

## **MUSEOLOGY**

### **Unit Structure:**

- 1.0 Objectives
- 1.1 Introduction
- 1.2 Museums – Origin
- 1.3 Museums - Definations
- 1.4 History of Museum Movement in India
- 1.5 Summary
- 1.6 Questions
- 1.7 References

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### **1.0 OBJECTIVES**

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After going through this the students will be able to:

- 1. Understand the meaning of museology.
- 2. Trace the origin of Museum.
- 3. Understand the Museum movement.

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### **1.1 INTRODUCTION**

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The study of the methods of cleaning, processing and history growth, present status, their probable future development and their responsibility to the society is known as museology. It is a broad term, which covers both theoretical and practical aspects of museum administration. The study of museums is vital because we are the products of the past. It is only when we study the past that helps in the better understanding of the present and the future.

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### **1.2 MUSEUMS – ORIGIN**

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Museum is a Latin word derived from Greek. It was applied to the sacred place museion meaning a 'temple of Muses.' The Muses were the Greek Goddesses of art and learning.

According to the Romans the Museums were meant to be research institutes.

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## 1.3 MUSEUMS - DEFINITIONS

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A simple Oxford Dictionary definition may be as follows :

“A place where objects of historical interest are collected and displayed.”

The definition of term “museum” although originally was “housing and preserving the nation’s heritage”, it was continually analysed and revised to suit its functions.

By the 19<sup>th</sup> century “museum” was defined as “an institution providing instruction and enjoyment and serving for the preservation of objects for future generations”. This definition included new elements i.e. instruction and enjoyment thus shifting the emphasis from merely preservation to imparting knowledge through entertainment.

A more or less similar idea was expressed by Markham : “Services that a museum can render to any community may conveniently be grouped as :

- i) Collection and preservation
- ii) Interpretation
- iii) “Educational Services” the museum thus “being there for objects exists for the people”

According to John M.A. Thompson, “A museum is a non – profit making, permanent institution, in the service of the society and of its development and open to the public” (ICOM 1974). The phenomenon of the museum here is of a comparatively recent origin, yet seems vague in the present context.

A comprehensive definition given by the UNESCO is as follows : “A museum is a permanent establishment, administered in the general interest for the purpose of preserving, studying, enhancing by various means and in particular, of exhibiting to the public for its delectation and instructive groups of objects and specimens of cultural values, artistic, historical scientific and technological collection, botanical and zoological gardens and aquarium etc.”

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## 1.4 HISTORY OF MUSEUM MOVEMENT IN INDIA

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Mention has been made to the term “Chitrasala” meaning picture gallery, in the ancient Indian literature. Very little, however, is known about the scope and nature of this gallery.

Similarly at the Buddhist sites of Bodhgaya, Amravati, with labeled sculpture, the Brihadisvara temple at Thanjavur were all rich in information and gave excellent documents. Yet they only served as components of museums but not museums in India. It can therefore, be

conveniently said that, the oldest museums in our country came in the form of Picture galleries and “Museum – cum –temples”.

However, museum in the real sense of the term was established in India with the advent of the Europeans. Sir William Jones and Nathaniel Wallich associated with Asiatic Society of Bengal may indeed, be considered as the founding fathers of India’s museum movement.

The history of museum movement in India can be broadly divided into four groups based on different periods.

**i) Museum movement under East India Company (1784 – 1857):**

The year 1796 witnessed the first museum collection when the Asiatic Society of Bengal founded 1784, felt the need to house all the curiosities accumulated in Calcutta. In 1814, a museum was established by the society. It had two sections, namely.

- a) Archaeology, Ethnology and Technology Section. b) Geology and Zoology Section.

The beginning was made by the society with the sole intention of collecting the miscellaneous materials of art and archaeology and was rather slow in its collections. The people of India themselves were not interested in the preservations of the past. Moreover, the museums were “non-profit making institutions and naturally were in low priority in Governmental development plans. Nevertheless, the collections grew in numbers which needed quick sorting out, preserving, documenting, displaying and publishing. Inspite of their slow progress, by 1857, a dozen museums were opened in India, some of the important ones being.

- a) The Central Museum (established by the Society of Madras) at St. George.
- b) The College Museum (established by Sir William Carey, the pioneer missionary) at Calcutta.
- c) The Victoria Museum (established by Sir Bartle Frere, the then Commissioner of Sind) at Karachi.
- d) A Museum in the (established by the Society of Bombay) Town Barracks, Bombay.

However, the museum work suffered a setback as a result of the Revolt of 1857. This period brought bitterness and distrust between the rulers and the rules.

**ii) Museum movement in India during the Victorian era and under the princely states (1857 – 1898):**

A healthy trend in India’s museum movement during this period was the interest taken by the Princely states in the founding of the museums which were established during this period were founded by the Princely

states and were normally called the Maharaja Museums. Mention has been made about some of them.

a) A museum at Trivandrum (built by the Maharaja of Travancore)

b) A museum at Bangalore (established by the Maharaja of Mysore) Museums were also founded at Jaipur, Rajkot, Udaipur, Vijaywada by the Princely states.

Besides the work done by the Princely States, the period also witnessed the birth of "Archaeological Survey of India". In the year 1861, the survey of India felt the need to put archaeological investigations on a firm footing. Mention here must be made to the efforts of Sir Alexander Cunningham who succeeded in discovering the Sunga Stupa at Bharhut in M.P., besides discoveries of other large archaeological objects.

In 1874, the Government Museum at Mathura was built. In it were collected all the Mathura sculptures. The collections were mainly the result of efforts of a British collector F.S. Growse. Between 1887 and 1897, museums were founded in the name of Queen Victoria. One among them was the Victoria Technical Institute at Madras.

Thus despite the political upheavals we find that during the years between 1857 and 1898, museums grew in numbers. However, the museums concentrated on archaeological research.

### **iii) Museum movement in India under the British officials (1898–1928):**

This period began with the Viceroyalty of Lord Curzon. After his arrival in 1899, Lord Curzon took keen interest in the preservation of India's monuments. Naturally he fully supported those activities which were connected with the discovery of archaeological materials of India. In 1900, in the first trip of Taj he was pained to see the famous Taj in a sorry state. He, therefore took it up as a hobby to preserve India's vast and rich heritage. He appointed Sir John Marshall as the Director General of Archaeological Survey of India in 1902. So the credit of setting up site museums goes to John Marshall. Markham and Greaves rightly observed the importance of such site museums: "It has been the policy of Government of India to keep the small and movable antiquities recovered from the ancient sites, in close connection with the remains to which they belong, so that they may be studied amid their natural surroundings".

In 1906, the long cherished dream of Lord Curzon was fulfilled with the founding of Victoria Memorial Hall at Calcutta. However, it was formally opened in 1921 :

Some of the museums founded between 1898 and 1928 were as follows:

a) Museum at Baripada (1903)

b) Museum at Saranath (1904)

- c) Museum at Agra (1906)
- d) Museum at Chanbra (1908)
- e) Museum at Delhi Fort (1909)
- f) Museum at Gwalior (1910)
- g) Museum at Bijapur (1912)
- h) Archaeological Museum, Gwalior (1922)
- i) Museum at Lahore (1928)

#### **iv) Museum movement and popular participation (1928–1947):**

Despite the fact that Indian freedom struggle was intensified during this period it witnessed a rich crop of museums all over the country.

Active participation in the founding of museums was taken not only by the Government, but also by the Indian states, learned societies, civic bodies and private individuals. During this period, Markham was the Secretary of the British Museums Association and Hargreaves, the Director General of Archaeological Survey of India. There were as many as 105 museums spread all over the country. But Markham – Hargreaves reports after a survey showed that museums did not maintain a proper record, curators were not trained and they were lacking in funds.

The name of a few museums established at this time is given below:

- a) Taxila Museum, Punjab (1928)
- b) Historical Museum, Satara (1930)
- c) Rajwada Samshodhan Mandal (1932)
- d) Sri Chitralayam, Trivendrum (1935)
- e) Temple Museum, Sriangpatnam (1935)
- f) Raja Raja Chola Museum, Tanjore (1935)
- g) State Museum, Gauhati (1940)

The museum movement, however, received a set back between 1939 and 1945 as a result of Global struggles in the form of Second World War. Still, tireless efforts were made by Wheeler, the Director General in 1944 of archaeological survey of India, to reorganize site museums under Independent museums branch.

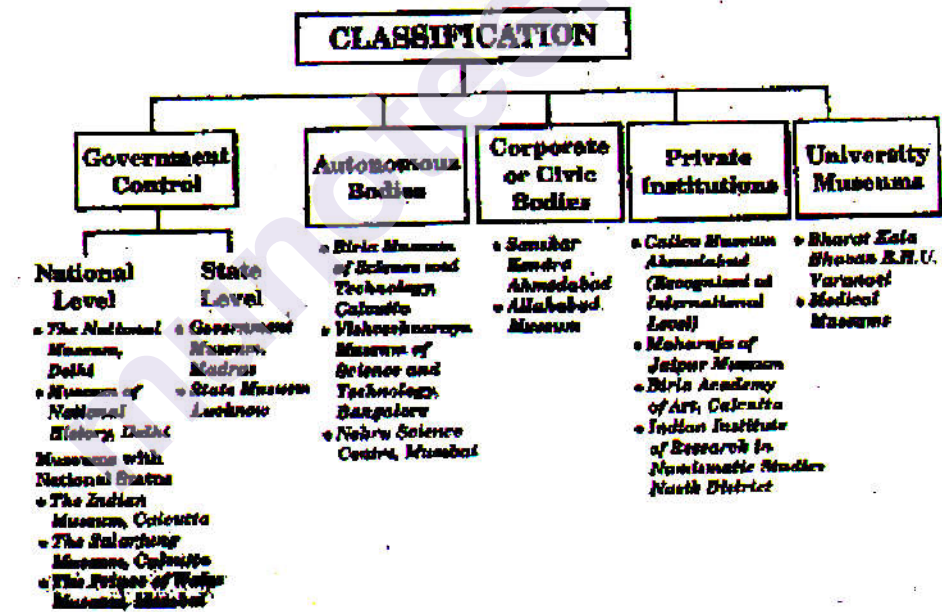
#### **The changing role of museum movement in independent India (1947 onwards) :**

India achieved its freedom in 1947. The constitution of India included the subject “museum” in the State list. As a result, except the ones which already existed under the central control, all others were brought under

state control. However, a further classification on the basis of control of museums was made. It is as follows:

- a) Museums controlled by Government
  - i) National level
  - ii) State level
- b) Museums controlled by Local Self - Government
- c) Museums run by autonomous bodies.
- d) Museums controlled by Private Institutions
- e) University museums

These archaeological museums occupied the most important place in India's museum movement even after Independence. Mention may be made to the Archaeological museums at Nagarjukurda organized in recent years. It is the first Island museum and as excavated sites, which were submerged under Nagarjuna Reservoir Water.



The post independence era witnessed a transition from agriculture to industry, rural to urban and traditional to modern society. Naturally, the scope of the museums was widened. Museums catering to all classes of society were established.

Education through museums gained impetus in the museums movement in free India. The changing role of museums educating the masses at large divided the museums into different categories, namely.

- Rural Museums
- Urban Museums

New museums on new subjects, new themes and new areas were started. The post - independence era also witnessed another great change i.e. transition from quantitative growth of museums to qualitative growth. Efforts to reorganize the museums on modern lines with improved methods of display were made.

The need to have trained personnel for qualitative growth was felt. Museology as a subject for the first time was introduced in Indian Universities. Below are given some of the universities offering Museology.

- a) Department of Museology, Calcutta Universities, Calcutta.
- b) Department of Museology, Bharat Kala Bhavan, Varanasi.
- c) Department of Museology, Universities of Baroda, Baroda.
- d) Department of Museum Studies, Birla Institute of Technology and Science, Pilani.
- e) Department of Science and Culture, Aligarh Muslim University, Aligarh.

Foreign scholarships began to be awarded to meritorious students for further studies in Museology in U.S.A. and Europe.

Conferences, meetings held by Museum Associations and Central Advisory Boards at short intervals stressed on the improvement of museums as educational institutes. In the year, for the first time, an International Council of Museum meeting was held in Delhi and was attended by leading museologists of International repute.

After independence, a countrywide museum movement for preserving all vestiges of the past and the disappearing present has gained momentum. Now it is left in the hands of individuals in India to make efforts to take pride in their own cultural heritage and involve themselves in the preservation of their cultural heritage. Sarkar H. rightly says that, "It is an indisputable lesson of history that a cultural and social resurgence has to be spearheaded by the people and not by Government and not by Government alone".

## **TYPES OF MUSEUMS**

The changing role of museums as powerful instruments in imparting knowledge to the public establishes the fact that there ought to be all types of museums for all types of people, at all levels and at every nook and corner of the country.

According to Wittlin Alma S. museums should cater to three types of people. There should be :

- a) Museums for students.
- b) Museums for general public.
- c) Museums services for children.

**i) Archaeological Museums :** Archaeological has occupied an important place in India's museum movements. Its main aim is know our past so that we can guide ourselves for the future. Archaeological excavations throw light on the development of art i.e. stone, sculpture, cons, bronze, skeletons, animal bones etc. Archaeological survey gained impetus with Lord Curzon's government and placed the surveys on a permanent footing.

Archaeological may be divided further in various department like prehistoric archaeology, historic archaeology, Numismatics, epigraphy, paintings, and manuscripts in various languages namely Arabic, Persian, Sanskrit etc., Arms and Armour, Decorative arts, Textiles etc. helps us for the proper understanding of the past heritages of our country.

**ii) Art and Craft Museums :** The sole aim of Art and Craft museums is to exhibit the collections of fine art, rich Indian painting metal work, ivory work, ceramic work, wood carvings, enamel work etc. Indian with its rich cultural heritage and a history going back to times immemorial has a vast collection of arts and craft which are displayed in the museums of our country. For example, a rich collection of Bidri work is found in Hyderabad and an excellent collection of enamel work and metal work at Jaipur.

Art galleries exhibit the collection of fine art, mughal art, Ajanta picture, paintings by contemporary artists etc. Baroda state museums and picture gallery has the best collection of western paintings. Also a good collection of works by British artists is found at the Victoria memorial, Calcutta, The museum at Trivendrum displays the Ajanta paintings.

**iii) Natural History Museums :** Natural History museums preserve the rare collection of flora and fauna. A collection of birds and animals of different regions is very educative. Darjeeling museum and seven college museums are devoted entirely to natural history. Some of these museums run a regular "Nature Education Programme". The natural History museums some years ago showed specimens in bottle, show case and looked artificial. Now they are shown more realistically and attractively with the modern techniques of colour photography, electronics etc.

**iv) Personalia Museums :** Personalia museums are established and named after personalities. These are founded in memory of a leading personality. The history of personalia museum in India begins with the post - independence period. The museums of this type cherish the memory of men who have been models in some form or other. They could be effectively used in propagating the message of secularism, national integration etc. For example : The Gandhi Smarak Nidhi established museums at various places in India to propagate his ideas. The other examples of Personalia museums are Nehru Memorial New Delhi. The Lal Bahadur Shastri Museum, Delhi, The Netaji Subhash Bose Museum, Calcutta, Chattrapati Shivaji Museum, Satara, The Sardar Patel

**v) Ethnological Museums:** India culture is rich and varied with classification of human beings into social and cultural groups. Exhibition of the various tribes, their mode of life, the musical instruments, ornaments, weapons in utmost essential to preserve them for future generations.

The Madras, Nagpur, Baroda and Bombay have interesting ethnological collections. The Indian Museum in Calcutta has Ethnological gallery and is divided into two heads, one is to illustrate the life and habits of the primitive tribes of India and the other pertaining to particular aspects of their life and culture.

**vi) Science and Technology Museums :** In a developing country like India, the importance of science can hardly be denied. Science and Technology museums are expensive and to minimize the expenditure, co-operation of rich industrial houses may be sought. Museums may not only be put up in smaller towns but also may have mobile units to popularize scientific knowledge to educate the people. The Birla Industrial and Technological museum at Calcutta and Vishveshwaraya museum at Bangalore are the well established science and technology museums in our country.

**vii) Defence Museums :** A defence museum acts as a memorial, a training institute, a recreation centre as well as a living history. Defence museums will not only collect, preserve and exhibit the different arms and armours but also inculcate a feeling of awareness about our defence among our people. It pays a tribute to those who laid down their lives in the war. The Kharagavasla and Darjeeling Museums cater to the needs of student trainees.

**viii) Agricultural, Forestry Museums :** India is primarily an agricultural country. The scope of agricultural museums includes forestry, hunting, fishing, horticulture, sericulture, tobacco culture. Some of the best museums dealing with agriculture or forestry are found in India. Mobile agricultural museums hold demonstrations to educate the rural masses about the use of fertilizers, machines, better grains etc. Example- Coimbatore has an agricultural museums which has a rich collection of soil profiles. Centres of Silk or Jute industry also may have museums, in their close proximity, so that the rural people are educated about these products in different states of manufacture.

**ix) Health and Hygiene Museums :** Health and Hygiene museums play a vital role in educating the people in imparting knowledge on basic cleanliness, health hazards, vaccinations, family planning etc. Open mobile units helps reach the common man.

Thus, today the concept of museum has assumed considerable significance. While the general museum houses varied collections, there are more specialised institutions which include museums of

science, natural history, ethnography, everyday art, glass technology, pathology, anatomy, books, dolls and textiles at historic sites. Fortresses or palaces and buildings.

Thus, museums, as repositories of India's culture, display collections of artifacts, scientifically classified under provenance, date, material and size, but which take visitors on a quick but fulfilling journey across ancient civilizations and imperial dynasties to view for themselves the wonder that was India.

### List of Museums in India:

Classification of important museums on the basis of its functions is given below :

No.	Category	Examples
1.	Archalogical Museums	a) Archeological Museum, Mathura b) Archeological Museum, Nalanda c) Archeological Museum, Bijapur
2.	Anthropology Museums	a) Anthropology Museums, Gauhati b) Anthropology Museums, Ranchi c) Anthropology Museums, Lucknow
3.	Art Museums	a) National Gallery of Modern Art, Delhi b) Ashutosh Museum of Indian Art, Culcutta c) Dogra Art Gallery, Jammu
4.	Childern's Museums	a) Motilal Nehru Bal Sangrahalay, Luchnow b) Bal Bhavan, New Delhi c) Sri. Girdharbhai Childern's Museum, Amreli
5.	Craft Museums	a) Craft Museum, Thpar House Delhi b) Gurusday Museum, Thakurpukar, Culcutta
6.	Defence Museums	a) Air Firce Museum, Delhi b) National Defence Academy, Khadavasla
7.	Palace Museums	a) Fort St. George Museum, Madras b) The maharaja of jaypur Musuem, Jaipur c) Rana Pratap Museum, Udaipur

8.	Forest Museums	a) Forest Research Institute Museum, Dehradun b) Gass Forest Museum, Coimbatore c) Forest School Musuem, Shivpuri
9.	Natural History Museums	a) National History Musuem, Darjeeling
10.	Science & Technology Museums	a) Science Museum, N. P. L. New Delhi b) Vishvesvaraya Industrial and Technological Museum, Bangalore c) Central Museum, Pilani
11.	Persoalia Museums	a) Gandhi Smriti Museum, Bhavnagar b) Nehru Museum and Liberary, New Delhi c) Mani Bhavan, Sangrahalay, Mumbai
12.	Temple Museums	a) Sri Meenakashi Sundavesara Temple Musuem, Madurai b) Birla Museum, Birla Temple, Bhopal c) Sri Venkateshwara Museum, Tirupati
13.	Multipurpose museums	a) Prince of Wales Museum, Mumbai b) National Museum, New Delhi
14.	Health and Hygience Museums	a) Provinicial Hygience Institute museum, Lucknow b) Health Museum, Baroda
15.	Specialized Museums Institute, Culcutta	a) Museum of Central Glass and Ceramic Research b) Calico Museum of Textile, Ahmedabad c) National Philatelic Museum, New Delhi
16.	Medical Museums	a) Gauhati Medical College, Museum, Gauhati b) Lady Hardinage Medical College Museum, New Delhi c) Stanley Medical College Museum, Madras d) Medical College Museum, Guntur

17.	Miscellaneous	a) Cottage Industries Museum, Guahati b) Transport Museum, New Delhi c) Engineering Museum, New delhi d) Himalaya Mountaineering Institute Museum, Derjeeling
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## 1.5 SUMMARY

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The origin and growth of Museum is discussed in this unit. It is very essential to understand the museum movement to the students therefore, in this unit the detailed history and the development process of museum movement is given in this unit. After revieving this unit, the entire culture of this country is reflected through the various museums in India. Thus, the role and importance of the museum is very essential to understand the student.

This unit will be highlighted all the important aspect related to museum including its origin and growth of Museum in India through its movement.

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## 1.6 QUESTIONS

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- 1) Define the term Museology. Give a brief history of the museum movement in India.
- 2) Trace the growth of museums in India between 1796 and 1947.
- 3) Discuss the development of museum movement in India after its independence in 1947.
- 4) Write short notes on the following:
  - a) Meaning, origin and definition of the term museology and museums.
  - b) Development of museums during British era.
  - c) The growth of museums between 1784 and 1857.
  - d) The period of popular participation from 1928 to 1947 in the growth of museums in India.
  - e) The changing role of museums in independent India.

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## ROLE OF THE CURATOR

### Unit Structure:

- 2.0 Objectives
- 2.1 Role of The Curator
- 2.2 A Curator - His Responsibilities
- 2.3 Training and Basic Qualifications
- 2.4 Role of The Government for Better Curatorship
- 2.5 Summary
- 2.6 Questions
- 2.7 References

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### 2.0 OBJECTIVES

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After going through this unit, the student will be able to:

1. Understand the role and responsibility of Curator.
2. Know the basic trainings and qualifications of the curator.
3. Understand the role of government for better curatorship.

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### 2.1 ROLE OF THE CURATOR

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The dictionary meaning of a Curator is “a Person in charge of museum or other collection” or “one who takes care of museum or exhibition just as a manager does”. In that sense, a curator is the most crucial person in the set-up of a museum. The success or failure of any museum depends solely upon him. Therefore, he can be rightly called the ‘guardian’ or ‘caretaker’ of a museum. This term is derived from latin language and was used for the first time in 1661.

A curator is expected to be a man with a sound academic background, a tremendous imaginative power, readiness to work hard, deep dedication towards the institution, a high sense of responsibility, knowledge about management, a formal training, interested in research activities and last but not the least, a thorough knowledge in museology.

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### 2.2 A CURATOR - HIS RESPONSIBILITIES

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Needless to say, a Curator has a Shoulder various responsibilities. They are as follows :

- a) Collection of museum objects.

- b) Documentation of objects.
- c) Preservation of specimens.
- d) Conservation.
- e) Presentation of exhibits.
- f) Publication and research work.
- g) Public relations.
- h) Relationship with colleagues.
- i) Ethics and integrity.
- j) Good administration

**a) Collection of museum objects :**

Collection of museum objects is the first and most important functions of a museum. Collection of museum objects is a difficult task. The objects that are brought to the museum may be authentic or fake, they may have proper documentation or may not; they may be legal or illegal, their price may be very high or low. They may have to be acquired in various forms like loans, gifts, exchanges or sales.

The Curator has to be in the Collection of objects. He should take quick decision while acquiring museum objects. While collecting the objects, there may be many agencies like auctions, dealers, agencies, suppliers, etc. He should never obtain items from illegal sources because this world result in open criticism if they are acquired by stealth or fraud. If he collects objects similar to those already existing in the museum, he should immediately supply a detailed information about it to the governing body.

He under, no circumstances should compete this with his institution with regards to his private collection. He should always bear in mind. He is a part of the wider society and work for the benefit of the society.

**b) Documentation:**

A systematic documentation of collected objects is fundamentally a curatorial work. A curator is accountable for all the objects in charge of the museum. Documentation is an important duty of a museum because of several considerations. First of all, it is essential for academic purposes. A good documentation system should keep all information about the object and help the needs of the user. The user may be a curator, research worker or the public.

Secondly, documentation enables the museums to take precautions against take objects. Malpractices at state, national or even inter - national level may be minimized by keeping proper records.

Thirdly, documentation is utmost important in case of theft or illicit exports etc. because a proper registration enables the museum to establish absolute identity.

Fourthly, it helps for the museum jobs like conservation of objects, storage of materials, auditing and insurance of objects etc.

Therefore, as soon as an object is acquired an accession number should be assigned to it. There should in general, be three types of documentations like initial documentation done as soon as the object is acquired. Item documentation giving a full record of details of the objects and control documentation giving information about the movement and location of an object. Documentation, however is difficult task. It is the responsibility of a curator to have a through knowledge of documentation procedures and methods.

### **c) Preservation:**

The objects brought into the custody of museum authorities, should at once be preserved against physical deterioration. This task is not only a tedious one but requires trained personnel. It is the responsibility of the curator to appoint experts, provide proper facilities, laboratories, funds, storage places and preserve the 'cultural property of various kinds. The curator also should take care to safeguard the specimens against fire, thefts and physical damages. He should see to it that perishable goods are kept in air - tight boxes and identical objects in safe custody.

### **d) Conservation:**

As already stated earlier, the curator should ensure good storage conditions, proper handling procedures and good laboratory facilities for conservation of objects. A museum consists of organic and inorganic objects, vertebrate materials, geological materials, biological collections, paintings etc. each in need of a different treatment for its restoration and longer life. The curator has to call upon the services of the trained staff or professionals for routine conservation and maintenance.

### **e) Presentation:**

A curator should be a good organizer and planner. He should remember while putting up the objects on display.

- a) Not to overcrowd the objects in show cases.
- b) To display noteworthy objects in a conspicuous manner. c) To label each object in an attractive manner.
- c) To change the arrangement from time to time.
- d) To install modern techniques like metal detectors, smoke detectors, alarm clocks etc.
- e) To highlight the objects with proper lighting system.

f) To organize lectures, group talks, competitions for visitors.

It is thus, the responsibility of the curator to make it an institution which educates the public through - entertainment and make it a place wish to visit again and again.

**f) Publication and research work:**

It is obligatory on the part of the curator to publish the results of the research work done in the museum. He should also publish handlists, guidebooks, posters, picture post cards, Annual reports, monographs, directories etc. periodically which may be handy for the general visitors to the museum. Catalogues and dissertations giving a detailed information on the holdings of the museum also should be published for the benefit of the scholars.

For this, the curator should have love for research work. He should maintain a good reading room and an up-to-date library both for general public as well as for research scholars respectively. It need arises, he should be able to guide the research scholars in their study.

**g) Public Relations:**

Visitors to the museum are drawn largely from all classes - upper, middle and lower social status thus making the museum public extremely public extremely heterogenous in character. The public also comes from all age levels, from different economic, social and educational background.

A curator, however, is a link between the museum and society. His role, therefore, becomes utmost significant because he is an constant touch with the public. He as the custodian of the museum should answer their doubts satisfactorily with courtesy. To be precise, he should be a good teacher.

**h) Relationship with colleagues:**

The relations of the curator with his colleagues ought to be pleasant and encouraging. He shall understand each person's talent, flair and capacity to work in the museum and make special efforts to achieve an integrated team - work for its success. He, as the central figure in the museum builds everlasting relationships with his colleagues and his superiors.

**i) Ethics and integrity:**

It goes without saying that the curator should be a man with high morale and character. His ethical problems began with the act of acquiring materials for his museum and end with being fully acquainted with laws of the museums. He should be very clear that acquiring, collecting or owning of any object of the museum for his private use is highly unethical. To be precise, he should have a clear concept of the powers and responsibilities delegated to him.

**j) Good administration :**

A curator must be a good administrator. He should be able to deal efficiently with financial management, personnel management, the management premises. The attitude, training and knowledge of a curator is utmost necessary at all levels of administration.

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## **2.3 TRAINING AND BASIC QUALIFICATIONS**

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The immense and varied responsibilities required of a curator demand that he should be established scholar with the right temperament and aptitude for such work.

The educational qualifications required to the post of a curator are as follows.

- a) He should hold a post – graduate degree in the faculty of Arts or Science and more preferably in the specialized subject of museology.
- b) He also should have two years experience in subjects such as anthropology, archaeology etc.
- c) A diploma course in the subject of museology may also be considered for smaller museums.
- d) The curator should have administrative abilities.
- e) The curator must know national language, international languages in to regional languages so far as possible.

The duration of course in these universities is generally two years and admission is thrown open to students who hold Bachelor's degree in Arts or Science. Admission for institutes of science and technology is opened to graduates in Engineering or Technology. Almost all departments of museology are established with close collaboration with the museums of those particulars cities. These museums provide all facilities for practical work.

Besides the formal courses of training given in the above mentioned universities, the museums have come forward to conduct short term courses in museology. The duration of such courses varies from two months to nine or ten months.

The university Grants Commission conducts workshops on teaching and research work in museology.

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## **2.4 ROLE OF THE GOVERNMENT FOR BETTER CURATORSHIP**

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To make the post of a curator an attractive one, the Government should take some more steps, namely the curators should be given a respectable salary.

- a) Scholarships for training the curators should be granted for the development of expertise in the areas of specialization.

- b) In service training and practical instructions should be provided for curators.
- c) Curators should be sent to foreign countries for attending conferences and discussions.
- d) Proper funds should be made available to them for keeping the museums up-to-date.

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## 2.5 SUMMARY

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With an increase in the activities in the museums, the scope of jobs has also increased amazingly. Engineers specialized in Metallurgy, mining are now taking interest in taking up jobs here. The 'Museums Association of India' - a strong organization of persons in the museums profession works for the success of museum community. ICOM is another International Organization which constantly works for the activities and progress of museums all over the world.

Thus, 'museology' as a subject is gaining importance. The government is shouldering the responsibility of appointing the right type of curators in the museums. though there is yet a long way to go, much has been achieved too. Really, the magic of museology is already working wonders.

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## 2.6 QUESTIONS

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- 1) Explain the role of a curator as the custodian of a museum.
- 2) Write the duties and responsibilities of a curator.
- 3) As a living force of the museum, what qualifications should a curator fulfil? What role does a government play for better curatorship?
- 4) Write short notes on the following :
  - a) Responsibilities of a curator.
  - b) Collection and documentation of objects – a curators skill.
  - c) Training and basic qualification expected in a curator.

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## 2.7 REFERENCES

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## TYPES OF MUSEUMS

### Unit Structure :

- 3.0 Objectives
- 3.1 Types of Museums
- 3.2 Summary
- 3.3 Questions
- 3.4 References

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### 3.0 OBJECTIVES

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After going through this unit, the students will be able to:

1. Understand the types of Museums.
2. Trace the caterories of museums in regionwise.

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### 3.1 TYPES OF MUSEUMS

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There are various types of museums so that education becomes active and not passive become intimately connected with the life of the people. Naturally to become a dynamic force, the museums have to alter and modify their aims, objectives and their internal structures to fit the changing conditions. This at once brings us to topic of the types of museums t be discussed. In fact, no one single formula holds good for all types of museums. Different categories of museums, different regions in which museums are established al need a different formula to be followed.

To be precise, there ought to be museums for all types of people, at all levels and at every nook and corner of the community.

Broadly speaking, museums may be divided into the following categories depending upon the need of the community in general. They are :

- i) Rural Museums    ii) Urban Museums

However, it should be remembered that they are not in water-tight compartments. The programmes for rural museums may be brought under the urban museum group and vice versa. The techniques used to educate the rural public should be simpler and easier.

**Rural Museums:**

Majority of our population lives in villages. Therefore, it is utmost necessary to make museum programmes so interesting to the illiterate villagers that it creates ‘museum – mindedness’ in them.

Some of the museums for the benefit of rural people may be as follows:

- a) Agricultural museums
- b) Health and Hygiene museums
- c) Personalia museums
- d) Natural history museums
- e) Art and Craft museums
- f) Scientific museums
- g) Children’s museums
- h) Folk museums
- i) Forest museums etc.

**Urban Museums:**



Museums for urban public may be as follows:

- a) Archaeological museums
- b) Anthropology museums
- c) Science and technology museums
- d) Natural History museums
- e) Health and hygiene museums

- f) Children's museums
- g) Personalia museums
- h) Book museums
- i) Defence museums
- j) Medical museums
- k) Engineering museums
- l) Specialised museums
- m) Multi-purpose museums etc.

As stated earlier, any museum urban or rural should take into consideration the total circumstances – buildings, finance, personnel, community and make museum programme truly an educational one.

Let us now discuss about some of the types of museums and their functions.

### **Agricultural Museums:**

Indian is an agricultural country and it is needless to say that priority should be given to agricultural museums. Agriculture encompasses areas like hunting, forestry, fishing, sericulture, horticulture, tobacco culture etc. The museums in villages need not really be huge buildings. Even a small 'community centre in a village can serve the purpose together with the display of materials connected with agriculture, films can be shown, stories can be narrated and competitions can be held and prizes awarded.

In the interiors of the country the mobile vans with visual material are sent with a view to afford both recreation and education to the rural community. These mobile museums can hold demonstrations about the users of fertilizers, better grains, machines, co-operative stores, conservation of soil etc. Centres which have industries of silk, wool, jute can have their own museums to educate the rural people about these products and their stages of manufacture. Thus, various programmes for the villagers are bound to broaden the horizons of knowledge and ultimately bring improvements.

An example of agricultural museums is at Coimbatore which has a rich collection of soil profiles.

Examples of forest museums are (a) Forest Research Institute Museums, Dehradun (b) Gass forest museum, Coimbatore and (c) Forest School Museum, Shivpuri.

### **Health and Hygiene Museums:**

Health and hygiene museums both for rural community and urban community are important. Mobile museums can do wonders by imparting knowledge on various topics like cleanliness, Contagious diseases, vaccinations, family planning, health hazards etc. Street plays, demonstrations film shows are useful to educate the people about health problems, dangers of uncleanness and ways of preventing the diseases. Trained doctors can be sent to different localities for free check – ups and also to vaccinate the children and educate the public through proper guidance.

Museums of this type can undoubtedly, if not eradicate, minimize the unhygienic and dirty conditions in which most of our rural and urban communities suffer and make them better citizens.

### **Archaeology Museums:**

Art and archaeology have always been given the highest priority in India. India with its past history and culture dates back to times immemorial and naturally is rich in archaeology.

Archaeology is in the form antiquities, sculptures, coins, paintings, manuscripts, arms and armour etc. and India has all of them in abundance.

Unfortunately, the Indian people were not important to their rich agricultural heritage and very little importance was given to their preservation. However, the modern museums of today are careful to bring together all archaeological material scattered at various places and preserve them for future.

Of late archaeological museums at sites are established. They also are called site museums. Some of the examples of site measures are Red fort, Delhi, Tipu Sultan's palace, Srirangapatna, the old Palace at Delhi. Site museums in their natural circumstances are much influential and impressive and save the trouble of transportation of materials.

Students should be encouraged to visit archaeological museums and get educated about the importance of archaeological materials. The teachers should transmit their knowledge about the fundamentals of our culture and traditions so that the children who are going to be the citizens of tomorrow learn to take pride in their country's schools and have their own mini -0 archaeological museums and replicas of antiques may be exhibited.

### **Craft Museums:**

Craft museums explain about art and culture of the people. They give a better understanding of the people of varying can be held. Prize – winning entries should be displayed so that they are encouraged.

## **Natural History Museums:**

A collection of flora and fauna is the area of natural history museums. A collection of variety of birds and animals are preserved in these museums. Not only animals and birds but local soils, local minerals, stones, botanical specimens etc. also are preserved in the Natural History Museums. Some of the natural history museums run 'nature education programme.' The Natural History Museums at Darjeeling is an example of this type of museum.

## **Personalia museums:**

Personalia museums are established in memory of men who have been leading personalities in different fields. They also are named after the respective personalities for whom they are established. For example The Mani Bhavan Sangrahalaya in Bombay has preserved all the collections of Gandhiji. Similarly Nehru Memorial Museum in New Delhi is a good example of Personalia Museum.

Personalia exhibitions in schools can be organized with minimum expenses. The children can be asked to collect material on a leader. Others can be asked to collect photographs, prepare charts and get information from all possible sources. These could be displayed on the walls. The children can also be taken to the personalia museums. Such activities in schools not only make them aware of the life led by the leaders but they also help in propagating the message of national integration.

India has many personalia museums scattered all over the country, some of them being The Netaji Subhas Chandra Bose museum in Calcutta, Shivaji Museum in Satara, The Sardar Patel Museum in Surat, The Carey Museum in Serampur etc.

## **Ethnological Museums:**

Ethnological is ethnical or actually conscious.

People everywhere are fast in adopting the modern methods of life style and this indirectly is destroying the local habits, dresses, customs and religious practices of the people which is centuries old. It therefore becomes the duty of ethnological museums to keep alive this Indian culture which is so rich and varied by preserving the ethnological specimens like the local dresses, ornaments, weapons, utensils, musical instruments etc. The Madras, Nagpur, Baroda and Bombay have interesting ethnological collections. The Indian Museum in Calcutta has ethnological gallery and is divided into two heads, one is to illustrate the life and habits of the primitive tribes of India and the other pertaining to particular aspects of their life and culture.

### **Science and Technology Museums:**

Science and technology is imperative.

In the development of any country, science museums need a lot of funds and therefore, private sectors also should be encouraged to either establish their own small museums or atleast install their machines being produced by them.

The Science and Technology museums can have the most effective presentation methods by using latest press-button techniques and working models. Attractive educational programmes can also be conducted by them. The methods of mobile exhibitions in museo-busses can also impart knowledge and make known to the people and students, the principles of science and technology and their uses in our day-to-day life.

Often museums have mobile units attached to them which tour to rural areas to popularize the knowledge of science and also help in throwing light on the advantages of using new methods to improve agriculture and small scale industries.

The following are some of the important Science and Technology museums in our country. Science Museum N.P.L., New Delhi, the Vishveshwaraya Industrial and Technological Museum, Bangalore, The Central Museum, Pilani, The Birla Industrial and Technological Museum Calcutta, etc.

### **Defence Museums:**

A defence museum acts as a memorial, a training institute, a recreation centre as well as a living history. Such museums collect, preserve and exhibit the different arms and armours. They inculcate a feeling of awareness about our defence among our people. They also pay tribute to those who laid down their lives in the war. Presently, there are museums of this type at Kharagvasa, Dehra Dun and Delhi. Many more of this type need to be opened in more places to arouse keen interest in the defence of our motherland among the common people.

### **Children's museums:**

Ideally, the children's museums should include all activities in art fine or decorative, nature, science under one roof because only such a museum can offer to a child a variety of interests. Such museum should have in them workshops which give an ample community for children to actively participate and develop interest and skills individually. One thing should be remembered – Formal teaching in these museums must be completely avoided.

Very often larger museums have separate children's sections with workshops attached to them. If funds do not permit at certain junctures, steps may be taken to establish specialized museums for children in various subjects like agriculture, toys and dolls, Health & hygienes,

general education. Thus, children who are the citizens of tomorrow must be paid due attention and their talents should be tapped when young.

### **Specialised Museums:**

Specialized museums are established by the Government or by rich people to cater to the tastes of scholars. They may be of any type. The museum may be a collection of botanical, zoological or geological material displayed with anthropological and archaeological materials so as to show the relation of nature with man. The museum may be specialized pertaining to a specific industry giving a pictorial view through models of the advancement made in it. Some of the specialized museums that may be named the museum of Central Glass and Ceramic Research Institute, Calcutta, Calico Museum of Textiles, Ahmedabad, National Philatelic Museum, New Delhi, Nagarjunkonda site museum at Nagarjunkonda etc.

### **Medical Museums:**

Medical museums are immensely helpful in giving practical instruction to the medical students in various aspects of medical science. Such museums are normally attached to medical colleges and not open to public. Efforts, however, should be taken by Medical Institutions to pool in all their resources and build up a large and common museum so that the medical students from different colleges can meet together in a common museum for educational purpose and derive greater benefit from the trained museological personnel.

### **Multi-purpose Museums:**

The oldest and largest museums with traditional display methods are multi-purpose museums. They are multi-purpose in nature holding a mirror up to the achievements of the nation in various fields of life. Although priority is given to national collection, it is supplemented with collections of other important countries of the world. These museums are generally very large and are split up into sections.

Similarly multi-purpose museums are also established at state level for the understanding of the state in its phases. The Prince of Wales Museum, Bombay, National Museum, New Delhi, The Indian Museum, Calcutta. The Salarjung Museum, Hyderabad are some of the important multi-purpose museums.

### **Other Museums:**

Besides the ones discussed above, there also are miscellaneous museums, like the Rail Transport Museum in New Delhi Which is controlled by the Ministry of Railways, The Calico Museum of Textiles at Ahmedabad which is unique. Museums like the Meenakshi Sundareswara Temple Museum at Madurai and Birla Museum, Birla Temple in Bhopal are perfect examples of Temple Museums. Stories about Maharajas and

their fabulous wealth have fascinated people for centuries. Independence era, many palace museums came into existence. Some of them 'Maharaja Jaipur Museum at Jaipur, Maharaja Fateh Singh Museum at Baroda, Maharaja.

Jiwaji Rao Scindia Museum at Gwalior, Rana Pratap Museum at Udaipur, Fort St. George Museum at Madras. These museums present the great collections of these Maharajas and represent the glory of Indian art. The next important museum is the National Sports Museum at Patiala which collects and preserves the trophies, sports mementoes, old sports, badges, souvenirs of national and of international importance. The Himalayan Mountaineering Institute of Darjeeling has preserved mementoes of almost all Everest expeditions.

### Categorical List of Museums in India

Sr.No.	Category	Examples
1.	Archaeological Museums	a) Archaeological Museum b) Mathura c) Archaeological Museum Nalanda Archaeological Museum Bijapur
2.	Art Museums	a) Samlaji Museum and Picture Gallery, Baroda b) Patna Museum, Patna c) Traditional Painting of Orissa, Orissa State museums, Bhubhaneshwar d) National Gallery of modern Art, New Delhi
3.	Anthropology museums	a) Central museum of Anthropology, Calcutta b) Anthropology Museum, Ranchi c) Anthropology Museum, Gauhati d) Anthropology Museum, Lucknow
4.	Natural History museum	a) Natural History Museum, Darjeeling

5.	Forest Museum	a) Forest Research institute Museum, Dehradun b) Forest School Museum, Shivpuri
6.	National war Memorial-cum-Defence museums (arms Museum)	a) National Museum, New Delhi b) Salar Jung Museum, c) Hyderabad The Alwar Museum, Alwar d) (Rajasthan) e) Air Force Museum, Delhi National defence Academy, Khadak Vasla
7.	Personalia Museum	a) Mahant Ghasidar Memorial Museum, Raipur b) Victoria Memorial Museum, Calcutta c) Shri. Pratap Singh Museum and Library, New Delhi d) Mani Bhavan Sangrahalaya, Mumbai
8.	Crafts Museum	a) Thaniavur Art Gallery, Thaniavar b) Birla Academy of Art and Culture, Calcutta c) Crafts museum, Thapar House, Delhi d) Gurusaday Museum, Thakurpukur Calcutta
9.	Palace Museum	a) Salar jung museum, b) Hyderabad Forest St. George c) museum, Madras The maharaja of Jaipur d) Museum, Jaipur Rana Pratap Museum, Udaipur

10.	Temple Museums	<ul style="list-style-type: none"> <li>a) Birla Museum, Birla Temple, Bhopal</li> <li>b) Shri. Venkateshwara Museum, Tirupati</li> <li>c) Sri. Meenakshi Sundavesara Temple Musuem Madurai</li> <li>d) Saibaba Temple Museum, Sheerdi</li> </ul>
11.	Science and Technology Museums	<ul style="list-style-type: none"> <li>a) Central museum, Pilani</li> <li>b) Science museums, N.P.L., New Delhi</li> <li>c) Vishvesvaraya industrial and Technological museums, Bangalore</li> </ul>
12.	Multipurpose museums	<ul style="list-style-type: none"> <li>a) Indian Museum, Calcutta</li> <li>b) State museum, Lucknow</li> <li>c) Madras State museums, Chennai</li> <li>d) National museums, New Delhi</li> <li>e) Prince of Wales Museum, Mumbai</li> </ul>
13.	Health and Hygiene museums	<ul style="list-style-type: none"> <li>a) Provincial Hygiene Institute Museum, Lucknow</li> <li>b) Health Museum, Baroda</li> <li>c) Grant Medical College Museum, Mumbai</li> </ul>
14.	Specialized museums	<ul style="list-style-type: none"> <li>a) Calico Museum of Textile, Ahmedabad</li> <li>b) National Philatelic Museum, New Delhi</li> <li>c) Museum of Central Glass and Ceramic Research Institute, Calcutta</li> </ul>

15.	Medical museums	a) Gauhati Medical College Museum, Gauhati b) Lady Harding Medical College Museum, New Delhi c) Medical College Museum, Guntur d) Stanley Medical College Museum, Madras
16.	Children's Museums	a) Bai Bhavan, New Delhi b) Sri Girdharbhai Children's Museum, Amereli c) Motilal Nehru Bal Sangrahalaya, Lucknow
17.	Miscellaneous museums	a) Transport Museum, New Delhi b) Engineering Museum, New Delhi c) Himalayan Mountaineering Institute Museum, Darjeeling

### 3.2 SUMMARY

It is clear from the above discussion that various types of museums are not just before house of collecting, preserving and displaying materials but are centres of community activity accomplishing the noble task of raising the level of general knowledge of the community suited to their needs and functions.

### 3.3 QUESTIONS

- 1) Discuss in brief the Types museum in India after India attained independence.
- 2) Describe the changing role of museums in India after 1947.
- 3) Enumerate the types of museums as educators cum entertainers.
- 4) Write a note on urban museums.
- 5) What are the different types of museums that cater to the village community?
- 6) Write short note on :

- a) Archaeological Museum.
- b) The changing role of museums in independent India. c) Science and technology museums.
- c) Health and Hygiene museums.

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## **METHODS OF COLLECTION AND CONSERVATION OF THE OBJECTS IN MUSEUMS**

### **Unit Structure:**

- 4.0 Objectives
- 4.1 Introduction
- 4.2 Methods of Collections
- 4.3 Conservation of The Objects in Museum
- 4.4 Summary
- 4.5 Questions
- 4.6 References

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### **4.0 OBJECTIVES**

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- The present unit aim at introducing the primary functions of the museum i.e. collection of museum objects and their conservation methods. To serve the aim, unit set the following objectives
- To introduced the recommended the methods of collection of museum objects
- To familiarize conservation methods of museum objects.

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### **4.1 INTRODUCTION**

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The idea of museum started with a notion to store the moveable objects of heritage. It is highly considered as the source of information. Therefore without collection and material source museum is incomplete. The museums, until it was considered as the storage house of heritage objects, there were hardly any regulating authorities and guidelines to control the mall practices, illicit trade, etc. of museum object. But, with the time several legal and ethical guidelines were provided for the collection and care of the museum objects.

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### **4.2 METHODS OF COLLECTIONS**

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The present heading focuses to provide a brief outline of collection and acquisition policy prescribed by the Government of India, State Agencies as well as other international bodies like ICOM, UNESCO, and other agencies.

#### **4.2.1 Purchase:**

The collection of newly established museum is either purchased collection or donated collection. However, no matter whether the museum is freshly started or has a history of a century or two; it's essentially require to update its collection. Purchase is the easiest mode collecting museum objects. The funds to purchase the specimens are followed into two different modes; firstly every individual museum as per its budget and requirement plans the funds to purchase the objects. Here, museums require a through planning both maintaining and storing the specimen along with thorough financial planning for the same.

The second mode allows museum to approach both government and non-governmental agencies to purchase the specimens. The governmental agencies do not furnish the purchase order till the expert committee sanctions or agrees for the same. Thus, for the government run museum to purchase any museum objects requires the formation of an expert committee which will assess the demand of purchase. The Committee as well as the museum authorities require to follow the check list before sanctioning or demanding any specimen to purchase. These check lists for objects are:

- a) Historical and cultural value of the object
- b) The present and past ownership of the object
- c) The status excavation or exploration in which the object was unearthed.
- d) Documentation and Recording status of the objects
- e) And lastly the legal validity of the object (not process through illicit trade)

Finally, after the satisfactory report purchase order sanctions to the museum authorities. The governmental agencies which are engaged in providing funds to the purchase of museum specimens are:

- a) The National Art Treasures Fund
- b) The museums departments of Central and State Government
- c) Art purchase committees
- d) Scientific survey committees etc.

The method is rigorously followed in the government run museums; where as private museums are to some extent are able to purchase the museum objects without much hassles.

#### **4.2.2 Exchange**

Exchange is the most rational way of acquiring objects for the museum without exorbitant expenses. The process of exchange of collocations of

objects between museums is co-ordinated through the central agencies of museums. In practice, exchanging objects is desired for several reasons.

a) **The Paucity of Funds:** Although funds are allotted to the museums by the respective Governments, yet the fact remains that these funds are hardly sufficient to run the Institution. The soaring prices also make it difficult, to purchase every object.

b) **The Shortage of Storage Space:** The museums always encounter the repetitive specimens. It increases the pressure both on museum repository as well as on displays. Thus, exchange specimen gives an opportunity to exchange the repetitive specimens.

c) **Danger of Fake records:** Certain objects are bound to found at selective geographical and cultural zones. Hence, it's quite difficult to encounter these objects in a small museum. The scarcity as well as attractiveness of these objects turned create replicas. Eventually the trend of replicating original pieces increases the nuances in identifying the difference between the original objects and replicate one. Thus, exchange of museum objects assist to control the replication of objects.

#### **4.2.3 Loan**

Both exchange and purchase of objects adheres to the permanent ownership of the object. Sometimes both the museum as well as the donor is not agreed to leave the ownership of the museum objects. Thus, the loan facilitates museum to collect objects without financial burden. The only expected criteria in loan process is to return the object to its original owner on a stipulated date.

**Generally loan is of two types:**

##### **a) Permanent Loan**

Permanent loan is more or less like donation of the object to the museum, it differentiated based on the ownership. It means though the object is transferred to the museum the final ownership of the objects remains with the original owner.

##### **b) Short Term Loan**

The objects are transferred to the museum for specific time period ranging from one year to 99 years. In this cases museum is bind to return the object to the original owner on a given date.

The major lacuna of the short term loan is the owner considers the museum are the displaying medium store house for the objects and hardly shares any responsibility of the objects.

#### **4.2.4 Donation**

Many museums came into existence due the donations of objects, and it is donations itself which enhances the collection of museums. Therefore, museums many times initiates the donor program. The donation at a very

large extent reduces the financial burden of the museums. However, the acceptance of the donations is entitled to three considerable aspects:

- a) Firstly, whether the museum really requires the donations of specimens. Especially, with the consideration of storage capacity and resources to maintain the objects.
- b) Second but an essential criteria to follow is legal ownership of the object.
- c) Third is whether the museum and its authority are in the position to accept the donations.

The only drawback of the donations is the owner/donor may put conditions on its display and storage.

#### **4.2.6 Gifts and Bequests:**

Gifts and bequests are quite similar to the donations, however it differentiate from donation on the ground of conditions. The gifted objects are not bind with any conditions. So, for museum instead of donations gifts are an easy method of collection. At several instances the gifts are inherited property of the owner. The Salar Jung Museum, Hyderabad, is an ideal example which began with initiation of the bequests of Salar Jung III. Similarly, the Department of Archaeology and the Zoological Survey of India, the Geological Survey and the Scientific departments helped the state and other smaller museums by of offering specimens as “gifts”.

#### **4.2.7 Field Collection:**

The government of any nation starts various departments to maintain heritage; alongside are appointed several offices to record documents and to take care the heritage. These departments and officials conduct cultural surveys, explorations and many times excavations too. In India, especially, the Archaeology Survey of India and Archaeological Survey of India both the central and state departments conduct these on field research of heritage. It eventually ends with unearthing the antiquities and explorations and survey reveals precious cultural heritage. Whereas the zoologist, botanist, and geologist reveals the unique and precious specimens a representations of natural heritage.

In all these field methods, specimens of the natural as well as cultural heritage are collected. The governmental institutions are the primary bodies to maintain these collected materials. Hence many times these objects are either handed over to the state or central museums; or maintained by University or institutional museum. In case of excavated sites the On-site museums are constructed to keep and preserve the excavated cultured material e.g. Dholavira Site Musum, Ter Musuem, Paithan Museum and so on.

Altogether field collection also helps in enhancing the collection of museums.

#### 4.2.8 Acquisitions as per the Treasure Trove Act:

According to the Indian Treasure Trove Act, 1878 CE and the Antiquities and Art Treasure Act of 1972 CE, the cultural heritage unearthed from the soil is owned by the government of India. Thus, the acts give power to the state authority to acquire the specimens which are reported as a sudden discovery while digging soil for any domestic or public work. Both acts empower the collector to acquire the objects. However, the Ancient Monument and Remains Act of 2010, allocate the power to Director General of Archaeological Survey of India. The Director General may assign the duty to any adjacent officer. Thus, both Collector and Director General are immediate authorities to take immediate steps for the acquisition of objects. Once the object is received it either handed over to the museum or stored in concerned museum.

The major drawback in the acquisition is, at several instances specimens are hidden from the authorities in belief that government may not only just acquire the objects but may acquire the land from owner. Thus, the thorough awakening is required among localities.

To sum up, the museum has numerous methods and means to collect the museum objects. The only limitations in the collection of object are to handle the problem of ownership, finding funds for the purchase and most important hurdle is to maintain and care the objects in museum. Thus the second part the present unit concerns with conservative treatment to the museum objects.

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### 4.3 CONSERVATION OF THE OBJECTS IN MUSEUM

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The heritage both natural and cultural is non-renewable resources, it even cannot replace; therefore to preserve and conserve the museum objects is fundamental duty of museum. However, to maintain the life of objects is strenuous task, as objects are partially or entirely composed with the material which readily responds to the moisture in the atmosphere. Thus, the moist atmosphere as well as the sunlight to some extent deteriorate the museum object. The problem of speedy deterioration of museum objects is quite common in India. Thus both the international organizations like ICOM, ICOMOS, UNESCO and other as well as the central and state authorities provide guidelines for the care and treatment of the museum object. The care of the museum objects are classified into two broad category i.e. preservation and conservation. The present sub-unit concentrates to provide a thorough understanding on conservation techniques and methods applied for the museum objects.

‘Conservation is one of the most important functions in a museum, and is listed as the second fundamental objective defining a museum: “to acquire, conserve and educate” (Donahue, 2014). Conservation is simply a treatment or repair of the object to improve the life of object and further deterioration. It is believed, the conservation is multidisciplinary field. The disciplines such as humanities, arts and craft; sciences and technology immensely contributed in the development of the field conservation.

Generally, conservators and museum curators need to update their skill as per the advancement in science and technology. Thus, 'Conservation is an expression of contemporary values which defines and maintain the perceived significance of material culture' (Saunders, 2014).

Considering both elements i.e. socio-cultural value of the object and the advanced technological support the conservationist and curator need to provide the suitable treatment to the objects. At present the conservations techniques are classified into five broad categories. These categories are aided by the disciplines of chemistry and bio-chemistry; biology especially bio-technology and micro-biology; few elements of applied physics electrification; and many more other disciplines too. The methods of conservation are as follows:

**i. Mechanical Treatment:**

It is simplest method among all the treatment. The aim of this method is to remove the deteriorating layer from the object and avoid the further damage to the object. Thus, very few chemical with minimal PH value are used in this method; and major crust depend upon the instruments like chisel, scalpel, etc to remove the layer.

**ii. Chemical Treatment:**

The treatment is used when the mechanical treatment do not produced the expected results. Thus, the method suggest to prepare suitable solvent or chemical solutions depending on the material of the objects and requirement of the conservation. The method may harm the objects.

**iii. Electro-chemical Method:**

The method used to stop and heal the corrosion of the objects. In few case, the method help rejuvenate the object. The method mostly recommended for the inorganic material and essentially avoid the organic objects from the treat. The method generates the hydrogen within the material with help of acidic action. It helps complete removal of the deteriorated layer and smoothen the surface of the objects.

At present nearly every national museum runs their own conservations laboratories to name the few, the laboratories of Salar Jung Museum, Hyderabad and National Museum, Delhi are just not assisting in conservation but provides training to upcoming conservationists.

The purpose of conservation is to reveal the objects at maximum capacity and to remove it. Therefore, conservation treatment requires a thorough process of care, like:

- i. Chose the simplest method of conservation, preferably mechanical.
- ii. The complete program should in advance planned
- iii. Every step of the conservation recommended to document thoroughly.

- iv. All the treatments should be very well in control; especially in case of chemical treatment the use chemical should be as minimal as it should not harm the object.
- v. After the chemical treatment requires intensive washing to remove chemicals thoroughly.
- vi. Unless until it is essential to remove the crust, the crust should not remove.

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#### 4.4 SUMMARY

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The unit one in the module II – Museum covered the term museum along with functions. The elementary component of nay museum is its collections therefore, the units discussed the methods of collections, and simultaneously highlighted the methods both legal and ethical, of collections as well as it briefed the challenges encountered in the collection of the objects. The second part of unit one discusses the profound function of museum while taking care of the museum object and i.e. conservation. Thus, the unit assisted to understand the term conservation and how it is different from the preservation. Further unit explained different modes and methods of conservation. It equally stressed on the precautionary steps to be followed during the conservations process.

After, the conservation techniques, its necessary to understand the material of the objects and also need to understand preventive care required for these material. Thus, the unit second of the present module will provide a thorough learning on the preservation techniques along with display and exhibition methods and types.

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#### 4.5 QUESTIONS

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1. What are primary functions of museum?
2. Explain the methods of collecting museum objects?
3. What is conservations?
4. What are the suggested precautionary steps of conservative treatment?
5. What are the suggested methods of conservative treatments?

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## **PRESERVATION TECHNIQUES AND TYPES OF EXHIBITIONS**

### **Unit Structure :**

- 5.1 Objectives
- 5.2 Introduction
- 5.3 Causes of Deterioration of Museum Objects
- 5.3 Preservation Techniques
- 5.4 Types of Exhibitions
- 5.5 Summary
- 5.6 Questions
- 5.7 References

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### **5.0 OBJECTIVES**

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The aim of this unit is to introduce various preservation techniques presently performed at the museums as well as selective types of exhibitions.

To pursue the aim, the unit frames the following objectives:

- To introduce term preservation and explain difference between the conservation and preventive treatment method
- To explain the various causes of deterioration of museum objects
- To familiarize the various material or fabric of museum objects
- To explain the recommended preservation techniques applies for museum object to prevent from the deterioration
- To introduce types of exhibitions of museums; and its significant criteria and benefits.

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### **5.1 INTRODUCTION**

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*“Anything absolutely anything – from a flint arrowhead to spacecraft, from a dugout canoe to the Queen Mary- may end up in a museum, and the museum must know how to care for it.”*

(Philip Ward, 1991).

There were constant debates and discourses on the functions of museums. In the very beginning museums were considered as the storage house to keep the heritage of human kind. The Renaissance period onwards, museum's duties and functions were moved farther from collection of the objects of cultural past to care and maintenance of these objects. The

scholars of Enlightened period thoroughly discussed the role of museum as is far more significant than just as management and care services. It believes the primary function of the museums is to maintain the original form of the object and to conduct research to explain and interpret the material culture, to name a few the scholars like C.J. Thomsen, John Ruskin, William Morris and many others contributed in the understandings of past human lifeway's with the help of museum objects. William Morris recommended the preventive care method for the cultural heritage. He strongly criticised the repair and restoration method because he believed, due to the repair and restoration the heritage might lose its original form and meaning. Thus, 20<sup>th</sup> century CE onwards, the functions of the museum is just not limited to care and maintenance of the antiquities but it initiated the preventive care or preservation techniques. The museums henceforth is considered as the temple of past material culture and museum authority essentially meant to maintain the dignity and originality of the museum objects. Therefore the preventive care or preservation methods are significant and primary function of the museums.

Preservation simply means to provide minimal treatment to retain the present form of the objects. Preventive treatment is highly confined to the elements such as cleaning; storage and exposure of the objects to light, air and dampness; etc. Therefore in preservation, the use of any external agents like chemicals, etc, is highly non-recommended. The Archaeological Survey of India, in its national policy of conservation and preservation defines the preservation as “.... *preservation as the maintaining the status-quo of the objects..... not allowing any changes either through deliberate human interventions or due to action of natural agents of decay to its fabric or its immediate environment..*” (National Policy of Conservation, 2014). The definition itself stresses on minimum handling of objects as well as defines the duty of museum not to expose the objects to any natural agents such as light, air, etc which might deteriorate the conditions of the objects. Therefore for any successful preservation, museum objects should be classified on the basis of its material secondly also require to understand the reasons of deteriorating of the museum objects.

The present unit is divided into two parts; the first part is focused on the preservation techniques applied to maintain the current state of the objects; the second part will cover the exhibition of the museum objects.

The material or fabric of objects and deteriorating causes of the objects are very essential to study before to begin with the preservation techniques. Broadly the museum objects are classified into two categories organic and inorganic. The organic objects are wood, bamboo, ivory, bones, textile etc. These objects are highly deteriorating objects and require regular checks and frequent preventive treatments. The inorganic objects are mostly made up of metal and stone. However as per its component every metal does have its own shelf life. The metals suffer with the problem of rusting which constantly needed cleaning, whereas stone objects suffer with weathering. Thus, the preservation techniques varies as per the material of the objects. Therefore, elements or the reasons of corrosion of the objects

require to study. The first part of unit is divided into two parts. The first part will discuss the cases of deterioration of the museum objects and second part will provided thorough measures to control the corrosion of museum i.e. preservation techniques.

## 5.2 CAUSES OF DETERIORATION OF MUSEUM OBJECTS

The museum objects are either recovered from archaeological excavation and explorations; or in fewer cases these objects are transferred from one generation to other as part of heritage; or if it is a collection of modern period then its records are maintained for the reference of collection of rare species. In all the circumstances, the objects already suffer damages. Thus, to prevent further decay of the objects it is essential task of the museum. Among all the preventive measure to control the causes of corrossions is essential one. These causes of deterioration are further classified into two categories viz. natural causes and human-made causes.

### 5.2.1 Natural Causes:

#### a. Museum Climate and Surrounding:

The climate has powerful impact on objects as the objects tend to establish equilibrium with their surroundings. Temperature and humidity are the main component of any climate. The changes in the humidity and temperature resulted into deterioration of the objects.

The relative humidity (RH) is defined as:

$$RH = \frac{\text{Amount of water vapour present in the air}}{\text{Maximum amount of water possible at the same temperature}}$$

The rise in the humidity level favours the reproduction, rapid spread of the micro-organisms like fungi and other bacterial elements which hamper the life of organic objects of museum. The objects of wood, cotton, silk, leather, loses it crisp in wet or humid climate. Even the inorganic material especially, metals and stone corrode faster in the humid climate. In the contrast, the dry climate wooden and stone objects develop cracks.

Thus, the museum tries to provide a stable climate with constantly monitored humidity and temperature level. The recommended temperature is 18-20° C and humidity level between 40-65%.

Generally, air-conditioning (AC) is easiest method to control the climate of museum, however it is expensive. Thus, limited galleries or rooms or selected areas may have the facility of air condition, it will reduced the expenses. Apart from air-conditioning, the humidifiers, dehumidifiers and hygrometers are other such instruments which assist to balance the climate of museums.

Though, the museum storage facility tries to provide as much controlled climatic conditions yet its surrounding affects the life of objects.

**b. Atmospheric Pollution:**

The atmospheric pollution is largely found in three varieties. dust, dirt and pollution. These elements vary in different regions. Pollution develops due to the burning of fuel such as wood, coal, any oil. It increases levels of sulphur dioxide, carbon monoxide, nitrogen dioxide, etc.; which resulted into speedy deterioration of the objects. The only method to protect objects from the pollution is by providing hermetic sealing. However, the sealing expensive and cannot be applied to whole museum.

Dust and dirt are the other two elements which are beyond the control as they enter in museum with air, dust storms, and winds and also with visitors. Even the sweeping of floor spreads the dust all over the objects. Thus, mopping and vacuum cleaning are suggestive methods of cleaning the museums.

**c. Light:**

Light whether natural or artificial is major threat to the objects. The light contains electro-magnetic energy which in long run affects the life of objects. The sunrays contain maximum ultra-violet radiations, hence the objects of textiles, paper, wood, bones, paintings are affected the most. The sunlight is difficult to control as it changes throughout day. Thus, museums major task is balance the sunlight. As well any bright artificial light including photographic lights deteriorate objects. Suggestive steps to control the decay of object due to the lights are

- Control the sunlight and minimise its intensity. The artificial lighting is the best way to control the light. In artificial lighting, to manage harshness of the light fluorescent tubes, spot lights, louvered lights are used.
- Expose objects to the light for minimal period.
- To avoid photographic light, eliminate the photo-chemically active radiations, especially ban on the use of photo flash.

**d. Micro-Organisms (Fungi):**

Micro-organism like fungus or fungi are most harmful cause for the decay of objects. It generally develops in humid climate. The reproduction of fungus is rapid and sometimes beyond of control. Therefore constant care and cleanliness is required. The only method to control the impact of fungi is regular monitoring of the objects and cleaning of the objects. Secondly, the objects like paper, sound recordings, textiles, wood, etc should keep in dry room.

**e. Insects:**

Insects are one of the most dangerous enemies to organic object. They eat the organic material like paper, textiles voraciously. The construction of building as well as material used in the construction plays vital role to prevent insects.

- Objects should be kept in steel shelves or insect proof materials
- If any wooden materials are used to make frame then it should be treated properly.
- Regular pest-control, fumigation, and use of insecticides should conduct at the museum

**f. Fire:**

It is an accidental but most damaging cause for deteriorating of the objects. Both organic and non-organic objects, however objects like papers, textiles vanishes etc. in the fire. It's difficult to control the fire but preventive steps to follow to avoid the fire.

- Fire extinguish and fire detector should be installed
- Source of water supply should in easy access.
- Enough entry and exit doors to evacuate staff, visitors and also objects.

### 5.2.2 Human-made Causes

Human made causes of decay of museum objects are Storage, handling, packing, transfer on shifting the objects etc. many others. Incorrect handling, especially handing objects without gloves, or cotton; use of rough surface to keep the objects, etc. damages the object. Thus, it always recommends the use of gloves, padded trays or trolleys for handling objects. Storage, aspects which may damage the objects especially, inadequate and inappropriate allocation of space, arrangements of light and display frame, atmospheric changes in storage places causes for corrosion of the objects. Transfer or shifting and packaging of the object may misplace or lose the objects even damage or break the objects. To control the damage, the correct labelling is recommended; containers are recommended instead of plastic or cotton bags for packaging.

Thus, museum objects are sensitive to climatic or atmospheric changes; external agents like fungus, insects, pollutions, dust hampers the life of objects; accidents like fire may destroyed objects at great scale; sometimes inappropriate handling poor knowledge of storage may challenge the life and authenticity of the objects. The deterioration of the museums beyond control. Therefore preventive treatment is an essential function of the museum

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## 5.3 PRESERVATION TECHNIQUES

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The preservation of museum objects is strenuous and most significant function. Every museum objects require special care and treatment. Thus, the preservation techniques changes as per the material or fabric of object. Generally, museum objects are classified into categories organic and inorganic. The present part discusses suggested preservation techniques of each material.

### 5.3.1 Organic Material:

The organic objects are comprised of wood, paper, cotton, textile, animal product, wood, bamboo, etc. The preservation techniques are as follows

**a) Wood and Bamboo:**

Wood is widely used material since prehistoric times at the same it is highly decay due to biological and chemical attacks. The micro-organism like fungi; insects, humid climatic condition affect the wood. Constant change in temperature may effect to break the wood or fall into the pieces.

There are several methods of preservation of wood and bamboo:

- The solutions like hydrocyanic gas (HCN), carbon disulphide (CS<sub>2</sub>); vapour and kerosene and crude creosote solution is used to preserve wood and bamboo objects.
- Stable humidity level is important criteria to improve life of the objects. Hence, if the wooden and bamboo objects are found in damp condition, then before to give any treatment the object is naturally dried without exposing sunlight.
- To maintain the humidity level, the object is embedded in layer saw dust layer.
- In dry conditions, the objects are covered with damp cloth and kept in polythene bag or sheet.
- If the object is very wet, then it is dried with glycerine or vinyl acetate or shellac in alcohol. However, drying process should be very slow.
- Hot paraffin wax used as a resistance against dampness.
- To fill the pores and to provide strength, glue or gelatines are used.

**b) Paper:**

Museums keeps paper in invariable forms like drawings, paintings, etc. Micro-organism like, fungus; and insect like bookworms, cockroaches, white-ants, silver fish, etc are the greatest enemies in the maintenance of paper. Thus, followings steps are follows to preserve paper:

- Maintain the relative humidity between 40 % and 60%. To control the temperature, air-conditioning is highly recommended.
- Constant use of air-filter, to make rooms pollution free.
- Regular fumigation is recommended
- The shelves, cupboards, drawers and books should treated with insecticides such as DDT.
- Other remedial measures such as sprinkling phenyl, setting tobacco leaves and camphor tablets in the cupboard, shelves etc. will assist to reduce the spread of insects and fungus.
- Various types of pictures like mural paintings, oil paintings, prints, drawings all are regularly treated to avoid deteriorating by regular

cleaning, removing dust, careful brushing, applying alcohol with cotton, applying mixture of benzene and petrol to remove grease spots, retouching the photo-prints with water-proof ink etc.

**c) Animal skin:**

Animal skin used for numerous purpose in very ancient times. It is stated that until the cotton and other textile came in to use, animal skin serve as the major component of human culture as water carrier, sails, robe, cover-ups, etc. Later leather became common commodity for all kinds of usages. To maintain leather or animal skin in museum is a tedious task. It easily reacts to the changing atmospheric conditions and temperature; it develops dampness, cracks, etc. Insects and bacteria easily attracts to animal skin, thus, to protect object from the micro-organism and insects are major concerns.

- Maintain the humidity level between 40% and 60%. The temperature of the room should maintained and controlled. It is highly recommend to use air-conditioning.
- If the skin objects are decaying the surface develops crack, then the object should strengthen by sticking strong material at the back of the object.
- Frequent use of insecticides DDT. It also suggest to change the insecticides as insects develop the resistance to the particular poison.
- Use of fungicides to control the bacteria and fungus
- Paintings of hides should treated with mixture of 60% pure castor oil and 40% alcohol. The mixture must be prepared 24 hours before the treatment for its effective result.
- A rag is soaked in 5% carbolic soap water, then use to sponge fine leather.
- Lastly, the leather dressing will help to increase the life of objects

**d) Textile:**

The use intertwined or spinning thread found from the proto-historic period. The excavation at Rakhigarhi reveal evidence woven cloth in the Harappan period. Normally, wool, silk, cotton thread, are used to make textiles; thus, it equally prone degrade due to insects, micro-organism, humidity and atmospheric changes. But, the dust and dirt is major problem in maintenance. Thus, cleaning of textile is major challenge. The preventive treatment for textile is as follows:

- To wash in distilled or rain water.
- Textile objects are soaked in solution of Benzene or petrol for removal of grease or oil stains. In the case of stub bornstains, acetone is used.

- To clean carpets, curtains, and others, vacuum cleaning or soft brush is recommended.
- For washing textile like silk dry cleaning is preferred whereas in case of textile like cotton, jute steam cleaning is recommended.
- To remove the fold or crumpled is essential; because textile easily torn at the folds. Textiles laid on a glass plate or poly then sheet and the folds are sprayed so that they get relax.

**e) Bone, Ivory and Shell:**

Bone, shell, ivory fall in animal product categories. These are mostly use as either ornaments or decorative objects. Though they animal product but compare skin they more sturdy and permanent. The major preventive treatment with bone, ivory and shell is cleaning.

- Use of brush to clean and remove the dirt.
- The presence of salt may corrode the object faster hence if the object are sturdy then use soap and water is for washing. However, use soap and water is highly avoided in case the objects fragile and not permanent
- A coating of Vinylacetate diluted in methylated spirits or shellac or alcohol is given to strengthen them.
- The inner side of skull is cleaned by the use of cotton soaked in one or two drops of dilute creosote solution.
- Wax, Quick fix act as some of the best adhesives to join the broken parts of a bone.
- Objects are kept in a favourable condition with controlled temperature, humidity and light to avoid warping and splitting.

**5.3.2 Inorganic Materials**

Apart from the organic material, the inorganic material secures the highest number of the museums objects. They are made of metal like gold, bronze, silver, iron, copper; stones; glass; bricks; terracotta; precious and semiprecious stones; etc. Though micro-organism and insects may not hamper on the life of these objects yet, the atmospheric conditions; changes in humidity level and temperature may cause the weathering, rusting and breakages of the objects. Thus, these objects are also require care and preventive treatment.

**• Metals:**

Metals form a heterogeneous group of materials like gold, silver, copper, lead, tin, iron, bronze, etc. Almost all metals are extracted from their ores by melting and refining. However, metals are prone to attacks according to their position in the electro-chemical series and may result into the rusting of the objects. The treatment of one metal differs from the

other in the process of preservation. This treatment is more complicated when different metals are combined to produce alloy.

- **Gold:**

- It is cleaned with soap and warm water
- The nitric acid is used to remove the black stains
- A solvent, 10% of dilute ammonia mixed with 90 % of water, is used to remove incrustation of calcium carbonate.

- **Iron and steel:** The corrosion is faster in iron than any other metal; coastal area or exposure to salt water make corrosion process faster than any other geographical belt. To clean the rust it requires two different processes.

- To soften the rust Paraffin oil or penetrating oil or petroleum jelly or lubricating oil or lanolin mixture etc are used.

- To remove rust either oxalic acid or citric acid half neutralised with ammonia is used.

- To prevent from the rust electro-chemical method with zinc and sodium hydroxide (NaOH) is used.

- **Copper and Bronze:** Preventive treatment of copper and bronze followed three steps:

- Objects are washed with distilled water and after with sodium sesquicarbonate.

- To maintain colour of the objects they are kept in the boiled distilled water, then brushed under the running water with dilute ammonium sulphide.

- Lastly, to prevent from the rust, solvent of sulphuric acid (5-10 % and 15-20%), citric acid (5%) and nitric acid (1%) is applied on the object.

- If the object is in the state of complete corrosion, cold solution of sulphuric acid is used.

- **Silver:** It is generally affected due to mineralization.

- The dilute ammonia helps to remove silver chlorides.

- Alkaline glycerol is used to remove copper salts.

- **Stone:**

Stones are multipurpose material; it is used from tools to ornaments; household slabs to memorial stones; depiction of art to inscriptions. Thus, stone is most permanent material in the museum yet to control the weathering process and its cleaning is must.

- Washing is recommended to remove soluble and insoluble salts

- Recommended use of adhesive for repairing of the objects

- Impregnating with wax to minimise the weathering.

- **Glass:**

it is more sturdy and permanent material. It does not affect with any climatic change or insects or micro-organisms. The only problem of glass is breakage. Glass can be easily break and is very fragile. Its preventive treatment is to handle with care and clean

- Glass can be clean with water and soap.
- To remove dull ness of glass a solvent of 1% of dilute sulphuric acid diluted with distilled water is applied.

- **Clay and Terracotta:**

After stone clay is widely used material. Clay is used in three different forms baked clay called as terracotta, it is mainly used as bricks, ceramic, artefacts like figures and figurines. Second form is sun baked, brick is mostly found in this form. Lastly the unbaked, object with unbaked clay is rarely found. All three forms required different preservation techniques;

- Baked Clay or Terracotta is hardened with help of mixture of bee wax 75 % and resin 15% and carnauba wax %.
- Sun-baked Clay is require to remove salt form the object. Thus, the object is wither wrapped blotting paper; or giving a coat of thin celluloid varnish, once the coat is dried object is washed with distilled water.
- Unbaked specimens are most fragile. Thus, object is baked in furnace.

- **Enamel:**

Enamel is a form of glass, it varies in colour and translucency.

- It is washed warm water
- If required soap and water is use to wash the object.
- If required, mixture of petrol and benzene is use to remove stain from the objects

The preventive treatment of the object is endless process. The advanced technology updated the preservation methods too. However climate, humidity and atmospheric pollution are the immediate challenges in preservation techniques. Hence museum curator, keeper and other official need to update in techniques and technology; and the constantly require to monitor the object.

The second section of the present unit discusses another important function of the museum i.e. exhibition and types of exhibition.

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## 5.4 TYPES OF EXHIBITIONS

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*Taken as a whole, museum collections and exhibition materials represents the world's natural and cultural common wealth. As stewards of that wealth, museums are compelled to advance an understanding of all natural forms and of the human experiences. It is incumbent on museums*

*to be resources for humankind in all their activities to foster an informed appreciation of the rich and diverse world we have inherited*

(American Association of Museums, 2000)

Exhibitions is the most significant, powerful and directs visual communication in every museum. Thus, exhibitions are one of the primary function of museum and its communication method. The museum are meant to provide a vibrant experiences of the resources it stored. In words of Verhaar and Meeter, 'An exhibition is a means of communication aiming at large groups of the public with purpose of conveying information, ideas and emotions relaying to the material evidence of human beings and his or her surrounding with the aid of chiefly visual and dimensional method (Verhaar and Meeter, 1989). The postmodernist thought put major pressure on the museum as it believes, heritage both natural and cultural owns by every individual and aim of museum should provide easy access to every individual on resource of heritage. Thus, to achieve the requirement of 21<sup>st</sup> Century CE, and to reach to every individual as well as to meet the requirement of visitors; museum developed various types of exhibitions. The present part of the unit discusses the types of exhibitions along with its purpose to serve. Exhibitions are broadly categories into four categories viz Permanent exhibitions, Temporary exhibitions, Mobile exhibitions, and On-Site exhibitions.

#### **5.4.1 Permanent Exhibition:**

Every museum runs its own permanent exhibition. The permanent exhibitions at museum are display galleries of the museums. The masterpieces and rare or unique objects are all time kept in display galleries. Tentatively life of permanent display is three to ten years in the display galleries. The aim of the permanent exhibition, is firstly to exhibit museum collection; secondly to maintained the aesthetic purpose of museum and thirdly fulfil the requirement of the visitors.

All the display objects in whichever type of exhibition thoroughly documented, but in case of permanent galleries, these object well researched and information of these objects are verified. The information of the objects must be well arranged in simple and active voice. The display galleries well maintained and organised with enough lights.

The display collection must be rotate and replaces without disturbing the aesthetic sense of the museum and classification of the collection. The rotation and replaces will benefit the museum in two ways firstly the reserve collection will move put from the store rooms or repositories; secondly the updated and new collection will attracts the visitors. Thus, permanent display are significant mode of conducting research and care of the objects as well as creating awareness among the visitors and people at large.

#### **5.4.2 Temporary Exhibitions:**

The temporary exhibition displays the objects less than five years. It is semi-permanent mode of exhibition. It is organised in three broad categories i.e. short term, medium term, and long term.

- Short term – exhibition organised for a day or week or a month or two.
- Medium Term – it ranges from three to six months.
- Long Term – it is placed on a contractual place. The tentative duration of this type exhibition is less six months to three years. The museum galleries are sometimes shifted to new places either due to the construction or renovation of the museum or the museum might contracts with other institutions for the display; in such cases long term exhibitions are arranged.

Temporary museums are arranged with selected theme. It provides wider platform to museums for its publicity and collection. Therefore every museum including national and international museums are interested in arranging temporary exhibitions.

#### **5.4.3 Mobile Exhibitions:**

The idea of mobile exhibitions started after 1990 CE onwards. The main intentions of this exhibition to reach to all remote and secluded area of the country. The van or bus similar vehicle is used to display the sample collection of the museum. Many times the collection arranged with theme either bind with period or ideas or element of heritage. Advance planning is an essential criteria of mobile exhibition. The vehicle is on a move from a day to a week covered the designated area or places. The vehicle along with the museum personnel roam around to various remote places and assist visitors to understand the collection. Now a days every museum runs its own vehicle as a significant element of public out-reach programme.

#### **5.4.4 On-Site Exhibition:**

The archaeological excavations and geographical exploration, botanical survey and many such expeditions reveals the heritage of humankind. Several times, localites are unaware of these resources hence and exhibition at the sites are arranged to created awareness among the local peoples and nearby communities. These exhibitions are temporary but at selected sites these permanent. The Archaeological Survey of India recommends the on-site museums for every significant site such as Dholavira Site Musuem, Ter site Museum are name to few.

Exhibitions are arranged to serve the requirement of visitors as well as it essentially meant to publicise the resources of information. Permanent exhibitions at several instances has its own limitations to achieve these aims; hence, temporary and onsite museums assists museums to secure its means. The temporary onsite exhibitions are helpful to organised the display of specialised interests such as which are governed with theme of education, language, folk culture and traditions, and so on. It helps to cover the vast range of audience from children to old age group; from subject expert to common people; so on. The mobile exhibitions are an excellent medium to create awareness, spread knowledge, and provide access to resource of knowledge. Thus all four types of exhibitions helped

museum to achieve its goal i.e. display its collection to the common people.

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## 5.5 SUMMARY

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To summarize the unit two provides glimpses of preservation techniques. The museums have vast collection of objects and these collection voraciously increasing, to maintain collection is quite tedious task. Thus, preservation techniques assist for the maintenance and care of the museum object. However, every single objects are made of different material and fabric as well as it serve different aesthetic and social values, thus, every objects require separate preventive care. The unit, therefore, segregated museum objects depending on its material and explained the recommended preservation techniques.

The second part of the unit, discusses ways of displaying museum collection. Museums, with advance of time, introduced several modes mediums to display its collection. There four major types exhibiting its collection; they are permanent, temporary, mobile and on-site exhibition. Through all these types of exhibitions, museums are trying to connect with peoples. Thus, the unit covered the two important functions of museums firstly, care and maintenance of the object and secondly to serve peoples by displaying its collections among all kinds of people

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## 5.6 QUESTIONS

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1. 'Exhibiting the objects in an attractive way is an important function of a museum'-Elucidate.
2. Give a brief account of the presentation techniques in a museum.
3. Write a note on the types of exhibitions.
4. "Exhibition is a well - defined work of art in a museum"- Discuss.
5. Write a note on the following:
  - a. Planning of museum building.
  - b. Permanent museums.
  - c. Temporary museums
  - d. Important museums of India.

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## **CHANGING ROLE OF MUSEUM: IN-HOUSE AND OUTREACH ACTIVITIES OF MUSEUMS**

### **Unit Structure :**

- 6.0 Objectives
- 6.1 Introduction
- 6.2 Changing Role of Museums
- 6.3 In-House Activities of Museums
- 6.4 Outreach Activities of Museums
- 6.5 Summary
- 6.6 Questions
- 6.7 References

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### **6.0 OBJECTIVES**

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The present unit aims to explain role of museum in past and present. It also aim to explain the various activities conducted by museums to cope with ever changing role of museums.

To achieve the aim unit is set with following objectives:

- To provide glimpses of role of museum in the past
- To highlights present role of the museums in contemporary society and academics
- To familiarize the various In-house activities carried out by museums.
- To introduce the several outreach programmes of museums.

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### **6.1 INTRODUCTION**

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Museums are showcases of past to present cultural development of humankind. In the beginning, before the concept museum emerged, the culture materials were gathered and stored without gathering information of these objects. Gradually, these objects treated as evidence of human existence; further this collection treated as showcase of status-quo. Till 13<sup>th</sup> and 14<sup>th</sup> Century CE, i.e., till time of Renaissance period, objects were wealth of an individuals. Hence remained in the shelves of elite group; commoners were far behind to realise its significance. The Renaissance period generated curiosity among the layperson. Henceforth, museum

collection treated as the evidence to verify information history and culture of humankind. 18<sup>th</sup> Century CE onwards museums were treated as the temples of knowledge; preservation, and conservation and restoration of the museum and its objects became major arena of Museums. The 20<sup>th</sup> century CE led the movement of human rights, especially cultural rights as well as the indigenous knowledge, changed the whole perception of museum from temple to institutions of learning.

Thus, museum tried accompanied with the goals of every century. It always serve ever changing needs of humankind. The present unit focuses on the changing role of museum through the ages. The unit will also provide insights on the methods developed by museum to equipped with modern requirement especially in-house activities and outreach programmes.

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## 6.2 CHANGING ROLE OF MUSEUMS

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Human beings Museum is a human-made creation, explicitly use to cherish beauty of human creativity, existence of surroundings; and it is an expression of human emotions. Thus, museum and role of museums in human life is beyond any imagination; however the relation between human and museums is interrelated, intra-exchangeable, and interdependent. Overall, both human society and museum shares a strong ties; museum is constantly changing its role to support and survive with ever changing requirements of the human society. Hence, the present part will give glimpses of role of museum in association with societal need from ancient time till modern period. To benefit the learners, it is divided into four period such as ancient, medieval, modern and post-modern period.

**A.** The first ever recorded museum was the Mouseion of Alexandria. It mainly started to preserve the evidences of the Greek's exponential growth in science and technology as well as in philosophy. Thus, it displayed the statues of thinkers, surgical instruments, etc; and reference collection of contemporary botanical and zoological samples. In brief the museum of Alexandria is an ideal example to showcase the requirement of the Greek Republic. It is displays values of extreme respect and care towards Greek nation's state. Thus, the museums in ancient period, played role of exhibiting power and engaging people to believe in the governance. The role of museum to spread the message of rule is continued even in the Roman Empire. Therefore, in ancient time's museum were hardly considered as the source of education.

### **B. Medieval Period:**

Museums in Medieval period, played multiple roles, from the warehouse of treasure hunters to proud showcase of an elites to a messengers of political and religious ideas. Similarly, museums received mixed reactions from the common people; it was hardly ever an attraction for the common people. Thus, instead of museums, the rooms of the private collection were massively increased in medieval period. It turned as place of biased

collections scavenged from various places. Therefore, museum objects in medieval period became precious decorative elements and not as source.

The late medieval period due to the imperialistic policies of Europe, changed perception of museums. Age of discoveries gave rise to newer class of intellectuals; Museums were finally emerged as storage house this newly discovered knowledge. Yet, its access for common public is confined. Intellectuals and discoverers were visiting surveying new lands such as America, Africa, Indian subcontinents, and many more; it gave opportunity to visit and collect objects these newly discovered land. Thus of the late medieval period changed the roles museums as galleries of reference collection. Many universities started of their own museum of these reference collection such University of Leiden, University of Heidelberg, University of Pisa and so on. The perception of museum changed to storehouse of information.

In the medieval period the role of museum became almost. Common were people were never ever concerned about the role of museums. It was part and parcel of luxurious lifestyle. Thus, though museum objects received enormous attention from collectors, treasure hunters, scavengers, and intellectual elites; yet these objects were kept away from public domain.

### **C. Modern Period:**

*The modern period saw endless voyage of discovery, which for many revealed the world as finite and knowable..... (Kelvin Walsh, 1992).*

Unanimously the renaissance period is considered as the beginning of modern period i.e. 14<sup>th</sup> Century CE onwards. The significant elements of modern period are scientific temperament, discovery of truth, verification of knowledge, and heritage for all. The society is drastically changed from renaissance period onwards, and so the role museum also changed.

The period brought major change in the academics and research. If actual data, tangible material are considered the important source of information. Museum henceforth not remained as source of reference, collection of storage of precious objects, but it is considered as resources of knowledge. Thus, museum in modern period drastically changed its role. The first aspect introduced in museum was a careful preservation and conservation of the objects, secondly museums played active role in disciplinary science and social sciences. Thus, several specialised museums such Charleston Museum founded in 1773 CE to collect natural history material; Danish National Museum started in 1816 CE to collect archaeological findings; and many more. Even the state-run museums emerged like Smithsonian Museum started in 1846 CE by the USA government. The rise of scientific temperament and reasoning played a major role in display of the museum collection. Sir CJ Thomsen, curator at the Copenhagen Museum introduced Three Age System theory through classifying the museum collection. The legacy was followed in many other museums too; the research and finding logical relation among the museum

objects became a major task of the museums. The role of museum now more focused on display techniques.

The modern period also initiated the idea of heritage for all, thus common people were found entry in museum without any hassle. Thus, the role of museum henceforth changed to educate people and create awareness for heritage. Museums played a very vital role in the emergence of antiquarian and culture history stage in social science.

#### **D. Post-Modern Period:**

The post-modern period intensifies the experiences. The late 19<sup>th</sup> Century and throughout the 20<sup>th</sup> Century CE witnessed the massive development in science technology. It even influenced the daily life of people, such the invention of television, automobiles, radio, etc. Therefore society changed its mode of learning from passive to active; and self-experiences became mode of learning. Apart from these technological advances the world suffered with World Wars, end of colonialism, emergence of third world countries, separation or emergence state on the grounds of heritage, and many other such aspects. The complex world dynamism, changed conscience of the learning. Learning is bind with self-experiences, and individual sensitivity. Thus, the role museums changed to serve newer demands of the society. Thus, museum became the crust of the knowledge. Museums extensively changed communication methods. Museum began to provide first-hand experiences to learners, the science and technology influenced every sphere of the museums. Eventually museums turned as the centre of education.

The period also witnessed the emergence of newly independent state. Majority of the state separated or became independent on the grounds heritage. Museums, therefore, became an integral part to depict the heritage of state. Many regional museums emerged during this period. Both Wars destroyed the heritage to great extent, and this created the awareness of heritage. Thus, museum received the heritage value and were protected with legal norms.

The museums are considered as community centers. The museums became centres for educating the people.

Museums in post-modern period developed multifaceted elements in its functions. To fulfil these aims, museums developed several program both in-house and outside the museum.

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### **6.3 IN-HOUSE ACTIVITIES OF MUSEUMS**

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Due to and experiential learning, the post-modernistic element, museum began several activities. The main purpose of these activities are community engagements. Some important activities are as follows:

### **A. Exhibitions:**

The exhibitions are the primary function of the museums. Unit two has thoroughly discussed the exhibitions. The mode of language and communication is changed to make the exhibition experimental. Language became more active, playful to engage visitors. Several technological means are introduced such as informative audio, use of augmented reality (AR) to provide animatic effects, and so on.

### **B. Cultural Activities:**

Very few museums are exhibiting intangible heritage, therefore museums should arrange activities to provide platform for folk artists. The activities like dance, drama, music, and many are arranged on the theme of culture.

### **C. Films and Documentaries:**

- Every museum should have auditorium. Museum should prepare film on its collection and must run in its auditorium to educate people on the collection of museum.
- Museum should use auditorium to run documentaries on the culture and heritage.

### **D. Promote Research Activities**

- Museum should gather information of its collection
- Should promote comparative studies of museum object
- Support scholars and intellectuals to conduct research on museum objects
- Arrange lectures of eminent as well as young scholars.

### **E. Workshop and Seminars:**

- Museums should organise workshop to provide opportunity to handle objects
- Subject experts and practitioners should be invited to deliver lectures
- Indigenous artists should be invited to introduce the indigenous techniques of craftsmanship.
- Museum should, at least once in a year, organise a seminar on themes like culture, heritage, museums etc.

### **F. Training and Internships:**

- Encourage young scholars museum should provide internship programs
- Museum should, run its own short term courses or certificate courses on museums studies, preservations and conservation techniques, museum management, etc.

### **G. Activities for Children:**

Museums are centric to adult population and hardly pay an attention to the children. In order to remove this drawback the museums should arrange the following activities for the children.

- Special exhibitions for children
- Encourage children's educational tours
- Workshops, summer activities etc. should be arranged
- Competitions like essay writing, painting, art and craft on themes associated with museum should be arranged.

#### **H. Guide Service:**

Every museum should provide guide service.

At present many museums are already conducting these activities like National Museum of Delhi and Salar Jung Museum provide one year courses; nearly all museum are arranging workshops, guest lectures, etc.

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### **6.4 PUBLIC OUTREACH PROGRAMMES**

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The role museums have immensely change in last three decades. Before 1980 CE museums considered as non-mobile organization and its personnel had a very little interaction with outside world. However, after 1990 CE, the perception of museum changed and the museums became the centers of providers of knowledge and centers of community engagement. Therefore, museum are extending their activities beyond the four walls of museum.

#### **A. School, Colleges and Other Educational Institutions:**

The museum visit are the part of School curriculum, but for the Students staying in remote areas it is not possible to visit the museums. which are located far away from their residential area. secondly the financial condition of all the students is not the same. Some students do not have the capacity to pay the travelling and other expences. Again the college students are not so to visit the museums so it is desired that the museums should arrange such activities which will attract the students to them. Such activities are given below.

- It should established good rapport with authorities of the school and colleges.
- Museum official should engaged an interactive session in school and colleges to encourage student to visit museums.
- The mobile and temporary exhibition can arranged at the premise of school and colleges.
- Teacher of school and colleges should be oriented and trained.
- Special programmes or course for teachers should be designed.
- Museum should prepare replicas of the display object and provide these replica on loan to school and colleges.

#### **B. Programmes for Rural and Remote Areas:**

People from remote areas or rural areas are hardly aware of museums. Thus, museum should design thorough programmes for remote and rural areas; the programmes must be planned as per culture, customs, regional affiliation of the people.

- Mobile exhibitions are most used method in museums
- On-site workshop should be arranged to create awareness.
- Local people should be involved in museum activities.

### **C. Programmes for Urban Centres:**

Museums should organise various activities to highlight the importance museums; such as:

- Museums should arrange box exhibits and mobile museums at various community gathering areas.
- Special day like Museum Day, Heritage Week, etc. should be celebrated with the help of local support.
- On-site workshops should be arranged.
- Modern means of communication such as television, social media, radio, should be used reach to public.

### **D. Programmes for International Places:**

The museum should not confine its territory, special programmes should arranged for foreign lands:

- Special Exhibitions should be arranged e.g. the Government of India organised the Festival of India in various countries and museums were provided an opportunity to display their collection.
- Museum should be member of professional organisation like ICOM, MAI, etc.
- Museum personnel should arranged and participate in international conferences.

### **E. Publications:**

- Museum should publish its brochures, pamphlets etc.
- Series of monograph on the collection will benefit for the popularity.
- Booklets and short-stories will benefit to attract common public.

### **F. Digital Programmes**

Digital technology controls every sphere of human life. Museum should find it as an opportunity and use it at its fullest.

- Museum should start virtual Museum
- Wherever it is possible the technologies like Augmented Reality (AR) and Virtual Reality (VR) should be used.
- Social media platform must be used.
- Museum should provide list of its collection on its website.

Museums may generate their own methods, mode to reach to the people should be treated as Museum collection as public property. Without the support from the community, people museum will certainly lose its importance in society.

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## **6.5 SUMMARY**

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Throughout the ages museums have drastically changed in their roles, functions, and methods of communication. Museums as temples of knowledge, received the importance of heritage and centre of education. Till date museums successfully worked to serve requirement of the society. they adapt technology and successfully use them in their working whether for documenting the objects or improvising the display techniques. The moment museums are considered as the centres of

community engagement the museums are expected to deal with the visitors with different background and as such the museums arrange such programme which are good for all. It initiated various activities to engage all kinds of visitors. Further, the museums are treated as the public property and museum objects are considered as heritage. So, museums developed public outreach programmes make heritage available to all. From heritage to all now the heritage is considered as part of sustainable development

The wave sustainable development became strong after 2000 CE; as much as it achieved status of fourth goal in United Nation's 17 Goal Programme. Heritage and museums are bind with concept of sustainable development. Museum, in first decade of 21<sup>st</sup> century enters in its new role i.e. sustainable development.

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## 6.6 QUESTIONS

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1. What are the affecting factors to change the role of museums through the ages?
2. Narrate the changing role of museums ages.
3. Explain the importance of in-house activities of museums.
4. Give a detail account of in-house activities of museums
5. What are the reasons for initiating public outreach programs in museums?
6. Give a detailed account of public outreach programs of museums.

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## MEANING, SCOPE, OBJECTIVES AND CLASSES OF ARCHIVES

### Unit Structure :

7.0 Objectives

7.1 Introduction

7.2 Meaning, Scope, Objectives and Classes of Archives

7.3 Summary

7.4 Questions

7.5 References

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### 7.0 OBJECTIVES

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- To understand the meaning of Documents, Records and Archives
- To study the development and scope of Archives
- To know the objectives of Archives
- To understand different classes of Archives.

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### 7.1 INTRODUCTION

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This unit tries to throw light all the meaning of archives their function, different type of archives. It explains in detail how archives are a series of documents created in course of man's development of earth. These documents can be public or private. The archives may play a very significant role in most or all the modern societies if there are no documents there in no history !

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### 7.2 MEANING, SCOPE, OBJECTIVES AND CLASSES OF ARCHIVES

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Archival Science is a science of Archives. It deals with the problems connected with documents, records and archives. The archival institutions play a significant role in almost all the modern societies. The keeping of archives, in fact constitute a significant aspect of man's experiences in organised living. Archives are documents, public or private, produced during transaction of business of any kind and preserved by the institution or individual. Producing or receiving them firstly for their own purposes and in the longer term, for the benefit of research. In the absence of archives, the story of our past i.e. History would remain in darkness because, it is said, "*if no documents- no history.*" It is therefore, necessary

to know about archives. What are archives? How they are created and what are their uses.

As mentioned earlier, archives are a series of documents, public or private, created naturally in course of man's development on earth. Recording the transactions of their own is the habit of human beings. They have recorded their administrative, economic or religious transactions mainly to keep it in memory or to keep as an evidence. Evidences of such records in ancient times were engraved in form of inscriptions which are found almost in all parts of India. Initially, these records are found on various objects/materials such as lithic, metallic, earthen or wooden objects, pottery bricks, shells, ivory plaques etc.

Later on, paper was used for recording the transactions which was regarded as durable material. The earliest paper was invented by Tsai- Lun in about 105 CE. In the initial stages, paper was handmade but later on, it was made by machine. With the availability of paper, these records of human transactions grew in number. However, earlier archives have survived by chance or by administrative enertia of past administrators.

Archives are a series of documents. In simple words, they are 'dead papers' each mass or group of them proceeding from one single source that once were 'living'. Human beings are in habit of recording their transactions mainly to keep its memory or to keep it as evidence. Number of these records grow in with the passage of time. Although these written records are not deliberate attempts. They acquire value after a lapse of time and become tools for the research in various disciplines like History, Political Science, Economics, Sociology, Geneology etc. The growing accumulations are directly connected with the functional activities of some organization or Government agency. When the transaction is important and its records are preserved by the concerned authorities, they become 'Archives'. The Archival Science means the study of archives which deals with the problems connected with 'documents', 'records' and the 'archives'.

In general, the terms differ in their original meaning, but a closer examination reveals that they are closely related to each other. Let us understand these terms in detail. These are:

1. Documents
2. Records
3. Archives

#### **7.2.1 Documents:**

The term *Document* is derived from the latin word 'Documentum' meaning 'Proof' or 'Example' or 'lesson'. During the middle ages, it came to be called 'Instrumentum' which means something in writing. A document literally means that which serves as evidence or proof, written or printed, has an inscription that can be read or a sign that conveys some significance.

The documents may be conventional, and of hand written form but are increasingly in printed, typed, scripts or other form. Even picture, photograph, charts, maps, seals, diagrams etc. form the part of documents. Therefore, documents are conveniently defined as follows:

The word document is generally 'used for papers- written or printed with or without alphabetical or numerical signs such as maps and diagrams which form a part of or are attached to them.

In the words of John C.- "Documents are organic being the secretions, as it were of an organism and reflecting in their ordered succession the characteristic and history of the organization which produce them".

Documentary material is usually considered more important because it has been considered as a primary source of information. Therefore, these should be distinguished from secondary publications i.e. books, booklets, periodicals, magazines etc. produces from them.

However, not all, but some of the documents become archives and that too when they cease to be in current business and are kept aside for long term preservation. Some documents are preserved temporarily for some reason or for the other and they are destroyed after a period of one or two years. So, these can not be treated as archives. Even the correspondence papers and diaries (published or unpublished) which have no bearing on any business transaction of either a writer or the recipient cannot become archives barring a few exceptions. For example, a love letter in itself is not an archive, but if produced before the Court, in divorce Proceedings, become a legal instrument. When it is officially registered in the court file, it becomes a record of case and ultimately, becomes an archive.

### **7.2.2 Records:**

The word 'Record' is derived from a latin word 'Recordari' which means "to be mindful of" The word 'Recordari' is originated from a latin word 'Cor' which means 'Heart'. The relation between the 'Heart' and 'being mindful of' was connected and understood to be the seat of one's memory i.e. 'to learn by heart'.

A record in the strict sense of the term means, "something committed to writing in order to preserve the memory of the fact or event". There are many physical forms of records such as books, manuscripts, letters, reports, papers, maps, photographs or any documentary material.

Further, the records are found in varied compositions. Some records are found loose, while some others bound. Various kinds of folders, binders and envelopes are used to put them together. The records may be of various sizes, i.e. big or small, lengthy or short. These records may be brought under various filing systems. Sometimes, they are brought arranged while some other times they are brought disarranged. 'Records' are maintained in various ways as follows:

- In boxes
- In Bundles
- In Packages
- In Filing Cases
- In Shelves etc.

A specific activity may create a number of records. Of course, all these records resulting from a specific activity have a cohesive character and are related to each other and have a collective significance. In the words of Sir Hilary Jenkinson,

“Archives have a structure, an articulation and a natural relationship between parts, which are essential to their significance. Archive quality survives unimpaired as long as their natural form and relationship are maintained.”

There are certain conditions which a document must satisfy before it is satisfied as a record. These are:

- There should be a record creator if records are to be created. The record creator may be a government agency, an organisation, an institution, a family, or an individual.
- Records should be created for a definite purpose. In other words, a document in any transaction, commercial or government or private becomes a record only when it is created in pursuance of a legal requirement.
- Records should be preserved according to their utility. The utility of records is generally termed as ‘Retention of value’
- The documents become records properly. Only when record creators create them with a definite purpose and preserve them properly according to their utility by the creating agency.

Records may be official or personal. Official Records are of two types. Some Official records are created with a definite purpose and plan (such as reports of experts in government file) reports of the survey etc. while other records are created incidentally in the process of transactions as memorandum, telephonic talks etc.

Personal records are created by individuals or institutions in their private transactions (i.e. Non Official). However, unless these records are preserved permanently to bear some evidence of transactions, they do not become proper records.

All records are organic in character. The word ‘Record’ is often loosely used but in the strict sense of the term, it refers to special types of archives which may be produced in court as official legal evidence.

In the words of PunenduBasu- “ Records are the books, Papers, Maps, Photographs, or other documentary material regardless of physical form or characteristics made or received by a government agency, Institution, Organisation, Family or Individual in pursuance of law or in connection by that Government agency, Institution, Organisation, family or individual or its legitimate successors.”

### 7.2.3 Archives:

The term archives designates the organised body of records produced or received by a Public, Semi Public, Institutional, Business or Private entity in the transaction of its affairs and preserved by it, its successors or authorised repository through extension of its original meaning as the repository for such material.

The term archives is derived originally from the Greek word ‘*APXELOV*’ which means a ‘Public Office or a Residence of the Chief Magistrate’. Later on, the term ‘*APXELOV*’ came to be called ‘*archeion*’, ‘*archivium*’ in Latin which later on gave birth to a French word ‘*L-archive*’ and ‘*Les archives*’. English word ‘Archives’ has come from the French word.

Dr. Roscoe has suggested a series of terminology originating from archives as follows:

- Archive- a depositary
- Archives- the records in an archive.
- Archivalize- to consign a record to an archive.
- Archivology- the science of administration of archives.

In English language, the term archives is used for three things as follows:

- The Records themselves,
- The building which houses them,
- The administrative set up.

In the Oxford English Dictionary, the term archives is used by two meanings-

- A place in which public records or other historic documents are kept.
- A historic record or document so preserved.

A definition of archives is: “the archives consist of one or more groups of documents no longer in current use, each group of which is in the custody of an individual or a department in the ordinary course of business and forms an organic whole, reflecting the organisation and history of the office which provided it”.

Thus ‘archives’ is an organised body of records created or received by a Government agency, an Office, a Family and housed and preserved by their legitimate successors as evidences of their existence, functions, decisions and activities. Archives cover things as dissimilar in character as records of-

- Judicial Court,
- Different departments of a Secretariate of the State.
- Treasury papers
- Local Minute Books
- Corporation Accounts Books,
- Hospital records, University records etc.
- Family Papers,
- Commercial records of correspondence,
- Staff reports of Business houses, pay rolls etc

### **Scope and Objectives of Archives:**

#### **7.2.4 Scope:**

It has generally been accepted that archives have been in existence among Oriental peoples and among Greeks and Romans since the written word came into use.

Archival institutions in European countries had their origin in Ancient Greek civilization. 'Archives to the Greeks meant all accumulations belonging to an office including furniture and equipment's.

Even in the fourth and fifth centuries BC the Athenians kept their valuable documents in the temple of the 'Mother of the Goddess' i.e. 'Metroon' in the Athens. The temple included valuable documents in form of *Papyrus rolls* such as-

- Laws and decrees,
- Treaties,
- Reports of meetings of the Senate and of the people,
- Decisions of the Criminal Courts,
- Manuscripts of plays by Euripides and Sophocles,
- The list of winners in the Olympic games,
- Financial Records etc.

Along with these records, exceptional private documents occasionally found a place there. This choice of a religious edifice as a place providing both physical security and sanctity, recurs in the middle ages, when the records of secular authorities were often safeguarded in monasteries. It is highly probable that other cities also had their archives.

Almost all early civilizations which flourished in the river valleys such as Indus Valley civilization, the river cultures of Nile, Euphrates and Tigris etc. had kept the record in their own way – seeds, clay, tables, pictographs etc. The Romans and Greeks kept records by signs, pictures, drawings, or engraving on variety of their materials like clay, wood, stone, animal skin, leaves, walls of the rock-cut caves etc. The nature of these records was either Governmental, economic or religious such as-

- The Laws of the Land, Land Survey and taxes
- Evidences of administrative actions
- Records of palaces, churches and temples
- Records of accounts in business transactions,
- Records of endowments and gifts etc.

In Rome, since the earliest times, records were kept in the house of the king subsequently in the houses of the consuls. Later on, by about 5<sup>th</sup> Century B.C., for the purpose of security, the records had been transferred to a public building. The main archive was established by Valerius Publicola (509 BC) in the treasury of the temple of Saturn. National laws and decrees, the acts of the senate, reports of officials etc. were housed in this temple. International documents were housed in the Capital.

Number of archives during the age of the republic states, was very huge there were a number of other archives in Rome under various officials and the emperor's Archive i.e. **Empire Archive** (called as Tabularium Caesaris) was created. In this archives, personal papers of the imperial household and official records were housed.

In the medieval times record keeping became the concern of local authorities. In comparison with ancient or modern times, small volumes were produced in the medieval archives.

There is reference to a royal archives in England from 9<sup>th</sup> Century CE. But this formed a part of treasury and no fixed location. The first effort of preserving exchequer records was made by King Edward-I later on, Queen Elizabeth established a state paper office in 1578 CE.

But the archives as they are understood today, date from the French revolution. 'The Archives Nationales' and 'Archives Departmentals' were established in France and for the first time, a unified administration of archives which embraced all extent repositories and record producing public agencies. The scope was later expanded encompassing the preservation of all records of the Nation.

In year 1838, Under English Public record Act, all separate collections of record were brought together and were placed under the master of rolls. This archives department was named as 'Public Record Office'. It was a centralised office for the preservation of all public records of parliamentary sessions.

In 1934, 'national Archives was established in United States to house the old records of the National government.

In mid- 20<sup>th</sup> Century, Asian countries were distinguished by new development. The concept of 'Archive Keeping' travelled from England to India. In India, 'Imperial Record Department' was set up in 1891 by the British. After independence, this institution was renamed as 'National Archives of India'. It has in its custody –Public records, maps, private papers, microfilms, books etc.

Thus, the scope of archives has expanded tremendously over the centuries. Today the archival records are used by the researchers in various fields such as the history, Literature, Political Science, Sociology, international relations, and other subjects make use of archival material as a source for their research. Art historians, Geographers, engineers, artists, lawyers,

Solicitors, town planner, Businessmen, Industrialists, Journalists etc. visit archives for the reference work.

### 7.2.5 Objectives:

From archival points of view, records are useful for government as well as people. The records are created for the following purposes.

- To document and agency's functioning.
- To protect civil, legal and property rights of common citizens.
- To facilitate research work.

**The main objectives** of the archival institutions may be described as-

1. To classify or arrange the documentary material and establish standard of good management with respect to creation, organisation and maintenance.
2. To preserve the documentary material against physical damage and safeguard it from being tampered by microfilming and computer scanning and converting them into digitized files, particularly the records of historical value.
3. To make it available for research work by providing access to non-current and non-confidential records to the researchers, scholars and students.
4. Timely appraisal and destruction of which are outlived usefulness records and thereby assisting government in its smooth functioning.
5. Publication of historical documents for the reference of the Society.
6. Assisting and training private archives and individuals. Also to create enthusiasm among them for the preservation and protection of valuable records in their possession.

### 7.2.6 Classes of Archives:

Archives are naturally accumulated records produced during the transaction of business of any kind. Creator may be government agency, an organization or an institution usually these records created by different agencies are classified into two main categories as follows:-

- **Official records:**
  - **Non Official (Private) records:**
1. Official records are created by offices and departments under the state and Central governments. These official records can be divided into two sub categories as-
    - a) Public Records
    - b) Semi- Public Records.

**Public Records:** The state (Country/ Nation) is the highest public body and therefore, its records are known as public records. They are created by offices and departments under the central and state governments. Almost all the aspects are covered by the public administration and reflect each and every activity in which the state is engaged.

Exclusive public records are in the custody of National Archives of India. Among the important acquisitions in recent years mention may be made of-

- The 20<sup>th</sup> century records of late foreign and political department and its numerous agencies scattered over India.
- The Papers of the constituent Assembly
- Papers of old Calcutta and Bengal Banks throwing light on India's economic history etc.

**Semi- Public records:** Semi-Public bodies are those. Which are not Government departments or offices in the strict sense of the term but which run the line of government office and follow more or less the same procedure. Generally speaking they are the autonomous bodies like Institutes, Universities, Boards, Corporations, Industrial and commercial undertakings, Banks, insurance and shipping companies, airlines etc. The records created by these semi- public bodies or agencies are treated as public records. They are classed as **Semi Public** records.

Public as well as semi-public records are complementary to each other for the understanding of any activity.

**Non- Official or Private Records:** These are classed as private records. Private records are created as a result of the activities of:

- Individuals,
- Families,
- Private institutions or,
- Industrial and Business houses.

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### 7.3 SUMMARY

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Thus, in this unit we have taken review of Meaning, Scope, Objectives and Classes of Archives: We have understood that based on the producers or the creating agencies, the records are classified. Official records may be classified into sub categories as per their subject and department. However, the task of classification of private records in archives is a difficult one. Classifying the stray documents, personal cases, estate and property cases, wills made by individuals, business letters etc. becomes a difficult one.

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### 7.4 QUESTIONS

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1. Define the term 'Archives', 'Documents' and 'Records'.
2. Discuss the scope and objectives of Archives.

3. “Archives are essentially records, but all records cannot become archives”- comment.
4. Write a brief note on classes of Archives.

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## 7.5 REFERENCES

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## IMPORTANCE OF ARCHIVES: VALUE OF RECORDS AS SOURCES OF HISTORY

### Unit Structure :

- 8.0 Objectives
- 8.1 Introduction
- 8.2 Characteristics and principles of archives
- 8.3 Features of Archival Collections
- 8.4 Importance of Archives Records and Their Values for the Different Sections of the Society
- 8.5 Summary
- 8.6 Questions
- 8.7 References

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### 8.0 OBJECTIVES

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- To study characteristics of Archives
- To understand the importance of archives
- To understand Value of records as sources of history

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### 8.1 INTRODUCTION

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After understanding the meaning of documents, records and archives and knowing the development and scope of archives, objectives of archives it is important to know about the different characteristics and features of archives. It is also necessary to know the value of archives and records for various people - e.g. historians, administrators and from the cultural point of view the following units try to throw light on this :

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### 8.2 CHARACTERISTICS AND PRINCIPLES OF ARCHIVES

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The record or the archives are regarded as the heritage of country. The following are the characteristics of archives as given by Shri. Punendu Basu.

- **The first characteristic** is the relationship that archives bear to a creating agency are intended to reflect the policies, functions, organizations and transactions of that agency alone and nothing else, and from this fact is derived **the first major principle of archives**

**administration**, i.e. the archives of a given creator should in no circumstances be intermingled with those of another creator.

- **The second characteristic** is the official character of archives or, other words the fact of their being product or by- product of transactions having legal effects. From the characteristics **flows second major principle** that archives must remain in the custody of the creator of its legitimate successor in order to ensure that no tempering has been done with them from outside so that they may be acceptable in the court of law as valid evidence of transaction.
- **The third characteristic** of archives is there uniqueness, which is self-evident. A record is created for one specific purpose and none other. Therefore **the third Principle** is one record may not be repeated anywhere else.
- **The fourth characteristic** is the organic character of archives. As a transaction progresses record relating to it grow naturally. Each piece in a file is a consequence of some preceding piece or pieces, and the former is explained and elaborated by the latter. Torn from each other or taken in sequence different from that in which they were created, records cease to tell a story or, what is worse tell a wholly inaccurate story.

In order to retain their quality of reflecting accurately what has gone before and how the original order of records should in no circumstances be disturbed to conform to some logical pattern as followed in libraries or some fancy pattern to suit the humour of an individual.

Thus one has to read the records in the order they were created otherwise their would mean totally in different thing from the original

The sanctity of the original order is the fourth basic principle of archives administration.

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## 8.3 FEATURES OF ARCHIVAL COLLECTION

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Some of the features of the archives are as follows:

- The archival collection can be called as a ‘whole’ i.e. the collection becomes a whole when it ceases to be a ‘part’ even if a single paper is preserved as an archival collection, it should in itself be treated as a whole.
- The archival collections may be in the form of written or printed documents, drawings, maps or charts.
- The archival collections should become official documents. In other words, documents when cease to be in use and are preserved by an administrative body they acquire an official status.

- Archives are created naturally. In the words of Sir Hilary Jenkinson, “archives were not drawn up in the interest or for information of posterity” i.e. they were not created deliberately.

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Thus, the archives are made naturally, in the course of performing business duties and are the residuum of business transactions. They are not created for any kind of research work for the future generations. For example, when laws were laid down by the Officials of the British Government in India in the 19<sup>th</sup> Century, they never thought of a student of 20<sup>th</sup> and 21<sup>st</sup> Centuries. Even, when registers of births, marriages, and buries were recorded by the Bishops, they did not do them with an intention of being useful for a later historians or biographers but because they wanted them for their own records.

All records, whether they are laws or minutes or records of business transactions, they grow in numbers. Their order and arrangement is determined by the Government authority once they cease to be documents. H. Hari Narayan says, “Archival quality is that a document has been in the custody of an unblemished line of responsible custodians”. The records are so valuable that it becomes necessary to preserve them for the future use of mankind.

Records are produced during the transaction of business of any kind and preserved in the institution or individual. Different agencies such as government business use of an independent body to create the records. They are preserved firstly for the own administrative purpose and the longer term, for the benefit of research. They remain as evidences of man. In course of time, the records act as primary sources for the reconstruction of past history. Therefore, they must be used from the archival as well as agency point of view.

From archival points of view, records are useful for government as well as people. The records serve the following purposes.

- To document and agency's functioning.
- To protect civil, legal and property rights of common citizens.
- To facilitate research work.

All the records have value, be they public or the private. They are important sources from an administrative, cultural, research and personal points of view.

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## **8.4 IMPORTANCE OF ARCHIVES, RECORDS AND THEIR VALUE FOR DIFFERENT SECTIONS OF THE SOCIETY**

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### **1) Importance of Records:**

The records are created mainly for the administrative purposes. The administration of any country is based on the activities of the politicians, and on the way the administration is carried on by the government

agencies. These agencies are made up of a group of people who are working together with common goal. To achieve this goal, individuals as well as groups perform activities and interact with one another in policy making decisions, operational activities and facilitation services. In running all these activities, the documents are produced and used by the creating agencies for future purposes.

In the words of Sir Hilary Jenkinson, "Archives are documents drawn up and used in the course of which they themselves formed a part and subsequently preserved in their own custody for their own information by the person or persons responsible for that transaction and their legitimate successors".

Thus, the records are useful to which the administrator turns for precedents for any action he contemplates, in which the diplomats and administrators seek for authentic information about some diplomatic or political transaction of long ago.

From a personal point of view also records are given prime importance. Usually the records, public as well as private records include the government policy papers and other papers, court rolls, survey reports, Personal documents like diaries, will papers, family papers etc. Whenever, records relating to the problems such as family disputes, personal privileges, personal business problems are available, we can study them and provide valuable background information for solving current similar problems, both public as well as private papers constitute an important source material for the study of history.

### **Importance of archives and value of records as sources of history:-**

When records are maintained in archival institutions, they become archives. 'Archives' or 'Archival Institutions' play a vital role in maintaining records of the past and as sources of history. History is constantly in making. A public act of today becomes a historical fact of tomorrow. The written records trace the course of development of that matter to that conclusion, become archives. It can be the guide for future activities of man a historian can study the culture of mankind only on the availability of the written or oral records and therefore. The archives or archival institution where the records of the past activity of mankind are kept, indeed are the nation builders.

Not only from the historical point of view but for various other purposes also archival institutions are essential. They are preserved because of their continual utility for the necessary governmental processes or for protection of public and private rights and above all for research by scholars and students. The records which are preserved in the archives are valuable for many reasons such as:

- Valuable from administrative point of view
- From cultural point of view
- From personal point of view
- Valuable for research point of view.

All records be they public or private, have a great value, from official, cultural and personal point of view. The records are the evidences of transaction in the past. They are the only source of bygone days. History is the guide to the future activities of man and records as a source of history are of utmost importance. Obviously the value of Archives can be assessed in terms of future use, some benefits to be derived at a future date.

Sir Hilary Jenkinson, when held the estimate post as a deputy keeper of records in the British public record office said that,

"When archives cease to be of current use, their proper conservation should still be regarded as an essential object of national concern, because day and day only can give us that unimpeachable guidance for the conduct in the present. The preservation of historical evidence should thus be viewed not as a luxury, nor as something merely academically desirable but as a national necessity."

### **Value of the records from administrative point of view:-**

The records are the sources through which the administrators can judge whether the policies laid down are being executed in the desired way or not. Thus the records are must useful in the administrative field for

- They save the time and energy of the agency.
- They help the administrators to discharge their duties.
- They help in the standardization of various administrative procedures.
- They judge whether policy laid down is executed as planned.
- They help in coordinating the activities of persons or groups of persons.
- They help to handle legal, civil procedures.
- They are useful for other public officials who wish to profit by the already recorded experiences of the past.

Thus the Government or Public records possess a primary value.

### **2) Value of records from the cultural point of view:**

History can be reconstructed only on the basis of historical evidence of groups. This evidence can be got in the form of the records of the historical facts. We are unable to know the history and culture of any people or communities, who have not left any record of their existence and activities.

For the cultural development, records both- public and private are significant. They act as mediators in the transmission of cultural heritages from the past to the present. By studying those records, present generation is able to understand man's intricate problems.

The developing countries undertake many development programmes. To enhance the effectiveness of these programmes, good official record keeping is necessary. Because, only these records enable the government

authorities to take for the suitable steps to attain maximum utilizations of previous experiences.

Records throw light on the developmental steps of different aspects of women's life such as social, economic, political etc, hence maintaining records is important.

### **3) Value of records from personal point of view:-**

Records are valuable from personal point of view also. There is a close relationship between the state and its citizens. The past records provide information of civil, legal, financial and many other rights of the citizens. Based on these past records, the state can decide its future policies. For example, during the French Revolution, the *Archives of Nationales* of Paris was established which is regarded as a first unified administrative institution of archives. In this archive, all records of the revaluation were housed. These records mainly dealt with personal property rights and such other privileges. Later on, they proved to be very useful to guide the government to protect such rights and privileges of the citizens.

### **4) Value of records from the research point of view:-**

Records are preserved for their continual utility not only for the necessary government processes and for protection of public and private rights, but even for research by scholars and students.

The records, when cease to be a document of day to day administration, acquire the value of research material to a scholar. The archives is the gold mine into which the historian digs for material for his narrative of times he is interested in.

Research workers usually have to spend time looking through old records and even a modern development, such as industrial chemical research has to study the literary records of more than a hundred years ago, even for the genealogist or a biographer or a historian, archival records form an importance for material.

Records are the store houses of wisdom and give us guidance for solving our current problem. They make us aware of how much our historians are struggling to reconstruct our past history and how much easier the work would be if enough volumes of archival material were available to us. This makes us understand the role of archives as a raw material for research which is unique indeed.

In India, since 1940, portal of the archives is kept open to all genuine seekers of knowledge. Earlier strict rules were imposed for the use of the archival records especially the public records. However, the rules govern access to public records were liberalized in 1992 and all pre 1902, public records were made available for research. To facilitate the use of these records, more detailed reference index books such as land Revenue records (1830 to 1859) were published in two volumes. Many more books were published such as:

- 1) Index to Select Committee and Secret Department Records (1756 - 80).
- 2) A "Manual of rules and regulating access to Archives in India and Europe"

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To serve the scholars at a distance a more ambitious publication programme was taken up. The archival department is progressing fast in India.

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## 8.5 SUMMARY

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The archival institutions are in a strong position of supporting a broad spectrum of research by the Government as well as by the academic community in almost all branches of learning. Thus, in this unit we have studied characteristics of Archives, importance of archives and value of records as sources of history

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## 8.6 QUESTIONS

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1. What are the principles of Archives?
2. Discuss the importance of archives and value of records as a source of history.
3. "Archives are essentially records, but all records cannot become archives"- comment

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## 8.7 REFERENCES

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## CLASSIFICATION OF RECORDS

### Unit Structure :

- 9.0 Objectives
- 9.1 Introduction
- 9.2 Classification of Records
- 9.3 Different Types of Records
- 9.5 Non Current Records
- 9.6 Summary
- 9.7 Questions
- 9.8 References

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### 9.0 OBJECTIVES

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- To understand the need of classification of records
- To study various types of classification of records
- To understand Pre-historic and historic records Public and private records
- To study Non-current records and its stages.

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### 9.1 INTRODUCTION

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In the earlier Unit (T) the details of the term record are given. It is mentioned that records are found in varied compositions some are loose, some are bound they may be of different sizes-small, lengthy or short. Records can be official or personal. How to classify there and what are the different classifications - classifications accordingly to the importance, according to state of compilations etc. There details are given here.

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### 9.2 CLASSIFICATION OF RECORDS

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For smooth functioning of the archival library an orderly arrangement of records is essential. Research scholar or any other concerned should be able find out the records of his own interest. Therefore, proper organization of the records is very much necessary from utilization point of view, classification helps in organizing the records in an orderly manner.

The word classification is derived from the Latin word 'classis'. It means putting together like entities and separating on like entities. According to likeness and unlikeness entities records are thus arranged.

Classification of records means the process by which records in the Archives are arranged. Archives records can be classified into many categories such as:-

- according to the creator
- According to its form
- According to the legitimate use
- According to the state of compilation
- According to subject matter
- According to chronological limits.

As studied earlier, archival records are produced during the transaction of business of any kind. Creator may be government agency, an organization or an institution usually these records created by different agencies are classified into following categories:

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### 9.3 DIFFERENT TYPES OF RECORDS

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**Public records:** created by offices and departments under the state and Central governments.

- a) **Semi- public records:** These are not government departments or offices but run on the lines of government office and follow more or less the same procedure, for example, universities, boards, corporations etc.
- b) **Private records** are created by individuals, families, private institutions or business firms etc.

#### ii) Classification of records according to the form:-

Here the records are classified textual cartographic and audio-visual.

- a) **Textual records:** - These are usually written in some language and script maximum of archival records fall under this category.
- b) **Cartographic records:** - The records in the form of maps, graphs, drawing or diagrams are known as cartography records and they are usually found mixed up with textual records.
- c) **Audio visual records:** - Audio visual records are films, gramophone, tape-recorders, cassettes (audio and visual). These types of records are found in the archives of ministries of information and broadcasting, Central Bureau of investigation etc.

#### iii) Classification of the records according to the legitimate use:-

Here the records are classified into two categories i.e. open records and closed records.

- a) **Open records:** All such records which have been thrown open for research and inspection by the public are called as open records.

- b) **Closed record:** Records which are not allowed for the public and research scholars call as closed records.

The entire records of public and semi-public bodies cannot be thrown open for research at least for a certain period of time, for administrative conventions chronological demarcation is very necessary to determine the records of open and closed period. In this regard, a period of 30 (Thirty) years up to date is generally fixed as close the period. During this period, records are not shown to the public. However, the period above thirty years is treated open period and the records which are thirty years old can be thrown open for historical research with such conditions imposed by the government.

**iv) Classification of Records according to state of compilation:**

Here classified according to the state of compilation i.e. semi current and non- current.

All archival records have to pass through three different stages and accordingly the classification of the records is done. Such three stages are as follows:-

- A) **Current records:** A file or document is in the stage of currency till the business or transaction connected with that file or documents is not over.
- B) **Semi- current:** the period during which records remain in casual consultation is now as semi current period.
- C) **Non-Current:** the period when records are no longer required by the creating agencies is known as non-current period. The records in this stage are more useful for the researchers than for the creators.

**v) Classification of records according to the subject matter:**

In this category the records are classified according to their subject matter. For example, judicial records, educational records, survey records, revenue records etc.

**vi) Classification of records according to their importance:**

In this classification, because are divided into three categories groups viz 'A', 'B' and 'C'

'A' group records: in this group all the documents which deal with policy matters, important divisions and organizational history and administrative land markers are treated as 'A' class papers.

'B' group records: Those documents which deal with the operational part of a transaction or implementation of a policy are treated as 'B' class records.

'C' group records: the documents which are created for a temporary interest or of routine nature are treated as 'C' group documents.

## **vii) The classification of records according to chronological limits:**

Here the classification is based on important landmarks in the

- i) Social
- ii) Political
- iii) Economic or
- iv) Administrative history of country

For example, pre independence and post-independence records, pre 1900 and post 1900 records , accident records, medieval records and modern records etc.

Thus for the current and future use of the records, it becomes imperative for a government agency to classify the records into classes for their easy accessibility. Following points should be remembered in the classification of the records:

- i) Records have to be selected and reduce to manageable proportions.
- ii) Records should be classified systematically.
- iii) Records should be filed properly.

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## **9.4 PRE- HISTORIC RECORDS**

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History is an enquiry into the past. It is the record of the growth of human mind. Achievements of human beings in almost all aspects of his life such as social, Economic, political and cultural all are studied in the history. However, we should have some source of information of these achievements. Because history can be reconstructed only on the basis of historical evidences or sources. It is usually said 'If no record no history'. History is mainly based on the literary record that is in form of documents. However during the pre- historic stage, written documents were absent. This was because the art of writing was unknown to man.'

The period preceding the historic period is known as pre historic period i.e the period when the art of writing was unknown to man. But this does not mean that he did not leave any sources at all. The prehistoric people made history in their own way. They have left the records of their existence in the form of different types of objects, caves, stone tools, jewelries', and various types of other antiquities. Theses evidence are also called as archaeological sources and day provide the information regarding contemporary political, social, economic and cultural conditions.

Before the art of writing was invented records were kept by drawing, pictures signs or engraving on materials like clay, wood, Rock walls, caves, leaves, animal skins and wood.

But the concept of archives was not existing. No distinctions of records were made in the ancient period. This showed that archives mean all kinds

of records scattered in different forms. They silently speak of the achievements as well as failure of man in almost all aspects of life of pre-historic people. Therefore, the application of the term archives itself for these records may sound in appropriate because the terms Archives even if use in the broadest sense suggests that the arrangement of records in usable manner and in a place suitable for preservation despite the facts that ample records have been found in the world of ancient civilization.

All the sources or records of perishable materials have been lost through the ages by-

i) **Natural calamities** such as-

- Famines,
- Floods,
- Fire,
- Migration,
- Foreign invaders etc.
- Damage by white ants.

II) **Family asset**, carried away to other places.

Though, most of the sources of organic nature have been lost, with the help of studies and research conducted by scientists such as botanists; zoologists, geologists, anthropologists and archaeologists inferences are drawn and history is reconstructed. Especially, Archaeology plays a vital role in the regard. Archaeology is a method of reconstructing the past from the surviving traces of former societies.

The period between prehistoric and historic period is called as the proto history period. This period is characterized by the absence of actual written records but even then some traces can be noticed in form of some kinds of signs or symbols.

The Indus valley civilization belongs to the proto historic period. The earliest records in writing are attributed to the Indus valley people. They certainly knew the art of writing as is seen from there seals and pottery. Unfortunately the script is not yet deciphered and the information from those literary records remains unknown to us.

In India, before the art of writing was introduced, thoughts and events were preserved in the form of memorizing. For example, the Vedas were transmitted from mouth to mouth and they were not in the written form. Therefore, the Vedic age in India is also regarded as proto historic.

In the historic period there are temple references to the art of writing and writing material in ancient Indian literature. However when exactly the art of writing was introduced in India is not finally decided.

Thus taking the note of the ancient archives as a whole it can be conveniently agreed that our knowledge rests upon incomplete foundations. Muller, J.A. Feith and R. Fruin in the manual for the arrangement and

description of Archives have given the task of the archivist in the following words:

"The archivist deals with a body of archives, just as the paleontologist deals with the bones of a pre-historic animal; tries from these bones to put the skeleton of the animal together again."

### **Historic Records:**

After the pre-historic and proto-historic period, the Historic period was commenced. Historic period is characterized by the art of writing. Writing as an instrument of human expression began to be used approximately about 5000 B.C. Since history is a systematic record of important men and events of the past and their activities in all field of life, and it is based on information, which is supplied by the art of writing, the period for which we get written records, is known as the historic period.

There are ample references to the art of writing and writing material in the ancient Indian literature. However, the earliest written records were engraved on stones in India and are known as inscriptions. As a matter of fact, in India only during the third century B.C. that we get a clear evidence of engraved records incised on rock or stone surface in the form of the edicts of Emperor Asoka.

Though the art of writing was introduced in the early years, there was no system of records-keeping. Whatever administrative documents in general were found had no relation with one another and what was worse, that they were disregarded as sources for future use. The clay tablets, the papyri of Egypt are some of the large body of original record material that has survived from the ancient world. These Ancient archives survived by chance or due to administrative interest.

Different objects were used for writing the records (recording the events) such as lithic, metallic earthen or wooden objects, pottery, bricks, Ivory plaques, animal skin/leather, metal plates silk or linen cloth, leaves of the tree for example palm leaf, birch bark, papyrus etc.

These written records are very useful for understanding the history of ancient people. Some of these records throw flood of light on the ancient civilization for example,

Papyri record of Egypt: They throw light on the governmental functions and activities, to financial administration, agriculture, and military and so on. These Egyptian rolls papyrus also throw light on the story books, drama, poetry etc. The earliest books were made from papyrus, which is similar in composition to paper and is known to have lasted for two to three thousand years in good conditions of storage.

Persian archives: Alexander the great conquered Persia and confiscated its and named them as 'royal skins' for leather, also along with clay tablets served Persians as a writing medium.

The ancient Sumerian writing is known as cuneiform; they cut or incised their signs on stone or wood, or soft clay tablets. The people of the Indus valley civilization, the oldest civilization of India also had evolved for system of writing with each sign being a syllable with a fixed pronunciation. Later on, the inscriptions of Asoka and many others have become the definite records of ancient Indian history.

In India, initially, leaves, clay seals, stone, metal plates, ivory plaques, earthen pottery etc. were used as writing material. Especially Birch bark i.e 'Bhurja- patra' and palm leaf i.e. Tad-patra were commonly used as writing material.

However, when paper was invented, it was regarded as a more durable material in the past. The earliest paper known is supposed who have been invented in China by Tsai- Lun about 105 A.D. In the British museum, there is a piece of paper, from the Great Wall of China, which dates from about this time. The early paper was made by slow hand operated processes.

Some 700 years later the invention spread from China, moving in East to Japan, South to India and West to Arabia and Arabia it was carried to Bagdad, Egypt and Morocco, Spain and other European countries during the 12th century A.D.

Till recent centuries paper making methods in India remained as primitive as it was introduced from China. Akbar introduced the manufacture of paper in Kashmir because, during the Mughal period, record writing and record keeping had developed in to an art. However, creation of archives in the real sense of the term began in India only during the British period. Obviously, most of the history of modern India is based on the records created by British government. In the absence of those archival records, we would have remained in the dark about many historical facts and events.

Thus the role of Archives as a raw material of research in history is very important. The sense of national pride, National identity which is as indispensable to the vitality and stability of a country is dependent upon the historical tradition, which can easily derived from archival material. Only from the lessons of past, we can understand present days and think of the policies of tomorrow. Thus history is the guide to the activities of man and therefore, historical records are very much essential in the absence of search records in archival institution, the history of nation, cannot be reconstructed on the sound footing. Historical records also bring us nearer to our predecessors and enable us to understand their aims and aspirations and even failures. Therefore, the historical records are store houses of wisdom.

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## 9.5 NON CURRENT RECORDS

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For understanding the term non-current records one should know the other terminologies which are related to it. They are current records or stage of currency, semi current records or stage of semi currency.

All archival records have to pass through three different stages and accordingly the classification of the records can be done.

**i) The stage of currency:-**

The document or a file is in the stage of currency till the business or transaction connected with that file or document is not over, the file of the document is not closed in this stage and the transaction goes on. The file or document is said to be in the stage of currency.

**ii) The stage of semi currency:-**

A stage is reached when transactions with that file are completed and then the file is closed. During this period only the creators of the file are the legitimate users because even after its closure, the officials consult the file for quoting present or for other useful data while handling the similar cases. During this stage the file is called semi currency stage or in a stage of semi-currency.

**iii) Stage of non-currency:-**

The third stage in the process of archives is non-currency. During this period records are no longer required by the creating agencies. In fact, semi currency period ends and non-currency period begins when the creators of the file do not need the records even for casual consultation. In this stage the records acquire research value and they are kept for the benefit of research scholars. Therefore, the period when the file ceases to be of any use to the officials, it is called *non- currency* stage. During this stage the records can be used by the administrators, officials, researchers as well as the public in accordance with the rules laid down by the archival institutions. The non-current records become the government responsibility. It becomes obligatory on the part of the government to systematically classify the records, file them and preserve them for posterity.

**Business Records:-**

The world business means or transaction carried on between two or more persons. Usually functional activities are carried on in either public or a private office. Here decisions are taken, policies are fixed and the procedure goes on. Everything of this is recorded as evidence of the activity, usually business records are found in the form of:-

- Accounts books, wage books, passbooks
- Balance sheets
- Share certificates
- Production schedules,
- Pay rolls, attendance sheet
- Minutes of meeting etc...

Today is the age of competition and specialization. Ever increasing desire to progress and improvement is the future of the competitive world.

Therefore the need to preserve records is felt. In this regard a systematic maintenance of records becomes very essential. Based on the previous experiences, the business authorities can take further steps to improve the efficiency of their business, because history is the guide to the further activities of man.

Business records are not of a recent origin, but have their roots deep in past history. The commercial business organizations of ancient times also kept financial and other accounting records. There were professional guilds i.e. commercial organizations which were called Negama. A special feature of the associations was the banking facilities provided by them. The guild organizations of ancient India were well organized and served as the modern banks as well. Naturally a proper record of the transactions had to be kept by the guilds.

Even Kautilya gives us information that the Mauryan kings appointed 27 Adhyakshas to look after the economic activities of the state. There are many references to gold, silver and copper coins as the medium of exchange and also bills of exchange which must have facilitated the business activity. Many inscriptional records also throw light on economic activities of ancient times. This information about ancient Indian history could be achieved only because of business records left behind by them.

#### **Private Records:-**

Private records are called unofficial records. These records are created as a result of the activities of individuals, families, private institutions or business houses. It includes corporate bodies, census schedules, passport applications passenger's lists, personal records immigration records etc.

When two individuals or institutions sign a contract of partnership, make an agreement. Here the agreement is made on a paper, which becomes the record of that particular event. However, that record on paper does not become an archive. But in case of dispute between two, when the case is filed in the court, then that document becomes evidence and is filed in the court, it becomes an archive, and may be used for future advantage.

A love letter can be another example of private records which itself is not an archive but produced before the court in divorce proceedings, becomes a legal instrument. It is enrolled in the court file and therefore becomes an archive. Of course, these records are known as private records.

Like the above private records, the will made by an individual at the time of his death, paper relating to property disputes in the family, case of murder, suicide etc. All form important personal records, if filed in archives. For future benefit, they may be consulted if a similar case arises.

Private records become archives only when they are given an official status by the government. Private records are very much beneficial as they are private guidelines to the future generations. These private records throw light on the legal civil and financial rights of the citizens. These

records are usually consulted when such similar cases arise. They also guide the government in fixing the future policies of the state.

The Indian National Archives is a primary or public record office and for a long time it has only public records. However since independence there has been a growing awareness that private papers constitute an important source material for the study of history. Unfortunately private papers do not receive the case and necessary attention for their preservation. Therefore, the department i.e. 'National Archives' has embarked on a program of acquiring, mainly through donations-private papers of eminent Indians. Now the National Archives of India have made a collection of private papers of eminent leaders such as Dadabhai Nauroji, Badruddin Tayyabji, Pherozeshah Mehta, Gopal Krishna Gokhale, G.S. khaparde, V. S. Shrinivasa Sastri, Maulana Abdul Kalam Azad, Dr. Rajendra Prasad, M. R. Jaykar to name only a few. Even the papers of eminent scientist Dr. shantiswaroop Bhatnagar brilliant Mathematician Ramanujam are also available in the National Archives.

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## 9.6 SUMMARY

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In this way, we have studied thoroughly about the need of Classification of Records, Its different types. Pre-historic records and even Public and Private records. We have also seen different stages in non –current records.

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## 9.7 QUESTIONS

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- How classification of records is done in the archival institutions: Why it is necessary?
- State different types of classification of records
- What are Pre-historic and historic records? How do they help us in reconstructing our past?
- Writ short notes on:
  - 1) Public and private records.
  - 2) Non-current records and its stages.

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## APPRAISAL AND RETENTION OF RECORDS

### Unit Structure :

- 10.0 Objectives
- 10.1 Introduction
- 10.2 Appraisal Of Records
- 10.3 Why Retain and Preserve Records?
- 10.4 Schedule [Programme] For Retention of Records
- 10.5 Summary
- 10.6 Questions
- 10.7 References

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### 10.0 OBJECTIVES

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- To see how appraisal is essential for the management of archives.
- Meaning and Procedure of Appraisal of records
- To understand the meaning and need of retention of records.
- To know schedule for the retention of records.

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### 10.1 INTRODUCTION

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In the previous unit the classification of records is discussed in detail. The classification is done as per various criteria. This unit as mentioned in the objectives discuss the necessity of appraisal of records what is the meaning of appraisal, what is retention of records. Records are preserved firstly for the own administrative purpose and the longer term for the benefit of research. Management of records means the general administration of record keeping. The question arises here,

**Management of archives**, needs the framework to maintain records as records are useful for government as well as for the people. The records serve the following purposes.

- To document agency's functioning.
- To protect civil, legal and property rights of common citizens.
- To facilitate research work.

From agency's point of view, records are valuable for various reasons as follows:-

- Values for administrative legal use for the government.

- Values for the protection of legal, civil property and other rights of citizens.
- Values for functional documentation purposes.
- Values for the purposes of research work.

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## 10.2 APPRAISAL OF RECORDS

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Appraising records means to fix the value of records. It is the most difficult task before an archivist. In the modern complex world, Government activities are increasing, which lead to an increase in the records. The over growth of the records creates many problems in the department of Archives. Especially, housing all the public records created by the Governmental agencies has become a serious problem – because the modern public records are voluminous. This makes the job of reducing the quantity of public records, an urgent one. Overgrowth of the records created many problems in the department of achieves, especially, housing all the public records created by the government agencies has become a serious problem because the modern public records are voluminous. This makes the job of reducing the quantity of public reports an urgent one. In this task, appraisal of records becomes utmost necessary.

As a matter of fact we do not preserve all the records created by government agencies. It is practically impossible to keep all the records that are produced. Providing space to house them and maintaining them is a great problem. Therefore we preserve only selected records which are most valuable and most urgent and precious. Naturally to reduce the quantity of records so as to make them more useful and purposeful is a challenging task of an archivist. In this task, difficulties in segregating the useful documents from the less useful once. The practical solution to this problem can be done by first differentiating systematic record retirement program of public records from the creating agencies to the archives. Here, the question arises, what records are to be retired?

**Appraisal Procedure:** Before refiring the records archivist must undertake program of appraisal of records. Record retirement program can be undertaken through a systematic procedure, which comprises of the following stages

### i) Initial stage:-

- The segregating of the ephemeral records,
- The classification of records
- The first review of records

### ii) Final stage:-

- The second review of records
- The retirement of surviving records to the national archives.
- Appraisal and appraisal standards
- The administrative criterion
- The historical criterion.

The third step in the final stage of the record retirement program is the Appraisal of records which is an important one. Appraising records means-the appraisal of records which is done according to their historical importance.

The retention of records depends on its value.

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### 10.3 WHY RETAIN AND PRESERVE RECORDS?

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All records are not preserved. We preserve only selected records which are most valuable. From archival point of view, records are useful to government and people for the following purposes-

- To document an agency's functioning
- To protect civil, legal and property rights of common citizens.
- To facilitate research work.
- From creating agency point of view, records are important as they are valuable for administrative purpose, functional documentation and even for research.

Therefore, these must be preserved.

#### A) Retention of records of administrative value

Paper of following category is normally be those required to be kept indefinitely for administrators used.

- Papers containing evidence of rights or obligations for or against the government e.g. title to property, claim for compensation etc.
- Papers relating to major policy decisions.
- Papers regarding constitutions functioning and working of important departments and committees.
- Papers providing lasting precedents for important procedures e.g. administrative memoranda, historical reports and summaries, legal opinions on import assets etc.
- Papers concerning rules, regulations, departmental guides or introductions of general applications.
- Papers pertaining to silent futures of organization and staffing of government departments and offices.

vii) Papers relating to important litigation or cause celebration in which the administration was involved.

#### B) Retention of records of historical importance:-

Paper of following categories should be specially considered valuable to the historians.

- Papers relating to origin of department or agency of government and their functions.
- Papers relating to a change of policy and its implementation.

- Papers relating to the more important aspects of scientific or technical research and development.
- Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally.
- Papers relating to a well-known public or international event or such other which gave rise to interest or controversy on the national plan.
- Papers containing direct reference to trends or development in political, social economics or other fields.

**Thus while appraising, the public records go through various stages i.e.**

- The segregating of ephemeral records.
- The classification of records,
- The first review,
- The second review,
- The retirement of surviving records to the national Archives.

**A few guidelines that should be borne in mind while evaluating (appraising) the public records before its retention are as follows:-**

- Though the rules are made down and standards set, they should never be regarded as absolute or final. The standards can be little more than general principles. In other words, the standard set will serve merely as guideline to steer the archivist through the tedious task of appraisal.
- Appraisal standards should be applied with common sense and moderation, extremes in decisions should be avoided.
- Appreciation standards should not be applied with absolute consistency. Each archivist may use per different criteria for evaluating records of different periods because what may have been valuable in the past may have no value at present but may become valuable later date. J. H. Smith has rightly said that, "a great deal is said by some people about rubbish but one investigator's rubbish may be precious to another and what appears valueless today may found highly important tomorrow."

Therefore, complete consistency in judging informational is undesirable.

- Analysis is the essence of record appraisal. Evaluation of records should not be based on intuition. Proper analysis of records should be done taking into account all the available documentary sources on the matter related to the records.
- Archival Institution is a large one, encompassing a number of disciplines. An archivist obviously can be expected to have knowledge in all the spheres. Will evaluating the documentary material, analysis

does not yield the required information; he should consult experts in the subject. However, before seeking assistance from the specialist, accumulate data, describe the various series to be evaluated, indicate their nature, form and value, their relation to their group and thus complete the preliminary work.

Thus, an archivist should fulfill the role of as a moderator, diplomat, scientist, scholar and make the challenging task of appraisal plain and simple.

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## **10.4 SCHEDULE [PROGRAMME] FOR RETENTION OF RECORDS**

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When records grow in number, their utility is evaluated and some records are retained while some records are disposed. The retention and disposal of records refers to the practice of determining the period of time each record must be retained before the record can be destroyed. This task is undertaken when the retention value of the records is fixed. At this stage, it is decided whether the records are to be transferred to Permanent archives or to dispose it off.

Retention period of records is linked with a retention schedule or retention programme. Generally, the record creating agencies fix the retention period of records. Retention period varies depending upon its type of information, content and other related factors as per the rules, regulations, requirement of records for the creating agency. Retention period is primarily fixed as per the need of the agency.

As per the retention programme, records are disposed/ destructed as they have no longer value to the creating agency. When the procedure like evaluation, appraisal etc. is finalised, and the records are selected for retention or disposal, the record is typically destroyed using a standard destruction system. While the records of historical value are permanently preserves.

### **Management of Records:**

For the better functioning of any archives, it is necessary to divide the documents into groups. However prior to the 19th century there were no general principles for arranging records received at archives. But in modern times, the first concern of an archivist is with the documents themselves and to guard against their destruction. In order to deal with the voluminous records efficiently. An archivist has to identify the record units and arrange them based on sound principles.

To begin with the archivist should divide records into groups sub groups and series.

The creating agencies hand over their records to the archival institutions. After accession of these records, segregated the groups of records which are established on the basis of its origin into different groups.

The Archives follow the standard guidelines for preservation and weeding of official records. These are categorized into 4 classes:

**Class ‘A’** - This class will be allotted to files in which important issues have been discussed by the management authorities or files which include orders set up important decisions general instructions, of important decisions which are of a great value and for reference for the future generations. These are very important documents and needs to be preserved permanently.

**Class ‘B’** - In this class records of government orders and instructions of permanent nature are included. However, these are not required for frequent reference after a certain period of time. Generally these records are destroyed after 20 years.

**Class ‘C’** - The records in this class cover the records of secondary importance. These can be preserved for a limited period of 3 to 5 years and then to be destroyed.

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## 10.5 SUMMARY

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Almost all the countries in the world have their own archives where the records are preserved. In India, management of archives (records) is a task of the *National Archives* and *Department of Administration, reforms and public grievances*. Both the agencies together formulate guidelines in preparation of **Retention Schedule of records**. Thus archival institutions in India take care of Retention and preservation of records.

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## 10.6 QUESTIONS

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- What is appraisal of documents? Show how appraisal is essential for the management of archives.
- Write a detailed note on the retention of records in an archival institution.
- What are the guidelines that should be borne in mind while evaluating (appraising) the public records before its retention
- Write in detail about what is the main purpose behind Retention and Preservation of records?
- Write short notes on:
  - a) Purpose behind the management of archives.
  - b) Retention Schedule of Documents

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## **CONSERVATION AND PRESERVATION OF RECORDS**

### **Unit Structure :**

11.0 Objectives

11.1 Introduction

11.2 Meaning of Consenation of Records and the Need for Construction of Records

11.3 Rehabilitation of Records

11.4 Questions

11.5 References

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### **11.0 OBJECTIVES**

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- Understand the meaning of conservation of records and its need.
- To study different factors that deteriorate our records.

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### **11.1 INTRODUCTION**

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The previous unit was about appraisal and retention of records. This unit mentions conservation and preservation of records. It is about the meaning of conservation, about the need for the conversation a records how records deteriorate, how they are recovered etc.

Most of the records are documentary material which are written to perpetuate the knowledge of transaction. Paper forms an essential part of records and archives. They are in the form of, bound volumes, files, charts, sheets, manuscripts, books, photographs, drawings, maps, films etc. These records are valuable for their research value. They are retained for future use in the archival institutions in addition to being guides to private and public agencies in the present.

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### **11.2 MEANING OF CONSENATION OF RECORDS AND THE NEED FOR CONSTRUCTION OF RECORDS**

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Preservation refers to maintaining materials in their original form or in any other form (such as photocopy, print, digitized record etc.). Paper being organic in nature, is a subject to damage by destructive agents. The decaying process of papers depends upon the nature and environmental conditions. There are several agents which bring about deterioration of paper. These are classified into 3 main categories:

- Biological agents like fungi, insects and rats etc.
- Physical agents like heat, moisture, light and humidity.
- Chemical agents like atmospheric pollution, acidity etc.

Besides, there are other factors that deteriorate the archival material. These are:

- Natural calamities such as flood, earthquake etc.
- Destructive actions of man like deliberate destruction, putting them on fire, mishandling etc.

An archivist puts efforts to maintain the physical welfare of archival records. He has to preserve records from various factors responsible for its decay. Let us see these factors and how to preserve records from decay which are as follows:

**1. Atmospheric Factors:** atmosphere which provides the environment is the closest source of danger to the archival material. These are physical agents that cause more damage. Let us see how do they damage and what preservation methods are in case of these atmospheric features.

- **Temperature:** As a matter of fact, Variation in temperature is harmful for the life of the paper particularly in tropical countries like India. Here, the temperature fluctuates from one extreme to another during the year and even during a single day shows variations. Fluctuating temperature is responsible for damaging of paper. In excess heat in summer, combined with other factors like sunlight and humidity has adverse effect of making the paper brittle which will crumble into dust with passage of time.

For preservation of records from temperature, steps are taken to reduce the fluctuations as much as possible. Various experiments show that a temperature between 65 degree Fahrenheit and 75 degree Fahrenheit is best to maintain paper in healthy state. The archival institutions take care to preserve records at this temperature [at least in case of the most valuable documents]

**2. Humidity:** Humidity refers to actual content of moisture in air in so many grams of water to one cubic meter of air. *High humidity* and *stagnant air* cause the growth of mildew on records. In a humid atmosphere, the danger to archival materials come from micro-organisms. Paper absorbs moisture from moist air. Moisture is harmful to records. Therefore, controlling relative humidity is utmost necessary.

**For controlling humidity in archival institutions:**

- It is advisable to have air conditioners installed which ensure the required temperature and relative humidity in the stack rooms.

- Where, installation of Air Conditioners is not possible, at least dehumidifiers may be used to extract water from moist air.
- The areas near windows should be double glazed as a safeguard against heat, humidity, dryness and temperature.

3. **Light:** In a tropical country like India, the abundance of sunlight poses a problem in itself as sunlight contains quite high proportion of Ultra- Violet radiation which is the universal destroyer of organic matter and paper is no exception. It decreases the strength of paper and it gets discolored, ink is faded and writing becomes faint. To prevent the archival material from this problem some of the measures that can be taken are:

- To provide rooms without windows with low power bulbs or ultra violet lamps.
- To drape the windows with heavy curtains.
- To fit Ultra-violet filters to fluorescent light.

II] **Chemical factors:** Like atmospheric factors, chemical factors too damage the records. These are dust, impurities, atmospheric pollution etc. These are harder to diagnose and to rectify than temperature and humidity problems

- **Dust:** It creates a serious problem as it causes the growth of mildew. It absorbs acidic substances from the atmosphere. If neglected for a long time, dust can cause stains on paper. It makes paper dirty and brings discomfort to the users. Dust contains silica, carbon. Fungal spores and organic matters are likely to be present in the atmosphere. It also carries some or all of salts like:

- Sodium Chloride,
- Calcium Carbonate,
- Ferric Oxide
- Alumina,
- Magnesium Carbonate,

Ammonium Sulphate etc.

Utmost care is to be taken to keep the Archival institutes away from dirt. Regular cleaning is required.

- **Impurities and Atmospheric Pollution:**

Dust contains impurities. Main constituents of atmospheric air and argon, water, Vapour and carbon Dioxide are the main constituents. All other gases present in the air are considered as impurities. These impurities are in form of

- Sulphur Dioxide
- Carbon Monoxide,

- Sulphur Trioxide,
- Hydrochloric Acid,
- Hydrofluoric Acid
- Hydrogen Sulphide etc.

As a matter of fact, atmospheric air particularly in industrial areas and populous cities contains larger quantities of these impurities. These are very much harmful to the records. Therefore, it becomes necessary to take precautions to prevent our records from impurities and atmospheric pollutions as follows:

- By keeping the windows closed.
- By wrapping the records in acid free paper or acid free boxes. –
- By dusting the records carefully from time to time and remove ‘cow webs’ if any.
- By using air vacuum cleaners in large record rooms.
- By installing air-conditioning system.

**III] Structural Factors:** Paper, Ink, Leather etc. can be included among the structural factors. Let us see what care is to be taken to prevent our records which are inked on paper and leather is used for its binding.

- **Paper:** Permanence or longevity of archival materials depends upon their physical and chemical composition. The presence of even a small impurity is likely to bring down permanence of material considerably. Composition of paper itself can be important structural defect. The stability of paper depends upon the inherent impurities present in it. Paper is made up of-

- **Rag- Pulp:** it is derived from vegetables and textile wastes.
- **Parchment:** An organic substance from skins of many animals.
- **Wood Pulp:** it is obtained from wood by mechanical process.
- **Vegetable pulps:** Leaves from a great assortment of plants, tree barks etc.
- **Chemical Pulps:** Obtained through cooking with the help of chemical agents thereby eliminating an important part of the non- cellulose components of the vegetable matter,

An important structural defect of paper is the composition of the fibres of paper itself. Basic constituent of paper is cellulose, which is a stable material. Increased acidity of paper weakens the cellulose of the paper. The care is to be taken to protect paper from increasing acidity.

- **Ink:** For writing records, ink is used. The inks are varied in their composition. A good ink does not decompose and fade with time. It should not be harmful to paper

That means it should not damage the paper. It should not be acidic. If it is acidic, it may be harmful to the paper.

- **Leather:** Leather used for book binding is also a structural factor which brings down the permanence of paper. Its stability depends upon the method of tanning used. Here also acidity is of importance. A well-tanned leather with slight alkalinity in its composition is quite stable.
- **Oils:** Another structural factor in the presence of traces of certain oils is in its natural composition. It is a necessary factor. Once the oil is removed, due to dryness and heat in the surroundings, the leather becomes hard, inflexible and even brittle.

**IV] Micro Organism and Pests:** Micro-organism and pests are formidable enemies of archival material. They bring about a complete degradation of the material. In fact, they destroy records. These are a problem especially in tropical, humid climate which is a favourable climate for them. They multiply quickly and cause irreparable damage within a short time. Some of the micro-organisms and pests are:

**Micro Organism:** The micro-organisms are very dangerous to archival material. These are broadly divided into two categories.

- Bacteria
- Fungi

**Pests:** The pests which infect archival material are generally insects. These are:

- Termites
- Silver Fish
- Wood Worms
- Black Beetles
- Cockroaches
- Book lice etc.

**Preventive Measures:** the best way to minimise the destruction caused by the formidable enemies is adoption of preventive measures as follows:

- Fumigation is the safest and best preventive measure. Fumigation helps in getting rid of future groups of insects and pests. Fumigation should be done in infected rooms also before placing the documents back in place.
- Use of DDT Powder.
- Repellents like Pyrethrum, Sodium fluoride, Soda, starch mixture of Naphthalene bricks should be kept on shelves.
- Necessary precautions should be taken while employing dangerous repellents.

**V) Other factors:** There are many other factors causing damage to archival material. They are equally hazardous for existence of archival material. These are fire, flood, earthquake and human beings themselves.

- Mishandling of records is responsible for its danger.
- Bombing in man-made wars, careless handling, tampering with records with an intention to destroy them also cause destruction of records.
- Fire is hazardous to the records.
- Water leaking from ceiling is too responsible for damaging records.

**Precautions:**

- Utmost care is to be taken of the records. Obviously, we must prevent records by avoiding fire chances, water leaking and man-made dangerous activities etc.
- Records must be maintained in a good storage area. Having good storage area is very much essential for preservation of records.
- Control of humidity and temperature is the most important factor in the storage.
- Ideal method for archiving is air-conditioning. However, in paucity of financial resources, air-conditioning for at least valuable documents should be installed.

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### **11.3 REHABILITATION OF RECORDS**

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Being organic in nature, records face a number of from its decay in various ways. Some records at the time of arrival at the archival institutions, are found to be in a dilapidated condition and require major repairs to put them in a proper condition before storing it. Sometimes, the records which are already stored in archives, need some attention. Therefore, the repair work becomes an important task. There is need to repair records which are damaged due to careless handling or due to exposure to unfavourable conditions or damaged by insects and pests.

**How the repairing work is done in the Archives?**

Repairing work requires thorough knowledge of the nature of the documents and various processes of repair. For this job, **Repairers** are appointed. A repairer must have knowledge of the materials and used for creating records. He must be acquainted with various methods of repairing documents and their respective merits and defects. He should be aware of composition of various kinds of papers and inks and other materials.

The following are some of the processes and treatments of repair.

### **Flattening:**

Documents are generally kept in files. Sometimes, edges and corners of paper in the files are damaged or folded. Prior to replacing them in a storage area, they should be lightly sponged. With cold water and pulled out across the creases, never along them. Then the edges could be either ironed on moderate heat or flattened by pressing it in two card boards for few hours.

### **Minor Repairs:**

Another method the minor repairs as follows:

- By pasting strips of good quality paper behind the torn portion.
- By selecting good adhesives that are affected by climatic conditions (like gum, glue etc.)
- Damaged covers should be replaced by new ones.
- Scattered holes and tunnels should be filled by paper pulp.
- Any creases in the paper should be avoided by ironing.

### **Major repairing of badly damaged paper:**

Due to natural aging, structural decay or insect infection, documents become fragile, soft or brittle that makes paper weak. It is difficult to handle too. In such cases, the paper has to be given some reinforcement which would facilitate its handling easier. Use of chiffon for reinforcement is one of the methods used till date. Chiffon is white silk gauze which is durable and not very expensive. The modern method of reinforcement is the use of cellulose acetate and thin tissue paper.

### **Lamination:**

Lamination is a process in which a document is embedded between sheets of synthetic plastic film and or tissue. Lamination process involves hot sealing of a document with cellulose acetate foil.

**Bleaching:-** The removal of general discoloration becomes necessary to give document a fresh appearance. This method is used very often to bring documents to its original form.

Here, use of bleaching powder is made as bleaching agent. Damaged paper is first soaked in solution of bleaching powder in water. Afterwards, it is swashed in solution of water and hydrochloric acid.

### **Resizing:**

It is the way to give back the paper its crispness and strength back. After the treatments of bleaching and de-acidification to any document the paper loses its size and also becomes fragile. Then resizing is undertaken. For resizing work, gelatin is used.

### Removal of stains:

Many times, our records, i.e. document material do have stains such as water stains, oil stains, and stains of paint, stains caused by fungi, moulds etc. Different agents are used to remove these stains as follows:

Stain Removing Agent	Type of stains
Pyridine	Oil, fat and tar stains
Petrol	Wax, and candle grease stains
Hydrogen Peroxide	Fly stains
Potassium Perborate	Tea, coffee stains
Mixture of 2% Chloremine T, 5% Oxalic Acid or 10% citric acid	Iron gall stains
Sodium Formaldehyde Sulphoxylate	Ink Stains, Iron stains etc.
Water	Water stains.
Sodium Chloride	Stains caused by Fungi, moulds etc.

### Repair of Maps and Plans:

Maps and Plans are very important documents and these are consulted frequently. Generally, the maps are prepared on heavy woven paper. They should be repaired with linen backed paper. Fine meshed boulding cloth also can be used for supporting the maps. It should be remembered that damping the material before pasting is essential.

### Leather Book Binding:

Leather is used in archives such as for book binding. When leather decays, it becomes hard and brittle. Decay in leather is traceable to the action of acids, particularly sulphuric acid. And it too is treated appropriately by using caustic Soap for cleaning and by applying 7% of Potassium lactate solution, rubbing leather dressing in its surface, and polishing etc.

### Restoration of Faded ink:

Ink may be varied in nature. In course of time, these are faded. Good quality inks remain forever. But some inks are faded. Various methods are used to restore ink. These are:

- Writing which is faded should be exposed to the vapour of ammonium sulphide
- It may be treated with 2-3 % solution of tannin acid or a saturated solution of Gallic acid. This makes the iron oxide darker and the writing becomes legible.

### Seal Repairs:

Seals are most valuable historical evidences and should be preserved. They must be repaired as follows:

- The Shellac seals may be repaired with saturated solution of shellac and alchohol (i.e. sealing wax of different colours),
- Broken seal should be repaired by mixing 2 parts of pure bees wax to 1 part of resin powder. The mixture should be applied to the fractured surface with a blade.
- Missing portions of a seal should be repaired with wax.

Thus a planned programme for the preservation of archival material is very important for conservation and preservation of archival records.

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## 11.4 QUESTIONS

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1. Discuss various factors that are responsible for decay of archival material depending upon their nature and what are the precautions taken to preserve and conserve the archival collections?
2. Write short notes on:
  - a) Arrangement of records in archives.
  - b) Microorganisms and pests
  - c) Atmospheric factors responsible for the decay of records.
  - d) Repair of Maps and Plans
  - e) Methods of restoring dilapidated records

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## DIGITAL ARCHIVES

### Unit Structure :

#### 12.0 Objectives

#### 12.1 Introduction

#### 12.2 Meaning, Necessity of Digital Archivities, Objectives of Digital Archivesm What is Born Digital Records and Digitiged Records

#### 12.3 Advantages and disadvantages of digital archives

#### 12.4 Appraisal Methodologies, Digital Archival Services

#### 12.5 Summary

#### 12.6 Questions

#### 12.7 References

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### 12.0 OBJECTIVES

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- To trace the development of digital Archives,
- To understand the objectives of digital archives,
- To study the advantages and disadvantages of digital archives
- To know about various issued related with digital archives,
- To understand digital archival services and its purpose.

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### 12.1 INTRODUCTION

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In the earlier unit we have seen conservation of records, the necessity of conversation of records the different factors that spail the records. But all there are traditional ways of conservation. From late 20<sup>th</sup> to 21<sup>st</sup> century newly created data is digital. That is born digital how to deal with this digital data is discussed here.

Records have continuing value, which can span a few weeks to a few centuries. They can have the greatest of global significance, for example a peace treaty, or be of a most personal nature, such as a love letter. All records, including digital records, ‘record’ the thoughts, discussions, decisions and actions of the business or the organisation, whether that organisation is a family or the great organisations like UNO.

In the 21st century the overwhelming majority of newly created information is digital. The digital collections of collecting institutions such as archives, libraries and museums consist of either digitised or ‘born digital’ content (see the definitions in Attachment 3, ‘The business of

archives'). The belief that digital objects can be managed with the same methodologies developed over the years for physical objects is misconstrued. While digital objects are easier to copy, transfer and re-package, they present new risks and challenges, and are not inherently easier to preserve, or give access to, over the long term.

In the present era of Information Technology (IT) digital media seems to have overshadowed the print and analog media. The accumulated knowledge of mankind in the form of books in the library and instructional audio and video broadcasting, are unfortunately losing their appeal among the masses. Books becoming costlier and less affordable for many. The present situation demands revolutionary changes in traditional methods of Maintaining libraries and archives. The Conventional print and non- print material including analog based material in archives can be transformed in form of e-books, digital texts, graphics, audio, animation, digital video etc. Digitizing is a process of converting any hard copy or non- digital records into digital format.

A digital archive is a place of storage for the safekeeping of digital information such as files documents, books etc. Digital archives are frequently web based, but local data carriers can also be used as electronic archive. It was due to the emergence of computer technology to manage and administer the knowledge base, (which may be conveniently called as digital resources) and the communication and multimedia technologies to deliver information at a distance.

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## 12.2 MEANING, NECESSITY OF DIGITAL ARCHIVITIES, OBJECTIVES OF DIGITAL ARCHIVES

### WHAT IS BORN DIGITAL RECORDS AND DIGITIZED RECORDS

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There is difference between 'born-digital' records and 'Digitized records'.

**Born digital Records:** These are digital records that are created and used in an ICT environment. Relating to a document/record or object that was created and exists in a digital form.

**Digitized records,** i.e. digital records created by digitisation of selected materials. Digitisation of Records means converting objects or records to electronic format usually through digital imaging or electronic record keeping.

### Digital archiving

Digital archiving covers the identification, appraisal, description and tagging, storage, preservation, management and retrieval of digital records, including all of the policies, guidelines and systems associated with those processes, so that the logical and physical integrity of the records is securely maintained over time.

Digital archiving covers the spectrum of laws, policies, procedures and methodologies required to address the 'whole of life' issues of a digital

object or record. Digital archiving subsumes within it the critical function of digital preservation.

### **Objectives of Digital Archives:**

- Ensuring the long-term viability of digital collections is what the Archives Domain means by the term ‘digital archiving’. It aims at maintaining records in digital form forever.
- The main objective of digital archives is to store digital data that is no longer required immediately, but is still considered important. This may be the case for legal reasons, for instance, Documents regarding laws, significant court cases and verdicts are necessary to be maintained forever. They may be maintained digitally and stored in digital archives.
- Analyze and design computerised design system to manage different forms of learning resources and also web based resources available on internet.
- Acquire, transform and preserve the existing learning and general resources in form of Print material into digital artefacts/ archives.

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## **12.3 ADVANTAGES AND DISADVANTAGES OF DIGITAL ARCHIVES**

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### **Advantages of Digital Archives:**

- The most significant advantage of digitized records is that the data stored in the archive remains accessible and is available without any time limits.
- Digital resources can easily be accessed on the internet from anywhere, at any time and according to individual choice. Faster access to all forms of information (digitized records) such as text, graphic, audio, animation and video onsite and off-site resources on computer.
- Simultaneous access to the same resources and facilitating storing and printing the resources at users end is the great advantage of digital archives.
- Resources in digital format can be managed and administered easily as compared to traditional management system.
- Another advantage of digital archives is the preservation of intellectual property.

### **Disadvantages and various Issues of Digital Archives:**

- While digital objects are easier to copy, transfer and re-package, they present new risks and challenges, and are not inherently easier to preserve, or give access to, over the long term.
- Appraisal of records is utmost necessary even in case of digital archives that are preserved in e-archives. Transformation of records into e copies and putting it into open data leads to open data

movement. Archivists are not engaged in appraisal of digital data and therefore, it is a great disadvantage in appraisal of digital records.

- Digital objects are difficult to preserve and manage over the long term. Users expect access to collection content to be delivered online and are inclined to ignore collections that are not available online in digital form. The hard copies of the record may be ignored by the users.
- Challenges and issues regarding the long-term viability of and access to digital collections are common to all collecting domains.

#### **Issues: Financial, Legal and Technical:**

- Digitization of records is very costly and time consuming. Getting expert staff for this work and required resources is an issue.
- There are many legal issues while digitizing records. These are ownership rights and Copyrights. The Archives, where records are maintained physically, may not be understood as having rights to reproduce it. Earlier, it was understood that when the records were handed over to the institution, it automatically had the right to reproduce it.
- Digitization of records has added pressures on legislation to protect records.
- Authentication of objects/ records is yet another major issue. Generally, archival institutions store a vast collection of variety of materials. These could adopt the use of metadata principles to adhere to the most current standards to maintain digital files intact and reliable. It becomes helpful to the users in authentic searching and preserving and maintaining records.
- Archival Institutions can protect their Digitized records by- Listing full copyright information with the images on their websites, giving controlled access with secure passwords. Providing unlimited access to records if they are having true ownership etc.
- There are various technical issues:
- Computer Software and hardware keeps changing frequently. The Institutions and users must be updated with new technologies.
- Establishing appropriate workflow, planning and training the staff for digitization process is another technical issue. Any project on digitizing material is a team work where librarians, Archivists, administrators, curators, computer system analysts, computer programmers, end users, photographers, scanning technicians, scholars, cataloguers etc. these team members should get along with each other and work together. With proper workflow only the digitization project will be successful and completed in time.
- Another technical issue is that with rapidly changing storage devices, longevity of digital information is facing problem. Digital records need to be transferred regularly to new digital storage media and keep

it stored and away from physical decay. If it is not refreshed in new storage media, it may be inaccessible and lost in course of time.

- Utmost care has to be taken to preserve records by setting guidelines and best practices for record keepers and users/ professionals.
- Sometimes. The digital information gets lost due to various technical reasons. This is a great loss of the digitised records. So the care has to be taken.

### **Appraisal**

Appraisal of digital records is a process of evaluating business activities to determine which records need to be captured and how long the records need to be kept to meet business needs, the requirements of organisational accountability, and community expectations.

To cope with large volumes of digital objects, excellent metadata frameworks and management systems need to be in place, to enable the retrieval of digital records/objects from amongst large digital collections within acceptable time frames.

Archival institutions in particular, need to have intellectual and physical systems designed, and in place, well before they can effectively take into custody large-scale digital object/record transfers. It is better for organisations to be prepared in advance, rather than try to re-engineer themselves having already created or assumed custody of large digital collections.

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## **12.4 APPRAISAL METHODOLOGIES, DIGITAL ARCHIVAL SERVICES**

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Not all digital objects need to be kept for long periods of time, let alone permanently. The ability to guide decisions on what to keep and what not to keep, through the appraisal process, has been a core function of the Archives Domain and it has methodologies and guidelines in place on how to embark on an appraisal process.

### **Digital Archival Services**

The Archives Domain offers the following services in relation to digital collections. It:

- ensures that digital records of lasting value are preserved so that they are accessible, retain their integrity and survive technological and organisational change over time (both mid-term and long-term)
- ensures that important digital records are identified through collection development policy criteria and/or an appraisal process, and managed appropriately
- provides access to and understanding of the archival resources to users from distant places
- advises on how digital records, from creation onwards, should be captured, managed and appropriately described so that they are retrievable.

In doing so, the wider society benefits by being assured that digital records:

- are preserved and protected
- are accessible over the long term
- hold governments and organizations accountable
- meet legal obligations relating to the records.

Creation of digital collections and Precautions:

**Creation:** Digital collections of archival interest can be produced by government agencies, non-government organisations, religious organizations, educational institutions, cultural institutions and individuals.

Digital objects of archival interest can be text, sound, images or a combination, and can come from a range of sources, including websites, records management systems, email, virtual reality models, educational packages, scientific datasets.

**Precautions:** Many producers (organizations, Institutions etc.) of records undertake digital conversion (of records) projects. The Producers must take precautions while selecting collections of records for digitization. These are:

- Selection of records should be based on the value of original records and with a specific goal while selecting the collections for digitization. Less demanded records should be avoided for digitization.
- Precaution should be taken by the institutions to have a legal right/permission to digitize records.
- Prior to undertaking any such project, the staff involved in it must study similar such cases.
- Cost of digitization and its benefit for the institutions and users must be taken into consideration. After digitization of records, it must be made available for the users.

The experts in the field must be the key decision makers while selecting records for digitization.

Finally, digitization cannot be a substitute to original collections. It cannot replace the original records. These are mere digitized copies for the users at distant places.

The original archival institutions must take care about its original collections. The records must be digitized, when it wants to destroy the damaged collections.

**Digitized records**, i.e. digital records created by digitization of selected materials. **Digitization of Records** means converting objects or records to electronic format usually through digital imaging or electronic recordkeeping.

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## 12.5 SUMMARY

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Thus, in this unit we have traced the development of digital archives. In the 21st century the overwhelming majority of newly created information is digital. The digital collections of collecting institutions such as archives, libraries and museums consist of either digitised or 'born digital'. We have understood the issues and challenges of digital archives. We have also studied its advantages and disadvantages and precautions to be taken prior to digitization of archives.

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## 12.6 QUESTION

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1. Trace the development of 'Digital Archives'
2. Critically examine the issues and challenges of 'Digital Archives'
3. Write short notes on:
  - a) Advantages and disadvantages of digital archives
  - b) Precautions taken prior to digitization of archives.
  - c) Difference between 'born digital' and 'digitized archives'

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## 12.7 REFERENCES

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