

COMMUNITY ARCHIVING WORKSHOP TRAINING OF TRAINERS

CALIFORNIA 2019



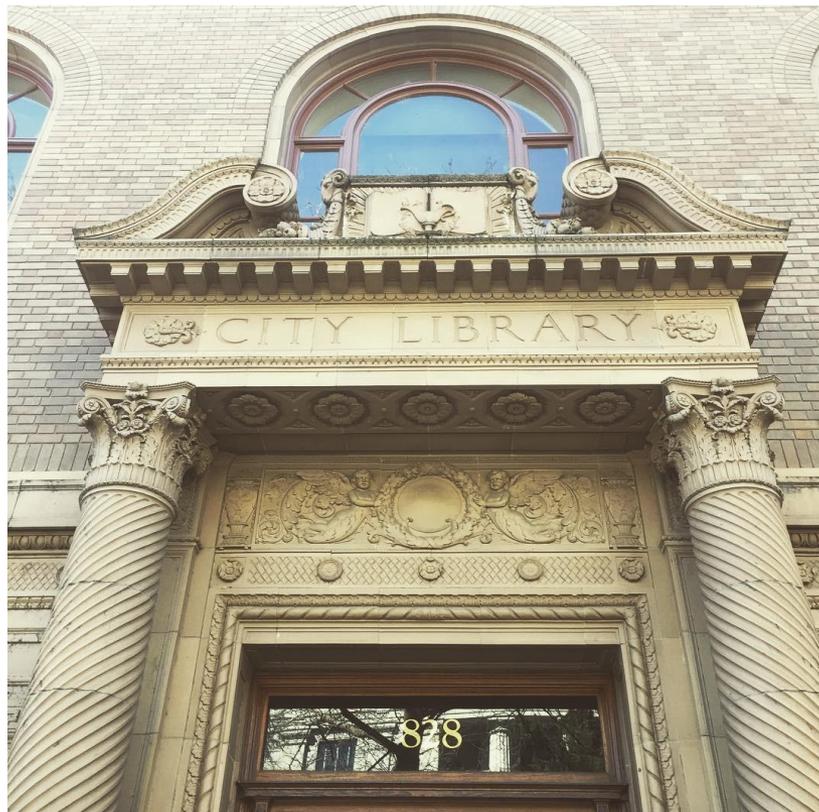
AMIA



INSTITUTE *of*
Museum and Library
SERVICES



CALIFORNIA
REVEALED



SACRAMENTO PUBLIC LIBRARY SPECIAL COLLECTIONS

**WHY COMMUNITY
ARCHIVING
WORKSHOPS?**

catalyst for preservation of endangered media & film

owner better understands collection
content & needs

catalyst for preservation of endangered media & film

owner better understands collection
content & needs

collects item information
and reveals risks & condition

catalyst for preservation of endangered media & film

owner better understands collection
content & needs

collects item information
and reveals risks & condition

enables prioritization to
begin preservation

builds network of support

sharing of skills/knowledge

builds network of support

sharing of skills/knowledge

attracts allies & volunteers

builds network of support

sharing of skills/knowledge

attracts allies & volunteers

builds awareness & interest about
collections

collection information in electronic form

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Record any and all old identifiers, whether they are all numbers, combo letters and numbers or all letters	Place on label on the tape and one on the container (same identifier)	Record all useful information; may include a combo of words and numbers	To be assigned by the organizers	A project, program or series name	Enter some form of a title. If a title is not evident, record the first few words on the tape label. If you need to assign a title, place it in brackets; i.e. [New York City].	Choose from the authority list below. Be consistent with spelling and capitalization.	Include the manufacturer and the tape brand	The number of minutes that the tape can hold. Most small U-Matic tapes will be 20 min. Most large will be 30 min. or 60 min.	Choose from the authority list below. Be consistent with spelling and capitalization.	If the tape is not record-protected, pull the tab and record Yes.	The length of the content in the tape, if known. Include hour even if shorter than an hour.	The date that the tape was recorded, if known.	The date of a finished work, also known as the publication date or date of distribution.	A description of the condition of the tape. Write down only the problems you observe. Check for condition of pack and wind, contamination (dirt, dust, mold, byproducts of sticky shed syndrome, etc.), whether the tape is rewound, smell of deterioration (dirty socks smell), water damage, breakage.
3, 57a, AAA Old Identifier	NBPC#### New Identifier	26 cont. Old Box ID	001 - 999 New Box ID	Project/Progra	Item Title	Format	Brand	Capacity	Item Generation	Record	Duration	Record Date	Publication	Item Assessment
	NBPC0295	Box #11			Piano Players Rarely	U-Matic		60 min.	Camera Original; Edit Master; Submaster; Duplicate	Yes	0:58:48	1981-03-21?	Unknown	
	NBPC0296	Box #11			Piano Players Rarely	U-Matic S	Sony KCS	20 min.	Dub Master	Yes		c. 1981	Unknown	
	NBPC0298	Box #11			Priorities of Black	U-Matic	Sony KCS	60 min.	Submaster	Yes		c. 1980s	Unknown	
	NBPC0299	Box #11			Priscilla Mix	U-Matic S		30 min.	Submaster	Yes			Unknown	
	NBPC0300	Box #11			Purlie Pt. 2	U-Matic		120 min.	Submaster	Yes	1:03:47	c. 1983	7/28/83	
	NBPC0301			Folks Series	Folks	U-Matic	MBU	30 min.	Submaster	Yes	0:28:18	3/31/85	c. 1985	
	NBPC0302				Urban National Confer	U-Matic	Scotch	30 min.	Duplicate	Yes		7/25/87	c. 1987	
	NBPC0303				In the Black	U-Matic		30 min.	Duplicate	Yes				
	NBPC0304				Say Brother	U-Matic	Scotch	60 min.	Submaster	Yes	0:57:47	4/23/81	c. 1981	
	NBPC0305	Box #47		Anasa Briggs Sp	Three Generations of	U-Matic	UCA	60 min.	Duplicate	Yes	0:57:36	4/3/84		
	NBPC0306	Box #47			The Trial of Henry F.	U-Matic	UCA	60 min.	Submaster	Yes	1:00:00			
	NBPC0307	Box #47			Time to Care	U-Matic	UCA	15min.	Submaster	Yes	0:11:00	c. 1989	c. 1989	
	NBPC0308	Box #47		Anasa Briggs Sp	Those Talented Kids	U-Matic		30 min.	Submaster	Yes	0:27:52	1/11/83	c. 1983	
	NBPC0309	Box #48 Cont			Hair Piece	U-Matic S	UCA	20 min.	Submaster	Yes	0:10:37	c. 1980s	c. 1980s	
	NBPC0310	Box #48 Cont			Hansworth Song NtSC	U-Matic	UCA	60 min.	Submaster	Yes				
	NBPC0311	Box #48 Cont			Hassan Abdallah Like It Is	U-Matic	UCA	30 min.	Submaster	Yes	0:30:00			
	NBPC0312	Box#20			Lutheran Televi	U-Matic	KCA	30 min.	Submaster	Yes	0:28:50	C. 1986	C. 1986	
	NBPC0313	Box#20			In Black and Wh	U-Matic	UCA	30 min.	Duplicate	Yes	0:27:41	11/9/85	c. 1986	
84-00-04- B616	NBPC0314	Box#20			North Buxton Homecoming/Home to Buxt	U-Matic	KCA	30 min.	Submaster	Yes	0:30:00	10/21/87	c. 1987	
PA SB 94-07	NBPC0315	Box#20			IN My Opinion B	U-Matic	KCA	60 min.	Submaster	Yes	1:00:00	c. 1994	c. 1994	
	NBPC0316	Box #34			Know Your Herit	U-Matic	UCA	60 min.	Submaster	Yes		Feb-84	c. 1984	
nv-30-125	NBPC0318	Box #34			Folk Book #8	U-Matic	UCA	20 min.	Submaster	Yes	0:20:00			
	NBPC0320	Box #34		Anasa Briggs	Kwanza	U-Matic	UCA	30 min.	Submaster	Yes	00:30:00			

searchable, more data

then make a preservation plan



and PRESERVE!

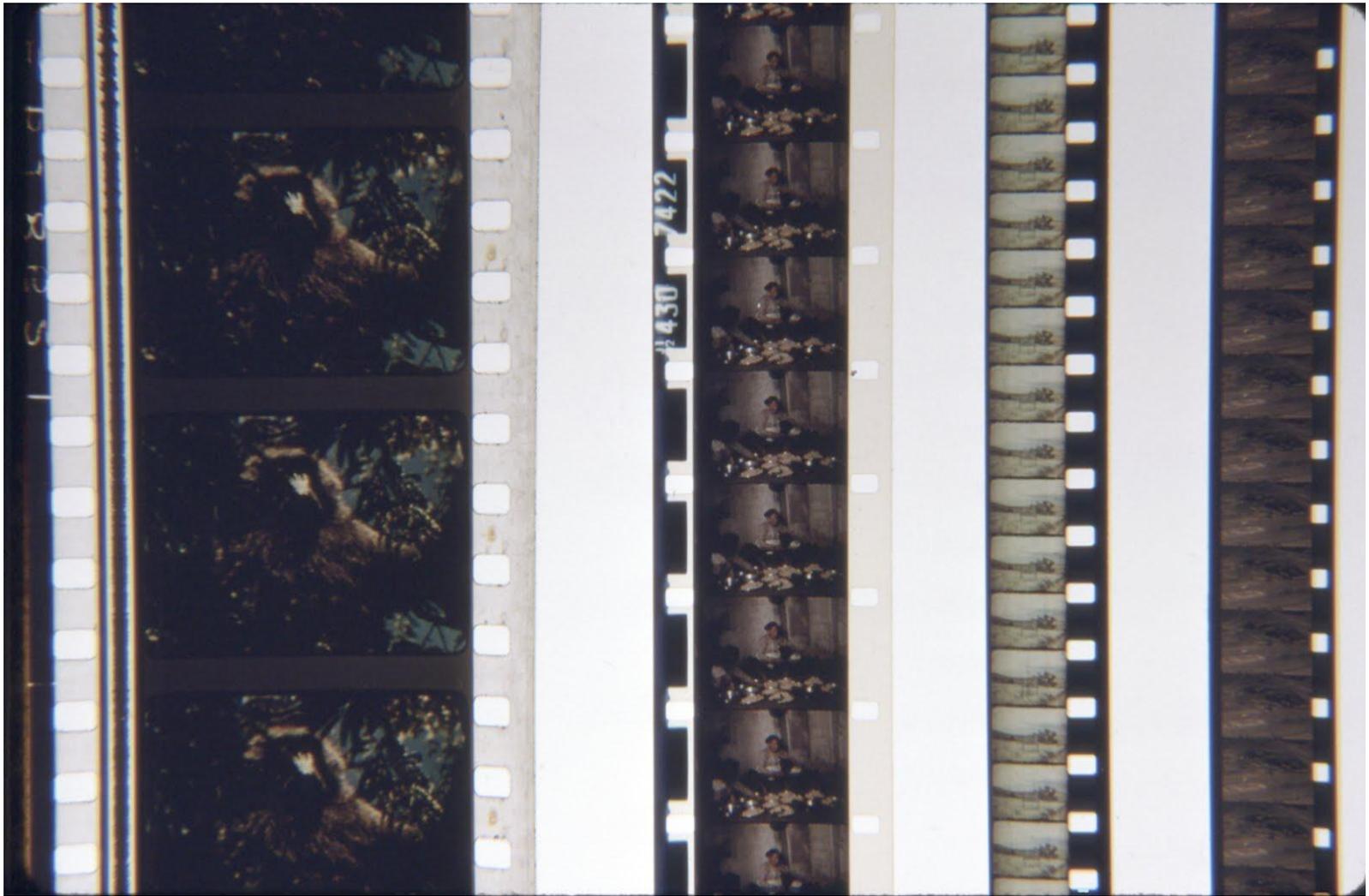
AV BASICS

FILM BASICS

GAUGE

physical dimensions and
layout of the sprockets,
picture & sound elements

8mm, Super 8mm, 9.5mm, 16mm, 17.5mm, 28mm, 35mm, 65mm, 70mm



35mm

16mm

8mm

Super-8

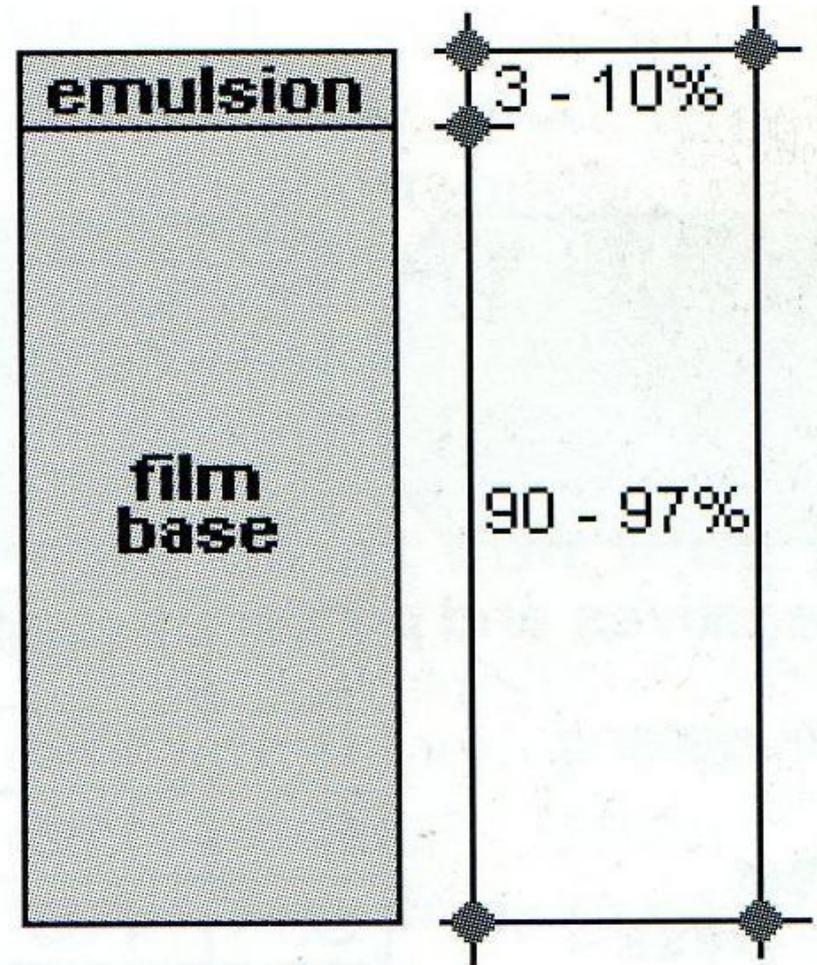
Photo: Smithsonian Institution Human Studies Film Archive

EMULSION

carries photosensitive material in a gelatin binder.
Image creating layer.

BASE

the physical materials of the carrier for the emulsion that contains the picture & soundtrack



Restoration of Motion Picture Film, Paul Read & Mark-Paul Meyer

NITRATE

1893-1952

flammable

ACETATE

1910s/1920s - present

dimensionally unstable –
problems with projection &
duplication

subject to decomposition

POLYESTER

1955 - present

dimensionally stable

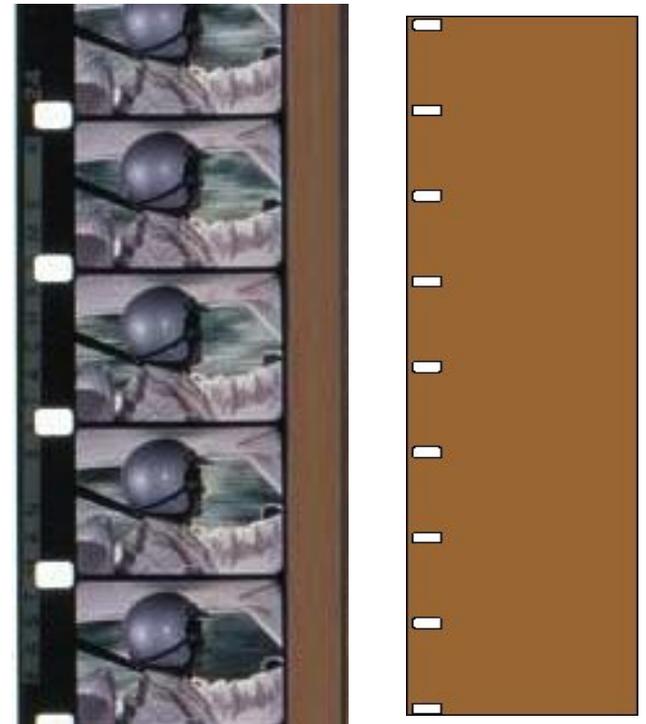
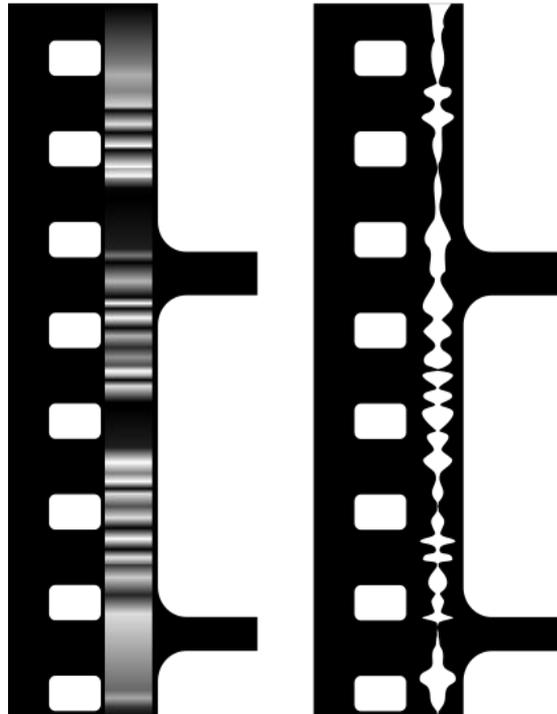
extremely strong &
resistant to tearing

CONTINUOUS SOUNDTRACKS

(if sound is present)

optical

magnetic



TRADITIONAL WORKFLOW 1





Color Camera
Negative

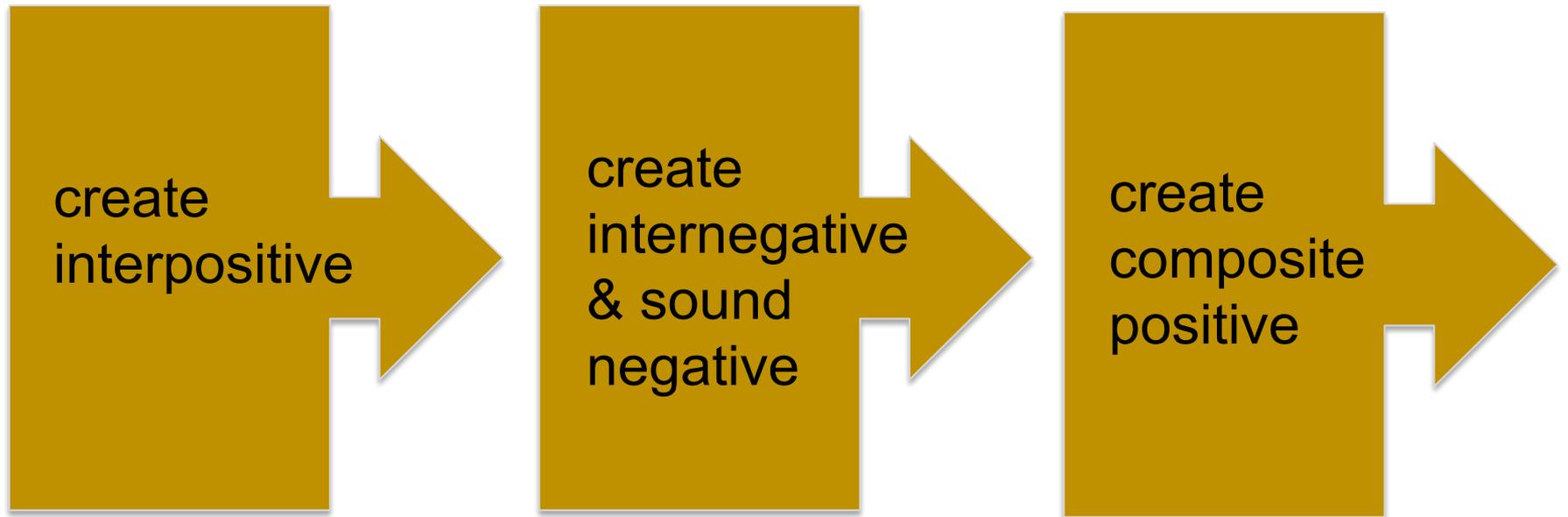


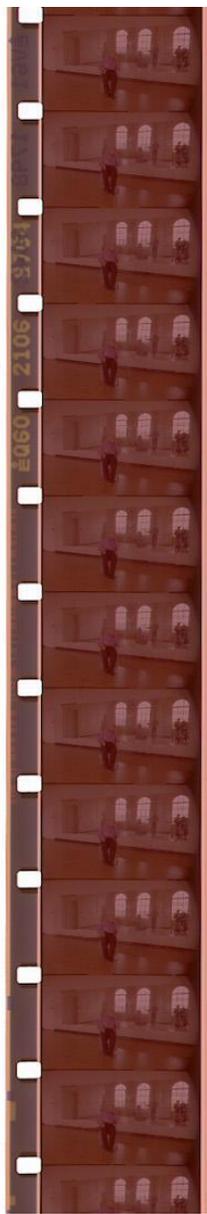
BW Camera Negative



Color Camera
Reversal

TRADITIONAL WORKFLOW 2

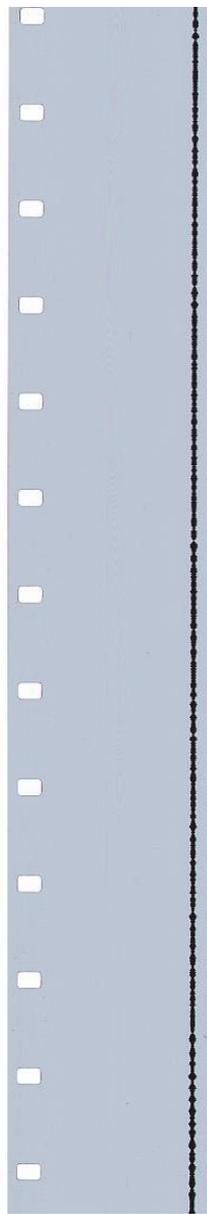




interpositive



internegative & soundtrack



positive print

PROCESSING



PRINTING



Contact printing



Optical printing

SCANNING/DIGITIZATION

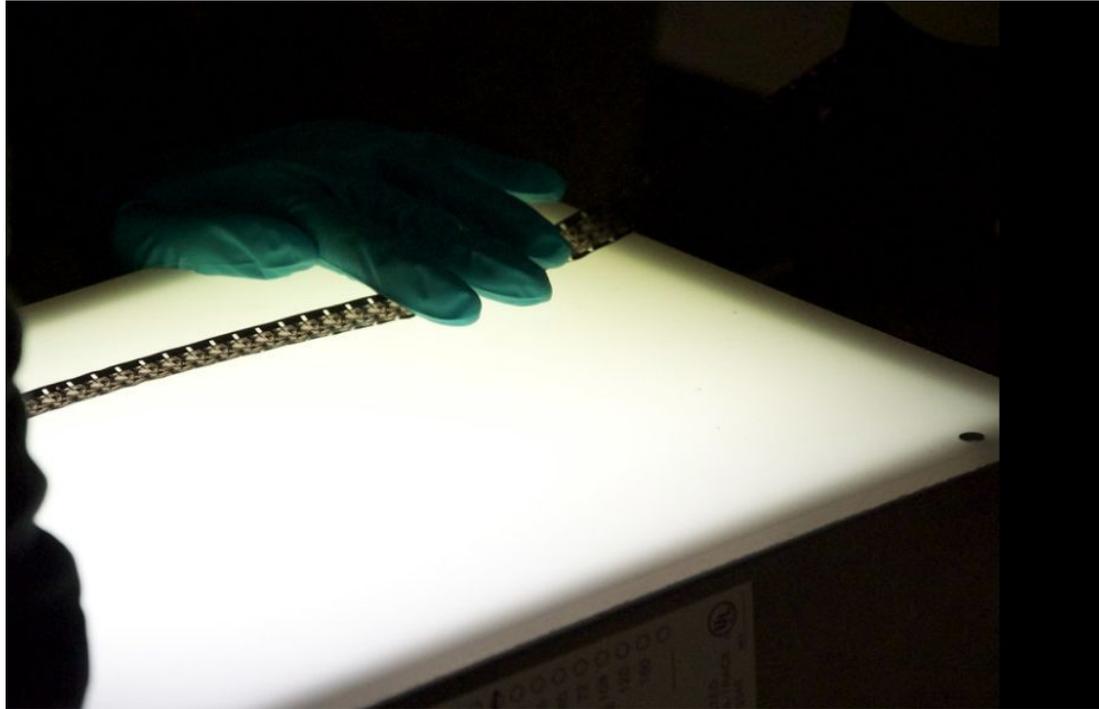


BASIC FILM INVENTORY



identifying information: surface glance
format • state of container • state of wind • assess
overall condition • smell • contamination (dust/mold)

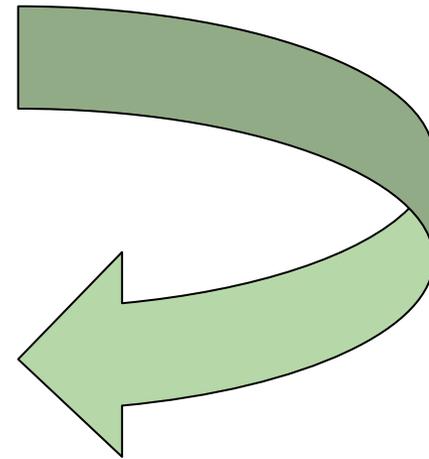
IN-DEPTH FILM INSPECTION



detailed information: unwind!

edge code date • assess edge damage and
condition of splices • measure shrinkage • add
leader • repair • rewind onto core and rehouse

AUDIO/VIDEO BASICS



more than 70 videotape formats total - almost all with a polyester base but varying sizes, track layouts, signal & recording standards, and physical composition of binder systems

Take your pick



12" stereo records

OR



8-track cartridges

OR

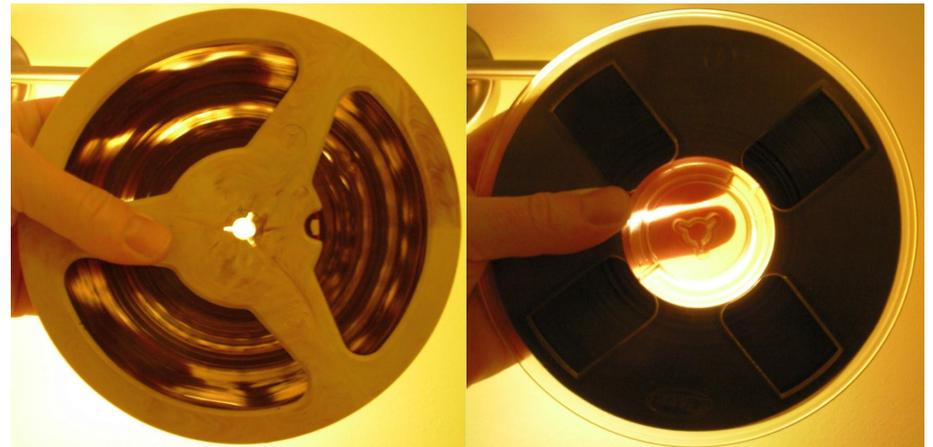


tape cassettes

OR



reel-to-reel tapes



1/4" audio reels

acetate base

polyester base

contemporary audio
formats



recordings: tapes to tapeless

Audiovisual Formats

A guide to identification



Last updated June 2018
team@californiarevealed.org

<https://californiarevealed.org/sites/default/files/2018AudiovisualFormats.pdf>

binder with magnetic
particles,
lubricants & other
additives in
a plastic base



substrate



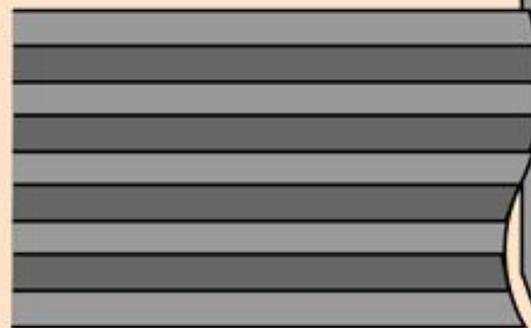
back coat



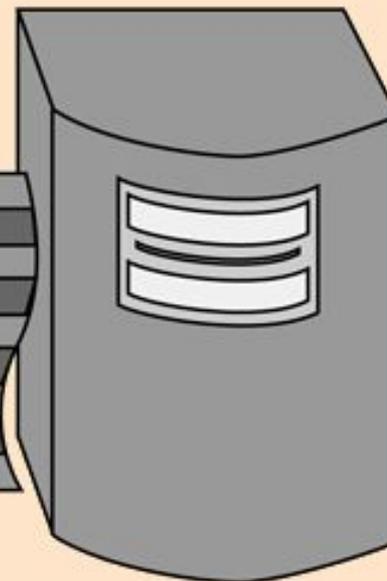
Tape emulsion is uniform, but heads magnetize it in strips, enabling the recording of stereo signals.



L
R
R
L

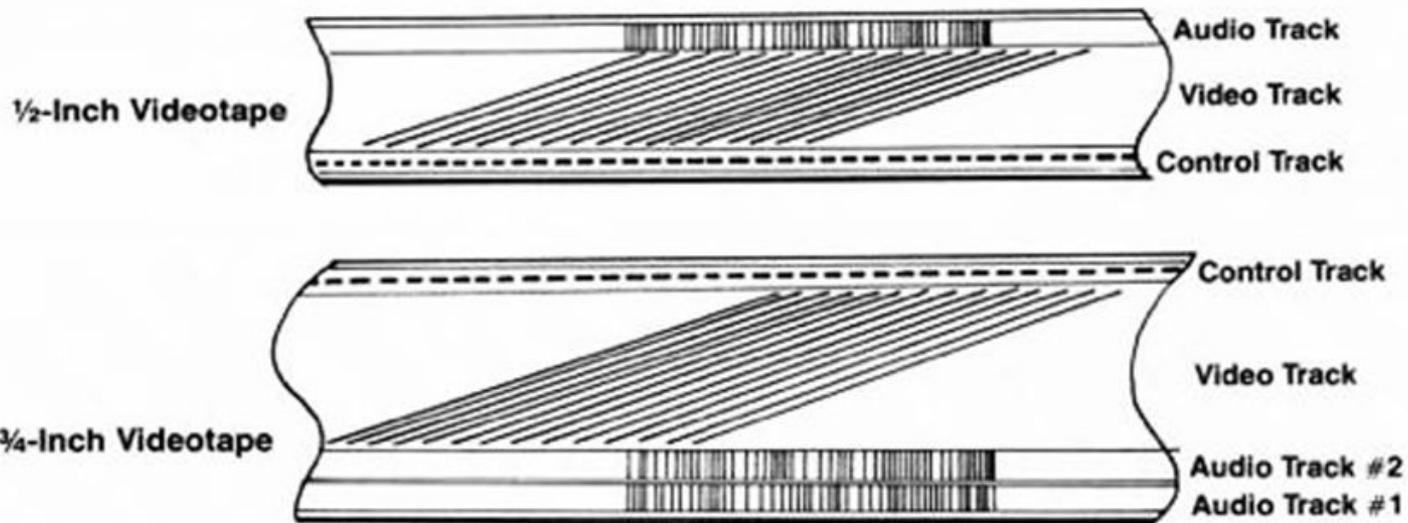


Tape travel →



VULNERABILITY OF TRACKS (SIGNAL)

TRACKS ON TAPE



VULNERABILITY OF BINDER SYSTEM

binder
hydrolysis
(moisture)

lubricant loss



stick/slip when
played back

stretching/
distortion

called soft
binder or “sticky
shed” syndrome

shedding/flaking
off of binder (loss
of signal)

ACETATE DETERIORATION

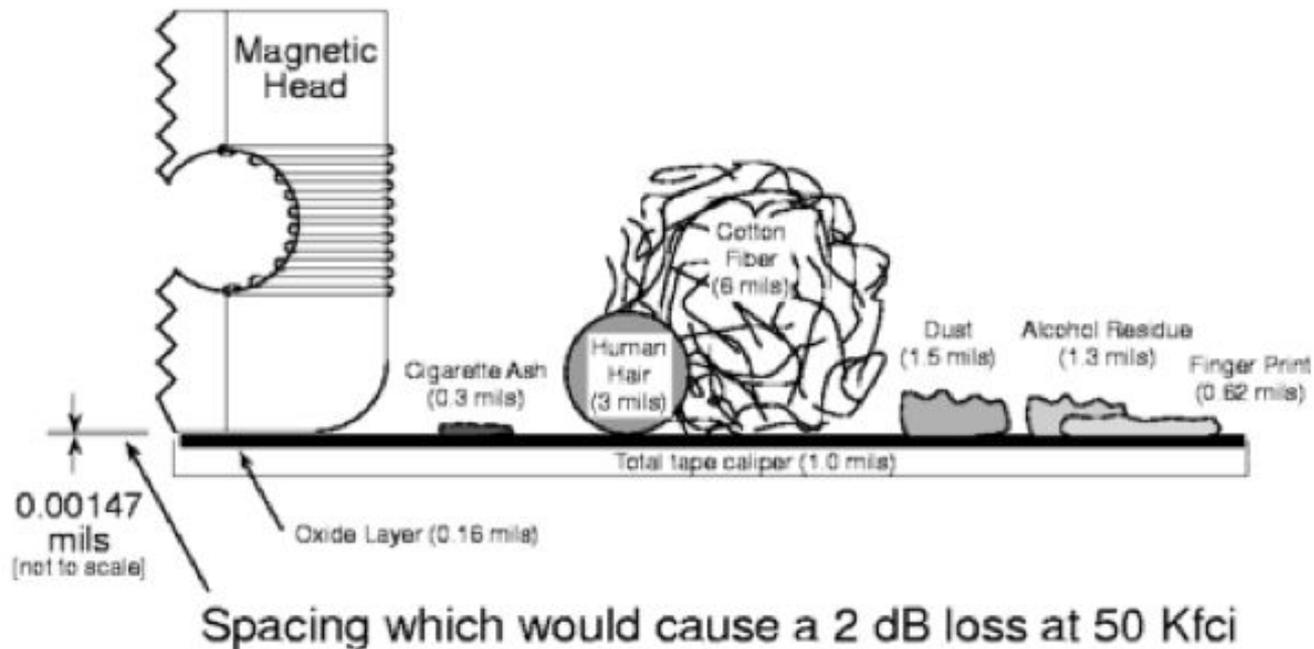
vinegar
syndrome
production of
acetic acid
through
introduction of
moisture



shrinkage (affecting
alignment on
playback)
brittleness
can encourage
shedding of binder
(loss of signal)

VULNERABILITY TO CONTAMINANTS/DAMAGE

Debris Perspective on High Density Digital Recording Tape



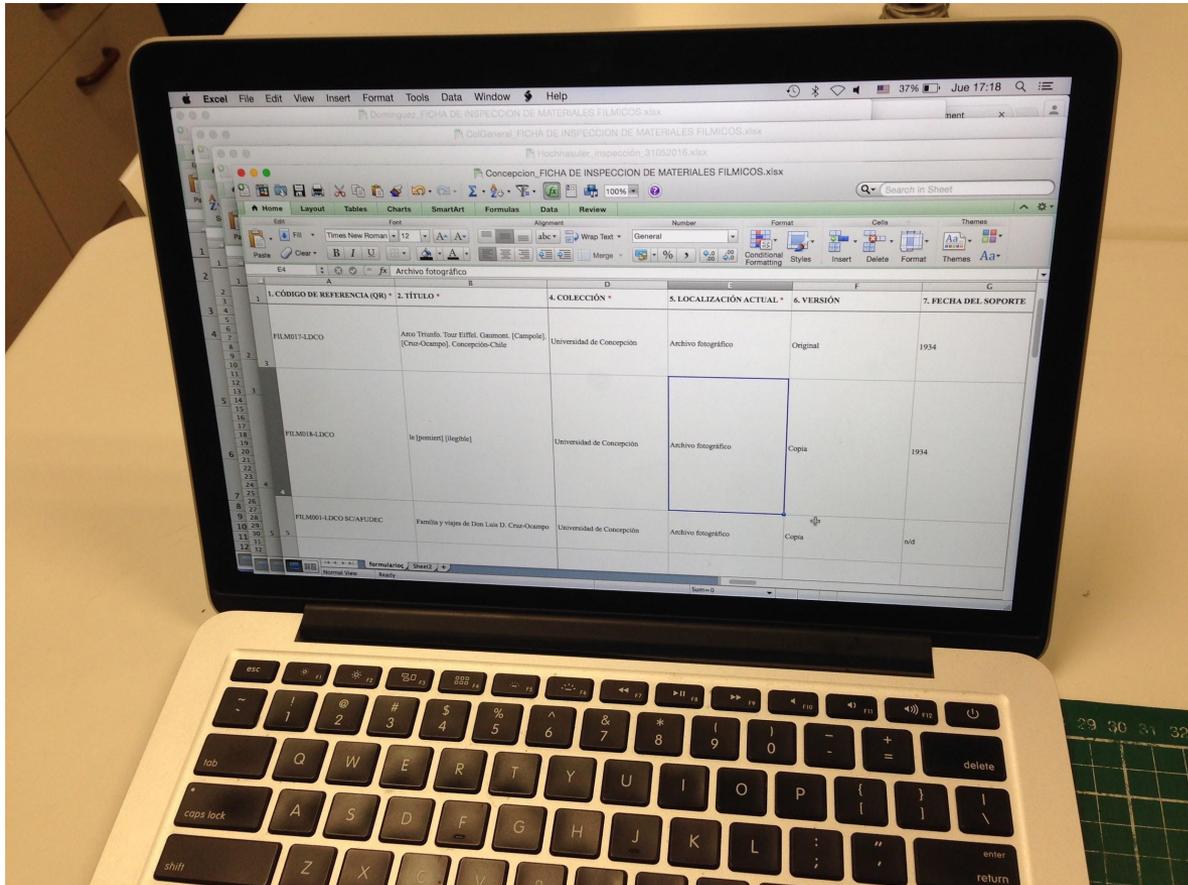
BASIC VIDEO/AUDIO INSPECTION

(no playback)



identifying information: surface glance
format • state of container • state of wind •
assess overall condition • damage to tape •
contamination (dust/mold) • dimensional change

OUR WORKFLOW



load inventory template (Excel spreadsheet) onto your computer

add organization code, CAW site, table number & last name to .xlsx file name

Examples:

SPL_Sacramento_template_1_Jimenez.xlsx

WSHS_Sacramento_template_2_Jimenez.xlsx

GHS_Sacramento_template_3_Jimenez.xls

the Box Table
will give you a
box of tapes or a
pile of films and
a sheet of
prewritten labels
by organization



choose an item and wipe it
down before opening

for cassette tapes,
write protect as you
go (remove or flip
a record tab)



gently wind and tape down ends
where necessary with acid-free tape

apply matching labels to housing and
cassette (may need to cut)



avoid covering existing information

inspect and inventory
using the Excel template

if you see white
or brown powder,
crystalline
formations, or
filaments,
ask for help!



when a film or tape is complete, set it aside until your table finishes the box



notify Box Table & ask for more items

save often!

take breaks as needed

consult the cheat sheet and
template instructions often

don't hesitate to speak up and
ask questions!

before you leave, save your spreadsheet
to the thumb drive for your table

spreadsheets will be merged from all the
separate spreadsheets

fill out an evaluation!

INVENTORY TEMPLATE

<p>Example: Film</p>	<p>Example: Sacramento Public Library Special Collections</p>	<p>Example: Sacramento Amateur Movie Makers Club records</p>
<p>AV Type</p>	<p>Holding Organization</p>	<p>Collection</p>

<p>Example: MC 13</p>	<p>Example: Series 5</p>	<p>Example: MC 13 Sacramento Amateur Movie Makers Club records Box 1</p>
<p>Collection ID #</p>	<p>Series</p>	<p>Box ID #</p>

Example: MC13_FILM_0 001	Example: MC14F4	Example: 1 of 1
Unique ID #	Other IDs	Extent

<p>Example: [Dog show]</p>	<p>Example: Sacramento</p>	<p>Examples: Face of container: Casey Jones, 12/3/74, 5 min. [illegible]. Spine of container: Jones 1974. Reel: Jones on street with dogs 12/3/74 #3.</p>
<p>Title</p>	<p>Description</p>	<p>Label Info/Annotations</p>

YYYY-MM-DD	YYYY	Last name, First name, role
Record Date	Production Date	Creator

Last name, First name, role	Example: 00:15:00	Examples: 20, 30, 60, 90
Contributors	Duration	Capacity

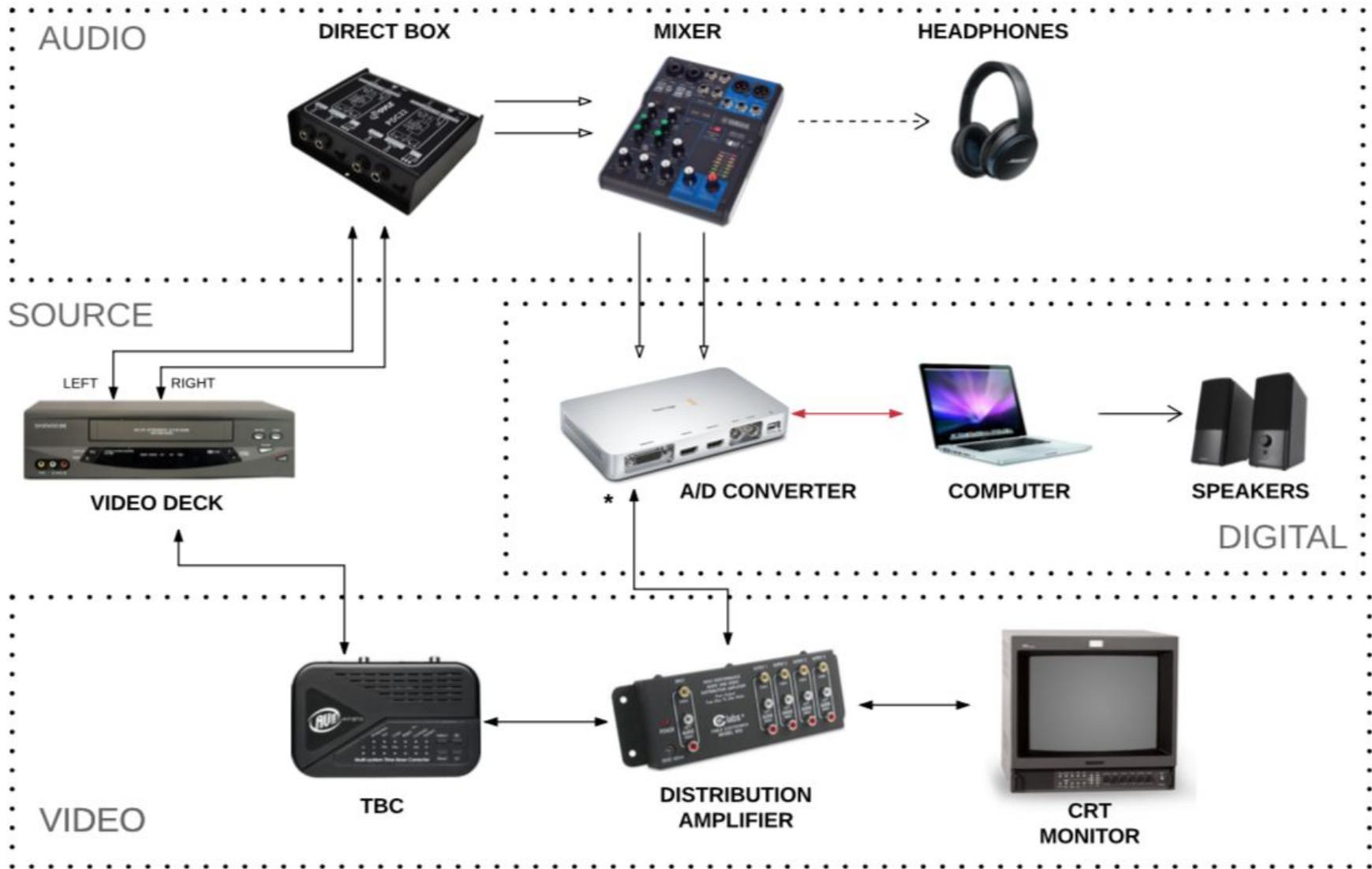
In inches	Example: 16mm Film	Example: Kodak Kodachrome
Reel Dimensions	Format	Stock

Examples: Reversal, Print, Negative, Original, Master, Copy	Color, Black and White, Color and Black and White	Sound, Silent
Generation	Color/B&W	Sound/Silent

Nitrate, Polyester, Acetate, Mixed Acetate and Polyester	Paper, Plastic, Metal	Examples: Dusty, container missing, uneven wind, vinegar smell
Base Material Type	Housing	Condition

<p>Examples: Tape and housing do not match; Series information obtained from Rose Roque.</p>	<p>Example: 2017-04-01</p>	<p>Example: Scott, James</p>
<p>NOTES</p>	<p>Date</p> <p>Inventoried</p>	<p>Inventoried By</p>

INTRO TO DIGITIZATION PROCESS



- ↔ : MALE RCA TO MALE RCA
- : FEMALE XLR TO MALE XLR
- ↔ (red) : THUNDERBOLT (DIGITAL)
- (with star) : RCA WITH BNC ADAPTER
- (dashed) : PLUG TO MINIPLUG
- : MINIPLUG

APEX VIDEO KIT DIAGRAM

VIDEO DIGITIZATION KIT



**THANK YOU FOR
COMING TO SPL'S
COMMUNITY ARCHIVING
WORKSHOP!**

**PLEASE FILL OUT AN
EVALUATION FORM!**