



<b>Project Name</b>	First World War Poetry Digital Archive, University of Oxford
<b>Project Website</b>	<a href="http://www.oucs.ox.ac.uk/ww1lit">http://www.oucs.ox.ac.uk/ww1lit</a>
<b>Report compiled by</b>	Kate Lindsay
<b>Reporting period</b>	October 07 – March 08
<b>Section One: Summary</b>	
<p>During this reporting period there have been two major activities. Firstly the design, launch and dissemination of the Great War Archive. A website that invites the general public to submit digital versions of any items they hold originating from the Great War. In the first 5 weeks the site has had c. 2500 unique visitors to the website and nearly c. 3000 items submitted by the general public to the archive. Secondly, the project has been focusing on the cataloguing of the items identified in the original project plan (poetry manuscripts, letters, photographs and audio and video files), their QA, and their migration to the contentDM delivery system. To date 90% of items have been received, post processed and catalogued.</p>	
<b>Section Two: Activities and Progress</b>	

The activities for this reporting period are:

- Images received and post-processed for 90% of items identified in the original project plan
- Metadata recorded for all items received
- Migration of digital assets and metadata to the contentDM delivery system from the portfolio cataloguing software
- The development, testing and launch of the Great War Archive (<http://www.thegreatwararchive.org>)
- The production of Great War Archive publicity materials
- The Teaching World War One Literature workshop on November 12<sup>th</sup>
- Development underway of the final website and the adaptation of the contentDM delivery system
- License agreements drawn up and signed by all relevant parties

### **Additional Activities**

There are two additional activities that are being undertaken that were not in the project's original workpackages.

#### *The organisation and running of "submission days" for the Great War Archive.*

The project is collaborating with a selection of organisations to run "submission days" for the Great War Archive. This is to enable those members of the general public who do not have access to the relevant technology or who do not have the relevant technological skills to submit items to the Great War Archive. Members of the public can bring any items they hold originating from the Great War to a submission day where project staff will digitise and catalogue their contributions. The following submission days have been planned:

- March 10<sup>th</sup>: Oxford City Library, Oxford
- April 8<sup>th</sup>: Norwich and Norfolk Millennium Library, Norwich
- May 8<sup>th</sup>: The Royal Welch Fusiliers Museum, Caernarfon
- June 4<sup>th</sup>: Edinburgh Central Library, Edinburgh
- June: London (venue to be confirmed)

Additionally a number of organisations are hosting their own submission events with the aid of our submission event pack, available from the Great War Archive Website

(<http://www.thegreatwararchive.org/downloads.html>).

#### *Identification of items relating to other poets*

As noted in the last progress report, and underspend from the digitisation budget has enabled the project to include additional poets in the archive. These poets are David Jones, Ivor Gurney and Edmund Blunden. Items have been identified and ordered for Jones and are in the process of being identified for Gurney and Blunden. These poets will be added to the archive in stages after it's launch on November 11<sup>th</sup>. This further activity was discussed in the previous progress report and workpackages amended (available online: <http://www.oucs.ox.ac.uk/ww1lit/documents/WW1ProgressReportOct07.doc>).

### **Section Three: Institutional & Project Partner Issues**

To assist in the cataloguing of items received through the Great War Archive and the running of submission days the project has employed an additional two graduate students on a paid as claimed basis. Other than this there have been no changes to the project management, staffing or infrastructure.

As identified in the project plan, the project partners consist of the institutions who are digitising the items to be included in the archive. Relations with the project partners are good, however two institutions have taken longer to carry out the digitisation than originally identified. This has led to the digitisation being slightly behind schedule. However at this stage there is no reason to believe that this will hold any implications for the 11<sup>th</sup> November launch.

### **Section Four: Outputs and Deliverables**

Technical deliverables for this reporting period as follows:

- The Great War Archive was launched on schedule on the 3<sup>rd</sup> March 2008 ([www.thegreatwararchive.org](http://www.thegreatwararchive.org)). The Great War Archive was released on the 3<sup>rd</sup> March 2008.
- The “Education Area” was launched on the project website in January containing redesigned tutorials from the Virtual Seminars for Teaching Literature website, podcasts and links to discussion boards.
- Digitised images have been received for approximately 90% primary source items, with orders placed and work in motion for the remaining items.
- Metadata has been created for all items received
- Development has begun on adapting the contentDM delivery system for the final release
- A web based interface to collect and catalogue items from the general public has been developed and was launched on the 3<sup>rd</sup> March 2008.

Other deliverables:

- License agreements have been signed between all holding institutions and literary estates and the JISC Model licence submitted and signed off.
- The “Teaching World War One Literature” event was held in Oxford on the 12<sup>th</sup> November.
- Monthly project reports have been written and are available on the project blog at: <http://ww1lit.blogspot.com/>
- Image of the month (Poetry Archive) and “The Editor’s Pick” are available at <http://ww1image.blogspot.com/> and <http://thegreatwararchive.blogspot.com/> and also from the project website at <http://www.oucs.ox.ac.uk/ww1lit>.

### **Section Five: Outcomes and Lessons Learned**

We feel that the project's publicity and marketing concerning the Great War Archive has gone very well. However a lesson learned is that publicity often promotes a high level of administrative work and feedback from the targeted cohorts and systems need to be in place to deal with this. In retrospect it would have perhaps been efficient to hire a marketing and events officer, as this activity fell heavily onto the workloads of existing members of project staff, however we did not anticipate the amount of work this would involve at the onset of the project. There are certain technologies that can be used to support this process such as discussion boards dealing with questions and queries, and may be even the introduction of user tagging to help catalogue items. This could merit further research.

## **Section Six: Dissemination and Communication**

The dissemination and communication for the reporting period is as follows:

### **November 07**

#### *Teaching World War One Literature Workshop*

The project ran a day of talks and breakout sessions on teaching First World War Literature for teachers' and lecturers'. Circa 30 teachers and lecturers attended event which raised awareness about the project and fostered discussion and debate regarding the development of supporting educational materials and tools. Discussion sessions were audio recorded, the requirements filtered and discussed at the following steering group meeting. The two main requirements that will be fed into the project are for a tutorial on "War poetry in history" and a manuscript anthology of some of the most popularly taught First World War poems.

#### *Digital Projects in Oxford Talk*

A presentation was given to the local academic community to raise awareness of the project.

#### *Project Steering Group Meeting*

At the bi-yearly steering group meeting the initial developments of the First World War Poetry archive were shown to the group. There was also discussion on the development supporting educational materials and further poets and items to digitise.

### **January 08**

#### *Dissemination of the Great War Archive initiative*

Flyers, posters and a covering letter were sent to all UK city and county libraries, and additionally to a number of relevant museums, community centres, local archives and retailers in preparation for the launch of the Great War Archive submission website.

### **February 08**

#### *Press release*

A press release was issued via the Oxford University Publicity Office and JISC. The press release has resulted in items appearing in: *The Times*, *The Telegraph*, *The Times Educational Supplement*, *The Guardian Educational Supplement*, *Who do you think you are? BBC News*, *The Oxford Times*, *The Oxford Mail*, *Manchester Evening News*, *The Cornish Guardian*, *Stamford and Rutland Mercury*, *West Briton*, *Western Morning News*, *Eastern Daily Press*, *Norwich Evening News*, *Britain at War*, *The Western Mail*, BBC Radio 2, BBC Radio Oxford, BBC Radio Wales, BBC Radio Norfolk, c. 20 blogs/website items.

### **March 08**

#### *Electronic Collections Conference*

Presentation given at Electronic Connections Conference, Edinburgh where the audience consisted of Librarians, Archivists, and other Digitisation projects.

#### *Great War Archive Submission Day (Oxford)*

A submission event was held in Oxford City Library to disseminate information about the Great War Archive and to assist members of the general public in digitising and submitting their First World War memorabilia. C. 300 items were received.

### **Section Seven: Risks, Issues and Challenges**

Some minor problems in staffing have been encountered in the reporting period. Firstly, due to the success of the Great War Archive, more staff time than expected has been absorbed into the workpackages covering this initiative. In particular the introduction of a series of submission days to help alleviate the risk of items not being submitted by key user groups is using up resources. To address the need for more staffing some of the consultancy budget has been used to hire graduate students to assist in the cataloguing and the submission days.

Secondly the project's technical lead is on sick leave until further notice. So far this has only resulted in a short delay in the completion of the technical work packages, however this could prove to be of significant risk should he continue to be absent and his work is not taken over by other means. If this is the case then the hosting institution (Oxford University Computing Services) will supply relevant cover to ensure the project is completed on time.

The types of items being submitted by the general public have been varied in terms of content, quality, and format, however, as yet we, have only had to reject a few of the items submitted to us. Items, at this stage, will be migrated to the system as they are. The scope of this part of the project was to investigate how such an initiative would work and the challenges it produced. To make this collection more usable the project will have to seek further funding to post process the digital assets and convert the items to more standardised formats.

Additionally, during this initiative a number of archives holding First World War collections have contacted us to ask if we could digitise their collections, this is beyond the scope and resources of the project, however we are keeping their details on record in the scenario that we could work with them in the future.

### **Section Eight: Standards - Technical and Processes, and Quality Assurance (QA)**

There have been no changes to the project in regards to standards and QA.

### **Section Nine: Intellectual Property Rights**

License agreements have been drawn up for all holding institutions and literary estates. Usage rights were agreed prior to the commencement of the project and the formalities of signing these agreements have now concluded with the licence agreement submitted to JISC on schedule.

### **Section Ten: Collaboration and Support**

We would welcome advice on opportunities for further funding. Further training on producing technical documentation would be welcome.

### **Section Eleven: Exist and Sustainability Plan**

There have been no changes to the exit and sustainability plan.

### **Section Twelve: Next Steps**

The activities planned for the next reporting period are as follows:

- Complete adaptation of contentDM delivery system
- User testing of contentDM search functionality and system modifications
- Develop surrounding web pages and browse functionality
- Develop additional online tutorials
- Implement the Path Creation Scheme
- Implement federated search functionality
- Expert QA of metadata
- Order and receive items identified for additional poets and begin the process of adding metadata
- Host further Great War Archive submission events
- Close the Great War Archive submission website on June 30th and migrate all items submitted the Great War Archive to the contentDM delivery system
- User testing of entire archive
- Dissemination and publicity of the First World War Poetry Digital Archive
- Launch the archive on November 11th