

ECP-2007-DILI-517009

EuropeanaLocal

Template of conditions for agreement to participate in Europeana

Deliverable number	<i>D5.4 Version 1.0</i>
Dissemination level	<i>Public</i>
Delivery date	<i>15 December 2009</i>
Status	<i>Final</i>
Author(s)	<i>Lizzy Komen, Mary Rowlatt</i>



eContentplus

This project is funded under the *eContentplus* programme¹,
a multiannual Community programme to make digital content in Europe more accessible, usable and exploitable.

Contents

1	INTRODUCTION	3
2	SCOPE.....	3
3	DOCUMENTATION AND PROCEDURES TO PARTICIPATE IN EUROPEANA.....	4
3.1	ADMINISTRATIVE PROCEDURES	4
3.1.1	<i>Europeana Content Strategy</i>	4
3.1.2	<i>Europeana Partner Request Form</i>	4
3.1.3	<i>Europeana Data Agreements</i>	5
3.1.4	<i>Europeana Aggregator Handbook</i>	5
3.2	TECHNICAL PROCEDURES	6
3.2.1	<i>Europeana technical support documentation</i>	6
3.2.2	<i>Europeana Content Checker</i>	6
3.3	GOVERNANCE PROCEDURES	7

¹ OJ L 79, 24.3.2005, p. 1.

1 Introduction

EuropeanaLocal has the task of making available digital content from local and regional institutions through Europeana. The EuropeanaLocal project is the first of the Europeana related projects to run alongside the development of the Europeana Prototype under EDLnet (2007-2009) and the development of the Europeana operational service under the current EuropeanaV1.0 project (2009-2011).

It was foreseen in the EuropeanaLocal workplan that a framework for joining Europeana would be needed. Since the workplan was written, the EuropeanaV1.0 project has come on stream, which has, among its tasks, specific responsibility for doing exactly this. Europeana V1.0 has the leading role in this work and so, in order to align our work better with theirs, Deliverable 5.4 was postponed for a 6 month time period to November 2009.

This document sets out the context in which organisations may conclude agreements for participation in Europeana. On the one hand there are procedures and documents available concerning the provision of data to Europeana (administrative and technical procedures). On the other there are procedures and documents concerning participation in the governance of Europeana (governance procedures).

The information provided in this document will also be useful during the national awareness raising meetings, which will be organised in each EuropeanaLocal participating country during the final year of the project. It can be used as a basis to discuss issues such as aggregation, governance or data agreements on a European, national or regional level.

2 Scope

This document relates to the tasks set out under *Task 2 Establish a framework for joining Europeana* as part of *WP5 Dissemination and awareness raising*. More specifically:

- *Task 2.1: establish straightforward administrative and technical procedures whereby providers of content/metadata may become contributing members of Europeana and a basis on which e.g. any subscription charges, other costs or conditions of joining may be determined.*

Based on the current developments within the Europeana consortium, this deliverable provides an overview of the existing and/or developing **administrative** and **technical procedures** to participate in Europeana, for information and usage within the EuropeanaLocal consortium.

It also provides information for aggregators and/or content providers who will conclude data agreements directly with Europeana and aggregators who might need data agreements with their own content providers.

Finally, this document explains the organisational structure of Europeana and how aggregators and/or content providers may join in the **governance structure** of Europeana. This relates to Task 2.2, which describes to following:

- *Task 2.2: In line with the governance procedures established for Europeana, the EDLocal consortium will agree with the EDL Foundation conditions and procedures for establishing participation of representatives of the local/regional content provider community in its future governance.*

This document should be considered as a first draft of these procedures, for feedback and discussion within the EuropeanaLocal network and from the National Meetings. It will be updated as any new technical, administrative or governance procedures become available.

3 Documentation and procedures to participate in Europeana

This document sets out the existing and/or developing administrative, technical and governance procedures to participate in Europeana; relevant for both providing data to Europeana and taking part in the Europeana governance structure.

There are at the moment no subscription charges or other costs to become a contributing member (data provider) of Europeana.

3.1 Administrative procedures

3.1.1 Europeana Content Strategy

Available via the following link:

<http://www.version1.europeana.eu/web/europeana-project/provide-content>

The Europeana Content Strategy sets out a comprehensive Content Strategy which addresses the content objectives for Europeana as well as the organisational and process aspects of reaching these objectives. On receipt of a completed Partner Request Form, Europeana will decide on the best way for an organization to deliver content to europeana.eu, either through an aggregator or directly to the Europeana office.

At present EuropeanaLocal partners and their associated data providers contribute content through a variety of aggregations, depending on the current state of play in their country. However, in the longer term it is envisaged that, as the aggregation landscape develops and matures, local and regional data providers will join Europeana by contributing content through nationally based aggregations, which might be either horizontal or vertical. All data providers will however still be able to participate in the Europeana governance structure as described in section 3.3.

3.1.2 Europeana Partner Request Form

Available via the following link:

<http://www.version1.europeana.eu/web/europeana-project/provide-content>

On receipt of a completed Partner Request Form Europeana will decide on the best way for an organization to deliver content to europeana.eu, either through an aggregator or directly to Europeana.

3.1.3 Europeana Data Agreements

The Europeana Data Agreements set out the contractual basis for organizations contributing data to Europeana. They are currently being developed by the EuropeanaV1.0 and EuropeanaConnect projects and are expected to be finalised and available by March 2010, following the consultation phase with contributing institutions and projects.

There are two main agreements:

- Data Provider Agreement- – for single institutions providing metadata
- Data Aggregator Agreement - for organisations which aggregate data from a number of different content providers

Depending on which is most appropriate, the documents facilitate an agreement to be concluded either between an aggregator and Europeana or directly between a data provider and Europeana.

A third document that will be produced in the near future is a Data Provider/Aggregator Template, which can be used as a basis for agreements between aggregators and their own data providers. This Template is based on the two main Europeana Data agreements and is intended to make it easier for aggregators to ensure that the commitments they make to Europeana are echoed in their own agreements with their data providers. In this way, it is hoped that everyone in the provider chain will be clear as to the contractual basis on which data is provided to Europeana and what may be done with that data by Europeana and also by third parties. However, it should be noted that the Template will not be in any way prescriptive or mandatory for aggregators.

3.1.4 Europeana Aggregator Handbook

The Europeana Aggregator Handbook is expected to be available by March 2010. The content of the handbook has been informed by the results of the aggregator survey which was performed in autumn 2009, and is likely to cover these main areas:

- Organisation
 - Templates and documentation for administrative and organisational aspects of running an aggregator service
 - The Council
 - Documentation for establishing political and network support (expert groups, thematic network partners, project partnerships)
- Business
 - Templates and documentation for budget planning, fundraising, revenue generation, sustainability, legal and licencing model, i.e. Data Provider/Aggregator Agreements
- Technical & Operational

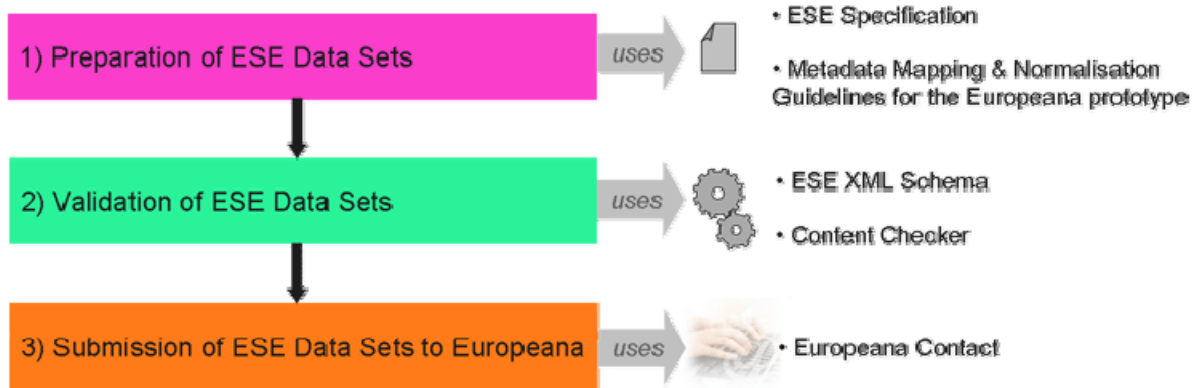
- Technical documentation for participating in Europeana
- Communication
 - Templates and documentation for dissemination activities

3.2 Technical Procedures

The following technical procedures, guidelines and documentation have been produced by the Europeana office to assist content providers and aggregators with their content provision to Europeana, and to make sure the content is interoperable and complies with Europeana standards.

The diagram below shows which processes are supported by which documents/ tools.

Steps to provide content:



3.2.1 Europeana technical support documentation

The following documents are available from the Europeana Version 1.0 Project website at: <http://www.version1.europeana.eu/web/europeana-project/provide-content>

- Europeana Semantic Elements Specifications v3.2.1, 12 November 2009
- Metadata & Normalisation Guidelines v1.2, 7 August 2009
- Europeana Semantic Elements v3.2 XML Schema, 7 August 2009
- About Europeana Semantic Elements v3.2 XML Schema, 7 August 2009
- Metadata mapping and normalisation guidelines, ESE XML Schema, and about ESE XML Schema & Steps to provide content

3.2.2 Europeana Content Checker

The Europeana Content Checker is a webtool for data providers to ingest Europeana Semantic Element (ESE) data in a test environment to check and validate the status of their data. The Content Checker is used for the formal submission of the data to Europeana. The tool is build up of two components:

- Content Checker Ingestor
- Content Checker Portal

EuropeanaLocal partners will make use of this tool for testing and validation purposes of the data they provide to Europeana. A link to the Europeana test portal can be shared with their own local group of content providers for quality control purposes.

URLs to the two components can be found in the Europeana Content Checker User Guide which is posted on the EuropeanaLocal technical forum:
<http://europeanalocal.avinet.no/viewtopic.php?f=4&t=21>

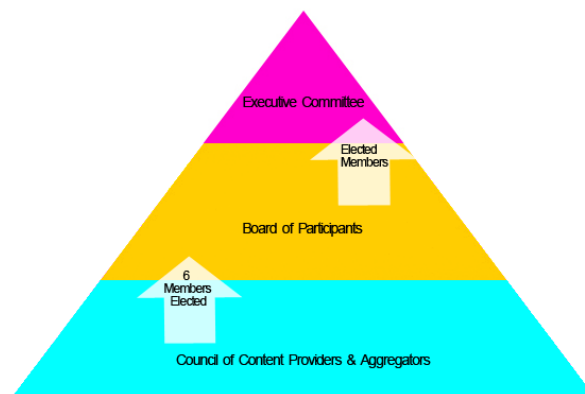
3.3 Governance procedures

Documents are available from: <http://www.group.europeana.eu/web/guest/council/>

Europeana is run by the European Digital Library Foundation (EDL Foundation). The aim of EDL Foundation is to provide cross-domain access to Europe's cultural heritage. It will therefore:

- facilitate formal agreement across museums, archives, audio-visual archives and libraries on how to cooperate in the delivery and sustainability of a joint portal.
- Provide a legal framework for use by the EU for funding purposes and as a springboard for future governance.

The EDL Foundation comprises of the **The Council of Content Providers and Aggregators** ('The Council'), the **Board of Participants** and the **Executive Committee** (see diagram below).



Structure of the European Digital Library Foundation (EDL Foundation)

The Council contributes to the decision-making of the Foundation and advises its members on strategy and policy from the content providers' point of view.

Every type of organisation or project that provides or will provide content to Europeana can be a member of The Council. This means that any contributing partner within the EuropeanaLocal project is able to take part in the Europeana governance. A provider or aggregator may field more than one individual from its organisation to participate in the Council. [Register for membership](#)

The Council is a pan-European forum where the views of content holders can be reflected, from big aggregators to individual institutions. It will represent museums, libraries, archives and the audio-visual sector across a wide range of Member States.

There will be a full meeting of all members annually, and other meetings as needed. The Council can form working groups to look at topics that are of common concern.

Members of The Council will also have a role in communicating to their own national and domain networks the value of providing content to Europeana.

That value includes:

- Improving users' experience by integrating all types of content
- Enriching the content by displaying it alongside related material from other countries, other domains
- Knowledge transfer between different institutions, domains and countries
- Sharing best practice and common standards
- Being part of an award-winning, highly visible portal that is the focus of political attention
- Demonstrating the relevance of cultural and scientific heritage institutions to new generations of users

See also the full [Terms of Reference](#) for The Council.