

WDL Transfer Guide

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Transfer Overview

The World Digital Library offers three ways to send materials. In unusual circumstances we may be able to arrange other ways of transfer but these are the preferred methods, particularly the WDL Dropbox.

Physical Shipment

Materials (image/media files and metadata) can be sent on physical media such as CDs, DVDs, hard drives either via postal mail or express mail. Please note that for security reasons, all mail (postal and express) must be inspected and arrival at WDL offices may be delayed. Please also write on the *outside* of the package "Do Not Irradiate" as our postal mail goes through the Congressional post office which has some extra security precautions.

For mail deliveries you can send them to:

World Digital Library
Library of Congress
101 Independence Ave., SE
Washington, DC 20540-4913
Attn: Content Deliveries

Network Pull from Partner

Materials can also be downloaded from your server via HTTP or FTP protocols. Please supply us with the FTP location or URL and (if needed) login/password information.

WDL Dropbox

The WDL Dropbox is an unlimited space on Amazon's S3 storage cloud where partners can transfer content from their desktops or servers to WDL. Each partner institution is given a special box that can only be accessed by that partner. Although other institutions can see the materials in your box as file names, they cannot access them (download, delete or edit) nor can they add

materials to them. Each partner has their own set of login credentials (access key and secret key) that restrict access to only their box.

S3 uses the REST and SOAP protocols rather than the standard FTP protocol. Many of the standard file transfer tools (such as Filezilla) do not currently support S3. As a result of this, we have identified and a command line tool (S3cmd, <http://s3tools.org/s3cmd>) and a graphical desktop tool (Cyberduck) to assist partners in getting started. Please note that these are not the only tools available and you are welcome to use whatever you are comfortable with. We also encourage feedback and suggestions for other software that you may know of and will be updating a list on the Project site (project.wdl.org) based on your experiences. Because server environments and security concerns vary so much, we recommend you work with your system administrator to set up and configure S3cmd or any other command line tool.

Activating the Dropbox

When you are ready to transfer materials, please contact the Content Team for your “keys”. Amazon’s access key and secret key function much the same way as a login and password. The WDL Content Team will activate your box and email the location of your box and your keys to you.

Cyberduck

Cyberduck is a free, multi-lingual, desktop file transfer tool with a graphical interface that supports the REST and SOAP protocols used by Amazon’s S3 storage. Cyberduck is for uploading materials from your desktop to the WDL Dropbox. To load from a server, please use S3cmd (see below).

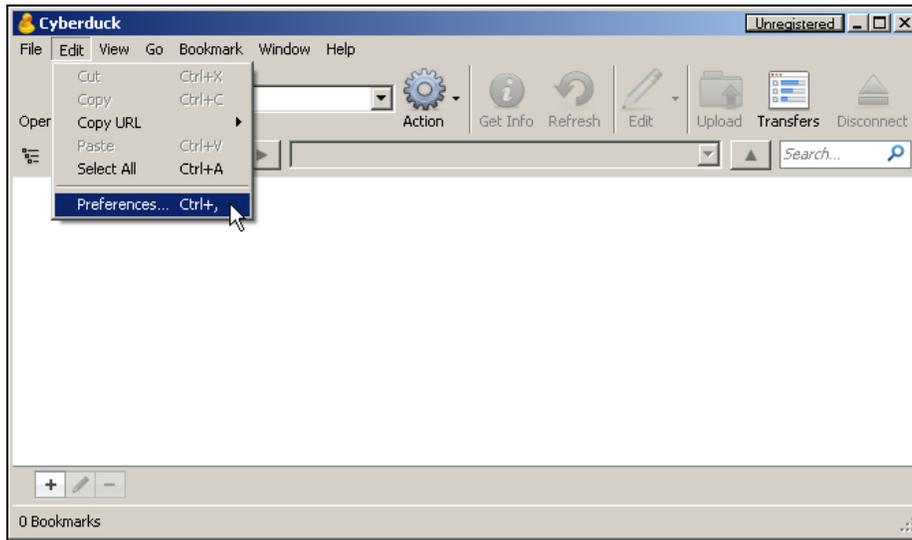
Installing

Cyberduck is a free tool available for download from <http://cyberduck.ch/>. It is available for both PC and Macintosh desktops. Download the version that appropriate for your machine. Double-click the executable file (PC) or the zip file (Mac) and it should install itself.

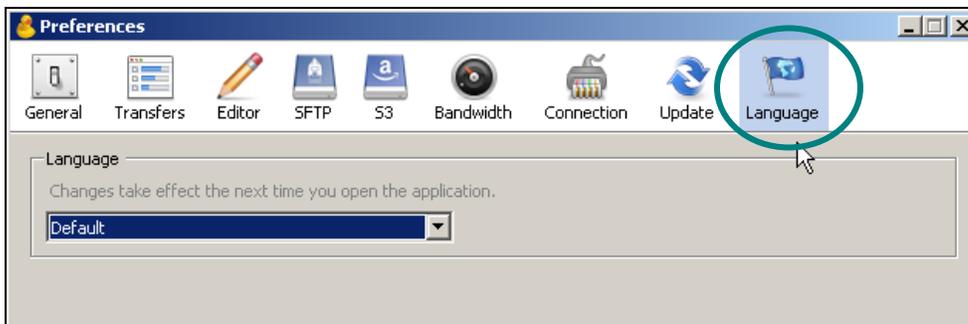
Changing Cyberduck’s Language

Cyberduck’s interface language defaults to the system language on your local PC or Mac. If you need to override your machine’s designated language:

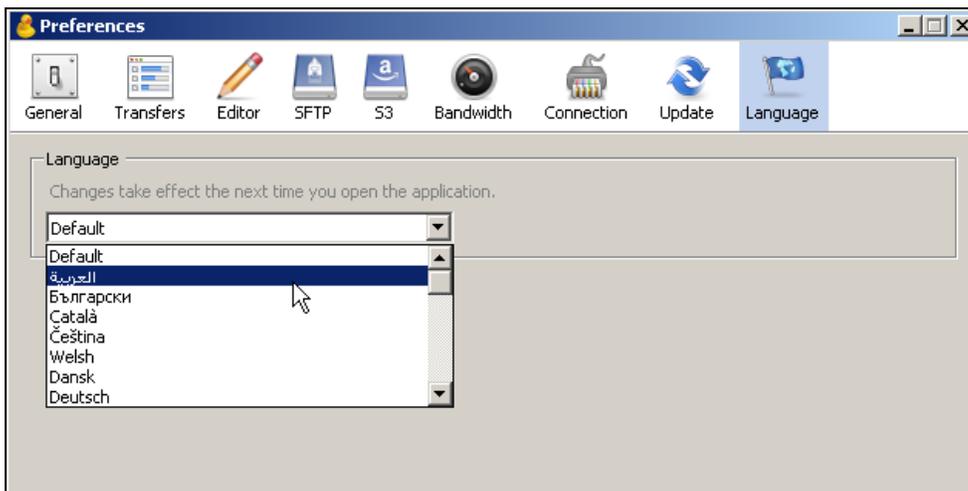
- Go to Edit > Preferences in the menu bar across the top



- Click the "Language" icon.



- Choose the language you want to use from the dropdown menu.



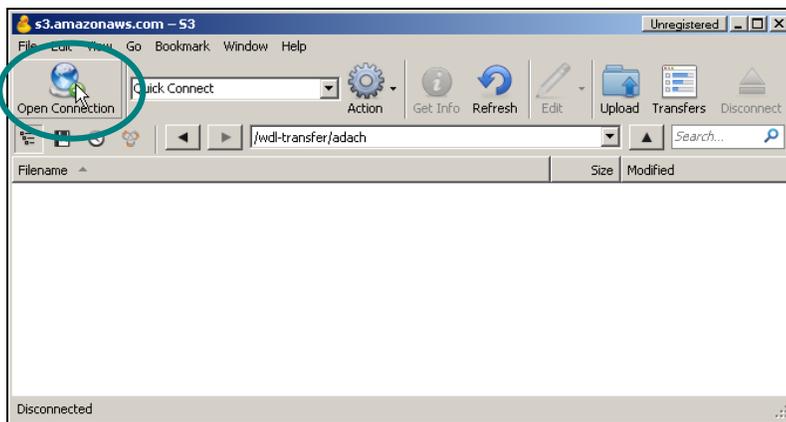
- Restart Cyberduck. You should see the interface in the language you chose.



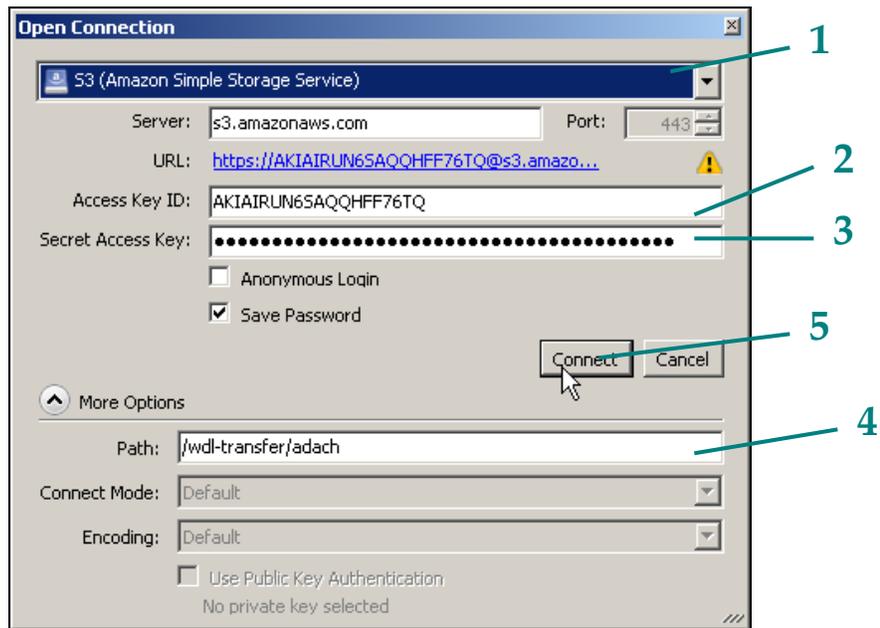
Uploading Content

Follow these instructions to upload content from your desktop to your WDL Dropbox:

- Start Cyberduck (double-click on the duck icon) and click “Open Connection” from the icon bar across the top.

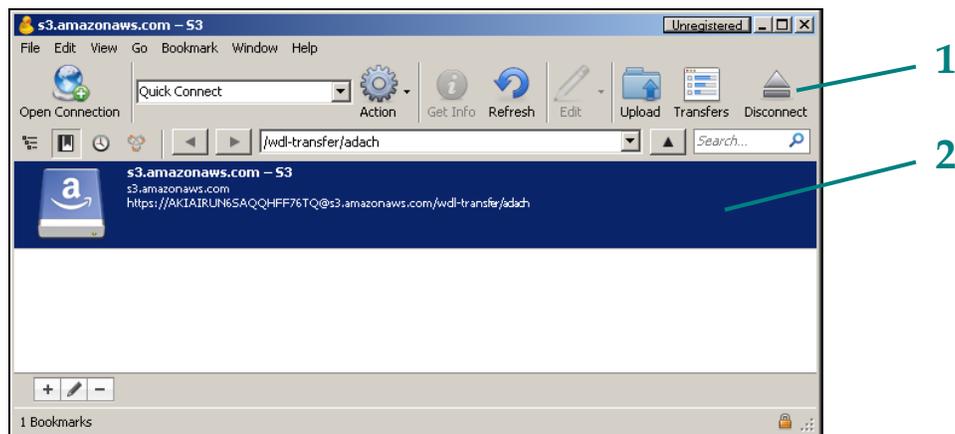


- Fill out the pop-up “Open Connection” window as indicated below:

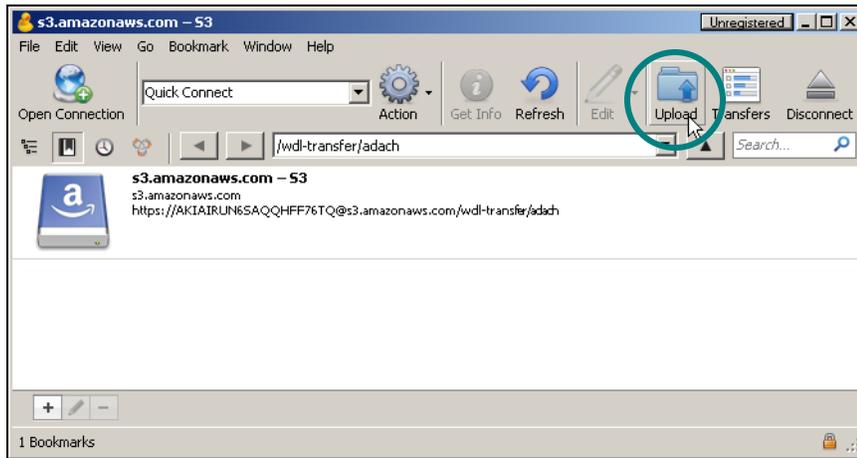


1. Choose “S3 (Amazon Simple Storage Service)” from the drop-down menu.
2. Copy and paste the Access Key you received into the box labeled “Access Key ID:”
3. Copy and paste the Secret Key you received into the box labeled “Secret Access Key:”
4. Enter your box path into the box labeled “Path:”
5. When everything is correct, click “Connect”

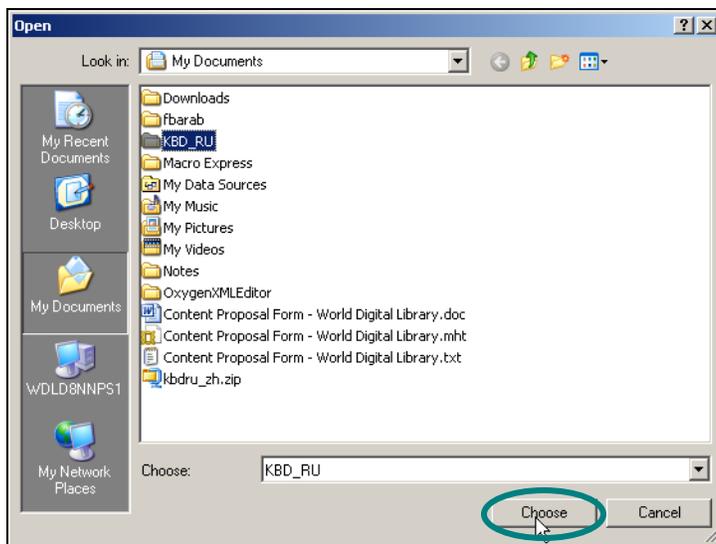
- You should then be connected.
 1. You’ll see the “Disconnect” button to the right in the top icon bar is now active.
 2. S3 will appear as a drive.



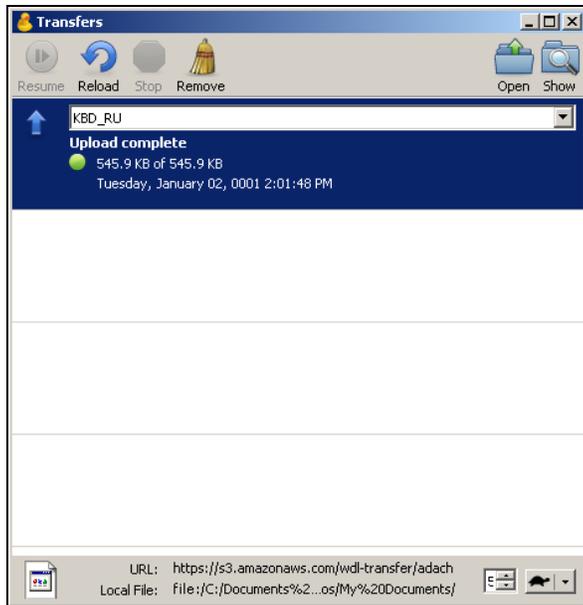
- Click “Upload”



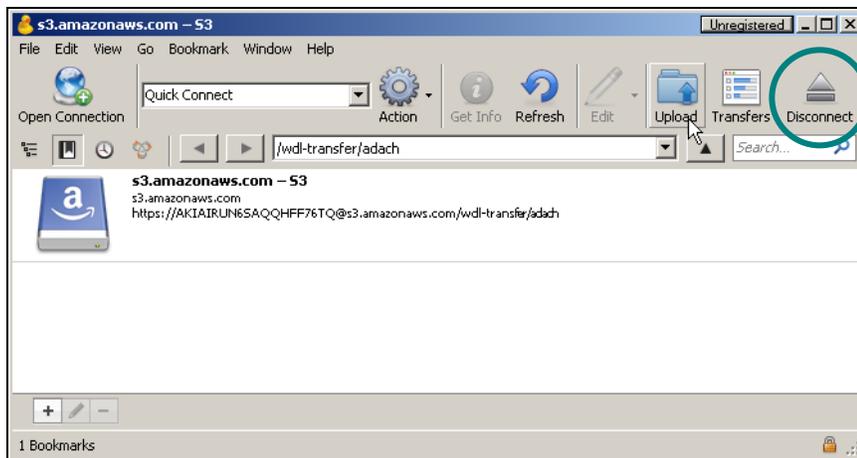
- In the pop-up browse window, navigate to your materials, choose the upload materials and then click “Choose”.



- The “Transfers” pop-up window will then appear and you can monitor the status of you upload.



- When the transfer is complete and you feel everything is in order, click “Disconnect”



- Please contact us and tell us when your upload is done. There is no automatic way the system knows when you have finished.