From our President ....

Dear CARBICAns,

Indeed, 2013 is a busy year for archives in the Caribbean. In Jamaica and Guyana, projects are being developed at the National Archives mainly through funding for digitization.

In Barbados, an international conference was held. This conference was organised by ICA/SUV and hosted by the West Indies Federal Archives Centre (WI-FAC) with supported from CARBICA. The preconference training was also well attended, as you will read from the articles within this issue.

Our Facebook page, as well as our website reflects the vitality and diversity of Caribbean Archives. Do not forget to check them regularly and to submit contents!

CARBICA itself, as an organization dedicated to the promotion and development of archives in our region, has a very busy agenda too.

In Trinidad, the EC meeting mapped the activities of the Association for most of the next 2 years, including the MIGAN train-

Upcoming Events:

- The Section annual conference, which replaces the CITRA will take place in Rio de Janeiro. Jaime Antunes da Silva, director of the National Archives of Brasil, and president of ALA, has extended an invitation to CARBICA to take part in the program of that event, closer to our region than other ICA conferences.

- Oct. 22-25 Martinique: MIGAN training: Planning Digitization Projects. Workshops for managers and senior archivists, organized by the Archives départementales in cooperation with the French National Library (in English and French).

- Nov. 11-13 Surinam: MIGAN training: Producing digital images. Workshop for technicians, organized by the National Archives of Surinam (in English and Dutch).
The Banque numérique des patrimoines martiniquais

Martinique - by Dominique Taffin

The BNPM webportal gives access to a resource database and virtual exhibitions on the cultural heritage of Martinique. A new version of the BNPM, version 2.0, was launched in June 2013. Some new features of this version include:

- an improved ergonomy of the website makes it easier to search through the search engine, and use the selection filters
- a celebration of the famous Martinican poet Aime Cesaire where every month a new release reveals exceptional documents highlighting his literary and political work. You can now discover the manuscript of the Notebook of a Return to the Native Land (1939) or a copy of the seminal Discourse on Colonialism (1955), but also hidden archives from public and private collections kept at the Archives départementales of Martinique. Follow the link: http://www.patrimoines-martinique.org/?id=a_la_une.
- Coming soon will be English and Creole interfaces that will allow people around the Caribbean to browse the website and learn how to use it!
The West Indies Federal Archives Centre (WIFAC) of The University of the West Indies (UWI), Cave Hill Campus and the Centre of Archive and Information Studies (CAIS) of the University of Dundee conducted a joint training initiative in the form of a Pre-Conference Training Workshop from 23rd to 25th June, 2013. This initiative was funded by the International Council on Archives (ICA) through its International Fund for Archival Development (FIDA). The staff of the Centre of Archive and Information Studies (CAIS) took the lead in the training which was designed to introduce and explore key principles, procedures and practices in archival administration. Some of the themes covered in the workshop were, ‘Why we do what we do? Recordkeeping and theory’, ‘The lifecycle and records continuum’, ‘How we manage archives: Arrangement and description’ and ‘Outreach, ethics and communities’.

The training was made up of two components namely, a virtual component where participants worked in a virtual learning environment using the University of Dundee’s Blackboard software for a two-week period and the face-to-face component at the 3Ws Pavilion of The UWI, Cave Hill Campus. Participants for the Pre-Conference training came from a number of Caribbean Archives. Some of the territories included Dominica, Belize, Jamaica, Suriname, Trinidad & Tobago and Grenada. The participants actively participated in the sessions and displayed a great deal of enthusiasm and interest in the interactive format of the training. They worked well individually as well as in carrying out group work. The highlight of the training was the group presentations in which participants presented to the class and their tutors orally and with visual aids.

The UWI archivists conducted a Train the Trainers session in the final part of the workshop. This was designed to equip selected participants with basic knowledge required to disseminate the information acquired at the training to their counterparts on return to their respective Archives. One of the main objectives of the initiative was to ensure that those working in Caribbean Archives were exposed to formal training in the rudiments of archival practice. The ses-
The Pre-Conference Archives Workshop held by the West Indies Federal Archives Centre and the Centre for Archives and Information Studies (CAIS) University of Dundee at the Cave Hill Campus June 23rd to 25th June 2013 was quite a rewarding experience. We were exposed to two types of teaching methods, face-to-face and virtual mode.

The programme started officially with the virtual component, where the participants were called upon to do readings and converse on the various topics displayed via the virtual discussion board. These topics included Recordkeeping theory, the Life Cycle and the Continuum, Access to Archives, Ethics in Archives and Outreach to list a few. The readings were quite comprehensive and covered a number of areas within archival theory and practice.

The Pre-conference workshop helped in forging lasting links with individuals from throughout the Caribbean region. We were able to speak candidly and have discourse on the various archives in which we work. Topics of discussion ranged from services provided to lack of funding for our various archival institutions. The types of archives represented were national archives and university archives. The group work done during the workshop helped in solidifying lasting bonds with our counterparts. Participants hailed from Suriname, Barbados, Trinidad & Tobago, Dominica, Belize, Jamaica and Grenada.

This workshop gave us significant grounding in archival principles, reinforced some of the things we learnt on the job and gave us the necessary tools to implement and suggest certain changes in the efficient running of the archives in which we work. It also was a great interactive forum for learning about our Caribbean counterparts and how different cultures perceive archives within the region.

Special thanks must go to the facilitators of the workshop, Mrs. Patricia Whatley, Mrs. Sharon Alexander-Gooding, Mr. Alan Bell, Mrs. Cherri-Ann Beckles, and Ms. Caroline Browne for riveting tutelage. It was a good collaboration between archival entities to impart their knowledge and skills with participants. This training will only bode well for archives in the region as it fosters greater appreciation and understanding of the importance of recordkeeping.
Managing Archives in a Digital World
ICA/SUV Conference Barbados 2013

Barbados - by Sharon Alexander-Gooding

The West Indies Federal Archives Centre (WIFAC) of The University of the West Indies (UWI), Cave Hill Campus was privileged to host the first International Council on Archives’ Section on University & Research Institution Archives (ICA/SUV) Conference to be held in the Caribbean region. The Conference was part of scholarly activities inclusive of a joint pre-conference with the University of Dundee’s Centre for Archives and Information Studies (CAIS) which are taking place throughout the year in celebration of the 50th anniversary of The UWI, Cave Hill Campus (1963-2013).

The Conference itself took place from 26th to 29th June 2013 at the 3Ws Pavilion at the Campus. It covered the theme, The New Age Archivist: Managing Archives in a Digital World. The theme focused on the impact of new age technologies on recordkeeping and archives in principle and practice. The Welcome and Opening Remarks were given by Pro-Vice-Chancellor and Campus Principal, Professor Sir Hilary Beckles. The Keynote speakers included Dr. Kenneth Thibodeau (US) and Professor Luciana Duranti (Italy/Canada), two internationally recognised archival professionals who set the tone for high level discussions on the first two days. There were also notable Session Chairs including archivists Dr. Richard Szary (US), Dr. Norman Reid (Scotland), Dr. Shelly Sweeney and Mr. Bryan Corbett (Canada) and our Assistant Archivist of the UWI Archives, Dr. Stanley Griffin. Dr. William Maher Chair of the SUV gave an excellent wrap up at the concluding session which many alluded to as the third “key note” and The UWI University Archivist gave a sound send off in his vote of thanks.

Some of the main topics presented by recognised archivists included, Digital records in the cloud: Challenges to Authenticity, Policy and Law; Social Media and digital records; Trustworthy digital records; Visualising Archival Context as Networks; Documenting Student Life, Collecting the Records of Student Organizations: Outreach and Advocacy in the Digital Age; Managing Digital Multimedia Archives in a Manuscript Library; Enterprise Content Management and Digital Curation applications in Academic Institution; “The Door is open: Society and Archives finally meet in the Web”; “Administration Emails at US Public Universities: Prizes or Peril?” among many others. The following is a sample of the excellent presentations provided during the conference.

“Processing and describing archives in the digital era: challenges and opportunities for new age university archivists” by Geoffrey Yeo – UK, was a spirited discourse on the major processing challenges faced by archivists. He argued that traditional methods of description are unsuited to present day needs and considered four possible approaches namely, minimal processing; reuse of metadata supplied by creators; crowd sourcing of metadata; and automated capture of descriptive information using artificial intelligence giving particular attention to automated modes of capture and the potential for emerging tech-
nologies from semantic web development and other fields of computer science to enhance and support the processing of digital archives.

“Integrating Digital Forensics and Archival Science: Creating a Preservation Readiness Environment” by Adam Jansen – Canada spoke to the concept of network forensic readiness as a discipline that supports the efficient collection of digital records from network systems. He further discussed the application of archival diplomatics to digital records as a method to assess, document and maintain the authenticity of these digital records when removed from their original system and/or format and the integration of archival diplomatic’s concepts into network and systems design in order support the creation of records within a ‘preservation readiness’ environment.

“Standing on principle (or clouding our judgment) the enduring relevance of professional frameworks in a networked world” by Alan Bell – Scotland, suggested that whilst some record keepers are struggling to find a signal amongst the noise of digital data, existing professional frameworks are too inflexible and that maybe the idea of the ‘record’ could be outmoded. Thus, the relevance of record keeping in a networked, cloud-based, open-sourced, search-focused, collaborative web 2.0 world is questioned. Nevertheless, he argued that despite fundamental changes in the creation, consumption and exchange of information, the principles and practices of record keepers have enduring relevance and the conceptual foundation of the profession remains applicable, intact and crucially necessary to deal with issues of privacy, accountability, memory and community in the rapidly evolving digital paradigm.

A website was designed for the Conference which gave details on the programme content, accommodation arrangements, profiles of the speakers and more. This website will be kept live for the period of a year and abstracts to papers will be added. The URL for the Conference is www.icasuv2013.com. There was also a Twitter feed with the address @icasuv2013. A Social Media Booth was set up as part of the Conference to instantly capture images of activities and comments from participants. These digital interfaces will be archived in keeping with the theme of the Conference.

The ICA/SUV 2013 attracted 70 participants 60% of whom were from international as well as 40% regional archivists and information professionals. It brought together some of the best intellectuals and practitioners in the archives world from approximately thirty-five (35) countries. The ICA/SUV Section awarded 4 bursaries which allowed participation from a few members who may not have been able to afford to do so. Some highlights of the Conference were the Cultural Evening which showcased local culture in the form of folk and calypso dancers, stilt walkers and other Barbadian characters as well as a performance by a notable folk singer/calypsonian ‘the Mighty Gabby’ (Dr. Anthony Carter).
There was also a special formal dinner for participants at the local Brown Sugar restaurant and an island tour on the last day where participants were hosted by the Barbados Museum and Historical Society, visited the Chalky Mount local pottery village and sampled premium local rums at the Foursquare Rum Factory and Museum.

The Conference was deemed a success based on feedback received from participants. One participant wrote that “All sessions were highly stimulating and all resulted in substantive discussions”. Special mention was made of the conference’s timely content, the beautiful venue, the hospitality and many noted their “stayovers” to get to know the country better. We all look forward to the 2014 ICA SUV in Paris.

CARBICA travels to Barbados:
A Report on ICA/SUV 2013 by CARBICA Bursary Recipient

Bermuda / Belize - by Karla Hayward and Mary Alpuche

The ICA Section on University Archives held their annual conference at the Main Campus of the University of the West Indies at Cave Hill in Barbados from 26th to 29th June this year. We are pleased to report that CARBICA was well represented at the meeting, which brought together two archival associations in a spirit of collaboration & camaraderie. CARBICA members from Trinidad & Tobago, Martinique, Grenada, Bermuda, Jamaica, Surinam and Belize came together to listen and learn about the challenges of “Managing Archives in the Digital World.”

The meeting provided an opportunity for colleagues and friends from all parts of the world to assemble in a forum where acknowledged experts in the field of archival/digital theory & practice (Thibodeau, Duranti, Yeo among others) met with in-the-trenches archivists who, dare I say, are struggling with fast-paced technological change and the ever-present want of resources.

Attendee Mary Apulche, Assistant Archivist from
Mary, a new CARBICA member and archival neophyte, attended the information packed Pre-Conference Workshop where she was introduced to the fundamentals of record-keeping by Dundee University and West Indies Federation Archives Centre staff.

Acting as our own ‘Flying Reporter,’ Mary submitted the following enthusiastic report:

“Prior to the Sessional Programme, the University of Dundee Centre for Archive and Information Studies (CAIS), in collaboration with the West Indies Federal Archives Centre, held a Professional Training Workshop from the 23rd to 25th, June at the Cave Hill Campus of the University of the West Indies in Barbados. Participants were required to complete a reading list in advance of the Workshop to provide context for the onsite group discussions once we arrived in Barbados. Providing a wide-ranging introduction to archival administration, the Workshop covered seven areas of professional responsibility: appraisal and acquisition, arrangement and description, preservation management, reference and outreach.

Dundee University’s Centre for Archive & Information Studies staff (CAIS), headed by Director Ms. Patricia Whatley, were the presenters for the lectures over the next three days. Alan Bell, CAIS Programme Leader (Records Management) discussed the What, Why and How of Recordkeeping. Ms. Caroline Brown, CAIS Programme Leader (Archives) covered archives management from selection to description, using her own experiences as examples. Ms. Whatley encouraged participants to share ideas on pro-active outreach. She completed her session with a presentation on archival ethics followed by a stimulating group discussion on “what would you do if”?

Archivists Sharon Alexander-Gooding and Cherri-Ann Beckles both of the West Indies Federal Archives Centre not only hosted the Conference but also were significant contributors. Comment-
ing on the evolution of data protection, Ms. Beckles made a strong case for the necessity of implementing such legislation in the region. Both Ms. Beckles and Mrs. Alexander-Gooding wrapped up the Workshop with a discussion on the preservation and conservation requirements of records in tropical climates. Much laughter ensued from their recollections of disaster preparedness drills gone awry and the unfortunate occurrence of a termite infestation.

Working at Belize Archives and Records Service (BARS) has brought many challenges. My attendance at this Workshop has been beneficial as it has provided me with a well-rounded view of archives management and a better understanding of the theories and practices of the archival field. It has forced me to consider facets of records keeping I never thought to explore; answered many lingering questions I had relating to acquisition and appraisal; and provided new possibilities for outreach and publicity—all focus areas for the BARS new strategic plan. Since returning from Barbados, I have been able to review and enhance existing forms and policies, as well as commence the appraisal of records that were unsystematically acquired and never appraised.

I am exceedingly grateful to the CARBICA Executive Board for granting me the opportunity to attend this valuable workshop. Besides allowing me to enhance existing skills and gain new ones, it also introduced me to a large group of wonderful individuals. Everyone was open to sharing their experiences and forthcoming with ideas. I enjoyed hearing about the future projects of Surinam, the challenges being faced in Grenada, discussing the procedural similarities with Trinidad and Tobago and touring the Government Archives of Barbados. The experience has given me additional motivation to ensure that the Belize Archives steadily advances and is one that I will never forget.”

Summary of CARBICA Executive Council Meeting in Trinidad
on January 22, 2013

Grenada - by Cheryl Sylvester - CARBICA Secretary

1. Agenda

The agenda of our Executive dealt with:
- President’s and Secretary’s report on activity for 2012
- Treasurer’s Report for 2012 and approval by the EC
- Update of MIGAN activities
- 2013 Program of activities

2. Matters Arising

There was discussion on CARBICA’s constitution regarding the situation of retiring EC members before their term in office ends and decision to be made.

The EC discussed and approved the President’s report and the Treasurer’s report for 2012. The fall of incomes from the membership dues was stressed, and the EC decided to lead action to incite new members to join, as well as to remind institutional members to continue.

3. Decision on CARBICA’s constitution regarding the retirement of EC members before their term of office ends.

- After examining the issue from different perspectives, the Executive Council considered that EC members are elected “intuitu personae” rather than due to their appointment in their institution, skills and experience prevail over position. The retired members acting in the EC may keep their position until the end of his/her term, provided that they become “D” (individual) mem-
bers first. The non-EC members could also become "D" members when they retire from their institution, as the new cat. A member would be the acting director. However, this does not apply to the position of President or Vice-President, as our constitution says that it can be held by cat. A members only. In that case, resignation would be compulsory.

4. MIGAN activities

The following matters were discussed:
- The final draft of the MIGAN partnership memorandum of understanding was approved and each MIGAN partner would receive a copy of it to sign. He/she would then sensitize his ministry about the issues relating to the signing of such partnership. Then the President, Dominique Taffin, will write a letter to those ministers.
- The selection of the technical assistant will soon occur. The initial meeting would be organized in either St Martin or Martinique. Each member has to send to the President the detailed technical information concerning his/her department before 22 February 2013.

5. Training Initiatives

- The next training on Finding Aids was scheduled for 22nd of January in Trinidad
- The training dealing with Digitization/Imaging will be split, since it would be targeting different audiences:
  * the technical aspect would be organized in Trinidad. The Archives of Suriname already have a trainer. Rita Tjien Fooh would give the exact days at the end of the month
  * the section concerning the management of collections would be held in Martinique during the month of October
  * the photographer of the Archives of Martinique accepted the responsibility to provide this training. An English-speaking session could be held at the same time.
- Archives and Internet: this 3 days training would start in early 2014 and would help members get a better knowledge of Internet technology as it relates to Archives. This training could occur either in St Martin or in Guadeloupe, depending on the availability of the new archive building.

6. Training in Martinique and Trinidad

The training organized in Martinique and presented by Mr. Danis Habib at the end of November was a success. Seventeen attendees were expected for the English training session organized in Trinidad and Tobago from the 23rd to 25th of January 2013.

7. 2013 Program of activities

The EC discussed and approved the program for 2013, and started to plan activities for 2014, among which will have to be scheduled the General Assembly to hold in Martinique in Nov-Dec 2014.
MIGAN Project: forthcoming training sessions on digitization

Martinique - by Dominique Taffin

As digitization has become part of the life and activity of archival institutions, as it is a key issue for wider access to our historical collections, through websites and particularly our federating MIGAN website, the MIGAN steering committee found it important to organize two training sessions dedicated to that topic:

- one for managers to help them deal with digitization projects, including organizational and technical aspects, in English and French;
- one for technicians to produce digital images following good practices, in English and Dutch;
The first session will take place in Martinique and be organized by the Archives départementales in cooperation with the French National Library on Oct. 22-25.

The second will be hosted by the National Archives of Surinam on Nov. 11-13.

Programme for the Martinique session (both in French and English)

**Speakers:**
French : Dominique Maillet, Gerard Fidelin
English : Laurent Duplouy

**Context**
The training is part of the MIGAN project which aims to create a web portal providing standardized access to MIGAN partners’ collections. The project is based on the contribution of each partner, supplier of research tools and digital images.

At the end of the training, participants will be tested and awarded a certificate.

**Learning Objectives**
At the end of the training, participants should be able to:

- Identify the processes involved in the digitization of collections, from selection of documents to be digitized, to final use of digital images, and plan a digitization program;
- Implement a digitization project for a medium-sized fund;
- Evaluation of the funds or collection;
- Preparation of a project data sheet;
- Evaluation of the costs;
- Writing up the technical specifications as well as the recommendations for handling, scanning, recording and naming digital collections;
- Check the quality of the scan;
- Choose the image formats and characteristics best suited to the nature of the original and intended use.

**Presentation of content**
The session will combine theoretical sessions with practical exercises. It aims to strengthen the capacity to produce digital images and metadata for their online publication, especially on the MIGAN web-portal.

At the end of the training, participants will be provided with documents constituting a complete kit for a digitization project:

- Project Sheet;
- File for evaluation of the funds to be digitized;
- File for data collection for the fund to be digitized;
- Tables of technical recommendations for the production of digital images;
- Framework for terms of reference;
- Sample report for quality check.

They will also have a list of online resources available for professional documentation. The following points will be dealt with:

- basics on the digital image: vocabulary, formats, imaging processes and facilities most commonly
used for heritage scanning today;
• a digitization project involves a digitization plan: why do you want to scan, how to assess the means available for production and for maintaining the digital images, what are the priorities within the institution? How to set up a multi-year program as well as a general metadata scheme;
• launching of a digitization project: application of criteria for selection;
• technical assessment of the collection to scan: volume, material conditions, legal requirements and any restrictions, quality and granularity of existing descriptive metadata;
• preparation for scanning: conservation / conditioning operations;
• preparation for scanning: the specification of the production of images and of their metadata (selection of formats, recording media, determination of the metadata to be produced);
• monitoring the scanning process: organization of the production and control of quality;
• maintaining digital production: recording media, transfer and backup procedures;
• online publication of digital production (in the frame of MIGAN project).

This training is supported by the European Union, the International Council on Archives, the Bibliothèque nationale de France, the Direction of Cultural Affairs of Martinique and Guadeloupe, the General Councils of Martinique and Guadeloupe.

Language : English / French

Target audience: Directors, senior archivists, imaging lab managers of the partner institutions of the MIGAN project.

Pre-requisites for attendants:
• Basic knowledge of digital imaging
• Good proficiency in archives management

Programme for the Surinam session
Instructors:
Effendy Karto
Stuart Hofwijks

Context
The training ‘Technical requirements for a digitization project’ is part of the MIGAN project for a standardize image of the collections of the MIGAN partners.

Objectives
At the end of the workshop, attendants should be able to:
• Understand the terms that the technical quality of digitization must meet;
• Have better insight into the entire digitization workflow, and technical performance of different recording;
• Manage digitize archives in a sustainable and reliable way;
• Gain knowledge about hardware and software of digitizing.

Scope and content:
The explanation of the conditions which digitizing images for preservation should meet, like criteria of descriptions, technical, content, hardware, and software. As a result these guidelines will meet the international standards of preservation imaging.

The three-day workshop will cover:

Day 1: Preservation Imaging: Technical
• introduction;
• Type camera;
• Required software and settings (Imaging-, Quality Control Software);
• Recommended monitor settings;
• Recommendations device workspace;
• Knowledge scan operator and / or management;
• Quality preservation imaging.

Day 2: Preservation Imaging: content
• preparation digitization;
• file naming;
• recording method;
• control (control application);
• Output files (processing tiff format);
The National Archives of Curaçao has officially opened the exhibition “Libertat riba Papel” (“Freedom on Paper”) on August 6, 2013 with the original documents and photographs relating to the “Big Day” to commemorate the 150th anniversary of the abolition of slavery.

The exhibition covers the history of the slave trade of the West India Company (WIC), the transport of African slaves, life as a slave on Curaçao, Resistance and Rebellion, the preparation for the abolition, Emancipation and its effects until the arrival of the oil industry in Curaçao. The exhibition is interactive, you as a visitor are involved in the content, by means of the question-and-answer boards. The exhibition includes magnificent exhibition panels, original documents, photographs, paintings, artifacts and music. You will get a valuable exhibition brochure that serves as a guide.

The exhibition is very suitable for school classes. If you’re around; don’t miss it. You are welcome.
CARBICA Strives to:

(a) establish, maintain and strengthen relations between institutions and individuals concerned with the custody, organization and administration of archives in the Caribbean area;
b) foster co-operation between all institutions, professional bodies and persons who are concerned with the custody, the administration, the organization or the use of archives;
(c) promote all measures for the preservation of all material of documentary value and, to this end, to make practical recommendations to the authorities of Caribbean countries;
(d) study problems concerned with the conservation of archives in tropical countries;
(e) encourage the description of archival material and to facilitate the exchange of information relating to archives and to act in ways which make material in Caribbean archives more widely known;
(f) encourage in all countries in the Caribbean the establishment of archives and to promote the professional training of archivists in the Caribbean region;
(g) promote the more frequent use of archives and to encourage greater ease of access to archival material;
(h) periodically hold a Caribbean Archives Conference;
(i) contribute to a better mutual understanding among the peoples of the Caribbean;
(j) develop or recommend professional and institutional standards to improve the quality and consistency of Caribbean archives; and
(k) promote the implementation of records management programs regardless of media format in all Caribbean countries.

A partnership agreement to collect and preserve audiovisual archives

Martinique - by Dominique Taffin

The French National Institute for Audiovisual has launched a digitization campaign for all overseas TV broadcast stations. It will start in Martinique in September. On that occasion a partnership agreement is underway with the Archives départementales. The Shared Memory programme will be a joint initiative to collect amateur films and will seek to digitize and make a selection of them accessible through the Archives départementales on the INA website in the soonest possible time. The Archives of Martinique and INA already call any individual or business corporate body to share their audiovisual records and thus create a public memory of moving images. The first 200 items will be digitized for free!

The official launching of the project took place in Martinique on June, 27th, coinciding with the hundredth anniversary of Aimé Césaire’s birth. The audience could enjoy then a selection of old TV programmes, featuring interviews of Césaire.

Nolda Römer-Kenepa, ex-president of CARBICA, is appointed as the Second Acting Governor of Curaçao.