

Ingest Guidelines for Members

DPLA will strive to ingest your content a minimum of 4¹ times a year. That process is easiest when data meets the requirements of the data exchange agreement and the metadata schema and endpoint remain unchanged.

Several kinds of changes are typical and can be planned for in advance, however. When Members anticipate a significant data change, alerting DPLA in advance of the regularly scheduled ingest will help to ensure that the work may be investigated and completed with minimal disruption to the schedule.

Under normal circumstances, the following timelines will give DPLA adequate time to implement a change prior to reingest:

2 weeks ahead of ingest:

- A change in endpoint location that does not affect identifiers
- Addition or exclusion of a set from an OAI harvest or other similar changes in parameters for other harvest types

1 month ahead of ingest:

- Simple mapping changes that can be reviewed and approved by DPLA staff

2 months ahead of ingest:

- Other mapping changes that require Member review

Smaller changes, like the addition of sets to a harvest or the simple addition or subtraction of an element in the mapping², are relatively simple to implement and don't require major review before reingest. More complex changes to mappings take longer to implement and review. Changes that can be reviewed and approved by DPLA staff are generally completed faster than those requiring additional Member approval. Should Members wish to revise data and start the review process again, the process may take even longer.

In addition to these, when a Member finds an error within their records after an ingest, such as mis-mapped data, or missing records, DPLA will strive to resolve the issue according to timelines similar to those above, depending on the complexity and impact of the issue.

DPLA may also experience difficulties during ingestions due to flaws in the source data. Some typical errors include:

- Endpoint is unreachable
- Missing data from harvest, such as data parsing errors, character encoding etc.
- Uncommunicated mapping changes

When these and other errors occur we will notify you as soon as the problem is discovered and will work with you to investigate and plan for a resolution. However, this could cause a delay in ingest and may ultimately be the responsibility of the Member to correct.

¹ We will make best efforts to provide two additional ingests in the year if requested as time permits. Hubs requesting these additional ingests will be added to the schedule on a bimonthly basis. If there are no significant data problems or changes, you can expect us to do all 6 ingests with no problem. Should exceptions occur we will still commit to completing at least 4 ingests within the year.

² All mappings are recorded in this spreadsheet: <http://bit.ly/dpla-MAP4-crosswalk>

The general ingest schedule is available online at:

<https://digitalpubliclibraryofamerica.atlassian.net/wiki/spaces/CT/pages/84969744/Hub+Re-ingest+Schedule>. Several weeks prior to each month, ingest schedules are confirmed with Members. A checklist will also be sent out to providers to ensure that any significant issues are communicated. These will be sent via email and the provider has the opportunity to request a schedule change at that time.

Tickets for ingests are created within our technology ticketing system. A dashboard has been created for you to track current and past tickets. You can find a link to your dashboard at:

<https://digitalpubliclibraryofamerica.atlassian.net/wiki/spaces/CT/pages/84969744/Hub+Re-ingest+Schedule>