Glossary

A

Archives Portal Europe ([archivesportaleurope.net](http://archivesportaleurope.net))
A single access point where the users can search and access information on archival materials from different European countries as well as information on the creators of those and the archival institutions throughout the continent. Millions of archival descriptions are aggregated and published on the website which provides links back to the providers’ websites for the original descriptions and digital objects. The portal is the main visible product of the APEx project, and is supported by the European Commission within the framework of the Information and Technology Policy Support Programme (ICT-PSP).

APEx project ([apex-project.eu](http://apex-project.eu))
APEx – the Archives Portal Europe network of excellence – is a project for European archives to collaborate for wider and enhanced accessibility of their content on the web. Funded and supported by the European Commission within the framework of the Information and Technology Policy Support Programme (ICT-PSP), it continues the work of the APEnet project (2009–2012, funded by European Commission under the eContentplus programme) which established and released the Archives Portal Europe. With the continued expansion and enhancement of the Archives Portal Europe – in terms of participating countries and institutions, plus available content and services – APEx contributes to the development of a coherent digital infrastructure which opens up the portal to our common cultural heritage of archives, equally accessible for citizens, researchers, businesses and governments alike. APEx project runs from March 2012 until February 2015, and tries to create a sustainable service under the Archives Portal Europe Foundation.

Archival landscape
It is an overview over the archival institutions participating in the Archives Portal Europe. It is structured geographically, starting with the different European countries, followed by a list of archival institutions situated in these countries, which then are ordered according to the administrative or regional structures within the country in question. Within the “Directory” section, the constituent institutions are connected to contact and service information of each institution. Also a list of all holdings guides and finding aids can be found there. Within the advanced search and the context view of search results the archival landscape links directly to the holdings guides and finding aids. Technically the Archival Landscape is based on apeEAD, the service and contact information of the institutions is based on EAG2012.

C

Content providers
Archives participating in the Archives Portal Europe by contributing content.
Centralised web environment where the content providers of Archives Portal Europe can manage the whole process of their contributed data. They can fully control the data ingestion, archive, and dissemination in a single interface. It enables them to upload files via HTTP, FTP and OAI-PHM, to validate the files against APE profiles (apeEAD, apeEAC-CPF, EAG2012) and convert them, and to publish them on the Archives Portal Europe. The content providers can also create, publish and download EAG2012, holdings guide, and apeEAC-CPF in the Dashboard. After publishing apeEAD, it is possible to convert it into EDM and deliver it to Europeana. The administrators of each partner country – called Country Managers – can also create and modify the archival landscape in the dashboard.

Data Preparation Tool (DPT)
This is an open source tool which helps the content providers to locally prepare their data for the Archives Portal Europe. It can be installed at a local machine and mainly be used before ingesting data to the central dashboard in order to streamline the complex data processing. The content providers can validate and convert any xml file to apeEAD, create EAG2012 and EAC-CPF files, and holdings guides. apeEAD files can also be converted to EDM for their use in the Europeana. It is downloadable from http://apex-project.eu/index.php/en/outcomes/tools-and-manuals

Descriptive unit
A component of a finding aid to be used for searching. It is usually one record – or a group of records – within a fonds, which is described by at least title, date of creation and reference code.

Digital Object
A digital representation of archival materials. There are six different types on the portal: image, text, sound, video, 3D and unspecified, which are represented by different icons in search results. The digital object can also be the original object when born digital.

E

EAC-CPF
Stands for Encoded Archival Context (Corporate Bodies, Persons, Families) as an XML standard for encoding information on records’ creators. It is compliant to ISAAR(CPF) standard as maintained by the International Council on Archives (ICA). The profile for Archives Portal Europe is called apeEAC-CPF and the documentation is available at http://www.apex-project.eu/index.php/en/outcomes/standards

EAD
Stands for Encoded Archival Description as an XML standard for encoding descriptions of archival units like fonds, series, files, etc. It is compliant to ISAD(G) as maintained by the ICA. The current version is EAD2002 and the new version (EAD3) is on the verge of official release. The profile for Archives Portal Europe is called apeEAD, which is based on EAD2002. The documentation is available at http://www.apex-project.eu/index.php/en/outcomes/standards
EAG
Stands for Encoded Archival Guide as an XML standard for encoding information on institutions with archival holdings. It is compliant to ISDIAH as maintained by the ICA. The EAG used in the Archives Portal Europe is **EAG 2012** which is the updated version of EAG 0.2 developed in 2002 and the documentation is available at

EDM
Stands for Europeana Data Model. It is the data format used by Europeana. The DPT and Dashboard provide easy one step conversion from apeEAD to EDM, extracting and mapping digital objects and relevant information. Documentation is available at
http://pro.europeana.eu/edm-documentation

Europeana (europeana.eu)
One of the flagship projects of the European Commission to create a single web access point to books, paintings, films, museum objects and archival records that have been digitised throughout Europe. It is an authoritative source of information coming from European cultural and scientific institutions. Archives Portal Europe is one of the most important strategic partners of Europeana. It represents the archives domain in Europe and delivers a large amount of digital objects to them, and builds together a digital infrastructure for cultural heritage.

F

Finding aid
A finding aid provides information on any kind of archival material, mostly describing a single fonds or collection, describing it as a whole as well as describing its different components. Furthermore a hierarchical structure of the fonds or collection can be represented within the finding aid, if applicable. Within the Archives Portal Europe, finding aids are encoded in apeEAD.

Fonds
An aggregation of documents that originates from the same source.

H

Holdings guide
A holdings guide can be understood as an overview over the holdings maintained by a certain repository. A holdings guide can be a simple list, just grouping and naming the different records creators, fonds and collections, as well as a more elaborate, hierarchically structured document giving additional information like a summary, the dates of creation, etc. for the different fonds and collections. Within the Archives Portal Europe, holdings guides are encoded in apeEAD and the holdings guides are linked to the corresponding finding aids. Each one structures the list of findings aids of a contributing institution. Furthermore it can give information on fonds or collections that are not yet accessible via online finding aids. It also may contain links to apeEAC-CPF documents describing the records’ creators.
ISAAR(CPF)

ISAD(G)

ISDIAH

M

METS
Stands for Metadata Encoding & Transmission Standards. It aims to provide a common XML format for encoding metadata needed for both the management of digital objects and the exchange of them between repositories. A description on the METS standard in general can be found at http://www.loc.gov/standards/mets/.
The profile for Archives Portal Europe is called apeMETS and the documentation is available at http://www.apex-project.eu/index.php/en/outcomes/standards

O

OAI-PMH
Stands for The Open Archives Initiative Protocol for Metadata Harvesting.
It is a commonly used protocol to exchange metadata within the cultural heritage sector. The content providers can harvest their data via OAI-PMH to manage it on the dashboard. The dashboard system also uses OAI-PMH to deliver their data to Europeana. More information can be found at http://www.openarchives.org/OAI/openarchivesprotocol.html

S

Source Guide
A topic-oriented overview of holdings. Thus, the source guide is useful for research and may contain finding aids or descriptions from several institutions; not all finding aids of an institution may be listed in a source guide.
Three layers
The data structure used in Archives Portal Europe to describe archival materials. It is called 3 layers because the structure contains 3 levels: finding aids, holdings guides, and the archival landscape.