

Importing Content

Aviary enables you to import resources in bulk through two methods: OHMS XML Import and Aviary Package Import. If you already have your descriptive metadata, media file paths, and transcript and/or index data packaged into OHMS, then you'll find OHMS XML Import to be a quick and easy way to upload. If not, don't worry — Aviary Package Import lets you upload your content through four or fewer spreadsheets for descriptive metadata, media files, transcripts, and indexes.

NOTE:

 Maximum individual media file size for bulk imports is 50GB.

Adding a New Import - OHMS XML

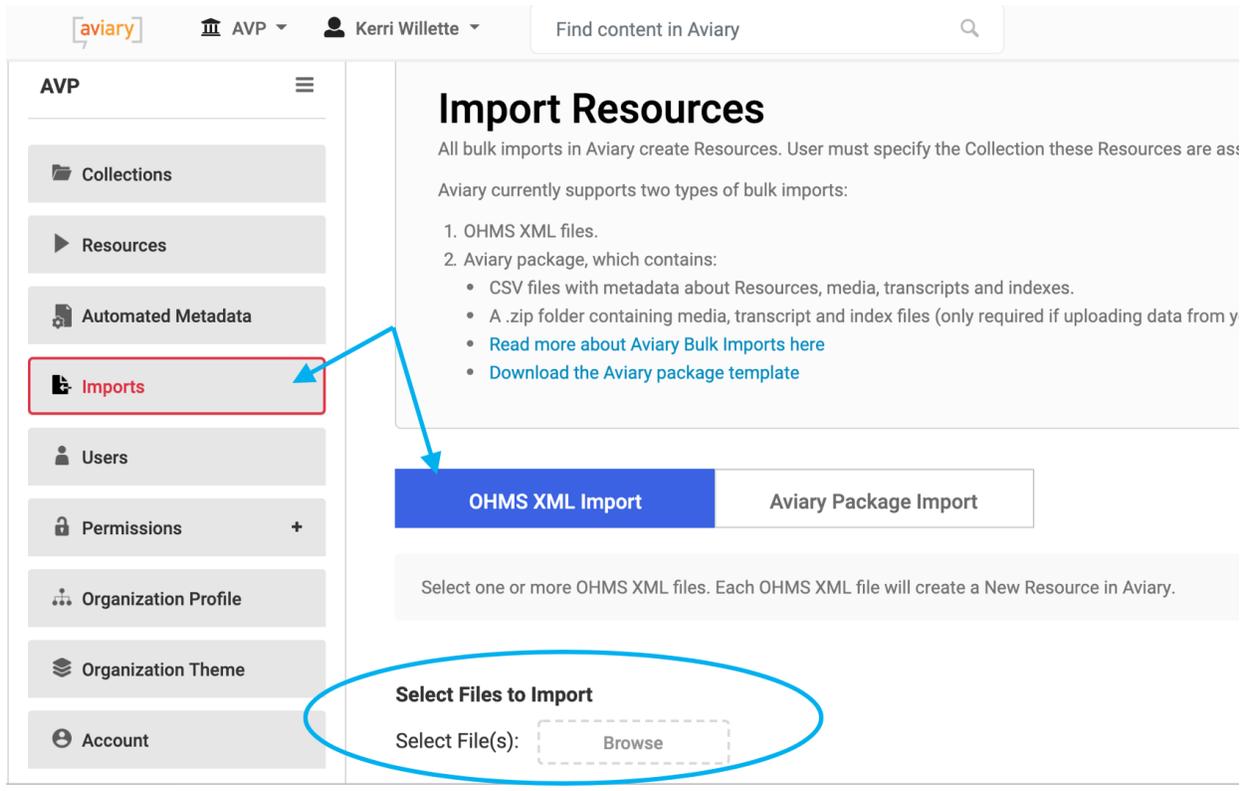
Prepare your OHMS Files

Aviary allows you to import media files referenced in OHMS XML in two ways: from URLs on the web, or from an HTML media embed code. Your media files should be accessible to Aviary and listed in one of the OHMS XML elements listed in the OHMS-to-Aviary resource mapping.

OHMS metadata mappings can also be found in the [OHMS-to-Aviary resource mapping](#). See "Resource CSV" below for more detail on Aviary descriptive metadata elements.

Import your files

- To import OHMS XML, select the "New Import" button from the Imports page.
- Select the OHMS XML Import tab, and click Browse to select your OHMS XML files.



aviary AVP Kerri Willette Find content in Aviary

Import Resources

All bulk imports in Aviary create Resources. User must specify the Collection these Resources are as

Aviary currently supports two types of bulk imports:

1. OHMS XML files.
2. Aviary package, which contains:
 - CSV files with metadata about Resources, media, transcripts and indexes.
 - A .zip folder containing media, transcript and index files (only required if uploading data from y
 - [Read more about Aviary Bulk Imports here](#)
 - [Download the Aviary package template](#)

OHMS XML Import Aviary Package Import

Select one or more OHMS XML files. Each OHMS XML file will create a New Resource in Aviary.

Select Files to Import

Select File(s):

- Once you've added resources for import, you have the option to set visibility for each file associated with your OHMS XML. Make resources and their associated media, transcript and indexes public or private depending on your needs:

Filename	Action	Make Private				
		Resource (Select-all) (deselect-all)	Media Files (Select-all) (deselect-all)	Transcripts (Select-all) (deselect-all)	Indexes (Select-all) (deselect-all)	(Select-all) (deselect-all)
OHMS-Sample-001.xml	Remove	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
OHMS-Sample-004.xml	Remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OHMS-Sample-005.xml	Remove	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- Once you've selected your privacy settings, you can either create a new collection or select an existing collection in Aviary where the new resources will be created.
- Click "Add to Queue" and you will then be redirected to the Manage Imports page, where you should see your import awaiting action. Here you can click on "Preview" to see the resources that will be created by your import to check everything looks good to go. To navigate through the resources click on the blue arrow in the "Import File Value" column.

Import Resources - Preview

[Back to Imports](#)

Aviary field	Import file field	Import file value
Is Featured	Featured	Yes
Is Public	Public	Access Public
Display title	Title	my-video-01
Preferred citation	Preferred Citation	my-video-01, AVP, 2018.
Agent	Agent	Creator Bert Lyons

- When you're ready to import, click "Start Import". This may take quite a while, but the import will run in the background, so it's okay to move freely about the site while you're waiting. Your resources will start showing in the Resources page as they are being created.
- If your import was successful, the status for your import on the Manage Imports page will say "Complete." (You may have to refresh the page to see the updated status, if you haven't navigated away after starting the import.) You should now see all your imported resources on the Resources page.

Adding a New Import - Aviary Package Import

Aviary allows you to import multiple media files at once from a zipped directory on your computer, using URLs for media on the web, or using HTML media embed codes. You can also import any associated transcript or index files, if available. You will need to prepare CSV files as outlined below to import any associated metadata and to tell Aviary where to find your media files. On import, Aviary will create new resources for each row in the Resource CSV and will then associate any connected media files to each resource. It also, optionally allows you to associate any number of transcripts and/or index files with each media file.

NOTE:

 Sample Aviary package can be downloaded [here](#).

Prepare your media files

Aviary accepts the following file types:

- Audio: mp3, m4a, ogg, wav, wma
- Video: mp4, m4v, ogv, webm, wmv, flv
- Thumbnail: jpg, png
- Transcript: .txt, .vtt, .xml (OHMS)
- Index: .txt, .vtt, .xml (OHMS)

If you are importing files from your local environment, compress them into a single .zip file. (You may find it helpful to organize your files into separate subdirectories for media, transcripts, and indexes before zipping them all into a single file.)

If you are importing media from the Web using URLs or embed codes, follow the instructions below under 'Media CSV file.'

Prepare your metadata files

Bulk upload using CSV files requires all data to be formatted following the Aviary metadata template (provided as a download from the Imports page, or downloadable [here](#)). At minimum, you will need to create a CSV file describing your resources and a CSV file describing their corresponding media files. You may also include CSV files describing associated transcript files and index files. Media, transcript, and index files are all connected to the resource through the use of user keys (described in more detail below). These keys are used only for the import process, so they need only be unique for each import. Aviary does not store these temporary keys.

Resource CSV file

Using the template package — provided as a download from the Imports page, or downloadable [here](#) — open the Aviary-resource-csv-template.csv file and enter metadata for your resources, one resource per row. Leave the "aviary ID" blank for now. Aviary IDs will be generated automatically by the system on import.

The order of the columns in the CSV is irrelevant but the Field Names must match to existing fields in the system. It is also possible to add Custom Fields to this CSV. Fields that currently don't exist in this particular collection are created. Fields that already exist (including previously created custom fields) are populated.

- aviary ID: Leave blank.
- Resource User Key: [required] Enter an identifier of your choice (unique to this CSV file) to identify the resource. In the Media File CSV you will use this to connect your media files to the resource.
- Title: [required] The title of your resource
- Public: [required] Enter 'yes' (Public) or 'no' (Restricted) to let Aviary know how broadly to share the resource. If you would like no one to know this resource exists, leave this field blank to make the resource Private.
- Featured: [required] Enter 'yes' or 'no' to show this resource in the Featured lane of your organization's homepage and on the collection homepage. If this resource is also "public", making it featured will make it a candidate to be found on the main Aviary homepage, too.
- Description: A description of the resource.
- Date: A date or dates associated with the resource in YYYY-MM-DD format (ex. '2009-02-13'). You may specify a date type by entering it in front of the date, followed by a semicolon (ex. 'created; 2009-02-13'). Enter multiple dates separated by the pipe character (ex. 'created; 2009-02-13| modified; '2015-03-09')
- Agent: People or organizations associated with the resource. You may specify a role for each agent by entering it in front of the name, followed by a semicolon (ex., 'producer; Michelle Obama'). Enter multiple agents separated by the pipe character (ex. 'interviewer; Studs Terkel| interviewee; Muhammad Ali').
- Coverage: Terms related to the geographic or temporal nature of the resource. Specify the type of coverage ('spatial' or 'temporal') followed by a semicolon before each term. Separate multiple terms with the pipe character (ex. 'spatial; Kentucky| temporal; 20th century').
- Language: The language(s) of the resource. You specify use ('primary,' 'secondary,' etc.) before the language followed by a semicolon. Separate multiple languages with the pipe character (ex. 'primary; Chinese| secondary; English').
- Format: A free-text description of the format of the audio or video. Separate multiple formats with the pipe character (ex. 'videocassettes (3/4" U-matic)| audiocassettes')
- Type: The category of the resource. Separate multiple types with the pipe character (ex. 'oral history| interview').
- Subject: Terms about the resource. You may specify a type of subject before the term followed by a semicolon (ex. 'topical; Owls'). Separate multiple subject terms with the pipe character (ex. 'Basketball| Coyotes| geographic; Madison, Wi.').
- Identifier: An external identifier associated with the resource. Specify the type of identifier before the value and followed by a semicolon (ex. 'Catalog number; 38496736'). Separate multiple identifiers with the pipe character (ex. 'LCCN; 2018601597| Barcode; 786936836554').
- Custom Unique Identifier: Aside from standard Aviary URLs, Aviary supports the ability for organizations to provide custom unique identifiers for resources in order to support predictable Aviary URLs that do not require knowledge of internal Aviary identifiers. These will be usable in constructing URLs to access your content. Each unique identifier must be unique across all resources in your Aviary site. Using this unique identifier for your resource, you can construct a direct URL as follows: `https://[yourSubdomain].aviaryplatform.com/c/[custom-unique-identifier]`. Note: Because this value becomes part of a URL, Aviary does not support the use of the following special characters: \ " ! * ' () ; : @ & = + \$, / ? % # [] .
- Relation: A relationship a resource has with other resources or constituent parts. You may specify the type of relationship before the value followed by a semicolon (ex. 'part of; 2017 National Book Festival'). Separate multiple relations with the pipe character.
- Source: The work, either print or electronic, from which the resource is delivered.
- Publisher: The publisher of the resource. Separate multiple publishers with the pipe character.
- Rights Statement: A free-text statement describing copyright status of the resource. Separate multiple statements with the pipe character.
- Keyword: Uncontrolled access terms for the resource. Separate multiple keywords with the pipe character.
- Preferred Citation: The preferred citation for the resource.
- Source Metadata URI: A link to the source metadata for the resource

Media CSV

For each resource listed in the resource CSV file, you will describe the associated media files, one per row, in a separate CSV found in the same download package called Aviary-media-csv-template.csv. Leave the "aviary ID" blank for now. Aviary IDs will be generated automatically by the system on import.

- Media User Key: [required] Enter an identifier of your choice unique to this CSV file. If you are importing associated transcript or index files, you will use this key in other CSV files to connect a transcript and/or index to this file.
- Resource User Key: [required] Enter the Resource User Key you specified in the resource CSV to connect this file to the resource in Aviary.
- Public: Enter 'yes' or 'no' to let Aviary know how broadly to share the media file. If no value is specified, visibility will default to 'Restricted'

Select one of the following fields for each row, depending on your file import method:

- Path: If you are uploading files from your local environment, enter the path to the unzipped media file, relative to the root directory of the zip file (ex. /aviary-sample-bulk-import-package/media/party.mp4).
- URL: If you are importing files from an external location, enter the URL for the media file (ex. <https://ia800209.us.archive.org/24/items/WildlifeSampleVideo/Wildlife.mp4>). Make sure this links to the media file itself and not the webpage.
- Embed Code: If you are importing the file from an embed code, enter the code (ex. '<iframe width="560" height="315" src="https://www.youtube.com/embed/RTfbOR16AR0" frameborder="0" allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture" allowfullscreen></iframe>')
 - Embed Source: Enter the source that generated the embed code (ex. 'YouTube')
 - Target Domain: if using Avalon embed code, add a column to enter your target domain.

If you want to manually assign thumbnails to your media files, you can include them in the import package and you can point to them by including one of the following two columns in your media CSV file:

- Media Thumbnail URL: If you are importing files from an external location, enter the URL for the thumbnail file (ex. https://d2hx64tshfdz71.cloudfront.net/organizations/logo_images/000/000/007/original/AVP_logo.png). Make sure this links to the thumbnail image file itself and not the webpage.
- Media Thumbnail Path: If you are uploading files from your local environment, enter the path to the unzipped thumbnail image file, relative to the root directory of the zip file (ex. /aviary-sample-bulk-import-package/thumbnails/thumbnail01.png).

Finally, you will specify the order in which your files appear within the resource on Aviary with a sequence number:

- Sequence #: [required] Enter the order in which the file should appear on the resource's Aviary page. If only one file is associated with the resource, enter '1'.

Transcript CSV [optional]

Aviary currently accepts transcript files in OHMS XML, WebVTT or plain txt format. If you are importing transcripts, you will describe each transcript file associated with a media file, one per row, in the Transcript CSV. (Currently, transcripts may only be bulk imported at the same time as Resource and Media file import. Bulk import of transcripts and indexes to existing Aviary resources will be available in a future release.)

- aviary ID: Leave blank
- Media User Key: [required] Enter the Media User Key you specified in the Media CSV to connect this transcript to the media file in Aviary.
- Public: Enter 'yes' or 'no' to let Aviary know how broadly to share the transcript. If no value is specified, visibility will default to 'Restricted'
- Sequence #: [required] Enter the order in which the transcript should appear with the file on the resource's Aviary page. If only one transcript is associated with the resource, enter '1'.
- Language: [required] Enter the language(s) of the transcript. Separate multiple languages with the pipe character.
- Title: Enter a title for your transcript. This title will differentiate multiple transcripts for a single file and appear to your users in the dropdown menu under the Transcript tab on the Aviary resource page.
- Path: [required] Enter the path to the unzipped transcript file, relative to the root directory of the zip file (ex. /aviary-sample-bulk-import-package/transcripts/wildlife.txt.xml).

Index CSV [optional]

Aviary currently accepts index files in OHMS XML or WebVTT format. If you are importing indexes, you will describe each index file associated with a media file, one per row, in the Index CSV. (Currently, index files may only be bulk imported at the same time as Resource and Media file import. Bulk import of transcripts and indexes to existing Aviary resources will be available in a future release.)

- aviary ID: Leave blank
- Media User Key: [required] Enter the Media User Key you specified in the Media CSV to connect this index to the media file in Aviary.
- Public: Enter 'yes' or 'no' to let Aviary know how broadly to share the index. If no value is specified, visibility will default to 'Restricted'
- Sequence #: [required] Enter the order in which the index should appear with the file on the resource's Aviary page. If only one index is associated with the resource, enter '1'.
- Language: [required] Enter the language(s) of the transcript. Separate multiple languages with the pipe character.
- Title: Enter a title for your index. This title will differentiate multiple indexes for a single file and will appear to your users in the dropdown menu under the Index tab on the Aviary resource page.
- Path: [required] Enter the path to the unzipped transcript file, relative to the root directory of the zip file (ex. /aviary-sample-bulk-import-package/transcripts/wildlife.txt.xml).

Import your files

- On the Imports page, click the "New Import" button.
- On the "Import Resources" page, select "Aviary Package Import" and then browse and select the CSV files you prepared. If you are importing media files from your local environment, browse and select the zip file you created.
- Create a new collection or select an existing collection where the new resources will be created.
- Click "Add to Queue" and you will then be redirected to the Manage Imports page, where you should see your import awaiting action. Here you can preview the first resource of your import to check everything looks good to go.
- When you're ready to import, click "Start Import" to start your import. This may take quite a while, but the import will run in the background, so it's okay to move freely about the site while you're waiting.
- If your import was successful, the status for your import on the Manage Imports page will say "Complete." (You may have to refresh the page to see the updated status, if you haven't navigated away after starting the import.) You should now see your imported resources on the Resources page.

Remove and Undo Imports

If you noticed any errors while previewing your import, you can remove the import from the queue by clicking on "Remove". It is also possible to Undo a completed import. When doing so, all Resources and Collections created during the import will be deleted from Aviary. Note that if you are making changes to your import files, you will need to remove the old import (with the "Remove" button) and create a new import for the changed files.

Related articles

- [Importing Content](#)
- [Add Transcripts and Indexes to a Resource](#)
- [Create a RSS/Podcast Feed for an Aviary Collection](#)
- [Request Access to Restricted Resources](#)
- [Download Transcripts](#)