



LLYFRGELL GENEDLAETHOL CYMRU
THE NATIONAL LIBRARY OF WALES



Managing stakeholders and (creating) their expectations

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Chair, ARCW Digital Preservation Group

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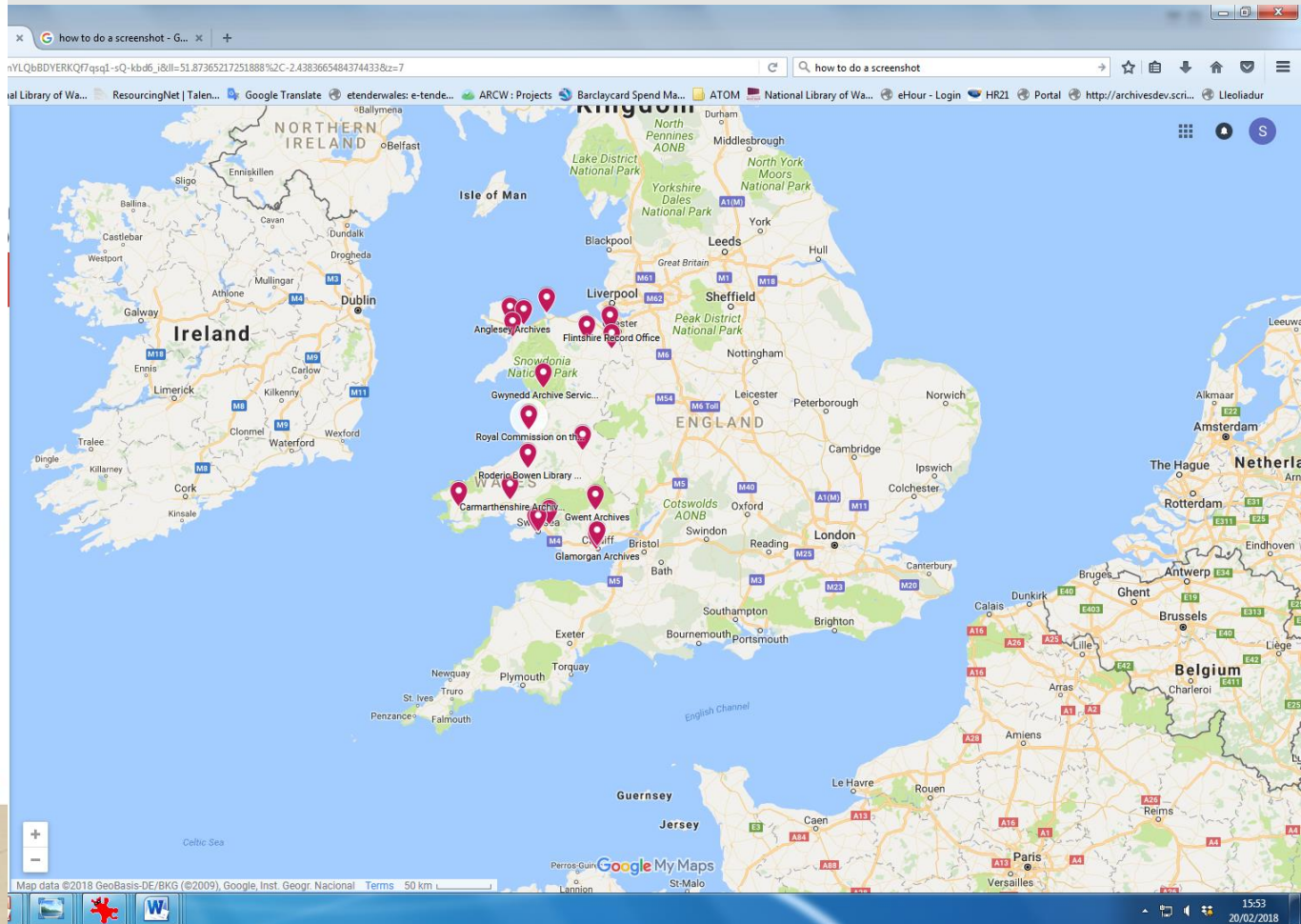
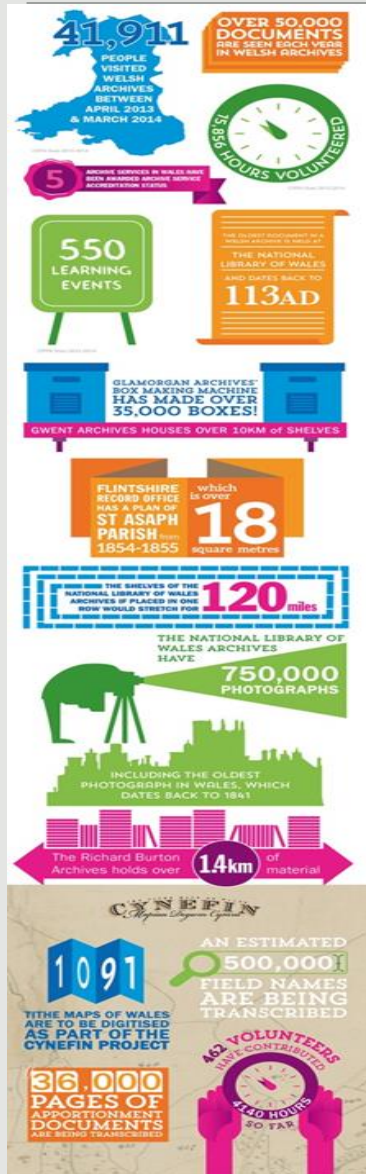
www.llgc.org.uk



ARCW Digital Preservation Project

- Co-ordinated by the Archives and Records Council Wales Digital Preservation Group (ARCWDP).
- Founded in 2009 to achieve the ARCW strategic objective: "To address the preservation and maintenance of digital records and the provision of access."
- Based on assumptions
 - that no one organisation could deliver for all
 - little additional funding available
 - differing requirements: access, storage, system integrations

ARCW Repositories



Project Partners



- 13 local authority services, includes archive and records management responsibilities
- 5 Universities: with Special Collections and Research Data Management responsibilities
- 2 National Institutions: NLW and RCAHMW



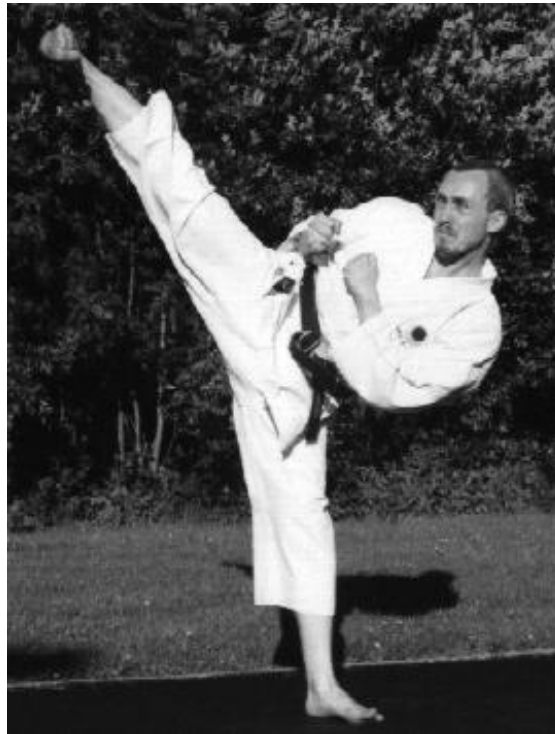
Business Case

8 objectives

- Collection of digital material from all sources
- Facilitation of deposit and metadata creation
- Provision of secure and trusted storage
- Appropriate, sustainable administration
- Support for preservation planning
- Effective management
- User access
- A robust framework for all ARCW partners developed and maintained

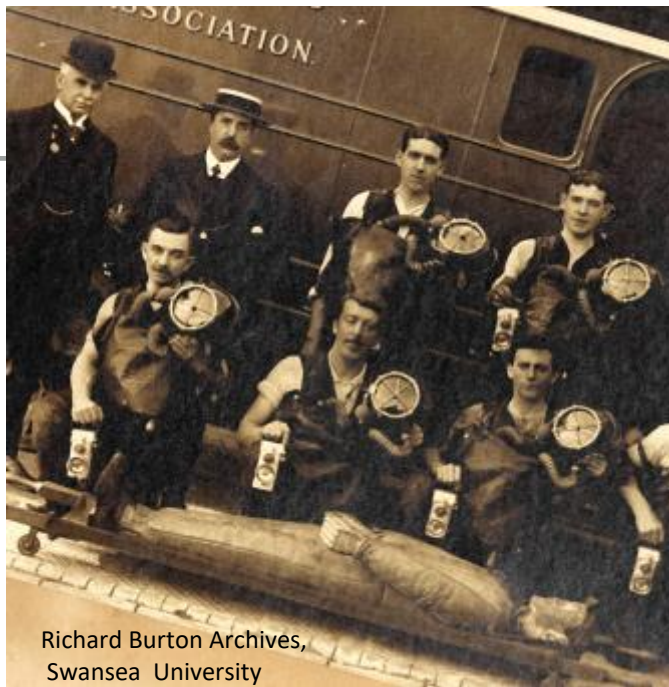
Establishing The Project

- Survey of institutions to identify issues and barriers
- Establishment of the Project Board and COW
- Securing of start up funding from MALD
- Employment of a project officer



Survey Of Needs

- Data:
 - Data not being consistently created
 - Data held in multiple locations: removable drives, hard drives, cloud
 - Differing quantities of data being stored Lack of data management: data held in various locations, insufficient metadata creation, lack of consistency
 - Varying level of data security : some open access and some restricted
- Strategic
 - Policy/advocacy
 - Governance framework
 - Technical infrastructure supporting organisational access
 - Sustainable (costings, capacity, skills)



Richard Burton Archives,
Swansea University

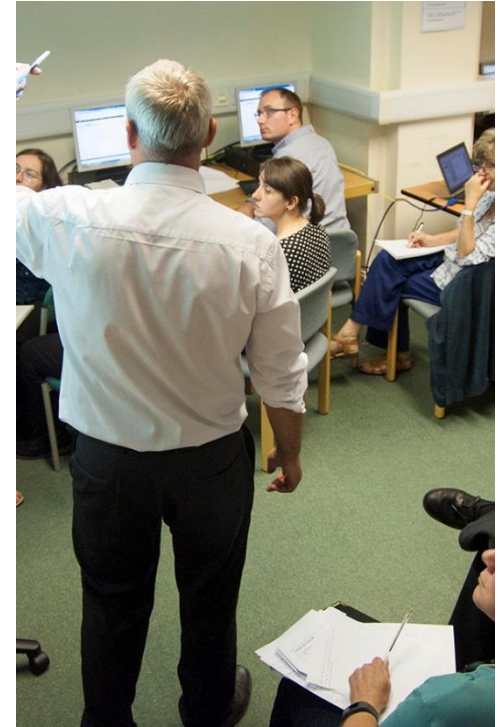


Conwy Archive
Service

Stakeholder Analysis

- Strategic stakeholders: project board, MALD
- Operational stakeholders: project managers and project team
- Indirect stakeholders:
 - Complexity in governance and reporting arrangements
 - Differing requirements: permanent preservation, records management requirements, research data
 - Depositors
 - Users
- Communications strategy
 - Series of events and roundtables

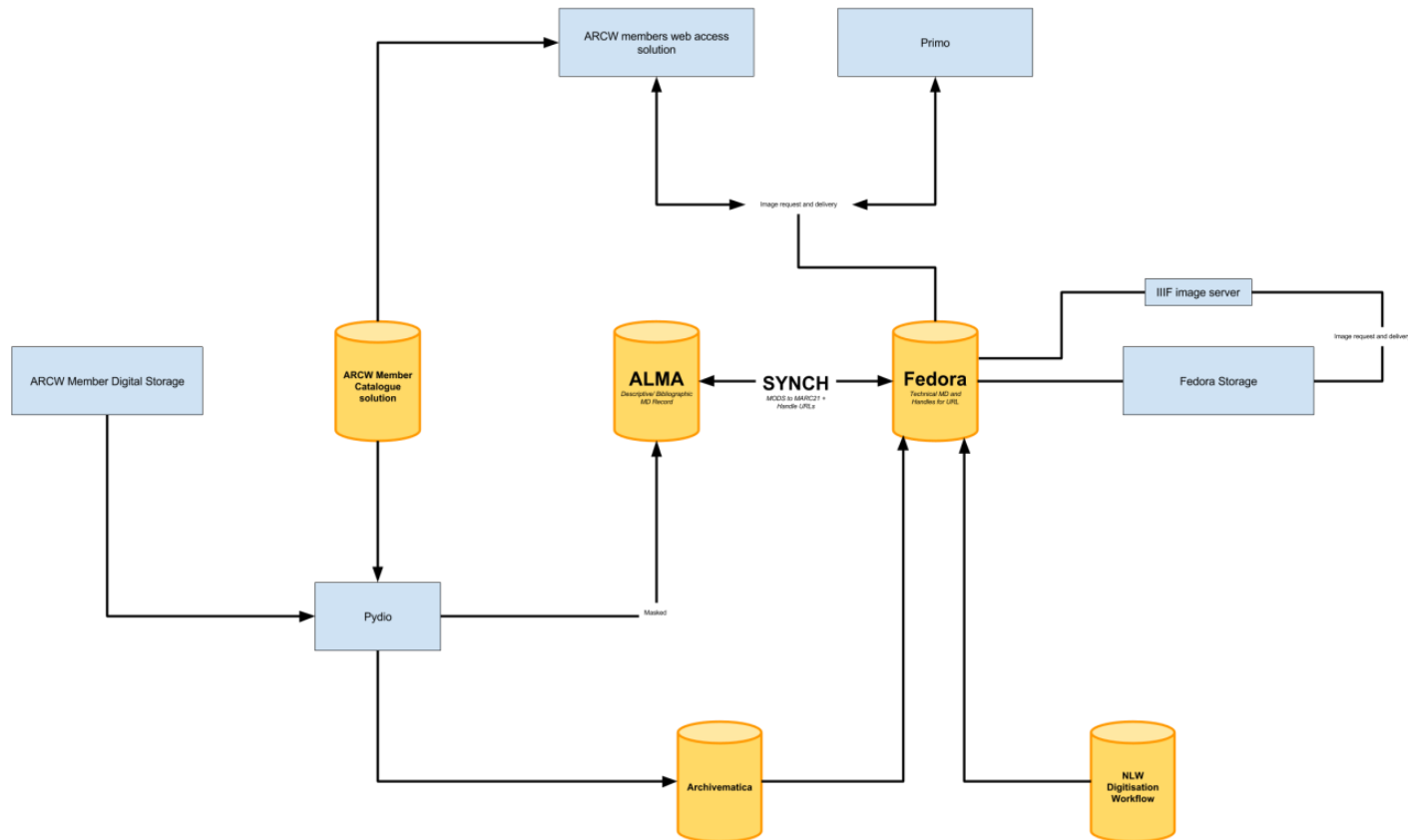
Stakeholder Engagement

A document titled 'Wales Archives Digital Material Donation Form'. It includes a header with the 'Archifau Cymru Archives Wales' logo. The form is divided into sections: '1. About the Data' and '2. Questions about the creation of the data'. It contains various fields for data collection, including 'Digital Collection', 'Title', 'Description of collection', 'End of main categories / individual items', 'Additional to a collection already held by Wales Archives?', and 'If so what is the name of the collection?'. There is also a section for 'File formats' and 'Software development'.

Developing An Appropriate Technical Infrastructure

- Selection of Archivematica
- Local installation and issues
- Archivematica in the Cloud
- Testing of Preservica
- Testing of Arkivum and use of separate pipelines
- Further development of Archivematica, including sponsored developments

Technical Infrastructure



Conwy In Action

The screenshot shows a web browser window displaying the Conwy Council CalmView website. The browser's address bar shows the URL: <http://calmview.conwy.gov.uk/CalmView/Record.aspx?src=CalmView.Catalog&id=CO1%2F1%2F8%2F2>. The website has a blue header with the Conwy Council logo and navigation tabs: Home, Chwilio/Search, Showcase, and Image Gallery. A search bar is located in the top right. The main content area is divided into two columns. The left column contains a sidebar with links: Ynglŷn â'r catalog, About the catalogue, Cwestiynau a ofynnir yn aml, FAQs, Dolenni cyswllt defnyddiol, Useful links, Help, Sut ydw i'n chwilio drwy'r gronfa ddata?, How do I search the database?, Beth sy'n chwiliadau derbyniol?, What are acceptable searches?, Geirfa, Glossary, Anfonwch atborth atom, Send us feedback, Yn ôl i Hafan Dudalen Archifau, Back to Archives, and Homepage. The right column displays the record details for CO1/1/8/2. It includes the title 'Cynllun Datblygu Lleol Conwy i'w Archwilio Gan Y Cyhoedd 2007-2002 (Argraffiad Diwygiedig 2011) / Conwy Deposit Local Development Plan 2007-2002 (Revised Edition 2011)' and a description of the plan. The description mentions that the plan includes a map, an initial consultation report, a youth-friendly version, a deposit document, a deposit plan representation form, a soundness self-assessment, 10 tests of soundness, a deposit LDP letter, and public notice. The website is running on Internet Explorer, and the Windows taskbar at the bottom shows the date and time as 14:54 on 16/03/2018.

File Edit View History Bookmarks Tools Help

Google Translate - index.php CalmView: Cofnod / Record

calmview.conwy.gov.uk/CalmView/Record.aspx?src=CalmView.Catalog&id=CO1%2F1%2F8%2F2

Most Visited Google Docs - All items ClocWeb 2.0 National Library of Wa... ResourcingNet | Talen... Google Translate etenderwales: e-tende... ARCW : Projects Barclaycard Spend Ma... ATOM National Library of Wa... eHour - Login HR21 Portal http://archivesdev.scri... Lleoliadur

CONWY
CONWY BOROUGH COUNCIL

Testun yn unig - Text only

Chwilio - Search

Home Chwilio/Search Showcase Image Gallery

Ynglŷn â'r catalog
About the catalogue
Cwestiynau a ofynnir yn aml
FAQs
Dolenni cyswllt defnyddiol
Useful links
▼ Help
Sut ydw i'n chwilio drwy'r gronfa ddata?
How do I search the database?
Beth sy'n chwiliadau derbyniol?
What are acceptable searches?
Geirfa
Glossary
Anfonwch atborth atom
Send us feedback
Yn ôl i Hafan Dudalen Archifau
Back to Archives
Homepage

Record
Cofnod / Record
CO1 - Records of Conwy County Borough Council
1 - Corporate
8 - Development

Cyfernod / Ref No CO1/1/8/2

Teitl / Title
Cynllun Datblygu Lleol Conwy i'w Archwilio Gan Y Cyhoedd 2007-2002 (Argraffiad Diwygiedig 2011) / Conwy Deposit Local Development Plan 2007-2002 (Revised Edition 2011)

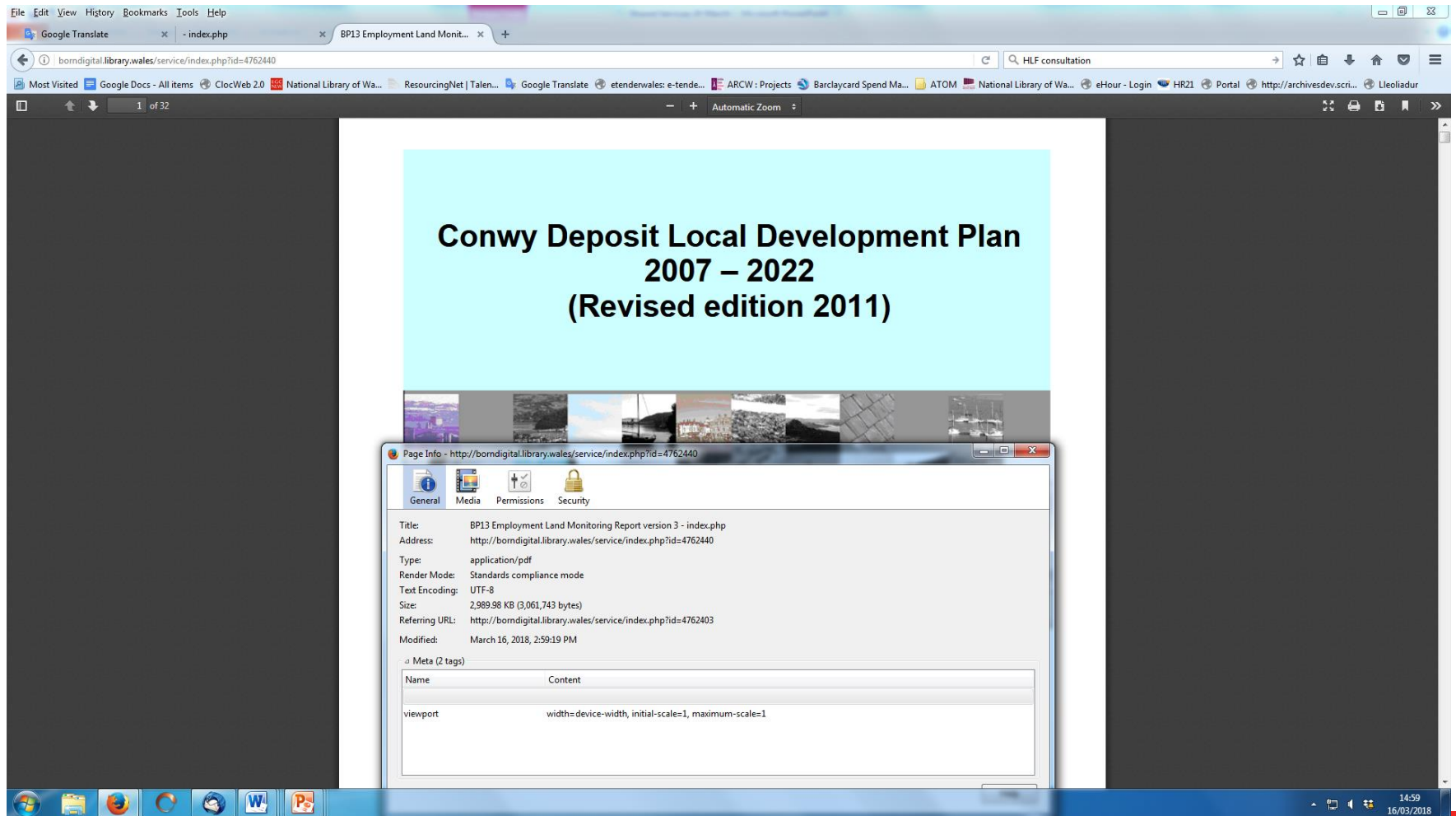
Disgrifiad / Description
Cynllun: Map Cynnyg, Adroddiad yr Ymgynghori Dechreuol, Fersiwn Cyfeillgar Leuenedd o'r Dogfen Adnau, Hunanasesiad Cadernid, 10 Proffon Cadernid, Llythyr CDLI Adnau a Hysbysiad y Cyhoedd, Dogfennau Canllawiau Cynllunio Atodol (Canllaw Dylunio i Berchnogion Tai, Safonau Parcio, Diogelwch Blaenau Siopa, Rhwyngedigaethau Cynllunio, Bioamrywiaeth a Chynllunio, Yr Iaith Gymraeg, Datblygiad Cynaliadwy, Adeiladau ac Adeileddau sy'n Bwysig yn Lleol, Prif Cynllun Bae Colwyn), Cynllun Datblygu Lleol Conwy i'w Archwilio Gan y Cyhoedd 2007-2002.

Dogfennau Cefndir:
Cynlluniau a Strategaethau Cysylltiedig, Rhagamcanion Poblogaeth ac Aelwydydd, Yr Adroddiad Opsynau Lefel Twf, Astudiaeth Cyflenwad Tîr ar Gyfer Tai, Astudiaeth Argeledd Tîr ar Gyfer Tai, Amrywiaeth Tai, Asesiad Marchnad Tai Lleol (Cam 1), Hierarchaeth Aneddiadau ac Asesiad Ffinau Anheddiad, Astudiaeth Hyfywra Tai Fforddiadwy, Gwerthusiad Cynaliadwydd / Asesiad Amgylcheddol Strategol, Asesu Rheoliadau Cynefinoedd, Asesiad Rhwystrau Gwyrdd, Adroddiad Monitro Tîr Cyflogaeth, Astudiaeth Tîr Cyflogaeth, Astudiaeth Manwerthu, Astudiaeth Hierarchaeth a Phrif Ardaloedd Manwerthu ac Eilaidd, Asesiad Risg Lifogydd Strategol Conwy, Astudiaeth o'r Prif Ardaloedd Llety Gwyliau, Asesiad Mannau Agored, Rheoli Gwastraff, Asesiad o'r Safleoedd y Gellir eu Darparu, Asesiad Galw am Safleoedd ar Gyfer Sipsiwn a Theithwyr, Adroddiad Sail Prif Gynllun Bae Colwyn, Adroddiad Moderneiddio Ysgolion Cynradd Cynfor Sir Conwy, Adroddiad Galw a Chyflenwad Lotment, Astudiaeth Ymarferoldeb Tîrlenwi, Ardaloedd Cymeriad Tirwedd, Yr Amgylchedd Hanesyddol, Diogelu Adnoddau Agregau, Cynllun fesuall camau, Gallu'r Diwydiant Adeiladu Tai, Adroddiad Galw a Chyflenwad Tiroedd Claddu, Yr Iaith Gymraeg, Papur Rhagdybiaethau Hyfywra Safleoedd, Cyfiawndad ar gyfer dileu safleoedd datblygu bwriedig a nodwyd yn y CDLI i'w archwilio gan y cyhoedd (Ebrill 2009), Cyfrifiad Anghenion Tai Fforddiadwy, Adroddiad Dewiadau Dosbarthu Twf, Astudiaeth Trafnidiaeth o Gynigion Dyraniad CDLI yn Abergele.

Includes Proposal Map, Initial Consultation Report, Youth Friendly Version of the Deposit Document, Deposit Plan Representation Form, Soundness Self Assessment, 10 Tests of Soundness, Deposit LDP Letter and Public Notice, Supplementary Planning Guidance Documents

14:54
16/03/2018

Content



Policy Framework

- Disparity in resources and cultures
- Different roles and legal frameworks
- Decision making complexity
- National policy that everyone could support
- Technical Appendix and supporting letter

From Project To Service

- Getting “buy-in” with restricted resources
- Develop more workflows: images, video, Office Docs
- Management of restricted access content
- Integration/interaction with other systems
- Comparison with other options

Experience Of Managing Stakeholders Expectations

- Developing expectations: advocacy and education
- IT issue
- Capacity issues and getting content to ingest
- Pace of project



Archifau Cymru Archives Wales

Wales Archives Digital Material Donation Form

Acc No:
Cat. No:

1. About the Data

Digital Collection: Hybrid Collections:
Covering Dates:

Title:
Description of collection:
List of main categories / individual items:

Additional to a collection already held by Wales Archives?
If so what is the name of the collection?

2. Questions about the creators of the data

Guidance for
any depositing your digital to help us to process your
A range of your Records
to first century technology re-
al deposits can be quite big,
they were created and what
or value. It will also help us to
ture.
If you hold any documentation
provide us with copies. This is
structure of any databases you
File Formats
Software development relea-
suring your records to any
<https://www.archivematica.org/>
likely to be able make your
Sometimes the look and fe-
different format. In this
provide us with the
records to a

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