The British Library Co-operation and Partnership Programme

Full Disclosure, 2003-2004

Revelation Plus

*A CURL-led Project in 19th and 20th Century Church History and Christian Theology
October 2003 – March 2004*

Final Report

April 2004

Executive Summary

Led and managed by CURL, Revelation Plus involved the participation of 8 partner libraries:

UCL (University College London) Library Services
University of Durham - Durham University Library
University of Edinburgh - Edinburgh University Library
University of Leeds - Leeds University Library
University of London Library
University of Manchester - John Rylands Library
University of Oxford, Bodleian
University of Warwick Library

It was a six months project with a budget of £21,688. The costs of the project were split between Full Disclosure and the partner institutions (CURL and the libraries) as follows:

Full Disclosure	£ 12,000	55.33%
Partner libraries	£ 6,386	29.44%
CURL	£ 3,302	15.23%

The partnership realised all the deliverables listed in the project proposal:

- The creation of at least 5,009 electronic bibliographic records describing material from eight collections of printed material focusing on a number of Christian denominations, churches and movements. This adds to the work carried out within the framework of the RSLP projects *Revelation: Unlocking Research Resources for 19th and 20th Century Church History and Christian Theology* and, to a certain extent, *19th Century Pamphlets.* The partnership produced 5,180 records.

- The downloading of all produced records, which have been created according to international standards, into the CURL database, with the result that they will be searchable by all, free of charge, on the Internet via the partner libraries' online catalogues, as well as via the COPAC service (http://www.copac.ac.uk), as is already the case with the records produced by the above-mentioned RSLP projects.

- The creation of four collection-level descriptions to ensure that all the material catalogued within the project is searchable at collection level, as well as at item level.

- The inclusion of all created collection-level descriptions into the Revelation Database (available at http://www.is.bham.ac.uk/rslp/revelation/mapping/mappingdatabase.htm) to ensure that these are searchable by all, free of charge, on the Internet. This was carried out with the support of Information Services at the University of Birmingham, where the web tool is hosted and maintained.

- The commitment of all partner libraries to granting physical access to the collections included in the project to all researchers and other users engaged in serious study, whether university-based or not.

The project was implemented within the agreed budget and time-scale.

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| 1. | **Brief Description of the Project** |

1.1   *Purpose of the Project*

The purpose of the Revelation Plus project is to add to the work carried out within the framework of the RSLP projects *Revelation: Unlocking Research Resources for 19^(th) and 20^(th) Century Church History and Christian Theology* and, to a certain extent, *19^(th) Century Pamphlets* by:

- Creating an additional 5,000 or so electronic bibliographic records describing material from eight collections of printed material that focus on a number of Christian denominations, churches and movements;
- Adding the missing – four in all – collection-level descriptions for these collections on the Revelation Database (available at http://www.is.bham.ac.uk/rslp/revelation/mapping/mappingdatabase.htm).

All the records produced are to be searchable by all, free of charge, on the Internet via the partner libraries' online catalogues, as well as via the COPAC service (http://www.copac.ac.uk), as is already the case with the 142,646 records produced by the initial Revelation project. All the created collection-level descriptions are to be searchable by all, free of charge, on the already existing Revelation Database. Physical access to the collections will be granted to all researchers and other users engaged in serious study, whether university-based or not.

1.2   *Partnership and Collections*

The project, led by CURL, involved the participation of eight CURL institutions, most of which did not have the opportunity to participate in the initial Revelation project. Here is a list of all eight collections, short descriptions of which can be found in the Project Proposal available at http://www.curl.ac.uk/projects/revplusprop.doc:

Collections	Institutions	Number of items*
Catholic Apostolic Church Collection	University of Oxford, Bodleian	1,031
Franciscan Studies Collection	UCL (University College London) Library Services	240
Gillian Rose Collection	University of Warwick Library	1,200
Holden Library	University of Leeds - Leeds University Library	800
Plato E. Shaw Collection	University of Edinburgh - Edinburgh University Library	538
Porteus Library **	University of London Library	100
Sunderland Friends' Library	University of Durham - Durham University Library	500
Unitarian College Collections	University of Manchester - John Rylands Library	600
		5,009

* Numbers at planning stage
** See 2.2.1, 4^(th) bullet

The Revelation Database is hosted and maintained by Information Services at the University of Birmingham.

1.3 Methodology

1.3.1   Retrospective Conversion & Cataloguing Programme

The material included in this project either was not at all catalogued or was documented in very basic card catalogues or shelf-lists - in some cases created by the original owner of the collection rather than by the holding library. All the cataloguing had to be done with the item in hand.

The methodology used was that of shared distributed cataloguing, i.e. the cataloguing took place in the libraries where the collections are held, and partner libraries searched external bibliographic databases in order to reduce in-house cataloguing effort and minimise the need to create records from scratch. Partner libraries had free access to the CURL record retrieval database and the option of purchasing records from RLG at the preferential rate negotiated by CURL. All created records have been contributed to the CURL database.

All cataloguing was carried out in accordance with internationally recognised standards, namely AACR2, MARC and LCSH, and conformed to the CURL Minimum Standards for Bibliographic Records, available at http://www.curl.ac.uk/database/bibstandards.html .

1.3.2   Collection Mapping Web Tool

The four missing collection-level descriptions (Catholic Apostolic Church Collection, Franciscan Studies Collection, Gillian Rose Collection and the Holden Library) were created using the Revelation Database template, which combines fields from the RSLP/UKOLN collection-level description tool for printed collections and the Archives Hub collection description template for archives. The descriptions were created and entered online by the holding libraries using a password-protected online data entry form and were monitored for quality control by Beth Galer, who is responsible for maintaining the Revelation Database hosted by Information Services at the University of Birmingham.

1.4 Project Management

The project was managed by the CURL Secretariat under the supervision of the CURL Executive Secretary. This is a summary of the communication channels established and of the reporting and monitoring procedures implemented to ensure the smooth and successful running of the project:

- All partners sent the project head monthly progress reports showing results against targets (see Appendix A for the list of key contacts).
- A sub-group of partners sent a financial report on completion of the project, as agreed.
- The project head:
  - Monitored the project's progress against agreed targets and standards.
  - Carried out quality control measures (including checking ca. 20 bibliographic records per library)
  - Sent monthly progress reports to the partners, via the project mailing list, compiled on the basis of the partners' reports.
  - Managed the project budget.
  - Complied with the reporting requirements of Full Disclosure and reported back to the CURL Board: a progress report was submitted half-way through the project, and this final report was submitted on completion of the project.

1.5 Budget

As stated in the Project Proposal (see at http://www.curl.ac.uk/projects/revplusprop.doc), the cataloguing costs were based on a £4.25 unit cost. The following table explains the rationale behind this figure (in £):

Revelation project basic unit cost	3.30
Revelation project overheads per record	0.64
3% increase for inflation per record	0.12
Small increase reflecting the fact that most Revelation Plus material was likely to be more labour-intensive because it needed to be catalogued from scratch and with the item in hand	0.19
Revelation Plus unit cost	4.25

As the total number of records was 5,009 at the planning stage, the cataloguing costs were estimated at £4.25 x 5,009 = £21,288.

To this was added the project management costs, estimated at £400, i.e. approximately 22 hours of work by an AR2 member of staff (£22,191 per annum), including 30% overheads, the 22 hours being broadly distributed as follows: 6 monthly reports: 6 hours; final report: 4 hours; bibliographic monitoring: 2 hours; liaison and communication: 10 hours.

The total budget was therefore estimated at £21,688, and the partnership was awarded a £12,000 grant by Full Disclosure. The costs were shared as follows:

	Contributions in £	% of cataloguing costs	% of total costs
Full Disclosure	12,000	56.37	55.33
Partner libraries	6,386	30.00	29.44
CURL*	3,302	13.63	15.23
Total	21,688	100.00	100.00

* CURL's contribution includes the total project management costs, i.e. £400, provided in kind. In all, the partnership's contribution amounted to 44.67% of the total costs of the project.

2.   Results

2.1   Retrospective Conversion & Cataloguing Programme

2.1.1   Number of Records Produced

	Targets	Results	Comments
UCL	240	**228**	**Completed** – 12 records short
Durham	500	**522**	**Completed** – target exceeded by 22 records
Edinburgh	538	**538**	**Completed**
Leeds	800	**939**	**Completed** – target exceeded by 139 records
London (ULL)	100	**109**	**Completed** – target exceeded by 9 records
Manchester	600	**605**	**Completed** – target exceeded by 5 records
Oxford	1031	**1017**	**Completed** – 14 records short
Warwick	1200	**1222**	**Completed** – target exceeded by 22 records
Total	5009	**5180**	**Completed** – target exceeded by 171 records

These are excellent results:

- The partnership completed the project by the end of March 04, as planned and agreed with Full Disclosure. It produced 5,180 records, thus exceeding its overall target by 171 records.

- All partners completed their parts of the project, most of them having exceeded their individual targets – one of them, Leeds, quite substantially. UCL and Oxford are only a few records short, as a result of a very slight overestimation, at the planning stage, of the number of records to be created. UCL's collection turned out to include some items that duplicated items in another collection.

- All partners observed the agreed bibliographic standards.

- The 109 records produced by the ULL are made up of records describing items from three different collections, as it turned out that there remained fewer than 100 items in need of retrospective conversion in the Porteus Collection – most pamphlets in the Porteus Collection were catalogued as part of the RSLP CURL-led *19th Century Pamphlets* project. The break is as follows: 41 items from the Porteus Collection (as stated in the proposal); 33 from the Prothero Collection (ecclesiastical pamphlets with an Anglican emphasis); 35 from the Ethel M. Wood Collection (English and American Bibles and books on biblical studies). This was authorised by the Project Head.

2.1.2   Hit Rates

This section contains a spreadsheet showing the hit rates at both institutional and partnership levels as well as seven graphs analysing the hit rates at partnership level, with some comparison with the hit rates achieved in the initial Revelation project. Here is a summary of the main points:

- As suspected at the planning stage, because of the more specialised nature of the collections included in Revelation Plus, the external databases hit rate is lower than that of the initial Revelation project, by approximately 6%, although it remains above 60% (see graph 4).

- It therefore follows that the percentage of Emmas is higher, from 17% in the initial project to 23% on Revelation Plus (see graphs 5 and 6; and the third note below the spreadsheet for a definition of Emma).

- The proportion of downloaded records from the CURL database remains high – 65% as compared to 68% in the initial project (see graph 7).

- It is probably best not to read too much in the relatively high OCLC figure (see graph 7), as the spreadsheet shows that most of the OCLC records were downloaded by one partner only, and this institution did not at all use the RLG database. Likewise, only one institution used Talis.

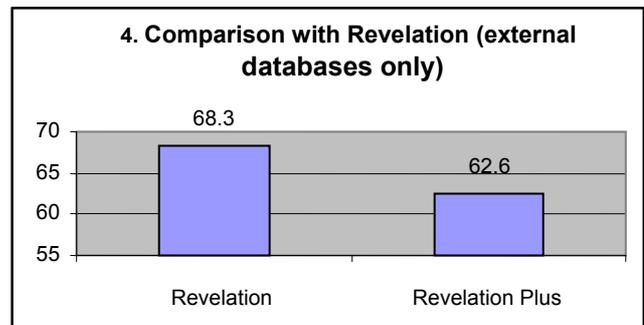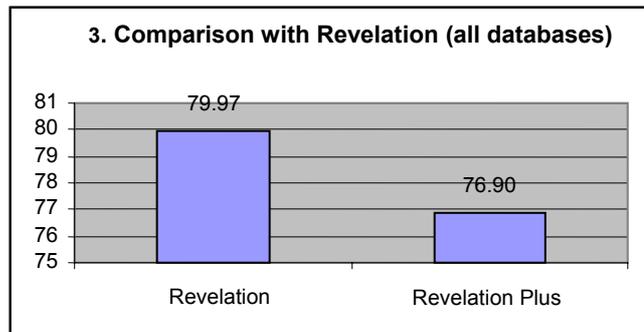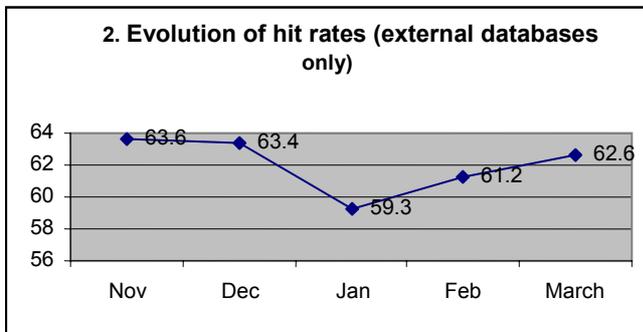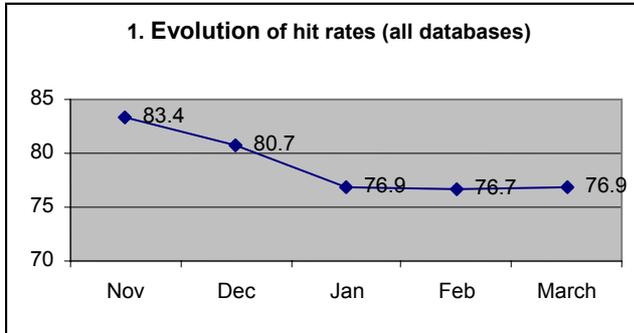See spreadsheet and graphs on pages 6-8.

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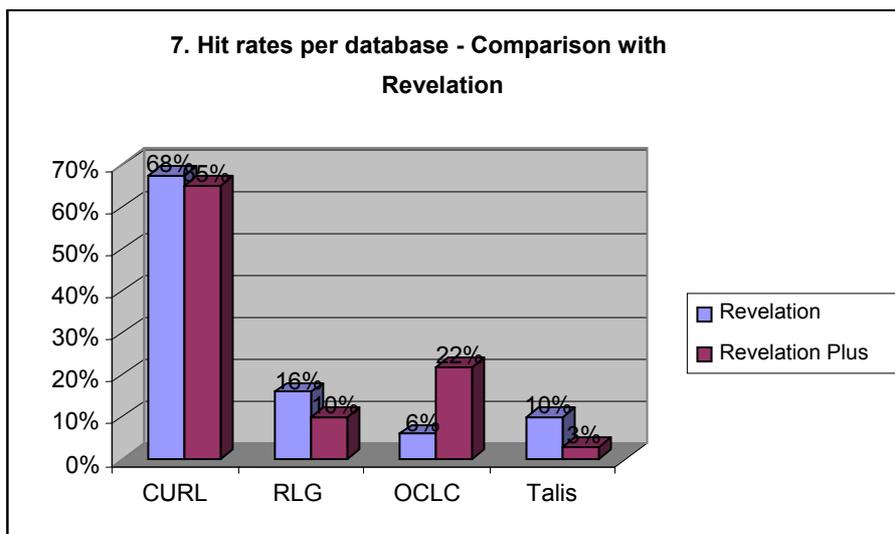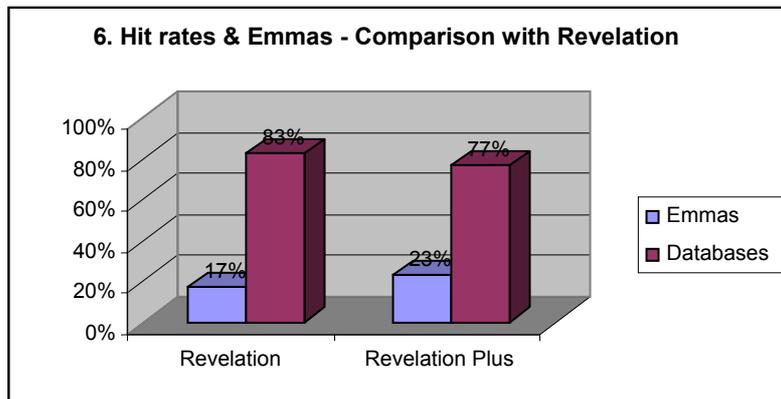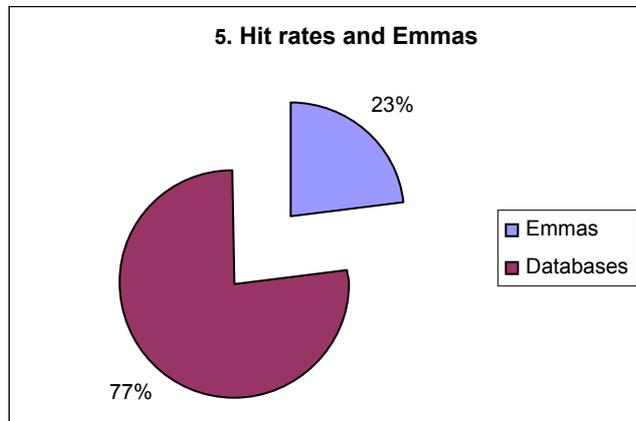Research Libraries of the British Isles in co-operation

Hit Rates

	CURL	RLG	OCLC	Talis	Local databases	Number of records downloaded from all databases	Number of records downloaded from external databases	Emmas	Total	Hit rate 1	Hit rate 2
UCL	90	26	21		21	158	137	70	228	**69.3**	**60.1**
Durham	423	42				465	465	57	522	**89.1**	**89.1**
Edinburgh	229	50	44			323	323	215	538	**60.0**	**60.0**
Leeds	583	104				687	687	252	939	**73.2**	**73.2**
London	58	11				69	69	40	109	**63.3**	**63.3**
Manchester	132	43	2	89		266	266	339	605	**44.0**	**44.0**
Oxford	27	62	5		722	816	94	201	1017	**80.2**	**9.2**
Warwick	571		629			1200	1200	22	1222	**98.2**	**98.2**
Total	2113	338	701	89	743	3984	3241	1196	5180	**76.9**	**62.6**

Notes:
- Hit rate 1 is calculated on the basis of the number of records downloaded from all databases.
- Hit rate 2 is calculated on the basis of the number of records downloaded from external databases only.
- Emmas are records that have been created entirely from scratch. It was agreed by the partners that if a near hit had been copied in order to create a new record more quickly, this record would not be included in the EMMA statistics, but in the Downloaded Records section; the purpose of the exercise being to distinguish between the more labour-intensive records (i.e. those created completely from scratch) and the less-intensive records (i.e. the hits and near hits).
- Oxford's high number of local database records is due to the fact that they use local template records, i.e. similar records copied for new ones.

Analysis of Hit Rates

1. Evolution of hit rates (all databases)

Month	Hit rate
Nov	83.4
Dec	80.7
Jan	76.9
Feb	76.7
March	76.9

2. Evolution of hit rates (external databases only)

Month	Hit rate
Nov	63.6
Dec	63.4
Jan	59.3
Feb	61.2
March	62.6

3. Comparison with Revelation (all databases)

	Hit rate
Revelation	79.97
Revelation Plus	76.90

4. Comparison with Revelation (external databases only)

	Hit rate
Revelation	68.3
Revelation Plus	62.6

5. Hit rates and Emmas

6. Hit rates & Emmas - Comparison with Revelation

7. Hit rates per database - Comparison with Revelation

2.2   Collection Mapping Web Tool

Only four of the eight collections included in the project had collection-level descriptions searchable on the Revelation Database (see at http://www.is.bham.ac.uk/rslp/revelation/mapping/mappingdatabase.htm).

The other four have now been added to the database. They are:
- Catholic Apostolic Church Collection – Bodleian, University of Oxford
- Franciscan Studies Collection – UCL Library Services
- Gillian Rose Collection – University of Warwick Library
- Holden Library – University of Leeds Library

The Bodleian, UCL and Warwick also provided parent records.

The ULL will also provide a collection-level description for the Prothero Collection (see section 2.1.1). The Ethel M. Wood Collection description had already been included in the Revelation database prior to Revelation Plus.

2.3   Dissemination

Information on the project was made available through a variety of means:

- Internet
  CURL web site at http://www.curl.ac.uk/projects/ with a link from the Revelation Project web site at http://www.is.bham.ac.uk/rslp/revelation/index.htm .

- Event
  Presentation given by the Project Head on *Collaboration within the HE Sector*, based in particular on 19th Century Pamphlets, Revelation and Revelation Plus, at the Full Disclosure Workshop in Leicester on 10 November 03.

- Institutional level
  The project was also publicised by the partner libraries in a variety of ways. For example, Leeds publicised their work on the Holden Library to the Management Committee of the Holden Library and have posted a separate list of the works on their web site at http://www.leeds.ac.uk/library/subjects/arts/holden/holden-final.doc .

3. **Financial Assessment**

3.1 ***Use of Full Disclosure Grant***

The details of the budget per partner library are as follows:

Libraries	Record quota at planning stage	Records actually created	Cataloguing Costs (in £)	Partners' Contributions in kind and/or real money (in £)	Contribution from Full Disclosure and CURL (in £)	Full Disclosure Grant (in £)
UCL	240	228	969.0	290.7	678.3	546
Durham	500	522	2125.0	637.5	1487.5	1198
Edinburgh	538	538	2286.5	686.0	1600.6	1289
Leeds	800	939	3510.5	1053.2	2457.4	1979
London (ULL)	100	109	425.0	127.5	297.5	240
Manchester	600	605	2550.0	765.0	1785.0	1437
Oxford	1031	1017	4322.3	1296.7	3025.6	2436
Warwick	1200	1222	5100.0	1530.0	3570.0	2875
Total	5009	5180	21288.3	6386.5	14901.8	12000
CURL				400.0		
Total				6786.5		

Note that:

- The Full Disclosure grant was £12,000. The remaining £2,902 was provided by CURL.

- The £400 from CURL under 'Partners' Contributions in kind and/or real money' was for project management costs and was provided in kind.

- UCL and Oxford produced fewer records, as a result of a slight overestimation of the number of records to be produced, at the planning stage. Their proportion of the grant was modified accordingly on completion of the project (£678.3 rather than £714.0 in the case of UCL; £3,025.6 rather than £3,067.2 in the case of Oxford). The released £77.3 was passed on to Leeds, who exceeded their target by more than 100 records.

3.2 Unit Costs

Two of the partner institutions, Leeds and Warwick – together these two institutions created 42% of the project's total amount of records – produced financial reports, which made it possible to calculate the unit costs actually experienced by these partner libraries and to compare them with the £4.25 unit cost (£ 3.61 without overheads) used to estimate the budget.

The unit costs have been calculated in two different ways:
- On the basis of cataloguing staff salary costs only
- On the basis of project total costs.

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- **Unit cost based on the cataloguing staff's salaries only (in £)**

	FTE salaries	Hours worked	Pro rata salary costs	No. of records produced	Unit cost
Leeds	19750	296	3712	939	3.95
Warwick	17992	440	5026	1222	4.11
Total			8738	2161	**4.04**

Both institutions achieved a similar unit cost when calculated on cataloguing staff's salaries only. The average unit cost - £4.04 - is only slightly higher than the unit cost (minus overheads) on which the budget was based: £4.04 on average rather than £3.61, i.e. 11.9% higher.

- **Unit cost based on total costs (in £)**

	Cataloguing staff's salary costs	RLG	OCLC	Equipment*	Premises	Training supervision	Liaison	Total	No. of records produced	Unit cost
Leeds	3788	122		150	105	360	285	4810	939	5.12
Warwick	4858		491	377	113	624	130	6593	1222	5.40
Total								11403	2161	**5.28**

* Equipment costs were calculated as a percentage of total life costs.

The Revelation average unit cost, based on total site project costs, was 64.7% more than the tariff. The Revelation Plus figure of £5.28 is 24.2% higher than the £4.25 unit cost used to estimate the budget at the planning stage. This shows the community's increased ability to make ever more precise estimates of the cost of the retrospective conversion and cataloguing work that remains to be done.

It is however important to bear in mind that the partners did not have any recruitment or travel and subsistence costs – no face-to-face meetings were necessary because all the partner institutions were already familiar with the project methodology developed during RSLP.

Furthermore, as noted by UCL when the partnership was invited to comment on the draft of this report, some libraries recruit cataloguing staff at a higher grade for a number of reasons, including the nature of the local job market, the institution's human resources policies or the London weighting.

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