

NSW Community Archive Toolkit



Acknowledgement

This Community Archive Toolkit was written on the land of the Gadigal people of the Eora Nation. We acknowledge them as the traditional owners and custodians.

We also acknowledge the richness and diversity of Australia's Aboriginal and Torres Strait Islander peoples, cultures and languages and we pay respect to all Elders past and present.





About this toolkit

This toolkit is addressed to individuals, families and communities who want to manage, preserve and share their cultural heritage. The Toolkit is conceived as a roadmap to guide you through the steps needed to ensure your local collections can be preserved into the future according to your personal needs and your community cultural protocols.

You can start using the 'Assessment Model' at page xxx as a starting point to create your own journey and develop your long-term strategies.

In this toolkit you are going to find:

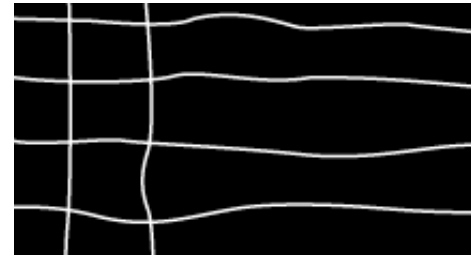
1. A Meanings section with the most common terms
2. Definition of Local Collections
3. Explanation of the Digital Stewardship Workflow
4. An Assessment Model to highlight the main steps for caring for your collections into the future
5. A Checklist for self-evaluation
6. Links to Templates you can read, use and personalise
7. Some general Tips
8. Reference and Resources to consult if you would like to find out more
9. Our Contact if you have any question.

We encourage you to tailor these tools and procedures based on your community needs.

How to use this toolkit?

- Read it
- Use the assessment model at page x to see where you are in this journey
- Access the templates at <https://mukurtu-australia-nsw.libraries.wsu.edu/collection/start-your-journey-herensw-community-archive-toolkit>
- Contact us to find out more.

Meanings



Archive	An accumulation of documents, manuscripts, photographs and other oral, video and written information, providing information about a place, a person, a group of people, an institution, etc.
Collecting Institution	An organisation which has a function to collect or preserve documentary heritage or other records – for example, the State Library of NSW, the NSW State Archives, the Australian Museum etc.
Record	A record is a thing constituting a piece of evidence about the past, especially an account kept in writing or some other permanent form.
Local Collection	A selection of items and memories you have grouped and kept in your place, at your family's house, in your local keeping place, Aboriginal organization, phone and or computer. Your local collection can be physical, digital or both
Your Family Archive	Your Family archive can include birth and marriage certificates, letters, greeting cards, diaries and journals. Family photographic collections can include historic studio portraits, and digital images from your phone. Your family archive can also contain recording and videos stored in your phone or recorder.
Content	Content means all text, graphics, logos, photographs, images, moving images (including video), sound, illustrations, files and other material and related documentation featured, displayed or used.
Digital Born contents	Born-digital records are records that have been created in digital format (rather than digitised from paper records).
Copyright	Copyright is a type of intellectual property (IP) which confers a series of rights on the owner of the copyrighted material. Copyright is created automatically and does not need to be registered.
ICIP	ICIP stands for Indigenous Cultural and Intellectual Property. Based on the right to self-determination, ICIP rights are Indigenous People's rights to their heritage and culture. Heritage includes all aspects of cultural practices, traditional knowledge, and resources and knowledge systems developed by Indigenous people as part of their Indigenous identity.
Preservation	In library and archives, preserving information and records means ensuring they remain accessible and usable. Information and records will deteriorate over time, whether they're paper, photographic, digital or audio-visual.

Meanings

T r a d i t i o n a l Knowledge Labels (TK)	The TK Labels are a tool for Indigenous communities to add existing local protocols for access and use to record cultural heritage that is digitally circulating outside community contexts.
Data Repository	A data repository is also known as a data library or data archive. The data repository is a large database infrastructure (several databases) that collect, manage, and store data sets for data analysis, sharing and reporting.
C o n t e n t Management System (CMS)	A content management system (CMS) is a software application or set of related programs that are used to create and manage digital content. In this Toolkit we refer to it as an online space which can be used as a digital keeping place and/or as an online repository for content and training.
Free CMS	It's a Content Management System which is free, and anyone could download and use. However, you need to consider the costs associated with cloud space or archival space where to store your data.
Mukurtu CMS	Mukurtu CMS is a community driven software that addresses the ethical curation of, and access to, cultural heritage developed and sustained by the Center for Digital Scholarship and Curation at Washington State University (USA).
Mukurtu Hubs and Spokes model	Mukurtu Hubs and Spokes model refers to a sustainable national digital platform with decentralized set of tools, services, support and training (the Hub), that aid local communities with their archiving and curation needs at a local level (the Spokes).
Hub	Hub means a regional centre of support for communities using Mukurtu CMS (the Spokes), led by the Centre for Digital Scholarship and Curation at Washington State University (USA). The Hub contributes to the software updates and provide local training and support for community users.
Spoke	Spoke refers to a specific group of users (which for the most part is composed of Indigenous communities) which uses Mukurtu CMS as a local digital keeping place. The Spoke relies on the Hub for training, support and – when applicable – hosting of the platform.
Instance	Instance refers to the specific digital keeping places which use the Mukurtu CMS and are managed by each party to host content and connect them with communities.



Meanings

Digital Keeping Place	A keeping place is a community repository for cultural material and knowledge, which can be both physical and/or digital. In this MOU we refer only to digital keeping places for Aboriginal and Torres Strait Islander communities, built using Mukurtu CMS.
Hosting	Hosting, in its most generic sense, is a service through which storage and computing resources are providing to an individual or organization for the accommodation and maintenance of one or more websites and related services. It can include the hosting of information from your phone (such as iCloud) and for your computer data (such as Google Drive or Dropbox)

Your Local Collections

What is a Local Collection?

A local collection is a selection of items and memories you have grouped and kept in your place, at your family's house, in your local keeping place, Aboriginal organisation – or on your phone and or computer. It may also be a collection that has been handed down to you from other family members, or could be a set of papers relating to the management of local Aboriginal businesses or organisations.

Your local collection can be in a physical, digital or in both formats.

What can be part of your local collections?

Physical Format

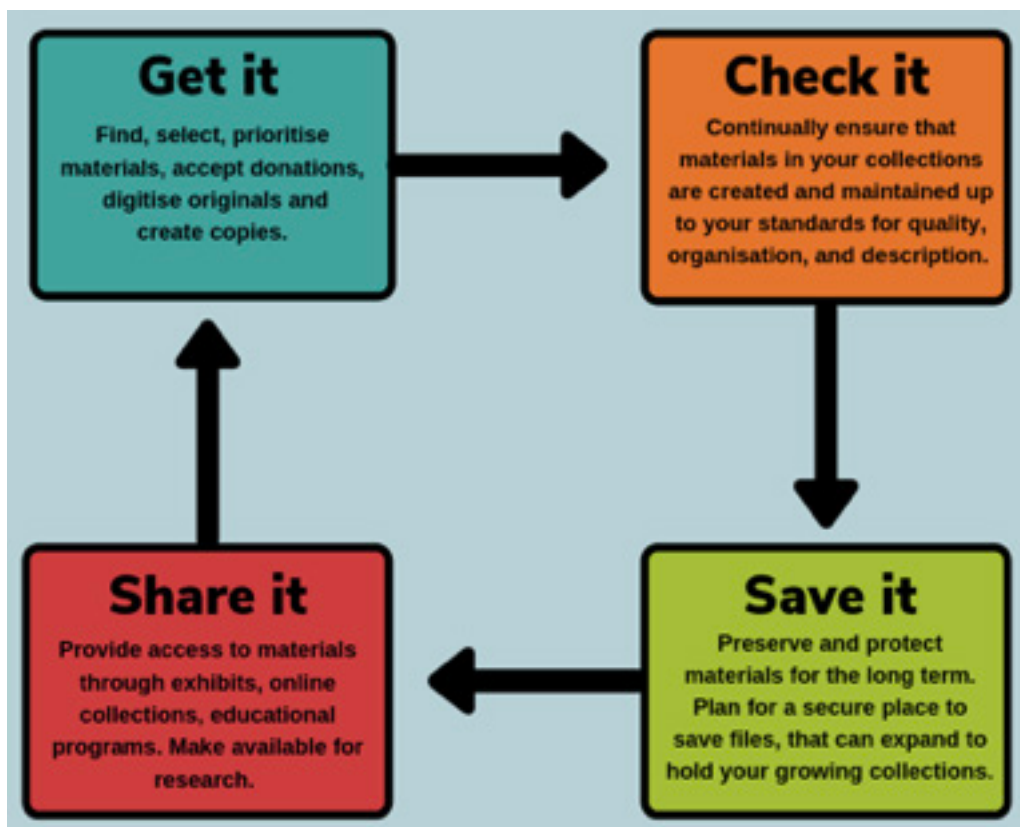
- Objects
- Photographs
- Documents
- Manuscripts (diaries, personal notes)
- Minutes of meetings
- Flyers
- Books
- Certificates
- Drawings
- Paintings
- Slides
- Negatives
- Posters

Digital Formats

- Videos (taken with a camera or with your phone)
- Photographs in your phone or computer
- Photographs taken with a digital camera
- Oral histories (recording or audio of people telling stories, on a recorder or your phone)
- Records, Audio Cassettes and CD
- Videotapes.



The Digital Stewardship Workflow



The 'Digital Stewardship Workflow' provides a roadmap for how you can care for your collections and encompasses aspects relating to the curation and of management of materials.

These are four basic "buckets" which can be personalised according to your needs: this model is dynamic and will change over time.

This model emphasizes that:

- **This is a cyclical journey**

It needs constants evaluation and care. Formats, technologies and cultural protocols, they all change overtime.

- **Emphasizes your cultural values at all stages**

Cultural checks are included according to your community needs and goals to ensure protocols are respected at every step and can be changed and considered across time.

- **There's no right or wrong**

Every person, family, community or organisation will visualise this roadmap in a different and personal way.

ASSESSMENT MODEL

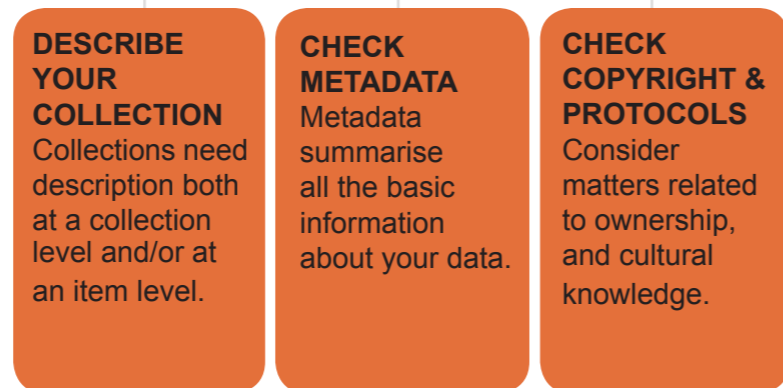
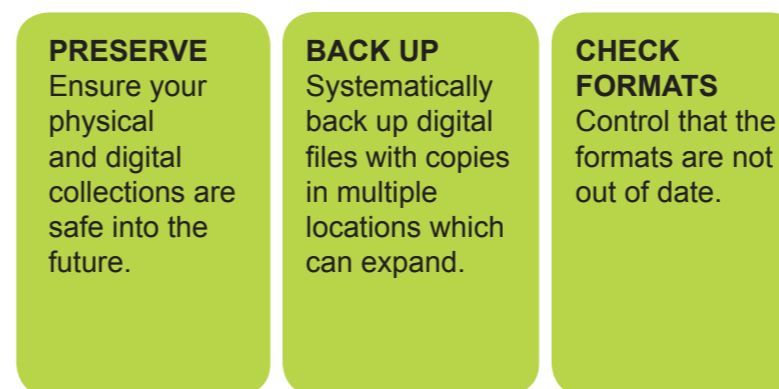
(Where are you on your journey?)



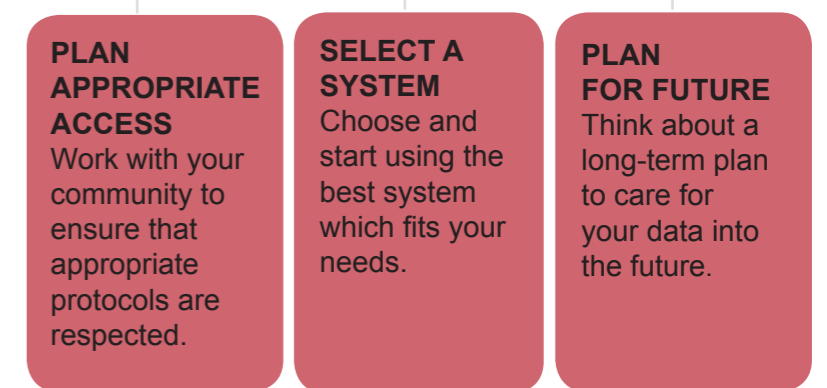
STEP 1—GET IT



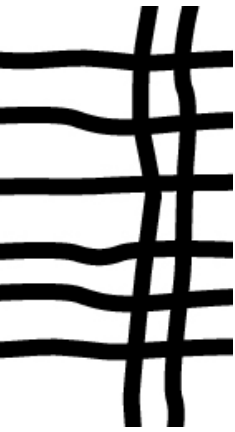
STEP 3—SAVE IT



STEP 2—CHECK IT

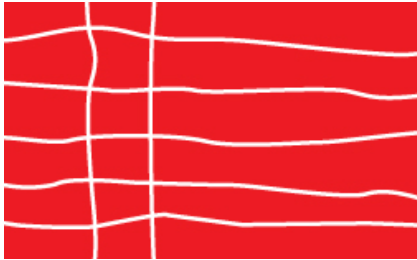


STEP 4—SHARE IT

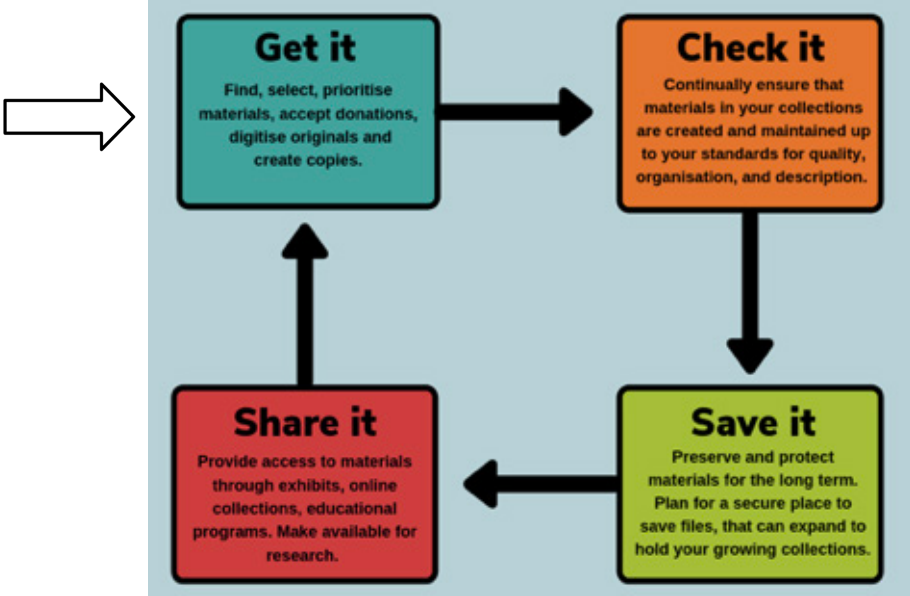


Your Local Collection Checklist

- Have you created a plan for what you would like to achieve?
- What success looks like for you?
- Do you have appropriate facilities to care, store and preserve your materials?
- How are you going to approach this journey? (Individually? With the help of your family? With help or partnership from an organisation?)
- Do you have any relationships or points of collaboration with local keeping places, for example with a local gallery or local library?
- Do you have access to a computer with an internet connection?
- Do you have access to a printer?
- Do you have personal information and collections in old formats and technology? (for example, Audiocassette, VHS videos or other Reel to Reel tapes)



STEP 1 – GET IT



What it is

‘Get it’ is the first step in taking care of your local collections. It means bringing collections into your family, community and/or institutions. This may involve seeking out collections, select and prioritising materials, accept donations, digitise originals and create copies (including the ones in other repositories). At this stage, you want to plan for strategic goals, policies and equipment to set-up sustainable archive and digitisation programs.

Steps involved

1. *Create your Plan*

Before starting, the most important step is understanding what’s your goal and what is meaningful for you. A project plan is a good way to start.

2. *Search, Prioritise and Select*

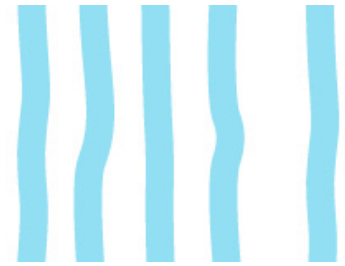
Search, Prioritise and Select what you want to keep into the future.

3. *Digitize and Make Copies*

Create digital versions and copies of your material to ensure your memories and data are safe.



STEP 1–GET IT



Cultural Protocols

Consider the needs and values of your family and community—some examples for this stage may be:

- Creating a cultural committee or advisory group to help review donated items;
- Creating a program where you bring a portable scanner to communities' members or your family homes to collect digital materials.

Templates List

2. *Create your Plan*
 - Your Own Plan' Template Where to look for grants
 - Who can help?
 - Tips and Tricks to find your own material
3. *Search, Prioritise and Select*
 - Which material will you select and how will you prioritise?
 - Arranging and Processing
 - Appraisal (dispose of what you don't need)
4. *Digitize and Make Copies*
 - Create a digitisation plan
 - Will you outsource or do the digitisation it in house?
 - Digitisation and Metadata Standards
 - Digitisation Equipment and Software

Which Steps of your local assessment collection? (Where are you on your journey?)

CREATE YOUR PLAN

Before starting, the most important step is understanding what's your goal.

SEARCH, PRIORITISE, SELECT

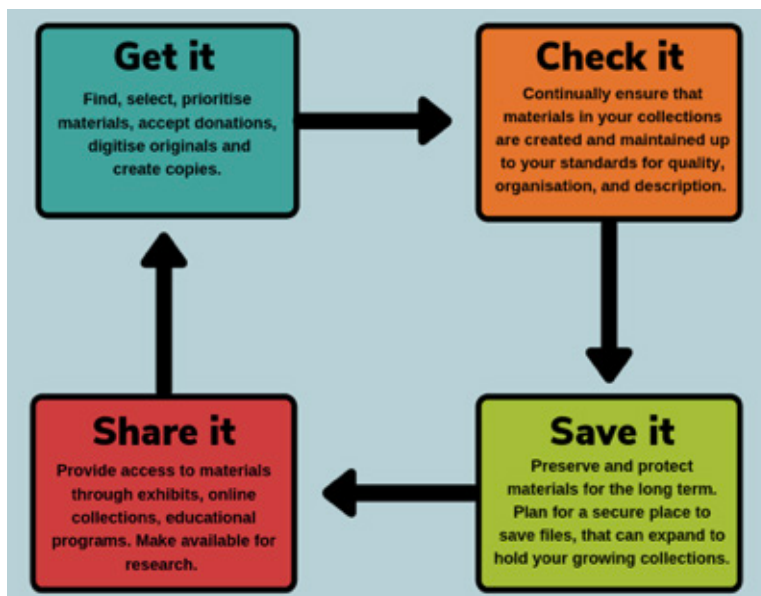
Search, prioritise and select what you want to keep into the future.

DIGITISE AND MAKE COPIES

Create digital versions and copies to ensure your memories and data are safe.



STEP 2–CHECK IT



What it is

'Check it' means managing your collections. You need to continually check that the material in your collection are created and maintained to the standards for quality, organisation and description you want. Once you have collections in your care they need to be arranged and organised.

Steps involved

4. Describe your collection

Collections need descriptions both at a collection level and/or at an item level.

5. Check Metadata

Metadata summarises all the basic information about your data, making finding, working and preserving your collections much easier.

6. Check Copyright and Protocols

Ensure you, your family and/or community are aware of matters related to ownership, cultural knowledge and cultural protocols of your collections.

STEP 2–CHECK IT

Cultural Protocols

Consider the specific needs and values of your family and community for this stage—some examples may be:

- Define protection for your material on how it can be handled and organised if it's stored in an organisation;
- Creating workflows for items description to bring community members to share their knowledge;
- Form a cultural committee or advisory group to make informed decisions about processing collections.

Templates List

5. *Describe*
 - Create your own journey
 - Standards (why they are important and how you should use them and adapt to fit your needs and goals)
 - Editing, Processing, Managing Digital Files
6. *Check Metadata*
 - What is metadata and why is it important?
 - Description: Metadata, Finding Aids
 - Spreadsheet for metadata and archival collections
7. *Check Copyright and Protocols*
 - What is Copyright?
 - Social Media and copyright
 - Traditional Knowledge Labels

Which Steps of your local assessment collection? (Where are you on your journey?)

DESCRIBE YOUR COLLECTION

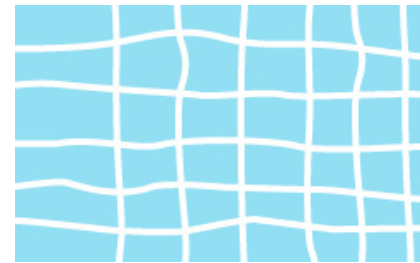
Collections need description both at a collection level and/or at an item level.

CHECK METADATA

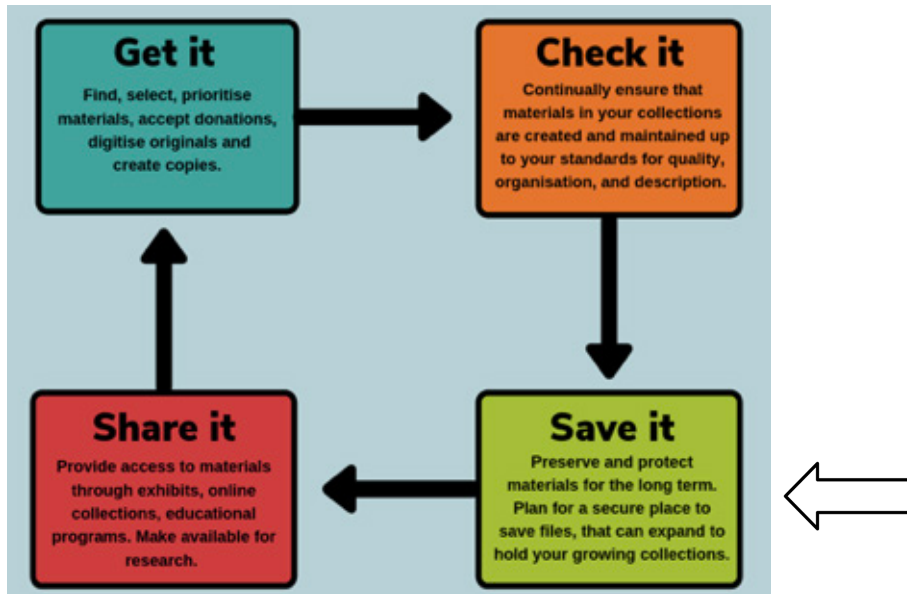
Metadata summarise all the basic information about your data.

CHECK COPYRIGHT & PROTOCOLS

Consider matters related to ownership, and cultural knowledge.



STEP 3—SAVE IT



What it is

‘Save it’ is the part of your journey where you ensure you preserve and protect material for the long term. This involves both physical material and digital files.

Steps involved

8. *Preserve*

Ensure your physical and digital collections are safe into the future. Preservation also involves organising material in a way which makes sense to you and fits into your plan. For your physical collections, preservation means the handling, storage and environmental factors which can affect an item or a collection over time.

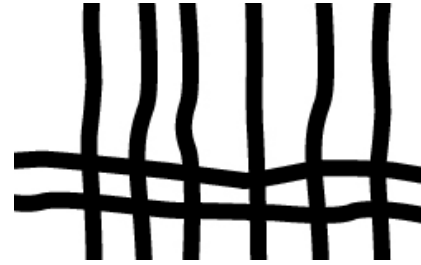
9. *Back-up*

Save your digital collections in physical and online storages. For digital material this involves planning for a secure place to save files that can be systematically backed up with copies in multiple locations and which can expand to your growing collections.

10. *Check Formats*

Control that the formats are not out of date.

STEP 3–SAVE IT



Cultural Protocols

Consider the specific needs and values of your family and community for this stage of the journey. Some examples may be:

- Reaching out to Elders and other people of your community for support, asking what the cultural appropriate methods are for the care of the materials;

Templates List

7. Preserve
 - Advice on Physical Preservation
 - Digital Preservation Metadata
 - Digital Preservation Plan and Policies
 - Working with Digital Files
8. Back-up
 - Options for Back-Up
9. Check Formats
 - Resources to update old formats

Which Steps of your local assessment collection? (Where are you on your journey?)

PRESERVE

Ensure your physical and digital collections are safe into the future.

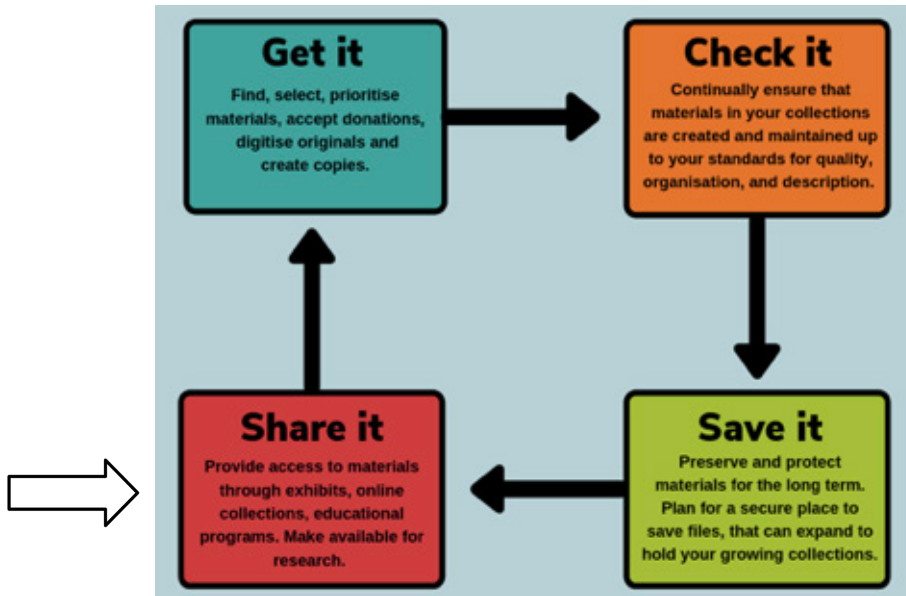
BACK UP

Systematically back up digital files with copies in multiple locations which can expand.

CHECK FORMATS

Control that the formats are not out of date.

STEP 4–SHARE IT



What it is

'Share it' means providing appropriate access to your collection. Access can be provided in many ways: through an online platform, physical visits to your home or collections storage, online exhibitions, single conversations with people and/or researchers who are interested in your collections, educational programs and so on.

Steps involved

11. *Plan Appropriate Access*

Work with your community to ensure the appropriate protocols are respected.

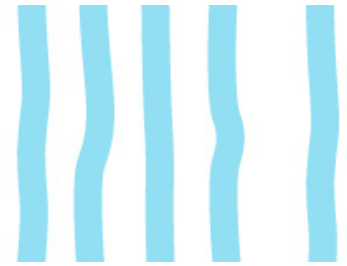
12. *Select a system*

Choose and start using the best system which fits your needs.

13. *Plan for future*

Think about a long-term plan to care for your data into the future.

STEP 4–SHARE IT



Cultural Protocols

Consider the specific needs and values of your family and community for this stage of the journey. The phase of ‘sharing’ may be the moment where you will focus the most on your community values.

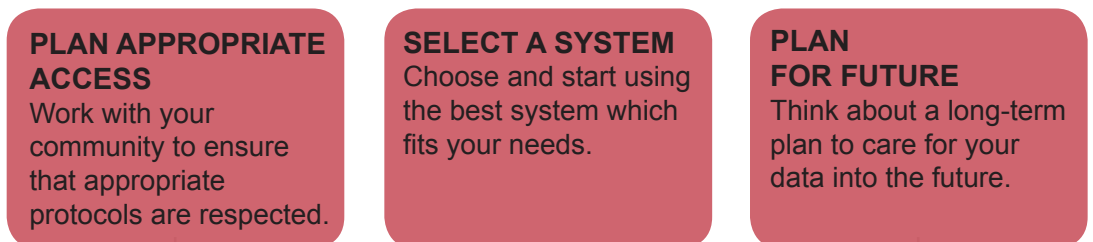
Some examples may be:

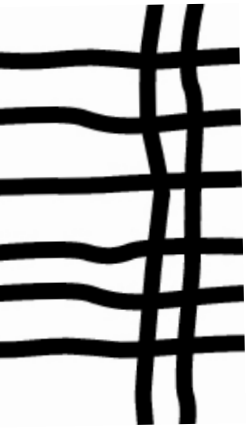
- Decide on multiple level of access to reflect what is already in place in the community;
- Set up a research area in organisations which meet the needs of community members (from young people to Elders) and follows your community values.

Templates List

10. Create your Plan
 - Plan appropriate access
11. Select a System
 - Which system to adopt?
 - Mukurtu CMS main functionalities
 - How to use Mukurtu CMS
12. Plan for the Future

Which Steps of your local assessment collection? (Where are you on your journey?)





Tips for Local Collection

Involve any person you wish from your family and/or community in your journey, but remember that you need one person to take responsibilities for it

Your phone may hold important data - photos, messages and audio recordings

Remember to keep a copy of any photographs you lend to other people, even within your family

Ask advice to experts if you are not sure on how to update old formats

Ask your public library for assistance

Copyright is a big deal: ask for help to ensure your family is clear

It's important to see where you live and the external conditions, if subject to floods, extreme heat etc.



Resources

Find more resources, tools and templates at <https://mukurtu-australia-nsw.libraries.wsu.edu>

Contact Us

Contact us at mukurtua@sl.nsw.gov.au

References

<https://www.sustainableheritagenetwork.org>

<https://cdsc.libraries.wsu.edu/tribal-digital-stewardship-cohort-program/>

<http://www.terrijanke.com.au/single-post/2018/01/29/Rights-to-Culture-Indigenous-Cultural-and-Intellectual-Property-ICIP-Copyright-and-Protocols>

http://docs.wixstatic.com/ugd/7bf9b4_2740d8cff7d24320b70f8a34015f9a53.pdf

<http://localcontexts.org/tk-labels/>

<https://www.nationalarchives.gov.uk/information-management/manage-information/digital-records-transfer/what-are-born-digital-records/>

<http://www.naa.gov.au/collection/family-history/family-archive/index.aspx>

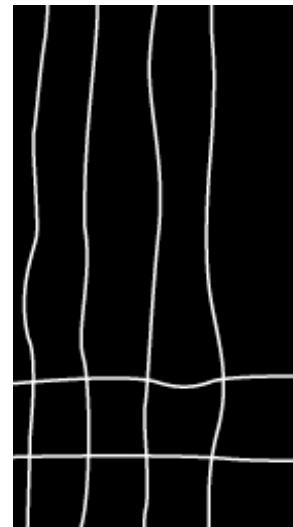
<http://www.naa.gov.au/information-management/managing-information-and-records/preserving/index.aspx>

<https://digitalguardian.com/blog/what-data-repository>

<https://www.opendatasoft.com/blog/2016/08/25/what-is-metadata-and-why-is-it-important-data>

<https://www.techopedia.com/definition/29023/web-hosting>





About the Design

(Artwork and layout by Cassandra Willis)

The logo and watermark design is a reference to Aboriginal songlines and connected communities that the Hub will join together and work with in terms of Aboriginal collections, digital keeping places for cultural heritage and knowledge.

It is also referencing connection to the land and is sometimes an aerial view of lines on country. At other times, looking at the horizon—to the hills, mountains and waves of the Australian landscape.

This toolkit was produced through a collaboration of the NSW Australian Hub with staff from the State Library NSW and Jumbunna Institute. including Monica Galassi, Cassandra Willis, Kirsten Thorpe, Lauren Booker & Damien Webb.

