



AthenaPlus

Kick-off meeting
Rome, 18-19 March 2013

Record Management, Archives and Publications Service

SGDAP

(abbreviated in Catalan)

Girona City Council

Role in the project: Content provider

MISSION

The SGDAP mission is to assure the preservation of and access to the municipal documentation, from the oldest documents to the most recent ones.

SGDAP is structured in three specific but related services:

- the **Girona Municipal Archives (AMGi)**
- the **Centre for Image Research and Diffusion (CRDI)**, which are in charge of the management, handling and safekeeping of the municipal documentation and the city's graphic documents, respectively.
- **Municipal Publications Service**, which is responsible for the dissemination of studies relating to the population and the territory of Girona city.

SERVICES

The main user services which we offer are as follows:

- On-site and online consultation, and copying of original documentation.
- Historic information on events, figures, institutions and places of Girona city.
- Identification, dating and transcription of old documents and old photographs.
- Advice on the organisation and management of fonds and collections: management of administrative documentation, assessment and selection, protection of personal data, implementation and application of technologies, and intellectual property rights.
- Preservation and conservation of documents, temporary safekeeping of original documents, and protection of the documentary heritage of the municipality.
- Research guidance, specialised information and consultation of bibliographic resources on the city of Girona (comprising nearly 9,000 references).
- Guided tours of the centre for schools, groups and specialists.
- Organisation of and collaboration on outreach and training activities in connection with documentation and images addressed to diverse publics: symposiums, courses, conferences, film showings, physical and virtual exhibitions, etc.
- Dissemination of studies in any field of interest to the municipality of Girona.

ROLE IN THE PROJECT

SGDAP is a content provider

| Quantity and Type | Subject Matter | Digital Format |
|---|---------------------------------------|-----------------------|
| 1.170 Films = 140 hours | Documentary, Fiction | Digital Betacam |
| 7.000 Videofiles = 2.200 hours | Television, Documentary | AVI |
| 3.000 Audiofiles = 1.200 hours | Radio | WAV |
| 5.682 historical records and 843 books = 645.699 pages | Middle-Age and Modern Records Mail | TIFF, JPEG |
| 1.592 Posters | Graphism Advertisements | TIFF, JPEG |
| 60.831 newspapers = 1.706.785 pages | News | TIFF, PDF |
| 5.000 Museum objects 20.000 Records | Cinema | TIFF |
| 300.000 Photographs | Photojournalism, Documentary | TIFF, JPEG |

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