



THE RETURNED & SERVICES LEAGUE OF AUSTRALIA
WA BRANCH INCORPORATED
LIVING HISTORY PROJECT



In reply please quote:

Collection Policy – Archive Project

RSL Mission Statement

To ensure that programs are in place for the well-being, care, compensation and commemoration of serving and ex-service Defence Force members and their dependants. Promoting Government and community awareness of the need for a secure, stable and progressive Australia.

The State Branch was established in 1916 and has the principal purpose of promoting the interests and welfare of former and serving members of the Australian Defence Force and their dependants and for this purpose has the following objectives

- To assist and care for the sick, elderly and needy by providing, or assisting to provide, pensions, benefits, accommodation, medical treatment, rehabilitation, employment opportunities and other forms of welfare.
- To establish and accept trusts for the welfare and benefit of any member of the League, its Sub-Branches, or of any member, or ex-member, of the Australian Defence Force, or their dependants.
- To make grants to and give assistance to such persons, trusts, groups, associations, societies, institutions or other organisations and authorities and to establish such scholarships as the Branch may from time to time determine.
- To perpetuate the close and kindly ties of friendship created by mutual service in the Australian Defence Force or in the forces of nations traditionally allied with Australia and the recollections associated with that experience, to maintain a proper standard of dignity and honour among all past and present members of the Australian Defence Force, and to set an example of public spirit and noble hearted endeavour.
- To ensure the preservation of the memory and the records of those who suffered and died for the Nation; to ensure the erection of memorials to their valour and ensure they have suitable burial places; to preserve in their honour ANZAC Day, Remembrance Day and other commemorative occasions.
- To promote the defence of the Nation, and guard the good name and preserve the interests and standing of members of the Australian Defence Force.
- To encourage members of the League and other citizens to serve the Nation with a spirit of self-sacrifice and loyalty.
- To maintain a national association, non-sectarian, and in relation to party politics, non-partisan.
- To enunciate, from time to time, its policy on national and state questions and to encourage members of the League, and Sub-Branches to abide by, support and actively carry out, such policy so far as is permitted by law.
- To establish, maintain, furnish and equip premises, information bureaux, libraries, literary, social, educational and benevolent institutions for the benefit and advancement of members of the League and its Sub-Branches, and to print, circulate and publish such papers, books, magazines and circulars and carry on such other literary and journalistic undertakings that may be conducive to the objects of the League.
- To subscribe or donate or become a member of and co-operate, with any other body of persons corporate or unincorporated whose object are similar to those of the League and which prohibits the distribution of its or their income and property amongst its or their members, to an extent at least as great as is imposed on the League under or by virtue of the provisions of these Rules.





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- To establish women's auxiliaries and other auxiliaries of the League throughout the State of Western Australia and in such other places as the League may from time to time determine.
- To accept subscriptions and donations whether of real or personal estate and devises and bequests for all or any of the purposes aforesaid and so far as permitted by law to dispose of or to lease and accept surrenders of leases and manage all real estate (including leaseholds) so received and not required or capable of being occupied for the purposes of the State Branch. The State Branch shall take or hold any property, which may be subject to any trust; the State Branch shall only deal with the same in such manner as allowed by law, having regard to such trust.
- To invest and deal with any of the moneys or other assets of the Branch not immediately required upon such securities and in such manner as the Branch may determine.
- To invest and deal in real estate and to hold property for the purposes of furthering all or any of the objects of the League.
- To borrow or raise money in such a manner as the Branch may think fit, for any of its objects and in particular by mortgage, or other securities, upon all or any of the property of the Branch, present or future.
- To pay out of the funds of the Branch all expenses of and incidental to the formation thereof, its management and the carrying out of its object, including the payment of salaries to persons employed by it.
- To engage in or carry on a trade or business of any kind whatsoever, including the production, development, creation, licensing and otherwise exploitation of and use and protection of intellectual property and, subject to these Rules and pursuant By-Laws, to apply the profits income or capital of any trade or business for any of the purposes or objects of the Branch.
- To make contributions from funds of the Branch, by way of gratuities, testimonials or otherwise, to any person, body, institution or organisation where, in the opinion of Congress, State Executive or Board of Directors such should be made.
- To do all such other lawful things as are conducive or incidental to the attainment of any of the above objects.
- To make, amend and repeal By-Laws pursuant to these Rules.

Archive Project Aims and Objectives

The Archive Project Aims to work with the sub-branches to tell the history of the RSL within Western Australia. The Project aims to;

- Collect content that tells the story of the RSL, its sub-branches and its members within Western Australia.
- To make available information to people from the content collected through the development of an online exhibition; and
- To strengthen relationships in the community with other collecting institutions to ensure the future preservation of collections.
- To maintain digital archive of content collected for preservation and continuing accessibility.

Purpose of Collection

The purpose of the collection is to collect content for the development of an online exhibition to tell the story of the RSL. Content collected is not necessarily guaranteed to appear in the online exhibition, the decision resting with the Archive Project Committee. The content collected will form part of a digital archive which will be maintained by the RSL in Perth for preservation.



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Scope of Collection

Content collected to be related specifically to the RSL in Western Australia.

- Photographs of sub-branch buildings, members or events
- Oral histories of sub-branch members focusing on their recollections of the RSL in the community.
- Documents relating to the operation and/or formation of the sub-branch
- Video imagery of sub-branches and its members
- Documentation or photographs relating to memorials in the care of the sub-branch.
- Honour Boards and Rolls in the custody of the sub-branch
- Sub-Branch Charter

How material will be collected

The material will be collected by travelling out to sub-branches. Copies made of materials will be made using a scanner and the original returned to the owner straight away. Photographs belonging to individuals will be copied only with a permission to use image form being completed. The collection of material is not a guarantee it will appear in the online exhibition. The decision as to what to collect will be made on a case by case basis depending on the material available. Oral Histories will be conducted with the signing of permission to use oral history form and will be made in consultation with sub-branch officials.

The digital archive that is created will be maintained by the RSL in Perth for the duration of the project. Upon completion of the project we will maintain the digital archive in house and store a copy offsite.

Formats

The content collected will be digitised and the original returned to the owner. See Appendix 1 and 2 for forms to use images and oral histories.

- Scanned content will be in PDF/A OCR
- Still images will be taken at resolution of 6 megapixels as per State Library Digitisation Standards. RAW format and JPEG for display.
- Digital Audio. The master file should be the unedited "born digital" file from the recorder. It should be 128kb/sec or higher
- Video Imagery – RAW format or native camera format MPEG4 for access. The video camera uses H.264/MPEG-4 AVC coding which is lossless meaning when uncompressed nothing from the original file is lost.



Metadata

To ensure the content remains accessible and to attribute meaning to images, we will be embedding metadata into images. We will be using Dublin Core Metadata, the categories we will be using listed below;

- Contributor (who provided us with image)
- Coverage (sub-branch related to)
- Creator (person or organisation responsible for creation)
- Date (of the image, not the date entered)
- Description (depends on the object as to whether will include)
- Format (MIME)
- Language
- Publisher (will be project name – RSL)
- Relation (related resource)
- Rights (information held about rights – include form number that donor signed)
- Subject (Keyword identifier from thesaurus)
- Title (name given to resource)

Possibly use - Extensible Metadata Platform by Adobe – software for the embedding of metadata.

Naming Conventions

{[year.month.date]_Name Sub-Branch_title of file}

year circa

Name Sub-Branch

MIME – text, image, audio, video, application

Persons will be entered in the following way – {Title First Name Surname}

Full terms rather than acronyms.

Date will be {year.month.day} or if not specific just {year}

Language

The content collection will be focused on English, we do have the Turkish Sub-Branch and Vietnamese Sub-Branch using Turkish and Vietnamese languages but due to limitations in translation we will focus on English.

Preservation

In order to secure the long term survival of the collection we will be working with local libraries and local collecting groups to care for sub-branch collections. Due to limitations on space and resources at ANZAC House, we will be encouraging sub-branches to maintain their collections with the assistance from local collecting organisations.



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Definitions

- PDF/A – Part of the PDF suite but without the proprietary based features of PDF making it more appropriate for archiving. Adopted as International Standard for archiving.
- OCR – Optical Character Recognition
- Lossless - Lossless and lossy compression are terms that describe whether or not, in the compression of a file, all original data can be recovered when the file is uncompressed. With lossless compression, every single bit of data that was originally in the file remains after the file is uncompressed. All of the information is completely restored.
- Lossy – Method of compression that reduces a file by permanently eliminating certain information, especially redundant information. When the file is uncompressed, only a part of the original information is still there.

Approval

The Archive Project Collection Policy 2010 was approved by the Archive Project Committee at their meeting on Wednesday 6th October, 2010.

Signature:



Professor John Stephens (Chairman)

Date:

18/11/10
