



FIRST NATIONS MEDIA ARCHIVES PREPARING FOR DIGITISATION

Step 1 Audit your physical media and record inventory/collection management information

STEP 1 OUTCOMES:

- 1. A master list in Excel of all physical media held in the Archive.**
- 2. Identification of media objects that are not to be digitised.**
- 3. Plan for disposing or long term Archival storage of media that is not to be digitised.**

Step 2 Audit the Archive's playback equipment

STEP 2 OUTCOME: Master list sorted into two groups – items that can be digitised in-house and items that need to be digitised by another organisation.

Step 3 Check the cultural access protocols for media objects to be digitised in-house

STEP 3 OUTCOMES:

- 1. In-house digitisation media objects on the master list are sorted by access protocols.**
- 2. Digitisation staffing plan.**
- 3. Digitisation space plan.**

Step 4 Plan the sequence of digitisation of media objects for in-house digitisation

STEP 4 OUTCOMES:

- 1. Individualised digitisation priority lists for digitisation staff to implement.**
- 2. Plan for media repair.**

Step 5 Plan the digitisation of media objects to be outsourced (subject to financial resourcing)

STEP 5 OUTCOME: Plan for off-country digitisation and short-term renting or loan of digitisation equipment .