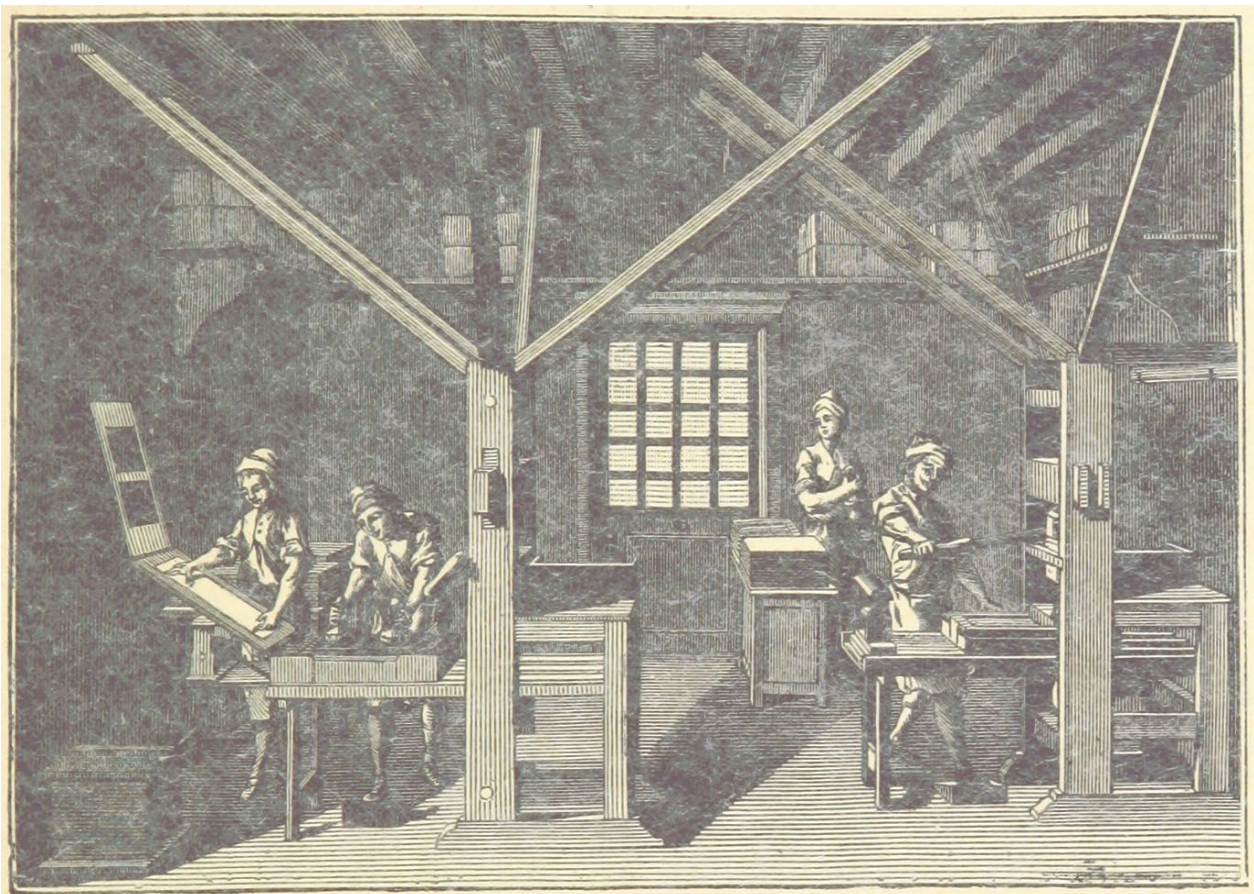


# Europeana Publishing Guide v1.8

A guide to the metadata and content requirements for data partners publishing material in Europeana Collections.



*Printing house, "La Veille de la Révolution", 1886, British Library, PDM*



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## 1. Background and purpose

The *Europeana Publishing Guide* is a resource for data partners who share their material in Europeana Collections. It outlines the minimum metadata requirements for having your data incorporated into Europeana Collections.

The *Europeana Publishing Guide* brings all the existing information into one place and outlines the criteria for submission of metadata to Europeana Collections. It is intended to help aggregators and data partners share their data, become fully standardised and interoperable, if desired, and to improve Europeana Collections in a uniform and consistent way. We will work with you to make sure that your datasets meet the publication criteria - because good data gives audiences a better experience and a greater connection with *your* collections.

Europeana has brought together more than 57 million digital objects from the online collections of more than 3,500 galleries, libraries, museums, audiovisual collections, and archives from across Europe. We will continue to be as inclusive as possible and collect a full range of diverse digital cultural heritage, but we must also focus on improving the quality of data. Accessibility, accuracy, and consistency of metadata and content are hugely important for the service we want to develop with our data partners. This focus on improving quality is a key priority in [Europeana's Strategy 2020](#)<sup>1</sup> and the [Europeana Content Strategy](#)<sup>2</sup>.

The *Publishing Guide* builds on the [Europeana Publishing Framework \(EPF\)](#)<sup>3</sup>. The EPF goes beyond minimum metadata requirements for data publication in Europeana Collections<sup>4</sup> by addressing the quality of the metadata (through Tiers A, B, and C) and the quality of the content (through Tiers 1, 2, 3 and 4). It includes recommendations to help data partners increase the quality of their data from the lowest to the highest tiers, in order to achieve many of the following benefits: findability, web traffic increase, use in thematic collections and exhibitions, reuse in partnerships, apps or services, and also by the creative industry. This criteria have been designed to help data partners to understand what is required to ensure that their digital collections are always considered to be accurate, findable and usable by our audiences.

In addition to the Europeana Publishing Framework, the acceptance criteria at the heart of the *Europeana Publishing Guide* fit within existing documentation and policies, e.g. the

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<sup>1</sup> <http://strategy2020.europeana.eu/>

<sup>2</sup> <https://pro.europeana.eu/post/europeana-content-strategy>

<sup>3</sup> <https://pro.europeana.eu/post/publishing-framework>

<sup>4</sup> E.g. compliance with the Europeana Data Model ([https://pro.europeana.eu/files/Europeana\\_Professional/Share\\_your\\_data/Technical\\_requirements/EDM\\_Documentation/EDM\\_Mapping\\_Guidelines\\_v2.4\\_102017.pdf](https://pro.europeana.eu/files/Europeana_Professional/Share_your_data/Technical_requirements/EDM_Documentation/EDM_Mapping_Guidelines_v2.4_102017.pdf)) and the Data Exchange Agreement (<https://pro.europeana.eu/page/the-data-exchange-agreement>).



[EDM mapping guidelines](#)<sup>5</sup>; the [Europeana Licensing Framework](#),<sup>6</sup> and the [Europeana Content Strategy](#)<sup>7</sup>.

The acceptance criteria are also applied to legacy material (material already published on Europeana Collections). This means data quality will be improved and metadata which is not compliant with the criteria may be removed. We will consult any affected data partners to manage and implement this over time, with the aim of ensuring a consistent improvement in data quality.

To accommodate new developments, all acceptance criteria will be reviewed quarterly and new criteria may be added where necessary. Partners will be notified of any new versions of the *Europeana Publishing Guide* in due course.

The acceptance criteria are divided into three sections to answer the following questions:

- Process: how should data be provided to Europeana?
- Technical: what are the minimum technical criteria?
- Legal: how should digital objects be labelled?

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<sup>5</sup> <http://pro.europeana.eu/edm-documentation>

<sup>6</sup> <https://pro.europeana.eu/page/europeana-licensing-framework>

<sup>7</sup> [https://pro.europeana.eu/files/Europeana\\_Professional/Publications/Europeana%20Content%20Strategy.pdf](https://pro.europeana.eu/files/Europeana_Professional/Publications/Europeana%20Content%20Strategy.pdf)



## 2. Process: how to provide data to Europeanana

### 2.1. Potential data partners and Data Exchange Agreement

Every cultural institution in Europe with digitised collections can provide its collections to Europeanana. More than 3,500 data partners, working largely with 33 accredited aggregators, currently publish material in Europeanana Collections. To keep this number of partners and datasets manageable, all institutions providing data to Europeanana need to follow the process we have developed (see Fig. 1 and [Europeanana Pro](#)<sup>8</sup> for more details).

Therefore if you represent a cultural heritage institution and want to publish your digital collections with Europeanana, ideally you would either work with an established aggregator or become an accredited aggregator yourself. As a potential data partner, you can find important information and documentation about data aggregation on [Europeanana Pro](#).<sup>9</sup> For further questions, contact Europeanana to get advice regarding which aggregator is the best fit for your organisation. When we route you to an aggregator, we will connect both institutions and make sure that a working relationship is established.

To start working with Europeanana, all data partners must sign either the [Europeanana Data Exchange Agreement \(DEA\)](#)<sup>10</sup> or an agreement with their aggregator that reflects the terms of the DEA. The DEA establishes the terms under which Europeanana Foundation can make use of the previews and descriptive metadata provided by cultural institutions (see especially chapter 4 for the rules relating to the intellectual property rights (IPR) in the metadata and content). Before metadata will be accepted for publication, the DEA must be received by the Europeanana Foundation. New data partners should always include an accompanying letter with the signed DEA, stating the aggregator through which they will deliver their metadata.

Potential aggregators (including European Commission-funded projects) must ensure that all their data partners have signed either the DEA or an agreement with the aggregators that reflects the terms of the DEA (find more information and the template clauses for aggregators on [Europeanana Pro](#)<sup>11</sup>).

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<sup>8</sup> <https://pro.europeana.eu/services/data-publication-services>

<sup>9</sup> <https://pro.europeana.eu/services/data-publication-services>

<sup>10</sup> <https://pro.europeana.eu/page/the-data-exchange-agreement>

<sup>11</sup> <https://pro.europeana.eu/page/the-data-exchange-agreement>





## 2.2. Data contribution workflow

Before the first submission of data to Europeana, we work with the data partner to get a broader understanding of the data, such as the amount of records in a dataset, the type of content, specific technical requirements, and whether the content is being delivered as part of a wider project.

The first ever delivery of data should be a sample dataset that is sent to us for testing purposes. First contact should be established via [content@europeana.eu](mailto:content@europeana.eu). The sample set can be either sent as a zip file (containing individual xml records) or via OAI-PMH (specifying the Set Spec and metadata format) which is the preferred method for data harvesting. The DPS team will then add the dataset to the ingestion backlog. In order to be successfully processed, the data must be valid EDM and should be compliant with all aspects of the most recent version of the *Europeana Publishing Guide*. We aim to provide feedback on the sample set within **two weeks** of the date of submission. If the set is not compliant with any aspect of the *Europeana Publishing Guide*, we will ask for this to be corrected and resubmitted.

Once you submit your complete sets, they will be added to the DPS workflow and you will be notified when they are in progress. Once in progress, all data will be checked and validated automatically using our ingestion tool, Metis. This processing will take place within a two week period (sprint). If the data is valid then, where requested, a preview link to the dataset within the Europeana Collections Preview Portal will be provided to the data partner who will then confirm if publication can go ahead or if changes are required. Valid datasets will be published automatically by the DPS team three weeks after the preview is generated. If the data does not meet the criteria for publication (or the data partner is not satisfied with the preview of the dataset), another round of feedback and resubmission will begin.

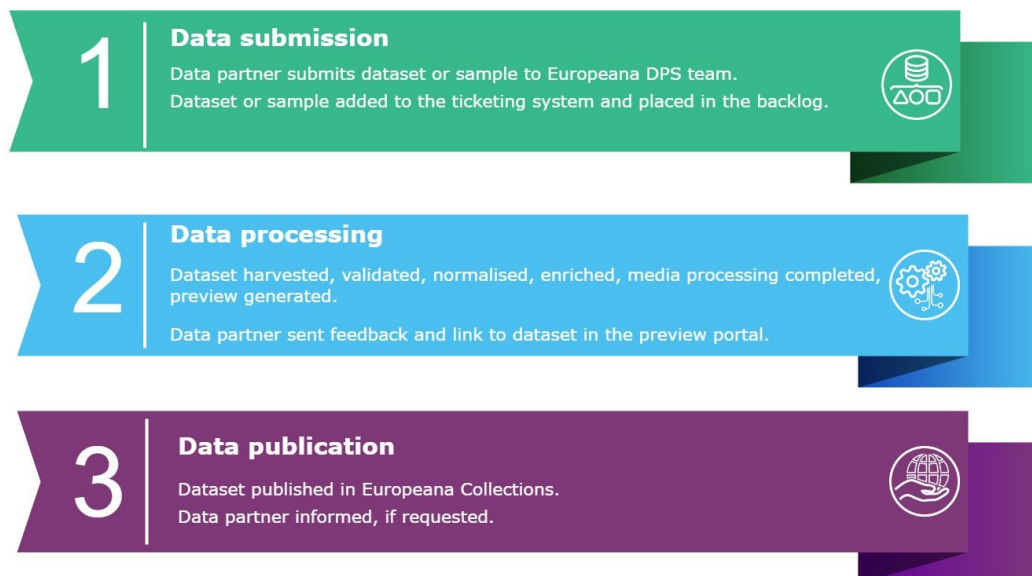
In general, incoming data are treated on a first-come first-served basis and added to the DPS workflow. If we receive an extraordinarily large number of datasets at a given time, Europeana reserves the right to delay the publication of data-quality accepted datasets. Metadata and content quality, but also user demands and business priorities, will define which collections receive more attention during the publication process. To support the development of thematic collections, we will prioritise datasets that would be included in them. We will also prioritise datasets that are compliant with the higher tiers of the EPF - the higher the tier, the higher the priority. We will still publish collections compliant to Tier 1 and our minimum metadata requirements but the investment in feedback and quality improvements will be reduced to a minimum to allow us to focus on higher quality collections and make them fit for the intended audience.

Data will be processed and published continuously throughout the year, with the exception of certain periods of time when we are running a reindexing of the entire database and publication to Europeana Collections is paused. These periods will be decided in accordance with deadlines relevant to partners and will be communicated ahead. During this time, we identify quality issues (e.g. broken links), work with data partners to fix them, clean up the database and apply larger scale improvements



without publishing new data. We will otherwise inform you if unexpected technical problems prevent us from properly processing all the data submitted.

## Data contribution workflow







### 3. Technical: what are the technical criteria to publish in Europeanana Collections?

Europeanana checks and validates the metadata during the ingestion process, to ensure and verify a minimum level of metadata quality, to improve standards across our cultural heritage, and to make the data more discoverable. Europeanana also checks the digital objects linked to from the metadata, to ensure a minimum level of content quality. This section specifies the acceptance criteria for metadata both with regard to the technical validation and the technical criteria as defined by the EPF (per media type). Following the primary principle of the EPF, we always invite and encourage data partners to not only submit a minimum of metadata and content quality, but to aim for rich metadata and the highest possible data quality: the more you give, the more you get.

#### 3.1. Metadata schema and structure

Europeanana requires metadata to be submitted using the format specified in the [Europeanana Data Model \(EDM\)](#)<sup>12</sup>.

Aggregators and data partners need to follow the specifications and guidelines for EDM as the metadata will automatically be validated according to this schema during the ingestion process. All metadata has to pass this validation step before being processed further for publication. We will provide you with feedback to help you improve your data.

#### 3.2. Mandatory elements in EDM

There are mandatory elements in EDM that must be present for the metadata to be processed further for publication. The list below is an up-to-date summary of these mandatory elements. For more details and the full guidelines, see the [EDM reference documents](#)<sup>13</sup>. The EDM documentation incorporates the other metadata elements recommended to create a rich and full description of your objects.

- 1) Each metadata record must contain either a title (dc:title) or a description (dc:description). The values in these fields need to be unique and meaningful across the submitted dataset. All metadata records in the dataset cannot be given identical titles or descriptions that do not specify the cultural heritage object sufficiently *because your object would consequently not be discoverable*.
- 2) Each metadata record describing a text object (e.g. book, manuscript, letter) must provide the language of the document in the metadata (dc:language). In

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<sup>12</sup> <http://pro.europeana.eu/edm-documentation>

<sup>13</sup> <http://pro.europeana.eu/edm-documentation>



other cases where languages are represented (some audio or video objects or photographs of inscriptions for example) we recommend that you include the language in the metadata. *This allows us to present more material in the user's own language.*

- 3) Each metadata record must contain the type of digital object (edm:WebResource) specified in edm:type. This metadata field can only be populated with one of the following five fixed values: TEXT, IMAGE, SOUND, VIDEO, and 3D. *Many users want to search according to media and accurate completion of this field allows them to do so.*
- 4) Each metadata record must provide some context and details about the objects described by the metadata. This additional information can be either the subject of the cultural heritage object (dc:subject), its nature or genre (dc:type), the location or place the object depicts (dcterms:spatial), or the temporal topic of the object (dcterms:temporal). *The more data you can provide here, the more opportunity the users have to find it using their search terms.*
- 5) Each metadata record describing digital objects contributed by users (e.g. during a public digitisation campaign within the project Europeana 1914-1918) must show edm:ugc = true. *This allows us to maintain Europeana Collections' reputation as an authoritative resource, conferred by the work of the cultural heritage institutions, separating user knowledge and curated or professional knowledge.*
- 6) Each metadata record must contain the information of the cultural heritage institution that provides the data to an aggregator (edm:dataProvider). *Users want to know where the data comes from, and we want to attribute properly.*
- 7) Each metadata record must contain information about the data partner to Europeana (edm:provider). The value will be identical to the data provider information if the cultural heritage institution that owns the object also provides the digital representation of the object to Europeana. If the cultural heritage institution collaborates with an aggregator in order to deliver the data to Europeana, the data partner to Europeana is the aggregator.
- 8) Each metadata record must provide at least one link (URL) to the digital object either in the context of a cultural heritage institution or an aggregator's website or as a direct link. It is strongly recommended to provide a link to a web view of the digital object, which is a direct link to the actual file that is ready for download (e.g. jpg, mp3, pdf in edm:isShownBy). The data partner can also assign a link to the digital object in the context of the organisation's website or a link to a (book or image) viewer that shows the digital object (edm:isShownAt). *We highly recommend that you provide both edm:isShownAt and edm:isShownBy along with the data, so that the user is more likely to use your data.*
- 9) Each metadata record must contain a valid rights statement for the object using edm:rights and the corresponding URI to the rights statement. The list of



valid rights statements is published on [Europeana Pro](#)<sup>14</sup>. For more details on this, see the following section (rights statements for digital objects). *A valid rights statement tells the user what they may or may not do with your digital objects. Rights statements are also machine-readable, which makes them fully searchable via the API.*

- 10) Each resource (edm:ProvidedCHO, edm:WebResource, ore:Aggregation and each contextual entity) described in a metadata record must contain a unique and persistent identifier (e.g. rdf:about of the ProvidedCHO class in EDM and edm:aggregatedCHO) that will be used to generate the permalink to the record on Europeana Collections as well as the Europeana identifier for both Europeana Collections and the APIs. *The persistence of this identifier will guarantee that the links to each object remain when the metadata record is updated, which, again, will improve user experience and likelihood of your material being used.*

Each metadata record must be submitted in UTF-8 character encoding to ensure a legible display of the data in both Europeana Collections and the APIs. Machine-readable encodings like HTML tags are not allowed in the metadata.

### 3.3. Content featured in thematic collections

The purpose of this chapter is to provide partners publishing data on Europeana Collections with the information they need to ensure their collection records are featured in a thematic collection on Europeana Collections.

#### 3.3.1. What are thematic collections?

Thematic collections are sub-sections of Europeana Collections that present content on specific subjects such as art, natural history and fashion. Thematic collections highlight high-quality content in curated galleries, exhibitions and blog posts.

To appear within thematic collections, data must be relevant to the theme (see section on [keywords](#) below) and be of at least Tier 2 quality. Note that both requirements need to be fulfilled for an item to qualify for inclusion in a thematic collection.

Note also that individual records are included in thematic collections and not entire datasets, unless every record in the dataset is eligible. Individual records are included based on the presence of certain keywords in the item's metadata, as well as the presence of a direct media access link. The keyword is typically utilised in a subject or type field but sometimes also in item titles or other metadata fields — this varies from theme to theme. The keywords per theme are regularly reviewed and updated to include more relevant content, and, where necessary, exclude content that should not be included.

In some cases, such as Europeana Fashion, the selection of items that are featured differs from the above-mentioned selection procedure.

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<sup>14</sup> <https://pro.europeana.eu/page/available-rights-statements>



### 3.3.2. Keywords per theme

The inclusion of digital objects in the thematic collections is determined mostly by checking for certain keywords in *dc:type*, *dc:subject* fields and in the preferred and alternative labels for controlled vocabularies in conceptual classes. Relevant keywords for each thematic collection are listed below.

Please note that although keywords are listed here in English, the terms are checked in other languages and translations can be supported in the queries. These keywords are regularly reviewed and modified by Europeana.

#### **Archaeology**

Keywords include the following terms:

archaeology, archaeological sites, field archaeology, buildings archaeology, excavations (sites), archaeological objects.

If you tag your data with one of the terms in these structured vocabularies, your items will be added to the thematic collection: [archaeological objects](#), [excavations \(sites\)](#), [buildings archaeology](#), [field archaeology](#), [archaeology \(AAT\)](#), [archaeological sites](#), or [archaeology \(Europeana entity\)](#).

#### **Art**

Europeana Art showcases a broad selection of art-related content, from fine art (e.g. paintings and sculpture) to decorative art and industrial design (e.g. jewellery, furniture, ceramics, and glassware). Also featured are books, TV and radio programmes about art and art history.

Keywords include the following terms:

art deco, art history, art nouveau, calligraphy, carpet, chiaroscuro, cubism, dadaism, de stijl, decorative arts, diptych, drawing, engraving, exlibris, expressionism, fine art, fresco, illuminated manuscript, impressionism, jewellery, lithography, mannerism, miniature, mosaic, neo-classicism, old master print, painting, pop art, porcelain, poster, porcelain, poster, pre-raphaelite, prints, rococo, romanticism, sculpture, sketch, stoneware, surrealism, symbolism, tapestry, vase, wallpaper, woodcut.

#### **Fashion**

Europeana Fashion offers very specific functionality, allowing users to filter and facet on designers, fashion item types, date, and more. The basis for that functionality is that all the partners in Europeana Fashion are required to use the same vocabularies.

#### **Manuscripts**

Keywords include the following terms:

manuscript, miniature, cartography, illumination, codex, codices, marginalia, almanac, vellum, parchment, ms, mss.



## **Maps and Geography**

Keywords include the following terms:

atlas, map, astrolabe, cartography, geography, meteorology, navigation, chart, portolan, mappa mundi, cosmography, astronomical instrument, celestial globe, globe, aerial photograph, periplus, atlas, armillary sphere, jacob's staff, sextant, octant, compass, terrestrial globe, exploration, discoveries, gazetteer, cartographer, portolan, royal geographical society.

## **Migration**

Combines collections relating to migrant heritage from institutions, with user-generated content from people across Europe, and takes users on a journey through the footprint and impact of migration on European arts, science and history.

Data providers submitting or updating data about migration MUST use the URI from the Europeana Entity Collection <http://data.europeana.eu/concept/base/128> (preferred option) or populate dc:subject or the label of a SKOS-compliant contextual class with the following terms:

*migra\**, *emigra\**, *immigra\**, *exile*, *displaced*, *refugee\**, *human migration*, *diaspora*, *guest worker*.

The Entity Collection has the term Human Migration translated in [23 languages](#). To ensure that data submitted can be filtered by date, please ensure that dates are included [in a proper format](#).<sup>15</sup>

## **Music**

Europeana Music showcases a broad selection of music-related content. For that reason, not only are music recordings included but also e.g. sheet music, music manuscripts, libretti, images of music instruments, images of musicians and images of music recording and playing devices. Also featured in the theme are works on music or the history of music e.g. books, TV-recordings, and radio broadcasts about music.

Keywords include the following terms<sup>16</sup>:

ballet, cassette deck, cassette player, choir, choral, chorus, composer, concert, concerto, folk songs, fugue, gramophone, hymn, instrument, interpretation, jazz, jukebox, libretto, minuet, music, notated music, opera music, operap, orchestra, partita, phonograph, pop rock, quartet, quintet, record player, requiem, rhapsody, scherzo, score, sheet music, sonata, symphony, waltz, wax cylinder.

## **Natural History**

Keywords include the following terms:

Alfred Russel Wallace, Bauhin, Bock, Brunfels, Buffon, Charles Darwin, Cordus, Fuchs, Geology, Gesner, Henry Walter Bates, Linnaeus, Merian, Ruysch, agriculture, animal,

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<sup>15</sup> <https://pro.europeana.eu/resources/standardization-tools/edm-documentation>

<sup>16</sup> Here in English only, but the terms are typically checked in German, French, Italian, Spanish, and Polish too and sometimes in Romanian and Swedish.



animals, arbology, bestiarius, biodiversity, biology, birds, de Lamarck, entomology, evolution, fauna, flora, flower, fossil, herbal, herbarium, horticulture, insect, mycology, natural history, nature sounds, ornithology, palaeontology, plant, reptile, specimen, systematics, taxidermy, zoo, zoology.

### **Newspapers**

For this thematic collection, the general requirement is that the dc:type field is populated with one of the following terms: Newspaper Title, Newspaper Issue, Analytic serial, Newspaper, journal, printed serial.

If you tag your data with one of the terms in these structured vocabularies, your items will be added to the thematic collection: [Newspaper \(Europeana entity\)](#).

### **Photography**

Keywords include the following terms:

albumen print, ambrotype, autochrome, calotype, camera, collodion, cyanotype, daguerre, daguerreotype, field camera, foto album, fujifilm, gelatin print, glass plate, hasselblad, historical photo department, kodachrome, kodak, lantern slide, leica, magic lantern, man ray, medium format, nadar, nikon, pentax, photochrom, photograph, photographs, photography, postcard, roll film, salt gelatin, salt print, silver nitrate, silver plate, silver salt, telephoto, yashica.

### **Sport**

Keywords include the following terms:

acrobatics, archery, athletics, badminton, badminton, badminton, baseball, basketball, billiards, bowling, boxing, canoeing, cricket, cyclist, darts, football, formula 1, formula one, golf, grand prix, gymnastics, hockey, karate, kayaking, lacrosse, marathon, motor racing, netball, olympics, paralympics, rally, rowing, rugby, skating, skiing, slalom, sport, sports, stadion, stadium, surfing, table tennis, tennis, tennis, tour de france, volleyball, world cup, wrestling.

### **World War One**

Keywords include the following terms:

1914, 1914-1918, 1915, 1916, 1917, 1918, first world war, world war, world war I, world war one





### 3.4. Recommendations for metadata

Good quality metadata allows you to make your collections more discoverable and reusable in Europeana Collections and beyond. It also allows Europeana to market your material to a greater extent, include it in our thematic collections and exhibitions, incorporate it into projects and applications, and facilitate its use in research and education.

To help you improve the quality of your metadata, we have outlined three criteria: *language*, *enabling elements* and *contextual classes*. Each criterion can be assessed for its score on a scale of three tiers (A, B, C), while the overall metadata tier level can only be reached if all three criteria meet the conditions for that level. For example, if one criterion reaches level C and another criterion reaches level A, then the overall tier would be A.

The criteria for the metadata tiers are the same for all records irrespective of content type and are described below:

**Language** - Adding language tags (xml:lang) to the metadata elements that have text string values specifies the language of that value and allows its reuse in a multilingual environment like Europeana Collections. This is especially true if the metadata is available in several languages - providing for instance translations in other languages. A language tag helps to display metadata in the language that best suits the user (given that the user has the option to select a preferred language) and improves searching and browsing overall.

Each tier requires a set percentage of language tags in the metadata. The percentage for the language criterion is calculated based on the proportion of the relevant properties from edm:ProvidedCHO that have at least one language qualified value<sup>17</sup>. The calculation considers dereferenced resources and Contextual Classes attached to the ProvidedCHO. Please note that language qualified values in Contextual Classes do count if they have been either submitted by the provider or generated by Europeana from a dereferenceable link (URI) to contextual entity found in the source data, when these are attached to the ProvidedCHO, Aggregation and WebResources.

**Enabling Elements** - In addition to the mandatory EDM metadata elements, the [Data Quality Committee \(DQC\)](#) has defined a list of enabling elements which can support particular user scenarios. Including such 'enabling elements' in your metadata allows for greater information retrieval and service improvement in Europeana Collections and third-party platforms that use Europeana data, such as in the research sector (e.g. CLARIN).

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<sup>17</sup> relevant properties from edm:ProvidedCHO: dc:coverage, dc:description, dc:format, dc:relation, dc:rights, dc:source, dc:subject, dc:title, dc:type, dcterms:alternative, dcterms:hasPart, dcterms:isPartOf, dcterms:isReferencedBy, dcterms:medium, dcterms:provenance, dcterms:references, dcterms:spatial, dcterms:tableOfContents, dcterms:temporal, edm:currentLocation, edm:hasType, edm:isRelatedTo.



For more information on the enabling metadata elements for each scenario see the [Discovery and User Scenarios](#).

**Contextual Classes** - Linking and adding information to your metadata helps to contextualise the provided cultural heritage objects and makes them easier to retrieve. EDM accommodates four (optional) contextual classes (edm:Agent, edm:Place, edm:TimeSpan, skos:Concept) which can be used to capture distinct entities that are related to the cultural heritage objects.

For the contextual classes, we recommend the use of references (links) to multilingual and Linked Open Data (LOD) vocabularies, like Getty AAT, Wikidata or Geonames. Doing this will result in enriching your metadata by adding, for instance, the translation of terms making the item more findable for people speaking different languages. Contextual classes will be considered relevant for the tier calculation, only when all minimum required metadata elements have been included in the data.

Note that if (links to) contextual classes are not provided in the source metadata, some may still be generated as a result of Europeana's own semantic enrichment. These Europeana references to contextual metadata do not count for the tier classification, however.

#### **Metadata Tier A (Europeana Collections as a basic search platform)**

The criteria for Metadata Tier A define the minimum recommendations for records to be findable in Europeana Collections. To make your collections more visible, at least 25% of the metadata elements that have been provided and are relevant, need to have at least one language tag. Additionally, the metadata should include at least one of the enabling elements taken from the Discovery and User scenarios.

#### **Metadata Tier B (Europeana Collections as an exploration platform)**

If you want to increase the visibility of your content through our thematic collections and other browse entry points, at least 50% of the provided metadata elements that are relevant need to have at least one language tag. The metadata should now include at least three enabling elements covering at least two distinct discovery and user scenarios and one contextual class with all minimum required elements or link to LOD vocabulary (also with all minimum required elements).

#### **Metadata Tier C (Europeana Collections as a knowledge platform)**

To offer users the best possible experience when working with your collections online, at least 75% of your metadata elements that are relevant need to have at least 1 language tag. The metadata should include at least three distinct enabling elements covering at least two distinct discovery and user scenarios and two distinct contextual classes with all minimum required elements or links to LOD vocabularies (also with all minimum required elements).



TIER	LANGUAGE	ENABLING ELEMENTS	CONTEXTUAL CLASSES
<b>A</b>	At least 25% of the metadata elements from ProvidedCHO that are relevant have at least one language qualified value	At least one metadata element from one of the 'Discovery scenario' groups present in the ProvidedCHO	None
<b>B</b>	At least 50% of the metadata elements from ProvidedCHO that are relevant have at least one language qualified value	At least three distinct metadata elements taken from two distinct 'Discovery scenario' groups present in the ProvidedCHO	At least one contextual class with all minimum required elements, OR link to <a href="#">LOD vocabulary</a>
<b>C</b>	At least 75% of the metadata elements from ProvidedCHO that are relevant have at least one language qualified value	At least four distinct metadata elements taken from two distinct 'Discovery scenario' groups present in the ProvidedCHO	At least two contextual classes with all minimum required elements, OR links to <a href="#">LOD vocabularies</a>

**Relevant metadata elements for language dimension**

dc:coverage, dc:description, dc:format, dc:relation, dc:rights, dc:source, dc:subject, dc:title, dc:type, dcterms:alternative, dcterms:hasPart, dcterms:isPartOf, dcterms:isReferencedBy, dcterms:medium, dcterms:provenance, dcterms:references, dcterms:spatial, dcterms:tableOfContents, dcterms:temporal, edm:currentLocation, edm:hasType, edm:isRelatedTo

**At least one language qualified value**

At least one of the following is true: (1) a literal value (ie. String) that is language qualified (ie. xml:lang); (2) a link (i.e. URI) to a contextual entity (only edm:Place, skos:Concept and edm:TimeSpan) that is present in the record and has at least one language qualified skos:prefLabel (multiple occurrences are ignored once one language qualified value is found)

**Discovery scenarios**

Browse by date or time-span

Browse by subjects and types  
Browse by agents

Browse by places

**Enabling elements**

dcterms:created, dcterms:issued, dcterms:temporal, edm:hasMet (with a link to an edm:TimeSpan that is present in the record)  
dc:subject (with a link to a skos:Concept), dc:format, dc:type, dcterms:medium  
dc:creator, dc:contributor, dc:publisher, dc:subject (with a link to a edm:Agent that is present in the record), edm:hasMet (with a link to a edm:Agent that is present in the record)  
dc:subject (with a link to a edm:Place that is present in the record), dcterms:spatial, edm:currentLocation

**Contextual resource referred by the ProvidedCHO**

A contextual entity (an instance of a contextual class such as edm:Agent, skos:Concept, edm:Place, edm:TimeSpan) that is linked directly from edm:ProvidedCHO (ie. Provider's ore:Proxy) and therefore ignoring contextual resources that are only linked from other contextual resources via e.g. placeOfBirth.

**Contextual classes**

edm:TimeSpan  
skos:Concept

edm:Agent

edm:Place

**Minimum required metadata elements per contextual class**

edm:begin AND edm:end  
skos:prefLabel AND (skos:broader OR skos:narrower OR skos:exactMatch OR skos:closeMatch OR skos:related OR skos:note)  
skos:prefLabel AND (edm:begin OR rdaGr2:dateOfBirth OR edm:end OR rdaGr2:dateOfDeath OR rdaGr2:professionOrOccupation OR rdaGr2:placeOfBirth OR rdaGr2:placeOfDeath)  
skos:prefLabel AND wgs84\_pos:lat AND wgs84\_pos:long

### 3.5. Digital objects and previews in Europeana

Europeana defines a digital object as a digital representation of an object that is part of Europe's cultural and/or scientific heritage. The digital object can also be the original object when born digital.

What type of digital representations are acceptable for Europeana and how objects should be represented depends on the type of the objects. In most cases, audio/video snippets or a subset of pages for a multipage document (e.g. book, report) are not an adequate representation of a digital object in order to fulfil the user demands<sup>18</sup>. A

<sup>18</sup> The exception are manuscripts and illuminated manuscripts where it can be meaningful to users to have individual pages as separate metadata records.



300-page book is expected to be represented in Europeana as one single object and not as 300 separate objects. Digital representations of paintings or artefacts are photographs or digitisation of the objects. If the cultural object is a photograph of a painting or an artefact (for instance, a gelatin dry plate negative representing a 19th century painting), it has to be clear from the metadata that the described object is not the painting or artefact itself.

Europeana has established requirements for media files which are linked to from the provided metadata in order to allow Europeana to generate thumbnail images based on media files and extract technical metadata from said media files. They are specified in the Europeana Media Policy<sup>19</sup>.

### **3.6. Non-digital objects**

In the context of the Europeana Content Strategy, non-digital objects are any objects for which a digital representation is not available. The value of these objects resides within the informative potential of their metadata and descriptions. For example, we may consider the case of an object that has not been digitised or whose digital representation is deemed not suitable, but for which a metadata record or finding aid is available (e.g. a finding aid about a non-digitised collection of photographs at Archives Portal Europe).

We acknowledge that there are cases where non-digital objects play an important role in Europeana (e.g. in usability) due to the informative potential that non-digital objects have over other digital objects. In hierarchical metadata it is possible that not every level within a hierarchy has a digital representation attached to it. For this metadata to be present in Europeana, the objects described at these levels of the hierarchy must be ingested as non-digital objects. Without the possibility to deliver the metadata of these non-digital objects to Europeana, the quality of the data's hierarchy is compromised<sup>20</sup>, which will negatively affect the end-user browsing experience. Another example of hierarchical metadata are bibliographic records of newspaper titles, which have no digital surrogate, but are essential for the interpretation of the metadata of the individual newspaper issues, which do have digital surrogates.

In both cases described above, non-digital objects are included in a collection that contains hierarchical metadata, and the metadata of the non-digital objects contains explicit hasPart/isPartOf relations with other digital objects. It is important to keep in mind that these cases are exceptional and that non-digital object aggregation will otherwise not be implemented in Europeana.

### **3.7. Minimum requirements for digital objects**

Tier 1 of the EPF is the lowest of the four publishing tiers in Europeana, which allows you to make your organisation and your content more visible in a European context via Europeana Collections and the Europeana APIs. The criteria for tier 1 define the

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<sup>19</sup>[http://pro.europeana.eu/files/Europeana\\_Professional/Share\\_your\\_data/Technical\\_requirements/FAQs/Europeana\\_Media\\_Policy\\_052016.pdf](http://pro.europeana.eu/files/Europeana_Professional/Share_your_data/Technical_requirements/FAQs/Europeana_Media_Policy_052016.pdf)

<sup>20</sup> More information about this issue, please see the [Recommendations for the representation of hierarchical objects in Europeana](#)



minimum requirements for digital objects to be published with Europeanana. These criteria are different depending on the media type that is foreseen to be made available and are therefore specified accordingly.

### **3.7.1. Minimum requirements for image files (Tier 1)**

Images are visual resources for users to look at. It is best practice for image files to be published in a quality for a user to tell what the image is about. Image quality is also expected to reflect the changes in technologies over the last years: displays' screen resolutions have increased significantly since then. Correspondingly, user expectations have changed too, which requires image quality to be significantly higher than in 2008 when Europeanana started.

If you are contributing image material because you want it to be discoverable in Europeanana Collections, then you need to provide at least a link to the image file or a website on which the image file can be accessed. You must also provide a direct link to an image file of at least 0.1 megapixel in size to have the means to create ~400 pixel-wide preview images to illustrate search results in Europeanana Collections.

### **3.7.2. Minimum requirements for text files (Tier 1)**

Text materials are meant to be read and not looked at; therefore, best practice for text-based materials is to publish documents in full, scanned in an adequate resolution to support their legibility, and, if possible, with an added plain-text layer to allow for searching within the content of a document. For easy reuse of your text materials it is recommended to allow users to download the documents in file formats that allow users to extract text.

If you are contributing text documents to Europeanana because you want them to be discoverable in Europeanana Collections, then you need to provide at least a link to the file(s) of the document, a document viewer or a website on which the document can be accessed. We recommend that a link to a still image file is at least 0.1 megapixel in size to have the means to create ~400 pixels preview images to represent the text material on Europeanana Collections.

### **3.7.3. Minimum requirements for audio files (Tier 1)**

It is best practice for audio files to be published in a quality that preserves the quality of the underlying recording. On a web-based platform like Europeanana Collections, an important criterion is direct access to an audio file that can be played in a web browser without the need for additional software (plugins).

If you are contributing audio material to Europeanana because you want it to be discoverable in Europeanana Collections then you need to provide a minimum of a link to the audio file or a website on which the audio file can be accessed. We recommend that a link to a still image file is at least 0.1 megapixel in size to have the means to create ~400 pixels preview images to represent the audio file on Europeanana Collections (such as an album cover or similar).



### **3.7.4. Minimum requirements for video files (Tier 1)**

The quality of streaming video depends on a number of factors, such as the quality of the source file, the type of encoding chosen for compression, the frame rate and bitrate of the file, and the transfer rates that the network supports. Video streaming relies on a number of standards whose support varies across different browsers. The quality criteria of a video file are therefore as much dependent on the efficiency of the file compression as on the setup of the end-user. In equal parts the robustness and connectedness of the video playout service come into play.

Moving image cultural heritage materials should be offered in their original aspect ratio. The codec and file format used are preferably in an open format that can be played in a web browser without the need for specific proprietary software or plugins.

If you are contributing video material because you want it to be discoverable via Europeana Collections then you need to provide at least a link to the video file or a website on which the video file can be accessed. You must also provide a link to a still image file of at least 0.1 megapixel in size to have the means to create ~400 pixels preview images to illustrate search results on Europeana Collections. Usually, this is a representative still from the video or, for example, a film poster.

### **3.8. Recommendations for digital objects**

Digital objects compliant with Tier 1 are sufficient to use in Europeana as a search engine and allow people to find your collections. The EPF specifies three additional publication scenarios (or tiers) for digital content for you to choose from: depending on what you want and what you give in terms of quality, Europeana can deliver different services to you and you will see different actions as a result of it. If you want to use Europeana as a showcase and to be considered for inclusion in one of our thematic collections<sup>21</sup>, your digital objects need to be compliant with Tier 2 of the EPF. If you want to use Europeana as a distribution platform for non-commercial reuse, your digital objects need to be compliant with Tier 3 of the EPF. If you want to use Europeana as a free reuse platform, your digital objects need to be compliant with Tier 4 of the EPF.

With regards to the different publication scenarios mentioned above and specified in more detail in the EPF, the following recommendations per media type should be taken into account.

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<sup>21</sup> [Product Specifications](#) and [Policy](#) for Europeana Thematic Collections.





TIER	MEDIA				
	IMAGE	SOUND	VIDEO	TEXT	3D
1	<ul style="list-style-type: none"> <li>- edm:type is IMAGE</li> <li>- Thumbnail is available*</li> <li>- An image is available** with resolution &gt;= 0.1mpx</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is SOUND</li> <li>- working</li> <li>edm:isShownAt</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is VIDEO</li> <li>- An image is available with resolution &gt;= 0.1mp as edm:object</li> <li>- Thumbnail is available</li> <li>- A video is available** or working</li> <li>edm:isShownAt</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is TEXT</li> <li>- An image is available** with 0.1mpx (ie. also means that tech metadata is available) OR working</li> <li>edm:isShownAt</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is 3D</li> <li>- A 3D resource is available (with tech metadata)</li> </ul>
2	<ul style="list-style-type: none"> <li>- edm:type is IMAGE</li> <li>- Thumbnail is available*</li> <li>- An image is available** with resolution &gt;= 0.42mpx (~800x533)</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is SOUND</li> <li>- A sound is available** OR embeddable media as edm:isShownBy</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is VIDEO</li> <li>- An image is available with resolution &gt;= 0.1mp as edm:object</li> <li>- Thumbnail is available</li> <li>- A video is available** with vertical resolution equal or higher than 480 pixels OR embeddable media as edm:isShownBy</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is TEXT</li> <li>- A text resource is available** with mimetype "application/pdf" OR image is available** with resolution &gt;= 0.42mpx</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is 3D</li> <li>- A 3D resource is available**</li> </ul>
3	<ul style="list-style-type: none"> <li>- edm:type is IMAGE</li> <li>- Thumbnail is available*</li> <li>- An image is available** with resolution &gt;= 0.95mpx (1200x800)</li> <li>- associated image has either open or restricted license</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is SOUND</li> <li>- A sound is available** OR embeddable media as edm:isShownBy</li> <li>- associated sound has either open or restricted license</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is VIDEO</li> <li>- An image is available with resolution &gt;= 0.1mp as edm:object</li> <li>- Thumbnail is available</li> <li>- A video is available** with vertical resolution equal or higher than 480 pixels OR embeddable media as edm:isShownBy</li> <li>- associated video has either open or restricted license</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is TEXT</li> <li>- A text resource** is available with mimetype "application/pdf" OR image is available** with resolution &gt;= 0.95mpx (1200x800)</li> <li>- associated image or text resource has either open or restricted license</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is 3D</li> <li>- A 3D resource is available**</li> <li>- associated 3D resource has either open or restricted license</li> </ul>
4	<ul style="list-style-type: none"> <li>- edm:type is IMAGE</li> <li>- Thumbnail is available*</li> <li>- An image is available** with resolution &gt;= 0.95mpx (1200x800)</li> <li>- associated image has only open license</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is SOUND</li> <li>- A sound is available** OR embeddable media as edm:isShownBy</li> <li>- associated sound has only open license</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is VIDEO</li> <li>- An image is available with resolution &gt;= 0.1mp as edm:object</li> <li>- Thumbnail is available*</li> <li>- A video is available** with vertical resolution equal or higher than 480 pixels OR embeddable media edm:isShownBy</li> <li>- associated video has only open license</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is TEXT</li> <li>- A text resource is available with mimetype "application/pdf" OR image with resolution &gt;= 0.95mp (1200x800)**</li> <li>- associated image or text resource has only open license</li> </ul>	<ul style="list-style-type: none"> <li>- edm:type is 3D</li> <li>- A 3D resource is available**</li> <li>- associated 3D resource has only open license</li> </ul>

\* Thumbnail is available: true only if the "edm:EuropeanaAggregation/edm:preview" is filled and the associated edm:WebResource exists with technical metadata (ie. ebucore:hasMimetype filled)

\*\* An image, a sound, a video, a text, a 3D is available: true if one of the edm:WebResource associated via edm:isShownBy or edm:hasView exists with technical metadata (ie. ebucore:hasMimetype filled) extracted



### 3.8.1. Technical criteria for image files (Tiers 2-4)

**Content Tier 2 (Europeana as a showcase):** If you want to enable Europeana to use your image material as part of thematic collections and make it more accessible on Europeana Collections, then you need to provide at least a direct link to an image file of at least 0.42 megapixel in size (e.g. ~800\*533 pixels). Additionally, the International Image Interoperability Framework (IIIF)<sup>22</sup> is also supported by Europeana and can be used for displaying images on Europeana.

**Content Tier 3 (Europeana as a distribution platform for non-commercial reuse):** If you want to make use of Europeana as a distribution platform that enables the use of your image files by private individuals, educators and researchers, then you need to provide at least a direct link to an image file of at least 0.95 megapixel in size (e.g. ~1,200\*800 pixels). In addition, you also need to make sure that the image file comes with one of the seven rights statements that allow reuse (four Creative Commons licences: CC BY-NC, CC BY-NC-ND, CC BY-NC-SA, CC BY-NC-ND; three RightsStatements.org's statements: NoC-NC, NoC-OKLR, InC-EDU).

**Content Tier 4 (Europeana as a free reuse platform):** If you want to make use of Europeana as a platform that enables the free reuse of your image files elsewhere then, in addition to the criteria described for Tier 3 above, you also need to make sure that the image file comes with a rights statement that allows free reuse (CC BY, CC BY-SA, CC0, or PDM).

### 3.8.2. Technical criteria for text files (Tiers 2-4)

**Content Tier 2 (Europeana as a showcase):** If you want to enable Europeana to present your text materials as part of thematic collections and make them more accessible on the Europeana Collections site then you need to provide at least a direct link to the file(s) of the document, in PDF file format, which will be made directly available on thematic collections pages via a PDF viewer. Although Europeana currently does not support a full-text search across documents, we recommend adding an embedded text layer in PDF files to allow for searching inside the document. Additionally, the International Image Interoperability Framework (IIIF)<sup>23</sup> is also supported by Europeana and can be used for displaying text materials on Europeana to allow text collections to qualify as Tier 2. For single page text material (e.g. manuscripts, letters), providing direct links to an image file of at least 0.42 megapixel in size is also an option.

**Content Tier 3 (Europeana as a distribution platform for non-commercial reuse):** If you want to make use of Europeana as a distribution platform that enables the use of

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<sup>22</sup>

[http://pro.europeana.eu/files/Europeana\\_Professional/Share\\_your\\_data/Technical\\_requirements/EDM\\_profiles/IIIFtoEDM\\_profile\\_042016.pdf](http://pro.europeana.eu/files/Europeana_Professional/Share_your_data/Technical_requirements/EDM_profiles/IIIFtoEDM_profile_042016.pdf)

<sup>23</sup>

[http://pro.europeana.eu/files/Europeana\\_Professional/Share\\_your\\_data/Technical\\_requirements/EDM\\_profiles/IIIFtoEDM\\_profile\\_042016.pdf](http://pro.europeana.eu/files/Europeana_Professional/Share_your_data/Technical_requirements/EDM_profiles/IIIFtoEDM_profile_042016.pdf)



your text materials by private individuals, educators and researchers then, in addition to the criteria described for Tier 2 above, you also need to make sure that the text documents come with one of the seven rights statements that allow reuse (four Creative Commons licences: CC BY-NC, CC BY-NC-ND, CC BY-NC-SA, CC BY-NC-ND; three RightsStatements.org's statements: NoC-NC, NoC-OKLR, InC-EDU). If you provide text as image files, they need to be at least 0.95 megapixel in size.

**Content Tier 4 (Europeana as a free reuse platform):** If you want to make use of Europeana as a platform that enables the free reuse of your text materials then, in addition to the criteria described for Tier 2 above, you also need to make sure that the text documents come with a rights statement that allows free reuse (CC BY, CC BY-SA, CC0 or PDM).

### 3.8.3. Technical criteria for audio files (Tiers 2-4)

**Content Tier 2 (Europeana as a showcase):** If you want to enable Europeana to use your audio material as part of thematic collections and make it more accessible on Europeana Collections then the audio needs to be embeddable<sup>24</sup>, or you need to provide at least a direct link to an audio file in a format that can be played directly by modern browsers and supported in HTML5.<sup>25</sup> The quality of the audio file should be as high as possible; in other words, as close as possible to the digital source file encoded in a lossless file format. Audio files that meet these requirements will be accessible directly on the thematic collection pages as embedded audio files.

**Content Tier 3 (Europeana as a distribution platform for non-commercial reuse):** If you want to make use of Europeana as a distribution platform that enables the use of your audio files by private individuals, educators and researchers then, in addition to the criteria described for Tier 2 above, you also need to make sure that the audio file comes with one of the seven rights statements that allow reuse (four Creative Commons licences: CC BY-NC, CC BY-NC-ND, CC BY-NC-SA, CC BY-NC-ND; three RightsStatements.org's statements: NoC-NC, NoC-OKLR, InC-EDU).

**Content Tier 4 (Europeana as a free reuse platform):** If you want to make use of Europeana as a platform that enables the free reuse of your audio files elsewhere then, in addition to the criteria described for Tiers 2 and 3 above, you also need to make sure that the audio file comes with a rights statement that allows free reuse (CC BY, CC BY-SA, CC0 or PDM).

### 3.8.4. Technical criteria for video files (Tiers 2-4)

**Content Tier 2 (Europeana as a showcase):** If you want to enable Europeana to use your video material as part of thematic collections and make it more accessible on Europeana Collections then the video needs to be embeddable<sup>26</sup> or you need to provide at least a direct link to a video file in a format that can be played directly by modern

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<sup>24</sup> Any [oEmbed](#) compliant player is supported by Europeana.

<sup>25</sup> [https://developer.mozilla.org/en-US/docs/Web/HTML/Supported\\_media\\_formats](https://developer.mozilla.org/en-US/docs/Web/HTML/Supported_media_formats)

<sup>26</sup> Any [oEmbed](#) compliant player is supported by Europeana.



browsers and supported in HTML5.<sup>27</sup> The video file should have a minimum vertical resolution (height) of 480 pixels. Video files that meet these requirements will be accessible directly on the thematic collections pages as embedded videos.

**Content Tier 3 (Europeana as a distribution platform for non-commercial reuse):** If you want to make use of Europeana as a distribution platform that enables the use of your video files by private individuals, educators and researchers then, in addition to the criteria described for Tier 2 above, you also need to make sure that the video file comes with one of the seven rights statements that allow reuse (four Creative Commons licences: CC BY-NC, CC BY-NC-ND, CC BY-NC-SA, CC BY-NC-ND; three RightsStatements.org's statements: NoC-NC, NoC-OKLR, InC-EDU).

**Content Tier 4 (Europeana as a free reuse platform):** If you want to make use of Europeana as a platform that enables the free reuse of your video files then, in addition to the criteria described for Tiers 2 and 3 above you also need to make sure that the video file comes with a rights statement that allows free reuse (CC BY, CC BY-SA, CC0 or PDM).

### 3.9. Metadata and content from Wikimedia Foundation projects

Integration of metadata and content from Wikimedia Foundation projects<sup>28</sup> into Europeana products can help improve user experience. Depending on the source of data, Europeana will select the most appropriate integration approach.

Europeana can use Wikidata as a source from which to annotate existing Europeana Collections objects, for example, to add the name or title of a work (painting, musical composition, etc.) in multiple languages. If Europeana uses Wikidata as a source in annotations, it will be clear in API responses and in the Europeana Collections display that these are annotations coming from Wikidata.

Europeana will not publish and display but may link to digital files from Wikimedia Commons or Wikisource that have been uploaded from cultural heritage institutions' websites (or scanned from publications) by individual Wikimedians without consent from the same institutions.

Europeana can publish digital files from Wikimedia Commons media that have been crowdsourced in initiatives like Wiki Loves Monuments<sup>29</sup>. As the unstructured metadata of Wikimedia Commons is officially CC-BY-SA (i.e. unstructured text/descriptions, as opposed to structured data that is available under CC0), this needs to be published with the support of the Wikimedia Commons community and with longer descriptive text fields shortened.

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<sup>27</sup> [https://developer.mozilla.org/en-US/docs/Web/HTML/Supported\\_media\\_formats](https://developer.mozilla.org/en-US/docs/Web/HTML/Supported_media_formats)

<sup>28</sup> Primarily Wikipedia, Wikimedia Commons, Wikidata, and Wikisource.

<sup>29</sup> [And actually has done so already.](#)



### **3.10. How we work with data partners to correct data post-publication**

Europeanana not only checks and validates the metadata and digital objects linked from the metadata during the ingestion process, we also analyse the data post-publication to ensure and verify a minimum and consistent level of data quality across the database.

Post-publication, there may be situations when it becomes clear that the quality of mandatory elements does not meet the acceptance criteria (e.g. links in `edm:isShownAt` and/or `edm:isShownBy` do not resolve, respectively, a web page or a digital object). We will discuss these issues with you when they occur. If we cannot resolve these issues within three months, we may remove the data from Europeanana Collections.



## 4. Legal: how digital objects should be labelled

Every digital object must be labelled with a valid rights statement in the edm:rights field and a corresponding URI to the rights statement. This will make it clear to the user as to how your digital object may be used. The rights statement you select may depend on a number of factors, such as the date and type of work and knowing if you have permission to share someone else's work.

From November 2016, data partners will be able to choose from one of 14 [rights statements](#)<sup>30</sup>. This transition<sup>31</sup>, which replaces the existing Europeana specific rights statements with statements provided by [rightsstatements.org](http://rightsstatements.org), is the outcome of a collaboration between Europeana, DPLA, Kennisland, and Creative Commons to create international interoperable rights statements. This update will make it easier for data partners to correctly communicate the copyright status of their works online, and also help users understand what they are able to do with the digital objects they discover in Europeana and other digital platforms.

Under the DEA, all metadata must be submitted under CC0. This is different to the rights for the digital object, which should always be in accordance with the copyright status of the work.

### 4.1. How do I know my edm:rights statement is correct?

Providing a valid rights statement is not just about passing our technical validation. It is fundamental to the philosophy and mission of Europeana, which is to ensure that all digital objects are published with a rights statement that is valid. This means that every person who discovers Europeana's collections knows exactly what they can (and cannot) do with every item.

A rights statement is valid if it accurately describes the copyright status (in or out of copyright) of the digital object. Cultural heritage institutions have a responsibility to respect the copyright holders of the works they represent in order to enable public access. It is therefore the responsibility of each organisation to comply with their national law to establish the copyright status of each work during their rights clearance process, prior to submitting metadata for publication. Tools such as the [Public Domain Calculator](#)<sup>32</sup> should help you identify the existence or absence of copyright.

Europeana takes a "clean hands" approach and assumes that the data partner has undertaken the correct level of due diligence and labelled the digital objects correctly.

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<sup>30</sup>

[http://pro.europeana.eu/files/Europeana\\_Professional/Projects/Project\\_list/Europeana\\_DSI/Milestones/europeana-dsi-ms21-review-of-rights-statements-under-the-europeana-licensing-framework.pdf](http://pro.europeana.eu/files/Europeana_Professional/Projects/Project_list/Europeana_DSI/Milestones/europeana-dsi-ms21-review-of-rights-statements-under-the-europeana-licensing-framework.pdf)

<sup>31</sup> <https://pro.europeana.eu/post/finding-the-right-fit-to-share-your-cultural-content>

<sup>32</sup> <http://outofcopyright.eu/>





However, we also wish to support data partners to make sure rights statements are applied correctly and in line with their respective national laws and sector standards. In order to do this the use of the rights statements described in the following chapters will prompt a manual review during the ingestion process (prior to publication), and we may at this point question the use of some rights statements. This approach enables a consistent standard to be reached when applying rights statements, which ultimately helps users to be clear on how the objects and collections can be used. Please see the examples in the following sections.

## 4.2. Public Domain Mark (PDM)

Europeana is committed to the principle that the digitisation of public domain content does not automatically create new rights over it.

The [Europeana Public Domain Charter](#)<sup>33</sup> establishes that works that are in the public domain in analogue form should continue to be in the public domain once they have been digitised. A work is in the public domain when its copyright does not exist or has expired.

For instance, in the EU copyright usually lasts for 70 years after the death of the last surviving author. This means, for example, that all the works of Piet Mondriaan (who died in 1944) are now in the Public Domain.

Some national laws allow you to claim a new copyright or copyright like rights as a result of digitisation. (We have undertaken research into these national scenarios; they are published on the [Out Of Copyright](#)<sup>34</sup> website). In these cases we encourage you to waive such rights via CC0 (see section 4.4). If you do not want to waive these rights you can apply one of the Creative Commons licenses or one of the In copyright statements (as described in section 4.6 and 4.7) to the digital object.

Another exception is where a commercial contract has been entered into for the mass digitisation of your collection, here the 'No Copyright - Non-Commercial Use Only' statement may be applicable. This is described in section 4.3.

Finally it may be possible that laws other than copyright restrict how an out of copyright digital object can be re-used. Such laws include public sector information laws (in France) or national heritage laws (for example in Italy). In such cases the 'No Copyright - Other Known Legal Restrictions' statement (see section 4.5) may be applicable.

It is likely that, before we publish your data, we will query the submission of any objects that appear to be in the public domain but which are not labelled as such. We will work with you to determine the correct rights statement and subsequently publish the data. We pay particular attention to metadata elements like dc:date, dcterms:created and dc:creator to verify the existence of copyright.

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<sup>33</sup> <https://pro.europeana.eu/post/the-europeana-public-domain-charter>

<sup>34</sup> <http://outofcopyright.eu/rights-after-digitisation/>



### **4.3. No Copyright - Non-Commercial Use Only (NoC-NC)**

*Update November 2016: Previously titled 'Out of copyright - non-commercial re-use', definition unchanged.*

The use of this rights statement is limited to the digital representations of public domain works that have been digitised in a public-private partnership (PPP). For this statement to be applicable, the partners in the PPP will have agreed to contractual limitations to take reasonable steps to limit or discourage commercial re-uses.

In order to use NoC-NC, the data provider should be able to supply a copy of the contract that specifies these restrictions. If such information is publicly available, the data partner should also specify a year of expiration in the digital objects' metadata to indicate the first calendar year in which the digital object(s) can be used by third parties without restrictions on commercial use.

### **4.4. The Creative Commons CC0 1.0 Universal Public Domain Dedication (CC0)**

By applying the CC0 public domain dedication to one or more digital objects, a data partner waives all possible rights to the objects in question, allowing them to be used by anyone without any restrictions. Note that by applying CC0 to a digital object, a data partner can only waive rights held by the data partner (or third party rights for which the data partner has explicitly received permission to apply CC0 from the rights-holder(s)).

Europeana will verify the correct application of this rights statement prior to publication. If there is doubt that the data partner is the rights-holder and is able to waive all rights, we will work with you to see if you have the necessary rights to apply a CC0 public domain dedication or to determine the correct rights statement, prior to any publication on Europeana.

### **4.5. No Copyright - Other Known Legal Restrictions (NoC-OKLR)**

*Update November 2016 - New rights statement added.*

The NoC-OKLR statement should be used for objects that are in the public domain, but that cannot be freely reused due to known legal restrictions other than copyright that prevent the data partner from allowing free reuse. An example of where a law restricts free reuse is Italy: the [Code of the Cultural and Landscape Heritage, Article 107](http://www.unesco.org/culture/natlaws/media/pdf/italy/it_cult_landscapeheritage2004_engtof.pdf) where reuse of national heritage requires permission even when copyright has expired.<sup>35</sup>

In order to support the correct implementation of this statement, a data partner must communicate the legal restriction that applies to the Europeana Operations Officer working with you.

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<sup>35</sup> [http://www.unesco.org/culture/natlaws/media/pdf/italy/it\\_cult\\_landscapeheritage2004\\_engtof.pdf](http://www.unesco.org/culture/natlaws/media/pdf/italy/it_cult_landscapeheritage2004_engtof.pdf)



#### **4.6. In Copyright (IC)**

*Update November 2016 - New rights statement added. Subsumes Rights Reserved-Free Access and Rights Reserved-Paid Access.*

The IC statement is for use with objects that are subject to copyright.

Any conditions or restrictions relating to the reuse of the object should be communicated with the user via dc:rights.

#### **4.7. In Copyright - Educational Use Permitted (InC-EDU)**

*Update November 2016 - New rights statement added.*

This rights statement should be used where the rightsholder has authorised the use of the object for educational purposes.

We ask data providers to confirm that they have correct permission from the rights holder. When they do, we ask them if permission is granted for anything in addition to educational use. In such instances it may be that a different rights statement such as a CC licence is more suitable. Additional information on the educational uses permitted by the rightsholder is encouraged to be added to the dc:rights field.

#### **4.8. In Copyright - EU Orphan Work (InC-OW-EU)**

*Update November 2016: Previously titled 'Orphan Work' — definition unchanged.*

The use of this rights statement is limited to digital objects that fall within the scope of the [Orphan Works Directive](#).<sup>36</sup> For digital objects to be eligible for this rights statement, orphan works legislation implementing the Orphan Works Directive must exist in the data partner's country of origin.

In order to apply the InC-OW-EU statement, data providers should be able to confirm that the required due diligence has been undertaken in accordance with the appropriate national legislation, and that they have taken steps required to register the Orphan Work with their national representative. Where available, a link to the published record of the Orphan Work in the National or European registry should be provided in dc:rights.

#### **4.9. Copyright not evaluated (CNE)**

*Update November 2016: Previously titled 'Unknown', definition updated.*

The CNE statement is for use with objects where the copyright has not been evaluated.

A data provider should always evaluate the copyright status of an object and obtain permission from the copyright holder where necessary prior to making it available online.

<sup>36</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32012L0028>



For this reason, Europeana expects the use of this rights statement to be limited, and any use by a data provider requires prior discussion and agreement of the Europeana Operations Officer.

#### **4.10. Consistency of rights statements**

The `dc:rights` field is often used to describe additional information about the rights in the digital object (than provided in the standardised rights statements).

We intend to enable EDM fields that allow you to submit additional information for the NoC-NC, NoC-OKLR and InC-EU-OW. In 2017 we implemented the `cc:deprecatedOn` property of the `cc:License` class in EDM you can use for indicating the year of expiration for objects labelled NoC-NC.

Data partners should ensure that the values in both rights-related elements (`dc:rights` and `edm:rights`) do not contradict each other. A good example of a contradictory scenario is where `edm:rights` is 'Public Domain', and `dc:rights` contains a statement such as '© Cultural Heritage Institution 2014'.

In addition, it is best practice to ensure that the information presented in both `edm:rights` and `dc:rights` is consistent with the information presented on the data provider's website.

#### **4.11. How we work with data partners to correct data post-publication**

Europeana not only checks and validates the accuracy of the rights statements prior to publication as set out above, we analyse the data also post-publication to ensure and verify a consistent level of accuracy of rights statements across the database.

There may be situations post-publication when it becomes clear that the chosen rights statements do not meet the acceptance criteria. We will discuss these issues with you when they occur. If we cannot resolve these issues within three months, we may remove the data from Europeana API responses and thus also from Europeana Collections.



## 5. Document history

Version	Editor	Date	Comments
v1.0	Henning Scholz	20/11/2014	<ul style="list-style-type: none"><li>• Final version of v1.0 incorporating previous drafts and contributions as well as comments and suggestions from colleagues and reviewers.</li></ul>
v1.1	Henning Scholz	04/03/2015	<ul style="list-style-type: none"><li>• Corrected wording in two places; reference to the research on national legislative provisions for PD works; links updated (new Europeana Pro).</li></ul>
v1.2	Henning Scholz	11/05/2015	<ul style="list-style-type: none"><li>• Copy editing and revision by Beth Daley and Jill Cousins: language / tone of voice changes to make it more clear and readable; removing the section on prioritizing of metadata for publication when digital objects are openly licensed and directly linked. With this edition we widened the background to refer to the <i>Europeana Publishing Framework</i>. We also added some more context to the mandatory elements. We boxed the acceptance criteria to make them more easily accessible as a quick guide. The name changed from 'Europeana Publication Policy' to 'Europeana Publishing Guide', as part of the work on the <i>Europeana Publishing Framework</i>.</li></ul>
v1.3	Henning Scholz	09/11/2015	<ul style="list-style-type: none"><li>• Amendment by Jeroen Cichy to reflect the change of the publication process from monthly cycles to continuous publication. Minor correction of spelling.</li></ul>
v1.4	Henning Scholz	26/10/2016	<ul style="list-style-type: none"><li>• Amendment by Julia Fallon, Lisette Kalshoven, Roxanne Peters to adapt the legal section with rightsstatements.org rights statements. Review by Annick van der Schoot and Marjolein de Vos to improve the document.</li></ul>
v1.5	Henning Scholz	15/03/2017	<ul style="list-style-type: none"><li>• Amendment by Julia Fallon, Paul Keller to adapt the legal section; amendment by Henning Scholz, Joris Pekel, Erwin Verbruggen, Marco Rendina, Uldis Zarins to the technical criteria per EPF tier; addition of a guide to depublish from Europeana by Henning Scholz, Roxanne Peters, Julia Fallon. Review by Annick van der Schoot to improve the document.</li></ul>
v1.6	Henning Scholz	29/09/2017	<ul style="list-style-type: none"><li>• Amendment by Douglas McCarthy, Adrian Murphy, Ad Pollé, Marjolein de Vos; update of URL for new Pro</li></ul>



v1.7	Henning Scholz Federica Fantone	01/09/2018	• Amendment by Douglas McCarthy; update of keywords for Thematic Collections.
v1.8	Henning Scholz	31/07/2019	• Amendments by Jolan Wuyts (keywords for thematic collections); Eleftheria Tsoupra, Fiona Mowat, Adina Ciocoiu, Antoine Isaac, Valentine Charles, Hugo Manguinhas (EPF metadata criteria, DPS process review)

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