



اُونِيُوَرَسِيْتِي تِيكْنُوْلُوْجِي مَارَا

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**MANAGEMENT OF AUDIO VISUAL RECORDS & ARCHIVES**

**INDIVIDUAL ASSIGNMENT**

*“The public-private partnership case study in digitization of  
audiovisual heritage”*

*“Preservation and Management of Audiovisual Archives in  
Botswana”*

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**Peace and blessings of Allah be upon Prophet Muhammad.**

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## 1.0 ABSTRACT

**Abstract:** *This paper will explain on how one relatively small public library, limited in funds and resources, managed to cope with the challenges of digitization of audiovisual material related to local heritage. The paper also will tackle the problem of preservation of information on obsolete media and their digitization in an effort of preserving one important part of the cultural legacy of the twentieth century. Besides, it will review the state of the audiovisual collections held by different government institutions. The paper identifies the types of audiovisual materials found in the public sector and the challenges in the management of the materials. In addition, it will proffer a strategies for dealing with the challenges of preserving and improving the use of audiovisual materials.*

**Keywords:** *Audiovisual materials, records management, preservation, National Archives, digitization, local heritage*

## 2.0 INTRODUCTION

Audiovisual is a possessing both sound and visual component includes slide-tape presentations, films, television programs, church services and live theater productions. An audio-visual record is defined as a document that contains government information in the form of moving images or sound. It also will be used for designed to aid in learning or teaching by making use of both hearing and sight. Regarding on this article, digitization will be used for preservation of audiovisual material and responsible for the activities surrounding library material digitization and digital preservation. They had developed a digitization center to runs all activities concerning the digitization of local history collections in the institution, as well as those related to the digitization and digital preservation of other collections held by cultural institutions, organizations or individuals, which are connected with the legacy, cultural and scientific heritage. Other than that, the article will discuss the problems that related to the management of audiovisual materials in the country emanate from weak legislative framework, lack of trained personnel in the management of audiovisual materials, technological challenges, inadequate storage facilities and the perception by users that audiovisual materials are not as valuable as records in other formats.

### 3.0 OBJECTIVE

There are several objective that have been identified includes;

- To analyze on how one relatively small public library, limited in funds and resources, and managed to cope with the challenges of digitization of audiovisual material related to local heritage.
- To tackle the problem of preservation of information on obsolete media and their digitization in an effort of preserving one important part of the cultural legacy of the twentieth century.
- To preserve and improve the use of audiovisual material in the collections so that they can be available to future generations.
- To facilitate access to collections in their care so that the collections are accessible for education and research purposes.

### 4.0 DISCUSSION OF THE ARTICLE THAT REVIEWED

#### 4.1 PROCESS OF DIGITIZATION FOR VIDEO MATERIAL

From the first article which is “The public-private partnership case study in digitization of audiovisual heritage”, it will discuss on how digitization as a way for preserving audiovisual and video materials. They were used IFLA’s “Guidelines for audiovisual and multimedia materials in libraries” for digitization of audio and video material. The digitization of audiovisual collections as a way of providing access in the future and maintain the value of materials. There are several types of analog and digital formats for sound and image that have been digitize includes mechanical carriers, magnetic tape carriers, magnetic disk carriers, floppy disks, photochemical carriers, and optical carriers. The process of digitization for video material in the center relies on the procedures built by librarians and obtained equipment. The Digitization Centre created procedures and rules for digitization of audio-video material, particularly for VHS and SVHS video tapes, which was a new field of work for us, but also for the libraries in Serbia in total.