

## Importing into CALM from Excel spreadsheets

Axiell has an online manual and downloadable pdf on importing spreadsheets into CALM

Online Calm Manual

[www.dswebhosting.info/Documents](http://www.dswebhosting.info/Documents)

Two separate imports in to CALM – one to Collection and one to Component

See table below for suggestion of mapping UOSH spreadsheets to CALM fields

UOSH spreadsheet	MARC21 Code and title	CALM field
Collection Product Recording	087 Shelfmark UAP001/38	RefNo GB124.MANOH/37
Product Recording	949a Call number UAP001/38 S1 C1	AltRefNo GB124.MANOH/37/S1 C1
Collection Product Recording	093 Location of original Manchester Central Library.   bManchester Oral History: Alec Greenhalgh interviews.   cGB124.MANOH/37	Repository / Location Locations database
Collection Product Recording	490 Collection title Manchester Oral History: Alec Greenhalgh interviews	Title - Collection
Product Recording	499 Product title 246 Item title Mrs. Cofield and Steven Cofield interviewed by Alec Greenhalgh	Title - Component
Product	564 Original analogue inventory 1 compact cassette	Extent - Component
Recording	260 Sound Recording date 1989-06-22, 1989-07-05	Date
Recording	301 Duration of recording 8 min. 38 sec.	Add to Content from Admin
Recording	506 Description Family lived in Newton Heath; father was coppersmith in civilian life and served with Royal Flying Corps in WWI; how he came to be involved with nose cone design; stationed at Alexandra Park, Manchester; memories of the design and manufacture of an experimental	Description - Component

	nose cone for aircraft during World War II; shared memories with family.	
Recording	551 Recording Location Interviewee's home, Mossley, Tameside, Greater Manchester, England, UK	Place Authority file
Recording	702 Performer / Contributor Howard-Cofield, Dorothy,  b1923- c(speaker, female;  dinterviewee) Greenhalgh, Alec,  b1934-2002 c(speaker, male;  dinterviewer) e(journalist)	Add to Content from Admin
Collection	634 Themes Society and family	Could use MgtGroup - Collection
Collection	531 Collection Description Interviews conducted in 1988-1989 by Alec Greenhalgh, journalist and broadcaster, with people across Greater Manchester on childhood, school and early life. Transferred from the North West Sound Archive in 2015.	Description - Collection
Collection	530 Collection inventory 49 compact cassettes. Archived at the British Library as audio files.	Extent - Collection
Recording	041 Language Eng	Add to Content from Admin
Recording	474 Broadcast title	Add to Content from Admin
Recording	470 Broadcaster and Broadcast Date	Add to Content from Admin
Product	502 Product Note Original items: name of interviewee written on spine of inlay card	Physical description
Collection Product	525 Documentation Summary and permission form held at Manchester Central Library	Related material
Collection Recording	633 Genre Oral histories	Could use MgtSubGroup - Collection
Collection Recording	660 Subject Aircraft industry - Military aspects - Great Britain	Subjects Authority file
Collection Recording	600 Name as subject	Names Authority file
Collection Recording	650 Keyword	Terms Authority file
Collection Product	856 Web address of original archive	Custodial History

	External link   u <a href="https://www.manchester.gov.uk/soundarchive">https://www.manchester.gov.uk/soundarchive</a>   z <a href="https://www.manchester.gov.uk/soundarchive">www.manchester.gov.uk/soundarchive</a>	
Recording	503 Author	Add to Content from Admin
Recording	561 Interview Summary	Add to Content from Admin
Recording	508 Performance Note	Condition
Recording	509 Recording Note Noises from passers-by on busy main road outside house.	Condition
Recording	517 Recording Equipment	Add to Access from Admin
Recording	315 Playback Mode Stereo	Add to Access from Admin