

Significance, content and design of website dedicated to archive

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The subject will develop the importance of IT evolution in Kosovo, the importance of internet and its use, also possibilities which it offer such as information, communication and cooperation in different fields with all the world. The subject present priority of internet using too, and considering all this priorities offer to us through Web site, than will explication the structure, content, design, services and links of web site dedicated to archive.

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L'articolo sviluppa l'importanza dell'evoluzione dell'IT in Kosovo, l'importanza di internet ed il suo utilizzo, ed anche le possibilità che offre quali informazione, comunicazione e cooperazione in differenti campi. L'articolo presenta inoltre la priorità dell'utilizzo di internet, considerando le priorità che ci offre attraverso i siti web, e ne spiega l'evoluzione della struttura, il contenuto, il design e link di siti web dedicati agli archivi.

QOVANAJ, Habibe, Pomen, vsebina in namen spletnih arhivskih strani. Atlanti, Zv. 20, Trst 2010, str. 401-407.

Autor v pričujoči razpravi govori o pomembnosti spletnih strani, ki so namenjene arhivom, prav tako pa tudi o razvoju interneta, o njegovi uporabi na Kosovu, saj je internet pomemben za izmenjavo informacij, za sodelovanje med ustanovami in za komunikacijo med njimi. Pri tem poudarja pomembnost interneta in spletnih strani, ki bodo prav gotovo spremenile strukturo, vsebino, namen in administracijo arhivskih služb in vsebin na arhivskih spletnih straneh.

The topic presented below requires a lot of study and knowledge in the field of information technology. Therefore, the topic is developed based on two viewpoints: from researchers (users or the public) viewpoint, which explores an archive website for a purpose and from archivist viewpoint. Firstly, to talk on the archive website and its use to a great extent, there is a need to provide general knowledge about internet and website.

What is Internet?

We all know that the Internet enables us to be informed, communicate and cooperate in various fields around the world. Nowadays the importance of the Internet is huge and more than necessary in order to have information, communication and cooperation in a satisfactory level, as at the same time it has a significant impact on reducing operating costs and travel.

The Internet is the main method for the publicity of an Institution. The purpose of advertising is to attract the attention of public. Before the advent of the Internet, geographical distance was a factor that played a crucial role in strategy and advertising costs. Today, the use of the Internet effectively removes the effect of geographic distance. Although the Internet has been in use for several years, real access, ease of use and its popularity is increasing very quickly.

The main advantages of using the internet are:

- World access
- Opportunity for unlimited information with minimum cost
- Opportunity for immediate response
- Research services, etc.

The Internet enables us all these advantages through websites.

World Wide Web is a strategic tool for the dissemination of information. So, the website is a powerful service that is offered through the Internet, that sometimes is mixed up mistakenly with the Internet itself, but all this is due to huge popularity of World Wide Web (world-wide network), so, the Web is only one of technologies or services offered by the Internet.

Website offers:

- Various business actions;
- Finding the different information in different areas;
- Exchange of views between colleagues;
- Transfer of different programs;
- Electronic calls, etc..

Designing of website

During the design phase it is very important to set goals of the web page in order to clarify the objectives that we want to achieve with the web site design, also we must be able to define the spectrum of issues that we wish to cover in it. Accurate description of the issue and determination of the objectives of the site are often the key to success in planning and designing process. At this stage you should define some concepts of design, which are typical for the design of common websites such as:

- Planning the Web site;
- Aim;
- Target audience;
- Content;
- Planning of the documentation;

Specifically, one must be extra careful in designing the website of archive, because its nature and content of the archive are quite sensitive issues.

Website dedicated to Archive

Website dedicated to Archive should be professional, advanced in terms of technology, easy to navigate, as well as accessible for a wide number of users. The large number of archives and variety from over the world make it almost impossible to write about them in detail and comprehensive manner. Special attention should be given to the message that is sent to archivist by archivist and the user of archive material through the website. There can be defined several types of messages, which provide more information about this.

The following types of information should be included in Archives website.

- A general description of the content of archive
- Opening hours
- Dates (days) of closing - Vacation Days
- Details of how to get to the archive by public transport and by car
- Map of location
- Access requirements needed to use the archive, such as proof of identity, letters of recommendation, or an appointments system
- Links to the other archives that may be in the interest of users
- About the archive and its services
- Planning a visit: attractive combinations of images from the outside of the archive, the search room and repository
- List of publications: titles, costs, reviews, and how to order
- Mission statement
- Conservation services: shown with photos of work in progress

SUMMARY

The work explains such a sensitive topic such as a website dedicated to archive. Definitely to discuss about this topic there is a need for a detailed knowledge of two fields which explain the topic in question. This topic is explained through two viewpoints by the archivist and the user of the archives, and it is clearly known that these two aspects differ greatly from each other, because while the archivist wants as much information to present to the website, researcher seeks specific information. A good website planning, a clear definition of its purpose about the target the website has in order to facilitate the work of the archivist. The subject talks about priorities for the use of the Internet, also it presents the services offered through the website, as well as in short points it talks about website design. A special attention is given to information that a website dedicated to an archive must have, and then it explains the 10 basic principles for a quality website. And finally the paper provides information (data) of each link, which contains a website dedicated to archive, and in particular there are given information on what information is required to be given for each of them. Based on basic research criteria, the author concludes that it is possible to compare the typical structure of the archival website and this structure can be used as a template to create websites dedicated to any archive.

- Search room regulations
- News: New research on the records, new staff, new projects, photos of events
- Events: conferences, workshops, training, exhibitions, etc.
- he recommended accommodation in the vicinity
- History of archive: illustrations preferred
- Laws and regulations

There will be no possibility to connect to all the pages from the site entry page, so it is necessary to establish separate sections or pages that contain links pointing to information.

It is necessary to have connections with other archives, especially with the archives of the region, but it is preferable to be a very long list of links.

While in terms of structure there are two main types of website, it is hierarchical and linear. But usually hierarchical type is more used and the archives typically use this type of structure.

Although the structure, content and design of pages differ, however, we face often in their common characteristics, e.g. hierarchical structure of connections of the website of Kosovo Archive, Macedonia and Albania. Almost the same information is given to all archives.

Each archive in particular on its website contains information on the website main menu. In many cases these separate menu offers some more and some less of comprehensive information archive for his property, reference services, search tools, special projects and other useful information.

In order to have a website dedicated for archive to be of a good quality it must follow the 10 quality principles, such as:

1. Transparent - a quality website should be transparent, clearly stating the identity and purpose of the website.
2. Effective - to create an effective website for its users, the content should be valid, correct and well presented.
3. Maintained, it must implement quality of service of policy guidelines to ensure that the website is maintained and updated at appropriate level.
4. Accessible, a qualitative Website must be accessible to all users, irrespective of the technology they use or their disabilities, including navigation, content and interactive elements.
5. User- centered, a quality website should be user centered, taking into account the needs of users ensuring relevance and ease of use through responding to evaluation and feedback
6. Responsive - must be responsive by enabling users to contact the website and receive an appropriate reply. Where appropriate, encourage questions, information sharing and discussions with and between users.
7. Multi-lingual - a quality website must be more aware of the importance of being multi-language website, proving access to more than more language. Multi-lingual should be designed in the first phase of website design.
8. Interoperable - must be engaged to interact within cultural networks to enable users to easily locate the content and services that meet their needs.

9. Managed - A quality website must be managed in order to respect legal issues such as intellectual property rights (IPR) and privacy and clearly state the terms and conditions on which the website and its contents may be used. This principle focuses on ethical and legal aspects of preparing website.
10. Preserved - A quality website must adopt strategies, standards and ensure that its website and its content can be preserved for a long-term. An underlying reality and risk factors for all Websites, cultural and otherwise is the rapid evolution of technologies. This has the consequence that Websites created today are likely to be inaccessible in the longer-term in the future. This makes a long-term preservation strategy a crucial condition for every website a key indicator of quality.

Website dedicated to archive must contain the following menu:

1. Archive
2. Archival material
3. Services
4. Research tools
5. Actuality
6. Archive activity
7. Legislation
8. Cooperation

Home page of Archive

Home page is an entry to website. It must be attractive, clear, easily used and not in disarray. It is necessary to say a few words of what archive is and what information have and are offered in website.

Essential information which must be covered in Home page are the following:

- The name of the archive
- Its logo (or images from archive)
- A short description about the archive
- Address (including the country)
- Telephone number (with international dialing code)
- Fax number
- Contact email address
- Links to other parts of the site

Archive

It is quite interesting that rarely you can find general information about archival material, such as their deadlines or information on the length of archival material (in linear meters). Once there is much interest for access to archival material from a distance, then the question arises in a near future that is archival websites will present virtual archival material, and thus becoming more important than the dusty archives?

This menu would be more appropriate to be organized with some other submenu that would present the meaning of archive in general, etc.

History of Archive

- A brief history of Central and Regional Archive since its establishment until today (present photo images if possible).

Organizational Structure of Archive

- Organizational Structure (Organogram) of central and regional archives, starting with the division of departments within the archive, where information will be provided about what services are performed in each department.

The mission of Archives

- In short words, the mission of Archives is to preserve and maintain the national heritage, continuous enrichment of this heritage, the processing and creation of archival resources and scientific research, and to provide this heritage to the public service as well.

Director

- It should be given a short biography of director, information of his contact (phone number, e-mail address)
- Staff in Archive - Information on how many employees work in archives, their duties, professional title, professional skills, etc.

Contacts

- Information about possible contacts with leaders of relevant departments and employees in general.

Address

- Here you will be given the exact address and location of the archive mentioning where it is precisely located, and it would be certainly welcomed the presentation of the city map and information about the access to the archive by urban transport and by car.
- Information about recommended accommodation in the vicinity.

Archival material

This menu will contain a description of all archival material that has an archive. Usually this menu contains a brief description of the major groups of funds, of general themes or subject that are provided for use, e.g. for any fund or specific folder it will be given a short content in order that the researcher to be informed in advance if that fund will be useful to him, but in specific cases it will be restrictions on the funds or folder when there is a violation of privacy of a person. Many archives provide limited information, but there are times when we encounter the most advanced Websites that offer great opportunities for its use.

Services

Usually this menu is found in all Websites of archives and it provides information about conditions of access to the archive.

- Information about services provided by the archive, starting from providing documents for research, room users, supporting tools, etc..
- Required input needed to exploit archives, such as proof of identity, a reference letter, or any system for appointing of a meeting.

Research tools

In some archives you can find on-line aids, which is the most convenient for researchers and enables users to use the content (archival funds) from at home.

Some Archives through the website offers some opportunity for research in specific funds and in some cases on files as well.

It is desirable to have the following projects on line:

- Inventories
- Guide
- List of annual publications: the titles, prices, statements, and how do orders for the publication

Actuality

This new menu contains the most recent activities of Archive and events that will happen in a near future.

- Events e.g. projects, exhibitions, training (training courses, seminars, etc.)
- Updates (news): New research in documents, new staff, new projects, photos of events from conferences, working groups, etc...

Archive activity

This is of particular importance to present in short points all archival activity, beginning with the accession process to the case of storage and placing it in storage.

- Receiving and filing of documents.
- Spill of documents (from the accepted documents).
- Preparation of documents.
- Assessment of documents.
- The use of the archives where the data are given for each year that concluded how many people have used archival services. E.g. how many scholars, how many time the reading room was visited, how many of them are realized, and how many of them are not realized), how many photocopies, how many scans and microfilming.
- Protection - Here you can find explanations for the conditions of storage of documents, thus starting the deployment in warehouses (including temperature and humidity in which the documents are kept);
- Description of the restoration process, microfilming, digitalization, which are the preservation of documents, processes, and it must be clearly stated that there are cases where the original document is not for use in order not to be damaged.

Legislation

All the legislative documents are presented in this menu since the establishment of Archive, including laws, regulations, administrative guidelines, in particular international standards of archive.

Also, a special importance should be given to the archivist Code of Ethics which includes bringing top-level archive, notification of personnel with professional archivist rules, their professional responsibilities and to provide ethical behavior framework to professional staff.

Cooperation

This menu is quite interesting and attractive for all users of archives. All cooperative agreement of archive with other archives and other local or international institutions are presented here. A special space is dedicated to new opportunities for cooperation on being open and cooperative with all interested institutions to cooperate in any way or forms, which would be useful and lucrative for both sides. Taking into account the basic criteria of the research it is more than possible to compare the typical structural archival website. This structure can be used as a template to create a website dedicated to archive.

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