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Deliverable 10.3

Training resources and workshop for the publication of archival descriptions

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Abstract (for dissemination)	The presented training resources aid and guide archives in the process of mapping internal archival descriptions to publishable descriptions and the process of publishing. The workshop where resources were discussed and presented took place from 16 to 17 October 2017 and is reported in this deliverable. The training resources were also published on the EHRI website in January 2018.
Management Summary	(not required since the deliverable does not exceed 25 pages)

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1 Introduction

Deliverable 10.3 is described in the DoA as follows: 'These resources will aid and guide archives in the process of mapping internal archival descriptions to publishable descriptions and the process of publishing. It will address options of mapping selection, workflows and publishing formats. The workshop will discuss and present the resources.'

The work done in this task is:

- A. Create manuals for the ECT and MPT tools
- B. Create introductory slide sets for the ECT and MPT tools
- C. Create a description of the training materials on the EHRI website
- D. Provide training within several EHRI workshops on the tools that have been developed within this work package, namely the EAD Conversion Tool (ECT) and the Metadata Publishing Tool (MPT)
- E. Organise a workshop exclusively for providing training and support on the mapping of descriptions and sustainable data integration using the EHRI workflows and tools. This workshop took place in October 2017

Section 2 describes the published training resources (A-C) and section 3 describes the training events and workshop (D,E).

2 Published training resources

For both tools developed by EHRI WP10 that aid the mapping of archival descriptions and the sustainable data integration, a list of training resources can be found below. The published training resources are also described on the EHRI website.

2.1 List of published training resources

2.1.1 Metadata Publishing Tool (MPT)

The Metadata Publishing Tool (MPT) aims to help archives, libraries, museums and memorials publish their EAD files in a sustainable way. The desktop application is based on the ResourceSync Framework Specification, created by the Open Archives Initiative as a successor of the widely-used Protocol for Metadata Harvesting (OAI-PMH).

- Tutorial for archivists on the MPT is created by Cegesoma, NIOD and DANS and is downloadable from: <https://github.com/EHRI/manuals/tree/master/MPT> (pdf)
- MPT installation manual: <http://rsub-gui.readthedocs.io/en/latest/>
- Slide set: [Introduction to MPT](#)
- Download latest executables from the [releases page](#) of the [rsub-gui](#) project.

2.1.2 EAD Conversion Tool (ECT)

This tool is simple in use and can generate EAD-files conform with EHRI standards so that an export can be made to EHRI and the descriptions can be harvested by EHRI to the EHRI portal. The tool can also be used to validate if your data is in correct EAD format.

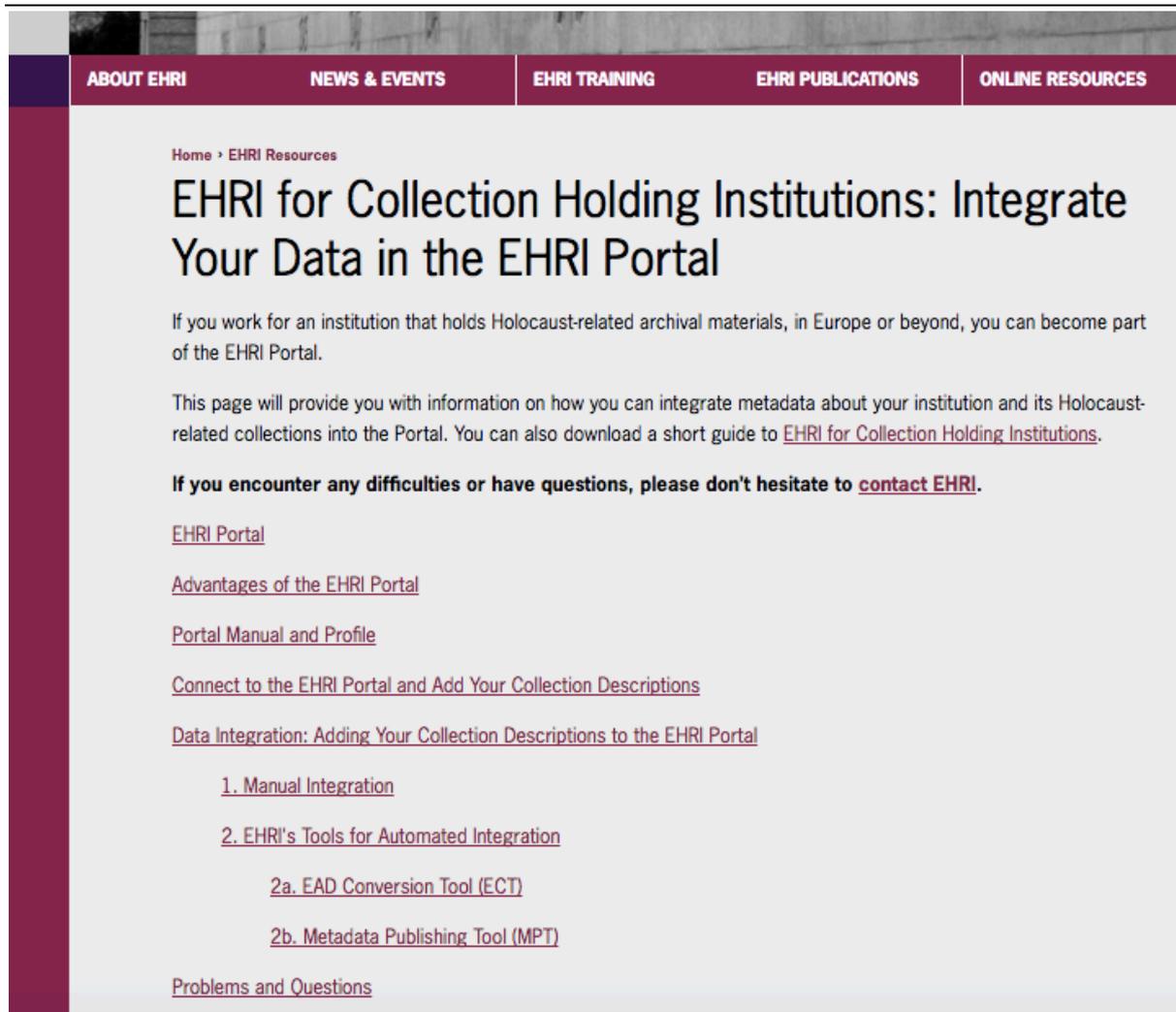
- Manual: <https://github.com/EHRI/manuals/tree/master/ECT>
- Slideset: [Introduction to ECT](#)
- The software can be downloaded using anonymous FTP or a web browser at: ftp://ftp.ontotext.com/pub/EHRI/conversion_tool/

2.1.3 OAI-PMH

There is no EHRI-specific guidance needed for the direct connection to the EHRI portal by using “[Open Archives Initiative – Protocol for Metadata Harvesting](#)” (OAI-PMH).

2.2 Training resources published on the EHRI website

On the EHRI website [a new section](#) (see image below) is created to introduce the integration of collection descriptions and other information to the EHRI portal. The section contains information on the EHRI portal and links to the EHRI portal, and manual. The [EHRI publication on sustainable data integration](#) is linked as contextual information. Thereafter a description of manual input of collection descriptions, and the sustainable ingest using the ECT and/or the MPT tools and OAI-PMH are described. The site contains contact information and links to manuals and slide sets (the links are mentioned in the previous paragraphs of this chapter:



The screenshot shows a webpage with a dark red navigation bar at the top containing the following menu items: ABOUT EHRI, NEWS & EVENTS, EHRI TRAINING, EHRI PUBLICATIONS, and ONLINE RESOURCES. Below the navigation bar, the breadcrumb path reads 'Home > EHRI Resources'. The main heading is 'EHRI for Collection Holding Institutions: Integrate Your Data in the EHRI Portal'. The text below the heading states: 'If you work for an institution that holds Holocaust-related archival materials, in Europe or beyond, you can become part of the EHRI Portal.' It then explains that the page provides information on integrating metadata and offers a short guide to 'EHRI for Collection Holding Institutions'. A bolded instruction reads: 'If you encounter any difficulties or have questions, please don't hesitate to [contact EHRI](#).' Below this are several links: 'EHRI Portal', 'Advantages of the EHRI Portal', 'Portal Manual and Profile', 'Connect to the EHRI Portal and Add Your Collection Descriptions', and 'Data Integration: Adding Your Collection Descriptions to the EHRI Portal'. Under the last link, there is a numbered list: '1. Manual Integration', '2. EHRI's Tools for Automated Integration', which is further divided into '2a. EAD Conversion Tool (ECT)' and '2b. Metadata Publishing Tool (MPT)'. At the bottom of the list is a link for 'Problems and Questions'.

Figure 1 Screenshot 'EHRI for Collection Holding institutions' on the EHRI website: <https://ehri-project.eu/ehri-for-institutions>

On the webpage a new Collection Holding Institution can get an idea of the steps that are needed for the metadata (the collection descriptions) to become integrated in the EHRI portal and who to contact in case one needs more information (see Figure 2):

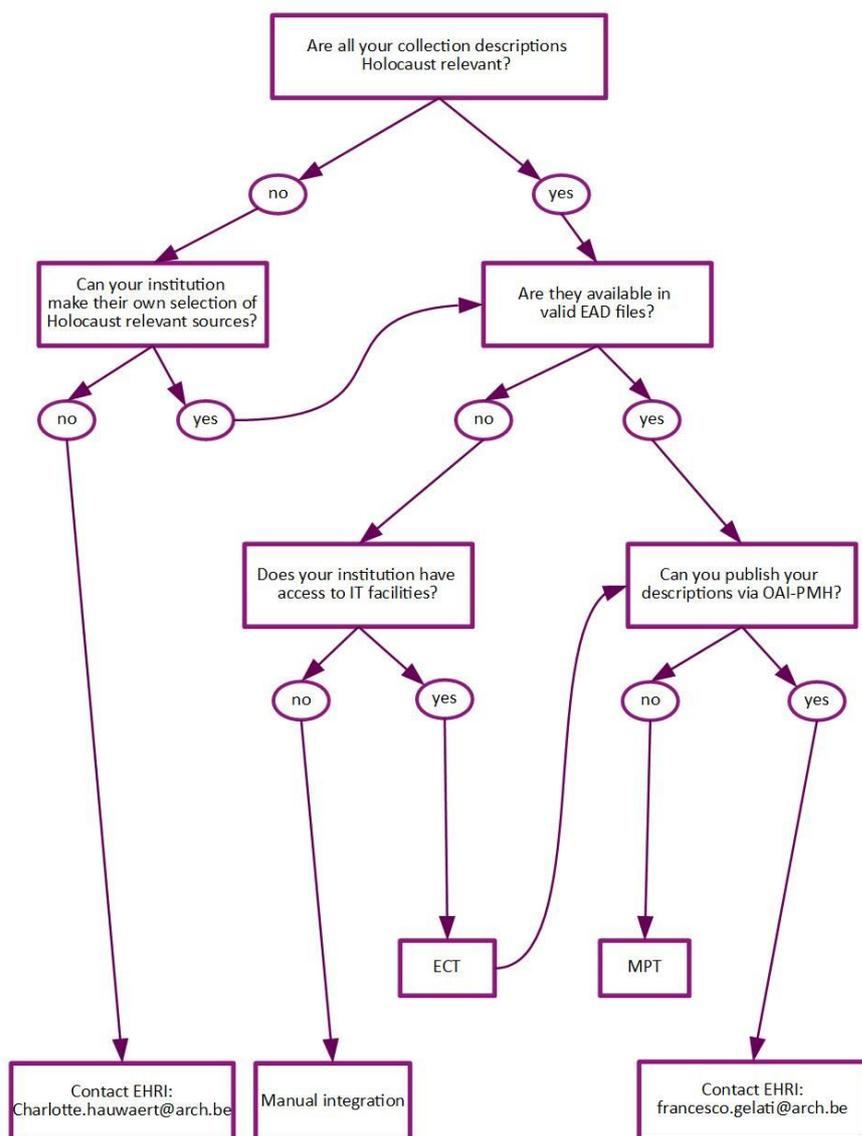


Figure 2 Screenshot Scenarios for adding collection descriptions to the EHRI portal.

The new webpage has been announced in an EHRI news message¹ (1 February 2018).

¹ EHRI for Collection Holding Institutions: New Webpage Explains How to Integrate Your Data in the EHRI Portal: <https://ehri-project.eu/ehri-collection-holding-institutions-new-webpage-explains-how-integrate-your-data-ehri-portal>.

3 Training events and workshops

There have been two workshops where training has been provided. The first one was organized by WP9 for Italian Collection Holding Institutions (CHIs). This workshop will be described in a WP9 deliverable. Below you find a short description. The second workshop was a WP10 training workshop specifically for the Collection Holding Institutions who would like to use the WP10 tools for data integration. This workshop is reported in this chapter.

WP9 Workshop - Holocaust related Collections from Italian Collection Holder Institutions: evaluation and measures for the integration in the EHRI web portal

Date: 7th March 2017

Place: Memoriale della Shoah Milano

Aim: Present and promote EHRI to the Italian CHIs

Audience: Data Managers and Archivists in the EHRI consortium, archivists and representatives of the following organisations - ICAR, MIBACT, ACS, Stato Maggiore dell'Esercito, Archive of the Jewish Community of Rome, Archive of the Union of Italian Jewish Communities - Rome, Archive of the Jewish Community in Turin, Archive of the Jewish Community in Venice, Fondazione Memoria della Deportazione

Participants of the workshop:

Representatives of WP10: Boyan Simeonov (ONTO), Henk van den Berg (DANS), René van Horik (DANS)

Representatives of WP9: Laura Brazzo (CDEC), Veerle Vanden Daelen (Kazerne Dossin, also for WP10), Anna Ullrich (IFZ), Sigal Arie Erez (YV), Charlotte Hauwaert (Cegesoma)

The workshop was valued as successful. The tools developed in WP10 were presented to the Italian CHIs and it was briefly explained to the participants that if any CHI wants to be part of EHRI, it will get the needed technical and expert support from EHRI's side.

3.1 WP10 Workshop EHRI Data Integration Tools and Services

Date: 16 - 17 October 2017

Place: DANS-KNAW, The Hague

Aim: To support the integration of metadata in the EHRI portal

Audience: Data Managers or Archivists in the EHRI consortium (metadata specialists) and technical supporters

Description of the workshop: In the EHRI project data integration concerns the aggregation of archival finding aids in relation to the Holocaust that are managed by a collection holding institution in the EHRI consortium. The EHRI project provides a couple of tools and services to support this metadata integration process. The aim of the workshop is to provide participants guidance on how the tools can be used to ingest their metadata into the EHRI portal. The advantage of using these new tools is that the data are automatically updated in future and the portal shows a correct representation of the data of the CHI. The workshop provides context information as well as concrete hands-on experience.

Announcement: The workshop was announced at the General Partner Meeting in Milan in May 2017, on basecamp and furthermore in the work package meeting of WP9 and by direct invitation and in direct contact from WP9 and WP10 colleagues with collection holding institutions that would profit from attending such a meeting. As the direct invitations were

sent only a month or less before the workshop, some interested participants were not able to attend.

Participants of the workshop:

Cecile Lauvergeon, (Memorial de Shoah)
Sonja Nilson (International Tracing Service)
Giora Zwilling (International Tracing Service)
Laura Brazzo (CDEC)
Ilaria Barbanti (Regesta.exe)
Cathrin Hermann (Institut für Zeitgeschichte)
Steven Langenaken (Cegesoma)
Benjamin Peuch (ARA, State Archives of Belgium)

WP9/WP10 presenters and supporters:

Francesco Gelati (Cegesoma), Mike Priddy (DANS-KNAW), Linda Reijnhoudt (DANS-KNAW), Boyan Simeonov (Ontotext), Dorien Styven (Kazerne Dossin), Charlotte Hauwaert (Cegesoma), Mike Bryant (KCL), Michael Levy (USHMM) and Ellen Leenarts (DANS-KNAW)

The programme sessions of the 1,5-day workshop:

- Publishing Metadata by Mike Priddy (DANS-KNAW),
- Discussion on the needs of the participants' institutions for sustainable data integration.
- Usecase data integration by USHMM (via Zoom) by Michael Levy
- Short introduction to the EAD Conversion tool and Metadata Publishing tool by Boyan Simeonov (ONTO), Linda Reijnhoudt (DANS-KNAW)
- Mapping of metadata to EAD by Linda Reijnhoudt and Francesco Gelati (Cegesoma)
- Usecase data integration by Kazerne Dossin by Dorien Styven (KD)
- Most part of the second day was spent to team up with the technical supporters and work on the progress of the data integration of the collection descriptions and other information of all the present institutions.

Overall all participating institutions experienced a boost in their process of sustainable data integration. In general, the workshop was seen as very valuable and very practical by the participants, mainly because of providing direct contact with the new data integration manager and the technical supporters and being able to work on their data integration.