

1.1.1 Digitising and consolidating existing information

The main tasks include:

- **Digitising and uploading existing interviews:** Due to the upload limits on Vimeo and issues with quality of digitised recordings, this task is currently being carried out exclusively by Mike Dick.
- **Collecting and digitising existing transcripts:** This task is being led by David Sharp. Where conversion to OCR format is difficult, this is best done using Adobe Acrobat. Alison Bancroft has a copy, and others may also have access to the full programme. Once transcripts are digitised and available in OCR format, they can be uploaded by any project member with appropriate permissions.
- **Filling gaps in existing data:** this includes photographs, and additional information from the physical archive and online research. Data can be collected by anyone and uploaded by any project member with appropriate permissions.
- **New transcriptions of existing interviews:** Transcriptions can be carried out by anyone using interviews published on the website. Use of Speechmatics tests is proving successful and may help to speed the process. New transcripts can be uploaded by any project member with appropriate permissions.
- **Resolving issues with existing data fields:** The best ways of recording data from the physical archive (i.e. interview formats) are evolving as work with the physical archive progresses. Taxonomies need review. In particular, the work area/craft/role taxonomy needs urgent review.

- An interviewer's manual needs to be written.

2. MEMBERSHIP AND PERMISSIONS

Criteria for BEHP membership and joining procedures need to be reviewed and agreed by the Management Committee for two main reasons:

- Now the BEHP is formally constituted, all members have voting rights and the BEHP is now more accountable to official members, and open to legal challenge on governance and administrative matters. What conditions need to be met for someone to become a member?
- BEHP members have rights of access to additional information and actions on the website, and this right needs to be accompanied by appropriate terms and conditions. At the moment only BEHP members should have access to the members pages. Is there a need for a category of users who are not BEHP members, but who are given access to the database on specific terms.

Comment [David Sha1]: Request for others inside the team and possibly externals (eg Dan Thurley) to upload. Also = what if the BFI agreed to directly upload copies of "our" material to our website? Context is re-launch of BFI Mediatheque (2.0) soon and their desire to add audio and other content.

Comment [David Sha2]: No "e".

Comment [David Sha3]: Need to update and edit rules for transcription; and clarify formats. As I edit transcripts I'm developing more "rules".

Comment [David Sha4]: Need to utilise worktable to prevent duplication of effort; Need clarity as to process; maybe need to extend range of item types to include interview notes as interim content until transcript has been created.

Comment [David Sha5]: Need to ensure pre-upload guidelines are followed and transcription format adhered to.

Comment [David Sha6]: Based on existing protocols where they exist. Eg paperwork held on production hub.

Comment [David Sha7]: Typo

Comment [David Sha8]: We may need to distinguish between "directors"; "members" (committee members); and ordinary members (and a category of paid membership if we agree one); and "users"; also are "directors" really office holders and therefore subject to potential change at the AGM? [Which has Companies Hse update implications]. I think mailing list of committee members needs thorough check using surface mail with clear "return to sender" guidelines for undeliverables so that we know who at least is still around at the last known address. Probably need to pre-weed mailing list before this is done; and then we need to ensure e-mailing list is still current. We could require a reply and failure equals being removed.

Comment [David Sha9]: typo

Comment [David Sha10]: possibly people who could help with uploads? Think we need volunteers to sign agreement as to security/confidentiality.

2.1 Website

User accounts are created for official History Project members, following a request from the Secretary (is this correct?). Additional permissions are set by Sysadmin when requested. Membership permissions and permissions management need to be designed both to facilitate an effective workflow and to limit damage in worst case scenarios.

The process for adding members to the system and assigning additional permissions is currently informal. With the likelihood of significant future project growth, should this be formalised? Should people be able to apply for membership via the [site](#)?

2.1.1 Permissions by Role

- **Public (Unregistered users):** Can view main site pages and publicly accessible interview data.
- **Registered users:** Currently as unregistered users. There are a few users who registered before automatic public registration was closed, should they be invited to join as members and their existing accounts [deleted](#)?
- **Members:** Can publish their own blog and have access to additional data overviews. See <https://historyproject.org.uk/behp-members> for a current list of members with this permission.
- **Interviewer:** Can add interviews to the system and edit their own interviews. (Interviewer status for specific interviews can be granted retrospectively.) See <https://working.historyproject.org.uk/behp-interviewers> for a current list of members with this permission.
- **Website [Archive Team](#):** Can create interviews and edit any interview. See <https://historyproject.org.uk/behp-webteam> for current list of members with this permission.
- **Editorial Team:** Can create site pages and News articles, and edit any site pages and News articles. See <https://historyproject.org.uk/behp-editorial> for current list of members with this permission.

Comment [David Sha11]: I can foresee requests for a form of membership from the academic sector, which might be "Athens" type access as mediated by Learning on Screen (formerly BUFVC); other institutional access requests; possibly commercial access (eg Companies looking for content); BUT if we put an application on the site, someone has to deal with it.

Comment [David Sha12]: On a case by case basis?

Comment [David Sha13]: Typo

- **Management Committee:** This role has been given to all members of the Management Committee who are members on the website. It gives access to additional information and a Management discussion forum. See <https://historyproject.org.uk/behp-management> for a current list of members with this permission.
- **Site Management:** This role is under development. It will allow others to take on core website management tasks. All site management is currently carried out by Alison Bancroft.
- **Sysadmin:** Full control over all aspects of the system, including set up of Member accounts. All system admin is currently carried out by Alison Bancroft.