Workflow Instructions

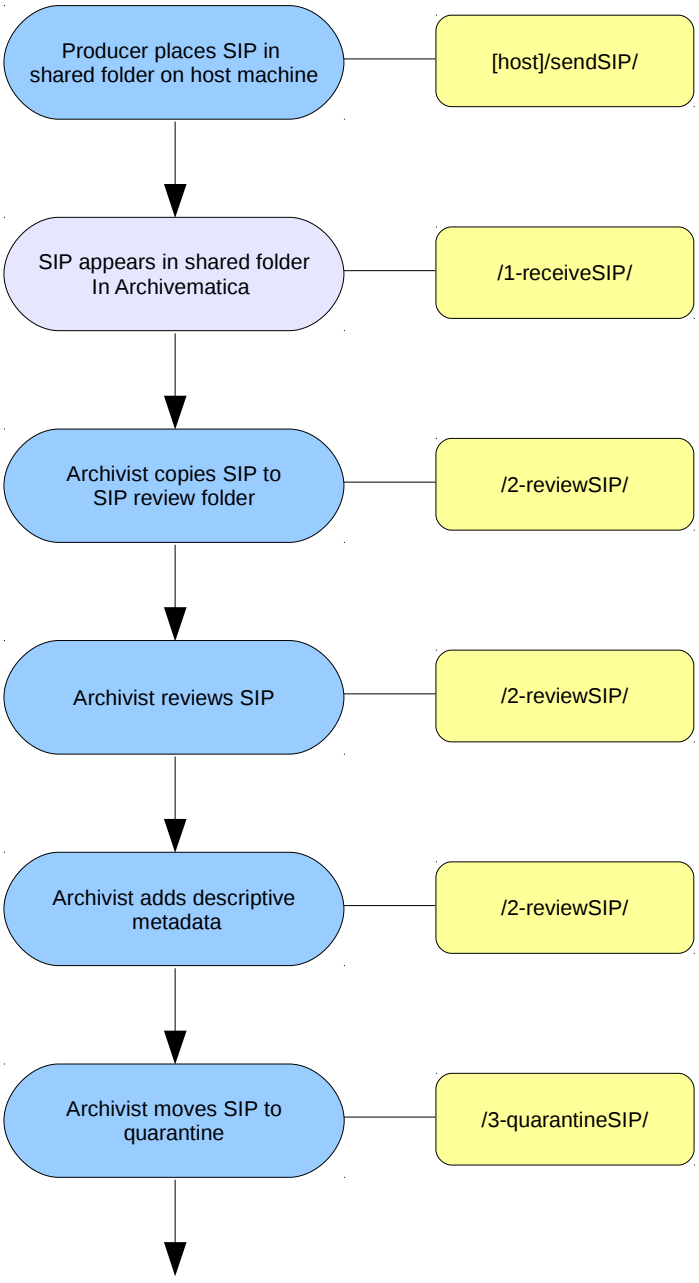
Release 0.6-alpha

http://archivematica.org

= manual step

= automated step

= file directory

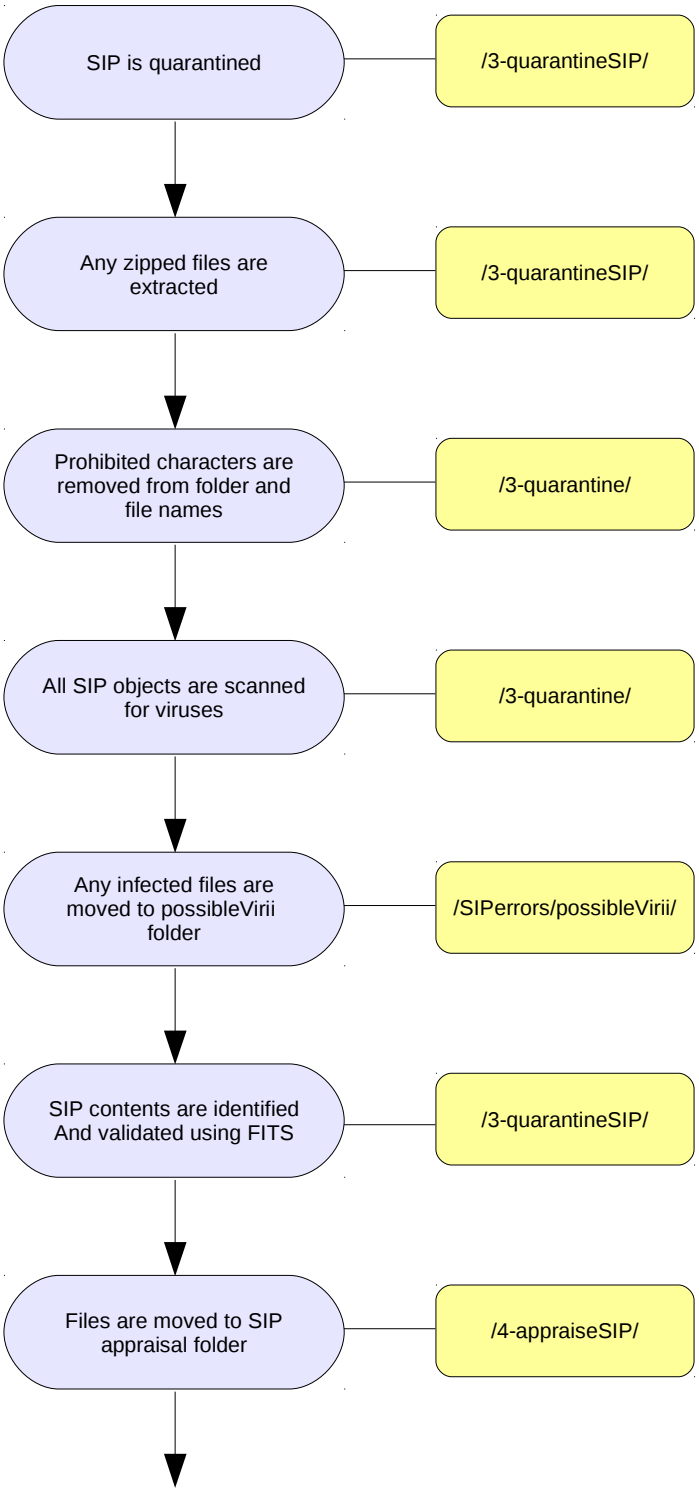


The producer places a folder of objects in a designated folder on his or her computer. This designated folder has been set up so that it automatically sends its contents to a shared folder in Archivematica.

The shared folder in Archivematica is 1-receiveSIP. When you are processing the SIP, leave the original copy in this folder as a backup in case you need to go back and start again.

Check the SIP to make sure it conforms to Submission Agreement.. If MD5checksum.txt file is included, right-click and select *Verify MD5 Checksum.* Otherwise Archivematica will add checksums to the SIP logs directory and verify checksums at various time throughout the ingest process.

Open the SIP. Right-click and select *Add Dublin Core XML* from the drop-down menu. Right-click the *dublincore.xml* file to open it with Mousepad. Add descriptive information to the appropriate Dublin Core elements and save the file.

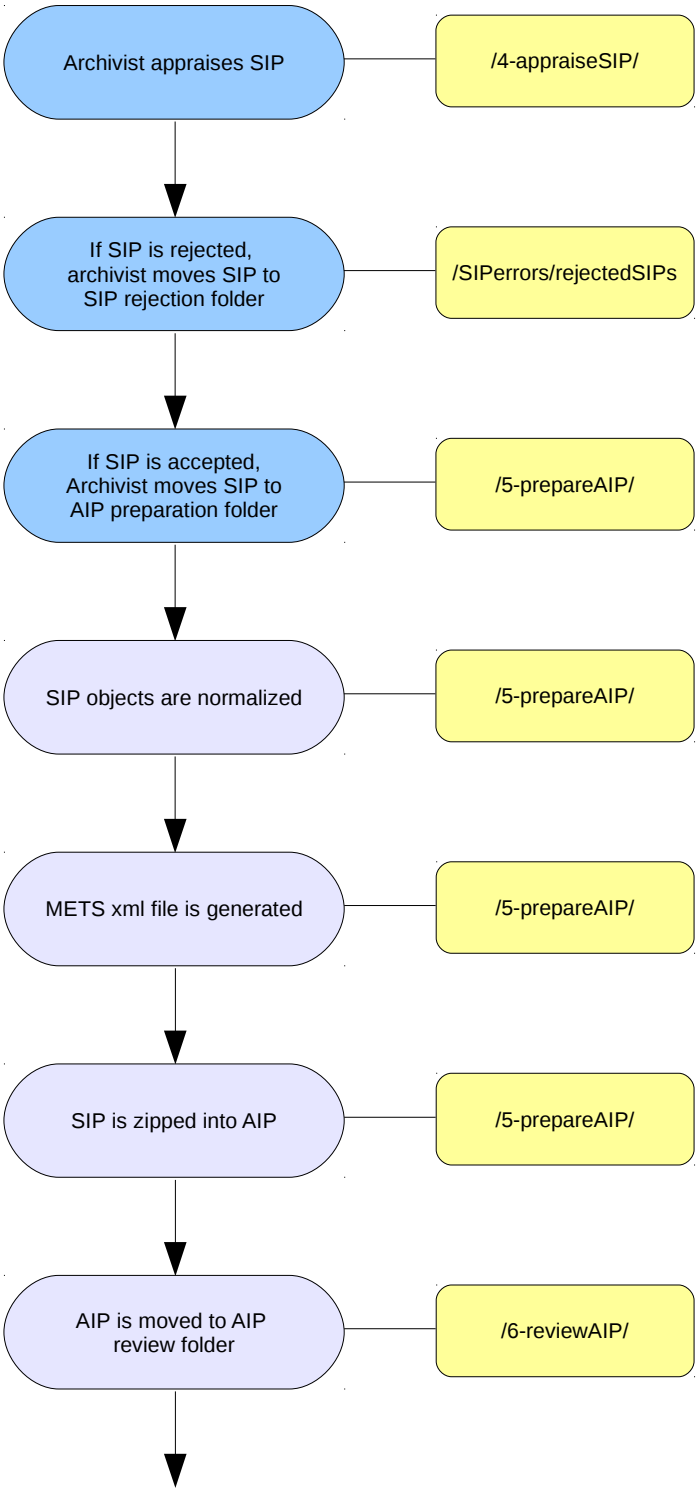


The SIP remains in the quarantine folder for a pre-configured time period (e.g. 30 days) before processing. Leaving ample quarantine time allows the ClamAV tool to be updated with the latest virus definitions to take into account any new threats that were identified after the SIP was received. For demonstration purposes, the quarantine period is one minute.

Archivematica removes spaces, ampersands and other special characters from folder and filenames to allow processing in Linux. A log of all name changes is generated and added to the SIP logs folder.

If there are any infected files, there will be a notification and the infected files will be segregated. Other SIP processing continues on the remaining files.

FITS identifies file formats, validates them against published specifications and extracts technical metadata. All of this information is stored in the SIP logs directory and added to the mets.xml manifest that describes the AIP contents.



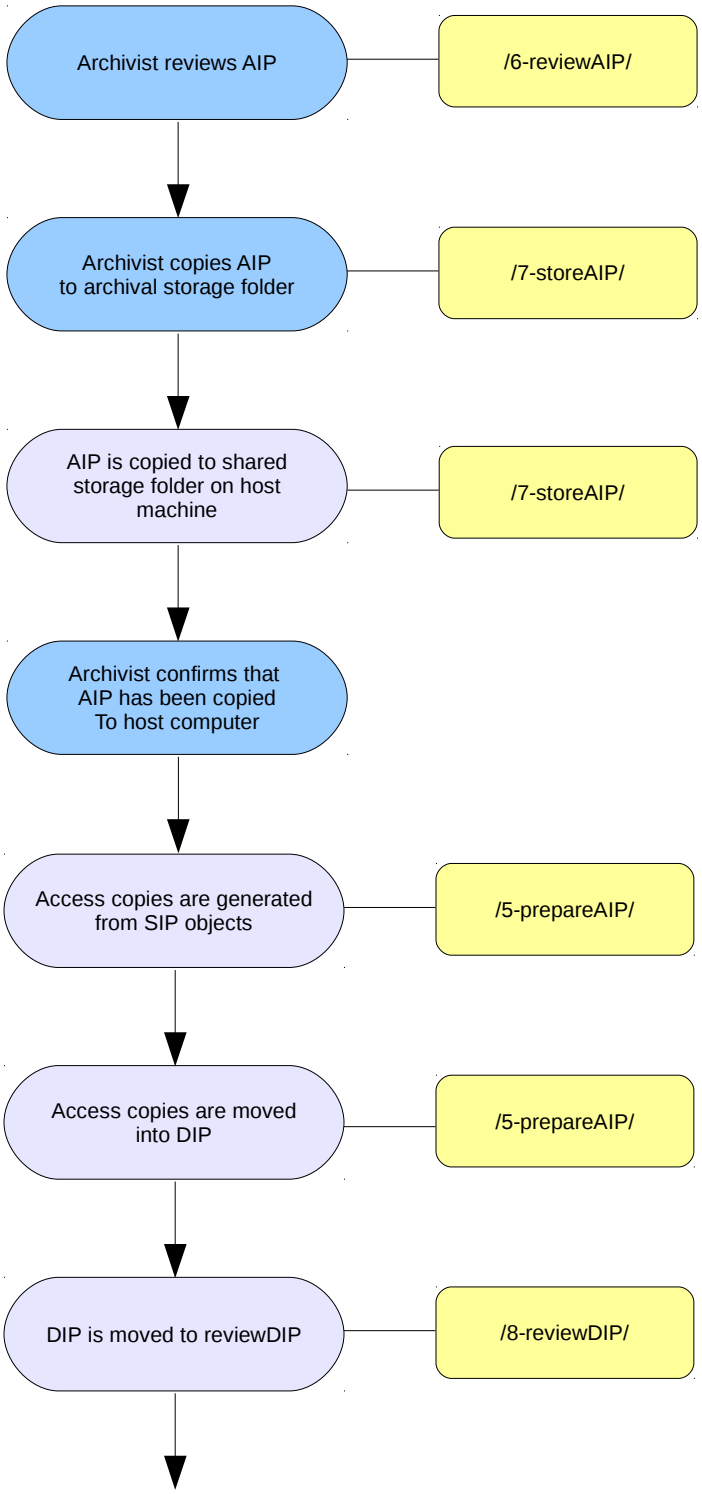
The Archivist now has access to all the technical metadata available to complete a final appraisal of the SIP, whether that's auditing it for compliance with the Submission Agreement or appraising individual files for historical value, legal value, etc.

If the SIP is rejected, the Archivist may wish to send a notification to the Producer or take some other action stipulated by institutional policy.

Archivematica automatically generates preservation format copies of objects in accordance with the default preservation plans. If a format policy does not exist for an object, it is not normalized. All original formats are preserved alongside the normalized copies.

A METS xml file incorporating the FITS output, SIP logs and the Dublin Core metadata is generated and added to the AIP.

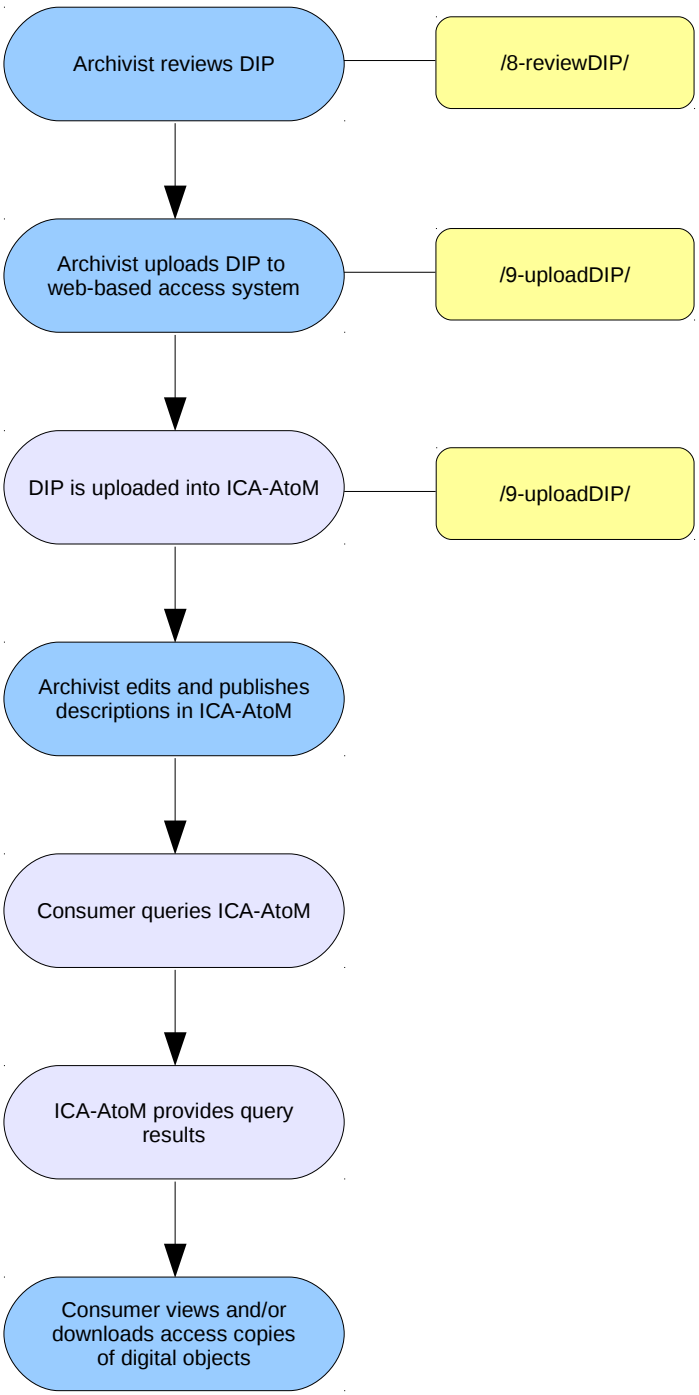
Archivematica automatically packages all the original objects, preservation format objects, logs and METS xml file into a single zipped file using Library of Congress' BagIt format



If desired, the archivist reviews the normalized files and any other AIP content prior to committing the AIP to archival storage. Manual or automated decisions can also be made about the location and type of storage.

The folder 7-storeAIP is a shared folder linked to a folder on a host machine or network directory mount. This is how AIPs are moved out of Archivematica and into archival storage.

At the same time that Archivematica prepares the AIP it normalizes objects to their designated access format as per the default preservation plans.



If desired, the archivist can review the DIP at this point and remove any access copies that should not be uploaded to the public access system, e.g. for copyright reasons.

The archivist drags the DIP into the 9-uploadDIP directory to trigger the upload script.

Archivematica automatically uploads the access copies in the DIP into ICA-AtoM. The Dublin Core metadata is also uploaded into the appropriate data fields in ICA-AtoM. This data is not visible to the public until the archivist reviews and publishes the upload content.

Open ICA-AtoM and log in (user = demo@example.com, pw = demo). Search or browse for the uploaded objects (e.g. by using the Dublin Core title). Edit the descriptive metadata as desired. Then change the publication status from draft to published (at the highest level of description to include all descendants).