

PARADIGM



Project overview

Identifying record creators

The project will identify at least two working politicians from each of two major political parties. Involvement of these individuals with the project will not only be worthwhile for the use of their archival material, but also for the profile and understanding that the cause of digital preservation will gain from working with these influential individuals.

In the case of the Bodleian Library, Oxford, which administers the Conservative Party Archives, the party would be the Conservative Party. In the case of the John Rylands University Library, Manchester, which works closely with the Manchester-based Labour History Archives and Study Centre (LHASC), the party would be the Labour Party. The project will in both cases sit outside of the formal arrangements for administering the party archives (as neither of these contains private papers). However, much will be gained by working with existing organisation networks, and using existing archival staff as part of the project team including efficiencies in communication, vast experience in dealing with political papers and politicians and established archival procedures.

Selecting archival materials

The politicians identified by the project will be chosen as examples of individuals currently creating documents in digital form that would be suitable for consideration as archival material. Project staff will then work with these individuals to identify tranches of material, both physical and digital that will be brought into the respective libraries to be considered as archival documents.

Learning about technical, organisational and legal issues in different contexts

Spreading the project across two institutions, individuals, and parties will ensure that the project will embrace a broad spread of content-types, organisational problems, legislative requirements (especially in relation to the Freedom of Information and Data Protection Acts) and IP-related issues, and ensure that the project will be representational.

Harmonising traditional archival processes with digital object management processes

Two parallel approaches will take place simultaneously, namely following the outline workflow identified in the OAI reference model, and on the 'traditional' side, the standard archival accessioning workflow. The project will compare the experience of operating these two workflows together, and will develop guidelines on how the two can be harmonised, and to identify barriers to working the two systems together, and to identify solutions as appropriate. Methodologies for the rapid appraisal of large quantities of e-records will be evaluated.

A Workbook for Digital Private Papers

A major element of the project will be the creation of a Workbook on Digital Private Papers, which will be created cumulatively as the project progresses. The workbook will detail the experiences of the project, outline best practice as identified through project staff working on the Project itself, comparing experience with other digital preservation activities, and through maintaining currency with the literature and best practice globally, through close liaison with groups such as the Digital Preservation Coalition.

Scope and boundaries

Although the project will focus on a particular type of archival material, namely digital private papers, the lessons learned should be applicable to the collection and management of a broad

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range of digital materials that share similar characteristics (e.g. created by individuals using standards, tools, and technologies over which the archivist has no direct influence; the need to guarantee that the authenticity of the deposited materials is preserved, etc.).

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Contact paradigm

We welcome feedback on any aspect of the project. If you have any comments or questions please email Susan Thomas (Project Manager) at susan.thomas@bodley.ox.ac.uk.

or write to:

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Department of Special Collections & Western Manuscripts
Oxford University Library Services
Osney One
Osney Mead
Oxford
OX2 0EW

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What's new?

A Workbook section relating to the establishment of the Paradigm digital repository is beginning to take shape. Visit the [Setting up the Paradigm Digital Repository](#) section of the Workbook.

On 12 December 2006 the project's Academic Advisory Board met to evaluate the historical value of digital objects and collections by exploring these through the default Fedora web interface. A report of the meeting has been published on the website.

The beginnings of a section looking at legal issues relevant to the preservation of the digital private papers of politicians has been added to the Workbook.

A glossary has been established as part of the workbook. This will continue to grow throughout the project - any suggestions or comments are welcome!

A section on Standards for archival description has been added to the Workbook.

Last updated 7 Feb. 2005.



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Welcome to paradigm

The **Personal Archives Accessible in Digital Media** (paradigm) project sees the major research libraries of the Universities of Oxford and Manchester come together to explore the issues involved in preserving digital private papers through gaining practical experience in accessioning and ingesting digital private papers into digital repositories, and processing these in line with archival and digital preservation requirements.

The project is funded for two years, January 2005-December 2006, under the JISC's programme "Supporting Institutional Digital Preservation and Asset Management".

Project outcomes

The outcomes of the project will include:

- A template for ensuring long-term access for institutional holdings of digital personal papers
- Best-practice guidelines in the form of a workbook on issues relating to the archiving of personal papers in digital form, made available in sections as they are completed
- Strengthened local institutional capacity for digital preservation
- Developed templates for institutional policies for collection development, retention, and disposal
- Practical test of digital repository softwares DSpace and Fedora and related tools
- Investigation and report on the potential of the Archives Hub as a provider of distributed access to digital content preserved by the project
- Research resources for 20th century political history in the form of new archival collections

Visit the About section to find out more.

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A section on Standards for archival description has been added to the Workbook.



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Project documents

In this section of the website you will find papers and reports on various aspects of the project. The Digital Private Papers Workbook will also be published here as it is produced.

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News and events

Additions to the workbook

A section on establishing the Paradigm digital repository is beginning to take shape. Visit the [Setting up the Paradigm Digital Repository](#) section of the Workbook.

[7 Feb. 2006]

Second meeting of the Academic Advisory Board

On 12 December 2006 the project's Academic Advisory Board met to evaluate the historical value of digital objects and collections by exploring these through the default Fedora web interface. A report of the meeting has been published on the website.

[7 Feb. 2006]

Legal issues concerning the archiving of digital private papers

The beginnings of a section looking at legal issues relevant to the preservation of the digital private papers of politicians has been added to the Workbook.

[4 Jan. 2006]

An evolving glossary

A glossary has been established as part of the workbook. This will continue to grow throughout the project - any suggestions or comments are welcome!

[16 Dec. 2005]

Workbook section on cataloguing

A section on Standards for archival description has been added to the Workbook.

[25 Nov. 2005]

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News Archive

Information about past news and events.

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Project partners

As major research libraries, the University Libraries of Oxford and Manchester have strong established collections in manuscript form, including the private papers of politicians. These papers are increasingly being created and offered to research libraries in digital format.

University of Oxford

The Bodleian Library holds one of the four most important collections of modern political papers in Britain. The collection includes the papers of six Prime Ministers, over one hundred Cabinet ministers and prominent Members of Parliament, as well as the Conservative Party Archives. Visit the website of the Modern Political Papers Department to find out more.

University of Manchester

The John Rylands University Library (JRUL) in Manchester holds the papers of Ramsay MacDonald, first Labour Prime Minister, and the papers of several other labour and trade union activists. See the online Special Collections Guide for more information.

The JRUL also works closely with the Manchester-based Labour History Archives and Study Centre (LHASC), which cares for the Labour Party Archive and is the only specialist repository for the political wing of the Labour movement. The LHASC holds the papers of prominent Labour politicians including Michael Foot, Eric Heffer and Judith Hart along with Communist politicians Harry Pollitt and Willie Gallacher

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Paradigm staff

Project directors

Dr Stella Butler

Head of Special Collections, John Rylands University Library of Manchester

Richard Ovenden

Head of Special Collections, Bodleian Library, University of Oxford

Michael Popham

Head of Oxford Digital Library, University of Oxford

Core project staff

Renhart Gittens

Software Engineer, Bodleian Library, University of Oxford

Janette Martin

Part-time Digital Archivist, John Rylands University Library of Manchester

Susan Thomas

Project Manager and Digital Archivist, Bodleian Library, University of Oxford

Supported by

Stephen Bird

Assistant Archivist, Labour History Archive and Study Centre

Jenny Curtis

Head of Digital Programmes, John Rylands University Library of Manchester

Richard Gartner

Pearson New Media Librarian & Metadata Strategist,
Oxford University Library Services

Dr Lawrence Goldman

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Editor in Chief, Oxford Dictionary of National Biography

John Hodgson

Keeper of Manuscripts and Archives, John Rylands University Library of Manchester

Helen Langley

Curator of Modern Political Papers, Bodleian Library, University of Oxford

Dr Nick Mansfield

Director, People's History Museum

Sheila Perry

Head of Bibliographical Services, John Rylands University Library of Manchester

Emily Tarrant

Conservative Party Archivist, Bodleian Library, University of Oxford

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Academic Advisory Board

The archival content, use, and long-term research value of the project will be guided by a small academic advisory board made up of historians, political scientists and archivists working in the Universities of Oxford, Manchester and Salford. This group will be chaired by Dr Lawrence Goldman of the History Faculty, University of Oxford, a specialist in 19th and 20th century political history and the newly appointed Editor in Chief of the Oxford Dictionary of National Biography.

Please read the Academic Advisory Board's Terms of Reference.

Academic Advisory Board Members

Dr Lawrence Goldman (Chair)

Editor in Chief, Oxford Dictionary of National Biography

Mr Simon Bailey

Keeper of Oxford University Archives

Dr Martin Conway

Lecturer in Modern History, University of Oxford

Dr John Davis

Lecturer in Modern History, University of Oxford

Professor Steven Fielding

Professor of Contemporary Political History, University of Salford

Dr Alex May

Research Editor, Oxford Dictionary of National Biography

Dr Kevin Morgan

Department of Government, International Politics and Philosophy, University of Manchester

Meetings

The Academic Advisory Board will meet bi-annually, alternating between Oxford and Manchester. A list has been established to keep members in touch with the project between meetings.

Meeting 1

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The first meeting of the Academic Advisory Board took place at St. Peter's College, Oxford, on 18 April 2005. Further information about the meeting, including a report, is available.

Meeting 2

The second Academic Advisory Board Meeting took place at the John Rylands University Library, Manchester, on 12 December 2005. Further information about the meeting is available.

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Workplan

Workpackage 1: Production & Ingest; Creation & Accession; Administration & Rights

- Survey structure of private papers
- Identification, appraisal and selection of material, working with identified politicians to identify and agree on suitable material for archiving
- Formal ingest to the digital archive using OAIS principles (file-naming conventions, checksum, persistent identifiers)
- Assessment of the impact of key legislation: Freedom of Information, Data Protection, Public Records, Copyright, SENDA, etc.
- Access and Use rights (levels of access)
- Develop changes to institutional policies on collection development, retention and disposal
- Create and implement IPR metadata schema
- Develop deposit documentation (agreement and supporting documents, and metadata elements)
- Make arrangements for ensuring the authenticity of data

Workpackage 2: Metadata & Storage

- Develop METS package in accordance with OAIS principles to include: descriptive cataloguing (EAD using ISAD(G)2); preservation metadata (based on RLG/OCLC schema); administrative metadata; rights metadata.
- Associate archival entities with metadata in the identified physical storage in accordance with OAIS principles (dark vault/grey vault)

Workpackage 3: Access & Use

- Research, implement and maintain interface to the digital repository
- Investigate the feasibility of using deposited materials in learning and teaching
- Investigate the potential of the Archives Hub to provide distributed access to the digital private papers, or to metadata about the papers
- Implement suitable authentication mechanisms

Workpackage 4: Technical Options

- Assessment and implementation of open-source software to hold and deliver the metadata (working with OS Watch)
- Assessment and implementation of storage options in accordance with OAIS principles (dark vault/grey vault)
- Assessment and implementation of data transfer processes in accordance with OAIS principles (from creator to archive)
- Research, implement and maintain data authentication mechanisms (digital stamping)

Workpackage 5: Dissemination

- Create, maintain and archive project website
- Participate in Digital Preservation Coalition Fora
- Publicise changes to institutional policies on collection development, retention and disposal
- Disseminate project conclusions via Roadshow
- Publish sections on the project workbook on the website as they are created; keep the workbook updated
- Submit papers about aspects of the project to relevant publications

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