

## **DATAD REPORT FROM THE BALME LIBRARY, UNIVERSITY OF GHANA**

The Balme Library of the University of Ghana accepted to participate in the DATAD project on 3<sup>rd</sup>, July 2000. It was not until somewhere in late October 2001 that the hardware and software for the project was installed. From that time until the end of that year was used to train staff who would work on the project.

The Balme Library currently has about 2,810 theses. Out of this number there are about 1,081, which were produced using the manual typewriter. These groups of theses pose certain problems, which will be discussed later in this report.

Data entry of the records has not been smooth at the Balme Library. However, in spite of the problems we have indexed 200 records as the time of sending the report. The University of Ghana has done a few things to smoothen the implementation of the project.

- In the first place, the institution willingly accepted to participate in the project.
- Secondly, an air-conditioned room with a Local Area Network (LAN) was provided with the necessary equipment.
- The institution also provided quality staff, both technical and professional, for the implementation of the project. Staff on the project had to take time

(institution's time) to enter data. The institution above all provided the theses.

The Balme Library has cataloguing software called Bibliofile on which a template has been created for theses of the institution. When data is entered on this template for theses it helps the project, this is so because it is the same data including keywords and classification, which is entered into the database. This software serves as a reference tool for original cataloguing. With this tool one spends less time to classify and index the thesis.

At the end of last year, there was a problem with the aforementioned software. This slowed down the work in the Cataloguing Department. In a way it affected the project too because classification numbers for the theses had to be derived manually. Fortunately this problem was resolved in May this year. It is hoped that work on the project would increase tremendously.

The first challenge is with the thesis on carbon. The problem with this is that the Omni pro scanner cannot recognize the characters and therefore cannot scan. The solution to this problem would be to type the abstracts directly in the space provided in the record.

The second challenge is with theses, which have no abstracts. The solution here would be to engage experts in the subject area to write the abstracts. Again these abstracts would have to be typed directly.

The third challenge is with the scanning. Sometimes the end product after scanning becomes distorted so much that so much time is spent rearranging and editing.

The fourth challenge is with scanning scientific symbols. The same distortion occurs and much time is spent editing.

Finally, from our experience more than one person is needed to do qualitative editing of the records.