How to write the BPG
These are the things to do!!!

1) Take care to fulfil the length requirements for the mini, midi and Spee versions of the BPG
2) Please take care to write in full sentences and from the point of view of BHL-E for content providers
3) Do not use any links to explain something, may it be links to the internal wiki or others. You may use links which to do not link to the internal wiki but please not too much and only if you can't manage to describe it in another way. Be aware that if I read it and think that the link is not appropriate you will get the chapter back and you will have to describe the matter without the link!!!
4) Do not refer to the catalogue of content holder requirements!
5) If possible do not refer to anything. The BPG shall be one consistent document which facilitates the digitisation of literature. This means that only the BPG is needed to digitise literature and not a 100 other sources.
6) Use the Metadata/OLEF (Open Literature Exchange Format) terms consistent through out the document
7) Please take care – this is a guideline which means a step by step explanation of how to digitise literature and make it available in the BHL-Europe portal!!! Keep in mind that not all content providers may be as experienced as you are…the BPG shall be easy to understand.
8) Mind the input from the WS in Tervuren and BPG discussion board
9) Mind the pdf "BHL-E_D2pt9_BPG_hints"