

# MaC Self-Review

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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

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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

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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

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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

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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

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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

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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](mailto:community@history.sa.gov.au) to be part of the MaC program.