

## Management of Digital Preservations in Gandhi Smriti Library of LBSNAA, India

By

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### ABSTRACT

*Based on rapid improvements in digital mode with the extensive educational contents, the purpose and focus of this paper is to show off the digital collection for the use of Officer Trainees from Indian Civil Services and Civil Servants at different levels in India and in other democratic countries. An attempt has been made to present a case study of developing the digital preservations in the library of LBS National Academy of Administration, India. It will give a brief introduction of the issues which had been considered while setting up a digital project with C-DAC for changing the environment from physical to Digital. The project in Gyanlok section in Gandhi Smriti Library was a voluminously painstaking and herculean task, which had to be completed with precision, accuracy and commitment to preserve the heritage and historical books in digital mode for the readers in perspective.*

*In this paper, the author describes the work done within Gandhi Smriti Library, LBSNAA. Digital Preservation Group had created a list and description of the functional components of an ideal digital preservation environment for its library. The evolution of Digital environment is evidenced by developments in education & research, and growth of the literature & resources. Information Scientists' skills in surfing, collecting, organizing, evaluating information can contribute to develop a Model of Digital Preservations for the Academicians, Students, Trainees, Researchers, and Civil Servants.*

**Keywords:** Digital Library; Digital Preservations; Educational Contents; Academy Library

### Preamble

The Lal Bahadur Shastri National Academy of Administration, Mussoorie was established in September, 1959 with the object of imparting training to All-India Services and Central Services officers. At first it was simply known as the National Academy of Administration and the present name as Lal Bahadur Shastri National Academy of Administration was adopted on 2<sup>nd</sup> November, 1972 in memory of the former Prime Minister of India. The mission of the Academy is to promote good governance, by providing quality training for building a professional and responsive civil service in a caring, ethical and transparent framework.

### Objectives of LBSNAA

The Lal Bahadur Shastri National Academy of Administration (LBSNAA) is India's premier institution dedicated to training Officers of the country's higher civil services. Its mandate includes the following:

- Induction level training to members of the All India Services and Central Services (Group A) through a common Foundation Course
- Induction-level and post-entry professional training for officers of the Indian Administrative Service (IAS) including mid-career training programs;

Gandhi Smriti Library of the Academy is one of the most modern and well-equipped Libraries in the country for catering to the needs of The Indian Administrators, Research Scholars, Faculty, Participants of various training courses etc. Due to fire accidents this library had been totally burnt on 23<sup>rd</sup> May 1984 and about 1.6 lac books converted into ashes. Only 8000 books approx. were found in good condition, which were used as instrumental to re-establish the library in new shape in another building of the Academy. The loss of LBSNAA library had indeed been colossal and could justly be regarded as a national loss. Part of the old material was very hard to be replaced. Library-building is a very patient and time-consuming task. Indeed the early pioneers' effort had been facilitated by the then easy accessibility, availability and favorable price-factors to execute the task of re-building the Academy library.

In this regard, Mr. P.K.Jain, Director, Gyanlok Research Center, Dehradun was contacted for purchase of GYANLOK collection of his reading interests, which had taken forty-three years to come into the present shape. He agreed for sale of these collections about 29000 books to the care and custody of Academy.

As on today the Library has good collections for more than 1.80 Lac documents, including bound volumes of journals and audio cassettes-2098 and about 5000 CDs and accessible for use in training activities. In addition, the Library acquires 40 Newspapers, published in different regional languages apart from Hindi and English and around 360 periodicals, published by various National and International Organizations/Institutions, by way of subscription, exchange and gift.

The housekeeping jobs of the Gandhi Smriti Library are fully computerized by using Library software LIBSYS/LS PREMIA DATABASE. The Library maintains two databases- one for information on books, reports, audio cassettes, video cassettes, CDs and the second one for newspapers and journals, articles. The Library Databases are now available on LAN. The Library OPAC accessed from the URL [www.lbsnaa.gov.in](http://www.lbsnaa.gov.in)

The Gandhi Smriti Library is mainly responsible for providing information to the official as trainees from various civil services i.e., IAS IPS, IFS, IFoS and facility with wider resources available in addition to the own resources published from the Academy. This Library is also responsible for overall collection development on all subjects required concerning the policy and decision making process. They are also being processed with internationally acclaimed standard tools and make them available on-line. The resources developed by the library are not confined to any individual library requirement and is not geographically limited. Therefore, its role is not limited to any Ministry, Department, Office, Country but to a complete range of information resource at one point.

GSL is well known for its rich and valuable collection of books/materials on Indian Economy, Indian-Politics, Admin, Management, Indian History and Culture, Area/Country studies, Biographical collection, rare publications, and General Reference collection, such as Encyclopedias, Dictionaries, Yearbooks, Directories, etc. It has valuable Indian Official publications-which includes Annual Administrative Reports, Budget and Plan documents, Civil Lists, Census Reports, Legal documents, Directories, and Hand Books, Gazettes, Gazetteers, Committee and Commission Reports, Parliamentary and Legal documents Census of India available in printed and Non-printed form. It also has resources in the form of Foreign Official Documents.

The LBSNAA library is now having rich collections of digital contents, which are placed in the following three portals and readily available for free access to the Academicians, Students, Trainees, Researchers, and Civil Servants within the campus and outside the campus.

1. Gyanlok Collections : Digital library
2. LBSNAA DSpace Repository
3. E-resources

### 1. Management of Digital Contents of Gyanlok collections

The Ministry of Communication and Information Technology, Govt of India had launched a project namely “ Digital Library Mega Center”. Under this project, Centre for Development of Advanced Computing (C-DAC) , a premier R&D organization of the Ministry of Electronics and Information Technology (MeitY) for carrying out R&D in IT, Electronics & associated areas was engaged for digitization of rare books to develop the digital library, which is the.

LBSNAA has been recognized as one of the sources of such multi-lingual data, which was useful for Digital Library creations. Only those books and resources, which are free from copyright, have been uploaded on the OPAC of LBSNAA library as well as the website of CDAC i.e. [www.lbsnaa.gov.in](http://www.lbsnaa.gov.in); and [www.dli.cdacnoida.in](http://www.dli.cdacnoida.in);

In today’s scenario, we are now passing through the electronic age and seeing to the present users’ needs, most of the conventional libraries are fast converting themselves into virtual libraries and archives. The paper records are rapidly being replaced by electronic records.

By digitizing the collection, we are not only preserving and conserving the contents of these records for the future generation, but are also going to provide our clientele quick, easy and remotely accessible in information with the added advantage of powerful retrieval tools (digital descriptors).

<b>Project Name</b>	Preservation, Conservation and Digitalization of rare books/ and core literature to create virtual library.
<b>Aims/Objectives:</b>	<ol style="list-style-type: none"> <li>1. To identify rare books and core literature from the library.</li> <li>2. Similarly a list of core literature including (a) Good Governance b) Security (C) TQM (d) Terrorism (e) civil services reforms (Human Rights (g) crime against women (h) Right to information were identified and converted into Electronic media and kept along with audio-visual unit.</li> <li>3. To include the literature of primary products like Reports, Books, Articles etc. and secondary products like Abstracts, Bibliographies etc.</li> <li>4. To provide the above identified items in the form of CD and online to the users as full text literature with search facilities.</li> </ol>
<b>Methodology:</b>	<p>To start the process it was imperative to decide which collection has most intellectual content to digitize. The criteria to choose the documents will be as follows:</p> <ol style="list-style-type: none"> <li>1. The physical condition of the document</li> <li>2. Utility of the document of the department</li> </ol>

	<ol style="list-style-type: none"> <li>3. Rarity – identifying documents like manuscripts, maps, photographs</li> <li>4. Value – monetary, esthetic, historical and bibliographical.</li> </ol>
<b>Process of digitization</b>	The process of digitization involves the scanning of the documents with a scanner or images are captured through digital cameras. Then using the OCR (Optical Character Recognition) the images warped. Unrecognizable are cleared and enhanced and with the help of software up to some extent mater is edited according to requirement. Finally this matter is given of full text search facility as well as content, author, title, picture and map searches. Thus “unknown” “inaccessible and fragmented” intellectual heritage organized with search instruments.
<b>Production of Data Files:</b>	Data file are created during the digital conversion of the original. For example, if we are using OCR technology to scan the original document, we save it in any suitable format like PDF, GIF, JPEG etc. using OCR software; this is the original data file.
<b>Production of Descriptive Metadata:</b>	The Descriptive metadata must be stored in the defined structures of metadata formats like Dublin Core and RDF (Resource Descriptive Format). The purpose of descriptive metadata is to provide access point (discovery) to describe the intellectual characteristics of an item.

When we consider digital content, for example a digitized book, that we hope to provide access to over time, it's important to understand the digital components required to make this book whole. When a book is scanned, a single image is generated for each page. Each of these is a single digital file.

When a user accesses this digital book, they are experiencing a single digital object. However, this object is made up of several different components that are working in concert when viewed online. Defining this object and the individual files that make it up help us to carry out a number of essential preservation activities as under:

- A basic function of digital preservation is being able to tell whether a digital object has changed, been corrupted, or is missing pieces. By verifying a digital object's integrity, we can periodically check to see if it's whole.
- It's also necessary to understand the context of that object's creation and the provenance of that object.

Preservation of metadata helps us to accomplish two important preservation related tasks:

- to capture the information we need to provide long-term access to a digital object and
- to manage the workflows and tools involved in ensuring that access.

As a digital object moves through the archival process, especially from initial collection or capture to the archival version of that object, the information that's necessary to accomplish these two tasks might change. In fact, the information that's necessary in general is highly institution- and repository specific and as a result, there is no one standard set of elements or approaches to capturing preservation metadata. Preservation metadata is then generally made up of various other standards and metadata types, used for a variety of other purposes. LBSNAA library has digitized 6259 rare books and placed on the portal of library as well as CDAC website. **(Please see Annexure-1)**

## 2. Management of LBSNAA DSpace Repository

GSL has launched a LBSNAA Dspace repository, an online archive for collecting, preserving, and disseminating digital copies of the intellectual output of LBSNAA, particularly the course lectures, which is developed on DSpace open source software. Research papers/lectures/course materials are freely available online. Depositing academic work in an open access repository therefore increases the profile of an author on a world-wide basis, increasing both the dissemination and the impact of the research they undertake.

### Objective:

To lay down the procedure for uploading all Teaching Learning material (PPTs, Readings, Cases, Exercises/Games, Movies etc.) used in Classes during various training programmes and the audio / video recording of the sessions (only in case of guest speakers) on IR, with correct keywords, in correct community and in easily searchable form.

### Operating Procedure:

<b>Storing Training/Learning Material in Class Rooms</b>	<p>Classroom assistant/DPA are responsible for storing all the T/L material (presentation/reading material/video/audio) used in any class on designated server which are shared with the course Training Associates.</p> <p>The material used in different class rooms are stored in designated folders and are assigned standard names as given below:</p> <ul style="list-style-type: none"> <li>• Main Folder: Course Abbreviation- FC 2016, Phase I 2015 etc.</li> <li>• Subfolder: Week- Week 1, week 2 etc.</li> <li>• Session Id: For FC, Phase I and Phase II the session id is given.</li> <li>• Name of the document as given by the speaker.</li> <li>• The path for these files will be automatically generated.</li> </ul>
<b>Storing Video / Audio Recording of Sessions taken by Guest Speakers</b>	<p>All sessions taken by guest speakers in various training programmes are recorded. These recording will be saved on the designated server in the designated folders.</p>
<b>Uploading of Material in LBSNAA Repository</b>	<p>Academic Faculty; Guest Faculty; IR Coordinator</p>
<b>Tag words</b>	<p>Tag words are being developed by the respective subject coordinators to facilitate search. The list of approved tag words are circulated to all faculty members and Training Associates by Training Division and are constantly updated.</p>

### 3. Management of Digital contents of E- Resources:

Gandhi Smriti Library is subscribing more than 45 e-journals and 7 electronic databases for readily access to the users. It provides to its user to search all the e-resources as available through one interface i.e. **Fed Gate** searches through multiple information resources available in the library in real-time through a single search box to present relevant information in a structured format. This robust discovery tool enables students and researchers cut through excess information, thereby increasing productivity. It helps them retrieve, analyze, and discover content subscribed by the institution through a single search in relevant order.

#### Remote Access to Digital Contents of LBSNAA Library

Gandhi Smriti Library has extended the authorization of off-campus access to Digital Library ( Gyanlok Collections); LBSNAA Repository; and a huge range of electronic resources (EBASCO, SAGE, J-Store, Manupatra, J-Gate etc). Use of the e-resources is subject to copyright law and the license agreements that Academy signs with the e-resource providers. **Access from off-campus now becomes EASY!!**

All digital contents of library are accessible remotely by authorized users via the Library **EZproxy Server**. Authorized users with user ID and password may access from off campus a variety of Library subscribed resources including e-journals, databases, e-books etc. listed in the Library Catalogue and Library Homepage. In order to access the Library remotely, user's computer/smartphone/tablet must have an Internet connection.

The officer those who came to Academy for training in various courses like Foundation Course; Middle Career Training Programs (Phase-I,II,III,IV,& V); Training Inductions . After completion of their training, the officers joined back in different parts of country in different Districts and Municipal Corporations. They are regularly accessing the digital contents available on the library portal from their remote locations. The usage reports are annexed herewith at **Annexure-2**.

#### How does it work?

All electronic resources do require a login from the link of **E-Library** on the LBSNAA SARGAM Portal website i.e. <http://sargam.lbsnaa.gov.in> , members will often see the login screen.

Our links are configured with an EZProxy server that will detect if members are off-campus and then prompt them a log-in screen. Enter member's user ID and password. Member does not need to make any changes to browser's configuration. EZProxy uses cookies to keep track of all session, so that one doesn't have to log in again to access new resources. EZProxy will not work if browser does not accept cookies. These cookies contain only session key, and expire when the browser is closed.

One can use **SARGAM** Portal for remote access to e-resources for finding journals, full-text articles, archive material and much more. Or one can directly go to the e-library website site i.e. <http://elibrary.lbsnaa.gov.in> **where** log-in screen is prompted for asking user id and password automatically. The user Id and Password of **authorized member** will only be used for the purpose.

#### Conclusion

It is concluded that Digital library must be considered as the principal benchmark of digital preservations in the Institutions such as universities, research laboratories, publishers, libraries, and commercial

organizations, which are creating innovative repository-based systems that address the entire lifecycle of information—from supporting the creation and management of digital content, to enabling use, re-use, and interconnection of information, to ultimately ensuring long-term preservation and archiving.

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