

CHAPTER – VI

FINDINGS, SUGGESTIONS AND CONCLUSION

CHAPTER – VI

FINDINGS, SUGGESTIONS AND CONCLUSION

FINDINGS:

1. The rare documents in Kolhapur archives period of 1700 A.D. to 1900 A.D. have been facing problems like brittle pages, torn out corners of documents and it is adversely affecting the information contained on the pages. The letters are being erased and the ink is faded due to handling and yet, they have only kept the documents in the rumals by using bleaching powder, DDT powder and make regular cleaning at an interval of 7 days i.e. on each Saturday.
2. The letters notices, orders are xeroxed and converted in book form by Kolhapur archives. However only documents from Jijabaikalin period have been xeroxed.

It is found that there is curator for preservation of rare materials in Kolhapur Archives who passes the knowledge of preservation and conservation of materials. However at Satara archives there is no such curator appointed to look upon the collection.

3. That rare documents available in Kolhapur Archives related with Shahu Maharaj period contain letters sent to British Government, Sansthanika like Baroda Sansthan, Satara Sansthan and are being used for current research on history subject. Especially there are documents meant for educational and social reforms which had long socio-economic effect on society of Maharashtra these have been kept in Rumals.

4. It is observed that the documents are useful for ~~the~~ farmers, government officials and researcher as these contain records of land, farming, revenues, lease agreements etc. There is no curator and technical staff for preservation and conservation of the rare documents at Satara Archives.
5. Even though there is curator in Kolhapur Archives with basic degree in one year specialised course for maintaining the archives. However required computers with hardware or software along with scanners, digital cameras etc. are not available. There is no provision of equipments for digitization of materials or preservation and conservation for a long period of time. There is no curator at Satara archives and no provision for computers, scanners and required software and hardware.

All the documents are almost 400 year old and preserved with utmost care. It shows the subject variation and consists of several issues of administration. Common people should also safe and should get proper protection. Even person use to take permission to visit temple from Chhatrapati of the region.

These documents are guiding principle for today's administrator, hence needs to converted into digital format.

6. It is found that in Kolhapur archives air conditioning and micro-filming does not exist and in Satara archives air conditioning and fumigating library materials, microfilming and scanning are not available.

Selected documents of Queen Jijabai's period during (1760 to 1813) covers 53 years period. These documents are 250 years old having archival value. Therefore they were selected.

7.6 It is also observed that though certain methods of preservation of documents are common at both archives, Satara Archives do not have adequate provision as compared to Kolhapur Archives.

8. The documents mentioned above shows the examples of the administration, orders, permission, complaint and reporting of work. These documents converting in to digital form will strengthen the accessibility, storage and effective administration of government. Further it is seen that 7% documents are observed as representative sample. Each of these documents from 81 were handled of by researcher to understand exercise presentation, techniques, physical condition of documents as well as over all material use.

9. Out of observed documents 10% documents were selected for the study.

Those 9 documents selected consists of different subjects covered as Notices, Tharavas, Orders, Hukamnamas, Punishment, and Jhagiris.

The documents were written in relation to revenue collection and profits, security to people in region, permission to visit temple, forceful collection from devotee on the name of God.

It is observed that all these documents are kept intact in the red cloth. While interacting with Assistant Archivist, they impressed upon its utmost care at the time of handling and conservation.

10. The period covered under selected document from 1769 to 1843

It is correspondence between Queen Jijabai, her office to administrations.

The documents containing the subject as appreciation of services, condolence for Kings Death, official seal for correspondence and Vatan related documents.

As it is the example and guiding principle to the administrators almost 250 year old, it needs to be preserved properly for future generation.

11. Two documents consist of 20th Century. The correspondence made between Shahu and the administrations having feminine condition, complaint letter, work harmony and the social issues like widowed daughter in Laws.

These documents are more than Hundred years old and preserved intact having its originality. It is example of good administrator and ruler who takes care of his people. He use to get feedback of about famine condition, work Harmony and complaints. The issue of widow daughter in-laws were raised by Shahu administrator.

12. In Kolhapur and Satara Archives, Fire Resistant Compartment, Insurance, Security, Dusting, Brushing of materials, and Xeroxing are available.

13. In Kolhapur and Satara Archives air conditioning and Microfilming is not available. In Satara Archives, Fumigating Library materials, Binding, Micro Filming and scanning facilities are not available, whereas at Kolhapur Archives all these facilities are available.

- i) Computer and Xerox machine is available in Kolhapur and Satara Archives.
 - ii) Software, Digital Camera and Powered Lamps are not available in both archives which is essential for digital preservation of documents.
 - iii) Additionally, Kolhapur Archives has made a provision of scanning of documents.
14. The total staff to maintain Kolhapur archives is 9. As far as qualification is concerned, the Curator is qualified. He completed one year specialized course in archives. There are seven untrained people in the staff of Kolhapur archives. Satara archives possess only three staff members. All the staff are untrained and there is no curator. They only take care of archive collection.
- 15) **General Findings:**
- a) It is found that equipments such as computer is available but, software which is necessary for preservation and conservation of rare materials is not available.
 - b) It is found that the rare documents are not in proper condition e.g. corners of pages are torn out and ink of the letters is faded.
 - c) The changes in the natural environment like heat, humidity, air pollution affects conservation and preservation of rare documents.
 - d) Dust particle matters reduce the life span of rare documents.

SUGGESTIONS:

1. All the 1145 documents available in 09 pudka with 09 rumals should be digitized as early as possible. For this purpose digital scanning of document is highly recommended. The scanned digital documents can further be put to either analogue media or be preferably converted into PDF formats so that readers can access it without making change in it.
2. Kolhapur and Satara archives should Xerox the letters, orders, notices of all periods and keep in book form. This will ensure at least the best use of Xerox machine available at both archives. Further they should attempt to preserve it digitally.
3. The rare documents of Shahu period are of recent period and are heavily used. Therefore, the chances of its deterioration are more and hence, its digital preservation is recommended. If possible, the government should take initiative and provide grants for publishing these rare documents in book form for its wide publicity.
4. Satara archives should recruit at least a curator for rare documents. At present one administrative staff taking care of these documents. The training regarding archives recording, preservation and conservation to be give to technical staff.

It is further suggested that staff should be given training and education for digital preservation of rare documents.
5. Satara archives should make provision for fumigating chamber, binding, micro-filming and scanning as a primary provision to preserve the documents from physical damage.

It is suggested that Satara archive should adopt some preservatory methods as fumigation chamber for archive materials, its binding and repairs, microfilming, scanning documents and converting it in digital format.

Both the archive adopt Air conditioning for rare material, which will increase the life of documents and protect from humidity and insects.

6. Both the archives should adopt the model for digitization of rare documents and materials which give the required software and hardware requirements and it should be used as a base for basic ICT infrastructure for digital preservation of documents

There are open source softwares available like greenstone, such software should be downloaded for digital preservation.

It is recommended that both archives should adopt software for digital library, with necessary hardware. Now open source digital library softwares like greenstone, D-space are freely available.

The archive centers are dealing with rare documents; they should have technically qualified manpower with knowledge of new ICT applications and techniques. To retain material for longer period trained technical manpower will convert it into digital format.

7. The general suggestions for both the archives are mentioned below:

- a) Air conditioning and micro filming is necessary in both archives.
 - b) Scanner along with the software digital camera etc. should be purchased for preservation and conservation of rare materials.
 - c) Trained staff is necessary in both archives. Training should be given to staff of both the archives.
 - d) Both archives need vacuum cleaner for cleaning of dust on the rare documents.
 - e) Lamination of rare documents can be a cheap solution for its preservation.
 - f) Sufficient training about 'MODI LIPI' for Archivist is also recommended.
 - g) Advanced methods of data storage, retrieval and dissemination is recommended.
 - h) ~~Greenstone~~ open source software should be used for digitization.
8. i) All archives centre should plan for digital storage.
- ii) Staff should be trained.

CONCLUSION:

In this study it is found that in Kolhapur, the rare documents have to be preserved by using the latest techniques and technology of preservation and conservation. It is observed during the study that these rare documents are preserved presently by using data wrappings. As far as Satara Archives is concerned the same method is being followed. Kolhapur Archives at least has a trained curator, but does not have the technological support for executing the task of preserving and conserving rare documents. The Satara archives is not appointed the curator.

In view of the observations it is recommended that the rare documents containing information of immense value for future generations, should be preserved by deploying the trained staff and equipping them with the latest equipments for improving the practices in digital preservation and conservation.

Preservation on one hand deals with maintenance aspects and on the other side conservation deals with the restoration process. The role of the librarian has been mentioned in respect of preservation and conservation. Preservation involves a great deal of planning even from the beginning of the archival foundation. Various methods used for effective preservation of different types of library materials are discussed in the study. Atmospheric conditions in the, pest control measures, and regular vigilance and cleanliness are the other important factors used for this purpose. Different techniques of conservation or restoration of library materials are also analysed. Another point that has been mentioned is the use of latest techniques and methods in this area of real concern so as to have the library materials intact and legible for reading.

As far as the objectives of present research is concerned, the study has provided information about the preservation and conservation tools methods and techniques used. The study has also ensured the use of rare materials in archives as an effective media of communication of historical information. In case of providing SDI service, the materials in archives needs to be digitized and made available in electronic format to ensure its maximum use. By providing a model for digitization of archives material, systematic and analytical approach is developed by the researcher. It has focused new dimensions for digitization, preservation and conservation of rare materials in ICT environment.

The hypotheses i.e. rare materials in archives is one of the sources of (rare) information in the society and preservation and conservation of rare materials requires IT for its significant role is justified. However, proper care of rare materials in both archives is no taken as well as there is no technical staff available for digital preservation and conservation of materials to enhance the quality of services. Hence, it is recommended to adopt a model for digitization of materials in both the archives.

The digitization and delivery of rare, fragile and older materials is highly rewarding for archives. It can promote access to valuable sources and eliminate its handling. New resources and technologies will make such projects more feasible and the digitization practices will became more streamlined. Creation of a specialist digitization center in-house for archives can be a good solution in this respect. It is essential for ensuring long-term care and preservation of the rare materials in digitized format in order to ensure their long term accessibility and benefits to the society.

The National Mission of Manuscript is providing manpower training as will financial assistance to study type of digitization. These centers should adopt certain policy to make it available from National building.