

A Step-by-Step Guide to Contributing to DPLA via Indiana Memory

Step 1: Determine if your institution is ready to contribute to the Digital Public Library of America:

- Institution has at least one online collection.
- Collection images and metadata are stored in a content management (CM) system. ([CONTENTdm](#), [PastPerfect](#), or other [Open Archives Initiative \(OAI\)](#)-compliant system)
- Digital collection has the bare minimum metadata fields required by DPLA for each digital object:
 - a. Title
 - b. Rights
- Thumbnails of each digital object are available.
- Institution open and able to invest time and resources into cleaning up the collection metadata (if determined necessary by Indiana State Library), and mapping current metadata schema to DPLA fields using the [DPLA IND Metadata Mapping Tool](#). Refer to the [Indiana Memory Dublin Core Metadata Guide](#) and the DPLA [Metadata Application Profile \(MAP\)](#) to understand what may be required of institution during clean-up and mapping.

If your institution meets all of these criteria then:

Step 2: Contact Connie Rendfeld at the ISL to discuss the [State Library Data Exchange Protocol](#) form. Submitting this form to the State Library is required to begin the process of contributing digital content to Indiana Memory and/or DPLA.

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Step 3: Work with the Indiana State Library programmer to ensure your metadata and content management system meet the requirements for ingest to Indiana Memory.

Existing metadata may need to be cleaned-up or added to during this step, which is the responsibility of the contributing partner. The [DPLA IND Metadata Mapping Tool](#) may be utilized during this step. ISL staff will advise through this process.

Step 4: Indiana State Library harvests collection metadata and thumbnails using [VuFind](#) software, which also hosts the Indiana Memory discovery portal.

Harvested collections not related to Indiana will not be visible in Indiana Memory.

Step 5: DPLA harvests collection metadata and thumbnails from Indiana Memory.

Step 6: Explore your institution's digital objects within the context of over 10 million items contributed to DPLA by cultural institutions around the country!

--Still have questions? Visit [DPLA Indiana FAQ page](#), or contact [Connie Rendfeld](#) at Indiana State Library.--