BIODIVERSITY HERITAGE LIBRARY EUROPE

ECP-2008-DILI-518001

BHL-Europe

Illustrated book on best practice guidelines and standards

Deliverable number	*D5.11*
Dissemination level	*Public*
Delivery date	*18 May 2012*
Status	*Final*
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[1] OJ L 79, 24.3.2005, p. 1.

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0 Document History

0.1 Contributors

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0.2 Revision History

Revision Date	Author	Version	Change Reference & Summary
16 March 2012	MfN	0.1	Text of the BPG sent to NMP
20 March 2012	NMP	0.2	BPG sent to Plecharna DTP
24 April 2012	NMP	0.3	First draft of the deliverable
18 May 2012	NMP	1.0	Final version of the deliverable after approval by CWG and PMG

0.3 Reviewers and Approvals

This document requires the following approvals.

Name	Position	Date	Version
Henning Scholz	BHL-Europe PCO	18 May 2012	1.0

0.4 Distribution

This document has been distributed to:

Group	Date of issue	Version
BHL-Europe consortium	02 May 2012	0.3
BHL-Europe consortium	21 May 2012	1.0

1 Purpose

This document gives an overview of the preparation and main goals of the illustrated book on best practice guidelines and standards, prepared in cooperation with Melita Birthälmer (MfN) and Michaela Hierschläger (LANDOE) WP2. The main purpose of the book titled **Biodiversity Heritage Library for Europe Best Practice Guidelines and Standards** (BPG) is to provide the first standardised guidelines for processes used by the Biodiversity Heritage Library for Europe for the digitisation of biodiversity texts.

2 Background and context

2.1 Introduction

The project team of BHL-Europe gained large experience which translated into a number of best practices. It is appropriate to fix this knowledge for future similar projects and activities. The best way to do so is recording this knowledge in a book – a best practice guide.

2.2 BHL-Europe Best practice guidelines and standards

The BHL-Europe Best Practice Guidelines and Standards is designed to be easily understood by all users; in particular, it is designed to guide prospective and current content providers simply and clearly through a digitisation workflow, starting with either a print or digital version of an original publication and leading to the final digitised form of that publication in BHL-Europe.

The Best Practice Guide is of special interest to technology users – in particular libraries, digitisation centres and digital library networks. Both existing and new content providers will find that the Best Practice Guidelines and Standards simplify and speed up the entire process of digitisation.

The Best Practice Guide is also a means of developing the case for long-term sustainability of BHL-Europe. There are many more pages of potential content that could not be included in BHL-Europe due to the limited timeframe of the project. It is anticipated that new partners will join the digitisation process in future and will provide digitised biodiversity literature to BHL-Europe and to European citizens. The Best Practice Guide recommends the most efficient way of doing so and aims to assist not only BHL-Europe content providers during the remaining project time but also prospective content providers after the BHL-Europe project has ended.
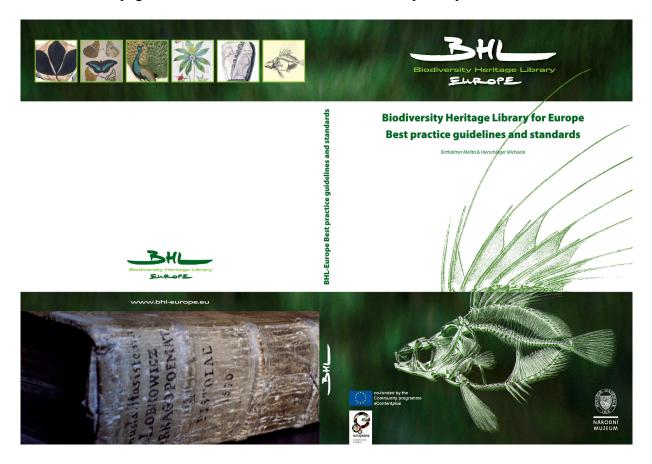
2.3 Conclusions

Therefore the Best Practice Guide is a summary of the processes and standards developed through the whole BHL-Europe project. The Best Practice Guide will help to ensure this knowledge is no longer limited to a small number of people but is available for everyone who has access to the Internet. Best practices are recommendations based on the knowledge of experts and the term 'Best' refers to our effort to make the Best Practice Guide as good as

possible. Hopefully the Best Practice Guide will simplify the workflow process in order to encourage libraries and other institutions to make scientific literature available for everyone.

3   Appendix

This is the title page actual book that will be available as a separate publication.

This is the actual book that will be available as a separate publication.