

MaC Self-Review

1

All historical organisations need a 'big picture' to be working towards in order to make effective plans and decisions.

The purpose or mission of our organisation is

Things you may like to consider are:

- the reason/s why the organisation exists
- what the organisation does
- who it does it for

2

Viability is important for ensuring your organisation can continue to function well into the future.

The main ways we ensure the organisation's viability are

Please give between three and five examples

Things you may like to consider are:

- what forward planning you do
- financial procedures you have and how reporting is done
- income from services your organisation provides
- external sources of funding, such as from allocation from parent body, grants or sponsorship
- what you do to plan for and instigate an annual budget
- membership and fundraising activities
- links with other community organisations or services
- community engagement projects and activities
- developing and maintaining the skills of workers
- succession planning
- the online presence that you have

3

Accountability and operating ethically are important for fostering community trust in your organisation's ability to manage its operations and collections into the future.

Key things we do to run the organisation in a responsible, accountable and ethical way, and manage records of the organisation are

Please give between three and five examples

Things you may like to consider are:

- how organisation records are made and kept
- how responsibility for the running of the organisation is established and maintained
- what is done to ensure the organisation behaves ethically in relation to workers, collection and audiences
- how are the operations of the organisation reported on within the organisation and the wider community
- policies, procedures and written plans you have to guide the running of the organisation
- complying with copyright and privacy regulations

4

It's important to represent and celebrate the diverse pasts of communities, to be inclusive and to include different points of view.

Historical themes that our organisation presents that are important to our community/audiences are

Please give between three and five examples

Things you may like to consider are:

- your organisation's purpose and place in the community (which could include online community)
- the relevance of the historical themes your organisation champions/presents
- how you know what your audiences think is important history
- expectations your community/audience has about what history is collected or told
- ways in which you've been able to respond to community historical interest or expectations

5

Knowing about your audiences and getting them involved in what you do adds value to your organisation and the collections you manage.

Things we do to connect with and respond to our audiences are

Please give between three and five examples

Things you may like to consider are:

- who your audiences are and where they are located
- things you do to let potential audiences know about your organisation
- what you do to retain and grow your audience
- examples of where community/audience consultation has helped shape a project or program
- community/audience led programs you have helped facilitate
- community/audience data that you collect
- advice about research or collections
- community training that you provide
- answering historical and family history enquiries

6

Sharing collections and stories are valuable ways of engaging audiences and carrying out effective research.

The main ways we share collections and stories and engage our audiences with history are

Please give between three and five examples

Things you may like to consider are:

- how and when you make collections/history accessible to the public (including exhibitions, displays and online)
- examples of programs or activities your organisation runs
- opportunities that the public has to share history and collections with your organisation
- how you receive and respond to enquiries about the collections/history on which your organisation focusses
- keeping up the skills and knowledge of workers who are interacting with your audience
- different ways audiences can experience the collections/stories
- examples of when audience feedback has influenced how your organisation presents or shares history

7

Being active in the wider community can help your organisation demonstrate its relevance and help harness community support.

Ways that we contribute to the community are

Please give between three and five examples

Things you may like to consider are:

- examples of where your community has made use of your organisation's skills or resources
- examples of partnerships or collaborations with other organisations/groups
- ways your organisation's work has contributed to community conversations or debate
- things you do to support or champion your community using history/collections
- making your premises or services available to other community groups

8

Your collection is essential to why your organisation exists so it's important that it is documented, stored, displayed, preserved and managed in the best ways possible.

Important things we do to ensure collection items are preserved appropriately are

Please give between three and five examples

Things you may like to consider are:

- how risks to collections are assessed and managed
- how collection documentation is created and maintained
- how the organisation meets standards for collection digitisation projects and oral history projects
- the particular needs of different types of collection items
- the environmental conditions at your premises
- ways collections are accessed and handled
- skills and knowledge of people working with collections
- how collection items are cared for on display or in storage
- training for workers in collection care techniques
- disaster preparedness, such as disaster plan and salvage materials

9

It's important that organisations 'future proof' to meet anticipated or likely changes in the future.

Key things we are focussing on to develop or improve aspects of our organisation management, collections management, collections care and programs and services we offer are

Please give between three and five examples

Things you may like to consider are:

- systems/processes used to record information about collection items
- instruction provided to people working with the collection
- future plans for the organisation or for the collection
- digitisation of collection items
- ways your community accesses and gets value from the collection
- collection care or collection management issues
- engaging with different audiences
- implementing policies and procedures for collections management and care
- maintaining organisation and collection records
- having enough workers with the appropriate skills

10

Safe, secure and well-maintained premises, sites and systems are essential to effectively managing your organisations and collections.

Key things we do to meet health and safety, public liability and fire safety obligations, and to keep up with security and maintenance needs are

Please give between three and five examples

Things you may like to consider are:

- how health and safety of workers and audiences is managed
- how safety-related legislative obligations are met
- security of websites and digital data storage
- data backup systems
- maintenance (including storage and migration) of digital collections
- insurance
- accessibility of physical and online sites
- links with local government or other authorities that assist you
- how you maintain your organisation's site/building

All South Australian history organisations are part of the overall historical landscape and each can contribute in many different ways to the SA history story.

Ways that we contribute, or would like to contribute, to the wider South Australian history/museum network are

Please give between three and five examples

Things you may like to consider are:

- examples of sharing information or resources with another organisation
- organisational membership of relevant professional organisation/s
- publicly accessible resources you have produced (such as school resources, guide brochures)
- having digital collections available online
- history/collections based social media activities
- community and history events, programs or activities that you create and run
- other community and history events, programs or activities in which you participate

Please attach the following items with this self-review

- Organisation Summary template
- Copy of constitution or other document that shows how the organisation is managed and run
- Signed statement from your organisation's management/committee confirming agreement to undertake the self-review

If you would like to you are also invited to attach

- Collection Policy
- Forward Plan
- Anything else you would like to include

Forward your completed self review to community@history.sa.gov.au to be part of the MaC program.