

# **EminentPeople.eu Data Re-Use Charter**

This guide is intended for portal associates  
and all other interested individuals who will be using it  
November 26, 2018

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### **1. Vision and mission**

The vision of the thematic portal EminentPeople.eu is international accessibility and exchange of information on various aspects of human activity that inspire excellence in science, art and life in general. The mission of the portal EminentPeople.eu is the creation, exchange and use of digital content on famous people from culture, science, art and public life, who worked in three neighboring countries : Bosnia and Herzegovina, Croatia, and Slovenia, and on works studying their life and creativity.

### **2. Search and download materials**

The Eminentpeople.eu thematic portal enables searching metadata related to significant Croatian persons from culture, art, science and public life, or the subject that speaks about them and their creativity. The portal

contains only metadata on digital objects, while digital copies of original objects are still kept in digital collections and repositories of libraries, archives, museums, and scientific institutions. However, institutions which do not have their own digital repositories, such as cultural and other public associations, smaller institutions or even individuals, will be able to use smaller repositories for processing new digitized materials.

### a. How to find a digital object?

By browsing or searching. Browsing digital copies starts by clicking on the name of the institution or the person's name, or by selecting Filter by this data function on any link (Fig. 1).

The screenshot shows a digital library interface with a dark blue header containing 'Eminent People' and 'Home'. Below the header is a navigation bar with a 'Go back' link. The main content area displays a search result for a poem. On the left, there is a thumbnail image of the poem's title page. To the right, a metadata table is shown with the following entries:

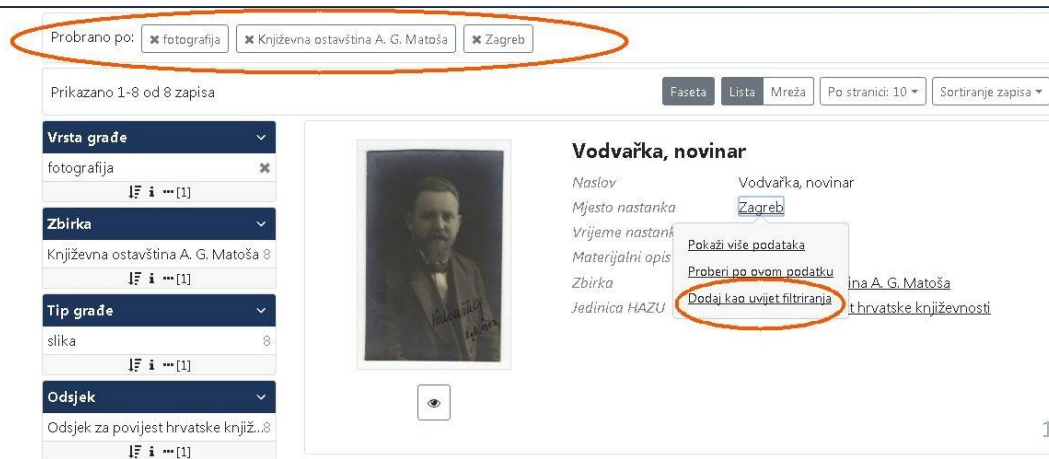
|                      |  |
|----------------------|--|
| Naslov               | Iz knjige pjesama = Die Heimkehr. Zamotani u oblake = Eingehüllt in graue Wolken. Prel'jevala se pučina = Das Meer erglänzte weit hinaus. Uz tvoju kuću ... = Wenn ich an deinem Hause ... |
| Autor                | <a href="#">Heine, Heinrich</a>  |
| Suradnik             | <a href="#">Strahimir (1865-02-17—1908-10-29)</a>  |
| Bibliografska razina | <a href="#">Show more data</a>   |
| Jezik                | <a href="#">Filter by this data</a>  |
| Tip građe            | <a href="#">Add to filter list</a>   |
| Vrsta građe          | pjesma   |
| Izvor zapisa         | <a href="#">Nacionalna i univerzitetska biblioteka Bosne i Hercegovine</a>   |
| Napomena             | Preveo Silvije Strahimir Kranjčević • COBISS.BH-ID 25307398 • Prijevod pjesama objavljen u god. 1, br. 20 (15. oktobra 1895), str. 384   |
| Dio od               | <a href="#">Nada: pouci, zabavi i umjetnosti, 1895</a>   |

Below the metadata table, there is a section for 'Similar records - Vrsta građe pjesma'.

Searching starts by selecting Metadata or Full Text, depending on the desired scope of the search, and entering the keyword (person or any other word) in the search field. Fig. 2

The screenshot shows a search interface with a dark blue header containing 'Eminent People' and 'Home'. Below the header, there are two tabs: 'Metadata' and 'Full text'. A search field contains the keyword 'Heine' and a search button with a magnifying glass icon.

Advanced search enables searching by any combination of terms. Multiple search terms can be added by selecting Add as filter list (Dodaj kao uvjet filtriranja) function. Fig. 3.



### b. How to download a digital copy?

Digital content can be downloaded remotely from the partner's digital repositories, and not directly from the thematic portal. The portal contains only metadata and thumbnails, and no digital objects. Content that can be

downloaded is tagged with this  or a similar tag. Just use the link **???** to get to the home digital libraries/repositories and download the content.

### 3. Using digitized content

Digitized content on the EminentPeople.eu thematic portal can be used according to the instructions for use published on parent repository web pages, e.g. <http://dizbi.hazu.hr/?terms>, <https://repozitorij.dief.eu/?terms>, [https://digitalnezbirke.kgz.hr/? cnt = terms](https://digitalnezbirke.kgz.hr/?cnt=terms) etc.

Generally, access to the largest number of digital media is publicly available and free of charge; download and use are governed by the licenses stated along with every digital object (e.g. License: [Slobodno djelo \(PDM\) = The Public Domain Mark \(PDM\)](#), License: [Zaštićeno autorskim pravom \(InC\) = In Copyright \(InC\)](#); etc.).

Digital material licensed as Public domain may be reproduced for commercial and non-commercial purposes, and used arbitrarily. Other licenses in Croatian and English are available [here](#).

Digital content, for which the author or copyright holder has not given permission to be published or the copyright has not expired (seventy years after the author's death), should be publicly available neither on this portal nor generally on the Internet.

Licenses are currently not listed with each digital object. If there is need for specific information on the conditions of use of such material, please send an inquiry to [info@eminentpeople.eu](mailto:info@eminentpeople.eu). Any other inquiry regarding the use of digital content should be addressed to [info@eminentpeople.eu](mailto:info@eminentpeople.eu) as well.

#### About copyright and related rights

The re-use of digitized content on the Eminentpeople.eu thematic portal should respect copyright and related rights legislation. To make it easier to

deal with numerous amendments to legal regulations, here are links to various versions of law, as well as useful practical examples.

#### **a. Croatia**

- i.* the full text of the Act (2003)  
[https://narodne-novine.nn.hr/clanci/sluzbeni/2003\\_10\\_167\\_2399.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2003_10_167_2399.html)
- ii.* amendment of the Act 1 (2007)  
[https://narodne-novine.nn.hr/clanci/sluzbeni/2007\\_07\\_79\\_2491.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2007_07_79_2491.html)
- iii.* amendment of the Act 2 (2011)  
[https://narodne-novine.nn.hr/clanci/sluzbeni/2011\\_07\\_80\\_1707.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2011_07_80_1707.html)
- iv.* amendment of the Act 3 (2013)  
[https://narodne-novine.nn.hr/clanci/sluzbeni/2013\\_11\\_141\\_3015.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2013_11_141_3015.html)
- v.* amendment of the Act 4 (2014)  
[https://narodne-novine.nn.hr/clanci/sluzbeni/2013\\_11\\_141\\_3015.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2013_11_141_3015.html)
- vi.* amendment of the Act 5 (2017) – big changes  
[https://narodne-novine.nn.hr/clanci/sluzbeni/2017\\_06\\_62\\_1432.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2017_06_62_1432.html)
- vii.* All laws and modifications in one document  
[http://www.dziv.hr/files/File/zastita/zakon\\_autorsko\\_HR.pdf](http://www.dziv.hr/files/File/zastita/zakon_autorsko_HR.pdf)
- viii.* **Public property and Author's rights in Croatia briefly**  
70 years after an author's death, their work passes into the public domain (since July 27, 1999, Narodne novine 76/99): The same copyright period length applies to arrangements, translations and similar modifications.  
The works of all authors who died before or on December 31, 1948 belong to public domain in Croatia.  
Unpublished work is not public domain, but is under copyright for 70 years after the author's death. After this period expires, publisher of the first publication of that work holds copyright for 25 years + publishing year.
- ix.* Briefly about copyright, related rights, frequently asked questions, all EU directives, forms and publications, etc.  
<http://www.dziv.hr/hr/intelektualno-vlasnistvo/autorsko-pravo/>
- x.* Agencies and associations for collective exercise of rights:  
Državni zavod za intelektualno vlasništvo/  
State Intellectual Property Office  
<http://www.dziv.hr/hr/intelektualno-vlasnistvo/autorsko-pravo/ostvarivanje/kolektivno/>  
  
Hrvatska autorska agencija/  
Croatian Copyright Agency  
<http://haa.hr/>  
  
HDS ZAMP  
<http://www.zamp.hr/>  
  
Društvo hrvatskih filmskih redatelja/  
The Croatian Film Directors' Guild  
<http://dhfr.hr/>  
Hrvatska udruga za zaštitu izvođačkih prava/

Croatian Performers' Rights Collecting Society

<http://www.huzip.hr/index.php>

Udruga za zaštitu, prikupljanje i raspodjelu naknada fonogramskih prava/

Association for the Protection, Collection and Distribution of Phonogram Producers' Rights

<http://www.zapraf.hr/hr/>

Društvo za zaštitu novinarskih autorskih prava/

Society for Journalistic Copyright

<http://www.dznap.hr/>

ZANA - Udruga za zaštitu prava nakladnika/

ZANA - Association for the Protection of Publishers' Rights

<http://udrugazana.hr/>

Ars Croatica - Udruga za zaštitu prava likovnih umjetnika/

Ars Croatica - Association for the Protection of Artists' Rights

<http://www.ars-croatica.hr/>

Društvo hrvatskih književnika/

Croatian Writers' Association

<http://dhk.hr/>

## **b. Bosnia and Herzegovina**

*i.* Copyright and Related Rights Act

[http://www.wipo.int/wipolex/en/text.jsp?file\\_id=227199](http://www.wipo.int/wipolex/en/text.jsp?file_id=227199)

*ii.* Institute for Intellectual Property of Bosnia and Herzegovina

<http://www.ipr.gov.ba/hr>

<http://www.ipr.gov.ba/hr/stranica/postupak-zastite-autorskog-prava-u-bih>

<http://www.ipr.gov.ba/hr/stranica/autorsko-pravo-i-srodna-prava-hr>

<http://www.ipr.gov.ba/hr/stranica/o-intelektualnom-vlasnitvu>

## **c. Slovenia**

*i.* Copyright and Related Rights Act (1995) + Amendments

<https://www.uradni-list.si/glasilo-uradni-list-rs/vsebina/78529>

<https://www.uradni-list.si/glasilo-uradni-list-rs/vsebina?urlid=200716&stevilka=717>

## **d. Licenses**

*i.* Creative Commons

<https://creativecommons.org/>

<https://creativecommons.org/licenses/?lang=hr>

*ii.* Europeana rights statements

<https://pro.europeana.eu/page/available-rights-statements>

#### **e. Protection of personal data**

- i.* GDPR (General Data Protection Regulation): General Data Protection Act  
Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 is a [regulation](#) in [EU law](#) on [data protection](#) and privacy for all individuals within the [European Union](#) (EU) , in Croatia as of 25 May 2018.  
<https://azop.hr/images/dokumenti/266/gdpr.pdf>
- ii.* Guide through the General Regulation  
<http://azop.hr/info-servis/detaljnije/vodic-kroz-opcu-uredbu-o-zastiti-podataka>
- iii.* Law on Protection of Personal Data (NN [103/03](#), [118/06](#), [41/08](#), [130/11](#), [106/12](#))
- iv.* Definition of personal data, see Law on [Protection](#) of Personal Data (article 2, paragraph 1, item 1)
- v.* Processing personal data of deceased persons  
The provisions of the Personal Data Protection Act do not apply to deceased persons and their personal data. See exception **???**
- vi.* What are personal data?

Personal data are any information relating to a natural person identified or identifiable on the basis of characteristics that are specific to their identity.

Personal data may be any information that identify the individual, such as a physical person's address, e-mail address, phone number, photograph, OIB (personal identification number), biometric data (fingerprint, eye iris), educational and professional information, salary and credit information, bank account details.

Personal data relating to racial or ethnic origin, political views, religious or other beliefs, trade union membership, health or sex life, personal information on criminal or misdemeanor proceedings are special categories of personal data called "sensitive data".

#### Citation methods

After the basic information about the record you are citing, especially in case of archival material (audio, video, photo, text), please include the following data:

1. Source, i.e. the institution where the item is stored
2. Call number (if any)
3. Available at: URL or DOI
4. Date of Access

#### **4. How to suggest new content on the Portal**

All interested representatives of partner institutions or private persons can email and send their suggestions to [info@eminentpeople.eu](mailto:info@eminentpeople.eu).

## 5. How to become a new partner institution?

The thematic portal EminentPeople.eu is open to cooperation with all institutions of related activities and individuals, as well as for dissemination at local, regional and European level. Please send your comments, suggestions and questions to [info@eminentpeople.eu](mailto:info@eminentpeople.eu).

## 6. Standards

7. **When proposing new content, it is necessary to follow guidelines for selection and processing of materials for digitization, according to the National Cataloging Guidelines (<http://npk.nsk.hr/pravilnik/radni-dokumenti/>) and international standards:**

### **European Guidelines for Formats and Standards in Digitalization**

<https://www.digitisation.eu/training/recommendations-for-digitisation-projects/recommendations-formats-standards-recommendations/>

Technical Guidelines for Digitizing Cultural Heritage Materials, FADGI Federal Agencies, Digital Guidelines Initiative

[http://www.digitizationguidelines.gov/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final\\_rev1.pdf](http://www.digitizationguidelines.gov/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final_rev1.pdf)

When creating name authority headings metadata, follow the instructions of the International Standard Archival Authority Record for For Corporate Bodies, Persons and Families (ISAAR CPF)

[https://www.ica.org/sites/default/files/isaarcpf\\_2\\_edition\\_en.pdf](https://www.ica.org/sites/default/files/isaarcpf_2_edition_en.pdf)

## Bibliography

Horvat: Digitalizacija i knjižnice (*Digitization and Libraries*), VBH 55(2012)2, 17-27

[http://www.hkdrustvo.hr/datoteke/1420/vbh/God.55\(2012\).br.2](http://www.hkdrustvo.hr/datoteke/1420/vbh/God.55(2012).br.2)

Horvat, A.; Živković, D.: Copyright issues related to the digitization of cultural heritage in Croatia

<http://darhiv.ffzg.unizg.hr/9020/>

Horvat, A.; Živković, D.: Knjižnice i autorsko pravo (*Libraries and copyright*)

<https://core.ac.uk/download/pdf/11890907.pdf>

Djela siročad (Orphan works) – data base

<https://euipo.europa.eu/orphanworks/>

A list of protected authors - music

<http://www.zamp.hr/baza-autora/pregled>

A list of protected authors – journalists

<http://www.dznap.hr/dokumenti/liste-autora/>

New York Public Library Digital Collection

<https://digitalcollections.nypl.org/about>

Williams, S; Burns, P.D.: A Decade of Experience with Digital Imaging Performance Guidelines: The Good, the Bad, and the Missing, IS&T, 2017.

[http://losburns.com/imaging/pbpubs/73Williams\\_Burns\\_Arch2017.pdf](http://losburns.com/imaging/pbpubs/73Williams_Burns_Arch2017.pdf)