

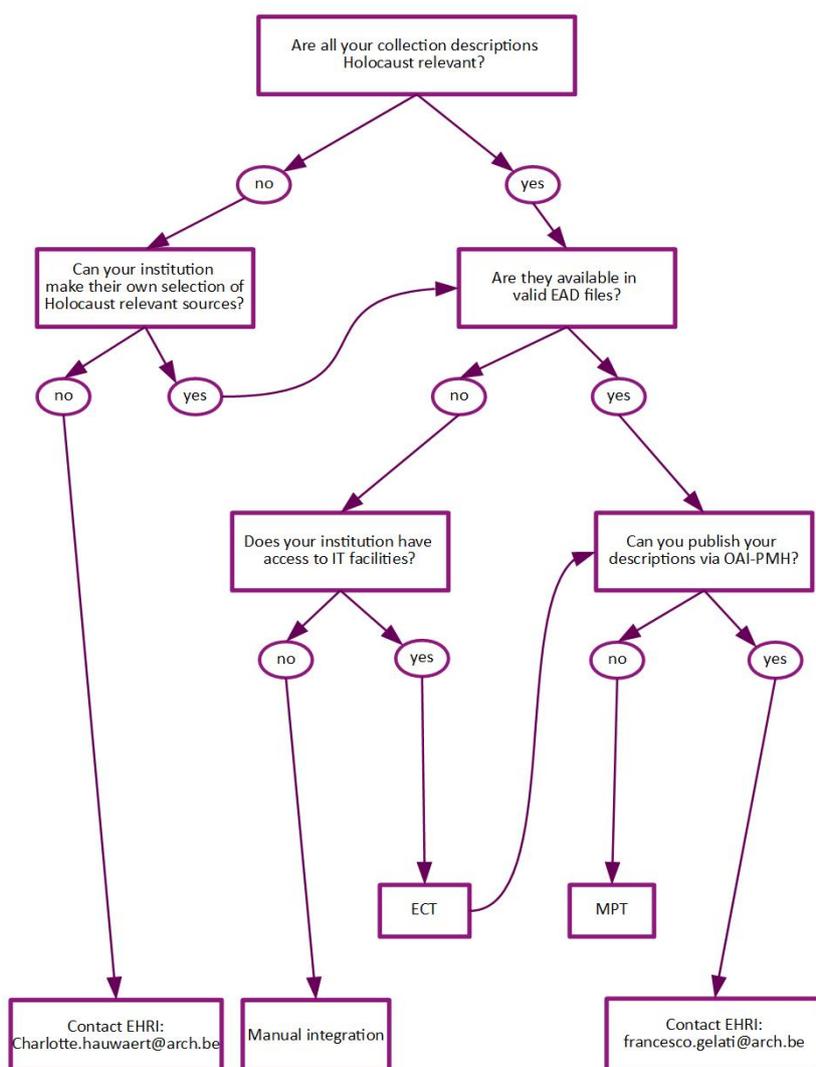


Connect to the EHRI Portal and Add Your Collection Descriptions

The European Holocaust Research Infrastructure offers various tools and manuals to integrate your collection descriptions into the online portal or to give feedback on the collections the portal already holds. This so-called metadata integration can be done using various methods and tools:

- Manual integration
- Tools for automated integration:
 - Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH)
 - EAD Conversion Tool (ECT)
 - Metadata Publishing Tool (MPT)

Before you can start to integrate your data, you need to determine which scenario is possible for your specific institution:



Data integration: Adding Your Collection Descriptions to the EHRI Portal

The decision tree gives a first impression on which steps your institution has to partake in to integrate your data into the EHRI portal. Of course, before you start your integration, it is recommended that you make contact with EHRI (charlotte.hauwaert@arch.be) so that the EHRI project can assist you in any way possible during the whole process. You can also visit our webpage that will explain every step and possible in detail: <https://ehri-project.eu/ehri-for-institutions>

To give you some insight on what the different options are for your data integration, it is very important to acknowledge and determine which option(s) will suit your institution:

1. Manual Integration

If your institution has difficulties to export collection descriptions and other data in an automated way, you can always opt for manual integration. This mode of data integration is simple, but depending on the amount of relevant collections you have, may be labour intensive, as you will have to manually input information about your institutions and collections via a web administrative interface. To achieve this, the EHRI project will set you up with some assistance such as having a tutorial for the manual integration into the portal and an EHRI Thesaurus at your disposal.

If you want to integrate your data manually, you need to inform EHRI by contacting charlotte.hauwaert@arch.be. Charlotte will then provide you with access to the Portal's administrative interface, and will also be able to answer any questions you may have.

2. EHRI's Tools for Automated Integration

The automated integration of collection descriptions and other data has the advantage that it permits to make a sustainable connection between your institution and the EHRI portal. This means that when collection descriptions at your institution's information system are updated, the descriptions shown in the EHRI portal will be automatically updated too. Of course, this is never done without your permission. First, you have to determine which tools your institution needs for its data integration. You can do this by using our 'decision tree' to determine the options your institutions needs for the integration.

If you already possess your collection descriptions according to the EAD (Encoded Archival Description) format, there are two ways of publishing these in the EHRI portal. If you are able to share these descriptions according to **OAI-PMH (Open Archives Initiative Protocol for Metadata Harvesting)**, you may directly contact Francesco.gelati@arch.be and the data can be harvested by the EHRI portal. If you are not able to share via OAI-PMH, you can use the Metadata Publishing Tool (MPT).

However, if you need to generate your data according to the EAD standards or need to check whether your EAD is valid , EHRI can help you via the EAD Conversion Tool (ECT).

2a. EAD Conversion Tool (ECT)

This tool is simple to use and can generate EAD-files so that an export can be made to EHRI. The tool can also be used to validate your data to make sure it is in the correct EAD format. The ECT-tool is a simple to use and is also accompanied by a tutorial, made by EHRI.

Once you have generated valid EAD files using the ECT-tool, you have to publish these so that EHRI can harvest them. To do this, EHRI proposes the Metadata Publishing Tool (MPT).

2b. Metadata Publishing Tool (MPT)

The MPT-tool gives the opportunity to your institution to publish its EAD-files in a sustainable way. The tool is based on the ResourceSync Framework Specification so that EHRI can harvest the resources (in EHRI's case EAD files) and integrate them into the EHRI portal. This tool also gives your institution the possibility to update its descriptions on a regular basis, and publish only what it wants and whenever it suits your institution in an automated way.

After the installation, content specialists such as archivists, librarians, information specialists or curators can use the tool to select the archives/collections that the institution wants to share with EHRI.

What happens after you published your data?

If your institution published its EAD files via the Metadata Publishing Tool, it will be stored on your webserver. You then will have to give that web address to EHRI so that EHRI can harvest your data and put it in the portal.

All these steps are synthesised in an overall overview on how EHRI will help you integrate your data:

