

Handbook for the ingestion of content

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eContentplus

¹ OJ L 79, 24.3.2005, p. 1.

Table of Contents

<u>1 INTRODUCTION</u>	4
<u>2 MINIMUM DATA REQUIREMENTS</u>	7
<u>3 DATA PREPARATION (STEP A)</u>	8
<u>3.1 DATA EXPORT (STEP A-1)</u>	8
<u>3.2 DATA PROCESSING BY LOCALLY USED TOOLS (SCRIPT ETC.) (STEP A-2- OPTIONAL)</u>	8
<u>3.3 DATA PROCESSING BY APENET DATA PREPARATION TOOL (STEPS A-3 TO A-5 - OPTIONAL)</u>	8
<u>3.3.1 The reasons for using the data preparation tool</u>	8
<u>3.3.2 The functionalities of the tool</u>	9
<u>3.3.3. Creating a Holdings Guide</u>	14
<u>4 USING THE DASHBOARD - PROVIDER'S ACCOUNT</u>	17
<u>4.1 COUNTRY MANAGER AND INSTITUTION MANAGER</u>	17
<u>4.2 CONTENT PROVIDER'S ACCOUNT</u>	18
<u>4.3 THE ARCHIVAL LANDSCAPE</u>	20
<u>4.4 CONTENT PROVIDER INFORMATION</u>	23
<u>4.4.1 Create EAG by webform on the Dashboard</u>	24
<u>4.4.2 EAG upload</u>	25
<u>5 DATA SUBMISSION (STEPS A-6 AND B)</u>	26
<u>5.1 DOCUMENT TYPE</u>	26
<u>5.2 OAI-PMH</u>	27
<u>5.2.1 OAI-PMH set-up</u>	27
<u>5.2.2 Organising sets and identifiers</u>	28
<u>5.3 FTP</u>	30
<u>5.3.1 FTP set-up</u>	30
<u>5.3.2 FTP download by the Dashboard</u>	30
<u>5.3.3 HTTP</u>	30
<u>5.5 CHECK EXISTING FILES</u>	31
<u>6 THE CONTENT MANAGER - DATA PROCESSING (STEP C)</u>	32
<u>6.1 DATA VALIDATION (STEP C-1)</u>	34
<u>6.2 DATA CONVERSION (STEP C-2)</u>	35
<u>6.3 EDITION OF APENET EAD FILES (STEP C-3)</u>	37
<u>7 DATA CHECKING AND PUBLISHING FOR THE ARCHIVES PORTAL EUROPE (STEP D AND E)</u>	38
<u>7.1 DATA PREVIEWS AND DOWNLOAD (STEP D-1)</u>	38
<u>7.2 DATA INDEXING AND PUBLISHING (STEP E-1)</u>	40
<u>7.3 DATA CHECKING FOR THE ARCHIVES PORTAL EUROPE</u>	40
<u>8 HOLDINGS GUIDE AND SOURCE GUIDE</u>	44
<u>8.1 INGESTION OF HOLDINGS GUIDE</u>	44
<u>8.2 CREATING HOLDINGS GUIDE ON THE DASHBOARD</u>	46
<u>8.3 Source Guide</u>	47
<u>9. DATA DELIVERY AND PUBLISHING FOR EUROPEANA (STEP F - OPTIONAL)</u>	48
<u>9.1 APENet's role and consideration of delivering data to Europeana</u>	48
<u>9.2 DATA CONVERSION (STEP F-1)</u>	50
<u>9.3 DATA PREVIEW (STEP F-2)</u>	53
<u>9.4 DATA DELIVERY (STEP F-3)</u>	55
<u>9.5 Data publishing</u>	56
<u>9.6 OAI-PMH REPOSITORY FOR EUROPEANA</u>	58
<u>9.7 DATA DELETION</u>	59
<u>10. BATCH PROCESSING (STEP C-G)</u>	59

10.1 NORMAL BATCH PROCESSING	59
10.2 SELECTIVE BATCH PROCESSING	60
11. DATA MANAGEMENT AND MAINTENANCE (STEP G)	61
11.1 CHECKLIST FOR THE DATA MANAGEMENT	61
11.2 OTHER USEFUL FUNCTIONS OF THE DASHBOARD	62
11.2.1 Search function	62
11.2.2 Sorting function	63
11.2.3 File statistics	63
GLOSSARY	65

1 Introduction

This document is as a step-by-step guide for data ingestion and management for the content providers of the Archives Portal Europe (www.archivesportaleurope.eu). It describes how the content providers need to prepare their data and how to use the tools provided by the APENet project to deliver, manipulate, publish, manage, and maintain the data compliant with APENet specific uses of international archival standards.

During the lifetime of the APENet project, two different instances are runned in parallel and offered to the content provider:

- the production environment: it corresponds to the back-office (called Dashboard in the project) and front-office (called Portal) actually on line;
- content checker environment: is a simulation environment of the production environment, Dashboard and Portal, specifically reserved to the content providers to test and check their data, also to learn in full security how to ingest and manage their data. Needless to say, it is highly recommended to use the content checker first before using the production Dashboard.

For all these instances, except of course for the Portal in production environment, login and password are required to ensure security at all steps (and assure that the public will not see the data).

The final data provided to the end-users of the portal are of three main types:

- files describing the institutions that contribute to the Portal, and that are displayed in the directory part of the Portal,
- files describing all the fonds and collections kept by an archival institution at a high level and in a general approach: the Holdings Guide and Source Guides, the latter possibly providing information on thematically related fonds and collections kept by one or several institutions,
- files describing the archives at a low level and in detail, each file referring to a single fonds or collection or to a subgroup of it and giving, if any, access to the digitised documents via links to the content providers websites: the Finding Aids.

To assure a real interoperability and make the different files searchable in the same way, they have to be “aligned”, “standardised”. To achieve this goal, the APENet project developed European target profiles and schemas as well as tools, standalone or on line.

Depending on the local situations, the different types of files already exist or not; if existing, they can be directly uploaded in the Dashboard, if they do not exist, the project provides two different ways to create them, on-line or off-line.

The Archives Portal Europe is established on the following data management lifecycle²:

- Step A. Data preparation in local environment
- Step B. Data submission in the Dashboard
- Step C. Data processing in the Dashboard or in local environment
- Step D. Data check in the Dashboard
- Step E. Data publishing in the Portal

² For details see figure 1 on page 6.

- Step F. Data delivery and publishing in Europeana (optional)
- Step G. Data management and maintenance in the Dashboard

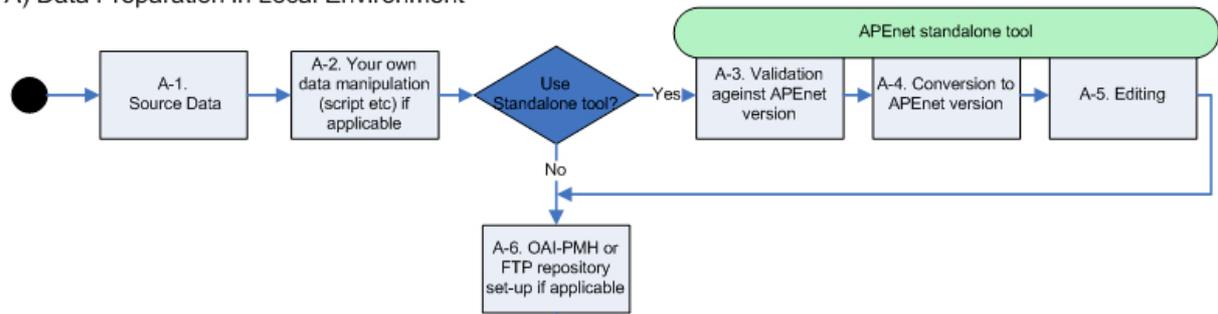
In order to support the content providers, the APEnet project team has indeed developed two tools which cover all steps of the lifecycle. The Data preparation tool³ deals with Steps A and C, while the Dashboard takes care of Steps B to G. Figure 2 visualises how a content provider interacts with the Dashboard system, as a user, in order to follow the steps described above.

With the help of the two applications, content providers are capable to manage their data easily. This manual explains all they need to know to use these tools.

Figure 1 illustrates this basic step-by-step workflow which mostly corresponds to the sequence of the chapters within this document. First, data needs to be prepared by the content providers. Then, they submit, process and check their data in order to make them available in the APEnet standards. Finally, they publish their data on the Archives Portal Europe. Besides, they have an option to deliver data to Europeana via the Dashboard's framework. Data maintenance will be required to keep all information up-to-date.

³ The tool (one zipped file) and its specific manual (PDF) are downloadable at:
http://www.apenet.eu/index.php?option=com_content&view=article&id=94&Itemid=150
It takes no more than 5 mn to install it on any computer and only requires to have Java (1.5 and after)

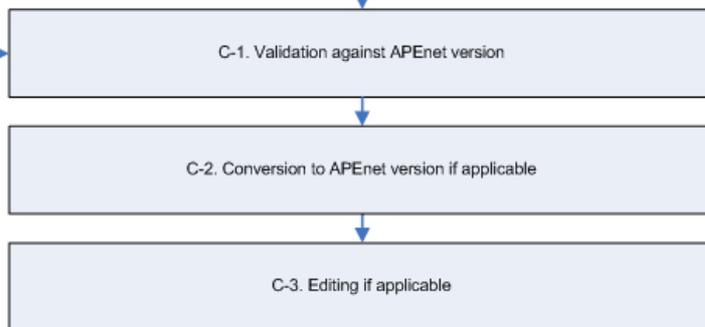
A) Data Preparation in Local Environment



B) Data Submission by APEnet Dashboard



C) Data Processing by APEnet Dashboard



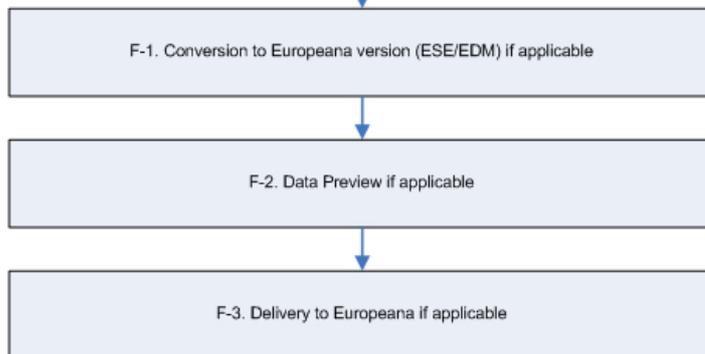
D) Data Check by APEnet Dashboard



E) Data Publishing by APEnet Dashboard



F) Data Delivery and Publishing in Europeana by APEnet Dashboard



G) Data Management & Maintenance by APEnet Dashboard



Figure 1. Step-by-step data management lifecycle for the Archives Portal Europe

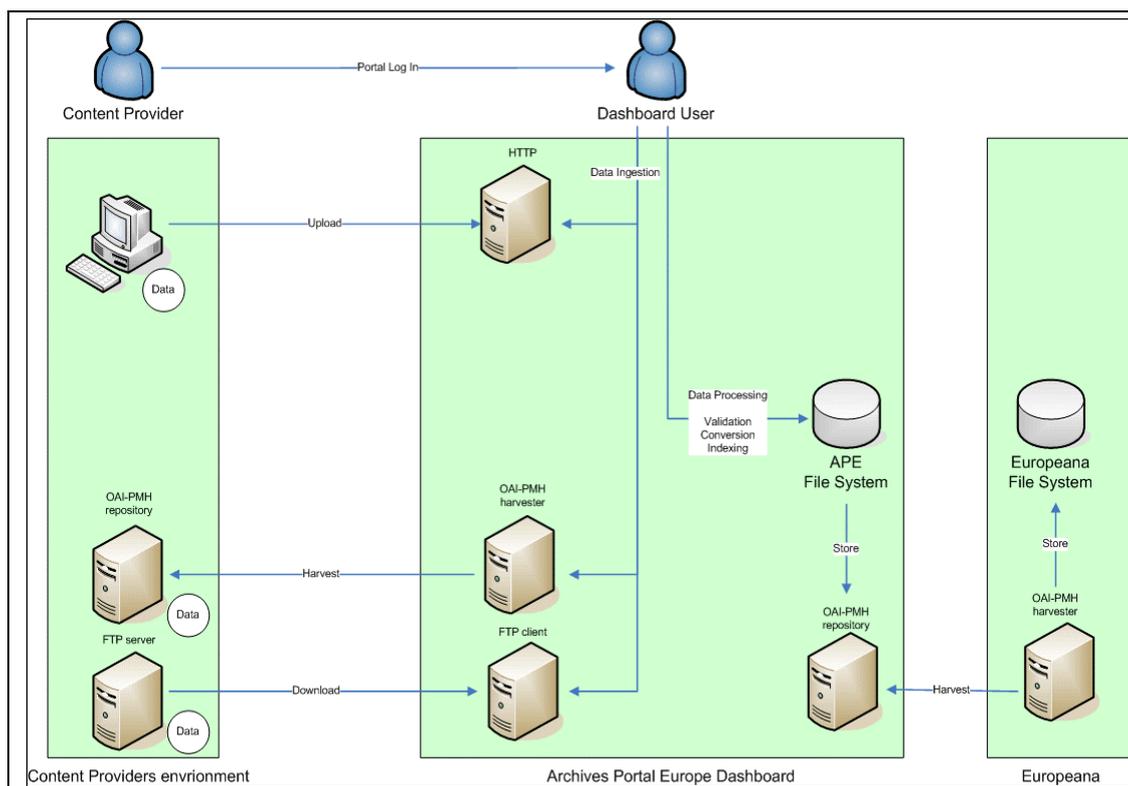


Figure 2. Dashboard data management system

2 Minimum data requirements

In order to contribute content to the Archives Portal Europe, there are some minimum technical requirements:

- All source files submitted to the Archives Portal Europe should ideally be in XML format.
- They have to be compliant with one of the following standards: EAD 20024 or EAG5 or need to follow the standards ISAD(G)6 resp. ISDIAH7 (in the near future, the Archives Portal Europe may as well ingest EAC-CPF8 and METS9).
- It is highly recommended to use UTF-8 encoding.

Please see the project website¹⁰ for the administrative and legal requirements.

⁴ <http://www.loc.gov/ead/eadschema.html> and <http://www.loc.gov/ead/ead.xsd>

⁵ <http://censoarchivos.mcu.es/CensoGuia/doc/EAG.DTD.txt>

⁶ [http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf)

⁷ http://www.wien2004.ica.org/sites/default/files/ISDIAH%20Eng_0.pdf

⁸ <http://eac.staatsbibliothek-berlin.de/>

⁹ <http://www.loc.gov/standards/mets/>

¹⁰ <http://www.apenet.eu/>

3 Data preparation (Step A)

Before integrating data to the Archives Portal Europe, content providers need to get their data ready. The data can be produced locally in different forms:

- database
- xml files
- ead files
- non xml files (such as Word for instance)

Depending on the local situation, the steps may be different, and the preparation work can be important or not. All providers need to have source files in their hands. These can be database exports or a copy of existing EAD/XML files depending on each content provider's environment.

3.1 Data export (Step A-1)

During export, the content providers may need to map their data to a local XML format, to a target schema such as EAD 2002 or directly to the EAD schema as it has been defined for the use in the Archives Portal Europe (see step A-2).

It is recommended to collect all files in one place (e.g. one folder) which would be of help for submitting data in one-go, whatever possibility to deliver the data will be used: either an OAI-PMH repository to send the files, or a FTP server to upload the files, or sending several files combined in a ZIP folder via HTTP.

It is also recommended to keep track of file versioning because data updating would happen in the future.

3.2 Data processing by locally used tools (script etc.) (Step A-2-Optional)

Content providers that need to convert their data may do it either into basic XML format or into EAD2002 or into APENet EAD. Instead of using the APENet tools, they may prefer to process data by themselves in order to optimise their data for exchange. For optimisation, the document "Mapping towards and normalisation in APENet EAD – Best Practice Guide"¹¹ should be consulted.

3.3 Data processing by APENet data preparation tool (Steps A-3 to A-5 - Optional)

3.3.1 The reasons for using the data preparation tool

The Data Preparation Tool allows the content providers to locally prepare data compliant to the standards of the Archives Portal Europe, i.e. before uploading data to the Portal. Besides, it can be used independently of any data ingestion process, as a convenient way to check one's data and verify that they are compliant to the archival standards EAD2002 and EAC-CPF.

Furthermore, even if the same processing can be done centrally on the Dashboard (chapter 6), however, there are many reasons to use this tool before data submission:

¹¹ http://www.apenet.eu/images/docs/apenet_mapping_normalisation_guide.pdf

1) make data processing smoother

Particularly when a content provider would like to submit a large amount of data in one step and/or large-sized data (e.g. over 30MB or more), it is much quicker to process data locally, and upload it to the Archives Portal Europe later.

2) skip steps on the Dashboard

Once a content provider has created data compliant with the standards definition for the Archives Portal Europe, it is possible to skip some of the otherwise required steps on the Dashboard. F.i. the EAG document needed to describe one's institution (see chapter 4.2) could already be created locally, same for the Holdings Guide of the institution. Furthermore some steps like checking the documents' types (Finding Aids/Holdings Guides) would only need confirmation when uploading the locally converted files to the Dashboard. This again saves time.

3) help other content providers and the Archives Portal Europe project team

Heavy load can be avoided in the Dashboard. That helps other content providers to use the Dashboard more effectively. That also reduces the maintenance cost of the Archives Portal Project team.

4) work in own environment and not on-line

This can be useful for performance issues, or security issues if the content provider does not want to send data on the web before they are fully ready.

The actual processing of data, for validation, conversion and edition, is described in chapter 6.

3.3.2 The functionalities of the tool

The Data Preparation Tool currently enables the content providers to:

- validate files against the archival standards EAD – either against EAD2002 in general or more specifically against the APENet EAD schema –, EAC-CPF and EAG, to ensure that they are compliant;
- convert local XML files to the commonly used APENet formats (with the possibility to import locally developed XSLT);
- edit some parts of the converted APENet EAD files, f.i. to check or add normalised dates that can be used for date related search in the Archives Portal Europe later;
- create a Holdings Guide based on existing Finding Aids (when there is no Holdings Guide file in EAD/XML format);
- create an EAG document to describe one's institution (when an EAG document is not available);
- save the converted files in APENet EAD or APENet EAG format to be able to deliver them afterwards to the Archives Portal Europe.

The menu consists of five sections (Figure 3)

1. “**File**” where one can select file(s) to be converted, save the converted file(s), and quit the tool. One can select a whole directory instead of selecting one file after another;

2. “**Options**” to manage the codes for one’s country as well as for the content providing institution (“Global identifier”), change the language of the user interface (English, French, or German), select a locally-developed XSLT script for the data conversion, and initiate the creation of an EAG document;
3. “**Actions**” to alternatively initiate the validation and conversion; Keyboard shortcuts exists.
4. “**Windows**” to alternatively select one of the tabs within the main view; There are also keyboard shortcuts for this.
5. “**Help**” where links to the XSLT guidelines and the APEnet project’s website are provided.



Figure 3. Menu of the Data preparation tool

The screen of the Data preparation tool is globally divided in two parts: list of files to be operated on the left, tabs displaying the possible actions and results of these actions on the right (Figure 4).

The list of files to be operated:

The list is displayed on the left side, showing all files that have been imported via the menu “File / Select file or directory”. If the content provider has decided to create his Holdings Guide and/or EAG document via the Data preparation tool, these files will be displayed in the list as well, once created.

By clicking on one file it is selected for validation and/or conversion which can be initiated via the corresponding radio buttons in the “Summary” tab of the main view, or via the menu “Actions”. Selecting several files will activate the buttons below the list of files to:

- operate the files in a batch mode,
- create a Holdings Guide, based on the selected files.

The color of the files changes once an action has been performed on this file: if successful, green characters are used, if not, red characters. (Figure 5)

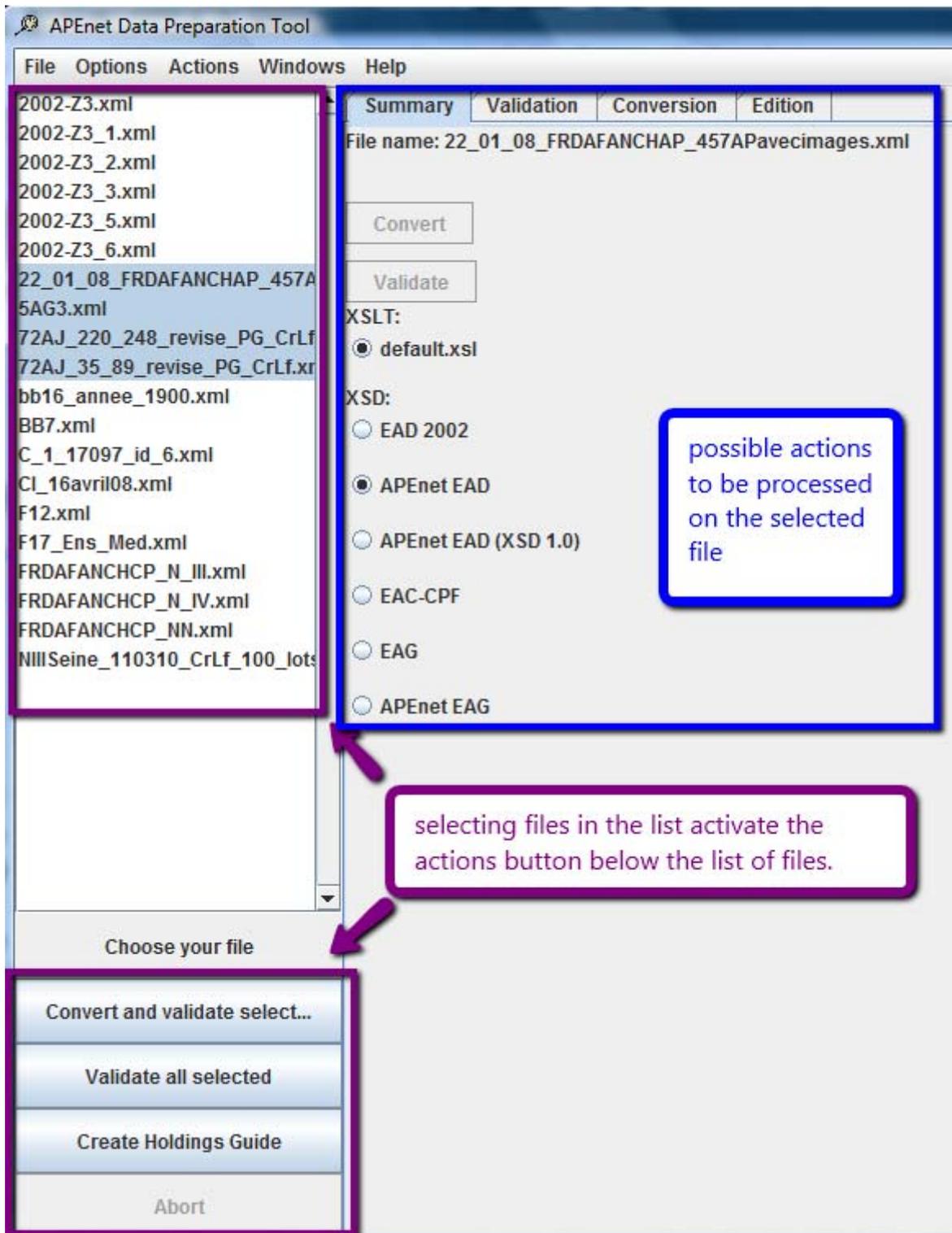


Figure 4. Overview of the Data preparation tool

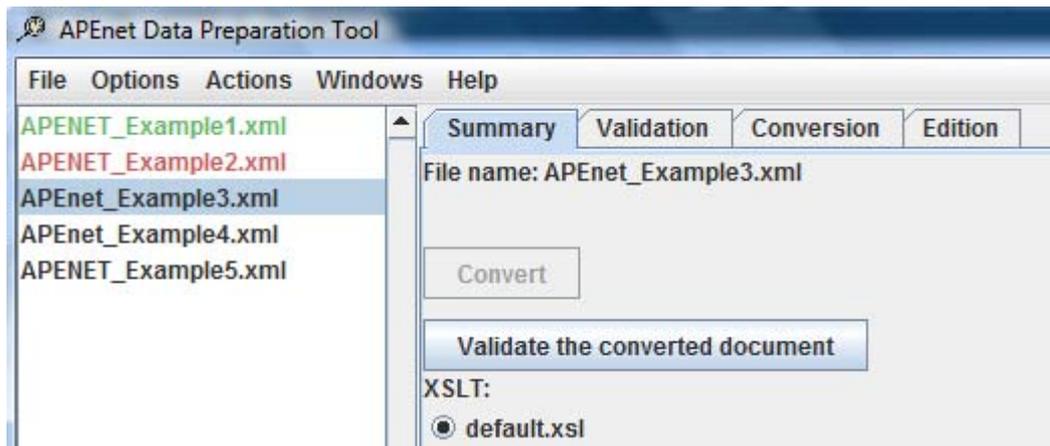


Figure 5. different colours indicate the files that have been processed.

The “**Summary**” tab allows to:

- initiate the validation and/or conversion process of the files;
- choose the XSLT that should be used for conversion (default one as provided by the tool or a local one imported via the menu Options / Use your stylesheet);
- choose the XSD against which the files should be validated: EAD2002, APENet EAD as XSD 1.1 or XSD 1.0, EAC-CPF, EAG, APENet EAG. By default, APENet EAD (XSD 1.1) is selected.

When conducting a validation or a conversion, the “**Summary**” tab will show the status of the data processing and indicate the next step.

The “**Validation**” tab

It notifies the user of her/his file being valid or not and provides a report on possible validation errors (see also chapter 6.1).

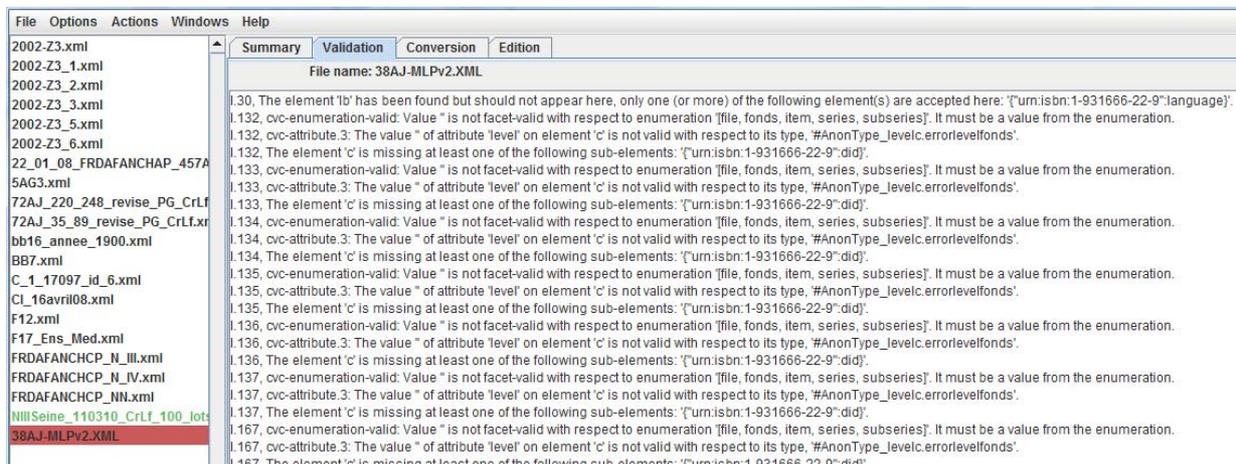


Figure 5bis. Validation report

The “**Conversion**” tab

- states the country code that has been used for identification of the correct parts of the default XSLT script used for conversion. This code can be modified via the menu “Options”;
- notifies the user of some elements or attributes that have been ignored during conversion, since they are not part of APENet EAD (see chapter 6.2).

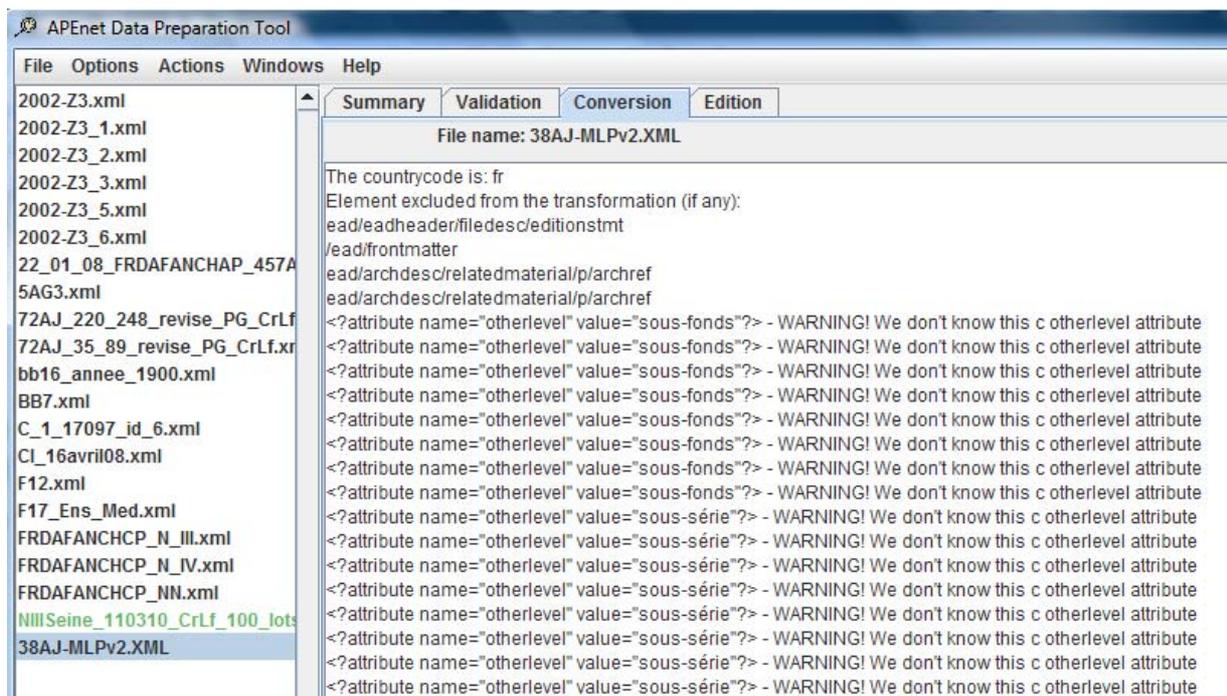


Figure 5ter. Conversion report

Please refer to “Mapping towards and normalisation in APENet EAD – Best Practice Guide”¹² to understand the mapping and normalisation best practice for the APENet project.

The “Edition” tab

It allows editing some predefined elements and attributes within the converted and validated APENet EAD file. These elements and attributes are the following:

- eadid @mainagencycode
- eadid @countrycode
- eadid / text()
- language / language
- language / language / text()
- langmaterial / language
- langmaterial / language / text()
- unitdate @normal
- titleproper / text()
- c @level

The idea is to improve the display of the data within the Portal, without necessarily change the original data, by providing extra-information. (see also chapter 6.3). Once edited, the files need to be saved.

Saved APENet EAD files (via the menu Edit/save) will be stored in the “output” folder of the tool. The errors log file is also automatically saved in this folder. It is important to keep it in case of problems to report it to the technical team of the Archives Portal Europe.

¹² http://www.apenet.eu/images/docs/apenet_mapping_normalisation_guide.pdf

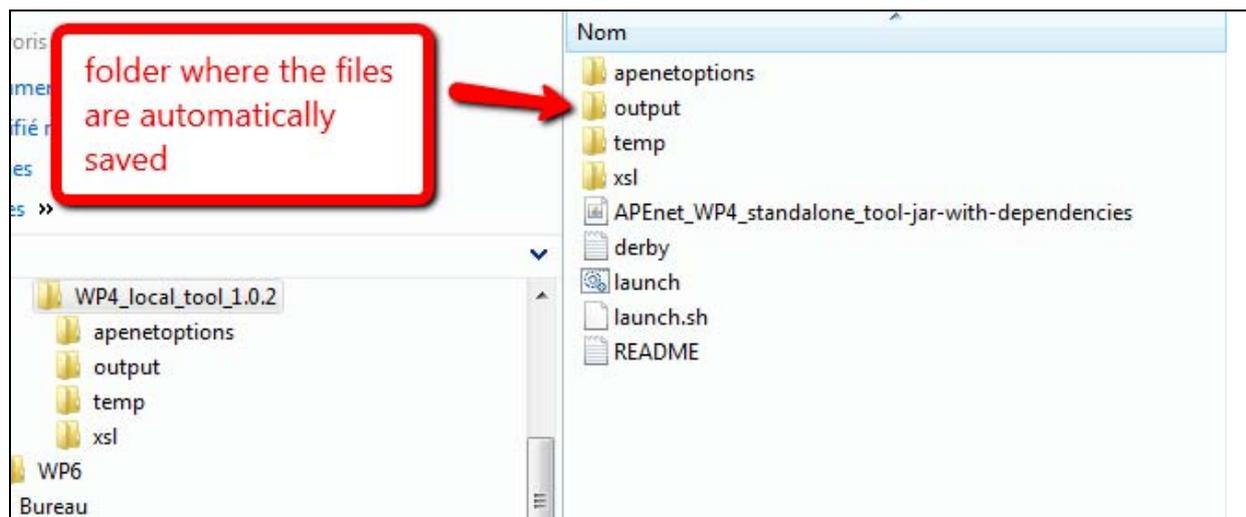


Figure 6. Output folder

3.3.3. Creating a Holdings Guide

Within the Archives Portal Europe three layers are used to structure the provided information: Findings Aids, Holdings Guides (see chapter 8) and the Archival Landscape (see chapter 4.3). All are encoded in APEnet EAD. In case a content provider does not use a Holdings Guide in EAD yet, the Data preparation tool helps to create a Holdings Guide from a batch of Finding Aids.

To create a Holdings Guide, simply select the needed Finding Aids in the list and click on the “create Holdings Guide” button. The result will not be a simple list, but a tree structure to link finding aids to the holdings guide

The result is a simple list of the Finding Aids including the main information from their highest description levels, i.e. the title of the fonds, reference code and dates of creation, plus the information needed to actually link the newly created Holdings Guide to the Finding Aids in the HTML display of the Archives Portal Europe.

For the Holdings Guide itself an identifier and a title are required, a short description of its scope and content may be added as well and is highly recommended.

In a second step it is possible to structure one’s Holdings Guide by adding new sublevels in order to group Finding Aids in a hierarchical way (Figure 7). Adding a sublevel is possible via a right click. For each sublevel a title needs to be given, while the addition of an identifier and a short description is optional but recommended (Figure 8).

Content providers are recommended to include a short description in the dedicated field (that corresponds to the scopecontent element). The description can be done either for the complete Holdings Guide or for each of the created sublevels. It is intended to provide some information on how their Holdings Guide is structured and how the Finding Aids have been grouped within. The arrangement of a Holdings Guide can – depending on the local workflow and on the tradition in describing archival content – be quite different. The range could be from simple lists of the different fonds and collections to more elaborate, hierarchically-structured documents either following a chronological order (ie by era) or an administrative one (ie by provenance) or representing a mix of both. Including such information on the

archival processing in the creation of a Holdings Guide will help the future users of the Archives Portal Europe to better understand and therefore more efficiently use the existing structures for their own purposes.

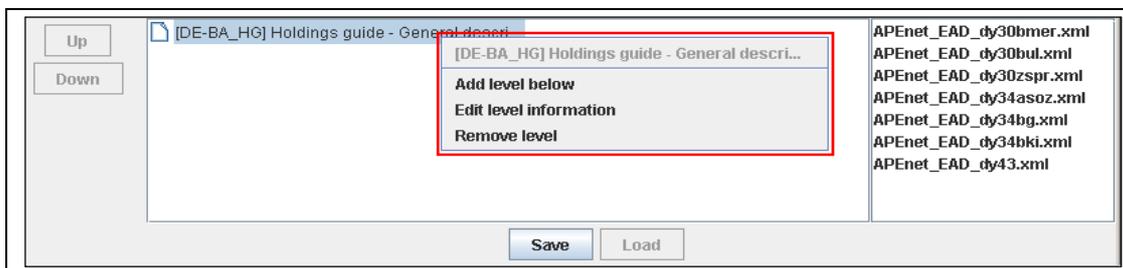


Figure 7. Creating a Holdings Guide – Adding sublevels

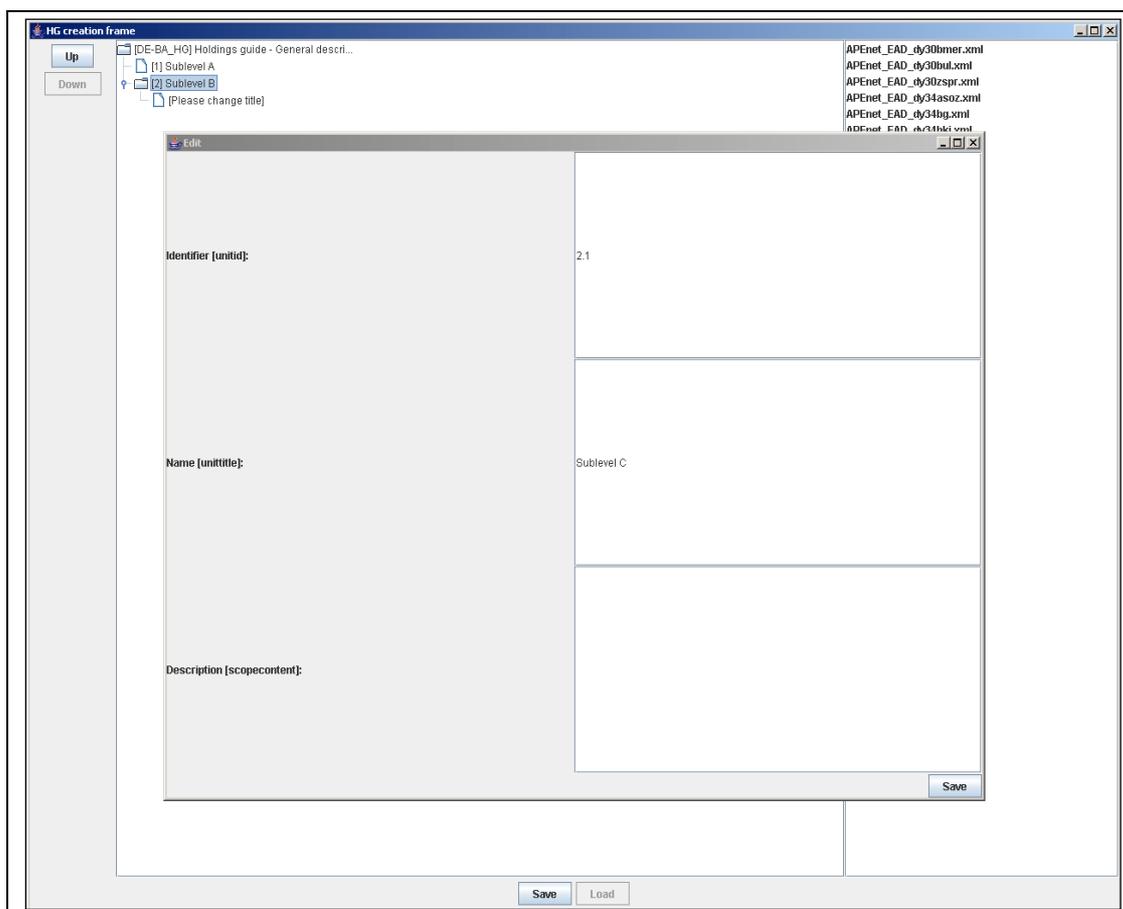


Figure 8. Creating a Holdings Guide – Editing sublevels

Once all wanted sublevels are added and all Finding Aids included in them (by simple drag and drop, but be aware that once in a level, a Finding Aids cannot be changed and moved to another one), each of them can be deliberately moved up and down the structure for re-adjustments if needed (Figure 9). After clicking the button “Save” the newly created Holdings Guide will appear in the general list of files of the Data Preparation Tool, at the bottom, and need to be validated in the summary tab to complete the process.

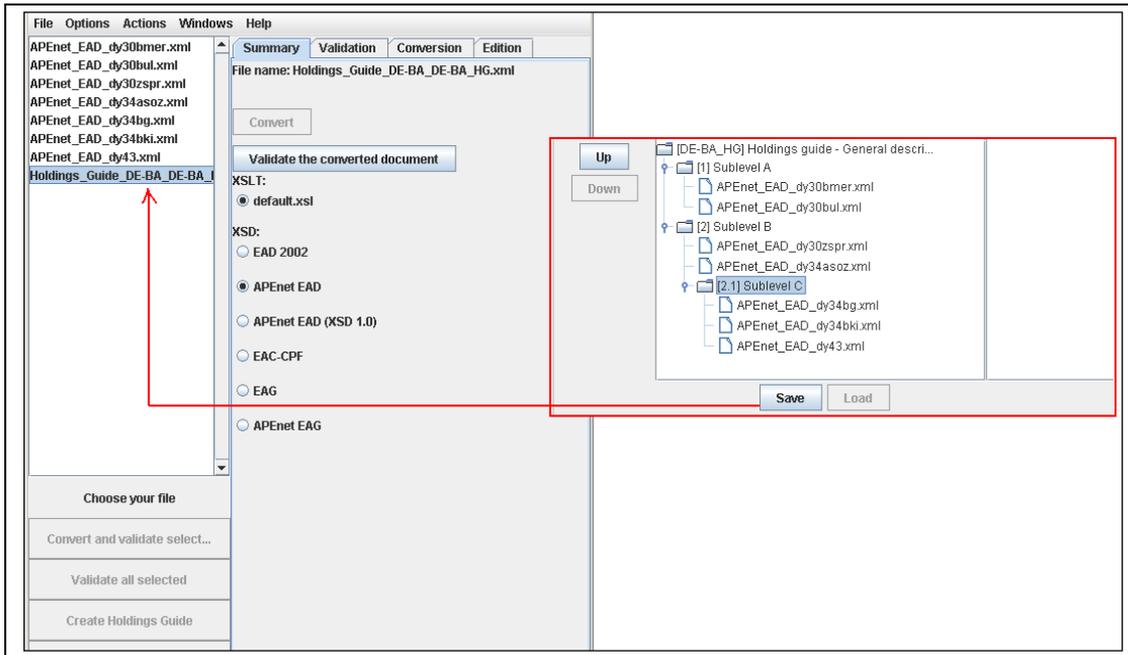


Figure 9. Creating a Holdings Guide – Adjusting the hierarchy and structure

Furthermore, it is possible to retrieve the tree structure from an already created Holdings Guide by clicking the button “Load” after having opened the frame for the creation of Holdings Guides. This structure is stored in the “output” folder of the tool after once having saved a Holdings Guide there.

Creating an EAG file for its own institution

To easily create an EAG file, the tool provides a simple form, available from the menu “options”, containing only the mandatory fields that required for APEnet (Figure 10). Once created, the file has to be validated and is saved in the “output” folder.

Name	Value
Name of the institution	Archives Nationales - Paris
English name of the institution	National Archives of France
EAG Identifier	FRAN
Country	France
City / Town	Paris
Postal code	75003
Street	60, rue des Francs-Bourgeois
Telephone	33 (0)1 40 27 60 00
Email address	archives.nationales@culture.gouv.fr
Webpage	http://www.archivesnationales.culture.gouv.fr

Figure 10. Filling the form to create an EAG file

For more information on the use of EAG within the Archives Portal Europe, please refer to the documents available on the project website:

http://www.apenet.eu/index.php?option=com_content&view=article&id=50%3Astandards&catid=37%3Astandards&Itemid=65&lang=fr#USeeEAG

Most of the functionalities provided in the Data preparation tool are also available in the Dashboard.

4 Using the Dashboard - Provider's account

The Dashboard is the user-friendly one-step web application where content providers are able to manage their data. It includes all necessary functionalities for the providers to upload, validate, convert, normalise, check, index and publish their data in the Portal, as well as to deliver data to Europeana on-demand.

The Dashboard is divided in three sections, available once connected:

- Manage archival landscape: edit, upload, preview, download, change identifiers
- Manage institutions: view list of institutions, change institution manager
- Manage content: view/modify, upload, download EAG file; change institution's name; upload content; content manager.

The next chapters present the different actions that the users may perform within the Dashboard.

All content providers will have a Provider's account created on the Archives Portal Europe in order to use the Dashboard. The Dashboard account starts from filling the content providers' information

Two user groups are currently specified for the Dashboard being responsible and having access to different actions, therefore, this manual should be read according to which user's group one's belong to: Country Managers or Institution Managers.

4.1 Country Manager and Institution Manager

National archives and state administration for the archives will act as country managers for their countries. The Country Manager is responsible for the country's section of Archival Landscape (see chapter 4.3) which lists archival institutions in her/his country and possibly groups them according to regional, administrative and other structures. When naming an institution within the Archival Landscape, the Country Manager can directly assign an Institution Manager for this archive, who will be in charge of all following steps (e.g. creation of an EAG document, uploading and managing archival content). The Country Manager is at the same time the Institution Manager for her/his own institution.

Institution Manager is the one creating an EAG document of his/her institution when logging into the Dashboard for the first time and being in charge of managing the archival content of the institution (Holdings Guide, Finding Aids, etc.).

The actual set-up mainly depends on the administrative structure within the different participating countries and it could as well be possible that next to the Country Manager some Institution Managers are as well taking care of ingesting content from several institutions. The

Dashboard allows a flexible changing of this account setting via the “Manage institutions” section of the main menu (Figures 18 and 19) at any time.

A Country Manager – or an Institution Manager – also ingesting content on behalf of other institutions is required to select an Institution Manager account in the Content Manager section. An Institution Manager only managing his/her own institution’s content will be able to directly access the own account via the general log-in.

Looking at the blue header on the left side of the screen, the user easily recognises the type of account s/he is using (Figure 11).

The figure consists of two screenshots of a web dashboard. The top screenshot shows the 'Country manager for France' header in blue. A red box highlights the text 'Country manager for France' with a red arrow pointing to it, and another red box highlights the text 'Type of account in blue' with a red arrow pointing to it. The bottom screenshot shows the 'Institution manager for Service interministériel des Archives de France' header in blue. A red box highlights the text 'name of the institution' with a red arrow pointing to it. Both screenshots show a navigation menu at the bottom with links for 'NAVIGATION GUIDE', 'TERMS AND CONDITIONS', 'SITEMAP', and 'CONTACT'. The top right corner of both screenshots shows a language dropdown menu set to 'Français' and 'English' respectively.

Figure 11. Account type is written in blue Country manager and institution manager

4.2 Content Provider’s account

After having logged into the Dashboard (Figure 12), the content provider can change her/his user name and password. Please go to “Edit user information” available on the top right (Figure 13).

Figure 12. Log-in screen of the Dashboard

Figure 13. Edit user information

The content providers can change the language of the interface by using the drop-down box on the top right corner of the Dashboard. This can be changed anytime when using the Dashboard. Note that the red title and sub-title of the pages acts as bread-crum in the different sections and pages of the Dashboard.

To begin with the content ingestion, the very first thing to do for the Country manager is to add administrative information on the institutions of one’s country, who will be providing content to the Archives Portal Europe. The first step in preparation is, therefore, the creation of the Archival Landscape as an entry point to the 3-layer data structure of the Archives Portal Europe¹³, before giving access to institutions managers.

¹³ For more information and details on the use of EAD for Archival Landscape in the Archives Portal Europe see the document “<EAD> ENCODED ARCHIVAL DESCRIPTION EAD as used within the Archives Portal Europe for the Archival Landscape” (http://www.apenet.eu/images/docs/apenet_ead_archival_landscape.pdf).

The Institution Manager can start adding information about her/his institution directly.

4.3 The Archival Landscape

The Archival Landscape provides an entry point to a navigation tree structure represented within the Archives Portal Europe, starting with the constituent countries and drilling down via the single institutions and their holdings to the separate Finding Aids with information on the archival material itself. This hierarchical structure is provided in the “Navigated search options” of the Archives Portal Europe. Herein the Archival Landscape offers the users the possibility to browse through the provided information additionally and in coexistence with an overall full text or refined search.

Since the basic structure for the Archival Landscape starting with one’s country is already provided within the Dashboard, the first step when editing the Archival Landscape is to add some information on f.i. the administrative or regional structuring of archival institutions within one’s country as well as to add the constituent institutions that will be providing data to the Archives Portal Europe. To do this, the section “Edit archival landscape” within the Dashboard includes a specific web form (Figure 14).

Figure 14. Editing the Archival Landscape on the Dashboard

Via the drop-down menu on the left of this webform, it is possible to decide if a group for structuring the Archival Landscape should be added or if one would like to add a single institution directly. When intending to group the participating institutions, it is recommended, to first ensure these groups’ overall structure and sequence, so that they can be added directly in the correct order. To add an institution to an already existing group, this group should be selected in the list displayed below the entry box. The same applies when wanting to add a subgroup to an already existing group. After that just type the name of the institution (or subgroup) and click the button “Add to the list”.

Additionally, it can be specified in which language the name of the institutions, group or subgroup is given by using the second drop-down menu within this web form. This will influence the display of the Archival Landscape at the Archives Portal Europe in relation to the language a user has selected for the interface of the Portal. When f.i. providing the

institution “Nationaal Archief” and including the language information “Dutch”, the following syntax of the Archival Landscape will be generated:

`<unittitle encodinganalog="3.1.2" type="dut">Nationaal Archief</unittitle>`.

Via the button “Show alternative names” one could as well add the name of an institution or group in (an) additional language(s).

Even though it is recommended to ensure the structure and sequence of the Archival Landscape beforehand, it is also possible to flexibly re-organise the structure of the institutions and groups of the country within the Dashboard. The user can delete, move an element up in the list, and move it down in the list. It is furthermore possible to assign an institution under a particular group (Figure 12). For the latter option the element to be moved should be selected within the list and the new group to which it is intended to be assigned to should be chosen via the drop-down menu at the bottom of the list. After that a click on the button “Change group” will confirm the change. As soon as the user is confident with the institutions and/or groups added, click the button “Save” to approve the changes. Otherwise data will be lost.

But if an institution is moved from a group to another, its data will have to be fully re-indexed.

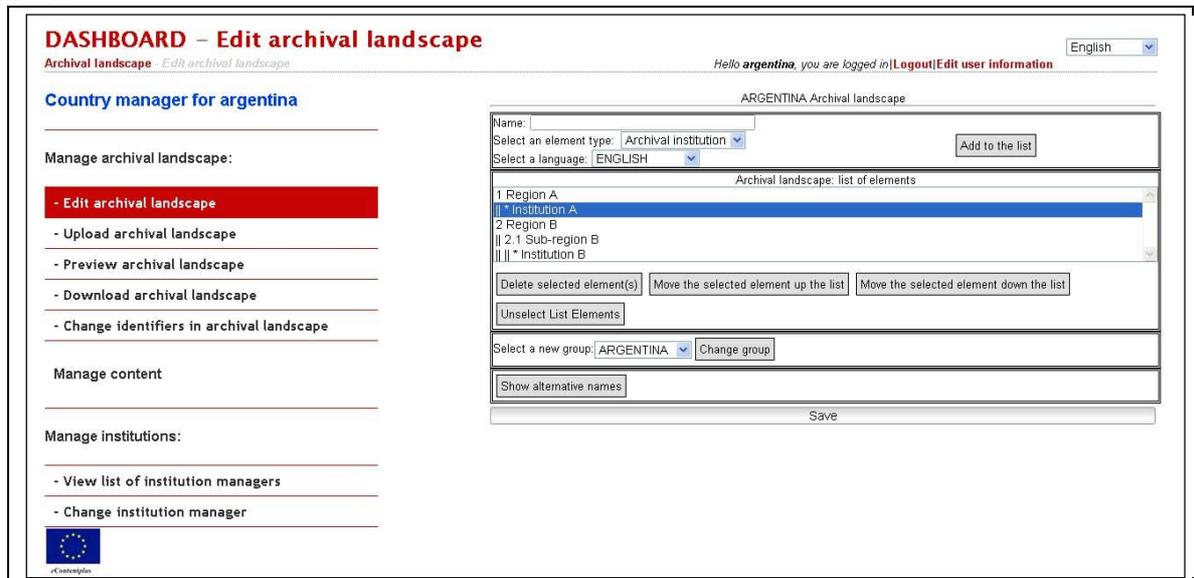


Figure 15. Organising the structure of Archival Landscape

The country part of the Archival Landscape XML file can be downloaded, edited locally and uploaded (via HTTP) again. In the main menu on the left, there are options “Download archival landscape” and “Upload archival landscape”. In addition, it is possible to change identifier of groups and institutions within the archival landscape (Figure 17).

The preview function is handy when the user would like to confirm how the Archival Landscape will look like on the Portal (Figure 16). Please be aware that the contact and service information is not available until EAG information is filled and saved, as described in the next chapter.

Note: When creating one’s country’s Archival Landscape online, the Dashboard will assign identifiers to all groups, subgroups and institutions. These are automatically created combinations of letters and numbers used to identify the elements from each other with regard to data processing per institution and/or per country later on. In case the Archival Landscape

EAD XML file has been downloaded, edited any further locally and uploaded again to the Archives Portal Europe, it is recommended to pay special attention to the identifiers. In general, it is possible to change the automatically created identifiers, f.i. into identifiers including the country code or an existing institutional identifier for the single archives. But in case these institutions already have content indexed at the Archives Portal Europe, such a change will require a re-indexation of this content, since the identifier of the institution is included in the indexed information per descriptive unit.

Same goes for changing the identifier of a group or subgroup in the Archival Landscape, in case they include institutions with content already indexed. The Dashboard will always notify the content provider on this before the change of identifiers is processed.



Figure 16. Archival Landscape preview

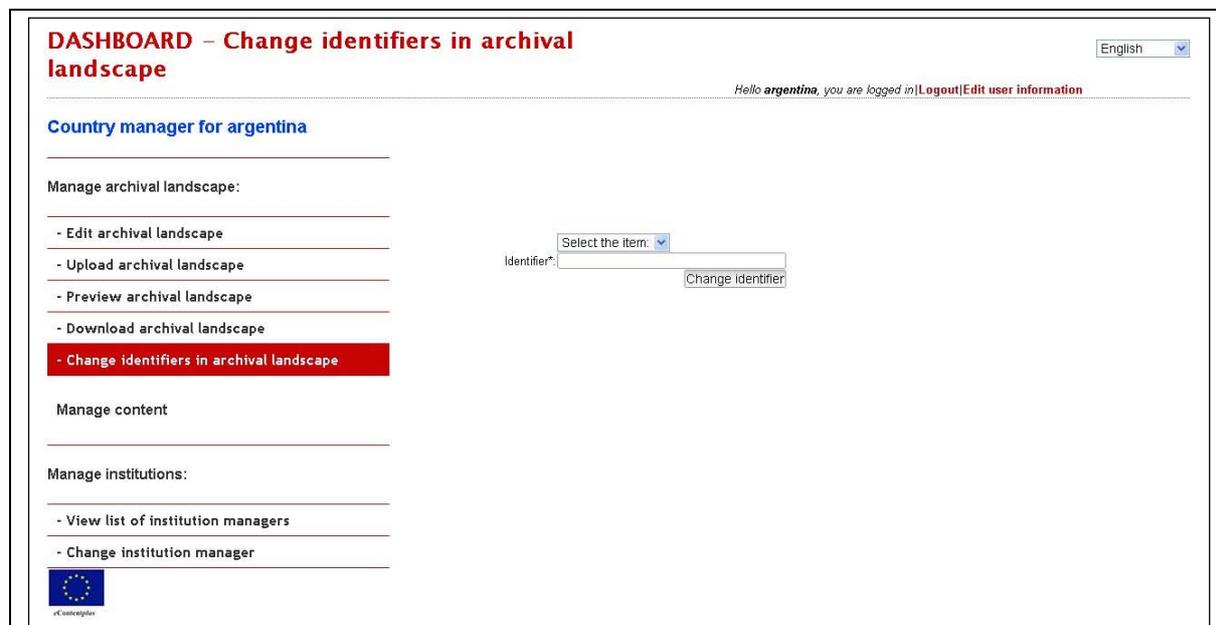


Figure 17. Changing identifiers inside Archival Landscape

As the creation and editing of the Archival Landscape is part of a Country Manager's account of the Dashboard, the Country Manager will by default be assigned as the Institution Manager of all archival institutions named in the Archival Landscape in the first place (Figure 18). S/he

can afterwards assign new users as Institution Manager for each institution via the menu “Change institution manager” (Figure 19).

The Institution Manager could be already registered to the Dashboard or completely new user, who then would need to complete the normal registration process first.

DASHBOARD – List of institution managers English ▾

Archival landscape - List of institution managers Hello France, you are logged in | Logout | Edit user information

Country manager for France

Manage archival landscape:

- Edit archival landscape
- Upload archival landscape
- Preview archival landscape
- Download archival landscape
- Change identifiers in archival landscape

Manage content

Institutions	Responsible	Contact Person
Archives départementales de la Manche	lucile.grand@culture.gouv.fr	Name Surname
Service interministériel des Archives de France	lucile.grand@culture.gouv.fr	Name Surname
Archives nationales - Paris	lucile.grand@culture.gouv.fr	Name Surname

Figure 18. List of Institution Managers

DASHBOARD – Change institution manager Hello France, you are logged in | Logout | Edit user information

Archival landscape - Change institution manager

Country manager for France

Manage archival landscape:

- Edit archival landscape
- Upload archival landscape

Institution*:

E-mail address*:

Re-type e-mail address*:

Figure 19. Change of Institution Managers by Country Manager

4.4 Content provider information

The “Manage content” section from the menu is the main part of the Dashboard. It allows to manage the EAG files, the different EAD files of one’s institution and the name of the institution.

To access it, the user has to select the institution s/he wants to manage, either her/his own, or other one(s) he is entitled to manage (Figure 20). If the user manages only one institution, s/he has no selection to do and is directly positioned in his institution.

Accessing the Dashboard for the first time, the content provider will be asked to either create a simple EAG file via the web form as offered by the Dashboard to describe her/his institution, or to upload an already existing EAG document.

DASHBOARD – Select archival institution

Archival landscape - Select archival institution

Hello France, you are logged in | Logout | Edit user information

Country manager for France

Manage archival landscape:

- Edit archival landscape
- Upload archival landscape
- Preview archival landscape
- Download archival landscape
- Change identifiers in archival landscape

Manage content

Choose an institution to manage content:

Archives départementales de la Manche
Service interministériel des Archives de France
Archives nationales - Paris
Archives départementales de la Manche

Figure 20. Selecting an institution to manage its content

4.4.1 Create EAG by webform on the Dashboard

The easiest way to get an EAG document providing information about the selected institution is to use the web form on the Dashboard (Figure 21). Most information herein is mandatory. This information is described in the APENet EAG format (for more information and details on the use of EAG in the Archives Portal Europe see the description in “<EAG> ENCODED ARCHIVAL GUIDE EAG as used within the Archives Portal Europe to describe Institutions with archival holdings – Description and Best Practice Guide”¹⁴. When using the web form to create an EAG document, the user can furthermore download the file afterwards to use and manage it within other (own) systems, or to complete it with other informations. If it is not possible to provide certain mandatory information, one could as well fill the corresponding field as Not Applicable (N/A) or Unknown.

In addition to information on the archival institution itself as f.i. contact details or services offered, it is as well possible to include a link to the Holdings Guide of the institution in order to provide access to the institution’s fonds and collections already within the EAG information. One could either include an external link, i.e. to an online Holdings Guide at the content provider’s own website, or a local link, i.e. to the Holdings Guide of this institution as presented at the Archives Portal Europe. Prerequisite for the latter option is, that the Holdings Guide in question is already indexed.

In both cases, the link can be added via the button “Add repositorguide”. When choosing a local resource with the corresponding drop-down menu, the link to the Holdings Guide at the Archives Portal Europe will be automatically retrieved from the central system, while it is required to add the URL to an external resource manually. The field “Information” can be used to provide a link text, that will later on be shown at the “Directory” section of the Archives Portal Europe in order to access the Holdings Guide. In case, no link information is given, the default text “Link to holdings guide” will be created.

¹⁴ http://www.apenet.eu/images/docs/apenet_eag_archival_institution.pdf

Name of the archival institution*:	Archives nationales
Parallel name of the archival institution*:	National archives of France
Identifier of the archival institution*:	FR-FRAN
Country*:	France
City/Town*:	Paris
Postal code*:	75003
Street*:	60, rue des Francs-Bourgeois
Telephone*:	00 33 (0)1 40 27 60 00
E-mail address*:	anparis@culture.gouv.fr
Webpage*:	http://www.archivesnationales.culture.gouv.fr/cl
Number of working places in the reading room*:	300
Extent of archival holdings*:	351 kilomètres linéaires
Accessible to the public*:	yes ▾
Facilities for handicapped people available*:	yes ▾
Library available*:	no ▾
Restoration laboratory available*:	no ▾
Reproduction services available*:	yes ▾
Information automation available*:	yes ▾
Information:	présentation des instruments de recherche en
Resource:	External ▾
URL:	http://www.archivesnationales.culture.gouv.fr/cl
	<input type="button" value="Delete repositorguide"/>
	<input type="button" value="Add repositorguide"/>

Figure 21. Editing the content provider information (EAG webform)

4.4.2 EAG upload

When a content provider is already using EAG in his/her own systems, it is possible to upload existing EAG documents via the Dashboard (Figure 22). The uploaded data will be validated automatically against the APEnet EAG, a process that f.i. includes a check on the NORMAL attribute existing and being filled with date information compliant to ISO standard 8601. Once APEnet EAG is created, the user can download it from the main menu for re-use.

Note: If the webform is used or if already existing EAG documents are uploaded, it is to be ensured, that the name given for an institution within the EAG (either web form field “Name of the archival institution” or the EAG element <autform>) is strictly identical with the name given for this institution within the Archival Landscape. This will be checked when saving the entries on the web form or when uploading an existing EAG document.

Nevertheless it is possible to change an institution’s name via the corresponding submenu in this section of the Dashboard. In case, an institution would already have content indexed and available at the Archives Portal Europe, a warning message will be shown when it is requested to change the name of an institution. Since the name of the institution is included in the indexed information per descriptive unit, such a change will require a re-indexation of this content.

Institution manager for Archives nationales - Paris

Content provider information

- View/Modify EAG file
- Upload EAG file
- Download EAG file

Change institutions name

Upload content

Content manager

Please select a local EAG file for upload to the Archives Portal Europe
(Warning: please remember that if you already have an EAG file uploaded, this new EAG file will overwrite the existing one.)

Select file to upload:

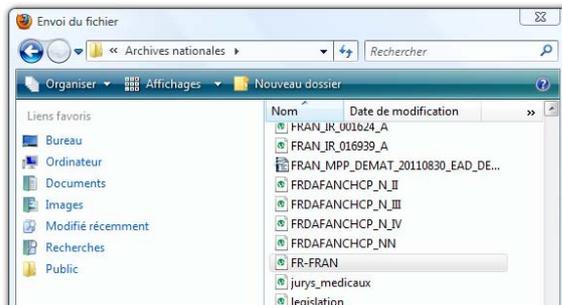


Figure 22. EAG upload

5 Data submission (Steps A-6 and B)

For data submission content providers can choose from one of the three submission methods: OAI-PMH, FTP or HTTP.

After having selected an institution, ingestion of archival data for that institution can get started. The Dashboard provides three popular data submission methods. Table 1 is a list of the pros and cons of the different approaches that one might want to consider.

Table 1. Pros and cons of data submission methods.

	OAI-PMH	FTP	HTTP
Pros	<p>Data delivery can be automated</p> <p>Data can be synchronised with local database system</p> <p>Data can be exposed to other service providers</p> <p><i>De facto</i> standard of data exchange within cultural heritage sector</p>	<p>Data can be remotely manageable (without having data on a local machine, it can be delivered from the FTP server)</p>	<p>No local installation needed</p> <p>Great familiarity with the technology</p>
Cons	<p>Server has to be deployed locally</p>	<p>Server has to be deployed locally</p> <p>Data delivery is always manual</p>	<p>Data delivery is always manual</p>

5.1 Document type

Apart from EAG and Archival Landscape EAD upload as described in chapter 4, there are currently three document types to be submitted via the Dashboard to the Archives Portal

Europe which all should be EAD 2002 XML compliant or already converted to APEnet EAD before upload:

- Finding Aids,
- Holdings Guides,
- Source Guides.

After the submission of files, it is necessary to select the document type which allows the Dashboard to recognise the difference (Figure 21). If Finding Aids already converted locally to APEnet EAD or Holdings Guides created locally with the Data preparation tool are uploaded, their type will be detected automatically. However, the user always needs to confirm the right document type to proceed. If the user hits the “Cancel” button at this point, the files will not be ingested into the Dashboard. NB cancel are batch buttons and their action applies to all files.

DASHBOARD – Confirmation of uploading files

Archival landscape - Select archival institution - Service interministériel des Archives de France - Confirmation of uploading files

Hello France, you are logged in | Logout | Edit user information

Institution manager for Service interministériel des Archives de France

Content provider information

- View/Modify EAG file
- Upload EAG file
- Download EAG file

Change institution's name

Upload content

Content manager

You have recently uploaded these files to your dashboard account:

XML files. Please select their type only in case it is not detected automatically:

- | | |
|--|------------------|
| 1- APEnet_EAD_FRDAFAPH_AD001.xml: | Finding Aid ▾ |
| 2- APEnet_EAD_FRDAFAPH_AD071.xml: | Finding Aid ▾ |
| 3- APEnet_EAD_Holdings_Guide_FRDAFAPH.xml: | Holdings Guide ▾ |
| 4- APEnet_EAD_FRDAF_esclavage.xml: | Source Guide ▾ |
| 5- FRDAFAPH_AD004.xml: | Finding Aid ▾ |
| 6- FRDAFAPH_00000002.xml: | Finding Aid ▾ |

Accept
Cancel

Figure 23. Document type selection

From this point, Finding Aids are used in the handbook as an example for the Dashboard workflow, but the principle of using the Dashboard is almost the same for Holdings Guides. As for the specific use of the Dashboard for the Holdings Guide and Source Guide, please see chapter 8.

5.2 OAI-PMH

5.2.1 OAI-PMH set-up

*Note: At the moment, only specified content providers are able to use OAI-PMH harvesting as customisation is needed due to the technical variations of the OAI-PMH implementation. Nevertheless, one may try one of the existing implementation and it could fit the own implementation as well.*¹⁵

¹⁵ For more information about the use of OAI-PMH in the project, please refer to the project's website where useful documents have been up-loaded: http://www.apenet.eu/images/docs/OAI-PMH_Workshop_part1.pdf and http://www.apenet.eu/images/docs/OAI-PMH_Workshop_part2.pdf

In order to deliver data to the Archives Portal Europe by OAI-PMH, content providers either need to already have or to set up a OAI-PMH repository on their servers. It is outside the scope of this document to describe how to set up an OAI-PMH repository, rather the first part of this section provides some general guidance and checkpoints when preparing the repository. The second part will explain how to harvest data from a content provider's OAI-PMH repository by using the Dashboard.

The most peculiar thing about OAI-PMH data delivery to the Archives Portal Europe is that content providers themselves harvest their data “on demand” from their repositories into the Dashboard. As such, content providers act as data senders and data receivers. An advantage of this method is that the OAI-PMH function of the Dashboard enables the content providers to fully control their ingestion process. It is also foreseen that the Dashboard will evolve over time to automate the harvesting process, which makes it easier in future for the users to manage their content in the Archives Portal Europe, while keeping the entire control of the data ingestion.

There are many open source OAI-PMH tools¹⁶, therefore, content providers can choose the most suitable one for their own implementation. When implementing an OAI-PMH repository, it is recommended to test the own repository before submitting data to the Archives Portal Europe. In particular, it should be ensured that the following six request types are supported:

- Identify
- ListSets
- ListMetadataFormats
- ListRecords
- GetRecord
- ListIdentifiers

There are several (online) testing tools that can be used for this purpose (e.g. OAI repository Explorer¹⁷ and Data Provider Validation and Registration¹⁸).

5.2.2 Organising sets and identifiers

If the EAD files are already grouped, the OAI sets can be organised based on the categorisation of the files (e.g. by period, type of archives, physical location, theme etc). For example, if there is a hierarchical grouping of EAD files related to European maps:

European map archive
- Portugal maps
- Austria maps
- Vienna maps

OAI-PMH sets should look like:

European_map_archive

¹⁶ For more details see <http://www.openarchives.org/pmh/tools/tools.php>

¹⁷ See online <http://re.cs.uct.ac.za/>

¹⁸ See online <http://www.openarchives.org/Register/ValidateSite>

European_map_archive:Portugal_maps
European_map_archive:Austria_maps
European_map_archive:Austria_maps:Vienna_maps

Identifiers have to be unique and persistent URI, therefore it will not change over time.

Relevant documents to look at:

OAI-PMH website

<http://www.openarchives.org/pmh/>

Various scenarios of OAI-PMH repository implementation (pp. 12-18)

http://www.theeuropeanlibrary.org/portal/organisation/cooperation/telplus/documents/TEL_plus_D2.1_31052008.pdf

Best practice for OAI PMH Data Provider Implementations and Shareable Metadata

<http://www.diglib.org/pubs/dlf108.pdf>

Persistent Identifier implementation

<http://www.knaw.nl/ecpa/publ/pdf/2732.pdf>

5.2.3 Harvest the data from the Dashboard

In the Dashboard, content providers go to the section “Manage content” / “Upload content” and select OAI-PMH from the upload type radio buttons. There is some information required to be filled in (Figure 22):

- repository URL,
- set names,
- metadata format,
- type of data –currently complete EAD files or information encoded in Dublin Core,
- token can be given, if resuming (this is highly recommended particularly if the harvest should be long).

When data is uploaded, the content provider can see the files afterwards in the Content manager section and check if the process is completed (see chapter 6).

DASHBOARD – Upload content

Archival landscape - Select archival institution - Archives départementales de la Manche - Upload content

Hello France, you are logged in | Logout | Edit user information

Institution manager for Archives départementales de la Manche

Content provider information

- View/Modify EAG file

- Upload EAG file

- Download EAG file

Upload type: HTTP FTP OAI-PMH

URL:

Set name:

Metadata format:

Type of data to harvest:

Token (if resuming):

Figure 24. OAI-PMH harvesting on the Dashboard

5.3 FTP

5.3.1 FTP set-up

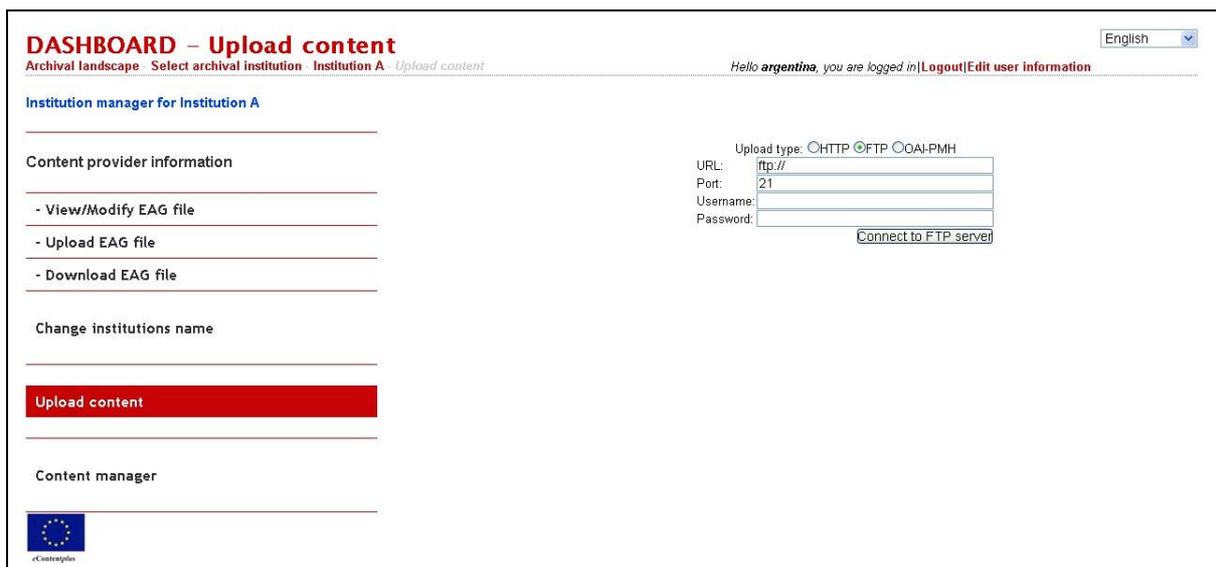
There are many commercial and non-commercial FTP servers, a comparison of different FTP software can, for example, be found at Wikipedia¹⁹.

When using an existing or newly set-up FTP server to deliver data to the Archives Portal Europe content providers are asked to check if their FTP server is working properly and it is highly recommended to test the server before actually submitting data.

5.3.2 FTP download by the Dashboard

The following steps would be related to using FTP via the Dashboard (Figure 23):

- Go to “Upload content” from the section “Manage content”,
- Select “FTP” from upload type, fill in URL, port, username and password, and hit “Connect to FTP server”,
- Select files from your FTP server and transfer data,
- Check if all files are listed in the Content Manager.



The screenshot shows the 'DASHBOARD - Upload content' interface. At the top, there is a navigation bar with 'Archival landscape', 'Select archival institution', 'Institution A', and 'Upload content'. A user greeting 'Hello argentina, you are logged in' and links for 'Logout' and 'Edit user information' are visible. Below the navigation, there is a section for 'Institution manager for Institution A' with a red 'Upload content' button. To the right, there is a form for 'Upload type' with radio buttons for 'HTTP', 'FTP', and 'OAI-PMH'. The 'FTP' option is selected. Below this, there are input fields for 'URL:' (containing 'ftp://'), 'Port:' (containing '21'), 'Username:', and 'Password:'. A 'Connect to FTP server' button is located below the password field. The bottom of the page features the European Union flag and the text '© ContentEurope'.

Figure 25. FTP downloading on the Dashboard

5.3.3 HTTP

This is probably the easiest solution of all, as one can simply use HTTP upload via the Dashboard (Figure 24). It is possible to upload a ZIP file containing multiple XML files. This enables the users to upload files more conveniently.

- Go to “Upload content” from the menu;
- Select “HTTP” from upload type radio button;
- Browse and select a file from your local computer and hit “Upload” (note that you can upload only one file at a time so that you have to repeat the process for each file, or zip all your files in one);

¹⁹ http://en.wikipedia.org/wiki/Comparison_of_FTP_server_software

- Check if all files are listed in the Content Manager.

DASHBOARD – Upload content

Archival landscape - Select archival institution - Service interministériel des Archives de France - Hello France, you are logged in | Logout | Edit user information

Institution manager for Service interministériel des Archives de France

Content provider information

- View/Modify EAG file

- Upload EAG file

- Download EAG file

Change institution's name

Upload content

Content manager

Upload type: HTTP FTP OAI-PMH

Parcourir...

Upload

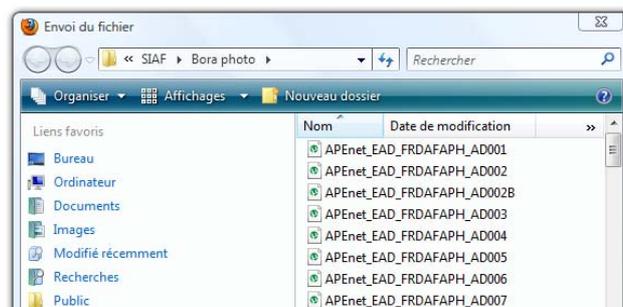


Figure 26. HTTP uploading on the Dashboard

5.4 Check existing files

When the files are uploaded, they are displayed in one, two or three categories, depending on the result of the uploading process (Figure 27):

Successful files

Uploading is complete without any problems.

Files with errors

The uploaded files need to have one of the following file extensions: XML, XSL, or ZIP. They should also be a valid XML. If the files are not compliant, an error message will be displayed and the files won't be ingested in the Dashboard.

Files repeated

EADID is the unique identifier for an EAD file used in the Archives Portal Europe. Accordingly, if the uploaded files have the same EADID as existing files on the Dashboard, they are regarded as duplicates. In this case, the user is asked to decide to either

- cancel the uploading files,
- change EADID of the uploading files,
- overwrite the existing files.

If the user needs to change the EADID, it is necessary to check the availability of the EADID provided before hitting the "Accept" button. If the user fails to do it, the files will not be recognised, thus not be ingested further. NB No error message will be displayed at the moment.

Note: The option to add an EADID might as well become necessary in case an uploaded file is missing this information. The single steps would then be similar to repeated files: type EADID, check its availability and hit the "Accept" button when everything is found ok.

DASHBOARD – Check existing files English

Archival landscape [Select archival institution](#) [Institution A](#) [Check existing files](#) Hello **argentina**, you are logged in | [Logout](#) | [Edit user information](#)

Institution manager for Institution A

Content provider information

- [View/Modify EAG file](#)
- [Upload EAG file](#)
- [Download EAG file](#)

Change institutions name

Upload content

Content manager

ACCEPT

Figure 27. Confirmation of uploading files

By clicking on the Accept button, the content providers is allowed to go to the Content Manager, which represents the “core” of the Dashboard, where he will be able to process his data.

6 The Content Manager - Data processing (Step C)

Accepted data now need to be processed in order to be APEnet EAD profile compliant and usable on the Portal. The Content Manager is the central point for management of uploaded files in the Dashboard (Figure 28) where the Content Provider may:

- See the informations on his files
- Order and control the whole process on his data.

The Content Manager is declined in three similar sections for the 3 types of documents that can be operated by it: finding aids, holdings guides and source guides (see chapter 8)

DASHBOARD – Content manager
 Archival landscape Select archival institution Institution A Content manager Hello *argentina*, you are logged in! Logout Edit user information

Upload content
 Go to the holdings guides section
 Go to the source guides section

All Order by: Date
 Conversion status: All Validation status: All Holdings guide status: All
 Indexing status: All Conversion for Europeana status: All Europeana delivery status: All

Total: 61
 1 2 3 4 >>>

Convert finding aids Validate finding aids Index and publish finding aids Delete finding aids completely Delete finding aids from the search index only
 Convert current finding aids to ESE Delete ESE files from current finding aids Download all ESE files Deliver current FindingAids to Europeana Delete FindingAids from Europeana
 Do it all

Statistics of all files
 Total number of converted files: 54 / 61
 Total number of validated files: 2 / 61
 Total number of indexed files: 0 / 61
 Total number of units indexed: 0 / 0 indexed files
 Total number of files converted for Europeana: 0 / 0
 Total number of records created for Europeana: 0 created / 0 files processed
 Total number of records delivered for Europeana: 0 / 0 files processed

Selection [all] - [none]	ID ↕	Title ↕	Date ↕	Conversion (20 / 20) ↕ Options	Validation (0 / 20) ↕	Indexed (0 / 20) ↕	Holdings guide	Converted for Europeana (0 / 20) ↕	Deliver to Europeana (0 / 20) ↕	Actions
<input type="checkbox"/>	4.VTH	Inventaris van de verzameling...	05/01/2012	Ok	No	No	No Holdings Guide	No	No	Validate Edit Delete this file completely
<input type="checkbox"/>	4.GYF	Inventaris van de voorlopige ...	05/01/2012	Ok	No	No	No Holdings Guide	No	No	Validate Edit Delete this file completely

Figure 28. Content Manager – general overview

The main part of the Content Manager is the table that contains all the files uploaded in the previous steps and provides informations for each of them as well as on the steps and actions needed to complete the process.

- informations: identifier, title of the finding aid, last upload date;
- status of the file: a “ok” or a “no” indicates, from the left to the right, corresponding to the order of the processing, whether a file is converted, validated, indexed, is linked to a holdings guide, converted for and delivered to Europeana or has not been processed; At the beginning, the status is all set to “No” for newly uploaded files. Only in the column “Conversion” might appear an “Ok” instead, should the files uploaded already have been converted to APEnet EAD locally, using the DPT;
- possible actions: validate, convert to EAD or ESE, edit, index and publish, delete (completely or from index only), the buttons displayed in the column actions depend on the status of the file. F.i. “Validate” is immediately available, but “Index and publish” becomes available only after validation and conversion have been conducted successfully.

Above the table, different elements complete the Content Manager. They are presented here from bottom to top.

Statistics are displayed just above the table and sum-up the overall situation of the files in the Dashboard (see chapter 11.2).

The files can be processed one after another within the table via the actions buttons, but it’s more convenient to use the batch processing buttons displayed above the statistics. They allow to process all or only selected files, either step by step or all steps at once via a “do it all button” (see chapter 10).

Above the batch processing buttons, a search facility is provided. Here the user can use keywords and options to find the files that has to be managed.

A drop-down bow on the right offers the possibility to change the number of files displayed in one page. Please see details in chapter 11.2

The links above the search facility allow to go from one section to another: Finding Aids (default section), Holdings Guide and Source Guide section (see chapter 8) and to go back to the up-load content screen.

6.1 Data validation (Step C-1)

All files submitted to the Archives Portal Europe via the Dashboard must be validated against the APENet schemas. This applies to files that already have been converted locally by using the Data preparation tool as well as to files that shall be converted centrally on the Dashboard. The validation of data is therefore always available as a first step after having uploaded files to the Archives Portal Europe to ensure that the data can be processed correctly.

Selection [all] - [none]	ID ▾ ▲	Title ▾ ▲	Date ▾ ▲	Conversion (1 / 15) ▾ ▲ Options	Validation (0 / 15) ▾ ▲	Indexed (0 / 15) ▾ ▲	Holdings guide	Converted for Europeana (0 / 15) ▾ ▲	Deliver to Europeana (0 / 15) ▾ ▲	Actions
<input type="checkbox"/>	4.GYF	Inventaris van de voorlopige ...	25/11/2011	Ok	No	No	No Holdings Guide	No	No	<input type="button" value="Validate"/> <input type="button" value="Edit"/> <input type="button" value="Delete this file completely"/>
<input type="checkbox"/>	EAA.1310	Aaspere mõis	25/11/2011	No	No	No	No Holdings Guide	No	No	<input type="button" value="Validate"/> <input type="button" value="Convert to APENet EAD"/> <input type="button" value="Edit"/> <input type="button" value="Delete this file completely"/>

Figure 29. Initiating the validation

By clicking on the button “Validate” the validation of the file against the according APENet schema is initiated. If the validation is successful, indicated by a green “Ok”, one can proceed to data conversion (see chapter 6.2) or data indexing and publication (see chapter 7.2), depending on whether it is intended to convert the uploaded files via the Dashboard or they already have been converted locally.

If some errors occur, a red “no”, or a red “fatal error”, both with a “show error” button below is displayed. The error report is shown in a pop-up window that provides the line numbers of errors and a short description (Figure 30). Depending on the error, you may or not convert anyway the file, because the conversion will take care of the detected problems. The corresponding actions button “Convert to APENet EAD” will in the first case be available, but in the second case, only “Delete this file completely” will be displayed.

Errors (and warning) messages are very important and may have different consequences:

- re-work on the original data is needed,
- re-work on the mapping is needed, either locally, or possibly on the data preparation tool.

To decide between these possibilities, the content provider shall check carefully the error message issues and possibly contact the Archives Portal Europe team for advice and help.

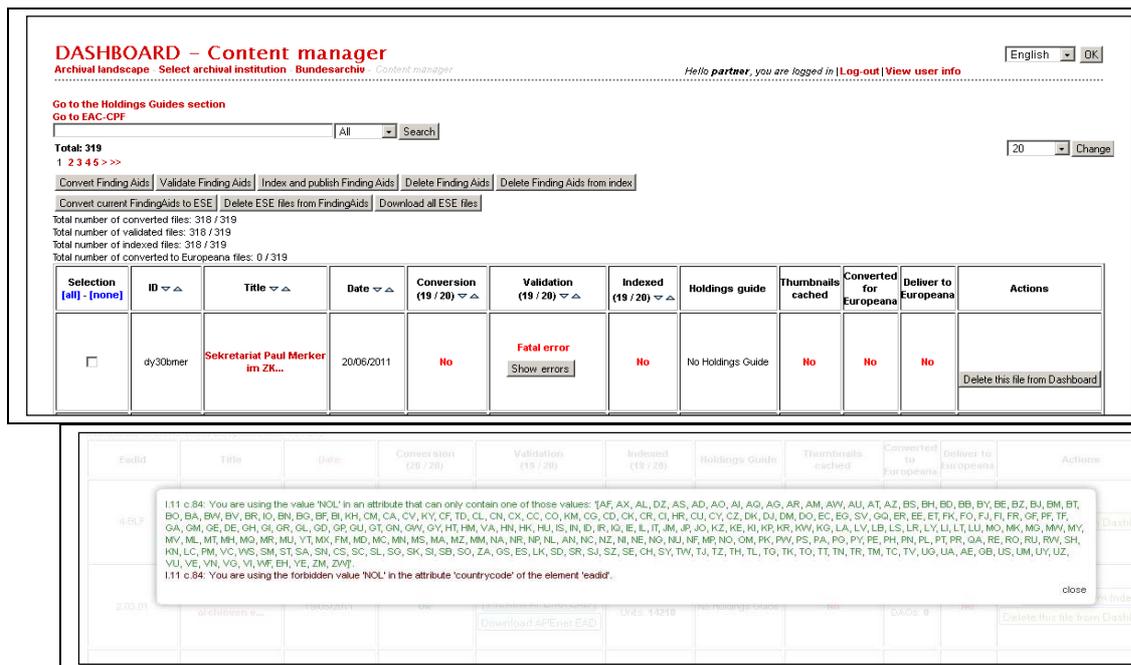


Figure 30. Error message after validation failed

If these error messages refer to attributes within the original data wherein values in compliance to certain ISO standards are expected, like in the example above with the attribute COUNTRYCODE for country information, that has to be compliant with ISO standard 3166-1, or the attribute NORMAL for normalised dates, that have to be compliant with the ISO standard 8601, a check on the original data might be needed before continuing the data processing.

Other error messages, f.i. with regard to different values used with the attribute LEVEL, and particularly OTHERLEVEL, can be dealt with by conversion.

6.2 Data conversion (Step C-2)

If the submitted file is not valid against the APENet profile, the Dashboard will request the user to convert it to APENet EAD.

Object type selection

Before conversion it is highly recommended to use the object type selection by clicking on the “options” red link in the header of the column “conversion” in case the files to be converted contain links to digital objects (Figure 31). The option allows the content providers to choose one of the five classifications of object type: IMAGE, TEXT, SOUND, VIDEO and UNSPECIFIED in order to display the corresponding icons on the Portal when digital object is available to the user (Figure 32). If no selection is made, the according information will be missing for the display at the Archives Portal Europe, where then the icon for UNSPECIFIED type will be displayed provisionally.

Technically, the object type is described in the XLINK:ROLE attribute inside the <dao> element, therefore, for example, <dao xlink:role=”IMAGE”>. If the user checks the “Use existing role type if found” radio button, already existing role types will not be overwritten, but the selected type will be assigned to those in which the information is missing. As mentioned above, the UNSPECIFIED icon will be displayed only when it is selected

deliberately, when other values than the five object types are present or when the role type information would be missing completely due to no selection made at this point.

Please note that this option is only applicable for those files that have <dao> elements included, implying the availability of hyperlinks to digital objects. That also means that the type selection made here will affect to the Europeana object type selection (See chapter 9.2).

Once a conversion is done and you want to change the object type, you have to upload the original file again and re-process it. Same goes once the object type is assigned, the only way to change it is to delete the file and start the ingestion again. The Archives Portal Europe team will consider the possibility to handle the object type more flexibly in the future within the Dashboard.

Selection [all] - [none]	ID ▾ ▲	Title ▾ ▲	Date ▾ ▲	Conversion (1 / 15) ▾ ▲ Options	Validation (0 / 15) ▾ ▲	Indexed (0 / 15) ▾ ▲	Holdings guide	Converted for Europeana (0 / 15) ▾ ▲	Deliver to Europeana (0 / 15) ▾ ▲	Actions
<input type="checkbox"/>	4.GYF	Inventaris van de voorlopige ...	25/11/2011	Ok	No	No	No Holdings Guide	No	No	Validate Edit Delete this file completely

Use existing role type if found?

Default role type:

- IMAGE
- VIDEO
- SOUND
- TEXT
- UNSPECIFIED

Submit Cancel

close

Figure 31. Object type selection

 **Nagasaki Plattegrond van de stad Nagasaki, vervaardigd in Japan**
in de 18e eeu... [18e eeuw]

Title: Inventaris van de collectie Aanwinsten Kaarten en Tekeningen sinds 1888
Finding aid no: 4.AANW - **Reference code:** 4.AANW - 57
Netherlands Nationaal Archief

 **Verlag Volk und Welt, Verlag für internationale Literatur, Berlin, 1985,**
A - ... 1985

Enthält: Kollektiv: ad libitum Nr. 1. Sammlung Zerstreung Volk und Welt; Druck-Nr. 410/87/85; 1...

Title: Ministerium für Kultur
Finding aid no: DR 1 - **Reference code:** DR 1/2385
Germany Bundesarchiv

Figure 32. Object type icons displayed on the Portal

Conversion – of Finding Aids or Holdings Guides – is started by clicking on the button “Convert to APEnet EAD” in the column “Actions”. As for the validation there will a report on the conversion process provided afterwards via a button “Show warnings” below the new state “OK” in the column “Conversion” (Figure 33).

Selection [all] - [none]	ID ▾ ▲	Title ▾ ▲	Date ▾ ▲	Conversion (19 / 20) ▾ ▲ Options	Validation (0 / 20) ▾ ▲	Indexed (0 / 20) ▾ ▲	Holdings guide	Converted for Europeana (0 / 20) ▾ ▲	Deliver to Europeana (0 / 20) ▾ ▲	Actions
<input type="checkbox"/>	4.VMF	Kaartenlijst uit de inventari...	06/12/2011	Ok Show warnings	No	No	No Holdings Guide	No	No	Validate Edit Delete this file completely

The countrycode is: NL
 Element excluded from the transformation (if any):
 ead/archdesc/did/head
 ead/archdesc/descgrp/processinfo/p/list

close

Figure 33. Warning message after conversion

This conversion report will typically:

- notify about the country code used as background information to correctly process your data.
- inform of the elements that might possibly have been excluded from the transformation, since they are not used for the Archives Portal Europe or since they are not “known” to the conversion script (f.i. the elements <sponsor>, <editionstmt>, <colspec> or <runner>).

If the report does include those elements’ notification, the content provider could report back to the APEnet technical development team to discuss:

- if it would be possible to adapt the conversion script, so that the information provided in the currently excluded element would be transferred to an analogous element within the APEnet standards or
- if it would be suitable to generally add the excluded element as a new entry within the APEnet standard.

Please refer to the document “Mapping towards and normalisation in APEnet EAD – Best Practice Guide”²⁰ to understand the mapping and normalisation best practice for the APEnet project.

After a successful conversion it is strongly recommended to validate the file (once more) to ensure everything went fine. Therefore it is necessary to click the button “Validate” again. As a result of this second validation an “OK” will be generated for both “Validation” and “Conversion”. The validated file will now be saved in the data management system of the Archives Portal Europe.

6.3 Edition of APEnet EAD files (Step C-3)

After successful conversion and validation, there is an option to “Edit” the APEnet EAD files directly within the Content manager. This editing functionality currently only includes some elements and attributes and mainly refers to those that will be used for certain functionalities of the Archives Portal Europe. The general aim is to allow the content provider to improve its data manually with additional information that does not exist in the original local files.

So it f.i. is possible to add normalised language or date information, which will be used for searching and/or for refinement of the search results, or one could add a <unittitle> if this information should be missing to better enable the linking functionality of this element (among others from search results display to the “Second display” providing the complete

²⁰ http://www.apenet.eu/images/docs/apenet_mapping_normalisation_guide.pdf

Finding Aid). Depending on the elements that are manually completed, one can choose whether the new information shall be added for the level edited, or for all levels, or for all lower levels.

For the use of EAD editing function, please refer to the Data Preparation Tool manual²¹.

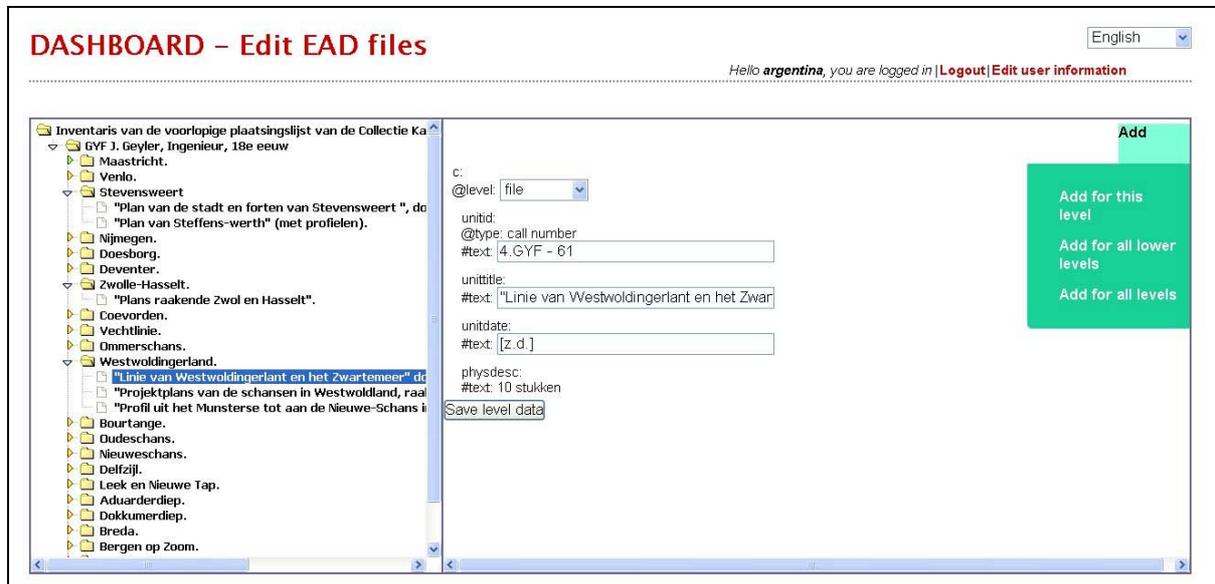


Figure 34. Editing an APENet EAD file on the Dashboard

7 Data checking and publishing for the Archives Portal Europe (Steps D and E)

Before publishing data on the Archives Portal Europe it is very important to check it in the simulation environment.

7.1 Data previews and download (Step D-1)

In order to enable the content providers to check the outcome of the data processing, previews and downloading are available. The preview is available after a successful conversion and validation of files, together with the “Download APENet EAD” button in the validation column. Besides, by clicking on the title, the ead file is displayed on the screen. (Figure 35).

If a content providers spots some problems or is not comfortable with the result as shown in the previews, the “Download APENet EAD” option will allow him to better check the data locally. The data will then have to be deleted from the Dashboard before being up-loaded and processed again once the problem is solved (see Chapter 7.3).

²¹ http://apenet.eu/index.php?option=com_content&view=article&id=94&Itemid=150&lang=en

Selection [all] - [none]	ID ↕	Title ↕	Date ↕	Conversion (2 / 2) ↕ Options	Validation (2 / 2) ↕	Indexed (2 / 2) ↕	Holdings guide	Converted for Europeana (1 / 2) ↕	Deliver to Europeana (1 / 2) ↕	Actions
<input type="checkbox"/>	FRAD050_00529	201 Fi 2 - Affiches modernes ...	16/12/2011	Ok	Ok Preview APENet EAD Download APENet EAD	Ok Units: 45	No Holdings Guide	Ok 45 Preview ESE Download ESE Delete ESE files	Ready to deliver	Request to delete from Europeana Delete only from search index Delete this file completely
<input type="checkbox"/>	FRAD050_00053	1 R 3 - Recrutement militaire...	06/12/2011	Ok	Ok Preview APENet EAD Download APENet EAD	Ok Units: 354	No Holdings Guide	No	No	Convert to ESE Delete only from search index Delete this file completely

Figure 35. Previews and download

The preview shows how the detailed display of data looks like in the Portal (Figure 36). It is identical with the display of the search results in the Archives Portal Europe and offers the same functionalities: navigate in the hierarchy of the finding aids on the left and click on the links or thumbnails to check them. The display of the EAD file (Figure 37) is not editable.

Figure 36. Preview display

```

- <ead xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.archivesportaleurope.eu/profiles/APENet_EAD.xsd http://www.w3.org/1999/xlink http://www.loc.gov/standards/xlink/xlink.xsd" audience="external">
- <eadheader countryencoding="iso3166-1" dateencoding="iso8601" langencoding="iso639-2b" repositoryencoding="iso15511" scriptencoding="iso15924" relatedencoding="MARC21">
- <eadid identifier="FR-FRAD050_FRAD050_00529" countrycode="FR" mainagencycode="FR-FRAD050">FRAD050_00529</eadid>
- <filedesc>
- <titlestmt>
- <titleproper encodinganalog="245">
- 201 Fi 2 - Affiches modernes hors département de la Manche
- </titleproper>
- <author encodinganalog="245c">
- par Antoine Reffluville ; sous la direction d'Eric Lechevallier
- </author>
- </titlestmt>
- <publicationstmt>
- <publisher>Archives départementales de la Manche</publisher>
- <address>
- <addressline>Saint-Lô</addressline>
- </address>
- <date encodinganalog="260$c" calendar="gregorian" era="ce" normal="2010">2010</date>
- </publicationstmt>
- </filedesc>
- <profiledesc>
- <creation>
- Instrument de recherche produit au moyen du logiciel Arkhéia Aide au classement de la société Anaphore sarl, version 3-4 du lundi 1 février 2010 . Date de l'export : mardi 16 mars 2010 (12:08 h)
- </creation>
- <language>
- Instrument de recherche rédigé en
- <language encodinganalog="041" langcode="fre" scriptcode="Latn">français</language>
- </language>

```

Figure 37. Display of the EAD file

7.2 Data indexing and publishing (Step E-1)

By now the data are APEnet standard compliant and are stored in the database system behind the Dashboard. However, the data should be indexed in order to be searchable and findable on the Portal. A click on the “Index and publish” button launch the process (Figure 38).

Selection [all] - [none]	Eadid	Title	Date	Conversion (20 / 20)	Validation (6 / 20)	Indexed (5 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
<input type="checkbox"/>	2.09.70	Inventaris van de archieven v...	07/08/2011	Ok	Ok Preview APEnet EAD Download APEnet EAD	No	No Holdings Guide	No	No	No	Index and publish Delete file from Dashboard

Figure 38. Indexing in the Content Manager

The queuing process

As indexing is a time-consuming task, it may take several days to see data on the Portal if the user indexes hundreds of huge files. In order to be performance-efficient, the indexing is only executed during night time of CET (Central European Time).

After clicking on the “Index and publish” button, the indexing status becomes “Scheduled to be indexed”, with the indication of the position in the queue, until indexing is completed (see figure 39). Once the file is indexed, the table indicates the number of descriptive units that have been indexed and are therefore published on the Portal and visible by all.

Selection [all] - [none]	ID ▾ ▲	Title ▾ ▲	Date ▾ ▲	Conversion (7 / 7) ▾ ▲ Options	Validation (7 / 7) ▾ ▲	Indexed (6 / 7) ▾ ▲	Holdings guide	Converted for Europeana (0 / 7) ▾ ▲	Deliver to Europeana (0 / 7) ▾ ▲	Actions
<input type="checkbox"/>	FRAN_NIIISeine	Catalogue général des cartes,...	09/01/2012	Ok Show warnings	Ok Preview APEnet EAD Download APEnet EAD	Scheduled to be indexed (Queue position: 1168)	No Holdings Guide	No	No	Delete file from indexing queue Delete this file completely
<input type="checkbox"/>	FRAN_C_101208	Les archives des Assemblées n...	05/01/2012	Ok	Ok Preview APEnet EAD Download APEnet EAD	Ok Units: 8515	No Holdings Guide	No	No	Convert to ESE Delete only from search index Delete this file completely

Figure 39. Queuing function for indexing

In the testing environment of the Content Checker, this queuing mechanism is disabled to allow the content providers to see instantly how the data will look like as soon as indexing is completed.

In case, there have been some troubles during the indexation – either due to technical reasons or due to unexpected problems with the data that might still occur despite the several checks during the data processing as described above – the content provider will be notified accordingly when logging in the next time. S/he then will be asked to contact the administrator of the Dashboard in order to clarify the reasons for indexation errors and to solve them as soon as possible.

7.3 Data checking for the Archives Portal Europe

It is recommended to check the data published on the Portal via “Advanced search” section by conducting a search and look at the search result²² in Context view (Figure 40) and List view

²² Please refer to the Navigation Guide online at Archives Portal Europe to find out how to search the Portal in more detail.

(Figure 41) and also by navigating the tree (Figure 42) to ensure that the data are handled and displayed as expected.

Obviously only indexed files will appear on the Portal. It should be noted that the thumbnails of the preview function within the result pages are only available when the syntax `<dao xlink:title="thumbnail">` exists and the attributed URL should lead to the thumbnail on the website of the content provider.

Search results: [?](#)

List view Context view

Search results: 54733

- France (54733)
 - Archives nationales (41624)
 - Archives nationales - Paris (41624)
 - Les archives des Assemblées nationales (1787-2007) (8515)
 - Catalogue général des cartes, plans et dessins d'architecture. Tome III (7179)
 - Catalogue général des cartes, plans et dessins d'architecture (4241)
 - Archives du Comité d'histoire de la Deuxième Guerre mondiale — Résistance intérieure : mouvements, réseaux, partis politiques et syndicats (3967)
 - Catalogue général des cartes, plans et dessins d'architecture. Tome IV (3628)
 - Catalogue général des cartes, plans et dessins d'architecture. Tome I (1) (3094)
 - Valéry GISCARD D'ESTAING, président de la République (2310)
 - Exposition universelle de 1867 à Paris. (1581)
 - Catalogue général des cartes, plans et dessins d'architecture. Tome I (2) (1498)
 - Archives du Comité d'histoire de la Deuxième Guerre mondiale — France libre et Résistance extérieure (1386)**
 - La France libre à Londres (114)
 - Comités de Français libres à l'étranger (118)
 - Territoires rattachés à la France libre (103)
 - British Broadcasting Corporation (BBC) (37)
 - France libre. Émissions radiophoniques (28)
 - Bureau central de renseignements et d'action (BCRA) (206)
 - Représentation du général de Gaulle en France — Jean Moulin (102)
 - Délégation civile et organes centraux de la Résistance (198)
 - Délégation militaire (16)
 - Forces françaises libres (FFL) (91)
 - More...
 - More...
 - Archives départementales (12333)
 - Service interministériel des Archives de France (776)
 - Archives photographiques conservées dans le département de l'Allier (03) (12)
 - Collections des Archives départementales de l'Allier (9)
 - Collections des Archives municipales de Vichy (1)

Figure 40. Search results in “Context” view

Search results: [?](#)

List view **Context view**

Search results: 1 - 20 / 54733 Results per page: 20 << < 1 > >> Go to page: 1 of 2737

SORTING YOUR SEARCH: Relevance | Date | Title | Reference code | Finding aid no

SELECTED CRITERIA:

REFINING YOUR SEARCH:

Archival institution: Archives nationales - ... (41624) Archives départemental... (3969) Archives Départemental... (3563) Archives départemental... (2368) Archives Départemental... (2357) Service interministéri... (776) Archives départemental... (76)	Activité politique Title: Répertoire numérique provisoire du fonds Francis Bernier Finding aid no: 85 J 1-50 - France Archives départementales de la Dordogne	1977-1995	
Type of finding aid: Finding aid (50399) Holdings guide (3570) Source guide (764)	Union des gaullistes de progrès-Front progressiste Title: Répertoire numérique provisoire du fonds Francis Bernier Finding aid no: 85 J 1-50 - France Archives départementales de la Dordogne	1977-1978	
Contains digital objects: No digital objects (42787) Contains digital objects (11946)	Combat aquitain Title: Répertoire numérique provisoire du fonds Francis Bernier Finding aid no: 85 J 1-50 - Reference code: 85 J 1-50 - 85 J 1 France Archives départementales de la Dordogne	1977-1978	85 J 1-50 - 85 J 1 Combat aquitain 1977-1978 Scope and content Bulletin d'information de la Fédération d'Aquitaine du Front progressiste.
Date types: No date specified (26495) Full date (25079) Only descriptive date (3159)	Campagne électorale pour les élections législatives de mars 1978. Title: Répertoire numérique provisoire du fonds Francis Bernier Finding aid no: 85 J 1-50 - Reference code: 85 J 1-50 - 85 J 2 France Archives départementales de la Dordogne	1977-1978	
Start timespan: 0001-0200 (14) 1000-1199 (20) 1200-1399 (23) 1400-1599 (161) 1800-1799 (7416) 1800-1999 (16173) 2000-2199 (1272)	Collectif pour l'indépendance nationale Title: Répertoire numérique provisoire du fonds Francis Bernier Finding aid no: 85 J 1-50 - France Archives départementales de la Dordogne	1979-1980	
End timespan: 0800-0999 (1) 1000-1199 (2) 1400-1599 (38) 1800-1799 (4859) 1800-1999 (18704) 2000-2199 (1272)	"Manifeste pour le Québec libre", comités "Québec libre" Title: Répertoire numérique provisoire du fonds Francis Bernier Finding aid no: 85 J 1-50 - Reference code: 85 J 1-50 - 85 J 3 France Archives départementales de la Dordogne	1979-1980	
	Comité bergeracois de soutien au peuple québécois Title: Répertoire numérique provisoire du fonds Francis Bernier Finding aid no: 85 J 1-50 - France Archives départementales de la Dordogne	1980	
	Soirée franco-québécoise du 25 avril 1980 à Bergerac. Title: Répertoire numérique provisoire du fonds Francis Bernier Finding aid no: 85 J 1-50 - Reference code: 85 J 1-50 - 85 J 4	1980	

Figure 41. Search results in "List" view (first display)

alpha

HOME ADVANCED SEARCH DIRECTORY TOOLS ABOUT US MY PAGES English

Select countries/archives [?](#)

Select the countries/archives you would like to search in:

- Belgium
- Finland
- France
- Germany
 - Bund
 - Bundesarchiv
 - Holdings guides
 - Beständeübersicht des Bundesarchivs
 - Bestände
 - 1. Abteilung B - Bundesrepublik Deutschland mit westlichen Besatzungszonen - 1945 ff.
 - 2. Abteilung R - Deutsches Reich 1495 bis 1945
 - 2.1. Bestände aus der Zeit vor 1867
 - 2.2. Zivile Behörden und Einrichtungen des Deutschen Reiches (1867-1945), NSDAP
 - 2.2.1. Oberste Organe, NSDAP Allgemeines
 - 2.2.2. Auswärtiges, Kolonial- und Besatzungsverwaltung
 - 2.2.2.3. Inneres, SS und SA
 - 2.2.2.4. Justiz
 - 2.2.2.4.1. Staatliche Stellen
 - Reichsjustizministerium
 - Reichsgericht
 - Oberreichsanwalt beim Reichsgericht
 - Schiedsgerichte zur Entscheidung von Streitigkeiten zwischen den Bundesstaaten
 - Ehrengerichtshof für die deutschen Rechtsanwälte
 - Prisen Gerichte
 - Staatsgerichtshof für das Deutsche Reich
 - Staatsgerichtshof zum Schutze der Republik
 - Reichsehrengerichtshof

Figure 42. Finding aids as listed in navigated search

If unexpected errors and mistakes are found, it is possible to delete the corresponding files. There are basically two kinds of deletion (Figure 43):

- **“Delete this file completely”** button removes the file from the system and the Dashboard completely. The data will no longer be available in the index, database storage, and OAI-PMH repository if applicable (See chapter 9.6), thus neither shown on the Dashboard nor on the Portal. If the file should appear on the Dashboard again, it needs to be uploaded once more.
- **“Delete only from search index”** removes the data only from the index (i.e. Portal), therefore, the file remains stored in the database system and the data remains visible on the Dashboard. If applicable, ESE records in the OAI-PMH repository will be removed (See chapter 9.6). When the data have to be visible in the Portal again, hitting the “Index and publish” button will do that. This is a good option if the user would like to temporarily remove the content from the Portal.
 Note: Same as for indexation being done via queueing it might be the case that deleting a file from the search index does not become effective at the Portal right away. So, the file removed from the search index will immediately not be available anymore in the part “Select countries/archives” of the “Advanced search” section, but there still might be hits for this file in the search results because these are based on the indexation. For the same reason, it is also possible that terms once found in this file might still show up in autocompletion functionality for searching. Nevertheless, in case a user would try to access a “hit” found in the a file currently deleted from search index, s/he will be shown a message explaining, that this file is not available anymore at the moment, and s/he will be asked to try again later, when the file might have been re-indexed again.
- **“Delete this file from indexing queue”** removes the file that has been scheduled to be indexed.
- **“Delete ESE records”** is the button to delete ESE records, therefore, also flag them as to be deleted in the OAI-PMH repository.
- **“Request to delete from Europeana”** is the button only available after publishing records in Europeana (See chapter 9). This action will remove ESE records from the OAI-PMH repository in order to delete the content from Europeana, but the data in the index and database storage for the Archives Portal Europe will be preserved. The file will be, therefore, still visible on the Portal.

| Selection
[all] - [none] | ID ▾ ▲ | Title ▾ ▲ | Date ▾ ▲ | Conversion
(7 / 7) ▾ ▲
Options | Validation
(7 / 7) ▾ ▲ | Indexed
(6 / 7) ▾ ▲ | Holdings
guide | Converted
for
Europeana
(0 / 7) ▾ ▲ | Deliver to
Europeana
(0 / 7) ▾ ▲ | Actions |
|-----------------------------|----------------|---|------------|--------------------------------------|---|--|----------------------|--|--|--|
| <input type="checkbox"/> | FRAN_NIIISeine | Catalogue
général des
cartes,... | 09/01/2012 | Ok
Show warnings | Ok
Preview APEnet EAD
Download APEnet EAD | Scheduled to
be indexed
(Queue
position:
1168) | No Holdings
Guide | No | No | Delete file from indexing queue
Delete this file completely |
| <input type="checkbox"/> | FRAN_C_101208 | Les archives
des
Assemblées
n... | 05/01/2012 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 8515 | No Holdings
Guide | No | No | Convert to ESE
Delete only from search index
Delete this file completely |

Figure 43. the different delete buttons depend on the status of the file

The Dashboard user has to be very careful about the data deletion. The unavailability of previously available data will be a confusion for the Portal users in any circumstances.

For more tips and issues about managing data with the Dashboard, please see chapter 9.

8 Holdings Guide and Source Guide

The Dashboard supports the link between Holdings Guide and Source Guide and Finding Aids.

8.1 Ingestion of Holdings Guide

The previous chapters have mainly dealt with Finding Aids, but it is mandatory to include an institution's Holdings Guide in the Archives Portal Europe. As described in chapter 5, uploading a Holdings Guide is done in the same way as Finding Aids in the Dashboard. When the Holdings Guide has been successfully uploaded, the "Go to the holdings guides section" link in the Content manager gives access to the holdings guides management page.

The procedure of ingesting the Holdings Guide is exactly the same as Finding Aids, therefore: validation, conversion if needed, edition, indexing and publishing (Figures 44).

All options including download and preview are also available during the process (Figure 45 et 46).

| Selection
[all] - [none] | ID ▾ ▴ | Title ▾ ▴ | Date ▾ ▴ | Conversion
(1 / 1) ▾ ▴
Options | Validation
(0 / 1) ▾ ▴ | Indexed
(0 / 1) ▾ ▴ | Finding aids
linked | Actions |
|-----------------------------|---------------|-------------------------------|------------|--------------------------------------|---------------------------|------------------------|------------------------|--|
| <input type="checkbox"/> | HG_NL_HaNA_01 | Holdings Guide
Netherlands | 29/11/2011 | Ok | No | No | No | Validate Edit
Delete this file completely |

Figure 44. Validate, edit and delete options for Holdings Guide

| Selection
[all] - [none] | ID ▾ ▴ | Title ▾ ▴ | Date ▾ ▴ | Conversion
(1 / 1) ▾ ▴
Options | Validation
(1 / 1) ▾ ▴ | Indexed
(1 / 1) ▾ ▴ | Finding aids linked | Actions |
|-----------------------------|-----------------|--|------------|--------------------------------------|---|------------------------|---------------------|--|
| <input type="checkbox"/> | FRAD050_CC_2008 | Cadre de
classement des
archi... | 07/03/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 3570 | 0/0 | Delete only from search index
Delete this file completely |

Figure 45. Preview and download Holdings Guide

Figure 46. Preview of Holdings Guide

After the Holdings Guide is indexed, the Dashboard automatically checks the links to the Finding Aids and tells the users how many Finding Aids are linked in the corresponding column (Figure 47).

Note: For this check, the Holdings Guide EAD XML file is searched for the element <otherfindaid><p><extref>. The value of the attribute XLINK:Href included in this element is checked against the content of the element <eadid> of the Finding Aids. This is another reason, why EADID is such an important information when managing data in the Dashboard (see chapter 5.5, part “Files repeated”).

| Selection
[all] -
[none] | ID ▾ ▲ | Title ▾ ▲ | Date ▾ ▲ | Conversion
(1 / 1) ▾ ▲
Options | Validation
(1 / 1) ▾ ▲ | Indexed
(1 / 1) ▾ ▲ | Finding aids linked | Actions |
|--------------------------------|---------------|----------------------------------|------------|--------------------------------------|---|------------------------|--|--|
| <input type="checkbox"/> | HG_NL_HaNA_01 | Holdings
Guide
Netherlands | 29/11/2011 | Ok | Ok
Preview APENet EAD
Download APENet EAD | Ok
Units:
6351 | 2/6292
Show finding aids not linked yet | Delete only from search index
Delete this file completely |

Figure 47. Linking to Finding Aids

If there is some inconsistency between Finding Aids and Holdings Guide, one can see a button “Show findings aids not linked yet”. In order to check the relationship between Finding Aids and Holdings Guide, the Dashboard provides detailed statistics about this when clicking the button (Figure 48). They include:

- Finding aids not uploaded yet
- Finding aids not indexed yet
- Finding aids linked

The screenshot shows a window titled "Create a HG with unlinked FAs". It contains a summary of statistics: "Finding aids not uploaded yet: 10", "Finding aids not indexed yet: 6272", and "Finding aids linked: 10". Below this is a table with columns "ID" and "Title". The table lists various finding aids, including "ALH Heerlijkheid Alblasserdam, 1567-1915", "Burgerlijke Stand Heerjansdam Huwelijksaangiften en -afkondigingen", "Fotocollectie Rijksinspecteur voor Roerende Monumenten", and others. To the right of the table, there are buttons for "AD" and "EAD", and a summary box showing "Indexed (1 / 1)", "Ok Units: 6351", "10/6292", and a "Show finding aids not linked yet" button. Further right, there are "Delete only from search index" and "Delete this file completely" buttons.

Figure 48. Statistics of the relation between Finding Aids and Holdings Guide

By examining these lists, the user is able to understand what is to be done and what is unusual.

The linking relationship also can be confirmed in the column “Holdings Guide” of the Finding Aids section (Figure 49).

Statistics of all files

Total number of converted files: 3 / 15
 Total number of validated files: 2 / 15
 Total number of indexed files: 2 / 15
 Total number of units indexed: 142 / 2 indexed files
 Total number of files converted for Europeana: 1 / 2
 Total number of records created for Europeana: 1 created / 1 files processed
 Total number of records delivered for Europeana: 1 / 1 files processed

Clear all
1 selected file

| Selection
[all] -
[none] | ID ▾ ▴ | Title ▾ ▴ | Date ▾ ▴ | Conversion
(3 / 15) ▾ ▴
Options | Validation
(2 / 15) ▾ ▴ | Indexed
(2 / 15) ▾ ▴ | Holdings guide | Converted for
Europeana
(1 / 15) ▾ ▴ | Deliver to
Europeana
(1 / 15) ▾ ▴ | Actions |
|--------------------------------|----------|----------------------------------|------------|---------------------------------------|---|-------------------------|-------------------|--|---|--|
| <input type="checkbox"/> | EAA.1310 | Aaspere mõis | 28/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 35 | No Holdings Guide | Ok
1
Preview ESE
Download ESE | Ready to deliver | Request to delete from Europeana
Delete only from search index
Delete this file completely |
| <input type="checkbox"/> | 4.GYF | Inventaris van de voorlopige ... | 25/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 107 | HG_NL_HaNA_01 | No | No | Convert to ESE
Delete only from search index
Delete this file completely |
| <input type="checkbox"/> | 4.VTH | Inventaris van de verzameling... | 24/11/2011 | Ok
Show warnings | No | No | No Holdings Guide | No | No | Validate Edit
Delete this file completely |

Figure 49. Holdings Guide column in Finding Aids section shows the link to the Holdings guide by indicating either “no Holdings Guide”, either the identifier of the Holdings Guide

The Finding Aids which are linked to a Holdings Guide will appear inside the Holdings Guide structure on the Portal, while the Finding Aids which are not linked to a Holdings Guide will be visible in the “Additional finding aids” category on the Portal (Figure 50).

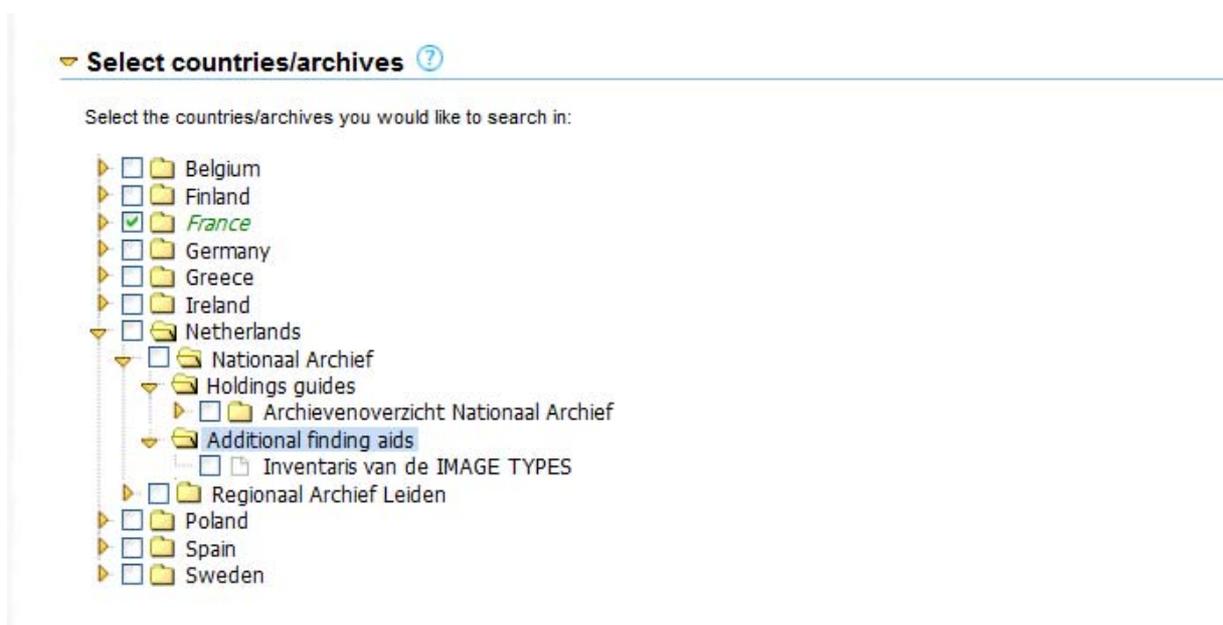


Figure 50. Holdings Guide and Additional finding aids categories on the Portal

If the user would like to remove the link between Finding Aids and Holdings Guide, the simplest way is to delete the latter from the index. The link is established only when both of them are indexed, therefore, it is required to index the Holdings Guide again, if the link shall be re-established.

8.2 Creating Holdings Guide on the Dashboard

The content provider may not have a Holdings Guide in advance. As described above for the Data Preparation Tool, it is therefore also possible to generate it by using data from Finding Aids already stored. After a click on the link “Create a Holdings Guide with unlinked Finding

Aids' available in the section "Holdings Guide", the user is asked to provide an identifier, a title and a description for the Holdings Guide. This corresponds to the EAD elements unitid, unititle and scopecontent. Then the user shall in a first step create the structure of his Holdings guide by editing and adding new levels of hierarchy. Finally the user may add the Finding Aids available on the Dashboard in the corresponding levels by selecting them in a list (Figures 51 and 52).

Please refer to Data Preparation Tool manual²³ for the details of the creation of Holdings Guide.

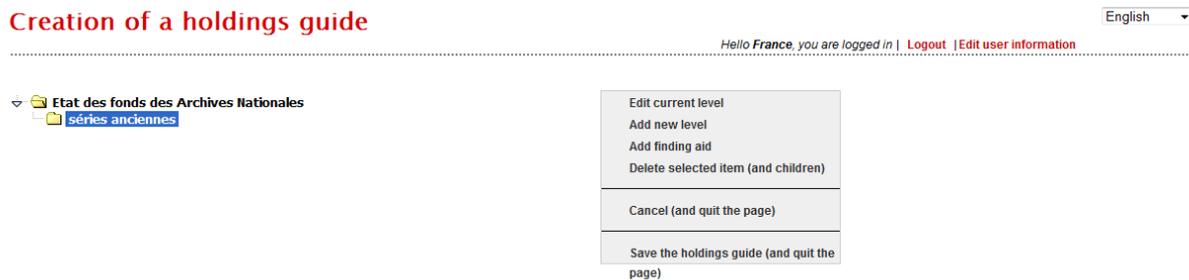


Figure 51. Creating Holdings Guide



Figure 52. Selecting Finding Aids to be added

8.3 Source Guide

The Source Guide is a particular type of Finding Aids which describes all archival materials related a certain topic wherever they can be. For example, it can be a guide for archival materials of the Dutch West India Company, inside the fonds and collections of the Nationaal Archief, or a guide for the archival material related to the slavery and its abolition preserved in all public archives in France (figure 52bis).

²³ http://apenet.eu/index.php?option=com_content&view=article&id=94&Itemid=150&lang=en

Affinez les résultats :

Pays :
 France (134)
 Allemagne (1)
 Pays-Bas (1)
 Espagne (1)

Service d'archives :
 Service interministériel... (132)
 Archives nationales - ... (2)
 Archivo General de Indias (1)
 Bundesarchiv (1)
 Nationaal Archief (1)

Type d'instrument de recherche :
 Source guide (132)
 inventaires (5)

Archives numérisées :
 Sans images numérisées (136)
 Avec images numérisées (1)

Digital object type:
 advancedsearch.facet.v... (4)
 Unspecified (1)

Dates :
 Date normalisée (115)
 Aucune date (16)
 Date au format texte (6)

Date de début :
 0001-0200 (5)

Commission Consultative d'Experts en Matière s'**Esclavage** Bescheiden van "Slav... 1935-1936
 Titre : Inventaris van het archief van het Ministerie van Koloniën
 Référence du fonds : 2.10.54 - Cote : 2.10.54 - 913
 Pays-Bas Nationaal Archief

Esclavage, enquêtes et lutte. Etablissements français de l'Inde, situation ac...
 Titre : Les archives des Assemblées nationales (1787-2007)
 Référence du fonds : C/1 à C/17097 - Cote : C/1 à C/17097 - C/16306
 France Archives nationales - Paris

Série géographique Guinée 1846-1913
 FR CAOM / 1514 COL 3. **Esclavage** en Guinée, 1897-1908.
 Titre : Guide des sources de la traite négrière, de l'esclavage et de leurs abolitions
 Cote : FR CAOM / 1501 COL à 1520 COL
 France Service interministériel des Archives de France

Étude Bartouilh et successeurs 1829-1942
 Les minutes de Bartouilh-Sinson (1829-1847) concernent la période de l'**esclavage**.
 Titre : Guide des sources de la traite négrière, de l'esclavage et de leurs abolitions
 Cote : FR AD972 / 3 E 5/1-316
 France Service interministériel des Archives de France

Série géographique Gabon-Congo 1839-1919
 FR CAOM / 2014 / 2. **Esclavage** : généralités, 1860-1898. FR CAOM / 2014 / 3. Lutte contre
 l'**escla...**
 Titre : Guide des sources de la traite négrière, de l'esclavage et de leurs abolitions
 Cote : FR CAOM / 2001 COL à 2020 COL
 France Service interministériel des Archives de France

Message de Vincent Auriol, président de l'Union française et de la République...
 Titre : Les archives des Assemblées nationales (1787-2007)

FR CAOM / 1501 COL à 1520 COL
Série géographique Guinée
1846-1913

Présentation du contenu
 • FR CAOM / 1514 COL 3. **Esclavage** en Guinée, 1897-1908.

Description physique
 29 articles, 3 mètres linéaires.

Autre instrument de recherche
 , Zug, 1971, 960 p.

Conditions d'accès
 il n'y a pas de restriction juridique à la consultation de ces documents, qui se fait selon les modalités en vigueur dans le service d'archives.

Conditions de reproduction
 La reproduction de ces documents est soumise à l'autorisation préalable du service d'archives.

Mots-clés

Figure 52. Type of document Source guide is indicated in the refinement possibilities

Similar to Holdings Guide and Finding Aids, because following the same archival standards for description, it generally mixes very different levels of description, depending on the actual state of the description of the different fonds concerned.

For the moment, a Source Guide displayed on the Archives Portal Europe will only contain links leading to externally presented Finding Aids, descriptive units or images, i.e. to the presentations at the content providers' own websites.

In principle, the ingestion of Source Guide is exactly the same as that of Holdings Guide. The only difference is to select the right file type (chapter 5.1). After uploading Source Guides, the user needs to go to Source Guide section. The section can be accessed via a link at the top of the Content Manager. The user can ingest more than one Source Guide per institution.

9. Data delivery and publishing for Europeana (Step F - Optional)

Content providers are free to decide if they want to deliver data to Europeana.

9.1 APEnet's role and consideration of delivering data to Europeana

Europeana is an APEnet's strategic partner in the framework of the European Commission's projects and APEnet, as a representative of European archives encourages its participants to supply data to Europeana in order to have more presence from archival domain in that cross-domain portal. One of the biggest advantages of feeding data to Europeana is to enhance visibility of the valuable resources from the content providers to the wider public. In return, the content providers will probably receive more Internet traffic. It is also the idea that the Europeana users are able to find information about rich and diverse European cultural heritage including resources from museums, libraries, archives, and audio-visual collections through one portal. However, it is not always easy for the content providers to meet all requirements of Europeana. The Archives Portal Europe is, therefore, committed to offer an user-friendly function on the Dashboard for this purpose.

APENet respects the content providers' decision on whether they would like to use this function and what data they would like to share with Europeana. The table below summarises several issues to take into consideration, when delivering data to Europeana. Please note that this situation may change when Europeana adds new functionalities and changes their Portal.

Table 2. Issues of data delivery to Europeana to take into account

| | Issues of data delivery to Europeana |
|--------------------|---|
| Pros | <ul style="list-style-type: none"> - Increase data visibility to the wider public - Increase Internet traffic to content providers' websites - Sharing data with other cultural heritage institutions |
| Cons | <ul style="list-style-type: none"> - Decrease the richness of source data (dumb-down to Dublin Core-based schema) - Data display may not be ideal (no hierarchical display) - Europeana concentrates on digital objects, thus excluding other digitally available descriptive data |
| Other notes | <ul style="list-style-type: none"> - Content provider needs to agree on the Europeana Data Exchange Agreements (DEA). - Content provider needs to meet the technical requirements of Europeana such as the metadata schema and copyright issues. |

The Dashboard is fully equipped to deliver data to Europeana. All that is necessary is to select those EAD Finding Aids files (APENet EAD) intended for delivery to Europeana, and to convert them into a Europeana compliant format (i.e. ESE – Europeana Semantic Elements). A preview is also available so that it is possible to get a good idea of how the data will be displayed in the Europeana portal. Within the Dashboard it is also possible to delete the data already delivered to Europeana. Please note that Holdings Guides and Archival Landscape files will not be used for the Europeana delivery.

| |
|---|
| <p>Relevant documents to look at:</p> <p>Provide Content to Europeana Introduction
 http://version1.europeana.eu/web/guest/provide_content/</p> <p>Europeana's metadata schema (Europeana Semantic Elements Specifications Ver3.3
 http://version1.europeana.eu/c/document_library/get_file?uuid=a830cb84-9e71-41d6-9ca3-cc36415d16f8&groupId=10602</p> <p>Technical Report: Archival Digital Object Ingestion into Europeana (ESE-EAD harmonisation) v1.0
 http://version1.europeana.eu/c/document_library/get_file?uuid=a2a94cb0-509a-4460-add1-5bea1c1bb361&groupId=10602</p> <p>New Europeana Data Exchange Agreement (DEA)
 https://version1.europeana.eu/web/europeana-project/newagreement/</p> |
|---|

9.2 Data conversion (Step F-1)

Since Europeana uses their own data schema, it is necessary to convert the APENet EAD to ESE (Figure 53). Experts from the APENet project have already defined the best possible mapping rules, therefore, content providers only need to fine-tune the mapping if necessary. The details of the pre-defined mapping can be consulted in the WP3 APENet EAD2ESE local tool manual²⁴.

| Selection
[all] - [none] | ID ▾ ▲ | Title ▾ ▲ | Date ▾ ▲ | Conversion
(2 / 2) ▾ ▲
Options | Validation
(2 / 2) ▾ ▲ | Indexed
(2 / 2) ▾ ▲ | Holdings
guide | Converted
for
Europeana
(0 / 2) ▾ ▲ | Deliver to
Europeana
(0 / 2) ▾ ▲ | Actions |
|-----------------------------|--------|--|------------|--------------------------------------|---|------------------------|----------------------|--|--|--|
| <input type="checkbox"/> | 4.VTH | Inventaris van
de
verzameling... | 24/11/2011 | Ok | Ok
Preview APENet EAD
Download APENet EAD | Ok
Units: 6848 | No Holdings
Guide | No | No | Convert to ESE
Delete only from search index
Delete this file completely |

Figure 53. Convert to ESE button

When hitting the “Convert to ESE” button in the actions column, a new page will appear. There are several mandatory fields to be filled for the conversion (Figure 54):

DASHBOARD – Convert EAD to ESE English ▾

Archival landscape - Select archival institution - The National Archives of Sweden - Hello sweden, you are logged in | Logout | Edit user information

Content manager: Convert EAD to ESE

Type*:

Hierarchy prefix:

Inherit elements from c-file level to c-item level: No Yes

Inherit origination from higher levels: No Yes

Inherit language of the material from higher levels: No Select language manually Yes

Select language manually*:

Name of the data provider:

Name of the provider*:

Specify license: Creative Commons Creative Commons CC0 Creative Commons Public Domain Mark Europeana rights statements
(Download for more information: [Europeana Rights Guidelines](#))

Specify Europeana rights statements*:

Specify additional rights information:

Figure 54. Convert APENet EAD to ESE options

Mandatory: “Type” allows the user to select the Europeana object types which include TEXT, IMAGE, SOUND and VIDEO. This is Europeana’s requirement for their functionality (see ESE specifications ver3.3.1). Please be aware of the following configuration in relation to the APENet Object Type (See chapter 6.2). If APENet object type (i.e. <dao xlink:role>) has other values than UNSPECIFIED, Europeana object type is taken from the APENet object type. If the APENet object type is not selected or available or if the object type UNSPECIFIED has been chosen, the user has to select the Europeana object type in this section.

“Hierarchy prefix” provides an opportunity to decide how EAD hierarchy should be presented in the Europeana item-centric display. It is a kind of a compromise for EAD users as Europeana does not have a facility to accommodate hierarchical data display at the moment.

²⁴ The tool and the manual are slightly outdated, but will be soon updated in order to include all new functionalities of the Content Checker.

The text typed in the text box will be put in front of the concatenation of the <unittitle> elements of the higher hierarchical levels, which will indicate the context of each archival object (default value is “Context information”). For this reason, it is very important for the content providers to understand how the ESE mapping is done under the hood of the Dashboard (Figure 55).

The image shows a digital archive interface. On the left, there is a list of 16 records under the heading "16 records in DaoSmallFile-ese.xml". Each record has a unique identifier (e.g., 4.VMF-849.1) and a title. In the center, there is a thumbnail image of a historical map. On the right, there is a detailed metadata view for a specific record. The metadata includes fields such as dc:identifier, dc:source, dc:title, dc:alternative, dc:description, dc:format, dc:terms:extent, dc:date, dc:language, dc:type, europeana:object, europeana:provider, europeana:type, europeana:rights, europeana:dataProvider, and europeana:isShownAt. A blue oval highlights the 'dc:title' field, which contains the text "[Plattegrond van Batavia, met weergave van de kalk- en arakbranderijen]".

Figure 54. How “hierarchy prefix” will affect data in Europeana mock-up display

Mandatory: the **language information** of the digital object (<dc:language>). There are three possibilities to fill this information. The first choice is to state “No” in case such information is not applicable. The second one is “Inherit language from higher levels” that will do the same for <language> information of the higher level <langmaterial> element. The system checks the validity of information of the higher level and if it is not appropriate, the user is forced to select other choice. The last one is to select a language manually from a dropdown list. For example, if the high level information summarises all language possibilities of the entire archival fonds, which will not be appropriate to be mapped to each individual archival object, this choice can be the alternative solution. In case any of the low level descriptions already contains <language> information, this will be preserved and not replaced by the higher level information.

Mandatory: The value of “**Name of the data provider**” is by default mapped from ead/archdesc/did/repository, however, it is possible to type texts by “Custom” option.

Mandatory: The default value of the “**Name of the provider**” is Archives Portal Europe which implies that the ESE records are provided via the Europeana aggregator, Archives Portal Europe. It is APENet’s obligation to deliver ESE records as uniform as possible, thus, it is NOT at all recommended to modify this value.

Mandatory: The content providers are requested to provide **rights information** about the digital objects described in the ESE records. There are four possibilities: Europeana rights statement, Creative Commons, Creative Commons CC0, and the Public Domain. The Europeana rights comprises of “Free Access”, “Paid Access”, “Restricted Access” and “Unknown”. Detailed information about those is available by the link, Europeana Rights

Guidelines²⁵. The Creative Commons license can be intuitively defined by selecting combination of three checkboxes consisting of “Allow Remixing”, “Prohibit Commercial Use”, and “Require Share-Alike”. Mouse-over allows the user to read the licence of each category. The selection is accordingly reflected in the visual representation of the Creative Commons logo below the three checkboxes (Figure 56). Jurisdiction of the license can be also defined. On top of Creative Commons licenses, the user can also waive the rights by selecting Creative Commons CC0 or Creative Commons Public Domain mark.

It is highly recommended to read all rights possibilities in order to determine the most suitable one for the digital objects to be delivered to Europeana. If the rights are not certain and/or not applicable for all records in the Finding Aids, it is probably the safest to select “Unknown” from Europeana rights statement. Any time later when the rights become clear, ESE records can be reproduced or overwritten by the Dashboard. It is also noted that possibility is always open to add extra information in dc:rights field. This is done by filling the textbox of “Specify additional rights information”.

It is currently not possible to assign different rights information per record, however, it is the future scope of the Dashboard service.

Specify license:

Creative Commons Europeana rights statements (Download for more information: [Europeana Rights Guidelines](#))

Allow Remixing

Prohibit Commercial Use

Require Share-Alike

Jurisdiction of your license:
Argentina

Share Alike The licensor permits others to distribute derivative works only under the same license or one compatible with the one that governs the licensor's work.

This work is licensed under a **Creative Commons Attribution-NonCommercial Argentina 2.5 License**.

Specify additional rights information:

Next Cancel

Figure 56. Creative Commons options

There are other options that would improve the data quality when converting to the ESE format. Inheritance of upper elements, origination, and language is possible, as well as manual language selection.

²⁵ http://version1.europeana.eu/c/document_library/get_file?uuid=06e63d96-0358-4be8-9422-d63df3218510&groupId=10602

“Inherit elements from c-file level to c-item level” enables the user to populate ESE not only with c-item level information, but also with all information of its higher c-file level, thus preventing providing meaningless ESE record information in case of a limited c-item level description due to the hierarchical structure of the original data.

“Inherit origination from higher levels” will add the <origination> information of higher levels to the ESE records, while “Inherit language from higher levels” will do the same for <language> information of the higher level <langmaterial> element.

If a content provider wishes to provide language information manually (f.i. because the high level information summarises all language possibilities of the entire archival fonds, which will not be appropriate to be mapped to each individual archival object), then it would be recommended to choose a language from the dropdown box “Select language manually”, which will then be used to populate the ESE <dc:language> element. In case any of the low level descriptions already contains <language> information, this will be preserved and not replaced by the higher level information.

9.3 Data preview (Step F-2)

The result of the conversion can be previewed and is downloadable (Figures 57 and 58), so that a content provider can make sure whether the data has a good quality to send it to Europeana. Please note that the preview is still work in progress. The recent change of the Europeana interface (autumn 2011) is not yet reflected.

It should be noted that the column “Converted for Europeana” displays the amount of ESE records created. DAO refers to the <dao> element of EAD which is used as a base for the conversion of EAD into ESE, because <dao> usually contains digital objects as Europeana defines them. However, the Dashboard user sometimes sees the “OK 0” as a result of ESE conversion. This implies that the Finding Aids s/he selected have no <dao> elements, thus producing no ESE records.

| Selection
[all] - [none] | ID ▾ ▲ | Title ▾ ▲ | Date ▾ ▲ | Conversion
(2 / 2) ▾ ▲
Options | Validation
(2 / 2) ▾ ▲ | Indexed
(2 / 2) ▾ ▲ | Holdings
guide | Converted for
Europeana
(1 / 2) ▾ ▲ | Deliver to
Europeana
(0 / 2) ▾ ▲ | Actions |
|-----------------------------|--------|--|------------|--------------------------------------|---|------------------------|----------------------|---|--|--|
| <input type="checkbox"/> | 4.VTH | Inventaris van
de
verzameling... | 24/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 6848 | No Holdings
Guide | Ok
1690
Preview ESE
Download ESE | No | Deliver to Europeana
Delete only from search index
Delete this file completely |

Figure 57. ESE can be previewed and downloaded

DASHBOARD – Content Manager
 Archival Landscape Select Archive Nationaal Archief Content Manager
 Hello Go, you are logged in | Log out | View user info

Go to the Holdings Guides section
 Go to EAC-CPF

Total: 20
 1 2

Convert Finding Aids Validate Finding Aids Index and publish Finding Aids Delete Finding Aids Delete Finding Aids from index
 Convert current FindingAids to ESE Delete ESE files from FindingAids Download all ESE files

Total number of converted files: 20 / 20
 Total number of validated files: 4 / 20
 Total number of indexed files: 4 / 20
 Total number of converted to Europeana files: 3 / 20

| Selection
[all] - [none] | EadId | Title | Date | Conversion
(20 / 20) | Validation
(4 / 20) | Indexed
(4 / 20) | Holdings
Guide | Thumbnails
cached | Converted to
Europeana | Deliver to
Europeana | Actions |
|-----------------------------|---------|-------------------------------------|------------|-------------------------|------------------------|---------------------|-------------------|----------------------|---|-------------------------|---|
| <input type="checkbox"/> | 4.VTH | Inventaris van
de verzameling... | 07/06/2011 | | | | | | Ok
1690
Preview ESE
Download ESE | No | Deliver to Europeana
Delete only from Index
Delete this file from Dashboard |
| <input type="checkbox"/> | 2.03.01 | Inventaris van
de archieven v... | 07/06/2011 | | | | | | Ok
30
Preview ESE
Download ESE | Ready to
harvest | Request to delete from Europeana
Delete only from Index
Delete this file from Dashboard |
| <input type="checkbox"/> | 4.WCA | Inventaris van
het Kaarten- e... | 07/06/2011 | | | | | | Ok
6
Preview ESE
Download ESE | No | Deliver to Europeana
Delete only from Index
Delete this file from Dashboard |

Figure 58. ESE records can be downloaded as a XML file

In the preview, you can click on a link in the left part of the screen and see the selected record on the right hand with a digital object attached (Figure 59). <europeana:object> and <europeana:isShownAt> links are active in the right part of the screen, therefore, it is possible to verify how the hyperlink at the Europeana page would work (Figure 60).

Please note that thumbnails are only available when <europeana:object> is created in the ESE records and the attributed URL should lead to the thumbnail on the website of the content provider (See also chapter 7.3).

**1690 records in
 APNet_EAD_NL-
 HaNA_4.VTH.ead-ese.xml**

| Identifier | Title |
|---------------------------|---------|
| 4.VTH-E1 | Blad 1 |
| 4.VTH-E2 | Blad 2 |
| 4.VTH-E3 | Blad 3 |
| 4.VTH-E4 | Blad 4 |
| 4.VTH-E5 | Blad 5 |
| 4.VTH-E6 | Blad 6 |
| 4.VTH-E7 | Blad 7 |
| 4.VTH-E8 | Blad 8 |
| 4.VTH-E9 | Blad 9 |
| 4.VTH-E10 | Blad 10 |
| 4.VTH-E11 | Blad 11 |
| 4.VTH-E12 | Blad 12 |
| 4.VTH-E13 | Blad 13 |
| 4.VTH-E14 | Blad 14 |
| 4.VTH-E15 | Blad 15 |

Blad 2

dc:identifier: 4.VTH - E.2
dc:source: Nationaal Archief, Den Haag
dc:title: Blad 2
dcterms:alternative: Context information: Inventaris van de verzameling Binnenlandse Kaarten Hingman >> VTH Verzameling Binnenlandse Kaarten Hingman, 15e-19e eeuw Kaarten Hingman >> ATLASSEN EN KAARTBOEKEN >> Kaartboek van den lande van Voorne, gemaakt ingevolge resolutie van heeren breede geerdens van 7 Juni 1695.
dc:language: nl
dc:rights: All rights reserved.
europeana:object: <http://ha.memorix.nl/oa/2/7/image=na.col1.dat512753:000130013001405.jpg&type=large>
europeana:provider: Archives Portal Europe (<http://www.archivesportaleurope.eu>)
europeana:type: IMAGE
europeana:rights: <http://www.europeana.eu/rights/rr-f/>
europeana:dataProvider: Nationaal Archief, Den Haag
europeana:isShownAt: <http://beeldbank.nationaalarchief.nl/ha.col1.dat512753:0>

Figure 59. ESE preview

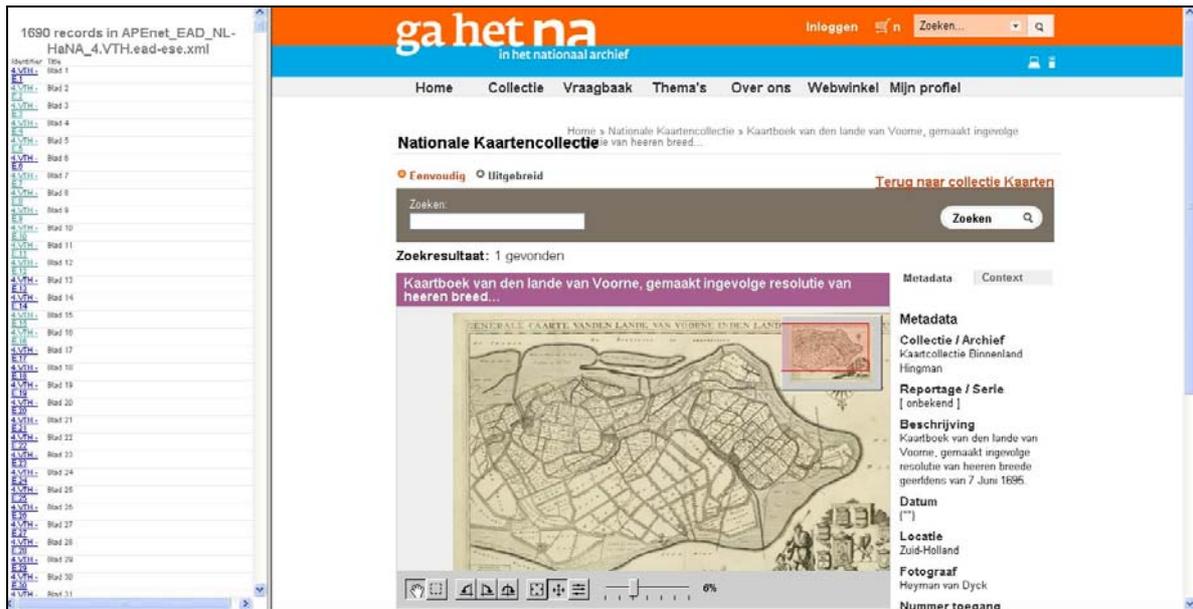


Figure 60. ESE preview linking to a provider's website

9.4 Data delivery (Step F-3)

Note: In the Content Checker Step F-3 (see chapters 9.4 to 9.5) is not applicable because it is only meant for the Archives Portal Europe functionalities, therefore, it is not possible to deliver data to Europeana.

When the content provider is satisfied with the preview, it is time to deliver the data to Europeana. This function allows to store the ESE data in the OAI-PMH repository of the Archives Portal Europe, where the Europeana harvester will harvest it at a certain interval. Possibly email notification will be sent when Europeana has finished harvesting, but this function is not yet implemented.

“Deliver to Europeana” button allows the user to store the ESE records in OAI-PMH repository and status becomes “Ready to harvest” in the column (Figure 60 and 61). If Europeana is harvesting data at the time of using the Dashboard, this option is blocked until harvesting is complete.

| Selection
[all] - [none] | ID ▾ ▴ | Title ▾ ▴ | Date ▾ ▴ | Conversion
(2 / 2) ▾ ▴
Options | Validation
(2 / 2) ▾ ▴ | Indexed
(2 / 2) ▾ ▴ | Holdings
guide | Converted for
Europeana
(1 / 2) ▾ ▴ | Deliver to
Europeana
(0 / 2) ▾ ▴ | Actions |
|-----------------------------|--------|----------------------------------|------------|--------------------------------------|---|------------------------|----------------------|---|--|--|
| <input type="checkbox"/> | 4.VTH | Inventaris van de verzameling... | 24/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 6848 | No Holdings
Guide | Ok
1690
Preview ESE
Download ESE | No | Deliver to Europeana
Delete only from search index
Delete this file completely |

Figure 61. Deliver to Europeana

| Selection
[all] - [none] | ID ▾ ▴ | Title ▾ ▴ | Date ▾ ▴ | Conversion
(2 / 2) ▾ ▴
Options | Validation
(2 / 2) ▾ ▴ | Indexed
(2 / 2) ▾ ▴ | Holdings
guide | Converted for
Europeana
(1 / 2) ▾ ▴ | Deliver to
Europeana
(1 / 2) ▾ ▴ | Actions |
|-----------------------------|--------|----------------------------------|------------|--------------------------------------|---|------------------------|----------------------|---|--|--|
| <input type="checkbox"/> | 4.VTH | Inventaris van de verzameling... | 24/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 6848 | No Holdings
Guide | Ok
1690
Preview ESE
Download ESE | Ready to deliver | Request to delete from Europeana
Delete only from search index
Delete this file completely |

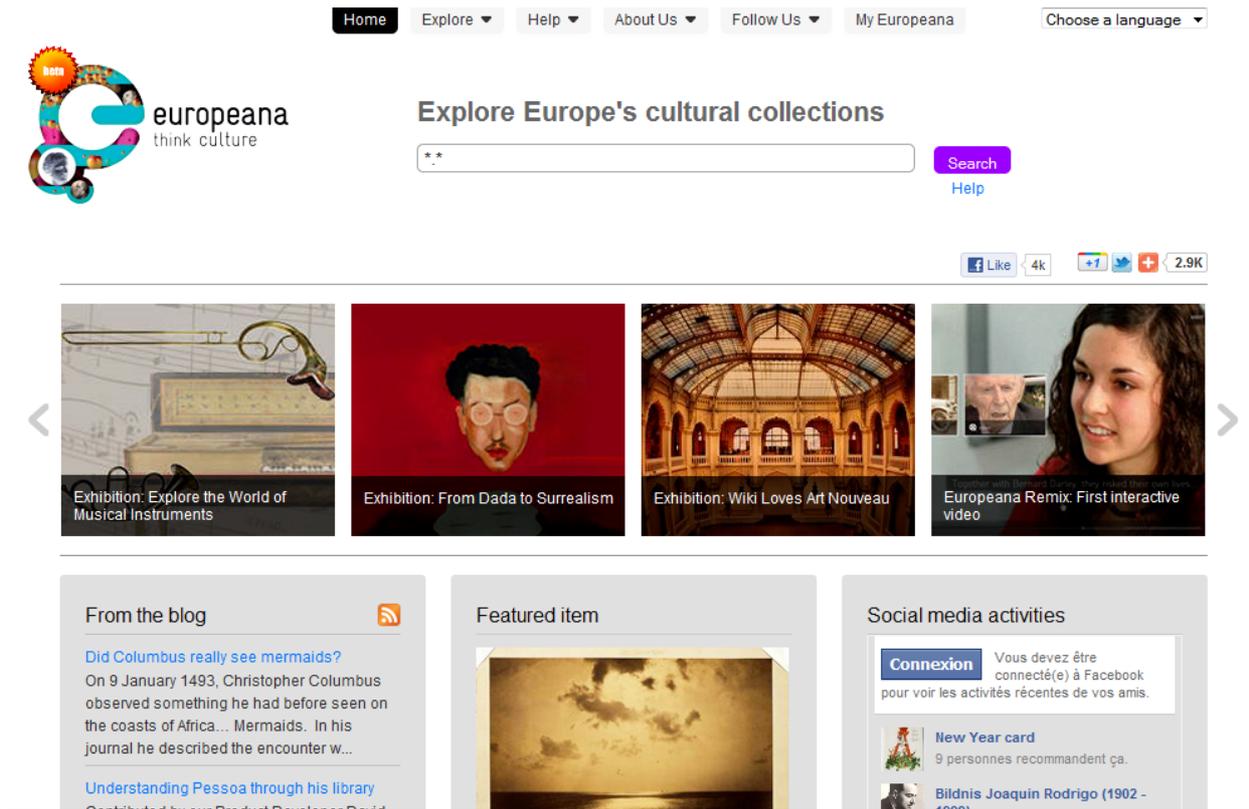
Figure 62. Ready to harvest for Europeana

For the interested users, in the near future, they can check their ESE records in the OAI-PMH repository.

9.5 Data publishing

At the moment, there is no way of being automatically notified that the delivered data is published and visible on Europeana. The Archives Portal Europe team will evaluate the possibility to check the ingestion status of Europeana in the near future. It is necessary for this reason to check the data in Europeana manually as follows:

1) visit europeana.eu website and type “*:*” in the search box (Figure 63).



The screenshot shows the Europeana website interface. At the top, there is a navigation bar with links for Home, Explore, Help, About Us, Follow Us, My Europeana, and a language selection dropdown. The main header features the Europeana logo (a stylized 'e' with a globe) and the tagline 'europeana think culture'. Below the logo is a search bar containing the text '*:*' and a purple 'Search' button. To the right of the search bar is a 'Help' link. Below the search bar, there are social media sharing icons for Facebook (4k likes), Twitter, and others (2.9K shares). The main content area displays four exhibition cards: 'Exhibition: Explore the World of Musical Instruments', 'Exhibition: From Dada to Surrealism', 'Exhibition: Wiki Loves Art Nouveau', and 'Europeana Remix: First interactive video'. Below the exhibition cards, there are three sections: 'From the blog' with a post about Christopher Columbus, 'Featured item' with a landscape image, and 'Social media activities' with a Facebook connection prompt and a New Year card.

Figure 63. Europeana front page

2) refine the search by selecting the name of the institution to check data for (in the menu at the left menu). The result should be all content submitted by that particular institution (Figure 64).

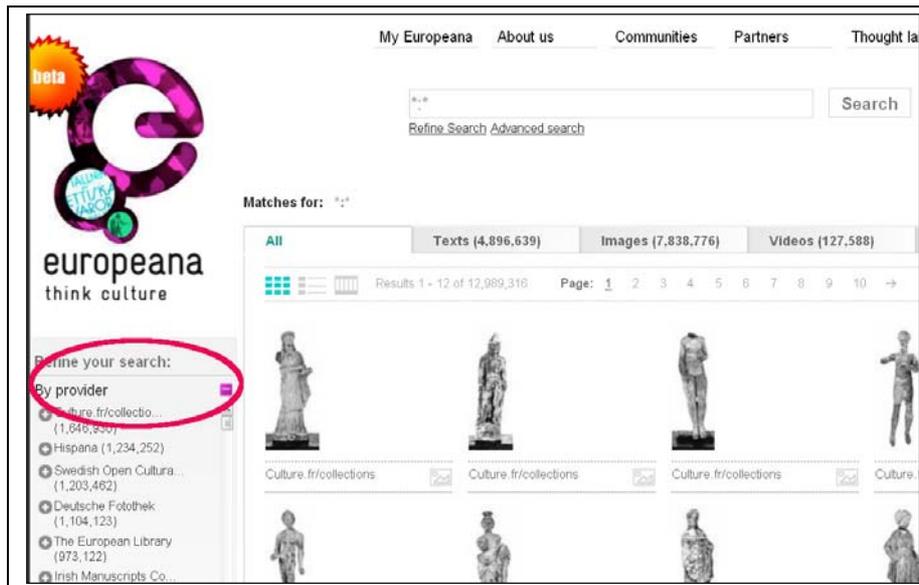


Figure 64. Europeana full search result

3) check the number of records written under the name of the institution chosen (Figure 65, Nationaal Archief in this case);

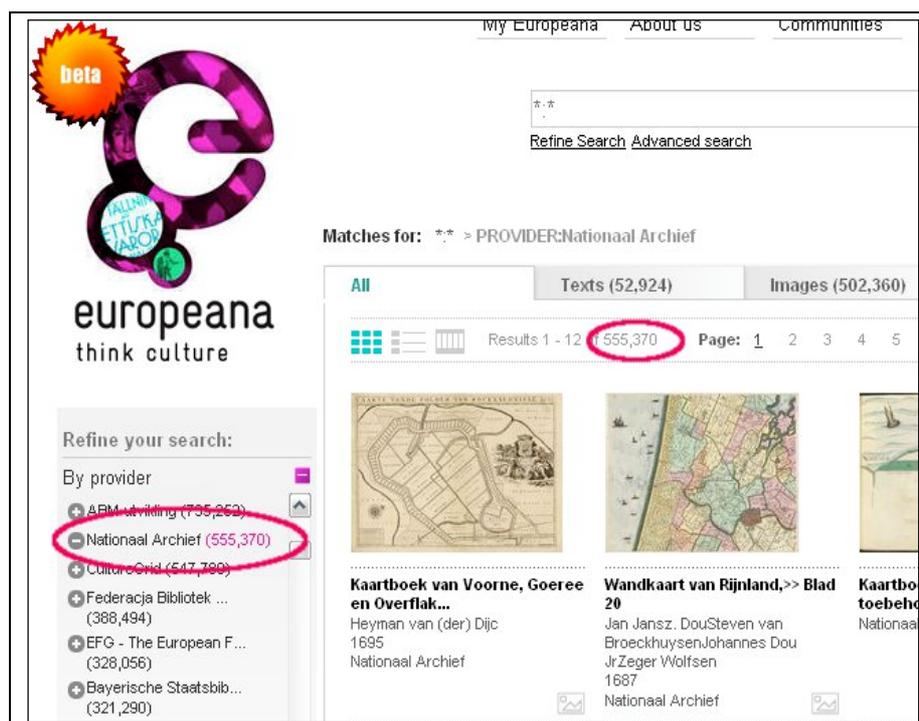


Figure 65. Data filtering/faceting by provider

4) compare the number with the number of delivered records in the Dashboard;
 5) if the number is the same, the delivery of data to Europeana was successful;
 6) It is wise to randomly explore the data in order to check if everything is meant-to-be. In particular it is worth checking the availability of the thumbnails because there are problems of caching by Europeana in some cases (Figure 65).

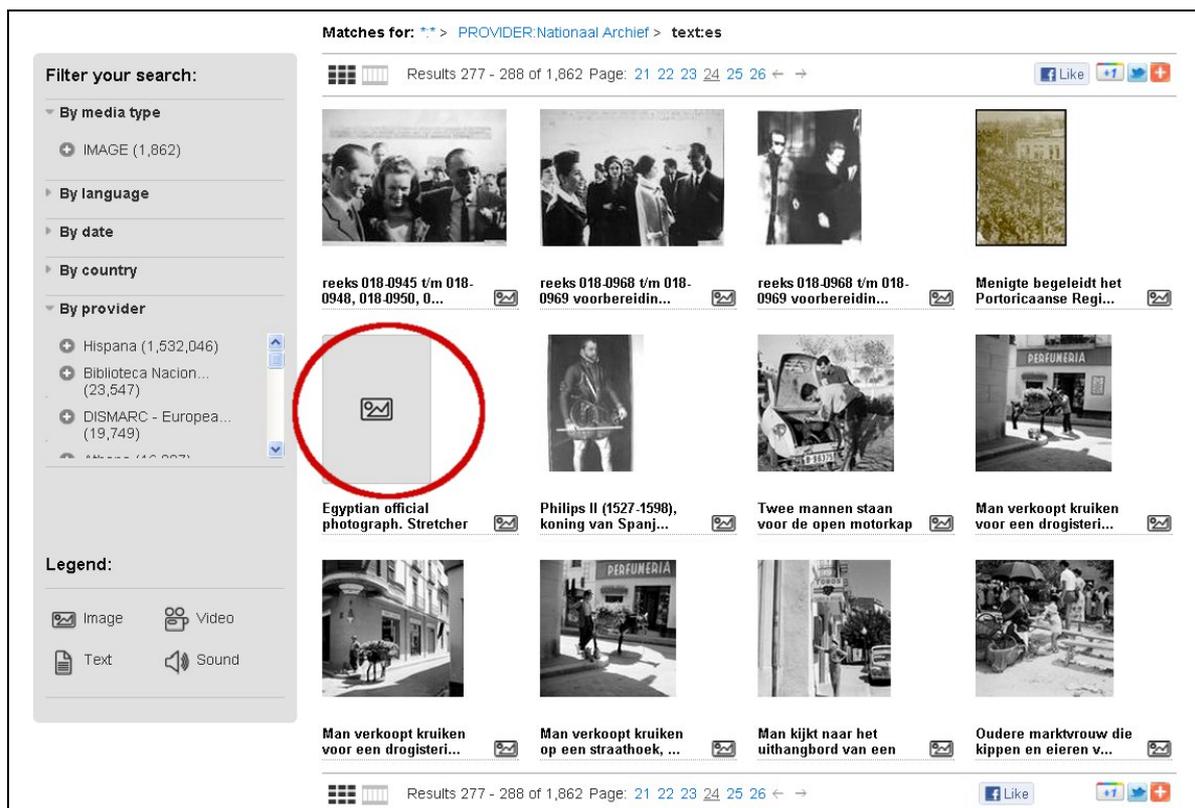


Figure 66. Checking thumbnails

9.6 OAI-PMH repository for Europeana

Once the Europeana deliver status is confirmed on the Dashboard, it means that ESE records are stored in OAI-PMH repository in the server of Archives Portal Europe.

It is normally not necessary (and not recommended) to check the OAI-PMH repository, however few people may want to access to the information for some technical reasons. As such, this section briefly describes how it is implemented, focusing on the most important aspects of the use in the Archives Portal Europe. Please refer to OAI-PMH documentations such as the ones described in chapter 5.2 if the content provider would like to know how to use it.

OAI-PMH repository uses hierarchical sets. For example, if Archival Landscape is structured as follows:

SPAIN

- Archivo General del Estado
- Archivo General de la Administración
- Archivo Histórico Nacional

the OAI-PMH repository follows this structure to construct sets, so that users can harvest data more flexibly:

SPAIN

SPAIN:Archivo General del Estado:

SPAIN:Archivo General del Estado:Archivo General de la Administración

Please be aware that accessing OAI-PMH blocks the users to do any Dashboard actions for the files related to Europeana delivery until 10 minutes after the access is over. This is also the case if Europeana is harvesting data (normally at night hours in Europe).

9.7 Data deletion

When one of the “Delete” actions (“Delete this file completely”, “Delete only from search index”, and “Delete ESE file”) is executed on Dashboard (See chapter 7.3), the OAI-PMH repository assigns delete tags for the corresponding records. When the same records are re-delivered to Europeana by the Dashboard, the delete tag will disappear and records will be stored again.

- “Delete ESE records” is the button to delete ESE records, therefore, also remove them from the OAI-PMH repository.
- “Request to delete from Europeana” is the button only available after publishing records in Europeana (See chapter 9). This action will remove ESE records from the OAI-PMH repository in order to delete the content from Europeana, but the data in the index and database storage for the Archives Portal Europe will be preserved. The file will be, therefore, still visible on the Portal.

10. Batch processing (Steps C to G)

Numerous data can be processed simultaneously.

10.1 Normal batch processing

It is tedious to manually process data individually when having dozens and hundreds of files, therefore, the Dashboard has a facility to commit batch processing. The batch processing buttons are located above the data list and include (Figure 67):

- Convert finding aids (chapter 6.2);
- Validate finding aids (chapter 6.1);
- Index and publish finding aids (chapter 7.2);
- Delete finding aids completely;
- Delete finding aids from the search index only;
- Convert current finding aids to ESE (chapter 9.2);
- Delete ESE files from current finding aids;
- Download all ESE files;
- Deliver current finding aids to Europeana (chapter 9.4);
- Delete finding aids from Europeana;
- Do it all.

They are mostly self-explanatory because all the buttons relate to the actions explained in the previous sections (cf. corresponding section number is indicated above), but, it is important to understand that the batch processing applies to those files that are pending for the next step. For example, “Index and publish finding aids” will pick up all the files on the Dashboard which have status OK for validation and conversion, because their next step is indexing. All other files are unaffected by this operation.

“Do it all” button is probably the only unfamiliar button which offers a very convenient function. It will take all three actions from the start to indexing/publishing (i.e. validate, convert, and index and publish). Unless errors occur during this process, this will automatically make the files available on the Portal (cf. subject to queueing). If there is an error in a file, it stops at the point of error, but other files without error can continue to the end.

The screenshot shows the 'DASHBOARD - Content manager' interface. At the top, there are navigation links like 'Archival landscape', 'Select archival institution', and 'Institution A'. Below that, there are filters for conversion status, indexing status, validation status, and holdings guide status. A search bar is present. A table lists files with columns for Selection, ID, Title, Date, Conversion, Validation, Indexed, Holdings guide, Converted for Europeana, and Deliver to Europeana. The 'Actions' column contains buttons like 'Validate', 'Convert to APEnet EAD', and 'Delete this file completely'. A blue oval highlights a row of buttons: 'Convert finding aids', 'Validate finding aids', 'Index and publish finding aids', 'Delete finding aids completely', and 'Delete finding aids from the search index only'. Below the table, there are statistics for all files.

| Selection | ID | Title | Date | Conversion
(0 / 13)
Options | Validation
(0 / 13) | Indexed
(0 / 13) | Holdings guide | Converted for Europeana
(0 / 13) | Deliver to Europeana
(0 / 13) | Actions |
|--------------------------|--------|----------------------------------|------------|-----------------------------------|------------------------|---------------------|-------------------|-------------------------------------|----------------------------------|--|
| <input type="checkbox"/> | 4.VTH | Inventaris van de verzameling... | 24/11/2011 | No | No | No | No Holdings Guide | No | No | Validate
Convert to APEnet EAD
Edit
Delete this file completely |
| <input type="checkbox"/> | 4.VELH | Inventaris van het supplement... | 24/11/2011 | No | No | No | No Holdings Guide | No | No | Validate
Convert to APEnet EAD
Edit
Delete this file completely |

Figure 67. Batch processing buttons

As batch processing could take a long time and a human error can be dangerous, a confirmation window will appear before starting the operation. (Figure 68) It also mentions how many files will be processed by the batch operation. When batch processing is started, the progress bar indicates how long it may take. Nevertheless, it is recommended to do some tests with a few files before batch-processing the huge amount of files. That will help the users to understand the speed of data processing and avoid troubles.

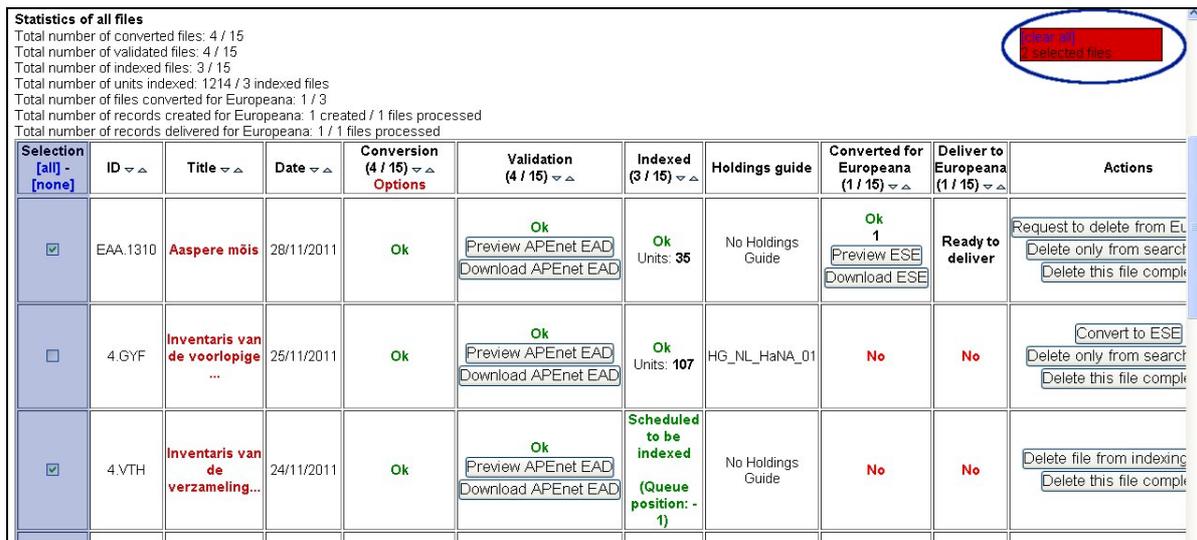
The screenshot shows a 'validation' confirmation window. The title is 'validation'. The text inside says 'Number of Finding Aids left to be used in the batch: 133 (total)'. There is a progress bar showing the progress of the batch. Below the progress bar, there is a button labeled 'Start batch (All eligible files)'. The window has a 'close' button in the bottom right corner. The background shows a table with columns for ID, Title, Date, Conversion, Validation, Indexed, Holdings guide, Converted for Europeana, and Deliver to Europeana.

Figure 68. Batch processing confirmation

10.2 Selective batch processing

It is also possible to do batch processing only for selected files. The user selects files with the selection check boxes located at the right side of the Content Manager (Figure 69). Selection

can be made from various pages (page views) and a small red window floating right hand side of the screen tells the user how many files are selected.



Statistics of all files
 Total number of converted files: 4 / 15
 Total number of validated files: 4 / 15
 Total number of indexed files: 3 / 15
 Total number of units indexed: 1214 / 3 indexed files
 Total number of files converted for Europeana: 1 / 3
 Total number of records created for Europeana: 1 created / 1 files processed
 Total number of records delivered for Europeana: 1 / 1 files processed

| Selection
[all] -
[none] | ID ▾ ▲ | Title ▾ ▲ | Date ▾ ▲ | Conversion
(4 / 15) ▾ ▲
Options | Validation
(4 / 15) ▾ ▲ | Indexed
(3 / 15) ▾ ▲ | Holdings guide | Converted for
Europeana
(1 / 15) ▾ ▲ | Deliver to
Europeana
(1 / 15) ▾ ▲ | Actions |
|-------------------------------------|----------|--|------------|---------------------------------------|---|--|----------------------|--|---|---|
| <input checked="" type="checkbox"/> | EAA.1310 | Aaspere môis | 28/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 35 | No Holdings
Guide | Ok
1
Preview ESE
Download ESE | Ready to
deliver | Request to delete from Eu...
Delete only from search...
Delete this file compl... |
| <input type="checkbox"/> | 4.GYF | Inventaris van
de voorlopige
... | 25/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 107 | HG_NL_HaNA_01 | No | No | Convert to ESE
Delete only from search...
Delete this file compl... |
| <input checked="" type="checkbox"/> | 4.VTH | Inventaris van
de verzameling... | 24/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Scheduled
to be
indexed
(Queue
position: -
1) | No Holdings
Guide | No | No | Delete file from indexing...
Delete this file compl... |

Figure 69. Selection check box and selection indicator

For the user's convenience, selections for "all" and "none" are available. Please note that select "all" means all files on the current page (i.e. not all files available on the Dashboard are selected). The same applies for select "none" (i.e. none will deselect from the current page). If the user would like to do batch processing for all files on the Dashboard, the normal batch processing (chapter 10.1) should be used.

After files are selected, the user can push the same batch button as described before. This time, however, the pop-up window gives two options. One for normal batch processing (i.e. batch for all eligible files), while the other is for batch processing of selected files (Figure 70). This method enables the user to manipulate the files in a flexible way.

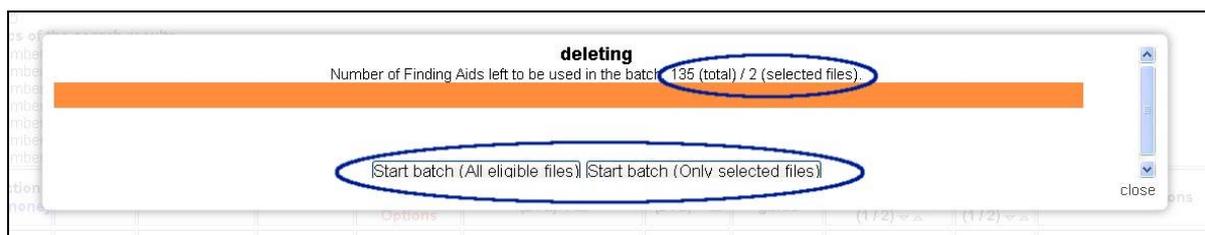


Figure 70. Batch options (normal and selective)

11. Data management and maintenance (Step G)

Publishing your data on the Archives Portal Europe is not the end.

11.1 Checklist for the data management

The published data has to be maintained and properly managed in the future, to enable the users of the Archives Portal Europe to find the most up-to-date information. Especially the following principles should be noted.

- 1) Keep the institutions' contact information (i.e. the EAG document) up-to-date. This allows the project team to manage the website and ask for help if something is needed.

In addition, the users of the Archives Portal Europe may need to contact content providers for more information.

- 2) If any change happens in source data and files such as EAD or EAG, it is important to upload the latest version of the files as soon as possible. Especially if there is a change of identifiers (URL, reference number etc), new data should be updated as soon as possible. This will prevent any missing information and broken links.
- 3) If data is delivered to Europeana and has been updated in the Archives Portal Europe afterwards, it is necessary to also update the Europeana delivery. The Dashboard has to be used to once again convert updated data into ESE and re-deliver it, because the data in Europeana will not be updated automatically.
- 4) If it is needed to delete data from the Archives Portal Europe and/or Europeana, it has to be done using the Dashboard. Deactivation of data in the Archives Portal Europe and Europeana needs to be executed separately.
- 5) If the content provider knows the object type of digital objects (<dao>), please try to assign them for all the uploaded files. This gives the user of the Portal and Europeana useful information about the content of the archives. It may take time to do it, because this is normally new information not originally included in Finding Aids, but batch processing will help the content providers to do the job.
- 6) If the content provider would like to include (newly created) thumbnails within Finding Aids containing digital objects, it is to ensure that xlink:title attribute of the corresponding <dao> element carries the value “thumbnail”. By this, the thumbnail will be shown with the information related to the descriptive unit in the “second display” of the Finding Aid at the Archives Portal Europe. In case, the Finding Aid is going to be delivered to Europeana as well, having the <dao xlink:title> information already included in the APEnet EAD file will ease the correct creation of the corresponding <europeana:object> element.
- 7) If the content provider would want to include (newly created or available) links to the presentation of a complete Finding Aid or a part of this Finding Aid at her/his own website for providing additional information for the users, these can be included in the attribute URL accompanying the element <eadid> (for the link to the complete Finding Aid) respectively in the attribute xlink:href of the element <unitid type=”call number”><extptr> (for the link to one specific component of the Finding Aid). In both cases, it is recommended to ensure the use of persistent URI.

11.2 Other useful functions of the Dashboard

11.2.1 Search function

As there could be hundreds of files on the Dashboard, a search function is useful to find the files (Figure 71).

- Total number of units indexed: 25247 / 128
- Total number of converted for Europeana files: 16 / 128
- Total number of records created for Europeana: 547 created / 16 files processed
- Total number of records delivered for Europeana: 401 / 14 files processed

These statistics correspond to the statistics in the table. In the header, the total number of OK out of the total number of files in the page is shown (e.g. 4/15). In the Indexed and Converted for Europeana columns, two statistics are displayed:

- “Units (of index)” are the number of components in the Finding Aid indexed. It is an indicator of how much data is indexed and searchable on the Portal.
- “The number of <DAO> elements” corresponds to the number of ESE records (i.e. the number of digital objects for Europeana).

If the search is executed, the overall statistics are for the search result.

| Convert finding aids Validate finding aids Index and publish finding aids Delete finding aids completely Delete finding aids from the search index only
Convert current finding aids to ESE Delete ESE files from current finding aids Download all ESE files Deliver current FindingAids to Europeana Delete FindingAids Clear all selected files
Do it all | | | | | | | | | | |
|--|----------|----------------------------------|------------|---------------------------------------|---|--|-------------------|--|---|--|
| Statistics of all files
Total number of converted files: 4 / 15
Total number of validated files: 4 / 15
Total number of indexed files: 3 / 15
Total number of units indexed: 1214 / 3 indexed files
Total number of files converted for Europeana: 1 / 3
Total number of records created for Europeana: 1 created / 1 files processed
Total number of records delivered for Europeana: 1 / 1 files processed | | | | | | | | | | |
| Selection
[all] -
[none] | ID ▾ ▲ | Title ▾ ▲ | Date ▾ ▲ | Conversion
(4 / 15) ▾ ▲
Options | Validation
(4 / 15) ▾ ▲ | Indexed
(3 / 15) ▾ ▲ | Holdings guide | Converted for
Europeana
(1 / 15) ▾ ▲ | Delivered to
Europeana
(1 / 15) ▾ ▲ | Actions |
| <input type="checkbox"/> | 4.VELH | Inventaris van het supplement... | 24/11/2011 | Ok
Show warnings | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 1072 | HG_NL_HaNA_01 | No | No | Convert to ESE
Delete only from search index
Delete this file completely |
| <input type="checkbox"/> | 4.GYF | Inventaris van de voorlopige ... | 25/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 107 | HG_NL_HaNA_01 | No | No | Convert to ESE
Delete only from search index
Delete this file completely |
| <input checked="" type="checkbox"/> | EAA.1310 | Aaspere mõis | 28/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Ok
Units: 35 | No Holdings Guide | Ok
1
Preview ESE
Download ESE | Ready to deliver | Request to delete from Europeana
Delete only from search index
Delete this file completely |
| <input checked="" type="checkbox"/> | 4.VTH | Inventaris van de verzameling... | 24/11/2011 | Ok | Ok
Preview APEnet EAD
Download APEnet EAD | Scheduled to be indexed
(Queue position: 1) | No Holdings Guide | No | No | Delete file from indexing queue
Delete this file completely |

Figure 73. Statistics of uploaded files

Thanks to the Dashboard, the content providers are able to manage their data in one interface. They can do everything described in this document, but they can as well upload new files, update new information, and modify or delete uploaded data, etc for maintenance.

Glossary

Archival landscape

Gives an overview over the archival institutions having provided content to the Archives Portal Europe. It could f.i. be structured geographically, starting with the different European countries, followed by a list of archival institutions situated in these countries, which then probably would be ordered according to the administrative structures within the country in question. It is the highest level of description within the Archives Portal Europe, encoded in EAD (Encoded Archival Description) and linked to the single archival services and the descriptions of their holdings. It may as well contain links to EAG documents on the different archival institutions.

Dashboard

Web environment where content providers can manage the whole process of their contributed data. They can control the data ingestion, archive, and dissemination in a single interface. The functions currently include uploading (via HTTP, FTP and OAI-PMH), validating (against EAD2002, APEnet EAD, EAG), conversion (local EAD to APEnet EAD), indexing and delivering data to Europeana (conversion from APEnet EAD to ESE/EDM). The dashboard accommodates the tools for conversion from local EAD to APEnet EAD and from APEnet EAD to ESE.

EAC-CPF (Encoded Archival Context - Corporate Bodies, Persons, Families)

An XML standard for encoding information on records' creators. It is compliant to ISAAR(CPF) standard as maintained by the International Council on Archives (ICA).

EAD (Encoded Archival Description)

An XML standard for encoding descriptions of archival units like fonds, series, files, etc. It is compliant to ISAD(G) as maintained by the ICA.

EAG (Encoded Archival Guide)

An XML standard for encoding information on institutions with archival holdings. It is compliant to ISDIAH as maintained by the ICA.

Finding aid

A finding aid provides information on any kind of archival material, mostly describing a single fonds or collection, describing it as a whole as well as describing its different components. Furthermore a hierarchical structure of the fonds or collection can be represented within the finding aid, if applicable. Within the Archives Portal Europe, Finding Aids will be encoded in EAD.

Holdings guide

A Holdings Guide can be understood as an overview of the holdings maintained by a certain repository. A Holdings Guide can be a simple list, just grouping and naming the different records creators, fonds and collections, as well as a more elaborate, hierarchically structured document giving additional information like a summary, the dates of creation, etc. for the different fonds and collections. Within the Archives Portal Europe, Holdings Guides will be encoded in EAD, probably using a subset of elements compared to Finding Aids. The Holdings Guides constitute the intermediate level within the Archives Portal Europe and they are linked to the corresponding Finding Aids. Each one structures the list of findings aids of a contributing institution. Furthermore it can give information on fonds or collections that are

not yet accessible via online Finding Aids. In future, it also may contain links to EAC-CPF (Encoded Archival Context – Corporate bodies, Persons, and Families) documents describing the records' creators.

OAI-PMH (The Open Archives Initiative Protocol for Metadata Harvesting)

A protocol used to exchange metadata in cultural heritage sector. Due to its simplicity, there are many benefits for both the administration of the Archives Portal Europe and the content providers to adopt this standard. Data delivery could be quite automated compared to other methods, and there is an advantage of data management such as assignment of identifiers and data updating. The Archives Portal Europe will use OAI-PMH to deliver data to Europeana and content providers can use the Dashboard effectively to harvest their data via OAI-PMH.

Source Guide

A source guide is a particular form of finding aid. The objective is to track archival fonds and collections related to a specific topic either kept within one repository or dispersed between several institutions in one country or even in different countries and to gather their descriptions in order to facilitate research and access to the archives. The source guide presents the fonds, collections or items, and describes them by generally following the same rules as in a finding aid. It usually contains a short presentation of the particular institution(s) in addition to detailed administrative and historical presentations of the topic.

Three layers

The data structure used in the Archives Portal Europe to describe archival materials. It is called three layers because the structure contains three levels: Finding Aids, Holdings Guides, and the Archival Landscape (from the bottom to the top).

Document History

| Document version | Date | Editors | Comments |
|-------------------------|-------------|---|---|
| Ver 1.8 | 2012-01-10 | Go Sugimoto
Kerstin Arnold
Lucile Grand
Yoann Moranville | Changes are made for the Final release |
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Kerstin Arnold
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| Ver1.5 | 2011-05-19 | Go Sugimoto | Specially edited for the users of the Content Checker |
| Ver 1.0 | 2011-01-15 | Go Sugimoto,
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