Scoping Your Digital Video Art Collection and Context

This document provides a series of prompts for conducting a scoping survey of your video collection.

Context:

I am a artist
    museum
    collector
    commercial art gallery
    distributors
    auction house
    service provider
    archive
    library special collection

I am actively collecting

I have a historical collection

Collection Characteristics: Ways to describe the scope, and formats in your collection.

1. Do you have?

- ❏ Audio / sound art
- ❏ Computer-based art
- ❏ Digital design
- ❏ Film
- ❏ Ephemeral art, with digital assets
- ❏ Slide-based art
- ❏ Video art

Audio art

What digital audio codecs are in your collection? e.g. .WAV, .MP3
- How many hours of each?
- How much digital storage does each work require?
http://www.sounddevices.com/calculator/
What audio tape formats are in your collection? e.g. cassette, open reel
- How many hours of each?
- Calculate digital storage space needed on transfer:
http://www.sounddevices.com/calculator/[1]

Computer-based art

What type of software-based art can be found in your collection? (this includes operating systems, programmes, related digital assets).
- How much digital storage does each work require?
What type of Net art can be found in your collection? (Is it hosted by you and or/backed-up on your internal computing infrastructure?)
- How much digital storage does each work require?

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[1] http://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_audio.pdf

Digital Design

What digital design collections can be found in your collection? e.g. fonts, digital architectural drawings such as Computer Aided Design files, files for digital printed wallpaper, Apps
- *How much digital storage does each work require?*

Film

What digital film elements can be found in your collection? e.g. DPX, ProRes, H.264
- How many hours of each?

What celluloid film elements can be found in your collection? e.g. 35mm, 16mm etc
- *How much digital storage does each work require?* *Use the digital storage calculator in this section.*

Slide-based art

What digital elements can be found in your collection? e.g. *TIFF, JPEG*
What slide film elements can be found in your collection? e.g. *35mm, medium format*
- *How much digital storage does each work require?*

Ephemeral art, with digital assets

a. What digital elements can be found in your collection? e.g. *TIFF, JPEG*
- *How much digital storage does each work require?*

Video art: analysing the size and growth of your collection

Analysis
How many works do you have in your existing collection? 1-50 titles, 50-100, 100-500, over 500?

What digital video codecs are in your collection? e.g. *ProRes, Uncompressed, H.264*

What video tape formats are in your collection?[2]

Overarching characteristics of a video artwork which help inform storage space required?
How many channels?
Do you have multiple copies for one artwork? e.g. *you might have different formats for one work e.g. Uncompressed master file, H.264 (compressed) exhibition file, MP4 access copy?*
How many hours of material does the artwork consist of?
Additional AV materials that are not master but may be held in the collection, for example relevant to the production history of the work? e.g. *rushes*
- *How much digital storage does each work require?* *Use the digital storage calculator in this section.*

File-based video:
How many file-based works do you have?

[2] http://www.arts.texas.gov/wp-content/uploads/2012/04/video.pdf

How much space do they currently occupy?
How many hours/TB on each video codec?

Tape-based video
How many tape-based works do you have?
How many tapes do you have per video tape format? e.g. *5 x Digital Betacam tapes, 2 x VHS tapes, 4 x DVCAM tapes*
How many hours per video tape format?
- ***How much digital storage does each work require?*** ***Use the digital storage calculator in this section.***

Estimate Growth Rate

Do you currently digitize and migrate video tapes and disc-based media to files?

- ❏ If yes, how many tapes to GB/TB do you migrate per year?
- ❏ How long until you transferred everything?

- ❏ What format(s) are you planning to use for preservation?
- ❏ Estimate how much storage space you would need if you migrated your tape-based material. **Go to the "Storage Size Calculator" to work out the storage space you would need.**
- ❏ Over what period of time will you be migrating?

- ❏ Also, consider if you have exhibition formats on media such as laser disc, dvd. These too require migrating if they are important to the history of the artwork and differ slightly to the master tapes?

- ❏ How many new video artworks do you acquire/produce on average per year?
  - ❏ If yes how many GB or TB did you acquire last year?
  - ❏ If yes how how many video tapes did you acquire last year?

Can you estimate whether there will be an increase or decrease in acquisitions? For instance, will there be a focus in a particular period of time/artist that may
- ❏ Will you produce file formats for exhibition and/or viewing on ingest? In what format/compression?

2. Policies: What will you be preserving?
Master files only
Historical Exhibition Formats
Access copies
Other Source Materials (e.g. Artist's rushes)
All of the above+ related documentation? (e.g. display specifications, certificates, etc)

And How?
How many copies of each file?
In which file formats?
Compressed? Uncompressed?
8-bit/10-bit?

Stay native?
Normalise?

Existing Systems and Practice
Do you have a collection information management system?

What is your existing primary storage infrastructure?
- a. DVD
- b. External hard drives
- c. Video tape
- d. Internal Hard drives
- e. LTO
- f. Servers
- g. Mirrored RAID
- h. Disk based back-up
- i. Mirrored disk back-up
- j. Cloud
- k. Other

3. Do you have acquisitions policies in place? That is, do you have guidelines on what master materials you require from artists/galleries?

4. Do you have backup procedures in place?

5. Do you have multiple copies of each digital file?

6. Who is responsible for the maintenance of the storage?

7. Do you have fixity checks in place?

8. Do you hold descriptive and technical metadata for each digital object?
    e.g. video/audio containers, codecs, tape formats, file sizes etc.

9. Do you reference published metadata strategies?
    e.g. Preservation Metadata: Implementation Strategies (PREMIS)

10. If you hold metadata , where is the metadata stored?
    e.g. separate Database (Collection management system or other) and/or associated with the file

11. Do you have a long term preservation policy for your digital collection?

Budget
1. What current financial resource is allocated to preservation digital objects.
    a. Do you allocate budget for tape to file migration?
    b. Do you allocate budget for film to file migration?

c. Do you allocate budget for slide to file migration?

2. Do you have a budget allocated to maintaining your digital storage?

3. Do you have a budget allocated for expansion for your digital storage?

Skills: scoping your existing personnel skill sets.
Do you have 1 person/team responsible for your video collection?

Who, or who is in your team?

Artist
Collection manager
Curator
Registrar
AV Technician
Conservator
Archivist
Other
Combination of the above

Do you have an IT specialist/IT team?

Can they assist with supporting a digital preservation storage solution?