DELIVERABLE

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D3.1. BEST PRACTICE PROGRAM
Version 2.1, final

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# 1 REVISION HISTORY AND STATEMENT OF ORIGINALITY

## Revision History

| Revision          | Date       | Author                  | Organisation | Description          |
|-------------------|------------|                        |              |                     |
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| Contributions     | 15-30/09/2014 | all               | all          | Online Workshop     |
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| First Revision    | 30/10/2014 | Agnes Wijers          | FoMu         |                     |
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| Final version     | 11/12/2014 | Boudewijn Ridder       | NFM          |                     |

### Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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3 Introduction

WP 3 includes best practice consensus building tasks and aims to:
- Establish a best practice with a shared vision on the proposed digital resources and conceptual models and to reach a consensus on the large-scale implementation activities and achieve a successful project result in general
- Ensure that all participants’ expertise will be improved to a same level of knowledge and understanding
- Identify the most appropriate metadata model for Europeana, agree on the outlining process to establish and integrate the chosen model into Europeana, and adopt the model for the general descriptive metadata
- Establish an appropriate set of community metadata standards for the description of daguerreotype objects
- Establish an appropriate community standard for the digitization process of daguerreotype objects including imaging and preservation modalities
- Implement a set of existing/modified or newly developed multilingual thesauri or entries lists for the description of daguerreotype objects.

General principles of best practise and consensus building are applied in the project organization and decision making model. Details about the model can be found in the project quality plan (D1.1) and the Consortium Agreement.

The basic principles of best practise can be found in how the Daguerreobase consortium was build-up. This consortium can be seen as a strategic mix of institutional, technical and private partners, all experts in their field. They are willing to share and combine their knowledge, skills and experience, resulting in capacity building and growing cross-domain boundaries.

During the project many discussions were held about setting up the new daguerreobase database and website. They were used to create the metadata model and to build the database in Memorix Maior. All feedback given during the project was gathered during meetings and workshops, in which all partners had to participate between February 2013 and October 2014. The main results are presented in this deliverable. All results were directly implemented in the daguerreobase after these workshops or were already implemented during the project.

Examples of large and small feedback and contributions:
- “We should focus more on the image and less on the conservation aspects of a daguerreobase to involve a bigger audience for the Daguerreobase”
- “The field ‘plate size’ should be part of the simple form because this is elementary information”
- “On the website people must have the possibility to filter on photographer”

Also many examples were given of other websites and databases about daguerreotypes in order to use some aspects of these websites or just to have a list of related information sources. These websites will also be linked to on the Daguerreobase website.
4 Objectives

The main objective of the Daguerreobase project is to create access to a critical amount of high quality information on European daguerreotype objects through Europeana. The use of a consensus build descriptive data model has to guarantee a qualitative and sustainable aggregator and high quality content.

Outcomes of the activities described in this Best Practise Program, has to ensure the creation and ability of high qualitative descriptions. These outcomes are:

- A general description of the Best Practise Program with the results and consensus of the meetings and workshops (D3.1, this document);
- A technical standard for the general description of daguerreotypes content (D3.2a);
- A community standard for the general description of daguerreotypes objects (D3.2b);
- A community standard for the digitisation of daguerreotype objects (D3.2c);
- A multilingual set of thesauri or entries list for the description of daguerreotype objects (D3.2d).

A detailed description of the realization and of the standards can be found in the above-mentioned deliverables.
5 Daguerreobase, versions 1 and 2

The Dutch Photo museum in Rotterdam (The Netherlands) initiated the Daguerreobase project in 2004. The first version was developed in the database application Filemaker Pro and was only available for employees of the museum and some other related institutions. It was already made with English fieldnames and content to share this in a next project with other institutions. The content of the fields was based on the rather small amount of daguerreotypes that visited the museum for conservation. The collection of the museum did only count two daguerreotypes in 2004. So the best practice of the first version was based on a small amount of daguerreotypes from the Netherlands, all European style. Many institutions abroad were interested in the Daguerreobase and wanted to use the database for describing their own daguerreotypes. This is when the Photo museum decided to develop a new version of the Daguerreobase that was more accessible and suitable for other institutions. A web-based solution was build by Picturae and the metadata model was discussed with many institutions. One of them was the George Eastman House (USA). Now, also Anglo-American models could be entered and many entries list were enhanced to suit all types of daguerreotypes known by the experts. Focus of the second version was still to enter many daguerreotypes before, during and after conservation process and to compare daguerreotypes using specific information about the housing and plate: marks, signs, colours, material, etc.

The new metadata model was based on the best practice of a number of international institutions that were working with the second version. People involved were mostly conservation departments. For them, the back of the plate was more interesting then the image itself. When the database was growing to a larger amount of daguerreotypes also other institutions became involved with the daguerreobase. They were more interested in the image itself, the photographer and the context of the image. This was the main reason why the new and current Daguerreobase project was initiated with more focus on the image in its context.

In general you can conclude that the previous versions of the Daguerreobase were very important best practices for the new Daguerreobase.
6 Best Practise Network Meetings (BPN) and Workshops

The BPN meetings are plenary meetings, all partners are supposed to attend these meetings. During the first BPN meeting in Cologne the meeting schedule was modified. Regarding the DoW, the BPN meetings were originally planned in month 4 and 6 and should be dedicated to capacity building, group discussions and consensus making, discuss and define standards and descriptive models.

6.1 Best Practice Network – Meeting 1 (February 5-6, 2013, Cologne)
In this workshop the current WP3 leader wanted to resign WP-leadership, but would remain in the project as a beneficiary. Crucial work has not been done, and this has an impact on the project progress.
During this workshop the main metadata model is presented en discussed. One of the suggestions was to use the default standards for the metadata schemas. Also the detail of description and the entity “Actors” was discussed during the meeting. See §7 for the result of this discussion.

6.2 Best Practice Network Meeting 2 (October 9, 2013, Paris)
In this meeting the new Daguerreobase website (www.daguerreobase.org) was presented and feedback was given by all consortium partners. The consortium was positive about the website, some remarks were gathered by PIM to enhance the website. Also Memorix Maior as registration tool was presented and discussed. The consortium found the interface too complicated to use. Examples were given of registration tool that were less complicated. In this meeting PIM was asked too build a layer on Memorix Maior that is easy to use for all partners. This was implemented as Memorix Express with a simple form to enter data in the main and sub-entities that can be opened within the form.
6.3 Best Practice Network – Online workshop (October 2013)
This online workshop was made in a Dutch e-learning system and is still available and free to use by other interested people: 
www.fotoleren.nl/start/daguerreobase
The workshop was an efficient way to gather all best practice examples and to improve the level of knowledge of the participants’ expertise. It was also a cost effective method, there was no meeting needed with travel costs, hotel, etc.

The workshop contains three parts:

- The first lesson is about the metadata structure of the daguerrobase. One of the goals is to make sure everybody has the same level of knowledge about the daguerrobase, how it is built, structured and which choices are made to come to the current Daguerrobase. In a number of text pages people will learn about the Daguerrobase and after each page there’s a little test to see if they understand it correctly and to bring theory to a practical level.

- The second part is about best practice examples. One of them is the previous version of the Daguerrobase. In a structured way people are asked how they can all experience and knowledge together to make the Daguerrobase successful. Many ideas and lessons learned were already gathered in a previous stage of the project but now they are documented in a proper way.

- The last part is a very practical implementation of best practice by filling in translations of the SKOS list (thesauri) and the website labels used on the Daguerrobase website.

The online workshop gave the consortium many useful ideas, information and also specific action points and groups to work with, finish the current project and ensure the long term performance of the project and website. The main results are mentioned below in §6.5.
6.4 Best Practice Network – Meeting 3 (June 2014, Paris)
Milestone 8, the Daguerreotype and Conservation Workshop will be organized together with the final project meeting (MS7) and an EDA-event in June 2015 in Paris that also offers a reception to EDA-members, lectures and guided tours. This workshop is dedicated to make the Best Practice Program a continuous process in the rest of the project and even after the project is finished. Knowledge and experience will be exchanged and published and, if applicable, implemented directly in the website and registration tools so they will be actual and valuable for a long period.

7 Results of workshops and meetings

7.1 Introduction
The consortium partners were invited for meetings and workshops about Best Practice mentioned above. Also during other meetings issues were discussed about Best Practice. Finally all partners were asked to do an online workshop in October 2014 that would gather all previous input and consensus about Best Practice. The main results are presented below.

7.2 Results: Editorial group to maintain the terms in SKOS
Four persons volunteered for maintaining the thesaurus terms in de Daguerreobase. This is a huge group of lists with specific details about daguerreotypes and it is important that these lists will be maintained carefully. All partners will translate the mutations once or twice a year, if needed.
- Nicholas Burnett
- Andreas Gruber
- Sandra Mario Petrillo
7.3 Question about entities

In an example of a shoebox full of photographs of different types, tapes and one album, most of the workshop participants choose to describe as many entities they can think of: prints, slides, tapes and albums. From a more technical perspective we would decide only to describe entities that are really different from each other: photographs and tapes. Physical aspects can be described in different fields within the entity photograph. And one album could be described as a series of photographs; we would not create an entity for only one album.

In the daguerreobase we first made a difference between Anglo-American and European daguerreotypes; we used different entities for describing the physical information. During the project some of the partners told us about other types of daguerreotypes that were found with some aspects of an Anglo American but also aspects of a European type. This and also technical reasons as search functions resulted in one basic entity for all types of daguerreotypes. Literature and equipment are gathered in another entity in Memorix Maior described in a basic Dublin Core metadata set. This is because literature and equipment is not a core part of this project and should easily be exchanged with other databases with literature and equipment.
7.4 Relations between entities
One of the workshop questions was to draw lines between the entities given: Plate, Daguerreotype and Collector. Most of the participants drew correct lines between Daguerreotype and Plate and between Daguerreotype and Collector. This is important to understand when they work in Memorix Maior and have to enter plates and collectors in a different form.

7.5 Metadata; adding tags to an image

In one question the participators had to fill in tags to describe an image. The results were very different: one participant added only three tags, another participant added fifteen tags. Some added tags that were only physical, one other added tags like 'hunter', which is an interpretation. The rifle in the image was named by all but in different words: rifle, riffle, gun, shot gun and shotgun.
So the lesson learned here is not only to use thesauri like the SKOS lists but also communicate how images and object should be described in a general way.

In the second part of the workshop participants were asked about the history and developments of the Daguerreobase:
- Assets descriptions should be user-friendlier for non-professional public.
- An even stronger adaptation of less competent but interested public, including the planned option for everyone to register his or her own items.
- Expanding to cover the whole world
- Having a separate category for photographic jewellery (which is neither European style nor Anglo-American)
- Expanding to include collodion positives (these are often housed in similar ways to daguerreotypes and are often unique).
- Interactivity with a broad public should be recognised as an asset and developed further.
- Not only include (European) daguerreotypes from European collections but from collections worldwide. Make it possible also to include data from daguerreotype related materials like cameras.
- Image Description should become searchable as in free text search. This encourages enrichment of metadata.
- I can imagine tools like ‘My selection’ etc.
- Access needs to be more simplified, at the end there are way too many fields for the descriptions of certain parts of the object "daguerreotype" and some terms are still difficult to understand for non specialists
In general participants are very clear about the public potential of the Daguerreobase and that’s why the website should be searchable and easy to browse.

In the third part the participants had to upload translations of the SKOS lists and the labels used in the website. If these translations are implemented then the website will show the functionality to switch between all languages available. Adding and improving these translations will be a continuous process.

8 Best practice; collection of websites

Contributions to the best practice collection of websites are a continuous process during and after the project. The list shown below is collected during the online workshop in October 2014.

Contributor: Hélène KAIZER
Description: Daguerreotypes are well described on the BNF website
Url: http://gallica.bnf.fr/Search?ArianeWireIndex=index&f_typedoc=images&...
Confirmed by: Jens Petter Kollhøj
Contributor: Jens Petter Kollhøj
Description: Extensive collection of source texts, graphics and ephemera: the research archive of Gary W. Ewer regarding the history of the daguerreotype
Url: http://www.daguerreotypearchive.org/1839.html

Contributor: Jens Petter Kollhøj
Description: Great on scrutinizing details and contexts: Cincinnati Panorama of 1848
Url: http://1848.cincinnatilibrary.org/
Contributor: Andreas Gruber

Description: I would like to add here the homepage of the German Club Daguerre. Club Daguerre may be the equivalent to the U.S. Daguerreian society, only way smaller. They had their big time in the 1970-80s, they have their own magazine "Photo Antiquaria", originally quarterly, now I think annually. The ones from the 70s are quite interesting to read, above all because of articles from Martin Hansch on photograph technology and daguerreotype restoration.

On their homepage you will find images of daguerreotypes, some explanations on housings, sizes, desireable photographers, etc., but unfortunately not in a very well organized and structured way.

Anyway, those guys collect daguerreotypes and are of course of high interest for our project. I had a chance to meet them a couple of weeks ago by accident in Vienna, where they held this year’s annual meeting. At their visit to the Albertina photo collection, where I was working on that day to check back with some daguerreotypes, I could tell them a little bit about daguerreobase. But I think we should get in touch with them again, to convince them to make a contribution with our project on their homepage or magazine for all members to read, and to share their daguerreotypes with us.

Url: http://www.club-daguerre.de
Contributor: Sandra Maria Petrillo
Description: Online Daguerreotype Collections. The Getty. You will find 174 daguerreotypes image+description. Near the image it says:
This image is available for download, without charge, under the Getty's Open Content Program. (which is very useful service, I have used for one image published on the journal and have mentioned this link)
Url:
http://www.getty.edu/art/collectionSearch/collectionSearch?col=museum&nh=10&pw=100%25&lk=1&qt=daguerreotypes&Go.x=0&Go.y=0
Description (related): Here the link to the example I looked up: a plate by Eynard (we have several by him in the db) I liked very much the extensive commentary on the image.
Url: [http://www.getty.edu/art/gettyguide/artObjectDetails?artobj=44600](http://www.getty.edu/art/gettyguide/artObjectDetails?artobj=44600)

Contributor: Sandra Maria Petrillo
Description: The Smithsonian American Art Museum. On this link you can have access to some daguerreotypes. You have a light box with main information and the possibility to enlarge the image. What I do not like is that only the recto is shown, and some times the margins of the mat are cut out, the complete case is not shown, or if the case is presented closed you can see only the cover part. So we have a good point here: In our db we always have recto/verso and full image!

Url:
http://americanart.si.edu/collections/search/artwork/results/index.cfm?rows=10&q=daguerreotypes&page=2&start=10&x=0&y=0

Contributor: Sandra Maria Petrillo
Description: George Eastman House. Here I was checking the link to daguerreotypes by J.B. Sabatier-Blot. As you can see this is a beautiful image quality but with a very few descriptive fields.
You start with a light box, where you can see several images with a basic description (could be an interesting example for our light box on the database) then what is a bit disappointing is that when you click on the image you see it larger, which is nice, but the descriptive fields are the same. See the light box for Sabatier-Blot:

Url:
http://licensing.eastmanhouse.org/GEH/C.aspx?VP3=ViewBox&VBID=274DQY6Q7S&IT=ThumbImage01_VForm&CT=Search&RW=1349&RH=621&PN=1
Contributor: Sabine Cauberghs
Description: A search in Belgium for useful sites about daguerreotypes unfortunately gives a poor result. Some amateur collectors have developed home made sites with their treasures. We will contact them for their content for Daguerreobase! I had a look at the more ‘popular’ non-European sites where daguerreotypes are displayed.

Photo Tree: The identification and the composition of a daguerreotype is explained in an attractive way on this commercial US-based site. But the fact that references to literature are missing is for me a disadvantage.

You can browse on very specific items like ‘military dress’, ‘hats’ ‘couples’, but personally I dislike the descriptions that lack objectivity and that betray personal opinion of the owner of the site (like ‘beauties’, ‘weird beard’, ‘the good, ‘the bad’, ‘the ugly’, …).

Url: http://www.phototree.com/ID_Dag.htm
Contributor: Sabine Cauberghs
Description: Library of Congress: Prints and Photographs Reading Room. Here the daguerreotypes are only partially displayed with a focus on the image and not on the entire object (no recto verso, no open or closed view, no details). Some pictures refer to notes written in the case, but there's no picture of this information.
There's a drop down search menu that shows a lot of combinations, but searching within categories (or a combined search) does not always give the desired result: e.g a search on daguerreotype and mother (advanced search) shows some unidentified men.
Url: http://www.loc.gov/rr/print/

[last update: October, 14th 2014]
9 Choices made by consortium based on best practice

9.1 Focus on image
The consortium noticed that the existing Daguerreobase was focusing on details and conservation issues. This was not very interesting for the general public who was visiting the website and also for the collectors who bought their daguerreotype because it was a beautiful image. So they decided the new Daguerreobase should be more focussed on the image itself and the context of the image. In the new Daguerreobase a set of Dublin Core fields is available to fill in information about the image, like subject, subject location, photographer and annotations.

9.2 Info about photographer/creator, collection and institution/collector
Most photographers of daguerreotypes are anonymous. The daguerreobase is an important tool to collect more info about the photographers in order to match this info with other daguerreotypes. In this way more daguerreotypes can be assigned to the same photographer. This information is not only about the way a photographer made a composition or used attributes but also the way he handled the plate and case. Also information about the plate manufacturer can be filled in, from which collection the image is part of and about the institution or collector. For these entities the consortium decided to use general description standards as ISAAR and ISDIAH.

9.3 In metadata no differentiation between European and Anglo-American models
In the existing Daguerreobase the Anglo-American model had a different set of fields compared with the European model. The consortium noticed that there are also many other models that contained parts of both models. So they decided that the metadata model should be the same for all daguerreotypes. To merge the fields and then perform a proper conversion from the old records to the new database, PIM and NFM worked many extra hours.

9.4 Web-based tool to enter data
The consortium wants the Daguerreobase to be accessible for all users worldwide and decided the new Daguerreobase should be web-based, also for entering data. There should be a simple form to enter new daguerreotypes for ‘newbies’ and an advanced form for specialists.

9.5 Attractive website with options to search, to add comments and to contribute new daguerreotypes
To serve a wide audience the new Daguerreobase website should be not only accessible for everyone, it should also be easy to search and browse through the database. As best practice used in many websites the consortium decided to have a simple search that searches very quickly through all important fields. In the browse-mode users can filter the results with available fields in this context. This is a very user-friendly way of browsing because there’s always a result.
10 Conclusion

The Best Practice Program is a continuous process during the Daguerreobase project that feeds the consortium partners with knowledge, experience, improved tools and examples of other projects and websites. The program helps to implement the website and the registration tools in a proper way. It also makes it more easily to present the project to others.

The understanding of the system, the tools and website supports the partners to communicate with new stakeholders. For example, new contributors can be connected now very quickly to the Daguerreobase in a technical way and can be presented on the website and in Europeana.

The main results of the Best Practice Program are presented on the website and in this deliverable, which can be used by other projects in the future.