## JISC Progress Report

### Project Information

<table>
<thead>
<tr>
<th><strong>Project Identifier</strong></th>
<th>To be completed by JISC</th>
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<tr>
<td><strong>Project Title</strong></td>
<td>Manufacturing Pasts</td>
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<tr>
<td><strong>Project Hashtag</strong></td>
<td>#manufacturingpasts</td>
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<tr>
<td><strong>Start Date</strong></td>
<td>1.11.11</td>
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<td><strong>End Date</strong></td>
<td>31.1.13</td>
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<td><strong>Lead Institution</strong></td>
<td>University of Leicester</td>
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<tr>
<td><strong>Project Director</strong></td>
<td>Ben Wynne</td>
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<td><strong>Project Manager</strong></td>
<td>Tania Rowlett</td>
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<tr>
<td><strong>Contact email</strong></td>
<td><a href="mailto:manufactpast@le.ac.uk">manufactpast@le.ac.uk</a></td>
</tr>
<tr>
<td><strong>Partner Institutions</strong></td>
<td>Record Office for Leicestershire, Leicester &amp; Rutland</td>
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<tr>
<td><strong>Project Webpage URL</strong></td>
<td><a href="http://www.le.ac.uk/manufacturingpasts">www.le.ac.uk/manufacturingpasts</a></td>
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<tr>
<td><strong>Programme Name</strong></td>
<td>Content Programme (2011-2013)</td>
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<tr>
<td><strong>Programme Manager</strong></td>
<td>Paola Marchionni</td>
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### Document Information

<table>
<thead>
<tr>
<th><strong>Author(s)</strong></th>
<th>Ben Wynne, Tania Rowlett, Terese Bird</th>
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<tr>
<td><strong>Project Role(s)</strong></td>
<td>Project Director, Project Manager, Learning Technologist</td>
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<tr>
<td><strong>Reporting Period</strong></td>
<td>1.11.11 to 31.5.12</td>
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<tr>
<td><strong>Date</strong></td>
<td>30.5.12</td>
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<td><strong>Filename</strong></td>
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<td><strong>URL</strong></td>
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<td><strong>Access</strong></td>
<td>□ Project and JISC internal</td>
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<td>√ General dissemination</td>
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### Document History

<table>
<thead>
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<tr>
<td>1.0</td>
<td>14.5.12</td>
<td>Drafted by BW</td>
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<tr>
<td>1.1</td>
<td>21.5.12</td>
<td>Additions from TR</td>
</tr>
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<td>1.2</td>
<td>29.5.12</td>
<td>Additions from TB</td>
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Section One: Summary

This first phase of the project has focussed largely on selection and digitization of historical sources for our four subject themes and the creation of an initial set of open educational resources based on these sources for piloting with students.

Selection and digitization is complete for two themes, namely Conservation and regeneration and Social life of the factory. Selection and digitization for the other two themes – Ecology of the industrial city and Deindustrialisation is underway. Digitized items are now being made available on My Leicestershire History\(^1\).

Six open educational resources have been created for piloting with students in early summer. Feedback will be used to inform development of open educational resources over the summer.

Section Two: Activities and Progress

Workpage 2: Selection of items for digitization and Workpackage 5: Digitization

We originally envisaged completing the selection of items for digitization by the end of January 2012. However, this timescale has proved unrealistic as it became clear that there was a considerable number of relevant historical sources to assess at the Record Office following more investigation. The work schedule was revised such that selection for two themes – Conservation and regeneration and Social life of the factory – was completed by early February and digitization commenced. Selection for the other two themes – Ecology of the industrial city and Deindustrialisation – is now largely complete as of mid May. While this is a significant change to the timescale originally envisaged, we aim to avoid any significant delay to completion of digitization.

Workpackage 3: Define OER requirements and draw up plan; Workpackage 8: Pilot and evaluate use of the OERs in teaching

Development of the OERs has progressed through creation of a number of pilots to test different approaches and uses of the historical sources as they have been selected and digitized rather than by articulation of a set of formal requirements at the outset. This approach has facilitated an iterative and collaborative approach between Terese Bird, our learning technologist and Professor Simon Gunn and Dr. Rebecca Madgin of the Centre for Urban History. The Steering Group has been influential in determining the general characteristics of the OERs, namely that they (a) stimulate intellectual exploration and evaluation of the primary historical sources rather than imposing particular interpretations of them; b) encourage the use of visual records such as photographs and plans as historical sources as well as text; c) form a coherent whole in terms of their visual presentation although their formats will vary; d) enable different paths to be followed through the OERs. The OERs created are in a number of formats: audio, video, eBook, Powerpoint. 6 pilot OERs will be tested with a number of History students over the next few weeks in order to inform development of the full set of OERs over the summer months.

Workpackage 4: Obtain/manage copyright permissions

Most of the items selected for digitization are orphan works and are being made available online on the basis of ‘best efforts’ in tracing copyright owners and a take down policy\(^2\). Where copyright owners have been traced or are known, permission to digitize items and make them available on the basis of a creative commons, non-commercial, attribution licence has only been refused in two instances to date. The first instance was a piece of audio from a commercial company who offered to allow us to licence it for a fixed period but under a strict no-derivatives clause. The second instance related to building plans and a letter, again from a commercial company, who were unable

\(^1\) http://www.myleicestershire.org.uk
\(^2\) http://www2.le.ac.uk/library/about/projects/manufacturingpasts/disclaimer-take-down-policy
to find anyone to authorise their inclusion in the project, hence they had to decline our request. The disclaimer and take down policy, along with our creative commons licence information, are available on My Leicestershire History with the primary sources.

Workpackage 6: Metadata for digitized items
The metadata template developed and used for My Leicestershire History has required only minor modification for the Manufacturing Pasts collection. Cataloguing is largely being done by members of the Library’s Cataloguing team. This has been an excellent opportunity for them to develop new skills beyond cataloguing of ‘traditional’ Library resources using library specific standards and is part of our strategy to integrate development and management of our digitized collections within our regular operations. So far, it has not proved possible for colleagues at the Record Office to add metadata for their resources directly to My Leicestershire History. The reasons for this are outlined in section three below. However, a workaround – involving the Record Office adding metadata to a template spreadsheet with the data then uploaded to My Leicestershire History by Library staff – should ensure that their digitized resources are available online by the end of June approximately – which is our target date.

Workpackage 7: Create OERs, including metadata and access interface
The OERs will be made available in a number of ways:

- through a Website at [www.le.ac.uk/manufacturingpasts](http://www.le.ac.uk/manufacturingpasts) (currently the address for the project but which we will become the ‘home’ of Manufacturing Pasts when it is no longer a ‘project’)
- via Blackboard for University of Leicester students who will use the OERs during semester 1 of 2012/13
- in JORUM

We have encountered an issue with how we host the OERs locally and make them findable – beyond the user following links from a Website or within Blackboard.

The University intends to develop an online repository for its learning resources which we planned to use for this project. However, implementation of this repository has been delayed for a number of reasons.

As an interim measure, we are likely to host the OERs in My Leicestershire History as a distinct collection. This may, in any event, work well in that My Leicestershire History will offer both a collection of historical sources for Manufacturing Pasts and the collection of closely associated learning resources – both publicly accessible and findable using Web search engines with the metadata harvestable by third parties.

In addition to online hosting, the OERs and primary historical sources are being backed up to the University’s research data storage facility.

Workpackage 9: Dissemination
Dissemination activities to date are summarised in section four below.

Workpackage 11: Project management
Project management arrangements are working smoothly. The project team meets approximately every three weeks. The Steering Group has met on 12 January and 12 May and will meet again on 13 September 2012.
Section Three: Institutional & Project Partner Issues

The project partners are the Centre for Urban History and the Library at the University of Leicester and the Record Office for Leicestershire, Leicester and Rutland.

The partnership is working well. Communication is maintained through regular project team meetings. Professor Simon Gunn and Dr. Rebecca Madgin of the Centre for Urban History have been in regular contact with Library and Record Office staff on the selection of items for digitization and the development of the open educational resources. Teaching and other demands have meant that it has not been possible for them to attend all project team meetings.

Our original intention was for a colleague at the Record Office to upload items which he is digitizing directly to My Leicestershire History. Unfortunately, this has not proved possible due to the local authority network firewall blocking access to the server. Local authority IT staff have been unable to resolve this. The fall back solution has been for the digital files to be delivered to the Library on physical storage. These issues delayed the start of digitization at the Record Office but, once started, the work has been undertaken quickly.

Two Steering Group meetings have taken place to date with representation from the University of Nottingham, Victorian Society, English Heritage, a research student in History and the project partners. Most of the discussion at these meetings has been devoted to development of the OERs and project communications.

Section Four: Outputs and Deliverables

Progress against the project’s anticipated outputs is summarised as follows:

<table>
<thead>
<tr>
<th>Output / Outcome Type (e.g. report, publication, software, knowledge built)</th>
<th>Brief Description</th>
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<tr>
<td>A fully searchable and openly accessible digitized collection of unique photographs, documents and architectural drawings of Leicester factories and industrial communities in the twentieth century</td>
<td>The following resources have been digitized to date: 30 pages of letters 25 newspaper cuttings 165 pages of company publications 53 building plans 85 photos As well as maps, sermons and public addresses. These are now becoming available on My Leicestershire History. A further 275 items have recently been selected for digitization,</td>
</tr>
<tr>
<td>A range of open educational resources (OERs) based on the digitized sources which enable their practical use in the teaching of twentieth-century British history, planning and urban conservation.</td>
<td>6 pilot OERs have been created using a variety of formats which will be tested with History students over the next few weeks before the full set of OERs is created over the summer. Please see Section 2 for more information.</td>
</tr>
<tr>
<td>Project blog</td>
<td>The project blog(^3) has had 22 posts to date from members of the project team and is proving a useful means of recording, reflecting on and sharing progress on the project.</td>
</tr>
<tr>
<td>Evaluation report</td>
<td>Not yet due. The first formal piece of evaluation is about to be undertaken with History students; evaluating a sample set of OERs.</td>
</tr>
<tr>
<td>Publicity materials</td>
<td>The following publicity materials have been created/events arranged to date:</td>
</tr>
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\(^3\) [http://manufacturingpasts.wordpress.com](http://manufacturingpasts.wordpress.com)

JISC Progress Report (Full) Manufacturing Pasts – May 2012
A short video of Dr. Rebecca Madgin outlining the rationale for and purpose of the project. The video is included on the University’s YouTube channel.

A video of Professor Simon Gunn explaining the academic value and context for the project. This video was created for use in an online, international eLearning conference held by the Beyond Distance Research Alliance at the University of Leicester in April 2012. Terese Bird and Tania Rowlett also presented at this conference.

An article in the Leicester Mercury

My Leicestershire History – and the Manufacturing Pasts collection – will be featured as part of a community event for local historians at the University of Leicester on 16 June 2012.

The first major publicity effort for the project will be over the summer months when the primary historical sources are all available on My Leicestershire History.

Final project report Not yet due.

Collaborative working Closer collaboration Collaboration between the project partners is working well as outlined elsewhere in this report. The combination of academic, library, learning technology and archival skills available to the project is a strength. Advice from the Steering Group has proved very useful in developing our approach to creation of the OERs.

Cross fertilisation of skills/exchange of expertise Project partners are sharing and learning from each other in relation to practical use and development of OERs from their different perspectives. The digitization infrastructure, skills, historical sources and archival knowledge available from the Record Office have been invaluable.

Section Five: Outcomes and Lessons Learned

The workpackages are essential for keeping projects on track and ensuring everyone is aware of timescales, but there is also a need for a degree of flexibility to accommodate unexpected problems and time limitations. It is essential to review work packages regularly with the team to enable them to flag up any potential issues they are aware of which may result in being unable to meet a deadline.

4 http://www.youtube.com/watch?v=RFVCppCa7Qs
5 http://youtu.be/wVN4OOpKGMQ
6 http://www2.le.ac.uk/departments/beyond-distance-research-alliance/festival
It may not be possible for project partners to engage with the project to the same extent at all times as demands on their time and their priorities will vary at different periods. It is vital for the core project team to accept and work around this.

Always have a plan B. To date in the project we have encountered the aforementioned problem with installing software at the Record Office, as well as delays in creating a permanent ‘local’ home for our OERs. In both cases we have identified appropriate work arounds as outlined in section 2.

Section Six: Evaluation and Impact

We intend to evaluate the resources created in a number of ways, including:

- Qualitative focus group feedback in the form of Q&As
- Qualitative academic feedback, again in the form of Q&As
- Qualitative feedback and implementation of recommendations from our Steering Group
- Qualitative feedback from users of My Leicestershire History, which allows commenting on and tagging of materials
- Qualitative feedback to our blog posts
- Testing and maximising how ‘findable’ the resources are using different access routes, above all Google

In terms of evaluation of the project as a whole, we will report on what worked in terms of work packages, the skills developed by the partners, where blockages and delays occurred, the benefits and drawbacks of working with partners, the costs of creating the resources, the future sustainability of the resources, as well as identifying the limitations of the project, particularly in respect of timescales and resources/expertise.

In addition, we intend to assess impact by:

- Comparing module feedback from before and after the digitized materials are available and the OERs have been used in teaching to ascertain whether we have actively benefitted teaching and learning
- Quantitative data from My Leicestershire History and Google Analytics before and after the digitized materials and OERs are available

Section Seven: Dissemination

Dissemination activities to date are summarised briefly in section four.

The project name of Manufacturing Pasts is proving to be well chosen. It conveys a sense of what the project is about is only two words and is also sufficiently unique to perform well in search engine rankings.

A software upgrade to the My Leicestershire History site at the end of January 2012 has made individual item records accessible to search engines for indexing which should, in time, increase the visibility of its resources.
Section Eight: Risks, Issues and Challenges

Of the risks identified in the Project Plan, at this stage it is only possible to comment on the first two areas:

Delay in appointing project staff – there was a slight delay in the formal start dates of both the Project Manager (1 December) and the Learning Technologist (1 January). However we do not feel these have impacted on the project adversely.

Copyright restrictions prevent the creation of OERs required – as noted above, there have been very few materials which we have been unable to clear to date.

Two new risks have emerged during the project to date.

Firstly, failing to achieve an appropriate balance between making the OERs as accessible as possible and completing them on time. When trying to assess whether the OERs are accessible for students with disabilities and other learning support needs, it has become apparent that there is potentially a great amount of work to make every OER accessible for every kind of need. This is compounded by the fact that our OERs are largely image-led and multimedia-rich. We need to choose some key resources and make them as accessible as we reasonably can, and then continue to make new OERs applying the accessibility principles we have learnt.

Similarly, if we attempt to make every OER technologically accessible in every way, i.e., available on every mobile device and operating system, there is a risk of completing much fewer OERs. Our current plan is to make some resources usable on as many devices as possible, and if some OERs cannot be used on some devices, we will make this clear in instructions.

Secondly, iterative development of the OERs carries the risk of spending too much time perfecting them. When offering our OERs to academics for comment, we are finding that every academic has something new to say about the resource. If we accept all the comments and make the additions, further adjustments are often suggested. We need to be sure that we “draw a line” under each OER in time to continue on to make the next item.

Section Nine: Collaboration and Support

Evaluation processes and sustainability would be interesting and useful areas of discussion with other projects. As the ‘Observing the 1980s’ project (Jill Kirby, University of Sussex/British Library) is a similar project to ours, with Jill and I sharing problems and experiences at each programme meeting, it would be useful to be clustered with this project.

Section Ten: Financial Statement

Please see separate spreadsheet.

Section Eleven: Next Steps

As previously mentioned we have preliminary focus groups for the OERs being held shortly. Professor Gunn and Dr Madgin are contacting colleagues at other universities to seek their involvement in evaluating use of the OERs this autumn.

Over the summer we will complete digitization of the primary sources and make them all available online. We will also create the full set of OERs required for use in teaching from October.

Publicity for the project will be increased when the primary historical sources are available.
Checklist:

Before you return this report:

☐ Ensure that your project webpage on the JISC website is up to date and contains the correct information. Attach details of any required amendments to this report. Project webpages can be found from: http://www.jisc.ac.uk/whatwedo/projects.aspx

☐ If there have been any changes to the original project plan and/or work packages, ensure that amended copies of the relevant sections of your project plan are attached to this report.