

LEAP KICKOFF & PLANNING MEETING
27 Sept 2013 – UCLA
(Actions in Bold)

- Adrian Wisnicki
- Lisa McAulay
- Brian Pytlik Zillig (UNL Telecon)
- Mike Toth
- Stephen Davison (morning)
- Parinita Ghorpadi (morning)
- Jen Weintraub (morning)
- Kristian Allen (morning)

Overall Plan in development to support UCLA and UNL

All imported into UCLA digital library infrastructure

Data must meet UCLA standards

Schedule Meetings on Thursdays (or Wednesdays)

31 Oct Integration and Planning Status Review (costumes optional)

Stakeholders: UNL, UCLA, DLC, NLS, NEH

UCLA must use Confluence for collaboration and Gira for planning and tracking

Mike to provide Lisa with Program Schedule data for UCLA systems

Lisa to provide summary information for status meetings from Gira

Develop data to conform

Load into repository and publish online

Revise data

Add new data (Digitization)

Publish

Scholarship

Integrate Livingstone Spectral imaging website

Images and Metadata and added site data

Also Integrate TEI P5 transcription

Initial assessment – 1 month

Review core TIFF files now on UNL Server – 2 weeks

Identify File naming patterns (if any)

Identify links to Metadata (if any)

Define potential Standardization

Develop plan for crosswalk of TIFF files to metadata

Review with UNL – 2 weeks

Define if Manual crosswalk of TIFF images to metadata (or vice versa)

“Manual eyeballing”

Address QA for manual entry

Test potential for automation

Integration of Image Data and Metadata

Brian meet with James at TEI Conference week of 1 Oct

Lisa, Brian, James, Adrian discuss data integration issues week of 7 October

Advise Mike of schedule options after meeting

Lisa Draft data integration plan with processes through 8 Nov

Lisa, Brian, James, Adrian Data integration meeting week of 11 November

Lisa, Brian Test data integration to identify automatable processes week of 18 Nov

Begin automation development and or manual transfer with scholars in December

Refine data integration through January

Address how to handle metadata in EXIF headers

Data integration kickoff meeting early January after holiday breaks

Define Metadata mapping from Records table in Livingstone Online MySQL to MODS

Not on image basis, on intellectual object basis

Livingstone online catalog with 2,220 letters in MySQL database

Export to Claudia (UCLA Metadata expert) for assessment by 5 Oct

Claudia, Lisa Define mapping into MODS 1 December

UCLA provide crosswalk and mapping for UNL to write code for extraction

Define what is needed to stage data

UNL write code to automate mapping of each field into correct place in MODS

UNL needs a very clear mapping document

Lisa will provide UNL with examples for MODS mapping by 5 Oct

Also sample documents by 5 Oct

Ingest metadata without digital assets

If data entered from other sources, then adds complexity

Stage key data for work with irrelevant data removed

TEI-Transcription Integration needed

Optimize schedule to allow transcription starting 1 March

Brian meet with James at TEI Conference week of 1 Oct

Lisa, Brian, James, Adrian discuss data integration planning week of 7 Oct

TEI integration meeting week of 11 November

Review digitization data plans with Scottish digitizers

Lisa identify additional questions and issues prior to 15 Oct

Lisa review the file naming scheme on p 19 of Glasgow budget notes SOW

How many pages of individual leaves can they digitize a day?

Adrian Define IP Requirements by May 2014

UCLA will start with NLS Data

New file naming scheme

Rename all files to master catalog

UCLA Review UNL CDRH File Naming Convention with Brian by early Feb

UCLA will define agreed file naming scheme before ingestion (March 2014)

Has to be sequenced and all components identified as a whole unit

Additional photos from DLC currently out of scope

Define number and type as potential added scope if resources permit

Referent documents

Print catalog for Livingstone Online

Foliation Code Table

Pictures, Master File Names, Content

Website

Static Pages to Drupal

Dynamic page in work

Adrian and Karen to work Website functional requirements

Lisa, Adrian, Karen to hold Website definition meeting week of 1 Oct

Lisa to work technical requirements and available resources

Mike update integrated schedule by 5 October

Integrate information from meeting and added milestones

All Review schedule and identify pending schedule conflicts (leave, holidays) 11 Oct

Adrian Coordinate & Plan pending meetings through early Jan Program Review 5 Oct

Confluence - documentation

Gira - task assignment