**Survey method – EAP1228**

The survey method aims at providing information that will facilitate future major or area project. In hindsight, the survey chart is probably a bit too detailed and slightly cumbersome. While it is useful for envisioning a future project in terms of assessing the significance of the material for research purposes, filling out all the boxes with data is time consuming for the archive owners, who cannot always afford the time required for examining their manuscripts in detail. Counting pages is problematic when the manuscripts are fragile, and most of the manuscripts surveyed lack systematic page numbers (especially the *majmu’a*s). Therefore, approximation of the page numbers of manuscripts is given in most cases, close enough to estimate the time required for digitising manuscripts to be included in future project(s). Below is an explanation of the survey charts.

Each excel sheet has four spread sheets as follows:

* Location – four columns

A owner: the name of the owner of the collection

B place: the place where the survey took place

C contact person: name of the person in contact with the owner

D dates: the days in which the survey took place

* Content Description – nine columns

A title: The title of the manuscript in Arabic/Malayalam

B language: The language/s of the manuscript

C genre: the generic term as used by the owners (e.g. *fiqh*, *naḥw*, etc.)

D usage: how is or was the manuscript used (e. g. performance, study, leisure, etc.)

E content titles: In the case of *majmuʽa*s (bundled manuscripts), the list of contents is given (though it is not always complete, as it takes a long time to sift through the different manuscripts, which becomes too demanding for the archive owners. The time spent on surveying should be considered as work and compensated accordingly.)

F date: date pf composition (if known)

G author: name of author (if known)

H scribe : name of scribe and/or publisher (if known)

I copy date: date of copying/publishing (if known)

* Physical description – five columns

A Format: the manuscript type (handwritten, lithograph, etc.)

B Pages: the number of pages (often an approximation, as counting the pages where there are no page numbers is not only time consuming, it might also cause damage to the manuscripts)

C Size: measurements taken for height and width, and in some cases also for depth. Note that the selection of inches or cm is specified in each survey. It was left to the team members involved in the survey to select whether they prefer inches or cm.

D Binding: The type of binding (paper, leather, etc.) and its condition (loose, etc.)

E condition: The condition of the manuscript (all the manuscripts surveyed are in fragile condition, but when they are more or less intact and readable, their condition is described as “good”).

* EAP collaboration – four columns

A agreement: whether the archive owner agrees to digitise the material, and whether a written agreement is in place

B compensation: all the archive owners involved expect compensation for their collaboration. This section details their expectations.

C equipment: what equipment will be required for a future application (an estimate)

D comments: comments related to the workflow during the survey, challenges faced, and assessment of the feasibility of a future project, the significance of the material, etc.