

## QUESTIONNAIRE

### GENERAL INFORMATION:

**Country:** TURKEY

### Organization(s) or entity (s) responsible for the preparation of the report:

Turkish National Commission for UNESCO – Memory of the World Committee

### Officially designated contact person/institution:

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### Name(s) of designated official(s) certifying the report:

Prof. Dr. M. Öcal OĞUZ – President of the Turkish National Commission for UNESCO

Prof. Dr. Mustafa SAFRAN – President of the Memory of the World Committee

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

The consultation process was tried to be carried out with all the stakeholders. The questionnaire was discussed during the meeting of the Executive Board of the Turkish National Commission for UNESCO. Directorate of the Turkish Institution for Manuscripts, related units of Ministry of Culture and Tourism and academicians are included with the contributions of Ministry of Foreign Affairs. Finally, academicians and experts of the Memory of the World Committee wrote the report by putting together all the information.

### REPORTING ON THE SPECIFIC PROVISIONS OF THE RECOMMENDATION:

#### General support:

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

(Section 1)

Yes.

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

Yes. The Recommendation has been translated into Turkish and it is accessible on the website of the Turkish National Commission for UNESCO (<http://www.unesco.org.tr/Pages/505/193>).

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)

Yes. Since the Memory of the World Committee includes members from Presidency of State Archives, Directorate of the Turkish Institution for Manuscripts, Ministry of Foreign Affairs - Unit for Diplomatic Archives, Ministry of Culture and Tourism and academicians, there has always been a participatory environment for all parties. All the

stakeholders are more supportive on the preservation of and access to documentary heritage.

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)?

For the memory institutions which owns documentary heritage, a functioning structure was established, especially in accordance with standards such as digitalization, access and identification. Standards on national levels and ISO standards are being monitored carefully.

- ISO 16363 - Audit and certification of trustworthy digital repositories (in the establishment of environments for the digital-born or digitalized documentary heritage).
- ISO 14721:2012 (CCSDS 650.0-M-2) Space data and information transfer systems -- Open archival information system (OAIS) -- Reference model (As an application method for the memory institutions in the development of open access system for documentary heritage)
- ISO 20652:2006 (CCSDS 651.0-B-1:2004) Space data and information transfer systems -- Producer-archive interface -- Methodology abstract standard (Regarding the use of memory institutions for documentary heritage related software development)
- ISO/TR 13028:2010 Information and documentation - Implementation guidelines for digitization of records (regarding the digitalization of and access to the documentary heritage)

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)

Libraries and Directorate of the Turkish Institution for Manuscripts, which has 18 manuscript libraries, are under the auspices of the Ministry of Culture and Tourism. Presidency of National Archives is under the auspices of Presidency of the Republic of Turkey. Therefore, these memory institutions have consultation mechanisms among themselves. Also, there is strong consultation mechanism with universities and NGOs. The memory institutions apply for the opinions of experts, academicians and NGOs.

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)

Several actions have been taken to apply internationally developed norms and standards. A preservation strategy has been developed and executed for preserving analogue and digital objects by considering the standards and guidelines of international associations such as IFLA, ICOM and ICOMOS. The data from the preservation works like digitization projects or active conservation of the manuscripts have been collected systematically and have been reported weekly or monthly for seizing the best practice and developing the standards.

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)

In our country, documentary heritage expertise is an area that has just started to develop. Since 1960s, however, documentary heritage-related classes such as librarianship, archiving, documentation and information have been given at the undergraduate level in universities.

As the Memory of the World Committee, we are preparing a training program for documentary heritage professionals in partnership with universities. It has been planning to organize roundtable meetings in 2019, with the experts to provide distance education to candidates.

### **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)

There is the Law on the “*Protection of historical, cultural and natural assets*” in Constitution of the Republic of Turkey.

Besides, the structure of each institutions is identified specifically. For example Duties and responsibilities of the Manuscript Conservation and Archive Department on preservation, conservation, and reformatting are identified by The Establish and Duties of Directorate of the Turkish Institution for Manuscripts Law (No: 6093), Article-4. Moreover, access policies are identified by the regulation of the principles and the procedures of utilization the artifacts from public institutions and establishments / Article 1 and by these regulations access to digital formats of the manuscripts and rare books has become easier for scholars and researchers.

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

According to Article 13 of “The Law No. 5846 on Intellectual and Artistic Works (Turkish Copyright Law)”, film and music productions are subject to compulsory registration system in Turkey. Main purposes of the registration proceeding are preventing violation of their rights, facilitating proof of rightholdership and tracking the authority to exercise economic rights. Also it is possible to register all the works protected under this Law for the same purpose upon demand of the authors.

Additionally according to the Registration Regulation, for the registration of film and music production and all the work protected under Copyright Law, it is necessary to present to Ministry of Culture and Tourism digitally recorded copy of the work or product (CD, DVD etc.) and these copies are archived in Ministry of Culture and Tourism. The registration is maintained with informatics means but archiving is not made in digital form. There is no public access to archived documents and materials for research or other purposes however; if there is a judicial decision, information, document or material are presented to the courts.

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

The government has been increasing the budget allocated to memory institutions each year. The government allocates sufficient funds to memory institutions for the recruitment of qualified personnel, digital infrastructure and competencies. Since it is evaluated within the framework of infrastructure/innovation investments and not shown as separate budget items, it may be not be possible to talk about exact numbers.

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

As a result of evolving digital environment, the use of electronic means and instrument for information production and sharing has become a necessity of the era. Also, the process of digitalization information and documents in public institutions has become important in recent years.

In this context, under the Digital Archive Project operating by Ministry of Culture and Tourism Directorate General for Copyright, registration records of film and music products between the years 1933-2017 and all related documents have been digitalized (Nearly 7 million documents) and a comprehensive works database is consisted. This project is important in order to preserve the Turkish cultural heritage and hand down to the next generations. Furthermore authentic documents and swift information will be able to be provided to the courts more efficiently. In addition to these, in the future, it is being planned to digitalize of the registered copy of the Turkish cinematographic and musical works.

Besides, memory institutions carry out their work in accordance with international standards. In particular, worldwide digital protection projects with high-budget are being followed and some standards are being implemented locally. Memory institutions continue to evolve very quickly in digital sense. The investments made for this purpose are to develop secure server rooms (available for TIER 3 level), cyber security measures, and long term preservation strategies.

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)

There is a consensus on preparing a software design in accordance with international standards where all memory institutions can define analogue or digital materials and exchange data with each other. There has been feasibility studies for the software design. At the same time, there is a desire to create a national portal that allows memory institutions to access documentary heritage materials through a single portal.

## **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)

There has been no specific study on published collection development, preservation and access policies yet. However, there are some studies in which we are on the process of forming the selection, acquisition and/or cancellation of the documentary heritage in our country.

A workshop entitled “Turkey in the Memory of the World” was held in 2013 by the Turkish National Commission for UNESCO to identify the documentary heritage in Turkey. At the end of the meeting, the participants, which were from national memory institutions, universities and NGOs, declared a list of national inventory of documentary heritage in Turkey. This national inventory was constituted according to the criteria identified in Memory of the World Register Companion.

On the other hand, the digital form of the unique manuscripts are accessible on the official web sites of the museums and libraries. For instance, copies of Evliya Çelebi's Book of Travels and the Piri Reis World Map are accessible on Topkapı Museum's official website: [www.topkapisarayi.gov.tr/tr](http://www.topkapisarayi.gov.tr/tr)

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)

No documentary heritage has been identified as at potential or imminent risk so far.

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

The Law on the “Constitution of the Republic of Turkey” regarding the protection of the documentary heritage is as follows:

*“XI. Protection of historical, cultural and natural assets*

*ARTICLE 63- The State shall ensure the protection of the historical, cultural and natural assets and wealth, and shall take supportive and promotive measures towards that end.*

*Any limitations to be imposed on such privately owned assets and wealth and the compensation and exemptions to be accorded to the owners of such, because of these limitations, shall be regulated by law.”*

In Libraries and museums which have manuscripts, there are storage areas and fire extinction systems. The staff and authorized people are informed about passive conservation technique and preservation principles; and several training programs for staff are organized.

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)

In Libraries which have manuscripts, if the owners of private, local or individual collections consult with an official request to the Libraries, the documents about the preservation and conservation principles are provided by the Library. When there is organizations planned in collaboration with different stakeholders of documentary heritage, specialists for documentary heritage could be consulted for general evaluation and assessment of the collections.

### **Capacity-building**

17. What training schemes have been developed? (1.5)

In many memory institutions, training programmes on preservation of, access to, documentary heritage, digitalization, electronic documentary heritage have been developed. Scholars and professors who are renowned on the areas such as conservation, restoration or handicrafts are invited to the give seminars. Moreover, professionals from the international associations (like TIMA) have been invited to share their experiences and knowledge.

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

Many national memory institutions in Turkey are members of international professional associations and networks such as International Council on Archives (ICA), International Federation of Library Associations and Institutions (IFLA), International Council Of Museums (ICOM).

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

One of the concrete results of the national collaborations is the protocol that had been signed between the Institution and Directorate of Cultural Heritage and Museums. The digitization project that had been started as a result of this protocol is covered the sharing of the cost, facilities, and services.

### **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, there is a National Memory of the World committee which functions under the Turkish National Commission for UNESCO.

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

The list of registered documentary heritage is shown below:

- Kandilli Observatory and Earthquake Research Institute Manuscripts (2001)
- The Hittite cuneiform tablets from Bogazköy (2001)
- The works of Ibn Sina in the Süleymaniye Manuscript Library (2003)

- Evliya Çelebi's "Book of Travels" in the Topkapi Palace Museum Library and the Süleymaniye Manuscript Library (2013)
- The Old Assyrian Merchant Archives of Kültepe (2015)
- Compendium of the Turkic Dialects (2017)
- The Piri Reis World Map (1513) (2017)

In addition, it has been planned to submit a joint nomination of Mawlana's Kulliyat with nearly ten countries. An international meeting for this nomination was held in 2017 with the attendance of these countries.