**First Nations Media Archiving**

**Physical Media Inventory/Collection Management Form**

| **Field Name** | **Help notes** |  |
| --- | --- | --- |
| **Required fields** |  |  |
| Record ID | *Leave blank* |  |
| Title | *On the object or give a title* |  |
| Media type | *Choose from the list at the end of the form* |  |
| Media category | *Sill Image, Moving Image or Audio Recording* |  |
| Media format |  | Physical |
| Cultural access | *Open, Warning or Restricted* |  |
| Cultural restriction type | *Mens, Womens, Sorry, Sensitive (or as per Archive’s needs)* |  |
| High Priority Media | *Yes/No as per the Archive’s Disaster Management and Planning* |  |
| Shelf location | *The shelf ID as instructed* |  |
| Size (Duration) | *As on the item or the potential duration if not given* |  |
| Size (Dimensions) | *Size in cm of a photograph W x L* |  |
| Digitisation priority | *Required (Short term), Required (Long Term), Not required)* |  |
| Admin Notes- Media player available? | *Required for analogue audio and moving image* |  |
| Conservation priority | *Required, Not required* |  |
| Record created by | *Your name* |  |
| Record created date | *Today’s date* |  |
| **Optional fields** |  |  |
| Content summary | *If you can tell from the item* |  |
| Genre | *As per the Archive’s genre list* |  |
| Date made | *If available on the object or known* |  |
| ICIP owner | *If available on the object or known* |  |
| Copyright owner | *If available on the object* |  |
| People in media | *If available on the object or known* |  |
| Place | *If available on the object or known – use AIATSIS Thesaurus* |  |
| Language | *If available on the object or known – use AUSTLANG* |  |
| Admin notes | *As relevant* |  |

**Media types**

|  |  |  |
| --- | --- | --- |
| **Still Image** | **Moving Image** | **Audio recording** |
| Negative (Colour) | 16mm | ¼” Open Reel |
| Negative (B&W) | 8mm | 8 Track |
| Photograph (Colour) | Betacam | Compact Cassette |
| Photograph (B&W) | Betamax | Compact disc (CD) |
| Positive (Colour) | Digital Betacam | Continuous Loop Cartridge (Cart) |
| Positive (B&W) | DVCAM | Digital Audio Tape |
| Proof sheet | DVCPRO | Digital Compact Cassette |
| Slide | DVD | Microcassette |
|  | MiniDV | MiniDisc (MD) |
|  | SVHS |  |
|  | Super 8 |  |
|  | Umatic |  |
|  | VHS |  |
|  | Video8/Hi8 |  |