

JISC Enriching Digital Resources Programme – 2008/2009.

PROJECT PLAN.

Cover Sheet

Project Information			
Project Acronym	WB		
Project Title	<i>Welsh Ballads – Completing the British Ballads Network</i>		
Start Date	October 2008	End Date	September 2009
Lead Institution	Cardiff University		
Project Director	Janet Peters, Cardiff University Librarian		
Project Manager & contact details	Peter Keelan, Head of Special Collections and Archives, Cardiff University Library, PO Box 430, Cardiff, CF24 ODE. 029-20875678 keelanp@cf.ac.uk		
Partner Institutions	National Library of Wales, Cardiff University School of Welsh, Bangor University School of Welsh, University of Wales Lampeter Library.		
Project Web URL	http://www.cf.ac.uk/insrv/libraries/solar/digital/		
Programme Name (and number)	<i>Enriching Digital Resources</i>		
Programme Manager	Alastair Dunning		

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Welsh Ballads - Project Plan

Overview of Project

1. Background

The Welsh Ballads project will fill the final gap in the network of digitized collections of printed ballads around Britain, the Bodleian Library, National Library of Scotland and Glasgow University having undertaken projects on English and Scottish ballads already; between them these three contain about 30,000 ballads.

We know from previous English and Scottish ballads projects the research and teaching value and the wide range of uses which these materials offer, ranging from early modern literary studies, to local history enquiries. However, the major gap in the British ballads field is material from Wales (in both English and Welsh).

Initial searches on the Bodleian and Scottish digital ballads websites, under the search term 'Wales', (or related geographical terms) show few hits (39 for Oxford, 28 for the NLS, mainly the 'Prince of Wales'). There will be little if any overlap between the proposed Welsh ballads collections and those in England and Scotland.

Welsh ballads collections are dispersed over a number of key collections within libraries, and across several sites across Wales, and this project will facilitate research which simply cannot be done at present, and create a teaching and research resource which is already benefiting many academics and students, in and beyond Cardiff and Wales.

2. Aims and Objectives

2.1

The Project aims to make widely available several collections of historical printed Welsh ballads, via access to digital versions of 5,000 titles via a free website, presently only available in a few libraries in Wales. This will also fill a gap for researchers in this field, who presently only have web access to English and Scottish digitised ballads within Britain.

2.2 Specific objectives:

- Cardiff University with the National Library of Wales and Bangor and Lampeter university libraries hold the main Welsh printed ballads collections (in both Welsh and English). A total of 5,000 ballads will be digitized, from the earliest 18th C. ballads to the final few published in the 20th C. In total this will produce around 20,000 pages of digitized text images (all out of copyright).

- A website portal will be developed from a pilot which already exists at Cardiff. This will provide a gateway and an academic resource for access and study of the ballad in Wales, Britain, and in its international context, and will link to the catalogue and ballad images.

- Outputs from the project will include:

- a/ a detailed online catalogue of 5,000 ballads,
- b/ 20,000 digitized page images of 5,000 ballads,
- c/ an academic web portal to ballad studies,
- d/ a joint seminar in Cardiff with colleagues from Oxford, Edinburgh, Glasgow, and possibly Ireland, to explore further developments of the cluster or network of ballad resources, and as an element in a wider dissemination programme on this topic.

3. Overall Approach

3.1 Strategy -

Three technical elements in the Project will be devolved to Work Groups for that purpose;

- Cardiff for the website
- NLW for the catalogue
- NLW for the digital images (supplemented by Cardiff).

- A dissemination and promotional element will involve all Partners during and at the end of the Project.

3.2 Issues -

- Standards for digitisation across two locations will be addressed.
- Integration of records from different Cataloguing systems will be addressed.
- Usability of the website and its links to the Catalogue and Digital Ballads will be explored.
- Issues on the bilingual nature of the website, and inclusion of Welsh and English language ballads.
- Issues related to the identification of pictorial illustrations in the ballads, and audio clips.

3.3 Scope -

- Initially ballads from the collections in Cardiff University Library and the National Library of Wales will be included.
- Examination of gaps in holdings may mean some Bangor or Lampeter ballads could also be included.

3.4 Success Factors -

- Timely delivery of the Work Packages proposed by the Project.
- Quality levels for the digital images, catalogue records, and website.
- Successful integration and linking of discrete Work Packages.

4. Project Outputs

4.1 5,000 digitised ballads encompassing around 20,000 scanned pages of text.

4.2 A detailed, searchable, online catalogue to the 5,000 ballads.

4.3 A major web portal linking to the digital ballads and to the online catalogue, with additional academic content, and external links.

4.4 A seminar in Cardiff to discuss developments in the British ballads network.

4.5 Reports to JISC at half way and at completion of project,

- plus a publicity web page at the start of the project,
- a Consortium Agreement document,
- a Project Plan,
- a Work Plan,
- a report on the ballads seminar in 2009.

5. Project Outcomes

- 5.1 An enhanced teaching ability over a wide range of topics,
- 5.2 An enhanced research resource in all partner institutions with specialisms exist in this subject,
- 5.3 A higher profile for ballads studies in Britain,
- 5.4 A higher profile for Welsh ballads studies internationally,
- 5.5 Studies of the printing, publishing and illustration of ballads

6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
JISC/HEFCW	Funders	High
Cardiff University	Grant holder	High
NLW, Bangor, Lampeter	Project Partners	High
H.E. sector	Beneficiaries	Medium

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (PxS)	Action to prevent/manage
Staffing				
- Delayed recruitment	3	3	6	Utilize internal, trained staff
- Training issues	2	2	4	Utilize external trainers
- Underestimated workload, loss of staff	2	3	6	Re-assess work loads + work package timetable
Organisational				
- Cost over-run	2	2	4	Tailor work to re-focus budget
- Schedule over-run	2	3	6	Contingency period, + monthly meetings QA.
Technical				
- Equipment / soft-ware inadequacies	2	3	6	Update service contracts
- Image or QA issues	2	2	4	Backups plus scheduled QA
- Catalogue issues	2	3	5	Schedule QA procedures
- Sustainability	1	3	3	Partners' guarantees
Bilingual web delays	2	2	4	Early discussions
Supplier/Consortium				
- Slow/late in workflows	2	3	6	Adjust staff priorities
- Internal linkage issues	2	3	6	Monitor, early QA
Legal				
- Delay in Consortium agreement	2	3	6	Discussions prior to project.

8. Standards

Name of standard or specification	Version	Notes
Catalogue: MARC format records, LC Subject Headings, LC Thesaurus for Graphic Materials, Z39.50 accessibility, NLW catalogue is VIRTUS.	Latest LC editions	Practical cataloguing issues will be discussed in more detail at the relevant stage.
Digital Images: TIFF archive masters, JPEG and PNG web images are possibilities, 8 bit greyscale, 400 dpi resolution.	TASI Guidelines	400 dpi is utilized, to allow for future possible OCR indexing.
Metadata: METS document for each ballad, Technical data held in MIX, Data preserved in PREMIS, NLW digital assest system is VITAL, (includes Dublin core and MODS)	METS Geuidelines	NLW workflows will be used as the template for this project.
Website: W3W compatible, Welsh and English webpage versions, Hyperlink to NLW catalogue.		

9. Technical Development

Digitisation workflows:

- The standard NLW workflow procedures will be used as the project template (details available on request).
- Receipt of digital images from Cardiff; procedures to be put in place at relevant stage.
- Cardiff will feed its digital data to the NLW for inclusion in this workflow.

Cataloguing workflows:

- The standard NLW cataloguing workflow will be the template for the project
- Receipt of catalogue records from Cardiff, procedures to be put in place at relevant stage.
- Bangor's bibliographic database catalogue data will feed into this workflow.

Cardiff's website creation workflow is as follows:

- Some restructuring of website format,
- Add new text / content,
- Add new links,
- Produce Welsh and English versions.
-

Data from the other Partners will feed into this workflow.

10. Intellectual Property Rights

- All materials scanned in this project are out of copyright.
- The scanned images will be the copyright of the holders of the ballads.
- The NLW will have a non-exclusive licence to re-use the ballads for non-commercial purposes.
- The NLW will have the copyright in the catalogue created for this project.
- The website will be the copyright of Cardiff University, but individuals' contributed articles will be the copyright of the author.

Project Resources

11. Project Partners

Roles	Main Contact
All Partners	P.Keelan, Cardiff University
1 Consortium Agreement	
2 Agree Workflow	
3 Recruit + Train staff	
4 Six month and final reviews	
Cataloguing Strand (NLW lead/standards)	L.L.Dafis, National Library of Wales
1 NLW acquire Cardiff records	
2 NLW acquire Bangor records	
3 NLW in-house record creation	
4 Test full Catalogue, and links to website	
Digitisation Strand (NLW lead / standards)	L.L.Dafis, National Library of Wales (also P.Keelan, Cardiff University)
1 Begin Cardiff scanning	

2 Begin NLW scanning	
3 Metadata addition, and archive backups	
4 Include illustrations data	
Web Portal Strand (CU lead + standards)	P.Keelan, Cardiff University (also Dr.W.James, Cardiff University)
Develop structure	
Overhall content	
Test NLW catalogue and image links	
Update links to English and Scottish sites	
Dissemination Strand (CU lead)	P.Keelan, Cardiff University (also academic Partners)
Contact other ballads providers	
Organize seminar in Cardiff	
Produce publicity for project	
Internal Test Launch, feedback and Modifications	
Release catalogue, images, website	
Exit Strand (CU lead)	P.Keelan, Cardiff University (also all Partners).
Review, Produce and Deposit JISC Reports	
Close JISC budget account.	
Maintain JISC project webpage	
Maintain Catalogue, Images, Website.	

12. Project Management

12.1 Management: the Partners will manage the project as follows:

- An overall project manager based in the lead institution in Cardiff University.
- A project coordinator at the National Library of Wales for all the work there.
- A project worker mainly involved in the catalogue and metadata project work at the National Library.
- A Project Supervisor at the National Library for day to day work overview.
- A project worker in Cardiff and another in Aberystwyth for digital scanning work.
- An academic project contact in Cardiff, Bangor, and Lampeter.
- A project management board, chaired by the project manager, with the academic contact partners, and the National Library project coordinator; to meet roughly monthly.

12.2

There will be a Project Management Board whose objective is to ensure the Project Work Packages are completed. Specifically, they will ensure;

- final project implementation,

- final project promotion,
- ongoing progress against the Project's timetable,
- ongoing financial monitoring of expenditure,
- ongoing monitoring of technical standards.

12.3

The representatives on the Board will include one person from each Partner Institution, plus an invited JISC representative. Others may be invited to attend by unanimous decision of the Board.

12.4

There will be a Project Manager, from the lead institution Cardiff University, who will be responsible for ensuring the coordination and delivery of the work of the Board and others from Partner Institutions in the Project. Specifically, the Manager will;

- chair meetings of the Board,
- ensure good communication throughout the project,
- receive, authorize, disburse, and report on financial expenditure during the Project (in line with JISC and Cardiff University regulations),
- be the official point of contact between the Project and JISC,
- draft the final documents on the Project for JISC.

12.5

The Project Partners, via their appointed representatives, will be responsible for ensuring the delivery of the elements of the Work Packages outlined in the Project Proposal. Specifically, they will lead and be responsible for the following elements of the Work Packages;

- Overall Project Management – Cardiff University Information Services,
- Cataloguing Strand – National Library of Wales,
- Digitisation Strand – National Library of Wales,
- Web Strand – Cardiff University,
- Dissemination – Cardiff University,
- Exit Strand – Cardiff University.

12.6

Membership of the Management Board will include the following individuals;

- Peter Keelan, Cardiff University Information Services,
- Dr Wyn James, Cardiff University School of Welsh,
- Lyn Lewis Dafis, National Library of Wales,
- Prof. Peredur Lynch, Bangor University School of Welsh,
- Prof. Andrew Prescott, University of Wales Lampeter Library.
- JISC will nominate a representative from its team.

12.7

All Partners undertake to use their best endeavours to ensure:

- the performance on time of all work for which they are responsible,
- promptly notifying the Project Manager of any delays,
- preparing reports and participation at meetings as required by the Board.

12.8

Meeting of the Management Board will be held monthly, or as determined otherwise by the Board.

The Board will select from amongst its membership a Minutes Secretary for its meetings, to assist the Chair.

12.9

Any staff employed by Cardiff University or the National Library of Wales for the Project will report to their respective line manager in the University or National Library. These employers will be responsible for all aspects of their employees work on the Project, and all liabilities relating to their employees work during the Project.

Project member	Institution Contacts	Roles
Peter Keelan	Head of Special Collections and Archives, Cardiff University Library.	Project Manager: to spend one day per week on the Project.
Dr Wyn James	Senior Lecturer, School of Welsh, Cardiff University.	Academic adviser, and website adviser.
Mark Barrett	Digitisation Project Technical Coordinator, Cardiff University Library.	Cardiff digitisation work.
Lyn Lewis Dafis	Head of digitisation and metadata unit, National Library of Wales.	NLW work coordinator.
Prof. Peredur Lynch.	Professor, Bangor University, School of Welsh.	Academic adviser.
Prof. Andrew Prescott.	University of Wales, Lampeter, Univ. Library Manager.	Academic Adviser.
NLW project workers.	NLW.	Tbc.

13. Programme Support

JISC assistance with publicizing the Project upon its completion would be appreciated.

14. Budget

See Appendix A.

Detailed Project Planning

15. Workpackages

See Appendix B.

16. Evaluation Plan

Output / Timing	Factor to evaluate	Questions to address	Methods	Evidence / Measure of Success / Compliance
Catalogue, Spring 2009	Complete-ness	Accuracy of records against ballads collections	NLW and CU staff check. 10%-20% sample	No errors
Digital Images, Summer 2009	Readability	Eye readable without expansion of image.	NLW and CU staff check. 10% sample	No faults
Website, Spring 2009	Compliance, Navigable, Clarity. Links.	User satisfaction, Navigability, Functionality, And ease of use.	CU staff and student cohort survey. W3W standards.	90% positive response rate.

Catalogue/ Images/ Website/ Links, Summer 2009	Response time.	User satisfaction.	CU staff and student cohort survey. Less than 5 second response	90% positive response rate.
Seminar for stakeholders, Spring 2009.	Project benefits, Future projects.	Appropriate content and structure of outputs.	Response sheets. Seminar participants survey	90% positive response rate.
Publicity and promotion, Autumn 2009.	User feedback on Impact	Benefits to user community.	Email survey. User responses	90% positive response rate.

17. Quality Plan

Output Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
Cataloguing Autumn-Spring 2008-2009	MARC + LC standards	Sample record checks	Required accuracy.	NLW and Cardiff	
Digitisation Autumn-Summer 2008-2009	TASI + METS standards	Sample record checks	Required accuracy	NLW	
Website Spring-Summer 2009	W3W standards	Sample record checks	Required accuracy.	Cardiff University	
Seminar Spring 2009.	User feedback	Survey responses	Survey forms.	Cardiff University	

18. Dissemination Plan

(While the plan below ends in Autumn 2009, it is envisaged that future dissemination will result from the 2009 Seminar, and any further projects that flow from that after 2009).

Output	Audience	Message-what	Purpose-why	Method-how	Timing-when
Website portal	Welsh, British, International	Research value of ballads	Raise awareness	Website, Email lists, Wikipedia.	Autumn 2008
NLW Catalogue	External	Detailed information on ballads	Inform	Website Leaflet,	Winter 2009
Seminar for stakeholders, and related academics	Professional, Scholarly community, JISC	Potential developments in the field	Engage, Raise Profile,	Workshop, Email groups, Posters	Spring 2009

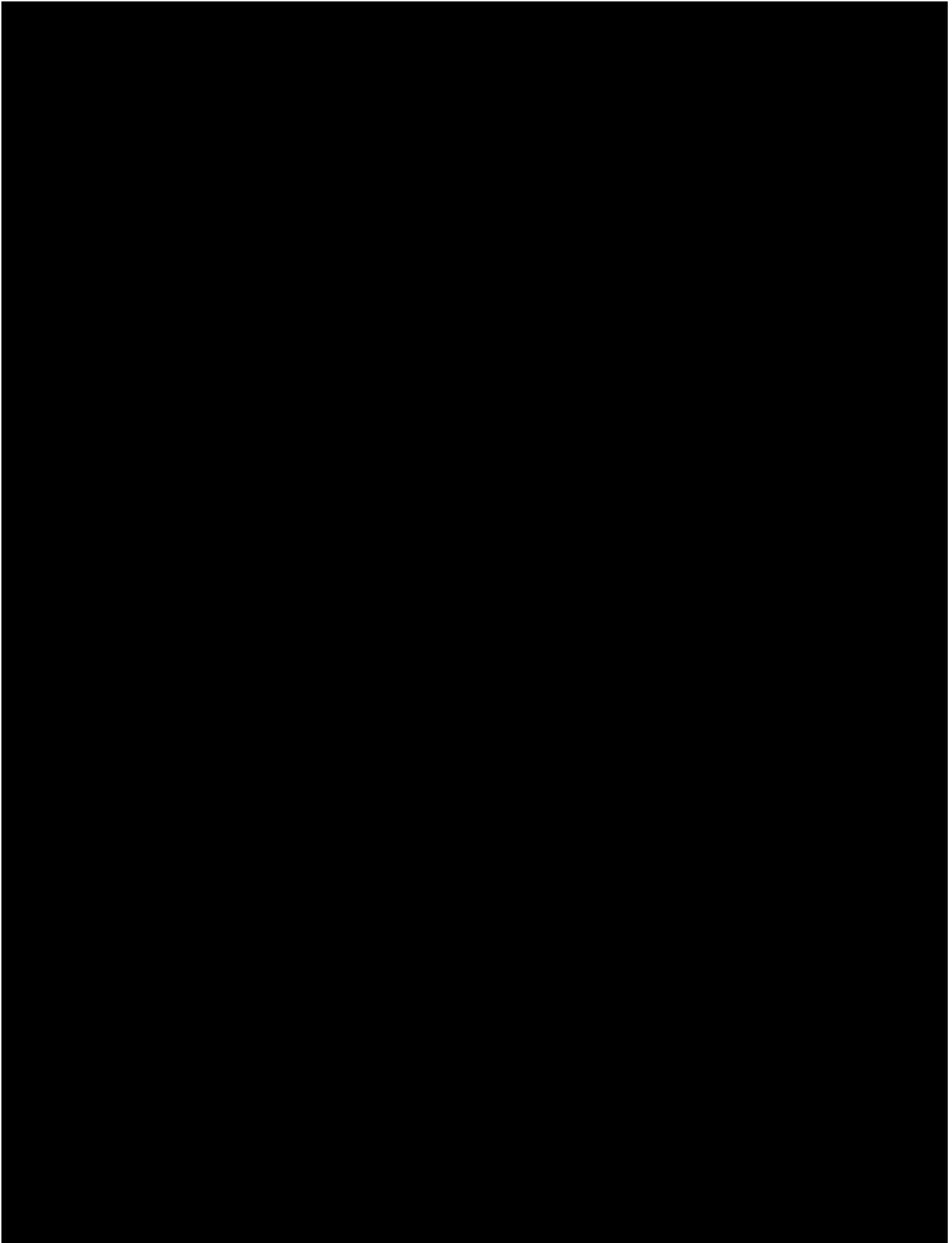
Digitized ballads images	HE and public sector communities	Easier research, Better research	Promote, Raise interest	Website, Press Release, Email lists, Article, Report	Summer 2009
Sustainable, embedded resource	External, JISC	Trusted research facility	Encourage return and ongoing use	Web, email, leaflets, articles.	Project end, and post-project.

19. Exit and Sustainability Plans

Project Outputs	Action for Take-up & Embedding	Action for Exit
Online catalogue	- Embedded in NLW online catalogues portal, and preservation strategy.	Documentation about record content and technical data.
Digitised ballads	- Embedded in NLW digital repository, and preservation strategy.	Documentation about digital content and technical data.
Ballads Website	- Embedded in Cardiff University website (for later inclusion in the NLW's web archiving workplans).	Documentation about content and technical data.
Ballads Network Seminar	- Launch pad to promote take-up, and plan next phase of British Ballads Network.	Agreed proposals from seminar participants on next steps for a ballads network.

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Online catalogue	Embedded in NLW, as part of its all Wales remit	Core Welsh catalogue for future additions of future ballads cataloguing.	Preservation of data.
Digitised ballads	Embedded in NLW, as part of its all Wales remit.	Core Welsh resources for future additions of digitised ballads.	Preservation of data.
Ballads website	Embedded in Cardiff University as a continuing part of its teaching and research programme.	Core website for information and promotion of Welsh ballads, and links to British and International websites.	Need to ensure future currency of website data.

Appendixes



Appendix B. Workpackages

2008-2009	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep
Partnership Management (CU lead, monthly meetings)	X		X		X	X		X	X	X		X
1 Agree Memorandum	X											
2 Agree Workflow	X											
3 Recruit + Train staff	X											
4 Six and 11 month reviews						X					X	
Cataloguing Strand (NLW lead/standards)	X											
1 NLW acquire Cardiff records		X	X									
2 NLW acquire Bangor records				X	X	X						
3 NLW in-house record creation				X	X	X	X	X				
4 Test full Catalogue, and links to website							X	X	X			
5 Agree content, searchability and verification			X	X								
Digitisation Strand (NLW lead / standards)	X											
1 Begin Cardiff scanning		X	X	X	X	X						
2 Begin NLW scanning					X	X	X	X	X			

3 Metadata addition, and archive backups			X	X	X	X	X	X	X			
4 Include illustrations data			X	X	X	X	X	X				
Web Portal Strand (CU lead + standards)												
Develop structure					X	X	X					
Over-hall content					X	X	X					
Test NLW catalogue and image links							X	X	X			
Update links to English and Scottish sites								X	X			
Dissemination Strand (CU lead)	X		X			X						
Contact other ballads providers		X			X							
Plan and organize seminar in Cardiff						X	X					
Produce publicity for project								X	X	X		
Internal test launch, feedback and modifications										X	X	
Release catalogue, images, website												X
Exit Strand (CU lead)												
Review, Produce and Deposit JISC Reports		X				X					X	X
Close JISC budget account.												X
Maintain JISC project webpage		X										X
Ongoing maintenance of Catalogue, Digital Images, and Website.												X