



Guidelines for the ingestion procedure (WP6 Coordination of content)

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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

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!



The help-desk support



□ The help-desk

- 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.

E-MAIL SUBJECT	TOPICS	THE PERSON IN CHARGE
MAPPING	Difficulties in editing mapping, using LIDO, etc.	Gordon, Regine
SOFTWARE	Problems with the tool, bugs, malfunctioning, etc.	Nasos, NTUA
INGESTION	Doubts with the ingestion steps, problems with Europeana, etc.	All
WORKFLOW	Questions on ingestion procedure, suggestions, need of an intermediate, etc.	Marzia, Valentina



Thank you for your attention!

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