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LINKED HERITAGE

Coordination of standard and technologies
for the enrichment of Europeana

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Context

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Dependencies	All WPs

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History

Version	Date	Author	Comments
0.1	May, 26 2011	Maria Teresa Natale	First Version, illustrating the first structure of the website
0.2	May, 28 2011	Eric Buelinckx Antonella Fresa	Peer review Final Check
1.0	May, 31 2011	Maria Teresa Natale	Final version

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1 EXECUTIVE SUMMARY

This deliverable describes the website developed for the project, in particular the aims it intends to reach, the users for which it is targeted, 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.

The first version of this deliverable was edited in the first month of the project for internal use. The structure of the website was already implemented for the kick-off meeting in order to leave partners the possibility to comment it before editing the current version of the deliverable.

The project website will continuously be updated along the whole project, according to the needs.

2 INTRODUCTION

Linked Heritage is a 30 month EU project, the main goal of which is to contribute large quantities of new content to Europeana, from both the public and private sectors; to demonstrate enhancement of quality of content, in terms of metadata richness, re-use potential and uniqueness; to demonstrate and enable improved search, retrieval and use of Europeana content.

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.

Activities are carried through 7 work packages which according to their tasks carry on activities involving partners, working groups, content providers, experts and other contributors.

All results will be shared by the experts' community and disseminated through the website as well as through workshops and dissemination events.

The development of the LH website is part of the activities of WP7 Dissemination & Training, in particular task 7.1 Dissemination, which declares: "Project public website: The project website will be online starting from month 2 and then continuously updated along the whole project period."

3 THE GOALS

The website is one of the most important instruments to support the project objectives, both internally and outside the consortium.

Two are the main goals of the Linked Heritage website:

- to promote and disseminate project activities and results to the project's targets (public section)
- to satisfy partners' needs in terms of project's communication (reserved area).

The public area of project website, which will be regularly updated during the whole duration of the project, is not addressed to the general public, but mainly to Europeana stakeholders, the content-contributing community, government and policy bodies, digital cultural heritage experts from museums, archives, libraries and other cultural institutions, the private (publishing) sector, sister project's.

The public area is composed of different sections devoted to illustrate:

- composition of the consortium
- objectives of the project
- activities carried out and the documents produced
- past and upcoming events
- news of interest for the community
- information for joining the network
- reports, documents and presentations, training materials etc.
- publications
- links to other projects
- dissemination and training material
- etc.

The reserved area, accessible via password, will be used by the partners to find and store:

- management documents
- working drafts
- documents produced by partners and working groups
- documentation about all project meetings (agendas, minutes, participants lists, presentations etc.)
- documentation for the reviews
- addresses
- etc.

4 THE URLS

The Linked Heritage website may be reached at the following URLs:

- <http://www.linkedheritage.org/>
- <http://www.linkedheritage.eu/>

The initial nucleus of the website was activated the 20th April 2011.

5 THE SOFTWARE

The site has been developed using the CMS Museo & Web, a Content Management System realised by MiBAC, in the frame of the MINERVA Project to help small cultural institutions in implementing accessible website, easy to use without technical skills.

The website is hosted and maintained by CED of MiBAC, in its role of Linked Heritage project coordinator. The website is W3C compliant, as far as accessibility is concerned.

MIBAC's CED is also taking care of the daily backup of the website,

6 THE LAYOUT

The layout of the Linked Heritage website is very traditional.

It is composed of four different elements:

- the header with the logo.
- the navigation menu, from which it is possible to access to all sections of the website
- the meta-navigation, giving access to the site map and to the research function
- the footer with the Consortium address and contact telephone number and e-mail, the indication of copyright, and the date of creation and updating of each page.

The logo reminds the owl of the ATHENA project, to underline the strong connections linking the two projects.

The homepage layout is divided into three columns:

- Main menu on the left
- Logos on the right (EU, Europeana, other European projects carried out by several partners of the network)
- Events and news in the central column, under a short description of the website.

Here is the homepage of the project:

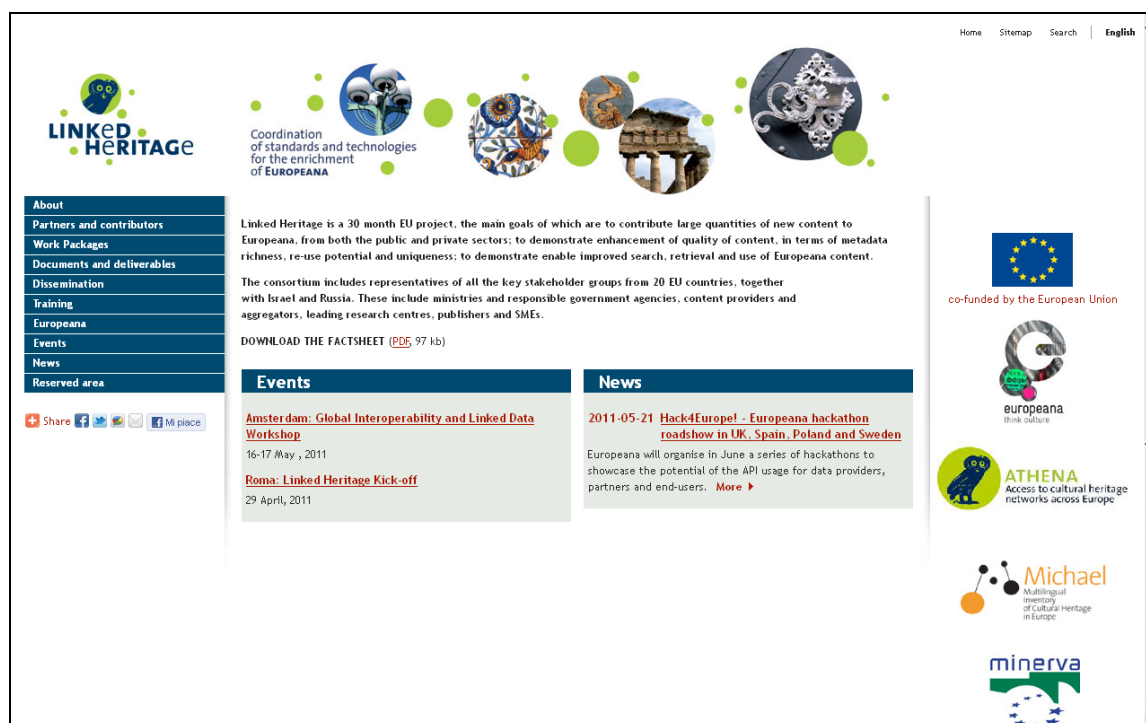


Figure 1. Home Page

7 THE STRUCTURE: PUBLIC AND PRIVATE AREAS

The current sitemap has been proposed by the coordinator and agreed with all partners, as follows:

- Home
 - About
 - Partners and contributors
 - Work Packages
 - Documents and deliverables
 - Dissemination
 - Papers and short articles
 - Presentations
 - Promotional material
 - Proceedings
 - Training
 - Europeana
 - Events
 - News
 - Reserved area

A short explanation of the single pages content follows:

About: information about the project (duration, funding, objectives)

Partners and contributors: list of the 20 partners, including a PDF presentation of the single institutions.

Work packages: this section includes a description of the work packages, illustrating the goal of each one of them. As described in task 1.1.1, the work-packages, in the first months of the project, establish national and/or thematic working groups at national and European level. When the Terms of reference for the working groups will be finalised, some pages will be added to this section in order to describe each working group (goals, components, documentation produced etc.).

Documents and deliverables: this section will include all documents produced in the framework of the project as well as the PDF of public deliverables.

Dissemination: this section will include several subpages:

- **Papers and short articles** on the project and its outputs, made available by partners' and experts.
- **Presentations** of the project and its outputs, made available for dissemination events
- **Promotional material:** logo, brochures, leaflet, factsheets, etc. in English and other languages, which can be used by partners for their dissemination events.

- **Proceedings:** Material produced in Linked Heritage dissemination events (texts, MP3, videos)

Training: this section will include all material developed in order to help content providers to prepare metadata and map the materials to be ingested in the ingestion system and made available to be harvested by Europeana (documents, videos, slides, bibliographies, links etc.). Moreover it will link to the e-learning platform managed by the University of Padua, that will contain a series of autonomous training modules, so that individuals can attend (or download) only those topics which are of particular interest.

Europeana: direct link to the European portal.

Events: All events interesting for the Linked Heritage community will be recorded in the searchable database included in the CMS. In particular, the following events will be recorded:

- Events organised by Linked Heritage
- Events organised by other institutions and projects where Linked Heritage partners are invited to promote the project's activities

News: information of interest for the Linked Heritage community.

Reserved area: it is dedicated to the project's partners which can access to it only after having received a password.

Password can be received writing to the project e-mail address: info@linkedheritage.org or directly to the webmaster: andrea.tempera@beniculturali.it

Access to the Reserved Area is granted to the EC Project Officer as well, to allow a more in depth monitoring of the project development.

This is the current structure of the reserved area, which will be implemented according to the needs:

- Project management
- Deliverables
- Reviews
- Plenary meetings
- Working packages
- Address book

A short explanation of the single pages content follows:

Management: it includes all management documents (grant agreement, description of work, etc.)

Deliverables: it includes the list of the deliverables. Each deliverable file will be added after finalisation. With respect to the public area, it also includes not public deliverables.

Reviews: this section will be activated when the documentation for the first review will be available

Project meetings: this section includes the documentation concerning each plenary meeting: agenda, minutes, list of participants, presentations etc. Currently, all the documentation about the Linked Heritage kick-off meeting (Rome, 29 April 2011) is already available.

Work packages: this section will include working or restricted documents edited by WPs.

Address book: this section will be updated with the names and contact information of partners and other experts joining the network. With regard to privacy, a special care will be used by the consortium while publishing names and contacts of people on the website. In particular, before the publication of any name, the authorization will be requested to the concerned people.

8 RESPONSIBILITIES AND IPR

LINKED HERITAGE is solely responsible for the content of the website, which does not represent the opinion of the European Commission. The site is generally licensed under a Creative Commons Attribution Non-Commercial Share Alike 2.5 (by-nc-sa) License. Specific contents may be licensed differently according to agreements with single authors.

9 THE SERVICES

9.1 RSS FEED

RSS Feed is implemented to provide automatically information about updates in the Events and news section of the website.



9.2 ADD THIS

AddThis is the add-on tool to make sharing and bookmarking simple, and to have all one's favourite web 2.0 social networking, bookmarking, blogging, and e-mail services at one's fingertips. The tools is available in each page of the website.



9.3 STATISTICS

A statistics analyser has been activated since the publication of the website.

The statistics are implemented with Advanced Web Statistics 6.9 - created by AWStats.

This is a free real-time log file analyzer to get advanced statistics, licensed under GNU GPL.

AWStats is a free powerful tool that generates advanced web, streaming, ftp or mail server statistics, graphically. This log analyzer works as a CGI or from command line and shows you all possible information your log contains, in few graphical web pages. It uses a partial information file to be able to process large log files, often and quickly.

A full log analysis enables AWStats to show the following information:

- Number of visits, and number of unique visitors
- Visits duration and last visits
- Authenticated users, and last authenticated visits
- Days of week and rush hours (pages, hits, KB for each hour and day of week)
- Domains/countries of hosts visitors (pages, hits, KB, 269 domains/countries detected, Geolp detection)
- Hosts list, last visits and unresolved IP addresses list, Most viewed, entry and exit pages
- Files type
- Web compression statistics (for mod_gzip or mod_deflate)
- OS used (pages, hits, KB for each OS, 35 OS detected)

- Browsers used (pages, hits, KB for each browser, each version (Web, Wap, Media browsers: 97 browsers, more than 450 if using browsers_phone.pm library file)
- Visits of robots (319 robots detected)
- Worms attacks (5 worm's families)
- Search engines, key phrases and keywords used to find your site
- HTTP errors (Page Not Found with last referrer, ...)
- Other personalized reports based on url, url parameters, referer field for miscellaneous / marketing purpose
- Number of times your site is "added to favourites bookmarks"
- Screen size (need to add some HTML tags in index page)
- Cluster report for load balanced server's ratio.

Statistics are managed by the webmaster who will provide periodically statistical reports to the Technical Coordinator or to any other partner, for further analysis, on demand.

10 THE EDITORIAL TEAM

The Editorial Team is composed by the following members:

- the content manager checks and validates the content
- the webmaster publishes it on the website and takes care for its maintenance, as well of SEO activities for optimising access from search engines.

The content to be published on the website is provided by the management team and by all partners.

11 THE MAILING LISTS

Communication between partners is made available through dedicated mailing lists.

Currently three mailing list have been activated:

- lh-all@linkedheritage.org (devoted to all stakeholders interested in Linked Heritage project)
- lh-partners@linkedheritage.org (devoted only to partners)
- lh-wp3@linkedheritage.org (reserved to WP3).

Other WPs and Working Groups new mailing lists will be activated by the management of the project, according to the needs of the project.

The access to the mailing list archive is protected by password. Password to reach the mailing lists may be requested to the Linked Heritage webmaster, writing to andrea.tempera@beniculturali.it

The Mailing Lists are managed by POP3ML, a free software PHP script class without a local smtp server, licensed under GNU GPL.

Through the Mailing List Archive, the user can :

- select the mailing list;
- read all the messages sent to the selected mailing lists;
- search for a single message using the search engine installed, by “subject”, “sender”, “header”, “entire message” and “date”.

12 FUTURE DEVELOPMENT

Along the whole project period, the editorial board will continue to update constantly the website, adding new sections when required by the project's activities.

Amongst further developments, multilingual pages in each partner language are foreseen, in order to increase the number of readers, in particular in the cultural sector. More precise planning of the multilingual features will be developed during the next period, according to each partner decision.

13 SUSTAINABILITY PLAN

The Linked Heritage website is an instrument for the actual operation of the network and its use is foreseen to last longer than just the project lifetime. The website will be maintained by the Italian Ministry of Cultural Heritage also after the end of the project, continuing to give access to documents, publications and services produced in the framework of the project,

The website in fact allows a systematic exchange of information and best practices and this is a very important function to keep updated the common set of priorities among the participants to the network within a long-term perspective of cooperation among partners.

ANNEX – FILE NAMING

These guidelines are targeted to all people producing files in the framework of the project.

Meetings and workshops

- **Agenda**

[PROJECT-NAME_yyyy_mm_dd_venue_event-name_agenda]

Es. LH_2011_04_29_rome_kickoff_agenda

Es. LH_2011_06_22_budapest_plenarymeeting_agenda

Es. LH_2011_06_21_budapest_WP3technicalmeeting_agenda

- **Minutes**

[PROJECT-NAME_yyyy_mm_dd_venue_event-name_minutes_author's surname]

Es. LH_2011_06_21_budapest_plenarymeeting_minutes_fresa

- **Presentations**

[PROJECT-NAME_yyyy_mm_dd_venue_event-name_title_INSTITUTION_author's surname]

Es. LH_2011_04_29_rome_kickoff_ICCU_fresa

Es. LH_2011_04_29_rome_kickoff_WP1_ICCU_caffo

Workshops and Conferences

- **Programme**

[yyyy_mm_dd_venue_event-name_programme]

Es. LH_2011_09_10_conferencename_programme

- **Presentations**

[PROJECT-NAME_yyyy_mm_dd_venue_event-name_title_author's surname_language]

Es. LH_2011_09_10_place_conferencename_author_lang

Publications

[INSTITUTION_title_date_version_language]

Es. CREATOR_title_year_version_lang

Working documents (to be included in the reserved area)

[document-title_date_author's initials]

Es. title_YYYY_MM_DD_Author

In case of revisions:

Es. title_YYYY_MM_DD_rev1_Author

Dissemination material

[PROJECT-NAME_object_year]

Es. LH_factsheet_May_2011_draft1