Unfortunately our planned speaker, Kari James, was unwell and unable to make the March Branch Meeting.

Julia Mant, NIDA Archives and Records Manager and ASA Council Member, graciously stepped in at the last minute to talk to the Branch about her experience with Digital Asset Management tool selection, providing a trove of information for those of us who have wondered ‘how do I get these photos tagged and online?’

The digitisation of photography, such as that within the collection that Julia manages at the NIDA Archives can be daunting. The NIDA analogue collection, in both reflective and transparency format, covers 55 years and consists of approximately 250,000 images. In the last 10 years 180,000 digital images have been added to the collection, consuming approximately one terabyte of...
server space. Adding to this are a multitude of production recordings and multiple stakeholders (marketing/comms, alumni, business units, library, AV unit, teaching staff, online platforms, archives, students).

The challenge was to develop a digital asset management (DAM) solution to address all these needs.

The beginning of Julia’s investigation into a DAM solution for NIDA questioned whether an all-in-one solution was achievable given that her criteria included:

- **Stand-alone server** that has adequate capability to manage high-resolution images and, where appropriate, archival video files
- **Interface that is scalable and customisable**, based on .NET and ASP and able to manage content in more than one document store
- **Facility to register images and video based on Dublin Core or IPTC metadata standards** – Upload via standardised templates
- **Preservation of original content** as archives in uncompressed format while delivering access via low-resolution thumbnails
- **Search and retrieval** of high-resolution copies via web-based services interface for 100 users
- **Internal content management** and interoperability with the workspace
- **Workflow integration** with NIDA website and/or Moodle.

The next stage was to search for a product – Julia considered:

- **Adobe products** (Bridge, Lightroom 5). The benefit being that these are a lower cost solution and are often part of a Creative Suite already supported by the organisation’s IT. The downside is that they are a single user approach relying on shared procedures rather than shared functionality.
- **Archival focused applications** – used by range of Libraries and Archives in Australia, facilitate metadata capture; search and retrieval of high-resolution images via online libraries but perhaps less suitable for other stakeholders
- **Solutions based on open source software** (eg PhotoStore, D-Store) were not seen as suitable as they were bound to incur costs later and required a high level of IT support.
- **Cloud-based technologies**. Some digital scanning studios will offer cloud-based hosting. Julia recommended that anyone thinking of going this way should look carefully at the terms and conditions as there can be hidden costs.

- **The proprietary digital asset management (DAM) packages Julia investigated promised:**
  - IPTC metadata standards
  - editing tools
  - integration with other MS Office products and social media
  - PDF and document management
  - audit trails
  - multiple users/templates
  - a range of licence options.

Julia discovered that with these benefits comes cost: these DAM solutions can range from $10,000 to $70,000.

Some examples investigated:

- **Fotoware** (web-based demo: http://fotoweb.fotoware.com/fotoweb/Grid.fwx
- **Canto Cumulus 9.0**, see examples: Mosman Library http://images.mosman.nsw.gov.au/local-studies/#1408495846053_0
  University of Chicago http://www.lib.uchicago.edu/e/scrc/collections/digital/

After all this investigation, Julia and her team decided on FotoStation.

They have initially purchased a single desktop install and hope to extend to the web-based application in the near future.

FotoStation was chosen because it is:

- scalable
- IPTC – Dublin Core standards
- has customised style templates
- stamps the image so it is readable by other products (and the metadata stays with the images)

So far, using FotoStation, Julia and her team have tagged 76,000 images…

Our thanks to Julia for stepping in at the last minute to give us this highly informative and thought-provoking discussion on a vital area of archival management.
Recent news

Dr Sebastian Gurciullo, General Editor
Archives & Manuscripts

March 2015 issue of Archives & Manuscripts
The March 2015 (Vol 32, No. 1) issue of Archives & Manuscripts has been published online, and the print version has been distributed and should have reached most of you by now. The feature article, freely available online on open access, is Kim Eberhard’s ‘Unresolved issues: recordkeeping recommendations arising from Australian commissions of inquiry into the welfare of children in out-of-home care, 1997–2012’ (http://www.tandfonline.com/doi/pdf/10.1080/01576895.2014.959536). This is a very timely article considering the current Royal Commission into Institutional Responses to Child Sexual Abuse. With this in mind, the article was chosen for open access to make it freely available online for those who may not currently have access to the journal but might be interested in the issues that are raised.

Calling for papers for Archives & Manuscripts
Archives & Manuscripts is inviting submissions of up to 5000 words for publication in late 2015 or 2016.

Archives & Manuscripts is the professional and scholarly journal of the Australian Society of Archivists Inc., publishing refereed articles, reviews, and information about the theory and practice of archives and recordkeeping in Australasia and around the world. Its target audiences are archivists and other recordkeeping professionals, the academic community, and all involved in the study and interpretation of archives.

Further information, including guidelines and style requirements for prospective authors and submission deadlines, is available on the journal’s webpage (http://www.archivists.org.au/learning-publications/archives-and-manuscripts/guidelines-for-authors) or by contacting the General Editor, Sebastian Gurciullo (jurnaleditor@archivists.org.au)

Emerging Writers Award
If you are an emerging writer, another benefit of submitting your article to Archives & Manuscripts is that you will be eligible to win the journal’s annual Emerging Writers Award (value AUD$1000). To be eligible to win this award, authors must have their article accepted for publication in the peer-reviewed section of the journal and be an emerging writer who is currently enrolled in a graduate program or within 3 years after the date of graduation, and/or has previously published fewer than 5 peer-reviewed articles in an archives/recordkeeping journal.

For further information, please contact the General Editor, Sebastian Gurciullo at jurnaleditor@archivists.org.au
World War One service records now accessible on Ancestry

Report by Christine Yeats

In time for the Anzac Centenary the National Archives of Australia and Ancestry have announced that the service dossiers for Australians who served in the First World War are now available on Ancestry (http://search.ancestry.com.au/search/db.aspx?dbid=60864). While these records have been available on the NAA for many years, this agreement between NAA and Ancestry significantly increases the Australian content on Ancestry.

Included are the service dossiers for the following units:

- Australian Imperial Force (AIF)
- Australian Naval and Military Expeditionary Force (AN&MEF)
- Royal Australian Naval Bridging Train (RANBT)
- Australian Flying Corps (AFC)
- Australian Army Nursing Service (AANS)

Records for wartime service in the Royal Australian Navy are not included.

For those not familiar with these records they consist of a collection of documents created about the people who enlisted, covering their enlistment, departure from Australia and the major places in which they served, through to their return to Australia or, for around 60,000 military personnel, their death.

Ben Mercer (Content Manager for Australia and New Zealand) is quoted in the Sydney Morning Herald of 30 March 2015 stating that “This collection is our first significant Australian WWI collection,” and “It’s the first of many significant collections we’ll be taking to the community with the National Archives of Australia.”

The NAA’s Anne-Marie Conde has written a blog post on Ancestry about the records (http://blogs.ancestry.com/au/2015/03/16/australian-service-records-from-world-war-i/).

In the post Anne-Marie discussed the service dossiers in some detail and explains what researchers may expect to locate. For example, using James Holmes Fleming as a case study: James had enlisted in July 1915, he received both the Distinguished Conduct Medal and the Military Medal, and although James survived the War, he experienced ongoing health problems and he died in 1930, aged 47.

2014 Margaret Jennings Award Winner for ECU

On 18 March 2015 the ASA announced that Edith Cowan University graduate Maureen McAuley was the 2014 ECU recipient of the Margaret Jennings Award.

Margaret Jennings Award was established in honour of the life and work of Margaret Jennings, the former University of Melbourne Records Manager, one of the founding members of the ASA, past President of the Society, and a strong advocate for the introduction of graduate programs for records managers and archivists.

This annual Student Achievement Award was instituted in 1989 as the ASA’s award for students completing a diploma course in archives administration in the previous year.
Aboriginal and Torres Strait Islander – Loris Williams Memorial Scholarship 2015

Applications now open for two Scholarships

Two ASA Loris Williams Scholarships are available in 2015 for Aboriginal and Torres Strait Islander people who wish to train for careers in archives and records management.

The next round of offers closes on 18 May 2015.

To apply, email office@archivists.org.au and request an application pack.

Each scholarship will provide up to $3000 which can be used to pay fees, books and computing costs.

Students may be studying at university from bachelor’s level up to PhD or in a Vocational Education and Training institutions from Certificate III onwards.

Scholarship holders will also be given Associate Membership of the Australian Society of Archivists and will have a mentor to guide them in developing their career.

The scholarship is available for one year of study only. Successful applicants should not expect to be offered further assistance for a period of three years.

Applicants are assessed by a selection committee of three people on the basis of written applications and a telephone interview.

Criteria for selection:

- Successful applicants must be Aboriginal or Torres Strait Islander people.
- Show that they have the potential to complete their chosen course of study.
- Show that they are interested in and committed to a career in archives and records.

To apply, please contact the ASA Office office@archivists.org.au


About Loris Williams

Loris Elaine Williams (1949 – 2005) was an Aboriginal woman of Mulinjali (Beaudesert, SE Queensland) descent through her father, and Birri Gubba (Ayr, North Queensland) descent through her mother. She became the first Aboriginal person from Queensland to gain professional archival qualifications and only the second Aboriginal person to do so.

Loris is remembered as a passionate advocate for the right of Aboriginal and Torres Strait Islander people to use archives as a means of reconnecting with their family, country and Indigenous identity. Similarly, Loris spoke of the need to have qualified Indigenous staff in the archives and keeping records sector.

As testament to her own personal commitment and lasting legacy, it was Loris’s leadership as Convenor of the Indigenous Issues Special Interest Group (IISIG) of the ASA from September 2003 to 2005, that the group produced the brochure ‘Pathways to your future and our past: careers for Indigenous peoples in archives and records’ to encourage Indigenous people to train as archivists and records managers. This directly paved the way for this ASA scholarship being offered that now deservedly bears Loris’s name.
At the most recent NSW Branch meeting I spoke briefly about the current review of the International Standard ISO 15489 Records Management. ISO 15489 has been an important part of the recordkeeping landscape since its issue in 2001. However it has also been in place for a relatively long time when you consider the rate of technological and business change over this period. That is why in 2012 the International Standards community agreed to establish a working group to review both of its parts; ISO 15489-1:2001, Part 1: General and ISO 15489-2:2001, Part 2: Guidelines. Hans Hofman, recently retired from the National Archives of the Netherlands is the Chair of the group and I serve as Project Lead. Other members come from France, Canada, the USA, Estonia and Sweden.

On its establishment, the working group made a number of decisions that would guide its approach. Perhaps most important amongst these, that the focus for the review of Part 1 would be on defining concepts and establishing principles. Rather than attempting to address the methods for recordkeeping in the wide array of environments that exist today (paper based, mixed, digital, in the cloud), the working group agreed that what was needed were a set of understandings that could guide practice in any environment.

The group further determined that a number of assumptions should guide its approach in the development of Part 1. These are:

a) the role of records as both enablers of business activity and information assets
b) increased opportunities for records use and reuse in the digital environment
c) systems and rules for the creation, capture and management of records that need to extend beyond traditional organisational boundaries, such as collaborative and multi-jurisdictional work
d) records controls that can be independent of other components of records systems
e) the importance of recurrent analysis of business activity and context to identify what records need to be created and captured, and how they should be managed over time, and
f) the importance of risk management in devising strategies for managing records, and the management of records as a risk management strategy itself.

The draft standard, which has been submitted for a ballot to be approved as an International Standard, adopts these assumptions up front and elaborates on them in sections relating to:

- the basic concepts of records and recordkeeping
- appraisal, as a core activity for determining recordkeeping requirements
- records controls, such as metadata schemas, disposal authorities and access and permissions rules
- policies and defined responsibilities for recordkeeping, and
- records processes, that can be implemented using simple or sophisticated technologies.

Metadata, its definition and uses appears throughout the draft as an essential component of any form of recordkeeping, whether paper based, digital, in an archive, a business or online.

Plans for Part 2 of ISO 15489 are also underway. To complement the principles-based approach adopted in Part 1, more specific, practical advice is proposed for a series of Part 2s. These are being designed with an eye to the existing group of standards, technical reports and guides already available. Currently work is underway on parts that address the design and implementation of the various records controls, with examples reflecting the needs of different implementation environments, and on conducting appraisal.

The next step for the draft is for the ballot results and comments to be considered by the Working Group at a meeting with the rest of the ISO Archives/Records Committee in Beijing in the first week in June. News on the next steps, whether to publication or another draft, will be conveyed to ASA members after this.

Cassie would be pleased to answer any questions members might have about the draft or the process; feel free to get in touch at findlay.cassie@gmail.com
Recent news

Morwenna Pearce wins a place in the UK’s
Open Palace Programme

Morwenna Pearce, Manager of Archives at Barker College, has been accepted to participate in the Open Palace Programme in the UK for three weeks over June and July this year.

The Open Palace Programme is run by a team of experienced professionals from Bath Preservation Trust, Historic Royal Palaces, and Stowe House and Preservation Trust. The Programme gives participants an ‘access all areas’ pass to key historic sites including Hampton Court Palace, Kensington Palace, the Tower of London, Stowe House and Number 1 Royal Crescent. It is designed to provide those involved with a first-hand experience of working with professionals who contribute to the care and interpretation of some of the UK’s most precious collections. Furthermore, it offers the opportunity to develop a range of curatorial skills including conservation, education and interpretation.

Applications to participate in the Open Palace Programme were open worldwide to any student or emerging professional in a heritage-related field. Twenty-two successful candidates from a range of countries including Australia, the USA, Canada and South Africa are joining Morwenna this year on the Programme. Morwenna’s commitment to the heritage sector, demonstrated through her current and previous work experience also earned her one of four £500 bursaries towards covering the cost of participating in the Programme.

Morwenna has never been to the UK before so she is definitely looking forward to all the culture and heritage on offer.

The ASA NSW Branch congratulates Morwenna on her success at winning a much-coveted place on the Open Palace Programme and looks forward to hearing about her experiences in a future edition of this Newsletter.
ALIA launches FAIR

The Australian Library and Information Association (ALIA) has launched FAIR which campaigns for a fair, open and democratic society where information belongs to everyone. The website (https://fair.alia.org.au/) was launched on Monday 2 February.

FAIR stands for Freedom of Access to Information and Resources.

FAIR will lobby for a series of issues including well funded libraries, copyright law reform, the digitisation of our history, evidence-based policy making, lifelong learning and qualified library staff in schools.

ALIA created FAIR to give people a way to actively support all kinds of libraries including public, TAFE, university, health, law, business, government as well as our National and State Libraries.

FAIR enables people to show their support for the FAIR issues and will help secure the future for libraries.

You can sign up to the FAIR newsletter here: http://alia.us5.list-manage.com/subscribe?u=3d85c7e31956025c7f13258fb&id=3a42ae9757

A flyer describing the main issues and how you can get involved can be found here: https://www.alia.org.au/sites/default/files/FAIR-Flyer.pdf

FAIR supporters make an impact

WA State Library budget threats

FAIR supporters have been rallying around the WA State Library following news of State Government threats to its budget. More than 250 emails from FAIR supporters have been sent to the WA Arts Minister, John Day, opposing budget cuts to the WA State Library which may see reduced opening hours and may prevent it from providing essential library services to the WA community.

Budget cuts to the WA State Library may affect the 232 public libraries across WA to which the State Library provides support services. The ABC reported that the State Library board had been warned many small regional and remote public libraries would close if it stopped the services it currently provides to them.

But it seems FAIR supporters have made an impact.

Mr Day this morning told the ABC that while options are being explored to find savings, they had not yet been agreed to by the Government. Mr Day said: ‘And certainly any decision that would result in the closure of public libraries around Western Australia would be strongly opposed by me and it’s not going to happen.’ While the Minister vowed no libraries would close on the ABC, he did not provide that assurance in the statement provided to the media.

Read the ABC story here: http://www.abc.net.au/news/2015-03-03/ministers-vows-to-keep-was-libraries-open/6278142
Recent news

State Library of NSW

The Coral Thomas Fellowship – $75,000

The Coral Thomas Fellowship, inaugurated in 2014 in honour of Coral Kirkwood Thomas née Patrick (1920-1996), is the most significant Fellowship offered by the State Library of New South Wales.

The Fellowship encourages deep and focused research into Australian culture, history and society, drawing on Australian and international research collections.

It also will promote discussion on Australian history and culture through research which informs and engages contemporary discourse.

Applications for the Coral Thomas Fellowship are now open and must be submitted through the SLNSW electronic form no later than 18 May 2015 (https://forms.sl.nsw.gov.au/coral-thomas-fellowship)

Download information sheet about the Coral Thomas Fellowship (http://www.sl.nsw.gov.au/about/awards/docs/Coral%20Thomas%20Fellowship%20information%20sheet.pdf)

National Library of Australia

Community Heritage Grants now open

The 2015 Community Heritage Grant (CHG) round is now open.

Applications close on 1 May 2015.

The CHG program provides grants of up to $15,000 to community organisations such as libraries, archives, museums, genealogical and historical societies, multicultural and Indigenous groups. The grants are provided to assist with the preservation of locally owned, but nationally significant collections of materials that are publicly accessible including artefacts, letters, diaries, maps, photographs, and audio visual material.

Since 1994, $5.3 million has been awarded to community organisations throughout Australia.

The types of projects supported include significance assessments of collections; preservation needs assessments of collections; conservation activities and collection management; and training workshops. Read more about some past winners on NLA’s website (https://www.nla.gov.au/awards-and-grants/chg) and blogpost (https://www.nla.gov.au/blogs/behind-the-scenes/2014/03/03/2014-community-heritage-grants).
AS A 2015 National Conference
Archives on the Edge

The 30th National Conference will take place in Hobart from 18 - 21 August 2015 at the Hotel Grand Chancellor. Come to the island on the edge of a continent for an archival tour of discovery to consider and discuss our future.

Tasmania’s capital on the edge of our island coastline, Hobart has it all – from breath-taking scenery and both high and subversive culture, to ground-breaking studies and award-winning scholarship.

In the brave new world of digitalia, the ASA is hosting an exploration of all things edgy – from the edge of reason to the edge of infinity. Are we as practitioners of the noble art of keeping balanced on the edge of organised chaos, chaotic order or eventual oblivion?

What or where is our professional edge? What is our value and core business? Who are our partners? How can we build better connections and partnerships?

How do we maintain our place on the cutting edge? What tools, techniques and research and other innovative ways can we explore to keep, protect, share and interpret records and archives in a rapidly evolving technology landscape?

In the ASA’s 40th year, Archives on the Edge will explore some of the most pressing issues facing our profession today. Where to for the archival endeavour in the age of big data and almost everything as a service?

How can we better manage access and deal with changing attitudes to privacy as increasing quantities of records go online, both born digital and digitised? How can we deal with chaotic and abundant information flows and re-connect the business of recordkeeping with the formation of archives? Who should we be working with to achieve our mission? How must we adapt in climate of cost cutting and organisational merging?

Workshops, seminars, presentations, panels, fora – you’ll be on the edge of your seat until you’ve booked your place.

Help us to determine our collective path for the future at the inaugural BYOD (bring your own device) ASA National Conference, 18 – 21 August 2015.

KEYNOTE SPEAKERS
Geoffrey Yeo – honorary researcher at University College London, award winning author.

Dr Hamish Maxwell-Stewart – academic expert on convict life in Australia and lecturer in History and Classics at the University of Tasmania

Dr Leif Hanlen – Director of the NICTA eHealth business team, responsible for developing new data analysis for national scale personalized health.

CALL FOR PAPERS
Upcoming events

Preparing a nomination for the UNESCO Australian Memory of the World Register
Report by Christine Yeats

On 5 March this year in a ceremony at the State Library of New South Wales, Professor Marie Bashir, former Governor of New South Wales, presented certificates of inscription for three new entries to the UNESCO Memory of the World Australian Register. The ceremony also marked a milestone in the history of the Register – 50 entries since the Register was inaugurated in 2001. The Register contains a select list of Australia’s unique, irreplaceable and influential documents. While many of these records are held in large libraries, archives and museums across Australia, others are held in smaller archives and local collections across the country.

The nomination program operates biennially and any government, institution, organisation, group or individual may submit nominations for the Register. Priority is given to nominations made by, or through, relevant heritage institutions and to Australian documentary heritage under threat.

Reasons for nominating an item or an entire collection for the Register:

• strategic opportunities (promotional and political) arising from right to use the high-status Memory of the World logo
• prestige conferred on organisations and collections as a result of UNESCO’s recognition
• opportunities for increased public awareness
• strengthening arguments for sponsorship, grants and annual funding for preservation, and
• being part of the global effort to enhance awareness and support for the preservation of documentary heritage.

If you would like to know more about the UNESCO Australian Memory of the World program visit the website at: http://www.amw.org.au/
Proposal by the NSW Branch

2016 ASA Conference in Sydney

It has been 10 years since the ASA Conference was last held in NSW (Port Macquarie 2006) and even longer since it was in Sydney (Manly 2002).

The good news for NSW Branch Archivists is that planning for the 2016 ASA Conference is underway and the location is to be Parramatta.

Located 30 minutes by train from the centre of Sydney, Parramatta has plenty of restaurants and cafes, and great accommodation options. It is Sydney’s second oldest town and is the traditional home of the Darug people, who called it Barramatta, ‘eel waters’.

Jenny Pearce and Julia Mant are coordinating the arrangements, and a small organising and program committee has been formed.

Any members interested in participating in the Conference arrangements or who have ideas they’d like to contribute please contact Jenny Pearce (jpearce@kings.edu.au) or Julia Mant (jmant@archivists.org.au)
CONTACT DETAILS FOR THE 2014-2015 NSW BRANCH COMMITTEE

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PREVIOUS MINUTES & NEWSLETTERS OF ASA NSW BRANCH

ASA NSW Branch webpage URL

Here you will find:

• NSW Branch Annual Reports
• NSW Branch AGM Minutes
• NSW Branch Newsletters
• NSW Branch Office Bearers Annual Reports
• NSW Branch Rules
• NSW Branch Minutes

To find the NSW Branch newsletters and minutes manually

1. Go to the ASA website homepage: www.archivists.org.au
2. Select ‘Community’ in the top menu.
3. Select ‘Branches’ in the left hand side menu.
4. Then select ‘New South Wales’

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