



arts and culture

Department:
Arts and Culture
REPUBLIC OF SOUTH AFRICA



Department of Arts and Culture

NATIONAL POLICY ON THE DIGITISATION OF HERITAGE RESOURCES

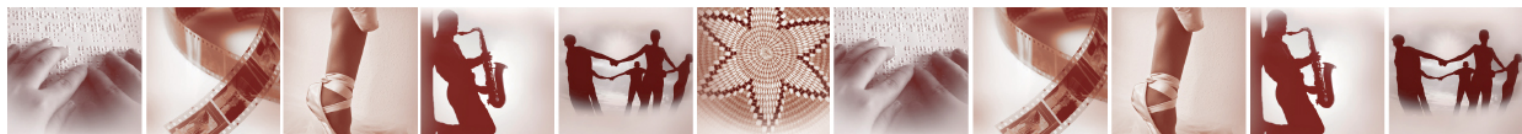
Presented by

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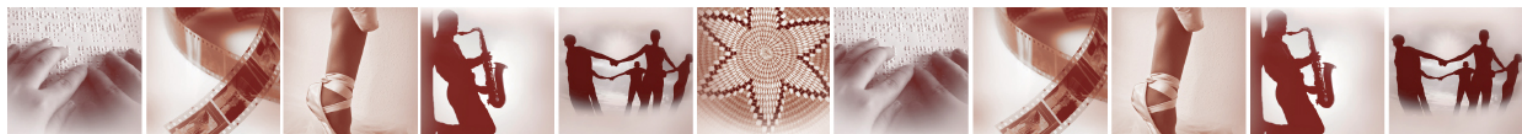
1. INTRODUCTION

- 1.1 Digitisation is a process of converting analogue content into digital content, e.g. paper records; microfiche; non digital tape recordings. The Policy has extended this definition to born digital resources, i.e. information produced digitally which may never be converted into physical form, e.g. electronic record management.
- 1.2 Rapid progression and accelerating evolution of ICT poses a serious challenge, this often leads to rapid obsolescence of digital content and technologies.
- 1.3 Conflict between access and preservation. Primacy of preservation in digitisation decisions.



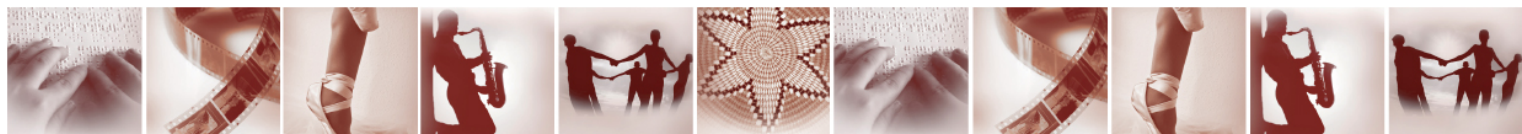
2. CHALLENGES THAT LED TO THIS POLICY

- 2.1 Plethora of digitisation projects in the country
- 2.2 Inadequate protection of ownership and copyright of the digital resources produced during such projects and inadequate access to these resources.
- 2.3 Threats to physical collections associated with man made disasters, losses through deterioration of fragile materials or physical damage during handling.
- 2.4 Another challenge regarding digitisation included foreign funding offers. Because foreign agencies came with huge budgets in Dollars and Euro's, our practitioners felt that these institutions to some extent were imposing unfavourable conditions that had dire consequences for the long term custodianship and preservation of South African heritage.



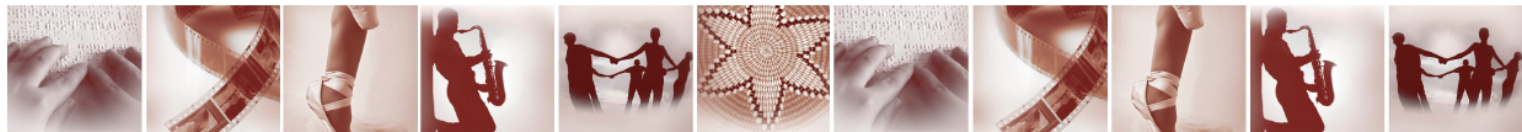
3. BACKGROUND

- 3.1 DAC embarked on a process to develop a National Policy Framework on the digitisation of heritage resources in 2009.
- 3.2 This was informed by many digitisation projects that have been and continue to happen in the country.
- 3.3 These projects, however, were managed in a policy vacuum with no national norms and standards of what to do and how to do it.
- 3.4 In the absence of a national framework, digitisation presented some risks to the South African heritage.
- 3.5 The Department appointed a service provider to drive the research together with a team comprising of our key memory institutions such as the national archives, libraries and museums, who offered oversight and strategic guidance in the policy process.



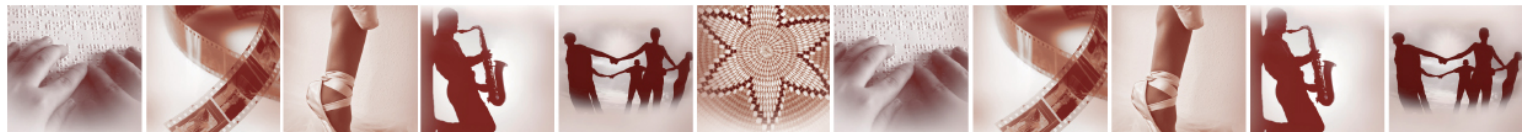
3. BACKGROUND (cont.)

- 3.6 The final policy document is a product of extensive consultation.
- 3.7 A stakeholders workshop was held on 3 February 2011. 170 Delegates attended. The purpose was to solicit inputs from stakeholders in the heritage and related sectors.



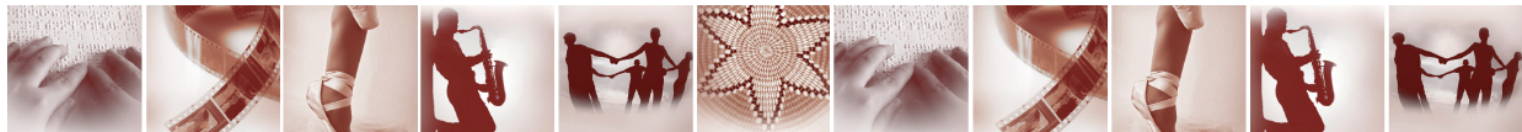
4. BENEFITS OF DIGITISATION USING NATIONAL STANDARDS

- 4.1 Improved quality of digital repositories.
- 4.2 Validity and authenticity of digital resources
- 4.3 Improvements in interoperability between repositories and realizing the dream of universal access.
- 4.4 Digitisation exploits the unique opportunities provided by the ICT's to record, preserve, promote and provide access of information, particularly those held by archives, libraries and museums.
- 4.5 More human history, at an increasingly refined and detailed level, is able to be recorded, stored and made accessible than at any other time in history.



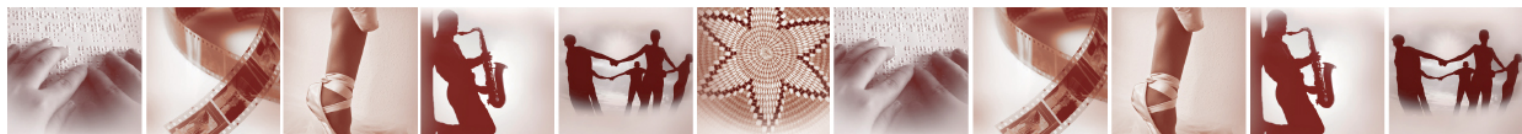
5. SCOPE OF POLICY

- 5.1 Museums, archives, libraries, universities, etc.
- 5.2 Approach adopted for the development of this policy is to position the policy, not only as a set of prescriptive statements, but also as a set of enabling mechanisms for implementation.
- 5.3 The Policy recommends the creation of a professional body. Currently SAHRA deals with export and import permits. It needs to be strengthened. SAHRA's mandate should be extended to include approving contracts that export rights in the digital heritage.



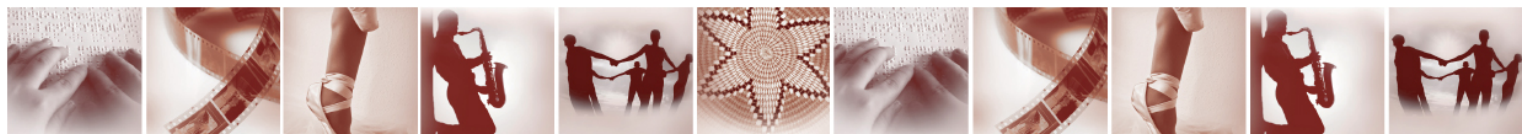
6. THE PROCESS

- 6.1 The research methodology included both qualitative and quantitative methods.
- 6.2 A database of relevant stakeholders was developed.
- 6.3 This was followed by a literature survey to identify international efforts in the development of digitisation policies, to analyse key international charters and conventions, and to obtain opinions and expectations of local experts.
- 6.4 A questionnaire survey was subsequently developed and focus groups were identified for in depth analysis.



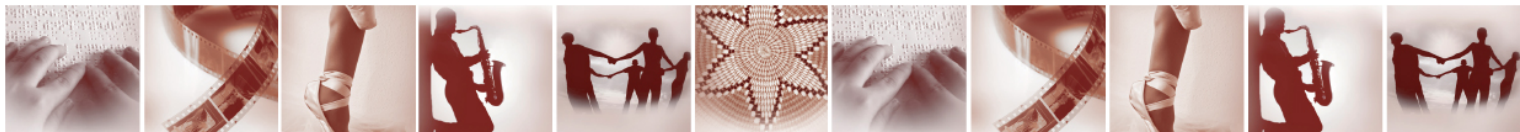
7. RESEARCH FINDINGS

- 7.1 The research findings have informed the structuring of the policy statements and recommendations.
- 7.2 Some of the key findings indicated that digitisation is currently an active pursuit.
- 7.3 However, these projects are fragmented and institutions are mostly working in silo's.
- 7.4 There is also a total lack of consistency in the standards, guidelines and policies being used, with some institutions not using any external standards.
- 7.5 The motivation for digitisation is mostly to preserve the collections.
- 7.6 Skills development is a priority and capacity development within curatorial institutions should be addressed.



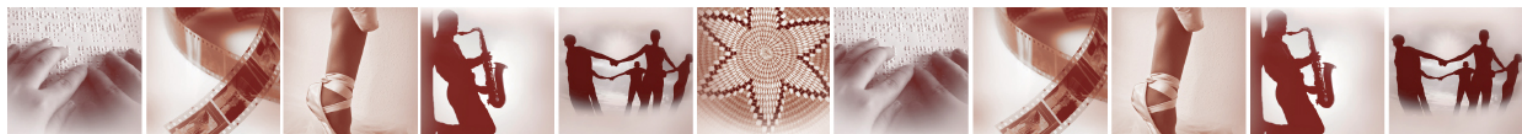
8. KEY POLICY STATEMENTS

- 8.1 All national digital repositories contemplated within the scope of the policy must exclusively use open standards for all digital file format and should make use of open source software where this is possible.
- 8.2 Open source software will make it possible for anyone with a computer or cell phone to access the information stored on the system/database.
- 8.3 Different levels of access will allow for security control, e.g. the repository will have the access to all levels; institutions/collections/government departments will have access to some levels; and the public will have access to limited levels.
- 8.4 Development of future technologies and research must be promoted. A research agenda must be developed that has a focus on understanding the long-term implications of digitisation and the development of long term solutions.



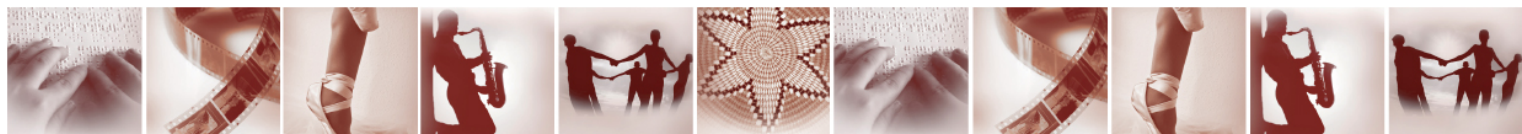
8. KEY POLICY STATEMENTS (cont.)

- 8.5 Custodians are encouraged to put mechanisms in place for the creation and management of digitisation programmes.
- 8.6 Interoperability – integrate separate systems and data stores by sharing and exchange of data and by the ability to use programmed procedures across system boundaries
- 8.7 This integration will make it possible for those institutions/organisations/private collectors/government departments that already have digital records to submit information into the central repository as well as to access information from the repository.
- 8.8 Ownership and copyright to this information will remain with the original source
- 8.9 The information will be authenticated before it is included in the repository.



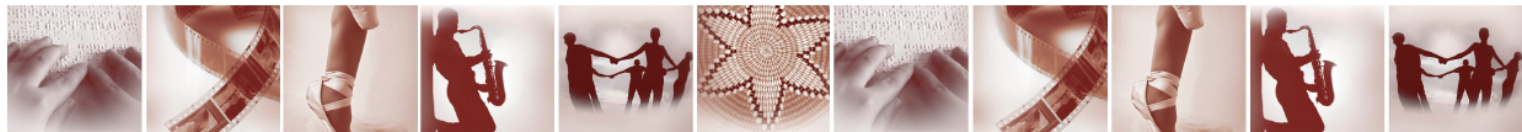
8. KEY POLICY STATEMENTS (cont.)

- 8.10 Digitisation is not a replacement for good curatorial management and conservation practice, it is rather a value-adding activity that enhances preservation of and access to collections and which compliments and extends existing collection management functions. Digitisation must take place for preservation of information, especially where collections are under threat. Digitisation must take place in order to provide wider and easier access to information.
- 8.11 Ownership and rights must be maintained in the metadata associated with the digital record. A clear copyright management policy and contract mechanisms must be developed. Custodians who make use of international funding for digitisation projects must develop agreements governing terms of use and ownership of the digital copies.



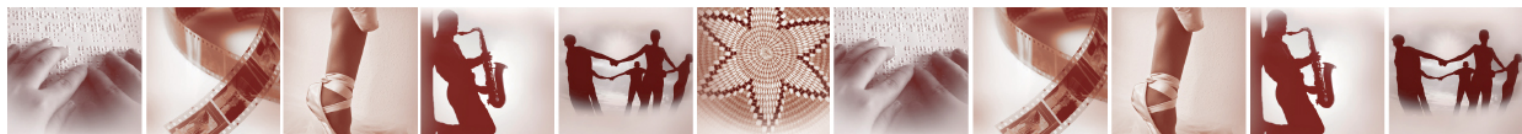
8. KEY POLICY STATEMENTS (cont.)

- 8.12 Ownership of digital objects must be held in trust for the people of South Africa. Sufficient access and usage rights can be granted to funders without compromising ownership.
- 8.13 Rights to sub-license can be granted with funders paying a percentage of royalties
- 8.14 Where international funding is received, agreements governing terms of use and ownership must be developed by the custodian institution.
- 8.15 Adequate resources must be made available to ensure efficient management of digitisation. All spheres of government are required to urgently plan for the digitisation of their heritage resources.



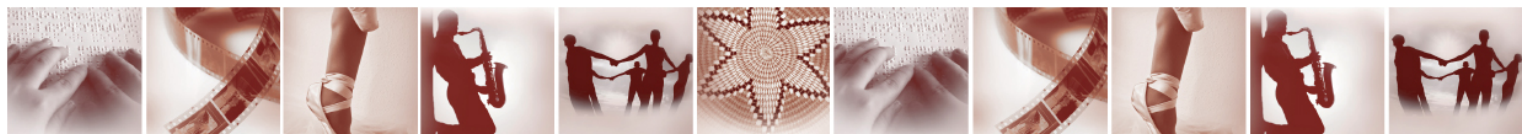
8. KEY POLICY STATEMENTS (cont.)

- 8.16 Capacity development on digitisation in the country is critical. At the moment most digitisation activities are done by foreign companies/agencies.
- 8.17 The Common Repository Interface must be developed. This Common Repository Interface will serve as a standard protocol to access any information across any repository, ensuring access will be similar across the board.
- 8.19 The Common Repository Interface, however, implies that digital records from institutions that already have databases will have to be modified to talk to the repository via the Interface.



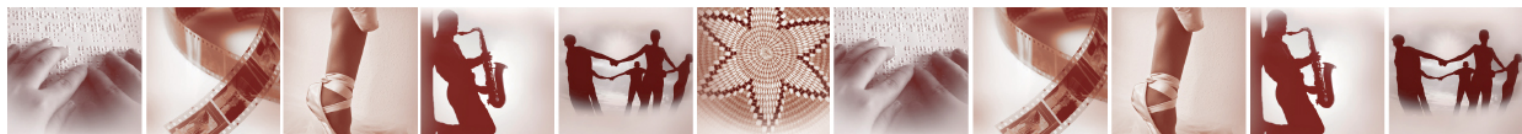
8. KEY POLICY STATEMENTS (cont.)

- 8.20 The interface will be hosted at the repository. On the one hand, it will contain the raw data, which will be provided by the institution/collection/government department. Only the institution/collection/government department will have access to this data (besides the host repository).
- 8.21 On the other hand, the interface will be in the form of a website, which will contain more presentable information than the raw data. Access to this data will be provided to the public, with different security levels.
- 8.22 Anyone will be able to provide information. But a moderating body will authenticate the information before it is placed on the website.
- 8.23 The recommendations are for large-scale centralised repositories rather than a multitude of small-scale repositories that will be difficult to monitor for compliance with the policy. Digital records from all institutions/organisations/private collectors could therefore be directly linked with the centralised repositories.

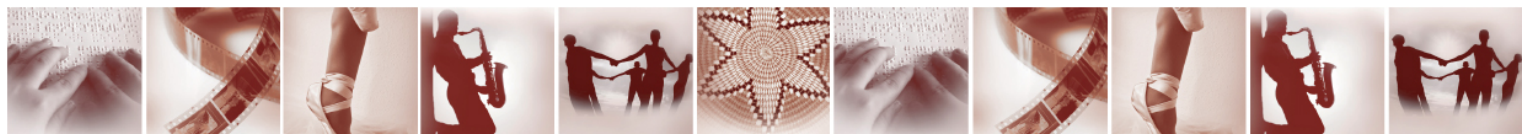
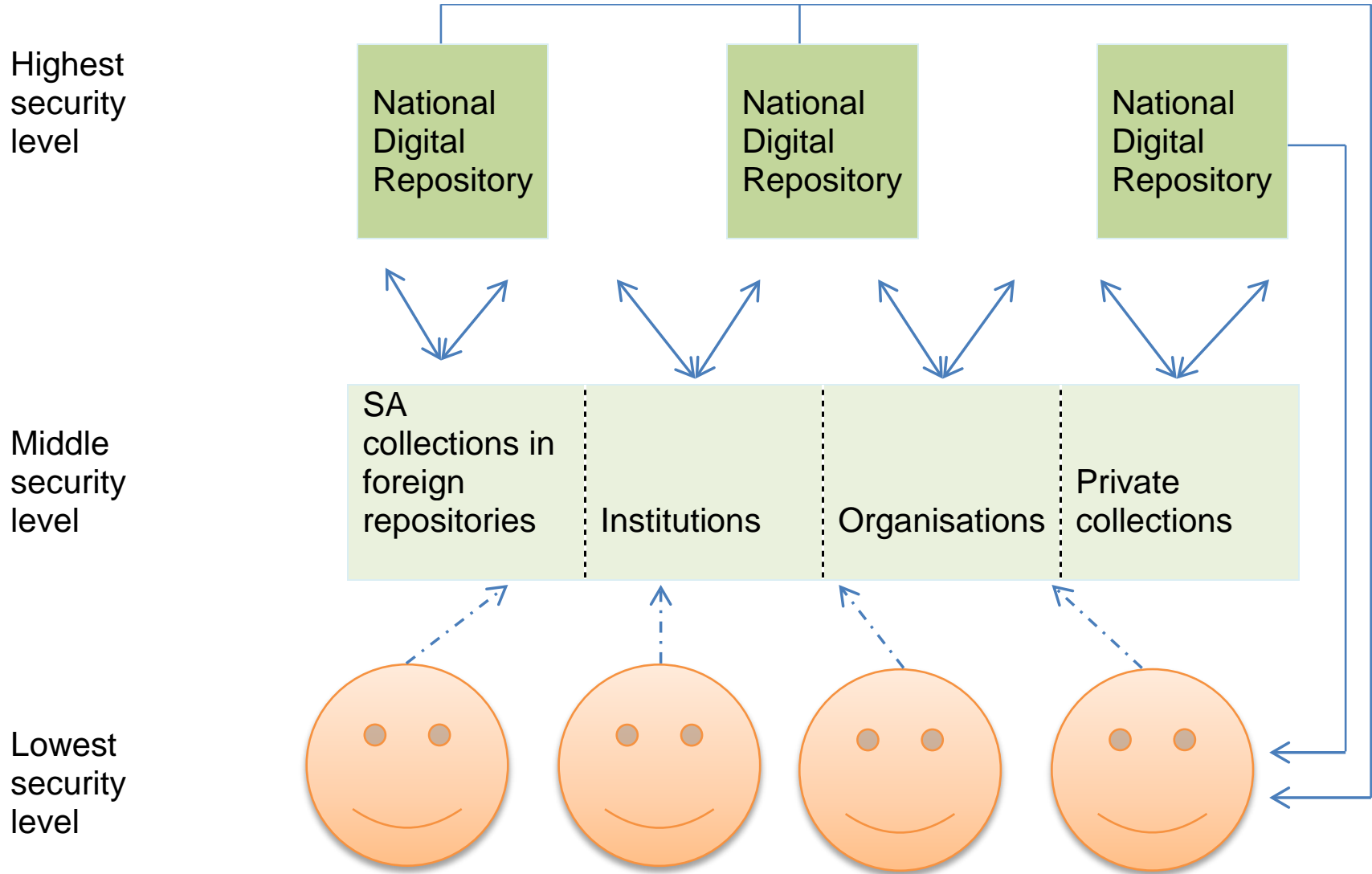


8. KEY POLICY STATEMENTS (cont.)

- 8.24 The living heritage, including all of its constituent structures, is sufficiently unique that a special repository is recommended for establishment.
- 8.25 All custodians to develop a digitisation strategy. The strategy to include minimum information on threats to collections; metadata; rights associated with each collection; preferred media and formats; and how migration is used to ensure long-term preservation.
- 8.26 Custodians which make use of international funding for digitisation to enter into formal agreements. The recommendation is for such agreements to be conducted in terms of bilateral agreements.



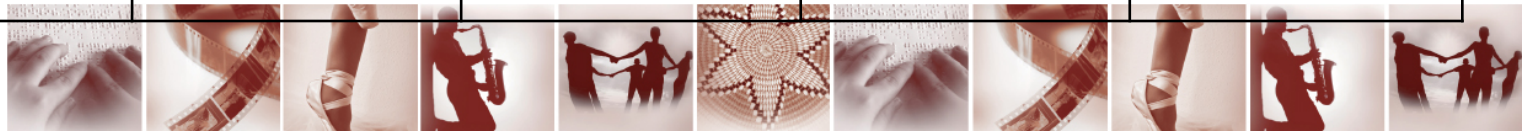
9. ARCHITECTURE OF DIGITISATION



10. IMPLEMENTATION PLAN

Research, learning & IDH pre-establishment	Institute IDH & establish pilot NDRs' at selected DAC institutions	DAC-wide implementation & establishment of further NDRs'	Pursue government-wide adoption & influence private repositories	Develop digital heritage practice, capability & broaden public access
2014/15	2015/16	2016/17	2017/18	2018/19

DAC	Adequate resources to be made available to ensure effective implementation of this policy	DAC to liaise with DoC and PNC-ISAD to develop means for accessing digital heritage	DAC, DoC, DTI and DST to lead a national campaign for digital heritage	All national government departments must prepare a register of their own repositories of heritage. must develop digitisation strategies and plans.	DAC, DST, DoC, provinces, local government to provide free basic information and resources.
	Undertake national assessments of skills	[Job creation through] SMMEs to be encouraged in the sector			
				Encourage all state bodies to address digitisation in their organisational strategies and annual reports. All state entities must adopt national metadata standards in accordance with DHBOK.	Private custodians are encouraged to adopt these standards.

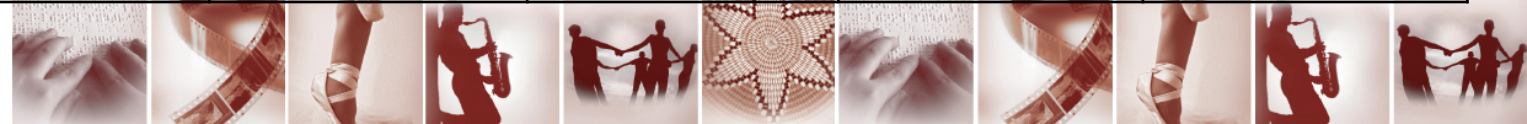


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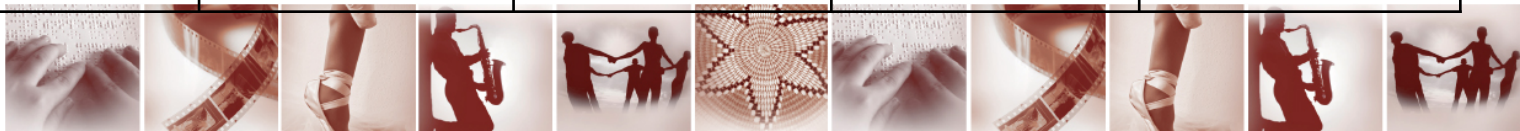
DAC – National Archives and Record Services

NARS must develop internal capacity to prior to embarking on wider capacity development among state institutions. NARS must take the lead in developing capacity for the introduction of electronic management systems throughout all state bodies.				
Establish the Institute for Digital Heritage (under NARSA auspices) as an independent professional body to serve as a community of practice to develop ethical codes of practice.	Establish a small set of (pilot) NDRs. To be formed by custodial institutions	Establish a central national copyright clearing house for NDR digital masters.		
Establish a Media and Technology Watch under the IDH to review media and format standards in DHBOK	Establish a highly secure National Backup Digital Repository to house contents of all NDRs.	Establish a NDR for Living Heritage.		



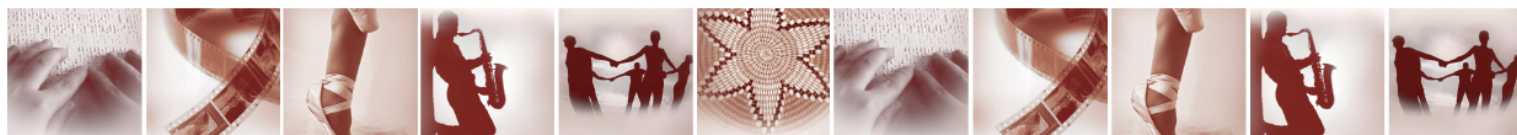
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Institute for Digital Heritage		Encourage cooperative agreements between repositories for the public benefit			
		Conduct a national audit of collections among statutory memory institutions and capture this information in a database			
		Develop a DHBOK in consultation with digitisation community			
		Develop a standard protocol for access to digital content in NDRs. (See CORI stipulations: p50)			



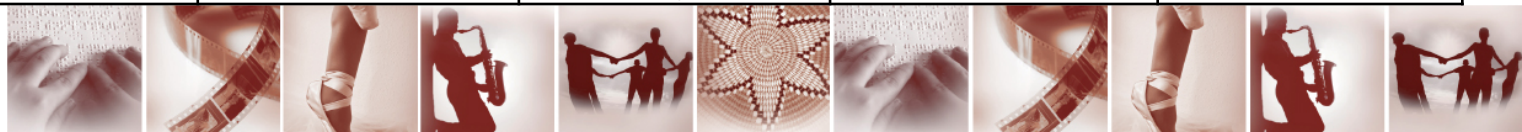
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	Develop national metadata and vocabulary standards including schemas, thesauri, ontologies, etc. To be built on strong semantic principles and allow for natural interfaces and evolution.	Develop a research agenda focused on the longer-term implications of digitisation, open standards, practices, digital preservation, etc.		
	Establish a skills framework in accordance with the NQF for the development and management of digital heritage	Establish formal processes for enhancing and updating the DHBOK.	Establish a forum for scholarly publication on digitisation	



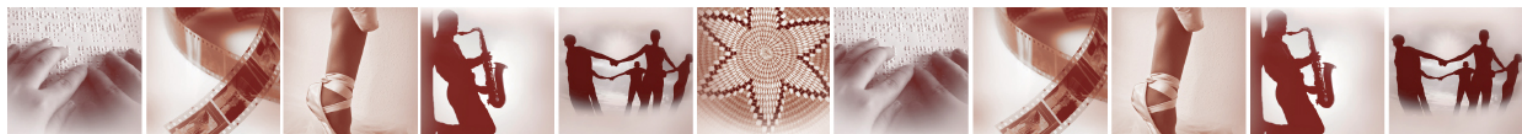
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DAC institutions			All DAC institutions to address digitisation in their organisational strategies and annual reports (in accordance with this policy and DHBOK)	All DAC institutions must provide public ICT infrastructure.	
NLSA	Establish programmes for ICT literacy. (Issue of legal deposit of e-publications to be resolved)				
DAC NDR's		Pilot NDRs' at NARSA, NLSA, RIMMayibuye, Iziko and Ditsong	Establishment of NDR for Living Heritage & rollout to to other DAC institutions with sizeable collections (Freedom Park, NELM, etc.)		



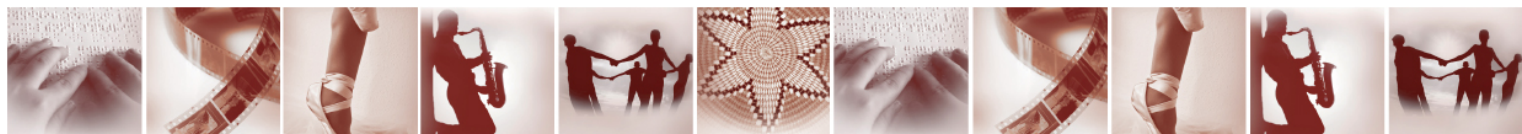
11. WAY FORWARD

- 11.1 Practical mechanisms to implement the policy will be provided in two companion documents. The first will identify a set of implementation mechanisms that give substance to the policy statements. The second will identify good practices in a body of knowledge. This is referred to in the policy as the Digital Heritage Body of Knowledge.
- 11.2 The success of the digitisation process will depend on large scale promotion and communication. Other government departments such as Basic Education, Science and Technology, Communication, provincial and local government, GCIS, etc. must be closely involved to create awareness of not only the fact that information can be provided, but also that information can be accessed and how this can be done.
- 11.3 The Department has done a costing exercise of the financial implications of the implementation mechanisms recommended by the Policy. According to this exercise, R80 912 200 will be required over the MTEF period.



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THANK YOU

