

JISC DEVELOPMENT PROGRAMMES

Project Document Cover Sheet

Progress Report 3

Project

Project Acronym	SHERPA-DP	Project ID	
Project Title	SHERPA Digital Preservation: Creating a Persistent Preservation Environment for Institutional Repositories		
Start Date	1st March 2005	End Date	28th February 2007
Lead Institution	ARTS AND HUMANITIES DATA SERVICE, KING'S COLLEGE LONDON		
Project Director	Andrew Wilson		
Project Manager & contact details	Martha Brundin, martha.brundin@ahds.ac.uk (020 7848 1978) From 1st August 2006 as new project manager: Katrin Weidemann, katrin.weidemann@ahds.ac.uk (020 7848 1978)		
Partner Institutions	University of Nottingham, University of Glasgow, University of Edinburgh, London LEAP Consortium, White Rose Consortium		
Project Web URL	http://www.ahds.ac.uk/about/projects/sherpa-dp/index.htm http://www.sherpa.ac.uk/		
Programme Name (and number)	Supporting Digital Preservation and Asset Management in Institutions. JISC Circular 4/04		
Programme Manager	Helen Hockx-Yu		

Document

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Reporting Period	February 1 2006 - July 31 2006		
Author(s) & project role	Martha Brundin, Gareth Knight, Andrew Wilson – AHDS SHERPA DP Project staff		
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Document History

Version	Date	Comments
1	10th August 06	Submitted to Helen Hockx-Yu Thursday August 10th 2006

See *Project Management Guidelines* for information about assigning version numbers.

JISC Progress Report: Sherpa-DP

1 February – 31 July 2006

Overview of Project

Grant Statement

The project is being conducted under the terms agreed in the letter of grant.

SHERPA DP was granted a change of start and end date by Leona Carpenter. The revised project dates are March 1st 2005 to February 28th 2007.

2. Aims and Objectives

No changes have been made to the aims/objectives as outline in Project Plan Version 1b.

The targets for this reporting period are as follows:

- Draft specification for Digital Repository Handbook (WP 3.3)
- Editorial Board meeting (WP 3.4).
- Feedback on Digital Repository Handbook specification (WP 3.5)
- Final report on use of METS metadata framework (WP 4.6)
- Final report on minimum metadata sets (WP 4.7)
- Design of preferred solution for repository archiving (WP 5.9)
- Feedback on design of preferred solution for repository archiving (WP 5.10)
- Final report on preferred solution for archiving of institutional repositories (WP 5.11)
- Review of tools and mechanisms for accessing archived data (6.2)
- Report on file format typing and format registries (WP 6.3)
- Review of integrity, fixity and data security (WP 6.4)
- Obsolescence and migration review (WP 6.5)
- Report on preferred solution for management of preservation repository (WP 6.6)

3. Overall Approach

No changes have been made to the overall approach as outlined in the project plan.

4. Project Outputs

- Formal specification for Digital Repository Handbook completed (WP 3.5)
- Final report on the use of METS for storing and transmitting metadata and content completed (WP 4.6)

- Final report proposing minimum metadata element sets completed (WP 4.7)
- Final report on preferred technical solution for managing archiving of institutional repositories completed (WP 5.9)
- Report assessing possible mechanisms for accessing archived data in preservation repository completed (6.2)
- Report assessing tools for file format typing, and existing file format registries completed (WP 6.3)
- Report assessing mechanisms for integrity and file fixity completed (WP 6.4).
- Report assessing mechanisms for managing format obsolescence and for performing format migrations completed (6.5)
- Draft report on preferred solution for managing the preservation repository completed in the form of preservation repository use case scenarios (WP 6.6)

5. Project Outcomes

This reporting period has seen the completion of a number of reports on the project's preferred solutions to such concerns as data synchronisation, preservation metadata, data and metadata transfer, obsolescence and migration. These technical solutions will be implemented and tested in Sherpa DP partners over the next 6-8 months.

The Editorial Board for the Digital Repository Handbook was established early in 2006 (during the previous reporting period). The Board held an initial face-to-face meeting in late March at which the Board's terms of reference were agreed and a draft Handbook specification was completed. The draft specification was circulated for comment and further refined, and a final version was issued in May 2006 (slightly late due to the absence of the Project Director on leave for 4 weeks in April-May).

6. Stakeholder Analysis

The Project Director and the Preservation Officer visited the PRESERV project at Southampton on 2 March for project updates, discussion of technical aspects of the preservation approaches of the projects, and to discuss criteria for a service definition of a digital preservation service.

The Sherpa DP Project Director and the Preservation Officer visited Nottingham University on 12 May for discussions regarding the management and direction of the project with Stephen Pinfield and Bill Hubbard.

7. Risk Analysis

No problems have occurred.

8. Standards

No changes currently planned.

9. Technical Development

No changes currently planned.

10. Intellectual Property Rights

No problems relating to third party rights have arisen to date.

Project Resources

11. Project Partners

No changes have been planned.

12. Project Management

No changes have been made.

13. Programme Support

- A Preservation Group mailing list has been started on JISCmail to coordinate cluster group activities and several groups have been invited to join.
- Information is shared on a regular basis with the PRESERV project.
- A meeting was held at the JISC Digital Repositories workshop in Warwick to discuss cluster group activities.

14. Budget

See Appendix A

Detailed Project Planning

15. Workpackages

All deliverables for this reporting period were completed as scheduled. These are:

- Report on use of METS (WP 4.6)
- Report on Technical Metadata Element Set (WP 4.7)
- Report on archiving of institutional repositories (WP 5.10)
- Implementation Plan (WP 7.1).

Other documents scheduled for completion during the reporting period were completed as planned:

- Report on OAIS-SHERPA preservation structure (WP 2.6).
- Formal specification for Digital Repository Handbook (WP 3.5)
- A draft minimum set of elements for preservation and technical metadata (WP 4.4)
- Final report on the use of METS for storing and transmitting metadata and content (WP 4.6)
- Final report proposing minimum metadata element sets (WP 4.7)
- Final report on preferred technical solution for managing archiving of institutional repositories (WP 5.9)
- Report assessing possible mechanisms for accessing data archived in the preservation repository (WP 6.2)
- Report assessing tools for file format typing, and existing file format registries (WP 6.3)
- Report assessing mechanisms for integrity and file fixity (WP 6.4).
- Report assessing mechanisms for managing format obsolescence (6.5)
- Draft report on the preferred solution for managing the preservation repository in the form of preservation repository use case scenarios (WP 6.6)

Work Package 5.1, Liaison Planning, due for completion by 31 May 2006, has not been completed due to the absence of the Technical Officer on maternity leave. The task has been taken over by another AHDS staff member and a draft plan is nearing completion. However, liaison planning activities with the project partners is an on-going activity. The test environment setup has been discussed with the two initial test sites, Glasgow and Edinburgh.

For the same reason Work Package 6.6, due by 30 June 2006, has not yet been finalised. However, a version of the final report in the form of use cases for the preservation repository has been drafted. The final report should be completed by the end of August.

Work Package 7.1 has been completed in the form of a test plan for initial testing of the chosen solution at the 2 test repository sites at the Universities of Glasgow and Edinburgh. A complete implementation plan should be finalised by the end of August.

A new Work Package 7.5, Final Project Report, has been added to the project plan at the request of JISC. This report is a JISC requirement but had been inadvertently omitted from earlier versions of the project plan.

Objectives for the next reporting period:

WP 2: Infrastructure

2.12 Final reports complete

WP 3: Digital Repository Handbook

3.6 Draft Handbook completed

3.8 Final version of Handbook completed and circulated

WP4: Metadata and METS

4.8 Metadata schema developed and finalised

WP 6: Archive Management

6.6 Draft report on preferred solution circulated

6.8 Final version of report delivered

WP 7: Implementation

- 7.1 Implementation plan finalised
- 7.2 Liaison plan finished
- 7.3 Chosen solution implemented and tested
- 7.4 Final consolidation and updating of all project documents

16. Evaluation Plan

The technical metadata set was evaluated for suitability for purpose by the project partners as scheduled. The element set was evaluated by use of informal questionnaires and discussions with Sherpa DP project partners and was found fit for purpose by the partner institutions.

It was intended to evaluate the metadata set for its suitability for use by the larger e-print community, outside the Sherpa-DP partners during this reporting period. However, project partners decided this activity would be better undertaken following implementation and testing of the preferred technical solution. The completion date for this evaluation activity has been revised in the project plan.

17. Quality Assurance Plan

Feb 2006 - the Sherpa DP metadata set was validated against the PREMIS data dictionary and its adherence to international standards for preservation metadata was confirmed.

March 2006 - adherence to international metadata standards for resource discovery was checked by ensuring that the Sherpa DP metadata harvester complies with the OAI-PMH.

18. Dissemination Plan

The Project Director presented a paper on Sherpa DP at the Society for Imaging Science and Technology's Archiving Conference, in Ottawa Canada on 24 May 2006. The Project Director gave a short presentation on Sherpa DP and OAIS at a DPC Briefing Day in York on 4 April. The Project Director attended the joint NDIIPP/JISC workshop in Washington on 9-10 May. On 5 July the Project Director gave a presentation on the Sherpa DP distributed repositories model at a DPC Briefing Day on 'Digital Repository Models' at the British Library.

The Preservation Officer attended a Cluster Group meeting at the JISC Programme Meeting in Warwick on 27-28 March, and ran a session discussing how the cluster group could benefit the cluster members.

19. Exit/Sustainability Plan

No project outputs listed in the plan have yet reached final completion date.

- All project documents will be disseminated among the project partners and to the DCC and DPC once they are finalised in the next reporting period

Appendix

Deliverables Summary		
Project Plan Version 1a WP1.1	30/04/05	✓
Reports on SHERPA OAIS model and roles WP2.12	31/08/06	
JISC Progress Report 1 WP1.6	31/08/05	✓
Eprints Life-cycle model WP2.13	31/12/05	✓
Report on use of METS Framework WP4.6	28/02/06	✓
JISC Progress Report 2 WP1.7	28/02/06	✓
Report on archiving of institutional repositories WP5.10	31/03/06	✓
Report on technical metadata elements set WP4.7	30/04/06	✓
Implementation Plan WP7.1	30/04/06	✓
JISC Progress Report 3 WP1.8	31/08/06	
Report on preservation archive management WP6.9	31/07/06	
Digital Preservation Handbook WP3.8	28/02/07	
JISC Completion Report WP1.9	28/02/07	