



**FIRST NATIONS MEDIA ARCHIVES**

**RECOMMENDED METADATA PROFILES:**

**FULL SET AND INVENTORY/COLLECTION MANAGEMENT**

**SUBSET**

**THE BASIC PRINCIPLES**

In the management of First Nations media archives Aboriginal and Torres Strait Islander knowledge and Law are the guiding principles.

Local Aboriginal and Torres Strait Islander peoples are essential cultural authorities at the centre of all decision making associated with management of the archives.

***Disclaimer.*** This resource is a guide only. Individual Archives may choose to vary and modify. First Nations Media Australia cannot be held responsible for any damage or loss that may arise from usage of information in this guide.

This document is subject to corrections and modifications from time to time. Archives should check regularly for version updates.

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## 1 Introduction

The First Nations Community Media Archives Metadata profile was first developed over 2013-2015 as part of the development of the National Plan for First Nations Media Archives. The need for standardisation of cataloguing platforms was recognised by stakeholders in the development of the Plan. Accordingly a Metadata Subcommittee was set up to identify a suitable metadata profile with particular relevance and provision for cultural rights and protocols.

Significant development was undertaken by Kerry Blinco and Koulla Giannikouris of the Northern Territory Library, with supporting work from Susan Locke of First Nations Media Australia. Originally separate metadata profiles for moving image, still image and audio recordings were developed.

Since that time, the 2019 archiving platform project of First Nations Media Australia has identified the need for:

- Collapsing of the separate profiles into a single profile
- Addition of collection management and inventory fields to support First Nations community media Archives organise their Archives and coordinate their development activities.

This document sets out the 2019 profiles as adapted for the 2019 platform.

### 1.1 Metadata and Cultural Rights

Three types of rights are provided for in the metadata profiles:

- 1 Ownership of the Indigenous and Cultural Intellectual Property represented in the object;
- 2 Ownership of the media object as a published or produced object (the Western legal ownership concept of copyright);
- 3 Cultural access rights about who can access or view the object.

## 2 Recommended Metadata Fields: Full Set

Note: Fields shaded in green are recommended as a subset for Inventory and Collection management purposes.

|                                    | Field name                         |
|------------------------------------|------------------------------------|
| <b>Basic fields</b>                |                                    |
|                                    | Record ID                          |
|                                    | Title                              |
|                                    | Identifier (Shelf location)        |
|                                    | Media type                         |
|                                    | Media category                     |
|                                    | Media format                       |
|                                    | Format of original object          |
|                                    | Content summary                    |
|                                    | Genre                              |
|                                    | Keywords                           |
|                                    | Date made                          |
|                                    | Cultural access                    |
|                                    | Cultural restriction type          |
|                                    | Cultural Restriction Start Date    |
|                                    | Cultural Restriction Start Date    |
|                                    | Cultural Restriction notes         |
|                                    | ICIP owner                         |
|                                    | Cultural information               |
|                                    | Copyright owner (published object) |
|                                    | Year published                     |
|                                    | Conditions of use                  |
|                                    | User comment field                 |
| <b>Extended descriptive fields</b> |                                    |
|                                    | Version or edition                 |
|                                    | Series                             |
|                                    | Collection                         |
|                                    | Publisher                          |
|                                    | Creators and Contributors          |
|                                    | People in media                    |
|                                    | Place                              |
|                                    | Subjects                           |
|                                    | Language                           |

|                              |   |
|------------------------------|---|
|                              | Organisation subject                          |
|                              | Other information                             |
|                              | Sound   |
|                              | Subtitles                                     |
|                              | Transcript                                    |
|                              | Transcript (Translation)                      |
| <b>Location fields</b>       |   |
|                              | Location of physical object                   |
|                              | Location of original object                   |
|                              | <b>Filepath (Digital) Preservation Master</b> |
|                              | <b>Filepath (Digital) Access Copy</b>         |
|                              | <b>Web location</b>                           |
| <b>Technical metadata</b>    |   |
|                              | Colour  |
|                              | <b>Size (Duration)</b>                        |
|                              | <b>Size (Dimensions)</b>                      |
|                              | <b>Size (Resolution)</b>                      |
|                              | <b>Size (Digital file size)</b>               |
|                              | Aspect ratio                                  |
|                              | <b>Encoding format</b>                        |
|                              | File compression setting                      |
|                              | Bit depth                                     |
|                              | Sample rate                                   |
|                              | Bit rate                                      |
|                              | Enhanced                                      |
|                              | Camera model                                  |
| <b>Administrative fields</b> |   |
|                              | <b>Record created by</b>                      |
|                              | <b>Record created date</b>                    |
|                              | Record updated date                           |
|                              | Record updated by                             |
|                              | Cultural consultation notes                   |
|                              | Follow up required                            |
|                              | Processing complete                           |
|                              | Distribution history                          |
|                              | <b>Admin notes</b>                            |
|                              | Checksum                                      |

|                                     |   |
|-------------------------------------|---|
| <b>Collection management fields</b> |   |
|                                     | <b>High priority media</b>                  |
|                                     | <b>Digitisation priority</b>                |
|                                     | <b>Admin notes - Media player available</b> |
|                                     | Digitisation organisation                   |
|                                     | Digitisation formats requested              |
|                                     | Date sent for digitisation                  |
|                                     | Digitisation notes                          |
|                                     | <b>Conservation priority</b>                |
|                                     | <b>Admin notes - Repair required</b>        |
|                                     | Conservation organisation                   |
|                                     | Conservation work requested                 |
|                                     | Date sent for conservation                  |
|                                     | Conservation notes                          |
|                                     | Provenance                                  |
|                                     | Provenance notes                            |
|                                     | Valuation                                   |
|                                     | Valuation notes                             |
|                                     | <b>Admin notes - Disposal</b>               |

### 3 Recommended Thesauri

| Field    | Recommended Thesauri   |
|----------|--|
| Place    | AIATSIS Place Pathways Thesaurus.<br><a href="http://www1.aiatsis.gov.au/placename/placename.asp">http://www1.aiatsis.gov.au/placename/placename.asp</a> |
| Subject  | AIATSIS Subjects Pathways Thesaurus.<br><a href="http://www1.aiatsis.gov.au/subject/subject.asp">http://www1.aiatsis.gov.au/subject/subject.asp</a>      |
| Language | AUSTRALIAN LANGUAGES <a href="https://collection.aiatsis.gov.au/austlang/search">https://collection.aiatsis.gov.au/austlang/search</a>                   |

## 4 Value List Fields: Recommended Values

| <b>Field: Media type</b>         |
|----------------------------------|
| <b>AUDIO RECORDING TYPES:</b>    |
| ¼" Open Reel                     |
| 8 Track                          |
| Compact Cassette                 |
| Compact disc (CD)                |
| Continuous Loop Cartridge (Cart) |
| Digital Audio Tape               |
| Digital Compact Cassette         |
| Microcassette                    |
| MiniDisc (MD)                    |
| <b>MOVING IMAGE TYPES:</b>       |
| 16mm                             |
| 8mm                              |
| Betacam                          |
| Betamax                          |
| Digital Betacam                  |
| DVCAM                            |
| DVCPRO                           |
| DVD                              |
| MiniDV                           |
| SVHS                             |
| Super 8                          |
| Umatic                           |
| VHS                              |
| Video8/Hi8                       |
| <b>STILL IMAGE TYPES:</b>        |
| Negative (Colour)                |
| Negative (B&W)                   |
| Photograph (Colour)              |
| Photograph (B&W)                 |
| Positive (Colour)                |
| Positive (B&W)                   |
| Proof sheet                      |
| Slide (Colour)                   |
| Slide (B&W)                      |
| <b>TEXT TYPES:</b>               |
| Book                             |
| Document                         |
| Leaflet                          |

|   |
|---|
| <b>Field: Media type</b>                |
| Map                                     |
| Poster                                  |
| <b>Field: Media category</b>            |
| Audio recording                         |
| Moving image                            |
| Still image                             |
| Text                                    |
| <b>Field: Media format</b>              |
| Physical                                |
| Digital (Digitised)                     |
| Digital (Born digital)                  |
| <b>Field: Cultural access</b>           |
| Open                                    |
| Warning                                 |
| Restricted                              |
| <b>Field: Cultural restriction type</b> |
| Sensitive                               |
| Sorry                                   |
| Mens                                    |
| Womens                                  |



## 5 Recommended Metadata Fields: Inventory and Collection Management Subset

|                        |   |
|------------------------|---|
| <b>Required fields</b> |   |
|                        | Record ID                                 |
|                        | Title                                     |
|                        | Identifier (alternatively Shelf location) |
|                        | Media type                                |
|                        | Media category                            |
|                        | Media format                              |
|                        | Cultural access                           |
|                        | Cultural restriction type                 |
|                        | High priority media                       |
|                        | Filepath (Digital) Preservation Master    |
|                        | Filepath (Digital) Access Copy            |
|                        | Web location                              |
|                        | Size (Duration)                           |
|                        | Size (Dimensions)                         |
|                        | Size (Resolution)                         |
|                        | Size (File size digital)                  |
|                        | Digital encoding format                   |
|                        | Digitisation priority                     |
|                        | Admin notes - Media player available      |
|                        | Conservation priority                     |
|                        | Admin notes - Repair needed               |
|                        | Admin notes - Disposal                    |
|                        | Record created by                         |
|                        | Record created date                       |
| <b>Optional fields</b> |   |
|                        | Content summary                           |
|                        | Genre                                     |
|                        | Date made                                 |
|                        | ICIP owner                                |
|                        | Copyright owner                           |

|  |                 |
|--|-----------------|
|  | People in media |
|  | Place           |
|  | Language        |
|  | Admin notes     |
|  | Checksum        |

## 6 Acknowledgements: development and modifications

- Kerry Blinco, Northern Territory Library
- Koulla Giannikouris, Northern Territory Library
- Susan Locke, First Nations Media Australia
- Metadata Subcommittee of the Remote Aboriginal and Torres Strait Islander Audio Visual Collections Reference Group<sup>1</sup>

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<sup>1</sup> See <https://firstnationsmedia.org.au/projects/archiving-project/national-plan-reference-group-2013-2015>