EDITORIAL POLICY ON THE FACES OF SLOVENIAN REGIONS PORTAL

General Info About the Portal

- The Faces of Slovenian Regions Portal (https://www.obrazislovenskihpokrajin.si/) is an online biographical lexicon of outstanding personalities from Slovenian regions and Slovenians in Neighbouring Countries and Around the World, managed by the Kranj City Library in cooperation with central regional libraries. Nine regional libraries and the Association of Public Libraries have signed a cooperation agreement on the management and hosting of the Faces of Slovenian Regions Portal.

- It brings together personalities from previous online biographical lexicons: Celjskozasavski.si, Dolenjska biographical lexicon, Gorenjci.si, Koroška biographical lexicon, Pomurci.si, Primorci.si, Spodnjepodravci.si and Štajerči.si.

Personality Selection

- The lexicon includes personalities who, through their life and work, have significantly marked/impacted the development of individual regions or municipalities in the past and present, and have thus co-created or are co-creating their image.

- The Faces of Slovenian Regions Portal includes biographies of personalities who were born in particular regions, in neighbouring countries or other countries around the world, having lived and/or studied there, and above all, whose work in any field has significantly marked/impacted their environment (i.e. writers, poets, literary and art historians and critics, journalists, painters, musicians, architects, actors, priests, scientists, researchers, professors, teachers, businessmen, politicians, athletes, etc).

- The lexicon also includes locally notable and interesting personalities who cannot be found in other biographical sources, such as Slovenian Biography, various editions of Who's Who… and whose work contributes to the development and recognisability of the local environment.

- We select people who have had an outstanding impact on their field of work or activities (various branches of the economy, arts, medicine, sports, etc.). They express their “outstandingness” in various ways, in the form of accomplished works, awards…

- The general principle is "rather more than less people". Nevertheless, qualitative selection ensures the credibility (reputation) of the lexicon as a whole.

- If there’s any dilemma relating to the selection of personalities, the data importer should consult with the regional editor before setting the biographical password.
Biographical Password Settings

- When setting passwords, inputters should follow the Content Entry Instructions provided on the Faces of Slovenian Regions Portal, accessible in the administrative interface.
- Photos may be attached according to the lexicon's capacity or as assessed; at least a portrait is desired. When attaching photos, it is necessary to fill in the substitute text field, which also allows Special-Needs Users to use the portal (i.e. via screen readers for blind and visually impaired people).
- The authors are responsible for password management and must ensure all necessary copyrights before publishing.
- The purpose of publishing passwords is not just a transcript from published sources; inputters must create them independently based on relevant literature and sources. When writing the biography of personalities, we take into account facts that shed light on the work and life, but we don't provide assessments of their work and life orientations.

Biographical Password Publishing

- Consent for biographical password publishing is available to editors and inputters in the administrative interface and is used for setting biographical passwords of living personalities. In cases of deceased personalities, the password is signed by the heirs, if necessary. If we only need photographic or other material for publication, we use the Consent for the inclusion of material in the biographical lexicon Faces of Slovenian Regions, published in the administrative interface.
- One copy of the Consent for biographical password publishing is stored at the regional editorial office.
- All works must ensure compliance with the provisions of the Personal Data Protection Act (Official Gazette of the RS, No. 94/07), as publishing unsuitable data or without consent may lead to unnecessary complications. For this purpose, living personalities who we want to include in the online biographical lexicon are requested to provide the data themselves – and then we coordinate the final version for publication together. All content usage is carried out in compliance with the Copyright and Related Rights Act (Official Gazette of the RS, No. 16/07).

Editorial Board and Inputters

- **Editorial Board:** composed of the Editor-in-Chief and regional editors from central regional libraries; responsible for deciding on the portal's current activities and developments.
• **Editor-in-Chief:** collaborating with the service provider *noviSplet* for maintenance and repairs and portal development in the preparation of new features; preparing and organizing editorial board meetings and communicating with regional editors; editing usernames; communicating with inputters from different regions; reviewing newly-entered passwords for the Upper Carniola and Central Slovenia Lexicon and confirming publication; assisting and consulting password inputters in solving technical and content-related issues; monitoring statistical data and preparing statistical reports on the Portal's activities and functioning; presenting reports on the Editorial Board’s work at Supervisory Board meetings.

• **Regional editors:** Each regional lexicon is edited by a regional editor who is also a member of the Portal's Editorial Board. The regional editor reviews the suitability of passwords before publishing and allows new passwords to be published. In addition to entering and correcting their biographical passwords, they can edit the profiles of inputters from their area, as well as their biographical passwords and area codes.

• **Inputters:** All participating organizations are authorized as password inputters/creators.

**Connecting New Lexicons**

• New lexicons are included in compliance with the Portal's regional concept. Smaller lexicons are not included as a whole, individual biographical entries are published in the relevant section of the Regional Lexicon according to library areas.

• Before an organization receives a content entry password, it must sign a publishing agreement with the Portal's operator, setting out the terms and conditions of publishing in the online biographical lexicon Faces of Slovenian Regions, where the rights and duties of both parties are defined.

**Promotion Methods**

• The Faces of Slovenian Regions Portal is promoted via various channels (i.e. social networks, posters, leaflets, brochures), according to the capabilities of each library.

**Kranj, 18 March 2021**