



Bishopsgate Institute Digital Asset Management System (for Special Collections) Scoping Project Consultant Brief

1. The project

We are seeking an information systems consultant to support us in scoping a potential Digital Asset Management solution for Bishopsgate Institute.

2. About Bishopsgate Institute

Bishopsgate Institute is a space to discover new ideas, learn new skills and meet new people in the heart of the City. Our motto is **I never stop learning**, and this shapes our busy programme of courses, events and workshops.

The Institute was created “for the promotion of the education of the public... and the relief by all charitable means of those in need”. in 1894, to give the people living and working in the City of London the chance to discover and learn in extraordinary spaces.

The heart of Bishopsgate Institute is our unique special collections and archives. The collections tell the stories of everyday people and extraordinary events and are accessible to everyone in our Library.

You can find out more about us on our website: **bishopsgate.org.uk**

3. Why do we need a Digital Asset Management System for our Special Collections?

The Special Collections at Bishopsgate Institute include hundreds of thousands of digital images, videos, audio recordings and documents. This digital material has been either donated in digital form via digital transfers, or digitised by staff, volunteers or as part of a particular project. In recent years, the digital collections at Bishopsgate Institute have significantly increased, meaning that the need to ensure that they are managed effectively has become more pressing.

After some initial discussions, three possible components for the effective long-term management of our digital collections have been proposed:

- Improving Access

The current pandemic has meant that our building has been closed to both the public and staff for significant periods of time since March 2020. This circumstance has highlighted the need to make our digital collections more remotely accessible, both to researchers and staff, and the significant opportunity to grow our audience and impact by doing so. The idea of acquiring a searchable online database for our digital collections has been discussed. This would enable access to the digital collections for both staff and the public, allow us to set

download permissions for material, and potentially generate income from the sale of some of our images.

- Improving Preservation

At present, steps to preserve and care for the digital collections are being carried out manually at Bishopsgate Institute, but the rate of growth in our digital collections makes it difficult to keep up this work. The idea of acquiring software to aid with the preservation of digital material has been considered. This software would ideally process digital material from ingest to access in compliance with the ISO-OAIS reference model.

- Updating the current cataloguing system

At Bishopsgate Institute, the same cataloguing system has been used for 15 years. While it provides a system that allows for the creation of catalogue records that are searchable online, there is not a great amount of functionality for making digital material accessible. Ideally, we would like to consider updating this cataloguing system in the coming years, in the hope that researchers could filter results for digital content and view digital content more easily. Any cataloguing system that is acquired will need to provide for Library records as well as Archive records.

The completion of this project is likely to require external funding, but in order to apply for funding, we need to scope and cost the project. Our hope is to commence the project towards the end of the 2021/22 financial year or during 2022/23.

4. Purpose of this role

We are seeking an experienced consultant to support Bishopsgate Institute Special Collections in developing a plan for enhanced digital asset management and identifying possible software options to aid with the long-term management of its digital collections. The goal is to:

- Develop a clear plan for enhancing Digital Asset Management for the Special Collections at Bishopsgate Institute.
- Identify potential software to aid Digital Asset Management.
- Research potential software to enable understanding of what is the best fit for our digital collections.

The consultant will work closely with our Special Collections & Archives team, and we see the role as advisory, drawing on your existing expertise, providing recommendations and supporting our team in planning. Some initial investigation into possible systems has been completed and we have drawn up rough costings.

The work will include:

- Understanding the systems currently in place to aid with asset management and collection discovery for our Special Collections.
- Sourcing relevant software that could be used, either to help with one of the three components (improving access, improving preservation, and updating cataloguing system), or a combination of the components.
- Creating accurate costings for the project, considering
 - Any potential software;
 - Any staff and project management costs;
 - Ongoing support, management and upgrade costs;
 - Integration with our existing platforms, including our website (with the support of our digital agency);

- Any potential income that could be made.
- Providing recommendations on whether we should address access, preservation and cataloguing or focus on one or more of these elements initially.
- Providing recommendations on the project plan for scoping, developing and managing this project, including:
 - Timescales
 - Resourcing (both existing staff and requiring additional recruitment)
 - Required tasks
 - Risk management
- Ensuring that any potential software will be compatible with current IT infrastructure at Bishopsgate Institute, including our internal systems and website.
- Identify the income potential as well as any possible issues around licensing rights and reproductions of our collections.
- Working with our teams to consider any ongoing IT support that would be needed beyond the installation of software.

Following the successful completion of the project, there may also be an opportunity to continue to work with the Institute to further develop and implement the project – this would be scoped and briefed separately.

5. Person Specification

We're looking for someone who's passionate about what we do, and excited by the challenge of helping us to enhance the visibility of our digital collections and ensure their long-term preservation. You'll be keen to quickly develop a deep understanding of our unique Collections and the way in which they are used by various audiences.

You'll have expertise across an Information Technology spectrum, and have experience of working with Digital Asset Management systems, preferably in a Special Collections environment. You will have a knowledge of current software that is available, and an understanding of the infrastructures required to make them work successfully.

You will be a great communicator, who is able to overcome the challenges of presenting findings and ideas to staff via video meetings. You will be willing and able to work together with the Special Collections and IT staff, in order to understand Digital Asset Management priorities and find best-fit solutions.

6. Key Contacts

You will work closely with members of our Special Collections team, and members of our Senior team.

Rosie Baker – Head of Business Delivery

Melissa Boxall – Head of Audiences & Communications

Stefan Dickers – Special Collections and Archives Manager

Colleen Goldspink – Library and Digital Archive Manager (lead contact)

7. Budget

The available fee for this work is £5,000 plus VAT. We envisage the project being delivered between March and May 2021. 50% of the project fee will be paid in March, and 50% on delivery.

We have outlined the proposed work above but would be happy to discuss approaches to delivering the project and what can be achieved within this fee.

The Institute building is currently closed, and the work is likely to be delivered remotely, with the expectation that the consultant will attend meetings in our London building once we reopen, if appropriate.

8. Timeline

Brief shared: February 2021

Deadline for applications: 1 March 2021

Video meetings with applicants: Friday 5 March 2021

Appointment: Week beginning 8 March 2021

Project carried out: March - May 2021

9. How to apply

Please supply a short proposal (max 2 pages), outlining:

- Why you are interested in working with Bishopsgate Institute
- Examples of previous similar projects that you have been involved in
- Your proposed approach to delivering this project, including a breakdown of time allocated to tasks and total number of consultancy days
- Two referees from relevant projects

To submit a proposal, or enquire further about this project, please email:

library@bishopsgate.org.uk

We value and celebrate diversity, and we welcome applications from under-represented communities in our sector, including Black, Asian, and Minority Ethnic communities, LGBTQ+, neurodiverse and disabled candidates. We want to make sure we represent the society in which we work but recognise that the cultural sector still has much work to do in this area.