

ACQUISITION AND ORGANIZATION OF MANUSCRIPTS IN THE NATIONAL ARCHIVES, ENUGU STATE NIGERIA

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Abstract

Purpose: *The study investigated the acquisition and organization of manuscripts for effective service delivery in the National Archives, Enugu State, Nigeria.*

Design/Methodology/Approach: *The study adopted case study research design. The population of the study was 72 staff of National Archives, Enugu. The entire population was studied, so no sampling was made. An observation checklist and a questionnaire titled Acquisition and Organization of Manuscripts Questionnaire (AOMQ) were used for data collection. Data were analyzed with percentages, frequency counts, and mean scores.*

Findings: *The findings reveal that letters, photographs, religious pamphlets, speeches, minute books, receipts, communiqué, bible, letters, etc are some of the acquired manuscripts; legal deposit law on generation and creation of manuscripts, local market, collection development policy, and donations are methods of acquiring manuscripts; listing of manuscripts in the national database of manuscript repository and provision of finding aids to assist the users to locate holdings of their manuscripts collection are some methods of organizing manuscripts; and the acquisition of government publication such as gazettes is hindered by bureaucratic delay in the government, reduced funding, and manuscripts materials if not donated, are generally expensive to acquire, etc are some of the challenges affecting acquisition and organization of manuscripts.*

Implications: *Manuscript collections are veritable information resources. Their acquisition and organization in information centers will help in preserving them for easy location, access and usage.*

Originality and Value: *The study recommends that all information centers should include the acquisition of manuscripts in their collection development policy and awareness creation should be made on the new and existing acquired manuscripts in the archives centers.*

Paper type: *Empirical research*

Key Words: Manuscripts, Acquisition, Organisation, Effective Service Delivery, National Archives.

Introduction

Manuscripts are veritable and primary sources of information that contain recordings of the daily activities of individuals, organizations (government and private, institutions) that are handwritten or typed but have not been edited or distorted through publishing processes. Anderson (2017) view manuscripts as organized noncurrent records of an institution or organization, or individual retained for their continuing value in providing evidence of the existence, functions, and operations of the institution or organization that generated them, other information on activities or persons

affected by the organization and can refer to a repository as well as an aggregation of material, as in someone's papers. Morley (2012) asserts that manuscripts are a vital part of our cultural heritage. In essence, manuscripts help people, communities and nations make sense of the past; they are evidence of events and the past. Manuscripts include diaries, personal and official correspondence (incoming and sometimes copies of outgoing letters), speeches, the draft of the literary manuscript and other writing, press clippings, subject files, photographs, legal and financial papers, autograph and commemorative albums, ship log, etc.

Manuscripts carry reports of events, meetings, agreements, policies, and decisions of past lives, ideas, communications, and people's own identities. Manuscripts are private papers of early school proprietors, warrant chiefs, court clerks, and a large number of valuable historical manuscripts in the Arabic scripts of both the Jihad and pre-Jihad era in Northern Nigeria. Archives resources such as manuscripts should be jealously guarded as most of them are rare, special and cannot be sold on the market or purchased from vendors or inside bookshops (Asogwa and Ezema, 2012). The National Archives (2016) suggest that it is better not to make the restricted or confidential material available to others until you have had a chance to consider it further and consult the relevant people and legislation. These views point to the fact that not all manuscripts are suitable for public access; specifically, when they contain personal information about living people or information that is confidential for some other reason. This implies that there is a need to acquire and properly organize them in archive centers or other information centers such as the library.

The acquisition of information resources is one of the cardinal functions of archival and information institutions. According to Librarianship Study & Information Technology (2019) acquisition of information, resources is the process of selecting and acquiring selected materials for in all formats including digital items and maintaining the necessary records related to acquisitions. Ekere and Ozioko (2011) affirm that acquisition is the exclusive job of information professionals (librarians or archivists). The acquisition is used to build the stock and collections of information infrastructures. Alhassan and Ehaogena (2013) found that the methods of acquiring archival materials include purchase, donations, willful submission, soliciting, and forceful takeover. Ashikuzzaman (2014) identified include purchases; gift and donation; exchange; interlibrary loan; and deposit on copyright law. When manuscripts are acquired they are systematically organized for easy access,

retrieval, usage, proper replacement, and preservation for a long lifespan.

The organization of manuscripts is its systematic and orderly arraignment to facilitate easy access and use. Ekere and Mole (2014) posit that information resources are organized in a manner that will make the user find his way among the collection with relative ease. Akporhonor and Iwhiwhu (2007) assert that description and arrangements in the archival context not only ensure proper organization of the records but also facilitate quick and easy access to the records when required. Maidabino (2010) found that the use of records' creating agency, date of creation, and the provenance factors in the organization of archival resources. Consequently, Alhassan and Ehaogena (2013) found that the archival materials/collections are organized by the office of by provenance, by title and by the subject while retrieval is done by catalog and by index. The organization of preventing them from being kept in isolation from their likes and users.

Globally, there is a public auction of manuscripts. Some people deal with manuscripts. They buy these manuscripts from their owners and re-display them for sales at higher profits. All these are yet to be a common feature in the Nigerian situation and hence they contribute to probable problems that are currently affecting the acquisition and organization of manuscripts materials in Nigeria.

Purpose of the Study

The study investigated the acquisition and organization of manuscript for effective service delivery in the National Archives, Enugu State, Nigeria. Specifically, the study determined:

1. manuscripts acquired in the National Archives, Enugu State;
2. methods used in acquiring manuscripts for effective service delivery in the National Archives, Enugu State;
3. methods employed in the organization of manuscripts for effective service delivery in the National Archives, Enugu State;

4. challenges affecting the acquisition and organization of manuscript for effective service delivery in the National Archives, Enugu State.

Research Questions

The following research questions guided the study:

1. What are the manuscripts acquired in National Archives, Enugu State?
2. what are the methods used in acquiring manuscripts for effective service delivery in the National Archives, Enugu State?
3. what are the methods employed in the organization of manuscripts for effective service delivery in the National Archives, Enugu State?
4. what are the challenges affecting the acquisition and organization of manuscripts for effective service delivery in the National Archives, Enugu State?

Review of Literature

Some empirical studies that are related to the study were reviewed. The studies include: Alhassan and Ehaogena (2013) investigated the acquisition, preservation, and retrieval of archival materials in the National Archives Kaduna, Nigeria. The study found that the methods of acquiring archival materials include purchase, donations, wilful submission, soliciting, and forceful takeover. The materials acquired into the archives includes old newspaper, Arabic manuscripts, colonial records, operational files, and manuscripts, it was also discovered that the holdings go beyond paper materials as other information formats are also available such formats are audio-visual collection and digital materials. The archival materials/collection are organized by the office of by provenance, by title and by the subject while retrieval is done by catalogue and by index. The study also discovered that lack of sufficient staff and inadequate staff to meet service delivery but also the majority of the staff

are trained internally and have requisite qualifications to meet the requirements are the major challenges of the archive centre.

Adesanya (2015) investigated acquisition patterns in academic libraries: A case study of Michael Otedola College of Primary Education, NoforijaEpe Lagos State. The study was set to examine how MOCPED library has been able to build its collection over the last twenty (20) years and determine the emerging trend, that is, acquisition by purchase or over-dependence on gifts and donations. The findings reveal that hat two methods of materials acquisition were employed in the library. They are purchase and gift; purchase accounted for 48.5 and 51.5% was acquired through a gift in the library. Also, it could be elicited that 52.2% of the books in the library were through gift, 47.8% were acquired through purchase, while 51.9% of the journals were acquired through purchase and 48% through gift, Book Aids International offered the highest gift of 32.3% to assist in building the library collection. The collection development pattern in the college library is low compared with the population the library is serving.

Maidabino (2010) investigated the availability, organization, and use of archival records: a study of public archives agencies in the North-Western States of Nigeria The survey research technique was used for the study. The study found that all the five public archives retained several archival records which include administrative records; historical and judicial or legal records. Others include financial records, minutes of meetings and security or internal records the use of records' creating agency, date of creation and the provenance factors in the organization of archival resources are common to all the five public archives in establishing the intellectual control of their records. However, the date of records transfer is not a factor of consideration in the description and organization of the records by the majority of the archives except the Waziri Junaidu Archives of the History and Culture Bureau, Sokoto. All five public archives provide access to their archival resources. Accessibility to the information resources is provided

through several archival services which include search room services, and information, and reprographic services.

Bhebhe, Masuku, and Ngulube (2013) investigated infrastructural challenges on archives and recordkeeping at the National Archives of Zimbabwe. The study revealed that records centers in Masvingo, Chinhoyi, Gweru, and Mutare did not have adequate records management facilities, such as purposely built structures, shelving equipment, and preservation facilities. The afore-mentioned records centers still use rented premises which are not designed for keeping records, the study revealed. In Harare and Bulawayo where there were purposely built structures for records and archives, issues of the shortage of shelving facilities, and storage/filing space still required immediate attention.

Otu and Edward examined the awareness and use of the Volta and Eastern regional archives of Ghana. Findings revealed the lack of awareness of the Volta and Eastern regional archives by the inhabitants within that geographical area. In the same vein, Onuoha (2013) investigated the awareness and use of the national archives in Nigeria. The study adopted the survey design. The findings show that the majority of Nigerians are not aware of the National Archives. Among those who are aware of it' existence, few have bothered to visit it and those who have done so mainly for a school excursion.

Research Method

The design adopted for the study was a case study research design. The population for the study was 72 staff of National Archive Enugu,

which comprise of 32 professional staff, 8 administrative staff, and 32 technical staff. The sample size is 72; the entire population was studied because it is of manageable size, therefore, no sampling was made. Data were collected with an observation checklist and a questionnaire titled Acquisition and Organization of Manuscripts Questionnaire (AOMQ). The questionnaire was structured on a 4-point rating scale with 4 clusters. Cluster 1 is on the methods used in acquiring manuscripts for effective service delivery. It has 6 items. The response keys are U = Used and NU = Not Used. Cluster 2 is on the methods employed in the organization of manuscripts for effective service delivery. It has 6 items. The response keys are HE = Highly Employed, ME = Moderately Employed, and LE = Less Employed, NE = Not Employed. Cluster 3 is on the challenges associated with the acquisition and organization of manuscripts for effective service delivery. It has 6 items. The response keys are SA = Strongly Agree, A = Agree, D = Disagree, SA = Strongly Disagree. To ensure that the validity of the questionnaire, it was subjected to face validation. The validation was carried out by 3 research experts in the Department of Library and Information Science, University of Nigeria, Nsukka. The data were analyzed using percentages for research question 1, while research questions 2 - 4 were analyzed with frequency count, descriptive statistics of mean and standard deviation.

Results

Research Question 1: What is the nature of manuscripts acquired in the National Archives in Enugu state?

Table 1: Percentage rating of theacquired and available manuscripts in the National Archives in Enugu state.

SN	Manuscripts	Available	Not Available
1	Diaries	✓	
2	Musical compositions	✓	
3	Film scripts	✓	
4	Letters	✓	
5	Communiqués	✓	
6	Calendars	✓	
7	Liturgical books	✓	
8	Book of hours	✓	
9	Bibles	✓	
10	Speeches	✓	
11	Minute books	✓	
12	Receipts	✓	
13	Legal agreements	✓	
14	Personal and official correspondence	✓	
15	School papers	✓	
16	Notebooks	✓	
17	Account books	✓	
18	Autographs	✓	
19	Scrapbooks	✓	
20	Subject files	✓	
21	Photographs	✓	
22	Family background	✓	
23	Land agreement	✓	
24	Religious pamphlets	✓	
25	Ships' logs	✓	
26	Commonplace books e.g handwritten recipes, poetry	✓	
Total		26	
Percentage		100%	

Table 1 shows that all the identified 26(100%) types of manuscripts are available attheNational Archive, Enugu. The available manuscripts include letters, photographs, religious pamphlets, speeches, minute books, receipts, communiqué, bible, letters, etc.

Research Question 2: What are the methods used in acquiring manuscripts for effective service delivery in the National Archives, Enugu state?

Table 2: Mean rating of the archivist's response tothe methods used in acquiring manuscripts for effective service delivery in National Archives Enugu.

S/N	Item Statement	\bar{x}	Std	Decision
1	Through the collection development policy	3.08	.76	U
2	Through direct purchase from originators	2.36	1.12	NU
3	Through the local market	3.17	.85	U
4	Through donation	3.08	1.05	U
5	Through stipulated legal framework like the edict or decree.	2.90	.62	U
6	Through legal deposit law on generation and creation of manuscripts	3.31	1.15	U
Cluster Mean		2.98		U

U = Used; NU = Not Used

Table 2 shows the result of the methods used in acquiring manuscripts for effective service delivery in National Archives, Enugu. It shows that the most used method for the acquisition of manuscripts is through legal deposit law on generation and creation of manuscripts (3.31). Other methods used in acquiring manuscripts are through the local market, the collection development policy, and through donation with 3.17 and 3.08 mean scores respectively. However, the table reveals that

one method is not used in acquiring manuscripts which is through direct purchase from the originators (2.38). The cluster mean score 2.98 shows that the identified methods are used in acquiring manuscripts in the National Archive, Enugu.

Research Question 3: What are the methods employed in the organization of manuscripts for effective service delivery in the National Archive, Enugu state?

Table 3: Mean rating of the archivist’s response to the methods employed in the organization of manuscripts for effective service delivery.

S/N	Item Statement	\bar{x}	Std	Decision
1	Listing of the manuscript in the national database of manuscript repository	3.69	1.03	HE
2	Manuscript materials must be properly arranged either chronologically, subject matter, or provenance sources.	3.24	1.05	ME
3	In organizing the manuscript collection in your institution for use by the clients you list your collection in the National union catalog.	2.40	1.12	LE
4	Provision of finding aids to assist the users to locate holdings of their manuscripts collection eg. Indexes, catalogue, shelf list and accession list.	3.51	1.09	HE
5	The finding aids are mechanism for the retrieval of manuscripts collection, they vary as the sources of the manuscript vary	3.12	1.16	ME
6	The finding aids embrace the serial number, the file number and class marks.	3.62	1.12	HE
Cluster Mean		3.26		ME

HE = Highly Employed, ME = Moderately Employed and LE = Less Employed

Table 3 shows the result of the methods employed in the organization of manuscripts for effective service delivery. It reveals that 3 methods are highly employed in organizing manuscripts such as the listing of manuscripts in the national database of manuscript repository and provision of finding aids to assist the users to locate holdings of their manuscripts collection eg. Indexes, catalogue, shelf list, and accession list with 3.69 and 3.62 mean scores. 2 methods are moderately employed in organizing manuscripts that are manuscript materials must be properly arranged either chronologically,

subject matter or provenance sources and the finding aids are a mechanism for the retrieval of manuscripts collection, they vary as the sources of the manuscript vary. Only one method is less employed. The cluster mean score 3.26 shows that the identified methods are moderately employed in organizing manuscripts for effective service delivery.

Research Question 4: What are the challenges associated with the acquisition and organization of manuscripts for effective service delivery in the National Archives in Enugu state?

Table 4: Mean rating of the archivist's response to the challenges associated with the acquisition and organization of manuscripts for effective service delivery.

S/N	Item Statement	\bar{x}	Std	Decision
1	Due to the sensitive nature of manuscripts and documents from businessmen, religious organizations, they are reluctant in parting with their materials at any point time.	2.33	.76	D
2	Reduced funding of national Archives Enugu affects the acquisition of manuscript recourses and other Archival materials.	3.17	1.12	A
3	Manuscripts materials if not donated, are generally expensive to acquire.	3.17	.85	A
4	Effective acquisition of government publications such as gazettes is hindered by bureaucratic delay in the government.	3.44	1.05	A
5	There are inadequate bibliographic tools for acquisition of manuscript material in national Archives Enugu	2.88	.62	A
6	New information storages and retrieval devices eg. (CD-ROM) are fast replacing hand written and printed manuscript materials.	3.08	1.15	A
Cluster Mean		3.01		A

A = Agree, A = Disagree

Table 4 shows the result of the challenges associated with the acquisition and organization of manuscripts for effective service delivery. The respondents agreed that these are the challenges associated with the acquisition and organization of manuscripts; effective acquisition of government publications such as gazettes is hindered by bureaucratic delay in the government; reduced funding and manuscripts materials if not donated, are generally expensive to acquire 3.44 and 3.17 means scores respectively. However, they disagreed that due to the sensitive nature of manuscripts and documents from businessmen, religious organizations, they are reluctant in parting with their materials at any point time (2.33) is one of the challenges. The cluster mean score 3.01 is an indication that the entire variables are the challenges associated with the acquisition and organization of manuscripts.

Discussion

The study found that all the identified types of manuscripts 26(100%) are available in the National Archives, Enugu. The available manuscripts include letters, photographs, religious pamphlets, speeches, minute books, receipts, communiqué, bible, letters, etc. Morley (2012) asserts that manuscripts are a

vital part of our cultural heritage. The acquisition of manuscripts is important because it will help in preserving the historical, official, confidential, and personal information contained in them over a long period. This is so because: manuscripts help people, communities, and nations make sense of the past. They are evidence of events and the past. They are evidence of events and decisions, of past lives, ideas and communications, and of people's own identities. And other archival materials are unique, irreplaceable, and often fragile, sometimes because of conditions imposed by donors, and occasionally because sensational use of materials might discourage potential donors from giving their collection to an archival institution. It is because of the sensitive nature of manuscript and document from a businessman, religious organization that makes the owners reluctant in parting with their archival materials at any point in time.

The methods used in acquiring manuscripts in National Archives, Enugu are through legal deposit law on generation and creation of manuscripts, through the local market, through the collection development policy, and donation. This finding agrees with Alhassan and Ehaogena (2013) who found that the methods of acquiring archival materials in the National

Archives Kaduna include purchase, donations, wilful submission, soliciting, and forceful takeover. The acquisition of adequate manuscripts in the national archive centres will facilitate the quest for effective service delivery to the users. When the manuscripts are acquired the information institutions will be able to meet the information needs of those who come to consult them. More so, the information experts or the archivists will have enough manuscripts to consult to provide the users with the information they need, this in essence promotes effective delivery of information services in the archive and library institutions.

However, manuscripts are not acquired through direct purchase from the originators in the National Archives, Enugu state. Consequently, Asogwa and Ezema (2012) recommend that by this virtue that manuscripts should be jealously guarded as most of them are rare, special and cannot be sold on the market or purchased from vendors or inside bookshops. From his view, it is the primary function of the archivist to run after records, not the creators or originators to run after them. To ensure adequate manuscripts provision in the information centers the information experts or archivists need to create awareness on the need for the originators of manuscripts who wish to sell their resources to contact them. When this is achieved it will prevent manuscripts that contain sensitive information from getting into the wrong hands who may end up using them mischievously.

The identified methods that are employed in the organization of manuscripts for effective service delivery include a listing of manuscripts in the national database of manuscript repository and provision of finding aids to assist the users to locate holdings of their manuscripts collection eg. Indexes, catalog, shelf list, and accession list. Relatively, Alhassan and Ehaogena

(2013) found that the archival materials/collection are organized by the office of by provenance, by title and by the subject while retrieval is done by catalogue and by index. Maidabino (2010) found that the use of records' creating agency, date of creation, and the provenance factors in the organization of archival resources are common to all the five public archives in establishing the intellectual control of their records. The need for proper organization of manuscripts is eminent to enhance consultation and usability. Proper organization of the manuscripts will also ensure easy access and retrieval of the resources. In essence, it will be easy for the professionals to easily replace the consulted manuscripts in their right positions and to add new ones. Hence, information institutions and information professionals need to create classification schemes and organizational tools for the manuscripts and other archival resources.

All the identified variables were rated agreed as the challenges associated with the acquisition and organization of manuscripts. Such as effective acquisition of government publications such as gazettes is hindered by bureaucratic delay in the government; reduced funding and manuscripts materials if not donated, are generally expensive to acquire. Bhebhe, Masuku, and Ngulube (2013) found that records centers in Masvingo, Chinhoyi, Gweru, and Mutare did not have adequate records management facilities, such as purposely built structures, shelving equipment, and preservation facilities. 'The deterioration of information-bearing materials such as records and archives has a very long history, and unless something is done to stop the process, library and archival material will continue to deteriorate' (Ogunmodede and Ebijuwa 2013:50). This, therefore, justifies the essence of a congruent increase in financial allocation to the establishment for nut capital recurrent expenditures to enable it to meet its

professional obligation to the nation. In developing nations like Nigeria, information institutions are underfunded which has greatly affected the efficiency and effectiveness of the services they render to the users.

Recommendations

Based on the findings of the study, it is recommended that the management of archival and other information centers should:

1. digitize their manuscript collections for easy location and access;
2. provide adequate funds to purchase manuscripts, create awareness and solicit for manuscripts donations from individuals and co-operate organizations;
3. develop local tools such as classification schemes, subject heading list, and cutter tables to facilitate the proper organization of manuscripts for easy retrieval;

4. set up committees to create policies and strategies to address the issues affecting manuscripts provision.

Conclusion

This is the era of increased document generation such as data or records emanating from daily business transactions of government ministries, Parastatals, and agencies, private companies and firms, and individuals. It is worthwhile that these written, unprocessed, and first-hand information resources are acquired and organized in information centers for future consultation and use. Their acquisition and organization will go a long way to ensure that they are safeguarded and preserved over the years until when their usefulness is needed.

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