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

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Preamble

National Academy of Administration, Mussoorie was established in September, 1959 with the object of imparting training to All-India Services and Central Services officers, and the present name as Lal Bahadur Shastri National Academy of Administration was adopted on 2nd November, 1972 in memory of the former Prime Minister of India.

Objectives

- 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;
The wooden housed library namely Gandhi Smriti Library (GSL), having a good collections of about 1.60 lakhs books, had a good deal of wood work, some of which was very old and dry and, therefore, prone to fire.

Due to fire accidents this library had been totally burnt on 23<sup>rd</sup> May 1984.

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.)
Present Status

- Books: 1,80,000 approx.
- Periodicals: 360 (Indian and Foreign)
- Newspapers: 40
- Electronics Resources: 06 Databases
- Audio CDs/DVDs: 5000 and above
- Audio cassettes: 3800
- Gyanlok Collections: 29,000
Hybrid Library

RFID–enabled Library  

Reading Room
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 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.
Digital Contents

Digital contents of LBSNAA library placed in the following three portals:

- Gyanlok Collections: Digital library
- LBSNAA DSpace Repository
- E-Library

Readily available for free access to the Academicians, Students, Trainees, Researchers, and Civil Servants within the campus and outside the campus.
April 2014: “Digital Library Mega Center”,

Centre for Development of Advanced Computing (C–DAC) was engaged for digitization of rare books to develop the digital library, which is the premier R&D organization of the Ministry of Electronics and Information Technology (MeitY) for carrying out R&D in IT, Electronics and associated areas.

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; and www.dli.cdacnoida.in;
### Digital Project Undertaken

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Preservation, Conservation and Digitalization of rare books/ and core literature to create virtual library.</th>
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</thead>
</table>

#### Aims/Objectives:

1. To identify rare books and core literature from the library.
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.
3. To include the literature of primary products like Reports, Books, Articles etc. and secondary products like Abstracts, Bibliographies etc.
4. To provide the above identified items in the form of CD and online to the users as full text literature with search facilities.
Methodology:

To start the process it was imperative to decide which collection has most intellectual content to digitize. The criteria to choose the documents were as follows:

1. The physical condition of the document
2. Utility of the document of the department
3. Rarity – identifying documents like manuscripts, maps, photographs
4. Value – monetary, esthetic, historical and bibliographical.

Process of digitization

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.

It involves the scanning of the documents with a scanner or 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.
**Production of Data Files:**

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.

**Production of Descriptive Metadata:**

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.
## Digital Books in GSL

<table>
<thead>
<tr>
<th>Subject</th>
<th>Total No. of books</th>
<th>Digitised Books</th>
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<td>2911</td>
<td>1089</td>
</tr>
<tr>
<td>Sociology</td>
<td>1481</td>
<td>563</td>
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<tr>
<td>Political Science</td>
<td>2161</td>
<td>813</td>
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<tr>
<td>Language</td>
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<td>5</td>
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<tr>
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<td>1572</td>
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<td>Law</td>
<td>616</td>
<td>260</td>
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<tr>
<td>Management</td>
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<td>Literature</td>
<td>1268</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>6259</strong></td>
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</table>
Management of LBSNAA DSpace Repository

- An online archive for collecting, preserving, and disseminating digital copies of the intellectual output of LBSNAA, particularly the course lectures,
- 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.
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.

The material used in different class rooms are stored in designated folders and are assigned standard names as given below:

- **Main Folder**: Course Abbreviation- FC 2016, Phase I 2015 etc.
- **Subfolder**: Week- Week 1, week 2 etc.
- **Session Id**: For FC, Phase I and Phase II the session id is given.
- **Name of the document** as given by the speaker.
- **The path for these files** is automatically generated.
# Operating Procedures

<table>
<thead>
<tr>
<th>Storing Video / Audio Recording of Sessions taken by Guest Speakers</th>
<th>All sessions taken by guest speakers in various training programmes are recorded. These recording are saved on the designated server in the designated folders.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Uploading of Material in LBSNAA Repository</strong></td>
<td>Academic Faculty; Guest Faculty; IR Coordinator</td>
</tr>
<tr>
<td><strong>Tag words</strong></td>
<td><strong>Tag words</strong> 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.</td>
</tr>
</tbody>
</table>
LBSNAA Dspace Repository

DSpace Repository

LBSNAA Repository

This Institutional Repository has been created to collect, preserve and distribute the scholarly output of LBSNAA, Mussoorie. This will work as an important tool to facilitate scholarly communication and preserve the institutional knowledge. The Library proud to be host the repository and work for the dissemination and preservation of knowledge resource of LBSNAA community.

Communities in DSpace

Select a community to browse its collections.

- Foundation Course [129]
- Middle Career Training Program (MCTP) [0]
- Phase-I [78]
- Phase-II [0]
- Training Induction [92]

Recently Added

Mock Trial and Revision of CPC
Talwar, Jaspreet, IAS (2017-04-06)

Offences against property
Kumar, Sachiv (2017-04-03)

Laws of Evidence - Admissibility and Confession

Texas Conference on Digital Library 23 – 25 May 2017
Management of Digital contents of E- Resources:

E–database : 07
- EBSCO Research Databases
- JSTOR online
- SAGE Publications
- Manupatra
- Online Statistical Data
- On–Line Database on India Economy
- J–Gate

E– Journals : 45
The Academy provides the following technology for accessing e-Resources (link to e-library through sargam portal):

- FedGate
- EzProxy
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).

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.
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 following login screen.
One can go to the e-library through sargam where log-in will be prompted.
# Remote Access Usages

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<tr>
<th>Access Database</th>
<th>April</th>
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<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
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Contd..
Conclusions

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.