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REVIEW

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Preservation for building Collection Memory of Nursing in UNIRIO

Preservação para a Construção da Coleção Memória da Enfermagem na UNIRIO

Preservación para la Construcción de la Colección Memoria de Enfermería en UNIRIO

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ABSTRACT

Objective: The study's goal has been to show the results of the digitization project and online publishing of Collection of Nursing Memory (BSEN). **Methods:** It is a research of existing bibliographical material that was held in the collection, with the stages of selection, preparation of items, digitization and publication in the catalog. **Results:** The creation of the digital library collection Memory Nursing - UNIRIO. **Conclusion:** The digitization of special collections is an essential process for the preservation of memory and dissemination of historical information.

Descriptors: Special collection, Memory collection, Preservation, Digital preservation.

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RESUMO

Objetivo: Mostrar os resultados do projeto de digitalização e publicação on-line dos acervos da Coleção Memória da Enfermagem (BSEN). **Método:** Foi realizada pesquisa do material bibliográfico existente no acervo, com as etapas de seleção, preparação dos itens, digitalização e publicação no catálogo on-line. **Resultados:** Criação da biblioteca digital da Coleção Memória da Enfermagem da UNIRIO. **Conclusão:** A digitalização dos acervos especiais é processo indispensável para a preservação da memória e disseminação da informação histórica.

Descritores: Coleção especial, Coleção memória, Preservação, Preservação digital.

RESUMEN

Objetivo: Mostrar los resultados de las colecciones de diseño y publicación en línea de escaneo de la colección Memoria de Enfermería (BSEN). **Método:** Investigación del material bibliográfico existente con las etapas de selección, preparación de artículos, la digitalización y publicación en el catálogo. **Resultados:** La creación de la biblioteca digital de la Colección Memoria de la Enfermería - UNIRIO. **Conclusión:** La digitalización de las colecciones especiales es un proceso esencial para la preservación de la memoria y la difusión de información histórica.

Descriptorios: Colección especial, Colección memoria, Conservación, Preservación digital.

INTRODUCTION

Libraries of the Center for Biological Sciences and Health

The Sectoral Library of the Center for Biological Sciences and Health (CCBS), created in 1988, brought together the libraries of the Alfredo Pinto Nursing Schools and the School of Nutrition. They were also linked to the CCBS Sector Library, the Libraries of the School of Medicine and Surgery (CCBS/BM) and the Library of the Biomedical Institute (CCBS/IB).

The Nursing and Nutrition Sector Library (BSEN) attends traditional health courses in Brazil, such as the country's first Nursing School - Alfredo Pinto Nursing School - created in 1890 to meet the needs of the National Hospice of the Injured, And the Central School of Nutrition, another pioneer founded in 1939, which had its legal origin in the Nutritionist Course of the Social Welfare Food Service (SAPS) in 1943 and was recognized in 1962 as a higher education institution. Since 1969, these schools have been integrated into the Federation of Isolated Federal Schools of the State of Guanabara (FEFIEG), currently the Federal University of the State of Rio de Janeiro (UNIRIO).

The library has a collection consisting of 6,175 updated book titles and 11,461 copies, 172 periodical titles, 534 dissertation titles, 128 thesis titles, three databases for electronic books and three databases covering the various courses in the biomedical area (data updated in the first semester/2016), with emphasis on the "Memory of Nursing Collection", composed of 107 books, starting

with Nicholas Senn's "A nurse's guide for the operating room" in 1905. Other milestones could be given by the earliest translated work in Portuguese, "The Nurse's Book: Guide to First Aid at Home, Hospitals and War", by J. Haring, 1916, and by the national title, "Nurses' Course"; By Adolpho Possollo, from 1920.

For this reason, they are not classified as rare works according to the rarity criteria presented by Pinheiro¹. As the collection is considered relevant by the schools, being the source for several dissertations and theses, mainly in the History of Nursing research line, BSEN has been striving to increase the visibility of the collections, inserting the works in the online catalog, with Content in full or in part, in accordance with existing copyright criteria.

Special bibliographic collections within a university library require differential treatment of the general collection, as the library supports the indissociably and irrevocable principles of attendance to teaching, research and extension programs, presented in Article 207 of the Federal Constitution of 1988². They are not collections gathered at random or selected to meet personal desires, but chosen according to criteria adopted by the selection committee representing the academic community as a whole.

Weitzel^{3:29} points out that the Selection Policy recommends that "collegial decisions have the advantage of dividing responsibilities, commitment and engagement of all in favor of a common interest". In this way, the selection for incorporation into the collection represents the realization of the academic community's recognition of the documental heritage preserved in the space of the library.

In 2012, the project to digitize BSEN's special works, Creation of the Virtual Library of the Special Collection of the Nursing and Nutrition Sector Library: Memory Collection began to be developed. It was discussed the importance of implanting a virtual library of the special collection, which consists of books donated, for the most part, by the Nursing and Nutrition Schools, dating from the beginning of the last century until the 1950s, aiming at their preservation And dissemination of information.

Access to stored information is a key benefit of the digital image preservation system, and with digital technology, the user no longer has to move to the place where preserved materials are physically stored, increasing their accessibility. Digitization, then, has been one of the low-cost solutions that serves the double purpose: preservation and access, distribution and transmission of information⁴.

The collection is a collection that needs to be treated and made available to the public, as it presents risks and preservation problems in its original support. The digital copy becomes one of the ways of accessing informational content while the original format is preserved. The activities of description, conservation, digitization, digital sto-

rage and creation of mechanisms to search the collection will allow the preservation of information, organization and physical protection of the collection, democratizing access to information.

The UNIRIO Libraries System has as mission to provide informational support to the development of university teaching, research and extension programs, considering all the fields of action of the institution. Its Institutional Development Plan (PDI) determines the care of the informational heritage of the university, selecting, acquiring, processing, making available and guaranteeing the access and preservation of this information, whether registered in any type of support, as well as the stimulus to creation of new services for the dissemination of knowledge production of the university (implementation of the digital repository)⁵. UNIRIO's own PDI has as its first strategic objective "to guarantee the production, dissemination and preservation of knowledge in all fields of knowledge"^{5:32}.

The cataloging of works belonging to the rare and special collections requires an acuity on the part of the cataloger in the moment of portraying the specificities of each registered copy. In the difficulty of locating a specific literary code for special collections, with no rare works in the composition of the collection, we justify our exhaustive detailing concern:

To define rarity criteria for a special collection, you must know it very well. This knowledge is a fundamental resource for the identification of the collection, developed from its cataloging, through a bibliological analysis, which is the item by item examination, page by page, to describe its materiality, and bibliographical research, which involves the collection of Sources that cite the work under study, to record the importance of its edition, its author, its content, its history^{1:35}.

For this reason, in addition to the general fields attributed to the works of the general collection, specific notes seek to portray the item as if the user were looking at the copy. Following the cataloging model presented by Araujo and Santos⁶ for rare collections, the BSEN team developed its own model for greater representativeness of the works of the CME and CMN, recognizing by the parameters of Service Order 12/19846 of the National Library Foundation (FBN). The collection consists of special works, but not rare.

To this end, the objective is to demonstrate the steps for the hygienization and digitization, as a preservation strategy, of the Nursing Memory Collection at UNIRIO.

METHODS

This is a historical-social study, based on bibliographical research, which used documentary analysis as a research

technique and had the following steps: reading of the work, selection of important aspects of its content and educational context, creation of notes of abstract and biobibliographic by nursing students, supervised by a professor of the area.

For the composition of the collection memory the following criteria in the selection of works to be digitized were adopted:

- Contain the word Nursing in the title;
- To have as preferred authors teachers of the School of Nursing;
- Nursing authors;
- Donations made to the Nursing School;
- Books with dedication directed to the course or professor of the nursing course.

The images used in the text present the steps of the composition of the collection: selection of items, hygiene and digitization processes, cataloging (production of technical notes) and dissemination of the collection in the online catalog.

RESULTS

Agreeing with Teixeira, Paranhos and Queiroz⁷, that it is not enough to catalog and store the collection in the physical space of the library, the BSEN team chose to preserve the "Nursing Memory Collections" both physically and digitally.

In order to protect the collections of the intrinsic and extrinsic agents of paper degradation, the works were allocated on specific shelves, separating them from the general collection and restricting the physical access to the works, as shown in Figure 1 below:



Figura 1 – Memory Collection

The details observed in each copy to compose the specific notes are: action of the intrinsic and extrinsic agents of degradation of the paper, autographs, dedications, stamps, completeness of the copy, cuts, binding, re-insertion, erratum sheet, Ex-libris, envelopes, typographic markings, borders and seals, according to the examples listed in Figure 2.

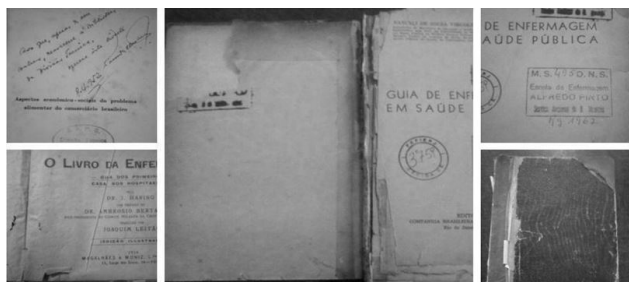


Figure 2 – Examples of local notes

Hygiene and scanning process

In order to guarantee the dissemination of the information contained in the support, a priority table for cleaning, digitizing and making available the PDF of the works in the SophiA software, used for documentary management of the UNIRIO Library System, was developed, corroborating that reported by the International Federation of Library Associations⁸, that “without scanning, rare and special collections may remain obscure and unknown”.

The process of hygienizing the book involves a matter of caring for a different “patient” of which the nursing professional is accustomed. Several procedures are carried out on the support, not of flesh and bone, but of cellulose fibers, to guarantee a healthy life, since, as every patient, without special care, he can die or degrade in an accelerated way until its complete end.

For the book to achieve a healthy longevity, away from some extrinsic agents of paper degradation, such as dust, insect action, oxidizing clips, forgotten markers between pages, among others, it needs to be cleaned. In addition, hygiene makes the book not a disease transmitter for the professional who needs constant contact with him, such as librarians and teachers, and users who use it for research purposes.

During the hygienization process, the “nurse”, in this case a qualified professional who is caring for that patient should make a diagnosis for future actions. This document can be

considered as a medical record, since it is unique for each work, in which elementary diagnostic data and procedures are recorded, such as the need for restoration and/or binding of the work. At BSEN, the library team, with the support of scholarship holders and library trainees, prepared a diagnostic form for an analysis of CME’s works and made it available for download in the UNIRIO Library System catalog for all interested parties.

However, despite the desire to provide adequate treatment for each “patient” in the aforementioned collection, we do not have a specific laboratory or the essential means for effective treatment. Nevertheless, we indicate the reading of the guidelines of the author Jayme Spinelli in the work “Recommendations for the hygiene of bibliographical & documentary collections”⁹ and others with the same theme for relevant information about the procedures to be performed in each institution desirous of treating, through the hygiene procedure, the own documentary collections. We, BSEN, allied to the faculty and student, we propose to set up a laboratory of its own so that interdisciplinary areas such as nursing, librarianship, archivalology and history can work the collection in a wide way.

After the hygienization process, to ensure the dissemination of the information contained in the support, the work is digitized and made available in SophiA software, used for document management of the UNIRIO Library System. Figure 3 below shows, respectively, the hygiene and scanning process.



Figure 3 – Hygiene and scanning process

Cataloging process: Nursing Memory Collection UNIRIO



Figure 4 shows the initial screen of the search result in the online catalog of items from the special collections; Figure 5 shows the available digital content, and, finally, Figure 6 shows an example of the technical diagnostic sheet of the physical item.



Figure 4 – Memory Collection in the online catalog



Figure 5 – Digital content

Coletânea Memória de Enfermagem (CME) e Nutrição (CMN)
Ficha de diagnóstico técnico

Título: O Livro da Enfermeira
Autor: HARING, J.
Ano: 1916
Imprenta: Porto: Magalhães e Moniz, 1916.
Localização: CME (X) CMN () OUTROS ()
Número de páginas: 334
Tombo: 106 **Código de barras:** UR – 0002391-5
Classificação: 610.73 H2811
Técnica: () Manuscrito () Impresso (X) Datilografado
Estado de conservação: () Bom (X) Regular () Mau
Contém: () Assinatura do autor (autógrafo) () Assinatura do doador () Dedicatória () Letra capitular com ou sem luminária () Ex-líbris () Mapas () Gravuras (X)
Acompanha: Mídias () Mapas () Gravuras Acondicionamento específico () Sobrecapa () Cinta ()

| Encadernação | |
|---|---|
| <input type="checkbox"/> Couro | <input checked="" type="checkbox"/> Sujidades |
| <input checked="" type="checkbox"/> Papel | <input type="checkbox"/> Costura rompida |
| <input type="checkbox"/> Tecido | <input type="checkbox"/> Insetos |
| <input type="checkbox"/> Pergaminho | <input type="checkbox"/> Microorganismo |
| <input type="checkbox"/> Sintético | <input type="checkbox"/> Perda lombada |
| <input type="checkbox"/> Perda capa | <input type="checkbox"/> Capa solta |
| <input type="checkbox"/> Capa solta | <input checked="" type="checkbox"/> Folhas soltas |
| <input type="checkbox"/> Folhas soltas | <input type="checkbox"/> Grampos / pinos |

| Preservação | Tratamento executado | |
|--|--|--|
| | Restauração | |
| <input checked="" type="checkbox"/> Limpeza com trincha | <input checked="" type="checkbox"/> Reparos no suporte | |
| <input checked="" type="checkbox"/> Limpeza com pó de borracha | <input type="checkbox"/> Laminiação | |
| <input type="checkbox"/> Acondicionamento | <input type="checkbox"/> Reintegração manual | |
| <input type="checkbox"/> Desinfestação | <input type="checkbox"/> Encolagem | |
| <input type="checkbox"/> Desmonte | <input type="checkbox"/> Neutralização / banho | |
| <input type="checkbox"/> Remoção de fitas adesivas | <input checked="" type="checkbox"/> Reforço | |

Encadernação: (X) Reparos na encadernação () Encadernação

Acompanha documentação fotográfica: (X) Sim () Não
O exemplar foi fotografado: (X) Sim () Não

Observações:
O exemplar necessita de reparos no suporte informacional. No sistema Sophia, ao qual o exemplar está catalogado, contém notas explicativas das suas características físicas e referências relacionadas ao teor do seu conteúdo intelectual. O livro contém carimbo da Biblioteca da Escola de Enfermagem Alfredo Pinto, com o registro no ano de 1963.

Data: 29/04/2016
Técnico Responsável: Diego Aragão

| Descrição | Diagnóstico |
|--------------------|---------------------------------|
| Suporte | () Fita adesiva |
| () Pergaminho | () Escurecimento |
| () Papel de trapo | () Foxing (pontinhos amarelos) |
| (X) Papel moderno | () Microorganismos |

| Tinta | Diagnóstico |
|-----------------|-------------------------|
| () Carimbo | () Oxidação inicial |
| () Ferrogálica | (X) Oxidação adelantada |
| (X) Moderna | () Esmaecida |
| | () Solubilizada |

Figure 6 – Technical diagnostic sheet

CONCLUSIONS

We conclude that the preservation of memory impregnated in the content and support by the marks left over time must be guaranteed by the Sectoral Library of Nursing and Nutrition for being a repository of important collections for the area of health sciences. In the Nursing Memory Collection, through the individualization of each copy in the cataloging process, with the extensive use of specific notes, and the digitalization of each item to safeguard the support and dissemination of information to all interested parties, we have played the important role and Indispensable in the process of supporting the teaching, research and extension programs.

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