

Grant Agreement 297384

Partage Plus

Partage Plus Digitisation Plan

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This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

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1 Introduction

This deliverable describes the digitisation activities and planning of work package 1 (WP 1) in the Partage Plus project. The project plans to digitise c75 thousand objects and other items, including creating c2 thousand 3D models of objects. Once digitised, metadata records for the objects will be submitted to Europeana to enable access to those items. Specifically records submitted will have a link to the partner's website which Europeana will point to. In order to ensure this is completed according to schedule in the Description of Work, it is essential to create a plan for this digitisation process.

This deliverable contains:

- An overview of the chosen approach for digitisation planning;
- The results of the planning; ;
- How the project will deal with the issues brought up.

As the diagram below demonstrates, this work package is closely related with WP 2 – *Production and delivery to Europeana*, and WP 3 – *Metadata Enrichment*:

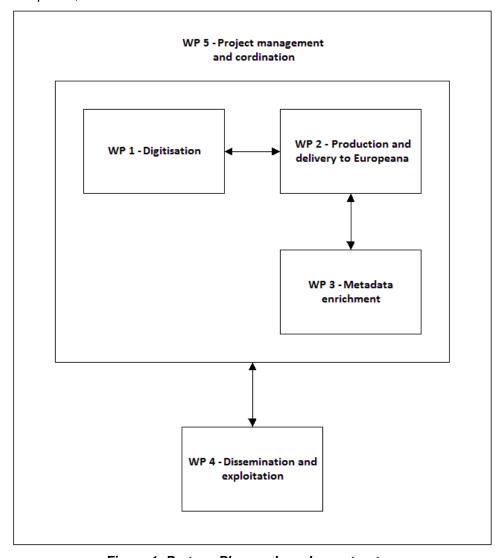


Figure 1: Partage Plus work package structure

2 Digitisation planning: chosen approach

2.1 Types of digitisation to be carried out

The project has two main types of digitisation activities:

• 2D digitisation (by scanning and digital photography)

All 2D digitisation is planned, arranged, and undertaken by the partners themselves. The technical standards used are given in deliverable D1.1 – *Report on standards to be used in the Partage Plus project*, and all partners must follow these guidelines.

In order to plan the digitisation at project we need to know when partners plan to carry out the digitisation.

3D model creation

3D model creation requires a significant effort from the partners, with objects being:

- Selected;
- Prepared:
- Made available for scanning.

To help streamline this process will be carried out by Steinbichler Optotechnik GmbH (SO), in cooperation with the partners. It will take place at the partners' institutions. In order to do this, a temporary studio will be set up by SO at each location.

The technology associated with creating 3D models of objects is relatively new, and consequently there is little experience of producing large numbers of models. As a result, different techniques, approaches and equipment will be tested at KMKG.

The above factors, combined with the issue that there is only one process that will be used for digitisation, means it is of paramount importance that the timing of 3D model creation is meticulously planned.

Therefore it is important for 'time-slot' to be assigned to each partner for a visit by SO staff. SO also stated:

- A maximum of two partners could be dealt with in any one month;
- They preferred the months from May to September for Partage Plus work, as there is greater availability of their equipment.

2.2 Gathering partners' plans

It was decided that the simplest way to gather information on partners' plans for 2D digitisation and preferences for 3D model creation time-slot was by asking them to fill in a spreadsheet:

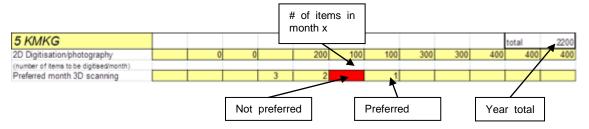


Figure 2: Example of a partner's digitisation plan

2D digitisation (by scanning and digital photography)

For each month of the project each partner was asked to tell us how many items they planned to digitise.

• 3D model creation

Partners were invited to indicate in which months would their three most preferred time-slots. Their most preferred with a '3', next with a '2' and least with a '1'. They were also asked to identify, any month when the collection would be unavailable, for example if the collection is on loan or display.

The results of the information gathered from partners can be found in:

- Appendix I: Schedule of digitisation;
- Appendix II: Partner-preferred schedule for 3D model creation.

Results of the planning process

3.1 Targets

The Description of Work¹ for the Partage Plus gives the overall target that each partner is expected to digitise during the project:

| Partner Short Name | Number of items to be digitised |
|--------------------|---------------------------------|
| СТ | 5000 |
| MAK | 4600 |
| DmG | 540 |
| KIK | 1500 |
| KMKG | 5300 |
| NGCI | 2028 |
| MUO | 5025 |
| UPM | 1000 |
| NBA | 500 |
| UNIMAR | 12150 |
| IMM | 6200 |
| ICCU | 10000 |
| DM | 3060 |
| KK | 2000 |
| MNW | 5000 |
| WWMF | 380 |
| MNWr ² | 1623 |
| MCA | 2930 |
| NMAR ³ | 225 |
| UIRS | 2000 |
| MNAC | 2020 |
| GC | 400 |
| RörM | 500 |
| SCVA | 290 |
| Total | 74271 |

Steinbichler has a target of the creation of 2000 3D models.

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See WP 1 description on the 15th of 138 pages (labelled "Page 5 of 28") in the document.

This partner left the project before signing the Grant Agreement.

This partner left the project before signing the Grant Agreement.

In addition there are two milestones⁴:

MS1: 1st Year digitisation - target is 25,000 items;

MS2: 2nd Year digitisation - target is 51,000 items.

3.2 Results 2D digitisation

Comparing the results of the survey for partner 2D scanning with the DOW shows:

| Project year | DOW Figure ⁵ | Partner Plans |
|--------------|-------------------------|---------------|
| 1 | 24,257 | 26,363 |
| 2 | 50,014 | 43,182 |
| 1+2 | 74,271 | 69,545 |

The figures above indicate that Partage Plus will:

- Easily reach its first year milestone;
- Not reach its second year milestone;
- Be 4726 items short of its final target.

3.3 Results: 3D model schedule

From the planning survey the following pattern emerged:

| Year | Month | Number of first preferences |
|------|-----------|-----------------------------|
| 2012 | March | 0 |
| | April | 0 |
| | May | 0 |
| | June | 1 |
| | July | 0 |
| | August | 0 |
| | September | 0 |
| | October | 0 |
| | November | 1 |
| | December | 0 |
| 2013 | January | 1 |
| | February | 1 |
| | March | 2 |
| | April | 3 |
| | May | 4 |
| | June | 1 |
| | July | 1 |
| | August | 1 |
| | September | 0 |
| | October | 2 |
| | November | 0 |

⁴ These figures include 3D model creation. ⁵ Adjusted to take into account 3D model creation.

| Year | Month | Number of first preferences |
|------|----------|-----------------------------|
| | December | 0 |
| 2014 | January | 0 |
| | February | 0 |

This pattern did not meet the ideal pattern suggested by Steinbichler. Therefore it was necessary to adjust partners' time-slots to meet the pattern, as far as possible. The adjustment was made using the parameters. Where possible, in order:

- 1. Preserve a partner's first choice;
- 2. Use a partner's second choice;
- 3. Use a partner's third choice;
- 4. Avoid a partner's 'not preferred' months.

The results of doing this process were:

| Partner | Assigned time-slot | Partner preference |
|------------|--------------------|--------------------|
| 1 CT | 2013-08 | 1 st |
| 2 MAK | 2013-10 | 1 st |
| 3 DmG | 2013-07 | No preference |
| 4 KIK-IRPA | No 3D objects | |
| 5 KMKG | 2012-06 | 1 st |
| 6 MUO | 2012-12 | 2 nd |
| 7 UPM | 2012-11 | 1 st |
| 8 NBA | 2012-02 | 1 st |
| 9 UNIMAR | 2012-03 | 1 st |
| 12 IMM | 2013-09 | No preference |
| 13 ICCU | 2012-06 | 3 rd |
| 14 KK | 2013-01 | 2 nd |
| 15 DM | 2013-09 | 2 nd |
| 16 MNW | 2013-05 | 2 nd |
| 17 WWMF | No 3D objects | |
| 19 MCA | No 3D objects | |
| 21 UIRS | 2013-11 | 2 nd |
| 22 MNAC | 2013-05 | 1 st |
| 23 GC | 2013-04 | 1 st |
| 24 RörM | 2013-06 | No preference |
| 25 SCVA | 2013-07 | No preference |

4 Conclusions

The reasons for the c4800 shortfall in 2D digitisation are:

- 2 partners, MNWr and NMAR, have left the project accounting for 1848 items;
- Some partners are planning to digitise less than appears in the DOW.

The project will seek to remedy this situation by:

- Recruiting new partners to the project⁶;
- Examining the reasons for the shortfall from partners;
- Replace the 'missing' content from within the consortium.

Being ahead of the DOW figures in the first year will allow us to make these adjustments.

⁶ There is already a potential replacement for the Polish partner

Appendix I: Schedule of digitisation

This schedule is based on the digitisation survey carried out by the work package leader.

Planned number of items digitised per month of the project

| | 2012 | | | | | | | | | | 2013 | | | | | | | | | | | | 2014 | |
|------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|
| | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
| Partner | | | | | • | | | | | | | | | | | | • | | | | | • | • | |
| 1 CT | 0 | 0 | 0 | 0 | 0 | 0 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 400 | 400 | 0 | 0 |
| 2 MAK | 0 | 0 | 0 | 0 | 0 | 0 | 182 | 182 | 182 | 182 | 182 | 182 | 182 | 1688 | 182 | 182 | 182 | 182 | 182 | 182 | 182 | 182 | 182 | 0 |
| 3 DmG | 0 | 0 | 0 | 0 | 50 | 0 | 0 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 0 | 0 | 50 | 50 | 50 | 0 | 0 |
| 4 KIK-IRPA | 0 | 0 | 0 | 0 | 0 | 50 | 100 | 150 | 150 | 150 | 150 | 150 | 100 | 100 | 100 | 100 | 100 | 100 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 KMKG | 0 | 0 | 0 | | 200 | 100 | 100 | 300 | 300 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 200 | 100 | 200 | 200 | 200 | 0 | 0 |
| 6 MUO | 0 | 0 | 0 | 200 | 300 | 0 | 300 | 300 | 300 | 300 | 300 | 400 | 400 | 400 | 400 | 400 | 300 | 0 | 300 | 200 | 200 | 0 | 0 | 0 |
| 7 UPM | 0 | 0 | 0 | 0 | 100 | 100 | 0 | 200 | 100 | 200 | 0 | 0 | 100 | 100 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 NBA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 90 | 95 | 95 | 95 | 95 | 80 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 UNIMAR | 0 | 0 | 0 | 0 | 0 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 695 | 685 | 0 |
| 12 IMM | 0 | 0 | 100 | 150 | 150 | 100 | 100 | 150 | 150 | 100 | 0 | 0 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 0 | 0 |
| 13 ICCU | 0 | 0 | 0 | 0 | 0 | 400 | 50 | 650 | 650 | 650 | 650 | 650 | 650 | 650 | 650 | 650 | 650 | 650 | 50 | 650 | 650 | 650 | 650 | 0 |
| 14 KK | 0 | 100 | 100 | 0 | 0 | 0 | 50 | 100 | 300 | 300 | 300 | 200 | 200 | 200 | 200 | 200 | 200 | 100 | 100 | 200 | 100 | 100 | 0 | 0 |
| 15 DM | 0 | 0 | 0 | 0 | 100 | 150 | 100 | 0 | 100 | 200 | 200 | 500 | 450 | 0 | 0 | 0 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 MNW | 0 | 0 | 0 | 0 | 100 | 100 | 100 | 200 | 200 | 200 | 200 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 325 | 0 |
| 17 WWMF | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 150 | 150 | 42 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 MCA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 700 | 0 | 0 | 700 | 0 | 0 | 700 | 0 | 0 | 700 | 0 | 130 | 0 | 0 |
| 21 UIRS | 0 | 0 | 0 | 0 | 58 | 0 | 60 | 0 | 0 | 0 | 0 | 200 | 200 | 200 | 200 | 200 | 82 | 0 | 300 | 300 | 200 | 0 | 0 | 0 |
| 22 MNAC | 0 | 0 | 0 | 0 | 300 | 120 | 0 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 0 | 100 | 100 | 100 | 0 | 0 |
| 23 GC | 0 | 0 | 0 | 0 | 15 | 25 | 25 | 25 | 25 | 25 | 15 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 10 | 10 | 0 | 0 |
| 24 RörM | 0 | 0 | 0 | 0 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 27 | 0 |
| 25 SCVA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 30 | 0 | 0 | 0 | 80 | 80 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Appendix II: Partner-preferred schedule for 3D model creation

This schedule is based on the digitisation survey carried out by the work package leader. '1' is the most preferred month.

Planned number of items digitised per month of the project

| | | | | | | | | | | | | nterns digitised per month of the project | | | | | | | | | | | | | |
|------------|-----------------|--------|------|-----|-----|-----|-----|-----|-----|-----|------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|--|
| | 2012 | | | | | | | | | | 2013 | | | | | | | | | | | | 2014 | | |
| | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | |
| Partner | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 CT | | | | | | | | | | | | | | | | | 2 | 1 | 3 | | | | | | |
| 2 MAK | | | | | | | | | | | | | | | 3 | 3 | 3 | 1 | 1 | 1 | 3 | 3 | | | |
| 3 DmG | | | | | | | | | | | | | 3 | | 2 | 1 | | | | | | | | | |
| 4 KIK-IRPA | A No 3D objects | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 KMKG | | | | 1 | 2 | | 3 | | | | | | | | | | | | | | | | | | |
| 6 MUO | | | | | | | | | 3 | 2 | 1 | | | | | | | | | | | | | | |
| 7 UPM | | | | | | | | | 1 | 2 | | 3 | | | | | | | | | | | | | |
| 8 NBA | | | | | | | | | | | 3 | 1 | 2 | | | | | | | | | | | | |
| 9 UNIMAR | | | | | | | | | | 3 | | 2 | 1 | | | | | | | | | | | | |
| 12 IMM | | | | | | | | | | | | | | | 3 | 2 | 1 | | | | | | | | |
| 13 ICCU | | | | | | | | | | | | | 3 | | 1 | 3 | | | | | | | | | |
| 14 KK | | | | | | | | | | 3 | 2 | | | 1 | | | | | | | | | | | |
| 15 DM | | | | | | | | | | | | | | | 1 | | | | 2 | 0 | 3 | | | | |
| 16 MNW | | | | | | | | | | | | | 1 | 3 | 2 | | | | | | | | | | |
| 17 WWMF | No 3 | D obje | ects | | , | | | | , | | | | | | | • | , | | • | • | | - | | | |
| 19 MCA | No 3 | D obje | ects | | | | | | | | | | | | | | | | | | | | | | |
| 21 UIRS | | | | | | | | | | | | | | | | | | | 2 | 1 | 3 | | | | |
| 22 MNAC | | | | | | | | | | | | | 3 | 2 | 1 | | | | | | | | | | |
| 23 GC | | | | | | | | | | | | 3 | 2 | 1 | | | | | | | _ | _ | | | |
| 24 RörM | | | | | | | | | | | | 3 | 2 | 1 | | | | | | | | | | | |
| 25 SCVA | | | | | | | | | | | | 3 | | 2 | 1 | | | | | | | | | | |