

Integrating Statistics Generation into Digital Preservation Workflows

DPC DIGITAL PRESERVATION WORKFLOW WEBINAR SERIES

MARCH 5, 2026

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UNIVERSITY OF WASHINGTON LIBRARIES

Register and Tracking Sheet



Manage the preparation of multiple bags for ingest



Record any issues regarding the ingest of bags



Document UUIDs and metadata about the contents of the bags



Use tracking data as statistics for advocacy and planning

The beginning: Needed to consolidate 11 registers from 2017-2024

Fields	Start Date	End Date	Registry Tab	Definition	Retired fields mapped to this field
Alma Items Note: Selected digitized or all	03/20/2024		All Ingest Register Data 2024-01-06-register-retired; All Ingest Register Data	Identifies what language was used in the	
Alma Items Note: Which items updated?	3/21/2024		2024-01-06-register-retired; All Ingest Register Data	Barcodes of items that were updated if 1. The barcodes for the items that were up 2. HathiIngest Barcodes.	
Associated Accession # or Collection Numl	1/6/2019		2020-01-06-register; 2022-01-06-register; 2022-07-12-register; 2023-07-12-register; 2023-01-06-register; 2024-01-06-register-retired; All Ingest Register Data	Associated accession number in Archives	Associated Accession #; Associated Accession # or collection
Associated OCLC #	11/4/2016		2017-18-register; 2019-register; 2020-01-06-register; 2021-01-06-register; 2021-07-12-register; 2022-01-06-register; 2022-07-12-register; 2023-07-12-register; 2023-01-06-register; 2024-01-06-register-retired; All Ingest Register Data	Associated OCLC record with the files ingi	OCLC # of Digital Files or Collection Name; Associated OCLC #

Retired or merged fields

Fields	Start Date	End Date	Registry Tab
Access files or finding aid or physical copy call number or MMSID	11/4/2016	12/19/2021	2017-18-register; 2020-01-06-register; 2020-07-12-register; 2021-01-06-register; 2021-07-12-register
Access restrictions	11/4/2016	1/9/2020	2017-18-register; 2019-register
Associated Accession #	11/4/2016	1/9/2020	2017-18-register; 2019-register
Associated Accession # or collection	7/1/2020	12/19/2021	2020-07-12-register; 2021-01-06-register; 2021-07-12-register

Qualities of the tracking sheet

- Google Sheets
- 41 fields
 - 28 fields are filled out
 - 4 fields are autogenerated
 - 9 are fields that contain historic information
- Field types
 - Text
 - Date
 - Controlled vocabulary

Ingest Register and Tracking Sheet



Status	Submission name	Submission date	Submitted to Digital Preservation by	size (GB)	Number of file	working location or source	Reformatted or Born Digital	Source or curatorial area
08-Completed	wauar-audioVisualServices-94-004	1/27/2026	Andrew Weaver, Media Preservation Librarian	148.000	20	NAS	Reformatted	Visual Materials (Special Collections)
08-Completed	wauar-ICArecords-97-096	1/27/2026	Andrew Weaver, Media Preservation Librarian	90.200	29	NAS	Reformatted	Public Records. University Archives (Special Collections)
08-Completed	wauar-matthaei-ph2019-019	1/27/2026	Andrew Weaver, Media Preservation Librarian	127.000	30	NAS	Reformatted	Visual Materials (Special Collections)
08-Completed	Paul de Barros Seattle Jazz Oral History Collection Hard drive (AIP001-wav files)	1/30/2026	Ann Lally, Digital Collections Curator	184.000	181	MC HDD	Reformatted	Ethnomusicology Archives (Special Collections)

Submission date	Title	Restrictions	AIP name	UUID	AIP date
1/27/2026	University of Washington, Audio Visual Services, Materials Library films	yes	wau-uwAudioVisualServices-94-004	wau-uwAudioVisualServices-94-004-2e988622-423a-4856-a801-85611951ec38	2/10/2026
1/27/2026	University of Washington, Department of Intercollegiate Athletics record	yes	wau-uwIntercollegiateAthletics-97-096	wau-uwIntercollegiateAthletics-97-096-09e1f003-230b-49ea-bfbc-ff675666e23c	2/5/2026
1/27/2026	Matthaei family films	yes	wau-matthaeiFamilyFilms-ph2019-019	wau-matthaeiFamilyFilms-ph2019-019-7570abef-caf6-4efd-bd4a-b85e2371c933	2/5/2026
1/30/2026	Paul de Barros Seattle Jazz Oral History Collection, 1987-1991	no	wau-paulDeBarros-2022001-AIP001	wau-paulDeBarros-2022001-AIP001-bc435f37-92a0-4705-be93-844e5ad4f77a	2/11/2026

Status	Submission name	Submission date	Processing Notes
08-Completed	wauar-audioVisualServices-94-004	1/27/2026	<p>2026-02-23: Sent UUID and metadata notes to Elaine S. and Ann L. via email.</p> <p>2026-02-11: Confirmed AIP was in Archival Storage tab at 10:30 am.</p> <p>2026-02-10: Started transfer at 9:59 am. Started storing at 5:27 am.</p> <p>2026-02-09: Started rsyncing at 3:21 pm. Checked rsync progress at 4:11 pm, rsync is complete.</p> <p>2026-01-28: Verified that bagging was completed. Copied metadata folder. Ready for ingest.</p> <p>2026-01-27: Created metadata folder. Started bagging at 6:37 pm.</p>
08-Completed	wauar-ICAreCORDS-97-096	1/27/2026	<p>2026-02-23: Sent UUID and metadata notes to Elaine S. and Ann L. via email.</p> <p>2026-02-06: Started storing at 2:01 pm. Confirmed that AIP was in Archival Storage tab at 3:55 pm.</p> <p>2026-02-05: Started transfer at 1:56 pm.</p> <p>2026-02-04: Started rsyncing at 5:41 pm.</p> <p>2026-01-28: Created metadata folder. Started bagging folder at 4:42 pm. Checked bagging status at 5:36; bagging completed. Copied metadata folder to bag. Ready for ingest.</p>
08-Completed	wauar-matthaei-ph2019-019	1/27/2026	<p>2026-02-23: Sent UUID and metadata notes to Elaine S. and Ann L. via email.</p> <p>2026-02-06: Confirmed AIP was in Archival Storage tab at 2:05 pm/</p> <p>2026-02-05: Started transfer at 12:12 pm. Started storing at 4:23 pm. Forgot to copy UUID.</p> <p>2026-02-04: Started rsyncing at 5:40 pm.</p> <p>2026-01-29: Folder bagged over night. Copied metadata folder to bag. Ready for ingest.</p> <p>2026-01-28: Created metadata folder. Started bagging folder at 5:49 pm.</p>
08-Completed	Paul de Barros Seattle Jazz Oral History Collection Hard drive (AIP001-wav files)	1/30/2026	<p>2026-02-23: Sent UUID and metadata notes to Elaine S. and Ann L. via email.</p> <p>2026-02-12: Confirmed AIP was in Archival Storage tab at 3:37 pm.</p> <p>2026-02-11: Started transfer at 10:35 pm. Started storing at 2:52 pm.</p> <p>2026-02-10: Started rsyncing at 5:33 pm.</p> <p>2026-02-09: Started bagging folder at 4:36 pm. Updated readme.txt. Bagging completed at 5:09 pm. Copied</p> <p>2026-02-02: Started using Teracopy to copy files to AIP001 folder in MC's HDD at 1:10 pm. Created metadata</p>

Preservation Actions Tracking Sheet

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Status	UUID	Preservation Action	Preservation Action Details
	wau-hilbert-2005001-AIP049-9c4a7330-28ed-40f4-9167-c57d0202519a		bucket and could not find it. May have deleted this AIP instead of the original
In progress	wau-weiner-5438-002-1cca7702-0679-41aa-96a3-66bec080b00d	Deleted Permanently	2025-12-09: Started creating DROID report with SHA-256 checksums because METS file has SHA-256 checksums. SHA-256
In progress	wau-weiner-5438-002-95b168d8-72c4-4856-b9ec-06f066c3fe28	Deleted Permanently	2025-12-09: Started creating DROID report with SHA-256 checksums because METS file has SHA-256 checksums. SHA-256
In progress	wau-blumenthal-3037-001-1ce4b989-a586-442e-a16d-319383abf374	Deleted Permanently	2025-12-09: Verified that the SHA-56 checksums for the two files in the METS file and DROID report match. Delete this
Complete	Wau-20180820-kinkade-005-e2f6cdb5-7509-46f9-9554-7b8357d48d3a	Restore-Request	2025-12-04: Started downloading at 9:58 am. Emailed Ann at 10:01 that AIP was ready.
Complete	wau-20180820-kinkade-004-4df79b8d-89c5-46a2-8342-1f6c7f1a98ea	Restore-Request	2025-11-26: Ann reminded me of the AIP that needed to be downloaded. Started download at around 9:37 am. AIP
Complete	wau-20180820-kinkade-001-4cfe6519-17fe-4249-8d67-de3a437df8fd	Restore-Request	2025-11-26: Ann reminded me of the AIP that needed to be downloaded. Started download at around 9:38 am. AIP
Complete	wau-ryan-201401-12-381d08f9-5885-4987-b0c8-6cae90652f7c	Restore-Request	2025-11-19: Started download to "From Preservation" folder at 10:06 am. Download failed. Started download to
Delete from East	wau-anthonyMattina-2696-004-61ae00a6-7687-49bd-91af-3ff50baff13e	Delete and Replace	2025-11-19: Started storing at 2:14 pm. The new UUID is wau-anthonyMattina-2696-003-04-42c02e
Complete	wau-20180723-amoss-f41ec347-73ca-40c8-b5d1-e11db43586cb	Restore-Request	2025-11-18: Copied AIP to HDD and delivered it to Ashlynn at around 10:30 am.

Initiator or Requestor	Initiator or Requestor Department	Initiator or Requestor Role
Mariecris Gatlabayan	Preservation Services	Digital Curator
Mariecris Gatlabayan	Preservation Services	Digital Curator
Mariecris Gatlabayan	Preservation Services	Digital Curator
Ann Lally	Special Collections	Digital Curator
Ann Lally	Special Collections	Digital Curator
Ann Lally	Special Collections	Digital Curator
Ann Lally	Special Collections	Digital Curator
Elaine Speer	Special Collections	Accessioning Archivist
Ashlyn Higareda	Special Collections	Moving Image Archivist

Date Initiated/ Requested	Date Completed	Completed by
12/3/2025		mcat
12/3/2025		mcat
12/3/2025		mcat
12/3/2025	12/4/2025	mcat
11/24/2025	11/26/2025	mcat
11/24/2025	11/26/2025	mcat
11/18/2025	11/19/2025	mcat
11/12/2025		mcat
11/12/2025	11/18/2025	mcat

Statistics and Visualizations in Power Bi

← Packages in Progress

33

3,698.22

Count of Submission name

Sum of size (GB)

Status

- 01-To-do
- 02-SIP Creation
- 03-Ready for Ingest
- 04-Creating and storing AIP
- 09-Block/Issue/Hold

Associated Accession # or Colle...

🔍 Search

- 1999017
- 2003001
- 2005001
- 25-010
- 5202-002
- 5496-001

Associated OCLC

🔍 Search

- 1137323318
- 123954473
- 1246172462
- 1256713599
- 1268148036
- 1268148248

Submitted to Digital Preservation by

🔍 Search

- Andrew Weaver, Media Preservation Libr...
- Ann Lally, Digital Collections Curator
- Jesse Stanley, Digital Imaging and Preser...
- John Vallier, Ethnomusicology Archivist ...

Status	Submission name	Submission date	Submitted to Digital Preservation by
01-To-do	wauem-douglasGavin-1999017	5/19/2025	Andrew Weaver, Media Preservation Librarian
01-To-do	wauem-phoasavadi-2003001	5/19/2025	Andrew Weaver, Media Preservation Librarian
01-To-do	wau-hilbert-2005001-AIP061	10/14/2024	John Vallier, Ethnomusicology Archivist & Recorded Sour
01-To-do	wau-hilbert-2005001-AIP062	10/14/2024	John Vallier, Ethnomusicology Archivist & Recorded Sour
01-To-do	wau-hilbert-2005001-AIP063	10/14/2024	John Vallier, Ethnomusicology Archivist & Recorded Sour
01-To-do	wau-hilbert-2005001-AIP064	10/14/2024	John Vallier, Ethnomusicology Archivist & Recorded Sour
01-To-do	wau-hilbert-2005001-AIP065	10/14/2024	John Vallier, Ethnomusicology Archivist & Recorded Sour
01-To-do	wau-hilbert-2005001-AIP066	10/14/2024	John Vallier, Ethnomusicology Archivist & Recorded Sour
01-To-do	wau-hilbert-2005001-AIP067	10/14/2024	John Vallier, Ethnomusicology Archivist & Recorded Sour
01-To-do	wau-suttles-5202-002		Andrew Weaver, Media Preservation Librarian
01-To-do	wau-tanejiroKushi-ph1149-AIP003	5/13/2025	Andrew Weaver, Media Preservation Librarian
01-To-do	wau-tanejiroKushi-ph1149-AIP004	5/13/2025	Andrew Weaver, Media Preservation Librarian
01-To-do	wau-tanejiroKushi-ph1149-AIP005	5/13/2025	Andrew Weaver, Media Preservation Librarian
01-To-do	wau-tanejiroKushi-ph1149-AIP006	5/13/2025	Andrew Weaver, Media Preservation Librarian
01-To-do	wau-tanejiroKushi-ph1149-AIP007	5/13/2025	Andrew Weaver, Media Preservation Librarian
01-To-do	wau-tanejiroKushi-ph1149-AIP008	5/13/2025	Andrew Weaver, Media Preservation Librarian
Total			

AIP date

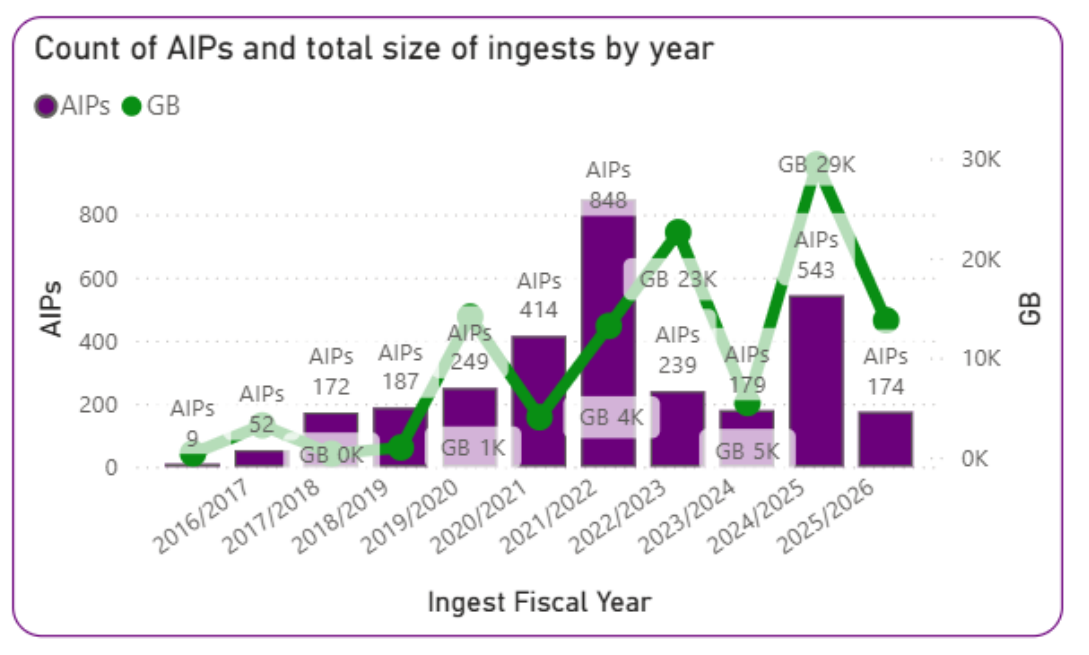
11/2/2016 2/12/2026

Submission date

8/25/2016 2/10/2026

Submitted by	# of Submissions
Andrew Weaver, Media Preservation Librarian	215
Ann Lally, Digital Collections Curator	126
Hvokyoung Yi, TEAL Director and	2
Total	3066

Source or curatorial area	Count
Jewish Archives (Special Collections)	470
Pacific Northwest (Special Collections)	458
HathiTrust Ingest	401
Ethnomusicology Archives (Special Collections)	349
Visual Materials (Special Collections)	334
Music Library	205
Public Records. University Archives (Special Collections)	161
Streaming Media	156
Total	3066



AIPs ingested

3060	107,565.41	35.33	1221153
Count of UUID	Sum of size (GB)	Average of size (GB)	Sum of Number of files

Status	Submission name	Submission date	Title	AIP name	AIP date	UUID
05-Need to update Alma record	20251208_DanielLevPapers_5925-002	12/8/2025	Daniel S. Lev papers	wau-danielSLev-5925-002	2/11/2026	wau-da9a02-00
Total						

Fiscal Year 2025/2026

176
Count of UUID

13,820.49
Sum of size (GB)

77804
Sum of Number of files

AIP date

7/23/2024 2/23/2026

Submission date

5/7/2024 2/20/2026

Status

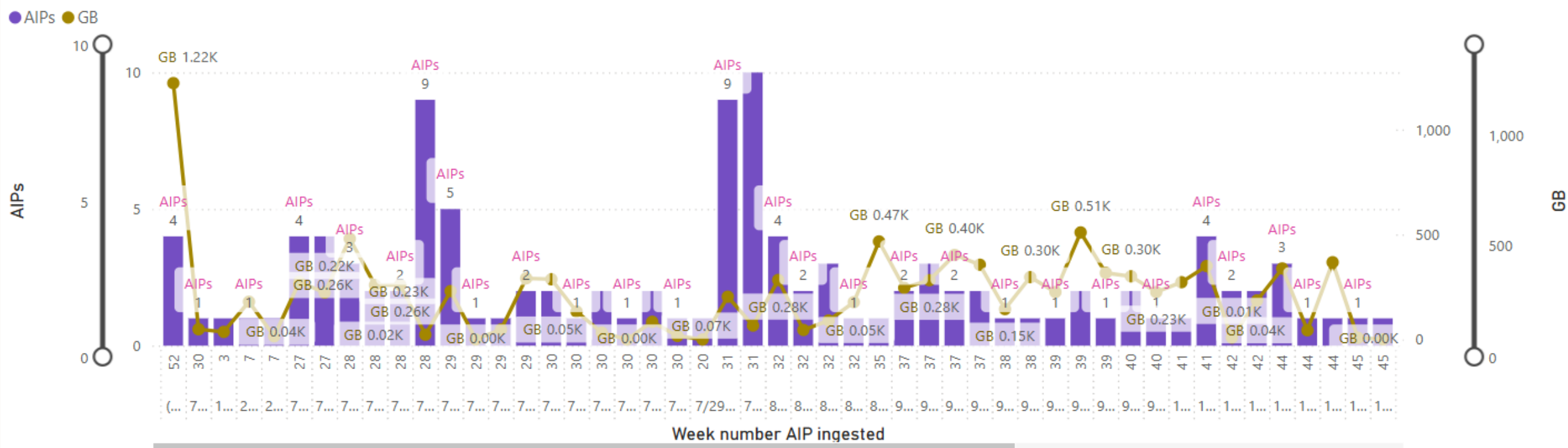
07-Need to notify Special Collections/Source

08-Completed

- UUID
- Search
- wau-adebisiAdeleke-1990014-c7...
 - wau-aluw-3304-012-562682e2-e...
 - wau-anthonyMattina-2696-003-...
 - wau-asahelCurtis-PH0482-9bca7...
 - wau-balladOfSuzanneCesaire-15...
 - wau-belmarAndSalazar-2696-20...

AIP name	Title
wau-adebisiAdeleke-1990014	UW Ethnomusicology Archives at
wau-aluw-3304-012	Association of Librarians of the U
wau-anthonyMattina-2696-003-04	Anthony Mattina papers
wau-asahelCurtis-PH0482	Asahel Curtis Studio Photographs
wau-balladOfSuzanneCesaire-1521821974	The ballad of Suzanne Césaire
wau-belmarAndSalazar-2696-201-01	Guillem Belmar and Jeremías Salá linguistic research
wau-birthingJustice-1395907714	Show the bibliographic record in
wau-book-it-theatre-6510-001-AIP003	Book-It Repertory Theatre record

AIPs and GB by AIP date and Week number AIP ingested



Fiscal Year 2024/2025

434
Count of UUID

15,313.11
Sum of size (GB)

241772
Sum of Number of files

AIP date

7/2/2024 2/23/2025

Status

- 07-Need to notify Special Collections/Source
- 08-Completed
- Deleted

UUID

Search

- wau-bidForBengal-1354014869-...
- wau-bobIraSpingPhotographs-P...
- wau-book-it-theatre-6510-001-A...
- wau-book-it-theatre-6510-001-A...
- wau-bruceJosephRigsby-3797-0...
- wau-byHookByCrook-148239038...

AIP name

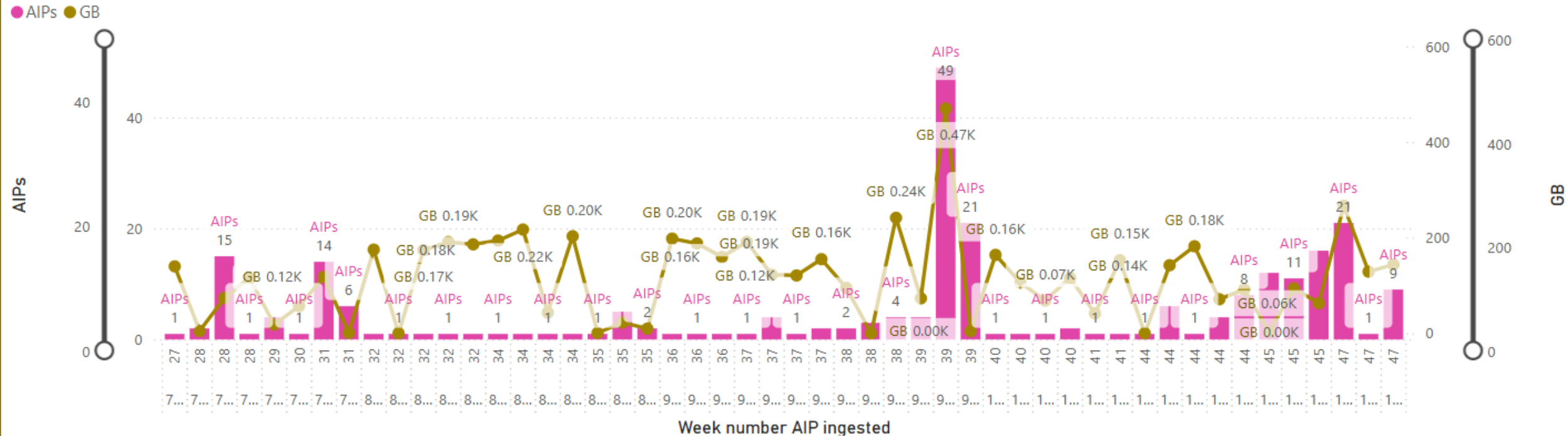
Title

wau-bidForBengal-1354014869	A bid for Bengal
wau-bobIraSpingPhotographs-PH2016-061	Bob and Ira Spring photographs
wau-book-it-theatre-6510-001-AIP001	Book-It Repertory Theatre record
wau-book-it-theatre-6510-001-AIP002	Book-It Repertory Theatre record
wau-bruceJosephRigsby-3797-001	Bruce Joseph Rigsby papers
wau-byHookByCrook-1482390387	By hook or by crook
wau-casalatina-5975-001	CASA Latina records
wau-charlesFOdengaardPaners-2380-006	Charles F. Odengaard papers

Submission date

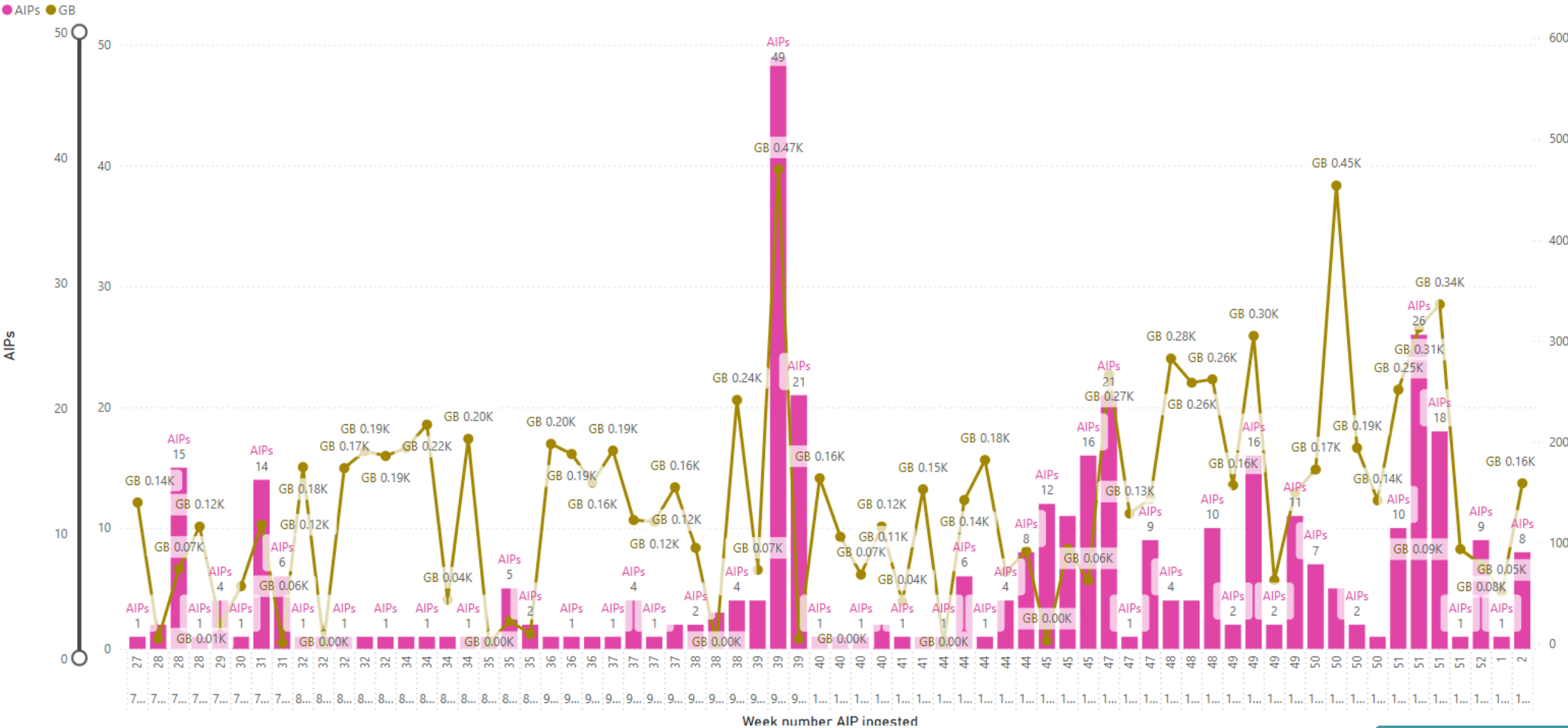
3/14/2019 6/26/2025

AIPs and GB by AIP date and Week number AIP ingested



Advocacy

- Used statistics to advocate for more processing space.
 - Doubled our processing amount and increased productivity
 - Addressed backlog



Special Collections Statistics Portal

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Source or Curatorial Area

Source or curatorial area	Count	GB	# of files
Ethnomusicology Archives (Special Collections)	349	29,584.45	49353
Faculty Papers, University Archives (Special Collections)	60	2,691.05	32149
Film Archives (Special Collections)	58	11,617.40	7741
Jewish Archives (Special Collections)	470	692.77	6895
Labor Archives (Special Collections)	61	2,334.89	91439
Maps (Special Collections)	1	0.10	6
Moving Image (Special Collections)	34	4,605.80	3490
Not PNW (Special Collections)	3	21.90	1615
Pacific Northwest (Special Collections)	459	9,863.84	209351
Pacific Northwest Stacks (Special Collections)	5	130.62	18921
Public Records. University	161	5,773.48	22003
Total	2016	97,831.45	741177

Reformatted or Born Digital	Count
Born Digital	330
Reformatted	1680
Reformatted/born Digital	3
Total	2016

Date AIP Ingested

12/21/2016

2/23/2026



Filter results

97,831.45

741177

2016

Sum of size (GB)

Sum of Number of files

Count of UUID

Status	Submission date	AIP date	Associated Accession # or Collection Number	Title
08-Completed	8/9/2018	8/23/2018	PH1116	"Gorilla Gone Wild: How Not to Behave in the Library
08-Completed	6/25/2024	8/6/2024	6541-001	"Shards of Light: Seattle's Jewish Family Service 1892
08-Completed		5/7/2022		[Bilaval Bilijyam : Pakistan's most gifted instrumentali
08-Completed		5/9/2022		[Music of Saeen Marna (traditional)]
08-Completed		7/7/2022		[Sarinda] : [sound of Khyber Valley]
08-Completed		8/27/2021		1845-1945, a Washington centennial commemorativ
08-Completed	12/6/2018	6/7/2019	PH1487	18th Annual May Day March for Workers and Immigr
08-Completed	3/27/2019	7/12/2019	PH1488	2017 Seattle tax day march photograph collection, A

Total

Special Collections-Restore Stats

Initiator or Requestor	Count
	34
Andrew Weaver	1
Ann Lally	14
Ashlyn Higareda	30
Conor Casey	2
Elixabeth Russell	1
John Vallier	3
Laura Spess	1
Mariecris Gatlabayan	1
Total	93

Date Initiated/Requested

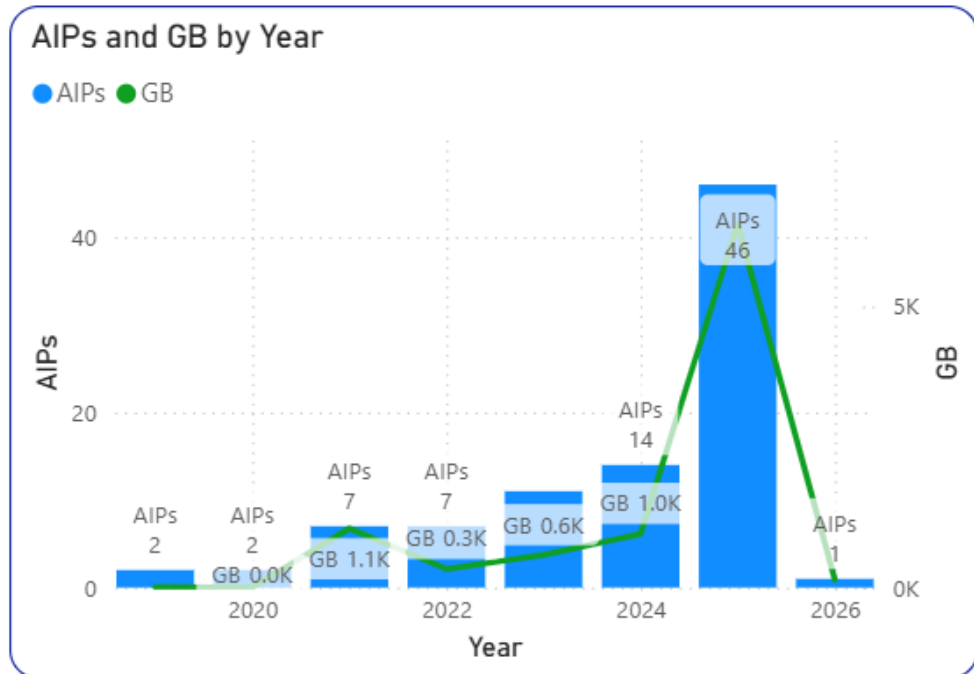
3/26/2024 1/12/2026

Associated Accession # or Collection Number	Count
	25
PH2020-008	25
1693-001	2
1964-001	2
1996018	2
6510-001	2
	1
0721-002	1
Total	80

Date Completed

2/15/2019 1/13/2026

Source or curatorial area	Count
Ethnomusicology Archives (Special Collections)	10
Faculty Papers, University Archives (Special Collections)	2
Film Archives (Special Collections)	25
Jewish Archives (Special Collections)	3
Labor Archives (Special Collections)	8
Moving Image (Special Collections)	2
Pacific Northwest (Special Collections)	22
Total	80



Status	Preservation Action	Associated Accession # or Collection Number	Title	UUID	Date Initiated/Requested	Date Completed
Complete	Restore-Request		Return to Bikini	wau-returnToBikini-913604776-72891d0b-4642-495d-97b2-009a8cbf54ef		11/28/22
Complete	Restore-Request	0721-002	Powell S. Barnett papers	wau-powellBarnett-0721-002-41d3aa75-747a-4957-ae35-7c9dbc31cd0a		11/30/22
Complete	Restore-Request	0721-002	Powell S. Barnett papers	wau-powellBarnett-0721-002-41d3aa75-747a-4957-ae35-7c9dbc31cd0a		05/18/23
Complete	Restore-Request	15-025	University of Washington Libraries, Special Collections records, 1969- 2009	wau-spcoll-15-025-385bc9b2-0938-4ea7-a76a-89963128299b		03/23/22
Complete	Restore-Request	1835-030	Pamela Amoss papers, 1954-1971.	wau-20180723-amoss-f41ec347-73ca-40c8-b5d1-e11db43586cb		02/15/19
Complete	Restore-Request	1835-030	Pamela Amoss papers, 1954-1971.	wau-20180723-amoss-f41ec347-73ca-40c8-b5d1-e11db43586cb		06/15/20



Special Collections-Packages in Progress

9

(Blank)

Count of Submission name

Sum of size (GB)

Status

- 01-To-do
- 09-Block/Issue/Hold

Associated Accession # or Colle...

Search

- 2521-001
- 2696-176-01
- PH1047
- PH1048
- PH1049
- PH1050

Associated OCLC

Search

-
- 1319896246
- 1437907729
- 28418393

Submitted to Digital Preservation by

Search

-
- Andrew Weaver, Media Preservation Libr.
- Ann Lally, Digital Collections Curator



Status	Submission name	Submission date	Submitted to Digital Preservation by	Title	Asso
01-To-do	Lynn_Shelton_film_scans_batch3		Andrew Weaver, Media Preservation Librarian	Lynn Shelton collection	PH20
09-Block/Issue/Hold	20240730_OlgaLovickPapers_2696-176-01	1/6/2025	Ann Lally, Digital Collections Curator	Olga Lovick papers	2696
09-Block/Issue/Hold	BobIraSpring-Films (PH1047; The Mountaineers film collection)	3/25/2024	Andrew Weaver, Media Preservation Librarian		PH10
09-Block/Issue/Hold	BobIraSpring-Films (PH1048; Bob and Ira Spring films)	3/25/2024	Andrew Weaver, Media Preservation Librarian		PH10
09-Block/Issue/Hold	BobIraSpring-Films (PH1049; Dwight Watson films)	3/25/2024	Andrew Weaver, Media Preservation Librarian		PH10
09-Block/Issue/Hold	BobIraSpring-Films (PH1050; Charles and Marion Hessey films)	3/25/2024	Andrew Weaver, Media Preservation Librarian		PH10
09-Block/Issue/Hold	BobIraSpring-Films (PH1281; Wilderness Alps of Stehekin film)	3/25/2024	Andrew Weaver, Media Preservation Librarian		PH12
09-Block/Issue/Hold	BobIraSpring-Films (PH1288; Charles Perryman film collection)	3/25/2024	Andrew Weaver, Media Preservation Librarian		PH12
Total					

Ingests - Search



AIP date

12/21/2016 2/23/2026



Associated Accession # or Col...

2025

2025001

2025004

Associated OCLC #

Search

1523121617

Source or curatorial area

Count of
UUID

Ethnomusicology Archives (Special
Collections)

2

Total

2

Reformatted or Born Digital

Reformatted

Status	Source or curatorial area	Associated Accession # or Collection Number	Associated OCLC #	Title	UUID
08-Completed	Ethnomusicology Archives (Special Collections)	2025001	1523121617	Joe Brazil collection, approximately 1954-2000	wau-joeBrazil-2025001-AIP001-092af181-f746-4c31-95fd-c3c9007807e1
08-Completed	Ethnomusicology Archives (Special Collections)	2025001	1523121617	Joe Brazil collection, approximately 1954-2000	wau-joeBrazil-2025001-AIP002-8769d8cd-a050-47ca-9033-14ddb824d2f5

Thank you!

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