Guidelines for the ingestion procedure (WP6 Coordination of content)

Marzia Piccininno
Valentina Vassallo
The ingestion plan

- Update of the ingestion plan
  - It is important that all the providers give information about:
    - Updates
    - Changes
    - Substitution of the material/collections
    - Adding of new collections/providers
    - Any issue for uploading, publication and so forth

26th - 27th September 2011
1st Training Workshop, Rome
To remember...

- Europeana accepts only metadata linking to digital objects:
  - texts
  - images
  - audios
  - videos

- Content providers must supply URLs of the digital objects
The ingestion

- First core of content providers for the ingestion
  - A first lot of 500,000 items to be successfully delivered to Europeana
  - Deadline: September 2012!
The ingestion

- Organization of the group that will participate to the first ingestion phase:
  - **Greece, Poland, Germany** and **Belgium** gave already their availability...Other volunteers?
    - Who is ready?
  - The recruitment will start after the training!

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The help-desk support

- **lh-helpdesk@linked-heritage.org**
- Each content provider will specify the issue in the e-mail subject and will make questions about the topics.
- The person in charge will answer in order to facilitate the ingestion.

<table>
<thead>
<tr>
<th>E-MAIL SUBJECT</th>
<th>TOPICS</th>
<th>THE PERSON IN CHARGE</th>
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</thead>
<tbody>
<tr>
<td>MAPPING</td>
<td>Difficulties in editing mapping, using LIDO, etc.</td>
<td>Gordon, Regine</td>
</tr>
<tr>
<td>SOFTWARE</td>
<td>Problems with the tool, bugs, malfunctioning, etc.</td>
<td>Nasos, NTUA</td>
</tr>
<tr>
<td>INGESTION</td>
<td>Doubts with the ingestion steps, problems with Europeana, etc.</td>
<td>All</td>
</tr>
<tr>
<td>WORKFLOW</td>
<td>Questions on ingestion procedure, suggestions, need of an intermediate, etc.</td>
<td>Marzia, Valentina</td>
</tr>
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</table>
Thank you for your attention!

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