Grant Agreement 297292

EUROPEANA INSIDE

Content Export Schedule

Deliverable number	*D4.2*
Dissemination level	*Public*
Delivery date	*July 2013*
Status	*Final*
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Revision History

Revision	Date	Author	Organisation	Description
v0.1	2013-06-28	Nathalie Poot	KMKG	Draft
v0.2	2013-07-12	Jeanine Thieleman and Marloes Scholtens	DEN	Overall review
v1.0	2013-07-25	Nathalie Poot	KMKG	Final version

Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

Contents

1   Introduction

1.1 Background

This deliverable is part of Work Package 4 (WP4). The **objective** of the WP is to use the tools, connectors and interfaces developed under WP 3 (Development) to deliver a large quantity of rich digital content, including images and associated metadata, for ingestion into Europeana.

WP4 is responsible for the **coordination of content**: more than 960,000 records will be delivered to Europeana using the Europeana Connection Kit (ECK).

This report is part of *Task 4.2 – Full content export:* following the evaluation of the control export (task 4.1) this task will then implement a full export of the content to be contributed to Europeana from the content partners systems.

The ingestion is performed in a 2-stage approach to ensure a robust transfer of data from network participants to Europeana:

- Stage 1: A test ingest of a small 'package of records' from each content contributor to assess the robustness of the system and identify any potential issues in metadata cross-mappings.
- Stage 2: A full ingest of more than 960,000 records from content providers and Aggregators into Europeana

1.2 Role of the deliverable in the project

The full content ingestion in Europeana will take place on a **staggered basis**. This deliverable presents the **schedule** with the overall structure and sequence for content delivery. It specifies the order in which participating institutions will carry out the export of their data using the ECK.

WP4 is dependent on the outputs of WP2 and WP3 for its deliverables: the different stages in which content will be delivered to Europeana using the ECK follow the development iterations of the connection kit. The development phases that are described in *D2.5 Technical Specification* and *S6.2 Technical Specification* were taken into account to draft the **ingestion plan.**

The availability of content in the ingestion plan was provided by the content partners in the **ingestion plan forms**.

In the course of the project the ingestion plan will continuously be updated. The **content monitoring forms** that are each month filled out by the content partners make it possible to monitor content progress.

The ingestion plan and the content monitoring forms will be used for the future deliverables of WP4 that report on the results of the testing and feedback from the 4 iterations:

- *D4.1(v2) Control Export Evaluation Report (M20, November 2013):* update of *D4.1(v1) Control Export Evaluation Report (M16, July 2013):* evaluation of the control export of the participant records using the ECK prototype iteration 1 and 2.

- *D4.3 (v1) Export Evaluation Report (M26, May 2014), D4.3 (v2) Export Evaluation Report (M29 – August 2014):* evaluation of the full export of the participant records using the ECK prototype iteration 3 and 4.

- *D4.4 Content Re-ingestion Report (M26, May 2014):* evaluation of the Europeana Inside tools to re-ingest content back into the system of the content providers.

- *D4.5 (v1) Summative Evaluation Report (M26, May 2014)* and *D4.5 (v2) Summative Evaluation Report* (M29, August 204): evaluation of all export and re-ingestion activity and highlighting key issues for the final technical implementation.

1.3 Approach

To draw up the ingestion plan, content partners were informed on their tasks and information on their content delivery plans was centralised by:

- **Content Providers Meetings**: partners were reminded on the objectives of WP4 and were pointed out on their responsibilities as to the amount of records that need to be delivered to Europeana according to the Description of Work (DoW).

- **Ingestion Plan Forms** were sent to the content providers to inquire about their content delivery schedule, contact information and the status of the Data Exchange Agreement (DEA) signing.

- To assure that content ingestion to Europeana will run smoothly in the upcoming iterations, questions were asked to the content providers about their knowledge on **aggregators** and their acquaintance with **LIDO mapping**.

To monitor the ingestion process and the activities of the content partners on WP4, every partner is obliged to fill out monthly the **content monitoring form.**

The form gathers information on:

- The amount of records that was sent to the (dark) aggregator and to Europeana. Based on these results, the content ingestion plan will be updated
- Other activities in regard to content delivery
- Possible issues

1.4 Structure of the deliverable

This deliverable is divided into:

- **Content preparation**: tasks performed in preparation of the ingestion plan (content providers meetings and ingestion forms) and in preparation of content ingestion (aggregator).

- **Ingestion plan**: schedule that describes the status and the availability of the collections to be ingested by each content provider starting from the table in the DoW.

- **Monitoring ingestion process**: the ingestion plan will be updated with the information provided monthly by the content partners in the content monitoring forms.

2 Content preparation

2.1 Content Providers Meetings

There were three Content Providers Meetings with representatives of the Europeana Foundation in which content partners received information on what was expected from them in WP4:
1. Content Providers Meeting in Berlin in M4 (July 2012) (part of the first Networking Event)
2. Additional Content Providers Meeting in Brussels in M7 (October 2012)
3. Content Providers Meeting in Budapest in M15 (June 2013) (part of the second Networking Event)

The following topics were discussed:

Reminder of the objectives of WP4 and the tasks of the content partners within the WP

- Objectives
  - The use of the Europeana Connection Kit (ECK) for the ingestion of 960,000 records into Europeana
  - The 2-stage approach for content ingestion: 1. Test ingest – 2. Full ingest
  - Content partners need to evaluate the robustness of the prototype of the Europeana Connection Kit (ECK) to refine the technical specifications
  - Some of the content partners will participate in a pilot to evaluate the potential of the ECK for the dynamic re-ingestion of enriched metadata and User Generated Content (UGC)
- Content partners are responsible for timely content delivery using ECK
- Reminder of the data that each content partner is required to deliver according to the DoW.
- To deliver content to Europeana within the Europeana Inside project, content partners are required to prepare the selection of data according to the requirements and specifications for contributing to Europeana (e.g required fields). They need to provide an URL to the online published record and/or an URL to the online published photograph.

	Content Partner	Technical Partner	Content (DoW)
1	Stiftelsen Lansmuseet Vasternorrland - SLV (SE)	Collective access, Christian Bajomi - SLV (SE)	**130030**
2	Collections Trust - CT (UK)	Knowledge integration Ltd. - K-INT (UK)	**590000**
3	Xantys Limited / House of Images - HIM (UK)	Xantys Limited (UK)	**100000**
4	Institut Royal des Sciences Naturelles de Belgique - RBINS (BE)	LIBIS/KU Leuven (BE)	**3000**
5	KADOC KU Leuven (BE)	LIBIS/KU Leuven (BE)	**10000**
6	Municipio do Seixal - SEI (PT)	Mobydoc SAS - MOB (FR)	**17000**
7	Petofi Irodalmi Muzeum - PIM (HU)	Monguz Ltd. - MON (HU)	**10000**
8	Magyar Nemzeti Múzeum - MNM/HNM (HU)	Monguz Ltd. - MON (HU)	**30000**

9	Szepmuveszeti Muzeum - FAB (HU)	TMS - Gallery systems (US, associate partner)	**8000**
10	Benaki Museum - BEN (GR)	Zetcom - ZET (DE) + PostScriptum - PS (GR)	**13000**
11	National Gallery-Alexandros Soutzos Museum - NAG (GR)	Zetcom - ZET (DE) + PostScriptum - PS (GR)	**9000**
12	Stiftung Preussischer Kulturbesitz - SPK (DE)	Zetcom - ZET (DE)	**10000**
13	Royal Museums of Art and History - KMKG (BE)	Zetcom - ZET (DE)	**30000**
			960030

Table 1: Overview content delivery according to the DoW

2.2 Ingestion Plan Form

In M9 (December 2012) a **content ingestion plan form** was sent to all content partners to collect information on the **availability** of their content for the **test content ingest** and **full content ingest** of their data into Europeana. In addition questions were asked about the status of the DEA signing and contact information was assembled. Every content partner submitted the form and every partner signed the DEA.

The questionnaire was composed of 15 fields (see appendix I):

	Field	**Explanation**
1	Country	e.g. UK, DE
2	Provider	Name + [Short name] as in the INSIDE Description of Work page 4 (e.g. Collections Trust LBG [CT]
3	Primary contact	The person that manages the collection at institutional level (incl. e-mail and skypename)
4	Technical contact	The person responsible for the content aggregation process within INSIDE, if different from the primary contact (incl. e-mail and skypename)
5	Collection URL	URL to the online catalogue (e.g. http://www.culturegrid.org.uk/)
6	Amount of metadata records	Amount of metadata records that partners will provide within INSIDE. The number of metadata records provided here should all contain a link to the digital object (image, text, sound, video). Records that are not linked to digital objects are not accepted.
7	Object types	Image, text, sound, video.
8	Description	e.g. Collection of Pre-Columbian Art, Manuscripts of the 19th century, Paintings, Vintage photographs,...
9	Metadata provided per record	e.g. Inventory number, Title, Place, Date/Period, Material/Technique, Author
10	Metadata language	e.g. NL/FR/EN

11	Compliant to Europeana mandatory metadata (Yes/no? If no, explain)	Europeana mandatory metadata: • Administrative metadata: eu:country, eu:isShownAt, eu:isShownBy, eu:provider, eu:dataProvider, eu:type, eu:rights, eu:uri, dc:language, eu:language • Descriptive metadata: dc: type OR, dc:subject OR, dc:coverage OR, dc:terms spatial and dc:title OR dc:description
12	DEA signed (Yes/no? Explain)	If Yes, provide name as listed on http://pro.europeana.eu/web/guest/dea-signees (e.g. YES ; Collections Trust / CultureGrid, United Kingdom)
13	Test content ingest	A selection of records that is representative for the collection. The number of test records should preferably be in line with the number of records you are delivering in total (from 1% to 5%): • Amount of records • Date when ready • Description
14	Full content ingest	The delivery of all your content to Europeana. This can take place in different stages, but the sooner your content is ready, the better: • Amount of records • Data when ready • Description
15	Comments WP4 lead	

Table 2: Questions in the Ingestion Plan Form

2.3 Content delivery

Europeana Inside has a total of **thirteen content providers** that will deliver content to Europeana.

After the release of iteration 2 (M18, September 2013) **full content ingestion** will start. The ECK will help content providers in this content delivery process, but Europeana Inside will work with aggregators to deliver the records. Every content provider will need to provide a valid LIDO for content ingestion.

Content providers were asked in the first **Content Provider Survey (M3, June 2012)** about their experiences with aggregators and other European projects.

Five of the thirteen content providers have an aggregator relation and can use this service for delivery within Europeana Inside.

Content partner	Technical Partner	Aggregator
Stiftelsen Lansmuseet Vasternorrland - SLV (SE)	Collective access, Christian Bajomi - SLV (SE)	Regional aggregator (Repox)
Collections Trust - CT (UK)	Knowledge integration Ltd. - K-INT (UK)	Culture Grid
Xantys Limited / House of Images - HIM (UK)	Xantys Limited (UK)	Culture Grid

Institut Royal des Sciences Naturelles de Belgique - RBINS (BE)	LIBIS/KU Leuven (BE)	LIBIS/KU Leuven
KADOC KU Leuven (BE)	LIBIS/KU Leuven (BE)	LIBIS/KU Leuven

Table 3: Content partners with an aggregator

From the remaining content partners were six that delivered content to Europeana before using a tool developed within a previous project (e.g MINT) and two that had never delivered to Europeana.

Within Europeana Inside those eight content partners will be able to use the Inside Dark Aggregator which will be developed by Knowledge-Integration (K-INT). The Dark Aggregator will make use of ECK components. It will pass the data through to Europeana, adding the minimum number of extra metadata elements as required by the guidelines for contributing to Europeana.

Content partner	Technical Partner
Municipio do Seixal - SEI (PT)	Mobydoc SAS - MOB (FR)
Petofi Irodalmi Muzeum - PIM (HU)	Monguz Ltd. - MON (HU)
Magyar Nemzeti Múzeum - MNM/HNM (HU) (TBC)	Monguz Ltd. - MON (HU)
Szepmuveszeti Muzeum - FAB (HU)	TMS - Gallery systems (US, associate partner)
Benaki Museum - BEN (GR)	Zetcom - ZET (DE) + PostScriptum - PS (GR)
National Gallery-Alexandros Soutzos Museum - NAG (GR)	Zetcom - ZET (DE) + PostScriptum - PS (GR)
Stiftung Preussischer Kulturbesitz - SPK (DE)	Zetcom - ZET (DE)
Royal Museums of Art and History - KMKG (BE)	Zetcom - ZET (DE)

Table 4: Content partners that will use the Inside Dark Aggregator

Content partners have three options to upload their metadata:
- Via a web form
- Pushed using SWORD (Simple Web-service Offering Repository Deposit): a lightweight protocol for depositing content into repositories
- Harvested using OAI-PMH (Open Archives Initiative Protocol for Metadata Harvesting): allows item records to be automatically pulled into the Inside Dark Aggregator. Content partners will have to provide details of their OAI-PMH repository.

3 Ingestion Plan

The **ingestion plan** describes the **status** and the **availability** of the collections to be ingested by each content provider starting from the table in the DoW.

The **ingestion forms** were used to compose this schedule. The aim of this plan is to have a clear view on the data that is ready to be ingested (*N° of records per month* and *Total n° ready by date…*) and to monitor the ingestion progresses (*Total n° ingested in EUR*). It is a working document: it monitors ingestion into Europeana and will be continuously updated in the course of the project.

The availability of the data is linked to the four iterations and the reporting periods (*Iterations & Deliverables*) and to the tasks to be carried out by the content providers (*Tasks).*

There is a distinction between:
1) *N° of records per month*: indicates the availability of records by every content provider per month (e.g. in M21 (December 2013) 16,497 records will be ready, provided by four content partners: SPK, RBNIS, NAG and SEI).
2) *Total n° ready by date…:* the availability of the total amount of records ready to be ingested by a certain date (e.g. in M21 (December 2013) a total of 855, 580 records will be ready, provided by a total of eleven content partners: KU Leuven, CT, SLV, HIM, SEI, PIM, SLV, MNM/HNM, BEN, NAG and RBNIS)

The ingestion plan also shows that several content partners will **provide their content in different phases**. The National Gallery-Alexandros Soutzos Museum – NAG (GR) for example will have their data ready in three steps:
- 1/3: 3000 records in M20 (November 2013)
- 2/3: 3000 records in M21 (December 2013)
- 3/3: 3000 records in M22 (January 2014)

The ingestion plan considers the indicators in the DoW:
- Indicator 6: Number of records successfully exported into Europeana using the prototype *Europeana Connection Kit* in the initial pilot export: 100 000
- Indicator 7: Number of records successfully exported into Europeana using the prototype *Europeana Connection Kit* in the initial pilot export: 960 000

In the table below the columns of the Ingestion Plan are clarified (see appendix II for the full ingestion plan).

WP	Iterations & Deliverables	Tasks	Month	Test content ingest	Full content ingest	N° of records per month	Total n° ready by date…	Total n° ingested EUR
WP3 or WP4	4 iterative phases and their reporting periods	Tasks CPs	Date	CPs that prepared test content	Phases in which CPs will deliver content	N° of records ready to be ingested	Total amount of records ready by certain date	Total amount of records ingested in Europeana

Table 5: Clarification columns ingestion plan

4 Monitoring Ingestion Process

The role of WP4 is to monitor any changes or delays in the content delivery. The goal is to keep unvaried the overall amount of content that the project is committed to deliver to Europeana using the ECK.

The ingestion process is closely monitored by the WP4 lead through the monthly **Content Monitoring Form**. The forms were distributed to all content partners through Basecamp in M13 (April 2013) (see appendix III).

By making use of these forms the timely follow-up of **content preparation** (publishing records on online catalogue…) and **content ingestion into Europeana** is guaranteed. Any issues that may emerge can be filled out on the form. The ingestion plan will be updated based on the information provided by the content partners in these forms. The progress forms are to be handed in by the 5th of the following month to the WP4 lead.

Almost all content partners completed the content monitoring forms for M13 (April 2013), M14 (May 2013) and M15 (June 2013).

The most frequent **tasks** that were executed during that period were: selection and preparation of test records, publishing records on their website, creation of object groups in the CMS, data harmonization, meetings with their technical partner, revising of the LIDO mapping and the testing and evaluation of iteration 1 ECK.

The partners reported on **issues** with the testing of iteration 1 ECK and the LIDO mapping. Most problems were discussed on Basecamp. Content partners that made fewer use of Basecamp, argued that their issues were internal and considered not to be important for the rest of the group.

Since the start of full content ingest is planned in M20 (November 2013), no metadata has been provided to the aggregator using the ECK yet.

Content Provider	April 2013	May 2013	June 2013
Collections Trust (CT)	NO	NO	NO
Xantys Limited / House of Images - HIM (UK)	YES	YES	YES
Stiftung Preussischer Kulturbesitz (SPK) (DE)	YES	YES	YES
Koninklijke Musea voor Kunst en Geschiedenis (KMKG) (BE)	YES	YES	YES
Benaki Museum (BEN) (GR)	YES	YES	YES
National Gallery-Alexandros Soutzos Museum (NAG)	YES	YES	YES
KADOC – KU Leuven (BE)	YES	YES	YES
Institut Royal des Sciences Naturelles de Belgique RBNIS (BE)	YES	YES	YES
Petofi Irodalmi Muzeum - PIM (HU)	YES	YES	YES
Magyar Nemzeti Múzeum - MNM/HNM (HU)	YES	YES	YES

Szepmuveszeti Muzeum - FAB (HU)	YES	YES	YES
Stiftelsen Länsmuseet Västernorrland – SLV (SE)	YES	YES	YES
Municipio do Seixal – SEI (PT)	YES	YES	YES

Table 6: submitted Content Monitoring Forms

5 Results and next steps

All content partners completed the **ingestion plan forms** in which they confirmed the timely availability of the content as specified in the DoW. A staggered content export schedule was drafted based on the input from the content partners in those forms: the content **ingestion plan.**

The plan shows the amount of records that will be ready for ingestion each month and the content providers that will deliver them. **Content ingestion will be closely monitored** by the WP4 lead in the upcoming iterations. The ingestion form will be updated as records will be ingested in Europeana. All delivered content to Europeana will be added to the ingestion plan (*Total n° ingested in EUR*).

Content providers report monthly on their content deliveries and other activities in the **content monitoring form**. It is the responsibility of every content partner to make sure that the amount of records mentioned in the content ingestion plan form is ready for ingestion in the indicated time.

The **full content ingestion** will start in M20 (November 2013) after the release and testing of iteration 2 in M18 and M19 (September and October 2013).

APPENDIX I: Ingestion plan forms[1]

COUNTRY	Provider	Collection URL	Total amount of metadata records	Object Types	Description	Metadata provided per records	Metadata language	Compliant to ESE mandatory elements
BE	**KADOC KU Leuven [KU Leuven]**	limo.libis.be	**10000**	IMAGE	Christian history and heritage in Belgium	LIBISnet MARC21 datamodel	NL	YES
BE	**Institut Royal des Sciences Naturelles de Belgique [RBINS]**	http://www.libis.be	**3000**	IMAGE	Photos Cartes postales faune	document language(s), country (place of publication), author, document title , document type, physical description (dimensions, colour indication, format…), place of manufacture, manufacturer, date of manufacture, physical characteristics (cfr. LIBIS data model)	FR/NL	YES
BE	**Institut Royal des Sciences Naturelles de Belgique [RBINS]**			IMAGE	Photos Affiches expos IRScNB		FR/NL	YES
BE	**Institut Royal des Sciences Naturelles de Belgique [RBINS]**			IMAGE	Photos Photos travaux rénovation aile Janlet		FR/NL	YES
BE	**Institut Royal des Sciences Naturelles de Belgique [RBINS]**			IMAGE	Photos Parc National Albert. Faune (album n° 57)		FR	YES

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[1] Primary contact (email, Skypename) and Technical Contact (email, Skypename) were also part of the ingestion plan forms.

BE	Institut Royal des Sciences Naturelles de Belgique [RBINS]			IMAGE	Photos Parc National Albert. Faune (album n° 56)		FR	YES
BE	Institut Royal des Sciences Naturelles de Belgique [RBINS]			IMAGE	Photos Parc National Albert. Secteur du Lac Edouard		FR	YES
BE	Institut Royal des Sciences Naturelles de Belgique [RBINS]			IMAGE	Photos Ethnographie		FR	YES
BE	Institut Royal des Sciences Naturelles de Belgique [RBINS]			IMAGE	Photos Archives photos de l'IRScNB		FR/NL	YES
BE	Royal Museums of Art and History [KMKG]	www.carmentis.be	30000	IMAGE	Antiquity Decorative arts Lace, costume and accessoriesPrints, postcards and postersNon-European civilisationMusical instuments	Inventory number, Collection name, Object name, Title, Dimensions, Inscriptions (if present), Actor:, Author or Culture, Production date, Material/TechniqueGeography (production place and/or finding place), Record ID (Unique & persistent), Rights statement, Digital representation, Legal body owner, Legal body weblink, isShownAt (URL to website), isShownBy (URL to photograph), Other administrative data	FR/NL/EN	YES
BE	Royal Museums of Art and History [KMKG]	www.carmentis.be		IMAGE			FR/NL/EN	YES

DE	Stiftung Preussischer Kulturbesitz [SPK]	http://www.smb-digital.de	10000	IMAGE	Highlights from different SPK collections	All typically made available metadata except object description	DE	Yes
HU	Szepmuveszeti Muzeum [FAB]	http://www.szepmuveszeti.hu	8000	IMAGE	Various artifacts from all of the museums collections (Egyptian Art, Classical Antiquities ,Old Master Paintings, Sculpture, Prints and Drawings, Department of Art after 1800)	InvNo, Title, Date/Period, Material/Technique, Author, Classification, Dimensions, Credit Line	HU	YES
HU	Szepmuveszeti Muzeum [FAB]	http://www.szepmuveszeti.hu	8000	IMAGE	Various artifacts from all of the museums collections (Egyptian Art, Classical Antiquities ,Old Master Paintings, Sculpture, Prints and Drawings, Department of Art after 1800)	InvNo, Title, Date/Period, Material/Technique, Author, Classification, Dimensions, Credit Line	HU	YES
HU	Magyar Nemzeti Múzeum [MNM]	Will be available around the 15th of July 2013	30000	IMAGE	representative selection from the: Archaeological Department The Historical Repository Historical Photo Collection Hungarian Historical Gallery Coins Collection	Title, Place, Date/Period, Material/Technique, Author, Dimension, Type	HU	YES
HU	Petőfi Irodalmi Múzeum [PIM]	http://opac.pim.hu	10000	IMAGE TEXT	Art and Relics Collection Library collection Manuscript collection	Inventory number, Title, Place, Date/Period, Material/Technique, Author/Originator/Actor, Description, Measurement, Classification/Type, URL, added Europeana mandatory metadata	HU	YES
GR	Benaki Museum [BEN]	http://www.benaki.gr	13000	IMAGE TEXT	Photographic Archives, Neohellenic Architecture Archives, The Nikos Hatzikyriakos-Ghika Gallery collection of paintings	Inventory number, Title, Description,Artst/creator, Provider, Collection, Rights, Image, URL, Language	GR/EN	YES

GR	National Gallery-Alexandros Soutzos Museum [NAG]	http://www.nationalgallery.gr	9000	IMAGE	Greek and Foreign fine and decorative art and sculpture.	Artist First Name, Artist Last Name, Artist Biographical Data (birth place, birth date, death place, death date), Title, Dating, Material, Dimensions, Object Acquisition (donations, legacies), Inventory number, Category	GR	YES
GR	National Gallery-Alexandros Soutzos Museum [NAG]	http://www.nationalgallery.gr		IMAGE	Greek and Foreign fine and decorative art and sculpture.	Artist First Name, Artist Last Name, Artist Biographical Data (birth place, birth date, death place, death date), Title, Dating, Material, Dimensions, Object Acquisition (donations, legacies), Inventory number, Category	GR	YES
GR	National Gallery-Alexandros Soutzos Museum [NAG]	http://www.nationalgallery.gr		IMAGE	Greek and Foreign fine and decorative art and sculpture.	Artist First Name, Artist Last Name, Artist Biographical Data (birth place, birth date, death place, death date), Title, Dating, Material, Dimensions, Object Acquisition (donations, legacies), Inventory number, Category	GR	YES
PT	Municipio do Seixal [SEI]	http://www2.cm-seixal.pt/pls/decomuseu/ecom_hpage	17000	IMAGE	Iconographic collections [sets of two-dimensional works about industry, technology, cork design and ethnoceramic of the twenty century. Also includes a set of archaelogical drawings], from XX century;	Object number; Identification; Collection Record (Locality, Method of discovery, Collection date, Collector); Indexing termes (Subject/theme, Person/body, Place, Event, Date); Heritage information (Owner, Administrator)	PT	YES
PT	Municipio do Seixal [SEI]	http://www2.cm-seixal.pt/pls/decomuseu/ecom_hpage		IMAGE	Photographic collections [sets of archaeological sites, industrial sites, fluvial-maritime heritage and local heritage produced during the twenty century];	Identification number; Identification; Shot (Photographer, Creation place, Creation date); Indexing termes (Subject/theme, Person/body, Place, Event, Date); Copyright (Holder)	PT	YES

PT	**Municipio do Seixal [SEI]**	http://www2.cm-seixal.pt/pls/decomuseu/ecom_hpage		IMAGE	Objects collections [sets of archaeological objects, industrial and ethnographic objects collected within Seixal Council territory (Portugal)]: all the collections are from the XX century except the archaeological objects that are mainly from roman era;	Object number; Identification; Collection Record (Locality, Method of discovery, Collection date, Collector); Indexing termes (Subject/theme, Person/body, Place, Event, Date); Heritage information (Owner, Administrator)	PT	YES
SE	**Stiftelsen Lansmuseet Vasternorrland [SLV]**	www.murberget.se/upptack/upptack	130030	IMAGE / TEXT , text - in the meaning of textual documents	Cultural History Objects; musical notes (handwritten); scientific reports and papers (archeology and etnography); printed articles (cultural history)	Title; Desctription; Material (objects); Technique (objects); Date/Period; Place; Inventory Number; Person/Organization; Messure (objects); Image URL (media); Keywords.	SE	YES
UK	**Collections Trust LBG [CT]**	http://www.culturegrid.org.uk/	590000	IMAGE	The collections of the British Museum	All mandatory ESE	EN	YES
UK	**Collections Trust LBG [CT]**	http://www.culturegrid.org.uk/		IMAGE	The collections of the Science Museum	All mandatory ESE	EN	YES
UK	**Collections Trust LBG [CT]**	http://www.culturegrid.org.uk/		IMAGE	The collections of the National Media Museum, featuring the history and heritage of audiovisual media and broadcast, including equipment, film stock and printed matter.	All mandatory ESE	EN	YES
UK	**Collections Trust LBG [CT]**	http://www.culturegrid.org.uk/		IMAGE	The collections of the National Railway Museum, featuring the history and heritage of the development of the UK rail network including working objects, documentary and archive material.	All mandatory ESE	EN	YES
UK	**Xantys Limited / House of Images [HIM]**	www.hpacde.org.uk	100000	IMAGE	Collection of Social History Images from several UK cultural organisations	dc:contributor, dc:creator, dc:description, dc:format, dc:identifier, dc:language, dc:location, dc:periods, dc:place, dc:publisher, dc:subject, dc:title, dc:type, dcterms:audience, dcterms:isPartOf, dcterms:license, dcterms:rightsHolder, pndsterms:thumbnail	EN	Yes

COUNTRY	Provider	DEA signed, Registered name	Test content ingest			Full content ingest		
			Amount of records (ca.)	**Date when ready**	**Description**	**Amount of records per collection**	**Date when ready**	**Description**
BE	**KADOC KU Leuven [KU Leuven]**	KU Leuven, Belgium	/	Any time	No test ingest in iteration 1 because it is only LIDO to EDM mapping that will be available. The next iterations we can deliver 10 000 records immediatly.	10000	Any time	Christian history and heritage in Belgium
BE	**Institut Royal des Sciences Naturelles de Belgique [RBINS]**	Koninklijk Belgisch Instituut voor Natuurwetenschappen / Museum of Natural Sciences, Belgium	150	12/2012	Cartes postales	540	2013	Cartes postales faune et flore
BE	**Institut Royal des Sciences Naturelles de Belgique [RBINS]**	Koninklijk Belgisch Instituut voor Natuurwetenschappen / Museum of Natural Sciences, Belgium				60	2013	Affiches des expositions du Muséum depuis 1991

BE	Institut Royal des Sciences Naturelles de Belgique [RBINS]	Koninklijk Belgisch Instituut voor Natuurwetensc happen / Museum of Natural Sciences, Belgium				400	2013	Photos des travaux de l'aile Janlet (architecture du bâtiment)
BE	Institut Royal des Sciences Naturelles de Belgique [RBINS]	Koninklijk Belgisch Instituut voor Natuurwetensc happen / Museum of Natural Sciences, Belgium				240	2013	Photos prises lors de l'exploration du PNA (entre 1930 et 1940)
BE	Institut Royal des Sciences Naturelles de Belgique [RBINS]	Koninklijk Belgisch Instituut voor Natuurwetensc happen / Museum of Natural Sciences, Belgium				280	2013	Photos prises lors de l'exploration du PNA (entre 1930 et 1940)
BE	Institut Royal des Sciences Naturelles de Belgique [RBINS]	Koninklijk Belgisch Instituut voor Natuurwetensc happen / Museum of Natural Sciences, Belgium				160	2013	Photos prises lors de l'exploration du PNA (entre 1930 et 1940)
BE	Institut Royal des Sciences Naturelles de Belgique [RBINS]	Koninklijk Belgisch Instituut voor Natuurwetensc happen /				280	2014	Photos ethnographie Afrique (Rwanda, …)

		Museum of Natural Sciences, Belgium						
BE	**Institut Royal des Sciences Naturelles de Belgique [RBINS]**	Koninklijk Belgisch Instituut voor Natuurwetensc happen / Museum of Natural Sciences, Belgium				1040	2014	Archives de l'IRScNB (expos, muséologie, coulisses, …)
BE	**Royal Museums of Art and History [KMKG]**	Royal Museums for Art and History, Belgium	300	Any time	Representative selection	14000	03/2014	Lace, costume and accessoriesMusical instrumentsDecorative arts, preciosa, Furniture
BE	**Royal Museums of Art and History [KMKG]**	Royal Museums for Art and History, Belgium				16000	07/2014	Antiquity Decorative arts, preciosa, Furniture Prints, postcards and posters Non-European civilisation
DE	**Stiftung Preussischer Kulturbesitz [SPK]**	Signed but not listed	100	Any time	Representative selection	10000	12/2013	All in one batch
HU	**Szepmuveszeti Muzeum [FAB]**	Museum of Fine Arts Budapest, Hungary	155	01/2013	Representative selection	4000	02/2014	Various artifacts from all of the museums collections (Egyptian Art, Classical Antiquities ,Old Master Paintings, Sculpture, Prints and Drawings, Department of Art after 1800)
HU	**Szepmuveszeti Muzeum [FAB]**	Museum of Fine Arts Budapest, Hungary	155	01/2013	Representative selection	4000	06/2014	Various artifacts from all of the museums collections (Egyptian Art, Classical Antiquities ,Old Master Paintings, Sculpture, Prints and Drawings, Department of Art after 1800)

HU	**Magyar Nemzeti Múzeum [MNM]**	Hungarian National Museum, Hungary	5000	05/2013	Representative selection	30000	09/2013	Representative selection from the collection of the MNM/HNM
HU	**Petőfi Irodalmi Múzeum [PIM]**	Petőfi Literary Museum, Hungary	500	05/2013	Representative selection	10000	08/2013	Image and text objects fom the Art and Relics Collection, Library and Manuscript Collection
GR	**Benaki Museum [BEN]**	Benaki Museum, Greece	200	04/2013	Representative selection	13000	10/2013	Photographic Archives, Neohellenic Architecture Archives, The Nikos Hatzikyriakos-Ghika Gallery collection of paintings
GR	**National Gallery-Alexandros Soutzos Museum [NAG]**	National Gallery-Alexandros Soutzos Museum, Greece	90	05/2013	Representative selection	3000	11/2013	Greek and Foreign fine and decorative art and sculpture.
GR	**National Gallery-Alexandros Soutzos Museum [NAG]**	National Gallery-Alexandros Soutzos Museum, Greece				3000	12/2013	Greek and Foreign fine and decorative art and sculpture.
GR	**National Gallery-Alexandros Soutzos Museum [NAG]**	National Gallery-Alexandros Soutzos Museum, Greece				3000	01/2014	Greek and Foreign fine and decorative art and sculpture.
PT	**Municipio do Seixal [SEI]**	Município do Seixal	22	03/2013	Cork design drawings	2200	07/2013 10/2013 11/2013 12/2013 01/2014 02/2014 03/2014 04/2014	275 records per date Iconographic collections [sets of two-dimensional works about industry, technology, cork design and ethnoceramic of the twenty century. Also includes a set of archaelogical drawings], from XX century;

PT	**Municipio do Seixal [SEI]**	Município do Seixal	123	03/2013	Industrial sites photographs	12300	07/2013 09/2013 10/2013 11/2013 12/2013 01/2014 02/2014 03/2014 04/2014 05/2014		1230 records per date Photographic collections [sets of archaeological sites, industrial sites, fluvial-maritime heritage and local heritage produced during the twenty century];
PT	**Municipio do Seixal [SEI]**	Município do Seixal	25	03/2013	Archaeological objects from roman era	2500	07/2013 10/2013 11/2013 12/2013 01/2014 02/2014 03/2014 04/2014		312 records per date (with the exception of May. In that month 316 records). Objects collections [sets of archaeological objects, industrial and ethnographic objects collected within Seixal Council territory (Portugal)]: all the collections are from the XX century except the archaeological objects that are mainly from roman era;
SE	**Stiftelsen Lansmuseet Vasternorrland [SLV]**	Murberget Länsmuseet Västernorrlan, Sweden	1000	03/2013	Subset from total numbers of records (examples from every type)	1144	05/2013		All records in next step depending of needs in EUInside and what is transferred to Collective Access.
SE	**Stiftelsen Lansmuseet Vasternorrland [SLV]**	Murberget Länsmuseet Västernorrlan, Sweden				25258	06/2013		
SE	**Stiftelsen Lansmuseet Vasternorrland [SLV]**	Murberget Länsmuseet Västernorrlan, Sweden				50000	08/2013		
SE	**Stiftelsen Lansmuseet Vasternorrland [SLV]**	Murberget Länsmuseet Västernorrlan, Sweden				53628	06/2014		
UK	**Collections Trust LBG [CT]**	Collections Trust / CultureGrid, United Kingdom	/	/	/	500000	06/2013		The collections of the British Museum

UK	Collections Trust LBG [CT]	Collections Trust / CultureGrid, United Kingdom	/	/	/	60000	07/2014	The collections of the Science Museum
UK	Collections Trust LBG [CT]	Collections Trust / CultureGrid, United Kingdom	/	/	/	20000		The collections of the National Media Museum, featuring the history and heritage of audiovisual media and broadcast, including equipment, film stock and printed matter.
UK	Collections Trust LBG [CT]	Collections Trust / CultureGrid, United Kingdom	/	/	/	10000		The collections of the National Railway Museum, featuring the history and heritage of the development of the UK rail network including working objects, documentary and archive material.
UK	Xantys Limited / House of Images [HIM]		1000	01/2013	Selection of records from Cumbria Image Bank - www.cumbriaimage bank.org.uk	100000	06/2013	Images and metadata from a selection of House of Images customer base

APPENDIX II: Ingestion Plan

WP	Iterations & Deliverables	Tasks	Month		Test content ingest	Full content ingest	N° of records per month	Total n° ready by date…	Total n° ingested EUR
			9	Dec/12	KMKG, SPK, RBINS, KU Leuven	KU Leuven (1/1, all 10000 records)	10000	10000	
			10	Jan/13	FAB, HIM				
			11	Feb/13					
			12	March/13	SEI, SLV	CT (1/3, 20000 records)	20000	30000	
WP3	**Iteration 1 ECK prototype** ECK functionalities will include data selection and transformation	Start testing iteration 1 (test content ingest) (D3.1)	13	April/13	BEN				
		Testing iteration 1 (test content ingest) (D3.4)	14	May/13	PIM, MNM/HNM, NAG	SLV (1/4 1144 records)	1144		
		Testing iteration 1 (test content ingest)	15	June/13		SLV (2/4, 25258 records) CT (2/3, start off gradual ingest - 500000 records)	525258	556402	

WP4	D4.2 Content Export Schedule D4.1(v1) Control Export Evaluation Report	**Reporting**	16	July/13		HIM (1/1, all 100000 records) SEI (1/10, 1817 records)	101817	658219	
			17	Aug/13		PIM (1/1, all 10000 records) SLV (3/4, 50000 records)	60000	718219	
WP3	**Iteration 2 ECK prototype** ECK functionalities will include management overview of status and data publication	Start testing iteration 2 (D3.3) en D3.4	18	Sept/13		MNM/HNM (1/1, all 30000 records) SEI (2/10, 1230 records) CT (3/3, start of gradual ingest - 70000 records)	101230	819449	
		Testing iteration 2	19	Oct/13		BEN (1/1, all 13000) SEI (3/10, 1817)	14817	834266	
WP4	D4.1(v2) Control Export Evaluation Report	**Reporting (start full content ingest (ind. 6-100K)**	20	Nov/13		NAG (1/3, 3000) SEI (4/10, 1817)	4817	839083	
			21	Dec/13		SPK (1/1, all 10000 records) RBINS (1/2, 1680 records) NAG (2/3, 3000 records) SEI (5/10, 1817 records)	16497	855580	
			22	Jan/14		NAG (3/3, 3000 records) SEI (6/10, 1817	4817	860397	

						records)		
			23	Feb/14		SEI (7/10, 1817 records) FAB (1/2, 4000 records)	5817	866214
WP5	**Iteration 3 ECK prototype** ECK functionalities will include content re-ingestion from Europeana	**Content ingestion status (DoW ind. 6 - 100K)** Start testing iteration 3	24	March/14		KMKG (1/2, 14000 records) SEI (8/10, 1817 records)	15817	882031
WP4	D4.6 Revised Technical Specification (K-INT)	Testing iteration 3 **Reporting**	25	April/14		SEI (9/10, 1817 records)	1817	883848
WP4	D4.3(v1) Export Evaluation Report D4.4 Content Re-Ingestion Report D4.5(v1) Summative Evaluation Report	**Reporting**	26	May/14		SEI (10/10, 1230 records)	1234	885082
			27	June/14		SLV (4/4 53628 records) FAB (2/2 4000 records)	57628	942710
WP5	**Iteration 4 ECK production version**	**End full content ingest (DoW ind. 7 - 960K)** Testing iteration 4	28	July/14		RBNIS (2/2 1320 records) KMKG (2/2, 16000 records)	17320	960030
WP4	D4.3(v2) Export Evaluation Report D4.5(v2) Summative Evaluation Report	Testing iteration 4 **Reporting**	29	Aug/14				

		30	Sept/14					
				Total n° of records		**960030**	**960030**	
				Total n° of records to be delivered according to DoW			**960030**	
				To go				**960030**

APPENDIX III: Content monitoring form

*This monthly progress form is needed for the timely follow-up of **content preparation** (publishing records on online catalogue…) and **content ingestion into Europeana** by the content partners. It can also include any issues that may emerge. Filling out this form every month should not take much of your time, and having these reports prepared and ready will significantly reduce the time needed to provide input for the deliverables and the evaluation of WP4.*

Please send all forms via e-mail to Nathalie Poot from KMKG at: n.poot@kmkg-mrah.be

We kindly request that you send the progress form for every month to the WP4-leader by the 5th of the following month. (For example, the form for April should be sent no later than the 5th of May).

Thank you!

Name of your institution:	
Month:	
1. Have any metadata records been provided to your aggregator / Inside dark aggregator this month for Europeana Inside? *(Please put an X behind the applicable answer.)*	
No	Yes
If yes:	
- Number of records:	
- Date of providing metadata to aggregator:	
- Date the aggregator will provide the records to Europeana:	
- Has the delivery of these records made use of the ECK?	
No	Yes
- Description / explanation of items: *(In order to be able to follow up progress, this description should relate to the description of items that was provided by you to the WP4 leader in the ingestion plan forms.)*	
2. What have been the other tasks executed by your organisation this month for Europeana Inside's WP4? *(e.g. data harmonization, publishing records on own online catalogue/webserver , meeting with technical partners on ECK implementation, testing ECK,…)*	
- Description:	
- **N° of person months used:**	
3. Have any issues emerged during this month? *(Please put an X behind the applicable answer.)*	
No	Yes
If yes, have these issues been discussed on Basecamp?	

No	Yes
If yes, it would be useful if you could provide the URL of the discussion on Basecamp:	
If no, please discuss them here in more detail, including why they have not been brought up on Basecamp:	

D4.2 Content Export Schedule