

## Deliverable:

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(1) OJ L 79, 24.3.2005,p.1.



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## Content:

1. Letter of Severiano Henández Vicente to Federico Milani
2. Statistics
3. Data Ingestion and Management Handbook for Content Providers (Version 1.0)

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(1) OJ L 79, 24.3.2005,p.1.





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Mr. Federico Milani  
APEnet Project Officer  
EUFO 1180  
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Madrid, 17<sup>th</sup> of January 2011

Subject: APEnet Deliverable 2.2.: Pilot of the gateway.

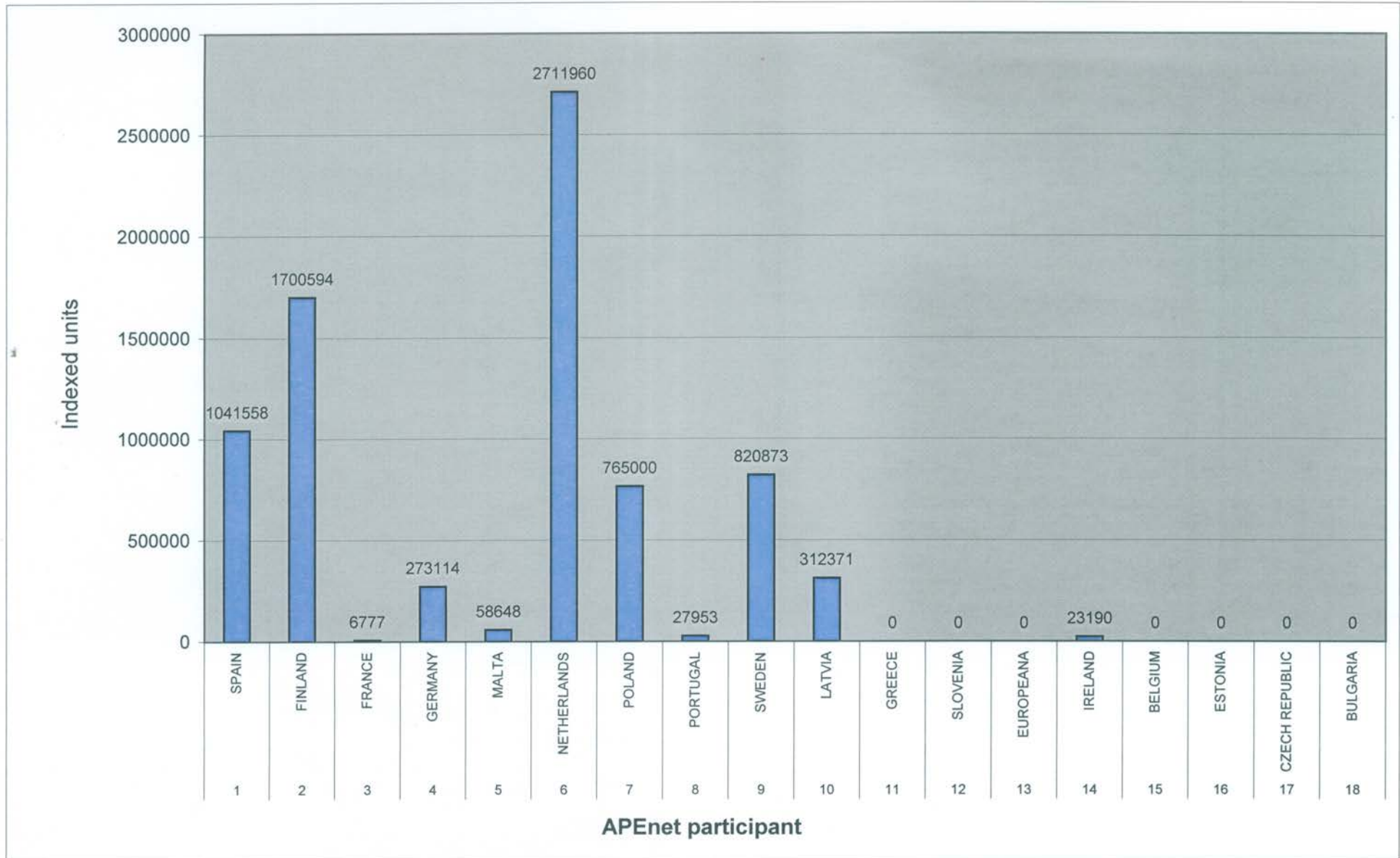
Dear Mr. Federico Milani,

In line with the Grant Agreement N°. ECP-2007-DILI517011 terms, please find here enclosed Deliverable.2.2, *Pilot of the gateway*, from WP2 (Spain).

The pilot is public at <http://www.archivesportaleurope.eu>. Together with the Pilot I send you Data Ingestion and Management Handbook (the Dashboard manual) and some statistics about the content of the Pilot.

With kind regards,

Severiano Hernández Vicente  
Subdirector General de los Archivos Estatales



# Archives Portal Europe Data Ingestion and Management Handbook for Content Providers

Ver 1.0, 2011-01-15

This project is funded under the *eContentplus* programme<sup>1</sup>, (Best Practice Networks\_ **ECP 2007 DILI 517011**) a multiannual Community programme to make digital content in Europe more accessible, usable and exploitable.



***eContentplus***

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<sup>1</sup> OJ L 79, 24.3.2005, p. 1.

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## 1 Introduction

This document is especially designed for the content providers of the Archives Portal Europe (archivesportaleurope.eu) to ingest their data into the portal. It serves as a step-by-step manual for data ingestion and management for the portal. It will describe how the content providers need to prepare their data and how to use the tools provided by the APEnet project to deliver, manipulate, publish, manage, and maintain the data compliant with APEnet specific uses of international archival standards.

**Note:** This document represents the current state of the technical developments to build the pilot version of the Archives Portal Europe. Even though the general workflow will remain as it is described here, there might be some changes in the future along with the further enhancement of the tools as well as with content providers' needs and wishes, that the portal and its infrastructure will have to adapt to.

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

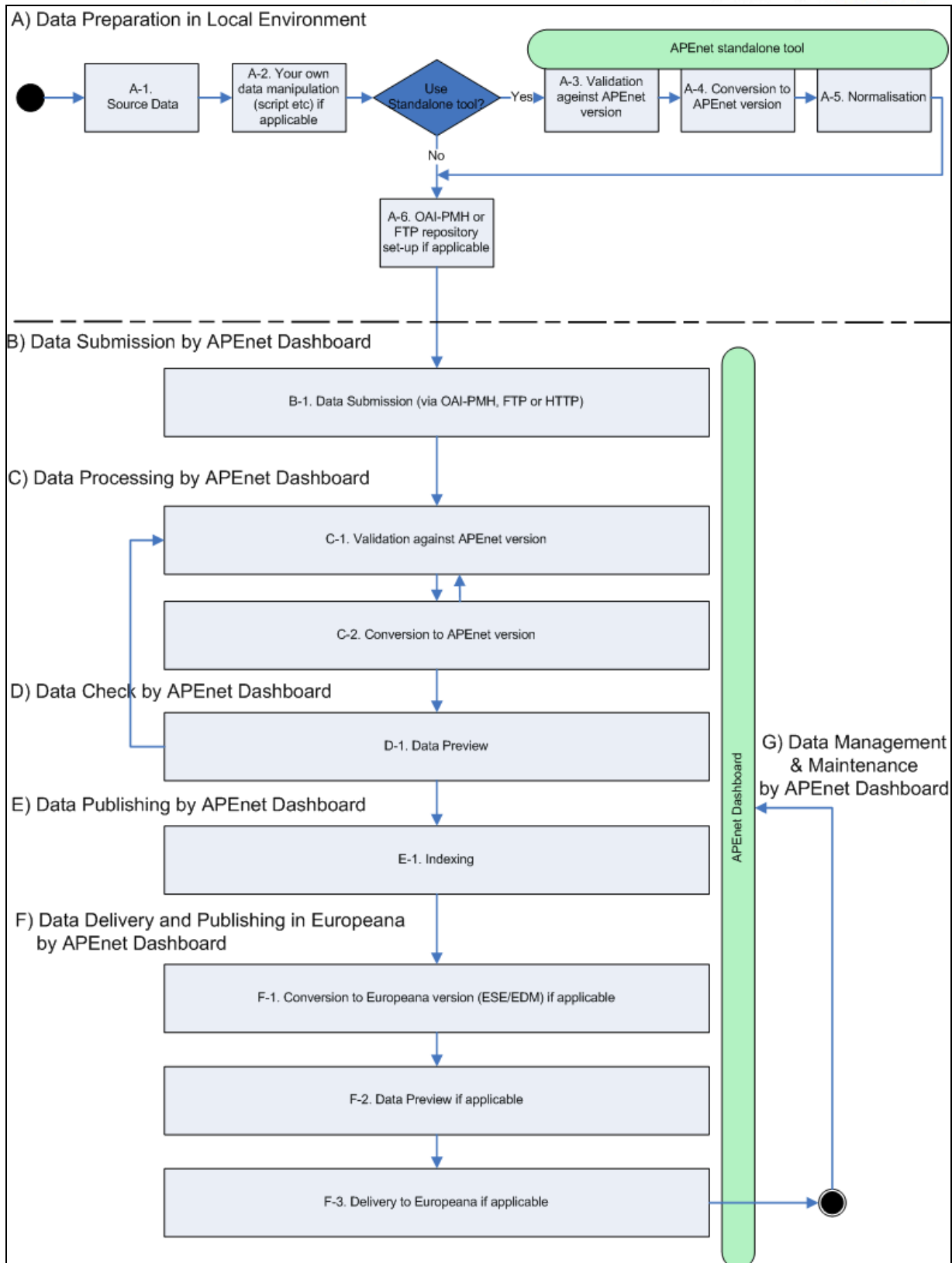
- Step A. Data preparation in local environment
- Step B. Data submission
- Step C. Data processing
- Step D. Data check
- Step E. Data publishing
- Step F. Data delivery and publishing in Europeana (optional)
- Step G. Data management and maintenance

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

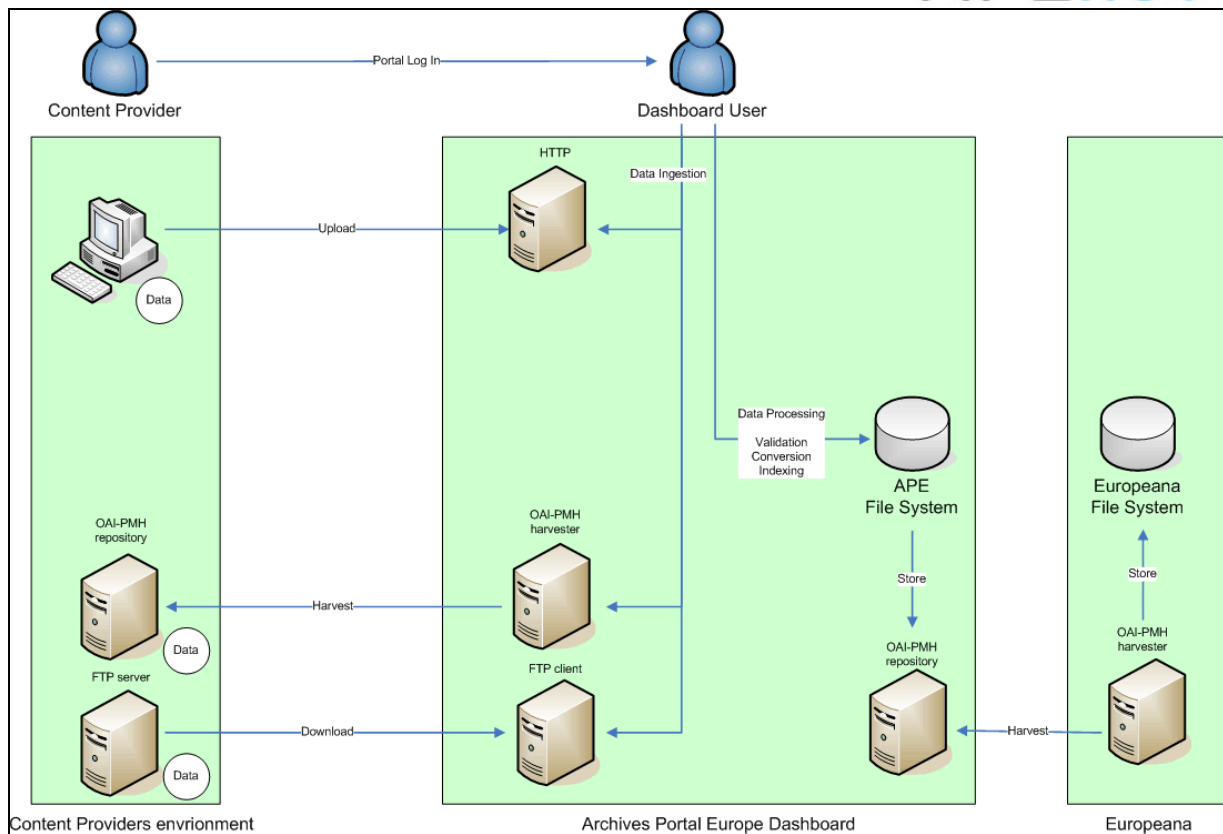
In order to support the content providers, the APEnet project team has prepared two tools which cover all steps of the lifecycle. The Standalone conversion tool deals with Step A and C, while the portal's Dashboard takes care of Steps B to G. Figure 2 visualises how a content provider interacts with the Dashboard system, as a user, in order to follow the steps described above.

With the help of the two applications, content providers are capable of managing their data easily and effectively. This handbook explains all they need to use these tools.





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



**Figure 2. User interaction with Dashboard data management system**

## 2 Minimum data requirements

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

- All source files submitted to the Archives Portal Europe should be in **XML format**. They have to be compliant with one of the following standards: **EAD 2002<sup>2</sup> resp. EAG<sup>3</sup> or need to follow the standards ISAD(G)<sup>4</sup> resp. ISDIAH<sup>5</sup> and need to be provided with a separate XSLT for their conversion to EAD resp. EAG** (in the near future, the Archives Portal Europe may as well ingest EAC-CPF<sup>6</sup> and METS<sup>7</sup>).
- It is highly recommended to use **UTF-8 encoding**.

Please see the project website<sup>8</sup> for the administrative requirements such as copyright and business and legal agreements.

<sup>2</sup> <http://www.loc.gov/ead/eadschema.html> resp. <http://www.loc.gov/ead/ead.xsd>

<sup>3</sup> <http://censoarchivos.mcu.es/CensoGuia/doc/EAG.DTD.txt>

<sup>4</sup> [http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf)

<sup>5</sup> [http://www.ica.org/sites/default/files/ISDIAH%20Eng\\_0.pdf](http://www.ica.org/sites/default/files/ISDIAH%20Eng_0.pdf)

<sup>6</sup> <http://eac.staatsbibliothek-berlin.de/>

<sup>7</sup> <http://www.loc.gov/standards/mets/>

<sup>8</sup> <http://www.apenet.eu/>

## **3 Data preparation (Step A)**

**Before sending data to the Archives Portal Europe, content providers need to get their data ready.**

First of all, content providers need to prepare data to be delivered to the Archives Portal Europe in their own systems' environment and there can be several steps to do so.

### **3.1 Data export (Step A-1)**

All providers need to have source files on their hands. These can be database exports or a copy of existing XML files. During export, they may need to map their data to a local XML format or to a target schema such as EAD 2002. It is wise to collect all files in one place (e.g. one folder) which would be of help for submitting data in one-go, f.i. when intending to use either an OAI-PMH repository or a FTP server to upload files or when wanting to upload several files combined in a ZIP folder via HTTP. It is also recommended to keep track of file versioning because data updating would happen in the future.

### **3.2 Data processing by locally used tools (script etc.) (Step A-2) <<OPTIONAL>>**

Content providers may need to convert their data into XML format or directly into EAD2002 resp. APEnet EAD, or they may prefer to process data by themselves in order to optimise their data for exchange. For optimisation, "Mapping towards and normalisation in APEnet EAD – Best Practice Guide"<sup>9</sup> should be consulted.

### **3.3 Data processing by APEnet standalone conversion tool (Steps A-3 to A-5) <<OPTIONAL>>**

#### **3.3.1 The reasons for using the standalone tool**

The APEnet standalone conversion tool allows the content providers to prepare APEnet compliant data locally, i.e. before uploading data to the Archives Portal Europe. The same processing can be done centrally on the portal's Dashboard (chapter 6), however, there are many reasons to use this tool before data submission:

1) to make data processing smoother

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

2) to skip steps on the Dashboard

Once a content provider has created APEnet compliant data, it is possible to skip some of the otherwise required steps on the Dashboard. This again saves time.

3) to help other content providers and the APEnet project team

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

The actual processing of data as far as validation and conversion are concerned is described in chapter 6.

---

<sup>9</sup> [http://www.apenet.eu/index.php?option=com\\_content&view=article&id=50&Itemid=65&lang=en](http://www.apenet.eu/index.php?option=com_content&view=article&id=50&Itemid=65&lang=en)

### 3.3.2 The functionalities of the tool

The Standalone conversion tool currently enables the content providers:

- to validate files against the archival standards EAD – either against EAD2002 in general or more specifically against the APEnet EAD schema –, EAC-CPF and EAG
- to convert local XML files to the commonly used APEnet formats
- to edit some parts of the converted APEnet EAD files, f.i. to check resp. add normalised dates that can be used for date related search in the Archives Portal Europe later
- to create a Holdings Guide based on existing finding aids (when a Holdings Guide file in EAD/XML format is not available yet)
- to save the converted files in APEnet EAD resp. APEnet EAG format to be able to deliver them afterwards to the Archives Portal Europe

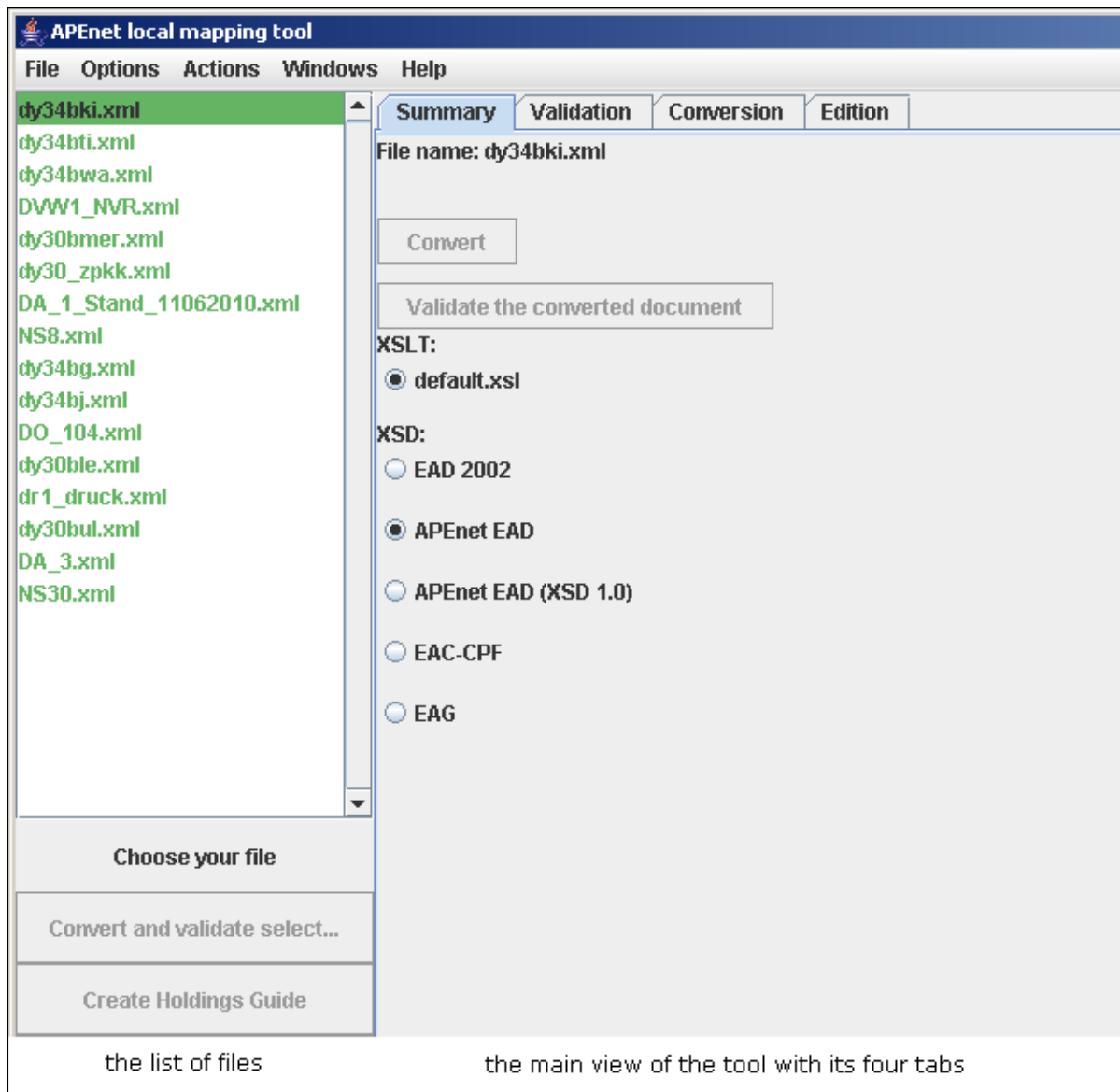
**The menu:** consists of five parts (Figure 3) – “File” where one can select file(s) to be imported for conversion, save the converted file(s) in APEnet format, and quit the tool; “Options” to manage the codes for one’s country as well as for the content providing institution, change the language of the user interface (English, French, or German), and select a locally-developed XSLT script for the data conversion of; “Actions” to alternatively initiate the validation resp. conversion; “Windows” to alternatively select one of the tabs within the main view; “Help” where et al. a link to the APEnet project’s website is provided.



*Figure 3. Menu of the standalone tool*

**The list:** displayed on the left side, showing all files that have been imported via the menu “File > Select file or directory” (Figure 4). By clicking on one file it is chosen for validation and/or conversion which can be initiated either via the menu “Actions” or via the corresponding buttons in the “Summary” tab of the main view.

It is also possible to choose more than one file at once which will activate the buttons below the list to either “Convert and validate selected files” in a batch mode or to “Create Holdings Guide” based on the selected files.



**Figure 4.** *The list and tab view of the standalone tool*

**The tabs:** represent different actions that can be conducted with the tool. The first tab in the main view of the tool is the “**Summary**” tab, where one can initiate the validation and/or conversion process once a file from the list has been selected. Furthermore one can choose the XSLT (default one as provided by the tool or a local one) that should be used for conversion as well as the XSD (EAD2002, APEnet EAD, EAC-CPF, EAG) against which the files should be validated. When conducting a validation resp. conversion, the “Summary” tab will show the status of the data processing.

The “**Validation**” tab notifies the user of her/his file being valid resp. provides a report on possible validation errors (see chapter 6.1).

The “**Conversion**” tab states only the country code that has been used for identification of the correct parts of the default XSLT script used for conversion. It might as well notify the user of some elements or attributes that have been ignored during conversion, since they are not part of APEnet EAD (see chapter 6.2). Please refer to “Mapping towards and normalisation in

APEnet EAD – Best Practice Guide” to understand the mapping and normalisation best practice for the APEnet project.

The “**Edition**” tab allows editing some predefined elements and attributes within the converted and validated APEnet EAD file. To permanently keep the changes the edited file needs to be saved as APEnet EAD. Saved APEnet EAD files will be stored in the “output” folder of the tool.

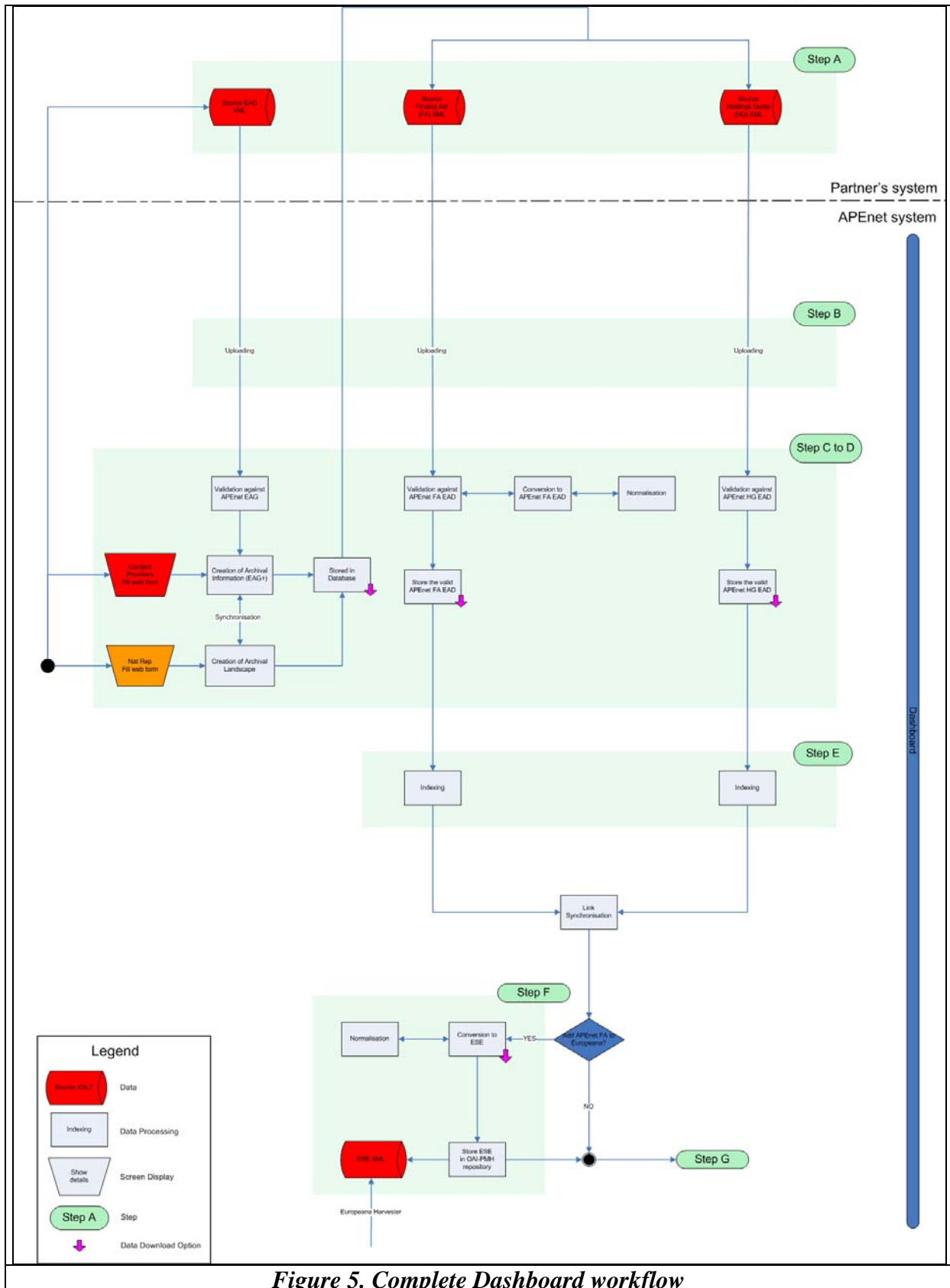
Within the Archives Portal Europe three layers are used to structure the provided information: Findings Aids, Holdings Guides (see chapter 8) and the Archival Landscape (see chapter 4.2). All three of these layers are encoded in APEnet EAD. In case a content provider does not use a Holdings Guide in EAD yet, the Standalone tool helps to create a Holdings Guide from a batch of Finding Aids. The result will be a simple list of the Finding Aids including the main information from their highest description levels, i.e. the fonds’ title, reference code and dates of creation, plus the information needed to actually link the newly created Holdings Guide to the Finding Aids in the HTML display of the Archives Portal Europe.

## ***4 Provider’s account***

### **The Dashboard account starts from filling the content providers’ information**

All content providers will have a Provider’s account created on the Archives Portal Europe in order to use the Dashboard. It is the user-friendly one-stop web application where content providers are able to manage their data. It includes all necessary functionalities for the providers to upload, validate, convert, normalise, check, publish, and deliver data to Europeana on-demand.

Figure 5 illustrates the complete Dashboard workflow which is more detailed than Figure 1.



After having logged into the Dashboard (Figure 6), the very first thing to do is to add administrative information on the institutions of one's country, who will be providing content to the Archives Portal Europe. A first step in preparation for this is the creation of the Archival Landscape as an entry point to the 3-layer data structure of the Archives Portal Europe starting with the constituent countries represented within the Archives Portal Europe and narrowing down to the single institutions, which could f.i. be grouped by regions or by the administrative of the country.

**Figure 6. Log-in screen of the Dashboard**

The basic information of EU member states currently being represented by minimum one institution within the Archives Portal Europe is already available as a starting point for download or online-editing (see below). For more information and details on the use of EAD for Archival Landscape in the Archives Portal Europe see the document “<EAD> ENCODED ARCHIVAL DESCRIPTION EAD as used within the Archives Portal Europe for the Archival Landscape – Description and Best Practice Guide<sup>10</sup>”.

After the Archival Landscape information is completed, the information on the individual institutions should be filled, which is described in APEnet EAG format. Each institution will be provided with a specific content management account within a country account, therefore, being possible to submit data by institution.

## 4.1 The Archival Landscape

The Archival Landscape will provide an entry point to a navigation tree structure starting with the constituent countries represented within the Archives Portal Europe and drilling down via the single institutions and their holdings to the separate finding aids with information on the archival material itself. By this the Archival Landscape offers the users the possibility to browse through the provided information additionally and in coexistence with an overall full text or refined search.

Since the basic structure for the Archival Landscape starting with one's country is already provided within the Dashboard, the first step when editing the Archival Landscape is to add some information on f.i. the administrative or regional structuring of archival institutions within one's country as well as to add the constituent institutions that will be providing data to the Archives Portal Europe. To do this, the section “Edit Archival Landscape” within the Dashboard includes a specific web form (Figure 7).

<sup>10</sup> [http://www.apenet.eu/index.php?option=com\\_content&view=article&id=50&Itemid=65&lang=en](http://www.apenet.eu/index.php?option=com_content&view=article&id=50&Itemid=65&lang=en)



## ARCHIVAL LANDSCAPE – Edit AL 2

Hello! netherlands, you are login | [Log out](#) | [View user info](#)

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**Functionalities:**


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**Manage Archival Landscape:**

- Edit Archival Landscape
- Upload Archival Landscape
- Download Archival Landscape

**Manage Content**

---



NETHERLANDS Archival Landscape

Name:  Archival Institution

\* Nationaal Archief

**Figure 7. Editing the Archival Landscape on the Dashboard**

Via the drop-down menu on the right, it is possible to define, if a group for structuring the Archival Landscape should be added or if one would like to add a single institution directly. When intending to group the participating institutions, it is recommended, to first ensure these groups' overall structure and sequence, so that they can be added directly in the correct order. To add an institution to an already existing group, this group should be marked in the list displayed below the entry box. Then just type the name of the institution and click the button "Add to list". As soon as you are confident with the institutions and/or groups added, click the button "Save" to approve your changes.

```

<archdesc xmlns="" encodinganalog="3.1.4" level="fonds" relatedencoding="IS&D(G)v2" type="archival_landscape">
  <did>
    <unittitle encodinganalog="3.1.2" type="eng">European countries</unittitle>
    <unittitle encodinganalog="3.1.2" type="fre">Pays européens</unittitle>
    <unittitle encodinganalog="3.1.2" type="ger">Europäische Länder</unittitle>
  </did>
  <dsc type="othertype">
    <c encodinganalog="3.1.4" id="d1e33" level="fonds">
      <did>
        <unittitle encodinganalog="3.1.2" type="bul">Нидерландия</unittitle>
        <unittitle encodinganalog="3.1.2" type="cze">Nizozemsko</unittitle>
        <unittitle encodinganalog="3.1.2" type="dan">Holland</unittitle>
        <unittitle encodinganalog="3.1.2" type="dut">Nederland</unittitle>
        <unittitle encodinganalog="3.1.2" type="eng">Netherlands</unittitle>
        <unittitle encodinganalog="3.1.2" type="est">Holland</unittitle>
        <unittitle encodinganalog="3.1.2" type="fin">Alankomaat</unittitle>
        <unittitle encodinganalog="3.1.2" type="fre">Pays-Bas</unittitle>
        <unittitle encodinganalog="3.1.2" type="ger">Niederlande</unittitle>
        <unittitle encodinganalog="3.1.2" type="gle">An Ísiltír</unittitle>
        <unittitle encodinganalog="3.1.2" type="gre">Ολλανδία</unittitle>
        <unittitle encodinganalog="3.1.2" type="hun">Hollandia</unittitle>
        <unittitle encodinganalog="3.1.2" type="ita">Paesi Bassi</unittitle>
        <unittitle encodinganalog="3.1.2" type="lav">Niderlande</unittitle>
        <unittitle encodinganalog="3.1.2" type="lit">Nyderlandai</unittitle>
        <unittitle encodinganalog="3.1.2" type="mlt">Olanda</unittitle>
        <unittitle encodinganalog="3.1.2" type="pol">Holandia</unittitle>
        <unittitle encodinganalog="3.1.2" type="por">Países Baixos</unittitle>
        <unittitle encodinganalog="3.1.2" type="rum">Olanda</unittitle>
        <unittitle encodinganalog="3.1.2" type="slo">Holandsko</unittitle>
        <unittitle encodinganalog="3.1.2" type="slv">Nizozemska</unittitle>
        <unittitle encodinganalog="3.1.2" type="spa">Países Bajos</unittitle>
        <unittitle encodinganalog="3.1.2" type="swe">Nederländerna</unittitle>
      </did>
      <c encodinganalog="3.1.4" id="d1e34" level="file">
        <did>
          <unittitle encodinganalog="3.1.2" type="dut">Nationaal Archief</unittitle>
          <repository>
            <extref xlink:href="/var/www/apenet/repo/NL/1/EAG/NL-HaNA.xml" xlink:title="Nationaal Archief EAG"/>
          </repository>
        </did>
      </c>
    </c>
  </dsc>
</archdesc>

```

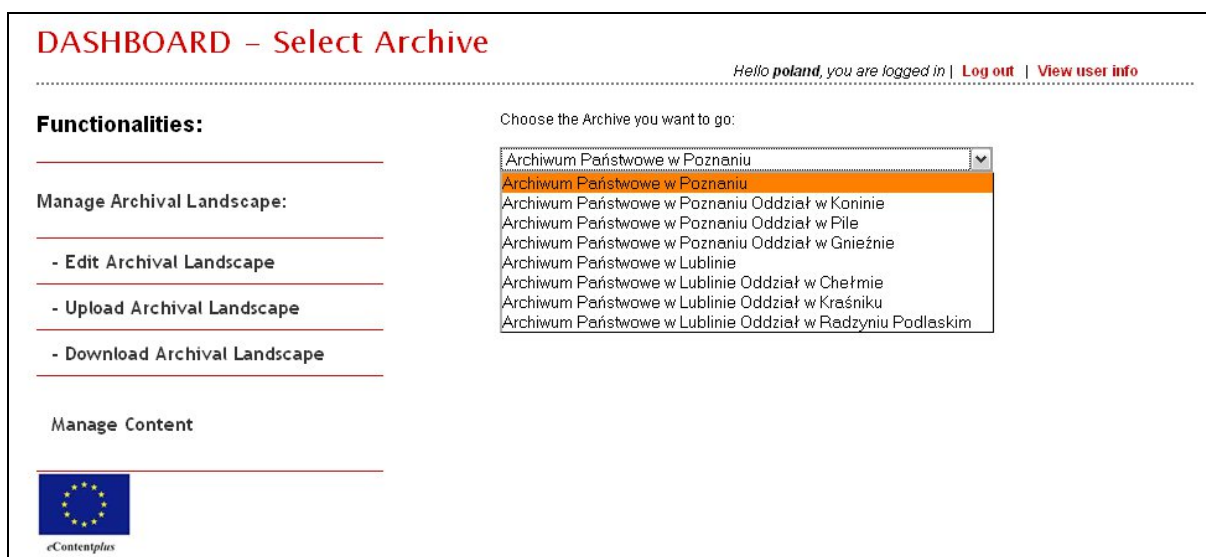
**Figure 8. Archival Landscape example**

Alternatively to editing the national part of the Archival Landscape EAD online via the Dashboard, it can as well be downloaded, edited locally and re-submitted (Figure 8). Download and re-submission of course is possible after having edited the Archival Landscape first via the Dashboard.

## 4.2 Content provider information

When having prepared the Archival Landscape, the user moves on to the Manage Content section from the menu. At this stage, s/he needs to select the institution for which s/he would like to manage his/her content (Figure 9). This is a specific data management account for the provider within the country account. The user will use it especially for that provider, but s/he can move to other provider's accounts for the management of the different content, if that is his/her responsibility.

If it is the first time to manage the account of this provider, it is necessary to either upload an already existing EAG document on the selected institution or to create a simple draft EAG via the web form as offered by the Dashboard.



*Figure 9. Selecting an institution to manage its content*

### 4.2.1 Create EAG by web form on the Dashboard

The easiest way to get a draft EAG document providing information about the selected institution is to use the web form on the Dashboard (Figure 10). Most information herein is mandatory as the APEnet project is in favour of a minimum approach. This information is described in the APEnet EAG format (for more information and details on the use of EAG in the Archives Portal Europe see the description in “<EAG> ENCODED ARCHIVAL GUIDE EAG as used within the Archives Portal Europe to describe Institutions with archival holdings – Description and Best Practice Guide”<sup>11</sup>. When using the web form to create an EAG document, the user can furthermore download the file afterwards to use and manage it within other (own) systems.

<sup>11</sup> [http://www.apenet.eu/index.php?option=com\\_content&view=article&id=50&Itemid=65&lang=en](http://www.apenet.eu/index.php?option=com_content&view=article&id=50&Itemid=65&lang=en)


**DASHBOARD – Simple EAG Web Form**

Hello *germany*, you are logged in | [Log out](#) | [View user info](#)

---

**Functionalities:**

- Content Provider Information**
- Upload Content
- Content Manager
- Back to Archival Landscape



Please, fill this web form in order to upload content to APEnet. Beware that the name you submit (Archival Institution name) should be the same that is in the Archival landscape.

Archival Institution name*:	<input type="text" value="Bundesarchiv"/>
Archival Institution name (Parallel):	<input type="text" value="Federal Archives of Germany"/>
Archival Institution identifier*:	<input type="text" value="DE-BA"/>
Country*:	<input type="text" value="Deutschland"/>
City/Town*:	<input type="text" value="Koblenz"/>
Postal code*:	<input type="text" value="56075"/>
Street*:	<input type="text" value="Potsdamer Straße 1"/>
Telephone*:	<input type="text" value="0049 261 505-0"/>
E-mail address*:	<input type="text" value="koblenz@bundesarchiv.de"/>
Web page*:	<input type="text" value="http://www.bundesarchiv.de/"/>
Number of working places in the reading room*:	<input type="text" value="100"/>
Extent of archival holdings*:	<input type="text" value="300000"/>
Accessible to the public*:	<input type="text" value="yes"/>
Facilities for handicapped people available*:	<input type="text" value="yes"/>
Library available*:	<input type="text" value="yes"/>
Restoration laboratory available*:	<input type="text" value="yes"/>
Reproduction services available*:	<input type="text" value="yes"/>
Information automation available*:	<input type="text" value="yes"/>

*Figure 10. Editing the content provider information (EAG webform)*

### 4.2.2 EAG upload

When a content provider is already using EAG in his/her own systems, it is possible to upload existing EAG documents via the Dashboard (Figure 11). The uploaded data will be validated automatically against the APEnet EAG.

Note: If the webform is used or if already existing EAG documents are uploaded, it is to be ensured, that the name given for an institution within the EAG (either web form field “Archival Institution name” or the EAG element <autform>) has to be identical with the name given for this institution within the Archival Landscape.


**DASHBOARD – HTTP EAG Upload**

Hello *netherlands*, you are logged in | [Log out](#) | [View user info](#)

---

**Functionalities:**

- Content Provider Information
- Upload Content
- Content Manager
- Back to Archival Landscape






Please, select a local EAG file to upload to APEnet. (Warning: Remember that if you already have another EAG file in APEnet, this new EAG uploaded will overwrite the old one)

Select file to upload:

File Upload

Zoeken in:

-  Data\_for\_APEnet
-  Data\_for\_APEnet.zip
-  NA-Findings.zip

Bestandsnaam:

Bestandstypen:

[NAVIGATION GUIDE](#) | [TERMS OF USE](#) | [SITE MAP](#) | [CONTACT](#)

*Figure 11. EAG upload*

## 5 Data submission (Step A-6 and B)

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

After having provided information on an institution (chapter 4.2), ingestion of archival data for that institution can get started. The Dashboard provides with three popular data submission methods. Table 1 is a list of the pros and cons of the different approaches that one might want to consider.

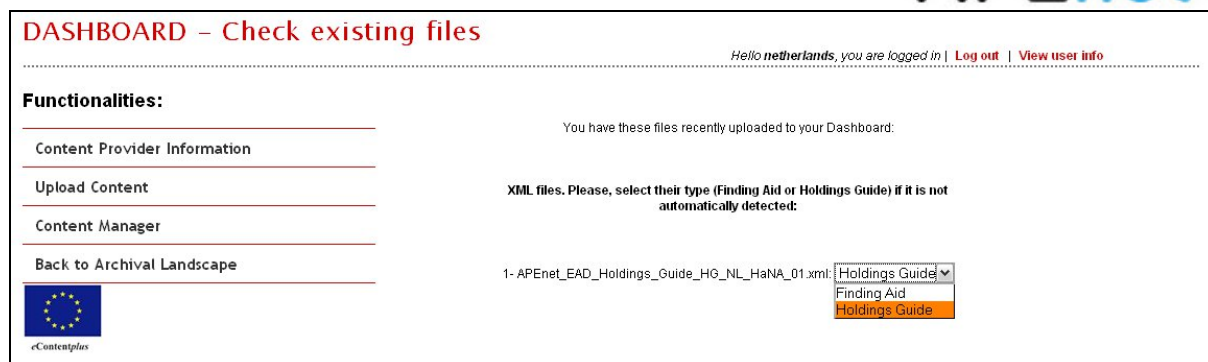
*Table 1. Pros and cons of data submission methods.*

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

### 5.1 Data type

Apart from EAG and Archival Landscape EAD upload as described in chapter 4, there are two data types to be submitted via the Dashboard to the Archives Portal Europe. One is Finding Aids which should be EAD 2002 XML compliant. The other is Holdings Guide which is also a subset of EAD2002 XML.

After the submission of data, it is necessary to select the data type which allows the Dashboard to recognise the difference (Figure 12). If Finding Aids already converted locally to APEnet EAD resp. Holdings Guides created locally with the Standalone conversion tool are uploaded, the type will be detected automatically.



*Figure 12. Data type selection*

From now on, Finding Aids are used as an example for the Dashboard workflow, but the principle of using the Dashboard is almost the same for Holdings Guides. As for the specific use of the Dashboard for the Holdings Guide, please see chapter 8.

## 5.2 OAI-PMH

### 5.2.1 OAI-PMH set-up

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

The most peculiar thing about OAI-PMH data delivery to the Archives Portal Europe is that content providers themselves harvest their data from their repositories. As such, content providers act as data senders and data receivers. This is not a typical implementation of OAI-PMH, however, this is the way to use OAI-PMH for the Archives Portal Europe. An advantage of this method is that the OAI-PMH function of the Dashboard enables the content providers to fully control their ingestion process.

There are many open source OAI-PMH tools<sup>12</sup>, therefore, content providers can choose the most suitable one for their own implementation. When implementing an OAI-PMH repository, it is recommended to test the own repository before submitting data to the Archives Portal Europe. In particular, it should be ensured that the following six request types are supported:

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

There are several (online) testing tools that can be used for this purpose (e.g. OAI repository Explorer<sup>13</sup> and Data Provider Validation and Registration<sup>14</sup>).

<sup>12</sup> For more details see <http://www.openarchives.org/pmh/tools/tools.php>

<sup>13</sup> See online <http://re.cs.ucl.ac.za/>

<sup>14</sup> See online <http://www.openarchives.org/Register/ValidateSite>

## 5.2.2 Organising sets and identifiers

It is essential to **create sets per file** (i.e. **Finding Aid EAD, Holdings Guide EAD, and EAG**). Identifiers have to be unique and persistent URI, therefore it will not change over time.

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

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

OAI-PMH sets should look like:

```
European_map_archive
European_map_archive:Portugal_maps
European_map_archive:Austria_maps
European_map_archive:Austria_maps:Vienna_maps
```

### Relevant documents to look at:

OAI-PMH website

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

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

[http://www.theeuropeanlibrary.org/portal/organisation/cooperation/telplus/documents/TELplus\\_D2.1\\_31052008.pdf](http://www.theeuropeanlibrary.org/portal/organisation/cooperation/telplus/documents/TELplus_D2.1_31052008.pdf)

Best practice for OAI PMH Data Provider Implementations and Shareable Metadata

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

Persistent Identifier implementation

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

In the Dashboard content providers go to the section “Upload Content” and selects OAI-PMH from the upload type checkbox. There is some information required to be filled in, including base URL, setnames, and metadata format (Figure 13). When data is uploaded, the content provider can see the files in the Content Manager section (see chapter 6).

**DASHBOARD – Upload Content**

Hello **germany**, you are logged in | [Log out](#) | [View user info](#)

---

**Functionalities:**


- [Content Provider Information](#)
- [Upload Content](#)
- [Content Manager](#)
- [Back to Archival Landscape](#)

Upload Type:  HTTP  FTP  OAI-PMH

URL:

Set name:

Metadata format:



*Figure 13. OAI-PMH harvesting on the Dashboard*

## 5.3 FTP

### 5.3.1 FTP set-up

There are many commercial and non-commercial FTP servers, a comparison of different FTP software can, for example, be found at Wikipedia<sup>15</sup>.

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

### 5.3.2 FTP download by the Dashboard

The following steps would be related to using FTP via the Dashboard (Figure 14):

- 1) Go to “Upload Content” from the menu
- 2) Select “FTP” from upload type, fill in URL, port, username and password, and hit “Connect to FTP server”.
- 3) Select files from your FTP server and transfer data
- 4) Check if all files are listed in the Content Manager

**DASHBOARD – Upload Content**

Hello **germany**, you are logged in | [Log out](#) | [View user info](#)

---

**Functionalities:**

- [Content Provider Information](#)
- [Upload Content](#)
- [Content Manager](#)
- [Back to Archival Landscape](#)


Upload Type:  HTTP  FTP  OAI-PMH

URL:

Port:

Username:

Password:



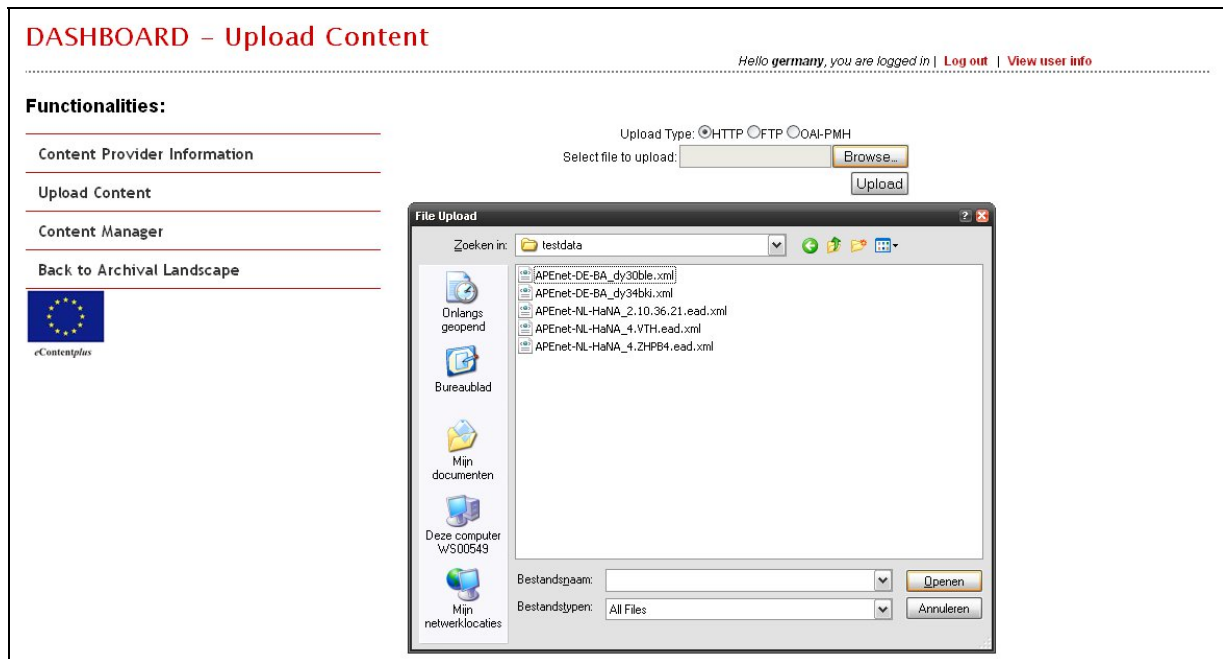
*Figure 14. FTP downloading on the Dashboard*

<sup>15</sup> [http://en.wikipedia.org/wiki/Comparison\\_of\\_FTP\\_server\\_software](http://en.wikipedia.org/wiki/Comparison_of_FTP_server_software)

## 5.4 HTTP

This is probably the easiest solution of all, as one can simply use HTTP upload via the Dashboard (Figure 15). It is possible to upload a ZIP file containing multiple XML files. This enables the users to upload files more conveniently.

- 1) Go to “Upload content” from the menu
- 2) Select “HTTP” from upload type checkbox
- 3) Browse and select files from your local computer and hit “upload”
- 4) Check if all files are listed in the Content Manager



*Figure 15. HTTP uploading on the Dashboard*

## 6 Data processing (Step C)

Data must be compliant with the APEnet schema and optimisation can be done by the Dashboard

Submitted data now needs to be processed in order to be APEnet-schema compliant and usable on the Portal.

Content providers often hold many data files, but the Dashboard allows them to execute batch data processing. Please see chapter 10 for details.

### 6.1 Data validation (Step C-1)

All files submitted to the Archives Portal Europe via the Dashboard must first be validated against the APEnet schemas.

The validation of data is always the first step after having uploaded files to the Archives Portal Europe to ensure that the data can be processed correctly. This is to be conducted no matter if one already has converted files with the Standalone tool (i.e. when uploading data already transformed to one of the APEnet formats) or if one intends to do the conversion for the first time via the Dashboard.



After uploading data the Dashboard provides a list of all files that have been delivered for the constituent institution so far (Figure 16). One can find identifying information on the file itself (identifier, title of the finding aid, last upload date), and can also see information on the state of the different steps in data processing which will all be set to “no” for newly uploaded files. “No” in this case just stands for “not processed yet”. Only in the column “Conversion” might appear an “Ok” instead, should the files uploaded already have been converted to APEnet EAD locally. Furthermore there will be some buttons available for next actions.

**DASHBOARD – Content Manager** Hello! **netherlands**, you are login [Log out] View user info

**Nationaal Archief**

Back to Dashboard

Go to the Holdings Guide section

Search:  All

Total: 1115 20 | Change

1 2 3 4 5 >>>

Total number of converted files: 1115 / 1115  
 Total number of validated files: 628 / 1115  
 Total number of indexed files: 126 / 1115  
 Total number of converted to Europeana files: 3 / 1115

EadId	Title	Date	Conversion (20 / 20)	Validation (19 / 20)	Indexed (19 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
4.BAF	Inventaris van de archieven v...	06/01/2011	OK	No	No	No Holdings Guide	No	No	No	Validate Delete
4.HYDRO1204	Inventaris van het Detailboek...	23/12/2010	OK	OK Preview	OK Units: 724	No Holdings Guide	No	OK DAOS: 0	No	Download Delete
4.BCM6	Inventaris van het	23/12/2010	OK	OK	OK	No Holdings	No	No	No	Convert to ESE Delete only from index

**Figure 16. Content Manager on the Dashboard showing uploaded files**

EadId	Title	Date	Conversion (0 / 1)	Validation (0 / 1)	Indexed (0 / 1)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
3.219.04	Inventaris van de Burgerlijke...	23/12/2010	OK	No	No	No Holdings Guide	No	No	No	Validate Delete

**Figure 17. The first step is to “Validate”**

By clicking on the button “Validate” the validation of the file against the according APEnet schema is initiated (Figure 17). If the validation is successful, one can proceed to data conversion (chapter 6.2) or data indexing (chapter 7.2), depending on whether it is intended to convert the uploaded files via the Dashboard or they already have been converted locally. If some errors occur, an error report is shown when clicking the button “show error” button. By this an additional window will open and provides the line numbers of errors and a short description (Figure 18).

EadId	Title	Date	Conversion (20 / 20)	Validation (18 / 20)	Indexed (18 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
4.RCMA_test	Inventaris van het Kaarten-, ...	12/01/2011	Ok	Fatal Error <a href="#">Show error</a>	No	No Holdings Guide	No	No	No	<a href="#">Download</a> <a href="#">Delete</a>

EadId	Title	Date	Conversion (20 / 20)	Validation (18 / 20)	Indexed (18 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
4.RCMA_test	Inventaris van het Kaarten-, ...	12/01/2011	Ok	Fatal Error <a href="#">Show error</a>	No	No Holdings Guide	No	No	No	<a href="#">Download</a> <a href="#">Delete</a>
4.BAR	Inventaris van het ...	...	Ok	Ok	Units: 13	No Holdings Guide	No	No	No	<a href="#">Delete only from Index</a> <a href="#">Download</a> <a href="#">Delete</a> <a href="#">Convert to ESE</a>
4.HYDRO2	Inventaris van ...	23/12/2010	Ok	Ok	Units: 13	No Holdings Guide	No	No	No	<a href="#">Delete only from Index</a> <a href="#">Download</a> <a href="#">Delete</a> <a href="#">Convert to ESE</a>

l.24 c.117: cvc-enumeration-valid: 'Value 'duto' is not facet-valid with respect to enumeration [aar, abk, ace, ach, ada, ady, afa, afh, afr, aka, akk, alb, ale, alg, amh, ang, apa, ara, arc, arg, arm, arp, art, arw, asm, ast, ath, aus, ava, ave, awa, aym, aze, bad, bai, bak, bal, bam, ban, baq, bas, bat, bej, bel, bem, ben, ber, bho, bih, bik, bin, bis, bla, bnt, bod, bos, bra, bre, btk, bua, bug, bul, bur, byn, cad, cai, car, cat, cau, ceb, cel, ces, cha, chb, che, chg, chi, chk, chm, chn, cho, chp, chr, chu, chw, chy, cmc, cop, cor, cos, cpe, cpf, cpp, cre, crh, crp, csb, cus, cym, cze, cze, dak, dan, dar, day, del, den, deu, dgr, din, div, doi, dra, dsb, dua, dum, dut, dut, dyu, dzo, efi, egi, eka, ell, ekk, eng, enm, epo, est, eus, ewe, ewo, fan, fao, fas, fat, fij, fil, fin, fiu, fon, fra, fre, frm, fro, fry, ful, fur, gaa, gay, gba, gem, geo, ger, gez, gil, gla, gle, glg, glh, gmh, goh, gon, gor, got, grb, gre, gre, grn, gui, gwi, hai, hat, hau, haw, heb, her, hil, him, hin, hit, hmn, hmo, hrv, hsb, hun, hup, hye, iba, ibo, ice, ice, ido, iii, iio, iku, ile, ilo, ina, inc, ind, ine, inh, ipk, ira, iro, isl, ita, jav, jbo, jpn, jpr, jrb, kaa, kab, kac, kal, kam, kan, kar, kas, kat, kau, kaw, kaz, kbd, kha, khi, khm, kho, kik, kin, kir, kmb, kok, kom, kon, kor, kos, kpe, kre, kro, kru, kua, kum, kur, kut, lad, lah, lam, lao, lat, lav, lez, lim, lin, lit, lol, loz, ltz, lua, lub, lug, lui, lun, luo, lus, mac, mad, mag, mah, mai, mak, mal, man, mao, mao, map, mar, mas, may, mdf, mdr, men, mga, mic, min, mis, mkd, mkh, mlg, ml, mnc, mni, mno, moh, mol, mon, mos, mri, msa, mul, mun, mus, mwj, mwr, mya, myn, myw, nah, nai, nap, nau, nav, nbl, nde, ndo, nds, nep, new, nia, nic, niu, nid, nno, nob, nog, non, nor, nso, nub, nwc, nya, nym, nyn, nyo, nzi, oci, oji, ori, orm, osa, oss, ota, oto, paa, pag, pal, pam, pan, pap, pau, peo, per, phi, phn, pli, pol, pon, por, pra, pro, pus, que, raj, rap, rar, roa, roh, rom, ron, rum, run, rus, sad, sag, sah, sai, sai, sam, san, sas, sat, scc, scn, sco, scr, sel, sem, sga, sgn, shn, sid, sin, sit, sla, slk, slo, slv, sma, sme, smi, smj, smn, smo, sms, sna, snd, snk, sog, som, son, sot, spa, sqi, srd, srp, srr, ssa, ssw, suk, sun, sus, swa, swe, syr, tah, tai, tam, tat, tel, tem, ter, tet, tgl, tha, tib, tib, tig, tir, tiv, tkd, tli, thi, tmh, tog, ton, tpi, tsi, tsn, tso, tuk, tum, tup, tur, tut, twi, tyv, udm, uga, uig, ukr, umb, und, urd, uzb, vai, ven, vie, vol, vot, wak, wai, war, was, wel, wen, win, wol, xal, xho, yao, yap, yid, yor, ypk, zap, zen, zha, zho, znd, zul, zun]. It must be a value from the enumeration.

l.24 c.117: cvc-attribute.3: The value 'duto' of attribute 'langcode' on element 'language' is not valid with respect to its type, '#AnonType\_langcodeam.langcode'.

close

**Figure 18. Error message after validation**

Example is as follows:

“l.24 c.117: cvc-attribute.3: The value 'duto' of attribute 'langcode' on element 'language' is not valid with respect to its type, '#AnonType\_langcodeam.langcode.’”, which means that there is an error at line 24, character 117 from the beginning of the line.

If these error messages refer to attributes within the original data wherein values in compliance to certain ISO standards are expected, like in the example above with the attribute LANGCODE for language information, that has to be compliant with ISO standard 639-2, or the attribute NORMAL for normalised dates, that have to be compliant with the ISO standard 8601, a check on the original data might be needed before continuing the data processing.

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

## 6.2 Data conversion (Step C-2)

If the submitted file is not valid against the corresponding APEnet schema, the Dashboard will request the user to convert it to APEnet EAD.

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

Eadid	Title	Date	Conversion (8 / 8)	Validation (7 / 8)	Indexed (7 / 8)	Holdings Guide	Thumbnail's cached	Converted to Europeana	Deliver to Europeana	Actions
findbuch_test	Findbuchtitel	16/01/2011	<div style="border: 1px solid red; padding: 2px; display: inline-block;">           Ok            Show warnings         </div>	No	No	No Holdings Guide	No	No	No	<input type="button" value="Validate"/> <input type="button" value="Delete"/>

The countrycode is: DE Element excluded from the transformation (if any): ead/eadheader/filedesc/titlestmt/sponsor ead/eadheader/filedesc/editionstmt ead/archdesc/scopecontent/table/itgroup/colspec ead/archdesc/scopecontent/table/itgroup/colspec ead/archdesc/scopecontent/table/itgroup/colspec

close

**Figure 19. Warning message after conversion**

This conversion report will typically just notify about the country code used as background information to correctly process your data. It might additionally inform of the elements that might possibly have been excluded from the transformation, since they are not used for the Archives Portal Europe or since they are not “known” to the conversion script (e.g. the elements <sponsor>, <editionstmt> and <colspec> in the example above). If the report does include those elements’ notification, the content provider could report back to the APEnet technical development team to discuss:

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

Please refer to the document “Mapping towards and normalisation in APEnet EAD – Best Practice Guide”<sup>16</sup> to understand the mapping and normalisation best practice for the APEnet project.

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

## **7 Data checking and publishing for the Archives Portal Europe (Step D and E)**

**Content providers are able to check the validity of their data in a simulation environment before publishing.**

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

### **7.1 Data preview (Step D-1)**

This function is available via the button “Preview” after a successful conversion and validation of the uploaded files and enables the content providers to preview their data in

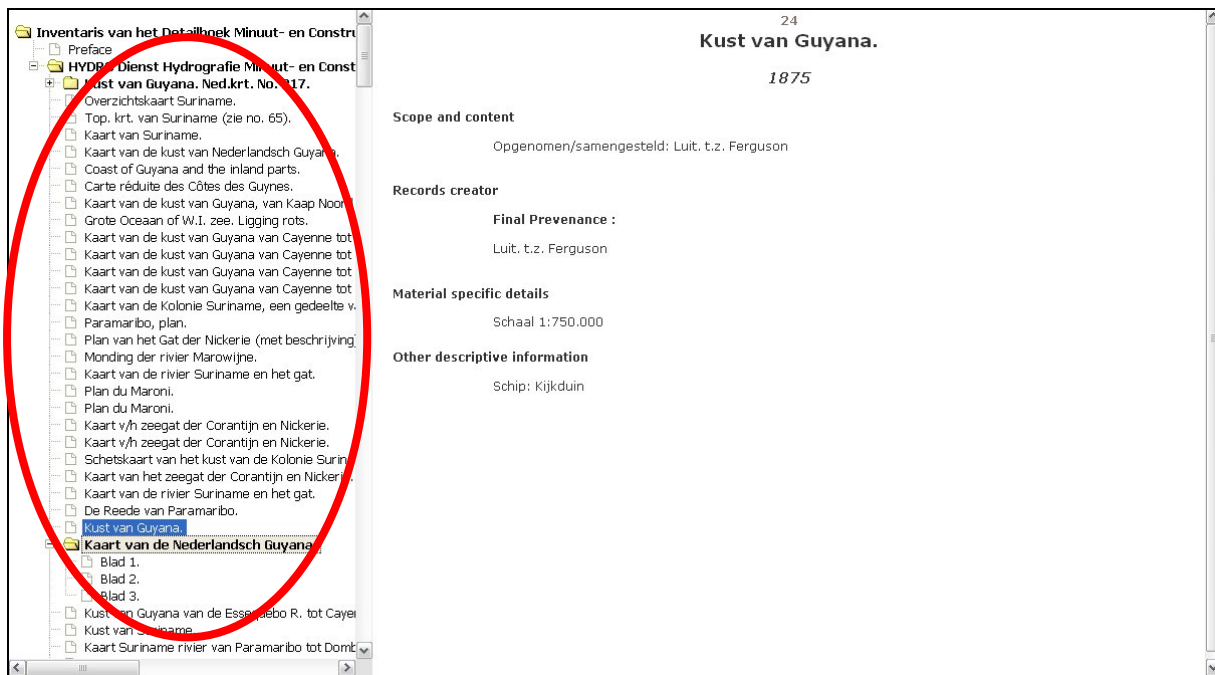
<sup>16</sup> [http://www.apenet.eu/index.php?option=com\\_content&view=article&id=50&Itemid=65&lang=en](http://www.apenet.eu/index.php?option=com_content&view=article&id=50&Itemid=65&lang=en)

order to check the outcome of the data processing (Figure 20). If a content providers spots some problems or is not comfortable with the result, it is always possible to go back to the previous steps to modify the data and check the result again. In such a case, the data needs to be deleted first (see chapter 7.3).

The preview is able to show, how the detailed display of data looks like (Figure 21). This preview display is identical with the “second display” as it is shown when one of the search results is clicked in the Archives Portal Europe. The preview, however, neither provides, how search results are displayed in the first place nor how data is presented in the navigated search. At the moment, the only way to check the complete data display and search functionalities is to index data (chapter 7.3) and use the Portal.



*Figure 20. Preview display*



*Figure 21. User can explore the tree structure in the preview display*

## 7.2 Data indexing for the Archives Portal Europe (Step E-1)

By now the data is APEnet standard compliant and it is stored in the database system behind the Dashboard. However, the data should be indexed in order to be searchable and findable on the Portal. The users of the Archives Portal Europe are not able to see the data until indexing is complete. This step is as simple as clicking the “Index” button in the Content Manager (Figure 22). Indexing may take some time depending on the size of the data.

EadId	Title	Date	Conversion (20 / 20)	Validation (20 / 20)	Indexed (1 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
3.233.01	Inventaris van de Burgerlijke...	23/12/2010	Ok	Ok Preview	No	No Holdings Guide	No	No	No	<input type="button" value="Index"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

Figure 22. Indexing in the Content Manager

### 7.3 Data publishing for the Archives Portal Europe

After indexing, data is finally published on the Archives Portal Europe and visible to the general public. It takes maximum one day to see data on the Portal due to the technical configuration of the indexing system. If this is not the case, content providers should contact the APEnet project team.

Once the indexing is complete, it is highly recommended to check the Portal whether data is visible or not and how it is searchable and displayed (Figures 23 to 25).

Search results:

Context List
Results: 15408 in 774 finding aids or holdings guides
Pages: 1 of 78

---

GERMANY (1)

Bundesarchiv

- Abteilung Bauwesen im ZK der SED (1)

---

GERMANY (3)

Bundesarchiv

- Protokolle des Sekretariats des ZK der SED (3)

---

GERMANY

Bundesarchiv

- Plakatsammlung des Kulturbundes(2)

- Kulturbund zur demokratischen Erneuerung Deutschlands Meister der Dresdner Galerie, Vermeer van Delft
- Kulturbund zur demokratischen Erneuerung, Deutschlands - Hochschulgruppe Dresden, Meister der Dresdner Galerie, Vermeer van Delft

---

SPAIN (1)

Archivo Histórico Nacional

- Procesos de Fe (1)

Figure 23. Data as search results in "Context" view

Context **List**
Results: 1251 in 100 finding aids or holding guides
Pages: 1 of 126
➔

**SORTING YOUR SEARCH:**

[Sorting by date](#)

[Sorting by title](#)

[Sorting by reference code](#)

**REFINING YOUR SEARCH:**

[Refining by Finding aid](#)

[Refining by Holding guide](#)

**Pagina 3**

**Document:** Inventaris van het archief van het Departement van Buitenlandse Zaken, 1796-1810  
**Inventarisnummer:** 442.3  
 NETHERLANDS Nationaal Archief

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**Pagina 3**

**Document:** Inventaris van het archief van de Admiraliteitscolleges, 1586-1795  
**Inventarisnummer:** 2425.3  
 NETHERLANDS Nationaal Archief

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1771 sep. 3 - 1773 feb. 17

**Document:** Inventaris van de notariële archieven van Suriname, 1699-1828 (1836)  
**Inventarisnummer:** 723  
 NETHERLANDS Nationaal Archief

Figure 22. Data as search results in “List” view

**ARCHIVES PORTALEUROPE**

beta

English

Ok

HOME
ADVANCED SEARCH
DIRECTORY
TOOLS
ABOUT US

**What do you want to search?**

Search

**Choose your search method:**

Navigated Search
Advanced Search

Finding Aids for Latvijas Nacionālais Arhīvs; -- Select Holdings Guides / Finding Aids

Archival Landscape

Archival Institutions

Holdings Guide / Finding Aids

**List of Finding Aids**

**Select all**

- "ARB NAMS". Sabiedrība ar ierobežotu atbildību.
- "AUTO REZERVE". Sabiedrība ar ierobežotu atbildību. Kuldīgas pilsēta. Kuldīgas rajons
- "Aelita CV". V.Cvetkovas individuālais uzņēmums ražošanas komercfirma. Liepājas pilsēta.
- "Agro". Sabiedrība ar ierobežotu atbildību. Kuldīgas rajons. Skrundas pilsēta.
- "Aizputes auto". Sabiedrība ar ierobežotu atbildību. Aizputes pilsēta. Liepājas rajons
- "Aizputes celtnieks". Liepājas rajons. Aizputes pilsēta.
- "Alviķi". Zemnieku tehnikas koplietošanas sabiedrība. Liepājas rajons. Aizputes pagasts.
- "Anda". D.Pavlovas individuālais uzņēmums. Aizpute. Liepājas rajons.
- "Appāds Prizma". Sabiedrība ar ierobežotu atbildību. Ēdoles pagasts. Kuldīgas rajons
- "Aprinjū un rajonu arhīvi Latvijas PSR CVORSC arhīva Cēsu filiāles zonā "
- "Arturs" LTD.Firma.Sabiedrība ar ierobežotu atbildību. Kuldīgas pilsēta
- "Atvasīte" Jaunjelgavas pilsētas pirmsskolas izglītības iestāde Aizkraukles rajonā
- "BB un CO". Sabiedrība ar ierobežotu atbildību. Liepājas pilsēta.
- "BFF". Sabiedrība ar ierobežotu atbildību. Liepājas pilsēta
- "BT Transīts". Sabiedrība ar ierobežotu atbildību. Liepājas pilsēta

Add document to the list

Figure 25. Finding aids as listed in navigated search

If unexpected errors and mistakes are found, it is possible to deactivate it by the Dashboard within a reasonable time (e.g. within 1 day). There are two options for deactivating data (Figure 26).

- “Delete” button removes the file from the system and the Dashboard completely. The data will no longer be available in the index and the database storage, thus neither shown on the Dashboard nor on the Portal. If the file should appear on the Dashboard again, it needs to be uploaded once more.
- “Delete only from the index” removes the data only from the index (i.e. Portal), therefore, the file remains stored in the database system and the data remains visible on the Dashboard. When the data have to be visible in the Portal again, hitting the “Index” button will do that.

EadId	Title	Date	Conversion (20 / 20)	Validation (20 / 20)	Indexed (20 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
4.HYDR0111	Inventaris van het Detailboek...	23/12/2010	Ok	Ok Preview	Ok Units: 879	No Holdings Guide	No	No	No	<input type="button" value="Convert to ESE"/> <input type="button" value="Delete only from Index"/> <input type="button" value="Delete"/>

Figure 26. Two delete options available

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

## 8 Holdings Guide

### The Dashboard supports the link between Holdings Guide and Finding Aids

The previous chapters have mainly dealt with Finding Aids, but it is possible to include an institution’s Holdings Guide in the Archives Portal Europe, too. As described in chapter 5, uploading a Holdings Guide is done in the same way as Finding Aids. When the Holdings Guide has been successfully uploaded, the “Go to the Holdings Guide” link in the Content Manager gives access to the Holdings Guide page (Figure 27).

**DASHBOARD – Content Manager** Hello *netherlands*, you are logged in | [Log out](#) | [View user info](#)

---

**Nationaal Archief**

[Back to the Dashboard](#)  
[Go to the Holdings Guides section](#)

Total: 1114 20 Change

1 2 3 4 5 >>

Total number of converted files: 987 / 1114  
 Total number of validated files: 632 / 1114  
 Total number of indexed files: 1 / 1114  
 Total number of converted to Europeana files: 1 / 1114

EadId	Title	Date	Conversion (0 / 20)	Validation (20 / 20)	Indexed (0 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
4.HYDR01202	Inventaris van het Detailboek...	23/12/2010	No	Ok Preview	No	No Holdings Guide	No	No	No	<input type="button" value="Index"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

Figure 27. Go to the Holdings Guide

The “Link Finding Aids” button allows to create links between the Holdings Guide and uploaded Finding Aids (Figure 28). In the column “Holdings Guide” of the Finding Aids page it will become visible whether the links are established between Holdings Guide and Finding Aids (Figure 29).

DASHBOARD – Content Manager Hello *netherlands*, you are logged in | Log out | View user info

Nationaal Archief

Back to the Dashboard

Go to the Finding Aids section

Search:  All

Total: 1 4 Change

EadId	Title	Date	Conversion (1/1)	Validation (1/1)	Indexed (1/1)	Linked	Actions
HG_NL_HaNA_01	Holdings Guide Netherlands	07/01/2011	Ok	Ok <input type="button" value="Preview"/>	Ok Units: 6351	No	<input type="button" value="Link Finding Aids"/> <input type="button" value="Delete only as an index"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

Figure 28. Holding Guide view

EadId	Title	Date	Conversion (20 / 20)	Validation (20 / 20)	Indexed (20 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
4.OBK	Inventaris van de Buitenlands...	23/12/2010	Ok	Ok <input type="button" value="Preview"/>	Ok Units: 139	Holdings Guide Netherlands	No	Ok DAOs: 0	No	<input type="button" value="Download"/> <input type="button" value="Delete"/>
4.SWMI	Inventaris van het archief va...	23/12/2010	Ok	Ok <input type="button" value="Preview"/>	Ok Units: 224	Holdings Guide Netherlands	No	Ok DAOs: 0	No	<input type="button" value="Download"/> <input type="button" value="Delete"/>

Figure 29. Holdings Guide column in Finding Aids page shows the link establishment

## 9. Data delivery and publishing for Europeana (Step F) <<OPTIONAL>>

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

### 9.1 APEnet’s role and consideration of delivering data to Europeana

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

APEnet respects the content provider’s decision on whether they would like to use this function and what data they would like to share with Europeana. The table below summarises



several issues to take into consideration, when delivering data to Europeana. Please note that this situation may change when Europeana adds new functionalities and changes their Portal.

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

Issues of data delivery to Europeana	
<b>Pros</b>	<p>Increase data visibility to the wider public</p> <p>Increase Internet traffic to content providers' websites</p> <p>Sharing data with other cultural heritage institutions</p>
<b>Cons</b>	<p>Decrease the richness of source data (dumb-down to Dublin Core-based schema)</p> <p>Data display may not be ideal (no hierarchical display)</p> <p>Europeana concentrates on digital objects, thus excluding other digitally available descriptive data</p>

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

**Relevant documents to look at:**

Provide Content to Europeana Introduction

[http://version1.europeana.eu/web/guest/provide\\_content/](http://version1.europeana.eu/web/guest/provide_content/)

Europeana's metadata schema (Europeana Semantic Elements Specifications Ver3.3)

[http://version1.europeana.eu/c/document\\_library/get\\_file?uuid=a830cb84-9e71-41d6-9ca3-cc36415d16f8&groupId=10602](http://version1.europeana.eu/c/document_library/get_file?uuid=a830cb84-9e71-41d6-9ca3-cc36415d16f8&groupId=10602)

Technical Report: Archival Digital Object Ingestion into Europeana (ESE-EAD harmonisation) v1.0

[http://version1.europeana.eu/c/document\\_library/get\\_file?uuid=a2a94cb0-509a-4460-add1-5bea1c1bb361&groupId=10602](http://version1.europeana.eu/c/document_library/get_file?uuid=a2a94cb0-509a-4460-add1-5bea1c1bb361&groupId=10602)

## 9.2 Data conversion (Step F-1)

Since Europeana uses their own data schema, it is necessary to convert the APEnet EAD to ESE (Europeana Semantic Elements). Experts from the APEnet project have already defined the best possible mapping rules, therefore, content providers only need to fine-tune the mapping.

EadId	Title	Date	Conversion (20 / 20)	Validation (20 / 20)	Indexed (20 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
4.KRF	Inventaris van het archief va...	23/12/2010	Ok	Ok Preview	Ok Units: 29	No Holdings Guide	No	No	No	<div style="border: 2px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Convert to ESE</div> Delete only from index Download Delete

**Figure 30. Convert to ESE button**

When hitting the “Convert to ESE” button in the actions column, a new page will appear (Figure 31). There are two mandatory fields to be filled for the conversion:

“Type” allows the user to select the Europeana object types which include TEXT, IMAGE, SOUND and VIDEO. This is Europeana’s requirement for their functionality (see ESE specifications ver3.3).

“Hierarchy prefix” provides an opportunity to decide how EAD hierarchy should be presented in the Europeana item-centric display. It is a kind of a compromise for EAD users as Europeana does not have a facility to accommodate hierarchical data display at the moment. The text typed in the text box will be put in front of the concatenation of the <unittitle>’s of the higher hierarchical levels, which will indicate the context of each archival object (default value is “Context information”). For this reason, it is very important for the content providers to understand how the ESE mapping is done under the hood of the Dashboard (Figure 32).

**DASHBOARD – Convert EAD to ESE** Hello netherlands, you are logged in | [Log out](#) | [View user info](#)

---

Type\*:

Hierarchy prefix\*:

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

level:

Inherit origination from higher levels:  Yes  No

Inherit language from higher levels:  Yes  Provided language manually  No

Select language manually\*:

**Figure 31. Convert APEnet EAD to ESE options**



**Blad 3**

dc:identificer: 4.VTH-E.3

dc:source: Nationaal Archief, Den Haag

dc:title: Blad 3

**dcterms:alternative:** Context information: Inventaris van de verzameling Binnenlandse Kaarten Hingman >> VTH Verzameling Binnenlandse Kaarten Hingman, 15e-19e eeuw Kaarten Hingman >> ATLASSEN EN KAARTBOEKEN >> Kaartboek van den lande van Voorne, gemaakt ingevolge resolutie van heeren breede geerdfens van 7 Juni 1695.

europeana:object: <http://na.memorix.nl/oi2/?image=na.col1:dat512754:00013994100.jpg&type=large>

europeana:provider: Nationaal Archief

europeana:type: IMAGE

europeana:isShownAt: <http://beeldbank.nationaalarchief.nl/na.col1:dat512754:0>

**Figure 32. How “hierarchy prefix” will affect data in Europeana mock-up display**

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

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

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

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

### 9.3 Data preview (Step F-2)

The result of the conversion can be previewed and is downloadable, so that a content provider can make sure whether the data has a good quality to send it to Europeana (Figures 33 and 34).

4.VTH	Inventaris van de verzameling...	23/12/2010	OK	OK Preview	OK Units: 6848	No Holdings Guide	No	OK DAOs: 1690 Download ESE Preview ESE	Download Delete
-------	----------------------------------	------------	----	---------------	-------------------	----------------------	----	---	--------------------

*Figure 33. ESE can be previewed and downloaded*

It should be noted that the column “Converted to Europeana” displays the amount of ESE records created (see Figure 33 for example). DAO refers to the <dao> element of EAD which is used as a base for the conversion of EAD into ESE, because <dao> usually contains digital objects as Europeana defines them. However, the Dashboard user sometimes sees the “DAOs:0” as a result of ESE conversion. This implies that the Finding Aids s/he selected have no <dao> elements, thus producing no ESE records.

**DASHBOARD – Content Manager** Hello netherlands, you are logged in | [Log out](#) | [View user info](#)

[Back to the Dashboard](#)

**Go to the Holdings Guides section**

4.VTH  All

Total: 2

Total number of converted files: 0 / 2  
 Total number of validated files: 0 / 2  
 Total number of indexed files: 0 / 2  
 Total number of converted to Europeana files: 0 / 2


EadId	Title	Date	Thumbnail	Converted to Europeana	Deliver to Europeana	Actions
4.VTHR	Inventaris van het eerste en ...	23/12/2010	No	No	No	<input type="button" value="Convert to ESE"/> <input type="button" value="Delete only from Index"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>
4.VTH	Inventaris van de verzameling...	23/12/2010	Ok	Ok	Ok	<input type="button" value="Preview"/> Units: 6848 No Holdings Guide No DAOs: 1690 <input type="button" value="Download ESE"/> <input type="button" value="Preview ESE"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

**Figure 34. ESE records can be downloaded as a XML file**

In the preview, you can click on a link in the left part of the screen and see the selected record on the right hand with a digital object attached (Figure 35). <europeana:object> and <europeana:isShownAt> links are active in the right part of the screen, therefore, it is possible to verify how the hyperlink at the Europeana page would work (Figure 36).

1690 records in APEnet\_EAD\_NL-HaNA\_4.VTH.ead-ese.xml

Identifier	Title
<a href="#">4.VTH-E-1</a>	Blad 1
<a href="#">4.VTH-E-2</a>	Blad 2
<a href="#">4.VTH-E-3</a>	Blad 3
<a href="#">4.VTH-E-4</a>	Blad 4
<a href="#">4.VTH-E-5</a>	Blad 5
<a href="#">4.VTH-E-6</a>	Blad 6
<a href="#">4.VTH-E-7</a>	Blad 7
<a href="#">4.VTH-E-8</a>	Blad 8
<a href="#">4.VTH-E-9</a>	Blad 9
<a href="#">4.VTH-E-10</a>	Blad 10
<a href="#">4.VTH-E-11</a>	Blad 11
<a href="#">4.VTH-E-12</a>	Blad 12
<a href="#">4.VTH-E-13</a>	Blad 13
<a href="#">4.VTH-E-14</a>	Blad 14
<a href="#">4.VTH-E-15</a>	Blad 15
<a href="#">4.VTH-E-16</a>	Blad 16
<a href="#">4.VTH-E-17</a>	Blad 17
<a href="#">4.VTH-E-18</a>	Blad 18
<a href="#">4.VTH-E-19</a>	Blad 19
<a href="#">4.VTH-E-20</a>	Blad 20



**Blad 3**

dc:identifier: 4.VTH-E-3

dc:source: Nationaal Archief, Den Haag

dc:title: Blad 3

dc:terms:alternative: Context information: Inventaris van de verzameling Binnenlandse Kaarten Hingman >> VTH Verzameling Binnenlandse Kaarten Hingman, 15e-19e eeuw: Kaarten Hingman >> ATLASSEN EN KAARTBOEKEN >> Kaartboek van den lande van Voorne, gemaakt ingevolge resolutie van heeren breede geerfden van 7 Juni 1695.

europeana:object: <http://na.memorix.nl/oa/2?image=na.col1.dat512754:00013001406.jpg&type=large>

europeana:provider: Nationaal Archief

europeana:type: IMAGE

europeana:isShownAt: <http://beeldbank.nationaalarchief.nl/na.col1.dat512754:0>

**Figure 35. ESE preview**

The screenshot shows the APEnet website interface. At the top right is the 'APEnet' logo. Below it is a navigation bar with 'nationaalarchief' and 'beeldbank' tabs. A main navigation menu includes 'Home', 'Alle afbeeldingen', 'Thema's', 'Collecties', 'Reacties', 'Help', 'F.A.Q.', 'Bestellen', and 'English'. The main content area features a central preview of a historical map titled 'CAARTE VANDE AMBACHTS HEERLYKHEIT VAN DIRCKX LANDT'. To the left of the map is a list of 33 records, each with an identifier (e.g., 4.VTHE.1) and a page number (e.g., Blad 1). To the right of the map are several interactive sections: 'Uw account' with login fields and links; 'Uw winkelwagen' with a shopping cart icon and a 'Voeg toe aan uw winkelwagen' button; a search bar with 'Zoeken naar' and 'Zoekterm' fields; and a 'Uw reactie' section with fields for 'Naam', 'E-mailadres', and 'Reactie'. At the bottom right, there is a 'Reacties van anderen' section showing 'Geen reacties'.

Figure 36. ESE preview linking to a provider's website

## 9.4 Data delivery (Step F-3)

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

## 9.5 Data publishing

At the moment, there is no way of being automatically notified that the delivered data is published and visible on Europeana. APEnet will evaluate the possibility to check the ingestion status of Europeana in the near future.

Therefore, it is necessary to check the data in Europeana manually as follows:

- 1) visit europeana.eu website and type “\*:\*” in the search box (Figure 37).

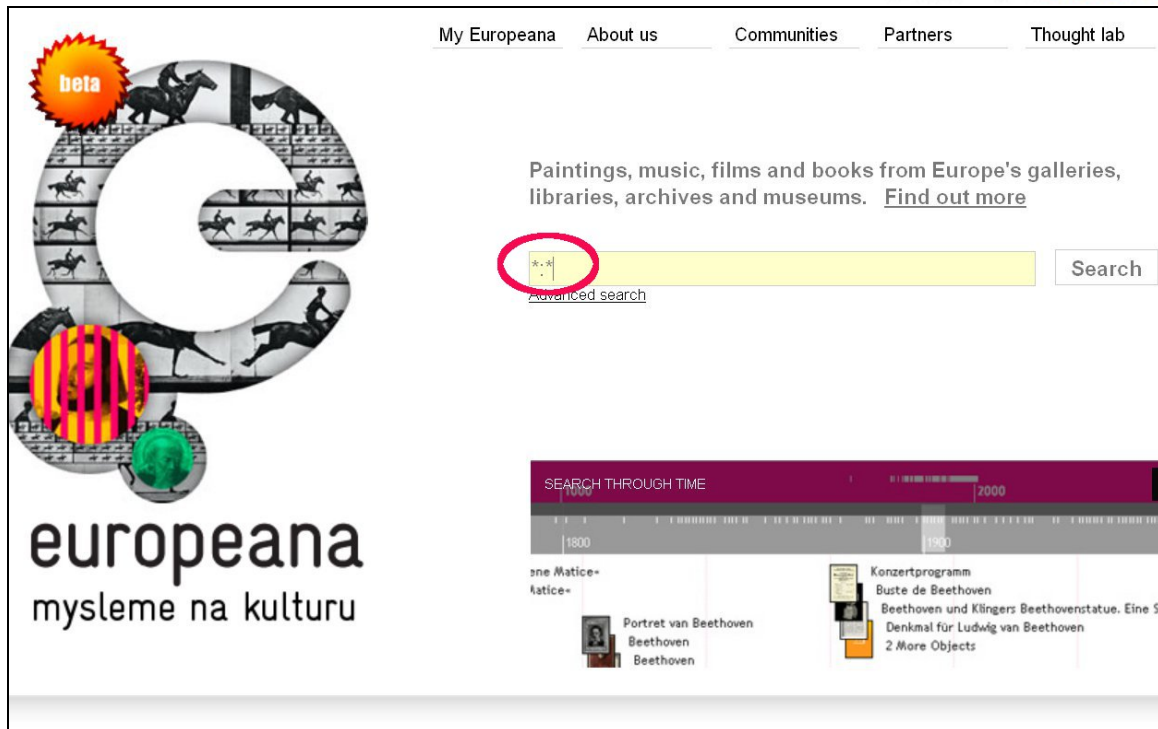


Figure 37. Europeana front page

- 2) refine the search by selecting the name of the institution to check data for (in the menu at the left menu). The result should be all content submitted by that particular institution (Figure 38).

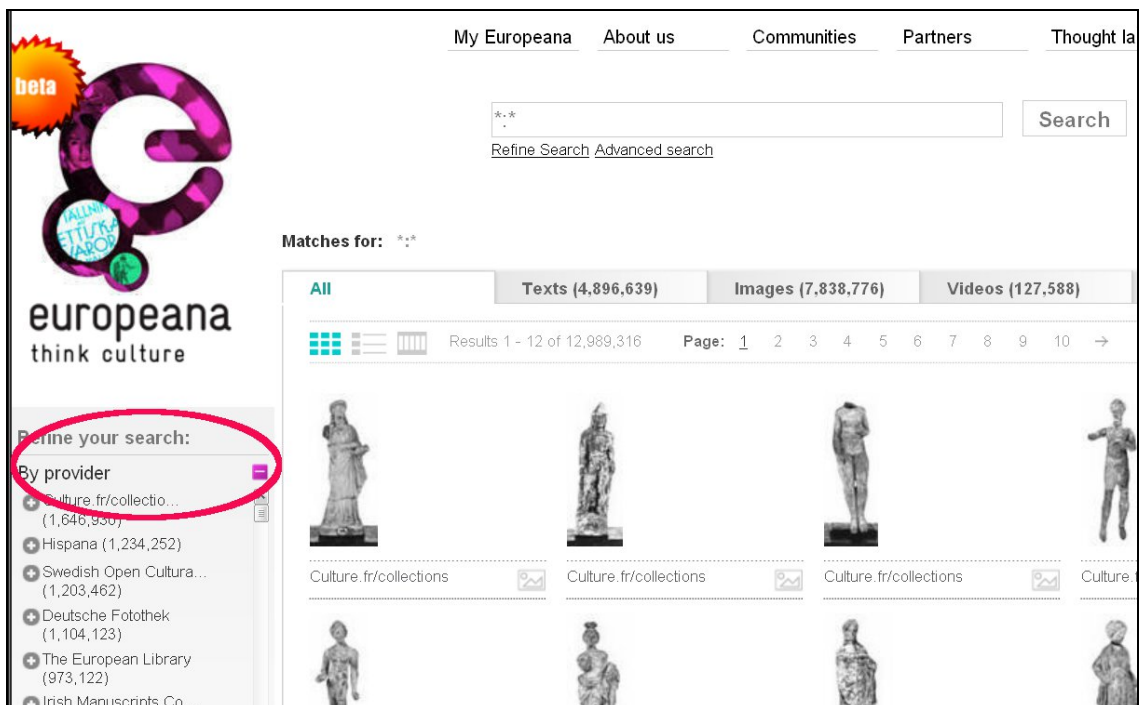


Figure 38. Europeana full search result

3) check the number of records written under the name of the institution chosen (Nationaal Archief in this case) (Figure 39)

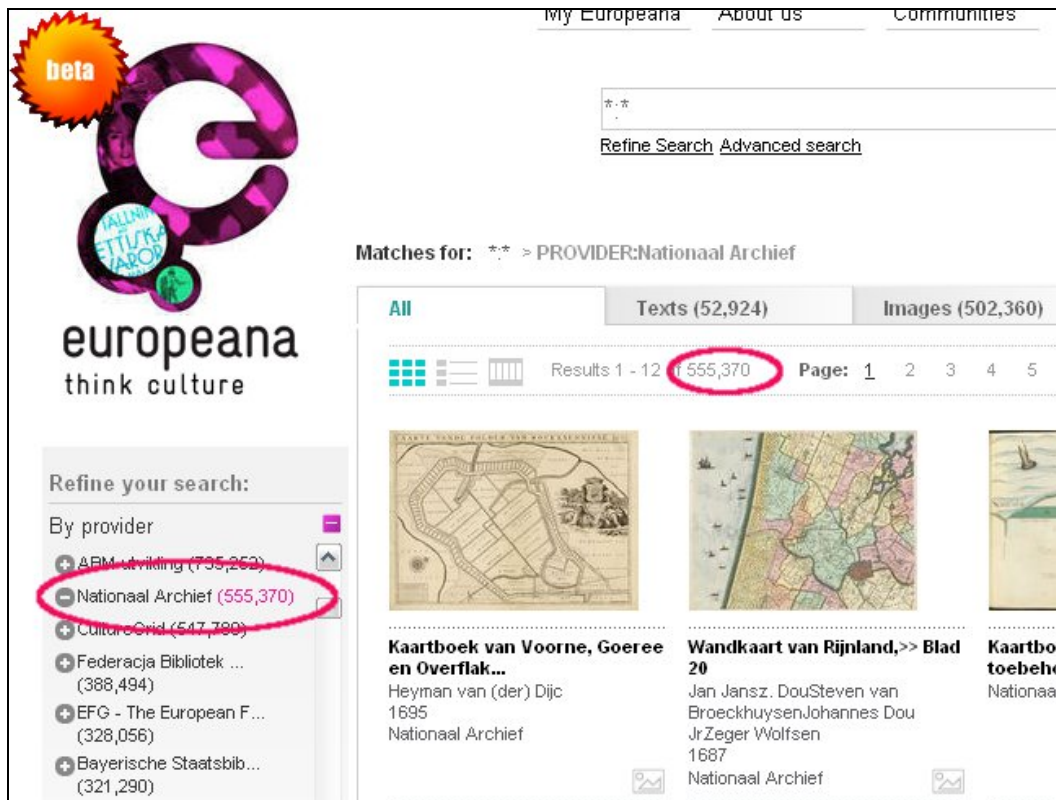


Figure 39. Data filtering/faceting by provider

4) compare the number with the number of delivered records in the Dashboard  
 5) if the number is the same, the delivery of data to Europeana was successful

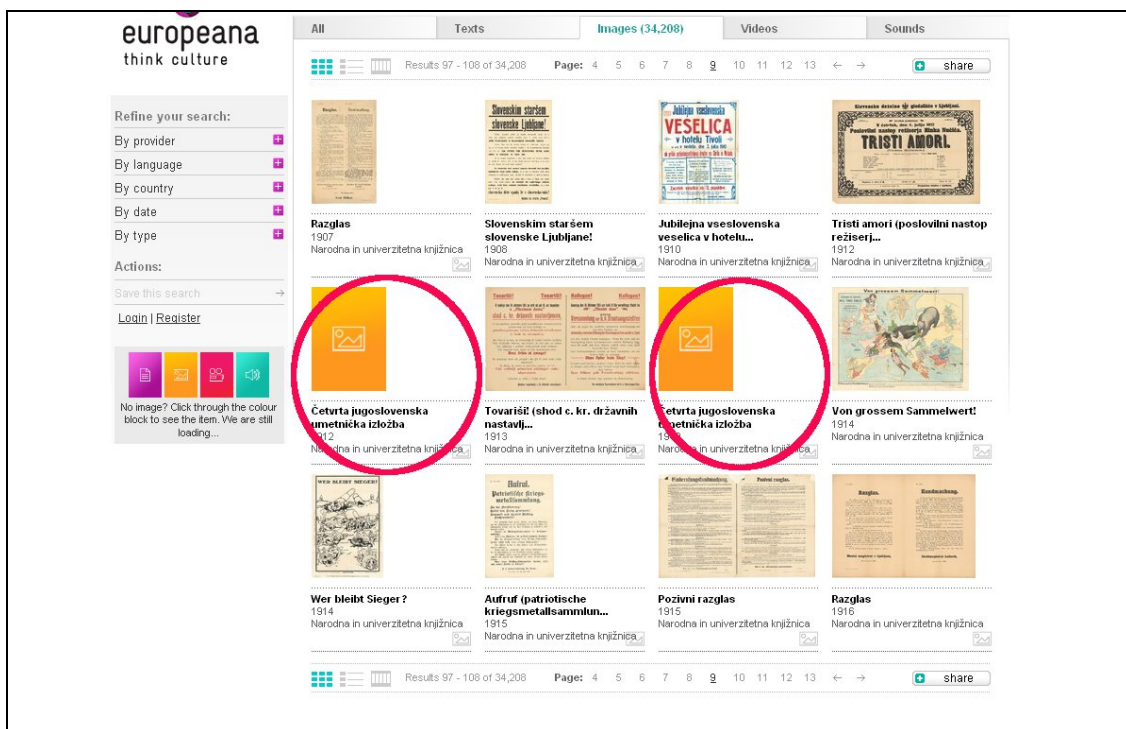


Figure 40. Checking thumbnails

## 10. Batch processing (Step C-G)

Multiple data can be processed simultaneously.

It is tedious to manually process data individually when having dozens and hundreds of files, therefore, the Dashboard has a facility to commit batch processing. The batch processing buttons are located above the data list and include (Figure 41):

- Convert all eligible finding aids
- Validate all eligible finding aids
- Index all eligible finding aids
- Delete all finding aids
- Delete all finding aids from index
- Convert current finding aids to ESE
- Delete ESE files from current finding aids
- Download all ESE files

They are all self-explanatory, but, it is important to understand that the batch processing applies for the files that are pending for the next step, thus called “eligible”. For example, “index all eligible finding aids” will pick up the files which have status OK for validation and conversion, because their next step is indexing. All other files are unaffected by this operation.

**DASHBOARD – Content Manager**

Hello **netherlands**, you are logged in | [Log out](#) | [View user info](#)

**Nationaal Archief**

[Back to the Dashboard](#)

[Go to the Holdings Guides section](#)

All

Total: 1114 20

**Convert all eligible Finding Aids** | **Validate all eligible Finding Aids** | **Index all eligible Finding Aids** | **Delete all Finding Aids** | **Delete all Finding Aids from index**

[Convert current FindingAids to ESE](#) | [Delete ESE files from current FindingAids](#) | [Download all ESE files](#)

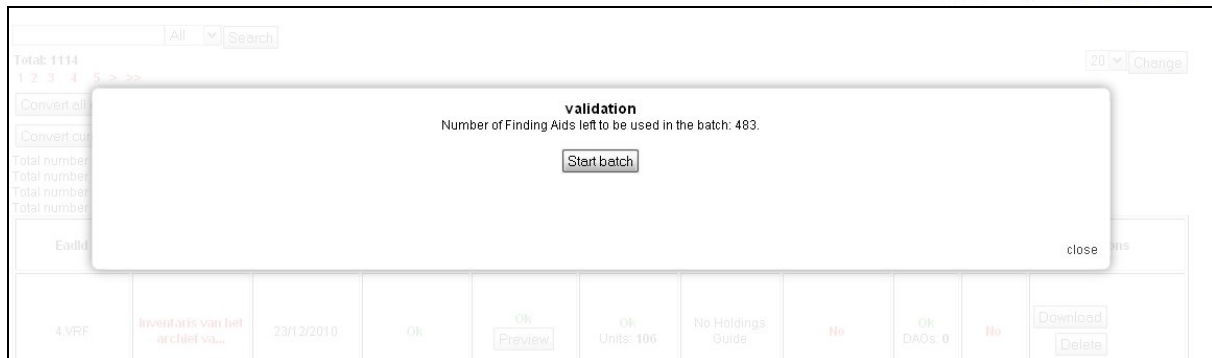
Total number of converted files: 3 / 1114  
 Total number of validated files: 631 / 1114  
 Total number of indexed files: 126 / 1114  
 Total number of converted to Europeana files: 3 / 1114

EadId	Title	Date	Conversion (20 / 20)	Validation (20 / 20)	Indexed (20 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
4.VRF	Inventaris van het archief va...	23/12/2010	OK	OK <input type="button" value="Preview"/>	OK Units: 106	No Holdings Guide	No	OK DAOs: 0	No	<input type="button" value="Download"/> <input type="button" value="Delete"/>

**Figure 41. Batch processing buttons**

As batch processing could take a long time and a human error can be dangerous, a confirmation window will appear before starting the operation (Figure 42) . It also mentions how many files will be processed by the batch operation.





**Figure 42. Batch processing confirmation**

## 11. Data management and maintenance (Step G)

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

### 11.1 Checklist for the data management

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

- 1) Keep the institutions' contact information (i.e. the EAG document) up-to-date. This allows the APEnet project team to manage the website and ask for help if something is needed. In addition, the users of the Archives Portal Europe may need to contact content providers for more information.
- 2) If any change happens in source data and files such as EAD or EAG, it is important to upload the latest version of the files as soon as possible. Especially if there is a change of identifiers (URL, reference number etc), new data should be updated as soon as possible. This will prevent any missing information and broken links.
- 3) If data is delivered to Europeana and has been updated in the Archives Portal Europe afterwards, it is necessary to also update the Europeana delivery. The Dashboard has to be used to once again convert updated data into ESE and re-deliver it, because the data in Europeana will not be updated automatically.
- 4) If it is needed to delete data from the Archives Portal Europe and/or Europeana, it has to be done using the Dashboard. Deactivation of data in the Archives Portal Europe and Europeana needs to be executed separately.

### 11.2 Other useful functions of the Dashboard

#### 11.2.1 Search function

As there could be hundreds of files on the Dashboard, a search function is useful to find the files (Figure 43).

**DASHBOARD – Content Manager** Hello *netherlands*, you are logged in | [Log out](#) | [View user info](#)

---

[Back to the Dashboard](#)

Go to **Holdings Guides section**

1  EadId

Total: 797 20

2 3 4 5 > >>

Total number of converted files: 0 / 797  
 Total number of validated files: 0 / 797  
 Total number of indexed files: 0 / 797  
 Total number of converted to Europeana files: 0 / 797

EadId	Title	Date	Conversion (0 / 20)	Validation (0 / 20)	Indexed (0 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
4.HYDR0131	Inventaris van het Detailboek...	23/12/2010	Ok	Ok <input type="button" value="Preview"/>	Ok Units: 561	No Holdings Guide	No	No	No	<input type="button" value="Convert to ESE"/> <input type="button" value="Delete only from Index"/> <input type="button" value="Download"/> <input type="button" value="Delete"/>

**Figure 43. Search function**

## 11.2.2 File statistics

The Dashboard also shows some statistics of the currently available files, which makes it easy to manage data (Figure 44).

The available overall statistics are, for example, as follows.

- Total number of converted files: 1114 / 1114
- Total number of validated files: 631 / 1114
- Total number of indexed files: 128 / 1114
- Total number of converted to Europeana files: 128 / 1114

Data list in the table also shows the detailed statistics of two kinds:

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

Total number of converted files: 1114 / 1114  
 Total number of validated files: 631 / 1114  
 Total number of indexed files: 128 / 1114  
 Total number of converted to Europeana files: 128 / 1114

EadId	Title	Date	Conversion (20 / 20)	Validation (20 / 20)	Indexed (20 / 20)	Holdings Guide	Thumbnails cached	Converted to Europeana	Deliver to Europeana	Actions
4.GYF	Inventaris van de voorlopige ...	23/12/2010	Ok	Ok <input type="button" value="Preview"/>	Ok Units: 107	No Holdings Guide	No	Ok DAOs: 0	No	<input type="button" value="Download"/> <input type="button" value="Delete"/>
4.WCA	Inventaris van het Kaarten- e...	23/12/2010	Ok	Ok <input type="button" value="Preview"/>	Ok Units: 22536	No Holdings Guide	No	Ok DAOs: 6 <input type="button" value="Download ESE"/> <input type="button" value="Preview ESE"/>	No	<input type="button" value="Download"/> <input type="button" value="Delete"/>

**Figure 44. Statistics of uploaded files**

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

## **Glossary**

### **Archival landscape**

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

It may as well contain links to EAG documents on the different archival institutions.

### **Dashboard**

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

### **EAG (Encoded Archival Guide)**

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

### **Finding aid**

A finding aid provides information on any kind of archival material, mostly describing a single fonds or collection, describing it as a whole as well as describing its different components. Furthermore a hierarchical structure of the fonds or collection can be represented within the finding aid, if applicable.

Within the Archives Portal Europe, finding aids will be encoded in EAD.

### **Holdings guide**

A holdings guide can be understood as an overview over the holdings maintained by a certain repository. A holdings guide can be a simple list, just grouping and naming the different records creators, fonds and collections, as well as a more elaborate, hierarchically structured document giving additional information like a summary, the dates of creation, etc. for the different fonds and collections. Within the Archives Portal Europe, holdings guides will be encoded in EAD, probably using a subset of elements compared to finding aids. The holdings guides constitute the intermediate level within the Archives Portal Europe and they are linked to the corresponding finding aids. Each one structures the list of findings aids of a contributing institution. Furthermore it can give information on fonds or collections that are not yet accessible via online finding aids. In future, it also may contain links to EAC-CPF (Encoded Archival Context – Corporate bodies, Persons, and Families) documents describing the records' creators.

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

A protocol used to exchange metadata in cultural heritage sector. Due to its simplicity, there are many benefits for both APEnet administration and content providers to adopt this standard. Data delivery could be quite automated compared to other methods, and there is an advantage

of data management such as assignment of identifiers and data updating. APEnet will use OAI-PMH to deliver data to Europeana and content providers can use the Dashboard effectively to harvest their data via OAI-PMH.

### **Three layers**

The data structure used in the Archives Portal Europe to describe archival materials. It is called three layers because the structure contains three levels: finding aids, holdings guides, and the archival landscape (from the bottom to the top).

### ***Document History***

Document version	Date	Editors	Comments
Ver 1.0	2011-01-15	Go Sugimoto, Kerstin Arnold and Wim van Dongen	First draft