

FROM PRIVATE TO PUBLIC: STRATEGIES AND ACTIONS OF THE RECORD MANAGEMENT, ARCHIVES AND PUBLICATIONS DEPARTMENT (SGDAP), GIRONA CITY COUNCIL

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This presentation aims to answer the six questions:

WHERE WE ARE
WHO WE ARE
WHAT WE HAVE AND WHY WE HAVE IT
HOW WE HAVE IT. CONDITIONS OF USE
HOW IT IS ACCESSED AND DISSEMINATED
WHO CONSULTS THE DOCUMENTATION

WHERE IS GIRONA?

Girona is a city in the Northeast of Spain, 100 kilometres from Barcelona, the capital of Catalonia. It is only 60 kilometres from the French border and 30 kilometres from the Costa Brava. The city was founded by the Romans in the first century BC and is the capital of one of the four provinces of Catalonia.

THE POPULATION OF GIRONA

On September 4th, 2009 the official population of the city stood at 97,231. There are however, around 30,000 people that live in Girona without being registered. As you can see from the attached table, the population has grown by more than 10,600 over the last five years.

GIRONA CITY COUNCIL BUDGET

Girona City Council's budget for 2008 was €113,043,163, a figure that represents an increase of €32 million since 2004.

THE SGDAP BUDGET

The budget for the Document Management, Archive and Publications Service for 2008 was €926,755, including staff costs. This is equivalent to 0.82% of the total municipal budget. This represents a budget increase of almost €278.642 since 2004.

ORGANIGRAM

The first thing I would like to highlight in the organigram is our direct relationship to the mayor's office. This is a key factor for the Service and allows us to carry out our work with a transversal approach.

The archives do not only contain historical records or documentation from the department of culture. We are obliged by law to implement record management systems in our organisations and administer all of their documentation. To fulfil this requirement we have been asking for years that the files belong to the city council's central services and not to the department of culture. This ensures that our influence and dialogue is greater, that the service we provide is much more efficient, and that there is greater acceptance of our guidelines.

The permanent **staff** of the Service totals 17 people. There are 5 senior technicians, 7 are mid-level technicians or specialists, 2 senior business managers, 2 administrative assistants and 1 office assistant.

MISSION OF THE SGDAP

Speaking broadly, the mission of the Service is:

- To make the administrative documentation generated by Girona City Council and, also **all of the local documentary heritage, accessible to the public.**
- To disseminate studies related to any area of interest to the city of Girona.
- To provide additional research instruments.

WHAT WE HAVE

For this presentation we will not deal with the administrative or historical documentation in the archives, which in Girona's case began largely from the fourteenth century.

We will focus on documentation from the press and photographic and audiovisual material.

NEWSPAPER ARCHIVE

A key part of the municipal records is everything that has been published by the city press from 1794 until the present day.

Our Newspaper Archive has a total of 1,367 titles available, mainly from Girona and the rest of Catalonia. It also contains documentation of a legal and administrative nature.

Digital press

A total of **1,240,105** pages can be consulted online from 18 newspapers published between 1808 and 2003. We are, however, currently working on incorporating issues published after January 2003, which were originally created in digital format.

Some of the most important publications of the archive are the *Diari de Girona*, which covers the period between 1802-2002, with several interruptions; the republican newspaper *L'Autonomista* (1931-1939); the magazine *Presència*; and the newspaper *El Punt* (1978-2003). Specific agreements have been signed with the owners of the *Diari de Girona*, *El Punt*, and *Presència*.

THE CENTRE FOR IMAGE RESEARCH AND DIFFUSION (CRDI)

Those documents that contain images are managed by the CRDI. This organisation was created in 1997 with the **mission** of understanding, promoting, protecting and disseminating the photographic and cinematographic heritage of the city of Girona.

Photographic material

Positives	359,653
Negatives	2,496,019
Digital	980,577
Glass Plates	55,521

Total **3,837,565**

The documentation and collections in its care are largely from private sources, particularly those documents from professional and amateur photographers, companies, local newspapers, associations, individuals and families.

Audiovisual material

Video: 6,600 hours (6,000 hours from TVGI – 1,000 hours of news programmes from 1986-2002 available online; 600 hours from Miquel Sans).

Film: 940 films (600 titles in 30-second samples, available online)

Audio: 1,200 hours (900 hours from Ràdio Girona-Cadena Ser, with 320 hours of 1959-2000 broadcasts available online; 300 hours from Onda Rambla)

The **Video archives** managed by the CRDI include all of the audiovisual documentation of Girona Television, which began broadcasting in **1986**. There are a total of **6,000** hours, of which we currently have the intellectual property rights to **1,000** hours of news programmes from between **1986** and **2002** available. Also, there are **600** hours from the professional cameraman Miquel Sans that are currently being conserved.

The film archives includes a total of **940** films, of which more than **600 titles** are available online in the form of **a 30-second sample**.

An important part of the audio archives is material from the radio station Ràdio Girona-Cadena Ser, which has been broadcasting since 1934. There is also material from Onda Rambla from 2003 until the present day.

HOW WE HAVE IT. CONDITIONS OF USE

As you can see, the majority of this documentation is from the private domain and was, and still is, subject to intellectual property laws.

The strategies used to achieve changes in ownership from private to public have been diverse. We can say, however, that at the Record Management, Archives and

Publications Service we have made great efforts to reach agreements with the local media (a television channel, two newspapers and two radio stations) and with a good number of both amateurs and professionals in the photography and audiovisual fields.

The regulation of the conditions of use of the documentation is set out through agreements signed between the mayor and the various owners of this documentation.

Broadly speaking, the following agreements are established:

1 The rights of use of the documentation are granted exclusively to Girona City Council. These refer to any reproduction, distribution, public communication or transformation in any type of use, distribution, support, format or medium. This includes audiovisual, computer, multimedia or telematic uses.

2 The transfer of these rights of use applies to the documentation in its entirety.

3 The validity of this transfer is for the maximum period allowed by law and is for use worldwide.

4 Girona City Council shall establish public rates for exploitation rights that are applicable to third parties for exceptional use of the documentation, as well as the rules governing exemption or rebate.

5 Girona City Council will inform the assignor the approval of the public rates each year.

6 Girona City Council will pay the assignor an amount equivalent to 50% of the total income derived from the use of the resource when it is used by third parties for financial gain. The payment will be made during the first two weeks of January.

7 The assignor recognises explicitly the exclusive right of Girona City Council to authorise the reproduction, distribution, public communication and transformation of the photographs and films subject to this contract. This includes any type of transformation, distribution, support, format or medium, including audiovisual, computer, multimedia and telematic.

8 The assignor shall be entitled to free access to the entire collection and to request copies of any part of it at cost price.

Hence Girona City Council has the rights of use for both public and private ends that are non-profit making (research, culture and private dissemination) and to 50% of the rights of use obtained for financial gain.

HOW IT IS ACCESSED AND DISSEMINATED

The creation of a technological diffusion platform

Public access to the collection includes an important technological support that provides users with documents in digital format. The principal elements that make up this technological platform are the following:

- The SGDAP website, created in 2003. This provides access to various levels of all the documental resources of the service. (It includes a simple search, advanced search, press search, resource-wide search, and specific product search).

- The SAN (Storage Area Network). This is a network of servers and storage media managed by the IT Department of Girona City Council. It is where strategies for the preservation and dissemination of the electronic documents are set out.
- The streaming server that allows for the distribution and viewing of videos. Girona City Council has configured a server with Windows Media Services in order to be able to support this service, which manages viewing requests for videos with the WMV format.
- The ORACLE database. This is the only database for the whole SGDAP and is where the catalogues for the archives that have been standardised and adapted to the Web search are stored.
- The Pandora search engine, which enables the information from the Newspaper Archive of the City Archives to be placed online.
- Electronic files. These are derived from a master file intended for permanent storage. They are characterised by the small amount of space they take up, their compatibility in various technological environments and, ultimately, by their suitability to be hung on the Web.

Type of document	Master File	Derived File (search)
PHOTOGRAPHS	TIFF_UNC	JFIF
FILMS	Betacam digital	WMV
VIDEO	MPEG2	WMV
AUDIO	BWF	MP3
PRESS	PDF or TIFF	PDF

WHO CONSULTS THE RECORDS

The number of people who have visited our facilities to consult the records up until 15 September 2009 is **1,303**.

Until the same date a total of **50,528** people have done some kind of remote search.

As you can see, the Internet has become a clear strategic choice for the future of the Record Management, Archive and Publications Department. Working to place new content on the Net and developing the tools that allow quick access to the information contained in our archives will continue to be a top priority in the coming years.