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Project Charter: **Review Harvester Contributions**

Background

Because of Alliance central staff vacancies and the end of LSTA grant support, the DCBP SG will review contributions and re-contributions to the digital collections harvester between 2018 July and December.

Goals

- Support Alliance members with digital collections described with Dublin Core, particularly those who wish to contribute those collections for aggregation in DPLA, Primo, or both
- Ensure compliance with the Alliance's [digital collections documentation](#) in support of efficient aggregation
- Identify issues that can be addressed through documentation updates and training rather than one-on-one support

Scope

The group will review contributions and re-contributions to the digital collections harvester. Using the administrative interface and existing documentation and processes, ensure that all required fields are formed correctly and that recommended properties, if present, are also formed correctly. Communicate with institutions/individuals about issues and offer assistance to resolve them. When appropriate, note issues that can be addressed through documentation updates and training. If an issue appears to involve a problem with the harvester, consult with DPLA Ingest Manager.

Key Stakeholders

Client	Alliance members with digital collections described with Dublin Core particularly those who wish to contribute those collections for aggregation in DPLA, Primo, or both
Sponsor	ULC Team
Project manager	Laura Buchholz, DCBP SG chair
Project team members	DCBP SG members, DPLA Ingest Manager

Project Milestones

2018 July Responsibility for support begins
2018 December Transition to new support structure under new Strategic Agenda

Project Resources

- DCBP SG email list

- Dublin Core discussion list
- Time and skills of DCBP SG
- Alliance [digital collections documentation](#) (public-facing)
- [Existing metadata review checklists](#)
- Harvester documentation
 - [Crosswalks: Alliance DC to DPLA MAP and Primo](#)
 - [Harvester contributed sets through Q4 2018](#)
- Time and skills of DPLA Ingest Manager

Constraints, Assumptions, Risks and Dependencies

Constraints	SG members should ensure that they focus on the *required* elements, without adding extra requirements, in order to prioritize everyone's time well.
Assumptions	<p>Alliance members contributed many, many objects to the harvester in the last half of June. Absent the incentive of the LSTA grant requirements, it's likely that contributions will slow down.</p> <p>However, with DPLA go-live by the end of 2018, it's also possible that there will be additional incentive to contribute.</p>
Risks and Dependencies	Members of the group will have access to the administrative portion of the digital collections harvester. We trust that no one will abuse that access.