

# DEVELOPING A STRATEGY AND ACTION PLAN FOR SUSTAINABLY DIGITISING BUGANDA KINGDOM COLLECTION AT THE MAKERERE UNIVERSITY LIBRARY, UGANDA

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## OUTLINE

- Introduction
- Methodology
- Findings and implementation
- Recommendations
- Acknowledgement

## INTRODUCTION



- Huge archival collection
- “Just do it” approach (digitising a manageable scope of work)
- Need for a digitisation strategy

## RESEARCH QUESTION

- *What elements should be included/ adopted in the strategic plan/approach and action plan to sustainably digitise the archival collection of the Buganda Kingdom?*



## METHODOLOGY

- Qualitative approach with a case study research design
- Ugandan institutions involved in digitisation were identified as the target population
- 3 institutions selected using purposive sampling
- Semi-structured interview method with an interview guide
- Microsoft Excel as a data analysis tool



## FINDINGS

## APPROACHES USED IN DIGITISATION

- **Materials based**
- Collection based,
- Discipline Based,
- Formatting Decision approaches



## SELECTION CRITERIA

- Criteria based on the approach
- Materials based approach for Maklib
  - Demand
  - Physical state
  - Time period-Restoration of the kingship
  - People-Outstanding personalities



## STEPS IN THE DIGITISATION PROCESS

- Identification of materials
- Documentation
- Validation
- Conservation
- Scanning
- Assigning metadata and uploading
- Verification and reshelving the originals

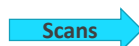
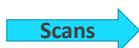


ACTION PLAN			
WHO	WHAT	WHEN	HOW

## EQUIPMENT USED IN DIGITISATION

### Equipment

- Flatbed scanner
- Handheld scanner
- The Atiz Book Drive Pro



### Materials digitised

- Photographs
- A4 sized loose papers
- Materials which are in a very poor physical state
- Archives in bound form such as diaries

## HUMAN RESOURCE FOR DIGITAL PROJECTS

### In-house human resource development

- Easy monitoring by the library
- Fragile materials retained on-site
- Foundation for expertise
- Compliance to copyright

## COSTS INVOLVED

Server /  
Storage



Conservation  
materials e.g gloves



Staff motivation



## FILE FORMATS

- TIFF for archival preservation
  - Quality does not fade over time
- PDFs for online access
  - Take less time to download



## METADATA

- Common elements e.g  
author, title
- Additional attributes and  
sub-attributes
- Compatible with Dspace

Dublin Core Elements		
Rights	Contributor	Creator
Subject	Coverage	Title
Publisher	Identifier	Description
Type	Date	Source
Relation	Format	Language

## ACCESS

- Original copies maintained in acid free boxes
  - Continued access
  - Avoid risks associated with loss of materials
- Boxes well labelled



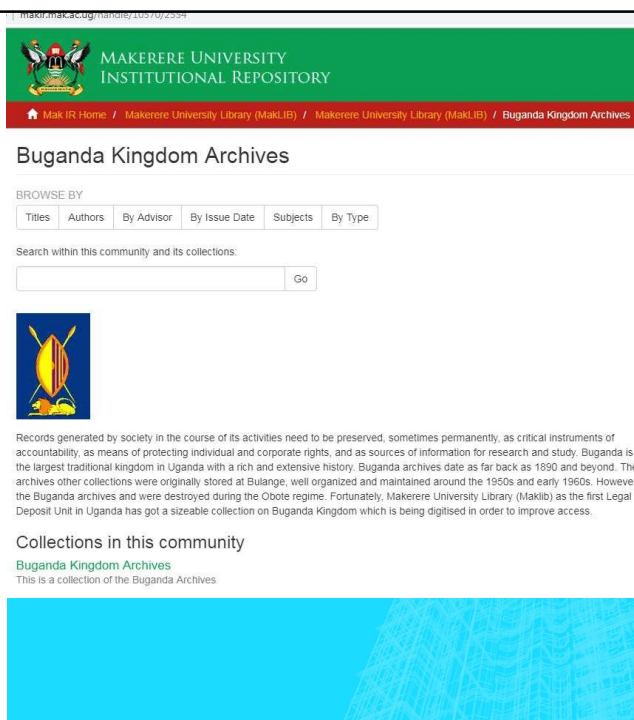
## OUTCOME

## ONLINE ACCESS...

Digital objects uploaded into the MakIR

<http://makir.mak.ac.ug/handle/10570/2554>

4% completed as much of the time was spent on preliminary activities



The screenshot shows the MakIR website interface. At the top is the Makerere University Institutional Repository logo. Below it is a navigation bar with links to MakIR Home, Makerere University Library (MakLIB), and Buganda Kingdom Archives. The main heading is "Buganda Kingdom Archives". Underneath is a "BROWSE BY" section with tabs for Titles, Authors, By Advisor, By Issue Date, Subjects, and By Type. A search bar is present with a "Go" button. Below the search bar is a small image of a Buganda shield. To the right of the image is a paragraph of text: "Records generated by society in the course of its activities need to be preserved, sometimes permanently, as critical instruments of accountability, as means of protecting individual and corporate rights, and as sources of information for research and study. Buganda is the largest traditional kingdom in Uganda with a rich and extensive history. Buganda archives date as far back as 1890 and beyond. The archives other collections were originally stored at Bulange, well organized and maintained around the 1950s and early 1960s. However, the Buganda archives and were destroyed during the Obote regime. Fortunately, Makerere University Library (Maklib) as the first Legal Deposit Unit in Uganda has got a sizeable collection on Buganda Kingdom which is being digitised in order to improve access." Below this text is a section titled "Collections in this community" with a link to "Buganda Kingdom Archives" and a subtext "This is a collection of the Buganda Archives". The bottom of the page features a blue background with a faint pattern of traditional Buganda designs.

## RECOMMENDATIONS

Digitisation of the entire collection

- Committees established to draft proposals to:
  - Buganda Kingdom
  - Mellon Foundation
- System migration

## ACKNOWLEDGMENT

- UP & CCNY
- STUDY LEADERS
- THE UNIVERSITY LIBRARIAN
- MAKERERE UNIV LIB STAFF
- INSTITUTIONS WHERE DATA WERE COLLECTED