

## **JISC CHARTER PROJECT BOARD**

19 August 2009

Present: Ahmed Abu-Zayed, Gary Stringer, Jessica Gardner, Victoria Oxberry (co-opted for this meeting).

Absent: Martin Myhill, Ian Cook

An informal Project Board meeting took place, due to holiday absences. The following topics were discussed and actions agreed.

### **1. Progress Report**

Progress report was circulated prior to the meeting. The project is on target for successful completion, with significant research, teaching and learning outcomes. The following points were highlighted:

- Establishment of standards and processes for digitisation – successfully scoped and documented
- Digitisation of 2000 new images – workstrand completed early
- Production of 600 metadata records, describing 2000 new images completed through the project – workstrand completed early
- Digital Collections Repository (DSpace) – consultation and customisation in progress and on schedule.
- Transfer of images from EVE – data dump prepared and time for data cleaning scheduled
- E-learning showcase – in progress
- Dissemination activities – some completed (conference papers, publication of documentation), some to complete within project (digital showcase), some for completion post project (soft launch, formal launch, exhibition).

It was also agreed that the intellectual ownership of the repository rested with the Digital Assets Manager (to be responsible for permissions and guidance for new depositors and for setting up appropriate DSpace structure), responsibility for maintenance and development would continue to lie with the BISS teams.

**Action – Victoria Oxberry to set dates for training – for core Special Collections team and dedicated training for Sue Inskip and Gemma Poulton (see 3 below).**

**Action – Victoria Oxberry to recycle digitisation documentation as advice to future depositors to the repository, for Ahmed to disseminate once policies governing future deposit have been defined.**

**Action – JG to conclude end of Project Report and to seek JISC endorsement for Project Board Report/Proposals re dissemination and extension of digitisation work.**

### **2. Dissemination Plans**

These were set out in the project report and were fully endorsed by the Board.

It was agreed that in a year long project, some elements of dissemination would have to take place beyond the project close with completion of the resource. With the Board's approval, JISC likely to agree to the formal launch and press release taking place in

Jan/Feb – as part of the series of events to launch the new Research Commons building (where digital and physical heritage object can be celebrated together). It was agreed that ideally there would be two events:

- Digital Heritage Formal Launch and workshop – Jan / Feb 2010 – Exeter Campus, Research Commons. This would be the formal event, launching the resource and sharing learning outcomes with the wider research/heritage community.
- Exeter / UCF workshop on Cornwall Campus – exploring future directions for digital library and research support and where partnership working may be viable.

**Action – JG/AA-Z to take forward dissemination activities.**

### **3. Extending Digitisation**

The Board full endorsed the report's recommendation to spend funds freed up by the early departure of the Project Manager and the Digi Assistant on continuation of the digitisation workstrand beyond the end of the project, subject to JISC approval. This will further embed the project's outcomes within permanent team structure. It will also extend the outputs through enhancing additional digital content.

### **4. Extending community use of the repository.**

Discussion took place about future depositors. The priority 'communities' for development and deposit are:

- Library – deposit would continue via Digital Assets / Special Collections, in support of research and teaching
- University of Exeter departments – promotion needed to encourage deposit of 'copyright free' or 'copyright cleared' content for research and teaching. To be taken forward via Digital Assets and Academic Liaison teams, as per work with ERIC.

Possible future developments are:

- Individuals or groups outside the University but working on research projects with the University
- University College Falmouth
- Wider SW heritage organisations

### **5. The next horizon**

The following topics were raised as possible aims for a future project:

- PDFs – security if we move into hosting 'in-copyright' material
- Copyright models – if we move into hosting 'in-copyright' material
- Magnifying tools – to focus in on detail in images
- OCR options – integrating OCR tools on PDFs, for example, to aid indexing and searching
- Web 2.0 tools (eg integration to facebook)
- Integration to research referencing tools (eg integration to Endnote)

**Action – Victoria Oxberry to pull together thoughts on 'future possibilities' for the digital repository – for publication on the project website and to help guide next phase of project (subject to funding).**