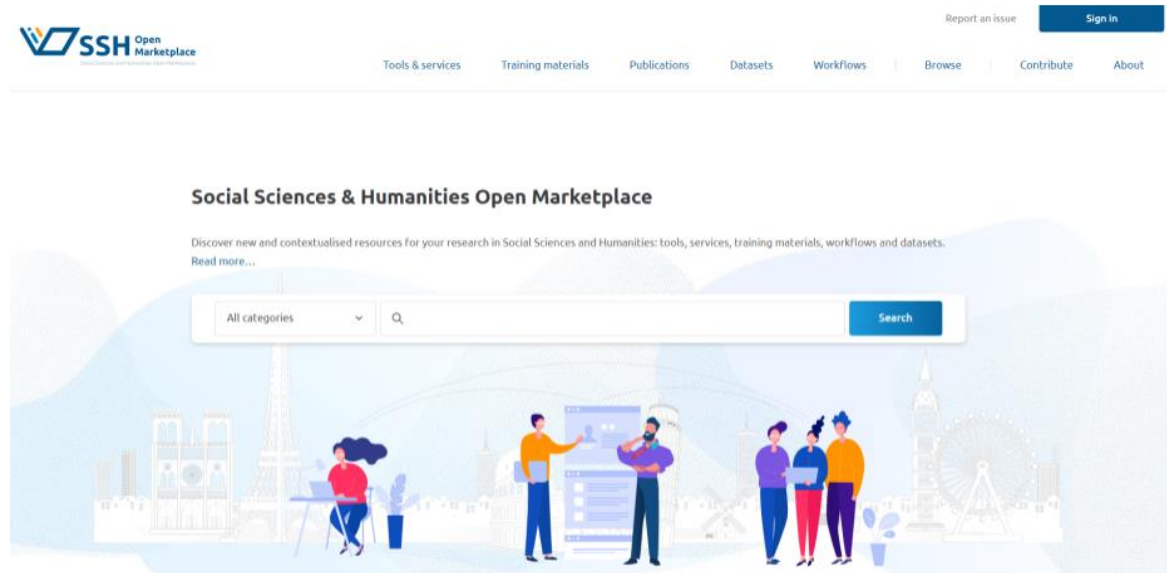


Guidelines for adding DARIAH National Resources to the SSH Open Marketplace

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The SSH Open Marketplace is a service for **s**ocial **s**ciences and **h**umanities researchers working with digital resources. The Marketplace provides the community with information on various resources, including tools, training materials, datasets, publications and workflows.

A key characteristic of the Marketplace is the process described here: 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.

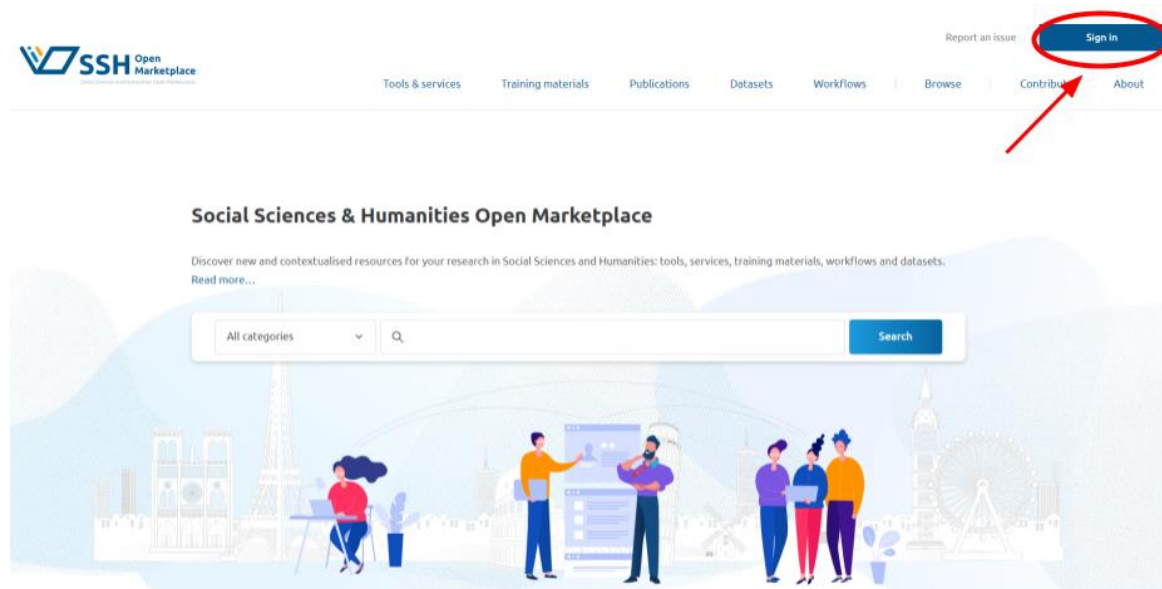
In DARIAH-EU context, credits will be given for each entry into the SSH Open Marketplace in the Unified National Report as a lump sum in the in-kind contribution calculation. At the end of this process, we are aiming for a Europewide representation of the landscape of service in DARIAH.

How to add a DARIAH National Resource to the SSH Open Marketplace

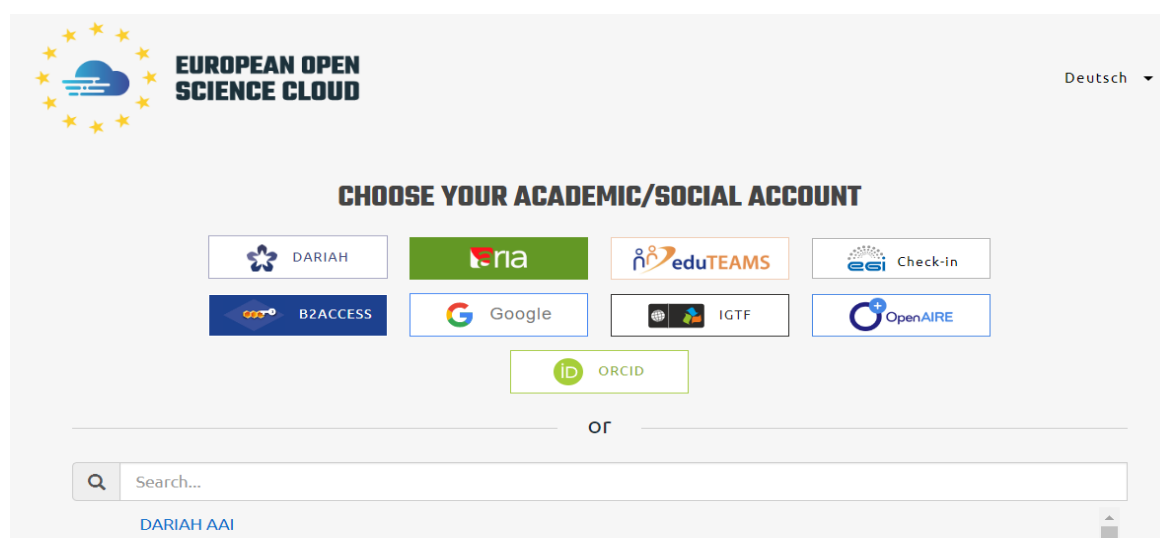
Below, the individual steps for adding a new resource are described. Foremost, we take tools and services as an example, other categories (publications, training materials etc.) might differ.

Login

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

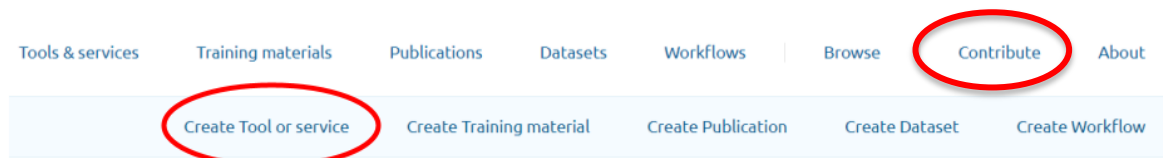


The European Open Science Cloud (EOSC) allows you to log in with your DARIAH account, your home institution, or with ORCID, Google, etc. Regardless of which account you choose here, you should always use the same account for all subsequent logins, as your profile in the SSH Open Marketplace, and thus,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



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](#). We take “tool or service” as an example.

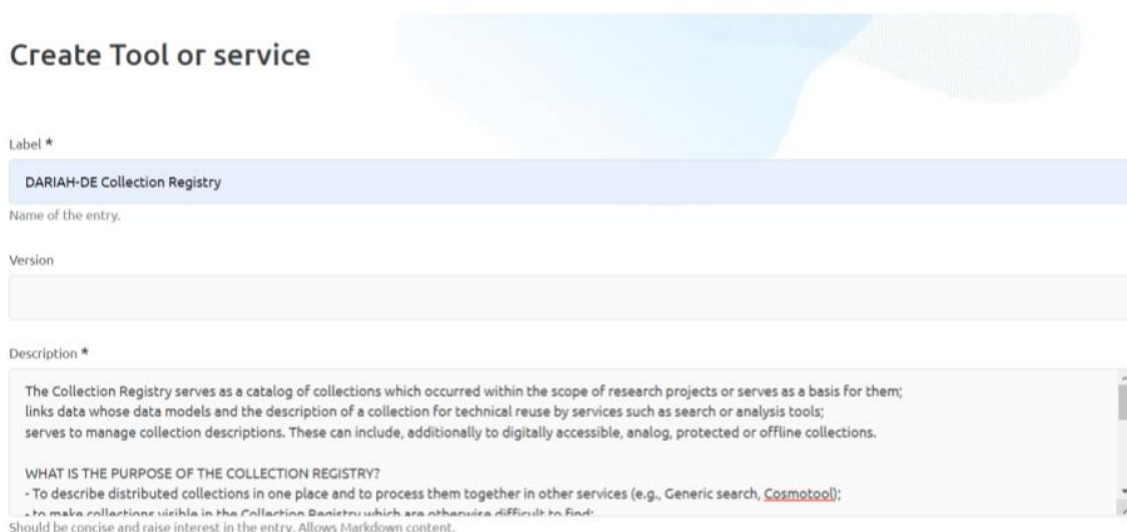


Metadata input

In the input mask, metadata about the resource is requested. The fields marked with an asterisk (*) are obligatory, i.e., the label and the description. 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 and the Description are the only metadata fields that are mandatory. All other fields are optional, but we recommend using some of them in order to make your resource recognizable as DARIAH National Resource and easier to understand for the users.

Whereas so far on a common website such as [DARIAH-DE](#) within a CMS it was only possible to work with links, here the management of metadata allows for more interoperability and easier maintenance as well as possible harvesting by other catalogues.

A screenshot of the 'Create Tool or service' form. The title 'Create Tool or service' is at the top left. Below it are three input fields: 'Label *' with the value 'DARIAH-DE Collection Registry', 'Version' (empty), and 'Description *' containing a detailed text description of the Collection Registry. The description text includes: '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 National Resources (Tools & Services). We agreed in the DARIAH National Coordinators Committee on the following recommendations. The discussion will be continued and we highly value feedback from the community in order to continually improve the guidelines.

The 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</i> Geo-Browser)
Description	Brief description of the resource
Accessible at	Link/URL to the resource

Recommendations for DARIAH National 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 National Resources.

Actors Create actor

Role	Name	X Delete
Please select an option		
	Person/group/body who helped create the resource.	

+ Add Actor

Properties

Property type	Concept	X Delete
Activity		
	The activities you can do with the resource. See TaDIRAH 2 .	

Property type	Concept	Suggest new concept X Delete
Keyword		
	Concept or term related to MP entry. See Keywords from SSHOC MP .	

Property type	Concept	X Delete
Discipline		
	Describes the discipline covered by resource. See ÖFOS 2012 . Austrian Fields of Science and Technology Classification 2012 .	

Property type	Concept	X Delete
Language		
	Language(s) in which a resource is available. See ISO 639-3 Language Codes .	

Actor/Property Field	How to fill it?	Explanation/commentary
Reviewer (Actor)	Name your DARIAH National node (e.g. DARIAH-DE)	use the name of your national node according to https://www.dariah.eu/network/members-and-partners/

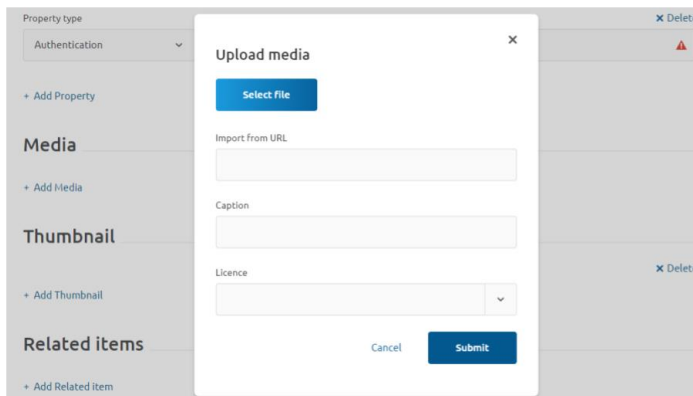
Actor/Property Field	How to fill it?	Explanation/commentary
Curator (Actor)	DARIAH-EU	Curator of the DARIAH entries in the Marketplace
Provider (Actor)	Name the institution responsible for and providing the tool/service.	Can be more than one provider. For joint resources this field might be confusing for the user - and you can decide to skip it. In general it makes the resources more trustworthy if provider info is given.
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 National 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 National 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+)
License	If applicable	Important information for the user! Based on a closed vocabulary. If license unknown, fill in 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

Actor/Property Field	How to fill it?	Explanation/commentary
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
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	If applicable	Based on the EOSC vocabulary - to be preferred over Tool Family
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.

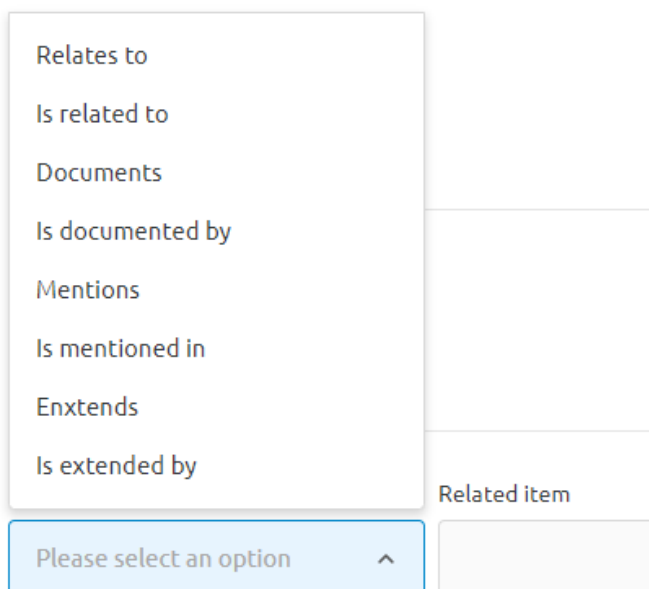
Thumbnails and other media

To visually enhance the resource entry, a thumbnail can be inserted. For example, the logo of the resource or the reviewer is recommended. Screenshots of the user interface or other meaningful images can be added as media. The insertion is possible both from a local memory and online via using URLs.



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.



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

