# DATABASE SOLUTIONS FOR ARCHIVAL INSTITUTIONS IN GHANA

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## INTRODUCTION

Finding aids have been designed to help organise and search data in archival institutions of all areas. The IMAP template and the photo database which use Open Source (OS) database application as their platform at the Institute of African Studies, University of Ghana are set to lead the pace in making their collection accessible online. This has increased accessibility to the collection and limited users contact with original material.

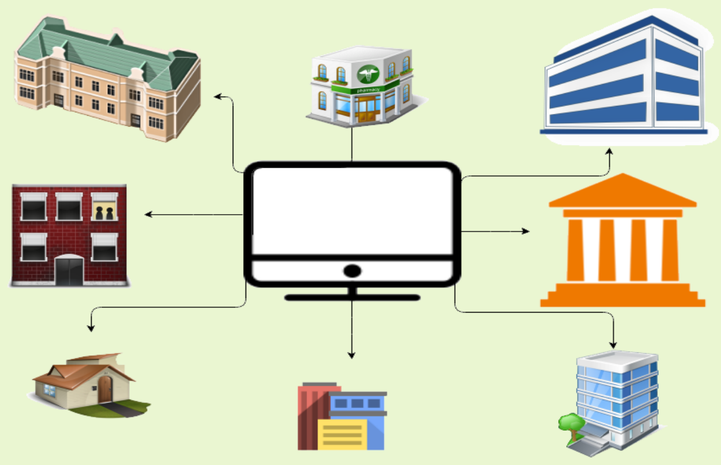
## AIM

Integrating data into a searchable and user friendly database management system which can be accessible online and result downloadable for offline usage.

## OBJECTIVES

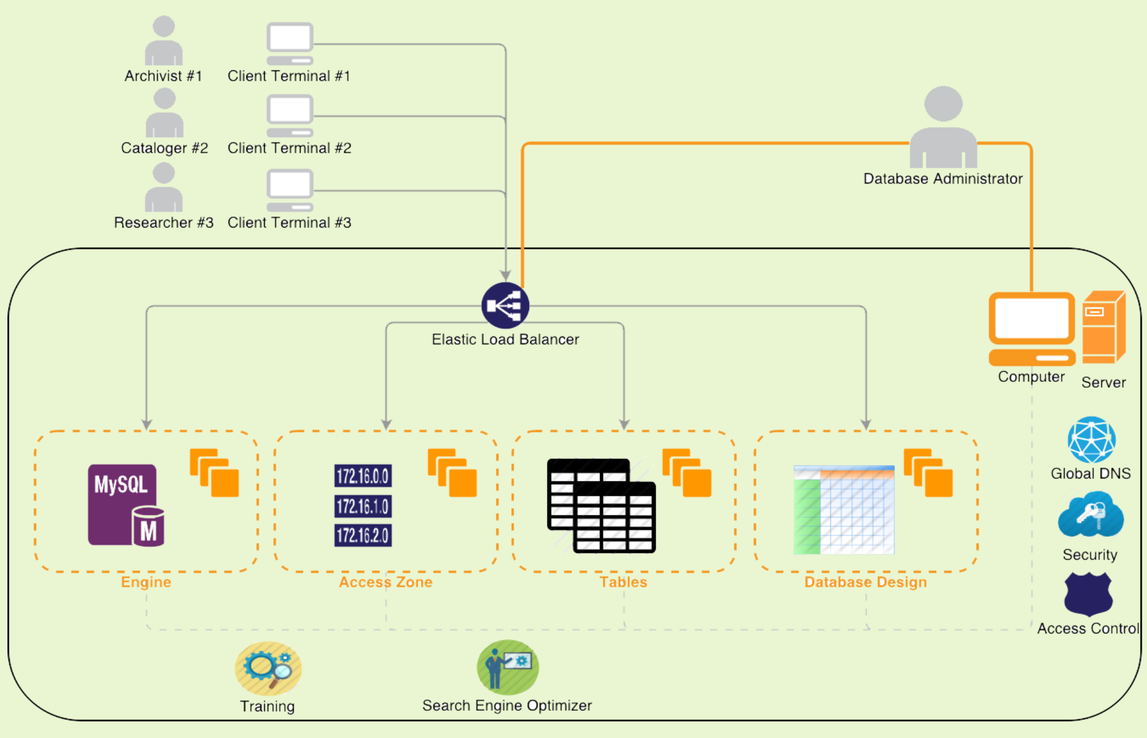
The specific objectives in this study are to:

- Represent the history, identity and diversity of Ghana effectively through technology.
- Maximizing the value of archiving.
- To enhance research effectively through digital information.



## METHOD

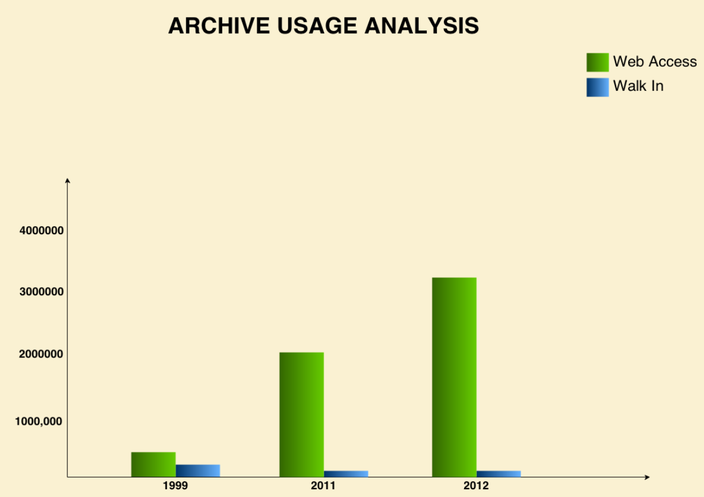
- Access the collection.
- Identify and Install the appropriate software.
- Install and host the software on a server.
- Install the appropriate engine which the software will run on.
- Identify and secure a domain name
- Provide security
- Set three privileges such as 'guest', 'cataloguer ', and administrator
- Identify the subject headings to create fields, tables and relationship that suit the archive.
- Design a template to suit the archive needs.
- Training an archivist or assistant who is computer literate to manage the database.
- Installing Search Engine Optimizer to enhance its visibility.




## ARCHIVE USAGE ANALYSIS

With the vast increase of internet usage in Ghana the public will be satisfactorily motivated to research from their comfort zones. In 1999 the country recorded internet usage rate at 20,000 with a population of 18,599,549. According to Internet World Statistic, this number continued to rise from 2,085,501 internet users out of a population of 24,791,073 in 2011 to 3,568,757 internet users out of a population of 25,292,392 as at June 30 2012. With the significant increase of internet usage in Ghana is an indication of how people can easily access the information systems.

With the same number of populations as represented respectively in the above statistics walking into the archive has decrease from 10,000 in 1999, 6000 in 2011 and continued to fall in 2012 with a walk in patronage of 5000.

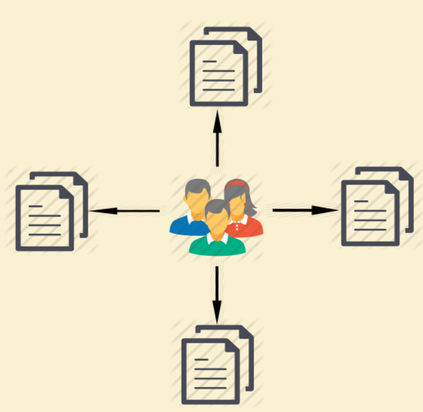



## DATABASE PROBLEM

- Performance degradation as database grows.
- Running backups.
- Storage and Server needed.
- Required software.

## FUTURE

Data loss will be limited since all data will be launched on a server and whiles backup will be run periodically. Research can be done in your comfort homes or any other place that's best for you.



As archive institutions will be easily visible on the web, this will enhance its patronage by the public and give a clear understanding of the nature of archives. Even when archives are closed, researchers can log in the database and do their work.