



AV526/6 Kodak Lab (1930s, Molly Coleman, Wessex Film and Sound Archive).

## Quick Start Guide

**Q: 'We are under resourced, and short on time – how can we address some of these issues quickly and effectively?'**

### TOOL 1: Acquisitions Questionnaire

Ask the right questions at right time.

### TOOL 2: Expanded Film Viewing and Inspection

When viewing films take a critical view: ask: 'who is holding the camera?'

Look at the physical object – does it tell you anything? (labels, ephemera, edits etc.)

### TOOL 3: Agent Fields

Make a note of what you find, in a way that works for your CMS

### TOOL 4: Metadata and Controlled Vocabularies

Don't be afraid to add gendered keywords to records – more words may mean more chance of a record being surfaced by a researcher.

Consider how helpful the title of an item is – if you have learned something new about gender, is this reflected in the title?

### TOOL 5: Using Other Research Resources

Upskill volunteers to use this toolkit, and support them to feel confident in questioning current practices and metadata.