



EUROPEANA SOUNDS

Project Number: 620591

MS4 Preparation of training courses and materials complete

Document Identifier: EuropeanaSounds-MS4-Preparation-of-training-courses-and-materials-complete-v1.0.docx

Document link: <http://pro.europeana.eu/web/europeana-sounds/documents>

Date: 29/10/2014

Abstract

This milestone presents the schedule for the Europeana Sounds metadata ingestion training sessions, provides links to preparatory reading material and provides links to material that will be used during training.

Dissemination level		
P	Public	X
C	Confidential, only for the members of the Consortium and Commission Services	
I	Internal, only for the members of the Consortium	

Co-funded by the European Union
Europeana Sounds is coordinated by the British Library



The project is co-funded by the European Union, through the **ICT Policy Support Programme** as part of the **Competitiveness and Innovation Framework Programme (CIP)**.
http://ec.europa.eu/information_society/activities/ict_psp/



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II. REVISIONS

Version	Status	Author	Partner	Date	Changes
0.1	Draft	Natasa Sofou	NTUA	10/10/2014	First draft
1.0	Final	Natasa Sofou	NTUA	17/10/2014	Incorporating PMB comments

III. DELIVERY SLIP

	Name	Partner/WP	Date
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Approved by	Coordinator & PMB		29/10/2014

IV. DISTRIBUTION

No.	Date	Comment	Partner / WP
1	30/10/2014	Submitted to the European Commission	BL / WP7
2	29/10/2014	Posted on Europeana Pro	BL / WP7
3	30/10/2014	Distributed to project consortium	BL / WP7

V. APPLICATION AREA

This document is a formal output for the European Commission, applicable to all members of the Europeana Sounds project and beneficiaries. This document reflects only the author's views and the European Union is not liable for any use that might be made of information contained therein.

VI. DOCUMENT AMENDMENT PROCEDURE

Amendments, comments and suggestions should be sent to the authors named in the Delivery Slip.

VII. TERMINOLOGY

A complete project glossary is provided at the following page:

<http://pro.europeana.eu/web/guest/glossary>

Further terms are defined below as required:

TERM	DEFINITION
AB	Advisory Board
APEX	Archives Portal Europe network of excellence
EC-GA	Grant Agreement (including Annex I, the Description of Work) signed with the European Commission
EDM	European Data Model
EDM SP	European Data Model Sounds Profile
EF	Europeana Foundation
GA	General Assembly
MINT	Metadata INTERoperability
NTUA	National Technical University of Athens
PC	Project Coordinator
PI	Performance Indicator
PM	Project Manager
PMB	Project Management Board
PSO	Project Support Officer
SKOS	Simple Knowledge Organization System
TEL	The European Library
TD	Technical Director
UAP	User Advisory Panel
WP	Work Package

VIII. PROJECT SUMMARY

Europeana Sounds is Europeana's 'missing' fifth domain aggregator, joining APEX (Archives), EUscreen (television), the Europeana film Gateway (film) and TEL (libraries). It will increase the opportunities for access to and creative re-use of Europeana's audio and audio-related content and will build a sustainable best practice network of stakeholders in the content value chain to aggregate, enrich and share a critical mass of audio that meets the needs of public audiences, the creative industries (notably publishers) and researchers. The consortium of 24 partners will:

- Double the number of audio items accessible through Europeana to over 1 million and improve geographical and thematic coverage by aggregating items with widespread popular appeal such as contemporary and classical music, traditional and folk music, the natural world, oral memory and languages and dialects.
- Add meaningful contextual knowledge and medium-specific metadata to 2 million items in Europeana's audio and audio-related collections, developing techniques for cross-media and cross-collection linking.
- Develop and validate audience specific sound channels and a distributed crowd-sourcing infrastructure for end-users that will improve Europeana's search facility, navigation and user experience. These can then be used for other communities and other media.
- Engage music publishers and rights holders in efforts to make more material accessible online through Europeana by resolving domain constraints and lack of access to commercially unviable (i.e. out-of-commerce) content.

These outcomes will be achieved through a network of leading sound archives working with specialists in audiovisual technology, rights issues, and software development. The network will expand to include other data-providers and mainstream distribution platforms (Historypin, Spotify, Soundcloud) to ensure the widest possible availability of their content.

For more information, visit <http://pro.europeana.eu/web/europeana-sounds> and <http://www.europeanasounds.eu>.

IX. STATEMENT OF ORIGINALITY

This document contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

X. EXECUTIVE SUMMARY: PREPARATION OF TRAINING COURSES AND MATERIALS COMPLETE

This milestone presents the schedule for the Europeana Sounds metadata ingestion training sessions and provides links to materials that will be used during the training. Section 1 explains the purpose of task T1.5, Section 2 provides an outline of the schedule for the three training sessions, Section 3 provides links to preparatory reading material for data providers attending the training and Section 4 provides links to training material.

TABLE OF CONTENTS

1	INTRODUCTION	7
2	SCHEDULE OF TRAINING SESSIONS	8
2.1	First Training Session, 23-24 October 2014, NTUA	8
2.2	Second Training Session (July 2015, 1.5 days, to be scheduled)	9
2.3	Third Training Session (July 2016, 1.5 days, to be scheduled)	9
3	PREPARATION FOR TRAINING.....	10
4	TRAINING MATERIAL	11
5	REFERENCES	12

1 INTRODUCTION

The Europeana Sounds project will create a gateway to meet demand for Europe's rich audio and audio-related materials. The objective of WP1 is to aggregate a critical mass of audio and audio-related metadata into Europeana and establish a best practice model for future aggregation. One of its specific goals is to establish a framework for aggregating metadata for audio and audio-related digital objects by defining and maintaining a content selection policy including quality, quantity subject, matter, genre, language, geographical spread, public interest and Europeana Data Model (EDM) compliance, and help data providers resolve issues¹.

The aim of task T1.5 is to ensure that training and ongoing support in the selection of content and contributions to the aggregation workflow are made available to all data providers for the lifetime of the project. The main ingestion tool for the project is the MINT platform² provided by NTUA (customised in WP5), that assists data providers in the aggregation process. As stated in the DoW, three training sessions will be organised and provided by NTUA, scheduled for M10, M18 and M30. During these sessions the metadata ingestion plan, the Europeana ingestion process, the EDM Schema³ and the new EDM Profile for Sound⁴ will be presented, and data providers will be trained on how to use the MINT platform to map their metadata to the new EDM Profile for Sound.

¹ EC-GA including Annexe I ("Description of Work"), page 6

<http://pro.europeana.eu/documents/2011409/8d0e9833-4608-494e-af77-681e68f8a8c8> [REF1]

² Europeana Sounds MINT instance is at <http://guinness.image.ece.ntua.gr:9090/sounds/Login.action>

³ EDM documentation is at <http://pro.europeana.eu/edm-documentation>

⁴ D1.4 EDM Profile for Sound

<https://asset1.basecamp.com/1936492/projects/4984360/attachments/111488668/42a60c97c722ccb6dac8c83d9a84a19b0010> [REF 2]

2 SCHEDULE OF TRAINING SESSIONS

The three training sessions will take place as one and a half day events. The main objectives of the sessions are to:

- introduce the EDM schema and the new EDM Profile for Sound
- introduce the Metadata Ingestion Plan
- introduce the MINT platform
- guide data providers through the aggregation process using the MINT platform

The training sessions will evolve as the project progresses. The 1st training session will be an introduction to aggregation with EDM and MINT. The 2nd and 3rd sessions will deal with more advanced topics, such as data cleaning and normalisation, as the data providers become more familiar with the mapping process and the ingestion tools. This section provides information about the schedule of training sessions.

The 1st training session is planned for late October 2014 and the program for this is presented below, subject to minor changes. The content of the 2nd and 3rd training sessions is more flexible and will take into account the needs of the data providers as well as any issues that may occur during aggregation. Useful information will be obtained through monitoring the progress of data providers' aggregation and this will feed into the programme for the 2nd and 3rd training sessions.

2.1 First Training Session, 23-24 October 2014, NTUA

The objective of the 1st training session is to introduce the Metadata Ingestion Plan, the EDM Schema, the EDM Profile for Sound, the MINT platform and mapping process to data providers, and to support them in using MINT to transform the 1st set of metadata records by January 2015, aggregating at least 50,000 digital audio objects and 30,000 digital audio-related objects.

Day 1 (14:00 - 17:00, Thursday October 23, 2014)

- Welcome and introduction the workshop (NTUA)
- Metadata ingestion plan: targets, reporting progress (BL)
- Europeana ingestion process (EF)
- EDM Schema and EDM Profile for Sounds (EF)
- Metadata quality: mandatory fields, rights, controlled vocabularies (BL)
- Q and A session

Day 2 (9:30 - 17:30, Friday October 24, 2014):

- MINT functionality (NTUA)
 - Submitting metadata – introducing the MINT environment
 - Introduction to the mapping editor
 - Creation of mapping

- Metadata previews
- Transformation and publication
- Advanced mappings and mapping using terminologies (Conditional Mappings, Functional Mappings, SKOS vocabulary mappings)
- Europeana publication
 - Overview of the Europeana publication process
 - Unique identifiers among organisations
 - Re-publication instructions
- Hands-on session
- Q and A session

2.2 Second Training Session (July 2015, 1.5 days, to be scheduled)

The objective of the 2nd training session is to introduce advanced MINT functionality, and to support the data providers in using MINT to transform the 2nd set of metadata records by January 2016, aggregating at least a further 200,000 digital audio objects and 60,000 digital audio-related objects.

Day 1 (half-day session)

Advanced MINT functionality will be covered, such as adding Sounds Thesaurus terms, data cleaning and normalisation. The needs of the data providers, as well as any issues that may have occurred during aggregation in the period between the 1st and 2nd training sessions, will determine the topics that will be covered.

Day 2 (full-day session)

Hands-on session.

2.3 Third Training Session (July 2016, 1.5 days, to be scheduled)

The objective of the 3rd training session is to introduce even more advanced MINT functionality, and to support the data providers in using MINT to transform the 3rd set of metadata records by July 2016, aggregating at least a further 250,000 digital audio objects and 135,000 digital audio-related objects. In total, the 3 sets of metadata records will provide access to at least 725,000 digital objects by July 2016.

Day 1 (half-day session)

Advanced MINT functionality will be covered, mainly focusing on content enrichment. The needs of the data providers, as well as any issues that may have occurred during aggregation in the period between the 2nd and 3rd training sessions, will determine the topics that will be covered.

Day 2 (full-day session)

Hands-on session.

3 PREPARATION FOR TRAINING

- Data providers should bring their own laptops to use during the hands-on session
- Data providers should bring 20-30 metadata records (in .xml or .csv format) that will be used during training on the mapping tool
- It is recommended to read the following EDM documentation to become familiar with the target schema:
 - documents at <http://pro.europeana.eu/edm-documentation> - especially:
 - the *EDM presentation*
 - the *EDM mapping guidelines*
 - D1.4 *EDM Profile for Sounds*, which includes additional properties for audio and audio-related objects:
<https://asset1.basecamp.com/1936492/projects/4984360/attachments/111488668/42a60c97c722ccb6dac8c83d9a84a19b0010> [REF 2]
- Data providers should also read the following documents in preparation:
 - D1.1 *Content Selection Policy*:
<https://asset1.basecamp.com/1936492/projects/4984360/attachments/111433972/9c9af3bd5ac7f863fa219503339353870010> [REF 3]
 - D1.2 / 3.1 *Rights Labelling Guidelines / Guidelines for Contributing Audio Content into Europeana*:
<https://asset1.basecamp.com/1936492/projects/4984360/attachments/111434078/afbbede9741a5d4c246d250df10748df0010> [REF 4]
 - D1.3 *Ontologies for Sound*:
<https://asset1.basecamp.com/1936492/projects/4984360/attachments/111434181/5a6698e5e1a0e007f7392d47b4e718a80010> [REF 5]

4 TRAINING MATERIAL

- Presentations on Metadata Ingestion Plan and Metadata Quality (in one pdf) is at:
<https://asset1.basecamp.com/1936492/projects/4984360/attachments/115783835/359a62eb7c2c727d81987fca1adc98e20010>
- Presentation on Aggregation Workflow is at:
<https://asset1.basecamp.com/1936492/projects/4984360/attachments/115770352/a2b4ab1b2cf0ad5d193527fc2529f6120010>
- Presentation on EDM for Europeana Sounds is at:
<https://asset1.basecamp.com/1936492/projects/4984360/attachments/115770353/f80a00349a59265896fad90c054a8dd20010/thumbnail.png>
- MINT PowerPoint tutorial for Europeana Sounds is at:
http://mint.image.ece.ntua.gr/redmine/projects/mint/wiki/Europeana_Sounds_Training_Workshops
- MINT instance (web instance) for the Europeana Sounds project is accessible at:
<http://guinness.image.ece.ntua.gr:9090/sounds/Login.action>
- Documentation on how to use the MINT platform can be found at:
<http://mint.image.ece.ntua.gr/mint2/>

5 REFERENCES

Ref 1	EC-GA including Annexe I (“Description of Work”) http://pro.europeana.eu/documents/2011409/8d0e9833-4608-494e-af77-681e68f8a8c8
Ref 2	D1.4 EDM Profile for Sounds Europeana Pro: http://pro.europeana.eu/documents/2011409/5c845fc2-dcf7-46c2-a66d-6aea9dac1c0c Basecamp: https://asset1.basecamp.com/1936492/projects/4984360/attachments/111488668/42a60c97c722ccb6dac8c83d9a84a19b0010
Ref 3	D1.1 Content Selection Policy Europeana Pro: http://pro.europeana.eu/documents/2011409/70e86a37-7608-4f37-9507-1b6f6152cd42 Basecamp: https://asset1.basecamp.com/1936492/projects/4984360/attachments/111433972/9c9af3bd5ac7f863fa219503339353870010
Ref 4	D1.2 / 3.1 Rights Labelling Guidelines / Guidelines for Contributing Audio Content into Europeana Europeana Pro: http://pro.europeana.eu/documents/2011409/b4f9281a-b72b-400f-94c8-bedfeae2fbb6 Basecamp: https://asset1.basecamp.com/1936492/projects/4984360/attachments/111434078/afbbede9741a5d4c246d250df10748df0010
Ref 5	D1.3 Ontologies for Sound Europeana Pro: http://pro.europeana.eu/documents/2011409/ed7f27af-65ff-4ea3-9d00-8345c31489cf Basecamp: https://asset1.basecamp.com/1936492/projects/4984360/attachments/111434181/5a6698e5e1a0e007f7392d47b4e718a80010