**FIRST NATIONS MEDIA COMMUNITY ARCHIVES**

**CATALOGUING PLATFORMS AND STANDARDS POLICY TEMPLATE**

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# Cataloguing Platforms and Standards Policy

# TEMPLATE

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## 1 Purpose

The [ORGANISATION] Archive Cataloguing Platforms and Standards Policy is aimed at setting out the principles for selection of platforms and standards.

## 2 Policy

2.1 The Archive will select cataloguing platforms that:

* Provide for recording of cultural restrictions and ICIP.
* Allow for implementation of the First Nations Archiving recommended metadata profile.

2.2 AIATSIS Pathways thesauri will be the standard for place, subject, language and peoples.

2.3 Formats for digitisation will be those recommended through the First Nations Archiving Plan.

## 3 Implementation Responsibility

The Archive Manager is responsible for ensuring the implementation of this policy.

**ASSOCIATED POLICIES**

* Digital Storage Policy

## Authorisation

<Signature of Board Chair>

<Signature of Manager>
<Date of approval by the Board>
<Name of Organisation>