



WELCOME TO THE PRESENTATION FROM ZAMBIA

**MUSEUM DOCUMENTATION SYSTEMS IN ZAMBIA:
CHALLENGES AND ACHIEVEMENTS**

BY

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NATIONAL MUSEUMS IN ZAMBIA



Choma Museum



Moto Moto Museum



Copperbelt Museum



Lusaka National Museum



Livingstone Museum



Introduction

- The National Museums Board is a statutory body created by an Act of Parliament with the principle role of collecting, documenting, preserving and presenting Zambia's movable heritage for public benefit, education, enjoyment and posterity. The Board comprises a Secretariat and five National Museums through which it executes its mandate. These are:
- **Choma Museum** established in 1988 displays the cultural heritage of the Tonga tribe of the Southern Province. It houses many traditional artefacts including beadwork, musical instruments, spears, clay figurines and jewellery.
- **Copperbelt Museum** established in 1962 houses items found in the area dating back to the Stone Age which include ethnographical artefacts, geological and historic items.
- **Livingstone Museum** established in 1930 is the biggest and oldest museum in Zambia. The museum contains artefacts related to the local history, prehistory, natural history including photographs, musical instruments and possessions of David Livingstone.
- **Lusaka National Museum** established in 1996 showcases contemporary art, highlighting the way of life of the Zambian people through painting, sculptures and models. The museum also displays Zambia's development from ancient through historic past to contemporary way of life.
- **Moto Moto Museum** established in 1940 has a collection of cultural artefacts from the Northern part of Zambia covering ethnography and art, prehistory, history and natural history.



BACKGROUND



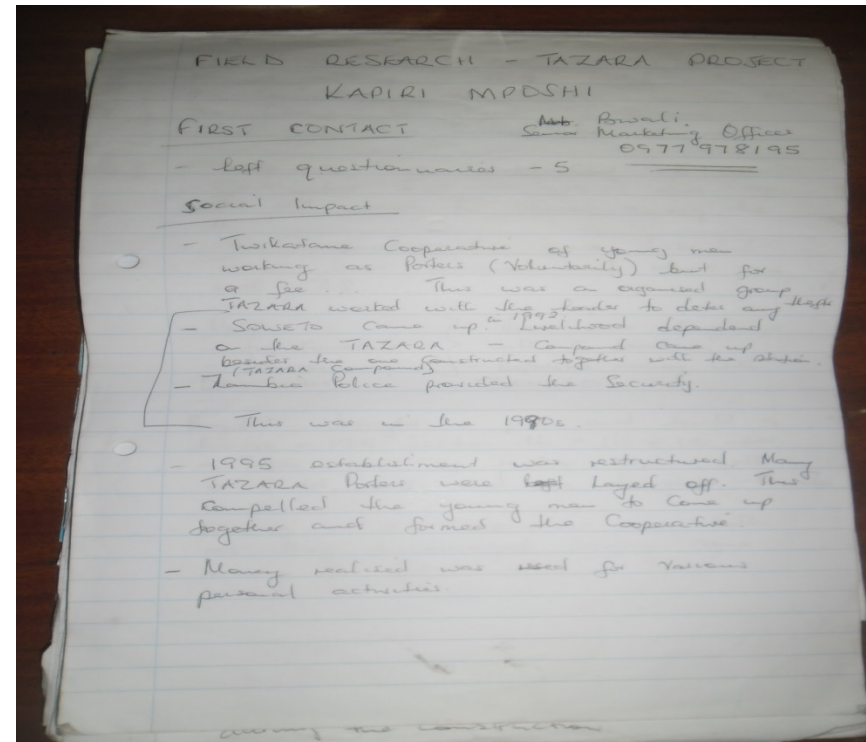
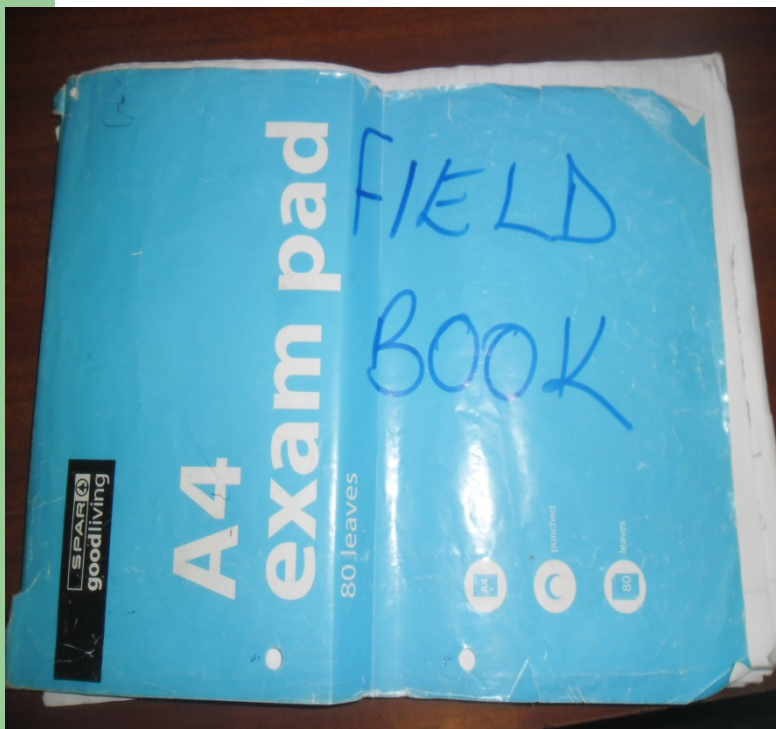
DOCUMENTATION SYSTEMS IN NATIONAL MUSEUMS IN ZAMBIA

- Museums in Zambia have been undergoing various modification in areas of research, exhibitions and documentation of collections. However, documentation had not been considered a serious element of museum work until recently.
- In preparation for the reorganisation and standardization of the documentation system, a number of inadequacies were observed such that some objects were not included, listed or documented anywhere in the records of the museum.
- As a result, museums in Zambia have had difficulties in proving legal ownership of objects in the event of theft. It has also been difficult to retrieve objects and information for research and exhibition purposes and to exchange information with other museums nationally and internationally.



CHALLENGES OF THE OLD DOCUMENTATION SYSTEM

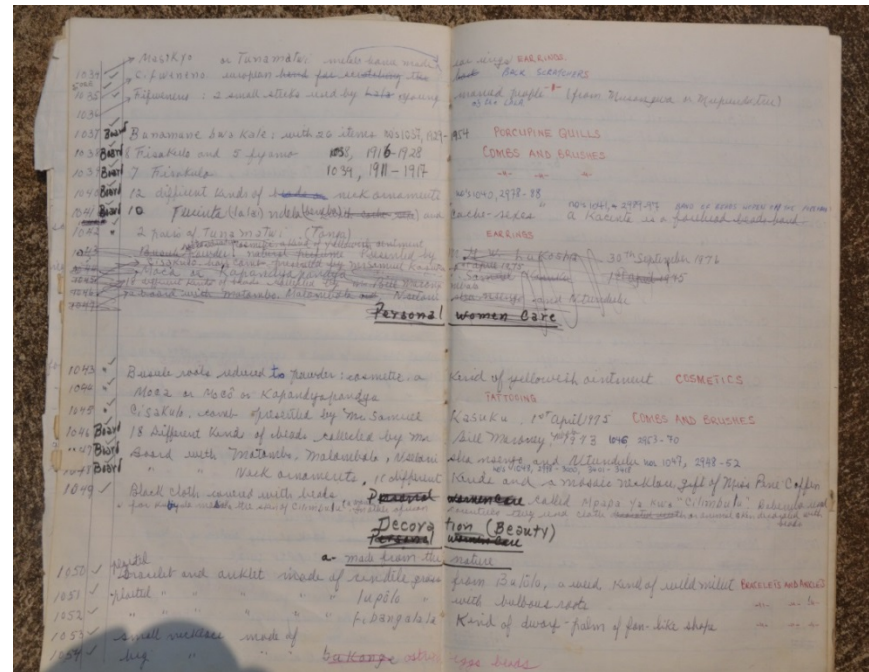
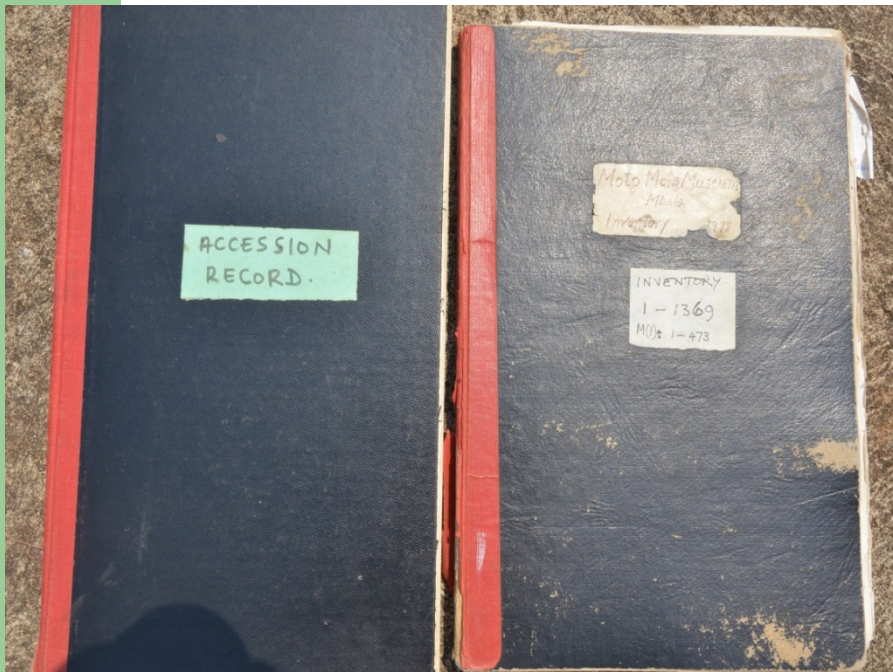
While in the field, objects/specimens recorded in ordinary note books without proper fields





CHALLENGES OF THE OLD DOCUMENTATION SYSTEM

Use of ordinary note books or on forms without sufficient fields to record collected objects





CHALLENGES continued

Information of objects/specimens donated to the museum recorded on loose sheet of paper





CHALLENGES - Continued

Leading to some objects in storerooms or displays having insufficient information and not accessioned





OTHER CHALLENGES

- Registers not updated
- Insufficient recorded information on objects or specimens
- No systematic and uniform accessioning in museums
- No easy retrieval system
- No common documentation language
- No easy retrieval system
- Different documentation systems within one department or institution.



CURRENT SITUATION - STANDARDISED SYSTEM

In addressing the challenges above, the National Museums of Zambia standardized the documentation system (still manual) to be used by all national museums. In this regard, cards, forms, inventory books and registers to cater for various elements of museum documentation were designed.

NATIONAL MUSEUMS OF ZAMBIA
ETHNOGRAPHY/HISTORY COLLECTION FORM
(Archives and Objects)

INSTITUTION: LUSAKA NATIONAL MUSEUM SECTION: ETHNOGRAPHY
Collection No: 001 NWH

A. **OBJECT NAME:**
Object Name/Title: AXE (SMALL AXE)
Local Name/Title (Maker): LIKANDU Ethnic Group: LUYALE
Other Name(s)/Title(s): _____

B. **DESCRIPTION OF OBJECT**
Physical
WOODEN HANDLE FIXED TO AN IRON
HEAD -

Type of Document: _____
Number of element(s): _____
Condition of object: VERY GOOD Date: 04-05-07
Alteration(s) if any: _____
Missing part(s), if any: _____
Original colour(s): _____
Current colour(s): _____
Inscription(s)/Decorative motif(s): NIL
Meaning(s): N/A

Dimensions:
Length: _____ cm Height: _____ cm Diameter: _____ cm
Width: _____ cm Weight: _____ g Thickness: _____ cm
Any other e.g. Page No's: _____

Materials:
Type of material(s): WOOD + IRON
Local name(s): _____
Origin of material(s): _____
Method of acquisition of material(s): _____

C. **HISTORY OF OBJECT**
Use
Function: CUTTING & CARRYING SMALL OBJECTS
Use of object: CARRYING & CUTTING Other use(s): _____
Original use: CARRYING
Place of use: MIZE
Period of use: 10 YEARS Last date used: 04-04-2007

NATIONAL MUSEUMS OF ZAMBIA
ETHNOGRAPHY/HISTORY CARD
(Archives and Objects)

INSTITUTION: LUSAKA NATIONAL MUSEUM SECTION: ETHNOGRAPHY
Accession No: ZM-LK-ET-001 Index No.: _____ Location: STORE ROOM

A. **OBJECT MANAGEMENT**
Object name/Title: AXE (SMALL AXE)
Local Name/Title: LIKANDU
Other Name(s)/Title(s): _____
Ethnic Group: LUYALE
Acquisition Method: POURCHASE Acquisition Date: 04-05-07
Acquisition Source: WORLD HERITAGE
Accession Date: 09/07/2008

IMAGE

B. **DESCRIPTION OF OBJECT**
Physical: WOODEN HANDLE FIXED TO AN IRON HEAD, WOODEN
HANDLE IS DESIGNED IN TWO GROOVES, TIED IN DOUBLE PLODS
AND OTHER DETAILS ARE LEFT IN NATURAL WOOD COLOUR

Inscription(s)/Decorative motif(s): _____
Category by form or function: _____ Category by technique: _____
Material(s): WOOD + IRON Technique(s): _____
Dimensions: Length: 41 cm Weight: _____ g Any other, e.g. No. of pages _____
Width: _____ cm Diameter: _____ cm
Height: 17 cm
Condition: VERY GOOD Date: 04-05-07



NATIONAL MUSEUMS OF ZAMBIA

ETHNOGRAPHY AND ART ACCESSION RESISTER

S/N	Collection Date	Accession No. ZM	Accession Date	Object Name/Title	Object Description	Ethnic Group	Locality		Index No.	Acquisition Method	Collector	Collection No./ Entry No.	Notes
							Specific Area	District					
1.	04/05/2007	LK.ET.001	09/07/08	AXE (ADZE)	Small Axe blade/head. Has a wooden handle designed in two colors - Tinted darker parts	Luvale	Mize Capital, Chief Ndungu, North Western Province	Zambezi		Purchased	Chilala Habeenzu	001 NWH	Object used as a cutter & for carving small wooden tools.
					Other parts have natural wood colours								
2.	04/05/2007	LK.ET.002	03/07/08	Big Axe	Iron head/blade hard wood handle cracked in some section. To wear and tear – heavy iron.	Luvale	Mize Capital, Chief Ndungu, North Western Province	Zambezi		Purchased	Chilala Habeenzu	002 NWH	
3.													

Sample page from the current accession register



FUTURE OF MUSEUM DOCUMENTATION



In order to match with current technology, the National Museums Board in Zambia is establishing an integrated computerized documentation system of museum collections to be used by all national museums in Zambia using the Livingstone Museum as a pilot project.

The screenshot displays a web-based interface for a museum's object list. At the top, there are dropdown menus for 'Institution' (set to 'Livingstone') and 'Section' (set to 'Ornithology'). Below these are tabs for 'Object' and 'Site'. Further down, there are filters for 'Object Type' (set to '(All)') and 'Sort by' (set to 'Accession Number' in 'Descending' order). A 'Records' counter shows 22 items. The main area is a table with columns for 'Accession Number', 'Object Type', 'Object Name', 'Acquisition M...', and 'Acquisition Date'. The row for 'ZM.LS.OR.3876' is highlighted. To the right of the table is a sidebar with buttons for 'Edit Object Data', 'Print Object Card', 'Delete Object', 'Object Search ...', and 'Insert New Object' (with sub-options for 'Artifact', 'Document', and 'Specimen').

Accession Number	Object Type	Object Name	Acquisition M...	Acquisition Date	Acc
ZM.LS.OR.10539	Specimen	Olive Thrush		06/12/1999	
ZM.LS.OR.9466	Specimen	Mountain Thrush		18/05/1975	
ZM.LS.OR.7781	Specimen	Mountain Thrush		30/10/1971	
ZM.LS.OR.7780	Specimen	Mountain Thrush		28/10/1971	
ZM.LS.OR.7547	Specimen	Mountain Thrush		06/08/1971	
ZM.LS.OR.3881	Specimen	Golden thrush			
ZM.LS.OR.3880	Specimen	Groundscraper Thrush		01/01/1959	
ZM.LS.OR.3879	Specimen	Groundscraper Thrush		22/08/1962	
ZM.LS.OR.3878	Specimen	Groundscraper Thrush		10/03/1964	
ZM.LS.OR.3877	Specimen	Groundscraper Thrush		20/03/1964	
ZM.LS.OR.3876	Specimen	Groundscraper Thrush		20/03/1964	
ZM.LS.OR.3875	Specimen	Groundscraper Thrush		20/03/1964	
ZM.LS.OR.3874	Specimen	Groundscraper Thrush		04/03/1964	
ZM.LS.OR.3873	Specimen	Groundscraper Thrush		18/09/1967	
ZM.LS.OR.3872	Specimen	Groundscraper Thrush		18/09/1967	
ZM.LS.OR.3871	Specimen	Groundscraper Thrush		01/06/1963	
ZM.LS.OR.3870	Specimen	Groundscraper Thrush		10/06/1962	
ZM.LS.OR.3861	Specimen	Olive Thrush		10/10/1963	
ZM.LS.OR.3860	Specimen	Olive Thrush		05/10/1963	
ZM.LS.OR.3859	Specimen	Olive Thrush		12/07/1960	

Sample page from the digitalised documentation system



FUTURE OF MUSEUM DOCUMENTATION

Digital Register

Object Management

Specimen


Accession No. : ZM.LS.MA.1490

Common Name : African Giant Shrew

Previous Acc. No. : NMZ 1490

Images

Image File
Crocidura occidentalis 149
Crocidura occidentalis 149
Crocidura occidentalis 149
Crocidura occidentalis 149
Crocidura occidentalis 149
Crocidura occidentalis 149
Crocidura occidentalis 149



General Specimen Name Description **Collection** Documentation

Collection Locality

Locality Type	Locality Name	Coordina
Country	Zambia	
District	Kalabo	
Province	North-western	
Town	Kalabo	

Notes :

Collector: Japp, M.

Site Name:

Collection

Group of Collection :

People Group
*

Collection Method :

Collector : Japp,M

Collection Date : 15/05/1966
(DD/MM/YYYY)

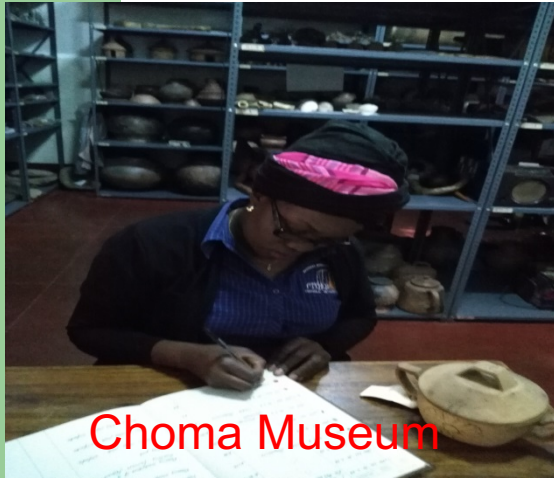
Collection Field No. : 56



CONCLUSION



The National Museums Board has a rich cultural and natural heritage that needs to be well documented and preserved for posterity and also for further research by both local and international researchers.



Choma Museum



Copperbelt Museum



Livingstone Museum



Livingstone Museum



Lusaka National Museum



Moto Moto Museum



THANK YOU FOR YOUR ATTENTION!!!

THE END