**Illuminating Otago Heritage**

**Goal:** Optimise the University Library’s DAMS (Digital Asset Management System) workflows relating to ingest and curation of our digital collections.

**Issue:** The standard ingest process for Islandora requires a separate ingest form per format.

**Solution:** A single ingest process for different formats - re-use metadata from other databases (e.g. MINISIS and Alma) (see main Workflow) - provide a straightforward bulk ingest process (see Coingest) - establish ongoing syncing of metadata from other databases (see Cosync).

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**Coingest programme (bulk ingest)**

Automatically ingests a long list of items in bulk via Islandora, Manages the list of jobs, schedules their ingest via Islandora API when the machine is idle and logs the job outcome.

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**Cosync programme (sync metadata)**

Used to sync the metadata. Routinely checks a predefined list of databases (via OAI-PMH) to selectively harvest updated records. These are then updated in the DAMS, via Islandora.

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**Ingest Process – Workflow**

- **MINISIS**: unpublished resources, art, archives etc.
- **Alma**: published resources
- **Otago developments in blue**

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**Ingest Process – List of functions**

**Ingest Form**

- **MINISIS Record**
- **Alma Record**
- **Upload**
- **Ingest**

**Cosync**

- **OAI-PMH**
- **Identifier/ Metadata**

**DAMS Ingest Form / Interface**

- **Copy file**
- **Upload**
- **Staff request**

**DAMS Dropbox**

- **Upload**
- **Upload**
- **Upload**

**Reprographics Jobs**

- **Digitise**

**DAMS Solution Pack(s)**

- **Generate Persistent Identifier (PID) for digital objects**
- **Generate access derivatives / files**
- **Extract technical metadata**
- **Generate PREMIS metadata**
- **Index metadata in Solr**
- **Cross-walk MODS to Dublin Core**

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**Functions:**

- Provide single form for all formats connected to each Solution Pack, starting with large image, sound, video and book.
- Upload a new item or collection to a new or existing collection.
- Load metadata using the primary record identifier from the external database.
- Copy the file to the Islandora Dropbox to minimise loading time for large files or upload via the browser.
- Reproductions staff digitise and upload file.
- Crosswalk external system metadata to MODS schema.
- Send email notification: to staff (and Reproductions if it was their job), when a digital object completes being ingested.

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Ingest Form

- Load Metadata
- Submit Title
- Submit for Reuse
- Ask Reproductions

Functions:

- Provide compound digital object containing all relevant datastreams, file versions and metadata.