

	Manage Your Collections – tips	THE	
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MYC Template

ISAD(G) compliant spreadsheet with 24 fields, however only 6 are required at the fonds level (Level of Description, Title, Name of Creator, Scope & Content, Dates, Reference Code) for upload and only 4 fields are required at every level below fonds (Level of Description, Reference Code, Title, Dates) for upload.

Only 1 collection per spreadsheet.

You can just upload fonds level descriptions if you want.

Dates:

- Dates is a required data element for all records.
- There are 3 date fields. You either need a start date and end date **or** covering dates.
- Start date and end dates need to be in the following format: YYYY or YYYYMMDD. These fields are searched under Discovery's advanced search function.
- The 'covering dates' field is free text and can be used when exact dates are not known and can include words and numbers. This field is not searched under Discovery's advanced search function, so your collections may not be returned in search results if someone is searching on a term to include a date range.

Hierarchies:

You can't skip too many levels of a hierarchy as the collection won't be accepted by Discovery.

Hierarchies not accepted

Fonds to item

Series/sub-series to item

However you can have Fonds to File

Hyperlinks:

You can include hyperlinks to your own online catalogue, website or digitised content in your catalogue you upload to Discovery. You can include hyperlinks in the following fields; Scope and Content, Unpublished Finding Aids and Note. You must include "http://" or "https://" to the beginning of your URL to ensure the link will be live once it's published to Discovery.

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MYC – logging in and using the tool

Upon signing in, you'll land on your collections dashboard 'Find a collection' – this displays the list of your collections on Discovery.

'Add a collection' is where you upload new collections.

'View History' is an audit trail of account activity.

'Help' provides guidance – although we have some updated help on our website.

Add a collection

Two ways to add collections data: MYC template or your own spreadsheets.

MYC template:

- Choose the file
- Upload
- View History – preview and approve or fix errors and re-upload
- Approve & the collection is published – it will appear in the 'Find a collection' list and be immediately published to Discovery, however it won't display in Discovery's search results until the following day.

MYC Mapper:

- Choose the file
- Upload
- View History – map the fields to Discovery
- Map the fields from your column headers in your uploaded spreadsheet to Discovery's.
 - Choose from a previously saved mapping **OR**
 - Create a new mapping
 - Give the mapping a name
 - Map all required fields
 - Map a date field
 - Map any other fields desired
 - Submit and Continue
 - View History and then preview and approve

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Things to note

If selecting a saved mapping, the uploaded spreadsheet must match the column layout of the spreadsheet that was used to create the initial mapping.

You will need to add column data to your spreadsheet if you are missing one of Discovery's required fields' data elements.

Editing collections

Clicking on a collection in 'Find a collection' will take you to the 'edit collection' page – 3 options: delete the collection, edit the collection in Discovery or edit the collection by downloading it.

Deleting the collection will remove it from Discovery immediately, however you have 7 days to restore a collection. In the 'view history' tab you will see the 'restore collection' option.

Editing in Discovery – this will take you to the Discovery page for the fonds level description.

- Click on 'edit this record' and you will be presented with the fields available for editing.
- Hit publish changes when you're done.
- Navigate to any other part of the collection that needs editing by clicking on 'browse from here by hierarchy' at the top of the page.

Editing by download and re-upload.

- 'get your collection' & select format for download.
 - You'll be directed to 'view history' where you can download the spreadsheet and make changes.
- Click on 'step 2: upload changes' when you're ready to re-upload. You'll then be taken through the normal upload process.

Things to note when editing collections

- If you are an archive that had collections migrated to Discovery that are older A2A collections you will find that when these collections are downloaded for editing, they may be missing some data elements that are required for collections to validate with MYC. These typically include 'Creator' at fonds level, reference numbers at any level and dates at any level, so these may require a bit more work to get them up to minimum standards for upload.

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- There are 2 hidden columns in downloaded spreadsheets that contain systems data. It's important this data isn't removed or altered as the spreadsheet won't upload as the system will not recognise it as the same collection.

Learn more on our website at <https://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/manage-your-collections-in-discovery/>

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