



SouthEast Asia-Pacific Audiovisual Archive Association AV Archive Checklist

The *AV Archive Checklist* is a document designed for archives with audiovisual collections to self-check and see if their respective conditions and policy framework are adequate to meet what is considered to be at least the minimum required to care for the collections.

This self-check can be used to develop more effective preservation strategies and to lobby for resources where it can be shown there are deficiencies.

However, just meeting the essential elements identified in this document should not be considered sufficient. Continuous improvement is necessary in collections management to ensure that the collections will remain accessible as the external factors of physical, chemical and technology change.

SEAPAVAA encourages all our members to review their respective collections and seek advice if any area is found to be lacking.

The knowledge and skills described in this document may require additional training. To determine what is required, conduct a Skills Gap Analysis to identify the level of understanding and practical knowledge within the staff for the key areas and from this information, develop a Training Plan (listed in Section 2 Policies and Procedures Para 8). Accessing this type of specialized training may be difficult; this is where feeding your needs back to SEAPAVAA will help. SEAPAVAA can help in addressing members' training needs either by developing on-line resources, or workshops held in conjunction with the association's conferences, or as stand-alone events, if the need is great and sponsorship to fund the training can be secured.

Section 1. Physical Storage

Essential	Highly Desirable	Knowledge & Skills
1. Weatherproof storage building	Purpose built vaults	Building maintenance
2. Secure/controlled access <ul style="list-style-type: none"> Limits on who may enter the vaults 	Logs of who and when the vaults are accessed Computerised and backed up daily	Designing and maintaining tracking logs
3. Good reliable access to the buildings	Geographically stable location <ul style="list-style-type: none"> Away from flood prone areas Seismically stable Sheltered from extreme weather events 	Knowledge of the risks posed by external factors
4. Illumination inside the vaults sufficient to enable safe handling and access of the collection	Backup power supply Environmental control (temperature and relative humidity) in the vaults	Knowledge of the environmental needs for each type of object in the collection

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Unique Entity Number: T14SS0070L

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Email: secretariat@seapavaa.net **Website:** <http://www.seapavaa.net>

Essential	Highly Desirable	Knowledge & Skills
<p>5. Shelving</p> <ul style="list-style-type: none"> • Robust enough to safely support the collection • Made from materials that can withstand local conditions • Sufficient to hold the entire collection safely¹ 	<p>Constructed using materials that do not contain chemicals that may adversely affect the collection e.g. do not use solvent based paints</p>	<p>Knowledge of the correct storage orientation for each object type and limits on the acceptable storage density for each object type</p>
<p>6. Enclosures in good condition² to physically protect the collection from damage during storage and handling</p>	<p>Enclosures specific to the media e.g. Amaray cases for DVDs</p>	<p>Knowledge of the needs of each object type for long term storage Handling skills</p>
<p>7. Unique ID numbers and information clearly labelled on the enclosures and objects</p>	<p>Permanent markings that do not contain chemicals that may adversely affect the collection</p>	<p>Knowledge of the ID system and how to use it.</p>

¹So that the **collections** are in the correct orientation for long term storage, not stacked too high or too tightly

²No physical or chemical damage (e.g. rust) and constructed from materials that will not adversely affect the objects inside

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Essential	Highly Desirable	Knowledge & Skills
<p>8. Collection Tracking system³</p> <ul style="list-style-type: none"> • Logs of the original location of an object within the vaults • All movements of the object to where, by whom and when • Timetable for the regular review of the logs 	Computerised system backed up daily	Knowledge of the tracking system, why it is important and how to use it.

³This may be part of the Collection catalogue/database

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Section 2. Policies and Procedures

Essential	Highly Desirable	Knowledge & Skills
1. Charter of operations <ul style="list-style-type: none"> • Mission of the organisation • Legal responsibilities • Structure • Funding basis 		Understanding of the Charter of Operations and how this applies to the operations of the archive
	Legislative base establishing the archive as a legal entity	Knowledge of the legislation and how this is applied to the operation of the archive
2. Collection Policy <ul style="list-style-type: none"> • Scope of the collection⁴ • Catalogue/metadata⁵ • Acquisition procedures • Deselection procedures • Preservation⁶ • Access⁷ 		Understanding of the Collection Policy and how this applies to the operations of the archive

⁴What is collected and what is not accepted into the collection

⁵Ideally a separate set of documents

⁶Ideally a separate set of documents

⁷Ideally a separate set of documents

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Essential	Highly Desirable	Knowledge & Skills
<p>3. Collection catalogue/database</p> <ul style="list-style-type: none"> • Descriptions and naming protocols • Access to the catalogue • Object/IP ownership <p>4. Access Policy & Procedures</p> <ul style="list-style-type: none"> • Legal basis for access - copyright etc • Who may access the collection Documentation • Duration of access • Fees payable <p>5. Preservation Policy⁸</p> <ul style="list-style-type: none"> • Physical objects Storage Conservation Migration • Digital files Storage needs Migration strategies 	<p>Computerised database backed up daily</p>	<p>Cataloguing protocols Metadata schema Data entry accuracy Basic research</p> <p>Understanding of the Access Policy and Procedures and how these apply to the operations of the archive</p> <p>Identification of the types of objects in the collection Physical and environmental needs of the objects in the collection. Playback technologies Migration technologies</p>

⁸Ideally 2 separate documents, as Procedures will change as technology evolves

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Essential	Highly Desirable	Knowledge & Skills
<p>6. Preservation Procedures</p> <ul style="list-style-type: none"> • Object ID • Handling techniques • Basic conservation • Preparation for storage • Storage environment 		Understanding of the needs of each type of object in the collection for long term survival
<p>7. Health and Safety⁹</p>		<p>Local legislation and implementation</p> <p>Risk analysis and mitigation</p> <p>Staff training</p>
<p>8. Training Plan¹⁰</p> <ul style="list-style-type: none"> • Skills gap analysis • Adult learning strategies 		<p>Conducting a Skills Gap Analysis</p> <p>Understanding of adult learning</p>
<p>9. Succession Plan</p> <ul style="list-style-type: none"> • Staff structure to meet current needs • Staff structure to meet future needs • Knowledge capture 		Understanding of how to capture and pass on to individual staff members, the amassed collection knowledge and why this is important

⁹To protect staff and their amassed collection knowledge

¹⁰This may be incorporated into the Succession Plan

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Essential	Highly Desirable	Knowledge & Skills
<p>10. Disaster Plan</p> <ul style="list-style-type: none"> • Risk analysis • Mitigation strategies <ul style="list-style-type: none"> Physical collection Digital files (including virus & cyberattack) • Emergency response <ul style="list-style-type: none"> Contact lists¹¹ Recovery teams • Practice timetable • Review timetable 		<p>Understanding of the importance of a Disaster Plan</p> <p>Risk assessment</p> <p>Adhere to the practice timetable</p> <p>Practice the elements of the recovery operations</p> <p>Adhere to the review timetable</p>
<p>11. Industry connections</p> <ul style="list-style-type: none"> • When to seek advice • Where to seek advice 	<p>Membership of relevant national and international industry bodies</p> <p>e.g. International Council on Archives (ICA)</p> <p>International Association of Sound and Audiovisual Archives (IASA)</p> <p>International Federation of Film Archives (FIAP)</p>	

¹¹Reviewed and updated regularly or whenever there are changes in staff

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Essential	Highly Desirable	Knowledge & Skills
	International Federation of Television Archives (FIAT/IFTA)	
	Southeast Asia-Pacific Audiovisual Archive Association (SEAPAVAA)	
	Association of Recorded Sound Collections (ARSC)	

Developed By: Dr. Ray Edmondson and Mick Newnham

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