



DELIVERABLE

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D3.3 - Final report on content location and on IPR

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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

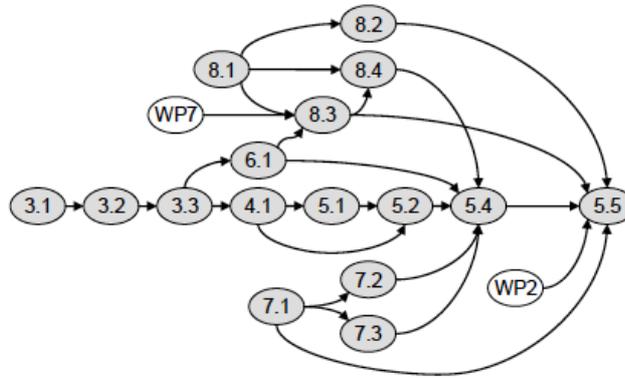
Making clearing agreements for non public domain content

- 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.

Considering the high number of items to reach during the project, the selection criteria have been oriented on thematic and user-oriented relevance on the one hand but also on an appropriate cost-value-ratio, which means we tried to avoid high efforts with few items as result.

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 have worked 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 or images) are provided by other institutions (e.g. Technical University of Dresden and Chemnitz or Museum Henri-Lecoq). Some private companies as DYNA and other local companies have been subcontracted to handle and digitize fragile contents like old journals or books 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, at the end of the project all the project partners have located in their countries 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 shows 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 - Braunschweig University Library - Ilmenau University of Technology - Ilmenau University Library - TIB Hannover - SUB Göttingen - THULB Jena - Kaunas University of Technology (Lithuania) - German authors of motion systems scientific community
Romania	<ul style="list-style-type: none"> - Politechnica 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 - 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: a selection of the best 9 machines of the museum has been made - Crozatier Museum of Puy en Velay, Pierre and Alexandre CLAIR collection is now completely digitized - Bordeaux 1 University: generate CAD content according to the same protocol as IFMA; remodel mechanisms from Artobolevski's book - INSA Lyon
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 - Sociedad Bilbaina Library - Fundación Barreiros - University of Salamanca - Public University of Navarre - University of Cantabria. - Spanish Patent Office - Ingeniería y Territorio Journal

Country	Content provider
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 - TMM Archive at Bauman State Technical University in Moscow - Museum of Engines at University of Palermo - 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 Proc, PhD Thesis, Patents, Reports)
- Images
- Movies
- Physical models
- Interactive animations and Mechanism descriptions
- CAx files
- Biographies.

The process of registering all the individual items has been done in most cases in parallel with the metadata creation. The partners also have done an effort on increasing the multilingualism of the contents. Currently, you can find in the digital library all types of items in all of the languages of the partners.

The objective of locating the content sources to provide enough items in quality, quantity and variety was mostly achieved at the end of Year 2. During the last year of the project, partners have negotiated with some content providers focusing on increasing, not only the number of items provided to the project but also their value in terms of quality, variety and geographical distribution. Also, they have tried to reach a better balance of item types (more movies, animations and CAx).

Finally, ANNEX 1 shows a more detailed list of the types and number of items located and provided by the most promising content sources selected during the project.

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 has been addressed to the right holder of the content (author / heir / publishing company). Then further has been done in order to enter the metadata in the database and register the content. Next, a Letter of Agreement has been generated. The procedure for generating this Letter of Agreement is detailed in a tutorial

and have been explained in detail to the project staff during the training sessions organised in parallel to the consortium meetings (see ANNEX 2: Generating of the Letter of Agreement & list of documents).

Results on IPR rights clarification

During Year 2, the editor tool for generating the Letter of Agreement for the IPR clarification was completely developed and optimized. It was 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 the ProDB system. During the project, all the partners have used 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 dmglids in the textarea (filled with numbers) do not change the order of documents in the list.
 ser.No. dmglid 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: de kind of letter: First letter ci from database x ri 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 finalized PDF is durably kept in the production database. A list of all finalized PDFs:

selected dmglids:
 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 (Cavtat, 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, Germany, 27.02. - 01.03.2003; Inst. für Geometrie, Dresden; 2003; S. 65 - 77
- x 3 10191009 Brecht, Rike; Brix, Torsten; Döring, Ulf; Henkel, Veit; Krömker, Heidi; Reeßing, Michael: Digital mechanism and gear library - multimedia collection of text, pictures and videos, in: Research and advanced technology for digital libraries / ECDL, 13 (Corfu); 2009.09.27-10.02. - Berlin [u.a.]; Springer (2009), S. 489-490
- x 4 6805009 Döring, Ulf, Corves, Burkhard; Modler, Karl-Heinz; Brix, Torsten: Digitale Mechanismen- und Getriebebibliothek (www.dmg-ib.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. Artobolevskij
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 Europaana 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

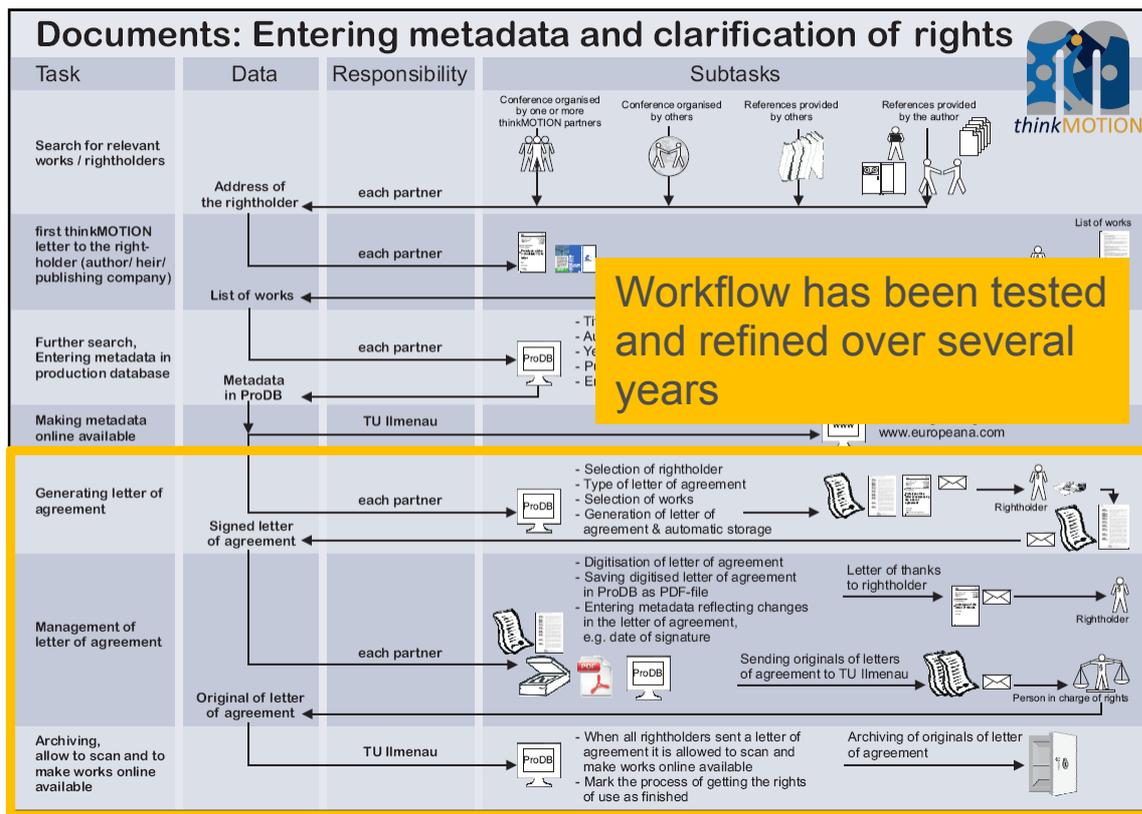
Signature



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

The workflow for locating and providing content for digitization is proven and has been used for Task 3.1 and Task 3.2 during 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



During the second and third 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 2 presents the number of Letters of Agreement signed by each partner during the project. The partners with a low number of signed IPR agreements have been mainly focused on the locating and processing of free of IPR items.

Table 2. Indicators related IPR clarification.

Number of letters of agreement signed during the project					
IUT	RWTH	UPT	UCAS	IFMA	UBC
48	8	234	121	1	35

Finally, DMG-Lib contents are going to be delivered under CC BY-NC-ND license to Europeana

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 has been provided for digitising. The quality of digital existing content has been improved in WP5.

Results in content providing for digitization

The IUT partner worked together with his University Library by using their own stock of books or by using the interlibrary loan service of the GBV Common Library Network of the German States. The Ilmenau University Library used its optimal connections to TIB Hannover, SUB Göttingen, THULB Jena and UB Braunschweig. They got the content sources for digitizing process by borrowing from other libraries, taking from the in-house collections of their library or the authors have provided them the paper sources for scanning process. The digitization process in WP4 takes place in their one's house. The digitized objects as well as already digital objects have been stored in the input directory of their server for further processing and importing into the ProDB.

Aachen partner has many books (and other materials) available at their institute or the university library, so obtaining these documents has been 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 their co-operation with a local museum, one member of their team went there for one day to take pictures of the exhibits (agricultural machines).

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

For digitising content in IFMA, a partnership with the central library (BCU) was signed. The library helped by scanning selected books by themselves and sending them by FTP. Also, they have visited some museums with a team of photographers in order to scan machines. At Crozatier museum, IFMA team had 4 campaigns of 1 week each with 2-3 people for scanning the whole Clair collection.

The UPT library has been 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 were not available in electronic format, has been performed in UBC facilities. The old DYNA journals will be only handled by DYNA and digitalised in their facilities using their resources. Also, they have contracted a local scan service to scan some of the old and fragile books located at the

Sociedad Bilbaina library. All the digitized objects as well as already digital objects has been stored in their hard disks for further processing and importing into the ProDB

Sometimes, book transportation has been a problem in terms of time and costs. Also, some museums have machines and mechanical models. As a solution, plans have been developed for additional scanning activities in the museums and libraries to avoid transport.

3 Conclusion

In summary it can be stated that, during the project, a sufficient number and variety of relevant contents have been located and selected. The contents selected allow 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.

Also, the selected contents were successfully registered within the DMG-Lib database, always observing Intellectual Property Rights (IPR), and committed for digitizing.

Therefore, the main objectives of Work Package 3 were met and a strong basis for our further project workflow was built.

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

a. 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) <ul style="list-style-type: none"> - 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
Articles of MECHANIKA Journal	Scientific papers covering various topics of mechanical science	Analogue and partly digital	720 articles (1410 total)	Kaunas University of Technpology (Lithuania)	Granted
Articles of IWK Proceedings	IWK (International Scientific Colloquium), scientific papers in the field of mechanical engineering	Analogue and partly digital	1200 articles	Ilmenau University of Technology	Granted
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

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	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
Books + PhD	Books about mechanism theory	Analogue	35 books + PhD (262 total)	UPT libray or other libraries	Letter of agreement partly signed
Articles of "MTM Proceedings" since 1972 up to 2008	Articles concerning mechanisms and transmissions	analogue and/or digital	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	169 (total 572)	University of Brasov, Romania	Collective Letter of Agreement.
Articles of "COMEFIM Proceedings" since 1990 up to 2008	Articles concerning precision mechanisms and transmissions	analogue and/or digital	~500	UPT	Out of the present project
Patent Office OSIM (1970-2004)	Patents	analogue and/or digital, but not searchable pdf	1257 (total 4288)	OSIM and UPT Library	Collective Letter of Agreement.
Scientific Bulletin of University "Politehnica" of Timisoara. Transactions on Mechanics	Articles regarding mechanisms and machines	analogue and/or digital, but not searchable pdf	total 15	University "Politehnica" of Timisoara	Negotiated a collective right of use and follows the entering of the metadata
Papers from DYNA Journal	Articles regarding mechanical engineering, academics issues and industry	Analogue	2000	Publicaciones DYNA journal	Collective 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)
Articles from Anales de Ingeniería Mecánica Journal	Articles regarding mechanisms and machines	Analogue and digital	2500	AEIM-Asociación Española de Ingeniería Mecánica (Mechanical Engineering Spanish Association)	Collective Letter of Agreement.
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	125	Spanish Network of Mechanical Engineering	Letter signed by each author
Patents from Spanish Patent Office	Patents of mechanisms and mechanical systems	Digital	800	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	35	Sociedad Bilbaina	Already negotiated
Spanish Books	Content in the field of the project	Analogue	25	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	81 issues	Cemagref (French public research center)	One letter of agreement for all the CEMAGREF contents
Book with many descriptions of agricultural mechanisms. Tec et Doc Cemagref/Lavoisier	Description of agricultural mechanism, tractor, harvester, spreading machines, forage harvest machines	Analogue	6 books (exhaustive disctionaries)	Cemagref (French public research center) and publisher	One letter of agreement for all the CEMAGREF 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)
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 engineering 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 minière	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 minière	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)
Revue universelle des mines, de la métallurgie des travaux publics, des sciences et des arts appliqués à l'industrie.	Journal about mining technology	Analogue		Clermont-Ferrand Central library (BCU)	Public domain because anterior to 1889
Italian Books	Selected text books	analogue	90	Library of Dep Mechanics & Aeronautics at University of Rome	- Public domain - Signed letter of agreement.
Italian Books	Selected text books	analogue	90	Library of Dep Mechanics & Aeronautics at University of Rome	- Public domain - Signed letter of agreement.
Italian Books	Selected text books	analogue	20	Boaga Library of at University of Rome	- Public domain - Signed letter of agreement.
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

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 Electro-técnico y de Comunicaciones de Ingenieros, con fines exclusivamente militares, está actualmente construyéndose también por la Compañía ELISAL-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 (litos, tres asientos) 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 nuestra península. Esta misma necesidad se dejó sentir en el Ejército, y consecuencia de ella, 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 coche de los conocidos, con las modificaciones que enmascaran la simple introducción 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 hicieron 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 conseguido 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 no por que arancieramente no está pronunciado y por que las innumerables industrias relacionadas con el Automóvil en España no existen, o tienen una vida lánguida por falta de consumo.

DESCRIPCION CARACTERISTICAS

Motor de dos tiempos. (Pat. n.º 81.148).
Número de cilindros: cuatro.
Diámetro de los cilindros: 60 mm.
Carrera: 70 mm.
Cilindrada aparente: 791 cm.³
Cilindrada real: 985 cm.³

Potencia nominal: 3 caballos.
• al freno 10 •
Distancia de los ejes: 2,57 metros.
Vib. 1,12 •
Peso del chasis: 300 kilos.
Neumáticos de 715x118.

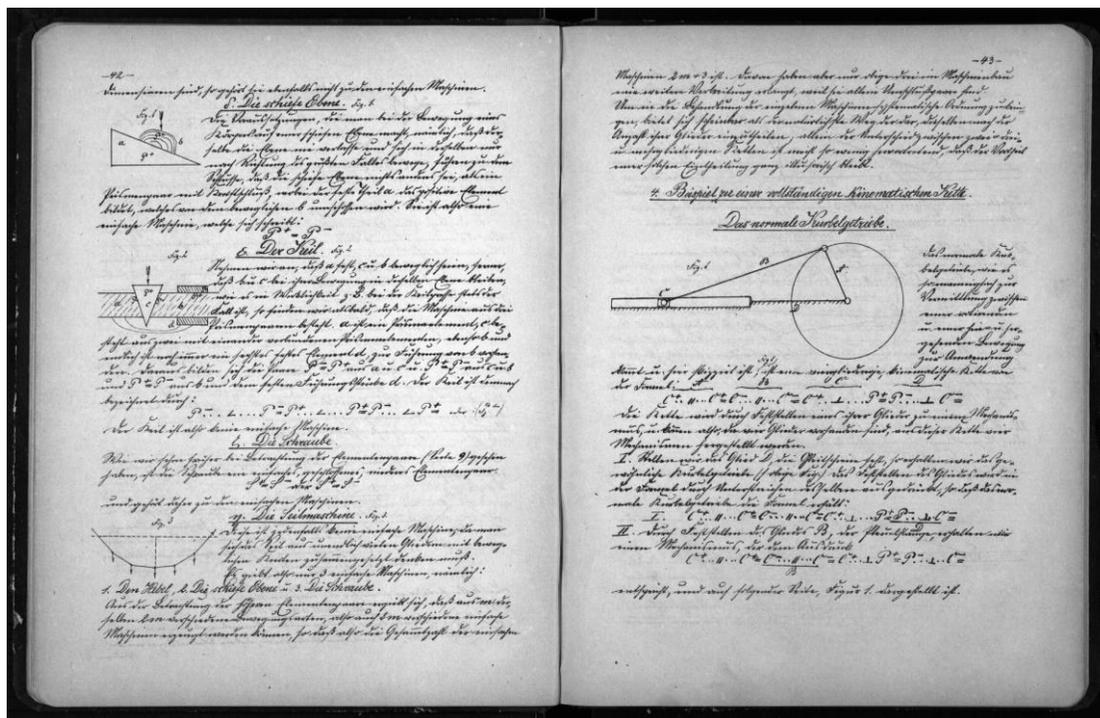
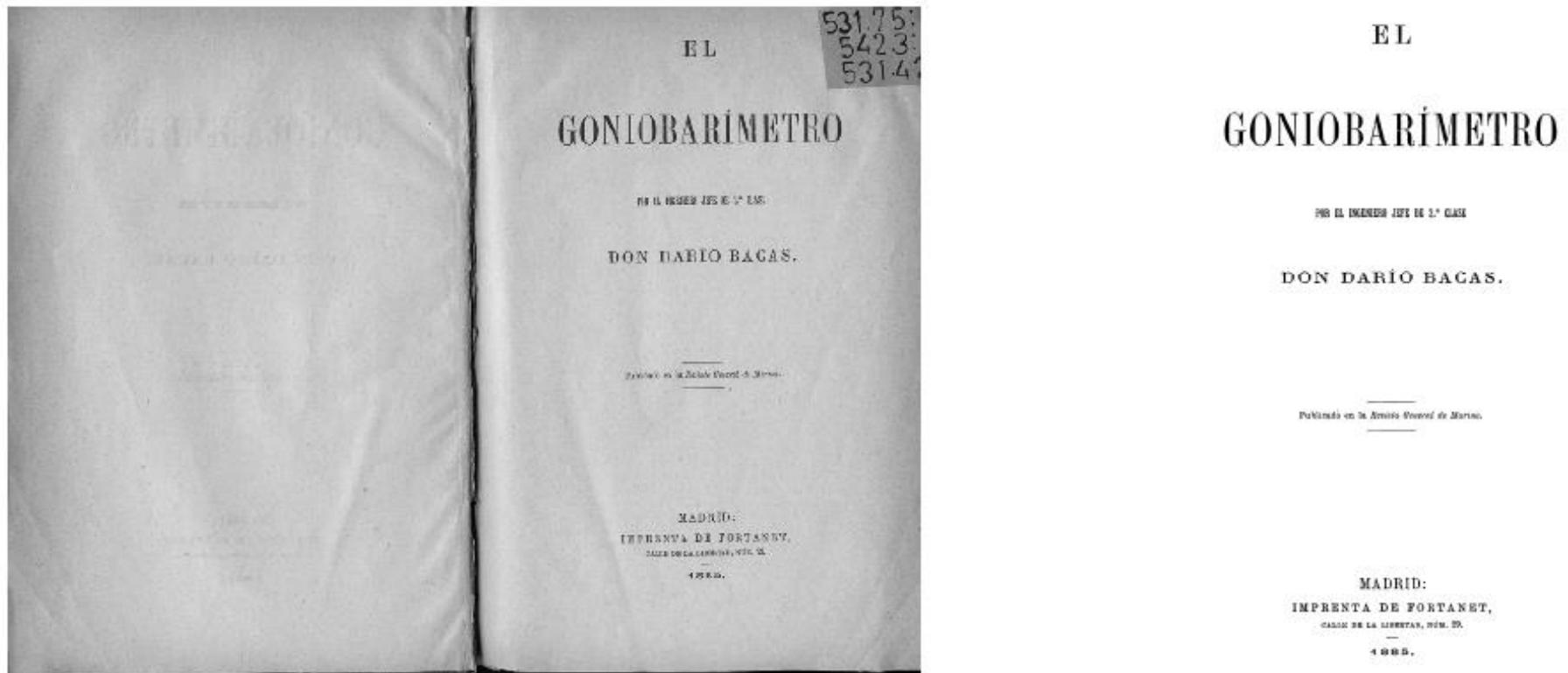


Figure 6. Book: El Goniobarómetro (1885). Before (Left) and after (Right) image processing and quality improving



b. 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 6)	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 Laboratory of University “Politehnica” of Timisoara*	Mechanism models made of steel and wood, experimental stands Location: University “Politehnica” of Timisoara	analogue	45 mechanism descriptions (61 total)	University “Politehnica” of Timisoara	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 5)	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
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)

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)
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

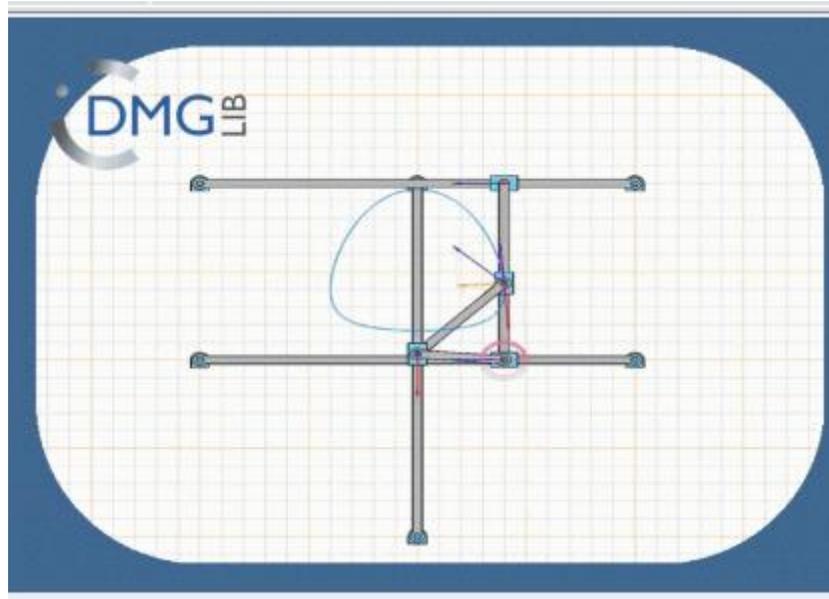


c. Content sources for “CAx data sets”

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
Constructions with Cinderella (Interactive geometry software)	Constructions of mechanisms described in patents and books, as well as stepwise solution of complex problems for the use in lectures	.html	590	IGM Aachen	Public domain
CAx models with GIM (kinematic analysis and synthesis software)	Datafiles of planar and spatial mechanisms and robots	.gim	50	UBC	Public domain
Movies	Movies of planar and spatial mechanisms and robots.	.avi	500	UBC	Public domain
Interactive animations (AIS) (Figure 8)	Interactive animations of planar and spatial mechanisms and robots.	digital	200	UBC	Public domain
CAx models	DWG, MPO, STP files	AutoCAD, ProEngineer, SolidWorks	366 items (3rd year and total)	UPT	Public domain
Movies	Movies of physical model in UPT laboratories and animations of CAD models	.avi	891 items (3rd year and total)	UPT	Public domain
Interactive animations (AIS)	Interactive animations showing the motion of physical model in UPT laboratories and CAD models	digital	715 items (725 total)	UPT	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

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 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
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

Figure 8. Interactive animation of a 1 degree of freedom planar mechanism



d. 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 11)	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
Photos of images, drawings of physical models, pictures from books and patnsts	schemes, drawings and images of mechanism science related content	Analogue and digital	3993 (5781 total)	UPT	Public Domain
Drawing in text document (Figure 10)	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	3000	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 Asociation	One letter of agreement for all the contents
Drawing in text document	Sources: Patents from Spanish Patent Office	Digital	1000	Spanish Patent Office	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)
Drawing in text document	Sources: Spanish Books	Analogue	1500	Sociedad Bilbaina Library of the Faculty of Engineering in Bilbao	- Already negotiated - Public domain
Images from Fundación Barreiros archives (Figure 9)	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	100	Faculty of Mechanical Engineering of Bilbao, other Spanish Universities	Letter signed by each author
PATSTEC	Database of old laboratory and technical machines	Digital photo	2549	PATSTEC	Signed letter
Photos and images	Portraits of persons	Analogue and digital	259	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 9. Images of Fundación Barreiros archives



Figure 10. Modelling an spatial parallel manipulator..

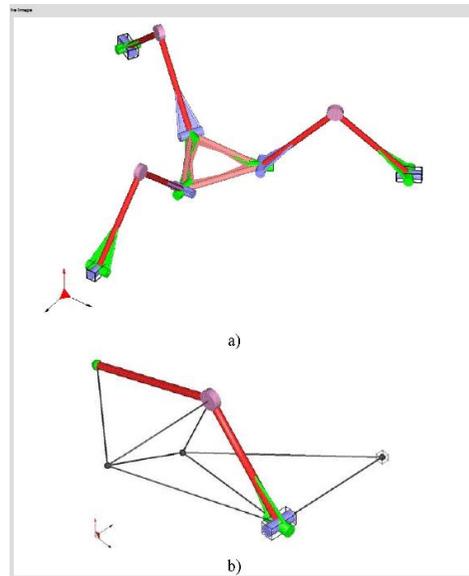
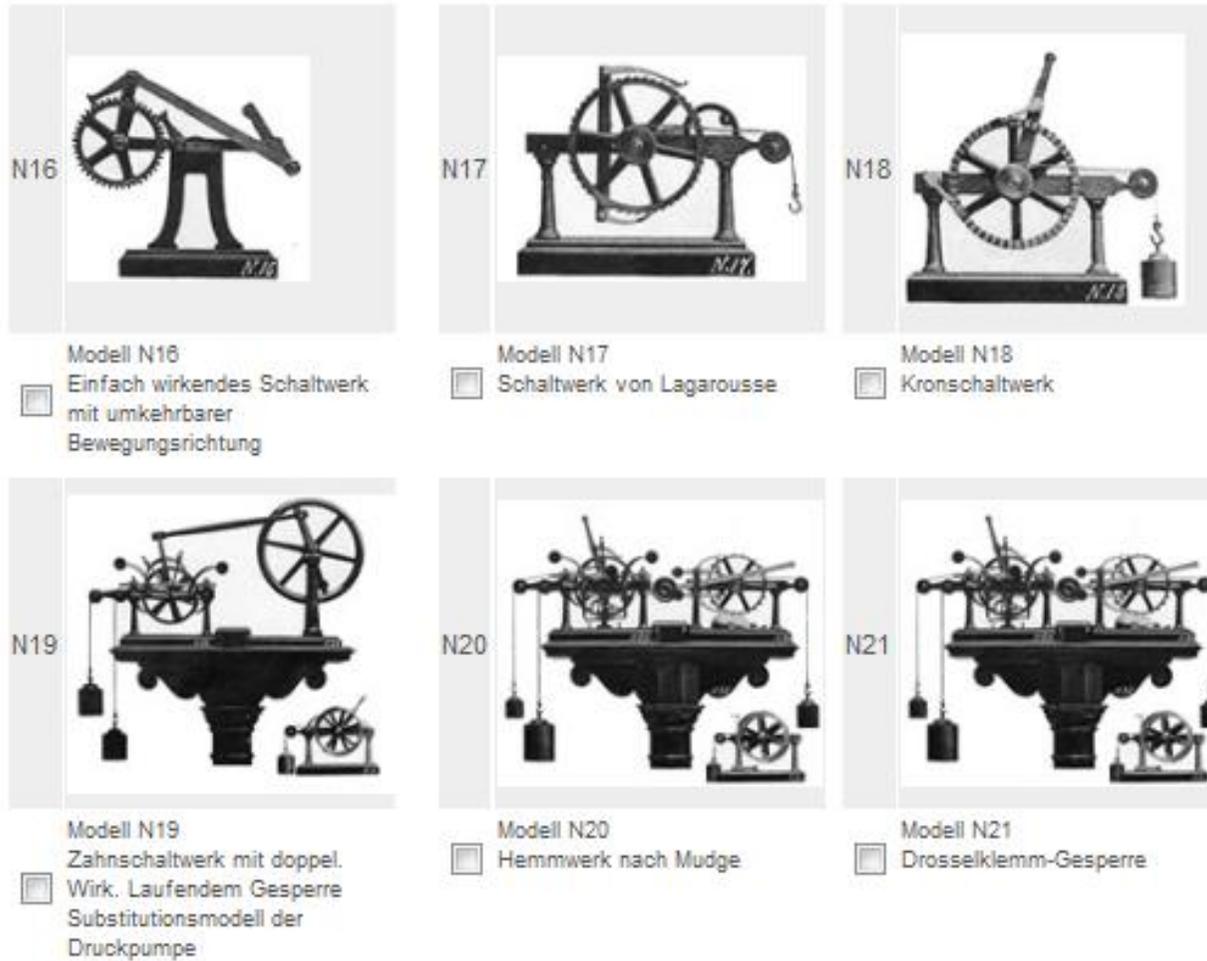


Figure 11. Images of “Voigt Katalog” showing the collection of Franz Reuleaux

Gustav Voigt: Kinematische Modelle nach Professor Reuleaux: Katalog, Voigt, Mechanische Werkstatt, Berlin, 1907



ANNEX 2: Generating of the Letter of Agreement & list of documents

Generation of the Letter of Agreement & list of documents

Management of rights of use for documents

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

Procedure:

- Select the person, adjust list parameters and click [Update] to see changes until the list of documents is correct. For the list the documents may be (de-)selected individually or via Preselection-options like "select all" or "unselect all". Changes in the order of dmglds in the textarea (filled with numbers) do not change the order of documents in the list.
 - ser No
 - dmgld
 - Preselection:
 - 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: x n Author: x d n documents: nd no restriction:

[Generate draft](#)
- 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).

[Finalize](#) [Letter for first contact](#) [Accompanying letter](#) [Letter of thanks](#)

selected dmglds:
10614009 10615009 show unselect field

Chosen list of documents (2):

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

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

Version 1.1

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

DMGLIB

Management of rights of use for documents

Hints **Some hints regarding rights clarification**

Doc. input

Per. input **Basic concept**

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

List recon.

List manag.

List final.

Free works

Statistics

All files

All lists

Usual workflow at the partner institutions

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

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

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

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

3

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

There are 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

Management of rights of use for documents

Hints

Doc. input

Per. input

List gener.

List recon.

List manag.

List final.

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

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

Management of rights of use for documents

Hints

Doc. input

Per. input

List gener.

List recon.

List manag.

List final.

Edit letter metadata, List Id: 0

send changed data

PDF icon

Author (?): 0

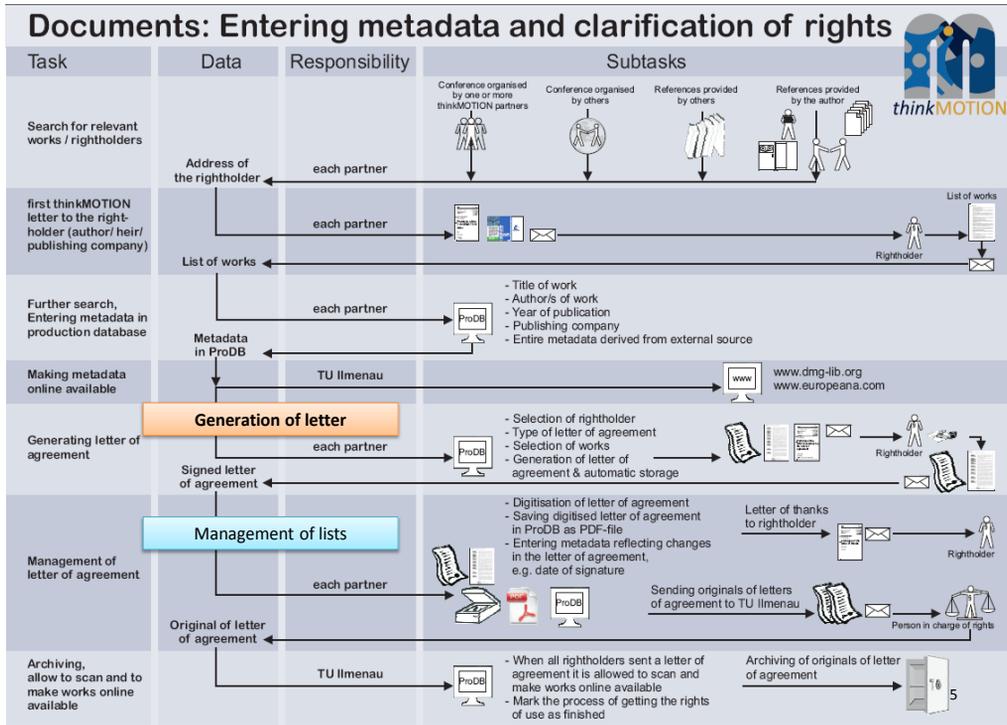
original letter: Please upload! signed letter: Please upload!

Generated on: by (?): 0 Style: [X] [X]

Comment

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

Per input	01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf	draft				
List gener.	01320_Goldhahn_Horst/final_workRightsList_01320_00022_A1de.pdf	final	22050	28.02.2011, 14:13		04.03.2011
Detected	01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf	draft				

Procedure:

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

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

Language: kind of letter: ci: from database: ri: Author: di: 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; Majtschak, Jens-Peter; Kurfürst, K.: Rechenerunterstützung 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; 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](#)

Generation of letter

Select the list of documents

Procedure 1

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.
- 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

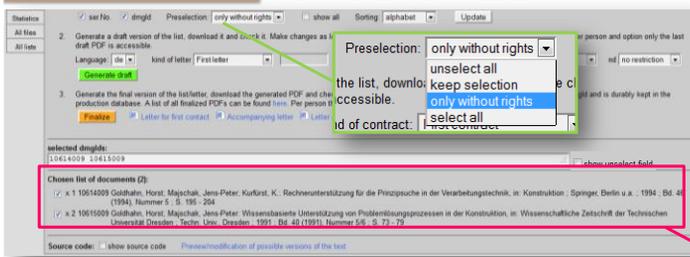
show unselect field

show unselect field (the unselect field includes 1 dmgld)

- 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



Procedure



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.

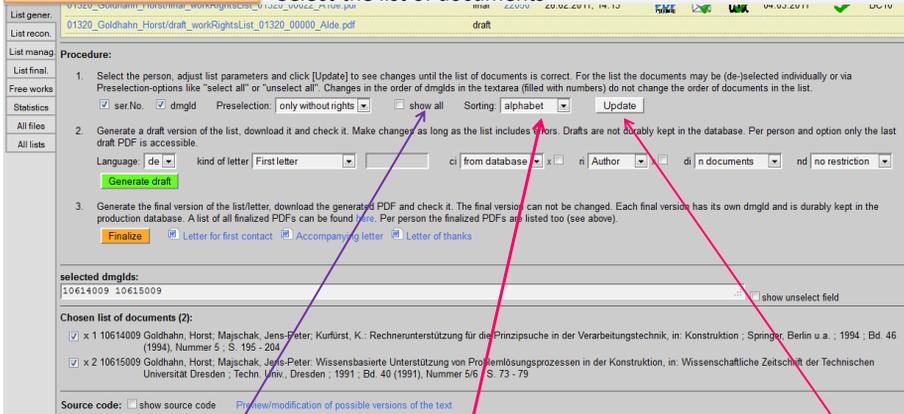
<input type="checkbox"/>	R 6	5069009	Goldhahn, Horst; Knothe, K.-H.: Speichergestützte Prinzipsuche bei der K...
<input checked="" type="checkbox"/>	x 7	10615009	Goldhahn, Horst; Majschak, Jens-Peter: Wissensbasierte Unterstützung v...
<input checked="" type="checkbox"/>	R 1	3379009	Brix, Torsten; Höhne, 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 10810009 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

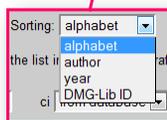
Select the list of documents



Procedure



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



Sorting: you can sort the list of documents by alphabet (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

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 dmgids in the textarea (filled with numbers) do not change the order of documents in the list.

2. Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.

3. Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own dmgid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

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

Generate draft

Finalize Letter for first contact Accompanying letter Letter of thanks

selected dmgids: 10614009 10615009

Chosen list of documents (2):

- 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 5 ; 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

Select the language of the Letter of Agreement

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**.

kind of letter

- First letter
- Supplemental letter

13

Generation of letter

Generate the draft letter with list of documents

Procedure

2

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 dmgids 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 has its own dmgid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

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

Generate draft

Finalize Letter for first contact Accompanying letter Letter of thanks

selected dmgids: 10614009 10615009

Chosen list of documents (2):

- 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 5 ; 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

Letter tester

Author: Döring, Ulf | 1004

Letter of agreement

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

Creator data

ci: from database

hide section

from database

final version can not be changed finalized PDFs are listed too

ci – creator information

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

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

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

14

Generation of letter

Generate the draft letter with list of documents

Procedure

- 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).

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

Generate draft

Letter tester

selected dmglids: 10614009 10615009

Chosen list of documents (2):

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

Source code: show source code [Preview](#)

ri: Author | x: |

Author

1 heir

n heirs

publisher

Owner

ri – Information about rights holder

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

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

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

15

Generation of letter

Generate the draft letter with list of documents

Procedure

- 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).

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

Generate draft

Letter tester

selected dmglids: 10614009 10615009

Chosen list of documents (2):

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

Source code: show source code [Preview](#)

di: n documents

empty field

all works

provided works

1 document

n documents

di – information about relevant documents

These options refer to the table „Covered documents“ in the Letter of Agreement

- empty field:** the row is empty; this can be necessary e.g. if you visit a conference and want to enter the data by hand
- all works:** the declaration applies to all existing and future scientific publications of the author, i.e. all works in prodb, all works which are published but not yet in prodb, 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 prodb
- 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

- 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.
- 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 dmgid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

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

Letter tester | Test

selected dmgids: 10614009 10615009

Chosen list of documents (2):

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

Source code: show source code [Preview](#)

Letter of agreement

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

Creator data

nd – no restriction
no restriction
for selected
never allowed
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

- 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.
- 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 dmgid and is durably kept in the production database. A list of all finalized PDFs can be found [here](#). Per person the finalized PDFs are listed too (see above).

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

Letter tester | Test

selected dmgids: 10614009 10615009

Chosen list of documents (2):

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

Source code: show source code [Preview](#)

Letter 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

Letter tester
take values: take values tested here and apply them in letter/list generation, i.e. all modifications made here are given back to the original pull downs

Test: If the draft letter is not updated automatically you can press the **Test** button.

18

Generation of letter

Generate the draft letter with list of documents

Procedure

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 dmglds in the textarea (filled with numbers) do not change the order of documents in the list.
2. Generate a draft version of the list, download it and check it. Make changes as long as the list includes errors. Drafts are not durably kept in the database. Per person and option only the last draft PDF is accessible.
3. Generate the final version of the list/letter, download the generated PDF and check it. The final version can not be changed. Each final version has its own 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).

Language: de kind of letter: First letter

Generate draft pdf

Finalize Letter for first contact No accompanying letter Letter of thanks

selected dmglds: 10614009 10615009

Chosen list of documents (2):

- 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 5 ; S. 195 - 204
- 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

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!

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 Author X di n documents

DMG thinkMOTION

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

deținătorul drepturilor: autor
autor: deținătorul drepturilor

mente

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

ătorul drepturilor

autorul: kqx.pdb.ContractRightsOfUse.hintTitlePrty

please fill in where necessary

apply

ESC=> = Close

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

The editor for the Letter of Agreement has a translation function (see page 19).

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

Translation is necessary

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

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

Language: fr kind of letter: First letter

Generate draft Use Editor to fix a problem!

20

Generation of letter

The Letter of Agreement & annex (drafts)

DMG-Lib 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 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 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 19.05.2013, 15:18, page 1 of 2

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

- Döring, Ulf; Brix, Torsten: Constraint-basierte Berechnung kinematischer Geometrien, in: Proceedings // DSG CK 2003, Dresden Symposium Geometry : constructive & kinematic ; Dresden, Germany, 27.02. - 01.03.2003; Inst. für Geometrie, Dresden; 2003; S. 65-77
- Döring, Ulf; Corves, Burkhard; Modler, Karl-Heinz; Brix, Torsten: Digitale Mechanismen- und Getriebebibliothek (www.dmg-lib.de), in: VDI-Berichte, Bewegungstechnik; VDI-Verl., Düsseldorf; 2006; S. 3-28
- Reedking, Michael; Döring, Ulf; Brix, 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
- Brix, Torsten; Döring, Ulf; Reedking, Michael: A web-based solution repository in mechanism theory to support the design process. - In: Proceedings of the DESIGN 2008 / International Design Conference; 10 (Cairns, Australien); 2008.05.19-22. - Zagreb: Fac. of Mechanical Engineering and Naval Architecture (2008), S. 583-592
- Brocke, Rike; Brix, Torsten; Döring, Ulf; Henkel, Ugh; Krönker, Heide; Reedking, Michael: Digital mechanism and gear library - multimedia collection of text, pictures and physical models. - In: Housch, and advanced technology for digital libraries / ECDL; 13 (Corfu); 2009.09.17-20.02. - Berlin [u.a.] : Springer (2009), S. 489-490
- Brix, 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, CIMMS workshop, Granada, Brazil, November 2009.
- Döring, Ulf; Brix, Torsten; Corves, Burkhard: Suggestion for a More Productive Workflow and Infrastructure of the Permanent Commission on Standardization of Terminology. Proceedings of 2nd Working Meeting of the IFPMM Permanent Commission for Standardization of Terminology on MMS, Minsk-Gomel, Belarus, 21-26 June 2010, pp. 49-67.

Letter of agreement
Ulf Döring
generated on 19.05.2013, 15:18, page 2 of 2

Generation of letter

Generate the final letter and list of documents

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

List gener.: 01320_Goldhahn_Horst/draft_workRightsList_01320_00000_Alde.pdf draft

List recon.:

List manag. 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.

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

Source code: show source code

Procedure



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

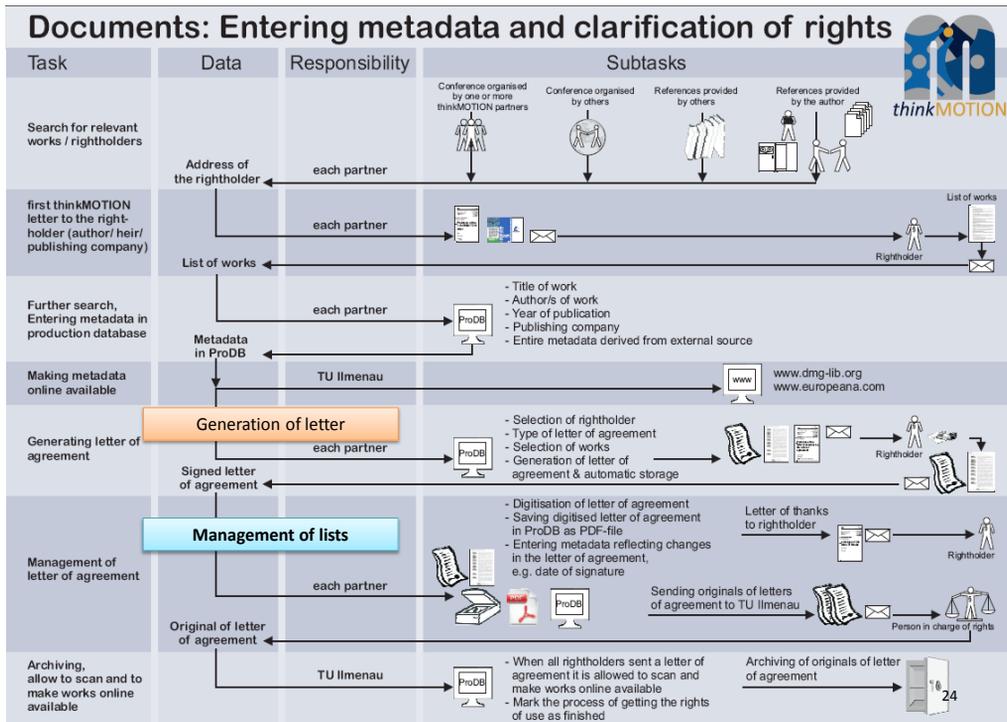
- 202 is EAN standard number for the privat area
- 005811009 is the **DMG-ID of the work**; for searching the work in prodb leave out the prefix zeros
- 2 is a check number

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

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

Why using bar codes?

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



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

Per. input **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				04.03.2011 BC10
List manag.	01320_Goldhahn_Horst/draft_workRightsList_01320_00000_Alde.pdf	draft						
List final								

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

Statistics
Comment

All files

All lists

Lists of relevant work

Unblock author (Goldhahn)

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

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

r 3 48244009 [Goldhahn\(e\)](#): Beitrag zur Modellierung von nichtlinear-elastischen Zusammenhängen ; - 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

Per. input **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				04.03.2011 BC10
List manag.	01320_Goldhahn_Horst/draft_workRightsList_01320_00000_Alde.pdf	draft						
List final								

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

Statistics
Comment

All files

All lists

Lists of relevant work

Unblock author (Goldhahn)

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

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

r 3 48244009 [Goldhahn\(e\)](#): Beitrag zur Modellierung von nichtlinear-elastischen Zusammenhängen ; - 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

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 ✓ DMG ✓ 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 Signed 04.03.2011

Statistics

All files

All lists

Comment

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

ids added before signature

ids removed before signature

documents without download

Lists of relevant work

Unblock author (Goldhahn)

r1 3232009 Madler(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

r2 5543009 Goldhahn(e): Aufbau eines Systems verarbeitungstechnischer Grundlagen : [1, 2] ; - Dresden ; Ph.D. ; 1969 ; 112 gez. Bl. ; gez. Bl. 113-257 mit Abb.

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



27

Management of lists **Check the final Letter of Agreement**

Hints **Edit letter metadata**, List Id: 22050 send changed data

Doc. input

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 ✓ DMG ✓ 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 Signed 04.03.2011

Statistics

All files

All lists

Comment

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

ids added before signature

ids removed before signature

documents without download

Lists of relevant work

Unblock author (Goldhahn)

r1 3232009 Madler(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

r2 5543009 Goldhahn(e): Aufbau eines Systems verarbeitungstechnischer Grundlagen : [1, 2] ; - Dresden ; Ph.D. ; 1969 ; 112 gez. Bl. ; gez. Bl. 113-257 mit Abb.

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

This is the style of barcode used for the letter.

28

Management of lists **Check the final Letter of Agreement**

Hints
Doc. input
Per. input 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 envelope signature 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 Signed 04.03.2011
Statistics
Comment
All files
All lists
original ids (not changeable) 3232009 5543009 10611009 3233009 7428009 8355009 8146009 3225009 3247009 3246009

Hints
Doc. input PDF Author (Ceccarelli, Marco) 551004 original letter: View file signed letter: Please upload Letter of thanks
List gener. 00551_Ceccarelli_Marco/final_workRightsList_00551_00010_a1de.pdf final 18050 09.09.2010, 12:21 PDF envelope signature BC10
List recon. 00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_A1t.pdf draft
List manag. 00551_Ceccarelli_Marco/final_workRightsList_00551_00020_A1t.pdf final 25050 09.05.2011, 11:03 PDF envelope signature BC10
List final. 00551_Ceccarelli_Marco/final_workRightsList_00551_00027_A1t.pdf final 27050 13.05.2011, 12:36 PDF envelope signature BC10
Free works 00551_Ceccarelli_Marco/final_workRightsList_00551_00028_A1t.pdf final 28050 13.05.2011, 19:01 PDF envelope signature BC10
Statistics
Generated on 09.09.2010, 12:21 by (Cingolati) 2003 Style: BC10 Signed
Comment
All files
All lists
original ids (not changeable) 9199009 3449009 5474009 7375009 8015009 4026009 3072009 3070009 5719009 1080009 1653009

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

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

29

Management of lists **Check the final Letter of Agreement**

Hints
Doc. input 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 envelope signature 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 Signed 04.03.2011
Statistics
Comment
All files
All lists
original ids (not changeable) 3232009 5543009 10611009 3233009 7428009 8355009 8146009 3225009 3247009 3246009

Hints
Doc. input PDF Author (Ceccarelli, Marco) 551004 original letter: View file signed letter: Please upload Letter of thanks
List gener. 00551_Ceccarelli_Marco/final_workRightsList_00551_00010_a1de.pdf final 18050 09.09.2010, 12:21 PDF envelope signature BC10
List recon. 00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_A1t.pdf draft
List manag. 00551_Ceccarelli_Marco/final_workRightsList_00551_00020_A1t.pdf final 25050 09.05.2011, 11:03 PDF envelope signature BC10
List final. 00551_Ceccarelli_Marco/final_workRightsList_00551_00027_A1t.pdf final 27050 13.05.2011, 12:36 PDF envelope signature BC10
Free works 00551_Ceccarelli_Marco/final_workRightsList_00551_00028_A1t.pdf final 28050 13.05.2011, 19:01 PDF envelope signature BC10
Statistics
Generated on 09.09.2010, 12:21 by (Cingolati) 2003 Style: BC10 Signed
Comment
All files
All lists
original ids (not changeable) 9199009 3449009 5474009 7375009 8015009 4026009 3072009 3070009 5719009 1080009 1653009

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 **Edit letter metadata**, List Id: 18050

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

List gener.	00551_Ceccarelli_Marco/final_workRightsList_00551_00018_a1de.pdf	final	18050	09.09.2010, 12.21					BC10
List recon.	00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_Alit.pdf	draft							
List manag.	00551_Ceccarelli_Marco/final_workRightsList_00551_00025_Alit.pdf	final	25050	09.05.2011, 11.03					BC10
List final.	00551_Ceccarelli_Marco/final_workRightsList_00551_00027_Alit.pdf	final	27050	13.05.2011, 12.36					BC10
Free works	00551_Ceccarelli_Marco/final_workRightsList_00551_00028_Alit.pdf	final	28050	13.05.2011, 19.01					BC10

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

Comment

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

ids added before signature

ids removed before signature

documents without download

Lists of relevant work

Unblock author (Ceccarelli)

x 1 9199009 Patuval(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 **Edit letter metadata**, List Id: 18050

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

List gener.	00551_Ceccarelli_Marco/final_workRightsList_00551_00018_a1de.pdf	final	18050	09.09.2010, 12.21					BC10
List recon.	00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_Alit.pdf	draft							
List manag.	00551_Ceccarelli_Marco/final_workRightsList_00551_00025_Alit.pdf	final	25050	09.05.2011, 11.03					BC10
List final.	00551_Ceccarelli_Marco/final_workRightsList_00551_00027_Alit.pdf	final	27050	13.05.2011, 12.36					BC10
Free works	00551_Ceccarelli_Marco/final_workRightsList_00551_00028_Alit.pdf	final	28050	13.05.2011, 19.01					BC10

Generated on 09.09.2010, 12:21 by (Döring, Ulj): 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

x 1 9199009 E

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

Doc. input 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					BC10
List manag.	01320_Goldhahn_Horst/draft_workRightsList_01320_00000_A1de.pdf	draft							

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

Comment

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

ids added before signature

ids removed before signature

documents without download

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

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

Management of lists Manage a signed Letter of Agreement or an author

Management of rights of use for documents

Hints **Edit letter metadata**, List Id: 18050

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

List gener.	00551_Ceccarelli_Marco/final_workRightsList_00551_00018_a1de.pdf	final	18050	09.09.2010, 12:21					BC10
List recon.	00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_Alit.pdf	draft							
List manag.	00551_Ceccarelli_Marco/final_workRightsList_00551_00025_Alit.pdf	final	25050	09.05.2011, 11:03					BC10
List final.	00551_Ceccarelli_Marco/final_workRightsList_00551_00027_Alit.pdf	final	27050	13.05.2011, 12:36					BC10
Free works	00551_Ceccarelli_Marco/final_workRightsList_00551_00028_Alit.pdf	final	28050	13.05.2011, 19:01					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

Free works

Statistics

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

All files

All lists

Unblock author x 1 9199009

- Workflow after the letter is signed by the author or rights holder, and was sent back to you
6. You must indicate that the letter is signed by clicking on the signatur icon (then the icon turns green).
 7. Enter the date of signature here (e.g. this is necessary for future supplementary letters).
 8. 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 **Edit letter metadata**, List Id: 18050

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

List gener.	00551_Ceccarelli_Marco/final_workRightsList_00551_00018_a1de.pdf	final	18050	09.09.2010, 12:21					BC10
List recon.	00551_Ceccarelli_Marco/draft_workRightsList_00551_00000_Alit.pdf	draft							
List manag.	00551_Ceccarelli_Marco/final_workRightsList_00551_00025_Alit.pdf	final	25050	09.05.2011, 11:03					BC10
List final.	00551_Ceccarelli_Marco/final_workRightsList_00551_00027_Alit.pdf	final	27050	13.05.2011, 12:36					BC10
Free works	00551_Ceccarelli_Marco/final_workRightsList_00551_00028_Alit.pdf	final	28050	13.05.2011, 19:01					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

Free works

Statistics

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

All files

All lists

Unblock author x 1 9199009

- Workflow after the letter is signed by the author or rights holder, and was sent back to you
9. Send the original paper version of the signed Letter of Agreement to the Ilmenau team for archiving (DMG-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

Management of rights of use for documents

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

Unblock author (Sandru) 21 0 of 0 documents are selected for author unblocking Preselection: keep selection Select/Check

Unblock work (Sandru) 21 0 of 0 documents are selected for work unblocking Preselection: keep selection Select/Check

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).

Edit person data (ID:715496) Test Send Start OK 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
 Via Works alphabet JI
 Names 1 27285010 2009 author A Symmetric Parallel Schönflies-Motion Manipulator for Pick and Place (Presentation) Aluzana Maestri(o); Pinto Cãmara(o); Petuya Accocha(o); Sandru(o); Diez Sanchez(o)
 other P. 2 24211010 2010 author Análisis de indicadores cinemáticos para el diseño de manipuladores paralelos Aluzana Maestri(o); Sandru(o); Macho Mae(o); Amezcua(o)
 Works 3 27311010 2010 author Análisis de Indicadores Cinemáticos para el Diseño de manipuladores paralelos (Presentation) Aluzana Maestri(o); Sandru(o); Macho Mae(o); Amezcua(o)
 Images 4 23985010 2010 author Diseño óptimo de manipuladores paralelos mediante criterios cinemáticos y dinámicos Sandru(o)
 Portal 5 27281010 2009 author Optimal Design of a Low-Mobility Schönflies Parallel Manipulator (Presentation 2009) Sandru(o)
 Workflow 6 26322010 2008 author Optimal Design of Low-Mobility Schönflies Parallel Manipulators (Presentation) Sandru(o)
 WorkRate 7 27389010 2009 author Parallel-Optima
 8 26196010 2010 author Presentation C
 9 26364010 2007 author The motion ca
 10 39430010 2011 author B Vibratory dyna
 Line markings: all none test unset ?
 state to be transferred to do

Edit person data (ID:715496) Test Send Start OK 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
 Via Works alphabet JI
 Names 1 27285010 2009 author A Symmetric Parallel Schönflies-Motion Manipulator for Pick and Place (Presentation)
 other P. 2 24211010 2010 author Análisis de indicadores cinemáticos para el diseño de manipuladores paralelos
 Works 3 27311010 2010 author Análisis de Indicadores Cinemáticos para el Diseño de manipuladores paralelos (Presentation)
 Images 4 23985010 2010 author 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. The rights indicator behind the authors name switches to green. Sandru

The screenshot shows the 'Edit person data' window in ProDB. The top part is a form for editing a person's data, including fields for 'Identification number (PPN)', 'Name, first name', 'Relevance (short)', and checkboxes for 'May be used in portal', 'is organisation/society', 'Hide biographical information?', and 'Use in Who is Who'. Below the form is a table of documents found, with columns for document ID, status, title, authors, and year. The 'Workflow' column contains 'OK' buttons for each document. A red arrow points from the 'OK' button in the 'Workflow' column to the 'Send' button in the 'Edit person data' form.

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. 37



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.

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

How to find and identify authors/ rights holders

- First of all check your own publications and the works of all national thinkMOTION colleagues
- Ask ...
 - Colleagues in your university, department, institute, expert group, or other scientific organisations
 - Participants of workshops and conferences (inhouse, national, international)
 - Former colleagues, Alumni
- Research in...
 - other databases,
 - conference proceedings,
 - Reference lists, ...

- Sometimes you have to find the heirs to clarify the rights. Finding heirs is not easy – use personal contacts, contacts to families or (former) colleagues to find them.

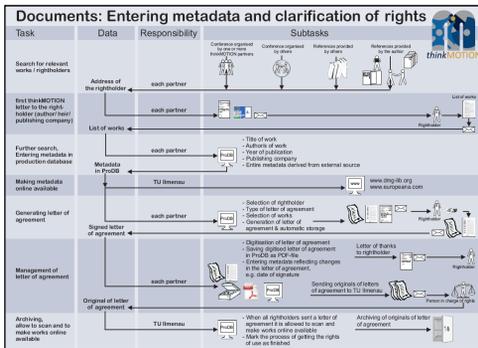
40



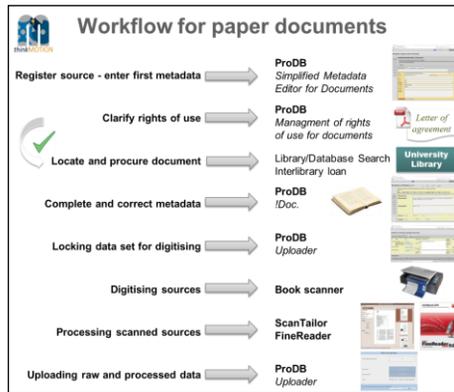
Please note – some advices for the clarification of rights and the generation of the Letter of Agreement

Workflow and responsibilities

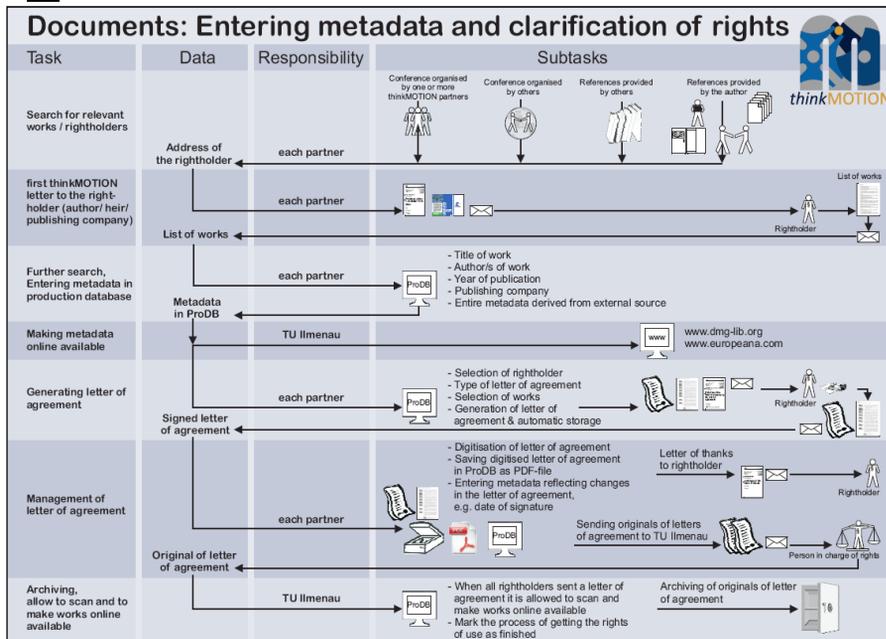
- First rights clarification then scanning!!!!
- Every partner should have one person who is responsible for rights clarification



For better readability see the next pages



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Workflow for paper documents

