

ICA Training Programme Online Workshops 2021
Digital Asset Management systems and managing photographic collections:
Practical strategies for small and community archives
Friday 1st October, 09.30–12.30 CET¹
Outline

Overview

Many archives struggle with how best to manage, preserve and provide access to their photographic collections. Limited resources may seem an impediment to sustainable solutions, but by starting small and framing the processes against international metadata standards it is possible to establish a solid framework for ensuring the long-term preservation and accessibility of both born-digital and digitised images. This workshop, which will be delivered in English, will provide practical, creative solutions for small and large-scale photographic collections.

This workshop will cover the following topics:

- Born-digital and digitised photographic collections
- Digital Asset Management vs Collection Management Systems
- Managing multiple stakeholders
- Scalable and customised solutions
- Rights management

This is a practical workshop on how to manage an extensive photographic collection with limited resources. Drawing on her own experiences with implementing a digital asset management (DAM) solution, Facilitator Julia Mant will provide advice on setting project parameters, engaging stakeholders and achieving key objectives without spending a lot of money or having a large team of people.

A DAM system allows for multiple stakeholders to engage with the system and supports a variety of stakeholder usage while ensuring the important descriptive metadata and rights management information is embedded in the digital image. And it doesn't have to be expensive – a DAM implementation can be scalable.

Although the benefits of a DAM will be discussed, the workshop will canvass alternative free options and collection management systems, and is neutral on software solutions, rather

¹ 08.30–11.30 BST and 17.30–20.30 AEST

providing participants with the tools to assess their specific needs and deliver real results. Participants will have the opportunity to discuss their own projects and plans.

The workshop is suitable for sole archivists or small archives with limited resources, archivists from developing countries requiring creative solutions.

Learning Outcomes

At the end of the workshop participants will be able to:

- assess DAM system specifications
- understand the differences between Digital asset management and collection or archival management systems
- build strategies to ensure standardised, reusable descriptive metadata tagging.

Workshop Facilitator

Julia Mant is a professional archivist and former President of the Australian Society of Archivists. She has worked in educational, community and public sector archives since 1999. Julia has an undergraduate degree in History and Theatre and holds a Graduate Diploma in Science (Information Services - Archives and Records) from Edith Cowan University and Graduate Diploma in Applied Intellectual Property from the UNSW. Julia has worked on a variety of archival and community photographic projects and edited Dr J. Gumbula's *Mali' Buku-Ruŋanmaram: Images from Miliŋinbi (Milingimbi) and surrounds*, recipient of a Mander-Jones Award from the ASA in 2012. Having worked in small archives and at times as a sole archivist, Julia is familiar with how to overcome resourcing challenges and implement innovative, practical solutions.

Programme

09.30	Introductions
09.45	Putting photographic collections online
10:00	Understanding digital asset management systems
10.20	Metadata for photographs
10.45	Break
11.00	Project planning: requirements, rights, stakeholders
11.45	Assessing options: managing resources
12.15	Conclusions and feedback
12.30	Finish

