

How To

This section will help you how to search in the archive and outline your contribution towards the archive

-----Navigate the Antarctic Legacy Archive

There are many ways to get the information that you need from the archive.

- Type in search box and click GO
- Browse through the whole archive or within collections or by authors, titles, subject or date of material. This option is on the right hand side of the page.
- Search within collections. Click [Contents](#) in the menu bar and all the collections will show, click on the one you want to search through. As soon as you are in a collection you can use the search option or search with author, title, subject or date of material.

Browse

All of ALP
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[By Create Date](#)
[Authors](#)
[Titles](#)
[Subjects](#)

Browse by

- [By Create Date](#)
- [Authors](#)
- [Titles](#)
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Search within this collection:

-----Incorrect information

If you come across any discrepancy and incorrect information please notify us at. Please provide the [URI - handle](#) that will be shown when viewing the item. Then indicate the information that is incorrect and provide the correct information. It is important that you give us a verification as to the quality of your information before the project will change the information.

-----Better quality of information

A huge amount of images descriptions are not comprehensive and needed more information to enrich the quality of the entry. The project receives material from relatives, friends, family and colleagues. The project is not able to identify all the people and features on these material, but rather than not preserving them, we give general information as to what is identified on an image. If you come across any image that has not been identified fully, please send the information to us in the same way as with incorrect information.

-----Contribute

If you or your family, friends, colleagues or acquaintances have or know about any material that can enrich the ALSA archive please contact us. The project aim to create an archive that is comprehensive of all South African Involvement in the Antarctic and Sub-Antarctic region. Therefore, ALSA would appreciate any contribution in this regard.

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53rd SANA E Overwintering Team, 2014 SANA E Teams

URI: <http://hdl.handle.net/123456789/11850>

Date: 2014

Abstract:

L-R: Brandon Knoll (Diesel Mechanic), Raymond Williams (Diesel Mechanic), Sonja Hofmann (Doctor & Team Leader), Francois Olivier (Radio Operator), Leonard Maree (Communications Manager), Cornelia Christiaan Crous (Meteorologist), Patrick Sivertsen (Mechanical Engineer)

[Show full item record](#)

Files in this item



Name: S53_better_version.jpg
Size: 363.1Kb
Format: JPEG image

As soon as we received your mail/call, ALSA will contact you to verify the details and the material that you want to contribute to the archive. The whole process of getting the contribution to the archive will start.

Contribution Process

Establish:

- Contributors detail: physical address; contact number during office hours
- Size of collection
- Format of Material
- Storage – do the contributor need the original material back or just a digital version

Open Access

The ALSA archive is an open access repository for research purposes. This entails that any researcher/academic may use the material and just indicate the copyright to the contributor. ALSA has in collaboration with the legal department of the Stellenbosch University written a copyright statement in this regard. ALSA would need the contributor to sign a consent form that the contributor material may be open accessible. This consent form will allow the contributor to indicate if there is material that cannot be open accessed. These items will be made private and will only be made available with a written consent from the contributor.

Format of material

Digitised material. As the material are already digitised the original format is not necessary to be contributed. There are different ways to accumulate this format such as dropbox, email, google docs and many more. A customised option will be communicated with the contributor

Slides: The project is using a slide scanner for this material and therefore the original slides are to be collected from the contributor. Slides can be scanned to jpg/tiff format, for the purposes of the archive slides is scanned to jpeg format for easy downloads.

Printed material such as documents, letters and images: this will be scanned with high resolution to either jpg or pdf format. Printed typewritten documents will be scanned to PDF to create optical character recognition (OCR) for search purposes in the archive.

Process after digitising:

- Digitising of slides images and documents – ensuring the quality is correct.
- Creating a table(spreadsheet) with filenames
- Email the spreadsheet to the contributor with digital version of slides.
- Contributor complete spreadsheet (re date, place, event, names etc.)It is possible that a contributor do not have information on a specific file and in such a case a generalised title will be given and a close as possible date of creation. If only the title differs on a spreadsheet a contributor only need to complete the title column against the corresponding filename

FILENAME	CONTRIBUTOR/AUTHOR	AREA	DATE	TITLE	DESCRIPTION
lagrange_taa_1.jpg	La Grange, Hannes	Antarctica	1956-1959	Leica camera of Hanne La Grange	Leica camera issued to expedition members of the Trans Anatrctic expedition for their use of taking images during the expedition. See photos in Hannes La Grange's collection of images taken by him with this camera
lagrange_taa_11.jpg	La Grange, Hannes	Antarctica	1956-1959	Husky sledge dogs	Greeting cards made from images taken during the expedition
lagrange_taa_13.jpg					
lagrange_taa_15.jpg					
lagrange_taa_17.jpg					
lagrange_taa_19.jpg					
lagrange_taa_21.jpg					
lagrange_taa_23.jpg					
lagrange_taa_25.jpg					

tor check slides if the slides are all horizontally and vertically correct.

- Contributor signed consent form to make this collection available on the archive (confirmation of email conversation)
- Contributor send spreadsheet back to ALSA
- Archivist check the final spreadsheet
- Load collection on the archive
- Contributor wrote a paragraph(s) of his/her involvement in the Antarctic region. In order for a collection to be preserved for legacy purposes the project would like to know the story behind the person and how he/she got involved in the Antarctic environment. If a contributor do not wish to provide this information his/her collection will still be part of the archive, his story will just not have been told.
- An article will be published on the webpage as soon as the whole collection is available on the archive.
- Slides, photographs and material in their original format is send back to the contributor with a digital version. If the contributor do not want original slides etc. back, this will be kept by ALSA for archival purposes.

Contribution PROCESS to ALSA ARCHIVE

