

Digitalizing the publication of the Department of Cultural Affairs, Northern Province

Project Title	Digitalizing the publication of the Department of Cultural Affairs, Northern Province
Project Number	
Project Place	Northern Province, Sri Lanka
Project Duration	One Year (initially one year)
Executing Organization	Noolaham Foundation
Funding Organization	
Key Partners	Department of Cultural Affairs, Northern Province
Project Budget	LKR 5,018,906

Introduction

The Northern Province, the Department of Cultural Affairs, and the Noolaham Foundation collaborate to digitize and preserve the Department of Cultural Affairs publication. One crucial step in preserving the cultural heritage of Northern Province will be represented by this project. The project will be a part of an effort to document a significant amount of works that are concerned with the northern province's culture and traditions. There is no denying that the Department of Cultural Affairs is one of the key players and that it has a sizable number of books and publications in the area of culture and tradition. .

The 34 divisional secretariat of Northern Province have five years of publications which need to be digitized. Besides that publication, there are several other books, documents, and literary works relating to the culture that need to be digitized. Through this effort, the materials also will be digitally preserved.

The initiative will last a year and will try to digitize as many papers as possible relating to the Tamil culture of the northern province, which are mostly issued by the Department of Cultural Affairs. The Department will fund the project, and the Noolaham Foundation will oversee its overall management. The project enables free access to anyone who genuinely wishes to learn about Tamil culture and appreciate the authors, artists, and poets who put their labor into publications and books.

After the project's completion, the Noolaham Foundation will continue to digitize future publications from the Department of Cultural Affairs.

Background

Culture is the manifestation of arts, norms and ideas of a community. A community's culture has long-standing social customs that influence daily life for each member. Therefore, it is crucial to comprehend the significant cultural influences on a person's life. One of the finest methods for establishing standards of behavior among people and maintaining social harmony is through culture and norms. The stories, dramas, and literature of the community are invaluable assets to its people. They communicate the people's history and traditions while also fostering communal cohesion.

Cultural practices and traditions are rapidly vanishing from society in the modern era. People today lose sight of their origins and let technology and lifestyle dictate how they live. Many of the community's traditional forms of entertainment have been supplanted by technology. For instance, movies have taken the role of conventional theater plays. Writers, poets, and artists are leaving their fields to pursue careers where they can live in the modern world. Because an artist's greatest source of satisfaction is being recognized for their work. As a result, it's critical to honor them and their contributions. It is one of the best ways to keep the society's arts and customs alive.

This project is going one step ahead and digitizing the publications of the Department of Cultural Affairs, Northern Province. It is among the best ways to keep our roots alive and teach the next generation about the culture. The digitized resources will be available on the internet indefinitely and for free. Therefore, anyone could access them and benefited from them.

The project duration will be one year. The Noolaham Foundation will be in charge of overall project administration, and the Department of Cultural Affairs will provide financial support for this project.

Department of Cultural Affairs, Northern Province

The Ministry of Education, Cultural Affairs, Sports, and Youth Affairs oversees the Department of Cultural Affairs. The Department of Cultural Affairs, Northern Province is one of the most important institutions which is trying its best to protect the cultural heritage of the Tamil Community. The primary mission of the Department is to conserve and improve traditional arts and culture. At the same time, it promotes research, innovative ideas, and the recognition of great individuals in this sector.

As a government entity, the Department is undertaking a number of projects to conserve the northern province's heritage of culture. At the sametime, It serves as a focal point for documenting and publishing ministry-related events and literature works. All the works and publications which are done by the Department need to be preserved. One method of preserving them is to digitize the department's publications.

Northern Province and Tamil Community

The northern and eastern regions of the country are the homeland for Sri Lankan Tamils. As a Tamil community, both regions Tamils have their own culture and tradition. It is critical to maintain them and pass them on to future generations. Sociocultural behaviors, traditions, and customs of the Northern Tamil community stand out in many ways. Some of the attributes of culture are disappearing from the community. As a result, we have a huge obligation to maintain them and protect them from any occurrence that might eliminate Tamil society's cultural legacy and traditional values. By preserving them and allowing Tamils and other people to recognize the richness of Tamil culture. It is also to note that the uniqueness of each culture and traditions have space to share and enjoy by all others.

Noolaham Foundation

Noolaham Foundation is a non-profit, charitable organization (GA 2390) founded to provide enhanced access to information sources and foster knowledge-based development in Sri Lanka. It maintains an online digital library, facilitates information preservation programmes, provides financial assistance and technical guidance for digitization initiatives, and actively participates in awareness-raising campaigns. It also co-ordinates a range of fund-raising activities and collaborates with other organizations and individuals. The free Internet library [www.noolaham.org] and Archive [www.aavanaham.org] maintained by the Foundation serves as a learning center incorporating local knowledge and enabling social interaction with a view to achieving constructive social outcomes. It functions as a repository for various institutions, and fulfills the information needs of students, researchers, historians, activists and the public. Volunteers of Noolaham Foundation engage with Noolaham Activities globally and establish Noolaham chapters in their respective countries to achieve the mission of the Foundation.

To preserve and digitize their works and publications, Noolaham is working with the Department of Cultural Affairs through this project. Noolaham will be in charge of digitizing and archiving the process. The project will be beneficial to the whole Tamil population because it will help them cherish their culture and traditional roots.

Objectives

The project aims to digitize the publications of the Department of Cultural Affairs, Northern Province, in order to preserve the cultural heritage of the Tamil population in Sri Lanka. The project has two primary objectives. They are;

- To preserve and archive the Department of Cultural Affairs publications by digitizing them.
- To create a digital archive with unrestricted access with the help of the Department of Cultural Affairs .

- To recognize undiscovered talented persons and personalities in the fields of culture and literature.

Activities

1. Form an Advisory Committee

The first phase of the project is to form an advisory committee. The advisory group will be made up of intellectuals, subject matter experts, and librarians who will direct and facilitate the overall endeavor. The Noolaham Foundation and the Department of Cultural Affairs will recommend specialists to join the committee.

In the initial stage of the project, there will be a series of meetings for advisory committee members to discuss the project and how to move it forward in detail. Following that, there will be a meeting every two months where the committee will discuss the shortcomings and strategies to overcome them. .

2. Identify the collection and publication of Department of Cultural Affairs

The Department of Cultural Affairs has been publishing books and magazines for a long time. At the same time, the department is continuously working with local community writers, poets, and artists to preserve the cultural written history and literature of the Tamil community. The Department has plenty of books that are not digitized. Therefore, the second activity of the project is to find the collections and publications that are not digitized. The field researcher will be in charge of identifying the publications and books and bringing them for the digitization process. He or she will create a comprehensive list of all publications and books. The catalog will serve as an outline for identifying the collection and tracing missing materials. To achieve the aim, the field researcher will collaborate closely with the Department and Noolaham.

Other than that field researcher is responsible for identifying unrecognized individuals and experts in the sphere of culture and tradition. Documenting those persons and their talents would help to enrich Tamil culture.

- The expected number of publications in a month: 96 publications/books
- The expected number of publications in a year: 1152 publications/books

3. Digitizing and Archiving the publication

Noolaham Digital Preservation Unit will be responsible for the digitization process. The publications and collections will be digitized with best quality and will be uploaded at the Noolaham Foundation website. Noolaham foundation will ensure the quality of the work.

- The expected number of publications digitized in a month: 14,400 pages
- The expected number of publications digitized in a year: 172,800 pages

4. Create Portal for the publication of Department of Cultural Affairs

A portal for Department of Cultural Affairs books and publications will be created by the Noolaham Foundation. The Department's website will provide a link to the portal. The public will be able to access the materials and publications for free through the portal.

Time Frame - first phase (one year)

Activitties	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12
1. Form an Advisory Committee												
2. Identify the collection and publications												
3. Collect and digitizing the publications and books												
4. Create portal at Noolaham Foundation website												

Overall Target of the project

No	Components of the Documentation Source	Target (Quantitative)
01	Books/Magazines/Publications	1152
02	Organizations	60
03	Photographs	100
04	Oral History	60
05	Personalities (writer, artist, poet)	60
06	Short Documents(Pamphlets, Leaflets)	200

Outcomes of the project (Expected)

- The project will digitize entire publications, books, and other sources of materials from the Department of Cultural Affairs.
- This initiative ensures the long-term preservation of Northern Tamils' cultural and intellectual resources. By making certain that we could pass on our precious knowledge and expertise to the next generation.
- The project will seek for local writers, artists, and cultural experts who are underutilized in the public eye. Identification and reformation of such persons would strengthen Tamil culture and customs.
- The project's deliverables will include a catalog of the Department of Cultural Affairs' publications. It will provide the seeker with extremely thorough information.
- The project's implementation will benefit sociocultural researchers by improving their research. While doing study on Northern Province society and culture, the sociologists and anthropologists will supplement their findings with publications and resources.
- The endeavor will improve students' e-learning. Students are more likely to learn via the internet in this modern age. These materials will be used to boost the knowledge of students studying social sciences and arts-related courses.

Project Management

The Noolaham Foundation will be incharge of the overall project management. As a project administrative body it will recruit staff for the project. There will be one field researcher, two digital preservation officers, and a digital library officer. Staff administration and reporting will be handled by the Noolaham Foundation. Noolaham Foundation will report to the Department of Cultural Affairs about the progress of the project once every three months.

Budget

	Details of Expenditure	Unit cost	Unit	Quantity	Total	Noolaham Foundation Contribution	Donor Contribution
	Human Resource				2,469,816	300,216	2,169,600
	Field Research cum Metadata Officer	59,000	Staff	12	708,000		708,000
	Digital Library Officer - Quality Assurance	41,300	Staff	12	495,600		495,600
	Digital Preservation Officer 2 Numbers	34,250	Staff	24	822,000		822,000
	Programme Manager 10%	8,588	Staff	12	103,056	103,056	
	Digital Library and preservation Manager 10%	5,948	Staff	12	71,376	71,376	
	Technology staff 10%	6,188	Staff	12	74,256	74,256	
	Finance and admin 5%	4,294	Staff	12	51,528	51,528	
	Travel and Transport	12,000	Staff	12	144,000		144,000
	Equipments				2,011,350	140,000	1,871,350
	A4 Scanner	255,600	Nos	1	255,600		255,600
	Camera	279,900	Nos	1	279,900		279,900
	Hard disk	45,450	Nos	3	136,350		136,350
	Computer	280,000	Nos	4	1,120,000		1,120,000
	Try board	17,500	Nos	1	17,500		17,500
	Battery	12,000	Nos	2	24,000		24,000
	Memory card	15,000	Nos	1	15,000		15,000
	Recorder	23,000	Nos	1	23,000		23,000
	Furniture	35,000	Nos	4	140,000	140,000	
	Sub Total				4,481,166	440,216	4,040,950
	12% Admin Cost				537,740		537,740
	Grant Total				5,018,906	440,216	4,578,690

Risk and Mitigation

1. The risk related to the economic crisis, Sri Lanka is in the grip of a severe economic crisis. There is a high probability that it will have an impact on the project's development. To reduce the risk, the project will allocate the money for field researcher transportation. Transport allowance will reduce the risk of lack in the project development.
2. Project-related risk that is being specifically targeted: Noolaham Foundation will choose a project team and professional field researcher that can complete the project on time. In addition, Noolaham Foundation will offer training and facilitation programs to lower risk and make every effort to meet the deadline. The advisory committee will also provide assistance to the project, which will reduce project-target-related risks.