



Digital**Preservation**Coalition

Annual Company Report



1 August 2003 - 31 July 2004

The Digital Preservation Coalition is a company limited by guarantee, incorporated in England and Wales. Registration number 4492292.

Registered Office: Innovation Centre, York Science Park, Heslington YO10 5DG

The Digital Preservation Coalition

Mission and Goals

The aim of the **Digital Preservation Coalition** is to secure the preservation of digital resources in the UK and to work with others internationally to secure our global digital memory and knowledge base. In order to achieve this aim, the Coalition has the following long-term goals:

1. Producing, providing, and disseminating information on current research and practice and building expertise amongst its members to accelerate their learning and generally widen the pool of professionals skilled in digital preservation.
2. Instituting a concerted and co-ordinated effort to get digital preservation on the agenda of key stakeholders in terms that they will understand and find persuasive.
3. Acting in concert to make arguments for appropriate and adequate funding to secure the nation's investment in digital resources and ensure an enduring global digital memory.
4. Providing a common forum for the development and co-ordination of digital preservation strategies in the UK and placing them within an international context.
5. Promoting and developing services, technology, and standards for digital preservation.
6. Forging strategic alliances with relevant agencies nationally and internationally, and working collaboratively together and with industry and research organisations, to address shared challenges in digital preservation.
7. Attracting funding to the Coalition to support achievement of its goals and programmes

Chair's Introduction

An Annual Report always provides an excellent opportunity to step back and reflect on highlights and achievements of the year and this second Annual Report of the Digital Preservation Coalition also enables us to assess the extent to which the DPC has been able to consolidate the progress made during its first year of operation as a company.



Major highlights of this second Annual Report are:

- **Sponsoring the first ever Digital Preservation Award.**

It was a great thrill to be able to encourage and reward innovation and effort in this relatively new area and we were delighted at the calibre of applications for the award. The first award was won by the National Archives for their Digital Archive and was presented at the 2004 Conservation Awards ceremony in June.

- **Developing a Technology Watch service of reports on key issues in digital preservation.**

The first two reports in this series were an Introduction to OAIS (in collaboration with OCLC), and a report on Institutional repositories.

- **Forging a formal strategic alliance between the DPC and the Library of Congress.**

The occasion of the 8th DPC Forum in June provided an opportunity for Laura Campbell and I to sign a Memorandum of Understanding between our two organisations. Collaborating with colleagues internationally has always been a key objective for the DPC and this new MOU adds to the highly successful collaboration with the National Library of Australia.

- **A survey of DPC members as the first stage of a UK Needs Assessment Exercise.**

This has enabled a detailed picture of the status of digital preservation within DPC Members' institutions, volumes of material held by them (where appropriate), their participation in projects and working groups, and their views on priorities for further activity.

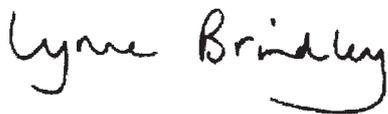
- **Commencing a review of the DPC Membership structure.**

We felt it was timely to reassess the structure of the DPC and to consider how the work programme of the DPC could be achieved in the most equitable and effective way.

In terms of ongoing events and activities two DPC Forums were held during the year. The first was held at the National Archives in September 2003 helped to celebrate Archives Awareness week. The second Forum, held at the British Library in June 2004, focussed on efforts to address digital preservation challenges in a global context. The quarterly reports of *What's New in Digital Preservation?* helped to keep us all up to date and their increasing size is evidence of the huge amount of related activity going on. Finally, the establishment of the Digital Curation Centre in March 2004 and co-funded by two full DPC members, JISC and the e-Science Core Programme, marked the beginning of a new step in the practical support required by emerging digital repositories and we look forward to a fruitful collaboration between the two organisations.

Neil Beagrie was not only the first DPC Company Secretary but was also instrumental in establishing the DPC. After a transition period after the appointment of a full-time staff member, Neil resigned as Company Secretary in November 2003 and Maggie Jones, DPC Co-ordinator, took on the role of Company Secretary from that time on. We are indeed grateful to JISC for providing the considerable support required to get the DPC up and running before a full-time post was established. Thanks also to Maggie Jones, who is so ably moving the DPC Agenda forward in a positive way.

All in all, it has been a productive and exciting year!

A handwritten signature in black ink that reads "Lynne Brindley". The signature is written in a cursive, flowing style.

Lynne Brindley *Chair, Digital Preservation Coalition*

Achievements – Highlights from the Year

Digital Preservation Award

The DPC sponsored the first ever digital preservation award, which was presented by Loyd Grossman at the 2004 Conservation Awards, held at the British Library on 22 June 2004. The process involved inviting applications for the Award, screening the nine eligible applications to a shortlist of five, and judging the five shortlisted candidates. The judging panel was chaired by Richard Boulderstone, Director of e-Strategy at the British Library and also consisted of, Kevin Ashley (ULCC); Sheila Anderson (AHDS); David Dawson (MLA); Barry Fox (independent journalist); Nick Higham (BBC), Chris Rusbridge (University of Glasgow); and David Saunders (National Gallery). The shortlisted candidates were:

- The CAMiLEON project
- The JISC Continuing Access and Digital Preservation Strategy
- JISC/Wellcome Trust Web Archiving feasibility study
- The National Archives' Digital Archive
- The National Library of New Zealand's Preservation Metadata Extraction Tool



l to r David Thomas (TNA); Neil Beagrie (BL/JISC); Steve Knight (NLNZ); Paul Wheatley (CAMiLEON); Sarah Tyacke (TNA); David Ryan (TNA); David Holdsworth (CAMiLEON) and Graham Coe (NLNZ) at the 2004 Conservation Awards, British Library Conference Centre, 22 June 2004

All shortlisted candidates gave a presentation to the judging panel, who assessed each against selection criteria which had been provided to each candidate and made available from the DPC website in advance. The judges reached a unanimous decision to award the prize to the National Archives for their Digital Archive, but also to award a specially commended certificate to the CAMiLEON project. All five shortlisted projects have made a unique contribution to advancing the digital preservation agenda and it was good to be able to highlight their efforts in the prestigious setting of the 2004 Conservation Awards event, and also to place digital preservation in an unfamiliar context of traditional conservation.

DPC Advocacy Campaign

The DPC has contracted with Anna Arthur PR, a professional Media and PR agency, to handle media relations and place relevant stories. The agency has worked with the coalition since its launch in February 2002 to create a broad public awareness of digital preservation as an issue, and of the work and aims of the DPC. During this last year, the campaign has focussed primarily on the Digital Preservation Award and the DPC June Forum. Prior to the Award Ceremony in June, Anna Arthur PR maintained regular contact with their extensive list of press contacts from the national press and specialist publications. This continuous communication and lobbying has helped to ensure that digital preservation is lodged in the minds of key media contacts. Several representatives of the media were invited to the Awards event and were emailed embargoed copies of the press release in advance of the ceremony. Reports on the Digital Preservation Award were included in *Electronic Public Information*, July / August 2004, and the July / August issue of *Managing Information*. Laura Campbell was interviewed by Elspeth Hyams for an issue of *Library Information Update*, to be published in the autumn. Robbie Hudson, freelance journalist, contacted the DPC Secretary and several DPC members and allies for background for an article on digital preservation. The article, 'Saviours of the Lost Archives' appeared in the *Sunday Times* on May 2 2004.

Representation and Advocacy

During the year the DPC prepared a response to the public consultation draft of the Archives Task Force report. The DPC also co-ordinated a UK response to a questionnaire prepared by the Netherlands EU Presidency which, in cooperation with the Minerva National Representative Group is preparing new actions and strategies for co-ordinating the digitisation of cultural heritage in Europe. The DPC response stressed the distinction between digitisation and digital preservation and that the latter was the focus of the DPC.

Other advocacy contributions and meeting presentations made on behalf of the DPC over this period include:

1-9 August 2003	IFLA Annual Conference, Berlin. Participation in Digital Preservation Workshop, 7 August
3 September 2003	Forum for Network Coordination, MLA, London
1 October 2003	Presentation for CILIP Preservation and Conservation Panel
15 October 2003	UKDA organised Workshop on the Preservation of Digital Records for the East of England Regional Archives Committee, Cambridge
16-17 October 2003	The Future of Digital Memory and Cultural Heritage, organised by the Italian Presidency of the European Union, Florence
18 November 2003	AHDS organised NOF-Digi Workshop
17 March 2004	ALPSP Seminar: Preserving the Knowledge of Science

Dissemination and Current Awareness

Technology Watch reports

Two reports were commissioned during the year, on topics of key importance to many DPC members. The first Technology Watch report was prepared by Brian Lavoie in a joint DPC/OCLC report, *An Introduction to OAIS*. Brian Lavoie is well known for his work on preservation metadata and his in-depth knowledge of OAIS and ability to make complex information readily comprehensible was ideally suited for the task of writing an introduction to this key standard. Paul Wheatley was commissioned to write the second Technology Watch report, *Institutional Repositories in the Context of Digital Preservation*. The long-term implications of institutional repositories tend to get scant attention so we felt there was a requirement to address this gap. Paul's experience and expertise from the Cedars and CAMiLEON project have made him well known in the digital preservation community and provided excellent credentials for writing this report. Other reports will be commissioned next year.

What's New in Digital Preservation?

A product of the successful collaboration between the National Library of Australia and the DPC, the web publication, *What's New in Digital Preservation?* provides a valuable service in monitoring developments in digital preservation and a brief synopsis of them.

The DPC produced three issues of *What's New in Digital Preservation?* in collaboration with the National Library of Australia (NLA) over this period. Compilation on behalf of the DPC was contracted out to Michael Day at UKOLN. Compilation on behalf of NLA has been undertaken by Gerard Clifton

<http://www.dpconline.org/graphics/whatsnew/index.html>

The Digital Preservation and DPC-DISCUSSION email lists

The digital Preservation list on JISCmail grew to more than 1000 members during the year. The list is moderated by the DPC Secretary and Neil Beagrie and carries regular announcements and information on activities relevant to the preservation and management of digital materials. It is also used to disseminate public information on the work of the Digital Preservation Coalition and related initiatives.

Previous messages posted to the list are accessible from the list archive. The archive and a joining-the-list web-form is available at:

<http://www.jiscmail.ac.uk/lists/digital-preservation.html>

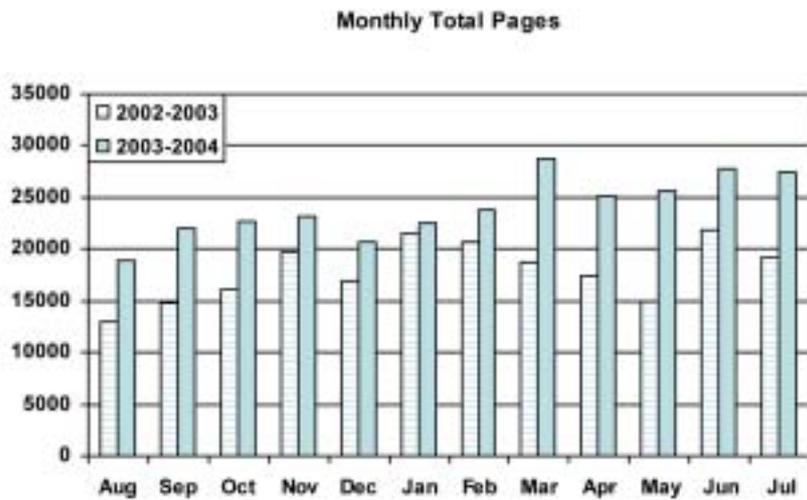
A private DPC discussion (DPC-DISCUSSION) list for members and allies includes a regular monthly update on DPC activities.

DPC Website

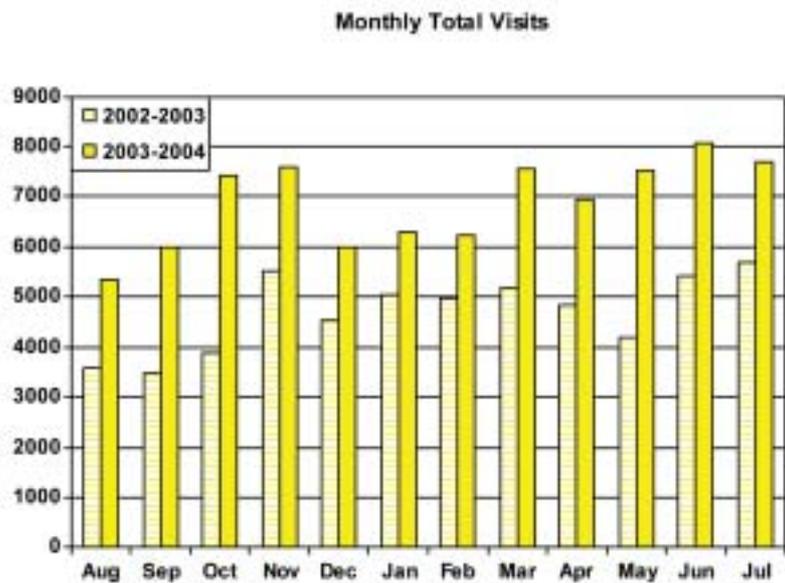
The DPC website has received 82,697 visits and 2,199,553 hits over this period, an increase over last year of 47% and 58% respectively.

**Usage Statistics for www.dpconline.org
Comparison 2002-2003 with 2003-2004**

Month	Monthly Total Pages	
	2002-2003	2003-2004
Jul	19234	27364
Jun	21881	27728
May	15020	25631
Apr	17405	25154
Mar	18656	28814
Feb	20628	23838
Jan	21575	22588
Dec	16962	20785
Nov	19768	23197
Oct	16038	22728
Sep	14838	22056
Aug	13029	18860
Totals	215034	288743



Month	Monthly Total Visits	
	2002-2003	2003-2004
Jul	5658	7709
Jun	5407	8076
May	4180	7506
Apr	4828	6932
Mar	5166	7572
Feb	4977	6248
Jan	5040	6315
Dec	4550	5987
Nov	5521	7574
Oct	3883	7411
Sep	3481	6005
Aug	3508	5364
Totals	56319	82697



Management of the website is contracted to the Silk Route and the company principal, Alyson Jackson has worked with the DPC Secretary on an ongoing improvement of the DPC website. This work has included standardising page design and navigation, and reorganising the structure slightly, as well as making a number of additions to the site. Additions to the Members' Area have included standard Powerpoint presentations for use by DPC members. The DPC Members' survey also provided a number of additions to the public area of the website, including the map of DPC Members, which shows each DPC members location and also provides details of their digital preservation activity. The map is available from:

<http://www.dpconline.org/graphics/join/mi-map.html>

**Usage Statistics for www.dpconline.org
01.08.03 – 31.07.04**

Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Jul_2004	7047	4469	882	248	3666	1738741	7709	27364	138553	218478
Jun_2004	8445	4892	924	269	3825	1664468	8076	27728	148778	253365
May_2004	6844	3934	828	242	3972	1588418	7506	25631	121956	212174
Apr_2004	7545	4134	838	231	4162	1871595	6932	25154	124033	226380
Mar_2004	8052	4197	929	244	4337	1855253	7572	28814	130114	249615
Feb_2004	6624	3493	822	215	3827	1483352	6246	23838	101312	192097
Jan_2004	4672	2785	728	203	3185	1115583	6315	22588	86352	144843
Dec_2003	3917	2383	670	193	2930	1076126	5967	20785	73885	121451
Nov_2003	5655	3229	773	252	3859	1312256	7574	23197	98674	169689
Oct_2003	5771	3422	733	239	3821	1430289	7411	22728	108106	178904
Sep_2003	4338	2533	735	200	2895	1106515	6006	22056	75992	130145
Aug_2003	3304	2010	608	173	2519	948955	5364	18860	62333	102454
Totals						16990529	82697	288743	1264288	2199553

Strategic Alliances

The DPC Forum on 23 June provided an ideal opportunity to formally sign an agreement between the Library of Congress and the DPC. Laura Campbell, Director of Strategic Initiatives at the Library of Congress and Lynne Brindley, Chair of the DPC, signed a Memorandum of Understanding for the two organisations to work together.



Laura Campbell and Lynne Brindley sign an agreement between the Library of Congress and the Digital Preservation Coalition during a break in the DPC Forum 23 June 2004

There has been regular contact between the DPC and Cornell University throughout the year regarding the Cornell Digital Preservation Training Workshops, led by Anne Kenney and Nancy McGovern. The workshops offer an excellent model which could usefully be adapted to the UK environment and we look forward to further fruitful collaboration with Cornell next year.

Other meetings with overseas colleagues included:

- 16 March 2004* Neil Beagrie and Maggie Jones met with Andrew Wilson, National Archives of Australia while he was visiting the UK.
- 20 April 2004* Maggie Jones met with Pam Gatenby and Colin Webb, at the National Library of Australia to discuss developments in Australia and the DPC/NLA collaboration.
- 22 June 2004* Lynne Brindley and Maggie Jones met with Birte Christensen and Svend Larsen of the Statsbiblioteket, Denmark to discuss implementation of legal deposit and related matters.
- 24 June 2004* Maggie Jones met with Steve Knight and Graham Coe, National Library of New Zealand to share developments at the National Library of New Zealand and the DPC.
- 14 July 2004* Maggie Jones met with Gerard Clifton, National Library of Australia while he was visiting the UK.

DPC Events

DPC Forums

The DPC Forum programmes were organised by the DPC Secretary and supported by contracted administration from Complete Support Ltd. Two Forums were held during the year and both received positive feedback from delegates. The first Forum, Archives: adapting to the digital age, was held on 24 September 2003 at the National Archives, Kew and timed to coincide with Archives Awareness week. The format differed from previous Forums and included practical demonstrations of PRONOM and TNA's Digital Archive and tours of TNA. The Forum addressed several comments from feedback forms for practical case studies, information on developments in records management, and collecting and preserving digital materials. Presentations from TNA, UKDA, and DTI provided a lively and informative programme. Comments from feedback forms included 'Very rewarding', 'Most interesting and useful', 'It delivered the programme as set out, and clarified many issues', 'relaxed and informative'. The second Forum, Digital Preservation: the global context was held on 23 June 2004 and attracted the biggest audience to date for a DPC Forum. More than 100 delegates heard speakers from NDIIPP, Erpanet, DLF, RLG, OCLC, Cornell, e-Science Core Programme, the Digital Curation Centre, Cornell, LOCKSS, and JSTOR. The Forum provided a rich and fascinating glimpse of a range of different perspectives and the depth of effort being put into addressing some of the key global challenges in digital preservation. Perhaps not surprisingly, the importance of collaboration and the need for trust were key themes emerging from most of the presentations. Comments from the feedback forms included 'Excellent – best yet', 'Exciting and stimulating and educational', 'Very useful and comprehensive coverage of the area', 'Well organised, informative, useful networking opportunities'.

Reports and presentations from the DPC Forums have been made available on the DPC website at <http://www.dpconline.org/graphics/events/>.

DPC Training Workshop

A DPC training workshop was given in Belfast and presented by Maggie Jones, and Kevin Ashley. This was the third Workshop, two similar workshops had been held last year. The workshops were developed in response to DPC member request for training and based around *Preservation Management of Digital Materials: a Handbook* and other customised presentations and materials. The format of the workshops has always included a case study from a DPC member organisation, in this case, PRONI. Delegates from three DPC member organisations, PRONI, Trinity College Library, Dublin, and CITUNI were represented at the Workshop as well as other invited delegates. The Workshop was opened by Aideen McGinley, permanent secretary of the Department of Culture, Arts and Leisure and Gerry Slater, Chief Executive of PRONI provided an introduction, which provided welcome endorsement of the need for digital preservation training.

DPC Members' Survey

This survey was the first stage of the UK Needs Assessment and was conducted between July and October 2003. It was undertaken as a consultancy by Duncan Simpson under the direction of the DPC Secretary. There was an excellent response rate of almost 90%, which yielded much valuable data. A workshop held in November 2003 highlighted initial findings of the survey and also proposed a number of follow-up activities. A report of the survey was emailed to DPC members in March 2004.

The major findings were as follows:

- There was a high degree of consistency in issues identified, and suggestions for action. For example, more 'joined up' strategic activity and partnership; more emphasis on the problems facing small, local and regional bodies and how to support them; more support activity, such as the Digital Curation Centre; infrastructure development, practical projects; standards; involvement of commercial sectors.
- Almost all respondents stated that their strategic planning documents either did, or would soon, contain reference to digital preservation.
- Notwithstanding the above, few organisations give digital preservation a high public profile through their websites.
- There will be a need for new staff and a pool of appropriate expertise does not already exist so a strong training and development need is indicated.
- Imminent loss of material does not appear to be at crisis level but there is a pressing need to make a strong case for investing in digital preservation.
- Benefits of digital preservation are seen to lie chiefly in cultural benefit (the existence and availability of a national record), public good benefits, business continuity, and support for important government policy such as life-long learning, inclusivity and furtherance of health policy.

The survey report identified thirteen recommendations for action, including three which required action by DPC members, regarding ensuring corporate planning documents include a clear reference to digital preservation; adding membership of the DPC to websites; development of formal policy statements on selection for preservation, which recognises the importance of lifecycle management. All survey recommendations were provided to a post-survey workshop for validation and analysis. Further ongoing work undertaken by Duncan Simpson on behalf of the DPC has included:

- Refining details of volumes and formats held
- Completing details of project work being undertaken, to ensure consistency and comprehensiveness
- Developing case studies indicating risk of loss
- Preparing a case for a sample survey of small, regional organisations which will help determine the volumes and formats already held and provisions for long-term management of them.

- With funding from JISC, commissioning Cornwell Management Consultants to prepare a report outlining the likely demand, costs and potential suppliers for an intensive training programme based on the Cornell Workshop model.

Member activity

Details of DPC Member projects were gathered as part of the DPC Members' survey and may be viewed at:

<http://www.dpconline.org/graphics/join/projects.html>.

They reveal a significant amount of effort on a range of projects designed to assist the practical progress of a digital preservation agenda in the UK.

Digital Curation Centre

The JISC and e-science core programme have jointly funded development of a Digital Curation Centre and bids were invited in September 2003. The successful proposal, of a consortium of the University of Edinburgh, University of Glasgow, Council for the Central Laboratory of the Research Councils, and UKOLN, was announced in February 2004. The Digital Curation Centre is expected to become a full member of the Digital Preservation Coalition as part of its establishment and we look forward to a close working relationship between the two organisations.

JISC Call for Proposals 4/04

In June 2004, JISC sent out a Call for Projects in Supporting Institutional Digital Preservation and Asset Management. Funding of the order of £700,000 over two years has been committed to encourage and support embedding digital preservation and asset management within the UK HE/FE community. The DPC was involved in two bids and several individual DPC members have been involved in project proposals, which will be announced later in the year. Successful projects will commence during 2004/05.

DPC Membership Structure

The DPC was formed in 2001 and became a company limited by guarantee in 2002. During that time it has grown from an initial membership of nine to a membership of twenty seven, including ten full members. Membership income is the primary means of DPC funding to achieve its goals and the support of members has enabled ongoing events, new initiatives, the appointment of a full-time staff member, and a build up of reserves. It is now timely to review the membership structure and this process was begun during the year, with a series of discussion papers for the Board. ESYS was commissioned to assist the process by looking at the business case and reviewing options for a membership structure and income which will provide adequate funds to effectively deliver the DPC work programme over the next three years. This process will continue during 2004/05 with a view to finalising a revised structure before the 2005/06 renewals.

People

DPC Board Members and Directors

Lynne Brindley (Chair)	British Library
Reg Carr (Vice Chair)	HEFCE (Joint Information Systems Committee)
Kevin Ashley	University of London Computer Centre
Chris Batt	The Council for Museums, Archives and Libraries†(MLA, formerly Resource)
Lorcan Dempsey	Online Computer Library Center (OCLC)
Tony Hey	Dept. of Trade and Industry (e-Science Core Programme)
Alison Horsburgh (to 4/11/03)	National Archives of Scotland
Laura Mitchell (from 4/11/03)	National Archives of Scotland
Richard Ovenden	Consortium of University Research Libraries (CURL)
David Ryan	The National Archives
Helen Shenton	British Library
Gerry Slater	Public Record Office of Northern Ireland (PRONI)

DPC Staffing and Company Secretaries

Maggie Jones

Maggie Jones was appointed to the DPC Co-ordinators position and became the first DPC member of staff in May 2003 and became Company Secretary when Neil Beagrie resigned from this post in November 2003.

Neil Beagrie

Neil provided key support in the initial establishment of the Digital Preservation, in his role as JISC Programme Director for digital preservation. He was also the first Company Secretary for the Coalition, from its incorporation in July 2002 until November 2003.

DPC Consultants

As the permanent staffing of the DPC is so small, it is critically dependent on a range of specialist consultants to help achieve the DPC workplan. The following consultants contributed to the DPC over the reporting period.

Anna Arthur PR

Anna Arthur PR is a professional PR and Media company which has been engaged by the DPC to support its Advocacy Campaign. The company provides a key role in contacting the media and assisting the DPC in obtaining relevant coverage.

Complete Support Ltd

Complete Support is a professional events organising and support company. They have been contracted to provide registration and administrative support for the DPC Forums and training events.

Cornwell Management Consultants

Cornwell is an independent company specialising in strategic, management and technical IS consultancy for major public sector organisations. They have special skills in Electronic Records Management and Electronic Document Management. Cornwell were commissioned by the DPC to undertake the JISC funded report on digital preservation training needs analysis.

Brian Davies

Brian Davies was a freelance consultant before his retirement in May 2004. He co-ordinated the first two Technology Watch reports on behalf of the DPC.

Michael Day

Michael Day is employed as a research assistant at UKOLN in Bath, which is one of the DCC partners. He has been contracted by the DPC to work with the National Library of Australia on compilation of What's New in Digital Preservation?

ESYS

ESYS is an independent strategic consultancy specialising in business analysis, market strategy and technology developments. ESYS were commissioned to assist the DPC in reviewing its membership structure.

Najla Semple

Najla Semple worked at the University of Edinburgh and has been heavily involved in digital preservation activities for a number of years. Since working as a freelance consultant, Najla has undertaken work for the DPC, including preparation of DPC Powerpoint slides.

The Silk Route

Alyson Jackson is the Director of The Silk Route web design and management company and has managed the DPC website since November 2003.

Duncan Simpson

Duncan Simpson has undertaken several consultancies on behalf of the DPC and has undertaken the DPC Member's survey and follow-up work during this year.

Mike Taylor

Mike Taylor is a freelance graphic design consultant and prepared the graphics for the Digital Preservation Award at the 2004 Conservation Awards.

Membership

Participation in the Coalition is open to all sectors including commercial, cultural heritage, educational, central and local government, and research. Members of the Coalition must be collective or not for profit organisations who can subscribe to the public mission, goals and principles of the Coalition but other organisations can participate in alliances. Membership is also open to other “membership organisations” with UK members.

There are currently three classes of participation: Full Members, Associate Members, and Allied Organisations or Individuals. Organisations can also sponsor Coalition activities, or projects and events to be undertaken by the Coalition. There were twenty seven members of the DPC during the reporting period. Full members during this period were The British Library; Consortium of University Research Libraries (CURL); e-Science Core programme; JISC; Council for Museums, Archives and Libraries (MLA, formerly Resource); OCLC; National Archives of Scotland; Public Record Office of Northern Ireland; The National Archives; and the University of London Computer Centre. Associate DPC members were Arts and Humanities Data Service (AHDS); Association of Learned and Professional Publishers (ALPSP); BBC Information and Archives; Central IT Unit for Northern Ireland (CITUNI); Council for the Central Laboratory of the Research Councils (CCLRC); Ministry of Defence (MOD); National Electronic Library for Health (NELH); National Library of Scotland; National Library of Wales; Natural History Museum; Open University; Publishers Association (PA); Research Libraries Group (RLG); Trinity College Library Dublin (TCLD); UK Data Archive (UKDA); the University of York Library; Wellcome Trust Library.

DPC Meetings over the Year

<i>24 September 2003</i>	DPC Forum (Archives: adapting to the digital age)
<i>4 November 2003</i>	DPC Board Meeting
<i>4 November 2003</i>	DPC Survey Workshop
<i>23 January 2004</i>	DPC Board Meeting
<i>23 January 2004</i>	First AGM
<i>26 February 2004</i>	DPC Training Workshop, Belfast
<i>11 March 2004</i>	DPC Board Meeting
<i>22 June 2004</i>	DPC Board Meeting
<i>22 June 2004</i>	2004 Conservation Awards, British Library
<i>23 June 2004</i>	DPC Forum (Digital Preservation: the global context)

Summary Financial Statement

	£	£
Income:		
Membership subscriptions		132,988
Non-members forum fees		<u>16,540</u>
		149,528
Expenditure:		
Salaries	37,829	
Other staff costs	–	
Pensions	4,877	
Telephone	65	
Postage and printing	3,500	
Travel & Subsistence	6,482	
Room hire	2,923	
Sundry expenses	433	
Audit and accountancy	1,250	
Legal fees	764	
Companies House	15	
Consultancy	9,163	
Computer costs	662	
Grant to Conservation Awards	–	
Web site costs	5,152	
Interview costs	–	
Public relations	17,625	
Hospitality	1,655	
Forums and meetings	13,092	
Office service charge	2,069	
Staff training	<u>–</u>	
		<u>107,556</u>
		41,972
Depreciation:		
Computer equipment		<u>621</u>
Net incoming for the year		£41,351
Designated funds for Training and Technology Watch		15,896
Added to General Reserves		53,866
General Reserves:		
Reserves brought forward from 2002-3		68,509
Reserves added 2003-4		<u>53,866</u>
		122,375

*The DPC Accounts are audited by Judith Matthiae & Co,
The Tythings, West Winterslow, Salisbury, Wiltshire, SP5 1RE*

