

**Cyfarfod Bwrdd Prosiect : Project Board Meeting,
6/07/05**

Rhwydwaith Archifau Cymru / Archives Network Wales

Cofnodion drafft: Draft minutes

Preseanol Present: Kim Collis, Helen Palmer (treasurer, ARCW), Kevin Matthias (chair, ARCW), Gwyn Jenkins (secretary, ARCW), Susan Edwards, Martin Locock (minutes), Susan Davies, Rowland Williams, Claire Orr, Mary Ellis, Paul Sillitoe, Sally McInnes, Elisabeth Bennett (vice chair, ARCW), Glyn Parry, Anne Venabables, Susan Ellis, Andrew Dowley, Eluned Jones, Mary Ellis

Ymddiheuriadau Apologies: John Davies, Catherine Richards, Gayle Evans, Ann Rhydderch

Adroddiad cynnydd *Progress report*

A *Progress Report* had been circulated prior to the meeting. ML reported:

- description work proceeding to target. West Glamorgan and Gwent remain to be done.
- West Glamorgan supplying catalogues digitally on request
- **Gwent have agreed to prioritise provision of physical copies of catalogues**
- **training for partners in subject indexing to be arranged in the next few weeks**

Launch event

A note had been circulated on 1/6/05 outlining the event.

event booking fee needed to be paid soon

Australia confirmed

Mary Ellis confirmed that the Minister was booked for 10.30-12.00

A grant from CyMAL towards the venue costs had been applied for and received

ML to meet HP to discuss the payment mechanism.

speakers; need more example users, especially family history/ lifelong learners---

partners suggestions needed asap

examples of the sorts of queries which had been answered using ANW were requested as part of the brief for speakers **ML to supply**

Evaluation

user survey in progress

stakeholder survey to be tied in with launch publicity

Data exchange and transfer

In response to a request from Paul Sillitoe, a progress report on the transfer of ANW data, output as EAD, into CALM (one of the project deliverables) had been circulated.

The importance of this to the partners, both as part of the current project and with future implications for ANW2, was emphasised.

**Cyfarfod Bwrdd Prosiect : Project Board Meeting,
6/07/05**

ML reported that a meeting with DS Ltd had been arranged for 7/7/05 to discuss the trial transfer of data for Glamorgan and to establish what problems had been identified and the timescale and responsibility for resolving them; this would allow a realistic assessment of the implications for CALM-using partners.

ML to report back to partners on the meeting (see below)

ANW wedi 2005 ANW after 2005

Three papers had been circulated prior to the meeting: an outline of the scoping, a summary of the work of the Information sub-group, and a paper seeking the views of partners on what the bid should contain.

One part of the bid would have to be a profile of archive non-users. PSQG survey information could assist here.

The tasking for drilling down has remained constant from that written into the Linking Arms bid. Discussion was focused on the outreach/activities/audience development component, debating what it should contain, how it should be delivered, and what level of resourcing should be included in the proposal's Audience Development Plan.

It was recognised that HLF placed great stress on learning and access, and that the views of users and potential users ought to be critical in determining what the project delivered.

The concept of employing outreach officers to seek out community groups in general was considered to be wasteful since it would overlap with other existing initiatives. Instead it was suggested that the training of key links such as LEAs and Lifelong Learning providers would result in them passing on to their contacts. This might be combined with a more positive marketing campaign through leaflet distribution, email announcements on different professional or public lists. For community groups, it was suggested that work should focus on ensuring that those which were creating 'community archives' were made aware of ANW and trained in exploring its content.

To deliver this tasking, specific dedicated staff would be required, covering education, access, community archives and media /publicity (perhaps 2 posts, each 1 person-year).

Looking specifically at the question on non-use of websites, SD reported on research on usability of archive websites by Andrea Johnson of University College Cork. The project should include some element of usability testing as part of the 'access' elements.

The presentation of this part of the bid would clearly be critical to its success. EJ suggested that it would be useful for the PMG to bring together individuals who had prepared successful bids recently (including Birmingham, SCAN and Rotherham). This meeting has been provisionally timed for the afternoon of 22 September (ie after the launch event). This would provide an opportunity for research for the bid and for partners to contribute.

[post-meeting note: EJ supplied this information:]

**Cyfarfod Bwrdd Prosiect : Project Board Meeting,
6/07/05**

Regarding finance. The costs of the event could be things such as:

- venue
- speakers (travel and accommodation)
- refreshments
- if ARCW chooses - the travelling costs for Welsh archive services

ARCW could apply for a CyMAL Small Grant for Archives under:
Theme D: Research & Development: Ordinary Category Grant (up to 50% grant aid): 'The preparation of bids to Lottery distributors or European Structural Funds. . . .'

The grant could be up to £1,000, but could only be up to 50% of total project cost. However, match funding can be in kind e.g. staff time devoted to the project, so things such as the time taken to arrange and document the event could be included at match funding. Also, if an archive service was willing to provide a venue and/or refreshments, the cost of this could be counted as match funding.

PMG Information sub-group to take forward

Unrhyw fater arall *Any other business*

None

Next meeting *Cyfarfod nesaf*: 8 November 2005, CyMAL, Aberystwyth

ANW to CALM data exchange

Minutes of meeting, 11.00, 7/7/05, Glamorgan Record Office, Cardiff

Present: Martin Locock (ANW), Nigel Callaghan (Technoleg Taliesin for NLW), Charlotte Hodgson (Glamorgan Record Office), Malcolm Howitt (DS Ltd)

ML outlined the ANW project, to be completed by December 2005, creating fonds-level descriptions for the partner bodies.

CH explained the Glamorgan Record Office choice of CALM and intention to use the ANW descriptions as the basis for drilling down to item level lists following data import.

MH outlined the development of CALM import/export procedure. Initially, the EAD procedure had been created as a single operation to handle 'A2A flavour' v. 1 EAD. This was the routine included in the current (v6.0) release of the software. The routine offered no choice about which CALM field data was entered into. In response to requests for CALM users, a new EAD routine was currently being developed which would allow users to handle EAD input in a variety of formats and to specify the destination fields. This routine will be included in CALM release v7.0, to be completed in late 2005. It is currently out for user comment on the CALM user group listserv.

**Cyfarfod Bwrdd Prosiect : Project Board Meeting,
6/07/05**

NC and CH described the transfer process and identified the areas where the import had either failed completely or had been imported into the wrong field, and MH and NC looked at the CALM import and EAD files to identify the cause.

MH concluded that resolution of the ANW > CALM transfer issues should be relatively simple, and should be resolvable by either amending the CALM import script or the ANW EAD tagging. **MH to identify what needs doing, how much work is involved, and what, if any, cost would be involved. This work should allow all ANW partners to import their ANW data onto their local CALM system.**

On the wider issue of facilitating data swapping between ANW and CALM, MH expected that this would be readily achieved using the v7.0 routine with much more flexible EAD support. If not, this could be addressed through the CALM user group.

Finally, the question of access points and authority files was discussed. EAD holds access points as tagged strings included in a description. These should be imported into the CALM record. It would be possible to strip out the tagging to yield a simple text string, but this would render problematic future creation of an authority file in the future. The aim is therefore to retain the tagging in the import.