FIRST NATIONS MEDIA AUSTRALIA

ACTIONS FOR DEVELOPMENT OF FIRST NATIONS COMMUNITY MEDIA ARCHIVES

www.firstnationsmedia.org.au/fnma-archiving-resources

SUPPORTING ACTIONS

Significance & Preservation Needs Assessments	Collection Management Plan	Disaster Management Plan	Archive Policies

DEVELOPMENT ACTIONS

1

DEVELOP A CULTURAL PLAN

- Meet with cultural custodians
- Document cultural frameworks & cultural protocols

2

PREPARE TO COUNT THE COLLECTION

- Train staff in proper media handling
- Set up effective shelf & file ordering systems
- Obtain proper Archival storage boxes & shelf labelling
- Choose inventory/cataloguing/access platform and a metadata schema

3

COUNT & CATALOGUE THE COLLECTION

- Reshelve, label media, store in archival containers as needed
- Use a collection count proforma based on the agreed metadata profile
- Add records to selected inventory/ cataloguing/access platform

4

PREPARE FOR COMMUNITY ACCESS

- Confirm cultural restrictions for counted media; reshelve or reorder as needed
- Organise any culturally required viewing areas

5 PREPARE FOR DIGITISATION

- Identify digitisation priorities
- Confirm digitisation formats for preservation masters & derivatives
- Check for media player availability
- Set up digitisation suites
- Set up digital storage solutions including backup

6 CONSERVE

- Identify media in need of repair
- Train staff in repairs suitable for in-house repair
- Send media in need of specialist repair to external conservators following permission of Archive custodians

7 DIGITISE

- Train staff
- Digitise according to digitisation priorities and agreed digital formats
- Store files securely & according to digital file ordering system
- Add any further metadata to identified/ inventory/access platform

8 PROVIDE COMMUNITY ACCESS

- Train staff
- Upload media to platform and import metadata
- Update metadata as identified by users
- Monitor cultural restriction access for required changes (sorry, sensitive, etc)

9 PRESERVE THE COLLECTION

- Assess risk to media (physical & digital) on an ongoing basis
- Implement regular building, air conditioning & media storage maintenance (physical & digital)
- Review policies & disaster plans regularly
- Implement regular emergency drills
- Train new staff and provide refresher training to other staff as needed