Ingesting Digitized Materials

For materials that have been previously accessioned, like scans received from a vendor.

Simple Ingest

1. Create a folder named for the collection ID in `\romeo\SPE\ingest`
   a. Use Find-It to find the correct collection ID
   b. Examples:
      i. `\romeo\SPE\ingest\apap101`
      ii. `\romeo\SPE\ingest\ua809`
      iii. `\romeo\SPE\ingest\apap138`
2. Log on to the railsdev Processing server
   a. Open a Command Line shell
   b. run Bash
   c. run railsdev (This is an alias for ssh)
3. Run: `ingest <collection ID>`
4. You can now type "exit" to log off the server and the command will run in the background
5. Results will log to `\Romeo\SPE\ingest\log\<collection ID>` as: `<timestamp>-ingest-<collection ID>.txt`
6. complete 😊

Results of Ingest

1. Files will be packaged unto a SIP bag here: `\Lincoln\Masters\Archives\SIP\<collection ID>\<package ID>`
   a. SIP and AIP packages are here: https://github.com/UAlbanyArchives/packages
2. Processing folder for package is created in `\Romeo\SPE\processing\<collection ID>\<package ID>`
3. Master files are placed in `\masters` subfolder
4. Example Processing package:
   - ua809_Jxk2VVFv7F8VWaTe72BG
   - derivatives
   - masters
   - metadata

Examining Running Ingest

- When you run "ingest," you will see the PID or process ID:

```
[1] 16994
```

- To list running ingest processes run: check ingest

```
$ check ingest
gw234478 16994 12.9 0.2 206436 21184 pts/0 D 10:13 0:30 python3 /opt/lib/ingest-processing-workflow/ingest.py apap301
```

- if you need to stop the process (not recommended) use this command:

```
sudo kill -9 <PID>
```

What is happening with "check"

- "check" is a function defined in `/etc/profile.d/processingFunctions.sh` that runs: `ps aux | grep [i]nigest, etc.`

Advanced Use

Ingesting from directory other than `\Romeo\SPE\ingest`

1. Must use path accessible to the railsdev server
2. Must convert to Linux path:
   - `\Romeo\SPE\folder1\folder2` is `/media/SPE/folder1/folder2`
   - `\Lincoln\Masters\Special Collections\Electronic_Records_Library` is `/media/Masters/Special Collections/Electronic_Records_Library`
3. Run `ingest` using `-p` flag:

```
ingest apap101 -p "/media/Masters/Special Collections/Electronic_Records_Library/apap101"
```

- Will still log to `\Romeo\SPE\ingest`

What is happening:
• **ingest** is a function defined in: /etc/profile.d/processingFunctions.sh

• It runs a python script: /opt/lib/ingest-processing-workflow/ingest.py
  • relies on packages /opt/lib/ingest-processing-workflow/packages/SIP/...

    usage: ingest.py [-h] [-p PATH] [-a ACCESSION] ID

    positional arguments:
    ID                    Collection ID for the files you are packaging.

    optional arguments:
    -h, --help            show this help message and exit
    -p PATH, --path PATH  Path of files to ingest. Folder will be removed afterwards.
    -a ACCESSION, --accession ACCESSION
                           Optional ArchivesSpace Accession ID for new acquisitions.

• Github repository for ingest-processing-workflow is here: https://github.com/UAlbanyArchives/ingest-processing-workflow

• The script is run under nohup, so it runs in the background

  nohup python3 /opt/lib/ingest-processing-workflow/ingest.py apap301 >> /media/SPE/ingest/apap301-ingest.log 2>&1

  • no longer uses pyenv
  • Uses a pyenv called "ingest" by running: pyenv activate ingest
  • List all pyenv with: pyenv versions

**Related articles**

• ArchivesSpace Best Practices
• How Web Archives URLs Work
• Uploading Digital Objects to Hyrax
• Processing Ingested Digital Files
• Overnight Export and Indexing Scripts