

# Module 4: Loading and Archiving

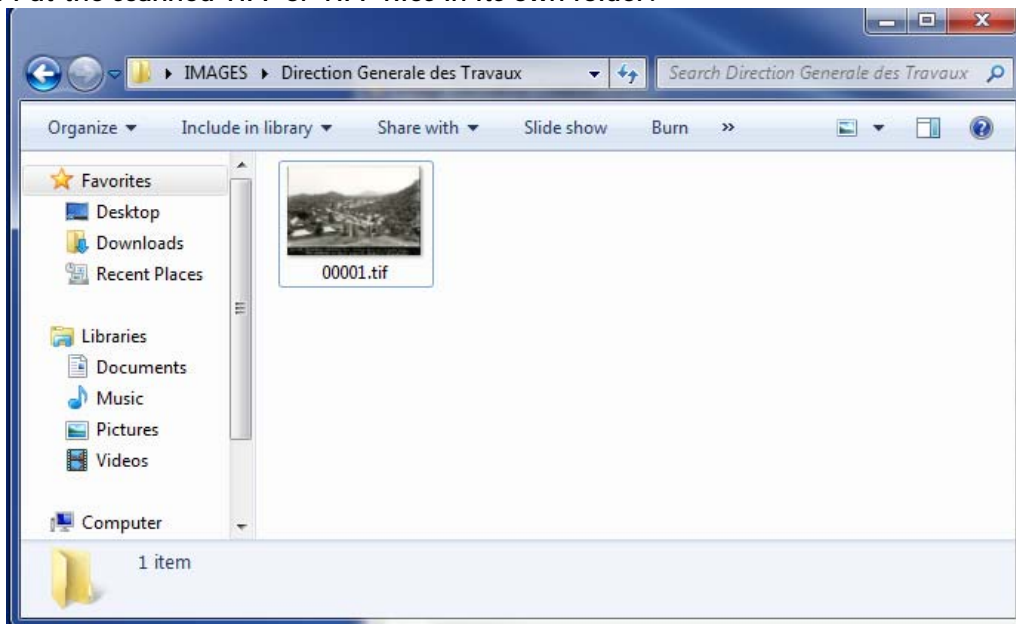
## Loading and Archiving

### Loading to dLOC

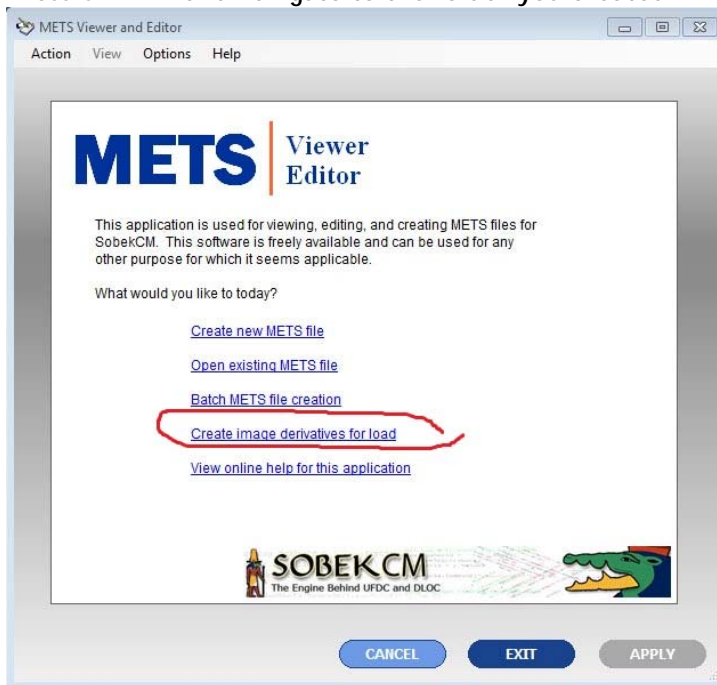
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After scanning image files and before loading to dLOC, you will need to create derivatives using the METS Editor following the steps below.

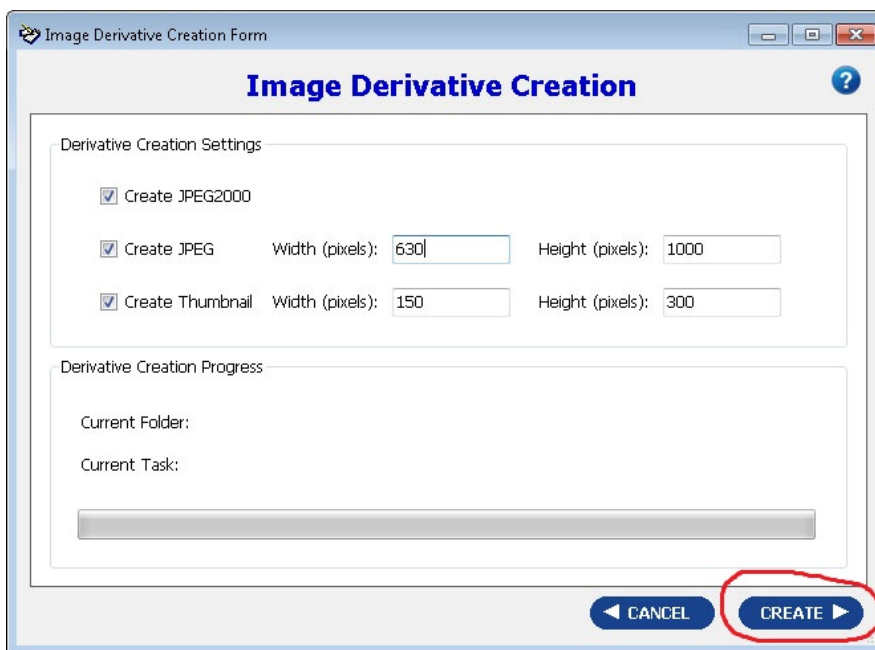
STEP 1: Put the scanned TIFF or TIFF files in its own folder:



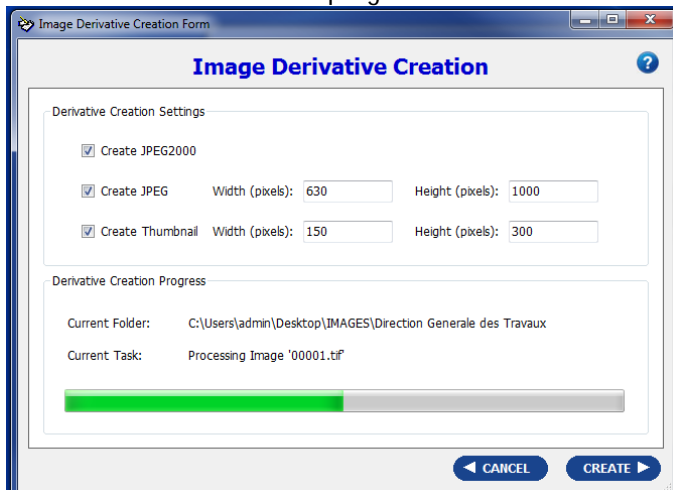
STEP 2: Launch the SobekCM METS Editor, and select *Create image derivatives for load*. Press CREATE and navigate to the folder you created.



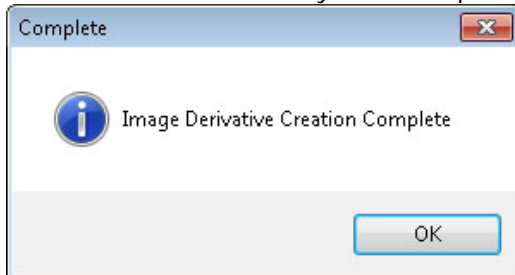
STEP 3: Press CREATE and navigate to the folder you created.



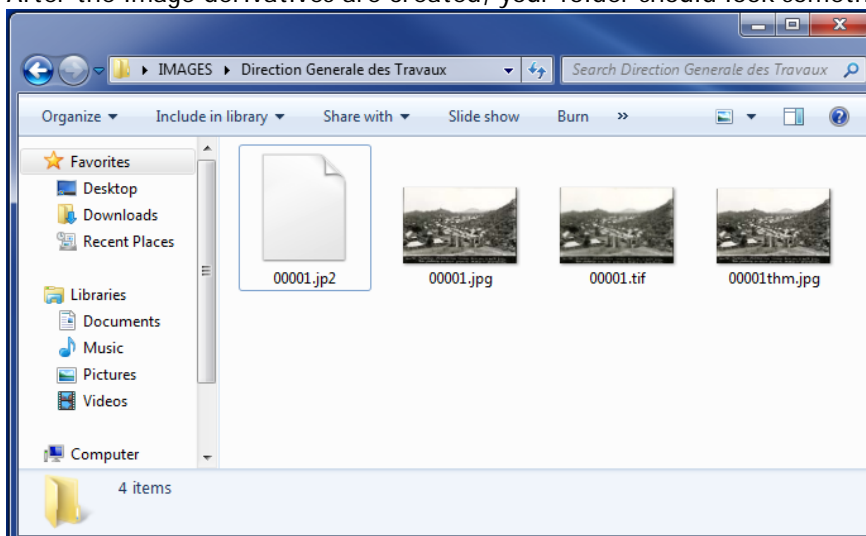
The METS Editor will show progress:



The METS Editor will notify when the process is complete:



After the image derivatives are created, your folder should look something like this:



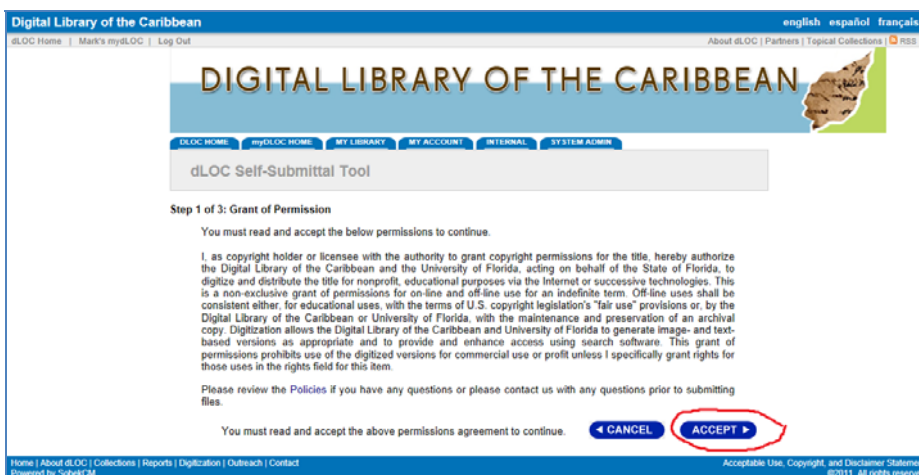
**STEP 4: Create new item online**

The metadata creation portion of this step may have been completed earlier. If so, skip to Step 6.

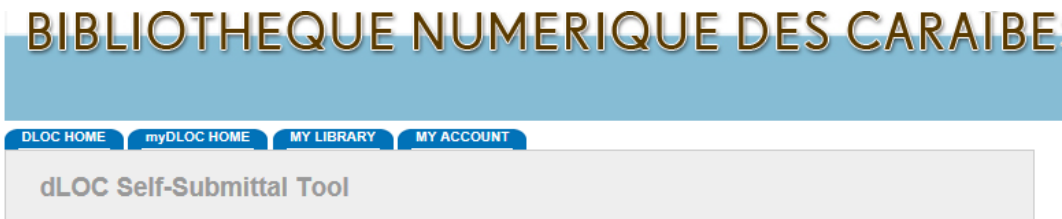
Launch [www.dloc.com](http://www.dloc.com) and logon. After logging in, select *Start a new item*.



Accept the grant of permissions.



Enter the metadata about the image, from the bottom of the image. Include the date, title information, and any other information you may know about the subject of the image.



Step 2 of 3: Item Description

Enter the basic information to describe your new item

◀ BACK CLEAR NEXT ▶

**Title Information**

**Main Title:**  ?

**Other Titles:**  Abbreviated Title + ?

**Physical Description**

**Type:**  ?

**Description Physique:**  ?

**Langue:**  + ?

**Identifieur:**  Identifieur Type:  + ?

**Endroit de la Source:**   ?

**Établissement De Source:**   ?

**Name Authorities**

**Créateur:**  + ?

**Editeur:**  + ?

**Endroit de Publication:**  + ?

**Date Éditée:**  ?

**Subjects**

**Subject Keywords:**  Scheme:

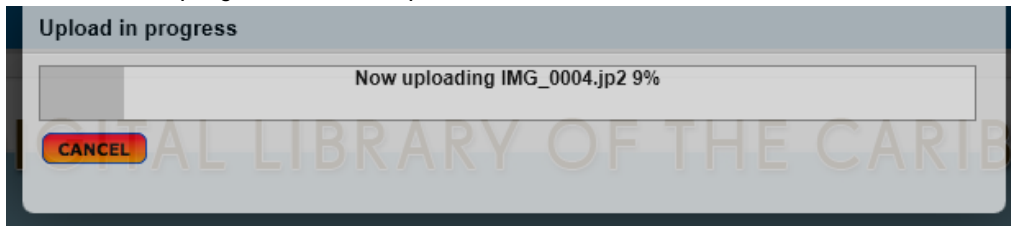
Scheme:  + ?

**STEP 5: Load files for the item**

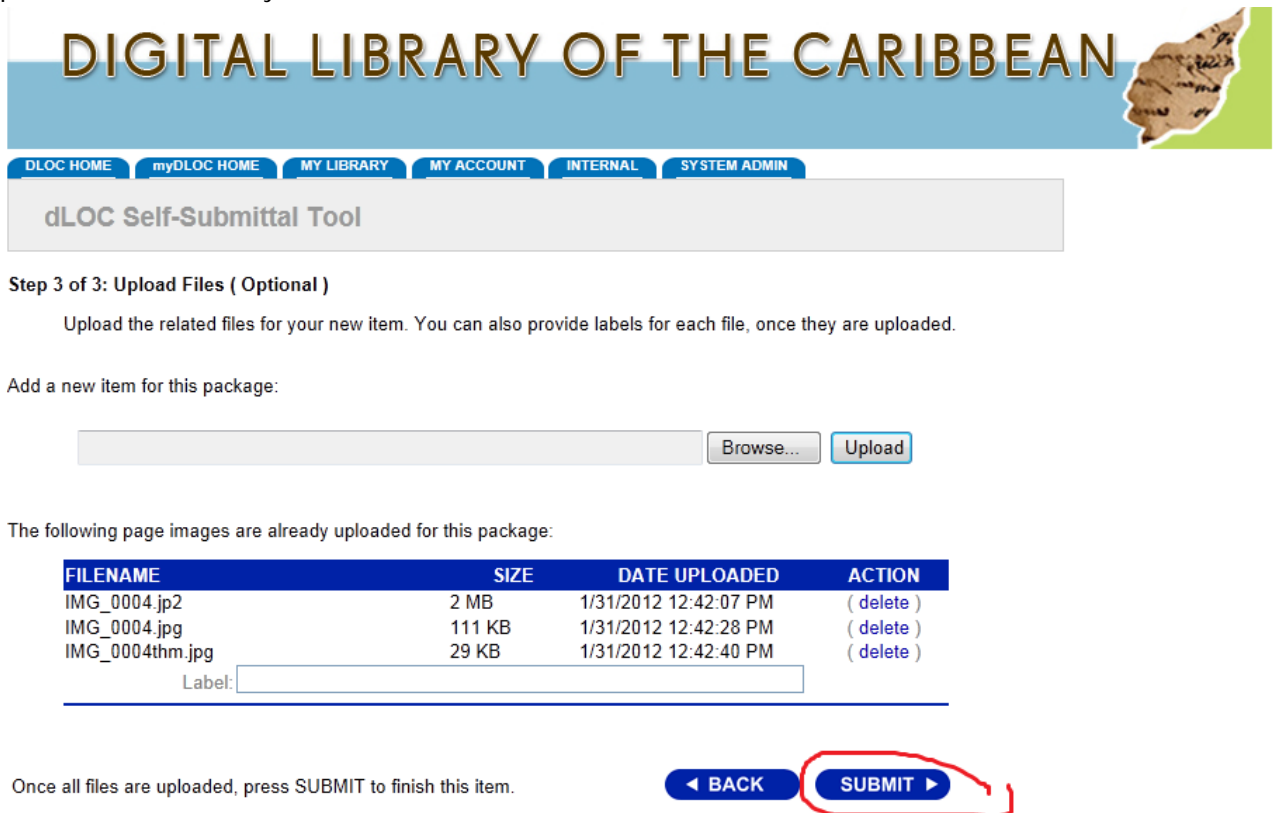
On the next screen, select each file to upload. Do NOT include the TIFF (due to bandwidth).

Include the: JPEG, JP2, and THUMBNAIL images.

- 1) Press BROWSE to select each file and UPLOAD to send the image to the remote server. You will see a progress bar as it uploads.



Upload each file, one-by-one.



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**dLOC Self-Submittal Tool**

**Step 3 of 3: Upload Files ( Optional )**

Upload the related files for your new item. You can also provide labels for each file, once they are uploaded.

Add a new item for this package:

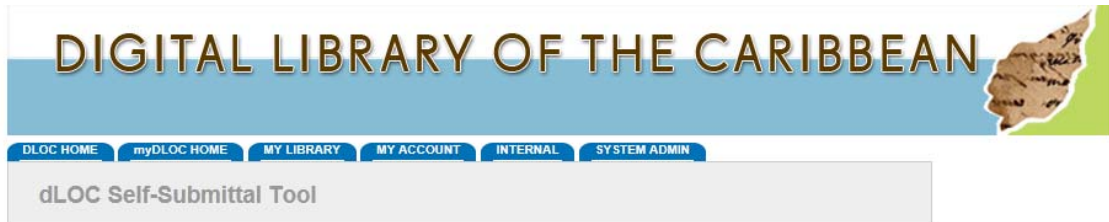
The following page images are already uploaded for this package:

FILENAME	SIZE	DATE UPLOADED	ACTION
IMG_0004.jp2	2 MB	1/31/2012 12:42:07 PM	( delete )
IMG_0004.jpg	111 KB	1/31/2012 12:42:28 PM	( delete )
IMG_0004thm.jpg	29 KB	1/31/2012 12:42:40 PM	( delete )

Label:

Once all files are uploaded, press SUBMIT to finish this item.

Press SUBMIT to finish this item when done uploading files.



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**CONGRATULATIONS!**

Your item has been successfully added to the digital library and will appear immediately.

Search indexes may take a couple minutes to build, at which time this item will be discoverable through the search interface.

What would you like to do next?

[Return to myUFDC Home](#)

[View this item](#)

[Edit this item](#)

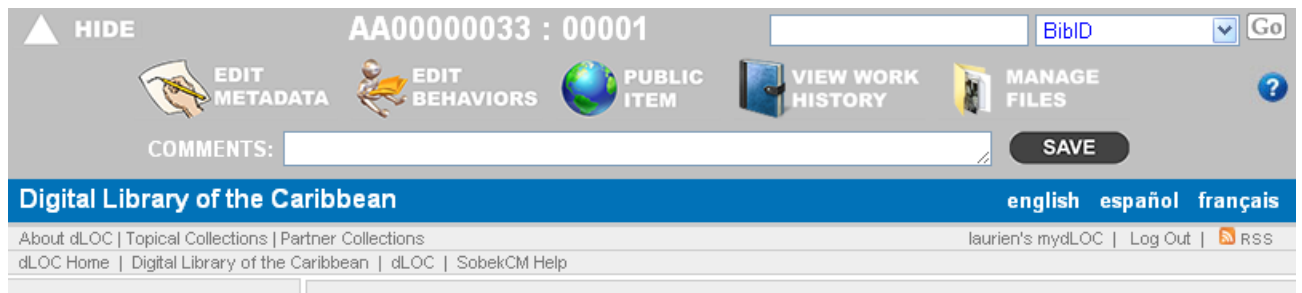
[Add another item](#)

[View all my submitted items](#)

**STEP 6: Load files for the item where the record is already created**

If you had already created metadata for the item, first logon to dLOC and then navigate to the item.

For the item, click on "Manage Files."



▲ HIDE AA0000033 : 00001 BibID Go

EDIT METADATA EDIT BEHAVIORS PUBLIC ITEM VIEW WORK HISTORY MANAGE FILES

COMMENTS: [input field] SAVE

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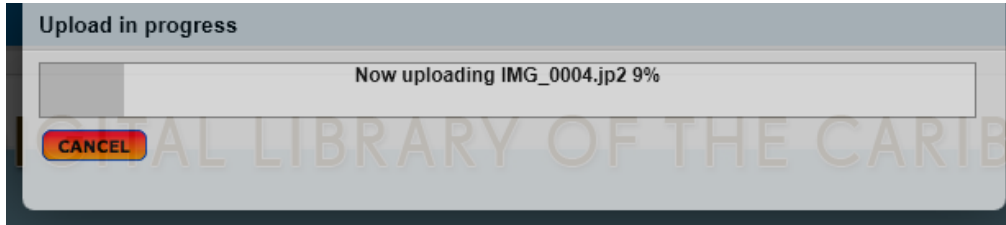
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On the next page, select each file to upload. Do NOT include the TIFF (due to bandwidth).

Include the: JPEG, JP2, and THUMBNAIL images.

Press BROWSE to select each file and UPLOAD to send the image to the remote server. You will see a progress bar as it uploads.



Upload each file, one-by-one.



Upload the related files for your new item. You can also provide labels for each file, once they are uploaded.

Add a new item for this package:

No file chosen

The following page images are already uploaded for this package:

FILENAME	SIZE	DATE UPLOADED	ACTION
poster2thm.jpg	21 KB	1/26/2011 9:04:21 PM	
poster2.jpg	585 KB	1/26/2011 9:04:26 PM	
poster2.jp2	6 MB	1/26/2011 9:04:40 PM	

Label:

The following files are already uploaded for this package and will be included as downloads:

FILENAME	SIZE	DATE UPLOADED	ACTION
poster2.pdf	4 MB	1/25/2011 3:15:38 PM	( delete )

Label:

Once all files are uploaded, press SUBMIT to finish this item.

Press SUBMIT to finish this item when done uploading files.

## Archiving

### Archiving with dLOC

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Best practices for digital preservation requires archiving copies in multiple locations. Archiving with dLOC automatically ensures materials are archived in multiple, redundant locations.

In order to archive the high resolution archival files with dLOC, copies of the files need to be transferred to dLOC. While this seems simple, the requirements for digital preservation (high resolution, uncompressed archival files) present difficulties for transferring files.

Before the archive process, the full process through at least **Loading: Steps 1-4** for should be complete. Completing the loading steps will ensure:

- Any post-image clean-up after digitization is complete
- Each item, with all files for the item, is in its own folder
- A record and metadata has been created for the item in dLOC

Because **Loading: Steps 1-4** need to be completed, for items with only a few images (depending on the file size, internet connection, and computer and browser), some partners have found that loading the TIFF file online following the same steps from the loading process (covered in the prior section) is best.

For instances where loading the TIFF files through the online interface is not ideal, partners have found these to be the best options for archiving:

- Transferring files via External Hard Drive
- Transferring files via FTP
- Transferring files via DVD

### Transfer Archival Files via External Hard Drive

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To transfer materials via an external hard drive, load complete folders with all files to an external hard drive. Then, mail the drive to the University of Florida for ingest into dLOC and email the dLOC Technical Team ([ufdc@uflib.ufl.edu](mailto:ufdc@uflib.ufl.edu) and [dLOC@fiu.edu](mailto:dLOC@fiu.edu)) to advise about the drive being sent for ease of follow-up if the drive seems to be delayed in transit.

dLOC maintains a set of external hard drives specifically to transfer materials to and from partners. Please contact the dLOC Technical Team ([ufdc@uflib.ufl.edu](mailto:ufdc@uflib.ufl.edu) and [dLOC@fiu.edu](mailto:dLOC@fiu.edu)) if a hard drive should be mailed to you for transferring files.

The mailing address is:

Digital Services (DLC)  
Smathers Libraries, University of Florida  
P.O Box 117003  
Gainesville, FL 32611 USA

## Transfer Archival Files via FTP

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FTP stands for *file transfer protocol* and is used to transfer files from one computer to another. dLOC has FTP support and can receive files transferred from partners.

In order to connect and transfer files using FTP, some information is needed:

- FTP server address
- Username
- Password

The FTP server address is: <ftp.uflib.ufl.edu>

Please contact the dLOC Technical Team ([ufdc@uflib.ufl.edu](mailto:ufdc@uflib.ufl.edu) and [dLOC@fiu.edu](mailto:dLOC@fiu.edu)) for the username and password for FTP.

### FTP Software

FTP software is used to send files with FTP. dLOC frequently uses the freely available WinSCP:  
<http://winscp.net/eng/index.php>

Once you have contacted the dLOC Technical Team for the name and password, instructions for using WinSCP for FTP are here:

[http://winscp.net/eng/docs/guide\\_connect](http://winscp.net/eng/docs/guide_connect)

## Transfer Archival Files via DVD

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Transferring archival files via DVD follows the same process for transferring via an external hard drive, with DVDs used instead of external hard drives.

For this method, prepare all complete folders with all files, and then burn those files to DVDs.

dLOC frequently uses the Nero DVD burning software program:

- Nero: <http://www.nero.com/eng/downloads-nbl-free.php>

Once the files have been burned to DVDs, mail the DVDs to the University of Florida for ingest into dLOC and email the dLOC Technical Team ([ufdc@uflib.ufl.edu](mailto:ufdc@uflib.ufl.edu) and [dLOC@fiu.edu](mailto:dLOC@fiu.edu)) to advise about the DVDs being sent for ease of follow-up if there seem to be any delays.

The mailing address is:

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Smathers Libraries, University of Florida  
P.O Box 117003  
Gainesville, FL 32611 USA