

Notes from 10th Icon DN meeting

18-04-2018 14:00 Wellcome Trust

Chair: Jennifer Marchant

Secretary: Francesca Whymark

Present:

- Gillian Boal
- Nicola Kiddle
- Jennifer Marchant
- Annika Pahlsson
- Stefania Signorello
- Anne-Marie Steel
- Rebeca Suarez-Ferrera
- Ana Tam
- Sarah Vandegeerde
- Thanasis Velios
- Francesca Whymark

Apologies:

- Simona Cenci
- Angela Craft
- Clare Conybeare
- Jane Eagan
- Frances Halahan
- David Leigh
- Jennifer Murray
- Heather Ravenberg
- Mary-Jane Tsang

Minutes of the 9th meeting

There were no corrections to the minutes.

Matters arising not included within the agenda

Trello: Ana Tam sent a message to the JISC mailing group about Trello but there has been limited uptake so far, only two people contacted her for access. Jennifer, Sarah and Rebecca found it useful when working on the Documentation Survey and it is currently being used for admin/management of the Network, for example organising meetings.

Action: Ana will send out another message to the JISC mailing list to invite members to use Trello.

1. Update on British Standards Institute (BSI) documents

Jennifer Marchant gave an update from David Leigh, sent with his apologies:

Seven of the BSI conservation standards are now being offered to members of Icon at a 25% discount; the most recently published standard, BS EN 16893 on buildings for collections, is offered at a 10% discount. See the Conservation Standards page on the Icon website for the full list.

Action: Francesca Whymark to promote this via the DN webpages.

It appears that two of the existing standards on condition reporting are not now going to be revised.

A plethora of new work items are being proposed, including one from the UK on the management of collections, in effect a new look at PAS 197 [*Code of practice for cultural collections management*].

Further update from David: *It was agreed at the CEN Plenary meeting [on 19 April 2018] that the collection management standard could become a new work item, to be worked up as a European standard, with the project led by the UK. There is another proposal—on treatment documentation—which I shall communicate in due course.*

Thanasis made an observation that the thesaurus standard BS EN 15898-2011 is a generic vocabulary on conservation and does not include domain specific terms to be used, for example, as lookup lists.

Documentation Survey

The group discussed the Documentation Survey sent by Sarah Jarron in advance of the meeting. It was agreed that this is now ready to go out. A brief discussion of the best way of collecting the survey information followed and it was agreed that an online survey tool would allow the data to be easily analysed. Several options were suggested, including esurv.org (favoured by Sarah and Rebeca), which has the advantage of being open access and allowing data to be exported to Excel or as a PDF, and survey monkey, which has both free and paid versions, with the free version being more limited.

Action: Jennifer to contact Michael Nelles at Icon to discuss how to access funds if we wished to subscribe to a paid survey tool that could also be utilised by other Icon groups/networks.

Action: Sarah to prepare the survey using an online survey tool (final discussions via Trello) and liaise with Michael to get it sent out to the Icon membership.

3. Update on the aims of the Network

Jennifer suggested that the Network's aims needed to be re-focussed (this was later echoed by Gillian). She shared a mission statement and scope statement which she had drafted.

Action: Jennifer to circulate this via the JISC mailing list and/or Trello

There followed a discussion of the Network's stated aims at the first meeting in November 2013 and how these might have changed. There was a desire to create some tangible outputs and a discussion of what would be realistic considering the Network consists of volunteers.

The following ongoing areas of focus were agreed:

- Network members, through their own projects related to documentation, will seek to further the aims of the Network and report back to the group where possible.
- The Network will continue to offer comment and consultation on standards and guidelines related to documentation.
- The Network will offer support to individuals that are working on projects related to improving/developing standards for conservation documentation.
- The Network will continue to promote linked data and the adoption of data standards such as CIDOC-CRM.

The following specific outputs were agreed for development/continuation:

- The development of guidelines for best practice has been a stated aim from the beginning but has proved difficult to take forward. Gillian agreed to consider this and recruit additional support. Rebeca also offered to help with this and believes the results from her survey provide suggestions of some things that should be included.

Action: Gillian Boal, Rebeca Suarez-Ferriera and others.

- Jennifer has been working on a literature review to support her work at the Fitzwilliam. She and Francesca will work to develop this into a bibliography and list of resources that can be shared via the DN webpages.

Action: Jennifer Marchant /Francesca Whymark

- The Stakeholder list that was developed in the early stages of the Network has not been taken advantage of. Francesca/Anne-Marie will take another look at this and in particular seek to include commercial companies developing collection care/collection management and BIM software and systems (Ana to advise) and to identify key contacts within these companies with a view to inviting them to **Icon19**.

Action: Francesca Whymark/Anne-Marie Steel/Ana Tam

- Library of sample condition reports. It was felt this would be useful to develop in advance of the conference, where it could be disseminated.

Action: Jennifer to follow up with Claire Finn

4. Plans for *Icon19*, Icon's next triennial conference in Belfast in July 2019

Several of those present said they expected to attend, although it was difficult to be certain at this early stage. It was agreed that the Network should have a presence at the conference and that a mixture of min-workshops, presentations and panel discussions would be the most useful sessions to have. The lack of success in persuading software companies to attend the last conference was disappointing and it was agreed that the Stakeholder List could be used as a way to develop relationships with these companies and hopefully encourage them to attend in 2019.

Action: Jennifer to seek more information from Michael at Icon about the format of the conference and

the timeline for submissions.

Suggested presentations/panel discussions

- What we want from a collection management and/or documentation system; user feedback on particular systems; lessons learned.
- *Jennifer*: Procuring a new collection management system for the Fitzwilliam Museum.
- *Ana*: Data management and incorporating technology in our daily working.
- *Annika Pahlsson*: Development of a new documentation system at The National Archives.

Suggested mini-workshops

- *Thanasis*: CIDOC-CRM and linked data.
- How to prepare a tender document for a collection management/documentation system.
- Review of condition reports; what works what doesn't.
- *Rebeca*: The ways in which our individual perspectives or biases affect how we document objects. This would include quickly drawing and assessing an object and discussing what was/wasn't included and why.

Trade show

Axiell; Neqoda; ConservationSpace; BIM software companies; Zooniverse...

Action: All to contribute to a list of companies to invite to the trade show (on Trello).

Next meeting

It was agreed that the next meeting would be held in late-September or early-October.

Action: Anne-Marie and Stefania to liaise regarding meeting room availability at the Wellcome and Anne-Marie to send out a Doodle poll to members.

Presentation

Following the meeting, Annika Pahlsson, (formerly) Preservation Development Officer in Collection Care at The National Archives, shared her work on a project to procure a new documentation system that was recently completed.