IR@UF: Loading Large Files & Data Sets

# IR@UF: User Supports and Workflows for Items with Large Files

With the online self-submission tools, users can create metadata and upload materials directly through the online tools for the IR@UF.

Users will normally find that the online tools support loading files. However, in some cases there will be slower connections or larger files that need mediated support. The maximum file size that can be loaded through the online system varies because it is limited by factors including the local user computer, web browser, web connection, and other factors. In order to ensure users are not inconvenienced by any limits, there are many additional ways for transferring and loading files.

For items with files that are too large to load using the online interface, the user normally creates the item with metadata only. Then, the user emails  [IRManager@uflib.ufl.edu](mailto:%20IRManager@uflib.ufl.edu) with the permanent link for the item and information on the file transfer process, following one of the methods below.

## Users in the UF Libraries, Transferring & Loading Large Files: Internal Server

UF users in the UF Libraries can transfer large files using the specified internal library server, which all in the libraries can access.

* Users in the UF Libraries should copy files to this internal server address: [\\ad.ufl.edu\uflib\SharedProjects\UFDC\\_Process\_load\_archive\_etc](file:///\\ad.ufl.edu\uflib\SharedProjects\UFDC\_Process_load_archive_etc)
* Users should then email [IRManager@uflib.ufl.edu](mailto:IRManager@uflib.ufl.edu) with the permanent link for the item and confirm that the files on are on the internal server.

## Users at UF, Transferring & Loading Large Files: File-Express

UF users can transfer files using Dropbox

* Users should email [IRManager@uflib.ufl.edu](mailto:IRManager@uflib.ufl.edu) with the permanent link for the item and request to transfer files via Dropbox.
* The IRManager will respond and provide a link to a Dropbox folder for depositing files.
* The user should email the IR Manager once the files have been shared.
* The IR Manager will email the user once the files have been loaded to the IR.

## Non-UF Users

For non-UF users, a number of other methods (FTP, mailing DVDs, etc.) are supported. Users should contact  [IRManager@uflib.ufl.edu](mailto:%20IRManager@uflib.ufl.edu) with any questions.