



M6.4.1 – Workshop 1 – Preparation of content and metadata

This document is a report on the first EuropeanaConnect
Content Workshop organised on the 19th of November 2010



co-funded by the European Union

The project is co-funded by the European Union, through the **eContentplus** programme

<http://ec.europa.eu/econtentplus>



Österreichische

Nationalbibliothek

EuropeanaConnect is coordinated by the Austrian National Library



Distribution

Version	Date of sending	Name	Role in project
0.1	03.12.2010	Martin Gordon	WP6 Leader
0.2	06.12.2010	VPZ	PM
1.0	07.12.2010	Liferay	

Approval

Version	Date of approval	Name	Role in project
		No approval necessary	

Revisions

Version	Status	Author	Date	Changes
0.1	Draft	Gerda Koch	03.12.2010	
0.2	Draft	Martin Gordon	06.12.2010	
1.0	Final	VPZ	07.12.2010	Some Layout changes



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1 Overview

Within “Task 6.4: Training activities and support” Work Package 6 organises several workshops to train content providers on how to prepare and provide their data to Europeana.

The first Workshop “Preparation of content and metadata” was organised as a pre-conference event in the context of the Austrian National EuropeanaLocal Meeting and took place on the 19th of November 2010 in Graz, Austria. (conference Link: <http://conference.ait.co.at/digbib/index.php/digbib/digbib>)

The screenshot shows a website for a conference. At the top, there is a navigation bar with links: STARTSEITE, ÜBER UNS, PERSÖNLICHE STARTSEITE, AKTUELLE KONFERENZEN, and MITTEILUNGEN. The main header area features the logo 'db' and the text 'Europeana - Zugang zum kulturellen und wissenschaftlichen Erbe Europas' followed by the dates '19.-20. November 2010, Graz'. Below the header, there is a breadcrumb trail: Startseite > 19./20. November 2010, Graz: Europeana - Zugang zum kulturellen und wissenschaftlichen Erbe Europas > Europeana - Zugang zum kulturellen und wissenschaftlichen Erbe Europas > Programm. The main content area is titled 'Programm' and contains the text: 'Über folgenden Link gelangen Sie zum Programm für diese Konferenz. PROGRAMM-V13-KOMPLETT.PDF'. Below this, the location is specified: 'ORT: Universitätszentrum Wall, Merangasse 70/E, A-8010 Graz Mehrzwecksaal 0033-EG-0010, Erdgeschoss'. A section titled 'Programmfolder' lists two events: 'Donnerstag, 18.11.2010 - Vormittag TextGrid Workshop' and 'Freitag, 19.11.2010 - Vormittag'. Under the Friday event, it states 'WS1 und WS2 finden parallel statt!' and '9:00-11:00'. The workshop details are: 'WORKSHOP 1 Raum: 033-EG-0050 [ITAT] EuropeanaConnect Workshop 1: Preparation of content and metadata Leitung: Mag. Gerda Koch'. On the right side of the page, there is a sidebar with sections: 'BENUTZER / IN' (Sie sind eingeloggt als... gerda, with links for Mein Profil, Ausloggen, and Ausloggen als Benutzer); 'BENACHRICHTUNGEN' (Ansicht (5 neu), Verwalten); 'KONFERENZINFORMATION' (Details zur Konferenz with links for Allgemeines, Programm, Präsentationen, Registrierung, Unterbringung, Organisatoren, Vortragende und Sponsoren); 'Webseite Durchsuchen' (links for Durchsuchen nach Konferenz, Autor, Vortrag); a search box with a dropdown menu set to 'Alle' and a 'Suchen' button; and 'SCHRIFTGRÖSSE' with icons for font size adjustment.

Illustration 1: Conference Programme - the EuropeanaConnect Workshop.

The workshop was held by Gerda Koch, with the support of Odo Benda (both of AIT GmbH, Graz)

The following institutions registered to the Workshop:

Institution	Country
Vienna Library/Town Hall (Wienbibliothek im Rathaus)	AT
University of Applied Arts Vienna (Universität für angewandte Kunst Wien)	AT
Ex Libris (D) GmbH	DE
Austrian Academy of Sciences, Library and Archive (Österreichische Akademie der Wissenschaften, Bibliothek und Archiv)	AT
Austrian Institute of Archaeology (Österreichisches Archäologisches Institut)	AT
Society for Historical Sound Carriers (Gesellschaft für Historische Tonträger)	AT
History Department, University of Graz Institut für Geschichte, Universität Graz	AT
uma information technology GmbH	AT

The workshop began with a general introduction of Europeana and the AAP, providing an overview on what happens with the data, which metadata standards are used, the features of the AAP platform etc.

In the second part of the workshop the individual questions of the participants were discussed (the activity part).

Agenda of the first part of the workshop:

1. Introduction to the EuropeanaConnect/DISMARC Audio Aggregation Platform
General introduction to the AAP
2. Searching in the AAP
The AAP search features
3. Community Tools
The AAP community tools
4. How to Join
Details on how to join the Europeana and the EuropeanaConnect/AAP
5. Features for Registered Users
Special Features for Registered Users
6. Features for Content Owners
Tools for Content Owners
7. Metadata and Other
Baseline introduction into metadata issues



2 Training Material

The following material supported the workshop. The printed material was handed out to the participants.

Printed Material:

- Guide to the EuropeanaConnect/DISMARC Audio Aggregation Platform
- Guide to copyright for archives
- Metadata Mapping& Normalisation Guidelines for the Europeana Semantic Elements (v2.0)
- Europeana Data Model Primer (v 05/08/2010)
- Guidelines for the europeana:rights metadata element (v 16/08/2010)

Online Material:

- The Audio Aggregation Platform: <http://www.dismarc.org>
- Europeana: <http://www.europeana.eu>
- WP6 Moodle: <http://moodle.ait.co.at>

3 Summary

Every participant had his/her own PC and was able to browse the various relevant platforms: the AAP, Europeana and the WP6 Moodle (AAP on-line training) on site. Participants asked a variety of questions related to the various platforms and features.

Some of the attending institutions are contacting Europeana for the first time and are planning to deliver content in future. WP6 will stay in contact with these institutions and will provide support during the process of providing their content to Europeana. One institution is already providing content to Europeana via WP6, and in this instance here the discussion focused on the new europeana:rights element and on the institution's next data ingest (~15.000 additional audios) to Europeana (probably in January 2011).