DELIVERABLE

Project Acronym: thinkMOTION
Grant Agreement number: 250485
Project Title: Digital Mechanism and Gear Library goes Europeana

D6.3 - Final report on entered metadata sets

Revision: [1.1]

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Claudia Cornely (RWTH Aachen)

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## Revision History

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<td>C. Cornely</td>
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**Statement of originality:**

This deliverable contains original unpublished work except where clearly indicated otherwise.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.
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1. Introduction and work package objectives

Objective

“Metadata describes other data. It provides information about a certain item’s content. For example, an image may include metadata that describes how large the picture is, the colour depth, the image resolution, when the image was created, and other data. A text document’s metadata may contain information about how long the document is, who the author is, when the document was written, and a short summary of the document.”

For an efficient and reliable information retrieval Europeana uses a standardized metadata scheme which is based on Dublin Core (DC) and Europeana Semantic Elements (ESE). By applying these standards to the different types of digital content provided by thinkMOTION project, each type obtains a set of metadata, which describes the object as explicitly and detailed as possible.

In order to ensure the metadata quality, the “Description of Work” for thinkMOTION project includes work package 6 “Entering metadata for content”. The performed tasks and workflows and the achieved results of this work package in the overall project period (06/2010 – 05/2013) will be described in this document.

Main tasks

The work in WP6 “Entering metadata for content” includes two tasks.

The objective of task 6.1 is to enter an appropriate set of metadata for each content item. The task involves the completion and (if necessary) the correction of the metadata entered as a result of the workflow in WP 3. The metadata sets for the different types of content are defined in accordance with the standards of Dublin Core (DC) and Europeana Semantic Elements (ESE). Additionally the language of the entered metadata sets is marked in order to facilitate the translation work in WP 8.

The aim of Task 6.2 is the preparation and publication of guidelines for entering metadata. These guidelines cover the conversion of existing metadata and the entering of new metadata in line with the required metadata for Europeana. In addition, the guidelines are the basis for the staff training activities in WP10 (Task 10.3).

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1 http://www.techterms.com/definition/metadata
2. Resources, workflow and results

2.1 Resources for metadata

Metadata for documents can be gathered from bibliographic catalogues and databases in case the document has been registered there. For types of content like images, videos/ animations, teaching materials or persons other ways to collect information about the objects must be identified. In case of thinkMOTION project the following sources for metadata are used:

Text documents
- Literature/reference lists
- Patent databases
- Archives of university libraries, museums and other institutions
- GVK - GBV Union Catalogue (this multi-material bibliographic database covers the holdings of over 34.1 million records of more than 400 GBV member and associated libraries with over 79.4 million separate catalogue entries of books, conference proceedings, periodicals, dissertations, microfilms and electronic resources)
- Journals, reports, proceedings from national engineering associations

Images
- attached text e.g. in a book, text included on the image
- collections of physical models
- photos of persons

Videos/Animations
- technical information attached to the files
- student projects for CAD models

Teaching materials
- information contained in the documents
- details given by the institution, which produced the documents

Persons
- data given by the authors directly or their heirs
- biography data found in books, articles or internet
- research institutions

2.2 Workflow

The workflow for entering metadata follows an approved workflow established during the national DMG-Lib project. Because this workflow guarantees a high quality of metadata it has been transferred from DMG-Lib project to thinkMOTION.
2.2.1 Characteristics of thinkMOTION database

The basis for the established workflow is the “production database” (ProDB). It supports the metadata input by offering special interfaces for the different types of content. With regard to the high amount of items that the thinkMOTION project wants to provide for Europeana and therefore to ease the process of entering metadata, simplified input interfaces for documents, patents, images, file based content (e.g. CAD data, videos) and persons were developed (see Figure 2 - 6). These interfaces allow the entering of metadata that describe the object shortly but explicitly and furthermore fulfil the requirements of the ESE standard.

When entering the ProDB the user can chose between several editors for entering metadata. A detailed description of the editors and a definition of the input fields are given in the tutorials attached to this document.

![Welcome interface of ProDB](image)

Figure 1: Welcome interface of ProDB

Due to the characteristics of the database it is possible to enter metadata incrementally. In case there are only few informal references on a certain object it is possible to enter only these fragmentary metadata and to complete or correct them as soon as a proven set of metadata can be provided.

The input fields for persons/biographies (Figure 3: Simplified Metadata Editor for PersonsFigure 3) offer options for entering information about “who”, “when”, “what” and “where”, which allow time as well as location based searches. By linking the person’s biography with primary and secondary literature, images and other relevant objects, a comprehensive overview on a person’s work can be offered to the user.

The interface of the image editor (Figure 45) requires only few metadata for creating an item (name, description, image semantics). Additional technical information on the image file is imported automatically.

Since thinkMOTION provides a large amount of multimedia items (videos, animations, CAx data) the input mask for these item types (FBC – file based content) allows to enter metadata for very diverse file types. As shown in Figure 6 the user can choose the required file type from a drop-down list. ProDB supports the following FBC-types:
Multi image (.mpo) - In MPO-files (MPO=Multi Part Object) we often find stereo images, e.g. those taken with a Fujifilm FinePix Real 3D

STEP - STEP means Standard for the Exchange of Product model data. STEP files describe 3D-CAD objects and related information. They are defined in ISO 10303. We assume that each file starts in the first line with ISO-10303

AutoCAD .dxf - DXF means Drawing Exchange Format. This CAD data file format is developed by Autodesk. Data may be in binary or ASCII form.

AutoCAD .dwg - DWG means Drawing. This CAD data file format was developed by Autodesk as the internal/native format for AutoCAD.

Cinderella pure .CDY - A pure Cinderella data file cannot be opened in a Web-browser

3D XML (Dassault) - The 3D XML Player application provided by Dassault Systems or the GLC Player can be used to view 3D XML files.

GeoGebra pure .GGB - A pure GeoGebra data file which usually cannot be opened in a Web-browser directly. You may install GeoGebra from http://www.geogebra.org

VRML (.wrl) - A VRML-file includes 3D-model data which can be shown via browser plugins

GIM mechanism file - A GIM mechanism file cannot be opened in a Web-browser directly. You may download and install the GIM software from http://www.ehu.es/compmech/software

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Figure 2: Simplified Metadata Editor for Documents

Figure 3: Simplified Metadata Editor for Persons

Figure 4: Simplified Metadata Editor for Patents

Figure 5: Image Editor
2.3 Results

During the overall period of thinkMOTION project significant result have been achieved.

2.3.1 Specifications for metadata sets

The work for defining a metadata set for each type of content started with a detailed analysis of the Dublin Core and ESE standards. As these definitions differ slightly from the common terms used in librarianship, it was necessary to adapt them to the definitions used in the database interfaces.

The result of this work is shown in Annex 1 “Metadata Guidelines”. This document displays the metadata for each type of content both as common terms and ESE. Additionally the guidelines give information about metadata which are recommended by Europeana but do not have to be entered to the database manually. Due to the technical characteristics of thinkMOTION database it is possible to generate certain metadata automatically while transferring the datasets to Europeana.

In line with these guidelines the adapted definitions were implemented to the database. The results are shown in Figure 2 – 6 and the ProDB tutorials (Annex 1 - 6).

2.3.2 ProDB tutorials

In order to guarantee high quality standards regarding metadata several tutorials were developed during the lifetime of the project. These tutorials enable all partner institutions to train their staff autonomously, without requesting a training session with the database.
administrators. All tutorials are available in the database directly and thus allow the user to look-up details of ProDB features efficiently.

Besides the usage within the thinkMOTION project the tutorials can also help to introduce new users or potential future users to ProDB. This is important especially with regard to the sustainability strategy of thinkMOTION project which includes the commercialisation of the software infrastructure.

Interested readers can find all tutorials attached to this Deliverable.

2.3.3 Entered metadata to thinkMOTION database

The described work package 6 is closely connected with work package 3 “Locating and providing content and clarification of rights of use”. The contents, that the partners have located, provide the metadata to be entered and therefore the work of WP6.

The result of thinkMOTION project is shown in Table 1: Entered metadata sets in the overall project period.

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<th>Type of content</th>
<th>Amount of entered metadata sets</th>
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<td>Text documents</td>
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<td>Article</td>
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<tr>
<td>Book</td>
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<td>PhD</td>
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<tr>
<td>Patent</td>
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<td>Others</td>
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<td>Persons</td>
<td>22.033</td>
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<tr>
<td>Images</td>
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</tr>
<tr>
<td>CAx files</td>
<td>4.053</td>
</tr>
<tr>
<td>Movies</td>
<td>2.912</td>
</tr>
<tr>
<td>Animations</td>
<td>2.339</td>
</tr>
<tr>
<td><strong>Total (without persons)</strong></td>
<td><strong>84.575</strong></td>
</tr>
</tbody>
</table>

Table 1: Entered metadata sets in the overall project period

Most of the entered metadata sets are for text documents, such as articles, books, theses and patents, and for images. The required metadata for these types of content are defined in the
metadata guidelines and in compliance with the Europeana Semantic Elements. Additionally, the project partners were very successful in registering metadata for movies and animations.

There is a slight difference between the number of registered metadata sets and the actual number of online items. This is due to unsolved IPR issues regarding the related documents, but does not affect the overall project goal of 62,000 online items. The number of more than 22,000 registered metadata sets for persons cannot be compared to the expected result of 1,500 personas/vitas, since not every author is an outstanding personality in mechanism and machine science.

To ensure and check the compliance of all thinkMOTION items with the Europeana requirements the Europeana Compliance Button and the Tutorial on Europeana Item Quality Criteria were implemented (Annex 7: Tutorial for Europeana Compliance Button).
Guidelines for WP6
“Entering metadata for content”
Version 1.0
-draft-

Metadata for thinkMOTION

Dear Partners,
this is the first draft of the guidelines for WP6 “Entering metadata”.
As we want to collect different types of content, we will need many different metadata. These guidelines will give you information about the metadata we have to collect for thinkMOTION.

The first slide gives you an overview and a definition of each suggested metadata element in general. The slides 5-12 show you the set of metadata for different types of content. All categories refer to the “Europeana Semantic Elements (ESE)” Standard. In order to avoid misunderstandings we have displayed the ESE and the common terms as well.
The elements have different levels of obligation and are marked as mandatory, recommended and optional. According to this, the red elements describe the minimum set of metadata and all elements together would then be the maximum set of metadata for one item.

For the first entry of text documents (protected by copyright) into the production database you will need only few metadata (title, author, date), as we discussed during our Kick-Off Meeting in Limerick. After the rights of use have been clarified it will be necessary to enter more detailed metadata. For those types of content where we do not have to ask for the rights of use, all requested (and available) metadata can be entered into the database directly.

In order to make this draft a final version as soon as possible, we ask you for your feedback. Please send us your comments and/or ideas for improvement.

Thank you and best regards,
thinkMOTION team at RWTH Aachen
Metadata for *thinkMOTION*

The following elements are required metadata for content in general. On slides 5-12 you can find specifications for each type of content.

- **Title:** A name given to the resource. Typically, a title will be a name by which the resource is formally known.
- **Parallel title:** An explanatory or alternative name for the resource. Also applicable for translations of the original title.
- **Creator:** An entity primarily responsible for creating the resource. This may be a person, organisation or a service.
- **Publisher:** The publishing company.
- **Date of Publication:** Year (and month, if available)
- **Place of Publication**
- **Language:** Language of the title
- **Rights:** Information about intellectual Property Rights, access rights or license arrangements for the digital object (digitized or born digital).
- **Other:** This is a container element which includes all relevant information that otherwise cannot be mapped to another element.

**Mandatory** — you must provide this element

**Strongly Recommended** — you should provide this element

**Optional** — you can provide this element (if the information is easily accessible)

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**Metadata for *thinkMOTION***

The following elements must be provided for Europeana. They will be generated automatically during the upload from DMG-Lib to Europeana. So the following definitions are only for your information.

- **Type:** All digital objects in Europeana have to be classified as one of the four Europeana material types using upper case letters: TEXT, IMAGE, SOUND or VIDEO. This element is used to create the Type facet based on the Europeana material types. A default thumbnail is used for each type in the short or full record display.
- **Provider:** This element should contain the name of the organisation that delivers data directly to Europeana. In most cases this will be the name of a collector or project although some individual content holders will also fall under this definition. The names of these organisations should be provided in the original language(s). The value should be provided by the organisation that is supplying data to Europeana.
- **isShownAt/By:** `isShownAt` An unambiguous URL reference to the digital object on the provider's web site in its full information context. `isShownBy` An unambiguous URL reference to the digital object on the provider's web site in the best available resolution/quality. Either `isShownAt` or `isShownBy` is Mandatory.
### Metadata for thinkMOTION

#### Books/Education works
- (monographs, proceedings, bachelor/master doctoral theses, lecture notes)

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#### Articles/Papers
- (from Journals, Conferences, etc.)

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Metadata for thinkMOTION

**Patents**

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<td>Rights</td>
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**Brochures**

*product catalogues, information material from companies or research institutions*

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### Metadata for thinkMOTION

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### Images

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### Metadata for thinkMOTION

#### People/Biographies

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#### Mechanisms/Physical Models

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**Mandatory** | **Recommended** | **Optional**
Metadata for thinkMOTION

Explanations for europeana:_rights

The following rights statements can be used for digital objects that are subject to copyrights held by the data providers or third parties such as authors or distributors. They express that a work is protected by copyright. Europeana provides three different statements that differ in the amount of access an end-user has to the digital object described by the statement. For digital objects where the copyright status is not known (not reserved) to the data provider, Europeana provides an ‘unknown’ statement.

- **Rights Reserved – free access**, is applicable when users have free (as in gratis), direct and full access to the digitized object. Needing to register or other administrative procedures in order for users to gain access to the digitized object should not limit the user.

- **Rights Reserved – paid access**, is applicable when users need to pay data providers to gain access to the digitized work. This can be the case when only a preview is accessible through the portal of a data provider and when registration and payment is required to gain access to the digitized object itself.

- **Rights Reserved – restricted access**, is applicable when users are limited in accessing a digitized object other than needing payment, for example when registration is required or only snippets or previews are available to users.

- **Unknown** – applies to objects where the data provider does not have conclusive information pertaining to the rights status of the digital object. This value is only to be used when the copyright status of the work described is unknown. This rights statement can be used by Europeana to exclude items from display.

Please note: The rights statement has an obligation level of "recommended" at the moment. It is anticipated that it will be changed to "Mandatory" for later implementations of the portal.

And: thinkMOTION aims to provide OPEN ACCESS to most of the digital objects.

---

Metadata for thinkMOTION

These examples for europeana:isShownBy and europeana:isShownAt are only for your information, as this element will be generated automatically. For thinkMOTION mostly europeana:isShownAt will be applied because the content is shown in a HTML webpage (dmg-lib.org), as in example 3.

Example 1 – isShownBy

This is clearly isShownby because the URL leads to the JPEG image itself (note the "jpg" extension in the URL).

http://www.museen.sh.de/eingabe/bilder/datas/mitte/360/913.jpg

Example 2 – isShownBy

This could be interpreted differently as there is a small set of navigation tools with the image. isShownBy is still appropriate however as there is no other accompanying information – no banner or HTML frame etc. Immediate access to the digital object is the main criterion.

http://resolver.lib.nl/?p=explyefunnum%3A%3A130051001544664
Examples for `europeana:isShownBy` and `europeana:isShownAt`

Example 3 – `isShownAt`
This is clearly `isShownAt` because the object is embedded in HTML web page.
http://www.nmm.ac.uk/collections/explore/object.cfm?ID=N1627

Example 4 – `isShownAt`
Although the web page is very simple showing only one object (digital photo),
this should be `isShownAt`
because there is a banner etc.
http://brunelleschi.imas.fi.it/isd/isd.asp?c=54962

Example 5 – `isShownAt`
The red circle shows the “Full Text” hyperlink which allows the users to link to the PDF file.
The URL of this website is `isShownAt`, while the URL of PDF is `isShownBy`.
Annex 2: Tutorial for simple metadata editor for documents
Simplified Metadata Editor for Documents

Enter only those documents whose rights clearance is supposable.
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 European item.

Search for a title
Clear the title field
Add new dataset

Title:
Authors:
Part of:
Year:
Type of publication:
Publisher:
Location:
Comment:
External metadata:

Send new data
Reject new data

Version 1.5
Ilmenau, 2011-05-20
Authors: Benedikt Artelt, Rike Brecht, Ulf Döring, Roger Miller, Birgit Tolkemit
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1 What is new in Version 1.5?
The use of the External metadata is explained with more details for the generation of the list of documents which are part of the letter of agreement.
2 Overview

With the simplified editor you can

- search for titles and/or,
- enter a first set of metadata for documents and authors/persons into the production database ProDB. This is necessary to prepare the generation of the letter of agreement.
3 Please note

- First of all, search for a title before adding a new dataset! This is important to avoid duplicates.
- Copy & paste helps to save time!
- Respect the already entered metadata!
- Never change the identity of a metadata set i.e. a metadata set and the identifying DMG-ID must never be changed in such a way that it describes another document.
- Each existing metadata set has a unique and permanent DMG-ID. This DMG-ID is used in many ways, e.g. bookmarks, as reference links between documents within DMG-Lib or by other libraries to reference DMG-Lib documents. If somebody has bookmarked a certain DMG-Lib item, he will be confused if this later leads to a different document. Therefore existing titles should never be modified without very good reason. Only slight corrections can be done e.g. if you have access to the original or the scanned document version.
4 *Which documents should be recorded?*

Enter only those documents whose rights clearance is supposable. 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.

*Examples*

- Documents which should be recorded (i.e. entering metadata in ProDB) and digitised:
  - The author is dead since at least 70 years ⇒ the document in the public domain
  - The author is of known identity and/or can be asked easily because of private or professional contacts
  - The document is published by a publisher with whom the clarification of usage/copy rights was successful. Or the publisher is a university publishing house, the clarification of rights can be easy.

- Documents whose metadata can be recorded but which cannot be taken into account as Europeana items:
  - The document is important and interesting for DMG-Lib users and already the metadata without access to the digitised full-text enrich the DMG-Lib collection. The digitisation is not possible because of difficult rights clearance. The DMG-Lib users must try to find another access option (purchase or loan). Those documents without digitised full-text cannot be taken into account as Europeana items!

- Documents whose recording and digitising is *not* meaningful in thinkMOTION project:
  - The document is published by a considerable publisher (e.g. Springer) ⇒ rights clearance is unlikely and complicated
5 Description of fields for entering metadata

5.1 Fields for entering a new document

This is the simple editor to generate a new document metadata set.

<table>
<thead>
<tr>
<th>Metadata field</th>
<th>Description</th>
<th>Necessity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>The main title of the document.</td>
<td>mandatory (must be filled)</td>
</tr>
<tr>
<td></td>
<td>_RAM: The title is very important to avoid duplicates.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructions on page: 12, 14</td>
<td></td>
</tr>
<tr>
<td>Parallel title</td>
<td>The first title is the main title. Further titles are parallel titles, i.e.</td>
<td>must be filled if known</td>
</tr>
<tr>
<td></td>
<td>translations to other languages</td>
<td></td>
</tr>
<tr>
<td></td>
<td>_RAM: It is not necessary to translate the title. You should only use those</td>
<td></td>
</tr>
<tr>
<td></td>
<td>parallel titles which can be found in the document or e.g. in the library</td>
<td></td>
</tr>
<tr>
<td></td>
<td>database for copy &amp; paste.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructions on page: 14</td>
<td></td>
</tr>
<tr>
<td>Language code of the title/</td>
<td>The language code of the title/parallel title.</td>
<td>mandatory (must be filled)</td>
</tr>
<tr>
<td>parallel title</td>
<td>_RAM: The language of the title or parallel title is not necessarily the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>language of the document text.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The language code will be used to support translation actions in the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>future because only the titles will be translated and not full the full</td>
<td></td>
</tr>
<tr>
<td></td>
<td>text of the documents.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The code must be entered according to ISO 639-1 language codes which can</td>
<td></td>
</tr>
<tr>
<td></td>
<td>be found in the online help for proDB handling.</td>
<td></td>
</tr>
<tr>
<td>de</td>
<td>German</td>
<td></td>
</tr>
<tr>
<td>en</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>el</td>
<td>Greek</td>
<td></td>
</tr>
<tr>
<td>la</td>
<td>Latin</td>
<td></td>
</tr>
<tr>
<td>ru</td>
<td>Russian</td>
<td></td>
</tr>
<tr>
<td>fr</td>
<td>French</td>
<td></td>
</tr>
<tr>
<td>it</td>
<td>Italian</td>
<td></td>
</tr>
<tr>
<td>nl</td>
<td>Dutch</td>
<td></td>
</tr>
<tr>
<td>cs</td>
<td>Czech</td>
<td></td>
</tr>
<tr>
<td>hu</td>
<td>Hungarian</td>
<td></td>
</tr>
<tr>
<td>ro</td>
<td>Romanian</td>
<td></td>
</tr>
<tr>
<td>es</td>
<td>Spanish</td>
<td></td>
</tr>
<tr>
<td>pt</td>
<td>Portuguese</td>
<td></td>
</tr>
<tr>
<td>sh</td>
<td>Serbo-Croatian</td>
<td></td>
</tr>
<tr>
<td>zh</td>
<td>Chinese</td>
<td></td>
</tr>
<tr>
<td>Instructions on page: 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authors</td>
<td>The name of the author(s) of the document.</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>You can select an author from the proposal list or enter a new author.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The author is important for the clarification of copy rights and the preparation of the letter of agreement as well as for the representation of the author’s work in the DMG-Lib.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>While entering the name, the auto completion offers suggestions. The selection of a listed author may save time because you don’t have to type the full name. Furthermore it usually avoids entering the same author twice. But of course it cannot be guaranteed; that’s the price we pay for a fast entering metadata (a compromise to quality).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructions on page: 15</td>
<td></td>
</tr>
<tr>
<td>Part of</td>
<td>The title of the parent document. For example a proceeding is the parent document of an article.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>While entering the title of the parent document, the auto completion offers suggestions. The selection of a listed title may save time because you don’t have to type the full name.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Metadata of the parent document must be entered first, otherwise the parent document can not be found in the list and the link can not be set.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>According to our experience titles can differ slightly. That’s why you should check the auto completion list carefully. Maybe some list entries have a different word order or words are omitted (e.g. ‘Proceedings of Gears and Cams Conference’ vs. ‘Conference Proceeding of Gears and Cams 1999’).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructions on page: 17</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>The year or date of publication, e.g. 2010 or May 1999, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructions on page: 18</td>
<td></td>
</tr>
<tr>
<td>Type of publication</td>
<td>Select the type of publication</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- article</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- book</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- contribution</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- dipl. thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- habilitation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- periodical</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- m.thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- multipart item</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- serial bibliography</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- off print</td>
<td></td>
</tr>
<tr>
<td></td>
<td>must be filled if known</td>
<td></td>
</tr>
<tr>
<td></td>
<td>optional</td>
<td></td>
</tr>
</tbody>
</table>

1 Auto completion involves the program predicting a word or phrase that the user wants to type in without the user actually typing it in completely.
| **Publisher** | The publisher (publishing house). You can select a publisher from the proposal list or enter a new publisher.  

*While entering the publisher, the auto completion offers suggestions. The selection of a listed publisher may save time because you don’t have to type the full name. Furthermore, this prevents typing errors.* |
| **Location** | The location of a publisher (place of publication). You can select a location from the proposal list or enter a new location.  

*While entering the publisher location, the auto completion offers suggestions. The selection of a listed publisher location may save time because you don’t have to type the full name. Furthermore, this prevents typing errors.* |
| **Comment** | If you have internal comments for yourself or other DMG-Lib colleagues, you can enter your notes in the field *Comment*. For example, you are not sure if the title is correct (e.g. “It could be a duplicate of DMG-ID 1234009”)  

*Please write the comment in English.* |
| **External metadata** | External metadata are the original metadata which can be found for example in reference lists of papers, on websites of library databases, etc.  

The external metadata will be used to generate the list for the contract to obtain copy rights (letter of agreement) because it is usually more detailed than the metadata you can enter in the other fields of the form. External metadata usually includes additional information like page numbers, volume numbers, conference details, etc.  

*Please always use copy & paste to fill in this field. You can enter the external metadata here first to use it for copy and paste to the other fields above.* |
Instructions on page: 22
5.2 Fields for entering a new author

This is the simple editor to quickly generate a new author.

<table>
<thead>
<tr>
<th>Metadata field</th>
<th>Description</th>
<th>Necessity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>The surname of the author.</td>
<td>mandatory</td>
</tr>
<tr>
<td>First names</td>
<td>The first name(s) [and middle names or initials as appropriate] of the author as written in the document. Examples: ‘John Frederic’ or ‘John F.’ or ‘J. F.’</td>
<td>must be filled if known</td>
</tr>
<tr>
<td>Born (date)</td>
<td>The date of birth. Please use the following format: DD.MM.YYYY Example: 27.12.2001</td>
<td>must be filled if known</td>
</tr>
<tr>
<td>Died (date)</td>
<td>The date of death. Please use the following format: DD.MM.YYYY Example: 27.12.2001</td>
<td>must be filled if known</td>
</tr>
<tr>
<td>Location</td>
<td>The location of birth/death.</td>
<td>must be filled if known</td>
</tr>
</tbody>
</table>

Instructions on page: 16

Tips for entering the metadata:
- If you enter the name in the order ‘Surname, First name(s)’ during auto completion then the corresponding fields are filled in automatically.
- If you have used the simple editor for entering a new author, the author automatically receives a DMG-ID. The DMG-ID is shown beside the Authors field. You can use the DMG-ID link to see the entered metadata and to enter additional metadata of the person.
6 Workflow

6.1 Check if the document's metadata that you want to enter is not already stored in the database

 precaution First of all, search for a title before adding a new dataset! This is important to avoid duplicates

1.1 Enter the title to see if the document is already stored in the database.
1.2 While typing in the title, the database automatically suggests (similar) titles which are already stored in the database (auto completion). If you place the mouse cursor over the titles you can see more metadata in an overlaid yellow tool tip. You have three possibilities:

1.2.a Select the title you are looking for.
To review the metadata in more detail (*) use the editSimple or editExpert (**) links.

1.2.b If the title is not in the list, click on “Generate a new document” or “Add new dataset” to enter the metadata (see 6.2).

1.2.c Escape

According to our experience titles can differ slightly. That’s why you should check the auto completion list carefully. Maybe some list entries have a different word order or words are omitted (e.g. ‘Proceedings of Gears and Cams Conference’ vs. ‘Conference Proceedings of Gears and Cams 1999’).

(*) Each existing metadata set has a unique and permanent DMG-ID. This DMG-ID is used in many ways e.g. bookmarks, as reference links between documents within DMG-Lib or by other libraries to reference DMG-Lib documents. If somebody has bookmarked a certain DMG-Lib item he will be confused if this later leads to a different document. Therefore existing titles should never be modified indiscriminately. Only slight corrections should be made e.g. if you have access to the original or the scanned document version.

(**) editExpert is available only for those persons who have taken part in thinkMOTION training activities
6.2 Title of a new document and language code

The title is taken over automatically in the field Title. The Title field and the language code are mandatory (must be filled).

2.1 Enter the language code of the title. See the “Help for proDB handling” for a list of language codes. The language code field is mandatory (must be filled).

2.2 If the document has a parallel title in another language, press the + Button to add another field (see 2.3 – 2.4).

It is not necessary to translate the title. You should only use those parallel titles which can be found in the document or e.g. in the library database to copy & paste.

Enter the parallel title

2.3 Enter the parallel title.

2.4 Enter the language code for the parallel title as in 2.1.

It is not necessary to translate the title. You should only use those parallel titles which can be found in the document or e.g. in the library database to copy & paste.
6.3 Author(s)

6.3.1 Select an author

3.1 Enter the name of the author in the field Authors. The database automatically suggests (similar) names which are already stored in database. If you place the mouse pointer over the names you can see more metadata in a yellow overlaid tool tip. You have three possibilities:
3.1.a Select the name you are looking for.
3.1.b If the name is not in the list, click on “Add new author” to enter the metadata (see 6.3.2)
3.1.c Escape
6.3.2 Add a new author

3.2 Enter the name of the author in the fields Name, first name.
3.3 Enter the date of birth in the field Born (date).
   Please use the following format: DD.MM.YYYY
   Example: 27.12.2010
3.4 Enter the location of birth in the field Location.
3.5 Enter the date of death in the field Died (date).
   Please use the following format: DD.MM.YYYY
   Example: 27.12.2010
3.6 Enter the location of death in the field Location.
3.7 Press O.K. button to send the metadata to proDB
   If the metadata of the new author is entered, the proDB automatically generates a new ID number.

3.8.a If you want to clear the field Author press the - Button
3.8.b If you are going to enter more documents by this author in the next step, you can pin this author by checking the checkbox pin. This is a helpful action to save time because the field Author will be pre-filled in the following document with the pinned name.
6.4 Part of

Precondition: metadata of a parent document must exist so that it can be selected here. If necessary you have to enter the full metadata set of the parent document first.

4.1 Enter the title of the parent document in the field Part of. The database automatically suggests (similar) titles which are already stored in the database. If you place the mouse pointer over the titles you can see more metadata in a yellow overlaid tool tip. You have three possibilities:
4.1.a Select the title you are looking for.
4.1.b If the title is not in the list, press Escape or the blue cross (X) to close the window. This means you will have to generate a new document to enter the metadata of the parent document.

4.2 If you selected or entered the title of the parent document you can pin the field (similar to 3.8.b).

Entering the parent document is strongly recommended if all parts of the parent document are to be entered e.g. all articles of a conference proceeding.

According to our experience titles can differ slightly. That’s why you should check the auto completion list carefully. Maybe some list entries have a different word order or words are omitted (e.g. ‘Proceedings of Gears and Cams Conference (1999)’ vs. ‘Conference Proceeding of Gears and Cams 1999’).
6.5 Year

5.1 Enter the year of publication in the field Year.
5.2 If you entered the year of publication you can pin the field (similar to 3.8.b).

6.6 Type of publication

6.1 Select the publication type.
6.7 Publisher

6.1 Enter the name of the publisher in the field Publisher. The database automatically suggests (similar) publishers which are already stored in the database. You have three possibilities:
6.1.a Select the publisher you are looking for and press ENTER.
6.1.b If the publisher is not listed, keep on typing in the full name of the publisher and then press Escape <ESC> to leave auto completion mode. The new name is now in the field.
6.1.c If you change your mind and you don’t want to enter a publisher then delete the typed letters and press Escape <ESC>

6.2 If you selected or entered the name of the publisher you can pin the field (similar to 3.8.b)
6.8 Location of the publisher

7.1 Enter the location of the publisher in the field Location. The database suggests automatically (similar) locations which are already stored in database. You have three possibilities:
7.1.a Select the location you are looking for.
7.1.b If the location is not listed, keep on typing in the full name of location and press Escape <ESC>
7.1.c If you changed your mind and you don't want to enter a location then delete the typed letters and press Escape <ESC>

7.2 If you selected or entered the location of the publisher you can pin the field (similar to 3.8.b)
8.1 Enter a comment in the field *Comment*.
8.2 If you entered the comment you can pin the field (similar to 3.8.b)

If you have internal comments for yourself or other DMG-Lib colleagues, you can enter your notes in the field *Comment*. For example you are not sure if the title is correct (e.g. “It could be a duplicate of DMG-ID 1234009”)

Please write the comment in English.
9.1 Enter external metadata in the field *External metadata*.

This is the original text of the metadata. External metadata usually include additional information like page numbers, volume numbers, conference details, etc.

**External metadata and the list of documents for letter of agreement**

The external metadata will be used to generate the list of documents for the letter of agreement to get the copy rights because it is usually more detailed than the metadata you can enter in the other fields of this form.

If the field External metadata is not filled the list of documents of the letter of agreement will be generated by the data in the fields of this form.

- **Please always use copy & paste to fill in this field.**
- **Never write any comments in the External metadata because they are used to generate the list of documents (letter of agreement)**
- **Check if the author of your dataset (field Authors) is also in the External metadata.**

- **You can enter the external metadata here first to use it for copy and paste to the other fields above.**
Annex 3: Tutorial for Simple metadata editor for persons
Simplified Metadata Editor for Persons

- Name:
- First Name(s):
- Short Description:
- Long Description:
- Preview

- Items:
- [x] [ ] [ ] [ ] [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

- Vita Info:
  - What
  - When
  - Where (geographic)
  - Where (institution)
  - Description
  - Add

- Primary Literature:
  - New Document

- Secondary Literature:
  - New Document

- Images:
  - Upload Image

- Annotation:

Version 1.1
Ilmenau, 2011-02-25
Authors: Benedikt Artelt, Rike Brecht, Ulf Döring
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   6.9  Annotation ......................................................................................................... 16
1 What is new in Version 1.1?
There is a new feature for translation of Sort Description, Long Description and the Description field of Vita Info (see 5.2).

2 Use Mozilla Firefox und JavaScript for proDB
The proDB is a webbased database. For optimal performance you should use the Mozilla Firefox Browser and activate JavaScript.
3 Overview

With the **Simplified Metadata Editor for Persons** you can

- search for persons and/or,
- enter new metadata sets for persons into the production database proDB (biographies). This is necessary to prepare the generation of the letter of agreement.
4 Please note

- First of all, search for a person before adding a new dataset! This is important to avoid duplicates.
- Copy & paste helps to save time!
- Respect the already entered metadata!
- Never change the identity of a metadata set i.e. a metadata set and the identifying DMG-ID must never be changed in such a way that it describes another document.
- Each existing metadata set has a unique and permanent DMG-ID. This DMG-ID is used in many ways, e.g. bookmarks, as reference links between documents within DMG-Lib or by other libraries to reference DMG-Lib documents. If somebody has bookmarked a certain DMG-Lib item, he/she will be confused if this later leads to a different document. Therefore existing metadata sets of persons should never be modified without very good reason. Only slight corrections can be done e.g. if you have access to the original or the scanned document version.
5 Description of fields for entering metadata

5.1 Fields for entering a new person into proDB

This is the simple editor to generate a new metadata set for persons.

<table>
<thead>
<tr>
<th>Metadata field</th>
<th>Description</th>
<th>Necessity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person search</td>
<td>The search field for searching already entered persons. If the person is in the database you can edit the metadata. If the person is not in the database you can Create new person</td>
<td></td>
</tr>
<tr>
<td></td>
<td>* First of all, search for a person before adding a new dataset to avoid duplicates. * While entering the name of a person, the auto completion offers suggestions. Instructions on page: 10</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>The surname of the person.</td>
<td>mandatory (must be filled)</td>
</tr>
<tr>
<td></td>
<td>* It should be the very last word of the name. If it is a legal body/juristic person, all words should be entered here. Instructions on page: 11</td>
<td></td>
</tr>
<tr>
<td>First Name(s)</td>
<td>The first name(s) [and middle names or initials as appropriate] of the person (as written in the document)</td>
<td>mandatory (must be filled)</td>
</tr>
<tr>
<td></td>
<td>Examples: ‘John Frederic’ or ‘John F.’ or ‘J. F.’ Instructions on page: 11</td>
<td></td>
</tr>
<tr>
<td>Short Description</td>
<td>Short description for the person. A short statement about the person’s role in the mechanism and gear science, about his/her work and inventions, or the job title.</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>This field can be translated to different languages.</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Do not enter more than 250 characters.</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Examples for Franz Reuleaux: German Engineer and scientist, said to be the originator of the scientific kinetics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Example for Robert Willis: English mathematician and architect; provides important work to establish the kinetics as science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructions on page: 11</td>
<td></td>
</tr>
<tr>
<td>Long Description</td>
<td>Long description for the person. A long description about the person’s role in the mechanism and gear science, about his/her work and inventions, about his/her area of expertise, about his/her attainments</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>This field can be translated to different languages.</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructions on page: 12</td>
<td></td>
</tr>
<tr>
<td>Vita Infos</td>
<td>Description of the person’s vita.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>What</em> includes the following events or options</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• born</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• died</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• other</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Membership:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• membership (no time)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• main creative time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• location</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• ?</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>[When]: The date of the event or option selected in the field <em>What</em>. It also can be a range where the limiting dates are separated by a “-”.</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pattern: YYYY or DD.MM.YYYY. E.g. 2005; 20.10.1998; 2000-2010; 2.2.1342 - 1345; 123 BC</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Where (geographic):</em> The location/place where this event or option occurred. This should not be the name of a building or equal.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Where (institution):</em> The institution where this event or option occurred. This should be a building or facility.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Description:</em> A short description what happened at this event. <em>This field can be translated to different languages.</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instructions on page: 13</td>
<td></td>
</tr>
</tbody>
</table>
| **Primary Literature** | Primary Literature embraces documents written by this person, i.e. the person is a kind of author/creator  
If the document is already in the database you can select the title from the list.  
If the document is not already in the database you can create a new document (see tutorial for “Simplified Metadata Editor for Documents” for a description of the fields)  
**First of all, search for a title of a document before adding a new dataset to avoid duplicates.**  
**While entering the title of the document, the auto completion offers suggestions.**  
Instructions on page: 14 | optional |
| **Secondary Literature** | Secondary Literature embraces documents with information about this person, e.g. biography sources.  
If the document is already in the database you can select the title from the list.  
If the document is not already in the database you can create a new document.  
**First of all, search for a title of a document before adding a new dataset to avoid duplicates.**  
**While entering the title of the document, the auto completion offers suggestions.**  
Instructions on page: 14 | optional |
| **Images** | Upload an image showing the person.  
**What** defines the kind of image  
- **Person**: image of a person or a group of persons  
- **Picture** of a model: photograph of a physical model  
- **Product**: product, machine, case of application  
- **Document**: e.g. cover of a book  
- **AIS**: Overview image of a AIS  
- **Location**: Location, e.g. building, landscape  
- **Rest**: rest  
- **Drawing**: drawing of a model  
- **CAD model**  
- **solution principle**: representation of a mechanism as a technical principle  
**File** is the field for uploading the picture file from your computer. The uploaded files are not automatically online. They must be selected separately in the form for person data (see the tab Pers? or Pers!)  
**Description**: Enter a short name/description of the image (this is mandatory, i.e. it must be filled. If it is not filled the field turns red.)  
**To search for an image, enter the title. The auto completion list will show available images.**  
Instructions on page: 15 |  |
| **Annotation** | Annotation about the source where the entered metadata come from. |  |
5.2 Translation feature for selected metadata fields

The fields Short Description, Long Description and Description of Vita Infos can be translated to different languages.

Select the language with “add a language to edit”. You can edit the metadata to the following languages:

<table>
<thead>
<tr>
<th>Code</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>de</td>
<td>German</td>
</tr>
<tr>
<td>en</td>
<td>English</td>
</tr>
<tr>
<td>fr</td>
<td>French</td>
</tr>
<tr>
<td>it</td>
<td>Italian</td>
</tr>
<tr>
<td>pt</td>
<td>Portuguese</td>
</tr>
<tr>
<td>ru</td>
<td>Russian</td>
</tr>
<tr>
<td>es</td>
<td>Spanish</td>
</tr>
<tr>
<td>sh</td>
<td>Serbo-Croatian</td>
</tr>
</tbody>
</table>

In the following example you can see that the Short Description is available in English and German.
6 Workflow

6.1 Check if the person’s metadata that you want to enter is not already stored in the database

First of all, search for a person before adding a new dataset! This is important to avoid duplicates.

2.1.1 Enter the name of the person to see if the person is already stored in the database.

While typing in the name, the database automatically suggests (similar) persons which are already stored in the database (auto completion). If you place the mouse cursor over the titles you can see more metadata in an overlaid yellow tool tip. You have two possibilities:

2.1.1.a Select the person you are looking for. Now you can review the metadata in more detail and/or edit the metadata\(^{(a)}\).

2.1.1.b If the person is not in the list, click on “Create new person”.

According to our experience names can differ slightly. That’s why you should check the auto completion list carefully. Maybe some list entries have a different word order or words are omitted (e.g. ‘Miller, Roger or Miller, R.’).

\(^{(a)}\) Each existing metadata set has a unique and permanent DMG-ID. This DMG-ID is used in many ways e.g. bookmarks, as reference links between documents within DMG-Lib or by other libraries to reference DMG-Lib documents. If somebody has bookmarked a certain DMG-Lib item he will be confused if this later leads to a different document. Therefore existing metadata sets should never be modified indiscriminately. Only slight corrections should be made e.g. if you have access to the original or the scanned document version.
6.2 Name

2.2.1 Enter the last name (surname) of the person. It should be the very last word of the name. If it is a legal body/juristic person, all words should be entered here.

6.3 First name

2.3.1 Enter the first the first name(s) of the person. This should be all words before the last name. If it is a legal body/juristic person, this field is to be left empty.

6.4 Short description

2.4.1 Enter a short description of the person.

That is a short statement about the person’s role in the mechanism and gear science, about his/her work and inventions, or the job title.

This field can be translated to different languages.

Do not enter more than 250 characters.
6.5 Long description

2.5.1 Enter a long description of the person. For example:
- person’s role in the mechanism and gear science,
- about his/her work and inventions,
- about his/her area of expertise
- about his/her attainments

This field can be translated to different languages.

For formatting the text you can use the notation guidelines on the right sight of the entry field. To see the results of the formatting click on Preview.
### 6.6 Vita infos

2.6.1 Enter the description of the person’s vita. Use the different fields and click “Add”. The result is shown underneath.

You can edit the entries by clicking on “E”. You can delete entries by clicking on “–”.

<table>
<thead>
<tr>
<th>Description of fields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What</strong> (type of event)</td>
</tr>
<tr>
<td>born</td>
</tr>
<tr>
<td>died</td>
</tr>
<tr>
<td>other</td>
</tr>
<tr>
<td>membership</td>
</tr>
<tr>
<td>membership (no time)</td>
</tr>
<tr>
<td>main creative time</td>
</tr>
<tr>
<td>location</td>
</tr>
<tr>
<td>?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>When</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The date of the event or option selected in the field <em>What</em>. It can also be a range, i.e. the limiting dates are separated by a “-“</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Where (geographic)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The location/place where this event or option occurred. This should not be the name of a building or equal.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Where (institution)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The institution where this event or option occurred. This should be a building or facility.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A short description what happened at this event.</td>
</tr>
</tbody>
</table>

← This field can be translated to different languages.
6.7 Primary and secondary literature

2.7.1 Enter the title of the document which is written by this person, i.e. the person is a kind of author/creator.

2.7.1.a If the document is already in the database you can select the title from the list.

2.7.1.b If the document is not already in the database you can Create a new document. Now you have the following possibilities concerning the field Authors:

- You can leave this field blank if the author is the only person you are entering the metadata set for at the moment (the person has no DMG-ID until you write the data to DB). The document is automatically related to the person after writing the data to DB.
- You can select the co-authors in the auto-completion list. The document is automatically related to the co-authors AND the person you are working on after writing the data to DB.
- You can write the other person metadata (name, first name(s), descriptions, vita infos, images) to database. Then you can use the “Simplified Metadata Editor for Documents” to enter the literature.

(see tutorial for “Simplified Metadata Editor for Documents” for a description of the fields)

First of all, search for a title of a document before adding a new dataset to avoid duplicates.
While entering the title of the document, the auto completion offers suggestions.
6.8 Image

Upload or select an image of the person. There are two possibilities:

2.8.1 Start to enter the title of the image in the field, the list will show you available images. Select the image you are looking for or upload a new image.

2.8.2 If the image is not already available in the database upload a new one.
   a) Select the kind of image in the field What
      - Person: image of a person or a group of persons
      - Picture of a model: photograph of a physical model
      - Product: product, machine, case of application
      - Document: e.g. cover of a book
      - AIS: Overview image of a AIS
      - Location: Location, e.g. building, landscape
      - Rest: rest
      - Drawing: drawing of a model
      - CAD model
      - solution principle: representation of a mechanism as a technical principle
   b) Search and select the image on your computer in the field File
   c) Enter a short name in the field Description (this is mandatory, i.e. it must be filled).
6.9 Annotation

Enter the source of the entered metadata to reproduce where they come from (e.g. URL, document metadata, DMG-Lib ID, etc.)
Annex 4: Tutorial for Simple metadata editor for patents
Simplified Metadata Editor for Patent Documents

Version 1.0
Ilmenau, 2012-02-08

Author: Veit Henkel (IUT)
# Table of Contents

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5. Some Examples for Entering Patents into ProDB ...................................................................... 7
1. Preamble

For entering metadata of documents into the DMG-Lib database ProDB, which is used in the thinkMOTION project, a set of input masks, called Simplified Metadata Editor for Common Documents, was developed.

Patent documents have some metadata which are different from common documents and so it was necessary to develop some special input masks for patent documents. This set of input masks is called Simplified Metadata Editor for Patent Documents and is based on the Simplified Metadata Editor for Common Documents.

In this tutorial only the Simplified Metadata Editor for Patent Documents is described. But for a better understanding, it is necessary to read the tutorial for the Simplified Metadata Editor for Common Documents first. Especially adding of new persons (inventors of the patent) is not described in this tutorial, because it is similar to the workflow for common documents. But this step is absolutely necessary if a patent should be entered into DMG-Lib database ProDB and the inventor is not yet stored in the database.

Please note: The important keywords of the step descriptions in this tutorial are in bold letters. The names of buttons or fields, which are visible in the English ProDB version, are in italics.

2. Short Explanation of Terms used in ProDB Masks and Tutorial

For newer patents, standards for the notation of the bibliographical data in the patent documents are used in most of the important industrial countries. Unfortunately these standards have changed over the years and the older patents have often their own numbering systems depending on time and country. That makes it not easy for the thinkMOTION project staff.

The main idea of collecting patents in the DMG-Lib is not to build a database, which can be used for an extensive and complete patent research similar to the databases of the patent offices! Our aim is it to collect interesting patents in the field of motion systems, without the claim to completeness over all patents and without all the research functionality of the established patent databases. That allows us in the thinkMOTION project to reduce the full bibliographical set of metadata of the patents to a minimum set of metadata for the DMG-Lib.

Important metadata are the Title of the invention (patent document), the Inventor and the Date of Publication of the current patent document. The process of the patent issuance has more than one step and that is the reason for more than one date (day, month, year) at the patent documents. Normally, the date of publication of the current document should be used for the DMG-Lib. Further metadata are the Country Code, which tell us the country in which the patent was published and the so called Kind-of-Document Code (Kind-Code).

During the process of patent issuance, more than one document for the same patent will be produced. Among other things they differ usually from each other by the Kind-Code. A simplified example for German patents after the year 2004: The letter “A” in the Kind-Code means: this unexamined document was applied and was laid open for inspection in this current form and “B” means: this document is the patent specification which was granted in this current form.
The used characters for the Kind-Code can reach from “A” to “Z” and are normally followed by a number usually for the version. The content of these documents, which belongs to the same invention (patent), can be changed not or only a little and the title and the inventors are normally the same. So we should import only one of these documents. If available, please entering the patent specification document in the latest version. If not available, e.g. the patent was not granted, take the patent application document. In the DMG-Lib, the Kind-Code is only important to have a unique identifier for the patent documents.

The next metadata is the **International Patent Classification number (IPC)**. The IPC is a hierarchical system of terms, which indicates the subject to which the invention relates and give the user further details of the document’s content. In some cases, especially for older patents or for patents of some countries the IPC is not available. The information source for the IPC numbers can be the metadata set in the patent offices’ database or the patent document itself. Older patents are often post-classified, so that the IPC is only entered in the patent database and is not written in the patent document.

Why are the IPC numbers important for DMG-Lib respectively thinkMOTION? In the patents, technical terms are often paraphrased with words which nobody is using and nobody knows. The IPC numbers gives the patent documents a kind of keywords in a common and understandable technical language. The patent offices provide IPC-lists in different languages. These lists contain an assignment between the IPC number and the classification keywords. (E.g. IPC = ‘B66F 3/04’: “Devices, e.g. jacks, adapted for uninterrupted lifting of loads with racks actuated by pinions with several racks”)

In the thinkMOTION project, we are going to use the IPC numbers to import the IPC-terms (“keywords”) from these lists automatically. This saves you the time for searching and entering the IPC terms manually. The advantage of these IPC-terms or keywords in the DMG-Lib is that the user gets the possibility to find the document with his or her common technical language even though these terms are not written in the full text of the patent document.

For newer patent documents, normally all bibliographical data are marked in the patent document with the so-called INID-Codes. INID stands for *Internationally agreed Numbers for the Identification of (bibliographic) Data*. These numbers are helpful to find the correct metadata in the patent documents and to avoid faults. The INID-Codes are printed in the patent document nearby the metadata normally in brackets or in a circle. Unfortunately, the INID-Codes are not used in any patents, especially older patents or patents from particular countries. So that it is not a help in any case. In the Simplified Metadata Editor for Patent Documents the fields of the input masks are marked with the INID-Codes to give a support for entering metadata.

It is not necessary to know all details about patent codes. More information, give the standards of the WIPO - World Intellectual Property Organization (www.wipo.int). But it is not necessary for the thinkMOTION project.

**3. Fields of Input Mask for Patent Documents**

In this chapter the fields for entering metadata for patent documents into ProDB are shortly described. The Workflow, or how these fields are to be filled in, is described in the next chapter.
Figure 1 shows the input mask for adding a new metadata set for a patent document, which is not yet in the ProDB. Table 1 gives a short description of the input fields, the related INID-Codes and the necessity for entering into ProDB.

![Input Mask](image)

**Figure 1 - Empty input mask for adding a new metadata set for a patent document**

**Table 1 - Meaning of the metadata input fields in the ProDB (see Figure 1)**

<table>
<thead>
<tr>
<th>Metadata input field in ProDB</th>
<th>Description</th>
<th>INID-Code ¹</th>
<th>Necessity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Code</td>
<td>Mostly 2 characters in front of the publication number which characterize the country in which the patent document was published (Examples: EP, US, ES, IT, FR, DE, RO, …) <em>Hint: You can pin the Country Code if you entering many patents from the same country</em></td>
<td>19</td>
<td>Must be filled if known</td>
</tr>
<tr>
<td>Publication Number and Kind Code</td>
<td>The number of the patent document without the country code and followed by the “Kind-of-document code” according WIPO-Standard ST.16; it indicates the type of the document (Examples: A1, B1, …)</td>
<td>11, 13</td>
<td>Must be filled if known</td>
</tr>
<tr>
<td>Title</td>
<td>Title of the invention as written in the document. If translations are available, please add a further title fields by pressing the plus button</td>
<td>54</td>
<td>Mandatory (must be filled)</td>
</tr>
<tr>
<td>Language code of the title (no field name visible in mask)</td>
<td>The code must be entered according to ISO 639-1 language codes, which can be found in the online help for ProDB handling.</td>
<td></td>
<td>Mandatory (must be filled)</td>
</tr>
<tr>
<td>Inventors</td>
<td>Name(s) of inventor(s)</td>
<td>72</td>
<td>Must be filled if known</td>
</tr>
<tr>
<td>Date of publication</td>
<td>Date of making this document available to the public – <em>not other</em> mentioned dates such as the date of filing the application (INID code 22). Even though the invention was made before, the date of publication of the current document has to be typed into this field!</td>
<td>4x ²</td>
<td>Mandatory (must be filled)</td>
</tr>
<tr>
<td>IPC Number(s)</td>
<td>International Patent Classification number(s), which helps to characterize the content of the patent document; type in only the numbers not the keywords (we intend to add the keywords later automatically)</td>
<td>51</td>
<td>Must be filled if known</td>
</tr>
<tr>
<td>Comment</td>
<td>If you have internal comments for yourself or other</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>
DMG-Lib colleagues, you can enter your notes in the field Comment. Please write all comments in English.

| External metadata | External metadata are the original metadata which can be found for example in reference lists of papers, on websites of library databases, etc. Please always use copy & paste to fill in this field. Hint: You can enter the external metadata here first and then use it for copy and paste to the other fields above. |

1) INID - Internationally agreed Numbers for the Identification of (bibliographic) Data according to the WIPO-Standard ST.9 [http://www.wipo.int/standards/en/pdf/03-09-01.pdf]; WIPO - World Intellectual Property Organization; for newer patent documents, the INID-Codes are written at the document

2) INID-category 40, depends on the document type and the history of the patent application process, “x” stands for one of the number 1-8 (e.g. 45 means: making a patent document available to the public by printing or similar process on which grant has taken place on or before the said date)


For entering patent documents into ProDB, please use the Simplified Metadata Editor for Patent Documents, which is linked from our ProDB startup page (see Figure 2).

To avoid entering the same patent document several times, you have to check whether the patent is already in the ProDB or not. This is the same step as for common documents.

For this step you have two search fields, the Search for the publication number and the Search for a title of the patent document (see Figure 3).

The publication number search uses different information, the Country Code, the Document Number and the Kind-Code. (These terms are described above). This type of search is only successful if the fields for these metadata are filled for the already entered patent document.

But in a lot of cases, the publication number is only entered in a ProDB’s field for a parallel title of the patent document. (That is a mistake, which should be fixed.) In order to avoid double documents, it is more safety to use the search for the patent title instead of the search for the publication number!
Figure 3 - Search mask of the Simplified Metadata Editor for Patent Documents – Workflow steps numbered

While typing in the patent title, the ProDB automatically suggests similar titles which are already stored in the database. By moving the mouse cursor over the titles, additional metadata are overlaid in a yellow tool tip to support the decision if the current document already exists in the ProDB or not. For more details about this auto completion function, please read the tutorial of the “Simplified Metadata Editor for Common Documents”.

If the patent is not already in the ProDB, a new data set must be generated and an input mask (see Figure 4) appears by pressing the Add new dataset button.

The title from the search field will be taken automatically into the Title field of the input mask to save time. But please make sure that the title is correct. Then type in the abbreviation for the language of the title. If there are written titles in different languages in the patent document or in the patent office’s database, please add parallel titles by pressing the + button and type in these titles also. (Adding parallel titles is detailed described in the tutorial for the Simplified Metadata Editor for Common Documents.)
The next field is for the **Inventors**. Please type in the name of each inventor in a separate field and check separately whether the person is already stored in the **ProDB**. For more details, see the tutorial of the *Simplified Metadata Editor for Common Documents*. Please observe that in a patent document usually more persons are mentioned. **Please type in only the names of the inventors not of the applicant(s), the grantee(s), holder(s), assignee(s) or owner(s), attorney(s) or agent(s) or any other persons!**

The next field is the **Date of publication**. Normally, there is more than one date written in a patent. Please use the date of the publication of the current document, which you hold in your hand or you see at your screen. Do not use publication dates of other documents, which are related to the current document. Please work carefully to find the correct publication date of the current patent document.

The **IPC Number(s)** are the next fields in the input mask of the *Simplified Metadata Editor for Patent Documents*. Please find the IPC number at the patent document or in the patent offices’ database.

Internal comments for yourself or for other **thinkMOTION** staff can be entered in the field **Comment**. Write your comments in English please to make it readable for others.

**External metadata** means the original text of the metadata how you have found it in literature, lists of authors, etc. Please fill in this field by Copy&Paste. External metadata usually include additional information and can be used to solve errors. Never write any own comments in this field.

After checking all your data input, please press the **Send new data** button. After this, a new metadata set for a patent document was generated. Changes can be made on this data set by using the search and **editSimple** function in the **ProDB**.
5. Some Examples for Entering Patents into ProDB

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**EUROPEAN PATENT SPECIFICATION**

**EP 1 792 694 B1**

Date of publication and mention of the grant of the patent: 02.06.2010, Bulletin 2010/22

Application number: 057002262.9

Date of filing: 20.07.2005

International application number:
PCT/JP2005/013313

International publication number:
WO 2006/069170 (26.01.2007, Gazette 2006/04)

**ARM STRUCTURE FOR ROBOT**

**ARMSTRUKTUR FÜR ROBOTER**

**STRUCTURE DE BRAS POUR ROBOT**

Designated Contracting States:
AT BE BG CH CY CZ DE DK EE ES FI FR GB GR HU IE IS IT LI LT LU LV MC NL MT NO PE PL PT RO SE SI SK TR

Priority: 20.07.2004 JP 2004211921

Date of publication of application: 06.05.2007, Bulletin 2007/23

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  6512274 (JP)

Represented by: Charlton, Elkington and Fife LLP, Prospect House 8 Pembroke Road Sevenoaks, Kent TN13 1XR (GB)

**Footnotes:**
* Type in the language codes of the titles
** Don’t use this date! It isn’t the publication date of the patent.
**Footnotes:**

1. In some cases the country code is not explicit written in the patent document and the document code is to take from the WIPO-Standard ST.3 In the example, the headline „EUROPEAN PATENT SPECIFICATION“ says that this document is an European patent. And that means, that the country code is „EP“.
2. Select the language of the title
3. Don’t use this date! It isn’t the publication date of the patent.
Patented June 19, 1923.

1,459,655

UNITED STATES PATENT OFFICE

FRED G. CLINE, OF NEOSHO, MISSOURI.

LIFTING DEVICE.

Application filed December 21, 1821. Serial No. 323,584.

To all whom it may concern:

Be it known that I, Fred G. Cline, a citizen of the United States, and a resident of Neosho, in the county of Newton and State of Missouri, have invented the following device for applying a return bend over the upper end of the other, and a pivot pin 13 passed therethrough and through a shackle or hanger clip 12. The arms 10 may be distended or contracted by

Footnotes:
*) In some cases the country code is not explicitly written in the patent document and the document code is to take from the WIPO-Standard ST.3. In the example, the headline "United States Patent Office" says that this document is an European patent. And that means, that the country code is 'US'.

**) Select the language of the title

****) Don't use this date! It isn't the publication date of the patent.

****) Don't use this number! It is the application serial number of the patent not the patent publication number!
Footnotes:

*) In some cases the country code is not explicit written in the patent document and the document code is to take from the WIPO-Standard ST.3. In the example, the headline „Rumania says that this document is an Rumanian patent. And that means, that the country code is „RO“.

**) Select the language of the title

***) Don’t use this date! It isn’t the publication date of the patent.
Annex 5: Tutorial for metadata editor for images
Overview

- With the Image Item Editor you can enter new metadata sets for images into the production database ProDB.

- This tutorial describes:
  - How to create an image item
  - Which quality criteria have to be observed
  - What should be considered in general
Creating an Image Item

Example case

This tutorial deals with the case, that an online found image is saved to a local folder and then uploaded within the ProDB.
1. Login and choose “Input images”

Enter the ProDB and choose the Input images-tab (Img.).

2. Upload the image file

Switch to the intern-tab (1) for uploading the image.

Check the source location (2), select the image file (3), give it a human readable short name (4) and finally click the Upload-button (5).
3. Wait until the upload is completed

Please wait until the image upload is completed and the thumbnail image is generated.

4. Name the image

Enter a clear and comprehensible image name (1).

The KQX Data Editor allows multilingual metadata input. Always click the apply-button (2) to save your entries.

 Optionally, you can leave the source image URL as internal remark (3).
5. Describe the image more detailed

Enter an description (1) to give users details about the content and context of the image.

Save your entries by clicking the apply-button (2).

6. (optional) Add licensing information

If necessary add licensing information to the image description (1) using the given formatting rules*.

Check the used format by clicking on the !-button (2).

* Recommended format for licensing information:
Description|br|br|sub|Copyright: Rights Owner under [a][URL]License[/a]/[/sub]
7. Add a data provider

Switch to the Data prov.-tab (1) and add a data provider (2).
If necessary, set different data providers for different data.
Save your entries by clicking the !-button (3).

8. Add additional metadata

Switch to the Main-tab (1).
Choose an image semantics (2), enter the image creation date (3) and if available, link to related persons (4) or add specific keywords (5).
9. Unlock and submit the dataset

Mark the Usable in portal-checkbox (1) to unlock the image item for the DMG-Lib and Europeana portal.

Finally, click the Send-button (2) to submit the dataset.

10. Check portal compliance

If your changes were successful, the red crosses across the DMG-Lib and Europeana icons should disappear and the item can be shown in both portals.

http://www.dmg-lib.org/dmglib/prodb/inptI.jsp?id=33780023
Quality Criteria for Image Items

Image items have at least...

- A name of at least three characters
- A description of at least 50 characters, and 25 characters more than the name
- An accessible image file
- A data provider

Note: Characters are counted without blanks and the language with most of the characters is counted.
Good Example (thesaurus)

- Name (taken from the concepts preferred label)
- Description (taken from the concepts definition, extended with color coding information)
- Accessible image file
- Data provider

https://www.dmg-lib.org/dmglib/prodb/inptI.jsp?id=31547023

Good Example (drawing)

- Name
- Description (taken from the caption out of the source document)
- Accessible image file
- Data provider

https://www.dmg-lib.org/dmglib/prodb/inptI.jsp?id=13990023
Good Example (portrait)

- Name
- Description (taken from the persons metadata set with additional dates)
- Accessible image file
- Data provider

![Image of DMGlib interface with good example information]

Bad Example (rest)

- Name not meaningful
- Description equal to the name, too short and not meaningful

![Image of DMGlib interface with bad example information]
Bad Example (drawing)

Name not meaningful!
Description contains no information on the image content or context, but only information about the image source.

http://www.dmg-lib.org/dmglib/prodb/inptI.jsp?id=27745023
General Information on Image Items

- Make sure that no copyrights are violated.
- If available, give information on the copyright holder and the license the image is licensed under.
- Use clear and comprehensible image names and description for an improved information retrieval, so users can find and understand images independent of their context.
- Explain any information encoding used within the image, e.g., colours, numbers or legends.
- Choose the image resolution depending on the depicted content, but (if possible) not less than 640x480 pixels.
- Do not upload one image in multiple resolutions. In this case prefer the highest one.
- Ensure an adequate image contrast.
Annex 6: Tutorial for metadata editor for CAx items
Overview

- With the FBC Editor you can enter new metadata sets for Cax files into the production database ProDB.

- This tutorial describes:
  - How to create an CAx item
  - Which quality criteria have to be observed
  - What should be considered in general
Creating an CAx Item

Example case

This tutorial shows exemplarily the ProDB upload of a CAx file created within G/M software (file extension *.gim).
1. Login and choose “Input FBC”

Enter the ProcDB and choose the Input file based content-tab (IFBC).

2. Upload the CAx file

Switch to the File-tab (1) for uploading the CAx file.

Check the source location (2), select the CAx file (3), give it a human readable short name (4) and finally click the Upload-button (5).
3. Wait until the upload is completed

Please wait until the upload is completed.

4. Name the CAx file

Enter a clear and comprehensible name (1), in English and your native language.

The KQX Data Editor allows multilingual metadata input. Always click the apply-button (2) to save your entries.
5. Describe the CAx file more detailed

Enter a description (1), in English and your native language, to give users details about the content and context of the CAx file.

Save your entries by clicking the apply-button (2).

6. (optional) Add links to related content

If desired, add links to related content (1), e.g. videos or animations derived from the CAx file, using the given formatting rules*.

Save your entries by clicking the apply-button (2).

* Recommended format for linking a related video:

[a][dmg:id of the linked item]Title of the linked item[/a], e.g.
[a][dmg:2011053]radius of curvature … Bernoulli curve[/a]
7. (optional) Add an extra data provider

Switch to the Data prov.-tab (1) and add a data provider (2).
If necessary, set different data providers for different data.
Save your entries by clicking the ! button (3).

8. Add additional metadata

Switch to the Main-tab (1).
Check/Choose the kind of content (2), enter the files creation date (3) and language (4), and if available, link to related persons (5) or add specific keywords (6).
9. Link a thumbnail image

Switch to the Links-tab (1).

Add a link (2) and select an existing image item* (3) which shall be used as main thumb (4).

Save your entries by clicking the !-button (5).

* For this example a screenshot from the CAx file within GIM software was imported as single image item.

10. Unlock and submit the dataset

Mark the Usable in portal-checkbox (1) to unlock the item for the DMG-Lib and Europeana portal.

Finally, click the Send-button (2) to submit the dataset.
11. Check portal compliance

If your changes were successful, the red crosses across the DMG-Lib and Europeana icons should disappear and the item can be shown in both portals.

http://www.dmg-lib.org/dmglib/prodb/inptI.jsp?id=2641053

Quality Criteria for CAx Items
Quality Criteria

FBC items (including CAx) have at least...

- A name of at least three characters
- A description of at least 100 characters
- A known kind/type
- A date
- A data provider
- A set language
- A linked accessible thumbnail image
- A marked “Usable in portal”-checkbox

Note: Characters are counted without blanks and the language with most of the characters is counted.

CAx | Good Example

- Name
- Description
- Known kind
- Date
- Data provider
- Language
- Thumbnail image
- Usable in portal
CAx | Bad Example

General Information
General Information on CAx Items

- Make sure that no copyrights are violated.
- Make sure that the CAx file is available for non-commercial purposes by third parties.
- Use clear and comprehensible names and descriptions for an improved information retrieval, so users can find and understand CAx files independent of their context.
- Enter descriptive metadata at least in English and your native language.
Annex 7: Tutorial for Europeana Compliance Button
Overview

- With the help of the Europeana Compliance Button you can list all items within a category, which can be shown in the DMG-Lib portal but not in the Europeana portal.
- By clicking the button you get a list of all non-Europeana-compliant items of your national team within the selected item category.
- Currently, the Europeana Compliance Button is available for documents, persons, images, file based content (FBC) and AIS image sequences.
1. Login and choose an item category

Enter the ProDB and choose an item category. In this tutorial we use image items as example.

2. List all non-Europeana-compliant items

Click on the new Europeana Compliance Button to list all images which can be shown in the DMG-Lib portal but not in the Europeana portal (may take some minutes)
3. Choose an item from the list

Click on the item you want to edit to make it Europeana-compliant.

4. Enter the items metadata set

You are forwarded to the items metadata set. Click the Edit Button to enter the metadata editor.
5. Check the reason for non-compliance

Move your mouse pointer over the red-crossed Europeana-icon to realize the reason for non-Europeana-compliance of the item. In this example the description of the image must be enlarged.

6. Revise and submit the metadata

Edit the items metadata according to the aforementioned reasons for non-European-compliance. Submit your changes by clicking the Send Button.
7. Recheck success

If your changes were successful, the red cross across the Europeana icon should disappear and the item can be shown in the Europeana portal.

8. (optional) Switch to the next/previous item in the list

For a more efficient revision of all non-Europeana-compliant items within one category easily switch to the next/previous item in the list by clicking the corresponding button.
Annex 8: Tutorial for Europeana Item Quality Criteria
Overview

- Europeana content providers have to observe requirements concerning metadata quality.
- Thus, a metadata quality check was implemented within the ProDB visualized by simple icons.
- The Europeana item quality criteria within the thinkMOTION project are described in this tutorial per item category.
- Note: Characters are counted without blanks and the language with most of the characters is counted.
Documents | Quality Criterias

Document items have at least...

- A title of at least three characters
- A year (at least estimated)
- One of the following two options:
  - A thumbnail image AND a importance of at least 120 characters
  - Viewable pixel pages in the portal, means pages are presentable in the book viewer
- A data provider
**Documents | Good Example**

- Date
- Title
- Provider
- Pixel pages

![Image of DMG library with examples of good documentation with date, title, provider, and pixel pages.]

**Documents | Bad Example**

- No description
- No thumbnail image
- No pixel pages

![Image of DMG library with examples of bad documentation lacking description, thumbnail image, and pixel pages.]

https://www.dmg-lib.org/dmglib/prodb/inptD.jsp?id=4540009

https://www.dmg-lib.org/dmglib/prodb/inptD.jsp?id=1386009
Item category „Persons“

Persons | Quality Criteria

Biography items have at least...

- A name of at least three characters
- A short relevance of at least one character
- A date of birth as well as a date of death
- One of the following three options:
  - An image of the person
  - A long relevance of at least 300 characters
  - At least five vita entries
- A data provider
Persons | Good Example

- Name
- Short relevance
- Date of birth and death
- Image
- Seven vita entries
- Data provider

Persons | Bad Example

- No dates
- Neither short nor long relevance
- No vita entries
- No image
Images | Quality Criteria

Image items have at least…

- A name of at least three characters
- A description of at least 50 characters, and 25 characters more than the name
- An accessible image file
- A data provider
Images | Good Example

- **Name**
- **Description** (taken from the persons metadata set with additional dates)
- Accessible image file
- Data provider

Images | Good Example

- **Name**
- **Description** (taken from the caption out of the source document)
- Accessible image file
- Data provider
Images | Bad Example

- Name not meaningful
- Description too short
- Description nothing other than the name

Item category „FBC“
FBC | Quality Criteria

File Based Content items have at least...

- A name of at least three characters
- A description of at least 100 characters
- A known kind/type
- A date
- An accessible image file
- A thumbnail image
- A data provider

FBC | Good Example

[Image of a file with metadata fields filled in]

https://www.dmg-lib.org/dmglib/prodb/inptI.jsp?id=0005053
FBC | Bad Example

- Unknown kind
- No date
- No accessible image file
- No thumbnail image

http://www.dmg-lib.org/dmglib/prodb/inptI.jsp?id=0410053

Item category „AIS“
AIS | Quality Criteria

AIS image sequence items have at least…

- A name of at least three characters
- A valid XML-file
- An accessible image file
- A data provider

AIS | Good Example

☑ Name
☑ Valid XML-file
☑ Accessible image file
☑ Data provider

http://www.dmg-lib.org/dmglib/prodb/inptI.jsp?id=327022
AIS | Bad Example

! No name
! No valid XML-file / XML-path
! No accessible image file