

Islandora Release

Documentation, License and README -- Updated July 2016

DOCUMENTATION:

1. Change the Documentation Status to 'In Progress' when you begin reviewing documentation for a module you have signed up for in the current release tab of the [release spreadsheet](#).
2. Visit the GitHub repository of the module you signed up for by clicking on the link for each component in the release spreadsheet.
 - a. Compare the documentation from the module's README file on the current release branch in GitHub to the [Confluence wiki](#) to make sure that everything matches up. You will need a [Duraspace account](#) to update the wiki. This is also your [JIRA account](#), so it's well worth having.
 - b. The README is assumed to be the most up-to-date, so if there is a conflict, please update the Confluence wiki.
 - c. For newly contributed modules, you may have to make a new wiki page. Please consult an existing wiki page for a similar module (Solution Pack or Utility Module, for example) for page structure. There is also [a style guide for Confluence wiki pages](#).
3. Check the documentation against the module in action. Verify that existing screenshots match the way the interface looks now and replace them if necessary. Try to conform as closely to the original screenshot as possible. You will need to download the Release Candidate [Virtual Machine](#) for testing. An announcement about where to download the Release Candidate will be sent to the Islandora Google Group.
4. Check for any outstanding documentation tickets for the module in JIRA that need to be completed. You can search [here](#) for issues assigned to you. Much of the time, there will not be tickets for specific issues related to your modules.
5. To update the module's README in GitHub, either use the Google Docs Insert > Comment function to add a comment in the release spreadsheet noting what needs to be changed or create your own pull request against the current release branch and 7.x branch. See the [GitHub help](#) pages for more information on how to do a pull request.
6. Change the Documentation Status to 'Done' when tasks are complete.

For further information about Documentation please consider joining the [Documentation Interest Group](#) (DIG). If you have questions about documentation, email the [Islandora Google Group](#) and put [DIG] in the subject line.

LICENSE:

1. Visit the GitHub repository of the module you signed up for by clicking on the link for each component in the release spreadsheet.
2. Check to see if there is a LICENSE.txt or LICENSE file.
3. If that file exists, click on it. Verify that it is GPLv3. [This is an example](#) of what you're looking for. Make sure that it is ***not*** a GPL AFFERO license. If the correct license is present, change your License audit cell in the release spreadsheet from 'To Do' to 'Done'.
4. If the license file doesn't exist or needs to be updated in GitHub, either use the Google Docs Insert > Comment function to add a comment in the release spreadsheet noting what needs to be changed or create your own pull request against the current release branch and 7.x branch.

README:

1. Visit the GitHub repository of the module you signed up for by clicking on the link for each component in the release spreadsheet.
2. Check to see if there is a README.md file.
3. If that file exists, click on it. Verify that it adheres to the [README template](#) and make sure the correct maintainer is listed. The maintainer should be the same as the component manager listed in the release spreadsheet. If there are different names listed for the two roles, update the README to list the component manager as the maintainer or indicate this using the Google Docs Insert > Comment function to add a comment in the release spreadsheet.
4. If the README doesn't exist or needs to be updated in GitHub, either use the Google Docs Insert > Comment function to add a comment in the release spreadsheet noting what needs to be changed or create your own pull request against the current release branch and 7.x branch.