

**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

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# *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.

Box 280	Aerial footage of ranch & bay.
Box 280	A/V Oakland School.

# *Sparse Finding Aid*

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

Box 406	1977-1983; 12 cassettes.
Box 407	1979-1983; 18 cassettes.
Box 408	1978-1982; 2 cassettes.

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## Video Tapes - BETA

Box 405	1963-1983; 22 tapes
Box 406	1963-1983; 9 tapes.

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## Video Tapes - Large Reel-to-Reel

Box 401	1975-1976; 10 reels
Box 402	1974-1981; 18 reels

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Box 405 1963-1983; 22 tapes

Box 401 1975-1976; 10 reels

Video tapes - large reel-to-reel

# *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*

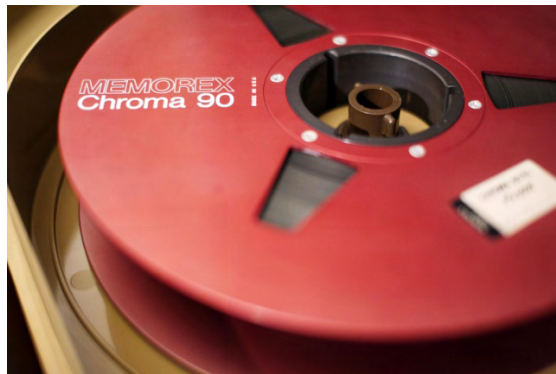


Photo: Robert Rex Jackson



[videointerchange.com](http://videointerchange.com)

# *1" Open Reel Video*



[labguysworld.com](http://labguysworld.com)



Photo: Wikipedia



# *1/2 inch Open Reel Video*



Photo: Indiana University - Bloomington

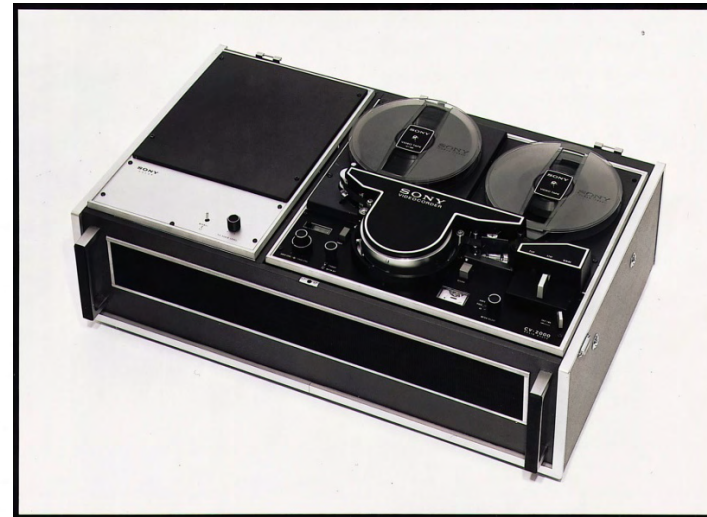


Photo: Sony.net

# *$\frac{3}{4}$ inch U-Matic (SP)*



Photo: [Preservingvideo.blogspot.com](http://Preservingvideo.blogspot.com)

# *Betamax*



Photo: Simplydv.biz

Photo: Ibenimagaes.com

# *VHS*



Photo: [Photos-public-domain.com](https://www.photos-public-domain.com)



Photo: [Themovethemove.wordpress.com](https://themovethemove.wordpress.com)



# *Betacam (SP)*



Photo: [Datastores.co.uk](http://Datastores.co.uk)



Photo: [verrents.com](http://verrents.com)

# *Video8*



Photo: Wikipedia



Photo: Ebay

# *Format*

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

# *Hi8*



Photo: Amazon.com



Photo: Ebay



# *Digital8*



Photo: [Cameratim.com](http://Cameratim.com)

# *Digital Betacam (Digibeta)*



Photo: Professionalmedia.hu

Photo: Highwayhv.com

# *MiniDV*



Photo: [dvdyourmemories.com](http://dvdyourmemories.com)



Photo: [Bladeforums.com](http://Bladeforums.com)

# *DVCAM*



Photo: Professioalmedia.hu



Photo: Alan Gordon

# *DVCPRO*



Photo: Geniusdv.com



Photo: Creativeplanetnetwork.com



# *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.

# *1/4 - 2 inch open reel audio tape*



Photo: [ja.wikipedia.org](http://ja.wikipedia.org)



Photo: [Audiokarma.org](http://Audiokarma.org)



# 8-Track



Photo: [fieldwoodhs.ednet.ns.ca](http://fieldwoodhs.ednet.ns.ca)



Photo: [Fineartamerica.com](http://Fineartamerica.com)

# *Compact cassette*



Photo: [collectiondiscovery.blogspot.com](http://collectiondiscovery.blogspot.com)



Photo: [blog.phonographic.com](http://blog.phonographic.com)

# *Microcassette*



Photo: Wikipedia

# *DAT (Digital Audio Tape)*





# *Record Disc*



# Wire



# *Dictabelt*



# *Format*

- Optical
  - LaserDisc
  - MiniDisc
  - CD
  - DVD
  - Blu-ray



# *Laserdisc*



# *Minidisc*



# *Compact Disc (CD)*



**COMPACT**  
**disc**

*DVD*



# *Blu-Ray*



# *Red flags*

- Film
  - Mold
  - Vinegary smell
  - “Nitrate”

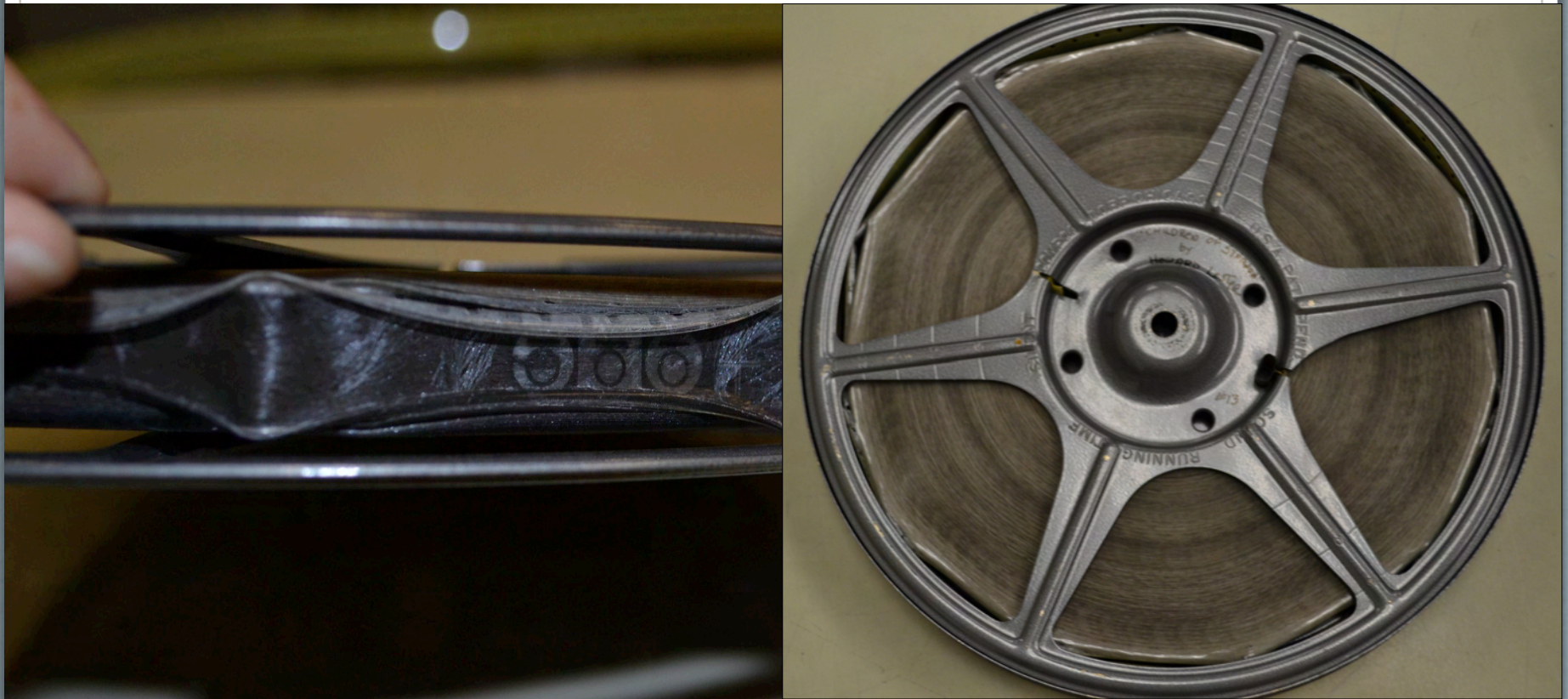


# *Mold*



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

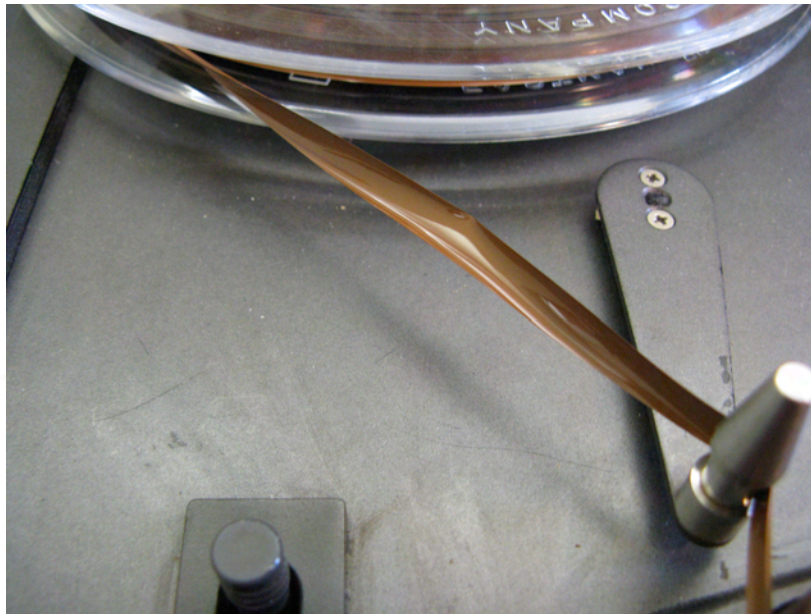


Photo: Rascher Archive Blog



# *Red flags*

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



Photo: Pventa Photography

# *Proper Storage Orientation*

- **F**ilm
  - **F**lat
- **V**ideo
  - **V**ertical
- **A**udio
  - **A**lso vertical
- **O**ptical
  - **O**h, also vertical

# *Proper storage*

- Archival Boxes, Paper and Plastics

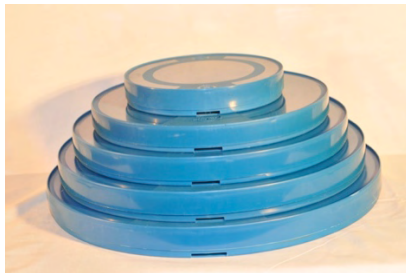


Photo: Tuscan Corp.

# *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*

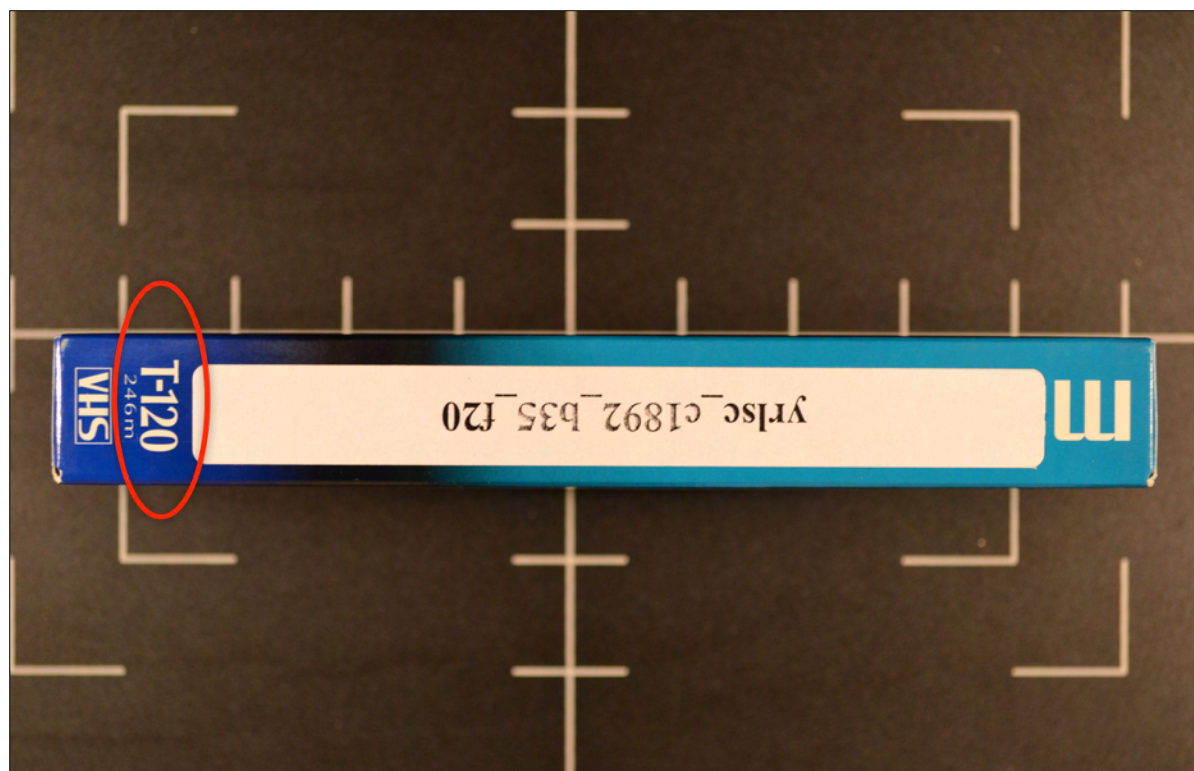
- Container List
  - Media Type
    - Format
      - # of items  
(guesstimate,  
rounding up); date  
range
- Box 212
  - Film
    - 16mm
      - 5 reels; 1962
      - 9 reels; 1967-1969
  - Video
    - Hi8
      - 14 cassettes;  
1985-1987
      - 2 cassettes; 1988;  
mold detected.



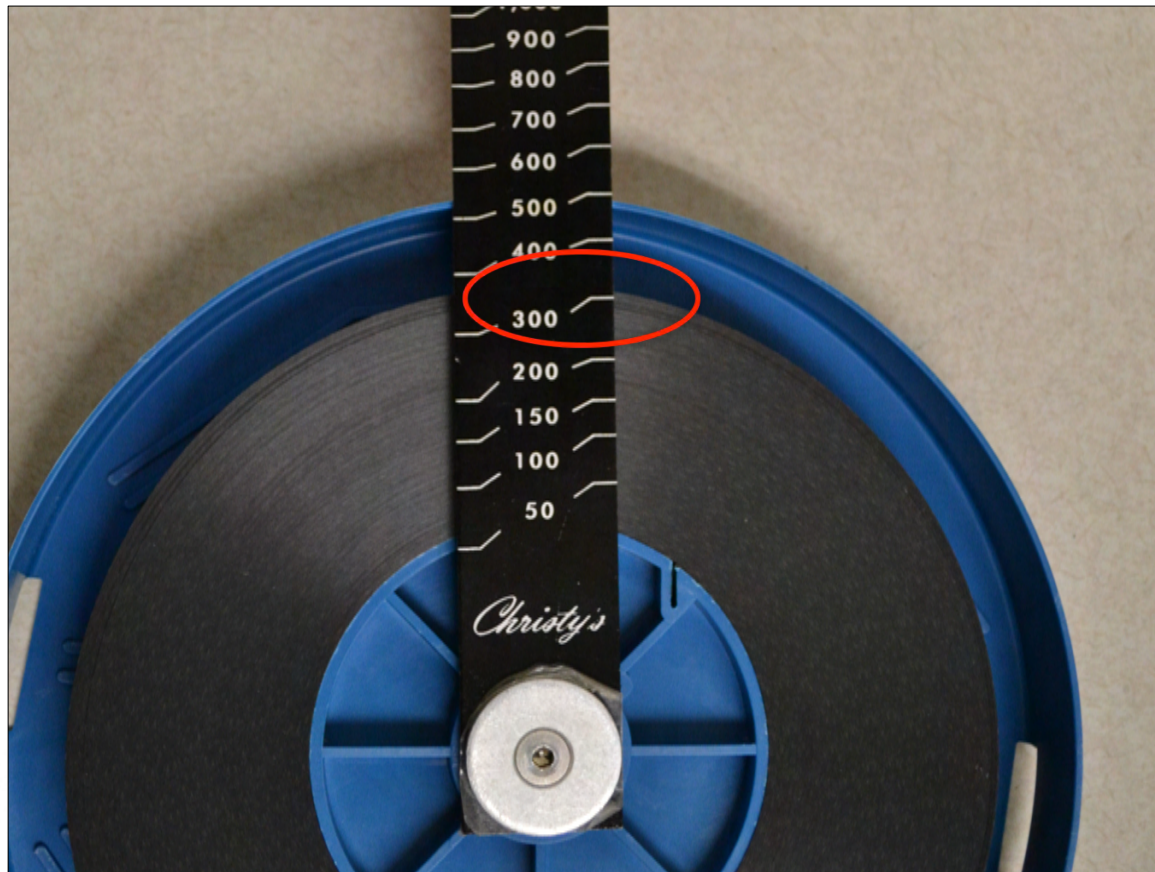
# *Level-Up: Item-ish*

- 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*





# *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*

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1. Inventory
  - a. Excel spreadsheet
2. Collection Assessment
  - a. Word document

# Inventory

- Need a standardized vocabulary!
  - Recommended: PBCore [instantiationPhysical](#)

← → ↺ [metadataregistry.org/concept/list/vocabulary\\_id/145.html](http://metadataregistry.org/concept/list/vocabulary_id/145.html)



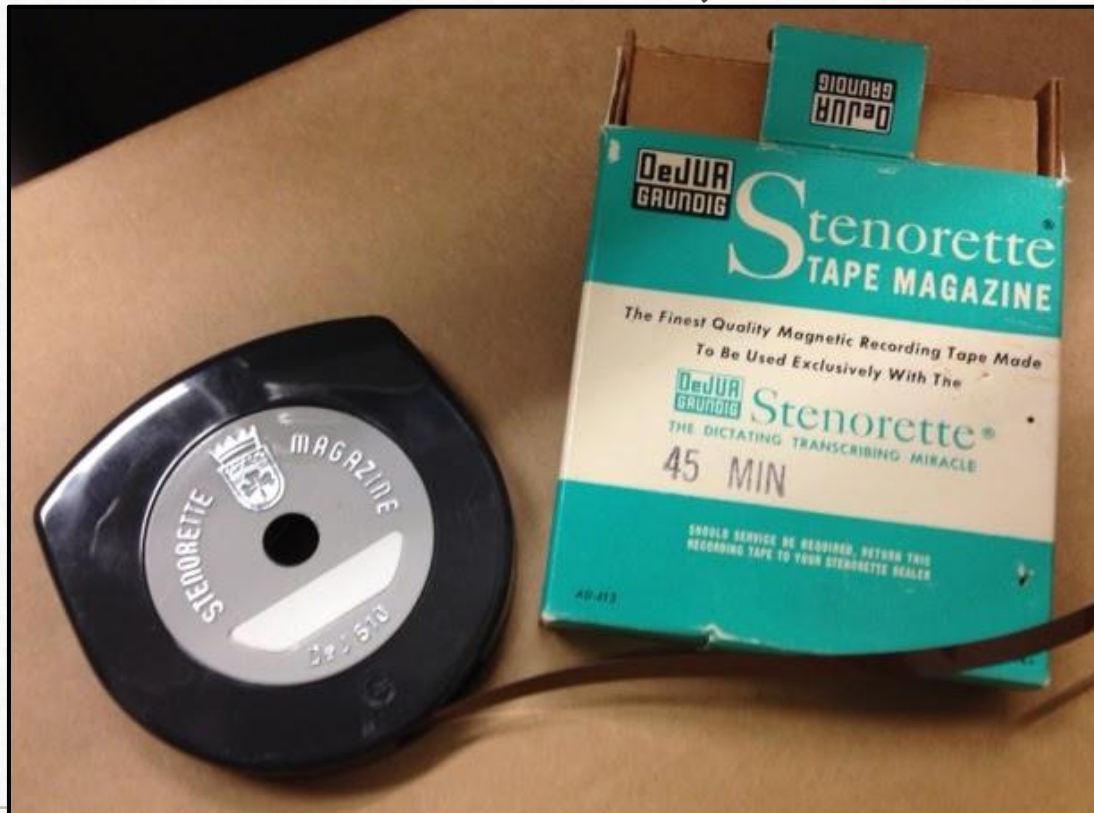
## Vocabulary: Show detail for PBCore instantiationPhysical

[Detail](#) [Concepts](#) [History](#) [Versions](#) [Maintainers](#)

ⓘ	Preferred Label ⓘ	URI ⓘ	Status	Updated ⓘ
	1 inch audio tape	...tionPhysical#1-inch-audio-tape	Published	2011-01-31 11:2
	1 inch videotape	...ationPhysical#1-inch-videotape	Published	2011-01-31 11:2
	1 inch videotape: EL3400	...ysical#1-inch-videotape-el3400	Published	2011-01-31 11:2
	1 inch videotape: EV-200	...ysical#1-inch-videotape-ev-200	Published	2011-01-31 11:2
	1 inch videotape: Helical BVH-1000	...nch-videotape-helical-bvh-1000	Published	2011-01-31 11:2
	1 inch videotape: IVC-700/800/900	...inch-videotape-ivc-700-800-900	Published	2011-01-31 11:2
	1 inch videotape: PI-3V	...hysical#1-inch-videotape-pi-3v	Published	2011-01-31 11:2
	1 inch videotape: SMPTE Type A	...#1-inch-videotape-smpte-type-a	Published	2011-01-31 11:2
	1 inch videotape: SMPTE Type B	...#1-inch-videotape-smpte-type-b	Published	2011-01-31 11:2
	1 inch videotape: SMPTE Type C	...#1-inch-videotape-smpte-type-c	Published	2011-01-31 11:2
	1/2 Inch audio tape	...onPhysical#1-2-inch-audio-tape	Published	2011-01-31 11:2
	1/2 inch digital audio tape	...al#1-2-inch-digital-audio-tape	Published	2011-01-31 11:2
	1/2 inch videotape	...ionPhysical#1-2-inch-videotape	Published	2011-01-31 11:2
	1/2 inch videotape: CV	...Physical#1-2-inch-videotape-cv	Published	2011-01-31 11:2
	1/2 inch videotape: EIAJ Type 1	...1-2-inch-videotape-eiaj-type-1	Published	2011-01-31 11:2
	1/2 inch videotape: Hawkeye/Recam/M	...inch-videotape-hawkeye-recam-m	Published	2011-01-31 11:2
	1/2 inch videotape: reel-to-reel	...-2-inch-videotape-reel-to-reel	Published	2011-01-31 11:2
	1/2 inch videotape: V2000	...sical#1-2-inch-videotape-v2000	Published	2011-01-31 11:2

# 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*

Collection	Series	Box	Media Type	Format	Item Count	Date Range	Content/Subject Notes	Red Flags	Other Notes
CPHA		12	3 Video	VHS	34	1999-2006	Stokes and O'Malley; Voters Groups Baltimore	None	None
CPHA		12	3 Video	UMatic	3	1986-1988	Recycling	None	None
CPHA		12	3 Video	BetacamSP	1	TBD	New Schools Initiative	None	Master
CPHA		12	3 Audio	Compact Cassette	1	TBD	Anti-drug training Manual	None	None

# *Inventory*

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

Collection	Series	Box	Media Type	Format	Item Count	Date Range	Subjects	Places	Red Flags	Other Notes	Size/Length	Measurement Units Size/length	Speed	Generation	Related Items	
	CPHA	12	3 Video	VHS	8	1996-2005	Comcast; "Celebrate Living 96 - Baltimore Localization"; united Way	Baltimore	None	Dirty	10 minutes	TBD	TBD	None		
	CPHA	12	3 Video	VHS	1	TBD	"Public School Sunday"	TBD	None	Dirty	20 minutes	TBD	TBD	None		
	CPHA	12	3 Video	VHS	6	1998-2002	Crime Control and Prevention; MP1; Umoja Student Development	North Lawndale; Marshall Heights	None	Dirty	15 minutes	TBD	Duplicates; TBD	None		
	CPHA	12	3	VHS	6	1995-2003	Baltimore; Baltimore City Schools System; I.U.R.D.	Baltimore	None	Dirty	30 minutes	TBD	Duplicates; TBD	None		
	CPHA	12	3 Video	VHS	3	1999	Debate; Lecture by Andres Duany; Fox 45 News at 10	TBD	None	Dirty	60 minutes	TBD	TBD	None		
	CPHA	12	3 Video	VHS	9	1980-2006	Debate of Stokes and O'Malley; Voters Groups Baltimore	Baltimore	None	Dirty	120 minutes	TBD	Duplicates; TBD	None		
	CPHA	12	3 Video	UMatic	2	1986-1988	Recycling	Marin County, CA; Prince George's County, MD;	None	Dirty	60 minutes	NA	Duplicates	None		
	CPHA	12	3 Video	UMatic	1	TBD	Recycling Video for Baltimore City Fair	Baltimore	None	Dirty	20 minutes	NA	Duplicate	None		
	CPHA	12	3 Video	BetacamSP	1	TBD	CPHA; New Schools Initiative	TBD	None	Dirty	16 minutes	NA	Master	None		
	CPHA	12	3 Audio	Compact Cassette		TBD	CPHA; Anti-drug Training Manual Tape # 1	TBD	None	Needs container	60 minutes	TBD	TBD	None		
WJZ	City Line	13	Video	1" open reel	3	TBD	vinette animation graphic; slow motion flag;	TBD	None	Dirty	5 minutes	TBD	TBD	None		
WJZ	City Line	13	Video	1" open reel	1	1988	Toni Morrison & her career & pulitzer prize winning novel beloved; Phyllis Hyman singing career, Don Williams exercise warm up tips	Baltimore	None	Soda residue	29 minutes	TBD	master	detailed play list sheet of paper inside case		
WJZ	City Line	13	Audio	1" open reel	1	TBD	opening tag	TBD	None	Dirty	5 minutes	TBD	master	None		
WJZ	City Line	13	Video	Video8	1	1988	fox trot	TBD	None	Dirty	60 minutes	TBD	TBD	None		
WJZ	City Line	13	Audio	1/4" open reel	8	TBD	Judge Kaplan, B.B.	TBD	None	card board cases;	1200 feet	TBD	master; TBD	None		
WJZ	City Line	13	Audio	Compact Cassette	2	TBD	Marty Underwood comments	TBD	None	one unlabled	60 minutes	TBD	TBD	None		
WJZ	City Line	13	Audio	Compact Cassette	1	1961-1963	speeches; San Antonio; 17-Houston; Fort Worth, TX; invvqurah	San Antonio, Houston, Fort Worth	loose wind	TBD	90 minutes	TBD	TBD	None		
WJZ	City Line	13	Audio	Compact Cassette	2	TBD	Bostick; John Bartholomew Tucker; Jerry Wheeler; Larry Angelo; Busy Dean	TBD	None	TBD	120 minutes	TBD	TBD	None		
WJZ	City Line	1	paper documents	paper	2	2002	CBS records management; magic me standup script	TBD	None	computer print outs	NA	NA	NA	Possibly related to items in box		
CLW		10	25.2 Data	9-track data	3	1966-1968	Hopkins University ward numbers; model cities	TBD	Dirty	Tape tested 4/20/88- errors found	2500 feet	800 bpi	TBD	None		

# *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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