

Instructions for the OpenGLAM Translation sprint

The activity will take place between October 19-23, 2020, as part of the CC Global Summit. If you want to start earlier, you are more than welcome to.

1. Verify on this [spreadsheet](#) that no one else has selected the same language and document as you. If someone else has selected the document and you'd like to collaborate, write an email to them.
2. Complete this form <https://forms.gle/TJzpLbbfBtXhV53U9> with your information and the document and language you will focus on. **It is important that you fill in the form so the spreadsheet is automatically updated** with your information and other people can see it and avoid starting the same translation.
3. Open your document's template below, make a copy or download it, and start working! You will find the last instructions in each template.
4. If you want to enjoy some company while translating or need any support, join one of our "office hours" during the summit! Check out the [program](#).

Translation Templates

- Europeana's [Public Domain Usage Guidelines](#) (424 words; only available in English). *We are aiming at translating it into all [official languages of the European Union](#), but other languages are also welcome.*
- Europeana's [Public Domain Charter](#) (2052 words; already available in English, French, German, Greek, Italiano, Polish, Romanian and Spanish). *We are aiming at translating it into all [official languages of the European Union](#), but other languages are also welcome.*
- Open GLAM Survey
 - [Uncovering the global picture of Open GLAM](#) (756 words; already available in English, Spanish, Italian)
 - [Licensing policy and practice in Open GLAM](#) (947 words; already available in English, Spanish)
 - [Open Access Scope in Open GLAM](#) (1059 words; already available in English, Spanish)
- [Reproductions of public domain works should remain in the public domain](#) (621 words; already available in English, Spanish, Japanese)
- [Sharing Indigenous Cultural Heritage Online: An Overview of GLAM Policies](#) (1524 words; only available in English)