

# Notes from 8<sup>th</sup> Icon DN meeting

22-03-2017 14:00 Wellcome Trust

## **Present:**

- Avery Bazemore
- Simona Cenci
- Frances Coles
- Annabel Enriquez
- Sarah Jarron
- Magdalena Kozera
- Jennifer Marchant
- Jennifer Murray
- Michael Nelles
- Joe Padfield
- Annika Pahlsson-Giddings
- Heather Ravenberg
- Stefania Signorello
- Michelle Stoddart
- Mika Takami
- Ana Tam
- Thanasis Velios

## **Apologies:**

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- Sarah Bashir
- Clare Conybear
- Jane Egan
- Lorraine Finch
- Clare Finn
- Deborah Farndell
- Vicky Garlick
- Anne-Marrie Steel
- Mary-Jane Tsang
- Francesca Whymark

## ***Documentation Network management***

New group representatives from this meeting:

- Stained Glass: Sarah Jarron

The Icon board has discussed and approved the idea of the Network as a generic structure and the existence of the Icon Documentation Network last September, following a report by Michael Nelles. The group thanked Michael for his support in getting this approved by the Icon board.

The Doodle Polls are considered a useful way to schedule meetings. Some commitment on the votes of the poll is necessary to make these work. By voting on a date which has been selected and withdrawing at a later stage means that we are excluding members who would otherwise be able to attend.

There was a long gap from the last meeting and the group decided to hold two annual meeting at the Wellcome around March and around September. Smaller (online or in person) meetings can be held by the various working groups. Trello and similar tools can be used for task management.

The group discussed that the Network's progress depends on one person organising the meetings and pushing action points. It was agreed that this is not a robust model and that organisational responsibilities should be shared, perhaps on a rota basis.

## ***Progress on points from the 7<sup>th</sup> meeting***

The group went through the action points from the 7<sup>th</sup> Icon DN meeting and the following were discussed:

1. Summary document of Icon DN resources / strategy: Clare Finn summarised an earlier document by Jane Egan about the state of documentation with a particular focus in education. Jennifer Marchant circulated a document with a ideas on the possible outputs/activities of the Network. A few members of the group need to carry on working on this to produce a draft and to circulate to

the group for comments. A range of online tools can be used for collaborative editing such as Google Docs.

**Action** – Thanasis Velios to circulate Clare's document to the list. Jennifer Marchant to produce a draft and circulate.

2. Archive of documentation forms / questionnaire: Clare emailed to report that there have been no new forms submitted. Frances Halahan has not got in touch in terms of the progress of the questionnaire. This is considered a core aspect of the Network's scoping exercise and needs to be taken forward.

**Action** – Sarah Jarron and Jennifer Marchant to start drafting the questionnaire and circulate it to the group.

3. ReCollections: The group got an update about the origin of reCollections which was an Australian government project in the 00's. Any outputs from the Icon-DN can be mirrored in reCollections with appropriate references. Icon leaves the responsibility of what material to share openly to the Networks.

4. Icon-DN webpages: Francesca Whymark has updated the list of Group representatives and also restructured the page with the minutes, by entering short descriptions of the subjects discussed in each meeting. The renewal pages now include a checkbox to “subscribe” to Networks.

### ***Update from working groups***

Since the last Network meeting there have been two working group meetings (Jane Eagan, Maria Kalligerou, Michelle Stoddart and Thanasis Velios on Book and Paper and Sarah Jarron and Thanasis Velios on Stained Glass). These meetings were test runs for a small pilot project to showcase the benefits of data integration in conservation. Thanasis Velios gave a presentation to report on these. The group formulated three additional issues which need to be addressed in relation to integration: a) sharing records openly is not part of the current institutional culture, b) the elaborate technicalities of the methods mean that there need to be user-friendly tools and c) private conservators do not have the resources to undertake such exercises. The working groups will continue work by identifying small datasets and try and build a mock system to showcase benefits. If this is successful, following a publication, a grant application for further work can be made.

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

Michael Nelles informed the group that Networks will have £1000 in the next year to cover possible costs for events or activities.

ConservationSpace was again discussed and there has been some communication initiated by Jennifer Marchant indicating a possible release date in June 2017. It was reported that the National Library in Washington is primarily using ConservationSpace and driving its development. Joe Padfield contributes to that project and Anne-Marie Steel has contributed in the past. Several members of the Network have enquired for a demo login but so far providing login details has been impossible.

There was no decision on the date and place of the next meeting, but the Wellcome Trust is again a possibility with a date around September.

### ***Presentations***

Following the meeting Ana Tam, Annika Pahlsson-Giddings and Annabel Enriquez gave presentations on Git, The National Archives and ARCHES respectively.