FCLADigital Archive

Submitting Materials to the FCLA Digital Archive

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This document addresses procedures for the submission of materials to the FCLA Digital Archive.

General information

This document addresses procedures for the submission of materials to the FCLA Digital Archive (FDA).

Materials for archiving are submitted in "packages" called Submission Information Packages (SIPs). Physically, a SIP consists of all files contained within a single directory. A SIP must contain a SIP descriptor (an XML file describing the rest of the package) and one or more content files. Complete requirements for valid SIPs are documented in the FDA SIP Specification.

To ingest a SIP, the FDA needs to know the *FDA account*, *FDA subaccount*, and *FDA project* associated with each file in the package. How this information is obtained differs according to how the materials are submitted; see the information under prospective or retrospective submission, below. For an explanation of the assignment and use of these codes, see Set-Up Procedures for New FDA Affiliates.

The affiliate designated by *FDA account* code does not have to be the institution submitting the SIP. Affiliate A might for some reason ask another affiliate B to create and submit a SIP for content owned by A. In this case the FDA account should be that of A, the affiliate responsible for the content.

At this time there is no checking that the *FDA account* used in any SIP is either authorized or correct. Libraries should take care to use the appropriate *FDA account* code for each submission. Ingest reports, however, will be forwarded to an email address associated with the *FDA account* code and any mistakes can be caught by the library at that time.

Prospective submission

Materials can be submitted to the FDA directly or as part of a PALMM project submission. In either case, the FDA makes the assumption that all materials for a particular Intellectual Entity are included in a single package, called a Submission Information Package (SIP), and that there is only one Intellectual Entity per SIP.

For example, if the Intellectual Entity is a book, the SIP should contain all pages of the book and any structural metadata needed to render the book intelligibly. The SIP should not include unrelated items. A simple rule of thumb is one SIP per one bibliographic record, for items such as books, photographs, maps, reports, and ETDs. For serials, the optimal unit for a SIP is the serial issue.

When XML files (beyond the METS or MXF descriptor) are included in the submission, any schema or DTDs referenced by the XML file should also be included. If they are

not, the FDA will attempt to download them at the time of ingest. When files with embedded URI links are included in the submission (for example HTML pages containing URLs of other HTML pages), you should include the linked-to files in the submission if you want them to be archived.

Submissions to the FDA may be direct or indirect. Direct submissions are made directly from the submitter to the FDA and contain only material intended for archiving. Indirect submissions can be made by contributing to PALMM projects. The PALMM packages may contain materials not intended for archiving; the packages will be reformatted into SIPs by the FDA. The same rules must be followed in both cases:

- Each submission must be sent as a folder by FTP to the FCLA FTP Directory (ftpfdl).

- Each submission must contain:
  one METS SIP descriptor (preferred) or MXF file
  one or more content data files to be archived

- In order for FCLA programs to know whether to send the package to the FDA, to PALMM processing or both, the appropriate instruction(s) must be added as the second line of the METS or MXF file.

<?fcla fda="yes"?>	send to FDA
<?fcla dl="yes"?>	send to PALMM or ETD servers
no processing instructions	send to both FDA and PALMM

<?fcla fda=”yes”?>
means that the package contains materials for the FDA. If used alone, the package will go to the FDA only.

<?fcla dl=”yes”?>
means that the package contains materials for loading into PALMM or ETD servers. If used alone, the package will go to PALMM only.

If both statements are used or if neither statement is used,
the package will be sent to both systems. The latter case is designed to accomodate the transition period where not all libraries are providing processing instructions.

It is not necessary to supply <?fcla fda=”no”> or <?fcla palmm=”no”?> to indicate a package is not supposed to go to a particular system. The absence of an “yes” instruction is sufficient.

METS SIP Descriptor

If a METS SIP Descriptor is used, it must follow the DAITSS METS SIP Profile, available in the Software and Documentation section of the FDA website. Note

specifically that the METS file must contain a daitss:daitss block in the administrative metadata section (amdSec) as follows:

<mets:amdSec>
<mets:digiprovMD ID="*[unique id]*">
<mets:mdWrap MDTYPE="OTHER" OTHERMDTYPE="DAITSS">
<mets:xmlData>
<daitss:daitss>
<daitss:AGREEMENT_INFO ACCOUNT="*[required FDA account code]*" SUB_ACCOUNT="*[optional FDA subaccount code]*" PROJECT="*[required FDA project code]*"/>
</daitss:daitss>
</mets:xmlData>
</mets:mdWrap>
etc.

MXF descriptor

If an MXF descriptor is used it will be converted to METS. The *FDA project* code will be assigned by the FDA's MXF-to-METS conversion program. The *FDA project* code will be the primary collection code in the <projects> tag ("Project code(s)" in the MXF client). This would be "FEOL" in the example below. (For more information about primary collection codes and subcollection codes, see PALMM Collections and Project Codes Documentation.)

<projects>FGS, FEOL</projects>

The *FDA account and FDA subaccount* codes must be explicitly provided by inserting the following lines into the MXF file after the <?fcla fda="yes"?> line:

<?daitss account="x"?>
<?daitss subaccount="n"?>

where "x" and "n" are the values of the account and subaccount codes respectively. The line for the FDA account code is required; the subaccount code is optional.

The MXF Client will insert these lines with correct values into the output MXF file as appropriate:

MXF Client label	MXF file output
Submit to DL	<?fcla dl=
Submit to FDA	<?fcla fda=
FDA account	<?daitss account=
FDA subaccount	<?daitss subaccount=

Retrospective submission

A library can arrange for packages already sent to FCLA as part of ETD and PALMM projects to be transformed into SIPs by program for ingest into the FCLA Digital Archive.

The MXF file in the package will be converted by program to METS. Values for *FDA account* and *FDA project* will be obtained from the MXF descriptor by the MXF-to-METS conversion program as described above. The *FDA subaccount* code will be omitted unless the library arranges in advance for FCLA to assign *FDA subaccount* codes in some constant or algorithmic way to the SIPs.