



Appendix

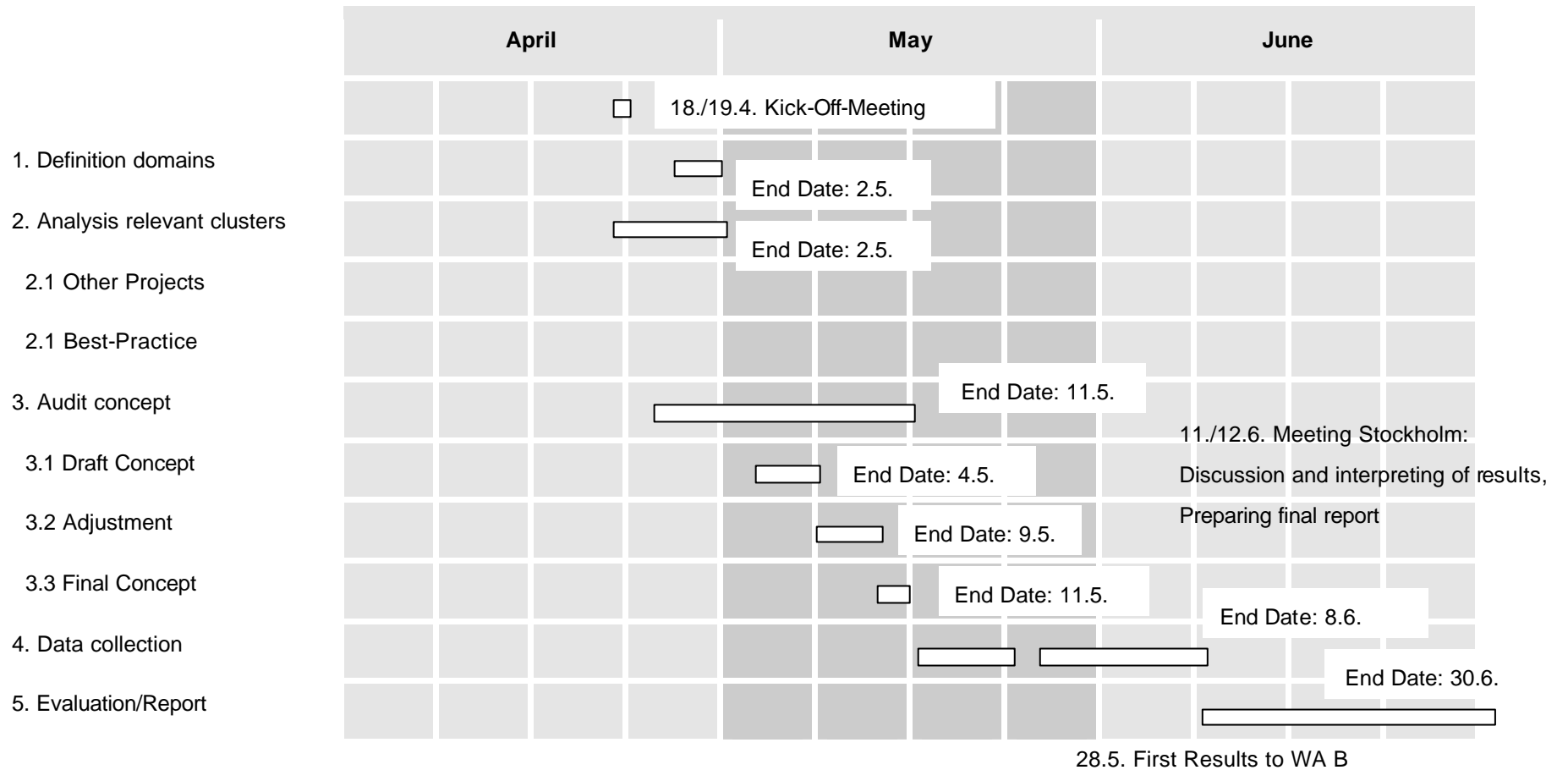


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1 Appendix 1: Timeline for Task 1.1





2 Appendix 2: Worksheet Audit

Work Sheet "Description of collection and definition of user requirements" (Page 1)

Instructions: For each collection you should use one separate work sheet. Please use one work sheet for your museum shops, another for your museum/library collection and so on. Every collection which is managed in a different way has to be separated.

1. General Information

Owner/Provider: _____
(Name of organisation, museum etc.)

Name: _____
(Name of collection)

Online Version: _____
(URL)

Short Description: _____
(Characterise the collection:
e. g. museum shop, library
catalogue, picture archive.
Give further information
about the history etc., if of
specific interest for this

2. Contact person (possible contact person for further clarification)

Contact Person: _____
(Name)

Contact Information: _____
(E-mail)

(Telephone)

(Fax)

Work Sheet "Description of collection and definition of user requirements" (Page 2)



3. Detailed description of the collection

3.1 Size
(How many objects totally?)

3.2 Categories of items
(If of relevance, try to differentiate: What categories of items? How many?)

Example:

Manuscripts	10.000
Books	50.000

3.3. Covered Themes/Topics
(Give some keywords to describe the content of your collection)

3.4 Temporal coverage of collection

from: _____

to: _____

3.5 Comments/Further relevant information on the collection



Work Sheet "Description of collection and definition of user requirements" (Page 3)

4. Data Management

Describe your data management: What methods and systems (both electronic and paper-based) are used? What fields are used for bibliographic and subject description of objects?

4.1 Data Management

(Do you use database(s), electronic files or conventional inventories for your data management?)

- Paper-Based Systems

Describe: Type/Number of
Entries/Format

Example:

Restoration reports/1000/inventory
Books/20.000/catalogue cards

- Database(s)

Describe: Type/Number of
Entries/Tool

Example:

Museum Objects/1000/ADLIB

- Other(s) (e. g. Word files)

Describe: Type/Number of Entries/Tool

Example:

Addresses/10.000/MS Word

4.2 Digital storage of objects

(Which and how many objects are digitised? Which "surrogates" of objects do exist? In which formats?)

- No, this collection is not digitised at all

- Yes, these items are digitised:

In Detail: Type/Size/Format/Resolution)
Example:

Images/20.000/JPEG/128x128

Fulltexts/1000/PDF

4.3 Tools

(What (other) tools do you use for management purposes, e. g. watermarking, shop management)

Describe tool and purpose:

Note to 4.1: If there are objects which are still not catalogued in any way, please make also a note!



Work Sheet "Description of collection and definition of user requirements" (Page 4)

4.4 Comments on technical planning

(Do you plan to implement a new system? To support what functions? What systems? What standards? When?)

Note: The main purpose of questions 4.5 and 4.6 is to describe existing data structures - they will be the basis for the developing of a metadata schema for the REGNET portal. Each content partner should give a detailed description of existing data structures! Please attach the necessary information (e. g. hard copies of data records).

4.5 Formal Description

(Describe the use of standards. If necessary, mark multiple. Please use the comment field for explanations about individual customization etc.).

Standards in use

Example:
MARC format
CHIN

"Own" data structure

Note: Please provide a list of used data fields !

Comments/Clarifications:

4.6 Subject description

(Which methods do you use for subject classification: thesauri, keywords, categories, other?)

Describe: Name, Characteristics. If necessary, please attach further information!

Thesaurus:

Keywords:

Classification(s):

Other:



Work Sheet "Description of collection and definition of user requirements" (Page 5)

5. Output provided by the "system"

5.1 Services for internal users

(Please list internal tools in use for data management and provided by the system). Differentiate between online and conventional tools!

Conventional Outputs

Example:
Catalogue Cards

Online Services and products

Example:
Searchable Database
Reports

5.2 End user services (external users)

Which products and services for end users are produced on the basis of the database? Differentiate between online products and services and "conventional outputs"!

Conventional Outputs

Example:
Lists of new items in the library
List of actual exhibitions

Online Services and products

Example:
OPAC/searchable catalogue
Ordering of Items



Work Sheet "Description of collection and definition of user requirements" (Page 6)

6. User Groups

What user groups can be distinguished?

<p>6.1 Internal User Groups</p> <p><input type="checkbox"/> Librarians</p> <p><input type="checkbox"/> Scientific employee</p> <p><input type="checkbox"/> Registrar</p> <p><input type="checkbox"/> Administration</p> <p>Others:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p>6.2 External User Groups</p> <p><input type="checkbox"/> Visitors</p> <p><input type="checkbox"/> Students/Academics</p> <p><input type="checkbox"/> School Classes</p> <p>Others:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
--	---

7. Usage of the system/collection (use cases)

7.1 Contemporary usage of the system/collection

(In which way is the system used by the different user groups? What can they do? Give some typical user questions! Distinguish between the different user groups (see above!).)

Internal Usage:

Example:	<i>User Group 1</i>	
	Librarian	Cataloguing new items
		Process loan
	

User Group 1:	Activity/Use case:
_____	_____
_____	_____
_____	_____



Work Sheet "Description of collection and definition of user requirements" (Page 7)

7.1 Contemporary usage of the system/collection (continuation)

Internal Usage:

User Group 2:

Activity/Use case

User Group 3:

Activity/Use case

User Group 4:

Activity/Use case

Please add further fields, if necessary!



Work Sheet "Description of collection and definition of user requirements" (Page 8)

External Usage:

Example: *User Group 1*
 Visitor

Search for objects in the collection

.....

User Group 1:

Activity/Use case

User Group 2:

Activity/Use case

User Group 3:

Activity/Use case

Please add further fields, if necessary!



Work Sheet "Description of collection and definition of user requirements" (Page 9)

7.2 Future usage of the system

(Which new user groups do you see? Which are desirable new functions for existing and/or new user groups)

Internal Usage:

User Group

Activity/Use case

External Usage:

User Group :

Activity/Use case

Please add further fields, if necessary!



Work Sheet "Description of collection and definition of user requirements" (Page 10)

8. User Requirements

Instructions: Try to formulate general requirements for the REGNET portal! Differentiate between internal aspects (what do you want to do with the system? In which way?) and the requirements of your users (see question 8.3)!

8.1. General Goals

(Which expectations do you have for the portal site REGNET, e.g. synergy, network effects ... ? What goals should be reached by the REGNET system?)

Example: Use the REGNET portal for multi media productions
 Easy and thematic access to cultural data and services

8.2. Which functions should be covered by the REGNET system? Which requirements do you have in order to use the REGNET system?

You can use the given categories (general requirements, technical requirements etc.) in order to structure your statements! Prioritize your statements by using the following codes before each statement: M for MUST, S for should, C for CAN.

Please describe your requirements as content providers!

Example: M Easy migration of existing data
 S FAQs

1. General and technical requirements

1a. First of all, please describe your existing infrastructure!
Hardware, software: operating system, file management system, application software (especially applications to be integrated), network (yes or no / architecture), How many users/How many workstations?



Work Sheet "Description of collection and definition of user requirements" (Page 11)

1b. Please formulate (further) requirements according to general and technical issues!
(E. g. integration of new application software, user interface requirements, support of standards, security requirements, operation etc.)

2. Data management

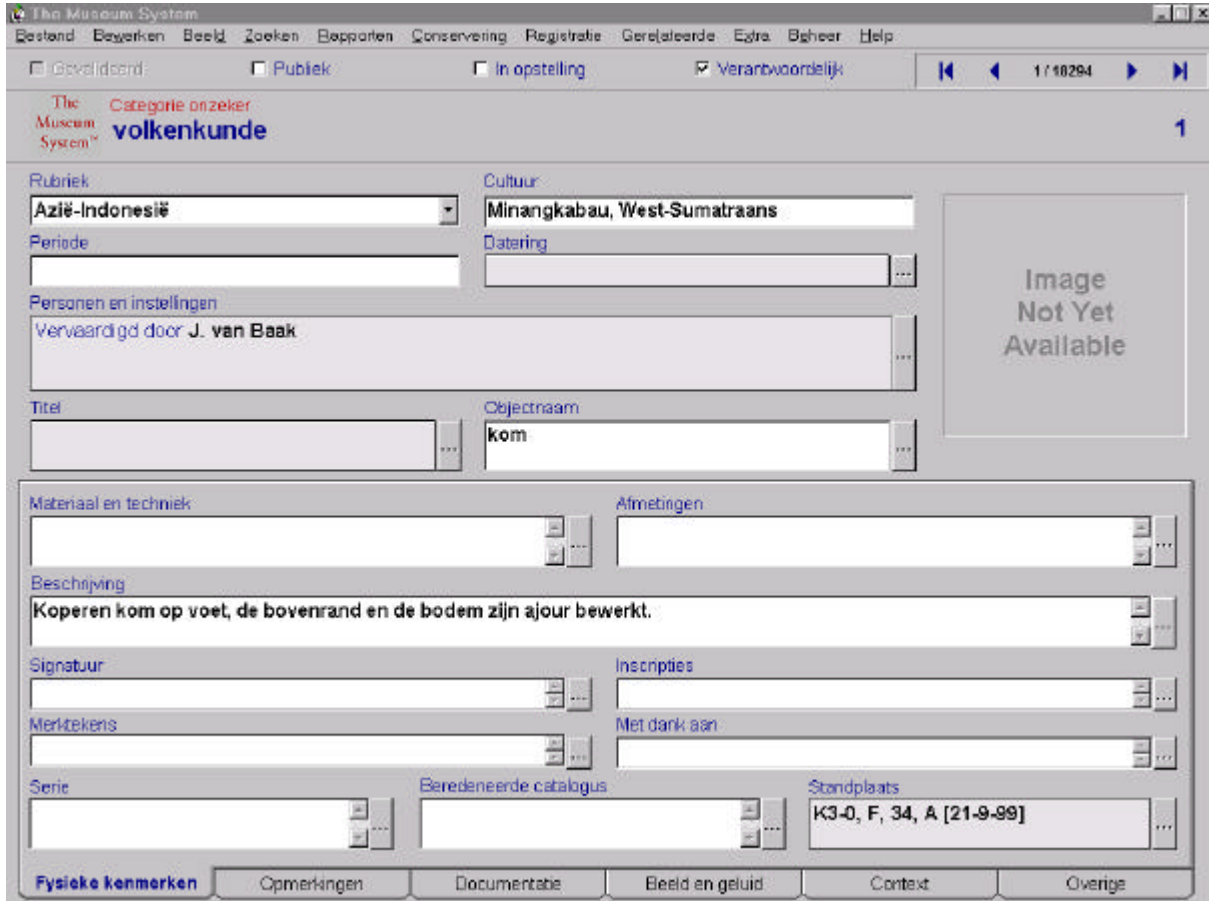
(Possibility to parameterise (e. g. define own data fields), data import and export functions, data exchange issues, formats etc.)

3. Functional requirements

(Which functions have to be supported? Which tools should be provided? E. g. data input, searchable catalogue, information retrieval capabilities, ordering, ...)

3 Appendix 3: Individual data structures

1. Museon



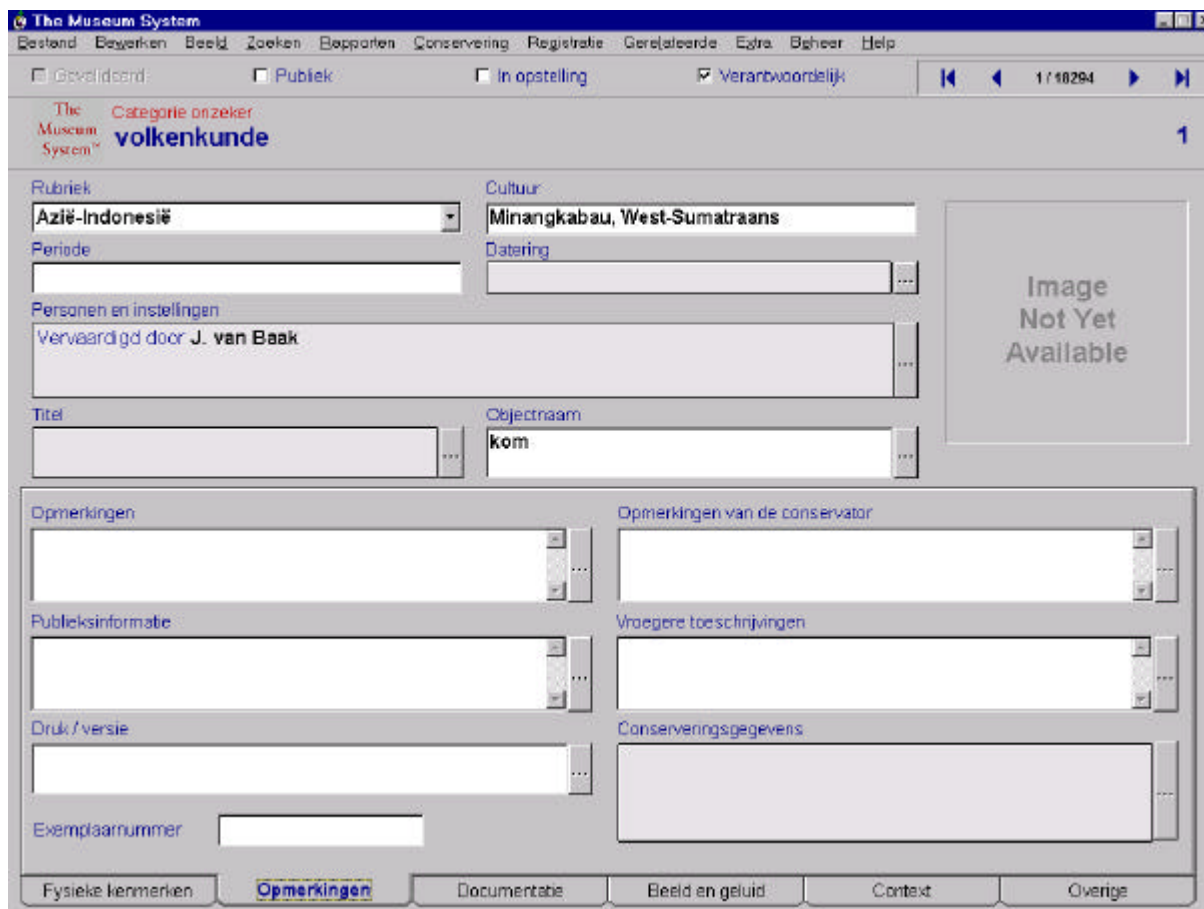
The screenshot shows a web-based interface for 'The Museum System'. The main content area displays a catalogue card for an object. The card is titled 'volkenkunde' and has a category of 'Azïë-Indonesië'. The culture is 'Minangkabau, West-Sumatraans'. The object name is 'kom'. The description is 'Koperen kom op voet, de bovenrand en de bodem zijn ajour bewerkt.' The object is located at 'K3-0, F, 34, A [21-9-99]'. The interface includes a menu bar at the top with options like 'Bestand', 'Bewerken', 'Beeld', 'Zoeken', 'Bijwerken', 'Conservering', 'Registratie', 'Gerelateerde', 'Extra', 'Beheer', and 'Help'. There are also search filters and a navigation bar with a page number '1'.

On this catalogue card you find the following tab card:

Physical features (= displayed tab); Remarks; Documentation; Visual and Audio aspects; Context; Others.

Fields on Tab Physical features (on image depicted in blue, translation made from left to right and then downward):

Category;	Culture
Period;	Dating
Persons and Institutes	
Title;	Object name
Material and Technique;	Dimensions
Description	
Signature;	Inscriptions
Marks;	Thanks are due to...
Series;	Self constructed Classification; Object location



On this catalogue card you find the following tab card:

Physical features; *Remarks* (= displayed tab); Documentation; Visual and Audio aspects; Context; Others.

Fields on Tab Remarks (on image depicted in blue, translation made from left to right and then downward):

- Category; Culture
- Period; Dating
- Persons and Institutes
- Title; Object name
- Remarks; Remarks by the scientific employee (expert)
- Information for the Public; Previous descriptions
- Issue/version; Conservation data
- Number



The screenshot shows a web-based interface for 'The Museum System'. The main content area displays a catalogue card for 'volkenkunde'. The card includes several input fields and sections:

- Rubriek:** Azië-Indonesië
- Cultuur:** Minangkabau, West-Sumatraans
- Periode:** (empty)
- Datering:** (empty)
- Personen en instellingen:** Vervaardigd door J. van Baak
- Titel:** (empty)
- Objectnaam:** kom
- Pedigree:** (empty)
- Tentoonstellingsgeschiedenis:** (empty)
- Literatuur:** (empty)
- Publicaties over het object:** (empty)
- Verwante objecten:** (empty)
- Ongepubliceerde documentatie:** (empty)

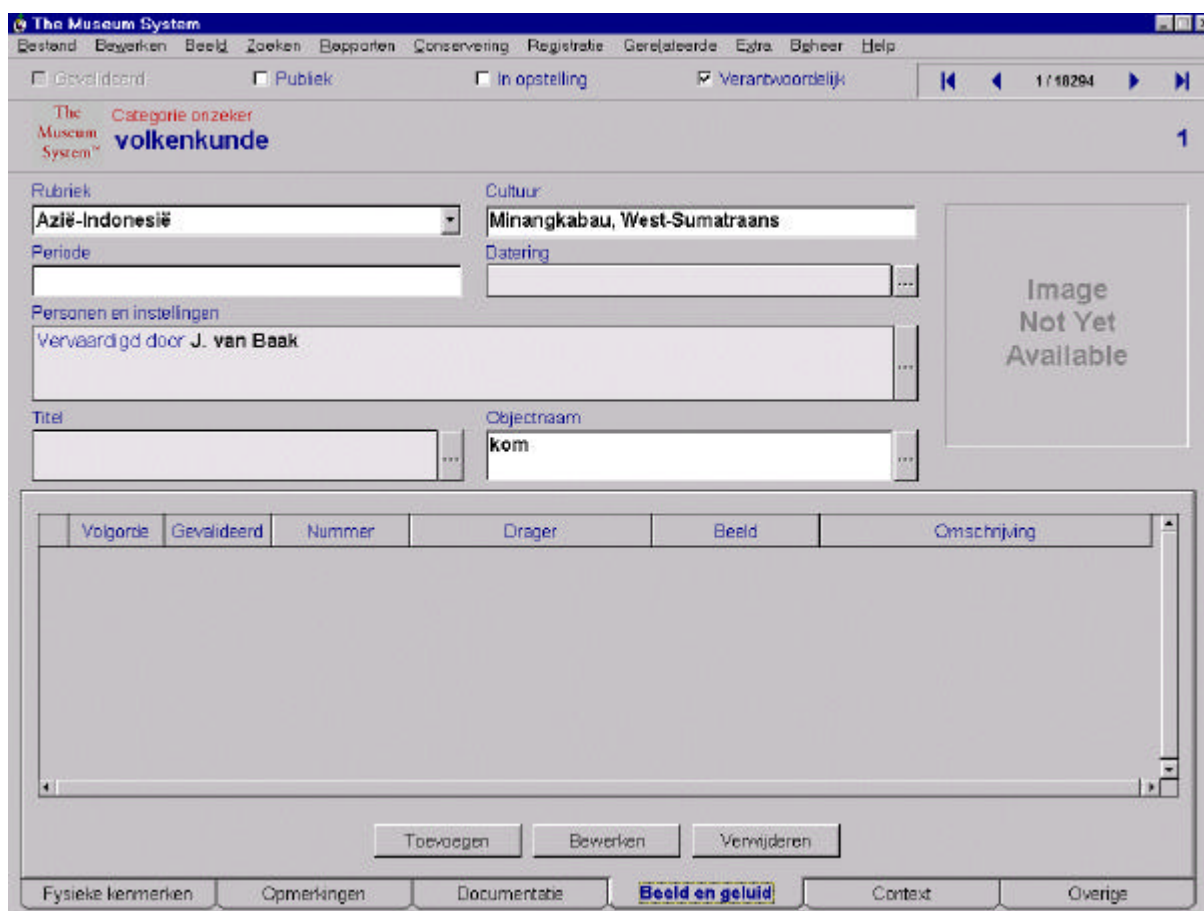
At the bottom of the card, there are several tabs: Fysieke kenmerken, Opmerkingen, **Documentatie** (highlighted in blue), Beeld en geluid, Context, and Overige. A large grey box on the right side of the card contains the text 'Image Not Yet Available'.

On this catalogue card you find the following tab card:

Physical features; *Remarks* (= displayed tab); Documentation; Visual and Audio aspects; Context; Others.

Fields on Tab Remarks (on image depicted in blue, translation made from left to right and then downward):

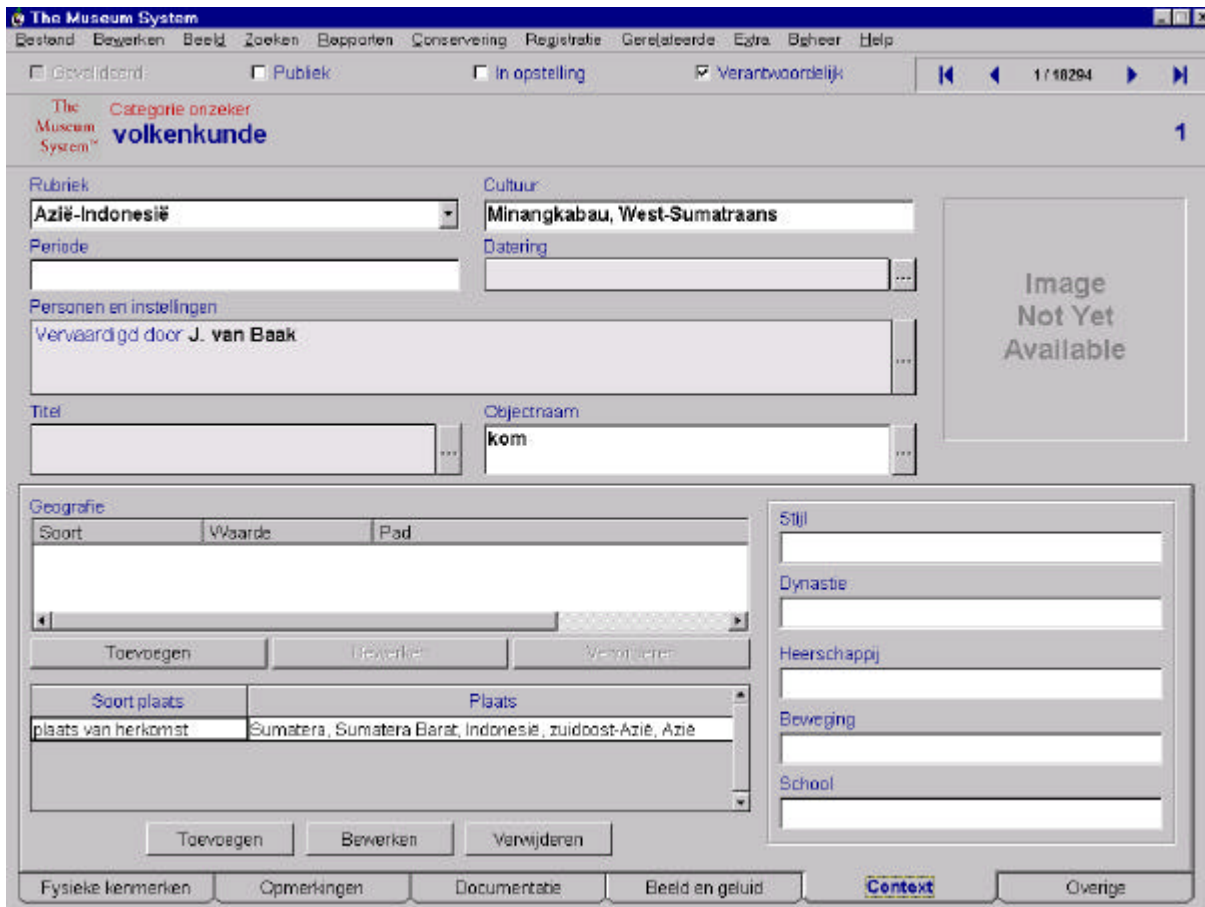
Category;	Culture
Period;	Dating
Persons and Institutes	
Title;	Object name
Pedigree;	Exhibition history
Literature;	Publications about this object
Related objects;	unpublicized documentation

**On this catalogue card you find the following tab card:**

Physical features; Remarks; Documentation; *Visual and Audio aspects*(= displayed tab); Context; Others.

Fields on Tab Visual and Audio aspects (on image depicted in blue, translation made from left to right and then downward):

Category;	Culture
Period;	Dating
Persons and Institutes	
Title;	Object name
Ranking order; Validated;	number; Type of medium; Description



The screenshot shows a web-based interface for 'The Museum System'. The main content area displays a catalogue card for 'volkenkunde'. The card includes several fields: 'Rubriek' (Azïë-Indonesië), 'Cultuur' (Minangkabau, West-Sumatraans), 'Periode' (empty), 'Datering' (empty), 'Personen en instellingen' (Vervaardigd door J. van Baak), 'Titel' (empty), and 'Objectnaam' (kom). A 'Geografie' section contains a table with columns for 'Soort', 'Waarde', and 'Pad'. The 'Stijl' section lists 'Dynastie', 'Heerschappij', 'Beweging', and 'School'. At the bottom, there are tabs for 'Fysieke kenmerken', 'Opmerkingen', 'Documentatie', 'Beeld en geluid', 'Context' (highlighted in blue), and 'Overige'.

On this catalogue card you find the following tab card:

Physical features; Remarks; Documentation; Visual and Audio aspects; *Context* (= displayed tab); Others.

Fields on Tab Context (on image depicted in blue, translation made from left to right and then downward):

Category; Culture

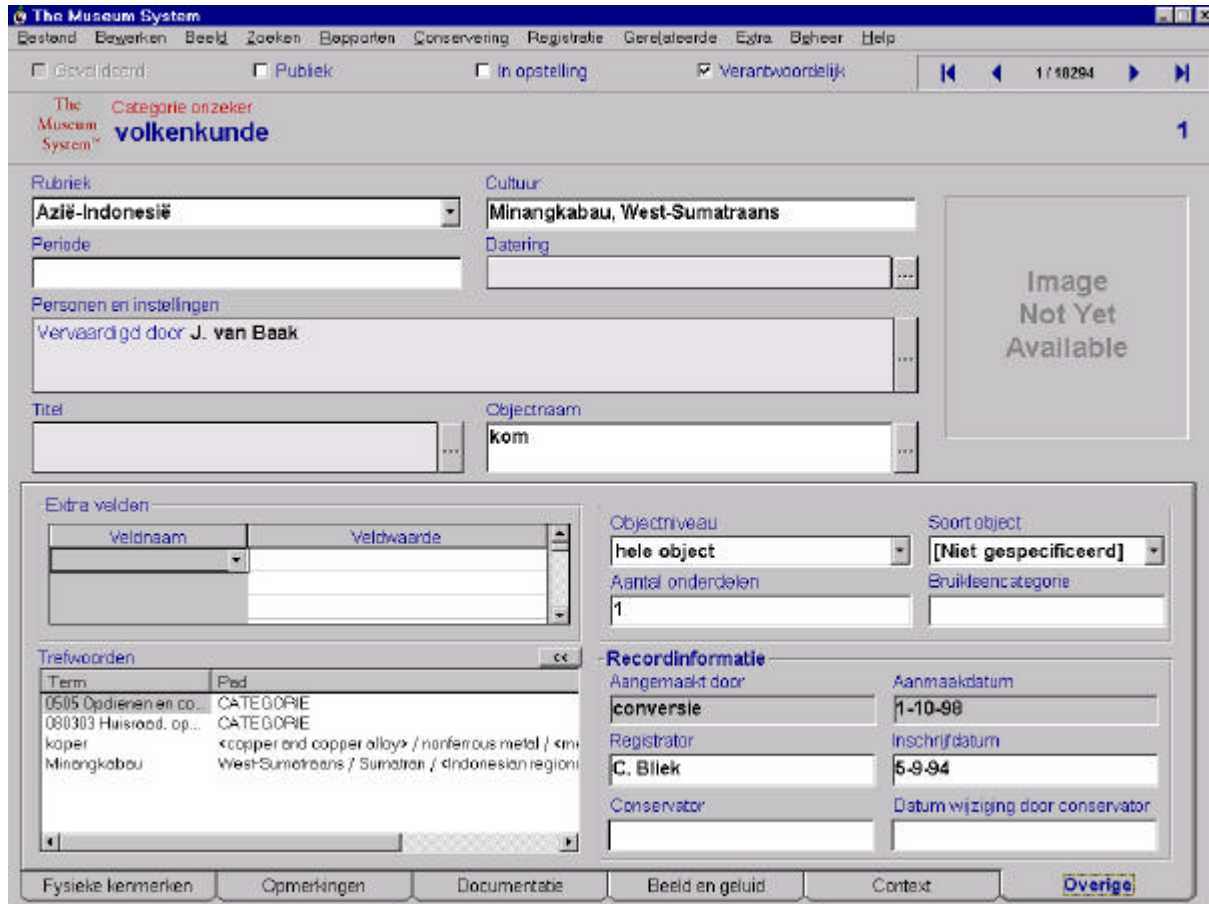
Period; Dating

Persons and Institutes

Title; Object name

Geography; Style; Dynasty; Dominion; Movement; School

Type of Locality; Locality



On this catalogue card you find the following tab card:

Physical features; Remarks; Documentation; Visual and Audio aspects; Context; *Others* (= displayed tab).

Fields on Tab Others (on image depicted in blue, translation made from left to right and then downward):

Category; Culture

Period; Dating

Persons and Institutes

Title; Object name

Extra fields

Field name; Field value; Object level; Type of object

Number of components; Loan category

Key words; Record Information

Made by; Date of production

Registrar; Date of entry (as part of Museum collection)

Scientific employee (expert); Date of editing by scientific employee (expert)



2. ICCS

Data fields for the *formal description* of objects: Record Number, Artist, Institution, Keywords, Title of Object, Object Type, and Price. *Subject classification* by UBA art categories: painting, graphics and illustration, sculpture, caricature, art space design, scenography, restoration, wall painting and monument art, design, ceramics, graphical design, new media and non-conventional form, wood carving, jewellery, textile.

3. ONB

Header Card:

1. Header Card Serial Number
2. Type (full)
3. Type (short: initial letter)
4. Index
5. Keywords
6. Number of keywords
7. Number of index cards
8. Definition
9. Source
10. Author

11. Description
12. Language
13. Place
14. Time (General Subject)

15. Date of birth
16. Date of death
17. Place of birth
18. Place of death
19. Profession
20. Parents
21. Marriage
22. Children
23. Comment
24. Person code (Persons)

25. Country
26. Federal Province
27. District
28. District Authority
29. Area Code
30. Employee / Author of Card
31. Date (Places)

**Index Card:**

1. Index Card Serial Number
2. Header Card Number
3. Inventory Number
4. Description of picture
5. Legend
6. Collection
7. Collection signatory mark
8. Volume, Year, Number, Date
9. Page (or other def.)
10. Series
11. Date of birth
12. Date of death
13. Date of item
14. Technique
15. Format (in cm)
16. Additional comment
17. Comment from collection
18. Entry number
19. Former inventory number
20. Cataloguer (of picture archive)
21. Cataloguer (of collection)
22. Date of card creation

4. ALI**Main catalogue fields used:****Photographer information:**

ID number of the image (archive)

Photographer Surname

Photographer Name

Date of shoot

Complete place location

Work information:

Title (Italian)

Title (English)

Date of work of art

Date ISO (start, end)

Support information:



Colour-B/W
Positive/Negative
Type of object
Technique
Dimensions
Format
Other information:
Key words
Conservation state
Description
Copyright information



5. MECH/TARX

Study of a possible layout for three different types of records with their constituting fields in the context of the REGNET-project.

DATASET MUSEUM OBJECTS for CONSULTATION(digital) = part of Collection Mngmnt System (CMS) fields + not CMS fields					DATASET THEMATIC PUBLICATIONS AND HIGH RESOLUTIONS IMAGES for SELLING (download)					DATASET CATALOGUE for SELLING (physical)		
Fieldname	Field content	Access			Fieldname	Field content	Acc.		Fieldname	Field content	Acc	
		1	2	3			1	2				
Object identifier n	Digital object number				Object identifier n	Digital object number			Item n	Poster	y	
Object title n	Fragment with flowers	y	y	y	Title n	Leather in the Low Countries	y	y	Title	Gold leather patterns	y	
Object type n	Leather	y	y	y	Author	x	y	y	Copyright	Stad Mechelen	y	
Object type n+1	Cordoba	y	y	y	Keywords	a, b, c, d, e, ...			Keywords	a, b, c, d, e, ...		
Author/maker	x	y	y	y	Description short	Summary	y	y	Dimensions	H-W-(D)	y	
Signature	x	y	y	y	Copyright	Museon Den Haag	y	y	Description	Text	y	
Origin	Mechelen	y	y	y	Price full	EURO	y	y	Image res n	Screen resolution	y	
Dimensions	H-W-D	y	y	y	Description full	Full text		y	Price	EURO	y	
Current location	Stedelijke Musea Mechelen	y	y	y					Order	template	y	
Inventory nr	x	y	y	y	Object identifier n	Digital object number						
Contact	Address; web site	y	y	y	Title n+1	Gold Leather Techniques	y	y	Item n+1	Replica leather fragment	y	
Keywords	a, b, c, d, e, ...				Author	x; y	y	y	Title	Flower pattern	y	
Description short	Text		y	y	Keywords	a, b, c, d, e, ...			Copyright	OCMW Mechelen	y	
Copyright	Stad Mechelen		y	y	Description short	Summary	y	y	Keywords	a, b, c, d, e, ...		
Price full	EURO		y	y	Copyright	Stedelijke Musea Mechelen	y	y	Dimensions	H-W-D	y	
Description full	Text			y	Price full	EURO	y	y	Description	Text	y	
Bibliography n	Reference n			y	Description full	Full text		y	Image res n	Screen resolution	y	
Bibliography n+1	Reference n+1			y					Price	EURO	y	



4 Appendix 4: Worksheet Best Practice

General remarks: Try to enter all information you have (right column). For each application one sheet should be filled out. Try to give at least general information, a short description and a best practice statement (mandatory!), i.e. to point out the (excellent) features and maybe also "worst practices". E. g.:

Application 1:

Digital photo agency with e-mail delivery of data, free search for registered users.

Application 2:

Excellent example of digital manuscripts, especially good functions to browse ...

The work sheet is only a suggestion. You can attach further information (e. g. data structure, functions etc.) and use the field "comments" at the end of the work sheet for your additions, but you should remind the purpose of the work sheet: To get standardized data about relevant applications for our project. The results will be part of the final report. If necessary attach further information (e. g. data structure, functions etc.).

A. Short Description (Mandatory)

1. General Information	
Name/Title of the application/site:	
URL:	
Operator/Provider: [name of organisation, museum etc.]	
Domain(s): [library, museum, archive, gallery etc.]	
2. Description	
Short description: [characterize the application: e.g. museum portal, gateway to library catalogues ... describe the main purpose]	
Components of the application: [e. g. searchable database, virtual gallery, thematic exhibitions, shop etc.]	



3. Best Practice Statement

Excellent Features (Best Practice):

Not so excellent (Worst Practice):

Part A filled out by:

Date:



B. Detailed Description

4. User/User Scenarios	
<p>User Groups:</p> <p>Try to describe the target groups, e. g.</p> <ul style="list-style-type: none"> - professionals - private end user, - ... 	
<p>Use Scenarios: B2C, B2B, C2C:</p> <p>Try to answer the following questions</p> <ul style="list-style-type: none"> - Which functions are supported? - Which typical user questions can be answered? 	
5. Content Base	
<p>Covered Themes/Topics:</p>	
<p>Object/Information Types: [e. g. data, digital goods, physical goods, other products/services]</p>	
<p>Categories of items: [e. g. books, CD/DVD, video, reproductions, replicas, ...]</p>	
<p>Provider:</p> <p>Try to answer the following questions:</p> <ul style="list-style-type: none"> - Different providers? - From different domains? - How many providers participate? 	



6. Object Presentation	
Description of objects? Try to answer the following questions: - Which object information is given? - Which data fields are used? (According to standards?)	
Digital storage of objects? [full text, photos, images, ...] Answer: - Yes/No - What types?	
Multimedia elements? Answer: - Yes/No - What types?	
Subject classification? Try to answer: - Yes/No - Which schemes? [thesauri, keywords, product classification schemes, ...]	
Other [e. g. annotations, reviews, ...]	
7. Functions/Services	
User Access Methods Try to answer: - Which methods are supported? [e. g. navigation, access for special target groups, presentation of new items, search, ...] - Which criteria/categories? [e. g. topics, artists, ...]	



<p>Search & Retrieval</p> <p>Describe:</p> <ul style="list-style-type: none">- search modi [e. g. index search, full search, field search, ...]- search functionality [e. g. Boolean operators, truncations, ...] <p>Are beginners and advanced users differentiated? In which way?</p>	
<p>e-Business [e. g. ordering of "real goods", digital objects, ...]</p> <p>Try to answer:</p> <ul style="list-style-type: none">- Yes/No- Which functions?	
<p>Data Entry/Administration Tools? [for the professional user/content provider]</p>	
<p>Further User Interaction [e.g. possibilities to give feedback]</p>	
<p>Value Added Services [e.g. personalized goods and services, save search profiles, push-services, auctions, ...]</p>	
<p>Other</p>	



8. Expansion of Content Basis (New Providers etc.)	
New Provider Try to answer: - Registration of new content providers possible? - Expansion of content base planned?	
9. Access/Costs	
Restricted Access? Check: - Registration necessary? - Registration possible?	
Distinction of free and restricted services/information areas?	
Fees	
Further Comments	
Part B filled out by:	Date:



5 Appendix 5: Worksheet Theme Inventory

This table is designed to investigate your willingness to contribute to certain themes and to take on the leadership for some of them. We have grouped the two questions in one table for all content partners (including IMAC and TARX who will contribute to Habsburg and Saints as well as Consortio Civita). Please tick both section „L“ (for leadership) and section „C“ (for contribution) according to what you feel able to contribute:

Section „L“: Indication of the candidature for the leadership of the theme:

Please indicate your willingness to take the leadership for the different themes in the following way:

0: not wanted

1: wanted

2: strongly wanted

3: very strongly wanted

The candidate theme leader should explain briefly the theme or the part of the theme that will be realised within REGNET. Please use the table following the survey table.

Section „C“: Indication of the foreseen contribution:

Please indicate the quality of your foreseen contribution, i.e. the total number of available objects for one theme in the following way:

M = moderate: $n < 100$

S = substantial: $100 > n < 1000$

G = great: $n > 1000$

	ALI		CC		GRAN		ICCS		IMAC		KVA		LMG		MECH		MUS		NRM		ONB		SUL		TARX		
	L	C	L	C	L	C	L	C	L	C	L	C	L	C	L	C	L	C	L	C	L	C	L	C	L	C	
Gods and saints																											
Leather																											
Gilt leather																											
Measuring																											
Science																											

