

Daguerreobase

Collective cataloging tool for daguerreotypes
and daguerreotype literature



DELIVERABLE

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D5.1. Ingestion Plan for Content Providing

Version 3

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I INTRODUCTION

WP5 is responsible for the aggregation of a critical mass of historical relevant, multilingual and high quality content of mainly historical and European style daguerreotype objects and literature in one database, Daguerreobase. The renewed Daguerreobase will serve as an aggregator and align with Europeana to bring a main part of the Daguerreobase content visible in Europeana. The current consortium partners, new institutional partners and private collectors or owners will deliver the content.

As Daguerreobase will act as an aggregator of content for Europeana, the realization of the objectives of the Daguerreobase project are strongly dependent from good metadata communication and connectivity between the Daguerreobase aggregator and the Europeana portal.

According the indicators listed in the DoW, Daguerreobase should have available at the end of the project periods at least 25,000 new items in Europeana. The achievement of this indicator is mainly depending on the available content in the Daguerreobase aggregator and the successful linking with Europeana.

The consortium believe these numbers are realistic in terms of availability, not through the addition of new consortium partners (the adding of new consortium partners requires amendments what was too time consuming) but finding new institutional and private providers throughout Europe and even the USA.

The actual technical ingestion of content should be a rather simple action. Our main concern is still the finalisation of the administrative procedure with Europeana.

In this period of the project all necessary conditions have been realised and main problems have been solved. Both databases and the providers are ready for ingesting the data. We expect to have reached the agreed numbers of content by the end of the runtime of the project.

Because of the temporary resignation of Work Package Leader Herman Maes this part of the project has been taken over by an interim Work Package Leader after summer 2014. She is working in close harmony with the Project Leader.

II CONTENT

The Daguerreobase partners (consortium) form a photography community documenting, disclosing and preserving photographic history and heritage of 19th, 20th, 21st century Europe. Within the broad field of photographic history, there is however a vast quantity of important source material to be found outside of state archives, national libraries and museums. Many of the daguerreotypes and 'collections' have been dispersed over time over the countries in Europe and abroad as well. Sometimes haphazardly, but more often because of the typical ambulant character of photography, bringing daguerreotypes to different locations and collections all over the world.

Private owners, artists and collectors but also family archives preserve daguerreotypes and daguerreotype related objects with a rich historical background that is not always kept well by its owners. They don't have it catalogued, miss the required background, and are anxious dealing with the public domain conditions. Reasons why there is a lot of potential content difficult to integrate in Daguerreobase and Europeana. But all the more reason to show collectors and people what daguerreotypes are and how to handle them. The database is also about awareness. And if we want to integrate those daguerreotypes in private hands we need to help those private owners with their collection and the ingestion by making the database as accessible as possible.

II.1 Daguerreotypes

There is a main and visible difference between the European (French style) and American (Anglo/American style) daguerreotype objects, and more specific in the style or type of the protective housings. European style housings were mainly used for exposing them on the wall. The Anglo/American style housing can be described with a more generic term as 'hinged cases' or boxes consisting of a tray and covering lid.

Into this project, we will focus on the European style daguerreotypes, but don't exclude American style housing when they are part of collections. The American style housing was also the common housing in use in the United Kingdom too. Another reason to accept American style daguerreotypes is that they were brought into Europe by emigrants, during travelling or were given as a gift. And at last, some European daguerreotypist imported the American style housing for use in Europe.

We do believe the number of ever made and still existing daguerreotypes is related to the use and adaptation of the daguerreotype (and more general photography) medium and will be different in Europe and the USA. The estimate of the number of daguerreotypes made, and still existing in the USA, will be millions. One article in an American newspaper is mentioning a year production of over 3,5 million daguerreotypes made in 1853 only. For this project we made an estimate of around 35,000 existing daguerreotypes in the European countries. At first sight a big difference, but based on the next parameters:

- Number of known and registered daguerreotypists / studios;
- Number of known daguerreotype collections, as well type as number, in actual European and abroad collections;
- Number and type of (European style) daguerreotypes available on the market.

Daguerreotype images/plates has to be considered as unique images/plate. The daguerreotype plate was made directly in the camera and is traditionally kept in a protective housing or case. The composition of this protective housing, if still original, will indicate the period of making and often the region of provenance, and even sometimes the maker or daguerreotypist. So both plate and housing are equally important to describe a daguerreotype.

Examples Anglo/American Housing



Examples European Housing



Rare and scattered in Europe, millions in USA

The daguerreotype was a European (French) invention and given by the French state for free to the world. Very soon after this declaration, the daguerreotype technique was exported to the USA and adapted as a serious and promising technique to document the social and industrial developments in the New World. In fact, the first photographic (daguerreotype) portrait studio ever, was established in Boston. For some reasons, this differs from what happened in Europe where photography rather was seen as a scientific and artificial medium that was able to register images. The spread of the medium over Europe started very promising, but soon after discovering the difficulties of the making of a daguerreotype, the public was cured from their 'daguerreotypomania'

and only after the introduction of some new technical developments and improvements, the spread of the daguerreotype technique made a new start.

Another fact that can have a role in the lower number of available daguerreotypes in Europe compared to the USA, are the several wars the continent was suffering from. Many buildings and cities have been bombed or were destroyed, resulting in the loss of personal belongings, including photographic records.

With the emigration of Europeans to, amongst others, the USA, some important early photography collections left Europe as well. Opening up this European cultural heritage to the European public is one of the goals Daguerreobase is striving for.

II.2 Literature

Historical literature from the daguerreotype era, as well handwritten information or documents as printed manuals and instructions, will be set available in the renewed Daguerreobase. This literature will be an added value for the understanding and positioning of the daguerreotype medium, in advance of the information that will become available after linking to and interchanging information with Europeana. The data will be ingested as pdf files or will be treated as images and ingested as single jpg files. It could be interesting to include these data in Europeana although they are not part of the DoW. Despite the Recommendation R8 on p. 4 of the Technical Review Report: *“It is crucial to find a solution for the ingestion of metadata belonging the ca. 6945 documents that are counted as ‘Daguerreobase Objects’ in the Dow.”*, which is not in line with the numbers counted in the DoW.

The available historical literature is not solely limited to the daguerreotype medium, but will also learn about the new developments in the field of photography during that era. Showing this new developments will help us to understand the limits of the daguerreotype technique and the further development of (modern) photography in general.

II.3 The numbers

Ingestion of the Daguerreobase content will result in a substantial growth of the amount of daguerreotype content in Europeana and stimulate the public/visitor to bring in more descriptions. As described in section B.2.1b of the DOW, the current and future consortium members and content providers will contribute or enrich over 25,000 metadata records to Europeana through Daguerreobase. These include:

- a) Approximately 1,000 records of daguerreotypes which are already committed to Europeana through other projects, will be enhanced and enriched by their being “processed” by Daguerreobase prior to their re-ingestion. The main providers of these records are Norsk Kulturråd, Swedish Cultural Heritage, Tekniska Museet, Nordiska Museet, Norsk Folkmuseum, Culture France (Musée d’Orsay), Het Geheugen van Nederland, Athena, Stadtgeschichtliches Museum Leipzig, Deutsche Fotothek;
- b) Over 25,000 records of daguerreotypes which have not yet been committed to Europeana – these are a mix of new materials from the current content providers, and also materials from new content providers who will be recruited into the Europeana community during the Daguerreobase awareness raising and dissemination activities.

- c) Around 9,000 of the 25,000 daguerreotypes still had to be found during the project runtime. To achieve this the next steps were taken:
- Stimulate partners to use their network in finding new content and content providers;
 - Stimulate the aggregation of other collections through the existing consortium partners;
 - The NFM is expanding his role in aggregating new collections and more specific the preset of 2,500 daguerreotypes from private collections, in cooperation with the consortium partners;
 - Renewed contact and requests with friend institutes and potential content providers that showed interest in a previous stage
 - The consortium has organised four Awareness Raising meetings to cover a large as possible area in Europe. This is described in D2.1.
 - Attend activities on daguerreotypes such as the events of the Daguerreian Society.

Total number of content DoW

25,566 Daguerreotype descriptions

6,945 Pages from documents, letters and manuals

23 Equipment or tools

Inventory - till December 2014

The most updated numbers of available content and content providers is collected in a separate pdf file that is attached as a separate document (annex pdf file "DAG_D51_Content_15122014") which dates from December 2014.

Since the last deliverable there are now found more than 26,000 data from more than 500 collectors and institutions, scattered over 26 countries. For now there are more than 6,000 data from 142 contributors being ingested into Daguerreobase. Approximately 12,000 new data are confirmed and contracts are being discussed to be signed in the near future.

In the same pdf file there is a montly schedule per partner for contract signing and ingestion. In this schedule partners still have to convince new contributors to join in with their daguerreotypes. We are focused and taking giant steps forward.

III PRECONDITIONS

III.1. Building a usable database

The technical partner PIM had to realise the renewed Daguerreobase portal. The renewed Daguerreobase became functional at the end of January 2014 and has been tested and improved up until this moment. The Daguerreobase structure, multilingualism and facility for online editing, is ensuring the possibility of increasing the number of daguerreotype descriptions in the future, after completion of the project runtime.

For Europeana

Through close liaison between the content providers and the two technical partners, PIM and eDAVID, the service of Daguerreobase are well positioned to ensure the interoperability with Europeana.

Daguerreobase proposes to provide indiscriminate access to its daguerreotype resource through Europeana, thereby enriching the discovery experience of users. It will not only improve the Europeana service by increasing the quantity of quality content, but also by ensuring the quality of the supply process and of the delivery process. Setting up a supply aggregator that is geared to supplying content to Europeana, the supply process is much more efficient. The Daguerreobase aggregator can assure quality control before ingestion in Europeana, alleviating the burden of Europeana to normalise all the data.

For our contributors

We try to make it as easy as possible for our partners to join our database, because we know everybody is busy and time is always scarce. Also for our content providers, who are not used to work with collection administration, let alone digital registration.

That is why the consortium has defined the minimal requirements of the metadata that will be necessary to describe a daguerreotype object, an object containing a daguerreotype plate that is held in any type or style of protective housing. The development of a web entry form and a CVS listing method simplifies the ingestion for our contributors.

That language could be a real obstacle in defining and explaining the project and his objectives urge us to produce the multi-lingual manuals, guidelines and entries lists. The functionality of editing in the editors own language must be seen as a huge advance and in the same context as the possibility of online editing. An important amount of currently unknown daguerreotypes will be available in private collections. By offering a multi-lingual daguerreotype editing platform, Daguerreobase will be much more inviting and attractive for private individuals, but will also serve the institutional collections.

The implementation of metadata standards and multilingual thesauri or entries lists by the consortium and promoting them into their network, should increase the use of a more uniform way of describing daguerreotype objects. (see also WP3)

III.2 On the search for dags

Nearly all consortium partners are content providers, except the two technical partners, PIM and eDAVID. The available content is kept in archives, libraries, museums or private collections. Most of the consortium partners will act as content provider for other institutional and private collections. The consortium partners themselves, own around 2.850 daguerreotypes in their collections. All other daguerreotype objects will be provided by external institutional and private collections.

Looking at the available number of daguerreotypes by the current consortium content providers, there are indications that some countries have (had) less access to daguerreotype technology than others. But this number should not be exclusive in deciding that the content of one country should be less or more important than another. Even more, in finding only a few existing daguerreotypes in a certain country, these plates can become more exceptional. For this reason we do not exclude countries or collections to enter or provide content for Daguerreobase, contrary, we will encourage all, even for one plate, to cooperate and enter that description.

The consortium – 13 European countries

All partners of the consortium have been actively concerned with the blooming of Daguerreobase. Not only by the enclosure of their own collection of daguerreotypes but also in finding other daguerreotypes in their (neighbouring) country. Most of the partners thought of themselves as the main coordinator of the following process

- Inventory of collections with institutions, dealers, (private) collectors etc.
- Getting in touch with those mentioned in the inventory
- Inform and getting them to join the Daguerreobase
- Helping them out with the contract and statements of rights
- Helping them ingesting data

Luckily we have a few enthusiasts within our consortium but unfortunately there are also a few not so actively concerned partners. The earlier mentioned excel file shows us who is who in this. We have been confronting the partners who are behind and will redistribute financial resources amongst the partners who are delivering and have been actively searching for additional interesting content.

But there is more

Most of the consortium partners act as content provider for other institutional and private collections outside the boundaries of their country. This search for new data has the intention to fulfil a complete inventory of daguerreotypes in Europe. For Europeana the amount of data as we now know off will be sufficient. For the complete enclosure (as complete as possible) of the European daguerreotype heritage we think it of utmost importance to keep on searching, bearing in mind the scattered daguerreotypes in all of Europe.

This process is alike the former one. Only we try to find a coordinator in the new country. Language barriers and cultural differences will be easier dissolved. The European countries we have been actively involved in this period are Switzerland, Portugal, Russia, Sweden and Italy. We also contacted the George Eastman House and other American Institutes and collections to negotiate about bringing European style content in Daguerreobase. This is an ongoing process. The outcome is part of the annex (excel overview of content).

Actually connecting or cooperating with the Daguerreian Society is seen as a major opportunity to enrich Europeana and Daguerreobase with descriptions of European type daguerreotypes, kept in the USA and other non-European collections. The search in the USA also delivers the possibility to grow into a global enclosure of daguerreotypes. Worldwide knowledge, research etc. will raise awareness of daguerreotypes, strengthen the Daguerreobase and will increase the value of it. This will make the database grow and keep on delivering content to Europeana. Not a finalised project but a database alive for future generations.

III.3 Consolidating trust

The founding of EDA

Consolidating the future of the Daguerreobase is of utmost importance to attract parties to join the project. Therefor on December 6th, 2013, the European Daguerreotype Association or EDA was founded according the Belgian law on VZW (legal body).

The EDA will become the owner of Daguerreobase. The content providers will remain the owners of their digital records. The metadata and images will remain stored and accessible in Daguerreobase and maintained on a long-term base, through the EDA. During the project, the EDA will represent the many content providers having content in Daguerreobase during the negotiations with Europeana, and sign one aggregator DEA with them.

According the conditions of the Belgian law on the VZW, a total of minimal five effective members and a Board must be installed to become valid as a legal body. The board consists of three members of the consortium, Ms. Ann Deckers (FoMu), Ms. Agnes Wijers (FoMu) and Ms. Tamara Berghmans (FoMu, representing Mr. Herman Maes (NFM) who is ill), and two external persons, Mr. Hans Gummersbach and Mr. Wouter Lambrechts, both collectors. The board members of the EDA were invited to attend the consortium meeting. A few months before the end of the project, the consortium will elect and install a new board.

The EDA is of great importance to the future financial base of the Daguerreobase. Therefor the EDA will be formed after the best practice examples, with special emphasis on our counterpart in the USA, the 25 years old Daguerreian Society (DS). The EDA and the DS are in contact on a very close cooperation between the two.

Visibility

By enlarging the knowledge of daguerreotypes without continental boundaries we will broaden and strengthen the value of the Daguerreobase and Europeana and we expect to secure a continuous growth of data and of the use of it. In combination with the enlargement of awareness, visibility and knowledge on daguerreotypes we also expect to strengthen the position of the daguerreotype within the antique market.

Numerous activities have been undertaken to support the existence of the Daguerreobase and strengthen the value of it. Meetings, the founding of the EDA (WP7, the Daguerreotype 4-monthly Journal quarterly and the upcoming Europeana Virtual Daguerreotype Exhibition (both WP2).

Every meeting, every activity opened up new doors to new collections and contributors. Examples are our new contacts in among others Romania, Sweden, USA and Russia.

III.4 Conditions for aggregation

Necessary documents for aggregation are the DDEA, Daguerreobase Data Exchange Agreement, including the Europeana DEA (in several languages, at this moment available in English, French, German, Spanish, Romanian and Italian); informative documents on IPR and the different levels of right statement in use for Europeana; the manual for editing content and guidelines for the digitisation of daguerreotypes. All these conditions are finalized by the project in this last period.

Europeana and Daguerreobase

Each content provider has to sign a contract with Daguerreobase to define the rights and conditions of the keeping and use of images and metadata. The DDEA contains regulations on the use of content of Daguerreobase and some more general clauses. The structure of the DDEA is derived from the Europeana DEA, but the conditions for Daguerreobase are different from the conditions of the Europeana DEA. Daguerreobase will maintain the content and will represent the content provider in terms of use of images and metadata, and need the permission of the content provider/owner before taking actions. By signing the DDEA, each content provider also agrees with the conditions of the DEA. Each content provider has to select a level of right statement in the contract (DDEA) or on the website, when editing data. When not selecting a right statement, the default value will be valid. Daguerreobase will offer in the DDEA two options for selecting the preferred right statement level:

Option 1, the content provider select the required level of right statement directly on the DDEA contract, then the chosen right statement is defined for the entire collection of that content provider and fixed.

Option 2, the content provider will select the level of right statement in the Collection Registration System when editing the data, then the level of right statement can be defined for each object individually, can be different for different objects from the same collection, and can be changed afterwards.

In Europeana, metadata (excluding previews, see below) is under CC0 1.0 Universal Public Domain Dedication. Daguerreobase is offering following six Creative Commons licenses that can be used as rights statements for digital objects that are described in Europeana, the bold one is the default value.

Creative Commons Licenses:

- o Creative Commons – Zero (CC0)
- o Creative Commons – Attribution – (BY)
- o Creative Commons – Attribution Share Alike (BY-SA)
- o Creative Commons – Attribution No derivatives (BY-ND)
- o Creative Commons – Attribution Non-commercial (BY-NC)
- o Creative Commons – Attribution Non-commercial, Share Alike (BY-NC-SA)
- o Creative Commons – Attribution Non-commercial, No derivatives (BY-NC-ND)

Europeana Rights Reserved Statement:

- o **Rights reserved - free access**
- o Rights reserved - paid access

The translated DDEA forms are signed in advance by the Director of the EDA Board and these documents are set available on the Daguerreobase website as a download from April 2014 on.

Images

Content providers have concerns about the misuse of images, when looking to the right statement conditions as proposed by Europeana. Explaining these right statements is a crucial fact in convincing them to cooperate. A second way to give them more confidence is to define the required size of the digital images, and give them the opportunity to add a watermark (they have to do this by themselves).

The minimal size for the previews (small images) into Europeana is requested 200 x 200 pixel, the minimal standard to be able to look into the details of the images is 600 x 800 Pixels (Portrait) / 800 x 600 pixels (Landscape)

The requirement of the mark 'public domain' for ingesting data in Europeana will be a problem for over 50% of the contributors to Daguerreobase. It is quite unclear and difficult to explain why Europeana demands all records to be labelled as public domain. Even labels that clear the material from copyright (CC-BY, CC-BY-SA) are not accepted,

Especially the current possibilities of copyright used by Europeana makes it difficult to persuade collectors and organisations to choose the 'public domain' mark.

For Daguerreobase it is even more difficult since the daguerreotypes are scattered, we have to deal with many different collectors and collections, often containing just a few dag's.

IV LAST HICK UPS ALONG THE WAY

A successful renewing of the Daguerreobase database and website, including improved functionalities, was necessary to guarantee the in-time aggregating of the required content.

The process making the Daguerreobase content available in Europeana can be divided into two parts, the technical linking and data exchange, and the formal agreement between Daguerreobase and Europeana. Europeana has indicated that the technical linking can't be realised without the formal agreement by the contributors. The impact of this linking is of great influence on the final projects realisations and results.

These above mentioned processes have taken too long to realise but are finally faced now and ingestion can take its flight.

If only there were not three more problems which unfortunately appeared. Two last fine-tuning issues, which have to be faced and solved within short notice and one major issue concerning copyright.

A. DDEA / DEA

The underlying contract DDEA (and DEA) for parties to join is complicated for especially those parties with a smaller numbers of daguerreotypes. We have met parties who withdrew their intentions to join. In Europe this is especially worrying because of the small amount of daguerreotypes per collection. If we want to enclose European heritage we should be able to include those parties as well.

For those partners we need to arrange contracts who are simplified and the conditions for Europeana have to be confronted in a different manner.

Ingestion in Europeana depends on the contracts as mentioned above. Europeana must realise they have to be more practical in the execution of their legal contracts. Europeana and EDA must come up with a solution for this very soon because we do not want to lose any other party, which is interested in joining.

B. The ingestion from Daguerreobase into Europeana is frustrated by the ingenious choices of rights as formalized in the DDEA and DEA (as explained earlier in III.4, p. 13). These choices are directly taken over in the back office of Daguerreobase. Collectors can only tick one choice concerning copyright. But Europeana demands a Public Domain mark and only that mark. So all other choices are of no matter at all for the ingestion into Europeana, even labels that clear the material from copyright (CC-BY, CC-BY-SA). Europeana must realise that also these choices are ready for ingestion. This should not be a problem because both EDA and Europeana agreed with the contracts and were aware of this part of the back office from the Daguerreobase (*for example see annex pfd file "Authorisation on image_22-10-2014"*).

C. Already in the DoW became clear that not all data is cleared for IPR. At the moment contracts have to be signed with the mark 'Public Domain' for ingestion into Europeana. Many willing contributors backed out on us because of this (Germany, Switzerland, USA etc). Institutions invest to preserve this heritage and they are protective in the re-using possibilities. Quite common practice. We have learned that at least 50% will not cooperate to ingest with the 'Public Domain' mark. To enclose European daguerreotype heritage via Europeana we advise to follow the copyright choices Europeana offers at this moment. This way we are able to enclose much more through Europeana than we do at the moment with the requirement for the Public Domain mark and doing so handing over every sort of copyright.

V INGESTION

Now the conditions for the aggregation of content are ready, through csv-list as through direct editing as well, now the database and website are optimized, now our inventory (for now) meets the requirements for the project if the two above mentioned fine-tuning issues are being solved we are able to start ingesting the large numbers of content into the database and through this into Europeana. The long lead-in time makes it expedient to apply a tight schedule for ingestion.

V.1 The Daguerreobase

Two ways to ingest

Csv list (excel) - collect all data and images through csv-lists, and import the collected metadata in the database system. After importing the metadata, the records will be enriched through online editing in the simple web-form or through registration in the CMS advanced form by the new content provider or a consortium partner. The NFM helps in this process.

This development is in line with the Technical review Report 1 remark on page 7 *, and has been tested and fine-tuned, Further in this chapter and in the attached excel file you will find this is the main motive to make big steps forward in ingesting the data.

Web form - Technical partner (PIM, with assistance of NFM) has developed a simplified web-entry form (Memorix Express) - beside the advanced (and complete) entry form in the CMS - for the direct editing of metadata and upload of images. Actually, this means that the candidate content provider is not redirected to the CMS (Memorix Maior) and doesn't need to know or understand the CMS, but is able to start editing immediately. All the data that are edited in the simple web-entry form are available in the advanced form and can be enriched later by going into the CMS system.

Both, the csv-list (including a short procedure and a first draft of the manual) and the simple web-entry form became available at the end of February 2014 and are actually in use. The first test import (90 records from the KDBK) was realised in March 2014.

Referring to R9 on page 4 of the second Technical review Report: The possibility to also work with the MINT tool (Deliverable D5.1, version 2, p.34) is being discussed. Conclusion is it will not be used to prevent confusion and to keep the ingestion process clear by using the above mentioned possibilities.

* Technical review Report 1 p. 7: *"The technical partner has indicated that the mass ingestion interface as well as data alignment with Europeana are in existence at least on technical level, but these have not been tested yet. The D.5.1 seems to be expect that online editing is the expected method of ingestion, but it is strongly recommended that mass ingestion is explored with those partners that have operational RMS's. This will save resources as well as speed up the process. The technical partner seems to have a mass ingestioninterface available, and this should be tested with some partners, also as soon as possible, to fine-tune and fully implement this procedure. A detailed analysis for each partner in terms of ingestion format, time and expected timeline/progress indicators would have been a necessary element in D5.1."*

High way

All parties must wear seatbelts from now on, because we only have so little time for the ingestion of the agreed number of content. But we are sure we will succeed as long as we all will stick to a very tight schedule.

- Via our basecamp project platform we are able to communicate with all partners. The monthly schedule will be leading for ingestion and contract signing for upcoming period. Via this platform we can also urge our partners to keep up their commitment.
- The consortium partners will focus now on the aggregation process of data they signed for. They have to sign in for the schedule of ingestion for these upcoming period. They will be weekly monitored by WP5, Project Leader and the Technical Coordinator at the NFM (TC).
- The consortium partners will collect data by the use of the csv-lists. A part of the descriptive data will be imported by the TC in the database, and after the import of data, enriched in the CMS by the respective consortium partner.
- All new potential content providers will be redirected to the TC, that will inform them about the conditions of the project and the further registration and validation procedures of the EU (the DDEA and clear the rights and conditions for incorporation of the content into the Daguerreobase aggregator and the ingestion of a selection of the metadata and previews in Europeana). These procedures are available on the renewed Daguerreobase website, together with direct access to the simple registration form (Memorix Express) from April 2014 on.
- Online editing is the most appropriate way to bring small collections in the collection registration system. But the success of the online editing process is depending on the ease of editing the records for non-experienced editors. But even then we will help them in this process.
- We will first focus on the large collections.
- WP5 and Project Leader and TC will monitor the ingestion process and check up every week the numbers which are ingested. During this last process we have to keep on going growing in visibility and value, so everybody will stay focused and understands the importance of it.

We will do everything within our power to ensure the ingesting of the agreed number of content by the end of the runtime of the project.

V.2 Ingestion Europeana

The ingestion of metadata from Daguerreobase into Europeana is been done on the data model that has been elaborated by PIM and eDAVID. In order to facilitate the aligning and to simplify the mapping of metadata from Daguerreobase to Europeana (EDM), functionalities of the content management systems of the individual content providers have been evaluated.

Once the Board of the EDA was installed the consortium created the conditions for the alignment of the DEA between Daguerreobase (represented by EDA) with Europeana. This process was disturbed by the lack of a formal agreement between Daguerreobase and Europeana. This agreement has been signed and translated July 4th, 2014. Only then we could start ingesting into Europeana.

Meanwhile, the first content in Daguerreobase was 'prepared' by PIM and NFM for ingestion and the first tests have taken place.

Europeana is only accepting data for which the DEA (in our case the DDEA) is signed. WPL5 is collecting all signed DDEA contracts and will serve Europeana with regular updated lists containing the required details of all the content providers that will have data in Europeana. Daguerreobase will have special attention for dealing with the details of the private content providers.

The Europeana ingestion team gives feedback. After this, the ingestion process begins. Europeana is working with monthly cycles, metadata submitted before the 21th of the month will be published at the beginning of the following month.

The current requirement of the 'Public Domain' mark discourages new contributors of smaller but important collections. As is the complex legal DEA and DDEA.

These problems have to be faced and solved by both parties very soon.

ANNEX

Annex. 1

pdf file "DAG_D51_Content_15122014"

Annex. 2

pdf file "Authorisation on image_22-10-2014"

ACRONYMS

- AC: Administrative Coordinator
- API: Application Programming Interface
- AWR: Awareness Raising Meeting
- BPN: Best Practice Network
- CA: Consortium Agreement
- CIP: Competitiveness and innovation framework programme 2007-2013
- CO: Coordinator
- D: Deliverable
- DAG: Daguerreobase
- DEA: Daguerreobase Data Exchange Agreement
- DDEA: Data Exchange Agreement
- DoW: Description of Work
- EC: European Commission
- EDA: European Daguerreobase Association
- GA: Grant Agreement
- ICT-PSP: Information and Communications Technologies - Policy Support Programme
- ODF: Open Document Format
- PM: Person Month
- PMB: Project Management Board
- PO: Project Officer of the European Commission
- QA: Quality Assurance
- R: Report
- TC: Technical Coordinator
- TR: Technical Review
- VZW: Vereniging Zonder Winstoogmerk (non-profit association)
- WP: Work Package
- WPL: Work Package Leader