Europeana Organization Profile

For Providers and Data Providers

April 2016

Europeana

1   Introduction and scope

In order to provide functionality based on the names of organizations providing data to Europeana it is necessary for their names to be recorded in a controlled fashion. This profile will be used to support authority control of (Data) Providers' names and lists the data elements that can be used to describe data providers and aggregators.

The profile is based on the description elements defined for the W3C Org and vCard ontologies, the Institution Entity in the MICHAEL Data Model,[1] and the elements that Europeana is already gathering in its Customer Relationship Management system.

Note that the American spelling of "organization" is used throughout to be compatible with foaf.

2   Terminology

Organization: this is a generic term for an organization of any sort that could be named as a Data Provider or Provider.

Provider: Organization that collects, formats and manages data from Data Providers before submitting data to Europeana.eu

Data Provider: Organization that submits data to Europeana.eu. Data providers may submit data directly to Europeana but are more likely to use the services of a Provider.

Contact Person: the person recorded as being the contact for Europeana.

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[1] http://www.michael-culture.eu/documents/MICHAELDataModelv1_0.pdf , section 6.2
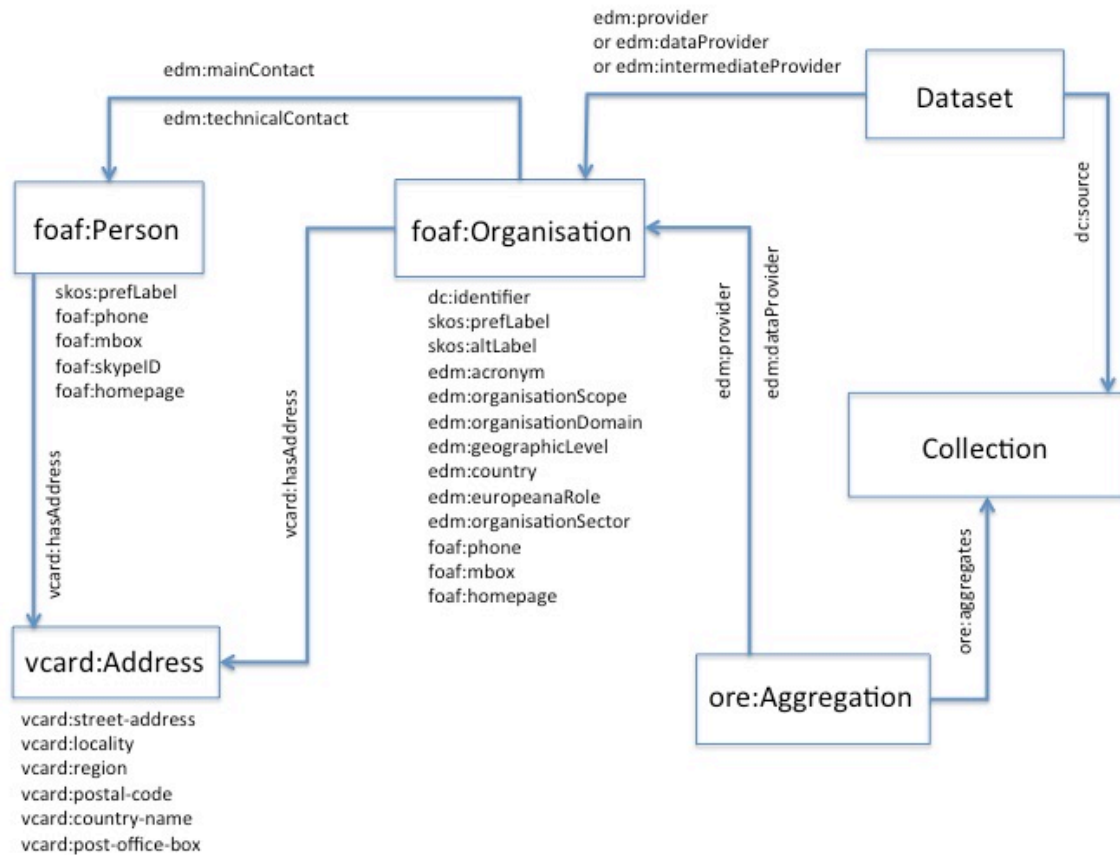
3 Profile Elements

Figure 1 Overview of Organization and Person properties

Classes and Properties and EDM

Many of the properties described below will apply to either an organization or a contact person and will be mapped from the CRM fields to EDM classes accordingly. For example:

- An **Organization** is represented as a foaf:Organization class (a subclass of edm:Agent) and has a "hasAddress" property with the range of an "Address" class, which contains all the details of the postal address. An Organization also has "mainContact" and "technicalContact" properties with the range of a "Person" class (sub-property of edm:Agent)

- A **Person** will be represented as a foaf:Person class (a sub:class of edm:Agent) and will have a "hasAddress" property with the range of an "Address" class, which contains all details of the postal address.

- An **Address** will be represented using vcard:hasAddress syntax.

Information relating to a person should not be distributed via a service such as API.

Note regarding CRM:

Mandatory fields regarding an organization in the CRM are: Name, Alternate name, Acronym, Role/ Relationship to Europeana, Thematic Partner Network, Europeana Network, API status. This Organization Profile does not contain the final three of these properties.

4 Properties for Organizations and Persons

4.1 Identifier

URI	http://purl.org/dc/elements/1.1/identifier
Definition	An unambiguous reference to an organization within the context of the Europeana contributors database.
Europeana note	The value is provided by the Europeana system. A prefix is used according to the europeanaRole of the organization. These are listed in the europeanaRole property.
Obligation & Occurrence	**Mandatory** (Minimum: 1, Maximum: 1)
Example	

4.2 Name

URI	skos:prefLabel
Definition	The preferred form of name of the organization or person.
Europeana note	The preferred form of name of the organization should be given in as many languages as can be provided. Language can be indicated in EDM XML using XML language tags.

You will be required to indicate one language version of the name to be the default name for display in the portal. Other-language versions will be used to support multi-lingual services as they are developed.

For countries with multiple languages the preferred name in more than one language may be provided in a concatenated string as the default display for the portal. (See example). In this case the language cannot be indicated.

The English language version of the preferred name must be provided for administrative purposes. |
| Obligation & Occurrence | **Mandatory** (Minimum: 1, Maximum: unbounded). It is mandatory to have language tags if there are several prefLabels. |
| Example | Koninklijke Bibliotheek van België / Bibliothèque royale de Belgique |

4.3 Alternative name

URI	skos:altLabel
Definition	Alternative forms of the name.
Europeana note	Any alternative forms of the name of the organization in as many languages as can be provided. Language can be indicated in EDM XML using XML language tags.
Obligation & Occurrence	Optional (Minimum: 0, Maximum: unbounded)
Example	

4.4 Acronym

URI	http://www.europeana.eu/schemas/edm/acronym
Label	Acronym
Definition	The acronym (or abbreviated form of an organization's name) that is commonly used to identify an organization
Europeana note	Acronyms should be recorded where they exist and are commonly used. They should not be created for the purpose of entering data in the Europeana system. This element can be repeated for acronyms in multiple languages.
Obligation & Occurrence	Mandatory for Organizations, optional for persons (Minimum: 0, Maximum: unbounded)
Example	"Koninklijke Bibliotheek" is commonly abbreviated to the acronym 'KB'

4.5 Scope

URI	http://www.europeana.eu/schemas/edm/organizationScope
Label	Scope
Definition	The scope of work of the organization in terms of inclusivity of cultural heritage sectors.
Europeana note	The value in this element is taken from a controlled list maintained by Europeana. • Other/None • Cross • Single • Thematic • Individual
Obligation & Occurrence	Mandatory (Minimum: 1, Maximum: 1)
Example	Single for the European Film Gateway. Cross for Culture Italia

4.6 Domain

URI	http://www.europeana.eu/schemas/edm/organizationDomain
Label	Domain
Definition	The general activity or sector in which an organization operates
Europeana note	The value in this element is taken from a controlled list maintained by Europeana: • Gallery • Library • Archive • Museum • Audio visual/Sound Archive • Publisher • Research (e.g.university) • Education (e.g. primary and secondary school) • Creative Industry (e.g. media sector, game developer) • Cross domain • Performing Arts • Proposal Writer/Consultant/Other (sic)
Obligation & Occurrence	Mandatory (Minimum: 1, Maximum: 1)
Example	

4.7 Sector

URI	http://www.europeana.eu/schemas/edm/organizationSector
Label	Sector
Definition	The general activity or sector in which an organization operates
Europeana note	The value in this element is taken from a controlled list maintained by Europeana in the CRM: • Government Department/Ministry • Private • Public
Obligation & Occurrence	Mandatory (Minimum: 1, Maximum: 1)
Example	

4.8 Geographic level

URI	http://www.europeana.eu/schemas/edm/geographicLevel
Label	Geographic level
Definition	The scope of work of the organization in terms of geographic level.
Europeana note	The value in this element is taken from a controlled list maintained by Europeana in the CRM. • Regional

	• National
	• European
	• Worldwide
Obligation & Occurrence	Mandatory (Minimum: 1, Maximum: 1)
Example	European level for the European Film Gateway. National level for Cultura Italia

4.9 Europeana Country

URI	http://www.europeana.eu/schemas/edm/europeanaCountry
Label	Europeana Country
Definition	The country value assigned to an organization by Europeana as given in edm:country.
Europeana note	For aggregators sending data from several countries this could have the value "Europe" and is not therefore the same as the country in the address details.
Obligation & Occurrence	Mandatory (Minimum: 1, Maximum: 1)
Example	European level for the European Film Gateway. National level for Cultura Italia

4.10 Europeana role

URI	http://www.europeana.eu/schemas/edm/europeanaRole
Label	Europeana role
Definition	To indicate the role and relationship of an organization to Europeana.
Europeana note	These values are used in CRM (and the codes are used as prefixes in the identifier: • Content Provider (P) • Data Aggregator (O (or 0 – still needs confirming)) • Technology Partner (T) • Financial Partner/Sponsor (F) • Policy Maker (PM) • Think Tank/Knowledge organization/Creative Industry (C) • Other (P) (because it can be converted.)
Obligation & Occurrence	Mandatory (Minimum: 1, Maximum: unbounded)
Example	Provider

4.11 Telephone number

URI	foaf:phone
Definition	A telephone number.
Europeana note	This could be the number of the switchboard or for a help/information desk for an organization or the direct line for a contact person.

	This should be given as the full international dialling code.
Obligation & Occurrence	Optional (Minimum: 0, Maximum: unbounded)
Example	

4.12 Email

URI	foaf:mbox
Definition	An email address.
Europeana note	This could be the email address for a help/information desk for an organization or the email address of the contact person.
Obligation & Occurrence	Optional (Minimum: 0, Maximum: unbounded)
Example	

4.13 URL

URI	foaf:homepage
Definition	The URL for the home page of the organization
Europeana note	
Obligation & Occurrence	Optional (Minimum: 0, Maximum: 1)
Example	

4.14 skype ID

URI	foaf:skypeID
Definition	The Skype ID of the named contact
Europeana note	Europeana staff will need an easy and direct way of discussing technical aspects of providing data to Europeana
Obligation & Occurrence	Optional (Minimum: 0, Maximum: 1)
Example	

4.15 Main Contact

URI	http://www.europeana.eu/schemas/edm/mainContact
Definition	Link to a Person class detailing the main contact
Europeana note	

Obligation & Occurrence	Optional (Minimum: 0, Maximum: 1)
Example	

4.16 Technical Contact

URI	http://www.europeana.eu/schemas/edm/technicalContact
Label	Main Contact
Definition	Link to a Person class detailing the technical contact
Europeana note	
Obligation & Occurrence	Mandatory (Minimum: 1, Maximum: 1)
Example	

4.17 Has Address

URI	vcard:hasAddress
Label	Address
Definition	Link to Address class
Europeana note	
Obligation & Occurrence	Mandatory for Organizations, optional for persons (Minimum: 1, Maximum: unbounded)
Example	

5 Address Properties

5.1 Street

URI	vcard:streetAddress
Definition	A generic field for the street, the name of a building, the name of a department
Europeana note	
Obligation & Occurrence	Recommended
Example	

5.2 Locality

URI	vcard:locality

Definition	The smallest administrative area, which is usually a town, city, ward, village or a commune, etc.
Europeana note	
Obligation & Occurrence	Recommended
Example	

5.3 Region

URI	vcard:region
Definition	Region is a general concept, and can be any administrative area that is larger than a locality but smaller than a country.
Europeana note	
Obligation & Occurrence	Recommended
Example	In the United Kingdom, region may include a devolved administration, a government region or a county. In France it may include a region or a département and in Italy a region or province

5.4 Postal code

URI	vcard:postal-code
Definition	This is the postal code.
Europeana note	
Obligation & Occurrence	Recommended
Example	YO31 7PQ, 58330,

5.5 Country

URI	vcard:country-name
Definition	This is the country part of the address.
Europeana note	See also europeanaCountry.
Obligation & Occurrence	Mandatory for organizations (Minimum: 1, Maximum: 1)
Example	

5.6   PO box

URI	vcard:post-office-box
Definition	The Post Office box number
Europeana note	Not available in CRM, included in "Street" if needed.
Obligation & Occurrence	Recommended
Example	

Document History

Version	Author	Updated	Comments
V0.1	Robina Clayphan	22/12/2009	Draft creation
V0.2	Robina Clayphan	19/01/2010	Draft revision after team and business input
V0.8	Robina Clayphan	12/03/2010	Draft revision to align controlled vocabulary terms between Operations and Business
V1.0	Robina Clayphan	23/10/2013	Alignment with EDM. Addition of organizationDomain after mtg with CRM and redefining of organizationSector. Further refinements to adopt terms from other namespaces. To be finalised after review. Policy for multiple languages for skos:prefLabel still needed. O or 0 in EuropeanaRole needs confirming.
V1.0.1	Robina Clayphan	01/10/2014	Changed spelling of "organization" throughout to align with foaf. Added "organization" to URIs of scope, domain and sector properties to align with already implemented schema.
V1.0.2	Valentine Charles	04/04/2016	Introduction of the edm:intermediateProvider property in Figure 1.

6   Acknowledgements