	Last date of reporting	Source Type	Proposed Source Quantity According to Description of Work	Collection Description (DoW extended)	Unit of measurement (volumes/pages)	Number of items foreseen according to DoW	Actual number of items to be digitised	Production Monitoring Summary													Format & Quality					Metadata
								Selected		Digitised		Ready for Harvest (Dig. Obj.		Ingested in Europeana		Controlled vocabulary metadata or information on a certain area					master copy		access copy			
								amount	percentage	amount	percentage	amount	percentage	amount	percentage	What? EC1418 subject headings	What? EC1418 object types	Who? (e.g. VIAF, PND or else)	Where? (e.g. geo-coordinates, other spatial information)	When? (dates, times etc.)	format	resolution	format	resolution	OCR	
		Printed books		Reference works																						
				Fiction																						
				Light fiction																						
				Poetry																						
				Theater																						
				Children's literature																						
				Military literature, guides, manuals																						
				War libraries																						
				Daily Life (cookbooks, guides, manuals)																						
				Travel literature																						
				Historical literature																						
				Religious literature																						
				Financial, economic literature																						
				Political, propaganda literature																						
				Medical literature																						
				Welfare literature																						
				Popular regional literature																						
				Memoirs, letters etc.																						
		songbooks and sheet music		Printed Music Book																						
				Printed Music Sheet																						
		Publicistic Material		Newspapers																						
				Other periodicals																						
				Pamphlets and Leaflets																						
				Other publicistic material (community newsletters, specials annoucements of companies and societies, posters, commemorative annoucements)																						
		Manuscript material		Autographs																						
				War postcards																						
				War journals																						
				Diaries																						
				Letters																						