

# Notes from 6<sup>th</sup> Icon DN meeting

07-04-2016 14:00 Wellcome Trust

## **Present:**

- Sarah Bashir
- Gillian Boal
- Jennifer Gozalez Corujo
- Angela Craft
- Deborah Farndell
- Clare Finn
- Anna Johnson
- Jennifer Murray
- Michael Nelles
- Anne-Marie Steel
- Rebeca Suarez Ferreira
- Ana Tam
- Thanasis Velios
- Francesca Whymark

## **Apologies:**

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- Jane Eagan
- Jennifer Marchant
- Heather Ravenberg
- Haris Theodorakopoulos

## ***Documentation Network management***

There was an update about action points identified in the previous meeting:

1. The blogpost/announcement of the Network, written by Jennifer Marchant is now published here: <http://icon.org.uk/news/blog-why-conservators-need-good-documentation>
2. Group Chairs requested a short text describing the responsibilities of the Group representatives to the Network. A list of attendees was circulated where Network members volunteered to act as representatives of Groups. It was clarified that the Network is open to anyone and not only Group representatives.

**Action** – Thanasis Velios to email the Chair of the Group-Chairs group with a short description of responsibilities and propose the volunteers as possible choices.

Francesca Whymark gave an update about the website. All web content has now been migrated from the old consdoc.org address to the Icon website. There was some discussion on whether the minutes of the meetings should be organised by date and also by subject. The Icon office thinks this can be done by using tabbed pages. The list of keywords which will tag minutes as subjects needs to be defined.

**Action** – Francesca Whymark and Thanasis Velios to discuss this further and propose something to the Network at the next meeting.

## ***Icon conference 2016***

Four abstracts have been assigned to the documentation sessions. Another one was accepted but the author withdrew it because of lack of funding. The titles are:

- Towards a national documentation strategy: the role of the Icon Documentation Network, Athanasios Velios
- The issue of documentation, Clare Finn
- Development of the Northumbria University art, materials and conservation research archive, Charis Theodorakopoulos and Jane Colbourne

- A Significant Statement: New Outlooks on Treatment Documentation, Jan Cutajar, Abigail Duckor, Dr. Dean Sully and Harald Fredheim

Two discussion sessions have also been scheduled. The subjects of the sessions are:

1. Documentation in practice: how do people do it? are there dedicated members of staff in conservation departments dealing with documentation? Are conservators defining requirements? Are IT departments responding? what software are people using? What is working? What isn't working? How are people trained? Training?
2. Scope of documentation in conservation: why do we document? Is it an internal exercise? How often do we lookup earlier records? How can these records be used as part of a collective professional knowledge (Thanasis will be speaking about those during his paper). layered approach – does the question of why change with different contexts? Data standards? Future use?

Jennifer Marchant will chair the two sessions and will act as a facilitator during the discussions.

The group was asked how many are going to the Icon conference. Ana Tam, Clare Finn and Thanasis Velios will be going. Pending funding confirmation, Rebeca Suarez Ferreira will be going. If Rebeca Suarez Ferreira is successful with funding then she will be keeping notes during the discussion sessions, otherwise Thanasis Velios has offered to do that. It was noted that the number of group participants joining the conference is small. Congress participants will be urged to contribute survey forms and documentation examples to the Network. The group will have some examples at the conference as points of reference.

**Action** – All to share examples with the group – deadline two weeks before the conference, Thanasis Velios to compile these for the conference.

Sarah Bashir reported on the conference trade show. She compiled and forwarded a list of companies which produce software used in conservation documentation. While all of the companies were contacted none decided to be present at the trade show. This triggered a discussion on why this is the case. The group thought that one reason is the fact that conservators do not make decisions on the choice of systems purchased by big organisations. Anne Marie Steel proposed that we should establish links with professionals who typically make these choices for organisations and try to identify systems that are mutually useful. Rebeca Suarez Ferreira noted that issues of sustainability and long-term digital preservation are not considered.

**Action** – Anne Marie Steel to expand the stakeholders list and discuss at the next meeting.

### ***Progress on points from the 5<sup>th</sup> meeting***

The group went through the action points from the 5<sup>th</sup> Icon DN meeting and the following were discussed:

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. We have not managed to establish a new connection with the Horniman.

**Action** – Rebeca Suarez Ferreira to get in touch with fellow students in placements at the Horniman about the thesaurus.

**Action** – Michael Nelles to contact Icon members from the Horniman about the thesaurus.

### ***Reports***

1. Understanding Historic Buildings feedback: This report was forwarded to the list for comments and these were received and sent back to the Icon office. These comments can be found in the mailing list archives.

2. SPECTRUM feedback: The group reviewed two procedures of SPECTRUM related to conservation: a) Object Condition Checking and Technical Assessment and b) Conservations and Collection Care. A number of comments were made and discussed which will be compiled in a separate document.

**Action** – Thanasis Velios to compile the relevant comments and circulate to the group before forwarding them to Collections Trust.

### ***A.O.B***

No other business was discussed.

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

### ***Presentations***

Following the meeting Arran Rees from the V&A presented the newly developed conservation documentation system to the group and Annika Erikson presented the mobile app Articheck.