

SEAPAVAA Training Needs Survey 2018

Background

Training may be used to develop competency in specific professional and technical tasks, to provide knowledge, to assist in planning and to bring about organisational changes in attitudes. Internationally, specific training for audiovisual archives is difficult to locate and expensive.

SEAPAVAA has a long history of providing training to members SEAPAVAA and aims to provide training programmes that are accessible and tailored to suit the conditions of the region.

In 2013, SEAPAVAA conducted a Training Needs Survey amongst its members to help in planning for the association's training workshops. As a result of this survey, the priorities for workshops in the next few years were determined. The highest priority identified in this survey was for training on disaster planning and recovery of audiovisual collections. In 2014, a workshop "Developing a Disaster and Recovery Plan for an Audiovisual Collection" was presented to participants from across the Southeast Asia-Pacific region. In 2015, two workshops on "Advocacy: The Why And How Of It" and "Succession Planning: A Step To A Sustainable Archive" were organised. In 2016, a workshop on "Caring For Collections" was held.

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In 2018, SEAPAVAA is conducting an updated Training Needs Survey to build on the previous information as well as help the association to assess how the profession has grown over the past few years.

The updated survey adds topics that are of increasing relevance to members across the region, such as managing Indigenous Cultural Intellectual Property. The results of the updated survey will translate into prioritised training programmes for members in the coming years, to meet the most urgent audiovisual archiving training needs of the region.

Please complete all the questions even if these are not important to your organisation.

The information received from this survey will remain anonymous and no organisation will be able to be identified.

Submission Deadline

This updated survey is being sent to all SEAPAVAA members. The survey will close on Thursday, 31 May 2018.

You may answer either the PDF version or the Google Form version of the survey. The PDF version will be posted on the SEAPAVAA corporate website (www.seapavaa.net).

If you opt for the PDF version, please email the completed survey on or before 31 May 2018, to the SEAPAVAA Secretariat at secretariat@seapavaa.net, with the subject header "2018 SEAPAVAA Training Needs Survey - Completed Form".

SEAPAVAA Training Needs Survey 2018

The survey is divided into 4 sections:

- Section 1 Organisation information, background to the organisation and audiovisual collection
- Section 2 Professional and Technical staff, the training and skills required for professional and technical staff and others who work directly with the audiovisual collection on a daily basis
- Section 3 Managers and Supervisors - training in skills required to manage the day to day work including the appraisal, selection, acquisition, preservation and access to the audiovisual collection and to input into future planning.
- Section 4 Senior Managers/Directors - training and skills required to develop strategic plans for the long term management of the audiovisual collection and the broader archive.

Each section will contain several questions. ***Please circle the response that most closely reflects your organisation's needs to better manage the audiovisual collection.*** For example:

Technical standards for the digitisation of audio tape

Urgent need Some need No need

Depth of training required

Detailed Basic None

Where the same or similar question is repeated in different sections this reflects a different level of information or a different focus required by different levels of staff within an organisation. ***Please answer the question in each section based on the level of staff training that would be required.***

Using the scales:

Urgent need = a key skill required by the organisation to operate and the skills required do not exist.

Some need = a skill or knowledge that is required but not crucial to overall operations, or staff already have some skills and training is required to refine the existing staff skills.

No need = the skill is not required for operations, or staff are already well trained and competent.

Detailed = an intensive workshop with interactive exercises and/or hands on practice.

Basic = a component of a broader workshop, may involve an interactive exercise or some hands on practice as well as a lecture; or via a knowledge resource e.g. web based information.

Section 1: Organisation's Information

1.1: *Our organisation is based in:*

South East Asia	Pacific
East Asia	Oceania

1.2: *Our organisation is a:*

national audiovisual archive	commercial production company
part of a national archive	national broadcaster's library
part of a national library	commercial broadcaster's library
part of a national cultural heritage body	university collection
provincial archive/library	private or independently funded

1.3: *How many staff work directly with the audiovisual collection?*

1-10	10-20	20-50	More than 50
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1.4: *Our audiovisual collection contains (circle all that apply).*

Audio recordings - analogue	Photographs or paper documents (e.g. scripts, posters, letters, etc)
Audio recordings – digital files	Digital photographs or digitised documents (e.g. scripts, posters, letters, etc)
Motion picture films – film	
Motion picture films – digital files	
Video - analogue/digital tape	
Video - digital files (on a server)	

1.5: *The largest part of our audiovisual collection is:*

Audio recordings - analogue	Photographs or paper documents (e.g. scripts, posters, letters, etc)
Audio recordings – digital files	Digital photographs or digitised documents (e.g. scripts, letters, etc)
Motion picture film	
Motion picture film – digital files	
Video - analogue/digital tape	
Video - digital files (on a server)	

1.6: *Does your organisation have a Code of Ethics that relates to the audiovisual collection?*

Yes	No
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1.7: *Does your organisation have a Disaster Plan for the physical collection (including catalogues and/or database)?*

(i.e. a plan specifically for the audiovisual collection and not an overall organisation disaster plan).

Yes	No
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1.8: *If the answer to 1.7 is Yes, how often is this reviewed?*

Never	Annually	Monthly	Weekly	Daily
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1.9: *Does your organisation have a Disaster Plan for the digital collection (i.e. server or data tape)?
(i.e. a plan specifically for the audiovisual collection and not an overall organisation business continuity or disaster plan).*

Yes No

1.10: *If the answer to 1.9 is Yes, how often is this reviewed?*

Never Annually Monthly Weekly Daily

1.11: *Does your organisation have an active and enforced policy on workplace health and safety for staff working with the audiovisual collection?*

Yes No

1.12: *Does your organisation have a structured and systematic training programme for both new and existing professional and technical staff working with the audiovisual collection?*

Yes No

1.13: *Does your organisation have a specific budget for training staff in audiovisual archiving?*

Yes No

1.14: *Have any of your staff participated in audiovisual archiving training within the past 2 years?*

Yes No

1.15: *Have any of your staff participated in training organised by SEAPAVAA within the past 3 years?*

Yes No

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Section 2: Professional and Technical Staff

2.1: *How to interpret and apply a code of ethics for audiovisual collection in respect to appraisal, selection, acquisition, preservation and the provision of access.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.2: *Understanding the appraisal, selection, acquisition, preservation and access requirements of an audiovisual collection (analogue and digital).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.3: *Protocols for handling and duplicating Indigenous Cultural Intellectual Property*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.4: *Risks to audiovisual collection and the physical objects (films, tapes etc) within a collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.5: *Types and formats of the physical objects (films, tapes etc) in an audiovisual collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.6: *Safe handling of the physical objects (films, tapes etc) in an audiovisual collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.7: *Condition reporting (documenting the actual physical condition e.g. damage decomposition etc.) of the physical objects (films, tapes etc.) within the collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

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2.8: *Risks to the physical objects (films, tapes etc) in an audiovisual collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.9: *Conservation or disaster recovery of the physical objects (films, tapes etc).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.10: *Technical selection of audio visual material for duplication (eg which is the best copy to duplicate).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.11: *Preparing physical objects (films, tapes etc) for duplication/digitisation).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.12: *Preparation of physical objects (films, tapes etc) for long term storage.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.13: *Technical standards for the digitisation of audio tapes.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.14: *Technical standards for the digitisation of video tapes.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.15: *Technical standards for the digitisation of films.*

Urgent need Some need No need

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Depth of training required:

Detailed Basic None

2.16: *Interpreting and selecting standards for the appraisal, selection, acquisition, preservation and access of born digital objects (e.g. digital files output from digital sources e.g. digital cameras and sound recording devices).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

2.17: *Disaster recovery of the digital collection (file based, e.g. stored on servers or data tape).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

Other training requirements:

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Section 3: Managers and Supervisors

3.1: *How to develop and apply a code of ethics for audiovisual collection in respect to appraisal, selection, acquisition, preservation and the provision of access.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.2: *Understanding the appraisal, selection, acquisition, preservation and access requirements of an analogue audiovisual collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.3: *Understanding the appraisal, selection, acquisition, preservation and access requirements of a digital audiovisual collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.4: *Establishing protocols when dealing with Indigenous Cultural Intellectual Property (collection management, handling, duplication).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.5: *Life cycle of an audiovisual collection.
i.e. how to plan for future needs in terms of duplication/migration & storage.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.6: *Advocacy for an audiovisual archive and its collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.7: *Developing a collection cyclic maintenance plan (analogue and digital audiovisual collection).*

Urgent need Some need No need

Depth of training required:

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	Detailed	Basic	None
3.8: <i>Preservation workflow analysis.</i>	Urgent need	Some need	No need
<i>Depth of training required:</i>	Detailed	Basic	None
3.9: <i>Risks to audiovisual collection and physical objects (films, tapes etc) within a collection.</i>	Urgent need	Some need	No need
<i>Depth of training required:</i>	Detailed	Basic	None
3.10: <i>Developing an audiovisual collection disaster and recovery plan (analogue collections).</i>	Urgent need	Some need	No need
<i>Depth of training required:</i>	Detailed	Basic	None
3.11: <i>Identifying staff training needs on audiovisual archiving.</i>	Urgent need	Some need	No need
<i>Depth of training required:</i>	Detailed	Basic	None
3.12: <i>Developing staff training strategies.</i>	Urgent need	Some need	No need
<i>Depth of training required:</i>	Detailed	Basic	None
3.13: <i>Developing and managing large scale projects such as major digitisation projects or disaster recovery.</i>	Urgent need	Some need	No need
<i>Depth of training required:</i>	Detailed	Basic	None
3.14: <i>Types and formats of physical objects (films, tapes etc) in an audiovisual collection.</i>	Urgent need	Some need	No need
<i>Depth of training required:</i>	Detailed	Basic	None
3.15: <i>Safe handling physical objects (films, tapes etc) in an audiovisual collection.</i>	Urgent need	Some need	No need

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Depth of training required:

Detailed Basic None

3.16: *Condition reporting (documenting the actual physical condition e.g. damage decomposition etc) of the physical objects (films, tapes etc) within the collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic

3.17: *Conservation or disaster recovery of physical objects (films, tapes etc).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.18: *Preparing physical objects (films, tapes etc) for duplication/digitisation.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.19: *Developing and using an audiovisual collection management database.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.20: *Technical standards for the digitisation of audio tapes.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.21: *Technical standards for the digitisation of video tapes.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.22: *Technical standards for the digitisation of film.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

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3.23: *Establishing technical standards for the quality control of digital files (still images, audio and moving image).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.24: *The infrastructure required for a digital workflow.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.25: *Managing the shift from an analogue to a digital environment.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.26: *Understanding and using metadata.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.27: *Managing and maintaining a digital collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

3.28: *Disaster recovery of the digital collection (file based, e.g. stored on servers or data tape).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

Other training requirements

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Section 4: Senior Managers and Directors

4.1: *How to develop and apply a code of ethics for audiovisual collections in respect to appraisal, selection, preservation and the provision of access.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

4.2: *Establishing protocols when dealing with Indigenous Cultural Intellectual Property (collection management, handling, duplication).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

4.3: *Understanding the appraisal, selection, preservation and access requirements of an audiovisual collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

4.4: *The infrastructure required for a digital archive.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

4.5: *Managing the shift from an analogue to a digital environment.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

4.6: *Risks to audiovisual collections and the physical objects (e.g. films, tapes etc) within a collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

4.7: *Risks to digital audiovisual collections (i.e. digital files stored on servers or data tapes etc).*

Urgent need Some need No need

Depth of training required:

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	Detailed	Basic	None
4.8:	<i>Developing and using an audiovisual collection management database.</i>		
	Urgent need	Some need	No need
	<i>Depth of training required:</i>		
	Detailed	Basic	None
4.9:	<i>Understanding and using metadata to manage an audiovisual collection.</i>		
	Urgent need	Some need	No need
	<i>Depth of training required:</i>		
	Detailed	Basic	None
4.10:	<i>Life cycle of an audiovisual collection.</i>		
	<i>i.e. how to plan for future needs in terms of duplication/migration of content.</i>		
	Urgent need	Some need	No need
	<i>Depth of training required:</i>		
	Detailed	Basic	None
4.11:	<i>Advocacy for an audiovisual archive & its collection.</i>		
	Urgent need	Some need	No need
	<i>Depth of training required:</i>		
	Detailed	Basic	None
4.12:	<i>Preservation workflow analysis.</i>		
	Urgent need	Some need	No need
	<i>Depth of training required:</i>		
	Detailed	Basic	None
4.13:	<i>Conservation or disaster recovery of physical objects (e.g. films, tapes, etc) in an audiovisual collection.</i>		
	Urgent need	Some need	No need
	<i>Depth of training required:</i>		
	Detailed	Basic	None
4.14:	<i>Developing a collection disaster and recovery plan for analogue and digital audiovisual collection.</i>		
	Urgent need	Some need	No need
	<i>Depth of training required:</i>		
	Detailed	Basic	None

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4.15: *Developing and managing large scale projects such as major digitisation projects or disaster recovery.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

4.16 *Types and formats of physical objects (e.g. films, tapes, etc) in an audiovisual collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

4.17: *Safe handling physical objects (e.g. films, tapes, etc) in an audiovisual collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

4.18: *Condition reporting (documenting the actual physical condition e.g. damage decomposition etc) of the physical objects (e.g. films, tapes, etc) in an audiovisual collection.*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

4.19: *Disaster recovery of the digital collection (file based, e.g. stored on servers or data tape).*

Urgent need Some need No need

Depth of training required:

Detailed Basic None

Other training requirements