

Title page

**INFORMATION SOCIETY TECHNOLOGIES
(IST)
PROGRAMME**



Contract for:

**Shared-cost RTD
Demonstration project
Combined RTD & Demonstration project**

Annex 1 - "Description of Work"

Project acronym: LEAF

Project full title: Linking and Exploring Authority Files

Proposal/Contract no.: IST-2000-26323

Related to other Contract no.: *(to be completed by Commission)*

Date of preparation of Annex 1:

Operative commencement date of contract: *(to be completed by Commission)*

Contents List

Contents List.....	2
Project Objectives.....	4
Project goals	4
Project objectives	4
Operational goals	5
List of participants.....	9
Contribution to programme / Key Action objectives.....	10
Innovation	12
Community added value and contribution to EC policies	17
Contribution to Community social objectives.....	17
Economic development and scientific and technology prospects	19
Project Workplan.....	22
General Description.....	22
Workpackage list.....	33
Workpackage Description	36
Deliverables List.....	65
Project Planning and Timetable.....	67
Pert Chart	70
Project management.....	71
Appendix A	73
Description of the consortium.....	73
Description of the participants.....	77

Shared Cost RTD Proposal Form – Form A2



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FOR COMMISSION USE ONLY	<input type="checkbox"/>	<input type="checkbox"/>

Proposal Acronym	LEAF	Proposal No	IST-2000-26323
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A2.	Proposal Summary
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Objectives

LEAF will develop a model architecture for a distributed search system harvesting existing name authority information (persons and corporate bodies) aiming at automatically establishing a user needs based common name authority file in a specific sector highly relevant to the cultural heritage of Europe. The project results will be implemented by extending an existing, fully functional, international online Search and Retrieval service network of OPACs that provides information about modern manuscripts and letters, the MALVINE project and to extend this into a global multilingual and multimedia information service about persons and corporate bodies based on user needs. The model architecture is intended to be applicable to other kinds of cultural/scientific objects and data, ensuring through the use of authority file information that the representation of the objects in question is one of high quality. The LEAF demonstrator will thus provide a valuable example of how dynamic user interaction with the cultural/scientific content can considerably enhance the user experience.

Description of the work

LEAF will be carried out in three phases. The administrative and concertation work will span the whole duration of the project:

The management and administration, the meetings, the dissemination and concertation. As the Standards representation and the Data representation study will have to integrate and to react to ongoing related international development, they are also planned to be carried out during the whole duration of the project.

The three phases are:

phase 1: requirements and analysis (month 1-14) comprehending the Model Requirements Analysis, the Focussing the model with authority file data and the Functional Specifications of the Demonstrator

phase 2: software development and testing (month 15-27) comprehending the System Development, Preparation of Test Environment and the Model Compatibility/Maintenance Suite

phase 3: evaluation and validation. (month 28-36) comprehending the Test of the Demonstrator, the Evaluation/ Validation, the Exploitation Planning, the Final Report

Milestones and expected results

Milestone 1 (month 14): acceptance of the phase 1 deliverables these being the basic preconditions for the building of the demonstrator.

Milestone 2 (month 27): readiness of the demonstrator, verified by testing.

Milestone 3 (month 36): evaluation and validation phase completed with the delivery of the final report.

Milestone 4 : acceptance of the final report and all deliverables by the Commission.

Project Objectives

The main overall goal of LEAF is to demonstrate that the common use of authority file information no longer needs to be a question of having to handle enormous amounts of data. The consistent integration of actual user needs will lead to a manageable and highly useful multimedia offer of well organised data about European cultural heritage in a multilingual environment. It strongly refers both to actual user needs and to an amelioration of data offers. The LEAF project will therefore mark the starting point for an open, distributed information market with possibilities of co-operation for everybody.

Project goals

The main goals of LEAF are:

- to develop a model architecture for a distributed search system harvesting name authority information (persons and corporate bodies). This harvested information will automatically create a “Common European name authority file” that is thus based on actual user needs.
- to demonstrate the project results by implementing them into an existing, fully functional, international online S&R service network of OPACs that provides information about modern manuscripts and letters (MALVINE) in Europe and to extend this into a global multilingual and multimedia information offer about persons and corporate bodies based on user needs.

The distributed search system for names will utilise information in existing electronic catalogues identifying which institution in Europe owns manuscript material or which player can provide other relevant information related to a particular person or corporate body. The system will link information offered by very different institutions and individuals (libraries, museums, archives, edition projects, manuscript dealers, biographical standard reference works etc.). It will be possible to integrate even small institutions and those which today are contributing to EU-information politics only on a very remote level. Relevant information provided by even the smallest institutions will be made accessible, every data provider will benefit from the LEAF communication model.

Project objectives

LEAF will thus provide:

- online access to distributed catalogue data including names or name authority files.
There might both be flat records which contain every information in one data file on the same level and records with data files in a relational structure which allow for separate queries in the name data and in the document description data.
- A common name authority file based on user needs.
By performing search queries the users of LEAF will automatically and gradually create a specific data repository - the “Common name authority file”. The information stored in the “Common name authority file” serves as a basis result set for new queries, new information is added by every new query. It offers a growing European name authority file based on real user needs with links to those institutions that provide relevant information about a person or corporate body. The names of persons and corporate bodies can thus function as an access point to all kinds of cultural heritage data. The user will have the opportunity to ask: What items connected to a

specific person or corporate body exist in European archives, libraries and museums? The possibility to pose such a question in a multilingual environment at one website, will generate quite new user types.

- The utilisation of this common name authority file for speeding up the research in a S&R network of OPACs. *Every name that was retrieved once will be stored together with the information from which institution the data came. For the next query these results will be used, the system then only needs to search those databases that did not provide information about the name searched for at the time of the last query. This will result in a better performance of the search engine. The actual queries will be checked to guarantee that only the results of frequently performed queries will remain in the “Common name authority file”.*
- Possibilities/mechanisms for the harmonisation of name authority files. *A search in different name authority files will deliver different name records of the same person/corporate body, distinguished e.g. by different dates of birth etc., facilities for re-checking the correctness of the record will be offered. Provisions will be made to cater for cases where one entity is represented by differing names in different name records, this being due e.g. to different national practices of spelling names and/or differences that occur when transcribing a name from a different character set.*
- Data entry facility for the correction of name records, for the addition of supplementary information or for the possibility of just adding the name of an institution owning relevant material but not being able to provide it in electronic form. *Each user of the LEAF system may get an adequate working space within the LEAF system in which s/he can download additional information to name authority files. Each user will have the possibility for adding his/her own knowledge to this common name authority file. An intellectual control agency will be responsible for checking and forwarding the information to the initial provider of the name record.*
- Conversion facility for name data on the basis of a common XML schema for name records; *A tool that will convert differently structured name records into the specified XML record structure of the LEAF schema thus considerably simplifying the loading of the searchable databases and opening easier ways of incorporating the data of new data providers in future.*
- The linking of every sort of additional information about a person or a corporate body, e.g. links to reference works, photographs, portraits or other images, digitised samples of hand-written documents, commercially available additional biographical information, links to scientific projects, links to offers of manuscript dealers, links to relevant addresses.

The compilation and creation of this information will be a work in progress, done by the participating institutions and the LEAF users. The LEAF model of a global information warehouse based on high quality authority file information may function as a model for the linking of other types of electronic information offers from other kinds of data providers.

Operational goals

The following graphic and scenario will demonstrate the LEAF model architecture. The scenario may clarify the use and certain important advantages of the LEAF model.

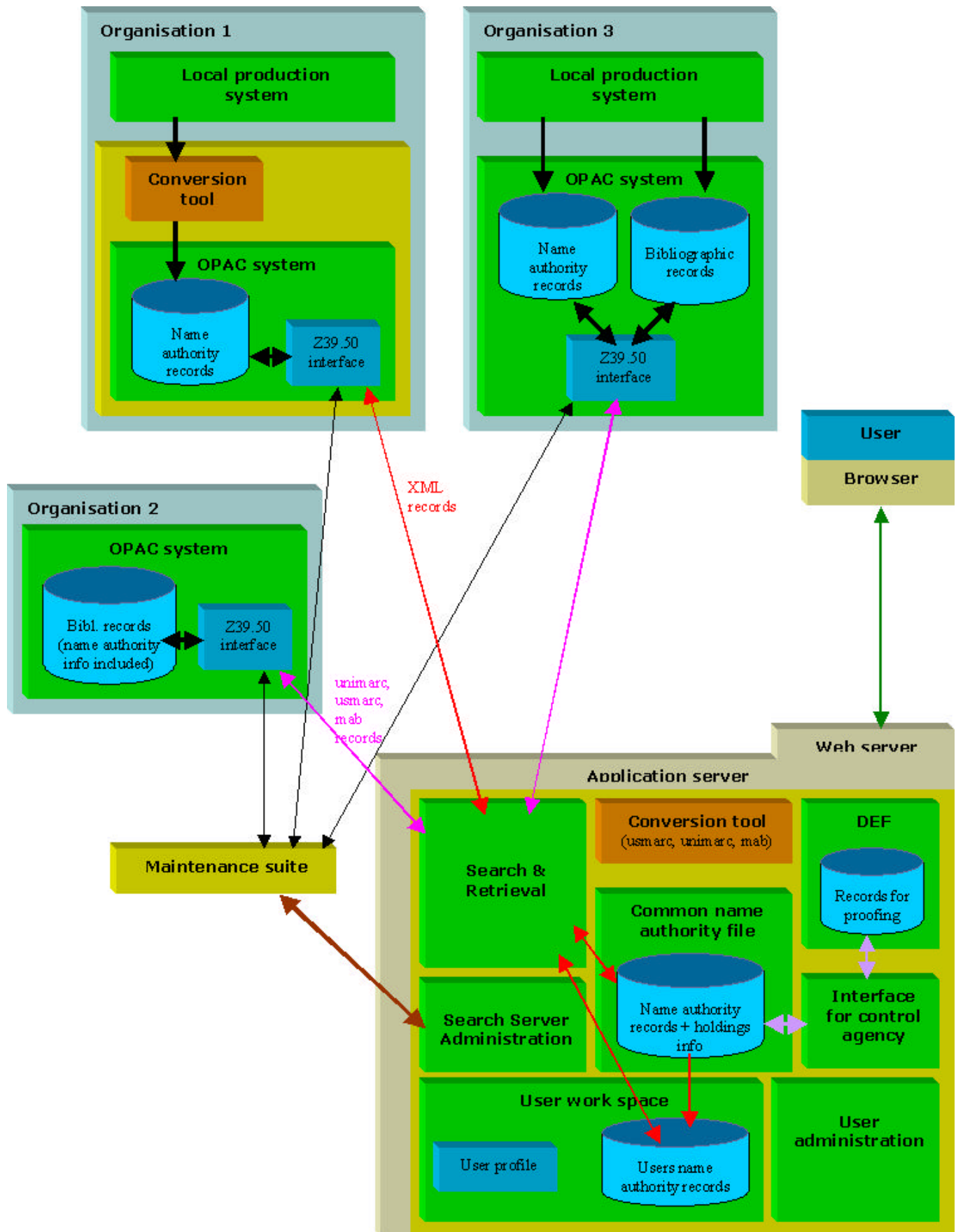


Figure 1: The LEAF Model Architecture

Annotations (Items of the LEAF system which will be developed by LEAF are marked or framed yellow)

Organisation 1: institution which provides authority files by using the conversion tool and the OPAC system which will be developed within LEAF, these OPAC can offer 'real' name authority records. This system can send records in an XML structured format.

Organisation 2: institution which provides bibliographic records where the information about the author is included. This system can send UNIMARC, USMARC or MAB records which will then be transformed by the Conversion tool which is located at the LEAF Application Server site to the specified XML structure.

Organisation 3: institution which provides bibliographic records and name authority records separately.

Local production system: application that is used by the LEAF organisations to catalogue their records (both biographic and document description records; these may also be combined in one record).

OPAC system: application that performs the S&R request at the organisation's site.

Data Entry Facility (DEF): allows for the user to add further information, or for the possibility of adding holdings information. This info will be stored in a separate database and can be reviewed by the control agency via the „Interface for control agency“. The corresponding agency person will be informed that there is some data which should be reviewed.

Interface for control agency: allows a control agency person to check and add the data which a user wants to add to the Common name authority file.

Conversion tool: converts different structured name records to the specified XML structure. At the application server site the conversion tool can convert records, which were retrieved by OPACs that do not support the specified LEAF XML structure.

Browser: client for using the LEAF Search Server User Interface.

Web server: basic component for providing the web pages of the LEAF Search Server.

Application server: basic component for integrating the services of the LEAF Search Server.

Maintenance suite: tool set which provides the maintenance of logically attached OPACs, via S&R in the explain database of the OPAC and via the database update facility of the Z39.50 extended services facility.

User administration: tool that allows to manage the user workspace, user restrictions, permissions etc.

Search & Retrieval: LEAF search server with new search pages allowing new search scenarios.

Search Server Administration: tools for configuring the search server.

User work space: contains both the profile information about the user and the stored name authority records.

User profile: contains the profile information about the user.

Name authority records: the user can store name authority records in the user work space. E.g. records that are of particular significance for the user can be stored there and the user can access these special records via the same search interface.

Common name authority file: name authority file, which will dynamically be created by the user. This OPAC can be accessed with the same interface. These OPAC is also provided with a Z39.50 interface.

Scenario

- a **User** submits a biographical query to LEAF via a **Browser**;
- LEAF queries the OPACs of **Organisations 1-3**;
- OPACs without Z39.50 facilities will utilise the **Conversion tool** for the communication of the data to LEAF (in the given architecture this is the case for Organisation 1);
- **Organisations 1-3** send back the results to LEAF;
- LEAF saves the positive results (name authority records PLUS information about where this data record originated from) in the **common name authority file**; this **common name authority file** will dynamically grow with every new user query;
- the user can transfer all or parts of the **common name authority file** to the **Users' name authority records**, this being part of the **User Work Space**; because the system will be multilingual, the user may choose a preferred language of the authority file information; the user may make use of the conversion tool and receive the data in the desired format;
- the user may transfer (download) the data contained in the **Users' name authority records** to his/her local hardware platform (perfectly outside of LEAF);
- the user may offer additions, corrections etc. to LEAF; this data will be checked by an **Intellectual control agency** (this being part of LEAF), to be accessed via the **Interface for control agency**;
- the **Intellectual control agency** will forward to „LEAF Organisations“ (i.e. the LEAF consortium): corrections and additions to existing data records; the „LEAF Organisations“ may in turn either update the data also in the **common name authority file** or get the record deleted in the **common name authority file** to have it created again by another user query;
- the **Intellectual control agency** will forward to the **common name authority file**: information about further locations of material related to the relevant person/corporate body (e.g. a small organisation without electronic data may wish to add to an existing name record the information that manuscripts of that person can also be found in their holdings);
- the **Maintenance Suite** communicates both with the **OPAC systems** and the **Search Server Administration**.

Baseline data against which the project will measure its progress

The primary purpose of the project is to integrate existing name authority file information for the benefit of the systems and users. The project will not be trying to re-invent the principals of authority files nor the standards which they are built with. Therefore, the baseline data against which the project will measure its success will be:

- the existing authority data files and the systems that use them (oriented towards search and retrieval);
- the existing principals of distributed search and retrieval systems based on the Z39.50 protocol;
- the existing standards approaches that incorporate such data represented in XML.

Measure of “success” to be used

The Measure of Success will be on the following criteria:

Technical

- to satisfy the technical system requirements of the demonstrator that will prove the technical design and approach taken.

Requirements

- to use a demonstration period of the project to measure the success of the user tests against initial pre-selected test criteria, and subsequent analysis;

Feedback:

- to analyse feedback from users during the trial phase;

Dissemination Feedback:

- to gauge the degree of interest in the project from other projects, communities, standards bodies etc.

List of participants

List of Participants

Partic. Role*	Partic. no.	Participant name	Participant short name	Country	Date enter project	Date exit project
C	1	Staatsbibliothek zu Berlin	SBB	DE	Start of Project	End of Project
A	2	Deutsches Literaturarchiv	DLA	DE	Start of Project	End of Project
P	3	JOANNEUM RESEARCH	JRS	AT	Start of Project	End of Project
A	4	Forschungsstelle und Dokumentationszentrum für Österreichische Philosophie	FDOEP	AT	Start of Project	End of Project
P	5	University of Bergen	UoB	NO	Start of Project	End of Project
P	6	Crossnet Systems Limited	CNS	UK	Start of Project	End of Project
P	7	Österreichische Nationalbibliothek	ÖNB	AT	Start of Project	End of Project
P	8	Biblioteca Nacional	BN	PT	Start of Project	End of Project
P	9	Universidad Complutense de Madrid	UCM	ES	Start of Project	End of Project
P	10	Schweizerische Landesbibliothek/Swiss National Library	SNL	CH	Start of Project	End of Project
P	11	National and University Library	NUK	SI	Start of Project	End of Project
P	12	Institut Mémoires de l'Édition Contemporaine	IMEC	FR	Start of Project	End of Project
A	13	British Library	BL	UK	Start of Project	End of Project
A	14	Goethe- und Schiller-Archiv	GSA	DE	Start of Project	End of Project
P	15	Riksarkivet	RA	SE	Start of Project	End of Project

*C = Coordinator

P - Principal contractor

A - Assistant contractor

Contribution to programme / Key Action objectives

LEAF meets the IST programme objectives by:

- providing an intelligent integration of services of authority data and collection data to users performing local search and retrieval;
- offering opportunities for the LEAF concept model to be adopted in other related domains for other user communities;
- giving an improved interaction with information services in a true multilingual sense; and,
- improving the openness of international standards in the search and retrieval domain.

LEAF meets the action line objectives of Action Line III.1.4 by providing a model for substantially improved access to virtual repositories of cultural data. This will be tried and proven against the domain of manuscripts and letters where the operational domain of the MALVINE project has identified that such a requirement is of high priority in a pan-European community.

LEAF proposes the concept of user interaction as the basis of incorporating authority file information in a virtual database. By performing search queries the users will automatically and gradually create a specific data repository of enhanced authority file information that will:

- directly represent the users' needs in the area of biographical/manuscript information; and,
- provide assurance of the data through the provision of individual work spaces.

LEAF will generate an adaptive model that can be used in other related domains. This model will utilise novel ways of:

- dynamically creating information,
- manipulating and managing the information by using and/or considering standards like XML in the area of user profile management and user work space management,
- creating virtual cultural/scientific landscapes by offering an access point to related data that can use the same authority file information as the centre for new S&R scenarios,
- enabling both public users (end users) and expert users (staff in libraries, archives, museums, documentation centres) for the first time to harvest the same authority file information,
- managing the information by implementing a compatibility/maintenance suite that will automatically process many user interactions aimed at integrating new data to the system.

The feasibility of the LEAF model will be proven with the development of a demonstrator system. The model architecture is intended to be applicable to other kinds of cultural/scientific objects and data, ensuring through the use of authority file information that the representation of the objects in question is one of high quality. The LEAF demonstrator will thus provide a valuable example of how dynamic user interaction with the cultural/scientific content can considerably enhance the user experience.

Close scrutiny of and, if applicable, co-operation with relevant standardisation bodies will ensure that existing work is considered. An exploitation and business plan will aim at the sustainability of the LEAF system.

Innovation

Background

Presently authority information, of which name authority files are a very important part, is used in various ways in European libraries, archives and museums. Name authority records may be available as part of a national name authority file (e.g. in libraries) or only on a local level (e.g. in archives).

The creation of national name authority files is normally based on existing local data files prepared in an important institution, mainly in the National Libraries (BL, LoC, BNF, etc.). Mainly large European libraries participate in projects related to name authority files (GABRIEL, AUTHOR, COBRA, CORC, etc.). In some European countries a national co-operation between different libraries for the building of a national name authority file exists (e.g. in Germany).

Information about persons, families and corporate bodies is essential for the information retrieval in the archival context. Therefore context information, e.g. biographies and administrative histories form important parts of archival descriptions and finding aids. However, these ideas have generally not yet been implemented in computer supported archival information systems. Noteworthy exceptions are the National Archives of Australia (http://www.naa.gov.au/The_Collection/recordsearch.html), the Swedish Riksarkiv (<http://www.ra.se/>) and the UK Register of Archives (<http://www.hmc.gov.uk/nra/nra2.htm>).

The first international archival descriptive standard, *ISAD(G): General International Standard Archival Description*, recognised the possibility of capturing and maintaining contextual information independently, and linking it to the combination of other information elements used to describe archival documents. A more focussed standard, *ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons and Families*, acknowledges that there are a number of good reasons why separate capture and maintenance of contextual information may be useful: “Such a practice enables the linking of this information to descriptions of archival documents from the same creator(s) that may be held by more than one repository, or separately held archival documents and library materials that have the same creator(s), or records that remain in the custody of their creator. Such links can facilitate historical research and improve records management practices.” (http://www.ica.org/01040802_e.html).

The use of name records is widespread in museums, but mainly on a local level. The Union List of Artist Names (ULAN, http://shiva.pub.getty.edu/ulan_browser/), provided by the Getty Centre, is just one example of the growing importance that is attached to the use of name authority data.

It is widely accepted that the national and international sharing of authority information is a suitable means for reducing the costs of cataloguing work in libraries and archives as well as the costs for biographical research work undertaken in scientific projects. At the same time the importance of allowing the preservation of national, local or rule-based differences in authority information is generally appreciated (cf. e.g. *Report of the IFLA UBCIM Working Group on Minimal Level Authority Records and ISADN*, at: <http://www.ifla.org/VI/3/p1996-2/mlar.htm>).

It is a fact that the sheer quantity of the data creates a fundamental problem when working with authority information. The German “Personennamendatei” (Person Name Authority File) for example currently includes around 1.9 million names. A great deal of work needs to be undertaken for the maintenance and enhancement of the authority files while it remains unknown which names exactly have an actual relevance for users.

Several national or international projects and co-operations (e.g. COVAX, ONE-2, AHDS) are dealing with cultural heritage data from libraries, archives and museums with a focus on homogenous access to the required information based on formal search and retrieval criteria or a formal approach to representing that data with standard technology trends (Z39.50, XML). Other projects aim at solving the problem of harmonising information retrieval of data by using metadata based on the peculiarity of the material in question (e.g. MALVINE, HARMONICA, EULER, MASTER). The utilisation of authority files in the above mentioned activities is lacking.

In other words the above means:

1. There is no common authority data usage in libraries, archives and museums
2. There is no commonly accepted model for authority data in Europe
3. There is no integration of users and user needs in the building of authority data
4. There are no possibilities for end users to utilise authority data.

LEAF therefore proposes a model for harvesting authority data and for building a common European authority file model based on the user needs.

Innovative approach

There are three main innovative aspects:

1. Common utilisation of available authority information that until now is independently being used in libraries, archives, museums and scientific projects and the integration of this authority information into the S&R process.
2. Creation of a model for commonly used authority file.
3. Immediate integration of the users of the LEAF system in the process of creating a commonly used name authority file.

It is planned to provide a model for a common authority file which is defined and created by real user queries. This novel approach takes into account for the first time that name authority information is the most important starting point for every activity concerning the documentation of European cultural heritage. It clearly points out that every biographical searches or searches concerning the name and the history of a corporate body that are separately performed at different places without communication between one another is an unnecessary waste of time and money. The model also assumes that different preconditions that are applicable to smaller and bigger institutions but also the different regional or national practices are the most important obstacle against effective co-operation in any sector of work with the common European cultural heritage. National and international co-operations in the sector of authority data always start from an overall and theoretical point of view. LEAF intends to take a different starting point from where real benefits to all involved players can immediately be realised. The novel approach of LEAF therefore has to be shown in a very concrete application. LEAF will be demonstrated in a S&R context of data about modern manuscripts. The S&R scenario will largely depend on the use of biographical information and/or information about corporate bodies. Every user working in this sector will be very interested in having as much information about a relevant name as possible. Because the users of the system (both expert users, being the staff working with the data in the relevant organisations, and public end users) are considered to be specialists in the sector in question they will, in many cases, have more information (resulting from her/his own research work) about a person or a corporate body than was available so far.

In other words: The user her/himself will not only benefit from the novel offer of LEAF in a one-way fashion but will also be able to contribute to the existing information and thus enhance the quality of the same. Every users' query will automatically create a name record at the LEAF site that comprises the information of various available authority records about the same person/corporate body and additionally offers the information which institutions own relevant material and/or information related to that particular person/corporate body. The implicit information this newly created name record contains is that the particular person/corporate body was searched for. It therefore shows that this newly created name record is in fact of actual relevance. Thus a common name authority file will be built on the basis of what expert and public users are really asking for. This means that the authority file information will not be "finalised" at a certain point in time but that it will be a work in progress.

Further information about persons/corporate bodies will also be made available (biographical reference works etc.).

As information about persons or corporate bodies is not restricted to text information, a new range of additional multimedia information will enhance the data offer and make it more attractive. Digitised photographs, films, music, bibliographies or the results of research projects are only some examples of possible additions.

Public end users will benefit in a number of ways from this novel LEAF service:

- the common data offer will be based on different national and local name authority information complementing one another;
- the common data offer will be based on various additional name authority information provided by libraries, archives and museums;
- the end user will directly participate in the building and the amelioration of the common data offer;
- the number of relevant data files stored in the LEAF authority file will be automatically defined by the users themselves;
- the data will come from very different types of institutions in different European countries;
- the use of the LEAF model will be world wide.

Expert end users will benefit in a number of ways from this novel LEAF service:

- optimisation of work flow through novel work processes;
- authority file information based on user needs will allow for purposeful work with the same;
- the work within LEAF will result in a distinct shared common responsibility for the project's outcome, namely the "Common name authority file". This novel approach – usually responsibilities and obligations remain at the national level – is suited to foster the European idea in a very practical context;
- the planned service will open new ways of immediate co-operations between all kinds of institutions and persons working in the cultural heritage sector. The immediate availability of authority data and the simple methods for adding new information or upgrading and enhancing the data will make the common authority file an indispensable and indisputable added value to the preservation and propagation of European cultural heritage.

A basic precondition for the success of this idea is the setting up of an adequate technical support that is easily manageable and economical at the same time. It will enable everybody to participate in this global information warehouse.

LEAF therefore uses state-of-the-art XML technology that will exclude data communication problems which may result from the use of highly specialised technical solutions. Thus the new technical approach consists in the novel use of well known and often experienced standard technologies.

XML based user space management will enable the user to store query results or documents in a personal archive at the LEAF site. This type of management will open new possibilities to access the work space and will broaden the scope for collaborative work.

It will be possible to query the user space via XQL or apply different style sheets to the user work space to filter relevant parts.

In a broad meaning the delivery of XML-structured results will greatly reduce the costs of using the data for further publishing/presentation:

- conversion for web publishing
- conversion for printed publications
- filtering relevant parts of information through different style sheets to the user work space or to meet other user needs.

Any technological developments that may occur during the course of the project will be carefully considered to ensure that state-of-the-art technologies are applied at all stages.

Community added value and contribution to EC policies

In terms of global perspective, Europe has a significantly leading role in the development of virtual network services, utilising the latest editions of Open Standards. European services have a wider and more complex task to address than the systems in other parts of the world, e.g. the USA, such as the range of character sets and languages that are used in Europe.

The concept and development of virtual networks has been significantly addressed in previous Framework programme projects, and the value of these projects is quite high to the community at large in the information society technologies. Users can significantly benefit from such technology in terms of time, efficiency, scope of learning, range of information available. The semantic accuracy to which users can search is far higher than general web searching and the information content is far more structured and consistent.

It has to be said however, that such systems are complex in design and implementation. Many of the finer/more complex details fall into the "nice to have" category and are often incomplete due to time constraints and budget constraints and dependencies on commercial vendors. This is exaggerated by the tendency for people to expect that information is not to be paid for nowadays and is freely available. The Web explosion has largely contributed to this trend although in many cases this is a false economy as people can spend much more time trawling through unstructured, irrelevant and low quality Web material instead of subscribing to value-added structured services.

One of the problems addressed by LEAF in resource discovery of information services is the coherence of properties - such as names, locations etc. This is not just from an ignorance of users but is a very real problem due to the multilingual society we are living in. In LEAF, we will address this issue in the virtual network scenario, to provide a solution model that can be re-used in potentially any virtual network scenario.

Use of the LEAF model will enable users to have a mechanism in the current technology trend of virtual networks that provides the consistency of data content.

It is critically important that the problem addressed by LEAF is addressed at a European level, rather than at a national level. Some countries do have national authority catalogues, and at the national level a huge legacy of work has been subjected. However, to address the problem at the international level will require close co-operation between the partners involved. Each partner will undoubtedly progress through a significant learning curve where the national knowledge will be shared between partners.

It is also important to address factors such as involvement with standards bodies at a multi-national level. It is planned that complementary feedback from other countries that are not represented in LEAF will be received through close co-operation with standards bodies.

The LEAF consortium consists of partners from a large variety of European countries. A network of "observing partners" from Italy, Hungary, Poland, Denmark, Austria and The Netherlands will be set up to assure a high degree of involvement of the most important key players. The geographical distribution of partners and "observing partners" thus not only represents the Northern and Southern European countries but also, through the involvement of Slovenia, Hungary and Poland, the CEE countries.

Contribution to Community social objectives

As with the rest of the World, the European community has experienced significant technology advances in all areas - home, business, schools etc. Citizens now expect many kinds of services being available, and there is a degree of competitiveness between similar services that has ensured that higher quality prevails.

The ever improvement of network backbones also allows more advanced functionality and richness of information to be enjoyed, without suffering performance degradation. Providers of basic tools such as Web browsers have already addressed fundamental multinational aspects with support of national character sets and languages.

LEAF will address the social objectives of the Community on different levels:

- it will improve the human research potential by offering an accurate infrastructure by which to undertake resource discovery; this could be particularly useful for researchers, and the model could be incorporated to significantly benefit other educational ages;
- it will help support the preservation of heritage information by retaining a multinational knowledge base of library authoritative data;
- the work within LEAF will not transfer all obligations back to partners on a national level, but will result in a distinct shared common responsibility for the project's outcome, thus fostering the European idea in a very practical context;
- LEAF will be resilient to technological changes since the LEAF model focuses at an information domain, and new technologies such as user interface concepts, network protocols etc. are not dependencies of the model;
- as technology advances, the LEAF service will meet the challenge of higher user demands and expectancies;
- the high number of participants will be representative of a huge European population base;
- users of a system that incorporates the LEAF model will attain higher individual skills in resource discovery.

Economic development and scientific and technology prospects

The proposed project's success will largely depend on the dissemination, concertation and exploitation of the project's result. It should, however, be mentioned that the aspect of exploitation only recently became important in an area that is mainly accustomed to rely on public funding.

The project consortium is aware of this rather unfavourable starting point and aims at balancing it by aligning the project's work plan accordingly. Two dedicated Work Packages in the project Work Package breakdown are for:

- dissemination and concertation;
- exploitation.

The Dissemination and Concertation work package will last throughout the entire project duration. The details of these work packages will be a formal kick-off meeting agenda item, as all project partners will be involved.

The Dissemination activities will also be coupled to the internal project communications to ensure that each partner is fully aware of the overall project status, and that all partners are fully aware of deliverable status, project status etc.

One of the primary activities will be the creation of a project website, and this will have both public and project specific areas. The public areas of the website will contain:

- general information about the project;
- specific events/activities/status of the project/public project reports;
- project deliverables that have "public" status;
- download facilities for a regularly published LEAF-Newsletter;
- links to related activities and project partners' home pages.

Most of the project web site pages will be made available in several different languages, with partners from different countries providing the translation.

The project specific area will be based on the BSCW Shared Workspace Server package, (Basic Support for Cooperative Work) (<http://bscw.gmd.de>). BSCW is a 'shared workspace' system that supports document upload, event notification, group management and is usable with a standard web browser. The project workspace will be divided into administrative, management and technical areas, for all project staff to use. All partners will therefore have the facility to upload deliverables to the server, and to download deliverables for their own purposes. This approach is better suited than delivering documents by email server, since it prevents all partners wasting time on deliverables that are not relevant to them, such as drafts, and documents from sub-groups within the project. An email list server will however be used for general project communications, and other e-mail lists will be set up for purposes of contacts outside the project.

Project fly sheets will be designed and printed - again, these will be translated into a number of different languages. These fly sheets will be handed out to any interested persons by the project partners at conferences, presentations and concertation meetings.

A specific activity will cater for project dissemination to other related projects. The project co-ordination committee will liaise with the EC in identifying other existing projects where relevant co-operation can take place.

Special emphasis will be placed on contacting and contributing to standards bodies. This activity will be mainly undertaken in workpackage 4 - Standards Representation. Specific standards bodies will include the TEI (Text Encoding Initiative), EAD (Encoding Archival Description), ZIG (Z39.50 Implementers Group).

Concertation activities will include visiting specific concertation meetings hosted by the EC and other related projects. Concertation will also include contacting relevant institutions. If there are relevant concertation events outside Europe, permission will be sought from the EC if it is necessary to attend such events.

The project team will also establish the continual dissemination of the LEAF maintenance agency as a formal organisation and will identify the formal operations of the agency after the project has finished. This will include how to set up a formal office and staffing requirements for this.

The Exploitation workpackage will take place during Phase 3 of the project. There will be two primary focal aspects:

- to promote and enhance LEAF to comparable institutions;
- to create an adaptable and marketable product.

The objective of this workpackage will be two-fold:

- to undertake initial exploitation;
- to create a formal exploitation plan to be used after the project.

The non-commercial partners in LEAF will be primarily responsible for the promotion of LEAF to comparable institutions, whereas the commercial partners will be responsible for identifying an adaptable and marketable product.

Specific emphasis will be applied to the adaptation of the LEAF model outside the application it will be demonstrated in. It is anticipated that the dissemination of the project will receive considerable interest from the libraries community as a whole, since there are increasing numbers of virtual library catalogue systems in many related domains including pure library gateways, "subject" gateways, museum gateways and collection description gateways.

There are different aspects of LEAF that will be of economic significance to the 'non-commercial' players:

- every institution will have access to LEAF. The use and the simple access to the common authority file saves time and money in scientific work;
- every individual will have access to LEAF. Especially the elderly, disabled and even children will benefit from the multimedia offer of LEAF;
- co-operations between different kinds of institutions and commercial enterprises (publishers, manuscript dealers, software developers) will enhance the use of resources;

- new areas for common European research projects may be opened, LEAF's work in progress will initiate new activities.

The commercial partners in LEAF will address exploitation in the following areas:

- creation of formal software products;
- relevant consultancy and training to other prospective developers.

Commercial emphasis will be applied to the creation of software products that can be marketed. The commercial exploitation will incorporate feedback from the testing and validation activities in order to identify areas in the software that can be improved or made more efficient and to identify additional features that can be added. This will also take into account feedback from relevant standards bodies in order to gauge any relevant technical direction.

Commercial partners will consider their ability to act as formal consultants to other interested organisations who may make use of LEAF project results. The promotion of these services can be advertised in conjunction with the LEAF Maintenance Agency.

Project Workplan

General Description

The project management team is fully aware of the responsibility in maintaining a successful project with a large number of partners. The management team has significant experience to perform this, from direct involvement in projects of a similar size conducted in the 4th Framework work programme.

The proposed project workplan adopts a conventional software lifecycle model, where the time-scales permit sufficient research and study activities to be conducted in parallel with the main analysis, development and testing. Specific activities are organised in workpackages. If awarded the project, the workpackages will be further divided to tasks and these will be described in the contract Technical Annex.

The project will be conducted in three phases:

- phase 1: requirements and analysis;
- phase 2: software development and testing;
- phase 3: evaluation and validation.

The duration of the project's phases will be:

Phase 1	month 1-14
Phase 2	month 15-27
Phase 3	month 23-36

Note that there is a 5 months overlap of phases 2 and 3.

There are 4 workpackages that will span the entire project duration, these are concerning:

- the project's management and administration management (WP 1).
- the dissemination and concertation activities (WP 2).
- the involvement and synergy with relevant standards bodies (WP 3).
- a formal study to address the representation of authority data in XML (WP 4).

WP 1

The project will be reinforced by a strong management infrastructure. The management team (consisting in the co-ordinating partner and the partner responsible for project management) will be responsible for administration, project and information management and quality assurance.

The management structure is designed to:

- meet the requirements for effective and efficient steering of all project activities according to the work plan;
- manage efficient decision-making;
- monitor overall progress, and take corrective action if necessary;
- provide an effective flow of communications for all parties involved in the project;

- install a technical and organisational infrastructure to guarantee fluent, transparent and effective execution of the project.

Where appropriate, workpackages will commence when their dependent workpackage results become available. The project management team will ensure that workpackage deliverables are provided with sufficient time to be quality analysed.

During the project, the project manager will retain a GANTT chart based on the chart in the following pages. This chart will be detailed with all tasks and dependencies added, together with participants and resources. The chart will be regularly updated, to ensure that the critical path tasks do not cause problems for the project as a whole.

A Consortium Agreement will be signed by all partners within the first months of the project. Special contracts will be established between contractors and their associated partners.

Contacts between the partners will be enforced by regular meetings. The following meetings will be organised:

- plenary meetings incorporating the whole consortium and the sponsoring and the observing partners,
- meetings of the Project Co-ordination Committee (PCC, including all full partners),
- task meetings on content related issues,
- task meetings on system development/technology related issues,
- meetings of the Management Team (i.e. project co-ordinator and project manager),
- peer review meetings (anticipated to be held in Luxembourg).

Minutes of the meetings will be taken and distributed to the whole consortium.

The project management will incorporate a quality assurance model based on the ISO 9000 quality assurance procedures. Since the project will not be formally evaluated by ISO 9000 auditors, the full extent of normal ISO 9000 procedures are not necessary. A formal quality plan will be drawn up. It will address:

- Mission Statement:
 - a project mission statement will be devised. The project contract, technical annex and consortium agreement will be the baseline to which all partners will work to.
- Ensuring that Specifications are met:

- how deliverables will be verified against their objectives;
- a procedure for ensuring deliverables are checked before being released.

- Addressing Quality Reviews:
 - all partners will ensure that their deliverables are of the highest standard;
 - quality reviews will be included as formal agenda items at PCC and plenary meetings, such discussions will resemble the process of quality reviews;
 - the issue of quality will be addressed also at the peer reviews.

- Material Logging:
 - all meetings, email discussions and deliverables will be formally logged in the project archive.

- Feedback:
 - reports of tests of the demonstrator will be formally logged and review item discrepancies will be formally addressed by the development teams.

The final report will be one of the most important deliverables of the project besides the model system demonstrator. Therefore four months have been allocated for its preparation. It will contain a report about the status quo prior to LEAF, the clearly defined objectives of the LEAF project, a summary and evaluation of all work which has been carried out in the project including the results of the test phase, the identification of unsolved problems and an outlook into and recommendations for further work.

In parallel with the workpackages concerned with the project's administration are two content related workpackages that will span the whole duration of the project:

- Standards representation
- Data representation study

The consortium is aware of the fact that during the lifetime of the project there will be a steadily progress in standards development and representation and in the representation of data.

WP 2: Dissemination and concertation

All partners will participate in the elaboration and dissemination of the project's progress and (preliminary) results. Information will be provided in digital and printed form, significant workshops and conferences will be attended to ensure widespread and user oriented distribution of LEAF's work. Special attention will be given to the contacts to other relevant projects. Organisation of concertation contacts and meetings with relevant projects/bodies will be undertaken to ensure that activities in the subject area are well co-ordinated. The regular exchange of information will be therefore ensured. The publication of a newsletter via the project website will be considered.

Both a Dissemination and Use Plan and a Project Presentation will be elaborated within this workpackage.

WP 3: Standards Representation

The LEAF project will initiate the definition and operations of a LEAF Maintenance Agency, where any relevant and interested party will be welcome to participate. The project will define the constitutional details for the Agency. The LEAF project will design and develop this constitution.

The LEAF Maintenance Agency purpose will be to centralise and standardise the use of authority files in the sector of modern manuscripts within the virtual network scenario, initially focussing on person name and corporate body information. In the course of the work of LEAF new names will be added to the system, existing names will be changed etc. If desired, this new resp. updated information may be communicated by the LEAF partners to the administrators of the relevant name authority files, thus resulting in the continuous enhancement and quality upgrading of the data in question.

Major partners in LEAF are either directly cooperating with national and/or local authority file initiatives or are responsible for the maintenance/administration of distinct parts of said initiatives. This is the case for SBB, ÖNB, SNL, BL, BN, NUK and RA.

The formal responsibilities of the Agency will be to:

- define working practices and designs of how authority files can be used in such contexts,
- provide advice where possible to interested parties,
- act as a registration authority for interested parties,
- take over responsibilities for: maintenance of a web site; provide text commentaries where relevant; provide relevant information on line; host an open email list for interested parties; work with other relevant standards bodies and projects.

Since a lot of work with authority information has already been done in the sector of libraries, archives and museums a major precondition of LEAF will be the thorough consideration of the present status quo of these activities. Some important aspects of the LEAF project need to be discussed and proactively interlaced with other relevant activities:

- establishing of a metadata set for the description of names and the definition of related XML schemas,
- establishing of a name DTD for these sets and the related XML namespaces.

Two kinds of partners need to be approached, standard bodies/groups and related projects. Contacts and co-operations with these will be an ongoing activity. The “Standards Representation” workpackage will therefore run for the entire duration of the project. The actual co-operative work to be undertaken will, of course, depend on the projects and groups to be contacted. The main partner will be the MALVINE project since it is planned to extend MALVINE with the proposed functionalities. Particular care will be applied to ensure that not only European projects and groups will be approached but rather global players in the relevant sectors.

The LEAF Maintenance Agency will be sustained within the framework of an EEIG (European Economic Interest Group). This will not only ensure the common exploitation of the results of LEAF but will also guarantee a common responsibility for the Maintenance Agency after the end of the project.

The LEAF consortium intends to consider and/or co-operate with at least the following projects:

AUTHOR, final report available at: <http://www.bl.uk/gabriel/cobra/author.pdf>

BAMBI (Better Access to Manuscripts and Browsing of Images): no URL available

CENL (Conference of European National Librarians): <http://www.kb.nl/gabriel/en/cenl-general.html>

COBRA and COBRA+ (Computerised Bibliographic Record Actions):
<http://www.bl.uk/information/cobra.html>

COVAX (COntemporary Culture Virtual Archives in XML): <http://www.covax.org>

DELOS: <http://www.ercim.org/delos/>

ELISE (Electronic Library Image Service for Europe): <http://nile.dmu.ac.uk/elise/>

EUAN (European Union Archive Network): <http://www.iisg.nl/~euan/>

FATHOM: <http://www.fathom.com>

FRANAR (Functional Requirements And Numbering of Authority Records, Working Group on Authority Control created under the auspices of the Division of Bibliographic Control and the IFLA UBCIM Programme):
http://www.ala.org/alcts/alcts_news/v10n1/gateway.html

GABRIEL (GAteway and BRIdge to Europe's national Libraries): <http://renki.helsinki.fi/gabriel/>

INDECS (INteroperability of Data in E-Commerce Systems): <http://www.indecs.org/>

MACS (Multilingual ACcess to Subjects): <http://www.bl.uk/gabriel/cobra/finrap3.html>,
<http://infolab.kub.nl/prj/macs/>

MALVINE (Manuscripts and Letters via Integrated Networks in Europe): <http://www.malvine.org>

MASTER (Manuscript Access through Standards for Electronic Records):
<http://www.cta.dmu.ac.uk/projects/master/>

ONE-2 (OPAC Network in Europe): <http://roadrunner.crxnet.com/one200.html>

RENARDUS (Academic Subject Gateway Service Europe): <http://www.renardus.org>

Other relevant organisations/groups/initiatives to contact:

BnF (Bibliothèque nationale de France): <http://www.bnf.fr>

CULTIVATE-EU (accompanying measure under the Fifth Framework Programme in the field of digital cultural heritage applications): no URL available

DCMI (Duclín Core Metadata Initiative): <http://purl.org/dc>

DDB (Die Deutsche Bibliothek): <http://www.ddb.de>

DELOS (Joint NSF-EU Working Group on Future Directions of Digital Libraries Research):
<http://www.dli2.nsf.gov/workgroups.html>

EAD (Encoding Archival Description): <http://lcweb.loc.gov/ead/>

IFLA etc., final report of the IFLA UBCIM Working Group on Minimal Level Authority Records and ISADN available at: <http://www.ifla.org/VI/3/p1996-2/mlar.htm>

TEI (Text Encoding Initiative): <http://www.uic.edu/orgs/tei/>

UKOLN (The UK Office for Library and Information Networking): <http://www.ukoln.ac.uk/>

ULAN (The Union List of Artist Names, provided by the Getty Centre): http://shiva.pub.getty.edu/ulan_browser/

ZIG (Z39.50 Implementors Group): <http://lcweb.loc.gov/z3950/agency/zig/>

WP 4: The Data Representation Study

The many different name authority files that LEAF want to draw upon, will have quite different data formats. These differences will have to be harmonised, and we intend to do this by defining a suitable XML name DTD and integrate it to a corresponding metadata set. The conversion tool will have to be decided upon, but we may want to use a relevant commercial tool. Unicode will be the natural code standard which will simplify the representation of special letters and signs.

The starting point will be looking into the work done internationally in the libraries, archives and museums sectors. Special attention will be given to person and corporate body name formats in the UNIMARC, CIMI and EAD domain, and to the work done in relevant projects like AUTHOR, ONE-2, COVAX, FRANAR, INDECS and MACS. The second step will be to establish a logical translation format for name information that works in LEAF and which is, as far as practical, in accordance with most widespread among the co-operative efforts mentioned above. Amongst others it is planned to suggest to the TEI consortium the establishment of a Person Name Working Group.

The XML encoding routines will extract the relevant authority file information from different providers' formats and deliver it at a common logical format to the S&R system. A generic OPAC system should deliver the same format, and the Web Server will be able to deliver XML coded records for the benefits of the end user.

Phase 1 (covering WPs 5.1, 5.2, 6)

The basis for the intellectual input into the project will be elaborated in close contact to the prospective users and their needs.

WP 5.1: Model Requirements Analysis

Besides the observation and integration of standards the main goal of the first project phase is therefore an analysis and resulting from it a definition of the user needs at different levels (public end users, staff working on the data in relevant institutions, commercial providers of biographical and bibliographical data). LEAF will demonstrate on a general level that retrieval scenarios will considerably benefit from the incorporation of “standardised” information quite independently from the actual search environment and from the nature of data in question. For this reason this workpackage will not only target the user group of this project, but will also target other user groups, for example, those in the museum and archive community, those in the bibliographical community. The first step will be the identification and definition of model user scenarios. The special user groups of the LEAF system will then be identified and defined to give focus to the general model. The user requirements will be researched via questionnaires and interviews and, depending on the outcome of this analysis, the services to be provided to the user groups have to be identified and defined. To ensure state-of-the-art work in the project, the consideration of and consolidation with relevant national and international activities in the sector has to be carried out in this phase of the project. A definition of partnerships (e.g. partnerships with special users such as commercial manuscript dealers, publishers, research projects) will be determined in WP 5.2.

WP 5.2: Focussing the Model with Authority File Data

The project’s focus is the acknowledgement of the importance and the intended enhancement of the use of authority file information. At a starting point the structures of all name authority files and name information to be considered have to be analysed, their relevance on different levels for local, national or international use have to be identified. All information available from projects and standards dealing with authority file information (e.g. AUTHOR; ISAD (G): *General International Standard Archival Description*; ISAAR (CPF): *International Standard Archival Authority Record for Corporate Bodies, Persons and Families*) has to be considered, national and international expertise in this field has to be regarded, its use for the project’s aims has to be identified. Special persistent contacts will be established between LEAF and the institutions/bodies responsible for national authority files (e.g. Die Deutsche Bibliothek, Biblioteca Nacional de Portugal, etc.). Even though LEAF does not intent to change the structures, the content or even the maintenance of existing national authority files, it aims at working in close contact and co-operation with the responsible institutions. A status quo analysis taking the specific conditions of the LEAF environment into account will be the result that will be taken as a starting point for the system development.

WP 6: Functional Specifications of the Demonstrator

The overall system architecture of the LEAF project defined by functional blocks and their interrelation is shown in figure 1. This figure in conjunction with the requirements analysis and the data representation study will be the basis of the functional specification of the demonstrator. The design document will be created by using state-of-the-art design tools, like Rational Rose, which supports UML (Unified Modelling Language).

The outcome of Phase 1 will be the system specification and the XML schema for name authority records, which will be based on the rich experience of the participating organisations and on the collaboration with publishers or other research projects.

Phase 2 (covering WPs 7, 8, 9)

Phase 2 marks the software development and the preparation of the test environment. The actual tests will start in Phase 2. However, Phases 2 and 3 are planned to have a 5 months overlap.

WP 7: System Development and Preparation of Test Environment

The LEAF system can be divided into two major parts:

1. LEAF OPAC System
2. LEAF Application Server

The LEAF OPAC system contains a database which covers the needs of a quick search within name records. The OPAC system has a Z39.50 interface for search and retrieval. The records are delivered in the specified LEAF XML record syntax.

The OPAC will be based on the developments of the MALVINE project. The OPAC system has a data input utility which allows to import text files, which will be produced by the Conversion tool. These text files must conform to the LEAF XML record syntax. The conversion tool extracts the relevant authority file info from different provider's formats and transforms it into a common logical format (XML coded records).

The LEAF Application Server contains a Search & Retrieval unit which is based on the Z39.50 protocol other technical possibilities will be evaluated.

The Conversion Tool at the LEAF Server extends the Conversion tool at the OPAC site by further conversion routines for USMARC, UNIMARC or MAB. This tool is needed for OPACs, which do not support the specified LEAF XML structure, and therefore a conversion into the required XML format must be done on the fly.

The Data Entry Facility is a graphical user interface which allows the user to add further information to records which belong to her/his authority records, or for the possibility of adding holdings information or to send comments about the correctness of records. Information which belongs to the users authority records will be taken over immediately. Information regarding holdings information, correctness and additional info will be stored in the "Records for proofing database".

Via a GUI for the control agency, the "Records for proofing database" can be checked and relevant holdings information can be added to the Common name authority file. If the data contains comments about the correctness of a record or additions to the record the information will be forwarded to the LEAF organisation which holds the original record. After that the user will get a feedback regarding her/his comments.

Each participating user within LEAF must be registered. After registration the user is a valid LEAF user and receives a user account with a unique login and password. This account must contain some personal profile, which has to be filled in during the registration process. This includes:

- Personal data (first name, last name, title , address, telephone number, fax number, email address, country)
- LEAF specific information which is needed for a pre configuration of the user interface such as membership to specific group archive/library/museum person; mother tongue etc.

- Organisations which own an OPAC system which is connected to the LEAF Server must name a person which can be contacted by the control agency to clarify user comments.

The Common name authority file is based on a relational DBMS with high scalability. Each user can create its own OPAC by adding search results and further information about the records. This personal OPAC is a special view of the Common name authority file by filtering records and adding local information.

The Search server administration tool allows the configuration and management of the LEAF application server. It also communicates with the maintenance suite and dynamically updates the list of OPACs which are available for searching.

The De-duplicating feature performs a “fuzzy search” on person names and also compares the day of birth and the day of death. This function creates a list of possible duplicates. The Control Agency can then decide whether these names belong to the same person or not and can initiate a de-duplication. That de-duplication action updates the “Synonym table” at the LEAF Server. That table will be involved in the search action so that all relevant records will be found.

There is also a sorting tool available which utilizes existing sorting classes for different languages and in accordance with the “Synonym table” the correct person name for that language will be used for that task. Transliteration issues will be especially addressed by this sorting tool.

Parallel to the development of the LEAF system the data providers will make available data records which can be used by the system. The data providers will check the data consistence between the records of the local production system and the records which will be available via the LEAF system. Within the test phase functional and user interface issues will be verified and also installation and administration tools will be tested.

Participant 1 (SBB), the organisation that is planned to run the Maintenance Agency (cf. WP 3), is applying for funding of third party costs for the adjustment of the local system to the requirements of the LEAF system. Participant 3 (JRS) is applying for funding of hardware components.

The preparation of the test environment in the partner institutions will start during the system development. After the identification of the partner systems the prepared test data will be loaded into the LEAF demonstrator.

Test users representing all identified user groups will be recruited and nominated by every partner. The test user community will include all partners (except the partner leading the evaluation) and users outside the project representing the various foreseen user groups. These users, who may be both individual and corporate, will have to be searched for, selected, contacted, requested, and informed. Special attention will be given to members of institutions that are not LEAF partners but are understood to be interested in joining the network later on. A network of observing organisations (cf. part C 6) will ensure that the test phase in particular will benefit from experts of those European countries that are not represented in LEAF by full or associated partners.

The whole set up of the tests will be presented in the "LEAF Test Plan". A clear and unambiguous definition of the test criteria and a standardised description of the different test data will allow for a formally controlled test of the demonstrator. The specificity level will range from open tests, whose results will be "analogical", to strictly planned and predefined tests, where appropriate, allowing for a statistical analysis. For that purpose standardised

test queries and test user questionnaires will be prepared. The usability of the LEAF demonstrator will be described in operation manuals and guidelines, including guidelines for e.g. searching or harmonising the data. Educational material in form of an online training programme will be prepared; training material for staff members in form of an handbook for the use of the LEAF demonstrator will be written.

WP 8: Test of the Demonstrator

The LEAF demonstrator will be installed at different test sites. The preparations undertaken in phase 2 will guarantee that a formally controlled test of the demonstrator can take place in order to reach significant test results. Tests to be done will be organised in different specificity levels on the various innovative parts of the demonstrator. They will include local tests, to ensure the overall functionality of the demonstrator, interoperability tests between the different local test installations, as well as user tests to be carried out by selected test users. The tests will then be performed according to the "LEAF Test Plan" and their raw results given in the "LEAF Test Report". These results will be incorporated in the demonstrator to optimise the system continuously.

WP 9: Model Compatibility/Maintenance Suite

One of the more difficult and underestimated aspects in a virtual network of services is the administration, maintenance and compatibility of the client/server components. There are many potential problems in keeping a virtual service operational, and this is compounded by the fact that there is more than one organisation involved. Typical problems include firewall security, where firewall administrators are very loath to opening channels, and the fact that client server components often run in a silent mode of operation.

LEAF will address this problem by researching and developing a demonstrator compatibility/maintenance suite. This suite will allow for maintenance and administration by organisations who have Z39.50 servers that are searched by the search server system. The suite will not be integrated in the search server itself, and is therefore applicable to be exploited with other virtual network systems.

The tool will have a Web interface for administrators and will perform the following:

- allow administrators to submit their server details as a potential search site for the search server; the details are stored in a "registry". When satisfied, the administrator of the search server could then include the newly registered nodes to the search server.
- allow administrators to modify their system entries in the registry (for example, if they add other information on their server, or change network addresses etc.);
- periodically query the registered servers in the registry, and will email a point of contact if the server is not live;
- allow server administrators to test their server for network connectivity, search behaviour and conformance to the Z39.50 capability;
- will be multi-lingual;
- provide a multilingual on-line tutorial on how to set up a server node;
- allow people to test their servers for compatibility to the LEAF network.

Phase 3 (covering WPs, 8, 10, 11)

The third phase covers the continuation of testing of the LEAF software and the evaluation/validation and exploitation of the project's work.

WP 10: Assessment and Evaluation

Serious evaluation will be guaranteed by a methodological preparation and setting up how the test results will be evaluated. This will be done prior to the start of the tests themselves, to ensure that the evaluation has no bias from experience.

The evaluation preparation will comprise the definition of "success scales", where quantified possible results of the tests will be associated with "success rates". The relative weight of each success rate will also be defined. Specific test examples will be identified and defined, and these will be deliberately chosen to reflect the most complex of cases. All tests will be electronically recorded, and available for statistical analysis. The tests results will be evaluated according to the evaluation part of the "LEAF Test Plan" and lead to a first part of the "LEAF Evaluation and Validation Document". However, evaluating the tests along planned criteria only would be too restrictive, as the tests may reveal other features (both positive and negative) of the demonstrator. The "LEAF Evaluation and Validation Document" will address these unexpected features and weigh their importance. The validation part will eventually synthesise both planned and a posteriori evaluations, comment on them, state to which extent the objectives of the project were met, and suggest further developments.

WP 11: Exploitation Planning

A formal exploitation workpackage will address:

- promotion and enhancement of LEAF to comparable institutions;
- the creation of an adaptable and marketable product.

Exploitation will address the specific project domain and also the wider library/cultural heritage community as a whole, where there are many virtual network projects of this type.

The project results will be exploited with respect to feedback to Standards Bodies, through presentations, concertation meetings, presentations, fly sheets, Web pages etc.

Workpackage list

Workpackage list							
Work-package No	Workpackage title	Lead contractor No	Person-months	Start month	End month	Phase	Deliverable No
1	Management and Administration Management	SBB (1)	63 + 2.5 nc	1	36	All	D 1.1 Project Administration Documents D 1.2 Project Management Plan and Quality Assurance Plan D 1.3 Agenda and Minutes of Plenary Meetings D1.4 Final Report
2	Dissemination and Concertation	UCM (9)	28.5 + 5.5 nc	1	36	All	D 2.1 Project Presentation D2.2 Dissemination and Use Plan D 2.3 Dissemination Documents
3	Standards Representation	SBB (1)	22.5 + 2 nc	1	36	All	D 3.1 Definition of Standards Cooperation and Participation D 3.2 Standards Representation and Participation Manual

4	Data Representation Study	UoB (5)	28 + 11 nc	1	36	all	D 4.1 Report on a Recommended Name DTD D 4.2 Mapping between the name DTD and a name metadata set D 4.3 Report on the XML encoding and conversion tools for the name data
5.1	Model requirements analysis	SBB (1)	33.25 + 1.25 nc	1	8	1	D 5.1 Model Requirements Analysis Document
5.2	Focussing the model with authority file data	BN (8)	31.5 + 0.5 nc	8	12	1	D 5.2 Model Application Requirements Document
6	Functional Specifications of the Demonstrator	JRS (3)	18.5 + 1 nc	8	14	1	D 6.1 Coverage Matrix D 6.2 Architectural Design Document D 6.3 Interface Control Document
7	System Development and Preparation of Test Environment	JRS (3)	71.75 + 6.75 nc	15	27	2	D 7.1 LEAF Core System D 7.2 LEAF User Guide D 7.3 Test Plan

8	Test of the Demonstrator	NUK (11)	27 + 1 nc	23	27	3	D 8 Test Report
9	Model compatibility/ maintenance suite	CNS (6)	30 + 1.5 nc	15	27	2	D 9.1 Model Compatibility Design D 9.2 Model Compatibility System
10	Assessment and Evaluation	SNL (10)	28.5 + 2 nc	28	36	3	D 10 Evaluation /Validation Document
11	Technical Implementation Plan (Exploitation Planning)	CNS (6)	13 + 0.5 nc	25	36	3	D 11 TIP
	TOTAL		395.5 + 35.5				

Workpackage Description**Workpackage description – WP 1: Management and Administration
Management**

Workpackage number :	1		Start date or starting event:				Month 1			
			End date:				Month 36			
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM	
Person-months per participant:	27	2	3	2	1.25/1 .25 nc	8	2.5	2.5	1.25/ 1.25 nc	
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total	
Person-months per participant:	2	2.5	2.5	2	2	2.5			63/2,5 nc	

Workpackage manager:	SBB	Deputy:	CNS
Deliverables:	D 1.1 Project Administration Documents D 1.2 Project Management Plan and Quality Assurance Plan D 1.3 Agenda and Minutes of Plenary Meetings D1.4 Final Report		
Milestones and expected results:	Each project phase concludes with a milestone. The deliverables of the workpackages in the phases will be formally handed to the Commission. The management team (co-ordinator and manager) will attend formal peer reviews as appropriate. The Kick off meeting will be held within the decreed time after contract signature. Final Report to be completed by the end of phase 3.		

Task 1.1: Administration Management

Manager: SBB

Deputy: CNS

Objectives

- To undertake co-ordination duties and responsibilities towards the Commission and contract.
- To ensure a formal communications and information dissemination infrastructure within the project.
- To create and process the project consortium agreement.

Description of work

The co-ordinator and the project manager will work closely together to administer the project.

The co-ordinator and project manager will liaise with all partners relating to administrative activities.

Output

Month 3: Project Administration Documents, including Project Guide and Administrative Documentation (e.g. Consortium Agreement)

Month 7, 13, 19, ... 37: cost claims

Month 3, 6, 9, ... 36: quarterly progress reports for the Commission

Task 1.2 Project Management

Manager: CNS

Deputy: SBB

Objectives

- To provide an efficient and effective management infrastructure and undertake management duties throughout the project.
- To define appropriate quality criteria and undertake constructive and effective quality assurance of all project deliverables against the quality criteria.

Description of work

The co-ordinator and project manager will liaise with all partners relating to management activities. All partners will undertake management duties including time reporting, processing of cost claims, and processing of the consortium agreement. Where appropriate, partners will create formal contracts for associate partners.

Output

Month 3: Project Management Plan and Quality Assurance Plan.

Task 1.3: Meetings

Manager: SBB

Deputy: CNS

Objectives

- To ensure that the project team has a thorough communications forum and a basis for decisions through face to face consultations and discussions.
- To ensure that the project management team has a thorough communications forum and decision basis to report project steering decisions back to the project team.
- To enable the project consortium to formally communicate to the project management team via minutes of meetings.

Description of work

To undertake the administration and organisation of meetings, the results of which will be formally minuted. The meetings will take place in the different participating countries to allow for first hand orientation about work methods in partner organisations and to distribute the travel budget. Each inviting institution will be responsible for the administrative preparation of the meeting. Planned meetings include:

- 4 plenary meetings (kick-off meeting, after milestone 1 (month 12), after milestone 2 (month 27), final conference (month 36),
- 3 meetings of the Project Co-ordination Committee (PCC),
- 5 task meetings on content related issues,
- 5 task meetings on system development/ technology related issues,
- 4 meetings of the Management Team,
- 3 peer review meetings are anticipated in Luxembourg.

In order to minimise travel costs meetings are planned to be organised in clusters whenever possible, e.g. PCC meetings will be arranged in correspondence with plenary meetings, Management Team meetings in correspondence with task meetings and so forth.

Output

Month 0: Minutes of Plenary Meeting

Month 12: Minutes of Plenary Meeting

Month 27: Minutes of Plenary Meeting

Month 36: Minutes of Plenary Meeting

Months 1, 12, 27, 36: Agenda and minutes of plenary meetings

Task 1.4: Final report

Manager: SBB

Deputy: CNS

Objectives

- Presentation of the project’s results and findings.
- Identification of unsolved problems.
- Recommendations for future work.

Description of work

The overall results and findings of the project will be summarised and evaluated.

Output

Month 36: Final Report

Workpackage description - WP 2: Dissemination and Concertation

Workpackage number :	2		Start date or starting event:				Month 1		
			End date:				Month 36		
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM
Person-months per participant:	5	0.5	1	0.5	2/2 nc	5	4	0.5	3/3 nc
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total
Person-months per participant:	0.5	2	3	0.5	0.5	0,5			28,5/5 nc

Workpackage manager:	UCM	Deputy:	SBB
Deliverables:	D 2.1 Project Presentation D 2.2 Dissemination and Use Plan D 2.3 Dissemination Documents		
Milestones and expected results:	Month 1: Project website to be set up, project presentation completed Month 6: D 2.2 completed All through project : D 2.3		

Task 2.1: Creation and Administration of the Project Website

Manager: CNS

Deputy: SBB

Objectives

Dissemination of the aims and results of the project via the project's website.

Description of work

A multilingual project website will be set up. The preliminary, intermediate and final results of LEAF will be described, explained and presented on the website through the provision of appropriate and frequently updated documentation and tools. This will include the presentation of all public project deliverables as well as informative articles. All public project deliverables will have executive summaries. Particular care will be applied to ensure that project deliverables will be written in a style that is accessible and meaningful to the non-specialist.

The contents of the project website will be continuously updated, revised and administered as the project progresses. Web pages will be designed and agreed formally before being implemented, there will be scope for the execution of one iteration following feedback from partners and users. Multiple iterations will not be accounted for. The project website will be hosted by participant no. 3.

The publication of a newsletter via the project website will be considered.

Output

Month 1: Project website

Task 2.2 Dissemination of results

Manager: RA

Deputy: SBB

Objectives

Dissemination of the project's results.

Description of work

Dissemination will take place on a number of different levels:

- project presentation – a project presentation will be made available at the project website;
- publications – all partners of LEAF will publish information about LEAF in printed and online publications in relevant journals and fora as appropriate;
- presentations – all partners of LEAF will present the project and its results at all stages at relevant meetings and events as appropriate;
- newsletters – LEAF will publish a regular public newsletter, providing information about the project. A list of persons/institutions to receive a copy will be determined at an early stage of the project. Measures will be taken to allow for later additions to this list;
- public progress reports – public versions of the quarterly progress reports to the Commission will be prepared and made available through the project website;

Output

Month 1: Project Presentation

Month 6: Dissemination and Use Plan

All through project: Dissemination Documents

All through project: Public Newsletters

All through project: Public Progress Reports

Workpackage description – WP 3: Standards Representation

Workpackage number :	3	Start date or starting event:					Month 1			
		End date:					Month 36			
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM	
Person-months per participant:	6	0	1	0	1.75/1 .75 nc	2.5	4.5	3.5	0.25/0.2 5 nc	
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total	
Person-months per participant:	0	0,5	0,5	0	0	2			22,5/2 nc	

Workpackage manager:	SBB	Deputy:	BN
Deliverables:	D 3.1 Definition of Standards Cooperation and Participation		
	D 3.2 Standards Representation and Participation Manual		
Milestones and expected results:	Month 6: Metadata profile for name information		
	Month 14: Definition of Standards Co-operation and Participation		
	Month 34: Standards Representation and Participation Manual.		

Task 3.1: LEAF Maintenance Agency

Manager: SBB

Deputy: ÖNB

Objectives

The LEAF project will initiate the operations of a LEAF Maintenance Agency at the coordinator's organisation, where any relevant and interested party will be welcome to participate. The project will define the constitution details for the agency and will design and develop this constitution. It is the coordinator's explicit intention to run the LEAF Maintenance Agency during and after the end of the project.

The purpose of the LEAF maintenance agency will be to centralise and standardise the use of authority file information within the virtual network scenario, initially focussing on biographical information.

Consideration of and consolidation with relevant national and international activities.

Description of work

Identification of the tasks of a LEAF Maintenance Agency. Identification of an appropriate legal status of the Maintenance Agency (e.g. as an European Economic Interest Group) and identification of the necessary provisions for the establishing of the same. Establishing of a contractual agreement between the LEAF consortium and the coordinator's organisation with a view on ensuring the system maintenance after the end of the project.

Output

Month 34: Standards Representation and Participation Manual.

Task 3.2: Metadata**Manager: SBB****Deputy: CNS****Objectives**

Establishing of a metadata set and the corresponding mappings to be used for the description of name information (names of persons and corporate bodies).

Description of work

Available name information data will be carefully analysed with the aim of formalising their profiles and defining the best solution for their usage in LEAF by developing a common metadata profile. Special consideration will be given to existing formats and standards.

Output

Month 6: Document containing the results

Task 3.3: Partnerships and Cooperations

Manager: BN

Deputy: SBB

Objectives

Consideration of and consolidation with relevant national and international activities. Administration and execution of contacts to the “observing partners” of LEAF. The LEAF consortium intends to co-operate with all relevant groups very closely by sharing information and aims at exchanging (intermediate) results all through the project.

Description of work

Both the establishing of a LEAF Maintenance Agency and that of a metadata profile for name information need to be discussed and proactively interlaced with other relevant activities. Various kinds of partnerships will be considered:

- co-operation with standard bodies (e.g. W3C/XML),
- co-operation with related projects/activities (e.g. DDB),
- co-operation with the “observing partners” of LEAF,
- co-operation with additional sponsors (e.g. publishers, manuscript dealers),
- co-operation with external sites for the purpose of testing and further data provision to the project (i.e. major libraries and archives not participating in LEAF).

Communication with three professional standards and working groups-committees for international sharing of authority information in particular will be fundamental for the LEAF project:

- IFLA UBCIM (Universal Bibliographical Control and International MARC Core Programme), Working Group on Minimal Level Authority Records. This group has published the *Mandatory Data Elements for Internationally Shared Resource Authority Records* (<http://www.ifla.org/VI/p1996-2/mlar.htm>).
- ICA/CDS (International Council on Archives/ Committee on Descriptive Standards), *ISAAR (CPF): International Standard Archival Authority Record for Corporate Bodies, Persons and Families* (Ottawa, 1996; http://www.ica.org/01040802_e.html). The ISAAR (CPF) will be revised in 2001. In a pre-study for this revision it appears that the intention is that the new version shall be compatible with the UBCIM data elements.
- DCMI (Dublin Core Metadata Initiative): the “Agents” Working group within the DCMI is addressing a scope with an important potential overlap to LEAF, making a special link with this initiative advisable (<http://purl.org/dc/groups/agents.htm>).

All of these groups include members who will participate in LEAF. It will be provided for that the CDS will be informed about the LEAF project and the potential use of the standard in that context.

Concertation Events hosted by the European Commission will be attended as appropriate.

Output

Month 34: Definition of Standards Co-operation and Participation

Workpackage description – WP 4: Data Representation Study

Workpackage number :	4	Start date or starting event:					Month 1			
		End Date:					Month 36			
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM	
Person-months per participant:	4	0,5	0,5	0,5	10/10 nc	0	2	2	1/1 nc	
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total:	
Person-months per participant:	0,5	2	2	0,5	0,5	2			28/ 11 nc	

Workpackage manager:	UoB	Deputy:	SBB
Deliverables:	D 4.1 Report on a Recommended Name DTD D 4.2 Mapping between the name DTD and a name metadata set D 4.3 Report on the XML encoding and conversion tools for the name data		
Milestones and expected results:	End of Phase 3 – all work in WP 4 completed.		

Manager: UoB

Deputy: CNS

Objectives

- To establish a name DTD (names of persons and corporate bodies), to integrate it to a corresponding metadata set. The definition of the related XML schemas and the establishing of the related XML namespaces will be seriously investigated for potential use.
- To develop and integrate the necessary XML encoding and conversion tools for the person and corporate name data.
- Cooperation with international interest groups for personal and corporate body name data formats

Description of work

1. Establish a name DTD and integrate it to a corresponding metadata set.

The starting point will be looking into the work done internationally in the libraries, the archives and the museums sector. Special attention will be given to person and corporate bodies name formats in the UNIMARC, CIMI, EAD sphere, and to the work done in relevant projects like AUTHOR, ONE-2, COVAX, FRANAR, INDECS and MACS. The aim will be to establish a logical translation format for name information that works in LEAF and which is, as far as practical, in accordance with the co-operative efforts mentioned above.

2. Development and integration of the necessary XML encoding and conversion tools for the name data along with the corresponding manuscript catalogue data tools.

The XML encoding routines should extract the relevant authority file information from different providers' formats and deliver it at a common logical format to the S&R system. A generic OPAC system should deliver the same format. Finally the Web Server should be able to deliver XML coded records for the benefits of the end user.

Output

Month 6: Report on a recommended name DTD

Month 22: A mapping between the name DTD and a name metadata set

Month 36: Report on the XML encoding and conversion tools for the name data

Workpackage description – WP 5.1: Model Requirements Analysis

Workpackage number :	5.1	Start date or starting event:					Month 1			
		End date:					Month 8			
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM	
Person-months per participant:	10	0.5	2	0.5	1/1 nc	2	6	4	0.25/0.25 nc	
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total	
Person-months per participant:	0.5	2	0.5	0.5	0.5	2			32.25/1.25 nc	

Workpackage manager:	SBB	Deputy:	ÖNB
Deliverables:	D 5.1 Model Requirements Analysis Document		
Milestones and expected results:	D 5.1 will partly be used as input for D 5.2. that in turn needs to be completed after phase 1.		

Task 5.1.1: Analysis of input data

Manager: BN

Deputy: ÖNB

Objectives

Identification and definition of model user scenarios.

Description of work

Background input material, i.e. authority file information provided by the consortium, will be identified and referenced. This material will be analysed and evaluated against the objectives of the project. Model user scenarios will be developed.

Output

Month 8: Model Requirements Analysis Document (MRAD), part 1: Analysis and evaluation of input data

Task 5.1.2: Definition of User Groups

Manager: SBB

Deputy: ÖNB

Objectives

Identification and definition of possible user groups. Establishing of appropriate communication with these with special regard to the specific interests of different user groups. Integration of the specific needs into the user scenarios.

Description of work

Anticipated user groups of LEAF include, e.g.:

- librarians,
- archivists,
- data providers,
- scholars from all areas of academia,
- publishers

The LEAF consortium will be able to cooperate with the test user community that was identified in the MALVINE project. This test user community consists of roughly around 500 individuals mainly from European countries with a substantial number of people from the USA and some from other parts of the world. Other users will be identified as necessary. The inclusion of a non-specialist user group will ensure that the developed model will be sufficiently generic to allow the user scenarios to be transferable to and replicable in other research fields.

Output

Month 8: Model Requirements Analysis Document (MRAD), part 2: User Groups Statements and Special User Scenarios.

Task 5.1.3: User Survey

Manager: ÖNB

Deputy: NUK

Objectives

Definition of the user needs at different levels, e.g.

- public end users
- staff working with the data in question in the relevant institutions (mainly libraries and archives)
- commercial data providers (e.g. publishers, manuscript dealers).

Description of work

A user survey will be devised and conducted, interviews will be planned and conducted. The strong background of the major project partners in this area will ensure that international experts in the subject field will be able to constructively comment and criticise where appropriate.

Output

Month 8: Model Requirements Analysis Document (MRAD), part 3: User Requirements.

Task 5.1.4: Identification of Services

Manager: UCM

Deputy: RA

Objectives

Identification and definition of services to be provided to the defined user groups.

Description of work

Based on the outcome of the MRAD, parts 1-3, actual user services to be provided by LEAF will be specified.

Output

Month 8: Model Requirements Analysis Document (MRAD), part 4: User Services.

Workpackage description – WP 5.2: Focussing the model with authority file data

Workpackage number :	5.2	Start date or starting event:					Month 9		
		End date:					Month 16		
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM
Person-months per participant:	6	0.5	2	0.5	0.25/ 0.25 nc	0.5	4,5	8	0.25/ 0.25 nc
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total
Person-months per participant:	0.5	3	0.5	0.5	0.5	4			31,5/0,5 nc

Workpackage manager:	BN	Deputy:	SBB
Deliverables:	D 5.2 Model Application Requirements Document		
Milestones and expected results:	End of phase 1 - D 5.2 ready as input for the software development.		

Task 5.2.1: Status Quo Analysis

Manager: BN

Deputy: SBB

Objectives

Analysis of the work done in the sector of name authority information.

Description of work

Identification, review and analysis of previous initiatives and projects relevant for focussing the general LEAF model with name authority data.

Output

Month 12: D 5.2 Model Application Requirements Document, part 1: Status Quo Analysis

Task 5.2.2: Identification of Partnerships**Manager:** ÖNB**Deputy:** BN**Objectives**

Identification of external partnerships.

Description of work

Possible partnerships will be identified, contacts will be established. Partnerships will include contacts to:

- running research projects,
- special users (e.g. publishers, manuscript dealers).

Output

Month 12: D 5.2 Model Application Requirements Document, part 2: Identification of Partnerships

Task 5.2.3: Analysis of Practice**Manager:** RA**Deputy:** SNL**Objectives**

Identification and analysis of existing frameworks and procedures at the LEAF partners' sites and/or in other relevant organisations and/or communities.

Description of work

Analysis of actual practices regarding name authority information and data structures among LEAF partners and external partnerships.

Output

Month 12: D 5.2 Model Application Requirements Document, part 3: Analysis of Practice.

Task 5.2.4: Identification of System Requirements**Manager: SBB****Deputy: ÖNB****Objectives**

Identification and analysis of specific system requirements of the user scenarios for LEAF results.

Description of work

Identification of the LEAF requirements for uniform and interoperable name authority information and data structures.

The co-ordination with the other relevant LEAF workpackages will run in parallel.

Output

Month 12: D 5.2 Model Application Requirements Document, part 4: System Requirements.

Workpackage description – WP 6: Functional Specifications of the Demonstrator

Workpackage number :	6	Start date or starting event:					Month 9			
		End date:					Month 14			
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM	
Person-months per participant:	1		10		0.5/ 0.5 nc	1	1	1	0.5/0.5 nc	
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total	
Person-months per participant:	0.5	1	1			1			18,5/1 nc	

Workpackage manager:	JRS	Deputy:	CNS
Deliverables:	D 6.1 Coverage Matrix D 6.2 Architectural Design Document D 6.3 Interface Control Document		
Milestones and expected results:	All deliverables to be finished by Month 15 which marks the beginning of the software development.		

Manager: JRS

Deputy: CNS

Objectives

- identification of components of the Demonstrator
- design of the overall system architecture
- identification of technology that can be used for the components
- definition of interfaces and selection of standards to be used for communication

Description of work

After the model requirements investigation, the knowledge collected therein will form the basis for the functional specifications of the demonstrator. Participant 3 will write a thorough software design document using UML as modelling language. The Architectural Design Document will also be written by participant 3, a company that has a thorough and industry-proven background in software development. All industrial and research partners will contribute to this document as follows:

UoB will contribute his rich experience in the field of XML technology by designing the XML conversion tool and specifying the external interfaces of that module.

CNS will provide his rich knowledge about the development of Z39.50 based applications by specifying the maintenance suite.

All 3 partners will co-operate in the specification of appropriate interfaces between the modules. The interface co-ordination will be carried out by participant 3. The Interface Control Document will define the internal and external interfaces and also the standards which will be used.

To meet all the requirement of the users a Coverage Matrix will be produced which shows the connection between the requirements and the component of the LEAF system which does fulfil this task.

Output

Month 13: D 6.1 Coverage Matrix (CM)

Month 14: D 6.2 Architectural Design Document (ADD)

Month 14: D 6.3 Interface Control Document (ICD)

Workpackage description – WP 7: System Development and Preparation of Test Environment

Workpackage number :	7	Start date or starting event:					Month 15		
		End date:					Month 27		
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖN B	BN	UCM
Person-months per participant:	4	2.5	29	2.5	5.5/5.5 nc	3	7	2.5	1.25/1.25 nc
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total
Person-months per participant:		3.5	2.5	2.5	2.5	3.5			71,75/6,75 nc

Workpackage manager:	JRS	Deputy:	UoB
Deliverables:	D 7.1 LEAF Core System D 7.2 LEAF User Guide D 7.3 Test Plan		
Milestones and expected result	End of phase 2 – completion of system development Beginning of Phase 3 – Test Plan ready. End of Phase 2 – preparation of test environment completed.		

Task 7.1: System Development

Manager: JRS

Deputy: UoB

Objectives

Overall system development.

Description of work

WP 7 is the central part for software development and is based on the Architectural Design Document.

JRS will develop the modules at the OPAC system. These are a database which covers the needs for quick search within name records and a Z39.50 interface for search and retrieval of records in the specified XML record syntax. At the LEAF application server site the modules for S&R, Data Entry Facility, User workspace, Administration tools, Common name authority file and the Interface for the control agency will be developed by that partner.

UoB will be responsible for the development and integration of the necessary XML encoding and conversion tools for the name data along with the corresponding manuscript catalogue data tools. The XML encoding routines should extract the relevant authority file info from different provider's formats and deliver it at a common logical format to the S&R system. A generic OPAC system should deliver the same format. Finally the Web Server should be able to deliver XML coded records for the benefits of the end user.

CNS will develop the maintenance suite. This task is included in WP 9, so no resources are assigned for that partner to this WP.

Within this WP also appropriate installation procedures and user guides for operators, administrators and user are created.

JRS and CNS will closely work together in ensuring that the compatibility/maintenance suite and the search server are able to share the same configuration criteria where appropriate.

Output

Month 27: LEAF Core System

Month 27: LEAF User Guide

Task 7.2: Preparation of Test Environment

Manager: ÖNB

Deputy: SBB

Objectives

Preparation of the technical and content related aspects of the test bed environment.

Description of work

After the identification of the partner systems the prepared test data will be loaded into the LEAF demonstrator. Test users representing the various foreseen user groups will be recruited and nominated by every partner, an online questionnaire to be used by test users for the communication of feedback will be prepared, test queries will be formulated for the guidance of the test users. A test plan including defined test criteria will be designed to have every functionality tested at least at more than one test site.

Output

Month 22: Test Plan (including the sections: Documentation about partner systems, Test data document, Test user document)

Task 7.3: Preparation of Guidelines

Manager: ÖNB

Deputy: SBB

Objectives

Preparation of guidelines, operation manuals and training material.

Description of work

The usability and functionality of the LEAF system will be described in guidelines. Operation manuals and training material, including an online training programme, will be prepared.

Output

Month 22: Guidelines, Educational and training material, Online training programme.

Workpackage description – WP 8: Test of the Demonstrator

Workpackage number :	8	Start date or starting event:					Month 22		
		End date:					Month 27		
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM
Person-months per participant:	2	1	3	1			4,5	2	1/1 nc
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total
Person-months per participant:		6	2	1	1	2,5			27/1 nc

Workpackage manager:	NUK	Deputy:	ÖNB
Deliverables:	D 8 Test Report		
Milestones and expected results:	End of Phase 2 – all tests completed for the results to be evaluated and validated in phase 3.		

Task 8.1: Local Tests

Manager: ÖNB

Deputy: RA

Objectives

To undertake a formally controlled test of the LEAF system via local tests.

Description of work

The LEAF system will be installed at least at three different test sites. Local tests will be performed to ensure the overall functionality of the demonstrator. Specific user tests will be carried out by selected test users.

Output

Month 27: D 8.2 Test Report, part 1: Results of local tests

Task 8.2: Interoperability Tests

Manager: NUK

Deputy: RA

Objectives

To undertake a formally controlled test of the LEAF system via interoperability tests, thus ensuring the interoperability between the different test installations of the demonstrator.

Description of work

The LEAF demonstrator will be installed at least at three different test sites. Interoperability tests between the different test installations of the LEAF system will be performed, a test web gateway will be set up to perform interoperability tests with external systems.

Output

Month 27: D 8.2 Test Report, part 2: Results of interoperability tests

Task 8.3: Test of User Services**Manager:** RA**Deputy:** IMEC**Objectives**

To undertake a formally controlled test of the LEAF system via tests by nominated test users.

Description of work

User tests by nominated test users will be performed. The feedback of the test users, covering all LEAF user services, will be presented in a document.

All test results will be incorporated in the LEAF system by the system developers to optimise the system continuously.

Output

Month 27: D 8.2 Test Report, part 3: Results of user tests

Workpackage description – WP 9: Compatibility/Maintenance Suite

Workpackage number :	9	Start date or starting event:					Month 15			
		End date:					Month 27			
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM	
Person-months per participant:	1.5	1,5	2	1,5	0.75/ 0.75 nc	10	1.5	1.5	0.75/ 0.75 nc	
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total	
Person-months per participant:	1.5	1.5	1.5	1.5	1,5	1.5			30/1,5 nc	

Workpackage manager:	CNS	Deputy:	JRS
Deliverables:	D 9.1 Model Compatibility Design		
	D 9.2 Model Compatibility System		
Milestones and expected results:	End of Phase 2 – software is completed		

Manager: CNS

Deputy: JRS

Objectives

The addition of new data providers (either as OPAC providers or authority data providers) will require a formal process to ensure compatibility to the rest of the system through the use of Open Standards. This workpackage will endeavour to provide an automation process that is built on a Web-based user interface to allow the registration and change of system parameters from the provider point of view.

Description of work

A web based interface will allow administrators to maintain technical parameters for the system model. This sub-system will allow new providers to register their systems with LEAF, and to self-test the suitability and compatibility of systems for the search server.

This system will also provide accessibility reports to the search server management and will report to OPAC administrators if the system is perceived to go off line.

This system will also provide multi-lingual on-line tutorials advising OPAC administrators on the suitability of their system for the LEAF demonstrator.

The technical parameters of systems will be stored in tables that are readable by the Search Server component.

JRS and CNS will closely work together in ensuring that the compatibility/maintenance suite and the search server are able to share the same configuration criteria where appropriate.

Output

Month 27: Model Compatibility/Maintenance Suite Design

Month 27: Model Compatibility/Maintenance Suite System

Workpackage description – WP 10: Assessment and Evaluation

Workpackage number :	10	Start date or starting event:					Month 28			
		End date:					Month 36			
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM	
Person-months per participant:	4	2	1	2	1/1 nc	0	3	2	1/1 nc	
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total	
Person-months per participant:	3.5	2	2	1	2	2			28,5/2 nc	

Workpackage manager:	10 (SNL)	Deputy:	6 (CNS)
Deliverables:	D 10 Evaluation /Validation Document		
Milestones and expected results:	Completed by the end of Phase 3.		

Task 10.1: Verification of the System Features and Functions

Manager: 8 (BN)

Deputy: 1 (SBB)

Objectives

Verification of the specific implemented functions of the LEAF system.

Description of work

The system features will be verified as follows: all features described in the deliverables D 6.1 Coverage Matrix, D 6.2 Architectural Design Document, and D 6.3 Interface Control Document, will receive a "completion rate". Un-quantifiable features will receive 0% if they are missing and 100% if they are present. To allow such a sharp evaluation, individual statements of the WP 6 deliverables may be broken up into several smaller features. When, despite a higher granularity, divergences between statements of the WP 6 deliverables and observed features of the actual system remain, they may be interpreted, in order to reach a 0% or 100% rating. In other words, a divergence will be considered either as important for the feature, thus setting its rating to 0%, or unimportant for the feature, thus setting its rating to 100%. Such choices will be justified and documented. For instance, a planned but absent feature could still be considered as fulfilled if it has been made redundant by another feature not announced in the WP 6 deliverables or by the evolution of an underlying standard.

Quantifiable features will receive a rate corresponding to the ratio "real value" / "target value", capped at 110%. This limit allows taking into account an achievement better than required, but restricting the compensation of possible shortcomings. If the importance of the features is weighted in their description in the WP 6 deliverables, these weights will be translated into coefficients to be applied to the completion rates.

Output

Evaluation/Validation Document, part 1: Verification document

Task 10.2: Validation and Evaluation of the User Tests

Manager: RA

Deputy: SBB

Objectives

Validation of the usability, actuality and efficiency of the offered services.

Description of work

Whereas task 10.1 has to report whether a function is there or not, task 10.2 has to find out if it is good or not, using for this purpose the deliverables D 8.1 Test Plan and D 8.2 Test Report. The validation part will determine the level of confidence one may have in the test results, by: checking that the user tests were carried out according to plan, marking out the test results which should be ignored in full or in part for obvious qualitative reasons (e.g. a significant change in the system during the test phase would rank the tests prior to it, or a problem completely independent from the system could allow to see the failure it provoked as irrelevant), marking out the test results that should be ignored in full or in part for quantitative or statistical reasons (i.e. a particular test must have been carried out a sufficient number of times to be reliable).

Output

Evaluation/Validation Document, part 2: Validation document

Task 10.3: Evaluation of the Tests

Manager: ÖNB

Deputy: NUK

Objectives

Evaluation of the test results.

Description of work

The expected and the actual results of the tests will be compared on all levels (local tests, interoperability tests, specific user tests). The Evaluation/Validation Document will contain a chapter on recommendations for further developments.

This task will make the synthesis of the results of the two previous tasks, comment on the overall achievement of the system and its services and, as needed, suggest further developments.

Output

Evaluation/Validation Document, part 3: Evaluation document

Workpackage description – WP 11: Exploitation Planning

Workpackage number :	11	Start date or starting event:					Month 25		
		End date:					Month 36		
Participant:	SBB	DLA	JRS	FDÖP	UoB	CNS	ÖNB	BN	UCM
Person-months per participant:	2	0,5	0.5	0,5	0.25/ 0.25 nc	2	2	0.5	0.25/ 0.25 nc
Participant:	SNL	NUK	IMEC	BL	GSA	RA			Total
Person-months per participant:	0.5	0.5	0.5	0.5	0,5	2			13/0,5 nc

Workpackage manager:	CNS	Deputy:	SBB
Deliverables:	D 11 TIP		
Milestones and expected results	to be completed by the end of Phase 3.		

Manager: CNS

Deputy: SBB

Objectives

Identification of ways of exploiting the project results.

Preparation of a formal Technology Implementation Plan (TIP).

Description of work

The Technology Implementation Plan (TIP) will describe the participants' actual achievements in dissemination and their plans at that time for the exploitation of their results. The TIP will where appropriate refer back to the original Dissemination and Use plan, indicating how the foreseen activities actually took place, or were modified in the light of circumstances, or where indeed other actions and measures, initially unplanned, were introduced.

The LEAF project results will be analysed with respect to how the results can be exploited. This will comprise of commercial exploitation through suitable methods such as brokerage etc; and will also include ways that the technical solutions can be further developed.

The project results will be exploited with respect to feedback to Standards Bodies, through presentations, concertation meetings, presentations, fly sheets, Web pages etc.

Output

Month 34: TIP

Deliverables List

Deliverables list

Del. no.	Deliverable name	WP no.	Lead participant	Del. type*	Security**	Delivery (proj. month)
D 1.1	Project Administration Documents	1	SBB	Spec.	Int.	3
D 1.2	Project Management Plan and Quality Assurance Plan	1	CNS	Spec.	FP5	3
D 1.3	Agenda and Minutes of Meetings	1	SBB	report	Int.	During the whole duration of the project
D 1.4	Final Report	1	SBB	report	Pub.	38
D 2.1	Project Presentation	2	SBB	Spec.	Pub.	1
D 2.2	Dissemination and Use Plan	2	UCM	Spec.	Pub.	6
D 2.3	Dissemination Documents	2	RA	Spec.	Pub.	During the whole duration of the project
D 3.1	Definition of Standards Cooperation and Participation	3	SBB	Spec.	Pub.	34
D 3.2	Standards Representation and Participation Manual	3	BN	manual	Pub.	34
D 4.1	Report on a Recommended Name DTD	4	UoB	report	Pub.	6
D 4.2	Mapping between the name DTD and a name metadata set	4	UoB	Spec.	Pub.	22
D 4.3	Report on the XML encoding and conversion tools for the name data	4	UoB	report	Pub.	34
D 5.1	Model Requirements Analysis Document	5	SBB	Spec.	Pub.	8

D 5.2	Model Application Requirements Document	5	SBB	Spec.	Pub.	12
D 6.1	Coverage Matrix	6	JRS	Spec.	Pub.	15
D 6.2	Architectural Design Document	6	JRS	Spec.	Pub.	15
D 6.3	Interface Control Document	6	JRS	Spec.	Pub.	15
D 7.1	LEAF Core System	7	JRS	Prot.	Pub.	27
D 7.2	LEAF User Guide	7	JRS	Spec.	Pub.	27
D 7.3	Test Plan	7	ÖNB	Spec.	Pub.	22
D 8	Test Report	8	NUK	report	Pub.	27
D 9.1	Model Compatibility Design	9	CNS	Spec.	Pub.	27
D 9.2	Model Compatibility System	9	CNS	Protot.	Pub.	27
D 10	Evaluation /Validation Document	10	SNL	report	Pub.	34
D 11. 1	TIP	11	CNS	Spec.	Pub.	34

* A short, self-evident description e.g. report, demonstration, conference, specification, prototype...

**Int. Internal circulation within project (and Commission Project Officer if requested)

Rest. Restricted circulation list (specify in footnote) and Commission PO only

IST Circulation within IST Programme participants

FP5 Circulation within Framework Programme participants

Pub. Public document

Project Planning and Timetable

The following page contains an outline GANTT chart of the project workpackages. The work breakdown will be reviewed and detailed to a task level in the Project Technical Annex.

A PERT chart is not supplied since the workpackage structure depicts a number of independent workpackages that run for the duration of the project, and the output from these will be given to the rest of the project during the project duration.

Also, not currently shown on the GANTT chart, is a time period at the end of each workpackage to allow for the deliverables to be reviewed by the project team, and also approved at a Quality Assurance level. These time periods therefore offer a degree of slack time which can be absorbed if any workpackage runs late.

The GANTT chart will also depict critical task analysis. This will be identified as the project commences and the GANTT chart regularly updated. The critical path is most likely to follow the software lifecycle, from analysis and development. Phase 3 of the project is mainly an evaluation phase, and this can absorb any development delays if necessary, to ensure that the 36 month overall time period is retained.

There are no undue risks attached to this work plan. There are no workpackages that contain a single partner activity on the software lifecycle. The selection of responsible workpackage manager and partners working on the workpackages has been carefully selected in accordance with their ability and their willingness to be involved in that workpackage. The involvement of more than one key partner in each workpackage offers not only an acceptable contingency, but also ensures that a good technology transfer is applied between partners throughout.

INSERT GANTT CHART IN HERE

INSERT GANTT CHART IN HERE

Pert Chart

Project management

The project management will comprise a formal structure designed to meet the requirements for effective and efficient steering of all project activities according to the work-plan.

Primary management functions will be:

- efficient decision-making;
- quality control;
- monitoring of progress, taking corrective action if necessary;
- rapid information flow within and outside the project.

The administrative and the technical management will be built on an hierarchical structure on the following levels:

- the Co-ordinating Partner (Co-ordinator) who will be responsible for the whole project;
- the Project Manager;
- the Quality Assurance Manager;
- Workpackage Managers.

The Co-ordinating Partner will have overall responsibility of ensuring that the project meets its contractual obligations. The Co-ordinator will organise all meetings, workshops, reviews, concerted activities and submit all necessary reports to the Commission. The Co-ordinator will set up a project coordinating committee and will work closely with the Project Manager to ensure the project runs smoothly. The Co-ordinator will also be responsible for ensuring the project Consortium Agreement is put into effect.

The Project Manager will report to, and work closely with the Co-ordinating Partner and will have responsibility for management and execution of the project. Computer-generated planning charts will be used as the basis for allocation of tasks and monitoring and control of progress. The Project Manager will ensure that tasks are pursued, planning charts are updated and that any necessary corrective action is identified.

The Quality Assurance Manager will verify each deliverable against its quality control parameters. All deliverables will be verified against suitable quality criteria prior to approval before delivery within the project and to the Commission.

The project activities will be designated under workpackages. Each workpackage will be the responsibility of a Workpackage Manager. The Workpackage Managers will use their judgement and experience to assess the overall objectives of the workpackages, its inputs and outputs, and the tasks to be performed. The Workpackage Managers will control the use of resources and time. Each partner participating in a workpackage will use time sheets for report on the use of resources, and report monthly to the Project Manager. Any deviation from the project plans will thus be discovered early. Workpackage Managers will be responsible for design, development and implementation tasks, depending on their experience. The Workpackage Plan takes these different aptitudes into account.

During the whole project a Project Co-ordinating Committee (PCC) will be formed. Each full partner will be represented and a chair member will be elected. This body will form the primary decision making process, taking advice from the Project Manager and the technical partners as appropriate. The Coordinating Committee will also chair any decision basis for project conflicts. Conflicts will be addressed via the rules of the contract, the Consortium Agreement and by a majority voting principle.

Changes in the project will be formally addressed through project meetings. Any change will be analysed with respect to costs, time scales and impact on partners obligations. Any change that deviates outside the rules and scope of the contract will be flagged to the Commission.

Appendix A

Description of the consortium

The Project Consortium

The Project Consortium consists of the co-ordinator, ten full partners and four associated partners.

Co-ordinator:

Staatsbibliothek zu Berlin, Berlin, Germany (SBB) will be the co-ordinating contractor of the project. SBB is a high profile provider of manuscript data and has the national competence regarding the relevant authority file information in Germany.

Full Partners:

JOANNEUM RESEARCH, Graz, Austria (JRS): The Institute of Information Systems and Information Management at JRS contribute their professional research structure, scientists and background-knowledge. The quality of the research institute was proven in several European research projects like ONE II, MALVINE, VICAR, VE.

University of Bergen - The Humanities Information Technology Research Programme, Bergen, Norway (UoB) will contribute its experience in text encoding, specifically with XML.

Crossnet Systems Ltd., Newbury, United Kingdom (CNS) will act as the project manager. CNS is specialised in software development in the field of Networked Information Retrieval. It will contribute to the project their advanced expertise of Z39.50.

Österreichische Nationalbibliothek, Vienna, Austria (ÖNB) will participate in the role of a provider of data covering different collections. The ÖNB has the national competence in Austria regarding the relevant authority file information.

Biblioteca Nacional, Lisbon, Portugal (BN) will participate by providing test data. As the leading library in Portugal the BN not only acts as a national focal point for Portuguese archives but has also a lot of experience regarding work with authority file information on the national and international level.

The **Biblioteca de Universidad Complutense, Madrid, Spain (UCM)** will provide test data of an important, ready-to-use digitised collection.

The **Swiss National Library, Bern, Switzerland (SNL)** is a high profile provider of manuscript data and has a lot of experience regarding work with authority file information on the national and international level.

The **National and University Library, Ljubljana, Slovenia (NUK)** will provide manuscript test data from their wide ranged collections of manuscripts.

The **Institut Mémoires de l'Édition Contemporaine, Paris, France** (IMEC) will provide specialised data concerning French publishers.

The **Rijksarkivet, Stockholm, Sweden** (RA) will provide its competence in standardisation activities in the archival sector.

Associated partners of SBB:

Deutsches Literaturarchiv, Marbach, Germany (DLA), one of the most important literary archives in Germany, will provide manuscript test data. Since DLA also has a fine arts collection (National Schiller Museum), museum specific data about objects of fine arts will also be provided.

The **British Library, London, United Kingdom** (BL), one of the leading libraries in Europe, is a high profile provider of manuscript data and has, through their participation in many relevant projects/activities a lot of experience regarding work with authority file information on the national and international level.

The **Goethe- und Schiller-Archiv, Weimar, Germany** (GSA) is the oldest literary archive in Germany and will provide high quality test data about German literary classicism.

Associated partner of JRS:

Forschungsstelle und Dokumentationszentrum für Österreichische Philosophie, Graz, Austria (FDÖP) will provide specialised documentation data about Austrian philosophers.

Sponsoring organisations:

K.G. Saur Publishers, Munich, Germany (KGS) will participate by making available to the project structured biographical data of the *World Biographical Index* of which K.G. Saur is the only copyright holder.

J. A. Stargardt, Berlin, Germany (JAS) is one of the oldest and most important commercial manuscript dealers in Germany. JAS will participate by providing test data about manuscripts for sale.

Observing organisations:

Eleven institutions are willing to observe the project's progress and results:

- **Arnamagaeon Institute, Copenhagen, Denmark**
- **Biblioteca Nacional, Madrid, Spain**
- **Biblioteca nazionale centrale di Roma, Rome, Italy**
- **Bibliothèque nationale de France, Paris, France**
- **Constantijn Huygens Instituut voor tekstedities en intellectuele geschiedenis, 's-Gravenhage, The Netherlands**
- **Hungarian Academy of Sciences, Budapest, Hungary**
- **Institute for Advanced Technology in the Humanities, Alderman Library, University of Virginia, Charlottesville, VA, USA**
- **Jagiellonian University Library, Krakow, Poland**
- **Royal Library of Denmark, Department of Manuscripts, Copenhagen, Denmark**
- **Stadt- und Landesbibliothek Wien, Vienna, Austria**

- **University of Turku, Turku, Estonia**

The following graphic indicates the geographical distribution of the LEAF partner organisations.

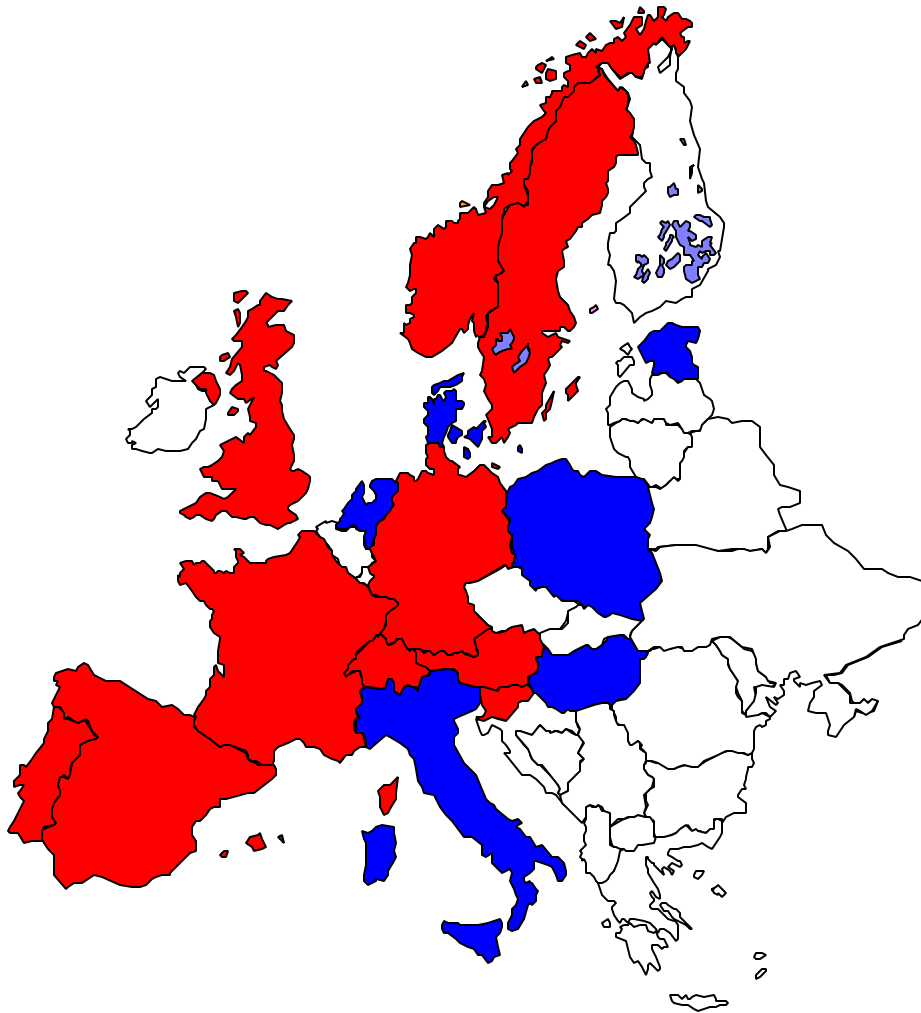


Figure 1: The geographical distribution of the LEAF partners

Red signifies countries which are represented by partners within the LEAF consortium.

Blue signifies countries which are represented by observing organisations of LEAF.

Description of the participants

Staatsbibliothek zu Berlin (SBB)

Keyperson: Dr. Jutta Weber

Education:

1977: 1st state examination in Latin and Romanistic Languages at the University of Freiburg im Breisgau

1980: Doctorate in Latin at the University of Freiburg

1982: 2nd state examination in the Libraries College at Köln

Experience:

Since 1982 work in the Staatsbibliothek zu Berlin, since 1985 in the Department of Manuscripts as head of the German Union Catalogue for Modern Manuscripts and Letters. Lectures and essays about conservation of and electronic access to information about modern manuscripts and letters, authorship in national cataloguing rules for modern manuscripts, participation in national and international conferences in the sector of modern literature and the conservation of cultural heritage. Member of a consortium responsible for the national name authority file (Personen-namendatei, PND) and of a team working in the sector of co-operations between libraries, archives and museums. Currently acting as the co-ordinator of the MALVINE project.

Staatsbibliothek zu Berlin (SBB)

Keyperson: Hans-Jörg Lieder

Education:

1992: MA in German Literature; further subjects: English and (Asian) Indian Literature

Experience:

1992-1994: Involvement in various scholarly edition projects (e.g. Daniel Caspar von Lohenstein, Johannes Pfefferkorn, Friedrich Nicolai)

1995-1998: Work in the Staatsbibliothek zu Berlin: involvement in the conversion of the German Union Catalogue for Modern Manuscripts and Letters into an electronic format. Experience as cataloguer of the literary archive of Gustav Freytag.

1998-2001: Deputy co-ordinator of the MALVINE project.

Staatsbibliothek zu Berlin (SBB) is one of Europe's leading universal libraries. It owns important collections and has a high profile of experience in the sector of international information services. SBB takes a leading part in several national co-operation activities, amongst others the "Sammlung Deutscher Drucke" (i.e. Collection of German Printed Books), it participates in the establishment of the Register of 16th and 17th Century Printed Books (VD 16 and VD 17) and the National Union Catalogue of Incunabula (GW) is also prepared by SBB. The redaction of the Serials Data Base (Zeitschriftendatenbank) which is a national union catalogue for serials located at SBB is also responsible for the maintenance of the national authority file for corporate bodies (GKD). SBB is also one of the founding members and currently one of data providing partners of the PND, also being responsible for the maintenance and the redaction of the PND.

The German Union Catalogue for Modern Manuscripts and Letters (Zentralkartei der Auto-graphen, ZKA) was established in 1966 in SBB. It provides information about more than 1,5 million documents written by roughly

250.000 persons. More than 150 partner institutions in Germany provide their descriptions of modern manuscripts and letters regularly to the ZKA.

The documents described date from early modern times up to now. Among the persons whose manuscripts and letters are documented, the most famous European poets, artists, scientists and politicians can be found. But also less known people whose sole claim to fame consists in having corresponded with better known people are documented in the ZKA. The data include both short information about archival collections and detailed descriptions of single letters or manuscripts kept in archives, libraries and museums in Germany. As those institutions are of different size and importance and serve very different functions – there are small local archives as well as widely known universal libraries – the collections they own may be of local, national or even international importance.

The conversion of the ZKA card catalogue into a data base will be finalised in 2001. One of the preconditions for the conversion was the establishment of cataloguing rules in the sector of manuscripts and letters. The “Regeln für die Erschließung von Nachlässen und Autographen - RNA“ (i.e. Rules for the cataloguing of literary archives and autographs) now function as a commonly accepted basis for cataloguing activities in this special sector. Experience shows that the main search items users choose to access this material are the names of persons and corporate bodies. About 200.000 person names are documented in the name authority file of the ZKA, they are regularly transmitted to the PND at The Deutsche Bibliothek.

On the basis of this name authority file DIANA (Deutscher Index zu Autographen und Nach-lässen, i.e. German Index of modern manuscripts, letters and literary archives) was created. DIANA offers overall information about the locations where documents related to a specific person are stored.

The ZKA therefore is a meeting point for scholars of all sciences from all over the world who need information about the locations of manuscripts and letters in Germany. It also functions as a kind of forum for the documentation and administration of name authority files in archives, libraries and museums. The work with authority files, the provision of better access to them and more transparent communication with non-librarians is one of the most important future aims of the ZKA. A national project that brings together libraries, archives and museums is currently being prepared.

The experience and knowledge gained by SBB in several national projects and in the EU-funded project MALVINE will build the basis for the co-ordinating work in LEAF.

Deutsches Literaturarchiv (DLA)Keyperson: Heinz Werner KramskiEducation:

1990 Westfälische Wilhelmsuniversität Münster: Master examination in History and German language and literature

Experience:

1985-1989 Data-processing centre of Münster University (student assistant, programmer): Programming, help desk and tutorials

1988-1989 Free-lance teacher (adult education) for computer-related subjects

since 1990 Deutsches Literaturarchiv Marbach (EDV-Referent): Design and introduction of general data-processing; supervision and implementation of current projects regarding electronic text; member of commissions for computer-aided German and philosophical editions

since 1996 Co-Design and local project management for KALLIAS, DLA's integrated database system for manuscripts, library and fine arts objects

1998-2000 Keyperson for the EU project MALVINE - Manuscripts and Letters Via Integrated Networks in Europe

1999 Design, data conversion routines and web publishing of DLA's survey book about the holdings of the manuscripts department

1999/2000 Web-GUI design for the KALLIAS Opac

1999/2000 XML-DTD design and data conversion routines for the edition of Harry Graf Kessler's diary

Keyperson: Jutta ReuschEducation:

1989 Albert-Ludwigs-Universität Freiburg: Master examination in German language and literature and Musicology

1995 Hochschule für Bibliotheks- und Informationswesen Stuttgart: Diploma as Librarian

Experience:

1984-1990 Redactor of musicological texts in a music editing company

since 1996 Deutsches Literaturarchiv Marbach (IT-Librarian in the manuscripts department): Co-Design and tests for KALLIAS, DLA's integrated database system for manuscripts, library and fine arts objects

1998-2000 Contributor to the EU project MALVINE - Manuscripts and Letters Via Integrated Networks in Europe (for the manuscripts department)

since 1999 Central quality assurance for KALLIAS' authority files "NND" (personal names) and "KND" (corporate names)

The **Deutsches Literaturarchiv** (German Literature Archive) was founded in 1955. Based on the collections of Swabian literary and intellectual history established from the turn of the century onwards in the National Schiller Museum, the DLA is a supra-regional collection whose task is to keep from dispersion and loss records of German literature dating from the end of the Enlightenment up to the present, as well as material, in the form of manuscripts, printed material and pictures, relating to its history and reception. At the same time, the DLA is an academic institute, open to researchers and all those working in the field of literature. It is visited by scholars from all over the world and co-operates on a national and international level with kindred archives and museums, as

well as with universities, academies and other academic institutions. Its own large-scale academic projects, such as numerous historical-critical editions and a wide-ranging list of publications in various series help the scholar and the interested lay person, the teacher and the student, to become acquainted with the sources collected there.

DLA consists of a manuscript department, a library with a documentation section, a fine arts collection, a museum department (the Schiller-Nationalmuseum), the Cotta Archive and a number of special archives. The institution responsible for the Literaturarchiv and the Museum is the Deutsche Schiller-gesellschaft.

In 1998, DLA introduced KALLIAS, a new integrated cataloguing and retrieval (Oracle-) database system. Based on a standard library system, KALLIAS has been greatly enhanced in the area of manuscripts, fine arts and authority files. These authority files for persons and corporate bodies represent the core of KALLIAS, thereby integrating the various objects of all collecting departments and offering a consistent point of access to the users. At present, KALLIAS contains 51,000 high-quality records of (individualised) persons and 33,000 personal names and 20,000 records of corporate bodies. KALLIAS' authority files are linked to the regional library network and, indirectly, to the German national authority files PND and GKD.

The 3rd edition of DLA's survey book about the holdings of the manuscripts department (also known as the "Red Book" or "Kussmaul"), covering around 1,000 collections and 14,000 names, was published in 1999. The structured data source allowed a conversion for the web including generated Dublin Core meta data and has been successfully imported into KALLIAS.

Experience with structured text and bio-bibliographical data is further enhanced in DLA's project of an edition of Harry Graf Kessler's diary. XML data structures and a special Oracle database solution will help to manage this enormous amount of data (including information about 16,500 persons and 3,600 corporate bodies rarely found elsewhere).

DLA offers to LEAF a sound knowledge of design of and practical work with authority files in a context of heterogeneous objects and documents and valuable possible data sources in a modern computing environment.

JOANNEUM RESEARCH (JRS)

Keyperson: DI Werner Haas

Graduated in technical physics from Graz University of Technology in 1973. Previously he worked at the Institute for Hydraulics at the Graz University of Technology on a computer-aided measurement system. He then worked on the research and development of FE - models, extensive application and consultancy (mostly international) with emphasis on the integration of CAD, FEM and pre- and post processing.

From 1988 he has been an employee of JOANNEUM RESEARCH to co-ordinate information technology within the enterprise and to supervise a working group in the field of high-performance computing and computer graphics. From 1993 he has been head of the Institute of Information Systems & Information Management which covers a combination of classical information systems with communication technologies, computer simulation, visualisation and digital media concentrating on integrated telecom- and information technologies.

He specialises on multimedia data exchange, digital technologies for audio-visual and print media, in particular for video and film with extension of activities into the field of educational multimedia. He has actively participated in European Research Programmes (e.g. EUREKA, ESPRIT) covering Telematics, Educational multimedia etc..

He has been an evaluator and expert for ESPRIT in the areas of HPCN, MM, OMI and an evaluator for thematic calls (educational multimedia, information access). He is a member of national advisory boards and conducted numerous studies in consultancy and development projects.

Keyperson: Kurt Majcen

Joined JOANNEUM RESEARCH in 1995, after graduating in information technology from Graz University of Technology. As a member of the Cultural Heritage group, he built up valuable experience with European projects in the cultural heritage area (museums, libraries, archives), in particular OPAC Network of Europe (ONE) and Catalogue Interoperability Protocol (CIP). When at the Medical group, he was Joanneum's internal project manager of a project (Enabling Services) with the Joint Research Centre (Centre of Earth Observation) in Ispra (Italy) and was the project manager of the European healthcare project NDSNET. He is currently in charge of the Cultural Heritage & Medical Group.

Keyperson: DI Heribert Vallant

Was born in 1968. After graduating in information technology from Graz University of Technology (Studies of Telematics at the Technical University of Graz, Graduation 1997) he joined JOANNEUM RESEARCH where he works as a software developer. He has depth expertise with various computer platforms (SUN-Solaris, LINUX, Win 95/NT), relational databases, relational database systems (ORACLE, YARD, MiniSQL, MS-SQLServer), programming languages (C/C++-Programming, JAVA) and especially, depth expertise in Z39.50. Experience with international projects through ONE, ONE-2, CIMI-Interoperability-Testbed, MUSONET, MALVINE. He is currently in charge as project manager of ONE-2 at JRS.

Keyperson: DI Herwig Zeiner

was born in 1969. He studied technical mathematics (branch: information sciences) at the University of Technology in Graz and Vrije Universiteit Amsterdam. He graduated in 1995. After university he became a software engineer and realised multimedia applications (specially GIS based applications) for several international companies. Since 1998 he has been working at JOANNEUM RESEARCH in the field of web media applications and as project manager of the EU project MALVINE (uniform access to a distributed network of archives).

JOANNEUM RESEARCH – located in Graz, Austria - is a non-profit technology centre, concentrating in applied R&D available to business, industry and administration. The company is organised into five research divisions which cover the topics of environment and energy, electronics and sensor technology, materials and

processing, economy and technology and information technology. Each division consists of a number of research institutes. Their highly-qualified staff of more than 300 people working in 21 research units implement their know-how in all sectors of innovation, both at national and international levels. Their service includes specifically geared development tasks for small- and medium-sized companies, complex interdisciplinary national and international research assignments as well as tailored techno-economic consulting.

The Institute of Information Systems & Information Management is the central part of the information technology division. It concentrates on the combination of classical information systems with visualisation, digital media and communication technologies, thus developing spectacular applications at an international level. Efficient information systems provide employees and, especially, museum visitors a fast and easy access to requested information. The range of ongoing projects in the Institute deals with the scientific recording of museum inventories and the interconnection of libraries and all kinds of archives. These activities are performed through the exchange of meta data and the use of communication protocols referring to international standards (e.g. Z39.50).

The Institute of Information Systems & Information Management is organised into four groups which mainly concentrate on four research areas:

- Information technology in cultural heritage and digital libraries
- Digital Media
- Computer supported training and education
- Web information systems

Digital video and TV technologies will be the basis for every production in the film sector in the near future. JRS already concentrates on R&D for effectively structuring, classifying and annotating film material during input of the footage into a digital archive. Methods to reduce and simplify the highly complex and time-consuming search for specific sequences are developed. A software system developed by the Institute makes the restoration of old films possible in digital form. The effects of age degeneration such as mould spots, scratches, fading, insufficient image stability etc. can be corrected without impairing the film's authenticity.

Interactive teaching and multimedia learning concepts are playing an ever greater role in the training and education markets. JRS offers their customers professional advice and support in the conceptual phase for complex learning systems and in their implementation. This includes the development of complete multimedia applications with structured user interfaces on an Internet technology basis.

JRS Web information systems combine Internet technology and databases. They concentrate above all on the analysis of complex interrelationships and structures and on the design of special information systems that are not covered by standard products. Their particular speciality is the integration of digital films and videos in systems of this kind.

In addition to these four research areas JRS also provides comprehensive and inter-discipline advice in all questions relating to information and communications technology. They are also prepared to deal with special problems not directly connected with the main fields of activity and will solve problems together with specialist partners from the most varied areas of expertise.

Forschungsstelle und Dokumentationszentrum für Österreichische Philosophie (FDÖP)

Keyperson: Thomas Binder

Education:

1985 Master of Arts in Philosophy and German literature at the University of Graz/Austria

Experience:

1987-1997 Staff member of the "Forschungsstelle und Dokumentationszentrum für Österr. Philosophie"

1992-1997 Staff member of the University library in Graz, "Abteilung für Sondersammlungen" (Department of special collections)

Participation in the development and application of data bases (Bibliography of Austrian Philosophy, unpublished papers of several Austrian philosophers); participation in edition-projects; responsible for the local computer-network at the "Forschungsstelle".

The **Forschungsstelle und Dokumentationszentrum für Österreichische Philosophie** (FDÖP; The Research and Documentation Center of Austrian Philosophy) was founded by Rudolf Haller in 1983. The purpose of this institution is twofold:

On the one hand FDÖP is an archive concerned with collecting and working on the unpublished papers of Austrian philosophers; catalogues and editions of these manuscripts and letters are presented to the scientific public. The most important collection amongst the holdings of FDÖP is the former Franz Brentano-archive from Prague (this archive was founded with the substantial help of Thomas G. Masaryk, the first president of Czechoslovakia); this collection was taken over by FDÖP from Brown University (Mass., USA) in 1985. Apart from the School of Franz Brentano (1838-1917) the philosophy of the Vienna Circle is another focal point of the collecting activities of FDÖP. At the moment FDÖP is the only scientific archive in Austria devoted exclusively to philosophical matters. FDÖP is visited by scholars from all over the world and co-operates nationally and internationally with kindred institutions.

On the other hand FDÖP is documenting the historical and particularly the contemporary sources of Austrian philosophy; both of them are subject to numerous scientific projects carried out by FDÖP. A special emphasis is put on the documentation of the current literature by Austrian philosophers or international publications on Austrian philosophy respectively. As a result of these efforts FDÖP so far has published 8 volumes of a „International Bibliography of Austrian Philosophy“. This bibliography exists not only in printed form but also as a database containing more than 30.000 high quality records. In Austria FDÖP was amongst the pioneers of electronic data processing on the archival field – as early as 1985 FDÖP introduced a „home-made“ database system called LBase. Developed for the bibliographic purposes mentioned above LBase was increasingly used for producing catalogues of manuscripts and letters. Due to some shortcomings of the LBase user-interface FDÖP decided three years ago to switch to a new relational database system which is an application of MS Access. This database offers not only powerful possibilities for managing the whole range of varying archival materials but also the means for managing bio-bibliographical data. It is now one of the main objectives of FDÖP to extend the existing data base file on person names to a comprehensive authority file of Austrian philosophers or related persons and corporate bodies respectively. It is not at least this focal point of the current activities of FDÖP which makes participating in the LEAF project extremely attractive.

In return FDÖP offers to LEAF experience with meta data and exchange formats on the archival field as well as high quality data sources and databases. The European Commission's project MALVINE has already profited from these benefits.

University of Bergen (UoB)

Keyperson: Per Vestbostad

Education:

1973: Cand. mag. from Bergen University with history, languages and social anthropology

Experience:

since 1973: Working at the Norwegian Computing Centre for the Humanities mainly with analysis of machine readable texts and museum data bases

since 1990: Museums Project Manager

since 1995: managing the conversion of Knut Hamsun's novels to electronic texts.

Member of the International Association for Applied Linguistics, and of the Data Model Group under the International Council of Museums (ICOM).

The Faculty of Arts at the **University of Bergen** has started a research programme in humanities information technologies, focusing on selected areas of research. To support this research programme, the Faculty of Arts and the Bergen University Research Foundation, UNIFOB, have set up a service centre, known as the HIT Centre. The HIT Centre will also initiate projects on its own initiative with the aim of creating links between the Norwegian and international research in the field and establishing both national and international co-operation on a high level. The HIT Centre was formally opened 1 January 1998 as a fusion of three distinct units of humanities computing at the University of Bergen: *The Norwegian Computing Centre for the Humanities*, *The Norwegian Term Bank* and *The Wittgenstein Archives*. In its role as a service unit, the HIT Centre with its 25 employees will provide technical, administrative and discipline-specific support for advanced IT projects at the faculty.

In its role as a research unit, The HIT Centre will conduct research and establish national and international co-operation within the following areas of specialisation:

- language technology focusing on corpus linguistics, terminology and lexicography
- editorial philology
- massive digital resources
- software development

Language technology

Text corpus related projects

Among the many projects supported by the Centre in this area, you will find the International Computer Archive of Modern and Medieval English (ICAME) and the Bergen Corpus of London Teenage Language (COLT), where HIT will support the production of a distributable version during 2000.

Spoken language

HIT has prepared in 1999 the infrastructure necessary for providing a material basis for serving large scale spoken language / sound resources. It has also invested in the preparation of tools for improved support of corpora on the WWW, specifically including support for corpora of spoken material.

Editorial philology

Wittgenstein edition

In March 2000 the last work on the edition of «Wittgenstein's Nachlass. The Bergen Electronic Edition» will be completed. The HIT Centre has been approached to build a WWW presence for the wider context.

Ibsen edition

The HIT Centre will continue to provide substantial staff time in 2000 to support the national Ibsen project with technical assistance in the creation of all rules for the electronic support for the editorial process and their practical implementation. During 2000 a first documentation of the system developed and supported for the project will be published in both Norwegian and English. Beyond that, the Centre will provide the know-how and support for the creation of a WWW server for the emerging transcriptions.

Text Encoding Initiative and mark-up related activities

Together with the University of Oxford in Europe and Brown University and the University of Virginia in the US, HIT has formed a consortium for the further maintenance of the Text Encoding Initiative (TEI), the most important international effort at standardisation for humanities related data. The Centre will provide technical consultancy for a project on medieval edition philology at the national Centre for Advanced Studies in Oslo.

Massive digital resources

European manuscript server initiative (EMSI)

The Leonardo project «European Cultural Heritage Technicians» (ECHT) has, despite severe problems with the EU programme, finally gained momentum at the beginning of 2000. The project will within 2000 be responsible for the production of teaching material for and the implementation of two training courses to be held in Italy and England. While in both cases HIT provides some hardware and consulting, besides being responsible for the production of most of the technical teaching material, in the English case, HIT personnel will also be directly responsible for teaching.

The server for massive bit-mapped resources and sound (spoken language) resources developed during 1998 and 1999 will during 2000 become available as general infrastructure for suitable projects at UoB. Negotiations for the provision of server capacity, both in hardware terms as well as in consulting, are underway with a number of potential projects.

Software development

Musved

Over the years the HIT Centre has been the main supplier of collection management software for the Cultural History Museums within Norway. This work has so far been funded mainly from the general funding provided by the Norwegian Research Council. The Museum Catalogue database, winRegimus, is pr. May 2000 installed in around 250 institutions around the country.

MALVINE

MALVINE is an international project, funded by the EU, which aims to provide an integrated multilingual user interface for manuscript holdings kept in a variety of European libraries, archives and similar institutions. By the end of February 2000 the Centre will have finished all major development work necessary under the working plan submitted to and funded by the Union. During 2000 only general maintenance and minor modifications of the developed software will have to be provided, though other parts of the project continue.

Development of corpus software

In early 2000 a first version of a Java based interface to the general corpus analytic engine developed by the Institut für Maschinelle Sprachverarbeitung, Stuttgart, has been realised based on an agreement with that institute. A continuation of these developments is very likely; the precise terms have yet to be negotiated.

Crossnet Systems Ltd. (CNS)

Keyperson: Robert Bull

Education:

1981: B.Sc. (Hons) degree in Electrical and Electronic Engineering at Trent Polytechnic, Nottingham, England.

Experience:

His career migrated from electronics in a heavy industrial environment to over 15 years experience in software development and project management. This was initially in the area of light industry, but since 1992 has focused in the area of network and database systems.

Mr Bull participated in the formation of Crossnet Systems Limited in 1996 in a management buyout of the Software division of Satellites International Limited.

Specific work includes:

- Project Management of the MIRO software package that forms the backbone network of the European Information Network Services (EINS) service;
- Project Management of the Z39.50 protocol software for the German Library project DBV OSI II resulting in one of the worlds leading Z39.50 toolkits;
- Work Area Manager for the software development teams in the EU project ONE (OPAC Network in Europe) project.
- Work Area Manager for the software development teams in the EU project ONE-2 (OPAC Network in Europe -2) project.
- Project Manager for the EU project MALVINE (Manuscripts and Letters Via Integrated Networks in Europe).
- undertaken various studies, training and consultancies relating to the Z39.50 protocol.
- Member of the Z39.50 Implementors Group.

Crossnet Systems Limited is a private, limited, financially autonomous Company dedicated to software systems in the field of information retrieval as its first priority. Crossnet Systems Limited was formed in June 1996 resulting from a management buy-out from an electronics company based in Newbury. Crossnet staff are the Company's main shareholders and are therefore highly dedicated to customers and to the work undertaken. The staff expertise in networked information retrieval systems enables Crossnet to effectively undertake studies, design and development, consultancy and training in this area working as a sole contractor, as a prime contractor or as a subcontractor.

The Company's main business is from commercial and academic organisations in the UK, Europe and the USA. Crossnet staff are experienced in software development, project management and database technology, working with applications in the cultural heritage sector and commercial sectors. The Company has provided these services for a number of library catalogue system vendors, and vendors of geospatial systems, on-line encyclopaedia and museums.

The following lists some of Crossnet's customers for whom the Company has undertaken relevant work:

European Commission DGXIII-E/4:

Undertaking of a study entitled: " Implementation Models for Union Catalogues." April 1999

Relevance: this study investigated the benefits and drawbacks of various Union catalogue models including technical, commercial and administrative factors. This study also focussed on merits of international Z39.50 profiles and the Z39.50 Union Catalogue Update service and also addressed relevance on authority files.

Die Deutsche Bibliothek:

Design and Development of the DBV OSI II Z39.50-1995 Software Development Kit. Design and development of a Z39.50/ILL based document delivery target system.

Relevance: Crossnet has a complete understanding regarding the development of Z39.50 soft-ware, where the Company's toolkit has been successfully deployed at over 100 locations world wide, including the MALVINE project, ONE project and ONE-2 project.

European Commission (Telematics-Libraries Program):

Partnership in the ONE (OPAC Network for Europe) and ONE-2 projects.

Relevance: Sound experience in a highly successful project whereby national libraries in Northern Europe were integrated with the Z39.50 protocol, resulting in a sound knowledge gained of the problematic areas and solutions that such a system imposes. The ONE-2 project continues where ONE stopped, and is implementing more advanced services such as ILL, catalogue update and will be one of the first projects to implement the Bath Profile.

European Commission (Telematics-Libraries Program):

Project Management for the MALVINE project.

Relevance: Sound and successful project management experience in a highly successful project that has significant relevance for LEAF.

Participation in these projects has provided Crossnet with sound experience in working with European Commission funded projects.

Österreichische Nationalbibliothek (ÖNB)

Keyperson: Univ.-Prof. Dr. Wendelin Schmidt-Dengler

Education:

1965 Doctorate in the Humanities at the University of Vienna

Experience:

1974 Appointment as University Teacher in Germanic Studies at the University of Vienna

1980 Associate Professor for new German language and literature at the University of Vienna

since 1989 Full Professor

Visiting Professor in Graz, Salzburg, Klagenfurt and Stanford

since 1996 Head of the Austrian Literary Archives

since 1998 MALVINE keyperson for the ÖNB

The **Österreichische Nationalbibliothek** is the assign of the royal and imperial court library and in our times the country's leading research library. Her most important, statutory transferred tasks are: collection and development of all printed works, published in Austria, of foreign publications about Austria and Austrians; development and completion of the stocks of the special collections; care of the central tasks in the Austrian librarianship (e.g. issue of the Austrian Bibliography, Austrian Database for periodicals). Actually the library possesses more than 6,3 millions items, among them approximately 2,8 millions printed books.

Some special collections exist at the library: Department of Broadshets, Posters and Exlibris; Department of Manuscripts, Autographs and Closed Collections; International Esperanto Museum and Department of Artificial Languages; Department of Maps and Globe Museum; Department of Music; Austrian Literary Archives; Department of Papyri and Papyrus Museum; Department of Portraits, Pictures and Fideicommiss Library; Department of Incunabula, Old and Rare Books.

Mainly three collections are concerned with the administration of modern manuscripts and related material: the Department of Manuscripts, Autographs and Closed Collections (HAN, single manuscripts - letters - mainly by personalities of Austrian cultural life between the 18th and 20th centuries), the Department of Music (MUS, collected papers - manuscripts, letters, documents, collections - mainly of Austrian and German musicians and composers of the 20th century), and the Austrian Literary Archives (ÖLA, collected papers - manuscripts, letters, documents, collections - mainly of Austrian writers of the 20th century). The available data of these collections are stored in the database allegro-HANS and accessible via WWW (<http://euler.onb.ac.at/cgi-allegro/nak/nak.pl>).

Allegro-HANS - which is used by many Austrian literary archives - is a MAB-structured system on the basis of DOS (there is a Windows application in preparation). The entries are produced following the RNA (Regeln zur Erschließung von Nachlässen und Autographen). The data include reference data in all the four categories of material types (works, correspondences, biographic documents and collections) in heterogeneous documents (e.g. manuscripts, photographs, paintings, audio-tapes) covering complete author collections („Nachlässe“). The main entries are orientated on several authority files - the PND (Personennamendatei) for personal names, the GKD (Gemeinsame Körperschaftsdatei) for names of corporate bodies.

Under the leading role of the ÖLA the ÖNB is engaged as a full partner in the MALVINE project and offers as test site the data about the three mentioned collections. Moreover the ÖLA is playing a major and co-ordinating role among Austrian literary archives and is working on networking the databases of these institutions.

With regard to the coherence of data and to functional search and retrieval possibilities ÖNB is deeply interested in an extended and improved use of the existing authority files. At the moment the three collections which are engaged in the manuscript sector are using the national authority files as far as possible. Moreover the ÖNB is responsible for the Austrian part of the GKD. ÖNB can therefore provide an interesting sample of specific data.

Biblioteca Nacional (BN)

Keyperson: Antonio Braz de Oliveira

Received in 1980 a Degree in law from the Faculty of Law, University of Lisbon.

At the National Library of Portugal he has been:

- since 1973 - Technical staff of the National Library
- since 1980 - Head of the *Arquivo da Literatura Portuguesa Contemporânea*
- 1987-1992 - Head of the *Research Department*
- since 1987 - Deputy Director of the *Revista da Biblioteca Nacional*
- 1990-1996 - Director of the *Revista da Biblioteca Nacional*
- since 1980 - Initial organisation and general management of the *Arquivo da Literatura Portuguesa Contemporânea*
- since 1997 - Head of the Rare Book Department; Deputy Director of *Leituras (Revista da Biblioteca Nacional, new issue)*

Has been involved in the organisation of several literary and historical exhibitions on the National Library and abroad. Participation in several studies and lectures published about modern manuscript description and management; preparation of historical and literary contemporary author's editions. Member of the Scientific Committee of ALLCA XX (*Archives*), Professor of the *Universidade Católica Portuguesa*, and Member of the Governmental Commission charged with the the elaboration of the novel *Cultural Heritage Law*.

Keyperson: José Luis Borbinha

Director for Innovation and Development of the National Library of Portugal. Invited researcher at INESC (Institute for Systems and Computers Engineering), and a lecturer at IST (Technical Superior Institute of the Lisbon Technical University). Background in Electrical Engineering and Computer Science, and deeply been involved in national and international projects and activities related with "Digital Libraries". Member of the Digital Libraries Working Group of RUBI (Network of Portuguese University Libraries), member of the Advisory Committee of the DCMII (Dublin Core Metadata Initiative), co-leader of the working group DC-International (Dublin Core in Multiple Languages), leader of the DELOS Metadata Working Group, and program chair of ECDL2000 (Fourth European Conference in Research and Advanced Technology for Digital Libraries). He was member of the Digital Libraries Working Group of ERCIM (European Research Consortium for Informatics and Mathematics) and of the ERCIM/NSF Metadata Task Force.

The **Biblioteca Nacional** (National Library of Portugal) was created in 1796. Its role includes to collect and preserve the national bibliography, through the application of the Legal Deposit Law, to act as a standardisation institution in all matters concerning librarianship, to provide access and disseminate information about its collections, and co-ordinate PORBASE, the National Union Catalogue. BN is also the National ISSN centre and the national representative of ISO/TC46.

The present role of BN is the result of an evolution and of its consequent adaptation to the communication and information characteristics of nowadays society. The main purpose of this Institution is not only to provide the intellectual and scientific life of the country with all the cultural memory existing in its collections, but also to project its image abroad, thus playing an important role in the spreading of knowledge and fostering of modernity. In the associative plan it is noteworthy the effective presence in IFLA (International Federation of Library Associations and Institutions) through the participation in the technical works of the standing committees of the

different sections and in the UNIMARC Standing Committee. As a member of ABINIA (Association of the Ibero-American National Libraries), BN has taken part in the inventory and exchange of information on the ancient book collections of those libraries. Still worth mentioning are the participation in LIBER (Ligue des Bibliothèques Européennes de Recherche) and ELAG (European Library Automation Group).

In the scope of international co-operation promoted and/or financed by official institutions above national level, the participation of BN stands out in projects developed under the DG XIII Plan of Action for Libraries since its creation. Among the initial projects, CD/BIB - CD-ROM National Bibliographies Pilot Project and EROMM - European Register of Microform Masters deserve a special reference. The recent projects which have had BN as a member cover different technical areas from the interlibrary loan (AIDA - Alternatives for International Document Availability), to the preparation of new sources of promotion and research for ancient books (INCIPIT - Bibliographic Records and Images, a CD-ROM of Incunabula Editions), passing through the portability of the automated bibliographic information, the conversion to MARC formats (UseMARCON - User-controlled Generic MARC Converter), the study of the feasibility of the international transfer of authority data (AUTHOR - Transnational Application of Name Authority Files), the preservation of digital publications (NEDLIB - Network of European Digital Libraries) and remote search and interoperability (MALVINE - Manuscripts and Letter via Integrated Networks in Europe). BN is also an actual member of DELOS, a Network of Excellence for Digital Libraries supported by the program IST, and of the initiative NDLTD - Networked Digital Library for Thesis and Dissertations (an initiative addressed by UNESCO).

At the level of long term projects with wide and international scope, there is the participation of BN as a member of CERL - Consortium of European Research Libraries, which aims, among other aspects, at the constitution of a joint database for the European bibliography since the time of the non industrial press (1450-ca.1830), designated as Hand Book Press Database (HPB).

In the field of international co-operation orientated to the problems of preservation and conservation of the bibliographical patrimony, BN also takes part in the works of the European Commission on Preservation and Access (ECPA). ECPA aims to build in the European space a forum where researchers, librarians and archivists will be able to discuss, develop and support lines of action for the preservation and access to the collections, according with the efforts of the similar North American Commission.

The Conference of European National Librarians (CENL) is another privileged forum for the specific exchange among national libraries where BN has been present. CENL promotes the collaboration in the identification of prior development areas in this type of libraries, especially in the context of the Working Groups established by the initiative of CoBRA (Computerised Bibliographic Records Actions), supported by the European Commission.

In 1997 BN was assigned by the Portuguese government, in the following of the publication of the national "Green Book for the Information Society", the mission to promote the development of the Digital Libraries. That has been done internally, at a national level and internationally.

Biblioteca de Universidad Complutense de Madrid (UCM)

Keyperson: Marta Torres Santo Domingo

Education:

BA in History at Universidad Complutense de Madrid

BA in Librarianship and Documentation at the Ministerio de Educación y Cultura

Experience:

since 1993 Director of all the libraries and archives at the Universidad Complutense de Madrid

Several specialised courses about this subject. Worked for the last eleven years in university libraries, giving lectures, publishing articles and attending congresses. Currently participating in different investigation projects of the National Plan of Research and Development of the Ministerio de Educación y Cultura.

The **Universidad Complutense** is a public institution under the jurisdiction of the Comunidad Autónoma de Madrid. It is one of the oldest universities in the world as well as the largest and probably the most prestigious one in Spain (130.000 students, more than 5.000 teachers and about 2.700 non academic staff).

The UCM comprises 19 Faculties, 1 Higher Technical School of Computer Science, 6 University Schools, 10 University Colleges and University Schools, 30 University Institutes and 12 Schools for Professional Specialisation.

The **Universidad Complutense Library** (BUCM), created in the 16th century by the Cardinal Cisneros, is the second library of the country after the National Library (BNE). At present, it is configured as a complex information system composed by centre libraries specialised in their own subjects and co-ordination central units under an unique direction.

The BUCM has got important documentary and bibliographical funds:

- Ancient Funds: a collection which covers manuscripts and printed books as well as an important collection of engravings.
- Modern Funds, which gather up the specialised funds in different areas and are distributed in several UCM's libraries.

The following services are available:

- Library catalogue, via the Library Management System INNOPAC Millennium.
The BUCM has its own name authority file, which can be consulted, with this system, from the OPAC. This name authority file includes name records of person, corporate body, subject and geographical place. The person/corporate body name records are taken from the catalogue elaborated by the National Library of Spain (BNE). This catalogue stands for the standardised name authority file within the Spanish speaking area.
- Data bases on CD-ROM approachable from any connected point in the local net information servers on Internet: <http://www.ucm.es/BUCM/>
- Dioscórides Project. Digitization of the Health Sciences historical background. At this stage, 550.000 images are accessible through the campus network using TCP/IP. Further details can be found: <http://www.ucm.es/BUCM/diosc/00.htm>
- Presently the Library is involved in the MALVINE project founded by the European Commission under the Telematics Application of Common Interest specific RTD Programme *Telematics for Libraries*.

The strategic plan for 1997-2001 aims at:

- Protection of the historic bibliographical and documentary heritage, favouring its custody, preservation and dissemination.
- Research and development using new systems and products (digitisation of images, systems integrated of information, etc.).
- External projection of the Library. Co-operation programmes with other institutions.

Swiss National Library, Swiss Literary Archive (SNL)

Keyperson: Pierre Clavel

Education:

1977: Licence ès sciences naturelles, Université de Lausanne (B.Sc.)

1978: Diplôme d'études approfondies, Université Montpellier II (M.Sc.)

1981: Certificat de biologie et physiologie végétales, Université de Lausanne continuing education in computer science

Experience:

1979-1980: Teacher in biology

1980-1984: Researcher in plant biology

1984-1988: Librarian, Section of Biology at the University of Lausanne

Reorganisation of 5 small institute libraries, cataloguing and subject indexing, database searches.

1988- : Founder and director, Clavel & Cie, then Clavel SA

Various consulting contracts in library and computer sciences, in particular: Swiss National Library and Swiss Literary Archives (Bern): automation project leader, set up of VTLS, format adaptation, product analysis (national bibliography, union index of archival collections in Switzerland) etc., Cantonal Archives of Vaud (Chavannes-près-Renens): creation of a new classification scheme etc., supervision of other projects

1998- : Applications integrator, Swiss National Library Leader of, or contributor to, projects aiming to implement or develop Software (databases conversion, databases extracts formatting, new databases set-up etc.) and services, including the European project MALVINE; interface role between developers and users; standards implementation; skilled in formats, databases structure, character sets etc.

The **Swiss National Library** (SNL) is an institution which forms part of the Swiss Federal Office of Cultural Affairs. Under the terms of the law by which it is regulated, it is charged with collecting, cataloguing and conserving information in all fields and disciplines, and in any medium, connected with Switzerland, as well as ensuring the widest possible accessibility to and dissemination of, such data. The Swiss National Library is intended to be open to all, and, by the breadth and scope of its collections, it aims to reflect the plurality and diversity of the Swiss culture.

Beside ca. 3½ millions paper documents, the Swiss National Library holds special collections, among which the *Swiss Literary Archives* and the *Graphical Collection* are the most prominent.

In addition to its core activities, the Swiss National Library contributes to co-operation between libraries at a national level, through union catalogues and databases, inter-library loan, standards implementation etc. It participates in several European initiatives and projects, such as CENL, MACS, CoBRA+, MALVINE and NEDLIB.

National and University Library of Slovenia (NUK)

Keyperson: Prof. Mihael Glavan

Education:

1967-1972 Studies of English and Slovenian languages and literatures at the University of Ljubljana, Faculty of humanities and Arts; BA 1972.

1985 The state examination in library science
The state examination for a specialist librarian

1999 to present Doctorate in library and information science (not yet completed)

Experience:

1983 to present head of the manuscript and rare book department of NUK (National and university library Ljubljana, Slovenia). Responsible for all major activities in this field: acquisition, cataloguing, exhibitions etc. Several lectures and articles on the function and development of the central national literary archive, co-operation among libraries, archives and museums with regard to their manuscript and rare print holdings. Participation in national and international conferences on the subject. Published several studies on older Slovenian manuscripts and prints. Edited over 15 facsimile editions.

Slovenia has never had legislation stating which institutions should keep manuscript materials of important literary and other authors in the field of culture and humanities. As a rule, personal archives are owned by either authors or their heirs, who make their own decisions to whom they will donate or sell them. However, a common practice is that the materials of nationally important authors are collected in the Central Manuscript Collection of NUK. Since 1991 there has been an informal agreement among The National Museum, Archives and the National Library that literary materials are placed in the NUK Manuscript Collection, those of general archival character in the National Archives of Slovenia, and objects in the National Museum. Nevertheless, every owner of a private archive has a right to give his/her materials to anybody of his/her choice including regional museums, libraries or archives.

The **National and University Library Manuscript Collection** is the central national and state-owned collection of manuscript material from the fields of literature, linguistics and broader humanities. Its central position is evident both from our Library Act and the fact that its funds are by far the richest in the country. Its founding dates back to 1774, together with that of the National Library itself. Its initial funds were medieval codices and papers from monastic, archbishops' and private libraries. The collection was enriched in 19th century when it gained, through purchases and donations, some more expensive private collections of manuscript materials, e.g. those of Sigismund Zois and Bartholomaeus Kopitar, and even more in the 20th century with continuous affluence of manuscripts and legacies of individual authors and collectors. The collection is being supplemented continuously with older materials gained through purchases and donations from antiquarians and collectors, mostly with literary legacies of 20th century authors.

The NUK Manuscript Collection also has an actual function of the national literary archive since officially no other institution of this type exists in Slovenia. For this reason it also co-ordinates the activities in this field within the framework of Slovenia; however, NUK does not have any organisational or other formal authorisations to other collections. Our employees are also active as advisers in processing manuscript and old book materials in other (mostly special) libraries. The distinguishing feature of the collection is that it has a linked fund of incunabula

(509 units) and rare prints, ca. 1000 units of the most precious old Slovenian and other prints. The extent of funds (31 Dec. 1999) is:

- 430 running metres of materials
- 3550 manuscript units (shelf-marks)

The collection is acquiring new funds continuously through purchases, donations or exchanges. The department has 4 librarians (specialists), the average of 2800 visitors and 3000 units for (supervised) borrowing and for borrowing for exhibitions of other institutions. Our basic activity is recording, acquisition, processing, borrowing, and informing expert public on our funds. Additional tasks include expert-scientific publication of articles, discussions in papers and magazines, publishing printed catalogues of our manuscript materials, taking part in research projects, preparation of exhibitions etc.

The materials have been processed by specialised librarians according to classical standard (Richtlinien Handschriftenkatalogisierung, Deutsche Forschungsgemeinschaft.). Each unit keeps its own shelf number (signature) and they are also shelved by their shelf numbers. So far officially NUK does not use authority files (personal or corporate), even though our card catalogue does contain cards holding basically most of the data to be found in authority files. Guidelines for authority and reference entries have been translated and published in Slovenia and the project of their implementation to the printed material is being evaluated but not yet so as to the manuscript material.

The documentation of the material is done in:

- a card catalogue (typed and partly hand written): Ms 1 – Ms 1570
- inventory card catalogue of manuscripts not yet catalogued
- printed catalogue of NUL manuscripts: Ms1 – Ms 1470 (9 volumes)
- local electronic database (Ms 171 – Ms 1570)

All catalogues are alphabetical author catalogues; there is no autograph manuscript catalogue. The only special catalogue is that of Kopitar's collection of Slavic codices.

Institut Mémoires de l'Édition contemporaine (IMEC)

Keyperson: Olivier Corpet

Education:

1982 Doctorate in Sociology at the École des Hautes Études en Sciences Sociales

Experience:

since 1982 Chercheur au C.N.R.S.

since 1986 Director of La Revue des Revues

since 1989 Director of the Institut Mémoires de l'Édition contemporaine

Created at the end of 1988, upon the initiative of researchers and professionals engaged in publishing studies, and opened in Spring 1989, the IMEC (Institute of Contemporary Publishing Archives) manages archives and studies linked to different actors of the XXth Century writing and book world: publishers, writers, intellectuals, artists, book traders, journal editors, journalists, critics, literary agents, translators, printers, graphic designers etc. The importance of the collections brought together by IMEC in 1999 makes it one of the most prestigious documentary source centres for the contemporary French literary papers.

Living witness of the book trade, of publishing and of writing production, this inheritance – up to now inaccessible and mainly unpublished – will permit a decisive development of academic researches in the XXth century intellectual, artistic and literary domains, their institutions, networks, economy and products. Though, the aim of IMEC is not only to preserve the publishing and creation patrimony: as well as gathering this dispersed patrimony, this institute intends to present it directly to a large audience, by developing various activities: research, exhibits, publications, symposiums, seminars, etc.

Based upon the general principle of mid-term deposit on trust by individuals, enter-prises and institutions, IMEC opens private papers to research within the framework of a public service with controlled access.

Due to the important increase in the number of its collections, IMEC will move all its resources and activities to a larger site, a medieval abbey situated in Normandy: l'Abbaye d'Ardenne, near Caen. This move is already planned for 2001.

Programs and missions of IMEC have the support of the Ministère de la Culture, of the Conseil Régional de Basse-Normandie, of the Centre national de la Recherche scientifique (CNRS), of the Fondation de la Maison des Sciences de l'Homme and of the Société civile de l'Édition littéraire française (SCELF).

There is relevant experience in collaboration in diverse projects and studies. In particular as data provider and test site in MALVINE.

IMEC elaborates ranges of verified authority files. IMEC's interest in exchanging its authority files data with European partners is very strong: the institute in particular aims at participating in the Intellectual Control Agency of the LEAF project.

British Library (BL)

Keyperson: Rachel Stockdale

Education:

1972 B.A. in Latin and German, University of Reading

1973 M.A. in Medieval Studies, University of Reading

1977 Diploma in Archive Studies, University College, London

Experience:

Employed by the British Library since 1973 in Departments of Manuscripts and Printed Books. Experience in cataloguing both manuscript and printed materials, public services, preservation management and automation. Head of Manuscripts Cataloguing since 1997 and responsible for a major externally-funded project to convert the printed catalogues of BL manuscripts for Internet access. Involved with the international EAMMS and MASTER Projects, chaired the National Council on Archives Personal Names Working Party which compiled the rules on which a national Name Authority File will be based. Currently advising the Access to Archives Initiative for the establishment of an English national archive network on funding and technological issues.

Keyperson: Dr Christopher Fletcher

He has worked as a curator of Modern Literary Manuscripts in the Department of Manuscripts at the BL for 5 years, after careers as a freelance researcher and teacher of English. He graduated with an English Literature BA from the university of London in 1988 and with a PhD from the University of Edinburgh in 1992 on the theory of British Modernism. Responsible for a number of important acquisitions, he has published a book on Joseph Conrad and various articles on literary manuscripts. He is curator of the Library's current exhibition Chapter & Verse: 1000 Years of English Literature and is a BL content provider for FATHOM, a project drawing upon the collections and expertise of several major institutions, including the New York Public Library, the London School of Economics, Cambridge University Press, Columbia University and the Smithsonian Museum.

The **British Library** is the national library of the United Kingdom serving the world-wide community as a resource for scholarship, research and innovation. Its rich and high-profile collections consist of over 16 million published books and periodicals, as well as manuscripts and records, maps, music scores and sound recordings, philatelic items, patents, newspapers and photographs. Although the British Library itself was only established in 1973, its most significant constituent part was the former library of the British Museum with a history of more than two centuries dating from 1753. The Library now operates from two principal sites, Boston Spa in Yorkshire and the prestigious new building at St Pancras in London. Services are offered in seventeen reading rooms, in which more than half a million reader visits are recorded each year. Approximately five million documents are supplied annually to remote users, and there are varied programmes in publishing, education and events for the general public.

The British Library actively supports research and development in cataloguing methodology and standards, not only for printed collections but increasingly for special materials and across traditional domains. Its recently-established Co-operation and Partnership Programme provides a focus for internal and external initiatives, of which there are about one hundred already in progress, and plans to develop a Co-operation website. Notable projects and consortia in which the British Library has worked with European partners are the Consortium of

European Research Libraries (CERL), OPAC Network in Europe (ONE), the Conference of European National Libraries (CENL) and the Computerised Bibliographic Record Actions (CoBRA and CoBRA+). The Department of Manuscripts has been an Associate Partner in two EC-funded projects: Manuscripts and Letters Via Integrated Networks in Europe (MALVINE) and Manuscript Access through STandards for Electronic Records (MASTER).

In the field of authority records, the British Library has been a pioneer with the Library of Congress in establishing and developing the Anglo-American Authority File as a standard for cataloguing printed materials. The Department of Manuscripts has its own file of approximately 70,000 headings and is working with similar institutions in the United Kingdom to set up a National Name Authority File for archives and manuscripts.

Goethe- und Schiller-Archiv (GSA)Keyperson: Uta Griebach

Education:

1997 Friedrich-Schiller-Universität Jena: degree in economic mathematics

Experience:

1997 Programmer for the Weimar Classics Foundation – responsible for data base programming

1999 assigned exclusively to the GSA

2000 responsible for RETROSIG (among others)

2001 responsible for the technical aspects of the EU project MALVINE

The **Goethe and Schiller Archives** in Weimar are Germany's oldest literary archives. They contain the literary estates of countless writers, academics, composers and artists dating from the period between the mid-eighteenth and mid-twentieth centuries. The main task of the archives, alongside the systematic organisation and indexing of their holdings, is the active use of these holdings for academic purposes.

The GSA were founded in 1885 as the Goethe Archives of the Grand Duchess Sophie of Saxe-Weimar and Eisenach, to which the estate of the great poet had been bequeathed upon the death of his last surviving grandchild, Walther Wolfgang von Goethe, on 15th April 1885. In 1889 the estate of Schiller was added when it was donated by the poet's grandson and great-grandson, the Barons Ludwig and Alexander von Gleichen-Rußwurm, and since then the archives have borne the name 'Goethe and Schiller Archives'. Up to the outbreak of World War I, the archives could boast among their holdings some 35 personal collections, including, as well as the estates of Goethe and Schiller themselves, those of further Classical figures (among them Herder, Wieland, Knebel, Riemer, Eckermann, Kanzler von Müller, Johann Heinrich Meyer and Bertuch) and figures from the late nineteenth century (including Freiligrath, Immermann, Mörike, Otto Ludwig, Fritz Reuther and Hebbel). In the 1950's the estates of Franz Liszt and Friedrich Nietzsche came into the possession of the GSA. Further estates (above all those of academics) were acquired in the 1960's from the holdings of the former Thuringian State Library. Comparative studies between the holdings of the GSA and what are today the Main Thuringian State Archives were also carried out at this time.

Today the GSA can boast among its holdings 111 personal collections, principally the estates of writers, but also of scholars, philosophers, composers and artists, 8 holdings of institutional origin (amongst them the holdings of the Insel publishing house in Leipzig and the German Schiller Foundation), and an autograph collection in which some 3,000 authors are represented. The profile of the Archives gives them the status of a central archive of 18th and 19th century literature in the German language. A member since 1953 of the then National Research and Memorials Foundation of German literature of the Classical Age in Weimar, the GSA are today part of the Stiftung Weimarer Klassik.

The organisation of the GSA are divided into four departments.

- The *Department of Acquisition, Indexing and User Services* is responsible for the expansion and maintenance of the archives' holdings, for advising visitors and providing them with the means to locate material.
- The *Department of Inventories of the Goethe and Schiller Archives* prepares and publishes detailed, structured and specially designed registers of the archives' holdings.
- A separate academic department is in charge of the *Letters to Goethe*, which it is in the process of publishing in calendar form.
- Since the establishment of the archives, the *Editions* have always been central to its academic work.

At present the archives are converting their traditional finding aids into the database RETROSIG, which is being developed in GSA. All four departments share a common interest in the use and exploitation of biographical authority files both with regard to the registration and filing of GSA's holdings in the respective data bases and with regard to the research projects conducted by the employees of the archives.

Riksarkivet - National Archives of Sweden (RA)

Keyperson: Dr. Per-Gunnar Ottosson, senior archivist

Education:

1982: Phil. Dr. in the History of Ideas and Science, University of Uppsala

Experience:

1982–1987 lecturer at the Universities of Uppsala and Linköping.

1988- archivist,

from 1997 senior archivist, at the National Archives.

Has since 1990 participated in the development of archival information systems (ARKIS I, ARKIS II), and the National Archival Database, being particularly responsible for standard issues, such as Swedish adoptions of the archives standards ISAD(G), ISAAR (CPF) and EAD.

Has participated in WP 1 of the EUAN project (under DG XIII of the European Commission).

At present involved in projects for

– implementation of XML and EAD in ARKIS II;

– rules and exchange formats for authority records;

– an edition (in TEI XML format) of correspondence of the Chancellor Axel Oxenstierna (17th C.)

Nominated member of the Committee on Descriptive Standards of the International Council on Archives. Among the proposed activities of the committee is a revision of the *International Standard Archival Authority record for Corporate Bodies, Persons and Families: ISAAR(CPF)*

The **National Archives** is together with the Regional Archives responsible for the supervision of all public records in Sweden

The collections include records from the Middle Ages to present days. In total the National and Regional Archives have more than 460 000 metres of records in custody. The main part consists of records from the government or public agencies, but there are also several private collections.

Since 1993 the National Archival Database (now on CD ROM, soon on the Web) has made available to the public information about more than 16 000 archival fonds/ collections in ca. 700 institutions, representing different sectors.

The National Archives has initiated projects for co-ordinating information retrieval in archives, libraries and museums. The main objectives are to establish common rules for authority files on corporate bodies, persons and place-names, and formats for the exchange of data. This work is carried out in co-operation with the Section of Bibliographic Development and Co-ordination at the Royal Library.

K.G. Saur Verlag - Sponsoring partner

K.G. Saur Verlag will contribute to LEAF by providing structured biographical data of the following project on which K.G. Saur is the only copyright holder: World Biographical Index CD-ROM edition. The edition published in 1999 contains about 4.2 million concise biographies on approx. 2.7 million individuals German speaking countries, Spain, Portugal, Latin America, Great Britain, Italy, France, United States, Canada, Australasia, Scandinavia, Poland and Benelux-Countries.

The WBI is an index to the following 18 microfiche editions:

African Biographical Archive
American Biographical Archive
American Biographical Archive. Series II
Archives Biographiques Françaises
Archives Biographiques Françaises. Deuxième Série
Archivio Biografico Italiano
Archivio Biografico Italiano. Nuova Serie incl. Supplemento
Archivo Biográfico de Espana, Portugal e Iberoamérica
Archivo Biográfico de Espana, Portugal e Iberoamérica. Nueva Serie
Australasian Biographical Archive incl. Supplement
Biografisch Archief van de Benelux
British Biographical Archive
British Biographical Archive. Series II
Deutsches Biographisches Archiv
Deutsches Biographisches Archiv. Neue Folge bis zur Mitte des 20. Jahrhunderts
Jüdisches Biographisches Archiv
Polskie Archiwum Biograficzne incl. Supplement
Scandinavian Biographical Archive

The World Biographical Indexdata Base is aimed to comprise at the end biographical information to more than ten million individuals world-wide.

J.A. Stargardt

The firm J.A. Stargardt was founded 1830 as book and music dealer in Berlin. Under the direction of Joseph A. Stargardt (1822-1885) the antiquarian book trade was more and more extended. Stargardt began to establish the trade with autographs as a special branch of the antiquarian book trade. After 30 years of business, a significant stock of antiquarian books had developed and about 150 stock and auction catalogues had been published. In 1885, Eugen Mecklenburg the Younger (1859-1925) bought the firm from Stargardt's widow. Mecklenburg's father, Eugen Mecklenburg the Elder (1819-1873), had also traded in books and autographs in Berlin. As from 1925, Günther Mecklenburg (1898-1984) ran the firm. He had joined his father's firm in 1919 and continued the autograph trade, which had also become part of the firm's name. However, he gave more priority to the organisation of auctions. In 1944, the business premises were totally destroyed by bombs and large parts of the firm's evacuated stocks were lost in East Prussia in 1945.

After the end of the war, Günther Mecklenburg began to newly establish the firm at Eutin in Holstein. As from 1946, stock catalogues have been published and as from 1950, auctions of autographs have taken place again. In 1952, the firm's seat was moved to Marburg, which was geographically more central and had the advantage of two big libraries being located there. In the same year, Klaus Mecklenburg (born in 1930) entered the firm followed by his son Wolfgang Mecklenburg (born in 1964) in 1988.

After the German reunification, J.A. Stargardt went back to its place of foundation; since 1991 the auctions of autographs have taken place in Berlin again. In the past decades, we have auctioned a whole range of internationally significant collections of autographs, among others the collections Albrecht (in co-operation with the Erasmushaus, Basle), Ammann, Geigy and Meyer-Cohn. Today, we offer between 1400 and 1600 items in our auctions from all classic fields of collection; the turnover of an auction amounts to about 3 to 4 million German marks.

Contribution to LEAF: Stargardt will provide samples of descriptions of modern manuscripts and letters from its catalogues.