REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

Appendix

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

Table of Contents

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

1 Appendix 1: Work sheets for Museo degli Argenti

1.1 Work sheet 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 shop, 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:	'Museo degli Argenti ',
	(Name of organisation, museum etc.)
Name:	
	(Name of collection)
Online Version:	www.sbas.firenze.it/argenti/
	(URL)
Short Description:	Different kinds of precious objects, collected by the various dynasties which ruled Florence (from the Medici to the Lorraine) and evidencing now the sumptuous life and the passion for collecting of the past.The *Museo degli Argenti* or *Silverware Museum* has been located in the ground floor rooms of Palazzo Pitti since 1861, originally the grand ducal summer apartment, and in the mezzanine. In it are gathered together various kinds of precious objects such as gems, cameos, precious stones, ivories, jewels and silver. Its lack of unity reflects the diversity of tastes, fashion and working methods of all the centuries of collecting which went to make it up.

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

Contact person:	Raffaela Rimaboschi
	(Name)
Contact Information:	info@artconservation.it
	(Email)
	+39335388111 +390552477806
	(Telephone)

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

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?)

_____ 5.000 circa _____

3.2 Categories of items

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

Hard stones	317
Reliquary	23
Ivory	182
Amber	55
Treasure of Ferdinand the IIIth	116
Silverware	39
Objects in exotic materials	35
Glazed glasses	27
Furniture	3
Tables	13
Textiles	8
Ecclesiastical objects	17
Cameos, jewels	1212
Gems	2500

3.3. Covered Themes/Topics

(Give some keywords to describe the content of your collection)

Silver, pottery, glass, jewels, precious ecclesiastic, exotic
_____
_____

3.4 Temporal coverage of collection

from: Ancient times

to: XIX Century

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

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

    OA schedule

☐   Other(s) (e. g. Word files)

    Describe: Type/Number of Entries/Tool

    Example:
    Addresses/10.000/MS Word

    Word file

4.2 Digital storage of objects

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

)

    The digitisation is just started

    10% images, JPEG,

    medium resolution

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

Yes, there are

4.4 Comments on technical planning

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

Yes, we are planning to structure an internal data-base, to organise the data for: ordinary management, loans, restorations and to support the research

---

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

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.).

☐ "Own" data structure

Note: Please provide a list of used data fields !

Comments/Clarifications:

At present Word files are used;

It is a primary intention to start using Access in a short time

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!

☐

☐

☐

Categories, typology of objects, inventory card-indexing

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

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

OA schedule

Online Services and products

   Example:

   Searchable Database
   Reports

Not accessible at the moment

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

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

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

6. User Groups

What user groups can be distinguished?

6.1 Internal User Groups	6.2 External User Groups
☐ Librarians	☐ Visitors
☐ Scientific employee	☐ Students/Academics
☐ Registrar	☐ School Classes
☐ Administration	
Others:	Visitors, Students/Academics, School Classes and other museums
☐ Librarians, scientific employee, administration	

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:

Research and study:

Visual analysis,

location research,

comparison among different objects

Administration:

Loan procedure,

state of preservation,

transfer,

budget

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

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

7.1 Contemporary usage of the system/collection

 External Usage:

Visitors:

General information on the museum

Information on the collection

Information on the exibitions

Students:

To access images

To access OA schedule

To access reports

To have information on bibliography

Schools:

To consult the data-base.

Thematic research, Thematic research of guided tours (on line) in the museum

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:

Experts from different institutions   A complete data-base

                                   High resolution images

                                   3D images

                                   Detailed images

          External Usage:

Visitors   Proposal of thematic tours in the museum

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

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?

Use the REGNET portal for multi - media productions

Easy and thematic access to cultural data and services

Exchange of information and documents

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!

1. General and technical requirements

An easy migration of existing data

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?

Windows 98; Millennium; Pentium III

_____

3 workstations; 2/3 internal users

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

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.)

Facility for the research

Simplicity of use

Clearness of use

Quickness

On-line help

2. Data management

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

_____To localise the objects_____

_____Information on the format_____

3. Functional requirements

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

_____Input of data_____

_____Information retrieval capabilities_____

_____To organise video conferences_____

4. Further requirements
(E. g. online help, support)

_____On-line guide required_____

_____Technical support_____

_____On-line exhibitions_____

_____Image marking system_____

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4
Version 01
Date: 2002-04-18

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

8.3 Try to formulate requirements of your users!

Prioritize your statements by using the following codes before each statement: M for MUST, S for should, C for CAN.

_____

MUST To organise a data-base capable to answer technical and simple query

To have the possibility to investigate the objects and its details from 3D images

To mark the images

SHOULD To promote the valorisation of the museum spreading in deep study abroad

CAN To promote and to organise on-line events_____

Filled out by:	Date:
Raffaela Rimaboschi for Artconservation	2002/01/10

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

1.2 Digitizing plan

Digitisation Plan for <Museo degli Argenti>

The "Museo degli Argenti", which was one of the summer residence of the Granduca, is placed in the ground floor in Palazzo Pitti since 1861.

The Museum takes its name from the silverware coming from Salzburg, carried to Pitti Palace by the Granduca Ferdinando III form Lorraine and exhibited in the ground floor stateroom since the second half of the 18th century. Then pottery, jewels, hard stones vases, cameos, amber and ivory were added to this collection.

A. Strategic Considerations

Goals of digitisation activities	Educational
Use-type of digitised objects	To provide information
	Availability for research
	Other use types in the REGNET system could be: Exhibition, Website, Museum PR, Internal publication, External publication, Restoration documentation, collection research project, collection management system.

B. Target Collection (description of the selected collection)

A selection of objects dealing with the theme 'Saints'

1. Quantity and Quality of selected collection

	Real objects	Bibliographic objects	Media objects	Archival objects
	<your category>	<your category>	<your category>	<your category>
Themes	<Indicate the themes the objects are related to - if possible refer to the object types above>			
	<your category>	<your category>	<your category>	<your category>

REGNET
Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4
Version 01
Date: 2002-04-18

	Continuation

2. Status of cataloguing (for the selected collection)				
Short description	The 'Superintendence of Fine Arts' (SBAS) of Florence, Pistoia and Prato is the main body which supervises, protects and preserves the historical and artistic patrimony belonging to the public, religious, moral corporations, foundations which are present all over the Tuscan provinces of Firenze, Pistoia and Prato. The Superintendence co-ordinates eighteen public museums: one of this is the Silverware Museum. Images (black and white print) of the works of art belonging to the museum are conserved in the Photographic-Office and reports (paper based) in the Catalogue-Office. The SBAS has started to record the data (50 objects - images and reports) and the museum itself is photographing (with digital camera in colour) the works, to create its own data-base.			
Degree of cataloguing				
	None	Paper-based	Data bases, word processing	Catalogue management system	Digitised catalogue cards (no OCR treatment
		90%	15%		
	<other>	<other>	<other>	<other>	<other>

3. Readiness for & status of digitisation				
Short description	The collection is ready to be digitised. We are setting a word-files to record the reports and digitising the images in medium resolution, JPEG format.			
Degree of digitisation				
	None	Photo, negative	Digital (no management)	Digital (management)	<other>
		90%	10%		
	<other>	<other>	<other>	<other>	<other>

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

	Continuation

C. The administrative framework

1. Restrictions & Copyright issues

	The copyright situation for the selected works: follow the Italian rules 'Ronkey law' for the preservation of Cultural Heritage
	Low resolution for the digitised objects belonging to the Silverware Museum is required in the context of the REGNET portal.

2. Internal & external facilities

		None	Internal		External
			Camera(s)	Scanner	Other(s)	
			Digital camera			Loan; scanner

3. Comments on other relevant issues

	Periodical updating on image processing (virtual restoration....)
	Technical training

D. The digitisation approach

1. Digitisation Model (Connection to REGNET system)

	<Choose the digitisation model valid for your institution, for explanations of the models see AIT-Report>			
	Complete new digitisation	Migration of existing digitisation	Co-existence between different systems	Other models
	Yes		Co-existence between our system and the Superintendence one.	

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4

Version 01

Date: 2002-04-18

					Continuation
2. Type of aimed digitisation					
	Textual descriptions	Electronic Surrogates (2D-/3D-images)	Digital Texts	Digital audio/visual material	Additional productions (e. g. fragments, translations)
	Text describing items and objects	2D/3D images			

3. Configuration framework (Standards, Tools & other definition)					
<Try to indicate what standards, tools, formats etc. will be used in your institution with regard to the different "products" of the digitisation process, see above. The recommendations given by ZEUS (attached to this email) could give a first orientation.>					
Textual description (bibliographic information)	Data fields (e. g. the usage of a standard like MARC, EAD, CDWA), own adaptions)		Tools (e. g. existing collection management systems, editors, tools for the processing of scanned catalogue cards etc.)		Other remarks you found necessary to describe the production of textual decriptions
Electronic surrogates (2D/3D images)	Naming & Filing (e. g. file formats JPEG, GIF)	Resolutions (in dpi)	Tools (photo camera, scanner, ...)	Software	Other (e. g. watermarking)
	JPEG	350 / 500 dpi	Digital camera, scanner	Adobe Photoshop, Photoeditor, Photoimpact	
Digital texts	Naming & Filing (e. g. file formats .doc, .pdf)	Tools		Software (e. g. OCR software, text editor ...)	Other
	.pdf, doc			Access, Excel, publisher,	
Digital audio/visual material	Naming & Filing (e. g. file formats .wav, .wma)	Tools		Software (e. g. digital audio editors)	Other
Additional productions	Naming & Filing	Tools		Software	Other

REGNET
Cultural Heritage in Regional Networks

Available Contents and Products

Appendix D4
Version 01
Date: 2002-04-18

		Continuation
E. The digitisation process		
1. Work-plan & Work-packages (necessary steps)		
	Steps and work packages needed:	
	To photograph the works of art (general and particulars)	
	To digitise and record the images on the data-base	
	To set the reports (OA schedule) in Word format	
2. Time Plan		
	Describe your time planning:	
	April 2002: selection, digitisation and organisation of contents (items)	
	October 2002: digitisation and organisation of contents (fragments)	
	April 2003: digitisation and organisation of contents (fragments)	
3. Personnel		
	Project Members and roles:	
	Dr. Ornella Casazza Director of the 'Silverware Museum'	
	Selection of Works of Art	
	Dr. Raffaela Rimboschi, *Artconservation*	
	Selection of Works of Art	
	Content provider	
F. Further remarks		
A watermarking system is required		

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

2   Appendix 2: Basic scheme for a REGNET document

Basic schema for Regnet documents

```xml
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema xmlns:xs="http://www.w3.org/2001/XMLSchema"
elementFormDefault="qualified">
   <xs:element name="regnet-document">
      <xs:complexType>
         <xs:choice minOccurs="0" maxOccurs="unbounded">
            <xs:element name="section" type="sectionType"/>
         </xs:choice>
         <xs:attribute name="VERSION" type="xs:decimal" use="required"
default="1.0"/>
      </xs:complexType>
   </xs:element>
   <xs:complexType name="sectionType">
      <xs:choice minOccurs="0" maxOccurs="unbounded">
         <xs:element name="doctype" type="doctypeType"/>
         <xs:element name="to_be_defined"/>
      </xs:choice>
      <xs:attribute name="name" type="doctypeType" use="required"/>
   </xs:complexType>
   <xs:simpleType name="doctypeType">
      <xs:restriction base="xs:NMTOKEN">
         <xs:enumeration value="PERSON"/>
         <xs:enumeration value="EVENT"/>
         <xs:enumeration value="OBJECT"/>
         <xs:enumeration value="SURROGAT"/>
         <xs:enumeration value="BIBLIOGRAPHIC"/>
         <xs:enumeration value="INSTITUTION"/>
         <xs:enumeration value="PLACE"/>
         <xs:enumeration value="DC"/>
         <xs:enumeration value="EBUSINESS"/>
         <xs:enumeration value="THESAURUS"/>
         <xs:enumeration value="TOPICMAP"/>
         <xs:enumeration value="LOOKUPTABLE"/>
         <xs:enumeration value="DTD"/>
         <xs:enumeration value="SCHEMA"/>
         <xs:enumeration value="STYLESHEET"/>
         <xs:enumeration value="INTERFACE"/>
         <xs:enumeration value="QUERYTYPE"/>
         <xs:enumeration value="CONFIGRATION"/>
         <xs:enumeration value="DATABASE"/>
         <xs:enumeration value="RETRIEVAL"/>
         <xs:enumeration value="PORTAL"/>
      </xs:restriction>
   </xs:simpleType>
</xs:schema>
```

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

3 Appendix 3 Crosswalk document

Crosswalks Museum Catalogue Data

Some examples of mapping original catalogue data to AMICO and Dublin Core data are shown below

in order to illustrate proceedings. These mappings can be seen as the basis for the actual mapping processes, that needs further refinements (see the table in the chapter data conversion).

Comment: AMICO elements OOA (Owner Accession Number) and OOP (Owner Place) are not exactly the equivalents for the REGNET content provider, but the real owner of the object. In distributed databases we need this information unit. For this reason they are used for identifying the institution that catalogues and houses this object.

Dublin Core Identifier should be an unambiguous reference to the resource (e.g. ISBN number or URI). Object identification numbers are only unique within the catalogue and thus not mapped to Dublin Core identifier.

MUS (Spektrum Standard)	**AMICO**	**Dublin Core Field**
(fields used in the data examples are **marked**)		(the 10 attributes from the ISO/IEC 11179 are **marked**)
1. Object Information (Basic)		
Object ID	OOA_owner_accession_number	
Department		
	OTN_object_title_name	**Title**
Object level		
Object count		
Object status	OST_state	
Object Name	OTY_object_type	**Type**
Description	OPD_physical_description	**Description**
Constituents		
Material	OMM_materials_and_techniques_materials_term or OMD_materials_and_techniques_description	
Dimensions	MDU_measurement_dimension_units MDV_measurement_dimension_value or MET_measurements_text	**Format**
IInscriptions	OIN_inscriptions_and_or_marks	
- Marked		
- Signed		
- Inschriften		

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

	CRN_creator_name	**Creator**
	CBP_creator_birth_place	
	CBD_creator_birth_date	
	CDD_creator_death_date	
	CPD_creator_death_place	
	CRC_creator_culture_nationality	
	CNO_creator_notes	

2. Content/Subject description

	SUI_subject_matter_iconography	**Subject**
Attributes (according to AAT)	SUT_subject_matter_index_terms	
	SUP_subject_matter_preiconographic_description	
	(OCS_creation_date_start OCE_creation_date_end or) OCT_creation_date_text	Date
Period Style	STD_style_period_description	**Coverage**
	OCP_creation_place	
Geographical Information/**Classification**	OCP_creation_place	
	CXS_context_related_site_place	
Culture (part of the description of the object)	CRC_creator_culture_nationality	
Dynasty		
Reign Name		
Movement		
School		

3. Ownership / Access / Acquistion history

Location Home Location	OON_owner_name OOP_owner_place	**Publisher** (an entity responsible for making the resource available)
Current Location		
Accession Info		
Provencance	OPO_provenance_prior_owners_text	
Display Date(s)		
Loan Class		

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

4. Related Objects/Works		
Published references?		**Relation**
Related Works	RWD_related_works_description RWL_related_works_identifier_linke	
Media Information	RID_related_image_description RIL_related_image_identifier_link	
Paper file references	RMD_related_multimedia_description	
	RML_related_multimedia_identifier_link	
	RDD_related_document_description	
	RDL_reladed_document_identifier_link	
Bibliography		
5. Other Information		
Credit Line	OOC_owner_credit_line	
Catalogue raisonee?		
Portfolio/series?		
Exhibition history	OEH_exhibiton_or_loan_history	
	OTH_treatment_conservation_history	
Notes		
6. Record Info		
Created by	DCB_documented_catalogued_by	
Creation date	DCD_documented_catalogued_date	
	ORS_copyright_statement	**Rights**
Curator		
Cataloguer	DCB_documented_catalogued_by	
Catalogue Date	DCD_documented_catalogued_date	
Curator Revision Date		
		Language
	AID_amico_identifier	**Resource Identifier**
		Contributor
		Source

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

LMG	AMICO	Dublin Core Field
1. Object Information (Basic)		
Who it is ?	OTN_object_title_name	**Title**
Description	OPD_physical_description	**Description**
Measurement	MDU_measurement_dimension_units MDV_measurement_dimension_value or MET_measurements_text	**Format**
2. Content/Subject description		
Date (creation)	(OCS_creation_date_start OCE_creation_date_end or) OCT_creation_date_text	Date
Place (creation)	OCP_creation_place	
Geographical Information	OCP_creation_place	**Coverage**
Where the object has been used	CXS_context_related_site_place	

DSK (CIDOC Guidelines)	AMICO	Dublin Core Field
Object ID	OOA_owner_accession_number	
Object Title Further object titles	OTN_object_title_name	**Title**
Object category (e. g. painting, graphic, netart)	OTY_object_type	**Type**
Physical description	OPD_physical_description	**Description**
Material/Technique	OMM_materials_and_techniques_materials_term or OMD_materials_and_techniques_description	**Format**
Measurement (dimension, measurement, measurement unit)	MDU_measurement_dimension_units MDV_measurement_dimension_value or MET_measurements_text	
Inscriptions Descriptiontext type description technique, position	OIN_inscriptions_and_or_marks	

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Artist Information		**Creator**
Name	CRN_creator_name	
Birth Place	CBP_creator_birth_place	
Birth Date	CBD_creator_birth_date	
Artist Death Date,	CDD_creator_death_date	
Artist Death Place	CPD_creator_death_place	
Activity Period		
Activity Comment		
Nationality	CRC_creator_culture_nationality	
Profession		
Comment	CNO_creator_notes	
Copyright Statement		
Object Description:		**Subject**
1. Iconographic description	SUI_subject_matter_iconography	
Iconographic categories	SUT_subject_matter_index_terms	
Similar: Iconographic description (as specific description of the generecic subject of work of art)	SUP_subject_matter_preiconographic_description	
Date (creation)	(OCS_creation_date_start OCE_creation_date_end or) OCT_creation_date_text	Date
Geographic Place Name	OCP_creation_place	
Geographic Place Description Place Category Country Abbreviation Region	CXS_context_related_site_place	**Coverage**
Object Category		
Event		
Institution (Holder): Name, adress, contact person	OON_owner_name OOP_owner_place	**Publisher** (an entity responsible for making the resource available)

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Source Info		
Owner		
Object Source Info	OPO_provenance_prior_owners_text	

		Relation
Related objects:		
- Photographic reproductions	RWD_related_works_description RWL_related_works_identifier_linke	
- Digital Image	RID_related_image_description RIL_related_image_identifier_link	
Bibliography		

Restauration Report	OTH_treatment_conservation_history	
Location of Restauration		
Comments		

Record ID		
Recorded by	DCB_documented_catalogued_by	
Record date	DCD_documented_catalogued_date	
Inventarisator		
Date of inventarisation		

TARX/MECH (fragment)	**AMICO**	**Dublin Core Field**
Title	OTN_object_title_name	**Title**
Medium		**Format**
Dimension	MDU_measurement_dimension_units MDV_measurement_dimension_value or MET_measurements_text	**Format**
Creator	CRN_creator_name	**Creator**

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

Content (Description)	SUP_subject_matter_preiconographic_description	**Subject**
Primary keywords	SUT_subject_matter_index_terms	
Secondary keywords	SUT_subject_matter_index_terms	
Date	(OCS_creation_date_start OCE_creation_date_end or) OCT_creation_date_text	Date
Links in the fragment to Digital image etc.	RID_related_image_description RIL_related_image_identifier_link	**Relation**
Cost		
Number		
Author (fragment)		
Date		
Copyright	ORS_copyright_statement	**Rights**
Contribution		
Modified by		
Modification date		
Mod. Description		
Language		**Language**

MECH	**AMICO**	**Dublin Core Field**
Inventarisnr. (?)	OOA_owner_accession_number	
Instelling/afdeling		
Onderwerp: titel/voorstelling	OTN_object_title_name	**Title**
Voorwerp	OTY_object_type	**Type**
Gebruik		
Materie	OMM_materials_and_techniques_materials_term or OMD_materials_and_techniques_description	
Techniek		
Afmetingen	MDU_measurement_dimension_units MDV_measurement_dimension_value or MET_measurements_text	**Format**

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Beschrijving	OIN_inscriptions_and_or_marks	
Auteur/signatur, merk	CRN_creator_name	**Creator**
Datum/merk	(OCS_creation_date_start OCE_creation_date_end or) OCT_creation_date_text	Date
Datierungsmethode		
Stijl	STD_style_period_description	**Coverage**
Herkomst/merk	OCP_creation_place	
Bewaarplaats: Gemeente Instelling/afelding Adres/telefoonnummer Verantwoordelijke/functie	OON_owner_name OOP_owner_place	**Publisher** (an entity responsible for making the resource available)
Standplaats: plaats datum		
Herkomst: vorige eigenaars/datum overdracht Wijze Datum Aankoopsom Omstandigheden/voorwaarden	OPO_provenance_prior_owners_text	
Reproduktie:		**Relation**
Foto: herkomst/nummer/datum/ reproduktievoorwaarden	RWD_related_works_description RWL_related_works_identifier_linke	
Drukplaat	RMD_related_multimedia_description	
Tekening	RML_related_multimedia_identifier_link	
Kopie	RDD_related_document_description	
Archievbronnen	RDL_reladed_document_identifier_link	
Literatuur		
Tentoonstellingen	OEH_exhibiton_or_loan_history	

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Materiele Toestand: Aanbevelingen (recommendation)	-OTH_treatment_conservation_history	
Datum nazicht		
Persoon		
Toestand		
Datum nieuw nazicht		
Datum behandeling		
Methode		
Persoon/Instelling		
Resultaat		
Ingevuld door: persoon/functie	DCB_documented_catalogued_by	
Datum	DCD_documented_catalogued_date	
Verwijzingen: andere voorwerpen, afgeleide steekkaarten, Dossier, Dossier briefwisseling, dossier verzekkering, Dossier conservatie, Dossier presentatie, Dossier tentoonstelling, Dossier kunstenaar, Dossier bibliografie, andere		
Kaart van		
Rangschikking		
Vervolg/Opmerking/Dossier		

SUL	MARC	MARC to DC: Crosswalk - Library of Congress	Dublin Core
ID (control number)	0 0 1		
Date and time of last transaction	0 0 5		
Fixed length data elements	0 0 8		
System control number	0 3 5		
Classification scheme and edition	0 8 4		

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Person name	100	100, 110, 111, 700, 710, 711	Creator
Added Entry-Personal Name	700		
Added Entry-Corporate Name	710		
Title	245	245	Title
Varying form of title	246		
Publication, distribution: Place/Date	260	260ab	Publisher
		260$c	Date
Physical Description (extent)	300	500-505, 507-529, 531-539, 541-545, 547-599	Description
General Note	500		
...? Note	503		
Restrictions on Access Note	506		
Note Field, reserved for local use	596		
Added Entry-Uniform Title	730		
Added Entry-uncntrolled related/analytical Title	740		
Nonspecific Relationship Entry	787		
Personal Name Equivalence	900		
?? Field reserved for local use	972		

ONB	AMICO	Dublin Core
Theme (object description for regnet)		
Object title	OTN_object_title_name	Title
Technique (with names)	OMD_materials_and_techniques_description	
Event	CXD_context_description ??	
Time of Event		
Date of Picture	OCT_creation_date_text	Date
	OCP_creation_place	Coverage
Description	OPD Physical description	Description
ONB Signature	OOA_owner_accession_number	

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

Primary Keywords	SUT_subject_matter_index_terms	Subject
Secondary Keywords		
Copyright	ORS_copyright_statement	Rights
Costs		
Administrative Data (Record)		
- ID (REGNET)		
- Language (record)		
- Audience level		
- Size level		
- Author (Record)	DCB_documented_catalogued_by	
- Contributor ?		
- Date (Record)	DCD_documented_catalogued_date	
- Modified by		
- Modification date		
- Modification description	DCG_documentation_cataloguing_history	
Links to images	RMD_related_multimedia_description RML_related_multimedia_identifier_link (RDD_related_document_description RDL_related_document_identifier_link RWD_related_works_description RWL_related_works_identifier_link) RIP_related_image_description RIL_related_ima	Relation

GRAN	CDWA	Dublin Core Field
Artist Information		Creator
- Name	Creation - Creator	
- Surname		
- CV		
- Text about work	Creation - Remarks	
Title	Titles or Names - Text	Title
Technique	Materials and Techniques -Description	
Material		
Sort of art (plastic art, visual art etc.)	Object/Work-Type	Type
Sort (contemporary, figural, network)	Classification - Term	
	Measurements - Format	Format

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

Dimensions	Measurements - Dimensions	
Date of creation	Creation - Date	Date
Theme	Subject Matter-Description - Indexing Terms	Subject
Description of content (brief, explicative)		
Documentation (here image)	Related Visual Documentation - Relationship Type or Related Visual Documentation - Image Type ?	
Photographer		
Date of capturing	Related Visual Documentation - Image Date	
Size of digital image (file size)		
Resolution		
Format	Related Visual Documentation - Image Format	
Other images: - Verkäufliche Produkte - Study view - Photography of the artist		

ICCS (Dublin Core)	**CDWA**	**Dublin Core Field**
Artist		Creator
Title	Titles or Names - Text	Title
Medium	Measurements - Format	Format
Size	Measurements - Dimensions	
Year	Creation - Date	Date
Price	Ownership/Collecting History - Cost or Value	
Place (Location?)	Current Location - Repository Name Current Location - Geographic Location or Creation -Place/Original Location or Ownership/Collecting History - Place	
Primary Keywords	Subject Matter-Description - Indexing Terms	Subject
Secondary Keywords		

REGNET
Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

Administrative Data		
Language		Language
Audience Level		
Size Level		
Author	Cataloging History - Cataloger Name	
Contribution		
Date	Cataloging History - Date	
Modified by		
Modification Date		
Modification Description		
Copyright	Copyright/Restrictions - Statement	Rights
Links	Related Works - Relationship Type Related Works - Relationship Number Related Works - Identification	Relation
Number		
ID	Ownership/Collecting History - Owner's Numbers	

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

4 Appendix 4: Guidelines for the data entry tool (online)

4.1 Scope

These guidelines provide advice and guidance to the end users of the REGNET XML document server.

They are aimed at helping end users to understand the underlying technology and the features available for contributing data, search and retrieval, export and printing search results.

The two main targets of this system are easy management of data in XML format and the preparation of publishing.

This system is designed to store, index and retrieve large quantities of XML documents. With XML at its core the database takes full advantage of XML's extensibility and portability.

This database stores descriptive data (e.g. Dublin Core), clickable URIs, as well as electronic documents that are totally uploaded to the document base.

The end users access the database through the internet using custom user interfaces. In fact you need a computer, an internet access, a WEB Browser and the authorization to manage data of the virtual catalogue.

Design and functionality of the XML document server aim at providing a system with simple and intuitional usability.

4.2 What is XML?

"The Extensible Markup Language (XML) is the universal format for structured documents and data on the Web." (W3C)

XML is the preferred technology in many information-transfer scenarios because of its ability to encode information in a way that is easy to read, process, and generate.

- XML is a **markup language** much like HTML.
- XML was designed to **describe data**.
- XML tags are not predefined in XML. You must **define your own tags**.
- XML uses a DTD (**Document Type Definition**) to describe the data.
- XML with a DTD is designed to be **self-descriptive**.

XML allows the author to define his own tags and his own document structure and XML data is stored in plain text format. For this reason XML provides a software- and hardware-independent way of sharing data.

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

It is important to know that XML was designed to store, carry and exchange data. It was not designed to display data.

Because XML **does not use predefined tags** (we can use any tags we want), the meanings of these tags are **not understood**: <table> could mean an HTML table or maybe a piece of furniture. Because of the nature of XML, the browser **does not know how to display** an XML document.

In order to display XML documents, it is necessary to have a mechanism to describe how the document should be displayed. One of these mechanisms is CSS, but XSL (the e**X**tensible **S**tylesheet **L**anguage) is the preferred style sheet language of XML, and XSL is far more sophisticated than the CSS used by HTML.

4.2.1 An example XML document

This example shows a Dublin Core record:

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE PUBLIC "-//DUBLIN CORE//DCMES DTD 2001 11 28//EN"
"http://dublincore.org/documents/2001/11/28/dcmes-xml/dcmes-xml-dtd.dtd">
<regnet-document VERSION="1.0">

        <dc_type>Presentation</dc_type>

        <dc_title>Cultural Heritage in Regional Networks REGNET</dc_title>

        <dc_creator>Walter Koch</dc_creator>

        <dc_date>2001</dc_date>

        .

        .

</regnet-document>
```

In the first line, the code between the <?xml and the ?> is called an XML declaration. This declaration contains special information for the XML processor (the programme reading the XML), indicating that this document conforms to Version 1.0 of the XML standard and uses UTF-8 (Unicode optimised for ASCII) encoding. The second line refers to the Dublin Core Document Type Definition.

The third line points out the root element of the document. It typically denotes the document's starting and ending point. Finally, the elements <dc_type>, <dc_title>, etc. are XML elements we invented. Like most elements in XML, they hold no special significance except for whatever document rules we define for them.

4.2.2 XML and Browsers

In order to display your XSL formatted data you need a browser which supports processing XML: Internet Explorer 5+, Netscape 6.2, Opera 4.

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Note: Netscape does not display the XSL formatted documents in general. It will mainly display the XML text. The differences between the browser performances are described in the concerning chapters.

4.3   System Architecture

The system architecture comprises a webserver, a XML document server and a FTP server (for storing large files/documents).

4.4   Sample Databases used in this manual

There are two databases used as example in this manual to produce the illustrating screenshots and the examples:

1. REGNET data entry:

Currently this database contains two types of descriptive data (=document types): Dublin Core and Object. This example is used because they provide document types (Dublin Core and Object) that will be used in many cases.

2. Postercollection Basle:

This database contains approximately 23.000 records describing posters. In addition to the description of the posters digital images of each poster are included. There is only one document type contained: Poster.

This database is a good example to demonstrate the full functionalities of the system.

4.5   Data – Data Fields

In principle the database manages descriptive data (so-called abstracts, including clickable links) and digital documents (that are totally uploaded to the system).

4.5.1   Abstracts - Descriptive Data

The abstracts contain data describing items of the virtual catalogues/collections etc.

Example: a clipping of the data entry mask of a Dublin Core description.

The system manages **URIs** as well as **e-mail addresses**. These entries are displayed in the common way of the web, highlighted in blue, underlined and are of course clickable.

Example: A record of the Postercollection contains three images that are stored at a server. The link is added to the database.

Identifier: 00496
Title: Cremor Schokolade
Relation: http://csc002.cscaustria.at/plakat/cd00.050/t_s_dsc00496.jpg
Relation: http://csc002.cscaustria.at/plakat/cd00.010/s_t_s_dsc00496.jpg
Relation: http://csc002.cscaustria.at/plakat/cd2a.030/s_13_00264.gif

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

By clicking a link the image will be displayed in your browser.

It is no problem to use umlauts, special characters and accents (UTF8 encoding).

4.5.2 Uploading Documents

Smaller documents can be uploaded directly into the database. There are two types available: primary (text-)documents and secondary documents. Primary documents contain text and can therefore be fully indexed. Secondary documents comprise all other format types.

Primary documents:

For each abstract there can be uploaded one primary document.

Primary documents can be in following formats: plain text, Word document, HTML file, XML file (no PDF files!).

Secondary documents:

Secondary documents can be in various text formats as primary documents but also other formats: e. g.: PDF files images, multimedia related formats, Powerpoint presentations, executable files.

Note: currently most databases hosted at CSC Austria/AIT don't provide uploading of documents. Primary and secondary documents implicate two restrictions: the documents have to be rather small and there can be only one primary and one secondary document uploaded.

For adding any kind of electronic documents the adding of clickable links, that call up the digital documents, are implemented.

4.6 Document Types

The document types used in a system depend on the kind of items described.

E.g. The Postercollection contains descriptions of posters and provides just one document type: Poster.

A system containing information on projects may provide the document types: Project, Address (of participants), Publication (concerning projects).

A database containing a museum collection may have the document types: Object Entry, Object (description), Administration (of objects).

A document type can provide descriptive data (including links to files stored at a ftp server) and uploaded documents.

Example: the image below shows a database with two document types: Dublin Core and Object

4.7 Required Data format - Import

"Data format" refers to the transport syntax in which the data is exchanged.

Documents can be imported as a batch in following formats:

- XML our preferred format (http://www.w3c.org/XML)
- MS Access
- MS Excel
- CSV (comma separated values -the lowest common denominator text format is easily parsed and often adequate, particularly for "flat" or "tabular" data).

Send exported data in one of these formats to us, so that our system administrator can perform data import.

This proceeding is mainly utilized for exchange of data with existing systems. Data entry "by hand" is described in the next chapters.

4.7.1 View internal XML files

Please note that an internal XML record may differ from the imported ones! It can be seen in the search result. Click XML:

and the record is shown in the main frame.

REGNET
Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

4.8 Accessing the Application

To start the application open your browser and click the URI of the webapplication.

We strongly recommend to use Internet Explorer 5.5 or Netscape 6.2.

4.9 Security – user types

There are following main user types defined:

- public user – read access (perform search & retrieval)
- default writer – full write access
- default administrator – write access, create, export results (some kind of document administrator)
- system administrator – full access

Access to search and retrieval, adding a document and administration is controlled by these icons:

Search Clear	New Document	🔑📝
Search and Retrieval: these two functionalities are available for all users	**Add a Document**: This icon can be used by users authorized to write	**System Administration:** this icon enables access to the system administration

The information on the user who created/edited an abstract and of the creation/editing time is displayed at the top of the record.

New Search   Edit   Remove   ⬆Top Hits⬇
Created by: DOCU (2002 03 01 - 17:14:17)   Edited by: DOCU (2002 03 01 - 18:05:30)

Document Type: **POSTER**
        Identifier: 00195

4.10 Search

Word and list indexes enable the search functionalities of the XML Server.

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

The dynamic indexing capabilities of the database update document indexes as documents are added. In this manner, documents can be searched for and retrieved nearly immediately (delay: a few seconds, ~5 seconds).

4.10.1 Open the Main Search Page

This page is opened when you access the application.

You can come back to this page by clicking the SEARCH button which is available in every other page of the system.

4.10.2 Choose whether you want to search ALL TYPES of Documents or whether you want to select one Special Document Type.

The document types available are displayed after clicking on the document type field.

Which option will be selected depends on the intention of the search. To perform a basic search in **ALL TYPES** enter one or more (see wildcards and search operators) search terms in the Full Text field and click SEARCH.

Note: Use the wildcard * to retrieve all documents containing words starting with "term". If you choose to search in a special document type, there is also a field for Full Text search. Abstracts and uploaded primary documents are fully indexed.

Users who are not familiar with the contents of the database will mainly use the Full Text field to perform search.

DOCUMENT TYPE: To perform search in a document type select the type and enter the search terms and search condition. The system displays the detailed mask of this document type. Search criteria entered in data fields are combined by AND.

Example: 1ˢᵗ criterium: document type **DUBLIN CORE**

AND

2ⁿᵈ criterium: **PAINTING** (from a field controlled by a list) in the TYPE field

AND

3ʳᵈ criterium: **ROYER | GEEL** (the artist ROYER **OR** the artist GEEL) in the field CREATOR

Click SEARCH.

The result comprises all Dublin Core documents that match the first AND the second AND the third criterium.

Sort criteria for the search result can be defined in the search mask as well as in the search result.

Search Mask: **Search Result:**

REGNET

**Cultural Heritage in
Regional Networks**

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

4.10.3 The system displays the result in a list

Following features are available:

View result as a list in the main frame

Export result (see chapter 15)

Viewing the XML coding of the search **queries**

View Sort criteria in XML

Number of documents found

Two sorting criteria may be defined

**Number of documents listed in the current
frame**

Browse through the search result: first 20
documents, next 20 documents, … last 20

Document Type: POSTER

Click the document type or the red title to get the whole record displayed.

XML shows the internal XML record, **EDIT** opens the records for updating,
SELECT marks for further export

The red bullet marks the record that is fully displayed in the main frame

REGNET

**Cultural Heritage in
Regional Networks**

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

4.10.4 Display a Record

Document Type:	POSTER
Identifier:	00496
Title:	Cremor Schokolade
Relation:	http://csc002.cscaustria.at/plakat/cd00.050/t_s_dsc00496.jpg
Relation:	http://csc002.cscaustria.at/plakat/cd00.010/s_t_s_dsc00496.jpg
Relation:	http://csc002.cscaustria.at/plakat/cd2a.030/s_13_00264.gif
Creator:	Gisler & Gisler, Zürich Ast + Jakob, Köniz (?)
Publisher:	Chocolat Tobler, Bern
Date:	1975 / 534
Rights (Printer):	Polygraphische Gesellschaft Laupen

Hits are highlighted in red bold fonts (we searched for document type "Poster" and for "chocolat*" in the full text field), links (here: links to images) in blue and underlined fonts are clickable.

Uploaded text documents are shown in the result subsequent to the abstract without formatting to show the hits within the uploaded file.

Publisher(s) : DG XII-B1 · **European** Commission
Date : 1998
Language : English
Subject : Digital Libraries
Keyword(s) : Memorandum of Understanding; MoU

March 1998

Memorandum of Understanding on

Multimedia Access to **Europe** 's

Cultural Heritage

RECOMMENDATIONS AND GUIDELINES

m:rfin/arf-mou/final3.doc

(4-Mar-98)

Foreword

The Memorandum of Understanding on Multimedia Access to **European** cult
to establish a common approach to the possibilities offered by the new techn
community as a whole, and the first union-wide forum in which both the muset

To display the original text file click VIEW PRIMARY.

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Secondary documents are not indexed and thus not shown in this mode. They can be accessed by clicking VIEW SECONDARY.

Note: these buttons are only available when there is actually a primary or secondary document contained.

4.10.5 View result: display the result as a list

Number	Title	Creator	Date	Owner	Rights	Image
01258	Toblerone Schokolade	Christa Furrer		Chocolat Tobler Bern	Polygraphische Gesellschaft Laupen/Bern	
01364	Tobler Haselnuss-Schokolade	Gisler & Gisler		Chocolat Tobler Bern	Polygraphische Gesellschaft, Laupen/Bern	
13811	Tobler Schokoladen	Henry Le Monnier 23	1923	Chocolat Tobler AG Bern	Affiches Lutetia 55, rue Rochechouart Paris	
13812	Frigor Schokolade	L (eonetto) Cappiello	1929	Chocolat Cailler	Les Nouvelles Affiches Cappiello Devambez Socté Anme 32, Rue Beaujon, Paris	

The result can be displayed as a **list** in the main page (the fields that are contained in this list can be defined in the style sheet). In order to **sort** Number, Title, Creator, Date, Owner, Rights click on the table header of the column (the result displayed here is sorted by Date)

The thumbnails in the left column are clickable. If you click on one of them the system will open a window and show a larger image.

Note: this list is formatted by a style sheet. Netscape browsers will show a HTML, Internet Explorer a XML formatted by a XSL.

4.10.6 Lists and Thesauri

Lookup manages lists and thesauri.

Lists are generated from all existing entries in this special field in the document type of the database.

Thesauri are managed in a special document type and displayed in the lookup list of the field that refers to them.

REGNET
Cultural Heritage in Regional Networks

Appendices D4

Available Contents and Products

Version 01

Date: 2002-04-18

Note: To modify, add or remove a term from the lookup list you have to change the entries, from which a lookup list is generated.

Type : [   ] [Lookup] [New]

To access a list click LOOKUP. In the lookup window you can perform search for a keyword etc.

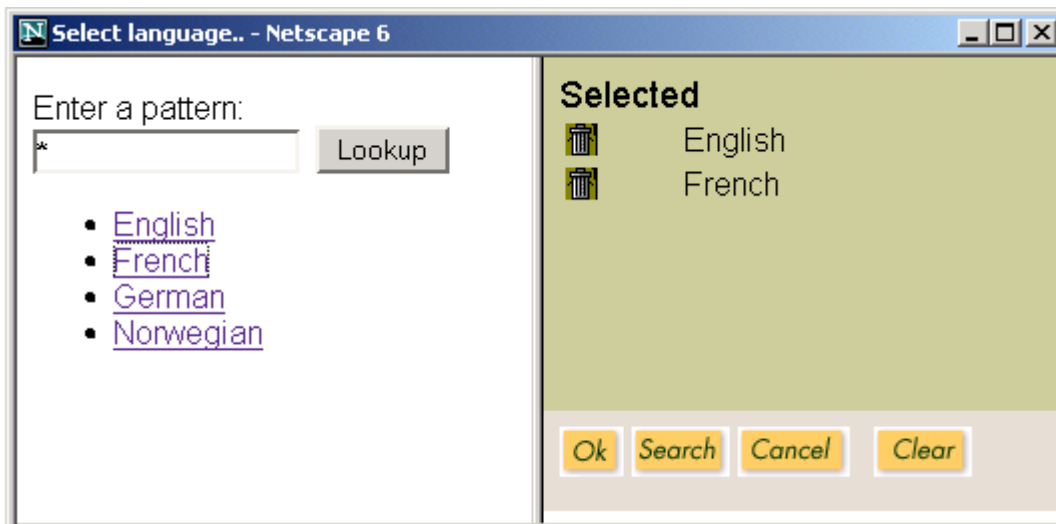A **new keyword** can be added by typing the word in the field of the data entry mask.

Select one or more terms: click LOOKUP, select the term(s) in the list. If the list is long, type e.g. the first letter of the searched term (e.g. s* for "seidendruck") and click Lookup. The selected terms are listed in the right (green) frame. Click OK to confirm the selection.

Click Search to perform immediate search in the database (without defining further search criteria).

Remove a term from the selection: click the icon of the waste basket to remove the term.

Clicking on Cancel will close the list window if you did not choose a keyword.

Click Clear to deselect all items.

4.10.7 Search operators and Wildcards

If you click on the right yellow button with the question mark a table will be displayed, that explains all available wildcards and search operators:

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Full Text : [   ] [?]

Symbol	Symbol description	Priority	Example	Description
|	OR	1	Cats | dogs	This query will retrieve any documents that contain the word "Cats" or the word "dogs".
+	AND	2	Cats + dogs	This query will retrieve any documents that contain the word "Cats" and the word "dogs".
-	WITHOUT	3	Cats - dogs	This query will retrieve any documents that contain the word "Cats" without the word "dogs".
UNIT=""	Advanced AND	4	Cats UNIT="paragraph" dogs	This query will retrieve any documents that contain the word "Cats" and the word "dogs" in a same paragraph. Units can be paragraphs (UNIT="paragraph") or sentences (UNIT="sentence").
ADJ	ADJACENCY	5	Cats ADJ4 dogs	This query will retrieve any documents that contain the word "Cats" placed within 4 words of the word "dogs" in this order.
NEAR	PROXIMITY	6	Cats NEAR6 dogs	This query will retrieve any documents that contain the word "Cats" placed within 6 words of the word "dogs".
>	FREQUENCY	7	Cats >6	This query will retrieve any documents that contain the word "Cats" 6 times or more.
( )	PRIORITY	8	(Cats + dogs) - mouse	This query will retrieve any documents that contain the words "Cats" and "dogs" without the word "mouse".

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

WILDCARDS

Symbol	Symbol description	Example	Description
?	Replaces one character	H?t	This query will retrieve any documents that contain the words Hat or Hot or Hit or Hut. ? can be used anywhere at the beginning, the middle, or the end of a word.
*	Replaces a group of characters	B*y	This query will retrieve any documents that contain words starting with the letter "B" and ending with the letter "y". * can be used anywhere at the beginning, the middle, or the end of a word.
[ ]	Defines a choice	Chat [,ting]	This query will retrieve any documents that contain the words Chat or Chatting.

Note : The full text search is **not case sensitive.**

Note: you can select search terms in list controlled fields by selecting it from the list.

4.11 Add a document

The section "Add a document" enables the user to add a new record.

1. *click on the button* NEW DOCUMENT

2. choose the document type

3. enter data

REGNET

**Cultural Heritage in
Regional Networks**

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Add a document

Add   Cancel

Document Type : POSTER ▾

Date : [   ] Lookup

Material/Technique : [   ] Lookup

Rights (Printer) : [   ] Lookup

Identifier : [   ]

Title : [   ]

Relation : [   ] + -

4. click on the button ADD

5. a message informs you that the entry was saved

The clipping above shows two characteristics of data entry: data fields can be **multiplied** as often as required (+). Unnecessary fields can be removed by clicking the button with the minus (-).

Lookup manages lists as described above.

Note: **date** can only be indexed as date when it is in a consistent format throughout the database (DDMMYYYY, MMYYYY, YYYY)!

4.11.1 Add a primary or secondary document

Electronic documents can be totally uploaded into the document base.

To add a primary or secondary document

1. open the mask for data entry

2. enter data (abstract)

3. click Browse on the right of primary/secondary document field

Primary Document : [   ] Browse...

Secondary Document : [   ] Browse...

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

4. specify the directory and the document file you want to add
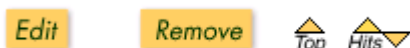
5. click OK to add the document.

Enter further data as described above.

4.12 Modify a Document

A record/abstract stored in the database can still be modified. The modified document will be saved to the document base and indexed anew.

To modify a document:

1. perform any search.

2. Get the abstract displayed in the main frame

3. click EDIT

4. modify the document

5. click APPLY MODIFICATIONS

6. a message informs you that the modified entry was saved.

4.13 Grouped Data

In many cases data is not "flat" or "tabular" data. For instance the description of an object part is related to this special part and not to the whole object. Grouped data is marked in alternative colours.

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Coverage :

Subject :

Keyword :

Source :

Relation Qualifier :

Relation Identifier :

Relation Title :

Relation Creator :

Rights :

In this screenshot there is a Relation-group. Each related object will be described with Qualifier, Identifier, Title, Creator. To add another related object click the button + .

4.14 Remove a document

To remove an entry perform any search, get the record displayed and click the REMOVE button. A new page opens prompting you to confirm the deletion. Click OK to delete the document. You may repeat the search if you want to make sure that the document is deleted.

4.15 Export Documents

A search result can be exported in three ways:

1. exporting a search result to get all XML abstracts and uploaded documents in original format

2. creating a single XML file of the result

3. formatting the XML with a style sheet to get a HTML result

Click the yellow button EXPORT RESULT.

1. Export documents and abstracts in their original format (abstracts as XML, documents in their format): click "Process Documents" to export the search result into the directory arranged by the system.

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Export all documents and abstracts

Process Documents

All the documents and abstracts in the Lexml Library will
the following folders on the HTTP server:

Abstracts Folder : www.digipark.at\plakat\export\abstracts\

Documents Folder : www.digipark.at\plakat\export\documents\

2. Export all contents of a search result in a single file (XML without documents)

Export all documents into a single file

Process Documents

Filename : www.digipark.at\plakat\export\abstracts\result.xml

3. export all contents of a search result in a single file and format it with a style sheet (XSL). The system provides a default style sheet. The result can be immediately displayed in your browser (if the browser is capable to manage XML and XSL)

Transform with StyleSheet (XSL)

○ Do not transform
○ Transform with default StyleSheet

⦿ Select a predifined StyleSheet [POSTER_NoImg ▼]

○ Enter own StyleSheet (XSL) [   ] [Browse...]

☑ Display result

☑ Link the StyleSheet to the XML-File

Note: to get the result displayed you have to activate "Display result" and "Link the style sheet to the XML file" with IE. With Netscape specify the Style Sheet and click "Display result" (and NOT "Link the Style Sheet to the XML File)!.

REGNET

Cultural Heritage in
Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

4.16 Administration

The administration section is restricted to the system administrator. To illustrate that the system can be easily adapted to user requirements as mentioned in the introduction this section gives a short overview.

Administration Section

Create a new document type

Rename a document type

Delete a document type

Create a new field

Rename a field

Delete a field

Modify the template of a document type

Add a batch of documents

Export all documents to a folder

RC Editor

Security Editor

Back to Search

Within the administration section document types, templates, import of batches of documents and export of all documents to a folder are managed. Procedures in this section are simple. The administrator clicks on the task he wants to perform. The systems displays a simple mask to rename, delete, create,…… and the administrator modifies the names, etc.

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

Modify the templates

Apply Modifications   Back to Administration

Select Document Type : POSTER ▼

Seq. No.		Field	Repeatable
100	☑	Context	☐ repeatable
60	☑	Creation-Place	☐ repeatable
30	☑	Creator	☐ repeatable
	☐	CSC	
50	☑	Date	☐ repeatable
80	☑	Format	☐ repeatable
5	☑	Identifier	☐ repeatable
70	☑	Material/Technique	☐ repeatable
110	☑	Photo	☐ repeatable
40	☑	Publisher	☐ repeatable
20	☑	Relation	☑ repeatable
	☐	Relation-Type	
90	☑	Rights (Printer)	☑ repeatable
	☐	Summary	
10	☑	Title	☐ repeatable

Fields contained in one document type, sequence of data fields, and repeatable fields are defined in this section by typing and clicking.

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

4.17 Data Entry Guidelines

These general guidelines are copied parts of the Description Guidelines of Cultural Material Initiative (Research Library Group).

http://www.rlg.org/culturalres/descguide.html

They may give useful advice and guidance.

4.17.1 General Remarks:

Be consistent. Probably the single most important factor in successfully converting and loading descriptive data into the XML Document Server: If contributed source data is consistent, it is much easier for us to process. This also applies on a more conceptual level to consistency about the "thing being described"; for example, if source data contains descriptions of both objects and photographs of objects and does not provide any way to distinguish between them, it makes the data loading process extremely challenging at best, impossible at worst.

Use standards. Over the years, many standards for data structure, syntax and content have been developed by specific communities for specific applications. Standards should be used wherever possible, and applied as strictly as possible, because this practice will make data more portable across institutions and allow us to develop standardised data loading procedures that can be modified if necessary and re-used, rather than requiring the development of new data loading procedures from scratch.

4.17.2 Character Sets

Data should conform to standards such as:

- Unicode™ (preferably UTF-8 encoding)

4.17.3 Dates

- Do not use ambiguous short date formats such as DD/MM/YY or MM/DD/YY (the date "04/07/98" could be the 4th of July or the April 7th, and in the broad context of the Cultural Heritage, could be almost any century!). Use an internationally unambiguous format such as the W3C's Profile of ISO 8601 (http://www.w3.org/TR/NOTE-datetime), which can take forms such as YYYY-MM-DD, YYYY-MM or YYYY, depending on the degree of precision required, e.g.:
    - o 1974-12-31
    - o 1907-05

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

- o `1846`

- o `0056` *(i.e. use leading zeroes for first millennium dates)*

- Avoid dates containing ambiguous two-digit years (e.g. "`May '68`")

- Date ranges, for example an individual's lifespan, should be stored in separate start date and end date elements or fields wherever possible. If this is not possible, use a consistent separator, such as "`/`" or "` - `" (the W3C Profile referred to above suggests "`/`", e.g. "`1975-12-25/1975-12-31`" would represent a period of 6 days during December 1975).

- If possible, express approximate or "circa" dates as an appropriate date range that separates the earliest possible date and the latest possible date (e.g. "circa 1870" could be expressed as "`1865 - 1875`"; see guidance regarding date ranges above). If this is not possible, please try to denote circa dates in a consistent manner.

- BCE (Before Common Era) dates should be clearly identified by the appending the string "BCE" after the date, e.g:

- o 0075 BCE

- o 2000 BCE

- o 15000 BCE

- If dates are given in the form of named periods (e.g. "Ming Dynasty"), please also supply the approximate corresponding range in years for date sorting purposes. These mapping tables between named periods and numeric date ranges may be supplied separately if preferred.

- We will assume that all dates given are Gregorian, unless otherwise indicated.

4.17.4 Languages

We recommend the use of the ISO 639-2 Language Codes: http://lcweb.loc.gov/standards/iso639-2/

4.17.5 Subject Terms

Making sense of diverse subject terms is one of the most challenging aspects of distributed catalogues; with such a wide range of institution, collection and description types, there will be very little consistency in the application of subject terms. Ultimately, we hope to add powerful "assisted searching" tools, to help users navigate across different vocabularies and subject schemes, but in the meantime we are simply using whatever subject terms are provided in the source data.

However, although we are loading whatever is provided in the way of subject terms, there are a number of guidelines for contributed data that will allow us to derive maximum benefit from the subject terms in this integrated environment:

- Put each subject heading in a separate, repeated field or element.

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

- Clearly distinguish between topical subjects, places as subjects, people as subjects or organizations as subjects.

- Clearly identify the source of any controlled vocabulary terms.

- Input subject headings consistently in terms of case, spacing, and punctuation.

4.17.6 Names

Clearly, names will be one of the most important access points; to maximize their effectiveness, it would be helpful if you could follow these guidelines wherever possible:

- Differentiate consistently between personal and corporate names.

- Clearly identify the nature of the relationship between the object described by the record and the named persons or organisations, for example `"creator"`, `"depicted"` etc. This can be achieved using specific field or element semantics, or through the use of "relator terms" (use standard terms to identify relationships wherever possible—see Annex for examples), preferably in a separate field.

- Invert personal names: last name, comma, first name (e.g. `"Gill, Anthony C."`) unless the different parts of the name are already stored in separate fields).

- Store prefixed titles (e.g. honorifics such as `"Dr."`, `"Sir"`, etc.) in a separate field.

- Use authoritative forms of names wherever possible. Sources of authoritative forms of personal names include the Getty Trust's *Union List of Artist Names* and the Library of Congress *Name Authority File* (see Annex).

4.17.7 Object Type, Work Type

Assigning generic names or *types* to objects in cultural collections is a fundamental component of the descriptive process, since it provides a primary access point for collection managers and researchers alike. However, the assignment of object type terms is often highly problematic, since it can be very difficult for the cataloguer to consistently distinguish between related but distinct concepts such as type, form, genre and function. To help address this problem, a plethora of standard vocabularies for object types have been developed by diverse communities to bring some consistency to this important descriptive information.

To reconcile the broad range of work or object type terms in use by members with the need for users to be able to quickly and easily sort and browse large result sets according to a simple set of work types, we are adopting an approach based on dual "sort" and "display" values for work type that hopefully represents an effective compromise:

"Work Type" is the data element used to store the work or object type(s) *as supplied in the contributed data* for searching and display. We recommend (but do not require) the use of a standard vocabulary for this data element (See Annex for examples). If there is no data element corresponding semantically to "Work Type" in the contributed records, this data element is left empty.

REGNET

Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4

Version 01

Date: 2002-04-18

4.17.8 Ownership

Because institutions do not necessarily own the title to all of the works in their collections (items on permanent loan, for example), RLG will not make any assumptions about ownership when loading descriptions. This means that, unless the descriptive data for items or collections explicitly states ownership information (for example, in an "owner" field), owner information will not be displayed on the screen in results displays.

However, we will **always** display the name of the institution that *contributed* the data to the service in results displays.

4.18 Annex: Brief Guide to Controlled Vocabularies & Cataloguing Rules

This section provides a short list of examples of relevant vocabularies and cataloguing rules. This is not intended to be a comprehensive list. Additional information about terminology resources can be found at the mda's WordHOARD site.

4.18.1 Vocabularies

ACRL RBMS BSC Relator Terms
http://www.lib.byu.edu/~catalog/people/rlm/bsc/relators.htm
British Museum Object Name Thesaurus
http://www.mda.org.uk/bmobj/Objintro.htm
Getty Art & Architecture Thesaurus (AAT)
http://www.getty.edu/research/tools/vocabulary/aat/
Getty Thesaurus of Geographic Names (TGN)
http://www.getty.edu/research/tools/vocabulary/tgn/index.html
Getty Union List of Artist Names (ULAN)
http://www.getty.edu/research/tools/vocabulary/ulan/index.html
ICONCLASS
http://www.iconclass.nl/
Library of Congress Name Authority File (LCNAF)
http://lcweb.loc.gov/cds/name_aut.html
Library of Congress Subject Headings (LCSH)
http://lcweb.loc.gov/cds/lcsh.html
Library of Congress Thesaurus of Graphic Materials (I & II)
http://lcweb.loc.gov/pmei/lexico
MARC Code List for Relators, Sources, Description Conventions
http://www.loc.gov/marc/relators/
Revised Nomenclature for Museum Cataloging: A Revised and Expanded Version of Robert G Chenhall's System for Classifying Man-Made Objects ("Nomenclature")
Available from AltaMira Press.
Social History and Industrial Classification (SHIC2): A subject classification for museum collections
Available from mda.
UNESCO Thesaurus
http://www.ulcc.ac.uk/unesco/thesaurus.htm

REGNET
Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

5   Appendix 5: Guidelines for the templates (offline data entry)

This spreadsheet contains 5 sheets:

1. The catalogue description off line data entry template   contains all relevant data concerning an object (equivalent to collection management system)

2. The object description off line data entry template   contains all relevant data concerning one more exhaustive textual description of an object

3. The image description off line data entry template   contains all relevant data concerning an image of an object

4. The thematic description off line data entry template   contains all relevant data concerning contextual information related to objects

5. This guide for using the off line data entry system

For entering data in REGNET, this off line version is one of the systems that can be used besides the on line data entry and the export facility of existing collection management systems (CMS).

The way these off line templates are structured is such that, once their content is captured by the system, neither retyping nor copy/paste has to be performed.

The system will take care of the transformation to the REGNET internal data structures.

These templates are in the first place intended for:

these content providers not possessing a collection management system (CMS)

the types of data not addressed by the CMSs or other systems; like the thematic descriptions

the insertion of supplementary data not foreseen in most of the current CMSs; i.e. price of digital image, replica, description levels, validation, etc.

The AMICO data specifications have been taken as basis. This means in practice for REGNET, the generation of a separate meta data set for the catalogue description (AMICO catalogue record), media files for object descriptions, images and thematic descriptions and their corresponding meta data sets (AMICO meta data records).

REGNET objectives. The real content: descriptions, images, etc., has to be delivered in separate files.

REGNET
Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

The lay out of the templates is dominated by the concern to give a full overview of one treated item on one screen.

The field names are expressed in XML-style in order to facilitate the automated conversion towards the internal REGNET data structures.

This conversion will be based on the detection of a relevant field name start tag. All items found under that field name will be taken into account as real data till

a corresponding field name end tag is found. The correct functioning of this mechanism depends partly on the discipline of the person doing the data entry

especially when she/he has to modify the number of data for one field (e.g. the number of keywords or relation/links). The sheet is constructed in such a way that one

can easily insert lines and drag and drop the required end tags to the correct place.

Fields

The fields concerning the documentation and validation of the data entry are self explaining and are therefore not represented in the list

author	The name of the author, creator, maker of the concerned item. Surname first, followed by a comma and the first name		
author_org	The organisation, institution the author belongs to		
catalogue_description	Start of the meta data concerning an object		
color_palette	The used colour palette for the file; RGB, CMYK, grayscale, etc.		
color_metric	The manner in which the colour data is represented; 8, 24, 48 meaning 8-bits, 24-bits, 48-bits, etc.		
comment	Additional comments concerning the authorship of the concerned item		
content_level	The expected target audience	cl1=	children - youth
		cl2=	general
		cl3=	extended, some knowledge required
		cl4=	scientific
contributor	The name of the contributor to the concerned item		
contrib_org	The organisation, institution the contributor belongs to		
creation_date	The date the item was created		

REGNET
Cultural Heritage in Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

currency	The currency for the amount mentioned in the price
description	Here can go the short description. This can also be done via the resource locator field, leaving this field blank.
dimension	The measured dimension; width, weight, etc.
dim_value	The result of the measurement
dim_unit	The used unit for measurement; cm, kg, pixels, etc.
encoding	The manner in which the data in the concerned file is encoded; html, doc, jpg, etc.
file_size	The amount used to express the size that the file takes on a storage device
file_size_unit	The used unit for storage size; kb, mb, etc.
identifier	unique naming to be decided upon by the person/organisation that did the data entry
image_description	Start of the meta data concerning an image
language	ISO-code of the language used in the filled in fields
location	The place where the item is physically located
mat_tech	Used material and/or technique; glass, etch, etc.
object_description	Start of the meta data concerning a textual description of an object
object_type	Type of the object; oil on canvas, ceramic, etc.
price	An amount reflecting the price for this item or the use of this item
primary_keyw	Most relevant keywords for this item to be detected by search engines and likely topics for which this item can be an occurrence
relation_link	Identifiers or URLs referencing towards items containing related information to this item
	Every identifier/URL is preceded by a number between brackets followed by a colon.
	This number serves as a reference for anchors placed in the textual descriptions of this item
resol_level	Resolution level of the image rl1 = till 150 dpi
	rl2 = till 300 dpi
	rl3 = till 600 dpi
	rl4 = till 1200 dpi

REGNET
Cultural Heritage in
Regional Networks

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

		rl5 =	till 2400 dpi

resol_value	The exact resolution the image has; 200, 1200 meaning 200 dpi, 1200 dpi, etc.
resource locator	The reference towards the concerned file containing the real content
rights	A reference towards the rightsholder of this item
secondary_keyw	Less relevant keywords for this item to be detected by search engines and less likely topics for which this item can be an occurrence

size_level	context=image	smallest square the images fits in	sl1=	image fits in a square of 150 by 150 pixels
			sl2=	300 by 300 pixels
			sl3=	600 by 600 pixels
			sl4=	1200 by 1200 pixels
			sl5=	2400 by 2400 pixels
	context=text		sl1=	one line to a few lines
			sl2=	one screen or page
			sl3=	several pages, article
			sl4=	numerous pages, tending towards a book

thematic description	Start of the meta data concerning a thematic description
title	Title of the concerned item

Some examples to use the templates

A piece of art created by an artist can give birth to the following records and files:

1. The catalogue description meta data for the piece of art (by filling in a catalogue description template in this spreadsheet)

2. The object description meta data for a textual description of the piece of art (by filling in an object description template in this spreadsheet)

3. The file containing the textual object description itself (by producing this via a text editor)

4 The image description meta data for a digital image (by filling in an image description template in this spreadsheet)

REGNET

**Cultural Heritage in
Regional Networks**

Available Contents and Products

Appendices D4
Version 01
Date: 2002-04-18

5. The file containing the image itself (by producing this via scanning or digital camera)

6. The thematic description meta data for a textual description of a (part of a) theme (e.g. the curriculum vitae of an artist)

7. The file containing the textual thematic description itself (by producing this via a text editor)

In a next stadium, topics, associations and occurrences can be created:

Topics:	artist's name
	piece of art
	art gallery name
	etc.
Occurrences	catalogue and object descriptions can be connected to the art gallery and the artist
	thematic descriptions can be connected to the artist (CV), object descriptions to a general theme such as "sculpture"
	etc.
Associations	artist **represented by** art gallery
	piece of art **is a** sculpture
	etc.