



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

	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. <a href="https://thesaurus.aiatsis.gov.au/placename/placename.asp">https://thesaurus.aiatsis.gov.au/placename/placename.asp</a>
Subject	AIATSIS Subjects Pathways Thesaurus. <a href="https://thesaurus.aiatsis.gov.au/subject/subject.asp">https://thesaurus.aiatsis.gov.au/subject/subject.asp</a>
Language	AIATSIS Language Thesaurus (AUSTLANG) <a href="https://thesaurus.aiatsis.gov.au/language/language.asp">https://thesaurus.aiatsis.gov.au/language/language.asp</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>