

## Comparitive table: audiovisual archives, general archives, libraries and museums

This table shows, *in very simplified form*, some comparisons between four types of collecting institutions. In practice, of course, particular institutions may have elements of some or all of these strands, or vary from the model shown. The purpose is to broadly illustrate the institutional type associated with each profession.

	<b>Audiovisual archives</b>	<b>General archives</b>	<b>Libraries</b>	<b>Museums</b>
<b><i>What do they keep?</i></b>	Image and sound carriers, associated documents and artefacts	Selected inactive records: any format, usually unique and unpublished	Published materials in all formats	Objects, artefacts, associated documents
<b><i>How is the material arranged?</i></b>	Imposed system compatible with format, condition and status	In order established and used by creators	Imposed classification system (eg Dewey, Library of Congress)	Imposed system compatible with nature and condition of items
<b><i>Who can have access?</i></b>	Depends on policy, copy availability, copyright and contract agreements	Depends on policy and legality, donor/ depositor conditions	Depends on policy, general public or defined community	Depends on policy, general public or defined community
<b><i>How do you find what you want?</i></b>	Search catalogues, lists, staff consultation	Search guides, inventories, other documents	Search catalogues, browse shelves, staff consultation	View displays, staff consultation
<b><i>Where do you get access?</i></b>	Depends on policy, facilities and technology. On-site or remote.	On institution's premises, under supervision	On library premises, or (if borrowed) remote	In display areas
<b><i>What is their objective?</i></b>	Preservation and accessibility of audiovisual heritage	Protection of archives, and their evidential and informational values	Preservation and/or accessibility of materials and information	Preservation and accessibility of artefacts and information
<b><i>Why do you visit?</i></b>	Research, education, enjoyment, business	Proof of actions and transactions, research, enjoyment	Research, education, enjoyment	Research, education, enjoyment
<b><i>Who looks after the material?</i></b>	Audiovisual archivists	Archivists	Librarians	Museum curators

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