

Beer labels Manual 2.0 (October 2023)

| version | date | who | Changes |
|---------|--------------|-------------------|--|
| 0.1 | august 2017 | Admin Beer labels | First version submitted to Arco. |
| 0.2 | April 2022 | Admin Beer labels | <ul style="list-style-type: none"> - Addition “Extra Brewery”, “Extra Land” and “Extra Type” in the input fields. - New beer types: Beer mix, Honey beer, Easter beer and barrel matured. - Further description of the data to be filled in at uploading labels. - Updated table of contents |
| 1.0 | May 2022 | CM | Publication |
| 1.1 | June 2022 | Admin Beer labels | Minor textual adjustments, further explanation and addition with point 2: “Catalogue and own collection” and point 3: “LastDodo app”. |
| 2.0 | October 2023 | Admin Beer labels | Further explanation of the “Brewery” field. |

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1. Introduction

The collective category “Beer labels” includes both labels of beer bottles and labels of beer cans.

Beer bottles with engraved or painted images as well as beer bottles from which the label has not been removed are emphatically not included in this section. These bottles must be listed in the “Alcoholica / drink” section.

All variants of a beer label may be included in the collective category “Beer labels” insofar as they are actually deviating images from previously entered versions. This applies to deviations in the front labels, the back labels and the neck labels.

If the deviation only refers to the “best before”-date, this does not count as a variant. After all, the image itself has not changed.

LastDodo has a Dutch, English, French and German version. The data entered on the beer labels, in particular regarding “Land” and “Type” are automatically translated from Dutch into English, French and German and vice versa. It is therefore important to fill in the “Country” section in Dutch when using the Dutch version of LastDodo. This is not an issue for the beer types because a fixed drop-down menu is available which is translated by default for the other LastDodo language versions.

2. Catalog and own collection

The catalog is the foundation. Items must therefore be (or have been) entered in the catalog before they can be added as an item to your own collection. Items in the own collection are always a copy of a catalog item. You can make all kinds of adjustments to that copy, such as your own photos and details, so that it is a faithful description of the specific characteristics of the copy you have in your collection.

3. LastDodo App



The own collection can also be processed in the LastDodo application so that you can always consult it on the mobile phone or tablet. This app can be downloaded from the Android and Apple app stores and can be recognized by the logo above.

This app groups the labels into the following headings:

- Trademarks (see point 5)
- Countries (see point 7)
- Type (see point 8)
- Breweries (see point 6)
- Content (see point 10)

Please note: the order of these sections differs from the order that applies to entering the labels.

After installing this app it will have to be synchronized with the catalog on the Web. The first time this takes some time, but with subsequent synchronizations it goes quickly because only the side effects need to be adjusted.

In this app you can also look by title. In that case, go to the “Countries” section. Select the country in question here, after which all beer labels are listed by title, in alphabetical order of the country concerned.

As soon as new labels are added to the catalog by collectors platform input, the LastDodo app must always be synced. This is how your collection on the phone or tablet equals the collection in the catalog.

4. Title

- The title starts with a capital letter.
- If the title starts with a number or a punctuation mark, then a capital letter follows (for example “13 Guns” or “1698 Kentish strong ale” but also “5 A.M. Saint”).
- Avoid abbreviations in the title. Words are written in full, similar to the label entry.
- Mention the name of the relevant beer itself (without the brewery name) if it is a unique name, so “Jack hammer” instead of “Brewdog Jack Hammer”. If the title of the beer is a beer type (for example Blond, Tripel, IPA or Weizen), the brand name comes before the title. For example, Porter from Burton is introduced as “Burton Porter” and Brown Ale from Newcastle as “Newcastle Brown Ale”.
- If there is a title on the item, but this is a language that cannot be displayed within Lastdodo (Chinese, Arabic, Greek), the title may be translated. Such a translated title must be placed in square brackets to indicate that this is a translation and not literally on the item.
- A descriptive title can only be used if there is no readable or translatable title on the item. Such a descriptive title should be as short and adequate as possible.
- An administrator can decide to adjust a title if it contains errors or for reasons of uniformity and recognizability of the catalog.
- Do not include unnecessary information in the title, which may also be in other input fields.

5. Brand

- The name of the brewery, without indication of "brewery" or location, such as Cumberland, Gordon, Hobgoblin and so on.
- If there is a collaboration brew, the brand will be entered as “Collaboration brew” and not the names of the breweries. This is discussed in the section “Brewery”.

6. Brewery

- The name of the brewery, without prior indication of "brewery" or "beer brewery" but with location, so "Innis & Gunn, Edinburgh" and "Marston's, Burton On Trent".
- If the word brewery is later in the name, it can be entered (like "Hogs Back Brewery, Tongham"). In that case, the name is not abbreviated either. It is up to the administrator to determine what will be the correct format in certain cases.
- Avoid abbreviations. For example, "Hogs Back Brewery" is written in full instead of "Hogs Back Br."
- If there is a collaboration brew, all participating breweries are entered. This can be done via "Add Extra Brewery"
- If there is a collaboration with something other than a brewery (a farmer, organization or shop), then there is no collaboration brew. In that case, further information about the collaboration can be stated under "Details".
- If the beer is brewed at another brewery (a rental brewery), the name of the brewery that developed the recipe is listed under "Brewery". The name of the rental brewery is stated in the "Details" field.

7. Country

- The country where the brewer originally comes from. It sometimes happens that a beer at a rental brewery in another country is brewed under license from the original brewery, but in that case the country of origin is still decisive. A more detailed explanation about the brew can be given under the heading "Details".
- If a brewery such as "Heineken" has its own brewery abroad, that country is considered the original country and not the Netherlands.
- If there is a collaboration brew involving breweries from several countries, all participating countries will be entered. This can be done via "Add extra country"

8. Kind

- The beer types have now been revised and supplemented with new sections. There is now plenty of opportunity to find the right section. In addition, all sections now describe what is meant by the relevant beer type.
- The section "Special beer" is used for real specialty beers, which are also marked as such on the label, without a different beer type being recognizable.
- Beers with special ingredients also fall under "Special beer". Think of beer with gale or rye. In the section "Details" it is then described what makes this beer special.
- When in doubt about the beer type, use can be made of the internet, in particular Ratebeer and Beeradvocate or similar beer sites to find out the beer type. However, this is not a must, so if the beer type is not recognizable, for example because it concerns very old labels without further information, the type is NOT filled in. This can be supplemented later when more is known about the relevant beer type.
- If the label shows that several beer types are eligible for the same beer, it is the intention that these types are all actually imported. This can be done via "Add Extra Type". This is the case, for example, with the Trappist beers. Previously, it was a matter of choosing between, for example, "Blond" or "Trappist". Now and "Blond" and "Trappist" can be entered. The same goes for the Abbey beers.

The same applies, for example, to "Export" and "Dark" or "Hell" and to "Alcohol Free" and "IPA" or Weizen". Nowadays, more and more combinations are possible.

In order to be able to consult the beer types from all sides, it is therefore the intention that this section is entered as completely as possible.

9. Alcohol percentage

- The number is filled in with the % sign immediately after it and if necessary a comma in between, so 6.4% or 5% depending on how it is stated on the label.
- If 5.0% is stated on the label, this will also be adopted in this way.

10. Content

- The Dutch contents are noted as stated on the label. There is, however, a space between the number and the unit measure and without a period after it. So 30 cl or 25 cl
- "cl" and "ml" use lowercase letters, regardless of what the label says in uppercase and lowercase.
- For the liter bottles we use the (capital letter) L after the quantity, so 0.5 L or 1 L and again with a space, without a period and again regardless of what the label says in capital letters and small letters. The uppercase L is used because the lowercase l can cause confusion.
- For foreign units such as "fl oz" lowercase letters are also used, regardless of the uppercase and lowercase letters on the label. No points are used in the units here either.
- If both cl and ml are mentioned on the label, these are copied with an intermediate line with spaces: so 33 cl - 330 ml
- The same applies if both foreign units and cl are mentioned on the label, for example 11.16 fl oz - 330 ml
- In English measures, a dot is used instead of our comma within the graduation. For example, we list 11.16 fl oz and 5.5 L

11. Year

- The year in which the beer bottle was obtained by the importer. Normally this is within 1 to 2 years after filling the beer bottle so that the label can be reasonably placed in the issue period.
- If the year cannot be determined, for example because the labels have been obtained from third parties, the year is NOT filled in.

12. Dimensions

- Enter the dimensions in millimeters.
- Enter the width and then the height of the label, separated by a space and an x sign, like 95 x 85 mm.

13. Details

- Free to fill in.
- The text entered is automatically translated into English, French or German, depending on which LastDodo version is used.

14. Pictures

Scanning gives the best results for beer labels. If this is not possible, the labels can be photographed. If necessary, use a simple image editing program to cut out unnecessary edges and make the item as full as possible. When saving the images, use one of the following formats: .jpg, .gif, .png or .tiff. The maximum size you can upload is 5 MB per photo. It is recommended to use .jpg files. They are compact so that adding photos is much faster. The maximum size in which images are displayed in the display window in the catalog is 700 x 700 pixels. Internally, images are stored in a maximum size of 1000 pixels high or 1000 pixels wide. Photos that are larger are automatically resized when entering.

- The images must be complete and of clearly legible quality.
- The intention is to enter the front label first, second the back label with all beer information and third the neck label. This is also important for the LastDodo app because it only includes the first two photos in the beer labels overview.
- When entering photographed images, the photos must be full screen and sharp so that all information is clearly legible. It is up to the administrator to determine whether the photos are good enough.
- It is preferable to scan the labels. Shooting is only an option if there is no possibility to scan.
- Photos that do not meet the above points must be replaced. Until the images are restored, the labels entered will not be approved. If the images are not replaced within a period specified by the administrator, the entire item will be rejected.
- It is not allowed to place images in the catalog with a logo, a watermark or a timestamp. Of course, this limitation does not apply to images that are added to items in your own collection.
- Only own scans or photos may be used when entering or improving items. Another reason to only allow your own scans or photos is that material from other sources can be copyrighted. If it appears that items are provided with images from third parties, these items are not approved by the administrator.
- It is also not allowed to 're-use' images from the catalog for entering new items.

15. Quality management

Using the above method, we can arrive at a more consistent catalog. This is especially important for the data that can be selected (brand, brewery, country, type and content) and for the images. The more information and clear pictures, the better the quality of the catalog. Finally, when approving the entered data, the administrator can still make additions or changes or inquire about doubts.