

Powys Cultural Services

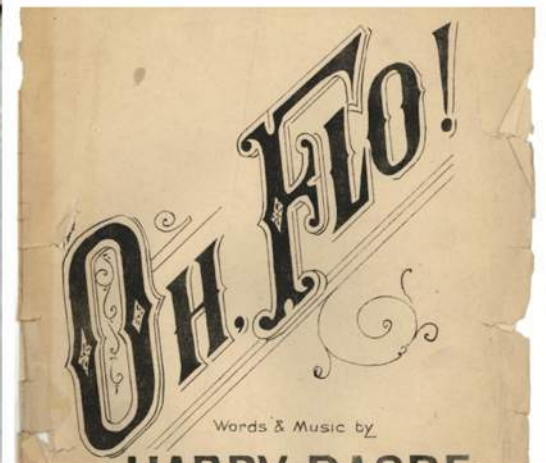
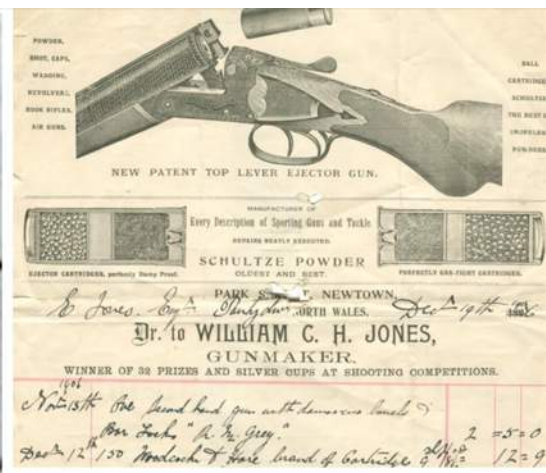
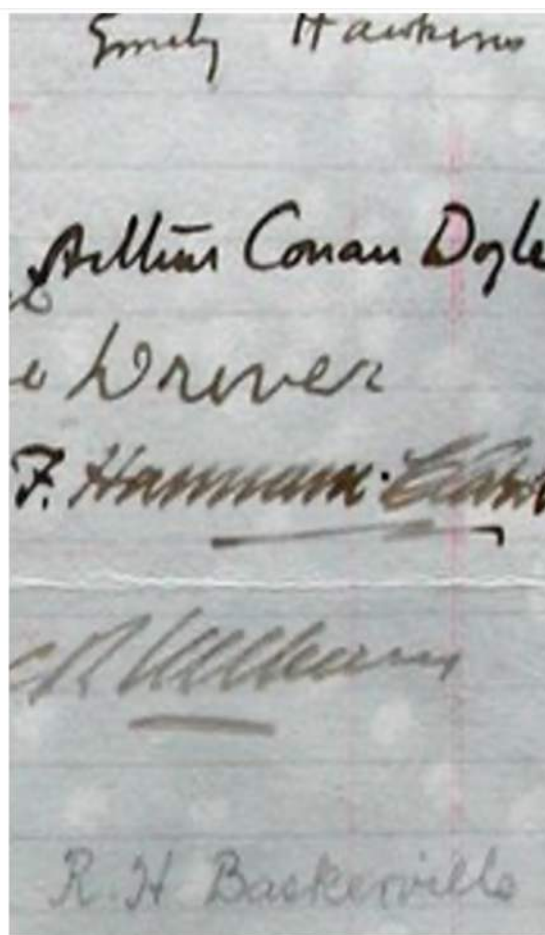
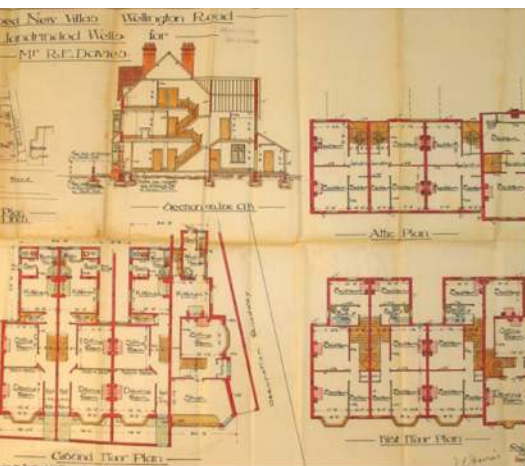
Digital Strategy StoriPowys



Search the Assets Delivery Strand

Feasibility Study Report - Metadata Generation

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1. Executive Summary

Report Purpose

This report details the findings of the feasibility study, looking at how Powys Cultural Services can bring together the archive, museum collections, and local studies collections, to present the assets through a single collections platform and front-end interface to online users.

The research seeks to understand the current landscape of the archive and collections, including what metadata is available from previous digitisation and cataloguing; what thematic connections can be made across the archive and collections; what are the options for a single collections platform for Powys Cultural Services; and how these findings need to inform digitisation of the collections and metadata generation in the future.

The report provides the findings and details an implementation plan for working towards a searchable online collection platform for Cultural Services, both to encourage community engagement with the collections, but also attract a wider national and international audience to access the heritage and cultural offer from Powys.

Objectives

There are a number of key objectives underpinning the drive towards the development of a single collections platform and front-end interface:

- Showcase Powys Collections as one and engage both local people and those further afield to look at and interact with assets in the collections, for example to rate, share and comment
- Develop a common approach to keywording and generating metadata for front end search
- Explore commercialisation opportunities

Key Activity

This feasibility study seeks to:

- Baseline the current metadata approach across museums, the archive, and the local studies collections
- Identify relevant existing catalogue data that can be used to support front end online search
- Understand how additional keywording and emotional metadata might enhance search across the assets
- Investigate how the archive and collections can be presented as one
- Develop a sustainable implementation activity plan for developing a searchable database with information and images of items from across the range of collections and archives held by Powys Cultural Services

Overview

The report includes the following sections:

- Introduction
- The Different Collections
- Front End Metadata - Pilot
- Metadata Generation Programme
- Implementation Plan
- Appendices

2. Introduction

The ambition to look across the archive, museum collections, and local library collections, to develop a common and sustainable approach to prepare collections materials for online use is core to realising the objectives of the recently formed Digital Strategy. During the development of the Digital Strategy, it became clear that maximising the efficient use of platforms and harmonising the exposure of collections and assets is an important area of development for Powys Cultural Services.

The 'Search the Assets' delivery strand of the Digital Strategy focuses on achieving this goal. Ultimately, this will support the service as they work towards achieving their digital aim to reach and engage with new and wider audiences, as well as seek to become more commercially sustainable as an organisation.

The feasibility study engages with the curators and archivists who work across the archive, museum collections, and local studies collections, to understand how the assets might be brought together and presented through a single interface.

The Current Landscape in Powys

There are a wide range of collections housed within Powys' four museums and the archives as well as local studies collections held in some of the county's libraries. The collections are catalogued and managed by:

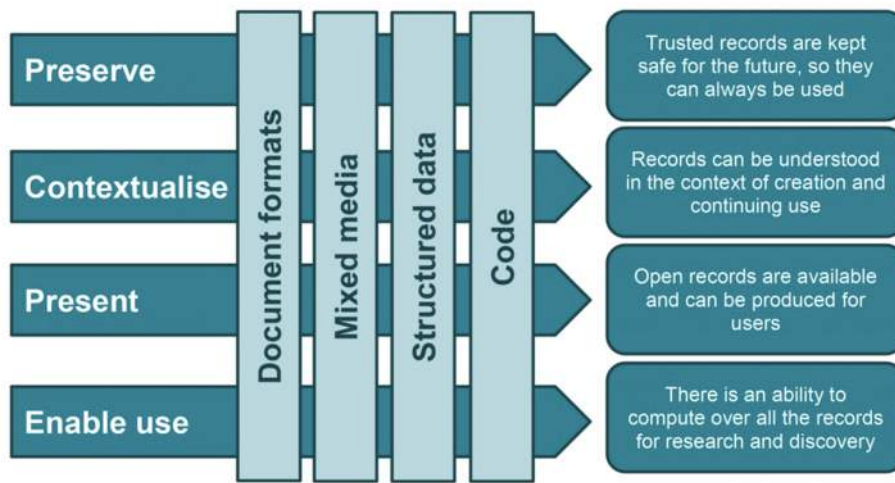
- Powys Archives
- Llanidloes Museum
- y Gaer
- Y Lanfa Museum
- Trysorau Maldwyn, Newtown Library: For the purposes of this feasibility study, Newtown Library's local studies collection has been involved

Over the years, elements of the collections have been made accessible via collaborations and involvement with several projects, including [People's Collection Wales](#). There have also been commercial partnerships formed with collection items being made available on [Art UK](#)

Across the different organisations and collections there has been a range of approaches to cataloguing, metadata generation and storing digitised files. The metadata associated with assets from across the collections will become increasingly important as Powys Cultural Services seeks to open-up their collections to a wider digital audience. There are several areas that will need to be addressed as collections are catalogued and digitised going forwards. This feasibility study identifies the areas of activity that will need to be undertaken and these are encapsulated in the Metadata Generation Programme and Implementation Plan.

Why is metadata important?

Traditional archives and collections management processes have been focused on preserving, contextualising, and presenting collections. The National Archives [Digital Strategy](#) highlights the emerging fourth strand, which is to 'Enable use' of collections.



There are four categories for the value the digital archive offers its users

Image: The National Archives Digital Strategy

Enabling use and interaction with collections can only be achieved through the generation of metadata to aid front end search and discovery. Generating metadata for online search is a challenge being addressed internationally across museum, archive, and library sectors.

Traditionally, museums and archives have captured primary metadata as they catalogue their collections. Primary metadata has always been a useful cataloguing tool for archivists and curators, including the capture of information such as file names and file types; format; size and dimensions; resolution.

Increasingly, secondary metadata is captured to describe an object or asset, including fields such as references; descriptions; covering dates. Secondary metadata is often referred to as descriptive metadata and is typically used as information to search and locate an object, including fields such as subjects, keywords, publisher. The Society of American Archivists also describes descriptive metadata as suggestive of an object's '[aboutness](#)'.

As digital technologies have grown and users' digital expectations have evolved, secondary and descriptive metadata are increasingly being added to a digitised asset to aid online search and discovery. An extension of this is referred to as tertiary or 'emotional metadata'.

Without a combination of these types of metadata, searching and finding an asset online is very difficult and proves challenging both for the organisation to widen access and for the user to return any meaningful searches of collection data.

It is vital that these forms of metadata are fit for the demands of a contemporary digital experience. Whilst data may suit the internal needs of an organisation, it must also meet the expectations of digitally savvy users.

In the past, cataloguing processes across the museums and the archive at Powys have focused on collecting metadata to support the catalogue of the item. A brief description of the item/object is included. There is limited metadata available to enable assets to be presented online for users to search and explore (see Section 3)

The British Library's Collections Metadata Strategy '[Foundations for the Future](#)' is an ambitious vision of ensuring that by 2023 the *"Library's collection metadata assets will be unified on a single, sustainable, standards-based infrastructure offering improved options for access, collaboration and open reuse"*.

There are several areas that the British Library's strategy addresses which are useful to inform Powys' longer-term goals of opening-up as much of the collections as possible for front end search. Most notably, the British Library Strategy includes two areas of relevance:

Improving Visibility - If collection metadata is unavailable, the resources described are effectively invisible. A programme of metadata creation is required to improve visibility of any 'hidden' content and enable use.

New Metadata Creation Options -The changing information landscape presents many new opportunities. Open web resources, automated metadata generation from full text and crowdsourcing offer interesting possibilities requiring exploration.

A proposed metadata generation programme is outlined in Section 5, that seeks to use the resources available to Powys at present, as well as explore other options to produce metadata in the longer term.

3. The Different Collections

Detailed analysis of assets and metadata

The feasibility study undertook to:

- Establish the current storage and infrastructure set up for the different collections
- Ascertain a typical picture of what metadata has been catalogued, including metadata formats and standards
- Review sample sets of metadata

Storage and Infrastructure

The four museums are all using Modes to catalogue and manage their collections. Each museum has a separate Modes instance. Until recently, each museum collection had worked in isolation to develop a metadata structure for cataloguing. Work is underway to agree and coordinate a consistent approach to cataloguing using a common set of keywords across all four museums. Digitised assets are either stored on SharePoint or locally at the museums on hard drives.

The archive uses CALM to catalogue the collections, with Calmview available to users as front-end access to search the catalogue.

In the Local Studies Collections, where the item is a book, these are catalogued on the Library Management System. The cataloguing of other assets such as images, maps and ephemera has been dependent on resource and not catalogued in one place.

Metadata

All museums capture Collection and Item level information. For item level, typically the following primary metadata fields are captured: Object title; Description; Date (where known) and Location (i.e., where the item is in the store).

In addition, some of the collections and items have other primary metadata and some secondary metadata information including accession number, acquisition i.e., owner/gifted by, condition, size, material, condition, keywords. This information is largely dependent on when the items were deposited in the collection and how the items were catalogued.

In the Archives, metadata is captured at both the collection and item level. Typically, the following primary metadata and limited secondary metadata is available:

- Collection Level: Title, Reference Number, Date (where known), Description, Subject (keywords), Appraisal, Arrangements, Access Conditions, Finding Aids
- Item Level: Title, Reference Number, Date, Access Conditions

Sample Metadata

A range of sample metadata was provided during the feasibility study. See Appendix A for sample database extracts. The metadata demonstrated the areas where additional metadata will be required to support front-end search.

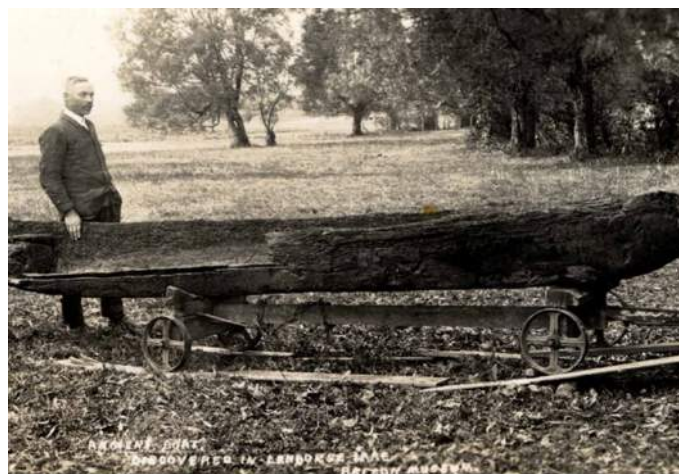
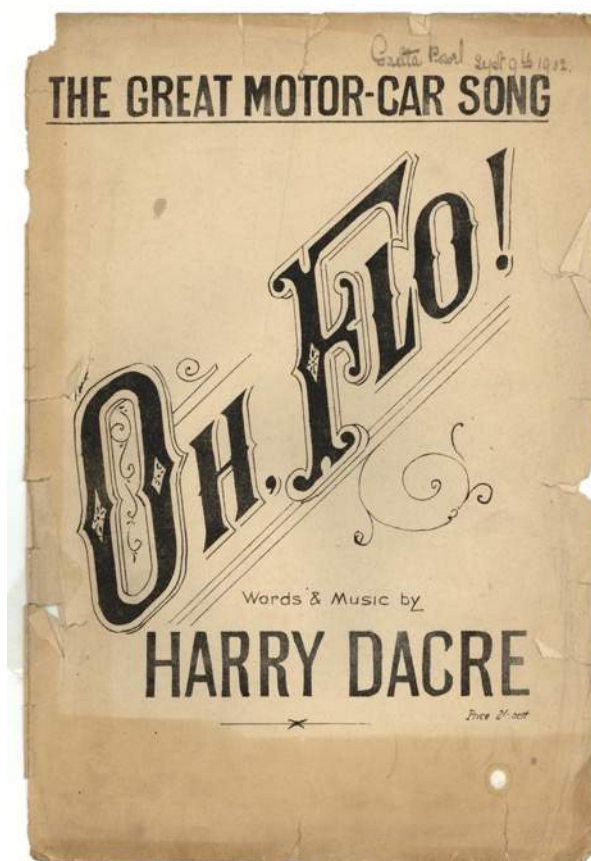
The Museum Collections

y Gaer

y Gaer's collections, previously the Brecknock Museum and Art Gallery Collections, are the most advanced in terms of cataloguing. A significant amount of cataloguing in Modes was achieved whilst the new building was being developed and the organisation was closed to the public.

In summary, y Gaer has:

- Collections from prehistory through to the modern-day covering archaeology, contemporary art, historic art, social history, and natural history.
- Approximately 36,000 records on Modes
- About two thirds of these records, 20,000, have digitised images attached to the metadata
- All digitised items have a high-res tiff, with low-res jpegs are stored on SharePoint
- Each tiff is associated with its relevant accession number
- 115 oil and acrylic paintings in the collection are photographed and available on Art UK
- In addition, there are several hundred digital labels for all objects in museum stored on separate system - these are 50 word descriptions in both English and Welsh to give context of the object for museum visitors
- At present no keywording is done when cataloguing an asset



Radnorshire's Collection

- Radnorshire Museum collections date from prehistory through to the modern day and include items focused on archaeology, palaeontology, natural history, military history, and social history
- There are 8,000 records in Modes, from a total of approximately 36,000 objects
- A project called Rediscovering Radnorshire, is enabling an audit of the whole store to take place
- As items are catalogued, images of the objects, artefacts and assets are being captured at the same time
- At present much of this metadata is in an excel spreadsheet ready to go onto Modes
- Digital image files are stored on SharePoint



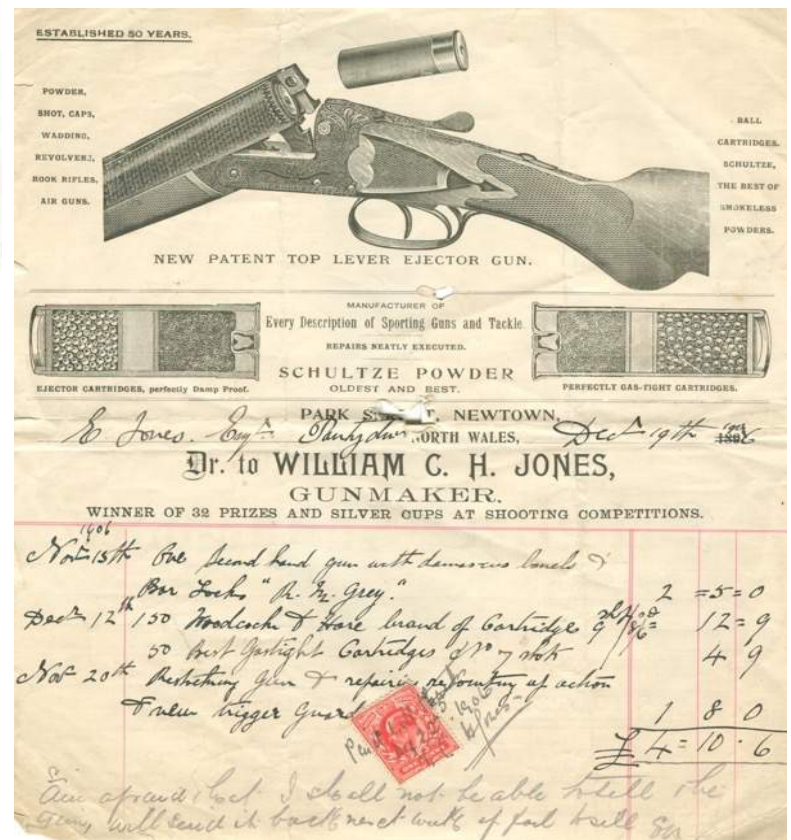
Y Lanfa and Llanidloes Museum Collections

- The Montgomeryshire collections consist of those housed at Y Lanfa Powysland and Llanidloes
- Y Lanfa's collections include prehistoric items through to Ancient Romans and to the early Medieval period. They also include history about the area, for example trades, pubs and the railway, as well as Laura Ashley, displays about the wars and the Montgomeryshire Yeomanry.
- Y Lanfa has 22,000 records in modes and 80% photographed but generally these are poor quality images taken around 2005 and not really viable for interrogation via a front-end interface
- Llanidloes collections include items about major events and development of Llanidloes during the last three centuries capturing civic history, local trade, and tourism as well as the mining and woollen industries.
- Llanidloes has 17,000 records captured in Modes but only 2% of these are photographed
- An object's location is not stored
- Newer items of the collection that are being catalogued are going straight into Modes, but there are some items which are stored offline
- 10% of the collection is on display and the rest is in store
- Digital image files are stored on USB drive and OneDrive



Image: From Y Lanfa Museum

Image: From Llanidloes Museum



Commercial Return for Museums

Monthly research enquires to each museum about their collections are in single figures. The museums tend not to charge for research enquiries, and sometimes charge for a digitised image.

Powys Archive

- Collections date from the fourteenth century
- Highlights in the collection include documentation capturing the developments of the Elan Valley, militia records mostly for the Napoleonic period, police charge books, war time letters.
- The archive holds approximately 95,000 items in the CALM catalogue
- Less than 5% of the catalogue is scanned
- Items are generally digitised in response to a request, but are not professional quality images

Commercial Return

The archives offer a research Service and copying service. Public enquiries amount to several thousand per year, with charges at £20 per 30 mins and for prints and scan.



Local Studies Collections

Trysorau Maldwyn, Newtown Library

Newtown Library holds the Local Studies Collection for Montgomeryshire, with both reference and lending books. Other items in the collection include newspapers, maps, ephemera, images, and media. Most of the collection is in book form therefore available on the library management system/catalogue.

The areas of the collection which are not on the library. Management system are:

- Newspapers - on a mixture of bound copies and microfilm.
- Maps - for example A full set of 6" and 2500 series for Montgomeryshire
- Ephemera - including a small number of WI scrapbooks
- Images - photographs and postcards
- Media - oral histories and other recordings on cassette
- Trade Directories - on microfiche

4. Front end metadata - Pilot

Preparing collections for front end search

The feasibility study has identified five key areas that will need to be addressed in the generation of a future set of metadata for the collections, to open-up assets online and enable search. Developing a structured and consistent approach to metadata generation across the museums, archive and libraries will be core to the success.

Systems

The use of the back-end systems needs to be harmonised, as assets and items are catalogued. Common metadata structures and naming conventions should be aligned. See 'search and standards'.

Geography

Whilst Powys' museums, archives and local collections conserve the metadata they have and generate new records to professionally recognised standards, it is within the framework required within their very local institution. An asset in an institution has no reason to record its geographical location within the county or country. The index isn't likely to say if the asset is in a museum or an archive because the archivist knows where it is.

Similarly, the metadata record itself works perfectly in the context of its institution, both in terms of its medium which is as likely to be paper or card as well as electronic. The record's fields of metadata will be consistent with all the other records of the institution, but not necessarily any continuity with other county institutions.

Taken away from this 'hyper local' setting, the record of metadata will have inadequacies which prevent front end search in the open digital environment.

The challenge is to widen the record for each asset so that it's searchable in a whole Powys context and so that links can be established between institutions and sectors to provide a Powys wide searchable set of metadata and assets, with a continuity of results irrespective of where an asset may be housed.

Digital User Expectations

User expectations are based on our everyday search engine experiences where you can find anything that is available digitally, from anywhere in the world. In the digital landscape, exposure of an asset through meaningful metadata is key so that web crawlers will find, copy, and index assets ready to prioritise them in page rank. Continuity within metadata creates continuity in digital searches which is irrespective of, for example, position in the world or ownership.

User expectations extend to being able to interrogate or purchase an asset, in the museum, archive and library sectors, perhaps as a file or a facsimile. This requires the asset to be born digital or to be digitised or to have a facsimile digitised which will act as a good proxy in the digital environment.

Search and Standards

A common set of standards will need to underpin future metadata generation, supporting staff as they prepare the collection. Inconsistent standards mean it is very difficult to offer a coherent user experience. A uniform approach to the creation of metadata will inform the work of staff and volunteers. Developing a structured and consistent approach to creating metadata gives all the museum, archive and library institutions in Powys equality of access to the digital landscape. For web crawlers to observe and promote Powys' assets and to recognise a continuity in and across the county:

- A consistency of approach is essential, every asset must be clearly tagged using an agreed semantic tree of keywords (descriptive metadata)
- Collaboration will be needed to decide on rights management, permissions, and licensing

Resource

A common and consistent approach to metadata generation will allow staff and volunteer resources to be focused and prioritised. Section 5 looks at the development of a Metadata Generation Programme to inform future workflows.

Thematic Strands

A series of workshops and discussions held with the Search the Assets project steering group, identified several thematic strands that were cross cutting across the archive, museum collections, and the local studies collections. See Appendix B for the kick off workshop agenda and areas of discussion.

These thematic strands broadly fell into two types:

1. Grouping the collections based on 'special interest' themes

Special Interest Theme About a person, place or specific focus/event
Adeline Patti - Singer / Entertainer. Travelled the world (connections in the collection to Canada, America and France). Collections includes her letters and photos
RMS Lusitania
Textiles - Pryce Jones - link / extension from Local Textile Museum
Talgarth Mental Asylum Records - Mental Health / Well-being link
Laura Ashley Collection
Log boats (ref longer term connection to 3D scanning project)
Suffragettes
Literary Associations - i.e. Arthur Conan Doyle, J.M.Barrie
The Workhouses

2. Grouping the collections based on a county wide theme

County wide theme Exposing assets across Powys
General Interest - Commerce, Shopping, Pastimes, Agriculture, Industry, Railways, Transport, Archaeology
Historical / Educational - WWI / WWII - Books of remembrance, Memorial Board, lists of those who served in the War
Social History - schools, the high street,
Fashion Focus - coins, jewellery (inc. gold rings), shoes (i.e., late 18th Century pair) etc
Celebrating Welshness i.e., Wooden Collection Chapel Boxes

Selection for Pilot

Following the workshop, two themes were agreed to be used for a front-end pilot:

- Adelina Patty: a focus on the international singer and entertainer, collection material held at y Gaer, and will allow exploration of a large data set and different formats
- Past Times: a look across all collections at activities and events across Powys

All staff were invited to contribute to an online survey, which included a request for ideas for the Past Times theme. Staff fed back and suggested content for the theme, including parlour games; leisure activities such as the passion for outdoor sports in history - cycling, motorcycling, croquet, lawn tennis and archery; Eisteddfod; women in sport.

The Project Team identified a trial set of assets from each organisation for these two pilot themes.

Current metadata was extracted from Modes and Calm into a common .csv format.

Additional metadata – namely key words and emotional metadata was produced for the pilot assets.

Images: A selection of assets for the Past Times theme



5. Metadata Generation Programme

A metadata generation programme will support Powys Cultural Services to develop additional secondary and emotional data about the collections. The programme seeks to:

- A. Define a metadata generation process using volunteers and technology alongside staff
- B. Communicate a structured and coherent plan for the digitisation of paper-born assets and the production of their associated metadata
- C. Establish a practical and sustainable metadata process for museum, archives, and library local studies collections

A. Definition

Objective: To define and agree new metadata fields for front end search.

Current Status: The feasibility study has identified two areas of focus:

- i. develop common and consistent set of keywords for all collections
- ii. develop structure for emotional metadata tagging of assets

The pilot will be used to try out some sample metadata and the review of outputs will inform a longer-term addition of metadata.

B. Communications

Objective: To ensure the success of the Search the Assets objectives and implementation plan, a regular communications plan will be required both to support the Project Team but also to ensure the wider Cultural Services team are kept informed of the project stages and outputs.

Current Status: A staff survey shared as part of the Feasibility Study, invited feedback on the Past Times pilot theme, the concept of emotional metadata, and requested ideas for the longer-term delivery of the 'Search the Assets' digital strategy strand. The Roadmap in Section 6 indicates an ongoing series of communications to all staff.

C. Process

Objective: To develop a process for preparing secondary and tertiary metadata.

Current Status: Sample metadata will be evaluated as part of the pilot, based on a proposed workflow. In summary this workflow will include the following steps:



Ongoing success in putting the collections online, will require adoption and maintenance of best practice by staff including curators, archivists, and volunteers. Following the pilot, further guidance will be developed including agreed standards and an updated workflow. Skills development may be required for a wider team of staff to participate, and this will be assessed at the end of the pilot phase.

6. Implementation Plan

Programme of activity

Activity Focus	Description	Date	Status	
Feasibility Study				
Understand	Establish Search the Assets Project Steering Group	February 2022	Completed	
	Metadata Assessment	Understand current metadata across all collections and identify common fields	February/March 2022	Completed
		Assess gaps of current metadata against fields required for front end search	February/March 2022	Completed
		Agree additional metadata fields for pilot of front-end search i.e., keywords	February/March 2022	Completed
	Themes	Identify potential cross cutting themes across the different collections and archive	February/March 2022	Completed
		Review and agree 'quick win' options for front end pilot	February/March 2022	Completed
	Research front end interface options	February/March 2022	Completed	
Metadata Generation	Content Preparation for Pilot	Prepare Metadata for pilot themes	March/April 2022	Completed
		Addition of keywording and emotional metadata to pilot content	March/April 2022	Completed
Pilot				
Test	Pilot interface set up	Front end interface set up	April/May 2022	
		Definition of search fields for front end	April/May 2022	
		Pilot content uploaded and linked to front end interface	May 2022	
	Test	Technical testing	May 2022	
		User testing	May/June 2022	
Review	Assess outcomes	Collate and review pilot outcomes	Summer 2022	
		Assess if extension of pilot content and testing is required	Summer 2022	
		Review Metadata Generation Workflow	Summer 2022	
Longer Term				
Roll Out		Define common key wording approach across collections (based on Pilot outcomes)	Autumn 2022	
		Align production of front-end metadata with cataloguing process	Autumn 2022	
		Review proposed Digitisation plan and prioritise ongoing digitisation and cataloguing plan	Autumn 2022	

Roadmap



Digital Strategy Search the Assets Delivery Strand Implementation Plan

Focus

- Develop a common approach to keywording and generating metadata for front end search
- Dedicated front end for all collections
- Commercialisation options



Feasibility Study

Understand
Metadata Generation

★ Feasibility Study completed

Pilot

Test

★ Pilot launch

Review

★ Pilot Review

Longer Term

Roll out →

Governance and Communications

● Comms to wider staff ● ● ● ● ● ● ● ● ● ●

◆ Monthly updates to - Digital Strategy Strategic Group ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆ ◆

Indicative Costs

Following the review of the collection platform options, indicative costs are highlighted. Budgeting needs to include both set up costs as well as ongoing annual license and hosting fees.

Item	Description	Estimated Cost
Set-up	Database and front end set up of core collections platform	£5,000
Image Upload – up to 10,000 items	Processing of images from Modes/CALM to collections platform	£1,000
Metadata Spreadsheet Upload	Preparation of metadata spreadsheet for upload into platform	£500
Additional Functionality	User contribution feature, display of assets via a map, bespoke design of additional pages	£5,000
Annual License Fee	Anticipated fee for ongoing use of platform Range dependent on functionality	£1,200 - £2,000 (range dependent on functionality)
Annual Hosting Fee	Estimated hosting fee	£500-£1,000

Conclusion

The feasibility report records strong indications that the development of a single collections platform and a front-end interface will be practical and will benefit to Powys Cultural Services. The suggested activity will provide a replicable model for similar counties enhancing Powys' reputation as a major innovator in cultural services. More than this, the objectives proposed can be realised, since metadata generation will showcase collections, enable digital engagement, and support commercialisation in the medium future.

Since the application of common approaches to both front-end and back-end technologies is at the centre of this digital proposal, there will be fringe benefits to the geographically distanced institutions across the county. The common digital voice will catalyse Cultural Services to be seen as a single entity, supplanted on its constituent parts, and enabling StoriPowys to service the needs of the digital age.

7. Appendices

Appendix A

Current Museum and Archives Metadata – Modes and CALM sample extracts

Appendix B

Stakeholders kick off workshop – agenda and slides

Appendix C

Dedicated collection platform options

Appendix A










1. Modes Extract: y Gaer

Modes Complete - [Application: Object records. File: brcnm database]

File Edit Select Navigate View Grid Output Window Options Help

Index Identity number Key 1

Grid layout Standard grid2 Options Row height 75

Record number	number of objs	Object simple name	Brief Description	Image	Location	date
1	1	mug	Cow-horn drinking mug from Builth, Brecknockshire with nail impressed name 'JONAS'.		SC05	1.12.2019
2	3	plate	Three wooden plates, made by a wood turner, from Builth, Brecknockshire, Powys.		G04	1.12.2019
3	1	pint measure	Wooden half-pint measure with incised circular decoration above & below handle; impressed with HALF PINT and the Victorian cipher, '39' in white paint on side.		SH	
4	1	pepper mill	Pepper or spice mill from Builth, made by a wood turner, can be taken apart into three sections.		SH	
5	1	coffee mill	Coffee grinder of polished wood with iron handle, stamped 'M', 18th century.		SH109	
6.1	1	cup	Rough horn cup with translucent sides.		SC05	
6.2	1	mug	Smooth horn cup with initials scratched on the base the initials D.J.J.		SC05	
7	1	ale muller	Conical copper ale or beer muller with wooden shaft handle.		SH068	
8.1	1	spoon	Chip carved wooden spoon, flat handle decorated on top side with geometric pattern of crosses, diagonals & triangles, oval shaped		SC05	

Record 1 of 36873

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2. Modes Extract: Radnorshire

Modes Complete - [Application: Object records. File: Radnorshire Museum]

File Edit Select Navigate View Grid Output Window Options Help

Index Identity number Key LLWLM78:27:1

Grid layout Standard grid Options Row height 75

Record number	Object simple name	Brief Description	Image	Location
LLWLM78:27:1		x2 teapot 'Morris's cafe'		Store/A/2 - Box B91
LLWLM79:49:10		Two glass measuring units.		Store/A/2 - Box B12
LLWLM79:49:76		Small brown dropper bottle, with fancy glass stopper.		Store
LLWLM79:49:86		Glass measuring unit		Store
LLWLM79:49:130		Glass bottle with brush attached to underside of lid.		Store/A/2 - Box B35
LLWLM79:49:133		Small glass bottle x2		Store/A/2 - Box B28
LLWLM79:49:264		Glass bottle 'poison, Pil. Acid Arsenios, Ferri Et Aloes'		Store

Record 1 of 8698

8,721 records








3. Modes Extract: Y Lanfa

Modes Complete - [Application: Object records. File: Powysland Museum]

File Edit Select Navigate View Grid Output Window Options Help

Index Identity number Key WEPLM:2005.1

Grid layout Standard grid2 Options Row height 75

Record number	number of objs	Object simple name	Brief Description	Image	Location	method	from
WEPLM:2004.93	2	cup	Cambrian "Return to Welshpool" cup and saucer		display	purchase	
WEPLM:2004.94	1	bag	WW1 woollen military sleeping bag, cotton binding and three buttons with some moth damage		storage	gift	from Evans, Mr Montgomery
WEPLM:2004.95	1	programme	Programme, Welshpool Amateur Dramatic Society, signed by participants, 21st November 1945.		storage	gift	from Davies, Gilbert Welshpool
WEPLM:2004.96	1	shirt	Cotton shirt.		storage	gift	from Rowlands, D., Mr Llanerfyl
WEPLM:2004.97	1	cap	Maid's cap.		storage	gift	from Rowlands, D., Mr Llanerfyl
WEPLM:2004.98	1	album	Photographic album, by Miss Clara Roberts, Mrs George Parry, Forden.		storage	gift	from Mitchell, Miss Chorleywood
WEPLM:2004.99	1	indenture	Indenture, 1802.		storage	purchase	

CAPS NUM SCRI Editing Record 10055 of 12108 12,108 records




4. Modes Extract: Llanidloes

Modes Complete - [Application: Object records. File: Llanidloes Museum]

File Edit Select Navigate View Grid Output Window Options Help

Index Identity number Key LL.1975.5

Grid layout Gemma's view Options Row height 50

Index Key	Simple Name	Description	Image	Location	Box	method
LL.1975.5	goffering iron	Goffering iron, on stand, with poker.				
LL.1975.6	candlestick	Coil candlestick. With adjustable sconce travelling up coil thread, 3 circular drip trays, with twisted				
LL.1975.7	sugar cutters	Sugar cutters. spring-type, with locking clip at end				
LL.1975.8	sugar cutters	Sugar cutters, spring-type, with locking clip at end.				
LL.1975.9	rushlight	Rushlight and candle-holder, very solidly made, tripod base, with circular drip surround.				
LL.1975.10	rushlight holder	Rushlight holder, with balance arm weight, mounted in semi-conical wooden block				
LL.1975.11	dutch oven	"Dutch" oven, of two hinged parts, and a metal crossbar inside with 3 hooks.				
LL.1975.12	shoe patten	Shoe patten, wooden sole, leather toe-cap and strap, leather studded heel, "U" shaped metal sole piece.		bay 7 right shelf 0	shoes B	untraced find
LL.1975.13	shoe patten	Shoe patten, wooden sole, leather toe-cap and strap, circular metal sole-piece.		bay 7 right shelf 0	shoes B	untraced find
LL.1975.14	shoe patten	Shoe patten, wooden sole, leather toe-cap and strap, decorated "U"-shaped metal piece for heel, sole		bay 7 right shelf 0	shoes B	untraced find

CAPS NUM SCRI Editing Record 5 of 3834 3,834 records

5. CALM Extract – Collection Level: Powys Archives

Calm - [Catalog]

File Edit View Search Field Record Hit List Help

6 of 67

Catalog Places Loans

- Catalog 6th of 67

IDENTITY

Level: Fonds

Repository: Powys Archives GB 0223

Ref_No: MGB

Alt_Ref_No: MGB

Extent: (Information to be supplied)

Title: Llanfyllin Poor Law Union Records

DateOfRecords: 1841-1972

CONTENT

Description: Records of Llanfyllin Poor Law Union and The Meadows, 1841-1972, including minute books, 1841-1930; general and parochial ledgers, 1837-1861; general ledgers, 1861-1930; Treasurer's account books, 1914-1928; parochial ledgers, 1861-1922; case papers, c.1909-1930; records of boarded-out children, c.1911-1914; correspondence, 1871-1873; registers of inmates, 1885-1974; register of births, 1914-1941; register of deaths, 1914-1972; creed register 1909-1939; School Attendance Committee minute book 1877-1904.

Mgt_Group:

Mgt_Sub_Group:

Appraisal: All records deposited at Powys County Archives Service have been retained.

Accruals: Accruals are possible

Arrangement: Arranged into the following: Minute books; General and parochial ledgers; General ledgers; Treasurer's ledger books; Parochial ledgers; Case papers; Boarded-out children; Correspondence; Workhouse master, inmates; School Attendance Committee

Subject: Poor laws--Wales--Denbighshire--Administration; Poor laws--Wales--Powys--Administration; Llanfyllin

Person_Code: ANW/CORP/3238

Place_Code: ANW/PLACE/21

Place_Code/2: ANW/PLACE/18

Place_Code/3: ANW/PLACE/12

ACCESS

Location:

RestrictedAccess:

Access_Conditions: Powys Archive Office restrictions, relating to data protection, apply

Copyright:

Finding_Aids: A hard copy is available at the Powys County Archives Service.

Access_Status: Open

Physical_Description:

ACCESS

Location:

RestrictedAccess:

Access_Conditions: Powys Archive Office restrictions, relating to data protection, apply

Copyright:

Finding_Aids: A hard copy is available at the Powys County Archives Service.

Access_Status: Open

Physical_Description:

CONTEXT

Admin_History: Until the Poor Law Amendment Act 1834, relief of the poor was the responsibility of the parish. Following the Act, parishes were grouped into Unions that were charged to provide a workhouse for the relief of the able-bodied poor. Llanfyllin Poor Law Union was formed in 1837 and operated in the constituent parishes of Garthbeibio, Himant, Llandrimo, Llandysilio, Llanerfyl, Llanfar Caerwyn, Llanfechain, Llanfihangel-yng-Ngwynfa, Llanfyllin, Llangadfan, Llangynnew, Llangynog, Llanhaed-ym-Mochar, Llansanffraid Deuddwr, Llansanffraid-ym-Mechan, Llanwddyn, Meffod and Pennant in Montgomeryshire and Carreghofa, Llanarmon Mynydd-mawr, Llangadwaladr, Llangedwyn and Llanhaed-ym-Mochar in Denbighshire. The Board of Guardians responsible for the Union had other duties from time to time, including the registration of births, marriages and deaths, vaccinations, assessments of rates, sanitation, school attendance and infant life protection. By the time of the Local Government Act 1929, Unions were abolished and their duties transferred to County Councils, with responsibility for the poor being transferred to the Public Assistance Committee until 1948. The workhouse later became an old people's home called The Meadows (Y Dolydd) until its final closure in 1982.

Custodial_History:

Acquisition: Deposited 1982, 1984. Some records transferred from the National Library of Wales.

ALLIED_MATERIALS

Related_Material:

CATALOGUE_STATUS

Catalogue_Status: Catalogued

Country_Code: GB

Origination: Llanfyllin Poor Law Union

User_Restrictions: Usual copyright regulations apply.

Places Authority 1st of 3

Place_Name: Powys

PlaceEntry: Powys:Wales

6. CALM Extract – Item Level: Powys Archives

Catalog Conservation Loans
 - Catalog 13th of 67

IDENTITY

Level: Item
 Repository: Powys Archives GB 0223
 Ref_No: BQS/A/AC/259 Alt_Ref_No: B/Q/AC/259
 AccNo:
 Extent:
 Title: Handwritten letter from the Churchwardens and Overseers of the poor from the Parish of Trallong to the Parish of Llanelly. A notice to inform the parish they are appealing against the removal of a family from the Brecknock Workhouse. Attached is a review from W Parry, Brecknock Union Workhouses, regarding admittance into the house.
 DateOfRecords: 18 Nov-15 Dec 1851

CONTENT

Description:
 Format:
 Category:

ACCESS

Location: RestrictedAccess:
 Access_Conditions: Powys Archives restrictions relating to data protection apply
 Copyright:
 Access_Status: Open
 Physical_Description:
 Condition:

CONS_REQUIRED

Conservation_Priority:

ALLIED_MATERIALS

Related_Material:

Issue Loan
 Reports >
 Search Names
 Search Pieces
 < Back
 << Menu

CONTENT

Description:
 Format:
 Category:

ACCESS

Location: RestrictedAccess:
 Access_Conditions: Powys Archives restrictions relating to data protection apply
 Copyright:
 Access_Status: Open
 Physical_Description:
 Condition:

CONS_REQUIRED

Conservation_Priority:

ALLIED_MATERIALS

Related_Material:

CATALOGUE_STATUS

Catalogue Status: Catalogued

Appendix B

Stakeholders kick off workshop – agenda and slides. See separate document titled: *Powys CC Search the Assets Workshop 20220211.pdf*

Appendix C

Desk-based research into the options for a dedicated collections platform and front-end interface

Name	Type	URL	Description
iBase	Software	https://www.ibase.com/home?WINID=1649854200563	Digital asset management system that enables museums, galleries heritage and art to share images, videos, audio files and books. Includes payment integration.
Gallery Systems	Software	https://www.gallerysystems.com/solutions/online-collections/	eMuseum is an online tool for museums to integrate with CMS. Institutions can create dynamic exhibitions and integrate with website.
Omeka S	Software	https://omeka.org/s/the-mes/foundation/	Web publishing platform for institutions interested in connecting digital cultural heritage collections with other resources online. Open source.
The Exhibit	Exhibition Tool	https://blog.theexhibit.io/for-cultural-institutions/	The Exhibit is purpose built for publishing complete exhibitions online. They enable galleries, museums and other cultural institutions to cost-effectively publish exhibitions online.
Lucidea Archives Collections Management	Collections Management Software with front end interface	https://lucidea.com/archivera-archives-collections-management-software/	ArchivEra delivers features like workflows that map to archivists' requirements, easy finding aid generation, adherence to archival standards (ISAD(G), DACS, RAD, Dublin Core, EAD3), email integration for automated research request database creation, and an integrated portal to inform, educate and delight virtual visitors.
CollectionBuilder	Software	https://collectionbuilder.github.io/	CollectionBuilder is an open-source tool for creating digital collection and exhibit websites that are driven by metadata and powered by modern static web technology
Corals	Collections Platform	https://corals.photos/ Example interface: https://brumphotoarchive.co.uk/	Corals is a photo sharing platform specifically designed for museums, archives, libraries. Focus is allowing archives and museums to make collections more accessible to digital audiences.