

QUESTIONNAIRE
GENERAL INFORMATION:

Country:

Hashemite Kingdom of Jordan

Organization(s) or entity (s) responsible for the preparation of the

report:

Officially designated contact person/institution:

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Brief description of the consultation process established for the preparation of the
report:

Addresses to departments and organizations concerned with documenting cultural heritage has been sent for the purposes of preparing the report, and coordinating between involved individuals from governmental and private committees and the diverse action committees concerned with documentation and preservation of cultural heritage such as The History of Jordan Committee and the Jordanian Memory of the World committee.



REPORTING ON THE SPECIFIC PROVISIONS OF THE RECOMMENATION:

General support:

1. Has the Recommendation been promulgated to appropriate ministries and institutions? (Section 1)

Yes, the UNESCO recommendation for 2015 has been promulgated by the Ministry of Culture to all concerned organizations through email. In addition, workshops on cultural heritage and the work of Jordanian Memory of the World committee has been organized. During these workshops, the recommendation has been examined and discussed.

2. Has the Recommendation been translated into the national language(s) (if applicable)?

Yes, it has been translated to Arabic by the UNESCO.

3. Has your country created a supportive, participatory, enabling and stable environment for all parties? (1.1, 1.2, 3.1, 4.5, 5.1, 5.2)

In Jordan, there are many specialized organizations and centers that are qualified for storing, collecting, and preserving documents in regard to their infrastructure, equipment, and facilities. For example, the new building of the Department of the National Library, which was built in 2008, equipped with specialized facilities and tools for the preservation and digitization of paper documents. There is also the Royal Hashemite Documentation Center established by the Royal Hashemite Court, as well as other institutions such as Jordan Radio and Television Corporation and The Centre for Documents and Manuscripts in the University of Jordan. All these centers are well equipped and staffed with highly qualified personnel trained in document preservation. Moreover, these centers make these resources available for researchers, and on the web.

4. How, if at all, has your country applied international standards and curatorial best practice (2.4, 2.7, 2.8, 2.9, 4.2, 5.1, 5.2, 5.5)?

1. The enactment of the National Documents Law.

2. Making the documents available online on the Department's website.

3. Organizing documents exhibitions.

4. Participating in disposal and document evaluation committees.

5. Digitizing documents, and preparing backups.

5. What consultation mechanisms does the government maintain with stakeholders in the documentary heritage sector (national and private memory institutions, professional associations, relevant NGOs)? (1.2)

In the Hashemite Kingdom of Jordan, there are five vital institutions to the national archive: Department of the National Library, The Centre for Documents and Manuscripts in the University of Jordan, Royal Hashemite Documentation Center established by the Royal Hashemite Court, and Jordan Radio and Television Corporation. Many policies and measures has been set in motion to preserve documentary heritage. The policies and measures are enacted by specialized committees whose members are selected from the aforementioned organizations in cooperation with experts, personnel, and representatives of non-governmental organizations concerned with documentary heritage such as the History of Jordan Committee and the Jordanian Memory of the World committee.

6. What actions has your country taken in order to support memory institutions in establishing policies and standards by research and consultation, guided by internationally established norms? (1.1, 1.2, 2.2, 2.3, 3.2)



7. What major capacity-building measures and policies have taken place within the sector? Is research and training for documentary heritage professionals organized in your country? How often? (2.4, 2.7, 2.8, 2.9, 5.1, 5.2)

Yes, workers in the field of documentary heritage are constantly being mobilized and trained by memory institutions. For instance, The Centre for Documents and Manuscripts in the University of Jordan has organized seminars and workshops for workers and university students. Both workers and students have received hands-on training that helped boosting the spirit of teamwork and volunteerism. Furthermore, The Centre publishes research and studies related to Jordan and the Levant. Similarly, Royal Hashemite Documentation Centre conducts its own research and studies, releases bulletins, and utilizes both print and electronic publishing to ensure the efficiency of storing and distribution.

Legislation and mandates:

8. What legislation does your country have in place to:
- define the authority, mandate, independence and governance structure of your national memory institutions? (3.1, 4.5)

The enactment of

1. National Documents Law No.9/2017
2. Department of The National Library Regulation No.5/1994 and it Amendments.
3. Works Deposit in the National Library Regulation No. 5/1994.
4. Copyright Law No. 22/1992 and its amendments.
 - guarantee the ability of memory institutions to take unhindered preservation action on documents in their collections? (3.5 to 3.7)

National Documents Law No.9/2017

- promote and facilitate maximum inclusive access by empowering memory institutions? (3.2)



- support memory institutions providing access to material whose copyright status cannot be clarified? (3.5 to 3.7)

Article 56 of Copyright Law.

- ensure statutory deposit of documents in memory institutions? (4.6)

The Department of The National Library Deposit Centre assumes the role of legal depository duties in compliance with Copyright Protection Law No.22/ 1992 and its amendments, and The Depository Regulation No. 4/1994 and the (38, 39, 40, 41, 42, 43, 45 & 52) law articles of the same regulation. The center also performs librarianship and technical procedures (indexing during publication). The department's categorization system follows the amended translation of the 20th edition of Dewey Decimal System, and provides International Standard Book Numbers (ISBN).

The deposit center is responsible for the depositing and processing works, and issuing the national bibliography, in addition to providing the International Standard Book Number and supervising the unified index initiative and following up on it. Books, periodicals, official newspapers, bulletins, photographs, flyers, diagrams, maps, promulgations, charts, terrain models, musical works, audio-visuals, computer software, works of art, architecture, sculpture, records performing arts, and decoration arts are all included under the Depository Regulation.

The Depository Regulation obligates any person in possession of a national public document to surrender it to the Department of National Library in accordance with the general law, or a copy of it whenever the private law applies.

9. Has government net funding of national memory institutions (in recent years) increased or decreased? By how much? (4.1)

Lack of governmental funding as a result of economic factors affecting the kingdom.

10. What long term investment in analogue and digital documentary preservation has been made? (4.1)



11. What encouragement has been given in the development of open source software and access to proprietary codes by memory institutions? (4.7, 4.8)

The Department of National Library does not use open source software and access. Instead, The Department purchased the Edlab and Symphony systems.

Identification and preservation status of documentary heritage

12. Do all national memory institutions have published collection development, preservation and access policies? Are there in your country established policies, mechanisms and criteria for selecting, acquiring and de-selecting documentary heritage? What policies have been developed recently? (1.1)

Yes, memory institutions make public the policies of preserving, collecting, and accessing collections online, as well as mechanisms and criteria for selecting documentary heritage. This is the case for the National Library. After collecting the documents, the general state of the document is assessed. Then, it is entered into the official register. Next, it is categorized, indexed, and scanned. A bibliography is prepared for it on Edlab System. Finally, the document is preserved in a special container for safekeeping.

Likewise, Royal Hashemite Documentation Centre stores collections of historical documents, manuscripts, and photography. These collections are registered, indexed, and categorized in accordance with the scientific standards, to facilitate ease of access for researchers to benefit from them. Techniques of manual restoration and automatic restoration are applied to the documents, as well as applying consolidation and binding treatments using the best techniques available in the field document preservation, and updating them regularly.

13. What documentary heritage has been identified as at potential or imminent risk (if any)? What action has been taken? Was it brought to the attention of competent bodies? (1.3, 2.7, 5.5)

The Kingdom recognizes an artifact as a documentary heritage whenever the definition applies regardless of form whether it is cassettes, manuscripts, or

audiovisuals. Often, these artifacts face grave risks as a result of neglect, poor storage environments, vulnerability and deterioration of physical forms, and man-made and natural risks. Therefore, the kingdom takes immediate measures to preserve them setting in motion the necessary plans to preserve each document, and preparing the required electronic archiving measures by using state of the art methodologies. For instance, the National library new building, which was built in 2009 in accordance with international standards, was furnished with storage units that has suitable preservation conditions in terms of heat and humidity levels. The National Library also procure copies of documents preserved in other centers in the country.

Historical documents in possession of individuals at schools or municipalities are also endangered due to the difficulty of acquisition. The National Library has therefore communicated with schools and municipalities such Jerash and Karak municipalities, and Salt and Karak schools for the purposes of archiving.

14. What arrangements are in place to protect the documentary heritage from danger? (5.4)

The most important plan implemented in the Kingdom for preserving at-risk documentary heritage is providing qualified facilities and centers to protect documents from human and natural risks, and providing specialized equipment to restore them whether they are manuscripts, photographs, microfilms, photostats, microfiche, or in any other form.

1. The acquisition of documents by contacting possessing parties.
2. Performing the necessary restorations.
3. Preparing digital copies.
4. Doing analogous storing under appropriate conditions.
5. Preparing plans for preserving documents and following up on them.
6. Registering documents that are at-risk, unique, and important for world history and civilization on UNESCO lists like the Memory of the World Register of Documentary Collections.



15. What practical support has been given to private, local and individual collections of documentary heritage? Are they visible in national directories? (1.3, 4.3)

National memory institutions encourages the owners of local private collections and individual to surrender these collections to be preserved as collections named after their owners, and putting the names of collection owners on honor lists displayed at the gates of memory institutions as in the Department of the National Library, and on the website of these institutions.

Letters of appreciation are also sent to owners of private collections and individuals, in addition to making television programs, and holding exhibitions in coordination with collections owners to introduce the public to the importance of the documents.

Capacity-building

16. What specific steps have been taken to encourage consistency of best practice, coordination and sharing of tasks among memory institutions? (2.1, 2.7)
17. What training schemes have been developed? (1.5)

Among the plans and policies prepared by the memory institutions is developing a capacity building programme for workers in the fields of restoring and protecting documentary heritage on the local as well as the international level equally (annexed a list of national documentary heritage centers' workshops).

18. What is the level of involvement of national memory institutions in international professional associations and networks? (2.8, 2.9)

Memory institutions work cooperatively together to achieve their goals in preserving and safeguarding documentary heritage putting in place Future plans for its protection. To this end, memory institutions have signed memoranda of understanding on the local level. The Department of the National Library has signed memoranda of understanding with Jordan Radio and Television



Corporation, Ministry of Agriculture, Hedjaz Jordan Railway, Salt Secondary School, Sama Ar Rousan School, Bozrah Secondary School, and Karak Secondary, which are the oldest schools in the Kingdom. Memoranda were also signed with Amman First Instance Court, World Islamic Sciences and Education University, The Cultural Home of 'Arrar', Arab Women Media Centre, and the former Ministry of Information.

Memoranda of Understanding and programmes signed by Ministry of Culture on behalf of the Jordanian Government in the domains of culture and heritage with Arab and non-Arab countries include provisions guaranteeing mutual cooperation between memory institutions in the domains of cultural heritage through exchange of experiences and through specialized workshops for the purposes of exchanging best practices among different countries.

The Hashemite Kingdom of Jordan has joined UNESCO Memory of the World Programme this year, and the Jordanian Memory of the World Committee, which consists of four specialized sub-committees whose members are workers and researchers at memory institutions in Jordan.

Introducing documents, manuscripts, and maps restoration laboratory resources to the grant project plan, signed between with OPEC in Vienna.

The Department of National Library has signed a memorandum of understanding with National Archives of Indonesia.

19. Are there partnerships, including public-private ones, established allowing sharing of costs, facilities and services? (2.2, 3.4, 4.2)

The Department of the National Library has struck partnerships with memory institutions to achieve the common goals of preserving cultural heritage and safeguarding it, and setting in motion future plans for its maintenance. To this end, memoranda of understanding has been signed locally. The Department has signed memoranda of understanding with Jordan television and Radio Coopaertion, ministry of agriculture, Hedjaz Joradan Railway, Salt Secondary School, Sama Ar Rousan School, Bozrah Secondary School, and Karak Secondary, Amman First Instance Court, World Islamic Sciences and Education University, The Cultural Home of 'Arrar', Arab Women Media Centre, and the former Ministry of Information.



Memory of the World programme:

20. Is there in your country a national Memory of the World committee?
If not, what plans exist to establish one? (4.10, 5.6)

Yes, The Jordanian Memory of the World committee.

It has formed four technical sub-committees: Sub-committee of National Record, Sub-committee of Education and Awareness, Sub-committee of Documentary Heritage Law, Sub-committee of the National Audiovisual Archive.

21. What recent nominations have been made to Memory of the World registers (international, regional, national)? (1.4)

So far, no nominations have been made to the Memory of the World registers. The committee has only recently been formed. It has joined the programme in 2018.

22. Are there any Memory of the World outreach and visibility activities organized in your country enhancing accessibility of documentary heritage? Please give examples. (3.7)

After forming the Jordanian Committee of World Memory, four technical sub-committees has been formed and entrusted with the programme execution in Kingdom. Three workshops have been organized by the Department of Heritage in cooperation with the UNESCO office in Amman. The title of the first workshop was Audiovisuals Archiving Techniques, held in 17 April 2017. The second, held in 14 September 2017, was titled Jordanians Memory of the World Committee. Third title is Nominating Documents to World Memory, which was held between 13-14 May, 2018.

As a part of the Sub-committee of Education and Awareness plan, workshops will be held in various governorates across the Kingdom with aims of introducing the programme, and raising awareness on the importance of preserving documentary heritage. A brochure introducing the Jordanian World Memory Committee will also be published.

Members of sub-committees has conducted field trips to memory institutions to closely examine them, and to improve cooperation between them.

Periodic meetings are held by the four sub-committees during which action plans were prepared. Sub-committee of the National Record has prepared a project proposal to establish a documentary heritage register. The sub-committee is currently seeking funding for the project.

A handwritten signature in blue ink, consisting of a stylized, cursive script that is difficult to decipher. It appears to be a personal or official signature.

Title of Course/Workshop/Lecture	Organization	Date	Place
Preservation of photographs	Arab Image Foundation	2011-2012	Lebanon-Morocco
Environment and Photography Exhibitions	Arab Image Foundation	2015	Lebanon
Digitizing Photographs	Arab Image Foundation	2016	Lebanon
Photographic Documentary Heritage in Jordan	Institut français du Proche-Orient/UNESCO	2014	Jordan, National Library
Audiovisuals Archiving Techniques	Ministry of Culture/UNESCO	2016	Jordan, National Library
Memory of the World Programme	Ministry of Culture/UNESCO	2017	Jordan, National Library
A course on Records and Electronic systems Management	Othman Obaidat	2018	Jordan, National Library
Document Restoration	Ayman Bajes	2018	Jordan, National Library
A lecture on the Ottoman Archive	Yunus Emre Enstitüsü Amman	2018	Jordan, National Library
A lecture on manuscripts preservation and restoration	Dr. Emadeldien Sob- laban	2018	Jordan, National Library
Memory of the World Programme/Nomination to World Memory Register Application	Ministry of Culture/UNESCO	2018	UNESCO, Jordan
Skill-Sharing Workshop: Electronic Archiving and its Applications	American Center of Oriental Research (ACOR)	2018	Jordan

