ENDANGERED ARCHIVES PROGRAMME

Guidelines for producing a Methodology Report

1. Rationale

The Endangered Archives Programme awards grants for researchers to survey and digitise archival material held at institutions or kept within private family collections. The Project Lead will invariably be required to make decisions about which material is included and excluded from the project's work. If these decisions are not recorded, researchers accessing the content on the EAP website may make assumptions about the original collections based on the digital surrogates available. By producing a Methodology Report, the project will help future scholars, when consulting the material, to have a better understanding of the entirety of the original collections – why certain material was included in the digitisation project, and, equally importantly, why other items were left out.

2. Format of your report

The report, which does not have to be a lengthy document, should be based on first-hand information and should be written in the third person. The Methodology Report will be made available on the project's page on the EAP website, and should help the reader understand the decisions that were made during the digitisation process and the reasons behind them. The report should be submitted as a Word document (which will be converted to a PDF by the EAP team). Spreadsheets can be incorporated within the report if it is felt necessary.

3. Content of your report

The report should provide a brief description of the decisions made during both the application process and while the project was being carried out. Below are some examples of decisions that have been made and have impacted project outcomes:

- The Advisory Panel recommended certain material be excluded from the project due to: age, data protection, copyright etc.
- The Advisory Panel suggested focussing on a certain content type (such as manuscripts over printed material). This was a condition of award and so the project followed the Panel's recommendations.
- Within private family collections, there was a large number of a particular text within each collection (such as the Qur'an). The decision was made to digitise only one example per collection.
- Due to extreme fragility, the institution felt a certain book could not to be digitised.
- The project focussed on a particular language, so material in other languages held within the private collection was excluded.

This is not an exhaustive list, but will hopefully help when reflecting on the project and what to include.

4. Submitting your report

The report should be sent to the EAP Lead Curator at the end of the project (jody.butterworth@bl.uk). Ideally it should be included on the hard drive containing the digitised content and metadata.

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