

CHARTER Project Board Meeting Minutes / Actions



Project Board Meeting
Friday 20 February, 10:00 – 12.00
Special Collections Room in the Old Library.

1. Attendees:

Martin Myhill (Project Sponsor)
James Green (Project Manager) - Minutes
Jessica Gardner (Principal Investigator) - Chair
Ahmed Abu-Zayed (Digital Assets Manager – Metadata and Digitisation)
Gary Stringer (School Representative – Creative Media and Information Technology Unit)
Matt Newcombe (E-Learning Team Leader)
Ben Showers (Programme Officer for the Enriching Digital Resources Programme within JISC)

2. Apologies:

Ian Cook

3. Introductions (All)

Jess introduced Ben Showers from JISC who had joined us for the meeting. There was then a round the table introduction of all the board members and a brief description of their specific involvement on the project.

4. Overview of JISC and their expectations of the project

Ben said that he was the programme Officer for the Enriching Digital Resources Programme for JISC which has 25 projects within it. The programmes' focus is to enrich archival assets and the projects within the programme cover all sorts of aspects of that remit. He said that CHARTER covers a little bit of most of them including archiving, storage, infrastructure, accessibility, consolidation, clustering, theming etc.

He went on to say that JISC are moving towards looking at processes rather than actual digitization of assets and that the focus of future projects may now be on consolidating collections rather than digitising new assets.

Part of the award process of JISC funding was to encourage smaller institutions to set up a digitization project to allow them to expand in the future. Ahmed commented that JISC have done great work on documenting their best practices and standards which has helped him greatly.

5. Principle Investigator Report

Jess gave an overview of the problems regarding the move from Fedora to DSpace for the repository. She then presented to the board the current status of the repository and talked through some of the features. Discussion started regarding the use of the search facility and Martin and Gary agreed that 1 search box was the way forward that would search all the collections.

Jess advised that the creation of the forms for uploading the digitized data have proved more problematic than we envisaged. Ray Burnley is developing 3 forms for ISAD(G), Spectrum and Marc21. Jess asked the Board whether Ray should continue with this development? Gary and Matt both confirmed that the simpler the entry form the better and endorsed the pursuit of 3 separate forms so data entry for each standard is made as simple as possible. The Board also felt this skill would be useful in future DSpace projects. Ahmed suggested that the DSpace community must have had a

similar problem previously and perhaps there is help on-line. Perhaps creating forms at the collection level of the repository may be harder and that it should actually be created at the community level? Matt advised that perhaps the Digitisation Officer and Assistant could use the temporary form already created to upload material?

Action: JPG to e-mail the above decision to Ray Burnley and AAZ.

Action: Ray to continue to develop 3 forms.

Action: AAZ and Ray to liaise on the use of the temporary form.

Action: AAZ to e-mail Ray contact details of Graham Trigger at Biomed who has offered his assistance.

Martin told Ben that this highlights that even at Exeter where we have a wide network of skills and experience, we have struggled to get this produced the way we would have liked. Ben said that part of JISC's remit is to encourage institutions to talk to each other regarding issues and help people find the answers for themselves.

The meeting progressed to discuss the name of the repository which needs to be simple due to the extended nature of its use. Matt suggested repository.exeter.ac.uk. Martin suggested thespace.exeter.ac.uk. Martin thought that 'repository' was perhaps too general. Matt advised that the term 'The Space' was often used elsewhere in learning areas so there may be naming conflicts. Collections.exeter.ac.uk was then suggested which was agreed by the Board.

Action: JPG to advise Bill Edmunds of the decision.

Martin gave an overview of the 'Encore' facility explaining that it is the latest generation of library search software. He advised that we would like to link it to DSpace, however it will cost £2,500 to do so. Jess asked Ben that if there was any money left over from the dissemination budget whether this could be used to link Encore to CHARTER. Ben agreed and said that JISC would want the best exposure possible for this project.

6. Reports and Discussion of progress and problems (All)

Selection (Jessica Gardner)

Jess gave a very interesting demonstration of the actual artifacts that this project is hoping to digitize. Ben asked whether the selection process took into account the requirements of the students? Jess said that it did and that was the purpose of the selection panels.

Metadata and Digitisation Workflow (Ahmed Abu-Zayed)

Ahmed gave a very interesting presentation on the work involved and challenges facing this workstream.

E-Learning (Matt Newcombe)

Matt gave an overview of the work involved in this area.

7. Final Programme Meeting

Jess gave an overview. Discussion followed that perhaps projects within the Digitisation Programme would benefit from a Mid-Project meeting. Ben advised that this was not set-up because most of these projects were only for 1 year. He went on to say that there are workshops and there is a conference in Edinburgh in March. There is also a contents conference in June. Jess will consider attendance at these.

8. AOB (All)

Jess said that she was keen to tap into local institutions and organisations to spread the word regarding

CHARTER. Ben agreed that this would help build regional network over digitisation practice and enable shared learning to spread from the project.

Martin raised a slight concern that the project is still at the experimentation stage but that he is looking forward to the next few weeks and getting the forms completed.

9. Summary of actions, next steps and dates for future meetings (James Green)

Action: JPG to e-mail the above decision to Ray Burnley and AAZ.

Action: Ray to continue to develop 3 forms.

Action: AAZ to e-mail Ray contact details of Graham Triggers at Biomed who has offered his assistance.

Action: AAZ and Ray to liaise on the use of the temporary form.

Action: JPG to advise Bill Edmunds of the decision.

Next Meeting – 27 April 2009, Special Collections Room, The Old Library