



FIRST NATIONS MEDIA COMMUNITY ARCHIVES

Mukurtu Hints and Examples Sheet: additional information for fields that can be ambiguous or challenging

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1. Constructing People's Names for Creator, Contributors, Publisher and People fields

<p>Constructing people's names in:</p> <ul style="list-style-type: none"> • Creator • Contributor • Publisher • People 	<ul style="list-style-type: none"> • Each Archive should have a policy on how names for First Nations and non-First Nations people are to be constructed. • For First Nations peoples some name structures might be (and to be used consistently) once a structure is decided on: <ul style="list-style-type: none"> • First name Skin Name Last name • First name Nickname Skin name Last name • First name Last name • Tribal/clan/bush name <p>Multiple names should be separated by a ; (that is a semi-colon).</p>
<p>Use of Kumanjayi (or equivalent protocol)</p>	<p>Where a name needs to become Kumanjayi please contact the Mukurtu Admin with the details so that a global change can be done.</p>

Important:

Once the form of a person's name is decided on do not use variations unless it is to update for Kumanjayi. If you find that a person is represented by two forms of a name (for example for a First Nations person – one form with a skin name and one without) please contact the Mukurtu administrator with the correct name. The Mukurtu administrator can do a merge of the two names to the correct name form and automatically update all the relevant records.

2. Title

Field	Hint	Example
<p>Title</p>	<p>Only capitalize the first letter and proper nouns.</p>	<ul style="list-style-type: none"> • Warlpiri women: Maisie Napurrurla Wayne • Cattle branding: Aboriginal stockmen
	<p>If you have a subtitle, use a colon straight after the main title, then a space and the subtitle</p>	<ul style="list-style-type: none"> • Warlpiri women: Maisie Napurrurla Wayne • Cattle branding: Aboriginal stockmen

3. Creator

Field	Guide
Creator Field	<p>The Creator is the name of the person or organisation that provided the resources (including their creativity) to bring a media object into existence.</p> <p>A quick way of thinking about the Creator is to ask who holds the copyright of the media object. In most cases the answer to that will give you the name of the Creator. See http://www.copyright.org.au/acc_prod/AsiCommon/Controls/BSA/Downloader.aspx</p> <p>Media produced by or on behalf of your organisation Most of the media objects in your Archive will have been made by your organisation. Where this applies, the Creator will be the name of your organisation. The names of the staff members who “made” the object as photographers, DOPs, sound, interviewers, editors, script writers, etc are Contributors (<i>Contributors are moral rights holders</i>).</p> <p>In relation to paid contractors to your organisation, for items such as commissioned photographs and video/audio recordings, the contract your organisation has with them will set out who owns the copyright. If your organisation holds copyright, your organisation is the Creator. If the photographer or recordist holds copyright, that person is the Creator and your organisation is a Contributor (and likely to be the Publisher). But please note for photography: that Australian Copyright arrangements are that the photographer owns the copyright and it would be expected that your organisation’s contract with the photographer will have sorted this out.</p> <p>Media not produced by or on behalf of your organisation For photographs, videos, voice recordings (interviews, oral histories for example) produced by a person who is not a staff member of your organisation, or are media produced by another organisation, the Creator is the name of that person or organisation.. You should ensure that you have the rights to provide through Mukurtu if you are uploading a copy. These Creators do not need a qualifier such as (Photographer) added after their name.</p> <p>Music For music that is made available on Mukurtu as a recorded performance recorded by your organisation, the Creator is the name of your organisation. The band/artist are Contributors, and the song writer/lyricist are set out in Rights. If you put up a document of sheet music produced by the song writer and lyricist, the Creators are the writer and the lyricist.</p>
	<p>The Creator(s) is/are NOT:</p> <ul style="list-style-type: none">• The person/people digitising an object. The Creator is still the person/organisation responsible for the original object coming into existence.• The person or person creating a Mukurtu record.• The Archivists managing the ICIP rights of the media object.

<p>Creator Field Examples</p>	<p>Creator as the name your organisation</p> <ul style="list-style-type: none"> • A photograph from a Sports Weekend made by a photographer who is a staff member of your organisation. You can choose to give a credit to the staff member in the Contributor field. • A music or music video recording made of a hip hop song by your organisation (with permissions from the song writer to record). The song writer, lyricists and band/artist names are to be recorded in the Contributor field. • A video of a cultural site visit made by a contractor, paid by your organisation to produce the video. <p>Creator as the name of a photographer</p> <ul style="list-style-type: none"> • An old photograph donated to your Archive with permission given to make it available through the Archive, and digitised (with permission) for Mukurtu. • A photograph from a Sports Weekend made by a photographer commissioned by your organisation and the contractor has NOT assigned ownership to your organisation. <p>Creator as the name of a video maker</p> <ul style="list-style-type: none"> • A video (born digital or digitised by the Archive) of a cultural site visit made by a community member and donated to the Archive for making available on Mukurtu.
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4. Contributor

Field	Guide
Contributor Field	<p>Contributors are the names of the people or organisation who provided their effort and skills (including their creativity) to support a media object come into existence. In brief: these people are the Crew.</p> <p>Contributors names need to be structured as follows: Name structured as per 1 Constructing People's Names (Name of crew/creative role).</p> <ul style="list-style-type: none"> • The first letter of each word in the role name should be a capital letter (e.g Sound Recordist) and all letters in role acronyms should be capitalised (e.g. DOP). • Multiple names and their role name should be separated by ; (a semicolon).
	<p>The Contributor(s) is/are NOT:</p> <ul style="list-style-type: none"> • The person/people digitising an object. • The person or person creating a Mukurtu record. • The Archivists managing the ICIP rights of the media object.
Contributor Field Example	Stephanie Nakamarra Egan (Director); John Jungarrayi Chester (DOP); Jennifer Nangala Nixon (Sound recordist); Peter Smith ¹ (Editor)
Contributor Field Roles : examples (please add to as needed)	<ul style="list-style-type: none"> • Director • Assistant Director • DOP • Camera Operator • Sound Recordist • Location Manager • Sound Engineer • Producer • Executive Producer • Translator • Cultural Consultant • Cultural Liaison • Editor • Colour Grade • Sound Design • Writer • Narrator • Composer • Animator • Special Effects • Titles • Interviewer • Photographer

¹ Non Indigenous

5. Publisher

Field	Guide
Publisher Field	<p>Publishers are the names of the people or organisation who have the right to make copies of a completed media object and distribute the copies. Distribution may be sale or licence or agreement. A publisher has the legal right via the permission of Creators and Contributors to publish in one or more forms – physical object, an online object, a social media object or a broadcast object (or a combination).</p> <p>In many cases the publisher of objects in your Archive will be your organisation. And in many cases, your organisation will be both the Creator and the Publisher.</p> <p>Some media objects may have the status of “Unpublished”. Unpublished media objects are usually photographs made by a private person for their own personal use. Within your Archive this type of media will be donated photographs and potentially recorded oral histories. In this case you would:</p> <ul style="list-style-type: none"> • Enter the word “Unpublished” in the Publisher field and • Enter information into the Rights field as to the permission given by the private person for the media to be distributed on Mukurtu • Enter the name of the private person as the Creator. <hr/> <p>The Publisher(s) is/are NOT:</p> <ul style="list-style-type: none"> • The person/people digitising an object. • The person or person creating a Mukurtu record. • The Archivists managing the ICIP rights of the media object.
Publisher Field Example	<p>Publisher as the name your organisation</p> <ul style="list-style-type: none"> • A photograph from a Sports Weekend made by a photographer who is a staff member of your organisation. • A music or music video recording made of a hip hop song by your organisation (with permissions from the song writer to record). • A video of a cultural site visit made by a contractor, paid by your organisation to produce the video. <p>Publisher as the name of a photographer</p> <ul style="list-style-type: none"> • A photograph from a Sports Weekend made by a photographer commissioned by your organisation and the contractor has NOT assigned ownership to your organisation. In this case the photographer has made copies for the purpose of distribution. <p>Unpublished</p> <ul style="list-style-type: none"> • A video (born digital or digitised by the Archive) of a cultural site visit made by a community member and donated to the Archive for making available on Mukurtu. • An old photograph donated to your Archive with permission given to make it available through the Archive, and digitised (with permission) for Mukurtu.

6. Rights

Field	Guide
Rights Field	<p>The Rights field is for recording the Indigenous Cultural and Intellectual Property rights relevant to the media object. The way this is expressed will depend on the cultural practices of the First Nations peoples that are represented in the media object. The Rights field may not be needed for all media. Objects that do not contain culture and language content that is subject to Indigenous law may not have any data in the Rights field.</p> <p>The Rights field may also include additional concise information about the Archive's protocols for access, including the names of the Archive's cultural custodians who need to be consulted.</p> <p>Some specific rights can also be set out here. For example the rights of the songwriter/lyricist for the recorded song where the Creator is the recording organisation. Or the rights for 3rd party music used in a video.</p>
	<p>The Rights field (s) is/are NOT for recording the names:</p> <ul style="list-style-type: none"> • The person/people digitising an object. • The person or person creating a Mukurtu record.
Rights Field Example	<p>Rights field not used</p> <ul style="list-style-type: none"> • A photograph from a football match at Sports Weekend with no deceased content. • A music or music video recording made of a hip hop song without deceased content. <p>Rights field used</p> <ul style="list-style-type: none"> • A video of a cultural site visit setting out the language or skin/clan groups that have responsibility for the site • An old photograph of a ceremony donated to your Archive with permission given to make it available through the Archive.

7. Putting it together: Creators, Contributors, Publishers and Rights Examples

Image of the Emu Dance in the First Nations Media History Archive at

<https://archive.firstnationsmedia.org.au/digital-heritage/boys-doing-emu-dance-irrunytju-2009>

This image was photographed by a staff member of Ngaanyatjarra Media for Ngaanyatjarra Media. It represents Ngaanyatjarra ceremonial dance. The fields as discussed above are:

Creator	Ngaanyatjarra Media
Contributor	Nina Tsernjavski (Photographer)
Publisher	Ngaanyatjarra Media
Rights	Ngaanyatjarra people

Group photo of delegates at the Remote Indigenous Media Festival Lajamanu. The photographer Wayne Quilliam was contracted by First Nations Media Australia with the contract retaining Wayne’s copyright in the photography and FNMA having the publishing rights due to its commissioning of the photographs.

<https://archive.firstnationsmedia.org.au/digital-heritage/group-photo-delegates-17th-remote-indigenous-media-festival-lajamanu-2015>

Creator	Wayne Quilliam
Contributor	First Nations Media Australia
Publisher	First Nations Media Australia
Rights	

Video from PAKAM created by PAKAM using staff and contracted crew.

<https://archive.firstnationsmedia.org.au/digital-heritage/niminjarra>

Creator	PAKAM
Contributor	Curtis Taylor (Director); Clint Dixon (DOP); Desmond Taylor (Translator); Kimberley West (Editor)
Publisher	PAKAM
Rights	Warnman people

Scar Tree photograph. Assume that this photo is donated to the Archive by the photographer. And assume the photograph is a privately taken photograph and permission has been given to the Archive to digitise it and make it available on Mukurtu.

<https://www.flickr.com/photos/17091113@N00/225804905>

Creator	L. J. Gervasoni
Contributor	
Publisher	Unpublished
Rights	Dja Dja Wurrung people

Baby Buddha song recorded by PAW Media

<https://soundcloud.com/paw-radio/baby-buddha>

Creator	PAW Media and Communications
Contributor	PAW Band (Artist)
Publisher	PAW Media and Communications
Rights	Esau Japanangka Marshall (Songwriter) ²

² To be confirmed

8. Format, Type, Language, Place and Subject Fields

It is **very** important that consistent usage of values in these fields is applied. Using terms consistently will enable users to be certain that they have located all the records that match a value.

For example:

Language field: if a data entry ignores that there is a value already for Warlpiri and enters Walpiri instead, the records for Warlpiri will become separated. Some will be under Warlpiri and some under Walpiri. This will make it difficult for users to find all the Warlpiri records as they will miss the Walpiri records.

The same “separation” of records will happen with the Format, Type, Place and Subject fields where different spellings or different phrasings are used for values in those fields.

Please refer to the Mukurtu Fields document for more detailed information.

9. Recording the names and notes of the Archivists who have been working on a record

Mukurtu will automatically record the login name for who created a record. However, at time you may want to record the names of the Archivists who have created the record as well as their notes about cultural content and access decisions.

Please use the **Cultural Restriction and Consultation Notes** field on the Admin tab for this purpose.