



## Project Document Cover Sheet

Project Information			
<b>Project Acronym</b>	F-HA		
<b>Project Title</b>	Fürer-Haimendorf Archive digitisation		
<b>Start Date</b>	1 October 2008	<b>End Date</b>	30 September 2009
<b>Lead Institution</b>	School of Oriental and African Studies		
<b>Project Director</b>			
<b>Project Manager &amp; contact details</b>	Ms Susannah Rayner Library, School of Oriental and African Studies Thornhaugh Street Russell Square London WC1H OXG		
<b>Partner Institutions</b>			
<b>Project Web URL</b>			
<b>Programme Name (and number)</b>	Enhancing Digital Resources		
<b>Programme Manager</b>	Paola Marchionni		

Document Name			
<b>Document Title</b>	Project plan		
<b>Reporting Period</b>			
<b>Author(s) &amp; project role</b>	Susannah Rayner (Project Manager)		
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Document History		
Version	Date	Comments
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## JISC Project Plan

### *Overview of Project*

The archive collection of Professor Christoph von Fürer-Haimendorf (1909-1995), which includes photographs, cine film and written materials, is widely recognised as the world's most comprehensive study of tribal cultures in South Asia and the Himalayas. This project will enable people across the world to see and learn from a unique and valuable archive, which is currently inaccessible (except to a limited number of scholars who come to London and gain special permission to view the collection). The project aims to digitise, research and produce metadata for approximately 20,000 photographs and an unpublished field diary from the Fürer-Haimendorf archive, all of which are held in the Special Collections at SOAS Library. This pilot project is part of a longer-term plan to digitise, catalogue and mount online the entire Fürer-Haimendorf collection, as well as other special collections at SOAS.

Fürer-Haimendorf was one of the few anthropologists of the inter-war generation in Europe to realise the importance of visual documentation. Yet, while his field notes, manuscripts and publications have continued to provide an invaluable resource to researchers, lack of specialised expertise and funding has meant that his collection of 26,000 images remain largely inaccessible and therefore unused. This project aims to not only digitise and publish over 20,000 of these images on the Web, but also use specialists in the relevant tribal cultures to catalogue these images and cross-reference a select group of them (approximately 1,800) together with an unpublished diary, film footage and written material in the collection. Users of this online resource will be able to access these rare images and specialist descriptions of tribal cultures, cultures that are today rapidly being absorbed by mainstream populations. By uncovering this hidden resource, the project will contribute to the academic knowledge and public understanding of endangered cultures and the history of culture change.

### **1. Background**

- 1.1 Christoph von Fürer-Haimendorf was born and educated in Vienna, gaining a PhD in anthropology from the University of Vienna in 1931. A grant from the Rockefeller Foundation enabled him to study at the London School of Economics, under the eminent anthropologist Bronislaw Malinowski. In 1936, he went to the Naga Hills in northeast India for his first fieldwork; over the next four decades, he worked extensively in south & central India, northeast India, and Nepal. In 1950 he was appointed Professor of Anthropology at SOAS and established the Department of Anthropology there. During his career he published seventeen books, most of them ethnographies of tribal cultures.
- 1.2 In 1999, Nicholas Haimendorf formally donated his father's archive to SOAS, where it was deposited in the Special Collections department of the Library. The department immediately began to catalogue the written collection in detail, and a summary list was published in 2000. A survey of the photographs was undertaken in 2002, and a portion of them (approximately 3,500 images from the Naga Hills) was digitised in 2007.
- 1.3 The archive mirrors the broad scope of Professor Fürer-Haimendorf's work as an anthropologist, spanning the 1930s to the 1970s. It contains a large photographic collection (see **Aims and Objectives** for further detail), film footage and written materials. Professor Fürer-Haimendorf was one of the few anthropologists of the inter-war generation in Europe to realise the importance of visual documentation. In addition to his extensive use of the still camera, he produced over one hundred hours of ethnographic film, some of which have been used for BBC television documentaries, such as *the Land of the Gurkhas* (1957) and *The*

*Land of Dolpo* (1962). Recently, this film footage has been digitised by the 'Digital Himalaya' project at Cambridge University, <http://www.digitalhimalaya.com/collections/haimendorf/>.

- 1.4 The extensive written materials in the archive include unpublished field notes and diaries from which Furer-Haimendorf drew heavily in the publication of his ethnographic monographs, essays and theoretical works. The collection also contains rough drafts and working copies of his numerous publications, in addition to conference papers and lectures, and a large number of anthropological works by other authors (listed in 'The Christoph von Furer-Haimendorf Anthropological Archive at SOAS, a preliminary descriptive list').
- 1.5 This archive - photographs, film, written material - represents a unique documentation in various media of tribal cultures in the mid-20<sup>th</sup> century, before many of these cultures changed rapidly with the advent of external civil administration. However, the main focus of the project will be on the photographic collection as, unlike other areas of the archive, this remains the least accessible.
- 1.6 The significance of this collection for future scholarship is considerable. In fact, it is the world's most comprehensive visual record of tribal cultures in South Asia. The breadth of the Furer-Haimendorf collection for South Asia is matched only by the photographs taken by fellow anthropologist Verrier Elwin. The distinctive quality of the Furer-Haimendorf collection, however, is that because he lived (in some cases for years) with the tribes he recorded, his collection has a visual density and historical depth unmatched by any other in the world. For each of the four primary regions documented, the collection presents a comprehensive ethnographic portrait of tribal cultures, ranging from agricultural practices to religious life, from house architecture to intimate portraits. In some instances, we have a dozen images of a single ritual, which enable the viewer to see this complex activity from a variety of perspectives and to identify small objects and details of clothing.
- 1.7 The Furer-Haimendorf collection is also a valuable documentation of historical change in the tribal cultures of South Asia. There is a tendency, in both popular and academic writing, to view tribal cultures as 'timeless survivals' from history that preserve 'lost' forms of human culture. Like all cultures, however, tribal societies change and have always been changing, an important point that the Furer-Haimendorf collection demonstrates. Once these photographs have been digitised and properly catalogued, they will enable scholars to make more accurate assessments of the changes that have transformed South Asian tribal societies during the 20th century.
- 1.8 For some of the cultures recorded in the collection, the rapid and fundamental changes in the 20th century (Christian conversion, hinduisation, the shift from barter to market economy, schools and roads) have led to 'new' societies emerging in the place of traditional ones. For example, the photographs record the following practices that have been abandoned in Arunachal Pradesh: holding 'slaves' (or debtors), blacksmithing, pottery, negotiations to end feuds, tattooing for men and women, wearing nose-plugs by women, and a form of mock warfare. We can also see that the gender-division of agricultural work has changed, that houses are built with different materials and that the landscape has been transformed. On the other hand, we can see that the general pattern of major festivals has remained largely intact, and that traditions such as back strap weaving and the wearing of necklaces have remained virtually unchanged.
- 1.9 Since the collection began in the 1940s, when the colonial government first established a foothold in the hills of Arunachal Pradesh, the photographs record some of the effects of external administration, education and literacy on a tribal population who once governed themselves without writing. Uniquely, for example, there is a photographic record of the first elections held in Arunachal Pradesh in the late 1970s. When catalogued with sufficient detail, the collection will be an invaluable resource for the study of colonialism and culture change.

## 2. Aims and Objectives

- 2.1 The Frer-Haimendorf photographic collection has remained uncatalogued and therefore inaccessible since the archive was first deposited at SOAS in 1995, due to a lack of specialised expertise and appropriate funding. The project aims to provide access to these photographs while at the same time preserving the physical condition of the original material.
- 2.2 High resolution images of the originals will be used to generate lower resolution copies for display on a website, which will include a mechanism for scholars to add to the metadata for each image using the latest developments in Web 2.0 technology.
- 2.3 In addition, the project will be used to pilot future digitization projects at SOAS, creating a template both in terms of technical development and project management and creating a skills base at SOAS on which to draw.

## 3. Overall Approach

### 3.1 Strategy and methodology

A Project Team has been set up, with each element of the project assigned to specific individuals. The team meets regularly to discuss progress, ensure that deadlines and targets are met and that the planned workflow outlined in the **Workpackages (Appendix B)** is achieved. A list of team members, together with their roles and responsibilities, can be found in section **12, Project Management**.

SOAS has an existing digitization facility that will be equipped for slide scanning for the purpose of this project. Scanning and metadata entry will be done in-house, as will primary storage. Development of a delivery system for these images will be outsourced.

The metadata will be embedded with each image and will consist of technical and subject metadata. This will be imported into a database for the purposes of dissemination via a website.

Quality assurance of images and metadata will be carried out by the Project Consultant. System and software quality assurance will be carried out by the Project Technical Adviser (see **Section 12**).

### 3.2 Project issues

The project is the first of its kind to be run in-house at SOAS, using SOAS equipment. As such, it will require tight management to ensure that the aims of the project are delivered, as well as consultation with other institutions with experience in delivering these kinds of projects.

### 3.3 Scope

The Frer-Haimendorf photographic collection, which comprises in total more than 26,000 images, falls into three distinct groups;

- A approximately 21,000 b/w 35 mm negatives (1936-37, 1944-45 & 1962)**, primarily recording Frer-Haimendorf's work among South Asian tribal groups in the Naga Hills; Arunachal Pradesh; Nepal; Central and South India; with a few miscellaneous areas from other parts of the world included (eg Mexico, the Philippines, etc)
- B 1,200 colour slides (1962-1978)**, primarily from the Naga Hills; Arunachal Pradesh; Nepal; central and south India. The slides are catalogued in a handlist, in which they are arranged into three categories: '*Maps and diagrams*', '*Architecture*' and '*Communities*', under which 95 different ethnic groups are listed.
- C 2,050 Glass Lantern Slides (1937-1978)** These slides are stored in boxes and accompanied by a handwritten card catalogue with an alphabetical ethnic group and subject index. Most of these are duplications of the b/w negatives. Some were taken by J.P. Mills, an anthropologist-

administrator in northeast India who worked at SOAS in the early 1950s as an assistant to Professor Furer-Haimendorf.

The project will focus on digitising most of the images in **Group A**, which comprises the following subsections:

- A.1 Naga Hills:** c 3,600 images
- A.2 Arunachal Pradesh:** c 1,800 images
  - Subansiri tribes (Apatani, Nyishi, Hill Miri): c1,640 images
  - Sherdukpen tribe: 90 images
  - Wancho tribe: 70 images
- A.3 Nepal:** c 5,000 images
- A.4 Central and South India:** c 8,000 images

These early images have been chosen because they hold the greatest ethnographic, historical and methodological value for users. They are also closely coordinated with film footage and an unpublished diary from the 1940s. In total, the project aims to digitise, catalogue and make available on the Web around **20,000** images from the collection.

There is another subsection, **A.5 Miscellaneous**, comprising 2,500 images, that has not been included in this particular project as it relates to areas outside South Asia. This subsection will be digitised as part of the longer-term plans for the Furer-Haimendorf archive.

### 3.4 Critical success factors

Critical success factors will include:

- Having the images available online within the timeframe specified
- A web resource that is accessible and functions well for users
- Creating a database and metadata template that can be adapted for future digitization projects at SOAS
- Preservation of the original archive material
- Increased access to the Furer-Haimendorf collection

## 4. Project Outputs

- Project webpage on-line via the SOAS Archives website by December 2008, with links to related projects
- Digitised images and metadata of 20,000 b&w negatives from the Furer-Haimendorf archive
- Digitise and OCR of the Furer-Haimendorf diary 1944-45 and digital copies of other contemporaneous manuscript material related to the slides
- Creation of a web-based resource presenting the images, diary, manuscripts and links to existing sites and bibliographical materials. The website will be freely available to international scholars and to the general public, allowing them to browse, search, view and download images, with a facility for users to propose additions and alterations to the metadata, and will include a feedback mechanism
- Enhanced preservation of the original photographs. Even with a catalogue, access to the collection would remain problematic because of the media format of many of the images. The 35 mm negatives, the bulk of the collection, cannot be viewed easily in their original format. The fact that the collection has been little used has had one positive aspect in that the photographs and slides are still largely in good condition. However, these images would rapidly start to deteriorate if they were to be accessed in their original format by researchers en masse. Digitisation and cataloguing are therefore essential in order to make this unparalleled collection accessible to future users.

## 5. Project Outcomes

The Furer-Haimendorf collection is recognised as an unparalleled documentation of tribal cultures in South Asia and the Himalayas. Making its hidden information visible online will enable scholars and

the general public to understand the processes of culture change at work in these cultures since the 1940s. It will add knowledge to a wide variety of fields (ethnography, history of photography, colonialism, Asian history, development studies). The cross-referencing on the website will also allow scholars and students to study the use of multimedia methodology in fieldwork.

The project will not only deliver a web-based resource for research, learning and teaching in its own right, but will provide the model for developing future digitization projects. SOAS has a wealth of unique historical images relating to the regions it covers, but their catalogue details are limited and very few of them have ever been digitised. This project will act as a template for future digitization work, enabling us to develop a generic platform for other projects.

## 6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
JISC	Funding body	High
HE institutions	User group	High
FE institutions	User group	Medium
Nicholas Haimendorf	Collection owner	High
Anthropologists – researchers and students	Target audience	High
SOAS IT	Development of systems	High
SOAS Special Collections	Collection disseminators	High

## 7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
<b>Staffing</b>				
Loss of staff, in particular the two specialist staff	3	5	15	Comprehensive documentation, including contractual obligations, will help to minimise the risk. In the case of the specialist staff, this is why we have recruited two people.
Project manager unable to spend sufficient time on project due to other work commitments	3	4	12	SOAS is a small institution, so there is no full-time back-up for individual members of staff. However, specific project tasks and work packages will be allocated to other members of the project team, effectively spreading the load.
Not able to recruit suitable staff	2	4	8	The project team is already in place and it is intended that a number of digital photographers will be recruited from the student body at SOAS to ensure that there is a pool of competent staff to complete the project.
<b>Organisational</b>				
Project fails to keep to schedule	2	3	6	Effective monitoring, regular meetings, SMART objectives,

<b>Risk</b>	<b>Probability (1-5)</b>	<b>Severity (1-5)</b>	<b>Score (P x S)</b>	<b>Action to Prevent/Manage Risk</b>
				and contingency timing built into the key targets will ensure that the project keeps to schedule.
Project scope creep and/or over-run	1	4	4	The project has deliberately restricted itself to specified areas of the collection rather than the collection in its entirety, and is seen as part of a longer-term process. Regular review of objectives will ensure that the project is restricted to its initial aims. Any areas of the collection identified as potential projects for the future will form part of the final exit strategy.
Cost over-run/failure to keep to budget	2	3	6	There will be regular reviews of financial expenditure and most of the costs are up front in terms of equipment purchase and staff costs.
Failure to maintain metadata creation and cataloguing targets	2	4	8	The project consultant, Alban von Stockhausen, has been specifically commissioned to ensure both quantity and quality outputs for cataloguing and metadata. Targets will be agreed by him with the Project Team as a whole.
<b>Technical</b>				
Poor quality metadata	2	4	8	Metadata guidelines will be drawn up based on Dublin Core and other successful web-based projects of a similar nature. Our consultant, Alban von Stockhausen, will be responsible for ensuring quality control of the metadata.
Poor quality images	2	4	8	The digitization assistants carrying out the work will receive training on the equipment which was only purchased this year and has already been successfully used by the Wellcome Foundation when digitizing another collection from SOAS archives. So we can be reasonably sure that quality at the point of creation will be good. Our consultant, Alban von Stockhausen, will also be responsible for ensuring quality control of the images.

<b>Risk</b>	<b>Probability (1-5)</b>	<b>Severity (1-5)</b>	<b>Score (P x S)</b>	<b>Action to Prevent/Manage Risk</b>
Loss of digital images	2	5	10	Ensure back-up and off-site storage of images.
Inappropriate storage	1	2	2	Workflow will include storing files on centralised resilient RAID system.
Technology failures	2	3	6	Essential equipment will be under warranty or support. Potential down time will be included as a contingency in the work plan.
<b>External suppliers</b>				
Failure of contractors to deliver Web system	2	5	10	Clear requirements and timescale to be agreed with contractor, with penalty clauses. Clear and frequent milestones to be agreed with contractor.
<b>Legal</b>				
IP issues	1	5	5	Permission from the owner of the Fürer-Haimendorf archive (Nicholas Haimendorf) to publish images from the collection on the Web has already been obtained. An IP audit will be carried out in consultation with SOAS's Information Compliance Manager
Copyright issues	1	5	5	A copyright audit will be carried out in consultation with SOAS's Information Compliance Manager

## 8. Standards

<b>Name of standard or specification</b>	<b>Version</b>	<b>Notes</b>
TASI recommendations	Available on Web site, October 2008	TASI is the main source of advice in deciding on the standards to be used in this project
TIFF	TIFF 6.0 (1992)	Camera RAW files will be converted to DNG with embedded RAW format and retained whenever available, however these are non-standard, so for high resolution archival image use, RAW files will be converted to TIFF and stored in addition to DNG files. Where equipment produces TIFF files natively, these will be used with minimal manipulation.

Name of standard or specification	Version	Notes
JPG	JPEG (JFIF) version 1.02	Used only for low resolution images for dissemination on the Web
PNG	ISO15948:2003	Used in preference to JPEG for dissemination on the Web
IPTC	Core 1.0 Extension 1.1	We will be using IPTC Photo Metadata as it is widely supported by current imaging software and will allow us to embed core metadata in the image file
World Wide Web Consortium (W3C) AA standard	Guidelines v2.0	This standard will be used for guidance on accessibility.

## 9. Technical Development

The project will follow the JISC Project Management Guidelines (May 2008) and for technical developments it will follow an appropriate subset of PRINCE 2 methodology.

### Digitisation

The 35mm filmstrips will be digitised at 4000dpi, which is sufficient to resolve film grain and it is therefore unlikely that the collection will need re-digitisation in the future. Minimal manipulation of the digitised image will be done; a light cleaning of the originals prior to scanning, followed by the application of in-scanner dust removal techniques, will be used at the scanning stage.

### Metadata

Essential metadata will be embedded with each image in open-standard IPTC format, followed by ingestion to an image database, where additional information will be added. The database used will be capable of exporting records in XML standard output to facilitate future migration of the collection.

A feedback/evaluation mechanism will be incorporated in the website.

### System development

The project will be defined in terms of functionality and outcomes rather than in terms of the technology to achieve these aims. We do not want to be too prescriptive at this stage and will be defining the technology when a software developer has been selected.

Similarly, there are no preconceptions about the database management system to use. The outsourced provider is likely to determine the underlying software which will provide the required functionality. The specification of the system will include the requirement to comply with standards including open systems standards and data migration standards.

### Digital Preservation

During image capture, images will be transferred to a central server which will include tape backup. The Project Consultant will use FTP to download images to local disks and then transfer the images back with metadata included, overwriting the original images. Off-site storage will be included in the project.

## 10. Intellectual Property Rights

The IPR in the digitised images, metadata and website will lie with SOAS. The Fürer-Haimendorf archive is owned by Nicholas Haimendorf, who was bequeathed it by his father in 1995. In 1999 Nicholas Haimendorf gave the archive to SOAS on permanent deposit, and he has consented to the digitisation and dissemination of the archive for this particular project. Images will be available for downloading in JPG format, but high resolution images will be provided on request from SOAS at cost price to the user. The use of such images in commercial publications will still be subject to permission from Nicholas Haimendorf. It is anticipated that there will be a significant number of requests for high resolution copies of these images, which will be dealt with by the Special

Collections department at SOAS Library. The web-based interface will provide an opportunity for users to not only download the low resolution images but to order TIFF copies if necessary.

## Project Resources

### 11. Project Partners

Although this is not a partnership project, previous co-operative arrangements on the Fürer-Haimendorf archive have been made with Cambridge University, who digitised the cine film which is mounted by them as part of the Digital Himalaya project at <http://www.digitalhimalaya.com/collections/haimendorf/>. Digital Himalaya is also available through the Film and Sound Online resource hosted by EDINA, the JISC national academic data centre based at the University of Edinburgh. In addition, Columbia University has also digitised selected materials as a teaching resource at <https://dart.columbia.edu/haimendorf/>.

This JISC bid is solely by SOAS, and is intended as a small pilot project to develop a methodology and capacity for digitisation of the whole archive, which is estimated as a 3-4 year project overall. We would be interested in working with JISC on this forward plan, and with any partners JISC may suggest to add value to and sustain the project.

### 12. Project Management

The Project Team, headed by a Project Manager, will be responsible for delivering the project. The team will meet on a monthly basis to report on progress and agree actions and deadlines for the next stage. In addition to Interim Project reports on progress submitted to JISC (January and June 2009), Project Board meetings will also be convened on a quarterly basis to ensure that the Project Team are able to meet targets.

Name	Project title	Contact details
<b>Dr Stuart Blackburn</b>	<b>Lead Academic</b> Responsible for curatorial expertise and metadata content of the collections. Stuart is a Senior Research Associate in the South Asia department at SOAS and an internationally recognised specialist on south India and northeast India.	Research Associate South Asia Department SOAS Thornhaugh Street Russell Square London WC1H 0XG  sb12@btinternet.com
<b>Alban von Stockhausen</b>	<b>Project Consultant</b> Responsible for metadata content, in particular for images of Nepal and the Naga Hills. Also responsible for training the digitization assistant and for quality control. Alban is a PhD student in anthropology at the University of Zürich where he is researching the history of photography in northeast India.	Alban von Stockhausen of the Ethnographic Museum University of Zurich Pelikanstrasse 40 CH-8001 Zürich SWITZERLAND  +41 (0)44 634 9011 +41 (0)44 634 9050 alban.stockhausen@gmail.com
<b>Susannah Rayner</b>	<b>Project Manager</b> Responsible for the management, coordination and administration of the project. Susannah is Head of Archives & Special Collections at SOAS and will be devoting 10% of her time to project management.	Head of Archives & Special Collections Library, SOAS Thornhaugh Street, Russell Square, London WC1H 0XG  <a href="mailto:sr30@soas.ac.uk">sr30@soas.ac.uk</a> 020 7898 4178

Name	Project title	Contact details
Malcolm Raggett	<b>Project Technical Adviser</b> Responsible for technical standards and development for the project. Malcolm is IT Manager at SOAS.	IT Manager SOAS Thornhaugh Street, Russell Square, London WC1H 0XG  <a href="mailto:mr@soas.ac.uk">mr@soas.ac.uk</a> 020 7898 4951
<b>Digitisation assistant</b>	<ul style="list-style-type: none"> <li>To digitize and scan images</li> <li>To input basic technical metadata to the database</li> </ul>	tbc
<b>Archives Assistant</b>	<ul style="list-style-type: none"> <li>To number and prepare images prior to digitization</li> <li>To transfer items to the digitization suite in the Brunei Gallery and return to the archives repository after filming</li> <li>To complete preservation packaging of the collection after digitization</li> </ul>	Special Collections Library, SOAS Thornhaugh Street, Russell Square, London WC1H 0XG  <a href="mailto:docenquiry@soas.ac.uk">docenquiry@soas.ac.uk</a> 020 7898 4180

### 13. Programme Support

Support in dealing with the project process as a whole would be welcome, as would advice on metadata creation and producing accessible on-line resources.

### 14. Budget

See **Appendix A**. There are no changes from the budget included in the agreed project proposal.

### *Detailed Project Planning*

### 15. Workpackages

See **Appendix B**

### 16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
Jan 2009 - Jun 2009	Digitisation of 20,000 images	Completing on schedule	Monitoring progress at Project Team meetings	100% of images are completed to schedule
Jan 2009 - Apr 2009	Digitization of unpublished archival material	Completing on schedule Cross-referencing successfully to images	Joint assessment by Lead Academic and Project Consultant	100% of images are completed to schedule. Project Team sign off on content
Jan 2009- Jul 2009	Creation of subject and technical metadata for each image	Appropriate content Completing to schedule	Joint assessment by Lead Academic and Project Consultant	Metadata design completed to schedule.  Project Team sign off on content

<b>Timing</b>	<b>Factor to Evaluate</b>	<b>Questions to Address</b>	<b>Method(s)</b>	<b>Measure of Success</b>
Dec 2008- Oct 2009	Creation of website	Accessibility of website: - interface design - site navigation - functionality - content structure - content delivery - usability - performance	Automated and manual testing including: - usage logs - web server logs - assessment by focus group - usability testing	The website meets agreed standards  90% of users surveyed express satisfaction with site

## 17. Quality Plan

<b>Output Timing</b>	<b>Quality criteria</b>	<b>QA method(s)</b>	<b>Evidence of compliance</b>	<b>Quality responsibilities</b>	<b>Quality tools (if applicable)</b>
Jan 2009- Jul 2009	Creation of relevant detailed metadata	Quality of metadata	100% of metadata meets the required standard	Quality control by Project Consultant	
Jan 2009 - Jun 2009	Creation of high resolution images	Image quality	Quality control by consultant	100% of the images meet the required standard	

## 18. Dissemination Plan

<b>Timing</b>	<b>Dissemination Activity</b>	<b>Audience</b>	<b>Purpose</b>	<b>Key Message</b>
Nov 2008	Website about the project set up	JISC, SOAS students and staff, academic community, other digitization projects	To highlight the project, comply with JISC requirements and encourage feedback about the process	The existence of the project and that advice and feed back are welcome as part of the process
Oct 2009	Project launch event	Academic and state sector communities	To promote the creation of a new web-based resource	The creation of a new on-line resource relating to anthropology in India and Nepal
Ongoing	Presentations at relevant conferences	Academic community	To promote the existence of this resource	The value and interest of the Fürer-Haimendorf collection to the academic community

<b>Timing</b>	<b>Dissemination Activity</b>	<b>Audience</b>	<b>Purpose</b>	<b>Key Message</b>
Oct 2009	Programme to forge partnerships with similar institutions carrying out similar projects	Pitt Rivers Museum, British Library, Royal Geographical Society, Cambridge University	To disseminate information about the resource through other institutions to their users  To create an informal network for further collaborative work  To create links with the SOAS website	The existence of an on-line resource with material relevant to other institutions, overlapping with their own collections, with the possibility of collaborative work in the future
Ongoing	Publicise the resource through SOAS print and on-line media, eg Alumni newsletter, staff newsletter, web site, etc	SOAS staff, students, alumni	To promote the existence of this new resource	The existence of an on-line resource for students and staff at SOAS

## 19. Exit and Sustainability Plans

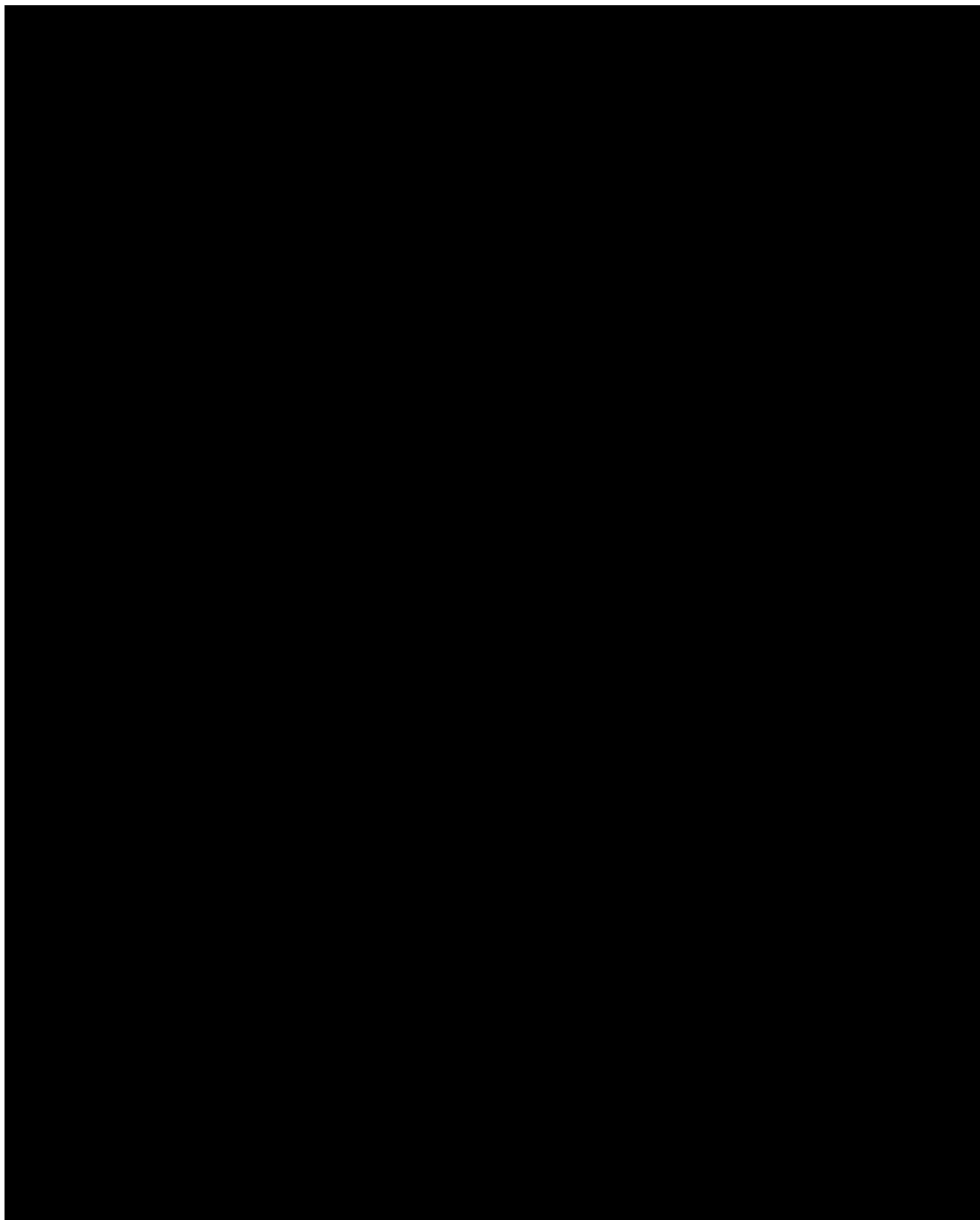
<b>Project Outputs</b>	<b>Action for Take-up &amp; Embedding</b>	<b>Action for Exit</b>
Digitized images	Ensure images are of a high quality to ensure archival standards and to maximise their potential for future use	Ensure images are captured according to preservation standards
Documentation	Ensure all procedures and technical standards are documented and made available via the web site	

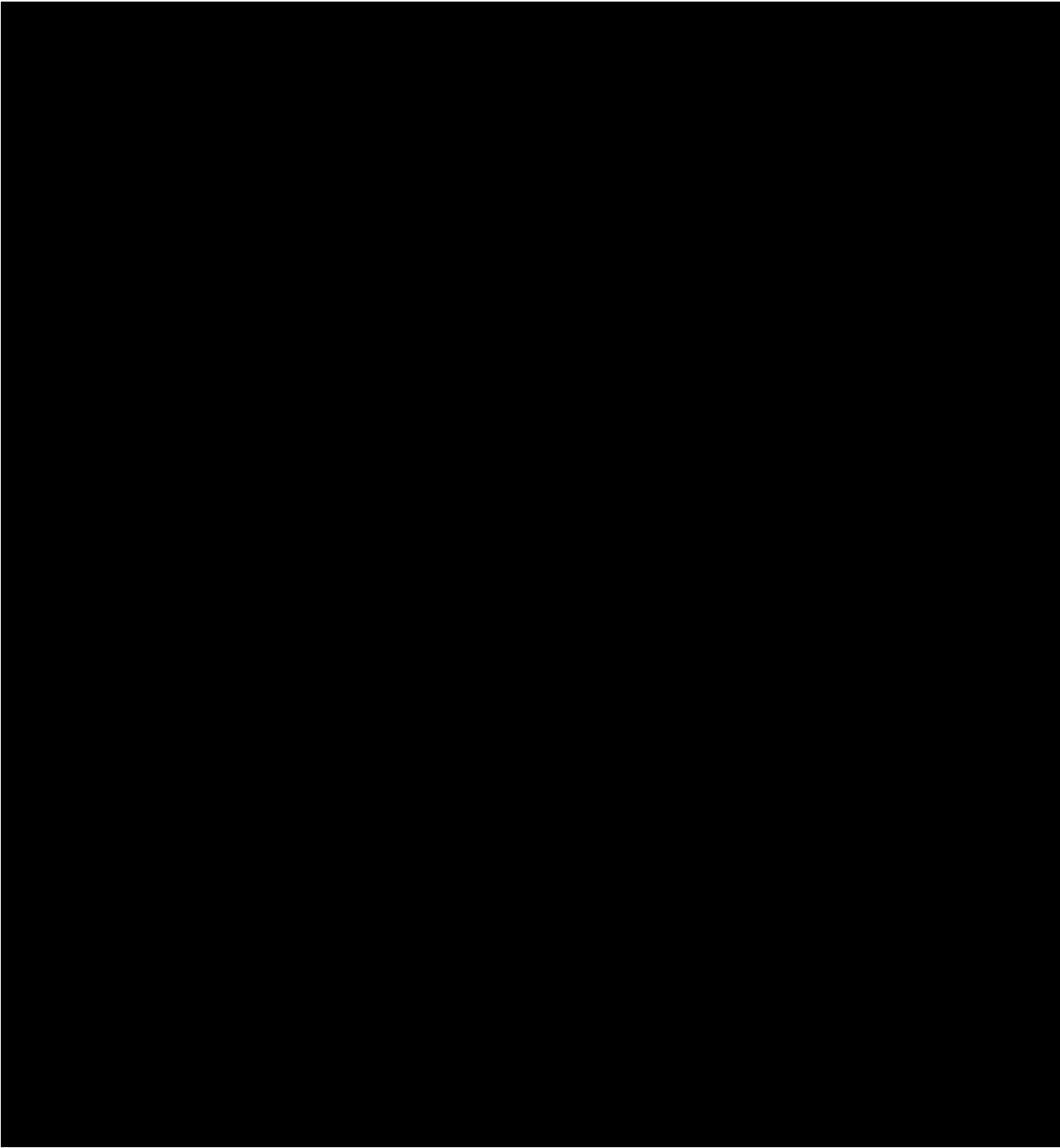
<b>Project Outputs</b>	<b>Why Sustainable</b>	<b>Scenarios for Taking Forward</b>	<b>Issues to Address</b>
Web-based interface	Will continue to be maintained by SOAS	Investigate further funding opportunities to enhance and expand content	Further funding opportunities
Digitized images	High quality format supported by SOAS	To upgrade/migrate to new hardware/software formats	Ensuring built in capacity to fund upgrades
Metadata standards	Maintained by SOAS	Will be used and enhanced to support new digitisation projects	Funding and staff capacity to maintain and extend this resource

*Appendixes*

**Appendix A. Project Budget**

JISC





## Appendix B. Workpackages



### JISC WORK PACKAGE

**Before completing this template please note:**

- *The Project Management Guidelines have detailed instructions for preparing project plans and work packages..*
- *Please expand tables as appropriate.*
- *Fill in the information for the header, e.g. project acronym, version, and date.*
- *Text in italics is explanatory and should be deleted in completed documents.*

<b>WORKPACKAGES</b>	<b>Month</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1: Project initiation	Oct 08	X	X	X																					
2: Slides	Jan 09				X	X	X	X	X	X															
3: Diary	Jan 09	X	X	X	X	X	X	X																	
4: <b>Delivery system</b>	Dec 08			X	X	X	X	X	X	X	X	X													
5: Preservation work	Jan 09					X	X	X	X	X	X														
6: Evaluation	Sept 08										X	X	X												
7: Dissemination																									

Project start date: October 2008

Project completion date: September 2009

Duration: 12 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs	Milestone	Responsibility
<b>YEAR 1</b>					
<b><i>WORKPACKAGE 1: Project initiation</i></b>  <b><i>Objective:</i></b> To recruit staff, purchase equipment and initiate work programmes					
1. Establish project framework	Oct 08	Nov 08	Project team meeting regularly and Project Plan produced		Project Team
2. Equipment purchase	Oct 08	Dec 08	Equipment in place		MR
3. Recruitment of staff and consultants	Oct 08	Dec 08	Staff recruited		SR
4. Define image digitization and metadata standards	Oct 08	Dec 08	Standards defined		MR/SR/SB
<b><i>WORKPACKAGE 2: Slides</i></b>  <b><i>Objective:</i></b> Digitize, add metadata and store images					
5. Prepare slides for digitization	Jan 09	May 09	Clean, organise and number individual items for digitization		SR
6. Scan slides, prioritizing Arunchal Pradesh 1944-45 slides	Jan 09	May 09	Digitize 20,000 images (Arunachal Pradesh; Naga Hills; Nepal; Central & South India)		Dig Ass
7. Add technical metadata	Jan 09	Jun 09	Metadata added to 20,000 images		Dig Ass
8. Add subject metadata	Jan 09	Jun 09	Metadata added to 20,000 images		AvS/SB

9. Store images	Jan 09	Jun 09	Images stored		MR
10. Quality check images and metadata	Jan 09	Jul 09	Images and metadata meet standards		AvS/SB
<b>WORKPACKAGE 3: Diary</b>					
<b><u>Objective:</u> Digitize a selection of unpublished written material</b>					
11. Prepare and foliate the 'Tour diary of the Special Officer Subansiri 1944-45'	Jan 09	Feb 09	Diary handed over to Digitization Assistant for filming		Arch Ass
12. Digitize 'Tour diary of the Special Officer Subansiri 1944-45'	Feb 09	Apr 09	All images captured as TIFF images		
13. Reading and note-taking from 'Tour diary of the Special Officer Subansiri 1944-45'	Oct 08	Apr 09	Cross referencing and metadata completed		SB/AvS
14. View related film footage	Oct 08	Jan 09	Cross referencing and metadata completed		SB/AvS
15. Add metadata and cross-reference text and images	Feb 09	May 09	Cross referencing and metadata completed		SB/AvS
16. Quality check images and metadata	Feb 09	Apr 09	Images and metadata meet standard		SB/AvS
17. Store images	Feb 09	Apr 09	Images stored		MR
<b>WORKPACKAGE 4: Delivery system</b>					
<b><u>Objective:</u> Create storage and delivery system</b>					
18. Draw up specification	Dec 08	Jan 09	Specification drafted		MR
19. Select system supplier	Jan 09	Feb 09	Contract issued to supplier		MR
20. Develop system	Feb 09	Jul 09	System developed		MR
21. Test system	Jul 09	Aug 09	System tested		MR
22. System goes live	Aug 09	Aug 09	System launched successfully		MR
23. Usability and functionality check	Sep 09	Oct 09	System signed off		Focus group/Project Team

<b>WORKPACKAGE 5: Preservation work</b>					
<u>Objective:</u> Package collection to archival standards					
24. Select and purchase archival packaging materials	Jan 09	Feb 09	Packaging purchased		SR
25. Clean and package original photographs and slides	Feb 09	Jul 09	Preservation packaging completed		SR
<b>WORKPACKAGE 6: Evaluation</b>					
<u>Objective:</u> To test functionality and usability of system					
26. Test functionality	Sep 09	Oct 09	System meets specification		MR
27. Usability check with focus group	Sep 09	Oct 09	System signed off		Focus group/Project Team
28. Final Project Report	Sep 2009	Sep 2009	Report submitted to JISC		SR
<b>WORKPACKAGE 7: Dissemination</b>					
<u>Objective:</u> Make Fürer-Haimendorf collection available to an on-line audience			SOAS will also publicise the website through its print and online media.		
29. Website launch event at SOAS	Oct 2009	Oct 2009	Attendance by representatives from key institutions in the academic community and state sector		SR
30. Links made with relevant institutions running similar web projects	Oct 2009	Dec 2009	Linked web pages with Pitt Rivers Museum, the Royal geographical Society, the British Library and Cambridge University		SR/MR

31. Website publicized throughout SOAS	Oct 2009	Dec 2009	SOAS print and on-line media, eg Alumni newsletter, staff newsletter, web site, etc		SR/MR
32. Project Completion Report	Nov 2009	Nov 2009	Report submitted to JISC		SR

Members of Project Team:

AvS - Alban von Stockhausen

GL = Gary Li

MR = Malcolm Raggett

SB = Stuart Blackburn

SR = Susannah Rayner

Dig Ass = Digitization Assistant

Arch Ass = Archives Assistant