

## Disclaimer

Transparency and knowledge sharing are core values for meemoo. That is why we share our main tender files from the domains of digitization and archiving. This way everyone can see how we work or get inspiration. We would like to include this warning and disclaimer:

This document has been drawn up in the context of a specific project, with a specific objective, timing and budget, which in turn are rooted in all kinds of circumstances, meemoo's vision on digitization and so on. During or after the execution of the project, this vision, circumstances or other context elements may change or have changed. Furthermore, this document may also contain errors. The person who copies these documents in whole or in part is and remains fully responsible for assessing the consequences for his interests. It is best to obtain sound legal advice, especially - but not exclusively - for copying the legal provisions.

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## 1. Testphase

Meemoo selected 15 carriers for a test batch. This test batch must be collected and then returned to a content partner (to be determined).

During the test and pilot phase, the service provider has to work with test data, i.e. PID and OR-ID (<CP\_id>) will be different from those in the production phase. Meemoo will only ingest the test batch in the test environment (QAS) of its systems. Meemoo provides the service provider with the correct data before the start of the test phase.

Because of the above, all carriers that are processed during the test and pilot phase must be re-supplied in the production phase.

### Part 1: essences

**STEP 1a:** The service provider digitizes five random carriers from the test batch. He supplies the essences (tiff) of these carriers via the meemoo FTP.

**STEP 1b:** meemoo evaluates the files and checks for the following:

- Codec and container
- MD5 checksum
- Pronoun ID
- Quality of the essences
- Ingest of the essences in meemoo's MAM system

**STEP 1c:** meemoo provides feedback to the service provider:

- If the ingest has gone well; go to part 4
- If the test did not go well; new essences must be supplied by the service provider and the first step is repeated until it is right.

### PART 2: OCR

**STEP 2a:** The service provider digitizes five random carriers from the test batch. He supplies the **ALTO XMLs** of these carriers by mail to [astrid.theerens@meemoo.be](mailto:astrid.theerens@meemoo.be).

**STEP 2b:** meemoo evaluates the files

**STEP 2c:** meemoo provides feedback to the service provider:

- If the test went well; go to part 4
- If the test did not go well; a new ALTO must be supplied by the service provider and the first step is repeated until it is right.

### PART 3: Metadata

**STEP 3a:** The service provider digitizes five random carriers from the test batch. He supplies the **METS XML** of these carriers via the meemoo FTP.

**STEP 3b:** meemoo evaluates the files and checks for the following:

- Validation of the METS XML in meemoo's registration database AMS
- the PREMIS events
- the File section

**STEP 3c:** meemoo provides feedback to the service provider:

- If the import in AMS went well; go to part 4
- If the test did not go well; a new METS XML file must be provided by the service provider and the first step is repeated until it is correct.

#### **PART 4: Complete SIP**

**STEP 4a:** The service provider digitizes the five random carriers of the test batch, and supplies **the complete SIP** via the meemoo FTP.

**STEP 4b:** meemoo evaluates the files and checks for the following:

- codec and container
- MD5 checksum
- Pronoun ID
- Quality of the essences
- Validation of the (METS) XMLs
- Ingest in meemoo's MAM system

**STEP 4c:** meemoo provides feedback to the service provider:

- If the ingest has gone well; go to the pilot phase.
- If the test did not go well; a new complex object must be supplied by the service provider.

## **2. Pilot phase**

It is important that in the pilot phase each step is carried out identically as in the production phase.

**STEP 1:** The SIPs of all test batch carriers are now delivered to the meemoo data center on LTO tape. A zip file containing the METS XMLs is emailed to [astrid.theerens@meemoo.be](mailto:astrid.theerens@meemoo.be).

**STEP 2:** meemoo will ingest the LTO tapes and check the following:

- The structure of the complex object
- Codec and container
- MD5 checksum
- Pronoun ID
- METS XML
- Quality of the essences

**STEP 3:** meemoo provides feedback to the service provider.

- If the pilot phase went well; proceed to the production stage.
- If the pilot phase did not go well; new LTO tapes with new files are delivered by the service provider and step 1 of the pilot phase is repeated until successful.

For more information about the ingest or import into meemoo's MAM system:  
<https://meemoo.be/nl/importeren>