

Grant reference no:

ENDANGERED ARCHIVES PROGRAMME

SURVEY REPORT

Table of contents

INTRODUCTION	2
1. PARTICIPANTS AND DURATION	2
2. METHODS	2
3. REPORT FORM, CODES, AND DATA ARCHITECTURE	4
4. RESULTS	4
4.1 Degree of endangerment of the archives surveyed: two dimensions of endangerment	4
4.1.1 Physical endangerment	6
4.1.2 Risk of oblivion	6
4.2 Overview of contents of the archives surveyed	6
4.2.1 Public archives (i.e. under direct control of the Ministry of Arts and Culture)	6
4.2.2 Private archives	7
4.3 Other categories of features considered	8
4.3.1 Suitability for training activities	8
4.3.2 Local interest	8
4.4 Recommendations for future projects	8
5. OUTCOMES OF SURVEY	8
6. SUMMARY FIGURES	9
CHARTS	10
APPENDIX A – Survey Report Form used during EAP506	13

INTRODUCTION ¹

This report is meant to summarize all the activities related with the survey phase of the EAP-funded activities "A pilot project to survey the Buea Archives and other potentially endangered archives in western Cameroon" (EAP506), which took place between 3 October 2011 and 3 January 2012. After giving an overview of the participants in the various survey-related activities and their duration (§ 1), the report outlines the methods applied throughout the survey (§ 2), and the way we have structured our database (§ 3). In § 4 we summarize the main results and make some proposals for future projects, while in § 5 we indicate how the survey documentation can be accessed. After giving some impressionistic figures of the project (§ 6) we enclose a set of charts summarizing the survey results outlined in § 4 and, as an appendix, the survey report form we have used during our survey (in hard format).

1. PARTICIPANTS AND DURATION

Contrary to what was planned in the original application, the survey did not last twenty days and was not carried out by DI CARLO and FORGWE using public transport. Thanks to the kind support of Cameroon's Ministry of Arts and Culture, we had the opportunity to use a private car for a number of days and to rely on a team of three documentalists (BIH, BUNYUI, and GHISLAINE) plus DI CARLO and ARDENER. This was particularly welcome a change in our work plan. Two positive consequences must be stressed: first, FORGWE was able to remain at the Buea National Archives, where his experience was of the utmost importance for the success of the digitization phase; second, by offering basic training in surveying techniques to three local documentalists, the survey could be carried out by separate teams and, hence, could cover a greater number of repositories than originally planned.

In order to accommodate all the changes made necessary by the participation of the Ministry in our project, DI CARLO decided to split the survey in two phases: the first phase (8–23 November) targeted the Northwest Region and gave him the chance to train BIH and GHISLAINE plus one further collaborator at Buea (BUNYUI); the second phase (27 November – 15 December) was in fact operated by two distinct teams: one team, coordinated by ARDENER, focused on the area of Buea and its immediate surroundings (Limbe); the other team, comprising BIH and GHISLAINE, collaborated with the first team until it undertook a 7-day trip during which it assessed a number of additional repositories, both in the Southwest and Northwest Regions of Cameroon.

In the end the survey as a whole lasted about thirty days and covered thirty-one repositories including most of the main public and private archives known to be found in the Northwest and Southwest Regions.

2. METHODS

Before the beginning of the survey DI CARLO held two informal meetings in Buea with BIH, BUNYUI, and GHISLAINE so as to introduce them to the basics of observational work and systematic analysis as well as to the use of a GPS receiver. Thereafter DI CARLO developed a survey report form meant to be used by all surveyors as a fieldwork guide so as to facilitate their workflow and ensure more consistent results. During the survey the form was modified, following proposals made by the trainees, so as to capture previously unforeseen variables. The form can be found in its final shape at the end of this document (Appendix A).

¹ We wish to warmly thank the Committee members of the Association of Friends of Archives and Antiquities Cameroon (AFAAC), and in particular Prof. Verkijika Fanso, Primus Forgwe, Pa Mbwaye and Shirley Ardener for their invaluable assistance. AFAAC is an indefatigable non-profit association that has ensured the preservation of the Buea Archives and has helped raise public awareness of the importance of Cameroon's cultural heritage. Its continued existence is required if the level of interest in the preservation of Cameroon's collective memory is to remain high.

The survey work was structured as follows:

1. Identification of target repositories. This was done mainly through the advice given by FORGWE, AR-DENER, the Director of the National Archives, and various individuals we contacted during the survey (see points 3 and 4 below). A general work plan was established before the survey actually began (November 8) but was continuously amended and re-worked throughout its duration.
2. Organization of the logical structure for collected data. This phase required, on the one hand, devising a system of labelling for materials collected about our target repositories and, on the other, setting up a digital file system to hold digital data (e.g., the report form, photos, GPS files, etc.). It was established that repositories would be labeled according to the town in whose territory they were located (indicated with only three letters, e.g. Kumbo = KMB, Bamenda = BDA, etc.) followed by a running number corresponding to the place they occupied in the sequence of visits in that town. For instance, the first repository we visited in Bamenda was the Northwest Regional Archives, which was labeled BDA_01, the second was the Northwest Governor's archives, which was labeled BDA_02, and so on. For more details on the architecture of our data organization please see § 3.
3. Contact with persons connected with target repositories. We often encountered significant problems during this phase which led teams to reassess their goals. Two examples will suffice: (i) despite numerous attempts, it proved impossible to visit the Fon of Bafut's private archives, which are no doubt of extreme importance as they house, among other things, original and still unstudied documents from the German colonial period (early 1900s); (ii) in public archives (such as the Senior Divisional Offices) teams had to be accompanied by a responsible officer throughout their work and this meant that the duration of our visits was restricted to the limited availability of these officers.
4. Geotagging the repository. As soon as teams arrived at the repository, one of their members had to geotag the location using one of the two GPS receivers provided by the project.
5. Collection of historical information regarding the repository. This was mainly done during interviews with contact persons.
6. Description of the building housing the repository and of the physical conditions of the repository itself. This entailed listing all the physical aspects of the archive posing potential or actual threats to preservation of stored materials.
7. Identification of categories of items. Once in a repository, teams had to identify how many categories of items it housed. The granularity of this analysis was not fixed but varied according to contexts, mainly according to the quantity of assessable materials and the available time for completing the task. To give a rough idea of what resulted, in some cases framed photos and albums were treated as two different categories; in other cases they were treated as one category. Regarding administrative files, due to the fact that they were often great in quantity, it was seldom possible to reconstruct their custodial history and hence their provenance. For this reason administrative files have often been grouped according to features not directly related to their content, for instance according to whether or not they have been processed or unprocessed for storage (i.e. listed in a finding aid of whatever nature). Time limits and the relative inexperience of most participants in the work led us to use in our report form the comprehensive label "Collections / Categories" to describe groups of items which could be isolated according to one (provenance) or the other (surface features) logical criterion.
8. Description of each category of items. Inspired by the EAP listing template, this phase was instrumental in getting the most fundamental information regarding scope, content, creator, and degree of endangerment of each "collection / category".
9. Selection and description of sample items for each "collection / category". This was meant to illustrate what we already mentioned at the "collection / category" level through descriptions of a number of items held as exemplary of the content and conditions of any given "collection / category". Most of the times, externally-imposed time limits forced us to reduce the number of samples to only two or three items, well below the initial plan of including at least ten of them.

10. Photographing sample items. Once sample items were selected and described, one team member would take photos of a number of sheets, selected to exemplify the state of preservation of materials or the item’s subject. Digital cameras were provided by team members themselves. Most had no experience in copy stand-like photography and DI CARLO realized this only after a number of repositories had been assessed already. Therefore, in some cases our survey photographs are not fully satisfactory.
11. Collection of information regarding the possibility of including the target repository in a future digitization project. After illustrating our plans and the requirements for participating in a future EAP major project, we recorded the repository owner’s informed reaction. For public archives, we have generalized the position of the Ministry of Arts and Culture.

3. REPORT FORM, CODES, AND DATA ARCHITECTURE

In order to facilitate data retrieval and storage, we devised a tailor-made system of labeling repositories and their assessed contents. This procedure and the heuristic we applied in grouping items in categories and sub-categories is summarized in the following table (which is useful for understanding the internal organization of the enclosed digital report including photos):

Table 2: Example of logical procedure used to label repositories and structure survey data.

Town	Running number	Category	Sub-category	Sample
MNK (Mankon)	01 (Fon’s archives)	A (photos)	01 (albums and loose pics)	001
				002
				003
				004
				005
		B (administrative files)	01 (Mankon Area Council Records)	001
			02 (Mankon Traditional Council records)	001
			03 (Mankon Town Council Records)	001
			04 (Foreign correspondence)	001
				C (building plans)

4. RESULTS

4.1 Degree of endangerment of the archives surveyed: two dimensions of endangerment

The long and involved survey allowed us to identify two different types of endangerment. First, endangerment could have been due to the physical characteristics of both the repositories (i.e. environment) and the materials themselves: we have called this type “physical endangerment”. However, when materials are not physically threatened they can be endangered due to other causes, mostly determined by the degree to which their continued existence is bound to their ongoing maintenance by a single individual. For instance, archives in the hands of elderly people with no heirs or whose heirs reside at great distance from the repository are highly endangered since it is anticipated that after the owner’s death documents will be forgotten, destroyed, or divided in smaller collections. We have called this type of endangerment “risk of oblivion”. This type is mainly specific to private archives and can also be augmented by features other than owner’s age (as, e.g., owner’s degree of exposure to risk of political attacks).

Table 1: List of repositories assessed. The Fon of Oku's private museum (OKU_01) is omitted as it is a commercial operation.

Region	City	Repository Name	Nature	Date	Code	GPS	Photos	Report	
Northwest	Akum	Peter Atanga's private museum	Private	Nov 19	AKM_01	Yes	Yes	Yes	
	Bafut	Fon of Bafut's private archives	Private	Nov 11	BFT_01	Yes	No	No	
	Bamenda	Bamenda Regional Archives		Public	Nov 10	BDA_01	Yes	Yes	Yes
		Northwest Governor's Office Archives		Public	Nov 10	BDA_02	Yes	Yes	Yes
		Chief of Mundani's private archives		Private	Nov 10	BDA_03	Yes	Yes	Yes
		Prof. Paul Nkwi's private archives		Private	Dec 2	BDA_04	Yes	Yes	Yes
	Bambui	St. Thomas Aquinas seminary Library	Private	Nov 11	BMB_01	Yes	No	No	
	Fundong	Senior Divisional Office Archives, Boyo Division	Public	Dec 1	FND_01	Yes	No	Yes	
	Kumbo	Senior Divisional Office Archives, Bui Division		Public	Nov 15	KMB_01	Yes	No	No
		Kumbo public library		Public	Nov 15	KMB_02	Yes	Yes	Yes
		Laikom	Fon of Kom's private archives	Private	Dec 1	LKM_01	Yes	Yes	Yes
	Mankon	Fon of Mankon's private archives and Mankon Rural Council archives	Private	Nov 20	MNK_01	Yes	Yes	Yes	
	Nkambe	Senior Divisional Office Archives, Donga-Mantung Division		Public	Nov 16	NKB_01	Yes	Yes	Yes
		Nkambe City Council Archives		Public	Nov 16	NKB_02	Yes	Yes	Yes
		Nkambe Mayor's private archives		Private	Nov 16	NKB_03	Yes	Yes	Yes
	Wum	Senior Divisional Office Archives, Menchum Division		Public	Nov 14	WUM_01	Yes	Yes	Yes
Aghem Traditional Council Archives		Private	Nov 14	WUM_02	Yes	Yes	Yes		
Center	Yaounde	Yaounde National Archives	Public	Dec 14	YDE_01	Yes	Yes	Yes	
Southwest	Buea	Buea National Archives		Public	Nov-Dec	BUE_01	Yes	Yes	
		Buea Photographic Archives		Public	Dec 14	BUE_02	Yes	Yes	
		Presbyterian Church in Cameroon, central archives		Private	Nov 14	BUE_03	Yes	Yes	
		Catholic Mission Archives		Private	Nov 15	BUE_04	Yes	No	
		PanAfrican Institute for Development – West Africa – Buea		Private	Nov 12	BUE_05	Yes	No	
		Mola Njoh Litumbe's private archives		Private	Nov 23	BUE_06	Yes	No	
	Kumba	Senior Divisional Office Archives, Meme Division		Public	Nov 29	KBA_01	Yes	No	
		Fon Mukete of Kumba's private collection		Private	Nov 29	KBA_02	Yes	Yes	
	Limbe	Cameroon Development Corporation Archives		Private	Nov 28	LMB_01	Yes	Yes	
		Limbe City Council Archives		Public	Dec 7	LMB_02	Yes	Yes	
		Ebenezer Baptist Church		Private	Dec 9	LMB_03	Yes	Yes	
Limbe Botanical Gardens Archives		Private	Dec 13	LMB_04	Yes	No			

4.1.1 Physical endangerment

In general, all surveyed archives are endangered except for:

1. the library and archive of the St. Thomas Aquinas Seminary, Bambui (NW) (BMB_01)
2. the central archives of the Presbyterian Church in Cameroon, Buea (SW) (BUE_03).

Both the above archives are owned by religious institutions which, by virtue of substantial financial support from outside of Cameroon, are able to ensure that best practices are followed in all aspects relating to the preservation and digitization of materials.

Particularly critical physical conditions of preservation of documents have been found in the following repositories:

1. Donga-Mantung SDO archives, Nkambe (NW) (NKB_01) (building has no doors; termites; poor staff; no protection against natural threats)
2. Southwest Photo Archives, Buea (SW) (BUE_02) (no staff; decaying building ; water leaks; no protection against natural threats)
3. Menchum SDO archives, Wum (NW) (WUM_01) (repository room used for storing and fuelling generators; poor security; poorly trained staff; no protection against natural threats)
4. Northwest Regional Archives, Bamenda (NW) (BDA_01) (virtually no staff; huge amount of non-catalogued materials; no protection against natural threats; water leaks; insufficient space).
5. Cameroon Development Corporation Archives, Limbe (SW) (LMB_01) (insufficient staff; huge amount of non-catalogued materials; no protection against natural threats; water leaks; insufficient space)

4.1.2 Risk of oblivion

The following repositories can be held to be at high risk of oblivion:

1. Chief of Mundani's private archives (BDA_03). These archives include all known materials on the Mundani people (NW Region). It is owned by the paramount chief of the Mundani people, an elderly educated man residing in Bamenda. The archives are presently located in the chief's residence (a very nice villa in Bamenda Up-Station), and they are well protected against natural decaying factors (rodents, insects, fire, water leaks, dust, etc.). However, its owner is quite old and his heirs live in Europe and the US, thus the collection is likely to be dispersed or lost after his death.
2. Mola Njoh Litumbe's private archives (BUE_06). These archives contain all the documents produced and received by Mr. Mola Njoh Litumbe, a Southwest political leader who has been active in efforts to achieve political independence for the Southwest Region and has used verifiable documentary records to help achieve that goal. Being one of the major opponents of the current Cameroonian government, Mr Litumbe has been imprisoned by the state police a number of times for reasons connected with his political activism.

4.2 Overview of contents of the archives surveyed

With respect to the contents of these repositories, it is opportune to treat public and private archives separately.

4.2.1 Public archives (i.e. under direct control of the Ministry of Arts and Culture)

Concerning public archives, one general remark must be made at the outset. During the 1960s, the British colonial holdings housed at the then West Cameroon National Archives in Buea (our BUE_01) were augmented thanks to a number of non-systematic transfers of records from peripheral colonial offices. It is currently impossible to say with certainty how many of the documents stored in Buea had been copied and

hence are still to be found in the other repositories as well (i.e. in all the repositories assessed during our survey except for Yaounde, which is the only one located outside of the former West Cameroon, that is, outside of today's Northwest and Southwest Regions of Cameroon). Likewise, it is impossible to state how many documents predating 1961 housed in the various local archives are not also found in Buea.

Given this situation, from the perspective of a programme like the EAP, which privileges materials concerned with pre-modern times, it would seem most advisable to concentrate efforts on the collections housed in BUE_01 and then, on this basis, start looking for copies scattered elsewhere or absent in BUE_01. If, instead, the focus were on the current administration, it would be essential to start working in each of the peripheral repositories as these, not BUE_01, contain mostly materials produced in the last one or two decades.

The only surveyed archives outside of the formerly British Southern Cameroons were the Yaounde National Archives. We have been unable to collect comprehensive historical information on their creation, but it seems quite clear that, being located in the capital of a country characterized over the last fifty years by a centralizing political power, their history has been somewhat more regular than that of the Buea National Archives. It currently houses two of the country's most important collections of colonial records—the French and German holdings—neither of which is in an ideal preservation environment. The German holdings, in particular, are especially endangered: a few months ago burglars entered the repository and stole many parts of the metal shelves provided by the German government in the 1990's to properly store numerous documents. As a result, many German folders are now piled up chaotically on what is left of the shelves or lie directly on the ground.

4.2.2 Private archives

Concerning private archives, some are of the utmost importance because they house unique materials which, in some cases, represent the only source of vital information for the reconstruction of local history (such as LMB_01) or the democratic development of Cameroon's institutions (such as BUE_06, see above). The CDC archives (LMB_01), in particular, deserve particular attention here. It is a huge repository created in 1947 but also containing some documents produced back in the 1920's by German businessmen who still had properties in the wide plantation area north of Douala. CDC (Cameroon Development Corporation) is an enormous parastatal agro-industrial company owning more than 40,000 hectares of land and employing some 15,700 people, making it the second largest employer in the country after the government. (It was even larger in the past, e.g., with a workforce of 26,000 in 1954.²) At its acme, besides its agricultural activities, the CDC provided a road and railway network and wharfs for transporting produce. It also provided extensive medical, educational and other services for its workers, administered retail outlets, a film unit, sporting and other facilities. Many, but not all, of these services are still provided. Its extensive archives—not limited to thousands of folders of paper documents but including also a wealth of photographs and films—cover a wide range of topics and are therefore of great importance.

The survey also encountered repositories of historical documents other than archives. This was the case, for instance, with Pa Atanga's private museum and archives (AKM_01), a huge collection of traditional artifacts collected over the last five decades by Pa Atanga, a very old man with a great passion for the traditional cultures of the Northwest Region. We realize this goes beyond the goals of the present report (as well as of EAP's interest). At the same time, we thought it was opportune to survey this museum (as well as other similar repositories found within proper archives as in BDA_01, MNK_01, and OKU_01) as our results will ultimately be shared with the Ministry of Arts and Culture, and we would like to help it take care of any repositories of materials relevant to the reproduction of collective memory in Cameroon at large.

² For a history and an in-depth study of the CDC in the 1950's, including accounts of the workers and their impact on the area, see *Plantation and Village in the Cameroons* (Edwin Ardener, Shirley Ardener and W.A. Warmington, OUP, 1960). By 1914 the plantations covered approximately 264 acres in the then Southern Cameroon – not all of which were incorporated into the CDC. In 1954 more than half of the wage-earning workforce in the then Southern Cameroons worked in the CDC plantations.

4.3 Other categories of features considered

Besides the features outlined above, the survey took into consideration two further issues which could inform a possible agenda for future interventions: suitability for training activities and local interest in digitization.

4.3.1 Suitability for training activities

In our view, one of the greatest opportunities offered by the Endangered Archives Programme is not only that of digitizing threatened archival material, but also the possibility of building local capacity in less developed countries through initiatives aimed at (thorough) knowledge transfer. From this perspective, in concrete terms, we believe that an EAP project should target a repository that offers the possibility to hold a training course for no less than ten people and this, in its turn, implies that it is located not too far from major urban centers both for logistic (i.e. accessibility to trainees) and technical reasons (e.g. continuity of electric power). Data concerning this can be found in Charts 5 and 7.

It is important to stress here that, in our case, this issue deserves special consideration. *The most important conclusion of this pilot project is that the interest and drive exist for Cameroon to establish its own archival digitization infrastructure in the near future but resources, especially in terms of trained staff, are still lacking.* The overarching vision of a possible future project should therefore be to capitalize on these energies and boost Cameroon's capacity to plan and implement future projects meant to preserve its archival heritage through digital tools, while also digitizing some of the most significant endangered materials.

4.3.2 Local interest

This domain is intended to capture stakeholders' actual availability to provide financial and other types of support for a possible future digitization initiative, rather than merely the degree of verbally-expressed enthusiasm. There have been two main sources of data in this regard: interviews with those responsible for the surveyed archives—for all archives—and official meetings with Ministerial staff—especially for public archives. As we have highlighted in our final report, it is important to recall that Cameroon's Ministry of Arts and Culture is extremely interested in supporting any future projects designed to increase the chances of long-term preservation of the national archival heritage.

4.4 Recommendations for future projects

The variables and viewpoints outlined thus far combine with our survey data as exemplified in the charts shown below. If we consider the summarizing Charts 7 and 8, in particular, and we exclude AKM_01 since it is a museum, not an archive (see above), three archives stand out as the best candidates for a major project: the Yaounde National Archives (YDE_01), the Buea National Archives (BUE_01), and the Buea Photographic Archives (BUE_02). Therefore, we suggest that, out of the thirty-one repositories assessed, these are the three best targets for an EAP Major Project that will have the most impact in terms of preservation and capacity building.

5. OUTCOMES OF SURVEY

In addition to the present report, we are in the process of creating a password-protected website where materials collected during the survey will be accessible. In our original application we had planned to produce a GIS-like interactive map. Although on the whole quite similar to this planned outcome, the maps we included in the website are not interactive in the same way as a GIS would ensure, and the whole database we have developed during the project ended up being much more extended than we had previously planned, too much so to think to properly fit it into a GIS without paying a dedicated staff for at least one month. Unfortu-

nately we had not applied for such funds, and this forced us to rethink how to present the data in an accessible map-based form.

Accordingly, all of the survey data are accessible through the hard disk we have sent to the EAP, and the website is now intended to provide a means for more interactive access to only basic survey results using interactive navigation tools. While we are committed to making information about Cameroon's archives widely available, access to this website must, at present, be password-protected since it will eventually contain some sensitive information. On the one hand, there are telephone numbers and some biographical details of the people who have collaborated with us in the different archives. On the other, it must be kept in mind that we have collected a significant amount of data relating in a way or another to Cameroon's national security: our existing positive relationship of transparency with the Ministry of Arts and Culture, therefore, requires us to be as discrete as possible in publishing this data. In the future, we can hopefully allow the site to disseminate non-sensitive data publicly, while restricting access to only sensitive data.

6. SUMMARY FIGURES

We conclude the survey by offering some basic figures and summarizing charts. The following list enumerates the major features of the survey:

- Thirty-one repositories visited, more than half of which were assessed in detail
- More than 1200 km covered
- Six surveyors involved
- Two GPS receivers made available
- Four digital cameras used
- Thirty days in total
- About 1500 photos taken
- Around GBP 2,000 obtained as additional support from the Cameroon's Ministry of Arts and Culture (see Final Report)
- Around GBP 500 obtained as additional support from the U.S. NSF grant # BCS-0853981 (see Final Report)

CHARTS

The following charts are meant to provide the reader with a tool for quick inspection of the key aspects of survey results. It must be kept in mind, however, that the method used to quantify descriptive data and draw these charts is rather impressionistic and unsophisticated, that is, it was not obtained through the systematic application of a questionnaire specifically developed to objectively quantify qualitative data.

Values have been attributed on a five-point scale. The minimum value is 1 (i.e. very low or no relevance of the category in question for a given repository) while 0 symbolizes absence of diagnostic data available. AKM_01 is a museum, not an archive (see §4.2.2).

Chart 1: Degree of physical endangerment of the thirty repositories assessed (see §4.1.1)

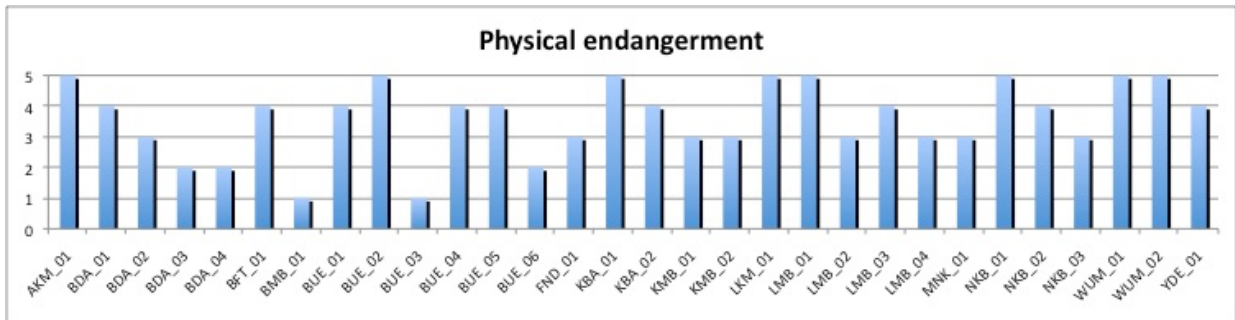


Chart 2: Degree of endangerment understood as risk of oblivion of the thirty repositories assessed (see §4.1.2)

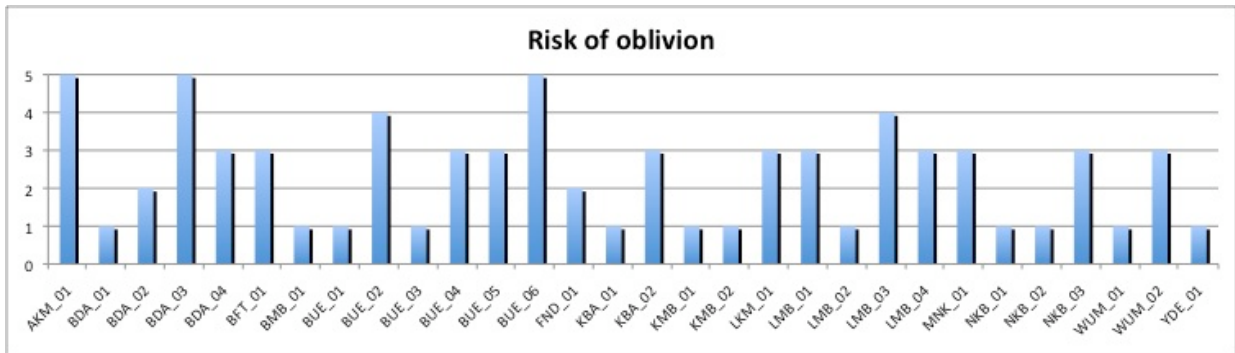


Chart 3: Sum of physical endangerment and risk of oblivion for the thirty repositories assessed

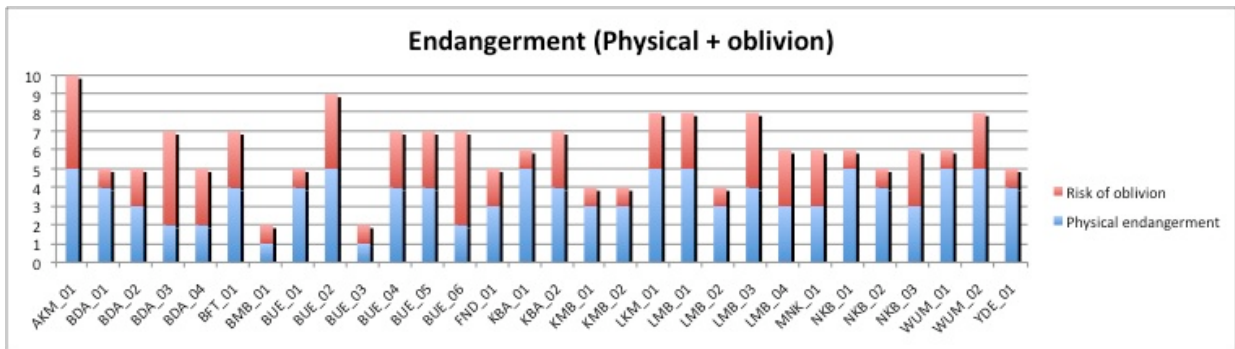


Chart 4: Historical relevance of the material housed in the thirty repositories assessed (see §4.2)

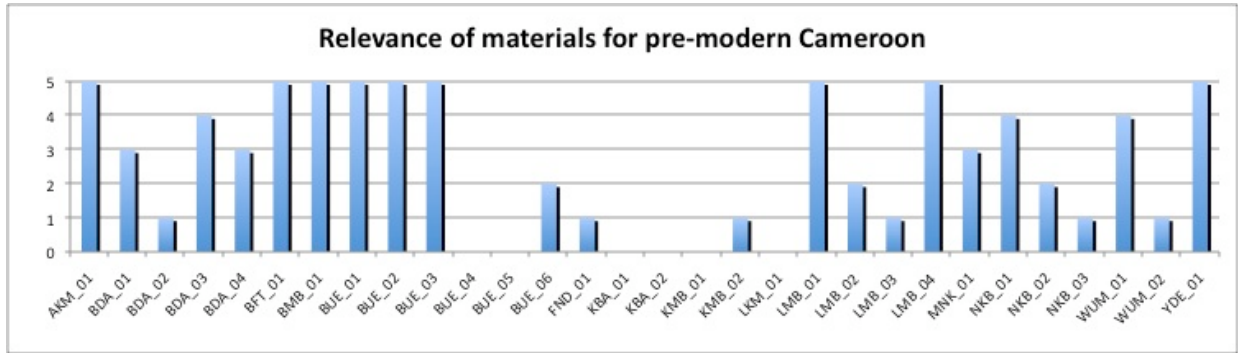


Chart 5: Degree of suitability for training activities of the thirty repositories assessed (see §4.3.1)



Chart 6: Degree of local interest for the thirty repositories assessed (see §4.3.2)

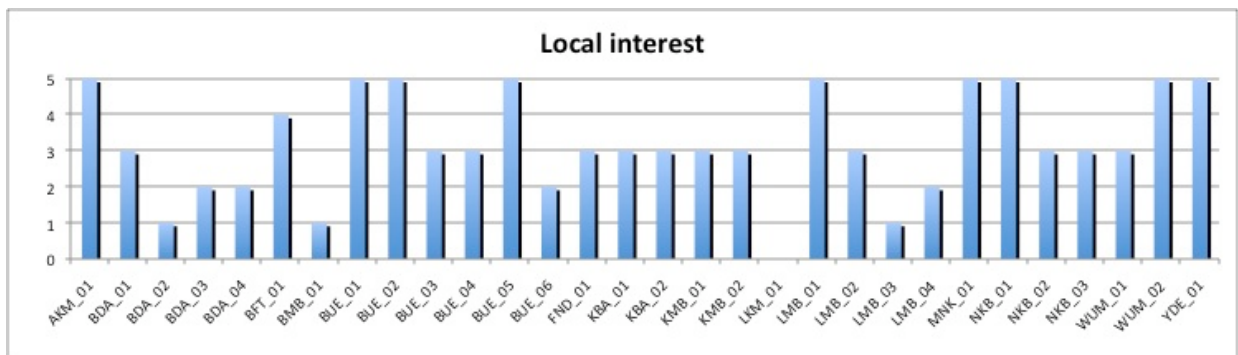


Chart 7: All categories of evidence relevant for choosing targets of a possible future EAP project

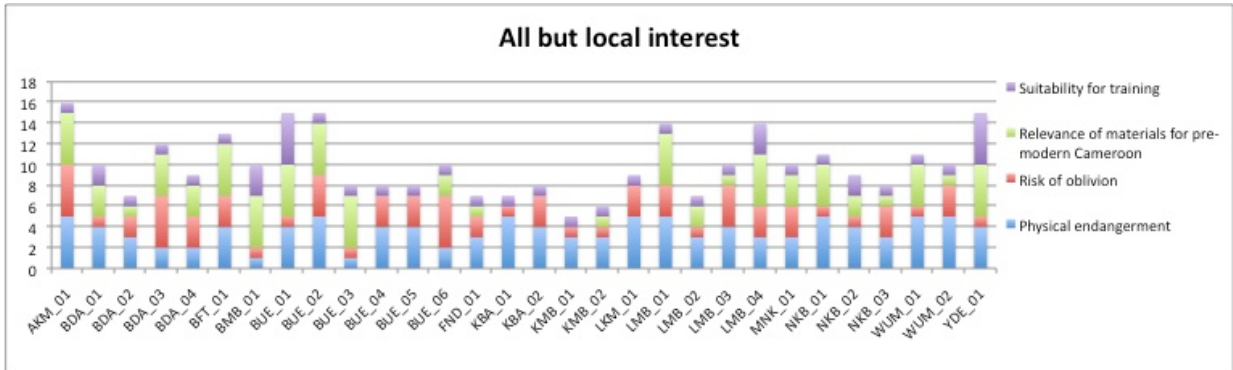
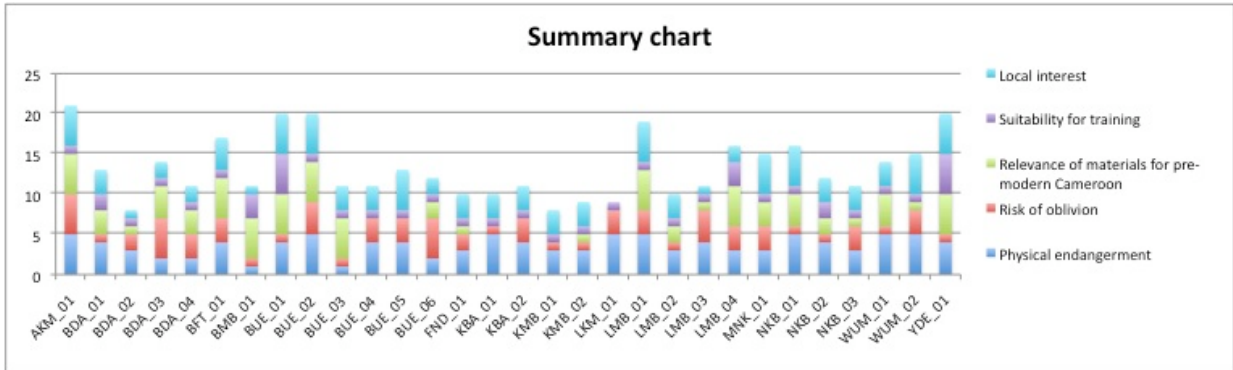


Chart 8: Summary chart



APPENDIX A – Survey Report Form used during EAP506

**PROJECT EAP 506
SURVEY REPORT FORM**

SURVEYOR.....

PLACE AND DATE:

.....
.....

REPOSITORY NAME AND LOCATION (official or otherwise instrumental to unambiguous identification):

.....
.....

Town:.....

Division:.....

Region:.....

WAYPOINT NUMBER:

RELATED DIGITAL FOLDERS:.....

.....

REPOSITORY OWNER

Name:.....

.....

Position:

ACCESSIBILITY AND AVAILABILITY TO DIGITIZATION

.....

.....

.....

INTERVIEWEE N.

Name:

Relationship to the repository:.....

.....

Gender and age:.....

Date of employment (if any):.....

Notes:

.....

INTERVIEWEE N.

Name:

Relationship to the repository:.....

.....

Gender and age:.....

Date of employment (if any):.....

Notes:

.....

INTERVIEWEE N.

Name:

Relationship to the repository:.....

.....

Gender and age:.....

Date of employment (if any):.....

Notes:

.....

PHYSICAL CHARACTERISTICS OF BUILDING

Outside appearance

.....
.....
.....

Internal structure

.....
.....
.....

Facilities and their conditions

▶ **electricity** (note

.....
.....

▶ **water** (note

.....
.....

▶ **control of fire** (note

.....
.....

▶ **control of insects** (note

.....
.....

▶ **control of moisture** (note

.....
.....

▶ **security** (note

.....
.....

▶ **other** (note

Notes on general physical conditions

.....
.....
.....

Storage facilities (elements of furniture, containers, etc.)

▶ **bookshelves** (note

.....
.....

▶ **boxes** (note

.....
▶ **bins** (note

.....
▶ **drawers** (note

.....
▶ **other** (note

.....
▶ **other** (note

.....
▶ **other** (note

.....
▶ **other** (note

.....
Notes on storage and endangerment of materials

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