

The Transfer of Digitisation
Knowledge and Practice from Large
Organisations to Small: The National
Library of Wales to the Ceramic
Collection & Archive at Aberystwyth
University

Jack Snow

School of Art

Aberystwyth University, UK

Submitted in partial fulfillment of the requirements of the
Degree of Master of Philosophy

2013

Abstract

The aim of this research was to investigate how the knowledge of digitisation practices may be transferred from a large organisation, the National Library of Wales, to a small one, the Ceramic Collection & Archive, through digitisation and metadata work on a collection from the Ceramic Collection & Archive.

The techniques required to undertake a digitisation project were taught at the National Library of Wales where materials from two collections were digitised and their metadata written. The two collections were the World War I Collection and the Merched y Wawr Llanfarian Collection. This knowledge was then applied to the collection from the Ceramic Collection & Archive by digitising programmes from the International Ceramics Festival and writing metadata for demonstration videos from the Festival.

To facilitate the transfer of the learned information four documents were written. These were a guide to digitisation, a guide to metadata, a Digitisation Strategy document and a Project Outline document. The guides were tested by undergraduate students and staff from the Ceramic Collection & Archive and the latter also tested the other two documents.

Research sponsorship provided opportunities to attend selected events that allowed additional information to be learned in addition to the knowledge gained from the National Library of Wales.

The research showed that digitisation and metadata practices were transferred and recommendations on the next developmental steps for the Ceramic Collection & Archive were outlined.

Declaration

This work has not previously been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree.

Signed (candidate)

Date

STATEMENT 1

This thesis is the result of my own investigations, except where otherwise stated.

Where *correction services have been used, the extent and nature of the correction is clearly marked in a footnote(s).

Other sources are acknowledged by footnotes giving explicit references. A bibliography is appended.

Signed (candidate)

Date

[*this refers to the extent to which the text has been corrected by others]

STATEMENT 2

I hereby give consent for my thesis, if accepted, to be available for photocopying and for inter-library loan, and for the title and summary to be made available to outside organisations. In addition, I give consent for my thesis to be deposited in Aberystwyth University's Institutional Research Repository.

Signed (candidate)

Date

Acknowledgements

I am extremely grateful to all the staff at the National Library of Wales and Aberystwyth University for the support they have given me while undertaking this research.

I particularly wish to thank my three supervisors, Professor Moira Vincentelli, Lucy Tedd and Professor Lorna Hughes for their constant help, support and encouragement.

I wish to thank the many staff I worked with at the National Library of Wales, particularly Lyn Lewis Dafis, Scott Waby, Rhys Davies, and everyone at People's Collection Wales, for giving me instruction in the digitisation and metadata skills I needed to learn to carry out this research.

I also wish to thank Louise Chennell at the CCA, Pete Telfer at Culture Colony, Sophie Bennett at the ICF, Colin Cruise and Jen Loffman at the School of Art, Merched y Wawr Llanfarian, all the staff at KESS and the undergraduate students from the School of Art who participated in project work.

Finally, thank you to all my friends for their kind support throughout this research.

This research was funded by the European Social Fund.

Contents

Abstract.....	ii
Declaration.....	iii
Acknowledgements.....	iv
Contents.....	v
List of Figures.....	xii
List of Tables.....	xvii
Acronyms and Initials Used in the Research.....	xviii
Glossary of Key Terms.....	xix
Chapter 1: Introduction.....	1
1.1 Project Background.....	1
1.1.1 KESS.....	1
1.2 Reasons for Research.....	2
1.3 Aim.....	3
1.4 Objectives.....	3
1.5 Scope of Research.....	5
1.6 Methodology of Research.....	6
1.6.1 Stage One: Learn.....	6
1.6.2 Stage Two: Develop.....	8
1.6.3 Stage Three: Apply.....	9
1.6.4 Stage Four: Review.....	12
1.7 Management of Project.....	12
1.8 Structure of Thesis.....	14
1.9 Chapter summary.....	14
Chapter 2 Background to Project Organisations.....	16
2.1 Ceramic Archive & Collection (CCA).....	16
2.1.1 Introduction.....	16
2.1.2 History.....	16
2.1.2.1 Collection.....	17
2.1.2.2 Archive.....	19

2.1.3 Objectives.....	20
2.1.3.1 Collection.....	20
2.1.3.2 Archive.....	20
2.1.4 Content.....	21
2.1.4.1 Collection.....	21
2.1.4.2 Archive.....	21
2.1.5 Physical Location.....	23
2.1.6 Storage.....	24
2.1.7 Staffing.....	24
2.1.8 Finances.....	24
2.1.8.1 Collection.....	24
2.1.8.2 Archive.....	25
2.1.9 Activities.....	26
2.1.9.1 Acquisitions.....	26
2.1.9.2 Exhibitions.....	26
2.1.9.3 Outputs.....	27
2.1.9.4 Website.....	28
2.1.9.5 Research.....	30
2.1.9.6 Education Work.....	31
2.1.9.7 Outreach.....	31
2.1.10 Equipment Available in CCA at Beginning of Research.....	32
2.1.11 Collection from the CCA Involved in Research.....	33
2.2 National Library of Wales (NLW)	35
2.2.1 NLW.....	35
2.2.2 People’s Collection of Wales (PCW)	42
2.2.3 Collections from NLW and PCW Involved in Research.....	46
2.3 Aberystwyth University School of Art Gallery & Museum (SAGM).....	47
2.3.1 Digitisation at the SAGM.....	47
2.4 Culture Colony.....	48
2.5 International Ceramics Festival (ICF)	49
2.6 Chapter summary.....	50

Chapter 3 Literature Review	51
3.1 How the Literature Review was Written and Researched.....	51
3.2 Sources Used in the Literature Review.....	54
3.3 Digitisation.....	55
3.3.1 History of Digitisation.....	55
3.3.2 Definitions of Digitisation.....	58
3.3.3 Why Digitisation is Undertaken.....	59
3.3.4 How Digitisation is Undertaken.....	63
3.3.4.1 Instructive Guides to Digitisation.....	65
3.3.5 The Impact of Digitisation.....	78
3.4 Metadata.....	83
3.5 Cataloguing.....	87
3.6 Archiving.....	89
3.7 Oral History.....	92
3.8 Ceramics and Digitisation.....	94
3.9 Relevant Websites.....	97
3.10 Reflections on the Literature Review.....	118
3.11 Chapter Summary.....	119
Chapter 4 Acquisition of Knowledge for this Research	121
4.1 Work Experience at National Library of Wales: the Digitisation, Description and Legacy Acquisitions Section (Strand A) and the People’s Collection Wales (Strand B).....	121
4.1.1 Introduction.....	121
4.1.2 Induction.....	123
4.1.3 Strand A: Digitisation, Description and Legacy Acquisitions Section.....	124
4.1.3.1 Meeting with Lyn Lewis Dafis, Head of Digital Development.....	124
4.1.3.2 Digitisation Workflow.....	127
4.1.3.3 Benchmarking.....	128
4.1.3.4 Material Preparation: Pagination.....	129
4.1.3.5 Using “Wombat”	130

4.1.3.6 Scanning.....	131
4.1.3.7 Metadata.....	134
4.1.3.8 Online Publishing and File Management.....	142
4.1.3.9 Long-term Preservation.....	143
4.1.3.10 Project Management.....	144
4.1.3.11 Intellectual Property Rights.....	146
4.1.4 Strand B: People’s Collection Wales.....	148
4.1.4.1 Digitisation Workshops.....	148
4.1.4.2 Digitisation Workflow at PCW.....	153
4.1.4.3 Merched y Wawr Llanfarian Project.....	156
4.1.5 Summary of Work Experience at NLW.....	158
4.2 Work Experience at Ceramic Collection & Archive (CCA).....	159
4.2.1 Quality Assurance of CCA Website.....	159
4.2.2 Checking Files.....	160
4.2.3 Social Media.....	163
4.2.4 Scanning.....	163
4.3 Conference: “Digital Preservation: What I Wish I Knew Before I Started”	165
4.4 Web Design.....	168
4.4.1 Website Review and Comparison: CCA and the Craft Study Centre.....	168
4.4.1.1 Structure.....	169
4.4.1.2 Navigation.....	170
4.4.1.3 Design.....	172
4.4.2 “Web Design with Dreamweaver” Short Course.....	174
4.4.2.1 Website Commission.....	174
4.4.2.2 Web Design with Dreamweaver Visual Diary.....	176
4.4.3 Summary of Web Design.....	176
4.5 International Ceramics Festival 2013.....	180
4.5.1 ICF 2013 28 th June.....	180
4.5.2 ICF 2013 29 th June.....	181
4.5.3 ICF 2013 1 st July.....	183

4.6 KESS Workshop.....	184
4.7 “Digital Information: Discovery to Delivery” Audited Module.....	186
4.8 Chapter Summary.....	187
Chapter 5: Application of Knowledge to the CCA.....	188
5.1 Digitisation Strategy for the Ceramic Collection & Archive.....	189
5.2 Project Outline: Digitisation of International Ceramics Festival Programmes 1993 – 2011.....	189
5.3 Digitisation Guidelines – Ceramic Collection & Archive.....	190
5.4 Metadata Guidelines – Ceramic Collection & Archive.....	191
5.5 Metadata Spreadsheet.....	192
5.6 Presentation and Workshops on Digitisation and Metadata.....	193
5.7 Digitisation and Metadata for approx. 260 pages of ICF Programmes....	194
5.8 Metadata for approx. 86 born-digital ICF Demonstration Videos.....	195
5.9 PDF Testing.....	196
5.10 KESS Equipment.....	198
5.11 Grant Application.....	199
5.12 Culture Colony Blog.....	200
5.13 Digitisation Questionnaire.....	203
5.14 Chapter Summary.....	203
Chapter 6: Discussion.....	205
6.1 Digitisation Strategy and Project Outline Documents.....	206
6.2 Digitisation Guidelines.....	207
6.3 Metadata Guidelines and Metadata Spreadsheet.....	208
6.4 Presentation and Workshops on Digitisation and Metadata.....	209
6.5 Digitisation and Metadata for approx. 260 pages of ICF Programmes....	210
6.6 Metadata for approx. 86 born-digital ICF Demonstration Videos.....	211
6.7 PDF Testing.....	212
6.8 KESS Budget.....	214
6.9 Grant Application.....	214
6.10 Culture Colony Blog.....	215
6.11 Chapter Summary.....	216

Chapter 7: Conclusion	217
7.1 Further Work.....	220
Chapter 8: Bibliography	221
Appendices	236
Appendix A: Assessment of the CCA’s ICF collection.....	237
A.1 Assessment Table.....	237
A.2 Explanation of terms used in Table 19 and Table 5.....	239
Appendix B: Presentation and Workshops on Digitisation and Metadata.....	241
Appendix C: Digitisation Strategy for the Ceramic Collection & Archive 2012-2014.....	246
C.1.1 Introduction.....	246
C.1.2 Why does the CCA undertake digitisation?	246
C.1.3 This strategy and digitisation in the CCA.....	246
C.1.4 What we intend to do.....	247
C.1.5 Digitisation programme.....	248
C.1.5.1 Digitisation for access.....	248
C.1.5.2 Digitisation for preservation.....	248
C.1.5.3 Digitisation for users.....	248
C.1.6 Principles for Digitisation.....	248
C.1.6.1 Building Aberystwyth University’s collection.....	249
C.1.6.2 Small scale digitisation.....	249
C.1.6.3 Standards.....	249
C.1.6.4 Technology.....	249
C.1.6.5 Intellectual Property Rights.....	249
C.1.6.6 Resource discovery.....	250
C.1.6.7 Marketing and Branding.....	250
C.1.6.8 Interpretation and Exhibitions.....	250
C.1.6.9 Research and Learning.....	251
C.1.6.10 Digital Preservation.....	251
C.1.6.11 Efficient and Effective Working.....	251

C.1.7 How will we measure success?	252
C.1.7.1 Quantity.....	252
C.1.7.2 Quality.....	252
C.1.7.3 Use.....	252
C.1.8 Selection and prioritisation of resources for digitisation.....	253
C.1.8.1 Selection.....	253
C.1.8.2 Prioritisation.....	254
C.1.9 Access and reuse of the digitised resources.....	254
C.1.9.1 Equal and democratic access.....	254
C.1.9.2 Accessibility.....	255
C.1.9.3 Discovery and use.....	255
C.1.9.4 Open data.....	255
C.1.9.5 User contributions.....	255
C.1.10 Working with others and working in partnership.....	256
C.1.11 This strategy.....	256
Appendix D: Project Outline: Digitisation of International Ceramics	
Festival Programmes 1993-2011.....	257
Appendix E: Digitisation Guidelines for CCA.....	266
Appendix F: Metadata Guidelines for CCA.....	267
Appendix G: Metadata Spreadsheet for CCA.....	269
Appendix H: Metadata Spreadsheet for CCA (videos): Metadata for	
approx. 86 born-digital ICF demonstration videos.....	270
Appendix I: Digitisation and metadata for approx. 260 pages of ICF	
Programmes.....	271
Appendix J: PDF Testing.....	274
Appendix K: Digitisation Questionnaire and Results.....	279
K.1 Project Questionnaire.....	279
K.2 Questionnaire Results.....	281
Appendix L: Detailed KESS Budget Expenditure.....	285
Appendix M: Web Design with Dreamweaver Visual Diary.....	287

Author's note: numerical footnotes restart from "1" for each chapter.

List of Figures

Figure No.	Description	Source	Page No.
1	A screenshot of the CCA website home page, October 2013.	http://www.ceramics-aberystwyth.com	28
2	A screenshot showing the CCA as the 2 nd result in a Google search of “ceramic wales”	https://www.google.co.uk/#q=ceramic+wales	29
3	A screenshot of the CCA website makers database	http://www.ceramics-aberystwyth.com/a-z-makers-countries.php	30
4	A screenshot of the NLW’s Digital Mirror website homepage	http://www.llgc.org.uk/index.php?id=122	38
5	A screenshot of the NLW’s Digital Mirror > Manuscripts > Modern Period > Criminals	http://www.llgc.org.uk/index.php?id=criminals	38
6	Screenshot of “Cardiganshire Constabulary register of criminals” online manuscript, Digital Mirror, NLW.	http://digidol.llgc.org.uk/METS/CAR00001/frames?div=0&subdiv=0&locale=en&mode=thumbnail	39
7	Screenshot of “Cardiganshire Constabulary register of criminals” front cover, online manuscript, Digital Mirror, NLW.	http://digidol.llgc.org.uk/METS/CAR00001/frames?div=1&subdiv=0&locale=en&mode=reference	39
8	Screenshot of Welsh Journals Online – “browse by journal”	http://welshjournals.llgc.org.uk/browse/	40
9	Screenshot of WJO – “Yr Arloeswr” manuscript	http://welshjournals.llgc.org.uk/browse/listissues/llgc-id:1043054	40
10	Screenshot of WJO – “Yr Arloeswr – Rhif 1 (Haf 1957)” manuscript	http://welshjournals.llgc.org.uk/browse/listarticles/llgc-id:1043054/llgc-id:1043055	40
11	Screenshot of WJO – “Yr Arloeswr – Rhif 1 (Haf 1957) Arlunio: baban bach ein celfyddyd ” manuscript	http://welshjournals.llgc.org.uk/browse/viewpage/llgc-id:1043054/llgc-id:1043055/llgc-id:1043096/get650	41
12	Screenshot of PCW homepage, October 2013.	http://www.peoplescollectionwales.co.uk	44
13	Screenshot of PCW “collections”	http://www.peoplescollectionwales.co.uk/Collections	45
14	Screenshot of PCW “maps & trails”	http://www.peoplescollectionwales.co.uk/Places	45
15	Screenshot of Culture Colony homepage “noticeboard”	http://www.culturecolony.com/	48
16	Screenshot of researcher’s blog on Culture	http://www.culturecolony.com/	49

	Colony		
17	Mind map of key terms identified in research	Researcher	51
18	Restructured flow chart of key terms in research	Researcher	53
19	Diagram for selection of material	JISC Digital Media 2013d	68
20	Suitable layout of digitisation equipment	JISC Digital Media 2013d	69
21	Generic Image Digitisation workflow	JISC Digital Media 2013c	70
22	Four-phase model for digitisation, based on a figure by Bülow & Ahmon, 2011: 11.	Bülow & Ahmon, 2011: 11.	73
23	Digital image recommendations, based on a diagram from Note, 2011: 46	Note, 2011: 46	76
24	“Unlocking the value: core functions of cultural heritage organisations” chart (DigiCULT, 2002: 184)	DigiCULT, 2002: 184	81
25	Instructive diagram of correcting search terms, based on a diagram by Orna & Pettitt, 1980:61	Orna & Pettitt, 1980:61	85
26	The cataloguing process	Mortimer, 2007.	88
27	The use of a still-life photography case for image capturing	Kao & Tsai, 2008: 21)	96
28	Screenshot: a search for “ceramics” on the V&A channel, 2013	www.vam.ac.uk/channel	98
29	Screenshot: viewing a ceramics video on the V&A Channel, 2013	www.vam.ac.uk/channel	99
30	Screenshot: accessing the V&A Magazine Autumn/Winter 2013 on the V&A Channel, 2013	www.vam.ac.uk/channel	100
31	Screenshot: viewing the V&A Magazine Autumn/Winter 2013 on the V&A Channel, 2013	www.vam.ac.uk/channel	100
32	Screenshot: “discover more at the V&A” section of the V&A Channel website, 2013	www.vam.ac.uk/channel	101
33	Screenshot of the JISC website homepage, 2013	http://www.jisc.ac.uk	102
34	Screenshot of search for “digitisation” on JISC Digital Media, 2013	http://www.jiscdigitalmedia.ac.uk	103
35	Screenshot of digitisation section on JISC Digital Media, 2013	http://www.jiscdigitalmedia.ac.uk/digitisation	103
36	Screenshot of DPC homepage, 2013.	http://www.dpconline.org	104
37	Screenshot - accessing the DPC’s Digital Preservation handbook, 2013	http://www.dpconline.org/publications/digital-preservation-handbook	105
38	Screenshot- viewing “the life and work of Bernard Leach” on VADS, 2013.	http://www.vads.ac.uk	106
39	Screenshot- full catalogue record for “the	http://www.vads.ac.uk/	107

	life and work of Bernard Leach” on VADS, 2013.		
40	Screenshot of ZRDSC on VADS © Rhodes, 2013	http://www.zandrarhodes.ucreative.ac.uk/p/welcome.html	108
41	Screenshot of Zandra Rhodes digitised sketchbooks © Rhodes, 2013	http://uca.onlineculture.co.uk/zandra_rhodes/	109
42	Screenshot – DCC homepage, 2013	http://www.dcc.ac.uk/	110
43	Storage assessment calculator © PrestoSpace and System Simulation Ltd	https://www.prestocentre.org/library/tools/storage-planning-tool-0	111
44	Screenshot – AHDS Acronym Buster, 2013	www.ahds.ac.uk/creating/acronyms.htm	116
45	Garret et al article on Ariadne, 2013.	http://www.ariadne.ac.uk/issue71/garrett-et-al	117
46	An overview of relevant departments in the NLW	Adapted from NLW by researcher	126
47	DSU’s digitisation workflow	Adapted from NLW by researcher	128
48	DSU’s “Wombat” workflow	Adapted from NLW by researcher	131
49	DSU’s scanning instructions	Adapted from NLW by researcher	133
50	Example metadata spreadsheet at DSU featuring the ID, the AN and the LCN	Adapted from NLW by researcher	135
51	Metadata spreadsheet at DSU showing a lack of need for a “front” or “back” for the AN	Adapted from NLW by researcher	136
52	DSU’s metadata workflow	Adapted from NLW by researcher	137
53	DSU’s metadata spreadsheet	Adapted from NLW by researcher	138
54	DSU’s tracking spreadsheet	Adapted from NLW by researcher	139
55	A screenshot of the TEI guidelines for the use of names (TEI, 2013b)	(TEI, 2013b)	141
56	Two screenshots from the Welsh Biography Online showing the web-face and the TEI.	http://yba.llgc.org.uk/en/index.html	141
57	Screenshot of DigiDo homepage, 2013	http://www.digido.org.uk	144
58	Project management - hierarchy of team responsibility	Adapted from NLW by researcher	146
59	PCW staff digitising © PCW	https://twitter.com/CasgliadyWerin/media	150
60	PCW staff digitising © PCW	https://twitter.com/CasgliadyWerin/media	150
61	PCW staff digitising © PCW	https://twitter.com/CasgliadyWerin/media	151
62	PCW’s digitisation guidelines	Adapted from NLW by researcher	154
63	PCW’s metadata spreadsheet	Adapted from NLW by researcher	155
64	PCW’s metadata guidelines	Adapted from NLW by researcher	155
65	Screenshot of MyWL’s page on the PCW	http://www.peoplescollectionwale	157

	website	s.co.uk	
66	Screenshot - A-Z list of makers on CCA website.	http://www.ceramics-aberystwyth.com/a-z-makers-countries.php	160
67	Screenshot - using a spreadsheet for quality assurance of CCA website	CCA	160
68	Instructions for checking files in CCA	Adapted from CCA by researcher	162
69	CCA's original scanning instructions	Adapted from CCA by researcher	163
70	Example .pdf of <i>Ceramic Archive Bulletin</i>	CCA	164
71	<i>Ceramic Archive Bulletin</i> .pdf on CCA website	CCA	165
72	A screenshot of the CCA website home page, 2013.	http://www.ceramics-aberystwyth.com	168
73	A screenshot of the CSC website home page, 2013.	http://www.csc.ucreative.ac.uk/	169
74	The four main sections of each website are highlighted.	http://www.ceramics-aberystwyth.com and http://www.csc.ucreative.ac.uk/	170
75	The Craft Studies Centre website footer.	http://www.csc.ucreative.ac.uk/	170
76	The CCA's database of makers in the collection.	http://www.ceramics-aberystwyth.com/a-z-makers-countries.php	171
77	CSC's collection: VADS and the Archives Hub.	http://www.vads.ac.uk/ and http://archiveshub.ac.uk/	172
78	The CSC and University for the Creative Arts home page	http://www.csc.ucreative.ac.uk/ and http://www.ucreative.ac.uk/	173
79	The CCA and Aberystwyth University's home page, newly designed in 2012	http://www.ceramics-aberystwyth.com and http://www.aber.ac.uk/en/	173
80	Potential structure of the ICF Archive website	Researcher	176
81	The four stages of competence diagram © Focus Pocus: The Magic of Inquiry and Intent.	http://focuspocusnow.com/the-cycle-of-competence-based-almost-entirely-on-the-four-stages-of-competence/	185
82	The four stages of competence applied to digitisation knowledge	Researcher	185
83	The addition of 3 new fields to the metadata spreadsheet: file type, file duration, file size.	Researcher	193
84	Use of red font to highlight errors on metadata spreadsheet for ICF videos	Researcher	196
85	Screenshot of a blog post by the researcher on Culture Colony	www.culturecolony.com	200

86	Screenshot of the CCA's platform on Culture Colony	www.culturecolony.com	201
87	Screenshot of the "Artist of the Week" feature on the CCA's platform on Culture Colony	www.culturecolony.com	201
88	Screenshot of an "Artist of the Week" blog post on Bernard Leach	www.culturecolony.com	202
89	Screenshot of informative blog posts on the CCA	www.culturecolony.com	202
90	Project outline document: Organisation of ICF material with initial file-naming conventions	Researcher	259
91	Project outline document: Example metadata spreadsheet	Researcher	260
92	Folders for ICF programme scans	Researcher	271
93	Sub-folders and metadata spreadsheet for the 1999 ICF programme	Researcher	272
94	Contents of "crop" sub-folder for the 1999 ICF programme	Researcher	272
95	Metadata spreadsheet for the 1999 ICF programme	Researcher	273
96	Scans being gathered together to be turned into a PDF	Researcher	274
97	PDF being generated	Researcher	275
98	PDF being viewed	Researcher	275

List of Tables

Table No.	Description	Page No.
1	KESS funding budgets for this research	2
2	Events completed for Postgraduate Skills Development Award	13
3	Ceramic Archive holdings 2013	22
4	CCA website hits per year	29
5	Assessment of digitisation work required for this research	34
6	Scanner advantages and disadvantages based on a table by JISC Digital Media 2013a	71
7	Details to consider when creating and viewing a digital image, adapted from Bülow & Ahmon, 2011: 34-41.	74
8	Five modes of value for digitised resources, adapted from Tanner, 2012: 119	80
9	The three different types of metadata, based on Deegan & Tanner, 2002: 160-120.	83
10	NLW work experience schedule: Strand A	122
11	NLW work experience schedule: Strand B	123
12	Definitions of AN, ID and LCN	136
13	Proposed new website structure for CCA, 2013	179
14	Schedule for ICF 2013 symposium on Filming, Recording, Digitising and Archiving	184
15	Outputs developed by the researcher for the CCA	188
16	Completed digitisation and metadata work for ICF programmes	195
17	How the acquired knowledge was applied to the CCA through the development of outputs	205
18	Summary of KESS budget expenditure	214
19	Appendices contents	236
20	Assessment of material in the CCA's ICF collection	237
21	Use of PDFs on CCA website (suggestion 1)	276
22	Use of PDFs on CCA website (suggestion 2)	277
23	Use of PDFs on CCA website (suggestion 3)	278

Acronyms and Initials Used in the Research

Initials	Meaning	Web address
AACR2	Anglo American Cataloguing Rules	http://www.aacr2.org
CCA	Ceramic Collection & Archive at Aberystwyth University	http://www.ceramics-aberystwyth.com
CDWA	Categories for the Description of Works of Art	http://www.getty.edu/research/publications/electronic_publications/cdwa/index.html
CPA	Craft Potters Association	http://www.cpaceramics.co.uk
CSC	Craft Study Centre	http://www.csc.ucreative.ac.uk
CyMAL	Museums, Archives and Libraries Wales	http://wales.gov.uk/topics/cultureandsport/museumsarchiveslibraries/cymal/?lang=en
DC	Dublin Core	http://dublincore.org
DPC	Digital Preservation Coalition	http://www.dpconline.org
DSU	Digitisation Services Unit [at NLW]	http://www.llgc.org.uk
EU	European Union	http://europa.eu/index_en.htm
GTJ	Gathering the Jewels	http://www.gtj.org.uk
ICF	Aberystwyth International Ceramics Festival	http://www.internationalceramicsfestival.org
ICT	Information and Communications Technology	N/A
JISC	Joint Information Systems Committee	http://www.jisc.ac.uk
JPEG	Joint Photographic Experts Group	http://www.jpeg.org
JSTOR	Journal STORage	http://www.jstor.org
LAMs	Libraries, Archives and Museums	N/A
LRC	Language Resource Centre	http://www.aber.ac.uk/language-centre/
MARC	MAchine-Readable Cataloguing	http://www.loc.gov/marc/
METS	Metadata Encoding and Transmission Standards	http://www.loc.gov/standards/mets/
MPhil	Master of Philosophy	http://www.aber.ac.uk/en/regulations/contents/masters-phil/
MyWL	Merched y Wawr Llanfarian	http://www.merchedywawr.co.uk
NLW	National Library of Wales	http://www.llgc.org.uk
PCW	People's Collection of Wales	http://www.peoplescollectionwales.co.uk
PDF	Portable Document Format	N/A
SAGM	School of Art Gallery & Museum	http://www.aber.ac.uk/en/art/gallery-museum/
TIFF	Tagged Image File Format	N/A

URI	Uniform Resource Identifier	N/A
VADS	The Visual Arts Data Service	http://www.vads.ac.uk
WEWW1	Welsh Experience of World War One [project at NLW]	http://cymruww1.llgc.org.uk
WJO	Welsh Journals Online	http://welshjournals.llgc.org.uk
Wombat	Software used by NLW to manage digitisation workflow	N/A
XML	EXtensible Markup Language	N/A
XSLT	Extensible Stylesheet Language for Transformations	N/A
ZRDSC	Zandra Rhodes Digital Study Collection	http://www.zandrarhodes.ucreative.ac.uk/p/welcome.html

Glossary of Key Terms

Word	Meaning
Analogue material	Physical objects, such as paper documents and photographs.
Archive	A collection of historical documents or records providing information about a place, institution, or group of people.
Born-digital	Material originally created in digital format (not digitised analogue material), such as with a digital camera.
Catalogue	A complete list of items, typically one in alphabetical or other systematic order, such as a list of books in a library.
Data	Pieces of information and facts usually formatted in a special way
Digital material	Information stored as a series of 1s and 0s (binary code) to be read on a computer.
Digitisation	Converting analogue material to digital material.
Format	The way in which something is arranged or set out, such as digital (.jpeg, .tiff) or analogue (paper, painting).
Information	Facts stored in a coherent manner about something.
Metadata	A set of data that describes and gives information about other data.
Scan / scanning	To move a finely focused beam of light or electrons in a systematic pattern over analogue material in order to reproduce a digital copy.
Social Media	Websites and applications used for social networking.
Spread sheet / spreadsheet	A computer program (such as Excel) in which figures arranged in the rows and columns of a grid can be manipulated.
Surrogates / Digital surrogates	A digital copy of an original analogue object.
Website	A location connected to the Internet that maintains one or more web pages.