

## Modern Endangered Archives Program Survey Planning Template

*Note: For Planning Grants with multiple collection sites, please complete this form for each site. This may include only a subset of your intended collection.*

**Title of Collection:** National Museum of the Sahrawi People

**Date of survey:** October 24, 2024

**Surveyor(s):** Sarah Ponichtera

**Creator or Owner of Collection:** Ministry of Culture

**Collection Dates:** undated – prehistoric to modern artifacts

**Signed Grant of Permission (Agreement to Digitize and make content openly accessible):**

**Collection Summary:**

*Give a brief account of the types of materials included and the topics covered. Include the importance and uniqueness of the collection.*

This museum collection consists of both ethnographic and archeological materials. It includes materials that would have been used in everyday life, including tools, baskets, musical instruments and leather goods. It also includes much older materials such as petroglyphs that provide evidence of ancient civilizations in this region. This collection is unique and important, as these materials originate from an active conflict zone that is currently impossible for civilians to access. It tells the story of Sahrawi history from the Sahrawi perspective.

**Restrictions to Collection or Sensitive Material:**

*Note any restrictions in place or sensitive material identified by the donor or during the survey (e.g., Social Security numbers, student records, etc.).*

No restrictions

**Extent:**

*Note size of collection and explain any unusual circumstances.*

#	Linear feet		
#	Number of records cartons	#	Number of oversized boxes

#	Number of volumes (unboxed)
#222	Number of items (unboxed)
#	Oversized material (in flat files or otherwise unboxed)

Notes:

**Location(s) of Collection:** Boujdour Camp, SADR

**Languages in the Collection:** Arabic

**Existing Intellectual Access or Description:**

*Be sure to note whether or not any of the information is publicly available.*

<input type="checkbox"/> None	<input type="checkbox"/> Print or online guide (finding aid)
<input type="checkbox"/> Accession record	<input type="checkbox"/> <b>Catalog record</b>
<input type="checkbox"/> Donor/Control file	<input type="checkbox"/> Box/folder level inventory
<input type="checkbox"/> Other:	<input type="checkbox"/> At least one of these documents is publicly accessible

Notes: Catalog records cover approximately 50% of the collection

**Special Formats:**

<input type="checkbox"/> Architectural drawings	<input type="checkbox"/> General oversized
<input type="checkbox"/> Art originals	<input type="checkbox"/> Computer storage units

<input type="checkbox"/> Artifacts	<input type="checkbox"/> Film (negative, slide, microfilm, etc.)
<input type="checkbox"/> Audio/Visual material	<input type="checkbox"/> Glass
<input type="checkbox"/> Biological Specimens	<input type="checkbox"/> Photographs
<input type="checkbox"/> Botanical specimens	<input type="checkbox"/> Other:

Notes: These artifacts are fragile and are currently held in inadequate storage in harsh environmental conditions. They will need to be rehoused as they are digitized, placed in archival housing that will protect and preserve the artifacts.

### Conservation and Preservation:

*Note any issues relating to conservation and preservation. Note whether the collection appears stable or if it requires immediate attention.*

<input type="checkbox"/> Mold	<input type="checkbox"/> Tape
<input type="checkbox"/> Recent pest damage	<input type="checkbox"/> Thermofax paper
<input type="checkbox"/> Excessive dirt/dust	<input type="checkbox"/> Damaged binding(s)
<input type="checkbox"/> Brittle paper	<input type="checkbox"/> Newspapers
<input type="checkbox"/> Metal fasteners	<input type="checkbox"/> Water damage
<input type="checkbox"/> Deteriorating film base (nitrate or other)	<input type="checkbox"/> Other:

Notes: This collection requires immediate attention, as materials are not stored safely and are in the process of being moved to a new building.

### Digitization Planning

#### Proposed Digital Format:

*What might be the best digital format for making this collection accessible online? Check all that apply.*

<input type="checkbox"/> <b>JPG Image Files</b>	<input type="checkbox"/> PDF Paginated Objects
<input type="checkbox"/> Audio Files	<input type="checkbox"/> Video Files
<input type="checkbox"/> Other	

Notes:

### Accessibility

*Consider additional needs for making materials accessible online? Will this collection require any of the following? Note where these processes would add meaning but may not be required.*

<input type="checkbox"/> OCR	<input type="checkbox"/> Color or other correction
<input type="checkbox"/> Translation	

Notes: If these materials will be made available online, we would want to provide alt text – the description field created in the course of cataloging might suit this purpose.

### Supply needs:

*Add notes on all supplies needed to digitize this collection. Are there preservation needs first? Will your team need a camera and lights or a slide scanner? Review the [UCLA Library Toolkit](#) for a recommendation.*

As three dimensional objects, these materials will require a camera mounted on a tripod to digitize.

### Additional Notes:

*Highlight things about the collection that make it difficult to use or understand in its current state.*

Digitization will provide public access to these materials which are currently extremely difficult to access.

### Sample Images:

*Include sample images that represent the collection.*