



# Getting Started with Archiving – Next Steps

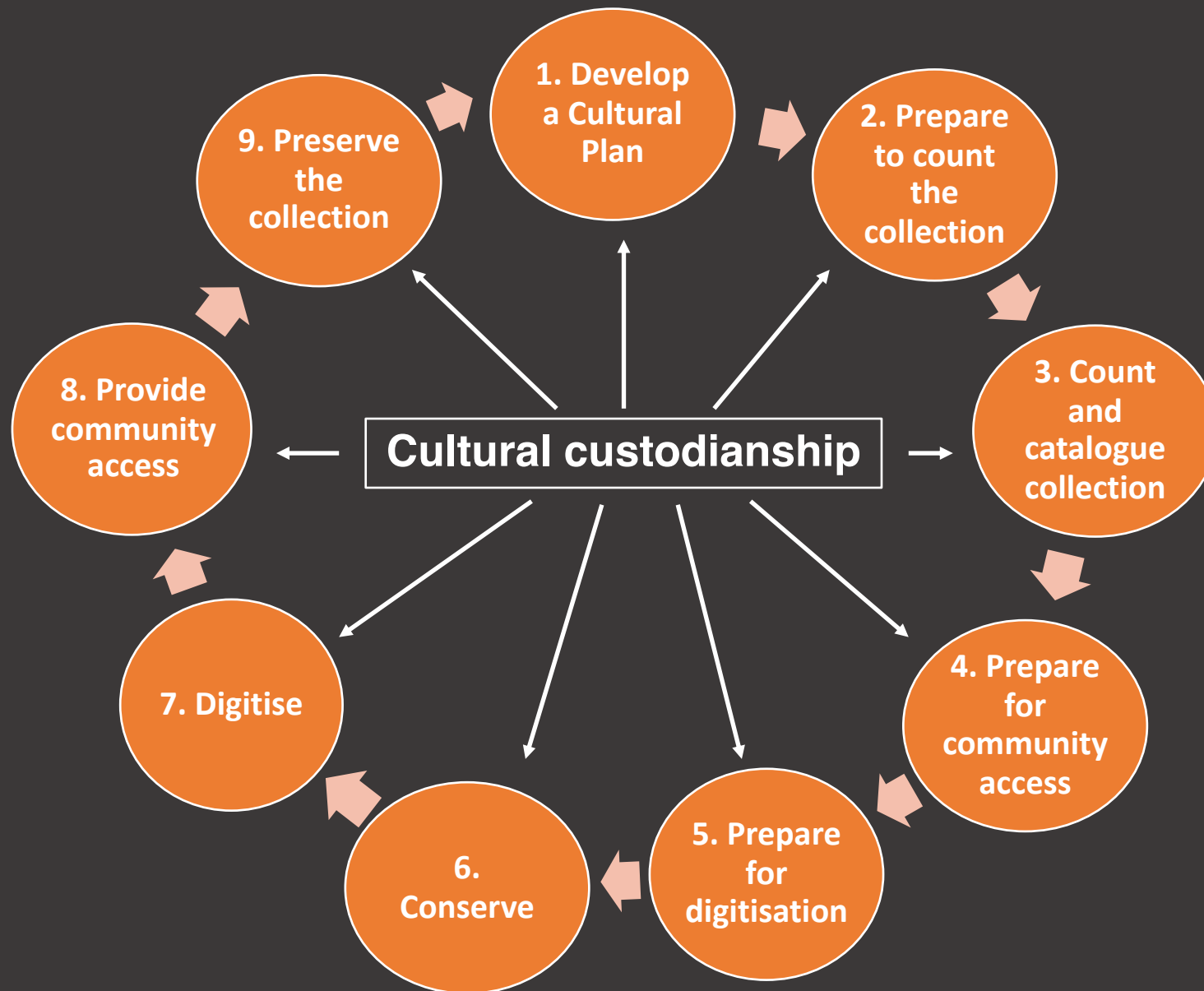
Presenter: Daniel Featherstone

I've opened the box  
– now what do I do?



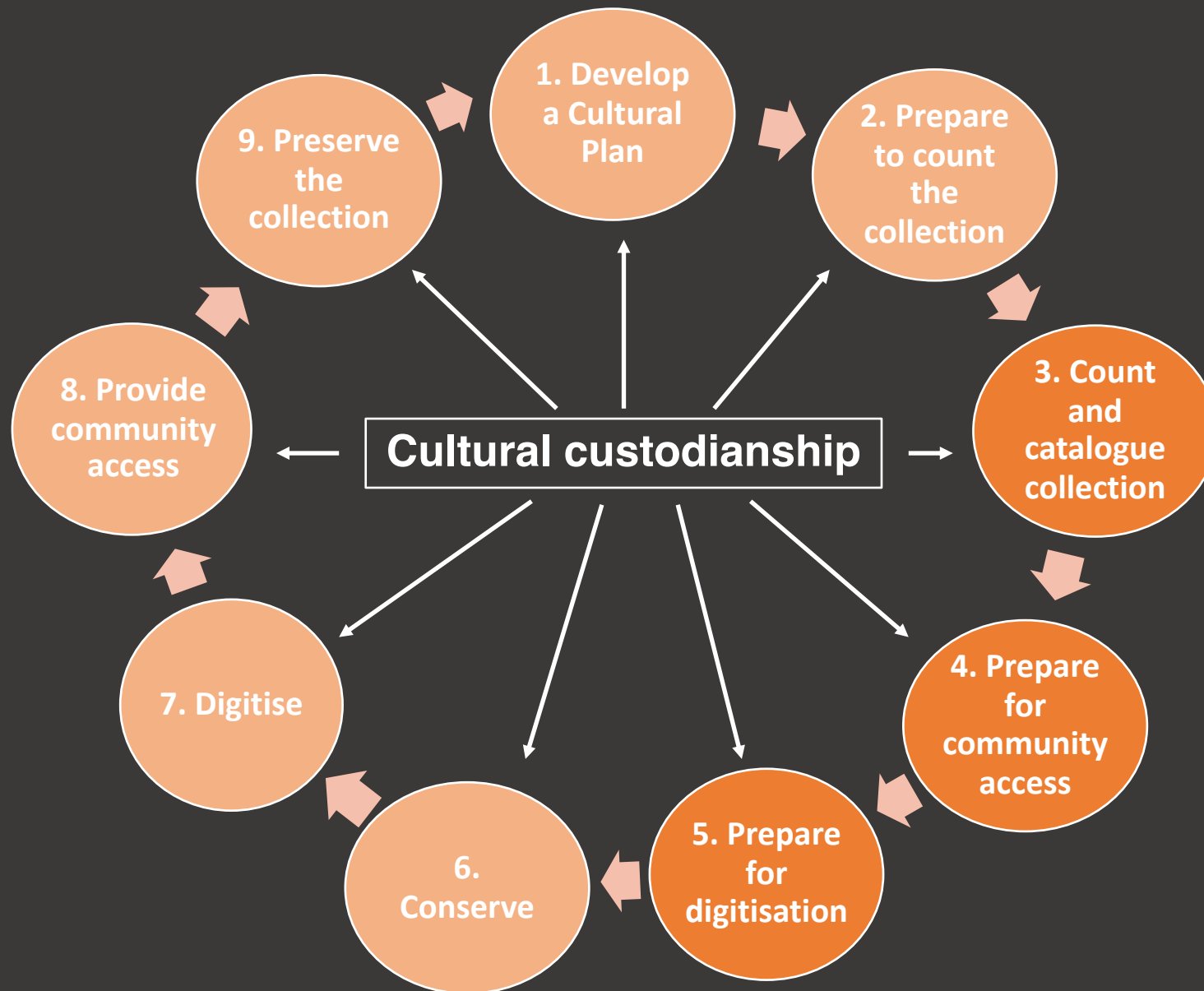


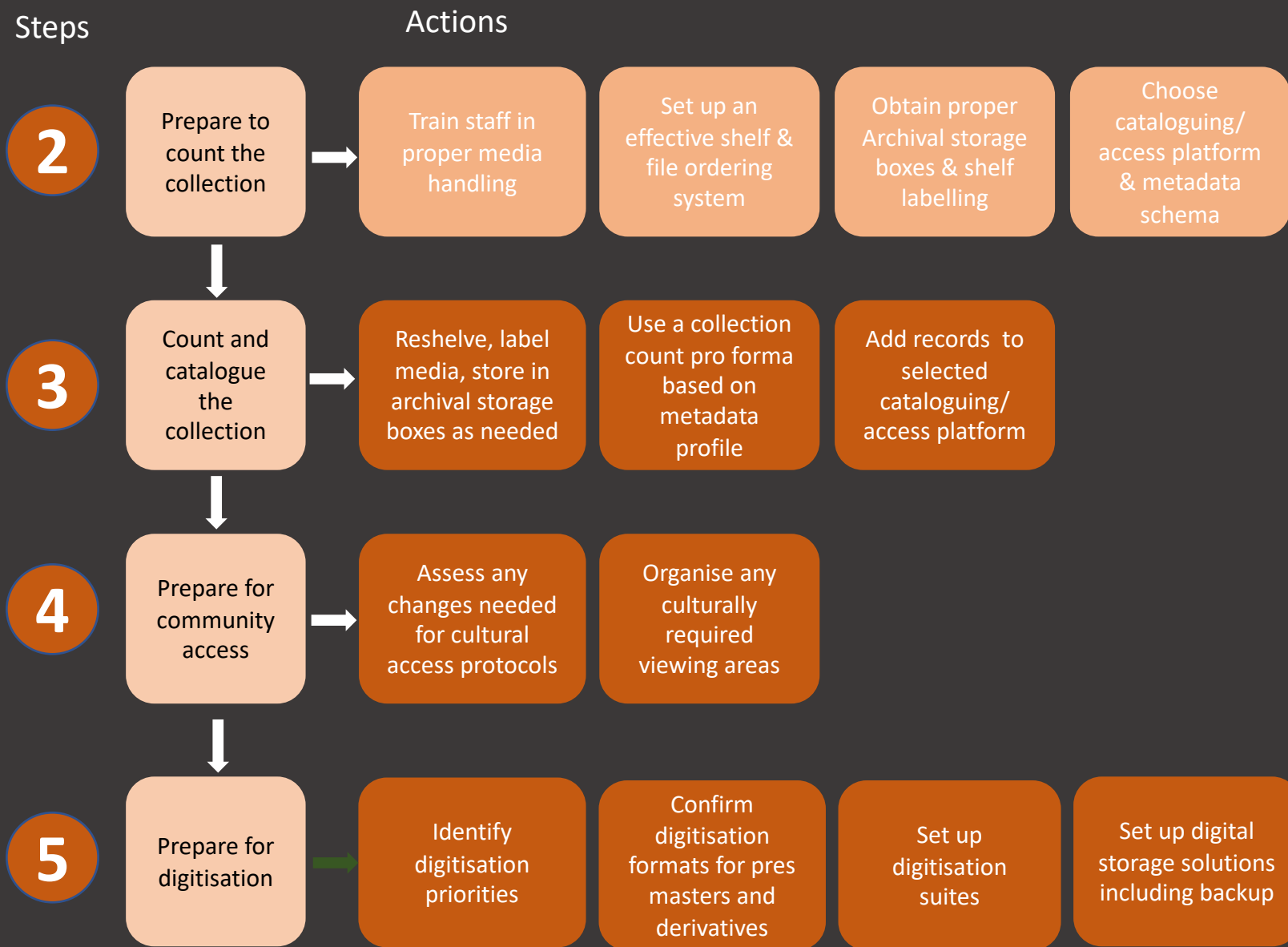
# The 9 Key Steps



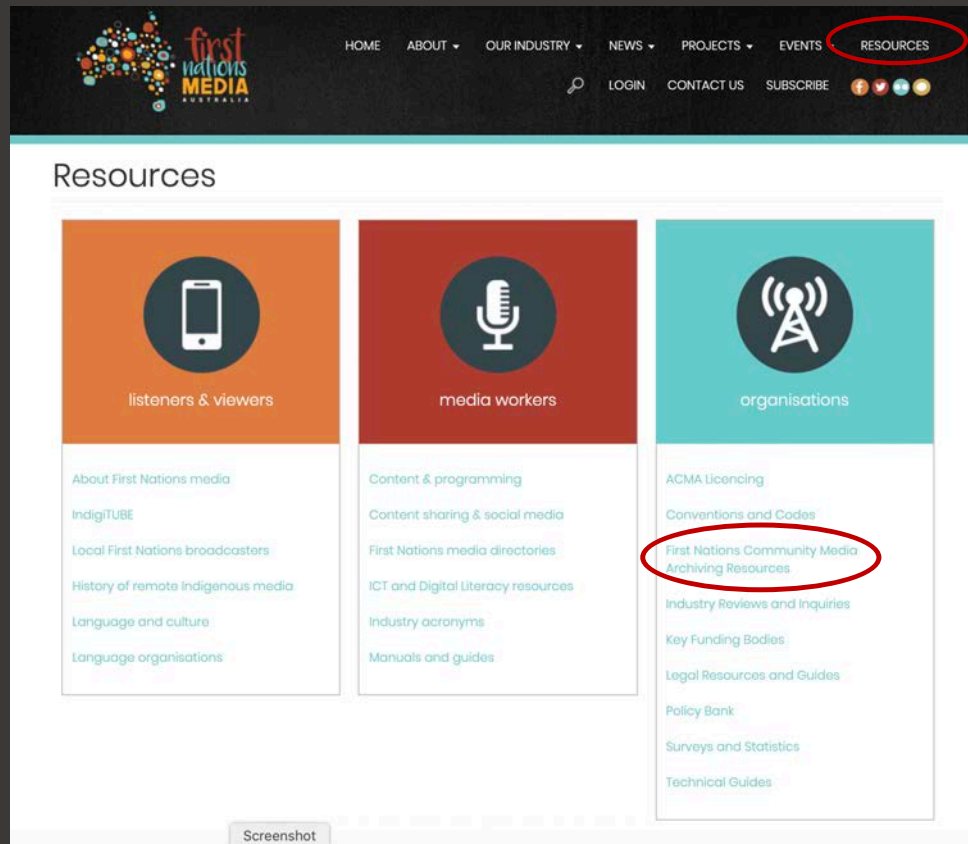
FIRST NATIONS MEDIA AUSTRALIA ACTIONS FOR DEVELOPMENT OF FIRST NATIONS COMMUNITY MEDIA ARCHIVES			
www.firstnationsmedia.org.au/home/authoring-resources			
SUPPORTING ACTIONS			
Significance & Preservation Needs Assessments	Collection Management Plan	Disaster Management Plan	Archive Policies
DEVELOPMENT ACTIONS			
<b>1 DEVELOP A CULTURAL PLAN</b>			
<ul style="list-style-type: none"> <li>Meet with cultural custodians</li> <li>Document cultural frameworks &amp; cultural protocols</li> </ul>			
<b>2 PREPARE TO COUNT THE COLLECTION</b>			
<ul style="list-style-type: none"> <li>Train staff in proper media handling</li> <li>Set up effective shelf &amp; file labelling systems</li> <li>Obtain proper archival storage boxes &amp; shelf labelling</li> <li>Choose inventory/cataloguing/access platform and a metadata schema</li> </ul>			
<b>3 COUNT &amp; CATALOGUE THE COLLECTION</b>			
<ul style="list-style-type: none"> <li>Reshelve, label media, store in archival containers as needed</li> <li>Use a collection count profile based on the agreed metadata profile</li> <li>Add records to selected inventory/cataloguing/access platform</li> </ul>			
<b>4 PREPARE FOR COMMUNITY ACCESS</b>			
<ul style="list-style-type: none"> <li>Confirm cultural restrictions for counted media, reshelve to order as needed</li> <li>Organise any culturally required viewing areas</li> </ul>			
<b>5 PREPARE FOR DIGITISATION</b>			
<ul style="list-style-type: none"> <li>Identify digitisation priorities</li> <li>Confirm digitisation formats for preservation masters &amp; derivatives</li> <li>Check for media player availability</li> <li>Set up digitisation suites</li> <li>Set up digital storage solutions including backup</li> </ul>			
<b>6 CONSERVE</b>			
<ul style="list-style-type: none"> <li>Identify media in need of repair</li> <li>Train staff in repairs suitable for in-house repair</li> <li>Send media in need of specialist repair to external conservators following permission of Archive custodians</li> </ul>			
<b>7 DIGITISE</b>			
<ul style="list-style-type: none"> <li>Train staff</li> <li>Digitise according to digitisation priorities and agreed digital formats</li> <li>Store files securely &amp; according to digital file labelling system</li> <li>Add any further metadata to identified inventory/access platform</li> </ul>			
<b>8 PROVIDE COMMUNITY ACCESS</b>			
<ul style="list-style-type: none"> <li>Train staff</li> <li>Upload media to platform and import metadata</li> <li>Update metadata as identified by users</li> <li>Monitor cultural restriction access for required changes (sensitivity, etc.)</li> </ul>			
<b>9 PRESERVE THE COLLECTION</b>			
<ul style="list-style-type: none"> <li>Assess risk to media (physical &amp; digital) on an ongoing basis</li> <li>Implement regular building, air conditioning &amp; media storage maintenance (physical &amp; digital)</li> <li>Review policies &amp; disaster plans regularly</li> <li>Implement regular emergency plans</li> <li>Train new staff and provide refresher training to other staff as needed</li> </ul>			
FIRST NATIONS MEDIA AUSTRALIA Copyright First Nations Media Australia November 2019 v 1.0 (NOC) med			

# The 9 Key Steps

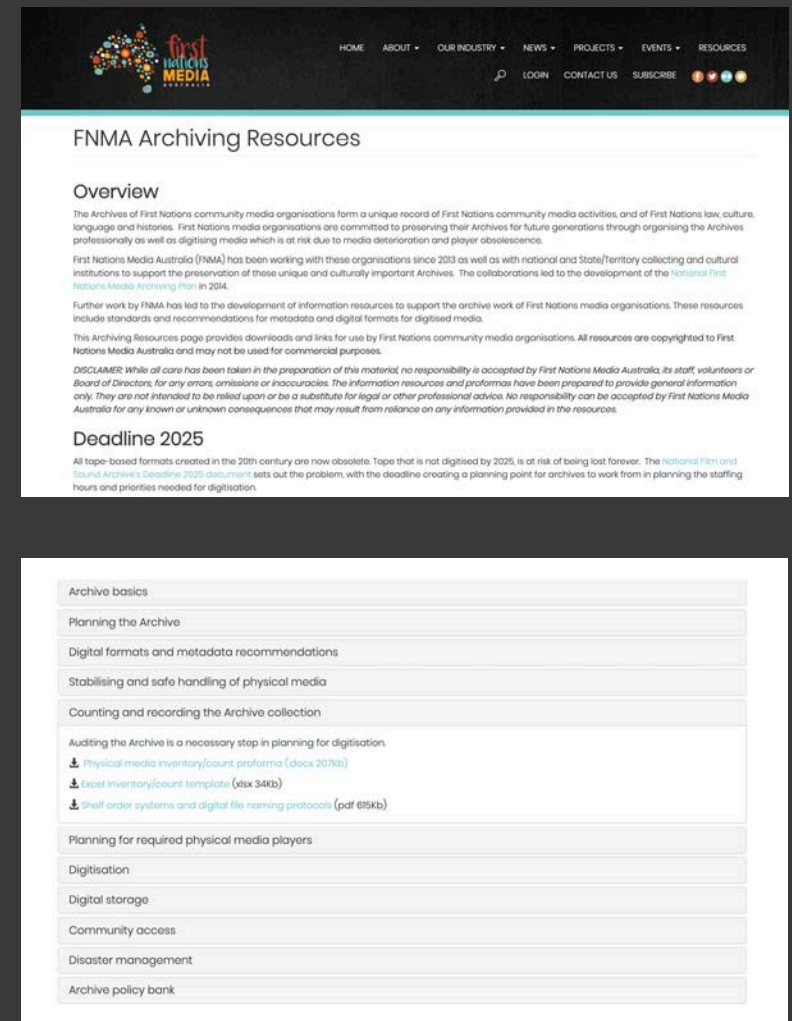




# FNMA Archive Resources



<https://firstnationsmedia.org.au/fnma-archiving-resources>



### 3 Count the collection

- Start with an inventory of collection using Excel or Google Sheets
- Inventory can be expanded to a catalogue later.
- Work from the label – don't play video or audio recordings yet.
- What is its Cultural Access value (Open, Closed, Sensitive, Restricted for example)?
- Make initial decision on whether you plan to digitise or not - what is its priority?
- Set up a naming/ ID system for collection
- Assess condition of the object – fragile or damaged items may need specialist attention.
- Use AIATSIS Thesauri for place names, subjects, language names <http://www1.aiatsis.gov.au/>

See FNMA Resources: Counting and recording the Archive Collection; Directory and File Naming; Metadata profiles and templates for inventory and cataloguing



#### Inventory Data Fields

- Record ID
- Title
- Date
- Genre
- Content summary
- If Analog object:
  - Format of original
  - Physical format
  - Location of object
  - Digitisation priority
- If Digitised or Born Digital
  - Digital Container format
  - Location/file name
  - Encoding format
- Cultural rights category
- Administrative fields
  - Record created date
  - Record created by
  - Processing complete

### 3 Re-shelve & label media

#### Prepare for storage:

- Learn safe media handling techniques
- Shelf order and ID numbering system
- Plan and space for shelving
- Archival storage boxes, folders etc
- Limit moving/double handling media

#### Physical media storage:

- Temperature/humidity control, air lock entry, dust reduction
- Shelving- metal is best
- Archival quality boxes
- Access security
- Fire extinguishers
- Disaster Management Plan

See FNMA Resources: Stabilising and Safe handling of physical media; Shelf order and file management





# 3

## Add records to selected platform

Which archive cataloguing/ access platform suits your organisation's needs and resources?

See suggested platforms for different needs from FNMA Platform review 2019.

- Are you doing inventory only?
- Do you have analogue and digital media, or only digital?
- Do items need digitising?
- Do you want to enable community access?
- Do you have restricted content, need managed user access levels (e.g. men/women, sorry, sensitive, local only)?
- Do you want to share records and data to other platforms (eg indigiTUBE, ICTV Play)?

See FNMA Resources: FNMA Platform Selection Summary

### INVENTORY/COLLECTION MANAGEMENT OPTIONS

- EXCEL
- GOOGLE SHEETS
- FILE MAKER PRO
- NEOFINDER

### INVENTORY/COLLECTION MANAGEMENT & CATALOGUING OPTIONS

- ARCHIVE DEVELOPED DATABASE
- MUKURTU
- THE COLLECTING BUG

### ONLINE COMMUNITY ACCESS OPTIONS

- MUKURTU
- THE COLLECTING BUG
- KEEPING CULTURE

## 4

# Preparing for community access

- Confirm cultural restrictions for counted media from the Collection Management Plan– are any changes needed?
- Reshelve or reorder as needed
- Who needs to work on the archiving?
- Who knows what is in the collection?
- Do you need to set up a community viewing space for culturally required viewing areas (eg men only/ women only)
- Do you have access copies of items for viewing, or do they need to be digitised first?
- Which access platform are you planning to use?

See FNMA Resources: Cultural Management Policy; and Archive Policy Bank



# 5 Prepare for digitisation

Deadline 2025 for analogue recordings is coming fast, but...

Do it once, do it right. Plan first!

Things to think about:

- Digitisation Priority Plan
- Digitisation equipment – what 's available? condition? What else needed?
- Where can digitisation be done? Who can do it?
- What formats for Preservation masters and access copies?
- Where will digital files be stored?
- Digitisation workflow for different media
- What to do with fragile or damaged media?

See FNMA resources for Planning for Digitisation; Digitisation Concepts

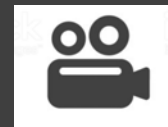
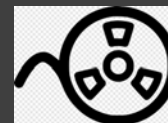
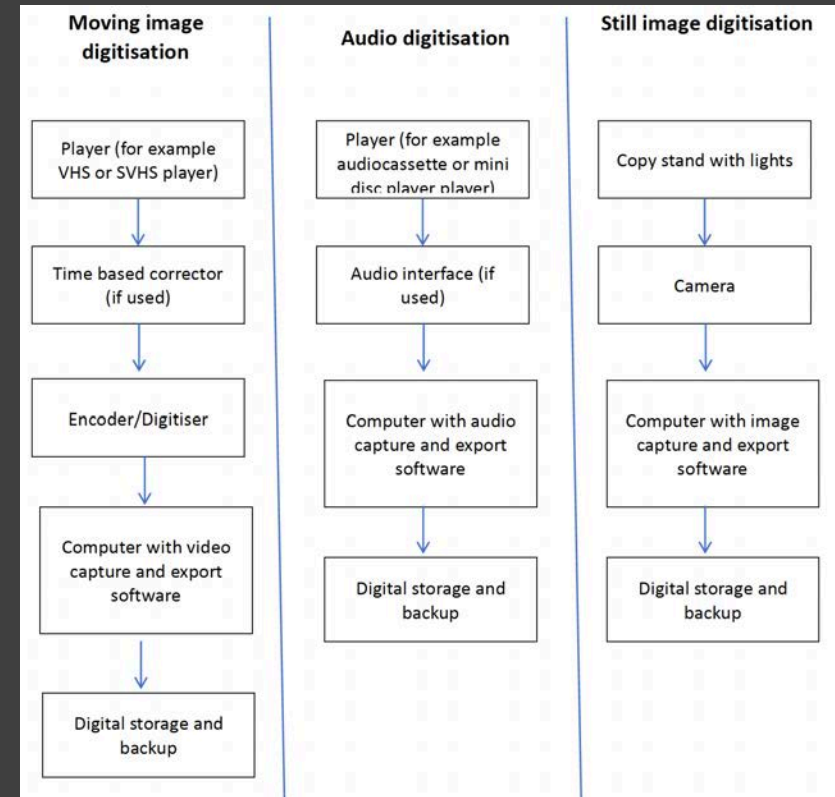


# 5 Prepare for digitisation

- Step 1 - Audit your physical media and record inventory/collection management information
- Step 2 - Audit the Archive's playback equipment
- Step 3 - Check the cultural access protocols for media objects to be digitised in-house
- Step 4 - Plan the sequence of digitisation of media objects for in-house digitisation
- Step 5 - Plan the digitisation of media objects to be outsourced (subject to financial resourcing)

See FNMA resources: Preparing for Digitisation; Equipment and Software Needs; Player Checklist; Equipment workflows

## Digitisation Workflow by Media Type





# 5 Digitisation Priorities

## Three key criteria: Importance, Usage, Media Type

### 1. Importance: Does the media content have:

- Cultural or language importance?
- Importance for community or organisation history?
- Importance for education?
- Important people in it?

### 2. Usage – demand or planned usage of content by Community members, researchers, others; Re-use of content for historical records or other productions?

### 3. Media Type: Is the media particularly at risk of deterioration compared to other media?

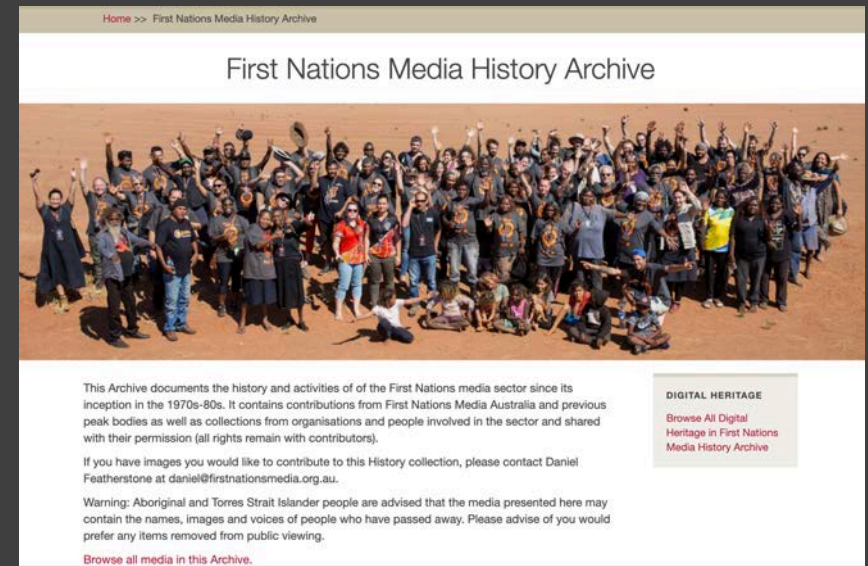
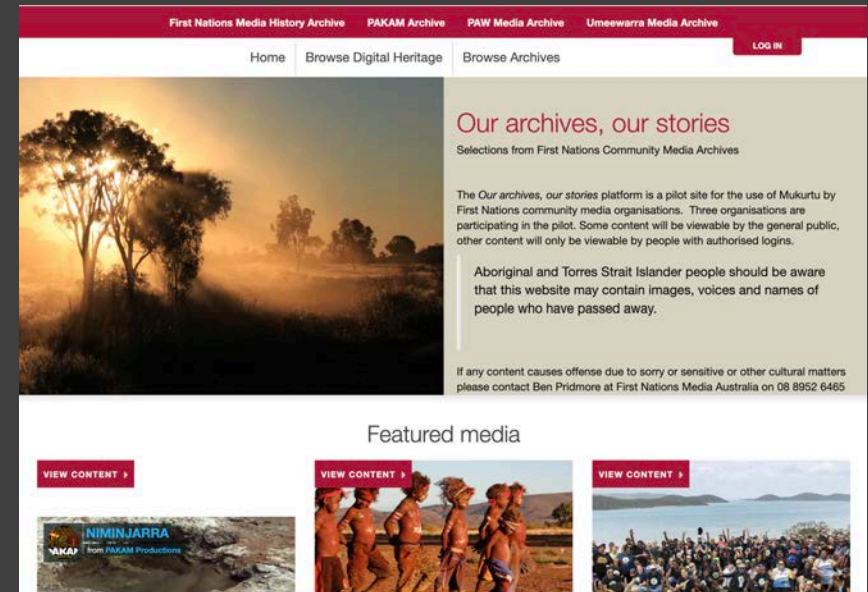
However, can you digitise it? It may not be possible due to condition or copyright status.

See FNMA resource: Digitisation priorities

Importance	Usage	Format	Digitisation Priority if scored in either or both Importance or Usage
3 = Important for any cultural or community or historical reason	3 = Requested regularly by community members		High
2 = Important for stock footage or potential reediting in media productions, or for any other reason	2 = Needed now or in the future by the Archive's media organisation for exhibitions, presentations, etc, or for any other reason	2 = At high risk of deterioration or player obsolescence	High
		1 = At medium/moderate risk of deterioration or player obsolescence	Medium
		0 = At low risk of deterioration or player obsolescence	Low
1 = Not important	1 = No record of being requested or needed		Not required

# Current FNMA activities

- Mukurtu Archiving Platform Trial in 3 pilot sites
- First Nations Media Archiving manual and interactive online training resource, to complete in July.
- 3-unit VET skill set for archive workers to learn how to digitise and catalogue audio, video and photographs, with CDU.
- Digitisation facility in Alice Springs (pending ABA funding agreement) for digitising and training archive workers, plus mobile kit
- Data collection system with Ng Media
- Partnerships - NFSA, AIATSIS, Jumbunna Institute/UTS, Uni of Melbourne, NT Library etc





Any Questions?

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