

COLLECTION PROTOCOL FRAMEWORK

CALL Collection Website and Archive

The Centre for Australian Languages and Linguistics (CALL) Collection has developed this Collection Protocol Framework in consultation with the CALL Collection staff, the CALL Collection advisory and working group, and Terri Janke and Company. The Protocols have been prepared with reference to Aboriginal and Torres Strait Islander Library, Information and Resource Network (ATSILIRN) protocols for libraries, archives and collections and to national and international library standards for Indigenous collections.

ACKNOWLEDGMENTS

The CALL Collection acknowledges Elders and cultural custodians who have contributed to the CALL Collection, as well as the many language speakers, language workers and students who have added to the CALL Collection.

In addition, many other people including linguists, teachers, lecturers and endangered language project workers have supported and contributed to the CALL Collection, and their efforts are appreciated and acknowledged.

The CALL Collection acknowledges the traditional custodians of the land where the physical archive is hosted with the Library at the Batchelor campus of Batchelor Institute of Indigenous Tertiary Education (BIITE).

DEFINITIONS

BIITE means Batchelor Institute of Indigenous Tertiary Education.

Batchelor Institute or the **Institute** means Batchelor Institute of Indigenous Tertiary Education.

CALL means Centre for Australian Languages and Linguistics at Batchelor Institute.

CALL Collection means the archive of text, audio and videos made by Batchelor Institute and CALL staff and students, language workers, linguists, schools and literature production centres.

Digitisation project means the CALL project to digitise further materials in the CALL Collection for access and use on the CALL Collection website.

Indigenous Cultural and Intellectual Property or ICIP means Indigenous peoples' rights to their heritage. Heritage comprises all objects, sites and knowledge including language, the nature or use of which has been transmitted or continues to be transmitted from generation to generation, and which is regarded as pertaining to a particular Indigenous group or its territory.

Intellectual Property or IP means industrial and intellectual property rights, including any copyright, database, patent, design, trade mark, domain name, business name, know-how, trade secret, confidential information.

1. THE CALL COLLECTION

The purpose of the CALL Collection is to preserve, maintain and support access to an archive of materials and resources in and about/related to Australian Indigenous languages, many of which are now endangered or extinct.

The archive is a significant cultural resource for people seeking to access materials in their own language, people working in education and research, language maintenance and revival projects and Batchelor Institute and CALL students and staff.

As such the CALL Collection is a valuable preservation, research and cultural maintenance asset for Batchelor Institute and Australia, but above all is a form of cultural capital for those people whose languages are represented, and those who have contributed to the archive with their own language.

2. BACKGROUND

The CALL Collection was established with the closure of the School of Australian Linguistics (SAL), which in 1989 became CALL within Batchelor Institute (then Batchelor College).

Books, student work and resources from SAL formed the first materials of the CALL Collection. Since then many other items have been deposited with the CALL Collection, including materials, resources and student work developed during Batchelor Institute courses and programs, especially Aboriginal Language Fortnights and 'Own Language'

courses; and materials produced at Literature Production Centres, schools or as part of linguistics and language work or endangered language projects.

In 2014, Batchelor Institute Library organised a National Library Significance Assessment as the first step in applying for a Cultural Heritage Assessment grant.

The CALL Collection consists of a physical archive and the CALL Collection website and database, and digital archives. In 2016, the CALL Collection will upgrade to a more public focus through a website that allows users to view the catalogue and have access to some materials available under the CALL Collection Website Terms of Use, including ends user and, in some cases, Creative Commons' licences (digitisation project).

3. AIMS OF THE CALL COLLECTION

The CALL Collection supports the understanding that language underpins identity and culture, and that Indigenous language maintenance and revival is essential to the advancement and wellbeing of Indigenous people and to all Australians becoming better informed. The CALL Collection aims to strengthen maintenance, survival and revival of Indigenous language and culture through:

- Preservation
- Access
- Support
- Awareness.

4. KEY OBJECTIVES

To meet these focus points, the CALL Collection strives to fulfil the following key objectives.

Promote and support cultural maintenance into the future

- Support access to materials for: language speakers; people working in or studying their own language; endangered, recovery, and maintenance language projects; other cultural projects and activities
- Digitise materials to increase accessibility through website or special requests
- Assist people to learn digitisation and archive skills through training
- Encourage people to participate in digitising and working with materials in their own language through workshops and training
- Support people to strengthen identity through language

Promote education and research in Indigenous languages

- Support language education for current and future generations
- Support research into Indigenous languages through promoting and increasing access to the CALL Collection, and growing the CALL Collection
- Support the language courses of the Institute with access to the CALL Collection and training for students
- Support people engaging in their own language teaching, learning, and research projects, courses and activities
- Support the education of people throughout Australia and world-wide in understanding the value, significance and importance of Indigenous languages
- Participate in networks, training and conferences that increase awareness, education and training in Indigenous languages

Provide safe ways for people to access the CALL Collection

- Assist people to access materials in their own language in a way that is safe for them and the Collection, and respects cultural restrictions or requirements
- Refer to culture and laws across ICIP and national/international IP laws in the development of procedures, protocols and strategies
- Seek consultation where possible regarding how people want to use the Collection, and any cultural requirements or restrictions
- Digitise materials to increase accessibility while protecting original hard copies from damage or loss through handling

Provide a safe place to keep language materials

- Prevent loss, damage; plan for disaster management
- Commit to ongoing preservation strategies, including culturally appropriate storage and access plans and solutions
- Digitise materials to increase accessibility while protecting original hard copies from damage or loss through handling
- Respect cultural restrictions, including secret and sacred materials
- Deal appropriately with out-dated, offensive materials

Support the development of the CALL Collection into the future

- Develop and establish resources for a growing CALL Collection, including the digitisation project for hard-copy and born-digital materials
- Develop a sustainability and futures plan for the CALL Collection
- Create networks with libraries, language centres, national and international collection and archive networks

Promote awareness and recognition of the value, significance and importance of Indigenous languages

- Digitise materials (with permission) for access online worldwide
- Develop a website to increase awareness of Indigenous languages and the people and culture who keep them alive
- Sustain and create networks with libraries, language centres, national and international collections and archive networks

5. CALL COLLECTION PROTOCOLS FRAMEWORK

The CALL Collection Protocols Framework (Protocols), Collection Development Framework and related documents, Consent forms and Website Terms of Use have been developed with consideration of the Ten True Tracks ICIP principles developed by Terri Janke and Company, including: Respect, Self Determination, Prior Informed Consent and Consultation, Attribution, Interpretation, Integrity, Secret/Sacred and Privacy Issues, Sharing Benefits, Maintaining Indigenous Culture, Recognition and Protection.

The Protocols inform the ongoing development framework of the CALL Collection. The Protocols will be updated as required. Procedures in the CALL Collection Development Framework must be matched against a checklist to be developed under the Ten True Tracks principle headings and the Protocols.

6. ACCESS TO THE ARCHIVE

A key focus of the CALL Collection's activities and projects is to make the materials within the CALL Collection accessible to people who are learning, maintaining and reviving Indigenous languages through their own language work, or other language and linguistics projects. This commitment to make materials accessible is at the heart of the digitisation, preservation and website projects.

Access to the CALL Collection must follow the Protocols, and the procedures of the Collection Development Framework, including Consent processes, Website Terms of Use, and guidelines for access to physical and digital items, which strive to respect the value of the items and any cultural or other restrictions required. The Collection Development Framework may be updated from time to time to respond to changing requirements.

7. PERMISSION TO DIGITISE AND MAKE ITEMS AVAILABLE ONLINE

An extensive permission strategy for the digitisation and website project, adapted to changing needs, will enable materials from the CALL Collection to be viewed on the CALL Collection website. This requires consultation with communities, the Batchelor Institute community, individuals, organisations and other projects for use of the material in the CALL Collection and on the CALL Collection website. Procedures for the Permission Strategy Framework strive to respect creators, copyright holders and other cultural stakeholders where appropriate, including Elders and community representatives. The Permission Strategy is part of the Collection Development Framework, and may be updated as required.

The Permission Strategy Framework includes procedures, forms and information for creators, participants and users that cover ICIP and collective rights, copyright, moral rights, creators' rights and other IP requirements. In this way the CALL Collection strives to reflect the 'both-ways' philosophy of Batchelor Institute, engaging with both Indigenous and non-Indigenous concerns regarding permissions and benefits. The consent documents have been developed in collaboration with Terri Janke and Company and in consideration of the Ten True Tracks principles.

No materials in the CALL Collection should be made publicly accessible without the permission of the copyright owners or the authorised consent of representatives for an organisation that is the copyright owner (e.g. a school, Department of Education).

ICIP and courtesy to authors and illustrators may require items to go through a consent process with both the copyright owners and other stakeholders or creators who may not be the copyright owners but do have an ICIP, moral rights or other interest in the material in the CALL Collection.



The CALL Collection welcomes the guidance, suggestions and advice of Elders and Community Leaders regarding permission processes, procedures and ways of approaching consent.

People assisting with the consent processes are asked to agree to guidelines that aim to protect and respect the material, the creators and the copyright owners.

8. ATTRIBUTION AND IDENTIFICATION

The CALL Collection strives to acknowledge and identify copyright holders, creators and participants in projects. This includes reference to a community or cultural group or clan where appropriate and required. The Website Terms of Use require that users give proper attribution and identification of people. The Collection welcomes people to contact the Library to provide further information about works where people or cultural authorities or groups have not been mentioned on the physical item. The attribution and identification obligation extends beyond IP laws e.g. copyright, to the appropriate mention of other people or groups with ICIP interests in the work.

9. PRIORITIES FOR DIGITISATION

- Materials will be prioritised for digitisation according to:
 - damage/deterioration risk
 - endangered languages
 - extinct languages
 - special requests for student, teaching, training workshop or project purposes
 - special requests that benefit Indigenous people working on their own language
 - community or language projects.

People may contact Batchelor Institute Library to inform the CALL Collection of an upcoming workshop where materials may be useful, or of a special request e.g. for own language work, study etc. The CALL Collection's capacity to digitise within a certain timeframe will depend on staffing and funding resources.

10. ICIP (CULTURAL), PRIVACY AND IP RESTRICTIONS

The CALL Collection respects restrictions on use of materials, including in relation to ICIP, copyright, moral rights or other restrictions. This includes cultural restrictions that may be placed on materials, including secret or sacred works or materials restricted for a period of time or by

gender, for example, men only, women only, adults only access or access restrictions because someone has passed away. Where the CALL Collection is notified of a restriction, all reasonable efforts will be made to ensure that the appropriate measures are put in place. People wanting to provide notification of a restriction should contact the CALL Collection Project Officer at the Batchelor Institute Library ph: (08) 8939 7103 or email call.archive@batchelor.edu.au.

The CALL Collection Website Terms of Use allow Batchelor Institute to remove material from the CALL Collection website. It is at Batchelor Institute's discretion whether to remove material from the CALL Collection website upon request from a third party. While the CALL Collection can remove material from public view and place a notice regarding the removal of the material on the CALL Collection and the CALL Collection website, the CALL Collection cannot remove material from a user's computer that has already been downloaded from the CALL Collection website. See the CALL Collection Website Terms of Use.

A notification will be placed on the CALL Collection website homepage:

- to notify users that names, images and recordings of Indigenous people who have passed away may be in the CALL Collection and available on the CALL Collection website.
- to notify users of CALL Collection contact details if they wish to report a restriction on material.

A notification is placed on the door of the physical CALL Collection archive room to remind people accessing the CALL Collection that the names, images and recordings of Indigenous people who have passed away or other restrictions may apply to materials in the CALL Collection.

11. OFFENSIVE, OUT-DATED MATERIALS

Materials that the Library has flagged as offensive to some people are assigned to a specific shelf area in Batchelor Institute Library stacks for the CALL Collection (not for general public access except by special request e.g. for study purposes). These items must be labelled appropriately according to Batchelor Institute's Library and CALL Collection procedures.

Where a user of Batchelor Institute Library or the CALL Collection identifies material that may be categorised as offensive, the user should contact Batchelor Institute Library to alert staff to the material: (08) 8939 7103 or email call.archive@batchelor.edu.au.

12. CALL COLLECTION WEBSITE TERMS OF USE

Users of the CALL Collection website are bound by the CALL Collection Website Terms of Use (Terms of Use) or in some cases an External Provider's Terms of Use (e.g. a CC licence). Users wanting to use or download material from the CALL Collection website must abide and be bound by the licence terms relevant to them and the material as listed in the Website Terms of Use or an External Provider's Terms of Use, as displayed on the webpage showing the material. Users must agree to the Terms of Use before they can access the material. In some cases Batchelor Institute may ask users to provide further information. See the Website Terms of Use for further information.

The Website Terms of Use include three levels of End User Licence for the General Public, Education and Research, and Cultural Maintenance. These levels correspond to how a user may access the work. This trust system relies on users to abide by the licence that applies to them. Batchelor Institute may terminate any licence of a person if in the Institute's opinion that person has breached the Website Terms of Use or an External Provider's Terms of Use. The Collection may remove a work from public view on the website for cultural restriction purposes, breaches of Terms of Use or other reasons that the

13. PHYSICAL ARCHIVE

The materials in the CALL Collection are treated with respect and care, including respect for notified and labelled restrictions. To this end, access to materials in the CALL Collection archive room at Batchelor Institute Library must be arranged through Batchelor Institute Library. Materials are located by a Batchelor Institute Library assistant and taken to the Batchelor Institute Library for viewing. Materials must not be removed from the CALL Collection without being registered, authorised and appropriately prepared, as per the CALL Collection procedures.

Items in the physical archive must be labelled appropriately, including cultural restriction labels.

Where material has a restriction in place, the Library must follow the restriction in granting or refusing access to the material. For example if an item is Women Only restricted, the item could not be provided to a man to view/use.

14. DIGITAL PRESERVATION AND ARCHIVE

The materials in the CALL Collection are digitised to ensure preservation, enable access and as part of the disaster management plan. Not all items in the digital archive are available on the website. Items must have passed through the consent process before being made public on the website. Security and password measures must be in place to protect the privacy, cultural restrictions and publication restrictions of digital materials. Only CALL Collection staff workers may access the full archive. CALL Collection staff workers must respect cultural restrictions for labelled materials. Digital items with cultural restrictions must be labelled appropriately.

15. PARTNERSHIPS AND NETWORKS

The Call Collection, through Batchelor Institute Library, will encourage partnerships with other collections, archives, language centres, libraries and organisations, in an effort to:

- make materials in Indigenous languages more easily accessible
- promote the CALL Collection and its key objectives
- support the language and cultural work of other organisations and projects
- strengthen the collective aim of organisations, projects and networks to promote and raise awareness of Indigenous languages.

Under Section 50 of the Copyright Act, the Collection may provide copies of items to other Collections or archives. The Collection will strive to work with language centres and Indigenous collections to promote access and preservation of language materials.

16. REPATRIATION

The CALL Collection is committed to the repatriation of duplicates and copies of materials, especially to creators of materials, communities and language centres or schools trying to grow their collections for people to learn and maintain their own language. Materials for repatriation will be processed through Batchelor Institute Library. Language centres, schools and individuals are encouraged to contact the CALL Collection Project Officer at the Batchelor Institute Library to find out if there are duplicates of language materials that could be repatriated: (08) 8939 7103 or email call.archive@batchelor.edu.au.

17. OFFERS OF MATERIALS

The CALL Collection welcomes offers and donations of materials that fulfil the CALL Collection purposes and key objectives listed above. Where people wish to lodge other materials that are not in language or about language, but are related to Indigenous culture, they should contact Batchelor Institute Library (08) 8939 7103 or email call.archive@batchelor.edu.au. Batchelor Institute Library may be able to provide advice regarding donations of materials to other libraries or organisations.

18. COMMUNITY AND CULTURAL PARTICIPATION AND BENEFITS

The CALL Collection welcomes community and cultural input from Indigenous people who wish to add to the CALL Collection, or to volunteer or apply for vacant positions related to the CALL Collection. The CALL Collection welcomes the network and collaboration of people, language centres, schools and other organisations committed to the support of Indigenous languages and the maintenance of archives and access to materials.

The Collection welcomes information regarding attribution, identification of participants, identification of language, cultural information, cultural restriction information or other details about materials in the Collection.

The Collection will as far as is possible support language work and communities, through sharing knowledge and training in archive work and digitisation preservation, responding to requests for material to be digitised, responding to offers of materials, and repatriation of duplicates or digital items on request. This is subject to the Collection's capacity, funding and staffing allocations at any given time.

19. EMPLOYMENT

Batchelor Institute encourages Indigenous applicants to apply for CALL Collection vacant positions.

20. BATCHELOR INSTITUTE COMMUNITY

The CALL Collection acknowledges the strong connection with students and staff from the past, and recognises the value of the deposits they made in good faith and for the benefit of Batchelor Institute and Indigenous communities, to strengthen culture, preserve language, and provide resources for people working on their own language then and into the future.

Student use of the CALL Collection is a priority, and the digitisation project will aim to support language workshops and course activities where possible. The CALL Collection welcomes deposits from students and values their input. The strength of the student community and their links to home communities and language work is valued as a key influence in the CALL Collection.

The commitment of Batchelor Institute staff to the CALL Collection is also acknowledged, including deposits of both teaching resources and research, and identification of materials, languages and participants, as well as provision of free translations and other information.

Making materials accessible for students and Batchelor Institute staff is a priority of the digitisation project, with the aim to benefit language speakers and those engaging in study, research or teaching of their own or other languages.

Where possible, the CALL Collection will make reasonable efforts to prioritise reasonable requests by Batchelor Institute staff or students, or teachers in community schools, for materials to be digitised to use in language workshops, projects or courses. Requests may have to go through a consent process, which might take some time. Contact the Library about requests to digitise materials. The ability to fulfil requests is subject to the capacity, funding and staffing of the Collection.

21. PRIVACY

The digitisation project and the CALL Collection abide by the Batchelor Institute Privacy Policy.