

CHAPTER – I

INTRODUCTION

CHAPTER -I

1.1: INTRODUCTION:

Libraries are the knowledge contents. Its primary function is to collect the all types of material and store it for future generation.

Among others, one of the important activity of the any library for the society is the preservation of the collected reading materials in a good, healthy and usable condition. To fulfill this basic function, libraries and information centers should have an adequate space provision and policy for its preservation and conservation of collected materials. Because these materials should be used by next generation for getting required information.

It is observed that, the terms 'preservation' and 'conservation' are used synonymously. Technically speaking, these two words have different connotations though they are related to each other. 'Preservation' generally means keeping an object free from harmful effects such as loss, damages, destruction and also repair, restoration etc. On other hand, 'conservation' focuses on three basic aspects i.e. examination, preservation and restoration of material. In other words, 'conservation' is an activity of which 'preservation' is one particular aspect. In case of Archive Busha and Harter stated as "*..... public, official documents; term is also used to describe the depository in which documents are preserved, classified and utilized*".¹

Preservation dates back to the origin of the written records. In ancient times, preservation primarily consisted of protecting the items from all kinds of biological and environmental agents placing them in the some safe containers. Preservation of reading materials has always been one of the primary functions of any library.

¹ Busha, C.H. and Harter S.P. "Research in Librarianship, techniques and interpretations, New York, Academic Press, 1980, P.106..

In the light of the rapid growth of information and communication technology, and its development in modern world, the storage and dissemination of information needs that help of the preservation specialists who will reevaluate the broad principles for the purpose of preservation of rare materials.

Realizing the importance of preservation of rare materials in a tropical climate, successive librarians took keen interest in developing measures to safeguard the library collection against infestation.

The measures towards preservation and conservation were continuously improved and upgraded. Today, the National Library of India has a team of expert to run a successful preservation programme jointly shared by its laboratory division, rare book division and reprography division. For preservation, mending, binding, micro filming photo reproduction and conditioned storage of rare books is preferred. The National Library also offers a regular short term courses for professional Librarians in this field. The Development in information and communication technology has also influenced the methods and techniques of preservation and conservation of materials in libraries.

1.2: NEED OF THE STUDY:

There are different types of material available in various remote places in several languages. As far as langue of document is concerned, it needs to be translated and bring to the researchers and knowledge seekers. The hidden importance of such documents needs to bring to the society. So that it can be used by maximum researchers, and academic community.

Archives are being transformed with the help of technology in the soft format and hence they are expected to adapt and meet the changing needs and expectations of the present and future readers. Rapid

developments in IT called digital preservation and conservation of archives for storage, retrieval and dissemination of information. This in turn, requires high qualified professional manpower with through knowledge, skills and ability. The responsibilities of archives in the automated environment have changed to great extent requiring knowledge about ICT applications to achieves along with advanced theories and practices.

Various developments in LIS curriculum development and subjects, infrastructure, training and education are taking place and now, the time has come to make the functioning of archives consistent with the market requirements and to reduce the widening gap between traditional and modern preservation and conservation techniques in archives. Various developments in preservation and conservation techniques have necessitated the need to undertake the study with new vision for the future of Archives.

At present certain practices of preservations are being followed in different archives i.e. fumigations, providing preservation treatment for material and protect from biological, geographical and human agents. The documents need to be preserved for future generation. Some of the countries are going for its microfilming. The ICT applications are introduced for storage purpose of library material. CDs are generally accepted to store large volume of data in e-format.

To overcome the conservation and preservation problem and invention to preserve data in original formula, the evaluation of digital storage media is now a day's solution to the present problem. There are many open source softwares are available, which help to scan the image of document and store in the digital form for storage and retrieval purpose.

Therefore, the study undertaken to overcome with all earlier problems of rare material achieves and need to store such documents on digital form.

The present study will explain the importance of such rare archival documents, its accessibility, language, mode/formats and need for preservation and conservation of rare materials in archives by identifying the problems with more intensified research material available in printed/manuscript format. More attention towards preservation and conservation of such material with traditional techniques, tools, methods used in the library, physical facilities made available and the norms, guidelines and standards are followed for preservation and conservation of rare materials in Archives.

1.3: SELECTION OF PROBLEM:

Maharashtra is the place where lots of rare documents are available and kept in Mathas and other religious places. Even right from the beginning of Maratha Power, all correspondence, orders for administration, revenue related documents were issued by Nijams to Saranjams and other concerned authorities. Such type of documents are kept at archival centres and only made available on demand of researchers or persons who wanted to study on particular issue.

Since such types of material are having research value, it needs to be properly preserved for future generations. Its handing needs to be carefully done. Preservation treatment should be provided based upon some national and international standards. Because rare documents letters, and scripts should remain as original. Paper should not be damaged. Under the circumstances, researcher felt that it needs to be given proper attention for such types of rare documents. Because biological, geographical agents damage it. So it needs to be identified

new media where it can be transferred with intention to have all present provided facilities i.e. disseminating, borrowing and reading.

Generally, in archives the rare materials become effective source of information if organized, preserved and conserved properly. Hence to ensure use of rare materials in present and future generation with informative value, the research of problem is selected for the study.

In order to provide systematic approach to store preserve and disseminate such rare material in highly organized format and act as an informational aid to keep in flow with traditional information the selection of problem is made.

To carry out the interesting task of research, preservation and conservation of rare materials has been preferred as it is a global phenomena and all related dimensions of it are not known to many people/readers and professionals. It also has become important criteria while selecting the problem for research.

The practicability of research study is concerned not only with preservation and conservation to ensure use of rare material effectively, but also to contribute towards social responsibility of providing information about digitization and preservation of rare collection and documentary heritage of Archives.

The practical feasibility of carrying out research work is also considered in terms of time, money and other resources while selecting the problem. As J.K. Khanna mentioned "*The obvious function of research is to add new knowledge to the existing one, but its power for flourishing our minds and removing the rubbish of inapplicable theory is equally notable.*"²

² Khanna, J.K., *The Librarians Compendium : Subjects, Sources and Research Methodology*, Ed. 1, New Delhi, Beacon Books, 1997. P.165.

While selecting the problem, the above mentioned criteries and reasons researcher aptly followed.

1.4: SCOPE OF THE STUDY:

Though lots of such type of rare material available at different places, the researcher has selected two archives centres from the districts of Kolhapur and Satara. The study is titled as "Preservation and conservation of rare materials available in Kolhapur and Satara Archives". The scope of the study is limited to both the archives centres of Kolhapur and Satara only.

As researcher has decided to study Kolhapur and Satara archives, its organization and care taken for preservation.

It seems it is the representative samples. The study include the period of 1759 A.D. to 1923 A.D. from Kolhapur Archives and 1895 A.D. to 1975 A.D. from Satara Archives. The study comprises of preservation and conservations of selected rare materials in archives during this span of time.

The reason behind selection of period for the study as the documents are in MODI LIPI translated in Marathi. It covers Punishment, Order, Notice, Hukumnama, Jhagiree, Tharav, Complaint letter, Education letter, Enquiry etc.

1.5 : OBJECTIVES OF THE STUDY:

The objective of every research is *"to discover answer to questions through the application of scientific procedure. The main aim of research is to find out the truth which is hidden and which has not been discovered as yet."*

In the light of this statement, the objective of the study are as below:

1. To provide detailed information about preservation and conservation of rare materials along with its definition, tools techniques and methods.
2. To state the importance of archives as a source information on any subject for reference and research work and as an element of Selective Dissemination Information.
3. To ensure maximum use of information contained in rare materials for providing rare information to the readers through archives.
4. To observe the reasons of success or failure in preservation and conservation of rare materials in archives.
5. To evaluate the role of archives in preservation and conservation of rare materials for the benefit of the society.
6. To focus on detailed study of digitization, preservation and conservation of rare materials in ICT environment.
7. Design model for digital archives of material.
8. To make suggestions on the basis of finding of the study.
9. To ensure rare materials in Archives as an effective media of communication and historical information.

1.6: HYPOTHESES OF THE STUDY:

The study intends to test the following hypotheses:

1. Rare materials in archives is one of the important sources of information for all types of readers in the society.
2. Proper care of rare material increases the life of archival documents
3. Storage of rare and archives on digital format remain longer with its accessibility, durability with ICT application.

1.7 : RESEARCH METHODOLOGY:

Researcher used Historical research method for the study

Research Sample:

There are many archives and centers collected such documents and preserved in archives where as it is very difficult to undertake all such documents. Therefore researcher decided to conduct the study on Kolhapur and Satara archives. Both archives collected documents and preserved right from the beginning of Maratha Power to British emperor. It includes –

Rare Documents selected from Kolhapur and Satara Archives :

- 1) Complaint letter written on 1759-60 to 1839-40 by Raghunathrao Gaikwad Village Hedawade to Karveerkar Chhatrapati.
- 2) Tharav (Resolution) written on 6th March 1819 from Kille Manohargad, Sir Political Bahaddur to Ramchandra Pant Jaysingpur.
Rumal No. 48, Pudka No.1, Document No. 7537.
- 3) Letter from Sakho Bhimaji Thanekar written on 16th June 1822 regarding the Gomantak Mangoes sent to Karveerkar Chhatrapati.
Rumal No. 4, Pudka No.1, Document No. 6015.
- 4) Letter written on 22nd Jan 1826 by Sir Danlope to take a permission from Chhatrapati for visiting Mahalaxmi Temple by Bhau Maharaj.
Rumal No. 65, Pudka No.1, Document No. 10728.
- 5) Letter written on Bhau Maharaj for visiting Mahalaxmi Temple.
Rumal No. 65, Pudka No.1, Document No. 10729.
- 6) Complaint letter written on 13th Feb. 1835 from Banabai Desai Village Chinchali, Raibag Prant to Chhatrapati.
Rumal No. 49, Pudka No.2, Document No. 7765.

- 7) Dairy date on 10th Dec. 1838 Collection of letters regarding Trip of Chhatrapati to Tuljapur.
Rumal No. 8, Pudka No.1, Document No. 7597.
- 8) Order written on 6th April 1840 from Karveer Government to Kille Bhudargad.
Rumal No. 8, Pudka No.1, Document No. 934.
- 9) List of Collection of Revenue of Manoli Taluka.
Rumal No. 32, Pudka No.3, Document No. 4794.
- 10) Letter of request to the Peshwa for appreciating the services of Dadambhatji.
Rumal No. 88, Document No. 3, Pudkha No. 1.
- 11) On Death Letter of Condolence sent to queen Jijabai by Sambhaji, Narayan Venkatesh Ghorpade of Ichalkaranji.
Rumal No. 90, Document No. 42, Pudkha No. 1.
- 12) Raghoba Dada had requested Jijabai and King Shivaji to sent the robes of Peshwai and the office seal of Madhavrao.
Rumal No. 90, Document No. 58, Pudkha No.2.
- 13) Shivaji – III Orders the Offices of Wadgaon to maintain the Watan of Jayset Mahajan.
Rumal No. 94, Document No. 155, Pudkha No.2.
- 14) Letter from A.M.T. Jackson(English Official) who Congratulates Shahu for attending Shikhar Parishad.
Rumal No. 9, Document No. 1551.
- 15) Letter from Shahu to Diwan as Order to him to collect the evidence in support of complaints made again Gholkar.
Rumal No. 15, Document No. 2725A.

- 16) Letter from Shahu to George Clarke to expresses a hope that Wallinger will be successful and assures to work in harmony with him.
Rumal No. 18, Documents No. 3509.
- 17) Letter from Shahu to W. Mereweather for his intention to educate his widowed daughter-in-law Karveer Sarkarche Gazette.
Rumal No. 48 Pudkha No. 2 No. 13305-13306.
- 18) An application written on 16th November 1848 by Chief Inspector certified Schools Bombay to Superintendent Shree Chhatrapati Shahu Boarding House Satara.
Rumal No. 19, Document No. JBSR – 38.
- 19) Enquiry written on 4th August 1922 by Executive Engineer Satara District to the Collector of Satara.
Rumal No. 11, Document No. LWB/PWD-82.
- 20) Letter written on 28th February 1896 by Mr. J. Monteath. Acting Secretary Government to the Collector Belgaum.
Rumal No. 72, Document No. 379.
- 21) Intimation letter to the President of Satara City regarding the election.
Rumal No. 61 Document No. A 152.
- 22) Letter regarding of lease of Queens Cottage from Superintendent of Mahabaleshwar to the Collector of Satara.
Rumal No. 60, Document No. 91/A.
- 23) A.F.L. Brayne Superintendent Land reward and registration to the statement report.
Rumal No. 60 Document No. A-18.
- 24) Notice for Gawlair Darbar to the Collector of Satara.
Rumal No. 27, Document No. 112.

- 25) Letter from Lt. Col. F.W. Woodhouse President Kolhapur to he Collector of Satara.
Rumal No. 27, Document No. 45A.
- 26) Application written on the Chief Inspector certified School Bombay –
Rumal No. 19.

As Researcher wanted to study rare and archival documents available at Kolhapur and Satara archives, the historical research method is adopted for the study.

As a researcher wanted to study on digital preservation and conservation of rare materials in Kolhapur and Satara archives he selected following two archives as a sample.

- 1) Kolhapur Archives
- 2) Satara Archives.

The reasons for selecting two archives are:-

- 1) Kolhapur archives maintained rare documents and records on Chhatrapati Shivaji Maharaj-III period onwards pertaining to administration and revenue and related correspondence.
- 2) Whereas the Satara archives has the rare documents related to the Chhatrapati's family of Satara and related correspondence of administration, revenue with British Emperor. Apart from above mentioned documents other rare material available with both the archives which were not considered for the study.
- 3) Both the archives have documents in rumal, within each rumal they have Pudkhas (Bundles and each bundles consists of several loose papers).

The procedure to select documents as follows:-

All documents were kept in group called 'Rumal'. In this rumal there are 15-16 Pudka of documents kept together. Each Pudka (collected bundle) contains the documents from 8-20. Also while arranging Pudkas, the size of documents taken in account for arrangement.

1) Collection of Data :

For Kolhapur Archives :

The list of documents collected SUCHI Nivadi Daftar was scanned which was in Marathi. The period covered for study was 1759 to 1840 A.D. (1st Sambhaji-II to 3rd Shivaji). During this period, 9 Rumals were scanned and 81 documents were observed. As per decided criterias (Notice, Tharav, Orders, Hukumnamas, Inamnama, Punishment, Jahagiri etc.) 9 documents were selected.

Second period was chosen as 1760 to 1843 A.D. Queen Jijabai (3rd). Total 4 Rumals were selected, which were consisting 215 documents. Out of which 49 documents were observed and 4 documents were selected consisting of Court Notice, Condolence letter, Letter and Order.

Third period i.e. 1884-1922 was of Chhatrapati Shahu Maharaj. Under this period 4 Rumals consisting of 234 documents, 35 documents were selected. It consists of complaint order, punishment order, reports and notice.

Satara Archives:

The list of documents available at Satara archive was scanned. The period from 1895 to 1975 was covered for the study.

After scanning lists of documents, 9 Rumals were seen which consists 524 documents. Out of them, 91 documents were observed and 9 documents were selected for study. It includes Application, Inquiry letters, Revenue letter, Intimation letter, Lease document extension, Statement report and Notice resolution.

1.8: LIMITATIONS OF THE STUDY:

The present study has the following limitations:

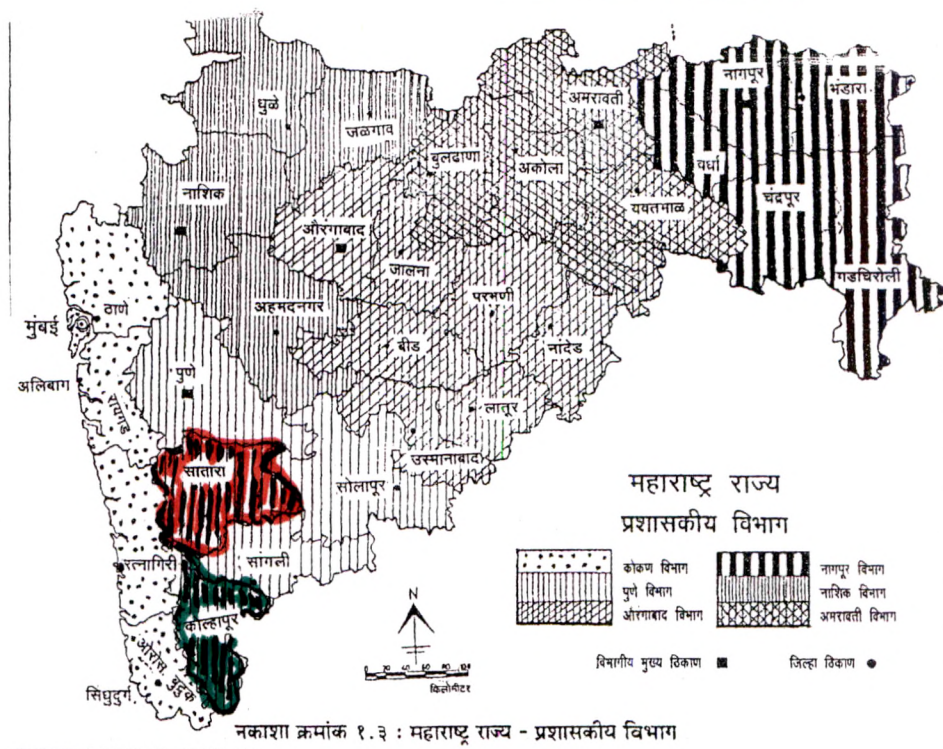
- 1) The study is limited to Kolhapur and Satara archives only.

This map shows the geographical location of Kolhapur and Satara Archives.

The geographical limitations for the present study is confined to Kolhapur District and Satara District and the two archives offices administered by Govt. of Maharashtra.

Appendix – III - Figure No.1*

1. The actual location of Kolhapur District and Satara in Maharashtra State is shown in the Figure 1.



सतारा



कोल्हापूर

REVIEW OF LITERATURE

The literature review pertaining to the topic has been collected from books, journals and other sources. Since topic consists of preservation and conservation of rare documents, only such relevant references are included. All references arranged according to the ascending order of year of Publication.

1. Baughman, Roland (1955) Conservation of old and rare books, LQ V4(3) P. 239-47.

The rare and special material needs to be marked and kept separately. It should not be mixed with general collection. Because it has research value. They needs to be always excluded from mass production techniques.

2. Marrow, Carolyn Clark (1982) in the book entitled- 'The Preservation Challenges – A Guide for Conserving Library Materials' informs about technological solutions for Preservation and Conservation Problems and also protection and Physical Treatment to rare and unique materials

3. Chopra, H.S. (1997), in his paper 'Indian manuscript network' describes that India is very rich in its great heritage of manuscripts. These manuscripts are on various forms and various languages. But from access point of view the access to these manuscripts is very limited. With the fear that it will lessen the prestige, the possessors are not allowing photocopying or microfilming of these manuscripts. The author also states the importance of networking of manuscripts throughout India along with the urgent need for creating bibliographic database including details of manuscripts with location codes.
4. Singh, Rajesh (2000) in the article 'Cataloguing Archival Records of a Plant Scientist – A Case Study' provided support to organize, catalogue and preserve archival materials of a renowned plant scientist, Dr. S.K.

Jain related to taxonomy and ethnobotany. An attempt has been made to narrate the status of archives and methodology involved in the organization of archival records. It has been pleaded that individuals and institutions should give attention to this neglected area in our country. (Singh, Rajesh (2000), pp (135-138).

5. Sahoo, Jyotshna (2001) in the article Conservation of Cultural Property in India : A Bibliometric Appraisal : An Overview Page 202-208 states that the Bibliometric Study of the Journal "Conservation of Cultural Property in India" for the period 1993-1997 is analyzed to understand the various characteristics of Literature on the subject. On the basis of collected data, the study attempts to examine the year wise distribution of articles authorship pattern, length of articles, subjectwise breakup of articles leading authors etc. Some inferences are also suggested based on the output of the analysis (Sahoo, Jyotshna (2001) pp. 202-208).
6. Krishnan, Goopal (2003), in the book impact of Information Technology Services in Libraries discussed in brief how technology influenced world; libraries have to provide greater access to the available information to satisfy the users with the advanced services. The book describes impact of ICT on libraries, role of libraries in digital era, responsibilities of libraries, types of evaluation of libraries. It also discusses in detail about Electronic copyright management system, digital millennium Copyright Act, World Intellectual Property Organization Copyright Treaty. (Krishnan, Goopal (2003).
7. Mahapatra, P.K. and Chakrabarti, B. (2003). In the book Preservation in libraries Perspectives, Principles and Practice. The authors discuss about physical elements of book, causes of deterioration and control of deterioration preventive, conservation of non book material. (Mahapatra P.K. and Chakrabarti B. (2003).

8. Raza, M. Masoom and Arora, R.L. (2004). 'Digitization, Preservation and Management of Rare Materials in Modern Library System' has described the establishment of a good digital library with proper equipments so as to disseminate the desired information accessed out of the digital storage media or digital databases. The purpose of digitization is to collect, store, organize and disseminate information rapidly worldwide from one end to the other and vice-versa through the use of computer. Raza, M. Masoom and Arora, R.L. (2004) pp, 11-13).
9. Waydande, H.S.(2004) in the article 'User's perspective towards the digital libraries : a practical approach' has rightly focused on the user community and their perspective towards the digital libraries. This article covers the services and also the digital search services offered by the IIT Bombay, Central library. The paper points out the issues like staff training, user orientation, user friendly software which will help the user to find the needed information. Though the digitization has been very common now a days but these web-based e-databases should be transparent to the end-users. It is concluded that the trained manpower and orientation to users will lead effective usage of digital library. (Waydande H.S.(2004), pp.1081-1083).
10. Biswal, B. (2005), in the article 'Manuscript Wealth: Creation and Preservation' mentions the sacred nature of manuscripts and its importance. The article gives the information about the origin of word manuscripts, terms representing manuscripts, types of Writing etc. It also describes the traditional view about the manuscripts by stating the importance to use the manuscript heritage than to know the heritage. (Biswal, B. (2005) PP 11-13.

11. Mujumdar, S., (2005), in the article entitled 'Preservation and conservation of literary heritage A case study of India' described Indian Culture and Civilization dates back to 2300-1750 B.C. when the Indus Valley Civilization, also known as the Harppan Culture was discovered in Modern day Punjab, Sind areas of Rajasthan and Kathiwar. Over a period of time this cultural heritage has undergone massive changes in the modern context, its' preservation and conservation has gained utmost importance. (Mujumdar, S. (2005) pp. 179-187).

12. Pange, B.M. (2005) : Conservation and preservation of library material with special reference to digitization of rare material, Ph.D. thesis.

This research presented need of preservation and conservation treatment given to library materials. Most of the libraries have rare material like manuscripts and have important value. He has suggested that such rare material needs to be digitized and kept in soft copy.

13. Ramdasi, N.R. (2005) : Digitization of Heritage document Ph.D.

The research discussed with digitization of Heritage document with its preservation on digital format. The benefits and high storage capacity with wide accessibility, document can be browsed/accessed universally.

14. Ramana, Y.V. (2005). In the article 'Digital Preservation of Indian Manuscripts –has described that 'India possesses one of the ancient and richest culture of the world. India has the largest collection of Manuscripts, containing ancient culture and knowledge representing thousands of years of history.' (Ramana, Y.V. (2005) pp 200-208).

15. Waydande, H.S. (2006) in the Conference on Collection Development in IT environment organized by Dept. of Library and Information Science, Shivaji University, Kolhapur. The application of ICT is challenging task to library manager to bring changes in entire housekeeping activities. Accordingly, they should also apply certain norms for adding collection

in the library. As such library don't have unified Collection Development Policy whereas some of them formulate Collection Development Policy with their practical experience and knowledge. They use techniques and judgment while selecting acquiring, accessioning, circulating, maintaining library material to their clientele. Now time has come to go along with IT applications in libraries. It is necessary to modify collection Development Policy for acquiring new formats like e-book, e-journals, e-databases, Internet, and Multimedia etc. This paper discussed various issues of general Collection Development Policy its formulation and its impact on Collection Development Policy in IT environment. Finally, library has to fulfill the requirement of the clientele which is more familiar with digital e-resources.

References:

1. Busha, C.H. and Harter S.P. (1980) : Research in Librarianship, techniques and interpretations, New York: Academic Press.
2. Khanna, J.K. 1997) : the Librarianship Compendium : Subjects, Sources and Research Methodology Ed. 1, New Delhi : Beacon Books.
3. Kothari, C.R. (1992) : Research Methodology and Techniques, Ed. 2, New Delhi : Wiley Eastern.
4. Savadi, A.B. (1988) Maharashtra Ed. 2, Pune: Nirali Prakashan. P-8.