

EFG – The European Film Gateway

EFG Data Provider Handbook

www.europeanfilmgateway.eu



eContent*plus*

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Terms and Definitions

Term	Definition
Authority Data	Unique records of film works, persons, corporations or other kinds of data that are managed within the databases of the archives contributing to EFG.
Content	The digital objects that can be accessed through metadata. Content is typically held on the Data Providers' sites or made accessible through other repositories and aggregating systems.
Data	Catch-all term including metadata, links to thumbnails, links to moving image previews.
Data Provider	Organisation that submits data to EFG portal.
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 portal, its data and machine interfaces. www.pro.europeana.eu and www.europeana.eu
Metadata	Metadata is information about content, describing its characteristics to aid in its identification, discovery, interpretation and management. Metadata is delivered to EFG and drives the discovery of content held at the Data Provider's site. Examples: Bibliographic or filmographic data, temporary and spatial data.
OAI-PMH	Open Archive Initiative - Protocol for Metadata Harvesting
Preview	General term comprising Thumbnail and Moving Image Preview.
Thumbnail	Smaller, low resolution version of still image content or a low resolution still of moving image content.
URI	Uniform Resource Identifier, URLs (Uniform Resource Locators) are URIs.

The European Film Gateway is the central search portal of the Association des Cinémathèques Européennes. DFF - Deutsches Filminstitut & Filmmuseum is the coordinator of and contact point for all EFG on behalf of the Association des Cinémathèques Européennes:

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1 Introduction

EFG – The European Film Gateway is the official search portal for digital collections held by member institutions of the Association des Cinémathèques Européennes (ACE). As such, EFG gives centralized access to digital cultural heritage from currently around 40 film archives and cinémathèques (referred to as Data Providers in this document) from all over Europe. The EFG portal available at europeanfilmgateway.eu was originally funded under the European Union's eContent^{plus} programme and was developed in the scope of the EFG project¹ (2008-2011). Today, it gives access to over 750,000 objects like film stills, posters, set drawings, newsreels, feature and short films as well as text materials such as film programmes and censorship documents. EFG stores only the metadata describing the digital objects in its central database, while the actual objects remain on the servers or streaming platforms of the individual Data Provider. EFG uses links to these objects to display them on EFG and to link back to the respective Data Provider's website from the individual data entries. By not storing the objects centrally, Data Providers remain in full control over their digital content.

EFG welcomes data contributions from all film institutions or institutions with film-related collections across Europe with the goal to simplify user access to a broad variety of digitized archival materials, especially to moving images, through one joint portal, the European Film Gateway. Being a member of the Association des Cinémathèques Européennes is not required to contribute to EFG.

EFG is connected to Europeana². By contributing to EFG, Data Providers also have their data delivered to the Europeana portal available at europeana.eu, which was initiated and is funded by the European Commission. Europeana functions as a search portal over digital collections from European heritage institutions from all domains (libraries, museums, archives, audiovisual archives). As a so-called aggregator for Europeana, EFG collects and consolidates data from the film archive domain and passes it on to Europeana, thus allowing collections on EFG to also be found in a wider cultural context on europeana.eu. If you are already contributing to Europeana via a different route, please inform DFF accordingly.

This handbook provides relevant information for EFG Data Providers and explains workflows and requirements. It consists of three parts:

1. Chapters 1 and 2 provide general information on the benefits of getting connected with EFG and how film archives can become EFG Data Providers. It also gives an overview of the general EFG data ingestion workflow.

¹ www.efgproject.eu and the follow-up project www.efg1914.eu

² <http://www.europeana.eu> (portal) and <http://pro.europeana.eu> (background information on the Europeana Initiative and Network)

2. Chapter 3 and 4 provide specific guidelines on how Data Providers should prepare and deliver their data to EFG to meet metadata quality standards set by Europeana and EFG.
3. The appendix contains an overview of mandatory metadata elements that are considered most important for the best possible display of your data on EFG and Europeana. The appendix also contains examples of how metadata are stored in the common EFG database and how they are displayed in the EFG and Europeana portal.

We strongly recommend you also visit the [Guidelines & Standards section](#) on the EFG project website to find out more about the EFG schema and EFG controlled vocabularies.

2 Benefits of Getting Connected to EFG

By contributing metadata and links to your digital collections to the EFG portal you become part of the EFG and Europeana network. The main benefits of joining EFG and Europeana are:

- Make your content accessible to a wider public and attract visitors to your own website. As a pan-European initiative and portal, EFG displays your collections alongside those of other European film institutions and on Europeana alongside collections from institutions of the wider cultural heritage sector. Both EFG and Europeana always link back to your own website.
- 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.
- 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 interoperability issues with practitioners from Europe's film archives, information specialists and experts from the wider Europeana network.
- Take part in workshops, seminars, conferences offered by the Europeana projects and [Europeana Network Association](#).

Some 40 film archives and cinémathèques are connected to EFG so far. For an up-to-date list of institutions contributing to EFG please go to the [EFG portal "Contributing Archives" list](#). Over 4,000 cultural heritage institutions across Europe contribute to Europeana.

3 General Information on Submitting Data to EFG

The EFG database is relatively complex and able to store the large variety of data that film institutions are managing in their local databases. Once ingested into the EFG system, the Data Providers' data is stored in the EFG Information Space, which consists of the common database and a number of software services. Data Providers typically submit their data in XML exports or have them harvested via an automated data exchange interface (e.g. OAI-PMH). If an automated data exchange interface is not available and creating XML exports from your local database is not an option, Data Providers can alternatively make use of an EFG spreadsheet template available from DFF (Deutsches Filminstitut). While the EFG database is able to store a broad variety of information typically held in film institutions' databases, we typically focus on data which is describing the actual digital object, as well as agents and film titles related to them.

3.1 How to Get Your Data Into EFG

If you want to submit data to EFG, there are two ways of doing so. EFG staff at DFF, who will support you and handle the ingestion process together with a technical service provider, is happy to discuss the two options in more detail and to make recommendations based on the type and size of your data contribution.

Option 1: The easiest and most straightforward way to make your collections searchable via EFG is to enter the data manually in the EFG spreadsheet template. Apart from entering the metadata in the spreadsheet, this procedure requires hardly any input from you. DFF will provide you with the spreadsheet template, if you choose this option. We recommend this procedure for archives that only contribute a smaller amount of records to the EFG portal and that do not plan to make large amounts of data sets available in the future. Archives may also choose this option, if they are not able to extract XML from their local database(s).

Option 2: The more sustainable way of getting your data into EFG, especially larger amounts of records, is to send us either 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 to EFG. In both cases, a conceptual and technical mapping of your local database elements to those of the EFG database is required. This means that after evaluating your export and clarifying potential questions, EFG staff at DFF will write a conceptual mapping based on which the EFG technical service provider ISTI-CNR will implement the import filter necessary to ingest your data export into the EFG database.

3.2 Overview of the Data Ingestion Process

The ingestion process consists of a series of activities involving the Data Provider, the Deutsches Filminstitut (DFF) as EFG coordinator and Istituto di Scienza e Tecnologie dell'Informazione "A. Faedo" as technical service provider (ISTI-CNR). The individual steps of the ingestion workflow are as follows (concrete actions to be taken by the Data Provider are highlighted in red italics). Please note that if you choose Option 1 to deliver your data most of these steps require no input from you.

Step 1: Prepare Data Delivery

The Data Provider and DFF discuss the type of data and metadata available and to be exported from the Data Provider's local database, together they schedule the delivery of data exports and DFF will assist the Data Provider with any questions related to the data delivery. If contributing data as described under Option 2, *the Data Provider needs to provide DFF with a test XML export containing at least 10-20 records from their local database*. The XML export should preferably match or be similar to the EFG schema structure.

Step 2: Define Metadata Mapping Rules

Based on the test XML export provided by the Data Provider, DFF will write a conceptual mapping which specifies how each native metadata element will be mapped to the EFG metadata schema. After the approval of the Data Provider, ISTI-CNR will implement an import filter which performs the actual conversion of the native metadata structure into the EFG metadata schema. This process requires some tests carried out by DFF and is usually subject to several revisions.

Step 3: Define Vocabulary Matching Rules

Ideally Data Providers provide metadata exports that include [controlled vocabularies as used in EFG](#). If this is not possible, *the Data Provider will need to indicate in a separate spreadsheet (provided by DFF) what local value matches which controlled EFG terms*. Based on the established matching tables, the data provider's local values will automatically be converted into EFG terms during the data ingest. Purpose of the matching process is a consolidated display of metadata on the EFG and Europeana portals.

Step 4: Deliver Data and Metadata in the Appropriate Format

The Data Provider delivers valid and complete XML export(s) (or in case of option 1 the EFG spreadsheet template) that contain all data to be made searchable via EFG. XML files can be sent to DFF via email or placed on ftp servers for download. 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 applying the import filter implemented for the respective Data Provider as well as, if applicable, any vocabulary matching tables created as part of Step 3.

Step 6: Perform Data Quality Control

The ingested data is not visible on the EFG portal straight away, but will be quality-checked by DFF before being published. If errors in the data presentation exist, DFF will track the source of the problem and solve it with ISTI-CNR and/or the Data Provider.

Step 7: Publication

Once approved by DFF, ISTI-CNR release the data to the EFG portal, where it becomes searchable for all users. This activity does not require any specific processing of the data, it is only a change of the status from private to public. After the approval and release to the EFG portal, ISTI-CNR will prepare the dataset for harvesting by Europeana. *The Data Provider will be notified accordingly and is invited to give feedback on the display of their data on EFG and Europeana.*

Step 9: Data Export from EFG to Europeana

Europeana harvests data from EFG in order to provide access to EFG collections via the Europeana portal and API. The data of each Data Provider is harvested separately and after approval by the Data Provider. DFF 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 DFF.*

3.3 Data Contribution: Key Points for Data Providers

The Data Provider is responsible for making the following data available to EFG for each object:

- Metadata about the digital object including related agents (persons/companies). See ANNEX I for complete list of relevant data fields.
- Persistent identifiers - active and stable links to the described digital object on the provider's site → a direct deep link to the digital object so that it can be displayed on EFG. (IsShownBy link)
- Persistent identifiers - active and stable links to the described digital object on the provider's site → a link to the object as it is presented on your own website. (IsShownAt link)
- Links to thumbnail images for video objects. Thumbnail images for text and image objects will be automatically generated from the IsShownBy link by the EFG system and Europeana. This is not possible for videos though, hence a thumbnail image for each video object is required.

EFG prefers the following file formats for digital objects that it links to:

- ➔ Image: jpg, png, tiff
- ➔ Text document: pdf, pdf/a
- ➔ Video / moving image: mpg4

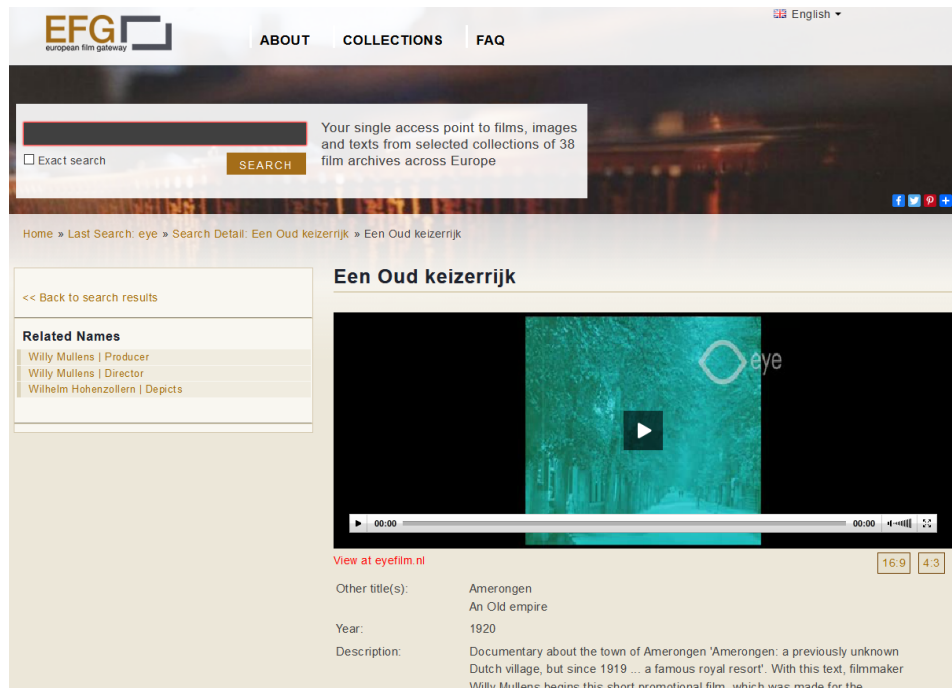
Other formats are possible, but please notify DFF accordingly.

3.3.1 Persistent Identifiers

Data Providers should provide EFG with two types of links to their digital objects. Providing at least one of these links is mandatory:

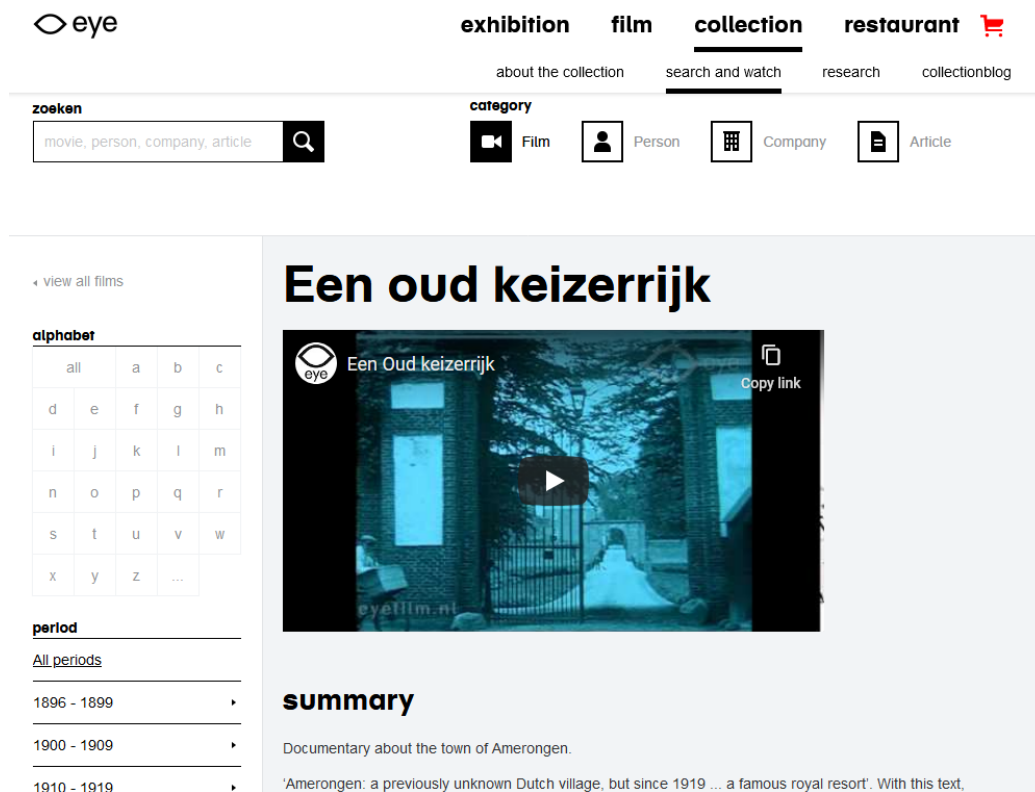
- a) An "IsShownBy" link leading directly to the digital file and allowing the display on EFG (see Example on next page)
- b) An "IsShownAt" link leading to your institution's platform where the object is embedded (see Example on next page)

The persistent link to a digital object and/or to a digital object embedded in the local website should be given as a URI.



IsShownBy link allows the video playback on EFG

Example: <https://api.picturepipe.net/api/3.0/playouttoken/280e89c2e776444da1261c2a2f30f50c/play>



IsShownAt link leads back to the object as presented on Data Providers page

Example: <https://www.eyefilm.nl/en/collection/film-history/film/een-oud-keizerrijk>

3.3.2 Thumbnails

For a more user-friendly presentation of search results on the EFG portal and on Europeana, the EFG system automatically creates thumbnails of images and text documents as a preview of the respective digital object. EFG accepts only standardized file formats that can be accessed by most end users. As mentioned above, a direct link to the image or text file (IsShownBy) is needed to create the thumbnail preview image automatically.

Thumbnails for videos *cannot* be generated automatically by the system. Hence, Data Providers must provide a deep link to a thumbnail image (hosted on their server) for each video item. Thumbnails must have a minimum width of 450px, preferably larger. For automatically generated thumbnails of images and texts to meet that size, the original digital file has to be 450px wide at least.

Please note that Europeana categorises objects in 4 different tier groups that are partly defined by thumbnail size. Depending on the tier category your objects are in, Europeana offers different benefits and potential for your collections to be found, promoted and reused. On EFG though, these tier categories play no role. All content is displayed equally on the EFG portal. If you are interested to find out more about the Europeana Publishing Framework and its tier structure, please visit <https://pro.europeana.eu/post/publishing-framework>

3.4 Legal Requirements and Copyright

EFG is the domain aggregator of the film archive sector for Europeana. In this function, EFG passes on consolidated metadata from the EFG Information Space to Europeana in regular intervals. Europeana requires all archives providing data to them to sign the Data Exchange Agreement prior to the publication of their data on Europeana. Please note that all metadata (NOT the digital objects!) submitted to Europeana will be published as open data under the terms of the Creative Commons Zero Public Domain Dedication (CC0). For more information on the Europeana Data Exchange Agreement, please visit <https://pro.europeana.eu/page/the-data-exchange-agreement>

Data providers publishing their data with EFG and Europeana, are required to label each object with the correct copyright information. This will make it easy for people to navigate and know if and how to use the Data Providers' collections. Currently, EFG and Europeana use **14 standardised rights statements**. If you consider using Creative Commons licences, please note that those can only be applied by, or with the permission from, the rights holder. Please make sure that all content that is in the public domain is labelled accordingly by applying the Public Domain Mark.

We strongly encourage our Data Providers to make use of copyright statements or licences that allow for as much use and re-use as possible, e.g. in educational contexts or other non-commercial contexts. So, when clearing rights or when you own rights, please consider applying a statement that is as open as the copyright situation allows.

For an up-to-date list of available statements, their meaning as well as how to include the statement in your metadata, please visit <https://pro.europeana.eu/page/available-rights-statements>

We encourage our Data Providers to apply these rights statements in their data exports already. However, should this not be possible, EFG will match local values to the controlled statements during the data ingest. If you are unsure what statements to apply and how, please contact DFF.

4 Preparing and Delivering XML Exports to EFG

While we provide a detailed overview of all relevant and mandatory data fields in ANNEX I, here are some more general requirements, recommendations and things to keep in mind when preparing your data export for EFG:

- a) A tabular as well as textual overview of the EFG schema with its entities and elements as well as an xsd file are available here:
https://www.efgproject.eu/guidelines_and_standards.php
- b) Please make sure that all metadata is correct and that links to the digital objects are persistent and do not change. If links change, please inform DFF accordingly.
- c) In case you are managing authority files in your database(s), please consider providing the authority data and descriptions of your digital objects in separate XML exports. The EFG database can store authority data for 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 4.1 Source identifiers.
- d) If you deliver Person exports please make sure they contain all name types (e.g. preferred name, spelling variant) and activity types (e.g. director, actor, writer) that occur in your database(s).
- e) In case an object belongs to a certain collection in your archives, please include the collection name in the XML export(s).
- f) 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.
- g) Please provide all tags of your XML exports in the English language.
- h) Please make sure your XML export contains language tags for elements such as title, description and keywords in order for EFG and Europeana to display the records correctly on their portals and to allow for automatic translation of metadata into other languages on Europeana.
- i) If your database contains URIs to controlled vocabularies and thesauri (e.g. for keywords, locations, etc), please include these in your export.
- j) XML exports must be provided using UTF-8 encoding, so that special characters are transferred correctly to the EFG database and will be displayed correctly.

- k) Make sure XML exports do not contain syntactical errors.
- l) 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.

4.1 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 one. 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 function 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 also enriches the federated database.

Depending on whether you are providing AV and/or NonAV content, 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 APPENDIX I – Minimum Metadata Requirements

This chapter gives an overview of the minimum metadata requirements for data contributions to EFG and Europeana. Data providers should use the following list to prepare their metadata so that it is 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 three separate tables. The minimum requirements only include the most important data fields that are displayed on the EFG and Europeana portals. Data exports containing more information are appreciated and can be ingested in the EFG database. If you are unable to meet the minimum requirements, please notify DFF accordingly.

5.1 Video

This section describes minimum metadata requirements for video files in EFG.

	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/imagecache/material_image/sites/default/files/47AFB3D4F6AD43FDB796E55E10C36322_1730.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.filmportal.de/node/38721/material/718866
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 cataloguing rules for film titles.
Reference in EFG schema	chapter 4.2 Title; 34/35
Example	Unsere heimkehrenden Kriegsgefangenen
Field name in EFG schema	AVCreation.Title

	Other titles
Definition	(could be English title or translation of title into English, release titles, etc.)
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
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 available in local database)
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 / Distribution title etc.
Field name in EFG schema	AVCreation.Title.TitleRelationship

	Category
Definition	General category of the film
Requirement	optional (mandatory if available in local database)
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 companies 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 available)
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 available)
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 (if available)
Cardinality	Multiple
Format	No required format. If you use URIs in your local database, please provide them in your data export. The same is true for language tags and keyword types (e.g. person, subject).
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	Copyright statement for each object. Go to https://pro.europeana.eu/page/available-rights-statements for available statements
Requirement	Mandatory
Cardinality	Unique per item
Format	Follow instructions provided at https://pro.europeana.eu/page/available-rights-statements . If not possible, EFG will match local terms to according rights statement.
Reference in EFG schema	chapter 3.2 AVManifestation; p.12
Example	In Copyright - Educational Use Permitted
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

5.2 Image

This section describes minimum metadata requirements for image files in EFG.

	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	https://www.filmportal.de/sites/default/files/styles/gal_image/public/image/2020-02/fn088212_pic_04.jpg?itok=h7cl2TSh
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	https://www.filmportal.de/bild/berlin-alexanderplatz-5
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	Berlin Alexanderplatz
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	No required format. If you use URIs in your local database, please provide them in your data export. The same is true for language tags and keyword types (e.g. person, subject).
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	Copyright statement for each object. Go to https://pro.europeana.eu/page/available-rights-statements for available statements
Requirement	Mandatory
Cardinality	Unique per item
Format	Follow instructions provided at https://pro.europeana.eu/page/available-rights-statements . If not possible, local terms will be matched to according rights statement.
Reference in EFG schema	chapter 3.4.1. Elements; p.17
Example	In Copyright - Educational Use Permitted
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	Lang, Fritz
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

5.3 Text

This section describes minimum metadata requirements for text files in EFG.

	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	https://www.filmportal.de/sites/default/files/406C0C40B403444BAAC76F550BE4A2E2_F023881_ABA_064_IK_002.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	https://www.filmportal.de/material/interne-korrespondenz-zu-tonproblemen
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. Make sure that the title is not just a film title as otherwise several different objects might end up with the same title and make it hard for users to distinguish between the documents.
Requirement	Mandatory
Cardinality	Multiple
Format	No required format
Reference in EFG schema	chapter 4.2 Title; p. 34/35
Example	Internal correspondence regarding "Mädchen in Uniform"
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	
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	Maas, Herbert
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	1958-03-14
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
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	Keywords
Definition	Keywords will help users to find your text material in the EFG portal.
Requirement	Mandatory (if applicable)
Cardinality	Multiple
Format	No required format. If you use URIs in your local database, please provide them in your data export. The same is true for language tags and keyword types (e.g. person, subject).
Reference in EFG schema	chapter 4.5 Keywords; p. 38/39
Example	
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	Artur Brauner 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 known)
Cardinality	Unique per item
Format	Free text
Reference in EFG schema	chapter 3.4.1. Elements; p.18
Example	Artur Brauner Archive at Deutsches Filminstitut
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	CCC Filmkunst GmbH

Field name in EFG schema	NonAVManifestation.RightsHolder
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	Rights status
Definition	Copyright statement for each object. Go to https://pro.europeana.eu/page/available-rights-statements for available 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 two EFG values.
Reference in EFG schema	chapter 3.4.1. Elements; p.17
Example	In Copyright
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
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	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

5.4 Film Works and Persons

In case you plan to provide authority data about film works and persons, we recommend to provide the following information. Please note that providing authority data is optional.

a) For Film Works

Data field	Remarks
Title(s)	Original title, distribution title or any other title. If possible, please apply the FIAF cataloguing rules for film titles.
Title Type(s)	Kind 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 resource 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 resource 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.

5.5 EFG Controlled Vocabularies

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 table contains the display terms defined for attributes of the EFG database. The English term is the target for the matching from a local value to an EFG term.
- **EFG vocabularies II: semantic relationship types**
This table contains the controlled terms regarding EFG’s semantic relationships. These terms describe the semantic relation between two entities, e.g. Film Work (entity 1) Actor (semantic relationship) Person (entity 2))