



# **A Digital Library of Core Resources on Ireland**

## **JISC Project Plan**

### ***Overview of Project***

#### **1. Background**

##### **1. Introduction**

This project, over a period of two years, will digitise and make available in a sustainable way at least 100 journal titles, 205 monographs and 2,500 pages of manuscript all relating to Irish Studies. A number of imperatives cogently suggested the need for a comprehensive full-text e-resource in Irish Studies. There are few existing Irish Studies e-resources beyond those created by the applicants at Queen's University Belfast, and those created by their partners. There is a marked increase in Irish Studies in the British Isles, Europe, North America and the Antipodes. In many ways Irish Studies closely allies itself with the emphasis of the UK Research Councils on cross-disciplinary work. Irish Studies, by its very nature, involves the forging of, for example, history, geography, language, literature, the natural sciences and so on. While in innovative methodological terms this multidisciplinary nature of the subject area is a great strength, in terms of access to core research materials it represents a significant problem. Few e-resources exist, and relevant Irish Studies materials tends to be scattered in an almost ad hoc way amongst them. The result of all of these factors tends towards the overuse of perceived key materials, often overlooking other equally important material, and results in poorer research than Irish Studies scholars are capable of creating.

Against this backdrop, Queen's University was well placed to lead a ground-breaking project to radically augment the e-resources on Irish Studies available to scholars around the world. The project is based upon an unparalleled grouping of collaborations ranging from content partners to technical and dissemination partners. Relevant material for digitisation will be sourced from the outstanding Irish Studies collections held by Queen's University, the Linen Hall Library and the Robinson Library in Armagh. Collectively the partners hold an unrivalled range of printed research materials that are simply not available to the academic community in such critical mass elsewhere. Through separate agreements with a number of key journal publishers, including the prestigious Dublin-based Royal Irish Academy, current in-copyright journals will be made available online together with out-of-copyright legacy titles. Agreement with colleagues in Queen's University, at University College Dublin, and with CELT at University College Cork, will allow access to existing Irish Studies e-resources. In a further partnership with the Arts and Humanities Data Service, JSTOR and the Centre for Data Digitisation and Analysis at Queen's, an impressive group of experts in data digitisation and dissemination have been assembled. Finally, through agreement with our partner JSTOR long-term free access to the e-resource is guaranteed and sustainability is achieved. It was our intention to work with the AHDS Executive to ensure that all digital objects were deposited with AHDS. In view of lack of clarity regarding AHDS funding we will review this position. We are considering making provision for archiving via JSTOR or Information Services at Queen's University. It should also be noted that the current director of AHDS will sit on our Management Board to advise of the latest developments affecting AHDS funding.

##### **2. Building on previous work**

Our proposal represents a logical extension in the development of e-resources relating to Ireland developed by Queen's University and various partners (including the Linen Hall Library, the Public Record Office of Northern Ireland, the Library and Information Systems Council Northern Ireland, Belfast Public

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Library, the National Library of Ireland in Dublin, the Royal Irish Academy, University College Dublin, the University of Ulster, the University of Southampton, the University of Leeds, Indiana University Purdue University Indianapolis, the University of California Berkeley, the California Digital Library, the University of Portsmouth, the Department of Culture, Arts and Leisure NI, University College Cork, University College Dublin, and Trinity College Dublin). These initiatives, which have established the University as the principal provider of Irish Studies e-resources, include **The Action of Union Virtual Library** ([www.actofunion.ac.uk](http://www.actofunion.ac.uk)) which, thanks to a grant of £258,000 from NOF-Digitisation, provides an e-library of material relating to the 1801 Union between Britain and Ireland; **The Stormont Parliamentary Papers Project**, funded by a £303,330 AHRC grant, providing access to the debates of the Stormont Parliament between 1921 and 1973; selected holdings of **Special Collections**, which have been digitised on an ad hoc basis subject to user demands; **The Irish Legislation Project**, funded by the Leverhulme Trust; the **Database of Irish Historical Statistics** which makes most recurrent printed Irish Census statistics available; the **Online Historical Population Report Project**, funded by the JISC, making available, in full, both Irish and British census reports ([histpop.org](http://histpop.org)); and the **Irish Texts Online Project** providing access to key Irish language texts. These are full digital object repositories. We also developed and host resource discovery tools such as **RASCAL** ([www.rascal.ac.uk](http://www.rascal.ac.uk)) which lists the research and special collection holdings of research institutions in Northern Ireland and **PADDI** ([www.paddi.net](http://www.paddi.net)) a collaborative resource created with University College Dublin containing architectural information relating to Ireland. The former is currently being extended to include the whole island of Ireland with the enhanced resource still based at QUB. Through the University's new Digital Asset Management system, resources served directly by the University will be cross-searchable and will link to the e-library we are developing. The University remains committed to developing Irish Studies. The 2006 Academic Plan identified Irish Studies as an area worthy of investment, "Distinction in Irish Studies is spread widely across several Schools, including English, Languages, Literatures and Performing Arts, Politics, Philosophy and International Studies, history and Anthropology, Psychology, Sociology, Social Policy and Social Work, Education, and Geography and Archaeology. One of the great strengths of this research is that it uses the distinctive local context as a base for research that has international links and global significance. A number of the investments included ... are intended to pump prime the process of giving the subject area a new impetus, thereby allowing it to position itself as a world leader." This project, as a result, has very strong support from Queen's.

Although we stand as the main provider of Irish Studies e-resources we are mindful of other initiatives and have sought to clarify the extent to which other projects in Britain and Ireland cover Northern Ireland or the island of Ireland more generally. Where Irish materials have been digitised we will avoid re-digitisation, and will facilitate access to the material instead where we are able to gain their agreement. Few e-resources provide consistent coverage for Ireland however, making the project even more significant. We have reviewed the **Royal Historical Society Bibliographies** of British History Online and Irish History Online. Despite the importance of Ireland in British history, coverage of Irish history is less complete than that of the rest of the British Isles in **British History Online**, and this resource only refers to publications since 1900. The **Irish History Online** bibliography has developed significantly over the last two years and now provides bibliographic reference to several thousand items drawn from *Writings on Irish History*. However, this resource only covers the period from 1970 to 2001. Further, there are no plans to provide electronic access to the full-text of certain articles as the RHS Bibliography team has done for Britain. The PI of Irish History Online has indicated that our work will compliment rather than replicate the work of her team. It should also be noted that both of these resources are discipline specific. The **James Tierney British Journals 1660-1800 Index** is still in development and is not yet accessible via the web, nor has any date for launch been forthcoming. The **Internet Library of Early Journals** is a digital library of 18th and 19th Century British journals (<http://www.bodley.ox.ac.uk/ilej>) and Ireland is not included. One of the most significant e-resources on Ireland not developed directly by Queen's University is the **CELT corpus of electronic texts** (<http://www.ucc.ie/celt>). The Centre for Data Digitisation and Analysis has an established working relationship with **CELT**. Finally, **JSTOR** ([www.jstor.ac.uk](http://www.jstor.ac.uk)) does not currently have any participating journals that are published in Ireland or collections that focus on Irish Studies or history. With JSTOR as our project dissemination partner the range of JSTOR resources will change radically with not only significant runs of Irish journals being made available but also manuscripts and monographs.

### 3. Importance of project

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The demand for research materials relating to Ireland cannot be underestimated, and nor can the current paucity of material available either online or through UK-based academic libraries. The content partners have a unique collection of material which is not readily available elsewhere. A survey of Irish journals (those published in and/or related to Ireland) in COPAC makes this clear. If the content partners were based in Britain access to these resources would be reasonably straightforward. However, the geographical isolation of Queen's University, the Linen Hall Library and the Robinson Library restricts access to the key materials by academics based in Britain and internationally. This might not be critical if it were not the case that academic research in the broad multidisciplinary field of Irish Studies was not such an active and developing area of scholarship. We identified 350 academics in Britain pursuing research in areas relating directly to Ireland, this is by no means a comprehensive list. There is a clear market for the digital library we will create, marked by very enthusiastic feedback from scholars in Britain, Ireland and around the world. There is a clear lacuna of research resources available. Analogue material is simply not held by most university libraries, and e-resources are few and far between. Methods of conducting research are changing as a result of technological developments but Irish Studies is lacking basic online bibliographic and resource discovery tools that are now accepted as standard in other disciplines. In order to bring Irish Studies into line with other subject areas and maintain academic standards, improvements to e-resources are not only important but imperative. Our intention is to create a resource which will make core journals, manuscripts and monographs accessible to scholars. At present researchers must identify key journals in their area of interest and browse through these in the hope that they might find papers of value. Alternatively they might refer to articles cited by others. However, this tends to perpetuate the use, and perhaps overuse, of specific papers in specific journals. In some areas of research this might not be too problematic but for Irish Studies it represents a serious brake on scholarship. The project will make the resources in the partner institutions more accessible to a wider audience. We have consulted widely amongst more than three hundred scholars in the UK and abroad to ensure that we are selecting important resources. Our selection is further informed by usage patterns within the Irish Studies section of Special Collections at the University Library, and demand for material amongst the partner content providers. We have, in addition, identified rare journals (not widely available) using COPAC. With regard to monographs, we have selected material that is out of copyright. For manuscripts, we will provide access to material where copyright is held by project partners or permission has been given to serve the information. We should also emphasise that as we will digitise complete runs of journals, hitherto rarely consulted papers will be made available for consultation. To further inform content selection, we will form an Academic Advisory Committee to inform the project on desirable content throughout the lifetime of the award. We will also be re-consulting the 300 academics whose advice we have already sought.

## **2. Aims and Objectives**

This project is concerned with developing a major electronic library of materials relating to Irish Studies. It will fill a critical gap in the provision of research and learning resources in Irish studies. The resource will make available the full-text of at least 100 journals, 205 monographs and 2,500 pages of manuscripts. For all of the journals and monographs, and selected manuscripts, a full corrected OCR text will be available to facilitate advanced and accurate searching. Through strategic partnerships in-copyright journals will be included as well as access to many existing electronic Irish Studies resources. The resource will literally become the one-stop-shop for research materials for Irish Studies Scholars. Access to the e-library will be provided by JSTOR at no cost within the British Isles whilst securing an income stream from international subscriptions to facilitate not only the long term sustainability of the e-resource but also to fund additional digitisation. This project addresses the needs of more than 300 scholars working in Irish Studies in Britain and Ireland.

The project will develop a discrete Irish Collection in line with JSTOR's other thematic subject specific compilations. The same criteria for selection, development and access will be used, and the associated benefits will be made available to participating publishers.

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JSTOR will manage access to the collection by licensing access to HE, FE, research institutions, archival repositories, museums, public libraries and schools and other educational institutions. In this way members of the public will also have access to the resource.

Specific objectives of the project are:

#### Selection

1. To identify key printed and manuscript material from the collections held by the content partners.
2. To select material, based on recommendations from an International Advisory Panel, usage patterns within the content-holding institutions, and following JSTOR's content-acquisition content selection criteria.
3. To be mindful, and follow best practice, in terms of the handling and preservation of vulnerable materials including the provision of re-binding funds from outside the project funding.

#### Digitisation

1. To capture very high quality image scans of the full content of at least 100 journal titles. The images will be scanned by experienced and fully trained staff based within CDDA. Each image will be scanned individually using book page scanner technology to limit the impact of the digitisation process on the analogue materials. An image-by-image data capture strategy will allow the scanner operators to adjust scanner settings based on the characteristics of each page.
2. To do the same for the full content of at least 205 monographs
3. To capture images of at least 2,500 pages of manuscript material. The digitisation of the irreplaceable material will only be carried out by CDDA's most experienced staff under close supervision. Enhanced emphasis will be placed on obtaining the best possible image scans thus ensuring that none of the materials will need to be re-digitised in the future.
4. For all images, whether from journals, manuscripts or monographs, to retain an archival copy of an image scanned to the highest resolution.
5. For all images, to post-process the material to remove any post-printing annotations, to correct any page curvature, to position the image true in a frame.

#### Machine-readable texts

1. For journals and monographs to create a full machine readable text to facilitate free text searching and xml tagging of the texts. We will not be using a purely automated optical character recognition approach. Rather, user intervention will be involved. We expect a highly accurate text to result save for potentially very early journals.
2. To develop for selected manuscript material a full transcribed and marked up text of the content.

#### Metadata

1. Preparation of indexing guidelines for 100 journals, 205 monographs based on researched title histories which will note title changes, format changes, notation changes, editorial style changes and so on.
2. Preparation of detailed metadata to facilitate searching manuscript images in combination with full transcriptions of some manuscript material.
3. Capture of "word co-ordinates" to incorporate Reference Linking feature in all journals and monographs
4. Preparation of relevant metadata for all images and diagrams
5. Through collaboration with JSTOR and at no cost to the project, very detailed metadata will be applied to journals recording metadata not just at journal level, or issue level, or even article level. Metadata will be provided for editorials, short comments, individual book reviews, notices and so on. This is an exceptionally costly and time consuming process that will be conducted at no cost to the project.
6. Metadata standards will be based on the JSTOR adaptation of the National Library of Medicine (NLM) archiving and interchange document definition type.

#### Licences

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7. Develop licence to ensure inclusion of in-copyright materials through agreements between Queen's University, JSTOR and journal publishers.
8. Develop licence to secure HEFCE investment and fitness for purpose of resource
9. Develop licences to protect and guarantee collaboration of partners providing access to analogue and electronic resources.
10. Develop licence to protect and guarantee collaboration between QUB, JSTOR and HEFCE

#### Electronic Resource

11. Provide access to a core library of interdisciplinary electronic resources on Ireland
12. Secure updating and sustainability of the resource through international subscriptions managed by JSTOR
13. Promote the resource for both teaching and research through direct collaboration with key universities, conference presentations and an International Workshop and project launch.

### 3. Overall Approach

Against the backdrop of the detailed aims and objectives described under 2. We have a well developed approach to the project. It should be stressed that all of the project partners have exceptional experience in their field and the combination of partners creates an unrivalled team.

The project will follow a clearly defined structure with seven distinct process groupings. In summary these are:

#### Preparation:

1. Creation of a list of resources – journal titles, monographs and manuscripts
2. Consultation with academic and research community, locally and internationally
3. Sourcing of content
4. Content assessment
5. Agreement of standards, specifications and work flow procedures with relevant stakeholders

#### Licenses

6. Development of a range of specific licenses to protect IPR for in-copyright titles and manuscripts, and to secure funding investment, access and sustainability
7. Preparation of a Project Charter to incorporate service level agreements with JSTOR and relevant partners

#### Digitisation

8. Image scanning of analogue materials
9. OCRing of text, insertion of "word co-ordinates"

#### Metadata

10. Preparation of title histories
11. Preparation of title indexing guidelines
12. Preparation of preliminary metadata for journals
13. Preparation of metadata for monographs and manuscripts

#### JSTOR

14. Delivery of images, OCR'ed text, title histories and indexing guidelines to JSTOR
15. Application of metadata (JSTOR Vendor) for delivery of a web based resource

#### Dissemination

16. Presentations at a range of conferences, workshops and specially convened meetings
17. International Project Workshop of stakeholders
18. Project web site, mailing list of interested parties, updates on project progress, regional project launches, conference
19. Launch of collaborative research projects
20. Formal project launch

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21. Publication of research papers concerned with methodologies and substantive historiographical issues

Content for the digital library will be selected based on guidance from an International Advisory Panel, site user feedback, and usage based on access patterns to the content partner holdings. Selected content will be sourced from the content partners. It is likely that Queen's University Library will hold the vast bulk of the selected material. There will, however, be some exceptions. It is also likely that we will wish to source the best preserved analogue source for the purposes of digitisation. In all cases content selected for digitisation will be assessed for its suitability from a preservation viewpoint. Where necessary conservation work will be carried out prior to digitisation using funds sourced from outside the project.

Around 50 per cent of the journal material will be in copyright. For key journals (at time of writing a number of which have agreed to be part of the project) negotiations over copyright rights under the terms of the agreed JSTOR/QUB licence will take place before data capture work starts. There is little point in digitising journals unless we can be sure that they will be part of the archive. In actuality there is considerable enthusiasm from journal publishers in support of the project. Negotiations are also already underway to secure rights to digitise and disseminate some key in-copyright monographs.

Data capture will be conducted by the exceptionally experienced team within the Centre for Data Digitisation and Analysis at Queen's University. CDDA will digitise using a variety of flatbed and book page scanners, all provided thanks to the support of the University and at no cost to this project. While flatbed scanners can obtain better copy this may put an undue strain on the binding of some of the volumes to be digitised. Working closely with our partners and project staff we will select the best data capture approach to best preserve the analogue material. We have software to correct for curvature when a bookpage scanner is used and other image enhancement software.

Images will be scanned to prescribed standards developed by JSTOR but, in addition, we will create a high-resolution archival image to be retained. JSTOR standards vary depending on the content of the journal page – whether it is simply text, whether it contains line drawings, whether it contains grayscale figures, or whether colour is included. While traditionally JSTOR have not included monographs within their archive we expect to be able to use the same standards for these as for journals. We will work with JSTOR and seek advice on the digitization of manuscript. The Centre has digitised manuscript material in the past and we will ensure that each image is scanned at at least 24 bit colour and 1,200dpi.

Images will be post-processed following JSTOR guidelines to remove curvature, post-printing annotations, and add a standard border. In quality control terms images will be assessed by the data capture staff during the scanning process, and subsequently re-checked by senior IT staff. As a final check our Research Associates will carry out final quality control checks.

Journal and monograph images will be processed through optical character recognition systems to create a machine readable text. Our work within the Centre indicates that different software packages cope better with different sorts of material. ProLector will be used for the digitization of tabular data and for early poor copy journals. ProLector has a number of features that allow 'difficult' historical material to be processed including a fully trainable pattern system rather than a pre-installed fontbase. Thus, no matter what kind of type is used in the document, the system can be trained to recognise it. Characters which are often incorrectly recognised (such as '1' and 'l' or the pre early nineteenth century long 's') can be handled by the system more critically than others. Any character which is not recognised is directed to the system operator for manual entry. ProLector has been used by CDDA in a number of live projects and, if carefully used by experienced operators, the software has been shown to be capable of processing all but the poorest historical material. For example, ProLector has been used to digitise selected British Parliamentary Papers for the periods 1688-1832, to create an electronic version of the *Scottish National Dictionary*, and to develop a machine-readable version of the *Dictionary of the Older Scottish Tongue*. In all instances a full correction policy has been followed. For later, more straightforward material, FineReader will be deployed but, again, user-trained fontbases will be created and the text manually corrected to a high standard of accuracy.

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Images and associated text files will be linked and tracked within a content tracking system developed by CDDA in collaboration with AHDS History. This system will allow the harvesting of digitization metadata. The content will be transferred to JSTOR over the Data Grid using a new hub installed within CDDA. JSTOR will carry out further quality control checks and add detailed content related metadata. QUB-based research staff will develop title histories and title indexing guidelines to assist JSTOR develop suitably detailed metadata. The histories include information such as journal copyright status, name changes for the journals, publisher changes and editor changes. Format, content and stylistic changes refer to title indexing guidelines.

JSTOR will make both text and images, together with associated metadata and searching methodologies available through their website via a specially developed Irish Studies Portal. Access to these materials will be free of charge in the UK and Ireland and Africa, with a subscription model elsewhere. The subscription model will allow for the resource to be continually updated not simply by adding new issues of existing journals within the archive under the 'moving wall' concept, but also by adding new journal titles. This work will be conducted by CDDA.

The project is committed, partly as a result of the nature of the funding, and partly as a result of the role and duties of the PI who is an academic and not from the Information Services sector, to using the e-resource in research. It is our aim to demonstrate an increase in work in the field of Irish Studies, and an improvement in the quality of that work. To this end research relationships are being established with key universities in the US and research projects being formulated. We expect the resource to be used in collaborative research publications and also to assist in securing funding for US/UK funding applications for major research projects. While to date digitization projects have normally been regarded as critically successful if they have computerized the range of materials proposed, we go further and will view our success on the basis of enhanced research. With the experienced team we have assembled we take as read that the digitization and web site will be developed without difficulty.

As with all projects there are limitations in the proposed work, and areas that need to be developed. On the former it is important to note that we are only digitizing around 20 per cent of the content partners Irish Studies holdings. We are optimistic that we can go beyond the content we will digitise under this proposal but much key work will remain to be done. Some of this will be funded by a recurrent income via JSTOR, but our project should still be regarded as a Stage One undertaking.

We stress that our site will be the one-stop-shop for Irish Studies resources, and we will incorporate e-resources controlled by the project partners into the system to broaden the content further. For further integration we are reliant on e-Science developments in the Humanities and Social Sciences however. Particularly the development of the Data Grid and suitable reference infrastructure – such as geo-temporal place-name gazetteers – will be vital to bringing together key content. Without these developments we will certainly not be able to deep link to Irish Studies repositories outside our partner group.

## **4. Project Outputs**

### **1. Deliverables**

1. Creation of a place-holder website describing the project
2. Development of a partially populated Irish Studies Portal I within JSTOR
3. Creation of a fully populated Irish Studies Portal – a web based electronic resource, which facilitates browsing, searching, viewing and downloading of images
4. Interlinkage through deep-links or site only links to other Irish Studies e-resources
5. Upwards of 1,000,000 digital images of pages of journals, monographs and manuscripts including archival copies for long-term preservation
6. At least 100 journal titles included in the archive
7. At least 205 monographs included in the archive
8. Development of a corrected (to at least 99%) machine-readable text for all journals and monographs
9. At least 2,500 pages of manuscript included in the archive
10. Full text transcription of selected manuscripts

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11. Development of model licences to bring in-copyright Irish Studies material into the public domain while protecting HEFCE, QUB, JSTOR and publishers
12. Development of an Irish Studies Online JISCmail list
13. Creation of technical metadata
14. Creation of metadata for monographs
15. Creation of metadata for manuscripts
16. Creation of metadata for journals
17. Publication of methodological papers in relevant journals
18. Development of a strong International Advisory Panel
19. Forging of strong UK/US research relationships to ensure the resource is used
20. Research papers and funding applications using the resource in research
21. Various project documents that will be made publicly available where possible including the original proposal, this project plan, licence agreements etc
22. Increasing the quantity and quality of Irish Studies research, and placing such research within an international context

## 2. Knowledge and experience

1. Proselytising, through the digital materials, that bulk digitisation, full correction optical character recognition is both feasible and practical.
2. Development of a truly sustainable business model with JSTOR which will act as an exemplar.
3. Advancing image scanning techniques for complex images where bulk non-intervention scanning is either inappropriate or does not result in the best possible image quality
4. Extending the remit of JSTOR as it moves beyond journals to other research materials.
5. Examination of the extent to which the Data Grid can provide seamless location, harvesting and interrogation of e-resources.
6. Collaborative sourcing/supply of primary source materials – in British Isles.
7. Model for future projects – collaboration between academics, Library and commercial (not for profit) organisation
8. Development of indexing guidelines for monographs
9. Development of indexing guidelines manuscripts
10. Assessment of the usability of manuscripts from detailed metadata only to palaeographic-based transcriptions including markup – Palaeography for the digital age.
11. Analysis of complex searching by location and chronology as well as subject.
12. Development of digital objects which are ‘future proof’ and a dissemination system which can migrate as technology develops.

## 5. Project Outcomes

This Project is directed towards achieving the maximum possible return in terms of developing a corpus of electronic material relating to Irish Studies that will translate into a step change in the level and quality of both research and teaching/learning.

### Generic Outcomes

1. The largest electronic resource relating to Irish Studies will be created. This will be a one-stop-shop for Irish Studies.
2. The resource will create the largest body of fully corrected optical character recognition text in the UK. Unlike other projects we aim for 99.95% accuracy, not 70% or less.
3. Queen’s University will become a paper repository for resources available in the Irish Collection hosted and delivered by JSTOR

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4. Important and rare analogue material will be preserved for the long-term. Put simply, there will be no need to refer to the original materials again.
5. Free access to a very important set of resources will be secured before the commercial sector have made arrangements to digitise the material and charge prohibitive commercial rates to use the material.
6. Within the resource almost every disciplinary area will feature including the sciences, arts, humanities and social sciences. It will be a truly interdisciplinary resource which overrides traditional disciplinary boundaries.
7. DLCMI will incorporate other relevant e-resources created at Queen's University including Historical Hansards, the Database of Irish Historical Statistics, the Act of Union Virtual Library and so on. Links will also be applied to holdings of our partners.
8. Reference Linking, which marks up bibliographic citations in the journals and monographs that will be digitised, will facilitate resource discovery both within the JSTOR Irish Collection, other JSTOR collections, as they will provide direct links to these articles if they have been digitised.
9. The resource will be extensively available within the British Isles. As a minimum the resource will be freely available within universities, colleges, schools, public libraries, archives, research institutions and record offices. The public will be able to access the e-resource through their local library. Subject to suitably robust technology – such as Geo-IP – the material will be available on any Internet enabled home computer within the British Isles.
10. Very extensive metadata will be developed breaking new ground in terms of referencing manuscripts.
11. Detailed publishing histories, or title histories, will be available for all the journals digitised.
12. With JSTOR the project will move the organization to a new level including, for the first time, substantial materials not drawn from journals.
13. A robust business model guaranteeing long-term sustainability will be in place providing free access within the British Isles.
14. The project will implement the latest e-Science developments, particularly concerning the Data Grid, to link to other Irish Studies materials and, equally, ensure that within the British Isles scholars can access the resource from outside the portal. Elsewhere, where subscriptions are required for access, summary information will be available.

#### Teaching and Learning Outcomes

1. Undergraduate teaching of Irish Studies will be considerably enhanced by the vast resource which will be available. Traditionally students have had access to only a very limited range of Irish Studies journals in their host institution.
2. Groundbreaking work on palaeographic techniques fit for the new century will result from our work making manuscript material available. This work will be incorporated into an MA Research Methods Module at Queen's University.
3. The PI together with colleagues at the University of Lancaster and Indiana University Purdue University Indianapolis are developing an International Masters in Digital Humanities. Methodologies employed under DLCMI will be directly applicable to this course.
4. Amongst life-long-learners there is considerable interest in Irish Studies, not just in the British Isles but abroad. The project will quench the thirst for extensive high quality e-resources.
5. Within Schools Post-primary students are expected to respond with knowledge and understanding to literary texts of different types and periods, explore sub-texts of various literary contexts. They must show an understanding of the significance of cultural, historical and contextual influences. Increased emphasis is being placed on the use of primary sources in historical study. In addition, cross-curricular themes such as English/History, History/Politics/Civics all contribute to education for mutual understanding. The DLCMI will provide key support for these activities and as such has the full support of the Council for the Curriculum, Examinations and Assessment.

#### Research Outcomes

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1. The e-resource will improve the standard of Irish Studies research by making available a far wider range of source materials than has previously been available to scholars outside Ireland.
2. The materials will add to the overall corpus of Irish Studies research by bringing new sources to academics which will invigorate the literature and historiography.
3. The project team will produce a series of methodological papers describing the source, its development and its functionality.
4. Conference papers/sessions will be given at key conferences around the world.
5. New research relationships – particularly in a transatlantic context – will be established by the project team. Already discussions have been held with Notre Dame and Berkeley on establishing Irish Studies research synergies.
6. Research applications drawing on the digital resource will be submitted. The project team have a number of research White Papers for transatlantic work.
7. The resource will be used as a test-bed for enhanced information searching, harvesting and analysis under collaborative work with UC Berkeley. The findings from this work will be directly applicable to text-based electronic resources across the humanities. We are developing approaches to manage the 'digital deluge'.

## 6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
JISC/HEFCE	Funding Body	High
Queen's University Belfast	Grant Holder	High
JSTOR	Project Partner	High
Analogue and e-Content Partners	Project Partners	High
Publishers	Project Participants	High
HE Institutions	User Group	High
FE Institutions	User Group	Medium
Schools & Colleges	User Group	Medium
Research Institutions, including museums, archives and Public Libraries	User Group	Medium
International Academic Community	User Group	High

## 7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
<b>Staffing</b>				
1. Loss of staff	3	5	15	(M) Enforce notice period
2. Provision of Training	1	5	5	(M) Comprehensive programme and associated manuals prepared, updates, management oversight
<b>Organisational</b>				
1. Cost over-run	1	3	3	(M) Review objectives and budgets, re-focus budget
2. Schedule over-run	1	3	3	(M) Ensure contingency time is built in at planning stage
3. Sourcing issues	1	2	2	(C) Identify alternative sources
<b>Technical</b>				
1. Damage to equipment	1	3	3	(A) Staff training (M) Service contract

2. Faulty equipment	2	1	2	(M) Service Contract
3. Faulty software	2	2	4	(M) Work around developed by staff
4. Loss of digital images	1	5	5	(A) (C) Ensure backups prepared
5. Under estimation of hardware requirements	1	5	5	(C) Ensure contingency
6. Quality of images	2	5	10	(A) QC procedures in place, training
7. Quality of OCR	1	4	4	(A) QC procedures in place, training
8. Quality of indexing guidelines	1	5	5	(A) QC procedures in place, training
9. Quality of title histories	1	3	3	(A) QC procedures in place, training
<b>External suppliers</b>				
1. Delivery times	3	4	12	(M) Ensure Project Charter and licence in place
2. Integration of images and OCR'd text and metadata	2	5	10	(M) Ensure licence in place
<b>Legal</b>				
1. Delay in licence preparation	4	4	16	(M) Ensure all parties are aware of need for timeliness, review all documentation promptly
2. Delays signing up publishers	2	4	8	(M) Ensure all parties are kept up to date with developments and project deadlines
<b>Management</b>				
1. Management failure	1	4	4	(M) Review project plans, review reporting structure, team briefings increased
2. Underestimation of work involved	1	4	4	(A) Review workpackages, seek assistance from project partner, review budget and increase staffing??
3. Failure to deliver project	1	5	5	(M) Review project schedule, revise and monitor

## 8. Standards and 9. Technical Development

We have created detailed technical information concerning the scanning of images and processing of text including delivery to JSTOR. Our agreement with JSTOR requires that some technical details are confidential for commercial reasons.

### IMAGE SPECIFICATIONS

#### I. Basic Image Standards and Assumptions.

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The QUB Library/IS team and CDDA will make an initial assessment of the quality of all the original source pages, including front covers, back covers and volume information pages. A write-up of the assessment will be made available to all teams.

A 1-bit TIFF image of the full page ("full page *black and white* TIFF") for all journal pages will be sent to our dissemination partner and a separate TIFF image for each illustration that cannot be adequately captured in a black and white TIFF scan ("illustration *grayscale or RGB* TIFF").

In order to minimize data loss and enhance image quality, wherever possible, quality standards will be met through adjustments to scan settings prior to scanning rather than post-scanning image manipulation

All images must be of very high quality.

"Very high quality" for full-page black and white TIFF/ *Grayscale or RGB* TIFF images is understood to mean:

- The contrast between black and white is sharp and distinct and text is crisp, clear, and easily read.
  - Adjustments should be made to brightness, contrast and other scan settings as needed in order to produce this effect.
  - Where the printed text is either lighter or darker than is desirable, it may be necessary to adjust the brightness and contrast in order to compensate for this printing defect. Where original source is of poor quality best efforts will be applied.
- Marks that obscure significant text, defined as the majority of a single letter within a word, should be removed through digital editing making sure to reconstruct any text that is removed in the process.
- Extraneous marks within a page margin and therefore not intruding on text but which are distracting to the "average reader" should be removed through digital editing. In general extraneous marks that are at least 1 millimetre in diameter should be removed.
- Images should be free from skew. Where the printed original contains skew, this should be corrected during the scanning process. Images must be within a 0.5 degree skew even if the printed original contains skew of this amount or greater.
- Images should be free from bleed-through of ink from text and images, watermarks, pen marks, stains such as ink, rust, coffee, dead bugs or mould. Where original source is of poor quality best efforts will be applied.
- Any marks added after publication such as library ownership stamps or reader annotations should be digitally removed.
- Address labels which may appear on the front or back covers must be digitally removed from the scanned images, taking care to reconstruct any text or graphical content as necessary.
- *Grayscale or RGB* TIFF should match the printed original in a hue balance and intensity.

Any marks remaining on the black and white TIFF image that would be considered acceptable include:

- Marks stemming from the natural fibre of the paper.
- Marks less than 1 millimetre in diameter are tolerated in the margins.
- Some degree of bleed-through, blurry text and images as well as other printing anomalies will be tolerated on a case by case basis.

## II. Image Specifications

A. Full page Black/White TIFF images should meet the following standards, except as noted in Section IV "Special TIFF Cases" below.

- Created for every journal page
- File format: TIFF 6.0
- Scanning scale: 100%
- Resolution: 600 dpi
- Bit depth: 1-bit
- TIFF Compression: CCITGroup4
- Scan area: The full printed page including any headers and footers
- Margins: Even for each of the four sides of the page with no less than ½ inch on each side of the printed text. Margins should be consistently sized throughout a journal issue.
- Page orientation: Consistent with the printed source; no rotation
- Image size: 6 ½" x 10" up to 9" x 12" (See section IV for exceptions.)
- Pixel size should be an even number in width and height.

**B. Grayscale or RGB TIFF Illustration images should meet the following standards, except as noted in Section IV "Instructions for Special Illustration TIFF Cases" below.**

- Created for each substantive image that cannot be fully captured in the full page TIFF image.
- File format: TIFF 6.0
- Scanning scale: 100%
- Resolution: 300 dpi. (See section IV for exceptions.)
- Grayscale bit depth: 8-bit grayscale
- Colour bit depth: 24-bit colour
- TIFF Compression: None
- Scan area: The full illustration or entire page
- Margins: A maximum of 10, minimum of 2 pixel border for each of the four sides of the image while capturing all the elements of the illustration. (Margins for full page illustration TIFFs should match the margins of the 1-bit black and white TIFF.)
- Page orientation: The image should be scanned in the orientation of the original printing.

### **III. Identifying substantive images requiring a colour or grayscale TIFF.**

A *grayscale* or a colour illustration tiff should be made available for:-

- All images containing details such as colour, shading, lines etc. that convey meaningful information which should be missing or obscured in black/white tiff image created for that page.
- Illustrations present anywhere in the Journal including photographs, front covers, back covers, advertisement pages and all other volume information.

### **IV. Special TIFF Cases**

A. Instructions for Special Black and White Full Page TIFF Cases:

- Any page(s) that are significantly smaller than the majority of pages in a journal issue or volume should be scanned at a size consistent with the predominant page size for that volume or issue. For example, corrections or errata are frequently printed on very small pages. These pages should be scanned with increased margins so that the TIFF image matches the predominant page size within that volume or issue. The text on such pages should appear at the top of the page, immediately below the standard top margin for that volume or issue.

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- In cases where the entire volume or issue is larger than 9 x 12, the 'oversize volume or issue' is to be treated as if it were standard sized and scanned at 100% with full page TIFF images. Unless the presence of an oversize foldout is noted in the publication record, pages should not be broken up. If an image spans across two pages, this may be considered a foldout and will be noted in the publication record.

#### **B. Instructions for Special Grayscale or Colour Illustration TIFF Cases:**

- Compound illustrations consisting of several separate photographs and/or graphics should be treated as separate illustration TIFFs, not as a single illustration TIFF, with the exception of full page illustration TIFFs.
- Where a single photograph or image is divided and is printed on two facing pages, a separate grayscale or colour TIFF should be created for each portion of the image. A grayscale or colour TIFF that combines the divided image into a single image should **not** be made.
- Where an image requiring a grayscale or colour TIFF appears on a page containing multiple articles, the TIFF should be indexed **only** with the article to which it corresponds and **not** with all of the articles on the page.
- All full-page grayscale and colour illustration TIFFs should be scanned at 300dpi regardless of the specified dpi for illustration TIFFs in that title.

### **V. Foldouts/Illustrations**

#### **A. Regular-Sized Foldouts (up to and including 9 x 12 inches)**

Any foldout that is standard size, namely 9 x 12 inches or smaller is to be treated as a standard sized page, and scanned as a full page TIFF image. An illustration TIFF image is required for foldouts containing standard illustration material as noted above.

The final TIFF image for a standard-sized foldout should be oriented such that the longer side is along the vertical. This may require rotating the image, a practice that is acceptable for images scanned for regular-sized foldouts. The illustration TIFF image, if present, should be oriented the same as the full page TIFF image such that the image is right-side up when viewed on the screen.

#### **B. Oversized Foldouts (single pages larger than 9 x 12 inches)**

Each such foldout will require a series of full page TIFF scans that together make up the complete foldout, as well as one 75 dpi grayscale or colour illustration TIFF of the entire foldout. (The acceptable size of a "full page" TIFF is defined below.) In addition, oversized grayscale and colour foldouts will require illustration TIFF images of the separate foldout scans at the resolution specified.

Please note that the verso of oversized foldouts may contain either an oversized foldout, or an image that can be treated as a standard sized page.

#### **C. Black/White Oversized Foldouts**

- Create one **seamless** 600 dpi 1-bit black and white TIFF image of the entire foldout. This will require making multiple overlapping TIFF images and seamlessly pasting them together to form a single image. No information should be lost or duplicated from the original foldout.

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- From the complete 600 dpi 1-bit TIFF image, create a series of separate, consecutive, overlapping TIFF images, working from left to right.
- Each image must overlap a minimum of a ½ inch with each neighbouring image, creating a consistent amount of overlap throughout the entire foldout.
- Each individual TIFF image should have a canvas size of 6.5 x10 inches.
- The foldout should be divided up such that 50% of each individual TIFF image contains content.
- The individual TIFF images will be named according to where the foldout is to be indexed in the issue, and in consecutive order.

#### D. Grayscale and Colour Oversized Foldouts

- Create one **seamless** 600 dpi 1-bit black and white TIFF image of the entire foldout. This will require making multiple TIFF images and seamlessly pasting them together to form a single image. No information should be lost or duplicated when creating the single image from the multiple TIFF images.
- From the complete 600 dpi 1-bit TIFF image, create a series of separate, consecutive, overlapping TIFF images, working from left to right.
- Each image must overlap a minimum of a ½ inch with each neighbouring image, creating a consistent amount of overlap throughout the entire foldout.
- Each individual TIFF image should have a canvas size of 6.5 x10 inches.
- The foldout should be divided up such that at least 50% of each individual TIFF image contains content. No TIFF images should be blank, or contain less than 50% content. Neither should they have a white margin added to the image.
- The individual TIFF images will be named according to where the foldout is to be indexed in the issue, and in consecutive order.
- Now, create one **seamless** 300 dpi grayscale or colour TIFF image of the entire foldout. The individual TIFFs making up the foldout will be either scanned as grayscale images or colour images, depending on the makeup of the physical foldout.
- From this complete 300 dpi 8-bit or 24-bit TIFF image, create a series of separate, consecutive, overlapping TIFF images, working from left to right. **The individual grayscale or colour illustration TIFF image content and dimensions must match exactly with each corresponding 1-bit black and white full page TIFF image made in step one above.**
- Name each 8-bit or 24-bit TIFF image so that it corresponds with the appropriate 1-bit TIFF image
- Make a duplicate copy of the complete 8-bit grayscale or 24-bit colour illustration TIFF and change the resolution to 75 dpi without altering the aspect ratio, scale or file size.
- Please note that the 75 dpi TIFF image of the complete foldout should be named so that it is the **first** (i.e. #a.tif) grayscale or colour TIFF image associated with the first black and white TIFF for the foldout. The accompanying 300 dpi grayscale or colour TIFF image will then be the **second** (i.e. #b.tif) TIFF image associated with the first black and white TIFF for the foldout.

#### E. Pages with toned or illustrated backgrounds

Pages that contain toned backgrounds with text and or images overlaid on this background present some special scanning challenges. Often this toned background is for purely aesthetic purposes and is part of the publisher's design of the journal layout. In more rare instances, the toned background is a substantive aspect of the page. In the latter case the toned portion of the page with text will be captured as an illustration TIFF image. If an illustration appears in the background of text, a 300 dpi full-page colour or grayscale illustration TIFF will be required.

When the toned background is serving an aesthetic purpose and adds no substantive value to the article, special scanning attention will be required to eliminate the toned background. For these pages all of the standards outlined above will be undertaken.

#### VI. Reconstruction of repeated text and the use of templates

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Some pages will require minimal text reconstruction. These include pages where the text is obscured in some way, which occurs with some frequency in front covers, back covers and volume information pages.

If repeated text is obscured and or missing, a template will be made using matching font (case and size) from elsewhere in the same volume.

Keep in mind that the logo and the font of the text can change throughout the publication of the journal. New templates will be made as this change occurs.

## **VII. Pages Not Scanned**

The following items should not be scanned:

- Tissue paper or glassine leaves inserted to protect plates or illustrations, unless they contain text or are part of the pagination sequence.
- Reader-service cards, advertising inserts, and subscription forms bound into the issue but printed on a card or other paper significantly smaller than the substantive pages of the issue, or otherwise obviously intended to be removed from the issue and used or discarded by the reader, unless the item is part of a pagination sequence or contains substantive information.
- Blank pages that are not part of a pagination sequence, particularly blank flyleaves inserted at the beginning or end of an issue or volume.
- Any non-substantive item inserted loose into the issue or volume, e.g. advertising supplements or meeting programs that are not part of a pagination sequence.
- Any blank backside of a photocopied page, e.g. page inserted into source material.

## **VIII. Replacement Image Scans.**

Digitally scanned replacements if required will be re-worked and delivered at a later date following CDDA naming conventions.

## **IX. Discrepancies.**

Discrepancies may be found within each Journal title. CDDA will document all problems e.g. poor source material, ripped and missing materials, excess bleeding/fading, marked pages etc. Also advertisements, tables, photographs and maps will be identified. All information will be added to a Database each team will have password access.

## **TEXT AND XML SPECIFICATIONS**

### **I. Optical Character Recognition/XML Format specifications.**

Using high end OCR software, images will be OCR'd and text output from this process will subsequently be converted into a range of formats, a raw TXT file, XML and a searchable PDF file.

- a. High quality, high end Optical Character Recognition.
- b. Strive to ensure maximum accuracy in the range of 99.0 to 99.5%
- c. Each OCR'd files to match the Image.
- d. Words in reading order on the page.
- e. An xml file providing positions and orientation of those words on the page will be UTF-8 encoded.
- f. A searchable PDF file for each image will be provided.
- g. All files to match CDDA naming conventions.

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## NAMING CONVENTIONS

All files supplied to the dissemination team will be contained in a directory structure conforming to the pattern batch letter\master\_number\chunk\pages.

For example: \0242\00100\00002.tif

**The top-level** batch letter is given to each unique Journal Run (Batch I is “Irish Church Quarterly hBX5410. I6”).

**The 2<sup>nd</sup> level** master number should always consist of 4 digits (with leading zeros), e.g. \0242 for master number 242 and is the unique master number given to each volume digitised.

**The 3<sup>rd</sup> level** chunk directory names should always consist of the chunk sequence number (initially in steps of 100 to allow for later insertions) padded with leading zeros to 5 digits.

**General rule:**

Each time the pagination changes (between roman, arabic or ‘none’) start a new chunk.

**Exception 1:**

If one or more consecutive pages must be scanned separately from the main batch (e.g. foldout or colour pages), then these are inserted as a separate chunk into the existing directory structure.

**N.B.** as most of these pages are numberless they would usually be a new chunk anyway.

**Exception 2:**

Free-floating errata pages (those inserted out of sequence) should be put in a chunk added at the end of the master number

**The 4<sup>th</sup> level** is the image in number sequence within each chunk.

**Standard pages (except errata) – example file names:**

- Page scanned at 1 bit 00001.tif
- Blank page scanned at 1 bit 00001b.tif
- Page scanned at 8-bit (greyscale) 00001\_8bit.tif
- Page scanned at 24-bit (colour) 00001\_24bit.tif

**Blank pages:**

Whenever a blank page is scanned, a suffix of “b” should be added to the page number part of the filename. An example is given below. Blank pages cannot be errata or foldouts.

**Foldout pages – example file names:**

As a foldout may be scanned as more than one part, the file names must always contain the “part” number as well as the page number.

- Foldout scanned at 1 bit, scanned as 2 parts 00001\_fold01.tif  
00001\_fold02.tif
- Foldout scanned at 8-bit (greyscale), single part 00001\_8bit\_fold01.tif
- Foldout scanned at 24-bit (colour), 2 parts 00001\_24bit\_fold01.tif  
00001\_24bit\_fold02.tif

**Errata pages – example file names:**

There are 2 types of errata.

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*First:* Errata with page numbers in correct sequence relative to the “standard” pages around them. CDDA will store these in the same chunk directory as the surrounding standard pages.

- Example errata with page number 21  
00020.tif  
00021\_errata.tif  
00022.tif

*Second:* There are occasions when there will be errata with no page numbers printed out of sequence (i.e. within a chunk). Normally these are found on half pages randomly inserted within a correct sequence of pages. A new chunk should not be created in that sequence. The errata should be scanned but placed in a separate chunk after all other chunks for the Master number.

- Two errata contained in added final chunk 02300  
\0007\02300\errata1.tif  
\0007\02300\errata2.tif

## DELIVERY PROCEDURES

- CDDA will deliver Journal runs to equal a quantity of 15,000 per month to JSTOR on the last Friday each month.
- Issue Tracking: A Database/Spreadsheet will be provided for each batch giving a breakdown of batch names, volume identification and detailed information on each piece of material digitised. A Journal will be referred to by batch letter A to Z then AA, AB, AC etc
- Scanning anomalies identified: Once a batch has been received by JSTOR any problems arising from that check should be logged in the Batch Database/Spreadsheet provided.
- Rescanned Images: CDDA will rescan / comment on all issues for that particular problem, and will resend all corrected images in the naming convention structure back to JSTOR. A reworked journal will be referred to by batch letter A1, A2 or AA1, AA2 etc.
- Batch Sign off: JSTOR will sign off and confirm Batch/Journal run has been amalgamated and approved
- 

## METADATA STANDARDS

JSTOR will be implementing an adaptation of the NLM Journal Archiving and Interchange DTD (<http://dtd.nlm.nih.gov/archiving/>) and currently plans to implement an adaptation of the NCBI Book Tag Set (<http://dtd.nlm.nih.gov/book/>). JSTOR's adaptation of these DTD's will include full descriptive metadata, relevant structural metadata and some technical metadata. Due to a non-disclosure agreement with JSTOR we are unable to provide specific details of the JSTOR implementation of the NLM standards.

Much of the technical metadata would be generated by QUB (i.e., for OCR and scanning). QUB will provide this metadata using the PREMIS standard. This will record basic file format information such as file type, dpi levels, colour levels – whether bi-tonal, grayscale, colour (and BIT level) and so on. It will also include the data of digitization, the scanner operator, and the equipment used.

## 10. Intellectual Property Rights

### Copyright and IPR

The copyright status of each type of publication – whether journals, manuscripts or monographs – varies. Manuscripts, until 2039 following recent legal rulings, are never out of copyright, but in many instances the rights relating to the manuscripts to be supplied to the resource are owned by the content partners. For other manuscripts we are in a position to readily negotiate a waiver of copyright. In numerous instances this permission is already in place. It should also be noted, of course, that our collection of manuscripts is limited to just 2,500 pages. Copyright of monographs is more straightforward and relates to a set period following the author's death. For older titles, where the 1912 and 1956 Copyright Acts apply, copyright subsists for 50 years after the author's death. However for some earlier materials copyright could be extended under the 1998 Copyright Act to 70 years after the author's death. To be cautious we have applied the 70 year rule across all titles. Research into title histories for monographs will

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allow us to ascertain the copyright status of any borderline publications. Further, negotiations with selected holders of key in copyright monographs indicate that we may be able to include some copyright material in DLCMI.

In the case of journals we have established which titles are in copyright. Where in copyright, we have taken initial steps to negotiate rights to allow content to be made available for the JSTOR Irish Studies Collection resulting from this Project. In these instances copyright holders will be required to agree to the standard JSTOR licence which has been modified to incorporate requirements of the funding body HEFCE. We have already secured agreement to these terms from the Royal Irish Academy to make all five of their journals available – *Transactions of the Royal Irish Academy*, *Proceedings of the Royal Irish Academy, Section A, B, C*, *Irish Studies in International Affairs*, *Irish Journal of Earth Sciences*, and *Ériu*. JSTOR has a strong record of negotiating licence agreements with publishers and has standardised terms and conditions that are particularly attractive to scholarly societies and smaller publishers – these comprise the group of publishers with which we will be working.

JSTOR will contract directly with publishers for rights to include their titles in the JSTOR archive both in the UK and internationally. The publisher will be asked to represent that it has the appropriate rights in the material to enter into the agreement. In the US, there is an understanding that a journal publisher owns copyright in journal issues as "collective works." The 50+ UK publishers and societies JSTOR currently work with have been comfortable with this approach. The JSTOR licence agreement is completely non-exclusive. Nothing will prohibit the publishers from entering into agreements with other parties to digitise and sell their back files. JSTOR also offers publishers a content sharing program, and under this program, publishers are able to make the back files from JSTOR available to institutions and individuals. The only restrictions are that the publishers would not be able to take the back files digitised by CDDA and sublicense them to a third-party aggregator. Importantly for the long term viability of the digital library and to ensure that it contains current rather than simply historic content, as part of entering into an agreement with JSTOR, publishers will be committing to continue to have JSTOR add content to the archive each year. During the life of the project most of the work to secure rights to in-copyright material will be taken by JSTOR, title histories and contact details being provided by the Queen's team. Preliminary contact and a Publishers' Meeting in February 2007 established a register of interested publishers.

Two licence agreements are attached as an appendix to this business plan. The first is the Publishers' Licence in which the publisher agrees to license JSTOR and QUB, under the terms of the grant to digitise and make available a complete run of a journal. The second is a license agreement between QUB and JSTOR which formalises the partnership and service delivery standards. The third and final license, which is not yet included, is the agreement between QUB/JSTOR and HEFCE. Under this licence JSTOR and Queen's University Belfast will warrant to HEFCE that: 'the Licensed Work and all Intellectual Property Rights therein are owned by or licensed to the Licensor and that the Licensed Work used as contemplated in this Agreement and the Sub-Licence Agreement do not infringe any copyright or other proprietary or Intellectual Property Rights of any natural or legal person.'

As part of this agreement the sub-licence (based on the JISC Model Licence) will be a schedule, and this will set out the terms and conditions under which HEFCE can make the material available to all UK higher and further education institutions.

Under the agreement HEFCE can only exercise its rights under the licence in the case that JSTOR fails to make the content freely available to UK and Ireland higher and further education institutions. The agreement will require a consideration in order to be binding and JISC have suggested that the consideration is 'one peppercorn'. Lorraine Estelle is kindly assisting JSTOR and QUB in the finalisation of this agreement.

In terms of IPR the Licensor shall retain all rights in the publication, subject to the Licence granted to JSTOR and QUB. JSTOR shall own all other information and content used in, or in connection with, the Publication Archive subject to the intellectual property rights of third parties (such as QUB's rights set forth in the JSTOR/QUB agreement and licensors of software programs used in the development of the JSTOR archive), including but not limited to software, search engines, computer searchable indices, user interfaces, source code and the JSTOR compilation. QUB and JSTOR will collectively hold IPR on the collective work and should JSTOR no longer be able to deliver the material HEFCE have the rights to do

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so. It should be noted that some partners also hold journal titles that we wish to incorporate into the archive. In these instances formal licence agreements will be put in place.

## ***Project Resources***

### **11. Project Partners**

All project funding will be directed to Queen's University where all expenditure will also take place. We have a number of supporting partners however. Of these the key relationship is with JSTOR and a formal contractual relationship is being created with them. Other partners are less critical providing access to analogue content that may not be held in the Queen's University Library, or making their existing digital collections available to the project in addition to our own substantive e-holdings. These relationships, reflecting their non-critical nature, are marked by Memoranda of Understanding. Reaching full contractual agreements would have been time consuming and may have led to requests from partners for project funding. The MOU arrangements were in place quickly and provide the necessary access the project requires to partner-held materials.

#### **Metadata and dissemination partner**

JSTOR  
149, 5<sup>th</sup> Avenue, 8<sup>th</sup> Floor  
New York, New York  
Role: Project Partner – responsible for metadata, integration and resource delivery

Executive Director: Michael Spinella  
Publisher Relations Director: Dr Kimberly Lutz, New York Office  
Production Director: John Kiplinger, Michigan Office  
Legal Counsel: Nancy Kopans, New York Office 2004 Test Drive User

#### **Analogue Content Partners**

Royal Irish Academy  
Dawson Street  
Dublin 2  
Role: Project Partner – five journal titles made available for pilot work and subsequent project and access to their extensive library  
Publications Manager: Ruth Hegarty

Linen Hall Library  
17 Donegall Square North  
Belfast BT1 5GB  
Northern Ireland  
Deputy Librarian: John Killen

Armagh Public Library (Robinson Library)  
43 Abbey Street  
Armagh  
Northern Ireland  
BT61 7DY  
Librarian: Carol Conlin

#### **Digital Content Partners**

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 CELT - Corpus of Electronic Texts  
 Department of History  
 University College Cork  
 Cork  
 Project Director: Professor Donncha O' Corrain

Irish Virtual Research Library and Archive  
 Room 327  
 James Joyce Library  
 University College Dublin  
 Belfield  
 Dublin 4  
 Project Director: John McDonough

## 12. Project Management

The overall direction of the project is the responsibility of Dr Paul S Eil as PI and Ms Deirdre Wildy as co-PI. They will report to a Management Committee that will meet six-monthly comprised of the team leaders of each of the three groups described in the following paragraph, academics, information management specialists, publisher representatives, content partner representatives, and two members of the JISC. This group, as well as monitoring the progression of the project, will also advise on content to be included within the resource. Management meetings have been held on an ad hoc basis to date involving discussions with all of the committee members. The first formal meeting is scheduled for November 26 2007.

Eil and Wildy will oversee the work of three distinct but interrelated groups working on the project. Digitisation work will be the responsibility of the Centre for Data Digitisation and Analysis directed by their Project Manager Elaine Yeates. This group will carry out all of the image scanning, image enhancement, develop the machine-readable text, and provide technical metadata. A second team, based around the University Library in Information Services, will be led by Norma Menabney. This group will be responsible for procuring material for digitisation both from within the Library and through the analogue content partners, assessing material from a preservation viewpoint, and developing title histories and indexing guidelines. They will work closely with our third team, JSTOR in New York and Ann Arbour who will add detailed content-specific metadata, develop an Irish Studies web portal, mount the digitised material on JSTOR servers and provide free access to the resource within the UK and Republic of Ireland.

Team leaders and the PI and co-PI will meet monthly – in person where possible but using the Access Grid where direct meetings with the US JSTOR team is impractical. Specific duties of staff are detailed in the following table.

Project Direction		
Project Director	Dr Paul Eil	Overall management of project with particular reference to digitisation activities, recruitment, project planning, research development and dissemination.
Co-Director	Deirdre Wildy	Overall management of project with particular reference to bibliographic and IS related

		matters, recruitment, project planning, publisher relations, licences, stakeholder outreach and dissemination.
<b>CDDA Team</b>		
Project Manager - CDDA Team	Elaine Yeates	Responsibility for managing digitisation, image processing, OCRing, development of word co-ordinates, Final QA approval and delivery plus liaison with JSTOR Production Team.
Senior IT Officers	David Hardy Anthony Anderson	Hardy will be responsible for quality control and delivery of completed digitised material to Project Manager. Anderson will supervise image scanning and related QA.
IT Officer	Karleigh Patterson	Responsible for specific quality control issues as they develop and general support duties.
Junior IT Officers	Bryan Hardy, David Thompson, Emma McGurk	Responsible for creation of enhanced images and OCR'd materials, reports to the Senior IT Officer.
IT Trainees		Responsible for basic image scanning and OCR'ing.
<b>IS Team</b>		
Bibliographic Services Manager – IS Team	Norma Menabney	Responsibility for managing preparation of titles histories, journal indexing guidelines, preliminary metadata and liaison with JSTOR Production Librarians and Collection Development Associate and Office Manager CDDA Team. Reports to Project Director/ Wildy
Research Assistant 1		Responsible for creation of titles histories, indexing guidelines for journals and monographs, metadata preparation for monographs and manuscripts, identification of Reference Linking elements, liaison with CDDA Team. Reports to Bibliographic Services Manager.
Research Assistant 2 (half-time)		Responsible for creation of titles histories, indexing guidelines for journals and

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		monographs, metadata preparation for monographs and manuscripts, identification of Reference Linking elements, liaison with CDDA Team. Reports to Bibliographic Services Manager.
Research Assistant 3 (half-time)		Responsible for creation of titles histories, indexing guidelines for journals and monographs, metadata preparation for monographs and manuscripts, identification of Reference Linking elements, liaison with CDDA Team. Reports to Bibliographic Services Manager.
<b>JSTOR Team</b>		
Executive Director	Michael Spinella	Responsible for the overall direction of JSTOR
Director of Publisher Relations	Dr Kimberly Lutz	Responsible for supporting the QUB team in signing contracts with publishers
Collection Development Associate	Anne Ray	Responsible for promoting the Irish Studies Portal to JSTOR subscribers
Legal Counsel	Nancy Kopans	Responsible for legal advice regarding licence preparation in collaboration with Lutz, liaison with JSTOR and Queen's.
Production Director	John Kiplinger	Lead JSTOR contact for the technical and logistical elements of developing the Irish Studies Portal
Production Librarian 1	Nancy Vlahakis	Responsible for technical content development, final quality control, and liaison with the CDDA digitisation team
Production Librarian 2	Sharon Heminger	Responsible for technical content development, final quality control, and liaison with the CDDA digitisation team

### Management Committee

	Institutional Affiliation	Role
Sheila Anderson	AHDS Executive	Director
Professor Nicholas Canny	University College Galway	Director, Centre for the Study of Human Settlement

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		and Historical Change
Aedin Clements	Notre Dame University, US	Irish Studies Librarian
Stuart Dempster	JISC	e-Content Programme Director
John McDonough	University College Dublin	Director, Irish Virtual Research Library and Archive
Alastair Dunning	JISC	Digitisation Programme Manager
Dr Paul S Eil	Queen's University Belfast	Project PI
John Killen	Linen Hall Library	Deputy Librarian
John Kiplinger	JSTOR	Production Director
Kimberly Lutz	JSTOR	Publisher Relations Director
Norma Menabney	QUB	Library/IS Manager
Prof Donncha O' Corrain	University College Cork	CELT
Deborah Shorley	University of Sussex	Chief Librarian
Prof Jim Slevin	Royal Irish Academy	Director
Prof John Thompson	Queen's University Belfast	Head, School of English
Deirdre Wildy	QUB	Co-PI and Humanities Subject Librarian
Elaine Yeates	QUB	CDDA Project Manager

Project training needs will be met from the exceptionally experienced teams we have assembled. In general technical digitisation training will be provided in-house by CDDA and content metadata, and dissemination training by JSTOR.

### 13. Programme Support

We do not foresee the need for any programme support beyond the generic packages available to all successful applicants.

### 14. Budget

The total grant awarded to this project by JISC is £620,477.

## ***Detailed Project Planning***

### **15. Workpackages**

1. Project Initiation
2. Policy development
3. Formalise Partnerships
4. Licence Agreements
5. Select of source materials for inclusion
6. Digitisation of journals
7. Digitisation of monographs
8. Digitisation of manuscripts
9. MetaData
10. Training
11. Website Launch
12. Project Administration
13. Research Project Outreach
14. Publicity
15. Sustainability and Evaluation

### **16. Evaluation Plan**

At its most basic level the project could be evaluated to be a success if it digitises the full range of content described – 100 journals, 205 monographs, and 2,500 pages of manuscript – and makes these materials freely available within the UK and Republic of Ireland. We aim to go further however in a stringent evaluation of the project. We have set high standards in terms of the digital objects we will produce. We will, with JSTOR, develop the highest possible standard of images of the analogue material. We expect the digital surrogates of the analogue material to be superior. For example, page curvature will be removed, post-printing annotations erased, and images enhanced by scanner operators setting settings for each page individually. Equally, we will develop impressively high accuracy levels for machine-readable texts – upwards of 99 per cent. While the project will create a great deal of digital content our approach is not a ‘stack it high and sell it cheap’ approach.

We will also measure the success of the project in terms of its impact on Irish Studies. We will go beyond simple, and often misleading, measures based on the number of site users. Rather we will examine both teaching and research in Irish Studies to demonstrate that the e-resource has had an impact on the quantity and quality of both teaching in Irish Studies and research. We will establish, or build on existing

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relationships, research and teaching associations particularly with institutions within the United States to ensure that DLCMI is well used. We are also mindful of e-Science developments that have the potential to revolutionise research in the humanities and will use the Data Grid to the full to make DLCMI as widely available as possible.

A final, and tangible measure of success will be the number of subscriptions that JSTOR acquire outside the British Isles. This income will not only be a measure of the importance that scholars place on the resource, but it will also provide funding to augment the material. The true mark of success will be a dynamic archive constantly being extended, enhanced teaching programmes based on the resources, the development of informed interest amongst life-long-learners, the development of new research funding proposals and a step-change in Irish Studies.

<b>Timing</b>	<b>Factor to Evaluate</b>	<b>Questions to Address</b>	<b>Method(s)</b>	<b>Measure of Success</b>
2007/8	Website development	Rollout of DLCMI content	Maintaining schedules both for CDDA, IS and JSTOR	Content available on schedule
Ongoing	Digitised images of journals, monographs and manuscripts	Quality  Timeliness	QA by QUB and JSTOR  Scheduled delivery	Number of batches rejected  Schedules met
Ongoing	OCR of text in journal and monographs	Quality  Timeliness	QA by QUB and JSTOR  Scheduled delivery	Percentage error rate  Schedules met
Ongoing	Image enhancement	Quality	QA of Images by QUB and JSTOR	Image quality meeting stringent standards  Delivery on schedule
Ongoing	Creation of title histories	Quality  Timeliness	QA by QUB and JSTOR  Scheduled delivery	JSTOR content experts accept histories  Schedules met
Ongoing	Creation of title indexing guidelines for journals and monographs	Quality  Timeliness	QA by QUB and JSTOR  Scheduled delivery	JSTOR content experts accept guidelines  Schedules met
Ongoing	Technical Metadata creation for monographs and manuscripts	Quality  Timeliness	QA by QUB and JSTOR	Number of batches rejected
Ongoing	Addition of detailed content metadata by JSTOR vendors	Quality and accuracy	QA by JSTOR and QUB	Meets service level agreements established by JSTOR
Ongoing	Dissemination	Content selection	Usage	User satisfaction

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from early release, Phase I, of contributed content to Irish Studies Collection by JSTOR 092008		meeting needs of stakeholder communities	statistics, hits, downloads, access location, feedback	Usage statistics show steady increase over time  Number of subscribing institutions, registered users – local and international
2007/8	Dissemination	Conference presentations by team members	Quality of conference and number of papers/sessions allocated	Impact at key conferences
2008	Development of methodological papers by team members	Quality and suitability of publication	Publication in key journals	Successfully passes through a peer review process
2008	Development of research papers by team members and collaborators	Quality and suitability of publication	Publication in key journals	Successfully passes through a peer review process
2007/8	Development of research/teaching collaborations	Impact of DLCMI on teaching and research	Direct contact with key universities	Established relationships with Ivy League Universities, or those with strong Irish Studies interests
2009	Significant subscriptions to the resource	Income	Measurement through JSTOR accounting and auditing procedures	Sufficient income to develop DLCMI in the future

## 17. Quality Plan

Extensive details of our quality control procedures are given in the combined sections 8 and 9. The following table summarises this information.

<b>Output</b>					
<b>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>
	Image Digitisation	Checking by data capture staff, checking during post-processing, checking prior to delivery to JSTOR. JSTOR sample	Meets JSTORs QA requirements	CDDA and JSTOR	

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		image checking.			
	Machine-readable text	Training of text-specific fontbase, development of macros to correct recurrent errors. Percentage proof read.	Meets CDDA requirements for 99% accuracy or higher.	CDDA	Selecting OCR software most suitable for analogue material
	Digitisation metadata	Automated entry of metadata	All digital objects include metadata	CDDA, RA Staff	
	Content metadata	Preliminary title history and index guidelines gathered by RA staff. Detailed metadata developed by JSTOR vendors	JSTOR sample checks to ensure metadata in place. JSTOR have stringent requirements which are subject to a non-disclosure agreement	RA Staff, JSTOR	
	Website usability	Existing protocols developed by JSTOR	JSTOR requirements subject to non-disclosure	JSTOR	
	Preservation	Development of archival copies of images subject to rigorous QA procedures outlined above.	Deposit with a suitable archive.	QUB?, JSTOR, AHDS?	

## 18. Dissemination Plan

As we have indicated elsewhere, it is not our aim to simply develop an e-resource. As the PI is an academic the work has a strong research emphasis and we will exploit the resource with partners around the world. Early work in this area includes collaboration with UC Berkeley on using the resource as a test bed for semantic searching and interlinking, and discussions with the Universities of Stanford and Maryland about substantive research projects feeding on the resource. Equally in the field of teaching, our plans for an International Masters in Digital Humanities will make use of DLCMI. We have received a National Endowment in the Humanities grant for \$349,996 with colleagues at UC Berkeley to enable readers to find explanations of, and links to, unfamiliar words, names and places when reading about the culture and history of Ireland. This project has resulted in several international press releases. The award from JISC was also marked by press releases by Queen's University and by press and local television news coverage.

During the project scoping study a large number of scholars responded to our call for support. Their e-mail details have been retained and they will receive regular updates on the project. Ell manages three e-mail discussions lists – [history-digitisation@jiscmail.ac.uk](mailto:history-digitisation@jiscmail.ac.uk), [ECAI-BI@jiscmail.ac.uk](mailto:ECAI-BI@jiscmail.ac.uk) and H-ECIA under H-Net. Two of these lists are directly focussed on work taking place in Britain, and all three will be used to promote the project. In addition a new list will be established – provisionally titled [irishstudiesonline@jiscmail.ac.uk](mailto:irishstudiesonline@jiscmail.ac.uk) - which will be the first JISCmail list devoted to Irish Studies and will, in its early years at least, be a major conduit to promote the project within the UK.

What follows in the table below are dissemination and outreach plans for the *first* year of the project. Some of these events have already taken place. Our dissemination to date has had several foci. We have

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organised specialist meetings with journal publishers and editors of journals we wish to include within the resource. We have held joint outreach meetings with JSTOR, most recently in London in September 2007. Individual meetings with potential collaborating universities including Notre Dame, Berkeley, Georgetown and others have taken place. We have also already attended the most appropriate conferences to speak about the project either presenting a paper as part of a larger session or developing a whole session on the project. A proactive approach to dissemination is being followed, and links with major international societies and associations (ACIS and IASIL) established. Because of the nature of the stream under which this project was funded and the importance of international subscriptions to the sustainability of this resource there is a strong emphasis on international outreach and dissemination, particularly in the US as this is potentially a major source of income. Articles will be published in relevant journal literature reaching academic and library stakeholders, locally and internationally. Already an article has been published in the *Economic and Social History Society of Ireland*. Another paper is in draft for the *International Journal of Humanities and Arts Computing* which Eil co-edits. Team members, with JSTOR support, have visited publishers and scholarly societies in England and Ireland to both make them aware of the resource and encourage them to add their titles to the repository. Members of the project team will also attend various JISC sponsored events organised to publicise projects participating in the current digitisation programme. In the final year of the project we will hold a Workshop on the resource focussing on its use in research and teaching. In the final year, with US-based subscriptions and hence the longevity of the resource assured, and with material beginning to be made available, we will focus on outreach in Britain. Presentations will be made to the Association of History and Computing UK conference, the RGS/IBG conference, Digital Resources in the Humanities and Arts Conference and several others.

The project will develop a range of publicity material ranging from posters to mouse mats through to pens. In so doing we will follow the model set by the HistPop project that CDDA was partner in. These materials will be distributed at a number of meetings listed in the following table through contacts of the project team. Hence, we will reach out to a larger community than would be possible by attending meetings in person.

<b>Date</b>	<b>Activity</b>	<b>Audience</b>	<b>Purpose</b>	<b>Key Message</b>
08/06	Project website established	Stakeholders, academics, community	Raise project awareness	
01/07	Press release	Local community Ireland	Raise awareness	Funding secured New initiative
01/07	Presentation	Directors of Research at Queen's	Raise awareness, garner local support	Funding, development of new resource for research, teaching and learning
02/07	Television news coverage TG4. Queen's Academic interviewed about Project.	Ireland – general public	Raise awareness	Funding, web based project for Irish Studies
02/07	Publishers meeting Royal Irish Academy, Dublin	Publishers, academics, Librarians	Engage publishers, raise awareness with specific stakeholders	New initiative, innovative partnership, benefits for participating publishers and academic community
02/07	Update email	Publishers, academics and Librarians	Raise profile of Project, maintain momentum	Project is progressing, current developments and activities
03/07	Presentation,	COLICO Board	Raise	Background to

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	Belfast Central Library	meeting	awareness with key library directors in Ireland and UK	project, overview and current activities
03/07	Presentation at IUISC, Athlone	Librarians and computing personnel from all universities in Ireland – north and south	Raise awareness in stakeholder community	Major funding for innovative project with unique partnership and dissemination agreements
04/07	RA Posts advertised in THS, local press and range of mailing lists	Academic and research community, librarians and postgraduates	Raise awareness and recruitment process for RAs	Funding for project to create and deliver major research resource, job opportunities associated with innovative project
04/07	Poster & flyers distributed, American Conference for Irish Studies (ACIS), New York	Academics and Librarians with interests in Irish Studies	Raise awareness with international stakeholder community	Major new electronic resource being developed with JSTOR presenting new opportunities for research and scholarship
05/07	Presentation	SCURL – Scottish Consortium of University and Research Libraries, regional meeting at Queen's	Raise awareness with stakeholder community	Innovative new resource under development, collaboration with Library, academics and JSTOR
05/07	Presentation and detailed discussion of publisher issues relating to project	Management and editorial board of Journal of Irish Historical Studies (academics from north and south of Ireland and publisher representative), Belfast, NI	Update on project progress, detailed discussion of the implications, commitments and benefits for participating publishers.	Benefits to publishers participating in the resource with regard to increased dissemination and possibility of income generation as a result of revenue sharing facility.
06/07	Presentation, part of panel concerned with research resources at Queen's Library Special Collections	Academics from the School of History and Anthropology at queen's University, the School of History at University of Ulster, Subject and Special Collections librarians and university archivists from both universities	Raise awareness, garner support and encourage publisher participation	Major new electronic resource being developed with JSTOR presenting new opportunities for research and scholarship
06/07	Presentation and workshop	Academics and librarians with	Raise awareness.	New directions in resource creation,

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	attendance	interests in e-science for Arts & Humanities, Champaign-Urbana, Illinois	Investigate e-Science potential for project.	careful development needed in creation of yet more digital resources
06/07	Brief presentation by academic at launch of 18 <sup>th</sup> Century Ireland International Conference, QUB	Academics and researchers with interests in Irish Studies, international stakeholder community	Raise awareness and garner support from international community	Innovative new project which will make research resources in Irish Studies widely available for the first time
06/07	ALA presentation with JSTOR in Washington DC	US Librarians	Raise awareness	Innovative new project which will make research resources in Irish Studies widely available for the first time
06/07	Meeting at Georgetown University, DC	Humanities librarians with responsibility for collection development	Raise awareness in stakeholder community	Innovative new project which will make research resources in Irish Studies widely available for the first time
06/07	Meeting at University of Maryland	Humanities librarians with responsibility for collection development, academic and computing staff with digital humanities interests	Raise awareness	Innovative new project which will make research resources in Irish Studies widely available for the first time
06/07	Meeting at Folger Library, DC	Humanities librarians with interests in metadata creation for manuscripts, digital projects and innovative partnerships	Raise awareness	Innovative new project which will make research resources in Irish Studies widely available for the first time
06/07	Article	Newsletter of the Economic and Social History Society of Ireland, journal and monograph publishers (academic community local and international)	Raise awareness	Innovative new project which will make research resources in Irish Studies widely available for the first time
07/07	Presentation at IASIL – International	Academics and researchers with interests in Irish	Raise awareness	Innovative new project which will make research

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	Association for Studies in Irish Literature, UCD, Dublin	Studies, international stakeholder community		resources in Irish Studies widely available for the first time
08/07	Conference paper at the Association of Librarians and Information Professionals in the Social Sciences	UK Social science librarian and information professionals, London	Raise awareness	Innovative new project and business model addressing digital copyright issues.
09/07	Article	An Leabharlainn – professional journal of Library community in Rol	Raise awareness	Innovative new project which will make research resources in Irish Studies widely available for the first time
09/07	Article	ACIS American Conference for Irish Studies – newsletter- web	Update a major stakeholder with international reach	Update ACIS on current project activities and recent developments
09/07	JSTOR Publishers meeting, Royal Academy, London			
10/07	Poster and flyer distribution at the ACIS, Western Regional Conference, Tacoma, Washington	Chiefly American academics and librarians with interests in Irish Studies, interdisciplinary	Raise awareness	Innovative new project which will make research resources in Irish Studies widely available for the first time
10/07	ECAI Conference, San Francisco			
10/07	Update letter to publishers and stakeholder community			
10/07	Article	American Libraries, a professional journal of the American Library Association	Raise awareness	Innovative new project which will make research resources in Irish Studies widely available for the first time
10/07	Poster representation University of Missouri-Kansas City The American Conference for Irish Studies	Chiefly American academics and librarians with interests in Irish Studies, interdisciplinary	Raise awareness	Innovative new project which will make research resources in Irish Studies widely available for the first time

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10/07	Poster representation ACIS MID-ATLANTIC REGIONAL CONFERENCE, Le Moyne College Syracuse, New York	Chiefly American academics and librarians with interests in Irish Studies, interdisciplinary	Raise awareness	Innovative new project which will make research resources in Irish Studies widely available for the first time
11/07	Poster representation NEACIS – New England Region of ACIS.  University of Massachusetts-Boston	Chiefly American academics and librarians with interests in Irish Studies, interdisciplinary	Raise awareness	Innovative new project which will make research resources in Irish Studies widely available for the first time
11/07	Poster representation, Third Annual Postgraduate Irish Studies Conference, Bath Spa University	British and Irish academics and recent postgraduates with interests in Irish Studies, interdisciplinary	Raise awareness in local stakeholder community	Innovative new project which will make research resources in Irish Studies widely available for the first time, the resource will be free in Britain and Ireland through JSTOR interface
11/07	Paper, Social Science History Association	e-Science in the humanities	Raise awareness and focus project e-Science developments	e-resource discovery and integration
13/12/2007 to 15/12/2007	Poster representation, 6th EFACIS CONFERENCE Seville, Spain	European academics with interests in Irish Studies	Raise awareness, garner European support	Innovative new project which will make research resources in Irish Studies widely available for the first time

## 19. Exit and Sustainability Plans

We have developed an exceptionally robust exit and sustainability plan. Indeed, it is our intention to ensure that DLCMI continues to develop beyond the end of JISC funding.

The DLCMI will be operated by JSTOR, subject to five-year reviews and the meeting of service level agreements. Reflecting on the past success of JSTOR we expect this agreement to run smoothly. JSTOR will provide free access to the resource in Britain and Ireland while using subscriptions raised elsewhere to maintain and develop the archive. The resource will, therefore, expand and migrate to new platforms and formats as technology develops.

It was our intention to deposit archival copies of the digital objects with AHDS. As a result of AHRC's decision to withdraw funding we can no longer be certain that this will be possible. JSTOR have their own

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archival systems which we will, if necessary, make use of. In addition, Information Services at Queen's University will retain archival copies. Deposit with AHDS remains, however, our first choice of archiving options.

Team members will write journal papers on the methodological elements of the project. In addition all documentation will be retained and made available on line where appropriate. The procedures we will be conducting with JSTOR are already exceptionally well documented by them.

It is our intention to stimulate Irish Studies teaching and research and the team members expect to be at the heart of this through the provision of teaching and collaborative research projects.

The following table details specific activity.

<b>Project Outputs</b>	<b>Action for Take-up &amp; Embedding</b>	<b>Action for Exit</b>
A content tracking system following every stage of the digitisation and dissemination process is being deployed and will be made available.		Relevant documentation available through project web site and circulated to other interested parties involved in similar digitisation projects.
Recommendations relating to handling procedures and digitisation of vulnerable materials including special recommendations for manuscripts	Document best practise recommendations based on lessons learned during execution of this project	Ensure relevant documentation is available through the project web site and circulated to other interested parties involved in similar digitisation projects.
Metadata to improve searching and browsing of full-text monographs in a digital environment	Identify relevant schema and standards to ensure full exploitation of these materials in a digital environment	Ensure relevant documentation is available through the project web site and circulated to other interested parties involved in similar digitisation projects.
Metadata to improve searching and browsing of full-text manuscripts in a digital environment	Identify relevant schema and standards to ensure full exploitation of these materials in a digital environment	Ensure relevant documentation is available through the project web site and circulated to other interested parties involved in similar digitisation projects.
Web-based resource to facilitate browsing, searching, viewing and downloading of full-text journal articles and monographs. Similar facility for manuscript images with extensive metadata and full transcriptions in some cases.	Help pages Search tips	Ensure adherence to all standards and technical specifications recommended by JSTOR.
Interoperable database, with full exposure to web crawlers like Google, cross-searchable with other JSTOR collections and resources like Project MUSE, Academic One File.	Relevant and adequate metadata is available for harvesting	Establish formal contact with key resource providers to ensure interoperable functionality is adequate and correct.

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Digitised images	Ensure images are of sufficient quality for use as archival copies with particular emphasis on this for manuscripts.	Ensure image capture is to recommended preservation standards to facilitate migration and digital curation by JSTOR
OCR'd text and transcriptions	Ensure accuracy levels are of sufficient quality to optimise search results returned	Liaise with JSTOR to develop and document relevant specifications.
Multidisciplinary content	Content selection through recommendation from stakeholder community – International Advisory Panel.	Document recommendations, decisions taken and reasons for prioritised activities and make available through project website.
Integrated resource	Selection of monographs and manuscript material to enhance and compliment journal titles in the Irish Studies Collection.	Ensure all IPR issues have been addressed and licences agreed and signed where necessary.
Historical and modern content	Contact relevant publishers and agree license terms for inclusion in database	Ensure licences for all in-copyright materials have been agreed and signed by relevant parties. Post notification in relevant presses to advertise digitisation of relevant "Orphan works" for inclusion in this resource.
Testbed environment	Soft launch of Irish Studies Portal	Test server-demand using JSTOR's existing systems
Documentation	Document all procedures, standards and specifications, which do not contravene JSTOR's non-disclosure agreement signed by Queen's University. Document recommendations, decisions taken and reasons for prioritised activities resulting from communications with Management Board, JISC, JSTOR and collaborating institutions.	Make relevant documentation available to other interested parties via project website.
International Workshop	Invite key academics and information managers to demonstrate the value of the resource. Presentations from JSTOR and research and teaching partners will be included.	Make PowerPoint presentations available online, a workshop blog and a Wiki.
Produce journal papers	Papers in selected peer reviewed journals on methodological and research based foci	Prominent journals selected.
Project Launch	Local launch at the Stormont Parliament Building in Belfast and possibly an international launch in the US	Press release, media invitations.

Long-term outputs include:

<b>Project Outputs</b>	<b>Why Sustainable</b>	<b>Scenarios for Taking Forward</b>	<b>Issues to Address</b>
Interoperable database, with full exposure to web	International subscriptions managed by JSTOR will ensure sustainability of	Ensure all licences guaranteeing the terms and conditions of the relevant	None

<p>crawlers like Google, cross-searchable with other JSTOR collections and resources like Project MUSE, Academic One File.</p>	<p>this resource. In compliance with HEFCE's terms and conditions of funding JSTOR have agreed to provide free access to the Irish Studies Collection to institutions and users within Britain and Ireland.</p>	<p>agreements are signed and in place.</p>	
<p>Augment DCLMI with new material</p>	<p>International subscriptions will under the moving wall concept allow for the ongoing digitisation of new issues of in-copyright journals</p>	<p>Clause within the agreement with publishers</p>	<p>None</p>
<p>Recommendations relating to Something to do with handling procedures and digitisation of vulnerable materials – plus special recommendations for manuscripts</p>	<p>Document best practise recommendations based on lessons learned during execution of this project which may be relevant to other digitisation projects working with historical, unique or vulnerable materials.</p>	<p>Ensure relevant documentation is available through the project web site and circulated to other interested parties involved in similar digitisation projects.</p>	<p>None</p>
<p>Metadata to improve searching and browsing of full-text monographs in a digital environment</p>	<p>Identify relevant schema and standards to ensure full exploitation of these materials in an integrated digital environment.</p>	<p>Ensure relevant documentation is available through the project web site and circulated to other interested parties involved in similar digitisation projects.</p>	<p>None</p>
<p>Metadata to improve searching and browsing of full-text manuscripts in a digital environment</p>	<p>Identify relevant schema and standards to ensure full exploitation of these materials in an integrated digital environment.</p>	<p>Ensure relevant documentation is available through the project web site and circulated to other interested parties involved in similar digitisation projects.</p>	<p>None</p>
<p>Documentation</p>	<p>In order to promote best practice and contribute to the development of digital resources for Arts &amp; Humanities we will make available all documentation relating to procedures, standards and specifications, which don't contravene the non-disclosure agreement signed by Queen's University as a result of the JSTOR collaboration. We will document recommendations, decisions taken and reasons for prioritised activities resulting from communications with Advisory Panel, JISC,</p>	<p>Ensure that documentation relating to complete case history is made available on project website in compliance with any legal obligations imposed on all project participants.</p>	<p>Ensure all documentation is current and available. Consider article or conference presentation to promote awareness of documentation relating to case study.</p>

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	JSTOR and collaborating institutions.		
Teaching and Research Outputs	DLCMI will be a core resource for Irish Studies scholars	Sustain teaching and research relationships developed during the project	None

## 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.*

		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	01/07	X	X	X	X	X	X	X	X	X								X	X	X	X	X				
2: Policy development	02/07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X							
3: Formalise Partnerships	01/07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					
4: Licence Agreements	01/07	X	X	X	X	X	X	X	X	X	X	X														
5: Select of source	01/07	X	X	X	X	X	X	X	X	X	X	X	X			X			X				X			

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materials for inclusion																									
6: Digitisation of journals	01/07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7: Digitisation of monographs	08/07							X	X	X	X	X	X	X							X	X			
8: Digitisation of manuscripts	03/08															X	X	X	X	X	X	X	X		
9: MetaData	02/07		X					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10: Training	08/07									X	X	X	X									X	X		
11: Website Launch	01/07	X						X	X			X	X	X	X	X	X	X	X	X	X				
12: Project Administration	01/07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13: Research Project Outreach	01/07	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14: Publicity	02/07		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15: Sustainability and Evaluation	06/08																		X	X	X	X	X	X	X

Project start date: *Late January 2007*

Project completion date: *January 2009*

Duration: 24 months

				Milestone	Responsibility
<b>YEARS 1 and 2</b>					
<b>WORKPACKAGE 1: Project Initiation</b>					
<b><u>Objective:</u> Establishment of project infrastructure</b>					
1. Secure suitable office space for staff and equipment	01/07	07/07	Space secured	<b>YES</b>	PE, DW

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2. Ensure suitable hardware and software is in place	01/07	07/07	Necessary infrastructure acquired	<b>YES</b>	EY, PE
3. Establish Project Team / management framework	01/07	06/07	Project team / management framework established	<b>YES</b>	DW, PE, NM, EY
4. Recruitment of technical staff	02/07	08/07	Staff in place	<b>YES</b>	PE, EY
5. Recruitment of RA staff	02/07	04/07	Staff in place	<b>YES</b>	PE, DW, NM
6. Recruitment of IT Trainees	05/07, 05/08	09/07, 09/08	Trainees in place	<b>YES</b>	EY
7. Write Project Plan	02/07	07/07	Project plan written	<b>YES</b>	PE, DW, NM, EY
<b>WORKPACKAGE 2: Policy development</b>					
<b><u>Objective:</u></b> To develop policies					
8. Technical policies	01/07	01/08	Agreed CDDA/JSTOR policies in place including imaging standards, approaches to OCR'ing and the treatment of monographs and manuscripts	<b>YES</b>	EY, PE, DW, JK
9. Administrative policies	01/07	09/07	Including development of clear reporting structures, issue tracking with all work, reporting structures	<b>YES</b>	PE, EY, DW, NM, JK
10. Research development	02/07	08/08	Development of cogent and coherent relationships with research partners to promote the resource and demonstrate a set-change in Irish Studies research	<b>YES</b>	PE, DW
11. User policies	06/07	08/08	Agree approaches to web dissemination, user feedback, the development of a user panel	<b>YES</b>	DW, NM, PE, JK
<b>WORKPACKAGE 3: Formalise Partnerships</b>					
<b><u>Objective:</u></b>					
12. with JSTOR	01/07	08/07	Partnership formalised through Licence	<b>YES</b>	DW, KL, NK
13. with HEFCE	01/07	08/07	Partnership formalised through Licence	<b>YES</b>	DW, KL, NK

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14. with Royal Irish Academy	01/07	01/07	Partnership formalised through MOU	YES	DW, PE
15. with Armagh Public Library	01/07	01/07	Partnership formalised through MOU	YES	DW, PE
16. with Linen Hall Library	01/07	01/07	Partnership formalised through MOU	YES	DW, PE
17. with International universities and research institutes	02/07	08/08	Partnership formalised collaborative research and, where appropriate, MOUs	YES	DW, PE
18. with Advisory Panel for Content Selection	02/07	08/08	Partnership formalised through invitation of DLCMI	YES	DW, PE
<b>WORKPACKAGE 4: Licence Agreements</b>					
<u>Objective:</u> <i>To formalise licence agreements</i>					
19. Roll out of licence agreements to Publishers	08/07	09/08	Enhanced range of publishers involved in the project with much in copyright material available	YES	DW, NM
20. Ensure the agreements with HEFCE and JSTOR are robust	03/07	08/07	Robust agreement in place	YES	DW, PE
<b>WORKPACKAGE 5: Select of source materials for inclusion</b>					
<u>Objective:</u> <i>Selection of content for the DLCMI</i>					
21. Select Journal Titles	01/07	10/08	Have a digitised corpus of the most relevant material (informed by periodic reviews in Year 2)	YES	DW, NM, EY
22. Creation of title histories for selected journals	09/07	09/08	Detailed title histories for each journal title	YES	NM, RA
23. Select Monographs	01/07	10/08	Have a digitised corpus of the most relevant material (informed by periodic reviews in Year 2)	YES	DW, NM, EY
24. Development of short title histories for each monograph	07/07	09/08	Title histories for monographs		NM, RA
25. Select Manuscripts	09/07	10/08	Have a digitised corpus of the most	YES	DW, NM, EY

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			relevant material		
26. Establish provenance of manuscripts	07/07	08/08	Clear provenance and copyright of material	YES	NM, RA
27. Contact publishers when required	08/07	10/08	Gain access to key in-copyright journals	YES	DW, NM
<b>WORKPACKAGE 6: Digitisation of journal images</b>					
<i>Objective: Digitisation of selected journals following best practice</i>					
28. Assessment of conservation issues	01/07	09/08	Ensure analogue materials are not damaged by the digitisation process and, where necessary, preservation work is carried out before digitisation		DW, NM, RA
29. Assessment of image capture technology to be used	01/07	10/08	Chose the best scanner technology balancing image quality against preservation of the source material		EY, NM, DS
30. Review of the complexity of capturing high-quality images	02/07	10/08	Establish the dpi and colour depth required and agreed with JSTOR		EY, NM, RA
31. Image capture	01/07	10/08	Capture of at least 500,000 images	YES	EY, DS
32. Image quality control	03/07	11/08	Consistent capture of high quality images	YES	RA, DS, EY, NM, PE, DW
<b>WORKPACKAGE 7: Digitisation of monograph images</b>					
<i>Objective: Digitisation of selected monographs following best practice</i>					
33. Assessment of conservation issues	08/07 & 08/08	11/07 & 08/08	Ensure analogue materials are not damaged by the digitisation process and, where necessary, preservation work is carried out before digitisation		DW, NM, RA
34. Assessment of image capture technology to be used	08/07 & 08/08	01/08 & 09/09	Chose the best scanner technology balancing image quality against preservation of the source material		EY, NM, DS

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35. Review of the complexity of capturing high-quality images	08/07 & 08/08	01/08 & 08/08	Establish the dpi and colour depth required		EY, NM, RA
36. Establish approaches to image capture of monographs with JSTOR	07/07	11/07	Best practice developed with lessons learnt from earlier monograph digitisation projects	YES	JK, NV, SH. DW, NM, PE, EY
37. Image capture	09/07 & 08/08	01/08 & 08/09	Capture of images for at least 205 monographs	YES	EY, DS, JK
38. Image quality control	10/07 & 09/08	02/08 & 09/08	Highest possible image quality	YES	RA, DS, EY, NM, JK
<b>WORKPACKAGE 8: Digitisation of manuscripts</b>					
<i>Objective: Digitisation of selected manuscripts and investigate methods of providing user access</i>					
39. Detailed assessment of preservation and conservation issues relating to manuscripts	03/08	08/08	Guarantee that manuscripts are not damaged by the digitisation process	YES	DW, NM, RA, EY
40. Assessment of image capture technology to be used	05/08	10/08	Examine the equipment most appropriate to use with manuscript material		EY, NM, DS
41. Develop with JSTOR and the wider community best practice approaches to image capture of variant monograph materials	03/08	07/08	Establish standards with JSTOR for the use of manuscripts within their archive	YES	JK, NV, SH. DW, NM, PE, EY
42. Image capture of manuscripts	06/08	10/08	Capture of at least 2,500 pages of manuscript	YES	EY, DS, NM, DW, JK
43. Develop approaches to providing access to manuscripts from full-text transcription and markup to detailed metadata only using existing transcriptions and transcriptions developed by the project RAs	03/08	08/08	Establish standards with JSTOR for the use of manuscripts within their archive	YES	JK, NV, SH. DW, NM, PE, EY, RA
44. Quality control of both images and associated texts/metadata	07/08	10/08	Guarantee the highest possible outputs	YES	NM, RA, EY, DS

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<b>WORKPACKAGE 9: MetaData</b>					
<i>Objective: To deploy JSTOR metadata relating to journals and develop new appropriate metadata for monographs and manuscripts to meet JSTOR/JISC requirements</i>					
45. Create journal level metadata in line with JSTOR guidelines with reference to JISC	09/07	12/08	Very detailed metadata in place	<b>YES</b>	NM, RA
46. Agree metadata guidelines for monographs	08/07	12/07	Suitable metadata standards in place	<b>YES</b>	NM, RA, DW, JK, NM, NV
47. Create metadata for monographs			Metadata in place		RA
48. Implement metadata for manuscripts			Metadata in place		RA
<b>WORKPACKAGE 10: Training</b>					
<i>Objective: To provide training in digitisation to IT staff and relevant JSTOR specific training to RA staff</i>					
49. Train all staff in handling precious source materials	01/07 & 08/08	10/08 & 09/08	Best practice in the handling of source material whether manuscript, monograph or journal	<b>YES</b>	EY, DW, NM
50. Provide training for Research Assistants in all aspects of the work processes including bringing JSTOR staff to the UK	09/07	01/08	To equal the training for staff provided by JSTOR in the USA	<b>YES</b>	NM, DW, SH

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51. Evaluate ongoing training			Maintain a high quality adaptive training regime		EY, DW, NM
<b>WORKPACKAGE 11: Website Launch</b>					
<i><b>Objective:</b> To develop an Irish Studies portal within the JSTOR website while promoting the resource through other relevant sites</i>					
52. Develop an Irish Studies Portal Stage 1 within the JSTOR website structure. Initial holding site in place from 01/07	01/07 & 01/08	03/08	Initial web presence containing a selection of key journal materials	<b>YES</b>	DS, RA, PE, JK, KL
53. Promote the resource through other sites the project controls	01/08	12/08	Links from key Irish Studies e-resources developed by the project team or partners		PE
54. With JSTOR conduct usability and stress testing of the ISP I	03/08	08/08	While with JSTOR experience in the field unlikely to be a problem these processes will result in a robust resource particularly with regard to the addition of monograph and manuscript material	<b>YES</b>	RA, PE, JK, KL, NV, SH
55. Incorporate monographs and manuscripts into ISP I	05/08	07/08	Enhanced resource moving beyond journals	<b>YES</b>	RA, PE, JK, KL, NV, SH
56. Incorporate all remaining materials and launch 'final' site	11/08	12/08	Full resource available	<b>YES</b>	RA, PE, JK, KL, NV, SH
<b>WORKPACKAGE 12: Project Administration</b>					
<i><b>Objective:</b> Create a robust, accountable, and responsive management structure</i>					
57. Monthly meeting of project team	01/07	01/09	Open non-hierarchical discussion of progress		DW, PE, NM, EY, RA

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58. Weekly email contact with all appropriate JSTOR staff	01/07	02/09	Regular contact despite the different locations/continents		DW, PE, EY, NM, RA
59. Formal monthly review of work schedule with JSTOR	02/07	02/09	Open non-hierarchical discussion of progress		EY, NM, JK, NV, SH
60. Quarterly newsletter for 'signed' publishers with requests for comment	09/07	12/08	Inform participating publishers of project progress and request feedback	YES	DW, NM, RA
61. Quarterly formal contact with the international panel	06/07	12/08	Inform the team of key material that should be included in the resource	YES	DW, PE, NM
<b>WORKPACKAGE 13: Research Project Outreach</b>					
<i>Objective: To directly demonstrate a step-change in the quality and quantity of Irish Studies research in the UK and US</i>					
62. Establish key links with US universities with faculty interest in Irish Studies	01/07	10/07	Develop a testbed for the resource	YES	PE, DW
63. Present at key conferences to develop interest in the resource	03/07	11/08	Recruit faculty and develop research synergies		PE, DW
64. Develop substantive UK/US research projects using the resource	11/07	12/08	Establish DLCRI as they key source for Irish Studies researchers	YES	PE
65. Publish collaborative research papers in journals of international significance	07/08	12/08	Establish DLCRI as they key source for Irish Studies researchers	YES	PE
<b>WORKPACKAGE 14: Publicity</b>					
<i>Objective: Promote the resource to faculty who are not specialist in Irish Studies, to undergraduates, school students, independent scholars and the library community</i>					
66. Present papers relevant conferences			Establish strong representation across a broad range of disciplinary areas		DW, PE, NM, EY
67. Publish papers concerning the resource in			Establish strong representation across a		DW, PE, NM

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international journals			broad range of disciplinary areas		
68. Establish contact with appropriate non research community (public libraries, secondary schools in Britain and Ireland)			Establish strong representation across a broad range of disciplinary areas		DW, NM
69. Set up JISCmail list to inform interested parties linked to other JISCmail lists project members hold			Make full use of the reach of JISCmail lists		PE
<b>WORKPACKAGE 15: Sustainability and evaluation</b>					
<b>Objective:</b> <i>To create a fully sustainable resource supported by positive evaluation</i>					
70. Implement a non-British Isles subscription model that will allow JSTOR to continue to disseminate the resource and maintain the moving wall	06/08	Indefinitely	Guarantee the long-term free availability of the resource	<b>YES</b>	PE, DW, KL, NM
71. Secure funding to add to the archive	06/08	Indefinitely	From subscription income build the resource	<b>YES</b>	PE, DW, KL
72. Continue to be responsive to feedback from users	06/08	Indefinitely	Ensure the resource meets the needs of users		PE, DW, KL
73. Integrate the resource through the Data Grid	06/08	12/08	Establish a one-stop-shop of critical mass	<b>YES</b>	PE

Members of Project Team:

PE = Paul S Eil

DW = Deirdre Wildy

EY = Elaine Yeates

NM = Norma Menabney

RA = Research Assistants

KL = Kimberly Lutz

NK = Nancy Kopans

JK = John Kiplinger

NV = Nancy Vlakis

SH = Sharon Heminger

DS = Digitisation Staff

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