



FIRST NATIONS MEDIA ARCHIVES

RECOMMENDED METADATA PROFILES:

FULL SET AND INVENTORY/COLLECTION MANAGEMENT

SUBSET

THE BASIC PRINCIPLES

In the management of First Nations media archives Aboriginal and Torres Strait Islander knowledge and Law are the guiding principles.

Local Aboriginal and Torres Strait Islander peoples are essential cultural authorities at the centre of all decision making associated with management of the archives.

Disclaimer. This resource is a guide only. Individual Archives may choose to vary and modify. First Nations Media Australia cannot be held responsible for any damage or loss that may arise from usage of information in this guide.

This document is subject to corrections and modifications from time to time. Archives should check regularly for version updates.

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1 Introduction

The First Nations Community Media Archives Metadata profile was first developed over 2013-2015 as part of the development of the National Plan for First Nations Media Archives. The need for standardisation of cataloguing platforms was recognised by stakeholders in the development of the Plan. Accordingly a Metadata Subcommittee was set up to identify a suitable metadata profile with particular relevance and provision for cultural rights and protocols.

Significant development was undertaken by Kerry Blinco and Koulla Giannikouris of the Northern Territory Library, with supporting work from Susan Locke of First Nations Media Australia. Originally separate metadata profiles for moving image, still image and audio recordings were developed.

Since that time, the 2019 archiving platform project of First Nations Media Australia has identified the need for:

- Collapsing of the separate profiles into a single profile
- Addition of collection management and inventory fields to support First Nations community media Archives organise their Archives and coordinate their development activities.

This document sets out the 2019 profiles as adapted for the 2019 platform.

1.1 Metadata and Cultural Rights

Three types of rights are provided for in the metadata profiles:

- 1 Ownership of the Indigenous and Cultural Intellectual Property represented in the object;
- 2 Ownership of the media object as a published or produced object (the Western legal ownership concept of copyright);
- 3 Cultural access rights about who can access or view the object.

2 Recommended Metadata Fields: Full Set

Note: Fields shaded in green are recommended as a subset for Inventory and Collection management purposes.

	Field name
Basic fields	
	Record ID
	Title
	Identifier (Shelf location)
	Media type
	Media category
	Media format
	Format of original object
	Content summary
	Genre
	Keywords
	Date made
	Cultural access
	Cultural restriction type
	Cultural Restriction Start Date
	Cultural Restriction Start Date
	Cultural Restriction notes
	ICIP owner
	Cultural information
	Copyright owner (published object)
	Year published
	Conditions of use
	User comment field
Extended descriptive fields	
	Version or edition
	Series
	Collection
	Publisher
	Creators and Contributors
	People in media
	Place
	Subjects
	Language

	Organisation subject
	Other information
	Sound
	Subtitles
	Transcript
	Transcript (Translation)
Location fields	
	Location of physical object
	Location of original object
	Filepath (Digital) Preservation Master
	Filepath (Digital) Access Copy
	Web location
Technical metadata	
	Colour
	Size (Duration)
	Size (Dimensions)
	Size (Resolution)
	Size (Digital file size)
	Aspect ratio
	Encoding format
	File compression setting
	Bit depth
	Sample rate
	Bit rate
	Enhanced
	Camera model
Administrative fields	
	Record created by
	Record created date
	Record updated date
	Record updated by
	Cultural consultation notes
	Follow up required
	Processing complete
	Distribution history
	Admin notes
	Checksum

Collection management fields	
	High priority media
	Digitisation priority
	Admin notes - Media player available
	Digitisation organisation
	Digitisation formats requested
	Date sent for digitisation
	Digitisation notes
	Conservation priority
	Admin notes - Repair required
	Conservation organisation
	Conservation work requested
	Date sent for conservation
	Conservation notes
	Provenance
	Provenance notes
	Valuation
	Valuation notes
	Admin notes - Disposal

3 Recommended Thesauri

Field	Recommended Thesauri
Place	AIATSIS Place Pathways Thesaurus. http://www1.aiatsis.gov.au/placename/placename.asp
Subject	AIATSIS Subjects Pathways Thesaurus. http://www1.aiatsis.gov.au/subject/subject.asp
Language	AUSTRALIAN LANGUAGES https://collection.aiatsis.gov.au/austlang/search

4 Value List Fields: Recommended Values

Field: Media type
AUDIO RECORDING TYPES:
¼" Open Reel
8 Track
Compact Cassette
Compact disc (CD)
Continuous Loop Cartridge (Cart)
Digital Audio Tape
Digital Compact Cassette
Microcassette
MiniDisc (MD)
MOVING IMAGE TYPES:
16mm
8mm
Betacam
Betamax
Digital Betacam
DVCAM
DVCPRO
DVD
MiniDV
SVHS
Super 8
Umatic
VHS
Video8/Hi8
STILL IMAGE TYPES:
Negative (Colour)
Negative (B&W)
Photograph (Colour)
Photograph (B&W)
Positive (Colour)
Positive (B&W)
Proof sheet
Slide (Colour)
Slide (B&W)
TEXT TYPES:
Book
Document
Leaflet

Field: Media type
Map
Poster
Field: Media category
Audio recording
Moving image
Still image
Text
Field: Media format
Physical
Digital (Digitised)
Digital (Born digital)
Field: Cultural access
Open
Warning
Restricted
Field: Cultural restriction type
Sensitive
Sorry
Mens
Womens

5 Recommended Metadata Fields: Inventory and Collection Management Subset

Required fields	
	Record ID
	Title
	Identifier (alternatively Shelf location)
	Media type
	Media category
	Media format
	Cultural access
	Cultural restriction type
	High priority media
	Filepath (Digital) Preservation Master
	Filepath (Digital) Access Copy
	Web location
	Size (Duration)
	Size (Dimensions)
	Size (Resolution)
	Size (File size digital)
	Digital encoding format
	Digitisation priority
	Admin notes - Media player available
	Conservation priority
	Admin notes - Repair needed
	Admin notes - Disposal
	Record created by
	Record created date
Optional fields	
	Content summary
	Genre
	Date made
	ICIP owner
	Copyright owner

	People in media
	Place
	Language
	Admin notes
	Checksum

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- Metadata Subcommittee of the Remote Aboriginal and Torres Strait Islander Audio Visual Collections Reference Group¹

¹ See <https://firstnationsmedia.org.au/projects/archiving-project/national-plan-reference-group-2013-2015>