



<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>	April 08 – November 08
<b>Section One: Summary</b>	
<p>The archive was launched on the 11<sup>th</sup> November. Activities of this reporting period have largely focused on the development of the web interface and browsing and searching functionality as well as edits to the underlying content management system, ContentDM, and the development of the Path Creation Tool. Two phases of user testing were also conducted. Expert QA (by the editors of the poet's editions) was undertaken on all metadata linked to the poets in the archive, as well as the vetting of items to be included in the Great War Archive. All items outlined in the original bid have been received, post-processed, catalogued and migrated to the content delivery system and are now accessible online (<a href="http://www.oucs.ox.ac.uk/ww1lit">http://www.oucs.ox.ac.uk/ww1lit</a>).</p>	
<b>Section Two: Activities and Progress</b>	

The activities for this reporting period are:

- Images received and post-processed for the remaining 10% of items identified in the original project plan (90% signed off in the last reporting period)
- Metadata recorded for all items received
- Migration of digital assets and metadata to the contentDM delivery system from the portfolio cataloguing software
- The closure of the Great War Archive submission website at the end of June. On closure the GWA had collected c. 6,500 items.
- The vetting and cataloguing of all items submitted to the Great War Archive, and their migration to ContentDM.
- Completion of two user testing workpackages in May and September
- Development of the web-based interface and searching and browsing functionality
- Edits to contentDM to enable additional search and presentation functionality
- Development of the Path Creation Tool
- Development of two additional online tutorials – ‘What is Remembrance?’ and ‘An Introduction to Text Analysis’
- Development of three Educational Resource Packs for Key Stages 1 – 4
- Production of dissemination materials and press releases
- Migration of website to live server
- Launch event at the Imperial War Museum on 11<sup>th</sup> November

#### **Additional Activities**

Two additional activities were undertaken that were not in the project’s original workpackages (although reported in the last progress report).

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

The project collaborated with a selection of organisations to run “submission days” for the Great War Archive. This enabled the project to engage with those members of the general public who did not have access to the relevant technology or the relevant technological skills to submit items through the Great War Archive web site. Members of the public were able to bring any items they held originating from the Great War to a submission day where project staff digitised and catalogued their contributions on their behalf. The following submission events were held:

- 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
- May 31<sup>st</sup>: Ferrens Art Gallery, Hull
- Throughout May: Powys Archives, Powys
- June 4<sup>th</sup>: Edinburgh Central Library, Edinburgh

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

As noted in the last progress report, an underspend in 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 received for the poet David Jones, and have been identified and are on order for Ivor Gurney and Edmund Blunden. These poets will be added to the archive in stages in 2009, starting with

David Jones in February.  
Last updated: Jun 07

### Section Three: Institutional & Project Partner Issues

There have been no changes to the project management, staffing or infrastructure, or issues with project partners.

### Section Four: Outputs and Deliverables

Technical deliverables for this reporting period as follows:

- Digitised images have been received for 100% primary source items identified in the original bid
- Metadata has been created for all items received
- Creation of the Great War Archive Flickr Group (<http://www.flickr.com/groups/greatwararchive>) to enable the collection of items from the general public after the closure of the submission web site.
- Development of the web based interface for the archive
- Edits to CONTENTdm to enable additional search and presentation functionality
- Integration of the Intute-Lite service to enable users to search the Intute database of reviews of Internet resources from within the project website, and also the MyIntute personalisation service to display Intute reviews of specific Internet resources the project feels are particularly valuable. The project is also using the MyIntute service to display links to Internet resources which are not suitable for Intute to catalogue, such as YouTube videos or newspaper articles, and specific pages within a larger resource which are at a too granular level for Intute to catalogue as a separate item (<http://www.oucs.ox.ac.uk/education/online>).
- Integration of an Amazon Associates bookstore (<http://www.oucs.ox.ac.uk/education/bibliography>)
- Development of the Path Creation Tool to enable users to create annotated trails through the archive (<http://www.oucs.ox.ac.uk/education/pathways>). The tool has been created in Ruby using a RESTful Web Application to enable the tool to be easily integrated by other similar projects (further work will be done on this in early 2009 and released in SourceForge).
- Development of two online tutorials 'What is Remembrance?' and 'An Introduction to Text Analysis' (<http://www.oucs.ox.ac.uk/education/tutorials>)
- Project podcasts were launched in Oxford University's iTunesU site in October 2008
- The First World War Poetry Digital Archive was launched on 11<sup>th</sup> November 2008 (<http://www.oucs.ox.ac.uk/ww1lit>)

Other deliverables:

- "Image of the Month Blog" (Poetry Archive) and "The Editor's Pick Blog" (Great War Archive) are available at <http://ww1image.blogspot.com/> and <http://thegreatwararchive.blogspot.com/>
- Usability testing reports and methodology, and accessibility testing report available at <http://wiki.oucs.ox.ac.uk/ltg-public/WW1projectUserFeedback>
- Launch event at the Imperial War Museum on November 11<sup>th</sup> 2008
- Dissemination materials and press releases

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

We feel that the project's publicity and marketing concerning the archive has gone very well. This has been aided by support from JISC Comms and also the University of Oxford Press Office. It proved to be very useful to have the Editor's Pick Blog (Great War Archive) and the Image of the Month Blog (Poetry) available to showcase the highlights of the archive. However, whilst we originally thought that launching the archive on November 11<sup>th</sup> would bring us extra publicity, it became clear that we were in fact in competition for press coverage. It will be interesting to see how much press coverage we get for the additional collections we will add in 2009 in light of this.

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

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

### **April 08**

#### *Great War Archive Submission Days*

A submission event was held at The Norwich and Norfolk Millennium Library.

#### *Press*

*The Cornish Guardian, Stamford and Rutland Mercury West Briton, Western Morning News, Eastern Daily Press, Norwich Evening News*

### **May 08**

#### *Great War Archive Submission Days*

Two submission events were held at The Royal Welch Fusiliers Museum, Caernarfon and Ferrens Art Gallery Hull. In addition Powys Archives collected items for a period of two weeks which the project team then went and digitised.

#### *Press*

*The Yorkshire Post* (<http://www.yorkshirepost.co.uk/localnews/Scraps-of-history-are-sought.4131547.jp>), *The Hull Daily Mail*, BBC *Who do you think you are?* Magazine

### **June 08**

#### *Great War Archive Submission Event*

A submission event was held at the National Library of Scotland, Edinburgh.

#### *Project Steering Group Meeting*

At the bi-yearly steering group meeting the continuing development of the First World War Poetry archive was shown to the group, including the initial work on the web interface. There was also discussion on the development supporting educational materials, items from the further poets identified to be digitised and also the project launch event.

#### *Press*

*The Edinburgh Guide* (<http://www.edinburghguide.com/story/edinburghcitycouncil/1799>), *STV* ([http://www.stv.tv/info/newsEast\\_Central\\_Scotland/20080602/WWI\\_treasure\\_trove\\_being\\_uncovered\\_in\\_E\\_080604181203687](http://www.stv.tv/info/newsEast_Central_Scotland/20080602/WWI_treasure_trove_being_uncovered_in_E_080604181203687)), *The Scotsman* (<http://edinburghnews.scotsman.com/edinburgh/Time-to-mention-memories-of.4141326.jp>), *BBC News Scotland* ([http://news.bbc.co.uk/nol/ukfs\\_news/hi/newsid\\_7420000/newsid\\_7427600/7427600.stm](http://news.bbc.co.uk/nol/ukfs_news/hi/newsid_7420000/newsid_7427600/7427600.stm)),

### **July 08**

#### *JISC Events*

Kate Lindsay attended the JISC innovation Forum, University of Keele

#### *Press*

*The Times Higher* (<http://www.timeshighereducation.co.uk/story.asp?sectioncode=26&storycode=402830>)  
Last updated: Jun 07

### **August 08**

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

Some minor issues 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 which ran into August.

Secondly the project's technical lead was on sick leave for a lengthy period during this period, this was further impeded by two other members of staff needing to take significant sick leave just before an important milestone was due to be met. Even though other members of the team took on extra work and some money from the consultancy budget was used to bring in extra temporary staff it did result in the completion of some workpackages being delayed. However, contingency time had been built into the project plan from the start. Whilst originally a pre-release of the archive to select groups was scheduled for the start of October, this was only made available a week before the launch, allowing the delayed workpackages to be completed. Careful user testing throughout the development cycle meant that very little feedback that required technical edits had to be addressed during the pre-release.

Since the deadline for submissions to the Great War Archive was implemented in June, the project has continued to be contacted by members of the general public wishing to contribute. Although unable to do so via the formal submission procedure the project has set up a Flickr Group where images can be added. This exit strategy has enabled the further harvesting of items from the general public, a mechanism for feedback and also a means of contacting contributors to ask them to submit to the Great War Archive should the initiative receive further funding in the future.

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.

A further challenge is being addressed to correct references by websites to the old archive (The Wilfred Owen Multimedia Archive and the Virtual Seminars for Teaching Literature). These sites have been referenced extensively by a range of resources and the project team are currently contacting referrers individually to inform them of the migration to the First World War Poetry Digital Archive. The old sites are no longer available however urls are being automatically redirected to the new site.

### **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 identified in the original bid. 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 was submitted to JISC on schedule. Licence agreements are in process for the additional three poets to be added to the archive: David Jones, Ivor Gurney and Edmund Blunden.

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

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

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

There have been no changes to the exit and sustainability plan. Oxford University Computing Services will host the archive for the period stipulated by JISC and money has been set aside in the budget to fund this hosting and the future payment of licence fees (for CONTENTdm).

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

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

- Digitisation of Ivor Gurney and Edmund Blunden manuscripts by holding institutions.
- QA of images
- Cataloguing of David Jones, Ivor Gurney and Edmund Blunden items
- Migration of items and metadata to contentDM
- Expert QA of metadata for the above poets
- Launch of collections for the above poets
- Register the First World War Poetry Digital Archive with WorldCat federated search service
- Export of metadata in a variety of formats for preservation (Dublin Core, tab delimited text, CONTENTdm XML, and possibly TEI P5)
- Further dissemination and publicity