Final Report

Prosiect Archif Llenyddiaeth Cymru
The Welsh Literature Archive Project

22 September 2010

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1 Summary and Recommendations

The aim of this report is to provide a summary of the activity of the Welsh Literature Archive Project, the lessons learnt, along with conclusions and recommendations for action and next steps.

The Project’s Aim

The Welsh Literature Archive Project was intended as a case study of the future of archives at the National Library of Wales, and the project’s aims are summarised as follows:

1. raise the profile of literary archives and promote their use
2. collaborate with a sample of prominent writers from Wales (Welsh and English language)
3. promote awareness and discussion about digital preservation
4. planning to receive and preserve digital literary archives

These four aims were achieved as follows.

1.1 Raise the profile of literary archives and promote their use

This was the main success of the project. The activities noted in Section 6 show the promotional work carried out through leaflets, a website, and numerous presentations. A considerable amount of attention was received in the press and media, including articles contributed to influential journals.

Efforts were made to develop links to the work of relevant academic departments in Welsh universities, and hopefully this will lead to greater use of the collections in the future.

The project has been a constructive way of raising the profile of the Library's collections in general, and to show that the Library is undertaking relevant and innovative work.

1.2 Collaborate with a sample of prominent writers from Wales (Welsh and English language)

Collaboration with a sample of prominent writers from Wales (both Welsh and English language) was very successful. A relationship was built with a number of individual writers in Wales and there was effective collaboration with literary organisations such as the Academi. We were present in a number of literary and cultural events.

A good response was received to the questionnaire and the interviews, and we were able to gather useful data to help us plan for receiving electronic archives in the future. The leaflet and the website were used extensively to provide information and advice. See Section 6 on promotion.
The project resulted in sowing the seeds for a number of acquisitions in the future, and ensured a useful discussion about the kind of archives we are likely to encounter. See Section 7 on acquisitions.

Most of the archives offered to NLW in the future will be hybrid. Additions to existing archival collections will be digital. With regards to digital preservation requirements, the archives of the vast majority of writers will not involve unfamiliar formats, but there is work to be done before we can safeguard e-mails and give access to them.

1.3 Promote awareness and discussion about digital preservation

The Welsh Literature Archive project was very successful in raising awareness about digital preservation:

- internally among Library staff,
- jointly with other institutions,
- and among the community of writers in Wales - individuals, organisations and publishers.

The committee had representation from many different departments across the Library. See Section 2 for the background of the project and Section 3 about Project Management.

See Section 10 on the internal activity, setting the project’s work within the context of the Library and its strategies.

Section 9 covers the professional collaboration that shows how much NLW has been part of developments in the field during this period.

See also Section 11 on external projects, highlighting the developments which were the background to our work.

1.4 Planning to receive and preserve digital literary archives

The Library is not a Trusted Digital Repository (TDR), and it could be said therefore that we are still not in a position to accept electronic files which are to be kept forever. However, the Library increasingly has had to respond to situations where electronic files have arrived at the Library (e.g. Cliff McLucas’ multimedia archive).

The days where such an arrangement was acceptable have come to an end. We cannot now ask for material on paper only, or hard copies of e-mails. The floodgates of electronic literary, political and corporate archives are about to open. The Arts Council of Wales asked the Library to accept their electronic files more than two years ago, but the Library has had to ask them to wait before submitting. One particular literary archive has been offered to us, as well as a political archive. Action is required on these over the coming months.
During the project, great strides were made towards planning to receive material, and this side of the work could have been moved forward greatly with more technical assistance.

Building on the information gathered in the questionnaires and the interviews, a search for a technical solution was carried out, and considerable testing work was done on the RODA system, as explained in Section 8. This work was in addition to the original targets of the project but is very valuable for the future.
1.5 Next Steps

1.5.1 Urgent situation

The archives of the Arts Council, and others will be received during the coming months. We need to coordinate the process of depositing these archives at the Library. We need to deal with the specific archives as a ‘real test’ of the process. Transferring large amounts of data online continues to be problematic.

1.5.2 Workflow

An effective workflow is needed across many divisions in order to collect, catalogue and store the electronic archives. This means coordinating the work of the acquisitions/systems, archives, and ICT sections. We need to organise who is responsible for collecting the material and how; who is to transfer the material to the electronic archive; who can create access to the files; how to link the records on Virtua etc.. Documentation for these processes needs to be created. It will be necessary to ensure that the files are valid and reliable, and that surrogate copies are available for all time.

1.5.3 New processes

Michael Pearson is in the process of developing an interim solution for the collection and acquisition of corporate electronic archives. Part of this work is documenting what is being transferred. It is possible that this will be a ‘temporary’ method until we decide to use RODA or a similar system.

1.5.4 Training and guidelines

In the near future archivists will need to be able to deal with, and catalogue, electronic archives. Guidelines must be prepared for the processes to be followed, and for this training to start to be cascaded within the Library on matters relating to electronic archives. Guidance will be required on cataloguing hybrid archives, cataloguing email, deleting or weeding electronic archives, placing a Freedom of Information Act exemption on electronic files etc. Hybrid archives will need to be catalogued in MARC and ISAD(G) in Virtua.

1.5.5 Appraising other options

We must continue to identify and appraise other options.

1.5.6 Providing leadership

We need to be able to provide leadership for others in this area. Archivists in Wales and ARCW’s Digital Preservation Group are looking to collaborate with NLW on this issue.
1.6 Lessons Learnt

1.6.1 Archives offered to NLW from now will be hybrid or electronic only, with a few specific or special exceptions such as historical materials.

1.6.2 Most additions to existing archival collections will be digital, with a few exceptions, e.g. institutions such as chapels.

1.6.3 With regards to digital preservation requirements, the archives of the vast majority of writers will not involve unfamiliar formats.

1.6.4 There is at present no easy solution for transferring large amounts of data online.

1.6.5 We need to ensure that we can collect and safeguard e-mails – from now on there won’t be a lot of correspondence that isn’t in the form of e-mail.

1.6.6 There is no single system solution to acquisition, preservation, cataloguing, and access requirements. A solution for accessioning and processing electronic material will most probably be modular. We must act now rather than wait for one ready package to manage all the workflow for electronic records.

1.6.7 Users will wish and expect access to digital material.

1.6.8 Consider digitisation on deposit in order to offer ‘full’ access to hybrid archives ‘of importance’ or those deemed to have likely ‘high use’.

1.6.9 Identify and capitalise on any overlaps between planning and preservation processes of digital objects created by NLW (e.g. during digitisation) and those received from others (e.g. on CD or through legal deposit).

1.6.10 Need to test preservation plan assessment packages e.g. PLATO.

1.6.11 Need to ensure that the workflow blends with OAIS, and is compatible with the Library’s workflows, systems and technological infrastructure. Already identified workflows (e.g. in Paradigm or Interpares) should be modified for the Library’s work.

1.6.12 The validating and verification (checksum etc.) of electronic files is vital for digital preservation, and the integrity of service to readers.

1.6.13 On receipt, electronic files must be copied directly onto the server, and other copies created for cataloguing and access.

1.6.14 It is vitally important to be in contact with the creator beforehand to advise on record management and protection of files, and to build a relationship over many years.
1.6.15 Known individuals and corporations, and some unsolicited, have been eager for several years to deliver electronic material to the Library.

1.6.16 Access questions need to be considered: copyright issues regarding creating digital copies, and F.O.I. and D.P.A. laws.

1.6.17 Need to consider how we set a price on electronic archives, especially if the creator wants to retain copies of the material after selling them. We need to consider the buying of rights rather than copies.

1.6.18 Further discussion is required on creating a TDR (“Trusted Digital Repository”) for Wales, and also a feasibility study.

1.6.19 A solution must be found for connecting the descriptive record in Virtua to the digital files in Vital in order to provide access to the materials.

1.7 Corporate Context

The Library’s role in the evolving digital context must be considered, and the significance of that contextual change on the type of information held by the Library in archives and otherwise:

“collect, preserve and give access to all kinds and forms of recorded knowledge, especially relating to Wales and the Welsh and other Celtic peoples, for the benefit of the public, including those engaged in research and learning."
(The Royal Charter (2006), paragraph 4)

“Electronic data and its continued sustainability is essential for a prosperous society and economy. From the most personal level to the most general, the long-term safety of our data is crucial to our future as a nation, so that we can achieve our aims efficiently and confidently.”
(Digital Preservation Policy and Strategy, 2008)

“Commitments to be able to collect and safeguard archival material in accordance with the core function of the National Library of Wales.”
(Statutory Requirements. Shaping the Future)

“Laying the foundations for non-print digital accessions across the Library.”
(Library Strategy)

“Commitments to be able to collect and safeguard archival material in accordance with core functions.”
(Ensuring the requirements of the remit)

Service to the public – access to electronic archives not available if we cannot safeguard them.
(Ensuring services to the Public. The Remit)
“Collecting archives in digital format, often associated closely with those on paper, will provide challenges, and it will be necessary for the Library to ‘intervene’ at an early stage in the depositor’s career, to advise on formats and techniques, instead of expecting to ‘inherit’ a fully formed archive.”
(2020: A long view of the National Library of Wales)

“Other archives will be deposited increasingly in digital form. Current experience shows the importance of the Library (or a surrogate) intervening with the originator or depositor long before the time of deposit: by 2020 systems and protocols will be more advanced, so that deposit is effective and simple. In this area there is scope for the National Library to offer its services to other archival institutions in Wales that may lack expertise in this area.”
(2020: A long view of the National Library of Wales)

It is anticipated that the beneficial use of personal history, of life information, will become increasingly obvious, that archival memory and function is so valuable, so essential and so worthwhile and crucial for our future that it would be neglected at very great cost. (200)
2 Project Background

2.1 A discussion paper (27/10/2006) was written by NMD discussing the Welsh Literary Archive, and in particular the safeguarding, and development of the collection, using the archives and encouraging readers. One of the recommendations was to establish a Welsh Literary Archive. The need was identified to continue to build the collection in light of some new factors e.g. electronic records and universities competing for literary archives.

2.2 Meetings to discuss literary archives were held 23 February 2007, 1 May 2007, 11 December 2007. Original members of the committee were Gwyn Jenkins, Glyn Parry, Arwel Jones, Dafydd Ifans, Sally McInnes, Robert Lacey, Dafydd Pritchard and Nia Mai Daniel.

2.3 Paper to the SMT and the Board on literary archives discussing in particular the development of the collection, protecting electronic literary archives, and promoting the use of archives, NMD July 2007.

2.4 ‘Welsh Literature Archive’ paper presented to the NLW Board by NMD, 1 November 2007.

2.5 A plan developed for a pilot project, with a timetable and work plan for the project. Application to the kitbag for a development officer for 2 years and a systems technician for 4 weeks.

3 Project Management

3.1 Ifor ap Dafydd appointed to a Band 4 position for 2 years, 1 July 2008 - June 2010 as the Welsh Literature Archive Development Officer in the Archival Data Section. The contract was extended to the end of August 2010.

3.2 Start a pilot project ‘Authors and Computers’ on electronic literary archives in order to gather information about how electronic literary archives are created and safeguarded.

3.3 Meetings: initially every three months, and then every month. (17 meetings were held between 15 July 2008 and 27 September 2010.)

3.4 Membership extended to include Head of IT, a marketing representative, and later a representative from systems, with others invited occasionally. Many of the challenges involve several sections throughout the Library.
4 Writing and Computing Questionnaire - October 2008

4.1 Following the example of the *Digital Lives* project, it was decided that a questionnaire would be used as a means of gathering information about the current situation.

The questionnaire was divided into six sections as follows:

• General: Your Computer
• Writing and Composing
• Keeping and organising your documents
• E-mail
• Using the Internet
• And finally…

4.2 The questionnaire was completed by 15/20 to whom it was sent.

The sample was intended to give a cross section of age, experience, gender, language and genre whilst at the same time acknowledging how difficult it is to do so in a relatively small sample, and that a number of the writers span the last two categories.

The questionnaire was not returned by 5/20.

The questionnaire was later also completed by 3 other authors.

4.3 The responses confirmed that literary archives are hybrid, are created on computer and to some extent on paper, and that there is potential for up to 30 years of electronic material in the possession of some authors. Almost all of them use familiar formats, and generally safeguard their documents. They do not however safeguard e-mail, even though they use it extensively in all aspects of their work/lives.
5 Interviews with authors – Spring 2009

5.1 Following the research with questionnaires, interviews were conducted and filmed with four authors in order to gather further information on the following areas: how is work created and kept on paper and on computer, copyright, access and confidentiality, and possible processes for transferring digital materials.

5.2 The interviews were also seen as an opportunity to document in a new way (for the Library), and common by now (see BL and others), the Library’s engagement with authors/individuals; a method that adds to and enriches the historical record, and is in itself an addition to the ‘archive’. To that end, general and background opening questions were included in the interviews about starting to write and initial and general experiences with technology, as well as the specific areas mentioned above.

5.3 Four authors were chosen because their questionnaires raised interesting questions. Interview responses were reported upon to the project board.

5.4 As part of the project’s promotion and raising awareness work, interviews were also held at the National Eisteddfod in Bala in 2009, with poet Ifor ap Glyn, and in 2010 at Ebbw Vale with novelist Llwyd Owen.
6 Promotion and Raising Awareness

6.1 Memory Leaflets and Modern Literary Archives

Two leaflets, 2,500 copies of each, were produced in January 2010:

- **Memory** – to raise awareness of digital preservation among authors and writers
- **Modern Literary Archives** – a general introduction to the Literary archives of the NLW.

The leaflets were distributed widely to promote awareness of the Library’s work; collaboration was undertaken with the Academi to reach the core target audience of the project, and co-workers in the field were reached in a number of conferences and institutions as well.

The leaflets were distributed in January 2010 as follows:

<table>
<thead>
<tr>
<th>WELSH LITERATURE ARCHIVE</th>
<th>MODERN LITERARY ARCHIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 AMs and MPs and MEPs</td>
<td>c600 Friends</td>
</tr>
<tr>
<td>1200 A470</td>
<td>100 AMs and MPs and MEPs</td>
</tr>
<tr>
<td>500 Taliesin</td>
<td>300 Exhibitions list</td>
</tr>
<tr>
<td></td>
<td>100 Press and television list</td>
</tr>
<tr>
<td></td>
<td>500 Marketing list</td>
</tr>
<tr>
<td><strong>Total 1800</strong></td>
<td><strong>Total c1600</strong></td>
</tr>
</tbody>
</table>

1000 copies of both leaflets were reprinted in August 2010.

6.2 MEMORY website

New web pages were created for the project in January 2010:
www.llgc.org.uk/cof and www.llgc.org.uk/memory

The website gives an introduction to the project and a summary of its objectives, as well as guidelines for authors on how to safeguard their documents, and links to relevant work and research on digital preservation.

Website hits statistics between 1 January and 31 August 2010 can be seen below:

<table>
<thead>
<tr>
<th>PAGE</th>
<th>INDIVIDUAL VISITORS</th>
<th>VIEWED THE PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>/cof/memory id=3909</td>
<td>353</td>
<td>461</td>
</tr>
<tr>
<td>Guidelines for Authors id=3913</td>
<td>99</td>
<td>114</td>
</tr>
<tr>
<td>Useful Links and Research id=4129</td>
<td>73</td>
<td>88</td>
</tr>
<tr>
<td>/awduron/authors id=4988</td>
<td>84</td>
<td>174</td>
</tr>
</tbody>
</table>
Recommendations:

- Add more specific advice on safeguarding e-mails to the guidelines for authors, as well as concise information about digital wills.
- Add a F.A.Q. list.
- Update and add new information to the pages on modern literary archives: www.llgc.org.uk/awduron and www.llgc.org.uk/authors.

6.3 Conference

In the original work plan, one of the tasks noted was to organise a conference in NLW during Easter 2009 on ‘The Creative Process’. As the project progressed it was agreed that it would be a better use of our resources to focus on more specific promotion, and to participate in conferences organised by others in order to reach a wider audience. See 6.5 below.

6.4 Drwm and Exhibitions

During the period of the Project, the following exhibitions were held in The World of the Book: Dylan Thomas and Kate Roberts (2008-2009), and Brenda Chamberlain and Caradog Prichard (2009-2010).

Literary events were also held in the Drwm e.g. Fflur Dafydd (27/11/09), Malcolm Pryce (23/10/09) and Patrick Jones (4/02/10).
6.5 Promotion and Awareness Raising by Ifor ap Dafydd

One of the aims of the project was to raise awareness of digital preservation, and developing relationships with authors and others. Invitations were accepted and papers submitted to a range of co-workers in the field in other institutions in Britain, and to academic audiences and ones associated with the literary/publishing world.

Presentations were given by Ifor to the following institutions/conferences:

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>22/09/08</td>
<td>Digital Lives Workshop (The British Library)</td>
</tr>
<tr>
<td>2</td>
<td>14/11/08</td>
<td>Reappraising Welsh Modernism Conference (English Department, Aberystwyth University)</td>
</tr>
<tr>
<td>3</td>
<td>24/11/08</td>
<td>Creative Writing Department, Aberystwyth University (Visit to NLW)</td>
</tr>
<tr>
<td>4</td>
<td>29/04/09</td>
<td>Society of Archivists’ Digital Preservation Roadshow (Gloucestershire Archives)</td>
</tr>
<tr>
<td>5</td>
<td>30/06/09</td>
<td>ARCW Digital Preservation Group (National Library of Wales)</td>
</tr>
<tr>
<td>6</td>
<td>30/06/09</td>
<td>Edward Lhuyd International Conference (Centre for Advanced Welsh and Celtic Studies)</td>
</tr>
<tr>
<td>7</td>
<td>12/10/09</td>
<td>The Welsh Department, Swansea University (Visit to NLW)</td>
</tr>
<tr>
<td>8</td>
<td>3/02/10</td>
<td>Lunchtime Presentation (Drwm, National Library of Wales)</td>
</tr>
<tr>
<td>9</td>
<td>15/02/10</td>
<td>Society of Archivists’ Digital Preservation Roadshow (Glamorgan Archives Cardiff)</td>
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<tr>
<td>10</td>
<td>27/02/10</td>
<td>Academi Conference 2010: New Narratives (Trefdraeth)</td>
</tr>
<tr>
<td>11</td>
<td>4/3/10</td>
<td>Culturenet Cymru Digitisation Workshop (Dylan Thomas Centre, Swansea)</td>
</tr>
<tr>
<td>12</td>
<td>23/04/10</td>
<td>NLW Board Meeting (National Library of Wales)</td>
</tr>
<tr>
<td>13</td>
<td>1/05/10</td>
<td>‘y Fedwen Lyfrau’ book festival (Llanrwst)</td>
</tr>
<tr>
<td>14</td>
<td>6/05/10</td>
<td>‘Away Day’ the English Department, Aberystwyth University (National Library of Wales)</td>
</tr>
<tr>
<td>15</td>
<td>17/05/10</td>
<td>Welsh Research Seminar (Swansea University)</td>
</tr>
<tr>
<td>16</td>
<td>31/05/10 and 4/06/10</td>
<td>Hay Festival (Culture Cymru, Hay on Wye)</td>
</tr>
<tr>
<td>17</td>
<td>6/07/10</td>
<td>British Library Preservation Advisory Centre: Advocacy, Evidence, Support (National Library of Wales)</td>
</tr>
<tr>
<td>18</td>
<td>9/09/10</td>
<td>CILIP Rare Books and Special Collections Group Conference (Lancaster University, *Nia Mai Daniel)</td>
</tr>
</tbody>
</table>
Awareness was raised and attention given to the work of the project and to digital preservation in general through appearances in the media as well:

<table>
<thead>
<tr>
<th>Date</th>
<th>Appearance</th>
<th>Source</th>
</tr>
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<tbody>
<tr>
<td>20/10/08</td>
<td>Rhaglen Nia Roberts, BBC Radio Cymru</td>
<td></td>
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<tr>
<td>01/02/10</td>
<td>Wedi 3, S4C</td>
<td></td>
</tr>
<tr>
<td>03/02/10</td>
<td>Golwg 360.com (on-line video)</td>
<td></td>
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<tr>
<td>14/02/10</td>
<td>Rhaglen Dei Tomos, BBC Radio Cymru</td>
<td></td>
</tr>
<tr>
<td>10/06/10</td>
<td>Stiwdio, BBC Radio Cymru</td>
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</tbody>
</table>

Ifor and others also did research for the S4C series ‘Gwlad Beirdd’. There was a visit on 26/02/10 and then filming on 14/04/10. The series is to be broadcast during October 2010, and it is hoped that the attention given to the literary collections will be beneficial.

See: [http://www.s4c.co.uk/ffeithiol/c_gwladbeirdd.shtml](http://www.s4c.co.uk/ffeithiol/c_gwladbeirdd.shtml)

Attention has been received at national and UK level in print as well:

<table>
<thead>
<tr>
<th>Date</th>
<th>Article</th>
<th>Source</th>
</tr>
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<tbody>
<tr>
<td>01/10/09</td>
<td>A470 (Academi)</td>
<td></td>
</tr>
<tr>
<td>27/02/10</td>
<td>The Western Mail</td>
<td></td>
</tr>
<tr>
<td>18/03/10</td>
<td>Golwg</td>
<td></td>
</tr>
<tr>
<td>01/05/10</td>
<td>ARC magazine: Literary Archives Special Issue</td>
<td></td>
</tr>
<tr>
<td>15/12/10</td>
<td>Taliesin</td>
<td></td>
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</table>

(See [www.llgc.org.uk/memory](http://www.llgc.org.uk/memory) for pdf copies of the articles published)

And in the publications of NLW:

<table>
<thead>
<tr>
<th>Date</th>
<th>Article</th>
<th>Source</th>
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</thead>
<tbody>
<tr>
<td>24/09/08</td>
<td>Y Gen – ‘Y Gen yn Holi…’ (INTERNAL)</td>
<td></td>
</tr>
<tr>
<td>01/01/09</td>
<td>Dalen – ‘Meet the Staff’</td>
<td></td>
</tr>
<tr>
<td>13/07/10</td>
<td>NLW Blog</td>
<td></td>
</tr>
</tbody>
</table>

Presence in the following conferences as well:

<table>
<thead>
<tr>
<th>Date</th>
<th>Conference</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/07/08</td>
<td>Archive Fervour / Archive Further (Aberystwyth University)</td>
<td></td>
</tr>
<tr>
<td>2/12/08</td>
<td>British Records Association (The British Library)</td>
<td></td>
</tr>
<tr>
<td>22/01/10</td>
<td>Society of Archivist’s Digital Preservation Roadshow (Drwm, NLW)</td>
<td></td>
</tr>
<tr>
<td>6/03/10</td>
<td>Dydd y Farn: the Academi’s Welsh Conference (Aberystwyth)</td>
<td></td>
</tr>
<tr>
<td>19/05/10</td>
<td>eCopyright 2010, CILIP Executive Briefing (Manchester)</td>
<td></td>
</tr>
<tr>
<td>9/06/10</td>
<td>UKLH Working Group: Saving the Nation’s Literary Heritage (The British Library)</td>
<td></td>
</tr>
</tbody>
</table>
7 Acquisitions

7.1 From the beginnings of the project in 2007, consideration was given to which gaps were there in our collection of literary archives (paper or electronic).

7.2 It was realised that the different nature of digital materials necessitates considering contacting younger writers/individuals earlier in their careers.

7.3 The Library’s way of operating must be changed in order to gather electronic files before they disappear. This requires ‘early intervention’ in the career of authors to offer advice and raise awareness of digital preservation, and also maintaining long-term relationships.

7.4 During this period preliminary discussions were held with a number of authors about their archives.

7.5 Ifor contributed to the process of reviewing the Acquisition Policy and deposit documentation by attending the ‘Deposits Working Group’; he led a session on digital materials on 19/11/09.
8 Testing RODA - Summer 2009-2010

8.1 Following the questionnaire and interviews, it was concluded that the best next step would be to try to deal directly with the transferring, accessioning and processing of digital materials. We therefore decided on a new piece of work which was not in the original work plan, namely to test a package for dealing with digital archives.

8.2 Options were assessed – including GalP and other systems - by Vig Group, computers and others, and the decision was made (August 2009) to test RODA: which is a package for transferring and processing of digital objects devised (and used internally) by Portugal's National Archives: \[\text{http://roda.di.uminho.pt}\]

RODA enables the creator/donor to add meta data to his/her documents. RODA automatically performs many tasks to check and verify the documents transmitted, generating full reports. It also offers an interface that allows the archivist to monitor and control every step of the process. RODA can also turn the creator’s metadata into an EAD catalogue description. It can also create preservation metadata in PREMIS, and provide an ISADG structure.

8.3 A ‘proof of concept’ was designed which would allow the process to be evaluated from ‘end to end’ in order to identify the requirements and demands of the work, leading to internal testing and then external testing with two individuals who already had paper archives at NLW and have expressed an interest/willingness to transfer to electronic material.

8.4 The timetable for testing RODA in 2010 can be summarised as follows:

- **January**: RODA set-up after some complications.
- **February**: ‘User guidelines’ prepared by Ioan Issac-Richards.
- **April**: Internal testing held with members of the committee and other individuals in NLW.
- **May**: It was decided to cancel the external testing because of the technical work, and some of the requirements that had arisen during the set-up and the internal testing.
- **June-July**: Questions were sent and answers received by Keep Solutions deriving from these.

8.5 The next possible steps with RODA are still to be decided. One core question is the integration of a system such as RODA with VITAL, and Virtua, the NLW catalogue. An internal report was produced.
9 Professional Collaboration

9.1 Academi - <http://www.academi.org/>
NLW’s relationship with Academi, the ‘Welsh National Literature Promotion Agency and Society for Authors’, was developed by attending their annual Welsh conference, accepting an invitation to give a presentation at their annual English conference, and to develop on-line links to provide information to writers about digital preservation and safeguarding their work. Leaflets were distributed by the Academi through A470 and Taliesin.

9.2 Archives & Records Association
See above for an article in the ARC society journal. http://www.archives.org.uk/

9.3 The British Library – http://www.bl.uk
The Digital Lives conference was attended, and a paper presented to the project’s workshop. A paper was also presented in the British Library Preservation Advisory Centre. See above.

The Group for Literary Archives and Manuscripts (GLAM). Ifor joined the group and attended two meetings during Nia’s maternity leave.

9.5 Adrian Brown, Parliamentary Archives
Adrian Brown was invited to NLW to discuss RODA but the visit was cancelled because of snow.

9.6 Malcolm Todd, Digital Advice manager, TNA
Malcolm Todd visited NLW.

9.7 Digital Preservation Coalition - http://www.dpconline.org/
The organisers of Digital Preservation Roadshows in partnership with the Society of Archivists. William Killbride (Director) visited the Library as part of 1 Roadshows Cymru, and Ifor spoke in the Gloucester Archives and Glamorgan Archives Roadshows (see above).

9.8 Simon Wilson, Digital Archivist, Hull. Contact followed the article in the ARC journal, and a discussion was held on the phone with him and Sally McInnes and Glen Robson, and also a proposed visit was also arranged to NLW in October 2010.

9.9 Other relevant conferences in the field of literary archives were attended – see above.
10 Internal Activity

10.1 Web archiving as part of [http://www.webarchive.org.uk/ukwa](http://www.webarchive.org.uk/ukwa)
At present the websites of about 10 authors are being archived.

As a consequence of Ifor’s work in raising awareness, links were formed which led to archiving the website of BBC Cymru, and [www.metastwnsh.com](http://www.metastwnsh.com)

10.2 CDAS – A system devised internally to copy contents and give access to material on CDs.

10.3 DAMS – Digital Asset Management System. This was discussed by GRAD, which is the Digital Assets Management Group.


10.6 Tasglu BARDD, Poets and the Digital Archive, meeting was held 7/07/08, and this reported to GRAD.
11 Corresponding/associate global projects – summaries and website addresses directly from the source (09/10)

11.1 OAIS – Open Archival Information System
The OAIS reference model provides a framework for the understanding and increased awareness of archival concepts needed for long term digital information preservation and access.
http://nrost.gsfc.nasa.gov/isoas/
See also the diagram, for example on:
http://www.google.co.uk/imgres?imgurl=http://mandate.cdlr.strath.ac.uk/graphics/diagrams/OAISfunctionalentities.gif&imgrefurl=http://mandate.cdlr.strath.ac.uk/preservationoais.htm&h=372&w=724&sz=24&tbm=bKqA7AcQABkB85M:&tbnh=72&tbqn=140&prev=/images%3Fq%3Daoais%2Bmodel&zoom=1&q=oais+model&usg=__i3Kx4K8bro5cbeRugtr8V_2WXfK=sa=X&ei=t8iYTKGkHsjKjAfa_Jgi&ved=0CCkQ9QEwAw

11.2 CAIRO (Complex Archive Ingest for Repository Objects)
The Cairo project was undertaken by three research libraries: the Bodleian Library, University of Oxford; the John Rylands University Library, University of Manchester; and the Wellcome Library, London. Its aims were to develop means to process born-digital archive and manuscript collections, enabling these to be submitted to a managed environment. The project sought to create an architecture that would permit the fusion of existing digital curation tools and present their combined functionality via a single user interface, designed for use by archivists and curators. JISC funded.
http://cairo.paradigm.ac.uk/index.html

11.3 Paradigm
The Personal Archives Accessible in Digital Media (paradigm) project saw the major research libraries of the Universities of Oxford and Manchester come together to explore the issues involved in preserving digital private papers through gaining practical experience in accessioning and ingesting digital private papers into digital repositories, and processing these in line with archival and digital preservation requirements. JISC funded.
http://www.paradigm.ac.uk/

11.4 futureArch
futureArch is a major project (building on Paradigm) to develop production-level services for hybrid archives at the Bodleian.
http://futurearchives.blogspot.com/
11.5 Digital Lives Research Project
The Digital Lives Research Project is designed to provide a major pathfinding study of personal digital collections. The project team drawn from the British Library, University College London and University of Bristol is led by Dr Jeremy Leighton John of the British Library (the lead partner) and funded by the Arts and Humanities Research Council (AHRC).
http://www.bl.uk/digital-lives/
Latest information and documentation:
http://britishlibrary.typepad.co.uk/digital_lives/

11.6 PLANETS
Planets, Preservation and Long-term Access through Networked Services, is a four-year project co-funded by the European Union under the Sixth Framework Programme to address core digital preservation challenges. The primary goal for Planets is to build practical services and tools to help ensure long-term access to our digital cultural and scientific assets.
http://www.planets-project.eu/
The Planets project ended on 31 May 2010. Planets results will be maintained and developed by a follow-on organisation called the Open Planets Foundation (OPF). OPF is a not-for-profit company, registered in the UK. To find out more about the OPF and how to join, please visit:
www.openplanetsfoundation.org

11.7 GAip
GAip: Gloucestershire Archives' open digital curator GAip is a proof of concept demonstration system written in perl. It provides archivists and others with the means to, 1. ingest a digital object and create the associated Archival Information Package (AIP), 2. compile metadata for the digital object which is included in the AIP, and 3. create Dissemination Information Packages from AIPs in order to provide access to the ingested digital object. GAip operates by way of a graphical user interface. GAip is now a component of SCAT.
http://www.gloucestershire.gov.uk/index.cfm?articleid=94553

11.8 PAIMAS
PAIMAS identifies and provides a structure for the interactions which take place between an information producer and a deposit archive. The standard covers the first stages of the ingest process defined by OAIS (ISO 14721). It identifies the phases required for transferring information, and defines objectives, actions and expected results for each phase. It provides a methodological framework for achieving the phases and forms the basis for identifying and developing standards and technologies to support their delivery.
http://www.dcc.ac.uk/resources/standards/diffuse/show?standard_id=154
11.9 Prometheus
The Digital Preservation Workflow Project was set up to develop a suitable workflow system for long-term preservation, storage and access to digital collection items received on physical carriers or as discrete files. This initiative supports the Library's Process perspective, relating specifically to Strategic Objectives for developing and managing the collections, in responding to the challenge of digital resources and storing and preserving the collection.
http://prometheus-digi.sourceforge.net/

11.10 Interpares
The International Research on Permanent Authentic Records in Electronic Systems (InterPARES) 2 Project: Experiential, Interactive, Dynamic Records is an international collaborative project whose major funders are Canada’s Social Sciences and Humanities Research Council’s Major Collaborative Research Initiatives (MCRI) programme, and the National Historical Publications and Records Commission and the National Science Foundation of the United States
http://www.interpares.org/ip2/ip2_index.cfm
See also InterPares3:
http://www.interpares.org/ip3/ip3_index.cfm

11.11 Archivists’ Toolkit
The Archivists’ Toolkit™, or the AT, is the first open source archival data management system to provide broad, integrated support for the management of archives. It is intended for a wide range of archival repositories. The main goals of the AT are to support archival processing and production of access instruments, promote data standardization, promote efficiency, and lower training costs.
http://archiviststoolkit.org/download/release/2_0.

Summary of findings by Sally McInnes & Vicky Phillips on behalf of the Archives and Records Council Wales Digital Preservation Group, November 2009.