

# Notes from 9<sup>th</sup> Icon DN meeting

07-12-2017 14:00 Wellcome Trust

**Chair:** Jenny Marchant

**Secretary:** Sarah Jarron

**Present:**

- Anne-Marrie Steel
- Simona Cenci
- David Leigh
- Helen Lindsay
- Rebeca Suarez Ferriera
- Sarah Jarron
- Jennifer Marchant
- Joe Padfield
- Stefania Signorello
- Ana Tam
- Clare Finn
- Thanasis Velios

**Apologies:**

- Angela Craft
- Peter Whitehead
- Deborah Farndell
- Heather Ravenberg
- Mary-Jane Tsang

## 1. **Documentation Network management**

New group representatives from this meeting:

*There were no new representatives announced*

## 2. **Matters Arising from 8th meeting**

There were no matters arising from the previous minutes

## 3. **Management of the group – Jenny Marchant**

A subset of the group met in March to discuss the administration of the Documentation Network. It was decided to run future meetings with a rolling Chair and Secretary. Subgroups were established to work on specific projects. These groups are being administered through Trello. Trello is an online system which can be used to plan group activities. Boards can be created for projects, which people can join. It is hoped that the inclusion of subgroups will increase the progress made on a variety of projects between meetings.

**Action:** Ana will send a Trello link to the JISC mailing group

N.B For the next meeting Jenny Marchant will continue as chair and Sarah Jarron will continue as secretary. These positions will then be reviewed.

## 4. **Documentation survey - Sarah Jarron/ Jenny Marchant**

A draft of the Documentation Survey was emailed to the Network ahead of the meeting, in order that feedback could be collected. Rebeca has already completed a survey as part of her PhD. Both questionnaires will be compared so that work is not repeated. Rebeca's survey gained results from 18 museums as well as some individuals. Additional ideas were discussed in relation to the survey, such as how people access previous or archived documentation and how and why this is used.

It was also proposed that the purpose of the survey needs to be clarified, so that people can be motivated to complete it. The survey should be created using an online accessible format such as Survey Monkey

**Action:** Sarah and Jenny to compile suggestions and create a final draft, ideally before the end of January.

**Action:** Rebeca will compare the questionnaires to ensure work is not repeated

## **5. Review of BSI EN 16095 Conservation of cultural property. Condition recording for movable cultural heritage – David Leigh**

David introduced the British Standards, in particular Standard BS EN 16095, which includes guidelines for condition reporting. He also announced that BS EN 15898: 2011 *Terms and Glossaries used in Conservation* – is due to be revised and that experts are sought for this process. The standards are each revised on a 5 year cycle.

There was a debate about the accessibility of the British Standards (they are very expensive to buy) and whether it would be counterproductive for this group to get involved in producing guidelines that could not be freely shared. It was agreed that the British Standards are useful and can have legal weight if associated with written contracts. The last working draft could also be shared publically. However, there were concerns that it could be difficult to distinguish between information that could be shared and that which was secure. It was decided that as a group, the Documentation Network would like to produce an information hub that is accessible to all. However, interested individuals should contact David directly.

## **6. Update from CICOC-CRM special interest group – Thanasis Velios**

Thanasis provided an update from the CRM Special Interest Group. The CRM ontology can be used to map conservation records so that they can be integrated and queried jointly online. The CRM can be extended for application to more specific domains. One of the extensions is the CRMsci – the Scientific Observation Model which applies to conservation. The CRM SIG is inviting reviews of the CRMsci. Thanasis can pass feedback to the SIG if necessary. There is no deadline for this work. However, it would be good to get feedback ASAP as the next CRM meeting is in January. Joe is working on a pilot CRM mapping for objects and paintings and can work on this with Thanasis.

**Action:** Thanasis to circulate the CRM document to the group for feedback.

## **7. Update on ResearchSpace and ConservationSpace – Jenny Marchant/ Jo Padfield**

These systems were showcased at a conservators symposium at the British Museum. Version 2.12 (of ConservationSpace) is advanced and now in use. However, this system has only been adopted by large museums and there are currently no small private firms using this software. ConservationSpace is a dynamic content management system. There are videos on Youtube demonstrating how it works. It includes set models for recording information and is available as a monthly subscription. It is going to be rolled out in the conservation schools so that students are taught how to use it.

ResearchSpace is a more generic piece of software and the company who have been working on ResearchSpace for the British Museum, Metaphacts, are collaborating with Amazon which has recently purchased Blazegraph – one of ResearchSpace's core components.

## **8. Documentation of Preventive Conservation – Helen Lindsay**

Associated with the ICON collections Care group, Helen has surveyed 150 organisations enquiring about what is in place for collections care and what is documented. Her research also paid particular attention to legacy issues and what contingency plans institutions have in place to ensure information is not lost when staff leave. She found there was no clear rationale behind why some information was kept and some discarded. Helen has written a paper about her results, which is currently in peer review. Within this paper she has also made recommendations, e.g. recording where equipment came from and producing annual reviews of how documentation is created. She is interested in exploring how this work may connect with what the Network are doing, this could be explored further at a later meeting.

## **9. ICON conference, Belfast 12<sup>th</sup>-14<sup>th</sup> June 2019**

The next ICON meeting has been announced and the Documentation Network would like to ensure it has a visible presence. The audio files from the 2016 conference will be shared with the Network. A suggestion was made that the Documentation Group could run mini workshops for relevant software such as ConservationSpace.

**Action:** *Thanasis to share the audio files with the Network.*

**Action:** *Group members to bring ideas for the conference to the next meeting.*

## **10. AOB**

1. Attention was drawn to the Conservation Journal article by the UCL concerning documentation. It was agreed that this was a very useful contribution and worth reading.

2. Rebeca will add a paper to Trello, to which everyone can contribute

3. It was extremely difficult for those joining the meeting online to hear the conversation at today's meeting. It transpires that the microphone in the centre of the table was not working, and that the only microphone was situated on the monitor at the end of the room.

**Action:** *Stefania to investigate fixing the central microphone before the next meeting.*

## **Date of next meeting will be planned for March at the Wellcome Trust, London**

**Action:** *Anne-Marie to find dates that work for the Wellcome collection and then to send out a doodle poll*