



The Great LastDodo Entry Vademecum for Records and CDs or

Everything you always wanted to know about the input screen but never dared to ask

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1 WHAT CAN BE ENTERED IN THE RECORDS & CDS SECTION?

1.1 PRE-RECORDED SOUND CARRIERS

The Records & CDs section is for items that have been freely distributed (i.e. there has been trade in the item at some point, whereby random people have had a chance to get hold of it) and are filled with music and/or spoken texts. The latter is essential. Items such as DVD, CD-ROM and CD-i do not belong in the Record & CD category. Items such as Guitar Hero do not belong in this section either.

The section only accommodates pre-recorded carriers.

Please note: The common combination CD+DVD may be entered in the section. Other combined editions, such as biographies with an accompanying CD, may also be entered under Records & CDs.

1.2 MISPRINTS AND MISMATCHES

Misprints and misprinted copies may only be included in the catalogue if they are part of an edition that came onto the market unintentionally. Individual misprints and mis presses are considered damaged copies. This applies to both packaging and media.

1.3 ILLEGAL RELEASES

Illegal releases, i.e. records and CDs created without the consent of the rightsholders, are included in LastDodo if it is plausible that the release in question was or is freely distributed.

1.4 BOOTLEGS

Bootlegs, i.e. records and CDs that were made without the consent of the rights holders and contain unreleased recordings, are included in LastDodo if it can be assumed that there has been free distribution of the relevant release.

1.5 TRIAL PRESSINGS

Proofs are included in the catalogue, provided they can be distinguished from the final release.

1.6 PROMOTIONS

Promos are included in the catalogue, provided they can be distinguished from the regular release.

1.7 HOME MADE

Homework, such as cassette tapes and CD-Rs recorded by yourself, are not included in the catalogue, not even if they are collectible recordings. Copies are also excluded.

1.8 PRIVATE LABEL

Self-publishing is allowed, provided that free distribution has taken place at some point.

1.9 ITEMS WHICH BELONG IN 2 CATELOGUE CATEGORIES

There are items that can actually be placed in 2 categories. For example, a biography with an accompanying CD.

For such objects, the sound carrier may be included in the catalogue according to the applicable entry rules. In the details field (see Chapter 12) it must be stated with which item the sound carrier originally formed a unit. The use of links can clarify this (see Chapter 16).

In the case of a book with a CD without a cover: enter the CD and place a scan of the book's front cover as the second image. The book can be entered in the book section with a scan of the corresponding CD as the third image.

2 THE BEST ORDER TO ENTER DATA

The order in which the input fields are currently displayed in the entry page suffices as the order of filling in the fields. Entering the tracks before the main artist can be preferred in certain situations. This is discussed further in chapter 15.

The order of this manual is that of the input screen:

Title
Main artist / band
Carrier
Label
Release number
Collection / set
Number in collection
Theme
Country
Year
Additional features
Details
Catalogue value
Images
Tracks Link

3 TITLE

General

The title of a sound carrier is usually indicated both on the carrier and on the packaging in which it is delivered.

For singles, the title of the A-side of the carrier is entered as the title. If there are several titles on the A-side, the first is entered as the title.

EPs often have their own title, which is only on the cover. If there is no such title, the title of the first song on the A-side is used.

If the title on the carrier deviates from the title on the packaging, the title on the carrier is authoritative. **How to enter**

3.1 LANGUAGE AND CAPITALS

When importing titles, we basically follow the rules for the use of upper and lower case letters that belong to the language of the title, regardless of how it appears on the carrier or packaging. See Appendix 1 for an overview of these rules for Dutch, German, English, French, Italian and Spanish.

In the title, any participles are left in place.

The Mystery of Time

3.2 UNWRITABLE LANGUAGES

For many items where non-Western characters are used, an English translation is also given, which is entered into LastDodo.

If several titles are indicated, both in western characters, both are entered with a backslash / used to separate the titles.

If the title is only in a language that cannot be displayed within LastDodo, such as Russian or Chinese, a Dutch translation or a phonetic representation of the actual title may be used. To indicate that this is not literally how it appears on the cover, we put such a title in square brackets:

[To diko sou asteri]

3.3 UNTITLED ALBUMS

Very occasionally, an album does not have a title, neither on the carrier nor on the packaging. In this case, a description of the album is entered. If a commonly used name is known, it is used between square brackets.

[The Black Album] by Prince. The Metallica album is titled "Metallica".

Note: If a commonly used name is known for albums that do have a title, the actual title is used and not the commonly used name. Examples are The Black Album by Metallica (title is "Metallica") and The White Album by The Beatles (title is "The Beatles").

3.4 DOUBLE TITLES

Double titles occur in reissues that include several albums. The titles are all included with a + sign and spaces between them: **Rage in Eden + Vienna**

3.5 DOUBLE A-SIDE

For singles, in the case of a double A-side, the title of the side marked as A or 1 will be used. If not indicated, the first title on the packaging will be used.

3.6 NUMBERS IN A COLLECTION / SET

If the title says "Part 1", "No. 4", "Volume Ten" or similar, we omit words such as "Part", "No" and "Volume" and place the number at the end of the title. But only if the title is otherwise indistinguishable because it is several volumes with the same title. The number is always shown in figures, even if it appears in letters on the carrier or packaging: **All 13 good! 7**

3.7 NAME OF THE PERFORMER

In principle, we do not include the name of the performer unless it is an essential part of the title:

The Album (and not ABBA - The Album)

The Best of ABBA

4 MAIN ARTIST / BAND

General

A main artist / band is responsible for (most) of the recordings on a carrier.

The main artist / band participates on all tracks. If not, the artist / band is entered as a guest artist on the relevant tracks.

Where possible, use the dropdown box that appears when part of the name has been entered. If more artists need to be entered, the button "Add extra main artist / band" is used, so never characters like "/".

4.1 PERSONAL NAMES

Personal names are entered in the order of surname (with capital letter), first name (with capital letter). Insertions (lower case) are placed after the first name.

Baptismal names are not entered. These can be placed in the background pages. This rule may be departed from if there is a possibility of name confusion. (Many artists are called Brown or Jones).

Nijs, Rob de

Lennon, John (and not Lennon, John Winston)

4.2 BAND NAMES

Band names are entered as Band name, followed by an optional article. Band names are not written entirely in capitals, unless the band itself does so (e.g. on the official website). **Who, The - ZZ Top**
ABBA – Dijk, De

4.3 DUOS

Duos are considered to be a band and are entered as such. Occasional duos are entered as single artists. Duo names are written with an ampersand &.

Simon & Garfunkel

Gabriel, Peter

Bush, Kate (and not Peter Gabriel & Kate Bush)

4.4 COMPOSING A NAME WITH A BAND

The artist name is a part of the total band name. Therefore, the name is introduced by the first name, followed by the last name and the band. Compound names are written with an ampersand &.

Cliff Richard & The Shadows

Buddy Holly & The Crickets

Corry & The Rekels

4.5 ALIASES

The real name of an artist is entered. If an artist uses an alias, it can be added by administrators, so that when searching for an alias, the items are visible. **Jones, David** (and not Bowie, David)

4.6 VARYING NAMES

Some artists use several names even though they are the same artist. The most common name is used and administrators can add any other names, so that when searching for such a name, the items are visible.

Golden Earring (and not Golden Earrings, The)

Spinners, The (and not Detroit Spinners, The)

4.7 IDENTICAL NAMES

It can happen that several bands or persons have the same name. If these come from a different country, they will be indicated by putting the country name after the name in square brackets. If they come from the same country, a serial number in Roman numerals will be put between square brackets. If both are applicable, the country name is inserted first, followed by the serial number, separated by a comma. **Cats, The [GBR]** and **Cats, The [NLD]**.

4.8 BAND NAMES THAT RESEMBLE PERSONAL NAMES

Band names that resemble personal names are entered as band names. **Alice Cooper** (and not Cooper, Alice)

4.9 BAND MEMBERS

Band members and artists who have contributed to all tracks on an item *may* be added as additional main artists or guest artists.

4.10 COMPILATION ALBUMS

Albums consisting of tracks by various artists will have "Various Artists" as the main artist.

5 CARRIER

A carrier is the medium on which the recordings appeared. The right carrier can be selected from a drop-down list.

If several types of carrier are present (e.g. an LP with an attached bonus single), the "Add additional carrier" button can be used.

If a carrier is not displayed in the drop-down list, one of the super administrators can be contacted to have that carrier added to the drop-down list.

6 LABEL

General

In this field, the name of the record company as is written on the carrier is entered. Several labels may be entered. The umbrella organisation may also be added as an additional label. Distribution companies are not included.

How to enter

6.1 SPELLING

The label name is placed in the normal order:
The Right Stuff (and not "Right Stuff, The")

6.2 ADDITIONS

6.2.1 LABEL, RECORDS ETC.

The names of labels are taken from the carrier (label).

Parlophone
The Famous Charisma Label (and not Charisma)
A&M Records (not A&M)

6.2.2 DOMICILE

Place and country names are not included.

Arcade (and not "Arcade Deutschland")

6.2.3 LEGAL FORMS

Any additions such as "BV", "NV", "INC", "GmbH", LTD etc. are not included.

6.3 NAME VARIANTS

It is possible that there are alternatives. "RCA", "RCA Gold Label" and "RCA Red Label" are considered one label. It is therefore not the intention to introduce such variants as new labels. However, there is the possibility of making "RCA Gold Label" and "RCA Red Label" into a collection / set.

6.4 SUBSIDIARIES

Subsidiaries are entered as independent labels. It is not necessary to mention the parent company:

Victor (and not "RCA Victor")

6.5 MULTIPLE PUBLISHERS

Multiple publishers must be specified separately by clicking on the "Add additional label" button. RCA and Victor are both entered with a carrier of RCA Victor.

6.6 ADVERTISING RELEASES

In advertising publications, the client or brand may always be entered as an (additional) publisher, even if this is not formally the actual publisher. If the actual publisher is known, he must also be entered.

7 RELEASE NUMBER

The release number is the number by which the release can usually be recognised and often even dated.

If a release number on the carrier differs from the release number on the packaging, the number on the carrier is leading.

If different release numbers are displayed for several carriers within an item (e.g. for a double LP), these can all be filled in with a plus sign between the numbers.

818243-1 + 818244-1

The side of the carrier is not part of the release number.

The label is not part of the release number.

Fill in the release numbers as completely as possible.

5C 054-04299 (and not 054-04299)

It sometimes happens that no release number is assigned. In that case, enter "None".

8 COLLECTION / SET

A collection / set name is entered if several different items are released under the same (sub-)name, but have been available separately.

It may happen that a collection name is used for several collections. In this case, the label is added in brackets to the collection name. If one label publishes several collections under the same name, a Roman serial number is added in brackets. The sequence number within the collection is not entered here.

[Woman in Love \(II\)](#)

9 NUMBER IN COLLECTION / SET

The sequence number in a collection / set is entered if an item belongs to a collection and a sequence number is displayed on the carrier or packaging. This serial number may consist of a number, letter, year or a combination thereof.

10 THEME

If the item to be entered contains one or more tracks that belong to or are about a TV series, movies, musical, comic strip, book series, etc., these may/may be entered here.

Examples:

Cartoon, The
Sound of Music, The
James Bond
Calimero
Smurfs, The
Football
Sinterklaas

11 COUNTRY

General

The country in which the carrier was manufactured is entered in this field. A closed list is used. If a country is not on the list, please contact one of the super administrators.

How to enter:

11.1 DETERMINATION OF COUNTRY

In descending order of preference, the following list can be used to determine the country of manufacture:

1. Country of manufacture as indicated on the carrier
2. Country of manufacture as indicated on the packaging
3. Country of manufacture, from external sources

11.2 COUNTRY NOT IDENTIFIABLE

If a country is not known, this field is left empty.

No assumptions are made either: A CD by a Flemish artist may well have been produced in Italy. If this is not indicated, the field is left blank.

11.3 CHOICE BETWEEN TWO POSSIBILITIES

In some cases, several possibilities may appear to be correct.

It was agreed that in the period 1949-1990, a choice would always be made between East Germany and Germany.

The countries of the United Kingdom are entered under United Kingdom.

12 YEARS

General

Please enter the year in which the item was actually released. CDs before 1982 are not possible.

How to enter

12.1 INCORRECT YEAR ON COVER OR CARRIER

If the year shown on the item is not the actual year of issue, enter the actual year of issue here and report in the Details field that the year is not correctly displayed.

12.2 YEAR NOT KNOWN

If it is not known when the item was released, the Year field remains empty. If the year is an indication, this can be reported in the field Details.

Please note that any year of copyright mentioned is not automatically the same as the year of issue, but merely indicates a lower limit.

13 ADDITIONAL FEATURES

Striking characteristics of an input item, which you cannot find in the standard fields, can be entered in Additional Features. This field uses a drop-down menu. If the characteristic you want is not included, contact an administrator. He or she can add new characteristics to the drop-down menu.

Some examples:

Bootleg
Compilation
Concert recording
Folding cover
Picture disc
Promo
Lyrics

14 MATRIXNUMBERS

General

Matrix numbers are used by the record companies to identify one side of the record. This means that there are two different matrix numbers per record (single, EP or LP). One for the A side and one for the B side. You can find the matrix number in the run-out groove (deadwax). Matrix numbers are or scratched or stamped. Often is a part of the matrix number printed on the label. Matrix numbers give a reasonable indication of when a record was made and whether it is a first pressing. But it's not blissful. There are re-presses that are made from the same matrices as the original and therefore have the same matrix numbers, but they were made in a different year.

How to enter

The field is alphanumeric, so it can contain numbers, letters, and punctuation marks. Search the run-out groove till you find the complete matrix number from side A and enter this number in the field with prefix Runout. Do this again for side B and put it below the number for side A.

For example, this German Phonogram single:

Runout: 1 0 AA 6003223 1W 320 U

Runout: 1 0 AA 6003223 2W 320 1

6003223 is the release number; 1W indicates side A and 320 is the country code for Germany.

It is allowed to add matrix numbers found on the label as an extra. Put them below the matrix numbers of the run-out groove with prefix label. In the example it will look like this:

Runout: 1 0 AA 6003223 1W 320 U

Runout: 1 0 AA 6003223 2W 320 1

Label: AA 6003 223.1 W

Label: AA 6003 223.2 W

15 PARTICULARS

General

This field is meant for all information that may be important for the identification of the item and that cannot be entered in the other fields.

It is sufficient to fill in only one of the language fields if there are any details. Filling in the other languages is, of course, permitted and highly appreciated. Please enter the correct language in the correct field, so no English texts in the Dutch details field.

Please do not copy sections of text from other sites into the Details field.

How to enter

15.1 DECIDE TO MENTION

The following items should always be mentioned in the field Details if they are relevant:

- Specific characteristics of variants:
 - 3 Lines of text on label** (If a 4-line variant also exists)
- Information which is meaningful for the identification but which is not or poorly extracted from the images
 - With hidden track**
 - Wrong artist on the cover**
- Information on the print run.
- Information on the item where the carrier was originally distributed (if possible, the other item is entered in the relevant section).
 - Supplement to Rolling Stone magazine, 2012 volume, number 31**
- Information on annexes:
 - With 11 appendices**
 - With 4 postcards**

15.2 MAYBE MENTION

Some things are not compulsory but may be mentioned:

- Names of producers, studios and the like.
- Indication that it is a non-regular edition **Bootleg**
 - Illegal release**
 - Stickers applied to the packaging by the publisher, so that the same edition was available both with and without that sticker.
 - Also distributed with "Torhout/Werchter 1988" sticker Sold exclusively during theatre tour 2012/2013**
- Other information on distribution
- Other information useful for identification **Artist name displayed incorrectly in track list**

15.3 ABSOLUTELY DO NOT MENTION

Never use the field to record details of your particular copy (i.e. NOT "in fine condition", "number 854 of 10000", "copied cover" or the like). "Number 854 of 10000", "Copied sleeve" or similar). You can put that information with your own item if you have put it in your collection or shop.

Do not enter "Best Album by The Beatles" opinion or rating.

Do not enter information about the artist "Father of Jeff Buckley", this information belongs to the artist's background page (see chapter 17).

Do not pollute the field with things that do not contribute to the identification.

16 CATALOGUE VALUE

General

Within LastDodo, catalogue values can be entered for the item as a whole, carrier and packaging. It is not possible to enter separate values for the carrier and the packaging.

The catalogue value is the price at which an item in the relevant condition could be purchased within a realistic period by anyone who wanted to.

Please note: The information below is intended for a correct assessment of the value of an item. Offering items for sale, or including them in a collection, in a wrong state is explicitly not a matter for administrators.

How to enter

16.1 SELECTION OF THE CORRECT STATE

The value of 5 different states can be entered. If a value in a particular state is not known, it is left blank. The states are:

- **Mint (like new)**
In absolutely perfect condition in every aspect. The item must look brand new, without surface wear (scratches, tears, etc.) This applies to all parts of the item: Carrier, packaging and any attachments.
- **Near Mint**
An almost perfect copy, with minor traces of use.
- **Very Good**
A copy with normal signs of use. The carrier does not have any damage that would cause a disturbing reduction in sound quality. The packaging and inserts may have minor damages as a result of normal use.
- **Good**
A copy with normal signs of use. The carrier has damages that reduce the quality of the sound, such as slight noise. However, the carrier plays the sound without "skipping", "ticking" or other severe damage. The packaging and inserts may have minor damages, such as damaged corners and discoloration.
- **Fair (Fair)**
A copy with heavy traces of use, but still collectible. The carrier has damages that reduce the quality of the sound, such as heavy noise. The packaging and inserts may have heavy damage, such as tears or may be completely missing.

16.2 PACKAGING AND CARRIER IN DIFFERENT CONDITION

If the value of a Very Good LP in a Reasonable package is known, that value is entered with the least state, in this case Reasonable.

16.3 SALES TACTICS

The catalogue value is not meant to sell items as expensive as possible, but is meant to give a realistic idea of the value of an item.

It is therefore not intended that an item offered for sale in the LastDodo sales channels (shop or auction) should have a very high catalogue value beforehand. It is of course possible to enter or change the value afterwards, after the sale, according to the result achieved.

16.4 BUYERS

If an item occasionally appears as a bargain, it is not realistic to assume that such a selling price is also the actual value of that item.

Conversely, it is also unrealistic to say that an item that is offered expensive once has that value when the same item in the same condition is available much cheaper via other channels.

17 IMAGES

General

A minimum of 3 images should be placed here. The first is for the front of the package, the second is for an image showing the track listing (often the back of the package) and the third is for the carrier itself, or its label. It is not intended to post images of a sleeve with an LP protruding from it.

It is compulsory to place legible images, as the images are primarily used to identify an item.

Preferably scans are used. Photos can also be used (especially for larger items such as LPs, this is recommended so as to be able to see the entire item). Please take the legibility into account.

How to enter

17.1 IMAGE 1

Image 1 is reserved for the front of the package only (sleeve or otherwise). If no sleeve is available, an image of (side A of) the carrier will be placed. The use of Image 1 is mandatory.

17.2 IMAGE 2

Picture 2 is reserved for an image with the track listing. In practice, this is usually the back of the packaging. If the tracklisting is not shown anywhere, the back of the package is used as an image, even if it is completely white or black. If the cover is not available, an image of (side B of) the carrier is placed.

17.3 IMAGE 3

Image 3 is for an image of (side A of) the carrier or its label. If an item consists of several carriers, (side A of) carrier number 1 is used.

If no cover is available, pictures 1 and 3 are identical.

17.4 INPUT FORMATS

Scanning produces the most beautiful images. Photos can also be added if necessary. If necessary, use a simple image editing programme to cut away any unnecessary white edges and make the item as frame-filling as possible.

Use one of the following formats: .jpg, .gif, .png or .tiff. The maximum size you can upload is 5 MB per photo. We recommend using .jpg files. They are compact so that adding photos is much faster.

The maximum size in which images are displayed in the display screen is 700 x 700 pixels. Pictures that are larger than 700 pixels high or 700 pixels wide are automatically reduced in size for the online catalogue.

The maximum size in a printed catalogue is 1000 X 1000 pixels, so it does make sense to enter images of more than 700 pixels height or width, as this gives nicer results in a printed catalogue. More than 1000 pixels high or wide, however, is not useful.

16.5 REUSE OF IMAGES

As everywhere in LastDodo, it is not allowed to reuse existing LastDodo images for new items. It is not permitted to re-use images from other websites. Not even from the record company's website.

Please note: Only self-created images that meet the requirements will be accepted. Incorrect use of images is a reason for rejection of entered items, which will result in the deletion of the entered item from the database.

18 TRACKS

General

The tracks block is used to enter data at track level. Input can be done by clicking on "Add new track" or by entering plain text (whereby the side, number and name of the track are read in). After entering plain text per track, always check whether all information has been placed correctly in the fields.

18.1 (GUEST) ARTIST

Performers are entered here who have not worked on all tracks, for example, in the case of a one-off duet on an album.

In the case of compilation albums, the performer of the relevant track is also entered here.

Multiple performers are entered using the "Add additional (guest) artist" button.

If all tracks are performed by one performer (or group), this field will remain empty.

Artists and bands are entered according to the same rules as the main artist (See chapter 4).

Please note: If tracks are entered in an existing item, the data of the lead artist are taken over in this field. However, according to the rules above, this is not correct. This data should therefore be removed manually. You can also choose to delete and save the main artist first. Then click on Change Item, after which the tracks are entered first and then the main artist is filled in again.

18.2 TYPE / GENRE

The type / genre to which a track belongs is selected from a closed list. If the genre is not known, or if the closed list does not offer enough possibilities, this field can be left empty.

18.3 SIDE

The front side is called "A", the back side "B". If there is more than one medium, it is consecutively numbered: the front side of LP number 2 is "C" and the back side is "D". Up to 26 sides can be entered. If this is not sufficient, other carriers can be added to carrier "Z".

CDs have only one side. For single CDs, this field is left blank. For double CDs, "A" is used for CD 1 and "B" for CD 2.

If there are several types of media, it is usually a special edition of a regular album. In this case, the numbering starts with the "main" album and ends with the "additional" carriers.

For commercial reasons, items (singles and EPs) have been released with the term "Double A-side". This term is not used within LastDodo. In such a case, the A-side and B-side are used, where the A-side is filled with the data from the side mentioned first on the packaging.

18.4 TRACK NUMBER

The track number is indicated here. Each side (or for CDs: each CD) starts again at 1.

For singles with 1 track on each side, this field is left empty. If a single has more than one track on each side, the track number is filled in.

Classical works on are often split up into separate tracks. The individual parts may be entered as separate tracks if they are actually separate parts on the carrier.

Bonus tracks and "hidden" tracks are numbered consecutively on the side or CD where they are located.

18.5 NAME

The name of the track is entered here. The same rules are used as for entering the Title (see chapter 3.1 to 3.3). For spelling, the rules of the language concerned are used, as described in Appendix 1.

Descriptions such as "Instrumental Version", "Moby 7" Remix", etc. are placed in brackets after the title if this description is also indicated on the carrier or packaging.

Medleys can be entered within 1 track by separating the individual track names with a backslash.

We Will Rock You / We Are the Champions

18.6 DURATION

This field is for entering the length of a track. The colon is used as a separator between minutes and seconds.

18.7 COMPOSIST

The composer is imported under the same rules as an artist.

Band names are never entered as composers. What is entered are the individual members who were part of the band during the writing/recording process.

If only the surname of a composer is known, it is entered.

Coccianti

If only the first letters of the first name are known for a composer, this is entered after the comma after the last name.

Coccianti, R.

If the full name of a composer is known, and only a surname appears on the label or packaging, the full name is entered. **Coccianti, Riccardo**

If several composers have worked on a track, both are entered. Use the "Add additional composer" button. Separators such as slashes are not used. ~~Lennon / McCartney~~

Lennon, John
McCartney, Paul

18.8 LYRICIST

The lyricist is entered according to the same rules as the rules with which an artist is entered. Band names are never entered as Lyricist. However, individual members who were part of the band during the writing/recording.

If only the surname of a writer is known, it is entered.

Ewbank

If only the first letters of the first name are known for a lyricist, this is entered after the comma after the last name.

Ewbank, J.

If the full name of a lyricist is known, and only a surname is stated on the label or packaging, the full name is entered. ~~Ewbank, John~~

If several lyricists have worked on a track, both are entered. The "Add additional writer" button is used. Separators such as slashes are not used. ~~Adam F. Duritz / Peter Slager Duritz, Adam Frederic Slager, Peter`.~~

18.8 PRODUCER

The producer is entered subject to the same rules as those used to enter an artist.

Band names are never entered as producers. What is entered are the individual members who were part of the band during the writing/recording process.

So no Queen, but
Mercury, Freddy
May Brian
Taylor, Roger
Deacon, John

If only the surname of a producer is known, it will be entered.

Ewbank

If only the first letters of a producer's first name are known, it is entered after a comma after the surname.
Ewbank, J.

If the full name of a producer is known, and only a surname is stated on the label or packaging, the full name is entered. Ewbank, John

If several producers have worked on an LP, CD, single or EP, both are entered. Here, the "Add additional producer" button is used. No separators like the slash are used.

19 LINKS

After saving an item, use the "Link Collection Area" button to link the item to another catalogue area. Examples include:

- Linking a soundtrack to the film
- Linking a CD that was enclosed with a magazine to that magazine
- Linking an LP with a cover design by a cartoonist to that cartoonist

20 BACKGROUND INFORMATION

For general information applicable to artists, composers, carriers, labels etc. (hereinafter referred to as "person or company"), a page with background information can be entered.

If the person or company in question is selected, a link to "be the first to add background information!" is displayed at the top of the page with items for that person or company. or if a page has already been created at the bottom of the screen to "change background information".

If a person or a company is entered, a number of fields are immediately displayed that can be filled in, such as date of birth for a person or date of establishment for a company.

A short summary of maximum 4 lines can be entered. This summary appears at the top of the overview page of this person or company.

Furthermore, a complete background can be entered. For example, the group composition of a band per period that they were active, a biography, or a history of a company with the owners per period. There are a number of things to take into account:

- No advertising, propaganda or obscene language is introduced
- It is not allowed to copy information from other websites indiscriminately (for example from the website of an artist, company or wikipedia)
- Individuals and companies are not allowed to create or edit the page about themselves

21 ANNEXES

21. 1 USE OF CAPITALS IN TITLES

21.1.1 DUTCH TITLES

Only names and the first letter of the first word with a capital letter:

Een hele tour - live in "De Vooruit", Ghent
De vondeling van Ameland

21.1.2 GERMAN TITLES

As Dutch titles, with the additional rule that in German nouns are also capitalised:

Dein ist mein ganzes Herz
Ich hab' mein Herz in Heidelberg verloren

21.1.3 ENGLISH/AMERICAN TITLES

The first and last word of a title are always capitalised. All other words are also capitalised except for conjunctions and articles or prepositions of four letters or less:

The Pros and Cons of Hitch Hiking
Live in the City of Light

21.1.4 FRENCH TITLES

The rules for French titles are extensive and complex. French titles that are imported in compliance with the rules for Dutch titles are tolerated.

21.1.5 ITALIAN TITLES

For Italian titles, the same rules apply as for Dutch titles, only names and the first letter of the first word are capitalised.

21.1.6 SPANISH TITLES

For Spanish titles, the same rules apply as for Dutch titles, only names and the first letter of the first word is capitalised.

21.2 GENERAL TIPS ON ENTERING

As a general rule, any field that is not applicable (e.g. a CD that does not belong to a series) or unknown to the importer (e.g. the year of release) is left blank. Please also note the correct use of upper and lower case letters when entering.

Fields in which names are entered (of artists, bands, labels, series, composers, lyricists) offer the possibility to select the full name in a drop-down box after entering a number of letters. Use this as much as possible to avoid input errors.

If an artist, label, composer etc. appears more than once in the list (with varying spellings), you can report this to the super-administrators of the section. They can merge them.

If a new entry is very similar to another entry, a suggestion list is displayed to prevent duplicate entries in the catalogue. If in doubt, check whether one of the suggestions is the same as the new entry.

If an item appears twice in the catalogue (where all the details are the same, such as country, release number, year of release etc.), the title of the worst-imported version may be replaced with "Doublure van " followed by the LastDodo number of the best-imported version. Administrators will check if it is indeed the same item and merge the two, linking all collectors and shops to the correct item. **Doublure from 3676679**

When saving new entries, the images used can be added to your own copy, in both the collection and the shop. Sometimes it may be desirable to add other images to your own copy, for example of the appendices, a specific number in case of limited edition, etc.

21.3 COUNTRY CODES ACCORDING TO ISO 3166

The list below is a limited overview. For a complete list of all codes, please consult the Internet, for example http://en.wikipedia.org/wiki/ISO_3166-1 or http://www.iso.org/iso/country_codes.htm.

Belgium	BEL
Brazil	BRA
China	CHN
Denmark	DNK
Germany	DEU
France	FRA
Great Britain	GBR
Italy	ITA
Netherlands	NLD
Norway	NOR
Spain	ESP
United States	USA
Sweden	SWE

18.4 REVISION OVERVIEW

Version	Date	New articles (*)	Amended articles (*)	Articles deleted (**)
1.0	19-07-2013			
2.0	04-01-2021		Catawiki replaced by LastDodo	
2.2	02-02-2021		Minor changes	
2.3	06-02-2021		Theme + Additional features	
2.4	08-11-2022	17.9	17.7 + 17.8	
2.5	04-04-2023		16.3 Images	
2.6	29-06-2023	14	Matrixnumbers	

(*) number refers to article in current version

(**) number refers to article in previous version