Port Macquarie Museum
Digitisation Policy

1 Introduction and Context
1.1 A museum collection is held in perpetuity, in trust for the community, for their benefit and enjoyment today and in the future. Part of managing the collection is to digitise it, ensuring digitised master files are preserved for posterity and making digitised collection content accessible for research, knowledge creation and enjoyment.

1.2 The Port Macquarie Museum has been digitising its collection of photographs since the early 2000s and its collection of artefacts and archives since 2010. Public access records on the Museum's eHive page are regularly harvested and made public on the National Library of Australia's Trove database.

1.3 In 2023, with financial assistance from the NSW Government's Creative Capital Program, the Museum established the Mid North Coast Regional Digitisation Hub. The Hub's role is to support the digitisation of Mid North Coast cultural collections to sector standards and to improve access to digitised collections.

1.4 This policy is specific to the digitisation of the Port Macquarie Museum collection.

1.5 For the purpose of this policy, the term *digitisation* refers to the conversion of analogue information into digital form, and *preservation* means the creation of preservation masters and surrogates to the appropriate digitisation standards for preservation purposes.

2 Digitisation Standards
2.1 The Port Macquarie Museum has adopted The National Archives of Australia's – Preservation Digitisation Standards (January 2022)[1] and Museums and Galleries of NSW – Crystal Clear Guidelines (V1.2 October 2021)[2] as its current preservation standards.

3 Digitisation Aims
The purpose of digitising the collection is to:
3.1 Improve access to the Museum's collection, and
3.2 Preserve the Museum's collection by creating digitised master preservation records to capture at risk material, as well as to reduce manual handling of vulnerable material.

4 Digitisation Principles
4.1 Digitise once to the appropriate standard to create a faithful representation of the original item.
4.2 The Museum respects the rights of content owners and creators as well as cultural sensitivities.

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[1] https://www.naa.gov.au/about-us/who-we-are/accountability-and-reporting/archival-policy-and-planning/preservation-digitisation-standards, accessed on 16 March 2024
[2] https://mgnsw.org.au/wp-content/uploads/2021/11/MGNSW_CrystalClear_1.2.pdf, accessed on 16 March 2024

4.3 The Museum will not digitise First Nations items without appropriate consultation with and consent of First Nations custodians and owners in accordance with the Create NSW Aboriginal Arts and Culture Protocols (June 2021)[3].

5 Digitisation Procedures

5.1 Ensure each item has a unique number in accordance with the Museum's collection acquisition procedures.

5.2 Ensure items are catalogued prior to digitisation.

5.3 Digitise the selected item using the appropriate equipment and digitisation specifications for its form, material and collection type.

5.4 Ensure preservation master and other digital files are saved to the Museum Server and/or Hub Server.

5.5 As appropriate, load digitised records to the relevant collection catalogue.

5.6 As appropriate, make digitised catalogue records publicly accessible.

6 Digitised Records Storage

6.1 All processed digitised records are to be stored on the Mid North Coast Regional Digitisation Hub Server or the Museum's Archives Server.

6.2 All records stored on the Mid North Coast Regional Digitisation Hub Server and the Museum's Archives Server are to be regularly backed up to other storage devices including those held offsite, and to Cloud Storage.

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[3] https://www.nsw.gov.au/arts-and-culture/engage-nsw-arts-and-culture/resource-hub/aboriginal-arts-and-culture-protocols, accessed on 16 March 2024