

Continual Improvement Program # 011/2019

A. Title of the Program

The enhancement of the management of digital still image collection of Biblioteca Mundial de la Paz (BMDLP).

B. Statement of the Problem / Current Situation

Photographs are records generate by an organisation in the course of conducting its business. In them are stored valuable corporate memories of the organisation. In the case of BMDLP, these photographs are in the form of hardcopies and digital still images, which are stored in servers, personal computers or stacked up in the many store rooms that BMDLP has. Some of these photographs have some forms of metadata and descriptions, while most of them are not. The only to search and retrieve these photographs is by browsing through the file directories in the servers or by asking around who has what and what records are stored where. There is no system put in place to properly manage the photographs from their creation until their disposition or disposal. Each process owner manages his or her own collection, official or non-official, his or her own way. There is no clear line of responsibilities of who does what from the point of capture until disposal. As such, varied standards and practices are followed.

C. Objectives of the Program

1. To establish and make effective an online system to manage the processing, storage and retrieval of official digital still image collection
2. To have all current and retrospective official photographs recorded in an online system.
3. To have all official digital still images easily accessible online

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D. Potential Root Causes

People	Process	Equipment	Environment	Materials	Management
1. Lack of designated photographer. 2. Insufficiently trained photographer. 3. Lack of designated personnel to manage the photograph collection.	1. Inconsistent application of metadata, captions / descriptions. 2. No standard pertaining to the format, resolution and file sizes	1. Insufficient dedicated storage / database. 2. Lack of online retrievable system. 3. No dedicated scanner for scanning hardcopy photographs. 4. No dedicated photo editing workstation.	1. No dedicated photo editing room / place / laboratory.	1. No licensed photo editing software.	1. No policy, procedures and guidelines on the handling of photo collection. 2. No defined workflow and clear line of responsibilities. 3. Lack of awareness on the importance of photographs as crucial corporate memory or records. 4. The presence of non digital photographs and varied standard of the current digital photographs.

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E. Proposed Solutions

Weaknesses	Proposed Solutions
1. Lack of designated photographer.	a) Appoint at least 2 photographers for Central Records Repository (CRR), 5 for headquarters (HQ) and 3 for Biblioteca del Norte. b) The appointed staff shall be trained. c) Photo taking shall be part of their job descriptions, which shall be assessed accordingly.
2. Insufficiently trained photographer.	As in 1 b).
3. Lack of designated personnel to manage the photograph collection.	As in 12 a), 12 b) and 12 c).
4. Inconsistent application of metadata, captions / descriptions.	As in 12 b) and 12 c).
5. No standard pertaining to the format, resolution and file sizes.	To establish and make effective specifications relating to the format, file size and resolution for online retrieval and preservation
6. Insufficient dedicated storage / database.	a) To store preservation copies in offline media such as Digital Video Discs (DVDs) and Blue-Ray Discs (BDs). b) To store online retrievable copies in the servers. c) To develop and make effective strategic plans for the expansion of storage, enhancement of retrieval system and migration of technology.
7. Lack of online access to the photograph collection by the staff.	To utilise Archives and Records Management System or for online access to the collection.

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8. No dedicated scanner for scanning hardcopy photos.	To acquire scanners for dedicated scanning of hardcopy photos.
9. No dedicated photo editing room / place / laboratory.	To set up dedicated laboratories equipped with suitable equipment, hardware, software and other fittings at CRR, HQ and Biblioteca del Norte. These laboratories shall only be used by authorised personnel only.
10. No dedicated photo editing workstation.	As in 9 a)
11. No licensed photo editing software	As in 9 a)
12. No policy, procedures and guidelines on the handling of photograph collection	a) To update and make effective the current records management policy to include the handling of photograph collection. b) To establish and make effective work procedures, specifications and guidelines pertaining to the handling of photograph collection. c) To formalised work procedures, specifications and guidelines pertaining to the handling of photograph collection in the quality management system.
13. No defined workflow and clear line of responsibilities.	As in 12 a), 12 b) and 12 c).
14. Lack of awareness on the importance of photographs as crucial corporate memory or records.	To do more awareness programs on records management to the staff.
	To set up and commission a project team to do the following

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15. The presence of non digital photographs and varied standard of the current digital photographs.	a) Identifying all current photographs b) Collecting hardcopies c) Preparing inventory d) Selection e) Digitising of hardcopies f) Preparing metadata, captions and descriptions g) Storing
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F. Action Plans and Gantt Chart

Immediate and Short Term Action Plans		Responsibilities	Jan '14	Feb '14	Mar '14	Apr '14	May '14	Jun '14	Jul '14	Aug '14	Sep '14	Oct '14	Nov '14	Dec '14
1	Identify, appoint and train at least 2 photographers for CRR, 5 for HQ and 3 for Biblioteca del Norte	All Sections												
2	Establish and make effective specifications relating to the format, file size and resolution for online retrieval and preservation.	RM Section and ICT Section												
3	a) Store preservation copies in offline media such as DVDs and BDs. b) Store online retrievable copies in the servers	RM Section and ICT Section												
4	Develop and make effective strategic plans for the expansion of storage, enhancement of retrieval system and migration of technology.	ICT Section and RM Section												
5	To utilise Archives and Records Management System for online access to the collection.	RM Section												
6	To acquire scanners for dedicated scanning of hardcopy photos.	ICT Section												
7	To set up dedicated laboratories equipped with suitable equipment, hardware, software and other fittings at CRR, HQ and Biblioteca del Norte. These laboratories shall only be used by authorised personnel only.	CM Section and ICT Section												
8	a) To update and make effective the current records management policy to include the handling of photograph collection. b) To establish and make effective work procedures, specifications and guidelines pertaining to the handling of photograph collection.	RM Section												
	c) To formalised work procedures, specifications and guidelines pertaining to the handling of photograph collection in the quality management system.	RM Section												
9	To set up and commission a project team to do the following: a) Identifying all current photographs b) Collecting hard copies c) Preparing inventory d) Selection e) Digitising of hardcopies f) Preparing metadata, captions and descriptions g) Storing	RM Section and Biblioteca del Norte												
		Legend:		Implementation				ICT	Information and Communications Technology					
			RM	Records Management				CM	Corporate Management					

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G. The Continual Improvement Team

Secretariat	1. Gaius Octavius 2. Augustus Germanicus
Members	1. Elizabeth Bathory 2. Ukai Langkau Arau 3. Indera Sri Mayalam 4. Gemu Fa Mi Re 5. Flores Maumere

H. Approval

Signature

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Signature

Constantius Ecclesiasticus

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Name

Chief Librarian

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Designation

01 June 2019

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Date

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