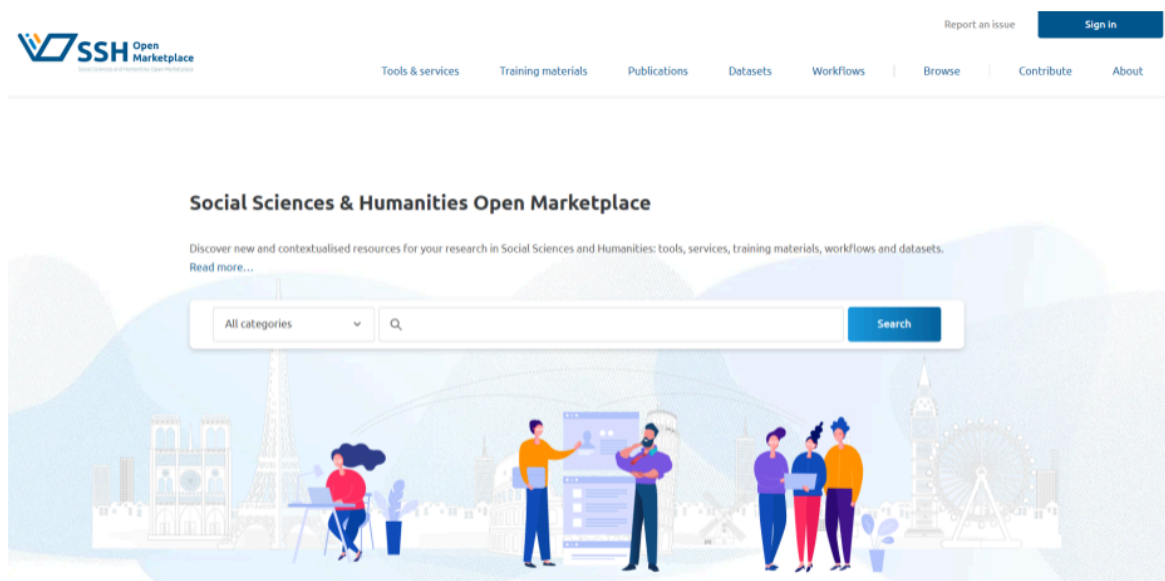


Guidelines for adding DARIAH Resources to the SSH Open Marketplace

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The SSH Open Marketplace is a service for **social sciences** and **humanities** researchers working with digital resources. The Marketplace provides the community with information on various resources, including tools, training materials, datasets, publications and workflows.

Community involvement is a key pillar of the SSH Open Marketplace, and this document seeks to outline the key steps involved in this process for members of the DARIAH community. Users help shape the platform through their entries and thus make an important contribution to making those digital resources visible that are of particular interest to the social sciences and humanities community.

In this way, both service providers and researchers can manage and curate their resources themselves in a central place at European level. Numerous individual national project websites no longer need to be curated individually (e.g. DARIAH-DE and CLARIAH-DE as well as newly emerging NFDI websites), but can link to the SSH Open Marketplace.

In DARIAH-EU context, a properly-signaled DARIAH Tool or Service will be entered into the [DARIAH Tools and Services Catalogue](#), and in terms of reporting for national consortia, credits will be given for each entry into the SSH Open Marketplace in the [Unified National](#)

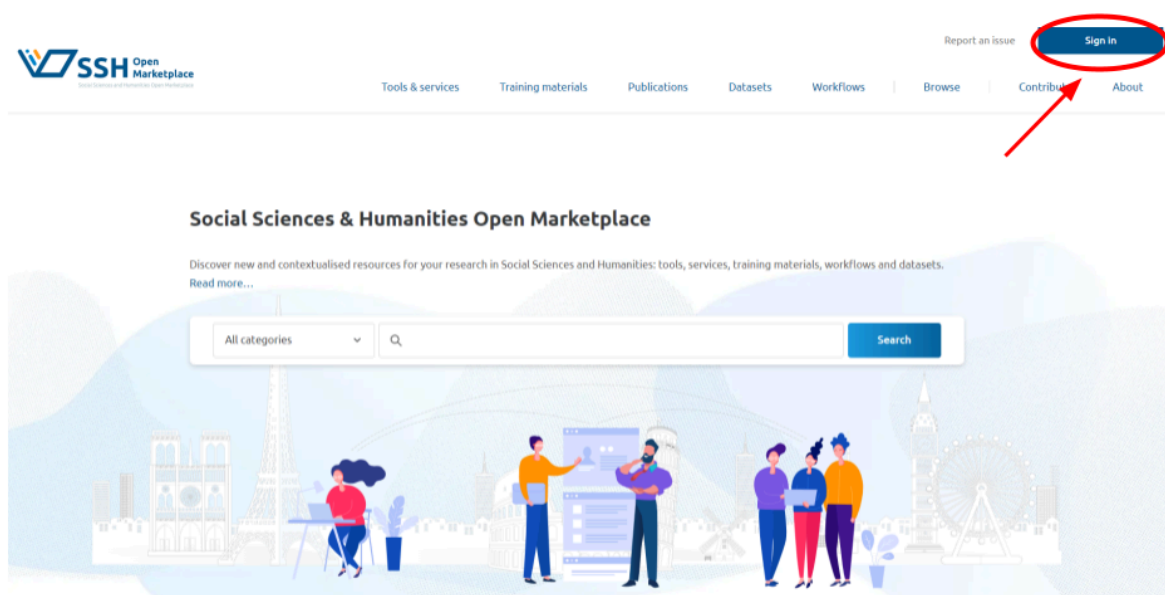
[Report](#) as a lump sum in the in-kind contribution calculation. At the end of this process, we are aiming for a Europeanwide representation of the landscape of service in DARIAH.

How to add a DARIAH Resource to the SSH Open Marketplace

Below, the individual steps for adding a new resource are described. Foremost, we take tools and services as an example, other categories (publications, training materials etc.) might differ.

Login

First you have to log in to the [Marketplace](#).



The European Open Science Cloud (EOSC) allows you to log in with your DARIAH account, your home institution, or with ORCID, Google, etc. Regardless of which account you choose here, you should always use the same account for all subsequent logins, as your profile in the SSH Open Marketplace, and thus, the saved drafts of your entries will be linked to this identity.

Sign in

Sign in with MyAccessID using existing accounts such as **Google**, **ORCID**, **DARIAH**, **eduTEAMS** and multiple academic accounts.



Sign in with MyAccessID

Please use MyAccessID for login, as local accounts are only used for data ingestion and administrative purposes.



Login with

Examples: University of Bologna, name@auti

or



Login with eIDAS



Login with Google

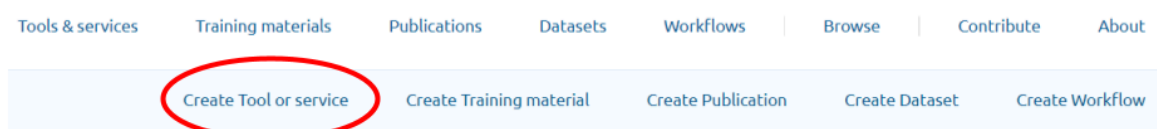


Login with ORCID

You can select from the form by typing in the name of your institution, or by directly clicking on another option such as ORCID or Google.

Choosing the resource type

If you want to create a new resource, you can choose from different categories, depending on the type of resource: Tool or service, Training material, Publication, Dataset, Workflow. Definitions of the 5 resource types are [available here](#). In these guidelines, we take “tool or service” as an example, but the process is similar for all resource types.



Metadata input

As the SSH Open Marketplace does not directly host tools, training resources, publications, or datasets, and serves as a discovery portal, your main task is to provide robust , metadata about the resource. The fields marked with an asterisk (*) are obligatory, i.e. the label, the description and the link to a resource (= "accessible at"). Here you can, for example, copy and paste or revise the description texts that already exist on project websites. The descriptions should correspond to the current status of the resource. Also, the texts should be easy to understand and not too long. More information can be given in additional metadata fields (e.g. a contact address, helpdesk and other useful links).

The Label, the Description and the AccessibleAt are the only metadata fields that are mandatory. All other fields are optional (in the sense that the entry can be submitted without filling out further information), but we **strongly** recommend using some of them in order to make your resource recognizable as a DARIAH Resource and easier to understand for the users. SSH Open Marketplace moderators, who approve any suggested entry, may require more metadata to accept a resource for final publication.

The management of metadata allows for more interoperability and easier maintenance as well as possible harvesting by other catalogues. Indeed, many DARIAH national consortia choose to use the Marketplace API to integrate the metadata stored on the SSH Open Marketplace into a national service catalogue hosted on their website. If you are interested in doing so, please consult the Marketplace API and contact the DARIAH Central Office. .

Create Tool or service

Label *

DARIAH-DE Collection Registry

Name of the entry.

Version

Description *

The Collection Registry serves as a catalog of collections which occurred within the scope of research projects or serves as a basis for them; links data whose data models and the description of a collection for technical reuse by services such as search or analysis tools; serves to manage collection descriptions. These can include, additionally to digitally accessible, analog, protected or offline collections.

WHAT IS THE PURPOSE OF THE COLLECTION REGISTRY?

- To describe distributed collections in one place and to process them together in other services (e.g., Generic search, [Cosmotool](#));

- To make collections visible in the Collection Registry which are otherwise difficult to find.

Should be concise and raise interest in the entry. Allows Markdown content.

Below the input fields, the respective metadata is described. Some input fields offer the selection from a drop-down menu (using in most cases a controlled vocabulary). The Marketplace provides [general recommendation](#) as to which metadata should be entered for which resource type and what the individual metadata fields mean.

Below, we have specified this table for DARIAH Resources (Tools & Services). We came to an agreement in the NCC regarding the following recommendations. In the second version of these recommendations, the guidelines are updated in order to serve also the general use for DARIAH cooperating partners and working groups.

Metadata fields

The mandatory metadata in the Marketplace are:

Label	Name of the resource. Where possible use <i>DARIAH</i> in the label (e.g. <i>DARIAH-DE Geo-Browser</i>)
Description	Brief description of the resource. While the Marketplace supports multilinguality, as a matter of accessibility, it is preferable that there are at least one or two sentences in English that describe the resource, even if there is more detail in the native language for the remainder of the description. Markdown formatting can be used to structure the description text.
Accessible at	Link/URL to the resource. Landing page of the resource which could be the persistent identifier. Ideally, only one URL should be added as accessibleAt. For other URLs, such as a Github repository, see "externalID".

Recommendations for DARIAH Resources

The optional metadata in the SSH Marketplace are the fields in the "Actor" and "Properties" sections. The table below lists those metadata that are of particular relevance for adding DARIAH resources.

Actors

Create actor

Role

Name

Please select an option

Person/group/body who helped create the resource.

+ Add Actor

Activity

Concept

The activities you can do with the resource. See [TaDIRAH 2](#).

Keyword

Concept

Concept or term related to MP entry. See [Keywords from SSHOC MP](#).

Discipline

Concept

Describes the discipline covered by resource. See [ÖFOS 2012. Austrian Fields of Science and Technology Classification 2012](#).

Language

Concept

Language(s) in which a resource is available. See [ISO 639-3 Language Codes](#).

Actor/Property Field	How to fill it?	Explanation/commentary
Provider (Actor)	Name the institution responsible for and providing the tool/service.	Can be more than one provider. In general it makes the resources more trustworthy if provider info is given. New actor entries can be created using the “create actor” link on the right
Reviewer (Actor)	Name your DARIAH national node (e.g. DARIAH-DE), Working Group, or Cooperating Partner.	use the name of your national node according to https://www.dariah.eu/network/members-and-partners/ ¹
Curator (Actor)	DARIAH-EU	Curator of the DARIAH entries in the Marketplace.
external IDs	External identifiers, such as Wikidata, Github, DOIs or Handles identifiers	In addition to the link/URL to the resource, external identifiers should be added when possible. They link

¹ Your national consortium should already exist as an “actor” in the SSH Open MP. If you do not find it, you can create it, or if you think the name used for your consortium is not the one you’d like to see, feel free to edit it.

		Marketplace items to other authoritative sources and contribute to increase the (meta)data quality. See below for more details.
Activity	Choose at least one activity	Similar to Keyword, this is based on the TaDIRAH taxonomy - and is thus a controlled vocabulary. To be preferred over Keyword for activity description.
Keyword	DARIAH Resource	Similar to Activity, this is a non-controlled vocabulary that allows you to enter a topical keyword related to the entry. ALSO: You <u>must</u> select the “DARIAH Resource” keyword, in addition to any others. This will allow it to be picked up by our automated checks. You can also add another keyword field to make the resource findable for your national system (e.g. Text+). ²
License	If applicable	Important information for the user! Based on a closed vocabulary. If the license is unknown, fill in the Terms of Use textbox.
Authentication	If applicable	There is only a “yes” or “no” option, further information in Terms of Use or elsewhere is necessary
Terms of Use URL	If applicable	If you are not able to provide a link to a terms of use url you can either use the license (see above) or the Term of Use textbox

² Please note that in a previous edition of these guidelines, this keyword was “DARIAH National Resource.” In early 2024, it was decided to drop the “National” so as to be more inclusive to DARIAH Working Groups & Cooperating Partners.

Language	name the language(s) of the resource	Based on a closed vocabulary. Important information if reasonable in context of the service. Language options of the user interface (multiple languages or add another field for each language)
Helpdesk URL	If applicable	If your tool or service is supported by a helpdesk it is always useful information
User Manual URL	If applicable	If you provide a User Manual online it is always useful information
Resource category	Choose at least one category	Based on the EOSC vocabulary - to be preferred over Tool Family. These categories allow a quick identification of the type of tools/services. Ex: “repository”, “software”, “training platform”. This is an important field, as it is also used as a filter in the DARIAH catalogue. Please note that if you wish to declare software for national reporting, it will need to have the “resource category: software” metadata, otherwise it will appear as a tool or service in the UNR reporting tool.
Technicality Readiness Level	if applicable	If you want to align with the EOSC marketplace, consider the Technicality Readiness Level indications here - to be preferred over Life Cycle Status
Discipline	If relevant	If your service is for a specific discipline you might want to indicate it / you can alternatively use the Intended Audience field if you want to address a specific group (e.g.

		researchers, providers, data managers)
See also	If relevant	Links to non-MP materials that are relevant

Each metadata field can be selected multiple times if you want to specify more than one piece of information for the corresponding property. Depending on the property type, you can choose from an existing vocabulary, e.g. TaDiRAH 2, ISO 639-3 Language Codes, the EOSC Resource Category List.

Thumbnails and other media

To visually enhance the resource entry, a thumbnail can be inserted. For example, the logo of the resource or the reviewer is recommended. We strongly encourage the use of thumbnails for your official services, whether they are the thumbnail of your tool or of your national DARIAH consortium.

Additionally, screenshots of the user interface or other meaningful images can be added as media, in order to give users a better idea of what your entry is about and how to use it. You are strongly encouraged to provide captions with your “media” entries.

For both Thumbnails and Media, insertion is possible both from a local memory and online via using URLs. You may also choose to select a license for the image.

External Identifiers

It is possible (and highly recommended) to add external identifiers to MP entries. Indeed, often, next to a dedicated homepage, there may be multiple equally authoritative representations of any given resource on the web, such as a git repository or a wikidata or wikipedia entry. This mechanism allowed these special URLs to be distinguished from other links, which may refer to various aspects of a given resource, such as documentation or helpdesk for a service, and to replace a number of URL-based dynamic properties, like repository-url, wikidata-id.

Note: these external identifiers are available both for MP items as well as for Actors.

Adding external ID for an item:

The screenshot shows a form for adding an external ID for an item. On the left, a dropdown menu is open, displaying options: Wikidata, GitHub, DOI, and Handle.Net. Below this menu is a button labeled 'Please select an option' with an upward arrow. To the right of the dropdown is a text input field labeled 'Identifier'. Further right is a button labeled 'X Delete'. Below the 'Identifier' field is a text input field with the placeholder text 'Other URLs relevant to the resource, e.g. code, DOI, etc.'. At the bottom left of the form is a button labeled '+ Add External ID'.

Adding external ID for an actor:

The screenshot shows a 'Create actor' form. On the left, there is a section titled 'Create actor' with a close button 'X'. Below the title is a label 'Name *' followed by a text input field. Below the input field is a button labeled '+ Add External IDs'. To the right of the form is a dropdown menu that is open, showing a list of external ID types: ORCID, dblp, Wikidata, GitHub, Twitter, ROR, and Source ActorId.

Related Items

If other entries and items in the MP are related to your tool or service (e.g. training material or publications) it is very relevant information for the user to indicate this connection here. You have several options of how to specify the relation. Only registered entries of the MP can be chosen as related item: if you start typing the name of the item it will be suggested automatically in a list.

The screenshot shows a dropdown menu for 'Related Items'. The menu is open, displaying a list of relationship types: 'Relates to', 'Is related to', 'Documents', 'Is documented by', 'Mentions', 'Is mentioned in', 'Enxtends', and 'Is extended by'. Below the list is a button labeled 'Please select an option' with an upward arrow. To the right of the dropdown is a text input field labeled 'Related item'.

And finally...

After checking the entries once again, you can save them as draft (Save as draft), send them to the Editorial Team (Submit) or delete them (Cancel). Once you have clicked on Submit, you can no longer make any changes yourself. However, this does not mean that the entry will immediately appear on the Marketplace because it is first checked by the Editorial Team. After it is approved and published by a Moderator you can of course again suggest more changes. If you click on Save as draft, you can continue working on the item at any time. If you want to suggest the deletion of a published resource, you need to “Report an issue” and fill out the contact form or write to sshopenmarketplace@sshopencloud.eu. You can use this address also for any other request.

[Home](#) / [Contact](#)

Contact

For any questions related to the development of the SSH Open Marketplace, do not hesitate to contact us via the form below or directly at sshopenmarketplace@sshopencloud.eu.

Email address *

Please provide a valid email address.

Subject *

Message *

I have found an issue on page /about/service.

Please describe:

Submit

