



contextualise

anonymise

users using copyrighted material

if we can create a universal approach across docs this can become our cheatsheet

users agreements

contextualise

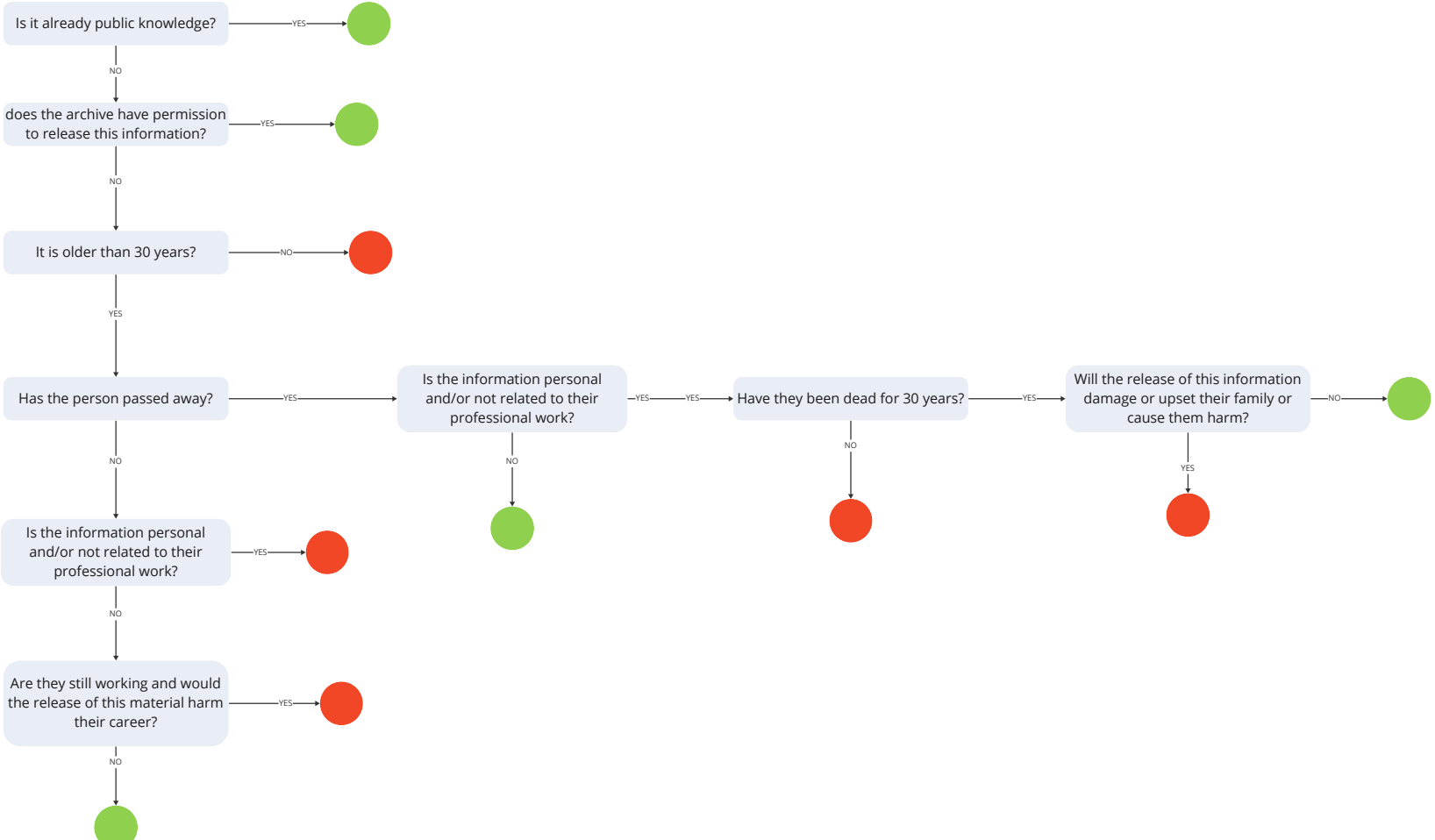
is it personal?

orphan works

takedown

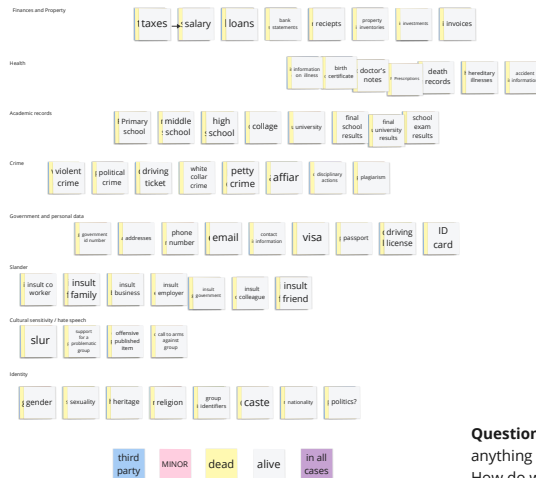
takedown and alterations report and agreement





NOT SENSITIVE English, non-identifiable people	SENSITIVE, SENSITIVITY English and non-English people	MINOR SENSITIVITY English, non-identifiable and non-English people	SENSITIVE, SENSITIVITY English, non-identifiable and non-English people	SENSITIVE, SENSITIVITY English and non-English people
public information	not public information			

DO NOT
ACCEPT



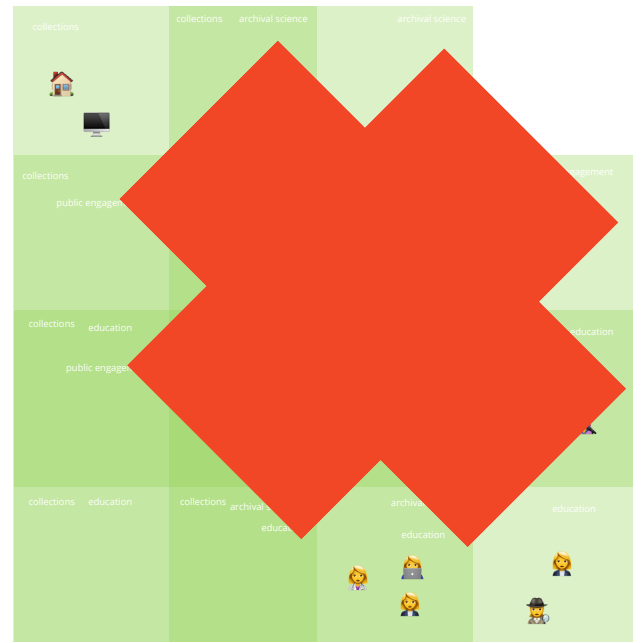
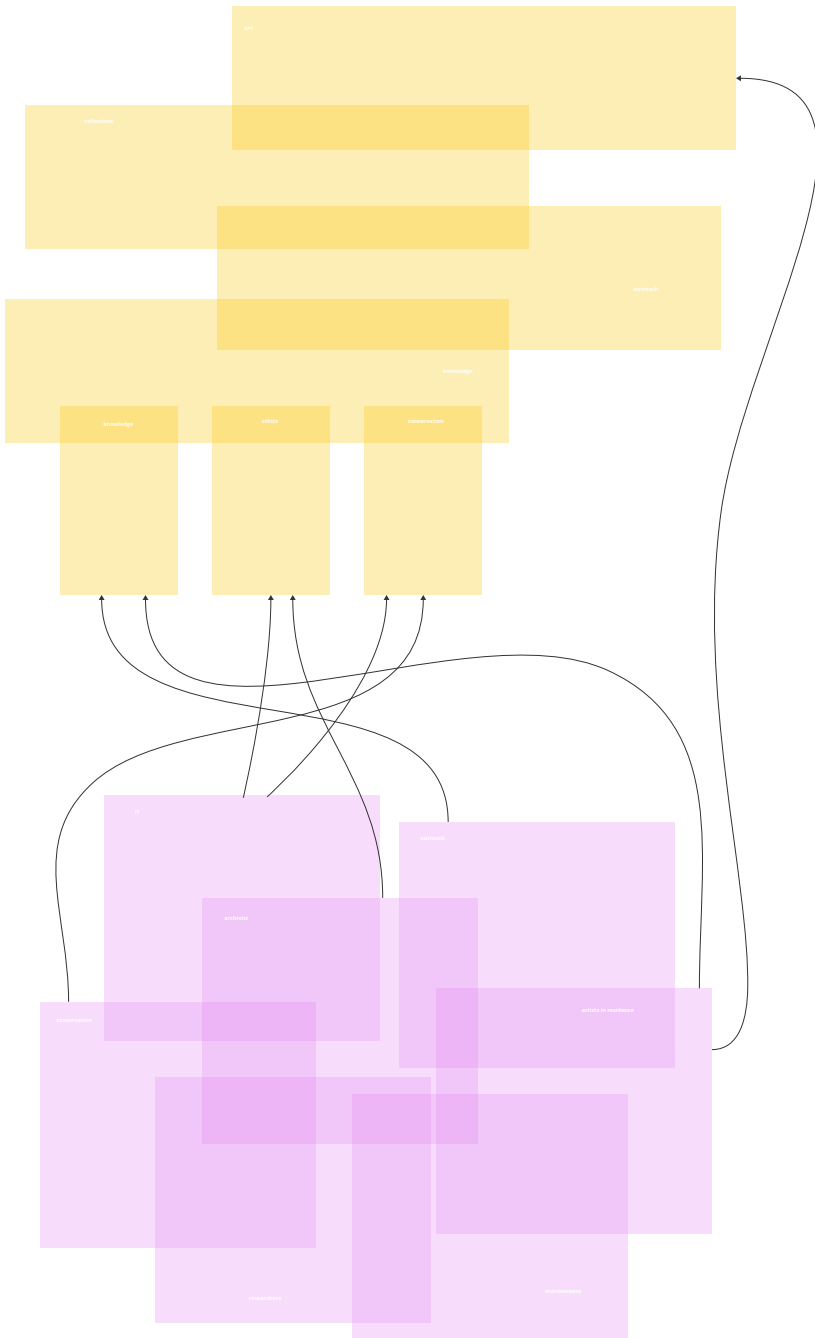
Questions:

anything that is public knowledge should be made accessible. Right?
How do we feel about any information on minors?

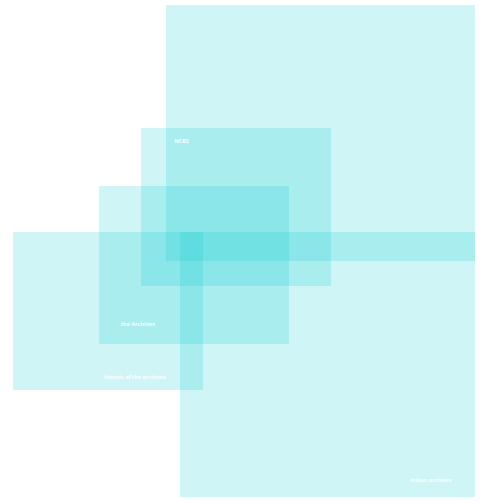
DO NOT
ACCEPT

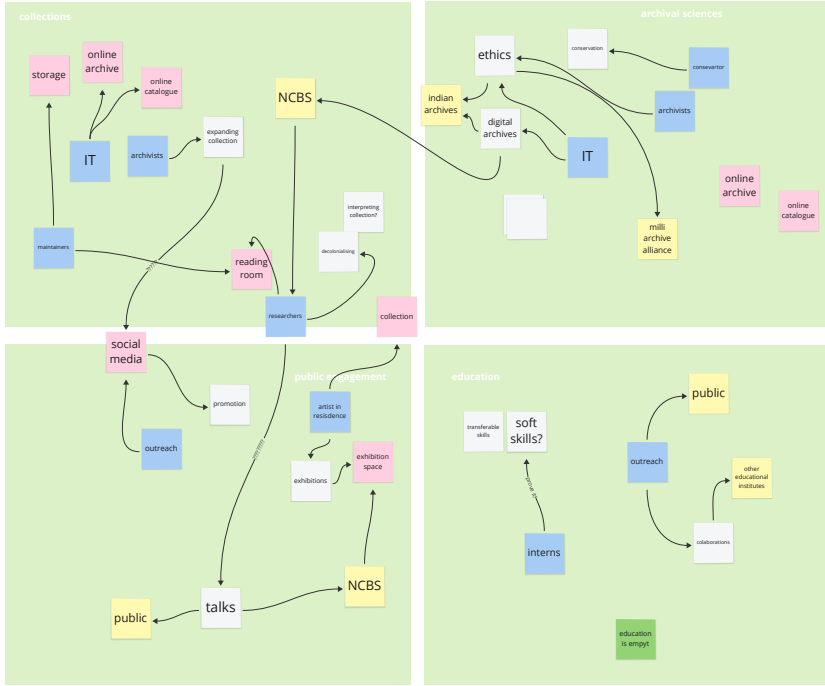
SENSITIVE

FINE



Various technical teams from across NCBS – civil, architecture, electrical, IT, instrumentation, hospitality – helped conceptualize and build the physical structure of the Archives at NCBS. The archiving team (see list below) has been a crew of over 60 students and professionals working in short stints between 2016 and 2022; archivists and historians, journalists and writers, scientists and administrators and librarians, students of sociology, engineering, history, photography, the sciences, marketing, education, and architecture and design. The Archives is governed by a guiding Archives Policy, an internal Archives Review Committee and an external advisory board. The Archives has had generous assistance from the archivists and conservators at various centres in Bangalore, across India and around the world.





visitors to the archives

friends of the archives

archive interns /
artists in residence

staff

maintenance staff

- What privileges do friends of the archives have?
- What is the after care processes for interns?
- How do interns review their time here?
- How do you quantify this experience?
- What does the archive make?
- What do interns give to the archive? (except for labour?)
- What do artists give to the archive?
- Why should people interact with the archive?

Making for the future

What additional material?

How do we map additional material to the recording

any reflection work from the interviewer

What metadata?

how does metadata differ between recordings?

What questions?

How do we ask anchoring questions when people do know the birthday or go to school?

What legal agreements?

how do you make agreements for the iterate?

Maintaining for the future

What additional material?

what are we going to keep?

What metadata?

What questions (+ answers)?

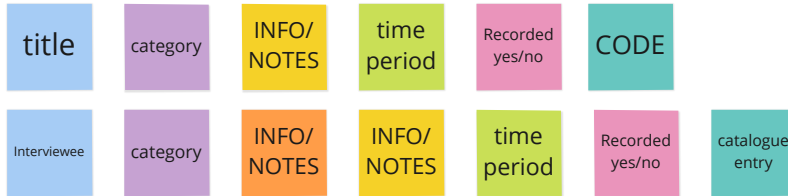
maintaining language

What legal agreements?

What happens when the law changes?

Oral history at Archives at NCBS

Oral history management system (an excel spreadsheet)





TO DO

DOING

DONE

Wish list

- Arekere Mini Forest
- MAP
- botanics
-
- cricket
- book shop
- fabrics
- Tea
- aerospace

find examples of archives with outreach

Find lit on interns and culture

read trove lit

check out archive review websites

write report on away day

read ethics guide



ACCESS

donor & family OG owner institution

copyright defamation personal data change in law

Item is in storage Item is catalogued Item is digitised Item is online Item is google-able

what are the access rules during accession?

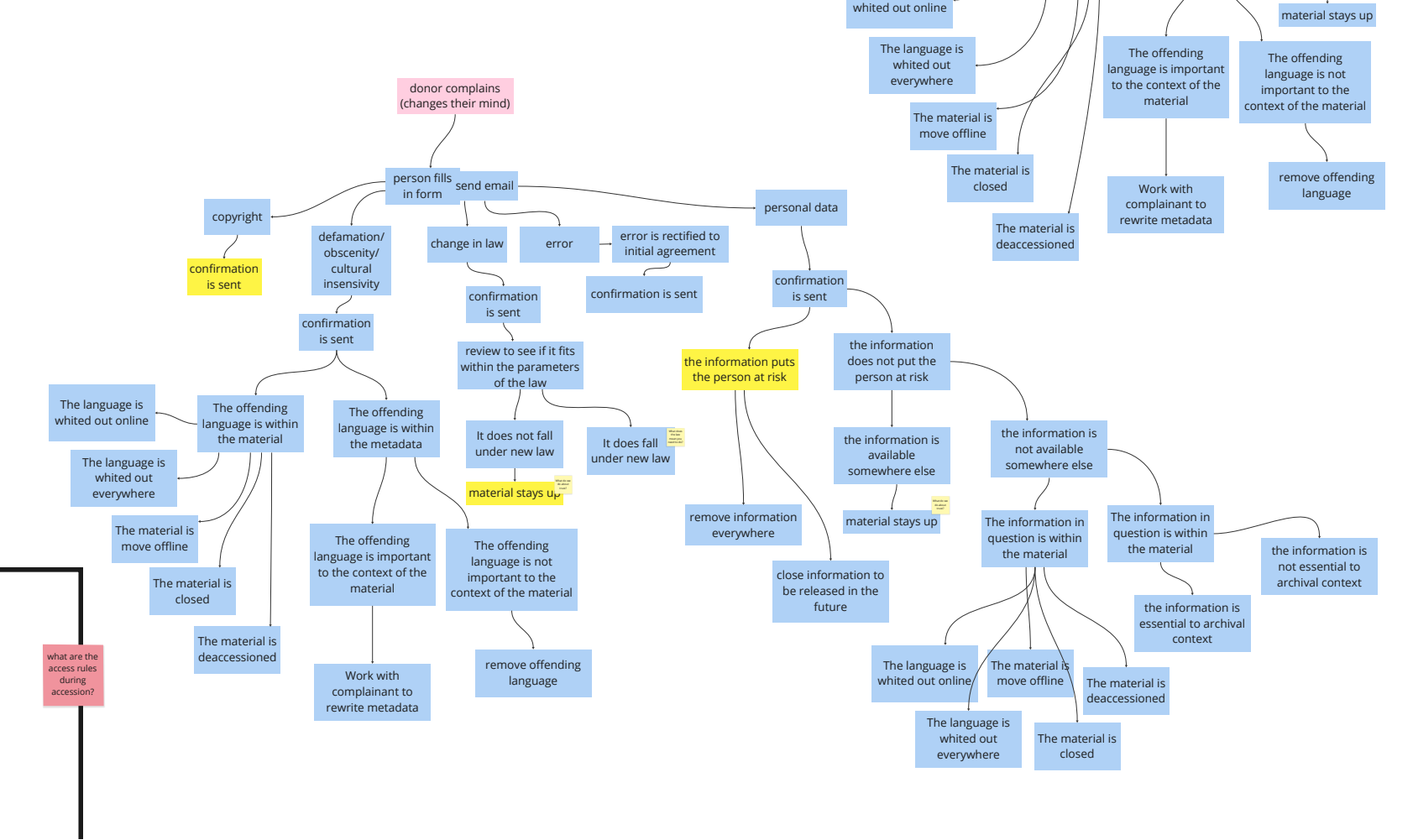
TAKEDOWN

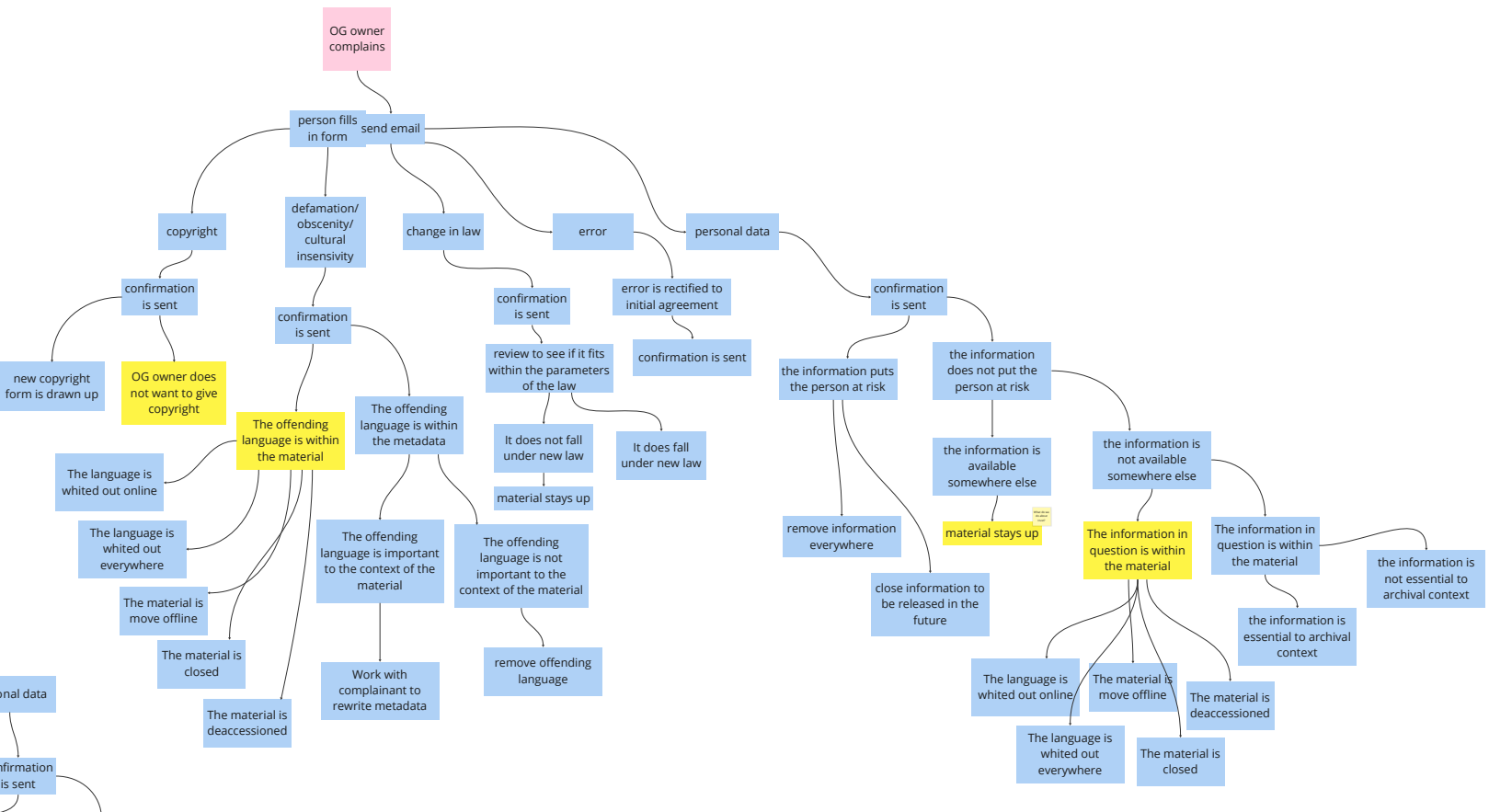
donor complains (changes their mind) OG owner complains family of donor complain family of OG owner complain institution complains funder archive takedown

outsider

copyright defamation personal data change in law

Item is in storage Item is catalogued Item is digitised Item is online Item is google-able





family of OG owner complain

copyright

person fills in form

send email

personal data

confirmation is sent

defamation/obscenity/cultural insensitivity

change in law

error

error is rectified to initial agreement

confirmation is sent

new copyright form is drawn up

OG owner does not want to give copyright

confirmation is sent

confirmation is sent

confirmation is sent

confirmation is sent

the information puts the person at risk

the information does not put the person at risk

The language is whited out online

The offending language is within the material

The offending language is within the metadata

review to see if it fits within the parameters of the law

It does not fall under new law

It does fall under new law

remove information everywhere

the information is available somewhere else

the information is not available somewhere else

The language is whited out everywhere

The offending language is important to the context of the material

The offending language is not important to the context of the material

material stays up

remove offending language

close information to be released in the future

material stays up

The information in question is within the material

The information in question is within the material

the information is not essential to archival context

The material is move offline

The material is closed

The material is deaccessioned

Work with complainant to rewrite metadata

The language is whited out online

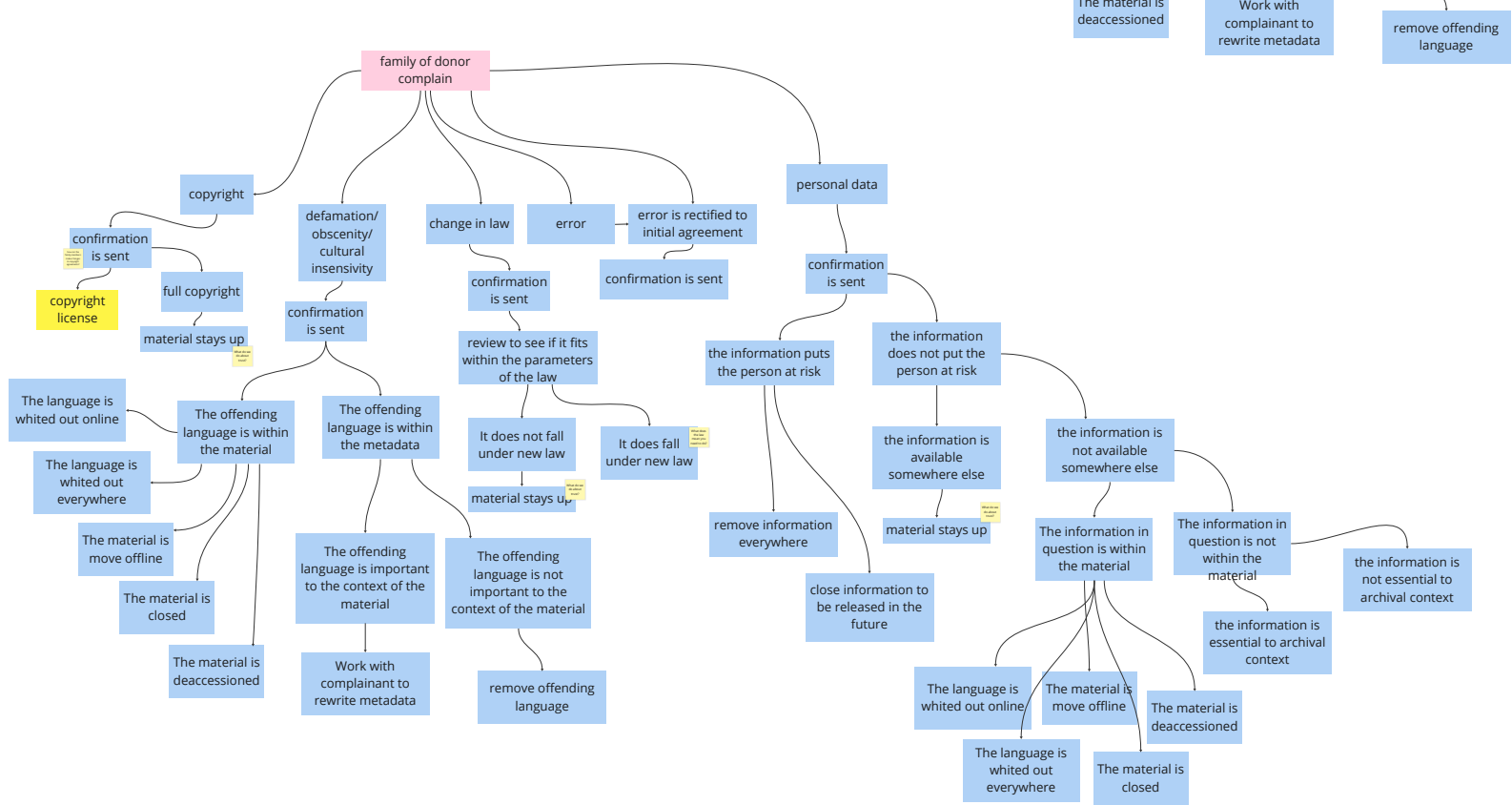
The material is move offline

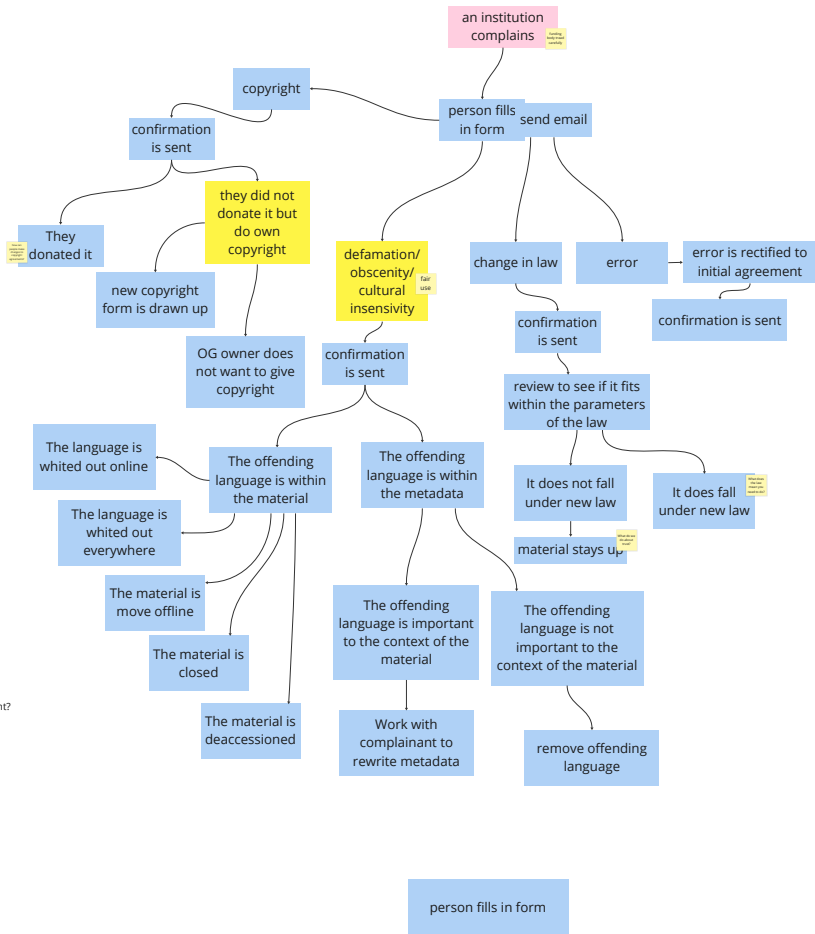
The material is deaccessioned

the information is essential to archival context

The language is whited out everywhere

The material is closed





Right?

