DELIVERABLE

Project Acronym: thinkMOTION
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Project Title: Digital Mechanism and Gear Library goes Europeana

D3.1 - Intermediate report on content location and on IPR
Revision: 3

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<table>
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<th>P</th>
<th>Public</th>
<th>C</th>
<th>Confidential, only for members of the consortium and the Commission Services</th>
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Revision History

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<th>Organisation</th>
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<td>2</td>
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<td>Veit Henkel</td>
<td>IUT</td>
<td>Review</td>
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<td>3</td>
<td>19/07/2011</td>
<td>Rike Brecht</td>
<td>IUT</td>
<td>Review</td>
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Statement of originality:
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1 Introduction

In this project, the main objective is to provide an attractive high-quality content in the field of motion systems for abroad public in the Europeana portal. To reflect the multi-cultural roots of the according knowledge, partners from six representative European regions form a network which collects very heterogeneous content and makes them available using an approved workflow. This workflow is based on a well-tested approach for producing and publishing digital content concerning motion systems. One of the main steps in the workflow is Work Package 3 (WP3) oriented to the location and providing of relevant contents and the clarification of the rights of use.

The main objectives of Work Package 3 are:

- Locating and selecting relevant content covering the field of mechanical engineering and related fields (biomechanics, nanotechnics, etc) to give a complete overview on mechanism science in the area of the EU with regard to regional, historical, legal and field of application aspects.
- Registering content in DMG-Lib database and assigning of an unique identification number.
- Clarification of Intellectual Property Rights (IPR) for the input content and obtaining necessary rights of use.
- Providing selected content for digitising process.

In order to fulfil these objectives the Work Package 3 has been divided in the following tasks:

- Task 3.1: Locating, selecting and registering input content
  - Each partner will lead the search and selection of applicable material within its country and its specific expertise. Input content includes: textual sources (e.g. books, articles, proceedings ...), pictures, slides, videos, animations, CAx models and physical models, mechanism applications in robotics and mechatronics.
  - The selected content will be registered in DMG-Lib database.
- Task 3.2: Clarification of Intellectual Property Rights (IPR) for the input content
  - Identifying public domain (free of IPR) content
  - Finding out author’s or publisher’s addresses for non public domain content and make the first contact
  - Making clearing agreements for non public domain content
- Task 3.3: Providing selected content for the following digitising process
Depending on the capacity of the digitising work places the input content will be provided for digitising.

The chart in Figure 1 shows the WP structure of the thinkMOTION project. As seen, the main dependency chain is formed by the tasks of locating (WP3), digitisation (WP4) and processing (WP5).

![Figure 1: Dependencies between the work packages within the thinkMOTION project](image)

2 Workflow and results

All partners are working active in WP3. The steps in the workflow of WP3 coincide substantially with the tasks detailed in the Introduction section and are used in the following chapter.

2.1 Locating content providers

First, each partner must search for relevant content within its country and its specific expertise. Input content includes: textual sources (e.g. books, articles, proceedings ...), pictures, slides, videos, animations, CAx models and physical models, mechanism applications in robotics and mechatronics. The workflow for locating and providing content for digitization is proven. With the support of the university libraries and other institutions, text documents like books or proceedings are located and provided using interlibrary loan services. Physical models and other kinds of content (e.g. collection of slides) are provided by other institutions in Germany (e.g. Technical University of Dresden or Chemnitz).

Results on location of content providers

During the first year of the thinkMOTION project, mostly local and national content providers were contacted and asked to collaborate. The focus in the first project year was set on historical and recent content of our own institutes and on patents. Additionally we got in contact with industry, but found that negotiations and IPR clarification are very complex and very time-consuming. Table 1 and Annex 1 show the most important providers for the thinkMOTION project.
Table 1: Most important content providers for thinkMOTION project

<table>
<thead>
<tr>
<th>Country</th>
<th>Content provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germany</td>
<td>- Journal Industrieanzeiger</td>
</tr>
</tbody>
</table>
| Romania| - Politehnica University of Timișoara.  
- Gheorghe Asachi Technical University of Iasi  
- Transilvania University of Brașov  
- Technical University of Cluj-Napoca  
| France  | - PATSTEC national project ([www.pastec.fr](http://www.pastec.fr))  
- Agreement signed at the regional level (région Auvergne, contact Nathalie VIDAL).  
- Access to the collection of mechanical calculators of Lecoq Museum  
- Central Library of Clermont. Agreement under construction.  
- Michelin Museum  
- Crozatier Museum of Puy en Velay  
- Bordeaux 1 University: a colleague accepted to generate CAD content according to the same protocol as IFMA. We plan to remodel mechanisms from Artobolevski's book |
| Spain   | - DYNA Journal  
- Anales de la Asociación Española de Ingeniería Mécanica.  
- Faculty of Engineering of Bilbao.  
- Spanish Network of Mechanical Engineering. |
| Italy   | - Italian libraries contacted. |

There are other possible new content providers to be added to the project during next years. These providers are not included in the tables of the Annex 1 because there is not enough information about the input content to be provided. Table 2 shows content providers that will be involved in the next project period. Negotiation with the providers are necessary or partly in process.

Table 2: Important content providers for thinkMOTION project, negotiation are necessary or partly in process

<table>
<thead>
<tr>
<th>Country</th>
<th>Content provider</th>
</tr>
</thead>
</table>
| Germany | - Negotiatiing with HUSS Verlag located in München (Germany). The HUSS Verlag owns and manages the collection of the literary remains (Nachlass) of the following publishers: Verlag Technik, Fachbuchverlag Leipzig und Militärverlag Dresden. They have a huge collection of books (at least 5000) in the different fields of technics and engineering but these books are not published any longer and at the moment no one has access to these collections. In the first round of negotiations HUSS Verlag showed strong interest to republish the collections in a digital form.  
- Negotiation with 3 publishing houses for journals.  
- Other 50 open requests at industrial enterprises that might provide brochures and images. |
| Romania| - Politehnica University Bucharest.  
- Other museums in Romania, which hold technical sections.  
- Providers in Hungary |
| France | - Musée National des Arts et Métiers  
- Other universities  
- Private companies |
| Spain  | - Sociedad Bilbaina  
- Spanish research groups contacts via the Spanish Network of Mechanical Engineering.  
- Other Spanish University Libraries. |
2.2 Clarification of IPR rights

After locating the content, which is not in the public domain, the rights of use must be granted by the IPR holder. For this, a first thinkMOTION letter must be addressed to the right holder of the content (author / heir / publishing company). Then further search must be done in order to enter the metadata in the database and register the content. Next, a Letter of Agreement must be generated. The procedure for generating this Letter of Agreement is detailed in the Tutorial for the Generation of the Letter of Agreement attached as an Annex 2 in this Deliverable.

Results on IPR rights clarification

The optimization of the editor tool for generating the letter of agreement has been done (Figure 2). It was necessary to adapt the letter to all national requirements and to offer possibilities for translation. The editor tool helps the operator to generate a letter of agreement according to the different use cases.

Figure 2. Generator for letter of agreement and list of literature

The workflow for entering metadata and generating the letter of agreement was optimized according to the different national requirements (Figure 3).
2.3 **Selected content provided for the digitizing process**

Finally, content, which does not exist in digital form, has to be digitised in WP4. Depending on the capacity of the digitising work-places the input content will be provided for digitising. The quality of digital existing content must be improved in some cases in WP5.

**Results in content providing for digitization**

The IUT partner works together with his University Library by using their own stock of books or by using the interlibrary loan service of the Germany GBV Union Catalogue. The Ilmenau University Library has optimal connections to TIB Hannover, SUB Göttingen, THULB Jena and UB Braunschweig.

The UPT library is also an important content provider and also an efficient gate of access to the content held by other important libraries in the country (libraries of universities, library of Romanian Academy and others).

Proceedings of various traditional Romanian national conferences such as MTM, PRASIC, COMEFIM and others are valuable content providers.
In the case of RWTH, most of the materials we are digitising at the moment are located in our institute (like many volumes of “Industrieanzeiger”). To access additional volumes or literature in general we can use our university library and interlibrary lending as well. In some individual cases we have made arrangements with partners from industry that sent us a CD with materials (images, product information, articles) from their archives. So we only have to enter the metadata and upload the content.

For digitizing content in IFMA, a partnership with the central library (BCU) exists.

The digitization of the majority of the Spanish printed content, which is not available in electronic format, is being performed in UBC. The old DYNA journals will be only handled by DYNA and digitalized in their facilities using their resources.

2.4 Planned work for the next year

The focus in the next year is to keep on locating and providing content for digitization and the clarification of rights of use. An extended database of potential content providers is already prepared and other databases are in preparation. During the next year, the collection of signatures for the remaining already sent Letters of Agreement is expected. Letters for first contact and then Letters of Agreement should be sent to approximately 400 persons.

We will also try to convince industry partners to provide content for thinkMOTION. IFMA has a plan for VALEO. As well we are in promising negotiations with some publishers of other national journals. We are also planning to get access to some local archives and museums and initiate cooperation, if possible. In this sense we will try to obtain a partnership with “Musée National des Arts et Métiers” in Paris.

Other Spanish Research Groups and Institutions will be contacted via the Spanish Network of Mechanical Engineering.
### ANNEX 1: Larger collections located and content providers which will provide input content.

#### 2.5 Table “Text documents”

<table>
<thead>
<tr>
<th>Type of input content</th>
<th>Description</th>
<th>Type</th>
<th>Amount of items</th>
<th>Content provider</th>
<th>IPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>(books, articles, patents, proceedings, …)</td>
<td>The IFToMM Archive consists of two cupboards marked &quot;IFToMM Archive&quot;. One is 60 cm wide, 50 cm deep and 160 cm high. The second one is 110 cm wide, 50 cm deep and 110 cm high and contains proceedings of IFToMM World Congresses, other proceedings of IFToMM related congresses and other documents.</td>
<td>Analogue and partly digital</td>
<td>Ca. 12000 Ca. 48000 pages</td>
<td>IFToMM Archives at CISM, Udine (Italy)</td>
<td>Signed letter of agreement</td>
</tr>
</tbody>
</table>
| IFToMM Archives at CISM, Udine (Italy) | - documents from the IFToMM President  
- documents from the IFToMM Secretary General  
- reports of IFToMM PCs and TCs  
- other IFToMM documents or documents related to IFToMM  
- Constitution and by-Laws  
- Proceedings of IFToMM World Congress  
- other Congresses and Symposia organized by IFToMM through PCs and TCs  
- other books published under IFToMM auspices  
- photos and videos  
- issues of IFToMM Journal Mechanism and Machine Theory  
- issues of the IFToMM Bulletin Newsletter  
- Issues of the IFToMM Journal Problems of (Applied) Mechanics  
- issues of Gearing and Transmissions | Analogue or original digital (e.g. pdfs) | | IFToMM Archives at CISM, Udine (Italy)                                                             | Signed letter of agreement                                                  |
<p>| Analogue and partly digital | | | | | |</p>
<table>
<thead>
<tr>
<th>Patents</th>
<th>German patents concerning mechanisms, gears and motion systems in general</th>
<th>Digital</th>
<th>Ca. 4500</th>
<th>PATON: Patent centre for the regional network at the Ilmenau Technical University</th>
<th>Public domain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceedings of the 13th World Congress in Mechanism and Machine Science, Universidad de Guanajuato (UCEA), México</td>
<td>This congress is held every 4 years and it is the largest conference for mechanism and machine science</td>
<td>Digital</td>
<td>Ca. 320</td>
<td>Mexican Committee of IFToMM</td>
<td>Signed letter of agreement</td>
</tr>
<tr>
<td>Articles of &quot;Industrieanzeiger&quot;</td>
<td>Articles concerning mechanisms and other fields of machine science</td>
<td>Analogue</td>
<td>Approx. 200</td>
<td>Publisher of Industrieanzeiger</td>
<td>Signed letter of agreement.</td>
</tr>
<tr>
<td>Student works</td>
<td>Mini, Diploma and PhD theses about mechanism and machine science</td>
<td>Analogue and Digital (pdfs on CDs)</td>
<td>1750 (500 theses +1250 (2-3 per thesis) cut images with metadata)</td>
<td>IGM Aachen, University’s or other library</td>
<td>Letter of agreement with each author</td>
</tr>
<tr>
<td>Patents</td>
<td>Patents concerning mechanisms, robotics, mechatronics</td>
<td>Digital (pdf download in patent database called DepatisNet or PatSelect)</td>
<td>1500 (1000 patents + 2 x 250 animations of the mechanism in the patent, + see table &quot;CAx data sets&quot;)</td>
<td>Database DepatisNet and PatSelect Possible cooperation with local patent service centre</td>
<td>Public domain</td>
</tr>
<tr>
<td>Teaching materials</td>
<td>Teaching materials like lecture notes and examination/exercise tasks</td>
<td>Analogue and digital</td>
<td>600 (500 docs + 100 cut images)</td>
<td>IGM Aachen</td>
<td>Public domain</td>
</tr>
<tr>
<td>Books</td>
<td>Books about mechanism theory</td>
<td>Analogue</td>
<td>Cannot be estimated yet, min. 210 (70 books + 140 (2-3 per book) cut images)</td>
<td>University’s or other library</td>
<td>Letter of agreement with each author or publisher</td>
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<td>Dataset</td>
<td>Description</td>
<td>Format</td>
<td>Entries</td>
<td>Location</td>
<td>Responsibility</td>
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<td>Articles of &quot;MTM Proceedings&quot; since 1972 up to 2008</td>
<td>Articles concerning mechanisms and transmissions</td>
<td>analogue and/or digital</td>
<td>~1000</td>
<td>UPT</td>
<td>Letters of Agreement required</td>
</tr>
<tr>
<td>Articles of “PRASIC Proceedings” since 1982 up to 2006</td>
<td>Articles concerning mechanisms and transmissions</td>
<td>analogue and/or digital</td>
<td>~400</td>
<td>University of Brasov, Romania</td>
<td>Entering Metadata Letter of agreement with each author must be generated</td>
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<td>Articles of “COMEFIM Proceedings” since 1990 up to 2008</td>
<td>Articles concerning precision mechanisms and transmissions</td>
<td>analogue and/or digital</td>
<td>~500</td>
<td>UPT</td>
<td>Entering Metadata Letter of agreement with each author must be generated</td>
</tr>
<tr>
<td>BULLETIN TECHNIQUE DU MACHINISME ET DE L'EQUIPEMENT. AGRICOLES</td>
<td>Technical description of agricultural mechanism, machines and system</td>
<td>Analogue</td>
<td>700 (550 articles + 150 cut images; each images with an individual set of metadata)</td>
<td>Cemagref (French public research center)</td>
<td>Public domain</td>
</tr>
<tr>
<td>Book with many descriptions of agricultural mechanisms. Tec et Doc</td>
<td>Description of agricultural mechanism, tractor, harvester, spreading machines, forage harvest machines</td>
<td>Analogue</td>
<td>500 (400 articles + 100 cut images; each images with an individual set of metadata)</td>
<td>Cemagref (French public research center) and publisher</td>
<td>in negotiation</td>
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<td>Package of old books on agriculture mechanisms and machines (&lt;1927)</td>
<td>Old agricultural machines, dictionaries...</td>
<td>Analogue</td>
<td>100 (70 articles + 30 cut images; each images with an individual set of metadata)</td>
<td>Publisher and private persons</td>
<td>Public domain</td>
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<tr>
<td>Annales du génie civil et recueils de mémoire</td>
<td>Beautiful journal on civil engineering with many nice figures of machines</td>
<td>Analogue</td>
<td>Thousands</td>
<td>Crozatier Museum of Puy-en-Velay</td>
<td>Public domain</td>
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<td>Title</td>
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<td>Images/Pages</td>
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<td>Principes sur le mouvement et l'équilibre, pour servir d'introduction aux Mécaniques et à la Physique</td>
<td>Marine steam engines.</td>
<td>Analogue</td>
<td>6 drawings</td>
<td>Crozatier Museum of Puy-en-Velay</td>
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<td>Notes et formules de l'ingénieur et du constructeur-mécanicien</td>
<td>Excellent engineering book</td>
<td>Analogue</td>
<td>300 pictures</td>
<td>Crozatier Museum of Puy-en-Velay</td>
<td>Public domain</td>
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<td>Traité théorique et pratique des moteurs hydrauliques (planches)</td>
<td>Hydraulic engines</td>
<td>Analogue</td>
<td>16 big figures</td>
<td>Crozatier Museum of Puy-en-Velay</td>
<td>Public domain</td>
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<td>Notice sur les instruments de précision (tome 2)</td>
<td>Excellent book on precision measuring instruments</td>
<td>Analogue</td>
<td>200</td>
<td>Crozatier Museum of Puy-en-Velay</td>
<td>Public domain</td>
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<td>Bulletin de l'Ecole Impériale Polytechnique (1e et 2e division)</td>
<td>Beautiful book on technical machines</td>
<td>Analogue</td>
<td>38 big size drawings</td>
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<td>Public domain</td>
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<td>Agriculteur manufacturier</td>
<td>Book on agricultural machines</td>
<td>Analogue</td>
<td>100 nice figures</td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
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<td>Annales industrielles</td>
<td>Journal about Industry</td>
<td>Analogue</td>
<td>Many figures (500)</td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
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<td>Annales des arts et manufactures</td>
<td>Journal about Industry and Machines</td>
<td>Analogue</td>
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<td>Clermont-Ferrand Central library (BCU)</td>
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<td>Many figures (100)</td>
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<td>Analogue</td>
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<td>Clermont-Ferrand Central library (BCU)</td>
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<td>Journal of Civil Engineering</td>
<td>Analogue</td>
<td>Many figures (100)</td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
</tr>
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<td>Bulletin de la Société de l'industrie miniérale</td>
<td>Mining industry Beautiful atlas</td>
<td>Analogue</td>
<td>Many figures (50)</td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
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<td>Génie civil</td>
<td>Journal of Civil Engineering</td>
<td>Analogue</td>
<td>?</td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
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<tr>
<td>L'Invention</td>
<td>About inventions</td>
<td>Analogue</td>
<td>Many figures (50)</td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
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<tr>
<td>Journal Title</td>
<td>Description</td>
<td>_format</td>
<td>Figures</td>
<td>Repository</td>
<td>Copyright Status</td>
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<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
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</tr>
<tr>
<td>Mémoires et Comptes rendus de la société des ingénieurs civils</td>
<td>Journal of civil engineering. Some nice color figures.</td>
<td>Analogue</td>
<td>Many figures (500)</td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
</tr>
<tr>
<td>Recueil industriel, manufacturier, agricole et commercial, de la salubrité publique, des Beaux-Arts, et des Actes de l'Administration</td>
<td>Nice figures of agricultural and industrial machines</td>
<td>Analogue</td>
<td></td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
</tr>
<tr>
<td>Revue aérienne</td>
<td>About aeronautics and planes</td>
<td>Analogue</td>
<td>Many figures (100)</td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
</tr>
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<td>Revue de mécanique</td>
<td>Journal of mechanics</td>
<td>Analogue</td>
<td></td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
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<tr>
<td>RUM. Revue universelle des Mines, de la métallurgie de la mécanique, des travaux publics, des sciences et des arts appliqués à l'industrie</td>
<td>Journal on mining and metallurgy.</td>
<td>Analogue</td>
<td>Many figures (1000)</td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
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<td>Société de l'Industrie minérale</td>
<td>Journal about Mining</td>
<td>Analogue</td>
<td>70 nice figures.</td>
<td>Clermont-Ferrand Central library (BCU)</td>
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<td>Société des ingénieurs civils</td>
<td>Journal of Civil Engineering</td>
<td>Analogue</td>
<td></td>
<td>Clermont-Ferrand Central library (BCU)</td>
<td>Public domain</td>
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<td>La Technique Moderne. Revue Universelle des Sciences appliquées à l’Industrie</td>
<td>Journal about Technics</td>
<td>Analogue</td>
<td>Many figures (1000)</td>
<td>Clermont-Ferrand Central library (BCU)</td>
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<tr>
<td>Revue de mécanique</td>
<td>Journal of Mechanics</td>
<td>Analogue</td>
<td>Many figures (1000)</td>
<td>Clermont-Ferrand Central library (BCU)</td>
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<td>Comptes-rendus de la Société des Ingénieurs Civils de France</td>
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<td>Analogue</td>
<td>Many figures (1000)</td>
<td>Michelin Museum</td>
<td>Public domain</td>
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<td>Le Génie Civil</td>
<td>Journal of Civil Engineering</td>
<td>Analogue</td>
<td>Many figures (1000)</td>
<td>Michelin Museum</td>
<td>Public domain + copyrighted (1885-1967)</td>
</tr>
<tr>
<td>Articles from “Publicaciones DYNA” Journal</td>
<td>Articles concerning mechanical engineering, academicals issues and industry</td>
<td>Analogue</td>
<td>1500 approx.</td>
<td>Publicaciones DYNA journal</td>
<td>One letter of agreement for all the contents</td>
</tr>
<tr>
<td>Articles from Anales de la Asociación Española de Ingeniería Mecánica (Mechanical Engineering)</td>
<td>Articles concerning Spanish publications regarding Mechanical Engineering</td>
<td>Analogue</td>
<td>2000 approx.</td>
<td>Asociación Española de Ingeniería Mecánica (Mechanical Engineering)</td>
<td>One letter of agreement for all the contents</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Format</td>
<td>Quantity</td>
<td>Owner</td>
<td>Rights</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------</td>
<td>----------</td>
<td>--------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Articles from Anales de la Asociación Española de Ingeniería Mecánica (Mechanical Engineering Spanish Association)</td>
<td>Articles concerning Spanish publications regarding Mechanical Engineering</td>
<td>Digital (pdf)</td>
<td>200 approx.</td>
<td>Asociación Española de Ingeniería Mecánica (Mechanical Engineering Spanish Association)</td>
<td>One letter of agreement for all the contents</td>
</tr>
<tr>
<td>Brochures from COMPMECH Research Group</td>
<td>Posters of the Workshops arranged by the group and presentations in Congresses</td>
<td>Digital</td>
<td>5 (Posters)</td>
<td>COMPMECH Research Group</td>
<td>Public Domain</td>
</tr>
<tr>
<td>Patents about mechanisms</td>
<td>Patents of parallel kinematic manipulators</td>
<td>Digital</td>
<td>2 (Patents)</td>
<td>Downloaded from European Patent Office</td>
<td>Free of Copyrights. It is not necessary a letter of agreement. We think the patents have not rights owners.</td>
</tr>
<tr>
<td>Presentation (PPT and PDF)</td>
<td>Presentations regarding Robotics, mechanism and parallel manipulators from the Faculty of Engineering of Bilbao.</td>
<td>Digital</td>
<td>70</td>
<td>Spanish universities</td>
<td>Public Domain</td>
</tr>
<tr>
<td>Italian Books</td>
<td>Selected text books</td>
<td>analogue</td>
<td>90</td>
<td>Library of Dep Mechanics &amp;Aeronautics at University of Rome</td>
<td>Public Domain</td>
</tr>
<tr>
<td>IFTOMM Reports</td>
<td>Meeting reports of IFTOMM</td>
<td>Digital</td>
<td>50</td>
<td>IFTOMM president</td>
<td>in negotiation</td>
</tr>
<tr>
<td>Example:</td>
<td>Proceedings RAAD2003 e CT2005</td>
<td>Digital (pdfs on CDs)</td>
<td>105</td>
<td>LARM</td>
<td>in negotiation</td>
</tr>
</tbody>
</table>
Figure 4. Examples of input content for text documents


right: Franz Reuleaux “Vorträge über Maschinenbaukunde” (1868)
### 2.6 Table “Physical models”

<p>| Type of input content (books, articles, patents, proceedings, …) | Description | Type | Amount of items | Content provider (e.g. library, publisher, university, private person) | IPR (e.g. public domain, signed letter of agreement, in negotiation) |
|---|---|---|---|---|
| Collections of physical models (Figure 5) | Most of these models are made of plexiglass and will be digitised with a special transparent “digitisation table” combined with a single lens reflex camera | Analogue | 400 mechanism descriptions, 400 images | Universities in Ilmenau, Aachen, Dresden, Chemnitz, Hannover, Braunschweig (Germany) | Special agreements with Universities |
| Mechanism models | Collection of mechanism models made of plastic material Location: IGM Aachen Year: unknown | Analogue | 159 (53 images of the models + 53 videos of the moving mechanisms + 53 mechanism descriptions) | IGM Aachen | Public domain |
| Mechanism Laboratory of the Technical University of Cluj Napoca | Mechanism models made of steel and wood, experimental stands Location: Cluj-Napoca Universitatea Tehnică Cluj-Napoca Year: up 1948 | Analogue | ~100 (50 mechanism descriptions + 50 images; each image with an individual set of metadata) | Universitatea Tehnică Cluj-Napoca | Public domain and/or signed letter of agreement |
| Mechanism Laboratory of the Transilvania University of Brasov | Mechanism models made of steel and wood, experimental stands Location: Brasov Transilvania University of Brasov | Analogue | ~100 (50 mechanism descriptions + 50 images; each image with an individual set of metadata) | Transilvania University of Brasov | Public domain and/or signed letter of agreement |</p>
<table>
<thead>
<tr>
<th>Collection</th>
<th>Description</th>
<th>Type</th>
<th>Details</th>
<th>Institution</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanism Laboratory of the Technical University Gheorghe Asachi of Iasi</td>
<td>Mechanism models made of steel and wood, experimental stands</td>
<td>analogue</td>
<td>~100 (50 mechanism descriptions + 50 images; each image with an individual set of metadata)</td>
<td>Technical University Gheorghe Asachi of Iasi</td>
<td>public domain and/or signed letter of agreement</td>
</tr>
<tr>
<td>Collection Clair of small scale machines and elements of machines (Figure 6)</td>
<td>Collection CLAIR brothers. They were the guys who built most of the reduced models for “Musée des arts et métiers” in Paris in the 19th century</td>
<td>Real machines of around 50cm each</td>
<td>(1 photo + 1 video) * 200 = 400</td>
<td>Crozatier Museum of Puy-en-Velay</td>
<td>In negotiation</td>
</tr>
<tr>
<td>PATSTEC Auvergne database</td>
<td>Database on existing old scientific devices</td>
<td>Digital (already in a database)</td>
<td>2000*(1 description + 6 photos) = 14000</td>
<td>PATSTEC Auvergne</td>
<td>Signed letter of agreement</td>
</tr>
<tr>
<td>Musee des Arts et Métiers, Paris</td>
<td>The complete storage area of the biggest museum on machines in France. 95% of the collection is not exposed.</td>
<td>Real machines and objects</td>
<td>To be determined (ca. 80000 items)</td>
<td>Musee des Arts et Métiers, Paris</td>
<td>Contact taken with the director (Serge Chambaud)</td>
</tr>
<tr>
<td>Videos</td>
<td>Videos regarding robotics, mechanism and parallel manipulators</td>
<td>Digital</td>
<td>60</td>
<td>COMPMECH Research Group</td>
<td>Public Domain</td>
</tr>
<tr>
<td>Videos</td>
<td>Videos regarding vehicles of the Formula Student of the UBC</td>
<td>Digital</td>
<td>2</td>
<td>Formula Student</td>
<td>In negotiation.</td>
</tr>
<tr>
<td>LARM collection</td>
<td>LARM prototype 1997 - 2009</td>
<td>Digital (TIFF)</td>
<td>19</td>
<td>University of Cassino</td>
<td>public domain</td>
</tr>
</tbody>
</table>
Figure 5. Collection of physical model at Chemnitz University of Technology
Figure 6. Collection of 200 machines of Crozatier Museum
### Table “CAx data sets”

<table>
<thead>
<tr>
<th>Type of input content</th>
<th>Description</th>
<th>Type</th>
<th>Amount of items</th>
<th>Content provider</th>
<th>IPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>(books, articles, patents, proceedings, …)</td>
<td></td>
<td>Analogue or original digital (e.g. pdfs)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animations with SolidWorks</td>
<td>Animations of mechanisms described in a patent</td>
<td>.avi</td>
<td>750 (250 animations + 250 mechanism description + 250 thumbnails)</td>
<td>IGM Aachen is going to produce these items</td>
<td>Public domain</td>
</tr>
<tr>
<td>Constructions with Cinderella (Interactive geometry software)</td>
<td>Constructions of mechanisms described in a patent</td>
<td>.cdy presented as html</td>
<td>500 (250 animations + 250 thumbnails)</td>
<td>IGM Aachen is going to produce these items</td>
<td>Public domain</td>
</tr>
<tr>
<td>CAD generated mechanism models</td>
<td>Educational material</td>
<td>dwg</td>
<td>~60</td>
<td>university UPT</td>
<td>public domain</td>
</tr>
<tr>
<td>CAD models of machines Lecture: Mechanisms and Robotics</td>
<td>Adams Models made by IFMA students from 1999</td>
<td>Native Adams files + exported data (images, videos)</td>
<td>200 * (1 image + 1 reference + 1 CMD file + 1 video) = 800</td>
<td>IFMA</td>
<td>Public domain</td>
</tr>
<tr>
<td>CAD models of machines Lecture: Computer Aided Design</td>
<td>Catia Models made by IFMA 2008-2010</td>
<td>Native Catia files + exported data (images, videos)</td>
<td>200 * (1CAD assembly + 5 images + 3 videos + 1 patent) = 2000</td>
<td>IFMA</td>
<td>Public domain</td>
</tr>
<tr>
<td>CAD models of machines Lecture: Computer Aided Design</td>
<td>Catia Models made by IFMA 2010 Taken from Artobolevski</td>
<td>Native Catia files + exported data (images, videos)</td>
<td>45 * (1CAD assembly + 5 images + 3 videos + 1 scan of Artobolevski page) = 450</td>
<td>IFMA</td>
<td>Public domain</td>
</tr>
<tr>
<td>CAD models of machines Lecture: Master's degree</td>
<td>Catia Models made by IFMA 2010 Taken from Artobolevski</td>
<td>Native Catia files + exported data (images, videos)</td>
<td>45 * (1CAD assembly + 5 images + 3 videos + 1 scan of Artobolevski page) = 450</td>
<td>IFMA</td>
<td>Public domain</td>
</tr>
<tr>
<td>Type of input content (books, articles, patents, proceedings, …)</td>
<td>Description</td>
<td>Type</td>
<td>Amount of items</td>
<td>Content provider (e.g. library, publisher, university, private person)</td>
<td>IPR (e.g. public domain, signed letter of agreement, in negotiation)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Images of “Voigt Katalog” showing the collection of Franz Reuleaux (Figure 7)</td>
<td>Franz Reuleaux is a German engineer and scientist. He generated an outstanding and prominent collection of mechanism models which are indexed and visualised in the Voigt Catalogue</td>
<td>Analogue</td>
<td>Ca. 400</td>
<td>Universities of Aachen, Dresden, Ilmenau</td>
<td>Public domain</td>
</tr>
<tr>
<td>Collection of slides</td>
<td>The collections of slides shows teaching material (different machines, diagrams, technical principals, etc.)</td>
<td>Analogue</td>
<td>Ca. 3000 images Ca. 100 mechanism descriptions</td>
<td>Universities of Aachen, Dresden, Ilmenau</td>
<td>Public domain</td>
</tr>
<tr>
<td>Technical drawings</td>
<td>Sectional drawing of different mechanisms</td>
<td>analogue</td>
<td>24</td>
<td>IGM Aachen</td>
<td>Public domain</td>
</tr>
<tr>
<td>drawing in text document</td>
<td>sources: patents</td>
<td>analogue or digital</td>
<td>~2500</td>
<td>National Patent Office</td>
<td>negotiated</td>
</tr>
<tr>
<td>drawing in text document</td>
<td>sources: papers</td>
<td>analogue or digital</td>
<td>~600</td>
<td>private persons</td>
<td>signed letter of agreement</td>
</tr>
<tr>
<td>drawing in text document</td>
<td>sources: books, PhD thesis</td>
<td>analogue or digital</td>
<td>~2500</td>
<td>private persons</td>
<td>signed letter of agreement</td>
</tr>
<tr>
<td>PATSTEC</td>
<td></td>
<td></td>
<td>12000</td>
<td>PATSTEC</td>
<td>Signed letter</td>
</tr>
<tr>
<td>Photo from camera</td>
<td>Photos of mechanisms, machine-tools, robots and manipulators.</td>
<td>Analogue</td>
<td>80</td>
<td>Faculty of Mechanical Engineering of Bilbao, other Spanish Universities</td>
<td>Public Domain</td>
</tr>
<tr>
<td>Photo from camera</td>
<td>Photos of persons (COMPMECH Group members).</td>
<td>Analogue</td>
<td>10</td>
<td>COMPMECH Research Group</td>
<td>Public Domain</td>
</tr>
<tr>
<td>Pictures and images</td>
<td>Pictures from designs, models and simulations of robots, mechanisms and manipulators.</td>
<td>Digital</td>
<td>300</td>
<td>Faculty of Mechanical Engineering of Bilbao and other Spanish Universities</td>
<td>Public Domain</td>
</tr>
<tr>
<td>“Publicaciones DYNA” Journal</td>
<td>Pictures and images of machines, ships, companies, trains, railways, etc.</td>
<td>Analogue</td>
<td>900</td>
<td>DYNA journal</td>
<td>signed letter of agreement</td>
</tr>
<tr>
<td>Anales de la Asociación Española de Ingeniería Mecánica (Mechanical Engineering Spanish Association)</td>
<td>Pictures and images of machines, ships, companies, trains, railways, etc.</td>
<td>Digital</td>
<td>1000</td>
<td>Internet</td>
<td>Public Domain</td>
</tr>
</tbody>
</table>
Figure 7. Images of “Voigt Katalog” showing the collection of Franz Reuleaux,
Gustav Voigt: Kinematische Modelle nach Professor Reuleaux: Katalog, Voigt, Mechanische Werkstatt, Berlin, 1907
Annex 2 – Tutorial “Generating of the letter of agreement & list of documents”

**Management of rights of use for documents**

**Generator for letters and lists of literature**

- **Correct author:** Goldblatt, Bruce (2020-04)

**Generated list of documents**

1. **Select:** The options display available for download and include the following:
   - **Title:**
   - **Language:**
   - **Country:**
   - **Date:**
   - **Author:**
   - **Conference:**

2. **Generate:** A blank version of the list will be downloaded and printed. Make changes as necessary. The list includes:
   - **Title:**
   - **Language:**
   - **Country:**
   - **Date:**
   - **Author:**

**Version 1.0**

Ilmenau, 2011-05-24

Authors: Birgit Tolkemitt, Rike Brecht, Ulf Döring
Overview

Generation of letter of agreement and list of literature  
Overview of the status of draft and final versions of letter of agreement  
How to see fast draft versions of letter of agreement  
Select the list of documents  
Generate the draft letter with list of documents  
Translate the text of the letter of agreement with the editor  
The letter of agreement & annex (drafts)  
Generate the final letter and list of documents  
Explanation of the numbers used in the bar code in the letter of agreement

Management of signed letter of agreement and list of literature  
Select a final letter of agreement or an author  
Check the final letter of agreement  
Manage a signed letter of agreement or an author

Recommendations and advices

The tutorial guides you through the workflow to generate the letter of agreement

On this site (tab hints) you get an overview of the workflow. It is a kind of sitemap with links to the different steps. The tabs List gener, and List, manag, present the necessary tools for the generation and management of the letter of agreement.
The tutorial guides you through the workflow to generate the letter of agreement.

There are two main steps:
1. The generation of the letter of agreement and the list of literature (fig. 1)
2. The management of signed letters of agreement (fig. 2)
In this section (tab List gener.) the letter of agreement and its annex (the list of literature) is generated for one author/ rights holder.

Generation of letter

Overview of the status of draft and final versions of letter of agreement

Every final letter of agreement has an individual DMG-ID.

Date of the generation of the letter of agreement

In this entry field you select the rights holder for whom you want to generate a letter of agreement. Enter the name or the DMGId of the person.

This list shows all drafts and final versions of the letter(s) of agreement of one rights holder. In this example: Goldhahn, Horst is the author and rights holder.

These Icons give information about the status of the letter of agreement.

Every item in the list of literature has an individual barcode.

These Icons show if the letter with its annex and together with a covering letter was send to the rights holder.

These Icons show if the letter was signed by the rights holder and if so the date of signature.

These Icons show if the works which can be found in the list of literature are free for scanning, i.e. if the rights clarification was successful and correct, and you are authorized to scan the works. At the moment: the Ilmenau team is the only institution who can give the authorisation, i.e., Ilmenau is checking the uploaded signed letter of agreement and is unlocking the works.

This Icon shows the type of barcode.
How to see fast draft versions of letter of agreement

Use this link to see a draft version of the letter of agreement which you are working on. You can also use the same pull down menus to configure the letter and even translate the text of the letter (see page 20).

**Procedure**

1. You can select if the serial number (ser. No.) and docid are shown in the list of literature below. Nevertheless both numbers are always shown in the letter of agreement.

2. Selected dgmis are listed in this field.

3. show all: all documents of an author/rights holder are shown

4. Preselection to adapt the list of documents which are shown below (see also page 11)

   - unselect all: this option clears the list
   - only without rights: all documents for which the rights of use are not clarified are shown (these documents are labeled with an 'x' in this list before the serial number)
   - select all: all works of an author which are in the ProDB are shown (If the are documents for which the rights of use are clarified the documents are labeled with an 'X' instead of an 'x')
Select the list of documents

Generation of letter

Procedure

1. Uncheck the checkboxes in the Chosen list of documents AND click on the button Update to update the list.
2. Use the show unselected fields and copy & paste deregids from field A to B.
   - Click on the button Update OR click on the checkbox show unselect field to hide the unselected field again.

Possible use case for this checkbox: you have a very long list of a single author and you want to make more than one letter of agreement. You can paste the selected deregids from the first letter (A) to the unselected deregids of the second letter which is the supplemental letter (B)

Generation of letter

Select the list of documents

Explanation of the colors and labels in the Chosen list of documents

Red: the rights for this document are clarified
Green: the rights for this document are not clarified

Checked: checking a document means the document is part of the annex of the letter of agreement, and you want the rights holder to get the usage rights for this document. Only the checked documents are part of the annex.

Checked Red: in general this doesn’t make sense, the row is yellow highlighted. It doesn’t make sense because the Red indicates the rights for this document are clarified and if you check it the document occurs again in a annex of a letter.

The row is red highlighted if the chosen author is not part of the document’s metadata. In this example you see the chosen list of documents by the author, but this name is not mentioned in the document’s metadata. This happens if, e.g., the external metadata in the Simple Document Editor are not complete.
Select the list of documents

Procedure

1. Select the person, adjust list parameters and click "Update" to see changes until the list of documents is correct. For this list of documents may be (dis)selected individually or via Preset options like "select all" or "unselect all". Changes in the order of the documents (filed with numbers) do not change the order of the documents in the list.

2. Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not only kept in the database. Per person and option only the last draft PDF is accessible.

3. Generate the final version of the list. Download it and check it. The final version cannot be changed. Each final version has its own stamp and is only kept in the production database. All of the final PDFs are listed (see below).

When ever you change any options press "Update" to see updated list of documents.

Sorting: you can sort the list of documents by alphabet (title), author, year of publication or DMG-Lib ID

Generate the draft letter with list of documents

Procedure

1. Select the language of the letter of agreement

- First letter: the first letter of agreement send to an author
- Supplemental letter: supplementary letter which upgrades an existing letter. A supplementary letter can be necessary if additional documents of an author are added in ProO8.

Only in case of supplemental letter: enter the date of signature on the first letter which should be supplemented. The date can be found on the scanned letter of agreement.

Kind of letter of agreement
1. **Information about relevant documents**
   These options refer to the table „Covered documents“ in the letter of agreement:
   - **empty field**: the row is empty, this can be necessary e.g. if a conference and want to enter the data by hand.
   - **all works**: the document includes all existing and future scientific publications of the author, i.e. all works in prob. all works which are published but not yet in prob., and all other work which will be published in the future; selecting this option means that no annex list of documents is part of the letter of agreement.
   - **provided works**: the document includes all works previously as well as prospective works supplied to DMG Lib. Selecting this option means that no annex list of documents is part of the letter of agreement, the reason e.g. that the work’s metadata cannot be found. The author will upload the work or provide the work to the national teams, who are entering the metadata into prob.
   - **1 Document**: the agreement applies to the work listed on page 2.
   - **N Documents**: the agreement applies to the N works listed from page 2.

2. **Generate the draft letter with list of documents**

   **Procedure**

   1. Select the person, adjust the template and click (Update) to save changes until the list of documents is correct. For this list of documents may be (de)selected individually or via subscriptions options like “select all” or “deselect all”. Changes in the order of documents in the list are not taken into account when creating the draft of documents in the list.
   2. Generate a draft version of the list, download it and check. Make changes as long as the list includes errors. Drafts are not yet kept in the database. Per person and also the only the last draft PDF is accessible.
   3. Generate the final version of the list. Follow the instructions to save PDF and check. The final version can be changed. Each final version is own size and is only kept in the production database. All of the used PDFs can also be deleted in the next step. Deleting the PDFs is not possible.

   **Letter of agreement**

   Letter of agreement regarding the transfer of simple rights of use to the Association for Promoting the Digital Mechanics and Gear Library (DMG Lib e.V.)

   **Creator data**

   - **name**: [Name]
   - **email**: [Email]
   - **address**: [Address]

   **Letter of agreement with list of documents**

   - **list of documents**: [List of documents]
   - **nd**: no download

   *In the future the DMG Lib wants to offer (parts of) the collections as downloads for the users. The DMG Lib can do this unless the rights holders forbid it. So we should try to get the letter of agreement without the restrictions.*

   **Download link**: [Download link]

   [Next page]
Generate the draft letter with list of documents

Procedure

1. Select the person, adjust list parameters and click (Update) to see changes until the list of documents is correct. For this list the documents may be (de)selected individually or via Presentation options like "select all" or "unselect all". Changes in the order of documents are retained in the list. The list may be saved ("Save") or new documents may be added to the list ("Add documents").
2. Generate a draft version of the list, download it and check. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
3. Generate the final version of the list, download it and check. Each final version has its own name and is durably kept in the protective database. All of finalised PDFs can be found here. Per person only the finalised PDFs are listed (see above).

Letter tester

take values: take values tested here and apply them in letter/list generation, i.e. all modifications made here are given back to the original pull downs

Test: If the draft letter is not updated automatically you can press the Test button.

Generate draft of letter of agreement and list of literature

1. Before you generate the draft letter of agreement check the editor to be sure that the text is translated. If you select the language of the letter and there are any translations missing the red button appears Use Editor to fix a problem! (see page 20).
2. Press the button „Generate draft“ to generate a draft of the letter of agreement and the annex (list of literature)
3. Right to the button the pdf link appears and the draft is also in the table above
4. Check the draft and make changes if necessary
Translate the text of the letter of agreement with the editor

The editor for the letter of agreement has a translation function (see page 19).

1. Press the orange highlighted [text] button to open the translation editor.
2. Select the language to which you want to make the translation.
3. Press apply to finish the translation.

Translation is necessary:
- for the first work of a national team with the letter of agreement.
- and during the whole thinkMOTION project duration because it is possible that modifications are done with the text all the time.
- check if translations need to be done.

- The letter of agreement & annex (drafts)
**Generate final letter of agreement and list of literature**

1. If the letter of agreement is okay you can generate the final version using the button „Finalize“, i.e. the final letter gets an own dmgid and is permanently stored. In contrast the drafts don’t have a dmgid and can be overwritten.
2. Download the final version and/or print it.
3. Send the final letter of agreement and the annex together with a accompanying letter to the rights holder.

**Explanation of the numbers used in the bar code in the letter of agreement**

- 202 is EAN standard number for the privat area
- 005811009 is the DMG-ID of the work, for searching the work in prodib leave out the prefix zeros
- 2 is a check number

**Letter of agreement**
Ulf Döring  
generated on 24.05.2011, 14:11, page 2 of 2

On the bottom of the page of the letter you can find the DMGid of the letter. In this example: 104650 is the DMGid of the letter of agreement of the author Ulf Döring

**Why using bar codes?**
- You are sending the final letter of agreement to the author for signature. The author has the possibility to make changes in the annex (list of literature), e.g. cross or add some works. If the author is making any changes in the list you must indicate these in the prodib (using the list. manag. forms)
- You can enter the tids which are changed by the author by hand in the entry field or you can select the entry field and use your bar code scanner (see page 31)
- You can use your bar code scanner to avoid typing errors
- The automatic extraction of dmgids from bar codes only works in the entry fields of list. manag. (see page 31). It doesn’t work automatically for example with excel.
In this section the signed letter of agreement and its annex (the list of literature) is managed.
Select a final letter of agreement or an author

Enter the DMG-Lib ID of the letter of agreement which can be found on the bottom of the page OR enter the name of the author

Check the final letter of agreement

This field shows automatically the date of generation of final letter of agreement
This link and field shows automatically the name and the DMG-ID of the person who generated the letter of agreement.

This is the style of barcode used for the letter.

This icon shows if the letter was sent to the author or not.

If a letter was sent to an author press the red envelope and then the button "Send changed data"
Check the final letter of agreement

Here you can see the original (unsigned) letter

This icon shows if the letter was signed by the author / rights holder

Manage a signed letter of agreement or an author

Workflow after the letter is signed by the author or rights holder, and was sent back to you

1. All ids of the works which are part of the letter of agreement are automatically entered in the field “original ids (not changeable)”. Check the letter if there are any changes (e.g. added or crossed works). Enter these changes into the field:
   - ids added before signature, i.e. further ids which are also part of the letter (not originally printed, may be added by hand). Use the Simple editor for documents to look for the digit or generate a new metadata set for the added documents.
   - ids removed before signature, i.e. originally printed ids which were created by the author or rights holder
   - ids without downloads, i.e. originally printed ids which were marked by the rights holder. The marked ids will be readable in OMS-UI but no download link will be offered. You enter the ids in the fields by hand or you can use a barcode scanner. Click in the fields and scan the corresponding barcode on the list of literature (see page 35)

2. If necessary you can add a comment in the field “comment”
### Management of lists

#### Manage a signed letter of agreement or an author

**Workflow after the letter is signed by the author or rights holder, and was sent back to you**

- **3.** Now scan the signed letter of agreement in order to upload into the profile.
- **4.** Upload the scanned letter using "Please upload!"
- **5.** Now you can view the uploaded signed letter of agreement here.

**Workflow after the letter is signed by the author or rights holder, and was sent back to you**

- **6.** You must indicate that the letter is signed by clicking on the signature icon (the icon turns green).
- **7.** Enter the date of signature here (e.g. this is necessary for future supplementary letters).
- **8.** New click on "Send changed data"
Workflow after the letter is signed by the author or rights holder, and was sent back to you

9. Send the original/paper version of the signed letter of agreement to the limes team for archiving (DMG-Lib e.V.). The limes team is checking the data and compares your entries in ProD8 and releases the work for the next step which is scanning the work.

Please note – some advices for the clarification of rights and the generation of the letter of agreement

• Rights clarification takes time!

• Only those documents whose legal situation concerning usage/copy rights is clear can be digitised, made online available in DMG-Lib and can be taken into account as Europeana item.
Please note – some advices for the clarification of rights and the generation of the letter of agreement

Legal situation

• If the author is dead for more than 70 years the work is in the public domain
  – The clarification of rights is not necessary
  – Try to find as much works in the public domain as you can because clarification of rights costs a lot of time!!
  – Unfortunately finding out the date/year of death can also take a lot of time.

• Secondary publication rights, i.e. all works which are not in the public domain
  – Authors/rights holders must accept the letter of agreement and where required the publisher
    (dependent on the contracts between author and publisher)
    • Books: normally the publisher has the rights of use also for online publication – normally it
      is uncompromising to negotiate with the publisher
    • Journals, proceedings published by a publisher
      o Normally the secondary publication right goes back to the author after one or two
        years, i.e. after one or two years the author has again the publication right and must
        not ask the publisher.
      o BUT the authors must check their individual contracts with the publisher. The
        author/rights holder confirms in the letter of agreement to have the right on these
        documents and that no rights of third persons are breached with the publication.

Please note – some advices for the clarification of rights and the generation of the letter of agreement

How to find and identify authors/ rights holders

• First of all check your own publications and the works of all national thinkMOTION colleagues
• Ask ...
  – Colleagues in your university, department, institute, expert group, or other scientific
    organisations
  – Participants of workshops and conferences (inhouse, national, international)
  – Former colleagues, Alumni
• Research in...
  – other databases,
  – conference proceedings,
  – Reference lists, ...
• Sometimes you have to find the heirs to clarify the rights. Finding heirs is not easy – use personal
  contacts, contacts to families or (former) colleagues to find them.
Workflow and responsibilities

- First rights clarification then scanning!!!!
- Every partner should have one person who is responsible for rights clarification

For better readability see the next pages.

Please note – some advices for the clarification of rights and the generation of the letter of agreement

Documents: Entering metadata and clarification of rights

<table>
<thead>
<tr>
<th>Task</th>
<th>Data</th>
<th>Responsibility</th>
<th>Subtasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search for relevant works/holders</td>
<td>Address of the right holder</td>
<td>each partner</td>
<td>Conference organized by one of the partners</td>
</tr>
<tr>
<td>First thinkMOTION letter to the right holder (publisher)</td>
<td>List of works</td>
<td>each partner</td>
<td>Title of work, Author(s) of work, Date of publication</td>
</tr>
<tr>
<td>Making metadata online available</td>
<td>Signed letter of agreement</td>
<td>each partner</td>
<td>ProDB, Letter of thanks to right holder, Sending original of letters of agreement to TU Ilmenau</td>
</tr>
<tr>
<td>Generating letter of agreement</td>
<td>Management of letter of agreement</td>
<td>each partner</td>
<td>ProDB, Letter of thanks to right holder, Sending original of letters of agreement to TU Ilmenau</td>
</tr>
<tr>
<td>Archiving, allow to scan and to make works online available</td>
<td>Original of letter of agreement</td>
<td>TU Ilmenau</td>
<td>ProDB, Letter of thanks to right holder, Sending original of letters of agreement to TU Ilmenau</td>
</tr>
</tbody>
</table>
Workflow for paper documents

Register source - enter first metadata → ProDB
Simplified Metadata Editor for Documents

Clarify rights of use → ProDB
Management of rights of use for documents

Locate and procure document → Library/Database Search
Interlibrary loan

Complete and correct metadata → ProDB
IDoc.

Locking data set for digitising → ProDB
Uploader

Digitising sources → Book scanner

Processing scanned sources → ScanTailor
FineReader

Uploading raw and processed data → ProDB
Uploader