

**Public Record Office Victoria  
Sir Rupert Hamer Awards**

# **Case Study**



## **Victorian Jazz Archive**

Taking it to the World - Jazz Digitisation Project



**Public Record  
Office Victoria**



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## Sir Rupert Hamer Awards Case Study 2015

### Victorian Jazz Archive



Sir Rupert Hamer Award recipient, the Victorian Jazz Archive (also known as the Australian Jazz Museum) enhanced the value of their digital collection by uploading over 1000 images to their database, enabling users to gain a deep insight into Australia's rich jazz history. All this wonderful work was done by maximising their limited resources and using volunteers.

#### Key Topics

Digitisation, images, archives, database, music.

#### Key Discoveries

- Images are a popular form of access to a collection.
- Digitisation is an excellent way to provide access to a collection to a wide range of people.
- With a grant for proper training, the right equipment, planning and commitment, even a reasonably large digitising project can be achieved by a small organisation.

#### About

The [Victorian Jazz Archive](#) (VJA), based in Wantirna, holds one of the largest collections of jazz history and research material in Australia. The archive is open to the public and manages music resources and memorabilia reflecting Australia's jazz heritage and culture from the 1920s to the present day.

#### The Challenge

The challenge faced by VJA was to provide simple offsite access to their extensive range of images including

photographs, album covers and posters.

*The Victorian Jazz Archive saw itself as a 'living museum' that was actively involved in local community activities.*

The VJA had developed an online presence some years ago by creating a website with a comprehensive searchable database, however they recognised the need to provide a similar level of access to their image collections.

The VJA saw itself as a 'living museum' that was actively involved in local community activities. With this in mind, it was very important that the community had as much access to the VJA collection as possible. They wanted to give users the chance to gain deeper insight into Australia's rich jazz history. The VJA also had limited space to physically display their collection, so an alternative form of display was needed.

#### The Solution

The solution was a project to digitise

#### Sir Rupert Hamer Awards

The [Sir Rupert Hamer Awards](#), recognise excellence and innovation in records management within the Victorian Public Sector.

The Awards seek to highlight the importance of good recordkeeping in ensuring the accountability of governments and the efficient operation of public administration in the state of Victoria.



#### Victorian Jazz Archive wins Sir Rupert Hamer Award

The Victorian Jazz Archives received a 2013 Sir Rupert Hamer Award in the following category:

**Places of Deposit Category 2**  
'Providing enhanced records access to the local community'



the VJA image collection. VJA planned to upload 1000 images between June to December 2013 and to make it an ongoing project.

The project was made possible through a grant received from the [National Library Community Heritage Fund](#) that financed an all day workshop in 2013 so that volunteers could be trained how to digitise and how to ensure that the files were stored correctly for uploading.

The workshop was conducted by Andrew Long, a consultant to the [National Library of Australia](#) (NLA) and the main architect behind the [Trove](#) project at the NLA. With these volunteers well trained, it became possible to undertake a project of this size and ensure that at least part of the VJA's collection of over 50,000 items was available to the wider community.

## Approach

Overseen by Collections Manager Mel Blanchford, a group of six volunteers worked six hours a day, over two days each week on the project.

The VJA was lucky enough to already have high quality scanners that could manage records up to A3 in size. Any items larger than this, such as posters and scrapbooks, were digitised using a high quality digital



Sir Rupert Hamer Awards Ceremony 2014. L-R: Mel Blachford (VJA), Hon Heidi Victoria, Ralph Powell (VJA).

camera and lens.

The final step in the process was the uploading of the images. This took place after the software program used by Eastern Libraries, who host the VJA's online database, was updated to allow images to be added. This project for the VJA is ongoing as there are still several thousand images to be digitised and uploaded.

## The Result

There are now approximately 1300 images on the VJA's online database.

*The free access to so many images has proved to be a popular way to share the VJA's collection with the wider community.*

These are made up of 85 audio CD

covers, 593 12 inch LP record covers, 667 posters, 38 photographs and 16 paintings.

The free access to so many images has proved to be a popular way to share the VJA's collection with the wider community. Since the project began, the VJA's Facebook page has reached 204 likes, as of March 2014. In 2013 the VJA's website had over 3000 unique visitors and as of March 2014, it had already reached 850. The Australian Jazz Lovers Facebook page has shared numerous images from the VJA's database, receiving many positive comments from members.

Overall, the digitisation project has achieved what it set out to do. It has provided wider access to the VJA's extensive collection and this access will only become broader as more images are digitised.

For further information about the Sir Rupert Hamer Awards please go to <http://prov.vic.gov.au/government/sir-rupert-hamer-awards>

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