

Criteria for Audiovisual Deposits at AIATSIS

For extended information please review the

**AIATSIS Audiovisual Archive Collections Management Policy Manual – Section
5.0 Acquisitions Policy**

5.3 Categories of material accepted:

The AIATSIS Audiovisual Archive collects the following types of materials, which it deems acceptable:

- analogue and digital audio recordings;
- still photography, including black and white negatives, gelatin silver and cibachrome prints, colour transparencies and high resolution digital files, as well as heritage items such as glass plate negatives and albumen prints;
- moving images, including film, analogue video and digital video;

5.4 Supplementary selection criteria: Materials are evaluated against the following criteria:

- availability of substantial supporting documentation;
- verification of provenance;
- confirmation of clear legal title;
- physical condition;
- availability of suitable storage and display conditions;
- availability of suitable playback equipment; and
- terms of deposit.

For a summary of suitable digital formats for archiving, please see the document [Audiovisual Technical Standards for Digital Submissions](#) (PDF).

Preferred media and formats:

5.3.1 Preferred photographic media and formats

Most traditional colour slide and black and white film, from 35mm to large format, will be considered as suitable media for deposit. Glass plate negatives are also accepted. AIATSIS will only consider reproductions (e.g., black and white prints) for deposit where the original film cannot be located. Both colour negative film and the prints from it are not archivally stable and will therefore only be considered for deposit under exceptional circumstances.

AIATSIS will only accept digital files that meet the standards listed in the document *Technical Standards & Guidelines for Digitisation*. A minimum chip size of 5 megapixels is recommended for digital cameras. Files should be stored in "camera raw" or best quality, best resolution TIFF. When returning digital images to AIATSIS, a copy of the camera's interface software should also be submitted.

Camera rolls or files should be labelled in a clear, logical sequence.

5.3.2 Preferred audio media and formats

AIATSIS accepts recordings on standard analogue cassette, digital audio tape, digital disc and solid state audio. Better known brands of carrier are recommended, such as Sony, Phillips, BASF, TDK, Prodisc or Verbatim. Carriers or files should be labelled in a clear, logical sequence and recordings should be identified as either stereo or mono.

Cassettes and DATs should be no longer than 60 minutes. Metal or chrome cassettes and noise reduction systems such as Dolby should be avoided. Analogue cassette recorders with a standard tape speed of 1 7/8" or 4.75cm/sec are recommended.

Digital recordings should be in BWF, WAV or AIFF format. They should be made at the highest sample rate and bit depth possible, preferably 24 bit, 48 kHz or greater. Standard minidisc and other compressed formats should be avoided, as should long play options.

5.3.3 Preferred video media and formats

AIATSIS accepts video recordings on Mini DV, DV Cam, DVC Pro, VHS, VHS-C, SVHS, video8, Hi8, Digital8, U-Matic High Band, U-Matic Low Band, U-Matic SP, Betacam, SP Betacam and Digital Betacam. Better known brands of tape are recommended, such as Sony, Phillips, BASF, TDK or Fuji. Long play options should be avoided.

All carriers or files should be labelled in a clear, logical sequence.

5.5 Arrangement of digital material for deposit

When depositing material in digital form, depositors are asked to ensure that:

- carriers, such as CDs, are clearly labelled and arranged, preferably in chronological order;
- files are clearly named and arranged, preferably in chronological order;
- documentation is provided in pdf or xml format, explaining the naming and arrangement of files. Any additional documentation provided should be in pdf or xml format, including input from language software;
- audio, moving image, photographic and other file types are provided on **separate carriers**; and
- individual audio and video files are restricted to a length which can be listened to or viewed in a single sitting, preferably less than two hours (maximum two gigabyte file size).

Please take careful note of section 5.5, 'arrangement of digital material for deposit'. We receive many digital collections that contain a variety of file types in no discernable order and with no explanatory notes. Due to the volume of material we receive, we are forced to return collections that do not meet our criteria.

Note:

Preservation of AV Material: All accessioned original audiovisual material is scheduled for preservation copying, but only at-risk items are scheduled for immediate copying. Upon completion copies can be provided.