



**AIATSIS**

AUSTRALIAN INSTITUTE OF  
ABORIGINAL AND TORRES STRAIT  
ISLANDER STUDIES

A black and white photograph of a hand carving a wooden object. The hand is positioned on the right side of the frame, with the thumb and index finger holding the object. The object is a small, rounded piece of wood with intricate, white, geometric patterns carved into its surface. A carving tool is visible on the left side of the frame, with its tip touching the wood. The background is a soft, out-of-focus landscape. Two large, overlapping, curved shapes in shades of orange and yellow are overlaid on the top and left sides of the image.

# Collection Management Plan

**2013 – 2016**

## **Collection Management Plan 2013 -2016**

*Prepared by the staff of the AIATSIS Collections Program*

**Cover Image:** Jack Wherra working on a boab nut carving, Mowanjum, W.A., 1965

Photographer: Neil Tilden

John David McCaffrey Collection

AIATSIS Reference: McCaffrey.J01.BW-N07441\_05

Photographs taken as part of research conducted by John David McCaffrey into Aboriginal art from the Kimberley region. This collection of over 1,000 original negatives was donated to AIATSIS by Winifred McCaffrey in 2006.

*A world in which  
all Indigenous peoples'  
knowledge and cultures  
are recognised, respected  
and valued.*

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# 1. Introduction

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The Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Collection Management Plan (CMP) reflects the principles identified in the AIATSIS Collection Development Policy (CDP). The CMP articulates the strategies and priorities in place to shape, manage and support the AIATSIS Collection which is a complex, diverse and rich mix of original and unique material in many formats, supported by a focused collection of published materials, both historical and contemporary. The CMP provides insight into the nature and scope of the AIATSIS Collection, the key strategic issues and priorities for managing the Collection, and specific strategies and actions over the next 3 years to work towards addressing some of these issues.

The AIATSIS Collection is one of key national significance. Built over the past 50 years, it is a collection with a single focus on Australian and Torres Strait Islander peoples, culture, history and contemporary issues. The AIATSIS Collection is different – different because of the very material with which it deals and the knowledge contained within it. It is different because of the unique and invaluable nature of that knowledge, the Indigenous intellectual property contained within it, the ethical considerations and cultural proficiency required in its acquisition and management, and because of the peoples who access it and depend upon its availability not only right now, but for future generations. Its value does not decrease over time but rather increases almost exponentially as time passes.

The Collection is for Australian Indigenous peoples and the broader Australian and international communities. The Collection supports research in major areas of Aboriginal and Torres Strait Islander studies, with particular strengths in languages and linguistics, music, cultures and societies, family history and visual arts. The Collection plays an important role in supporting the research plans and activities of AIATSIS and in collecting the documentation and results of current research.

The Collection and collection-based services contribute significantly to the *Closing the Gap* and *Bringing Them Home* initiatives. They also contribute to the preservation and revitalisation of language, to family history research and, as research infrastructure, to the entire range of AIATSIS research as well as that undertaken at other institutions. In many instances this is the only location of an endangered language recording, an ancestor's photograph, or stories on how life was. It is a storehouse of unique and incalculable value to the Indigenous communities which are described and to which the knowledge belongs, which requires the most respectful, ethical and careful handling. It is a special keeping place, with a distinctive and unique role.

The AIATSIS Collection provide a central repository for information about Australian Indigenous studies, which are otherwise distributed across a multitude of collections worldwide and are often difficult to access, particularly by Indigenous communities. Australian Indigenous societies have traditionally transmitted knowledge through oral and visual means, and AIATSIS is the only Commonwealth institution charged with the custodianship of collections which attempt to document those traditions.

## 1.1 Review Schedule

This strategy is current from the time of its endorsement by the AIATSIS Board and will be reviewed on a triennial basis, in alignment with the AIATSIS Business Plan and the *AIATSIS Statement of Strategic Intent 2013-2016*. The review and update will be undertaken by the Director, Collections.

## 2. Strategic Context

The *AIATSIS Statement of Strategic Intent 2013-2016* sets out the strategic vision, purpose and values as well as identifying key goals for the Institute.

<b>Vision</b>	<i>Indigenous peoples' knowledge and culture is recognised, respected and valued throughout the world</i>
<b>Purpose</b>	<i>Building pathways for the knowledge of Aboriginal and Torres Strait Islander peoples to grow and be shared</i>
<b>Guiding Principles</b>	<i>AIATSIS is culturally proficient, collaborative, efficient, strategic and professional</i>
	<i>Promote Australia's Aboriginal and Torres Strait Islander peoples, their heritage and culture</i>
	<i>Focus outward and engage collaboratively</i>
<b>Goals</b>	<i>Provide the foundation for research excellence in Australian Indigenous studies</i>
	<b><i>Ensure our collections are safe, accessible, valued and growing</i></b>
	<i>Celebrate and build on 50 years of leadership and excellence</i>
	<i>Foster an effective organisation where people want to work</i>

This Plan is intended to activate the Goal: *Ensure our collections are safe, accessible, valued and growing*. The key measure of success for this Goal is: *AIATSIS is the repository of choice for Indigenous materials*.



## 3. Legislative and related documents

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### 3.1 Governing Act

AIATSIS is an independent Commonwealth statutory authority, established by an Act of Parliament in 1964. This Act was revised in 1989. It is controlled by a Council of nine members. Four Council members are elected by the AIATSIS membership, a body of individuals with a demonstrated interest in Aboriginal and Torres Strait Islander studies. The remaining five Council members are appointed by the relevant Minister.

The maintaining of a collection is prescribed as one of the functions of the Institute under S. 5(e) of the *AIATSIS Act 1989 (Cth)*: "...establish and maintain a cultural resources collection consisting of materials relating to Aboriginal and Torres Strait Islander studies."

### 3.2 Other legislative and related documents

#### 3.2.1 External documents

- *AIATSIS Act 1989 (Cth)* (as above);
- *Copyright Act 1968 (Cth)*;
- ATSIILRN Protocols;
- United Nations Declaration on the Rights of Indigenous Peoples; and
- *Freedom of Information Act 1982 (Cth)*.

#### 3.2.2 Internal documents

- AIATSIS Collection Development Policy 2013-16;
- AIATSIS Statement of Strategic Intent 2013-2016;
- AVA 2025 Preservation Plan;
- AIATSIS Collections Access and Use Policy;
- AIATSIS Digital Preservation Policy 2013 (review of AVA 2025);
- AIATSIS ABI (Aboriginal and Torres Strait Islander Biographical Index) Indexing Policy 2008-2011;
- AIATSIS Cataloguing Policy 2013; and
- AIATSIS Digital Archiving Policy and Format Requirement;

## 4. Relationships and Connections

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The AIATSIS Collection is part of the distributed national collection. AIATSIS maintains special relationships with other libraries and archives, particularly those with substantial Indigenous collections such as the National Library of Australia (NLA) as well as state libraries, the National Archives of Australia (NAA), state archives and the National Film and Sound Archive (NFSA).

AIATSIS is also a signatory of the DISACT MOU. DISACT ('Disaster ACT') was established by cultural and scientific collecting institutions in Canberra to improve disaster preparedness and provide local mutual assistance in the event of emergencies affecting public collections. DISACT sponsors disaster recovery training, conducts quarterly DISACT network meetings and has a website resource.

AIATSIS and several of the major Canberra-based national collecting bodies have also signed or are in the process of developing MOUs to provide access to records for Link Up clients to assist members of the *Stolen Generations* in tracing family.

### 4.1 National Collecting bodies

#### 4.1.1 National Library of Australia (NLA)

The *National Library Act 1960* (Cth) provides a mandate for the NLA to build a national collection of library material focused on Australia and the Australian people. Together with the collections of other Australian libraries they underpin national resource sharing, facilitated by the Libraries Australia service.

The AIATSIS Collection works with the NLA in many ways, including:

- AIATSIS is a partner in the National Library's Pandora Project and has archived many Indigenous controlled websites to the Pandora archive;
- AIATSIS contributes its catalogue data and finding aids to national discovery systems such as Trove and Libraries Australia;
- AIATSIS rents storage space from the NLA;
- AIATSIS is working on metadata harvesting protocols with NLA;
- The NLA regularly transfers duplicate copies of relevant books and ephemera to AIATSIS;
- information-sharing about technical issues, policy and protocols; and
- NLA is a fellow signatory to DISACT.

#### 4.1.2 National and State Archives (NAA)

The National Archives is vested with the responsibility for acquiring the records of the Commonwealth Government; the State Archives or Public Record Offices acquire state government records. In areas which might be of interest to both institutions (e.g. private papers of prominent Australian politicians), consultation takes place, at both the Commonwealth and state levels as required, with the result that the records will be collected by the most appropriate institution.

The AIATSIS Collection works with National and State Archives in many ways, including:

- NAA conservation staff work with AIATSIS on secondment and have provided advice on conservation issues; and
- NAA is a fellow signatory to DISACT.



#### 4.1.3 **National Film and Sound Archive (NFSA)**

The National Film and Sound Archive is responsible for collecting and preserving the output of Australian film production, sound recordings, radio broadcast materials and other media. From 2004 responsibility for developing the National Film and Video Lending Collection was transferred from the National Library to the National Film and Sound Archive.

The AIATSIS Collection works with the NFSA in many ways, including:

- AIATSIS rents space in the NFSA nitrate storage facility;
- offers of published audiovisual materials are sometimes referred to the NFSA;
- AIATSIS and the NFSA have occasionally collaborated to host community visits;
- information-sharing;
- NFSA is a fellow signatory to DISACT; and
- AIATSIS is included in NFSA activities related to their leadership of the Copyright in Cultural Institutions (CICI) group.

#### 4.1.4 **Australian War Memorial (AWM)**

The Australian War Memorial develops and maintains a national collection of material relating to Australia's participation in wars and wartime operations.

The AIATSIS Collection works with the AWM in many ways, including:

- AIATSIS hosts Garth O'Connell's (War Memorial) Indigenous Australians at War web site;
- AIATSIS and the Australian War Memorial have a MOU to provide access to records for Link Up clients to assist members of the *Stolen Generations* in tracing family; and
- the AWM is a fellow signatory to DISACT.

#### 4.1.5 **National Museum of Australia (NMA)**

The National Museum of Australia collects objects conveying the history of Australia and its people.

The AIATSIS Collection works with the NMA in many ways, including:

- AIATSIS occasionally provides fee for service digitisation to the NMA;
- offers of artefacts are sometimes referred to the NMA;
- the AIATSIS Collection is often accessed by NMA staff when planning exhibitions;
- Aboriginal and Torres Strait Islander visitors to the NMA are often brought to AIATSIS to access the Collection;
- NMA staff occasionally offer items for the AIATSIS Collection;
- AIATSIS sold a copy of the language thesaurus to the NMA;
- items are also bought from the NMA shop for the AIATSIS Collection;
- NMA is a fellow signatory to DISACT; and
- AIATSIS collaborates with NMA in relation to exhibitions (e.g. the Warlpiri Drawings Exhibition.)

#### 4.1.6 **The Noel Butlin Archives, Australian National University**

The Noel Butlin Archives Centre of the Australian National University has long been the repository for business, trade union and employer organisation records.

The AIATSIS Collection works with the Noel Butlin Archives in many ways, including:

- AIATSIS and the Noel Butlin Archives have a MOU to provide access to records for Link Up clients to assist members of the *Stolen Generations* in tracing family; and
- The ANU Librarian has assisted greatly in the development of this document through peer review.

#### 4.1.7 **Australian Capital Territory (ACT) Government**

AIATSIS and the ACT Government have in place MOUs with ACT Records and the ACT Heritage Library to provide access to records for Link Up clients to assist members of the *Stolen Generations* in tracing family.

#### 4.1.8 **Other National Collecting Agencies**

AIATSIS also works closely with the National Portrait Gallery of Australia, the Museum of Australian Democracy and the Australian National Gallery.

### 4.2 **Other agencies**

AIATSIS also interacts with other agencies, such as Museums Victoria and the Queensland State Library over manuscript access and thesaurus use, as well as the State Library of Victoria and the Mitchell Library for copies of or access to items in their collections.

AIATSIS regularly interacts with a number of Aboriginal and Torres Strait Islander organisations that use the AIATSIS Collection, archive their materials with AIATSIS or consult AIATSIS for advice regarding the management of their own collections. Organisations the Institute has dealt with extensively include the CAAMA Library, Wangka Maya Pilbara Aboriginal Language Centre, Kimberley Language Resource Centre, Lajamanu Community Education Centre, Yamaji Language Centre, Diwurruwurru-jaru Aboriginal Corporation, South West Aboriginal Land and Sea Council and Irra Wangga Geraldton Language Programme.

AIATSIS' archival collection intersects with the Pacific and Regional Archive for Digital Sources in Endangered Cultures (PARADISEC), whose collection features a small number of Australian ethnographic resources, and the relatively small Aboriginal and Torres Strait Islander Data Archive (ATSIDA), managed by the UTS Library. AIATSIS also works with Humanities Networked Infrastructure (HuNI) which is a major new digital service for humanities researchers. Developed in Australia, with funding from the National eResearch Collaborative Tools and Resources (NeCTAR) programme, it aggregates data from 28 different cultural datasets from a variety of disciplines, makes them available for external re-use through an API and as Linked Open Data, and provides a set of tools for researchers to work with the data.

#### 4.2.1 **Relevant Peak Bodies**

AIATSIS Collection staff interact with, or are members of a number of peak bodies including the Australian Library and Information Association (ALIA), Libraries, Technology and the Future (VALA), Australian Society of Archivists (ASA), Australasian Sound Recordings Association (ASRA), International Federation of Library Associations (IFLA), International Association of Sound and Audiovisual Archives (IASA), Australian Institute for the Conservation of Cultural

Material (IACCM), International Council of Museums (ICOM) – Committee for Conservation, and Museums Australia. These associations set standards in the fields of collection management, conservation and preservation and are an important avenue for knowledge and skills exchange.

## 5. The AIATSIS Collection – Building Pathways for Knowledge

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### 5.1 History of the AIATSIS Collection

The acquisition of print, photographic and recorded sound materials began with the inception of the AIAS in 1964. The Moving Image Collection (film and video) was initiated later by the AIATSIS Film Unit. The Print, Photographic, Recorded Sound and Moving Image Collections were maintained separately until the formation of the AIAS Resource Centre in 1977. It was at this time that the systematic organisation and cataloguing of all the materials commenced.

The AIAS Resource Centre later became known as the AIAS Library. In 1997, following a review, the collections were divided between the Library and the Audiovisual Archive. This division continued until 2013 when they were again combined into a single collection. The AIATSIS collection has changed significantly over the years and new materials have called for new approaches, including strategies to digitise collections to improve access and preserve rarer items or those deemed to be at risk.

The Institute seeks to develop, maintain and preserve a well-documented collection. It also aims to maximise access to these materials, particularly by Indigenous peoples, in line with appropriate cultural and ethical practices. AIATSIS has adopted the Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services (ATSILIRN) which set out appropriate ways to interact with Aboriginal and Torres Strait Islander people, and to handle related cultural materials.

### 5.2 What we collect

AIATSIS collects material exclusively related to Aboriginal and Torres Strait Islander studies and items related to the function of AIATSIS to support research in this field.

AIATSIS collects both published and unpublished items related to Australian Indigenous peoples in a variety of formats and item types – personal and organisational papers, books, journals, newspapers, microform, maps, manuscripts, pamphlets, films, videos, photographs, and sound recordings in a variety of analogue and digital formats. (Refer CDP).

### 5.3 Why we collect

- To comply with the AIATSIS Act;
- To enable research for and about Aboriginal and Torres Strait Islander people and their culture (internal/external);
- To maintain historical records and to document events;
- To preserve unique and original items of significance for future generations;
- To make items accessible in culturally appropriate ways;
- To contribute to world heritage collections (UNESCO Memory of the World Register);

- For repatriation - to return materials to Indigenous cultural and intellectual property owners; and
- To promote the significance of Aboriginal and Torres Strait Islander culture.

## 5.4 How we collect

Primary selection tools for published material are standing orders with library suppliers, the internet, publishers' and retailers' catalogues, bibliographies, the National Library's "Discover Australian Collections" section of its website <http://www.nla.gov.au/>, RMIT and other databases, conference trade displays and exhibitions, and suggestions from staff and clients. Unpublished material is sourced from donations/gifts, deposits and purchases.

All materials offered to AIATSIS, including materials received as acquisitions and under Deed of Gift, Deposit, and through the Cultural Gifts Program, are assessed according to the significance criteria set out in the CDP. AIATSIS is under no obligation to accept material offered to it and retains the capacity to decline material offered to the Collection. AIATSIS may also require grantees to provide material in accordance with preferred formats or identified technical standards (Refer CDP).

AIATSIS is an eligible institution under the Commonwealth Government's Cultural Gifts Program which encourages gifts of significant cultural items by offering donors a tax deduction for the market value of their gifts.

## 5.5 Collection documentation

Collection documentation is central to the management of the AIATSIS Collection. It also plays a vital role in the administration and control of the Collection and facilitation, access and use. The primary documentation tools are the cataloguing and registration processes supplemented by annotation, finding aids, caption lists and thesaurus headings.

### 5.5.1 Cataloguing

The cataloguing process reflects international best practice in following AACR2 and the adoption of the revised rules of the current RDA industry standard. It utilises USMARC coding and extensive specialist thesauri for topical, geographic and language entries. All cataloguing is to a level 3 standard and individual entries are based on both copy and original cataloguing.

### 5.5.2 Registration

All unpublished items coming in to the collection are registered in accession registers. These are used to ensure that individual items, especially large collections, are recorded and managed until cataloguing and further arrangement and description in the form of finding aids or caption lists. The registers record the following details:

- personal details of the donor/depositor;
- physical description (e.g. contents and size);
- access and use conditions; and
- accompanying documentation

The print register utilises the Archivists Toolkit database and runs three primary year/number streams based on item type (manuscript, digital and special [mixed]). The sound and moving image items are registered using a FileMaker Pro database and running a consecutive number series. A new registration system will be developed following the merger of the Library and the Audiovisual Archive.

### 5.5.3 Annotations

Annotations enhance catalogue item entries by providing a summary of the Aboriginal and Torres Strait content. These seek to incorporate key words from the text such as place and personal names, dates, technical terms, events and subjects not covered by the thesauri terms. The inclusion of annotations significantly increases the search power of the catalogue.

### 5.5.4 Detailed descriptions of audiovisual materials

Caption lists, which describe individual images, are created for the photographic collection. These are available to users of Mura® as electronic links within the catalogue records. Detailed audition sheets (timed summaries) are created for individual audio and moving image recordings, which are eventually edited and incorporated into finding aids. PDF copies of audio and moving image finding aids are uploaded to the AIATSIS website and linked to collection level catalogue records.

### 5.5.5 Thesauri

The AIATSIS Language, Place and Topical Thesauri were developed to provide unified search terms for catalogued items and have been approved by the Library of Congress. The language thesaurus includes preferred and non-preferred terms, a standard language code and a geographic code. The place thesaurus utilises a place name, a regional location term and a 1:250,000 map number. The topical thesaurus uses a hierarchical structure to link preferred terms up to four levels. The search capacity is enhanced by the incorporation of "see from" and "see also" search options and higher levels relationships created by MultiTees software.

### 5.5.6 Integrated Library System

The catalogue is delivered by the Symphony Library System supplied by SirsiDynix. This ILS also supports the management of routing, budgets, loans and authorities. The ILS supports both a cataloguing interface (Workflows) and a web searching function (Webcat) which runs the web interface of the Collection's catalogue, Mura®.

## 5.6 How the Collection is preserved

AIATSIS houses most materials to international archival standards, with collections held in secure, temperature and humidity-controlled conditions. All new collection materials are assessed for insects, mould and level of deterioration on arrival at AIATSIS and any suspect material is isolated in a specially-equipped quarantine room where it is inspected and treated before coming into contact with any other collection material.

Digital materials are currently archived to the Digitised Collection Object Storage System (DCOSS). The DCOSS is a hybrid disk/tape system that constantly archives the data to tape and automatically creates backups and off-site copies without the need for staff to manage the process.

### 5.6.1 Digitisation Policy and Strategy

Since 2005, the AIATSIS digitisation program has been working to preserve materials in the Collection from deterioration over time and to facilitate remote access by Aboriginal and Torres Strait Islander people, researchers and the wider community.

The scheduled work of digitisation is determined and supported through application of the Digital Preservation Policy and the work of the Digitisation Planning Team.

The purpose of the Digital Preservation Policy is to ensure the long-term digital preservation of collection assets held in the Collection. The objective of preservation is to ensure the long-term survival of, and access to, the Collection. Digital transfer of the Collection is currently the world's best practice mechanism for achieving these outcomes.

The Institute digitally preserves items identified on the prioritisation schedule within the Collection in adherence to cultural protocols, intellectual property rights and using internationally recognised standards.

The following items accepted into the Collection will be candidates for digital preservation:

- audio (including digitally delivered audio content on CD, DVD etc.);
- pictorial (including digitally delivered pictorial content on CD, DVD etc.);
- moving Image (including digitally delivered moving image content on CD, DVD etc.); and
- print.

The following born digital items accepted into the Collection will be preserved:

- software;
- language assessment software;
- multimedia;
- ISO Archiving;
- Mime type catalogue; and
- databases.

## 5.7 How the Collection is accessed

### 5.7.1 Access and Use Policy

The AIATSIS Collections Access and Use Policy sets out the conditions under which materials in the AIATSIS Collection may be read, viewed, listened to, copied or shared. The Policy is underpinned by legislation, common law, case law and best practice protocols. Access and use of published materials is largely limited by the *Copyright Act 1968* (Cth), while deposit agreements, grant agreements and section 41 of the *Australian Institute of Aboriginal and Torres Strait Islander Act 1989* (Cth) commonly determine the accessibility of unpublished materials. Additionally, AIATSIS observes the *ATSILIRN Protocols* and acknowledges the *United Nations Declaration on the Rights of Indigenous Peoples*, to which Australia is a signatory, particularly Article 31 which recognises the rights of Indigenous peoples to "maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions."

### 5.7.2 Accessing the Collection

The AIATSIS Collection can be accessed through the Stanner Reading Room; Mura® (the online Collection catalogue), the AIATSIS website, the Access and Client Services Unit, and interlibrary loans. Most clients accessing the Collection do so remotely. Many clients contact the Access and Client Services Unit to obtain advice on materials held that are relevant to their area of study, research or interest. Copies of items may be supplied if they comply with the AIATSIS Access and Use Policy.

#### 5.7.2.1 *Stanner Reading Room*

The Stanner Reading Room at AIATSIS is open to the public for access to the print collection from Monday to Friday. It also provides an onsite location where clients can obtain information, literacy education and search the print, electronic and digital collection.

#### 5.7.2.2 *Mura®, the AIATSIS Collection catalogue*

Documentation of AIATSIS materials on Mura® is in accordance with standard bibliographic practices, and in line with the ATILIRN Protocols. Value added documentation includes selective annotations and the use of AIATSIS specialist thesaurus terms to provide a unique level of bibliographic access through Mura® that is unavailable from other library catalogues. Book, serials and manuscript records continue to be added to Trove, the National Library of Australia's national discovery service, and Libraries Australia that provide access to the holdings of more than 800 Australian libraries and their web resources. AIATSIS is working towards Audio Visual records on Trove with attached finding aids/caption lists. This will enable an OAI-PMH protocol to automatically harvest AIATSIS metadata to include more recent records with finding aid/caption lists attached.

The Aboriginal and Torres Strait Islander Biographical Index (ABI) can also be accessed via Mura®. The ABI is a personal name index to published material held in the AIATSIS Collection that was created in response to one of the recommendations of the *Bringing Them Home* report. The selection and creation of these records is guided by the AIATSIS Collections Policy and international bibliographic cataloguing standards. The ABI is compiled by an indexer who selects and analyses biographical details of Indigenous Australians contained in collection items and creates a catalogue record for them. The total number of records in the ABI is over 76,000, with approximately 70,000 records available on Mura® (as at the end of 2013). It is being continuously updated from both historical and contemporary Australian works.

#### 5.7.2.3 *Remote clients*

The majority of clients who use the AIATSIS Collection are off-site. The Access and Client Services Unit responds to requests from remote clients who include: researchers, Indigenous community members, including individual Indigenous Australians tracing their family history, language and culture, students (primary to tertiary), or anyone with a general interest in improving their knowledge and understanding of Australia's rich Indigenous cultural heritage.

Remote clients may request photocopies of articles, or books and manuscripts in accordance with the Copyright Act 1968 (Cth) and deposit conditions. They may also request digital copies of archival photographs, sound recordings, films or videos. There are standard fees and turnaround time for each category of material. Aboriginal and Torres Strait Islander clients may obtain copies of up to twenty audiovisual items free of charge each calendar year.

AIATSIS organises orientation tours for interested groups such as community organisations, tertiary students, staff from government departments or cultural organisations, or study visits for researchers who visit to research the Collection.

#### **Online access**

- *AIATSIS online Web exhibitions*

The majority of clients who use the AIATSIS Collection are off-site. The AIATSIS Documents online web exhibitions are now 22 in number (as at the end of 2013) and growing as resources permit the digitisation of material and the writing, design and construction of collection based websites.

The online exhibitions now provide online access to approximately 85,000 pages of collection content. Between 2009 and 2013, these online exhibitions attracted approximately 1.7 million page views, an average of approximately 35,500 page views per month - which represent over 40% of the total views of the entire AIATSIS website in this period.

The online exhibitions cover a broad range of content of great interest to AIATSIS client groups, and provide online access to content difficult to find in any degree of completeness, or even at all, in other libraries around the globe.

Examples of websites produced that attract significant levels of client interest are:

- "*Dawn/New Dawn*" - a collection of historic journals from government operated settlements for Indigenous people which contains information of a social and family history nature;
- "*Remembering Mission Days*" - a collection of historic journals from church-operated mission settlements for Indigenous people which also contains information of a social and family history nature; and
- "*Koori Mail Online Collection*" - an online collection of 550 complete editions of the Koori Mail newspaper which is added to regularly with new editions.

#### 5.7.2.4 *Audiovisual access*

Audiovisual materials are accessible through Access and Client Services Unit at AIATSIS by appointment during operating hours, Monday to Friday. Appointments are essential to ensure the necessary equipment is available, permissions obtained, and private listening/viewing areas are available if appropriate.

#### 5.7.2.5 *Finding aids*

Finding aids have been developed for audio and moving image collections and caption lists have been created for the extensive photographic collection.

Creating finding aids is extremely labour intensive; however, they are of great value and importance to AIATSIS clients. AIATSIS holds a significant number of individual historical items which are of inestimable value for research. However, without detailed descriptions of the materials to make relevant materials accessible to both Indigenous and non-Indigenous researchers, clients would remain unaware that the material they seek is in the Collection.

Finding aids describing digitised audio and moving image collections are uploaded to the AIATSIS website and are discoverable through Google. Additionally, AIATSIS works with the NLA to make its collection finding aids available through its Trove web discovery service providing increased awareness of the AIATSIS Collection given the quality documentation in these guides.

There is limited capacity to document collections of personal or private papers of individuals or organisations. Some material has been processed as part of the AIATSIS Digitisation Program.

#### 5.7.2.6 *Document delivery and interlibrary loans*

The AIATSIS Document Delivery and Interlibrary Loans service is part of the LADD (Libraries Australia Document Delivery) network providing access to over 700 Libraries Australia libraries, the New Zealand TePuna interlibrary loan network and the international supplier Infotrieve. In order to participate in this network a library has to have at least one staff member who has been trained in the use of LADD.



Published books, CDs and DVDs are the only item types made available for interlibrary loan and are only loaned to other libraries.

Document Supply is available for individuals and libraries and deals with the photocopying and supply of articles, book chapters and unpublished manuscripts from the AIATSIS print collection.

Standard fees are charged for the provision of these services.

Requests must comply with the *Copyright Act 1968 (Cth)*, the *AIATSIS Act 1989 (Cth)*, the *Public Service Act 1999 (Cth)*, and deposit conditions (i.e. contractual agreements with owners of the manuscripts or their delegates).

## **5.8 Components of the Collection**

### **5.8.1 Published and unpublished documents**

This Collection includes published Australian materials on Indigenous Studies, manuscript collections and overseas published material on Indigenous studies. Much of the published/print collections are not unique but the total collection is unique in that it is the only distinct collection of Australian Indigenous published content. The published collections are also unique in the way they are documented in detail, appropriately and sensitively. The collections are described using the AIATSIS thesauri for subject, language and place. The thesauri have been internationally recognised by the Library of Congress.

#### *5.8.1.1 Special collections*

There are a number of special collections within the AIATSIS Collection:

- the Rare Book Collection;
- the Australian Indigenous Languages Collection;
- the Rare Serials Collection;
- the Rare Pamphlet Collection;
- the Manuscripts Collection; and
- the Family History Collection.

#### **Collecting priorities**

The longer term collecting priorities are:

- unique contemporary historically significant items;
- rare items and works by Aboriginal and Torres Strait Islander authors and communities;
- new publications that meet the need of AIATSIS-funded researchers; and
- works that provide context or supplement other materials in the Collection.

#### **Item types collected**

Item types collected include:

- books (hardback and paperback);
- serials or relevant articles from serials and e-journals;
- electronic formats such as DVD and CD ROM, disk;
- material from the internet. Internet sites are added as links to the web and/or linked to a catalogue record;
- newspapers (which are indexed selectively);

- ephemera (paper-based) primarily;
- posters;
- rare books /items;
- manuscripts such as personal papers, diaries, field notes, etc.;
- collections of personal/organisational papers;
- theses of high research importance;
- microforms – AIATSIS collects material on microfiche and microfilm on silver halide as a master copy and Diazo as a “use” copy; items on vesicular film are not collected unless there is no alternative;
- pamphlets; and
- copies of periodical articles in accordance with the Copyright Act.

## 5.8.2 Pictorial

### 5.8.2.1 Photographic Collection

The Photographic Collection consists of approximately 650,000 images (as at the end of 2013) documenting the social and cultural diversity of Australia’s Indigenous peoples. More than 90% of this Collection is unique items not held in any other collecting institution. Original materials held in the Archive range from late 19th century glass plate negatives to contemporary digital file formats. However, the majority of the Collection consists of film based negatives and transparencies dating from the 1920s to the 1980s.

Approximately 32% of the Collection has been digitised to current standards. While there are over 3,500 collections catalogued at collection level, more than 50% of these require annotation work to improve accessibility. There are over 70 legacy collections consisting of poorly documented material collected over the years which have not been assessed and remain inaccessible.

Most of the material is unpublished and not replicated in any other collection.

#### **Collecting priorities**

The Photographic Collection has particular strengths as a visual record of historical, anthropological and archaeological research undertaken from the early 1900s to the present day. The Collection contains thousands of images of rock art from sites from all over the country. Given the extent of the Collection there is no particular subject matter identified as a collecting priority. Provided the material meets the CDP and is original, sufficiently documented (to enable cataloguing) and provenanced with clear title, AIATSIS will consider all materials offered.

#### **Item types collected**

AIATSIS will consider all analogue and digital formats offered.

### 5.8.2.2 Moving Image

The Moving Image Collection contains more than 8,000 video titles and 830 film titles or over 6.5 million feet of motion picture film (as at the end of 2013) and includes such items as published film and video titles, including prints of historical ethnographic films and other documentaries.

As at the end of 2013, approximately, 28% of the Collection had been digitised to current standards. The majority of material offered for deposit now is in diverse born-digital formats that there is limited capacity to deal with.

It should be noted that many moving image items do not yet have open records on Mura® and many items are not yet catalogued or described onto Mura®. Work is being undertaken on a continual basis to identify and deaccession duplicate collection items which also entails extensive editing of the records in the Mura® catalogue.

#### **Collecting priorities**

The Australian Institute of Aboriginal Studies Film Unit operated between 1961 and 1991. During its 30-year period, the Film Unit produced one of the most significant bodies of ethnographic film material in the world. This material along with amateur films documenting all aspects of Aboriginal and Torres Strait Islander societies is a key strength of the Collection.

There is no particular subject matter identified as a collecting priority. Provided the material meets the CDP and is original, sufficiently documented (to enable cataloguing) and provenanced with clear title, AIATSIS will consider all materials offered.

#### **Item types collected**

AIATSIS will consider all analogue and digital formats offered, however the format must be one that can be played on equipment held at AIATSIS and therefore transferable for preservation purposes.

### **5.8.3 Audio**

There are more than 40,000 hours of audio material in the Audio Collection (as at the end of 2013) and most of the material is unpublished and not replicated in other collections. Only about 5% of material has been transcribed and less than 50% has timed summaries and much of the material has no documentation. Approximately, 80% of the material contains Aboriginal and Torres Strait languages and many recordings feature multiple sessions with different speakers, languages and topics. 28% of the Collection has been digitised to current standards and quality checked. (A further 35% has been digitised but has not been quality checked.)

#### **Collecting priorities**

The collecting priority is unpublished research data relating to Aboriginal and Torres Strait Islander:

- Languages;
- Music and ceremony; and
- Oral history.

There is a particular focus on language groups and geographic areas that are currently under-represented in these three broad categories.

#### **Items collected**

Unpublished audio in a wide variety of analogue and digital formats is collected. AIATSIS encourages donors of digital audio recordings to provide high-quality uncompressed files wherever possible.

### **5.8.4 Artworks and artefacts**

The Art and Artefact Collection consists of over 1,000 artworks or material culture objects (as at the end of 2013) acquired from the 1960s to the present day. The majority of paintings held in the Collection have been purchased on a periodic basis in order to display a cross-section of Indigenous art around the AIATSIS building. The majority of artefacts have been donated to AIATSIS by

*A world in which  
all Indigenous peoples'  
knowledge and cultures  
are recognised, respected  
and valued.*

researchers who collected the objects during fieldwork in the 1960s and 1970s. Some of those materials complement audiovisual items also collected as part of that research.

There is an inventory of all items held in the Collection but no publically accessible catalogue.

#### **Collecting priorities**

There is currently no active collecting program, however, donations of important, unique materials that complement or augment other items held in the AIATSIS Collection will be considered.

#### **Item types collected**

- Original artwork on all media;
- Material culture items; and
- Artefacts (such as grinding stones etc.)

### **5.9 Subject strengths**

AIATSIS has a focused collection in a range of subject areas, all relating to Aboriginal and Torres Strait Islander peoples. The CDP sets out in detail the items collected under these headings:

- languages;
- cultures and societies;
- arts;
- visual arts;
- creative writing;
- performing arts;
- songs and music;
- history;
- health and mental health;
- education;
- land rights;
- native title;
- business and economics;
- media, film and communications;
- environment;
- cultural heritage protection;
- sport;
- politics and government; and
- law and justice.

### **5.10 Size of the Collection**

Excluding index records to other items in the Collection, there are approximately 270,000 items listed in the AIATSIS catalogue (Mura®) as at the end of 2013. The Collection also includes approximately 650,000 photographic images, 40,000 hours of audio material, 9,000 video titles, 930 motion picture titles, and

over 1,000 artworks or artefacts. The documents area holds some 170,000 items.

It should be noted that counting a collection as complex as that held by AIATSIS is no straightforward matter. Many "items" may have multiple pieces, pieces which many other collecting agencies may count as an individual item. For example, a manuscript may be a single hand-written or typed volume (such as a PhD thesis), or may be 75 boxes, each with multiple individual pieces – letters, notes, word lists, interviews, etc. As well, pictorial and sound collections are catalogued at "collection-level", and each collection may hold anywhere up to a thousand individual photographs or recordings. Due to their linear format, audio and moving image recordings are better represented in finding aids including timed summaries as each individual item can be further broken down into segments featuring different speakers, topics, languages and places.

The size of the Collection contributes to its significance both as a national collection and for its client groups. Taken together it is the largest and most comprehensive collection of materials relating to Aboriginal and Torres Strait Islander cultures, history and contemporary life in the world, an invaluable resource for Indigenous people and communities and for researchers.

## 5.11 Measuring our performance

The key success measure for the Collections Program is that ***AIATSIS is the repository of choice for Indigenous materials.***

### 5.11.1 Key performance measures

- Client feedback on access and service;
- New deposits;
- Digitisation priorities, quality and quantities of outputs;
- Number and quality of audition sheets, finding aids and catalogue entries;
- Number of items preserved;
- Number and value of items returned; and
- Client service rates.

## 6. Strategic issues, opportunities and priorities

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The challenges for the AIATSIS Collection are significant. They fall into the following main areas:

### 6.1.1 Keeping our Collection safe

*This includes conservation of the physical object, digitisation of material for access, management of storage and handling and management of the environment.*

#### 6.1.1.1 Key issues

- Critical need for a Digital/Media Asset Management system (DAMS/MAMS) by 2014- 2015;
- Storage capacity
  - We have now reached capacity for some formats and rent external storage;
  - Digital storage needs are also ongoing and growing (e.g. high definition moving image requires significant storage, approx. 2 gigabytes per second);
  - The published and unpublished Document Collection including the Stanner Room stacks and Closed Access Collection vault comprise 2,433 linear metres. The storage capacity is only 3,500 metres. There is only an estimated 10 years expansion capacity as at the end of 2013.
- Need to have appropriate digitisation equipment for all formats;
- Need to repair and maintain ageing and obsolescent analogue equipment in order that original materials can be played in order to be digitized;
- Need to ensure current systems are supported and developed which will allow digital preservation to meet the 2022 deadline;
- Fragile condition and unusual format of some collections;
- Deterioration of original Documents materials:
  - In many cases the original materials being digitised are old, have already been heavily handled and are thus fragile, making it a painstaking process to capture a good quality digital facsimile of the content without further damaging the original item;
- Deterioration of magnetic media;
- Limited curatorial or conservation staff;
- A significant proportion of the Collection requires conservation work;
- Need for a properly tested Collection Disaster Recovery Plan;
- Need to pursue Trusted Repository Status; and
- Need to develop and implement a Collection Infrastructure Strategic Plan.

6.1.1.2 Key opportunities and priorities

Outcome area	Opportunities	Priority
<b>The Collection is safe</b>	Implement digitisation policy, strategy and programs	High
	Digital/Media Asset Management system (DAMS/MAMS)	High
	Collections Roadmap in place	High
	Implement a properly tested Collection Disaster Recovery Plan	High
	Storage management strategy, policy and program	Medium
	Advocate for additional Conservation staff	High
	Continue to advocate and plan for an extension of space or new building in the longer-term	Medium
	Pursue Trusted Repository Status	High
	Develop and implement a Collection Infrastructure Strategic Plan	High

6.1.2 Making our Collection accessible

*This includes managing rights and permissions, providing access copies in appropriate formats, providing spaces and services for on-site visitors and rich content for online visitors, available on up-to-date and accessible web platforms as well as taking our Collection to our communities and facilitating community access visits.*

6.1.2.1 Key issues

- Legacy issues of materials deposit:
  - AIATSIS is custodian, not owner, often hampered by difficult administration of a wide range of deposit conditions (and sometimes an inability to locate depositor for permissions due to the passage of time);
  - Issues of access administration in line with the constraints of the Act and ethical management protocols;
- Majority of unpublished collections require permissions for copying;
- Changes in technology and obsolescent and ultimately unfixable equipment;
- Backlogs of manuscript processing, cataloguing, record annotation, finding aid development, and processing of analogue formats;
- Need for an integrated online strategy;
- Collections of materials are often not in a good state of description or arrangement when they arrive at AIATSIS; and
- Increased demand for access to digital material, particularly from Indigenous communities.

6.1.2.2 Key opportunities and priorities

Outcome area	Opportunities	Priority
<b>The Collection is accessible</b>	RDA (Resource Description and Access) implementation project for new cataloguing	High
	Backlog project	High
	Strategy for online content	High
	Adequate technology maintained or acquired	High
	Implement Collection Access and Use Policy	High
	Develop and implement Stakeholder Engagement Plan	Medium
	Maintain funding for the Community Access Program and ROMTIC	High
	Develop methods to share digital content with Indigenous communities	High

6.1.3 Ensuring our Collection is valued

*This includes advocacy and promoting the knowledge and value of the Collection and AIATSIS' role as the pre-eminent collecting institution for Aboriginal and Torres Strait Islander material.*

6.1.3.1 Key issues

- Need to be recognised as the National Indigenous Collection;
- Need for legislative change to include AIATSIS as a legislated repository for all published materials by or about Indigenous and Torres Strait Islander people;
- Lack of in depth knowledge of the AIATSIS Collection and its value (internally and externally); and
- Need to highlight staff expertise in providing leadership on appropriate management of and access to cultural collections.

6.1.3.2 Key opportunities and priorities

Outcome area	Opportunities	Priority
<b>The Collection is valued</b>	Work towards recognition as the National Indigenous Collection	High
	Significance statements	High
	Promotion of collections	High



### 6.1.4 Growing our Collection

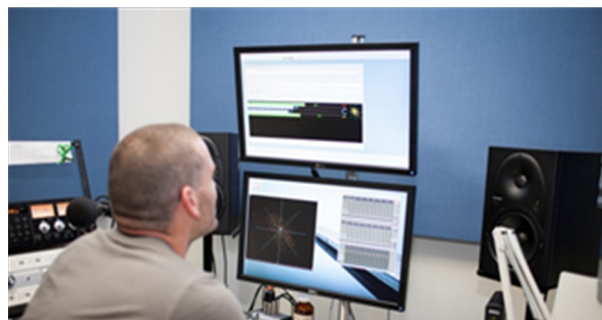
*Includes collection development and acquisition*

#### 6.1.4.1 Key issues

- Insufficient focus on collection development;
  - With resource constraints less work has been undertaken in building the collection or identifying and filling collection gaps;
- Need to balance acquisition of new material with selective deselection where appropriate when space issues become critical; and
- Potential to work with other institutions to fill gaps collaboratively.

#### 6.1.4.2 Key opportunities and priorities

Outcome area	Opportunities	Priority
<b>The Collection is growing</b>	Advocate for changes to the deposit legislation to include AIATSIS as a legislated repository for all published materials by or about Indigenous Australians	High
	Identify collection gaps and prepare a collection development strategy as outlined in the CDP	Medium
	Continue to promote AIATSIS as the repository for Aboriginal and Torres Strait Islander material	High



## 7. Key strategies and actions

### SAFE ACCESSIBLE GROWING AND VALUED

1. Ensure people see our Collection and help them understand it	2. Provide leadership on appropriate management of the Collection	3. Ensure long-term survival of our Collection	4. Enhance access to our Collection	5. Continue to develop the Collection	6. Ensure our Collection is highly valued
<p><b>1.1 Finalise and implement the Collection Management Plan to cover the full spectrum of collection development, management, preservation and access for both digital and analogue collections</b></p> <p><i>4.2 Collections Business Plan</i></p>	<p><b>2.1 Develop a stakeholder engagement plan and maintain collaborative relationships with researchers and with other cultural organisations, and relevant peak bodies</b></p> <p><i>Links to 4.5 Collections Business Plan</i></p>	<p><b>3.1 Investigate the purchase and implementation of a Digital/Media Asset Management system (DAMS/MAMS) for the Collection</b></p> <p><i>4.4 Collections Business Plan</i></p>	<p><b>4.1 Develop and implement an integrated online strategy</b></p> <p><i>Links to 2.1 Collections Business Plan</i></p>	<p><b>5.1 Implement the 2013 Collection Development Policy and review in 2016</b></p>	<p><b>6.1 Promote the <u>value</u> of the AIATSIS Collection internally and externally as a safe and trusted world class "Repository of Choice" for Aboriginal and Torres Strait Islander material</b></p>
<p><b>1.2 Ensure efficient processes and accurate record, documentation and description of items and value add through annotations, metadata, analytics, and finding aids, caption lists, audition sheets etc.</b></p>	<p><b>2.2 Share knowledge and ideas through seminars, symposia and conferences</b></p> <p><i>Links to 1.1 Collections Business Plan</i></p>	<p><b>3.2 Implement the Collections roadmap</b></p>	<p><b>4.2 Facilitate community access and access for remote and in house clients and staff</b></p>	<p><b>5.2 Develop the AIATSIS Collection to meet the identified needs of key stakeholders in accordance with the CDP</b></p>	<p><b>6.2 Promote our role as the national research and collecting institution on matters of importance to Aboriginal and Torres Strait Islander people</b></p> <p><i>1.1 Collections Business Plan</i></p>
<p><b>1.3 Showcase our Collection</b></p>	<p><b>2.3 Ensure standards adhered to and developed where relevant</b></p> <p><i>4.3 Collections Business Plan</i></p>	<p><b>3.3 Ensure the Collection is maintained, preserved and conserved in a safe physical and digital environment</b></p>	<p><b>4.3 Ensure that all material is discoverable</b></p>		<p><b>6.3 Develop significance statements and provide training to relevant staff</b></p>
	<p><b>2.4 Ensure the Collection complies with intellectual property/copyright and ownership requirements and</b></p>	<p><b>3.4 Use innovative technology and techniques that work</b></p>	<p><b>4.4 Investigate crowd sourcing opportunities and develop project plans</b></p>		

1. Ensure people see our Collection and help them understand it	2. Provide leadership on appropriate management of the Collection	3. Ensure long-term survival of our Collection	4. Enhance access to our Collection	5. Continue to develop the Collection	6. Ensure our Collection is highly valued
	<b>that the Collection is managed culturally appropriately</b>	<i>5.5 Collections Business Plan</i>			
	<b>2.5 Develop project proposals, and implement and monitor project plans for strategic collection management</b>	<b>3.5 Ensure the Collection is housed appropriately in a safe, sustainable physical and digital environment</b>			
		<b>3.6 Pursue Trusted Repository Status</b>			
		<b>3.7 Develop and Implement a Collections Infrastructure Support and Development Strategic Plan</b>			
		<b>3.8 Develop, implement and monitor the digitisation policy, strategy and programs</b>			

## 8. AIATSIS Collection Management Plan 2013 –2016

**Activating Goal 4 of the AIATSIS Business Plan: Ensure our Collection is safe, accessible, valued and growing.**

### 1. Ensure people see our Collection and help them understand it

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy	
1.1	<b>Finalise and implement the Collection Management Plan to cover the full spectrum of collection development, management, preservation and access for both digital and analogue collections</b>	Implement Collection Management Plan	Director and Unit Managers	Collections staff	Ongoing	<i>Collection Development Policy 2013;</i> <i>4.2 Collections Business Plan</i>	
		Review and update Collection Management Plan	Director and Unit Managers	Collections staff	Annually		
1.2	<b>Ensure efficient processes and accurate recording, documentation and description of items and value adding through annotations, metadata, analytics, and finding aids, caption lists, audition sheets etc.</b>	Continue to review and monitor systems, processes and procedures to ensure that material is processed appropriately and efficiently	Collection Managers	Collection Staff	Ongoing	<i>4.2 Collections Business Plan;</i> <i>AIATSIS Library ABI (Aboriginal and Torres Strait Islander Indexing) Policy 2008-2011;</i> <i>AIATSIS Library Cataloguing Policy 2008 - 2011;</i> <i>AIATSIS Library Digital Archiving Policy and Format Requirement.</i>	
		Continue cataloguing, annotations, analytics and manuscript processing	Collection Managers	Collection Staff	Ongoing		
		Investigate using contractors with subject expertise to document the Collection	Director	Unit Managers	2014		<i>4.2 Collections Business Plan</i>
		Maintain and develop appropriate skill sets for effective collection management	Collection Managers	Collection Staff	Ongoing		
		Review the AIATSIS thesauri to	Collection	Collection	Ongoing		<i>AIATSIS thesauri</i>

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
		enhance their ability to merge with Austlang	Managers	Staff		
		Complete the RDA (Resource Description and Access) implementation project for new cataloguing	Collection Managers	Collection Staff	2014	<i>RDA implementation project</i>
		Continue to contribute to Libraries Australia and therefore Trove and RMIT Informit database	Systems and Online Service Manager	Systems and Online Service Manager	Ongoing	<i>4.2 Collections Business Plan</i>
		Seek to provide appropriate collection management staffing levels to ensure that the whole collection is described, catalogued and findable	Director	Executive	Ongoing	
<b>1.3</b>	<b>Showcase our Collection</b>	Develop a series of video vignettes to highlight significant items in our Collection and AIATSIS' program activities for media	Director	Preservation and Digitisation Team and Online Services Team	Ongoing	<i>2.1 Collections Business Plan</i>
		Continue to engage in online and social media platforms (Facebook, YouTube, Vimeo, and Twitter) and investigate other social media platforms <ul style="list-style-type: none"> <li>Consider reuse of Facebook collections content on Pinterest</li> </ul>	Director	Online Services Team	2014-2016	<i>2.1 Collections Business Plan</i>
		Tie online exhibitions and collections with other AIATSIS activities	Director	Outreach Officer and Collections staff	Ongoing	<i>4.2 Collections Business Plan</i>
		Undertake Collection-based research and value-adding	Director	Unit Managers	Ongoing	
		Plan and work with Communications to ensure that stories are told that highlight the Collection and the people who use them	Director	Collections staff Communi-cations	Ongoing	

## 2. Provide leadership on appropriate management of the Collection

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
2.1	<b>Develop a stakeholder engagement plan and maintain collaborative relationships with researchers and with other cultural organisations, and relevant peak bodies</b>	Continue to partner with NLA on Pandora Project	Collection Managers	Collection staff	Ongoing	
		Continue to work with NLA on metadata harvesting protocols	Manager Collections Infrastructure	Unit Managers	Ongoing	
		Continue storage agreement with NLA, NFSA and Iron Mountain storage	Unit Managers		Ongoing	<i>Relevant agreements</i>
		Continue to actively participate in DISACT	Unit Managers		Ongoing	<i>DISACT MOU</i>
		Continue to interact with other agencies in relation to manuscript access and thesaurus use or access to items in their collections.	Unit Managers		Ongoing	
		Maintain partnerships with like organisations in relation to digitisation initiatives	Director	Manager Preservation and Digitisation	Ongoing	<i>AIATSIS Digital Preservation Policy 2013</i>
		Continue to liaise with Aboriginal and Torres Strait Islander organisations that use the AIATSIS Collection, archive their materials with us or consult us for advice regarding the management of their own collections.	Unit Manager		Ongoing	
		Continue to work with peak bodies including ALIA, VALA, ASA, ASRA, IFLA, IASA, and ICOM.	Director	Unit Managers	Ongoing	
2.2	<b>Share knowledge and ideas through seminars, symposia and conferences</b>	Use staff expertise to establish AIATSIS as a leader on appropriate access to cultural collections and to publish and present collections research, and policy and curatorial ethical practices	Unit Managers	Collections staff	Ongoing	<i>Links to 1.1 Collections Business Plan</i>
		Staff to present in external forums and publish our own research, collections and curatorial and ethical practices	Director	Unit Managers	Ongoing	<i>1.1 Collections Business Plan</i>

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
2.3	<b>Ensure standards adhered to and developed where relevant</b>	Continue to develop thesauri, codes etc. to provide authoritative cataloguing standards	Collection Managers	Collections staff and Online Services staff	2013 and ongoing	<i>4.3 Collections Business Plan; AIATSIS Library Cataloguing Policy 2008 - 2011; AIATSIS thesauri</i>
		Continue to support the ATSILIRN protocols	Collection Managers	Collections staff and Online Services staff	Ongoing	<i>4.3 Collections Business Plan; ATSILIRN Protocols</i>
		Ensure the Collection complies with international standards	Collection Managers	Collections staff	Ongoing	ALIA; VALA; ASA; ASRA; IFLA; IASA; and ICOM.
2.4	<b>Ensure the Collection complies with intellectual property/copyright and ownership requirements and that the Collection is managed culturally appropriately</b>	Ensure the existence of appropriate legislative, legal and intellectual frameworks (Ownership)	Director	Unit Managers	Ongoing	<i>Copyright Act 1968 (Cth); Freedom of Information Act 1982 (Cth); AIATSIS Collections Access and Use Policy</i>
		Address legacy rights issues and resolve intellectual property and ownership issues	Director	Unit Managers	2014-2016	<i>Copyright Act 1968 (Cth); Freedom of Information Act 1982 (Cth); AIATSIS Collections Access and Use Policy</i>
		Develop ways of dealing with restricted material	Director	Unit Managers	2014-2016	<i>AIATSIS Collections Access and Use Policy</i>
		Maintain restrictions on culturally sensitive collections (secret and sacred)	Director	Unit Managers	2014-2016	<i>AIATSIS Collections Access and Use Policy</i>
		Ensure the Collection is legally and appropriately available	Director	Unit Managers	2014-2016	<i>Copyright Act 1968 (Cth); AIATSIS Collections Access and Use Policy</i>
2.5	<b>Develop project proposals, and implement and monitor project plans for strategic collection management</b>	Identify, scope and plan key projects and identify how projects can be quickly operationalised if funds/resources become available	Director	Unit Managers	2014-2016	
		Develop an art and artefact management plan	Director	Collection Manager	2016	

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
				(Image)		
		Develop a business proposal for an oral history project	Collection Manager (Audio)	Archive Officer (Audio), Senior Audio Technician, Senior Archive Officer Collections Infrastructure)	2014	<i>1.1 Collections Business Plan</i>
		Scope and implement a project to identify difficult collections and those which belong to other collecting agencies and target depositors and agencies to clarify provenance, collection management and access issues	Collection Managers	Collections staff	2014-2016	<i>Copyright Act 1968 (Cth); AIATSIS Collections Access and Use Policy</i>
		Scope and implement a project to prepare the language thesaurus for integration with Austlang	Mura® and Online Services Manager	Linguist Collection Development Manager and Collection Management staff		
		Scope and implement a project to map the Audio Collection	Collection Manager (Audio)	Audio Archive Officer		



### 3. Ensure long-term survival of our Collection

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
3.1	<b>Investigate the purchase and implementation of a Digital/Media Asset Management system (DAMS/MAMS) for the Collection</b>	Investigate DAMS/MAMS and funding source	Manager Collections Infrastructure	Unit Managers and all staff	2015	4.4 Collections Business Plan
3.2	<b>Implement the Collections roadmap</b>	Complete the Collections Roadmap	Manager Collections Infrastructure	Collections Infrastructure staff	2014	
3.3	<b>Ensure the Collection is maintained, preserved and conserved in a safe physical and digital environment</b>	Ensure security protocols and measures in place <ul style="list-style-type: none"> <li>Identify and tag selected items</li> <li>Adhere to access provisions</li> </ul>	Collection Managers	Collections staff	Ongoing	AIATSIS Collections Access and Use Policy
		Continue to strive to ensure that the Collection is in optimum condition	Director Unit Managers	Collections staff	2014-2016	
		Maintain sufficient copies of digital collections to mitigate the risk of digital degradation	Manager Collections Infrastructure	Unit Managers and all staff	2014 and ongoing	Systems and infrastructure Strategic Plan – Major or Joint initiatives / projects
		Develop the capacity to accept and support new and emerging digital file formats and integrate them with AIATSIS' common software formats, while maintaining the original nature and quality of the collection object	Manager Collections Infrastructure	Unit Managers and all staff	2014 and ongoing	Systems and infrastructure Strategic Plan – Major or Joint initiatives / projects
		Clearly maintain the definition between digitised Digital Originals, Preservation Masters, and derivative or access objects	Manager Collections Infrastructure	Unit Managers and all staff	2014 and ongoing	Systems and infrastructure Strategic Plan – Major or Joint initiatives / projects
		Develop and maintain a business continuity / Disaster Recovery Management Plan and ensure appropriate risk management plans are in place	Manager Collections Infrastructure	Unit Managers and all Staff	2014 and ongoing	Commonwealth Authorities and Companies Act 1997 (Cth); DISACT MOU

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
		Implement appropriate quarantine processes to keep the Collection safe	Unit Managers	Collections staff	Ongoing	
		Ensure original formats and duplicates kept safely and limit use of originals of digitised materials	Manager, Digitisation and Preservation	Collections Infrastructure staff	Ongoing	
		Minimise wear and potential damage of items during display, rotation and curation through appropriate policies and procedures	Unit Managers	Collections staff	Ongoing	
		Develop a policy and strategy about the addition of datasets to the Collection and their long-term maintenance, management and access	Manager Collections Infrastructure Collection Managers Collection Development Manager	Collections staff	End 2014	
3.4	<b>Use innovative technology and techniques that work</b>	Ensure current systems are supported and developed	Manager Collections Infrastructure	Systems Infrastructure staff	Ongoing	<i>5.5 in Collections Business Plan</i>
		Maintain analogue audiovisual equipment to ensure that the Collection can continue to be played and preserved digitally	Manager Collections Infrastructure	Collections Infrastructure staff	Ongoing	<i>4.2 Collections Business Plan</i>
		Maintain equipment and infrastructure for audio and pictorial material to identified standards	Manager Collections Infrastructure	Collections Infrastructure staff	Ongoing	
		Identify and purchase technological solutions for audio and video which will allow digital preservation to meet the 2022 deadline	Manager Collections and Infrastructure	Collections Infrastructure staff	Ongoing	
		Research cost effective alternative for an archival scanner	Manager, Digitisation and Preservation	Collections and Infrastructure	2014	

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
			and Manager Collections Infrastructure	staff and Preservation and Digitisation staff		
		Identify solutions to address high definition video acquisitions	Manager Preservation and Digitisation and Manager Collections Infrastructure	Preservation and Digitisation staff and Collections Infrastructure staff	Ongoing	
		Use technology to diagnose/identify which collection records need improvement	Collection Managers and Manager Collections Infrastructure	Collection staff and Collections Infrastructure staff	Ongoing	
		Adopt RDA and ensure all staff have RDA competency as appropriate	Collection Managers	Mura® and Online Services Manager		<i>5.5 Systems and Infrastructure Strategic Plan</i>
		Investigate mobile phone platforms and apps (and opportunities) and also ebooks and other platforms for access to digital collections	Collections Infrastructure Unit	Unit Managers	2014	<i>2.1 Collections Strategy; 2.1 Collections Infrastructure Support and Development Unit Strategic Plan</i>
		Redevelop Mura® OPAC interface to better meet client needs and expectations	Collections Infrastructure Unit	Unit Managers		<i>2.1 Collections Infrastructure Support and Development Unit Strategic Plan</i>
<b>3.5</b>	<b>Ensure Collections are housed appropriately in a safe, sustainable physical and digital environment</b>	Assess and monitor physical and technological storage capabilities	Manager Collections Infrastructure	Unit Managers	2014-2015	
		Analyse future space needs projections based on identified priorities, ensuring the consideration of databases and the possibilities of storage for others on a fee basis	Manager Collections Infrastructure Unit Managers	Collections staff	2014-2015	

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
		Develop a storage management strategy, policy and plan	Manager Collections Infrastructure	Unit Managers	2014-2015	
		Optimise and rationalise existing space	Unit Managers	Collections staff	Ongoing	
		Ensure appropriate policies and procedures in place for storage including decision making processes for what may need to be de-selected to accommodate more significant items	Director	Unit Managers	2014-2015	
		Investigate alternative storage options including onsite and offsite storage and other institutions, and AIATSIS presence/s outside of Canberra	Manager Collections Infrastructure	Unit Managers	2014-2015	
		Upgrade storage areas to industry standards	Manager Collections Infrastructure	Unit Managers	2015 onward	
		Ensure appropriate technical requirements in place for storage	Manager Collections Infrastructure	Unit Managers	Ongoing	
<b>3.6</b>	<b>Pursue Trusted Repository Status</b>	Establish repository name and mission statement	Manager Collections Infrastructure	Unit Managers	2014	<i>Audit and Certification of Trustworthy Digital Repositories (ISO 16363:2012); Trustworthy Repositories Audit &amp; Certification: Criteria &amp; Checklist (TRAC); The Open Archival Information Systems Reference Model (ISO 14721:2012); Digital Preservation Policy; Trusted Digital Repository Project.</i>
		Obtain Council approval for certification	Director	Manager Collections Infrastructure	2014	
		Commence certification process	Manager Collections Infrastructure	Collections staff	2014	
		Ensure all current processes conform with certification requirements	Manager Collections Infrastructure	Collections staff	2015	
<b>3.7</b>	<b>Develop and Implement a Collections Infrastructure Support and Development Strategic Plan</b>	Develop Collections Infrastructure Support and Development Strategic Plan	Manager, Collections Infrastructure	Collections Infrastructure staff	2013	<i>Collections Infrastructure Support and Development Strategic Plan</i>

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
		Implement and monitor Infrastructure Support and Development Strategic Plan	Manager, Collections Infrastructure	Collections Infrastructure staff	2013-2016	
3.8	<b>Develop, implement and monitor the digitisation policy, strategy and programs</b>	Implement updated Digital Preservation Policy	Director	Preservation and Digitisation staff	2014	<i>AIATSIS Digital Preservation Policy 2013</i>
		Undertake benchmarking and assess our digitisation program in relation to other cultural institutions	Manager Preservation and Digitisation	Preservation and Digitisation staff and Collections staff	2014	<i>4.5 Collections Business Plan</i>
		Develop and monitor Digital Preservation strategy <ul style="list-style-type: none"> <li>• Single location for metadata</li> <li>• Develop a priority list of collections for digitisation that identifies collections of importance</li> <li>• Ensure appropriate inputs into digitisation by relevant Collections staff</li> </ul>	Manager Preservation and Digitisation	Preservation and Digitisation staff, Collections Infrastructure staff and Collections staff	2014	<i>AIATSIS Digital Preservation Policy 2013</i>
		Ensure that preservation/digitisation is incorporated as core business and is funded to allow us to meet the 2025 deadline for magnetic media preservation (as determined by UNESCO) Develop capacity to embed digitisation as part of workflows	Director and Manager Preservation and Digitisation  Unit managers	Preservation and Digitisation staff and Collections staff	Ongoing	<i>AIATSIS Digital Preservation Policy 2013</i>
		Continue digitisation programs of priority materials, especially at risk materials, and undertake necessary conservation, archiving work and finding aids	Unit Managers	Preservation and Digitisation staff and Collections staff	Ongoing	<i>AIATSIS Digital Preservation Policy 2013</i>  <i>2.1 Collections Business Plan</i>
		Increase the creation of digital collection objects to avoid the risk of historic audio and video assets being lost as obsolete analogue playback	Manager Preservation and Digitisation	Unit Managers	2014	<i>AIATSIS Digital Preservation Policy 2013; Systems and infrastructure Strategic Plan – Major or</i>

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
		systems become unavailable or as tapes / media deteriorate				<i>Joint initiatives / projects</i>
		Redevelop digitisation facilities and infrastructure in light of benchmarking and strategy	Manager Preservation and Digitisation	Preservation and Digitisation staff and Collections staff	2014	<i>4.5 Collections Business Plan</i>
		Investigate outsourcing of some straightforward digitisation of print and other media and outsource the digitisation of selected non fragile media to reduce load on equipment and engineering	Manager Preservation and Digitisation	Preservation and Digitisation staff and Collections staff	2014	<i>AIATSIS Digital Preservation Policy 2013</i>

#### 4. Enhance access to our Collection

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
4.1	<b>Develop and implement an integrated online strategy</b>	Work with the Collections web team to redesign Collections area of the website	Collections Unit Managers and Manager Preservation and Digitisation	Web Team	Ongoing	<i>Links with 2.1 of Collections Business Plan</i>
		Continue to redevelop our web pages and increase functionality and inter-activity including online tour of the Collection and "Explore the Collection" webpage	Director	Web Team	2014 and ongoing	<i>2.1 Collections Business Plan</i>
		Scope, implement and monitor an Online Community Access project to develop both policy and strategy in relation to development of online content	Manager Access and Client Services, Manager Collections	Web Team	2014 - 2015	

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
			Infrastructure and Unit Managers			
		Develop improved web-based access to components of the Collection, by profiling digital assets and structuring the system to manage complex viewing and access rights	Director	Unit Managers and Web Team		
		Develop an integrated online content strategy responsive to differing access needs <ul style="list-style-type: none"> <li>○ Online Bibliographies, subject guides for clients</li> <li>○ Passwords for communities</li> <li>○ Projects and pilots</li> <li>○ Policy</li> <li>○ Strategy</li> <li>○ Communications</li> </ul>	Director and Collections Unit Managers	Online Services Team	2014 - 2015	<i>Links to 2.1 Collections Business Plan</i>
<b>4.2</b>	<b>Facilitate community access and access for remote and in house clients and staff</b>	Collaborate with wider research community to consider ways to facilitate more effective access to the AIATSIS Collection	Director	Unit Managers	Ongoing	<i>4.5 Collections Business Plan</i>
		Develop online infrastructure and appropriate technology to facilitate access for remote and in house clients and staff <ul style="list-style-type: none"> <li>○ Online access protocols</li> <li>○ Cultural context and permissions</li> <li>○ Enabling community contributions to add value to both the materials and our knowledge about them</li> </ul>	Director, Manager Preservation and Digitisation and Collections Unit Managers	Web Team	Ongoing	<i>AIATSIS Collections Access and Use Policy</i>
		Implement and monitor the	Director	Unit Managers	2014	<i>4.5. Collections Business</i>

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
		Collections Access and Use Policy <ul style="list-style-type: none"> <li>Develop new procedures where applicable</li> </ul>				<i>Plan</i>
		Continue to migrate material to accessible formats	Manager Preservation and Digitisation	Preservation and Digitisation staff	Ongoing	
		Improve access to digital collection objects for approved users with targeted searches and quality metadata	Collections Infrastructure Unit	Unit Managers	Ongoing	<i>Systems and infrastructure Strategic Plan – Major or Joint initiatives / projects</i>
		Work towards a return to full opening hours to reduce the turnaround times for requests and to return materials to Aboriginal and Torres Strait Islander communities in a timely manner	Director	Manager Access and Client Services	2014	
		Develop processes and procedures to provide photographic prints to client in a secure manner with copyright warnings	Collection Manager (Image)	Unit Managers	2014	<i>Copyright Act 1968 (Cth),</i>
		Maintain funding for community access programs and ROMTIC	Director	Manager Access and Client Services	Ongoing	
		Investigate adding ABI records to People Australia	Mura® and Online Services Manager	Unit Managers	2014	
		Develop methods to share digital content with Indigenous communities	Director	Collection Managers	Ongoing	
<b>4.3</b>	<b>Ensure that all material is discoverable</b>	Scope and initiate the backlog project	Director	Collection Managers	2014	
		Scope and initiate the data clean-up project	Director	Collection Managers	2014	
		Continue rolling program of stocktakes of the Collection	Collection Managers	Collection Management staff	2014	
		Ensure access conditions are included	Collection	Collection	Ongoing	



Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
		on Mura® and relevant records	Managers	Management staff		
		Disseminate information about the Collection and discovery processes	Director	Unit Managers	Ongoing	
4.4	<b>Investigate crowd sourcing opportunities and develop project plans</b>	Plan for the ICT infrastructure to allow storage and management of the born and created digital collections, for innovative delivery of online content and for engagement with communities in crowd-sourcing activities	Manager Collections Infrastructure, Manager Online Services, Manager Preservation and Digitisation	Collections Infrastructure, Preservation and Digitisation, Online Services and Collections staff	2014	

## 5. Continue to develop the Collection

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
5.1	<b>Implement the 2013 Collection Development Policy and review in 2016</b>	Implement the Collection Development Policy	Collection Development Manager	Collections staff	Ongoing	<i>AIATSIS Collection Development Policy 2013</i>
		Review the Collection Development Policy in 2016	Director	Collections staff	2016	
5.2	<b>Develop the AIATSIS Collection to meet the identified needs of key stakeholders in accordance with the CDP</b>	Consult with key stakeholders and conduct analyses to identify collection needs and to identify significant gaps	Director	Unit Managers	2014	<i>AIATSIS Collection Development Policy 2013</i>
		Work closely with AIATSIS Research to ensure the Collection supports research and that the results of research are collected	Collection Development Manager	Collection Development staff	Ongoing	
		Develop a collection development strategy to address collection gaps	Director	Unit Managers	2016	
		Implement and monitor the collection development strategy	Unit Managers	Collections staff	2016 Ongoing	
		Develop a de-selection and de-	Collection	Unit Managers	2014	

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
		accessioning policy	Development Manager			
		Develop a program for de-accessioning in conjunction with digitisation and removal of some forms (e.g. off air video and commercially produced audio)	Collection Development Manager	Collections staff	2015 Ongoing	
		Implement and monitor the program for de-accessioning	Collection Development Manager	Collections staff	2015 ongoing	
		Encourage donors to complete a Copyright Deed to transfer copyright to AIATSIS or provide AIATSIS with a license to use material in ways normally reserved for the copyright owner	Collection Development Manager and Collections Managers	Collections staff	Ongoing	
		Initiate processes to obtain better information from depositors with onus on depositors to provide information where possible	Collection Development Manager and Collections Managers	Collections staff	Ongoing	

## 6. Ensure the Collection is highly valued

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
6.1	<b>Promote the <u>value</u> of the AIATSIS Collection internally and externally as a safe and trusted world class digital repository recognized as a "Repository of Choice" for Aboriginal and Torres Strait Islander material</b>	Improve AIATSIS staff knowledge of the Collection	Manager Access and Client Services	Unit Managers	Ongoing	
		Identify ways to increase usage of the Collection	Director	Unit Managers	Ongoing	
		Promote the value and content of the Collection internally and externally	Director	Unit Managers	Ongoing	
		Promote the Collection as essential infrastructure for research	Director	Unit Managers	Ongoing	

Action Number	Action	Tasks	Resp.	Others engaged	Time Frame	Links with relevant strategy and policy
		Advocate for changes to the deposit legislation to include AIATSIS as a legislated repository for all published materials by or about Indigenous Australians	Director	Unit Managers	2014-2016	
6.2	<b>Promote our role as the national research and collecting institution on matters of importance to Aboriginal and Torres Strait Islander people</b>	Identify a strategy to work towards recognition as the National Indigenous Collection	Director	Unit Managers	2014-2016	<i>1.1 Collections Management Plan</i>
6.3	<b>Develop significance statements and provide training to relevant staff</b>	Develop significance statements	Director	Unit Managers	2014	
		Provide training for relevant staff	Director	Unit Managers	2014	
		Acquire, preserve and document significant published and unpublished material and audio and pictorial collections in accordance with selection criteria	Collection Development Manager and Unit Managers	Collections staff	Ongoing	<i>4.2 in Collections Business Plan</i>  <i>4.4 Collections Business Plan</i>

## 9. Terms and Acronyms

Term	Description
<b>ACT</b>	Australian Capital Territory
<b>AIATSIS</b>	Australian Institute of Aboriginal and Torres Strait Islander Studies
<b>AIATSIS ABI</b>	Aboriginal and Torres Strait Islander Biographical Index
<b>ALIA</b>	Australian Library and Information Association
<b>ASA</b>	Australian Society of Archivists,
<b>ASRA</b>	Australasian Sound Recordings Association
<b>ATSIDA</b>	Torres Strait Islander Data Archive
<b>ATSILIRN</b>	Aboriginal and Torres Strait Islander Library, Information and Resource Network
<b>AWM</b>	Australian War Memorial
<b>CAAMA</b>	Central Australian Aboriginal Media Association
<b>AVA</b>	Audio Visual Archive
<b>CDP</b>	Collection Development Policy
<b>CICI</b>	Copyright in Cultural Institutions
<b>CMP</b>	Collection Management Plan
<b>Collection</b>	All content held in the AIATSIS Collection. This includes digital and non-digital objects.
<b>CSI</b>	Continual Service Improvement
<b>DCOSS</b>	Digital Content Object Storage System - a combination disk and tape based repository storing those collection objects created by digitisation and any objects that are still considered work in progress
<b>DAMS</b>	Digital Asset Management System
<b>DISACT</b>	Disaster ACT
<b>IASA</b>	International Association of Sound and Audiovisual Archives
<b>ICOM</b>	International Council of Museums
<b>ILS</b>	Integrated Library System
<b>LADD</b>	Libraries Australia Document Delivery
<b>LAN, WAN</b>	Local Area Network, Wide Area Network
<b>MAMS</b>	Media Asset Management System
<b>Mura®</b>	The Integrated Library System for Collections
<b>NAA</b>	National Archives of Australia
<b>NeCTAR</b>	National eResearch Collaborative Tools and Resources
<b>NFSA</b>	National Film and Sound Archive
<b>NLA</b>	National Library of Australia
<b>NMA</b>	National Museum of Australia
<b>OAIS</b>	Open Archival Information System. A best practice framework describing the processes and functions of an Archive.
<b>PARADISEC</b>	Pacific and Regional Archive for Digital Sources in Endangered Cultures
<b>PREMIS</b>	Preservation Metadata Implementation Strategies
<b>RDA</b>	Resource Description and Access
<b>SAN</b>	Storage Area Network
<b>TRAC</b>	Trustworthy Repositories Audit and Certification. A best practice certification prescribing the operation of an Archive.