



## JISC Project Plan

### British Cartoon Archive Digitisation Project

#### Overview of Project

#### 1. Background

- 1.1 The *British Cartoon Archive* (formerly known as the *Centre for the Study of Cartoons and Caricature*) at the University of Kent was established in 1973, and holds the national collection of British social and political cartoons. The British Cartoon Archive Digitisation (BCAD) Project aims to create the largest digital archive of cartoons in the world thereby vastly increasing their widespread “free view” availability, and to enable use and re-use of the archive content for teaching and research purposes. These resources will be made available in a fully searchable and editable website.
- 1.2 The BCAD Project will augment the British Cartoon Archive’s catalogue through the addition of material from the Carl Giles Collection, a key resource for British political and social history that has never been open to the public. This will be achieved by the creation of a digital surrogate of the entire collection of an estimated 15,000 cartoon images, with some 5,000 pages of related paperwork, and their delivery as part of the Archive’s catalogue. Here they will be cross-searchable with the 123,000 other images already on the database.
- 1.3 The Archive’s online database is a unique resource, rich in content and fully-accessible. It already represents the work of some 250 British cartoonists, and is widely used by academics. Recent figures show that over 20,000 individual users have so far carried out research in the catalogue, and that between thirty and a forty visit each day, completing more than 3,000 searches a month.
- 1.4 Within the UoK, the Archive’s collections support undergraduate courses in History, Politics and International Relations, Architecture, and History & Theory of Art, and postgraduate research in the Centre for the Study of Propaganda. Additional subject areas supported outside UoK include English Literature, History and Philosophy of Science, History of Medicine, and Refugee Studies.
- 1.5 Academic use of the Archive’s database will undoubtedly be enhanced by the addition of the Giles collection. The estimated 7,500 Giles cartoons are second only in importance to the 9,500 David Low cartoons, and their widespread use is assured. In addition, the Giles collection is rich in supporting material, the digitisation of which will create unique opportunities for research, and the creation of teaching materials, across many disciplines.

#### 2. Aims and Objectives

- 2.1 The primary aim of the project is to create the largest digital archive of political and social cartoons in the world thereby vastly increasing their ‘free view’ availability and providing use and re-use of the archive content for teaching and research purposes.
- 2.2 Secondary project aims include addressing the physical inaccessibility of the Carl Giles Collection, the single most important archive of British newspaper cartoons, and providing a simple approach to the time consuming copyright permissions process currently experienced in putting together teaching materials containing cartoon/visual images.
- 2.3 Objectives for the project include:
  - Building on the existing experience of British Cartoon Archive staff, of providing digital material via the current British Cartoon Archive website, to develop knowledge and capacity for this and future projects;
  - Providing access to the Carl Giles collection by the digitisation, meta tagging and release of an estimated 15,000 cartoon images and up to 5,000 related images;
  - Improving the ‘searchability’ and access infrastructure for all the Archive’s collections by undertaking a technical step change to the existing database of 123,000 cartoon images and the website;

- Securing IPR permission to allow for the re-use of the digital images alongside the metadata;
- Enabling the free use and re-use of the collections within an educational context by engaging with the educational community;
- Showing the benefits from this unique pictorial resource by depositing 10 example teaching packages in JORUM;
- Contributing to the JISC ethos of knowledge sharing through existing linkages with associated JISC programmes and services such as E- Learning and Core Middleware Infrastructure projects and the JISC RSC (SE Region), which are currently being delivered by the University of Kent.

### 3. Overall Approach

#### 3.1 Strategy/Methodology

3.1.1 The work will be structured into six complementary work streams that will:

- Digitise and catalogue the estimated 15,000 cartoon images, up to 5,000 pages of related paperwork and up to 2,500 large format glass negatives in the Giles collection using a standards-based approach and link this to additional biographical and support material created specifically for the project;
- Transfer the existing digitised archive of cartoons consisting of over 123,000 cartoon images from 250 cartoonists. Currently, these images are stored in a file system with supplementary XML-based metadata files. A script will be used to upload these images to a mySQL database and new metadata will be created to comply with Dublin Core, JISC IESR schema, the METS standard for digital libraries, and the OAI-PMH protocol for metadata harvesting;
- Develop a Shibboleth protected web portal to the archive, providing direct open access to the resource and a range of services including comprehensive resource discovery mechanisms, access to high-quality images and a range of additional authenticated and membership services to the education community and commercial services to a broad customer-base;
- Create and link to existing material specifically aimed at the support of teaching including the development of teaching packs and portal functionality targeted at classroom use;
- Set up appropriate Steering and Advisory groups for the British Cartoon Archive to ensure academic engagement with the project;
- Develop a project website for the sharing of project information including four project reports, a completion report and a final report, metadata schemas and other image digitising and cataloguing data, software-related information and a case study.

3.1.2 In line with the University of Kent approach to preserving digital information data will be migrated and maintained on modern infrastructure and note will be taken on the emerging JISC guidelines for the preservation of digital information.

#### 3.2 Issues to be addressed

3.2.1 The project will address a number of issues including:

- Intellectual Property Rights in particular to secure permission for the digitised images to be used in the secondary education sector;
- Data integration between the existing BCA database and the new design including the development of new metadata;
- Extending access to the collection through promotion and dissemination;
- Understanding the ways in which the collection could be used in secondary schools and developing appropriate resources

#### 3.3 Scope and Boundaries

##### Digital Archive

3.3.1 *An archival surrogate*, in digital form, of an estimated 15,000 original cartoons and cartoon prints within the Giles collection. The Giles characters are trademarked but not the cartoon images.

3.3.2 *Metadata, using Dublin Core standard*, for an estimated 7,500 individual published cartoons within this collection, linked to the variant images, plus additional contextual information for

the published cartoons. In addition 123,000 cartoon images of the existing database will be opened to metadata harvesting.

- 3.3.3 *An estimated 5,000 digital images* of important and representative paperwork from the Giles collection, illustrating his career as a national newspaper cartoonist.
- 3.3.4 *The linking of this material* to over 123,000 digitised and catalogued cartoon images in the Archive's database, by other British cartoonists, with biographies.

#### Access to the Archive and Web presence

- 3.3.5 *A new design and layout* to create a world wide cartoon resource and 'wiki' style portal. This will provide greater access and tools for the existing international academic community.
- 3.3.6 *Increased use of the website* through the new design, promotional material, and search engine promotion to substantively raise the profile of the catalogue and services.
- 3.3.7 *A web publishing system* for better management of the web site and catalogue content. This will be built to support open standards such as XML and Dublin Core to maximize interoperability.
- 3.3.8 *A blended approach to web access*, allowing unrestricted access to lower resolution images (small and medium) and authenticated access to the larger, high quality images, using the UK Access Management Federation with Shibboleth authentication.
- 3.3.9 *An e-commerce solution* to provide the option to purchase high resolution images
- 3.3.10 *Significant enhancement of membership features* to allow cartoon enthusiasts, experts, and commercial clients varied access or purchase to selected material (i.e. higher resolution images) and ability to contribute or modify catalogue entries and content.
- 3.3.11 *Further member features* such as a newsletter (automated from the web publishing system) and forums.
- 3.3.12 *Additional pages* on the website detailing Giles' life and professional career, linked to the estimated 5,000 digitised documents.
- 3.3.13 *Develop image digitisation and cataloguing system* which will:
  - Provide improved digitisation, submission, and modification of images and data
  - Enhanced storage, indexing and maintenance systems;
  - Improved tools for users to search, access, and view images and data (including the provision of thumbnails, medium resolution, and high resolution images).
  - Integration with the Web Publishing System to allow appropriate members to add images to the catalogue or add/edit existing data.
  - Digitisation and submission of all material in the Giles Collection and the porting of the existing 123,000 cartoon images in the Archive's catalogue into the new Cataloguing system to technical standards as advised by TASI.

#### Knowledge and experience

- 3.3.14 Staff will benefit from learning new techniques and technologies related to digitisation and displaying the collection on the web.
- 3.3.15 Staff will learn about latest metadata and related standards and will be able to apply these to other collections.

#### Sharing Information

- 3.3.16 Project Website.
- 3.3.17 Project documents including a Project Plan, Progress Reports, Final Report and Case study.
- 3.3.18 The creation of multi-disciplinary teaching and learning materials related to the newly digitised items.
- 3.3.19 The engagement of the academic community through the steering and advisory groups.
- 3.3.20 Dissemination activities such as producing and making project documents available on the website and delivering presentations at relevant conferences.
- 3.3.21 Knowledge exchange with JISC E-learning and Core Middleware Infrastructure programme projects

#### Exclusions from the project

- 3.3.22 The project will not include conservation work for original cartoons or prints, or the provision of new archive storage materials for cartoons that have been digitised, including those in the Giles collection.

#### 3.4 Critical success factors

- 3.4.1 The completion of signed agreements with the owners of at least 95% of the cartoon images on the Archive's database, approving their use and reuse within the JISC project.
- 3.4.2 The digitisation of at least 95% of all the cartoon images in the Carl Giles archive, and their delivery online as part of the Archive's catalogue.

- 3.4.3 The launch of the new BCA website for showcasing these images, which is accessible and usable for all, but with additional resources for the educational community via the UK Access Management Federation.
- 3.4.4 The release of teaching sampler packs via the JORUM repository.

## 4. Project Outputs

### 4.1 Tangible Deliverables

- 4.1.1 The major tangible deliverables of the project will be:
- A digital image archive containing a significantly increased number of objects
  - A new design and layout for the BCA website
  - Extended IPR agreements with copyright holders
  - A series of teaching materials
  - Project documentation and web site
  - Shibboleth access controls

### 4.2 Knowledge

- 4.2.1 Knowledge will be increased and improved in the areas of:
- Increased knowledge and skills within the BCA, transferable to other projects and general work, and shareable with the wider community through the BCA website.
  - Greater understanding of, and contextualisation of, the life and work of the cartoonist Carl Giles, shareable through the BCA website, teaching materials, publications, seminar papers, exhibitions, etc.
  - Increased standards of archival care at the BCA, from involvement of professional archivist, shareable with the wider community through the British Cartoon Forum, archives discussion lists, etc.
  - Improved knowledge, understanding and use of metadata, subject headings and taxonomies.

## 5. Project Outcomes

- 5.1 Wider public access to British political and social-comment cartoons, through the augmented BCA catalogue, stimulating interest in the British cartooning tradition, and encouraging and enabling wider academic use of this material in teaching and publication.
- 5.2 Greater public understanding of Carl Giles' career, and the work of twentieth-century British cartoonists and commercial artists, through the digitisation and cataloguing of his archive.
- 5.3 Greater use and reuse of Giles' cartoons via the BCA catalogue, in teaching, publications, and research.
- 5.4 Increased use of the BCA catalogue, encouraging additional contributions from registered editors, and enriching this online resource.
- 5.5 Greater understanding of the significance of the British cartooning tradition, in UK schools and universities, through a more informed use of cartoons.
- 5.6 Creation of a model of online archiving and cataloguing, which can be followed by other institutions, with advice from the BCA, thus encouraging the creation of further online visual resources.
- 5.7 The creation of technical documentation about the project, allowing other institutions to benefit from the experience gained as part of this project.
- 5.8 Creation of a teaching materials model to be followed by other institutions, with advice from the BCA.
- 5.9 Increasing Shibbolized resources available via the UK Access Federation.
- 5.10 Increasing Kent's experience of implementing a live Shibboleth Service provider, technical documentation resulting from the project will be made available.

## 6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
The University	Promote archive	High
Copyright holders	Management	High
JISC	Funder	High

Teachers	Assist teaching	High
Students	Assist learning	High
Researchers	Access new material	High
Cartoon enthusiasts	Access new information	Medium
Publishers	Access new material	Low
Museums and galleries	Exhibition material	Low

## 7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing – securing level of expertise required	1	4	4	BCA and Web Team staff are currently in place with relevant expertise
Organisational	1	2	2	Dissemination of clear information and agreement for support from appropriate senior executive managers
Technical:				
<ul style="list-style-type: none"> <li>Difficulty of creating text equivalent for images</li> </ul>	2	4	8	Equivalents can be created from the metadata, both for the estimated 15,000 Giles and the 123,000 cartoon images already available through the Archive's catalogue.
<ul style="list-style-type: none"> <li>Full WAI compliance</li> </ul>	2	4	8	Identify fallback positions for each work stream during initial stages of programme.
<ul style="list-style-type: none"> <li>Some target users (e.g. schools, FE Colleges) may not have the resources to join the UK Access Federation and will be denied access to the Shibboleth protected images and resources</li> </ul>	4	4	8	Blended approach to authorization should allow access to the lower resolution images for all users. JISC to ensure that the secondary school sector is considered when developing the UK Access Federation.
<ul style="list-style-type: none"> <li>The newness and/or complexity of Federated access and Shibboleth cause delays or access problems.</li> </ul>	3	2	6	Extra resources allocated initially to resolve inevitable teething problems.
External suppliers	2	2	4	Develop and maintain good communication with other projects (JORUM, JISC IE) and with suppliers.
Legal	1	4	4	University will approach IPR owners to extend the scope of existing IPR agreements. Copyright management will be secured through JISC model licences and rights access management software.

## 8. Standards

The British Cartoon Archive's database was created before the development of international standards and the BCAD project will allow digitisation, metadata creation, cataloguing, and online delivery to be brought in line with TASI and JISC IE standards, specifically:

Name of standard or specification	Version	Notes
<b>Web Standards</b>		
HTTP	1.1	
Web accessibility standards	WAI level A	Level A is a minimum and the project will strive for level AA.
HTML/XHTML, CSS & DOM	HTML 4.01, XHTML 1.0, CSS Level 2	Latest W3C recommendations
JavaScript	1.7	Where JavaScript is used it will provide enhancements but will not be a critical element for the operation of the site.
<b>Archival Standards</b>		
ISAD(G)	2nd	Will be applied to the Giles Collection only for the purposes of this project
ISAAR (CPF)	2nd	
<b>Transactional services</b>		
SOAP	v.01.2	For structured network services
WSRP	WSRP	For services deployed as Web services
<b>Service Registry</b>		
IESR		Services will be made available within the JISC IE and will conform with the specifications being developed by the JISC IE Service Registry (IESR) Pilot project
<b>Digital Resources</b>		
Persistent URI's		For unique identification of items as specified by the JISC IE network service
Image formats		Open source standards such as TIFF, JPEG and PNG will be used for images. LZW compression issues will be avoided. TASI guidance will be followed.
<b>Metadata usage</b>		
Dublin Core		<a href="http://www.dublincore.org">www.dublincore.org</a>
Controlled subject vocabulary		Using such schema as Library of Congress Subject Headings or Art and Architecture Thesaurus (AAT)
Metadata Encoding and Transmission Standard (METS)		For libraries of digital objects <a href="http://www.loc.gov/standards/mets/">http://www.loc.gov/standards/mets/</a>
<b>Metadata Harvesting</b>		
OAI-PMH		Open Archives Initiative - Protocol for Metadata Harvesting
Google crawling		Recommendations for configuring open-access scholarly repositories for full-text Google crawling ( <a href="http://www.earlham.edu/~peters/fos/googlecrawling.htm">http://www.earlham.edu/~peters/fos/googlecrawling.htm</a> )
IEEE LOM XML schemas		Will consider exposing metadata records of learning and teaching materials using the IEEE LOM XML schemas

### 8.1 Content Capture Standards

- 8.1.1 Standard, non proprietary formats will be used to capture images. All images will be scanned at 300 dpi binary and saved in an uncompressed TIFF format and delivered to the web as JPG files.
- 8.1.2 The TIFF format will be non-compressed and non-lossy and therefore suitable for initial capture purposes. This will also allow us to retain the images for archiving purposes at a high resolution. However high-quality digital images appropriate for preservation are large and unwieldy to use over a computer network. Lower resolution images, whose digital files should be smaller (in bytes), can be more easily handled by personal or institutional computer systems, therefore the images will be delivered to the web as JPG or PNG files. This is in compliance with JISC standards and guidelines.

### 8.2 Authentication and authorisation

- 8.2.1 The project will offer a blended approach to web access by allowing:
- Open (non-authenticated) access to lower quality JPEG/PNG images
  - Educational access to higher resolution images using Shibboleth or Athens via the UK Access Management Federation.

### 8.3 Accessibility

- 8.3.1 The site will achieve Level A of the WC3 WAI guidelines, but will strive for level AA.
- 8.3.2 If difficulties arise in reaching this standard, for example because of impracticalities, the best practice advice from Brian Kelly of UKOLN will be followed (as recommended in the JISC Project Management Guidelines).

## **9. Technical Development**

### 9.1 Best practice

- 9.1.1 Good practice with regards to the software engineering cycle (planning, designing, coding and testing) will be followed throughout the project.
- 9.1.2 Requirements will be clearly defined and tested through prototyping and wireframing.
- 9.1.3 Rapid development and agile development methods will be adopted and a structure for continuous consultation will ensure that the finished software meets project requirements.
- 9.1.4 The project will make use of a version control system such as SVN and a standard testing framework for unit testing (such as JUnit).
- 9.1.5 Any code produced will be fully commented and will use a self-documenting interface (such as Javadoc). All technical documentation will be published on the project website in standard web formats.

### 9.2 Digitisation specifications

- 9.2.1 Original artwork will be scanned with the following specifications:  
*Uncompressed TIFF, RGB colour, 24bit, and at a scan resolution of 300dpi.*  
This should result in file sizes of: 25Mb for A4, 50Mb for A3, and 100Mb for A2 originals
- 9.2.2 Black and White supporting material will be scanned with the following specifications:  
*Uncompressed TIFF, greyscale, 8bit, and at an output resolution of 600dpi for A4.*  
(i.e. scan at 300dpi for an A3 original, or 600dpi for an A4 original).  
This should result in file sizes of 33Mb for an A4 output which should be adequate for the needs of publishers.
- 9.2.3 TASI recommendations:  
For capture purposes TASI specifies uncompressed Baseline TIFF v6 with Intel byte order (PC option). For archival purposes TASI suggests that if optimisation of the raw scanned image is to be undertaken that it can then be stored as TIFF or PNG (or even PSD with precautions).

### 9.3 Cataloguing and Metadata

- 9.3.1 The existing metadata, taxonomies, thesauri and use of controlled subject vocabulary will be reviewed by a consultant to ensure adherence to standards such as Dublin Core' JISC IESR schema, the METS standard for digital libraries and the OAI-PMH protocol for metadata harvesting.

### 9.4 Storage and Preservation

- 9.4.1 A standard procedure for backing-up material will be developed in line with best practice in this field. During image capture and for six months files will be kept at the out-sourced scanning company. Files will be delivered on DVD and then transferred to a dedicated storage server which will be backed up on the University's central backup facility.

- 9.4.2 The overall approach to preservation will be inline with JISC's recommendations as defined in "Working with the Distributed National Electronic Resource (DNER)" Standards and Guidelines document. [http://www.jisc.ac.uk/projman\\_standards](http://www.jisc.ac.uk/projman_standards)
- 9.4.3 The BCA website code base will be stored in the University SVN repository.

## 10. Intellectual Property Rights

### 10.1 IPR in cartoons and digital images

- 10.1.1 The University owns IPR in the 123,000 digital images in the BCA's catalogue, and will own IPR in the estimated 15,000 digital images created as part of this project. It also owns IPR in all the compressed versions of these digital images created for cataloguing purposes. The University will also own IPR in up to 5,000 digital images produced of documents from the Carl Giles Archive.
- 10.1.2 The University will not own reproduction rights in any of the 138,000 cartoons which will be on its database by the end of the project. The University will sign an agreement with the Giles Trustees to give it IPR in all of Giles's correspondence included in the digitised documents, but it will not own reproduction rights in the remaining material.
- 10.1.3 *Express Newspapers* also owns copyright in the Giles Characters created by Carl Giles for his cartoons in the *Daily Express* and *Sunday Express*, whether or not they occur in cartoons drawn for those publications.

### 10.2 IPR in metadata and online text

- 10.2.1 The University of Kent owns IPR in the metadata for the 115,000 cartoons in the BCA's online catalogue, and will own IPR in the metadata for the estimated 7,500 Giles cartoons catalogued as part of this project.
- 10.2.2 The University of Kent will also own IPR in the new website pages detailing Giles' life and professional career, the online teaching packs, cartoon samplers and templates, and material on the project website, including the Project Plan, Progress Reports, Final Report and Case study.

### 10.3 Permissions

- 10.3.1 The University of Kent will sign an agreement with *Express Newspapers* permitting full use of material within the Giles Archive for the purposes of this project, including all cartoons and paperwork for which *Express Newspapers* owns IPR.
- 10.3.2 The University of Kent already has agreements with around fifty owners of IPR in the cartoons on its database, covering the majority of cartoons in the database, permitting their digitisation and distribution in this form. These IPR owners will be asked to sign an agreement extending these permissions to the protected use and re-use of their cartoons within UK education, as part of the JISC project. This agreement will be worded in accordance with JISC guidelines, and written in consultation with JISC legal advisers. These agreements will be obtained by the Project Manager, and the process will be completed within six months of the end of the project.
- 10.3.3 An attempt will be made to trace the owners of IPR in the minority of cartoons on the database with whom the University does not have agreements. These have proved untraceable in the past, and where they remain untraceable disclaimers will be added to the online catalogue, with an invitation for IPR owners to contact the BCA. This will be overseen by the Project Manager, and will be completed within six months of the end of the project.

### 10.4 Future implications

- 10.4.1 None of the agreements will be time-limited, and they will be restricted only by the limits of permitted use and re-use.

## **Project Resources**

## **11. Project Partners**

N/A

## **12. Project Management**

- 12.1 The BCADP Steering Group will oversee the project to ensure that work is undertaken according to the detail in the project plan including aims and objectives, that budget

management meets JISC requirements and that reports are made to JISC at the appropriate times.

- 12.2 The project will be led on a day-to day basis by the Project Manager reporting to the Head of the British Cartoon Archive who will act as Project Director. The Project Manager will manage the work of the Project Archivist and the cataloguers and will jointly supervise the work of the Web Developers with the Web Project Manager.

**Project Director** - Dr Nick Hiley, Head of the British Cartoon Archive, Templeman Library, University of Kent, Canterbury, Kent, CT2 7NU Tel: 01227 827138 [N.P.Hiley@kent.ac.uk](mailto:N.P.Hiley@kent.ac.uk)

Project team:

- **Project Manager** – Lydia Weller
- **Metadata Consultant** – TFPL Ltd
- **Project Archivist** – Gary Collins
- **Cataloguers** – Julia Chambers
- **Web Developers** – Dave Evans, Frank Gasking
- **Cartoon Archive Consultant** – John Bovey
- **Digitising Operator** – the need for this post will be assessed later in 2007

Vacant posts are in the process of being filled with interviews taking place throughout June.

In-house team:

- **Director of Information Services** - John Sotillo, Templeman Library, University of Kent, Canterbury, Kent, CT2 7NU Tel: 01227 823635 [J.Sotillo@kent.ac.uk](mailto:J.Sotillo@kent.ac.uk)
- **Head of Planning and Administration** – Gill Woodhams, Templeman Library, University of Kent, Canterbury, Kent, CT2 7NU Tel: 01227 823125 [G.Woodhams@kent.ac.uk](mailto:G.Woodhams@kent.ac.uk)
- **Web Project Manager** – Michael Wilcox, Cornwallis, University of Kent, Canterbury, Kent, CT2 7NU Tel: 01227 824830 [M.D.Wilcox@kent.ac.uk](mailto:M.D.Wilcox@kent.ac.uk)
- **Assistant Head of British Cartoon Archive** – Jane Newton, Templeman Library, University of Kent, Canterbury, Kent, CT2 7NU Tel: 01227 823127 [J.M.Newton@kent.ac.uk](mailto:J.M.Newton@kent.ac.uk)
- **Web Designer** – Anthony Seminara, Cornwallis South, University of Kent, Canterbury, Kent, CT2 7NU Tel: 01227 824453 [A.Seminara@kent.ac.uk](mailto:A.Seminara@kent.ac.uk)
- **Senior Web Developer** – Bonnie Ferguson, Cornwallis South, University of Kent, Canterbury, Kent, CT2 7NU Tel: 01227 823102 [B.Ferguson@kent.ac.uk](mailto:B.Ferguson@kent.ac.uk)

Steering Group:

Director of Information Services, Project Director, Project Manager, Web Project Manager, Assistant Head of BCA, Head of Planning and Administration

- 12.3 Most training needs for the BCADP project will be met locally and a small amount of the budget has been allocated for staff training and attendance at open seminars. It is likely that site visits to organisations that have implemented major digitisation programmes will be visited by some members of the project team.

## 13. Programme Support

13.1 We would welcome support in the following areas:

- A review of the draft project plan before finalisation
- A redrafted and shortened IPR agreement suitable for use with our copyright holders
- Support for choosing the most cost-efficient FAM option. We would like advice on whether it is better to implement our own Shibboleth Service Provider in house or whether to buy services from Eduserve or Kidderminster College for protecting the BCA Website.
- Advice and support on delivering outputs to the schools sector
- Advice and support on the relationship between the project, Shibboleth and the schools sector
- Advice and information on the experience of similar projects

## 14. Budget

See Appendix A

## Detailed Project Planning

## 15. Work packages

See Appendix B

## 16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
August 2007- April 2008	Digitised images of estimated 15,000 cartoons and up to 5,000 associated documents	Image quality / Timeliness	Spot check delivery schedules	100%of images meet required quality and delivered on time
March 2007 - August 2008	Biographical pages written and linked to documents	Content and technical	Spot check links	Greater awareness of cartoonists
March 2007- August 2008	Catalogue of archive documents, objects and photographs	System used is compliant	Technical checks	Catalogue of Giles Archive available
June 2007-May 2008	Catalogue artwork	Completeness of records	Spot check	All images catalogued available online
November 2008- February 2009	Sampler packs for JORUM repository	Appropriate content quality	Teacher edit. Call on colleagues at other sites to test access.	All packs delivered on schedule
June 2007 – June 2009	Metadata for all images is valid and adheres to appropriate standards complies with Dublin Core standards	Database compliant with standards	Sampling and spot checks	Checks identify that 5% or less of records require amendment.
Ongoing	Accessibility	Website complies with WAI accessibility standards to level AA	Ongoing automatic development checks. A final manual review where necessary	Website meets criteria as set out by WAI Conformance Evaluation: <a href="http://www.w3.org/WAI/eval">www.w3.org/WAI/eval</a>
Ongoing	Valid code: (X)HTML, CSS	Website code is valid	Ongoing automatic development checks. A final review where necessary	Website meets validation tests as set out by W3C Quality Assurance Tools. <a href="http://www.w3.org/QA/Tools">www.w3.org/QA/Tools</a>

## 17. Quality Plan

<b>Output 1.</b> Creation of a range of digitised images					
<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>
Ongoing throughout project	TASI guidelines	10% of images sampled on delivery and the remainder checked during cataloguing	Test results	Project Director	
<b>Output 2.</b> Creation of new BCA Web site and data base					
<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>
Ongoing	Accessible and standard compliant	Automated and manual testing (see Evaluation section)	Reports from Evaluation section. WAI level AA and valid code, tested by project team.	Web Project Manager	
Ongoing	Usable	User group testing and online feedback collection.	Reports from Evaluation section. Good usability and feedback mechanisms for ongoing improvement.	Web Project Manager	
Ongoing	Platform independence	Test with most common browsers on different platforms	Checklist of tests completed with each browser. Compatible with IE, Firefox and Safari browsers on PC, Linux and Mac platforms, tested by project team.	Web Project Manager	
Ongoing	Database backups	Use standard procedures	Adhere to University standards. Nightly backup, stored offsite at regular intervals, by Operations team.	Web Project Manager	
<b>Output 3.</b> Metadata, to Dublin Core standard, for the c.7,500 individual published cartoons linked to the variant images plus additional contextual information for the published cartoons.					

<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>
Ongoing throughout project	Dublin Core Standard	Random checks of catalogue entries	Test results	Assistant Head of BCA	
Jan 2008- July 2008	BCA Thesaurus	Test BCA Thesaurus against such schema as LCSH and AAT	Test results	Assistant Head of BCA	
<b>Output 4.</b>	Creation of learning materials				
<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>
June 2008- March 2009	LEA guidance	JORUM	JISC E-learning and Core Middleware Infrastructure	Project Director	

## 18. Dissemination Plan

<b>Timing</b>	<b>Dissemination Activity</b>	<b>Audience</b>	<b>Purpose</b>	<b>Key Message</b>
April 07	Project website	Internet users	Raise awareness	Added development and use of Cartoon Database
June 07	Press release	National press	Raise awareness	Funding secured for national collection
February 2009	Publicity for sampler packs for JORUM repository	Education community	Raise awareness	Educational value of cartoons
December 2008	Carl Giles exhibition in Cartoon Museum, London	Wider community	Raise awareness	Funding has made Giles archive accessible, and increased use of national collection
June 2009	Carl Giles touring exhibition	Wider community	Raise awareness	Funding has made Giles archive accessible, and increased use of national collection
June 2009 onwards	Publication of case study, and the presentation of conference papers	Education community	Share knowledge and raise awareness	High value of digitisation projects for UK learning and teaching

## 19. Exit and Sustainability Plans

Project Outputs	Action for Take-up & Embedding	Action for Exit
Digitised images of cartoons and documents from the Giles collection.	Ensure images are of a sufficiently high quality to act as an archival surrogate, an image library for publication, and an online catalogue.	Ensure long-term preservation of the dataset.
Enhanced BCA online catalogue, with Shibboleth-protected web portal giving access to enhanced services.	Ensure ease of access and searching, with clear instructions and help pages. Ensure that ordinary users of the catalogue continue to access a valuable range of services, alongside the enhanced services available to others. Publicise the new enhanced services among educational institutions.	Establish systems for monitoring use and ensuring the catalogue continues to meet the needs of users. Ensure that future additions to the BCA online catalogue meet the standards set by the project.
Redesigned BCA website.	Ensure ease of access to BCA web pages and catalogue. Ensure that the different services available are clearly and accurately described.	Ensure future maintenance of site, with repair of any broken links, etc.
Online teaching packs for students, teachers, and researchers.	Ensure that packs are clear and accurate, and are suitable for classroom use. Ensure relevance to existing curricula.	Establish system for checking continued relevance of teaching materials to curriculum. Available indefinitely through JORUM
Project website with technical documentation about the project.	Ensure that all procedures, technical developments, and standards are clearly documented and made available via the web site.	Ensure future maintenance of project web site. Archive technical documentation in the JISC records management system.

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Digitised images of Carl Giles' cartoons.	Created as an archival surrogate.	Ensure secure storage and backup at BCA, with delivery of compressed versions via the BCA online catalogue. Discuss storage of duplicate with AHDS.	Security of long-term storage.
Pages of biographical material on Carl Giles.	Created to publicise the BCA Giles collection, and to support the BCA online catalogue.	Ensure maintenance of pages and links, and arrange publicity for this material in exhibitions and publications from the Giles collection.	Monitor usage.
Enhanced BCA online catalogue.	Created as the update of a popular online resource.	The University guarantees to maintain the BCA online catalogue for at least ten	Need to monitor usage, and ensure that the catalogue is meeting

		years after the project finishes. The BCA receives an incremental annual budget from the University, and targets additional commercial income of at least 10% of annual budget to ensure the continuing operational sustainability of the BCA and its catalogue.	the needs of its users.
Sample teaching materials.	Created to encourage the continuing use of the BCA online catalogue in teaching.	Ensure ongoing publicity for these materials among stakeholders, and where possible incorporate additional teaching material created by users from the online templates.	Continuing relevance of teaching materials to the curriculum. Need to liaise with teachers and students to assess continuing demand.
Project documentation	Created as a public record of the project and its outcomes.	Ensure all documentation is complete and remains available.	None.