

To keep your site clean and usable and to make sure invisible objects aren't filling up your storage allocation, it is advisable to perform certain maintenance tasks periodically.

The following tasks should be performed every month or so.

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Clean up orphaned objects with Islandora Orphaned Objects

When a parent collection is deleted, in some cases its child objects are not. These objects become orphaned, their RELS-EXT proclaiming a relationship with a parent that no longer exists. These objects become lost in the repository, taking up space and occasionally turning up unexpectedly in search results.

Islandora Orphaned Objects finds these orphans, creates a list, and provides the option to delete them. Enable it on the Modules page.

How to use it

Go to Islandora -> Islandora Utility Modules -> Islandora Orphaned Objects (admin/islandora/tools/orphaned_objects/list) to view a list of your orphaned objects. You can click on them to view them, and on the list page you can select any number to delete all at once.

Clear out your completed batch sets

If you have batch ingested objects in the past, you might end up with copies of the prepared batches living in your repository, waiting to be deleted. Deleting a batch set does not delete the objects you ingested - it merely deletes the package that was prepared in order to make the ingest.

How to do it

Go to Reports -> Islandora Batch Sets.
Delete any sets that you have already processed.

Long-term maintenance

Set up Islandora Batch to automatically delete batch sets when they've been ingested:

- Islandora Utility Modules -> Islandora Batch Settings (admin/islandora/tools/batch)
- Check "Auto-remove batch set after batch successfully processes?"

Publish or delete inactive objects

If you have Simple Workflow turned on, you may end up with a queue of inactive objects waiting for approval before ingesting can be completed. You might also end up with inactive objects because someone set the object's status to inactive. In either case, you should examine your inactive objects regularly, and either publish or delete them as needed.

How to do it

- Go to Islandora Utility Modules -> Simple Workflow Objects
([admin/islandora/tools/simple_workflow/list](#))
- View your list of inactive objects. Select the ones you wish to publish, and click Publish.
- Any that you don't wish to publish, find out why they are inactive. Delete any objects that are not needed.