

# TIATR ACADEMY OF GOA

## 3. Documentation [and Research] Assistantship Scheme

There are many materials such as Manuscripts, Photos, Handbills, Advertisements, Newspaper or Magazine clippings, Video and Audio recordings, etc., with Tiatr artistes, tiatr lovers and even institutions. These materials are of immense value in documentation of Tiatr. But in many cases the materials may not be categorized or organized for better access and digital preservation. There is a high degree of risk that some of these materials may be lost to posterity if efforts are not undertaken to preserve and document them. Therefore the TAG has formulated this scheme to encourage documentation and digitisation of such materials.

### The norms of this scheme are:

1. Possessors of such material related to Tiatr will be provided assistance to organize and document the materials in their holdings.
2. The holder will be encouraged to convert the materials into electronic formats. A reasonable amount, as decided by TAG, will be paid to the holder as a one time incentive.
3. Holders who wish to have their materials organized/documented electronically must indicate to TAG their willingness to permit and facilitate the tasks. [They may also indicate proximate candidates willing to undertake the documentation].
4. Candidates willing to serve as Documentation Assistants shall submit applications to TAG, which will assign tasks according to the requests received from the holders.
5. A copy of the digitised material will be provided to the holder on DVD / Pen-drive and a similar copy will be kept by the TAG for its uses.
6. Some of the tasks performed by the documentation assistant may include:
  - a) Compilation and organisation of the materials.
  - b) Typing / Word-processing of the textual materials or scanning and converting by OCR.
  - c) Conversion of images by scanning / photographing with digital camera.
  - d) Converting Video or Audio recordings from analogue to digital format.
7. The documentation assistant will be paid an honorarium on clock-hour basis as determined by TAG. The work done must be certified by the holder of the material. The TAG will periodically review the work undertaken and accordingly extend or curtail the assistantship.
8. If services of other agencies become necessary, The TAG will reimburse costs incurred towards conversion according to the rates determined by it.
9. Preference will be given to persons who are in proximity to the venue of the holdings.
10. The concerned who wants to avail the benefit of this scheme shall submit a self-attested copy of Aadhaar Card along with the application.
11. The TAG reserves the right to make changes in these rules.

President

Member Secretary

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## 3. DOCUMENTATION [AND RESEARCH] ASSISTANTSHIP SCHEME

1. Name of the Artiste/Documentation Assistant: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

3. Contact No.: \_\_\_\_\_ Email-id: \_\_\_\_\_

4. Aadhaar Card No. (Enclose copy) :

\_\_\_\_\_

5. Aspect of Tiatr on which documentation can be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I have read and understood the rules of the scheme and I abide by it.
- I hereby state that the information given above is true to the best of my knowledge.

\_\_\_\_\_

**Signature of Artiste/Documentation**

**Assistant**

Date: \_\_\_\_\_

The holders shall indicate the nature of the work to be undertaken which may include the following categories:

Organizing material – arranging, cataloguing, etc.

Typing, Word-processing, And Indexing.

Scanning, performing OCR

Photographing / Photocopying

Converting Audio or Video recordings from Analog to digital formats.