<u>**Notes Pre-ingest tool workshop – 09 June 2011**</u>

Presenter: Bernd -AIT

More information on Europeana Semantic Elements update:

- new mandatory fields
- https://bhl.wikispaces.com/BHL-E_WP3_PREINGEST
- *Gerda uploaded this document to the wiki on 06.06.2011*

Shows process that happens to the metadata, documented with examples
Why has this not been communicated before the workshop to the project members?

dc: language has become a mandatory field:

What does this field mean? - Language of the metadata, language of the content??

Melita: Where is OLEF within this document?
Bernd: OLEF bibliographic information will be converted to MODS

Wolfgang: There is also taxonomic data within OLEF. What happens with that if we convert to MODS?

No answer to that!!!

Michaela: What is the next step?
Bernd: everything you submit gets stored

Before packaging gets created, transformation happens

Bernd: promised to provide the pre-ingest tool on the NHM server until end of next week 17.06.2011!

Pre-ingest data: login to the tool, check the folder(s) you want to ingest, and press send and you see when it is done.

Laszlo: how can we handle updates for metadata?
        Bernd needs to check this.

Problem: Pre-ingest is not ready yet

http://localhost:8080/preingest/filebrowser/index, this is the url Bernd used for the workshop.

Workflow (theoretical presentation):
        1. upload files
        2. login to pre-ingest tool when it is ready on the NHM server
        3. check your folder and click on send data

Laszlo: we submit now pdf files or tiff files. Is the pre-ingest process prepared for born digitals?
Bernd: at the moment it is not considered especially. Everything gets treated the same.

Melita: Would it be possible to see the pre-ingest in real with e.g. content from CSIC?

Bernd: "It can be only shown when everything is ready as the whole OAIS is not ready yet. ATOS needs to finish the work."

Graham: we need to discuss tomorrow when everything is ready.

Bernd: we will provide documentations on the process and pre-ingest tool.

Martin Frederic: BnF – providing files is complicated: we have 226.000 pages and items ready to be delivered in the portal. Checking each folder for ingest is difficult.
Question: why does the screenshot says copyright ait.co.at in the pre-ingest tool ?

Larissa: File Submission Guidelines,
                 Do we have to provide metadata for which volume?

Each item folder with images should also have a metadata in …
Larissa: sometimes it happens that you have several metadata files for one book.

One metadata per item…

Laszlo: each of the folders we created should have metadata?

journal
        volume
                article

Bernd: Metadata files containing multiple items is a no go!!

A folder only containing a metadata will be identified as metadata
A folder with scans without metadata is not allowed.
A folder with metadata is allowed and will be title information!!

Bernd: CPs will get login next week to play with the pre-ingest module (17.06.2011)