EFG – The European Film Gateway

EFG Data Provider Handbook

e*Content*plus

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Terms and definitions

Term	Definition
Content	A physical or Digital Object that is part of Europe's cultural and/or scientific heritage, typically held by a data provider.
Dataset	An administrative unit representing a suitable amount of Content or Metadata for ingestion or download.
Data Provider	Organisation that submits data to EFG portal.
Digital Object	A digital representation of an object that is part of Europe's cultural and/or scientific heritage. The Digital Object can also be the original object when born digital.
EFG Authority Data	Unique records of persons and film works created after the ingestion in the EFG Information Space.
EFG Metadata Schema	defines all elements and relationships of the EFG database. The schema for (meta)data representation defined by EFG.
EFG Data	The semantically enriched and merged data, accessible via the EFG portal, based on data from data providers.
EFG Information Space	Part of the technical EFG infrastructure in which metadata from EFG data providers are collected, managed and formatted into the EFG metadata schema. The common EFG database is part of the EFG Information Space.
EFG Portal	The website, its data and its machine and user interfaces available under www.europeanfilmgateway.eu.
Europeana.eu	The Europeana website, its data and machine interfaces.
Metadata	The textual information and hyperlinks that serve to identify, discover, interpret and/or manage Content.
OAI-PMH	Open Archive Initiative - Protocol for Metadata Harvesting
Thumbnail	A reduced and/or low resolution version of the Digital Object, normally limited by pixel dimensions.

1 Introduction

The online portal European Film Gateway gives access to digitised cultural heritage from Europe's film archives and cinémathèques. Developed within the EU-funded project "EFG – The European Film Gateway (2008-2011)[1], the EFG portal available at www.europeanfilmgateway.eu serves as a single access point to material held in European film institutions. The EFG portal gives access to diverse digitised archival materials, e.g. photos, posters, film set drawings, newsreels, feature and short films as well as text documents like film programmes and censorship documents. EFG does not store the actual digital objects, but instead the metadata describing and pointing to it. The archives connected to EFG host their materials themselves, while EFG links through to the objects and/or to the websites where the materials are made available. This way the contributing archives retain control over the access to the digitized resources, while the link provides seamless access to the resource.

In order to increase the number of digital objects accessible via the EFG portal, we welcome data contributions from all film institutions across Europe. We aim at simplifying access to a broad variety of digitized archival material and especially to moving images through one joint portal, the European Film Gateway.

EFG is connected to Europeana[2]. By contributing to EFG, film archives and cinémathèques automatically deliver their data to the Europeana portal, which functions as a search portal for digital collections from European heritage institutions from all domains (libraries, museums, archives, audiovisual archives). As a so-called aggregator for Europeana, EFG collects and harmonises data from the film archive sector and passes it on to Europeana.

This handbook, which provides all necessary information for film institutions that wish to contribute their data (metadata and links to previews) to EFG and Europeana, consists of three parts. The first part provides general information on how film archives can become EFG data providers and describes the data ingestion process. For information on the EFG ingestion workflow, please refer to chapters 2 and 3:

- Chapter 2: Benefits of getting connected to EFG
- Chapter 3: General information on submitting data to EFG

The second part of this handbook provides specific guidelines on how film archives can prepare and deliver their data to EFG. This information can be found in chapters 4 and 5:

- Chapter 4: Preparing data for EFG

[1] The EFG project was funded by the eContentplus porgramme of the EU. The project website is available at http://www.efgproject.eu. The follow-up project EFG1914 was funded by the ICT-PSP programme of the EU and ran from 2012-2014. More information on EFG1914 is available at http://efg1914.eu

[2] http.//www.europeana.eu and http://pro.europeana.eu

- Chapter 5: Establishing and delivering XML Exports for EFG

The appendix contains an overview of the metadata that is considered most important for the display of your data on EFG. It shows examples of how metadata are stored in the common EFG database and how they are displayed in the EFG and Europeana portal:

- Annex I: Preparing Metadata for EFG XML Exports
- Annex II: Screenshots of data presentation on EFG and Europeana

We recommend you read the following documents in conjunction with this handbook (available here: http://www.efgproject.eu/guidelines_and_standards.php):

- EFG Metadata Schema: a) Textual version, b) Tabular overview, c) XSD file
- EFG Vocabularies: Part 1) Value lists and types for EFG data elements, Part 2) Types for semantic relationships
- OAI-PMH Guidelines

For any questions or feedback please do not hesitate to contact Deutsches Filminstitut (DIF):

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2 Benefits of getting connected to EFG

By contributing making your digital collections searchable through the EFG portal you become part of the EFG and Europeana network. The benefits of joining EFG and Europeana are:

- Attract visitors to your website and make your content accessible to a wider public. EFG gives visibility to film institutions´ collections by directing traffic to their sites.
- Contribute to the aim of increasing the online access to and the visibility of the cultural heritage held in Europe´s film archives.
- Sharing knowledge, experiences and ideas about IPR, data quality and semantic interoperability as well as technical interoperabilty issues with practitioners from Europe´s film archives, information specialists and experts from the wider Europeana network.[3]
- Take part in workshops, seminars, conferences offered by the Europeana projects.
- EFG and Europeana enrich your users' experience by helping them to find not only your collections but also related information held in other countries, or in other formats. Your content gains from association with linked material.

[3] To register for the Europeana Network visit http://pro.europeana.eu/get-involved/our-network/sign-up

Over 35 film archives and cinémathèques are connected to EFG so far. For an up-to-date list of institutions contributing to EFG please visit:

http://www.europeanfilmgateway.eu/about_efg/contributing_archives

3 General information on submitting data to EFG

The following section provides an overview of how data can be submitted and is ingested into the EFG database and Europeana.

EFG offers two routes for film archives to contribute their data:

Option 1: Adding you data manually in an online metadata form provided by EFG
Option 2: Providing an XML export from your local database

The EFG database is quite complex and able to store the large variety of data that film archives are managing in their local databases. Once ingested into the EFG system, the film archives' data is stored jointly in the EFG Information Space, which consists of the common database and a number of software services. Ideally, archives submit their data in XML exports or have them harvested via an automated data exchange interface (e.g. OAI-PMH). If the data cannot be provided in XML format, it can alternatively be entered manually into a dedicated online metadata form. In both cases, EFG ingests and indexes institutions´ metadata while the actual digital objects remain on the website of the individual institutions. As mentioned, the EFG database can store nearly all kinds of information that can be found in film archival databases, however not all of this data is made visible to users. Instead EFG focuses on the display of data which is describing the actual digital object, i.e. information about the digital object itself as well as persons and film titles related to them. The Guidelines & Standards section of the EFG project page gives access to further background information on the EFG metadata schema as well as controlled vocabularies applied in EFG: http://www.efgproject.eu/guidelines_and_standards.php)

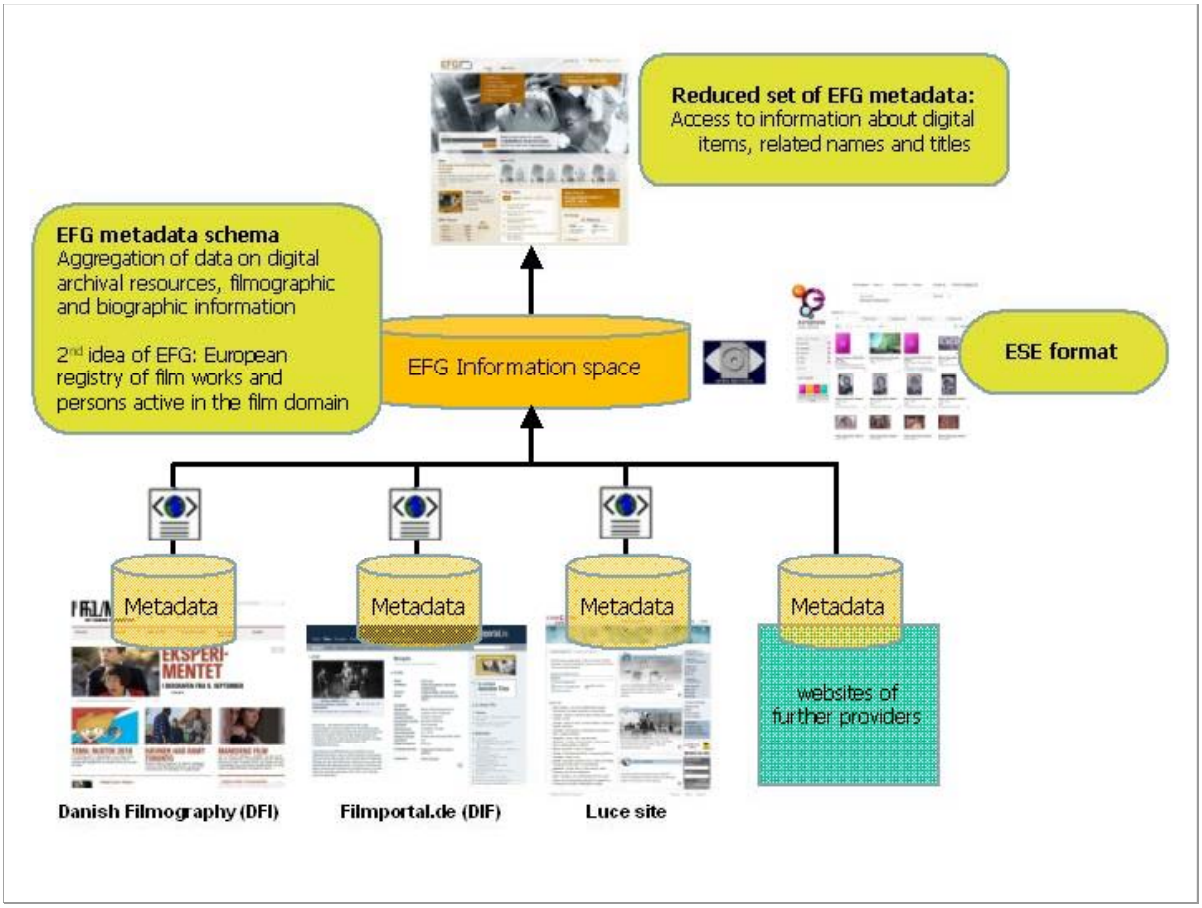


Figure 1: EFG Aggregation Set-up

3.1 How to get your data into EFG

If you want to submit data to EFG, there are two ways of doing so. Usually, archives decide on one option, but in some cases an archive may use both ways to get data of different collections into EFG. DIF is happy to discuss the two options in more detail and to make individual recommendations.

Option 1: The easiest and most straightforward way to make your collections searchable via EFG is, to enter the data manually in two different online metadata forms we provide. For AV objects you will use http://tinyurl.com/7ohugxx and for non-AV objects you will use http://tinyurl.com/c8dzrgw. Other than manually entering the metadata, this procedure requires hardly any further input from you. Your data will also appear on the EFG portal very quickly. However, we recommend this procedure only for archives that contribute a small amount of records to the EFG portal and that do not plan to make larger amounts of data sets available in the future. Archives also choose this option, when they are not able to extract XML from their local database(s). We recommend option 1 for contributions of less than 100 records.

Option 2: The preferred and more sustainable way of getting your data into EFG, especially larger amounts of records, is to either send us an XML export generated from your local database or else provide access to your automated data exchange interface (e.g. OAI-PMH), so that the data can be harvested from your local system by EFG. Preferably, the archive contributing its data delivers an XML export structured according to the EFG schema specification.[4] This way the data ingest can be performed seamlessly. In cases where it is impossible to provide local data structured in the EFG format, a conceptual and technical mapping of your local database elements to those of the EFG database are needed. This means that time needs to be invested into defining these mappings by all three parties involved: you, DIF and our technical service provider ISTI-CNR. The following chapter will provide more detail on the individual steps of the ingestion process when using option 2.

3.2 Overview of the data ingestion process

The ingestion process consists of activities involving the data provider, the Deutsches Filminstitut (DIF) as coordinator of EFG and Istituto di Scienza e Tecnologie dell'Informazione "A. Faedo" as technical service provider (ISTI-CNR). The individual steps are as follows (concrete actions to be taken by the data provider are highlighted by italics). Please note that if you enter your data manually in the EFG metadata form, only steps 7 – 9 are relevant for you.

Step 1: Prepare data delivery

The data provider and DIF define the type of data and metadata to be exported from the data provider's local database, the scheduling of the delivery of data exports (XML), as well as the overall procedure. *The data provider will have to provide DIF with a test XML export containing at least 10-20 records from their local database*. The XML export should preferably match the EFG schema specification to simplify the ingestion process and omit step 2.

Step 2: Define metadata mapping rules

Based on the test XML export provided by the data provider, DIF prepares a document which specifies how each native metadata element must be mapped to the EFG metadata schema. *This mapping document is provided to the data provider for verification*. After the approval by the data provider, DIF passes the mapping document on to ISTI-CNR, who verify the conformance of the mapping to the EFG metadata schema. If necessary, *the mapping document is revised jointly by the data provider, DIF and ISTI-CNR*. ISTI-CNR then develop an import filter which performs the actual conversion of the native metadata structure into the EFG metadata schema. This process is usually subject to several revisions, before all data is mapped correctly.

[4] EFG Metadata Schema Documentation available here: http://efgproject.eu/guidelines_and_standards.php

Step 3: Define vocabulary matching rules

This step aims at defining the rules for the conversion of the vocabularies and values applied on the data provider's local level to the controlled vocabularies used in EFG. The goal of this activity is for values to appear in a harmonised way on the EFG portal. The *data provider fills in a template provided by DIF, on which they indicate in a table what local value matches which EFG term*. Based on the established matching tables, the local values will automatically be converted into EFG terms during the data ingest.

Step 4: Deliver data and metadata in the appropriate format

The data provider delivers valid and complete XML export(s), ideally in the EFG format, that contain all data to be made searchable via EFG. XML files can be sent to DIF via email or uploaded on ftp servers. It is also possible to have the data harvested through an interface for automatic data exchange, such as OAI-PMH or similar.

Step 5: Data ingestion into the EFG information space

This step is carried out by ISTI-CNR, who ingest the (meta)data into the EFG Information Space. In this process, the import filter(s) defined and implemented in Step 2 and the vocabulary matching tables created in step 3 are applied. After the data ingestion, the system will automatically create preview thumbnails for image and text objects, while *thumbnails for videos have to be provided by the data provider in form of a link to a thumbnail image (see chapter 3.3.1 for further details)*.

Step 6: Perform data quality check on EFG

The ingested data is not visible on the EFG portal straight away, but *has to be reviewed first by the data provider* and DIF on a test instance of the EFG portal as well as directly in the EFG database through the co-called "Content Checker". The "Vocabulary Checker" allows the data provider and DIF to check whether the vocabulary matching was successful. If DIF and/or the data provider find errors in the data presentation on the test portal or the Content Checker, DIF will track the source of the problem and solve it with ISTI-CNR and/or the data provider. Please note that access to the Content Checker as well as the Vocabulary Checker is password protected. Contact DIF in order to get access to these tools.

Step 7: Data enrichment

While ideally the metadata delivered by the data provider should be as complete and correct as possible, data providers still have the possibility to edit their data directly in the EFG system after the ingestion. The "Metadata Editor" will be used for that purpose. It allows to modify individual records only, bulk editing is not possible. The Metadata Editor can be useful, if data providers want to make changes to just a few records quickly and without having to provide an updated export, or if they want to add specific information they cannot export from or do not hold in their local database.

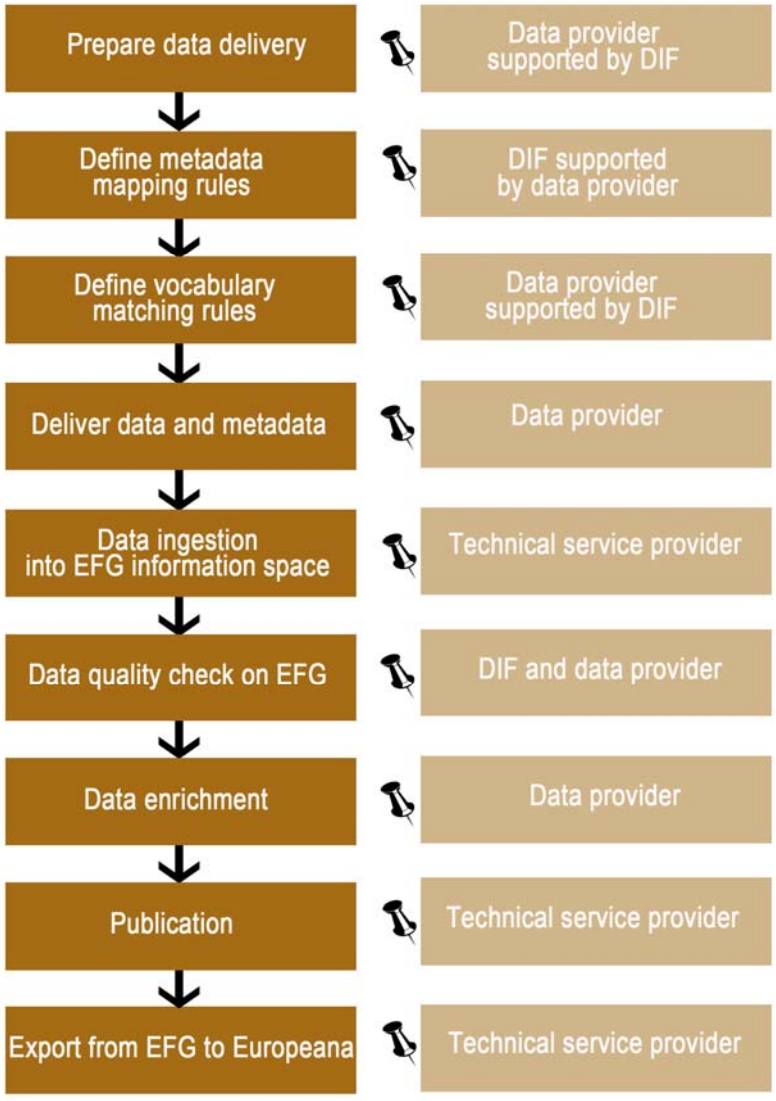
Step 8: Publication

Once the data provider approves of the repesentation of their data in the EFG database and on the EFG test portal, ISTI-CNR release the data to the live EFG portal, where it becomes visible to the public. The publication does not require any specific processing of the data, it is merely a change of the status from private (i.e. visible only by members of the EFG project) to public (i.e. visible through the EFG portal by all users). After the release to the live portal, ISTI-CNR will prepare the archive's data set for harvesting by Europeana.

Step 9: Data export from EFG to Europeana

In monthly intervals, Europeana harvests data from EFG in order to provide access to it via the Europeana portal and API. The data of each data provider is harvested separately, allowing EFG to withhold those data sets that are not fit for publication on Europeana yet. DIF informs the data provider as soon as their data are available through the Europeana portal. *The data provider reports any errors in the display of their data on Europeana to DIF*.

Overview of the distribution of tasks described above:



3.3 Data submission and ingestion: Tasks for data providers

The data provider is responsible for making the following data available to EFG (minimum requirements):

- Metadata describing the digital object (see Chapter 4.2 for more details).
- For each video, the link to a thumbnail. The EFG system automatically generates thumbnails for images and text objects as long as a direct link to the object is available. For videos, the link to a thumbnail has to be provided by the archive.
- Persistent identifiers - active and stable links to the described digital object on the provider's site. If possible, the data provider should provide two kinds of links: IsShownAt (digital object embedded in the local website) and IsShownBy (direct link to the digital object). Delivering one of these links is mandatory.

EFG prefers the following file formats for digital objects:

- Image: jpg
- Text document: pdf, pdf/a
- Video / moving image: mp4, wmv, avi, flv

Other formats are possible, if DIF is previously notified accordingly.

3.3.1 Thumbnails

For a more user-friendly presentation of search results on the EFG portal, the EFG system automatically creates thumbnails of images (from .jpg and .tiff) and text documents (from .pdf) for a preview. EFG accepts only standardized file formats for digital objects that can be accessed by most end users. A direct link to the image or text file (IsShownBy)[5] is needed to create the thumbnail. An image embedded in a web page (IsShownAt) is not suitable for automatic thumbnail generation.

The following rules for automatic thumbnail creation apply:

1) If a record contains several pages, for example a PDF file, the front page is used to create the thumbnail.
2) If a record contains several image files, EFG creates one thumbnail for each element.
3) If no suitable thumbnail can be obtained, a default replacement icon is used.

As mentioned before, thumbnails for videos cannot automatically be generated by the system. Hence, data providers are asked to provide a link to a thumbnail image for each video item, ideally with a **minimum width of 400px**.

[5] For an example of an IsShownBy link see Annex II – Screenshot 1, p.50 of this document

3.3.2 Persistent identifiers

Archives should provide EFG with two types of links to their digital objects.

1. “IsShownBy” link leading directly to the digital file (see Example 1 below)
2. “IsShownAt” link leading to the website where the file is embedded (see Example 2 below)

The persistent link to a digital object and to a digital object embedded in the local website should be given as a URI. To make their collections searchable through EFG, archives have to deliver at least one of the two link types. EFG prefers to receive both types of links.

Example 1: Direct link to digital object allows to open it directly in EFG (IsShownBy)
http://www.filmportal.de/sites/default/files/video/DIF_11_306_1R_Oorlogsannalen_No_85_(1918)_orange.mp4

Example 2: Object embedded on an archive's website (IsShownAt)
http://www.filmportal.de/video/oorlogsannalen-no-85

3.4 Legal requirements

Data made available to EFG will be passed on to Europeana in regular intervals. Only data providers that have NOT received EU funding to provide data to EFG may decide to provide their data to EFG only. Europeana requires all archives providing data to them through EFG to sign the "Data Exchange Agreement" (DEA) previous to the publication of their data on Europeana. The DEA structures the relationship between Europeana and its data providers. It establishes two main rules relating to the intellectual property rights (IPR) in the metadata and content delivered to Europeana:

1. All metadata submitted to Europeana will be published as open data under the terms of the Creative Commons Zero Public Domain Dedication (CC0).
2. Each digital object (which includes the associated preview) that is available via Europeana must carry a rights statement that describes its copyright status. If an object is in the public domain, it must be labelled accordingly.

The DEA template is available here:
http://pro.europeana.eu/files/Europeana_Professional/DEA/Data%20Exchange%20Agreement.pdf

Further information on the Europeana Licensing Framework that the DEA is a part of, is available here:
http://pro.europeana.eu/publication/the-europeana-licensing-framework

Contact DIF for more information and assistance.

4 Preparing data for EFG

This chapter provides information on how to best compile local metadata for XML exports ready to be ingested into the common EFG database. The guidelines will only focus on the metadata fields that are displayed on EFG and Europeana. Due to the complexity of the EFG schema, not all fields of the schema can be mentioned here.

1) Please provide as many of your local elements as possible that can be mapped to an EFG metadata element. For a complete list of all EFG elements please read either the textual description or the tabular overview of the EFG metadata schema.

2) It is mandatory to include the link to the actual digital file (in EFG called “Item”) displayed on your web site for each digital object you are contributing. The corresponding EFG element for the direct link to your digital item is: Item.IsShownBy.

3) In addition it is mandatory to deliver the following URLs - if your web site(s) contain such pages:
   - Link to the digital file (Item) displayed together with the descriptive metadata on your web site. The corresponding EFG element for this is: Item.IsShownAt.
   - Link to your film work page. Most content providers with filmographic databases display film work information on their web sites. The corresponding EFG element for this is: AVCreation.ViewFilmography.
   - Link to your person page containing biographical information. The corresponding EFG element for this is: Agent.Person.ViewBiography.

   Please make sure that all links you are going to provide are persistent and do not change. If links change, please inform DIF immediately and provide an XML export with the updated links.

4) In case you are managing authority files in your database(s), please provide the authority data and descriptions of your digital objects (Items) in separate XML exports. Authority files contain all data describing persons, film works or corporations in a single “authoritative” record. The EFG database will store the following types of authority files: film works, persons, corporate bodies, groups and events. Please use identifiers to connect your authority files with the records describing your digital objects. For further information see chapter *5.1 Source identifiers.*

5) If you are contributing data about moving images, please provide at least one title for the film work (AVCreation) or for the manifestation (AVManifestation) – even if this is not the original one.

6) If you do not deliver authoritative data, but metadata describing the objects, please make sure that they contain a title and/or a description for all objects.

7) In case your database does not distinguish between film works (AVCreation) and film copies (AVManifestation), please provide both kinds of data in one XML export.

8) Person exports should contain all name types (e.g. preferred name, spelling variant) and activity types (e.g. director, actor, writer) that occur in your database(s).

9) In case an objects belongs to a certain collection in your archives, please include the collection name in the XML export(s).

10) Please provide your XML export in a structure matching the EFG schema as closely as possible. If this is impossible for you due to technical and/or resource issues, you may provide the XML exported in another structure.

11) Please provide all tags of your XML exports in English language.

4.1 How to submit rights information

The EFG schema provides three data elements intended to store rights information on digital objects and digital collections:

- **Rights status (Content):** Objects made searchable through EFG need to be labelled with a valid rights statement. A list of rights statements that can be applied in EFG and Europeana can be found here: http://pro.europeana.eu/share-your-data/rights-statement-guidelines/available-rights-statements Local values coming from the data provider will be matched to the values applied in EFG and Europeana.
- **Rightsholder:** Here either the name of the rightsholder(s) or a general sentence about the copyright information for the digital items can be contributed. This field is a free-text field in the EFG database.
- **Rightsholder URL:** If available, the address of the rightsholder´s website should be indicated here. This field is a free-text field in the EFG database.

Please note that the EFG rights elements deal only with copyright information of digital objects. The EFG database does not manage rights and obligations for the use of the metadata that data providers deliver to EFG and Europeana. Please note that Europeana makes available the aggregated metadata under the CC0 license.

4.2 Minimum metadata requirements

This chapter gives an overview of the minimum metadata requirements for data contributions to EFG and Europeana. Data providers should use this recommendation to prepare their metadata fit for publication on the EFG and Europeana portals. Video, image and text files have slightly different requirements, which is why information for each object type is provided in a separate table.

The minimum requirements include the most important data fields that are displayed on the EFG and Europeana portals. Data exports containing more information are appreciated and can also be ingested in the EFG database. If you are unable to meet the minimum requirements, please notify DIF accordingly.

4.2.1 Minimum metadata requirements for VIDEO files

	IsShownBy
Definition	Direct link to digital object (i.e. link to the digital object in its best resolution on the provider´s website)
Requirement	Mandatory
Cardinality	Unique per item
Format	URL
Reference in EFG schema	chapter 3.5.2 Elements; p.19
Example	http://www2.scanpix.eu/mini/2009/200910/20091001/20091001-145243-6.jpg
Field name in EFG schema	Item.IsShownBy

	IsShownAt
Definition	View on local website (i.e. link to the digital object embedded in its full informational context on the provider´s website).
Requirement	Mandatory
Cardinality	Unique per item
Format	URL
Reference in EFG schema	chapter 3.5.2 Elements; p.19
Example	http://www.dfi.dk/faktaomfilm/film/da/294.aspx?id=294
Field name in EFG schema	Item.IsShownAt

	Title
Definition	Original title, distribution title or any other title of the digital moving image.
Requirement	Mandatory
Cardinality	Multiple
Format	If possible, please apply the FIAF catalgouing rules for film titles.

Reference in EFG schema	chapter 4.2 Title; 34/35
Example	Unsere heimkehrenden Kriegsgefangenen, Wetzlar 1919.
Field name in EFG schema	AVCreation.Title

	Other titles
Definition	(could be English title or translation of title into English)
Requirement	Mandatory (if known)
Cardinality	Multiple
Format	Free text
Reference in EFG schema	chapter 4.2 Title; 34/35
Example	Our Prisoners of War Return, Wetzlar 1919.
Field name in EFG schema	AVCreation.Title

	Title type
Definition	Titles should come with a title type in order to specify whether the title is an original title, a distribution title, a title translation, etc.
Requirement	optional (mandatory if known)
Cardinality	Unique per title
Format	no required format
Reference in EFG schema	chapter 4.2 Title; p. 34/35
Example	Original title / Series title / Archive title / Distirbution title etc.
Field name in EFG schema	AVCreation.Title.TitleRelationship

	Category
Definition	General category of the film
Requirement	optional (mandatory if known)
Cardinality	Multiple
Format	No required format. Local terms will be matched to existing EFG vocabularies.
Reference in EFG schema	chapter 4.5 Keywords; p. 38/39
Example	Documentary, Newsreel, Fiction film, etc.
Field name in EFG schema	AVCreation.Keywords.Type

	Country
Definition	The geographic origin of an audiovisual creation. This should be the country or countries where the production facilities are located. If production information is missing, this element can refer to countries where the audiovisual creation was filmed or distributed, or where copies are known to exist in archives.
Requirement	Mandatory (if known)

Cardinality	Multiple
Format	No required format. Preferably as ISO 3166-1 codes and in case of historic countries in AFNOR XPZ44-002
Reference in EFG schema	chapter 3.1.1 Elements; p.9
Example	DK
Field name in EFG schema	AVCreation.CountryofReference

	Year
Definition	Year(s) of production (or release).
Requirement	Mandatory (if known)
Cardinality	Unique per item
Format	Preferably the convention of MARC 260 / subfield C, but not required
Reference in EFG schema	chapter 3.1.1 Elements; p. 9
Example	1915
Field name in EFG schema	AVCreation.ProductionYear

	Runtime
Definition	Runtime of online video file
Requirement	Mandatory
Cardinality	Unique per item
Format	If possible, use ISO 8601 standard
Reference in EFG schema	chapter 3.2 AVManifestation; p.11
Example	00:04:16
Field name in EFG schema	AVManifestation.Duration

	Description
Definition	Textual descriptions include synopses, plot summaries, reviews, transcripts or shot lists. They can occur in more than one language and they can have statements of authorship or references to external resources.
Requirement	Mandatory
Cardinality	Multiple
Format	If possible, please provide descriptions in your local as well as in English language to enhance the chances to find your videos on EFG.
Reference in EFG schema	chapter 4.6 Description; p.39/40
Example	
Field name in EFG schema	AVCreation.Description

	Keywords
Definition	Keywords will help users to find your videos in the EFG portal.
Requirement	Mandatory (for WWI content, otherwise if available)
Cardinality	Multiple
Format	Please use the EFG1914 thesaurus based on the Library of Congress Subject Headings to index films from or about World War One. Use either the clear text or else the identifier.
Reference in EFG schema	chapter 4.5 Keywords; p. 38/39
Example	Civilians in war (or) sh2007004415
Field name in EFG schema	AVCreation.Keywords

	Collection
Definition	If the moving image belongs to a special collection in your institution please provide the collection title.
Requirement	Mandatory (if applicable)
Cardinality	Unique per item
Format	Free text
Reference in EFG schema	chapter 3.8 Collection; p.32
Example	Kurt Steinwendner Collection
Field name in EFG schema	Collection.Title

	Provenance
Definition	Organisation which owns or has custody of the item (analogue or born digital).
Requirement	Mandatory (if applicable)
Cardinality	Unique per item
Format	no required format
Reference in EFG schema	chapter 3.2 AVManifestation; p.12
Example	
Field name in EFG schema	AVManifestation.Provenance

	Rights holder
Definition	Name of the rights holder or general information on the copyright of the digital object. If available, the URL to the homepage of the copyright holder should be added in a separate field.
Requirement	Mandatory (if known)
Cardinality	Unique per item
Format	no required format
Reference in EFG schema	chapter 3.2 AVManifestation; p.12
Example	Murnau Foundation

Field name in EFG schema	AVManifestation.RightsHolder

	Rights status
Definition	Objects made searchbale through EFG need to be labelled with a valid rights statement. A list of rights statements that can be applied in EFG and Europeana can be found here: http://pro.europeana.eu/share-your-data/rights-statement-guidelines/available-rights-statements
Requirement	Mandatory
Cardinality	Unique per item
Format	no required format, partners can indicate the status of their material according to their own practices. Local terms will be matched to the EFG / Europeana values.
Reference in EFG schema	chapter 3.2 AVManifestation; p.12
Example	Public domain
Field name in EFG schema	AVManifestation.RightsStatus

	Rights URL
Definition	URL to the homepage of the copyright holder.
Requirement	Mandatory (if available)
Cardinality	Unique per item
Format	URL
Reference in EFG schema	chapter 3.2 AVManifestation; p.12
Example	http://www.dfi.dk/
Field name in EFG schema	AVManifestation.RightsHolder.URL

	Director
Definition	At least the name of the director of the film. Any other cast & credits entries are highly appreciated.
Requirement	Mandatory (if known)
Cardinality	Multiple
Format	No required format, preferably LAST NAME, FIRST NAME
Reference in EFG schema	chapter 5 Relation Definition, p. 43
Example	Lang, Fritz
Field name in EFG schema	Agent.Person.Name

	Production company
Definition	Name of the production company. If possible, the domicile of production company should be added in a separate field of the associated record.
Requirement	Mandatory (if known)
Cardinality	Multiple
Format	no required format

Reference in EFG schema	chapter 5 Relation Definition, p. 43
Example	Universum-Film AG
Field name in EFG schema	Agent.CorporateBody.Name

	Colour
Definition	The colour information can be provided in any level of detail. In EFG this information will be reduced to a small set of values.
Requirement	Mandatory
Cardinality	Unique per item
Format	No required format. Local terms will be matched to existing EFG vocabularies
Reference in EFG schema	chapter 4.4 Format; p. 38
Example	Black and white
Field name in EFG schema	AVManifestation.Format.Colour

	Sound
Definition	The sound information can be provided in any level of detail. In EFG this information will be reduced to either “With sound” or “Without sound”.
Requirement	Mandatory
Cardinality	Unique per item
Format	No required format. Local terms will be matched to existing EFG vocabularies
Reference in EFG schema	chapter 4.4 Format; p. 38
Example	With sound
Field name in EFG schema	AVManifestation.Format.Sound

	Language
Definition	Spoken language or language of intertitles of the digital moving image.
Requirement	Mandatory
Cardinality	Multiple
Format	no required format. Preferably Iso639-1
Reference in EFG schema	chapter 3.2 AVManifestation; p.11
Example	en, fr, de, etc.
Field name in EFG schema	AVManifestation.Language

	Related names
Definition	Any other cast & credits entry related to the film work.
Requirement	Mandatory (if available)
Cardinality	Multiple

Format	No required format. Preferably LAST NAME, FIRST NAME
Reference in EFG schema	chapter 5 Relation Definition, p. 43
Example	Ballhausen, Michael
Field name in EFG schema	Agent.Person.Name

	Thumbnail
Definition	Link to a thumbnail image that can be used on the search results page as preview for the video
Requirement	Mandatory
Cardinality	Unique per item
Format	URL
Reference in EFG schema	chapter 3.2 AVManifestation, p. 12
Example	http://media.iwm.org.uk/iwm/mediaLib/309/media-309224/preview.jpg
Field name in EFG schema	AVManifestation.Thumbnail

4.2.2 Minimum metadata requirements for IMAGE files

	isShownBy
Definition	Direct link to digital object (i.e. link to the digital object in its best resolution on the provider´s website)
Requirement	Mandatory
Cardinality	Unique per item
Format	URL
Reference in EFG schema	chapter 3.5.2 Elements; p.19
Example	http://images2.scanpix.eu/mini/2008/200810/20081004/20081004-083301-7.jpg
Field name in EFG schema	Item.IsShownBy

	isShownAt
Definition	Link to the digital object embedded in its full informational context on the provider´s website
Requirement	Mandatory
Cardinality	Unique per item
Format	URL
Reference in EFG schema	chapter 3.5.2 Elements; p.19
Example	http://www.dfi.dk/faktaomfilm/nationalfilmografien/nffilm.aspx?id=49092
Field name in EFG schema	Item.IsShownAt

	Title
Definition	Title of the image (or reference to related film work)

Requirement	Mandatory
Cardinality	Multiple
Format	Free text
Reference in EFG schema	chapter 4.2 Title;p.34/35
Example	All quiet on the Western Front
Field name in EFG schema	NonAVManifestation.Title

	Other titles
Definition	Any other title of the image. This can be an alternative title or a subtitle. Please provide an English title or a translation of the original title into English if possible.
Requirement	Mandatory (if known)
Cardinality	Multiple
Format	Free text
Reference in EFG schema	chapter 4.2 Title; 34/35
Example	
Field name in EFG schema	NonAVManifestation.Title

	Geographic Scope
Definition	Country or region in which the different versions of an image were used (e.g. country in which a distribution poster was exhibited).
Requirement	Optional
Cardinality	Multiple
Format	no required format. Preferably Iso3166-1
Reference in EFG schema	chapter 3.5.2 Elements; p.20
Example	GB
Field name in EFG schema	NonAVCreation.Title.GeographicScope

	Date created (Year)
Definition	Date of creation or any other date associated to the image (in case of film still e.g. production year of film).
Requirement	Mandatory (if available)
Cardinality	Multiple
Format	For the syntax of date field entries EFG recommends to use ISO 8601.
Reference in EFG schema	chapter 3.5.1 Elements ; p. 14
Example	1917
Field name in EFG schema	NonAVCreation.DateCreated

	Creator
Definition	This can be the photographer, the poster designer etc..
Requirement	Mandatory (if known)
Cardinality	Multiple
Format	No required format. Preferably LAST NAME, FIRST NAME
Reference in EFG schema	chapter 3.6. Agent. page 20
Example	Gauhe, Peter
Field name in EFG schema	Agent.Person.Name

	Description
Definition	Please add a short text describing what is actually displayed on the image. This can be the names of the displayed persons, a specification of the film title, an object title or any other short description about the subject. If a person is depicted on an image please make sure that you provide the name either in the description field or as related authority record. If possible, please provide descriptions in your own as well as in the English language.
Requirement	Mandatory
Cardinality	Multiple
Format	Free text
Reference in EFG schema	chapter 4.6. Descriptions; p.39
Example	
Field name in EFG schema	NonAVCreation.Description

	Keywords
Definition	Keywords will help users to find your images in the EFG portal.
Requirement	Mandatory (if applicable)
Cardinality	Multiple
Format	If images are related to the topic of, please use the EFG1914 thesaurus based on the Library of Congress Subject Headings where it makes sense. Use either the clear text or else the identifier.
Reference in EFG schema	chapter 4.5 Keywords; p. 38/39
Example	Civilians in war (or) sh2007004415
Field name in EFG schema	NonAVCreation.Keywords

	Collection
Definition	If the image belongs to a special collection in your institution please enter the collection title.
Requirement	Mandatory (if available)
Cardinality	Unique per item
Format	Free text

Reference in EFG schema	chapter 3.8 Collection; p.32
Example	
Field name in EFG schema	Collection.Title

	Provenance
Definition	Organisation which owns or has custody of the item (analogue or born digital).
Requirement	Mandatory (if known)
Cardinality	Unique per item
Format	Free text
Reference in EFG schema	chapter 3.4.1 Elements; p.18
Example	
Field name in EFG schema	NonAVManifestation.Provenance

	Rights holder
Definition	Name of the rights holder or general information on the copyright of the digital object. If available, the URL to the homepage of the copyright holder should be added in a separate field
Requirement	Mandatory (if known)
Cardinality	Multiple
Format	Free text
Reference in EFG schema	chapter 3.4.1. Elements; p.17
Example	Det Dankse Filminstitut
Field name in EFG schema	NonAVManifestation.RightsHolder

	Rights status
Definition	Objects made searchbale through EFG need to be labelled with a valid rights statement. A list of rights statements that can be applied in EFG and Europeana can be found here: http://pro.europeana.eu/share-your-data/rights-statement-guidelines/available-rights-statements
Requirement	Mandatory
Cardinality	Unique per item
Format	no required format, partners can indicate the status of their material according to their own practices. Local terms will be matched to the EFG / Europeana values.
Reference in EFG schema	chapter 3.4.1. Elements; p.17
Example	Rights reserved
Field name in EFG schema	NonAVManifestation.RightsStatus

	Rights URL

Definition	URL to the homepage of the copyright holder.
Requirement	Mandatory (if known)
Cardinality	Unique per item
Format	URL
Reference in EFG schema	chapter 3.2 AVManifestation; p.12
Example	http://www.dfi.dk/
Field name in EFG schema	NonAVManifestation.RightsStatus

	Original format
Definition	The size of an image
Requirement	Optional
Cardinality	Unique per item
Format	No required format
Reference in EFG schema	chapter 4.4. Format; p. 37
Example	“11 x 13 cm” or “DIN A4”
Field name in EFG schema	NonAVManifestation.PhysicalFormat

	Document type
Definition	This element further specifies the type of the image.
Requirement	Mandatory
Cardinality	Unique per item
Format	No required format. Local terms will be matched to existing EFG vocabularies
Reference in EFG schema	chapter 3.4.1. Elements; p.15
Example	Poster, Film still, Set photo, etc.
Field name in EFG schema	NonAVManifestation.SpecificType

	related names
Definition	Depicted persons. Either the ID of the person record or the person(s) name itself.
Requirement	Mandatory (if available)
Cardinality	Multiple
Format	Preferably LAST NAME FIRST NAME, but not required
Reference in EFG schema	chapter 5.1. Relation Definitions; p. 43
Example	
Field name in EFG schema	NonAVManifestation REL Agent

	Related film title
Definition	Either the ID of the associated film work record(s) or the name of the film title itself that the document refers to.
Requirement	Mandatory (if applicable)

Cardinality	Multiple
Format	Free text
Reference in EFG schema	chapter 5. Relation Definition. P. 43
Example	Metropolis
Field name in EFG schema	AVCreation REL NonAVCreation

4.2.3 Minimum metadata requirements for TEXT files

	isShownBy
Definition	Direct link to digital object (i.e. link to the digital object in its best resolution on the provider´s website)
Requirement	Mandatory
Cardinality	Unique per item
Format	URL
Reference in EFG schema	chapter 3.5.2 Elements; p.19
Example	http://www.filmportal.de/sites/default/files/04EB01F6392A424CBE37E4C40B7C2B75_F010992_ABA_005_DB_001.pdf
Field name in EFG schema	Item.IsShownBy

	isShownAt
Definition	Link to the digital object embedded in its full informational context on the provider´s website
Requirement	Mandatory
Cardinality	Unique per item
Format	URL
Reference in EFG schema	chapter 3.5.2 Elements; p.19
Example	http://www.filmportal.de/df/9c/Artikel,,,,,,,,79D0CAB3EB839B5FE040007F0100475A,,,,,,,,,,,,,,,,,,,,,,,,.html
Field name in EFG schema	Item.IsShownAt

	Title
Definition	Title of the text document. In case of an article etc, the title of the article, otherwise a descriptive title.
Requirement	Mandatory
Cardinality	Multiple
Format	No required format
Reference in EFG schema	chapter 4.2 Title; p. 34/35
Example	CCC business advertisement
Field name in EFG schema	NonAVManifestation.Title

	Other titles
Definition	Any other title of the text document. This can be an alternative title or a subtitle or an English translation of the main title.
Requirement	Mandatory (English title)
Cardinality	Multiple
Format	Free text
Reference in EFG schema	chapter 4.2 Title; p. 34/35
Example	Invitation to premiere of XXXX
Field name in EFG schema	NonAVManifestation.Title

	Creator
Definition	Please enter the name of the author(s) of the text or link the according authority record with the person´s name and function to the text document record.
Requirement	Mandatory (if known)
Cardinality	Multiple
Format	Preferably LAST NAME FIRST NAME, but not required
Reference in EFG schema	chapter 3.6. Agent. p 20
Example	Von Harbou, Horst
Field name in EFG schema	Agent.Person.Name

	Date created
Definition	A date or year associated to the text document.
Requirement	Mandatory (if known)
Cardinality	Unique per item
Format	No required format, but EFG recommends to use ISO 8601 (e.g. “YYYY”, “YYYY-MM-DD”).
Reference in EFG schema	chapter 3.6.1. Person; p. 21
Example	1915-06-12
Field name in EFG schema	NonAVManifestation.Date

	Description
Definition	Please add a short description of the subject. If possible, please provide descriptions in your local as well as in English language.
Requirement	Mandatory
Cardinality	Multiple
Format	Free text
Reference in EFG schema	chapter 4.6. Description; p. 39/40
Example	

Field name in EFG schema	NonAVCreation.Description

	Keywords
Definition	Keywords will help users to find your text material in the EFG portal.
Requirement	Mandatory (if applicable)
Cardinality	Multiple
Format	For materials from the WWI era or about WWI related films, please use the EFG1914 thesaurus based on the Library of Congress Subject Headings to index your text materials, if it makes sense. Use either the clear text or else the identifier.
Reference in EFG schema	chapter 4.5 Keywords; p. 38/39
Example	Civilians in war (or) sh2007004415
Field name in EFG schema	NonAVCreation.Keywords

	Collection
Definition	If the text document belongs to a special collection in your institution please enter the collection title.
Requirement	Mandatory (if available)
Cardinality	Unique per item
Format	Free text
Reference in EFG schema	chapter 3.8 Collection; p.32
Example	
Field name in EFG schema	Collection.Title

	Provenance
Definition	Organisation which owns or has custody of the item (analogue or born digital).
Requirement	Mandatory (if known)
Cardinality	Unique per item
Format	Free text
Reference in EFG schema	chapter 3.4.1. Elements; p.18
Example	
Field name in EFG schema	NonAVManifestation.Provenance

	Rights holder
Definition	Name of the rights holder or general information on the copyright of the digital object.
Requirement	Mandatory (if available)
Cardinality	Multiple
Format	Free text

Reference in EFG schema	chapter 3.4.1. Elements; p.17
Example	
Field name in EFG schema	NonAVManifestation.RightsHolder

	Rights status
Definition	Objects made searchbale through EFG need to be labelled with a valid rights statement. A list of rights statements that can be applied in EFG and Europeana can be found here: http://pro.europeana.eu/share-your-data/rights-statement-guidelines/available-rights-statements
Requirement	Mandatory
Cardinality	Unique per item
Format	no required format, partners can indicate the status of their material according to their own practices. Local terms will be matched to the EFG / Europeana values.
Reference in EFG schema	chapter 3.4.1. Elements; p.17
Example	Rights reserved
Field name in EFG schema	NonAVManifestation.RightsStatus

	Rights URL
Definition	URL to the homepage of the copyright holder.
Requirement	Mandatory (if available)
Cardinality	Unique per item
Format	URL
Reference in EFG schema	chapter 3.2 AVManifestation; p.12
Example	http://www.dfi.dk/
Field name in EFG schema	NonAVManifestation.RightsStatus

	Original format
Definition	The size of a text-material
Requirement	Optional
Cardinality	Unique per item
Format	No required format
Reference in EFG schema	chapter 4.4. Format; p. 37
Example	“11 x 13 cm” or “DIN A4”
Field name in EFG schema	NonAVManifestation.PhysicalFormat

Name	**Document type**
Definition	This element further specifies the type of the text manifestation.
Requirement	Mandatory

Cardinality	Unique per item
Format	No required format. Local terms will be matched to existing EFG vocabularies
Reference in EFG schema	chapter 3.4.1. Elements; p.15
Example	Letter
Field name in EFG schema	NonAVManifestation.Type

	Language
Definition	The language of the written content.
Requirement	Mandatory
Cardinality	Multiple
Format	no required format. Preferably Iso639-1
Reference in EFG schema	chapter 3.4.1. NonAVManifestation; p.15
Example	en, fr, de, etc.
Field name in EFG schema	NonAVManifestation.Language

	Related film title
Definition	Either the ID of the associated film work record(s) or the name of the film title itself that the document refers to.
Requirement	Mandatory (if applicable)
Cardinality	Multiple
Format	Free text
Reference in EFG schema	chapter 5. Relation Definition ; p. 43
Example	Metropolis
Field name in EFG schema	AVCreation REL NonAVCreation

	Related names
Definition	Person(s) referred to in the text material. Either the ID of the associated person record or the person(s) name itself.
Requirement	Optional
Cardinality	Multiple
Format	Preferably LAST NAME FIRST NAME, but not required
Reference in EFG schema	chapter 5.1. Relation Definitions; p. 43
Example	
Field name in EFG schema	NonAVManifestation REL Agent

4.2.4 Film works and persons

If you provide authority data about film works and persons, we recommend to provide the following information.

a) For Film works

Data field	Remarks
Title(s)	Original title, distribution title or any other title. If possible, please apply the FIAF catalgouing rules for film titles.
Title Type(s)	The type of the title, for instance “Original title”, “Distribution title”, “Spelling variant”, “Translated title”. For a list of possible title types please refer to the EFG vocabulary list “AVTitleType”.
Country	Production country or countries of origin. For a list of country codes refer to the EFG vocabulary lists Iso3166-1CountryCS or XPZ44-002HistoricCountryCS.
Director	Name of the director (at best provided in a person authority file that is linked to the film work record).
Year	Year of production. For the syntax of the production year EFG recommends to use the convention of MARC 260 / subfield C.
Genre / Category	e.g. “Feature film”, “Documentary film”, “Newsreel” etc. For a list of categories please refer to the list “Form” of the EFG vocabularies.
Filmography link	If available, the link to your local web page with the according film work entry.

b) For Persons

Data field	Remarks
Name	All names under which the person is known. At best, all name parts should be indexed in separate fields (e.g. forename, last name, name prefix, name suffix). For a list of name part attributes you can refer to the EFG vocabulary list “PnameParts”. The FIAF cataloguing rules recommend to use national or international standard rules for names (such as the Anglo-American Cataloguing Rules – AACR).
Name type	Type of name, for instance “Preferred name”, “Official name”, “Spelling variant”, “Pseudonym”. EFG uses the EAC vocabulary for name types which you find in the list “PnameType” of the EFG vocabularies.
Date of birth	For the syntax of date field entries EFG recommends to use ISO 8601 (e.g. “YYYY”, “YYYY-MM-DD”).
Date of death	For the syntax of date field entries EFG recommends to use ISO 8601 (e.g. “YYYY”, “YYYY-MM-DD”).
Sex	The EFG vocabulary list “PsexType” provides the values “Male”,

	"Female" or "Unknown".
Function	The main activity or activities of the person such as "Actor", "Director", "Author" etc.. For a list of activity types please refer to the list "TypeOfActivity" in the EFG vocabulary list.
Place of birth	In EFG places are not controlled by vocabularies. A useful ressource for the local cataloguing of places in the archives can be geonames: http://www.geonames.org/.
Place of death	In EFG places are not controlled by vocabularies. A useful ressource for the local cataloguing of places in the archives can be geonames: http://www.geonames.org/.
Biography link	If available, the link to your local web page with the according person entry.

4.3 EFG vocabulary lists

For a harmonised presentation on the EFG portal, some local database values will have to be matched to EFG vocabularies where necessary. The following table provides an overview of the most common entries that need to be matched. DIF will provide a matching template and assist the data provider in the matching process before the data is being ingested.

Database field	EFG vocabulary list	Explanation	Example
Cast & Credits / Function	AgentRelation	An activity that describes the connection between a *film work* and a person / corporation / group. This can also be an activity that describes the relation between a *non-audiovisual* work and a person / corporation / group.	Actor Photographer
Type of Activity	ActivityType	The general activity or profession a person / corporation / group carries out. This *can but must not* be the same activity as an Agent's relation to a work.	Producer
Aspect ratio	AspectRatio	The ratio between width & height of the image.	1:1,85
Version (Video)	AVManifestationRelation	The version of the described film copy.	Original version
Title Type (Film	AVTitleType	Kind of the film work title.	Original title

work)			
Title Part (Film work)	AVTitleUnit	Single parts of a title in case of series or multi-part works.	Episode
Carrier Type	CarrierType	Carrier type of a film copy.	Positive
Colour	Colour		Black & White
Event Types	EventTypes	This list contains several events that can happen during the lifecycle of a film.	Premiere
Form / Category (Film work)	Form	A basic category for a film's original production. The category is different from a genre.	Feature
Gauge	Gauge		35 mm
Country	Iso3166-1CountryCS	The codes from this list shall be applied for all countries that are currently in existence. If you cannot find a code in this list please check the other country lists.	GB
Language	Iso639-1	For all languages the ISO standard shall be used in EFG. Please use the two letter code of this list and not the full language name for the matching.	en
Language	Iso639-2	The three letter codes from this list shall only be used when no two letter code can be applied form the Iso639-1list.	smi
Language Usage	LanguageUsage	The context in which the language is used.	Voice over
Region	MARC21_GeoAreasCS	The MARC Geographic Area Codes shall be applied for large areas and continents.	Europe
Title Type (Non-audiovisual work)	NonAVTitleType	Kind of the title of a non-audiovisual work (e.g. book, periodical, article).	Alternative title
Country	Regions_LocallyDefin	This list contains historical	CP

(Historical)	ed	countries and regions that have been defined without using a vocabulary standard.	
Sound	Sound	Sound systems shall be reduced to the indication if either a film *has sound* or *not*.	With sound
Document Type	SpecificType	The specific type of a non-audiovisual work.	Manuscript
Country (Historical)	XPZ44-002HistoricCountryCS	This list contains countries and regions that do not existed anymore (e.g. East Germany). The countries listed here are not part of the ISO3166-1 vocabulary.	DDRRA

For a complete overview of all vocabularies applied in EFG please refer to the following documents which are available in the guidelines & standards section of the project website (http://www.efgproject.eu/guidelines_and_standards.php):

- **EFG vocabularies I: value lists and types for data elements**
  This excel sheet contains the value lists and types defined for elements of the EFG metadata schema. References to the vocabularies applied for a certain EFG metadata element can be found in the textual documentation of the EFG schema.

- **EFG vocabularies II: semantic relationship types**
  This table contains the controlled terms for semantic relationships in EFG between two entities, e.g. Film Work (entity 1) Actor (semantic relationship) Person (entity 2)).

5 Establishing and delivering XML exports to EFG

As described in chapter 3, data providers have several options to deliver metadata to EFG. The Protocol for Metadata Harvesting is the preferred method of capturing metadata, for which you would need to have implemented OAI-PMH or a similar automated data exchange interface in your system. Alternatively you can send us XML export(s) from your database system(s) via email or place the XML export on an ftp server for download.

Please consider the following guidelines when providing (meta)data to the EFG database:

1) All datasets coming to EFG should preferrably conform to the EFG schema specification.

2) The export must be provided using an UTF-8 encoding. This ensures that local special characters (å, ø, etc.) are transferred correctly in the EFG database and eventually will be displayed correctly in the EFG web portal. Please do not use the ISO-8859-1 or other encoding schemes. For further information please visit the following link: http://en.wikipedia.org/wiki/UTF-8.

3) Exports should not contain syntactical errors. The XMLStartlet tool can be used to check the syntax of the XML files: http://www.ibm.com/developerworks/library/x-starlet.html.

4) Each record / data set in the export files must contain a unique identifier. Such an ID is usually automatically generated by your local database system(s), and must remain unchanged.

5) XML files must not be edited manually. They must be established through an automated procedure - e.g. export function supplied by a DBMS.

6) Please provide different XML files for each kind of data you will deliver, i.e. for film works, persons, digital objects etc. In the guidelines & standards section of the EFG project website you can find some examples for XML exports from EFG data providers. Please note that you can deliver your XML records in any exchange format:
   - Adopt your data export to the EFG metadata format (preferred option)
   - An export from your inhouse database (native schema)
   - Convert your data into an existing standard schema (e.g. EAC-CPF for Agents, ESE for non-film works, EN 15907 standard for film works)

   If possible, we recommend to choose a standardized format. This simplifies the process when you exchange your data with other digital library or union catalogue initiatives than EFG in future. A useful resource to appropriate metadata standards within the film archival domain is the website www.filmstandards.org.

7) A file size limit must be observed: It is fixed at 500 KBytes or to the next higher multiple of each single entry dimension (e.g. 128 KBytes * 5 = 512 KB). As a consequence, if that size is exceeded, multiple files should be generated with a simple naming convention (e.g. DIF_Persons0000.xml, DIF_Persons0001.xml, etc.).

The following guidelines are optional:

8) In addition to the XML files containing the actual (meta)data, also an XSD file containing the local schema should be provided if possible. The local schema is used by the ingestion service to check the consistency of the ingested (meta)data.

9) The preferred method of transfering metadata to EFG is to set up a web access to your XML files. Based on this access, the EFG Ingestion Service can check the existence of new metadata and content on a regular basis. We suggest to supply an HTTP access (and subject to that OAI-PMH, RSS, or any other protocol/interface in use at the partner institution), or alternatively FTP. HTTPS should be excluded to avoid authentication management issues. For further information on how to esablish an OAI-PMH interface please refer to the OAI guidelines on EFG´s Guidelines & Standard page: http://www.efgproject.eu/gs1.php.

5.1 Source identifiers

Source Identifiers from local databases can have several functions in the common EFG database. They can be used by the data provider to connect records from one XML export with records from another XML export. In this case they function as key pairs, i.e. as primary key and foreign key. Each entity of the EFG metadata schema has an element to which source identifiers can be mapped. Besides connecting authority metadata with object metadata, they also help to keep track of a record's provenance. Moreover, archives can manage other types of identifiers, e.g. identifiers that direct to terms from a controlled vocabulary which is used within the archive. Transferring this information to EFG enriches the federated database.

The following IDs should be delivered in your exports *if possible*:

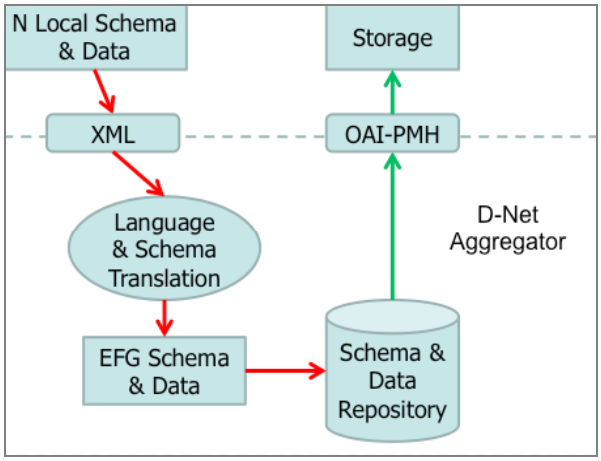
- Local ID for Non-Audiovisual Object (NonAVManifestation.RecordSource.SourceID)
- Local ID for Audiovisual Object (AVManifestation.RecordSource.SourceID)
- Local ID of the Person (Agent.Person.RecordSource.SourceID)
- Local ID of the Corporate Body (Agent.Corporation.RecordSource.SourceID)
- Local ID of the Person Group (Agent.Group.RecordSource.SourceID)
- Local ID of the Film Work (AVCreation.RecordSource.SourceID)
- Local ID of the Image/Text/Sound Work (NonAVCreation.RecordSource.SourceID)
- IDs for the keywords describing a Film Work (Identifier for the controlled vocabulary *and* the identifier of the term within the vocabulary) (AVCreation.Keywords.Term.ID)
- ID for the keyword describing an Image/Text/Sound Work (Identifier for the controlled vocabulary *and* the identifier of the term within the vocabulary) (NonAVCreation.Keywords.Term.ID)
- ID of a Film Work´s description (either institutional name or URI from an online catalogue) (AVCreation.Description.Source)
- ID of a description for an Image/Text/Sound Work (NonAVCreation.Description.Source)

5.2 EFG ingestion service and technical infrastructure

The EFG Ingestion Service is designed to harvest (meta)data from the providers´ repositories and to ingest it into the EFG Storage according to the EFG schema specification given in the EFG metadata schema (XSD file).

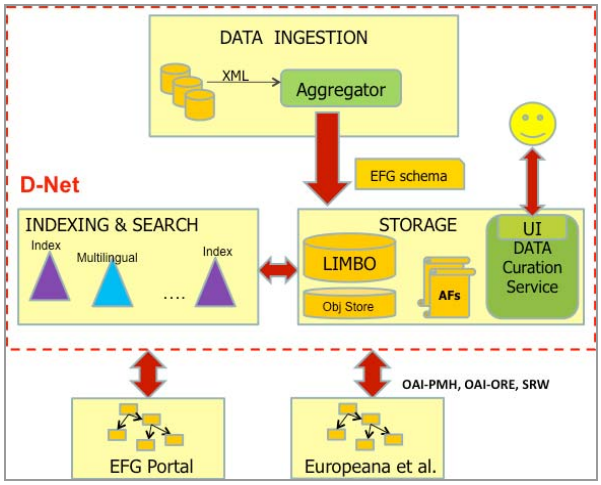
The Ingestion Service supports the:

- Ingestion of content into EFG from local repositories via an XML export
- Implementation of the EFG schema
- Translation of metadata from the local schemata to the EFG schema
- Storage of EFG metadata in the Limbo of the storage service via OAI-PMH



EFG Ingestion Service

This figure shows how the Ingestion Service is embedded in the EFG system structure



Functional Overview of the EFG System

This figure shows how the Ingestion Service is embedded in the EFG system structure.

6 Further reading

EFG Guidelines & Standards web page
Information about EFG metadata schema, EFG controlled vocabularies, OAI-PMH guidelines, etc.
http://www.efgproject.eu/guidelines_and_standards.php

FIAF Cataloguing and Documentation Commission
http://www.filmstandards.org/fiaf/wiki/doku.php

filmstandards.org. Metadata Standards for Cinematographic Works
http://filmstandards.org/

Europeana Pro
http://pro.europeana.eu (all relevant information about Europeana)

Europeana Licensing Framework
http://pro.europeana.eu/get-involved/europeana-ipr/the-licensing-framework

Register for the Europeana Network:
http://pro.europeana.eu/get-involved/our-network/sign-up

Linked Data W3C Use Cases:
http://www.w3.org/2005/Incubator/lld/wiki/UseCases

Wikipedia. UTF-8 encoding
http://en.wikipedia.org/wiki/UTF-8

XMLStartlet
To check the syntax of XML files
http://www.ibm.com/developerworks/library/x-starlet.html.

7 ANNEX I – Preparing metadata for EFG XML Exports

The following tables provide an overview of the fields that the EFG portal is currently able to display. While the EFG database is able to store a lot more information on film works, manifestations and items, the information presented below should be considered the most relevant for a user-friendly presentation of objects on EFG and Europeana. We recommend that data providers enrich their records locally with the according information before sumbitting them to EFG. Where enrichment cannot be done in the local database, it is possible to use the EFG Metdata Editor to modify records or add information. The metadata relevant for the portal are those that are directly related to a digital object itself. Beyond that, EFG also collects extensive filmographic and biographic data which film institutions often manage in authority records (film works, persons, corporations, events). Even though most authority data are currntly not displayed on the EFG portal, they help to contextualise the information about the digital objects in the common database and serve as a basis for the common European registry of film works, persons and corporations active in the film domain.

7.1 Image [Entities of EFG Schema: NonAVCreation, NonAVManifestation, Item]

This table documents how a photo is represented in the EFG database.

Displayed Data	EFG XML Example
Direct link to digital object (i.e. link to the digital object in its best resolution on the provider´s website) *Example:* http://www.filmportal.de/sites/default/files/imagecache/gal_image/f006775_pic_17_0.jpg	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:item><efg:isShownBy> http://www.filmportal.de/sites/default/files/imagecache/gal_image/f006775_pic_17_0.jpg </efg:isShownBy></efg:item> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
View on local website (i.e. link to the digital object embedded in its full informational context on the provider´s website) Example: http://www.filmportal.de/bild/d275f23395e64dffa2a92bfdaa031833f006775pic17jpg-0	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:item><efg:isShownAt> http://www.filmportal.de/bild/d275f23395e64dffa2a92bfdaa031833f006775pic17jpg-0 </efg:isShownAt> </efg:item></efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Title	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation> <efg:title *lang="DE"*><efg:geographicScope> <efg:code>DE</efg:code><efg:place> GERMANY </efg:place></efg:geographicScope><efg:text> Gegen die Wand </efg:text><efg:relation>Main

	title</efg:relation></efg:title></efg:nonAVManifestation> </efg:nonavcreation> </efg:efgEntity>
Other title(s)	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:title *lang="EN"*><efg:geographicScope> <efg:code>GB</efg:code><efg:place> UNITED KINGDOM </efg:place></efg:geographicScope><efg:text> Head-On </efg:text><efg:relation>Alternative title</efg:relation></efg:title></efg:nonAVManifestation> </efg:nonavcreation> </efg:efgEntity>
Creator	<efg:efgEntity><efg:nonavcreation><efg:relPerson><efg:identifier *scheme="CP_CATEGORY_ID"*> DIF_person_S2Vyc3RpbIN0ZWx0ZXI= </efg:identifier><efg:name> Kerstin Stelter </efg:name><efg:type>Creator</efg:type> </efg:relPerson></efg:nonavcreation></efg:efgEntity>
Date created	<efg:efgEntity><efg:nonavcreation><efg:dateCreated> 0000-00-00 </efg:dateCreated> </efg:nonavcreation></efg:efgEntity>
Description	<efg:efgEntity><efg:nonavcreation> <efg:description *type="Content description" lang="DE" source="Deutsches Filminstitut - DIF"*> Birol Ünel, Sibel Kekilli </efg:description> <efg:description *type="Content description" lang="EN" source="Deutsches Filminstitut - DIF"*> Birol Ünel, Sibel Kekilli </efg:description> <efg:description *type="Content description" lang="FR" source="Deutsches Filminstitut - DIF"*> Birol Ünel, Sibel Kekilli </efg:description> </efg:nonavcreation></efg:efgEntity>
Keywords	*No example in this case*
Collection (i.e. a special collection the object belongs to in the local institution)	*No example in this case*
Provenance	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:provenance> Timebandits </efg:provenance><efg:provenance> Deutsches Filminstitut - DIF </efg:provenance></efg:nonAVManifestation> </efg:nonavcreation> </efg:efgEntity>
Provider	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:item><efg:provider>Deutsches Filminstitut - DIF</efg:provider></efg:nonAVManifestation> </efg:nonavcreation> </efg:efgEntity>
Rights	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:rightsHolder> WÜSTE Film</efg:rightsHolder>

	</efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Rights status (content)	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:rightsStatus>Copyright protected</efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Original format	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:physicalFormat> 10x15cm</efg:physicalFormat> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity> OR <efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:digitalFormat *status="Born digital"* > image/jpeg </efg:digitalFormat> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Document type	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation ><efg:specificType>Film still</efg:specificType> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Related titles (i.e. all film works which have a connection to the digital object itself and of which also other material is available in EFG)	<efg:efgEntity><efg:nonavcreation><efg:relAvCreation><efg:identifier *scheme="CP_CATEGORY_ID"*> DIF_avCreation_060306A55A8C405488A066BB947509BA </efg:identifier><efg:title> n/a</efg:title><efg:type>film</efg:type> </efg:relAvCreation></efg:nonavcreation></efg:efgEntity>
Related names (i.e. all persons, which have a connection to the digital object itself and of which also other material is available in EFG)	<efg:efgEntity><efg:nonavcreation><efg:relPerson><efg:identifier *scheme="CP_CATEGORY_ID"*> DIF_person_591D80671E1D47AB96A6038DCA57B2EB </efg:identifier><efg:name> Ünel, Birol</efg:name> <efg:type>Miscellaneous</efg:type></efg:relPerson><efg:relPerson> <efg:identifier *scheme="CP_CATEGORY_ID"*> DIF_person_BE59BD319DCB4002AC1484E142BE46CE</efg:identifier> <efg:name> Kekilli, Sibel </efg:name><efg:type>Miscellaneous</efg:type></efg:relPerson> <efg:relPerson><efg:identifier *scheme="CP_CATEGORY_ID"*> DIF_person_S2Vyc3RpblN0ZWx0ZXI= </efg:identifier> <efg:name> Kerstin Stelter </efg:name><efg:type>Creator</efg:type></efg:relPerson></efg:nonavcreation></efg:efgEntity>

7.2 Text [Entities of EFG Schema: NonAVCreation, NonAVManifestation, Item]

This table shows how a film programme can be represented in the EFG database.

Displayed Data	EFG XML Example
Direct link to digital object *Example:* http://www.filmportal.de/sites/default/files/0F7BC1205DA5464789BB1021020AFDCE_F018608_ABA_164_TB_001.pdf	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:item><efg:isShownBy> http://www.filmportal.de/sites/default/files/0F7BC1205DA5464789BB1021020AFDCE_F018608_ABA_164_TB_001.pdf </efg:isShownBy></efg:item></efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>
View on local website *Example:* http://www.filmportal.de/material/tagesbericht-nr-100-vom-28081966	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:item><efg:isShownAt> http://www.filmportal.de/material/tagesbericht-nr-100-vom-28081966 </efg:isShownAt> </efg:item></efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Title	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation> <efg:title *lang="DE"*><efg:geographicScope><efg:code> fr</efg:code><efg:place> GERMANY </efg:place></efg:geographicScope><efg:text> Tagesbericht Nr. 100 zu “Die Nibelungen. 1. Siegfried von Xanten” </efg:text><efg:relation>Main title</efg:relation> </efg:nonAVManifestation> </efg:nonavcreation> </efg:efgEntity>
Other titles	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation> <efg:title *lang="GB"*><efg:geographicScope><efg:code> fr</efg:code><efg:place> UNITED KINGDOM </efg:place></efg:geographicScope><efg:text> Daily production report No. 100 for “Die Nibelungen. 1. Siegfried von Xanten” </efg:text><efg:relation>Other title</efg:relation> </efg:nonAVManifestation> </efg:nonavcreation> </efg:efgEntity>
Author(s)	<efg:efgEntity><efg:nonavcreation><efg:relCorporate><efg:identifier *scheme="CP_CATEGORY_ID"*> CF_corporate_302593 </efg:identifier><efg:name> CCC Film GmbH</efg:name> <efg:type>Author(s)</efg:type></efg:nonavcreation> </efg:efgEntity>
Date created	<efg:efgEntity><efg:nonavcreation><efg:dateCreated> 1966-08-28 </efg:dateCreated> </efg:nonavcreation></efg:efgEntity>
Description	<efg:efgEntity><efg:nonavcreation> <efg:description *type="n/a" lang="GB"*> Daily production report No. 100, 28 August 1966 on the shooting of "Die Nibelungen. 1. Siegfried von Xanten"</efg:description> </efg:nonavcreation></efg:efgEntity>
Keywords	<efg:efgEntity><efg:efgEntity><efg:nonavcreation><efg:keywords *type="Subject" lang="DE"*><efg:term *id="subject"*> Skoga,

	Iceland</efg:term></efg:keywords></efg:nonavcreation> </efg:efgEntity>
Collection	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation> <efg:relCollection>Artur-Brauner-Archiv</efg:relCollection> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Provenance	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation> <efg:provenance> Artur-Brauner-Archiv im Deutschen Filminstitut</efg:provenance> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Provider	<efg:efgEntity><efg:nonavcreation> <efg:nonAVManifestation><efg:item>< <efg:provider>Deutsches Filminstitut </efg:provider></efg:item></efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Rights	<efg:efgEntity><efg:nonavcreation> <efg:nonAVManifestation><efg:rightsHolder URL="http://www.ccc-film.de">CCC Film GmbH</efg:rightsHolder></efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Rights status (content)	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:rightsStatus>Copyright protected</efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>
Original format	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:physicalFormat> DIN A 4</efg:physicalFormat> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>**OR** <efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:digitalFormat *status="Born digital" size="105 Mo"*> text/pdf </efg:digitalFormat></efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Document type	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:type> Production material</efg:type> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Language	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:language>de</efg:language></efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Related titles (i.e. all film works which have a connection to the digital object itself and of which also other material is available in EFG)	<efg:efgEntity><efg:nonavcreation><efg:relAvCreation><efg:identifier *scheme="CP_CATEGORY_ID"*> DIF_avCreation_ b16b7731562e4d72973f368495e45e45 </efg:identifier><efg:title> n/a</efg:title><efg:type>film</efg:type> </efg:relAvCreation></efg:nonavcreation></efg:efgEntity>
Related names (i.e. persons, which have a connection to the object and of which also other material is available in EFG)	*No example in this case*

The table below illustrates how a censorship document is represented in the EFG database.

Displayed Data	EFG XML Example
Direct link to digital object *Example: http://www.collate-efg.h-da.de/digitizations/01504_nfa_cen_091132_p1.jpg*	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation> <efg:item> <efg:isShownBy> http://www.collate-efg.h-da.de/digitizations/01504_nfa_cen_091132_p1.jpg </efg:isShownBy></efg:item></efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>
View on local website *Example:* http://www.collate-efg.h-da.de/viewer/viewer?id=04452	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:item><efg:isShownAt> http://www.collate-efg.h-da.de/viewer/viewer?id=04452 </efg:isShownAt></efg:item> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Title	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:title *lang="ud"*><efg:text> Křižník Potěmkin </efg:text><efg:relation>Main title</efg:relation></efg:title> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Other titles	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:title *lang="ud"*><efg:text> Panzerkreuzer Potemkin </efg:text><efg:relation>Alternative title</efg:relation></efg:title> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Date created	<efg:efgEntity><efg:nonavcreation><efg:dateCreated> 1930-11-20 </efg:dateCreated> </efg:nonavcreation></efg:efgEntity>
Description	<efg:efgEntity><efg:nonavcreation><efg:description *type="Content description" lang="EN"*> Film distributing company applies for censoring of the film "Křižník Potěmkin" (sound version). The film was qualified for public screening - ban for young people, exclusion of scenes and dialogues. </efg:description></efg:nonavcreation></efg:efgEntity>
Keywords	<efg:efgEntity><efg:nonavcreation><efg:keywords *scheme="NFA" type="n/a" lang="EN"*> <efg:term> First Application </efg:term></efg:keywords><efg:keywords *scheme="NFA" type="Subject" lang="DE"*><efg:term> Republic Film, Praha </efg:term></efg:keywords><efg:keywords *scheme="NFA" type="Subject" lang="cs"*><efg:term> Ministerstvo vnitra v Praze </efg:term></efg:keywords></efg:nonavcreation></efg:efgEntity>
Collection	*No example in this case*
Provenance	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:provenance>Státní ústřední archiv v Praze</efg:provenance> </efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>
Provider	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:item> <efg:provider>Národní filmový archiv</efg:provider> </efg:item>< </efg:recordSource> </efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>

Rights	*No example in this case*
Rights status (content)	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:rightsStatus>Copyright protected</efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>
Original format	*No example in this case*
Document type	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:specificType>Censorship document</efg:specificType> </efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>
Language	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation> <efg:language *usage="Text"*>cs</efg:language> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Related titles	<efg:efgEntity><efg:nonavcreation><efg:relAvCreation><efg:identifier *scheme="CP_CATEGORY_ID"*> NFA_avCreation_04452 </efg:identifier><efg:title> Bronenosez Potemkin </efg:title><efg:type>Is text of</efg:type></efg:relAvCreation></efg:nonavcreation> </efg:efgEntity>
Type of related decision event	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:relDecisionEvent><efg:identifier *scheme="CP_CATEGORY_ID"*> FUH_decisionEvent_9F1C263C-3822-11E0-8E0E-7AEA0F46E9B1</efg:identifier><efg:name> Křižník Potěmkin </efg:name><efg:type>Submission</efg:type></efg:relDecisionEvent> <efg:relDecisionEvent><efg:identifier *scheme="CP_CATEGORY_ID"*>FUH_decisionEvent_9F1CB3E0-3822-11E0-8E0E-7AEA0F46E9B1 </efg:identifier><efg:name> Křižník Potěmkin </efg:name><efg:type>Censorship</efg:type></efg:relDecisionEvent> <efg:relPublicationEvent><efg:identifier *scheme="CP_CATEGORY_ID"*> FUH_publicationEvent_9F1DF048-3822-11E0-8E0E-7AEA0F46E9B1 </efg:identifier><efg:name> Křižník Potěmkin </efg:name><efg:type>Screening</efg:type> </efg:relPublicationEvent></efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Date	<efg:efgEntity><efg:decisionEvent><efg:date> 1930-11-20 </efg:date></efg:decisionEvent></efg:efgEntity>
Regional scope	<efg:efgEntity><efg:decisionEvent><efg:regionalScope>CS</efg:regionalScope></efg:decisionEvent></efg:efgEntity></efg:decisionEvent></efg:efgEntity>
Agency	<efg:efgEntity><efg:decisionEvent><efg:agency> Ministerstvo vnitra v Praze </efg:agency> </efg:decisionEvent></efg:efgEntity>
Certificate number	<efg:efgEntity><efg:decisionEvent><efg:filingNumber>1738/30</efg:filingNumber></efg:decisionEvent></efg:efgEntity>
Verdict	<efg:efgEntity><efg:decisionEvent><efg:verdict>Film distributing company applies for censoring of the film "Křižník Potěmkin" (sound version). The film was qualified for public screening - ban for young people, exclusion of scenes and dialogues.</efg:verdict> </efg:decisionEvent></efg:efgEntity>

7.3 Video [Entities of EFG Schema: AVCreation, AVManifestation, Item]

The following metadata on moving images are displayed on the detail page of the EFG portal.

Displayed Data	EFG XML Example
Direct link to digital object	<efg:efgEntity><efg:avcreation><efg:avManifestation> <efg:item><efg:isShownBy> http://video.dfi.dk/nationalfilmografien/55341/BERGENBORTSPRAENGNING_DIGIBETA_1mbit.flv </efg:isShownBy> </efg:item> </efg:avManifestation></efg:avcreation></efg:efgEntity>
View on local website	<efg:efgEntity><efg:avcreation><efg:avManifestation><efg:item><efg:isShownAt> http://www.dfi.dk/faktaomfilm/film/da/55341.aspx?id=55341</efg:isShownAt></efg:item></efg:avManifestation></efg:avcreation> </efg:efgEntity>
Title	<efg:efgEntity><efg:avcreation><efg:avManifestation> <efg:title *lang="DA"*><efg:geographicScope><efg:code>DK</efg:code> <efg:place> DENMARK </efg:place></efg:geographicScope><efg:text> Julies balkon </efg:text><efg:relation>Original title</efg:relation> </efg:title></efg:avManifestation></efg:avcreation></efg:efgEntity>
Other titles	<efg:efgEntity><efg:avcreation><efg:avManifestation> <efg:title *lang="UD"*><efg:geographicScope><efg:code>n/a</efg:code> <efg:place> n/a </efg:place></efg:geographicScope><efg:text> Den korte film 1 </efg:text><efg:relation>Compilation title</efg:relation> </efg:title></efg:avManifestation></efg:avcreation></efg:efgEntity>
Genre	<efg:efgEntity><efg:avcreation> </efg:keywords><efg:keywords *scheme="DFI" type="Form" lang="EN"*><efg:term>*Documentary*</efg:term> </efg:keywords></efg:avcreation></efg:efgEntity>
Country	<efg:efgEntity><efg:avcreation><efg:countryOfReference>DK</efg:countryOfReference></efg:avcreation> </efg:efgEntity>
Year	<efg:efgEntity><efg:avcreation> <efg:productionYear> 1993 </efg:productionYear></efg:avcreation></efg:efgEntity>
Runtime	<efg:efgEntity><efg:avcreation><efg:avManifestation> <efg:duration *frameRate="min"*> 5 </efg:duration></efg:avManifestation> </efg:avcreation></efg:efgEntity>
Description	<efg:efgEntity><efg:avcreation><efg:description *type="Synopsis" lang="DA" source="Det Danske Filminstitut"*> Verona. Den berømte balkon og dens gæster overvåges af kameraet. Pigerne kommer ud for i tanker og bevægelser at sende hilsner til deres Romeo¿er, fanget i de ubevogtede øjeblikke af den afslørende optimist i turismens vrimmel. </efg:description> <efg:description *type="Synopsis" lang="EN" source="Det Danske Filminstitut"*> Verona. The famous balcony and its guests are kept under surveillance by the camera. The girls enter the balcony to send greetings to their Romeos in thoughts and movements, caught in unguarded moments by the revealing optics of the camera in the middle of the tourist crowd. </efg:description> </efg:avcreation></efg:efgEntity>
Keywords	*No example in this case*

Collection	*No example in this case*
Provenance	*No example in this case*
Provider	<efg:efgEntity><efg:avcreation><efg:avManifestation><efg:item><efg:provider>Det Danske Filminstitut</efg:provider></efg:item> </efg:avManifestation></efg:avcreation></efg:efgEntity>
Rights	*No example in this case*
Rights status (content)	<efg:efgEntity><efg:avcreation><efg:avManifestation><efg:rightsStatus>Copyright protected</efg:avManifestation></efg:avcreation> </efg:efgEntity>
Director	<efg:efgEntity> <efg:avcreation> <efg:relPerson><efg:identifier *scheme="CP_CATEGORY_ID"*> DFI_person_108220 </efg:identifier> <efg:name> Olesen, Annette K. </efg:name> <efg:type>Director</efg:type></efg:relPerson></efg:avcreation></efg:efgEntity>
Production company	<efg:efgEntity><efg:avcreation> <efg:relCorporate><efg:identifier *scheme="CP_CATEGORY_ID"*> DFI_corporate_53089 </efg:identifier> <efg:name> Jens Ravn Film </efg:name><efg:type>Production company</efg:type></efg:relCorporate></efg:avcreation></efg:efgEntity>
Colour	<efg:efgEntity><efg:avcreation><efg:avManifestation><efg:format><efg:colour *hasColor="true"*></efg:colour></efg:format> </efg:avManifestation></efg:avcreation></efg:efgEntity>
Sound	<efg:efgEntity><efg:avcreation><efg:avManifestation><efg:format><efg:sound *hasSound="true"*></efg:sound></efg:format> </efg:avManifestation></efg:avcreation></efg:efgEntity>
Language	*No example in this case*
Related names (i.e. persons, which have a connection to the object and of which also other material is available in EFG)	<efg:efgEntity><efg:avcreation><efg:relPerson><efg:identifier *scheme="CP_CATEGORY_ID"*> DFI_person_108220 </efg:identifier><efg:name> Olesen, Annette K. </efg:name><efg:type>Screenplay</efg:type></efg:relPerson> <efg:relPerson><efg:identifier *scheme="CP_CATEGORY_ID"*> DFI_person_911 </efg:identifier> <efg:name> Spang Olsen, Lasse </efg:name><efg:type>Director of photography</efg:type> </efg:relPerson> <efg:relPerson><efg:identifier *scheme="CP_CATEGORY_ID"*> DFI_person_108221 </efg:identifier><efg:name> Pedersen, Per K. </efg:name><efg:type>Editor</efg:type></efg:relPerson> <efg:relPerson><efg:identifier *scheme="CP_CATEGORY_ID"*> DFI_person_173274 </efg:identifier><efg:name> Fiumara, Marco </efg:name><efg:type>Sound</efg:type></efg:relPerson></efg:avcreation></efg:efgEntity>

The table below shows examples of how titles of newsreels are represented in the EFG database and under which categories these data appear in the detail page of the portal:

Displayed Data	EFG XML Example
Title	*Example 1) → Episode title* <efg:efgEntity><efg:avcreation><efg:title *lang="IT"*><efg:text> Uomini forti... ma non troppo.. Esibizioni da circo di un trio di culturisti.</efg:text><efg:relation>Episode title</efg:relation> </efg:title></efg:avcreation></efg:efgEntity> *Example 2) Segment title* <efg:efgEntity><efg:avcreation><efg:avManifestation><efg:title *lang="DE"*><efg:text> The Errors of Existence</efg:text><efg:relation>Segment title</efg:relation></efg:title>
Other title(s)	*Example 1) Volume / Issue* <efg:efgEntity><efg:avcreation> <efg:title *lang="IT"*> <efg:partDesignation><efg:unit> Issue </efg:unit><efg:value> 00169 </efg:value></efg:partDesignation></efg:title> </efg:avcreation></efg:efgEntity> *Example 2) Series title* <efg:efgEntity><efg:avcreation><efg:title *lang="IT"*><efg:text> La Settimana Incom </efg:text><efg:relation>Series title</efg:relation></efg:title></efg:avcreation></efg:efgEntity>

7.4 Sound [Entities of EFG Schema: NonAVCreation, NonAVManifestation, Item]

The following example illustrates which of the metadata describing sound files would be displayed on the detail page of the web portal.

Displayed Data	EFG XML Example
Direct link to digital object	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation> <efg:item> <efg:isShownBy> *No example yet* </efg:isShownBy></efg:item> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
View on local website	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:item><efg:isShownAt> *No example yet* </efg:isShownAt></efg:item> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Title	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:title *lang="ud"*><efg:text> *Statement by Winston Churchill (London, 7 May 1945)* </efg:text> <efg:relation>Main title</efg:relation></efg:title></efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Date created	<efg:efgEntity><efg:nonavcreation><efg:dateCreated> *1945/05/09*</efg:dateCreated> </efg:nonavcreation></efg:efgEntity>
Description	<efg:efgEntity><efg:nonavcreation><efg:description *type="Content description" lang="EN"*> *During the night of 7 to 8 May 1945 in Reims, Admiral Karl Doenitz, who succeeded Adolf Hitler at the head of the Reich, and General Gustav Jodl, Chief of Staff of the Wehrmacht, sign the*

	unconditional surrender of the Nazi troops. The following day, the British Prime Minister, Winston Churchill, triumphantly announces the news on British radio. </efg:description></efg:nonavcreation></efg:efgEntity>
Keywords	</efg:term></efg:keywords><efg:keywords *scheme="NFA" type="Subject" lang="DE"*><efg:term> war</efg:term></efg:keywords> <efg:keywords *scheme="NFA" type="Subject" lang="en"*><efg:term> *Reims* </efg:term></efg:keywords></efg:nonavcreation></efg:efgEntity>
Collection	*No example in this case*
Provider	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation> <efg:provenance> *CVCE* </efg:provenance></efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>
Rights	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:item> <efg:provider>Národní filmový archiv</efg:provider></efg:item>< </efg:recordSource> </efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>
Rights status (content)	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:rightsStatus>Copyright protected</efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>
Document type	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation><efg:specificType>Speech</efg:specificType></efg:nonAVManifestation> </efg:nonavcreation></efg:efgEntity>
Language	<efg:efgEntity><efg:nonavcreation><efg:nonAVManifestation> <efg:language *usage="Sound"*>en</efg:language> </efg:nonAVManifestation></efg:nonavcreation></efg:efgEntity>
Original format	<nonavcreation> <nonavmanifestation><physicalformat>audio/wav </physicalformat>
Related name(s)	*No example in this case*
Related title(s)	<efg:efgEntity><efg:nonavcreation><efg:relAvCreation><efg:identifier *scheme="CP_CATEGORY_ID"*> FUH_avCreation_04452 </efg:identifier><efg:title> Bronenosez Potemkin </efg:title><efg:type>Is text of</efg:type></efg:relAvCreation> </efg:nonavcreation></efg:efgEntity>

7.5 Persons [Entity of EFG Schema: Person]

The table below illustrates how a Person is represented in the EFG database exemplarily for one of the three Agent types that can be submitted to EFG (Person, Corporation, Group). Person data are not entirely displayed in the EFG portal. Only the names and the types of the semantic relationships between the person and the respective digital object are shown.

Data Category	EFG XML Example

Person name	<efg:efgEntity><efg:person> <efg:name *type="PN" part="Forename(s)"*> Klaus </efg:name> <efg:name *type="PN" part=" Family name"*> Kinski </efg:name> <efg:name *type="ON" part="Forename(s)"*> Klaus-Günther </efg:name> <efg:name *type="ON" part="Family name"*> Nakszynski </efg:name> </efg:person></efg:efgEntity>
Function	<efg:efgEntity><efg:person> <efg:typeOfActivity>Actor</efg:typeOfActivity><efg:typeOfActivity>Director</efg:typeOfActivity> </efg:person></efg:efgEntity>
Biographical data	<efg:efgEntity><efg:person> <efg:date *type="birth"*>1926-10-18</efg:date><efg:place *type="place_of_birth"*> Zoppot, Ostpreußen (heute Sopot, Polen)</efg:place> <efg:date *type="death"*>1991-11-21 </efg:date><efg:place *type="place_of_death"*> Labunita, Kalifornien, USA </efg:place> </efg:person> </efg:efgEntity>
Link to biography	<efg:efgEntity><efg:person><efg:viewBiography> http://www.filmportal.de/df/05/Uebersicht,,,,,,,,6AA093AA5EDF44FD947FE3691EDB86B1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,.html</efg:viewBiography> </efg:person> </efg:efgEntity>

7.6 Film works [Entity of EFG Schema: AVCreation]

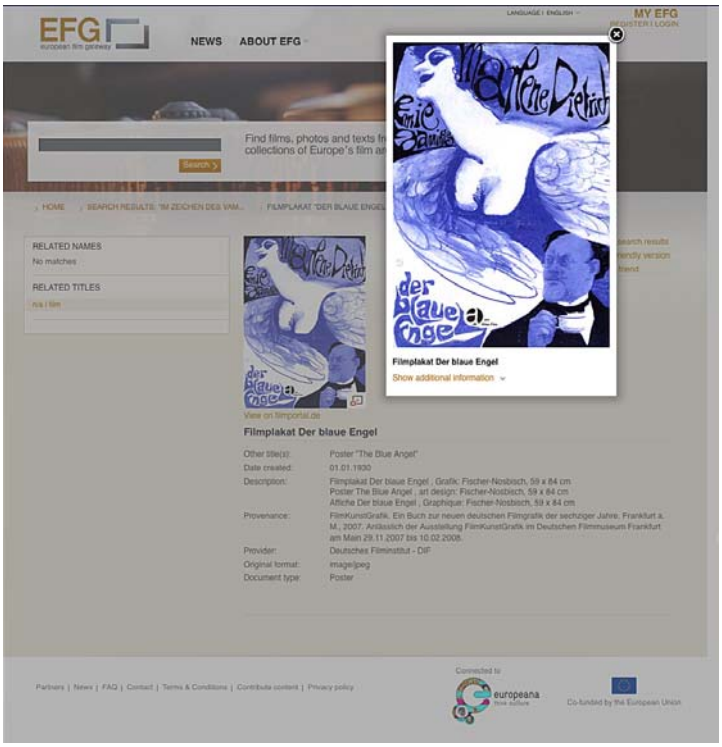
The table below shows an XML example of how a film work can be represented in the EFG database. Metadata of the film work entity are only displayed in the portal when a digital video is submitted together with the film work. Otherwise, only the titles and the types of the semantic relationship between the film work and the respective digital object are shown in the function “Related title(s)” in the detail page.

Data Category	EFG XML Example
Title	<efg:efgEntity><efg:avcreation> <efg:title *lang="DE"*><efg:geographicScope><efg:code>DE</efg:code><efg:place> GERMANY </efg:place> </efg:geographicScope><efg:text> M </efg:text><efg:relation>Original title</efg:relation></efg:title> </efg:avcreation> </efg:efgEntity>
Other titles	<efg:efgEntity><efg:avcreation> <efg:title *lang="DE"*><efg:geographicScope><efg:code>DE</efg:code><efg:place> GERMANY</efg:place> </efg:geographicScope><efg:text>

	M - Eine Stadt sucht einen Mörder </efg:text> <efg:relation>Distribution title</efg:relation></efg:title> <efg:title *lang="DE"*><efg:geographicScope><efg:code>DE</efg:code><efg:place> GERMANY </efg:place> </efg:geographicScope><efg:text> Mörder unter uns </efg:text><efg:relation>Subtitle</efg:relation></efg:title> <efg:title *lang="DE"*><efg:geographicScope><efg:code>DE</efg:code><efg:place> GERMANY </efg:place></efg:geographicScope><efg:text> M. Dein Mörder sieht Dich an </efg:text><efg:relation>Distribution title</efg:relation></efg:title> </efg:avcreation></efg:efgEntity>
Genre	<efg:efgEntity><efg:avcreation> <efg:keywords *scheme="Deutsches Filminstitut – DIF" type="Genre" lang="en"*><efg:term> Feature film </efg:term></efg:keywords></efg:avcreation></efg:efgEntity>
Country	<efg:efgEntity><efg:avcreation><efg:countryOfReference *reference="Country of Production"*>DE</efg:countryOfReference></efg:avcreation> </efg:efgEntity>
Year	<efg:efgEntity><efg:avcreation> <efg:productionYear> 1931 </efg:productionYear></efg:avcreation></efg:efgEntity>
Director	<efg:efgEntity><efg:avcreation><efg:relPerson> <efg:identifier *scheme="CP_CATEGORY_ID"*> DIF_person_F3C303C2F8924D8C876ACC4E2004B6D0 </efg:identifier><efg:name> Fritz Lang </efg:name><efg:type>Director</efg:type> </efg:relPerson></efg:avcreation></efg:efgEntity>
Link to Filmography	<efg:efgEntity><efg:avcreation><efg:ViewFilmography> http://www.filmportal.de/df/9e/Uebersicht,,,,,,,,84E5CE1E5633491D85D9A16F7711D437,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,.html </efg:ViewFilmography> </efg:avcreation></efg:efgEntity>

ANNEX II – Examples of data displayed on EFG and Europeana

Screenshot 1: Detail page for an Image on EFG

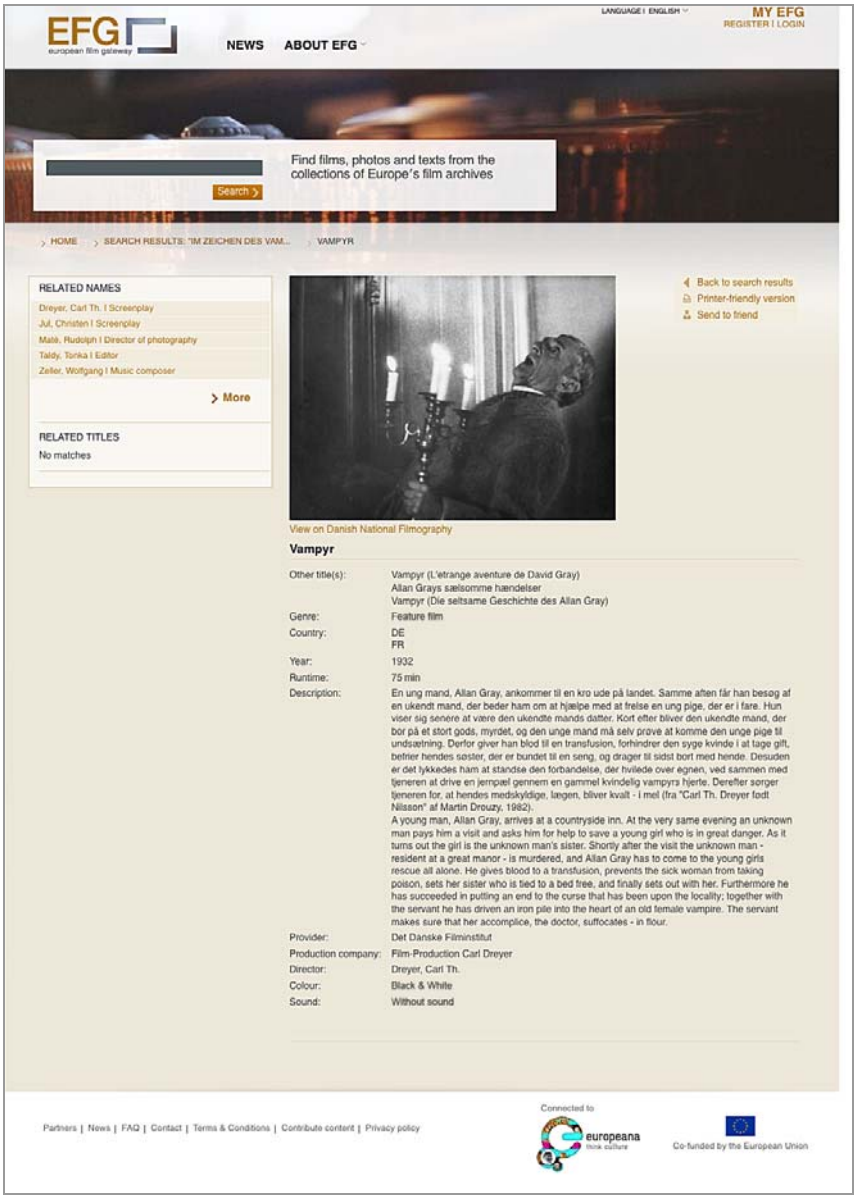


Images are displayed in a lightbox when the user clicks on the thumbnail. The image embedded in the portal´s lightbox is produced from the **IsShownBy** URL the data provider has delivered.

The URL must lead directly to the image itself (note the “jpg” extension in the URL), e.g. http://www.filmportal.de/sites/default/files/imagecache/material_image/4C7593844F5C4E36AD4D9286ED34B662_blaue_Engelx_Der_A.jpg

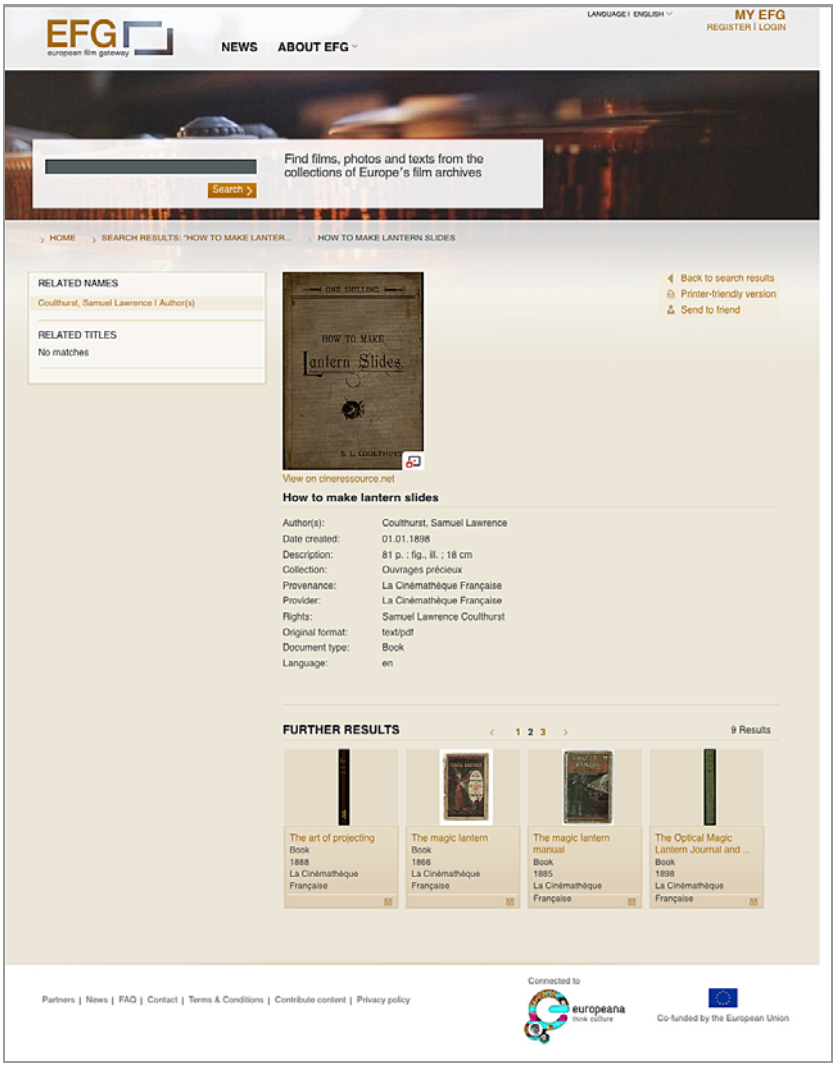
The EFG system can automatically generate thumbnails from these direct links.

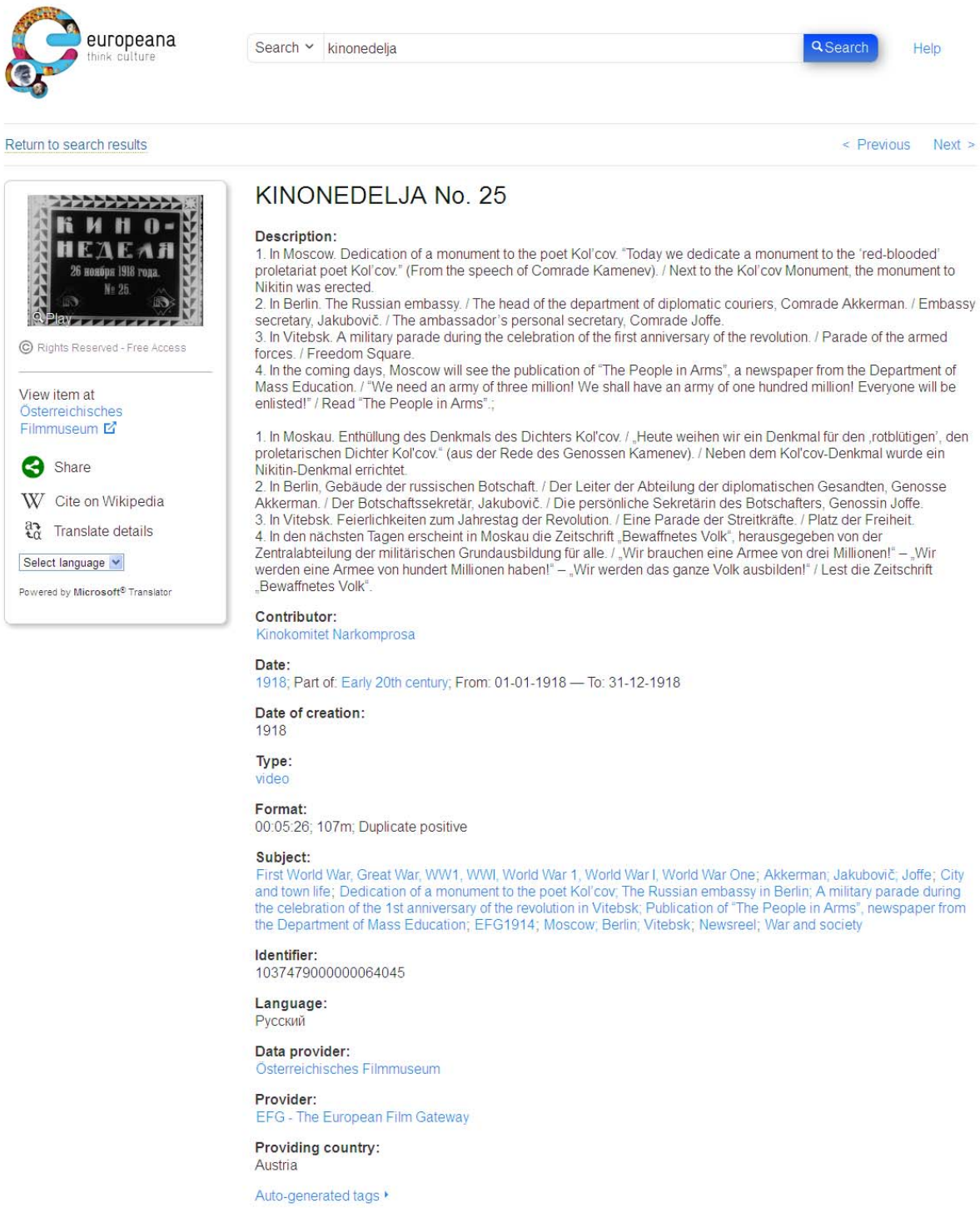
Screenshot 2: Detail page for a Video on EFG



Videos, just as images, can be displayed in a lightbox when the data provider delivers a direct link to the digital object, e.g. http://video.dfi.dk/nationalfilmografien/6247/Vampyr_klip_1mbs.flv
In order for a thumbnail image to appear, the data provider has to deliver a link to a thumbnail image, comparable to this
http://video.dfi.dk/nationalfilmografien/6247/flv_Vampyr_klip_1mbs.jpg

Screenshot 3: Detail page for a Text document on EFG



Text objects cannot be displayed in a light box. If users click on the thumbnail image, the text document will open in a new browser tab. The URL must lead directly to the text document itself (note the “pdf” extension in the URL): http://www.cineressources.net/images/ouv_num/130.pdf. The EFG system can automatically generate thumbnails from these direct links (IsShownBy).

Screenshot 4 – Exmple of a video as displayed on Europeana