



DELIVERABLE

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D3.1 - Intermediate report on content location and on IPR

Revision: 3

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|--|--|---|
| Dissemination Level | | |
| P | Public | x |
| C | Confidential, only for members of the consortium and the Commission Services | |

Revision History

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1 Introduction

In this project, the main objective is to provide an attractive high-quality content in the field of motion systems for abroad public in the Europeana portal. To reflect the multi-cultural roots of the according knowledge, partners from six representative European regions form a network which collects very heterogeneous content and makes them available using an approved workflow. This workflow is based on a well-tested approach for producing and publishing digital content concerning motion systems. One of the main steps in the workflow is Work Package 3 (WP3) oriented to the location and providing of relevant contents and the clarification of the rights of use.

The main objectives of Work Package 3 are:

- Locating and selecting relevant content covering the field of mechanical engineering and related fields (biomechanics, nanotechnics, etc) to give a complete overview on mechanism science in the area of the EU with regard to regional, historical, legal and field of application aspects.
- Registering content in DMG-Lib database and assigning of an unique identification number.
- Clarification of Intellectual Property Rights (IPR) for the input content and obtaining necessary rights of use.
- Providing selected content for digitising process.

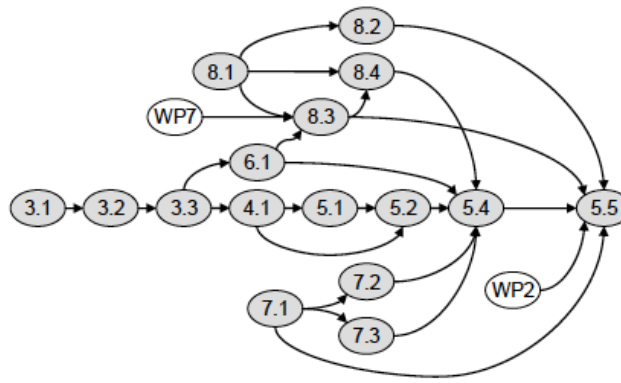
In order to fulfil these objectives the Work Package 3 has been divided in the following tasks:

- Task 3.1: Locating, selecting and registering input content
 - Each partner will lead the search and selection of applicable material within its country and its specific expertise. Input content includes: textual sources (e.g. books, articles, proceedings ...), pictures, slides, videos, animations, CAx models and physical models, mechanism applications in robotics and mechatronics.
 - The selected content will be registered in DMG-Lib database.
- Task 3.2: Clarification of Intellectual Property Rights (IPR) for the input content
 - Identifying public domain (free of IPR) content
 - Finding out author's or publisher's addresses for non public domain content and make the first contact
 - Making clearing agreements for non public domain content
- Task 3.3: Providing selected content for the following digitising process

- Depending on the capacity of the digitising work places the input content will be provided for digitising.

The chart in Figure 1 shows the WP structure of the thinkMOTION project. As seen, the main dependency chain is formed by the tasks of locating (WP3), digitisation (WP4) and processing (WP5).

Figure 1. Dependencies between the work packages within the thinkMOTION project



2 Workflow and results

All partners are working active in WP3. The steps in the workflow of WP3 coincide substantially with the tasks detailed in the Introduction section and are used in the following chapter.

2.1 Locating content providers

First, each partner must search for relevant content within its country and its specific expertise. Input content includes: textual sources (e.g. books, articles, proceedings ...), pictures, slides, videos, animations, CAx models and physical models, mechanism applications in robotics and mechatronics. The workflow for locating and providing content for digitization is proven. With the support of the university libraries and other institutions, text documents like books or proceedings are located and provided using interlibrary loan services. Physical models and other kinds of content (e.g. collection of slides) are provided by other institutions in Germany (e.g. Technical University of Dresden or Chemnitz).

Results on location of content providers

During the first year of the thinkMOTION project, mostly local and national content providers were contacted and asked to collaborate. The focus in the first project year was set on historical and recent content of our own institutes and on patents. Additionally we got in contact with industry, but found that negotiations and IPR clarification are very complex and very time-consuming. Table 1 and Annex 1 show the most important providers for the thinkMOTION project.

Table 1: Most important content providers for thinkMOTION project

| Country | Content provider |
|----------------|--|
| Germany | - Journal Industrieanzeiger |
| Romania | - Politehnica University of Timișoara. - Gheorghe Asachi Technical University of Iasi - Transilvania University of Brașov - Technical University of Cluj-Napoca - National Patent Office (OSIM). |
| France | - PATSTEC national project (www.pastec.fr) : <ul style="list-style-type: none"> ▪ Agreement signed at the regional level (région Auvergne, contact Nathalie VIDAL). ▪ Access to the collection of mechanical calculators of Lecoq Museum - Central Library of Clermont. Agreement under construction. - Michelin Museum - Crozatier Museum of Puy en Velay - Bordeaux 1 University : a colleague accepted to generate CAD content according to the same protocol as IFMA. We plan to remodel mechanisms from Artobolevski's book |
| Spain | - DYNA Journal - Anales de la Asociación Española de Ingeniería Mecánica. - Faculty of Engineering of Bilbao. - Spanish Network of Mechanical Engineering. |
| Italy | - Italian libraries contacted. |

There are other possible new content providers to be added to the project during next years. These providers are not included in the tables of the Annex 1 because there is not enough information about the input content to be provided. Table 2 shows content providers that will be involved in the next project period. Negotiation with the providers are necessary or partly in process.

Table 2: Important content providers for thinkMOTION project, negotiation are necessary or partly in process

| Country | Content provider |
|----------------|---|
| Germany | - Negotiating with HUSS Verlag located in München (Germany). The HUSS Verlag owns and manages the collection of the literary remains (Nachlass) of the following publishers: Verlag Technik, Fachbuchverlag Leipzig und Militärverlag Dresden. They have a huge collection of books (at least 5000) in the different fields of technics and engineering but these books are not published any longer and at the moment no one has access to these collections. In the first round of negotiations HUSS Verlag showed strong interest to republish the collections in a digital form. - Negotiation with 3 publishing houses for journals. - Other 50 open requests at industrial enterprises that might provide brochures and images. |
| Romania | - Politehnica University Bucharest. - Other museums in Romania, which hold technical sections. - Providers in Hungary. |
| France | - Musée National des Arts et Métiers - Other universities - Private companies |
| Spain | - Sociedad Bilbaina - Spanish research groups contacts via the Spanish Network of Mechanical Engineering. - Other Spanish University Libraries. |

2.2 Clarification of IPR rights

After locating the content, which is not in the public domain, the rights of use must be granted by the IPR holder. For this, a first thinkMOTION letter must be addressed to the right holder of the content (author / heir / publishing company). Then further search must be done in order to enter the metadata in the database and register the content. Next, a Letter of Agreement must be generated. The procedure for generating this Letter of Agreement is detailed in the Tutorial for the Generation of the Letter of Agreement attached as an Annex 2 in this Deliverable.

Results on IPR rights clarification

The optimization of the editor tool for generating the letter of agreement has been done (Figure 2). It was necessary to adapt the letter to all national requirements and to offer possibilities for translation. The editor tool helps the operator to generate a letter of agreement according to the different use cases.

Figure 2. Generator for letter of agreement and list of literature

Management of rights of use for documents

| Hints | Generator for letters and lists of literature, Current author: Goldhahn, Horst (1320004) 1320004 | | | | | | | |
|-------------|--|--|--|--|--|--|--|--|
| Doc. input | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf draft | | | | | | | |
| Per. input | 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf final 22050 28.02.2011, 14:13 PDF 04.03.2011 BC10 | | | | | | | |
| List gener. | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_Alde.pdf draft | | | | | | | |
| List recon. | | | | | | | | |

List manag

List final.

Free works

Statistics

All files

All lists

Procedure:

1. Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglids in the textarea (filled with numbers) do not change the order of documents in the list.
☒ ser.No. ☒ dmglid Preselection: ☐ show all Sorting:
2. Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
Language: kind of letter ci ☐ x ☐ ri ☐ x ☐ di ☐ nd
3. Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own dmglid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

selected dmglids:

10614009 10615009 ☐ show unselect field

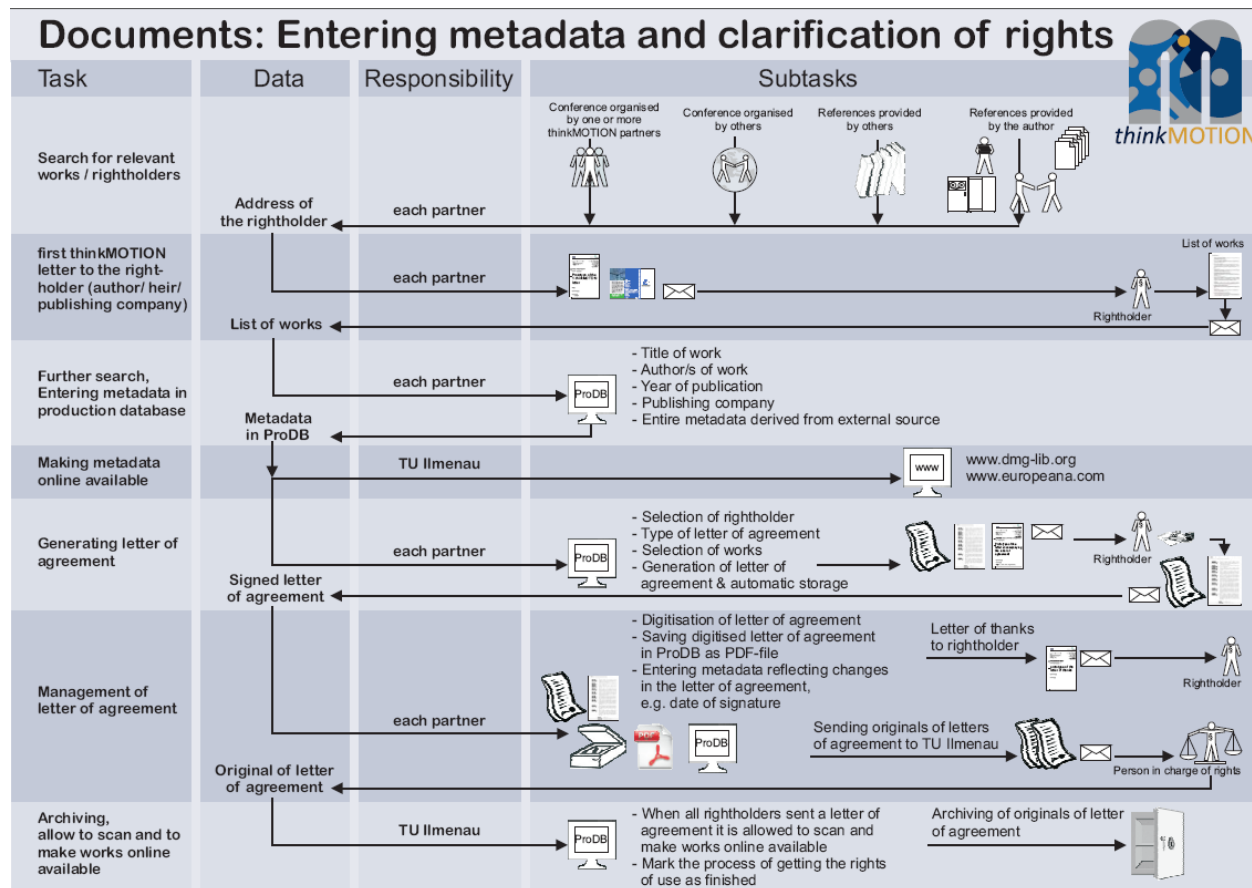
Chosen list of documents (2):

- ☒ x 1 10614009 Goldhahn, Horst; Majschak, Jens-Peter; Kurfürst, K.: Recherunterstützung für die Prinzipsuche in der Verarbeitungstechnik, in: Konstruktion ; Springer, Berlin u.a. ; 1994 ; Bd. 46 (1994), Nummer 5 ; S. 195 - 204
- ☒ x 2 10615009 Goldhahn, Horst; Majschak, Jens-Peter: Wissensbasierte Unterstützung von Problemlösungsprozessen in der Konstruktion, in: Wissenschaftliche Zeitschrift der Technischen Universität Dresden ; Techn. Univ., Dresden ; 1991 ; Bd. 40 (1991), Nummer 5/6 ; S. 73 - 79

Source code: ☐ show source code [Preview/modification of possible versions of the text](#)

The workflow for entering metadata and generating the letter of agreement was optimized according to the different national requirements (Figure 3).

Figure 3. Workflow for entering metadata and the generation of the letter of agreement



2.3 Selected content provided for the digitizing process

Finally, content, which does not exist in digital form, has to be digitised in WP4. Depending on the capacity of the digitising work-places the input content will be provided for digitising. The quality of digital existing content must be improved in some cases in WP5.

Results in content providing for digitization

The IUT partner works together with his University Library by using their own stock of books or by using the interlibrary loan service of the Germany GBV Union Catalogue. The Ilmenau University Library has optimal connections to TIB Hannover, SUB Göttingen, THULB Jena and UB Braunschweig.

The UPT library is also an important content provider and also an efficient gate of access to the content held by other important libraries in the country (libraries of universities, library of Romanian Academy and others).

Proceedings of various traditional Romanian national conferences such as MTM, PRASIC, COMEFIM and others are valuable content providers.

In the case of RWTH, most of the materials we are digitising at the moment are located in our institute (like many volumes of “Industrieanzeiger”). To access additional volumes or literature in general we can use our university library and interlibrary lending as well. In some individual cases we have made arrangements with partners from industry that sent us a CD with materials (images, product information, articles) from their archives. So we only have to enter the metadata and upload the content.

For digitizing content in IFMA, a partnership with the central library (BCU) exists.

The digitization of the majority of the Spanish printed content, which is not available in electronic format, is being performed in UBC. The old DYNA journals will be only handled by DYNA and digitalized in their facilities using their resources.

2.4 Planned work for the next year

The focus in the next year is to keep on locating and providing content for digitization and the clarification of rights of use. An extended database of potential content providers is already prepared and other databases are in preparation. During the next year, the collection of signatures for the remaining already sent Letters of Agreement is expected. Letters for first contact and then Letters of Agreement should be sent to approximately 400 persons.

We will also try to convince industry partners to provide content for thinkMOTION. IFMA has a plan for VALEO. As well we are in promising negotiations with some publishers of other national journals. We are also planning to get access to some local archives and museums and initiate cooperation, if possible. In this sense we will try to obtain a partnership with “Musée National des Arts et Métiers” in Paris.

Other Spanish Research Groups and Institutions will be contacted via the Spanish Network of Mechanical Engineering.

ANNEX 1: Larger collections located and content providers which will provide input content.

2.5 Table "Text documents"

| Type of input content (books, articles, patents, proceedings, ...) | Description | Type Analogue or original digital (e.g. pdfs) | Amount of items | Content provider (e.g. library, publisher, university, private person) | IPR (e.g. public domain, signed letter of agreement, in negotiation) |
|---|--|---|------------------------------|---|---|
| IFToMM Archives at CISM, Udine (Italy) - documents from the IFToMM President - documents from the IFToMM Secretary General - reports of IFToMM PCs and TCs - other IFToMM documents or documents related to IFToMM - Constitution and by-Laws - Proceedings of IFToMM World Congress - other Congresses and Symposia organized by IFToMM through PCs and TCs - other books published under IFToMM auspices - photos and videos - issues of IFToMM Journal Mechanism and Machine Theory - issues of the IFToMM Bulletin Newsletter - Issues of the IFToMM Journal Problems of (Applied) Mechanics - issues of Gearing and Transmissions | The IFToMM Archive consists of two cupboards marked "IFToMM Archive". One is 60 cm wide, 50 cm deep and 160 cm high. The second one is 110 cm wide, 50 cm deep and 110 cm high and contains proceedings of IFToMM World Congresses, other proceedings of IFToMM related congresses and other documents. | Analogue and partly digital | Ca. 12000 Ca. 48000 pages | IFToMM Archives at CISM, Udine (Italy) | Signed letter of agreement |

| | | | | | |
|--|--|--|--|--|---|
| Patents | German patents concerning mechanisms, gears and motion systems in general | Digital | Ca. 4500 | PATON: Patent centre for the regional network at the Ilmenau Technical University | Public domain |
| Proceedings of the 13th World Congress in Mechanism and Machine Science, Universidad de Guanajuato (UCEA), México | This congress is held every 4 years and it is the largest conference for mechanism and machine science | Digital | Ca. 320 | Mexican Committee of IFToMM | Signed letter of agreement |
| Das Buch der Erfindungen, Gewerbe und Industrien: Gesamtdarstellung aller Gebiete der gewerblichen und industriellen Arbeit sowie von Weltverkehr und Weltwirtschaft / bearb. von F. Ahrens, 9., durchaus neugest. Aufl. Leipzig: Spamer, 1896 | 10 redactions of a series of books describing the inventions in German industry between 1896 and 1901 | Analogue | 10 books Ca. 8000 pages 600 image | Ilmenau University Library | Public domain |
| Articles of "Industrieanzeiger" | Articles concerning mechanisms and other fields of machine science | Analogue | Approx. 200 | Publisher of Industrieanzeiger | Signed letter of agreement. |
| Student works | Mini, Diploma and PhD theses about mechanism and machine science | Analogue and Digital (pdfs on CDs) | 1750 (500 theses +1250 (2-3 per thesis) cut images with metadata) | IGM Aachen, University's or other library | Letter of agreement with each author |
| Patents | Patents concerning mechanisms, robotics, mechatronics | Digital (pdf download in patent database called DepatisNet or PatSelect) | 1500 (1000 patents + 2 x 250 animations of the mechanism in the patent, + see table "CAx data sets") | Database DepatisNet and PatSelect Possible cooperation with local patent service centre | Public domain |
| Teaching materials | Teaching materials like lecture notes and examination/ exercise tasks | Analogue and digital | 600 (500 docs + 100 cut images) | IGM Aachen | Public domain |
| Books | Books about mechanism theory | Analogue | Cannot be estimated yet, min. 210 (70 books + 140 (2-3 per book) cut images) | University's or other library | Letter of agreement with each author or publisher |

| | | | | | |
|---|--|---|---|--|---|
| Articles of "MTM Proceedings" since 1972 up to 2008 | Articles concerning mechanisms and transmissions | analogue and/or digital | ~1000 | UPT | Letters of Agreement required |
| Articles of "PRASIC Proceedings" since 1982 up to 2006 | Articles concerning mechanisms and transmissions | analogue and/or digital | ~400 | University of Brasov, Romania | Entering Metadata Letter of agreement with each author must be generated |
| Articles of "COMEFIM Proceedings" since 1990 up to 2008 | Articles concerning precision mechanisms and transmissions | analogue and/or digital | ~500 | UPT | Entering Metadata Letter of agreement with each author must be generated |
| Patent Office OSIM (1970-2004) | Patents | analogue and/or digital, but not searchable pdf | ~1000 | OSIM and UPT Library | Entering Metadata Already negotiated |
| BULLETIN TECHNIQUE DU MACHINISME ET DE L'EQUIPEMENT. AGRICOLES | Technical description of agricultural mechanism, machines and system | Analogue | 700 (550 articles + 150 cut images; each images with an individual set of metadata) | Cemagref (French public research center) | Public domain |
| Book with many descriptions of agricultural mechanisms. Tec et Doc Cemagref/Lavoisier | Description of agricultural mechanism, tractor, harvester, spreading machines, forage harvest machines | Analogue | 500 (400 articles + 100 cut images; each images with an individual set of metadata) | Cemagref (French public research center) and publisher | in negotiation |
| Package of old books on agriculture mechanisms and machines (<1927) | Old agricultural machines, dictionaries... | Analogue | 100 (70 articles + 30 cut images; each images with an individual set of metadata) | Publisher and private persons | Public domain |
| Annales du génie civil et recueils de mémoire | Beautiful journal on civil engineering with many nice figures of machines | Analogue | Thousands | Crozatier Museum of Puy-en-Velay | Public domain |

| | | | | | |
|---|---|----------|--------------------------------|--|---------------|
| Guide du mécanicien constructeur et conducteur de machines locomotives (Atlas) | Old book on train construction | Analogue | 75 big scale pictures | Crozatier Museum of Puy-en-Velay | Public domain |
| Principes sur le mouvement et l'équilibre, pour servir d'introduction aux Mécaniques et à la Physique | Marine steam engines. | Analogue | 6 drawings | Crozatier Museum of Puy-en-Velay | Public domain |
| Notes et formules de l'ingénieur et du constructeur-mécanicien | Excellent e ngeineering book | Analogue | 300 pictures | Crozatier Museum of Puy-en-Velay | Public domain |
| Traité théorique et pratique des moteurs hydrauliques (planches) | Hydraulic engines | Analogue | 16 big figures | Crozatier Museum of Puy-en-Velay | Public domain |
| Notice sur les instruments de précision (tome 2) | Excellent book on precision measuring instruments | Analogue | 200 | Crozatier Museum of Puy-en-Velay | Public domain |
| Bulletin de l'Ecole Impériale Polytechnique (1e et 2e division) | Beautiful book on technical machines | Analogue | 38 beautiful big size drawings | Crozatier Museum of Puy-en-Velay | Public domain |
| Agriculteur manufacturier | Book on agricultural machines | Analogue | 100 nice figures | Clermont-Ferrand Central library (BCU) | Public domain |
| Annales industrielles | Journal about Industry | Analogue | Many figures (500) | Clermont-Ferrand Central library (BCU) | Public domain |
| Annales des arts et manufactures | Journal about Industry and Machines | Analogue | Many figures (500) | Clermont-Ferrand Central library (BCU) | Public domain |
| Annales des Ponts et Chaussées (Atlas) | Atlas of Civil Engineering | Analogue | Many figures (100) | Clermont-Ferrand Central library (BCU) | Public domain |
| Annales de l'industrie nationale et étrangère | Journal about Industry | Analogue | Many figures (500) | Clermont-Ferrand Central library (BCU) | Public domain |
| Annales des Travaux publics | Journal of Civil Engineering | Analogue | Many figures (100) | Clermont-Ferrand Central library (BCU) | Public domain |
| Bulletin de la Société de l'industrie minérale | Mining industry Beautiful atlas | Analogue | Many figures (50) | Clermont-Ferrand Central library (BCU) | Public domain |
| Génie civil | Journal of Civil Engineering | Analogue | ? | Clermont-Ferrand Central library (BCU) | Public domain |
| L'Invention | About inventions | Analogue | Many figures (50) | Clermont-Ferrand Central library (BCU) | Public domain |

| | | | | | |
|--|---|----------|---------------------|--|--|
| Mémoires et Comptes rendus de la société des ingénieurs civils | Journal of civil engineering. Some nice color figures. | Analogue | Many figures (500) | Clermont-Ferrand Central library (BCU) | Public domain |
| Recueil industriel, manufacturier, agricole et commercial, de la salubrité publique, des Beaux-Arts, et des Actes de l'Administration | Nice figures of agricultural and industrial machines | Analogue | | Clermont-Ferrand Central library (BCU) | Public domain |
| Revue aérienne | About aeronautics and planes | Analogue | Many figures (100) | Clermont-Ferrand Central library (BCU) | Public domain |
| Revue de mécanique | Journal of mechanics | Analogue | | Clermont-Ferrand Central library (BCU) | Public domain |
| RUM. Revue universelle des Mines, de la métallurgie de la mécanique, des travaux publics, des sciences et des arts appliqués à l'industrie | Journal on mining and metallurgy. | Analogue | Many figures (1000) | Clermont-Ferrand Central library (BCU) | Public domain |
| Société de l'Industrie minérale | Journal about Mining | Analogue | 70 nice figures. | Clermont-Ferrand Central library (BCU) | Public domain |
| Société des ingénieurs civils | Journal of Civil Engineering | Analogue | | Clermont-Ferrand Central library (BCU) | Public domain |
| La Technique Moderne. Revue Universelle des Sciences appliquées à l'Industrie | Journal about Technics | Analogue | Many figures (1000) | Clermont-Ferrand Central library (BCU) | Copyrighted |
| Revue de mécanique | Journal of Mechanics | Analogue | Many figures (1000) | Clermont-Ferrand Central library (BCU) | Public domain |
| Comptes-rendus de la Société des Ingénieurs Civils de France | Journal of Civil Engineering | Analogue | Many figures (1000) | Michelin Museum | Public domain |
| Le Génie Civil | Journal of Civil Engineering | Analogue | Many figures (1000) | Michelin Museum | Public domain + copyrighted (1885-1967) |
| Articles from "Publicaciones DYNA" Journal | Articles concerning mechanical engineering, academics issues and industry | Analogue | 1500 approx. | Publicaciones DYNA journal | One letter of agreement for all the contents |
| Articles from Anales de la Asociación Española de Ingeniería Mecánica (Mechanical Engineering | Articles concerning Spanish publications regarding Mechanical Engineering | Analogue | 2000 approx. | Asociación Española de Ingeniería Mecánica (Mechanical | One letter of agreement for all the contents |

| | | | | | |
|---|--|-----------------------|-------------|--|---|
| Spanish Asociation) | | | | Engineering Spanish Asociation | |
| Articles from Anales de la Asociación Española de Ingeniería Mecánica (Mechanical Engineering Spanish Asociation) | Articles concerning Spanish publications regarding Mechanical Engineering | Digital (pdf) | 200 approx. | Asociación Española de Ingeniería Mecánica (Mechanical Engineering Spanish Asociation) | One letter of agreement for all the contents |
| Brochures from COMPMECH Research Group | Posters of the Workshops arranged by the group and presentations in Congresses | Digital | 5(Posters) | COMPMECH Research Group | Public Domain |
| Patents about mechanisms | Patents of parallel kinematic manipulators | Digital | 2 (Patents) | Downloaded from European Patent Office | Free of Copyrights. It is not necessary a letter of agreement. We think the patents have not rights owners. |
| PhD Thesis | PhD Thesis from the Faculty of Engineering of Bilbao. | Digital | 25 | Spanish universities | Public Domain |
| Presentation (PPT and PDF) | Presentations regarding Robotics, mechanism and parallel manipulators from the Faculty of Engineering of Bilbao. | Digital | 70 | Spanish universities | Public Domain |
| Italian Books | Selected text books | analogue | 90 | Library of Dep Mechanics &Aeronautics at University of Rome | - public domain - signed letter of agreement - in negotiation |
| IFTOMM Reports | Meeting reports of IFTOMM | Digital | 50 | IFTOMM president | - in negotiation |
| Example: Proceedings RAAD2003 e CT2005 | Collection of papers | Digital (pdfs on CDs) | 105 | LARM | - in negotiation |

Figure 4. Examples of input content for text documents

left: "EL AUTOMOVIL C.E.Y.C. 3-10 CABALLOS DE FABRICACION NACIONAL" DYNA Engineering and Industry. Enero 1926. Vol. 1-1 p.1-4
right: Franz Reuleaux "Vorträge über Maschinenbaukunde" (1868)



El automóvil C. E. Y. C. 3-10 caballos de fabricación Nacional

Por ANTONIO HERNANDEZ NUÑEZ, INGENIERO MILITAR

Antes de nada, quiero expresar mi agradecimiento a la Asociación de Ingenieros Industriales de Bilbao por la invitación con que me han honrado, para que hiciera una descripción del Automóvil C. E. Y. C., que fabricado primeramente por los Talleres del Centro Electro-técnico y de Comunicaciones de Ingenieros, con fines exclusivamente militares, está actualmente construyéndose también por la Compañía ELISKAL-DUNA, en sus Talleres de Bilbao y Madrid para ser lanzado al mercado en plazo breve.

Desde hace tiempo se ha dejado sentir en España la necesidad de un Automóvil nacional pequeño (dós, tres asientos) de reducida consumo y fácil manejo que estando al alcance de todas las fortunas, y que por su sencillez pudiese ser conducido por su propietario sin necesidad de mecánico, se adaptase a las condiciones especiales de nuestra península. Esta misma necesidad se dejó sentir en el Ejército, y consecuencia de ello, fué el encargo que recibí de proyectar y construir (como Ingeniero de Talleres) el Automóvil cuya descripción vamos a hacer.

Nada más fácil tratándose de proyectar un coche pequeño que haber sido, en sus características, a las mismas reducidas de cualquier buen chasis de los conocidos, con las modificaciones que enmarcarando la septe se introducen en tales casos, pero prácticamente

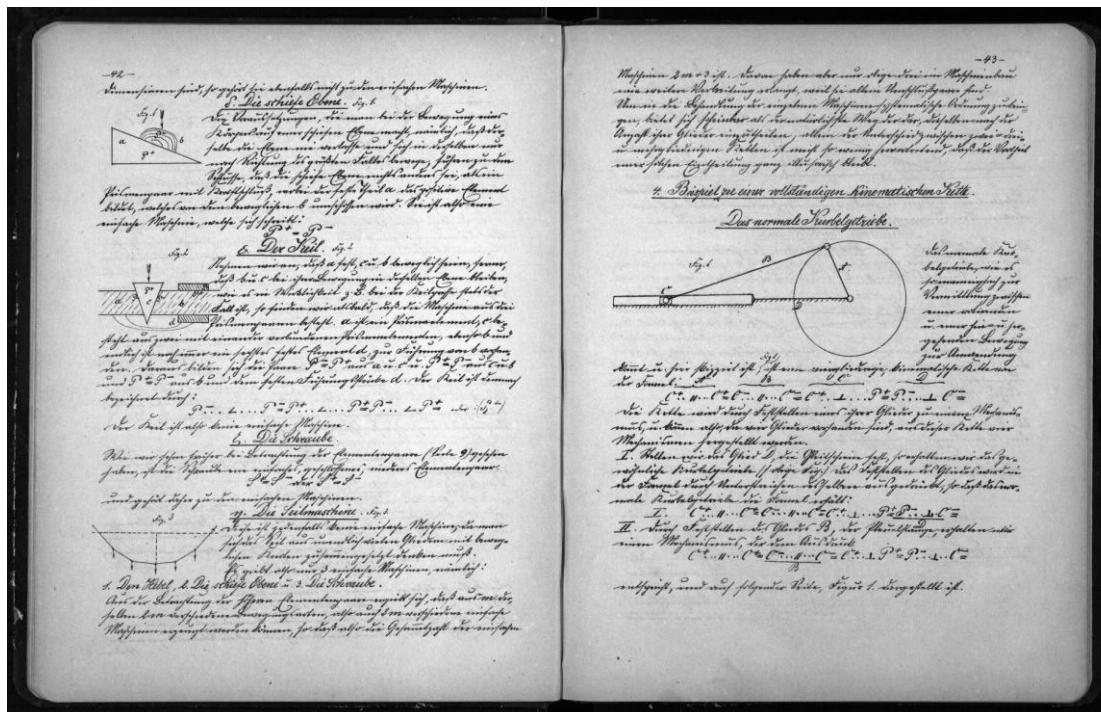
nada se hubiera obtenido, porque el coche hubiera resultado complicado y a precios prohibitivos, a menos de ir a una fabricación poco escrupulosa o llevar materiales que por su calidad no son recomendables en un coche que ha de resultar práctico y seguro. El coche de resollado tiene que estar construido con los mejores materiales y lo más cuidadosamente posible, buscando lo sencillo en lugar de complicarlo. Así se llega prácticamente a su duración y seguridad reales.

A estos principios de los cuales no me aparté, tenía que ecumular diversas conveniencias que hicieran del coche lo más adecuado posible a las necesidades militares y del mercado nacional, y a la situación de nuestra industria. Para lo primero se armonizó el estudio y proyectar el motor que incluso pudiera quemar combustibles sustitutivos de la gasolina que ya en España se produce, comprendido el alcohol, y consiguiendo esto, el adaptar su construcción a la industria nacional no era tampoco fácil, para esta me cuenta todavía con elementos suficientes para iniciar la construcción en grandes series, no por que no pueda, si no por que económicamente no está protegida y por que las innumerables industrias relacionadas con el Automóvil en España no existen, o llevan una vida lánguida por falta de consumo.

DESCRIPCION CARACTERÍSTICAS

Motor de dos tiempos. (Pat. n.º. 81.145).
Número de cilindros: cuatro.
Diámetro de los cilindros: 60 mm.
Carrera: 70 mm.
Cilindrada aparente: 791 cm.³
Cilindrada real: 885 cm.³

Potencia nominal: 3 caballos.
• al freno 10 •
Distancia de los ejes: 2,57 metros.
Vía: 1,12 •
Peso del chasis: 360 kilos.
Neumáticos de 718x118.



2.6 Table “Physical models”

| Type of input content (books, articles, patents, proceedings, ...) | Description | Type Analogue or original digital (e.g. pdfs) | Amount of items | Content provider (e.g. library, publisher, university, private person) | IPR (e.g. public domain, signed letter of agreement, in negotiation) |
|--|---|--|---|--|---|
| Collections of physical models (Figure 5) | Most of these models are made of plexiglass and will be digitised with a special transparent “digitisation table” combined with a single lens reflex camera | Analogue | 400 mechanism descriptions 400 images | Universities in Ilmenau, Aachen, Dresden, Chemnitz, Hannover, Braunschweig (Germany) | Special agreements with Universities |
| Mechanism models | Collection of mechanism models made of plastic material Location: IGM Aachen Year: unknown | Analogue | 159 (53 images of the models + 53 videos of the moving mechanisms + 53 mechanism descriptions) | IGM Aachen | Public domain |
| Mechanism Laboratory of the Technical University of Cluj Napoca | Mechanism models made of steel and wood, experimental stands Location: Cluj-Napoca Universitatea Tehnică Cluj-Napoca Year: up 1948 | analogue | ~100 (50 mechanism descriptions + 50 images; each image with an individual set of metadata) | Universitatea Tehnică Cluj-Napoca | public domain and/or signed letter of agreement |
| Mechanism Laboratory of the Transilvania University of Brasov | Mechanism models made of steel and wood, experimental stands Location: Brasov Transilvania University of Brasov | analogue | ~100 (50 mechanism descriptions + 50 images; each image with an individual set of metadata) | Transilvania University of Brasov | public domain and/or signed letter of agreement |

| | | | | | |
|--|---|-----------------------------------|--|--|--|
| Mechanism Laboratory of the Technical University Gheorghe Asachi of Iasi | Mechanism models made of steel and wood, experimental stands Location: Iași Technical University Gheorghe Asachi of Iasi Year: up 1937 | analogue | ~100 (50 mechanism descriptions + 50 images; each image with an individual set of metadata) | Technical University Gheorghe Asachi of Iasi | public domain and/or signed letter of agreement |
| Collection Clair of small scale machines and elements of machines (Figure 6) | Collection CLAIR brothers. They were the guys who built most of the reduced models for “Musée des arts et métiers” in Paris in the 19th century | Real machines of around 50cm each | (1 photo + 1 video) *200 = 400 | Crozatier Museum of Puy-en-Velay | In negotiation |
| PATSTEC Auvergne database | Database on existing old scientific devices | Digital (already in a database) | 2000*(1 description + 6 photos) = 14000 | PATSTEC AUvergne | Signed letter of agreement |
| Musee des Arts et Métiers, Paris | The complete storage area of the biggest museum on machines in France. 95% of the collection is not exposed. | Real machines and objects | To be determined (ca. 80000 items) | Musee des Arts et Métiers, Paris | Contact taken with the director (Serge Chambaud) |
| Videos | Videos regarding robotics, mechanism and parallel manipulators | Digital | 60 | COMPMECH Research Group | Public Domain |
| Videos | Videos regarding vehicles of the Formula Student of the UBC | Digital | 2 | Formula Student | In negotiation. |
| LARM collection | LARM prototype 1997 - 2009 | Digital (TIFF) | 19 | University of Cassino | public domain |

Figure 5. Collection of physical model at Chemnitz University of Technology



Figure 6. Collection of 200 machines of Crozatier Museum



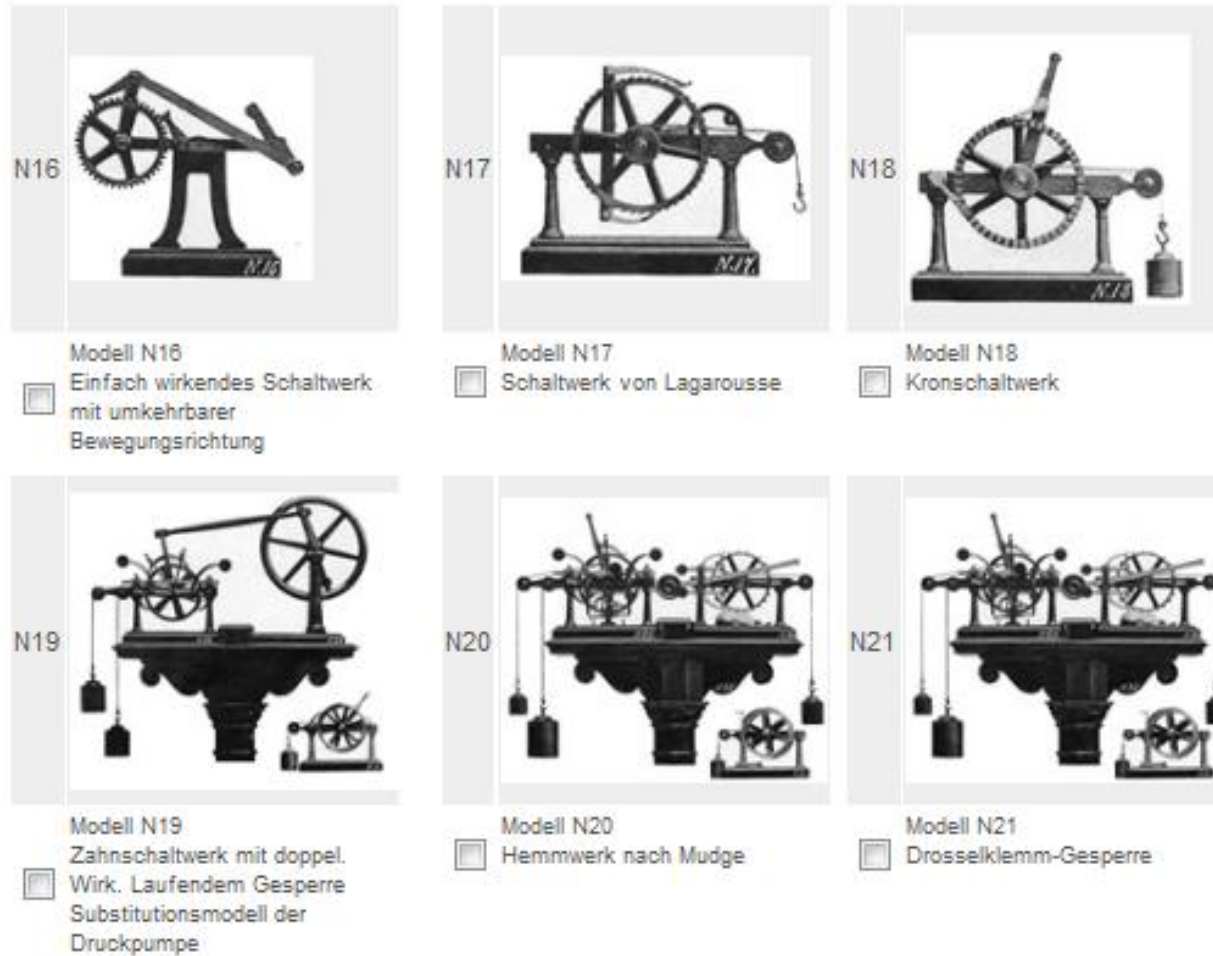
2.7 Table “CAx data sets”

| Type of input content (books, articles, patents, proceedings, ...) | Description | Type Analogue or original digital (e.g. pdfs) | Amount of items | Content provider (e.g. library, publisher, university, private person) | IPR (e.g. public domain, signed letter of agreement, in negotiation) |
|--|--|--|---|---|---|
| Animations with SolidWorks | Animations of mechanisms described in a patent | .avi | 750 (250 animations + 250 mechanism description + 250 thumbnails) | IGM Aachen is going to produce these items | Public domain |
| Constructions with Cinderella (Interactive geometry software) | Constructions of mechanisms described in a patent | .cdy presented as html | 500 (250 animations + 250 thumbnails) | IGM Aachen is going to produce these items | Public domain |
| CAD generated mechanism models | Educational material | dwg | ~60 | university UPT | public domain |
| CAD models of machines Lecture : Mechanisms and Robotics | Adams Models made by IFMA students from 1999 | Native Adams files + exported data (images, videos) | 200 * (1 image + 1 reference + 1 CMD file + 1 video) = 800 | IFMA | Public domain |
| CAD models of machines Lecture : Computer Aided Design | Catia Models made by IFMA 2008-2010 | Native Catia files + exported data (images, videos) | 200 * (1CAD assembly + 5 images + 3 videos + 1 patent) = 2000 | IFMA | Public domain |
| CAD models of machines Lecture : Computer Aided Design | Catia Models made by IFMA 2010 Taken from Artobolevski | Native Catia files + exported data (images, videos) | 45 * (1CAD assembly + 5 images + 3 videos + 1 scan of Artobolevski page) = 450 | IFMA | Public domain |
| CAD models of machines Lecture : Master's degree | Catia Models made by IFMA 2010 Taken from Artobolevski | Native Catia files + exported data (images, videos) | 45 * (1CAD assembly + 5 images + 3 videos + 1 scan of Artobolevski page) = 450 | IFMA | Public domain |

2.8 Table “Images”

| Type of input content (books, articles, patents, proceedings, ...) | Description | Type Analogue or original digital (e.g. pdfs) | Amount of items | Content provider (e.g. library, publisher, university, private person) | IPR (e.g. public domain, signed letter of agreement, in negotiation) |
|---|--|--|---|---|---|
| Images of “Voigt Katalog” showing the collection of Franz Reuleaux (Figure 7) | Franz Reuleaux is a German engineer and scientist. He generated an outstanding and prominent collection of mechanism models which are indexed and visualised in the Voigt Catalogue | Analogue | Ca. 400 | | Public domain |
| Collection of slides | The collections of slides shows teaching material (different machines, diagrams, technical principals, etc.) | Analogue | Ca. 3000 images Ca. 100 mechanism descriptions | Universities of Aachen, Dresden, Ilmenau | Public domain |
| Technical drawings | Sectional drawing of different mechanisms | analogue | 24 | IGM Aachen | Public domain |
| drawing in text document | sources: patents | analogue or digital | ~2500 | National Patent Office | negotiated |
| drawing in text document | sources: papers | analogue or digital | ~600 | private persons | signed letter of agreement |
| drawing in text document | sources: books, PhD thesis | analogue or digital | ~2500 | private persons | signed letter of agreement |
| PATSTEC | | | 12000 | PATSTEC | Signed letter |
| Photo from camera | Photos of mechanisms, machine-tools, robots and manipulators. | Analogue | 80 | Faculty of Mechanical Engineering of Bilbao, other Spanish Universities | Public Domain |
| Photo from camera | Photos of persons (COMPMECH Group members). | Analogue | 10 | COMPMECH Research Group | Public Domain |
| Pictures and images | Pictures from designs, models and simulations of robots, mechanisms and manipulators. | Digital | 300 | Faculty of Mechanical Engineering of Bilbao and other Spanish Universities | Public Domain |
| “Publicaciones DYNA” Journal | Pictures and images of machines, ships, companies, trains, railways, etc. | Analogue | 900 | DYNA journal | signed letter of agreement |
| Anales de la Asociación Española de Ingeniería Mecánica (Mechanical Engineering Spanish Asociation) | Pictures and images of machines, ships, companies, trains, railways, etc. | Digital | 1000 | Internet | Public Domain |

Figure 7. Images of “Voigt Katalog” showing the collection of Franz Reuleaux,
 Gustav Voigt: Kinematische Modelle nach Professor Reuleaux: Katalog, Voigt, Mechanische Werkstatt, Berlin, 1907



Annex 2 – Tutorial “Generating of the letter of agreement & list of documents”

TUTORIAL



Generation of the letter of agreement & list of documents

Management of rights of use for documents

| Hints | Generator for letters and lists of literature, Current author: Goldhahn, Horst (1320004) 1320004 | |
|-------------|--|---|
| Doc. input | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft |
| Per. input | 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | final 22050 28.02.2011, 14:13 PDF ✓ ✓ 04.03.2011 ✓ BC10 |
| List gener. | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft |
| List recon. | | |

Procedure:

- Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglids in the textarea (filled with numbers) do not change the order of documents in the list.
☒ ser.No. ☒ dmglid Preselection: ☐ show all Sorting:
- Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
Language: kind of letter: from database: ☐ ☐ n ☐ Author: ☐ ☐ n documents: ☐ ☐ no restriction: ☐
- Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own dmglid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

selected dmglids:
10614009 10615009 ☐ show unselect field

Chosen list of documents (2):

- ☒ x 1 10614009 Goldhahn, Horst; Majschak, Jens-Peter; Kurlüst, K.: Rechnerunterstützung für die Prinzipsuche in der Verarbeitungstechnik, in: Konstruktion ; Springer, Berlin u.a. ; 1994 ; Bd. 46 (1994), Nummer 5 ; S. 195 - 204
- ☒ x 2 10615009 Goldhahn, Horst; Majschak, Jens-Peter: Wissensbasierte Unterstützung von Problemlösungsprozessen in der Konstruktion, in: Wissenschaftliche Zeitschrift der Technischen Universität Dresden ; Techn. Univ., Dresden ; 1991 ; Bd. 40 (1991), Nummer 5/6 ; S. 73 - 79

Source code: ☐ show source code [Preview/modification of possible versions of the text](#)

Version 1.0

Ilmenau, 2011-05-24

Authors: Birgit Tolkemit, Rike Brecht, Ulf Döring

1

Overview

| | |
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| Generation of letter of agreement and list of literature | 5 |
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| How to see fast draft versions of letter of agreement | 8 |
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| Translate the text of the letter of agreement with the editor | 20 |
| The letter of agreement & annex (drafts) | 21 |
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2

The tutorial guides you through the workflow to generate the letter of agreement

DMG LIB

Search in GBV | Search in TUT library | Contact data of TM Partners | Help for proDB handling | Frequently ask questions | Deutsch

show input helper (Ctrl + Alt + T) 13.05.2011 10:07:11 You are logged in as: rike

7Doc. 7Per. 7Mec. 7Img. 7AIS 7Col. 7Task 1Doc. 1Per. 1Mec. 1Img. 1AIS 1Col. #List #Str. #Rgt. Scan Logout #Ws

Managment of rights of use for documents

Hints Some hints regarding rights clarification

Doc. input

Per. input **Basic concept**

- Only documents where we have the rights of use are worth to be procured, digitized etc.
- Metadata should be entered only for documents where we have the chance to get the rights of use.
- Metadata should be entered in an amount as well as form which is necessary to avoid doublets (clear identification) as well as to generate the letters of agreement for getting the rights of use.

List gener.

List recon.

List manag.

List final.

Free works

Statistics

All files

All lists

Usual workflow at the partner institutions

- ☐ **Author selection** - Selection of a relevant author
- ☐ **First investigations** - Look for metadata of documents and contact information
- ☐ **First contact** - establishing contacts with the author or his heirs [Letter for first contact](#)
- ☐ **Entering Metadata** - input of metadata which is not in the ProDB [\[Doc. input\]](#)
- ☐ **Letter generation** - Generation of a letter to get rights of use [\[List gener.\]](#)
- ☐ **Sending the letter** - Sending the letter to the rightsholder [Accompanying letter](#)
- ☐ **Scanning the letter** - Digitize the returned signed letter [Letter of thanks](#)
- ☐ **Upload to server** - Upload of the scanned letter and entering of the missing data [\[List manag.\]](#)

Subsequently the final check of the signed letter of agreement as well as the release (unblocking) of the documents of the author on the server. Now the next steps in the workflow (procurement, digitization, etc.) can be made.

For entering metadata (Doc input) see the tutorial "Simplified Metadata Editor for Documents"

On this site (tab **Hints**) you get an overview of the workflow. It is a kind of sitemap with links to the different steps. The tabs **List gener.** and **List. manag.** present the necessary tools for the **generation** and **management** of the letter of agreement .

3

The tutorial guides you through the workflow to generate the letter of agreement

There are two main steps:

1. The generation of the letter of agreement and the list of literature (fig. 1)
2. The management of *signed* letters of agreement (fig. 2)

Fig. 1: Generation of lists

Management of rights of use for documents

Hints: **Generator for letters and lists of literature, Current author: Goldhahn, Horst (132000)**

| Doc. input | Per. input | Doc. input | Per. input |
|--|------------|--|------------|
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | 01320_Goldhahn_Horst/final_workRightsList_01320_00000_A1de.pdf | final |
| 01320_Goldhahn_Horst/final_workRightsList_01320_00000_A1de.pdf | final | 01320_Goldhahn_Horst/final_workRightsList_01320_00000_A1de.pdf | final |

Left sidebar buttons: Hints, Doc. input, Per. input, **List gener.**, List recon., List manag., List final.

Fig. 2: Management of lists

Management of rights of use for documents

Hints: **Edit letter metadata, List Id: 0**

Doc. input: **PDF**

Per. input: Author (?): 0 original letter: Please upload! signed letter: Please upload!

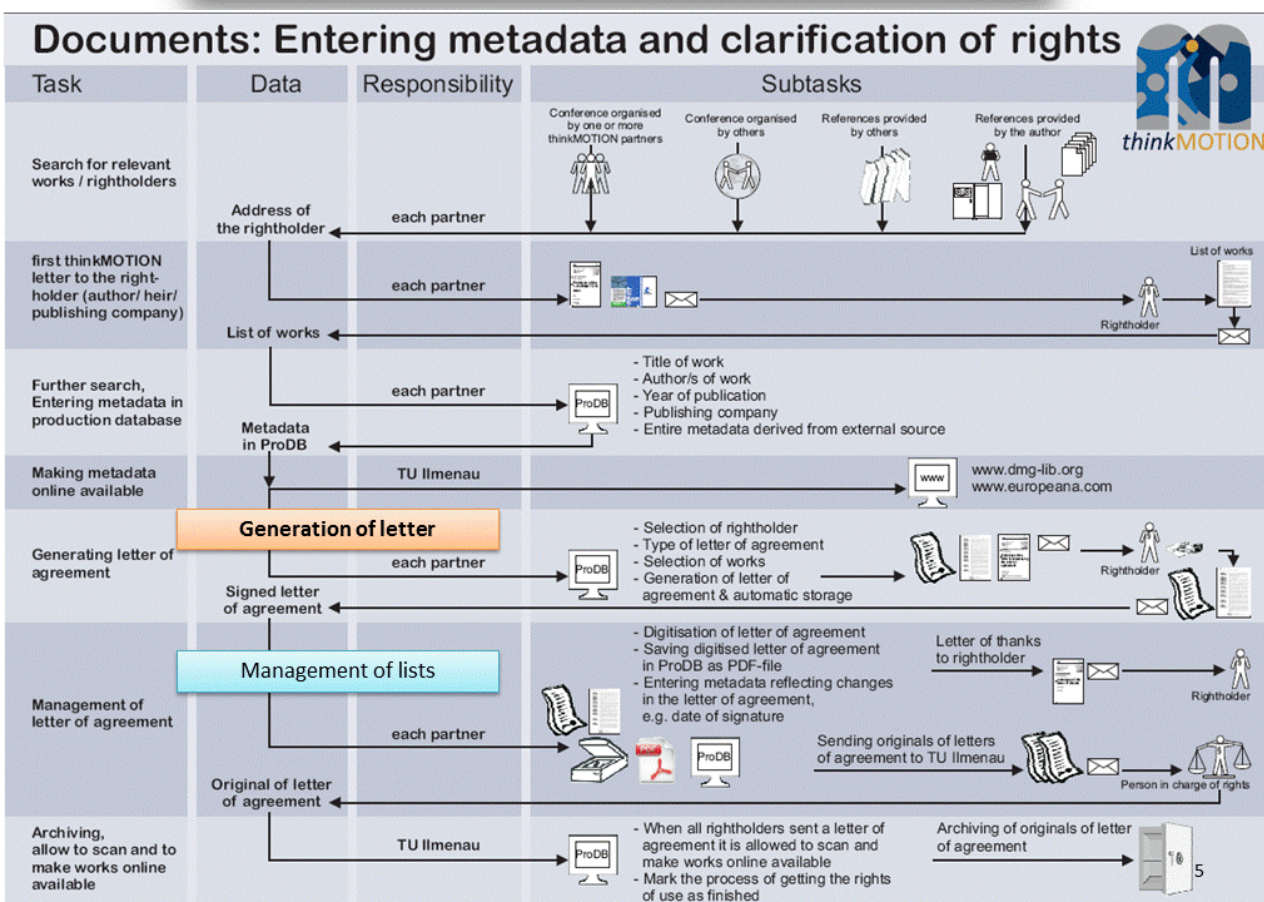
List gener.: Generated on by (?): 0 Style: [dropdown] [cancel] [confirm]

List recon.: Comment

List manag.: [input field]

List final.: 1.

4



Generation of letter

In this section (tab **List gener.**) the letter of agreement and its annex (the list of literature) is generated for one author/ rights holder.

Managment of rights of use for documents

Generator for letters and lists of literature, Current author: Goldhahn, Horst (1320004) 1320004

| Doc. input | Per. input | List gener. | List recon. |
|--|-------------------------------|------------------|-------------|
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | |
| 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | final 22050 28.02.2011, 14:13 | 04.03.2011 BC10 | |
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | |

Procedure:

- Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglids in the textarea (filled with numbers) do not change the order of documents in the list.

☒ ser.No. ☒ dmglid Preselection: ☐ show all Sorting:
- Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.

Language: kind of letter: ci: x ☐ ni: x ☐ di: nd:
- Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own dmglid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

selected dmglids:
10614009 10615009 ☐ show unselect field

Chosen list of documents (2):

- ☒ x 1 10614009 Goldhahn, Horst; Majschak, Jens-Peter; Kurfürst, K.: Rechnerunterstützung für die Prinzipsuche in der Verarbeitungstechnik, in: Konstruktion ; Springer, Berlin u.a. ; 1994 ; Bd. 46 (1994), Nummer 5 ; S. 195 - 204
- ☒ x 2 10615009 Goldhahn, Horst; Majschak, Jens-Peter: Wissensbasierte Unterstützung von Problemlösungsprozessen in der Konstruktion, in: Wissenschaftliche Zeitschrift der Technischen Universität Dresden ; Techn. Univ., Dresden ; 1991 ; Bd. 40 (1991), Nummer 5/6 ; S. 73 - 79

Source code: ☐ show source code [Preview/modification of possible versions of the text](#)

6

Generation of letter

Overview of the status of draft and final versions of letter of agreement

Every final letter of agreement has an individual DMG-ID

Date of the generation of the letter of agreement

In this entry field you select the rights holder for whom you want to generate a letter of agreement. Enter the name or the DMGID of the person

Managment of rights of use for documents

This list shows all drafts and final versions of the letter(s) of agreement of one rights holder. In this example Goldhahn, Horst is the author and rights holder.

These icons give information about the status of the letter of agreement

Every item in the list of literature has an individual barcode

These icons show if the letter with its annex and together with a covering letter was send to the rights holder

These icons show if the letter was signed by the rights holder and if so the date of signature

These icons shows if the works which can be found in the list of literature are free for scanning, i.e. if the rights clarification was successful and correct, and you are authorized to scan the works. At the moment the Ilmenau team is the only institution who can give the authorisation, i.e. Ilmenau is checking the uploaded signed letter of agreement and is unblocking the works.

This icon shows the type of bar code

BC10

7

Generation of letter

How to see fast draft versions of letter of agreement

Management of rights of use for documents

Generator for letters and lists of literature, Current author: **Goldhahn, Horst (1320004)** 1320004

| Doc. input | Per. input | List gener. | List recon. |
|--|------------|-------------|-------------------|
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | |
| 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | final | 22050 | 28.02.2011, 14:13 |
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | |

Procedure:

- Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglids in the textarea (filled with numbers) do not change the order of documents in the list.
- Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
- Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own dmglid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized

Language: **de** kind of letter: **First letter** ci: **from database** x ☒ n **Author** x ☒ di **n documents** nd **no restriction**

Generate draft

Finalize Letter for first contact Accompanying letter Letter of thanks

selected dmglids:
10614009 10615009

Chosen list of documents (2):

- x 1 10614009 Goldhahn, Horst; Majaschak, Jens-Peter; Kurfürst, K.: Rechnerunterstützung für (1994), Nummer 5 : S. 195 - 204
- x 2 10615009 Goldhahn, Horst; Majaschak, Jens-Peter: Wissensbasierte Unterstützung von Universität Dresden ; Techn. Univ., Dresden : 1991 : Bd. 40 (1991), Nummer 5/6

Source code: ☐ show source code [Preview/modification of possible versions of the text](#)

Briefletter Test

Letter of agreement

Letter of agreement regarding the transfer of simple rights of use to the Association for Promoting the Digital Mechanism and Gear Library (DMG-Lib e.V.)

Creator data

Author: Horst Goldhahn
date of birth, place of birth: 30.12.1938, Kufelschnappel/Kreis Hohenstein-Ernstthal

Covered documents

Definition of the term "documents": This agreement applies to the 12345 works listed on page 2.

Rights holder data (please fill in where necessary)

Rights holder: The creator himself is rights holder
Address:
Phone:
Email:

1. The rights holder gives permission to DMG-Lib e.V. to permanently archive and maintain the digital versions of the documents in full text, as well as to provide them for public use. DMG-Lib e.V. is not liable for any eventual changes resulting from conversions of the documents.

Use this link to see a draft version of the letter of agreement which you are working on. You can also use the same pull down menus to configure the letter and even translate the text of the letter (see page 20).

Generation of letter

Select the list of documents

Generator for letters and lists of literature, Current author: **Goldhahn, Horst (1320004)** 1320004

| Doc. input | Per. input | List gener. | List recon. |
|--|------------|-------------|-------------------|
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | |
| 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | final | 22050 | 28.02.2011, 14:13 |
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | |

Procedure:

- Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglids in the textarea (filled with numbers) do not change the order of documents in the list.
- Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
- Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own dmglid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized

Language: **de** kind of letter: **First letter** ci: **from database** x ☒ n **Author** x ☒ di **n documents** nd **no restriction**

Generate draft

Finalize Letter for first contact Accompanying letter Letter of thanks

selected dmglids:
10614009 10615009

Chosen list of documents (2):

- x 1 10614009 Goldhahn, Horst; Majaschak, Jens-Peter; Kurfürst, K.: Rechnerunterstützung für die Prinzipien der Verarbeitungstechnik, in: Konstruktion, Springer, Berlin u.a. ; 1994 ; Bd. 46 (1994), Nummer 5 : S. 195 - 204
- x 2 10615009 Goldhahn, Horst; Majaschak, Jens-Peter: Wissensbasierte Unterstützung von Problemlösungsprozessen in der Konstruktion, in: Wissenschaftliche Zeitschrift der Technischen Universität Dresden ; Techn. Univ., Dresden : 1991 ; Bd. 40 (1991), Nummer 5/6 : S. 73 - 79

Source code: ☐ show source code [Preview/modification of possible versions of the text](#)

Preselection: only without rights ☒ unselect all ☐ keep selection ☐ only without rights ☐ select all ☐

Procedure

1

You can select if the serial number (ser.No.) and dmglid are shown in the list of literature below. Nevertheless both numbers are always shown in the letter of agreement.

Selected dmglids are listed in this field

show all: all documents of an author/rights holder are shown

Preselection to adapt the list of documents which are shown below (see also page 11)

unselect all: this option clears the list

keep selection: shows only the selected documents in the list. You can select the documents with the checkboxes.

If you need to see all documents use the checkbox **show all**

only without rights: all documents for which the rights of use are not clarified are shown (these documents are labeled with an x in the list before the serial number)

select all: all works of an author which are in the ProDB are shown (if the documents for which the rights of use are clarified the documents are labeled with an R instead of an x)

9

Generation of letter

Select the list of documents

Procedure

← 1

selected dmglids:
10196009 6987009 10191009 6805009 10210009 10677009 9764009

Chosen list of documents (2):

| dmglid | Author | Title |
|--|--|---|
| <input checked="" type="checkbox"/> x 1 10614009 | Goldhahn, Horst; Majschak, Jens-Peter; Kurlfurst, K. | Rechnerunterstützung für die Prinzipsuche in der Verarbeitungstechnik, in: Konstruktion ; Springer, Berlin u.a. ; 1994 ; Bd. 46 |

selected dmglids:
6987009 10191009 6805009 10210009 10677009 9764009

dmglids to be unselected:
10196009

Chosen list of documents (6):

| dmglid | Author | Title |
|---|----------------------------|---|
| <input checked="" type="checkbox"/> x 1 6987009 | Döring, Ulf; Brix, Torsten | Constraint-basierte Berechnung kinematischer Geometrien, in: Proceedings // DSG CK 2003, Dresden Symposium Geometry : constructive & kinematic ; Dresden, Germany, 27.02. - 01.03.2003 ; Inst. für Geometrie, Dresden - 2003 ; S. 65 - 77 |

You can **unselect** dmglid in two different ways:

1. Uncheck the checkboxes in the *Chosen list of documents* AND click on the button *Update* to update the list
 2. Use the **show unselected fields** and copy&paste dmglids from field A to B
 - Click on the button *Update* OR deselect the checkbox *show unselect field* to hide the unselect field again
- Possible use case for this checkboxes: you have a very long list of a single author and you want to make more than one letter of agreement. You can paste the selected dmglids from the first letter (A1) to the unselected dmglids of the second letter which is the supplemental letter (B2).

10

Generation of letter

Select the list of documents

Procedure

← 1

selected dmglids:
10614009 10615009

Chosen list of documents (2):

| dmglid | Author | Title |
|--|--|--|
| <input checked="" type="checkbox"/> x 1 10614009 | Goldhahn, Horst; Majschak, Jens-Peter; Kurlfurst, K. | Rechnerunterstützung für die Prinzipsuche in der Verarbeitungstechnik, in: Konstruktion ; Springer, Berlin u.a. ; 1994 ; Bd. 46 |
| <input checked="" type="checkbox"/> x 2 10615009 | Goldhahn, Horst; Majschak, Jens-Peter | Wissensbasierte Unterstützung von Problemlösungsprozessen in der Konstruktion, in: Wissenschaftliche Zeitschrift der Technischen Universität Dresden ; Techn. Univ. Dresden ; 1991 ; Bd. 40 (1991) ; Nummer 5/6 ; S. 73 - 79 |

Explanation of the colors and labels in the Chosen list of documents

R: the rights for this document are clarified
x: the rights for this document are not clarified

checked **x**: checking a document means the document is part of the annex of the letter of agreement and you want the rights holder to give the usage rights for this document. Only the checked documents are part of the annex.

checked **R**: in general this doesn't make sense thus the row is **yellow** highlighted. It doesn't make sense because the **R** indicates that the rights for this document are clarified and if you check it the document occurs again in a annex of a letter.

The row is **red** highlighted if the chosen author is not part of the document's metadata. In this example you see the *Chosen list of documents* by the author Dötzel but his name is not mentioned in the document's metadata. This happens if the e.g. the *External metadata* in the Simple Document Editor are not complete.

| | | |
|---|----------|---|
| <input type="checkbox"/> R 6 | 5069009 | Goldhahn, Horst; Knothe, K.-H.: Speichergestützte Prinzipsuche bei der K |
| <input checked="" type="checkbox"/> x 7 | 10615009 | Goldhahn, Horst; Majschak, Jens-Peter: Wissensbasierte Unterstützung vo |
| <input checked="" type="checkbox"/> R 1 | 3379009 | Brix, Torsten; Höhne, Günter; Döring, Ulf; Brüderlin, Beat: Analysis of solut |
| <input checked="" type="checkbox"/> R 2 | 3382009 | Brix, Torsten; Brüderlin, Beat; Döring, Ulf; Höhne, Günter: Feature- and cor |
| <input checked="" type="checkbox"/> x 3 | 6987009 | Döring, Ulf; Brix, Torsten: Constraint-basierte Berechnung kinematischer G |
| <input checked="" type="checkbox"/> x 9 | 11811009 | Introduction to Microsystem Technology: A Guide for Students (mit G. Gerlach). Chichester (England) 2008. |

Generation of letter

Select the list of documents

Procedure

1

show all: all documents of an author are shown
You may need this if you want to select a document but the document is not shown in the *Chosen list of documents*.

Sorting: you can sort the list of documents by alphabet (titel), author, year of publication or DMG-Lib ID

When ever you change any options press „Update“ to see updated list of documents.

12

Generation of letter

Generate the draft letter with list of documents

Procedure

2

Kind of letter of agreement

- First letter:** the first letter of agreement send to an author
- Supplemental letter:** supplementary letter which upgrades an existing letter. A supplementary letter can be necessary if additional documents of an author are added in ProDB.

Only in case of supplemental letter: enter the **date of signature** on the first letter which should be supplemented. The date can be found on the **scanned** letter of agreement.

Select the language of the letter of agreement

13

Generation of letter

Generate the draft letter with list of documents

Procedure

2

01320_Goldhahn_Horst/draft_workRightsList_01320_00000_Alde.pdf

draft

Procedure:

1. Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglids in the textarea (filled with numbers) do not change the order of documents in the list.
2. Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
3. Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own dmglid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

Language: de kind of letter First letter ci from database x ri Author x di n documents nd no restriction

Generate draft

Finalize Letter for first contact Accompanying letter Letter of thanks

selected dmglids: 10614009 10615009

Chosen list of documents (2):

- x 1 10614009 Goldhahn, Horst; Majschak, Je (1994), Nummer 5 : S. 195 - 20
- x 2 10615009 Goldhahn, Horst; Majschak, Je Universität Dresden : Techn. Un

Source code: show source code Preview

Letter tester Test en ty First letter ci from database x ri Author x di n documents nd no restriction

Author: Dong, UI 1004

DMG Letter of agreement thinkMOTION

Letter of agreement regarding the transfer of simple rights of use to the Association for Promoting the Digital Mechanism and Gear Library (DMG-Lib e.V.)

Creator data

ci from database x

hide section empty field from database

the final version can not be changed. Each finalized PDFs are listed too

ci – creator information

- hide section: the table „Creator data“ is hidden. This is necessary for agreements with enterprises or publishers which are only rights holders and not creators.
- empty field: the table „Creator data“ is shown but empty. E.g. if you visit a conference you can use this blank letter to collect agreements of the participants
- from database: the table „Creator data“ is filled with the data from database.

toggle 'died'-logic (show or hide lines)

If there is no information about „date of death, place of death“ in the ProDB the line is not visible which is the case for all living authors. In case you know that an author died but there is no information in ProDB use the checkbox to make an empty line visible where the rights holders can enter the missing data.

14

Generation of letter

Generate the draft letter with list of documents

Procedure

2

01320_Goldhahn_Horst/draft_workRightsList_01320_00000_Alde.pdf

draft

Procedure:

1. Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglids in the textarea (filled with numbers) do not change the order of documents in the list.
2. Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
3. Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own dmglid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

Language: de kind of letter First letter ci from database x ri Author x di n documents nd no restriction

Generate draft

Finalize Letter for first contact Accompanying letter Letter of thanks

selected dmglids: 10614009 10615009

Chosen list of documents (2):

- x 1 10614009 Goldhahn, Horst; Majschak, Je (1994), Nummer 5 : S. 195 - 20
- x 2 10615009 Goldhahn, Horst; Majschak, Je Universität Dresden : Techn. Un

Source code: show source code Preview

Letter tester Test en ty First letter ci from database x ri Author x di n documents nd no restriction

Author: Dong, UI 1004

DMG Letter of agreement thinkMOTION

Letter of agreement regarding the transfer of simple rights of use to the Association for Promoting the Digital Mechanism and Gear Library (DMG-Lib e.V.)

Creator data

ri Author x

Author

1 heir

n heirs

publisher

Owner

ri – Information about rights holder

- Author: the rights holder is the author
- 1 heir: the author is dead, rights holder is one heir
- N heirs: the author is dead, more than one heir is the rights holder
- publisher: the publisher is the rights holder
- Owner: some kind of owner, e.g. enterprise is the rights holder

Use the checkbox to toggle the row „represented by“ in the table „Rights holder data“. E.g. this is necessary if an heir is represented by another person.

Finding heirs is not easy – use personal contacts, contacts to families or (former) colleagues to find the heirs

15

Generation of letter

Generate the draft letter with list of documents

Procedure

2

01320_Goldhahn_Horst/draft_workRightsList_01320_00000_Alde.pdf draft

List gener. List recon. List manag. List final. Free works Statistics All files All lists

Procedure:

1. Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglids in the textarea (filled with numbers) do not change the order of documents in the list.
☒ ser.No. ☒ dmglid Preselection: ☐ only without rights ☐ show all Sorting: alphabet
2. Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
Language: de kind of letter First letter ci from database ☐ x ☐ ri Author ☐ x ☐ di n documents ☐ nd no restriction
3. Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own dmglid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

selected dmglids: 10614009 10615009

Chosen list of documents (2):
☒ x 1 10614009 Goldhahn, Horst; Majschak, Je (1994), Nummer 5 : S. 195 - 20
☒ x 2 10615009 Goldhahn, Horst; Majschak, Je Universität Dresden : Techn. Un

Source code: ☐ show source code

Letter tester Test en ty First letter ci from database ☐ X ☐ ri Author ☐ X ☐ di n documents ☐ nd no restriction

Author: Döring, Ulf 1004

Letter of agreement

Letter of agreement regarding the transfer of simple rights of use to the Association for Promoting the Digital Mechanism and Gear Library (DMG-Lib e.V.)

Creator data

di n documents

empty field
all works
provided works
1 document
n documents

di – information about relevant documents

These options refer to the table „Covered documents“ in the letter of agreement

- **empty field:** the row is empty; this can be necessary e.g. if you visit a conference and want to enter the data by hand
- **all works:** the declaration applies to all existing and future scientific publications of the author, i.e. all works in prod, all works which are published but not yet in prod, and all works which will be published in the future; selecting this option means that no annex (list of documents) is part of the letter of agreement
- **provided works:** The agreement covers all works previously as well as prospectively supplied to DMG-Lib. Selecting this option means that no annex (list of documents) is part of the letter of agreement; the reason is e.g. that the work's metadata can not be found. The author will upload the work or provide the work to the national teams who are entering the metadata into prod
- **1 Dokument:** the agreement applies to the work listed on page 2
- **N Dokumente:** the agreement applies to the N works listed from page 2

16

Generation of letter

Generate the draft letter with list of documents

Procedure

2

01320_Goldhahn_Horst/draft_workRightsList_01320_00000_Alde.pdf draft

List gener. List recon. List manag. List final. Free works Statistics All files All lists

Procedure:

1. Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglids in the textarea (filled with numbers) do not change the order of documents in the list.
☒ ser.No. ☒ dmglid Preselection: ☐ only without rights ☐ show all Sorting: alphabet
2. Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
Language: de kind of letter First letter ci from database ☐ x ☐ ri Author ☐ x ☐ di n documents ☐ nd no restriction
3. Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own dmglid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

selected dmglids: 10614009 10615009

Chosen list of documents (2):
☒ x 1 10614009 Goldhahn, Horst; Majschak, Je (1994), Nummer 5 : S. 195 - 20
☒ x 2 10615009 Goldhahn, Horst; Majschak, Je Universität Dresden : Techn. Un

Source code: ☐ show source code

Letter tester Test en ty First letter ci from database ☐ X ☐ ri Author ☐ X ☐ di n documents ☐ nd no restriction

Author: Döring, Ulf 1004

Letter of agreement

Letter of agreement regarding the transfer of simple rights of use to the Association for Promoting the Digital Mechanism and Gear Library (DMG-Lib e.V.)

Creator data

nd no restriction

no restriction
for selected
never allowed

nd – no download

possibility to specify if some or all documents shall be not available via download, e.g. the documents can be read online in DMG-Lib but a download as pdf is not possible.

no restriction: there are no restrictions according to a download of the document(s) from the portal (this is the default selection and we strongly recommend to use this selection unless the rights holders asks for explicitly*)

for selected: in the list of documents a checkbox is shown, which can be ticked by the rights holders, when they wish to prevent that a download link is shown in the portal.

never allowed: for all documents no download link is shown in the portal

* In the future the DMG-Lib wants to offer (parts of) the collections as downloads for the users. The DMG-Lib can do this unless the rights holders forbid it. So we should try to get the letter of agreement without the restrictions.

17

Generation of letter

Generate the draft letter with list of documents

Procedure

← 2

Letter tester
take values: take values tested here and apply them in letter/list generation, i.e. all modifications made here are given back to the original pull downs
Test: If the draft letter is not updated automatically you can press the **Test** button.

18

Generation of letter

Generate the draft letter with list of documents

Procedure

← 2

Generate draft of letter of agreement and list of literature

- Before you generate the draft letter of agreement check the editor to be sure that the text in translated. If you select the language of the letter and there are any translations missing the red button appears *Use Editor to fix a problem!* (see page 20).
- Press the button „**Generate draft**“ to generate a draft of the letter of agreement and the annex (list of literature)
- Right to the button the **pdf** link appears and the draft is also in the table above
- Check the draft and make changes if necessary

19

Generation of letter

Translate the text of the letter of agreement with the editor

Letter tester Test [take values](#) ro ty First letter cl from database X ri Author X di n documents

DMG **Scrisoarea de acord** **thinkMOTION**

Scrisoarea de acord cu privire la transferul drepturilor simple de utilizare către Asociația de Promovare a Bibliotecii Digitale de Mecanisme și Transmisii (DMG-Lib e.V.)

Date despre autor

| | |
|-------------------------------|---|
| Autor | Horst Goldhahn |
| data nașterii, locul nașterii | 30.12.1938, Kuhschnappel/Kreis Hohenstein-Ernstthal |

Date despre documente

Definiția cuvântului „documente” Acest acord se aplică celor 12345 lucrări menționate pe pagina 2.

Date despre deținătorul drepturilor **[Edit]**

| | |
|-------------------------|---|
| deținătorul drepturilor | autorul însuși este deținătorul drepturilor |
|-------------------------|---|

meniu

documente” Acest acord se aplică celor 12345 lucrări menționate pe pagina 2.

deținătorul drepturilor **[Edit]**

autorul în kqx.pdb.ContractRightsOfUse.hintTitlePrty
[ro] {}
please fill in where necessary
en
ro
aprovez drepturile de permis
drepturilor dă permis
or în text complet, și
ventuale care rezultă
drepturilor confirmă c
u este încălcat prin p
ărți ar putea să le em
V. este îndreptățită să transmită mai departe fiecare dintre aceste documente, inclusiv metadata
deținătorul drepturilor altor biblioteci și arhive, în particular, biblioteci naționale și Europene în

<ESC> = Close

The editor for the letter of agreement has a translation function (see page 19).

1. Press the orange highlighted **[Edit]** button to open the translation editor.
2. Select the language to which you want to make the translation
3. Press apply to finish the translation

Translation is necessary

- for the **first work** of a national team with the letter of agreement
- and **during the whole thinkMOTION project** duration because it is possible that modifications are done with the text all the time.
- => check if translations need to be done

2. Generate a draft version of the list, download it and check

Language: **fr** kind of letter: **First letter**

Generate draft **Use Editor to fix a problem!**

20

Generation of letter

The letter of agreement & annex (drafts)

DMG **Letter of agreement** **thinkMOTION**

Letter of agreement regarding the transfer of simple rights of use to the Association for Promoting the Digital Mechanism and Gear Library (DMG-Lib e.V.)

Creator data

| | |
|-------------------------------|---------------------|
| Author | Ulf Döring |
| date of birth, place of birth | 04.05.1969, Potsdam |

Covered documents

Definition of the term "documents" This agreement applies to the 7 works listed from page 2.

Rights holder data (please fill in where necessary)

| | |
|---------------|---------------------------------------|
| Rights holder | The creator himself is rights holder. |
| Address | |
| Phone | |
| Email | |

1. The rights holder gives permission to DMG-Lib e.V.; to permanently archive and maintain the digital version of the documents in full text, as well as to provide them for public use. DMG-Lib e.V. is not liable for any eventual changes resulting from conversions of the documents.
2. The rights holder confirms to have the right on these documents and that no rights of third persons are breached with the publication. The rights holder shall indemnify DMG-Lib e.V. from all claims third parties may make due to rights they are entitled to.
3. DMG-Lib e.V. is entitled to pass on each of the documents, including the metadata supplied by the rights holder to other libraries and archives, in particular, national libraries and European on equal terms. The rights holder remains free to dispose of the works otherwise, so long as no restriction is associated with the rights granted in this declaration.
4. The rights holder allows DMG-Lib e.V. also to edit the images and sketches contained in the documents, and to add further information and references to the documents, but without changing the contents of the documents.
5. DMG-Lib e.V. is entitled to make any necessary changes to data when the technical development requires it (such as a conversion into other formats for the purpose of a professional digital preservation). Substantive changes must not be made.
6. In the context of its publication DMG-Lib e.V. assures to deal with the personal data on the professional career of the author responsible and legally compliant. This also applies to a photo of the author.

Location, Date _____ Signature _____

Letter of agreement
Ulf Döring
generated on 19.05.2011, 15:18, page 2 of 2

Annex
List of literature to get a simple right of use for

1. Döring, Ulf; Brix, Torsten: Constraints-basierte Berechnung kinematischer Geometrien, in: Proceedings // DSG CK 2003, Dresden Symposium Geometry : constructive & kinematic ; Dresden, Germany, 27.02. - 01.03.2003; Inst. für Geometrie, Dresden; 2003; S. 65 - 77
2. Döring, Ulf; Corves, Burkhard; Modler, Karl-Heinz; Brix, Torsten: Digitale Mechanismen- und Getriebebibliothek (www.dmg-lib.de), in: VDI-Berichte, Bewegungstechnik; VDI-Verl., Düsseldorf; 2006; S. 3-28
3. Roeding, Michael; Döring, Ulf; Brix, Torsten: Modeling of heterogeneous systems in early design phases. - In: The future of product development / CIRP Design Conference; 17 (Berlin): 2007.03.26-28. - Berlin [u.a.]: Springer (2007), S. 247-258
4. Brix, Torsten; Döring, Ulf; Roeding, Michael: A web-based solution repository in mechanism theory to support the design process. - In: Proceedings of the DESIGN 2008 / International Design Conference; 10 (Cafar, Dubrovnik): 2008.05.19-22. - Zagreb: Fac. of Mechanical Engineering and Naval Architecture (2008), S. 583-592
5. Brocht, Rike; Brix, Torsten; Döring, Ulf; Henkel, Veit; Krömer, Heidi; Roeding, Michael: Digital mechanism and gear library > multimedia collection of text, pictures and physical models. - In: Rosca, R. and advanced technology for digital libraries / ECDL; 13 (Corfu): 2009.09.27-30.02. - Berlin [u.a.]: Springer (2009), S. 489-490
6. Brix, Torsten; Döring, Ulf; Supporting the reuse of historical solutions in the field of motion systems. in: Proceedings of COBEM 2009, 20th International Congress of Mechanical Engineering, 4MMS workshop, Gramado, Brazil, November 2009.
7. Döring, Ulf; Brix, Torsten; Corves, Burkhard: Suggestion for a More Productive Workflow and Infrastructure of the Permanent Commission on Standardization of Terminology. Proceedings of 23rd Working Meeting of the IPToMM Permanent Commission for Standardization of Terminology on MMS, Minsk-Gomel, Belarus, 21-26 June 2010, pp. 49-57.

Letter of agreement
Ulf Döring
generated on 19.05.2011, 15:18, page 2 of 2

Generation of letter

Generate the final letter and list of documents

| | | | | | | | | | | |
|-------------|--|-------|-------|-------------------|-----|---|---|------------|---|------|
| Per. input | 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | final | 22050 | 28.02.2011, 14:13 | PDF | ✉ | 📄 | 04.03.2011 | ✔ | BC10 |
| List gener. | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | | | | | |

Procedure:

- Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglids in the textarea (filled with numbers) do not change the order of documents in the list.
- Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
- Generate the final version of the list/letter, download the generated PDF and check it. The final version cannot be changed. Each final version has its own dmglid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

Language: de kind of letter: First letter ci: from database x: ☐ n: Author x: ☐ di: n documents nd: no restriction

Generate draft pdf

Finalize Letter for first contact Accompanying letter Letter of thanks

selected dmglids:

10614009 10615009

☐ show unselect field

Chosen list of documents (2):

- ☒ x 1 10614009 Goldhahn, Horst; Majschak, Jens-Peter; Kurfürst, K.: *Rechnerunterstützung für die Prinzipsuche in der Verarbeitungstechnik*, in: *Konstruktion*; Springer, Berlin u.a.; 1994; Bd. 46 (1994), Nummer 5; S. 195 - 204
- ☒ x 2 10615009 Goldhahn, Horst; Majschak, Jens-Peter: *Wissensbasierte Unterstützung von Problemlösungsprozessen in der Konstruktion*, in: *Wissenschaftliche Zeitschrift der Technischen Universität Dresden*; Techn. Univ., Dresden; 1991; Bd. 40 (1991), Nummer 5/6; S. 73 - 79

Source code: ☐ show source code [Preview/modification of possible versions of the text](#)

Procedure

3

Generate final letter of agreement and list of literature

- If the letter of agreement is okay you can generate the final version using the button „Finalize“. I.e. the final letter gets an own dmglid and is permanently stored. In contrast the drafts don't have a dmglid and can be overwritten.
- Download the final version and/or print it
- Send the final letter of agreement and the annex together with a accompanying letter to the rights holder.

Templates of letters which should be sent to the rights holders

Letter for first contact: if you have the first contact with an rights holder and you want him/her to support the DMG-Lib use this letter. This letter is send before a letter of agreement is generated.

Accompanying letter: this letter is sent together with the letter of agreement

Letter of thanks: this letter is sent to the rights holder after he/she signed the letter of agreement

22

Generation of letter

Explanation of the numbers used in the bar code in the letter of agreement

1. Hüsing, Mathias: *Cabrio-Verdeckmechanismen toleranzunempfindlich auslegen - Empfindlichkeits- und Toleranzanalyse*; VDI-Verl., Düsseldorf; 1996; Nummer 1283; S. 199 - 214

- 202 is EAN standard number for the privat area
- 005811009 is the **DMG-ID of the work**; for searching the work in prodb leave out the prefix zeros
- 2 is a check number

Letter of agreement
Ulf Döring
generated on 24.05.2011, 14:11, page 2 of 2

On the bottom of the page of the letter you can find the DMGId of the letter
In this example: 104050 is the **DMGId of the letter** of agreement of the author Ulf Döring

Why using bar codes?

- You are sending the final letter of agreement to the author for signature. The author has the possibility to make changes in the annex (list of literature), e.g. cross or add some works. If the author is making any changes in the list you must indicate these in the prodb (using the List. manag. forms)
- You can enter the ids which are changed by the author by hand in the entry field or you can select the entry field and use your bar code scanner (see page 31)
- We recommend to use a bar code scanner to avoid typing errors
- The automatic extraction of dmglids from bar codes only works in the entry fields of List. manag. (see page 31), it doesn't work automatically for example with excel.



23

Management of lists

Select a final letter of agreement or an author

Edit letter metadata, List Id: 22050 send changed data

Author (Goldhahn, Horst): 1320004 original letter: [View file](#) signed letter: [View file](#) [Letter of thanks](#)

| List gener. | List recon. | List manag. | List final. | Free works | Statistics | All files | All lists |
|--|--|--|-------------|-------------------|------------|------------|-----------|
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | |
| 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | final 22050 | 28.02.2011, 14:13 | PDF | 04.03.2011 | BC10 |
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | |

Generated on 28.02.2011, 14:13 by (Henkel, Veit): 9003 Style: BC10 Signed 04.03.2011

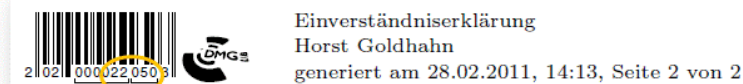
Lists of relevant work

Unblock author (Goldhahn)

r 1 3232009 Modler(o); Fritz(o); Goldhahn(o); EISawy(o): Analysis and simulation of planar mechanisms, in: Proceedings of the 22nd ICC & IE; Engineering Dep., The American Univ. in Cairo, Cairo, Egypt; 1997; S. 80 - 83

r 2 5543009 Goldhahn(o): Aufbau eines Systems verarbeitungstechnischer Grundlagen: [1. 2]; -, Dresden; Ph.D.; 1969; 112 gez. Bl.; gez. Bl. 113-257 mit Abb.

Enter the **DMG-Lib ID** of the letter of agreement which can be found on the bottom of the page OR enter the **name of the author**



26

Management of lists

Check the final letter of agreement

Edit letter metadata, List Id: 22050 send changed data

Author (Goldhahn, Horst): 1320004 original letter: [View file](#) signed letter: [View file](#) [Letter of thanks](#)

| List gener. | List recon. | List manag. | List final. | Free works | Statistics | All files | All lists |
|--|--|--|-------------|-------------------|------------|------------|-----------|
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | |
| 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | final 22050 | 28.02.2011, 14:13 | PDF | 04.03.2011 | BC10 |
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | |

Generated on 28.02.2011, 14:13 by (Henkel, Veit): 9003 Style: BC10 Signed 04.03.2011

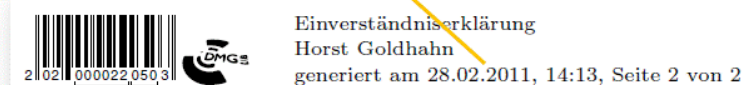
Lists of relevant work

Unblock author (Goldhahn)

r 1 3232009 Modler(o); Fritz(o); Goldhahn(o); EISawy(o): Analysis and simulation of planar mechanisms, in: Proceedings of the 22nd ICC & IE; Engineering Dep., The American Univ. in Cairo, Cairo, Egypt; 1997; S. 80 - 83

r 2 5543009 Goldhahn(o): Aufbau eines Systems verarbeitungstechnischer Grundlagen: [1. 2]; -, Dresden; Ph.D.; 1969; 112 gez. Bl.; gez. Bl. 113-257 mit Abb.

This field shows automatically the date of generation of final letter of agreement



27

Management of lists

Check the final letter of agreement

Hints
Doc. input
Per. input
List gener.
List recon.
List manag.
List final.

Generated on 28.02.2011, 14:13 by (Henkel, Veit): 9003 Style: BC10 Signed 04.03.2011

Comment

original ids (not changeable)

ids added before signature

ids removed before signature

documents without download

Lists of relevant work

Unblock author (Goldhahn)

r 1 3232009 Modler(e); Fritz(o); Goldhahn(e); EISawy(o): Analysis and simulation of planar mechanisms, in: Proceedings of the 22nd ICC & IE; Engineering Dep., The American Univ. in Cairo, Cairo, Egypt.; 1997; S. 80-83

r 2 5543009 Goldhahn(e): Aufbau eines Systems verarbeitungstechnischer Grundlagen : [1. 2] ; -, Dresden ; Ph.D. ; 1969 ; 112 gez. Bl.; gez. Bl. 113-257 mit Abb.

This link and field shows automatically the name and the DMG-ID of the person who generated the letter of agreement.

This is the style of barcode used for the letter.

28

Management of lists

Check the final letter of agreement

Hints
Doc. input
Per. input
List gener.
List recon.
List manag.
List final.

Generated on 09.09.2010, 12:21 by (Ding, Ulf): 2003 Style: BC10 Signed 13.05.2011, 19:01

Comment

original ids (not changeable)

ids added before signature

ids removed before signature

documents without download

Lists of relevant work

Unblock author (Goldhahn)

r 1 3232009 Modler(e); Fritz(o); Goldhahn(e); EISawy(o): Analysis and simulation of planar mechanisms, in: Proceedings of the 22nd ICC & IE; Engineering Dep., The American Univ. in Cairo, Cairo, Egypt.; 1997; S. 80-83

r 2 5543009 Goldhahn(e): Aufbau eines Systems verarbeitungstechnischer Grundlagen : [1. 2] ; -, Dresden ; Ph.D. ; 1969 ; 112 gez. Bl.; gez. Bl. 113-257 mit Abb.

This icon shows if the letter was sent to the author or not

If a letter was sent to an author press the red envelope  and then the button „send changed data“

29

Management of lists

Check the final letter of agreement

Hints
Doc. input
Per. input
List gener.
List recon.
List manag.
List final.
Free works
Statistics
All files
All lists

Edit letter metadata, List Id: 22050 send changed data

Author (Goldhahn, Horst): 1320004 original letter: [View file](#) signed letter: [View file](#) [Letter of thanks](#)

| Document | Status | List Id | Date | PDF | Signature | Deletion | BC10 |
|--|--------|---------|-------------------|-----|-----------|----------|------|
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | | | |
| 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | final | 22050 | 28.02.2011, 14:13 | | | | |
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | | | |

Generated on 28.02.2011, 14:13 by (Henkel, Veit): 9003 Style: BC10 Signed 04.03.2011

Comment

original ids (not changeable) 3232009 5543009 10611009 3233009 7428009 8355009 8146009 3225009 3247009 3246009

ids added before signature

ids removed before signature

documents without download

Lists of relevant work

Unblock author (Goldhahn)

r 1 3232009 Modler(e), F...
r 2 5543009 Goldhahn(e), F...
r 3 10611009 Goldhahn(e), F...

Here you can see the original (unsigned) letter

This icon shows if the letter was signed by the author / rights holder

30

Management of lists

Manage a signed letter of agreement or an author

Management of rights of use for documents

Hints
Doc. input
Per. input
List gener.
List recon.
List manag.
List final.
Free works
Statistics
All files
All lists

Edit letter metadata, List Id: 18050 send changed data

Author (Ceccarelli, Marco): 551004 original letter: [View file](#) signed letter: [Please upload!](#) [Letter of thanks](#)

| Document | Status | List Id | Date | PDF | Signature | Deletion | BC10 |
|--|--------|---------|-------------------|-----|-----------|----------|------|
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00018_a1de.pdf | final | 18050 | 09.09.2010, 12:21 | | | | |
| 00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_Alit.pdf | draft | | | | | | |
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00025_Alit.pdf | final | 25050 | 09.05.2011, 11:03 | | | | |
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00027_Alit.pdf | final | 27050 | 13.05.2011, 12:36 | | | | |
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00028_Alit.pdf | final | 28050 | 13.05.2011, 19:01 | | | | |

Generated on 09.09.2010, 12:21 by (Döring, Ulf): 2003 Style: BC10 Signed

Comment

original ids (not changeable) 9199009 3449009 5474009 7375009 8015009 4026009 3072009 3070009 5719009 1080009 1653009
3444009 8094009 1558009 1014009 3452009 4027009 8147009 8254009 3446009 2040009 5343009
5715009 8213009 1079009 8218009

ids added before signature

ids removed before signature

documents without download

Lists of relevant work

Unblock author (Ceccarelli)

x 1 9199009 Petrucci(O): Ceccarelli(O): tm kickoff : 2010

Workflow after the letter is signed by the author or rights holder, and was sent back to you

- All ids of the works which are part of the letter of agreement are automatically entered in the field „original ids (not changeable)“.
- Check the letter if there are any changes (e.g. added or crossed works). Enter these changes into the fields
 - ids added before signature, i.e. further ids which are also part of the letter (not originally printed, may be added by hand). Use the **Simple editor for documents** to look for the dmgid or generate a new metadata set for the added documents.
 - ids removed before signature, i.e. originally printed ids which were crossed by the author or rights holder
 - ids without download, i.e. originally printed ids which were marked by the rights holder. The marked ids will be readable in DMG-Lib but no download link will be offered

You enter the ids in the fields by hand or you can use a **barcode scanner**. Click in the fields and scan the corresponding barcode on the list of literature (see page 34)
- If necessary you can add a comment in the field „Comment“

Management of lists

Manage a signed letter of agreement or an author

Management of rights of use for documents

Edit letter metadata, List Id: 18050 send changed data

Author (Ceccarelli, Marco): 551004 original letter: [View file](#) signed letter: [Please upload!](#) [Letter of thanks](#)

| Doc. input | Per. input | List gener. | List recon. | List manag. | List final. | Free works | Statistics | All files | All lists |
|--|------------|-------------|-------------------|-------------|-------------|------------|------------|-----------|-----------|
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00018_a1de.pdf | final | 18050 | 09.09.2010, 12:21 | PDF | ✗ | ✗ | ... | BC10 | |
| 00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_Alit.pdf | draft | | | | | | | | |
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00025_Alit.pdf | final | 25050 | 09.05.2011, 11:03 | PDF | ✗ | ✗ | ... | BC10 | |
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00027_Alit.pdf | final | 27050 | 13.05.2011, 12:36 | PDF | ✗ | ✗ | ... | BC10 | |
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00028_Alit.pdf | final | 28050 | 13.05.2011, 19:01 | PDF | ✗ | ✗ | ... | BC10 | |

Generated on 09.09.2010, 12:21 by (Döring, Ulf): 2003 Style: BC10 ✗ ✗

Comment

original ids (not changeable)

ids added before signature

ids removed before signature

documents without download

Edit letter metadata, List Id: 22050 send changed data

Author (Goldhahn, Horst): 1320004 original letter: [View file](#) signed letter: [View file](#) [Letter of thanks](#)

| Doc. input | Per. input | List gener. | List recon. | List manag. | List final. | Free works | Statistics | All files | All lists |
|--|------------|-------------|-------------------|-------------|-------------|------------|------------|-----------|-----------|
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | | | | | |
| 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | final | 22050 | 28.02.2011, 14:13 | PDF | ✓ | ✓ | 04.03.2011 | ✓ | BC10 |
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | | | | | |

Generated on 28.02.2011, 14:13 by (Henkel, Veit): 9003 Style: BC10 ✓ ✓ Signed 04.03.2011

Comment

original ids (not changeable)

ids added before signature

ids removed before signature

documents without download

Workflow after the letter is signed by the author or rights holder, and was sent back to you

- Now scan the signed letter of agreement in order to upload it to the prod
- Upload the scanned letter using „Please upload!“
- Now you can view the uploaded signed letter of agreement here

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Management of lists

Manage a signed letter of agreement or an author

Management of rights of use for documents

Edit letter metadata, List Id: 18050 send changed data

Author (Ceccarelli, Marco): 551004 original letter: [View file](#) signed letter: [Please upload!](#) [Letter of thanks](#)

| Doc. input | Per. input | List gener. | List recon. | List manag. | List final. | Free works | Statistics | All files | All lists |
|--|------------|-------------|-------------------|-------------|-------------|------------|------------|-----------|-----------|
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00018_a1de.pdf | final | 18050 | 09.09.2010, 12:21 | PDF | ✗ | ✗ | ... | BC10 | |
| 00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_Alit.pdf | draft | | | | | | | | |
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00025_Alit.pdf | final | 25050 | 09.05.2011, 11:03 | PDF | ✗ | ✗ | ... | BC10 | |
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00027_Alit.pdf | final | 27050 | 13.05.2011, 12:36 | PDF | ✗ | ✗ | ... | BC10 | |
| 00551_Ceccarelli_Marco/final_workRightsList_00551_00028_Alit.pdf | final | 28050 | 13.05.2011, 19:01 | PDF | ✗ | ✗ | ... | BC10 | |

Generated on 09.09.2010, 12:21 by (Döring, Ulf): 2003 Style: BC10 ✗ ✗

Comment

original ids (not changeable)

ids added before signature

ids removed before signature

documents without download

Edit letter metadata, List Id: 22050 send changed data

Author (Goldhahn, Horst): 1320004 original letter: [View file](#) signed letter: [View file](#) [Letter of thanks](#)

| Doc. input | Per. input | List gener. | List recon. | List manag. | List final. | Free works | Statistics | All files | All lists |
|--|------------|-------------|-------------------|-------------|-------------|------------|------------|-----------|-----------|
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | | | | | |
| 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf | final | 22050 | 28.02.2011, 14:13 | PDF | ✓ | ✓ | 04.03.2011 | ✓ | BC10 |
| 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf | draft | | | | | | | | |

Generated on 28.02.2011, 14:13 by (Henkel, Veit): 9003 Style: BC10 ✓ ✓ Signed 04.03.2011

Comment

original ids (not changeable)

ids added before signature

ids removed before signature

documents without download

Workflow after the letter is signed by the author or rights holder, and was sent back to you

- You must indicate that the letter is signed by clicking on the signatur icon (then the icon turns green).
- Enter the date of signature here (e.g. this is necessary for future supplementary letters).
- Now click on „send changed data“

33

Manage a signed letter of agreement or an author

Management of rights of use for documents

Edit letter metadata, List Id:

| Hints | Doc. input | Per. input | List gener. | List recon. | List manag. | List final. | Free works | Statistics | All files | All lists |
|-------|------------|--|--|-------------|-------------|-------------------|------------|------------|-----------|-----------|
| | | PDF Author (Ceccarelli, Marco): 551004 original letter: View file signed letter: Please upload! Letter of thanks | 00551_Ceccarelli_Marco/final_workRightsList_00551_00018_a1de.pdf | final | 18050 | 09.09.2010, 12:21 | | ... | BC10 | |
| | | | 00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_Alit.pdf | draft | | | | | | |
| | | | 00551_Ceccarelli_Marco/final_workRightsList_00551_00025_Alit.pdf | final | 25050 | 09.05.2011, 11:03 | | ... | BC10 | |
| | | | 00551_Ceccarelli_Marco/final_workRightsList_00551_00027_Alit.pdf | final | 27050 | 13.05.2011, 12:36 | | ... | BC10 | |
| | | | 00551_Ceccarelli_Marco/final_workRightsList_00551_00028_Alit.pdf | final | 28050 | 13.05.2011, 19:01 | | ... | BC10 | |

Generated on by (**Döring, Ulf**): Style: BC10

Comment

original ids (not changeable)

ids added before signature

ids removed before signature

documents without download

Workflow after the letter is signed by the author or rights holder, and was sent back to you

9. Send the original paper version of the signed letter of agreement to the Ilmenau team for archiving (DMG-Libe.V.). Ilmenau team is checking the data and compares your entries in ProDB and releases the work for the next step which is scanning the work.

34



Please note – some advices for the clarification of rights and the generation of the letter of agreement

- Rights clarification takes time!
- Only those documents whose legal situation concerning usage/copy rights is clear can be digitised, made online available in DMG-Lib and can be taken into account as Europeana item.

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Please note – some advices for the clarification of rights and the generation of the letter of agreement

Legal situation

- If the author is dead for more than 70 years the work is in the public domain
 - The clarification of rights is not necessary
 - Try to find as much works in the public domain as you can because clarification of rights costs a lot of time!!
 - Unfortunately finding out the date/year of death can also take a lot of time.
- Secondary publication rights, i.e. all works which are not in the public domain
 - Authors/rights holders must accept the letter of agreement and where required the publisher (dependent on the contracts between author and publisher)
 - *Books*: normally the publisher has the rights of use also for online publication – normally it is unpromising to negotiate with the publisher
 - *Journals, proceedings* published by a publisher
 - Normally the secondary publication right goes back to the author after one or two years, i.e. after one or two years the author has again the publication right and must not ask the publisher.
 - BUT the authors must check their individual contracts with the publisher. The author/rights holder confirms in the letter of agreement to have the right on these documents and that no rights of third persons are breached with the publication.

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Please note – some advices for the clarification of rights and the generation of the letter of agreement

How to find and identify authors/ rights holders

- First of all check your own publications and the works of all national thinkMOTION colleagues
- Ask ...
 - Colleagues in your university, department, institute, expert group, or other scientific organisations
 - Participants of workshops and conferences (inhouse, national, international)
 - Former colleagues, Alumni
- Research in...
 - other databases,
 - conference proceedings,
 - Reference lists, ...
- Sometimes you have to find the heirs to clarify the rights. Finding heirs is not easy – use personal contacts, contacts to families or (former) colleagues to find them.

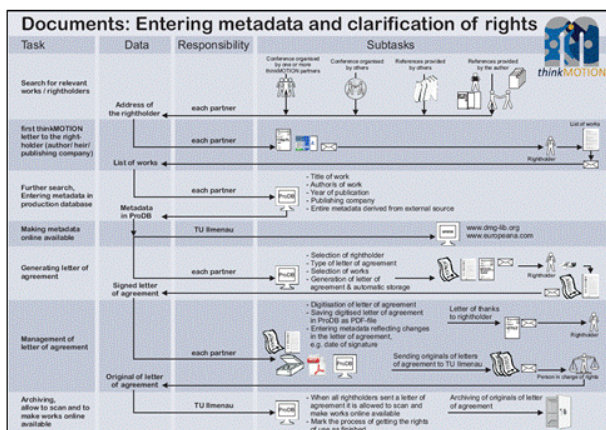
37



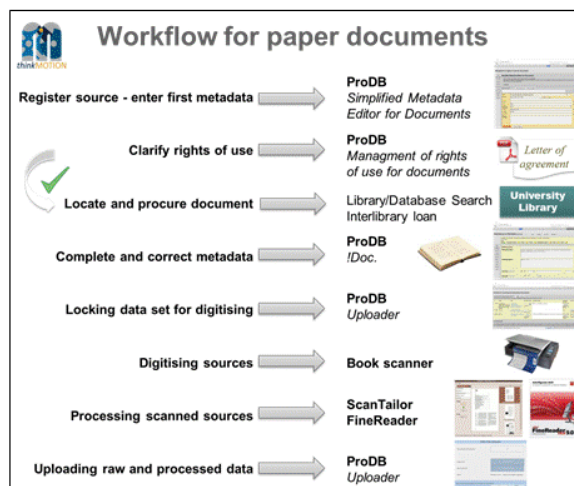
Please note – some advices for the clarification of rights and the generation of the letter of agreement

Workflow and responsibilities

- First rights clarification then scanning!!!!
- Every partner should have one person who is responsible for rights clarification



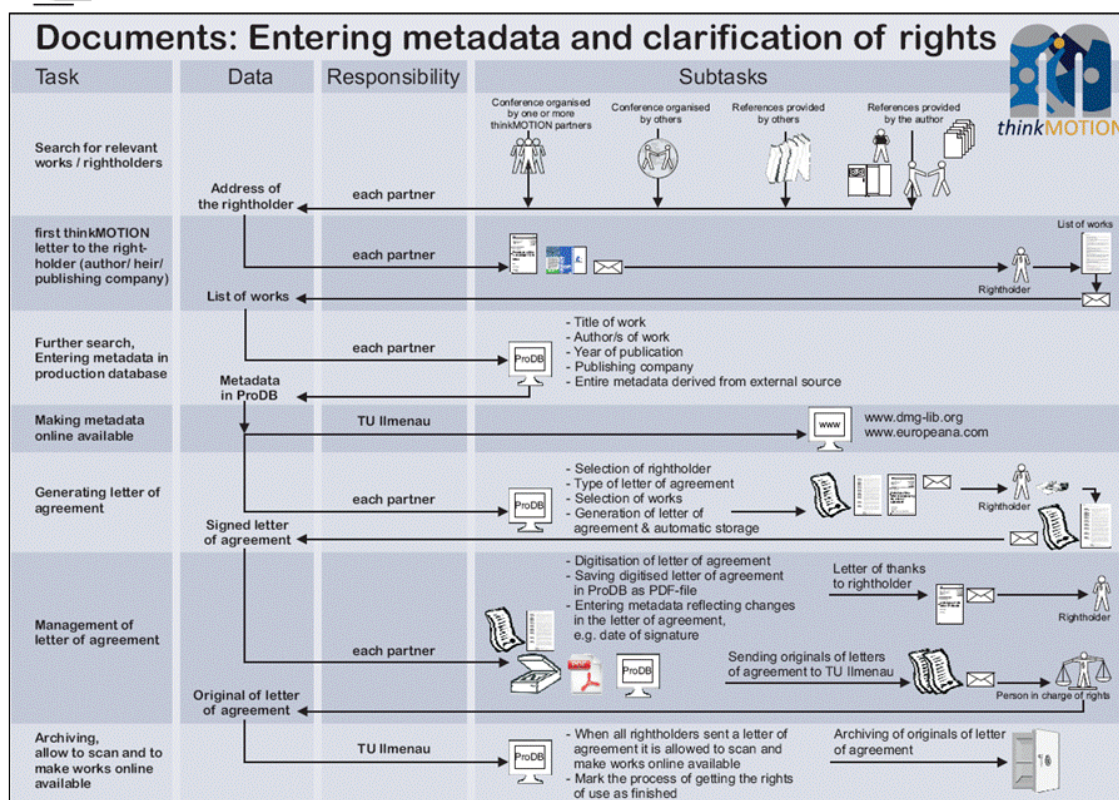
For better readability see the next pages



38



Please note – some advices for the clarification of rights and the generation of the letter of agreement



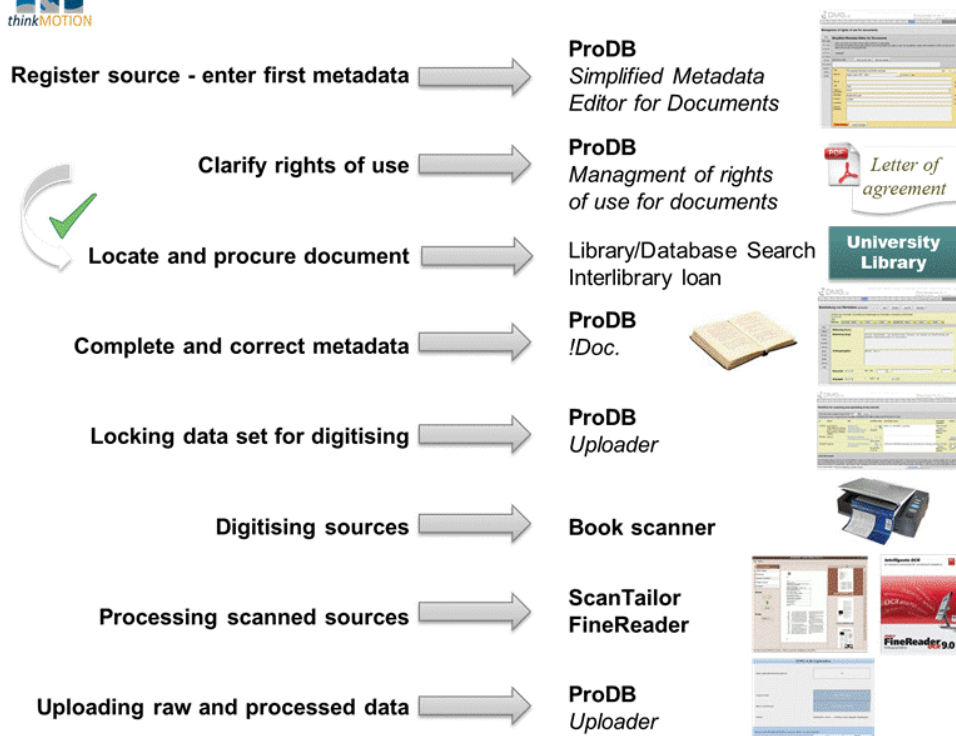
39



Please note – some advices for the clarification of rights and the generation of the letter of agreement



Workflow for paper documents



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