**Note on Two Meetings about the School of Geography Working Papers**

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**Meeting One**

1400-1430, Monday 25 February 2019, Mumbai Meeting Room, Garstang 10.10

Present:

Tim Banks, IT Relationship Manager, Faculty of Environment & Other Faculties

Guy Ziv, Academic Lead on School of Geography IT

Phil Rees, Retired Professor, Academic Lead on School of Geography Working Papers

Current Location of SoG Working Papers

Tim Banks reported that the University IT Team had located the digital copies of the Working Papers on a “legacy” server. They have been linked to the following web page:

<https://csapblog.leeds.ac.uk/csap-working-papers/>

which is live. However, IT intends to discontinue use of this server within 12 months, as it will be out of warranty.

Note that a search for School of Geography, University of Leeds Working Papers leads to:

<https://www.geog.leeds.ac.uk/research/csap/outputs/working-papers/>

which has no links to the digital copies.

Options for Long Term Preservation

Tim Banks identified three options:

* Place them on the server that supplies content to the current SoG web pages
* Place them on the British Library repository for UK published digital materials
* Place them on a University of Leeds repository (e.g. White Rose).

In all case, there would be links to the relevant SoG Web Page (under CSAP research group, publications, Working Papers).

He argued that the British Library was the best option as preservation of British digital publications is at the heart of their mission.

Searchable Contents

Guy Ziv raised the question: could the PDF scans be converted, where necessary, to text searchable by web browsers. This would mean that the Working Paper locations would be picked up by aggregators such as Web of Science, Google Scholar or Researchgate. There were two options: (1) just adding key words or (2) making the whole text searchable.

Phil Rees pointed out that only some Working Papers contained key words, but that they might be added (e.g. based on the Abstracts, which most Working Papers have). He noted that the Working Papers come in two different format: (1) PDFs created from the original MS Word documents (from the 1990s onwards); (2) PDFs created by scanning paper copies (before the 1990s).

Tim Banks reported that IT and the Library have optical character recognition (OCR) software to convert scanned images into searchable texts.

Project to Digitise Missing Working Papers

Phil Rees reported on the status of the Working Papers in terms of digitising. Table 1 classifies papers by current status.

Actions

Tim Banks to contact British Library (Boston Spa) to explore use of BL Repository

Phil Rees to meet with Jodie Double (Library) to discuss digitizing project further.

Guy Ziv, with Phil Rees, to put together the case for School investment in completing the digitizing of the School’s working papers.

**Meeting Two**

1500-1600, Tuesday 26 February, 2019, New Zealand Meeting Room, Manton 10.138

Jodie Double, University of Leeds Library, Digitizing Team

Phil Rees, Retired Professor, Academic Lead on School of Geography Working Papers

Background to the School’s Working Paper Series

Phil Rees provided information on the Working Paper Series.

The Digitizing Project So Far

Table 1 indicates that 65% of SoG Working Papers have been digitized to date, 32% are available in the Library to be digitized and 3% needed to be traced.

Current Location of the Digital Working Papers

See page 1 for a note on the current location.

Location for the Working Papers if held in Leeds

Jodie Double recommended the White Rose Repository as a suitable place for storing the digital working papers. However, Phil Rees was sceptical as he had found searching the White Rose Repository internally was very difficult and that an external Google search, provided the searcher had full details, was more efficient. But vaguer searches had not been tested. This was based on searches for PhD theses of his students that he knew had been deposited.

Digitizing Library Holdings

Jodie Double indicated that the Library’s digital resources were fully committed to digitizing collections whose paper copies were at serious risk of disintegration.

Tracing the Missing Items

Phil Rees accepted responsibility for tracking down the missing elements from within his own archive or by contacting authors whose addresses could be tracked down.

**Table 1: School of Geography Working Papers: Digitizing Task**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Variable** | **Working Papers** | **% of Working Papers** | **Pages** | **Costs:  Student Hours** | **Costs:  Student**  **£** | **Costs: Outsourcing to digitizer service** |
| Digitized (26/02/19) | 485 | 64.8 | 12870 | na | na |  |
| Not digitized | 264 | 35.2 | 7006 | 66 | 660 |  |
| Total | 749 | 100.0 | 19876 |  |  |  |
| Not digitised: in Library | 240 | 32.0 | 6369 |  |  |  |
| Not digitised: not in Library | 24 | 3.2 | 637 |  |  |  |

Notes

Parameters for costing: Pages per paper digitized = 26, Papers per hour = 4, Cost per hour = £10

The costing parameters are guestimates and will need to be revised.

If no funds are available, Phil Rees might be prepared to do the digitizing work using, with permission, the University digitizing machine, which scans two pages at a time.