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JISC Project Plan

Overview of Project

1. Background

The John Rylands University Library (JRUL), The University of Manchester, has world-renowned research collections and was recently awarded HEFCE status as a National Research Library – the only one in the north of England. The Library's Special Collections are of exceptional importance in a wide range of disciplines, and were one of the first library collections to be designated by the Museums, Libraries and Archives Council in 2005.

The Rylands Middle English manuscripts are of paramount importance in a variety of key subject areas, and there is an identified need among the academic community for improved access for taught courses and research. The shift in teaching and learning patterns to enquiry-based and e-learning has resulted in an increase in the demand for electronic versions of these original sources. Previous digitisation in the Library has focused on the highly visual, e.g. illustrations or decorated pages, but, understandably, academics are requesting access to the full text and complete volumes.

This project aims to digitise all 41 Middle English manuscripts, a total of approx 12,000 images to create a corpus of medieval English material, supporting such disciplines as literature, history, theology, art history, linguistics, palaeography and the history of medicine. Images and metadata will be accessible via a dedicated project website, using Luna's image management system (<http://www.luna-imaging.com/>). This is a stand-alone project, but it will also act as a pilot for a more ambitious Manchester Medieval Digital Library – *Incipit* – which will contain manuscripts in other languages and incunabula (pre-1501 printed books). The project is closely aligned with the Library's strategic goals and with the wider strategic development of the University of Manchester (<http://www.manchester.ac.uk/aboutus/facts/vision/2015goals/>). The Library is seen as playing a vital role in underpinning world-class research and is integral to the transformation of teaching and learning.

2. Aims and Objectives

Aim

The project's aim is to create and publish digital surrogates of the Rylands Middle English manuscript collection to support teaching and learning, to develop new research opportunities, and to make these cultural assets accessible to wider audiences.

Objectives

Within the 12 month life-cycle of the project are objectives are to:

- Digitise 41 manuscripts, including all folios and bindings, totalling approx. 12,000 high-resolution images;
- Make high-resolution versions of the manuscripts available on-line, taking advantage of the advanced delivery and display functions of Luna Insight 6;
- Produce metadata for each image using Luna's Inscribe software, linked to detailed EAD descriptions of the manuscripts in the Library's online archive and manuscript catalogue, ELGAR;

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- Create an attractive dedicated website with links to the images and metadata, links to other online resources, and a feedback form allowing researchers to comment on and amend descriptions;
- Integrate the manuscripts into new teaching, learning and research opportunities;
- Raise the profile of the Rylands manuscript collections internationally;
- Enable access, whilst reducing the need to handle originals, thus aiding preservation; and
- Create a pilot for *Incipit*, the Manchester Medieval Digital Library.

3. Overall Approach

Methodology

Conservation

At the start of the project each manuscript will be assessed by the Project Manager, the Head of Collection Care and a member of the Conservation Team. The manuscripts will be divided into categories: those requiring no attention which can be photographed immediately; those requiring a degree of conservation work; and those requiring extensive remedial work. Also to be recorded are any manuscripts containing illustrations or gold-leaf as these will be photographed later in the project, once the higher specification camera is delivered. All notes will be documented on a spreadsheet and a timetable of specific work-packages will be based upon this analysis.

Image capture

Using a Phase One camera with a P65+ digital back, the photographer (0.5 FTE) will capture and process an average of 250 images per week. Our previous experience of digital image capture has shown that this is a realistic target. A raw 48-bit file of each image will be archived on tape. 24-bit processed TIFF files will be archived on hard drives and on University servers. Each image will include a Kodak colour strip and scale rule. The photographer will load a copy of each processed image into Luna via its *Studio* software, which creates a JPEG2000 file for viewing purposes.

Image Collection Management System

A new collection manager will be established in Luna, dedicated to the project. The Project Manager and Keeper of manuscripts will review the existing profile (based on VRA 3.0) and identify any necessary modifications. The Head of Digital Programmes will then build the new structure in Luna. This will be tested against dummy records before data entry commences in earnest. The Head of Digital Programmes will provide site support and technical advice throughout the project.

Data Capture

The Cataloguing Assistant will create a record for each image using Luna's *Inscribe* software. The image-level metadata, embedded in each image, will include any significant details about the folio, plus image capture information. Manuscript level metadata will be taken from EAD (Encoded Archival Description) XML records, which already exist for each manuscript and are currently searchable on ELGAR, the Library's archive server. These will be upgraded by the Keeper of Manuscripts to provide more granularity. Each manuscript will be publicly available as soon as digitisation and cataloguing are complete, and the records quality checked by the Project Manager. The CA will also create a basic record for the website, to be linked to the EAD record.

Website

We will set up a dedicated website for the project, adhering to JISC guidelines. Initially this will be a basic web page built by the Project Manager, containing general information about the project. An external web designer will be appointed for the complex structure, as the necessary expertise is not readily available in-house.

Timetable

The Project Manager will oversee the progress of the project, liaising with team members, the Project Advisory Board and JISC. She will be responsible for approving publication of the images and records as each is completed. The Project Manager will monitor workflow on a weekly basis. The project team

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will meet at least monthly in the first five months of the project, then bi-monthly. Project reports will be submitted to JISC at a frequency to be agreed with the Programme Manager. See **Appendix B: Work packages**.

Scope and boundaries

The project allows for digitisation and cataloguing of 41 manuscripts, classified as Middle English. If time is available towards the end of the project we will use the resources to include Middle English material included in some Latin manuscripts. The virtual manuscripts will form a discrete collection and be displayed using Luna 6.0 software.

The Project Advisory Board will meet quarterly. This group will take responsibility for academic issues, such as the symposium, delivering or peer reviewing academic papers, and academic engagement.

The Project Manager will write reports for JISC. Other members of the team will write reports on their own area of expertise for the project website and all will be available for consultation purposes.

Critical success factors

1. The ability to capture a clear image of each page of each manuscript, without damage to the original. The project depends upon the conservation team to provide expert advice and remedial action. In some instances it may be necessary to dis-bind a manuscript. However, this will only occur when the manuscript is in a modern binding that is causing damage to the original structure of the book.
2. The suitability of Luna 6.0 as a delivery mechanism. This image delivery software was launched this summer and has not yet been extensively tested. We depend upon Luna 6.0 for Web 2.0 features, not available with previous versions.
3. User engagement. The project will only be successful if we have sustained usage. This will depend on marketing, usability, and research value.

4. Project Outputs

Content

- A database of fully digitised manuscripts, with full metadata, for teaching, learning and research;
- An interactive website, dedicated to medieval resources, with links to the images, metadata and project documentation;
- Virtual reunification of an important Chaucer manuscript;
- Academic papers published in the Bulletin of the JRUL and placed in our Institutional Repository;
- GLOs (generative learning objects), produced in association with students in English and American Studies
- On-line discussion group and contacts list of those interested in the project and in the Rylands Middle English manuscripts.

Events

- A symposium on Middle English manuscripts, to be held the Library in September 2009.

Reports

- Full condition report on each manuscript;
- Project reports to JISC.

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Training Packages

- Self-guide to using Luna's Insight software, to be embedded into Blackboard for the academic year 2009-2010.

Pilot

- A pilot for Incipit, the Manchester Medieval Digital Library, to include manuscripts in other languages and incunabula.

Knowledge and other outputs

- Enhanced skills and experience of digitisation and project management in the John Rylands Library will benefit future activities in this area;
- Conference papers;
- Case studies, e.g. the workflow on a particular manuscript.

5. Project Outcomes

- New research opportunities and possibilities for studying fragmented manuscripts;
- New teaching opportunities as lecturers can encourage students to engage with virtual manuscripts, giving them opportunity to study primary resources
- Remote access to materials not previously accessible without visits to Manchester, enabling a far greater number of scholars to study the manuscripts;
- Greater awareness of the Rylands manuscript collections, particularly as the catalogue information will be retrievable from Google searches;
- Preservation of unique cultural materials as the need to handle the manuscripts will be reduced;
- New partnerships with our academic community and with JISC;
- Fulfilment of the Library's and University of Manchester's Strategic Goals;
- Increased capacity for us to undertake further digitisation, with a fully equipped imaging studio.

6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
Academics researching Middle English manuscripts	Require remote access to manuscripts, high definition images with metadata, ability to compare mss online.	High
FE and HE teachers using Middle English manuscripts	Remote access to manuscripts for their students, ability to compare mss online, integration into VLEs, easy access to secondary sources.	High
UG and PG students studying Middle English manuscripts.	Remote access to manuscripts, ability to compare mss online, integration into VLEs, easy access to secondary sources, links to online resources.	High
General public, including life-long learners.	Ability to view high-quality images with interpretation, easy access to secondary sources and links to online resources.	Medium
Other repositories holding Middle English manuscripts	Reciprocal links to website, ability virtually to reconstruct dispersed	Medium

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	manuscripts, sharing experience of project.	
Organizations promoting manuscripts and their research, e.g. AMARC	Promotion of Middle English manuscripts for research and teaching; dissemination of experience to other repositories; medium for publicity and promotion	Medium
JISC and other funding bodies.	Successful management of project, key goals achieved, dissemination of experience to other projects and repositories, benefits to HE community and launch pad for further digitisation.	Medium
Other JISC projects or programmes.	Adoption of best practices and standards, knowledge transfer, links to other relevant online resources.	Medium

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing: Loss of key project personnel	3	4	12	Motivation via contractual terms, good job design, good working environment and personal development opportunities. Relatively short duration of project reduces likelihood of permanent staff leaving.
Organisational: Slippage in project timetable	3	5	15	Project plan informed by previous experience of similar projects. Rigorous management and monitoring procedures provide early warning of problems. Review imaging and metadata procedures to obtain efficiencies. As last resort provide additional Library resource.
User interaction: Failure to engage academic support for project	2	4	8	Detailed consultation with academics during project development phase. Regular meetings with steering group, who also act as project champions. Win support of senior figures in University.
Technical: Conservation issues prevent adequate image capture	2	4	8	Pre-assessment of condition of manuscripts. Remedial conservation work done in-house to make manuscripts fit for the imaging process.
Technical: Loss of metadata or image files	2	4	8	Rigorous storage and back-up procedures, in line with University of Manchester protocols.
Technical: Lack of integration of images, metadata and webpages	2	4	8	Early technical discussions and input from experts at design stages. Consultation with other digitisation projects to learn from their experience. Seek advice from JISC Programme Manager.
Technical:	3	2	6	Obtain warranties from suppliers. Rapid

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Failure of imaging equipment				replacement.
External suppliers: Luna Imaging ceases trading or no longer supports Luna software	2	4	8	Regular liaison with Luna Imaging; active involvement in Luna User Group. Luna supplies many major museums and libraries, so low risk of leaving this market. Metadata and images are in generic formats which can be migrated.
External suppliers: Unable to procure specialist equipment	2	3	6	Undertake extensive research online, in specialist literature and by consultation with other institutions. Seek competitive quotes. Use existing contracts among photographic suppliers.
Legal: IPR problems	1	3	3	Very low risk of surviving copyright holders. Withhold images until agreement is reached for display online.

8. Standards

Name of standard or specification	Version	Notes
Unicode		Plain text documents and image metadata. Luna software supports Unicode.
PDF (Adobe Acrobat)	7.0	PDF documents
HTML		Web formats, supported by Content Management System, the University's official web platform.
TIFF		Raster Image standard
JPEG		Image standard for web, TIFFs are converted by Luna into JPEG2000 format for quick download, with JPEG derivatives that can be exported.
VRA	3.0	In-house metadata profile based on and compliant with VRA.
Dublin Core		In-house metadata profile compliant with and mapped to Dublin Core
UK LOM Core		In-house metadata profile compliant with and mapped to UK LOM Core
Z39.50		Search protocol embedded in Luna software
ISAG		Character encoding for manuscript cataloguing
XML		Cataloguing

9. Technical Development

The project does not require any software development. Images will be catalogued and displayed using Luna software. The cataloguing element, Luna Inscribe, has been in use in the Library for 4 years and performs well. The metadata structure for the image cataloguing will be built in Luna Studio, again already in regular use in the Library. A dummy structure will be built for test purposes and dummy records uploaded to test the robustness of the framework. Any necessary amendments will be fixed in the test structure. Full image cataloguing will only commence once the structure has

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been signed off by the Technical Developer and the Project Manager. The viewing mechanism, Luna 6.0, is a new front end which we have yet to test. Users will have access to the images via the current versions of Luna Insight (one web-based, the other requiring an open-access download), until we are happy that the new web version is functioning adequately.

10. Intellectual Property Rights

Copyright in unpublished manuscripts is perpetual under current UK legislation. However, the manuscripts that are the subject of this proposal were produced in the fifteenth century, and are now physically owned by the JRUL. We therefore regard the potential for a claim for rights infringement to be infinitesimally small. The photographer will be an employee of the University of Manchester; and will therefore have no claim to copyright in the images. Authentication configured within the Luna Insight display system controls the available resolution of images, so that they can be made available for direct download only at a smaller size/lower resolution than can be viewed online, thus protecting our intellectual property. Requests for larger images or publication rights will be handled by staff responsible for imaging services and rights management within JRUL.

The manuscript EAD descriptions will be enhanced during the present project, incorporating additional data from Neil Ker's catalogue¹. The permission of Ker's executors has already been obtained for this.

Any Intellectual Property created in the project will be owned by the University of Manchester.

Project Resources

11. Project Partners

There are no direct project partners.

We intend to sub-contract a web designer at a later stage in the project when we have meaningful content for them to work with and to deliver. The deadline for this is March 2009.

The Rosenbach Museum and Library of Philadelphia has agreed to digitise their section of a Chaucer manuscript. The Rosenbach will retain full rights over their images. We have yet to determine whether we will deliver the images through our site or provide a link to their site.

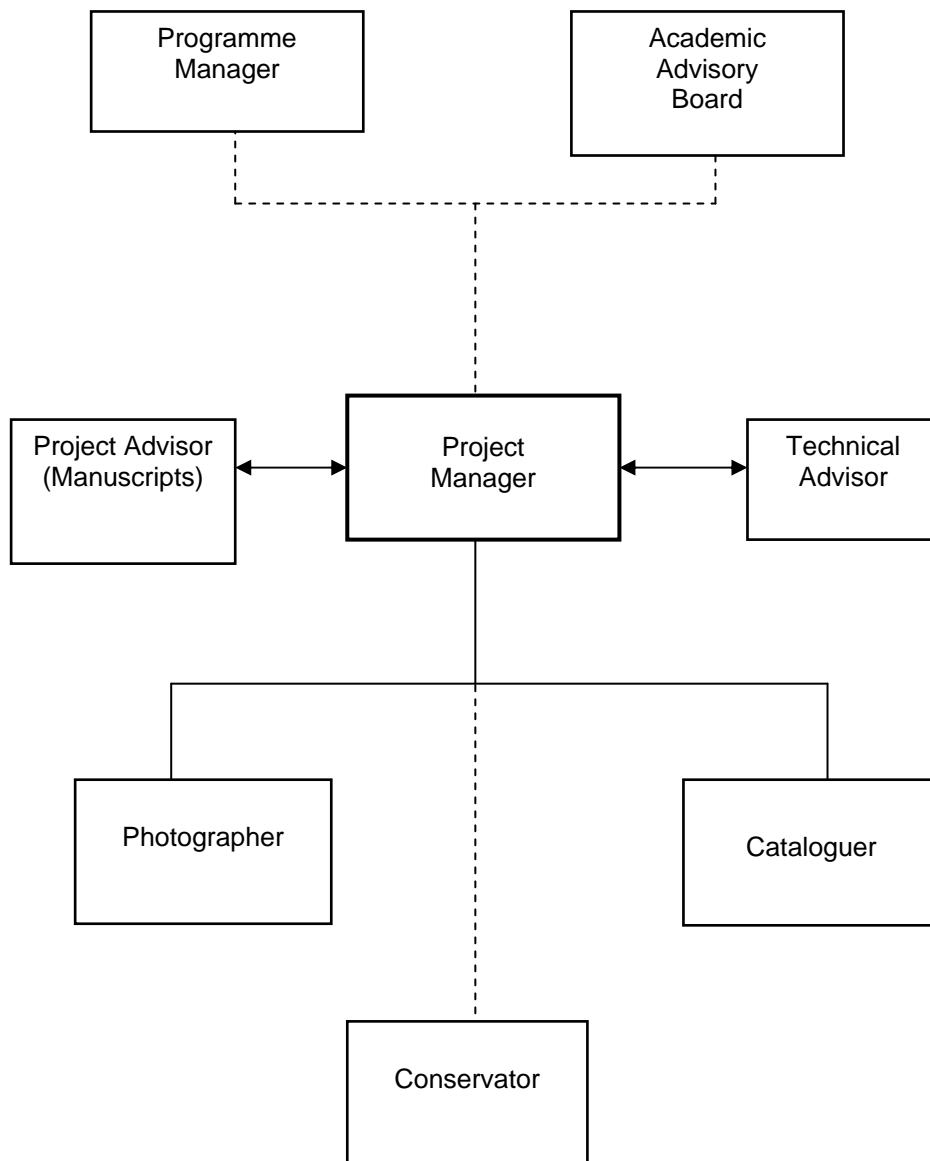
12. Project Management

The **Cataloguer** and the **Photographer** report directly to the **Project Manager**, who will coordinate tasks and monitor progress and performance. The **Project Manager** will liaise with the **Project Advisor (Manuscripts)** and the **Technical Advisor** over relevant issues; they will feedback on developments. The **Conservator** will act under the guidance of and report to the Head of Collection Care, but will liaise with the **Project Manager**. The **Project Manager** will report to the **Academic Advisory Board** and to the **Programme Manager**. The **Academic Advisory Board** will direct the symposium, suggest potential areas of academic engagement, offer specialist knowledge of the manuscripts and act as project champions. No training needs have been identified.

STAFF ORGANISATION CHART

¹ N.R. Ker, *Medieval manuscripts in British libraries, vol. III, Lampeter-Oxford* (Oxford: Clarendon Press, 1983)
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Dr Anke Bernau, Lecturer in Medieval Literature and Culture in the School of Arts, Histories and Cultures (SAHC), University of Manchester: research and teaching interests cover a wide range of medieval hagiography, mysticism and popular piety, romance, and national foundation myths and historiography. Email: Anke.Bernau@manchester.ac.uk

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Prof. David Denison, Professor of English Linguistics in the School of Languages, Linguistics and Cultures, University of Manchester: interests include the historical syntax and the history of English generally; joint editor of the *History of the English Language*. Email: david.denison@manchester.ac.uk

Mr John Hodgson, Keeper of Manuscripts and Archives at the JRUL: has extensive project management experience; manages a team of eight archivists and manuscript curators. Email: john.hodgson@manchester.ac.uk

Dr David Matthews, Lecturer in the SAHC: interested in English politics and its relation to ideas of nationhood in the 13th/14th centuries, particularly as represented in chronicles and political verses. Email: David.Matthews@manchester.ac.uk

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Prof. Stephen Rigby, Professor of Medieval Social and Economic History, SAHC: interested in late medieval English literature in its historical context, author of *Chaucer in Context: Class, Allegory and Gender*. Email: Stephen.h.rigby@manchester.ac.uk

Dr Alex Rumble, Reader in Palaeography in the SAHC: interested in inter-disciplinary Anglo-Saxon and early medieval studies, particularly those relating palaeographical and linguistic phenomena to historical context. Email: alex.rumble@manchester.ac.uk

13. Programme Support

The project will benefit from any support JISC can give, but particularly in the fields of evaluation, quality assurance, dissemination and exit and sustainability planning. These areas of the project plan need further development following consultation with the Programme Manager. The Project Manager or a representative from the team will attend all workshops and project meetings organised by JISC.

14. Budget

Budget attached as Appendix A.

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Payable from 01/10/08 all staff of The University of Manchester were awarded a 5% cost of living pay rise. This has been applied to both Directly incurred staff and Directly allocated staff costs. Equipment costs have also risen since the original quotes were obtained and submitted in the bid. These are reflected in the institutional contributions to the directly incurred costs.

Detailed Project Planning

15. Workpackages

Appendix B

16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
	Achievements against aims and objectives	Have milestones been met on schedule? Have objectives been met? What impact did the project have?	Review of project plan and targets. Peer review.	Percentage of objectives met. Usage statistics. Target number of research papers. Integration into target number of courses.
	Stakeholder engagement	Are stakeholders on board? Do they agree with interim findings? Is our dissemination effective? What benefits are there for stakeholders?	Usage logs Web server logs Questionnaires Interviews Focus groups	Usage statistics. Percentage of satisfied users above 70%.
	Outcomes and impacts	Have outcomes been achieved? What are the key findings? What impact did the project have?	Review of project plan and targets. Peer review. Focus groups. Usage logs.	Percentage of outcomes met. Percentage of satisfied users above 70%. Usage statistics.
	Methodology	Have milestones been met on schedule? What is holding up progress? What can we do to correct this? Is project management effective? Have outcomes been achieved? Was our approach effective? What have we learned?	Regularly review schedules, work packages and project plans. Revise plans if any slippage and improve efficiency.	90% milestones delivered on schedule.
	Learning	What lessons have we learned? What are the key findings? Was our approach effective? What would we do	Reviews. Reflection.	Objective project report, within recommendations for best practice to inform future development.

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17. Quality Plan

Output		Images			
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
	Work flow / Fault logging	Benchmarks	Spreadsheets; adherence to work packages; time schedules; fault logging form.	Photographer; Project manager; other team members.	
	Clarity / legibility	Formats	TIFFs as master files; converted to JPEG2000 for Luna. Luna creates up to 5 levels of derivatives for viewing.	Photographer; Cataloguer; Project Manager	
		Colour management	Weekly callibration. Kodak colour strip in every image.	Photographer	Spyder calibration tool.
	Preservation	Preservation strategy	Raw image files archived on tape. Processed images archived to hard drive and backed-up storage.	Photographer; Project Manager; Technical Support; University's IT Services.	

Output		Metadata			
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
	Work flow / Fault logging	Benchmarks	Spreadsheets; adherence to work packages; time schedules; fault logging form.	Cataloguer; Project manager; other team members.	
	Searchability	Adherence to standards	Thesauri and index lists; controlled vocabularies.	Cataloguer; Project manager	
	Inter-operability	Adherence to standards	Crosswalking	Project manager	

Output		Image Management System			
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
	Functionality	Testing		Team members;	

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				University's IT Services; Luna	
	Usability	User statistics; feedback		Project Manager; Technical support	

Output	Website				
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
	Usability	HTML compliance		Project Manager; Keeper of Manuscripts; Technical support	Web design group HTML compliance checking tool

18. Dissemination Plan

Timing	Dissemination Activity	Audience	Purpose	Key Message
Sept 2009	Symposium	Academics, FE & HE teachers, UG & PG students, organisations promoting manuscripts & their research.	Promote Inform Engage Raise awareness	Formal launch
Sept 2009 onwards	Papers published in academic and professional journals	Academics, FE & HE teachers, UG & PG students, other repositories, organisations promoting manuscripts & their research, other JISC projects	Promote Inform Engage	Academic engagement with the resource
March 2009 onwards	Team to attend appropriate conferences with leaflets and poster displays	Academics, FE & HE teachers, UG & PG students, other repositories, organisations promoting manuscripts & their research, JISC, other JISC projects	Promote Engage	Create an impact
Oct 2008 – Sept 2009	Attendance at JISC programme meetings	JISC, other JISC projects	Engage	Shared experience
Ongoing	Academic Advisory Board to act as project champions	Academics, FE & HE teachers, UG & PG students, organisations promoting manuscripts & their research	Engage Promote	Encourage interaction with the resource
Ongoing	Project information on the website	All stakeholders	Raise awareness Promote	Visit the collection

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			Inform Engage	
Ongoing	Interactive blog on website	All stakeholders	Inform Engage	Collect feedback
Ongoing	Project updates to mailing list and Rylands Newsletter	All stakeholders	Raise awareness Inform Engage	Current progress
Jan 2009 onwards	Creation on GLOs (generative learning objects)	FE & HE teachers, UG & PG students, general public	Inform Promote	Encourage interaction and objective thinking
Sept 2009	Luna tutorial in VLEs and website	All stakeholders	Inform	Users to feel comfortable using the resource
Semester 2, 2009	Luna workshops	UG & PG students	Engage	Users to feel comfortable using the resource
Sept 2009 onwards	Integration of content in VLEs	Academics, FE & HE teachers, UG & PG students	Inform Raise awareness Promote	Academic engagement
Sept 2008 onwards	Press releases of project milestones	All stakeholders	Inform Raise awareness Promote Engage	Targeted publicity for continued awareness
Nov 2008	Project plan to JISC	JISC, other JISC projects	Raise awareness Engage	Programme support
Jan 2009 onwards	Progress reports to JISC	JISC, other JISC projects	Raise awareness Promote Engage	Programme support

19. Exit and Sustainability Plans

Project Outputs	Action for Take-up & Embedding	Action for Exit
Database of digitised Middle English manuscripts.	Academic engagement. Symposium to launch database. Publicity. Dissemination activities.	Preservation mechanisms in place. Access via Library website. Pilot for <i>Incipit</i> .
Website	Publicity. Dissemination activities.	Access via Library website. Maintenance assigned to permanent staff member.
Symposium	Publicity. Academic engagement.	Preservation of symposium papers, access via project website and institutional repository.
GLOs	Used in widening participation activities and enquiry-based learning.	Integration into selected courses within the School of Arts, Histories and Cultures. Preserved on the project website. Publicly accessible.
Reports to JISC	Submitted to JISC.	Preserved at JISC data centre and on project website.
Enhanced skills & experience of project staff	Internal knowledge transfer through project workbook, briefing meetings.	

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	Develop protocols for digitisation and project management.	
Increased awareness of Rylands manuscript collections	Publicity. Academic engagement. Dissemination activities.	
Pilot for <i>Incipit</i>	Develop medieval digital library	Secure institutional commitment. Seek external funding.
Fulfilment of University of Manchester's and the JRUL's strategic goals	Promote the project within the University; build it into the operational plan.	
Studio	Studio now fully equipped to take on further digitisation projects	Maintenance of equipment.

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Database of digitised Middle English manuscripts	Mass of content with enormous research potential. Increased accessibility.	Short-term commitment to Luna software to deliver the images. University IT Services manage the data back up system.	Long-term delivery mechanisms. Storage. Migration. Images & metadata in non-proprietary format.
Interactive website	Gateway to digitised content. Raises profile and increases accessibility. Project information.	Responsibility for upkeep assigned to permanent member of staff.	Regular updating.
Academic papers	Research value. Publicity.	Publication in institutional repository and Bulletin of the John Rylands Library	Peer reviewing of papers. Commitment to institutional repository.
GLOs	UGs & PGs stimulated by creating or engaging with innovative enquiry-based learning packages. Value in widening participation activities.	Publication in institutional repository, on website and in Blackboard.	Commitment to institutional repository. Continued engagement with the School of Arts, Histories and Cultures.
Discussion group and contacts list	Feedback will continue to inform metadata. Profile raising. Support for further projects.	Project Manager and Keeper of Manuscripts to be responsible for ongoing maintenance.	
Condition reports	Of value in the history of each manuscript and to book historians and conservators.	Publication in institutional repository and on website. Potential for conference papers / workshops.	Commitment to institutional repository.
Training packages	Help users navigate the imaging software.	Embed into Blackboard and website	Need to keep updated. Migration.

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Pilot	Cornerstone of future digitisation development activities, i.e. Incipit	Academic engagement to support future projects. Bids for further digitisation. Enhance with medieval content already digitised.	Funding. Long-term delivery mechanisms. Storage.

Appendixes

Appendix A. Project Budget

Appendix B. Workpackages

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Project Acronym: MMEDL
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Date: 05/11/08

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JISC WORK PACKAGE

WORKPACKAGES	Month	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: Digitisation		X	X	X	X	X	X	X	X	X	X	X	X												
2: Metadata			X	X	X	X	X	X	X	X	X	X	X												
3: Manuscripts on-line		X	X	X	X	X	X	X	X	X	X	X	X												
4: Website		X	X	X	X	X	X	X	X	X	X	X	X												
5: Academic engagement		X	X	X	X	X	X	X	X	X	X	X	X												
6: Dissemination		X	X	X	X	X	X	X	X	X	X	X	X												
7: Exit / Sustainability									X	X	X	X	X												
8: Evaluation					X	X	X	X	X	X	X	X	X												
9:																									
10:																									

Project start date: 01/10/08

Project completion date: 30/09/09

Duration: 12 months

Project Acronym:
Version:
Contact:
Date:

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
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				Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1: Digitisation					
<i>Objective: Digitise 41 manuscripts</i>					
1. Capture and process images of each folio and bindings of each manuscript, approximately 12,000 high resolution images	01/10/08	15/09/09	High resolution TIFF images	Images	JR
2. Capture information recorded on spreadsheets.	01/10/08	15/09/09	Spreadsheet	Sign off	JR
3. Raw files to tape; processed files to hard drive and servers.	01/10/08	15/09/09	Back-up sets of images	Images	JR
4. Detailed condition reports of each manuscript, before and after the image capture process.	01/10/08	15/09/09	Condition reports	Report	GO
5. Any remedial action required.	01/10/08	15/09/09	Manuscripts prepared for digitisation	Sign off	GO
6. Fault reports submitted, any necessary reshooting undertaken.	01/10/08	15/09/09	High resolution TIFF images	Images	JR
WORKPACKAGE 2: Metadata					
<i>Objective: Produce metadata for each image, linked to detailed EAD descriptions of the manuscripts in the Library's online archive and manuscript catalogue, ELGAR</i>					
7. Record produced for each image using Luna's Inscribe software	01/11/08	15/09/09	Metadata	Sign off	AA
8. Workflow information recorded on spreadsheets	01/11/08	15/09/09	Spreadsheet	Sign off	AA

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
9. Fault reports submitted, any necessary amendments to data made	01/11/08	15/09/09	Amendments	Sign off	AA
10. Records quality checked	01/11/08	15/09/09	Metadata	Sign off	CB
WORKPACKAGE 3: Manuscripts on-line					
<i>Objective: Make high-resolution versions of the manuscripts available on-line to enable access, taking advantage of the advanced delivery and display functions of Luna Insight 6</i>					
11. Build and test metadata structure using Luna's Studio software	01/10/08	01/12/08	Framework for metadata	Sign off	CB/ JC
12. Metadata input	01/11/08	15/09/09	Metadata	Sign off	AA/ CB
13. Images input and linked to metadata	01/12/08	15/09/09	Manuscript image with associated metadata	Sign off	JR / CB
14. Images published in Luna 6	01/01/09	15/09/09	Images and metadata go live	Publish	CB/ JC
WORKPACKAGE 4: Website					
<i>Objective: Create an attractive dedicated website with links to the images and metadata, links to other online resources, and a feedback form allowing researchers to comment on and amend descriptions</i>					
15. Set up web address and input basic information about project	01/10/08	31/12/08	Set up dedicated site within the Library's web structure	Web site	CB
16. Web designer appointed	01/12/08	01/03/09	Web designer appointed to design the	Web	External

Project Acronym:
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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
			complex structure	site	contract
17. ELGAR records upgraded	01/11/08	15/09/09	Metadata	Sign off	JH
18. Web structure populated with information about each manuscript	01/01/09	15/09/09	Interactive website	Goes Live	AA / JH / JC / CB
WORKPACKAGE 5: Academic engagement					
<i>Objective: Integrate the manuscripts into new teaching, learning and research opportunities</i>					
19. Academic Advisory Board established (to meet as required throughout project)	01/10/08	31/10/08	Meeting and initial discussions regarding opportunities for academic engagement and the symposium	Minutes	JH / CB
20. Call for conference papers and selection	01/01/09	31/05/09	Symposium agenda	Agenda	JH / CB
21. GLOs produced by UGs and PGs in the School of Arts, Histories & Cultures	01/02/09	31/05/09	GLOs	Publish	CB / JH
22. Luna tutorials, both face-to-face and in Blackboard	01/02/09	31/08/09	Tutorial	Event / Goes live	AA / CB
23. Images integrated into undergraduate coursework and work packages	01/02/09	30/09/09	Work packages	Goes live	CB / JH / JC

Project Acronym:
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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
WORKPACKAGE 6: Dissemination					
<i>Objective: Raise the profile of the Rylands manuscript collections and promote the resource</i>					
24. Work with University press office to promote project, scheduled to specific milestones	01/10/08	30/09/09	Newspaper articles, TV and radio interviews, University media	Publish	JH / CB
25. Symposium to promote resource in academic circles	01/09/09	23/09/09	Symposium	Event	CB / JH
26. Team to attend appropriate conferences with leaflets and poster displays	01/03/09	30/09/09	Promotion	Events	CB / JH / AA / JR / GO
27. Project plans and reports to JISC	30/10/08	30/09/09	Reports	Report	CB
28. Attendance at JISC programme meetings	18/11/08	30/09/09	Promotion	Event	CB
WORKPACKAGE 7: Exit / Sustainability					
<i>Objective: Enable continued access, whilst reducing the need to handle originals, thus aiding preservation; and create a pilot for Incipit, the Manchester Medieval Digital Library</i>					
29. Project reports to JISC	To be set	30/09/09	Reports	Report	CB
30. Web site launched	01/03/09	31/05/09	Web site	Goes live	CB / JC
31. All manuscripts digitised	01/07/09	15/09/09	Images	Sign off	JR
32. All manuscripts and images catalogued	01/08/09	15/09/09	Metadata	Sign off	AA / CB
33. All digitised manuscripts published in Luna	01/08/09	15/09/09	Content	Publish	CB

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Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
34. Secure funding to develop Incipit	01/05/09	Ongoing	Funding		CB / JH
35. Continued academic engagement	30/09/09	Ongoing	Working with academics beyond scope of project		CB / JH
WORKPACKAGE 8: Evaluation					
<u>Objective:</u> <i>Evaluate success of project and methodology employed</i>					
36. Review of project plan and targets	01/01/09	30/09/09	Review, report, revision		CB
37. Focus groups, questionnaires, interviews	01/05/09	30/09/09	Feedback		JH / CB
38. Report to JISC	16/09/09	30/09/09	Report	Report	CB

Members of Project Team:

AA = Anne Anderton
 CB = Carol Burrows
 GO = Gillian Ogden
 JC = Jenny Curtis
 JH = John Hodgson
 JR = Jamie Robinson