Process Flows

User requests a box
1. User browses website
2. User browses/searches ArcLight
3. User requests Item by asking at desk or with Libwizard form
4. Archivist looks up location in Find-It
5. Find-it asks ArchivesSpace for location
6. Archivist retrieves box

Archivists adds Collection-level description
1. Archivist adds description in ArchivesSpace
2. Nightly: processNewUploads.py looks for new items, updates record in ArchivesSpace, downloads preservation copy from Hyrax and stores in \Lincoln\Masters\Archives\AIP using bagit-python
3. Nightly: exportPublicData.py and indexNewEAD.sh index new record in Solr, which is read by ArcLight

Archivists/Students add lower-level description
1. Student worker lists folder in spreadsheet
2. Archivist reviews and adds relevant ASpace ID
3. Archivist uses asInventory to upload metadata to ASpace though the API
4. Nightly: exportPublicData.py and indexNewEAD.sh index new record in Solr, which is read by ArcLight

Remote user requests digitization
1. User browses/searches website/ArcLight and finds item
2. User requests item with Libwizard form
3. Archivist digitizes item
4. Archivist uploads item through Hyrax UI using ID from ArcLight
5. Hyrax requests description from ArcLight
6. Archivist closes ticket
7. Nightly: processNewUploads.py looks for new items, updates record in ArchivesSpace, downloads preservation copy from Hyrax and stores in \Lincoln\Masters\Archives\AIP using bagit-python
8. Nightly: exportPublicData.py and indexNewEAD.sh index new record in Solr, which is read by ArcLight

Archivist ingests and processes digital files
1. Archivist receives digital files
   a. University staff member places records in Transfer Folder in \Lincoln\Library
   b. Outside donor places files in cloud storage for Archivist to download
   c. Vendor returns HDD of digitized records
2. Archivist creates accession record in ArchivesSpace and runs ingest.py
3. ingest.py packages files in \Lincoln\Masters\Archives\SIP and \Romeo\SPE\processing
4. Archivist processes files in \Romeo\SPE\processing
   a. creates derivatives/migrates files
   b. adds/associates with metadata in ArchivesSpace
   c. runs listFiles.py to create boilerplate spreadsheet inventories using filenames and filesystem timestamps
5. Archivist uses asInventory to upload metadata to ASpace though the API
6. Archivist waits for overnight or manually runs exportPublicData.py and indexNewEAD.sh to index new records in Solr, which is read by ArcLight
7. Archivist runs buildHyraxUpload.py to build TSV spreadsheet for Hyrax which uses asInventory spreadsheet and ArcLight API
   a. gets IDs created by ArchivesSpace (this is faster/more efficient than querying ASpace API)
8. Archivist copies spreadsheet and files to Hyrax staging (\Lincoln\Library\ESPYderivatives)
9. Archivist runs Hyrax rake task in background to upload to Hyrax
10. Archivist runs updateASpace.py to add Hyrax URIs to asInventory spreadsheet
11. Archivist uses inventory to re-upload spreadsheet in ASpace to add Hyrax URIs
12. Nightly: exportPublicData.py and indexNewEAD.sh index new record in Solr, which is read by ArcLight