



Digitizing National Records of Jordan: Reality and Challenges

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ABSTRACT:

The study explored the reality of electronic archiving in the Jordanian National Library, the study also discussed the problems and challenges that the library faced, The main results of the study were :

Laws and regulations of Jordan documents is still not at the required level, especially at the present time in the digital age.

-challenges of physical space and virtual space .

- Lack in Supervising and controlling all documents produced by ministries, because there is no central system for document preservation, and library systems did not match the document Integrated Archiving System to manage the documents produced in various Jordanian ministries in addition to the private sector.

Keywords: Digital archiving, National Records, Jordan Library.

1. Introduction:

Archiving primarily means recording information that is valuable to an organization so that it can manage and maintain it for as long as possible or even forever. This simply means that electronic archiving is converting documents at the end of their life cycle into archive stage whose contents cannot be altered or change in order to be accessed when it is needed; so it is not enough to scan a document to be an electronic archive. In fact, the process of archiving according to this concept is a process we all practice in our daily lives. When you write a letter to someone, you are dealing with a document that can be modified and changed, but once you send this letter to the recipient it has become a record. We are talking here about records, whether the retention period is short or long, even if the means of preservation differ.

According to the present invention, an automatic archiving system that makes document archiving largely transparent to the user Hull (2004).i

Electronic archiving is simply a record management process that ensures its protection, authenticity and accessibility, it starts from the moment the document is created and ends with destruction or leaving it permanently stored, and not only limited to the storage or scanning.

Records can be defined as information that is recorded, maintained, and managed by a person or an institution or enterprise, either for legal purposes or value for the functions of the enterprise. Records kept by any enterprise are no longer confined to paper, but rather include forms of information that are no less important than paper documents such as e-mail, instant messages, web pages, and information transmitted through social networks, all this information should be recorded according to their importance.

A national archive is the storing and ordering place of the collective memory of that nation or people(s) Harvery and Brown (1998)ii

National Libraries have a significant role in keeping the national cultural product. Many countries have realized the importance of the national library, including Jordan, that the keeping of information and making them available and protection of copyright and intellectual property is the basis of good management, development and progress of researchers and future generations. The Jordanian government was aware of this issue and has in 1994 established the National Library to take care with the national intellectual product in all its types and forms. JNL (2018) www.nl.gov.jo iii

There is an interest by Jordanian institutions in digital archiving and awareness of its importance, especially since Jordan is oriented towards e-government strongly, and thus this study attempts to transfer the reality of digital archiving in Jordan national library .

2. Methodology and importance of the study:

The study was determined the reality of electronic archiving in the Jordanian National Library by answering the following questions:

- What is the reality of digital archiving in Jordan National Library?

- What are the problems and challenges facing Jordan National Library in digital archiving?
- What is the reality of laws and regulations that controlling the library documents ?
- what are the stages that used in electronic archiving and the components of the electronic archiving system?

3-Purpose of study:

1. -Identify The reality of the practices of Jordan National Library in the preservation and circulation of documents electronically, and the reality of providing services to citizens.
2. -Determine the problems and challenges facing Jordan National Library in digital archiving.
3. -Determine laws and regulations that controlling the library documents.
4. -Determine the stages that used in electronic archiving and the components of the electronic archiving system.

4-Study importance

More than a decade has passed since the Jordanian state institutions began the process of digitizing and preserving their documents in order to implement the concept of e-government and provide better services to citizens. however, the reality and practices of Jordanian institutions in their experience with digital archiving have not been studied, here lies the importance of this study. The results of this study will be useful to the Jordanian state institutions in helping to overcome the problems they face in the process of digital preservation and archiving.

5-Methodology:

The descriptive approach was used to implement this study by describing the reality and thus developing the results. The interview tool was used in this study by interviewing the general director and (3) staff from Archives Department and(2) staff from the IT Department. Also, through the observation, the researcher examined the equipment used in the process of archiving, the archiving system , and the database

6.Literature Review:

The researchers tried to find previous studies related to digital archiving specifically about Jordan, in the main subject of this study, but they did not find studies related to Jordanian institutions and therefore the researchers reviewed the foreign studies closest to the subject of this study, including:

A study by the National Archives and Records Administration NARA , (2017) iv in the United States identified digital archiving strategies for more than 13 billion unique document pages, electronic materials, maps, animations, aerial photographs, stationary photographs, artifacts, in addition to animation and audio video recordings. The study identified the means and frameworks by which users can be encouraged to communicate and use these documents as a right of knowledge available to them.

NARA (2005)v study presented by the Library of Congress entitled "Preservation of State Government Digital Information: Issues and Opportunities" which was the outcome of three workshops held in 2005, this study was about the results that have been reached through these workshops, which included recognizing the importance of digital information, identifying the operational and technical infrastructure as well as identifying technical and human resources.

British National Archives (2017)vi, study on the digital strategy for the preservation of government documents in Britain which illustrates the vision of the British archive to transfer to digital preservation for the next three years to reach specific goals: Restructuring the archive In general, expanding access to the archive by linking the largest number of users with archives through the web, developing skills and digital culture, and establishing relationships with other archives to develop digital transformation.

Study Decman(2007)vii: Which focused on the organizational, technical and financial aspects, "outsourcing or not" and how to do so. It analyzes decision-making factors and attempts to make conclusions on the oretical bases, and research results from various survey projects. It presents the results of a study of digital archiving applied in the public sector in Slovenia. This also focused on outsourcing the digital technology and archiving service or different segments of the service. Results from the public sector were also compared with results for the private sector.

Gail Hodge, and Evelyn Frangakis(2004)viii Report issued by (ICSTI) This report focuses on operational digital conservation systems specifically in science and technology (S & T).It is interested in the wide range of digital sources, in which science and technology are concerned, including electronic journals, technical reports, electronic records, project documents, scientific papers, etc. The report also discusses archiving based on types of coordination: text, data, audio, video and what is, of course, international in scope, as much as possible intersect with regulatory sectors (academic, government, commercial, etc.).

In view of the previous studies, it is clear that this study differs from the previous studies in terms of the efficiency, the time and the manner of dealing with the subject, this study focuses on investigating all aspects of the Jordan National Library experience in digital archiving, and this is not covered by

the previous studies so this study will be complementary to previous studies, and benefited from previous studies in the methodology and analysis for this study.

7. Analysis and discussion:

7.1 Laws regulating the preservation and circulation of documents in Jordan:

There are a number of laws that are adopted in the preservation and circulation of documents in the National Library, the most important of which are JORDAN NATIONAL LIBRARY (2019)^{ix}

National Library Regulations No. 5 of 1994 and its amendment No 41 of 2015. The Copyright Protection Law No.(22) of 1992 Article(Copyright Office,1992) x. Deposit Regulations No4 of 1994 Laws and regulations of Jordan documents Is still not at the required level, especially at the present time in the digital age, for example(interview with General Director , 03,january,2019) xi:

EX1: National Library Regulations No. 5 of 1994 and its amendment No 41 of 2015 Article (4) J concerning collective document and manuscripts and article(4) z concerning public libraries and standard have not been implemented.

EX2: The Copyright Protection Law No. (22) of 1992 Article (3)b Does not include the Online works ,We are talking about digital intellectual production IPR . Web material has tow general characteristics it is digital and it is present on the internet it can therefore be considered a sub-set of on the one hand digital media (e.g. e-print,e-books, DVD,CD-ROM ...)Brügger (2011) xii

EX3: Deposit Regulations No4 of 1994Article 8 related to theses in Jordan universities are not activated.

Department of Documentation and its strategies:

The National Library is divided into two main institutions: the Library Department, which is concerned with the preservation of the Jordanian national production, and the documentation department concerned with the preservation of administrative documents issued by state, public and private institutions

Document Directorate: Is responsible for:

- Collection, cataloging and classification of images and private and governmental documents pertaining to Jordan, with a historical, national and heritage dimension from all sources and preserving and organizing them.
- Address local or foreign authorities to collect any documents, manuscripts, photographs and papers of historical, political, economic and cultural value to provide the National Library with the purpose of enriching the national documentary repository.
- Preserving all royal speeches, local conferences, symposia, reports and publications issued by governmental institutions.
- Organizing documentary exhibitions and serving researchers.
- Do the electronic archiving for all documents.
- Make archived documents electronically available according to their terms of use for the service.

However, the documentation department suffers from several problems and the most important of which are (interview with Archives Department staff Members,2019) xiii:

-Facing challenges in terms of Size and diversity of documents ,Traditional and paper materials are constantly growing in size and here is the problem of place and storage.

The digital materials increase in size and both must be preserved long-term.

That is, there is challenges of physical space and another virtual space .

- Lack in collecting information sources procedures at national and international level
- Lack in Supervising and controlling all documents produced by ministries because there is no decentralized system for document preservation
- Workload in archiving documents which needs more qualified employees

Types of documents that are archived electronically:

1. Special documents are obtained through:

- Organizing documentary exhibitions to educate citizens about the importance of documents in preserving national identity and the role of important documents in historical studies.

-Inform the citizen of assets called special documents.

-Urge citizens to hand over their documents through appeals from various media outlets.

2. Government documents:

- Documents that have a historical, political or national dimension for Jordan that available to persons, academic institutions or foreign entities.

- Obtained through the presence of the destruction operations carried out by local government agencies in accordance with the Prime Minister's communication which stresses the need to involve the National Library before the destruction of any documents in these departments and institutions.

Electronic archiving procedures in the National Library (Interview with Archives Department staff Members , 03,januuary,2019) xiv:

Identify the elements necessary to describe and archive the document electronically(the Document components):

form of documents: such as paper, microfilm, DVD.

Content: What is written or stored on the container or paper.

Structure or shape of documents: order of writing on paper.

Context: the relationship between writing and the field you are addressing.

Documents are collected from individuals and public institutions.

Documents are recorded in special records.

Indexing and cataloging the documents (classified and encoded) within a special classification and coding system.

copied and stored the Documents in a computer.

Belding the Documents bibliographic record (constructed by inserting all the necessary information).

Available to the service by placing it in the hands of researchers.

The Categories of archived documents^{xv}

The official newspaper

Pictures

Cultural agreements

King Abdullah speeches

King Hussein speeches

Prince Hassan speeches

Personal documents

Government documents

Council Nation Memo

There are many problems facing the Electronic archiving procedures in the National Library .The number of documents to be archived exceeds the capabilities of the library, and the Lack of hardware limits the speed of completion, Staff shortage who working in the archiving process (Interview with IT Department staff Members , 03,januuary,2019)xvi. Figure 1 represents a bibliographic record of a document^{xvii}

Figure 1 Model bibliographic record for a document retrieved from the catalog of the documents archived at the National Library



Title: A letter from the Prime Minister to the Minister of Finance / Budget

Date of document : 10/06/1969

Scop and content: Capital Amman / Duties of the Municipality / Health Municipality's duties and irregularities - Cleaning week

NOTES: Duplicated and did not have issued number

Description: Send a copy of the letter of the Secretary of the capital to find a municipal police duty to take the executive procedures that enable the Secretariat to perform its duties. Please provide an opinion

Source: Prime Minister

Call Number / Callback: 120/1/2/16

Collection Group: Government documents.

However, the current library systems did not meet international standards for document descriptions, such as Dublin Core international standard description data, The Dublin Core Schema is a small set of vocabulary terms that can be used to describe digital resources (video, images, web pages, etc.), as well as physical resources such as books or CDs, and objects like artworksxviii

Electronic archiving system in the National Library:

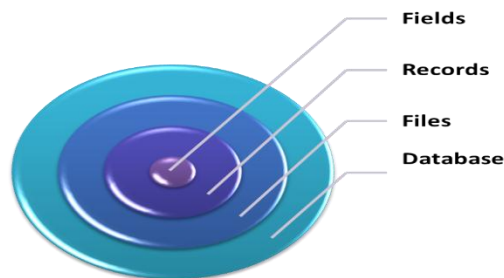
The Components of database for the electronic archiving system in the National Library were:

Fields: includes descriptive fields for documents

RECORDS: includes fields of documents

Files: includes RECORDS and digital forms of documents .

Database: includes Files of documents and worksheet and retrieval systems and interfuse for users and metadata



However, the current database library systems did not meet Integrated Archiving System to controlling all documents in Jordan stats and its ministries and in privet sectors (Researcher Observation and interview with IT staff member, 03, January, 2019)xix

8. Results and challenges:

-Laws and regulations of Jordan documents Is still not at the required level, especially at the present time in the digital age.

-challenges of physical space and virtual space in .

- - Lack in Supervising and controlling all documents produced by ministries because there is no central system for document preservation, and library systems did not meet Integrated Archiving System to controlling all documents in Jordan stats and its ministries and in privet sectors

- Workload in archiving documents which needs more qualified employees

9. Conclusion and recommendations:

- 1- Review and Modify Laws and regulations related to Jordan National Library to able the library to control and conserve the documents including online works , and in all ministries and institutions.

2- Supervising and controlling all documents produced by ministries and implementing decentralized system for document preservation through :

- Establishing unified classification and coding system at national level
- Installing Integrated Archiving System including portals in all ministries-
- The international standards for the description of documents must be considered.
- The adoption of electronic archiving systems with international standards.
- Adoption of international standardization requirements such as Dublin Core international standard description data .

Electronic archiving must be a decision taken at the government level so that the government is responsible for this project by the developing of unified policies, plans, and regulations in all its ministries , institutions, than the national library will be able to Supervising and controlling all documents produced by ministries.

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