THANK YOU FOR JOINING US. WE WILL BEGIN PROMPTLY AT 2:00 PM EASTERN.

We will be on periodically to test your audio.
HOUSEKEEPING

- For best results:
  - Close other programs running on your computer; and
  - Turn off or move your cell phone away from your computer.
- Time has been set aside for questions
- Recording will be available after today’s presentation
Recording Begins
MPLP & AV
More Product, Less Process & Audiovisuals

Siobhan C. Hagan
Audiovisual Archivist
University of Baltimore>Langsdale Library>Special Collections
Audio. Video. Disco.

- Wavelengths with varying frequencies
- Wavelengths as signals
  - Analog: info is recorded as analogous to the original
  - Digital: info is recorded as 1’s and 0’s
- Record onto lots of different types of physical media
AV Processing Problems

- Sparse information
- Incorrect identification of formats
- Poor housing and storage
- Adding/subtracting boxes
- Inefficiently enhancing finding aids
Sparse Finding Aid

Box 580  Miracle on the beach.
Box 580  Hollywood yesterday.
Box 580  Interview with CED & others - 1959.
Box 580  Synanon group pic. - 1962.
Box 580  Blood.
Box 580  Detroit House - 1972.
Box 580  A/V Oakland School.
Box 580  Aerial footage of ranch & bay.
# Sparse Finding Aid

## Video Tapes - March (4-inch cassettes)

<table>
<thead>
<tr>
<th>Box</th>
<th>Dates</th>
<th>Cassettes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 406</td>
<td>1977-1983</td>
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<td>Box 407</td>
<td>1979-1983</td>
<td>18</td>
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<td>Box 408</td>
<td>1978-1982</td>
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## Video Tapes - BETA

<table>
<thead>
<tr>
<th>Box</th>
<th>Dates</th>
<th>Tapes</th>
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</thead>
<tbody>
<tr>
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<td>22</td>
</tr>
<tr>
<td>Box 406</td>
<td>1963-1983</td>
<td>9</td>
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</table>

## Video Tapes - Large Reel-to-Reel

<table>
<thead>
<tr>
<th>Box</th>
<th>Dates</th>
<th>Reels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 401</td>
<td>1975-1976</td>
<td>10</td>
</tr>
<tr>
<td>Box 402</td>
<td>1974-1981</td>
<td>18</td>
</tr>
</tbody>
</table>
MPLP

• Box/Shelf?
  • Absolute minimum: impossible?
  • Access vs. preservation

• Reinventing wheel
  • Waste of time
Incorrect Identification
Incorrect Identification
Training to ID

- Media Type
- Format
- Size
- Speed
- Generation

- Red flags!
  - Mold
  - Degradation
  - Etc.
## Media Type

- Film
- Video
- Audio
- Optical
Format

- Film
  - 8mm
    - Super8mm
    - Regular 8mm
  - 16mm
    - Full coat magnetic soundtrack
  - 35mm
    - Full coat magnetic soundtrack
  - 70mm
Full coat mag
Format

- Video
  - 2” Quadruplex open reel video
  - 1” open reel video
  - 1/2” open reel
  - 3/4” Umatic (SP)
  - Betamax
  - VHS
  - Betacam (SP)
  - Video8
2” Quad Open Reel Video

Photo: Robert Rex Jackson  videointerchange.com
1” Open Reel Video

labguysworld.com

½ inch Open Reel Video

Photo: Indiana University - Bloomington

Photo: Sony.net
$\frac{3}{4}$ inch U-Matic (SP)

Photo: Preservingvideo.blogspot.com
Betamax

Photo: Simplydv.biz

Photo: Ibenimagaes.com
Betacam (SP)

Photo: Datastores.co.uk

Photo: verrents.com
Video8


Photo: Ebay
Format

• Video (cont’d)
  • Hi8
  • Digital8
  • Digital Betacam (Digibeta)
  • MiniDV
  • DVCAM
  • DVCPRO
  • HDCAM (SR)
  • Etc.
Hi8

Photo: Amazon.com

Photo: Ebay
Digital Betacam (Digibeta)
MiniDV
DVCAM

Photo: Professionalmedia.hu

Photo: Alan Gordon
HDCAM (SR)

Photo: Professionalmedia.hu

Photo: Creativeplanetnetwork.com
Format

- Audio
  - Open reel tape: width ranging from \( \frac{1}{4} \) inch to 2 inches
    - Typically \( \frac{1}{4} \) inch
  - 8-Track
  - Compact Cassette
  - Microcassette
  - DAT
  - Record disc
  - Wire
  - Dictabelt
  - Etc.
¼ - 2 inch open reel audio tape

Photo: ja.wikipedia.org

Photo: Audiokarma.org
8-Track

Photo: fieldwoodhs.ednet.ns.ca

Photo: Fineartamerica.com
Compact cassette

Photo: collectiondiscovery.blogspot.com

Photo: blog.phonographic.com
Microcassette

DAT (Digital Audio Tape)
Record Disc
Wire
Dictabelt
Format

- Optical
  - LaserDisc
  - MiniDisc
  - CD
  - DVD
  - Blu-ray
Laserdisc
Minidisc
Compact Disc (CD)
Blu-Ray
Red flags

- Film
  - Mold
  - Vinegary smell
  - “Nitrate”
Mold

Photo: AZ Digital Transfers
Vinegar syndrome
Nitrate

Photo: George Eastman House
Red flags

- Video
- Mold

Photo: Video Recovery & Restoration
Red flags

- Audio
  - Mold

Photo: Chace Audio
Red flags

- Audio
  - Vinegary smell
Red flags

- Optical
  - Separation of the layers, warping, and cracking

Photo: Pvenda Photography
Proper Storage Orientation

- **Film**
  - Flat

- **Video**
  - Vertical

- **Audio**
  - Also vertical

- **Optical**
  - Oh, also vertical
Proper storage

- Archival Boxes, Paper and Plastics
Poor Housing
Poor Storage
Preservation Re-housing
Preservation Re-housing…
…and Storage?
MPLP Influenced

- Decisions → Policy
  - Collection-ish Level
  - Item-ish Level

- UCLA Library
  - Special Collections: Box-ish Level
  - Preservation: Item Level (more training needed)
Levels of Processing

- Special Collections: Box-ish Level (recommended minimum)
  - Numbers of formats
  - Date range of content
  - Proper storage orientation
  - Red flags!
- Preservation Processing: Item Level
  - TMI
Minimum Finding Aid

- Container List
  - Media Type
  - Format
    - # of items (guesstimate, rounding up); date range

- Box 212
  - Film
    - 16mm
      - 5 reels; 1962
      - 9 reels; 1967-1969
  - Video
    - Hi8
      - 14 cassettes; 1985-1987
      - 2 cassettes; 1988; mold detected.
Level-Up: Item-ish

- Max size/length
- Speed
- Duplicate vs. original
- Content key words

- Box 212
  - Film
    - 16mm
      - Masters
        - 5 reels; 1962; 400 feet; 18fps; Football film
        - 9 reels; 1967-1969; 800 feet; home movies
  - Video
    - Home movies
      - Hi8;
        - 10 cassettes; 1985-1987; 120 minutes; Originals
        - 4 cassettes; 1985; 120 minutes; duplicates
        - 2 cassettes; 1988; mold detected.
Max Size / Length
Max Size / Length

![Image of measurement tape with 300 marked]
Max Size/Length
Duplicate vs. Original
What to do with this information?

- Intellectual control
  - Patron-requested reformatting

- Preservation priorities (need pro input)
  - Umatics before Kodachrome
  - DATs before record discs
  - Quotes for grants/funds
    - 5 boxes of Umatic Masters from 1980s
    - Round up!
Information Gathering

1. Inventory
   a. Excel spreadsheet

2. Collection Assessment
   a. Word document
Inventory

- Need a standardized vocabulary!
- Recommended: PBCore instantiationPhysical
Inventory

- Need a standardized vocabulary!
- Fluid
Inventory

• Need a standardized vocabulary!
  • Local: subjects and titles
    • “An Instant Guide to Synanon” (1973)
    • Mr. Diz
Inventory

Need to discuss with collection manager:

• **Box-ish only, or item-ish?**
  • *Minimal Box-ish Level*
    • Numbers of formats
    • Date range of content
    • Proper storage orientation
      • Vertical vs. Flat
      • Plastic bags, rubber bands, etc.
  • Red flags!
### Inventory

- **Box-ish**

<table>
<thead>
<tr>
<th>Collection</th>
<th>Series</th>
<th>Box</th>
<th>Media Type</th>
<th>Format</th>
<th>Item Count</th>
<th>Date Range</th>
<th>Content/Subject Notes</th>
<th>Red Flags</th>
<th>Other Notes</th>
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</thead>
<tbody>
<tr>
<td>CPHA</td>
<td>12</td>
<td>3</td>
<td>Video</td>
<td>VHS</td>
<td>34</td>
<td>1999-2008</td>
<td>States and O'Malley; Voters Groups Baltimore</td>
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<td>CPHA</td>
<td>12</td>
<td>3</td>
<td>Video</td>
<td>U-Matic</td>
<td>3</td>
<td>1986-1988</td>
<td>Recycling</td>
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<td>3</td>
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<td>BetacamSP</td>
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<td>New Schools Initiative</td>
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<td>3</td>
<td>Audio</td>
<td>Compact Cassette</td>
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<td>Antirug Training Manual</td>
<td>None</td>
<td>None</td>
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</table>
Need to discuss with collection manager:

- *Box-ish only, or item-ish?*
  - *Bonus item-ish?*
  - Max size/length
  - Speed
  - Duplicate vs. Original
  - Content key words
## Inventory

**Item-ish**

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
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<td>2</td>
<td>3</td>
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<td>3</td>
<td>Video</td>
<td>VHS</td>
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<td>Crime Control and Prevention; NPT; Unique Student Development</td>
<td>North Laurel, Laurel</td>
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<td>3</td>
<td>Video</td>
<td>VHS</td>
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<td>1990-2003</td>
<td>Downtown, Baltimore; City Schools System; N.A.D.</td>
<td>Baltimore</td>
<td>None</td>
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<td>TBD</td>
<td>Duplicate; TBD</td>
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<td>VHS</td>
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<td>Debates: Lectures by2.4.5. News at 10</td>
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<td>Video</td>
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<td>1990-2006</td>
<td>Debates of Votes and O'Malley, Voters Groups Baltimore</td>
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<td>3</td>
<td>Video</td>
<td>VHS</td>
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<td>1990-1999</td>
<td>Recycling</td>
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<td>Video</td>
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<td>1990-2005</td>
<td>Recycling Video for Baltimore City Hall</td>
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<td>NA</td>
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<td>3</td>
<td>Video</td>
<td>VHS</td>
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<td>TBD</td>
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<td>Only</td>
<td>60 minutes</td>
<td>TBD</td>
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<td>3</td>
<td>Audio</td>
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<td>1980s</td>
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<td>Only</td>
<td>90 minutes</td>
<td>TBD</td>
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<td>90 minutes</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>
## Inventory

- What will the organization do with this info?
- Rate priorities:
  - Preservation = 2
  - Patron requests = 3
  - Grant proposals = 1
  - Internal funds/admin = 4
Collection Assessment

I. Overview of Collection
II. Overview of Organization
III. Terms of Agreement/IP Rights
IV. Content
V. Physical Appraisal
   A. Macro Environment
   B. Micro Environment
   C. Formats
   D. Format Degradation
   E. Condition
   F. Equipment: you currently have
VI. Organization and Cataloging
VII. Recommendations
   A. Selection
   B. Macro Environment
   C. Micro Environment
   D. Reformatting and Preservation
   E. Organization and Cataloging
   F. Equipment: Evaluating safety of equipment; recommending safer equipment
VIII. Work Plan
APPENDICES: Possible Funding Sources, List of Vendors, Series
Thank you!

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