



DELIVERABLE

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D6.3 - Final report on entered metadata sets

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Table of Contents

1. Introduction and work package objectives.....	4
2. Resources, workflow and results.....	5
2.1 Resources for metadata.....	5
2.2 Workflow	5
2.2.1 Characteristics of thinkMOTION database.....	6
2.3 Results.....	8
2.3.1 Specifications for metadata sets	8
2.3.2 ProDB tutorials	8
2.3.3 Entered metadata to thinkMOTION database	9
Annex 1: Metadata Guidelines	11
Annex 2: Tutorial for simple metadata editor for documents	19
Annex 3: Tutorial for Simple metadata editor for persons	20
Annex 4: Tutorial for Simple metadata editor for patents.....	21
Annex 5: Tutorial for metadata editor for images	22
Annex 6: Tutorial for metadata editor for CAx items.....	23
Annex 7: Tutorial for Europeana Compliance Button	24
Annex 8: Tutorial for Europeana Item Quality Criteria	25

1. Introduction and work package objectives

Objective

“Metadata describes other data. It provides information about a certain item's content. For example, an image may include metadata that describes how large the picture is, the colour depth, the image resolution, when the image was created, and other data. A text document's metadata may contain information about how long the document is, who the author is, when the document was written, and a short summary of the document.”¹

For an efficient and reliable information retrieval Europeana uses a standardized metadata scheme which is based on Dublin Core (DC) and Europeana Semantic Elements (ESE). By applying these standards to the different types of digital content provided by *thinkMOTION* project, each type obtains a set of metadata, which describes the object as explicitly and detailed as possible.

In order to ensure the metadata quality, the “Description of Work” for *thinkMOTION* project includes *work package 6 “Entering metadata for content”*. The performed tasks and workflows and the achieved results of this work package in the overall project period (06/2010 – 05/2013) will be described in this document.

Main tasks

The work in WP6 “Entering metadata for content” includes two tasks.

The objective of **task 6.1** is to enter an appropriate set of metadata for each content item. The task involves the completion and (if necessary) the correction of the metadata entered as a result of the workflow in *WP 3*. The metadata sets for the different types of content are defined in accordance with the standards of Dublin Core (DC) and Europeana Semantic Elements (ESE). Additionally the language of the entered metadata sets is marked in order to facilitate the translation work in *WP 8*.

The aim of **Task 6.2** is the preparation and publication of guidelines for entering metadata. These guidelines cover the conversion of existing metadata and the entering of new metadata in line with the required metadata for Europeana. In addition, the guidelines are the basis for the staff training activities in *WP10* (Task 10.3).

¹ <http://www.techterms.com/definition/metadata>

2. Resources, workflow and results

2.1 Resources for metadata

Metadata for documents can be gathered from bibliographic catalogues and databases in case the document has been registered there. For types of content like images, videos/ animations, teaching materials or persons other ways to collect information about the objects must be identified. In case of thinkMOTION project the following sources for metadata are used:

Text documents

- Literature/reference lists
- Patent databases
- Archives of university libraries, museums and other institutions
- GVK - GBV Union Catalogue (this multi-material bibliographic database covers the holdings of over 34.1 million records of more than 400 GBV member and associated libraries with over 79.4 million separate catalogue entries of books, conference proceedings, periodicals, dissertations, microfilms and electronic resources)
- Journals, reports, proceedings from national engineering associations

Images

- attached text e.g. in a book, text included on the image
- collections of physical models
- photos of persons

Videos/Animations

- technical information attached to the files
- student projects for CAD models

Teaching materials

- information contained in the documents
- details given by the institution, which produced the documents

Persons

- data given by the authors directly or their heirs
- biography data found in books, articles or internet
- research institutions

2.2 Workflow

The workflow for entering metadata follows an approved workflow established during the national DMG-Lib project. Because this workflow guarantees a high quality of metadata it has been transferred from DMG-Lib project to thinkMOTION.

2.2.1 Characteristics of thinkMOTION database

The basis for the established workflow is the “production database” (ProDB). It supports the metadata input by offering special interfaces for the different types of content. With regard to the high amount of items that the thinkMOTION project wants to provide for Europeana and therefore to ease the process of entering metadata, simplified input interfaces for documents, patents, images, file based content (e.g. CAD data, videos) and persons were developed (see Figure 2 - 6). These interfaces allow the entering of metadata that describe the object shortly but explicitly and furthermore fulfil the requirements of the ESE standard.

When entering the ProDB the user can chose between several editors for entering metadata. A detailed description of the editors and a definition of the input fields are given in the tutorials attached to this document.

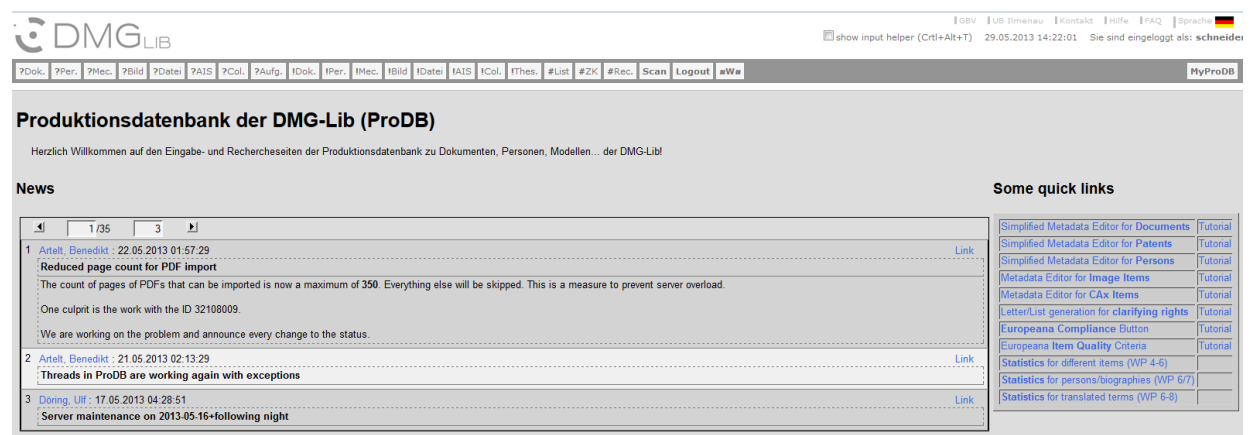


Figure 1: Welcome interface of ProDB

Due to the characteristics of the database it is possible to enter metadata incrementally. In case there are only few informal references on a certain object it is possible to enter only these fragmentary metadata and to complete or correct them as soon as a proven set of metadata can be provided.

The input fields for *persons/biographies* (Figure 3: Simplified Metadata Editor for Persons) offer options for entering information about “who”, “when”, “what” and “where”, which allow time as well as location based searches. By linking the person’s biography with primary and secondary literature, images and other relevant objects, a comprehensive overview on a person’s work can be offered to the user.

The interface of the image editor (Figure 45) requires only few metadata for creating an item (name, description, image semantics). Additional technical information on the image file is imported automatically.

Since thinkMOTION provides a large amount of multimedia items (videos, animations, CAx data) the input mask for these item types (FBC – file based content) allows to enter metadata for very diverse file types. As shown in Figure 6 the user can choose the required file type from a drop-down list. ProDB supports the following FBC-types:

- Multi image (.mpo) - In MPO-files (MPO=Multi Part Object) we often find stereo images, e.g. those taken with a Fujifilm FinePix Real 3D
- STEP - STEP means Standard for the Exchange of Product model data. STEP files describe 3D-CAD objects and related information. They are defined in ISO 10303. We assume that each file starts in the first line with ISO-10303
- AutoCAD .dxf - DXF means Drawing Exchange Format. This CAD data file format is developed by Autodesk. Data may be in binary or ASCII form.
- AutoCAD .dwg - DWG means Drawing. This CAD data file format was developed by Autodesk as the internal/native format for AutoCAD.
- Cinderella pure .CDY - A pure Cinderella data file cannot be opened in a Web-browser
- 3D XML (Dassault) - The 3D XML Player application provided by Dassault Systems or the GLC Player can be used to view 3D XML files.
- GeoGebra pure .GGB - A pure GeoGebra data file which usually cannot be opened in a Web-browser directly. You may install GeoGebra from <http://www.geogebra.org>
- VRML (.wrl) - A VRML-file includes 3D-model data which can be shown via browser plugins
- GIM mechanism file - A GIM mechanism file cannot be opened in a Web-browser directly. You may download and install the GIM software from <http://www.ehu.es/compmech/software>

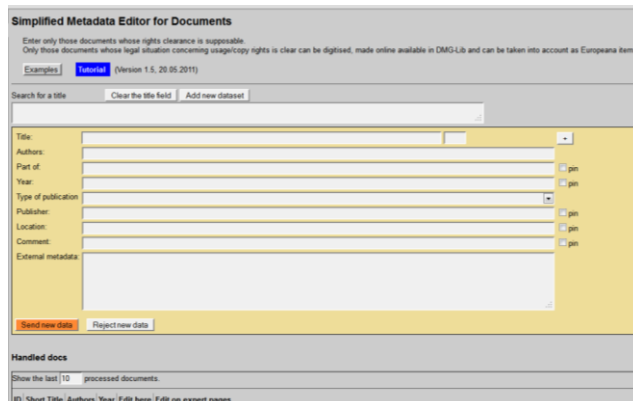


Figure 2: Simplified Metadata Editor for Documents

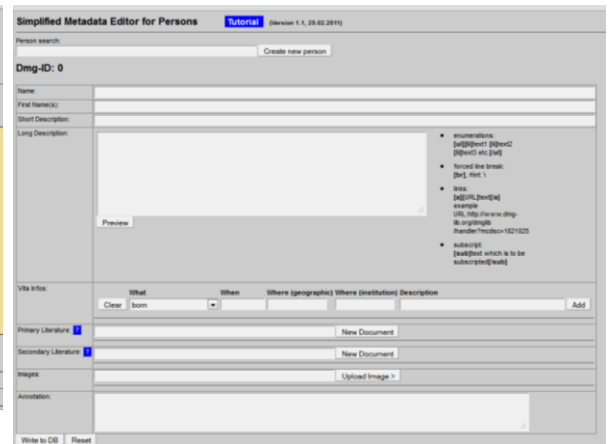


Figure 3: Simplified Metadata Editor for Persons

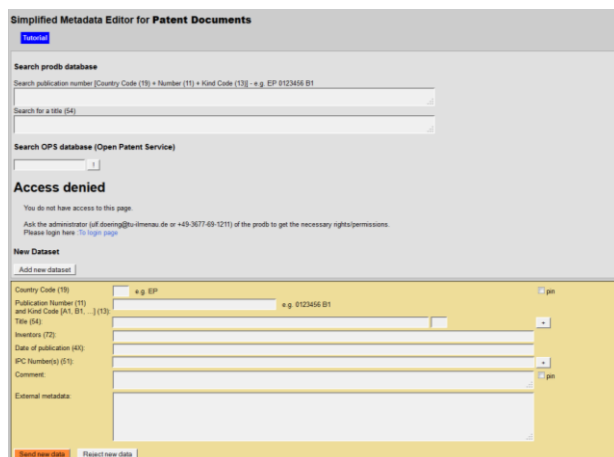


Figure 4: Simplified Metadata Editor for Patents

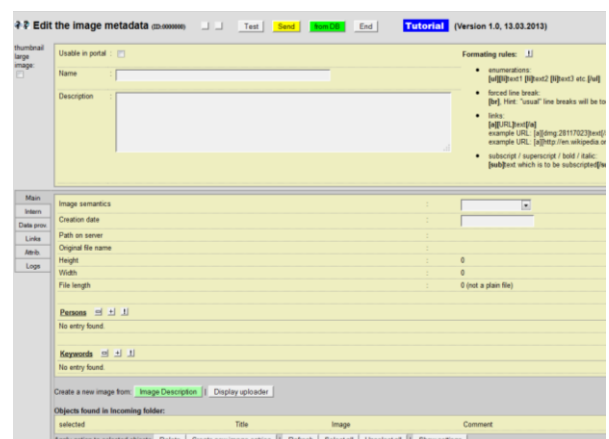


Figure 5: Image Editor

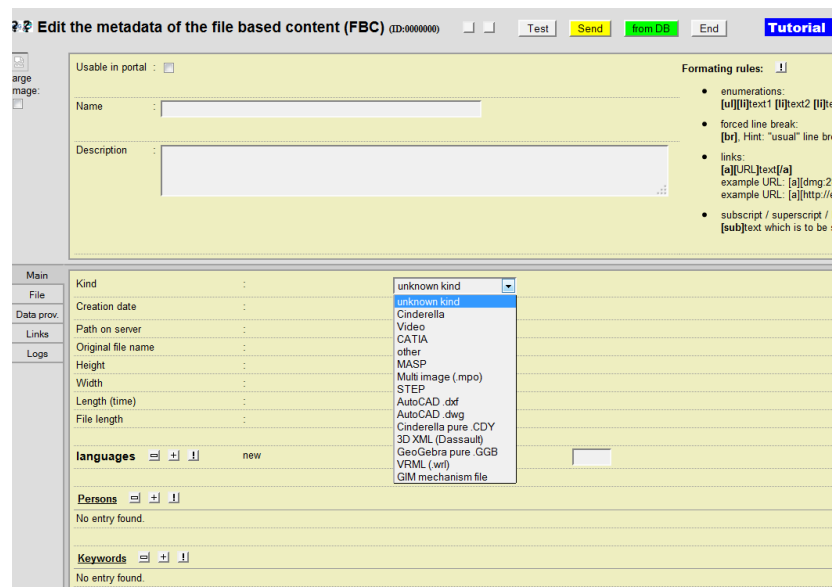


Figure 6: Editor for File based Content

2.3 Results

During the overall period of thinkMOTION project significant result have been achieved.

2.3.1 Specifications for metadata sets

The work for defining a metadata set for each type of content started with a detailed analysis of the Dublin Core and ESE standards. As these definitions differ slightly from the common terms used in librarianship, it was necessary to adapt them to the definitions used in the database interfaces.

The result of this work is shown in Annex 1 “*Metadata Guidelines*”. This document displays the metadata for each type of content both as common terms and ESE. Additionally the guidelines give information about metadata which are recommended by Europeana but do not have to be entered to the database manually. Due to the technical characteristics of thinkMOTION database it is possible to generate certain metadata automatically while transferring the datasets to Europeana.

In line with these guidelines the adapted definitions were implemented to the database. The results are shown in Figure 2 – 6 and the ProDB tutorials (Annex 1 - 6).

2.3.2 ProDB tutorials

In order to guarantee high quality standards regarding metadata several tutorials were developed during the lifetime of the project. These tutorials enable all partner institutions to train their staff autonomously, without requesting a training session with the database

administrators. All tutorials are available in the database directly and thus allow the user to look-up details of ProDB features efficiently.

Besides the usage within the thinkMOTION project the tutorials can also help to introduce new users or potential future users to ProDB. This is important especially with regard to the sustainability strategy of thinkMOTION project which includes the commercialisation of the software infrastructure.

Interested readers can find all tutorials attached to this Deliverable.

2.3.3 Entered metadata to thinkMOTION database

The described work package 6 is closely connected with work package 3 “Locating and providing content and clarification of rights of use”. The contents, that the partners have located, provide the metadata to be entered and therefore the work of WP6.

The result of thinkMOTION project is shown in Table 1: Entered metadata sets in the overall project period.

Type of content	Amount of entered metadata sets
Text documents	38.432
<i>Article</i>	11.499
<i>Book</i>	2.598
<i>PhD</i>	885
<i>Patent</i>	12.453
<i>Others</i>	10.997
Persons	22.033
Images	36.839
CAX files	4.053
Movies	2.912
Animations	2.339
Total (without persons)	84.575

Table 1: Entered metadata sets in the overall project period



Most of the entered metadata sets are for text documents, such as articles, books, theses and patents, and for images. The required metadata for these types of content are defined in the

metadata guidelines and in compliance with the Europeana Semantic Elements. Additionally, the project partners were very successful in registering metadata for movies and animations.

There is a slight difference between the number of registered metadata sets and the actual number of online items. This is due to unsolved IPR issues regarding the related documents, but does not affect the overall project goal of 62.000 online items. The number of more than 22.000 registered metadata sets for persons cannot be compared to the expected result of 1.500 personas/vitas, since not every author is an outstanding personality in mechanism and machine science.


To ensure and check the compliance of all thinkMOTION items with the Europeana requirements the Europeana Compliance Button and the Tutorial on Europeana Item Quality Criteria were implemented (Annex 7: Tutorial for Europeana Compliance Button).

Annex 1: Metadata Guidelines

Guidelines for WP6 “Entering metadata for content”

Version 1.0
-draft-



Metadata for *thinkMOTION*

Dear Partners,
this is the first draft of the guidelines for WP6 “Entering metadata”.

As we want to collect different types of content, we will need many different metadata. These guidelines will give you information about the metadata we have to collect for thinkMOTION.

The first slide gives you an overview and a definition of each suggested metadata element in general. The slides 5-12 show you the set of metadata for different types of content. All categories refer to the “Europeana Semantic Elements (ESE)“-Standard. In order to avoid misunderstandings we have displayed the ESE and the common terms as well.


The elements have different levels of obligation and are marked as **mandatory**, **recommended** and **optional**. According to this, the **red elements** describe the **minimum set** of metadata and **all elements** together would then be the **maximum set** of metadata for one item.

For the first entry of **text documents** (protected by copyright) into the *production database* you will need only few metadata (title, author, date), as we discussed during our Kick-Off Meeting in Ilmenau. After the *rights of use* have been clarified it will be necessary to enter more detailed metadata. For those types of content where we do not have to ask for the rights of use, all requested (and available) metadata can be entered into the database directly.

In order to make this draft a final version as soon as possible, we ask you for your feedback. Please send us your comments and/or ideas for improvement.

Thank you and best regards,
thinkMOTION team at RWTH Aachen

2



Metadata for *thinkMOTION*



The following elements are required metadata for content in general. On slides 5-12 you can find specifications for each type of content.

- **Title:** A name given to the resource. Typically, a title will be a name by which the resource is formally known.
- **Parallel title:** An explanatory or alternative name for the resource. Also applicable for translations of the original title.
- **Creator:** An entity primarily responsible for creating the resource. This may be a person, organisation or a service.
- **Publisher:** The publishing company
- **Date of Publication:** Year (and month, if available)
- **Place of Publication**
- **Language:** Language of the title
- **ISBN:** International Standard Book Number (a unique numeric commercial book identifier).
- **Rights:** Information about intellectual Property Rights, access rights or license arrangements for the digital object (digitized or born digital).
- **Other:** This is a container element which includes all relevant information that otherwise cannot be mapped to another element.

Mandatory – you must provide this element
(strongly) Recommended- you should provide this element
Optional – you can provide this element (if the information is easily accessible)

3

Metadata for *thinkMOTION*



The following elements must be provided for Europeana. They will be generated automatically during the upload from DMG-Lib to Europeana. So the following definitions are only for your information.

- **Type:** All digital objects in Europeana have to be classified as one of the four Europeana material types using upper case letters: TEXT, IMAGE, SOUND or VIDEO. This element is used to create the Type facet based on the Europeana material types. A default thumbnail is used for each type in the short or full record display.
- **Provider:** This element should contain the name of the organisation that delivers data directly to Europeana. In most cases this will be the name of a collector or project although some individual content holders will also fall under this definition. The names of these organisations should be provided in the original language(s). The value should be provided by the organisation that is supplying data to Europeana.
- **isShownAt/By:** isShownAt → An unambiguous URL reference to the digital object on the provider's web site in its full information context. isShownBy → An unambiguous URL reference to the digital object on the provider's web site in the best available resolution/quality. Either isShownAt OR isShownBy is Mandatory.

4

Metadata for *thinkMOTION*

Mandatory
Recommended
Optional

Books/Education works

(monographs, proceedings, bachelor/
master/doctoral theses, lecture notes)

Common Term	Europeana Semantic Element
<ul style="list-style-type: none"> • Title/Parallel title • Language (of title(s)) • Alternative title • Author • Publisher • Date of publication • Place of publication • Language (of content) • ISBN • Rights • Other 	<ul style="list-style-type: none"> • europeana:title • europeana:language • europeana:alternative • europeana:creator • europeana:publisher • europeana:date • dc:language • europeana:rights • europeana:unstored

3

Metadata for *thinkMOTION*

Mandatory
Recommended
Optional


Articles/Papers

(from Journals, Conferences, etc.)

Common Term	Europeana Semantic Element
<ul style="list-style-type: none"> • Title/Parallel Title • Language (of title(s)) • Author • Volume • Issue • Pages • Publisher • Date of publication • Place of publication • Language (of content) • Rights • Parent Document • Other 	<ul style="list-style-type: none"> • europeana:title • europeana:language • europeana:creator • europeana:publisher • europeana:date • dc:language • europeana:rights • dcterms:isPartOf • europeana:unstored

6


Metadata for *thinkMOTION*




Mandatory Recommended Optional

Patents

Common Term	Europeana Semantic Element
<ul style="list-style-type: none"> • Publication Number • International Classification • Title/Parallel Title • Language (of title(s)) • Author/Inventor • Date of publication • Language (of content) • Rights • Other 	<ul style="list-style-type: none"> • europeana:title • europeana:language • europeana:creator • europeana:date • dc:language • europeana:rights • europeana:unstored


7

Metadata for *thinkMOTION*




Mandatory Recommended Optional

Brochures

(product catalogues, information material from companies or research institutions)

Common Term	Europeana Semantic Element
<ul style="list-style-type: none"> • Title/Parallel Title • Language (of title(s)) • Author (company, etc.) • Date of publication • Language (of content) • Content description • Rights • Other 	<ul style="list-style-type: none"> • europeana:title • europeana:language • europeana:creator • europeana:date • dc:language • dc:description or dc:tableOfContents • europeana:rights • europeana:unstored



8

Metadata for *thinkMOTION*

Mandatory Recommended Optional

Videos/Animations

Common Term	Europeana Semantic Element
<ul style="list-style-type: none"> • Title/Parallel Title • Language (of title(s)) • Author • Language (of content) • Content description 	<ul style="list-style-type: none"> • europeana:title • europeana:language • europeana:creator • dc:language • dc:description or dc:tableOfContent
<ul style="list-style-type: none"> • Date created • Resolution • Duration • Rights • Other 	<ul style="list-style-type: none"> • europeana:date • dcterms:extent • europeana:rights • europeana:unstored



9

Metadata for *thinkMOTION*

Mandatory Recommended Optional

Images

Common Term	Europeana Semantic Element
<ul style="list-style-type: none"> • Title/Parallel Title • Language (of title(s)) • Author • Language (of content) • Content description 	<ul style="list-style-type: none"> • europeana:title • europeana:language • europeana:creator • dc:language • dc:description or dc:tableOfContent
<ul style="list-style-type: none"> • Date taken • Resolution 	<ul style="list-style-type: none"> • europeana:date
<ul style="list-style-type: none"> • Rights • Other 	<ul style="list-style-type: none"> • europeana:rights • europeana:unstored



10

Metadata for *thinkMOTION*

Mandatory Recommended Optional

People/Biographies

Common Term	Europeana Semantic Element
<ul style="list-style-type: none"> • Name/Surname • Birth Date • Birth Place • Death Date • Death Place • Main Biography facts 	<ul style="list-style-type: none"> • europena:title • europena:date • europena:unstored • europena:date • europena:unstored • dc:description



11

Metadata for *thinkMOTION*

Mandatory Recommended Optional

Mechanisms/Physical Models

Common Term	Europeana Semantic Element
<ul style="list-style-type: none"> • Name • Alternative name • Function • Structure • Application • Collection • Dimension • Material • description 	<ul style="list-style-type: none"> • europena:title • europena:alternative • europena:isPartOf • dcterms:extent • dcterms:medium • dc:description or dc:tableOfContent


12

Metadata for *thinkMOTION*



Explanations for *europeana:rights*

The following *rights statements* can be used for digital objects that are subject to copyrights held by the data providers or third parties such as authors or distributors. They express that a work is protected by copyright. Europeana provides three different statements that differ in the amount of access an end-user has to the digital object described by the statement. For digital objects where the copyright status is not known (not reserved) to the data provider, Europeana provides an 'unknown' statement.

- **Rights Reserved – free access**, is applicable when users have free (as in gratis), direct and full access to the digitized object. Needing to register or other administrative procedures in order for users to gain access to the digitized object should not limit the user.
- **Rights Reserved – paid access**, is applicable when users need to pay data providers to gain access to the digitized work. This can be the case when only a preview is accessible through the portal of a data provider and when registration and payment is required to gain access to the digitized object itself.
- **Rights Reserved – restricted access**, is applicable when users are limited in accessing a digitized object other than needing payment, for example when registration is required or only snippets or previews are available to users.
- **Unknown** – applies to objects where the data provider does not have conclusive information pertaining to the rights status of the digital object. This value is only to be used when the copyright status of the work described is unknown. This rights statement can be used by Europeana to exclude items from display.

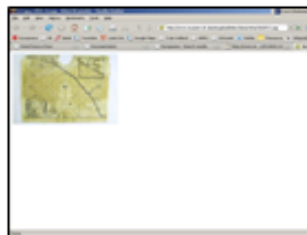
Please note: The rights statement has an obligation level of "recommended" at the moment. It is anticipated that it will be changed to "Mandatory" for later implementations of the portal.

And: thinkMOTION aims to provide OPEN ACCESS to most of the digital objects.

Metadata for *thinkMOTION*



These examples for *europeana:isShownBy* and *europeana:isShownAt* are only for your information, as this element will be generated automatically. For *thinkMOTION* mostly *europeana:isShownAt* will be applied because the content is shown in a HTML webpage (dmg-lib.org), as in example 3.



← Example 1 – isShownBy

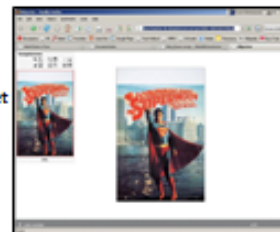
This is clearly *isShownBy* because the URL leads to the JPEG image itself (note the ".jpg" extension in the URL).

<http://www.museen-sh.de/eingabe/bilder/data/mitte/360/913.jpg>

Example 2 - isShownBy →

This could be interpreted differently as there is a small set of navigation tools with the image. *isShownBy* is still appropriate however as there is no other accompanying information – no banner or HTML frame etc. Immediate access to the digital object is the main criterion.

<http://resolver.kb.nl/resolve?urn=urn:gvn:RA01:30051001544664>



Metadata for *thinkMOTION*



Examples for *europena:isShownBy* and *europena:isShownAt*



← **Example 3 – isShownAt**
This is clearly *isShownAt* because the object is embedded in HTML web page.
<http://www.nmm.ac.uk/collections/explore/object.cfm?ID=NAV1627>

→ **Example 4 – isShownAt**
Although the web page is very simple showing only one object (digital photo), this should be *isShownAt* because there is a banner etc.
<http://brunelleschi.imss.fi.it/isd/isd.asp?c=34962>



Metadata for *thinkMOTION*



Examples for *europena:isShownBy* and *europena:isShownAt*



← **Example 5 – isShownAt**
The red circle shows the "Full Text" hyperlink which allows the users to link to the pdf file. The URL of this website is *isShownAt*, while the URL of PDF is *isShownBy*.
<http://www.doiserbia.nbs.bg.ac.yu/Article.aspx?ID=0352-51390212887G&AspxAutoDetectCookieSupport=1>

Annex 2: Tutorial for simple metadata editor for documents



TUTORIAL

Simplified Metadata Editor for Documents

Simplified Metadata Editor for Documents

Enter only those documents whose rights clearance is supposable.
Only those documents whose legal situation concerning usage/copy rights is clear can be digitised, made online available in DMG-Lib and can be taken into account as Europeana item.

[Examples](#)

Search for a title

Title:	<input type="text"/>	<input type="button" value="+"/>
Authors:	<input type="text"/>	
Part of:	<input type="text"/>	<input type="checkbox"/> pin
Year:	<input type="text"/>	<input type="checkbox"/> pin
Type of publication:	<input type="text"/>	<input type="checkbox"/> pin
Publisher:	<input type="text"/>	<input type="checkbox"/> pin
Location:	<input type="text"/>	<input type="checkbox"/> pin
Comment:	<input type="text"/>	<input type="checkbox"/> pin
External metadata:	<input type="text"/>	

Table of contents

1	What is new in Version 1.5?.....	3
2	Overview.....	4
3	Please note.....	5
4	Which documents should be recorded?	6
5	Description of fields for entering metadata	7
5.1	<i>Fields for entering a new document</i>	7
5.2	<i>Fields for entering a new author</i>	11
6	Workflow.....	12
6.1	<i>Check if the document's metadata that you want to enter is not already stored in the database</i>	12
6.2	<i>Title of a new document and language code</i>	14
6.3	<i>Author(s)</i>	15
6.3.1	<i>Select an author</i>	15
6.3.2	<i>Add a new author</i>	16
6.4	<i>Part of</i>	17
6.5	<i>Year</i>	18
6.6	<i>Type of publication</i>	18
6.7	<i>Publisher</i>	19
6.8	<i>Location of the publisher</i>	20
6.9	<i>Comment</i>	21
6.10	<i>External metadata</i>	22

1 What is new in Version 1.5?

The use of the External metadata is explained with more details for the generation of the list of documents which are part of the letter of agreement.

2 Overview

Simplified Metadata Editor for Documents

Enter only those documents whose rights clearance is supposable.
Only those documents whose legal situation concerning usage/copy rights is clear can be digitised, made online available in DMG-Lib and can be taken into account as Europeana item.

[Examples](#)

Search for a title

Simplified Metadata Editor for Documents

Enter only those documents whose rights clearance is supposable.
Only those documents whose legal situation concerning usage/copy rights is clear can be digitised, made online available in DMG-Lib and can be taken into account as Europeana item.

[Examples](#)

Search for a title

Title:	<input type="text"/>	<input type="button" value="+"/>
Authors:	<input type="text"/>	
Part of:	<input type="text"/>	<input type="checkbox"/> pin
Year:	<input type="text"/>	<input type="checkbox"/> pin
Type of publication	<input type="text"/>	<input type="button" value="v"/>
Publisher:	<input type="text"/>	<input type="checkbox"/> pin
Location:	<input type="text"/>	<input type="checkbox"/> pin
Comment:	<input type="text"/>	<input type="checkbox"/> pin
External metadata:	<input type="text"/>	

With the simplified editor you can

- search for titles and/or,
- enter a first set of metadata for documents and authors/persons into the production database ProDB. This is necessary to prepare the generation of the letter of agreement.

3 Please note

- *First of all, search for a title before adding a new dataset! This is important to avoid duplicates.*
- *Copy & paste helps to save time!*
- *Respect the already entered metadata!*
- *Never change the identity of a metadata set i.e. a metadata set and the identifying DMG-ID must never be changed in such a way that it describes another document.*
- *Each existing metadata set has a unique and permanent DMG-ID. This DMG-ID is used in many ways, e.g. bookmarks, as reference links between documents within DMG-Lib or by other libraries to reference DMG-Lib documents. If somebody has bookmarked a certain DMG-Lib item, he will be confused if this later leads to a different document. **Therefore existing titles should never be modified without very good reason.** Only slight corrections can be done e.g. if you have access to the original or the scanned document version.*

4 Which documents should be recorded?

Enter only those documents whose rights clearance is supposable.

Only those documents whose legal situation concerning usage/copy rights is clear can

- be digitised,
- made online available in DMG-Lib, and
- can be taken into account as Europeana item.

Examples

- Documents which should be recorded (i.e. entering metadata in ProDB) and digitised:
 - The author is dead since at least 70 years ⇒ the document in the public domain
 - The author is of known identity and/or can be asked easily because of private or professional contacts
 - The document is published by a publisher with whom the clarification of usage/copy rights was successful. Or the publisher is a university publishing house, the clarification of rights can be easy.

- Documents whose metadata can be recorded but which cannot be taken into account as Europeana items:
 - The document is important and interesting for DMG-Lib users and already the metadata without access to the digitised full-text enriches the DMG-Lib collection. The digitisation is not possible because of difficult rights clearance. The DMG-Lib users must try to find another access option (purchase or loan). Those documents without digitised full-text cannot be taken into account as Europeana items!

- Documents whose recording and digitising is not meaningful in thinkMOTION project:
 - The document is published by a considerable publisher (e.g. Springer) ⇒ rights clearance is unlikely and complicated

5 Description of fields for entering metadata

5.1 Fields for entering a new document

Simplified Metadata Editor for Documents

Enter only those documents whose rights clearance is supposable.
Only those documents whose legal situation concerning usage/copy rights is clear can be digitised, made online available in DMG-Lib and can be taken into account as Europeana item.

[Examples](#)

Search for a title

Title:

Authors:

Part of: pin

Year: pin

Type of publication:

Publisher: pin





Location: pin

Comment: pin






External metadata:

This is the simple editor to generate a new document metadata set.

Metadata field	Description	Necessity																																
Title	The main title of the document. <i>The title is very important to <u>avoid duplicates</u>.</i> Instructions on page: 12, 14	mandatory (must be filled)																																
Parallel title	The first title is the main title. Further titles are parallel titles, i.e. translations to other languages <i>It is not necessary to translate the title. You should only use those parallel titles which can be found in the document or e.g. in the library database for copy & paste.</i> Instructions on page: 14	must be filled if known																																
Language code of the title/ parallel title	The language code of the title/parallel title. <i>The language of the title or parallel title is not necessarily the language of the document text.</i> The language code will be used to support translation actions in the future because only the titles will be translated and not full the full text of the documents. The code must be entered according to ISO 639-1 language codes which can be found in the online help for proDB handling. <table border="1"> <tbody> <tr> <td>de</td> <td>German</td> <td>cs</td> <td>Czech</td> </tr> <tr> <td>en</td> <td>English</td> <td>hu</td> <td>Hungarian</td> </tr> <tr> <td>el</td> <td>Greek</td> <td>ro</td> <td>Romanian</td> </tr> <tr> <td>la</td> <td>Latin</td> <td>es</td> <td>Spanish</td> </tr> <tr> <td>ru</td> <td>Russian</td> <td>pt</td> <td>Portuguese</td> </tr> <tr> <td>fr</td> <td>French</td> <td>sh</td> <td>Serbo-Croatian</td> </tr> <tr> <td>it</td> <td>Italian</td> <td>zh</td> <td>Chinese</td> </tr> <tr> <td>nl</td> <td>Dutch</td> <td></td> <td></td> </tr> </tbody> </table>	de	German	cs	Czech	en	English	hu	Hungarian	el	Greek	ro	Romanian	la	Latin	es	Spanish	ru	Russian	pt	Portuguese	fr	French	sh	Serbo-Croatian	it	Italian	zh	Chinese	nl	Dutch			mandatory (must be filled)
de	German	cs	Czech																															
en	English	hu	Hungarian																															
el	Greek	ro	Romanian																															
la	Latin	es	Spanish																															
ru	Russian	pt	Portuguese																															
fr	French	sh	Serbo-Croatian																															
it	Italian	zh	Chinese																															
nl	Dutch																																	
	Instructions on page: 14																																	

Authors	<p>The name of the author(s) of the document.</p> <p>You can select an author from the proposal list or enter a new author.</p> <p>The author is important for the clarification of <u>copy rights</u> and the preparation of the <u>letter of agreement</u> as well as for the representation of the author's work in the DMG-Lib.</p> <p> <i>While entering the name, the <u>auto completion</u>¹ offers suggestions. The selection of a listed author may save time because you don't have to type the full name. Furthermore it usually avoids entering the same author twice. But of course it cannot be guaranteed; that's the price we pay for a fast entering metadata (a compromise to quality).</i></p> <p>Instructions on page: 15</p>	must be filled if known
Part of	<p>The title of the parent document. For example a proceeding is the parent document of an article.</p> <p> <i>While entering the title of the parent document, the <u>auto completion</u>¹ offers suggestions. The selection of a listed title may save time because you don't have to type the full name.</i></p> <p> <i><u>Metadata of the parent document must be entered first, otherwise the parent document can not be found in the list and the link can not be set.</u></i></p> <p> <i>According to our experience <u>titles can differ slightly</u>. That's why you should check the auto completion list carefully. Maybe some list entries have a different word order or words are omitted (e.g. 'Proceedings of Gears and Cams Conference' vs. 'Conference Proceeding of Gears and Cams 1999').</i></p> <p>Instructions on page: 17</p>	<p>optional</p> <p>strongly recommended if all parts of parent document are entered e.g. all articles of a conference proceeding</p>
Year	<p>The year or date of publication, e.g. 2010 or May 1999, etc.</p> <p>Instructions on page: 18</p>	must be filled if known
Type of publication	<p>Select the type of publication</p> <ul style="list-style-type: none"> • article • book • contribution • dipl. thesis • habilitation • periodical • m.thesis • multipart item • serial bibliography • off print 	optional

¹ Auto completion involves the program predicting a word or phrase that the user wants to type in without the user actually typing it in completely.

	<ul style="list-style-type: none"> • part of multipart item • patent • Ph.D • proceedings • report • other • software • standard 	
Publisher	<p>The publisher (publishing house).</p> <p>You can select a publisher from the proposal list or enter a new publisher.</p> <p> While entering the publisher, the <u>auto completion</u>¹ offers suggestions. The selection of a listed publisher may save time because you don't have to type the full name. Furthermore, this prevents typing errors.</p> <p>Instructions on page: 19</p>	optional
Location	<p>The location of a publisher (place of publication).</p> <p>You can select a location from the proposal list or enter a new location.</p> <p> While entering the publisher location, the <u>auto completion</u>¹ offers suggestions. The selection of a listed publisher location may save time because you don't have to type the full name. Furthermore, this prevents typing errors.</p> <p>Instructions on page: 20</p>	optional
Comment	<p>If you have internal comments for yourself or other DMG-Lib colleagues, you can enter your notes in the field <i>Comment</i>. For example, you are not sure if the title is correct (e.g. "It could be a duplicate of DMG-ID 1234009")</p> <p> Please write the comment in <u>English</u>.</p> <p>Instructions on page: 21</p>	optional
External metadata	<p>External metadata are the original metadata which can be found for example in reference lists of papers, on websites of library databases, etc.</p> <p>The external metadata will be used to generate the list for the contract to obtain copy rights (<u>letter of agreement</u>) because it is usually more detailed than the metadata you can enter in the other fields of the form. External metadata usually includes additional information like page numbers, volume numbers, conference details, etc.</p> <p> Please always use copy & paste to fill in this field.</p> <p> You can enter the external metadata here first to use it for copy and paste to the other fields above.</p>	must be filled if available

	Instructions on page: 22	
--	--	--

5.2 Fields for entering a new author

This is the simple editor to quickly generate a new author.

Simplified Metadata Editor for Documents

Search for a title

Title:
The first title is the main title. Further titles are parallel titles (translations to other languages).

Authors: pin

Part of: pin

Year: pin



Publisher: pin

Location: pin

Comment: pin

External metadata:

<ESC> = Close

Metadata field	Description	Necessity
Name	The surname of the author.	mandatory
First names	The first name(s) [and middle names or initials as appropriate] of the author as written in the document. Examples: 'John Frederic' or 'John F.' or 'J. F.'	must be filled if known
Born (date)	The date of birth.  Please use the following format: DD.MM.YYYY Example: 27.12.2001	must be filled if known
Died (date)	The date of death.  Please use the following format: DD.MM.YYYY Example: 27.12.2001	must be filled if known
Location	The location of birth/death.	must be filled if known

Instructions on page: [16](#)



Tips for entering the metadata:

- If you enter the name in the order 'Surname, First name(s)' during auto completion then the corresponding fields are filled in automatically.
- If you have used the simple editor for entering a new author, the author automatically receives a DMG-ID. The DMG-ID is shown beside the *Authors* field. You can use the DMG-ID link to see the entered metadata and to enter additional metadata of the person.

6 Workflow

6.1 Check if the document's metadata that you want to enter is not already stored in the database

 **First of all, search for a title before adding a new dataset! This is important to avoid duplicates**

Simplified Metadata Editor for Documents

Search for a title

Handled docs

Show the last processed documents.

ID	Short Title	Authors	Year	Edit here	Edit on expert pages
----	-------------	---------	------	-----------	----------------------

1.1 Enter the title to see if the document is already stored in the database.

Simplified Metadata Editor for Documents

Search for a title Clear the title field Add new dataset

test

(1980) Test-mechanism science
 (2004) Vehicle dynamics observer for a scaled test vehicle
 (1996) Basic investigations for the preparation of RRT 3 - Fog chamber test
 (2010) High precision test device for calibration of miniaturized three-dimensional magnetic sensors
 (2002) Test facility for lateral control of a scaled vehicle in an automated highway system
 (2005) Investigations on a Magnetically Guided High-Precision Multi-Coordinate Drive Operated in a Hardware-in-the-Loop Test Rig
 (2005) Reiterated tension testing of silicone elastomer
 (2003) Uniaxial and equi-biaxial tension tests of silicone elastomer
 (2008) Evaluation of tire contact properties using nondestructive testing : part 2: experimental determination and fuzzy model of the contact
 (2005) Modellgestützte Methodik zur Erprobung von mechatronischen Antriebsstrangkomponenten
 (1995) Synthesis, analysis, design and testing of the masoni continuously variable transmission

DMG-Lib ID 7379009

Authors Werff, Klaas/van der; Kalker-Kalkman, Cornelia; Kempes, W.J.J.M.

Publisher Ed. Unicopli

Location Milano

Year 1995

(1995) Kinematics of the test dimensions for rear bar power images
 (1907) Kinematics of Maschines

[Generate a new document](#)

(<UP>/<DOWN> = Select entries | <ENTER> = Accept)
 <ESC> = Close

1.2 While typing in the title, the database automatically suggests (similar) titles which are already stored in the database (auto completion). If you place the mouse cursor over the titles you can see more metadata in an overlaid yellow tool tip. You have three possibilities:

1.2.a Select the title you are looking for.

To review the metadata in more detail (*) use the editSimple or editExpert(**) links.

Hints						
Simplified Metadata Editor for Documents						
Doc. input						
Search for a title <input type="text"/> Clear the title field <input type="button"/> Add new dataset <input type="button"/>						
List gener.						
List recon.						
List manag.						
List final.						
Free works						
Statistics						
Show the last 10 processed documents.						
All files						
All lists						
ID	Short Title	Authors	Year	Edit here	Edit on expert pages	
10009	Theorie der Getriebe und der mechanischen Messinstrumente	Grashof	1883	editSimple	editExpert	21.10.2010 14:38:46
25009	Atlas, Theil 1. Eine Sammlung von Mechanismen	Reuleaux	1880	editSimple	editExpert	21.10.2010 14:38:01
8009	Theoretische Mechanik starrer Systeme	Gravelius	1889	editSimple	editExpert	21.10.2010 14:37:24

1.2.b If the title is not in the list, click on "Generate a new document" or "Add new dataset" to enter the metadata (see [6.2](#))

1.2.c Escape

P According to our experience titles can differ slightly. That's why you should check the auto completion list carefully. Maybe some list entries have a different word order or words are omitted (e.g. 'Proceedings of Gears and Cams Conference' vs. 'Conference Proceedings of Gears and Cams 1999').

(*) Each existing metadata set has a unique and permanent DMG-ID. This DMG-ID is used in many ways e.g. bookmarks, as reference links between documents within DMG-Lib or by other libraries to reference DMG-Lib documents. If somebody has bookmarked a certain DMG-Lib item he will be confused if this later leads to a different document. Therefore existing titles should never be modified indiscriminately. Only slight corrections should be made e.g. if you have access to the original or the scanned document version.

(**) editExpert is available only for those persons who have taken part in thinkMOTION training activities


6.2 Title of a new document and language code

The title is taken over automatically in the field *Title*. The *Title* field and the language code are mandatory (must be filled).

The screenshot shows the 'Simplified Metadata Editor for Documents' interface. At the top, there is a search bar with 'Search for a title' and buttons for 'Clear the title field' and 'Add new dataset'. Below this is a large text input field. The main form has several rows for metadata: 'Title', 'Authors', 'Part of', 'Year', 'Publisher', 'Location', 'Comment', and 'External metadata'. The 'Title' row contains the text 'Test-mechanism science' and the language code 'en'. To the right of the 'en' code is a '+' button. Below the 'Title' row are five rows for 'Part of', 'Year', 'Publisher', 'Location', and 'Comment', each with a 'pin' checkbox on the right. The 'External metadata' row is a large text area. At the bottom left are 'Send changes' and 'Cancel changes' buttons.

2.1 Enter the language code of the title. See the “Help for proDB handling” for a list of language codes. The language code field is mandatory (must be filled).

2.2 If the document has a **parallel title** in another language, press the + Button to add another field (see 2.3 – 2.4).


 *It is not necessary to translate the title. You should only use those parallel titles which can be found in the document or e.g. in the library database to copy & paste.*

Enter the parallel title

This screenshot shows the same 'Simplified Metadata Editor for Documents' interface as the previous one, but with an additional row added to the 'Title' field. The first row contains 'Test-mechanism science' and 'en'. Below it, a second row contains 'Test-Wissenschaft der Mechanismen' and 'de'. A '-' button is next to the 'de' code, and a '+' button is to the right of the second row. A tooltip text is visible above the second row: 'The first title is the main title. Further titles are parallel titles (translations to other languages)'. The rest of the form and buttons are the same as in the previous screenshot.

2.3 Enter the parallel title.

2.4 Enter the language code for the parallel title as in 2.1.

 *It is not necessary to translate the title. You should only use those parallel titles which can be found in the document or e.g. in the library database for copy & paste.*

6.3 Author(s)

6.3.1 Select an author

Simplified Metadata Editor for Documents

Search for a title

Title:
The first title is the main title. Further titles are parallel titles (translations to other languages).
 pin

Authors: pin

Part of: pin

Year: pin

Publisher: pin

Location: pin

Comment: pin

External metadata: pin

Tool Tip:
<UP><DOWN> = Select entries | <ENTER> = Accept
<ESC> = Close

- 3.1 Enter the name of the author in the field *Authors*. The database automatically suggests (similar) names which are already stored in database. If you place the mouse pointer over the names you can see more metadata in a yellow overlaid tool tip. You have three possibilities:
- 3.1.a Select the name you are looking for.
 - 3.1.b If the name is not in the list, click on "Add new author" to enter the metadata (see [6.3.2](#))
 - 3.1.c Escape

6.3.2 Add a new author

Simplified Metadata Editor for Documents

Search for a title

Title:
The first title is the main title. Further titles are parallel titles (translations to other languages).

Authors: pin

Part of:

Year:

Publisher:

Location:

Comment:

External metadata:

<ESC> = Close

3.2 Enter the name of the author in the fields *Name*, *first name*.

3.3 Enter the date of birth in the field *Born (date)*.

Please use the following format: DD.MM.YYYY

Example: 27.12.2010

3.4 Enter the location of birth in the field *Location*.

3.5 Enter the date of death in the field *Died (date)*.

Please use the following format: DD.MM.YYYY

Example: 27.12.2010

3.6 Enter the location of death in the field *Location*.

3.7 Press *O.K. button* to send the metadata to proDB

If the metadata of the new author is entered, the proDB automatically generates a new ID number.

Simplified Metadata Editor for Documents

Search for a title

Title:
The first title is the main title. Further titles are parallel titles (translations to other languages).

Authors: pin
 pin

Part of:

Year:

Publisher:

Location:


Comment:

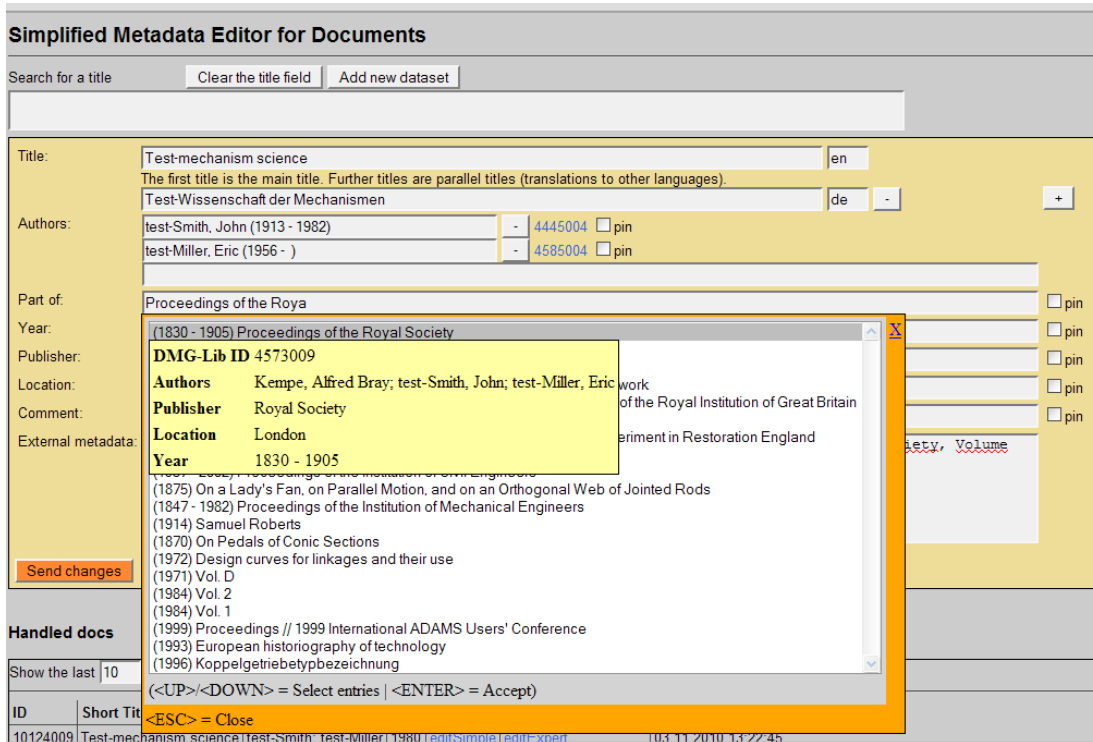
External metadata:

3.8.a If you want to clear the field *Author* press the *- Button*

3.8.b If you are going to enter more documents by this author in the next step, you can *pin this author* by checking the checkbox *pin*. This is a helpful action to save time because the field *Author* will be pre-filled in the following document with the pinned name.

6.4 Part of

 *Precondition: metadata of a parent document must exist so that it can be selected here. If necessary you have to enter the full metadata set of the parent document first.*



Simplified Metadata Editor for Documents

Search for a title

Title:
 The first title is the main title. Further titles are parallel titles (translations to other languages).

Authors: - pin
 - pin

Part of: pin

Year: pin

Publisher: pin

Location: pin

Comment: pin

External metadata: pin

Handled docs

Show the last

ID Short Title


(1830 - 1905) Proceedings of the Royal Society
DMG-Lib ID 4573009
Authors Kempe, Alfred Bray; test-Smith, John; test-Miller, Eric
Publisher Royal Society
Location London
Year 1830 - 1905
 (1875) On a Lady's Fan, on Parallel Motion, and on an Orthogonal Web of Jointed Rods
 (1847 - 1982) Proceedings of the Institution of Mechanical Engineers
 (1914) Samuel Roberts
 (1870) On Pedals of Conic Sections
 (1972) Design curves for linkages and their use
 (1971) Vol. D
 (1984) Vol. 2
 (1984) Vol. 1
 (1999) Proceedings // 1999 International ADAMS Users' Conference
 (1993) European historiography of technology
 (1996) Koppelgetriebetypbezeichnung
 (<UP>/<DOWN> = Select entries | <ENTER> = Accept)
 <ESC> = Close


4.1 Enter the title of the parent document in the field *Part of*. The database automatically suggests (similar) titles which are already stored in the database. If you place the mouse pointer over the titles you can see more metadata in a yellow overlaid tool tip. You have three possibilities:

4.1.a Select the title you are looking for.

4.1.b If the title is not in the list, press Escape or the blue cross (X) to close the window. This means you will have to generate a new document to enter the metadata of the parent document.

4.2 If you selected or entered the title of the parent document you can pin the field (similar to 3.8.b).

 *Entering the parent document is strongly recommended if all parts of the parent document are to be entered e.g. all articles of a conference proceeding*

 *According to our experience titles can differ slightly. That's why you should check the auto completion list carefully. Maybe some list entries have a different word order or words are omitted (e.g. 'Proceedings of Gears and Cams Conference (1999)' vs. 'Conference Proceeding of Gears and Cams 1999').*

6.5 Year

Simplified Metadata Editor for Documents

Search for a title

Title:
The first title is the main title. Further titles are parallel titles (translations to other languages).
 pin

Authors: pin
 pin

Part of: pin

Year: pin

Publisher: pin

Location: pin

Comment: pin

External metadata:

5.1 Enter the year of publication in the field *Year*.

5.2 If you entered the year of publication you can pin the field (similar to 3.8.b).

6.6 Type of publication

Simplified Metadata Editor for Documents

Enter only those documents whose rights clearance is supposable.
Only those documents whose legal situation concerning usage/copy rights is clear can be digitised, made online available in DMG-Lib and can be taken into account as Europeana item.

[Examples](#)

Search for a title

Title:
The first title is the main title. Further titles are parallel titles (translations to other languages).
 pin

Authors: pin
 pin

Part of: pin

Year: pin

Type of publication: pin

Publisher: pin

Location: pin

Comment: pin

External metadata:

6.1 Select the publication type.

6.7 Publisher

Simplified Metadata Editor for Documents

Search for a title

Title:
The first title is the main title. Further titles are parallel titles (translations to other languages).

Authors: pin
 pin

Part of: pin

Year: pin

Publisher: pin

Location: pin

Comment:

External metadata:

6.1 Enter the name of the publisher in the field *Publisher*. The database automatically suggests (similar) publishers which are already stored in the database. You have three possibilities:

6.1.a Select the publisher you are looking for and press ENTER.

6.1.b If the publisher is not listed, keep on typing in the full name of the publisher and then press Escape <ESC> to leave auto completion mode. The new name is now in the field.

6.1.c If you change your mind and you don't want to enter a publisher then delete the typed letters and press Escape <ESC>

6.2 If you selected or entered the name of the publisher you can pin the field (similar to 3.8.b)

6.8 Location of the publisher

Simplified Metadata Editor for Documents

Search for a title

Title:
The first title is the main title. Further titles are parallel titles (translations to other languages).

Authors: - pin
 - pin

Part of: pin

Year: pin

Publisher: pin

Location: pin

Comment:

External metadata:
Finsbury (London)
London, Glasgow
Cambridge, London
New York, San Francisco, Toronto, London
New York, San Francisco, Toronto, London
New York, London
Lyon
Los Angeles

<<UP><DOWN> = Select entries | <ENTER> = Accept
<ESC> = Close

Handled docs

7.1 Enter the location of the publisher in the field *Location*. The database suggests automatically (similar) locations which are already stored in database. You have three possibilities:

7.1.a Select the location you are looking for.

7.1.b If the location is not listed, keep on typing in the full name of location and press Escape <ESC>

7.1.c If you changed your mind and you don't want to enter a location then delete the typed letters and press Escape <ESC>

7.2 If you selected or entered the location of the publisher you can pin the field (similar to 3.8.b)

6.9 Comment

Simplified Metadata Editor for Documents

Search for a title

Title:
The first title is the main title. Further titles are parallel titles (translations to other languages).

Authors: pin
 pin

Part of: pin

Year: pin

Publisher: pin

Location: pin


Comment: pin

External metadata:

8.1 Enter a comment in the field *Comment*.

8.2 If you entered the comment you can pin the field (similar to 3.8.b)

If you have internal comments for yourself or other DMG-Lib colleagues, you can enter your notes in the field *Comment*. For example you are not sure if the title is correct (e.g. "It could be a duplicate of DMG-ID 1234009")

 Please write the comment in English.

6.10 External metadata

Simplified Metadata Editor for Documents

Search for a title Clear the title field Add new dataset

Title:
The first title is the main title. Further titles are parallel titles (translations to other languages).

Authors: pin
 pin

Part of: pin

Year: pin

Publisher: pin

Location: pin

Comment: pin

External metadata:

9.1 Enter external metadata in the field *External metadata*.


This is the original text of the metadata. External metadata usually include additional information like page numbers, volume numbers, conference details, etc.


External metadata and the list of documents for letter of agreement


The external metadata will be used to generate the list of documents for the letter of agreement to get the copy rights because it is usually more detailed than the metadata you can enter in the other fields of this form.

If the field External metadata is not filled the list of documents of the letter of agreement will be generated by the data in the fields of this form.

 Please always use copy & paste to fill in this field.

 Never write any comments in the External metadata because they are used to generate the list of documents (letter of agreement)

 Check if the author of your dataset (field Authors) is also in the External metadata.

 You can enter the external metadata here first to use it for copy and paste to the other fields above.

Annex 3: Tutorial for Simple metadata editor for persons



TUTORIAL

Simplified Metadata Editor for Persons

Simplified Metadata Editor for Persons

Person search:

Dmg-ID: 0

Name:	<input type="text"/>															
First Name(s):	<input type="text"/>															
Short Description:	<input type="text"/>															
Long Description:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div> <div style="text-align: right; margin-top: 5px;"><input type="button" value="Preview"/></div> </div> <ul style="list-style-type: none"> Itemizations: [u][i]text1 [i]text2 [i]text3 etc. [/u] forced line break: [br]. Hint: "usual" line breaks will be took over automatically links: [a][uri]text[/a] example uri:http://www.dmg-lib.org/dmglib/handler?mcdsc=1821025 subscript: [sub]text which shall be subscripted[/sub] 															
Vita Infos:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">What</th> <th style="width: 10%;">When</th> <th style="width: 15%;">Where (geographic)</th> <th style="width: 15%;">Where (institution)</th> <th style="width: 40%;">Description</th> </tr> </thead> <tbody> <tr> <td>born</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="5" style="text-align: right;"><input type="button" value="Add"/></td> </tr> </tbody> </table>	What	When	Where (geographic)	Where (institution)	Description	born	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>				
What	When	Where (geographic)	Where (institution)	Description												
born	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>												
<input type="button" value="Add"/>																
Primary Literature: <input style="font-size: small; color: blue; border: none; background: none;" type="button" value="?"/>	<input type="text"/> <input type="button" value="New Document"/>															
Secondary Literature: <input style="font-size: small; color: blue; border: none; background: none;" type="button" value="?"/>	<input type="text"/> <input type="button" value="New Document"/>															
Images:	<input type="text"/> <input type="button" value="Upload Image >"/>															
Annotation:	<input style="width: 100%; height: 30px;" type="text"/>															

Version 1.1

Ilmenau, 2011-02-25

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Table of contents

1	What is new in Version 1.1?.....	3
2	Use Mozilla Firefox und JavaScript for proDB	3
3	Overview.....	4
4	Please note.....	5
5	Description of fields for entering metadata	6
5.1	<i>Fields for entering a new person into proDB.....</i>	<i>6</i>
5.2	<i>Translation feature for selected metadata fields.....</i>	<i>9</i>
6	Workflow.....	10
6.1	<i>Check if the person's metadata that you want to enter is not already stored in the database</i>	<i>10</i>
6.2	<i>Name</i>	<i>11</i>
6.3	<i>First name</i>	<i>11</i>
6.4	<i>Short description.....</i>	<i>11</i>
6.5	<i>Long description.....</i>	<i>12</i>
6.6	<i>Vita infos</i>	<i>13</i>
6.7	<i>Primary and secondary literature</i>	<i>14</i>
6.8	<i>Image.....</i>	<i>15</i>
6.9	<i>Annotation.....</i>	<i>16</i>

1 What is new in Version 1.1?

There is a new feature for translation of Sort Description, Long Description and the Description field of Vita Info (see [5.2](#)).

2 Use Mozilla Firefox und JavaScript for proDB

The proDB is a webbased database. For optimal performance you should use the Mozilla Firefox Browser and activate JavaScript.

3 Overview

Simplified Metadata Editor for Persons

Person search:

Dmg-ID: 0

Name:	<input type="text"/>												
First Name(s):	<input type="text"/>												
Short Description:	<input type="text"/>												
Long Description:	<div style="border: 1px solid gray; padding: 5px;"><input type="text"/> <input type="button" value="Preview"/></div> <ul style="list-style-type: none">• Itemizations: [u][i]text1 [i]text2 [i]text3 etc. [u]• forced line break: [br]. Hint: "usual" line breaks will be took over automatically• links: [a][ur]text[/a] example uri:http://www.dmg-lib.org /dmglib /handler?mcpsc=1821025• subscript: [sub]text which shall be subscripted[/sub]												
Vita Infos:	<table border="1"><thead><tr><th>What</th><th>When</th><th>Where (geographic)</th><th>Where (institution)</th><th>Description</th><th></th></tr></thead><tbody><tr><td>born</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="button" value="Add"/></td></tr></tbody></table>	What	When	Where (geographic)	Where (institution)	Description		born	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
What	When	Where (geographic)	Where (institution)	Description									
born	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>								
Primary Literature: <input <="" td="" type="button" value="?"/> <td colspan="5"><input type="text"/> <input type="button" value="New Document"/></td>	<input type="text"/> <input type="button" value="New Document"/>												
Secondary Literature: <input <="" td="" type="button" value="?"/> <td colspan="5"><input type="text"/> <input type="button" value="New Document"/></td>	<input type="text"/> <input type="button" value="New Document"/>												
Images:	<input type="text"/> <input type="button" value="Upload Image >"/>												
Annotation:	<input type="text"/>												

With the **Simplified Metadata Editor for Persons** you can

- search for persons and/or,
- enter new metadata sets for persons into the production database proDB (biographies). This is necessary to prepare the generation of the letter of agreement.

4 Please note

- *First of all, search for a person before adding a new dataset! This is important to avoid duplicates.*
- *Copy & paste helps to save time!*
- *Respect the already entered metadata!*
- *Never change the identity of a metadata set i.e. a metadata set and the identifying DMG-ID must never be changed in such a way that it describes another document.*
- *Each existing metadata set has a unique and permanent DMG-ID. This DMG-ID is used in many ways, e.g. bookmarks, as reference links between documents within DMG-Lib or by other libraries to reference DMG-Lib documents. If somebody has bookmarked a certain DMG-Lib item, he/she will be confused if this later leads to a different document. **Therefore existing metadata sets of persons should never be modified without very good reason.** Only slight corrections can be done e.g. if you have access to the original or the scanned document version.*

5 Description of fields for entering metadata

5.1 Fields for entering a new person into proDB

This is the simple editor to generate a new metadata set for persons.

Simplified Metadata Editor for Persons

Person search:

Dmg-ID: 0

Name:

First Name(s):

Short Description:

Long Description:

- Itemizations:
[u][i]text1 [i]text2
[i]text3 etc. [/u]
- forced line break:
[br]. Hint: "usual" line breaks will be took over automatically
- links:
[a][ur]text[/a]
example
uri: http://www.dmg-lib.org/dmglib/handler?mcid=1821025
- subscript:
[sub]text which shall be subscripted[/sub]

Vita Infos:

What	When	Where (geographic)	Where (institution)	Description
born	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Add"/>

Primary Literature:

Secondary Literature:

Images:

Annotation:

Metadata field	Description	Necessity
Person search	<p>The search field for searching already entered persons. If the person is in the database you can edit the metadata. If the person is <u>not</u> in the database you can <i>Create new person</i></p> <p>🔗 <i>First of all, search for a person before adding a new dataset to avoid duplicates.</i></p> <p>🔗 <i>While entering the name of a person, the <u>auto completion</u> offers suggestions.</i></p> <p>Instructions on page: 10</p>	mandatory (must be filled)
Name	<p>The surname of the person.</p> <p>🔗 <i>It should be the very last word of the name. If it is a legal body/juristic person, all words should be entered here.</i></p> <p>Instructions on page: 11</p>	mandatory (must be filled)
First Name(s)	<p>The first name(s) [and middle names or initials as appropriate] of the person (as written in the document)</p> <p>Examples: 'John Frederic' or 'John F.' or 'J. F.'</p> <p>Instructions on page: 11</p>	mandatory (must be filled)

Short Description	<p>Short description for the person. A short statement about the person's role in the mechanism and gear science, about his/her work and inventions, or the job title.</p> <p>↔ <i>This field can be translated to different languages.</i></p> <p>🔒 <i>Do not enter more than 250 characters.</i></p> <p>Examples for Franz Reuleaux: German Engineer and scientist, said to be the originator of the scientific kinetics</p> <p>Example for Robert Willis: English mathematician and architect; provides important work to establish the kinetics as science Instructions on page: 11</p>	mandatory (must be filled)
Long Description	<p>Long description for the person. A long description about the</p> <ul style="list-style-type: none"> • person's role in the mechanism and gear science, • about his/her work and inventions, • about his/her area of expertise • about his/her attainments <p>↔ <i>This field can be translated to different languages.</i></p> <p>Instructions on page: 12</p>	must be filled if known
Vita Infos	<p>Description of the person's vita.</p> <p>What includes the following events or options</p> <ul style="list-style-type: none"> • <i>born</i> • <i>died</i> • <i>other</i> • <i>Membership:</i> • <i>membership (no time)</i> • <i>main creative time</i> • <i>location</i> • <i>?</i> <p>When: The date of the event or option selected in the field <i>What</i>. It also can be a range where the limiting dates are separated by a "-"</p> <p>Pattern: YYYY or DD.MM.YYYY. E.g. 2005; 20.10.1998; 2000-2010; 2.2.1342 - 1345; 123 BC</p> <p>Where (geographic): The location/place where this event or option occurred. This should not be the name of a building or equal.</p> <p>Where (institution): The institution where this event or option occurred. This should be a building or facility.</p> <p>Description: A short description what happened at this event.</p> <p>↔ <i>This field can be translated to different languages.</i></p> <p>Instructions on page: 13</p>	must be filled if known

<p>Primary Literature</p>	<p>Primary Literature embraces documents written by this person, i.e. the person is a kind of author/creator</p> <p>If the document is already in the database you can select the title from the list. If the document is not already in the database you can create a new document (🔗 see tutorial for “Simplified Metadata Editor for Documents” for a description of the fields)</p> <p>🔗 <i>First of all, search for a title of a document before adding a new dataset to <u>avoid duplicates</u>.</i> 🔗 <i>While entering the title of the document, the <u>auto completion</u> offers suggestions.</i> Instructions on page: 14</p>	<p>optional</p>
<p>Secondary Literature</p>	<p>Secondary Literature embraces documents with information about this person, e.g. biography sources.</p> <p>If the document is already in the database you can select the title from the list. If the document is not already in the database you can create a new document.</p> <p>🔗 <i>First of all, search for a title of a document before adding a new dataset to <u>avoid duplicates</u>.</i> 🔗 <i>While entering the title of the document, the <u>auto completion</u> offers suggestions.</i> Instructions on page: 14</p>	<p>optional</p>
<p>Images</p>	<p>Upload an image showing the person.</p> <p><i>What defines the kind of image</i></p> <ul style="list-style-type: none"> • <i>Person</i>: image of a person or a group of persons • <i>Picture</i> of a model: photograph of a physical model • <i>Product</i>: product, machine, case of application • <i>Document</i>: e.g. cover of a book • <i>AIS</i>: Overview image of a AIS • <i>Location</i>: Location, e.g. building, landscape • <i>Rest</i>: rest • <i>Drawing</i>: drawing of a model • <i>CAD model</i> • <i>solution principle</i>: representation of a mechanism as a technical principle <p><i>File</i> is the field for uploading the picture file from your computer. The uploaded files are not automatically online. They must be selected separately in the form for person data (see the tab <i>Pers? or Pers!</i>)</p> <p><i>Description</i>: Enter a short name/description of the image (this is mandatory, i.e. it must be filled. If it is not filled the field turns red.)</p> <div data-bbox="438 1809 805 1870" style="border: 1px solid gray; padding: 2px;"> Description <input style="width: 150px;" type="text"/> <input type="button" value="SEND"/> </div> <p>🔗 <i>To search for an image, enter the title. The auto completion list will show available images.</i> Instructions on page: 15</p>	
<p>Annotation</p>	<p>Annotation about the source where the entered metadata come from.</p>	

5.2 Translation feature for selected metadata fields

The fields Short Description, Long Description and Description of Vita Infos can be translated to different languages.

Short Description:	
Long Description:	<div style="border: 1px solid gray; padding: 5px;"> <p>Short Description: kqx.gen.unknownbedeut_k</p> <p>add a language to edit ▾</p> <p>en</p> <p><input type="button" value="apply"/></p> <p><ESC> = Close</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Itemizations:</p> <p>[ul][li]text1 [li]text2 [li]text3 etc. [ul]</p> <p>forced line break: [br], Hint: "usual" line breaks will be took over automatically</p> <p>links: [a][url]text[/a] example url: http://www.dmg-lib.org/dmglib/handler?mcidsc=1821025</p> <ul style="list-style-type: none"> • subscript: [sub]text which shall be subscripted[/sub] </div>

Select the language with “add a language to edit”. You can edit the metadata to the following languages:

de	German
en	English
fr	French
it	Italian
pt	Portuguese
ru	Russian
es	Spanish
sh	Serbo-Croatian

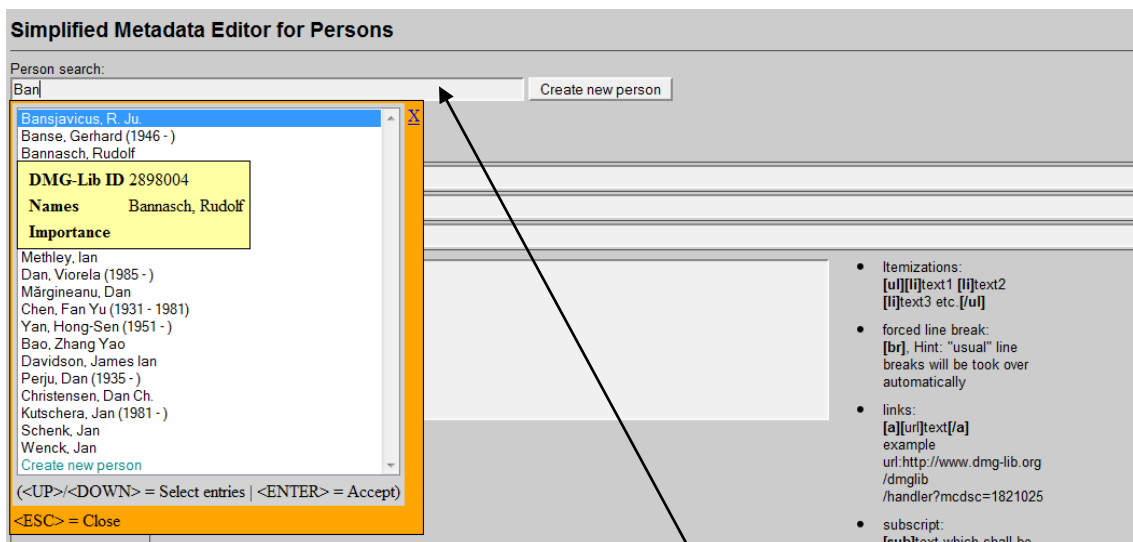
In the following example you can see that the Short Description is available in English and German.

Short Description:	Engineer
Long Description:	<div style="border: 1px solid gray; padding: 5px;"> <p>Short Description: kqx.gen.unknownbedeut_k</p> <p>[de] "Ingenieur" ▾</p> <p>Engineer</p> <p>en</p> <p>Ingenieur</p> <p>de</p> <p><input type="button" value="apply"/></p> <p><ESC> = Close</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>Itemizations:</p> <p>[ul][li]text1 [li]text2 [li]text3 etc. [ul]</p> <p>forced line break: [br], Hint: "usual" line breaks will be took over automatically</p> <p>links: [a][url]text[/a] example url: http://www.dmg-lib.org/dmglib/handler?mcidsc=1821025</p> <ul style="list-style-type: none"> • subscript: [sub]text which shall be subscripted[/sub] </div>

6 Workflow

6.1 Check if the person's metadata that you want to enter is not already stored in the database

 **First of all, search for a person before adding a new dataset! This is important to avoid duplicates**




2.1.1 Enter the name of the person to see if the person is already stored in the database.

While typing in the name, the database automatically suggests (similar) persons which are already stored in the database (auto completion). If you place the mouse cursor over the titles you can see more metadata in an overlaid yellow tool tip. You have two possibilities:

2.1.1.a Select the person you are looking for. Now you can review the metadata in more detail and/or edit the metadata^(*).

2.1.1.b If the person is not in the list, click on "Create new person"

 According to our experience names can differ slightly. That's why you should check the auto completion list carefully. Maybe some list entries have a different word order or words are omitted (e.g. 'Miller, Roger or Miller, R.).

^(*) Each existing metadata set has a unique and permanent DMG-ID. This DMG-ID is used in many ways e.g. bookmarks, as reference links between documents within DMG-Lib or by other libraries to reference DMG-Lib documents. If somebody has bookmarked a certain DMG-Lib item he will be confused if this later leads to a different document. Therefore existing metadata sets should never be modified indiscriminately. Only slight corrections should be made e.g. if you have access to the original or the scanned document version.

6.2 Name

Simplified Metadata Editor for Persons

Person search:

Dmg-ID: 0

Name:	Bank
First Name(s):	
Short Description:	
Long Description:	

• Itemizations:
[u][i]text1 [i]text2
[i]text3 etc. [/u]

2.2.1 Enter the last name (surname) of the person. It should be the very last word of the name. If it is a legal body/juristic person, all words should be entered here.

6.3 First name

Simplified Metadata Editor for Persons

Person search:

Dmg-ID: 0

Name:	Bank
First Name(s):	Roger
Short Description:	
Long Description:	

• Itemizations:
[u][i]text1 [i]text2
[i]text3 etc. [/u]

2.3.1 Enter the first the first name(s) of the person. This should be all words before the last name. If it is a legal body/juristic person, this field is to be left empty.

6.4 Short description

Simplified Metadata Editor for Persons

Person search:

Dmg-ID: 0

Name:	Bank
First Name(s):	Roger
Short Description:	English engineer and physicist
Long Description:	

• Itemizations:
[u][i]text1 [i]text2
[i]text3 etc. [/u]

2.4.1 Enter a short description of the person.

That is a short statement about the person's role in the mechanism and gear science, about his/her work and inventions, or the job title.

↔ This field can be translated to different languages.

🔒 Do not enter more than 250 characters.

6.5 Long description

Simplified Metadata Editor for Persons

Person search:

Dmg-ID: 0


Name:	Bank
First Name(s):	Roger
Short Description:	English engineer and physicist
Long Description:	<p>Roger Bank worked as engineer for the royal house. He constructed a goods lift for the kitchen service. Bank also worked at London university as scientist and published articles in the fields of <ul style="list-style-type: none">belt and chain driveswedge mechanism. He was the Ph.D. supervisor of John Farrey.</p> <p><input type="button" value="Preview"/></p> <p>Roger Bank worked as engineer for the royal house. He constructed a goods lift for the kitchen service. Bank also worked at London university as scientist and published articles in the fields of</p> <ul style="list-style-type: none">belt and chain driveswedge mechanism. <p>He was the Ph.D. supervisor of John Farrey</p>

- Itemizations: **[u]****[i]**text1 **[i]**text2 **[i]**text3 etc. **[u]**
- forced line break: **[br]**. Hint: "usual" line breaks will be took over automatically
- links: **[a]****[ur]**text/**[a]**
example
url: <http://www.dmg-lib.org/dmglib/handler?mcdsc=1821025>
- subscript: **[sub]**text which shall be subscripted/**[sub]**

2.5.1 Enter a long description of the person. For example:

- person's role in the mechanism and gear science,
- about his/her work and inventions,
- about his/her area of expertise
- about his/her attainments

 This field can be translated to different languages.

 For formatting the text you can use the notation guidelines on the right sight of the entry field. To see the results of the formatting click on Preview.

6.6 Vita infos

Preview

Roger Bank worked as engineer for the royal house. He constructed a goods lift for the kitchen service. Bank also worked at London university as scientist and published articles in the fields of

- belt and chain drives
- wedge mechanism.

He was the Ph.D. supervisor of [John Farrey](#).

- links:
[a][url]text[/a]
example
url:http://www.dmg-lib.org/dmglib/handler?mcdsc=1821025
- subscript:
[sub]text which shall be subscripted[/sub]

Vita Infos:

What	When	Where (geographic)	Where (institution)	Description	
membership	1833-1854	London	Royal house	Engineer	Add

What	When	Where (geographic)	Where (institution)	Description	
[born]	1780	London			E -
[membership]	1810-	London	Royal engineering society		E -
[membership]	1810-	London	Royal engineering society		E -
[main creative time]	1801-1854	London	London University	Engineer, scientist	E -
[membership]	1833-1854	London	Royal house	Engineer	E -

2.6.1 Enter the description of the person's vita. Use the different fields and click "Add". The result is shown underneath.

You can edit the entries by clicking on "E".
You can delete entries by clicking on "-".

Description of fields

What (type of event)	
born	Date of birth
died	Date of death
other	If you can't assign your data to one of the fields than use <i>other</i>
membership	Membership including information about time
membership (no time)	Information about membership (time not specified)
main creative time	Main creative time (point or period)
location	Information about place and time, but not about the activity
?	? (this field will be deleted soon)
When	
The date of the event or option selected in the field <i>What</i> . It can also be a range, i.e. the limiting dates are separated by a "-" Pattern: YYYY DD.MM.YYYY [- YYYY DD.MM.YYYY]. E.g. 2005; 20.10.1998; 2000-2010	
Where (geographic)	
The location/place where this event or option occurred. This should not be the name of a building or equal.	
Where (institution)	
The institution where this event or option occurred. This should be a building or facility.	
Description	
A short description what happened at this event.	
↔ This field can be translated to different languages.	

6.7 Primary and secondary literature

2.7.1 Enter the title of the document which is written by this person, i.e. the person is a kind of author/creator.

2.7.1.a If the document is already in the database you can select the title from the list.

The screenshot shows a software interface with a search bar containing the word 'theory'. Below the search bar, a dropdown menu is open, displaying a list of document titles. The first title is highlighted in blue: "(2004) International Workshop on Founders and Theorems of Mechanism Theory at the Technical University Dresden, Germany, Oct...". Other titles include "(1989) Eine analytische Fassung des Theorems von Roberts/Tschebyschew", "(2004) Sammlungen und Geschichte", "(2004) Motion in Greek Geometry", "(2004) Motion and geometry in Antiquity", "(2004) History of Dynamics of Mechanisms - From Ctesibius to Chaos Theory", "(2004) On the development of the constraint motion theory of Franz Reuleaux - an overview", "(2004) Engineering Education in 19th Century in European Comparison", "(2004) 'CINEMATICA DELLA BIELLA PIANA' BY LORENZO ALLIEVI IN 1895", "(2004) On the first works in kinematics of Kurt Hain in Leipzig and Dresden", "(2004) Spring-driven Automata at the End of 16th century", "(2004) SOME ASPECTS OF MECHANISMS AND MACHINE DESIGN IN MEXICO DURING THE SECOND HALF OF THE XIX CENTU", "(2004) Some Historical Trace and Restoration of Ancient Chinese Walking Machines", "(2004) A few pages from TMM history in Russia in 19th century", "(1960) Versuche an Stirnrad-Globoid-Schneckenrieben : Einfluß v. Wälzlinienlage, Zahngröße, Werkstoffen, Schmierölen u. Drehzahl", "(1853) Memoire sur un theoreme nouveau concernant les mouvements plans et sur l'application de la cinematique a la determination", "(1953) The theory and construction of non-differentiable functions", "(1998) A treatise on the theory of screws", "(1900) A treatise on the theory of screws", "(1983) History of strength of materials", and "Create new Document". At the bottom of the dropdown menu, there are instructions: "<UP>/<DOWN> = Select entries | <ENTER> = Accept" and "<ESC> = Close". The interface also shows fields for 'Primary Literature' and 'Secondary Literature', and buttons for 'Write to DB' and 'Reset'.

2.7.1.b If the document is not already in the database you can *Create a new document*. Now you have the following possibilities concerning the field *Authors*:

- You can leave this field blank if the author is the only person you are entering the metadata set for at the moment (the person has no DMG-ID until you write the data to DB). The document is automatically related to the person after writing the data to DB.
- You can select the co-authors in the auto-completion list. The document is automatically related to the co-authors AND the person you are working on after writing the data to DB.
- You can write the other person metadata (name, first name(s), descriptions, vita infos, images) to database. Then you can use the “Simplified Metadata Editor for Documents” to enter the literature.

(📖 see tutorial for “Simplified Metadata Editor for Documents” for a description of the fields)

The screenshot shows a 'Simplified Metadata Editor for Documents' form. The form has a yellow background and contains several input fields. The 'Title' field is filled with the word 'theory'. Below the 'Title' field, there are fields for 'Authors', 'Part of', 'Year', 'Publisher', 'Location', 'Comment', and 'External metadata'. To the right of the 'Part of', 'Year', 'Publisher', 'Location', and 'Comment' fields, there are checkboxes labeled 'pin'. At the bottom of the form, there are two buttons: 'Send new data' and 'Reject new data'. The interface also shows a search bar at the top with the word 'theory' and a 'New Document' button.

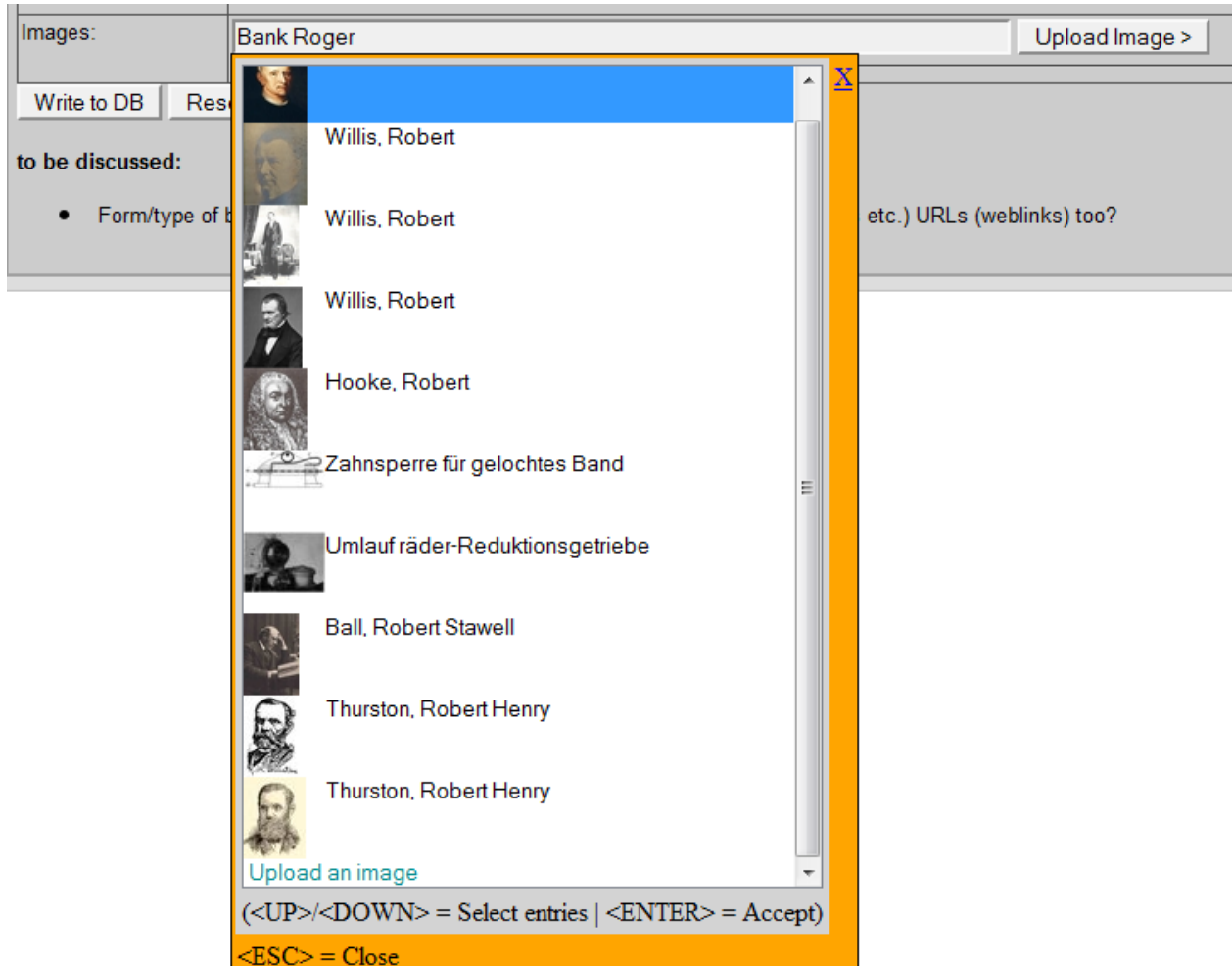
📖 First of all, search for a title of a document before adding a new dataset to avoid duplicates.

📖 While entering the title of the document, the auto completion offers suggestions.

6.8 Image

Upload or select an image of the person. There are two possibilities:

2.8.1 Start to enter the title of the image in the field, the list will show you available images. Select the image you are looking for or upload a new image.



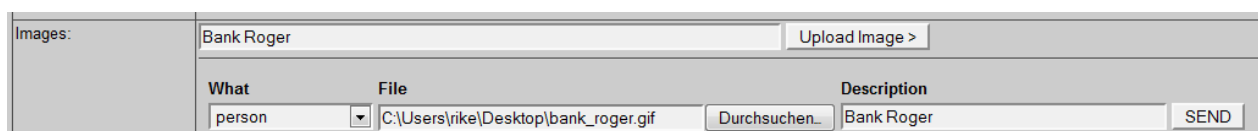
2.8.2 If the image is not already available in the database upload a new one.

a) Select the kind of image in the field **What**

- *Person*: image of a person or a group of persons
- *Picture* of a model: photograph of a physical model
- *Product*: product, machine, case of application
- *Document*: e.g. cover of a book
- *AIS*: Overview image of a AIS
- *Location*: Location, e.g. building, landscape
- *Rest*: rest
- *Drawing*: drawing of a model
- *CAD model*
- *solution principle*: representation of a mechanism as a technical principle

b) Search and select the image on your computer in the field **File**

c) Enter a short name in the field **Description** (this is mandatory, i.e. it must be filled).



6.9 Annotation

Enter the source of the entered metadata to reproduce where they come from (e.g. URL, document metadata, DMG-Lib ID, etc.)

Annex 4: Tutorial for Simple metadata editor for patents



TUTORIAL

Simplified Metadata Editor for Patent Documents

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6512274 (JP)

(56) References cited: EP-A1- 0 158 722 EP DE-A1- 10 305 399 JP JP-A- 10 291 800 JP JP-A- 2003 039 351 JP JP-A- 2004 001 112

Country code (19) [EP] e.g. EP
 Publication Number (11) 1792694 B1 e.g. 0123456 B1
 and Kind Code [A1]
 B1, ...
 Title (54) Arm Structure for Robot The first title is the main title. Further titles are parallel titles (translations to other languages) [en] Armstruktur für Roboter [de]
 Inventor (72) Isada, Takahiro - 10036004 pin Maeguchi, Yui - 3413004 pin Kato, Isao - 10037004 pin Isomura, Tadashi - 10038004 pin
 Date of publication (4X) 2010
 IPC Number(s) (51) B25J 9/06 B23P 21/00 B25J 19/00 B23P 19/00 B25J 17/00
 Comment:
 External metadata:

Version 1.0

Ilmenau, 2012-02-08

Author: Veit Henkel (IUT)

Table of Contents

1. Preamble	1
2. Short Explanation of Terms used in <i>ProDB</i> Masks and Tutorial.....	1
3. Fields of Input Mask for Patent Documents.....	2
4. Workflow for Entering a Patent Document into <i>ProDB</i>	4
5. Some Examples for Entering Patents into <i>ProDB</i>	7

1. Preamble

For entering metadata of documents into the *DMG-Lib* database *ProDB*, which is used in the *thinkMOTION* project, a set of input masks, called *Simplified Metadata Editor for Common Documents*, was developed.

Patent documents have some metadata which are different from common documents and so it was necessary to develop some special input masks for patent documents. This set of input masks is called *Simplified Metadata Editor for Patent Documents* and is based on the *Simplified Metadata Editor for Common Documents*.

In this tutorial only the *Simplified Metadata Editor for Patent Documents* is described. But for a better understanding, it is necessary to read the tutorial for the *Simplified Metadata Editor for Common Documents* first. Especially adding of new persons (inventors of the patent) is not described in this tutorial, because it is similar to the workflow for common documents. But this step is absolutely necessary if a patent should be entered into *DMG-Lib* database *ProDB* and the inventor is not yet stored in the database.

Please note: The important keywords of the step descriptions in this tutorial are in **bold** letters. The names of buttons or fields, which are visible in the English *ProDB* version, are in *italics*.

2. Short Explanation of Terms used in *ProDB* Masks and Tutorial

For newer patents, standards for the notation of the bibliographical data in the patent documents are used in most of the important industrial countries. Unfortunately these standards have changed over the years and the older patents have often their own numbering systems depending on time and country. That makes it not easy for the *thinkMOTION* project staff.

The main idea of collecting patents in the *DMG-Lib* is not to build a database, which can be used for an extensive and complete patent research similar to the databases of the patent offices! Our aim is it to collect interesting patents in the field of motion systems, without the claim to completeness over all patents and without all the research functionality of the established patent databases. That allows us in the *thinkMOTION* project to reduce the full bibliographical set of metadata of the patents to a minimum set of metadata for the *DMG-Lib*.

Important metadata are the **Title** of the invention (patent document), the **Inventor** and the **Date of Publication** of the current patent document. The process of the patent issuance has more than one step and that is the reason for more than one date (day, month, year) at the patent documents. Normally, the date of publication of the current document should be used for the *DMG-Lib*. Further metadata are the **Country Code**, which tell us the country in which the patent was published and the so called **Kind-of-Document Code (Kind-Code)**.

During the process of patent issuance, more than one document for the same patent will be produced. Among other things they differ usually from each other by the Kind-Code. A simplified example for German patents after the year 2004: The letter "A" in the Kind-Code means: this unexamined document was applied and was laid open for inspection in this current form and "B" means: this document is the patent specification which was granted in this current form.

The used characters for the Kind-Code can reach from “A” to “Z” and are normally followed by a number usually for the version. The content of these documents, which belongs to the same invention (patent), can be changed not or only a little and the title and the inventors are normally the same. So we should import only one of these documents. If available, please enter the patent specification document in the latest version. If not available, e.g. the patent was not granted, take the patent application document. In the *DMG-Lib*, the Kind-Code is only important to have a unique identifier for the patent documents.

The next metadata is the **International Patent Classification number (IPC)**. The IPC is a hierarchical system of terms, which indicates the subject to which the invention relates and give the user further details of the document’s content. In some cases, especially for older patents or for patents of some countries the IPC is not available. The information source for the IPC numbers can be the metadata set in the patent offices’ database or the patent document itself. Older patents are often post-classified, so that the IPC is only entered in the patent database and is not written in the patent document.

Why are the IPC numbers important for *DMG-Lib* respectively *thinkMOTION*?

In the patents, technical terms are often paraphrased with words which nobody is using and nobody knows. The IPC numbers gives the patent documents a kind of keywords in a common and understandable technical language. The patent offices provide IPC-lists in different languages. These lists contain an assignment between the IPC number and the classification keywords. (E.g. IPC = ‘B66F 3/04’: “Devices, e.g. jacks, adapted for uninterrupted lifting of loads with racks actuated by pinions with several racks”)

In the *thinkMOTION* project, we are going to use the IPC numbers to import the IPC-terms (“keywords”) from these lists automatically. This saves you the time for searching and entering the IPC terms manually. The advantage of these IPC-terms or keywords in the *DMG-Lib* is that the user gets the possibility to find the document with his or her common technical language even though these terms are not written in the full text of the patent document.

For newer patent documents, normally all bibliographical data are marked in the patent document with the so-called INID-Codes. INID stands for *Internationally agreed Numbers for the Identification of (bibliographic) Data*. These numbers are helpful to find the correct metadata in the patent documents and to avoid faults. The INID-Codes are printed in the patent document nearby the metadata normally in brackets or in a circle. Unfortunately, the INID-Codes are not used in any patents, especially older patents or patents from particular countries. So that it is not a help in any case. In the *Simplified Metadata Editor for Patent Documents* the fields of the input masks are marked with the INID-Codes to give a support for entering metadata.

It is not necessary to know all details about patent codes. More information, give the standards of the WIPO - *World Intellectual Property Organization* (www.wipo.int). But it is not necessary for the *thinkMOTION* project.

3. Fields of Input Mask for Patent Documents

In this chapter the fields for entering metadata for patent documents into *ProDB* are shortly described. The Workflow, or how these fields are to be filled in, is described in the next chapter.

Figure 1 shows the input mask for adding a new metadata set for a patent document, which is not yet in the *ProDB*. Table 1 gives a short description of the input fields, the related INID-Codes and the necessity for entering into *ProDB*.

Figure 1 - Empty input mask for adding a new metadata set for a patent document

Table 1 - Meaning of the metadata input fields in the *ProDB* (see Figure 1)

Metadata input field in <i>ProDB</i>	Description	INID-Code ¹⁾	Necessity
Country Code	Mostly 2 characters in front of the publication number which characterize the country in which the patent document was published (Examples: EP, US, ES, IT, FR, DE, RO, ...) <i>Hint: You can pin the Country Code if you entering many patents from the same country</i>	19	Must be filled if known
Publication Number and Kind Code	The number of the patent document without the country code and followed by the "Kind-of-document code" according WIPO-Standard ST.16; it indicates the type of the document (Examples: A1, B1, ...)	11 13	Must be filled if known Must be filled if known
Title	Title of the invention as written in the document. If translations are available, please add a further title fields by pressing the plus button	54	Mandatory (must be filled)
Language code of the title (no field name visible in mask)	The code must be entered according to ISO 639-1 language codes, which can be found in the online help for <i>ProDB</i> handling.		Mandatory (must be filled)
Inventors	Name(s) of inventor(s)	72	Must be filled if known
Date of publication	Date of making this document available to the public – not other mentioned dates such as the date of filing the application (INID code 22). Even though the invention was made before, the date of publication of the current document has to be typed into this field!	4x ²⁾	Mandatory (must be filled)
IPC Number(s)	International Patent Classification number(s), which helps to characterize the content of the patent document; type in only the numbers not the keywords (we intend to add the keywords later automatically)	51	Must be filled if known
Comment	If you have internal comments for yourself or other	-	

	<i>DMG-Lib</i> colleagues, you can enter your notes in the field Comment. Please write all comments in English.		
External metadata	External metadata are the original metadata which can be found for example in reference lists of papers, on websites of library databases, etc. Please always use copy & paste to fill in this field. <u>Hint:</u> You can enter the external metadata here first and then use it for copy and paste to the other fields above.	-	

¹⁾ INID - Internationally agreed Numbers for the Identification of (bibliographic) Data according to the WIPO-Standard ST.9 [http://www.wipo.int/standards/en/pdf/03-09-01.pdf]; WIPO - World Intellectual Property Organization; for newer patent documents, the INID-Codes are written at the document

²⁾ INID-category 40, depends on the document type and the history of the patent application process, "x" stands for one of the number 1-8 (e.g. 45 means: making a patent document available to the public by printing or similar process on which grant has taken place on or before the said date)

4. Workflow for Entering a Patent Document into *ProDB*

For entering patent documents into *ProDB*, please use the ***Simplified Metadata Editor for Patent Documents***, which is linked from our *ProDB* startup page (see Figure 2).

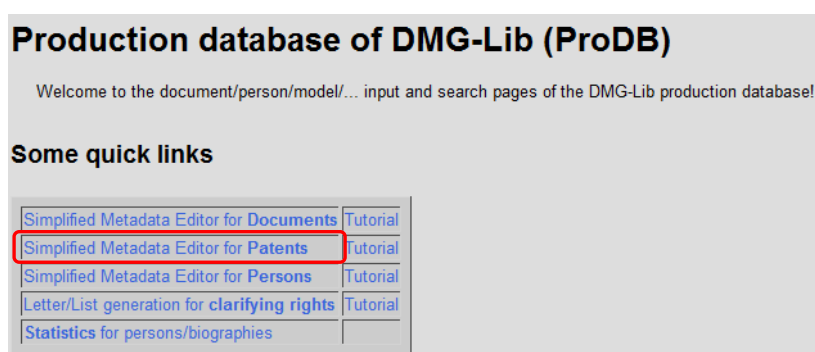


Figure 2 - Startup page in the *proDB* with the linked ***Simplified Metadata Editor for Patent Documents***

To avoid entering the same patent document several times, you have to check whether the patent is already in the *ProDB* or not. This is the same step as for common documents.

For this step you have two search fields, the ***Search for the publication number*** and the ***Search for a title*** of the patent document (see Figure 3).

The publication number search uses different information, the Country Code, the Document Number and the Kind-Code. (These terms are described above). This type of search is only successful if the fields for these metadata are filled for the already entered patent document.

But in a lot of cases, the publication number is only entered in a *ProDB*'s field for a parallel title of the patent document. (That is a mistake, which should be fixed.) In order to avoid double documents, it is more safety to use the search for the patent title instead of the search for the publication number!

The screenshot shows the 'Simplified Metadata Editor for Patent Documents' interface. On the left is a sidebar with menu items: Hints, Doc. input, Per. input, List gener., List manag., Free works, Statistics, All files, and All lists. The main area has a title bar 'Simplified Metadata Editor for Patent Documents' and a 'Tutorial' button. Below is a search mask with a text input field for 'Search publication number [Country Code (19) + Number (11) + Kind Code (13)] - e.g. EP 0123456 B1'. Below that is a search field for a title (54) with a red box and a circled '1.' around it. Below the search field is an 'Add new dataset' button with a red box and a circled '2.' around it. At the bottom, there is a 'Handled docs' section with a dropdown for 'Show the last 10 processed documents.' and a table with columns: ID, Short Title, Authors, Year, Edit here, and Edit on expert pages.

Figure 3 - Search mask of the Simplified Metadata Editor for Patent Documents – Workflow steps numbered

While typing in the patent title, the *ProDB* automatically suggests similar titles which are already stored in the database. By moving the mouse cursor over the titles, additional metadata are overlaid in a yellow tool tip to support the decision if the current document already exists in the *ProDB* or not. For more details about this auto completion function, please read the tutorial of the “*Simplified Metadata Editor for Common Documents*”.

If the patent is not already in the *ProDB*, a new data set must be generated and an input mask (see Figure 4) appears by pressing the **Add new dataset** button.

The title from the search field will be taken automatically into the **Title** field of the input mask to save time. But please make sure that the title is correct. Then type in the abbreviation for the language of the title. If there are written titles in different languages in the patent document or in the patent office’s database, please add parallel titles by pressing the + button and type in these titles also. (Adding parallel titles is detailed described in the tutorial for the *Simplified Metadata Editor for Common Documents*.)

Country Code (19): EP e.g. EP pin

Publication Number (11) and Kind Code [A1, B1, ...] (13): 1792694 B1 e.g. 0123456 B1

Title (54): Arm Structure for Robot en

Inventors (72):

Inada, Takahiro	-	10036004	<input type="checkbox"/> pin
Maeguchi, Yuji	-	3413004	<input type="checkbox"/> pin
Kato, Isao	-	10037004	<input type="checkbox"/> pin
Isomura, Tadashi	-	10038004	<input type="checkbox"/> pin

Date of publication (4X): 2010

IPC Number(s) (51):

B25J 9/06	
B23P 21/00	-
B25J 19/00	-
B23P 19/00	-
B25J 17/00	-

Comment: pin

External metadata: pin

3.

4.

Figure 4 - Input mask for adding a new metadata set for a European patent for example

The next field is for the **Inventors**. Please type in the name of each inventor in a separate field and check separately whether the person is already stored in the *ProDB*. For more details, see the tutorial of the *Simplified Metadata Editor for Common Documents*. Please observe that in a patent document usually more persons are mentioned. **Please type in only the names of the inventors not of the applicant(s), the grantee(s), holder(s), assignee(s) or owner(s), attorney(s) or agent(s) or any other persons!**

The next field is the **Date of publication**. Normally, there is more than one date written in a patent. Please use the date of the publication of the current document, which you hold in your hand or you see at your screen. Do not use publication dates of other documents, which are related to the current document. Please work carefully to find the correct publication date of the current patent document.


The **IPC Number(s)** are the next fields in the input mask of the *Simplified Metadata Editor for Patent Documents*. Please find the IPC number at the patent document or in the patent offices' database.

Internal comments for yourself or for other *thinkMOTION* staff can be entered in the field **Comment**. Write your comments in English please to make it readable for others.

External metadata means the original text of the metadata how you have found it in literature, lists of authors, etc. Please fill in this field by Copy&Paste. External metadata usually include additional information and can be used to solve errors. Never write any own comments in this field.

After checking all your data input, please press the **Send new data** button. After this, a new metadata set for a patent document was generated. Changes can be made on this data set by using the search and *editSimple* function in the *ProDB*.

5. Some Examples for Entering Patents into ProDB

(19) 

(12) **EUROPEAN PATENT SPECIFICATION**

(45) Date of publication and mention of the grant of the patent:
02.06.2010 Bulletin 2010/22

(21) Application number: **05766262.9**

(22) Date of filing: ~~20.07.2005~~ ******)

(54) **ARM STRUCTURE FOR ROBOT**
ARMSTRUKTUR FÜR ROBOTER
STRUCTURE DE BRAS POUR ROBOT


(84) Designated Contracting States:
AT BE BG CH CY CZ DE DK EE ES FI FR GB GR HU IE IS IT LJ LT LU LV MC NL PL PT RO SE SI SK TR

(30) Priority: **20.07.2004 JP 2004211921**
20.07.2004 JP 2004211923

(43) Date of publication of application:
~~06.06.2007~~ Bulletin 2007/23 ******)

(73) Proprietor: **KAWASAKI JUKOGYO KABUSHIKI KAISHA**
Kobe shi, Hyogo 650-8670 (JP)

(72) Inventors:
• **INADA, Takahiro**
6750101 (JP)
• **MAEGUCHI, Yuji**
6512274 (JP)



(11) **EP 1 792 694 B1**

(51) Int Cl.:
B25J 9/06 (2006.01) **B23P 19/00** (2006.01)
B23P 21/00 (2006.01) **B25J 17/00** (2006.01)
B25J 19/00 (2006.01)

(86) International application number:
PCT/JP2005/013313

(87) International publication number:
WO 2006/009170 (26.01.2006 Gazette 2006/04)

Footnotes:
*) Type in the language codes of the titles
**) Don't use this date! It isn't the publication date of the patent.

Country Code (19)	EP e.g. EP
Publication Number (11) and Kind Code [A1, B1, ...] (13):	1792694 B1 e.g. 0123456 B1
Title (54):	Arm Structure for Robot en * The first title is the main title. Further titles are parallel titles (translations to other languages). Armstruktur für Roboter de -
Inventors (72):	Inada, Takahiro - 10036004 <input type="checkbox"/> pin Maeguchi, Yuji - 3413004 <input type="checkbox"/> pin Kato, Isao - 10037004 <input type="checkbox"/> pin Isomura, Tadashi - 10038004 <input type="checkbox"/> pin
Date of publication (4X):	2010
IPC Number(s) (51):	B25J 9/06 - B23P 21/00 - B25J 19/00 - B23P 19/00 - B25J 17/00 -
Comment:	
External metadata:	

Europäisches Patentamt
European Patent Office
Office européen des brevets

Publication number: **0 141 457 B1**

EUROPEAN PATENT SPECIFICATION

Date of publication of patent specification: **10.02.88**

Application number: **84201472.2**

~~Date of filing: 11.10.84 ***~~

Int. Cl.⁴: **G 01 K 5/38, G 01 K 5/32
G 01 D 5/04**

A method of making a gas pressure thermometer.

Priority: **12.10.83 NL 8303509**

~~Date of publication of application: 15.05.85 Bulletin 85/20 ***~~

Publication of the grant of the patent: ~~10.02.88 Bulletin 88/06 ***~~

Designated Contracting States: **AT BE CH DE FR GB IT LI LU NL SE**

References cited:
 CH-A- 273 997
 DE-A-3 143 061
 FR-A-2 309 847
 US-A-2 732 716

Country Code (19): **EP** e.g. EP

Publication Number (11) and Kind Code [A1, B1, ...] (13): **0141457 B1** e.g. 0123456 B1

Title (54): **A method of making a gas pressure thermometer** en
 The first title is the main title. Further titles are parallel titles (translations to other languages).

Inventors (72): **Stiller, Johannes Gerardus** - 3814004 pin

Date of publication (4X): **1988**

IPC Number(s) (51): **G01K5/38
G01K5/32
G01D5/04**

Comment:

External metadata:

Footnotes:

*) In some cases the country code is not explicit written in the patent document and the document code is to take from the WIPO-Standard ST.3 In the example, the headline „EUROPEAN PATENT SPECIFICATION“ says that this document is an European patent. And that means, that the country code is „EP“.

***) Select the language of the title

***) Don't use this date! It isn't the publication date of the patent.

Patented June 19, 1923.

1,459,655

UNITED STATES PATENT OFFICE

FRED G. CLINE, OF NEOSHO, MISSOURI.

LIFTING DEVICE.

Application filed ~~December 21, 1921.~~ Serial No. ~~523,954.~~

To all whom it may concern:

Be it known that I, FRED G. CLINE, a citizen of the United States, and a resident of Neosho, in the county of Newton and State of Missouri, have invented a new and

return bent over the upper end of the other and a pivot pin 13 passed therethrough and through a shackle or hanger clip 12. The arms 10 may be distended or contracted by

Improved Lifting Device
 My invention which
 poses is more particu
 ing device for applic
 tomobile.

The general object
 provide a lifting de
 character so construc
 be adapted for eng
 member of the frame
 ing gear, wheels, spri
 the side frame bars
 moving or installing
 ber; or for lifting th
 tomobile without te
 parts of the car body
 placing of the differe

Footnotes:

- *) In some cases the country code is not explicit written in the patent document and the document code is to take from the WIPO-Standard ST.3 In the example, the headline „United States Patent Office“ says that this document is an European patent. And that means, that the country code is „US“.
- **) Select the language of the title
- ***) Don't use this date! It isn't the publication date of the patent.
- ****) Don't use this number! It is the application serial number of the patent not the patent publication number!

Country Code (19)	US e.g. EP	<input type="checkbox"/> pin
Publication Number (11) and Kind Code [A1, B1, ...] (13):	1459655 e.g. 0123456 B1	
Title (54):	Lifting device	en **) +
Inventors (72):	Cline, Fred G. - 6642004	<input type="checkbox"/> pin
Date of publication (4X):	1923	
IPC Number(s) (51):		+ +
Comment:		<input type="checkbox"/> pin
External metadata:		

Send changes Cancel changes

(19) OFICIUL DE STAT PENTRU INVENȚII ȘI MARCI București

ROMÂNIA

(12) BREVET DE INVENȚIE

(21) Nr. cerere: **a 2006 00589** (***)

(22) Data de depozit: ~~24.07.2006~~

(45) Data publicării mențiunii acordării brevetului: **30.04.2008** BOPI nr. **4/2008**

(41) ~~Data publicării cererii: 30.11.2006~~ BOPI nr. **11/2006** (***)

(72) Titular:
 • MELINTE CONSTANTIN, B-DUL DACIA, NR. 5, BL. DA1, ET. 5, AP. 18, IAȘI, JUDEȚUL IAȘI, RO;
 • SILVEANU VIRGIL, B-DUL TRAIAN, NR. 76, BL. H1, SC. B, ET. 6, AP. 71, PIATRA-NEAMȚ, JUDEȚUL NEAMȚ, RO

(72) Inventatori:
 • MELINTE CONSTANTIN, B-DUL DACIA, NR. 5, BL. DA1, ET. 5, AP. 18, IAȘI, JUDEȚUL IAȘI, RO;
 • SILVEANU VIRGIL, B-DUL TRAIAN, NR. 76, BL. H1, SC. B, ET. 6, AP. 71, PIATRA-NEAMȚ, JUDEȚUL NEAMȚ, RO

(56) Documente din stadiul tehnicii:
 US 5913860;
 FR 2646768

(54) **EXTRACTOR CHIRURGICAL**

(57) Rezumat:
 Invenția se referă la un extractor chirurgical, destinat

Country Code (19): RO e.g. EP

Publication Number (11) and Kind Code [A1, B1, ...] (13): 121762 B1 e.g. 0123456 B1

Title (54): Extractor chirurgical ro (**)

Inventors (72):
 Melinte, Constantin - 8639004 pin
 Silveanu, Virgil - 8271004 pin

Date of publication (4X): 2008

IPC Number(s) (51): A61B 17/88

Comment: 121762 B1. 04. 2008. 04. 9 p. ; http://www.osim.ro ; Silveanu, Virgil. Extractor chirurgical. 121762 B1. 04. 2008. 04. 9 p. OSIM.

(11) 121762 B1
(51) Int.Cl. A61B 17/88 (2006.01)

(*) In some cases the country code is not explicit written in the patent document and the document code is to take from the WIPO-Standard ST.3 In the example, the headline „Rumania says that this document is an Rumanian patent. And that means, that the country code is „RO“.

()** Select the language of the title

(*)** Don't use this date! It isn't the publication date of the patent.

Annex 5: Tutorial for metadata editor for images

PRODB IMAGE ITEM EDITOR

Tutorial v1.0 | 2013-03-13 | Sascha Falke

Overview

- With the Image Item Editor you can enter new metadata sets for images into the production database ProDB.
- This tutorial describes:
 - ▣ How to create an image item
 - ▣ Which quality criteria have to be observed
 - ▣ What should be considered in general

Creating an Image Item

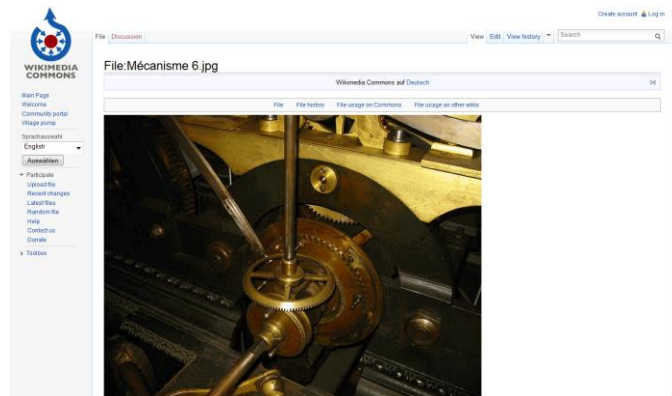
The screenshot shows the 'Edit the image metadata' interface for an image with ID 0000000. The form is divided into several sections:

- Thumbnail large image:** Includes a checkbox for 'Usable in portal' and input fields for 'Name' and 'Description'.
- Main:** Contains an 'Image semantics' dropdown menu.
- Intern:** Contains a 'Creation date' input field.
- Data prov.:** Contains a 'Path on server' input field.
- Links:** A section for additional links.

Navigation buttons at the top include 'Test', 'Send', 'from DB', and 'End'. A sidebar on the left contains a menu with options like 'Main Page', 'Help', and 'Participate'.

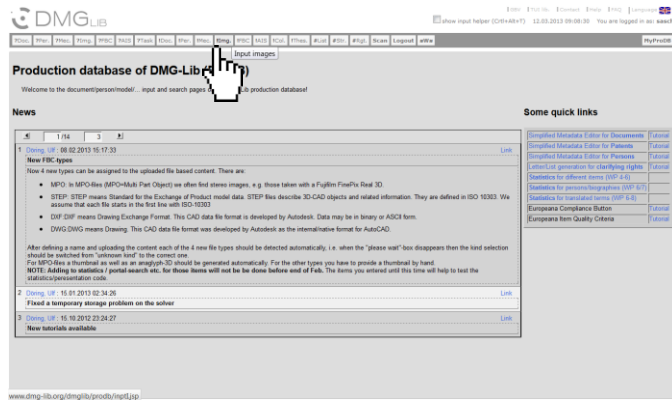
Example case

This tutorial deals with the case, that an online found image is saved to a local folder and then uploaded within the ProDB.



1. Login and choose "Input images"

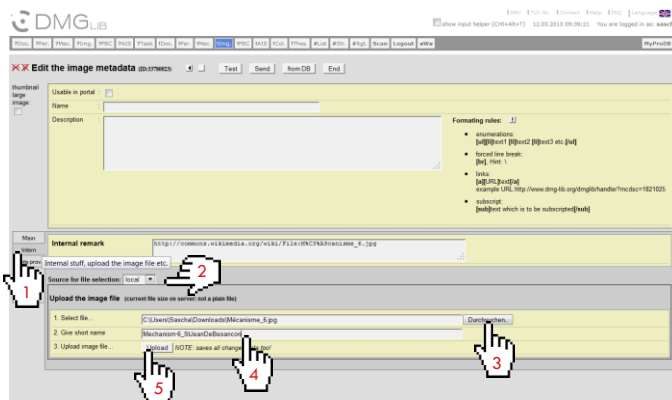
Enter the ProDB and choose the Input images-tab (Img.).



2. Upload the image file

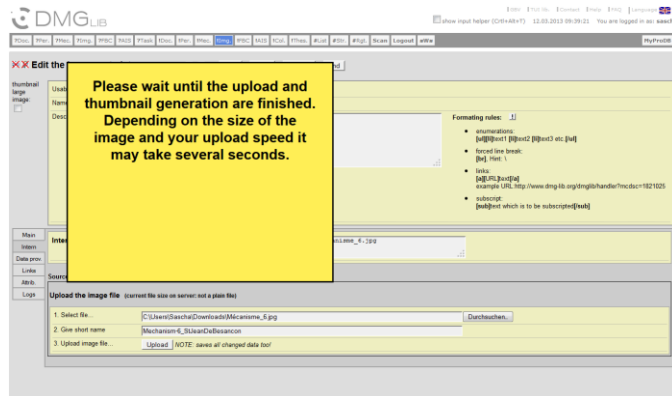
Switch to the Intern-tab (1) for uploading the image.

Check the source location (2), select the image file (3), give it a human readable short name (4) and finally click the Upload-button (5).



3. Wait until the upload is completed

Please wait until the image upload is completed and the thumbnail image is generated.

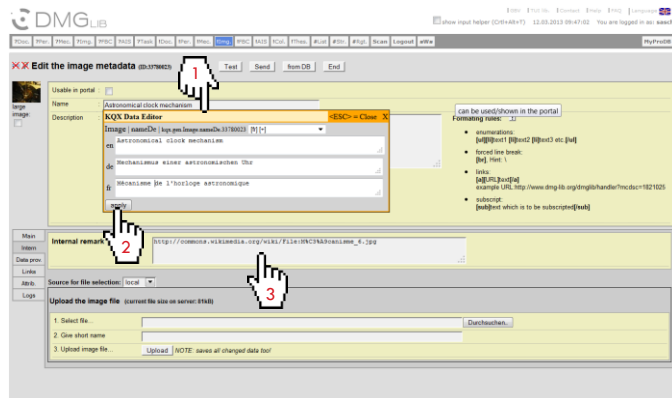


4. Name the image

Enter a clear and comprehensible image name (1).

The KQX Data Editor allows multilingual metadata input. Always click the apply-button (2) to save your entries.

Optionally, you can leave the source image URL as internal remark (3).



5. Describe the image more detailed

Enter an description (1) to give users details about the content and context of the image.

Save your entries by clicking the apply-button (2).

The screenshot shows the 'Edit image metadata' interface for 'Astronomical clock mechanism'. The 'Description' field is highlighted with a red box and a hand icon labeled '1'. The 'Internal remark' field contains text in German: 'Mechanismus einer astronomischen Uhr der St. Jean de Beaucourt Kathedrale'. The 'Upload the image' section at the bottom has a 'Durchsuchen...' button highlighted with a red box and a hand icon labeled '2'.

6. (optional) Add licensing information

If necessary add licensing information to the image description (1) using the given formatting rules*.

Check the used format by clicking on the !-button (2).

The screenshot shows the 'Edit image metadata' interface for 'Astronomical clock mechanism'. The 'Description' field is highlighted with a red box and a hand icon labeled '1'. The 'Formatting rules' section is expanded, showing a list of rules: 'normalization', 'forced line break', 'info', and 'subscript'. The 'Internal remark' field contains a URL: 'http://commons.wikimedia.org/wiki/File:StJeanBeaucourt_mech_8.jpg'. The 'Upload the image' section at the bottom has a 'Durchsuchen...' button highlighted with a red box and a hand icon labeled '2'.

* Recommended format for licensing information:

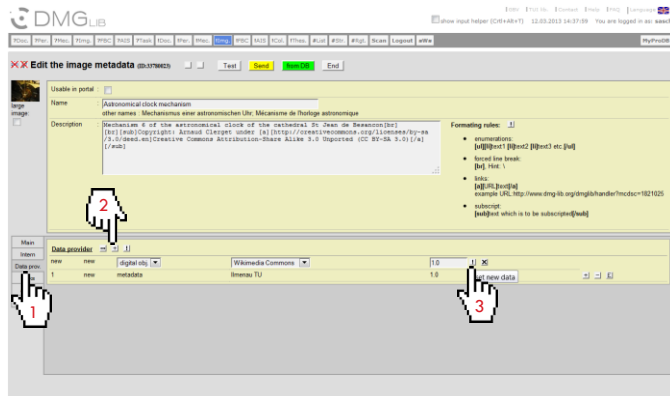
*Description***[br]****[br]***Copyright: Rights Owner under [a][URL]License[/a][/sub]*

7. Add a data provider

Switch to the Data prov.-tab (1) and add a data provider (2).

If necessary, set different data providers for different data.

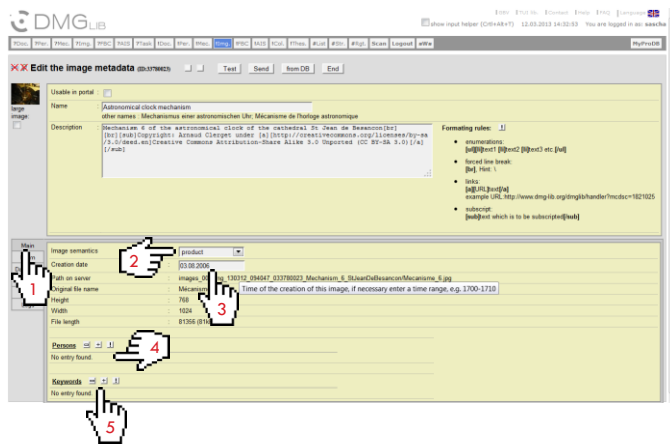
Save your entries by clicking the !-button (3).



8. Add additional metadata

Switch to the Main-tab (1).

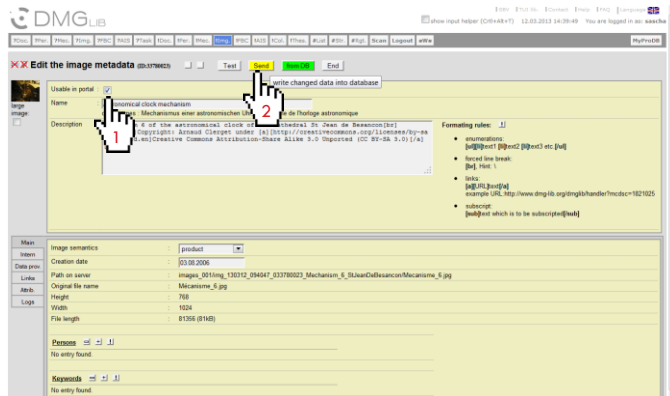
Choose an image semantics (2), enter the image creation date (3) and if available, link to related persons (4) or add specific keywords (5).



9. Unlock and submit the dataset

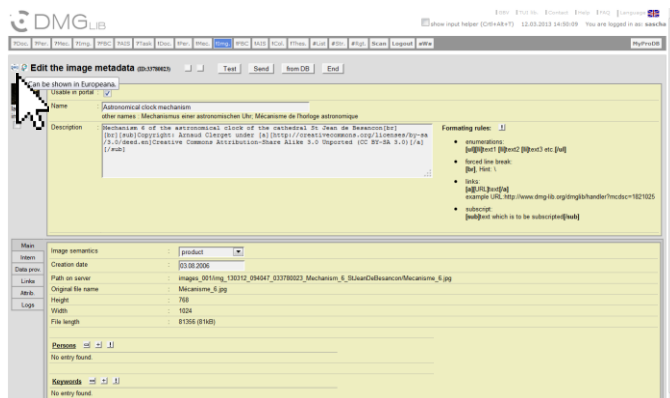
Mark the Usable in portal checkbox (1) to unlock the image item for the DMG-Lib and Europeana portal.

Finally, click the Send-button (2) to submit the dataset.



10. Check portal compliance

If your changes were successful, the red crosses across the DMG-Lib and Europeana icons should disappear and the item can be shown in both portals.



Quality Criteria for Image Items

DMG LIB

7Doc. 7Per. 7Hec. 7Img. 7FBC 7AIS 7Task IDoc. IPer. IMec. IImg. IFBC IAI5 ICol. #List #Str. #Rgt. Scan Logout aW#

?? Edit the image metadata (ID:0000000) [] [] [Test] [Send] [from DB] [End]

thumbnail
large
image:

Usable in portal :

Name :

Description :

Main
Image semantics :

Intern
Creation date :

Data prov.
Path on server :

Links

Quality Criteria

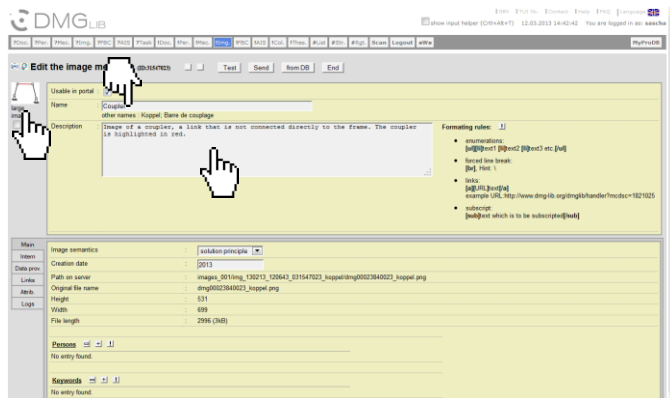
Image items have at least...

- ❑ A name of at least three characters
- ❑ A description of at least 50 characters, and 25 characters more than the name
- ❑ An accessible image file
- ❑ A data provider

Note: Characters are counted without blanks and the language with most of the characters is counted.

Good Example (thesaurus)

- ✓ Name (taken from the concepts preferred label)
- ✓ Description (taken from the concepts definition, extended with color coding information)
- ✓ Accessible image file
- ✓ Data provider



<http://www.dmg-lib.org/dmglib/prodb/inpt:ipptid=31547023>

Good Example (drawing)

- ✓ Name (taken from the caption out of the source document)
- ✓ Description (taken from the caption out of the source document)
- ✓ Accessible image file
- ✓ Data provider



<http://www.dmg-lib.org/dmglib/prodb/inpt:ipptid=13990023>

Good Example (portrait)

- ✓ Name
- ✓ Description (taken from the persons metadata set with additional dates)
- ✓ Accessible image file
- ✓ Data provider

The screenshot shows the 'Bearbeitung der Bildmetadaten' (ID: 0042023) interface. The 'Name' field contains 'Redtenbacher, Ferdinand' and the 'Beschreibung' field contains 'Porträt des deutschen Mathematikers und Wissenschaftlers Ferdinand Redtenbacher (1809 - 1863)'. The 'Allg.' tab is active, showing 'Bildsemantik' as 'Person'. The 'Links' section shows the image path 'images_001/img_060227_095356_Redtenbacher/img_060227_095356_Redtenbacher_Ferdinand.jpg'. A table below lists 'Personen' with one entry: '54352010 vorkommende Person' linked to 'Redtenbacher, Ferdinand'. The 'Schlagwörter' section is empty.

<http://www.dmg-lib.org/dmglib/prodb/inpt.jsp?id=0042023>

Bad Example (rest)

- ! Name not meaningful
- ! Description equal to the name, too short and not meaningful

The screenshot shows the 'Edit the image metadata' (ID: 13990023) interface. The 'Name' field contains 'Fig. 673' and the 'Description' field also contains 'Fig. 673'. The 'Main' tab is active, showing 'Data provider' as 'RWTH Aachen'. The 'Links' section is empty.

<http://www.dmg-lib.org/dmglib/prodb/inpt.jsp?id=13990023>

Bad Example (drawing)

! Name not meaningful

! Description contains no information on the image content or context, but only information about the image source

DMG LIB

new input helper (Ctrl+Alt+V) 12.03.2012 14:53:12 You are logged in as search

7Doc 7Per. 7Mec. 7Img. 7FBC 7AIS 7Task IDoc. IPer. IMec. **IImg.** IFBC IAIS ICol. #List #Str. #Rgt. Scan Logout aW

✎ Edit the image metadata (ID:0000000) [Test] [Send] [from DB] [End]

Usable in portal :

image thumbnail large image:

Name : Coppe di elementi Inv. 2, figg. 67-68

Description : Francescolli, Manuale di climatologia applicata. Nuova classificazione dei mesoclimati, Regione Toscana 1995, Coppe di elementi, Inv. 2, figg. 67-68

Formatting rules: JJ

- enumeration: [a]@[b]@[c]@[d]@[e]@[f]
- forced line break: [M] min: 1
- url: [a]@[b]@[c]@[d] example URL: http://www.dmg-lib.org/english/handle/192/1025
- subscript: [a]@[b] which is to be subscripted[a]@[b]

Main: Image semantics : drawing

Intern: Creation date

Data prov.: Path on server : img_0911img0027746023_img0027746023.png

Links: Original file name : DMG_LIB\Foto\lib\loccomg\2012-10-12_04_45_maddalena\10618009_271_16_271_1193_cut.png

Width : 294

File length : 7922 (7748)

Previous : JJ

No entry found.

Keywords : JJ

No entry found.

<http://www.dmg-lib.org/dmglib/prodb/inpt/iptid=27745023>

General Information

DMG LIB

7Doc 7Per. 7Mec. 7Img. 7FBC 7AIS 7Task IDoc. IPer. IMec. **IImg.** IFBC IAIS ICol. #List #Str. #Rgt. Scan Logout aW

✎ Edit the image metadata (ID:0000000) [Test] [Send] [from DB] [End]

Usable in portal :

image thumbnail large image:

Name : Coppe di elementi Inv. 2, figg. 67-68

Description : Francescolli, Manuale di climatologia applicata. Nuova classificazione dei mesoclimati, Regione Toscana 1995, Coppe di elementi, Inv. 2, figg. 67-68

Main: Image semantics : drawing

Intern: Creation date

Data prov.: Path on server : img_0911img0027746023_img0027746023.png

Links: Original file name : DMG_LIB\Foto\lib\loccomg\2012-10-12_04_45_maddalena\10618009_271_16_271_1193_cut.png

Width : 294

File length : 7922 (7748)

General Information on Image Items

- Make sure that no copyrights are violated.
- If available, give information on the copyright holder and the license the image is licensed under.
- Use clear and comprehensible image names and description for an improved information retrieval, so users can find and understand images independent of their context.
- Explain any information encoding used within the image, e.g. colours, numbers or legends.
- Choose the image resolution depending on the depicted content, but (if possible) not less than 640x480 pixels.
- Do not upload one image in multiple resolutions. In this case prefer the highest one.
- Ensure an adequate image contrast.

Annex 6: Tutorial for metadata editor for CAx items

PRODB FBC EDITOR FOR CAX ITEMS

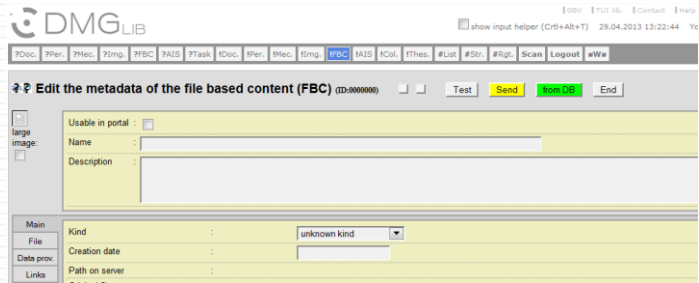
Tutorial v1.0 | 2013-04-29 | Sascha Falke

Overview

- With the FBC Editor you can enter new metadata sets for Cax files into the production database ProDB.

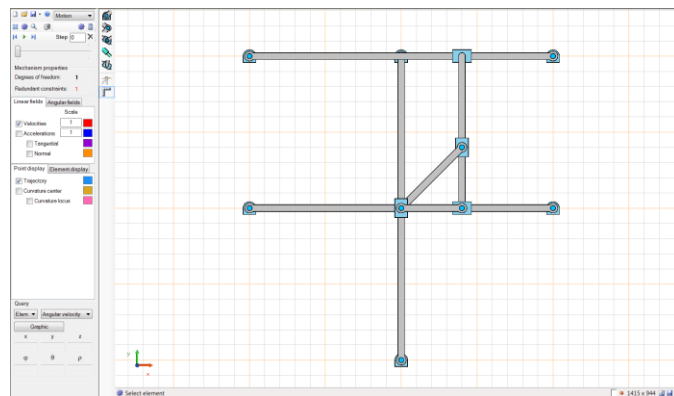
- This tutorial describes:
 - ▣ How to create an CAX item
 - ▣ Which quality criteria have to be observed
 - ▣ What should be considered in general

Creating an Cax Item



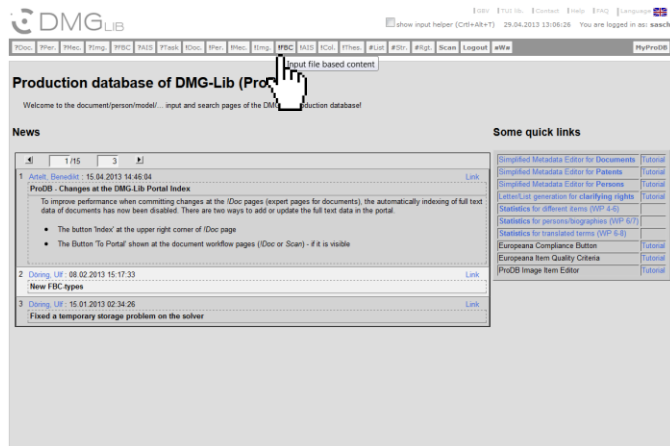
Example case

This tutorial shows exemplarily the ProDB upload of a Cax file created within GIM software (file extension *.gim).



1. Login and choose "Input FBC"

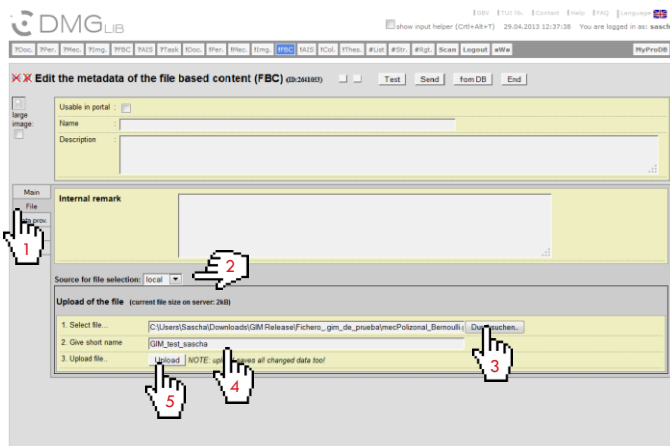
Enter the ProDB and choose the Input file based content-tab (IFBC).



2. Upload the CAX file

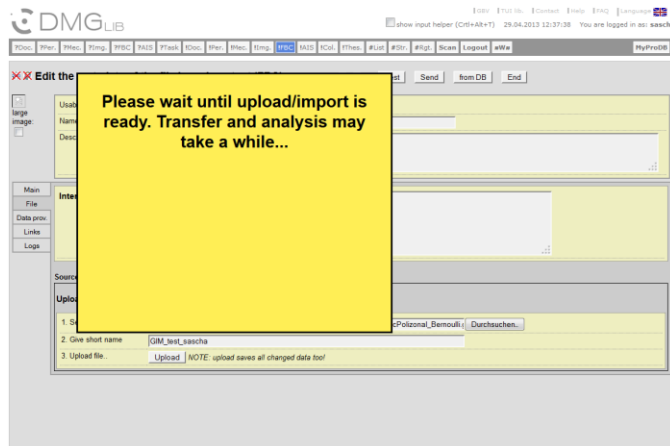
Switch to the File-tab (1) for uploading the CAX file.

Check the source location (2), select the CAX file (3), give it a human readable short name (4) and finally click the Upload-button (5).



3. Wait until the upload is completed

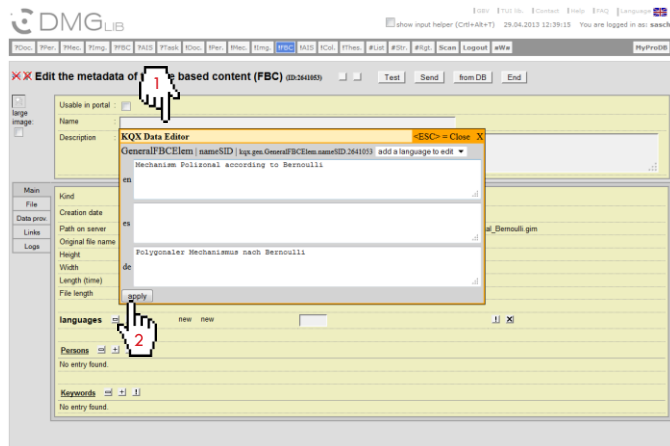
Please wait until the upload is completed.



4. Name the CAx file

Enter a clear and comprehensible name (1), in English and your native language.

The KQX Data Editor allows multilingual metadata input. Always click the apply-button (2) to save your entries.



5. Describe the CAx file more detailed

Enter a description (1), in English and your native language, to give users details about the content and context of the CAx file.

Save your entries by clicking the apply-button (2).

DMG LIB

show input helper (Ctrl+Alt+T) 29.04.2013 12:39:15 You are logged in as: sascha

XXX Edit the metadata of the file based content (FBC) (ID:244889) [Test] [Send] [from DB] [End]

Usable in portal:

Name: Mechanism Polzonal according to Bernoulli

Description:

1

NON Data Editor [descSID] [add language to edit] [ESC] = Close X

GeneralFBCItem [descSID] [add language to edit]

Kind: CAX file used by GIM software for plotting the curve polzonal according to Bernoulli

Creation date:

Path on server:

Original file name:

Height:

Width:

Length (time):

File length:

File length:

languages:

Persons:

No entry found

Keywords:

No entry found

2

6. (optional) Add links to related content

If desired, add links to related content (1), e.g. videos or animations derived from the CAx file, using the given formatting rules*.

Save your entries by clicking the apply-button (2).

DMG LIB

show input helper (Ctrl+Alt+T) 29.04.2013 12:39:15 You are logged in as: sascha

XXX Edit the metadata of the file based content (FBC) (ID:244889) [Test] [Send] [from DB] [End]

Usable in portal:

Name: Mechanism Polzonal according to Bernoulli

Description: CAX file for plotting the curve polzonal according to Bernoulli

Kind: CAX file used by GIM software for plotting the curve polzonal according to Bernoulli

Creation date:

Path on server:

Original file name:

Height:

Width:

Length (time):

File length:

File length:

languages:

Persons:

No entry found

Keywords:

No entry found

1

2

* Recommended format for linking a related video:

[a][dmg:dmg-ID of the linked item]Title of the linked item[/a], e.g.

[a][dmg:2011053]radius of curvature ... Bernoulli curve[/a]

7. (optional) Add an extra data provider

Switch to the Data prov.-tab (1) and add a data provider (2).

If necessary, set different data providers for different data.

Save your entries by clicking the !-button (3).

The screenshot shows the 'Edit the metadata of the file based content (FBC)' page. The 'Data provider' tab is active, displaying a table with the following data:

File	Data prov.	File name	Data provider
1	19420654		Imenaur TU

8. Add additional metadata

Switch to the Main-tab (1).

Check/Choose the kind of content (2), enter the files creation date (3) and language (4), and if available, link to related persons (5) or add specific keywords (6).

The screenshot shows the 'Main' tab of the 'Edit the metadata of the file based content (FBC)' page. The form contains the following fields and values:

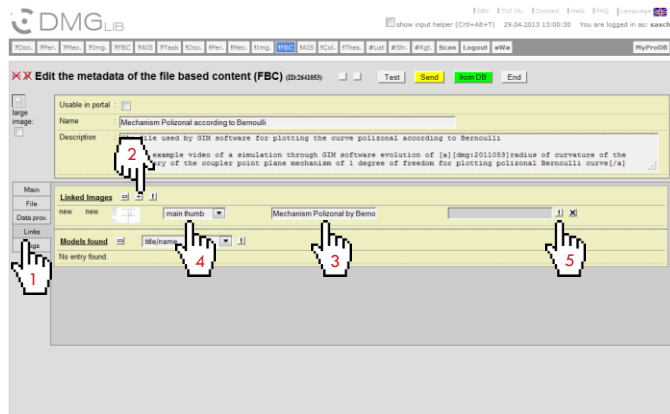
- Kind: GM mechanism file
- Creation date: 2012
- Original file name: [id]194206_122813_002641053_GM_test_saschalling020641053_macPolizonal_Bernoulli.gm
- Height: ...
- Width: ...
- Length (mm): ...
- File type: 1945 (2nd)
- Language: 1 new es
- Persons: 1 64822010 969004 inventor Bernoulli, Jakob
- Keywords: No entry found

9. Link a thumbnail image

Switch to the Links-tab (1).

Add a link (2) and select an existing image item* (3) which shall be used as main thumb (4).

Save your entries by clicking the !-button (5).

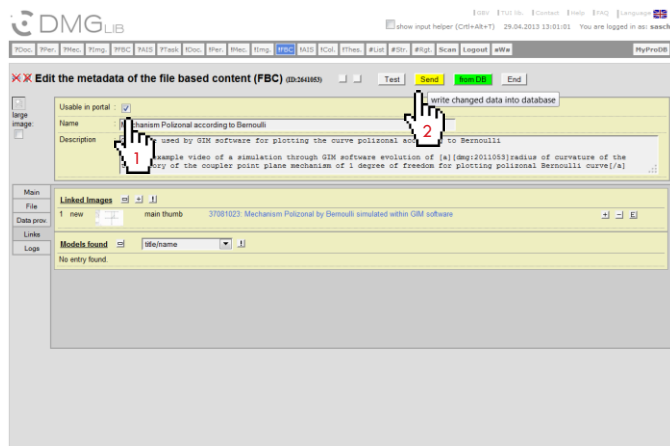


* For this example a [screenshot from the CAx file within GIM software](#) was imported as single image item.

10. Unlock and submit the dataset

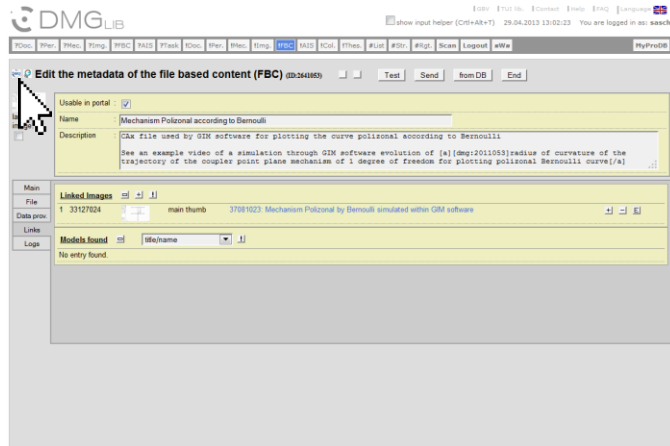
Mark the Usable in portal-checkbox (1) to unlock the item for the DMG-Lib and European portal.

Finally, click the Send-button (2) to submit the dataset.



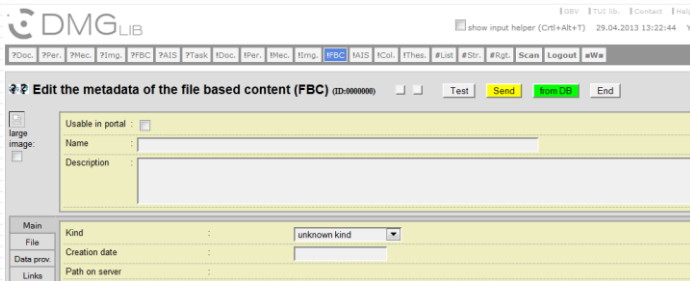
11. Check portal compliance

If your changes were successful, the red crosses across the DMG-Lib and Europeana icons should disappear and the item can be shown in both portals.



<http://www.dmg-lib.org/dmglib/prodb/nptl/pp?id=2641053>

Quality Criteria for CAX Items



Quality Criteria

FBC items (including CAx) have at least...

- A name of at least three characters
- A description of at least 100 characters
- A known kind/type
- A date
- A data provider
- A set language
- A linked accessible thumbnail image
- A marked "Usable in portal"-checkbox

Note: Characters are counted without blanks and the language with most of the characters is counted.

Finger für language, accessible ... anpassen

CAx | Good Example

- ✓ Name
- ✓ Description
- ✓ Known kind
- ✓ Date
- ✓ Data provider
- ✓ Language
- ✓ Thumbnail image
- ✓ Usable in portal

The screenshot shows the DMGLIB web interface for editing metadata for a file-based content (FBC) item. The title bar indicates the item is 'Usable in portal' and 'the file based content (FBC) (ID:24488)'. The main content area includes a 'Name' field with the value 'Mechanism Polygonal according to Bernoulli other names: Polygonaler Mechanismus nach...', a 'Description' field with a detailed text about the mechanism, and a 'Main' section with a table of metadata.

File	Kind
2012	GM mechanism file
Path on server	file:///11/bol_130429_123813_002641953_GM_test_sascha/dmg/002641953_macPolygonal_Bernoulli.gm
Original file name	macPolygonal_Bernoulli.gm
Height	
Width	
Length (time)	1.0
File length	1845 (2KB)

Below the table, there is a 'languages' section with a table:

languages	1	32667013	es
Persons	1	64832010 969004	inventor 653 Bernoulli, Jakob

At the bottom, there is a 'Keywords' section with the value 'No entry found'.

<http://www.dmg-lib.org/dmglb/prodb/nptl.jsp?Id=2641053>

CAx | Bad Example

- ! Unknown kind
- ! No date
- ! No thumbnail image

The screenshot shows the DMGLIB metadata editor interface. The title bar reads "Edit the metadata of the file based content (FBC) (id=0410053)". The main form contains the following fields:

- Usable in portal:**
- Name:** Doublerocker, crankcrocker airfoil form 19
other names: Doppelschwinge, Kurbelschwinge Tragflächenform 19
- Description:** Typical couplercurve of the crankcrocker/revolving doublerocker. Couplercurve in airfoil form.
- Main Kind:** unknown kind (dropdown menu)
- Creation date:** (empty field)
- Path on server:** fbc_001/fbd_120815_112408_000410053_dmg000410053_Doppelschwinge_19.7z
- Original file name:** Doppelschwinge 19.7z
- Height:** -1
- Width:** -1
- Length (time):** -1.0
- File length:** 1635876 (1.6MB)
- languages:** new new

Hand icons point to the "unknown kind" dropdown, the empty "Creation date" field, and the "target image" field.

<http://www.dmg-lib.org/dmglib/prodb/rpnt.php?id=0410053>

General Information

The screenshot shows the DMGLIB metadata editor interface. The title bar reads "Edit the metadata of the file based content (FBC) (id=000000)". The main form contains the following fields:

- Usable in portal:**
- Name:** (empty field)
- Description:** (empty field)
- Main Kind:** unknown kind (dropdown menu)
- Creation date:** (empty field)
- Path on server:** (empty field)

Hand icons point to the "unknown kind" dropdown, the empty "Creation date" field, and the "target image" field.

General Information on CAx Items

- Make sure that no copyrights are violated.
- Make sure that the CAx file is available for non-commercial purposes by third parties.
- Use clear and comprehensible names and descriptions for an improved information retrieval, so users can find and understand CAx files independent of their context.
- Enter descriptive metadata at least in English and your native language.

Annex 7: Tutorial for Europeana Compliance Button

NEW PRODB ELEMENT: THE EUROPEANA COMPLIANCE BUTTON



Tutorial v1.1 | 2012-10-12 | Sascha Falke

Overview

- With the help of the Europeana Compliance Button you can list all items within a category, which can be shown in the DMG-Lib portal but not in the Europeana portal.
- By clicking the button you get a list of all non-Europeana-compliant items of your national team within the selected item category.
- Currently, the Europeana Compliance Button is available for documents, persons, images, file based content (FBC) and AIS image sequences.

1. Login and choose an item category

Enter the ProDB and choose an item category. In this tutorial we use image items as example.

DMG-LIB

show input helper (Ctrl+Alt+T) 28.08.2012 21:01:55 You are logged in as: sascha

Doc Per Med Imp FBC AIS Col List Str Sgt Scan Logout eWa HyProDB

Production Database of DMG-Lib (ProDB)

Welcome to the document/person/model/... input and search pages of the DMG-Lib production database!

News

1	Acth	Bendikt	19.07.2012 15:59:34	Link
MyProDB - Logs view enhanced				
The Logs view on the myProDB page is now fully functional and much faster than before.				
Please feel free to use this page to view your last edited/changed items.				
2	Doming	UIF	09.06.2012 03:23:50	Link
Introduced a delay between changes in ProDB and transfer to portal index				
3	Doming	UIF	06.06.2012 08:49:53	Link
Video upload is now possible				

Some quick links

Simplified Metadata Editor for Documents	Tutorial
Simplified Metadata Editor for Patents	Tutorial
Simplified Metadata Editor for Persons	Tutorial
Letter/List generation for clarifying rights	Tutorial
Statistics for different items (WP 4-6)	
Statistics for persons/biographies (WP 6/7)	
Statistics for translated terms (WP 6-8)	

2. List all non-European-compliant items

Click on the new European Compliance Button to list all images which can be shown in the DMG-Lib portal but not in the European portal (may take some minutes)

DMG-LIB

show input helper (Ctrl+Alt+T) 28.08.2012 21:01:02 You are logged in as: sascha

Doc Per Med Imp FBC AIS Col List Str Sgt Scan Logout eWa HyProDB

Search for images

Name Autocompletion Help

Images found JJ

No entry found.

NOTE: clicking here may cost some minutes DMG-Lib-portal but can currently not be p

3. Choose an item from the list

Click on the item you want to edit to make it Europeana-compliant

121	160023	Bernoulli, Daniel - Hydrodynamica - Titelseite / Bernoulli, Daniel - Hydrodynamica - Front page	
122	154023	Bernoulli, Jakob / Bernoulli, James	
123	155023	Bernoulli, Jakob / Bernoulli, James	
124	156023	Bernoulli, Johann	
125	2560023	Les instruments - Titelseite / Besson - Theatre des instruments - front page	
126	162023	Besson - Theatrum - Buchseite / Besson - Theatrum - Page	
127	161023	Besson - Theatrum - Titelseite / Besson - Theatrum - Front page	
128	2559023	Besson - Theatrum oder Schawbuch - Titelseite / Besson - Theatrum oder Schawbuch - front page	
129	75023	Betancourt - Essai - Klassifikationsschema	
130	74023	Betancourt - Essai - KlassifikationsschemaAusschnitt	
131	4092023	Beylich-Universal-Gelenkweile	
132	571023	Beylich-Universalgelenkweile	

4. Enter the items metadata set

You are forwarded to the items metadata set. Click the Edit Button to enter the metadata editor.

DMG LIB

show input helper (Ctrl+Alt+T) 28.08.2012 21:02:31 You are logged in as: sascha

Home ?Per. ?Rec. ?Imp. ?FBC ?AIS ?Task ?Doc ?Per. ?Rec. ?Imp. ?FBC ?AIS ?Col. #List #Str. #Rgt. Scan Logout #Wa HyProDB

Image data Edit

Edit image data

Path on server	: images_001/img_070125_144100_img_070125_144100_jpg
Last change	: on 06.06.2012 at 02:41 by unknown user (auto)
Found Names	de : Bernoulli, Johann
	en : Bernoulli, Johann
Description	:
Creation date	:
Original file name	: dmj_bernoulli_johann.jpg
Height	: 326
Width	: 268

The image

5. Check the reason for non-compliance

Move your mouse pointer over the red-crossed Europeana-Icon to realize the reason for non-European-compliance of the item. In this example the description of the image must be enlarged.

DMG LIB

show input helper (Ctrl+Alt+T) 28.08.2012 21:03:01 You are logged in as: sascha

7Doc 7Per 7Rec 7Imp 7FBC 7AIS 7Task 7Doc 7Per 7Rec 7Imp 7FBC 7AIS 7Col #List #Str #Rgt Scan Logout #Wa HyProDB

Edit the image metadata (ID=0156025) [Test] [Send] [from DB] [End]

NOT be shown in Europeana.
description must be enlarged

Name : Bernoulli, Johann
Description :

Main
Image semantics : person

Intern
Creation date :

Data prov.
Path on server : images_001/img_070125_144100/img_070125_144100_jpg

Links
Original file name : dmg_bernoulli_johann.jpg

Attrib.
Height : 326
Width : 268
File length : 12915 (13kB)

Persons
No entry found.

Keywords
No entry found.

6. Revise and submit the metadata

Edit the items metadata according to the aforementioned reasons for non-European-compliance. Submit your changes by clicking the Send Button.

DMG LIB

show input helper (Ctrl+Alt+T) 28.08.2012 21:03:37 You are logged in as: sascha

7Doc 7Per 7Rec 7Imp 7FBC 7AIS 7Task 7Doc 7Per 7Rec 7Imp 7FBC 7AIS 7Col #List #Str #Rgt Scan Logout #Wa HyProDB

Edit the image metadata (ID=0156025) [Test] [Send] [from DB] [End]

write changed data into database

Usable in portal :

Name : Bernoulli, Johann
Description : Portrait of the swiss mathematician Johann Bernoulli (1667 - 1748)

Main
Image semantics : person

Intern
Creation date :

Data prov.
Path on server : images_001/img_070125_144100/img_070125_144100_jpg

Links
Original file name : dmg_bernoulli_johann.jpg

Attrib.
Height : 326
Width : 268
File length : 12915 (13kB)

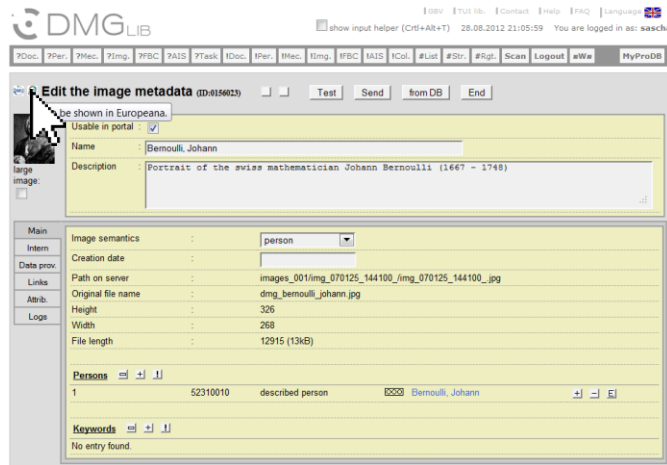
Persons

1	new	described person	Bernoulli, Johann
---	-----	------------------	-------------------

Keywords
No entry found.

7. Recheck success

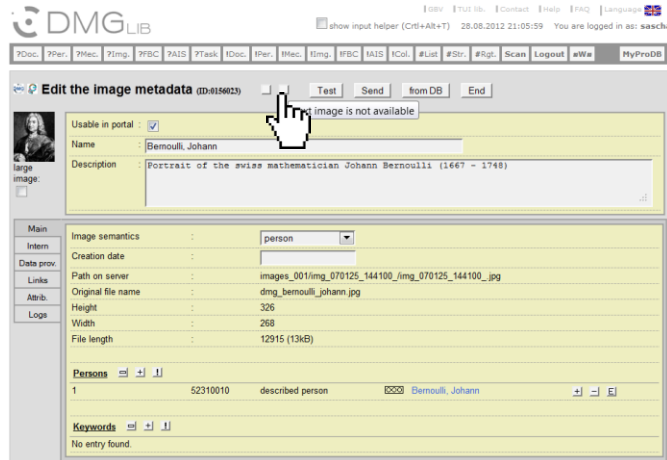
If your changes were successful, the red cross across the Europeana icon should disappear and the item can be shown in the Europeana portal.



The screenshot shows the 'Edit the image metadata' interface for item ID 0156023. The 'Usable in Europeana' checkbox is checked. The 'Name' field contains 'Bernoulli, Johann' and the 'Description' field contains 'Portrait of the swiss mathematician Johann Bernoulli (1667 - 1748)'. The 'Main' section shows 'Image semantics' set to 'person'. The 'Persons' table contains one entry: 1, 52310010, described person, EOOD, Bernoulli, Johann. The 'Keywords' section is empty.

8. (optional) Switch to the next/previous item in the list

For a more efficient revision of all non-Europeana-compliant items within one category easily switch to the next/previous item in the list by clicking the corresponding button.




The screenshot shows the same 'Edit the image metadata' interface as in slide 7. A hand cursor is positioned over the navigation buttons (left and right arrows) located above the 'Persons' table, indicating the action of switching to the next or previous item in the list.

Annex 8: Tutorial for Europeana Item Quality Criteria

EUROPEANA ITEM QUALITY CRITERIA

Tutorial v1.0 | 2012-10-12 | Sascha Falke

Overview

- Europeana content providers have to observe requirements concerning metadata quality.
- Thus, a metadata quality check was implemented within the ProDB visualized by simple icons. 
- The Europeana item quality criteria within the thinkMOTION project are described in this tutorial per item category.
- Note: Characters are counted without blanks and the language with most of the characters is counted.

Item category „Documents“

Documents | Quality Criteria

Document items have at least...

- ❑ A title of at least three characters
- ❑ A year (at least estimated)
- ❑ One of the following two options:
 - ❑ A thumbnail image AND a importance of at least 120 characters
 - ❑ Viewable pixel pages in the portal, means pages are presentable in the book viewer
- ❑ A data provider

Documents | Good Example

- ✓ Date
- ✓ Titel
- ✓ Provider
- ✓ Pixel pages

DMG LIB

show input helper (Ctrl+Alt+T)

7Doc. 7Per. 7Rec. 7Imp. 7FBC 7AIS 7Task IDoc. IPer. IMec. IImp. IFBC IAIIS ICol. #List. #Str. #Rgt. Scan Logout aWa MyProDB

✖ Edit document data (ID:4540009) Test Send from DB End

Analytische Kinematik von Koppeleben ; Kinematik, Lagen- und Differentialgeometrie zwangsläufig komplian bewegter Köpplen
Rehwald(e)
1972
To portal: Meta Pixel OCR Quality OK: Meta Pixel OCR

Main.1
Main.2
Note
Data prov.
Codes
Workflow

Year 1972

Persons 1 7532010 author Rehwald, Willi W

Titles 1 5375011 main title Analytische Kinematik von Koppeleben de

Data provider
1 23245054 ... Ilmenau TU 1.0

Pages 2 pages (1/181) reread the directory Representing page 1

W. Rehwald

http://www.dmg-lib.org/dmglib/prodb/mprID.jsp?id=4540009

Documents | Bad Example

- ! No description
- ! No thumbnail image
- ! No pixel pages

DMG LIB

show input helper (Ctrl+Alt+T)

7Doc. 7Per. 7Rec. 7Imp. 7FBC 7AIS 7Task IDoc. IPer. IMec. IImp. IFBC IAIIS ICol. #List. #Str. #Rgt. Scan Logout aWa MyProDB

✖ Edit document data (ID:1386009) Test Send from DB End

Abriss der Festigkeitslehre für den Maschinenbau ; Sonder-Abdruck aus des Verfassers Handbuch "Der Konstrukteur" Fünfte Auflage
Reuleaux(e)
1904
To portal: Meta Pixel OCR Quality OK: Meta Pixel OCR

Main.1
Main.2
Note
Data prov.
Codes
Workflow

Importance (short):
Importance (long):

Images
No entry found.

work flow state link scan folder name local
browse (NA)

Not scanned.

link access

http://www.dmg-lib.org/dmglib/prodb/mprID.jsp?id=1386009

Item category „Persons“

The screenshot shows the 'Edit person data' interface in the DMG LIB system. The page title is 'DMG LIB'. The navigation bar includes links for various categories: ?Doc, ?Per, ?Hec, ?Img, ?FBC, ?AIS, ?Task, IDoc, IPer, IMec, IImg, IFBC, IAIS, ICol, #List, #Str, #Rgt, Scan, Logout, and aW. The main content area is titled 'Edit person data (ID:0000000)' and contains several input fields: 'Identification number (PPN)', 'Name, first name', and 'Relevance (short)'. Below these are three checkboxes: 'May be used in portal', 'is organisation/society', and 'Hide biographical information?'. A sidebar on the left lists tabs: 'Main', 'Vita', 'Data prov.', 'Names', and 'other P.'. The 'Main' tab is selected, showing a 'Relevance:' field.

Persons | Quality Criteria

Biography items have at least...

- A name of at least three characters
- A short relevance of at least one character
- A date of birth as well as a date of death
- One of the following three options:
 - An image of the person
 - A long relevance of at least 300 characters
 - At least five vita entries
- A data provider

Persons | Good Example

- ✓ Name
- ✓ Short relevance
- ✓ Date of birth and death
- ✓ Image
- ✓ Seven vita entries
- ✓ Data provider

DMG LIB

7Doc 7Per 7Mec 7Imp 7FBC 7AIS 7Task 7Doc 7Per 7Mec 7Imp 7FBC 7AIS 7Col #List #Str #Rgt Scan Logout aWa

Edit person data (ID=0077004) Test Send from DB End

Identification number (PPN): 83659

Name, first name: Redtenbacher Ferdinand

Relevance (short): Deutscher Mathematiker und Wissenschaftler; gilt als Begründer des wissenschaftl

May be used in portal: is organisation/society: Hide biographical information?: Use in V

Main

tabular curriculum vitae begin ascending

Vita	1	102006	25.7.1809	Steyr	geboren
Data prov.	2	2111006	1829-1833	Wien	Assistent im Fach "Mechanik und Maschinenlehre" am Polytechniku
Names	3	490006	1834-1835	Zürich	Lehrer für Mathematik und Geometrie an der "Höheren Industrieschu
other P.	4	1522006	1835-1841	Zürich	Prof. für Mathematik und Geometrie an der "Höheren Industrieschule
Works	5	491006	1841-1862	Karlsruhe	Prof. für Mechanik und Maschinenlehre an der "Polytechnischen Sch
Images	6	492006	1857-1862	Karlsruhe	Direktor des Polytechnikums
For	7	103006	↑ 16.4.1863	Karlsruhe	gestorben

Data provider

Data prov.	1	561054	...	Ilmenau TU
------------	---	--------	-----	------------

<http://www.dmg-lib.org/dmglib/prodb/impf.jsp?id=77004>

Persons | Bad Example

- ! No dates
- ! Neither short nor long relevance
- ! No vita entries
- ! No image

DMG LIB

7Doc 7Per 7Mec 7Imp 7FBC 7AIS 7Task 7Doc 7Per 7Mec 7Imp 7FBC 7AIS 7Col #List #Str #Rgt Scan Logout aWa

Person data Edit Edit rights

McMurray, Gary (? - ?)

Short identifiers :

Name : McMurray, Gary

Relevance (short) :

Relevance (long) :

Acquisition :

Info : pdbimportBy IFToMM07Parser 2011-11-12 10-29-29 53003

Last : on 06.06.2012 at 02:40 by unknown user (auto)

tabular curriculum vitae begin ascending

No entry found.

Documents found alphabet

1	20277009	Proceedings of Twelfth World Congress in Mechanism and Machine Science: Automation of Bird Front Half Deboning Procedure: Design
2	20277009	Proceedings of Twelfth World Congress in Mechanism and Machine Science: Endoscope Kinematics.

Ex: serNo. dmg ID only without rights (sort order can be chosen above; use copy and paste for further text processing)

Images found Alphabet

No entry found.

<http://www.dmg-lib.org/dmglib/prodb/impf.jsp?id=11883004>

Item category „Images“

The screenshot shows the DMG LIB metadata editor for images. The interface includes a navigation menu at the top with various categories like ?Doc, ?Per, ?Hec, ?Img, ?FBC, ?AIS, ?Task, IDoc, IPer, IMec, IImg, IFBC, IAIS, ICol, #List, #Str, #Rgt, Scan, Logout, and aW. The main area is titled "Edit the image metadata (ID:0000000)" and contains several input fields and buttons. On the left, there are checkboxes for "thumbnail", "large image", and "image". The main form has fields for "Usable in portal" (checkbox), "Name", and "Description". Below these are sections for "Main", "Intern", "Data prov.", and "Links", each with specific metadata fields like "Image semantics", "Creation date", and "Path on server". Buttons for "Test", "Send", "from DB", and "End" are also visible.

Images | Quality Criteria

Image items have at least...

- ❑ A name of at least three characters
- ❑ A description of at least 50 characters, and 25 characters more than the name
- ❑ An accessible image file
- ❑ A data provider

Images | Good Example

- ✓ Name
- ✓ Description (taken from the persons metadata set with additional dates)
- ✓ Accessible image file
- ✓ Data provider

The screenshot shows the 'Bearbeitung der Bildmetadaten' (ID: 0042023) interface. It features a sidebar with navigation options like 'Allg.', 'Intern', 'D-Bereit', 'Links', 'Attrib.', and 'Logs'. The main area contains a form with the following fields:

- Im Portal verwendbar:**
- Name:** Redtenbacher, Ferdinand
- Beschreibung:** Porträt des deutschen Mathematikers und Wissenschaftlers Ferdinand Redtenbacher (1809 - 1863)
- Bildsemantik:** Person
- Erzeugungsdatum:** [empty]
- Pfad auf Server:** images_001/img_060227_095356_Redtenbacher_Ferdinand/img_060227_095356_Redtenbacher_Ferdinand.jpg
- Original-Dateiname:** dmg_redtenbacher.jpg
- Höhe:** 1886
- Breite:** 1192
- Dateilänge:** 138526 (140kB)

Below the form, there is a 'Personen' table with one entry:

Personen
1 54352010 vorkommende Person Redtenbacher, Ferdinand

At the bottom, there is a 'Schlagwörter' field.

<http://www.dmg-lib.org/dmglib/prodb/inptl/ppfid=13990023>

Images | Good Example

- ✓ Name
- ✓ Description (taken from the caption out of the source document)
- ✓ Accessible image file
- ✓ Data provider

The screenshot shows the 'Edit the image metadata' (ID: 13990023) interface. It features a sidebar with navigation options like 'Main', 'Intern', 'Data prov.', 'Links', 'Attrib.', and 'Logs'. The main area contains a form with the following fields:

- Usable in portal:**
- Name:** 10-Ton Grab of Hullet Unloaders
other names: 10-Tonnen Gefaer des Hullet Entladens
- Description:** The 10-ton grab of a similar installation of the Corrigan McKimsey Co.

Below the form, there is a 'Data provider' table with one entry:

Data provider
1 62782054 RWTH Aachen

<http://www.dmg-lib.org/dmglib/prodb/inptl/ppfid=13990023>

Images | Bad Example

! Name not meaningful

! Description too short

! Description nothing other than the name

DMG LIB

show input helper (Ctrl+Alt+T)

7Doc. 7Per. 7Mec. 7Imp. 7FBC 7AIS 7Task IDoc. IPer. IMec. IImg. IFBC IAIS ICol. #List #Str. #Rgt. Scan Logout aWa MyProDB

✖ Edit the image metadata (ID:13990023) Test Send from DB End

Usable in portal :

Name : Fig 673

Description : Fig. 673

large image:

Main	Data provider
Intern	
Data prov.	1 62782054 ... RWTH Aachen 1.0
Links	
Attrib.	
Logs	

Item category „FBC“

DMG LIB

7Doc. 7Per. 7Mec. 7Imp. 7FBC 7AIS 7Task IDoc. IPer. IMec. IImg. IFBC IAIS ICol. #List #Str. #Rgt. Scan Logout aWa

🔗 Edit the metadata of the file based content (FBC) (ID:0000000) Test Send from DB

large image:

Usable in portal :

Name :

Description :

Main	Kind
File	unknown kind
Data prov.	Creation date :
Links	Path on server :

FBC | Quality Criteria

File Based Content items have at least...

- ❑ A name of at least three characters
- ❑ A description of at least 100 characters
- ❑ A known kind/type
- ❑ A date
- ❑ An accessible image file
- ❑ A thumbnail image
- ❑ A data provider

FBC | Good Example

- ✓ Name
- ✓ Description
- ✓ Known kind
- ✓ Date
- ✓ Accessible image file
- ✓ Thumbnail image
- ✓ Data provider

DMG LIB

show input helper (Ctrl+Alt+T)

7Doc. 7Per. 7Mec. 7Imp. 7FBC 7AIS 7Task 7Doc. 7Per. 7Mec. 7Imp. 7FBC 7AIS 7Col. #List #Str. #Rpt. Scan Logout aWa MyProDB

✖ Edit the metadata of the file based content (FBC) (ID:0005053) Test Send from DB End

Usable in portal :

Name : Differential epicyclic gear train powered from its first input.
other names : Tren de engranajes epicicloidales impulsado por su primera entrada.

Description : The video shows the movement of an epicyclic gear train. The mechanism of the video was made in the factory of Max Kohl in Chemnitz (Germany) around 1920 and was acquired by the University of Salamanca.

Main	Kind	Video
File	Creation date	2012
Data prov.	Path on server	fbc_001/fbd_120626_125047_000005053_Motion_of_a_differential/dmg000005053_Tren_de_engranajes_epicicloidales_USAL_1.mp4
Links	Original file name	Tren_de_engranajes_epicicloidales_USAL_1.mp4
Logs	Height	240
	Width	320
	Length (time)	15 162589

Main	Data provider	Univ. Easque C.	1.0
File	1 71989054		
Data prov.			

<http://www.dmg-lib.org/dmglib/prodb/inpti.jsp?fd=0005053>

FBC | Bad Example

- ! Unknown kind
- ! No date
- ! No accessible image file
- ! No thumbnail image

The screenshot shows the 'Edit the metadata of the file based content (FBC)' interface. The 'Kind' dropdown menu is set to 'unknown kind'. The 'Creation date' field is empty. The 'Name' field contains 'Doublerocker, crankrocker airfoil form 19'. The 'Description' field contains 'Typical couplercurve of the crankrocker/revolving doublerocker. Couplercurve in airfoil form.' The 'Path on server' is 'fbc_001/fbd_120815_112408_000410053_dmg000410053_Doppelschwinge_19.7z'. The 'File length' is '1635876 (1.6MB)'. The 'languages' field is set to 'new new'.

<http://www.dmg-lib.org/dmglib/prodb/rpnt.php?id=0410053>

Item category „AIS“

The screenshot shows the 'Bearbeitung von AIS-Daten' interface. The 'XML-Datei' field is empty. The 'Verzeichnis' field is empty. The 'Im Portal verwendbar' checkbox is checked. The 'Allg.' tab is selected, showing fields for 'Name (de)', 'Name (en)', 'Bild', 'Bildhöhe', and 'Bildbreite'. The 'Senden' button is highlighted in yellow, and the 'aus DB' button is highlighted in green.

AIS | Quality Criteria

AIS image sequence items have at least...

- ❑ A name of at least three characters
- ❑ A valid XML-file
- ❑ An accessible image file
- ❑ A data provider

AIS | Good Example

- ✓ Name
- ✓ Valid XML-file
- ✓ Accessible image file
- ✓ Data provider

The screenshot shows the DMGLIB interface for editing AIS data. The main form contains the following fields:

- XML-Datei: /manims_001/790009_Volmer_0103_01_341a/animation.xml
- Verzeichnis: /manims_001/790009_Volmer_0103_01_341a/
- Im Portal verwendbar:
- Name (de): Koppelgetriebe, 6-gliedriges
- Name (en): Mechanism with 6 links
- Bild: /0103_01_341a.png
- Bildhöhe: 322
- Bildbreite: 377
- Data provider: 1 | 67752054 | limenau TU | 1.0

AIS | Bad Example

! No name

! No valid XML-file / XML-path

! No accessible image file

DMGLIB

show input helper (Ctrl+Alt+T)

7Doc. 7Per. 7Rec. 7Imp. 7FBC 7AIS 7Task 7Doc. 7Per. 7Rec. 7Imp. 7FBC 7AIS 7Col. #List #Str. #Rgt. Scan Logout aWw MyProDB

✖✖ Bearbeitung von AIS-Daten (ID=676022) Test Senden aus DB Beenden

XML-Datei: C:/dmg/Culisa_excentric/ais/Culisa_excentric_ais/animation.xml

Verzeichnis: C:/dmg/Culisa_excentric/ais/Culisa_excentric_ais/

Im Portal verwendbar:

Name (de)	null
Name (en)	null
Bild	null
Bildhöhe	-1
Bildbreite	-1

<http://www.dmg-lib.org/dmglib/prodb/inptl.jsp?id=676022>