Introduction to Audiovisual Archiving

Workshop Outline and Assignments

Pre-workshop reading: (12 hours)

Required:


2. VideoPreservation Website, [http://videopreservation.stanford.edu/index.html](http://videopreservation.stanford.edu/index.html) (explore all sections of the site, particularly the VideoID and Migration sections)


Optional:


Day 1 (on-site instruction and learning)

Morning (9:00 a.m. – 12:00 p.m.)
Meet in 310A Library (Digital Laboratory)

- Introductions
- Moving Image and Sound: A Brief History of Audiovisual Media
- Major Players in Audiovisual Preservation
- Care and Handling of Moving Image and Sound Materials
  - Inspection and identification of audiovisual formats
  - Types of deterioration and damage
  - Repair and treatment options
    - Conservation, preservation, and restoration
  - Storage guidelines

*In-class assignment: How to Inspect and Identify Audiovisual Materials (hands-on)*

Afternoon (1:15 p.m. – 4:45 p.m.)
Meet in 310A Library (Digital Laboratory)

- Access to Moving Image and Sound Archives, pt. 1
  - Access in the archive
    - Setting up viewing and listening stations
    - Balancing requirements for preservation and access
  - Access to the world: Digitizing your analog collections and make web-friendly versions of digitized and born-digital AV materials
    - Technical and aesthetic considerations
    - Basics of digitization for access and preservation
      - Equipment: hardware configurations and software options
      - File formats: benefits and drawbacks
      - Technical and aesthetic considerations

*In-class assignment: How to Make Digital Transfers of Analog Audio and Video (hands-on)*
Day 2 (on-site instruction and learning)

Morning (9:00 a.m. – 12:00 p.m.)
Meet in 310A Library (Digital Laboratory)

- Appraisal of Archival Audiovisual Material
  - Assessing the value of collections: historical, cultural, aesthetic, commercial, etc.
  - Relating the value of your AV collection to the mission of your institution
  - Balancing the cost of the care and feeding of AV and your institutional priorities

- Documenting Moving Images and Sound Recordings
  - Dealing with non-textual materials (challenges)
  - Item-level vs. collection-level description of AV materials
  - Introduction to basic resources for archival AV cataloging
  - Metadata schemas for AV materials

In-class Assignment: Creating Enhanced Dublin Core Records for Moving Image and Sound Clips

Afternoon (1:00 p.m. – 4:30 p.m.)
Meet in 310A Library (Digital Laboratory)

- Access to Moving Image and Sound Archives, pt. 2
  - Creating usable high-quality preservation masters and access versions of sound and moving images
  - Identifying potential problems in playback and how to address them in transfer and post-transfer processing
  - Basic editing: creating clips and packaging them for distribution in different venues (screenings, home distribution, exhibitions, mobile devices, etc.)

In-Class Assignment: Create Web-Ready Clips of an Audio or Video Recording (hands-on)

- Funding for Preservation and Digitization
  - Grantwriting for AV-focused projects
  - Licensing material for research, educational, and other uses

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Post-workshop assignment (13+ hours)—Due no later than February 10, 2013

Participants will digitally transfer and create access copies of an analog audio or video recording (to be provided by a SLIS partner institution), including creating short clips suitable for distribution online. The resulting digital files will be accompanied by Dublin Core records and enriched with additional technical and administrative metadata (to be determined during the workshop). Students will also assign indexing terms using an appropriate thesaurus and create annotations to provide additional description and segmentation.
University Policies Relating to This Workshop

Students With Disabilities

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this workshop, you are responsible for notifying your instructor at the beginning of the workshop in which an accommodation is required. Please note that it is necessary for you to first verify your eligibility for requested accommodations through the Office of Student Disability Services (SDS) located in Room 181 of the Michael Schwartz Center at the Kent Campus (call 330.672.3391 or visit www.kent.edu/sas for more information on registration procedures). To do this, you must schedule an appointment with an SDS staff member and provide the office with appropriate documentation of your disability. Upon verification, the SDS staff member will present you with “accommodation letters” to give to your instructors.

Students who are not officially enrolled are not eligible for course credit. Students may not enroll after official deadlines for the workshop unless there is proof of University error.

Grading Policy (for students taking the workshop for credit)

Workshops are graded on an S/U basis. An S grade indicates Satisfactory Completion of requirements, while a U grade indicates Unsatisfactory Completion of requirements.

SF/NF Grades

You must attend the entire workshop to receive academic credit. If you miss a portion of your workshop, even it is only a few hours, you will receive an SF (Stopped Attending F) (0.0). If you are listed on an instructor’s workshop roster and do not show up at all, then you will receive an NF (Never Attended F) (0.0).

IN (Incomplete) Grades

A grade of “IN” can be assigned only if circumstances during the last three weeks of class (or for a workshop, during the period by which the workshop requirements are to be completed) make it impossible for a student to complete course or workshop requirements. The instructor is responsible for assessing and documenting the student's description of such circumstances. A grade of “IN” can be assigned only if the student's progress is satisfactory. Graduate students must be earning a “C” (2.0) or better in the class in which they are requesting the incomplete, while undergraduates must be passing the course. An “IN” is never to be used to give a student an opportunity to make up for poor performance.

A grade of “IN” must be accompanied by a contract signed by the student and the instructor. The contract must very explicitly state the course or workshop requirements to be completed, the deadline for completion, and the consequences of failure to meet the deadline. The maximum deadline for completion differs for graduate students and undergraduate students: graduate students have a year to complete the incomplete course work, whereas undergraduates have one semester. However, while the university policy is set for a maximum for one semester for
undergraduate students and one calendar year for graduate students, the instructor has the right
to set earlier deadlines, based on circumstances and other considerations.

The university now mandates that a grade be automatically recorded, should a student not complete the course or workshop requirements. The grade will automatically defer to the default grade assessed by the instructor at the time that the “IN” was taken, typically for incomplete work, a “C” (2.0), “D” (1.0), “F” (0.0), or “U” (depending on the grade options of the course or workshop). If the default grade is not submitted by the instructor, the University will assign a default grade of “F” if the work is not completed by the student. Contract forms for an IN are obtained and completed by the course instructor. Students must sign the form as well.

Students are responsible for completing the requirements of the course by the deadlines listed. Only then will the instructor process the grade change form.

NOTICE OF MY COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.

Any intellectual property displayed or distributed to students during this course (including but not limited to Powerpoints, notes, quizzes, examinations) by the professor/lecturer/instructor remains the intellectual property of the professor/lecturer/instructor. This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor/lecturer/instructor.