

Quality Control on digitized material at Carnegie Hall

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Digital Asset Mgr.

April 21, 2017 | BAVC

QCTools & SignalServer Workshop

04110888

Isabel Leonard and Sharon Isbin, November 12, 2015
Full concert performance.

NAMES: [Isabel Leonard \(1962-\)](#)
[Sharon Isbin \(1956-\)](#)

SEASON: [2015-2016](#)

DATE: [November 12, 2015](#)

VENUE: [Zankel Hall](#)

SOURCE NAME: [Carnegie Hall Archives](#)

CREDIT: [© 2015 Carnegie Hall](#)

DEPARTMENT: [Digital Media](#)

NOTES:
Includes Richard Danielpour - ...Of Love and Longing, which is Number 8 of 125 Commisions Project

KEYWORDS:
[raw media](#)
Expand keywords (Admin)

SIZE: 1920px x 1080px (~16406 MB)

DURATION:
1h52mins

☐ Add to lightbox
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☐ Edit

PURPOSE:
☒ For Staff Reference Only

RELATED MATERIALS:
[Isabel Leonard and Sharon Isbin November 12, 2015 Part 1](#)
[Isabel Leonard and Sharon Isbin November 12, 2015 Part 2](#)

PACKAGES/VIRTUAL FOLDERS
RELATED TO ASSET:
125 Commisions Project
ROMANCE DE DON BOYSO (TRANS. ISBIN)
EL CAFE DE CHINITAS (TRANS. ISBIN)

Direct link to Video [Copy URL to clipboard](#) [Share](#)

Conceptually similar

[Brid Mehrota, October 22, 2015](#)
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[Teresa Quartet, November 19, 2015](#)
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[Teresa Quartet and Gabriel Kahane, April 7, 2016](#)
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[Carnegie Hall 125th Anniversary Gala](#)
☐ Pending process

[Full interview with Gustavo](#)

[Joyce DiDonato Master Class](#)

[Joyce DiDonato Master Class](#)

[MVJ_8089.MOV](#)

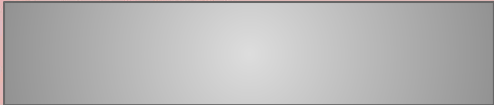
Digital Collections

Provide staff and curated public access to reference and research materials.



Perform aural and visual QC review on selected files (25% of total assets).

Identify and flag issues for review.

Applies to:	Staff performing quality control operations on digitized assets.
Objective:	Prepare Basic QC worksheet for a given <u>harddrive</u> or <u>harddrive</u> volume and perform aural and/or visual quality control on 25% of the files.
Additional Documentation	<ul style="list-style-type: none"> 
Pre-Requisites	Part 1: Started on QC-004 Part 2: Completion of QC-005 Part 1, and QC-004

PART 1 – DURING CHECKSUM CREATION

Step	Instruction	Illustration / Command
1	While you are generating checksums for each directory on the vendor HDD (see instructions for QC-004), prepare the Basic QC review/notetaking document.	<i>Open:</i> QC-005_YEAR#_VENDOR_HDID_TEMPLATE.xlsx
2	Save as... and update filename to reflect the HDD <u>you're</u> working on (remove the word TEMPLATE). Save it to the In Progress folder in the DAP Quality Control folder.	<i>Sample filename:</i> QC-005_YEAR3_NEDCC_14-306.xlsx
3	Open HDD in Finder and navigate to the subdirectory on the HDD you're generating checksums for. Highlight all files (command-A or click/scroll to bottom while holding SHIFT button) then right-click and Copy (or command-c).	
4	Paste filenames into Column A – Filenames in your QC-005 spreadsheet. Name the tab with the subdirectory name (usually the HDD-ID followed by a qualifier, like _1).	
5	Create a new tab and name it with the subdirectory name (usually the HDD-ID followed by a qualifier). Repeat steps 3-4 for each subdirectory on the <u>harddrive</u> .	
6	Save your spreadsheet!	
7	Locate the original document if available and prepare it for review against selected files. For audio and video files, skip this step.	
8	Update the Task Tracking worksheet for QC-005 to IN PROGRESS and the Initial/Date.	

PART 2 – AFTER CHECKSUM CREATION/QC-004 IS COMPLETE

Step	Instruction	Illustration / Command			
1	Open the spreadsheet associated with your HDD.	If you're working on 14-306, your filename should be QC-005_YEAR3_NEDCC_14-306.xlsx			
2	Identify 25% of all files returned from the vendor. You can highlight the rows in yellow associated with the filenames that you want to perform basic QC on. (See Microsoft Support for highlighting tip.)				
3	As you go through the original file folders, label the physical folders with the date on the exterior of the folder in the format: Month Day Year (on upper left corner).				
4	In each row highlighted, verify the following: <ul style="list-style-type: none">• File content matches original document• File opens and displays correctly• The filename is formatted according to file naming conventions (see File Naming Conventions document in G Drive)	See <i>Quality Control Procedures for Digitized Documents</i> document			
5	For file type...	Image	Audio	Video	
	Use...	Adobe Bridge	Any audio player	Any video player	
6	Note errors according to row headers. Any issues or flags, highlight the entire row in red				
7	When Basic QC is complete on all selected files across all tabs, move your spreadsheet to the For Review directory and update the shared Task Tracking worksheet status QC-005 to DONE and update the date in the Initial/Date column. This will signal that your QC sheet is ready for review by the Digital Asset Manager.				

If problems persist or you have any questions about the procedures or results explained above, ask the Digital Asset Manager for assistance.

	A	B	C	D	E	F	G	H
	File name	Matches Original Document	File Opens & Displays	Confirm File Name	Image Artifacts or Issues	Notes	QC by	QC date
1					No bars or tone on tape. No lead in at head of tape.	No audio in QT	XF	4/1/16
5	CHA-ASRV-0145_pm.mov	x	x	x				
6	CHA-ASRV-0146_pm.mov							
8	CHA-ASRV-0147_pm.mov							
10	CHA-ASRV-0148_pm.mov							
12	CHA-ASRV-0161_pm.mov							
14	CHA-ASRV-0172_pm.mov							
17	CHA-ASRV-0178_pm.mov	x	x	x	Occasional dropouts in the program. No bars and tone on tape. No Lead.	No audio in QT	XF	4/1/16
19	CHA-ASRV-0183_pm.mov							
20	CHA-ASRV-0192_pm.mov							
22	CHA-ASRV-0194_pm.mov							
25	CHA-ASRV-0195_pm.mov	x	x	x	Head Clog(?) at the beginning		XF	4/1/16
26	CHA-ASRV-0196_pm.mov							
27	CHA-ASRV-0199_pm.mov							
29	CHA-ASRV-0200_pm.mov	x	x	x	Occasional dropouts Head switching No Copy No Broadcast warning		XF	4/1/16
31	CHA-ASRV-0201_pm.mov							
32	CHA-ASRV-0202_pm.mov							
34	CHA-ASRV-0203_pm.mov							
36	CHA-ASRV-0204_pm.mov							
37	CHA-ASRV-0205_pm.mov	x	x	x	Occasional dropouts Head switching No Copy No Broadcast warning		XF	4/1/16
38	CHA-ASRV-0206_pm.mov							
41	CHA-ASRV-0207_pm.mov	x	x	x	Occasional dropouts Head switching No Copy No Broadcast warning	No audio in QT	XF	4/1/16

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	File Name	Type	File Name Accurate	File Opens	Playback	Color	Audio	Check T	Metadata Worksheet	Issues or Errors	Date Received	QC by	QC Date	Comments	Ver
2	CHA-RS-0006_mz.movSAMPLE	Mezzanine File	Yes	Yes	Yes	Looks Good	Sounds good				4/28/14	MY	4/29/14		Me
3															
4	CHA-CENT-045_mz.mov	Mezzanine File	Yes	Yes	Yes	Looks Good	Sounds good		OK		4/28/14	LK	7/1/14		
5	CHA-CENT-045_pm.mov										4/28/14		7/1/14		
6	CHA-CENT-046_mz.mov										4/28/14		7/1/14		
7	CHA-CENT-046_pm.mov										4/28/14		7/1/14		
8	CHA-CENT-047_mz.mov										4/28/14		7/1/14		
9	CHA-CENT-047_pm.mov										4/28/14		7/1/14		
10	CHA-CENT-048_mz.mov	Mezzanine File	Yes	Yes	Yes	Looks Good	Sounds good		OK		4/28/14	LK	7/1/14		
11	CHA-CENT-048_pm.mov										4/28/14		7/1/14		
12	CHA-CENT-049_mz.mov										4/28/14		7/1/14		
13	CHA-CENT-049_pm.mov										4/28/14		7/1/14		
14	CHA-CENT-050_mz.mov										4/28/14		7/1/14		
15	CHA-CENT-050_pm.mov										4/28/14		7/1/14		
16	CHA-CENT-051_mz.mov	Mezzanine File	Yes	Yes	Yes	Looks Good	Sounds good		OK		4/28/14	LK	7/1/14	Contains only graphics, no audio.	
17	CHA-CENT-051_pm.mov										4/28/14		7/1/14		
18	CHA-CENT-052_mz.mov										4/28/14		7/1/14		
19	CHA-CENT-052_pm.mov										4/28/14		7/1/14		
20	CHA-CENT-053_mz.mov										4/28/14		7/1/14		
21	CHA-CENT-053_pm.mov										4/28/14		7/1/14		
22	CHA-CENT-054_mz.mov	Mezzanine File	Yes	Yes	Yes	Looks Good	Sounds good		OK		4/28/14	LK	7/1/14		
23	CHA-CENT-054_pm.mov										4/28/14		7/1/14		
24	CHA-CENT-055_mz.mov										4/28/14		7/1/14		
25	CHA-CENT-055_pm.mov										4/28/14		7/1/14		
26	CHA-CENT-056_mz.mov										4/28/14		7/1/14		
27	CHA-CENT-056_pm.mov										4/28/14		7/1/14		
28	CHA-CENT-057_mz.mov	Mezzanine File	Yes	Yes	Yes	Looks Good	Sounds good		OK	No audio 52:11 - 56:09. Metadata does not	4/28/14	LK	7/1/14		
29	CHA-CENT-057_pm.mov										4/28/14		7/1/14		
30	CHA-CENT-058_mz.mov										4/28/14		7/1/14		
31	CHA-CENT-058_pm.mov										4/28/14		7/1/14		
32	CHA-CENT-059_mz.mov										4/28/14		7/1/14		
33	CHA-CENT-059_pm.mov										4/28/14		7/1/14		
34	CHA-CENT-061_mz.mov	Mezzanine File	Yes	Yes	Yes	Looks Good	Sounds good		OK		4/28/14	LK	7/1/14		
35	CHA-CENT-061_pm.mov										4/28/14		7/1/14		
36	CHA-CENT-062_mz.mov										4/28/14		7/1/14		
37	CHA-CENT-062_pm.mov										4/28/14		7/1/14		
38	CHA-CENT-063_mz.mov										4/28/14		7/1/14		
39	CHA-CENT-063_pm.mov										4/28/14		7/1/14		
40	CHA-CENT-064_mz.mov	Mezzanine File	Yes	Yes	Yes	Looks Good	Sounds good		OK		4/28/14	LK	7/1/14		
41	CHA-CENT-064_pm.mov										4/28/14		7/1/14		
42	CHA-CENT-065_mz.mov										4/28/14		7/1/14		
43	CHA-CENT-065_pm.mov										4/28/14		7/1/14		
44	CHA-CENT-066_mz.mov										4/28/14		7/1/14		
45	CHA-CENT-066_pm.mov										4/28/14		7/1/14		
46	CHA-CENT-067_mz.mov	Mezzanine File	Yes	Yes	Yes	Looks Good	Sounds good		OK	Cuts out at 02:24, goes black and silent until	4/28/14	LK	7/1/14		
47	CHA-CENT-067_pm.mov										4/28/14		7/1/14		

No issues found

To do

Issues found

Issues found
Issues found

Issues found

To do

No issues found

Issues found

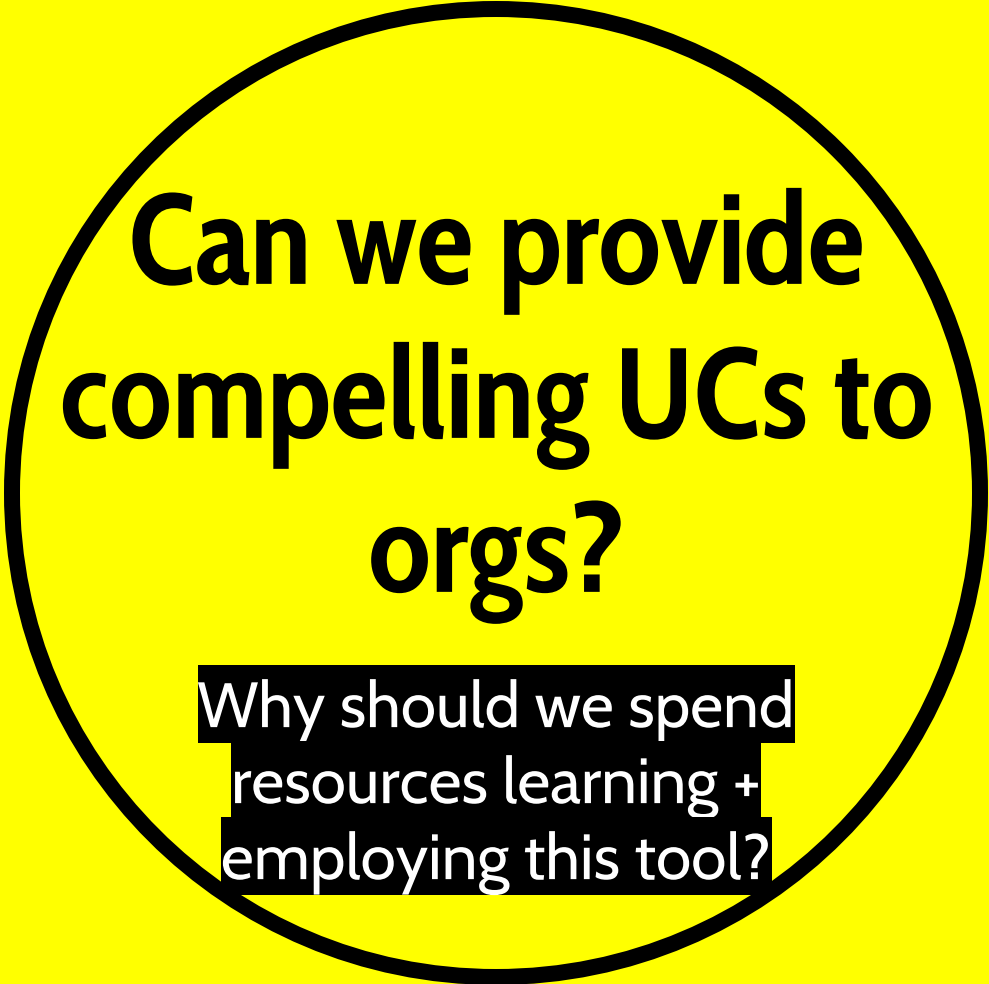
Issues found

What's the QC outcome?

- Review by manager
 - Confirm Basic QC performed on minimum 25% of batch
 - Research any reported issues
- “Research”
 - What are possible causes of unexpected errors?
 - Weigh reconciliation steps
 - Files created years ago, vendor no longer has copies
 - \$\$\$ associated with re-transferring (if even possible!)
- Document decision in workflow tracker + QC spreadsheet
 - Informal transfer to our DAM as internal notes if errors are significant

0

**Number of times Basic QC resulted in A/V re-transferring
since 2012**



**Can we provide
compelling UCs to
orgs?**

**Why should we spend
resources learning +
employing this tool?**

**Can
non-experts
use +
understand it?**

**Can 'Basic QC' be
expedited with
QCTools?**