



ICT-PSP Project no. 270905

LINKED HERITAGE

Coordination of standard and technologies for the enrichment of Europeana

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## Context

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Task	7.1
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Dependencies	All Wps

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## **EXECUTIVE SUMMARY**

This document, targeted to all components of the Linked Heritage best practice network intends to be an easy-to-use internal guide describing dissemination material that have been completed or will be available in the near future, as well as guidelines on how, where and when to distribute the material, and last but not least, on the dissemination methodologies activities carried out by partners.

The goal of this document is to inform, improve, streamline, and standardize the procedures concerning the project's dissemination activities.

The standardization of procedures will also help the project management in monitoring and reporting activities and outputs.

## STRUCTURE OF THE DOCUMENT

The document is composed of 4 chapters and 2 annexes.

The **Introduction** gives a short overview of Linked Heritage goals and explains the **objectives** of this deliverable.

**Chapter 2** illustrates the project's corporate image and then lists those dissemination tools already available and those which will be produced in a near future.

**Chapter 3** describes where we place our focus on dissemination activities.

**Chapter 4** includes guidelines for partners using dissemination materials, in the form of FAQs.

## 1 INTRODUCTION

Linked Heritage's main objectives are the following: i) to contribute large amounts of new content to Europeana, both from the public and private sectors; II) to demonstrate improvement in quality of content, in terms of richness of metadata, re-use potential and uniqueness; III) to demonstrate how to improve the search, recovery and use of content of Europeana. (DoW, p. 3).

In this framework the activities connected to dissemination are carried on by WP7 (Dissemination and Training), whose goals (DoW, p. 36) are the following:

- To stimulate the contribution of content to Europeana by raising awareness of the tools, facilities and best practice provided by Linked Heritage
- To increase the size of the best practice network by attracting new members
- To build stronger links between the public and private sectors
- To raise awareness across the Europeana ecosystem of the Linked Heritage work, and to encourage Europeana itself, content provider and aggregators to take full advantage of the work of the project.
- To build technical capacity in the cultural heritage sector, especially in terms of Europeana and Linked Heritage technologies
- To create, deliver and publish training materials; the training material will focus on facilitating the preparation of content for ingestion into Europeana.

Through dissemination tools produced, WP7 intends to facilitate the achievement of the above-mentioned goals.

### 1.1 OBJECTIVES OF THIS DELIVERABLE

This deliverable is targeted to Linked Heritage best practice network, in particular to:

- All partners
- All WP leaders
- All Working Groups' members
- Coordination staff
- Web site managers.

This deliverable serves as an easy-to-use internal guide and handbook for the best practice network. It describes the materials to be made available in the near future, as well as guidelines on how, where and when to distribute them, and last but not least on how to report on the dissemination activities carried out by partners.

Partners may refer this deliverable as they organize their Linked Heritage event, when they participate in an external event where Linked Heritage is presented, or on other occasions where Linked Heritage activities and outputs are promoted.

This deliverable will be updated periodically for the duration of the project according to the project's activities and achievements.

This first draft reports on the initial dissemination tools that were produced in the first months of the project and describes other materials currently being prepared.

## 2 DISSEMINATION TOOLS

The marketing and communication world clearly teaches us that the “image” is everything. When, for example, the customer and supplier are geographically distant from each other, even if they work for each other they may never meet. Obviously for a company that does not encounter its clients on a face to face basis; perhaps intending to purchase something, or requesting a service, it is always the first impression that counts. The company identity, therefore must be created to reflect its activities with impunity, and once created must take care to maintain its credibility and coherence down to the finest details.

We apply this reasoning to a project, even if it may be of short duration, acknowledging how its results and outputs will even continue to resonate for a long time after the project closes.

### 2.1 CORPORATE IMAGE

When we think of a project, we think of it as a human entity, made of individual expertise, with its own identity that distinguishes it, and differentiates it from other projects. This identity must be built up over time so that its agenda and goals may be instantly recognizable.

A project’s image must comply with its mission, objectives, target, style, communication and management methods at 360 where all elements must be orchestrated in concert.

In the field of communications, the term “corporate image” must be established by the graphic image that promotes the visual identity of the project and the intention behind it. This visual identity must be distinct and clearly and persistently reproduced across all materials disseminated.

During the duration of the project, we intend to build and maintain the project’s corporate image making Linked Heritage immediately recognizable in a way that it makes it stand out across and beyond the cultural heritage community.

### 2.2 PROJECT LOGO

The first graphic element which makes a project recognizable is the logo. For Linked Heritage it was agreed not to design a totally new logo, but to build on the logo of a previous project, ATHENA ([www.athenaeurope.org](http://www.athenaeurope.org)). To this aim elements from the ATHENA corporate image have been re-used in the Linked Heritage logo in order to resonate with the success of previous work.

The Linked Heritage logo suggests both the connection to the past (the achievements of the ATHENA project) and to the future (a scenario that suggests the notion of linked cultural heritage that permeates across the European ecosystem).

The ATHENA logo was inspired by the drawing of an Athenian tetra drachma. The idea was proposed by the ATHENA partner from Israel (Dr. Susan Hazan) and the logo was elaborated by an Italian designer (Maria Teresa Milani). The owl refers to the acronym OWL for [Web Ontology Language](http://www.w3.org/), a mark-up language for publishing and sharing data using ontologies on the World Wide Web.



This first logo has been revised and enriched to better underline the Linked Heritage identity: the owl is still present, but green circles have been added representing both small and large cultural institutions whose mission is to preserve culture for the future in an electronically linked world.



Logo files in different formats (raster and vectorial) are available in the project website:

<http://www.linkedheritage.org/index.php?en/162/promotional-material>

The logo “philosophy” has been developed across the website banner:



## 2.3 DISSEMINATION MATERIALS ALREADY AVAILABLE

Several of the dissemination materials have already been defined and incorporated in the first months of the project in order to promote Linked Heritage first steps and to standardise the corporate image among partners.

- **PPT Template**

The presentation slides are a quick and effective form of communication and function as the most effective visual aid for public presentations.

The Linked Heritage management has produced a template for the partners for their Linked Heritage presentations (to be used at dissemination events, project meetings, reviews, etc.).

We recommend that the slide’s text should be short and punchy, using "bullets points" as much as possible for a clarity of reading.

Overall, we recommend avoiding excessive communication preferring instead a focused and succinct delivery of the project’s information.

The PPT template is available for partners in the reserved area of the project’s website (section Templates).





Title of the presentation

*Authors*

01 September 2011

Event

1

*Template of the presentation cover*

Title of the slide



- First level
  - Second level
    - Third level
      - Fourth level

01 September 2011

Event

2

*Template of descriptive slides*

- **Factsheets**

A preliminary fact sheet has already been produced, illustrating the project's goals, and now lists contacts, the project's partners and links. See **Annex 1** of this deliverable for the full text.

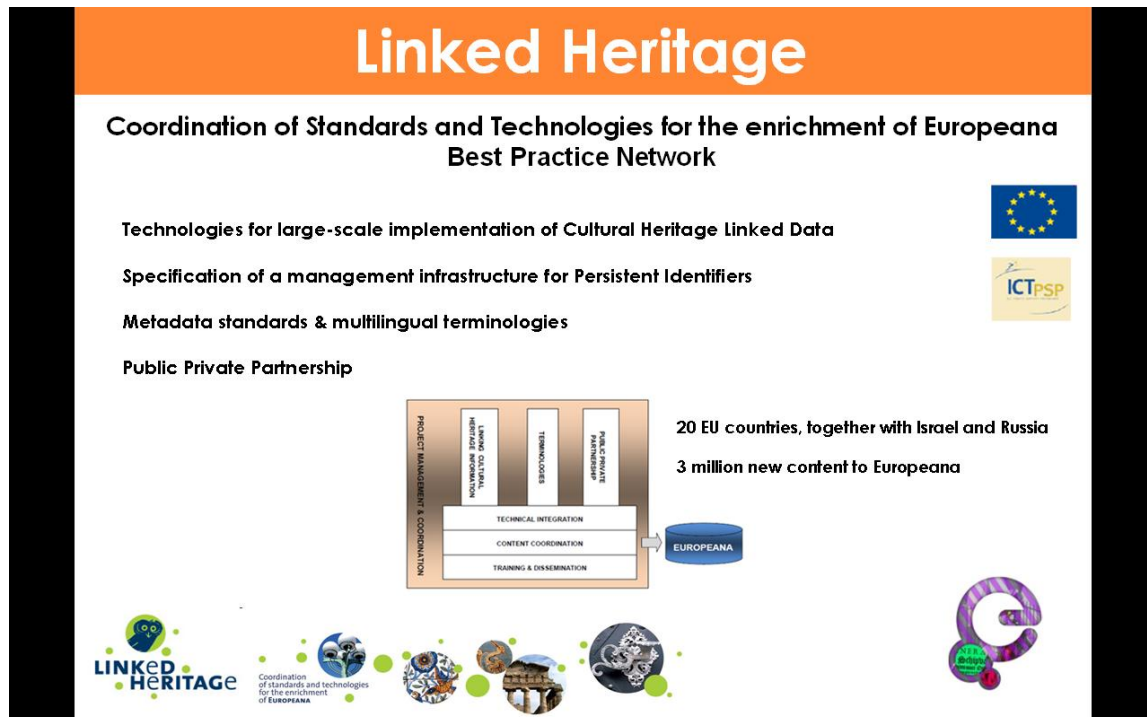
Other factsheets will be produced throughout the duration of the project, to illustrate the main results achieved by the Consortium.

Factsheets are available in the public area of the website where partners can download, print, and translate them in their own language for delivery during Europeana-wide events and local dissemination.

See relevant paragraph at: <http://www.linkedheritage.org/index.php?en/162/promotional-material>

## • Posters

A first poster was produced in the month of May 2011, at the very beginning of the project, for initial dissemination.



An updated version will be produced before the next plenary meeting in Barcelona (23 November 2011), respecting the re-defined corporate image that has been evolving since the beginning of the project.

A second poster has been planned, realized and presented by the University of Padova at the Researchers' Night, held in Padova on 23<sup>rd</sup> September 2011.

The Researchers' Night is a Europe-wide event bringing together the public at large and researchers once a year on the fourth Friday of September.

The content of the poster has been organized in three sections:

- description of the objectives and expected results of the Linked Heritage Project;
- concise overview of Europeana purpose and collections
- role of the University of Padova in the project

As the poster is targeted to general public, the content language is Italian.

The poster template in PPT format is available in the reserved area and can be re-used by all the partners for future events.



## 2.4 DISSEMINATION TOOLS IN PREPARATION

Several kinds of dissemination materials will be produced and made available for the next plenary meeting in Barcelona at the end of November 2011.

- **Slogan**

A slogan will characterise the dissemination material under preparation.

The aim of the slogan is to reinforce the message Linked Heritage desires to communicate.

Here is the list of the proposed slogans by some partners:

- Predicting the past – preserving culture for the future
- Linked Heritage: developing tools to predict the past for the future
- Seamlessly linking heritage to all
- Enhancing discovery of Europe's cultural heritage
- Simply delivering cultural complexity
- Linking cultural heritage across the European ecosystem
- Presenting the past in a richer context
- Cultural content, connections and context
- Thinking culture, linking content"
- Cultural heritage, contemporary connections

A pool was launched among partners in order to select one of them, to be included in dissemination materials until the end of the project. The pool will be closed the 10<sup>th</sup> October 2011.

- **Leaflet**

The leaflet resembles a business card of the project and will include:

- the Linked Heritage logo, the ICT-PSP logo, the Europeana project group member logo
- the slogan
- the project's objectives
- a description of the on-going activities by thematic working groups
- a list of the partners with links to their website
- project contacts.

The leaflet will be made available in the website for downloading and printed in 2,000 copies to be distributed among partners for further dissemination.

- **Other promotional tools**

We are currently developing the corporate image with other promotional materials:

- Cards, aiming at giving pertinent information on the project's main outputs
- Bookmarks, aiming at disseminating the project slogan
- A self-portable banner (rollup).

- **Gadgets**

In the occasion of the Linked Heritage Kick-off meeting (29 April 2011), which took place the day after the ATHENA final Conference, customised shoppers were distributed. The name of the project was printed on the shoppers, and appeared together with the names of the other projects carried on by the network over the last ten years of cooperation.



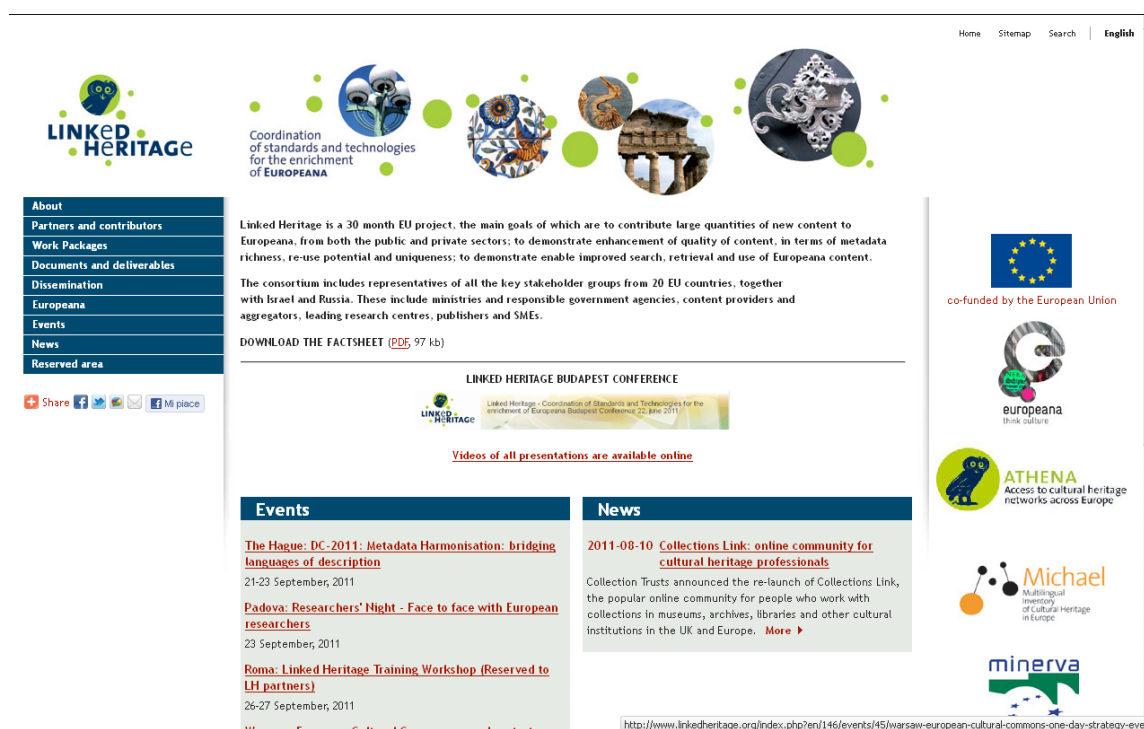
Further gadget will be produced later on during the project and described in future deliverables.

### 3 DISSEMINATION CHANNELS

This chapter will describe to the focus of the dissemination activities.

#### 3.1 LINKED HERITAGE WEBSITE

The main dissemination tool of the consortium is the website: [www.linkedheritage.org](http://www.linkedheritage.org). The website has already been described in D7.1 *Project public website*, and was delivered at month 2. This document illustrates the aims the website intends to reach, the users it is targeted to, the software used, the structure of the public and the reserved areas, the implementation work, the services, the editorial board, the tools for monitoring the website.



Website homepage

A specific section of the website is devoted to the collection of dissemination materials (<http://www.linkedheritage.org/index.php?en/143/dissemination>):

This section of the website will be constantly updated for the duration of the project to include the following material:

- Papers and short articles produced by the partners
- Project's presentations, illustrating the projects activities and developments
- Promotional material
- Material produced in Linked Heritage dissemination events (texts, MP3, videos etc.)

Partners are encouraged to send in the latest information for the Event and News sections which will then be displayed in the homepage while current and archived on the site soon after.

As already described in the already quoted deliverable, some Web 2.0 services have been set up on the website since the beginning of the project, namely:

- RSS Feed to provide automatically information about updates in the events and news section of the website.
- the Add This service, add-on tool to make sharing and bookmarking simple, with one's favourite web 2.0 social networking, bookmarking, blogging, and e-mail services at one's fingertips. The tool is available on every page of the website.

### 3.2 PARTNER INSTITUTIONS' WEBSITES

Partners are encouraged to disseminate Linked Heritage activities and outputs in their own institutional websites, adding periodically news and links to relevant documentation.

We recommend creating a dedicated page on the project, including the project logo.

Dissemination may also be made by institutional newsletter, e-bulletins and social media marketing tools when available.

### 3.3 EVENTS

Another important way of disseminating the project results are via national networks, European and International workshops, seminars and conferences organized by other institutions, by Europeana, by other European projects, etc., as well as national and international fairs and exhibitions.

Here a preliminary list of potential annual events where Linked Heritage results will be disseminated:

- EVA Florence ([www.evaflorence.it/](http://www.evaflorence.it/))
- EVA Russia ([www.evarussia.ru/](http://www.evarussia.ru/))
- Eva Jerusalem ([www.minervaisrael.org.il/](http://www.minervaisrael.org.il/))
- Cidoc Conference (<http://cidoc.mediahost.org/conference%28en%29%28E1%29.xml>)
- ICOM Conference (<http://icom2011.org/>)
- IFLA Annual Conference (<http://www.eblida.org>)
- 2012 Open Culture conference
- Borsa mediterranea del turismo archeologico (<http://www.borsaturismo.com/>)
- Museum on the Web (<http://www.archimuse.com/mw.html>)
- DC-net conferences (<http://www.dc-net.org>)
- National events organised by partners

### 3.4 PAPERS

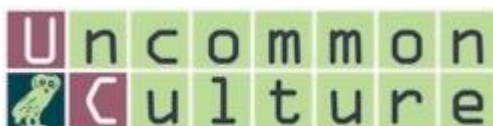
All partners are encouraged to author papers in national and European journals, as well as conference proceedings where partners are invited to present their papers. Papers, in English or the partners' native languages, will also be linked to the relevant pages in the Linked Heritage website. Papers will feature themes that support the Linked Heritage Consortium and will include the URL of the project website.

### 3.5 UNCOMMON CULTURE

WP7 and WP1 have already contacted the director of the journal *Uncommon Culture* in order to dedicate a number of the magazine editions to topics connected with Linked Heritage.

*Uncommon Culture*, a professional journal born in the framework of the ATHENA project, provides unique perspectives on a rich variety of cultural activities in Europe. The journal examines cultural institutions, their collections, and offers new insights into a diverse range of culturally driven activities.

<http://www.uncommonculture.org> or <http://www.uic.edu/htbin/cgiwrap/bin/ojs/index.php/UC/index>



*Uncommon Culture* is targeted to memory institution stakeholders, academics and governing bodies that need basic information, enhanced with aesthetically pleasing visuals. The journal focuses on digitisation topics, information on Europeana, and projects and institutions contributing to the development of Europeana.

All Linked Heritage WPs will be contacted in order to prepare articles for the issue to be produced in the second year of the project.

*Uncommon Culture* is published in Poland by the International Center for Information Management Systems and Services (ICIMSS), a Linked Heritage partner. Other representatives of the Linked Heritage Consortium sit on the Scientific Committee and on the journal's Editorial Board.

### 3.6 EUROPEANA TOOLS

Linked Heritage Consortium will also use Europeana dissemination tools to promote its activities.

- **Europeana Group pages**

The Europeana group comprises a number of projects run by different cultural heritage institutions, all of which are part-funded by the European Commission. Europeana dedicates a page to illustrate each one of them:

<http://version1.europeana.eu/web/guest/home;jsessionid=8BE1FEFEC9B404DBE8EC08664782E1AF>

Linked Heritage will submit a page to Europeana illustrating the Linked Heritage project according to the format required.

- **Europeana eNews**

Europeana eNews is published every 2 months. The newsletter covers the latest developments at Europeana, including topics of general and technical interest and updates from partners and projects. Linked Heritage will contact the Europeana eNews Editorial Board in order to promote partners' collections, as soon as they are made available in the European portal.

### 3.7 DIGITAL MEETING CULTURE

In the context of disseminating the project activities and digital culture in general; both as a technical-scientific culture, and as a meeting place between technologies and arts & humanities, a new communication channel will be exploited by the partner Promoter.

Digital Meeting Culture will be a portal accessible online at the following address:  
[www.digitalmeetingculture.net](http://www.digitalmeetingculture.net).

In addition, access to the portal will be redirected also from the following addressed:

- [www.digitalmeetingculture.org](http://www.digitalmeetingculture.org)
- [www.digitalmeetingculture.com](http://www.digitalmeetingculture.com)
- [www.digitalmeetingculture.eu](http://www.digitalmeetingculture.eu)

The portal has yet to be finalized but all of its sections are expected to be completed and active by the end of 2011.

Digital Meeting Culture is intended as a portal for gathering information about the digital culture in the world, taking into account the different approaches that science, cultural heritage and arts have to the digital age. This portal aims to act as a reference point and as a valuable mean of information and communication for different users in a global dimension.

The main target users that Digital Meeting Culture aim to address range from people working in the cultural heritage sector who are interested in the digitization process (e.g. people working for museums, libraries, archives, etc.), to people interested in the creative uses of the digital art (e.g. artists, photographers, performers, art critics, etc.), to people interested in the digital data from the technical and scientific point of view (e.g. technicians, researchers, information technology enthusiasts, etc.). In relation to the target groups described above, the portal foresees three specific areas dedicated to: i) digital cultural heritage in general, ii) digital art and iii) technology related aspects. These areas are linked one to each other by the home page that provides access to all the services of the portal (registration, contribution form, search mechanisms, featured projects, etc.) and are complemented by the "Editorials" (a section which contains articles of general interest) and "Interviews" (a section which includes reports and interviews on leading professionals in the field).

### **3.8 LINKED HERITAGE BOOKLETS**

During the project, WP7, in cooperation with WP1, will produce printed online booklets in order to disseminate the outputs achieved by the different WPs to a wider public.

These booklets are easy-to-use tools which summarize the contents included in technical deliverables and are devoted to cultural institutions dealing with digitisation activities.

From experience gained during previous project (MINERVA, ATHENA), the production of booklets has always been considered a positive experience for various reasons:

- they are useful tools for the stakeholders
- they gives visibility to the project
- they stimulate traffic in the project website
- they are well appreciated at workshop and conferences.

The booklets are usually made available online and in print (with at least 2000 copies per booklet).

The first booklet to be produced in the framework of Linked Heritage will deal on terminology. It should be already available by the end of 2011.

Here is a short abstract.

*Collections management usually implies the use of one or several terminology resources. Making a terminology as a part of the Semantic Web is the lead to improve the visibility of collections and objects of an institution at a national and international level. This publication aims in priority at people working in*



*European museums, experts or non-experts in Information Engineering and/or Linguistics, who have an interest on terminology and multilingualism. It proposes recommendations helping you to manage your terminology, to make it compliant and optimized for improving multilinguality on Europeana and to make it as a part of the Semantic Web following. The more these recommendations are respected, the more the future retrievability of digital collections online is improved.*

## 4 GUIDELINES FOR PARTNERS

This chapter includes guidelines for partners using dissemination materials, in the form of FAQs.

### 4.1 WHERE CAN I FIND UPDATED MATERIALS PRODUCED BY LINKED HERITAGE?

A specific section of the website is devoted to dissemination materials (<http://www.linkedheritage.org/index.php?en/143/dissemination>):

This section of the website will be constantly updated for the duration of the project.

Here partners may find:

- Papers and short articles produced by the partners
- Project presentations, illustrating the projects activities and developments
- Promotional material
- Material produced in Linked Heritage dissemination events (texts, MP3, videos etc.)

### 4.2 HOW CAN I RECEIVE PRINTED DISSEMINATION MATERIAL?

If a partner intends to disseminate promotional materials printed by the project, he must:

- Check which material is available for downloading from the project's website at the following URL: <http://www.linkedheritage.org/index.php?en/162/promotional-material>
- If printed paper dissemination materials are needed, send an e-mail to: [info@linkedheritage.org](mailto:info@linkedheritage.org) detailing the request.

### 4.3 WHERE DO I DISSEMINATE MY OWN LINKED HERITAGE PROMOTIONAL MATERIALS?

Partners are invited to disseminate Linked Heritage promotional material whenever possible:

- on their institutional website
- at national, European and international workshops, seminars and conferences (organised by other institutions, by Europeana, or by other European projects, etc.)
- at professional fairs and exhibitions in the cultural heritage sector.

See Chapter 3 for detailed information.

### 4.4 HOW CAN I PRODUCE MY OWN CUSTOMISED DISSEMINATION MATERIALS?

If partners wish to produce customized promotional material to be disseminated in their country (for example, in the language of their country), they can produce it with their own budget.

The corporate image should be respected.

PDF files of the materials produced will be e-mailed to [info@linkedheritage.org](mailto:info@linkedheritage.org), in order to be made available on the project's website.

#### **4.5 HOW DO WE ADVERTISE AND RECORD OUR EVENTS?**

Before the event:

- When planning an event, each partner must communicate title, place, venue, date, short abstract, event language, programme as soon as possible to the website managers in order to be included on the Linked Heritage (e-mail to [info@linkedheritage.org](mailto:info@linkedheritage.org))
- The website editorial board will publish the event's information on the homepage and in the events' archive.
- Partners are also expected to disseminate information about their events via their own websites, over project and professional mailing lists, personal contacts, social networks, press releases, etc.
- The partner should respect the corporate image of the project in all information campaigns.

After the event:

- Partners are encouraged to send PDF presentations, audios, videos, images, or any other documentation to the website editorial board to be published in the Linked Heritage website.
- All documents must be saved in standard formats.
- The website editorial board will publish relevant information on the homepage and on the presentations' page.
- Each partner should send the form for reporting on participation in events to the project technical coordinator ([fresa@promoter.it](mailto:fresa@promoter.it)). This standardized reporting procedure will assist the project management in monitoring the organisation of and participation in all events. Filling in these forms is mandatory. See Annex 2.

## ANNEX 1. FIRST LINKED HERITAGE FACTSHEET



### Linked Heritage: Coordination of Standards and Technologies for the enrichment of Europeana



#### Project Objectives

Linked Heritage has 3 main objectives:

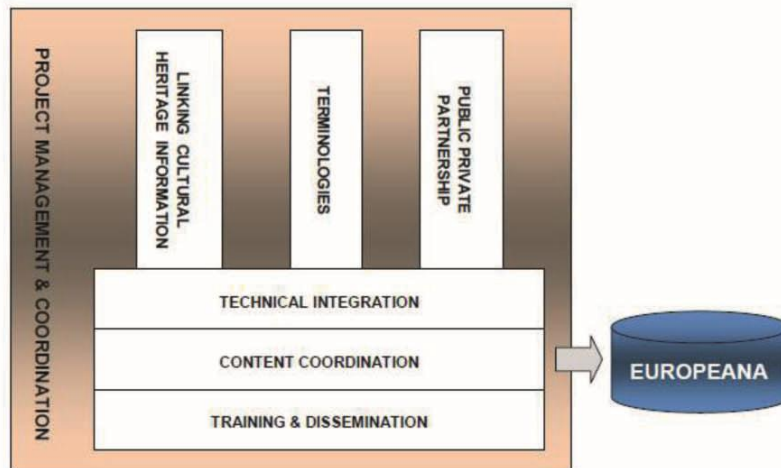
- I) to contribute large quantities of new content to Europeana, from both the public and private sectors;
- II) to demonstrate enhancement of quality of content, in terms of metadata richness, re-use potential and uniqueness;
- III) to demonstrate and enable improved search, retrieval and use of Europeana content.

Linked Heritage will facilitate and deliver large-scale, long-term enhancement of Europeana and its services. The project will address the problems associated with:

- Non-standard descriptive terminologies
- The lack of private sector and 20th Century content
- The preservation of complex metadata models within the Europeana metadata schema.

The consortium includes representatives of all the key stakeholder groups from 20 EU countries, together with Israel and Russia. These include ministries and responsible government agencies, content providers and aggregators, leading research centres, publishers and SMEs. The Europeana Foundation is involved as subcontractor. Several partners participate in related Europeana ecosystem projects; this guarantees alignment with Europeana's evolution. In addition, organisations which have not in the past been involved will contribute for the first time to Europeana.

3 million new items will be delivered to Europeana, covering a wide spectrum of types of cultural content.



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Project Website: [www.linkedheritage.eu](http://www.linkedheritage.eu)





**Linked Heritage:  
 Coordination of Standards and Technologies  
 for the enrichment of Europeana**



**Coordinator**

Istituto Centrale per il Catalogo Unico delle biblioteche italiane e per le informazioni bibliografiche (ICCU)  
 Rome, ITALY

**Participating partners:**

Organisation	Country
UMA Information Technology GmbH	AUSTRIA
PACKED - PLATFORM VOOR DE ARCHIVERING EN CONSERVERING VAN AUDIOVISUELE KUNSTEN	BELGIUM
KONINKLIJKE MUSEA VOOR KUNST EN GESCHIEDENIS	BELGIUM
CENTRAL LIBRARY OF THE BULGARIAN ACADEMY OF SCIENCES	BULGARIA
THE CYPRUS RESEARCH AND EDUCATIONAL FOUNDATION	CYPRUS
INSTITUTU UMENI - DIVADELNIHO USTAVU	CZECH REPUBLIC
UNIVERSITE DE SAVOIE	FRANCE
MINISTERE DE LA CULTURE ET DE LA COMMUNICATION	FRANCE
ASSOCIATION DEDAILE	FRANCE
STIFTUNG PREUSSISCHER KULTURBESITZ	GERMANY
PHILIPPS UNIVERSITAET MARBURG	GERMANY
MVB MARKETING UND VERLAGSSERVICE DES BUCHHANDELS GMBH	GERMANY
GOTTFRIED WILHELM LEIBNIZ UNIVERSITAET HANNOVER	GERMANY
UNIVERSITY OF PATRAS	GREECE
NATIONAL TECHNICAL UNIVERSITY OF ATHENS	GREECE
HELLENIC MINISTRY OF CULTURE	GREECE
ORSZAGOS SZECHENYI KONYVTAR	HUNGARY
PINTAIL LTD	IRELAND
AN CHOMHAIRLE LEABHARLANNA	IRELAND
UNIVERSITA DEGLI STUDI DI ROMA LA SAPIENZA	ITALY
UNIVERSITA DEGLI STUDI DI PADOVA	ITALY
Promoter di Masi Pietro & C S.N.C.	ITALY
MEDRA S.R.L.	ITALY
CONSIGLIO NAZIONALE DELLE RICERCHE	ITALY
C.T.F.R. SRL	ITALY
STOWARZYSZENIE MIEDZYNARODOWE CENTRUM ZARZADZANIA INFORMACJA	POLAND
INSTITUTO SUPERIOR TECNICO	PORTUGAL
Eesti Vabariigi Kultuuriministeerium	REPUBLIC OF ESTONIA
VALSTS AGENTURA KULTURAS INFORMACIJAS SISTEMAS	REPUBLIC OF LATVIA
JAVNI ZAVOD REPUBLIKE SLOVENIJE ZA VARSTVO KULTURNE DEDISCINE	REPUBLIC OF SLOVENIA
CORDIA AS	SLOVAK REPUBLIC
FUNDACIO PRIVADA I2CAT, INTERNET I INNOVACIO DIGITAL A CATALUNYA	SPAIN
Departament de Cultura i Mitjans de Comunicació	SPAIN
RIKSARKIVET	SWEDEN
Editeur Limited	UNITED KINGDOM
DIGITAL HERITAGE LBG	UNITED KINGDOM
COLLECTIONS TRUST LBG	UNITED KINGDOM



## ANNEX 2. EVENTS REPORTING FORMS

Two reporting forms have been implemented in order to report on participation in events:

- **Linked Heritage Events reporting form:**

This form must be used when a partner is organising a Linked Heritage workshop

- **External events reporting form:**

This form must be used when a partner is presenting and disseminating Linked Heritage outputs in events organised by other institutions.

Both form templates are available in the reserved area of the project website:

<http://www.linkedheritage.org/index.php?en/173/templates>



### Events where LH was disseminated Reporting Form

#### GENERAL INFORMATION

<b>Date</b>	
<b>Country</b>	
<b>Place</b>	
<b>Name of the event</b>	
<b>Website of the event</b>	
<b>LH representative to the event</b>	
<b>Title of the workshop/session in which LH was involved</b>	
<b>Brief description of the program of the relevant workshop/session, in a narrative form</b>	
<b>Were other Europeana family projects invited to the relevant workshop/session? If yes, please, indicate the name of the invited representatives</b>	
<b><i>Please, attach the full program of the event</i></b>	

**PARTICIPANTS TO THE RELEVANT WORKSHOP/SESSION**

<b>Number of participants</b>	
<b>Description of the attendees, cultural heritage sector, libraries, museums, etc.</b>	

**LINKED HERITAGE PRESENCE**

<b>Goals of the LH participation</b>	
<b>Impact, press reports, online reports, new membership, etc.</b>	
<b>What was the LH contribution to the event?</b>	<input type="checkbox"/> Presentation <input type="checkbox"/> Poster <input type="checkbox"/> Dissemination material  Other .....
<b>Is the event documentation available online? If yes, please provide the URL of the documentation.</b>	

**DISSEMINATION**

<b>Please, list the LH products that have been distributed at the event</b>	
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**SELF-ASSESSMENT**

**Do you consider that the LH dissemination achieved the expected results?**

**Please, explain how and why.**

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## Events organised by Linked Heritage Reporting Form

### GENERAL INFORMATION

<b>Date</b>	
<b>Country</b>	
<b>Place</b>	
<b>Organising organisation</b>	
<b>Responsible Person</b>	
name	
e-mail	
telephone	
gsm	
<b>Type of event (conference, workshop)</b>	
<b>Website of the event, if any</b>	

### PARTICIPANTS

<b>Number of participants</b>	
<b>Description of the attendees</b>	

### CONTENT OF THE WORKSHOP

<b>Goals of the event</b>	
<b>Impact</b>	
<b>Brief description of the program of the event, in a narrative form (e.g. how many sessions, any live demonstration, any international invited speaker, etc.)</b>	



<p><b>Was a European Commission representative invited?</b>  <b>If yes, please, indicate the name of the invited representative</b></p>	
<p><b>Was a Europeana representative invited?</b>  <b>If yes, please, indicate the name of the invited representative</b></p>	
<p><b>Is the LH event hosted in the program of a larger event?</b>  <b>If yes, please, indicate the name of the hosting event</b></p>	
<p><b>Is the LH event joined with any other event?</b>  <b>If yes, please, indicate the name of the events which are hosted jointly</b></p>	
<p><b>Has the event received any sponsorship?</b>  <b>If yes, please, indicate who</b></p>	
<p><b>Were a poster session or an exhibition organised on the side of the event?</b>  <b>If yes, please provide a description of the poster session and of the exhibition</b></p>	
<p><b>Was a translation service provided?</b></p>	
<p><i>Please, attach the full program of the workshop</i></p>	

**COMMUNICATION**

<p><b>Which kind of promotion has been organised in order to inform the target audience (e.g. e-mail, website, press, poster, etc.)</b></p>	
<p><b>Announcement on the project website</b></p>	
<p><i>Please, attach copy of promotional material, if any</i></p>	

**PROCEEDING AND MULTIMEDIA**

<p><b>Which kind of documentation of the event is available?</b></p>	<p><input type="checkbox"/> Texts</p> <p><input type="checkbox"/> Power Point presentations</p> <p><input type="checkbox"/> Pictures</p>
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	<input type="checkbox"/> Video streaming <input type="checkbox"/> Audio Podcast <input type="checkbox"/> Video Podcast  Other .....
<p><b>Is the event documentation available online?</b>  <b>If yes, please provide the URL of the documentation.</b></p>	

**DISSEMINATION**

<p><b>Please, list the LH products that have been distributed at the event</b></p>	
<p><b>Please, list other information that has been distributed at the event</b></p>	

**SELF-ASSESSMENT**

**Do you consider that the event achieved the expected results?**

**Please, explain how and why.**

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