

Cover Sheet for Proposals (All sections must be completed)		JISC Capital Programme	
Name of Capital Programme: Repositories and Preservation Programme			
Bid for Calls : (Please tick ONE BOX ONLY, as appropriate)			
Discovery to Delivery and Interoperability Demonstrators (Strand C)			
	Call I – Interoperability Demonstrators	<input type="checkbox"/> a) Interoperability demonstrators	
Repository Start-Up and Enhancement (Strand D)			
	Call II – Repository Start-Up and Enhancement Projects	<input checked="" type="checkbox"/> a) Repository start-up projects <input type="checkbox"/> b) Repository enhancement projects <input type="checkbox"/> c) Rapid innovation projects: enhancing repository content	
Digital Preservation Across the Lifecycle (Strand H)			
	Call III – Digital Preservation Across the Lifecycle	<input type="checkbox"/> a) Digital preservation across the lifecycle	
Name of Lead Institution: York St John University			
Name of Proposed Project: YSJ Digirep			
Name(s) of Project Partner(s):			
Full Contact Details for Primary Contact:			
Name: Helen Westmancoat Position: Deputy University Librarian Email: h.westmancoat@yorks.ac.uk Address: Fountains Learning Centre York St John University Lord Mayor's Walk York, YO31 7EX Tel No: 01904 876316 Fax No: 01904 876324			
Length of Project: 18 months			
Project Start Date: 1 September 2007		Project End Date: 31 March 2009	
Total Funding Requested from JISC: £29517			
Funding Broken Down over Financial Years (Mar – Apr):			
Sep07 - Mar08		Apr08 – Mar09	
£23093		£6424	

Total Institutional Contributions: 59310		
Outline Project Description		
<p>The project will provide an institutional repository for York St John University based on Hyperion, a module of the Library Management System. This will ensure integration with the LMS and availability of data to a wide audience. The project will use as a pilot the digital products of the C4C CETL.</p>		
I have looked at the example FOI form at Appendix A and included an FOI form in the attached bid (Tick Box)	YES √	NO
I have read the Circular and associated Terms and Conditions of Grant at Appendix B (Tick Box)	YES √	NO

2. FOI Withheld Information Form

We would like JISC to consider withholding the following sections or paragraphs from disclosure, should the contents of this proposal be requested under the Freedom of Information Act, or if we are successful in our bid for funding and our project proposal is made available on JISC's website.

We acknowledge that the FOI Withheld Information Form is of indicative value only and that JISC may nevertheless be obliged to disclose this information in accordance with the requirements of the Act. We acknowledge that the final decision on disclosure rests with JISC.

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification

Please see <http://www.ico.gov.uk> for further information on the Freedom of Information Act and the exemptions to disclosure it contains.

Example:

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification
2.4	s.43 Commercial Interests	Contains detailed description of our proposed system design which would damage our commercial interests if disclosed, by making this information available to competitors.

3. Introduction

- 3.1** The bid is for the establishment of an institutional repository of learning and teaching and other materials closely integrated with the University Library system to maximise student and wider access and provide for sustainable development over the longer term.
- 3.2** York St John University can trace its roots back 165 years when it started life as a Church of England Teacher Training College in 1841. It still has a strong reputation for teacher training but only 25% of current students are training to be teachers. The university offers a wide range of programmes, and has particular strengths in Education and Theology, Sports Science and Psychology, Health and the Creative Arts.
- 3.3** York St John recently received approval from the Privy Council of the United Kingdom to become a University. We took up the title of York St John University on 1 October 2006. York St John University is the largest Church higher education provider in the Northeast region and the only Church University serving the region north of Leeds. Formerly on two sites, York St John withdrew from Ripon in 2001 and is now investing substantially in its York presence.
- 3.4** The University has approx. 6,000 students, 72% of whom are following full-time programmes of study and the remainder on part-time programmes, 86% study at undergraduate level and 14% at postgraduate.
- 3.5** The university hosts the Centre for Excellence in Teaching and Learning, *C4C: Collaborating for Creativity*, C4C will enhance learning opportunities for students through creative collaboration. C4C consists of a pyramid of developing learning and teaching projects including: *Living Writers in the Curriculum, Enabling E-Learning, Arts insights into health, illness, disability and social care*. C4C currently engages more than 1000 students from across the university. Working from the central concept that creativity is enhanced through participation in collaborative activity, this initiative builds outwards from existing excellent creative and collaborative practice in English and Theatre Studies at York St John to incorporate projects across all the faculties:
- **for students:** an enriched creative curriculum delivered through collaborative projects with real world dimensions and challenges, based in an exciting, reconfigured and refurbished C4C Centre
 - **for staff:** opportunities for pedagogical development, research, innovation and risk, to build professional and pedagogic capacity
 - **for York St John:** culture change based on best and most imaginative HE practice.
 - **for the HE sector:** innovative and creative approaches to learning and teaching generating new pedagogic research
- It is central to the successful dissemination of the work generated by C4C that there is a digital archive designed to enable the products of C4C to reach a wider audience, an audience of not just YSJ University staff and students, but a far wider cultural community, who can learn from the documents and take the ideas and pedagogic concepts even further.
- Originally cited in the HEFCE bid for the CETL funding, C4C was, from the beginning, framed to document not just the end result of a project but importantly also the process of getting there. It was intended not just to produce a written document at the close of funding but to also provide tangible and practical visual records of the development of the projects and teaching methodologies. To this end C4C has designated photography and film technicians with the skills to create innovative and engaging documents of the wide range of project activity.
- The digital products of the C4C CETL require cataloguing, and processing in a suitable format for retrieval. A digital repository is a means of doing this.

- 3.6** The University also holds a number of related but as yet under-exploited Special Collections. These include a nationally significant collection of nineteenth/early twentieth century children's books (4,000 titles) and the post-1945 archive of York Theatre Royal. The establishment of a digital repository will provide a platform for wider access to some of the materials in these Collections, although the digitisation of these materials is not included in this bid.

Background to Institutional repository and support in the university

- 3.7** The University produces teaching materials in a number of digital formats e.g. CD, DVD and on the computer network. Some Doctoral and Masters theses are available in electronic format but due to the lack of a digital repository are not easily retrievable. The University also recognises the imperative of making materials available on open access and seeks means to disseminate its own research and related materials to the widest possible audience.
- 3.8** Establishment of a digital repository has been authorised by the University Corporate Systems Board and has tasked Library and Information Services with a target for delivery within the 2008/09 academic year. Library and Information Services has already acquired partial software to form the basis of a repository from SirsiDynix (supplier of the main Library computer system). The requirement now is to complete software acquisition and integrate this with the Library system and the online public access catalogue. A key principle of the repository is that it should be linked to and integrated with the Library system enabling all learning materials to be located and retrieved from one access point.

"A digital repository will be developed and piloted to support the activities of CETL projects." Draft *Corporate planning statement, 2007-12*

- 3.9** The C4C CETL bid recognised that the products of the CETL would need to be stored in an archive or repository to ensure dissemination to as wide an audience as possible. This bid proposes that the C4C CETL materials form the major initial component of the repository as a pilot for development of a full institutional repository.
- 3.10** Following Higher Education Academy advice, it is also incumbent upon CETLs to disseminate their outcomes via JORUM, the JISC repository of learning and teaching resources. However, JORUM is only accessible by teaching staff at higher and further education institutions. The resources generated by CETLs would therefore not be available to the wider community. For the products of the CETL, and in accordance with the University's tradition and practice of wider community engagement it is intended to disseminate to a wider audience, whilst at the same time making the products of the CETL available via JORUM. It is anticipated that work to add resources to JORUM could be combined with input to an institutional repository.
- 3.11** A C4C Digitisation Strategy working group was set up as a sub-group of the C4C Academic Advisory group, and was tasked with developing a CETL digitisation strategy, and one to archive digital products, that could be implemented throughout the University. The strategy would have links to the Information Strategy and the Learning and Teaching Strategy.

"It was agreed that implementing a digital archiving strategy was not only beneficial to the whole University College, but an excellent pilot for C4C and an opportunity for C4C to initiate an entirely new project with YSJ." Note from C4C Digitisation Strategy Working Group minutes 13 July 2006

Project aims and objectives

- 3.12** The aim of the project is to establish a repository of university published teaching and learning material, initially largely material already available in digital format, focussing initially on the output from the C4C CETL as a pilot project, but extending to other

material, such as theses, exam papers, special collections (children's books and theatrical archive) and research output. This is intended to disseminate the information to as wide an audience as possible, including the wider community beyond higher education.

- 3.13** The objectives of the project will be the implementation of the Hyperion digital media archive already partially bought into by the University but not yet commissioned and implemented, and the development of processes to populate the repository. Where necessary, additional hardware may need to be purchased. Hyperion is a module of the SirsiDynix Unicorn Library Management System that is shared currently by the University and the City of York Council (CYC) public library in a unique and longstanding (since 2001) cross-sectoral academic/public library partnership. The server is housed at the City of York Council but jointly owned by York St John and accessed over a 20Mb Internet link.
- 3.14** The development of this repository will enhance access to a wide range of materials to support student learning. It will also make them available to the wider community, and has the potential to develop further access to material that is not currently in digital format, for example other artefacts from the university archive, printed theses.
- 3.15** YSJ is not contemplating an open source solution, but opting for a commercial solution, because an investment has already been made by the University in the Hyperion product, and the link with the Library system it will provide. As a module of the Library system Hyperion is searchable via the online library catalogue and also offers the ability to search the text of digitised documents using the Clarit search engine. Hyperion also uses recognised metadata standards (Dublin core and XML), and with the current release of Unicorn (GL3.1) is OAI-compliant. The LMS was upgraded to this release in 2006. The optional Hyperion Meta data manager is an additional module that allows meta data records to be created using a hierarchical structure.

4 Project description

Project plan

4.1 Implementation of the Hyperion digital media archive module of the SirsiDynix Unicorn Library Management System, already purchased by the University but requiring additional investment for set-up to store and retrieve the material mentioned above. The archive will currently support up to 5,000 documents/images and will be extended to support twice this number. It can potentially store up to 100,000 items. It is also suitable for storing video and audio, since the ability to store streaming media is crucial to the success of the project. Included in the software costs is the capacity to increase the storage for up to 10,000 documents/images.

Work has been done in assessing file formats and compression standards to ensure that a good quality of video streaming can be achieved over a normal home broadband link to try to ensure accessibility to as wide an audience as possible. The video clips have been restricted to two minutes in duration as a taster of the full product available within the library, or from C4C.

Also necessary will be a project manager, to oversee the implementation of the module, to coordinate and control the cataloguing of the digital media, and to liaise with those areas interested in mounting data on the system. In the first instance this will be C4C staff and project leaders.

Initial implementation will concentrate on the products of the C4C CETL as also detailed above, and will help to inform the project managers of operational aspects and suitability for other applications within the university community. Once this pilot has been completed and systems and procedures are in place other material can be deposited.

Timetable

4.2

September – December 2007	Purchase and installation of additional Hyperion software, attendance of key personnel at project management workshop led by SirsiDynix staff Investigation and implementation of procedures for deposit of material, including rights management
January – June 2008	Loading of C4C CETL data on streaming media server, other data onto main Hyperion server, testing of data retrieval Dissemination of information to YSJ staff and students Evaluation of progress to date and dissemination of preliminary findings to University and wider community
July 2008 – March 2009	Consolidation and evaluation of pilot C4C project Loading of theses and other digitised material Investigation of materials not already in digital format and pilot digitisation (e.g. exam papers, University research outputs, children's books, theatrical materials) Further dissemination of information to relevant communities

Deliverables

4.3 The project will:

- 4.3.1 Deliver an institutional repository for York St John that will be used to deposit C4C CETL products, and other suitable teaching and learning materials.
- 4.3.2 Form the main component in the development and delivery of an institutional programme for the digitisation of materials, and associated issues.
- 4.3.3 Make resources available to the wider community from one easily searchable point, i.e. the Library OPAC.
- 4.3.4 Consolidate information relating to potential storage of research output.

Project management arrangements

- 4.4 A project management workshop forms part of the training for implementation of the Hyperion digital media archive module. The format of this is as follows, taken from SirsiDynix' project outline:

The Workshop is used as a forum to discuss all aspects of the Hyperion implementation. We then explore the intended use of the system, talk about the pilot documents, and agree the structure and configuration of Hyperion records, and if applicable, the use of Unicorn catalogue records for your metadata. We also explore in detail any other issues connected with the project, e.g. staffing issues, scanning and storage requirements, network, upgrade and technical issues etc. Finally we discuss key project milestones, and go over the details of the project plan.

The workshop will be implemented in such a way as also to meet the JISC Project management guidelines.

Risks

- 4.5.1 Failure to locate suitable staff resources to implement and manage the project: staff are currently in place who could implement the work with some adjustment to workload
- 4.5.2 Failure to resource purchase of additional software: capital will be identified through the normal YSJ budget process if JISC does not support this bid.
- 4.5.3 Failure of supplier to provide additional software and other deliverables: SirsiDynix is a well-respected major supplier of Library Management System software
- 4.5.4 Technical failure or other issues with the internet link between CYC and YSJ: costs of moving to a SirsiDynix hosted solution are currently being investigated, as a contingency for which capital will be identified through the normal YSJ budget process

IPR position

- 4.6 It is intended that IPR in the University will be investigated as part of the digitisation project, and suitable strategies implemented for ensuring material is made available. Licensing systems, such as Creative Commons, will be developed to ensure that deposit of material falls within current legislation. IPR issues have already been partly addressed in the process of creation of C4C digital media.

Sustainability

- 4.7 As outlined above the institutional repository will be a key element in disseminating teaching and learning resources to a wide audience. It will be integrated into the relevant procedures and policies in the institution to ensure allocation of suitable resource. As it is a hosted solution it will be maintained as part of the Library Management System maintenance agreement. It is envisaged that support of the repository will be integrated into relevant staff job descriptions, in line with developments in e-learning and support to ensure sustainability.

Dissemination of information

- 4.8 A member of the Staff development team is also a member of the C4C Digitisation Strategy group as are key members of C4C CETL staff. They will be members of the initial project team to ensure dissemination of information occurs from the start of the project.
- 4.9 Key staff involved with the project will disseminate information on the project both internally and externally, via the C4C and LIS web pages, internal staff development events, attendance at JISC events, and other appropriate means.
- 4.10 Once established the repository will be integrated with the LMS, and can also be linked with other resources such as the VLE, ensuring use of learning objects by students.

Evaluation

- 4.11 There are evaluation periods included in the Project Timetable for assessment of progress to date. An independent internal evaluation team consisting of users and contributors to the repository will be set up. In the academic year 2008-09 an external evaluator will also provide input.

Percentage Contributions over the life of the project	JISC 33%	Partners 66%	Total 100%

Table Demonstrating Nature of Institutional Contributions

Directly Incurred Staff	April 07– March 08	April 08– March 09	TOTAL £
██████████	██████	██████	██████
Directly Incurred Non Staff			
Hardware/Software etc.			
Directly Allocated			
Staff, Estates etc.	£6697	£10857	£17554
Indirect Costs			
Indirect Costs	£12184	£19146	£31330
Total Institutional Contributions	£22821	£36489	£59310

6 Key Personnel

Project Board Chair: Mark Dransfield

University e-Learning Advisor responsible for liaising with academic staff to help produce and raise the standard of e-Learning materials and promote engagement with learning technologies throughout the University. He has experience of working with both of the University's CETLs, is involved in a range of technology projects, including mobile learning technologies and has experience in project management.

Project Director: Helen Westmancoat

Currently Deputy University Librarian responsible for management of LIS SirsiDynix Unicorn LMS system, LIS web pages. Over 4 years experience in this role and several years experience in LMS systems management, including project management.

Project Manager: To be appointed

A job description has already been prepared and is attached below (**Appendix 1**). There is currently a suitable member of LIS staff who could be seconded to the post, so an early start date is envisaged.

Technical Support: Christopher Brooke

Currently C4C's Digital Media Technician responsible for filming and editing footage from C4C activities. He is also involved in producing DVDs evidencing these activities and contributing to the C4C archive. An independent film director when not working for C4C.

C4C Liaison: Julia Smith

Currently C4C Project Manager with a background in arts project management and fundraising. Julia is responsible for planning and administering the C4C project, working closely with the C4C team to ensure successful attainment of the project aims and objectives, and contributing to the project's strategic development into the future.

Other members of the Digitisation Strategy group will contribute as necessary.



JOB DESCRIPTION

- POST:** Digital Archive Manager
- POST REF:**
- DEPARTMENT:** Directorate of Learning and Teaching
- GRADE:** HERA grade 5 pro-rata
- HOURS:** 15 hours per week for 18 months with the possibility of a further contract for up to 2 years
- REPORTING TO:** Deputy Service Manager LIS
- SUPERVISORY RESPONSIBILITY:** The postholder is not a budget holder under the University's accounting systems
- JOB PURPOSE:** Responsible for the implementation and initial development of the Hyperion Digital Media Archive, and associated initiatives. Member of the C4C Digitisation Strategy Group

DUTIES AND RESPONSIBILITIES:

1. To oversee the implementation of the Hyperion digital media archive module of the SirsiDynix Unicorn LMS system
2. To maintain and develop metadata standards, according to Dublin Core or appropriate HE standards
3. To develop techniques for, and ensure OAI harvesting of data
4. Coordination and control of cataloguing of digital media, and associated processes
5. To co-ordinate input and editing of digital media in the database
6. To manage digital rights and copyright in relation to digital media and learning objects in liaison with other responsible staff as necessary
7. To liaise with other areas of the University regarding potential digital repository applications, and to advise on and contribute to the general digitisation programme of materials, led by LIS
8. To liaise with external HE and other organisations with regard to the digitisation programme
9. To participate in staff training and development
10. When required, to train other YSJ staff to use the system
11. Take part in, abide by and be aware of University systems such as appraisal, Health and Safety and Financial regulations
12. Be available for other duties commensurate with the post

Training:

The postholder will be given training as required to carry out the duties of the post. Training needs are formally addressed in the University's appraisal scheme.

Note: the job description is current as at the date of appointment. In consultation with the appointee the job description is liable to variations made by the management to reflect or anticipate changes in or to the job.

plus

- Any other duties as may reasonably be required.
- Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the department
- Ensure compliance with relevant legislation and statutory codes of practice, as advised
- Participate in the arrangements for performance review and appraisal.
- Ensure that professional skills are regularly updated through participation in training and development activities
- Ensure all University policies are implemented within the remit of this post

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of University safety policies are available from the Staff Information Point,

This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the

PERSON SPECIFICATION

POST TITLE: Digital Archive Manager

DEPARTMENT: Directorate of Learning and Teaching

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A Application form I Interview T/P Test/Presentation
EDUCATION/TRAINING <i>(Academic, vocational/professional and other training)</i> Graduate/Postgraduate qualification in Library and Information Studies	E	A
KNOWLEDGE & EXPERIENCE <i>(e.g. report writing, office experience, Microsoft office)</i> Experience of working with digital media Cataloguing or metadata experience An understanding of digital rights and copyright in relation to digital media	D D D	I A/I P
SKILLS/ATTRIBUTES <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i> Excellent communication skills with the ability to communicate to a diverse customer base Experience of working in a team environment	D D	I I
SPECIAL FEATURES <i>(e.g. Travel, CRB)</i>		

APPENDIX 2



20 June 2007

JISC Executive
Northavon House
Coldharbour Lane
Bristol
BS16 1QD

Dear Sirs

RE: JISC Capital Programme Strand D – Repository Start-Up and Enhancement Projects

I am writing to you in full support of the enclosed bid produced in response to proposals for repository start-up projects entitled YSJ Digirep

York St John University strongly supports this bid because it is seen as both fitting with our Corporate Plan 2007-2012 and our Learning and Teaching strategy, and would significantly enhance the development and implementation of our E-learning infrastructure.

Excellence in E-learning is essential to the achievement of the University's Key Strategic Aims:-

- To be an inclusive and accessible University
- To provide flexible student-centred curricula with excellent teaching
- To offer a transforming student experience
- To build capacity and good practice in research and knowledge exchange.

The bid proposes a start-up repository to manage the learning objects and other digital outputs of the university's CETL, C4C: Collaborating for Creativity. The systems and processes piloted through this initiative would then be evaluated and rolled out across the rest of the university. The project would be led by the University Library and Information Services team who have the requisite information management skills and experience of handling digital media.

York St John University is fully supportive of the bid and believes that it will make a substantial contribution to the practice of E-learning.

Yours sincerely

A handwritten signature in cursive script that reads "Patsy Cullen".

Professor Patsy Cullen
Director of Learning & Teaching
Professor of Learning Innovation
York St John University

Lord Mayor's Walk
York Y031 7EX