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# ELRC-SHARE Repository Walkthrough for Contributors

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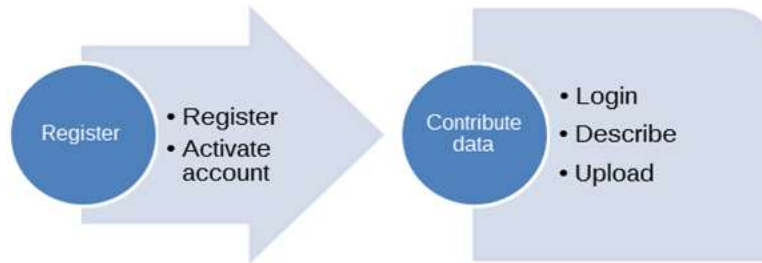
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## 1 Introduction

This document is a simple step-by-step guide to contributing language resources for the purposes of CEF eTranslation through the ELRC-SHARE repository.

This is done in a simple two-step procedure:

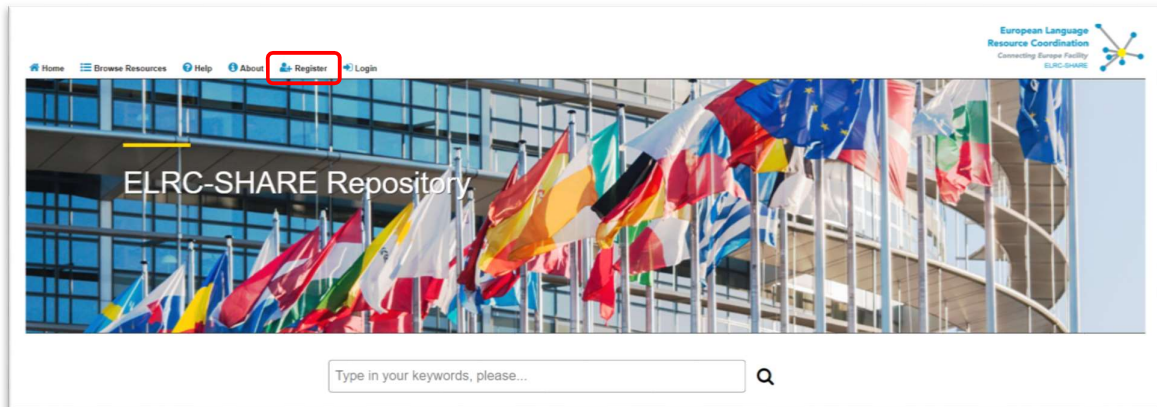
- user registration or, if the user is already registered, login
- description and uploading of the data



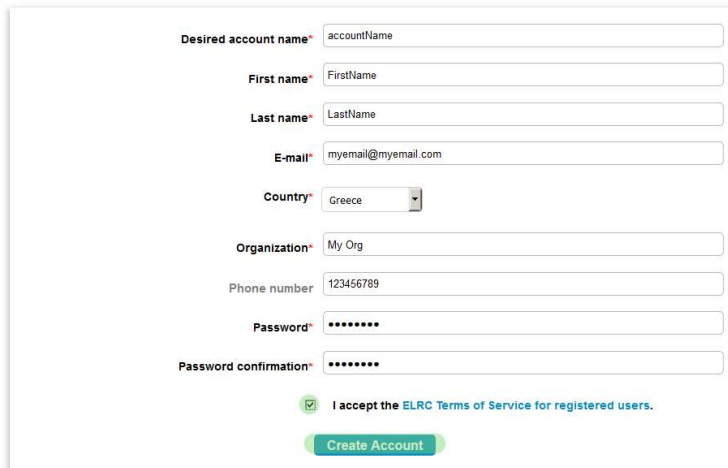
## 2 Registration and login

Only registered users can contribute resources.

To register, please go to the ELRC-SHARE repository (<https://elrc-share.eu>) and click on **Register** at the top menu.



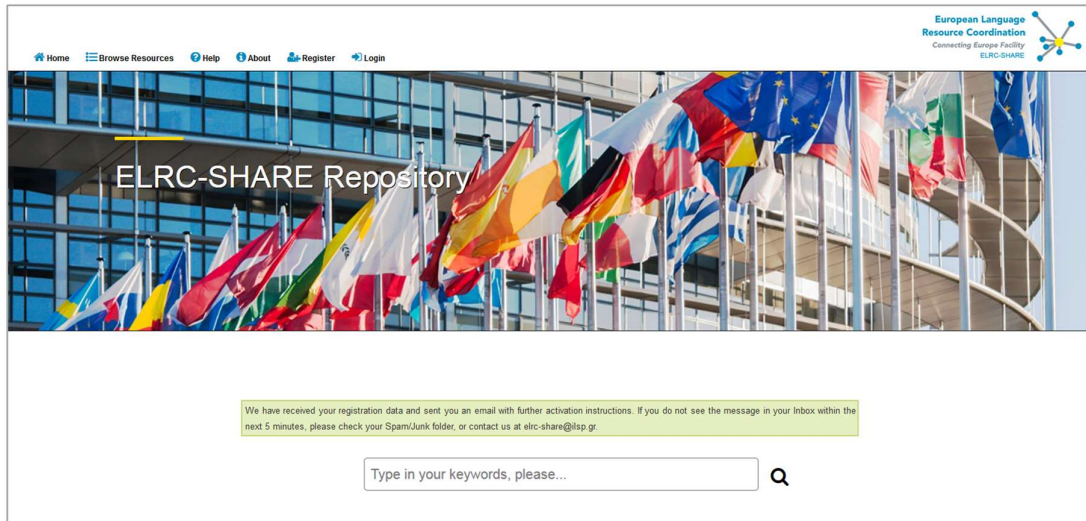
On the registration page, fill in all the required information.



Click on the **ELRC Terms of Service for registered users** link to read the terms of use. If you accept the terms of use, check the relevant checkbox.

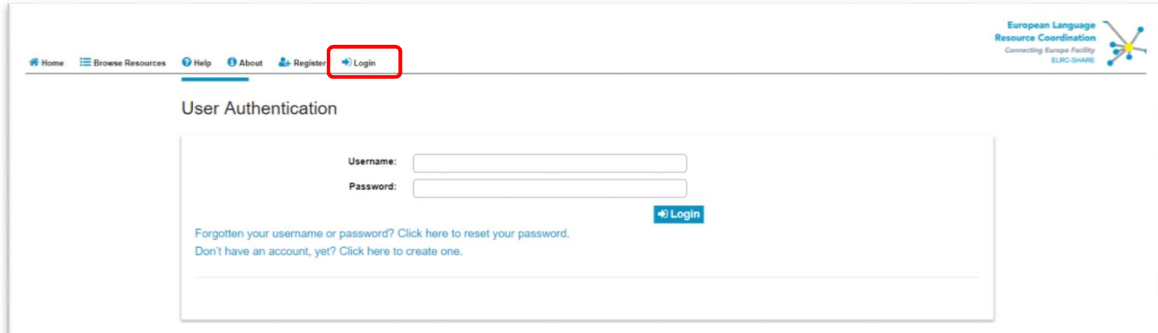
Click on the **Create Account** button.

A notification message appears that acknowledges receipt of the request and informs you that further instructions have been sent to your email address.



Check your email account and click on the activation link indicated in the email message. Your account will be activated and you will be directed to the **Data Contribution Form** (see section 3).

Once registered, you can log in anytime and contribute data; simply click on **Login** at the top menu and fill in your username and password, as set during registration.



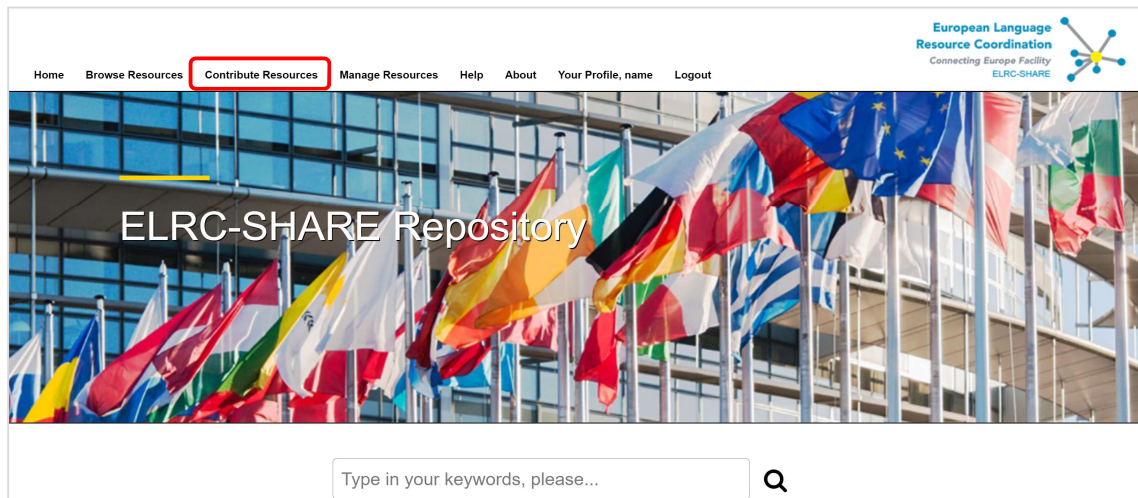
### 3 Contribution of Resources

Datasets / Language Resources can be contributed to the ELRC-SHARE repository through the following two alternative channels:

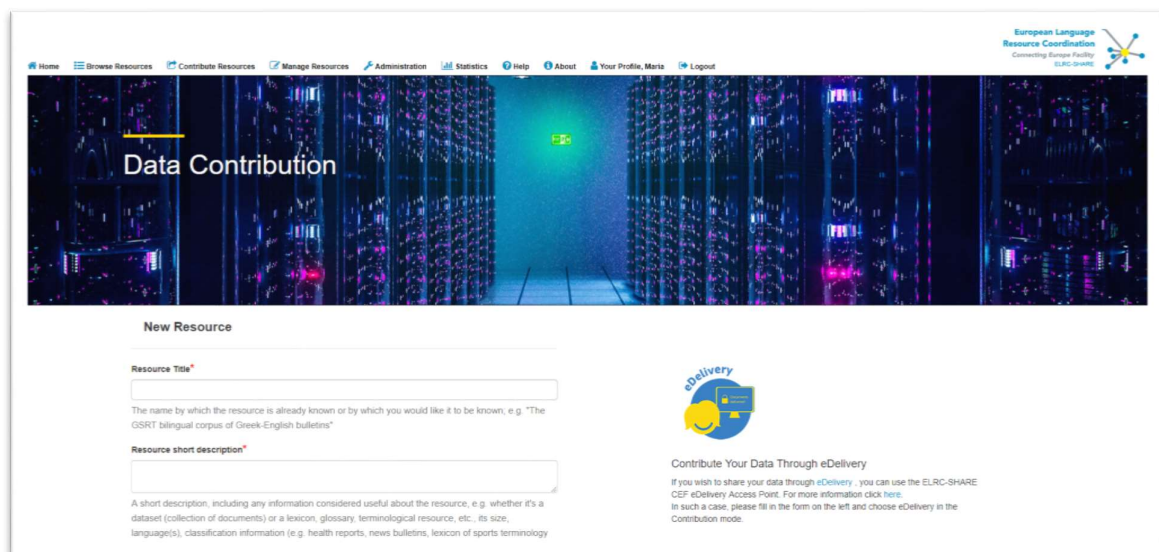
- the online **Data Contribution Form** (recommended for creating a single language resource at a time) or
- the **ELRC-SHARE-client API** (recommended for batch creating multiple resources or for batch updating the metadata of your previously created resources).

#### 3.1 Online Data Contribution Form

Once logged in, click on **Contribute Resources** from the top menu.



The following web form appears:



The screenshot shows the 'Data Contribution' web form. The form is titled 'Data Contribution' and is set against a background image of server racks. The form includes a 'New Resource' section with the following fields:

- Resource Title\***: A text input field with a red asterisk indicating it is required. Below the field is a small text note: "The name by which the resource is already known or by which you would like it to be known; e.g. "The GSRT bilingual corpus of Greek-English bulletins""
- Resource short description\***: A text input field with a red asterisk indicating it is required. Below the field is a small text note: "A short description, including any information considered useful about the resource, e.g. whether it's a dataset (collection of documents) or a lexicon, glossary, terminological resource, etc., its size, language(s), classification information (e.g. health reports, news bulletins, lexicon of sports terminology)"

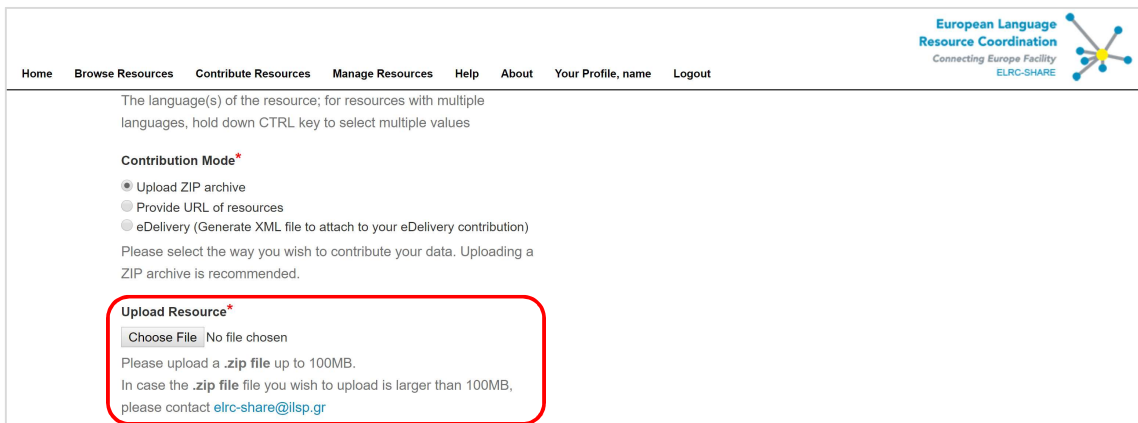
To the right of the form is an 'eDelivery' logo and a section titled 'Contribute Your Data Through eDelivery'. The text in this section reads: "If you wish to share your data through eDelivery, you can use the ELRC-SHARE CEF eDelivery Access Point. For more information click [here](#). In such a case, please fill in the form on the left and choose eDelivery in the Contribution mode."

Fill in the fields as appropriate. All fields marked with a red asterisk (\*) are mandatory.

- **Resource title:** The name by which the resource is already known or by which you would like it to be known; e.g. "The GSRT bilingual corpus of Greek-English bulletins"
- **Resource short description:** A short description, including any information considered useful about the resource, e.g. whether it's a dataset (collection of documents) or a lexicon, glossary, terminological resource, etc., its size, language(s), classification information (e.g. health reports, news bulletins, lexicon of sports terminology etc.)
- **Language(s):** The language(s) of the resource (to select multiple languages, click and press the CTRL button)
- **Licence:** If known or possible, select one of the standardized licences to determine the conditions/terms under which you are sharing this resource (cf. [here](#)). Please note that ELRC may check and validate legal conditions with you.
- **Data owner and other information:** The name of the Data owner / Intellectual Property Rights holder. It can be one or more person(s) and/or organization(s). Write here any other information concerning the terms/conditions under which you are sharing the resource, especially if you were not able to indicate a **Licence** in the field above.
- **Contribution mode:** Select the respective radio button, to choose one of the three alternative available options:
  1. Upload zip archive (recommended), or
  2. Provide a URL, or
  3. eDelivery

### 3.1.1 Upload a .zip file

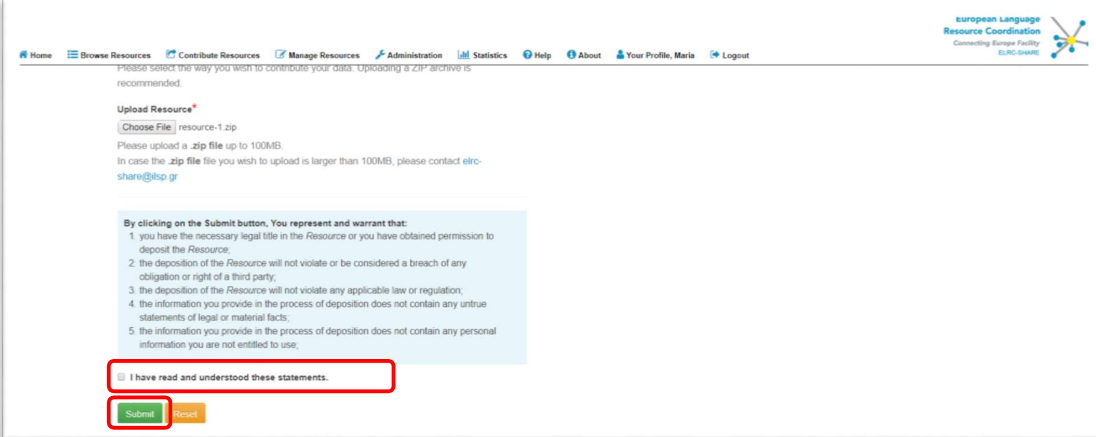
When the "Upload zip archive" option is selected as the preferred contribution mode, the **Upload Resource** section appears on screen.



The screenshot shows the 'Contribute Resources' page. At the top, there is a navigation menu with links: Home, Browse Resources, Contribute Resources, Manage Resources, Help, About, Your Profile, name, and Logout. The 'European Language Resource Coordination' logo is in the top right corner. Below the navigation, there is a text field for 'Language(s)' with a hint: 'The language(s) of the resource; for resources with multiple languages, hold down CTRL key to select multiple values'. Underneath is the 'Contribution Mode\*' section with three radio buttons: 'Upload ZIP archive' (selected), 'Provide URL of resources', and 'eDelivery (Generate XML file to attach to your eDelivery contribution)'. A note below says: 'Please select the way you wish to contribute your data. Uploading a ZIP archive is recommended.' The 'Upload Resource\*' section is highlighted with a red box and contains a 'Choose File' button, the text 'No file chosen', and instructions: 'Please upload a .zip file up to 100MB. In case the .zip file file you wish to upload is larger than 100MB, please contact [elrc-share@lisp.gr](mailto:elrc-share@lisp.gr)'.

Click on **Browse / Choose file** (naming depends on your browser). In the appearing window, browse your local folders for the intended zipped archive (**.zip**) and select it.

Read carefully the statements that follow and confirm that you have read and understood them by checking the respective checkbox. Then click on the **Submit** button to finalise the contribution of the resource.



Home Browse Resources Contribute Resources Manage Resources Administration Statistics Help About Your Profile, Maria Logout

Please select the way you wish to contribute your data. Uploading a ZIP archive is recommended.

**Upload Resource\***

Choose File resource-1.zip

Please upload a .zip file up to 100MB.  
In case the .zip file you wish to upload is larger than 100MB, please contact [elrc-share@ilsp.gr](mailto:elrc-share@ilsp.gr)

**By clicking on the Submit button, You represent and warrant that:**

1. you have the necessary legal title in the Resource or you have obtained permission to deposit the Resource;
2. the deposition of the Resource will not violate or be considered a breach of any obligation or right of a third party;
3. the deposition of the Resource will not violate any applicable law or regulation;
4. the information you provide in the process of deposition does not contain any untrue statements of legal or material facts;
5. the information you provide in the process of deposition does not contain any personal information you are not entitled to use.

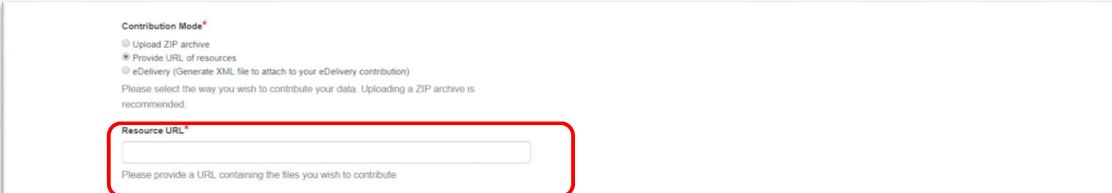
I have read and understood these statements.

Submit

**Important note:** Only zipped files up to 100 MB are allowed for upload through the online contribution form; if a different file format is selected or if the .zip file you are trying to upload exceeds 100 MB, a warning message appears and uploading fails.

### 3.1.2 Provide a URL

Use this option in case the zipped file you would like to contribute exceeds 100 MB in size. When the "Provide URL of resources" option is selected as the preferred contribution mode, the **Resource URL** section appears on screen.



**Contribution Mode\***

Upload ZIP archive

Provide URL of resources

eDelivery (Generate XML file to attach to your eDelivery contribution)

Please select the way you wish to contribute your data. Uploading a ZIP archive is recommended.

**Resource URL\***

Please provide a URL containing the files you wish to contribute

Type in the URL or FTP address where your dataset is stored. Please note that the URL or FTP link you indicate in this field should be a directory listing of the files you intend to share and should be freely accessible. In case credentials are required to access the directory listing, please make sure you contact us at [elrc-share@ilsp.gr](mailto:elrc-share@ilsp.gr) to provide us with the required details for accessing your files.

Read carefully the statements that follow and confirm that you have read and understood them by checking the respective checkbox. Then click on the **Submit** button to finalise the contribution of the resource.

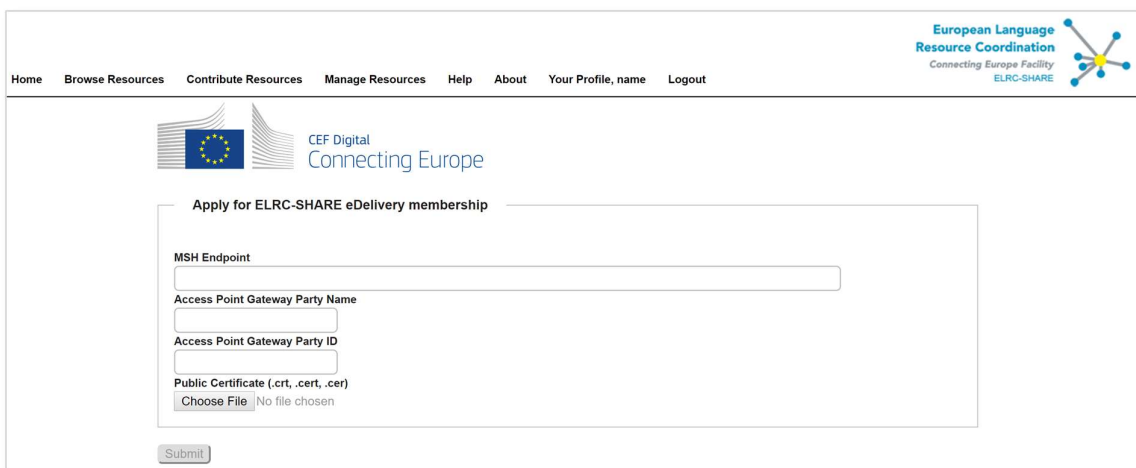


### 3.1.3 eDelivery

Use this option in case your organization has deployed and uses a [CEF eDelivery Access Point](#) for secure transfer of datasets up to 400 MB.

When the “eDelivery” option is selected as the preferred contribution mode, simply read carefully the statements that follow and confirm that you have read and understood them by checking the respective checkbox. Then click on the **Submit** button. An .xml file containing the information you filled in the preceding fields of the online Contribution Form is generated and downloaded on your computer. Attach this .xml file to the message you will be transferring to ELRC-SHARE through your eDelivery implementation.

To join the ELRC-SHARE eDelivery Network of trusted parties, fill in the online application available here [https://elrc-share.eu/accounts/edelivery\\_membership\\_application/](https://elrc-share.eu/accounts/edelivery_membership_application/).



The screenshot shows the 'Apply for ELRC-SHARE eDelivery membership' form. At the top, there is a navigation menu with links: Home, Browse Resources, Contribute Resources, Manage Resources, Help, About, Your Profile, name, Logout. The logo for 'European Language Resource Coordination' is in the top right. Below the navigation is the 'CEF Digital Connecting Europe' logo. The form itself has a title 'Apply for ELRC-SHARE eDelivery membership' and contains the following fields: 'MSH Endpoint' (text input), 'Access Point Gateway Party Name' (text input), 'Access Point Gateway Party ID' (text input), and 'Public Certificate (.crt, .cert, .cer)' (file upload button labeled 'Choose File' with 'No file chosen' text). A 'Submit' button is located at the bottom left of the form area.

The following information should be provided through the form:

<b>MSH Endpoint</b>	The endpoint of your Access Point
<b>Gateway Party Name</b>	The name of your Access Point's Gateway
<b>Gateway Party ID</b>	The identifier of your Access Point's Gateway
<b>Public Certificate</b>	Your Access Point's X.509 public certificate (.crt, .cert, .cer)

Once your application to join the ELRC-SHARE eDelivery trusted network is approved, the required ELRC-SHARE Access Point information will be emailed to you. Include this information in your Access Point configuration and complete the process of trust establishment. From this point onwards, you can send your data to the ELRC-SHARE Access Point using your implementation specific software.

The ELRC-SHARE Access Point accepts messages containing two files as attachments:

1. an xml description of your dataset\*
2. the actual dataset in zip format, up to 400MB

\*The xml file is automatically generated and downloaded on your computer, once you fill in the required fields on the contribution form and select the eDelivery contribution mode.

### 3.2 ELRC-SHARE-client API


The ELRC-SHARE-client is Python API with an interactive command-line tool for retrieving, creating and updating ELRC-SHARE resources. Its use is recommended for batch creating multiple resources or for batch updating the metadata of your previously created resources and it requires at least some basic programming skills in Python. As such, it is mainly addressed to the CEF-funded projects (generic services) that plan to deliver their datasets through the ELRC-SHARE repository.

The ELRC-SHARE-client package can be downloaded from <https://gitlab.com/ilsp-nlpli-elrc-share/elrc-share-client>. Documentation and help for the API is also provided through the above link.

## 4 Data contribution by CEF-funded projects (generic services projects)

In case you need to contribute language resources through ELRC-SHARE on behalf of a CEF-funded project (CEF generic service), please follow these steps:

1. Register to ELRC-SHARE as contributor (see section [2](#)).
2. Contact the ELRC-SHARE repository administrators at [elrc-share@ilsp.gr](mailto:elrc-share@ilsp.gr) to request **Editor** access rights. State the username you created during registration, your affiliation and role in the context of the CEF-funded project you represent.
3. Contribute your dataset(s) by selecting any of the options described above, i.e. through the online Contribution Form (section [3.1](#)) or by using the ELRC-SHARE-client API (section [3.2](#)). Alternatively, once you are granted Editor access rights, you can contribute resources directly through the ELRC-SHARE documentation environment (see the [ELRC-SHARE Walkthrough for Editors](#)).

 **Important note:**

**The responsibility to upload, appropriately describe the datasets with metadata, ingest and publish metadata records that can be browsed through the ELRC-SHARE public inventory lies with the CEF-funded project itself.**

**ELRC will by no means edit or otherwise manipulate an external project's datasets and/or metadata hosted in ELRC-SHARE.**

## 5 Viewing and accessing your contributed data

Once a resource is contributed to ELRC-SHARE through the online Contribution Form, it has to be imported to the repository database. This process is performed by the ELRC-SHARE technical team, usually within the working day of the contribution. In case the contribution is made during non-working hours, it may be possible that the contributed resource will be imported during the next working day.

In any case, please note that a contributed resource will be available for browsing and viewing in the public section of the repository (<https://www.elrc-share.eu/repository/search/>), only after it is fully documented.