
Out-of-Commerce Works Portal User Guide

National Contact Point User

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1 GETTING STARTED

1.1 THE OUT-OF-COMMERCE WORKS PORTAL

[Directive \(EU\) 2019/790](#) of the European Parliament and of the Council of 17 April 2019 on copyright and related rights in the Digital Single Market introduces a legal framework to support cultural heritage institutions in the digitisation and dissemination, including across borders, of out-of-commerce works.

To help the exchange of information about out-of-commerce works, a single publicly accessible online portal has been established by the European Union Intellectual Property Office (EUIPO). The Portal will be main publicity measure, helping to ensure that information about of out-of-commerce works and details about the rights holders' opt-outs is adequately publicized and made available.

1.2 OUT OF COMMERCE WORKS PORTAL USERS

There are four different types of users in the Out-of-commerce Works Portal (see table below). The system is designed to offer different views and workflows to each user type.

User type	Description
Internet Public User	This is a public user. (S)he is any internet user wishing to access the portal.
Organisation User	This is a registered user representing a Cultural Heritage Institution/Collective Management Organisation/Public Authority organisation
National Contact Point User (NCP)	This is a registered user representing a National Contact Point

1.3 BASIC CONCEPTS

1.3.1 RECORD STRUCTURE

A fundamental concept used inside the portal is the record, as well as the works included in a record.

A record is an entry on the portal with information about either an individual work or a set of works, including information about embedded works.

The record may be created with the following levels of information:

- A set of works which might include individual work(s) which might include embedded work(s).
- An individual work which might include embedded work(s).

1.3.2 RECORD ROLES

In the context of this user guide:

- The organization creating a record is called "Record owner".
- Any other registered organization that may update an already created record is called "Record contributor".

A record contributor may only add/update specific record attributes.

Also, there is a possibility that a registered organization may be defined as “Party to a license” for a record. In general, as party to a license can be defined both registered and unregistered organizations.

1.4 ACRONYMS AND ABBREVIATIONS

Acronym or Abbreviation	Definition
CHI	Cultural Heritage Institution
CMO	Collective Management Organisation
EA	EUIPO administrator
NCP	National Contact Point
OoC	Out of commerce
OoCW	Out of commerce works
PA	Public Authority

2 NATIONAL CONTACT POINT USER FUNCTIONALITIES

2.1 THE ROLE OF NATIONAL CONTACT POINT

The main purpose of the NCP is to facilitate user registration process in the Portal, by making sure that only legitimate organisations get access as registered users to the Portal.

The portal allows the Cultural Heritage Institution (CHI), Collective Management Organisation (CMO) and Public Authority (PA) User to file user registration request to register his/her organisation in the portal.

The CP user is able to perform the following actions in the portal:

- Forward master user registrations to the portal (CHI, CMO, PA)
- Search records (basic and advanced search)
- Access the portal logs.

The user forwarding function has to be performed for one main (master) user per organisation once the organisation files a user registration request in the portal. The CP user checks outside the portal if the user is a legitimate user and accepts or rejects the user registration requests through the portal.

Once an organization is registered as a user, the portal will allow this master user to create, modify and activate/deactivate sub-accounts within their organization, without the involvement of the CP.

The CP does not assume any liability for the registered users in case of any breaches of law, that is, the users providing information are responsible for the correctness of information on the portal.

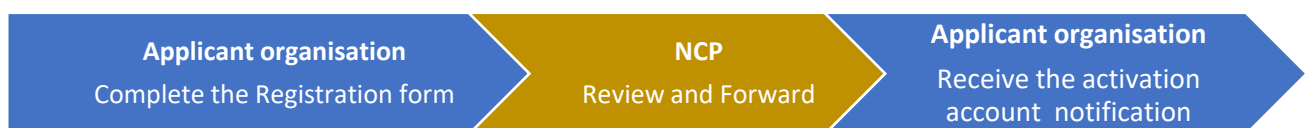
For those MS where the CP cannot be designated, the forwarding function of user registration requests coming from those MS is performed by the EUIPO administrator (EA).

2.2 FORWARD ORGANIZATION USER REGISTRATION

A NCP is a registered user in the portal.

This user facilitates registration of new organisations in the Portal as shown below.

Process for a registration of organization in a country with at least one assigned NCP:



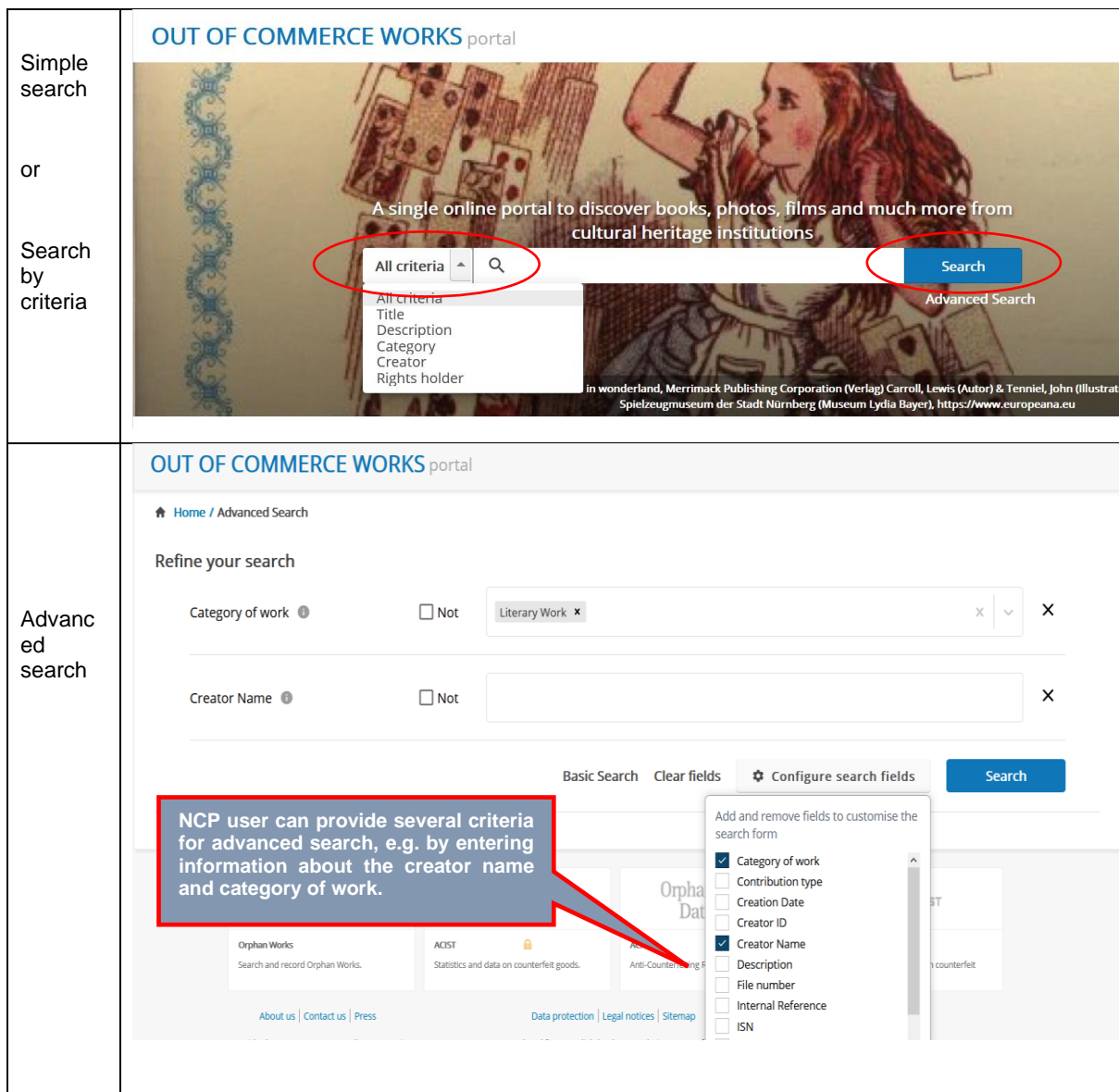
A NCP user can view all pending user registration requests belonging to his/her Member State by accessing “Forward User registration requests” from “My home” area, as shown at the following figure. The NCP receives an email notification once a new user registration request is submitted in the portal.

Name	Surname	Telephone	Email	Organisation	Country	Users Status
FERAGAER	ERGAEAE	+3012345677	test556677@ooc.eu	test556677	Greece	Pending
chi	user	+30123456	chiuser01@ooc.eu	chiorg1	Greece	Pending
test contact5	asdadaa	+302101234567	test@mail.com	tesggr	Greece	Pending
usergreece	usergreece	+29392	usergreece@greece.gr	TEST GR	Greece	Pending
test	yes	+30	dokimesparisdisis@g...	test	Greece	Pending
test	test	+30123	dokimesparisdisis@g...	sec1	Greece	Pending
test	test	+30	dokimesparisdisis@g...	te200	Greece	Active
Babis	Routis	+302102911599	haralampos.routis@L...	Babis Museum	Greece	Active
GR CMO	User 01	+30123456789	cmogruser01@ooc.eu	GR CMO	Greece	Active
test	test	+30123456	dokimesparisdisis@g...	sectest	Greece	Active

The user can see the details of each registration request by accessing the link under the Name column. After selecting the “Pending” registration requests, the NCP has the option to either “Approve” or “Reject” the pending user registration requests as shown in the following figure.

2.3 SIMPLE AND ADVANCED SEARCH

A NCP can perform different types of searches in the OoCW portal. It can make a simple search, a search by criteria or a more advanced search.



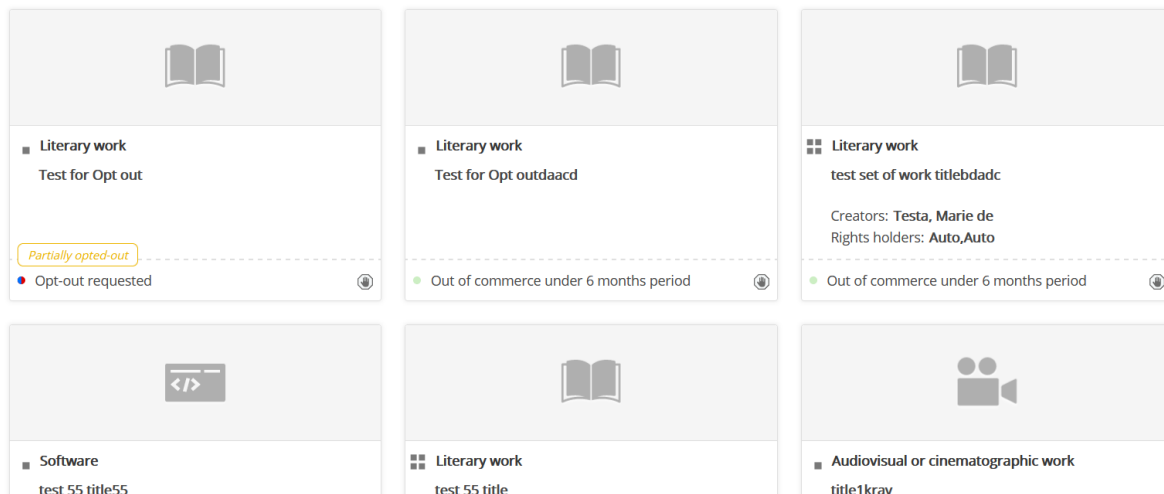
For any other search action, it is mandatory to fill one of the search criteria. There are several kinds of search criteria to select: free text, simpler or multiple drop downs, date picker, etc. Several search criteria can be added to the search having also the capability to use the “NOT” operator.

The drop downs fields have auto-complete functionality.

2.3.1 SEARCH RESULTS

The search tools will return any OoC record (matching the criteria) recorded in the portal by any Organisation (CHI/CMP/PA) registered in the OoCW portal. For example, a Hungarian author can search and view the results related to OoC works stored in the system by a Polish CHI/CMO/PA organisation.











Search results can be presented in image view or table view formats as shown below:



The image view displays six search result cards in a 2x3 grid. Each card features an icon representing the work type: an open book for literary works, a code editor for software, and a video camera for audiovisual works. The cards contain the following information:

- Card 1:** Literary work icon. Title: Test for Opt out. Status: Partially opted-out (yellow box), Opt-out requested (red dot).
- Card 2:** Literary work icon. Title: Test for Opt outdaacd. Status: Out of commerce under 6 months period (green dot).
- Card 3:** Literary work icon. Title: test set of work titlebdadc. Creators: Testa, Marie de. Rights holders: Auto,Auto. Status: Out of commerce under 6 months period (green dot).
- Card 4:** Software icon. Title: test 55 title55.
- Card 5:** Literary work icon. Title: test 55 title.
- Card 6:** Audiovisual or cinematographic work icon. Title: title1krav.

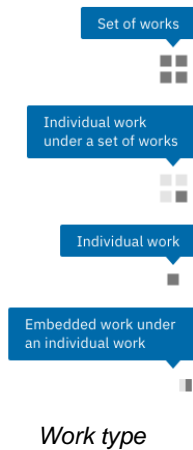
Search results in image view

File N.	Title	Category	Creator	Rights holder	Status	Opt-out
826402783354216448...	Test for Opt out	Literary work			Partially opted-out ● Opt-out requested	
826448508108726272...	Test for Opt outdaa...	Literary work			● Under 6 months	
826457184907354112...	test set of work ti...	Literary work	Testa, Marie de	Auto,Auto	● Under 6 months	
827171794286284800...	test 55 title55	Software	Anonymous	test right55	● Under 6 months	
827165198348980224...	test 55 title	Literary work			● Under 6 months	
827167508747784192...	title1krav	Audiovisual or cine...			● Under 6 months	
827184950991654912...		Audiovisual or cine...			● Under 6 months	
827481410111016960...	test work titlebacac	Literary work	Testa	Auto,Auto	● Under 6 months	
827481690760286208...	test work titleeddae	Literary work	Testa	Auto,Auto	● Under 6 months	
827481060561915904...	test work titledcea	Literary work	Testa	Auto,Auto	● Under 6 months	

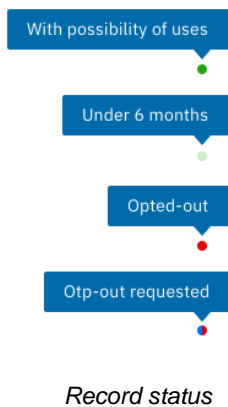
Search results in table view


Various sorting options are supported both in image and table view representations.

The following icons are used in the search results to represent the type for each work:



The following icons are used in the search results to represent the record status:



By clicking on  icon, the user is able to request a specific opt-out for the selected record.

A user can select a specific record either from the image view or table view options and see the relevant details.

2.3.2 VIEW WORK DETAILS

A NCP can view the details of a record from the search results either from the image view or from the table view after selecting the file number.

The record in view mode contains the following sub-sections:

- Details about work
- Creator
- Rights holder
- References
- Thumbnail

- Relation of the works inside the record
- Uses of work(s)
- Opt-out history
- Record log


An example of a record in view mode is shown below.

Home / Basic Search / Embedded work 836632741955407872

← Back to results Embedded work 836632741955407872 Previous Next

File Number: 836632741955407872
 Creation Date: 26/04/2021
 Metadata provider: [GR CMO](#)
 Holding institution: [GR CMO](#)
 Status: Opt-out requested

Internal reference: 54624567247624724
 Category of work: Literary work
 Title: Theoriesgeschichtliche Quellentexte zur Pädagogik
 Title ID: 182490989
 Description: show
 Original/uniform title: Tormis, Veijo 1930 - | Laulu Ernst Enno sñnadele
 Original/uniform title ID: 208698643
 Language for original/uniform title: Abom



Creator

Rights Holder

Manifestation

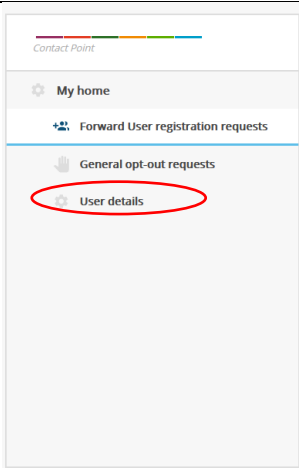
Relation

Uses of Work(s)

2.4 UPDATE USER DETAILS

A NCP user can update his/her personal or organization information by accessing the User details section.

Access User details from "My home" area



Items per page 10

Name	Surname	Telephone	Email	Organisation	Country	User
HERAGAER	ERGAEAE	+3012345677	test556677@ooc.eu	test556677	Greece	Pend
chi	user	+30123456	chiuser01@ooc.eu	chiorg1	Greece	Pend
test contact5	asdadaa	+302101234567	test@mail.com	testgr	Greece	Pend
usergreece	usergreece	+29392	usergreece@greece.gr	TEST GR	Greece	Pend
test	yes	+30	dokimesparisidisis@g...	test	Greece	Pend
test	test	+30123	dokimesparisidisis@g...	sec1	Greece	Pend
test	test	+30	dokimesparisidisis@g...	te200	Greece	Active
Babis	Routis	+302102911599	haralampos.routis@l...	Babis Museum	Greece	Active
GR CMO	User 01	+30123456789	cmoguser01@ooc.eu	GR CMO	Greece	Active
test	test	+30123456	dokimesparisidisis@g...	sectest	Greece	Active

Showing 1 - 15 of 22 results Displaying page 1

Update
user/organizati
on information

User information

Username
ncpgruser01

Name ⓘ

GR NCP

Surname ⓘ

User 0001

Email ⓘ

ncpgruser01@ooc.eu

Telephone ⓘ

+30123456789

Cancel

Save

Organization information

Email ⓘ

ncpgr@ooc.eu

Telephone ⓘ

+301234565

Web page ⓘ

Country ⓘ

GR

City ⓘ

City

Postcode ⓘ

123456

Address ⓘ

Address

Cancel

Save

You can change your **password** accessing [Representative Area](#) from Observatory page.