Who keeps the Joker: Collection Development’s role in the digitisation of Archival Resources

Unisa’s experience

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Unisa Structure

• Unisa Library and Archives ..... post merger
  – Col Dev division – IRCM
  – Cataloguing division - IRCM
  – Archives – CS

• Thin wall dividing

• Unisa follows the Open Distance teaching model and subscribes to the Open Access (OA) initiatives
• Academic Archives and -Library (AA&-L)
• Difference in focus: The Academic Library: -acquires already digitised resources (databases, e-journals, e-books, e-articles ….)
• The Academic Archives: Acquires valuable and rare resources and content
Collaboration

• collaboration between Unisa AA&L units provided an opportunity to take co-responsibility for digital stewardship, sharing expertise and knowledge.

• The Unisa AA&L worked together to draft a proper project plan, identified appropriate technology, discussed and agreed on access restrictions where applicable, sorted out copyright and workflow challenges including digitisation, quality checks and meta data description

• Embedded in the working relationship, was a quest to address our responsibilities to safeguard our diverse cultures’ heritage and scientific and scholarly resource outputs which ultimately resulted in value added products and services

• **Our main aim was:** To open research and learning boundaries, working towards long term preservation, and provide unrestricted access
Social mandate

• Single entity: archives and library; central focus; single vision
• Unisa Library identified a need to digitise more archival collections, in support of our social mandate (a pursuit of its African identity) to provide unrestricted access to information resources
• … closely linked to knowledge sharing. (Prof Baijnath)
• Knowledge development ….
• …… taking archives to the people (Prof Nglube)
• … Contribute to societal transformation (Prof L Cornwell)
Collaboration

- Seven carefully selected collections consisting of Unique and rare Archival resources had been identified for digitisation. These items comprised of:
  - Handwritten manuscripts
  - Photographs
  - Posters
  - Historical SA Government publications (19-20th century)
  - Videos
  - Artefacts
The collections

- **ZK Matthews (first African to obtain a LLB) & PA Moore Matthews Documents**: Handwritten manuscripts, letters, pamphlets, photos, typed reports and lectures;

- **Hesse Collection - diaries of Rev Carl Hoffman and Albert Nachtigal**: Transcripts = 4000 pages, originals 3000 pages; (this collection had been chosen to be digitised due to an agreement made with the Evangelisches Landeskirchliches Archive in Berlin, Germany) collection of photographs and articles on Basuto cultures

- **South Africa. Native Commission**: Government Commission: Political Evidence; (written evidence to the Native commission)

- **Marivate - Valdezia Bulletin 1931-1937**: Newsletter (Africana); recorded activities of the Tsonga Presbyterian Church in Atteridgeville

- **University of the Cape of Good Hope/University of South Africa (Unisa) 1850-1918**: Council and Committee minutes;

- **Unisa Musical Instrument Collection**: Musical instruments - some ethnic; photographs and word-processed descriptions; and

- **Political Posters**.
Dear Professor Loram,

I herewith beg to apply to be admitted as a candidate for the M.A. degree in the Department of Race and Culture Contact at the end of the current year 1933-1934.

I obtained the B.A. degree of the University of South Africa in 1923, and the Education Diploma of the South African Native College in 1924. Since then I have been engaged in teaching as Principal of the Higher School Department of Amansioti Institute, Adams Mission Station, Natal, South Africa. In 1930 I obtained after three years study the Bachelor of Laws degree of the University of South Africa.

I have already submitted to the Registrar of the University details regarding the work I have done in connection with the above mentioned courses. If any further information is required I shall be glad to furnish it later.

I have the honour to be,

Yours respectfully,

[Signature]

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Dear Mr. Johnson,

I have just received from Professor Loram a brochure giving the particulars of a very important Conference to be held in South Africa next year under the auspices of the New Education Fellowship at Cape Town and Johannesburg. I am aware of the fact that this is a Conference at which native opinion should be adequately represented. Consequently I wish to notify you of the gathering for a considerable time. Since I wish to be present when the Conference is held, I am writing to you to ask for the date and time of it.

My point in writing is to offer my services as one of the delegates of the South African Native Teachers Association. I have no doubt that at your last meeting you elected a new Executive of which I am the Secretary that will not be replaced. I hope you will consider it a privilege of the present plan is that I hope to arrive in South Africa on the 5th of July. Until these arrangements begin on July 16th and at which time I hope to be fully discharged. I realize that this is perhaps too early for you, but I am so much the more it thought it would expedite matters if I wrote you. I am enclosing a reply to the final date for registration of delegates.

I am enjoying my work at Yale University, but I am looking forward to the Southern States where I will come into touch again with the Negro problem which is conspicuous by its absence in places like Yale.

I meet quite a lot of my friends in different parts of the country and I am looking forward to the Buffalo Conference at which I shall be present.

I am sending you a copy of my letter to Mr. Johnson and I hope you will consider it a privilege of the same plan. I am looking forward to the Southern States where I will come into touch again with the Negro problem which is conspicuous by its absence in places like Yale.

Yours sincerely,

[Signature]
Hoffmann Diaries
Nachtigal Diaries
Nachtigal Diaries
Native Economic Commission
Marivate Papers
Political Posters

[Image of a political poster with the text: United Verenigde Party, Viljoen, Edenvale, 24 Mar.]
Unisa Music Instrument Collection

Browse by
- By Issue Date
- Authors
- Titles
- Subjects
- Advisor
- Type

Search within this community and its collections:

View images of Unisa music instrument collection on Pinterest

Collections in this community
- Unisa Music Instrument Collection (271)

Recent Submissions
- Camel bell
  - Unknown author (2013-02-19)
- Sansa
  - Unknown author (2013-02-19)
- Bird whistle
  - Unknown author (2012-12-13)
- Rim-blown flute
  - Unknown author (2012-12-13)
- Plucked lute
  - Unknown author (2012-12-13)
The collections

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The journey ..... 

• The Unisa Library acknowledged that it had challenges in both its current skills base and physical resources to perform digitisation in-house effectively.

• Therefore, outsourcing was considered in order both to acquire the skills and to digitise a large volume of resources in a considerably short period of time.
The aim for outsourcing:

- To test participation and **collaboration** between the Unisa Archives and external service providers;
- To **work towards** increased access to the rare resources housed in the Unisa Archives;
- To **raise awareness** of these resources across the Unisa and the global scholarly communities;
- To **establish a relationship** between the Unisa Archives, the researchers and the community, fulfilling our social mandate to serve the community at the broadest possible level; and
- To **render a service without boundaries** to the users of these rare resources.
- Here comes Tendering!!!!!!
Specifications for Tendering:

- Documentation was prepared for the tendering process which includes information on the following:
  - Format of the proposal for service providers who would like to tender
  - Instructions for submitting the tender documents.
  - Outline of the benefits, scope, and mandatory requirements.
  - Specifications on technical requirements include details about the general standards, the proposed process, file formats and storage, metadata, copyright, QA, time frames, supervision, workspace, and equipment.
  - A detailed description of the responsibilities of both Unisa and the successful Service Provider.
Specs for successful service provider

- Specialise in digitisation of *archival materials*;
- Provide references and contact details of successfully completed similar projects;
- Be able to digitise large volumes of items of brittle materials of different sizes;
  - A pre-requisite was indicated in the documents that evaluation of digitised examples of the items of the proposed collections would be undertaken by the technical specialists of Unisa;
- Handle the items with the utmost care according to the instructions of the staff of the Unisa Library Archives;
- Apply ISO standards for metadata and digital images;
A few Specs…?

• The project stipulated that the digitisation had to be done on the Unisa Library premises, in the Unisa Archives.

• The service provider had to provide the equipment and expert staff to perform the digitisation.

• Optimisation of the digital images had been done on the service provider’s premises, using their own staff and equipment.

• Optimisation in this instance referred to quality checks performed on scanned images, managing and optimising file sizes, conversion of image files to PDF files for ease of Web access.

• The project specifications were clear that the service provider would not host the digital content on their servers.

• All content will be hosted on the Unisa Institutional Repository – the library’s digital archive for intellectual and research outputs and rare and special materials and other digital assets.
Benefits:

- Increased visibility of the Unisa Library Archives and Special Collections in keeping with the principles of ODeL and Open Access;
- Digital preservation of unique and valuable information resources which would have had a limited lifespan if physical handling continued;
- Enhanced availability and accessibility of rare materials;
- Improved security of unique, valuable and "high risk" materials (due to less physical handling);
- Enhanced information retrieval and improved access to facilitate life-long learning and research via Web search engines;
- The increased footprint of Unisa to extend its reach to the digital globe with otherwise rare and or inaccessible resources; and
- The raised profile of the Collection and the University through the usage of the Collection.
One small step ... one giant (of faith)
Collections Usage

Total Visits per month

**Top country views**

<table>
<thead>
<tr>
<th>Countries</th>
<th>Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Africa</td>
<td>699</td>
</tr>
<tr>
<td>United States of America</td>
<td>546</td>
</tr>
<tr>
<td>China</td>
<td>388</td>
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<tr>
<td>Germany</td>
<td>164</td>
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<td>Russian Federation</td>
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<td>Netherlands</td>
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<tr>
<td>Korea</td>
<td>30</td>
</tr>
</tbody>
</table>

**Top city views**

<table>
<thead>
<tr>
<th>Cities</th>
<th>Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pretoria</td>
<td>482</td>
</tr>
<tr>
<td>Beijing</td>
<td>89</td>
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<tr>
<td>Shenzhen</td>
<td>65</td>
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<tr>
<td>Tokyo</td>
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<td>Cape Town</td>
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<td>Seattle</td>
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<tr>
<td>Johannesburg</td>
<td>34</td>
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<tr>
<td>Spalding</td>
<td>28</td>
</tr>
<tr>
<td>Guangzhou</td>
<td>23</td>
</tr>
</tbody>
</table>

Total number of views since implementation: 2656
Who keeps the Joker

• The world AA&L need to operate in:
  • E-lectronic
  • E-mbracing
  • E-volution

E-VERYTHING

So … who keeps the Joker?
The Sabinet Team
Thank you

Marié Botha