

**Adroddiad i'r Grwp Rheolaeth Prosiect
Report to Project Management Group**

Martin Locock

1. Meetings attended

4/12/03 UKAT subject indexing workshop, London
15/12/03 "Linking Arms" project meeting, London
16/12/03 Project Management Group meeting, Swansea

2. Staff

Richard Burman is now working full-time as Project Officer 4, and Hayden Burns is working in Glamorgan record Office as Project Officer 5. Seri Crawley has completed her CILIP Chartered Librarianship course.

3. FLD creation

Currently there are 386 records live on the website, of which 258 were created by the HMC/NLW Family and Estates project. The database currently holds 1,992 records (1,606 non-live).

Partner	Target no. FLDs	Live (FE in brackets)	Ready to be checked by partner	Ready to be checked by Project Manager	Awaiting access points
NLW	813	103	0	83	630
Anglesey	150	(5)	0	172	0
Carmarthenshire	272	(25)	0	271	0
Conwy	27	0	0	36	0
Ceredigion	77	(4)	0	112	0
Glamorgan	649	(37)	93	42	
UW Aberystwyth, Bangor, Lampeter, Swansea	(imported through EAD)	20			

Anglesey and Conwy are complete. Carmarthenshire may have a small numebr of further catalogues. Ceredigion is now almost complete (3 fonds left to be done). Flintshire's catalogues have been collected and are ready to be undertaken as the next block, since Denbighshire will not be available until after Christmas.

4. Software

The handover of technical support to Nigel Callaghan has been completed, and the tasks needed have been identified and prioritised. The main priorities are implementation of the subject indexing and admin viewing of non-live records in their full form with access points.

5. Website

Period	English page hits	Welsh page hits	Total hits/month	User sessions	Average hits/session	Cumulative total hits	Cumulative total sessions	Unique users	Sessions/user
May	35	17	52	6	8.7	52	6	2	3.00
June	5,355	1,031	6,386	432	14.8	6,438	438	368	1.17
July	4,238	561	4,799	430	11.2	11,237	868	339	1.27
August	14,590	2,759	17,349	396	43.8	28,586	1,264	245	1.62
Sept	31,389	4,200	35,589	1,555	22.9	64,175	2,819	1,081	1.44
Oct	33,086	2,034	35,120	1,853	19.0	99,295	4,672	1,437	1.29
Novr	32,112	3,122	35,234	2,357	14.9	134,529	7,029	1,434	1.64

The use and abuse of web statistics has been discussed in relation to NOF digitisation projects (http://www.ukoln.ac.uk/nof/support/help/papers/website_pi/), and four measures were proposed.

NOF indicator	ANW equivalent	ANW results, Nov 03
User sessions	(visits)	2,045
Average duration		n/a
Page impressions	(hits)	32,112 (raw); 18,872 (corrected)
Average page impressions/user session		14.9

The raw number of page impressions is inflated by the counting as 'hits' of files used to generate the pages (images and style sheets); ANW's figures include 10,850 images file hits and 2,390 css hits, (40.9% of the total hits), which should be disregarded as page-content impressions. The NOF paper was intended to enable comparison between sites; within-site trends are largely unaffected by these distortions. The statistics are unable to distinguish between individuals with the same URL, counting them as a single "user": the number of people who have used the website is therefore higher than the "unique users" count (and the number of repeat users is correspondingly lower). Closer tracking of user behaviour would require some form of registration, but it has been found that even simple free registration on a website leads to a massive drop in usage by discouraging casual browsers, and this would therefore be unproductive in encouraging wider access. A key figure is 7,936 cgi-bin hits, the results generated for user queries (24.7% of total hits).

We might expect three stages in the usage of a new website. When new users become aware of a website of potential interest, they will visit the address, quickly examine its functions and content with a few sample queries, and then leave once they have decided whether it is likely to be useful in the future. Thus there will be a rise in the number of users and number of sessions, a rise in the number of hits per session, and a drop in the number of sessions per user (since many will visit only once). Users will then return and undertake a thorough search of the site's current data, going through a wide range of searches in order to extract the information. These will create a drop in the number of sessions per user, and a rise in the number of hits per session (since a single session will be used to view a large number of pages). After the current data has been fully explored, continued use will comprise mainly short visits to undertake specific queries as they arise. These visits will be characterised by a levelling-off of the number of users, an increase in the number of sessions, a high number of session per

user, and low number of hits per session. The observed rise in the sessions/user and drop in hits/session is indicative of the users moving into the repeat usage pattern.

6. Outreach and publicity

The presentation on ANW and the UK Archival Network to Institute of Field Archaeologists (Wales/Cymru Group) went well. This will form the basis of a standard talk which will be actively promoted to Family History Societies, research students etc. A list of public and professional presentations on the project is being maintained; so far, the audiences total 250.

Eluned Jones and Charlotte Coleman organised a demonstration of ANW to the Public Services Quality Group annual forum.

User feedback on the web design to date has been summarised (see report appended). Once the website has subject indexing functioning, a user panel consultation will be undertaken.

7. Budget and finance

Quarterly budget, October -December2003 (Project Quarter no. 4)

	Projected	Actual to date
EXPENDITURE		
Project Manager	8502	
Project Officers 1-4	23080	
Project Officer	5973	
Travel & Subsistence	472	513.40
Equipment	0	
Software	0	
System Development	0	
ICT Support	312	
Administrative Support	250	
Training	600	
Publicity & Marketing	0	
INCOME		
NLW	0	
Other partners	0	
HLF Grant (74%)	26288	

Additional items ordered but not yet invoiced:

- Library of Congress Subject Headings documentation
- Classification Web user licences
- HTML software licence

Purchase of the workstation (projected for the previous quarter) for the remote officer is currently being negotiated.

8. National meetings

A technical questionnaire on interoperability for Linking Arms has been completed for ANW, identifying present and future content, standards and rules followed, and software used.

9. Project Management Group and Project Board

The next Project Board will be on 26th March in UW, Aberystwyth.

The next PMG will be on 16th December in Swansea.

