



WORKSHOPS AND SEMINARS

5 AND 6 OCTOBER 2005

REFERENCE, ACCESS AND PUBLIC PROGRAMMES DAY

ACCESS TO NEW ZEALAND AND AUSTRALIAN COLLECTIONS: INTERACTING WITH THE COMMUNITY

NZ \$50 members / NZ \$100 non-members

Wednesday October 5

9.00 am to 5.15 pm.

Venue: Auditorium, National Library, 58-78 Molesworth Street, Thorndon, Wellington

Convenor: Shauna Hicks, RAPPSIG

This seminar will include papers relating to the development and implementation of reference services and public programs in Australia and New Zealand.

Three of the speakers will look at the provision of online services to the public: our first speaker will look at serving the diverse range of communities of the National Library of New Zealand Te Puna Mātauranga o Aotearoa, covering lessons learnt about user needs, metadata standards and visual design; our second speaker will examine the design challenges in providing online access to the Public Record Office of Victoria's collection exploring issues such as providing access to born digital, digitised and physical records, extending the archival control model, unmediated access and the diversity of user needs and expectations; our third speaker will provide a tour of the Australian War Memorial website illustrated by tracing a soldier from the First World War, they will also review what is missing and why covering aspects such as search mechanisms, copyright and other permissions, relational data, and context.

Our fourth speaker will discuss providing effective and broad public access to collections as well as delving into the complex world of copyright looking at recent developments and at the current copyright environment. Just for a change of topic our fifth home town speaker will look at a specific Archives reference service in Wellington – the Wellington City Archives' Building Plan Search Service where the speaker will discuss issues and challenges in providing access to building consent records as well as solutions and possible future directions for a clientele who range from developers to genealogists.

Our sixth speaker will explore how a National Archives of Australia's digital publication enables a small and remote Indigenous community to tell their story to wider Australian and international communities. They will also raise questions about the tensions between a role in keeping, preserving and making records accessible and efforts to engage community interest through digital publications.

Our final speaker will examine the place of public programs in the modern archival environment, in the context of meeting objectives such as promoting the collection and its use, thereby raising the profile of the organisation within the user and non-user community. They will also consider the potential difference between the delivered and received message and how this impacts on successful connection with the broader community.

About the Reference, Access and Public Programs Special Interest Group (RAPPSIG): The RAPPSIG was formed in August 2002 with the purpose of furthering the objectives of the Australian Society of Archivists through increasing the professionalism and understanding of accessibility, reference and outreach issues among the members of the Group and raising the profile of these issues within the Society, archival profession and the community.

TIME	SPEAKER	TOPIC
8:00am	Registration at the National Library, Auditorium Foyer	
9:00am	Introduction and Welcome by Shauna Hicks	
9.15am	Sam Searle	<i>Opening windows for multiple communities: online developments at the National Library of New Zealand</i>
10.00am	Jane Koesasi	<i>What's so good about archival principles anyway? - challenges in providing online access to PROV's collection</i>
10.45am	Morning Tea	
11.15am	Mal Booth	<i>The Memorial's website: what you can find; what's missing and why; and what's next</i>
12.00pm	Paul Dalgleish	<i>Recent developments in copyright and introduction to access standards</i>
12.45pm	Lunch	
1.45pm	Adrian Humphris	<i>Specialist services from a local authority archives: Wellington City Archives' building plan search</i>
2.30pm	Dr Tikka Wilson	<i>Archival publishing in the digital age: the uncommon life of Dhakiyarr Wirrpanda</i>
3.15pm	Afternoon Tea	
3.45pm	Christine Yeats	<i>Public programs: all this reaching out but are we connecting with anyone?</i>
4.20pm	RAPPSIG AGM	
5.15pm	Conclusion	

Biographical Details

Sam Searle is Digital Library Projects Leader in the Innovation Centre at the National Library of New Zealand. She manages outsourced digitisation projects and contributes to the development of online services that increase access to the Library's collections. Sam was project manager for the collaborative project Matapihi, which provides one search across the digital collections of different New Zealand organisations, including libraries, museums and galleries. Before joining the National Library, Sam worked on a range of access-related archives projects in Scotland, including developing online finding aids for Strathclyde University special collections and an oral history database for the Scottish Archive of Print and Publishing Historical Records (SAPPHIRE).

Jane Koesasi began her career in archives working in Reference Services at Public Record Office Victoria (PROV). After working as a Freedom of Information officer for the Department of Human Services, Jane returned to PROV in 2004 to lead the Access Services team on the Digital Archive project. The team provided advice regarding the functional quality of the solution, focussing on areas of access, including the design of the external interface to the Digital Archive. Jane holds a Bachelor of Arts (Hons.) from Monash University and is currently completing her Masters of Arts.

Mal Booth has been Head of the Research Centre at the Memorial since September 2001. His focus has been to push ahead with the colour digitisation of fragile and high use records of war and for wider promotion of the Research Centre and its collections. Prior to this he was Head of the People Management and Development Team from 1996. He was responsible for many developments during this period, including a new human resource information management system, the development of two certified agreements and the initial development of the Memorial's award-winning web page. Prior to joining the Memorial he was Senior Analyst and then Director Economics, Defence Intelligence Organisation. He holds a Bachelor of Arts and a Graduate Diploma in Economic History and is a graduate of RMC Duntroon.

Paul Dalgleish joined the National Archives of Australia in 1992. He has worked in various areas of the Archives including records appraisal and disposal, and personal records. Since 1995 he has been in the Access and Information Services section where his current position is that of Assistant Director, Reference Policy and Standards, which includes management of the Defence Service Records Section. In addition, Paul is responsible for policy relating to copyright and represents the archives sector on the Australian Libraries Copyright Committee.

Adrian Humphris has been at Wellington City Archives since its establishment in 1994, and currently supervises the public reference service. He has a Masters in Geography examining the early suburban growth of Wellington, which drew heavily on the Archives' collection as a primary source of information. Adrian has played a key role in the development of Wellington City Archives' public services, as customer numbers have almost doubled and the services offered have changed dramatically.

Dr Tikka Wilson is the Websites Managing Editor at National Archives of Australia and has worked on the Archives' website for the past six years. With more than 25 years experience in publishing, before coming to the Archives Tikka worked as an editor at the Australian National University in Canberra and at the United Nations in Geneva. Her interest in Indigenous issues developed through working with Link-Up, New South Wales during the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from their Families and co-authored a book with Link-Up, *In the Best Interest of the Child? Stolen Children: Aboriginal Pain/White Shame* (1996).

Christine Yeats is the Manager, Public Access at State Records. Christine coordinates State Records' public programs and services. These include the reading rooms, copying and enquiry services, publications and extension activities. She is also responsible for implementing the access provisions of the *State Records Act 1998*. Christine completed her BA at the University of Queensland. She then went on to complete postgraduate diplomas in librarianship and archives administration at the University of NSW. Christine's career in archives has mainly been in the area of reference and public access. Christine is a the Convenor of the CAARA Reference and Access Working Group and newsletter editor of the Australian Society of Archivists' Reference, Access and Public Programs Special Interest Group. She is a member of the Executive Committee of the History Council of NSW and a member of the Australian Women's Archives Project Sydney Joint Committee.

ARCHIVES AND RECORDKEEPING HISTORY SEMINAR

NZ \$50 members / NZ \$100 non-members

Wednesday October 5

9.00 am to 1.00 pm.

Venue: Training Room, Archives New Zealand, 10 Mulgrave Street, Thorndon, Wellington

Convened by: Rosemary Collier, Michael Piggott and David Colquhoun

The Archives and Recordkeeping history seminar commences with a survey by Michael Piggott entitled Australian archival history in 2005; achievements and blind spots. Later speakers are New Zealanders Stuart Strachan and David Colquhoun, who cover the history of particular collecting archives in Dunedin and Wellington. Archives history is not one of a string of successes: Joanna Sassoon's title Protheses and paper tigers - a history of failed archives legislation in Western Australia demonstrates this.

The development of archives in the tertiary sector in New Zealand are dealt with by Sophie Young, and George Nichols outlines the attempts at managing Tasmania's records, from 1918 to 1926.

Rachel Lilburn rounds off the morning by considering the building of a research agenda for the history of New Zealand archives. Perhaps this will result in material for future sessions on the history of archives and recordkeeping.

TIME	SPEAKER	TOPIC
8:00am	Registration at the National Library, Auditorium Foyer	
9.00am	Introduction First Session Chair: Rosemary Collier	
9.05am	Michael Piggott	<i>Australian archival history in 2005; achievements and blind spots</i>
9.30am	Stuart Strachan	<i>Dr T M Hocken and the 'patriation' of the New Zealand Company archives</i>
10.00am	Joanna Sassoon	<i>Protheses and paper tigers - a history of failed archives legislation in Western Australia</i>
10.30am	Sophie Young	<i>The development of university archives in New Zealand</i>
10.50am	Morning Tea	
	Second session. Chair: Michael Piggott	
11.10am	George Nichols	<i>Early attempts at managing Tasmania's records 1918 – 1926</i>
11.40am	David Colquhoun	<i>The New Zealand Historical Collection 1908-1920</i>
12.10pm	Rachel Lilburn	<i>Building a research agenda for the history of New Zealand archives</i>
12.40pm	Discussion	
1.00pm	Lunch at the National Library	

Biographical Details

After a decade at National Archives of New Zealand (now Archives New Zealand), latterly as Senior Archivist, a Diploma in Archive Studies from University College London and two archives jobs in that city, **Rosemary Collier** established her archives and records management consultancy in 1980. She has been President, Councillor and Vice-President of the recently deceased New Zealand Society of Archivists, and editor of its journal, *New Zealand Archivist*.

David Colquhoun has been Curator of Manuscripts and Archives at the Alexander Turnbull Library in Wellington, New Zealand, since 1989. He previously worked for the National Archives of New Zealand and the Waitangi Tribunal.

Rachel Lilburn is a lecturer at the School of Information Studies at Victoria University in Wellington. Before joining the university, Rachel worked at National Archives, now Archives New Zealand, as Head Appraisal Archivist, and was their first local authorities archives and records advisory officer. Rachel graduated in 1993 with a Master of Arts (Archives) from Western Washington University in the United States.

George Nichols was born and educated in Tasmania. He graduated from the University of Tasmania in 1966. He has had a lifelong interest in archives and history. He worked for the Prime Minister's Department 1970-1990 and was involved in development of the Archives Act 1983 and policy on access to Cabinet records in the 1970s and early 1980s. From 1990 to 2000 he was Director-General, National Archives. Current research interests include the life of John Moore-Robinson and social history of early twentieth century rural Tasmania.

Michael Piggott is currently Manager, Cultural Collections and University Archivist at the University of Melbourne, which he joined in 1998. He was formerly with the National Archives, Australian War Memorial and National Library. His interests include appraisal, archival education and the history of archives. He is a Laureate of the ASA, and was editor of its journal *Archives and Manuscripts* for 5 years in the 1990s. In recent years he has joined Monash University's School of Information Management and Systems as an Honorary Research Fellow and spoken at overseas conferences on diaries and 'appraisal theory and human behaviour'.

Joanna Sassoon works in the State Records Office of Western Australia and is adjunct Senior Lecturer at Edith Cowan University. She has written widely on environmental and cultural history, and on the archival management and use of photographs as historical sources. She has a PhD in history.

Stuart Strachan, a life member of the Archives and Records Association and founding editor of *Archifacts*, has been Hocken Librarian at the University of Otago since 1985. Prior to that, following an earlier lengthy stint at the Hocken, he was a Senior Archivist at National Archives of New Zealand. He holds the Diploma in Archive Studies from University College London.

Sophie Young is enrolled as a part-time student within the Master of Library and Information Studies (MLIS) Programme at the Victoria University of Wellington. She has worked as an Archives Analyst for Archives New Zealand since July 2004, and holds a MA degree in History and Social Anthropology.

RECORDKEEPING METADATA BRIEFING WORKSHOP

NZ \$150 members / NZ \$200 non-members

Thursday 6 October

9.00 am to 3.30 pm

National Archives of Australia Room 1, Wellington Town Hall

Convened by Barbara Reed, The Recordkeeping Institute Pty Ltd

This workshop will provide an update on work progressing on a number of fronts in the metadata field. Lunch is included in the registration cost.

TIME	SPEAKER	PROPOSED TOPIC
8.00am	Registration and Welcome	
9.00am	Barbara Reed	<i>Setting the scene on recordkeeping metadata (why we all bother!) and Standards update (Australian and International)</i>
10.00am	Adrian Cunningham	<i>National Archives metadata work, and CAARA, DRI initiatives</i>
10.45am	Morning Tea	
11.15am	Tony Leviston	<i>Using recordkeeping metadata in migrating between records management systems: CCSU experience</i>
12.00pm	Joanne Evans/Karuna Bhoday	<i>Experience in implementing reuse of recordkeeping metadata in the Clever Recordkeeping Metadata project</i>
1.00pm	Lunch	
1.45pm	Trish O'Kane	<i>Getting past 'whatever...' Embedding Recordkeeping Metadata. NZ Ministry of Education experience</i>
2.30pm	Kirsty Smith	<i>Recordkeeping metadata from a collecting archives perspective</i>

Biographical Details

Barbara Reed is a principal consultant in the firm Recordkeeping Innovation, as well as being a Director of The Recordkeeping Institute. She is head of the Australian Delegation to the International Standards group on records management, and active in the Australian Standards environment, including chairing the sub committee on recordkeeping metadata. She has been involved in a number of cultural heritage portal projects and cross organisational resource sharing projects involving the use of metadata, as well as developing and implementing recordkeeping metadata for a number of organisations.

Adrian Cunningham is Director, Digital Government Standards and Initiatives at the National Archives of Australia. In that position he has responsibility for the development of the National Archives Recordkeeping Metadata Standard and is involved with initiatives such as the Digital Records Initiative (DRI), a cross institutional approach to digital preservation. Adrian chairs the AGLS committee and has been active in the areas of archival description through his roles on the ICA's Committee on Descriptive Standards and the ASA's Descriptive Standards Committee.

Tony Leviston is currently on secondment from State Records NSW to the Central Corporate Services Unit, the NSW government's shared corporate services provider. Tony is involved with a project to implement a new records management system, Objective, across the 20 organisations provided with records management services by CCSU and to migrate previous records management metadata from 42 databases in the system being retired.

Karuna Bhoday is Assistant Director, Capability Development Section, Digital Government Branch at the National Archives of Australia. Karuna has been seconded to the Clever Recordkeeping Metadata Project two days a week as the Research Associate. She is responsible for developing and documenting metadata creation and multiple use scenarios and researching the functional requirements for the implementation of the prototype at the test-bed site.

Joanne Evans is undertaking a PhD as part of the Clever Recordkeeping Metadata Project. She is interested in exploring the roles that archival description can play in support of recordkeeping and other business processes. In particular, she is investigating the tools that may be required to support the automated capture and re-use of descriptive metadata and also exploring their impact on archival functions.

Trish O'Kane is a Director and Principal Consultant of the Wellington based information and records management consulting company SWIM Pty Ltd. Trish has been involved in the development of the NZGLS metadata standard, the functions thesaurus FoNZ used within NZGLS, and has implemented metadata regimes within a number of organisations.

Kirsty Smith is currently a Resource Analyst at the National Library of New Zealand, seconded to the National Digital Heritage Archive Project. Previously she was the inaugural Digital Archivist at the Alexander Turnbull Library, and prior to that worked for Archives New Zealand. Kirsty's experience encompasses digital recordkeeping, transfer and accessioning of digital material and preservation metadata.

DIGITISATION WORKSHOP

HERITAGE DOCUMENT IMAGING: FROM ORIGINAL TO SURROGATE OBJECT

NZ \$50 members / NZ \$100 non-members

Thursday 6 October

9.00 am to 1.00 pm

National Archives of Australia Room 2, Wellington Town Hall

Led by: Andrew Pettengell and Andy Fenton from NZ Micrographic Services Ltd

In the "Introduction to Digitisation" workshop the following will be discussed:

- Why should you digitise material?
- The Issues surrounding Access vs Preservation
- Digitisation workflow (Inhouse vs outsource) - a practical approach
- Image Capture
 - Key Criteria
 - Critical Steps
- Master files and Derivatives
- Digital Image Processing
 - Colour Management and workflow
- Image Delivery

The Workshop includes practical demonstrations using a typical low cost scanner to show how this applies in "the real world"

Biographical Details

Andrew Pettengell and **Andy Fenton** of NZ Micrographic Services have an extensive background in the Photographic and Heritage document imaging industry and have first hand experience with employing the standards and workflow associated with the digitisation of heritage material.

WHO ARE WE?

ASA / ARANZ MEMBERSHIP SURVEY SESSION

No cost

Thursday 6 October

1.30pm to 3.30pm

National Archives of Australia Room 2, Wellington Town Hall

Presented by: John Timmins and Rowena Loo.

This year's conference brings together two national archives and records associations. But who makes up those societies? This session will present the results of membership surveys carried out by the ASA and by ARANZ, and provide an opportunity to better understand the community taking part in the conference. Be informed before heading to your AGM!