



**FACULTY OF INFORMATION MANAGEMENT  
MARA UNIVERSITY OF TECHNOLOGY**

Bachelor of Science in Information Management  
(IM 245)

MANAGING OF AUDIO VISUAL RECORDS AND ARCHIVES  
(IMR 665)

**ASSIGNMENT:  
ARTICLE SUMMARY**

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**Article on:**

**Article 1 - “The Use of Video as an Audio-Visual Material in Foreign Language Teaching Classroom”**

**Article 2 – “Incorporating audio-visual materials in university teaching: Results of a faculty survey and corresponding actions of the Library”**

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## **Abstract**

*Both these articles discuss the preservation of audiovisual materials from two places and in different ways in the preservation and management of audiovisual material. The first article examines audiovisual materials from different institutions in Botswana where it has become an important source of information but not sufficient for them. National Archives of Australia containing audiovisual materials created by Australian government agencies and political. The National Archives has major projects that face challenges in maintaining a system to manage the implementation of analog and digital audiovisual in four years. Institutions in Botswana designing more effective strategies for managing audiovisual materials caused some of the problems they face in managing the materials. National Archives of Australia is also taking steps to upgrade the existing repository, set up a new building and create a digital archive for the storage of audiovisual materials.*

## **Keywords**

Audiovisual materials, records management, preservation, National Archives, Botswana, Australia.

## **1. Introduction**

From the article 1 which is Preservation and Management of Audiovisual Archives in Botswana , author Nathan Mnjama, there are few words to say that audiovisual materials are essential to a country's historical heritage. However, audiovisual materials is often overlooked and not considered important by some people. They take for granted the preservation and management of these audiovisual materials. Preservation and provision of access to audiovisual materials are very complex and require high costs compared to paper archives. From review in Botswana, which proposes ways to address the challenges in dealing with the collection and preservation materials in the country where the material does not get more attention audiovisual materials like paper-based records. Based on Nathan Mnjama (2010), "The major objective of archival and library services is to facilitate access to collections in their care so that the collections are accessible for education and research purposes". In addition, a preservation material in the collection so that it can be prepared for the next generation is one of the most important objectives of the service. The strategy to achieve the objectives of the two objectives often struggle because now there are ways in which collections can be used without any damage either intentionally or unintentionally. In the article also stated that are all considerations in terms of financial management and storage and provision of accommodation, staffing levels, policies, techniques, and methods involved in preserving library and archival materials and the information contained in the material. The methods and techniques designed by the technical staff are the practice that is fundamental when protecting library and archive materials from deterioration and damage. Article 2 Audiovisual Preservation in the National Archive of Australia author by Brendan Somes ( they provide overview of the National Archives of Australia's audiovisual archive which consider the challenges of audiovisual preservation and how they faced the challenges. The archive has repositories in all Australia states and territories in term of quantities each repository. In term of format they have audio, audiovisual, bound volume, cartographic, electronic record, microform and etc.

## **2. Objectives**

In Botswana article, the main objective of their study was to answer three basic questions:

- i. What is the legal and regulatory framework for managing audiovisual materials in Botswana?
- ii. What are the major challenges facing the management, preservation and use of audiovisual materials in Botswana?
- iii. What recommendations are needed for the effective management and utilization of audiovisual materials in Botswana?

While the objectives of the National Archives of Australia are:

- i. Setting up a major project within four years to meet the challenges of audiovisual preservation.
- ii. To promote the creation, management and preservation of authentic, reliable and usable Commonwealth records and to facilitate Australians' access to the archival resources of the Commonwealth.
- iii. Provides the criteria for prioritizing the material to be preserved and outlines their respective preservation treatments.