



Berlin 2009

Dear colleagues,

This action is aimed at European music archives holding original and rare recordings. Whether museum, broadcaster, folk institute, university or national audio archive - any archive joining the DISMARC operation helps to make Europe's audio heritage available to the public and also becomes part of the searchable European audio treasure-chest. DISMARC functions as the 'audio pillar' providing audio to the European Digital Library via the Europeana portal.

DISMARC began as a European Commission-funded programme led by a consortium of ten partners from seven European countries, and is intended to encourage free exchange of information. We anticipate that business applications will also emerge, such as licensing and broadcast of audio. The DISMARC portal itself is under continuing development in the context of various related projects and actions.

Guidelines to the aggregation process are below.

Thank you very much for your interest

and

WELCOME to DISMARC

Sincerely

Johannes Theurer
- Coordinator -

- For questions regarding administrative and general issues, your contact is Martin Gordon: martin.gordon@rbb-online.de
- For questions regarding technical issues, your contact is Gerda Koch: kochg@ait.co.at



DISMARC FAQs

Who can join?

All European-owned institutions hosting digital metadata about their music archive are eligible to join. DISMARC's focus is on unique, self-owned recordings. Non-European-owned archives are also welcome to contribute data to the DISMARC catalogue where such content is of European relevance.

What kind of metadata do I need?

It doesn't matter what kind of database your archive operates, as long as your database allows the export of data (for example to an Excel file or as an XML string). DISMARC stores this copy of your data.

What is the cost?

The DISMARC service is free. Free public access to the DISMARC portal is guaranteed for at least five years following the end of the EU-funded phase in August 2008.

Do we need to change our routines in order to participate?

DISMARC does not impose or require any changes to your established archive routines in any way.

Can we deliver audio as well as catalogue data?

The DISMARC audio database also delivers access to rights-free audio owned by participating archives. Please note that any audio contributed should either be in the public domain or fully-owned by the archive. Audio can be in the form of complete or as extracts, files (mp3 format only). Details of the FTP upload procedure will follow from our technical partner AIT.

Administrative and technical issues:

Step one:

Please complete the attached **Assignment for Use**, which refers to the presentation of your catalogue data in the DISMARC portal. It should be signed by a director or other responsible person, and returned as indicated.

Step two:

Please send between 50 -100 items of test catalogue data to the DISMARC technical team. Gerda Koch, on behalf of AIT in Austria, will check the nature of the material (kochg@ait.co.at) and will deal with the aggregation process.

Step three:

The test data will be mapped to the DISMARC standard (based on Dublin Core), the results checked. Following a successful test mapping, the import routine will be explained. This process will be done in cooperation between AIT and your archive personnel.

Step four:

All data contributed by you will be incorporated into the DISMARC database, and will then be searchable online via DISMARC and the Europeana portals.

Legal Obligations

- Your archive can withdraw from its decision to participate at any time.
- Under EU law, the collection of information in a catalogue creates an additional copyright, owned by the original owner of the catalogue. Please ensure that you contribute only data to DISMARC which you have the right to distribute.

The following **Assignment for Use** is your entry to DISMARC. By signing, you become a DISMARC participant.

- For more information about the project, please visit <http://dismarc.ait.co.at/info/index.html>. Here you will find reports, informative Powerpoints, information about the consortium members and more.
- The DISMARC Portal is at <http://www.dismarc.org/>.



www.dismarc.org
Assignment for Use

Archives wishing to contribute their metadata to DISMARC/Europeana should please fill in this form and return it:

- by email (i.e. scanned) to: martin.gordon@rbb-online.de
- or by fax to: +49 30 97993 35379
- or by post to: Rundfunk Berlin-Brandenburg
EuropeanaConnect / att. Martin Gordon
Masurenallee 8-14
14057 Berlin
Germany

1 - Contact details	
Name of archive/institute	
Name and position of contact person	
Telephone	
Email	
Web address	
2 - Collections to be contributed to DISMARC/Europeana	
Name of technical contact person	
Telephone	
Email	
Name of collection/s	
Themes / topics represented by your content	
In which format is your metadata (i.e. Excel, SQL, etc.)?	
How often is the data updated?	
How many metadata records do you intend to contribute to DISMARC ?	
Will you contribute audio?	
How much audio content will you contribute (in hours)?	

3 - Permissions and undertakings

I confirm that our institution authorises the transfer of the data described above to the DISMARC project.
We will provide updates of our catalogue data as necessary (*an automatic process via DISMARC*)

We agree that the metadata contributed to DISMARC can also be harvested by TEL/EDL/EDLnet and Europeana.

Name.....

Signed.....

Date.....