



FIRST NATIONS MEDIA ARCHIVES

ASSESSING YOUR ARCHIVE

FIRST NATIONS MEDIA ARCHIVES: 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

Contents

1.	WHAT IS YOUR COLLECTION MANAGEMENT APPROACH AND PLANS?	2
2.	WHAT MEDIA AND HOW MUCH OF IT DO YOU HAVE IN YOUR ARCHIVE?.....	5
3.	YOUR DIGITISATION FORMAT STANDARDS?.....	6
4.	HOW DO YOU ORGANISE AND STORE YOUR ANALOG/PHYSICAL MATERIALS?	7
5.	WHAT IS YOUR CATALOGUING STRATEGY?	8

1. What is your collection management approach and plans?

Assessment area	Current situation response	<i>For addition of comments during the workshop</i> Future planning notes
Is your Archive organised as an Archive or is it a loose collection?		
What is the name (official or unofficial) name of your Archive?		
What is the name of the organisation "owning" the Archive?		
What is the purpose of the Archive? What do you "collect"?		
What staff are allocated to the Archive?		

Assessment area	Current situation response	<i>For addition of comments during the workshop</i> Future planning notes
What cultural staff are allocated to the Archive?		
Who uses the Archive?		
Who owns the copyright of the materials in the Archive?		
Who owns the Indigenous Intellectual Property of the materials in the Archive?		
Are there clearances or usage agreements for materials in the Archive?		

Assessment area	Current situation response	<i>For addition of comments during the workshop</i> Future planning notes
What are the most important types of materials in your collection?		
Do you have media players for all the types of media in your Archive? Are they maintained regularly?		
Do you have a digitisation plan?		
Have you assessed the risks your Archive has/could have?		

Assessment area	Current situation response	<i>For addition of comments during the workshop</i> Future planning notes
Do you have a disaster plan for the Archive?		

2. What media and how much of it do you have in your Archive?

	How many items (rough count)	<i>For addition of comments during the workshop – What are the preservation risks?</i>	<i>For addition of comments during the workshop – How long before these materials will deteriorate forever</i>
What are the results of the Collection Audit.			

3. Your digitisation format standards?

Assessment area	Current situation response	<i>For addition of comments during the workshop</i> Future planning notes
What digitisation standards do you have in place for:		
Video		
Audio		
Still images		
Documents		

4. How do you organise and store your analog/physical materials?

Assessment area	Current response	<i>For addition of comments during the workshop</i> Future planning notes
What is the shelf order system /labeling for physical materials?		
What are the actions taken in your Archive to manage heat, dust, humidity, vermin?		
What preservation quality storage boxes/folders/sleeves do you use?		

Assessment area	Current response	<i>For addition of comments during the workshop</i> Future planning notes
What are the handling/shelving standards you have for Archive materials?		

5. What is your cataloguing strategy?

Assessment area	Current response	<i>For addition of comments during the workshop</i> Future planning notes
Do you have a database you use for cataloguing? If so, what cataloguing fields system do you use (for example – specific to our collection, standard library type code, other)?		
How do people find what is in your collection?		