

Creating a new collection

For any a new collection in the repository, the following must happen:

- Get media files
 - If we're producing files, make sure the digitizer's schedule fits with the rest of the project.
 - If we're acquiring files, make sure they meet our standards, including quality level and file naming conventions.
- Get metadata
 - Determine appropriate metadata formats.
 - If we're transforming existing metadata, make sure there is a plan for either re-running the transform or manually updating the data when something changes.
 - If we're creating our own metadata, make sure the cataloging tools are adequate for this collection.
- Ingest
 - Manually create a collection object
 - Configure ingest tool
 - Once items are ingested, update search index
- Delivery site
 - Basic style defined
 - Searching functionality
 - Any special delivery features?
 - Configure purlResolver
- Check preservation needs

[Ingest Source File Requirements](#)