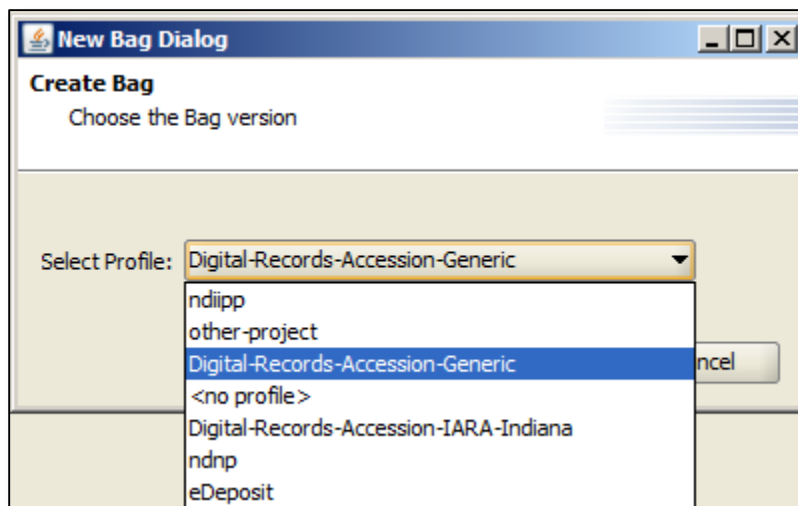
Option 2: “Bag in Place” whereby Bagger bags the original materials themselves and does not create a copy. The originals are then only present in the bag. Also, if you have multiple locations to bag files from, the bag in place option will not work directly. You have to first manually organize all of the files so that they are put together.

#### Option 1: “Bag a Copy”:

Click on the “Create New Bag” button in the upper left hand corner.



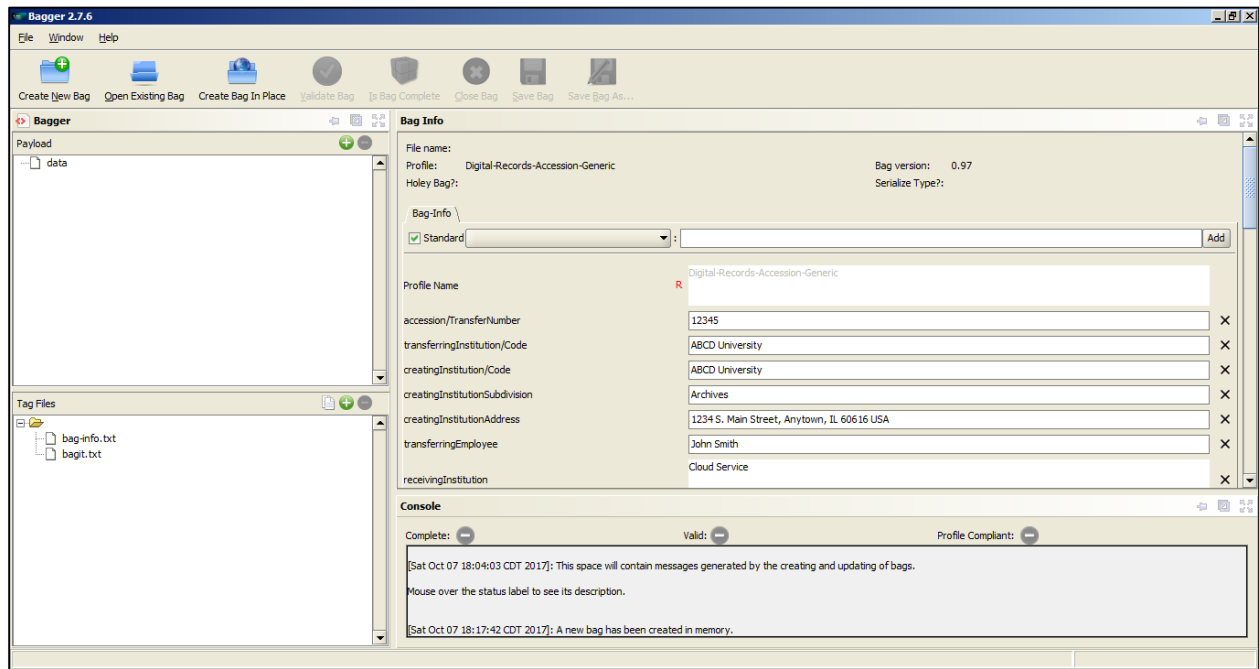
On this next screen, choose the option “Digital-Records-Accession-Generic” unless you have another specific profile that you would like to use that is available from the drop-down list. Click OK when you are ready.



This takes you back to the main window of Bagger.

- The Bag version field in the “Bag Info” pane of Bagger is now filled out. It shows that the bag version is 0.97. The Bag Info pane contains information that becomes your “shipping label”.

- Any fields that are required will have a red “R” next to them (we already selected a profile after we clicked on “Create New Bag”). The rest of the fields are optional and you can remove any that you do not need or want by clicking the black “x” to the far right of the field.
- The drop-down selection marked with “???” indicates that a value can be selected from a list of items.
- As you can see in this screenshot below, we have filled out some of the fields in this profile with some basic information about this “bag”.



The rest of the fields in this profile have been filled out as needed. The example data entered into this profile are listed below. Any drop-down list choices are provided in brackets “< >” below, with the choice selected highlighted in yellow. Not all fields may be relevant to a collection and are not required.

Profile name was already chosen	
accession/TransferNumber:	12345
transferringInstitution/Code:	ABCD University
creatingInstitution/Code:	ABCD University
creatingInstitutionSubdivision:	Archives
creatingInstitutionAddress:	1234 S. Main Street, Anytown, IL 60616 USA
transferringEmployee:	John Smith
receivingInstitution:	Cloud Service
receivingInstitutionAddress:	4567 S. Main Street, Anothertown, IL 60617 USA.
receivingEmployee:	Jane Doe
recordsSeriesNumber:	55
recordsSeriesTitle:	Cat Collection
recordsRetentionType:	<Permanent (Keep Forever)> <Non-Permanent (Limited)> <Not-Yet-Known>

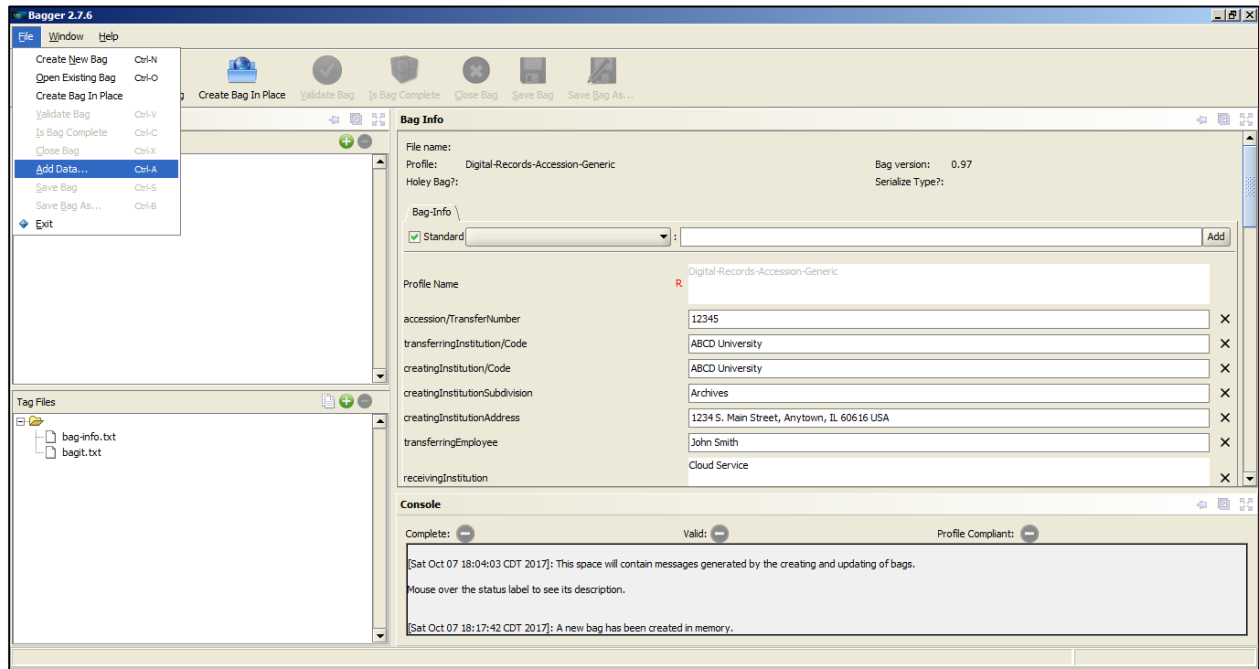
recordsDispositionNumber/Code:	75
recordsTitle/Description:	Cat Collection 1
recordsCreationStartDate (MM/DD/YYYY):	10/1/2017
recordsCreationEndDate (MM/DD/YYYY):	10/7/2017
recordsHashedBeforeTransfer?	<Yes> <No>
hashSignatureType:	<MD5> <SHA1> <SHA224> <SHA256> <SHA-512> <SHA-384>
recordsMedium/Carrier #1:	<CD> DVD> <Blu-Ray> <HDD/Hard-Drive> <USB: Flash/Thumb-Drive> <Floppy: 3.5in>
	<Floppy: 5.25in>
howManyReceived? #1(e.g. 3):	2
recordsMedium/Carrier #2:	<CD> DVD> <Blu-Ray> <HDD/Hard-Drive> <USB: Flash/Thumb-Drive> <Floppy: 3.5in>
	<Floppy: 5.25in>
howManyReceived? #2(e.g. 3):	3
recordsMedium/Carrier #3:	<CD> DVD> <Blu-Ray> <HDD/Hard-Drive> <USB: Flash/Thumb-Drive> <Floppy: 3.5in>
	<Floppy: 5.25in>
howManyReceived? #3(e.g. 3):	
recordsMedium/Carrier #4:	<CD> DVD> <Blu-Ray> <HDD/Hard-Drive> <USB: Flash/Thumb-Drive> <Floppy: 3.5in>
	<Floppy: 5.25in>
howManyReceived? #4(e.g. 3):	
recordsMedium/Carrier #5:	<CD> DVD> <Blu-Ray> <HDD/Hard-Drive> <USB: Flash/Thumb-Drive> <Floppy: 3.5in>
	<Floppy: 5.25in>
howManyReceived? #5(e.g. 3):	
transferMediaKept?:	<Yes> <No> <Not-Yet-Known>
mediaLocation (if media kept):	Bin 5123
recordsReceivedDate (MM/DD/YYYY):	9/25/2017
mailing/TrackingReference (if available. e.g. USPS tracking #):	
mailingMethod (if mailed. e.g. USPS):	
digitalOriginality:	<Original (Born Digital)> <Original Surrogate (Digitized/Migrated & Physical/OriginalDestroyed)> <Surrogate (Digitized/Migrated& Physical/Original Kept)> <Not-Yet-Known>
physicalRecordLocation (if digitized or Kept):	
Classification (for Access):	<Open/Public> <Open/Redacted> <Semi- Confidential> <Confidential/Sensitive><Classified/Top-Secret>, <Not-Yet-Known>

Classification (Value for Priority Actions):	<Vital (Birth/Death/Marriage/Land/Rights)> <Critical (Essential or Indispensible for Business)> <High Value (Re-Appraised or Perceived as)> <Not-Yet-Known>
Classification (Value for Agency):	<Information on the set-up and origin of the agency> <Document important decision-making processes> <Document functions and accomplishment of agency> <Document key operations of agency> <Document key decision making process of top and mid level management> <Not-Yet-Known>
Classification (Appraisal - Value for Residents/citizen):	<Document rights and obligations of the Government> <Document rights of residents/citizens> <Not-Yet-Known>
Classification (Appraisal - Value for Nation/State/Locality):	<Information on Federal/State/Local government sovereignty> <Information on Federal/State/Local government security> <Information on relations with other Federal/State/Local government> <Information on locality/nation building efforts> <Not-Yet-Known>
Classification (Appraisal - General Value):	<Intrinsic value> <Future research> <Not-Yet-Known>
digitalContentStructure:	<Compound (Multiple Types)> <Word Processing> <Plain Text> <Text with Markup> <Spreadsheet> <Presentation> <Database>
digitalFormatOpenness:	<Open/Standard> <Ubiquitous/DeFacto> <Proprietary> <Mixed> <Not-Yet-Known>
OAISdigitalCurationLifecycle:	<SIP> <AIP> <AIPe (encapsulated AIP)> <DIP>
Notes:	
accessionBagCreator (update if different):	"Enter your name here"

An acquisition of a collection may come from multiple storage media/carriers, i.e. different CDs or DVDs or flash drives. Thus, the “records/medium carrier” field has been repeated five times in this profile to allow for entry of multiple types of medium; more can be added if needed.

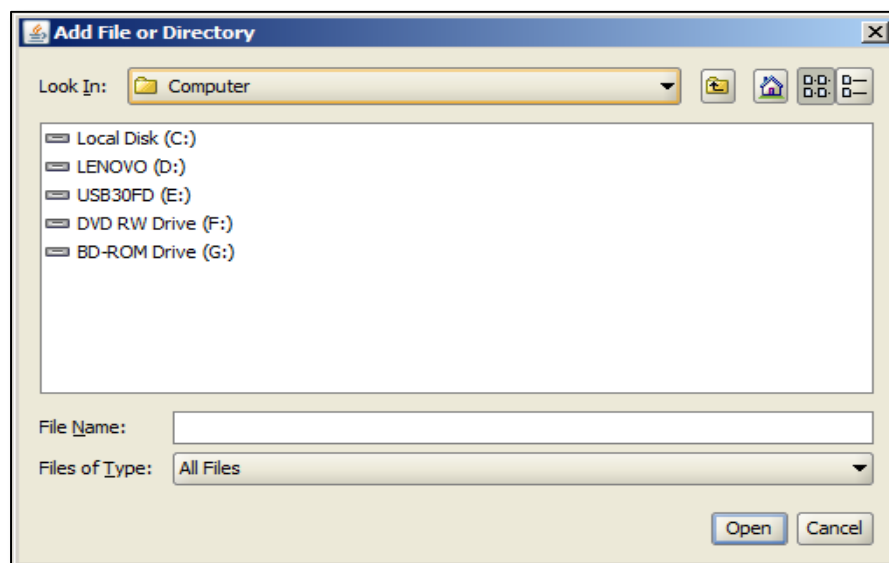
Next, click on the File button from the menu bar and choose “Add Data...” to add the files that you want to “bag” up.

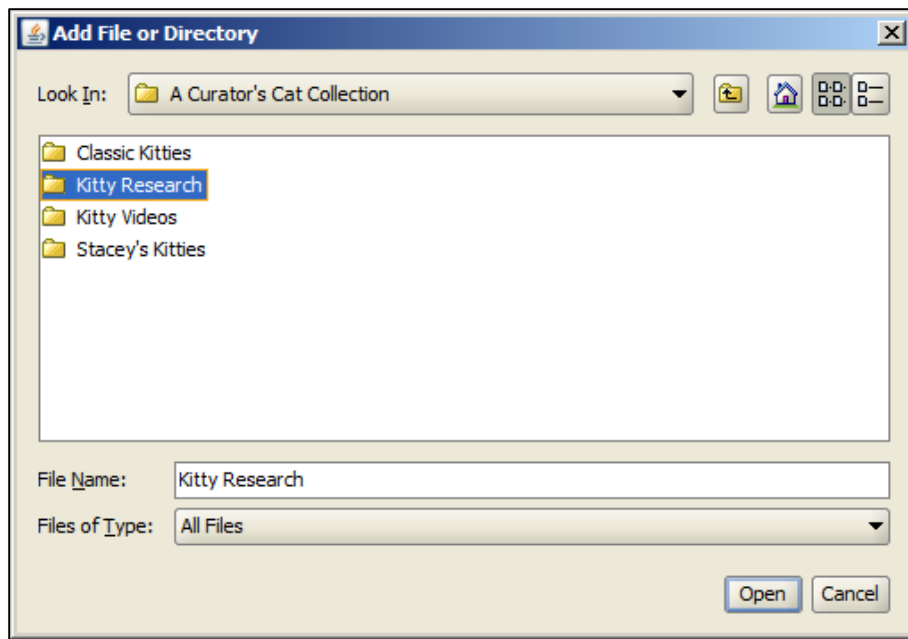
(The plus sign in the payload window in the top left pane will also perform the same action).



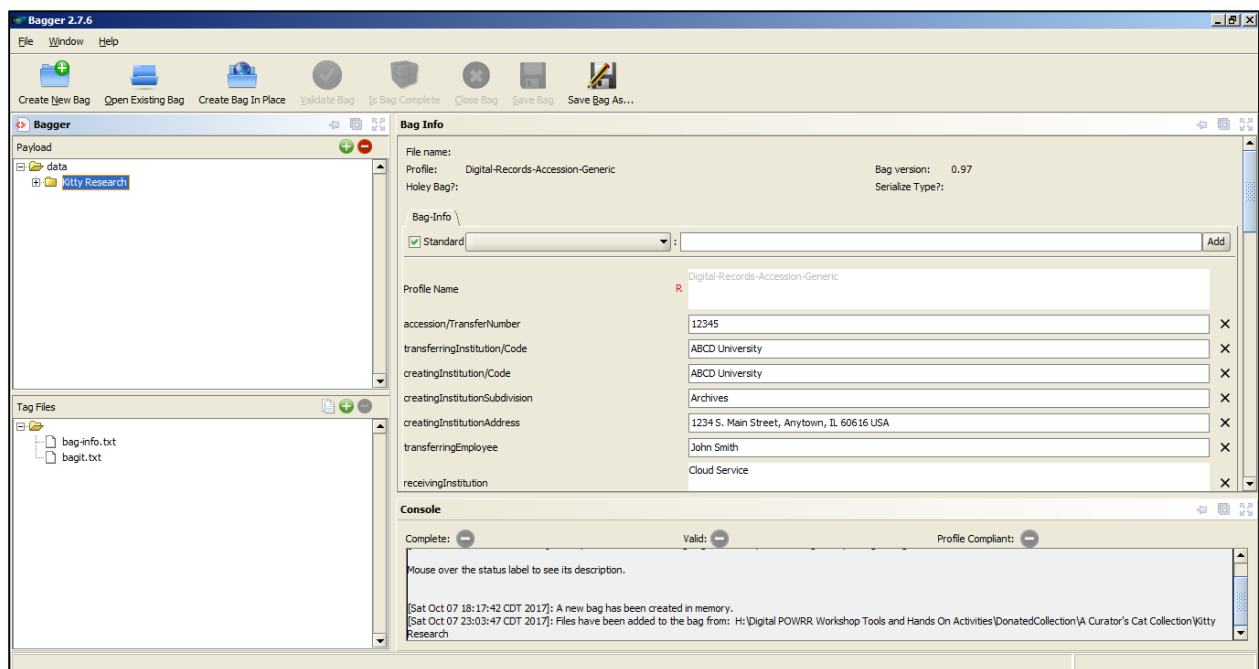
Browse to the directory that has the files that you want to bag up.

Once you have found the correct directory, click Open.



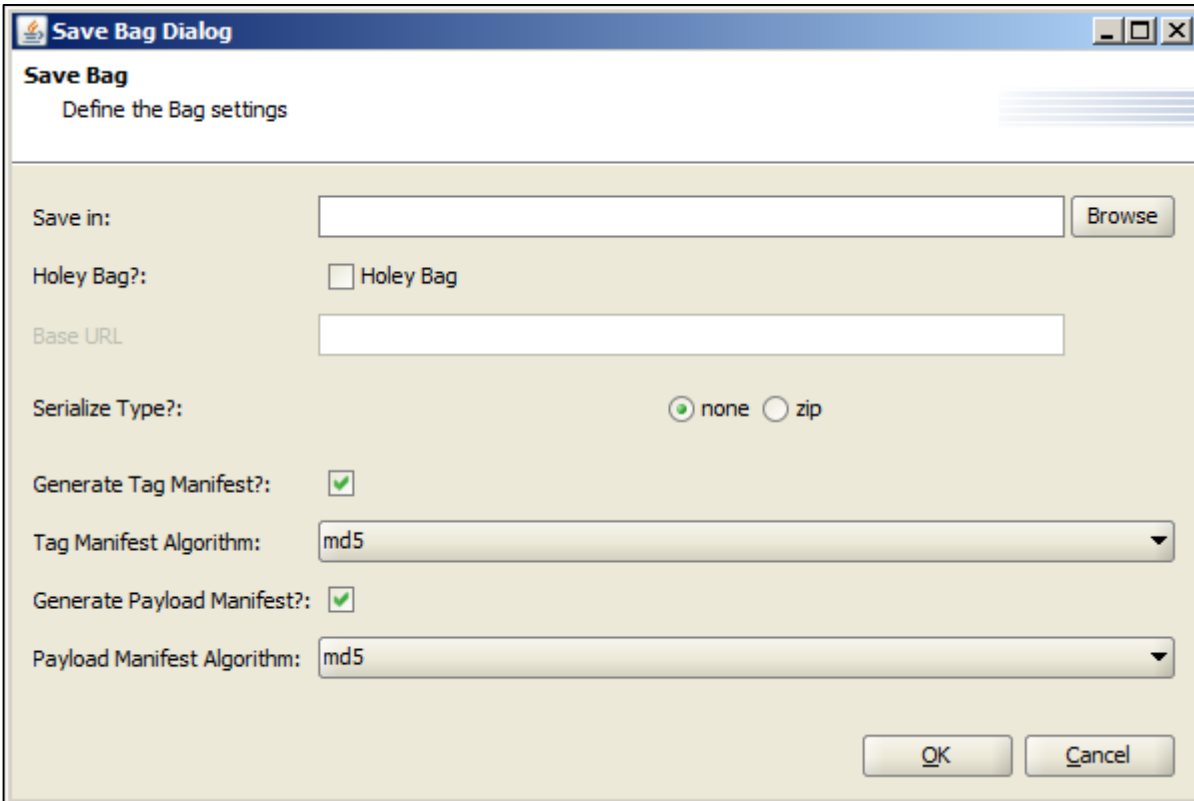


That added the directory of files to be “bagged” to the left “Payload” pane.





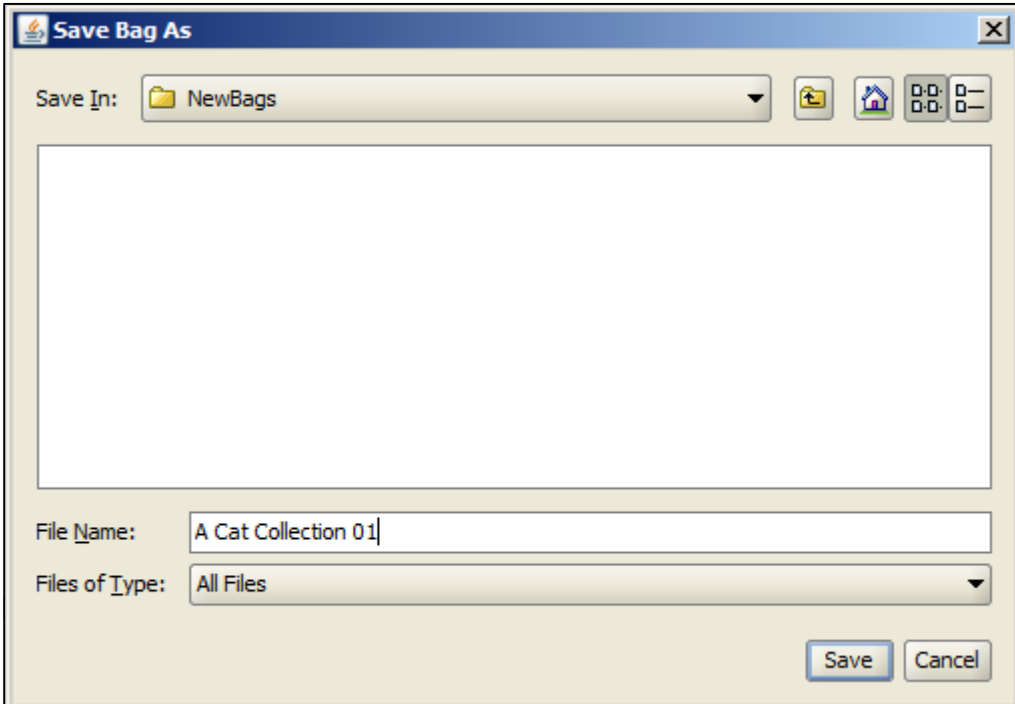
Next, click on the “Save Bag As...” floppy disk icon in the top-middle of the main window. That will bring up the “Save Bag Dialog” screen that will allow you to save the bag.



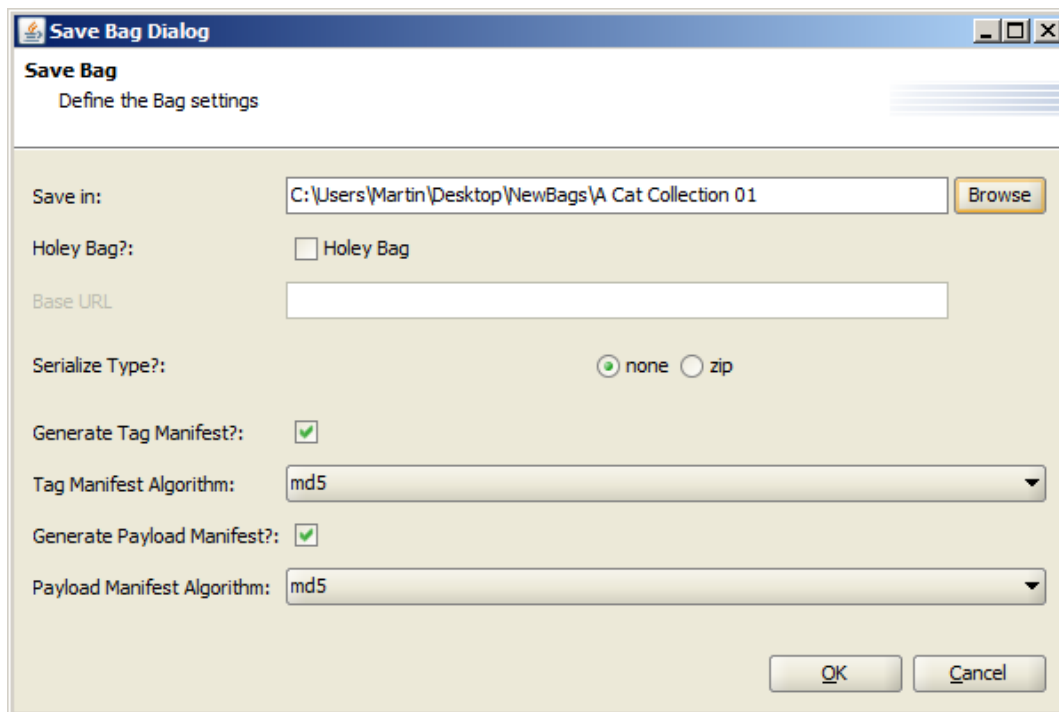
The "Save Bag Dialog" window is titled "Save Bag" with the subtitle "Define the Bag settings". It contains the following fields and controls:

- Save in:** A text input field with a "Browse" button to its right.
- Holey Bag?:** A checkbox labeled "Holey Bag" which is currently unchecked.
- Base URL:** A text input field.
- Serialize Type?:** Two radio buttons, "none" (selected) and "zip".
- Generate Tag Manifest?:** A checkbox which is checked.
- Tag Manifest Algorithm:** A dropdown menu showing "md5".
- Generate Payload Manifest?:** A checkbox which is checked.
- Payload Manifest Algorithm:** A dropdown menu showing "md5".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

We had previously created a folder on our desktop called NewBags; that is where we will be saving this bag to. Give the bag a name. Here we will call it “A Cat Collection 01”. Click the “Save” button.

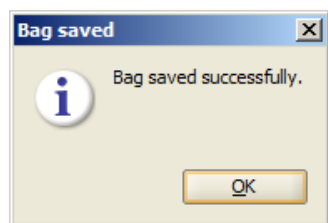


The "Save Bag As" dialog box shows the "Save In:" field set to "NewBags". It includes a large empty text area for a description. At the bottom, the "File Name:" field contains "A Cat Collection 01" and the "Files of Type:" dropdown is set to "All Files". "Save" and "Cancel" buttons are at the bottom right.



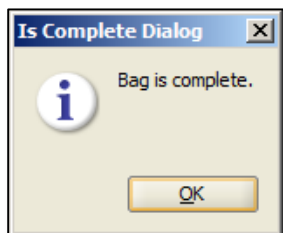
As you can see here there are other options for “Generate Tag Manifest” and “Generate Payload Manifest”, but MD5 will suffice for now. We want to generate both manifests, so we will leave the checkboxes selected. Click OK when you are ready to proceed.

If the bag saved successfully, the following window will pop-up. You have now created a “new bag”.

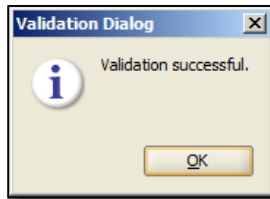


Now in the main window of Bagger, there are two options newly available: “Validate Bag” and “Is Bag Complete”.

- Click on “Is Bag Complete” to check if every file in every payload manifest and tag manifest is present in the bag and every payload file appears in at least one payload manifest. The “Bag is complete” window will appear if the bag is found to be complete.



- Once the bag has been verified as complete, click on “Validate Bag” to validate the bag. A bag is only valid if it is complete, and if the checksums in every payload manifest and tag manifest can be verified against the contents of its matching file name. The “Validation successful” window will appear when the bag is validated.



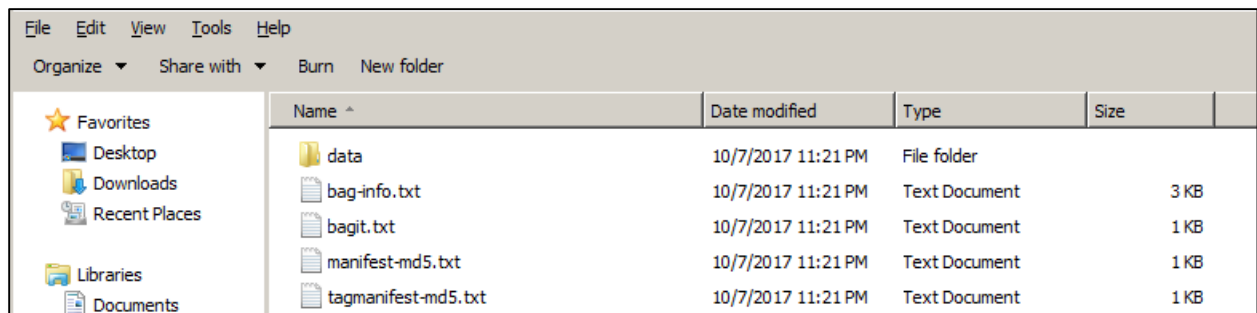
Once again, back at the main window of Bagger, click on “Close Bag” to close the bag. It will ask you if you want to save the existing bag, click yes.



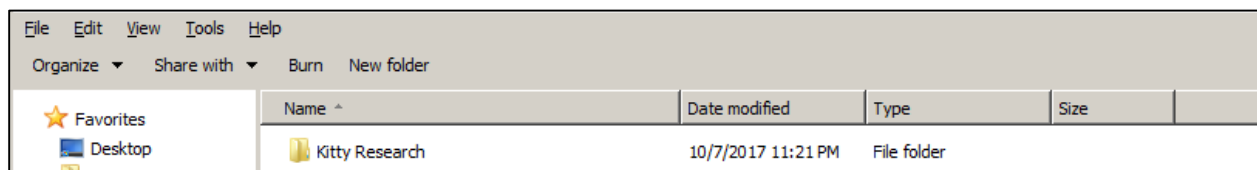
If you ever open and make changes to an existing bag (changing the metadata, adding new files, or removing files), please remember to run both of these checks on the bag before sending it to a recipient.

This bag is now ready for transfer (it is stored on your desktop in the NewBags folder)!

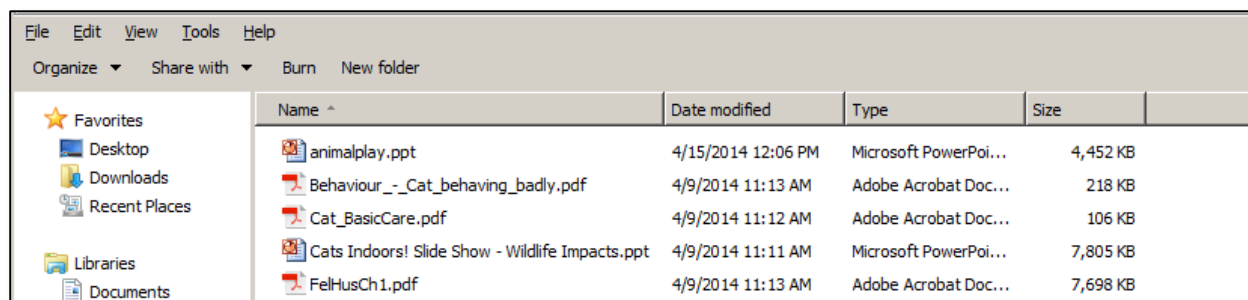
Here is a screenshot of the “A Cat Collection 01” bag’s main folder:



Here is a screenshot of the contents of the “data” folder inside of “A Cat Collection 01” bag’s main folder.



Here is a screenshot of the contents of the “Kitty Research” folder inside of the “A Cat Collection 01” bag.

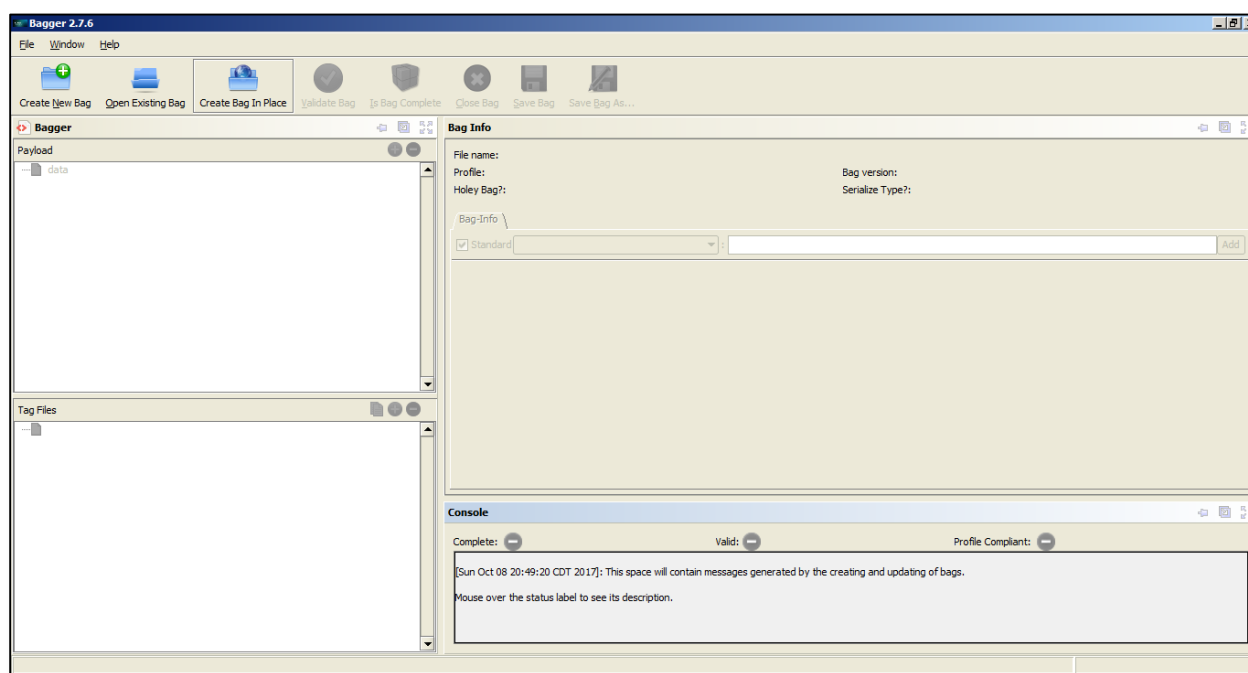


Name	Date modified	Type	Size
animalplay.ppt	4/15/2014 12:06 PM	Microsoft PowerPoi...	4,452 KB
Behaviour_-_Cat_behaving_badly.pdf	4/9/2014 11:13 AM	Adobe Acrobat Doc...	218 KB
Cat_BasicCare.pdf	4/9/2014 11:12 AM	Adobe Acrobat Doc...	106 KB
Cats Indoors! Slide Show - Wildlife Impacts.ppt	4/9/2014 11:11 AM	Microsoft PowerPoi...	7,805 KB
FelHusCh1.pdf	4/9/2014 11:13 AM	Adobe Acrobat Doc...	7,698 KB

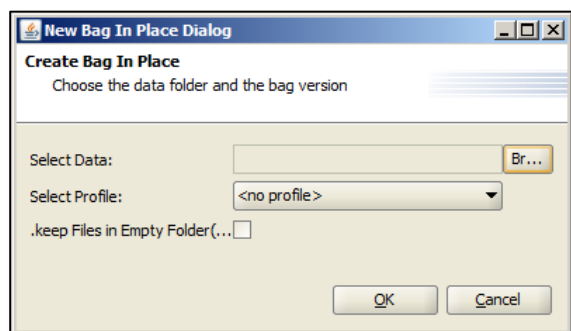
## Option 2: “Bag in Place”:

(please remember that to use this option, all of the files to be bagged have to be stored in one location)

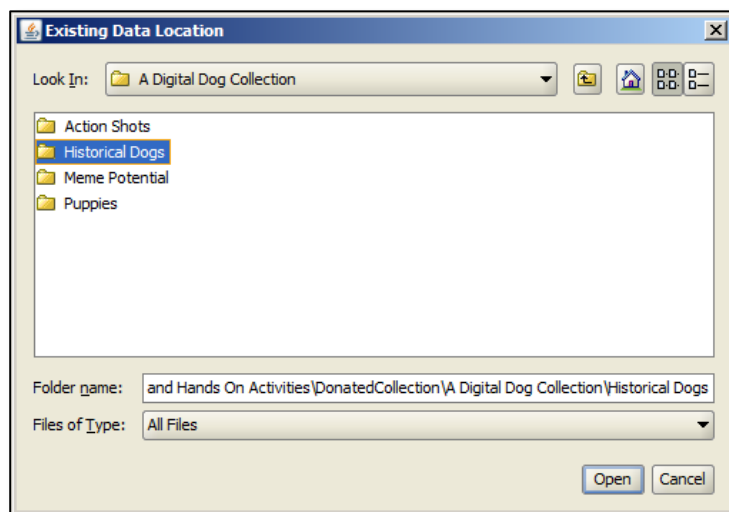
Click the “Create Bag in Place” button in the main window of Bagger



The “New Bag in Place Dialog” will appear.

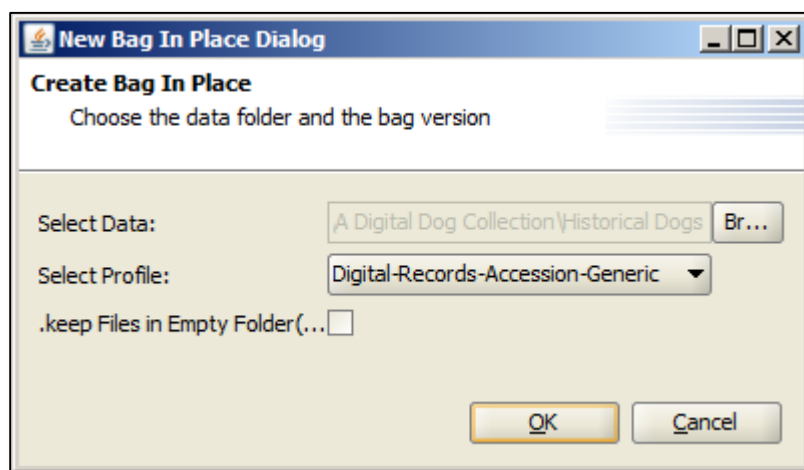


Click on the “Br...” button next to the “Select Data:” field. The “Existing Data Location” window appears. Use this window to locate the place where the data that needs to be bagged resides. Click the “Open” button when the folder holding the data has been found.

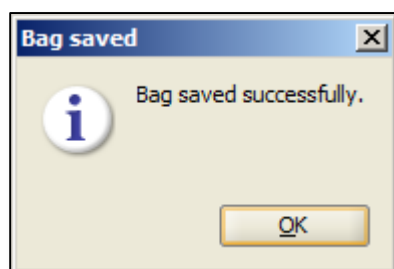


This will take you back to the “New Bag in Place” dialog window. As you can see here, we have selected the “Historical Dogs” folder to be bagged.

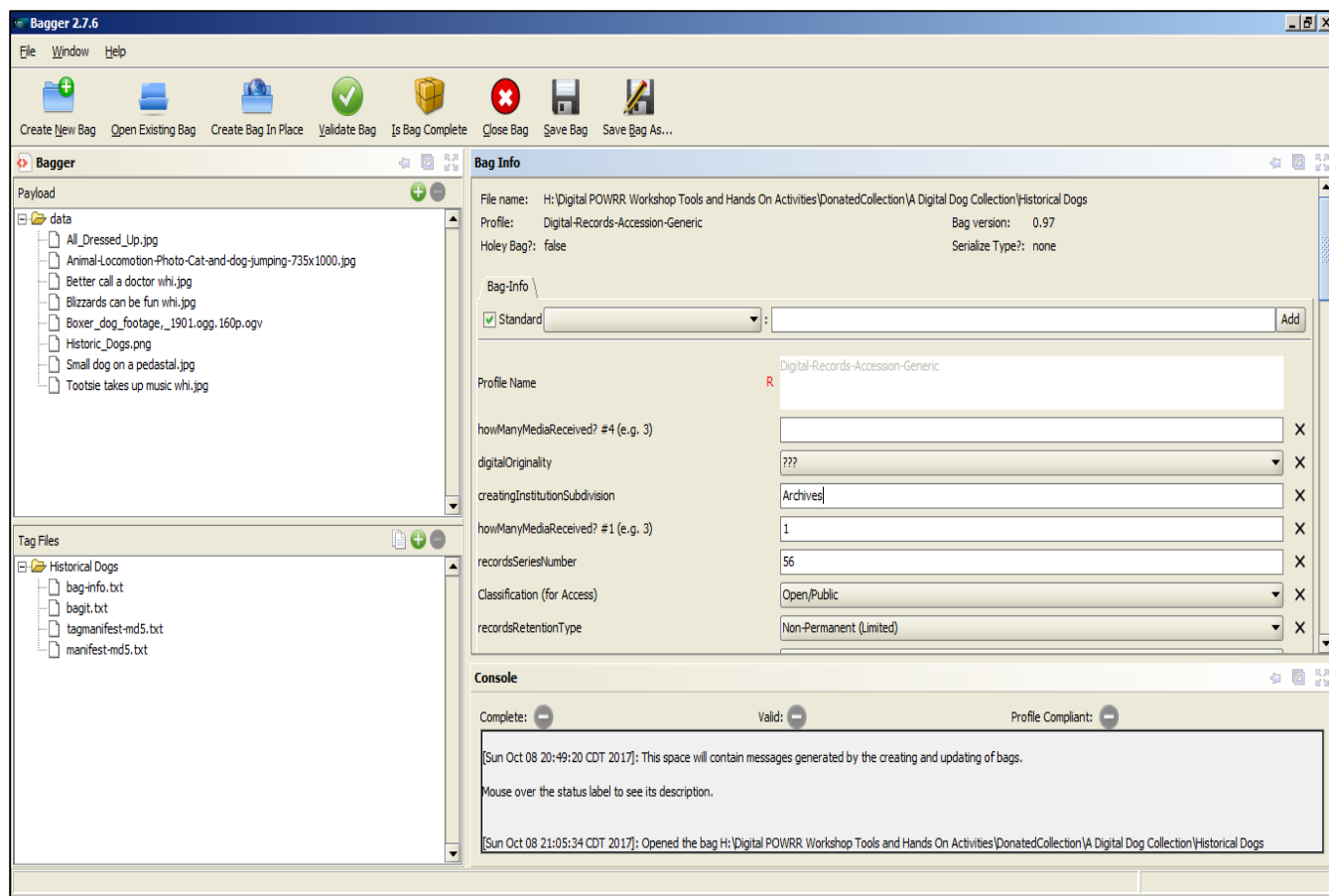
- Select the profile “Digital-Records-Accession-Generic” unless you have another profile that you would like to use.
- Click OK when ready.



Clicking OK from the previous window will take you back to the main Bagger window. The program will start the bagging process and then when it is finished, it will say “Bag saved successfully”.



Now you can add data in the main window of Bagger. Click on “Save Bag” when finished.



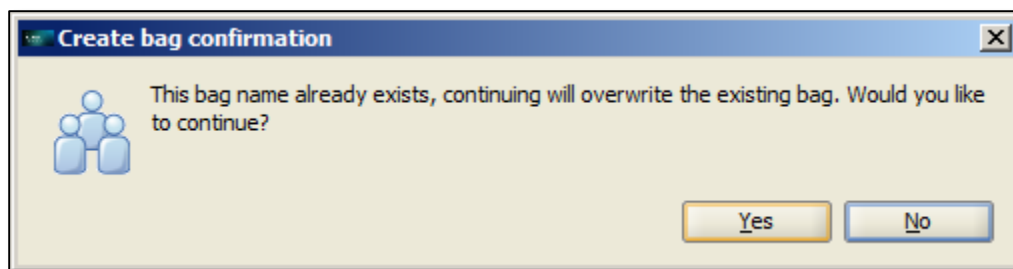
Here are the data that was entered:

Profile name was already chosen	
accession/TransferNumber:	12346
transferringInstitution/Code:	ABCD University
creatingInstitution/Code:	ABCD University
creatingInstitutionSubdivision:	Archives
creatingInstitutionAddress:	1234 S. Main Street, Anytown, IL 60616 USA
transferringEmployee:	John Smith
receivingInstitution:	Cloud Service
receivingInstitutionAddress:	4567 S. Main Street, Anothertown, IL 60617 USA.
receivingEmployee:	Jane Doe
recordsSeriesNumber:	56
recordsSeriesTitle:	Dog Collection
recordsRetentionType:	<Permanent (Keep Forever)> <Non-Permanent (Limited)> <Not-Yet-Known>

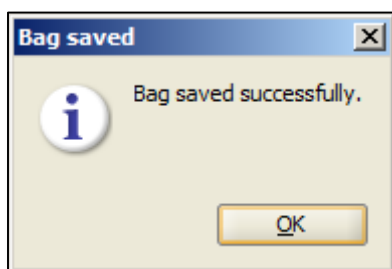
recordsDispositionNumber/Code:	76
recordsTitle/Description:	Dog Collection 01
recordsCreationStartDate (MM/DD/YYYY):	10/01/2017
recordsCreationEndDate (MM/DD/YYYY):	10/08/2017
recordsHashedBeforeTransfer?	<Yes> <No>
hashSignatureType:	<MD5> <SHA1> <SHA224> <SHA256> <SHA-512> <SHA-384>
recordsMedium/Carrier #1:	<CD> DVD> <Blu-Ray> <HDD/Hard-Drive> <USB: Flash/Thumb-Drive> <Floppy: 3.5in>
howManyReceived? #1(e.g. 3):	2
recordsMedium/Carrier #2:	<CD> DVD> <Blu-Ray> <HDD/Hard-Drive> <USB: Flash/Thumb-Drive> <Floppy: 3.5in>
howManyReceived? #2(e.g. 3):	
recordsMedium/Carrier #3:	<CD> DVD> <Blu-Ray> <HDD/Hard-Drive> <USB: Flash/Thumb-Drive> <Floppy: 3.5in>
howManyReceived? #3(e.g. 3):	
recordsMedium/Carrier #4:	<CD> DVD> <Blu-Ray> <HDD/Hard-Drive> <USB: Flash/Thumb-Drive> <Floppy: 3.5in>
howManyReceived? #4(e.g. 3):	
recordsMedium/Carrier #5:	<CD> DVD> <Blu-Ray> <HDD/Hard-Drive> <USB: Flash/Thumb-Drive> <Floppy: 3.5in>
howManyReceived? #5(e.g. 3):	
transferMediaKept?:	<Yes> <No> <Not-Yet-Known>
mediaLocation (if media kept):	Bin 5124
recordsReceivedDate (MM/DD/YYYY):	09/25/2017
mailing/TrackingReference (if available. e.g. USPS tracking #):	
mailingMethod (if mailed. e.g. USPS):	
digitalOriginality:	<Original (Born Digital)> <Original Surrogate (Digitized/Migrated & Physical/Original
physicalRecordLocation (if digitized or Kept):	
Classification (for Access):	<Open/Public> <Open/Redacted> <Semi-Confidential> <Confidential/Sensitive>
Classification (Value for Priority Actions):	<Vital (Birth/Death/Marriage/Land/Rights)> <Critical (Essential or Indispensible for
Classification (Value for Agency):	<Information on the set-up and origin of the agency> <Document important decision-

Classification (Appraisal - Value for Residents/citizen):	<Document rights and obligations of the Government> <Document rights of
Classification (Appraisal - Value for Nation/State/Locality):	<Information on Federal/State/Local government sovereignty> <Information on
Classification (Appraisal - General Value):	<Intrinsic value> <Future research> <Not-Yet-Known>
digitalContentStructure:	<Compound (Multiple Types)> <Word Processing> <Plain Text> <Text with Markup>
digitalFormatOpenness:	<Open/Standard> <Ubiquitous/DeFacto> <Proprietary> <Mixed> <Not-Yet-Known>
OAISdigitalCurationLifecycle:	<SIP> <AIP> <AIPe (encapsulated AIP)> <DIP>
Notes:	
accessionBagCreator (update if different):	"Enter your name here"
Profile name was already chosen	
accession/TransferNumber:	12346
transferringInstitution/Code:	ABCD University
creatingInstitution/Code:	ABCD University
creatingInstitutionSubdivision:	Archives

After entering the metadata and clicking save, Bagger will ask if you want to overwrite the existing bag. Click Yes.



The “Bag saved successfully” window will appear again.



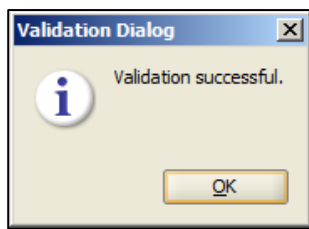
In the main window of Bagger, there are two options available: “Validate Bag” and “Is Bag Complete”.

- Click on “Is Bag Complete” to check if every file in every payload manifest and tag manifest is present in the bag and every payload file appears in at least one payload manifest. The “Bag is complete” window will appear if the bag is found to be complete.

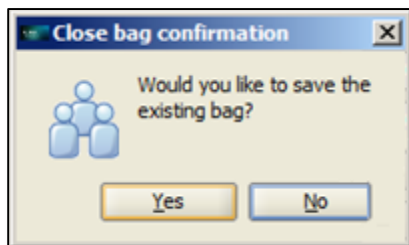




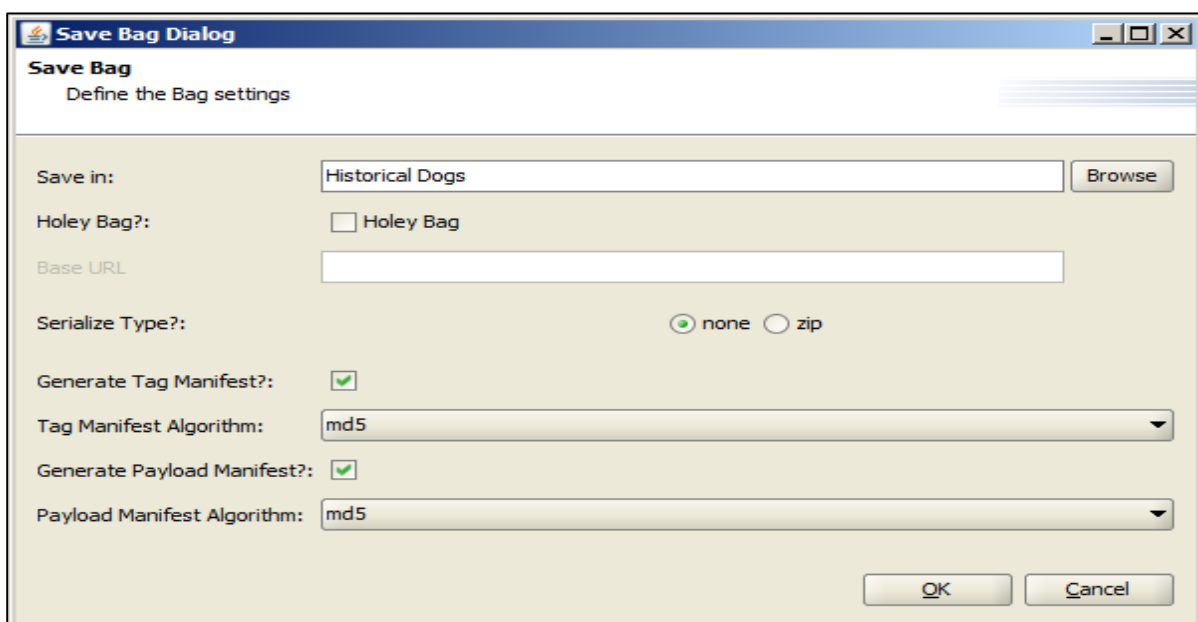
- Once the bag has been verified as complete, click on "Validate Bag" to validate the bag. A bag is only valid if it is complete, and if the checksums in every payload manifest and tag manifest can be verified against the contents of its matching file name. The "Validation successful" window will appear when the bag is validated.



Once again, back at the main window of Bagger, click on "Close Bag" to close the bag. It will ask you if you want to save the existing bag, click yes.



Click OK on this "Save Bag Dialog" screen.

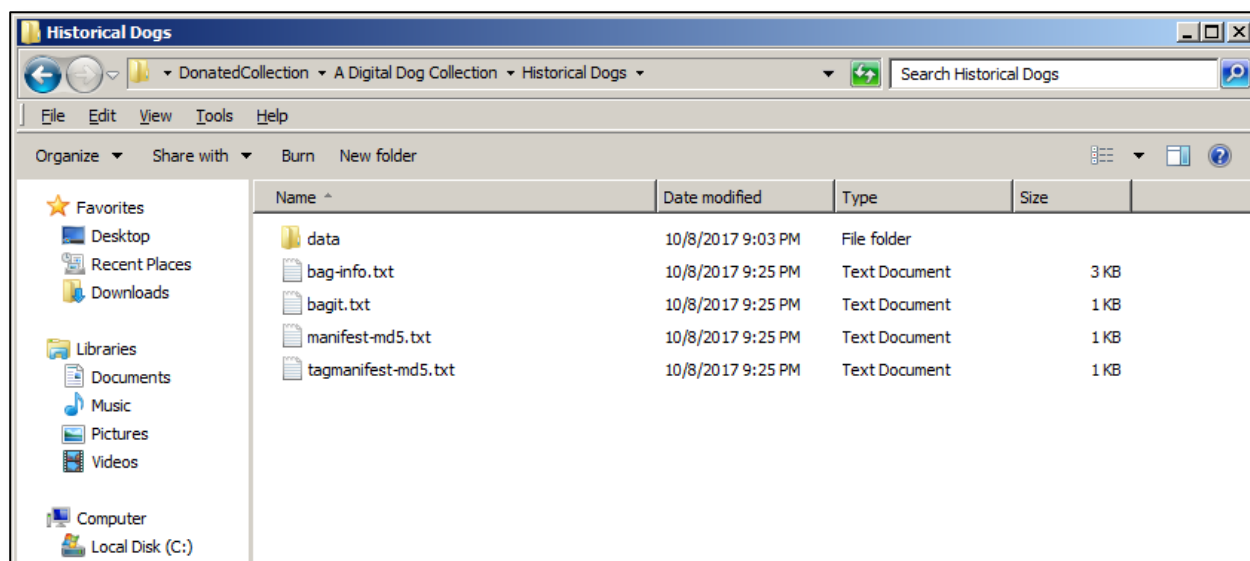


This bag is now ready for transfer (it is stored on your original media since we used the “Bag in Place” option)!

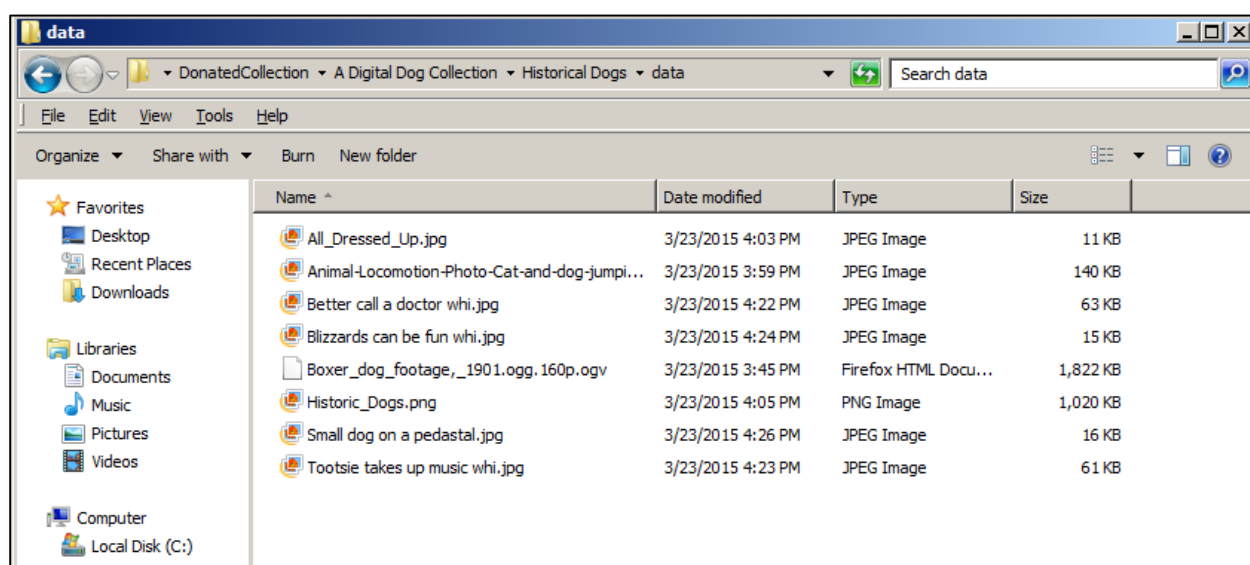
If you ever open and make changes to an existing bag (changing the metadata, adding new files, or removing files), please remember to run both options “Is Bag Complete” and “Validate Bag” on the bag before sending it to a recipient.

Here is a screenshot of the “Dog Collection 01” bag’s main folder:

(the name of the folder is called Historical Dogs because that was the original folder name---Bagger did not change the name of the folder)



Here is a screenshot of the contents of the “data” folder inside of a “Dog Collection 01” bag’s main folder.



For comparison purposes, this is the Historical Dogs folder before we performed “Bag in Place”: (As you can see here, the “Bag in Place” process takes the files in the original directory and moves them into a “data” folder and then places the various information text files about the bag in the original directory).

