Notes from 5th Icon DN meeting

29-10-2015 14:00 Wellcome Trust

Present:
- Sarah Bashir
- Gillian Boal
- Clare Finn
- Ana Paula Hirata Tanaka
- Jennifer Marchant
- Jennifer Murray
- Haris Theodorakopoulos
- Thanasis Velios
- Francesca Whymark

Apologies:
- Angela Craft
- Jane Eagan
- Joseph Padfield
- Heather Ravenberg
- Anne-Marie Steel
- Joyce Townsend

Documentation group as an Icon Network

Icon has now approved the proposal for the fomation of the Icon Documentation Network (Icon-DN). Icon-DN is the first Network in Icon and it will be testing the Network model. An email needs to be sent to the Icon group chairs to nominate a member of their group as a regular contributor to the Documentation Network. A formal announcement of the Network needs to be written to be sent as part of the Icon newsletter and as a weblog post on Icon's website. Katie Allen, who is responsible for Icon's website, will setup a set of pages for the Network so that the content from the temparary consdoc.org.uk website can be moved to the main Icon website.

Action – Thanasis Velios to email the Chair of the Group-chairs Group and request that Groups nominate Network participants.

Action – Jennifer Marchant to draft an announcement based on existing text and including the scope of Networks and circulate to the list for comments, before sending to Katie Allen.

Action – Francesca Whymark to contact Katie Allen and oversee the transfer of content from the consdocs.org.uk website. Francesca to argue for public availability of the Network's content.

Proposals for Icon conference 2016

Three abstracts were submitted and discussed in the group (Clare Finn, Charis Theodorakopoulos and Thanasis Velios). After discussion it was decided that all abstracts would be submitted to the plenary sessions with the option of presenting them as a bundle if necessary.

A discussion session was also proposed as a separate Network activity at the conference and Jennifer Marchant has offered to act as a facilitator during that dicsussion.

The idea of offering training sessions on ConservationSpace and CIDOC-CRM was considered positively but it was decided that perhaps it is too early to pursue that at this stage.

The group also discussed the conference's trade show and the fact that software companies producing documentation software with a conservation add-on should be approached and urged to take part in the show.

Action – Thanasis Velios to submit the three abstracts and propose the idea of the discussion to the conference organisers. (please note that this is now done)

Action – Sarah Bashir to compile a list of software companies (perhaps after consulting with Collections Trust website) and approach the conference organisers to recommend these companies as possible trade show participants.

Progress on points from the 4th meeting

The group went through the action points from the 4th Icon DN meeting and some further points were made:

1. Horniman Thesaurus: Louise Bacon has now retired from the Horniman and was unable to put us in touch with someone who could share the Horniman Thesaurus.

Action – Gillian Boal to follow up with a possible link with the Horniman.

2. Layered documentation: Thanasis Velios reported no progress in this matter, but it is something that could be revisited at the conference since it is relevant to Clare Finn's paper and it could also be one of the points of discussion.

Action – Jennifer Marchant to add this as a possible item for discussion during the conference.

3. Stakeholders list: Francesca Whymark reported that the stakeholders list has not significantly changed since the last meeting. The group agreed that there is no urgency to complete this and that with its new status more members from stakeholder organisations might join the group.

4. Library of documentation forms: Clare Finn said that since the group is hardly established it was not easy to pursued this point. The recommendation is to approach people again after the Icon conference and request that they contribute their documentation forms.

5. ConservationSpace screencast: Few members of the group had the chance to look at the video. Thanasis Velios mentioned that the system is focussed on workflow and we are still to clarify how much information can be stored as separate field data and how much as free-text.

Action – Thanasis Velios to circulate again the link. All to request login details from Thanasis Velios.

6. Proposal for Icon future plans: Thanasis Velios suggested that the overall path of the Network be reconsidered as part of the conference discussion and when other Icon members join the Network.

A.O.B

1. BL presentation: Francesca Whymark reported that she is planning a presentation to BL staff about documentation and that she will report back to the group after that takes place.

2. V&A documentation: Sarah Bashir reported that the V&A has a new documentation system and a dedicated member of staff who worked with the various studios to assist with their documentation.

Action – Sarah Bashir to contact the V&A and find out who would be willing to give a short presentation about the V&A's new documentation system.

3. Following a discussion an important point was raised: that the group should not ignore the importance of documentation for digital art and also science data which tend to be considered somewhat different than the core conservation records.

4. Articheck: Annika Erickson has requested that she demonstrates the Articheck software to the group. It was agreed that we will ask her to take part in the trade show and perhaps give a demo of the software at the end of the conference discussion session.

Action – Thanasis Velios to contact Annika Erickson and offer these options.

There was no decision on the date and place of the next meeting, but the Welcome Trust is again a possibility, as is Chelsea College.