▪ Question 1: Bodies responsible for cultural and scientific policies

1 A: **Which ministries or government departments are responsible for or have interest in the area of cultural and scientific content (and its digitisation)?**

Please mention for each of them:

1

- **Name:** Ministry of Culture

- **Web site:** www.kultur.regeringen.se

- **Person responsible:**

- **Contact person (if different):**

· **Description of responsibility and interest, including sectors they cover** *(archives, libraries, museums/galleries, built heritage, arts, tourism, other)*: arts, cultural heritage, the media and religious communities. The ministry is also responsible for 25 government agencies, some 40 institutions and foundations, etc, and four enterprises wholly or partly owned by the state.

2

- **Name:** Ministry of Education and Science

- **Web site:** www.utbildning.regeringen.se

- **Person responsible:**

- **Contact person (if different):**

· **Description of responsibility and interest, including sectors they cover** *(archives, libraries, museums/galleries, built heritage, arts, tourism, other)*: is responsible for matters regarding pre-school education and child care for school children, pre-school classes, compulsory school and equivalent schools, upper secondary school, independent schools, adult education, popular adult education, post-secondary education, universities and university colleges, research, study support and student social issues.

▪ Question 2: Outline inventory of digitisation policies

2 **Do you have any digitisation policies in the area of cultural and scientific content?**

X Yes

" No

® If NO but you have a policy in preparation, please provide timescales and information on sources of further information/contact points

®   If YES *(please answer for each policy)*:

2A : **Description of the policy** *(please supply a paper describing the policy, if available)*:

A systematic digitisation of holdings in library, archives and museums has just started in Sweden. All leading cultural institution has up until now tried to form its own policy, and there is for the moment no policy profile on national level. However, steps in this direction has been taken.

In October 2001, the Government instructed the Royal Library, the National Council for Cultural Affairs, and the National Archives to describe steps that have been taken concerning cooperation in the area of ALM, as well between the different sectors as within each one of them. The Government also asked for an evaluation of earlier achievements and lessons learned both at national and international level. This initiative from the Government has its roots in a request from the Swedish Parliament's Committee on Culture Affairs for an analysis of the conditions for a higher degree of cooperation between the ALM institutions.

In this connection should also be mentioned the Lund Principles adopted in April 2001.

From an administrative perspective the Swedish ICT Commission (www.itkommissionen.se) earlier that year, in a letter to the Government about the need for measures to develop society's information infrastructure, recommended that the cultural heritage institutions …"should be tasked with devising a strategy for the ongoing digitisation of information in archives, libraries and museums, in a form that will facilitate simultaneous searching and closer interaction."

Expected outcomes
During 2003 the Government is expected to take some formal decisions based on both the ALM report and the archival report. It can be expected that the Government will underline the importance of improving the accessibility of cultural heritage information in such a way that new user groups can get best possible benefit out of it. One of the main points will probably be how to improve the coordination and interaction between the ALM institutions.

- **Main responsible body** *(e.g. Department, General Directorate, Unit, …)***:** the Swedish Parliament's Committee on Culture Affairs.

- **Other bodies involved:** Royal Library (www.kb.se), the National Council for Cultural Affairs (www.kulturradet.se) and the National Archives (www.ra.se), ICT Commission (www.itkommissionen.se).

- **Regulatory framework for the policy** *(local, national, international)***:** national

- **Objectives of the policy:**
The report above mentioned on the ALM task was given to the Ministry of Culture in March 2002 and has since then been circulated for comments to nearly one hundred institutions. This report propose
    - A national framework on guidelines, recommendations, and standards common to all ALM sectors
    - A national plan for digitisation
    - A national plan for collecting digital material

- A national plan for long-term preservation of digital material
- A national database on names (individuals, families, institutions, organisations etc)
- Research and educational activities directed towards the ALM sectors
- A coordinating ALM administration built up step by step

In 2001, the Government called one of Sweden's County Governors to conduct an inquiry on archival matters, one being the long-term preservation of digital material. In his report to the Minister of Culture in September 2002, the Governor highlights the urgent need for actions to preserve digital information and proposes measures to take. The Governor also emphasize that this question is of fundamental significance not only for the possibility of preserving today's cultural heritage but also for the introduction of e-government in the Swedish public administration.

2 B : Does the policy include any strategies/recommendations regarding:

- **Standards** (*e.g. quality thresholds, image resolutions, image and file formats*)**:**

There are no standards or national guidelines in use for the moment. The project "Image databases and digitisation - a platform for ALM cooperation", which ended in the beginning of 2003, had as a general goal to develop standards and guidelines in digital imaging. The project has produced a report which proposes national standards and guidelines for archives, libraries and museums (http://abm.kb.se).

Some cultural institutions have on-going projects that can serve as role models. Knowledge in digitisation is also spread through contacts and cooperation with international organisations like the International Council on Archives (ICA), the International Federation of Library Associations and Institutions (IFLA), the International Council of Museums (ICOM) etc. Some of these organisations have decided about standards for their respective profession like ICA´s ISAD (G) (General International Standard on Archival Description) and IFLA´s ISBD (International Standard on Bibliographic Description).

- **Interoperability** *(e.g. mandatory standards, conformance testing centres, requirements for provision of metadata)***:**

The Royal Library and the National Archives have decided about common rules for authorities (individuals, institutions, families, places, administrative boundaries etc.) and data elements in archival inventories.
Therefore, it will soon be possible to do cross-over searching between the National Archival Database (NAD) and the National Library Database (LIBRIS).

- **Long term preservation of the digitised data** *(e.g. commitment to archival responsibilities, deposit/copy rules)***:**

In Sweden, governmental electronic records have been continuously transferred to the National Archives for the last thirty years. State agencies are required to transfer their records in hardware and software independent formats together with documentation containing both metadata (data on data) and contextual information. Since mid -1990s a rapidly growing part of the records in public administration are in an electronic form, and normally integrated in huge systems or networks based on on-line communication. Therefore, a proposal for a new strategy for preserving digital content in archives is under consideration, built on (1) Open Archival Information System (the OAIS model) and (2) XML-related standards.

The National Archives will in cooperation with the Technical University of Lulea during 2003 organise a special unit for technical research regarding long-term preservation of electronic records. This is a three year project with a practical approach. The aim is this unit shall serve as a national competence centre when the project is finished.

The Royal Library has acquired, described, preserved and made available all Swedish printed publications since the 17th century. Nowadays many documents are published only in digital form and the number of items increases rapidly. Therefore, the Royal Library has started a project with the aim to collect, preserve

and makes available Swedish documents from the Internet. This lays the foundation of a collection of the Swedish electronic publishing.

The National Archives of Recorded Sound and Moving Images are doing a continuous work in preserving their holdings in digital form.