# Australian Institute of Aboriginal and Torres Strait Islander Studies

## PANDORA Selection Guidelines

### 1. Introduction

The Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Collection joins with the National Library of Australia (NLA) and other State and Territory libraries, the National Film and Sound Archive (NFSA) and the Australian War Memorial (AWM) in recognising that there is a need to archive and preserve the significant portion of Australia's documentary heritage that is being produced online.

Building a national collection of online publications is a costly endeavour, so a collaborative effort which minimises duplication and extends coverage is important.

The NLA is responsible for archiving sites with a national coverage or focus. The State and Territory libraries and other special collecting agencies are responsible for archiving sites of state or local interest, or items within their special collecting areas. The special collecting area for the AIATSIS Collection is **Australian Indigenous studies, culture, knowledge and experience**.

This document outlines the selection criteria used by the AIATSIS Collection for archiving material in the PANDORA archive.. The guidelines cover publications located on the World Wide Web. They do not cover information search services, gopher and ftp sites, bulletin boards, news groups, social media sites or discussion lists.

### 2. Terminology

* **Online** is used in preference to ‘electronic’, ‘networked’ or ‘digital’ when describing material published on the Internet.
* **Home Page** is used as the entry point of a site. It is the default page that one is taken to when the Home page icon/button of a site is clicked on.
* **Site** means a collection of linked documents, mostly with the same basic Internet address (although there are often links to documents on other external sites).
* **Social Media is a site where there is user interaction.**
* **Title** means the entity that is being considered for archiving. It may be a single document or a number of linked documents with the same basic Internet address.
* **Archive** is used to mean the act of downloading from the Internet and storing on the National Library's server
* **Preserve** is used to mean taking certain steps (archiving, organising, describing, refreshing and migrating of titles) to ensure that the AIATSIS Collection can continue to provide long term access.

### 3. Intentions

The NLA and AIATSIS are operating on the basis that anything that is publicly available on the Internet is published.

The potential volume of material to be dealt with is overwhelming in relation to the resources available. A high degree of selectivity is therefore necessary.

Since publications may be uploaded on the Internet without the quality filtering mechanism provided by editors and publishers, standards can be more variable than they are in print. Distinctions between traditional categories of documents such as books, serials, manuscripts, working drafts and organisational records may be blurred in the online environment.

The AIATSIS Collections will not attempt to archive all versions/editions of a selected online title. In the online environment, publications can and often do change frequently and it is not feasible to capture all instances of change. Prior to archiving, a technical analysis of each title is conducted, and a decision made on the frequency of capture desirable. The publication pattern and the importance of the information will be two factors affecting this decision. The majority of sites will be archived annually and selected titles may be archived more regularly.

### 4. Selection Guidelines for content on Australian Indigenous studies, cultures, knowledges and experience

Creator and content are the primary factors for determining selection. To be selected for archiving, a significant proportion of a work should:

1. Be by an Australian Indigenous person, community or organisation about **Australian Aboriginal and or Torres Strait Islander cultures, knowledges and experience;**

and/or

1. Be by an Australian Indigenous person or other author and contain a significant proportion of information of relevance to **Australian Indigenous studies.**

Whole websites of Indigenous communities, groups, organisations or individuals, where the website contains information about the community, group, organisation or individual, and/or newsletters, history, cultural information or language may be archived.

Parts of websites of Indigenous organisations which contain policy documents, newsletters, history, cultural information or language may be archived.

Parts of websites of government, non-government, business, educational and other organisations which contain Indigenous policy documents, program information, newsletters, history, cultural information or language may be archived.

### Multiple versions

Where there are both online and physical format versions of a publication available, the physical format version may be acquired and the online version may also be selected for preservation in order to provide perpetual online access.

### Authority and research value

High priority is given to authoritative1 online publications with a high likelihood of future use or long term research value2.

### Title parameters

Both higher and lower links on the site are explored to establish which components form a title that stands on its own for the purposes of archiving. Internal links only are archived.

Preference is given to breaking down large sites into component titles and selecting those which meet the guidelines. However, sometimes the components of larger publications or sites do not stand well on their own but together do form a valuable source of information. In this case the site will be archived as an entity.

### Sensitive materials

AIATSIS will adhere to the *Australian Aboriginal and Torres Strait Islander Studies Act* 2016 (Cth) (<https://www.legislation.gov.au/Details/C2016A00006>) and the *Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services* (<http://aiatsis.gov.au/atsilirn/protocols.php>) when selecting material for archiving.

### Exclusions

Types of publications that will not be selected for preservation include:

* Promotional sites, online newspapers and advertising.
* Sites which only serve the purpose of organising Internet information (eg directories and portals).
* Items deemed not publicly available (eg material on intranets, commercial-in-confidence).
* Drafts or works in progress.
* Most blogs unless content is of outstanding quality and relevance.
* Pages hosted on social media sites.

These guidelines will be reviewed on a two yearly basis. However, they may be updated at any time to reflect strategic direction or policy change.

For further information please contact:

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or

**National Library of Australia**

[**http://pandora.nla.gov.au**](http://pandora.nla.gov.au)

1. In order to determine the authority of a title, it should be clear which organisation or individual is responsible for producing it and what the qualifications or expertise of the creator/s are. Ideally, background information about the organisation or individual should be available. It may be necessary to research the legitimacy of the organisation, the individual or the information.
2. The National Library’s definition of ‘research value’ in regards to online publications means that the publication should be a ‘substantial compilation of information’.