You may wish to have your institutional repository, or digital archives, directly loaded in EDS so it can be fully searched alongside other EDS resources. If you select this option, you must complete the Institutional Repository (IR) Database Questionnaire. The questionnaire covers the complete set-up of your repository, from initial branding and display questions through data mapping and record retrieval options. Since each repository is different and may contain unique aspects, each institutional repository is analyzed for optimized loading and display.

It is important to note that, although your custom IR database is a part of your discovery layer, EBSCO does not host the content. We load the descriptive information about objects in your library’s archive/repository and set up links in EDS that direct users back to your archive/repository where they can request, retrieve, or view the item.

**Metadata Delivery**

- **OAI-PMH:**
  OAI-PMH is our preferred method of harvesting data from your repository. Most institutional or digital repository software vendors support Dublin Core metadata export and therefore can utilize OAI-PMH harvest. [Note: junii2 and MODS metadata can also be harvested via OAI-PMH] With OAI-PMH EBSCO can harvest your records on a daily, weekly, or monthly schedule. When the harvest occurs we will automatically update your institutional repository. In order for EBSCO to access and harvest your catalog records via OAI-PMH, please add the following IP addresses to your network exceptions list:
  - 140.234.252.9
  - 140.234.253.9
  - 140.234.255.9

**OAI-PMH Metadata Delivery for Catalogs and Institutional Repositories**

- **FTP:**
  For Dublin Core metadata, FTP delivery of data is usually only necessary with ‘home grown’ software systems that don’t have OAI capability. MODS is supported by OAI and EAD can be mapped to Dublin Core, but you may prefer to send these formats via FTP. FTP allows you to easily send large files directly to an account specific for your institution using a unique username and password we provide. If you have not received a username and password, please email eds@ebsco.com. When uploading via FTP, files must be in XML and the records must contain unique identifiers.

**Getting started with an FTP Client for EDS Custom Catalogs and Institutional Repositories**

**Supported metadata formats:**

- Dublin Core (qualified and unqualified) - Click here for fields EBSCO harvests in this format
- EAD - Click here for fields EBSCO harvests in this format
- junii2 - Click here for fields EBSCO harvests in this format
- METS
• MODS - Click here for fields EBSCO harvests in this format
• If other, please send EBSCO sample data and a completed IR questionnaire.

Tools for completing the Institutional Repository Questionnaire:
Before you start the questionnaire, make sure you have the following:

• Basic information about your repository - name, description, software/vendor (digital collections specialist)
• Data acquisition preference (digital collections specialist/technical specialist)
• Decisions or a process for making decisions, on preferred linking to your collections, as well as the presentation of the collection itself (various stakeholders)
• Ability to define the data elements present in your repository (digital collections specialist)

Click here to access the Institutional Repository Database Questionnaire

Once you have completed the questionnaire, if you need to make any changes to your selections you can contact us at eds@ebscohost.com.

Looking for this resource in another language? Check the International Resources pages to see if a translation is available.