

University Libraries as University Archives: The Malaysian Experience

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ABSTRACT

A university archive is the official memory and repository for a university's records, publications and artifacts. More often than not, the task of developing and managing a university's archive is delegated to the university library. Across the world, most "old" universities would have a university archives or some may refer to it as the university history museum under the purview of the university library. The University History Museum of the University of Pavia which was opened in 1937 can trace its history to 1701. The Harvard University Archives lay claim to being the oldest and one of the largest institutional academic archives in the United States of America holding records of its 375 year history. But there are also "old" universities that have just recently established their university archives. The Kyoto University Archives was established in 2000 and the Osaka University Archive Repository was established in 2006. Both universities have a long history with the former being established in 1897 and the latter in 1724. In 2011, Tsinghua University commemorated its 100th anniversary with the unveiling of two buildings one of which is the Tsinghua University's History Museum. The Museum of Peking University History is another fine example of an archive of an "old" university with a history spanning from its inception as the Imperial University Peking in 1898. In Malaysia, the number of institutions of higher learning is rapidly increasing with 20 public universities and numerous private universities, colleges, overseas university campuses, polytechnics, community colleges and private colleges. A search on the Internet revealed only a small percentage of these institutions having an archive in place. Amongst the 20 public universities, only a handful has a proper university archives. Therefore, this paper seeks to identify the public universities in Malaysia that do have an archives. With the University of Malaya being the oldest university in Malaysia, this paper will also look at the development and growth of the University's archives and the role the University of Malaya Archives play in preserving and conserving the historical documents and artifacts of the University.

Keyword: University libraries, University archives, Malaysia, Public universities

1. Introduction

The term “university archives” appeared in Daniel’s (1984) chapter on archival terminology in which it simply defines the role of a university archive as “university archives are responsible for records of the university’s administration”. Maher (1992) defines a university archive as “a program consisting of policy, personnel, holdings, and facilities structured to preserve and make accessible the documentary heritage of an institution of higher education. The documents are handled in a systematic way based on archival theory and technique”. However, the Society of American Archivist (SAA) now provides a more comprehensive definition of college and university archives. College and university archives are “archives that preserve materials relating to a specific academic institution. Such archives may also contain a "special collections" division. College and university archives exist first to serve their parent institutions and alumni, and then to serve the public” (SAA, 2015a). Within this context, SAA (2015a) defines special collections as “institutions containing materials from individuals, families, and organizations deemed to have significant historical value. Topics collected in special collections vary widely, and include medicine, law, literature, fine art, and technology. Often a special collections repository will be a department within a library, holding the library's rarest or most valuable original manuscripts, books, and/or collections of local history for neighbouring communities”. When referring to the different types of archives, they lists seven repository types namely college and university archives, corporate archives, government archives, historical societies, museums, religious archives and special collections.

2. University Libraries as University Archives

Archives and libraries are similar but yet different. They are similar since both are established to develop a collection and make the collection available to the people and yet different in terms of what each collects and how it is made accessible to its users. An archive holds published and unpublished materials in any format and these materials are unique, specialised and/or rare. Due to its uniqueness, the archive needs to preserve the materials and access to the materials are controlled in order to preserve the materials. However, SAA (2015b) does acknowledge “that there is a great deal of overlap between archives and libraries. An archives may have *library* as part of its name, or an archives may be a department within a library”

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The University History Museum of the University of Pavia which was opened in 1937 can trace its history to 1701. The Harvard University Archives lay claim to being the oldest and one of the largest institutional academic archives in the United States of America holding records of its 375 year history. But there are also “old” universities that have just recently established their university archives. The Kyoto University Archives was established in 2000 and the Osaka University Archive Repository was established in 2006. Both universities have a long history with the former being established in 1897 and the latter in 1724. Koike (2012) reported that out of 86 national universities in Japan, only 11 have archives. In 2011, Tsinghua University commemorated its 100th anniversary with the unveiling of two buildings one of which is the Tsinghua University’s History Museum. The Museum of Peking University History is another fine example of an archive of an “old” university with a history spanning from its inception as the Imperial University Peking in 1898. However, these university history museums developed independently of the university library.

2.1 Malaysia

In Malaysia, the number of institutions of higher learning is rapidly increasing. There are currently 20 public universities, with the University of Malaya being the oldest university, and numerous private universities, colleges, overseas university campuses, polytechnics, community colleges and private colleges. The 20 public universities are further categorised into research, comprehensive or focused universities. Research universities (Universiti Malaya UM, Universiti Sains Malaysia USM, Universiti Kebangsaan Malaysia UKM, Universiti Putra Malaysia UPM, and Universiti Teknologi Malaysia UTM) focus on research whilst focused universities concentrate on specific fields related to its establishment which is technical, education, management and defense.(Universiti Utara Malaysia UUM, Universiti Pendidikan Sultan Idris UPSI, Universiti Tun Hussein Onn Malaysia UTHM, Universiti Teknikal Malaysia Melaka UteM, Universiti Malaysia Perlis UniMAP. Universiti Malaysia Terengganu UMT, Universiti Malaysia Pahang UMP, Universiti Sains Islam Malaysia USIM, Universiti Sultan Zainal Abidin UniSZA. Universiti Malaysia Kelantan UMK, and Universiti Pertahanan Nasional Malaysia UPNM). The comprehensive universities offer a variety of courses and fields of study (Universiti Teknologi MARA UiTM, Universiti Islam Antarabangsa Malaysia UIAM, Universiti Malaysia Sabah UMS, and Universiti Malaysia Sarawak UNIMAS) (Malaysia, 2012).

A search on the Internet using the terms “university archives” and “university history museums” revealed only a small percentage of these institutions having an archives or a university history museum in place. Amongst the 20 public universities, only a handful has a university archives in place but they do maintain their parent institution’s publications. A desk research was conducted to obtain information for this study. The findings noted that university libraries in Malaysia have two forms of archives, namely a physical archives (Table 1) and/or a digital archives (Table 2). The physical archives may take the form of a unit, a department and at the smallest level, a collection. The archives would house the physical form of the university’s publications and publications related to the university. However, only the archives of Universiti Teknologi MARA collect all the records of the university and store it in accordance with the principles of records management and archives. Established in 1986, this archives keep all the records and archives of the university. It was initially placed under the Registrar’s Office but in July 2015, it became part of the library.

Table 1: Summary of university libraries functioning as physical university archives in Malaysian public universities

RESEARCH UNIVERSITIES	
UM	University of Malaya Archives in the Library.
USM	Malaysiana and Archives Division within the Library. http://www.lib.usm.my/index.php/features/division/malaysiana-archive
UKM	The physical archives are kept as a special collection within the Library and is referred to as the <i>Koleksi Arkib</i> or Archives Collection. http://www.ukm.my/ptsl/ms/collection
UPM	<i>Bahagian Media, Arkib dan Pemuliharaan</i> or Media, Archives and Conservation Division within the Library. http://www.lib.upm.edu.my/sp/page/4088/arkibmediabm
UTM	UTM Archive/Special Collection. http://library.utm.my/collections-2/utm-special-collection
COMPREHENSIVE UNIVERSITIES	
UiTM	<i>Bahagian Arkib dan Muzium</i> or Archives and Muzium Division is part of the Library. http://pendaftar.uitm.edu.my/v1/index.php/en/pengenalan-bam)
UIAM	Existed independently but in 2010, it became part of the Library. http://www.iium.edu.my/university-archives
UMS	Untraceable

UNIMAS	<p><i>Unit Pembangunan & Pengurusan Rekod & Arkib/Khazanah Universiti</i> or Development & Records Management & Archives/Heritage is part of the Library.</p> <p>http://www.cais.unimas.my/index.php/2013-11-01-01-28-49/our-staffs/58-contacts/378-unit-pembangunan-pengurusan-rekod-arkib-khazanah-universiti)</p>
FOCUSSED UNIVERSITIES	
UUM	<p><i>Unit Arkib</i> or Archives Unit was established on 15 September 2009 and is is placed within the Library.</p> <p>http://cmslib.uum.edu.my/blog/?p=11740</p>
UPSI	<p><i>Koleksi Arkib Universiti</i> or University Archives Collection is part of the Library.</p> <p>http://pustaka.upsi.edu.my/Document/DASAR_PENGGATALOGAN_KOLEKSI_KHAS.pdf</p>
UTHM	<p><i>Unit Pengurusan Rekod dan Arkib</i> or the Records Management and Archives Unit was established under the Registrar's Office.</p> <p>http://pendaftar.uthm.edu.my/v2/en/organisasi/bahagian-pengurusan-organisasi-dan-kompetensi/unit-pengurusan-rekod-dan-arkib.html</p>
UTEM	<p><i>Unit Rekod dan Arkib</i> or the Records and Archives Unit is under the Registrar's Office.</p> <p>http://www3.utm.edu.my/pendaftar/index.php?option=com_content&task=view&id=265&Itemid=320&lang=malay</p>
UniMaP	No special collection/unit/department.
UMT	<p>The University has a clear policy on archives via its <i>Dasar Arkib UMT</i> or UMT Archives Policy.</p> <p>(http://ppdsnz.umat.edu.my/c/document_library/get_file?uuid=150cb665-e35c-4348-be88-a627b5f28699&groupId=10157)</p>
UMP	<i>Unit Arkib</i> or Archives Unit is available on the organisation chart of the Library.
USIM	<p>USIM Archive and Gallery is with the Institutional Repository Unit of the Library.</p> <p>http://lib.usim.edu.my/en/about-us/library-divisions-functions/technology-information-management-division</p>
UniSZA	<p><i>Pengurusan Arkib Universiti</i> or University Archives Management is with the Client Services Division of the Library.</p> <p>https://www.unisza.edu.my/perpustakaan/images/stories/bukupanduan/</p>

	buku%20panduan%20punisza%202010-2011.pdf
UMK	The Archives Department was established in May 2013 under the responsibility and initiative of The Office of Library and Knowledge Management. http://perpustakaan.umk.edu.my/iportal/index.php/en/2014-11-24-04-08-40/introduction
UPNM	Unit Arkib or Archives Unit in the Library. http://lib.upnm.edu.my/images/ORGCHART_150617.png

Digitization and open access are two factors which may or may not contribute to the demise of the physical archives. Bicknese (2003/2004) discussed at great lengths the possible role of a university archives in an institutional repository (IR). In presenting SPARC's position paper on IRs, Crow (2002) stated that "depending on the university, an institutional repository may complement or compete with the role served by the university archives". He went on to say that "university archives often serve two purposes: 1) to manage administrative records to satisfy legally mandated retention requirements, and 2) to preserve materials pertaining to the institution's history and to the activities and achievements of its officers, faculty, staff, students, and alumni". IRs on the other hand attempts to preserve the intellectual output of the institution in its entirety.

In Malaysia, there is a tendency for the physical and digital archives to complement each other. All the university libraries except for one have an IR which is managed by the library (Table 2). Within these IRs, one could trace the presence of print archival materials which has been digitised such as thesis and dissertation, university publications, newspaper clippings about the university, past year examination papers, photographs and many types of publications which are related directly or indirectly to the university. There is no question of one replacing the other probably because the IRs emerged from the physical archives.

Table 2: Institutional repositories functioning as digital archives in Malaysian public universities

RESEARCH UNIVERSITIES	
UM	UM Research Repository
USM	eprints@USM
UKM	ptsl@UKMrepository

UPM	Universiti Putra Malaysia Institutional Repository
UTM	Universiti Teknologi Malaysia Institutional Repository
COMPREHENSIVE UNIVERSITIES	
UiTM	Universiti Teknologi MARA Digital Repository
UIAM	I-Rep IIUM
UMS	UMS Institutional Repository
UNIMAS	UNIMAS Institutional Repository
FOCUSED UNIVERSITIES	
UUM	UUM Repository
UPSI	UPSI Digital Repository
UTHM	UTHM Institutional Repository
UTEM	Universiti Teknikal Malaysia Melaka
UniMaP	UniMaP Library Digital Repository
UMT	PPDSNZ Repository
UMP	UMP@Institutional Repository
USIM	eImtiyaz Intellectual Repository
UniSZA	UniSZA Institutional Repository
UMK	UMK Institutional Repository
UPNM	Untraceable

3. University of Malaya Archives

3.1 The Beginning

Established in 1989, the University of Malaya Archives is the official repository for institutional publications of the University of Malaya (UM) and it is housed in the UM Library. The origin of the UM Archives can be traced as far back to November 1989 when a reunion and exhibition was held in Kuala Lumpur. Known as the Fortieth Anniversary of the Founding of University Education in Malaysia and Singapore or FAFUEMAS 1949, the reunion was held to commemorate the establishment of university education. The UM Library was entrusted by the organisers of FAFUEMAS 1949 to set up an exhibition documenting the history of the University's founding in 1949 with the merger of the King Edward VII of Medicine and the Raffles College. Initially, the exhibition was to be held in the foyer of the Hyatt Saujana Hotel but was moved to the Library itself. The exhibition presented the history of both founding institutions from 1905 as well as the University from 1949 to 1989. The then Vice-Chancellor of the University, Dr Syed Hussein

Alatas officiated the opening of the exhibition which was held from 11 November 1989 to 16 December 1989.

In preparing for the exhibition, the Library realised that they do not have enough materials on the history of the University. However, the Library was able to obtain various items from its alumni. Copies were made of items that were borrowed and at the close of the exhibition, the Library was able to gather a large amount of documentation, publications, photographs and audio visual materials. It was decided then that these items were to be kept in a special collection with the Library and this became the seed collection of the UM Archives. In her article for *Kekal Abadi*, Khoo (1989) made a personal appeal to the readers of the bulletin to donate or loan to the Library, materials on or about the University.

Khoo (1989) stated that the Archives “will bring together in one collection materials which reflect the history of the University since its beginnings in the King Edward VII College of Medicine in 1905”. The materials then were classified as:

1. University of Malaya history and description - General, King Edward VII College of Medicine, Raffles College, University of Malaya (1949 to 1962) and Universiti Malaya (1962 onwards).
2. Official publications - gazettes, calendars, annual reports, special reports, minutes and others.
3. Governing bodies - courts, council, senate, and their committees.
4. Faculties, Centres, Institutes, libraries and their publications.
5. Convocations and Register of Graduates.
6. Residential colleges and non-hostelite organisations.
7. Student societies and activities.
8. Research activities and publications.
9. Lectures - inaugural and other endowed/distinguished lectures.
10. University Press imprints.
11. Newspaper clippings.
12. Audio-visual materials.
13. Photographic/graphic collection.

Koike (2012) categorised Japanese university archives into four types namely archives, history compiler, memorial library of founders, and alumni association-oriented. The UM Archives belongs to the history compiler category. It was established based on historical materials which were collected for the

FAFUEMAS 1949 exhibition marking forty years of university education in Malaysia and Singapore. The Archives further expanded and grew over the years.

3.2. Moving On

The Library continued collecting items for the UM Archives and the Archives then remained as a collection within the Library. It was placed within *Koleksi Penerbitan Rasmi* or the Government Publications Collection. When the Library established its *Perpustakaan Peringatan Za'ba* or the Za'ba Memorial Library at its current location, *Koleksi Penerbitan Rasmi* moved bringing with it the University's archival collection. At that point in time, the Library was actively collecting only the scholarly publications of the students (final year academic exercises, thesis and dissertations), conference papers belonging to any member of the UM community, official publications of the University, and photographs.

In 2008, the management of the UM Library made a conscious decision to revisit the UM Archives in line with the Library's move to establish its IR. Furthermore the availability of various open source software made it easier for the Library to create a Web presence in its effort to increase the visibility of the University's scholarly publications. The Library realised that it made no effort to make it mandatory for all entities to send their publications to the Library and this was the first step it took. The Library then contacted all entities within the University to identify what they have published and requested for a copy, and if there are no additional copies available, a photocopy was made. The Library also started to draw a policy for its Archives and this was done by drawing examples from other university archives or university history museums.

In 2014, the Library assigned two librarians to take care of the Archives. Their immediate task was to draw up a policy for the Archives and collect, catalogue and organise all University publications, paraphernalia and artefacts. Up till now, the Archives have collected and processed 1,506 titles totalling 3,435 volumes comprising of books, CDs, documents, DVDs, journals, cards, postcards, official publications and pamphlets. Throughout 2014, the Archives received 333 items and 442 items from January to April 2015. At the end of 2014, the digital archives held a total of 42,786 items (Table 3).

Table 3: Digital archives of UM Library
(as at 31 December 2014)

EPRINTS REPOSITORIES	
<i>Research Repository</i>	8,564 items
<i>Students' Repository</i>	3,922 items
<i>Common Repository</i>	6,227 items
Total	18,713 items
OTHER REPOSITORIES	
<i>UM Memory</i>	4,486 images
<i>UM in the News</i>	8,484 cuttings
Conference papers	1,272 items
Examination papers	9,831 items
Total	24,073 items
TOTAL	42,786 items

At this point in time, the Library is not acquiring primary records of the University in the form of official files from the various administrative arms of the University. These materials would include minutes of meetings at various levels of the University, student records and inactive files. These items are still kept at the various departments within the University. The Library will need to look into the acquisition of these materials since they are an important component of the University's history as noted by Woodward (2011) when he said that the "university records tell the institutional history". Similarly, Choongo (1998) felt that the records of any university would be reflective and indicative of the university's efforts to meet its vision, mission and objectives.

4. Conclusion

In Malaysia, the university libraries is the university archives with the exception of two universities where the university archives is with the Registrar's office. All 19 university libraries have established an IR which holds a large number of the university's publications. Even though the UM Archives was established in 1989, not much work was done to manage the Archives. However, in 2008, the UM Library's management revisited the Archives and is now working towards making it better in terms of its policies, collection and services. The UM Archives need to look into the mechanics of making it truly an archive through the management of university documents which have surpassed their retention period.

Globally, university archives either exist on its own or co-exist within the library. The library not only collects but manages a university's publications and it is only right that the library manages the university archives as well.

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