

## **REPORT OF THE DCM 10 held In Bangalore on 10<sup>th</sup> -14<sup>th</sup> Dec 2004 at VISTHAR**

### **Day 1 : 10<sup>th</sup> Dec 2004 :**

DCM 10 started in the late afternoon on the 10<sup>th</sup> of December with a brief introduction of the DCMers present on that day. The introductions being more on the personal level on account of the ones who were to join the forum beginning 11th.

Introduction of individuals representing the following institutions

**Toxic Links** - Anupam is an IT person and develops the Toxic Links website

**Info change** -Durga , a researchers and handling Documentation centre, and Vijay an IT person

**IndyMedia** -Anivar , an IT person

**NCAS** -Vasudha Despande - Librarian

**Jagori**- Rakhi and Roopa

**Centre for Education and Development Studies**- Ravindranath - one of the veterans of DCM

Finally the host

John, Vinod, Veena, Malvika, Sarita, Marjolein and Wasim from **Centre for Education and Documentation**.

A overview about the points that will be covered by the presentations of the participants over the next 4 days was outlined by John d' Souza of Centre for Education and Documentation.

Points to Cover:

- 1.Main Focus of Documentation:** Themes, Type of material specialised in .
- 2.Sources of Documentation:** list of Sources, in soft form as well as print copy. The list should also include the Non-formal/non traditional sources collected by organizations
- 3.Classification and ordering of information.** Retrieval Systems
- 4.Processing work/systems done**
- 5.Electronic Documentation:** describing the databases, indexes, search systems used. Structures of database, format of meta-tags, format of electronic documents used.
- 6.Outputs** Like Website/Books/Report.

### **The issues that came to the fore during this informal session were regarding**

- Digitisation: Sharing of digitised information
- Collaborative digitisation. . How can we jointly scan issues  
Eg: like the women's movement
- Common Format: Keywords seems to be more useful while locating material.
- Handling of classification and Keywords
- Issues of Poaching: as an organisation how do we deal with it
- Revenues: Issues of payment - who pays & who buys and self-sufficiency
- Economics of hiring people
- Issues of Funds and fund raising: Fund are more for project oriented
- Areas of which we can work together
- How do we document Multimedia content

**DAY 2: 11<sup>th</sup> Dec 2004:**

PRESENTATIONS

**PRESENTATION 1 :Previous DCM by John d' Souza -Centre for Education & Documentation**

The 1<sup>st</sup> DCM was called by BUILD and CED in Bombay .the meeting concentrated on Documentation purposes, making friends, and building trust.over time the DCM became a forum for sharing among practioners.the DCM members consisting of ISI, CENDIT, CEC, BUILD DOC, VAK, JAGORI, UNNAYAN, CIEDS, AICUF and of course CED.

The DCM's were also conducted on specific areas as women's issues ,gender & the like by organisations like Jagori,Akshara.

The Main areas of expertise that formed the crust of the meetings related to the following systems

**Classification:** project to have a classification grid of various organisations.

**Sources:** List of various publications subscribed. List of various publication people had. Standardised list kept as Journals, clipping, indexed.

**Formats:** As Every centre followed their own fields. There was a need to develop an Interchangeable kind of format. Common Formats serving as the connecting link between the members of the DCM.

**Computer Technology:**

**Language documentation**

**Repackaging of Information:** for field level activists

**Process documentation**

Some Joint Projects taken up by DCM were :

Journal Indexing

Thesaurus/ Keyword generation

Formation of India Link: Computer Communication.

Some of the themes discussed in DCM

Communalism

Globalisation

Role of information

**PRESENTATION 2: Library-cataloguing system by John d' Souza -Centre for Education & Documentation**

In the current situation what have organizations thought about newspaper, cutting-pasting. If you are computerizing , do we need to make index card.

Index card:

Title

Author

Date

Publisher

Keywords

Classification

Publication

Special keywords

External : catalog card  
database

Embedded: - Invisible ---to read - browser  
programmable

Cover system: ISBN  
Master head

Keywording helps the most in locating information material today more than classification  
Metatags: is the system of giving invisible tags. The question is what we thought about this and foresee.  
How do manage organizing our information. Question of Metatags??????

## PRESENTATIONS ABOUT THE **DOCUMENTATION SYSTEMS IN USE BY VARIOUS CENTRES:**

- 1.Anupam : Toxic Links
- 2.Durga and Vijay from Infochange
- 3.Vasudha - Natioanal Centre for Advocacy Studies
- 4.Roopaa and Rakhi - Jagori
- 5.Palkani - Vak
- 6.Deepa and - INHAF
- 7.Anivar - INDYMEDIA
- 8.Akshara - Anita
- 9.Ravi - Centre for Education and Development Studies
- 10.Swami - CHC
- 11.CED - John, Veena and Vinod

The mailing list of the participants:networks/dcm/mail\_list\_dcm10

### **PRESENTATION 1: Toxic Links: by Anupam Saha**

#### **About Toxic links**

The main area of focus is Toxic waste management, health care systems..  
Has many publications, articles, journals.  
The secondary information base maintained from clippings .  
More on toxic links at [www.toxiclink.org](http://www.toxiclink.org)

Software used : Net Lib Software - Sql server 2000  
The documents digitised are scanned & stored as JPEG files.

#### **Anupam to send list of swear words used by spammers.**

Anupam wanted to know more about Metatags. Maximum no of keywords that can be used .

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### **PRESENTATION 2 : Centre for Communication and Development Studies (CCDS)**

#### **INFOCHANGE: by Durga and Vijay**

[www.infochangeindia.org](http://www.infochangeindia.org)

#### **About CCDS:**

CCDS is a social change resource centre that focuses on research and communication of information for change. The core competence of CCDS is the strategic and innovative use of communications ; web-based, print and electronic respectively .the intention is to initiate debate, inspire change in societal attitudes and in public policy and **engender** within civil society.

#### **Physical documentation at CCDS by Durga :**

CCDS has started it's Documentation Centre in the year 2004. the Classification system is Adapted from Askshara.the Clippings are classified broadly into 30 issue based categories.the sources of the documented material being :

14 Newspaper  
2 regional newspaper  
22 Magazines and Journals

-Ongoing programmes of CCDS  
    Infochange News and Features  
    Open Space  
    Agenda - A CCDS Publication

Staff : two

**Plans for the future**

-digitisation of clippings  
-acquisition of soft copies of research materials from various organisations, institutions etc  
-networking with DC centres and research institutions

**Concerns:** System of classification and Digitisation process

**Presentation on the CCDS website by Vijay**

the website is an unique development portal featuring comprehensive news, views and analysis on sustainable development, justice, equity and human rights.  
Most- visited website in India. Over 1/2 a million hits every month, around 1,000 visitors everyday.  
Receive feedback from 10 readers every day.  
E- Newsletter a free subscriptions has 6163 registered subscribers  
Archiving once in 3 months.  
Site Technology used :Front End: JavaServer Pages (JSP)  
Back end: MySQL database server: most popular open source database hosted on a Linux Server.

**PRESENTATION 3 :National Centre for Advocacy Studies NCAS  
Vasundhara Deshpande, Librarian**

Documentation at NCAS is based on the activities/projects the organisation is involved in.  
NCAS Subscribes to 4 newspapers  
Follows the Dewey Decimal System of classification for books.  
Cataloging is done based on AACR II  
Documentation database is in MS ACCESS

NCAS existing documentation is grouped into 10 categories.  
Documentation Unit is used by researchers, students, activists, journalists and staff  
A wide range of services which includes photocopying, abstracting services etc..

For further reading click on .....

**PRESENTATION 4 :JAGORI**

By Roopa and Rakhi  
[www.jagori.org](http://www.jagori.org)

Jagori is a Women's resource and Documentation centre equipped with a good collection of Books and Films. The material is acquired from sources like Publishing Houses,NGO's and Women;s groups,State agencies.

The secondary information is sourced from 3 English newspapers and Hindi newspapers & various websites. the clippings section has material dating from 1983 to 2003.  
the Primary information is gathered - from the field staff on specific projects.  
Film makers & Producing Houses

Database management system uses : microsoft Excel  
Access database for memberships and renewals  
Bibliographical programmes- Procite

Jagori Brings out information packages culled out from their library on various topics like violence ,  
Dowry:

Information alert is a monthly listing which is circulated to members.  
Current Awareness  
What 's new in Jagori??

For further reading -----  
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**PRESENTATION 5 : Vikas Andhyayan Kendra, (VAK) by Palkani**  
[www.vakindia.org](http://www.vakindia.org)

Classification is based on VAKs focus areas.  
Main field used are author and subject category  
Database is on an excel sheet  
Annotations are provided for magazines and journal articles.  
Sources: Books, 8 leading newspaper, journals, pamphlets, magazines, dossiers, research and occasional papers, newsletters, internet and brochures  
Has a collection of about 5,000 books used only in-house by staff and researchers

VAK brings the following publications  
PULSE - monthly e magazine  
VIKALP - quarterly e- journal  
Fact sheets amid Poster Journal

One of the key areas Vak is actively involved is on the issues of water. [www.water4all.net](http://www.water4all.net)  
Features and articles and write-ups on various issues/struggles/campaign and policy documents related to water.  
Further reading on VAK presentation click.....

**PRESENTATION 6: INHAF Habitat Forum by Deepa**  
[www.inhaf.org](http://www.inhaf.org)

INHAF, India Habitat Forum is a national level organization; a platform conceived to promote joint action by civil society groups on policy issues affecting human settlements.  
[View Presentation](#)

**PRESENTATION 7: Indymedia by Anivar**  
[www.indiaindymedia.org](http://www.indiaindymedia.org)

**PRESENTATION 8:CHC - by Swami**  
View presentaion  
[www.chc.org](http://www.chc.org)

## **PRESENTATION 9: Akshara- by Anita**

[www.aksharacentre.org](http://www.aksharacentre.org)

Akshara, a women's resource center, is a registered voluntary trust which was set up in 1995 with a library and reference facility. It believes information can become a powerful tool for empowering women and supporting women's and other movements. It conducts information and gender trainings, publishes educational materials, undertakes programs for college lecturers and students and participates in various campaigns. Akshara focuses on women and youth. It has several programs including a free reference library, supporting young women with funds and skills; and using the power of information for public education.

### *About The Information For Transformation Program*

This program takes information outside the library, by developing training modules, workshops and poster exhibitions on gender, violence and other issues for groups of young men and women within educational institutions, NGOs and local community groups. A different form of communication in the form of a mela has been developed for young women to interactively learn and strategize on women's issues. Akshara also conducts trainings to enhance women's capacities in the use of ICT and has conducted an online course on Women's rights (Streenet)

More information about Akshara is available on the website [www.aksharacentre.org](http://www.aksharacentre.org).

Information about the Women's Electronic and Network Training (WENT) is available at [www.i-went.net/went-in](http://www.i-went.net/went-in)

The online training was conducted with 56 women from NGOs from four cities to learn more about and to debate issues related to women's rights. The course consisted of three modules on

Feminism

History of the Women's Movement

Globalisation

The course incorporated elements of chats, threaded discussions, notice boards , self assessments and submissions of assignments .

A report on the StreeNet course entitled *Knowledge In Your Hands- an online course on women's rights* is available with Akshara .

Akshara has also introduced an alternative classification system from a feminist perspective. This system is suitable to a small collection, it is flexible and provides space for further expansion and is user friendly.

*The Akshara Handbook- An Alternative Documentation and Classification System* is available Akshara for sale.

## **CONCERNS**

How to repackage information.?

How to get more users to use the resource centre.?

## **PRESENTATION 10:Centre for Education and Communication CEC - by Ravi**

Centre for Education and Communication is a labour resource centre. It provides information in labour, especially the unorganised sector.

CEC Uses their own classification system. The documents are classified on their subject, category, sector, issue and type.

Sources: collects information from nearly 30 journals, 15 national dailies. From

Primary information is provided by the researchers. Their database has a collection of 60,000 newspaper clippings, 14, 685 articles from Journals and primary documents. Books - 3500.

Their routine work involve marking, coding, cutting, classifying data, entering, downloading, scanning and storing of information. From Jan 2002 onwards they have storing information digitally.

CED Documentation package is developed in MS Access 07. Structure of the database includes tables of subject, category, sector, issue, type, keywords, Author, publication etc. Details of each entry is stored in separate table called as CARD. Query and retrieval can be done by author, keywords etc.

Digitisation: Materials are stored as Acrobat files (PDF) in server and links are stored in database. Image file to Acrobat file (Scanned materials) through OCR using fine reader.

For further reading click on .....

## **CONCERNS:**

### **1)Metatags**

**What kind of metatags to be used**

**Maximum no. of keywords that can be used.**

## **SESSION 3**

### **11<sup>th</sup> afternoon: Archiving/Digitising Technologe**

#### 1.Free text search system

Presentation By Ashish: System used for media archive: Combination of image file (TIF), and Roughly OCREd text for search. Now possibility of Scanning to PDF which has picture over text format!

How you got into LOTUS Notes, what facilities it offers, limitations in terms of proprietary, advantages in terms of synchronization, quick start etc.

Thus Documentation Systems involved - the steps of work: Scan, upload, synchronize. Why you decided no dbf files, no tags, no classification.

Ashish from CSCS.. made a presentation on the system CSCS is following.

#### **About CSCS: [www.cscsban.org](http://www.cscsban.org)**

The Centre for the Study of Culture and Society (established 1996) is engaged in developing new approaches to the study of culture in India. CSCS aims to function as a site for interdisciplinary teaching and research spanning the humanities and social sciences. CSCS has a MA programme in cultural studies (online) affiliated to the Kuvempu University. Media and Culture archives started in 1999.

The faculty of the Centre for the Study of Culture and Society has assembled a database that intends to cover the field of culture, politics and society in contemporary India. The database itself currently has over 20,000 records (2 Gigabytes), including text files and visuals, supported by over 12 Gigabytes of scanned images that form the record of the original sources of this documentation.

The database is presently available on <http://www.cscsarchive.org> as an IP address and Password-protected website. The software we are currently using is Lotus Notes version 4.6, owned by the Lotus Corporation. This software is backed by a Domino server, which can provide all views on a Netscape browser end. All documents will be available to the end-user on standard Internet browsers where they can be searched, bookmarked or downloaded onto a local hard-disk. Text is available in HTML format. Images are in .pdf format when attached, and usually in .gif or .jpeg format when inserted in the main record body. All images have been independently retained in their original scanned version as .tif images, scanned in greyscale as either documents or as pictures, and are separately available. Scanning has been done in 200

dpi Document mode, which is the low end of the spectrum, but they are in general acceptable for most kinds of reproduction/publication. Software: CSCS uses Lotus Domino v. 5.0 on Linux Red Hat v. 6.2.

Use the dewy decimal system of classification

**Ashish main concerns/wish list to the DCM were:**

- The Compliance Questions: What software shall I use : To have a check list of things a software can do.
- Ability to exchange and replicate data.
- to have technical level of networking as well.
- to generate sophisticate searching across each others databases
- synchronization of information
- Question of using PDF. Look and feel of the original document without extra work.

**CED's presentation: by Veena Vinod and John**  
[www.doccentre.org](http://www.doccentre.org)

Docsweb

**Day 3: Dec 12Dec 2004**  
**COLLABORATIVE ACCESS**

Shekar talked about developing metadata (data about data) standards, that are OAI compliant.  
To develop a system of sharing our data.  
To provide digitizing standards  
to set up decentralized digitization process  
gave us some links on open access initiative movements.  
These are following up on the discussion about metadata, interlinking of databases and sharing of resources in a network.

Have a look at  
<http://www.dlib.org/dlib/december04/hammond/12hammond.html> for a good explanation of RSS (really simple syndication) feeds, metadata, linking, and the other things we discussed at DCM.

For explanations of some of the emerging open standards for metadata linking, see <http://www.openarchives.org> for the Open Archives Initiative Protocols for Metadata Harvesting (OAI-PMH) and the Dublin Core Metadata Standards at <http://dublincore.org>. To test drive an OAI-compliant search engine, see the OAIster (pronounced like 'oyster') at <http://www.oaister.org> **OAIster** is a project of the [University of Michigan Digital Library Production Service](http://www.umich.edu). goal is to create a collection of freely available, previously difficult-to-access, academically-oriented digital resources that are easily searchable by anyone.

**PRESENTATION BY ALLEN - MAHITI**

**PLONE:** [www.plone.org](http://www.plone.org)

Plone is multilayered, multilingual. For details check the website.

**PRESENTATION BY SUBBU SASTRY**

**SUBBUS's NEWS RACK** <http://floss.sarai.net/newsrack>

With support from Sarai's FLOSS independent fellowship Subbu started work on an automated news monitoring tool called News Rack. Newsclippings from a few newspapers providing RSS feeds) and categorize them. RSS stands for Real Simple Synchronization  
For more details contact subbu email id: [sastry@cs.wisc.edu](mailto:sastry@cs.wisc.edu)

## **PRESENTATION BY DINESH – PANTOTO**

[www.pantoto.org](http://www.pantoto.org)

### **SHARING AND REFLECTION ON THE VARIOUS DEMONSTRATION**

Plone, Newsrack, and Pantoto how can we use all this in an collaborative method. Is it OAI compliant.

Can Newsrack can be converted to OAI compliant.

No matter what software we use- how do we work together.

How do I decide which one to use?

Do we have the technical experts in our organizations to handle these softwares.

Is there a metadata on Content Management systems???

### **TECHNICAL FORMATS DISCUSSION**

Reducing the minimum number of fields. Which fields are essential

Other meta – information which are they? Can we provide list of these and how they are worked out

-To work on the format and agree on it

-To have technical format discussion in collaboration

### **SHARING OF WORK**

Repackaging of Information: E-Digest –Docsweb

-to make suggestions: not to duplicate

-work within the geographical boundaries

-building a database with all resources put together

-sorting out problems of working with organization with different classification system

-How do we understand technology: to have series of workshop . sharing of technical experts

- how to share to reduce backlogs/duplication

### **ISSUES OF POACHING**

-How do we use each other content?

-Distinction between primary and secondary information. Treat the two differently. Private and Public divide

-How will pay back?

What can the incentives be?

Whether you value your documents – free or value in terms of time

### **TIME BANKING**

Design a time sharing protocol among ourselves

Invite more people to join

To write proposal for this networking activity

### **CRISIS FACING DC's**

-because internet takes away the apparent significance of what the doc centres are doing

-need for more primary/macro information???

-Activists have become vernacularised – moved from field to support

-Users have become technical savvy

-Who are the users: large part of them is students and teachers. What kind of engagement we have with them

-Emergence of places like Sarai???

- Sense of worthlessness: not able to package our services
- Documentation work is not recognized .
- Lack professionalism: corporate culture to be incorporated to some extent
- Tensions of digitizing
- Capacity building lacking
- Most donor agencies want to see in terms of returns or products –more users
- Publications- target audience is small
- Not able to understand the needs of the users
- Collection of information is not more in terms of the present situation, issues, NGO's current programmes etc.
- Pattern of funding has changed has become more project oriented
- Not able to make websites more user driven??

#### **DAY 4: 13th Dec 2004**

MARJOLEIN's presentation : Interface between users and Organisation

Manjulika's presentation: Networking

#### I. What Institution functions can a DCC perform

- common formats
- technological development: pooling of experts
- capacity building
- lobbying and establishing common identity
- backup services (infrastructure)
- marketing

#### II. What are the NORM that DC can come together

- making secondary info available: sharing among organizations
- sharing of primary information
- transparency in areas of expertise
- monitoring issues of contribution (is there equal sharing)
- we must also have code of ethics
- contribute and benefit equally
- should have a management body-to monitor contribution
- possibility of bidding to choose a certain kind of work. Equitable give and take
- Poaching norms-different for primary and secondary data
- validation of data

#### III. Ideas of Collaborative Activities

- 
- sharing subscription – passwords for journals
- to start DC yahoo groups
- databases – making search facility available on other Dc websites
- monitoring & evaluation process of collaboration

#### **Resolution of the DCM 10**

##### **1.**

1. All the members of the DCC will have the DCC logo on their websites.
2. The members of the DCC members will be shared.

- 3.The method of monitoring and evaluation will be based on time banking.
- 4.Each member will determine the amount of sharing the finance for building the web platform of DCC.
- 5.The DCC will have a secretariat, which will comprise of 3 DCC members from a geographical area. All the decisions related to DCC will be taken by this secretariat.
- 6.Members can pool in suggestions on poaching policies, conflict resolution.





