ResourceSpace Report
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ResourceSpace, the Active Ageing online archive, is open source and currently has 335 items which range from network meeting schedules, symposia programmes, bibliographies, and other resources relevant to the team's research. ResourceSpace uploads a variety of document types, including word/pdf files, audio files, video files, and pictures. Each team member has a login which is connected to the rest of the team. This allows the team sees the same documents organized in the same collections and have the ability to add/change documents in the archive.

ResourceSpace is organized primarily by "keywords" rather than traditional folders. The document's title, document type, identified keywords, and content, etc., are all searchable. This makes searching for materials easy as it is not necessary to know in which folder to search. However, there is also an option to create "collections." This is similar to a folder in that if a researcher knows where the source may be located they can go right to the specific collection. The collections are made purposely broad in that they are meant to serve as a general identifier for material. The only negative point to this archive is that once inside a collection the items are not in specific sub-categories and can be overwhelming if a researcher is not familiar with the archive and its contents. However, to rectify that I have created a Table of Contents which outlines how the items are identified with their keywords and also includes a comprehensive list of all the documents included. Also, I created a ResourceSpace map to aid researchers to identify appropriate keywords for placing a document in the archive and for searching for documents. In doing so, I aim to create a language for the entire team to become familiar with that could make searching and finding materials easier.

The following are the categories and the kinds of items included in these collections.

Network Meetings:
As the largest collection, the "network meetings" collection contains 212 items. The "sub-collections" within this collection include: "meeting schedules," "articles," "meeting notes," "meeting ideas," and "documents." For each network meeting, I record all the schedules, from the week-long schedule, symposium schedule, to flight schedules, the minutes from each meeting, and all the documents, including interview recordings, workshop information, and reports people introduce at the meeting. This collection is so large because it is at the network meeting where the members present much of their information and where many decisions are made, so documenting these meetings is very important. I include all the "documents" collected from these meetings in this file particularly so that when a team member needs to find all the information about a particular network meeting, they are able to find the information altogether in one collection.

Resources:
This is the second largest collection and contains 103 items. The "sub-collections" within this collection include: "articles/book chapters/books," "policy documents," "online resources," and "bibliography." The items in this collection include relevant articles in the field, relevant policy documents, and links to websites. This collection is intended to provide team members with access to important information which is not only scholarly articles. However, the

recent creation of a Zotero account for the team will shift the importance of this collection from ResourceSpace to Zotero which is more conducive to organizing resources.

Call for Papers:

This collection contains 13 items. The "sub-collections" within this collection include: "conferences" and "publications." This collection is meant, not only to make team members aware of conference and publishing opportunities, but to also archive and record the kinds of research that is going on in the field during the time period of the network.

Grant Applications:

This collection contains 1 item. The "sub-collections" within this collection include: "in progress" and "past." The item in this collection is the original successful SSHRC grant application for the Active Ageing Research Network. The application is stored here in order for the team to reference it throughout the process.

Events:

This collection contains 6 items. The "sub-collections" within this collection include: "community events" and "colloquiums." The items in this collection include community events related to the field of active ageing and mobility, as well as academic symposiums and meetings related to the field. This collection is to make the team aware of events to attend, but to also archive events occurring during the time period of the network.

Ethics:

This collection currently contains no items. The "sub-collections" within this collection include: "forms" and "data." This collection is intended to be where members can go to find information on interviews/fieldwork conducted by the team. At this point the team has conducted fieldwork in Toronto, but as this was during the third network meeting the forms, transcripts, audio files for the interviews are all in the "network meeting" collection. Any research conducted outside the network meetings will be placed here.

Ongoing Research:

This collection currently contains no items. The "sub-collections" within this collection include: "conferences," "publications," and "research." This collection is intended to be where members will post conference papers, publications in process, and works in progress in general where the entire team can access and review them.