



MINERVA / MinervaPlus

### **Meeting of WG6– Good Practices on Cost Reduction for Digitisation**

The Hague, 16<sup>th</sup> September 2004 on the occasion of the conference "Towards a Continuum of Digital Heritage" under the Dutch Presidency

#### **Participated in the meeting:**

Antonella Fresa [fresa@promoter.it](mailto:fresa@promoter.it) ; Pier Giacomo Sola [pgsola@amitie.it](mailto:pgsola@amitie.it) ; David Dawson [David.Dawson@mmla.gov.uk](mailto:David.Dawson@mmla.gov.uk) ; Borje Justrell [borje.justrell@riksarkivet.ra.se](mailto:borje.justrell@riksarkivet.ra.se) ; Marzia Piccinino [minerva@beniculturali.it](mailto:minerva@beniculturali.it) ; Kate Fernie [kate.fernie@mmla.gov.uk](mailto:kate.fernie@mmla.gov.uk) ; Dimitrios Koutsomitropoulos [kotsomit@hpclab.ceid.upatras.gr](mailto:kotsomit@hpclab.ceid.upatras.gr) ; Maria Sliwinska [Maria.Sliwinska@uni.torun.pl](mailto:Maria.Sliwinska@uni.torun.pl) ; Anton Pärn [anton.parn@kul.ee](mailto:anton.parn@kul.ee) ; Anne Grady [agrady@museum.ie](mailto:agrady@museum.ie) ; Joan Ward [jward@librarycouncil.ie](mailto:jward@librarycouncil.ie) ; Alojz Androvic [androvic@ulib.sk](mailto:androvic@ulib.sk) ; Dov Winer [dovw@jazo.org.il](mailto:dovw@jazo.org.il) (coordinated the meeting)

#### **Special Guests:**

Costis Dallas, Department of Communication and Mass Media, Panteion University and CALIMERA (<http://www.calimera.org> ) [costis@criticalpublics.com](mailto:costis@criticalpublics.com)  
Namir Anani (Eng. MBA) – Director Canadian Heritage Information Network (<http://www.chin.gc.ca/> ) [namir\\_anani@pch.gc.ca](mailto:namir_anani@pch.gc.ca)

#### **Issues discussed:**

1. Review of the Literature on Cost Reduction – Complementing.
2. Simon Tanner
3. Brewster Kahle
4. Experts Seminar
5. Collaboration with CALIMERA
6. Schedule for events – MINERVA and CALIMERA
7. List of members of the WG

#### **1. Review of the Literature on Cost Reduction – Complementing**

<http://www.minervaeurope.org/structure/workinggroups/goodpract/costreduction/documents/wp6costreduction0904.pdf>

Dov Winer presented the work done so far in the framework of the WG. A review of the literature was carried out, distributed to the members of the WG and uploaded to the site. The review brought up two salient findings: (1) The salient role of Simon Tanner from the KCDS (2) The excellent work carried out at the HEDS and summarized in a digitization costs matrix. Other reports in the review also point out to detailed analysis of the work flow in the digitization process. Attempt to provide a model for cost reduction should take into account this work. David Dawson pointed out that the HEDS matrix and report are already four years old.

Both Costis Dallas and Namir Anani made references to reports and documents that analyse work flows and try to provide orientation to small and medium institutions when coping with issues of costs. Costis suggested that it is preferably to suggest a methodology than to provide costing tags; as costs are continually going down specific tags may be counter productive in stimulating the process of cost reduction.

It was agreed that participants will seek to provide further references or reports to complement the present report.

Pending receipt of these complementary documents, specially those referred by Dallas and Anani the HEDS matrix will serve as an starting point for a guide to the collection of good practices in cost reduction among the partner and NCP.

## **2. Simon Tanner**

Antonella Fresa reported on her contacts with Simon Tanner following the findings of the review. She got his agreement to prepare a paper on cost reduction for the upcoming EVA/MINERVA Jerusalem Conference.

The paper will serve as the document orienting further work of the WG. It was further agreed with Simon on his readiness to moderate workshops on Cost Reduction in the upcoming MINERVA national events.

## **3. Brewster Kahler (Director of the Internet Archive [Brewster@archive.org](mailto:Brewster@archive.org) )**

Following Brewster lecture at the conference both David Dawson and Dov Winer contacted him regarding the issue of cost reduction. Brewster talked about prices ranging from 10 US\$ for a book; 15 US\$ for a film and 110 US\$ for video. It would be interesting to incorporate his experiences as examples of good practice in cost reduction.

David Dawson told about the interest of Brewster to carry on a pilot experiment with musical recordings in Europe. The IPR rules in Europe enables the digitization and free distribution of recordings carried out 14 years ago. David suggested and Antonella accepted the suggestion to see whether a Commission budget for a small pilot in this area still is available (30 thousand Euro ?). The sum was available before the last changes in the Commission.

## **4. Experts Seminar**

Borje Justrel suggested and it was agreed that an digitization experts seminar on Cost Reduction may be the best way to further the purposes of the WG. The papers to be prepared for the seminar could then be incorporated in its final report.

Borje invited the WG to set the experts meeting for Stockholm, at the facilities and laboratory of the National Royal Library.

It was agreed to set the schedule for such seminar at the end of January.

The immediate tasks are:

- 4.1 Identify experts on cost reduction
- 4.2 Contact Simon Tanner
- 4.3 Organize the way it was carried out by CALIMERA in Prague

## **5. Collaboration with CALIMERA**

The meeting welcomed the opportunity of participation of Costis Dallas. He expounded the activities going on in this framework. He stressed that in issues concerning cost reduction some topics should be addresses: (1) The need of a broad classification of the different kinds of digitization initiatives (2) The need to identify nominal prices for tasks that may or may not be included in the work flow like for example in case of preservation the need for colorimetry assessments. (3) The need to conceptualise finer distinctions in the process (4) To take in consideration business processes (5) The role of external agencies versus internal activities of the institutions.



This schema provide a good setting for experts to refer to. He stressed also the need for concrete recommendations.

The participants stressed the complementarities of approaches of both projects, MINERVA and CALIMERA.

The idea was raised on having a large joint event. After some considerations it was agreed that the best will be to have distinct events to be organized by each project with the participation of the other.

5.1 CALIMERA will participate in the experts seminar on cost reduction to be held in Stockholm in late January and organized by MINERVA/MinervaPlus.

5.2 MINERVA will participate in a dissemination event to be organized by CALIMERA in the first semester of 2005. This will be a validation event organized in another laboratory.

## 6. Schedule of Events

It was agreed on:

- 7.1 Experts seminar organized by MINERVA in Stockholm at the end of January
- 7.2 CALIMERA Validation event on cost reduction in the first semester of 2005

## 7. List of the Members of the MINERVA Working Group on Cost Reduction

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