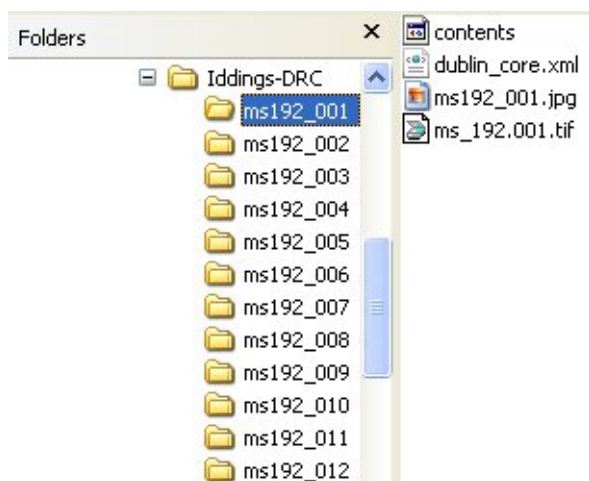


DRC BULK INGEST

Overview

1. When submitting a collection to Ohiolink for bulk ingest into the DRC, you will create a collection directory, with a subdirectory for each item, containing the following files:
 - the digital file(s) being submitted
 - a dublin_core.xml file of metadata
 - a content manifest
2. The directory of files is then transferred to CD/DVD and sent to Ohiolink to be loaded into the DRC
3. Your directory should look similar to this:



Local naming conventions are allowed for folder names and the digitized files. However, the metadata **must** be named **dublin_core.xml** and the contents manifest must be named **contents**

Digital Files

1. Create digital files according to the recommendations of the DRC Digital Best Practices subcommittee:
<http://sites.google.com/a/ohiolink.edu/drmc/Home/Subcommittees/Digitization-Best-Practices>
2. Name the files according to your local naming convention; often this includes the collection name, followed by a unique identifier for each object.
3. Save the digital file(s) for each object in the appropriate folder in your directory



If you have a database which automates the XML export process, that may be your most efficient method for creating metadata XML files. If not, use the following method.

XML Files

1. Use the `dublin_core_template.xls` provided by Ohiolink, located in the DRC Wiki at: <http://sites.google.com/a/ohiolink.edu/drnc/Home/Subcommittees/DRC-Liaison-Assistance/documentation--topics>, to create metadata for each digitized object.
2. The template provides cells for each descriptive field:

1	Field Name	dcvalue	element	qualifier
2	Title		title	none
3	Creator		contributor	author
4	Date Created		date	created
5	Description		description	none
6	Subject		subject	none
7	Spatial Coverage		coverage	spatial
8	Temporal Coverage		coverage	temporal
9	Language		language	iso
10	Work Type		type	none
11	Repository Name		contributor	repository
12	Repository ID		identifier	other
13	Digital Publisher		publisher	digital
14	Digital Creation Date		date	digitized
15	Digitizing Equipment		equipment	digitizing
16	Asset Source		relation	hasformat
17	Rights (web link)		rights	uri
18	Rights		rights	none
19	Collection Name		relation	ispartof
20	OhioLINK Institution		contributor	institution
21	Asset Type (autogenerated)		format	mimetype
22	Object Identifier (autogenerated)		identifier	uri
23	Permissions		rights	permissions
24	NOTE: Add additional fields as needed		subject	none
25	subject		subject	none
26	subject		subject	none
27	subject		subject	none
28	subject		subject	none

3. Open the template in Microsoft Excel and input metadata into the **dcvalue** column.
4. When the metadata is complete, go to File | Save As and choose Save as Type: XML Data (*.xml).
5. Name each file `dublin_core.xml` and save in the appropriate folder in your directory.

Content Manifest

1. Using Notepad or another simple text editor, prepare a content manifest for each folder in your directory.
2. The content manifest is a tab-delimited data list of the files being submitted.
3. Save the file without a file extension, into the appropriate file in your directory.



This example content manifest contains a .tif file with administrator-only privileges, as well as the .jpg file which can be viewed by all:

```
contents - Notepad
File Edit Format View Help
ms192_003.tif bundle:ORIGINAL permissions: -r Administrator description: archival master
ms192_003.jpg bundle:ORIGINAL
```



To save a Notepad file without a .txt file extension, select File | Save As and type the file name in double quotes: "contents"

Submitting Files

1. Transfer your file directory to a CD/DVD (or multiple CD/DVDs as needed).
2. If multiple CD/DVDs are being sent, label them in numerical order.
3. Label each CD/DVD with the collection name and your contact information.
4. Send to John Davison at Ohiolink via the U.S. Postal Service: C/O OhioLINK
2455 North Star Road,
Suite 300
Columbus, Ohio 43221.