

Project Acronym: Exposing Marandet
 Version: 1
 Contact: Robin Green and Stuart Hunt
 Date: October 2008



Project Document Cover Sheet

Project Information			
Project Acronym			
Project Title	Exposing Marandet		
Start Date	October 2008	End Date	September 2009
Lead Institution	University of Warwick		
Project Director	Robin Green		
Project Manager & contact details	Stuart Hunt, Data Services Manager, University of Warwick Library, Gibbet Hill Road, Coventry CV4 7AL. Tel. 024 7657 5789; Email stuart.hunt@warwick.ac.uk		
Partner Institutions			
Project Web URL	http://go.warwick.ac.uk/riu/marandet		
Programme Name (and number)	<i>Enhancing Digital Resources</i>		
Programme Manager	Paola Marchionni		

Document Name			
Document Title	<i>Project Plan</i>		
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Document History		
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JISC Project Plan

Overview of Project

1. Background

The University of Warwick's Marandet Collection of 18th and 19th century French plays is a unique resource and one of the most significant collections of its kind in the country. There are over 4000 plays in total, 2000 from the period 1700-1830 and a similar number for the period 1830-1900. Most of the plays were brought together by a 19th-century French collector, author/playwright and critic, Amedée Marandet.

The collection is rich in popular drama and vaudeville produced by largely unknown authors rather than major playwrights. The collection's value is not only in the plays themselves but, as it spans the period before, during and after the French Revolution and Napoleonic Empire, it provides a distinctive socio-political insight into an historical period that is of major scholarly interest for both research and teaching, as well as one that has continued to capture the popular imagination.

Very little of this type of material is available in digital format. The University of Warwick Library has previously digitised 462 of the Marandet Collection's 4000 plays to support its current teaching and research. These have been made openly accessible on the Internet¹ - as have a number of student essays on the plays² - and receive a high level of use, indicating strong demand for access to more of the collection.

The Library has also collaborated with CESAR (*calendrier électronique des spectacles sous l'ancien régime et sous la révolution*)³, a service created with AHRC funding that provides "a comprehensive on-line repository of French theatre resources in the seventeenth and eighteenth centuries"⁴, so that links to the full text of digitised plays in the Marandet collection are embedded in CESAR records.

2. Aims and Objectives

The aim of the Exposing Marandet project is to digitise and make freely available 1500 18th and early 19th century French plays - comprising 75,000 pages - from the Library's Marandet Collection, and to investigate opportunities to improve connections with the CESAR repository in order to enhance a themed and interdisciplinary approach to this area and enrich the overall user discovery to delivery experience.

The project will extend access to just under 50% of the collection, covering the period from 1703 to the beginning of French Romanticism in 1830. Images, metadata and full-text transcript files will be created to give full access to the resource content.

¹ <http://contentdm.warwick.ac.uk>

² <http://www2.warwick.ac.uk/fac/arts/french/marandet/>

³³ <http://www.cesar.org.uk/cesar2/index.php>

⁴ http://www.cesar.org.uk/cesar2/titles/titles.php?fct=edit&script_UOID=204511

3. Overall Approach

The project will build on the already embedded and successful Marandet Plays service developed by the University of Warwick Library. The content produced will be added to this service, which is housed on a dedicated Library-managed server and uses OCLC's CONTENTdm digital collection management software.

The project will be carried out with a combination of in-house and outsourced activities:

- Production of digital images, and their associated metadata, will be carried out by BOPCRIS at the University of Southampton. The outsourcing of digital images production offers the most cost effective approach to this aspect of the project and uses the expertise of the BOPCRIS team
- Production of full-text page transcript files will be carried out by the University of Warwick Library.

Prior to commencement of digitisation the Library will work with BOPCRIS to agree the technical and metadata specifications required for the project.

Descriptive metadata for the plays to be digitised will be derived from the Library's Millennium Library Management System and appropriate descriptive metadata required for digitisation will be supplied by the Library to BOPCRIS together with the plays.

The metadata will also be mapped to Dublin Core employing a successful cross-walk already deployed by the Library for previous digitisation projects. Both this and administrative metadata will be added to CONTENTdm.

Once material has been transported to Southampton digital images will be produced in both TIFF (for preservation) and JPEG (for Web delivery) derivative formats. Image files will be produced at 300dpi greyscale. As the plays do not carry colour it is not necessary to produce full colour images.

Technical metadata for the digital images will be created by BOPCRIS at point of image generation. This will be produced according to the MIX (Metadata for Images in XML) schema. BOPCRIS will supply the Library with METS (Metadata Encoding and Transmission Standard) metadata to accompany the digital images. The METS wrapper will include MIX, Dublin Core and PREMIS metadata as appropriate.

Once BOPCRIS have supplied the image and metadata files these will be uploaded to the Library's dedicated CONTENTdm server by Warwick project staff. Transcript files in a plain text format will be produced by use of the latest version of Abby FineReader OCR software as image files are uploaded. All text files will carry appropriate bibliographic and administrative metadata which will associate them with the image files. The same directory structure and file-naming conventions adopted for the image files will be applied.

The transcript files will then undergo quality assurance editing by Warwick project staff. Once image and transcript files are in their completed state they will be published and made freely available on the Web with the other digitised Marandet content.

Metadata will be provided within CONTENTdm at both object and page level. Page level metadata will include an additional transcription field to enable full-text searching against the digitised materials. Metadata for the digitised material will be available for harvesting via OAI-PMH (as is the case for the existing digital Marandet content). Object level descriptive metadata, in MARC format, will be contributed to the RLUK database and COPAC as well as OCLC's WorldCat database.

As the project develops Warwick staff will liaise with CESAR regarding potential for new linkages between the two services.

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Critical success factors will be:

- Regular throughput of digital images by BOPCRIS and all digitisation done in time to allow for completion of OCR/transcript creation by project end
- Ability of Abby software to produce accurate transcriptions for fast processing of transcript files
- Recruitment of adequately-skilled Transcript Assistants.

4. Project Outputs

Project Deliverables will be

- 1500 currently hidden plays comprising 75,000 pages providing a scale enhancement to an existing openly accessible and already heavily-used digital resource
- High quality metadata available in OCLC WorldCat, RLUK database and COPAC and exposed for OAI-PMH harvesting
- Collection availability recorded in the OCLC/DLF Registry of Digital Masters
- Improved linkages/interoperability with CESAR
- Project reports evaluating the chosen methodology and outcomes.

Knowledge gained will be a greater understanding of the viability for a project of this scale of the methodology whereby digitised images are produced by an external bureau but the OCR transcripts created in-house.

5. Project Outcomes

Project outcomes will be:

- Availability for teaching, research and general interest of a substantial volume of new digital material representing a type of content that has previously had very little digital representation
- Exposure of metadata in a range of services providing access to the new digital content
- Increased linkages with the CESAR service, bringing increased use of CESAR and referrals from CESAR to the Marandet collection.

The Department of French Studies at the University of Warwick already use the Marandet plays in its research-led teaching and have been instrumental in the creation of the existing digital resource of 462 plays. The additional 1500 plays will significantly enhance this work, e.g., it is intended that a similar model be applied to another course module - Drama and Melodrama from Hugo to Diderot – when the appropriate electronic content has been made available.

A number of UK and other institutions also offer courses covering this historical period and will benefit from awareness of the innovative approach taken by Warwick's Department of French Studies together with access to the content (e.g., Goldsmiths offer a course on 'French Literature of Revolution and Dissent' which includes French Revolutionary drama).

The Department of French Studies also plan to submit a proposal in 2009 for research funding to study theatre from 1800-1815. The scale of new digital content will bring new research opportunities, and potentially opportunities for collaboration with other institutions.

The distinctive socio-political insight provided by this collection will provide a fruitful new perspective on French history and life and France's political and other involvement in worldwide affairs for those researching or otherwise interested in this highly significant historical period.

6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
JISC	Project accountability for commitments and funding	High
University of Warwick	Project completed successfully maximising benefit from institutional financial and other contributions	High
University Library	Maintain trusted project leader/partner reputation	High
Warwick lecturers and researchers	High quality difficult-to-access content easily available to inspire teaching and research	High
CESAR	Improving its service	High
Wider academic and general community	Access to new high value content	Medium
Other digitisation projects	Project learning relevant to own activities	Low

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Damage or loss of physical material in transit or during scanning	2	5	10	Use trusted delivery and scanning service
Poor project methodology	1	5	5	Underpinning work in pre-proposal scoping; monitoring and evaluation during the project; alternative processes scoped
Poor project management	1	5	5	Continual monitoring of progress and reports to appropriate bodies; frequent contact between team members; use of project plan to track progress/requirements
Failure or delay in recruitment for production of transcription files	1	5	5	Early awareness-raising with appropriate groups of project recruitment requirements
Failure of CONTENTdm server	1	5	5	Adequate backup and technical support arrangements in place
Inadequate OCR quality leading to impact on speed of transcription	2	5	10	Use pre-tested latest version of OCR software; if necessary adopt fit for purpose rather than exhaustive quality control
Impact on project schedule of unexpected availability of	2	3	6	Risk assessment of likely impact and rejection of funding if negative

other funding for further digitisation				impact likely
Unavailability of key project staff through illness or career progression	2	5	10	Thorough documentation of process requirements, communication of key issues and, where feasible, duplication of skills
Inability to identify means to develop connections with CESAR	2	2	4	Assess means of releasing data to encourage community Web 2.0 linking

8. Standards

Name of standard or specification	Version	Notes
TIFF		Preservation image format
JPEG		Web presentation image format
OAI-PMH		
MARC21		
METS		Accompanying digital images, including MIX, Dublin Core and PREMIS metadata as appropriate
Dublin Core		
Z39.50		

9. Technical Development

The digitised images and transcript files will be hosted on a CONTENTdm server. CONTENTdm is an OCLC product offering digital collection management, discovery and delivery on a platform supporting standards such as Qualified Dublin Core, JPEG2000, OAI-PMH and XML.

10. Intellectual Property Rights

There are no copyright issues owing to the period selected. Digitised presentation images will be made freely available over the Internet but rights metadata will indicate the digital images are the property of the University of Warwick.

Project Resources

11. Project Partners

Exposing Marandet is a single-institution project. There are no external partners, though there will be liaison and joint activity with the CESAR service. The University of Warwick Department of French Studies is the key internal partner.

12. Project Management

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The project will be sponsored by the University Librarian and directed and co-ordinated by the University's Deputy Librarian, in accordance with the JISC Programme Management Framework and terms and conditions of grant. Day-to-day project management responsibility will lie with the Library's Data Services Manager, who will be seconded part-time (0.2 FTE throughout has been allocated; this will be reviewed as necessary) to the project. The project management team will consist of the Deputy Librarian, Data Services Manager, Arts Subject Librarian for Literature and French, and Dr. Katherine Astbury of the University's Department of French Studies. There will be close liaison with Prof. Mark Bannister, Director of CESAR.

The project management team will meet formally as appropriate during the project and will be in close contact throughout.

The Library's Data Services Team will manage content- and metadata-related aspects of the project, including liaison with BOPCRIS, and upload to CONTENTdm. The Library Systems Team will provide software support and support for work with CESAR.

The Project will provide regular updates to relevant University bodies such as the Information Policy and Strategy Committee (IPSC). The IPSC is chaired by Professor Mark Smith, one of the University's two Pro Vice-Chancellors for Research, and will act as the Steering Group for Exposing Marandet.

An Advisory Group will be formed from appropriate stakeholders, particularly to advise on links with CESAR, dissemination and potential opportunities for other linkages. This will be led by Dr. Astbury and include Prof. Mark Bannister of CESAR and others. Recognising time and distance issues this will operate primarily via electronic means.

An identified training need is digital preservation.

Project Team

	Kate Astbury	Associate Professor/Senior Lecturer, Department of French Studies	katherine.astbury@warwick.ac.uk	024 7652 3333
<i>Project Sponsor</i>	Anne Bell	University Librarian	anne.bell@warwick.ac.uk	024 7652 3033
<i>Project Director</i>	Robin Green	Deputy Librarian	robin.green@warwick.ac.uk	024 7652 4678
<i>Project Manager</i>	Stuart Hunt	Data Services Manager	stuart.hunt@warwick.ac.uk	024 7657 5789
	Peter Larkin	Arts Subject Librarian	peter.larkin@warwick.ac.uk	024 7652

13. Programme Support

No special support requirements are anticipated. The Exposing Marandet Team will take advantage of relevant training and other events offered by the JISC and others, and will seek advice from other appropriate initiatives as necessary.

14. Budget

The Project Budget is appended to this document as Appendix A.

Staff cost for the Transcript Assistants has taken into account recruitment later than originally anticipated so overall anticipated project cost is slightly reduced from £222231 to £217498.

Detailed Project Planning

15. Workpackages

Workpackages are appended to this document as Appendix B.

16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
October 2008	Agreement with BOPCRIS	Has a satisfactory agreement with BOPCRIS been reached	Statement of agreed specifications and costs	Statement confirmed by both parties
October 2008 to September 2009	Project documentation	Are plans and reports satisfactory	Approval by the JISC	Acceptance of outputs by JISC
November 2008 to September 2009	Project Web site	Does the Web site meet JISC requirements Does the Web site meet visitor needs	Check against JISC specifications Volume of contacts with Project Team for information that could have been on the site	Compliance with JISC requirements Low number of instances
March to September 2009	Use of the digital collection	Has use increased and by how much	Analysis of CONTENTdm statistics	Increasing access to Marandet content over the time period
March to September 2009	Metadata records supplied to external services	Have the records been provided	Check external services to see if records present	Records found
June to July 2009	Response to the increased content and improved links with CESAR	In what ways have the project outcomes facilitated academic research and enhanced teaching, and has there been a perceived value for non-academic research	Targeted email survey of identified academic groupings with known interests in this area and a general survey for all users of the collection	Examples of: - how researchers have benefited from the increased digital content - where taught courses plan to use Marandet content - level of general access and interest (with examples)
September 2009	Digitisation progress	Have the target figures for digitised plays/images been achieved	BOPCRIS and Project Team records	Targets achieved
September	Interoperability with	Has use of CESAR	Analysis of	Increase in

2009	CESAR	increased and have referrals from CESAR to Marandet increased	CONTENTdm and CESAR statistics	referrals/accesses
September 2009	Dissemination activity	Has there been sufficient dissemination activity	Check activity against Dissemination Plan	Activities meet or exceed those identified on the Plan

17. Quality Plan

Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
November 2008 to September 2009	Quality of project documentation	JISC and community feedback	Acceptance by JISC; lack of negative feedback from community	Project Director	
November 2008 to September 2009	Dissemination activity	Comparison with Dissemination Plan	Meeting or exceeding Plan commitments	Project Director	
January to September 2009	BOPCRIS digitisation meets agreed specifications	Assessment by Project Manager	Digitised images meet specifications	Project Manager	
January to September 2009	Accurate transcription files	Quality checks by Project Manager	Acceptable standard attained	Project Manager	
January to September 2009	Committed volume of material added to Marandet collection	Project and CONTENTdm records	Targets attained	Project Director	
March to September 2009	Adherence to metadata standards	Check metadata created according to specification	Specifications met	Project Manager	
March to September 2009	Metadata supplied to COPAC, RLUK database and OCLC WorldCat	External services checked for metadata presence	Metadata appearing in the external services	Project Manager	
March to September 2009	Records submitted to Registry of Digital Masters	Sample check of Registry	Records found	Project Manager	
September	Improved	Enhancements	List of	Project Director	

2009	interoperability with CESAR	recorded	enhancements		
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18. Dissemination Plan

Project outcomes and learning will be disseminated by a variety of means. It is expected that Project Team members will give presentations to internal stakeholder groups from academic department meetings to senior University committees to Library staff and staff of other service units. They will also produce written material of different types and for different audiences. Internally, material will appear in the University's *Communicate* magazine and the *Library Newsletter*. Externally, articles on the collection and earlier digitisation work have previously been submitted to *SCONUL Focus* and the *French Studies Librarians Group Annual Review*. Updates on the project will be provided through these and other fora, e.g., in addition to JISC and other technical events, meetings of the UK French Studies Librarians Group and of the CESAR Conference will be attended as appropriate.

Both the Project Web site and the existing Marandet Web site hosted by Warwick's Department of French Studies will be prime sites for those interested in the Project. The latter already contains the best undergraduate research that has been done on the Marandet Collection. Web 2.0 tools will also be used to reach different groups.

Timing	Dissemination Activity	Audience	Purpose	Key Message
October 2008 to September 2009	Participation in JISC Programme and other events, and relevant email lists	Programme participants	Engaging the community in project progress and issues	Project progress and viability of project methodology; challenges
November 2008 to September 2009	Dissemination to LIS and academic communities through email lists, event presentations and published papers, and Web-based tools	Library and academic communities	Awareness-raising and updating the community on the project and its progress	Nature of the project; project progress
November 2008 to September 2009	Internal University communications	University administration and academic community	Return on and benefits arising from institutional investment	Content and service development

19. Exit and Sustainability Plans

The current digitised Marandet content resides on a server managed by the University of Warwick Library, and is made available through OCLC's CONTENTdm digital collection management platform, used by over 1000 organisations worldwide. CONTENTdm conforms to JISC-recommended standards including Z39.50, Qualified Dublin Core, XML and OAI-PMH, and is used by the Library to host other internal resources as part of its strategic initiative to develop its portfolio of digital content. Images produced through the project will be stored in TIFF format to enable long-term preservation, as is already the case for previously digitised Marandet content.

The outputs of this project will therefore enhance an existing digital resource that is already integrated with current teaching and research at the University of Warwick as well as closely linked with CESAR, a related and nationally-funded research resource.

As part of its Strategic Plan the University Library is beginning to develop a 'Warwick Digital Library', which will comprise content and services: the Marandet Collection will be an important resource within

the Digital Library concept as an existing Warwick-owned digital collection that can be used as a pilot and demonstrator for the creation of value-added services such as linkages with CESAR.

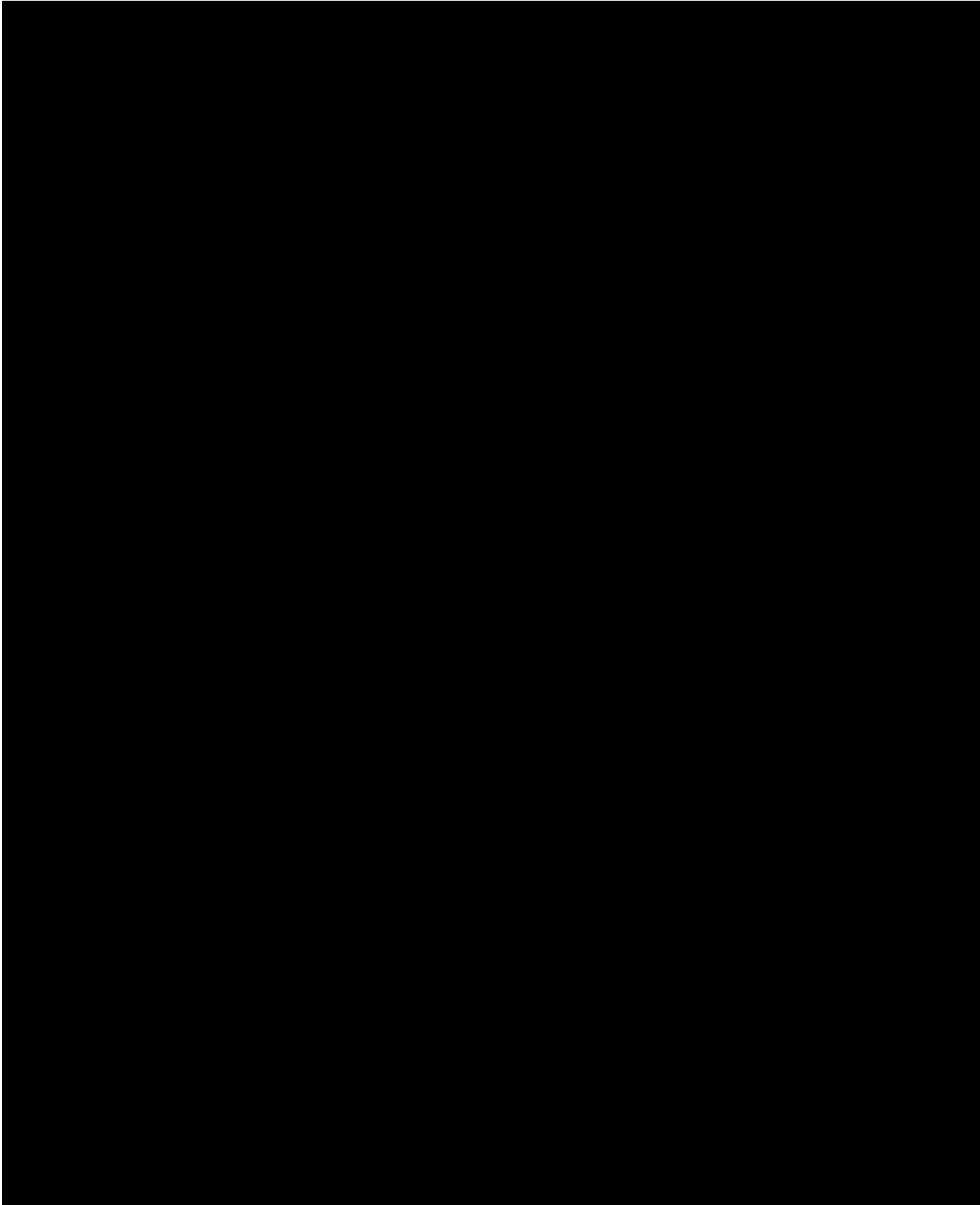
The Library's long term intention is to continue to seek funding in order to make the whole of the Marandet collection digitally available, and as an element of the institutional financial contribution to the project the Library is upgrading its perpetual CONTENTdm license to enable the addition of further Marandet and other digital content in the future.

Project outputs such as reports and other documentation will be maintained for access for a minimum of 3 years as part of a project site within the Research and Innovation Unit section of the main Library Web site.

Project Outputs	Action for Take-up & Embedding	Action for Exit
Project plan and reports	Mount on project Web site and submitted to the JISC	Project Web site will be maintained as required by the JISC and as part of the Library Research and Innovation Unit's record of activity
Presentations by Warwick staff and other publications relating to the project	Mount on project Web site and/or event Web sites	Project Web site will be maintained as required by the JISC and as part of the Library Research and Innovation Unit's record of activity
Collection availability recorded in the OCLC/DLF Registry of Digital Masters	Harvesting by OCLC from CONTENTdm	No further action required once implemented

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Marandet digital content	CONTENTdm license acquired; part of the Warwick Digital Library	Will be added to a pre-existing service as part of the project	Maintaining CONTENTdm skills
Marandet metadata	Will be available for OAI-PMH harvesting, and contributed to both the RLUK database and OCLC WorldCat as well as recorded in the Library's online catalogue	Records will be contributed at appropriate times	

Appendixes



Appendix B. Workpackages



WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12
1: Technical specification and metadata conventions		■											
2: Creation of inventory and delivery of plays		■	■										
3: Production of digital image files and metadata			■	■	■	■	■	■	■	■			
4: Creation and quality assurance of transcript files		■		■	■	■	■	■	■	■			
5: Loading and making materials publicly available				■	■	■	■	■	■	■	■		
6: Supply and load descriptive metadata to other services				■	■	■	■	■	■	■	■	■	■
7: Investigate opportunities to improve links with CESAR					■	■	■	■	■	■	■	■	■
8: Dissemination of project information and findings		■	■	■	■	■	■	■	■	■	■	■	■
9: Project Management			■		■		■	■	■	■	■	■	■

Project start date: 1st October 2008

Project completion date: 30th September 2009

Duration: 12 months

				Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1: Technical specifications and metadata conventions					
<u>Objective:</u> Establish and agree with BOPCRIS all technical, descriptive, preservation, and administrative metadata and data conventions and technical specification for the production of digital images					
1. Establish technical specifications for the production of digital images by BOPCRIS	October 2008	October 2008	Agreement on image formats, resolution, and quality	Specificati on agreed	SH
2. Agree descriptive metadata to be provided to BOPCRIS	October 2008	October 2008	Agreement on descriptive metadata to be provided to BOPCRIS and delivery format		SH
3. Establish file-naming conventions to be used in the production of digital images by BOPCRIS	October 2008	October 2008	File-naming conventions established and agreed with BOPCRIS		SH
4. Agree descriptive, technical and preservation metadata to be supplied by BOPCRIS	October 2008	October 2008	Agreement on descriptive, technical and preservation metadata to be supplied by BOPCRIS		SH
5. Derive descriptive metadata to be supplied to BOPCRIS from ILS	October 2008	October 2008	Descriptive metadata sent to BOPCRIS		SH
6. Cross-walk descriptive MARC metadata to Dublin Core for loading into CONTENTdm	October 2008	October 2008	Cross-walk for MARC to Dublin Core established		SH

WORKPACKAGE 2: Creation of inventory and delivering plays					
Objective: Retrieve, itemise and inventory plays for delivery to BOPCRIS					
7. Retrieval and organisation of plays into agreed order in preparation for delivery	October 2008	November 2008	Retrieval of plays identified for digitisation and sorting into inventory order		SH
8. Creation of inventory of materials to be delivered	November 2008	November 2008	Inventory of materials to be dispatched produced		SH
9. Packing and despatch of materials to BOPCRIS	November 2008	November 2008	Materials sent to BOPCRIS	All materials with BOPCRIS	SH
WORKPACKAGE 3: Production of digital images files and metadata					
Objective: Production and supply digital image files and descriptive, technical, and preservation metadata by BOPCRIS					
10. Production of sample set of digital image files, and associated metadata, for quality assurance	November 2008	November 2008	Sample image files and metadata produced		BOPCRIS
11. Approve and sign-off on sample set of digital images files and associated metadata	November 2008	November 2008	Agreement to proceed given to BOPCRIS		SH
12. Scanning of documents to produce TIFF and JPEG files in accordance with agreed specifications	November 2008	June 2009	TIFF and JPEG image files for 1500 plays/75,000 pages produced	Image files produced	BOPCRIS
13. Supply of image files and associated metadata from BOPCRIS on monthly basis	December 2008	June 2009	Delivery of image files and associated metadata to agreed schedule	Staged delivery of image files	BOPCRIS

WORKPACKAGE 4: Creation and quality assurance of transcript files					
Objective: Production, and quality assurance, of textual transcript files to enable full-text retrieval of digitised materials					
14. Recruitment of transcript assistants	October 2008	December 2008	Recruitment of 1.5 FTE transcript assistant staff		RG/SH
15. Establish production standards and file-naming conventions for text transcript files	October 2008	November 2008	Guidelines established for production of transcript files		SH
16. Production of text transcript files, using Abbyy FineReader, in accordance with established standards and file-naming conventions	December 2008	June 2009	Transcript files for 1500 plays/75,000 pages produced	Transcript files produced	TA
17. Perform quality assurance checks on textual transcript files	December 2008	June 2009	Transcript files checked		TA/SH
WORKPACKAGE 5: Loading and making materials publicly available					
Objective: Load digital images files, transcript files, and metadata onto CONTENTdm server and make plays publicly available					
18. Load JPEG image files, transcript text files, and Dublin Core metadata into already existing CONTENTdm collections on CONTENTdm server	December 2008	July 2009	JPEG image files, transcript files, and Dublin Core metadata added to CONTENTdm		SH
19. Perform quality assurance checks and make digitised materials available via CONTENTdm public web interface	December 2008	July 2009	Digitised materials made publicly available	Digitised plays available	SH

WORKPACKAGE 6: Supply and load descriptive metadata to other services					
Objective: Supply, and where possible directly load, descriptive metadata to other internal and external services and databases					
20. Load descriptive (MARC) metadata, including persistent links to digitised content, into library ILS	January 2009	September 2009	MARC records added to Library ILS		SH
21. Load descriptive (MARC) metadata into OCLC's WorldCat database	January 2009	September 2009	MARC records contributed to WorldCat	MARC records in WorldCat	SH
22. Distribute (MARC) descriptive metadata to RLUK for addition to RLUK database and COPAC	January 2009	September 2009	MARC records contributed to RLUK database and COPAC	MARC records in RLUK	SH
23. Make CONTENTdm metadata available for harvesting via OAI-PMH	January 2009	September 2009	Metadata made available via OAI-PMH	Harvesting via OAI-PMH supported	SH
24. Contribute details of digitised materials to Register of Digital Masters	September 2009	September 2009	Collection details contributed to Register of Digital Masters		SH
WORKPACKAGE 7: Investigate opportunities to improve links with CESAR					
Objective: Investigate and identify areas for service and/or content integration and linkages between digitised materials in CONTENTdm and CESAR repository of theatre resources					
25. Investigate and identify additional content in CESAR that will enrich the digitised CONTENTdm collections	August 2009	August 2009	CESAR content appropriate to newly digitised materials identified		PL/KA

26. Enhance CONTENTdm descriptive metadata schema to accommodate additional links and/or content from CESAR as appropriate	August 2009	September 2009	Additional elements added to CONTENTdm metadata schema		SH
27. Liaise with CESAR over availability, and persistent links to, newly digitised plays	August 2009	September 2009	Advise and assist CESAR in linking to newly digitised content	CESAR links to newly digitised content	SH/PL/KA
WORKPACKAGE 8: Dissemination of project information and findings					
Objective: Disseminate information about the project and its processes and outcomes					
28. Establish Exposing Marandet project web-site	October 2008	December 2008	Exposing Marandet web-site established		RG/SH
29. Internal awareness and updating	October 2008	September 2009	Updates for University committees (e.g., Information Policy and Strategy Committee and Steering Committee); presentations to Library staff and University staff as appropriate, and to Department of French Studies students		PL/KA
30. Project documentation made available on project web-site	December 2008	September 2009	Project reports added to web-site		RG/SH
31. Participation in digitisation and digital preservation forums and events as appropriate	October 2008	September 2009	Engagement with the community through involvement in discussions at forums and meetings and on appropriate listservs	Project Plan and reports	RG/SH
32. Participation in JISC Programme and professional forums, and in appropriate academic forums	October 2008	September 2009	Engagement with the community through involvement discussions on appropriate listservs		KA/RG/SH/PL
33. Attendance at, and participation in, JISC programme-level activities and meetings	November 2008	September 2009	Engagement with JISC programme-level and associated activities		RG/SH
34. Dissemination to LIS and academic communities through presentations and papers	October 2008	September 2009	Presentations at appropriate conferences and meetings, and papers		RG/PL/SH

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			submitted to journals		
35. Utilise Web 2.0 technologies to surface the project through unfamiliar modes	December 2008	September 2009	Web 2.0 tools such as a blog and presence on social networking sites established; Marandet virtual conference held		PL/KA
WORKPACKAGE 9: Project Management					
Objective: Observe JISC reporting and other requirements not covered by other Workpackages					
36. Project plan	November 2008	November 2008	Project plan submitted	Project report	RG/SH
37. JISC programme meeting	November 2008	November 2008	Exposing Marandet presence at Programme meeting		RG/SH
38. Form Advisory Group	November 2008	December 2008	Advisory Group created		KA/PL
39. Progress report	January 2009	January 2009	Progress report submitted		RG/SH
40. Evaluation survey	June 2009	June 2009	Survey completed		PL/KA/SH
41. Progress report	July 2009	July 2009	Progress report submitted		RG/SH
42. Final report	September 2009	September 2009	Final report submitted		RG/SH
43. Project completion plan to JISC	September 2009	September 2009	Completion report submitted	Project complete	RG/SH

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