

Out-of-Commerce Works Portal
Excel Bulk Upload – User Guide v4

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1. Introduction

Audience:

This guide is intended for organisations registered with the Out-of-Commerce Works Portal. Registered organisations can create multiple records at once by filling in and uploading the Excel Bulk Upload Templates.

The Out of Commerce Works Portal offers the possibility to do a bulk upload of data. The data can be exported from the systems of the organisations into the proposed file format and uploaded into the portal. Our application allows you to create multiple records at once using Excel templates.

You can upload up to **15,000 records** with both, the **Standard version** and **Extended version**.

Bear in mind that for security and performance reasons, the file cannot be larger than 10MB.

To perform a bulk upload, **you must enable macros in Excel following the steps described in this link. It is highly recommended to read the process here described for a better and easier use of this new template**

The templates are available for download via any registered organization's portal interface. Data does not need to be converted to any metadata standard in order to use these templates. However, some instruction must be followed and is found in this document.

2. Guidelines to upload metadata with Excel template

A registered user wants to create multiple metadata records in the Out-of-Commerce Works Portal

1. [Download the appropriate template](#) workbook.

Choose one the available templates:

- *Standard Import*
- *Extended Import*
- *Use of Works for Existing Records*

2. Unblock the downloaded file (if required)

Right-click on the file → Properties → if “Unblock” appears, check it and click Apply.

3. Open the .xlsm file (macro-enabled workbook)

4. Enable Macros, in case your organisation restricts the use of macros in Microsoft Excel files

- a. You will see a Security Warning: “Macros have been disabled”.

- b. Click Enable Content.

- c. To permanently allow signed macros, go to:

File → Options → Trust Center → Trust Center Settings → Macro Settings → Disable VBA macros except digitally signed macros.

- d. Do not alter any structural part of the template workbook and Save the file.

5. Fill in the data according to the provided guidelines in this document. Please pay attention to the mandatory worksheets and fields. Only paste values, not formulas. See below for specifics.

6. Run data validation.

Go to the *Run Data Check* tab and click **“Click here to start all validation checks”**.

7. Fix validation error (if any)

- a. An error pop-up will appear, and details will be shown in the *Error Report* tab.

- b. Correct the errors in the relevant sheets.

- c. Repeat steps 6 and 7 until no errors remain.

8. Generate the final Excel file

After successful validation, a dialog will appear asking whether to create the file:

- a. Click **“No”** to skip generation (useful for validation only).
- b. Click **“Yes” to create a read-only .xlsx** file in the same folder as your template (same name, different extension).

9. Upload the generated .xlsx file onto In the *Bulk Upload / Microsoft Excel* section

▲ Only .xlsx files are accepted. Do not upload the .xlsm template.

10. Check the upload status. Refresh the page and you will see that the file appears in a table with icon indicating that the file is processing. This can take some time.

After the file processes and you have refreshed the page, a report to download is available and the icon next to your file will display as either:

- a. a tick mark indicating that all records were successfully processed,
- b. a warning sign indicating that there were some errors in the data to be corrected.






Processing status	Report
Processing 	
Processed 	
Processed with errors 	

Figure 1. Upload Status History

11. In the *Bulk Upload / Microsoft Excel* section, review the **Upload Status History** table.

It includes a report showing the results of the upload.

The results report tells you:

- a. how many records were successfully created
- b. the newly generated, unique portal file number for each record
- c. how many records were not successfully created and why there was an error in the metadata

Category	Summary	Observations
Record	Total number of rows processed: 499	<i>The records successfully processed can be found in "Records OK" tab The records unsuccessfully processed can be found in "Record" tab</i>
	Total number of rows unsuccessfully processed: 0	
	Total number of records created: 446	
Use of Work	Total number of rows processed: 446	<i>The rows unsuccessfully processed can be found in "Use of Work" tab</i>
	Total number of rows unsuccessfully processed: 0	
	Total number of Uses of Works created: 446	
Holding Institution	Total number of rows processed: 446	<i>The rows unsuccessfully processed can be found in "Holding Institution" tab</i>
	Total number of rows unsuccessfully processed: 0	
	Total number of Holding Institutions created: 446	

Figure 2. Results report

12. If “Processed with errors” appears , download the Result Report
13. Fix reported errors directly in the **Result Error Report** (under the *Portal Feedback* column).
Repeat steps 3 and 4 to unblock and enable macros again, if needed.
14. Re-validate and re-upload the file. **Repeat steps 6-11** for the Error Report template until the data is uploaded correctly

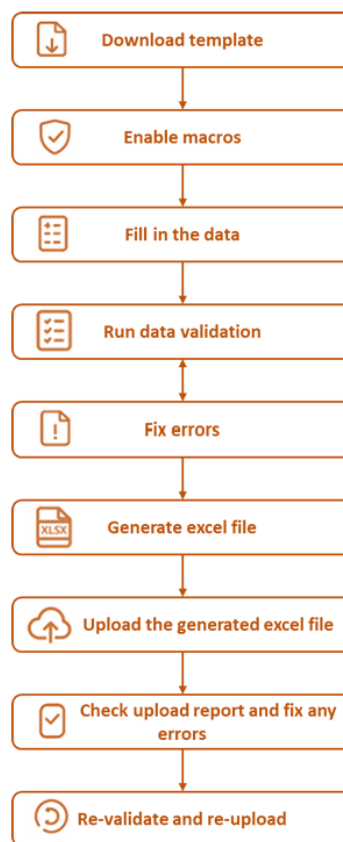


Figure 3. Upload process

3. Key concepts of the Out-of-Commerce Works Portal

A **Record** is an entity in the Portal that contains metadata about one or more cultural heritage works that are out of commerce and potential candidates for digitisation. A record can describe a **single work** or a **set of works**. Besides describing the work itself, the record may include information on manifestations, uses of works, and opt-out status.

A **Work** refers to the intellectual or artistic creation itself. This corresponds to the “expression” level in library models. It is distinct from the physical or digital carriers on which it appears.

A **Manifestation** is a specific embodiment of a work—for example, a translation of a novel, or an audio recording of a musical piece.

An **Embedded Work** is a work contained within another work (e.g., a photograph within a book).

Record Creation

Creating a record means submitting metadata to the Portal. Once created, the record becomes visible to all Portal visitors.

- Only the **record owner** can edit most aspects of a record.
- Other users such as CHIs, CMOs, or Public Authorities may add manifestations, uses, or licences—until the record receives an **opt-out**.

Types of records:

- a) **Individual work - record:** a single sample of a cultural work, such as one painting or one book. Records can be edited via the user interface to include information about embedded works, that is to say, separate works within the work, such as a photo in a book.
- b) **Set of works - record:** a group of works consisting of a parent work and its associated child works. This concept has deliberately been left flexible to include differing Cultural Heritage Institutions (CHIs), ideas of collections.
Note: Individual works within a set of works record must be created at the same time as the set of works record itself.
If a set of works record is created with no individual records then it is referred to as an empty set of works record.

Organizations involved in record creation

Metadata provider: the organisation uploading metadata to create records – sometimes on behalf of the holding organisation.

Holding organisation: the organisation that holds the cultural heritage work in its permanent collection. Sometimes the holding organisation is also the metadata provider.

Record owner: an organization registered with the Portal that creates a record. From this point on, the record owner can also be referred to as a metadata provider. A record owner can modify or edit most aspects of their records at any point after their creation, but only until the record receives an opt-out status.

Record contributor: registered organization that adds new manifestation(s), use(s) and/or licences to an existing record on the portal. This too is only possible until the record receives an opt-out status.

Other Key Terms

Use of work is a licence or an exception/limitation. Any record can be created without adding a use of work. However, it is expected that all records on the portal will be updated to include a use of work once this information is known, so that the rights holder can be informed.

User interface (UI) describes the method of interaction between you – the portal user – and the portal itself. It is the online functionality on-screen on the portal.

4. Frequently asked Questions for Excel Bulk Upload Template usage

- **When do I use Excel Bulk Upload Templates?**

Excel Bulk Upload Templates are only for creating new out-of-commerce works records or adding additional use of work to already existing out-of-commerce works records. These templates cannot be used to edit or delete the details of records.

- **How many records can I create with one upload?**

The recommended maximum number of records to include in a template for best efficiency is 15 000.

- **Where do I download a clean template to fill in?**

Registered organizations, can find downloadable templates by logging onto the portal and clicking on the 'Bulk Upload' link in the left navigation bar, which brings you to the Bulk Upload page.

Here you will find three options for the different available templates. Simply choose the template that you wish to use and click on the title to start the download. After the template is downloaded, we recommend that you name it appropriately, perhaps including the date, and save it.

- **What template options are there?**

You can choose from three workbooks:

1. **Standard Import** – for individual works
2. **Extended Import** – for sets of works or individual works with embedded works
3. **Uses of Works for Existing Records** – for adding use-of-work information to existing records

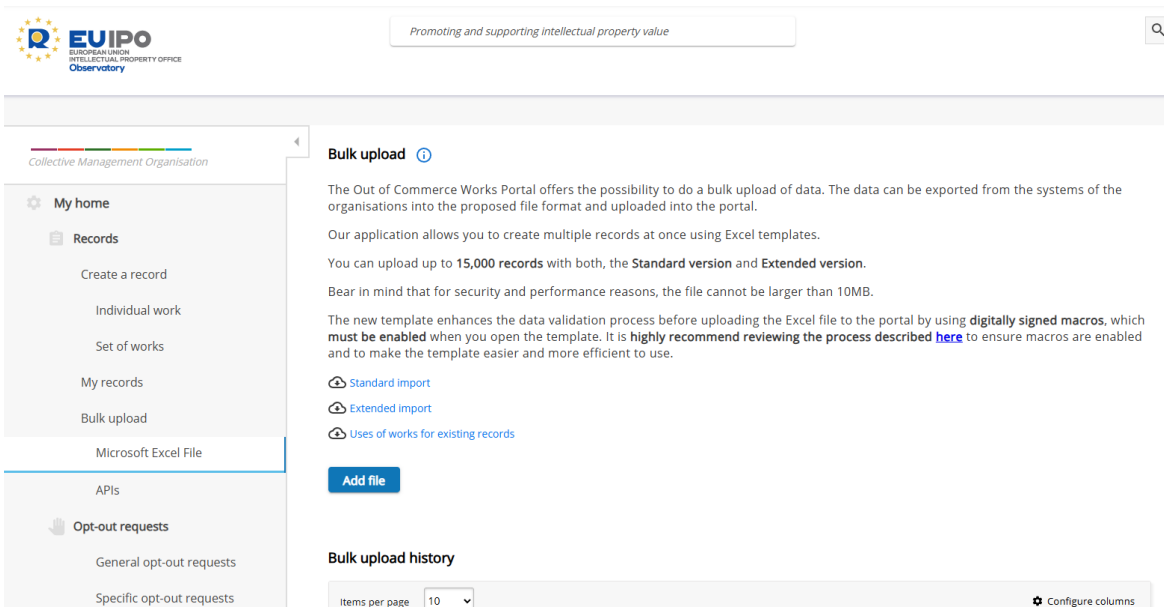


Figure 3. Bulk upload page where the templates can be found and downloaded. Note: this page on the portal will be updated with new text at release

- **How is each template structured?**

Each template is an Excel workbook consisting of 4 to 5 worksheets. The first 2 worksheets are instructional.

The remaining worksheets in each workbook are meant to be filled in with metadata, as seen below.

In the Record, Use of Works, and Holding Institution worksheets, each line represents a different record. Some columns are mandatory, some are conditional -depending on data from other columns, some are optional.



Figure 4. Screenshot representing the worksheets in a bulk upload template workbook

- **Can I alter the template structure?**

No, nothing about the template structure can be altered, except to add data and to rename the file. Please do not remove, add or rename any worksheets or columns (including the first two informative worksheets) or add notes anywhere in the template that do not conform to the requirements below.

- **Is there any more specific advice about how to prepare metadata for the templates?**

More detailed workflow description

- a. **Understand the templates** (the mandatory fields required, the rules for each field) and what metadata is required or optional.
- b. Determine which of your **metadata** you wish to import to the portal.
- c. Determine which **fields in the template**, beyond the mandatory ones, you wish to include.
- d. Log in to the portal, select the **appropriate Excel Bulk Upload Template** workbook from the bulk upload page, click on the title to download, rename and **save** it.
- e. Enable the use of digitally signed macros and save the file before starting filling in the data.
- f. We recommend you **export your data** to a .csv or Excel file, as a draft, in order to **prepare** your data.
- g. From your draft, simply **copy/paste just the values** into the appropriate columns in the Bulk Upload Template. Remember not to change anything in the structure of the Excel template workbook. For fields containing dropdown lists, be sure you are using only the values proposed by these lists.
- h. Once all the data is added, Validate the content from the “Run Data Check” tab.
- i. Check the result in Error Report tab and correct the wrong data.
- j. Repeat steps “h” and “i” as many times as needed until the validation is successful.
- k. After successful validation, Click “**Yes**” to create a **read-only .xlsx file** in the same folder as your template (same name, different extension)
- l. Return to the Bulk Upload page in the portal and press **Add File** to choose the **generated .xlsx file** with your data.
- m. Finally, press the **Upload** button to start the process.
- n. When the portal finishes the upload process, a **downloadable report** is generated that indicates whether all the records have been successfully uploaded and providing error messages for those that were not uploaded. The report indicates how many records were successfully added, the unique file number assigned to each record by the portal, how many records were not successfully added, and what errors caused the problem. Additionally, the report allows you to fix errors and upload the results report to retry creating the records.
***IMPORTANT* You must use these exact Excel workbook templates!**

You may not download your data and try to recreate similar-looking worksheets that you then intend to upload directly. The entire portal workbook templates must be used by pasting in data values. No

worksheets/columns/formulas can be removed or added, and no formatting removed, altered or added. When correcting an error, it is best to use Excel's 'Clear Contents' command instead of the 'Delete' command.

5. Template details

5.1 Standard Import Template

The Standard Import Template is used to create **one or more individual records** at a time and is the most frequently used. This Excel workbook is made up of seven worksheets (tabs):

a. Instructions, b. Controlled Vocabulary, c, Run Data Check, d. Record, e. Use of Work, f. Holding Institution and g. Error Report.

- The **Record** worksheet is filled with metadata that describes the details of a work. One line in the workbook represents one record. At least one line in this worksheet must be filled in properly in order for this workbook template to be used.
- The **Use of Work** worksheet is mandatory. if you want to add uses of works to the records To create a record, at least one use of work much be added for each record created in the Record worksheet.
- The **Holding Institution** worksheet is used if the metadata provider uploading this template is **not** the same as the organisation that holds each work in its permanent collections.
- The Run Data Check contains a button to proceed with the validation of the data provided in the Record, Use of Work and Holding Institution worksheets. In case of any error is found, the Error Report tab, previously hidden, is generated. If none error is found, this validation process, asks for the creation of the xlsx file.
- The Error Report worksheet, informs about the errors found after check, including the field where the error was found and the error message.

Important Structural Notes

- Do **not** alter the workbook structure in any way.
- All columns and worksheets must remain exactly as downloaded.
- Some structural elements are hidden; do not attempt to recreate your own template.
- Any modifications to the structure will cause the upload to fail.

Standard Import Template: **Record** worksheet details (3.)

A record cannot be created more than once on the portal. This applies to other templates as well. To avoid creating a duplicate:

1. The internal reference field, mandatory for each record, must be unique to the organisation uploading the record. You cannot create a record for a work with an

internal ID that you have already added to the portal. Likewise, you cannot add more than one record with the same internal reference ID in the same spreadsheet.

2. If a record shares the same content for the following fields, then the work is considered a duplicate: category, title of work, author or performer name and/or author or performer ID, and rights holder name/ID. This can cause difficulty when entering different volumes or editions of a work. In this case, please contact us at outofcommerceworks@euipo.europa.eu.

If you try to create a record with a rights holder who has already requested a general opt-out, you will get an error message. Where there is a specific opt-out, the title and/or title ID and category will overlap, and an upload will not be possible.

Recommendation: Standard Import Template is best used only for individual works. The Extended Import Template better supports sets of works. Mandatory fields are indicated with *.

Standard Import Template > Record Worksheet	
Type *	
Description	<p><u>Mandatory Field</u> Column A</p> <p>Every record requires that the record either be marked as an individual work or as a set of works.</p> <p>INDIVIDUAL SET</p> <p>This content can be selected in the cell's dropdown menu, pasted in as a value (not a formula), or dragged down the column in Excel. Be sure that the entries for this field are in upper-case letters. Select one or the other</p>
Type	Text
Internal Reference *	
Description	<p><u>Mandatory Field</u> Column B</p> <p>Every record requires the Internal Reference ID for the work to be filled in.</p> <p>This Internal Reference ID must be unique to the metadata provider.</p> <p>This ID can be typed or pasted in as a value.</p>
Type	Text
Max. characters	500
More info	<p>The Internal Reference ID in this portal refers to whatever the unique internal ID (or even URI) for a specific work assigned by the organisation which holds the work permanently.</p> <p>The portal requires this ID so that when the record for the metadata of that work is created on the portal and assigned a unique ID, then the record will be traceable back to the original work</p>

	<p>in your database.</p> <p>In other words, this number can be the unique identifier for a specific film or video in the institution's database.</p>
Purpose	<p>This links your database's work with the new metadata record on the portal. The portal requires this ID so that, when the record for the metadata of that work is created and assigned a unique ID within the portal, you will be able to trace that metadata record back to the original work itself in your institution.</p>
Tips	<p>A metadata provider can only upload a unique internal ID number once when creating records, even if the provider is uploading records on behalf of several organisations.</p> <p>If you are a metadata provider uploading data on behalf of several organisations, please contact us for advice about preventing errors caused by possible duplicate internal reference numbers.</p>
<p>Category of Work * <i>Standard Import Template > Record Tab</i></p>	
Description	<p><u>Mandatory Field</u> Column C Every record is required to belong to one category.</p> <p>Each record should be one of the following:</p> <ul style="list-style-type: none"> • LITERARY (Book, Dissertation/Thesis, e-book, Letter, Manifesto, Manuscript, Online Resource, Periodical, Written Speech) • AUDIOVISUAL_CINEMATOGRAPHIC (Animation, Film, Newsreel, TV program, Video) • VISUAL (Architect's model, Cartographic image, Design, Drawing, Graphic design, Illustration, Leaflet, Painting, Photography, Postcard, Poster) • PHONOGRAPHIC (Audiobook, Interview, Music, Oral history, Radio program, Recorded speech) • PHYSICAL (Carving (plaque, figurine), Coin/ Money/ Stamp, Fashion, Furniture, Glass work, Ironwork, Jewellery, Pottery, Textile, Woodwork) • SOFTWARE • VIDEOGAME <p>This content can be selected in the cell's dropdown menu, pasted in as a value, or dragged down the column in Excel. The important thing is that a complete and correct word, as shown above, must be entered in upper-case letters.</p>
Type	Text , Pick from list
More info	<p>There is also an 'Other' option, but it is highly recommended that you choose one of the categories listed above.</p>

Tips	If you have a work that does not fit into the categories listed, please create the work via the user interface, where you can select 'Other'.
Operating Platform <i>Standard Import Template > Record Tab</i>	
Description	<p>Conditional field Column D</p> <p>The Operating Platform field only needs to be filled in if you have selected 'SOFTWARE' or 'VIDEOGAME' in Column C.</p> <p>This content should be selected from the cell's dropdown menu.</p>
Type	Text

Title * <i>Standard Import Template > Record Tab</i>	
Description	<p>Mandatory Field, if Description is not filled in Column E</p> <p>Every record must have something added to either the Title field or the Description field</p> <p>The title can be typed in or pasted as a value.</p>
Type	Text
Max. characters	500
More info	If only the Description field is filled in, leaving the Title field blank, then upon creation the portal will add 'No information available' in lieu of a title in the record display.
Tips	Of course, a record can include both title and description.

Author or Performer Name 1 <i>Standard Import Template > Record Tab</i>	
Description	<p>Column F</p> <p>This field may contain the name of the first (or only) author or performer.</p> <p>You can also enter the value 'Anonymous' if it is the case (recommended).</p> <p>If no values are entered in the Author or Performer Name 1 field, then 'No information available' will be selected automatically on the portal.</p> <p>It is highly recommended that author or performer names be entered in 'surname, first name' order unless this is not appropriate.</p> <p>Column G (Author or Performer ID) accompanies this field but is not mandatory.</p> <p>This field can be typed in or pasted as a value.</p>
Type	Text
Max. characters	500

More info	<p>The template will support up to 15 author or performer names, and VIAF ID for author names can be added to a record when creating it.</p> <p>Each name has a field, with the subsequent field for the matching VIAF ID, if known (one pair per author or performer). There are 15 pairs of fields, from Column F until Column AI.</p> <p>Most of these columns are hidden. Only two columns per category will be displayed for providing one author or performer/rights holder name & ID. The rest of the columns will be hidden and can be expanded using the '+' option above the Author or Performer/Rights Holder fields in order to provide multiple values.</p> <p>Do not remove any columns. Do not add any columns</p> <p>If you are adding multiple author or performer names, add them in the order of the columns, consecutively, even if you have to leave the corresponding ID field blank. For example, if you have three author or performer names, then use Columns F (Author or Performer Name 1), H (Author or Performer Name 2), and J (Author or Performer Name 3).</p>
Tips	(This column was formerly called Creator).
Author or Performer ID 1 Standard Import Template > Record Tab	
Description	<p>Column G</p> <p>Author or performer name must also be added if you add an author or performer ID using this template.</p> <p>How to fill in this field: up to 15 author or performer IDs can be added per work using the Standard Import Template> Record Tab> Columns G, I, K, M, O, Q, S, U, W, Y, AA, AC, AG, AI.</p> <p>Please note that each Author or Performer Name field is accompanied by an Author or Performer ID field. Neither field is mandatory, but if you choose to use both then please be sure that the ID aligns with the name.</p>
Type	Text
Max. characters	30
More info	<p>The VIAF ID can be provided if desired.</p> <p>Up to 15 authors or performers can be created per record. See the entry above for an explanation.</p>
Tips	This field is meant for either a VIAF ID for the author or performer or a Wikidata identifier.
Rights Holder Name 1 Standard Import Template > Record Tab	

Description	<p>Column AJ</p> <p>This field can contain the name of the first (or only) rights holder.</p> <p>You can also enter the value 'Anonymous' if it is the case (recommended).</p> <p>If no values are entered in the Rights Holder Name 1 field then 'No information available' will be selected automatically on the portal.</p> <p>***It is highly recommended that rights holders names be entered in 'surname, first name' order unless not appropriate.</p> <p>This field can be typed in or pasted as a value.</p>
Type	Text
Max. characters	500
More info	<p>Standard Import Template> Record Tab> Columns AJ, AL, AN, AP, AR, AT, AV, AX, AZ, BB, BD, BF, BH, BJ, BL.</p> <p>Up to 15 rights holders names can be added. The name of the rights holder should be added or the value 'Anonymous' if it is the case (recommended), however this is not a mandatory field.</p> <p>If you have multiple rights holders, use Column AJ; for the second rights holder, use Column AL; and so on.</p> <p>If a rights holder's name is not entered, 'No information available' will be selected automatically on the portal.</p>
<p>Rights Holder ID 1 <i>Standard Import Template > Record Tab</i></p>	
Description	<p>Column AK</p> <p>A rights holder's name has to be added if you add a rights holder's ID.</p> <p>This field can be typed in or pasted as a value.</p>
Type	Text
Max. characters	30
More info	<p>Standard Import Template> Record Tab> Columns AK, AM, AO, AQ, AS, AU, AW, AY, BA, BC, BE, BG, BI, BK, BM.</p> <p>The VIAF or Wikidata ID can be provided.</p> <p>Up to 15 rights holders' IDs can be added per work using the columns listed above.</p> <p>Please note that each Rights Holder Name field is accompanied by a Rights Holder ID field.</p> <p>Neither field is mandatory, but if you choose to use both, then please be sure that the ID aligns with the name.</p>
<p>Title ID <i>Standard Import Template > Record Tab</i></p>	

Description	Column BN The Title field (Column E) must also be filled in if you use this field, Title ID. This field can be typed in or pasted as a value.
Type	Text
Max. characters	30
Tips	There is no VIAF lookup using this template, unlike in the user interface.
Language (aka Language of the Title) <i>Standard Import Template > Record Tab</i>	
Description	Column BO The language of the title of the main work can be added here (only one). If used, the language of the out-of-commerce work must be provided within the ISO 639-3 standards.
Type	Text
Max. characters	3
Description * <i>Standard Import Template > Record Tab</i>	
Description	Mandatory Field, if Title is not filled in Column BP If a work does not have a title, the description must be provided. If a work does have a title, then the description is complementary.
Type	Text
Max. characters	3 000
Tips	The Description field is not currently a searchable field on the portal.
Alternative Title <i>Standard Import Template > Record Tab</i>	
Description	Column BQ This field can be typed in or pasted as a value(s). Multiple values are allowed but must be separated by a semicolon.
Type	Text
Max. characters	500
Tips	Known issue: if your alternative title has a semicolon in it, then an error may occur. This can be corrected by going into the user interface and editing the record. The issue has been reported to IT.
Publisher/Producer/Broadcaster Name <i>Standard Import Template > Record Tab</i>	
Description	Column BR If you are planning to fill in a production/publication/broadcast date and/or production/publication/broadcast country and/or production/publication/broadcast language, then this field must be filled in. This field can be typed in, dragged down the column or pasted as a value.
Type	Text
Max. characters	500
Production/Publication/Broadcast Country <i>Standard Import Template > Record Tab</i>	

Description	<p>Column BS</p> <p>The country where the work was published, produced, or broadcast.</p> <p>This must be provided within the ISO 3166-1 standard if you choose to use this field.</p> <p>In order to successfully add a production/publication/broadcast country (one or more), the Publisher/Producer/Broadcaster field, Column BR, must be filled in.</p> <p>This field is not mandatory.</p> <p>Multiple values can be entered (e.g. countries or dates) but the different values should be separated by a semicolon. (e.g. multiple countries: ES;FR;DE).</p>
Type	Text
Max. characters	2
Tips	No parentheses or brackets can be included – only the codes and a semicolon separating multiple values.
<p>Production/Publication/Broadcast Date Standard Import Template > Record Tab</p>	
Description	<p>Column BT</p> <p>The date when the work was published, produced, or broadcast.</p> <p>In order to successfully add a production/publication/broadcast date, the Publisher/Producer/Broadcaster field, Column BR, must be filled in.</p> <p>This is not a mandatory field, but, if used, it needs to be filled in within the ISO 8601-1 standard.</p> <p>It can be either an exact date (yyyy-mm-dd, yyyy-mm or yyyy) or a period.</p> <p>e.g. 2020-12-09 (meaning 9 December 2020) e.g. 2020-02-17/2020-04-18 (meaning 17 February 2020 to 18 April 2020)</p> <p>In order to successfully add a production/publication/broadcast date (one or more), the Publisher/Producer/Broadcaster field, Column BR, must be filled in.</p>
Type	Date
Tips	In order to use this field, the Publisher/Publication/Broadcaster field (Column BR) must be filled in. If the publisher/producer/broadcaster is not known or is anonymous, please enter 'Unknown' or 'Anonymous' in Column BR.
<p>Production/Publication/Broadcast Language Standard Import Template > Record Tab</p>	
Description	<p>Column BU</p> <p>The language in which the work was published, produced, or broadcast should be provided within the ISO 639-3 standard.</p> <p>In order to successfully add a production/publication/broadcast language (one or more), the Publisher/Producer/Broadcaster field, Column BR, must be filled in.</p> <p>Multiple fields (e.g. countries and dates) may be provided but should be separated by a semicolon. (e.g. multiple languages: ENG;ITA;LIT)</p>
Type	Text

Max. characters	3 per language.
ISN type <i>Standard Import Template > Record Tab</i>	
Description	Column BV The type of the international standard number (ISN) should be provided using one of the portal's available values. If the ISN, Column BW, is filled in, then the ISN Type must also be filled in.
Type	Text
More info	For reference: SBN: books ISSN: periodicals ISAN: audiovisual material ISMN: sheet music ISWC: musical works ISRC: sound recordings EIDR: film and television assets DOI: Digital Object Identifier
Tips	It is possible to add an ISN of a type other than those in this list. Find the record in the user interface. If it is not opted-out, and if your organisation is the owner of the record, then you can edit it by selecting 'Other' in the ISN Type field and indicating the ISN and the identifier.
ISN <i>Standard Import Template > Record Tab</i>	
Description	Column BW The ISN of the ISN Type indicated in Column BV that corresponds to this record's work. If the ISN Type, Column BV, is provided, then the ISN must also be provided.
Type	Text
Max. characters	100
Permalink <i>Standard Import Template > Record Tab</i>	
Description	Column BX The permanent link (URI) of the work at the Holding Institution should be provided in a valid URL format (beginning with https://).
Type	Text
Max. characters	500
More info	This link will be displayed in the Record Detail page in the user interface.
Tips	It is recommended that this field be included if possible.
Thumbnail <i>Standard Import Template > Record Tab</i>	
Description	Column BY The link to a low-resolution image of the out-of-commerce work should be provided in a valid URL format (starting with http:// or https://).
Type	Text
Max. characters	500

More info	This image will be displayed in the Record Detail page.
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Standard Import Template: Uses of Works worksheet (4.)

- Uses of work must be added to every record listed in the Record worksheet.
- More than one use of work can be added to a record. One use of work per line.
- Even if one use of work applies to all records, it must be repeated and associated with each record.

Standard Import Template > Uses of Works worksheet	
Internal Reference * <i>Standard Import Template > Use of Work Tab > Column A</i>	
Description	Mandatory Field Use of Work Tab > Column A
Type	Text
Max. characters	500
More info	This is the field that links this use of work to the record being created in the Record worksheet. The ID entered on this line must be the same as the record it belongs to, as recorded in the Record worksheet.
Legal Basis* <i>Standard Import Template > Use of Work Tab</i>	
Description	Mandatory Field Use of Work Tab > Column B The portal requires you to indicate if a use of work is a licence or an exception or limitation. If the use is a licence, then enter the word 'LICENCE'. If the use is an exception or limitation, then enter 'EXCEPTION'. This content can be selected in the cell's dropdown menu, pasted in as a value, or dragged down the column in Excel. The important thing is that the complete and correct word, as shown above, must be entered in upper-case letters.
Type	Text
Tips	This selection is available in a dropdown menu, or you can paste the values.
Date of Start of Use <i>Standard Import Template > Use of Work Tab</i>	
Description	Column C The content in this field must be in date format. The date of start of use is not mandatory, but, if provided, must follow the ISO 8601-1 standard. It must follow one of these formats (dd/mm/yyyy, mm/yyyy or yyyy). This content can be typed in or pasted as a value (please do not paste a formula in this cell).

Country of Use * <i>Standard Import Template > Use of Work Tab</i>	
Description	<p>Mandatory Field Column D</p> <p>The Member State or Member States where the use of work takes place.</p> <p>The ISO 3166-1 standard must be used.</p> <p>Multiple Member States should be separated by a semicolon.</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Type	Text
Max. characters	2
Party to a Licence 1 <i>Standard Import Template > Use of Work Tab</i>	
Description	<p>Column E</p> <p>This field is mandatory only if the content in the Legal Basis field, Column B, is 'LICENCE'.</p> <p>This field holds the name of one of the organisations that is party to the licence.</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Max. characters	2
Tips	At this time, the portal only supports two party licences. If this is a problem, please contact us so we can discuss a possible workaround. outofcommerceworks@euipo.europa.eu
Party to a Licence 1 Email <i>Standard Import Template > Use of Work Tab</i>	
Description	<p>Column F</p> <p>This field must be filled in only if the content of the Legal Basis field is 'LICENCE' and the Party to a Licence 1 field has been filled in.</p> <p>Please provide a valid email format.</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Max. characters	100
Party to a Licence 1 Telephone <i>Standard Import Template > Use of Work Tab</i>	
Description	<p>Column G</p> <p>This field must be filled in only if the content of the Legal Basis field is 'LICENCE' and the Party to a Licence 1 field has been filled in.</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Type	Text
Max. characters	60
Tips	There is a bug: Please contact us at outofcommerceworks@euipo.europa.eu , if you have a problem.

Party to a Licence 1 Web Page <i>Standard Import Template > Use of Work Tab</i>	
Description	<p>Column H</p> <p>This field is optional but only if the Party to a Licence 1 field has been filled in. Otherwise it should not be filled in.</p> <p>This field allows you to provide the website address for the party to a licence 1.</p>
Type	Text
Max. characters	500
Party to a Licence 1 Country <i>Standard Import Template > Use of Work Tab</i>	
Description	<p>Column I</p> <p>This field is mandatory if you have selected 'LICENCE' as the legal basis in Column B. Enter the Member State of the party to a licence 1.</p> <p>This content can be typed in or pasted as a value (not a formula).</p> <p>A standard format should be provided: ISO 3166-1</p>
Type	Text
Max. characters	3
Party to a Licence 1 ISIL Code <i>Standard Import Template > Use of Work Tab</i>	
Description	<p>Column J</p> <p>This field is optional but only if the Party to a Licence 1 field has been filled in. Otherwise it should not be filled in.</p> <p>The ISIL code for the organisation that is party to a licence 1 should be provided, if available.</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Type	Text
Max. characters	50
Party to a Licence 2 <i>Standard Import Template > Use of Work Tab > Column K</i>	
Description	<p>Column K</p> <p>This field is mandatory if you have selected 'LICENCE' as the legal basis in Column B.</p> <p>The name of the second organisation that is party to a licence should be provided.</p>
Party to a Licence 2 Email <i>Standard Import Template > Use of Work Tab > Column L</i>	
Description	<p>Column L</p> <p>This field is mandatory if you have selected 'LICENCE' as the legal basis in Column B.</p> <p>Please provide a valid email format.</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Type	Text

Max. characters	50
Party to a Licence 2 Telephone <i>Standard Import Template > Use of Work Tab > Column M</i>	
Description	Column M This field is mandatory if you have selected 'LICENCE' as the legal basis in Column B. Please provide a valid telephone number.
Type	Text
Max. characters	20
Party to a Licence 2 Web page <i>Standard Import Template > Use of Work Tab > Column N</i>	
Description	Column N This field is optional if the Party to a Licence 2 field, Column K, has been filled in. However, if the Party to a Licence 2 field has not been filled in it should not be completed. This field allows you to provide the website address for the party to a licence 2. This content can be typed in or pasted as a value (not a formula).
Max. characters	500
Party to a Licence 2 Country <i>Standard Import Template > Use of Work Tab > Column O</i>	
Description	Column O This field is optional if the Party to a Licence 2 field, Column K, has been filled in. Please enter the Member State for the party to a licence 2. This content can be typed in or pasted as a value (not a formula).
Type	Text
Max. characters	60
Party to a Licence 2 ISIL Code <i>Standard Import Template > Use of Work Tab > Column P</i>	
Description	Column P This field is optional if the Party to a Licence 2 field, Column K, has been filled in. However, if the Party to a Licence 2 field has not been filled in it should not be completed. The ISIL code for party to a licence 2 should be provided, if available. This content can be typed in or pasted as a value (not a formula).
Type	Text
Max. characters	20
Additional Information about the Use <i>Standard Import Template > Use of Work Tab > Column Q</i>	
Description	Column Q Additional information about the use can be provided, such as a point of contact for the licence or the type of use.

	This content can be typed in or pasted as a value (not a formula).
Type	Text
Max. characters	1000
Web Page <i>Standard Import Template > Use of Work Tab > Column R</i>	
Description	Column R This is an optional field where the URL or URI for the digitalised out-of-commerce work can be provided in a valid format (e.g. http:// or https://) if it is currently available. This content can be typed in or pasted as a value (not a formula).
Type	Text
Max. characters	500

Standard Import Template: **Holding Institution** worksheet (5.)

The Holding Institution worksheet is only for an organisation uploading data of works not held in its permanent collection. If this does not apply to you, simply leave the worksheet as it is and do not delete it.

Standard Import Template > Holding Institution	
Internal Reference <i>Standard Import Template > Holding Institution Tab</i>	
Description	Column A This field is mandatory if the Holding Institution worksheet is used. This is the field that links the Holding Institution in this line item to the use of work for the record being created in the Record worksheet. The ID that is entered here must be the same as the work it belongs to, as recorded in the Record worksheet.
Type	Text
Max. characters	500
Organisation <i>Standard Import Template > Holding Institution Tab > Column B</i>	
Description	Column B This field is mandatory if the Holding Institution worksheet is used. The name of the organisation holding the out-of-commerce work in its archive can be entered here.
Type	Text
Max. characters	500
Organisation Email <i>Standard Import Template > Holding Institution Tab > Column C</i>	
Description	Column C This field is mandatory if the Holding Institution worksheet is used. The email of the organisation holding the out-of-commerce work in its archive can be entered here.
Type	Text
Max. characters	60
Organisation Telephone <i>Standard Import Template > Holding Institution Tab > Column D</i>	
Description	Column D This field is mandatory if the Holding Institution worksheet is used. The telephone number of the organisation holding the out-of-commerce work in its archive can be entered here.
Type	Text
Max. characters	20
Tips	The Organisation Telephone field in the Holding Institution worksheet tab is not working very well. The way to work around the problem is to enter the number like this, with no parentheses or spaces: +3454322222. The format of the cell is text.
Web Page <i>Standard Import Template > Holding Institution Tab > Column E</i>	
Description	Column E This field is optional. You can add the URL for the website of the organisation holding the out-of-commerce work in its archive.
Type	Text
Max. characters	500

Country <i>Standard Import Template > Holding Institution Tab > Column F</i>	
Description	<p>Column F</p> <p>This field is mandatory if the Holding Institution worksheet is used.</p> <p>The European Member State of the organisation holding the out-of-commerce work in its archive.</p> <p>A standard format should be provided: ISO 3166-1</p>
Type	Text
Max. characters	2
Organisation ISIL Code <i>Standard Import Template > Holding Institution Tab > Column G</i>	
Description	<p>Column G</p> <p>This field is not mandatory.</p> <p>The ISIL code for the organisation holding the out-of-commerce work in its archive can be provided, if there is one.</p>
Type	Text
Max. characters	50

5.2 Extended Import Template

Used for **sets of works** containing individual works and also for individual works with **embedded works**.

Extended Import Template > Record Worksheet	
Type * <i>Extended Import > Record Tab > Column A</i>	
Description	<p><u>Mandatory Field</u></p> <p>Every record must either be marked as an individual work or as a set of works.</p> <p>Do not fill this in if the line represents an individual work under a set of works or an embedded work in an individual work. Only 'top-level' works use this field, that is to say, a standalone individual work or the first work in a set of works.</p> <p>Be sure that the entries for this field are in upper-case letters.</p> <p>Select or type either one or the other:</p> <p>INDIVIDUAL SET</p> <p>This content can be selected in the cell's dropdown menu, pasted in as a value (not a formula), or dragged down the column in Excel. The important thing is that the entire word be in upper-case letters.</p>
Type	Text

More info	<p>This is a mandatory field only if the record to be created is a main work (either an individual standalone work or the top level of a set of works).</p> <p>In other words, this field must remain empty if the record is an individual work under a set of works or if it is an embedded work.</p> <p>If the Type is empty, then either the 'Part of' or 'Embedded in' fields should be filled in.</p>
Tips	Use the Extended Import Template for sets of works.

Part of
Extended Import > Record Tab > Column B

Description	<p>This field is only used when the record you are creating is an individual work under a set of works.</p> <p>Enter the Internal Reference of the top-level work in the set of works that you are creating.</p> <p>This content can be typed in or pasted as a value, not a formula.</p>
Type	Text
Max. characters	100

Embedded in

Extended Import > Record Tab > Column C

Description	<p>This field should be filled in only for embedded works.</p> <p>Enter here the Internal Reference of the individual work in which this work should be embedded.</p> <p>This content can be typed in or pasted as a value, not a formula.</p>
Type	Text
Max. characters	100

Internal Reference*
Extended Import > Record Tab > Column D

Description	<p>Every record requires the work's Internal Reference to be filled in.</p> <p>This internal ID must be unique to the metadata provider.</p>
Type	Text
Max. characters	500

More info	<p>The Internal Reference in this portal refers to the unique internal ID (or even URI) for a specific work assigned by the organisation that holds the work permanently.</p> <p>The portal requires this ID so that when the record for the metadata of that work is created and assigned a unique ID, the out-of-commerce works record will be traceable back to the original work in your database.</p> <p>In other words, this number can be the unique identifier for a specific film or video in the institution's database.</p>
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Tips	<p>A metadata provider can only upload a unique internal ID number once when creating records.</p> <p>If you are a metadata provider uploading data on behalf of several organisations, please contact us for advice about preventing errors caused by possible duplicate internal reference numbers.</p>
<p>Category of Work * <i>Extended Import Template > Record Tab > Column E</i></p>	
Description	<p><u>Mandatory Field</u></p> <p>Every record is required to belong to one category.</p> <p>Each record should be one of the following:</p> <p>Each record should be one of the following:</p> <ul style="list-style-type: none"> • LITERARY (Book, Dissertation/Thesis, e-book, Letter, Manifesto, Manuscript, Online Resource, Periodical, Written Speech) • AUDIOVISUAL_CINEMATOGRAPHIC (Animation, Film, Newsreel, TV program, Video) • VISUAL (Architect's model, Cartographic image, Design, Drawing, Graphic design, Illustration, Leaflet, Painting, Photography, Postcard, Poster) • PHONOGRAPHIC (Audiobook, Interview, Music, Oral history, Radio program, Recorded speech) • PHYSICAL (Carving (plaque, figurine), Coin/ Money/ Stamp, Fashion, Furniture, Glass work, Ironwork, Jewellery, Pottery, Textile, Woodwork) • SOFTWARE • VIDEOGAME <p>This content can be selected in the cell's dropdown menu, pasted in as a value, or dragged down the column in Excel. The important thing is that the complete and correct word, as shown above, must be entered in upper-case letters.</p>
Type	Text
Tips	If you have a work that does not fit into the categories listed above, please create the work via the user interface, where you can select 'Other'.
<p>Operating Platform <i>Extended Import Template > Record Tab > Column F</i></p>	
Description	<p>The Operating Platform field only needs to be filled in if you have selected 'SOFTWARE or 'VIDEOGAME' in Column C</p> <p>This content can be selected in the cell's dropdown menu.</p>
<p>Title * <i>Extended Import Template > Record Tab > Column G</i></p>	

Description	<p>Every record must have something added in either the Title field or the Description field (Column BP).</p> <p>The title can be typed in or pasted as a value.</p>
Type	Text
Max. characters	500
More info	If only the Description field is filled in, leaving the Title field blank, then upon creation the portal will add 'No information available' in lieu of a title in the record display.
Tips	Of course, a record can include both a title and a description.
Author or Performer Name 1 Extended Import Template > Record Tab> Column H	
Description	<p>This field may contain the name of the first (or only) author or performer.</p> <p>You can also enter the value 'Anonymous' if it is the case (recommended).</p> <p>If no values are entered in the Author or Performer Name 1 field, then 'No information available' will be selected automatically on the portal.</p> <p>***It is highly recommended that author or performer names be entered in 'surname, first name' order unless not appropriate.</p> <p>The Author or Performer ID field, Column G, accompanies this field but it is not mandatory.</p> <p>This field can be typed in or pasted as a value.</p>
Type	Text
Max. characters	100
More info	<p>Up to 15 author or performer names and IDs can be added to a record when creating it.</p> <p>Each name has a field with the subsequent field for the matching VIAF ID, if known (one pair per author or performer).</p> <p>There are 15 pairs of fields from Column F to Column AI.</p> <p>Most of these columns are hidden. Only two columns per category will be displayed for providing one author or performer/rights holder name and ID. The rest of the columns will be hidden and should be expanded using the '+' option above the Author or Performer/Rights Holder fields in order to provide multiple values.</p> <p>Do not add or remove any columns.</p> <p>If you are adding multiple author or performer names, add them in order of the columns even if you have to leave the corresponding ID field blank. For example, if you have three author or performer names, then use Columns F (Author or Performer Name 1), H (Author or Performer Name 2) and J (Author or Performer Name 3).</p>
Tips	This column was formerly called 'Creator'
Author or Performer ID 1 Extended Import Template > Record Tab> Column I	

Description	<p>An author or performer name must also be added if you add an author or performer ID using this template.</p> <p>Up to 15 author or performer IDs can be added per work using the Standard Import Template > Record Tab > Columns G, I, K, M, O, Q, S, U, W, Y, AA, AC, AG, AI.</p> <p>Please note that each Author or Performer Name field is accompanied by an Author or Performer ID field. Neither field is mandatory, but if you choose to use both, then make sure that the ID aligns with the name.</p>
Type	Text
Max.characters	20
More info	<p>The VIAF ID can be provided if desired.</p> <p>Up to 15 authors or performers can be created per record. See the entry above for an explanation.</p>
Tips	<p>This field is meant for either a VIAF ID for the author or performer or a Wikidata identifier.</p> <p>Currently there is a known issue that some VIAF IDs are longer than the 20 characters that this field allows.</p>
Rights Holder Name 1 <i>Extended Import Template > Record Tab > Column J</i>	
Description	<p>This field contains the name of the first (or only) rights holder.</p> <p>You can also enter the value 'Anonymous' if this is the case (recommended).</p> <p>If no values are entered in the Rights Holder Name 1 field ,then 'No information available' will be selected automatically on the portal.</p> <p>***It is highly recommended that rights holders names be entered in 'surname, first name' order unless not appropriate.</p> <p>This field can be typed in or pasted as a value.</p>
Type	Text
Max.characters	100
Rights Holder ID 1 <i>Extended Import Template > Record Tab > Column AJ</i>	
Description	<p>The Rights Holder Name field must be filled in if you fill in the Rights Holder ID field.</p> <p>This field can be typed in or pasted as a value.</p>
Type	Text
Max. characters	20
Tips	<p>Currently there is a known issue that some VIAF IDs are longer than the 20 characters that this field allows.</p>
Title ID <i>Extended Import Template > Record Tab > Column BP</i>	
Description	<p>If you use this field in this template, the Title field, Column E, must also be filled in.</p>

	This field can be typed in or pasted as a value.
Type	Text
Max. characters	20
Tips	There is no VIAF lookup using this template, unlike in the user interface
Language (of the title) <i>Extended Import Template > Record Tab > Column BQ</i>	
Description	The language of the <u>title</u> of the main work can be added here (only one). This field is optional, but, if used, the language of the out-of-commerce work must be provided according to the ISO 639-3 standard.
Type	Text
Max. characters	3
Edition <i>Extended Import Template > Record Tab > Column BR</i>	
Description	The specific edition or version of the work. This field is optional.
Type	Text
Max. characters	50
Issue <i>Extended Import Template > Record Tab > Column BS</i>	
Description	The specific issue number of the work (e.g., for periodicals or magazines). This field is optional.
Type	Text
Max. characters	50
Volume <i>Extended Import Template > Record Tab > Column BT</i>	
Description	The volume number of the work (e.g. for multi-volume publications). This field is optional.
Type	Text
Max. characters	50
Description <i>Extended Import Template > Record Tab > Column BU</i>	
Description	If a work does not have a title, the description must be provided. If a work does have a title, then the description is complementary.
Type	Text
Max. characters	3 000
Alternative Title <i>Extended Import Template > Record Tab > Column BV</i>	
Description	This field can be typed in or pasted as a value(s). Multiple values are allowed but must be separated by a semicolon.
Type	Text
Max. characters	500

Tips	Known issue: if your alternative title has a semicolon in it, then an error may occur. This can be corrected by going into the user interface and editing the record. The issue has been reported to IT.
Publisher/Producer/Broadcaster Name <i>Extended Import Template > Record Tab > Column BW</i>	
Description	If you are planning to fill in a production/publication/broadcast date, a production/publication/broadcast country, and/or a production/publication/broadcast language, then this field must be filled in. This field can be typed in, dragged down a column or pasted as a value.
Type	Text
Max. characters	500
Production/Publication/Broadcast Country <i>Extended Import Template > Record Tab > Column BX</i>	
Description	The country where the work was published, produced, or broadcast. If used, this must be provided within the ISO 3166-1 standard. In order to successfully add a production/publication/broadcast country (one or more), then the Publisher/Producer/Broadcaster field, Column BR, must be filled in. This field is not mandatory. Multiple values can be entered (e.g. countries or dates) but should be separated by a semicolon. e.g. multiple countries; ES;FR;DE
Type	Text
Max. characters	2
Tips	No parentheses or brackets can be included – just the codes and a semicolon separating multiple values.
Production/Publication/Broadcast Date <i>Extended Import Template > Record Tab > Column BY</i>	
Description	The date when the work was published, produced, or broadcast. In order to successfully add a production/publication/broadcast date ,the Publisher/Producer/Broadcaster field, Column BR, must be filled in. This is not a mandatory field, but, if used, must be filled in using the ISO 8601-1 standard. It can be either an exact date (dd/mm/yyyy, mm/yyyy or yyyy) or a period. e.g. 2020-12-09 (meaning 9 December 2020). In order to successfully add a production/publication/broadcast date (one or more), the Publisher/Producer/Broadcaster field, Column BR, must be filled in.
Type	Date
Tips	Note: In order to use this field, the Publisher/Publication/Broadcaster field (Column BR) must be filled in. If the publisher/producer/broadcaster is not known or is anonymous, please enter 'Unknown' or 'Anonymous' in Column BR.

Production/Publication/Broadcast Language <i>Extended Import Template > Record Tab > Column BZ</i>	
Description	<p>The language in which the work was published, produced, or broadcast should be provided within the ISO 639-2 or 639-3 standards.</p> <p>In order to successfully add a production/publication/broadcast language (one or more), the Publisher/Producer/Broadcaster field, Column BR, must be filled in.</p> <p>Multiple values can be entered (e.g. countries or dates) but should be separated by a semicolon.</p> <p>e.g. multiple languages: ENG;ITA;LIT.</p>
Type	Text
Max. characters	3
ISN Type <i>Extended Import Template > Record Tab > Column CA</i>	
Description	<p>The type of the international standard number should be provided using one of the portal's available values.</p> <p>If the ISN number, Column BW, is filled in, then the ISN Type must also be filled in.</p>
Type	Text
More info	<p>For reference</p> <p>SBN: books</p> <p>ISSN: periodicals</p> <p>ISAN: audiovisual material</p> <p>ISMN: sheet music</p> <p>ISWC: musical works</p> <p>ISRC: sound recordings</p> <p>EIDR: movie & television assets</p> <p>DOI: Digital Object Identifier</p>
Tips	It is possible to add an ISN number of a type other than those in this list. Find the record in the user interface. If it is not opted-out, and if your organisation is the owner of the record, then you can edit it by selecting 'Other' in the ISN Type field and indicating the ISN and the identifier.
ISN <i>Extended Import Template > Record Tab > Column CB</i>	
Description	<p>The ISN of the ISN Type indicated in Column BV that corresponds to this record's work.</p> <p>If the ISN Type, Column BV, is provided, then the ISN must also be provided.</p>
Type	Text
Max. characters	100
Permalink <i>Extended Import Template > Record Tab > Column CC</i>	
Description	The permanent link (URI) of the work at the Holding Institution should be provided in a valid URL format (beginning with http:// or https://).
Type	Text

Max. characters	500
More info	This link will be displayed in the Record Detail page in the user interface.
Tips	It is recommended that this field be included if possible.
Thumbnail <i>Extended Import Template > Record Tab > Column CD</i>	
Description	The link to a low-resolution image of the out-of-commerce work should be provided in a valid URL format (starting with http:// or https://).
Type	Text
Max. characters	500
More info	This image will be displayed in the Record Detail page.

Extended Import Template: Use of Work Template

- This worksheet is only filled out when the user wants to add uses of works. These can be added through the worksheet upon creation or subsequently.
- Uses of works must be added to every record listed in the Record worksheet.
- If you do not want to add uses of works to the records in the Record worksheet, then simply leave this worksheet untouched. Do not delete it.
- Uses of works are added at the record level (one use of work per record).
- More than one use of work can be added to a record.

Extended Import Template > Use of Work Worksheet	
Internal Reference * <i>Extended Import Template > Use of Work Tab > Column A</i>	
Description	<u>Mandatory Field</u> See 'Standard Import – Record Worksheet – Internal Reference' for more information.
Type	Text
Max. characters	500
More info	This field links this use of work to the record being created in the Record worksheet. The ID entered here must be the same as the record it belongs to, as recorded in the Record worksheet.
Legal Basis * <i>Extended Import Template > Use of Work Tab > Column B</i>	
Type	Text
Tips	This selection is available in a dropdown menu, or you can paste the values.
Date of Start of Use <i>Extended Import Template > Use of Work Tab > Column C</i>	

Description	<p>The date of start of the use is not mandatory, but, if provided, must follow the ISO 8601-1 standard.</p> <p>It must be an exact date (dd/mm/yyyy, mm/yyyy or yyyy).</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Type	Date
<p>Country of Use * <i>Extended Import Template > Use of Work Tab > Column D</i></p>	
Description	<p><u>Mandatory Field</u></p> <p>The Member State or Member States where the use of work takes place.</p> <p>The ISO 3166-1 standard must be used.</p>
	<p>Multiple Member States should be separated by a semicolon.</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Type	Text
Max. characters	2
<p>Party to a Licence 1 <i>Extended Import Template > Use of Work Tab > Column E</i></p>	
Description	<p>This field is mandatory only if the content in the Legal Basis field, Column B, is 'LICENCE'.</p> <p>This field holds the name of one of the organisations that is party to the licence.</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Type	Text
Max. characters	2
Tips	The portal currently only supports two party licences. If this is a problem, please contact us so we can discuss a possible workaround.
<p>Party to a Licence 1 Email <i>Extended Import Template > Use of Work Tab > Column F</i></p>	
Description	<p>This field must be filled in only if the Legal Basis field is 'LICENCE' and the party to a licence 1 has been filled in.</p> <p>Please provide a valid email format.</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Type	Text
Max. characters	100
<p>Party to a Licence 1 Telephone <i>Extended Import Template > Use of Work Tab > Column G</i></p>	
Description	<p>This field must be filled in only if the Legal Basis field is 'LICENCE' and the party to a licence 1 has been filled in.</p> <p>This content can be typed in or pasted as a value (not a formula).</p>
Type	Text

Max. characters	60
Party to a Licence 1 Web Page <i>Extended Import Template > Use of Work Tab > Column H</i>	
Description	This field is optional but only if the Party to a Licence 1 field has been filled in. Otherwise it must not be filled in. This field allows you to provide the website address for the party to a licence 1.
Type	Text
Max. characters	500

Party to a Licence 1 Country <i>Extended Import Template > Use of Work Tab > Column I</i>	
Description	This field is mandatory if you have selected 'LICENCE' as the legal basis in Column B. Enter the Member State of the party to a licence 1. This content can be typed in or pasted as a value (not a formula).
Type	Text
Max. characters	2

Party to a Licence 1 ISIL Code <i>Extended Import Template > Use of Work Tab > Column J</i>	
Description	This field is optional but only if the Party to a Licence 1 field has been filled in. Otherwise it must not be filled in. The ISIL code for the organisation that is party to a licence 1 should be provided, if available. This content can be typed in or pasted as a value (not a formula).
Type	Text
Max. characters	20

Party to a Licence 2 <i>Extended Import Template > Use of Work Tab > Column K</i>	
Description	This field is mandatory if you have selected 'LICENCE' as the legal basis in Column B. The name of the second organisation that is party to a licence should be provided.

Party to a Licence 2 Email <i>Extended Import Template > Use of Work Tab > Column L</i>	
Description	This field is mandatory if you have selected 'LICENCE' as the legal basis in Column B. Please provide a valid email format. This content can be typed in or pasted as a value (not a formula).
Type	Text
Max. characters	50

Party to a Licence 2 Telephone <i>Extended Import Template > Use of Work Tab > Column M</i>	
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Description	This field is mandatory if you have selected 'LICENCE' as the legal basis in Column B. Please provide a valid telephone number.
Max. characters	20

Party to a Licence 2 Web Page
Extended Import Template > Use of Work Tab > Column N

Description	This field is optional if the Party to a Licence 2 field, Column K, has been filled in, However, if the Party to a Licence 2 field has not been filled in it should not be completed. This field allows you to provide the website address for the party to a licence 2. This content can be typed in or pasted as a value (not a formula).
Max. characters	100

Party to a Licence 2 Country
Extended Import Template > Use of Work Tab > Column O

Description	This field is optional if the Party to a Licence 2 field, Column K, has been filled in. Please enter the Member State for the party to a licence 2. This content can be typed in or pasted as a value (not a formula).
Max. characters	60

Party to a Licence 2 ISIL Code
Extended Import Template > Use of Work Tab > Column P

Description	This field is optional if the Party to a Licence 2 field, Column K, has been filled in. However, if the Party to a Licence 2 field has not been filled in it should not be completed. The ISIL code for party to a licence 2 should be provided, if available. This content can be typed in or pasted as a value (not a formula).
Max. characters	20

Additional Information about the Use
Extended Import Template > Use of Work Tab > Column Q

Description	Additional information about the use can be provided, such as a point of contact for the licence or the type of use. This content can be typed in or pasted as a value (not a formula).
Max. characters	1000

Web Page
Extended Import Template > Use of Work Tab > Column R

Description	This is an optional field where the URL or URI for the digitalised out-of-commerce work can be provided in a valid format (e.g. http:// or https://) if it is currently available. This content can be typed in or pasted as a value (not a formula).
Max. characters	500

Extended Import Template > Holding Organisation Worksheet	
Internal Reference <i>Extended Import Template > Holding Institution Tab > Column A</i>	
Description	This field is mandatory if the Holding Institution worksheet is used. This is the field that links the Holding Institution in this line item to the use of work for the record being created in the Record worksheet. The ID entered here must be the same as the work it belongs to, as recorded in the Record worksheet.
Type	Text
Max. characters	500
Organisation <i>Extended Import Template > Holding Institution Tab > Column B</i>	
Description	This field is mandatory if the Holding Institution worksheet is used. The name of the organisation holding the out-of-commerce work in its archive can be entered here.
Max. characters	500
Organisation Email <i>Extended Import Template > Holding Institution Tab > Column C</i>	
Description	This field is mandatory if the Holding Institution worksheet is used. The email of the organisation holding the out-of-commerce work in its archive can be entered here.
Max. characters	60
Organisation Telephone <i>Extended Import Template > Holding Institution Tab > Column D</i>	
Description	This field is mandatory if the Holding Institution worksheet is used. The telephone number of the organisation holding the out-of-commerce work in its archive can be entered here.
Type	Text
Max. characters	20
Tips	The Organisation Telephone field in the Holding Institution worksheet tab is not working very well. The way to work around the problem is to enter the number like this, with no parenthesis or spaces: +3454322222. The format of the cell is text.
Web Page <i>Extended Import Template > Holding Institution Tab > Column E</i>	
Description	This field is optional. You can add the URL for the website of the organisation holding the work can be entered here.
Type	Text
Max. characters	500
Country <i>Extended Import Template > Holding Institution Tab > Column F</i>	

Description	This field is mandatory if the Holding Institution worksheet is used. The Member State of the organisation holding the out-of-commerce work in its archive can be entered here.
Type	Text
Max. characters	2
Organisation ISIL Code <i>Extended Import Template > Holding Institution Tab > Column G</i>	
Description	This field is not mandatory. The ISIL code for the organisation can be provided, if there is one.
Type	Text
Max. characters	50