



CHARISMA

**Cultural Heritage Advanced
Research Infrastructures: Synergy
for a Multidisciplinary Approach to
conservation/restoration**

ARCHLAB WELCOME DESK ON LINE

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For more information on CHARISMA, its partners and contributors please see <http://www.charismaproject.eu/>

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1. EXECUTIVE SUMMARY

ARCHLAB is a transnational access service offered to European users (and users from associated countries) in order to let them carry out at best their research, consulting the archives of scientific and technical data of six prestigious European laboratories working in heritage conservation and research.

The *Welcome Desk* main objective is to facilitate a profitable access offering users a continuous assistance, starting from the initial proposal preparation up to the final exploitation of the knowledge stored in the open archives.

The website section ARCHLAB *Welcome Desk* as MOLAB and FIXLAB ones, was leaded, implemented and updated within the access advanced facilities work packages (WP5,WP6, WP7) during the project access activity.

This report outlines the purposes, structure and duties of the *Welcome Desk* for the ARCHLAB access activity, as they are described for the benefit of the users within the public pages of the CHARISMA project website.

2. INTRODUCTION

Within CHARISMA,ARCHLAB consists of a set of scientific archives and databases provided by the laboratories of the following six institution:







- The British Museum;
- CNRS-LC2RMF;
- Institut Collectie Nederland;
- National Gallery of London;
- Opificio delle Pietre Dure;
- Museo del Prado.

The user can benefit from access to scientific and technical archives of one or more infrastructures, focused on his own research topic.

The organisation of the ARCHLAB

service, as well as the list of the available facility (archives, databases, sample collections) and other information useful for users, are described within the pages of the CHARISMA website (see <http://www.charismaproject.eu>).

Within this site, activities and duties of the *ARCHLAB Welcome Desk* are presented, accompanied by the presentation of the opportunities provided by each infrastructure.

Facilities	
	Centre de Recherche et de Restauration des Musées de France, Palais du Louvre, Paris, FR ARCHLAB the archives of European Museums and Cultural Heritage Institutions, FIXLAB the platforms of European large and medium scale facilities - PLATFORM A, MOLAB the mobile facilities for in situ non-invasive measurements CNRS-LC2RMF UMR 171 Laboratoire du Centre de Recherche et de Restauration des Musées de France Palais du Louvre, 14 Quai F. Mitterrand 75001 Paris, FR
	The National Gallery London, UK ARCHLAB the archives of European Museums and Cultural Heritage Institutions INGL - The National Gallery Scientific Department, Trafalgar Square London WC2N 5DN, UK
	The British Museum, London, UK ARCHLAB the archives of European Museums and Cultural Heritage Institutions BM - The British Museum Department of Conservation and Scientific Research- Great Russell Street, London, WC1B 3DG - UK
	Opificio delle Pietre Dure, Firenze, IT ARCHLAB the archives of European Museums and Cultural Heritage Institutions OPD Opificio delle Pietre Dure - Conservation and Scientific Laboratories, Viale Filippo Strozzi 1, 50129 Firenze, IT
	Instituut Collectie Nederland, Amsterdam, NL ARCHLAB the archives of European Museums and Cultural Heritage Institutions ICN Instituut Collectie Nederland, Research Department / Conservation Department, P.O. Box 76709, 1070 KA Amsterdam, NL
	Museo Nacional del Prado, Madrid, ES ARCHLAB the archives of European Museums and Cultural Heritage Institutions PRADO Museo Nacional del Prado Restoration Department Scientific Laboratory, Ruiz de Alarcón 23 28014 Madrid, Spain



The *ARCHLAB Welcome Desk* consists of a service offered, for the whole duration of the project, both to potential and effective users of each ARCHLAB infrastructure. Composed by six members representing each provider, the *ARCHLAB Welcome Desk* responds to the user possible requests regarding:

- general information on transnational access,
- characteristics of the facilities to be visited,
- available data archives and project feasibility,
- organisation of the access, preparation of the available relevant files and data.

The *ARCHLAB Welcome Desk* substantially assists users from the initial proposal preparation up to the final archive's consultation, in order to favour the most profitable research and better exploit the ARCHLAB offered opportunities. The *ARCHLAB Welcome Desk* takes also care of the ARCHLAB calls of proposals, the management of the Peer Review Panel's activities, and the organisation of the ARCHLAB Users' Meetings.

The description of these activities and duties can be found at the page:

<http://www.charismaproject.eu/transnational-access/archlab/archlab-welcome-desk.aspx>

3. OVERALL DESIGN

The pages of the CHARISMA website dedicated to the description of the three transnational access infrastructures (MOLAB, ARCHLAB and FIXLAB) have been designed to guide potential users towards a progressive deeper information on the objectives and structure of the services that are offered to researchers.

The first general information on the three different types of access can be obtained, starting from the menu list on the left of the CHARISMA homepage.

Then, through the same door, the user can easily find more detailed information on one of the three opportunities offered by CHARISMA.

In case of a user specifically interested to ARCHLAB, the first page with content dedicated to ARCHLAB is entitled: *ARCHLAB the archives of European Museums and Cultural Heritage Institutions*. Here the description of the ARCHLAB infrastructure is found,

The screenshot displays the CHARISMA website interface. At the top, the CHARISMA logo is followed by the text 'Cultural Heritage Advanced Research Infrastructures' and 'Synergy for a Multidisciplinary Approach to Conservation/Restoration'. A navigation menu on the left includes 'Home', 'About the project', 'Transnational Access', 'Outreach programs', 'Joint Research', and 'News & Events'. The main content area features a photograph of a meeting with the caption 'Agenzia per la Promozione della Ricerca Europea'. Below the photo, the page title is 'ARCHLAB the archives of European Museums and Cultural Heritage Institutions'. The content is organized into sections: 'ARCHLAB the archives of European Museums and Cultural Heritage Institutions', 'FIXLAB the platforms of European large and medium scale facilities', 'MOLAB the mobile facilities for in situ non-invasive measurements', and 'ACCESS AREA General information for Users'. The 'ARCHLAB Infrastructures' section lists several data bases and scientific records from various institutions like CNRS-LC2RMF, NGL, BM, OPD, ICN, and PRADO. A 'Public Reports and Deliverables' section provides information on downloading reports. A 'For information' section includes a link to the 'ARCHLAB Welcome Desk' with sub-links for 'Current call', 'How to apply', and 'Evaluation process and criteria'. The footer of the page mentions the program leader Clémence Raynaud and the project's funding by the European Commission.



accompanied by several links to other pages where details on the accessible archives and general information on the access providers can be found.

In the main ARCHLAB page, the link for the access to the *ARCHLAB Welcome Desk* page is also available, where the purposes, structure and duties of the *Desk* for the ARCHLAB activity are described.

In particular, the *Welcome Desk* page has been designed to call immediately the users attention towards those issues that are thought to be of main interest for an ARCHLAB user, as:

- Current call for proposals.
- Modality of application.
- Funding offered to users and rules regarding insurance and liability.
- PRP evaluation and criteria.

For each section a short description is in the following.

3.1. Calls for proposals

In this paragraph, the announcement of the current call for proposals with the relative deadline is put well in evidence.

The call for proposals is followed by a summary description of the six providers (with links towards further information):

- CNRS-LC2RMF, Centre de recherche et de restauration des musées de France, Paris, FR, Databases and records
- NGL, National Gallery of London, UK, Data and scientific records
- BM, The British Museum, London, UK, Databases scientific records and samples and reference collections
- OPD, Opificio delle pietre dure, Florence, IT, Data and records
- PRADO, Museo nacional del Prado, Madrid, ES, Data and records
- ICN, Instituut Collectie Nederland, Amsterdam, NL, Data and scientific records.

3.2. Modality of ARCHLAB application

The most relevant content of this paragraph is the *application form*, downloadable as a word document.

The *Application Form* is the document that guides the Users' Group Leader for a correct and satisfactory presentation of the research project to be submitted for peer reviewing.

The addresses to which the proposed research project must be mailed are clearly indicated:

- by e-mail in .pdf format to the Contact of the *Workpackage Leader*;
- hard copy by regular mail - signed by the Group Leader - to the Workpackage Leader, Clémence Raynaud, CNRS-C2RMF *Laboratoire du Centre de Recherche et de Restauration des Musées de France, Palais du Louvre, 14, quai F. Mitterrand 75001 Paris, FR.*

In the Application Form, the User Group Leader is requested to describe the scientific background of the project, the objectives, the planned work, the expected achievements and impact, the dissemination plans, a short list of bibliographic references and a short personal *curriculum*. Relevant is also to report the full list of the components of the Users' Group.



The ARCHLAB *Welcome Desk* has, among the various tasks, the duty to verify the formal compliance of the presented proposals with the EU regulations, undertaking a prioritisation of the applications based on available expertise, relevant scientific archives and data, ongoing potential collaboration projects, available time etc.

After the pre-examination of the proposals by the concerned ARCHLAB providers to ensure the effective feasibility of the proposal, by checking the relevant and available archives requested, the applications are transferred by the *Welcome Desk* to the ARCHLAB-PRP (Peer Review Panel) that is in charge of the selection, evaluating the scientific content of the projects and ranking them according to the ARCHLAB specific selection criteria.

EVALUATION PROCESS AND CRITERIA

After the proposals are submitted, the ARCHLAB Program Coordinator, together with ARCHLAB Welcome Desk, will verify the formal compliance with the EU regulations, undertaking a prioritizing of the applications based on available expertise, ongoing potential collaboration projects, available time etc. verifying as well the necessity/feasibility for the use of the facility.

Applications will thereafter be transferred to Peer Review in order to evaluate the scientific content of the project and rank the proposals. The final decision will be reported to the ARCHLAB Coordinator who will notify the applicant and the access provider of the Peer Review conclusion. Each access provider will make a final decision concerning the extent of access provided to the Users/groups (days, period, provider internal rules, IPR agreement, etc.).

After the selection, the *Welcome Desk* is called to notify the applicant and the access provider(s) of the PRP conclusions.

As above mentioned, the selection is primarily based on the scientific relevance (methodology, feasibility); the potential interest for the knowledge on the conservation, the materials and art techniques, the history of conservation (in order of priority); the innovative aspect of the research and the publication planned. The applications should aim to increase the scientific output (qualitatively and quantitatively), optimize the use of local expertise of ongoing research activities and facilities, and foster lasting international science cooperation. Priority is given:

- to projects promoting scientific advancement;
- to projects that have a woman Group Leader and/or where the majority of the group members are women;
- to Users/groups which have not previously used the ARCHLAB resources;
- to Users/groups working in countries where no such facilities exist;
- to experiments that pursue unique goals considering the level of the artwork object, the period, the materials etc.

4. ARCHLAB USERS' MEETINGS

Among the duties of the *Welcome Desk* is the organisation of the Users' Meetings that are scheduled to be held at the end of the first and second reporting period (M18, M36). The ARCHLAB Users Meetings are planned in common with those of the other transnational access services of CHARISMA, as MOLAB and FIXLAB.

The participation to the Users Meeting is strongly encouraged by the *Welcome Desk* although no funds are available to users for the participation in this event.

5. CONCLUSION

The help offered by the ARCHLAB *Welcome Desk* to the users of the open facilities is explained within the specific pages of the CHARISMA website. Main objectives of the *Welcome Desk* activities are: to make users aware of all the opportunities that are offered



them by the service organisation; to help them in the proposal preparation; to encourage first time applicants; to assist users groups of selected projects during all the duration of the access receiving and guiding them through the archives' consultation. A profitable use of this *welcome service* will significantly improve the quality of the access offered.