



LEAF - Linking and Exploring Authority Files

IST-2000-26323

Project Report

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1 Introduction

1.1 Scope

This document is a Progress Report number 1 prepared for the Project LEAF (Linking and Exploring Authority Files; project number IST-2000-26323). This document was produced under Work Package 1.1 (*Administration Management*) of the current project. This report covers months 1- 3 (March-May 2001) of the project.

The purpose of this document is to provide a report of the activities undertaken in this reporting period. A descriptive form and a spreadsheet with numerical reporting data are provided.

The intended audience of this document is all project personnel.

1.2 Reporting Procedures

LEAF partners are requested to submit quarterly reports indicating the number of man-hours that their respective personnel have worked on the project together with a description of the activities undertaken.

In preparing this report, the information provided by partners is analysed and a written description given by Work Package. The numbers of hours are also provided in a spreadsheet form resolved to Work Package and partner granularity.

1.3 Partner Acronyms

The following table lists the project partners who are actively involved in the project.

Partner Name	Acronym	Status	Associated To	Country Code
Staatsbibliothek zu Berlin	SBB	Co-ordinating Partner		DE
Joanneum Research	JRS	Full Partner		AT
University of Bergen	UoB	Full Partner		NO
Crossnet Systems Ltd.	CNS	Full Partner		UK
Österreichische Nationalbibliothek	ÖNB	Full Partner		AT
Biblioteca Nacional	BN	Full Partner		PT
Biblioteca de Universidad Complutense de Madrid	UCM	Full Partner		ES
Swiss National Library	SNL	Full Partner		CH
National and University Library, Ljubljana, Slovenia	NUK	Full Partner		SI
Institut Mémoire de l'Édition Contemporaine	IMEC	Full Partner		FR
Rijksarkivet	RA	Full Partner		SE
Deutsches Literaturarchiv	DLA	Associated Partner	SBB	DE
British Library	BL	Associated Partner	SBB	UK
Goethe- und Schiller-Archiv	GSA	Associated Partner	SBB	DE
Forschungsstelle und Dokumentationszentrum für	FDÖP	Associated Partner	JRS	AT

Österreichische Philosophie				
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2 Summary of Activities in this Reporting Period

The project kicked off successfully in early March where partners were introduced to each other and the project intentions and procedures were clearly defined to everyone.

The project has attracted a wide international interest, and there are over 20 observing partners to the project at the time of writing this report.

In addition to the Kick-Off meeting, a PCC meeting and a Task meeting have been held. All partners have had the opportunity to fully appreciate their involvement in LEAF, and their obligations thereto.

In addition to administrative preparations., the project activities have focussed towards the initial Work Packages and tasks, for dissemination and user requirements.

The initial deliverables have been produced, (administration documents and web site), although further work on the web site is foreseen, such as the multilingual aspects. Reporting procedures have been defined and adopted by all partners.

Partners with authority data have provided definitions and descriptions of their data, and this has been passed to UoB for assessment of the data with respect to XML and DTDs.

The project has established initial contacts with standards bodies, and in particular the EAC working group, where a DTD is being prepared and expected to be available early 2002.

Overall, the project has commenced with a good start, and is on track to meet its expected timescales.

3 Details of Activities in this Reporting Period

3.1 WP 1 - Management and Administration Management

3.1.1 WP 1 – Events

The LEAF kick-off meeting took place at UCM, Madrid, 5 March 2001.

The first LEAF PCC meeting took place at UCM, Madrid, 6 March 2001.

3.1.2 WP 1 – Activities

Task 1.1: Administration Management

All partners reported preparation of their local infrastructure for the LEAF project with provision of information for the project administration documents and use of the document store.

JRS reported preparation of the project document store, the documentation template and project email list.

SBB reported consultations with the project manager regarding basic project procedures.

SBB reported making contacts to new observing partners and administration of all observing partners' needs.

SBB reported preparation of a draft LEAF Consortium Agreement.

CNS provided guidance and advice to various partners concerning project administration aspects.

ÖNB reported setting up of their local project infrastructure and administration.

Task 1.2 Project Management

NUK, SNL and RA reported assessment of the project consortium agreement and local project administration.

SBB provided input to the project guide including proof reading of the first draft.

CNS prepared the first versions of the project guide and project management plan deliverables.

Task 1.3: Meetings

All partners reported attendance of the Kick-off meeting in Madrid.

All main partners attended the PCC meeting in Madrid.

Most partners reported attendance at the data providers' task meeting at ÖNB on 17th May 2001.

A task technical meeting was held at JRS, Graz, on 18th May 2001 attended by SBB, JRS, NUK UoB and RA.

NUK attended a meeting in Graz of the Austrian Literary Archives on the 10th May 2001.

SBB reported:

- preparation of the kick-off meeting in Madrid, 05.03.2001;
- preparation of the minutes of the kick-off meeting in Madrid;
- preparation of and participation in a data providers' task meeting in Vienna, 17.05.2001;
- preparation of the minutes of the data providers' task meeting in Vienna, 17.05.2001.
- preparation of and participation in a meeting on authority file issues with project participants and non-participants in Vienna, 17.05.2001.

ÖNB reported preparation of the kick-off meeting, preparation of the Vienna task meeting, and preparation of the Kick-off meeting minutes.

Task 1.4: Final report

There was no activity on this task in the reporting period.

3.1.3 WP 1 – Output

Project document store.

Project documentation template.

Minutes of kick-off meeting

Minutes of task meeting in Vienna.

Project Guide

Project Management Plan

Draft Consortium Agreement.

3.2 WP 2 - Dissemination and Concertation

3.2.1 WP 3 – Events

There were no project events for this WP in the reporting period.

3.2.2 WP 2 – Activities

Task 2.1: Creation and Administration of the Project Website

CNS prepared the project web site and made various changes according to partner feedback.

Most partners reported provision of feedback to the project web site including testing of the feedback form.

UoB provided Norwegian translations of the project web site.

SBB linked the project domain to the web site computer at CNS.

ÖNB reported testing of the LEAF web site and providing feedback to CNS.

Task 2.2 Dissemination of results

IMEC provided dissemination of the project information to IMEC's partners.

DLA introduced LEAF to the Technical Commission of the Philosophical Editions Working Group (AGPhE) at a members meeting in Tuebingen.

DLA announced the LEAF project and its web pages to the mailing lists e-edition@dla-marbach.de (public) and agphe@bbaw.de (commission members only).

RA produced papers and presentations of LEAF for:

- the EU Conference "Access to Archives" in Lund (Sweden) 5*6 April 2001;
- SEPIA meeting concerning photo-archives, Stockholm 26 April 2001;
- the 6th European Conference on Archives, Florence, 31 May * 2 June 2001
- the "Section of Bibliographic Development and Coordination" at the Royal Library (the National Library of Sweden) for co-ordination of authority records.

UoB provided information of LEAF on their local web pages.

JRS gave project presentations on the "Österreichische Buchmesse" and "Österreichischer Literaturarchivtag".

SBB gave a presentation of LEAF at the conference "Museums and the Web", Seattle, USA, 16.03.2001.

SBB held meetings at RLG, Mountain View, California; (19.03.2001), OCLC, Dublin/Ohio (21.03.2001), LoC, Washington DC (23.03.2001) with presentations of LEAF.

SBB undertook participation at the "Deutscher Bibliothekarstag" in Bielefeld with presentation of LEAF (02.-04.04.2001).

SBB gave a presentation of LEAF at a National Information Day for Austrian archivists and librarians, organised by the Austrian National Library (16.05.2001).

SBB gave a presentation of LEAF at the conference "Digital access to book trade archives" at the Dutch National Library in Den Haag (31.05.-01.06.2001).

FDP, ÖNB and JRS gave a presentation of LEAF at the Annual Meeting of the Austrian Literary Archives in Graz (May 10th 2001).

ÖNB reported presentation of LEAF at the VÖB meeting and writing of a report about LEAF for ÖNB.

ÖNB reported preparation of a LEAF presentation at ODOK'01, Graz.

ÖNB reported writing an article of LEAF for 'Palatina aktuell'

3.2.3 WP 2 – Output

The initial LEAF project web site and various web pages at project partners web sites.

3.3 WP 3 - Standards Representation

3.3.1 WP 3 – Events

There were no project events for this WP in the reporting period.

3.3.2 WP 3 – Activities

Task 3.1: LEAF Maintenance Agency

There were no activities reported for this task in the reporting period.

Task 3.2: Metadata

NUK undertook a survey of the draft set of metadata elements and qualifiers and created a national draft metadata set for authority files.

BN reported provision of descriptions of their local metadata formats.

IMEC reported an analysis of existing metadata formats as applicable to their data.

IMEC undertook an analysis of existing XML formats relevant to the project.

RA has held working meetings and correspondence with the EAC group (Encoded Archival Context).

UoB has reported evaluation of metadata proposals and exploring with mapping possibilities.

SBB reported preparation of a draft version of an accumulated metadata profile for the description of person names.

Task 3.3: Partnerships and Cooperations

NUK held various concertation activities at the national library and also for an archival metadata set for authority files (meetings, surveys of draft sets etc.)

IMEC gave a presentation of LEAF for a new observing partner.

UoB has reported co-operation with and participation in the international EAC working group, esp. the group meeting in Toronto, March 3rd to 6th. This also includes work on the EAC-DTD (a special DTD for authority information for encoding personal names and corporate bodies).

JRS reported contact with Jeff Young of OCLC concerning their name authority proposal.

ÖNB reported preparatory work for the identification of possible cooperations.

3.3.3 WP 3 – Output

Initial drafts of the metadata document were produced.

3.4 WP 4 - Data Representation Study

3.4.1 WP 4 – Events

There were no events relating to this WP in the reporting period.

3.4.2 WP 4 – Activities

UCM reported sending details about their system and authority file to UoB.

GSA reported provision of the specification of their data to UoB.

DLA reported compilation of information on their local data formats for UoB.

RA reported participation in the EAC DTD document.

UoB reported establishing contact with the data providers and collection of local storage and export format details. This included whether data providers retain separate authority files from their main catalogues. This information was preliminarily analysed against the proposed EAC DTD. In addition, some preliminary conversion tools were tested for conversion of UNIMARC and MARC21 to XML.

SBB reported provision of input to the preliminary name DTD.

SNL provided sample data of their system to UoB.

ÖNB reported preparing input work for UoB.

3.4.3 WP 4 – Output

There was no output from this WP in the reporting period.

3.5 WP 5.1 - Model requirements analysis

3.5.1 WP 5.1 – Events

A task meeting was held in Vienna on 15/5/01.

3.5.2 WP 5.1 – Activities

Task 5.1.1: Analysis of input data

BL undertook a description of their data format and produced a brief state of the art paper for this.

IMEC provided an internal identification of their users' scenario and a definition of a model user scenario.

DLA has undertaken the following:

- compiled and translated several documents on local data format descriptions and practice and contributed to the first metadata draft;
- possible LEAF test data pools have been evaluated and described including the database system KALLIAS, the publishing project "Internationales Germanisten Lexikon" und the edition "Tagebuecher Harry Graf Kessler";
- written and tested a first version of an export procedure for KALLIAS authority file test data (persons only until now).

SNL provided a description of their data structure.

FDÖP commenced work on a description of their typical user scenarios of biographical user queries of their database.

BN provided comments to the discussions of the LEAF model.

ÖNB reported analysis of input data of ÖBIBV – GKD, ÖNB – PND, ÖNB – Star.

Task 5.1.2: Definition of User Groups

SBB prepared a draft version of the accumulated user scenarios.

Task 5.1.3: User Survey

CNS commenced preparation of the LEAF user survey web questionnaire, by designing a database schema for the results to be stored and web page forms for the data to be entered.

ÖNB reported preparation and design of the LEAF survey questionnaire.

Task 5.1.4: Identification of Services

No activities were reported for this task.

3.5.3 WP 5.1 – Output

Various draft technical notes were produced, being intended as drafts for deliverables.

3.6 WP 5.2 - Focussing the model with authority file data

3.6.1 WP 5.2 – Events

There were no events relating to this WP in the reporting period.

3.6.2 WP 5.2 – Activities

There were no activities reported for this WP in the reporting period.

3.6.3 WP 5.2 – Output

There was no output for this WP in the reporting period.

3.7 WP 6 - Functional Specifications of the Demonstrator

3.7.1 WP 6 – Events

There were no events relating to this WP in the reporting period.

3.7.2 WP 6 – Activities

There were no activities reported for this WP in the reporting period.

3.7.3 WP 6 – Output

There was no output for this WP in the reporting period.

3.8 WP 7 - System Development and Preparation of Test Environment

3.8.1 WP 7 – Events

There were no events relating to this WP in the reporting period.

3.8.2 WP 7 – Activities

There were no activities reported for this WP in the reporting period.

3.8.3 WP 7 – Output

There was no output for this WP in the reporting period.

3.9 WP 8 - Test of the Demonstrator

3.9.1 WP 8 – Events

There were no events relating to this WP in the reporting period.

3.9.2 WP 8 – Activities

There were no activities reported for this WP in the reporting period.

3.9.3 WP 8 – Output

There was no output for this WP in the reporting period.

3.10 WP 9 - Model compatibility/ maintenance suite

3.10.1 WP 9 – Events

There were no events relating to this WP in the reporting period.

3.10.2 WP 9 – Activities

There were no activities reported for this WP in the reporting period.

3.10.3 WP 9 – Output

There was no output for this WP in the reporting period.

3.11 WP 10 - Assessment and Evaluation

3.11.1 WP 10 – Events

There were no events relating to this WP in the reporting period.

3.11.2 WP 10 – Activities

There were no activities reported for this WP in the reporting period.

3.11.3 WP 10 – Output

There was no output for this WP in the reporting period.

3.12 WP 11 - Technical Implementation Plan (Exploitation Planning)

3.12.1 WP 11 – Events

There were no events relating to this WP in the reporting period.

3.12.2 WP 11 – Activities

There were no activities reported for this WP in the reporting period.

3.12.3 WP 11 – Output

There was no output for this WP in the reporting period.

4 Project Activities by Recorded Time

This section contains information on budget and reported man hours.

The subsequent tables contain details of the Work Packages listing the budgeted man-hours, used man hours and remaining man hours for each partner.

In addition, there is an overall summary of budgeted, used and remaining WP hours represented in tabular and graphical formats.

Please note that the LEAF project is working at a rate of 17.5 productive person days per month.

Each partners monthly rate is shown.

Work Package / Task	SBB	DLA	JRS	FDOP	UoB	CNS	ONB	BN	UCM	SNL	NUK	IMEC	BL	GSA	RA
hours per month	135	135	140	140	131	131	140	123	128	131	131	131	126	140	131
1 Mgmt. & Admin Mgmt.															
Budgeted hours	3638	270	420	280	328	1050	350	306	319	263	328	327	252	280	328
Booked to date	361.0	87.0	71.9	41.0	19.5	76.0	103.0	31.5	65.0	70.3	180.0	52.0	76.0	86.0	116.0
Remaining	3277.3	182.5	348.2	239.0	308.6	974.0	247.0	274.8	254.4	192.3	148.1	275.3	176.0	194.0	212.1
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
2 Dissemination & Concertation															
Budgeted hours	673.8	67.4	140.0	70.0	525.0	656.3	560.0	61.3	766.5	65.6	262.5	392.7	63.0	70.0	65.6
Booked to date	144.0	1.5	48.0	10.0	14.0	101.5	141.0	35.0	0.0	0.0	30.0	7.0	0.0	0.0	28.0
Remaining	529.8	65.9	92.0	60.0	511.0	554.8	419.0	26.3	766.5	65.6	232.5	385.7	63.0	70.0	37.6
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
3 Standards Representation															
Budgeted hours	808.5		140.0		459.4	328.1	630.0	428.8	63.9		65.6	65.5			262.5
Booked to date	94.0		38.3		112.0	0.0	4.0	0.0	0.0		100.0	7.0			32.0
Remaining	714.5		101.7		347.4	328.1	626.0	428.8	63.9		-34.4	58.5			230.5
Overrun	0.0		0.0		0.0	0.0	0.0	0.0	0.0		34.4	0.0			0.0
4 Data Representation Study															
Budgeted hours	539.0	67.4	70.0	70.0	2625.0		280.0	245.0	255.5	65.6	262.5	261.8	63.0	70.0	262.5
Booked to date	40.0	33.0	0.0	0.0	423.0		26.0	0.0	6.0	0.8	0.0	8.0	0.0	5.0	36.0
Remaining	499.0	34.4	70.0	70.0	2202.0		254.0	245.0	249.5	64.9	262.5	253.8	63.0	65.0	226.5
Overrun	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Work Package / Task	SBB	DLA	JRS	FDOP	UoB	CNS	ONB	BN	UCM	SNL	NUK	IMEC	BL	GSA	RA
5.1 Model Requirements Analysis															
Budgeted hours	1347.5	67.4	280.0	70.0	262.5	262.5	840.0	490.0	63.9	65.6	262.5	65.5	63.0	70.0	262.5
Booked to date	168.0	50.0	196.0	24.0	0.0	26.5	147.0	84.0	0.0	4.0	0.0	FALSE	20.0	0.0	0.0
Remaining	1179.5	17.4	84.0	46.0	262.5	236.0	693.0	406.0	63.9	61.6	262.5	65.5	43.0	70.0	262.5
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-65.5	0.0	0.0	0.0
5.2 Focus the Model															
Budgeted hours	808.5	67.4	280.0	70.0	65.6	65.6	630.0	980.0	63.9	65.6	393.8	65.5	63.0	70.0	525.0
Booked to date	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Remaining	808.5	67.4	280.0	70.0	65.6	65.6	630.0	980.0	63.9	65.6	393.8	65.5	63.0	70.0	525.0
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
6 Functional Spec of Demonstrator															
Budgeted hours	134.8		1400.0		131.3	131.3	140.0	122.5	127.8	65.6	131.3	130.9			131.3
Booked to date	0.0		0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			0.0
Remaining	134.8		1400.0		131.3	131.3	140.0	122.5	127.8	65.6	131.3	130.9			131.3
Overrun	0.0		0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			0.0
7 System Development															
Budgeted hours	539.0	336.9	4060.0	350.0	1443.8	393.8	980.0	306.3	319.4		459.4	327.3	315.0	350.0	459.4
Booked to date	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
Remaining	539.0	336.9	4060.0	350.0	1443.8	393.8	980.0	306.3	319.4		459.4	327.3	315.0	350.0	459.4
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0

Work Package / Task	SBB	DLA	JRS	FDOP	UoB	CNS	ONB	BN	UCM	SNL	NUK	IMEC	BL	GSA	RA
8 Test of the Demonstrator															
Budgeted hours	269.5	134.8	420.0	140.0			630.0	245.0	255.5		787.5	261.8	126.0	140.0	328.1
Booked to date	0.0	0.0	0.0	0.0			0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
Remaining	269.5	134.8	420.0	140.0			630.0	245.0	255.5		787.5	261.8	126.0	140.0	328.1
Overrun	0.0	0.0	0.0	0.0			0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0
9 Maintenance Suite															
Budgeted hours	202.1	202.1	280.0	210.0	196.9	1312.5	210.0	183.8	191.6	196.9	196.9	196.4	189.0	210.0	196.9
Booked to date	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Remaining	202.1	202.1	280.0	210.0	196.9	1312.5	210.0	183.8	191.6	196.9	196.9	196.4	189.0	210.0	196.9
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10 Assessment and Evaluation															
Budgeted hours	539.0	269.5	140.0	280.0	262.5		420.0	245.0	255.5	459.4	262.5	261.8	126.0	280.0	262.5
Booked to date	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Remaining	539.0	269.5	140.0	280.0	262.5		420.0	245.0	255.5	459.4	262.5	261.8	126.0	280.0	262.5
Overrun	0.0	0.0	0.0	0.0	0.0		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11 Exploitation Planning															
Budgeted hours	269.5	67.4	70.0	70.0	65.6	262.5	280.0	61.3	63.9	65.6	65.6	65.5	63.0	70.0	262.5
Booked to date	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Remaining	269.5	67.4	70.0	70.0	65.6	262.5	280.0	61.3	63.9	65.6	65.6	65.5	63.0	70.0	262.5
Overrun	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

**Totals by Work
Package**

	Budget Totals	Used	Percentage Used
1 Mgmt. & Admin Mgmt.	8739.5	1436.1	16.4
2 Dissemination & Concertation	4439.6	356.5	8.0
3 Standards Representation	3252.2	255.0	7.8
4 Data Representation Study	5137.3	504.8	9.8
5.1 Model Requirements Analysis	4472.8	281.5	6.3
5.2 Focus the Model	4213.8	0.0	0.0
6 Functional Spec of Demonstrator	2646.5	0.0	0.0
7 System Development	10640.0	0.0	0.0
8 Test of the Demonstrator	3738.2	0.0	0.0
9 Maintenance Suite	4175.0	0.0	0.0
10 Assessment and Evaluation	4063.7	0.0	0.0
11 Exploitation Planning	1802.3	0.0	0.0
Totals:	57320.9	2833.9	4.9

Totals by Partner

Partner	Total Budget (hours)	Budget Used to Date (hours)
SBB	9769	807
DLA	1550	172
JRS	7700	354
FDÖP	1610	75
UoB	6366	569
CNS	4463	204
ÖNB	5950	421
BN	3675	151
UCM	2747	71
SNL	1313	75
NUK	3478	310
IMEC	2422	74
BL	1323	96
GSA	1610	91
RA	3347	212

