

# University of Sussex Library

## Ingest Workflows

Adam Harwood (Research Data & Digital Preservation Technologist)  
[a.harwood@sussex.ac.uk](mailto:a.harwood@sussex.ac.uk)



# About Us

- 18,510 students (2020-21 full-time equivalent figures)
- The Library houses over 500,000 books and other printed materials.
- Over 632,000 eBooks, 110,400 eJournals and 280 paid online resources
- Research community of over 3000 researchers based within 12 different schools



# UoS Library Collections

- Data from Library Special Collections (2.01TB, 30866 files)
- File types include PDF, TIFF, WAV, MP4, WARC, DOC, DOCX
- Mass Observation Archive, German Jewish Family Archives, Copper Family, University of Sussex historic and institutional materials
- Staff by 2 full time posts (1 FTE) in Digital Development & Systems

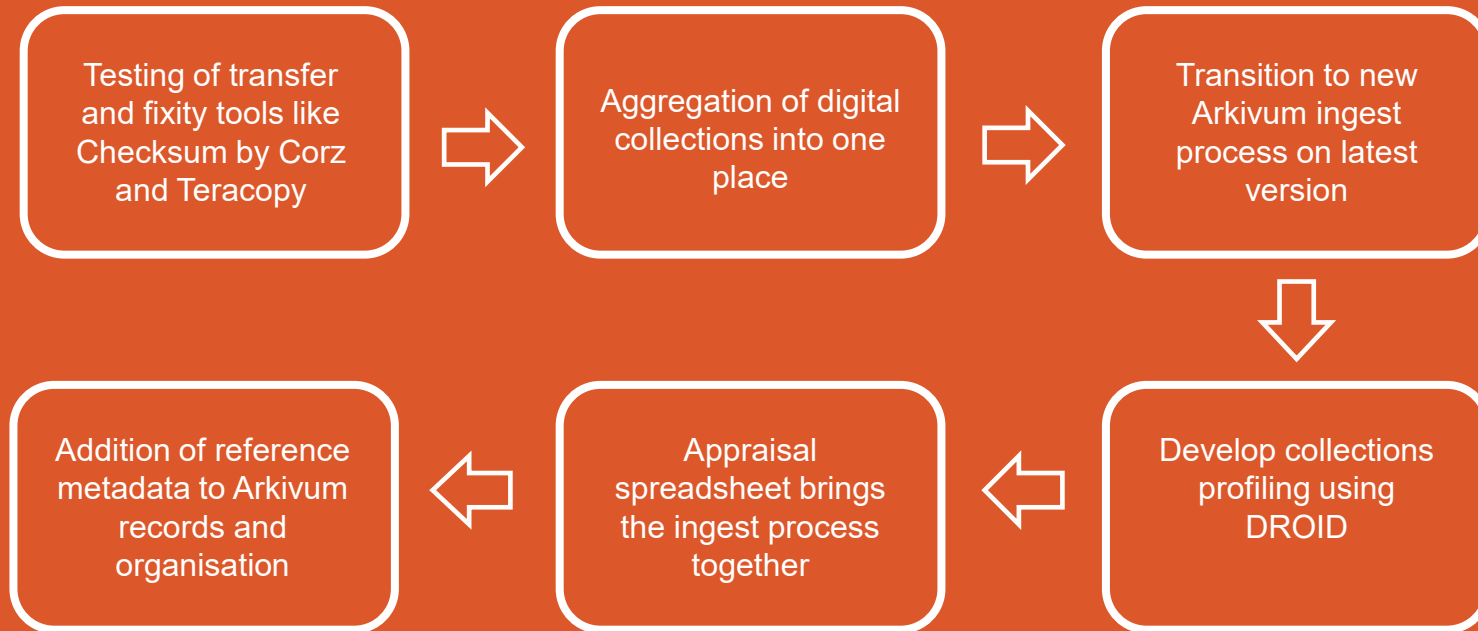
# How did our workflow come about?

- Benchmarking & horizon scanning
- Digital collections stored in various different places
- University shared drives not fit for purpose – no fixity checking or concept of ‘archival storage’
- Archivists need to focus on collections development and appraisal
- Arkivum Perpetua pilot

# How did our workflow come about?

- Focus on open source
- Move to Arkivum V5
- Business model – resources
- Migration to Arkivum
- Collections profiling – re-focus on open source

# Development of processes



US

UNIVERSITY  
OF SUSSEX

# Summary of tools



Checksum by Corz  
Integrity checking tool



Handbrake for capturing  
video and format migration



Teracopy for file transfer  
and integrity checking



Appraisal spreadsheet  
and loads of other  
stuff!



DROID collections profiling



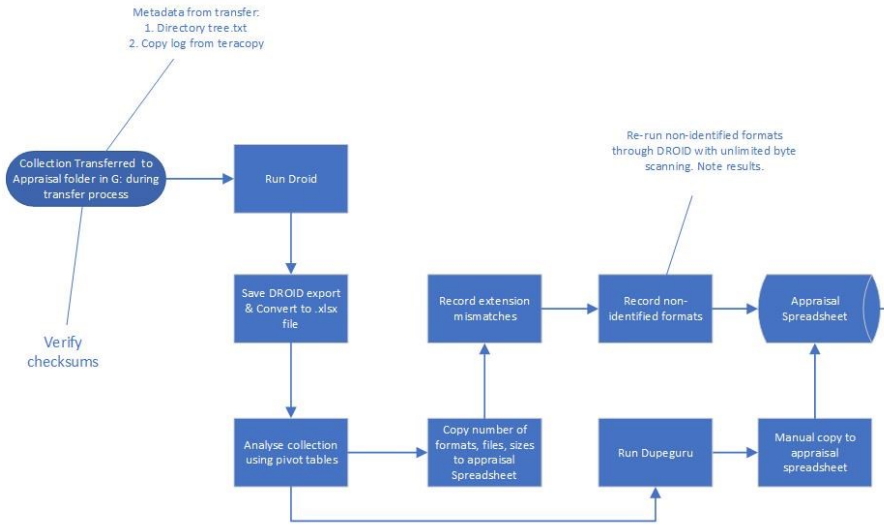
WinSCP for FTP  
transfer to Arkivum



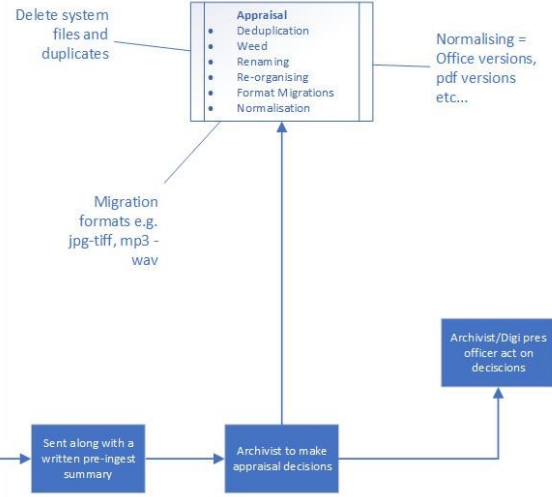
dupeGuru for file  
deduplication

# University of Sussex Special Collections ingest and AIP creation

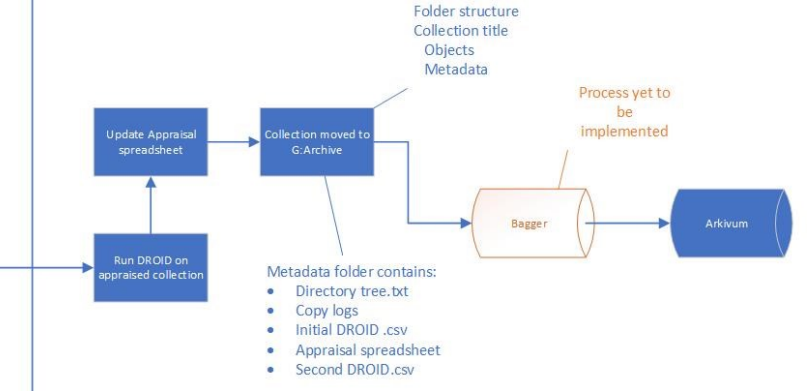
## Pre-ingest



## Appraisal



## Ingest

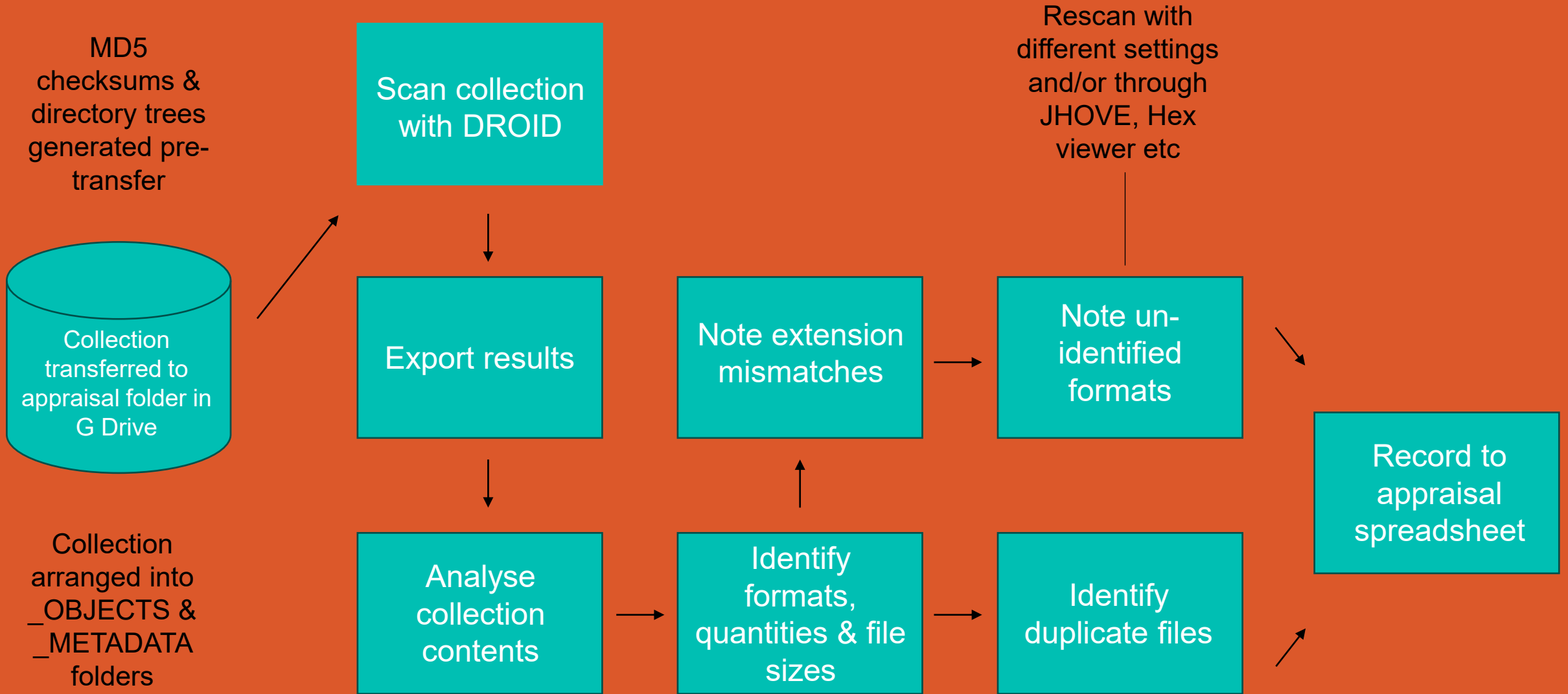


Creative Commons License  
This work is licensed under a Creative Commons Attribution 4.0 International License.

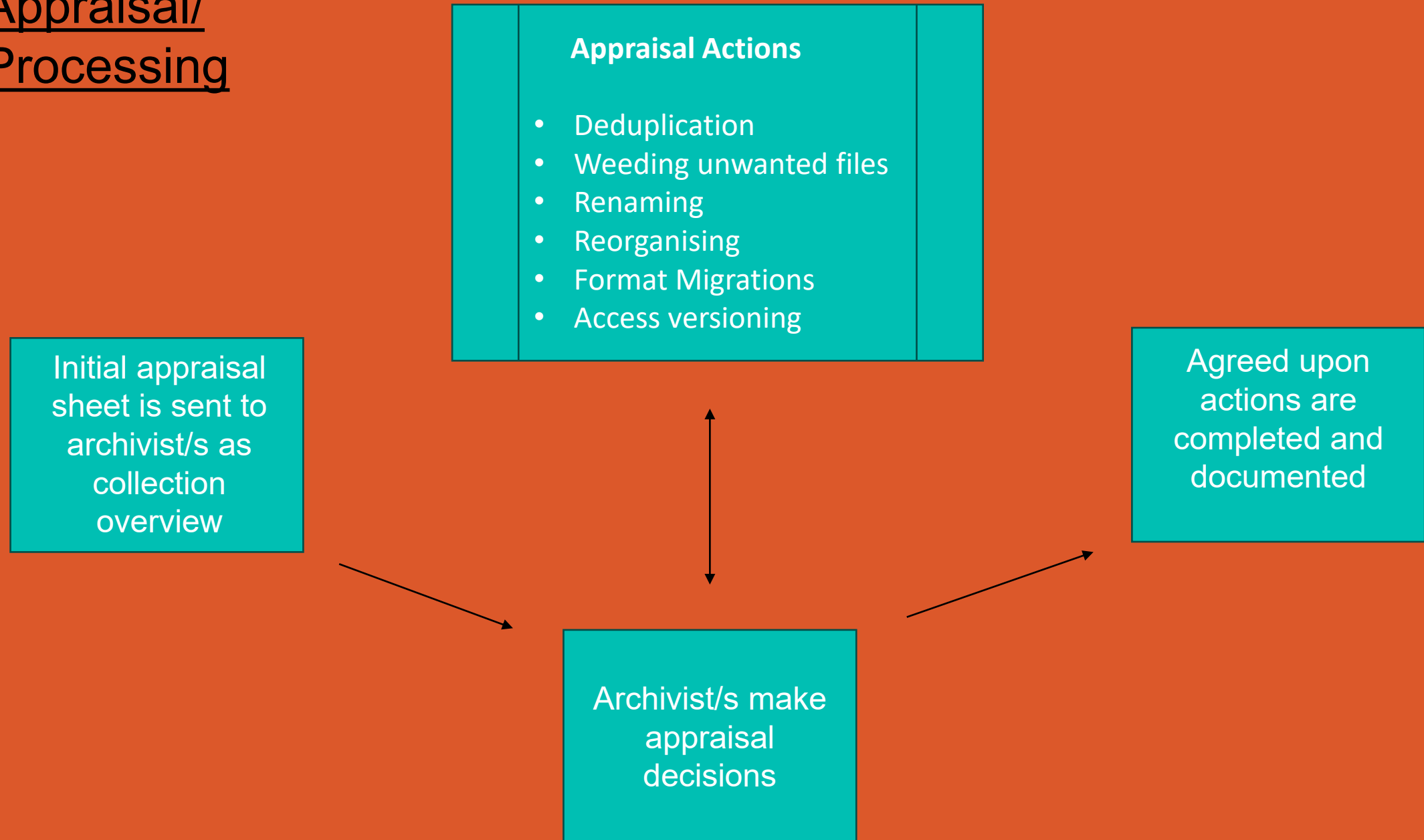
Created by Adam Harwood & Duncan Harrison, University of Sussex Library



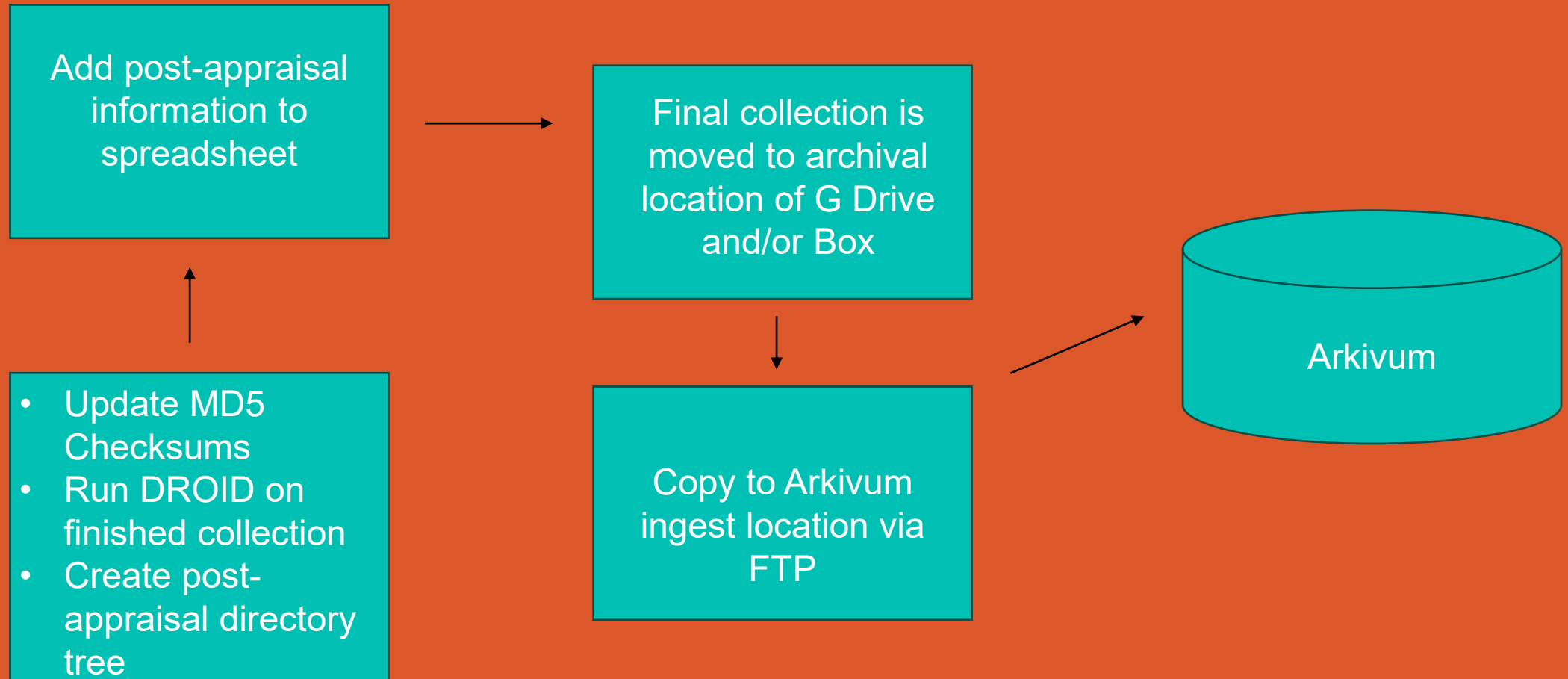
# Pre-Ingest



# Appraisal/ Processing



# Ingest



# Pros & cons

- ✓ The workflow is flexible and can be used for large and small projects.
  - ✓ Can continue to profile and process our collections while they remain safe in Arkivum.
    - ✓ Archivists can engage with the process in line with their collection's development remit.
- 
- × Different ingest processes in newer versions of Arkivum, and incremental development have resulted in collections organised in different ways.
  - × Ingest process is highly 'tweakable' whereas we're reliant on a proprietary system for storage that isn't necessarily the best process for us.
  - × Reliance on ITS funded system that has no long-term funding

The logo of the University of Sussex, featuring the letters 'US' in a stylized, white, serif font.

UNIVERSITY  
OF SUSSEX

Q&A

US  
UNIVERSITY  
OF SUSSEX