



DELIVERABLE

Project Acronym: thinkMOTION

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D3.2 - Intermediate report on content location and on IPR

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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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Content

1	Introduction and summary of work progress	4
2	Workflow and results	5
2.1	Locating content providers	6
2.2	Clarification of IPR rights	9
2.3	Selected content provided for the digitizing process	12
2.4	Planned work for the next year	13
ANNEX 1:	Detailed list of larger collections located and content providers	14
2.5	Content sources for “Text documents”	14
2.6	Content sources for “Physical models”	23
2.7	Content sources for “CAx data sets”	26
2.8	Content sources for “Images”	28
ANNEX 2:	Generating of the Letter of Agreement & list of documents	31

1 Introduction and summary of work progress

In this project, the main objective is to provide 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, etc.), 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

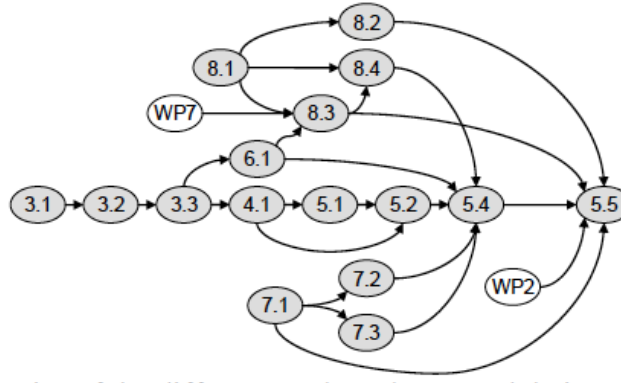
Making clearing agreements for non public domain content

- 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

As seen in the objectives presented, the key task for WP3 is the location and selection of content sources to feed the other WPs of the workflow. In order to assure a good quality, variety and broad geographical distribution of the items, several selection criteria have been identified.

The main selection criteria for the locating of the project content sources have been:

- Tradition in research, creation and innovation in mechanism and machine science. Only top universities in technical high education have been contacted.
- Tradition and academic recognition of organizers regarding the scientific and technical value of conferences and journals.
- Thematic relevance. Relevance in the field of mechanisms and machines.
- User-oriented relevance. Relevance for different user groups (e.g. teaching materials for students, animations from patents for laymen and non-experts).
- Scientific value
- Technical novelty
- Historical importance
- Appropriate cost-value ratio in terms of time/productivity.
- Accessibility of the items.
- Feasibility of IPR clarification or free-IPR contents.
- Good accessibility (available at university library or libraries nearby)
- Wide geographical distribution in all countries.
- Wide temporal distribution of the items.
- Language diversity.

All partners are working actively 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, etc.) 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 national University Libraries text documents like books or proceedings are located and provided using interlibrary loan services. Physical models and other kinds of contents (e.g. collection of slides) are provided by other institutions (e.g. Technical University of Dresden and Chemnitz). Some private companies as DYNA have been subcontracted to handle and digitize old journals in their facilities.

Results on location of content providers

The work in WP3 was initially focused on historical and recent content of the consortium's own institutes and on patents. After the first year, all the partners have been focused on broadening the content sources mainly at regional and national level contacting them and asking to collaborate. Many negotiations have been successful. As a result, the number of active content providers has been considerably increased during the second year of the project. Additionally, the partners have got in contact with industry, but in general they have found that negotiations and IPR clarification are very complex and very time-consuming. In order to increase the productivity, all the partners have also focused on detecting new free-IPR content sources as National Patents Offices.

As a result, all the project partners have already enough content sources for the digitising and importing process in WP4 and WP5. They have located a sufficient amount of content sources, persons and institutions, which are willing to co-operate, understanding the importance of the project and providing items of interest for DMG-lib.

Table 1 and ANNEX 1 show the most important active content providers for the thinkMOTION project.

Table 1: Most important content providers for thinkMOTION project

Country	Content provider
Germany	<ul style="list-style-type: none"> - Journal Industrieanzeiger - VDI Verlag (VDI-Verein Deutscher Ingenieure) - RWTH Aachen University Library - Museum “Zinkhütter Hof” - Several national publishers - Technical University of Dresden - Chemnitz University of Technology - Technische Universität Braunschweig - German authors of motion systems scientific community
Romania	<ul style="list-style-type: none"> - Politehnica University of Timișoara - Gheorghe Asachi Technical University of Iasi - Transilvania University of Brașov - Technical University of Cluj-Napoca - National Patent Office (OSIM) - University “Dunarea de Jos” Galati - University of Craiova - Journal Scientific Bulletin of The University “Politehnica” of Timisoara, Transaction on Mechanics - Bulletin of the Transilvania University of Brasov - Acta Technica Napocensis Series Applied Mathematics and Mechanics - Proceedings of the Conference COMEFIM - Politehnica University Bucharest
France	<ul style="list-style-type: none"> - PATSTEC national project (www.pastec.fr) : <ul style="list-style-type: none"> o Agreement signed at the regional level (région Auvergne, contact Nathalie VIDAL) o 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, Pierre and Alexandre CLAIR collection - Bordeaux 1 University
Spain	<ul style="list-style-type: none"> - DYNA Journal - Anales de la Asociación Española de Ingeniería Mecánica (Journal) - Faculty of Engineering of Bilbao - Research Groups of the Spanish Network of Mechanical Engineering - Fundación Barreiros - University of Salamanca - Public University of Navarre - Spanish Patent Office - Ingeniería y Territorio Journal
Italy	<ul style="list-style-type: none"> - Boaga Library of the School of Engineering of ‘La Sapienza’ University in Rome - Library of the Castelnuovo School of Mathematics of ‘La Sapienza’ University in Rome - Library of the Dept of Mechanic and Aeronautics of ‘La Sapienza’ University in Rome - Library of Montecassino Abbey - Library of the School of Engineering of Pisa University in Pisa - IFToMM Archive in CISM of Udine - Personal archive of prof Marco Ceccarelli - Personal archive of prof Michela Cigola

The selected content sources detailed in Table 1 can provide the project a sufficient number and variety of quality items to fulfil the project indicators. The types of already imported items are:

- Literature (Books, Journal Papers, Congress Proceedings, PhD Thesis, Patents, Reports)
- Images
- Movies
- Physical models
- Interactive animations and Mechanism descriptions
- CAx files
- Biographies.

The process of registering all the individual items, being done in parallel with the metadata creation is running well. The partners also have done an effort on increasing the multilingualism of the contents. Currently, you can find in the database almost all types of items in all of the languages of the partners.

Consequently, the objective of locating the content sources to provide enough items in quality, quantity and variety is being achieved. Nevertheless, the project partners continue negotiating with new content providers in order to increase, not only the number of items provided to the project but also their value in terms of quality, variety and geographical distribution. Table 2 shows content providers that are planned to be involved during the next project period in order to broaden the scope of the project. ANNEX 1 shows a more detailed list of the types of items to be provided by the most promising sources in negotiation.

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

Country	Content provider
Germany	<ul style="list-style-type: none"> - 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. - Kaunas University of Technpology (Lithuania) – publisher of MECHANIKA Journal - Negotiating with the IPR-heir of “Luegers Lexikon der gesamten Technik” (Technical encyclopedia, consisting of 7 volumes and covering a wide range of technical topics). First talks were very positive. - Negotiating with Prof Gosselin in Canada. He can provide many PhD theses and a collection of robots. - Negotiation with 3 publishing houses for journals - Other 50 open requests at industrial enterprises that might provide brochures and images
Romania	<ul style="list-style-type: none"> - Other museums in Romania, which hold technical sections - Providers in Hungary
France	<ul style="list-style-type: none"> - Musée National des Arts et Métiers - INPI patent database from the 19th century - M. Ferri collection of fixed engines: around 50 engines - Agrivap Museum Ambert: preliminary contact. They have hundreds of big and smaller machines, ranging from agriculture to textile industry. Several tens of

Country	Content provider
	steam engines. - We identified a private collection of around 400 typewriters at Chateauroux - Other universities - Private companies
Italy	- Library of the Dept of Architecture and Restauration of ‘La Sapienza’ University in Rome - National office for Patents in Rome - Italian Central Archive for Patents in Rome - Museum of Engines at University of Palermo - Museum of Military Transportations in Rome
Spain	- Sociedad Bilbaina Library - Fundación Juanelo Turriano - Library of the Regional Mechanical Engineering Association in Bilbao - New Spanish research groups via the Spanish Network of Mechanical Engineering

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 a tutorial (see ANNEX 2: Generating of the Letter of Agreement & list of documents).

Results on IPR rights clarification

The editor tool for generating the Letter of Agreement for the IPR clarification is completely developed and optimized. It has been adapted to the national requirements of all the partners. Letters of Agreement can be generated in English, German, French, Italian, Spanish and Romanian. The editor tool helps the operator to generate a Letter of Agreement according to the different use cases (Figure 2). All the necessary documents for the IPR clarification are generated and managed within ProDB system. Currently all the partners are using this tool for the IPR clarification process. Figure 3 shows a Letter of Agreement generated by the ProDB system.

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

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 dmgids in the textarea (filled with numbers) do not change the order of documents in the list.
☒ ser.No. ☒ dmgid Preselection: ☐ keep selection ☐ show all Sorting: ☐ alphabet
- 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: from database: ☐ x ☐ n ☐ Author: ☐ x ☐ di ☐ n documents: ☐ nd ☐ 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 is stored and is durably kept in the production database. A list of all finalized PDFs:


selected dmgids:
10196009 6987009 10191009 6805009 10210009 9764009

Chosen list of documents (6):

- ☒ x 1 10196009 Brix, Torsten; Döring, Ulf; Reeßing, Michael: A web-based solution repository in mechanism theory to support the (Caviat, Dubrovnik): 2008.05.19-22. - Zagreb: Fac. of Mechanical Engineering and Naval Architecture (2008), S. 489-490
- ☒ x 2 6987009 Döring, Ulf; Brix, Torsten: Constraint-basierte Berechnung kinematischer Geometrien, in: Proceedings // DSG CK 2003, Dresden, 2003, S. 65-77
- ☒ x 3 10191009 Brecht, Rike; Brix, Torsten; Döring, Ulf; Henkel, Veit; Kromker, Heidi; Reeßing, Michael: Digital mechanism and gear library - multimedia collection of text, pictures and movies, in: Proceedings // DSG CK 2003, Dresden, 2003, S. 65-77
- ☒ x 4 6805009 Döring, Ulf; Corves, Burkhard; Modler, Karl-Heinz; Brix, Torsten: Digitale Mechanismen- und Getriebelbibliothek (www.dmg-lib.de), in: VDI-Berichte, Bewegungstechnik ; VDI-Verl., Düsseldorf ; 2006 ; S. 3-28
- ☒ x 5 10210009 Reeßing, 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
- ☒ x 6 9764009 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, HMMS workshop, Gramado, Brazil, November 2009.


All necessary documents are generated and managed within ProDB

Figure 3. Example of Letter of Agreement generated by ProDB system



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	Ivan I. Arnschlag
date of birth, place of birth	09.10.1905, Moskau
date of death, place of death	21.09.1977, Moskau

Covered documents


Definition of the term "documents"	This agreement applies to the 36 works listed from page 2.
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Rights holder data (Please fill in the blank fields.)

Name	
Address	
Phone	
Email	

- 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.
- 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.
- 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 Europeana 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.
- 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.
- 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.
- 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

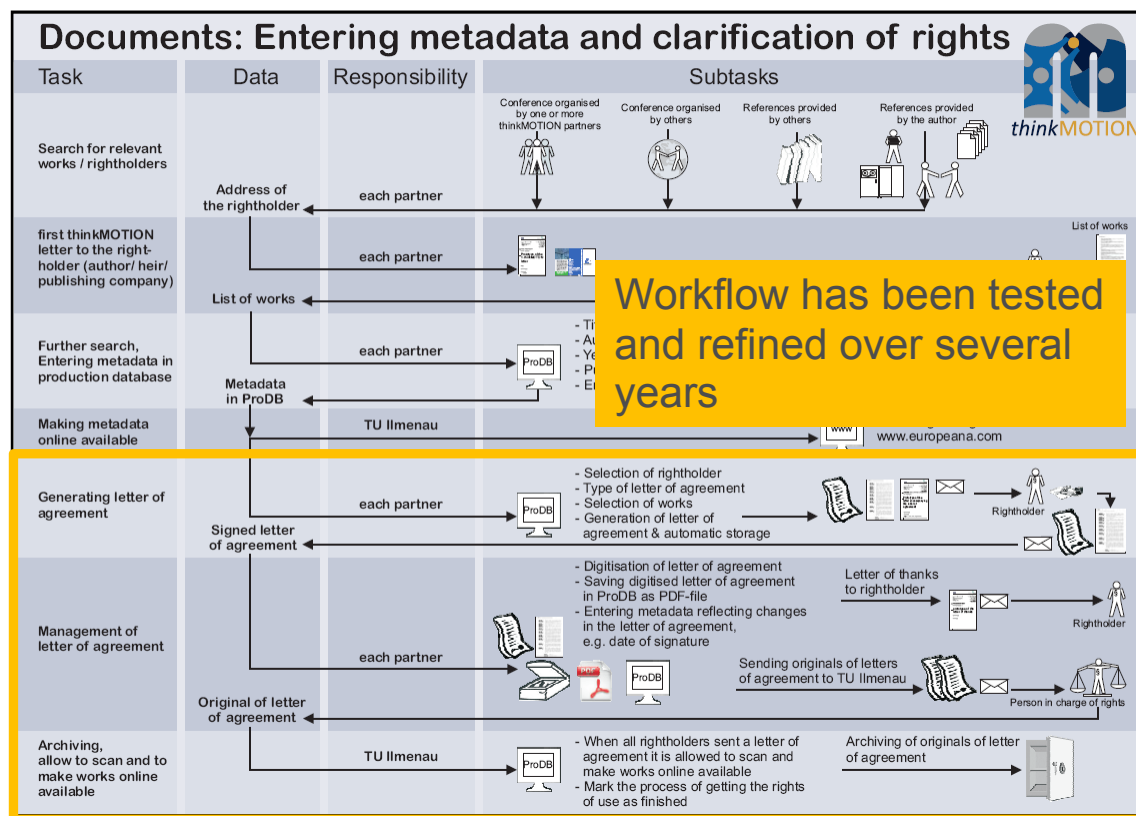


Signature

Letter of agreement
Ivan I. Arnschlag
generated on 14.10.2011, 12:33, page 1 of 77

The workflow for locating and providing content for digitization is proven and will be used for Task 3.1 and Task 3.2 until the end of the project (Figure 4). In the workflow is clearly stated that prior to the scanning process is mandatory to do the IPR clarification. Also, in order to make more efficient the workflow, every partner has designated one person who is responsible for rights clarification.

Figure 4. Workflow for entering metadata and the generation of the letter of agreement



Currently, all the partners continue the IPR-release negotiations with their potential content providers. Nevertheless, during the second year of the project and in order to increase their productivity, most of them have concentrated their efforts on

- Producing items from the content providers with their IPR clarified
- Finding materials, which are free of IPR
- Locating sources from which they could get many items at once (e.g. journals, patents).

Table 3 presents the number of Letters of Agreement already signed by each partner and the Letters currently in negotiation. The partners with a low number of signed IPR agreements are mainly focused on the processing of free of IPR items.

Table 3. Indicators related IPR clarification.

Number of letters of agreement signed during first two years					
IUT	RWTH	UPT	UCAS	IFMA	UBC
15	8	106	100 (approx.)	0	24

Number of letters of agreement already in negotiation with content providers					
IUT	RWTH	UPT	UCAS	IFMA	UBC
52	4	539	30 (approx.)	0	15

2.3 Selected content provided for the digitizing process

Content, which does not exist in digital form, has to be digitised in WP4. Depending on the capacity of the digitising workplaces, the input content will be provided for digitising. The quality of digital existing content must be improved 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. They get the content sources for digitizing process by borrowing from other libraries, taking from the in-house collections of our library or the authors provides us the paper sources for scanning process. The digitization process in WP4 takes place in our one's house.

Aachen partner has many books (and other materials) available at their institute or the university library, so obtaining these documents is easy and they didn't have to use interlibrary loan so far. For the digitisation of about 300 student works they have contracted a local scan service who offered a pick-up service. In the case of our co-operation with a local museum, one colleague went there for one day to take pictures of the exhibits (agricultural machines).

In the case of UCAS partner, normally, the digitized contents are shared in specific dropbox folders. After the approval, the content is collected in specific portable hard disks. Afterwards it is uploaded into DMG-Lib. Material coming from external companies is collected in DVDs to be uploaded into DMG-Lib.

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

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.

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

Sometimes, book transportation may be a problem in terms of time and costs. Also, some museums have machines and mechanical models. As a solution, it is necessary to plan additional scanning activities in the museums and libraries to avoid transport.

2.4 Planned work for the next year

The focus in the next year is to finish negotiations with the additional content providers reported in Table 2. As a result of this work, the extended database of content providers of the project will be completed and presented at the end of the project.

IUT will try to make agreements with organisers of conferences to get the rights of use for the papers during the paper submitting. This would be save a lot of time.

During the next year, the collection of signatures for the remaining already sent Letters of Agreement is expected. Also, new letters for first contact and then Letters of Agreement should be sent to the remaining persons.

Other Spanish Research Groups and Institutions will provide new material via the active source of the Spanish Network of Mechanical Engineering.

ANNEX 1: Detailed list of larger collections located and content providers

2.5 Content sources for “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

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)
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
Journal	MECHANIKA	Analogue and partly digital	approx. 600 and approx. 60/year	Kaunas University of Technpology (Lithuania)	in negotiation
Articles of "Industrieanzeiger"	Articles concerning mechanisms and other fields of machine science	Analogue	250	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)	250 theses	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)	1400 patents	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	2900	IGM Aachen	Public domain

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)
Books	Books about mechanism theory	Analogue	70 books	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	611 (total 1611)	UPT	Letters of Agreement partly signed
Articles of "PRASIC Proceedings" since 1982 up to 2006	Articles concerning mechanisms and transmissions	analogue and/or digital	403 (total 803)	University of Brasov, Romania	Letters of Agreement partly signed
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	2110 (total 3115) docs + ~3 cut images/patent	OSIM and UPT Library	Already negotiated
Scientific Bulletin of University "Politehnica" of Timisoara. Transactions on Mechanics.	Articles regarding mechanisms and machines	analogue and/or digital, but not searchable pdf	15	University "Politehnica" of Timisoara	Already negotiated a collective right of use and follows the entering of the metadata
Books, Ph.D, Reports	Content in the filed of the project	analogue and/or digital, but not searchable pdf	49	Universities in Romania	Letters of Agreement partly signed
Papers from DYNA Journal	Articles regarding mechanical engineering, academics issues and industry	Analogue	1500	Publicaciones DYNA journal	One letter of agreement for all the contents

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)
Articles from Anales de Ingeniería Mecánica Journal	Articles regarding mechanisms and machines	Analogue and digital	2200	AEIM-Asociación Española de Ingeniería Mecánica (Mechanical Engineering Spanish Association)	One letter of agreement for all the contents
Articles from Ingeniería y Territorio Journal	Content in the field of the project	Analogue	10	Colegio de Ingenieros de Caminos, Canales y Puertos	Letter signed by each author
Material from research groups	Ppt presentations, posters, monographs	Digital	30	Spanish Network of Mechanical Engineering	Letter signed by each author
Patents from Spanish Patent Office	Patents of mechanisms and mechanical systems	Digital	1000	Spanish Patent Office	Public Domain
PhD Thesis	Content in the field of the project	Digital	30	Spanish Network of Mechanical Engineering	Letter signed by each author
Spanish Books	Content in the field of the project	Analogue	20	Sociedad Bilbaina	Already negotiated
Spanish Books	Content in the field of the project	Analogue	30	Library of the Faculty of Engineering in Bilbao	Public domain
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

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)
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 ngineering 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

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)
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

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)
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)
Italian Books	Selected text books	analogue	90	Library of Dep Mechanics & Aeronautics at University of Rome	- Public domain - Signed letter of agreement - In negotiation
Italian Books	Selected text books	analogue	90	Library of Dep Mechanics & Aeronautics at University of Rome	- Public domain - Signed letter of agreement - In negotiation
Italian Books	Selected text books	analogue	20	Boaga Library of at University of Rome	- Public domain - Signed letter of agreement - In negotiation
IFTOMM Reports	Meeting reports of IFTOMM	Digital and analogue	600	IFTOMM president	- Signed letter of agreement
Ancient books	Meeting reports of IFTOMM	analogue	50	Montecassino library	- Signed letter of agreement - In negotiation

Figure 5. 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 Electrotécnico y de Comunicaciones de Ingenieros, con fines exclusivamente militares, está actualmente construyéndose también por la Compañía ELUSKAL-DUNA en sus Talleres de Bilbao y Madrid para ser lanzado al mercado en plazo breve.

Desde hace tiempo se ha debido sentir en España la necesidad de un Automóvil nacional pequeño (dón, mas asienten) de reducido 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 nuestro terreno. 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, o las mismas reducidas de cualquier buen chasis de los conocidos, con las modificaciones que enmascaran la copia se introducen en tales casos, pero prácticamente

nada se hubiera obtenido, porque el coche hubiese 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 resultado tiene que estar construido con los mejores materiales y lo más cuidadosamente posible, buscando su sencillez 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 acuarlar 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 al estudiar y proyectar el motor que incluso pudiera quemar combustibles sustitutos 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, pues esta no cuenta todavía con elementos suficientes para iniciar la construcción en grandes series, no por que no pueda, ni por que arancieramente no está prorgido y por que los innumerables industrias relacionados con el Automóvil en España no existen, o llevan una vida lánguida por falta de consumo.

DESCRIPCION CARACTERISTICAS

Motor de dos tiempos. (Pat. n.º 81.145).
Número de cilindros: cuatro.
Diámetro de los cilindros: 60 mm.
Carrera: 70 mm.
Cilindrada aparente: 794 cm.³
Cilindrada real: 985 cm.³

Potencia nominal: 5 caballos.
• al freno 10 •
Distancia de los ejes: 2,57 metros.
Vie: 1,12 •
Peso del chasis: 300 kilos.
Neumáticos de 715x118.

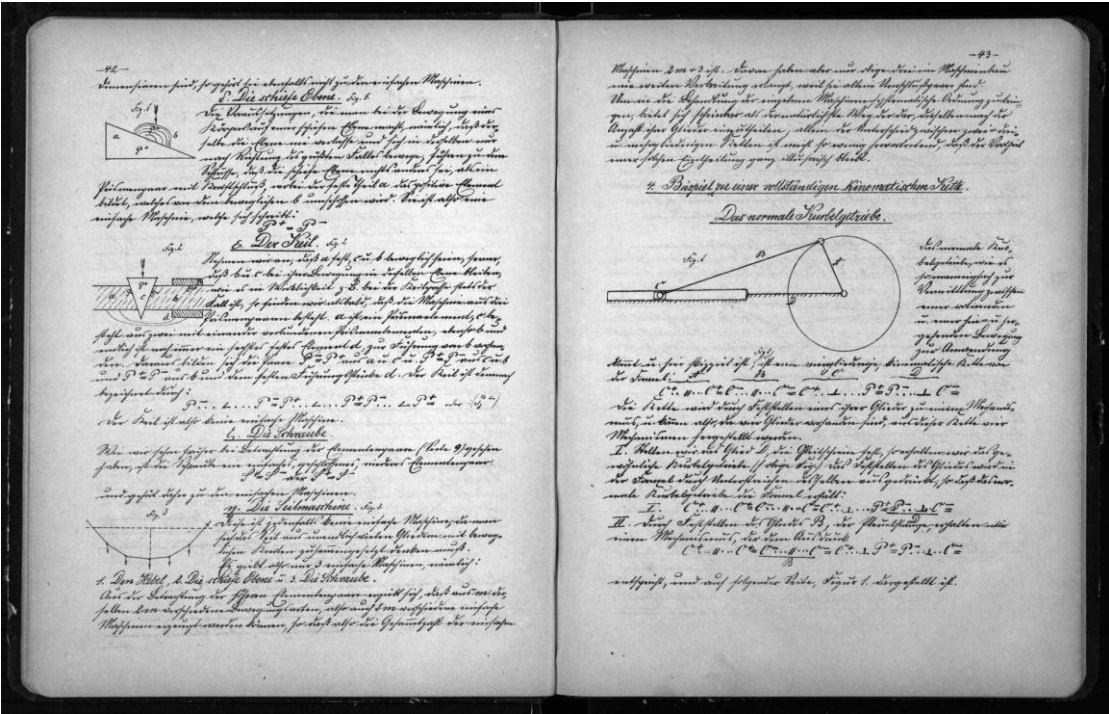
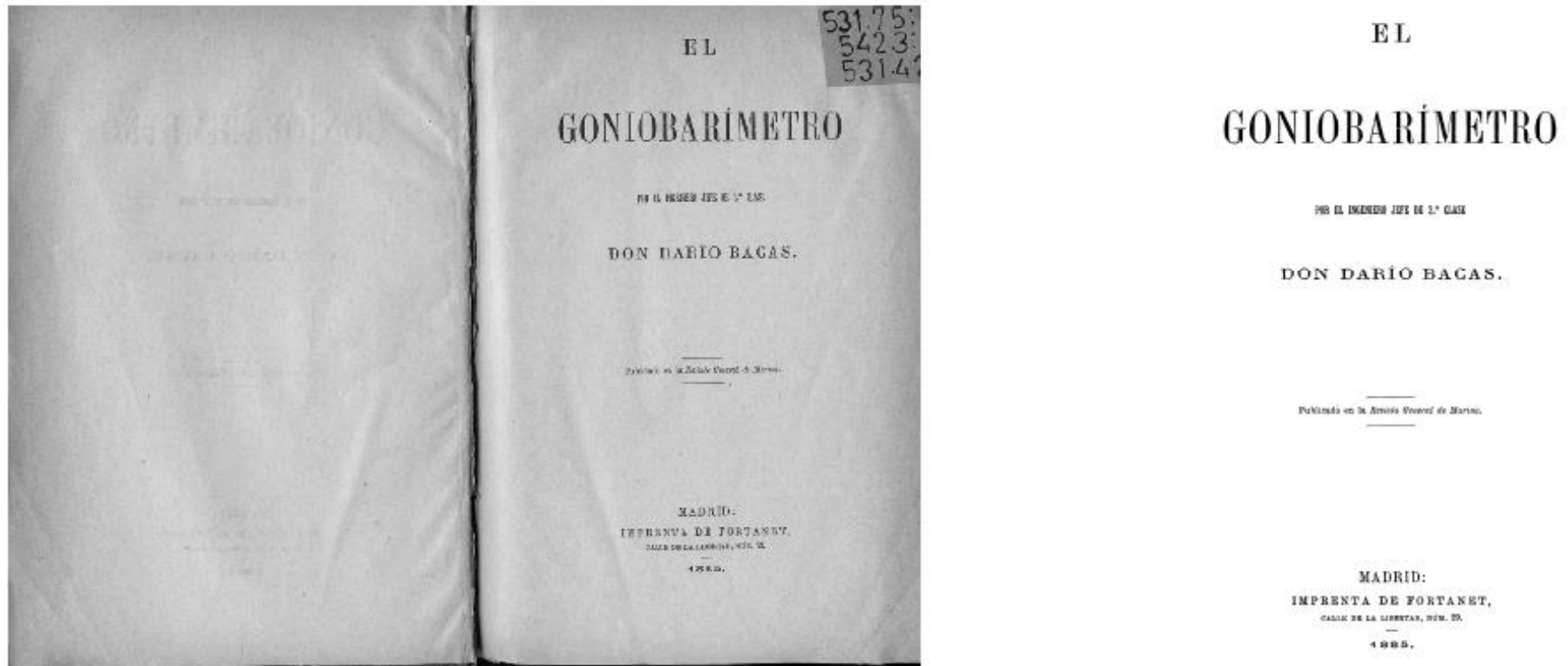


Figure 6. Book: El Goniobarómetro (1885). Before (Left) and after (Rigth) image processing and quality improving



2.6 Content sources for “Physical models”

Type of input content	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 7)	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 University “Politehnica” of Timisoara	Mechanism models made of steel and wood, experimental stands Location: University “Politehnica” of Timisoara	analogue	15 (15 mechanism descriptions)	University “Politehnica” of Timisoara	public domain
Mechanism models (Figure 8)	Collection of Max Kohl at the Engineering School of USAL	Analogue	12 mechanisms descriptions 12 images	University of Salamanca	Letter signed
Mechanism simulations	Mechanisms and parallel manipulators prototypes	Digital	40 videos	Faculty of Engineering in Bilbao	Letter signed by each author
Collection of physical models (Figure 8)	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 300 real small scale machines or elements of machines	Real machines of around 50cm each	300 * 10 photos, stereophotos and videos = 3000 items	Crozatier Museum of Puy-en-Velay	To be done but accepted

Type of input content	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)
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)
Collection of physical models	Around 50 engines, some of them even function !	Real engines	50 * 10 photos and videos = 500 items	Private collection Mr Ferri, AUBIERE, France	In negotiation
LARM collection	LARM prototype 1997 - 2009	Digital (TIFF)	19	University of Cassino	public domain

Figure 5. Collection of mechanism models at the Faculty of Engineering of USAL



Figure 6. Collection of physical model at Chemnitz University of Technology



Figure 7. Collection of 200 machines of Crozatier Museum



2.7 Content sources for “CAx data sets”

Type of input content	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	300 (100 animations + 100 mechanism description + 100 thumbnails)	IGM Aachen is going to produce these items	Public domain
Constructions with Cinderella (Interactive geometry software)	Constructions of mechanisms described in patents and books	.cdy presented as html	1100 (550 animations + 550 thumbnails)	IGM Aachen is going to produce these items	Public domain
CAD models of machines Lecture : Mechanisms and Robotics	Adams Models 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 Engineering	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

Type of input content	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)
CAD models of machines Lecture : Computer Aided Design	Catia Models made by IFMA 2011-2012	Native Catia files + exported data (images, videos)	160 * (1CAD assembly + 5 images + 3 videos + 1 patent) = 1600	IFMA	Public domain
CAD models of machines Lecture : Computer Aided Engineering	Catia Models made by IFMA 2011-2012 Taken from Artobolevski	Native Catia files + exported data (images, videos)	45 * (1CAD assembly + 1 Geogebra model + 3 images + 2 videos + 1 scan of Artobolevski page) = 405	IFMA	Public domain
CAD models of machines Lecture : Master's degree	Catia Models made by IFMA 2011-2012 Taken from Artobolevski	Native Catia files + exported data (images, videos)	30 * (1CAD assembly + 3 images + 3 videos + 1 scan of Artobolevski page) = 240	IFMA	Public domain

2.8 Content sources for “Images”

Type of input content	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 10)	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	1863	National Patent Office	negotiated
Drawing in text document	sources: books, PhD thesis	analogue or digital	73	UPT library	signed letter of agreement
Drawing in text document	Sources: books, PhD thesis, Ppt presentations, posters, monographs	analogue or digital	1000	Spanish Network of Mechanical Engineering	Letter signed by each author
Drawing in text document	Sources: Papers from DYNA Journal	Analogue	2000	Publicaciones DYNA journal	One letter of agreement for all the contents
Drawing in text document	Sources: Articles from Anales de Ingeniería Mecánica Journal	Analogue and digital	4000	AEIM-Asociación Española de Ingeniería Mecánica (Mechanical Engineering Spanish Association	One letter of agreement for all the contents
Drawing in text document	Sources: Patents from Spanish Patent Office	Digital	1500	Spanish Patent Office	Public Domain
Drawing in text document	Sources: Spanish Books	Analogue	400	Sociedad Bilbaina Library of the Faculty of Engineering in Bilbao	- Already negotiated - Public domain

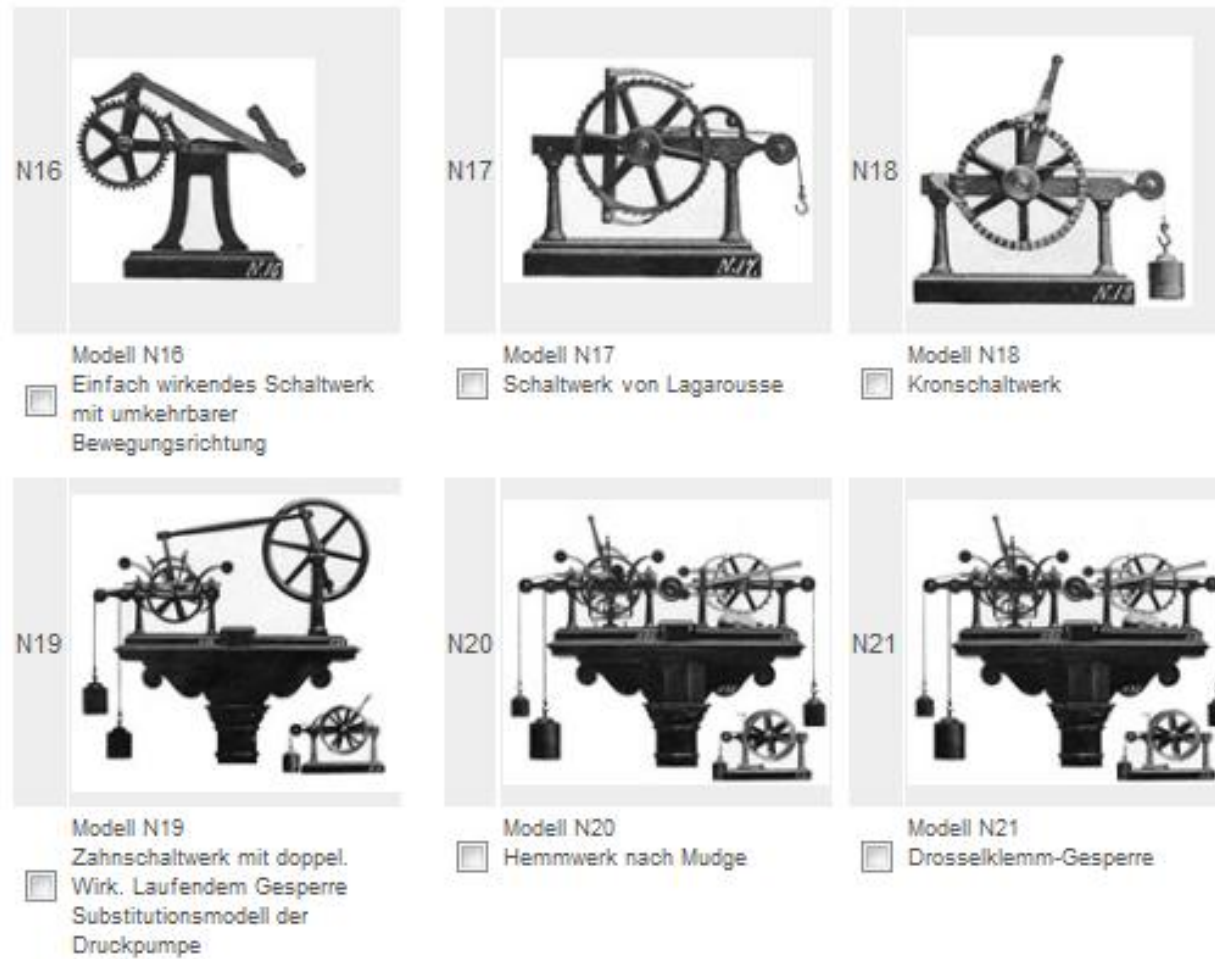
Type of input content	Description	Type Analogue or original digital (e.g. pdfs)	Amount of items	Content provider (e.g. library, publisher, university, private person)	IPR (e.g. public domain, signed letter of agreement, in negotiation)
Images from Fundación Barreiros archives (Figure 11)	Images of machines and mechanical systems	Digital	20	Fundación Barreiros	One letter of agreement for all the contents
Photo from camera	Photos of mechanisms, machine-tools, robots and manipulators.	Digital	120	Faculty of Mechanical Engineering of Bilbao, other Spanish Universities	Letter signed by each author
PATSTEC	Database of old laboratory and technical machines	Digital photo	12000	PATSTEC	Signed letter
Photos and images	Portraits of persons	Analogue and digital	50	From books, internet webpages and private archives	Public Domain
Pictures and images from books	designs, models and simulations of robots, mechanisms and manipulators.	Digital	2000	books	Public Domain and signed agreement

Figure 8. Images of Fundación Barreiros archives



Figure 9. 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: Generating of the Letter of Agreement & list of documents

TUTORIAL

Generation of the Letter of Agreement & list of documents

Managment of rights of use for documents

Hints: **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		

List manag: List final, Free works, Statistics, All files, All lists

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 Preselction-options like "select all" or "unselect all". Changes in the order of dnglids (filled with numbers) do not change the order of documents in the list.
☒ see No ☒ dngld Preselction: ☐ only without rights ☐ 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: ☐ ☐ d 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 dngld 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 dnglids: 10614009 10615009 ☐ show unselect field

Chosen list of documents (2):

- ☒ x 1 10614009 Goldhahn, Horst; Majaschak, Jens-Peter; Kurfürst, K.: Rechenunterstützung 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](#)

Version 1.1

Ilmenau, 2012-04-25

Authors: Birgit Tolkemit, Rike Brecht, Ulf Döring, Sascha Falke

1

Overview

Generation of Letter of Agreement and list of literature

Overview of the status of draft and final versions of Letter of Agreement

How to see fast draft versions of Letter of Agreement

Select the list of documents

Generate the draft letter with list of documents

Translate the text of the Letter of Agreement with the editor

The Letter of Agreement & annex (drafts)

Generate the final letter and list of documents

Explanation of the numbers used in the bar code in the Letter of Agreement

Management of signed Letter of Agreement and list of literature

Select a final Letter of Agreement or an author

Check the final Letter of Agreement

Manage a signed Letter of Agreement or an author

Recommendations and advices

[5](#)

[7](#)

[8](#)

[9](#)

[13](#)

[20](#)

[21](#)

[22](#)

[23](#)

[24](#)

[26](#)

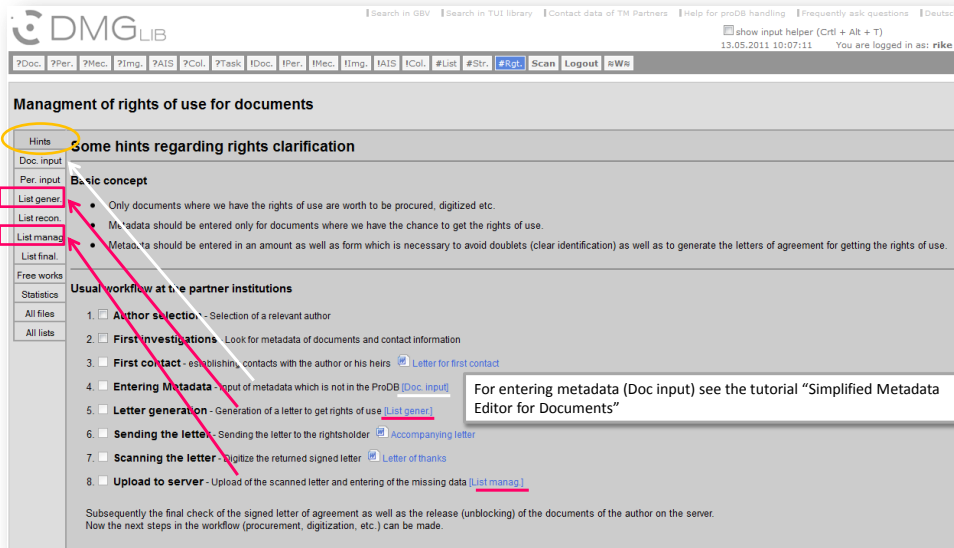
[27](#)

[31](#)

[35](#)

2

The tutorial guides you through the workflow to generate the Letter of Agreement



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

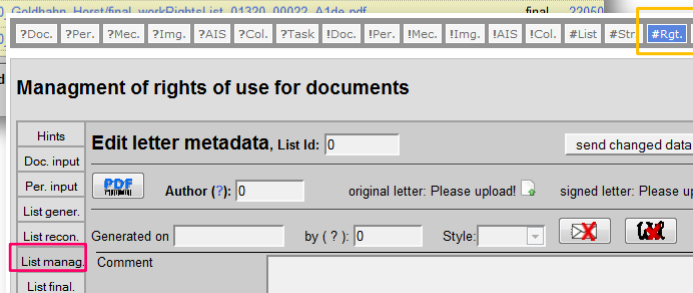
There are to main steps:

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)

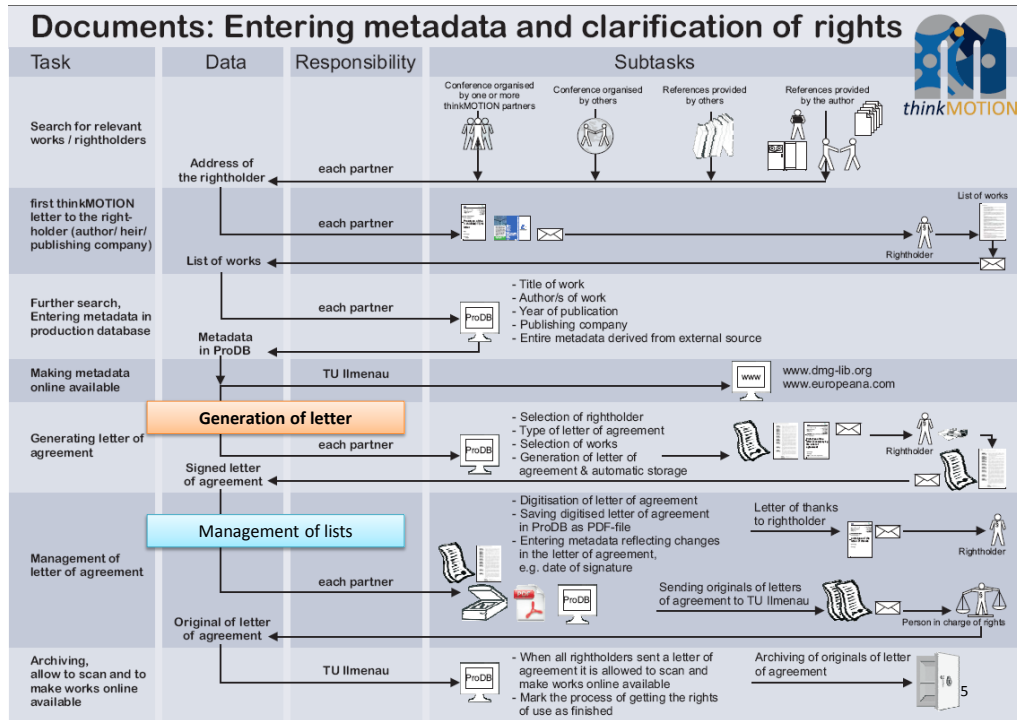
Fig. 1: Generation of lists



Fig. 2: Management of lists



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

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

Generator for letters and lists of literature, Current author: Goldhahn, Horst (1329004) 1320004

Doc. input	Per. input	Status	Date	Actions
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, Print, Mail, 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: ☐ only without rights ☐ 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 from database: ☐ x n Author: ☐ x di 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

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](#)

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

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

Doc. input	Per. input	List gener.	List recon.	List manag.	List final.	Free works
01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf	draft	22050	28.02.2011, 14:13	PDF	04.03.2011	BC10
01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf	final					
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.

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.

BC10

This icon shows the type of bar code

7

Generation of letter

How to see fast draft versions of Letter of Agreement

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.	List manag.	List final.	Free works
01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf	draft	22050	28.02.2011, 14:13	PDF	04.03.2011	BC10
01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf	final					
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 letter holder has its own default set in durable form 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; Kurfurst, K.: Rechnerunterstützung für (1994), Nummer 5; S. 195 - 204
- x 2 10615009 Goldhahn, Horst; Majaschak, Jens-Peter: Wissensbasierte Unterstützung von Universitat Dresden; Techn. Univ., Dresden, 1991 - Rd-40 (1991), Nummer 5/6

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

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).

Letter of agreement

Letter of agreement regarding the transfer of sample rights of use to the Association for Promoting the Digital Mechanism and Great Library (DMG-Lib v.V.)

Creator data

Author: Horst Goldhahn
date of birth, place of birth: 28.12.1958, Aufschlagplatz/Kreis Hofenhausen-Eimthal

Covered documents

Definition of document "document": This agreement applies to the 12345 works listed from page 2.

Rights holder data (please fill in where necessary)

The creator himself is rights holder

Address: _____
Phone: _____
Email: _____

1. The rights holder gives permission to DMG-Lib v.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 v.V. is not liable for any eventual changes resulting from conversion of the documents.

8

Generation of letter

Select the list of documents

Procedure
1

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 dmglds 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 dmgld 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 dmglds: 10614009 10615009

Chosen list of documents (Z):

- x 1 10614009 Goldhahn, Horst; Majtschak, Jens-Peter; Kurfürst, K.: Rechnerunterstützung für die Prinzipsuche in der Verarbeitungstechnik, in: Konstruktion ; Springer, Berlin u.a. ; 1994 ; Bd. 46 (1994), Nummer 6 ; S. 195 - 204
- x 2 10615009 Goldhahn, Horst; Majtschak, 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 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.
- show all:** 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 are documents for which the rights of use are clarified the documents are labeled with an R instead of an x)

You can select if the serial number (**ser.No.;**) and **dmgld** are shown in the list of literature below. Nevertheless both numbers are always shown in the Letter of Agreement.

Selected dmglds are listed in this field

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

Generation of letter

Select the list of documents

Procedure
1

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 dmglds 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 dmgld 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 dmglds: 10196009 6987009 10191009 6805009 10210009 10677009 9764009

Chosen list of documents (Z):

- x 1 10614009 Goldhahn, Horst; Majtschak, Jens-Peter; Kurfürst, K.: Rechnerunterstützung für die Prinzipsuche in der Verarbeitungstechnik, in: Konstruktion ; Springer, Berlin u.a. ; 1994 ; Bd. 46 (1994), Nummer 6 ; S. 195 - 204

dmglds to be unselected:

- 10196009

show unselect field (the unselect field includes 1 dmglds)

- You can **unselect** dmgld 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 dmglds 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 dmglds from the first letter (A1) to the unselected dmglds of the second letter which is the supplemental letter (B2).

Generation of letter

Select the list of documents

Preselection: only without rights

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.

selected dmlgts: 10614009 10615009

Chosen list of documents (2):

- ☒ x 1 10614009 Goldhahn, Horst; Majschak, Jens-Peter; Kurläst, 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

1

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 an annex of a letter.

<input type="checkbox"/>	R 6	5069009	Goldhahn, Horst; Knothe, K.-H.: Speichergetstützte Prinzipsuche bei der K
<input checked="" type="checkbox"/>	x 7	10615009	Goldhahn, Horst; Majschak, Jens-Peter: Wissensbasierte Unterstützung v
<input checked="" type="checkbox"/>	R 1	3379009	Brix, Torsten; Höhne, Günter; Döring, Ulf; Brüderlin, Beat: Analysis of solu
<input checked="" type="checkbox"/>	R 2	3382009	Brix, Torsten; Brüderlin, Beat; Döring, Ulf; Höhne, Günter: Feature- and co
<input checked="" type="checkbox"/>	x 3	6987009	Döring, Ulf; Brix, Torsten: Constraint-basierte Berechnung kinematischer G

☒ x 9 10611009 Introduction to Microsystem Technology: A Guide for Students (mit G. Gerlach). Chichester (England) 2008.

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.

Generation of letter

Select the list of documents

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 dmlgts 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 dmlg 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 dmlgts: 10614009 10615009

Chosen list of documents (2):

- ☒ x 1 10614009 Goldhahn, Horst; Majschak, Jens-Peter; Kurläst, 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

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: alphabet

the list if author year ci DMG-Lib ID

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

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

Generation of letter

Generate the draft letter with list of documents

Procedure

2

Select the language of the Letter of Agreement

kind of letter: First letter, First letter, Supplemental letter

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.

13

Generation of letter

Generate the draft letter with list of documents

Procedure

2

ci from database

hide section empty field from database

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

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

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

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 PDFs are listed too (see above).

Letter tester 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: Döring, Ulf

nd no restriction

no restriction
no restriction for selected
never allowed
is durably kept in the

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

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 PDFs are listed too (see above).

Letter tester 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: Döring, Ulf

Letter tester
take values

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

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 dnglds in the text area (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 dngld 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 dngld: 10614009 10615009

Chosen list of documents (2):

- ✓ x 1 10614009 Goldhahn, Horst, Majaschak, 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, 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](#)

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

Generate draft of Letter of Agreement and list of literature

1. 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).
2. Press the button „Generate draft“ to generate a draft of the Letter of Agreement and the annex (list of literature)
3. Right to the button the pdf link appears and the draft is also in the table above
4. 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 From database X n Author X n Documents

Scrisoarea de acord

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	autor [Edit] deținătorul drepturilor
-------------------------	--

documente*

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

deținătorul drepturilor [\[Edit\]](#)

autorul	kqx-pdb.ContractRightsOfUse.hintTitlePty
[ro]	[+]
please fill in where necessary	
en	
to	
apply	

drepturilor [\[Edit\]](#)

drepturilor dă permis
or în text complet, și
ventuale care rezultă
drepturilor confirmă c
u este înclăcat prin p
ărți ar putea să le em

[\[ESC\] = Close](#)

V. este îndreptățită să transmită mai departe fiecare dintre aceste documente, inclusiv metadată
deținătorul drepturilor altor biblioteci și arhive, în particular, bibliotecii naționale și Europeana în

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!](#)

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

20

Generation of letter

The Letter of Agreement & annex (drafts)

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	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	

- 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.
- 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.
- 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 Europa.eu 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.
- 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.
- 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.
- 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 10.05.2013, 10:18, page 1 of 2

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

- Döring, Ulf; Brin, 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
- Döring, Ulf; Corvus, Burkhard; Modler, Karl-Heinz; Brin, Torsten: Digitale Mechanismen- und Getriebebibliothek (www.dmg-lib.de), in: VDI-Berichte, Bewegungstechnik; VDI-Verl., Düsseldorf; 2006; S. 3-28
- Reedling, Michael; Döring, Ulf; Brin, Torsten: Modeling of heterogeneous systems in early design phases. - In: The future of product development / CIBP Design Conference; 17 (Berlin): 2007.03.26-28. - Berlin [u.a.]: Springer (2007), S. 247-258
- Brin, Torsten; Döring, Ulf; Reedling, Michael: A web-based solutions repository in mechanism theory to support the design process. - In: Proceedings of the DESIGN 2009 / International Design Conference; 10 (Karlsruhe, Dänemark); 2009.05.19-22. - Zagreb: Fac. of Mechanical Engineering and Naval Architecture (2009), S. 583-592
- Brecht, Rike; Brin, Torsten; Döring, Ulf; Henkel, Udo; Krömer, Heidi; Reedling, Michael: Digital mechanism and gear library - multimedia collection of text, pictures and physical models. - In: Research and advanced technology for digital libraries / ECDL; 13 (Corfu): 2009.09.27-30/02. - Berlin [u.a.]: Springer (2009), S. 489-490
- Brin, Torsten; Döring, Ulf: Supporting the reuse of historical solutions in the field of motion systems. In: Proceedings of COREM 2009, 20th International Congress of Mechanical Engineering, QMMS workshop, Granada, Brazil, November 2009.
- Döring, Ulf; Brin, Torsten; Corvus, Burkhard: Suggestion for a More Productive Workflow and Infrastructure of the Permanent Commission on Standardization of Terminology. Proceedings of 2nd Working Meeting of the IFI/MMS Permanent Commission for Standardization of Terminology on MMS, Minsk-Gomel, Belarus, 21-26 July 2010, pp. 49-57.

Letter of agreement
Ulf Döring
generated on 10.05.2013, 10:18, 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

List gener.: 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_Aldde.pdf draft

List recon.: 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_Aldde.pdf

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 text area (filled with numbers) do not change the order of documents in the list.
☒ set No. ☒ dmglid Preselection: only without rights ☐ show all Sorting: alphabet
- 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 ☒ n: Author ☒ di: n documents ☐ no restriction
- 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).
 Letter for first contact ☐ Accompanying letter ☐ Letter of thanks

selected dmglids: 10614009 10615009

Chosen list of documents (2):

- ☒ x 1 10614009 Goldhahn, Horst; Majschak, Jens-Peter; Kurfurst, K.: Rechnerunterstützung für die Prinzipisuche 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 sent 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

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 probd 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

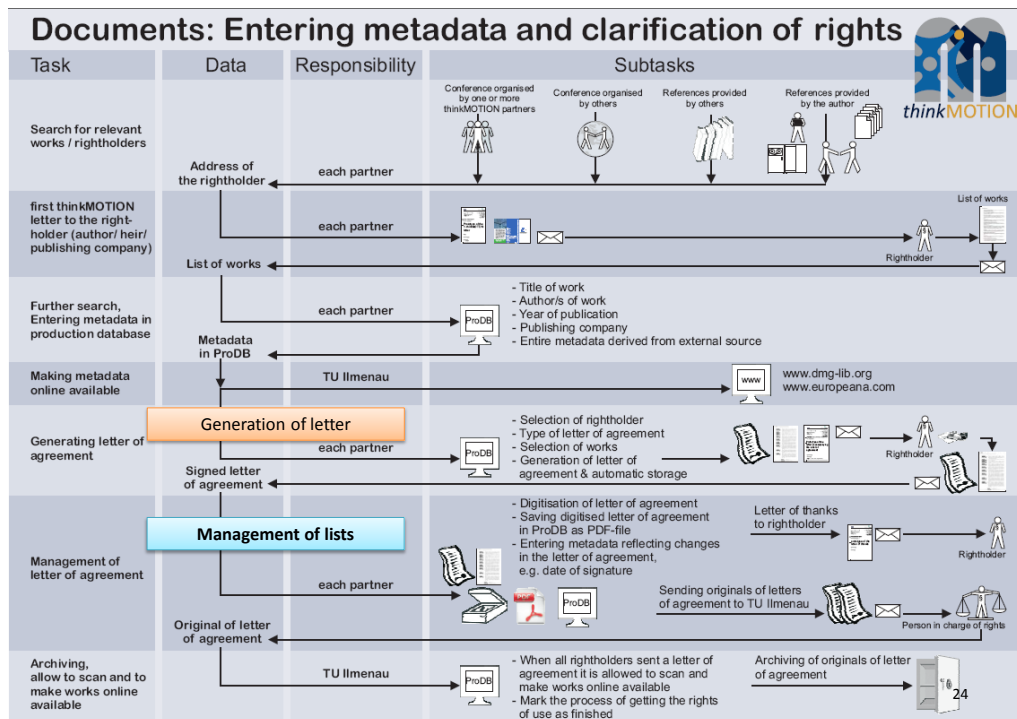
On the bottom of the page of the letter you can find the DMGid of the letter
In this example: 104050 is the **DMGid of the Letter of Agreement** of the author Ulf Döring

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 probd (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

List manag.

In this section the signed Letter of Agreement and its annex (the list of literature) is managed.

Management of rights of use for documents

Hints **Edit letter metadata**, List Id: 22050

Doc. input **PDF** **Author** (Goldhahn, Horst) 1320004 original letter: [View file](#) signed letter: [View file](#) [Letter of thanks](#)

List gener. 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf draft

List recon. 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf final 22050 28.02.2011, 14:13 [PDF](#) [Email](#) [Print](#) 04.03.2011 ☒ BC10

List manag. 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf draft

List final

Free works Generated on 28.02.2011, 14:13 by (Henkel, Veit) 9003 Style: BC10 [Email](#) [Print](#) Signed 04.03.2011

Statistics

All files

All lists

Comment

original ids (not changeable) 3232009 5543009 10611009 3233009 7428009 8355009 8146009 3225009 3247009 3246009 7485009 3244009 8069009 10610009

ids added before signature

ids removed before signature

documents without download

Lists of relevant work

Unblock author (Goldhahn)

r 1 3232009 [Modell\(e\)](#), [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.

r 3 10611009 [Goldhahn\(e\)](#): Beitrage zur Modellmechanik und experimenteller Zusammenhänge ; -, Dresden : Ph.D. : 1978 : 230 Bl.

25

Management of lists **Select a final Letter of Agreement or an author**

Hints **Edit letter metadata**, List Id: 22050

Doc. input **PDF** **Author** (Goldhahn, Horst) 1320004 original letter: [View file](#) signed letter: [View file](#) [Letter of thanks](#)

List gener. 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf draft

List recon. 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf final 22050 28.02.2011, 14:13 [PDF](#) [Email](#) [Print](#) 04.03.2011 ☒ BC10

List manag. 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf draft

List final

Free works Generated on 28.02.2011, 14:13 by (Henkel, Veit) 9003 Style: BC10 [Email](#) [Print](#) Signed 04.03.2011

Statistics

All files

All lists

Comment

original ids (not changeable) 3232009 5543009 10611009 3233009 7428009 8355009 8146009 3225009 3247009 3246009 7485009 3244009 8069009 10610009

ids added before signature

ids removed before signature

documents without download

Lists of relevant work

Unblock author (Goldhahn)

r 1 3232009 [Modell\(e\)](#), [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.

r 3 10611009 [Goldhahn\(e\)](#): Beitrage zur Modellmechanik und experimenteller Zusammenhänge ; -, Dresden : Ph.D. : 1978 : 230 Bl.

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**



Einverständniserklärung
Horst Goldhahn
generiert am 28.02.2011, 14:13, Seite 2 von 2

26

Management of lists

Check the final Letter of Agreement

Hints

Edit letter metadata, List Id: 22050
 send changed data

Doc. input: PDF

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

List gener.: 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf draft

List recon.: 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf final 22050 28.02.2011, 14:13 PDF ✓ 04.03.2011 ✓ BC10

List manag.: 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf draft

List final.:

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

Statistics:

All files:

All lists:

Comment:

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

ids added before signature:

ids removed before signature:

documents without download:

Lists of relevant work

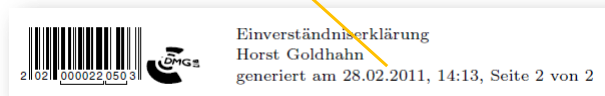
Unblock author (Goldhahn)

r 1 3232009 Modler(e): Fritz(o); Goldhahn(e); ElSawy(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.

r 3 10611009 Goldhahn(e): System zur Modellierung von verarbeitungstechnischen Zusammenhängen : Dresden ; Ph.D. ; 1970 ; 226 Bl.

This field shows automatically the date of generation of final Letter of Agreement



27

Management of lists

Check the final Letter of Agreement

Hints

Edit letter metadata, List Id: 22050
 send changed data

Doc. input: PDF

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

List gener.: 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf draft

List recon.: 01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf final 22050 28.02.2011, 14:13 PDF ✓ 04.03.2011 ✓ BC10

List manag.: 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf draft

List final.:

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

Statistics:

All files:

All lists:

Comment:

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

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); ElSawy(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.

r 3 10611009 Goldhahn(e): System zur Modellierung von verarbeitungstechnischen Zusammenhängen : Dresden ; Ph.D. ; 1970 ; 226 Bl.

This is the style of barcode used for the letter.

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

28

Management of lists

Check the final Letter of Agreement

Edit letter metadata, List Id: 22050

send changed data

Per. input	Author	original letter	signed letter	Letter of thanks
01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf	1320004	draft		
01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf	22050	final	28.02.2011, 14:13	PDF, Envelope, Signature, 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) 3232009 5543009 10611009 3233009 7428009 8455009 8146009 3225009 3247009 3246009

Edit letter metadata, List Id: 18050

send changed data

Per. input	Author	original letter	signed letter	Letter of thanks
00551_Ceccarelli_Marco/final_workRightsList_00551_00010_A1de.pdf	551004	final	18050	09.09.2010, 12:21
00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_A1de.pdf		draft		
00551_Ceccarelli_Marco/final_workRightsList_00551_00020_A1de.pdf		final	25050	09.05.2011, 11:03
00551_Ceccarelli_Marco/final_workRightsList_00551_00027_A1de.pdf		final	27050	13.05.2011, 12:36
00551_Ceccarelli_Marco/final_workRightsList_00551_00028_A1de.pdf		final	28050	13.05.2011, 19:01

Generated on 09.09.2010, 12:21 by (Cecchi, Uli) 2003

Style: BC10

Signed

Comment

original ids (not changeable) 3199009 3449009 5474009 7375009 8015009 4026009 3072009 3070009 5719009 1080009 1633009

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

Edit letter metadata, List Id: 22050

send changed data

Per. input	Author	original letter	signed letter	Letter of thanks
01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf	1320004	draft		
01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf	22050	final	28.02.2011, 14:13	PDF, Envelope, Signature, 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) 3232009 5543009 10611009 3233009 7428009 8455009 8146009 3225009 3247009 3246009

Edit letter metadata, List Id: 18050

send changed data

Per. input	Author	original letter	signed letter	Letter of thanks
00551_Ceccarelli_Marco/final_workRightsList_00551_00010_A1de.pdf	551004	final	18050	09.09.2010, 12:21
00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_A1de.pdf		draft		
00551_Ceccarelli_Marco/final_workRightsList_00551_00020_A1de.pdf		final	25050	09.05.2011, 11:03
00551_Ceccarelli_Marco/final_workRightsList_00551_00027_A1de.pdf		final	27050	13.05.2011, 12:36
00551_Ceccarelli_Marco/final_workRightsList_00551_00028_A1de.pdf		final	28050	13.05.2011, 19:01

Generated on 09.09.2010, 12:21 by (Cecchi, Uli) 2003

Style: BC10

Signed

Comment

original ids (not changeable) 3199009 3449009 5474009 7375009 8015009 4026009 3072009 3070009 5719009 1080009 1633009

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

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	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

Lists of relevant work

Unblock author (Ceccarelli)

x 1 9199009 Patuwa(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 29)
 - 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

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

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	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

Lists of relevant work

Unblock author (Ceccarelli)

x 1 9199009 Patuwa(o): Ceccarelli(o): tm kickoff : 2010

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

PDF

Author (Goldhahn, Horst): 1320004

original letter: View file

signed letter: Please upload!

Letter of thanks

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

Lists of relevant work

Unblock author (Goldhahn)

x 1 9199009 Patuwa(o): Goldhahn(o): tm kickoff : 2011

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

3. Now scan the signed Letter of Agreement in order to upload it to the prod

4. Upload the scanned letter using „Please upload!“

5. Now you can view the uploaded signed Letter of Agreement here

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

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	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

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

PDF

Author (Goldhahn, Horst): 1320004

original letter: View file

signed letter: View file

Letter of thanks

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

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

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	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

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

PDF

Author (Goldhahn, Horst): 1320004

original letter: View file

signed letter: View file

Letter of thanks

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
- Send the original paper version of the signed Letter of Agreement to the Ilmenau team for archiving (DMG-Lib e.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

Managment of rights of use for documents

Hints: **Unblock rights in ProDB** Tutorial List Id: 383050 send changed data

Doc. input: **Unblock author** [Sandru] 21, 0 of 0 documents are selected for author unblocking Preselection: keep selection Select/Check

Per. input: Start author unblocking

List gener.: **Unblock work** [Sandru] 21, 0 of 0 documents are selected for work unblocking Preselection: keep selection Select/Check

List recon.: Start work unblocking

List manag.: List final: Free works: Statistics: All files: All lists:

Person data Edit Edit rights

Sandru, Bogdan Dumitru (? - ?)

Short identifiers :
Name : Sandru, Bogdan Dumitru
Relevance (short) :
Relevance (long) :
Acquisition :
Internal :
Last change : on 15.02.2012 at 10:50 by Artelt Benedikt (ben)

Workflow for unblocking rights in ProDB by hand

1. Make sure, that the signed Letter of Agreement (LoA) is scanned, uploaded, **archived and approved** by IUT.
2. It can happen, that the author's publications are **not listed** for the step of List finalisation. Therefore, you can manage the rights by hand.
3. Switch to the authors meta data set (e.g. by searching the author and **click on edit**).

35

Edit person data (ID:715496) Test Send Start Use End

Identification number (PPN):
Name, first name: Sandru Bogdan Dumitru
Relevance (short):
May be used in portal: ☒ is organisation/society: ☐ Hide biographical information?: ☒ Use in Who is Who: ☐

Main: Works ☒ alphabet J1

Names	other P.	Works	Images	Portal
1 27285010 2009 author	<input checked="" type="checkbox"/>	<input type="checkbox"/> A Symmetric Parallel Schönflies-Motion Manipulator for Pick and Place (Presentation)	Albizana Maestre(o); Pinto Cárman(o); Petuya Accocha(o); Sandru(o); Diez Sanchez(o)	
2 24211010 2010 author	<input checked="" type="checkbox"/>	<input type="checkbox"/> Análisis de indicadores cinemáticos para el diseño de manipuladores paralelos	Albizana Maestre(o); Sandru(o); Macho Mier(o); Amezcua(o)	
3 27311010 2010 author	<input checked="" type="checkbox"/>	<input type="checkbox"/> Análisis de Indicadores Cinemáticos para el Diseño de manipuladores paralelos (Presentation)	Albizana Maestre(o); Sandru(o); Macho Mier(o); Amezcua(o)	
4 23985010 2010 author	<input checked="" type="checkbox"/>	<input type="checkbox"/> Diseño óptimo de manipuladores paralelos mediante criterios cinemáticos y dinámicos	Sandru(o)	
5 27381010 2009 author	<input checked="" type="checkbox"/>	<input type="checkbox"/> Optimal Design of a Low-Mobility Schönflies Parallel Manipulator (Presentation 2009)	Sandru(o)	
6 26362010 2008 author	<input checked="" type="checkbox"/>	<input type="checkbox"/> Optimal Design of Low-Mobility Schönflies Parallel Manipulators (Presentation)	Sandru(o)	
7 27389010 2009 author	<input checked="" type="checkbox"/>	<input type="checkbox"/> Pareto-Optima		
8 26196010 2010 author	<input checked="" type="checkbox"/>	<input type="checkbox"/> Presentation C		
9 26364010 2007 author	<input checked="" type="checkbox"/>	<input type="checkbox"/> The motion co		
10 39430010 2011 author	<input checked="" type="checkbox"/>	<input type="checkbox"/> Vibratory dyn		

Line markings: all none test unset ?
state to be transferred: ☒ to do

Edit person data (ID:715496) Test Send Start Use End

Identification number (PPN):
Name, first name: Sandru Bogdan Dumitru
Relevance (short):
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Main: Works ☒ alphabet J1

Names	other P.	Works	Images	Portal
1 27285010 2009 author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> A Symmetric Parallel Schönflies-Motion Manipulator for Pick and Place (Presentation)		
2 24211010 2010 author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Análisis de indicadores cinemáticos para el diseño de manipuladores paralelos		
3 27311010 2010 author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Análisis de Indicadores Cinemáticos para el Diseño de manipuladores paralelos (Presentation)		
4 23985010 2010 author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Diseño óptimo de manipuladores paralelos mediante criterios cinemáticos y dinámicos		

Workflow for unblocking rights in ProDB by hand

4. Switch to the Works-Tab and **unblock the author for each publication** by selecting „OK“ from the drop-down element. To unblock the author for all publications listed, selected all check boxes (Line markings: „all“), selected the state to be transferred (in this case „rights of use granted“) and click „start“.
5. The **indicator lamp** switches to green ☒ and you can **send the updated information**. **Send** The rights indicator behind the authors name switches to green. **Sandru**



36

Finalisation of lists

Unblock rights in ProDB

The screenshot shows the 'Edit person data' interface in ProDB. The left panel displays a list of documents with columns for document ID, status, title, author, and year. The right panel shows the detailed view of a selected document, including fields for identification number, name, first name, relevance, and various checkboxes for publication rights. A red arrow points from the 'OK' button in the document list to the 'OK' button in the detailed view. Another red arrow points from the 'Send' button in the detailed view to the 'Send' button in the document list.

Workflow for unlocking rights in ProDB by hand

- Switch to the WorkRights-Tab and finally **unlock the authors works by selecting „OK“** from the drop-down element. To unlock all works listed, select all check boxes (Line markings: „all“), select the state to be transferred and click „start“.
- The **indicator lamp switches to green**  and you can **send the updated information**. 
- Before sending the updated information, please **make sure that all authors of the work gave their permission for publication!** An author gave his permission if the rights indicator shows up green.



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.**



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.

39



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.

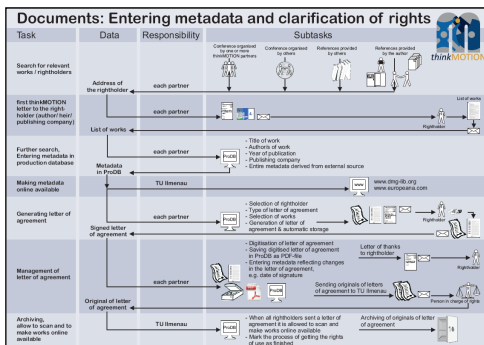
40



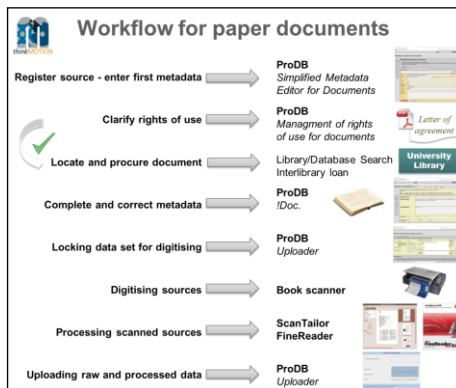
Please note – some advices for the clarification of rights and the generation of the Letter of Agreement

Workflow and responsibilities

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



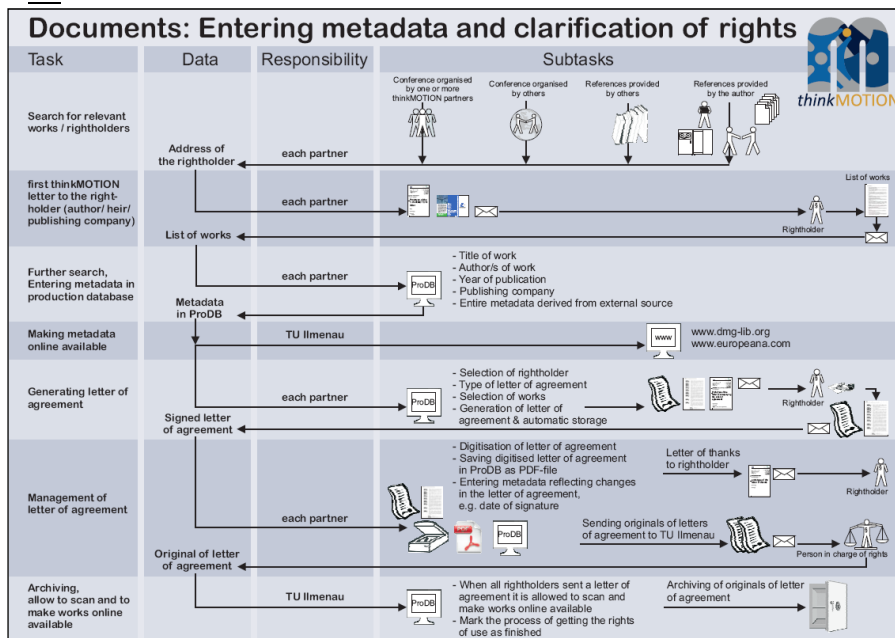
For better readability see the next pages



41



Please note – some advices for the clarification of rights and the generation of the Letter of Agreement



42



Please note – some advices for the clarification of rights and the generation of the Letter of Agreement



Workflow for paper documents

