



## **CHARTER Project Board Meeting Minutes / Actions**

Project Board Meeting  
Wednesday 10 December, 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)  
Ian Cook (School Representative - Professor in Geography)  
Gary Stringer (School Representative – Creative Media and Information Technology Unit)

### **2. Apologies:**

None

### **3. Introductions (All)**

As this was the first time the board had met for this project, there was a round the table introduction and a further introduction of the project by Jess.

### **4. Reports and Discussion of progress and problems (All)**

#### ***Repository Workflow (Ahmed Abu-Zayed and Jessica Gardner)***

Jess explained that this was the most critical part of the project at present. She reported that the Project Team were looking closely at their original software choice following concerns about its complexity.

Investigations into the use of Fedora Commons have shown that the potential resource required to develop it into a useable product will be greater than that available. The use of DSpace is a more restrictive product but more widely used. DSpace has a lot of support throughout Europe and the UK. A move to Fedora in the future is a possibility

Gary expressed his disappointment in a move away from Fedora as it has the potential for greater flexibility and needed developing through projects like CHARTER. However he agreed that other institutions have committed heavily to DSpace and it would be a more pragmatic solution for this project (and that would still be possible to move from DSpace to Fedora in the future).

**Decision**        The board decided following the technical sub-group meeting to be held on 11 December, a recommendation should be made whether to use Fedora or DSpace. The sub-group should return to the board with details of timescales involved with their preferred selection.

#### ***Metadata and Digitisation Workflow (Ahmed Abu-Zayed)***

Ahmed reported that it looked more likely that the Qualified Dublin Core (QDC) standard would be used

for Metadata, however it depended on the outcome of the Technical Sub-Group meeting. Ahmed confirmed that QDC is easy to search using Google etc. The University is currently using two different standards which we will map to QDC. The University has also developed a search tool called 'Encore' which has the ability to search across many collections using different standards and CHARTER will also be able to use this facility.

### ***Selection and Subject Panels (Jessica Gardner)***

Jess gave an overview of the selection panels, their membership, role and purpose. She clarified to the board that this is not a research project and therefore the selection of materials would focus on those used for teaching in the current and future curriculum.

### ***Project Plan (James Green)***

James advised the board despite the delay in confirming the repository software, the project was still on time. Confirmation was given that the repository needed to be working by the end of January to enable the digitisation officer and assistant to populate it. This requirement was pending the decision of the technical sub-group meeting.

### ***AOB throughout the meeting (All)***

Ian asked for clarification of his role and link between himself and the other academics involved in the project. Jess confirmed that it was to oversee the project on behalf of the wider academic community, rather than being directly involved in selection processes as his colleagues are.

Ian asked whether a 'user' would notice any difference between Fedora and DSpace. Ahmed confirmed that functionality of the software developed in this project would be similar. There was some discussion of Web 2.0 functionality, which is not advanced in DSpace. Ian asked whether users could enter their own data or edit the records. Ahmed and Jess confirmed that this would not be possible through CHARTER, but that it would be desirable in the long term. Gary noted that user participation needed to be carefully managed to ensure accuracy of descriptive data.

Ian asked whether the project was intending to show 3D images or other AV. Ahmed confirmed that it was not in the scope of this project. Each item will have 4 versions:

1. A high resolution master preserved TIFF file
2. A Thumbnail
3. A Preview of around 60dpi
4. A Downloadable JPEG of around 300dpi

Books and pamphlets that may be chosen can be saved as a PDF file rather than JPEG depending on the article.

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

**Action:           JPG to report back to MM following the Technical Sub-Group Meeting**

Next Meeting – 20 February 2009, Special Collections Room, The Old Library