The Biodiversity Heritage Library (BHL) is a consortium of natural history and botanical libraries that cooperate to digitize and make accessible the biodiversity literature held in their collections and to make that literature available for open access and responsible use as a part of a global biodiversity commons. BHL Africa is an affiliate member of BHL: a consortium of natural history, university, research libraries, institutes and other biodiversity related member organizations. The National Museums of Kenya is a member of BHL Africa. The aim of BHL Africa is to improve access to biodiversity literature through digitization and open access principles.

The week long event was attended by five NMK staff involved in the BHL Africa digitization activities comprising of Dr. Ashah Owano, Lawrence Monda, Gilbert Busolo, Ben Nakitare and Rachel Maina from the Resource Centre, Main library and ICT Departments. NMK staff arrived at SANBI in two different groups. The purpose of the BHL Africa Meeting was to revisit the MOU and constraints identified in digitization and uploading of material.

The first group arrived in South Africa on 11\textsuperscript{th} February 2018 and comprised of institutional member representatives and Technical representative for the BHL Africa meeting.
The meeting was officially opened by Dr. Kristal Maze, Chief Director of Biodiversity Information and Policy Advice on 12th February 2018; and ran through to 13th February 2018. It was attended by 2-NMK staff, Dr. Ashah Owano (Representative – Kenya, East Africa) and Mr. Lawrence Monda (BHL Africa Technical Representative).

The delegates meeting was attended by representatives from SANBI Pretoria, SANBI Cape Town, University of Pretoria (UOP), South African Institute of Aquatic Biodiversity (SAIAB), the National Museums of Kenya (NMK), Uganda Museum Society (UMS), Uganda National Council for Science and Technology (UNCST), International Centre for Insect Physiology and Ecology (ICIPE), Kenya Forestry Research Institute (KEFRI), Kenya Wildlife Service (KWS), Kenya Medical Research Institute (KEMRI), University of Nairobi (UON) and the East African Community. The main agenda was to review the BHL Africa structure and the MOU for the consortium. The meeting made a number of amendments to the MOU to include institutions that have interest in biodiversity issues. The structure and responsibilities of member institutions was also discussed and agreed upon; and that term for representatives shall be every two years with a physical meeting of member institutions every two years as well. The meeting ended with inputs to the BHL Africa strategic plan for the next five years including channels of communication. It was agreed that every institution will strive to digitize at least 500-pages every two months and upload them to BHL platform. It was resolved that the BHL Africa chair will be
approaching Internet Archives for a table top scribe machine for NMK and UNCST to be digitization Hubs for Kenya and Uganda.

The other participants arrived on 13th February 2018, in readiness for the training workshop on Day 3 (i.e. 14th February 2018). The purpose of the BHL Africa workshop was to cover the constraints and issues hampering the digitization and uploading of material. The workshop comprised of participants from all the institutions mentioned above, with NMK having 3-more participants for the training.

The workshop started with an introduction and highlights in collection development followed by digitization workflow. Participants were reminded about securing a License Agreement Form for all content to be digitized before digitization. They were taken through the process of digitization using a scribe machine and the importance of quality control of the content because once uploaded it is not easy to pull them down. Thereafter, participants were taken through the process of uploading documents direct onto Internet Archive platform where it stays for 48hrs before being ingested onto BHL Metadata issues were also clarified. On day 2: there was a demonstration on MACAW platform for uploading digitized images. This is the platform NMK uses since the library does not have a scribe machine. The training emphasized the use of TIFF, JPEG 2000 and PDF/A formats for digitizing documents for uploading cum digital preservation. PDF/A is specifically for digital archiving. As concerns matters of communication, participants were told to follow the laid down channels of communications. Incase of any technical hitches the technical representative has to be contacted first. Where there is need to contact Bianca at Smithsonian, a copy of that correspondence has to be sent to the Chair of BHL Africa and the Technical
representative for Africa. Those with issues to do with passwords for MACAW were requested to contact Bianca and copy the technical representative. MACAW is a metadata collection and workflow tool.
Participants visited the SANBI library where they were shown the newly acquired table top scribe machine for digitization at SANBI. The machine has a front and back lighting system and uses two cameras. It has a lot of similarities with the Atiz Booksnap that is already available at NMK. The only difference is that with Atiz documents can not be uploaded direct onto Internet Archives from NMK.

*Middle: Anne-Lise, Fourie Ass. Dir. SANBI Libraries & Chair of BHL Africa explains how a scribe machine works. Looking on are Dr. Ashah Owano of NMK and Esther Obachi from the UoN*
Acknowledgements

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