



## **AMICO Distributor Specification**

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### **Background**

This AMICO Distributor Specification, defines certain requirements for the functionality and content of applications for distribution of The AMICO Library™. It is published at <http://www.amico.org/> and is subject to updating. Other requirements of an AMICO Distribution System, particularly administrative and contractual requirements, are contained in the AMICO Distributor Agreement of which this specification forms a part.

### **1. General Distribution System Requirements**

#### **1.1 Total Library**

Distributors must provide access to the complete AMICO Library™ including all data provided to them by AMICO, though the methods by which subscribers have access to different types of data may vary. Distributors are required, prior to offering a new product, to submit documentation to AMICO of all methods of accessing the AMICO Library data and the categories of data to which these methods apply, as part of AMICO's verification of the system.

#### **1.2 Identifiability**

The AMICO Library™ must be an identifiable resource. The Distributor is permitted to combine AMICO Works with similar documentation from other sources of information owned or licensed by the Distributor, provided that in the judgment of AMICO such integration does not compromise the ready identification of The AMICO Library™ overall or constitute product advertising, solicitation or the like. AMICO requires that the display of AMICO Works acknowledge their source as The AMICO Library™ and that this display include the AMICO Mark in any Distribution System integrating similar content from multiple sources.

#### **1.3 Subscription Access**

Distributors may only provide access to The AMICO Library™ to users authorized under a current AMICO Agreement (administered by AMICO). Distributors are responsible for managing subscriptions to their service. All technical and operational support to end-users and licensees is the responsibility of the Distributor. If for any reason AMICO terminates a License, it will notify the Distributor who will immediately terminate all access by previously Licensed Users.

##### **1.3.1 Trial Access**

Distributors may provide a means for potential subscribers to obtain an AMICO Trial Agreement (access licenses limited to a 30 day product review period) from AMICO. Requests need to be directed to AMICO which will administer them.

#### **1.4 Secure and Authenticated Access**

Except as provided for by the Public Web Site Specification, Distributors may only provide access to the AMICO Library™ for authenticated users accessing the Distribution System by means of a secure network. Internet Protocol ("IP") address of the user may be used as the basis for authentication of authorized users if access to those IP addresses is itself controlled by the subscriber through a combination of both username and password. User authentication may not, however, rely solely on fixed IP addresses or any other means that would curtail rights of Licensed Users to access The AMICO Library from anywhere in the world. Distributor may also employ username and password authentication to authenticate users who access The AMICO Library™ from other than approved IP addresses, so long as this process authenticates users against an independent data file and is the same mechanism employed for authenticating users of other resources protected by the Distributor for administrative or intellectual property reasons.

#### 1.4.1 Public Web Site Access

Distributors may provide public, non-secured, access to a limited view of The AMICO Library™ at a Web site which they host, as long as public access privileges conform to the Public Web Site Specification. This site may be a front-end to a secure site for licensed users or may be completely independent of licensed access.

## 2. Requirements for Distribution System Functionality

### 2.1 Overview

Distributors must support some means for licensees to obtain an overview of the entire library by numbers of works of each type, time period and continent. Minimally such an overview would be a list. More usefully, it would represent the Library at increasing levels of detail such as through a capability to "zoom" into a "time line" or "map" interface or by navigating an hierarchical structure such as the AAT Styles and Periods vocabulary.

### 2.2 Access Points

Distributors must support searches of The AMICO Library™ by any of the following fields and combinations of a minimum of two of them:

- Creator-Name
- Creator-Nationality/Culture
- Object-Type
- Title
- Creation-Date (CDT) and/or OCS/OCE
- Materials and Techniques (including Terms)
- Owner Name

### 2.3 Occurrence Lists

Distributors must provide a way for users to view the values of data in a given field throughout The AMICO Library™, whether through browsable indexes, pull-down lists or term occurrence reports.

## 3. Requirements for Acquisition and Processing of AMICO Data

### 3.1 Data Delivery by AMICO

AMICO will provide distributors with the data of The AMICO Library™ according to the following format and method.

- Initial and annual data delivery of image and multimedia files on DLT IV tape (70GB compressed) in tar files. Each tape shipment is accompanied by logs written as text files on 3.5" diskettes
- Quarterly updates of image and multimedia files on DLT IV tape (70GB compressed) in tar files. Each tape shipment is accompanied by logs written as text files on 3.5" diskettes
- Weekly updates of data files according to schedule (currently each Thursday before midnight) on AMICO's secure ftp site, in an update directory with a file naming convention that identifies the release date. Distributor will have password access to the site for downloading files, and is responsible for retrieving these files.

### 3.2 Updates/Changes in Library Data during License Year

Distributors must promptly update and/or modify The AMICO Library™ during a licensing year when errors have been found in the data or items must be removed. Such update/change distributions are made available every week.

### **3.3 Post-Processing**

Distributors are not permitted to compress, sample, watermark or otherwise manipulate AMICO provided data in ways that could distort it without prior written approval from AMICO of the method used. All derivatives and/or samples of AMICO images made by Distributors are the property of AMICO.

Distributor may not modify, alter, adapt, transform, translate or create any derivative work based on The AMICO Library™, or otherwise use its contents in a manner that would infringe the copyright or other proprietary rights of AMICO or the copyright holder, or the moral rights of the artists represented therein.

### **3.4 Systematic Copying for Purposes of Delivery**

Distributor is permitted to make lower resolution derivative versions of licensed images, sounds and multi-media for distribution to Licensed Users as long as the Distribution System also provides a means for access to the full resolution of files that each Licensed User has the right to access. Rights in any such derivative documentation created from The AMICO Library™ remain the property of the Art Museum Image Consortium (AMICO), and are subject to all terms, conditions and obligations of a signed AMICO Library Agreement and Distributor Agreement.

### **3.5 Mapping**

Distributors are responsible for importing all data provided by AMICO into their delivery systems and making it accessible in the software environment through which they will provide licensed users with access to the Library. The map of AMICO data into the Distribution system must be registered with AMICO. If Distributors provide views or indexes other than those specifically named by AMICO data definitions (such as by combining more than one AMICO field), these mappings must be agreed to in advance, and in writing, by AMICO.

### **3.6 Encryption or Encapsulation**

The terms of the AMICO Library Agreements allow Licensed Users to remove AMICO data from closed, proprietary, distributor controlled environments. Although distributors may encrypt or encapsulate AMICO data to provide security for their systems, they may not frustrate licensee rights to use the data in other technical environments.

### **3.7 Addition of Data to Support Distributor Functionality**

Distributor shall be permitted to add additional fields of numeric or text information to aid in the retrieval or use of The AMICO Library™ but such added content shall not be displayed to Licensed Users as part of an AMICO Work. AMICO shall be informed of any such additions, and reserves the right to require that in any display elsewhere in the Distribution System these additional data should be distinguishable from contents of The AMICO Library™ as supplied.

## **4. Requirements for Image Views**

### **4.1 Sizes**

Distributors must provide, as part of their application, at least one of the following: thumbnail, quarter, third or half-screen images.

Distributors must also provide an image view that displays a minimum of 1024 pixels wide x 768 pixels high in 24 bit color, within the primary, on-line, application. [These dimensions may be reduced slightly on approval to permit display of the image in a window without scrolling].

Distributors must provide licensed users with a means of accessing images of greater than 1024x768x24 resolution provided as part of The AMICO Library™. This facility may be supported by an alternative electronic delivery mechanism from that of the primary application. The identity of Licensed Users accessing these images must be reported to AMICO and to the designated Licensee contact so that they can fulfill obligations to administer these images.

## 4.2 Multiple Image Views

Distributors must provide facilities that permit two images to be compared side-by-side.

Distributors must provide facilities that allow the results of a retrieved set to be displayed in a "light table" display with at least 8 images and associated captions per screen.

## 5. Requirements for Text Views

### 5.1 Required Citation

At any point at which AMICO Library data or images are displayed it must be possible to either see, or go by direct link to the citation for the Work. AMICO Citation Guidelines (<http://www.amico.org/docs/citation1.html>) must be followed in the display of Works and in any printed products or downloads.

### 5.2 Rights Links

Distributors are required to provide a link from each AMICO licensed object to a "Further Rights" declaration that identifies the rights which licensees have and provides an opportunity for them to request additional rights. Rights links in works must be active.

Rights Statements appear both in the Catalog record (for the original work of art) and in the Metadata record (for the related multimedia documentation) and must be displayed with any image larger than a thumbnail.

### 5.3 Metadata for media files

The AMICO Library is distributed with metadata for each digital object. Distributors are required to create compliant metadata for any digital objects derived by them. Distributors are required to make the metadata accessible to licensees either as a linked file or viewed when the file that it identifies is accessed.

## 6. Requirements for other Multimedia

### 6.1 Associated Multimedia Files

Distributors must enable users to access all associated multimedia files, linked to AMICO Catalog records. These files may be any MIME type; currently distributed MIME types are listed on the AMICO Web site <http://www.amico.org>.

### 6.2 Minimum Structured Text Functionality

Distributors must allow linked structured text files in rtf, html, xml, sgml to be downloaded to licensed users in their native formats.

### 6.3 Minimum Audio and Motion Video

Distributors must provide access to audio and motion video files. They may not re-process these to require proprietary delivery methods, but may change the software dependency to an alternative publicly available player that support the list of multimedia types permitted by the AMICO Data Specification.

## 7. Requirements for Output

### 7.1 Minimum Citation

AMICO Citation Guidelines (<http://www.amico.org/docs/citation1.html>) must be followed in printed products and downloads. Works must be referenced as part of The AMICO Library™ by

including the statement “This work from the AMICO Library™ is licensed for non-commercial, educational use only.”

## **7.2 Downloading Functions**

Distribution system supported downloading functions must ensure that all media files are accompanied by metadata and that all AMICO Works are accompanied by the full catalog record.

## **8. Reporting to AMICO**

### **8.1 Statistical Reports on Use**

Distributors are required to provide reports to AMICO, at least quarterly, in a mutually agreed machine readable format of the aggregate number of accesses to each work and the number of accesses to each file of associated multimedia documentation as well as counts of searches and accesses by access method. Reports made available on an on-going basis on a designated website or ftp server are preferred. The following data, based on ICOLC recommendations, is required in these reports.

*Sessions*. Distributor shall collect data on the number of sessions authenticated by each different authentication method maintained by the Distributor, the time and date of such sessions, for each AMICO Licensee, including Licensees receiving service as part of a Consortium.

*Searches*. Reports shall include, at a minimum, the number and type of searches (simple, Boolean and proximity). A listing of search terms used and the numbers of times each was used in each type of search, would be desirable. AMICO specifically requests that reports include searched terms that produce NULL results.

*Views*. Reports shall include the numbers and types of views (by entry, thumbnail or full image) for each work in The AMICO Library™.

#### **8.1.1 Reports on Access to High Resolution Images.**

Distributors are required to provide AMICO with information about all accesses to image data at resolutions greater than 1024x768x24 dpi. This information must include the name of the Licensee and the metadata of the downloaded file.

### **8.2 Reporting to Subscribers**

Distributors are required to provide the same data reported to AMICO, to a contact designated by each Licensee, or on an online site accessible to them, regardless of the type of subscription held by that Licensee.

### **8.3 AMICO Sign-off**

Prior to subscriber access to The AMICO Library via a distribution system, the distributor shall provide access to AMICO in order for AMICO to ensure that the system meets this specification.