

# How to Batch Ingest Files

The batch ingest module allows you to add several files, metadata records, or a combination of both to a collection by packaging the items in a ZIP archive. For a detailed overview of the module, please see the [Batch Ingest](#) page in [Chapter 5 - Islandora Modules](#).

## Adding Files Without Metadata


You can add files without metadata to a ZIP archive and ingest them via batch ingest - basic MODS and DC metadata records will be created using the filenames as titles. The files in the ZIP archive must be associated with an existing content model on ingest - all solution pack content models are supported (except the book solution pack). For this tutorial we'll batch ingest some TIFF files using the Large Image Solution Pack.

### 1. Compress the files as a ZIP archive

Compress the TIFF files and name your ZIP file - in this case, *tiff\_test.zip*.

### 2. Navigate to the Target Collection

Navigate to a collection that has been associated with the large image content model. In this case, we'll use the default Islandora Large Image Collection.



IslandoraSandbox  
Islandora Virtual Environment

Digital RepositoryDIY InterfaceCreate contentAdminister

Home > Digital repository > Islandora Large Image Collection > Digital Repository

Islandora Solr Advanced Search

Title

and

Title

search

Digital Repository

Object DetailsAddBatch IngestManage This Collection

Ingest digital object into *islandora:sp\_large\_image\_collection* Step #1

Content models available:  
New TIFF

Content models define datastream composition, relationships between this and other content m  
associated with each digital object.  
Additional information may be found [here](#).

Next

### 3. Batch Ingest the ZIP File

Make sure the large image content model is selected, and click the 'Batch Ingest' tab and browse for your ZIP file. Click 'Create Objects' to proceed.

The screenshot shows the IslandoraSandbox interface. At the top, there is a logo and the text "IslandoraSandbox" and "Islandora Virtual Environment". Below this is a navigation bar with tabs: "Digital Repository", "DIY Ingest", "Administer", and "Digital Repository". The "Batch Ingest" tab is selected. A red box with the text "Click the Batch Ingest tab" has an arrow pointing to the "Batch Ingest" tab. Below the navigation bar, there is a search bar and a "Batch Ingest" button. A red box with the text "Choose your ZIP file" has an arrow pointing to the "Choose File" button. The main content area shows the "Batch ingest into islandora:sp\_large\_image\_collection" form. It includes a "Choose content model to be associated with objects ingested:" dropdown menu with "New TIFF" selected. Below this is a section titled "Upload zipped folder:" with a "Choose File" button and a text input field containing "tiff\_test.zip". There is also a "Create Objects" button at the bottom.

IslandoraSandbox  
Islandora Virtual Environment

Digital Repository DIY Ingest Administer Digital Repository

Home > Digital repository > Islandora Solr Advanced Search

Object Details Add Batch Ingest Manage This Collection

Batch ingest into islandora:sp\_large\_image\_collection

Choose content model to be associated with objects ingested: \*

New TIFF

Content models describe the behaviours of objects with which they are associated.

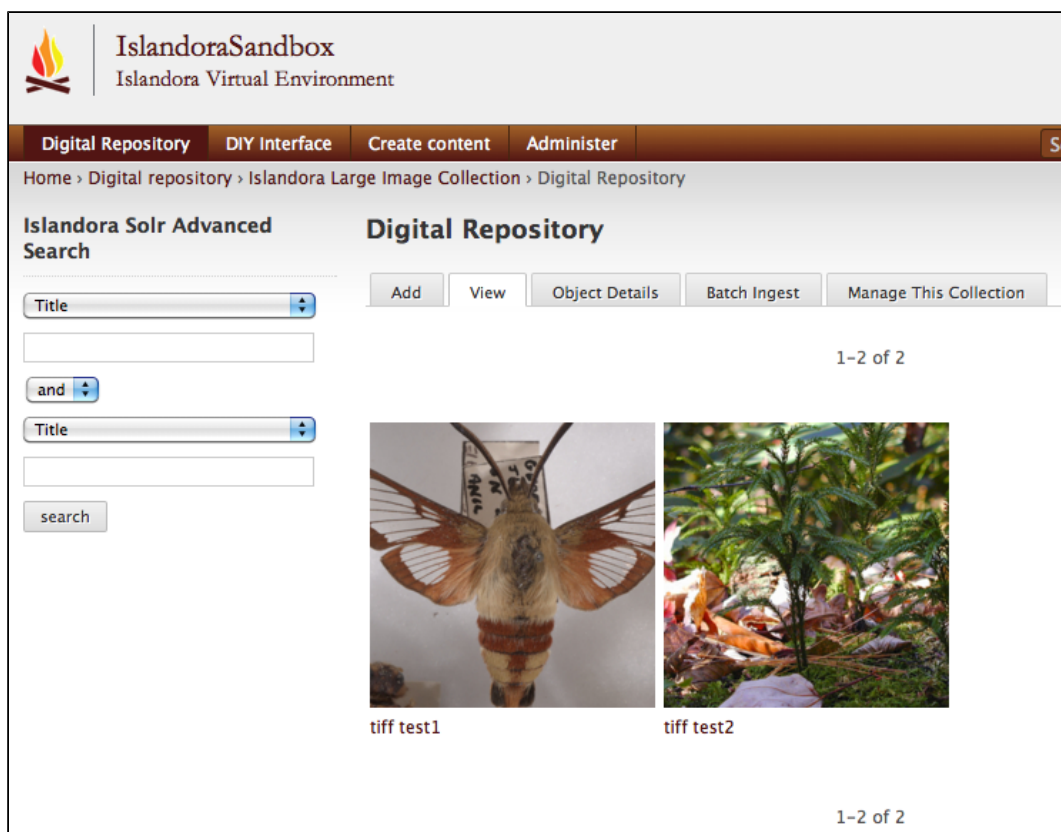
Upload zipped folder:

Choose File tiff\_test.zip

The zipped folder should contain all files necessary to build objects.  
Related files must have the same filename, but with differing extensions to indicate mimetypes.  
ie. *myFile.xml* and *myFile.jpg*

Create Objects

#### 4. View Your New Objects



## Adding Metadata Without Files

The batch ingest module also allows you to add metadata records without accompanying binary files. You can add either DC or MODS metadata XML files - DC metadata will be saved and crosswalked to MODS, and MODS metadata will be saved and crosswalked to DC. A separate object will be created for each XML file included in the ZIP archive.

### 1. Prepare Your Metadata XML Files

Your metadata records must be in either MODS or DC format and saved as XML files. The batch ingest module will determine whether the files are MODS or DC programatically on ingest, so you don't need to manually specify which metadata schema you're using. One object will be created for each valid XML file in the ZIP archive; the filenames are not important because the title and other relevant information will be drawn from the metadata itself.

The following are examples of valid DC and MODS metadata records for audio files:

## MODS

```
<mods xmlns="http://www.loc.gov/mods/v3" xmlns:mods="http://www.loc.gov/mods/v3"
  xmlns:xlink="http://www.w3.org/1999/xlink">
  <titleInfo>
    <title>Test Audio</title>
    <subTitle/>
  </titleInfo>
  <name type="personal">
    <namePart>Test Author</namePart>
    <role>
      <roleTerm authority="marcrelator" type="text"/>
    </role>
  </name>
  <typeOfResource>Sound Recording</typeOfResource>
  <tableOfContents/>
  <genre>anthems</genre>
  <originInfo>
    <dateIssued>2011-12-21</dateIssued>
    <publisher/>
    <place>
      <placeTerm authority="marccountry"/>
    </place>
    <place>
      <placeTerm type="text"/>
    </place>
  </originInfo>
  <language>
    <languageTerm authority="iso639-2b" type="code"/>
  </language>
  <abstract>A test audio file.</abstract>
  <identifier/>
  <physicalDescription>
```

```
<form authority="marcform">sound recording</form>
<extent/>
</physicalDescription>
<note/>
<subject>
  <topic/>
  <geographic/>
  <temporal/>
  <hierarchicalGeographic>
    <continent>North America</continent>
    <country/>
    <province/>
    <region/>
    <county/>
    <city/>
    <citySection/>
  </hierarchicalGeographic>
  <cartographics>
    <coordinates/>
  </cartographics>
</subject>
</mods>
```




**DC**

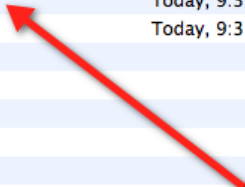
```

<oai_dc:dc xmlns:oai_dc="http://www.openarchives.org/OAI/2.0/oai_dc/"
  xmlns:dc="http://purl.org/dc/elements/1.1/" xmlns:xsi="http://www.w3.org/2001
/XMLSchema-instance"
  xsi:schemaLocation="http://www.openarchives.org/OAI/2.0/oai_dc/ http://www.
openarchives.org/OAI/2.0/oai_dc.xsd">
  <dc:title>Test Audio</dc:title>
  <dc:subject/>
  <dc:subject>----</dc:subject>
  <dc:description/>
  <dc:description>A test audio file.</dc:description>
  <dc:description/>
  <dc:publisher/>
  <dc:contributor>Test Author (</dc:contributor>
  <dc:type>anthems</dc:type>
  <dc:format/>
  <dc:format>sound recording</dc:format>
  <dc:identifier>islandora:1240</dc:identifier>
  <dc:language/>
  <dc:coverage/>
  <dc:coverage>North America-----</dc:coverage>
  <dc:coverage/>
  <dc:coverage/>
</oai_dc:dc>

```

## 2. Add Your Metadata XML Files to a ZIP Archive

Name	Date Modified	Size	Kind
 another_test_MODS.xml	Today, 9:31 AM	4 KB	XML Document
 test_audio_MODS.xml	Today, 9:31 AM	4 KB	XML Document
 test_the_third_MODS.xml	Today, 9:31 AM	4 KB	XML Document



Select your metadata XML files and add them to a ZIP archive

### 3. Choose a Collection to Create Your Objects In

You can either navigate to an existing collection or create a new collection. You will need to associate your new objects with a content model, so make sure the relevant content model has been added to your collection.

The content model you choose at this stage will be important if you decide to add binary files (audio, images, PDFs, etc.) to the objects after ingest.

### 4. Batch Ingest the ZIP Archive



Click the Batch Ingest tab and make sure the relevant content model is selected. Browse for the ZIP archive and click 'Create Objects' to proceed.

The screenshot shows the 'Batch ingest' page in the Islandora interface. A red box highlights the 'Choose the relevant content model' dropdown menu, which currently shows 'New Audio'. Another red box highlights the 'Choose File' button under the 'Upload zipped folder:' section. A red arrow points from the first box to the second. The 'Create Objects' button is visible at the bottom.

Islandora Downloadable VM  
Islandora Virtual Environment

Digital Repository | DIY Interface | Create content | Administer

Home > Digital repository

**Audio Collection**

Choose the relevant content model

Batch ingest into islandora:audio\_collection

Choose content model to be associated with objects ingested: \*

New Audio

Upload zipped folder:

Choose File

Browse for the ZIP archive containing metadata XML files

Create Objects

A progress bar will indicate that objects are being created.

The screenshot shows the 'Ingesting Objects' page. A progress bar is displayed, indicating that 25% of the objects have been ingested. The text 'Remaining 3 of 4.' is shown below the progress bar. A red box highlights the progress bar area with the text 'Wait while the objects are created'.

Islandora Downloadable VM  
Islandora Virtual Environment

Digital Repository | DIY Interface | Create content

Home > Ingesting Objects

**Ingesting Objects**

Wait while the objects are created

Remaining 3 of 4. 25%

## 5. View Your Newly Created Objects

Your new objects will appear in the collection view. Click on an object and verify that the metadata has been successfully added.

Metadata

title	Test Audio
contributor	Test Author ()
type	anthems
description	A test audio file.
identifier	:
format	sound recording
coverage	North America-----
subject	----




View the object's metadata

▼ Detailed List of Content

Belongs to these collections:

Audio Collection

Detailed List of Content

Dublin Core	View	Download	2011-12-21	text/xml	
Fedora Object-to-Object	View	Download	2011-12-21	text/xml	
MODS	View	Download		text/xml	







Both DC and MODS Datastreams have been created

## Adding Files Along With Metadata

The third batch ingest option is adding files with associated metadata. Each batch of files may only be associated with a single content model, so if you have multiple content types you will need to do a separate batch for each type.

### 1. Organize and Format Your Files and Metadata

In order to associate an XML metadata record with the relevant file (audio, image, PDF, etc.) they must share the same filename (excluding the file extension). For example, a directory with three PDF files and associated MODS XML files would look like this:

Name	Date Modified	Size	Kind
 charlottetown_bus.pdf	2011-05-15 12:43 PM	340 KB	Adobe...ument
 charlottetown_bus.xml	Today, 1:42 PM	4 KB	XML Document
 pdf_dropbox.pdf	2011-04-19 8:36 AM	233 KB	Adobe...ument
 pdf_dropbox.xml	Today, 1:42 PM	4 KB	XML Document
 treasure_islandora.pdf	2011-08-25 9:21 AM	1.6 MB	Adobe...ument
 treasure_islandora.xml	Today, 1:42 PM	4 KB	XML Document

## 2. Add the Binary and XML Files to a ZIP Archive

Select all the files and add them to a ZIP archive.

## 3. Choose a Collection to Create Your Objects In

You can either navigate to an existing collection or create a new collection. You will need to associate your new objects with a content model, so make sure the relevant content model has been added to your collection.

## 4. Batch Ingest the ZIP Archive

Click the Batch Ingest tab and make sure the relevant content model is selected. Browse for the ZIP archive and click 'Create Objects' to proceed.

The screenshot shows the 'Batch ingest' page in the Islandora Virtual Environment. The page title is 'Islandora Downloadable VM' and 'Islandora Virtual Environment'. The navigation bar includes 'Digital Repository', 'DIY', and 'Administer'. The breadcrumb trail is 'Home > Digital repository > Islandora PDF Collection'. The main heading is 'Islandora PDF Collection'. Below this, there are buttons for 'Add', 'View', 'Object', and 'Manage This Collection'. The 'Batch ingest into Islandora:sp\_pdf\_collection' section is active. It features a dropdown menu for 'Choose content model to be associated with objects ingested:' with 'Strict PDF Content Model' selected. Below this is the 'Upload zipped folder:' section, which has a 'Choose File' button and a text input field containing 'batch\_test.zip'. A 'Create Objects' button is at the bottom. Two red callout boxes with arrows point to the 'Strict PDF Content Model' dropdown and the 'Choose File' button. The first callout says 'Make sure the correct content model is selected'. The second callout says 'Browse for your ZIP archive and click 'Create Objects''.

Islandora Downloadable VM  
Islandora Virtual Environment

Digital Repository DIY Administer

Home > Digital repository > Islandora PDF Collection

Islandora PDF Collection

Add View Object Manage This Collection

Batch ingest into Islandora:sp\_pdf\_collection

Choose content model to be associated with objects ingested: \*

Strict PDF Content Model

Content models describe the behaviours of objects in the repository.

Upload zipped folder:

Choose File batch\_test.zip

The zipped folder should contain all files needed for the objects to be created. Related files must have the same filename, but different extensions. For example, myFile.xml and myFile.jpg

Create Objects

Make sure the correct content model is selected

Browse for your ZIP archive and click 'Create Objects'

A progress bar will indicate that objects are being created.

The screenshot shows the 'Ingesting Objects' page in the Islandora Virtual Environment. The page title is 'Islandora Downloadable VM' and 'Islandora Virtual Environment'. The navigation bar includes 'Digital Repository', 'DIY Interface', and 'Create content'. The breadcrumb trail is 'Home > Ingesting Objects'. The main heading is 'Ingesting Objects'. Below this is a progress bar showing 25% completion. The text 'Remaining 3 of 4.' is displayed on the left, and '25%' is displayed on the right. A red callout box with an arrow points to the progress bar. The callout says 'Wait while the objects are created'.

Islandora Downloadable VM  
Islandora Virtual Environment

Digital Repository DIY Interface Create content

Home > Ingesting Objects

Ingesting Objects

Remaining 3 of 4. 25%

Wait while the objects are created

## 5. View Your Newly Created Objects

## Islandora PDF Collection

Add   View   Object Details   Batch Ingest

You new objects will  
appear in the  
collection view



Charlottetown Bus Schedule

### Dropbox Quick Start

Dropbox Quick Start  
This document provides a quick start guide for using Dropbox with Islandora. It covers the basics of setting up a Dropbox account, connecting it to Islandora, and uploading files. It also includes information on how to manage your files and folders within the Islandora interface.

Dropbox Instructions

### TREASURE ISLANDORA

Building & Managing  
Islandora Collections



Treasure Islandora