

# Community Partnership Fund

## Progress Report

(Please keep this report to 4 pages maximum plus Attachments)

**F:112**

**DATE:31<sup>st</sup> August 2008**

### 1. Achievements:

Tell us about what you've achieved so far.

1. An archivist and project manager have been appointed.
2. Methodology for archiving:
  - We have documented the 'best practice' for archiving.
  - A spreadsheet has been designed to allow data to be used in several different databases used by the museum/library and other organisations.
  - Notes to guide community volunteers in the process of archiving have been drawn up, and training sessions offered.
3. Community storage system:
  - The kete model has been implemented. Some programming will adjust the system to meet our particular needs, and the function of archive will complement community access. It is anticipated that the structure and use of kete software will allow this project to fit in easily with other nationally approved projects in the future.
4. GIS and data sharing :
  - Project Manager attended an ESRI web-seminar on 'mashups'- the development of GIS tools which allow disparate programmes to share data
  - The Project Manager joined the 'Dataversity Group' – a government data sharing and discussion group.
  - Predictive and management tools – Project Manager has attended an international workshop, conducted research into, and uploaded, a number of development programmes from international universities. These will be used for assessing community participation and interaction, and allowing visualisation of results. Others programmes will aid specific GIS solutions.
5. Standards for scanning images, and the metadata required have been documented.
6. The ESRI / UC Davis Arboretum 'Botanic Gardens and Zoos data model' is being implemented by NPDC; and readied for community data entry.
7. The project is to be presented to the Digital Strategy Forum in November.

### 2. Learnings:

Tell us about what you've learnt so far. What has worked well, what hasn't worked so well?

1. Most of the digital tools we require have been developed very recently – which is helpful from one aspect, that with good research, we can discover the most up-to-date technologies, and use them. The difficulty lies in tailoring the new technology to our ends. Patience, a good research ethic and a vision for the final requirements is necessary.
2. Archiving – developing the procedures and processes – the archivist has set up an Excel (allowing information to be transferred to several databases).
3. The community project requires the mentoring and training of the professionals involved, so that the various legal issues that may arise, or use of software packages, may be dealt with at an expert level – without incurring costs. Mentors assist the project at the higher level of expertise.

For this, it is essential to have mentors who have relevant industry experience, and have met similar situations and can offer solutions.

4. Selection policy for digital archives: – The project has demonstrated that this depends to some extent upon the nature of the gifted collection, and it is obvious that in-depth knowledge of the community volunteers is required to guide and advise.
5. Metadata standards: There is a large array of variations on the metadata theme, and the simple solution is to adhere to the NZ national standard.
6. Exposure to the international community at a workshop, and a phone conference with UC Davis allowed us to realise that we are abreast of developments in the digital world. Such contacts also allow us access to new tools and solutions. Our relationship with UC Davis (and ESRI) means that this project will have international exposure, tap in to international expertise, and offer our different perspectives to others.
7. Documentation: 'Referencing' is of great importance and access to programmes such as EndNote is essential. All emails and documents which refer to sources of information, especially on-line sites, should be referenced, as a reference library provides an important track of the developments.
8. Using drop-down menus in Excel spreadsheets allows for fool-proof methods of data entry. The biggest problem facing data-entry is mis-typing. Training or access to on-line training, for data entry is essential for community project administrators. See 'resources' below.
9. Getting unencumbered internet connections and services when working in a firewalled Council environment proved to be difficult. This took many weeks, and unimaginable problems with phone cables and routers, which could only be handled by IT personnel. Thank you to NPDC for finding a solution!

### 3. Shared Learning:

How have you been able to share any learning or collaborate with others?

Partners –

1. Puke Ariki has accepted the standards proposed, and so that database information is compatible for transfer, if and when the physical collections are relocated. The digital repository of the kete is compatible with the National Libraries.
2. Friends of Pukekura Park now have templates and guidelines to use, and share with other parties.
3. The lessons learned and partnerships built will be available to those groups who supported TERRAIN, and have indicated that they are still eager to participate.

### 4. Resources:

Are there any resources that you have produced that may be useful for others that you are able to share? Please attach document or links.

All resources that volunteers will be using are applicable to any community project that intends to archive material.

1. 'Data Validation to minimise incorrect data entry', Contextures website for assistance with Access and Excel has on-line, free, training guides for Excel.  
[www.contextures.com/xlDataVal01.html](http://www.contextures.com/xlDataVal01.html)
2. Resources for volunteers engaged in archival tasks:
  - [Selection Policy for Digital Archives](#)
  - [Dictionary descriptors for Archives](#)
  - [Archive handling practices](#)
  - [Archival Database](#)
3. Kete information – Horowhenua Library Trust "Kete, Telling our stories together"  
<http://horowhenua.kete.net.nz/>

Design by </Katipo> <http://www.katipo.co.nz/>

**5. Evaluation:**

If your project is due to complete within six months, what arrangements have you made for the evaluation of your project?

N/A

**6. Progress Summary for Website:**

Please provide a brief paragraph about how the project has progressed (up to 150 words) which may be published on the website [www.digitalstrategy.govt.nz](http://www.digitalstrategy.govt.nz) under Project Updates.

The Pukekura Park Portal Project has devised a system to collect and store community data in the Park 'Kete', and thus provide directed public access to topics. The use of the Geographic Information System to query the data and assist interpretation is eagerly awaited. The use of the 'Kete' data repository will allow the contribution of material from other community groups who have an interest in the Park. It can already be seen how valuable the access to information about the Park will be to many groups, each which has different interpretive objectives.

Volunteers from the Friends of Pukekura Park have been learning to manage website content, and are to learn about 'Kete' management. It has been vital to find and follow the national standards for digitising and metadata. The access to images and digital documents, and the attribution of authorship and copyright depends upon the entry of metadata.

**7. Project Deliverable progress and Evidence provided:**

(Evidence: e.g. documents, website links, photos, CDs, manuals, receipts)

<b>Deliverables (due at this report)</b>	<b>Progress (complete/partial/none)</b>	<b>Evidence provided</b>
Community database and storage system developed, Using Katipo Kete system	About to be implemented	Proposal for service
Systems in place to enter material to the kete	Complete	<ul style="list-style-type: none"><li>o <a href="#">Selection Policy for Digital Archives</a></li><li>o <a href="#">Dictionary descriptors for Archives</a></li><li>o <a href="#">Archive handling practices</a></li><li>o <a href="#">Archival Database</a></li></ul> <p>A laptop and scanner have been purchased, invoices and delivery note supplied.</p> <p>Digital material relating to the project is stored on the Pukekura Park website ready to transfer to kete. Visit <a href="http://www.pukekura.org.nz">www.pukekura.org.nz</a></p>

**Attachments Checklist**

**Income and Expenditure Statement for the Project**

- for any expenditure relating to the Grant Monies within the reporting period
- to be consistent with your organisation's financial records
- to include evidence of expenditure eg copies of all invoices, receipts, relevant bank statements, or wage records

**Risk Register**

**Evidence of Project Deliverables**

(please note we may return the material provided once it is verified)