RESEARCH ARTICLE

D-SPACE DIGITAL ARCHIVES FOR GURUKUL LUTHERAN THEOLOGICAL COLLEGE & RESEARCH INSTITUTE

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ABSTRACT

The growth of modern innovative technology and tools leads to the transformation of present record format into digital format. The Gurukul Lutheran Theological College & Research Institute Archives consists of plenty of administrative and research valuable materials. With a new vision of changing the contemporary scenario, this case study is conducted. The dspace digital library has been downloaded and installed to upload a few sample materials to conduct this case study. The case study helps to a new findings of preparing a proposal to completely digitize the Archives into Digital Archives.

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INTRODUCTION

Transformation is innovative according to the growth of knowledge and changing technology. Each and every act of today will become history of tomorrow. Therefore preservation of current and past research and administrative valuable information is very much essential for the future generation to know their identity, growth and development of their own heritage. Due to the changing technologies, the concept of preservation migrates into digital format. Many commercial software and open source software emerged to serve the purpose.

Gurukul Lutheran Theological College & Research Institute Archives

Gurukul Lutheran Theological College & Research Institute Archives is in possession of enormous rare book materials and non-book materials which has high research and administrative value. Scholars and church historians in and around India access the Archives. The design and development of digital archives for the preservation of records in the Archives in digital format will enhance the scholars to attain maximum benefit. Therefore, the open source software Dspace has been utilized to design a digital archives for the Gurukul Lutheran Theological College & Research Institute.

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Archives

Origin of the word Archives: "The word *'Archives'* is derived from the Greek word *'Archchion'*" (Sundara Raj, 1999)[1]

Definition of Archives: The Oxford English Dictionary describes the definition of Archives as "Archives is a place in which public records or historical documents are kept, a historical record or document so preserved". The word Archives is itself means as document.

Definition of the Archives from the Researcher's point of view: Archives is a repository where we could safely preserve documents for posterity in order to support the administrators for able administration and as well as to help the research scholars to reveal the forgotten and hidden historical facts.

Need of Archives[2]

- Archives for Administrative Reasons
- Archives for Individuals Identity and Documentation
- Archives to preserve for Cultural Heritage
- Archives for the Research Scholars

Pre-Requisites for the establishment of Digital Archives

- Selection of the materials to be digitized

- Open Source Operating system with Open Source Digital Library Software
- A server computer system of good configuration with sufficient storage capacity
- Scanner is required according to the type of archives materials
- Special training to the staff for digitizing the palm leaf manuscripts, paper manuscripts, printed papers, photographs, microfilms, microfiches, etc.
- Preservation techniques is needed to store the secondary storage of data
- Managing the collection
- Copy right management
- Procedure towards distribution of records over network

Characteristics of Digital Archives

- Easy Retrieval through Internet and Intranet
- Quick access from anywhere at any time
- Possibility of securing the data in the digital environment
- The format can be of textual, image, sound, motion picture etc.,
- Resource sharing is highly possible.
- Possibility of developing world-wide networks
- Multi-search possibilities are available through born digital records.

Need for the study

This Gurukul Archives consists of very old documents of rare nature. These documents are very essential for future purposes such as religious, social and cultural aspects. Most of these documents, because of the age, they are in damaged condition. In this context, they have to be preserved. As a first step, this study made an attempt to digitize these resources. Hence, this study is a role model for the future digitization of entire collection.

Objectives of the study

- To bring out the valuable resources available in Archives to the
- Maximum benefit of the user community
- To move towards the digital preservation from the traditional preservation in order to save the time of the scholars
- To make it possible for sharing the resources through intranet and internet

MATERIALS AND METHODS

- Soft copies of the souvenir, news letter, photographs from the photo archives were considered for digitization process.
- The digitized materials in word format has been converted in to PDF format
- The dspace open source digital library software has been downloaded and installed for the design of Gurukul Lutheran Theological College & Research Institute Digital Archives
- The converted PDF Format were uploaded into submit: File Uploaded section in GLTC Digital Archives

Dspace design output of digital archives

GLTC Digital Archives: Home Page

The home page (Figure 1) of the Dspace GLTC Digital Archives consists of the Logo of Gurukul Lutheran Theological College & Research Institute at the left corner. A Log in and Log out option is available to go in and out of the homepage for the administrator. The home page reveals the collection available in the Archives. Browsing facilities will enable the user community to browse through the collection according to the privileges.

Log in to Dspace

The Log-in menu (Figure 2) makes way to enter and explore the GLTC Digital Archives. The new member has to read the guided instructions carefully and register themselves for membership to enjoy the privileges of the digital service provided by the digital archives. The e-mail address along with the domain name and the password has to be entered to log-in. The e-mail address is not a case sensitive but the password is absolutely case sensitive.

My Dspace

This page (Figure 3) is maintained by the GLTC digital archives for each and every member who subscribe. A possibility can be provided in future to maintain information about services offered by the GLTC digital archives to the user community about current collection development.

Community and Collection

The page community collection (Figure 4) highlights the collection developed in the digital format. GLTC community can maintain unlimited number of collections in GLTC Archives for the benefit of the Graduate Students, Post Graduate Students, Doctoral Students. Collections can be organized around a topic or by type of catch word or by any other sorting method a community finds useful in organizing its digital items. Collections can have different policies to restrict the user community for exploiting full text. This is according to the copy right policy of the Digital Archives. In the dspace GLTC digital archives submission process, (Figure 5) the development of collection has a process of seven steps. On the top of the submission page seven oval icons are visible to show the seven process of collection development. A colour movement denotes the process belongs to which part of the submission.

Description of the Digital Material

This description page (Figure 6) is for the book or document has more than one title and if so the response should be "YES" to get a modified input instead of regular input. The issue date can also be described according to the publication of the book or document.

Submit: Describe Your Item Page – 2

This process (Figure 7) is to made data entry of the Bibliographic information in the available metadata format. The compete bibliographic information can be entered to describe the collection.
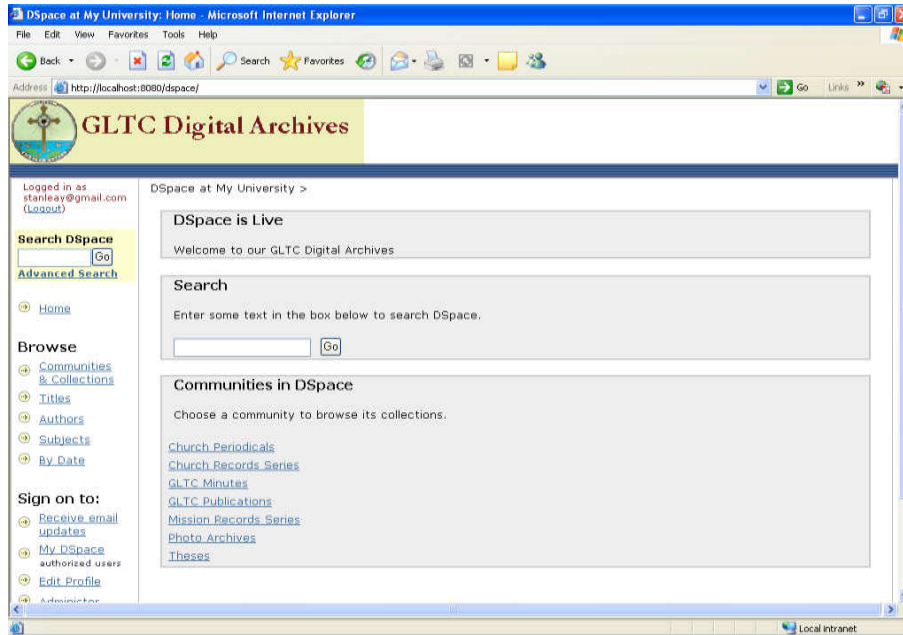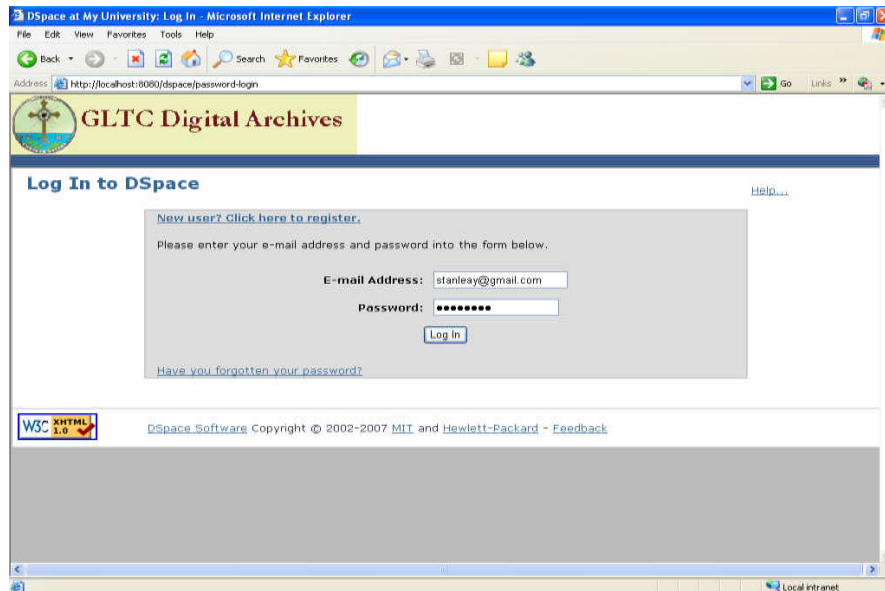
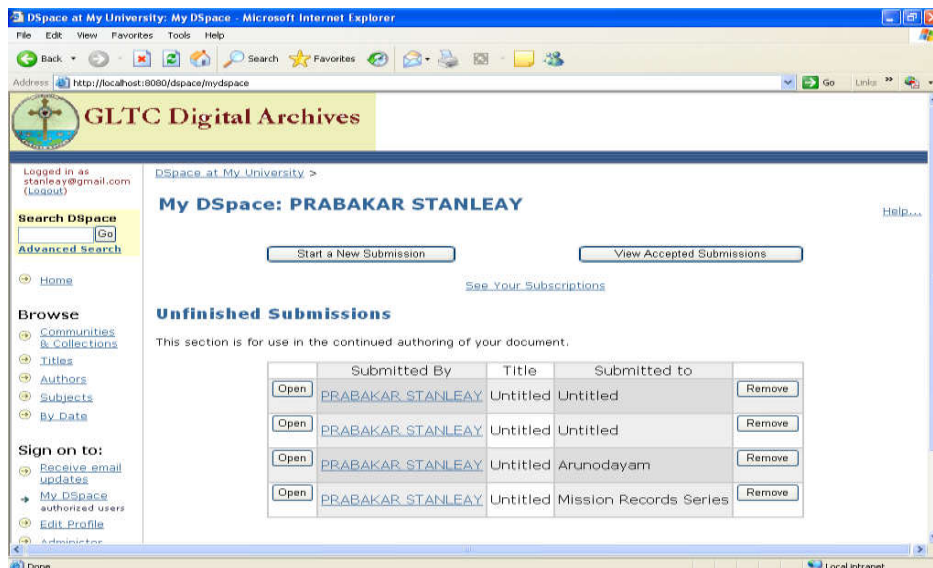**Figure 1. GLTCDA Home Page**

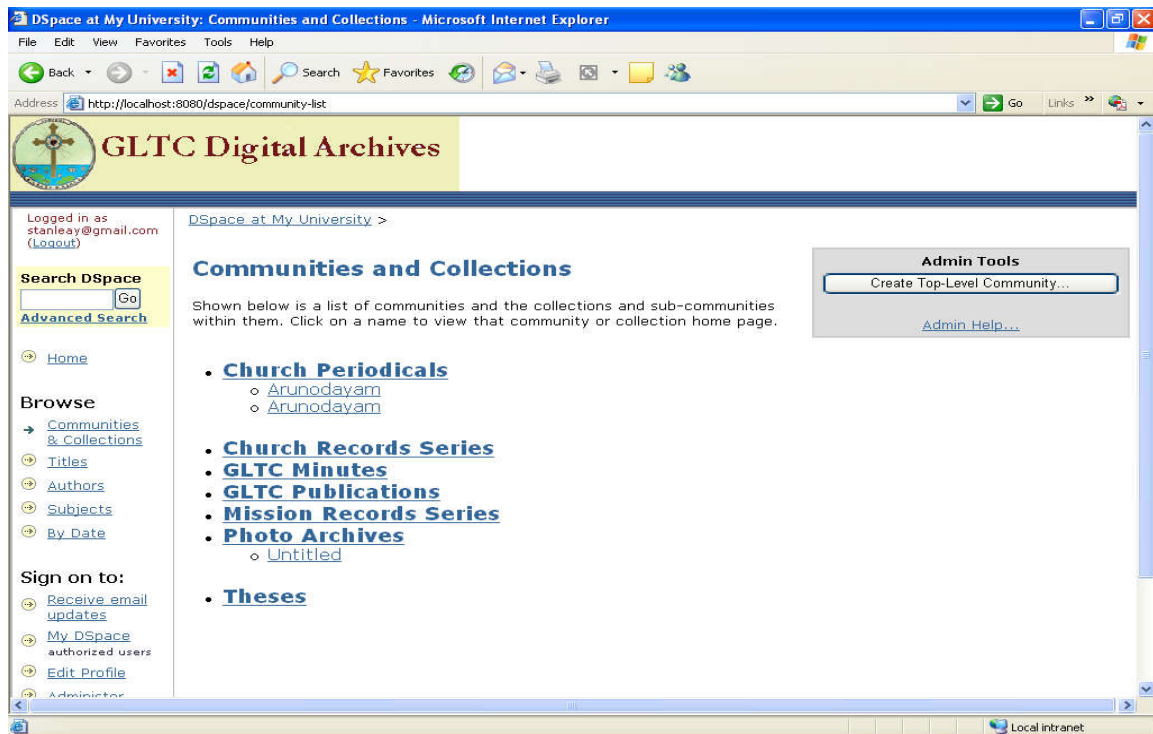**Figure 2. GLTCDA Login Page**

Figure 3. My GLTCDA Page

Figure 4. GLTCDA Community and Collection Page

Submission Process

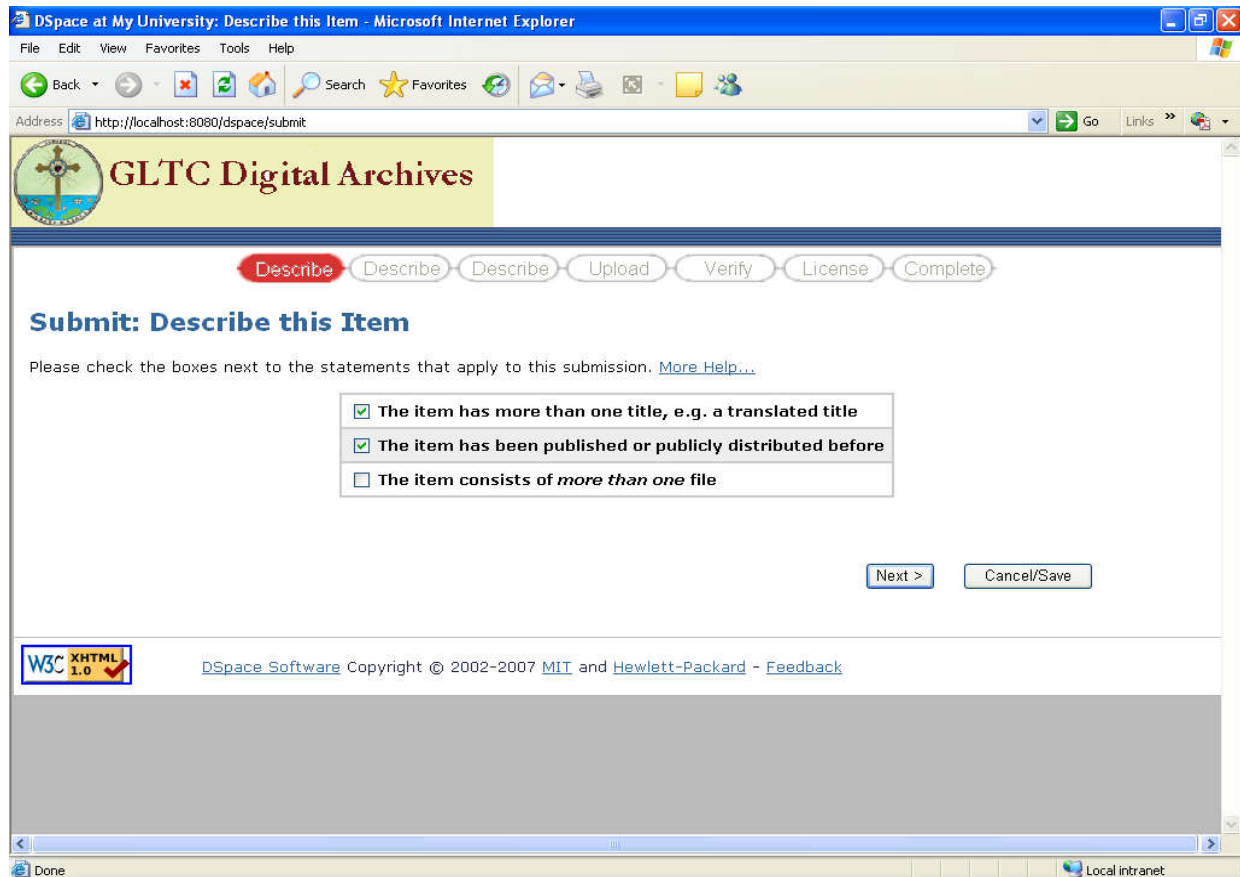**Figure 5. File(s) Submission Process**

Figure 6. Description Page-1

Figure 7. Description Page 2
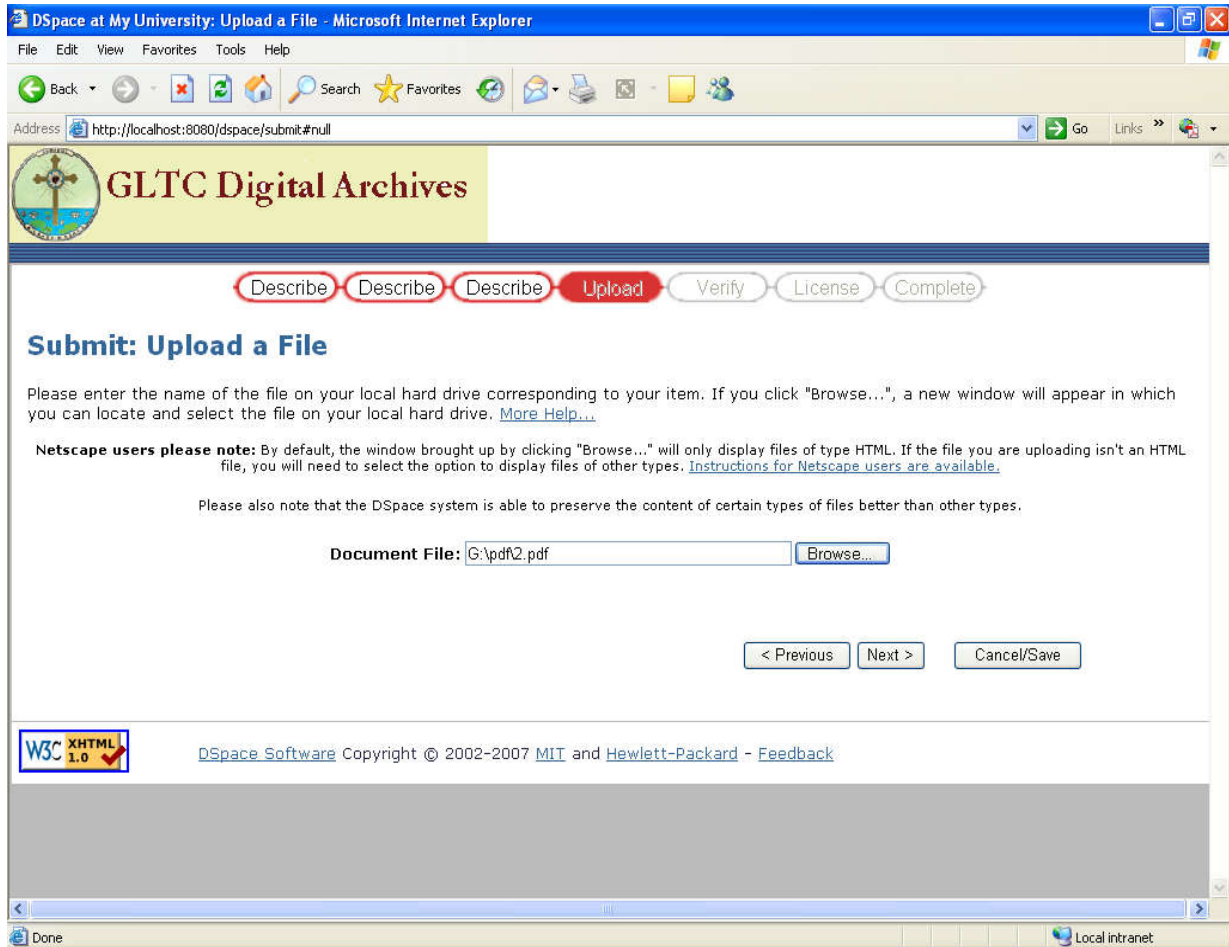

Figure 8. Description Page 3

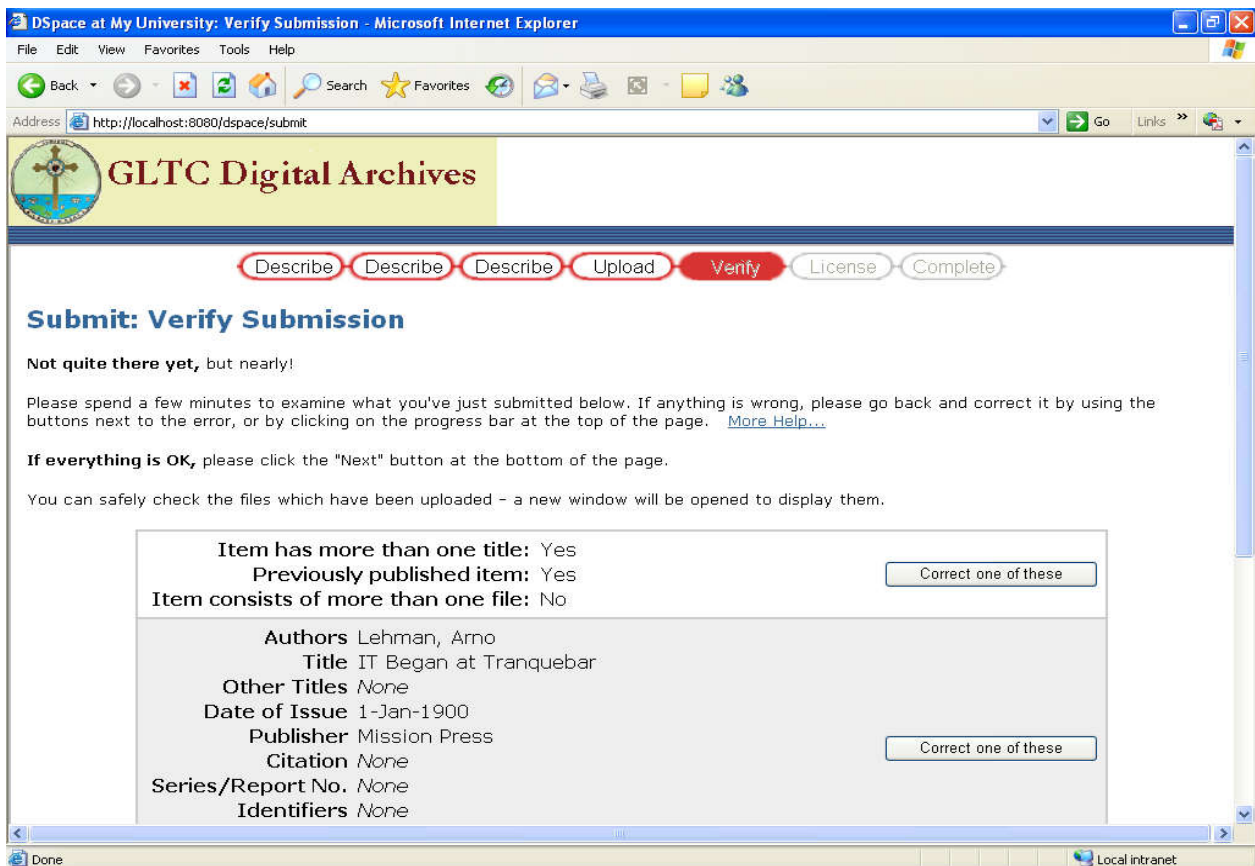**Figure 9. Uploading Page**

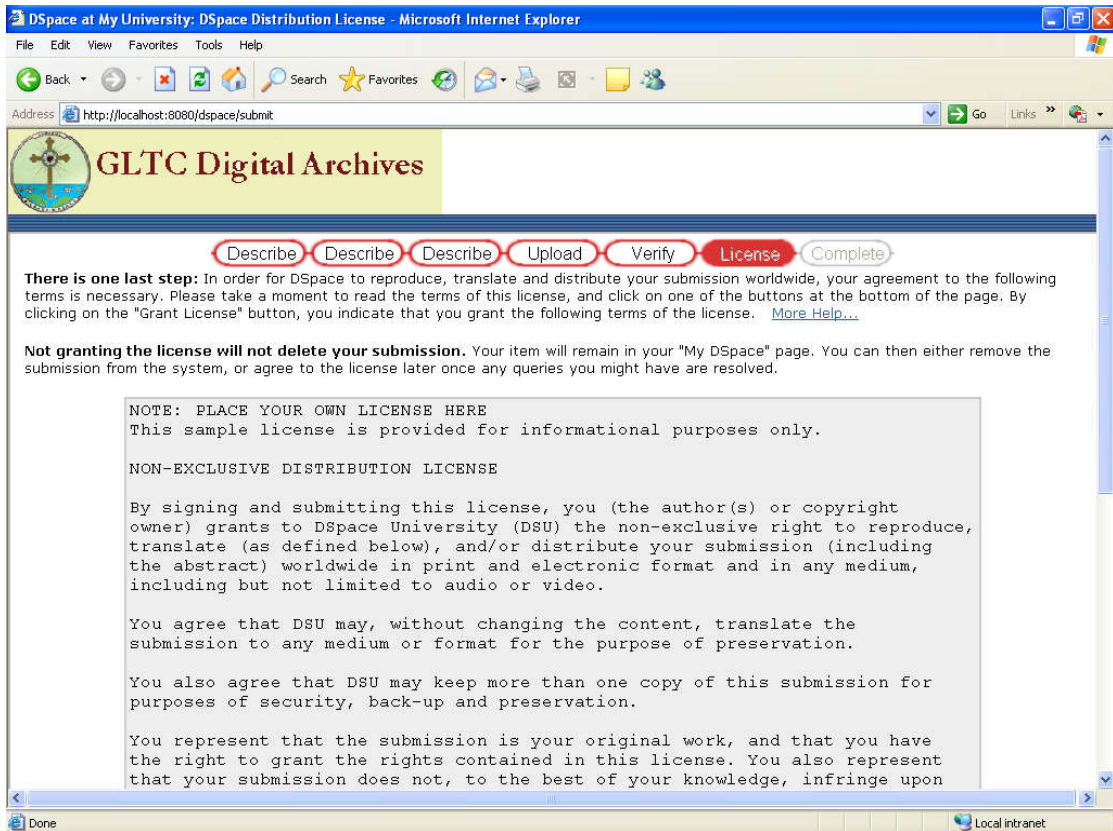

Figure 10. Submission Verification Page
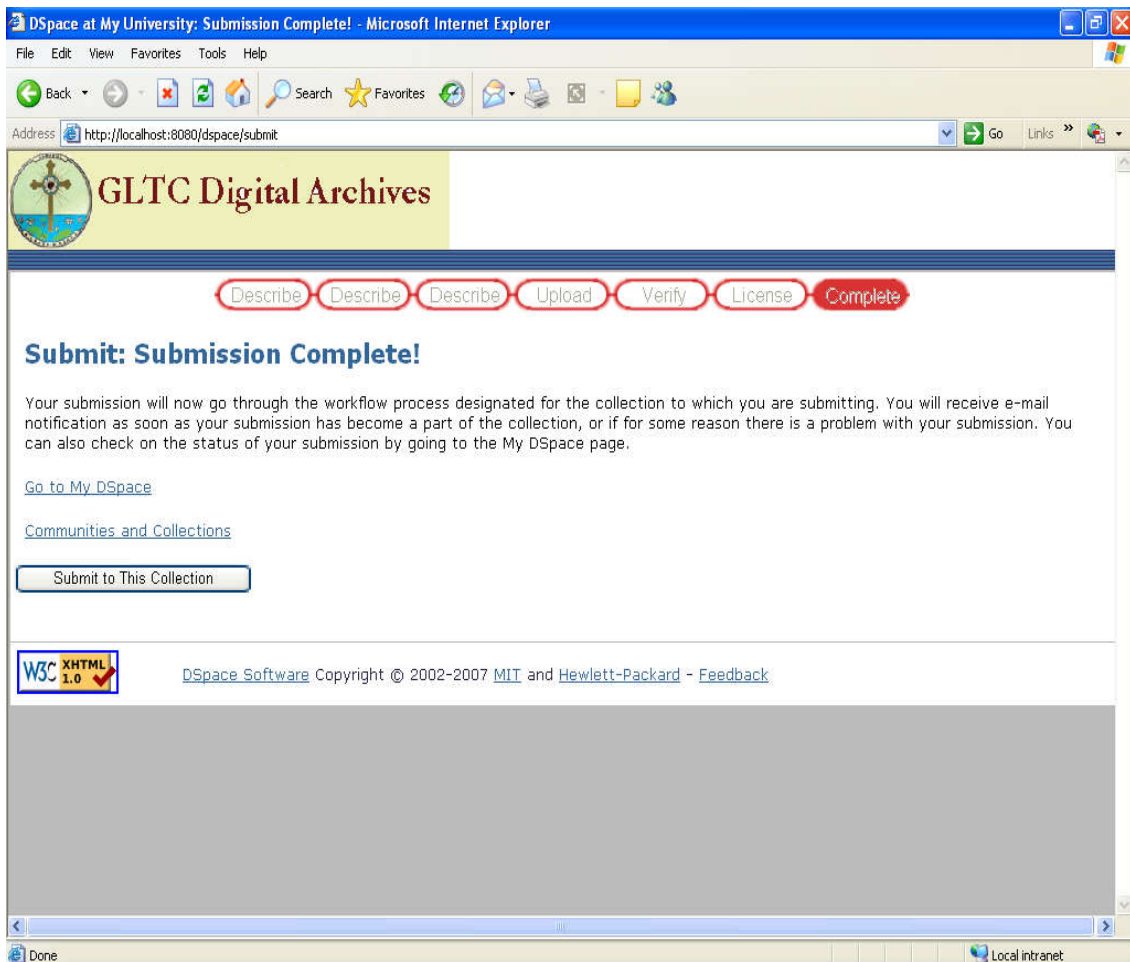
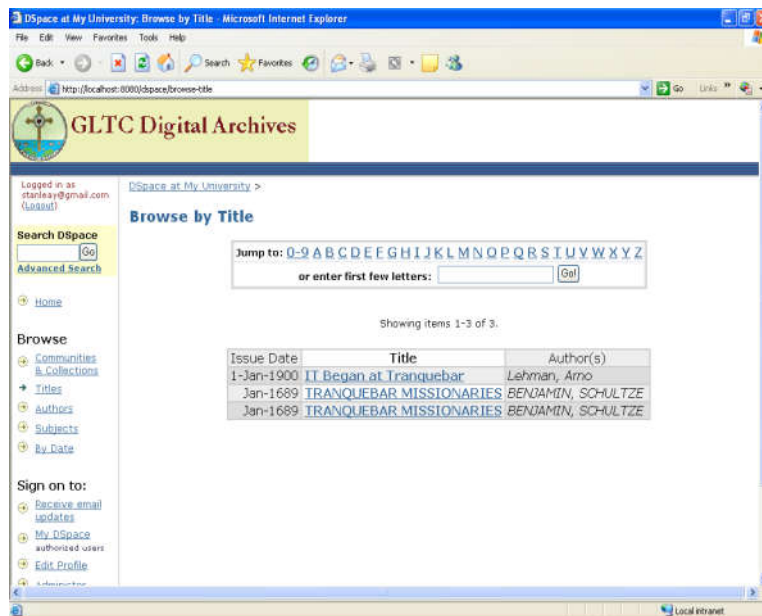**Figure 11. License Page**

Figure 12. Completion Page

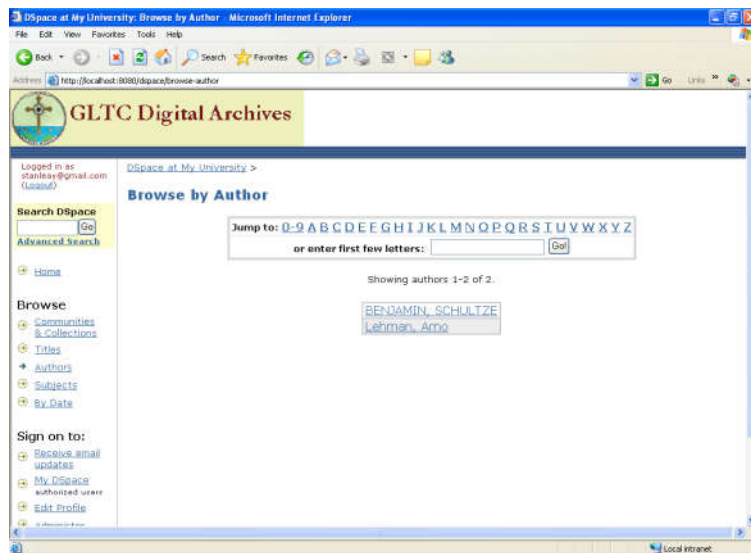**Figure 13. Title Search Page**

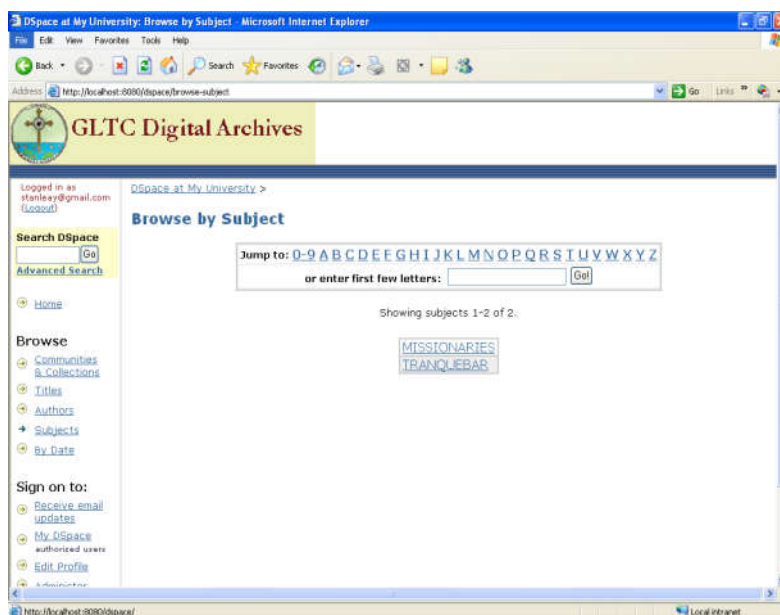**Figure 14. Author Search Page**
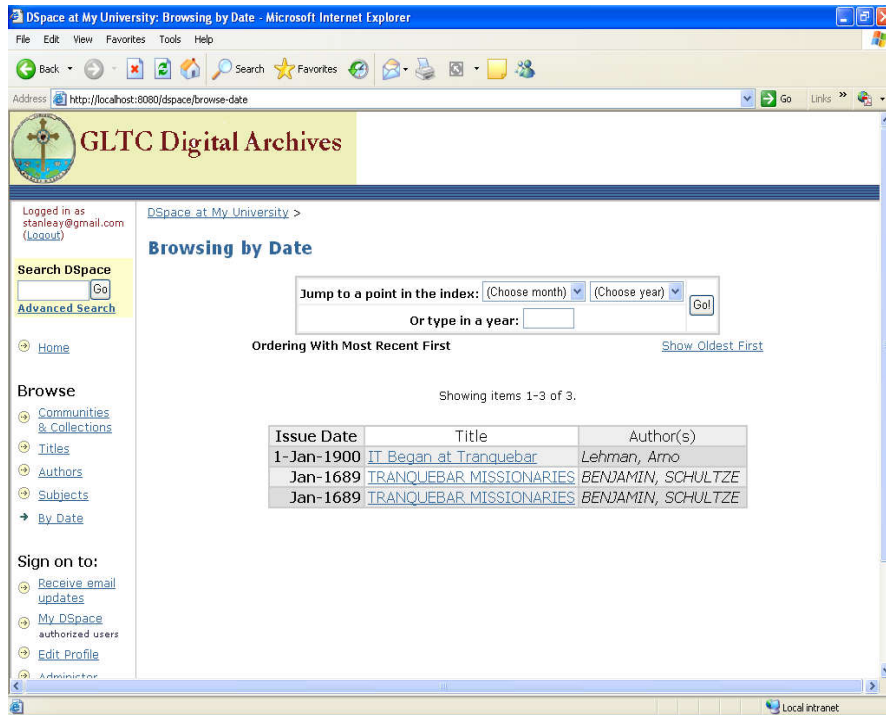

Figure 15. Subject Search Page
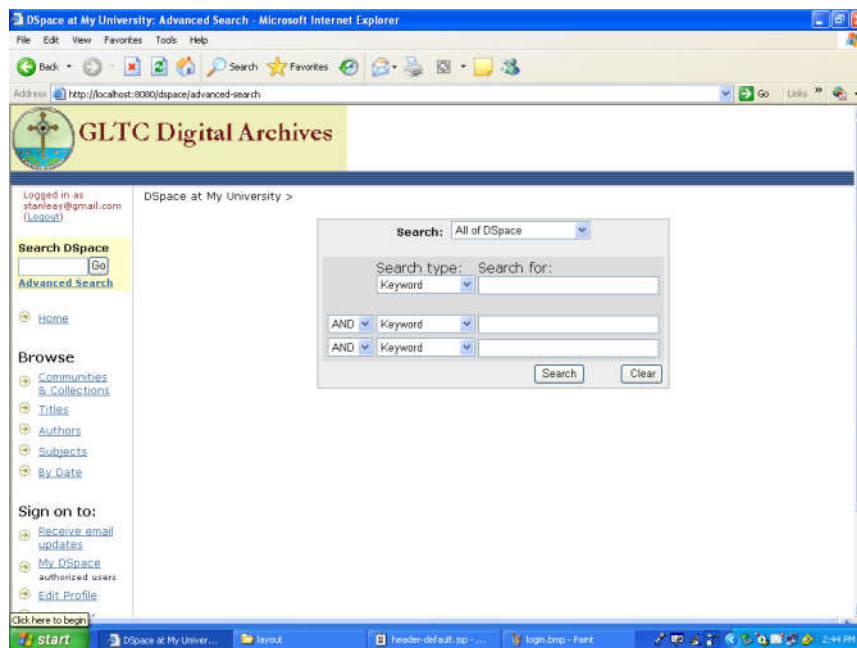
Figure 16. Date Search Page

Figure 17. Advanced Search Page

Books of more than 100 years may be digitized and uploaded in the server and needed data entry can be made so that the user community can easily locate the right book at the right time. The following screen print reveals the same.

Submit: Key Word, Identification and Language

This stage of submission process (Figure 8) involves in feeding index mechanism through key word to enter into the digital resource. A possibility is available for the option of describing the sponsor also in this page. Appropriate key word paves way for the user community to locate the required materials. The unique identification number can be entered. The materials can be segregated by mentioning the language

also. If the submitted matter is not a textual matter then the option "NA" may be selected.

Submission: Upload a File

The submission module (Figure 9) helps the GLTC Digital Archives to add collection to the existing collection. The process of collection development can be called as uploading. There are three sorts of metadata to be archived in the collection development process.

Submit: Verify Submission

This page (Figure 10) lets your review the information you have entered to describe the item. To correct or edit

information, click on the corresponding icon on the right, or use the oval icon in the progress bar at the top of the page to move around the submission pages. When you are satisfied that the submission is in order, click on the "Finish" button to continue.

License Page

GLTC Digital Archives (Figure 11) requires agreement to be made with the user community to authorize them to make use of the collection uploaded. The authorized user community is allowed to enjoy the privilege of downloading the full text and others who don't have the license can be eligible to see the content page of the document or the abstract of the article.

Completion of Submission

Now that the submission has been successfully completed into the GLTC Digital Archives system (Figure 12), it will go through the workflow process designated for the collection to which you are submitting. Some collections require the submission to go through editing or review steps, while others may immediately accept the submission. It is also possible for the administrator to edit the collection, but the rights towards the edition is only limited to the administrator.

Browse Collection through Title

If the user community knows the title of the document what he wants to refer he can browse title wise by clicking the browse by title icon (Figure 13). As soon as he click the browse through title icon a empty description box will be displayed in which he has to enter the title of the document what he desires and can get the desired resources for his use.

Browse through Author

If the user community knows the author of the document what he want to refer he can browse author wise by clicking the browse by author icon (Figure 14). As soon as he click the browse through title icon a empty description box will be displayed in which he has to enter the author of the document whom work he would like to refer and get the same at the next minute without any hindrance.

Browse through Subject

The user community can make use of the subject to locate by browsing through subject icon (Figure 15). This will take him for further procedure and a list of materials available in the monitor at the end of his search and finally he can select the exact material he needs.

Browse through Date

The user community if he knows the year and issue number of a particular journal or magazine or article published he can browse through Date and succeed in getting the materials at an early time to explore the digital resources available in the archives (Figure 16).

Advanced Search

Advanced Search dialogue box helps the user to make use of the connecting word of Boolean search of using "AND", "OR", "NOT" to get the desired material within less time (Figure 17). The project lays a firm foundation for the Gurukul Lutheran Theological & Research Institute Archives to digitize the resources of the Archives by exploring the dspace digital library open source software to provide outstanding digital service to the inmates of the Gurukul community through intranet.

Conclusion

The first law "Books are for Use" of the father of Library and Information Science Dr. S. R. Ranganathan is fulfilled through the design and development of dspace digital archives "Digital Materials are for Use". It is further suggested that the case study may be conceived as a project to completely digitize the archives for the a great transformation of contemporary format of research and administrative value materials into digital format.

REFERENCES

1. Sundara Raj M.Ed., 1999. A Manual of Archival Systems and the world of Archives, Chennai:Siva Publications, p.977.
2. Record Management Training Study Material of Tamil Nadu Government, Archives, Egmore, Chennai.
3. http://www.dspace.org/

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