
Mukurtu Fields Dictionary: what they are and how to use them



As at April 2020

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DESCRIPTION AND ACCESS CONTROL FIELDS

MUKURTU ESSENTIALS TAB

Title

Number of values allowed in field	Required?	Description	Notes	Example
1	Yes	Enter the title given on the name of the media object. If the media object doesn't have a title, make up a title that gives a concise description of the content of the media.	If you have a series of media objects all on the same theme (for example a series of photographs of a sports weekend, consider giving a series title and adding all the photographs into the one record. You'll have a chance to add specific titles to each of the photographs when you add them into to the media library (SCALD).	<ul style="list-style-type: none"> • Opening of the Balgo Health Clinic June 2000 • Yuendumu Sports Weekend Battle of the Bands 1989 Photographic Series • Interview with Nigel Scullion 20 September 2016 Breakfast Show Umeewarra Radio • Desert Hip Hop: beats from the desert

Summary

Number of values allowed in field	Required?	Description	Notes	Example
1	No	Provide a brief description of the media object. This field is limited to 255 characters. The summary is displayed with the Digital Heritage Item teaser when browsing, and can help distinguish between items with similar or identical titles.	The summary should be about the content of the media object. You'll have a chance to add details of language, place, crew, etc in other fields.	<ul style="list-style-type: none"> • Two part dingo dogs wrestling with each other. • Landscape image of a section of Palm Valley with a waterhole in the foreground. • Compilation of hip hop songs by emerging young bands.

Media assets

Number of values allowed in field	Required?	Description	Notes
Multiple	No (<i>but use it anyway</i>)	This field is where you drag and drop the media you have uploaded to the SCALD media library.	For series of photographs, audio pieces or short videos you click the Add another item button to add the additional items. See separate SCALD document for more information.

Communities and protocols

Number of values allowed in field	Required?	Description	Notes	Example
Multiple	Yes	These are the core fields where you choose the Archive (Community) that the media object is to belong to, and the access controls (Cultural Protocol) that will be applied to the object.	As based on the April 2020 implementation of Mukurtu, it is recommended that Archive editors choose the name of their Archive as the community and the Archivist Working Space as the protocol. The Archive approver after checking the metadata can then allocate the media object to an appropriate Cultural Protocol. Media objects can be allocated: <ul style="list-style-type: none"> • More than one Cultural Protocol within the one Community, <i>or</i> • To one or more communities with appropriate Cultural Protocols. 	For use by Editor: <ul style="list-style-type: none"> • <i>Community:</i> <organisation name> Archive. • <i>Cultural Protocol:</i> <organisation name> Archivist Working Space¹ For use by Approver: <ul style="list-style-type: none"> • <i>Community:</i> <organisation name> Archive. • <i>Cultural Protocol:</i> options: <ul style="list-style-type: none"> ○ <organisation name> Open To All² ○ <organisation name> Community ○ <organisation name> Vault

¹ The **Archivist Working Space** protocol restricts access to the media objects to the Archivists for the relevant Archive. No-one else can see the objects tagged with that protocol.

² The **Open To All** protocol enables guests without a login to see the media object, as well as logged in members of other Archives. The **Community** protocol requires a log in by the Community members of an Archive. No one other than those users with the login can see this content. The **Vault** protocol is only available to Archive staff of the relevant Archive. Only the archive staff of the relevant Archive can access media tagged with the Vault protocol.

Item Sharing Settings`

Number of values allowed in field	Required?	Description	Notes
1	Yes	This field is a control field that works in conjunction with the Cultural Protocol when there is more than one Community or Cultural Protocol selected in the previous field. By default the field is set to <i>“This item may only be shared with members belonging to ALL the protocols listed.”</i> For the majority of records accept the default.	Where an Archive has a cultural protocol for a geographic focus so that relevant media objects can be collected under that protocol for easy viewing - for example Lajamanu - the Archive may choose to tag a media object with both the Community and the Lajamanu cultural protocol. This allows both the wider PAW communities to see it as well as the Lajamanu community. In this case the option to select is <i>“This item may be shared with members of ANY protocol listed.”</i>

Category

Number of values allowed in field	Required?	Description	Notes
1	Yes	A Category is a genre. Multiple Categories can be selected. Do not select the z<name> categories for Digital Heritage items that are released into the public or community Archives.	The z<name> categories are for Archivists use only. They are designed to support the Archivists manage and identify where Digital Heritage items are held before they are released into the public or community Archives.

Creator

Number of values allowed in field	Required?	Description	Notes	Example
Multiple (separate with a semicolon)	No (but please add if you can)	A Creator can be a person or people; a cultural group; or an organisation and who is primarily responsible for having the media object come into being. The Creator can be the same as the publisher for objects such as videos or a music album. Crew and writer roles can be entered into the Contributor field. For photographs taken by staff members during their work assignments, the Creator is the organisation, with the photographer in the Contributor role. Separate multiple Creators with semicolons (PAKAM; PAW Media and Communications).	<p>In general, set out peoples' names as First Name Skin/Tribal/Clan Name Last Name. There is no need to use commas between the parts of the name; separate names by a semicolon.</p> <p>Each Archive should:</p> <ul style="list-style-type: none"> Have its own policy on how names are to be set out and apply the policy consistently. <p>It is very important that names are separated by a semicolon. The Mukurtu database records each name on either side of the semicolon as a separate value and that can then be used for predictive text on other records. That is, if you enter Amanda Nungarrayi Smith (Sound recordist) with a semicolon after it, it will be recorded as a value by Mukurtu. The next time you type PA in the Creator field, both PAKAM and PAW Media and Communications will pop up as options to select from (this saves typing!).</p>	<p><i>For a joint production:</i> PAKAM; PAW Media and Communications</p> <p><i>For a single song:</i> Esau Japanangka Marshall (the recording/distribution organisation will be entered into the Publisher field on the Rights and Permissions tab).</p> <p><i>For a photograph donated by a member of the public:</i> First name Last Name</p> <p><i>For an organisations' radio interview recorded as a podcast:</i> Umeewarra Media (the interviewer/radio broadcaster's name will go into the Contributor field and the interviewee will go into the People field in the Additional metadata tab.</p>

Contributor

Number of values allowed in field	Required?	Description	Notes	Example
Multiple (separate with a semicolon)	No (but please add if you can)	<p>A Contributor can be a person, people, community group or, organisation who were involved in making the content of a Digital Heritage Item or Media Asset. Typically this field is used for crew roles. You can add multiple names in this field; separate them with a semicolon You should also use round brackets to identify the crew role - for example Amanda Nungarrayi Smith (Sound).</p> <p>Contributors could be crew members, writers, band names.</p> <p>Talent should be recorded in the People field in the Additional Metadata tab.</p> <p>ICIP rights for the cultural group should be set out in the Rights and Permissions tab.</p>	<p>In general, set out peoples' names as First Name Skin/Tribal Name Last Name. There is no need to use commas between the parts of the name; separate names by a semicolon.</p> <p>Each Archive should:</p> <ul style="list-style-type: none"> • Have its own policy on how names are to be set out and apply the policy consistently. • Have a list of crew role titles (for example Director and apply consistently) <p>It is very important that names are separated by a semicolon. The Mukurtu database records each name on either side of the semicolon as a separate value and that can then be used for predictive text on other records. That is, if you enter Amanda Nungarrayi Smith (Sound recordist) with a semicolon after it, it will be recorded as a value by Mukurtu. The next time you type A in the Contributor field, Amanda Nampijimpa Smith (Sound recordist) will come up as an option to select from (this saves typing!).</p>	<p>Sharon Nungarrayi Osborne (Director); Desmond Jungarrayi Smith (Camera); Amanda Nungarrayi Smith (Sound); Desmond Jungarrayi Smith (Editor);</p>

Original Date

Number of values allowed in field	Required?	Description	Notes
1	No	The original date is the date the media object came into being. For a video this is the publication date; for a photograph the date of capture; for a radio interview the date of the interview; for a song the date of recording; for a music album the publication date. Partial dates (eg: YYYY, YYYY-MM) can be entered.	You may not always be able to identify a date. You can give an estimate of a year at least and use the Original Date Description field to give more information about the choice of a probable year.

Original Date Description

Number of values allowed in field	Required?	Description	Example
1	No	Use this field to provide more information about the selection of an Original Date if you have had to guess a date. The field is limited to 255 characters.	The 1984 publication date is an estimated date. It is likely to have been published in 1984 as part of the establishment of the local community TV due to the content including reference to the first year of transmission.

MUKURTU CORE TAB

Cultural Narrative

Number of values allowed in field	Required?	Description	Notes	Example
1	No	The Cultural Narrative field is used to add historical or social context, expert community knowledge, community stories, and other relevant context to the Digital Heritage Item. This is generally information that is community specific. For example, if the item is a video, this field may contain a written or recorded narrative from the cultural law keepers about the making of the media object. You can add audio or video recordings into this field - they are embedded by dragging Media Assets from the media library into this field. For the Media Asset to display correctly there must be a line break or text below where the Media Asset will be embedded.	<p>Note, certain media types (eg. audio, Youtube video) do not render fully within the edit box, but will display correctly when the Digital heritage Item is saved. Using the plain text editor setting provides better control over embedded media.</p> <p><i>Be careful with the information you provide here in terms of ICIP and cultural sensitivity. This field is visible to users according to their guest or login credentials.</i></p>	You may include information here about the cultural management of the media production. For example, consultation and involvement of law keepers.

Traditional Knowledge

Number of values allowed in field	Required?	Description	Notes	Example
1	No	<p>The Traditional Knowledge field is used to add in--depth community-specific knowledge about the Digital Heritage Item, and is often used to provide information of social, spiritual, or esoteric significance. For example, if the item is a video, this field may contain community, tribe, or clan specific knowledge about the significance of the content that is not more generally known. Audio or video are embedded by dragging Media Assets from the media library into this field. For the Media Asset to display correctly there must be a line break or text below where the Media Asset will be embedded. Note, certain media types (eg. audio, Youtube video) do not render fully within the edit box, but will display correctly when the Digital heritage Item is saved. Using the plain text editor setting provides better control over embedded media.</p>	<p>Note, certain media types (eg. audio, Youtube video) do not render fully within the edit box, but will display correctly when the Digital heritage Item is saved. Using the plain text editor setting provides better control over embedded media.</p> <p><i>Be careful with the information you provide here in terms of ICIP and cultural sensitivity. This field is visible to users according to their guest or login credentials.</i></p>	<p>The Jukurrpa represented in the content of <title> is significant for Napurrurla and Napaljarri women.</p>

Description

Number of values allowed in field	Required?	Description	Notes	Example
1	No	<p>This field is used for briefly describing other significant aspects of the Item. For example you may want to note that an audio recording is part of a dedicated recording oral history program. There may also be some characteristics of the media object you want to provide information on – for example the media object may have historical significance for the media organisation. Audio or video are embedded by dragging Media Assets from the media library into this field. For the Media Asset to display correctly there must be a line break or text below where the Media Asset will be embedded. Note, certain media types (eg. audio, Youtube video) do not render fully within the edit box, but will display correctly when the Digital heritage Item is saved. Using the plain text editor setting provides better control over embedded media.</p>	<p><i>Be careful with the information you provide here in terms of ICIP and cultural sensitivity. This field is visible to users according to their guest or login credentials.</i></p>	<p>The <title of video> is one of the 100 videos considered to have historical significance in the history of the <name> Archive.</p>

Keywords

Number of values allowed in field	Required?	Description	Example
Multiple (separate with semicolon)	No	Keywords are terms used to describe a Digital Heritage Item to help users find media objects. Keywords are more flexible and specific than Categories or Subjects. Archivists can create new Keywords as needed when creating or editing a Digital Heritage Item. Consider adding 3--5 Keywords that will help users find the Digital Heritage Item through searching or browsing. Separate multiple Keywords with semicolons.	Sports Weekend; Spear throwing; Battle of the Bands

RIGHTS AND PERMISSIONS TAB

Publisher

Number of values allowed in field	Required?	Description	Notes	Example
Multiple (separate with a semicolon)	No	A Publisher can be a person or an organisation responsible for publishing the media asset or Digital Heritage Item. In western copyright laws this is generally the copyright holder and can be the same as the Creator. Separate multiple Publishers with semicolons.	Once a media object is made available, no matter in what form, it is considered to be published.	<ul style="list-style-type: none">• PAW Media and Communications; PAKAM• Umeewarra Media

Rights

Number of values allowed in field	Required?	Description	Notes	Example
1	No	A statement about who holds the ICIP rights to the Digital Heritage Item, Media Asset, or presented knowledge. Consider adding contact information if the rights holder should be contacted for permission to use, reproduce, circulate, reference, or cite the Digital Heritage Item.	Consider a standard statement you will use for the management of ICIP rights.	Warlpiri people. No rights are given to reproduce, copy or circulate without the written permission of the cultural knowledge holders. Contact

Traditional Knowledge Labels

Number of values allowed in field	Required?	Description	Notes	Example
4 max	No	Traditional Knowledge (TK) Labels are non-legal, social and educational tags that Indigenous communities can use to add information about access, use, and attribution of public domain and/or third-party owned content. TK labels can be used alongside either traditional copyright or Creative Commons' licenses.	These may useful for media objects placed in the Archive's Vault to help Archivists have a quick visual of the restriction type. They do take up a lot of screen space so think also of the visual distraction.	TK Men Restricted TK Women Restricted

Licensing Options

Number of values allowed in field	Required?	Description	Notes
1	No	Creative Commons licenses are an extension of Copyright that allow a copyright holder to specify the ways in which their work may be altered, shared, and used. For more information on Creative Commons licensing, visit creativecommons.org	It may be safer to give no rights under Creative Commons given the cultural content of the media.

ADDITIONAL METADATA TAB

Format

Number of values allowed in field	Required?	Description	Notes	Example
1	Yes	Format is the category of the media object that is being recorded in Mukurtu. Choose from one of three options - Physical (used for analog media), Digital (Digitised) or Digital (Born digital). The Digital (Digitised) option is for media objects that have been created from an original analog - Physical - object. You can choose to create two separate records - one for the digitised object and one for the analog object. Or you can choose to create one record only and use the Source field to identify the original analog object.	Please do not add your own values in this field.	Physical

Type

Number of values allowed in field	Required?	Description	Notes	Example
1	Yes	Type is the media representation of the object and its technical characteristics. There are 5 representations - Audio, Moving Image, Music, Still Image and Text. Each representation has a range of technical characteristics to choose from. For example Music (CD), Moving Image (H264). Entering the name of the representation will enable the technical characteristic options to pop up for selection of the appropriate option.	Please do not add your own values in this field. If by some chance you have a technical characteristic that is not listed choose the Type option without a technical characteristic and contact the FNMA Mukurtu administrator.	Moving Image (VHS)

Duration or size

Number of values allowed in field	Required?	Description
1	No	For video and audio enter the duration as hh:mm:ss. For images enter the dimensions (for analog) or resolution in dpi (for digital). For books, pamphlets (analog) enter number of pages or file size for digital.

Identifier

Number of values allowed in field	Required?	Description	Notes	Example
1	No	A unique, unambiguous reference to the Digital Heritage Item or Media Asset. Identifiers are often provided by the contributing institution or organisation so the original item can be located. Examples include shelf numbers/codes or accession numbers.	Do not use the file path if your object is a physical file. This only encourages hacking 😊 In the case of digital media use the appropriate fields in the Tech (Digital) tab. These fields are not visible to guest or community users. FNMA has a guide to setting up shelf code systems on its website at https://www.firstnationsmedia.org.au/fnma-archiving-resources	VID-1989-23

External links

Number of values allowed in field	Required?	Description	Notes	Example
Multiple	No	Use external links for items available on sites such as ICTV, Indigitube, Flickr. Use a thumbnail image to represent the media (use the Media Assets field on Mukurtu Essentials). Links to media items that are on Vimeo, YouTube or Soundcloud are managed through SCALD and do not need to be included here.	This field is in two parts. For the first part add the name of the site (e.g. ICTV, Indigitube). In the second part add the direct URL for the media item. You can add multiple links by clicking the Add Another Item button.	ICTV Play https://ictv.com.au/video/item/7363

Source

Number of values allowed in field	Required?	Description	Notes	Example
1	No	Source provides a reference to a person, resource, collection, or institution from where the Digital Heritage Item is contributed or originated. In the case of digitised media objects this might be the shelf code for the original analog object, or in the case of donated media may be the name of the donating person or organisation/institution.	This field can be used to record the source of any repatriated media objects.	Repatriated digital version provided by AIATSIS. The AIATSIS Collection code of the original object is

Language

Number of values allowed in field	Required?	Description	Notes	Example
Multiple (separate with a semicolon)	No	The language or languages used in the Digital Heritage item. Separate multiple Languages with semicolons.	Languages have been preloaded into Mukurtu. Type a few letters for the language to see a list of options to select from. If the language you need is not shown please see the Mukurtu Taxonomies document for guidance.	Bardi; Nyul Nyul

People

Number of values allowed in field	Required?	Description	Notes	Example
Multiple (separate with a semicolon)	No	The person or people represented or referenced in the Digital Heritage Item. This may be people identifiable in a photograph, people speaking in an audio recording, present in a video, or referenced in a document. Separate multiple People with semicolons (John Smith; Jane Doe).	<p>In general, set out peoples' names as First Name Skin/Tribal Name Last Name. There is no need to use commas between the parts of the name; separate names by a semicolon.</p> <p>Each Archive should:</p> <ul style="list-style-type: none"> • Have its own policy on how names are to be set out and apply the policy consistently. <p>It is very important that names are separated by a semicolon. The Mukurtu database records each name on either side of the semicolon as a separate value and that can then be used for predictive text on other records. That is, if you enter a person's name, the next time you start to type that name it will come up as an option to click (saves typing).</p>	Frederick Jakamarra Smith; Mary Napaljarri Smith

Place

Number of values allowed in field	Required?	Description	Notes	Example
Multiple (separate each with semicolon)	No	Places are formally constructed terms from the AIATSIS Place Thesaurus. They represent the places represented or referred to in a media object.	Some Places have been preloaded into Mukurtu. Type a few letters for the subject to see a list of options to select from. If the subject you need is not shown please see the Mukurtu Taxonomies document for guidance.	Yuendumu (South Central NT); Yuelamu / Alpirakina / Warri-warri (South Central NT)

Location description

Number of values allowed in field	Required?	Description	Notes	Example
1	No	A text description of the Place (location). Location Description adds additional context to a Place.	This field can be useful for providing cultural or historical information about a place or additional information about the proximity of a place to more well known places. Be careful when providing information on culturally sensitive locations.	Yuendumu is the largest Warlpiri settlement in Central Australia.

Subject

Number of values allowed in field	Required?	Description	Notes	Example
Multiple (separate with a semicolon)	No	Subjects are formally constructed terms from the AIATSIS Subject Thesaurus. They represent the main topics or content of a media object. They are not keywords although there may be some overlap. Subjects group like objects to support users browse and find media.	Some subjects have been preloaded into Mukurtu. Type a few letters for the subject to see a list of options to select from. If the subject you need is not shown please see the Mukurtu Taxonomies document for guidance.	Law – Indigenous; Sites - Dreaming tracks; Stories and motifs – Rainbow spirit

Transcription

Number of values allowed in field	Required?	Description	Notes
1	No	Transcription is a plain text field used to provide a text transcription of an audio or video recording, or of text in an image or document. You may include a hyperlink to a web document where the transcription is available.	There is little to no formatting available for text in this field so the use of this field may be of limited usefulness.

COLLECTION MANAGEMENT FIELDS

Please note that data entered in any fields from the Admin Tab onwards is NOT visible to anyone other than the relevant Archive staff.

ADMIN TAB

Cultural Restriction Start Date

Number of values allowed in field	Required?	Description	Notes
1	No	Enter the date for the start of the restriction if the cultural custodians have set a date for the media object to be put into Sorry or Restricted for a set period. If there is an end date for the restriction, enter it also.	In the Pilot phase media items that need to be withdrawn from public or community logins will be placed into the relevant Archive's Vault. Depending on the outcomes of the pilot Sorry sections may be set up for each Archive.

Cultural Restriction and Consultation Notes

Number of values allowed in field	Required?	Description	Example	Notes
1	No	This optional field is for notes about who has been consulted with about any cultural restrictions or restriction dates.	The <name of family> has requested that all videos, audio and images in which Kumanjayi <family name> is represented be placed in the Vault for 12 months. <Head of family> has also requested that the Archive allow family members to have be able to privately access the media if they wish to by attending	Archives wishing to provide such access as is implied in the example should contact the Mukurtu administrator to have a login set up for such access.

			the Archive and having the media available on a computer for their use.	
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High Priority Media

Number of values allowed in field	Required?	Description	Notes
1	No	This field is used as part of the Disaster Management program of the Archive. The selection of an item as a high priority item is to allow the Archive to urgently rescue or salvage media items in the case of a disaster. Contact the Mukurtu Administrator to get a regular list of high priority items.	You can locate a Disaster Management manual at https://www.firstnationsmedia.org.au/fnma-archiving-resources

Distribution History

Number of values allowed in field	Required?	Description	Notes
Multiple	No	This field is for recording information about platforms and broadcasters that have been licenced/approved to play the media object. Multiple entries may be made to record each licenced/approved usage. The name of the platform/broadcaster and any specific conditions of the approval - for example license period - should be entered.	This field is useful for the management of deceased content should an item need to be withdrawn from public viewing. You can add information about licence periods as well as any specific agreements about usage.

Provenance

Number of values allowed in field	Required?	Description	Example
1	No	Only enter information here for media that has NOT been created by the archive organisation itself. Information could include whether it has been purchased or donated or loaned. In the case of donations or loans, enter the name of the person or organisation donating or loaning the media object.	Donated by Simon Hastings.

Provenance notes

Number of values allowed in field	Required?	Description	Example
1	No	Enter any information about donation requirements, agreements, etc.	Donation agreement requires no usage without permission in other productions. May be made available for viewing in the Archive or online. Simon Hastings contact details: Email, Phone, Address.

Valuation

Number of values allowed in field	Required?	Description	Example
1	No	If the item has a \$ value, enter it here. Otherwise leave blank.	\$45

Valuation notes

Number of values allowed in field	Required?	Description	Example
1	No	Enter any information here about how the \$ value was identified. For example, it might be the purchase price, or could be a footage value from Screen Australia's formulae, etc.	Purchase price.

Admin - Disposal

Number of values allowed in field	Required?	Description	Notes	Example
1	No	Add any information about the date that a media item is deaccessioned from the Archive, included reason for disposal, date of disposal and name of person or persons authorising the disposal.	It is important that careful consideration is given to disposal, especially of culturally sensitive media.	Deaccessioned 12/4/2020 due to irreparable damage from accidental water damage. Authorised by General Manager.

HANDLING (ANALOG) TAB

Digitisation Priority

Number of values allowed in field	Required?	Description	Notes
1	No	Use this for analogue media only. Select the digitisation priority identified for the media object.	<p>The available options are:</p> <ul style="list-style-type: none">• High• Low• Not Needed <p>Support for how to make digitisation priorities is available on the FNMA website at: https://www.firstnationsmedia.org.au/fnma-archiving-resources</p>

Digitisation organisation

Number of values allowed in field	Required?	Description
1	No	Enter the name of the organisation undertaking the digitisation. If being digitised by your organisation enter "Inhouse".

Digitisation formats requested

Number of values allowed in field	Required?	Description
1	No	Enter information about the file formats requested for access copies and for the preservation master.

Date sent for digitisation

Number of values allowed in field	Required?	Description
1	No	Select the date the item is to be sent/has been sent for digitisation.

Conservation priority

Number of values allowed in field	Required?	Description	Notes
1	No	Use this field for analogue media to identify whether a media object needs any kind of repair or special handling before being viewed/digitised in a player.	The available options are: <ul style="list-style-type: none">• High• Low• Not Needed• Not Relevant

Conservation organisation

Number of values allowed in field	Required?	Description
1	No	Enter the name and contacts of the organisation that will be carrying out the conservation work. If the work is being done by the archive itself, enter "In house".

Conservation work requested

Number of values allowed in field	Required?	Description
1	No	Enter information about instructions and requirements provided to the conservation organisation.

Date sent for conservation

Number of values allowed in field	Required?	Description
1	No	Select the date on the pop up calendar that the item was sent for conservation work.

Conservation work notes

Number of values allowed in field	Required?	Description
1	No	Enter any information about special conservation requirements, date returned from conservation, management of original object as needed.

TECH (ANALOG) TAB

Analog Technical Characteristics

Number of values allowed in field	Required?	Description	Notes	Example
1	No	Enter information about Colour, Sound, Physical Size.	Enter the details in the order of Colour, Sound, Physical size. Physical size is the dimensions in cms of a photograph, or the carrier of a video tape or audio recording.	For a photograph: B&W, 10.16cm x 15.24cm For a DvCAM: Colour, Sound, ##cm x ##cm

TECH (DIGITAL) TAB

Digital Preservation Master Location

Number of values allowed in field	Required?	Description	Notes	Example
1	No	For digital media enter a location. This may be a general description, a file path or a URL.	The Digital Preservation Master is NOT stored in Mukurtu. Support for digital formats and digital storage options is provided on the FNMA website at https://www.firstnationsmedia.org.au/fnma-archiving-resources	VIDSERVER/2010/PRES-MST/VID-2010-35_PM.MOV

Digital Production Master Location

Number of values allowed in field	Required?	Description	Notes	Example
1	No	Use this for digital media that is used as a production master (for example for broadcasters). This may be a general description or a file path or a URL.	The Digital Production Master is NOT stored in Mukurtu. Support for digital formats and digital storage options is provided on the FNMA website at https://www.firstnationsmedia.org.au/fnma-archiving-resources	VIDSERVER/2010/PROD-MST/VID-2010-35_PDM.MOV

Digital Access Copy Location

Number of values allowed in field	Required?	Description	Notes	Example
1	No	For digital media enter the location of the viewer access copy or copies. This can be a general description, file path(s) or URL(s).	There should be a backup access copy stored by the Archive. Support for digital formats and digital storage options is provided on the FNMA website at https://www.firstnationsmedia.org.au/fnma-archiving-resources	VIDSERVER/2010/ACCESS/VID-2010-35_AC.MOV

Digital Technical Characteristics

Number of values allowed in field	Required?	Description	Notes	Example
Multiple	No	Enter information about encoding formats, file sizes, bit rates, resolution, etc. Add a new entry for each file (that is preservation master, production master and access copy) and enter characteristics for the relevant file.	<p>Click the Add another item to create separate descriptions for each version.</p> <p>For support on technical specifications consult the Digital Formats document on the FNMA website at https://www.firstnationsmedia.org.au/fnma-archiving-resources</p>	<p>Preservation master: MPEG2, 25Gb, Bit rate: 25 Mbits per second, Frame rate: iFrame (25Hz); Interlacing: Progressive, Audio type: PCM, Audio sample rate: 48kHz, Wrapper Quicktime (.mov)</p>