



## **Hub repository and server change policy**

The DPLA harvests millions of records from 25 different partner feeds or data dumps. Harvests occur on a monthly, every other month, or quarterly basis. Approximately 10% of our harvests require some manual intervention each month. We try to keep response times reasonable to ensure that Hub data is refreshed as often as possible based on the agreed upon harvest schedule. However, with the current DPLA processing model, as the record and feed numbers grow, the management of Hub server changes and software upgrades will become unsustainable. In order to manage DPLA FTE hours spent on recurring harvests, DPLA has implemented the following local systems change policies.

*Prior to the upgrade or change:*

A written alert from the Hub should be sent to the DPLA metadata coordinator four weeks ahead of any scheduled server and software changes or upgrades. The alert should include a description of anticipated changes, date(s) (or an estimate, if specifics aren't available) as to when those changes will occur, and the Hub staff person who will be the contact point for those changes. The Hub should proactively ask DPLA staff for IP addresses (e.g., for whitelisting).

*After the upgrade or change:*

After the upgrade/change, the Hub should provide written notice of any changes to the structure or naming of records (e.g., names XML elements change), feed endpoint, and server status must be submitted in writing to the DPLA metadata coordinator. If the modifications are due to a vendor upgrade, the vendor's change log should be forwarded, as well, to DPLA staff.

During the upgrade process, the DPLA will halt the Hub's harvests until such time that associated changes to DPLA ingest scripts can be updated. The period of time that harvests will pause is at the discretion of DPLA staff and dependent on workloads and other mitigating factors. Once harvests are resumed, the Hub's data (or subset) will be ingested into a QA environment for Hub staff review. Data will "go live" during the subsequent harvest cycle.