

# Project FUMAGABA

Project period 1 January 2008 – 1 July 2009

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## 1. Starting situation (baseline)

The [CENL](#) (Conference of European National Librarians) is an association of the national libraries of Europe. It has created The European Library (<http://www.theeuropeanlibrary.org>), a portal which offers access to the combined resources, both digital and non-digital, print and non-print, of the national libraries of Europe and offers free searching and delivers digital objects - some free, some priced. It adds value to content through standardised metadata and multilingual access tools. The national libraries of Former Yugoslav Republic of Macedonia, Ukraine, Moldova, Albania, Georgia, Armenia, Bosnia Herzegovina and Azerbaijan are members of CENL and wish to become active partners in the European Library in order to better cooperate with their other colleagues and to promote their collections: their active participation in the European Library will improve knowledge and appreciation of their work and contribution both within their own countries and in the wider sphere both in Europe and internationally.

The European Library offers a model platform and organisational network for co-operation between national libraries and for the co-ordination of national initiatives on a European level and is an ideal point of entry to the digitised material of national libraries and other European cultural institutions.

FUMAGABA will be the fourth project in a systematic approach to extend The European Library

1. [TEL-ME-MOR](#) (2004-06) has brought in the national libraries of Poland, Czech Republic, Hungary, Malta, Cyprus, Latvia, Lithuania, Estonia and Slovakia
2. [EDLproject](#) (2006-08) currently works towards the integration of the bibliographic catalogues and digital collections of the National Libraries of Belgium, Greece, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, Spain and Sweden, into The European Library.
3. [TELplus](#) (2007-2009) will bring in the national libraries of Bulgaria and Romania by 2008
4. FUMAGABA (2008-09) will enlarge The European Library by adding the national libraries of the Former Yugoslav Republic of Macedonia, **Ukraine**, **Moldova**, **Albania**, **Georgia**, **Armenia**, **Bosnia&Herzegovina** and **Azerbaijan**.

### 1.1 Problems and potentials (why this project is needed)

The reasons to run this project are twofold

#### 1) For The European Library and CENL

CENL has the strategic aim to expand The European Library to include the national libraries from all CENL member states. Currently the 8 target libraries are among the last CENL members that are not yet Full Partners of The European Library platform. Given the facts that all target libraries 1) have rather limited resources and 2) are currently not really involved in the day-to-day operations and workflow of The European Library, it would have probably taken a long time under normal circumstances to make the target libraries Full Partners of The European Library in a sustainable way. The financial support from *Swiss Agency for Development and Cooperation (SDC)* will greatly contribute to integrating these libraries into The European Library more quickly than would have otherwise been the case.

#### 2) For the target libraries and potential end-users

Currently the collections from the target libraries are relatively unknown to (potential ) European end-users. Because there is currently no established collaboration (on operational levels) between the 8 countries and The European Library, the target libraries miss an excellent opportunity to promote their collections to wider European audiences in an effective way. End-users also miss out on potentially interesting materials from these libraries. This project will be a very good opportunity for the target libraries to draw attention to their cultural resources on a pan-European scale and for end-users to discover the richness of the new collections.

## 2. Objective system

### 2.1 Overall goals

1. The project is aimed at *widening access to multi-cultural European public sector content* by extending The European Library service to include the collections, including the digital collections, of the national libraries of the 8 FUMAGABA target countries, thus bringing 45 of 47 European countries into the service before the middle of 2009 and consolidating the sustainability of the service.
2. It plans to further enhance access by continuing to *develop the multi-lingual capacities of The European Library* portal. Multilingual issues will be addressed both by adding content in up to 8 new languages and by improving the user interface through which it is accessed
3. The project aims *promote standardisation* in the fields of metadata, collection descriptions and collection access protocols in the 8 target countries and to open up the national collections on a European level
4. The project aims to *promote and increase the use and awareness of the extended The European Library service* in the target countries and worldwide.
5. Through FUMAGABA The European Library *can make a bigger contribution to the European Digital Library* as the concept is currently gaining momentum. It will support CENL in leveraging its influence to finding solutions at European level to policy issues crucial to the development of the European Digital Library.

### 2.2 Purpose and outputs (expected results)

#### Overall expected result :

A raised profile of the target libraries and increased access to their resources in Europe through an expansion and enhancement of The European Library service.

#### More specifically :

- The project is expected to give better access by European researchers to relatively unknown European information resources from the 8 target countries
- FUMAGABA is expected to extend the range of content available through The European Library more quickly than would otherwise be the case. The project plans to add an estimated 20-50 catalogues & digital collections to The European Library. It addresses multicultural and multilingual aspects of digital content in Europe.
- The extension of the European Library through FUMAGABA represents a major example of the aggregation of digital cultural objects and collections across borders, enhancing the visibility and re-use of the material and is expected to lead to results that will significantly increase cross-border use and re-use of existing content.
- An integrated part of the FUMAGABA project will be local marketing and communication campaigns in the 8 target countries. Together with the central awareness building activities that The European Library Office will conduct it is expected to increase the amount of traffic to The European Library and hence promote the underlying individual libraries.
- By mid 2009 The European Library portal is expected to give access to collections of nearly all the national libraries of Europe. The site will then have 45 of the 47 CENL partner libraries accessible. This is expected to represent around 400 collections on current numbers, but with the digitisation programmes in development this figure is likely to rise. Some of the new collections to be added will likely contain digitised items so increasing the wealth of directly accessible digitised material on the site.

## 3. Strategy of intervention (Workpackage description)

The project will be divided into 5 individual tasks

### Task 1 - Website

TEL Office to create a project website for internal and external use including project descriptions and contact information.

#### Timing

- January 08: Initial version of website online
- March 08. Full version of website online (Milestone1)

### **Task 2 – Introduction period, requirements analysis and library visits**

This task will start with a 1-2 month introduction period in which TEL Office will supply the target libraries with the necessary start-up information to get familiar with The European Library and its operational procedures. This will include organisational, technical and marketing aspects. Following this introduction period, TEL Office will perform a requirement analysis to specify in detail the work needed in each target national library to make it a Full Member of The European Library providing access to their collections and services via The European Library portal. This will establish the division of work between each library and The European Library Office. The outcome of the analysis will establish what, if any, changes to the technical architectures will have to be made by the target libraries and/or The European Library to integrate any target library legacy systems and databases. The requirement analysis will be done by means of a standardised questionnaire, accompanied by interviews with each library by TEL staff during a visit to the institution. These questionnaires will be used to create individual, detailed, development plans for each library and for the European Library Office itself. This stage is necessary to be able to develop fully the planning of the following task.

#### *Timing*

- Jan-Feb 08: Introduction period
- Feb-Mar 08: Setting up of appointments for library visits and sending requirement analysis questionnaires
- March-May 08 : Library visits by TEL Office staff

### **Task 3 – Planning + Knowledge Sharing Workshop**

Based on the requirements analysis of Task2, The European Library Office will develop an individual development plan with each target library. This plan will cover human, technical and content development needs, and will be discussed and agreed with each library. A Knowledge Sharing Workshop (Milestone2), together with the Technical Working Group of The European Library and the Swiss National Library will be organised in March 2008 to resolve remaining issues and share the expertise and experience of the existing Full Members of The European Library. The individual implementation plans will be integrated in an overall implementation plan for The European Library (Deliverable 1) in April-May 2008. This overall plan will establish the division of work between the 8 target libraries and The European Library Office for the rest of the project period.

#### *Timing*

- March-May 08 - Writing and agreeing individual development plans, milestones and deadlines.
- 28-29 March 08 - Knowledge Sharing Workshop in the Koninklijke Bibliotheek, The Hague, The Netherlands (Milestone2)
- May 08 - Overall Implementation Plan for The European Library with specific chapter on each target library (Deliverable 1)

### **Task 4 - Implementation of technical infrastructure, metadata and collection descriptions**

Task 3 will specify the developments needed in each target library. Each required element will be implemented with dedicated technical support by experts from The European Library Office helping and training each library. Such preparation of the library data for collections and services will also enable the target libraries to participate in similar services and distribute their material via the web to the informed citizen and researcher in their own and other countries.

The implementation activities will include – but not be solely limited to - the following elements:

- Putting in place the right access protocols to the catalogues and digital collections (OAI-PMH, Z39.50, SRU or FTP), both in the target libraries and The European Library Office.
- Investigating & dealing with character sets in use in the 8 countries (Unicode compliance)
- Creating collection descriptions according to the [The European Library Application Profile for Collections](#)
- Creation or mapping of metadata according to [The European Library Application Profile for Objects](#)
- Translation of the user interface of The European Library portal into the native languages of the target countries, with English as the base language.
- Implementation of the Marketing & Communication plan (see Task5)

For all 8 libraries to be integrated into The European Library in a sustainable way will take up to 12 months, commencing in June 08 and finishing in June 09. There may also be a need to revisit the metadata of The European Library as part of this task. This will be conducted in a controlled with the help of the TEL Meta-

data Working Group. By Jun 2009 all 8 target libraries will be Full Members of The European Library with their collections accessible via TheEuropeanLibrary.org (Deliverable 2). An intermediate Milestone 3 will be set in September 2008. The aim will be to have three of the 8 target libraries be Full Members of The European Library before the CENL Annual Meeting in September 2008.

#### Timing

- June 08 – Start of implementation phase
- September 08 - Three target libraries Full Members of The European Library with their collections accessible via TheEuropeanLibrary.org (Milestone 3)
- June 09 – All 8 target libraries Full Members of The European Library with their collections accessible via TheEuropeanLibrary.org in a sustainable way (Deliverable 2)

#### Task 5 – Marketing & Communications / Promotion of The European Library portal to potential end-users.

The aim is to raise the profile (and the network) of the national libraries of the target countries in those countries and in Europe by appropriate awareness building in all the local languages.. This task will involve the creation of local marketing and communication plans (Milestone 4). They will concentrate on a linking programme aimed at all academic and research institutions throughout the target countries and on promoting to search engines (Google, Yahoo etc), so that the national resources held in the libraries can be found by any user of the internet. The delivery of a centralised PR campaign by the TEL office to promote the new collections to the wider world, via newspapers, trade press, radio, television, conferences and exhibitions, will also be a remit of this task. (Deliverable 3)

#### Timing

- Nov 08 – Local Marketing & Communications plans written and ready to be implemented (Milestone 4)
- Jun 09 - Local Marketing & Communications plans implemented and central campaign completed (Deliverable 3)

#### Milestones & Deliverables

Milestone/ Deliverable No	Milestone / Deliverable title	Delivery date	Nature
M1	Full version of project website online	March 08	Website
M2	Start up & Knowledge Sharing Workshop in the Koninklijke Bibliotheek, The Hague, The Netherlands	March 08	Workshop
D1	Overall Implementation Plan for The European Library with specific chapter on each target library	May 08	Report
M3	Three target libraries Full Members of The European Library with their collections accessible via TheEuropeanLibrary.org	Sept 08	Service
M4	Local Marketing & Communications plans written and ready to be implemented	Nov 08	Report
D2	All target libraries Full Members of The European Library with their collections accessible via TheEuropeanLibrary.org	June 09	Service
D3	Local Marketing & Communications plans implemented and central campaign completed	Jun 09	Report

## 4. Project organisation

### Project Management Structure and Responsibilities

At large the project will be managed according to [PRINCE2](#) principles

The formal overall project coordinator will be the National Library of Switzerland. SNL tasks will include:

- Formally submitting Milestones, Deliverables and other project reports and official communications to SDC
- Receiving income from SDC and paying it out to partners;
- After the end of the project, archiving necessary project records for the period required by SDC

- Ensuring that overall documentation of the project is available and meets stakeholders' needs.
- Chairing the management board meetings and representing the consortium in certain high level fora;
- Prepare the agendas and minutes for all project management & review meetings;
- Coordinate the project's efforts at review meetings;

The European Library Office will act as the main project leader and operational coordinator. The staff members of TEL Office managing this project has a proven track record in successfully delivering workpackages highly similar to this project (as part of the [TEL-ME-MOR](#) project and [EDLproject](#)).

Tasks of TEL Office will include:

- Setting up the project website and mailinglist
- Organisation of the Knowledge Sharing Workshop in March 08
- All operational coordination with the 8 target libraries
- Monitoring the overall project budget
- Writing the 6 and 12 monthly progress (narrative and financial) reports
- Submitting all Deliverables and Milestones to SNL in time

SNL and TEL Office will constitute the project Management Board. As both institutions have a long history of successful collaboration in similar projects, this will contribute to a safe and effective environment for the activities of the project.

### Project communication mechanisms

The key communication activities, in summary are:

- The project email list ([EL-EAST\\_EUROPE@NIC.SURFNET.NL](mailto:EL-EAST_EUROPE@NIC.SURFNET.NL))
- The project's Start up & Knowledge Sharing workshop in March 08
- Further (virtual) meetings, including regular teleconferences between the target libraries and The European Library Office to discuss progress of project activities and to provide support where necessary
- Project Management Board meetings;
- The project website which is a tool for project partners and a professional audience interested in the project's progress. The FUMAGABA website will be part of [TheEuropeanLibrary.org](#);

### Quality Assurance

Requirement specifications (Task 2+3) and quality objectives will be clearly defined and documented. Responsibilities and authorities will be clearly defined. The work programme allocates clear, single-organisation, responsibility for each task. Development, quality, testing, configuration, acceptance and maintenance plans will be defined and controlled.

List of Events & Meetings		
Name	Location	Date
Start up & Knowledge Sharing Workshop (Milestone 2)	The Hague	27-28 March 2008
Library visit Albania by TEL Office staff	Tirana	Spring 08
Library visit Armenia by TEL Office staff	Yerevan	Spring 08
Library visit Azerbaijan by TEL Office staff	Baku	Spring 08
Library visit Bosnia & Herzegovina by TEL Office staff	Sarajevo	Spring 08
Library visit Georgia by TEL Office staff	Tbilisi	Spring 08
Library visit Moldova by TEL Office staff	Chisinau	Spring 08
Library visit FYRO Macedonia by TEL Office staff	Skopje	Spring 08
Library visit Ukraine by TEL Office staff	Kiev	Spring 08
1 <sup>st</sup> Project Board / Progress meeting	Bern	Tbd
2 <sup>nd</sup> Project Board / Progress meeting	The Hague	Tbd

Year 1 Review meeting	Tbd	Tbd
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## 5. Controlling

### 5.1 Monitoring

TEL Office will be responsible for the overall monitoring of the work progress in the project and informing SNL regularly. Milestones & Deliverables will be specifically monitored. TEL Office will highlight and address any issues, which may affect the satisfactory completion of the project.

### 5.2 Reporting

To allow adequate management and oversight SDC will be provided with 6 and 12 monthly progress reports, both narrative and financial. The narrative reports will both report on work achieved in the reporting period and on work planned for the following 6 months

## 6. Assessment of risks and potentials

### Risk Analysis and Risk Management

Risk in this project is increased by the following factors:

- TEL Office has no track record of collaborating with the 8 target libraries on operational levels; working personal relationships on operational levels between TEL Office and each target library still need to be set up
- Some partners of the project might lack experience in international projects
- The potentially poor level of English spoken & written in the target libraries

These risks are reduced by a number of factors:

- Many of the partners are part of a bigger organisation [CENL] through which they habitually work together on strategic levels.
- The project's links with CENL are very close, so there is no risk of divergence;
- The project has experienced and professional project managers;
- The work of the project is a logical extension of what TEL Office would have wanted to achieve anyway, so there is a vested interest from The Office
- The work of the project corresponds to the needs and wishes of the national libraries participating so there is a vested interest from their side
- The detailed business planning of The European Library will ensure that by the end of the project the portal will be extended to all 8 target libraries on a sustainable basis.
- The project leaders have been involved in the design of the project.
- Good communications within the project will further reduce risk.
- An overlap of personnel between The European Library and the related projects TEL-ME-MOR, EDLproject, TELplus and FUMAGABA provides continuity and avoids the risk of duplication of effort or conflict.

### Potential Impact

- *Overcoming the digital divide* between countries by improving support for any researcher at any time
- *Increasing contact* between the national libraries of the partner countries and other European national libraries
- Providing a more comprehensive and more easily searchable *pan-European collection of top quality information resources* covering all subject areas of interest to the research community
- Enhancing the ability of researchers in the target countries to *access resources in all pertinent languages* through multilingual interfaces
- *Raising awareness amongst policy makers in the partner countries*, research funding bodies and the research, scholarly and IT communities about the tools and services available through national library networks

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- *Contribution to promoting standards* through Europe, such as Z39.50 and SRW/SRU for distributed searching, OAI-PMH for metadata harvesting, Open URLs for context-sensitive linking and metadata conformance to DCMI & NISO standards

## 7. Contact details

For questions, please contact Olaf Janssen in The European Library Office

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