

Project on Development of a Digital Archive at Sri Lanka Library Association Special Committee on Developing a Digital Archives at SLLA

Convener:

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1.0 Introduction: The importance of maintaining a Digital archive of SLLA publications at the Sri Lanka Library Association for quick online reference has been identified in the SLLA Strategic Plan 2016-2022, Section 5.1.3. xvi . It proposes to develop a comprehensive and complete digital archive, covering all official records and other important documents of the SLLA. Further, accommodating a comprehensive collection of relevant acts, regulations, ordinances, gazette notifications, circulars, standards related to all LIS sectors in the country as well as publications, guidelines, standards and other relevant literature published by International Organizations related to the Library Sector such as UNESCO, IFLA, IASL has also been identified as important. A Digital archive of this nature providing online quick and easy access to these documents will be beneficial not only to SLLA Council members & other Administrative staff to support their administrative and advocacy work but also to many others such as Library Administrators, researchers, Library Science Students, SLLA membership and all individuals engaged/interested in the Library Sector.

2.0 Objectives:

- To Provide a comprehensive online information source on SLLA Official records
- To Provide a Comprehensive online information source of relevant Acts, Regulations, Ordinances, Gazette notifications, Circulars, Standards related to all LIS sectors in Sri Lanka and as well as some other countries
- To Preserve all above documents
- Provide a comprehensive online information source/gateway to relevant publications, guide lines, standards and other related literature of related International forums

As the scope of the types of documents to be covered in the project is very broad the project is planned to be carried out in several phases.

3.0 Phase I of the Project: The following categories of documents will digitized under the phase 1.

- **SLLA Administrative Records** (Minutes of Council meetings, Executive Committee meetings, Annual General Meetings, Education and Financial Committee meetings, Annual reports, Audit and Administrative Reports etc.)
- **SLLA Publications** (Sri Lanka Library Review (SLLA Journal), SLLA News Letter, NACLIS Proceedings and other publications)

The budget approved by COMAISP and SLLA Council for completion of Phase I was Rs, 290,000.00.

The repository will serve as a single window online to access all above categories of documents. It will offer sequential browsing and sophisticated searching facilities. And will enable downloading of complete document. Based on the potential users, access to documents will be controlled and maintained at several levels as appropriate.

4.0 Progress of the Project : Satisfactory progress has been achieved up to now. A Digital repository suitably structured to accommodate the above categories of documents has been developed on DSpace software in the SLLA server. The conversion of documents falling within the scope of Phase I (1583 documents) into digital files has been completed and are ready to be uploaded in to the repository.

4.1 Digitization of SLLA Documents: Following steps were followed in the digitization process.

- From the large volume of printed documents available at the SLLA Office, official records and documents falling within the scope of phase I of the project were identified.
- Each document was labeled with a suitable name for the respective output digital file to enable their unique identification. Such unique identification of files is vital to avoid possible

confusions at the stage of uploading documents into the repository and will speed up the process.

- ‘Digitization of documents’ was outsourced to a reputed company well experienced in the digitization of library collections in Sri Lanka. Conversion of printed documents into digital files have been completed and accuracy of the digital files have been affirmed by checking the contents of each digital file against the respective printed copy. The digital files of the following types of documents are now ready for uploading into the Repository.
 - SLLA Council Minutes - 473 documents (1985 – 2018)
 - Executive Committee Minutes – 559 documents (1963 – 2018)
 - Education Committee Minutes – 138 documents (1982-2017)
 - Sri Lanka Library Review – 416 Articles
 - NACLIS (Annual Conference) Proceedings – 89 papers
 - Annual Reports & Audit Reports – 57

4.2 Development of the Institutional Repository: The Institutional Repository of the Sri Lanka Library Association was developed on DSpace software with a suitable database structure to accommodate the above categories of documents. DSpace is the most popular software in the world for developing Digital Libraries. For each category of documents a separate collection will be maintained.

Each collection is equipped with browsing and flexible sophisticated searching facilities for easy retrieval of documents. Option is available for the user to search the Contents of each item of above collection separately or collectively search the contents of several collections in one run as desired.

The SLLA Repository consists of the following collections and provides controlled access to different categories of users as indicated below.

- Minutes of meetings (SLLA Council / Executive Committee/ Educational Committee/Financial Committee): *Contents will be Password protected and access will be restricted to Council members and the members of the respective committees.*
- Annual Reports, Audit Reports and other types of reports: *Pass word protected and access will be restricted SLLA members*

- Articles appearing in the official Journal of the Sri Lanka Library Association; Proceedings of all SLLA organized conferences; SLLA Newsletter : *Free Access to the public*

4.3 Data entry and uploading of the above documents is to be commenced early. A suitable person have been identified for data entry and uploading of documents. It is planned to complete the work during a period of two months commencing early June 2018.

5.0 Conclusion and Future directions: On successful completion of phase I of the project, a comprehensive online Full Text Digital Repository with sophisticated search facilities covering all publications of SLLA (official records + Other publications) will be enabled for the benefit of library professionals and others interested. This is no doubt a huge achievement.

Work on stages 2 and 3 of the project covering the following documents will follow to further expand the coverage of the Repository.

Phase 2: Following types of documents will be covered in the second phase.

- Standards, guidelines, circulars and similar material issued by the NLDSB, NILIS, PLSBs, relevant ministries of the Central government, Provincial Councils and other Library related organizations in the country
- Acts and Laws related to Library & Information Sector in Sri Lanka, Intellectual Property law/Copyright / Freedom of Information Act / Legislations in the ICT field – Electronic Transaction Act, Computer Crimes Act, Data protection Code of Practice etc.
- Standards/Guidelines and other relevant literature of Library related International Organizations and leading Library Associations – UNESCO/IFLA/IASL/CILIP/ALA
- Cover the gaps of the Phase 1.

Phase 3 – The following areas will be covered in the Phase 3 of the project.

- Documents related to SLLA Education Programmes,
- Student works/projects related to the education programme
- Other relevant materials will be covered.

According to COMAISP, at the end of Stage 3 a comprehensive revision on the digitization project will be carried out by COMAISP with the help of relevant experts. The activities of the next phase will be determined after the revision and considering the recommendations of the experts.
