

Audiovisual Assessment

**DPOE-N workshop
May 9, 2023**



Hello!

Megan McShea

megan.mcshea@gmail.com

<https://megan-mcshea.github.io/archivistbio.html>



Slide template courtesy of SlidesCarnival.com

1.

First, a story

AV Survey Database

AVMediaCategory	AVMediaSpecific	SumOfAVItems	Is copy?
Analog Audio	1/4" reel	3542	<input type="checkbox"/>
Analog Audio	1/4" reel	109	<input checked="" type="checkbox"/>
Analog Audio	2" audio reel	5	<input checked="" type="checkbox"/>
Analog Audio	8 track cartridge	2	<input checked="" type="checkbox"/>
Analog Audio	8 track cartridge	2	<input checked="" type="checkbox"/>
Analog Audio	cassette	7527	<input type="checkbox"/>
Analog Audio	cassette	467	<input checked="" type="checkbox"/>
Analog Audio	grooved disc	191	<input checked="" type="checkbox"/>
Analog Audio	grooved disc	86	<input checked="" type="checkbox"/>
Analog Audio	microcassette	274	<input checked="" type="checkbox"/>
Analog Audio	microcassette	3	<input checked="" type="checkbox"/>
Analog Audio	Minifon	87	<input type="checkbox"/>
Analog Audio	NAB cartridge (Fidelipac)	2	<input type="checkbox"/>
Analog Audio	wire recording	17	<input type="checkbox"/>
Analog Video	1" video reel	16	<input type="checkbox"/>
Analog Video	1" video reel	10	<input checked="" type="checkbox"/>
Analog Video	1/2" video reel	224	<input checked="" type="checkbox"/>
Analog Video	1/2" video reel	2	<input checked="" type="checkbox"/>
Analog Video	2" Quad	2	<input type="checkbox"/>
Analog Video	3/4" U-Matic	1188	<input type="checkbox"/>
Analog Video	3/4" U-Matic	58	<input checked="" type="checkbox"/>
Analog Video	3/4" U-MaticSP	7	<input type="checkbox"/>
Analog Video	3/4" U-MaticSP	1	<input checked="" type="checkbox"/>
Analog Video	8mm (Video8)	19	<input type="checkbox"/>
Analog Video	Betacam	2	<input type="checkbox"/>
Analog Video	BetacamSP	441	<input type="checkbox"/>
Analog Video	BetacamSP	192	<input checked="" type="checkbox"/>
Analog Video	Betamax	74	<input type="checkbox"/>
Analog Video	Hi8	65	<input type="checkbox"/>
Analog Video	Laser Videodisc	2	<input type="checkbox"/>
Analog Video	Laser Videodisc	1	<input checked="" type="checkbox"/>
Analog Video	M video	2	<input type="checkbox"/>
Analog Video	S-VHS	135	<input type="checkbox"/>
Analog Video	VHS	2662	<input type="checkbox"/>
Total		22569	

AV Survey record ID: 10691

Collection ID: 10691

Collection Name: Alliance of Figurative Artists Lecture and Panel Disc

Surveyor name: Megan

Survey date: 2/7/2008

Project: CCPF 2018

total extent: 1.2

AV extent: 1.2

Is SIRIS accurate for AV description? ☐

Is the collection mostly AV? ☒

Does collection have finding aid according to AV guidelines? ☐

Housing Rating:

Documentation Rating:

Arrangement Rating:

Group Description

Collection ID: 10691 Group ID: a Current Box: 1

Description: Audio recordings of panels and lectures

Genre: academic (lecture/panel/sympo)

Dates: 1969-1970, 1979

Unique?: yes

Creator Type: donor

Documentation?:

Group Note: many 2-sided; some on recycled tape or recycled boxes; cassettes are duplicates of 7 lectures; labels

Media Note:

Preservation issues:

Poor Wind ☒ Odor ☐ Other ☐ Damage ☐ Mold ☐

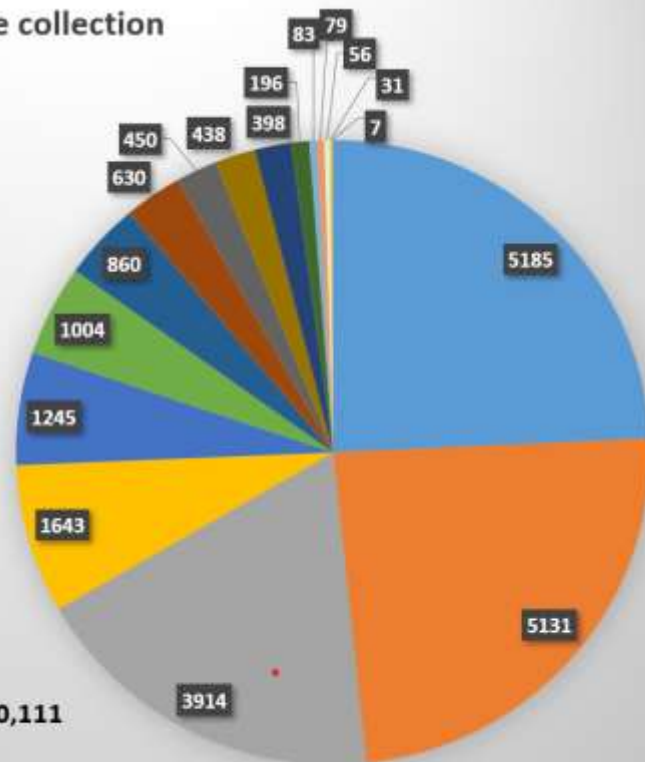
Preservation Note:

Items in Group:

Qty	Media Type	Size	Is Copy?	Speed	Thickne	Needs Hou	Housing Upd	Preserved?	Dig for Access?
3	1/4" reel	7 in. reel	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	1/4" reel	7 in. reel	<input type="checkbox"/>	mixed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	1/4" reel	5 in. reel	<input type="checkbox"/>	unknown		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	cassette	90m cassette	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	CD	disc	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

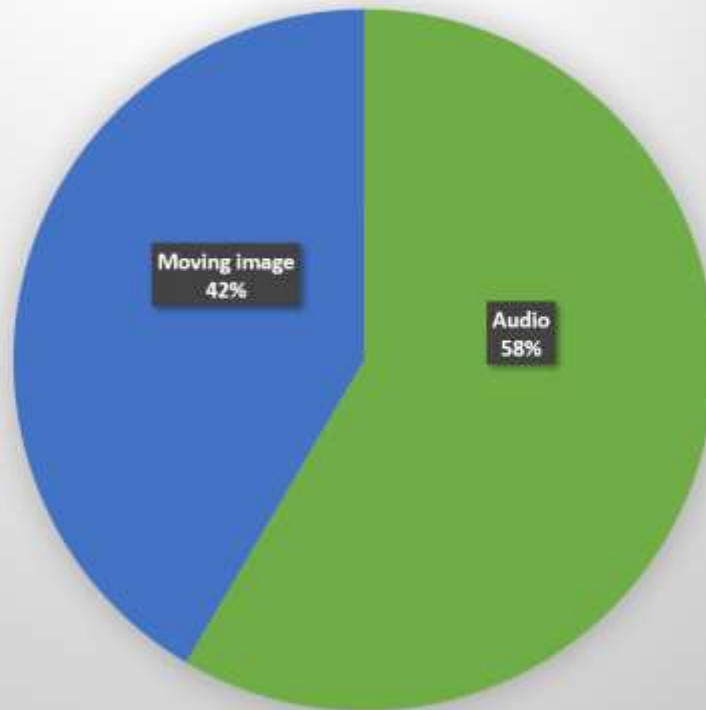
Types of audiovisual content in the collection

- academic (lecture/panel/symposium)
- interviews
- documentary
- mixed
- broadcast tv or radio program
- unknown
- film/video art
- poetry reading or performance
- exhibition-related media
- other
- home movies
- art technique demonstration
- commercial
- studio/gallery/home tour
- home movies/personal recording
- educational

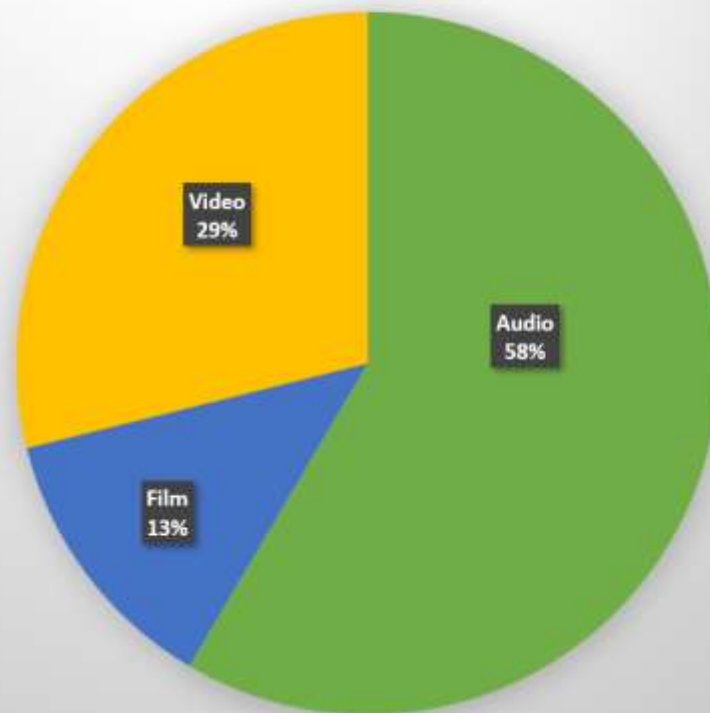


Total: 20,111

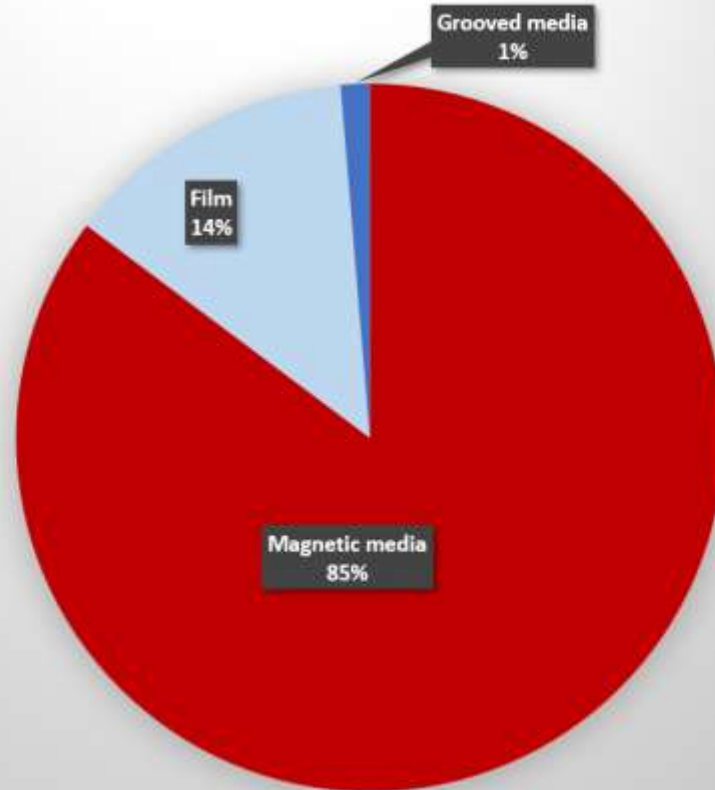
Formats



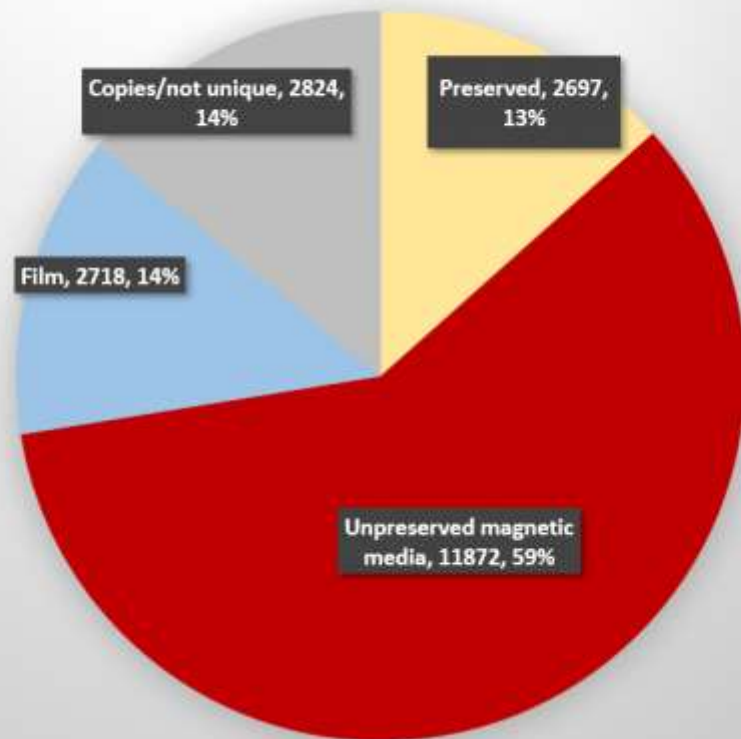
Formats



Material types

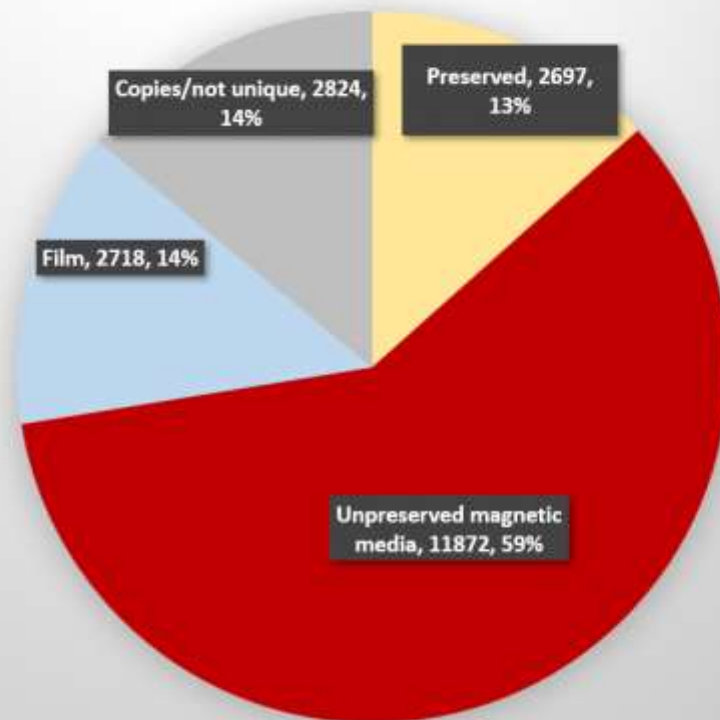


Preserved 2009-2018



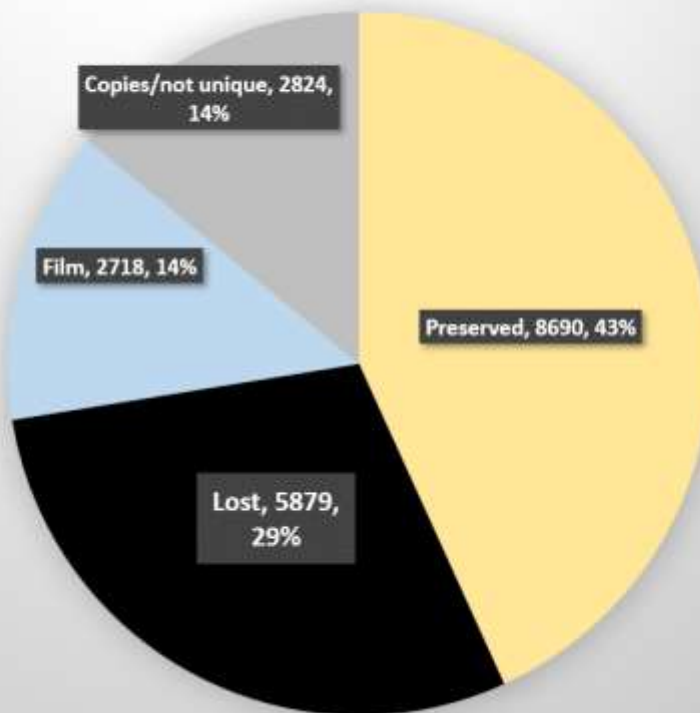
Preserved 2009-2018

...At this rate, we'll be
finished in 2057



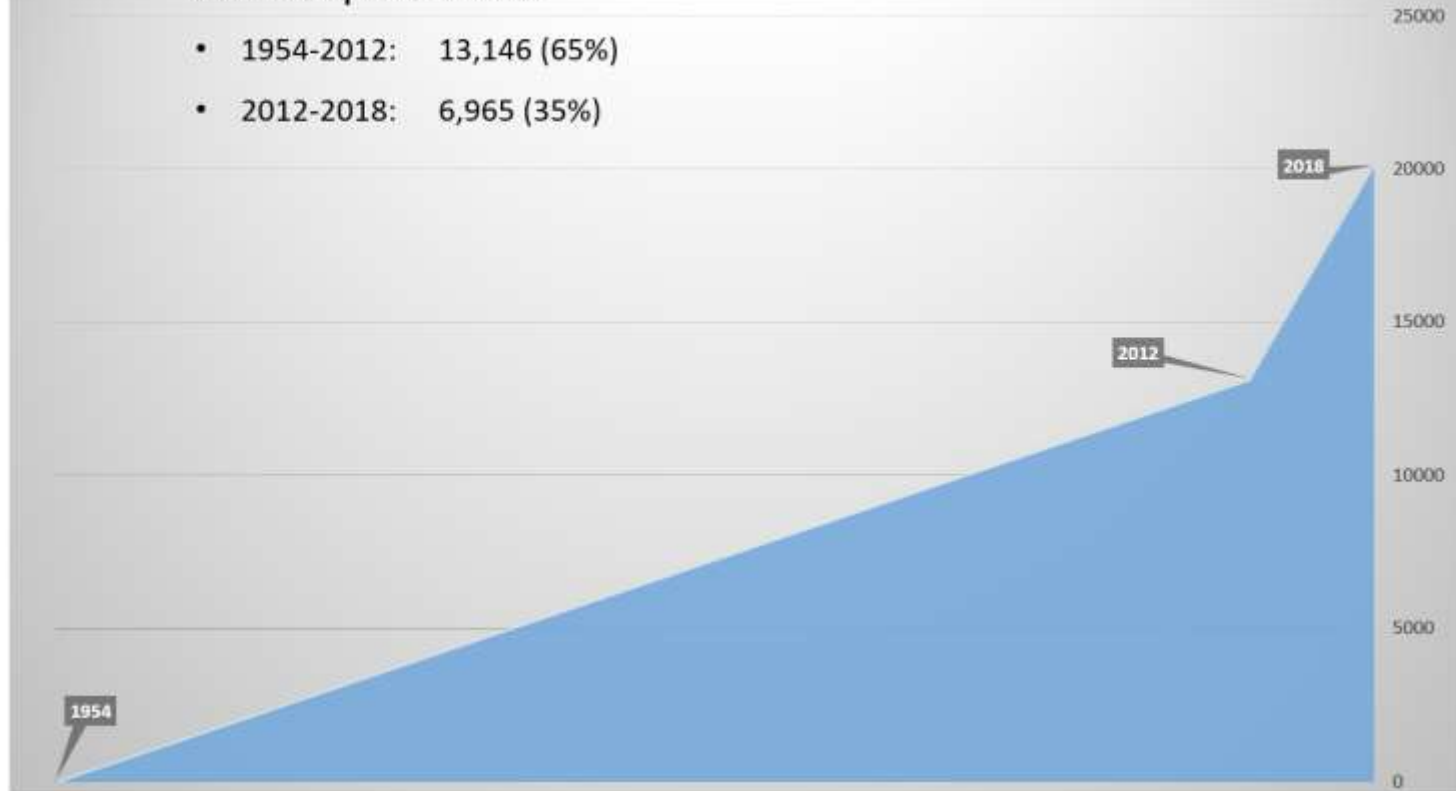
Preserved 2038

...Or by 2038, when magnetic media is inaccessible, we'll have lost 29% of our audiovisual holdings.



Rate of acquisition of AV:

- 1954-2012: 13,146 (65%)
- 2012-2018: 6,965 (35%)



Assessment is knowledge...

- formats
- risk factors
- uniqueness
- generation
- source
- content



Assessment is readiness...



In an ever-changing landscape of

- Research interests
- Funding sources
- Available technologies
- Staffing
- Infrastructure

...at every stage of archival work

- Curation
- Accession
- Storage
- Processing
- Reference
- Preservation





The overall point is that all analog and physical digital formats are on the same obsolescence slope. Some have slid further down that slope than others, some will last far longer, but they are all headed in the same direction.”

Mike Casey, “Why
Media Preservation
Can’t Wait: The
Gathering Storm”
IASA journal no 44,
January 2015



Either degradation or obsolescence is serious enough by itself. The combination of the two is a potent threat that severely undermines preservation efforts.”

Mike Casey, “Why
Media Preservation
Can’t Wait: The
Gathering Storm”
IASA journal no 44,
January 2015

Online resources

Online resources

Links shared in "Introduction to AV Assessment," DPOE-N workshop presented by Megan McShea on 5/9/23

Table of contents

[Introduction](#)

[Part 1: Recognizing formats](#)

[Part 2: Understanding copies](#)

[Part 3: Condition triage](#)

[Part 4: Data gathering tools and methods](#)

[Conclusion](#)

<https://github.com/megan-mcshea/megan-mcshea.github.io/blob/mm-pages/AVAssessment.md>



Today's agenda:

Part 1: Recognizing Formats

Part 2: Understanding copies

Part 3: Condition triage

Part 4: Data gathering tools and methods

Part 1: FORMATS

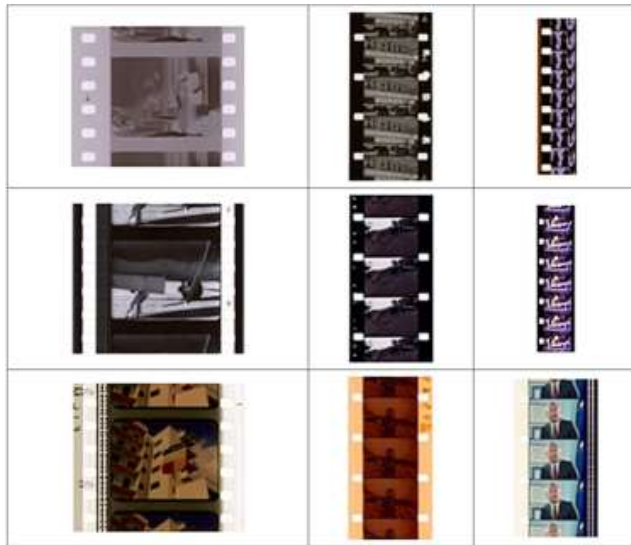




Film, Video, Audio



Film



How to recognize film

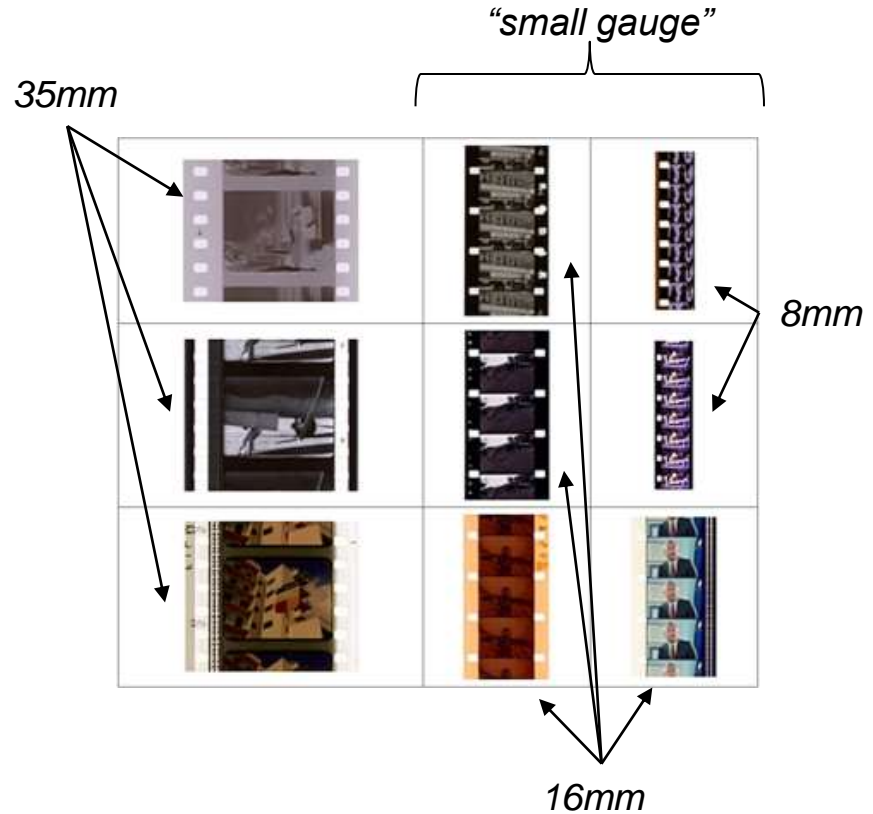
- **Visible image**
- **Perforations**

National Archives and Records
Administration, Preservation Division

Film: gauges

Main identifying qualities of film

- **Gauges**
- **Black & white vs color**
- **Negative vs positive**
- **Silent vs sound**

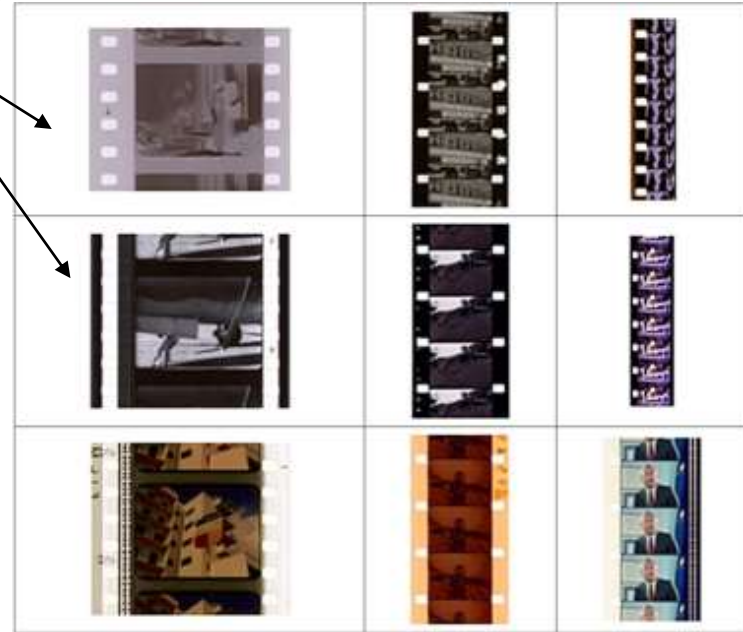


Film: color

Main identifying qualities of film

- Gauges
- **Black & white vs color**
- Negative vs positive
- Silent vs sound

Black & white



color

Film: negatives

Main identifying qualities of film

- Gauges
- Black & white vs color
- **Negative vs positive (reversal)**
- Silent vs sound



Film: sound

Main identifying qualities of film

- Gauges
- Negative vs positive
- Black & white vs color
- **Silent vs sound**



.....soundtracks.....

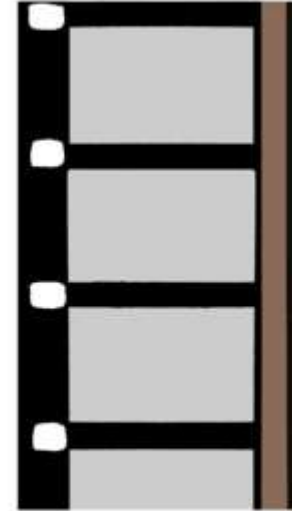
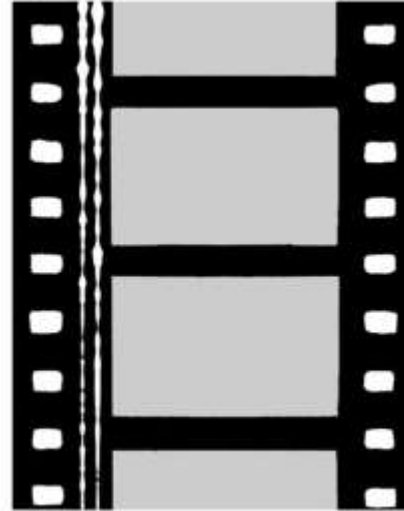


Film: sound

Main identifying qualities of film

- Gauges
- Negative vs positive
- Black & white vs color
- **Silent vs sound**

Optical



Magnetic

Film: sound

Main identifying qualities of film

- **Gauges**
- **Negative vs positive**
- **Black & white vs color**
- **Silent vs sound**



Film: housing

Films wound on a

- Reel (left)
- Core (right)



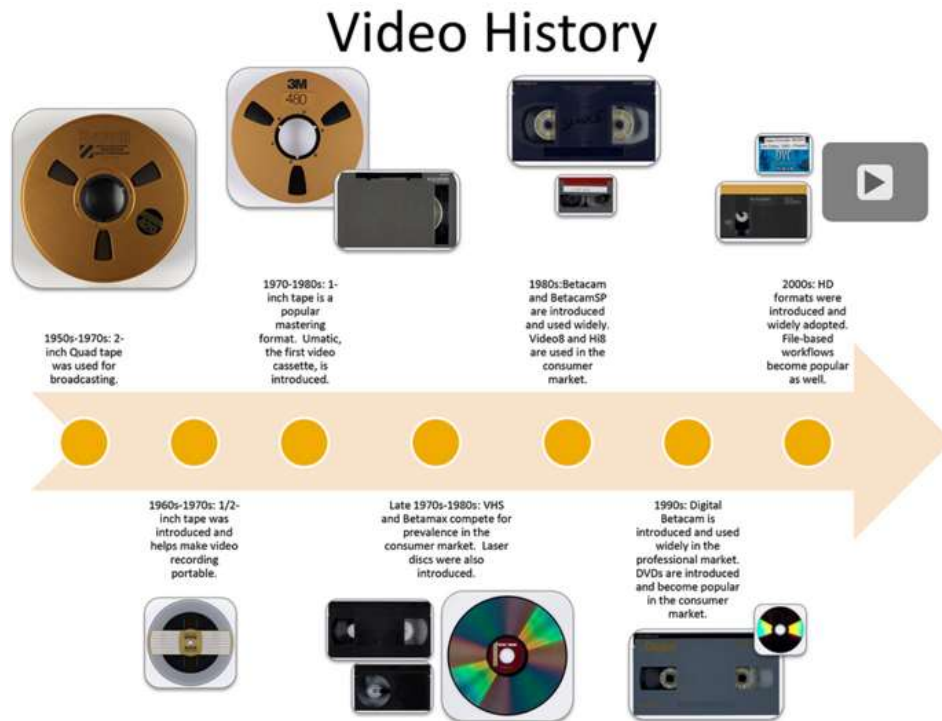
Film: containers

- Cans & boxes (top left)
- Shipping containers (right)
- Nothing (bottom left)



Video

National Archives and
Records Administration,
Preservation Division,
Video guidance



Video: carriers

Main identifying qualities of video

- **Carrier type**
- **Material type**
- **Gauge**
- **Specific format**
- **Analog v digital**

Texas Commission on
the Arts, 2004
Videotape guide

reels →



cassettes



discs



PSAP Collection ID guide

Video: material

Texas Commission on
the Arts, 2004
Videotape guide

Main identifying qualities of video

- Carrier type
- **Material type**
- Gauge
- Specific format
- Analog v digital

Magnetic
media



Optical media



PSAP Collection ID guide

Video: gauge

Main identifying qualities of video

- Carrier type
- Material type
- **Gauge - reels**
- Specific format
- Analog v digital



Video: gauge

Main identifying qualities of video

- Carrier type
- Material type
- **Gauge - cassettes**
- Specific format
- Analog v digital



U-matic = 3/4" video



Betamax (1/2" video)

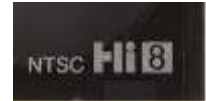
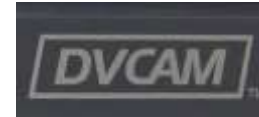


VHS (1/2" video)

Video: specific format

Main identifying qualities of video

- Carrier type
- Material type
- Gauge - cassettes
- **Specific format**
- Analog v digital

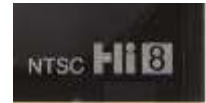


PSAP Collection ID Guide, University of Illinois

Video: digital tape

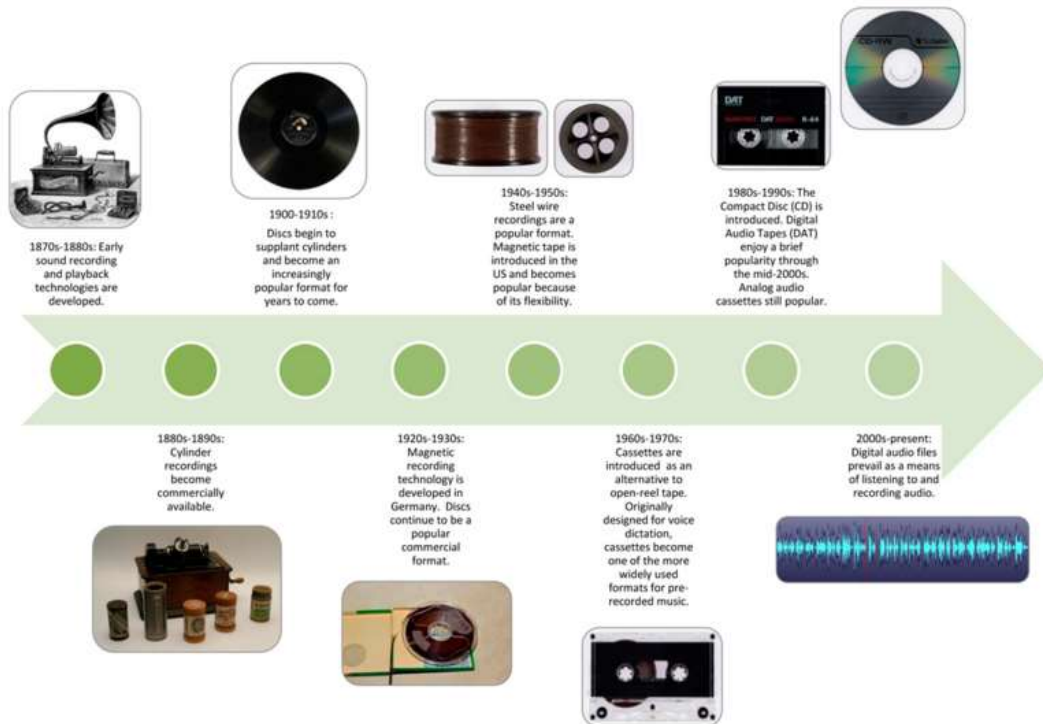
Main identifying qualities of video

- Carrier type
- Material type
- Gauge - cassettes
- Specific format
- **Analog v digital**



PSAP Collection ID Guide, University of Illinois

Audio



National Archives and
Records Administration,
Preservation Division,
Audio guidance

Audio: carriers

Main identifying qualities of audio

- **Carrier type**
- Material type
- Analog v digital



Audio: material

Main identifying qualities of audio

- Carrier type
- **Material type**
- Analog v digital

Magnetic media



Optical media



Audio: material

Main identifying qualities of audio

- Carrier type
- **Material type, grooved media**
- Analog v digital

*Plastic (left)
or wax (right)*



<https://psap.library.illinois.edu/format-id-guide/phonodisc>



aluminum



Lacquer, aka "acetates" Shellac, aka "78s"



Vinyl, aka "LPs"

Audio: digital

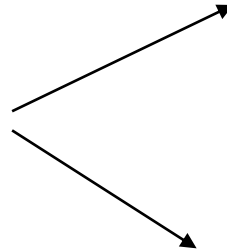
Main identifying qualities of audio

- Carrier type
- Material type
- **Analog v digital**

analog



digital



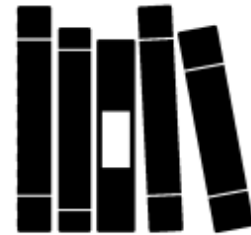
Audio

Main identifying qualities of audio

- Carrier type
- Material type
- Analog v digital
- **etc**

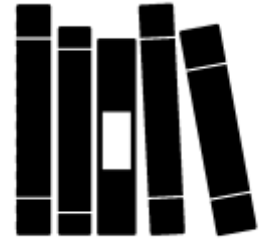


Recognizing formats: general resources



- *PSAP Collection ID Guide, University of Illinois*
- *NARA Preservation Division AV format pages*
- *Know Your Carrier*
- *Museum of Obsolete Media*

Format-specific resources:

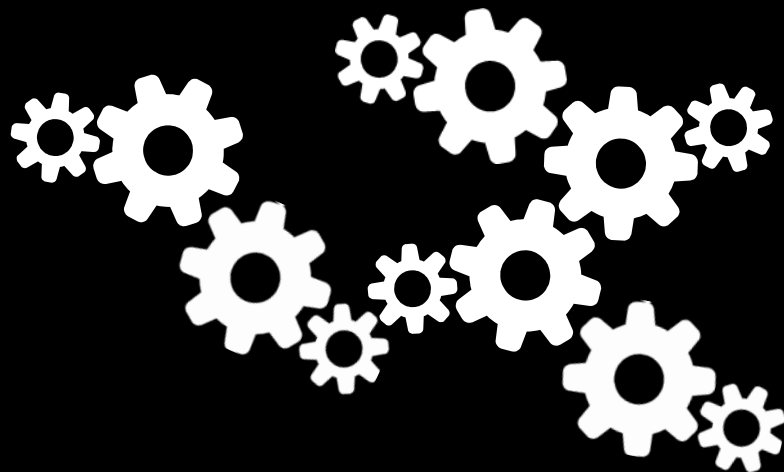


- *Videotape Identification and Assessment Guide* (Texas Commission on the Arts, 2004)
- *Field Audio Collection Evaluation Tool: Format Characteristics and Preservation Problems* (Mike Casey, Indiana University, 2007)
- *The Film Preservation Guide, The Basics for Archives, Libraries, and Museums* (NFPF, 2004)

Part 1: Case Studies



Part 2: COPIES



Types of copies

1. *Non-commercial, unpublished recordings*
2. *Commercial distribution copy*
3. *Broadcaster-produced recording*
4. *Off-air recording (listener-produced)*
5. *Format migration copy*
6. *Sharing copy*
7. *Media production elements*

“Unique”

Content does not
exist elsewhere

“Original”

the object on which the
recording was created

“Generation”

- 1st generation = original
- 2nd gen = copy made from 1st gen
- 3rd gen = copy made from 2nd gen
- etc.



Generation Loss THE MOVIE (BAVC)

“Generation”

- 1st generation = original
- 2nd gen = copy made from 1st gen
- 3rd gen = copy made from 2nd gen
- etc

“Master”

- Highest quality copy of edited work
- Submaster = a copy of the master
- Dub master = copy used for making more copies
- Preservation master = highest quality digital copy of any archival AV (unrelated to production)

Types of copies

1. *Non-commercial, unpublished recordings*
2. *Commercial distribution copy*
3. *Broadcaster-produced recording*
4. *Off-air recording (listener-produced)*
5. *Sharing copy*
6. *Format migration copy*
7. *Media production elements*

Types of copies

1. *Non-commercial, unpublished recordings*

- Often made by an individual or ad hoc group
- Can be personal or work-related
- Often only used by creator

Examples: home movies, interviews, documentation of events or research

Types of copies

1. *Non-commercial, unpublished recordings*

Related documentation:

- Projects: lists, transcripts, logs, notes
- Personal: letters, diaries, photographs, programs

Format and appearance:

- Consumer formats: cassette, microcassette, small audio reels, Hi8, MiniDV
- Labels often handwritten or printed on consumer devices

Uniqueness:

- Very likely to be unique
- Often never copied, used in original form



Types of copies

2. *Distribution Copies*

Mass-produced copies for end users

Types of copies

2. *Distribution copies*

Related documentation:

- Typically well-labeled

Format and appearance:

- Look for professionally printed packaging/labeling
- Consumer formats: grooved discs, audio reels, audio cassettes, 8 track audio cartridges, VHS, Betamax

Uniqueness:

- Unlikely to be unique, but can be rare
- Use WorldCat to evaluate rarity

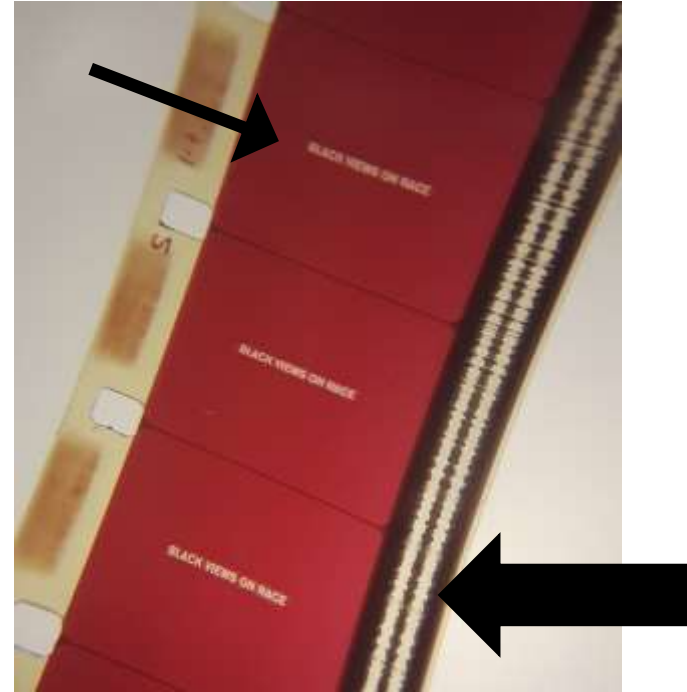
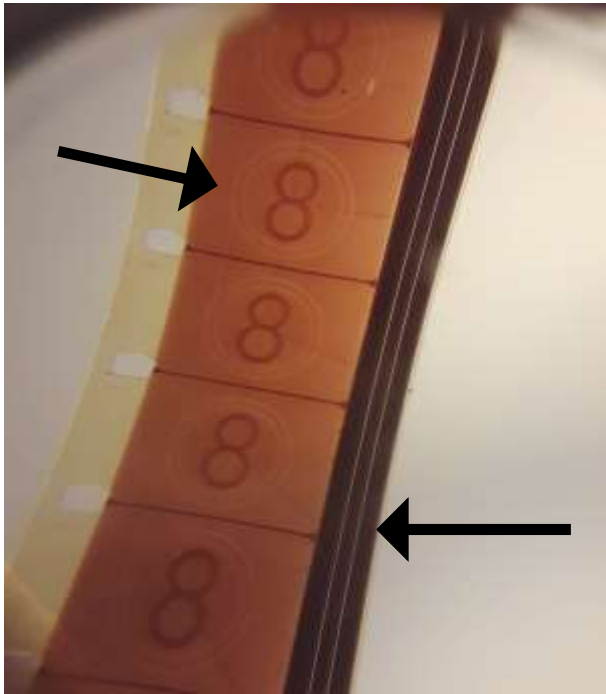




<https://psap.library.illinois.edu/format-id-guide/film#film16mm>

Format and appearance (film)

shipping containers are a common visual clue that the film is a distribution copy



Format and appearance (film)

Title frames, optical soundtracks, and countdown leader are visual clues that a film is a distribution copy

Types of copies

3. *Broadcaster-produced recordings*

TV or radio program created by the broadcast station

Types of copies

3. *Broadcaster-produced recordings*

Related documentation:

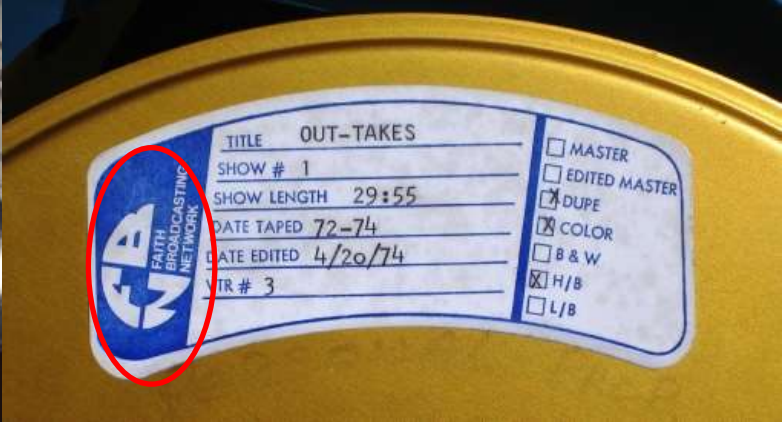
- labels, transcripts, tear sheets

Format and appearance:

- Radio: transcription discs and ¼” reels
- Television: kinescope films, 2” quad, 1” reel, U-matic, VHS
- Often labeled with station call numbers

Uniqueness:

- May be unique, or may not



Types of copies

4. *Off-air recordings (listener-produced)*

TV or radio program recorded by the viewer/listener

Types of copies

4. *Off-air recordings (listener-produced)*

Related documentation:

- Handwritten labels, not much else

Format and appearance:

- Consumer formats: cassettes, ¼” reels, VHS
- Poor quality from amateur recording

Uniqueness:

- May be unique, or may not

Scotch® 90
BRAND MINUTES

LOW NOISE/DYNARANGE®

SUBJECT:

JACK TWORKOV (Lecture)

4 / 3/4 in

SIDE NO 1 -

Lecture

TV monologue - SIDE NO 2

(at Educ. Network)

FR

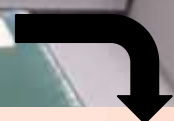
TAPE

2



Shamrock

recording tape



CASPER CITRON
SHOW- 3/4/63

SHAMROCK

1 1/2 MIL. MYLAR®
1/4 IN. x 1200 FT.

03

Types of copies

5. *Format migration copies*

Copies made by owner of obsolete media to newer format;
could be any kind of content, or

Copies made by your library or archives in previous years
for preservation or access

Types of copies

5. *Format migration copies*

Related documentation:

- often none apart from that associated with original media

Format and appearance:

- Look for content that pre-dates format type
- Exist in almost any format, but typically consumer formats like VHS, cassette, CD, DVD

Uniqueness:

- might be unique if original not found

Types of copies

5. *Format migration copies*

When to keep? When to discard? Which to digitize?

- ✓ *Can still be useful even if they're in old formats*
- ✓ *Documentation of copying process can be useful*
- ✓ *Can be discarded if a more recent use copy*
- ✓ *Create new copies from original recording if possible*



Types of copies

6. *Shared copies*

Copies made by creators of recordings to share the content

Types of copies

6. *Shared copies*

Related documentation:

- A note from a person sharing a recording to the recipient

Format and appearance:

- Consumer formats most common: thumb drive, CD/DVD, audio reels, cassettes, VHS
- Typewritten labels with production information

Uniqueness:

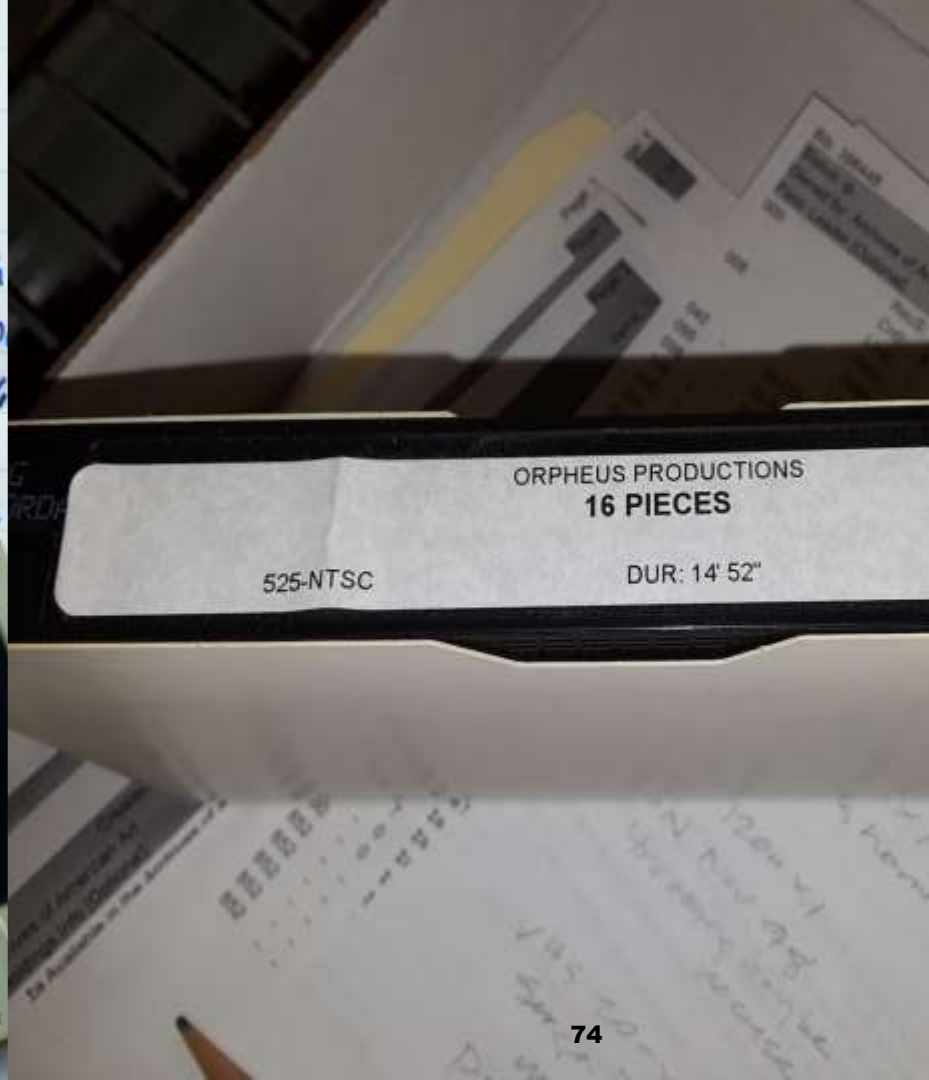
- Not unique by could be rare

3-10-17

Jon Steiner,
A.O.C.

Dear Sir,

Please find enclosed an old tape which may contain a small section of "Blue Hills". 15 years ago we had close friends, Blue Hills actors who moved to N.Z. we recorded the episodes daily when all tapes were full we'd send them over then back they'd come sometimes message sometimes not. Written on this case is "Blue Hills", "find something, we it on any w if no B.H.



Types of copies

7. Media production collections

Media and documentation from the production of edited audiovisual works

Types of copies

7. Media production collections

Format and appearance:

- More volume and complexity than other kinds of media

Related documentation:

- Different documentation for different stages of production
- Often helpful to consult production documentation to understand content
- Shot lists, camera logs, lab records, edit decision lists, production notes

Uniqueness:

- Runs the gamut from camera original to multiple types of copies
- Lots of copies! Some more valuable than others.

Stages of media production and their artifacts

Shooting	Unedited camera footage, Unedited sound recordings
Editing	Work print, Outtakes (for film), Rough Edits (for video)
Finishing	Artifacts of this stage of production often have technical names, such as "Fine Grain Master Positive," A+B Roll," etc. The copy from which distribution copies are made could also be called "Dub Master" or "Archival Master." There can be multiple finished versions for different distribution outlets.
Distribution	Projection Print, Answer Print, Distribution Print (for film); for video, distribution copies are often in consumer formats.

Guidelines for processing collections with AV material, Section 4.4: Arranging AV Production Materials (Archives of American Art, 2019)



1. *PBCore Generations vocabulary* <http://pbcore.org/pbcore-controlled-vocabularies/instantiationgenerations-vocabulary/>

Vocabularies

pbcoreAssetType

@dateType

@titleType

@descriptionType

pbcoreRelationType

instantiationRelationType

creatorRole and contributorRole

publisherRole

instantiationPhysical: Audio

instantiationPhysical: Film

instantiationPhysical: Video

instantiationMediaType

instantiationGenerations

instantiationGenerations Vocabulary

Usage: for instantiationGenerations

Terms (download)

A-B rolls:

Definition: Reels of film used as an intermediate step in the production process to create transitions, between to account for shots which will be dissolved in from other reels of film for the final production used as a broad term for any such reels.

URI: <http://pbcore.org/pbcore-controlled-vocabularies/instantiationgenerations-vocabulary/#ABRolls>

Answer print:

Definition: The version of a film that is printed to film after color correction and with the sound proper

URI: <http://pbcore.org/pbcore-controlled-vocabularies/instantiationgenerations-vocabulary/#Answer>

Composite:

Definition: Refers to the combination of several original rolls or elements in one print or negative — for end dialog.

URI: <http://pbcore.org/pbcore-controlled-vocabularies/instantiationgenerations-vocabulary/#Composite>

Copy:

Definition: A general term for an item that has been reproduced or duplicated from an original instant

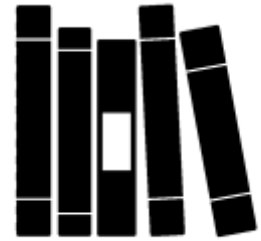
URI: <http://pbcore.org/pbcore-controlled-vocabularies/instantiationgenerations-vocabulary/#Copy>



The value of copies

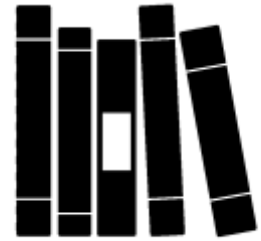
- Consider any copy for which you don't have original the “archival original”
- If there is duplication, keep the most original and the most convenient format until the content is preserved.
- When preserving, always work from the most original.
- Discard any duplicates once the content is preserved.
- Duplicate distribution copies: keep 2
- If you're not sure which is the best copy, keep them all

Types of copies, general resources:



- *ARSC Guide to Audio Preservation: <https://clir.wordpress.clir.org/wp-content/uploads/sites/6/pub164.pdf> (see Maya Lerman's chapter on appraisal)*
- *National Film Preservation Foundation's Basic Film Preservation Guide: https://www.filmpreservation.org/userfiles/image/PDFs/fpg_4.pdf (chapter on "the curatorial role")*
- *PBCore Generations Vocabulary: <http://pbcore.org/pbcore-controlled-vocabularies/instantiationgenerations-vocabulary/> (production term glossary)*

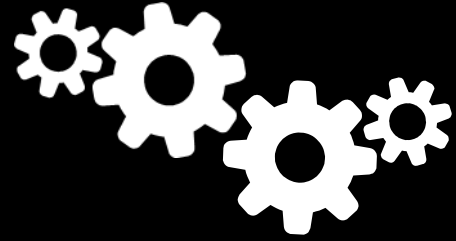
Media production archives resources:



- *“Film Preservation 201: Exploring A&B Rolls with ‘Jenny is a Good Thing’”* NARA’s Unwritten Record Blog (Heidi Holmstrom, 2016)
- *“The Sweetest Sound”* (on Nagra sync-sound technology), Smithsonian Collections Blog (Daisy Njoku, 2013)

Part 2: Case Studies





Part 3:

CONDITION



Condition issues

- 1. Inherent risk**
- 2. Storage environment**
- 3. Format obsolescence**
- 4. Housing**
- 5. Priority issues**

1. Inherent risk

Level 1 Highest Risk	Level 2 High Risk	Level 3 Moderate Risk	Level 4 Low Risk	Level 5 Lowest Risk
1-inch audio tape	¼-inch audio tape	8-Track audio cassette	Grooved audio disc (pressed disc; vinyl, etc.)	Film: 35mm, 16mm (new polyester preservation materials)
1-inch videotape open reel	8mm video: Hi8, Digital-8, Video8	Audio cylinder	HD Cam	
½-inch audio tape	Betamax	Betacam Digital (Digibeta)		
½-inch digital audio tape	Film: 70mm, 35mm, 16mm, 8mm, Super-8mm (acetate or polyester base)	Betacam SP, Betacam		
½-inch videotape open reel	Film Strip	Compact audio cassette		
¼-inch audio cartridge	Grooved audio disc (base unknown)	Grooved audio disc (shellac)		
Nagra SN (SNN) [non-paper base or unknown base]	Microcassette, Mini-cassette	Laser Videodisc		
¼-inch audio tape, paper base	Minifon cartridge			
2-inch audio tape	VHS, S-VHS, VHS-C			
2-inch videotape open reel	Videodisc			
¾-inch videotape: U-matic, U-matic S, U-matic SP				
ADAT				
Betamax PCM1				

Source: Smithsonian Pan-Institutional Survey of Audiovisual Collections, Final Report (2017)

1. Inherent risk

	Level 1 Highest Risk	Level 2 High Risk	Level 3 Moderate Risk	Level 4 Low Risk	Level 5 Lowest Risk
D9 / Digital S	1-inch audio tape	¼-inch audio tape	8-Track audio cassette	Grooved audio disc (pressed disc; vinyl, etc.)	Film: 35mm, 16mm (new polyester preservation materials)
DAT	1-inch videotape open reel	8mm video: Hi8, Digital-8, Video8	Audio cylinder	HD Cam	
Dictabelt	½-inch audio tape	Betamax	Betacam Digital (Digibeta)		
Digital Linear Tape	½-inch digital audio tape	Film: 70mm, 35mm, 16mm, 8mm, Super-8mm (acetate or polyester base)	Betacam SP, Betacam		
DTRS / DA-88 / DARS (Hi-8 multitrack audio)	½-inch videotape open reel	Film Strip	Compact audio cassette		
DVCAM	¼-inch audio cartridge	Grooved audio disc (base unknown)	Grooved audio disc (shellac)		
DVCPR0	Nagra SN (SNN) [non-paper base or unknown base]	Microcassette, Mini-cassette	Laser Videodisc		
Echo-matic cartridge	¼-inch audio tape, paper base	Minifon cartridge			
Film: nitrate base or 28mm	2-inch audio tape	VHS, S-VHS, VHS-C			
Full coat magnetic audio: 16mm, 35mm	2-inch videotape open reel	Videodisc			
Grooved audio disc (lacquered, aluminum, glass)	¾-inch videotape: U-matic, U-matic S, U-matic SP				
MII	ADAT				
MiniDV	Betamax PCM1				
NAB cartridge	D1, D2, D3, D5				
U-matic 1600; 1620; 1630					
Video Floppy Disk					
Wire Recording					

2. Environment

TABLE 1.2

Storage Temperature and Humidity Summary

Storage Conditions		Magnetic Tape		Disc	Cylinder	CD, DVD	Film				
							Nitrate	Acetate		Polyester	
		Acetate	Polyester					B&W	Color	B&W	Color
Room	60°F-74°F 30%-50% RH	No	No	Fair	Fair	Fair	No	No	No	Fair	No
Cool	46°F-60°F 30%-50% RH	Fair	Good	Very Good	Very Good	Good	No	No	No	Good	No
Cold	32°F-46°F 30%-50% RH	Good	Fair	Good	Good	Good	Good	Good	Good	Very Good	Good
Subzero	-4°F-32°F 30%-50% RH	No	No	No	No	No	Very Good	Very Good	Very Good	Very Good	Very Good

Source: *Fundamentals of AV Preservation* (NEDCC, 2022)

2. Environment

What can you do?

- Document storage environments
- Document formats of collection content
- Document observable condition issues
- If you have better storage, use it
- If you don't, use your collection documentation to advocate for preservation resources

3. Format obsolescence

- ❑ Legal definition: when the equipment to play a format is no longer manufactured
- ❑ Practically speaking, many factors contribute:
 - End of manufacturing
 - End of availability in the commercial marketplace
 - End of bench technician expertise
 - End of bench technician tools
 - End of calibration and alignment tapes
 - End of parts and supplies
 - End of availability in the used marketplace
 - End of playback expertise

from
Mike Casey, “Why
Media Preservation
Can’t Wait: The
Gathering Storm”

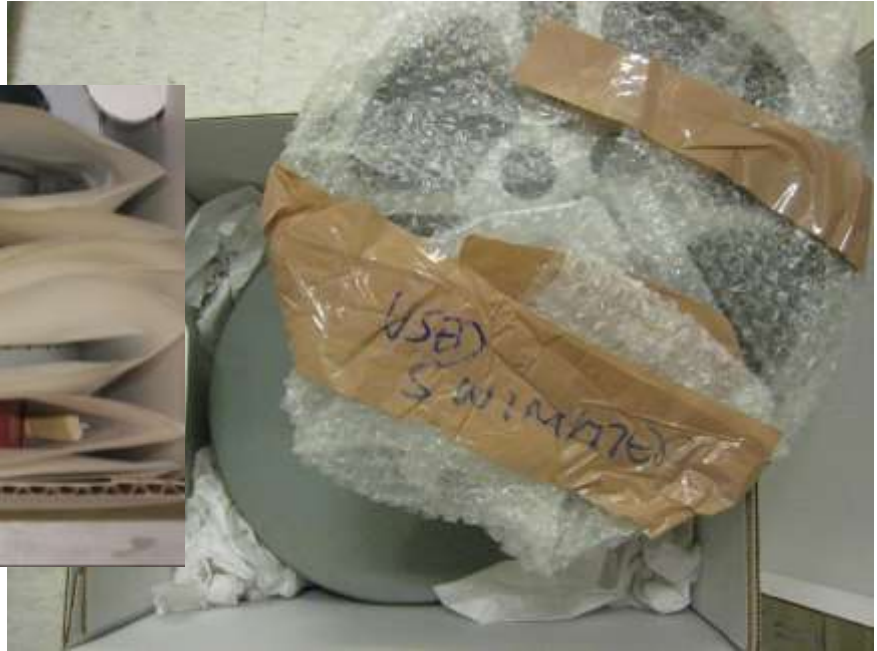
4. Housing

- ❑ Storage climate more effective at extending the life of the original media than housing
- ❑ Extending the life of the original media is most effective with film and grooved media
- ❑ Reformatting necessary to preserve magnetic media

4. Housing

- ❑ Some formats benefit more from extended life:
 - film – cold or frozen storage, good wind, vented inert plastic cans
 - grooved disks – stable humidity, good housing
- ❑ When old housing is contributing to deterioration or damage
- ❑ When there's no original housing

4. Housing



4. Housing



5. Priority issues

- Nitrate film
- Vinegar syndrome
- Mold
- Lacquer disc delamination
- Sticky shed syndrome

5. Priority issues

Nitrate film

*Images from
<https://psap.library.illinois.edu/collection-id-guide/film>*

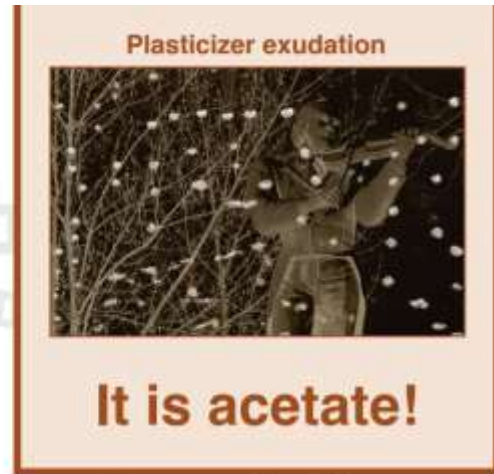


5. Priority issues

Nitrate film

Filmcare.org
Nitrate vs Acetate
deterioration

What to do about
nitrate: see the
AMIA Nitrate
Committee Nitrate
identification and
handling guide



FilmCare.org

RIT

College of Art and Design

Image Permanence Institute

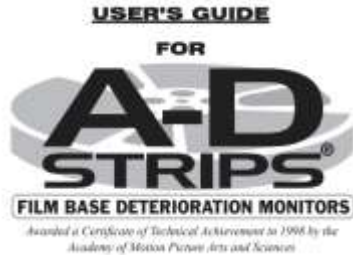
5. Priority issues

Vinegar syndrome

1: Measure it:

Image Permanence

Institute: Using A-D Strips



2. Freeze it:
filmforever.org



5. Priority issues

Vinegar syndrome = acetate deterioration



5. Priority issues

Mold



A Guide to Approaching Audiovisual Digitization for Artists and Arts and Culture Organizations (video, BAVC, ca. 2018)

5. Priority issues

Delamination of lacquer discs

Audio
Preservation
with IRENE
(NEDCC.org)



5. Priority issues

Sticky shed syndrome

- Not visible
- Sometimes smells waxy or astringent

Magnetic Tape Binder Breakdown (PSAP)

Baking and transferring audio tapes
(Electronic Audio YouTube channel, 2019)

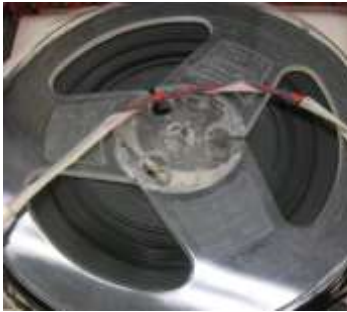
Degrading Tapes (Richard Hess, 2021)

A Guide to Approaching Audiovisual Digitization for Artists and Arts and Culture Organizations (video, BAVC, ca. 2018)



Other visible issues

Scary looking things that require treatment but can usually be played and digitized



Condition triage

What Can Collection Holders Do Immediately?

The process of digitizing and preserving audiovisual media is complex and consumes resources, time, and labor. We understand that individuals or organizations that are under-resourced may not be able to undertake an initiative to completely digitize their entire collections. However, a well-planned roadmap towards digitization can help guide the allocation of funds and resources when they become available. With this understanding, we'd like to present a list of what collection holders can do immediately, by order of priority:

- Inspect materials for mold contamination, placing any potentially contaminated materials in quarantine.
- Inventory and describe all materials using the tools that best suit your collection.
- Use the collection inventory to define prioritization and selection policies.
- Develop use cases for file-based media assets, and select target digital formats that meet these needs.
- Consider options for long-term digital storage and purchase the necessary hardware or services.
- Develop a long-term preservation plan that is congruent with your digital file formats and storage platforms.
- Find a digitization vendor that can meet your desired specifications and needs.

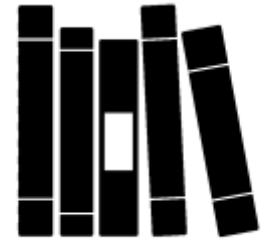
Preservation is not an action that can be performed once and completed, but rather a collection of tasks and policies that must be regularly enacted upon materials to keep them stable and accessible. BAVC hopes that with the sharing of information and best practices in this paper, that individuals and organizations will have the capacity to build strong preservation practices, environments, and long-term commitment to support the preservation of their collections.



Condition triage

- 1. Inherent risk**
- 2. Storage environment**
- 3. Format obsolescence**
- 4. Housing**
- 5. Priority issues**

Part 3 resources:



Film

- [Film Forever's Home Film Preservation Guide](#)
- ["Learn About Film"](#), The Image Permanence Institute's filmcare.org

Audio

- [ARSC Guide to Audio Preservation](#), Chapter 4, "Care and Maintenance"
- [FACET Downloads](#): Format Characteristics and Preservation Problems

Video

- Videotape identification and preservation, [Texas Commission on the Arts, 2004](#)
- [A Guide to Approaching Audiovisual Digitization for Artists and Arts and Culture Organizations](#) (video, BAVC, ca. 2018)

Optical discs

- [An Optical Media Preservation Strategy for NYU Fales Library](#) (Annie Schweikert, 2018)

Everything

- [Handling and Storage of AV Carriers](#), IASA Technical Committee, 2014

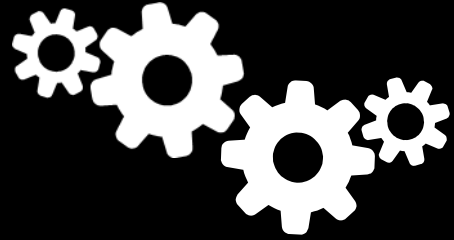
Part 3: Case Studies



Part 4:

TOOLS &

METHODS





Part 4 topics

- Available tools and their pros and cons
- Surveys vs inspections
- Things to consider

AV Survey Database

AVMedia TypeCategory	AVMedia TypeSpecific	SumOfAVItems	Is copy?
Analog Audio	1/4" reel	3542	
Analog Audio	1/4" reel	109	<input checked="" type="checkbox"/>
Analog Audio	2" audio reel	5	
Analog Audio	8 track cartridge	2	<input checked="" type="checkbox"/>
Analog Audio	8 track cartridge	2	
Analog Audio	cassette	7527	
Analog Audio	cassette	467	<input checked="" type="checkbox"/>
Analog Audio	grooved disc	191	
Analog Audio	grooved disc	86	<input checked="" type="checkbox"/>
Analog Audio	microcassette	274	
Analog Audio	microcassette	3	<input checked="" type="checkbox"/>
Analog Audio	Minifon	87	
Analog Audio	NAB cartridge (Fidelipac)	2	
Analog Audio	wire recording	17	
Analog Video	1" video reel	16	
Analog Video	1" video reel	10	<input checked="" type="checkbox"/>
Analog Video	1/2" video reel	224	
Analog Video	1/2" video reel	2	<input checked="" type="checkbox"/>
Analog Video	2" Quad	2	
Analog Video	3/4" U-Matic	1188	
Analog Video	3/4" U-Matic	58	<input checked="" type="checkbox"/>
Analog Video	3/4" U-MaticSP	7	
Analog Video	3/4" U-MaticSP	1	<input checked="" type="checkbox"/>
Analog Video	8mm (Video8)	19	
Analog Video	Betacam	2	
Analog Video	BetacamSP	441	
Analog Video	BetacamSP	192	<input checked="" type="checkbox"/>
Analog Video	Betamax	74	
Analog Video	Hi8	65	
Analog Video	Laser Videodisc	2	<input checked="" type="checkbox"/>
Analog Video	Laser Videodisc	1	
Analog Video	M video	2	
Analog Video	S-VHS	135	
Analog Video	VHS	2662	
Total		22569	

AV Survey record ID: 10691

Collection ID: 10691

Collection Name: Alliance of Figurative Artists Lecture and Panel Disc

Surveyor name: Megan

Survey date: 2/7/2008

Project: CCPF 2018

total extent: 1.2

AV extent: 1.2

Is SIRIS accurate for AV description? ☐

Is the collection mostly AV? ☒

Does collection have finding aid according to AV guidelines? ☐

Housing Rating:

Documentation Rating:

Arrangement Rating:

Group Description

Collection ID: 10691 Group ID: a Current Box: 1

Description: Audio recordings of panels and lectures

Genre: academic (lecture/panel/sympo)

Dates: 1969-1970, 1979

Unique? ☒

Creator Type: donor

Documentation? ☐

Group Note: many 2-sided; some on recycled tape or recycled boxes; cassettes are duplicates of 7 lectures; labels

Media Note:

Preservation issues:

Poor Wind ☒ Odor ☐ Other ☐ Damage ☐ Mold ☐

Preservation Note:

Items in Group:

Qty	Media Type	Size	Is Copy?	Speed	Thickne	Needs Hou	Housing Upd	Preserved?	Dig for Access?
3	1/4" reel	7 in. reel	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	1/4" reel	7 in. reel	<input type="checkbox"/>	mixed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	1/4" reel	5 in. reel	<input type="checkbox"/>	unknown		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	cassette	90m cassette	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	CD	disc	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AV Survey Database

Method:

1. Find AV in a collection
2. Enter collection-level information (blue)
3. Identify logical groupings of AV in the collection
4. Enter group-level information (green)
5. Sort out formats, sizes, and copies
6. Enter inventory in item table (bottom)
7. Repeat 4-5 for each group in collection

AV Survey record ID: 10691

Collection ID: 10691

Collection Name: Alliance of Figurative Artists Lecture and Panel Disc

Surveyor name: Megan

Survey date: 2/7/2008

Project: CCPF 2018

total extent: 1.2

AV extent: 1.2

Is SIRIS accurate for AV description? ☐

Is the collection mostly AV? yes ☐

Does collection have finding aid according to AV guidelines? ☐

Housing Rating:

Documentation Rating:

Arrangement Rating:

Group Description

Collection ID: 10691 Group ID: a Current Box: 1

Description: Audio recordings of panels and lectures

Genre: academic (lecture/panel/sympo)

Dates: 1969-1970, 1979

Unique? yes

Creator Type: donor

Documentation? ☐

Group Note: many 2-sided; some on recycled tape or recycled boxes; cassettes are duplicates of 2 lectures: labels

Media Note:

Preservation issues:

Poor Wind ☒ Odor ☐ Other ☐ Damage ☐ Mold ☐

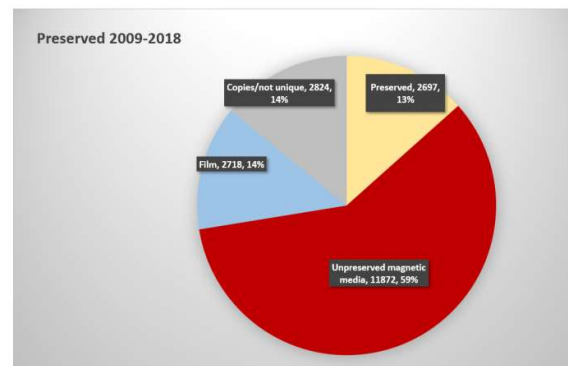
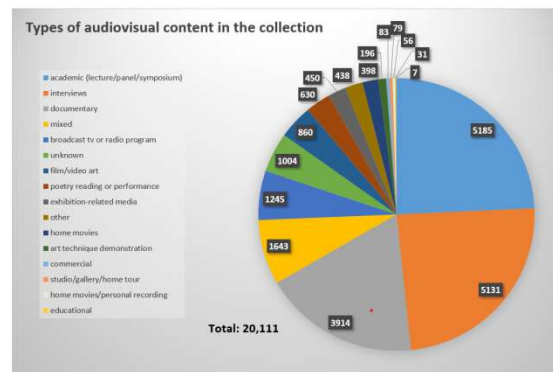
Preservation Note:

Items in Group:

Qty	Media Type	Size	Is Copy?	Speed	Thickne	Needs Hou	Housing Upd	Preserved?	Dig for Access?
3	1/4" reel	7 in. reel	<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	1/4" reel	7 in. reel	<input type="checkbox"/>	mixed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	1/4" reel	5 in. reel	<input type="checkbox"/>	unknown		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	cassette	90m cassette	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	CD	disc	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AV Survey Database: things that worked

- Very easy to compile data across collections
- Could drill down to what needed work most urgently
- Customized sets of collections for specific opportunities





AV Survey Database: lessons learned

- High maintenance of siloed data in DIY tool
- Couldn't share or migrate data easily
- Group-level data had limitations



AV Survey Database: lessons learned

- High maintenance of siloed data in DIY tool
- Couldn't share or migrate data easily
- Group-level data had limitations

Megan's old AV Survey database (blank)
<https://github.com/megan-mcshea/megan-mcshea.github.io/blob/mm-pages/AVAssessment.md>



Preservation Self-Assessment Program

Multi-institutional records / Building 1 / Main storage / Williams interviews

Williams interviews

Export ▾

Edit

Assess

Move

Clone ▾

Delete

Item

Dashboard

Resource Search

Assessment Report

My Institution

Building 1

Main storage

Info

Score Summary 46.4

Format

Acetate

Extents

- 14 reels
- 3 cassettes (copies)

Assessment Type

Item-Level

Created

on Jun 29, 2020 by Megan McShea

Last Updated

Thursday at 7:59pm

PSAP

<https://psap.library.illinois.edu/dashboard>

Pros:

- Linked to PSAP reference info
- Tracks format risk & storage conditions
- Not just for AV
- Scoring system
- Data exports!
- Web-based

Edit Resource

☒ Item
☐ Collection

Format ?

☒ AV ☐ Photo/Image

☐ Paper-Bound/Book ☐ Open Reel Audio

Audiotape

Open Reel Audio

1/4" Open Reel Audio

Acetate

Optional Information ?
Optional information does not affect a resource's location or condition.

Local Identifier ? (e.g., accession number, barcode)

Significance ?

Assess Location

Environment

This section addresses the climate (temperature, humidity, etc.) and your ability to monitor and respond to it.

What is the level of environmental monitoring?

☐ High ☐ Medium ☐ Low

What is the annual average temperature?

☐ 0-32 °F ☐ 33-54 °F ☐ 55-70 °F

What is the annual variance in temperature?

☐ ± 2 °F ☐ ± 5 °F ☐ ± 10 °F

What is the annual average relative humidity?

☐ over 70% ☐ 51-70% ☐ 31-50% ☐ 0-29%

Assess Resource

Condition

The following questions concern the physical state of the resource, and to what degree this impacts its content.

What is the state of the tape, in terms of physical damage sustained?

☐ Excellent ☐ Good ☒ Fair ☐ Serious ☐ Critical

Is this item exhibiting mold and/or pest (e.g., insect, rodent) damage?

☐ Mold ☐ Pest ☐ Both ☒ Neither

If acetate, what is the level of breakdown of the base? If polyester, select "No deterioration"

☐ No deterioration ☒ Deterioration starting ☐ Actively deteriorating ☐ Critical deterioration

Is the tape exhibiting signs of soft binder syndrome, sticky shed, or another type of tape binder breakdown?

Cancel Assess Resource

PSAP

<https://psap.library.illinois.edu/dashboard>

Cons:

- Lots of clicks at item level (cloning helps)
- Allows collection-level data entry but not assessment

ArchivesSpace
a community served by LYRIS

Select Repository System megan

Home / Assessments

Filter by text

Download CSV Create Assessment Delete

Assessments

Showing 1 - 2 of 2 Results, Sort by: Assessment ID Ascending and: Select

Assessment ID	Record	Surveyor	Assessment Completed
1	Resource • Test resource - not published	Megan McShea	View Edit
2	Resource • Test resource - not published	Megan McShea	View Edit

« 1 »

[View Public Interface](#) | [Visit ArchivesSpace.org](#) | v3.2.0 | [Send Feedback or Report a Problem](#)

Aspace

Pros:

- Integrated with CMS
- Assessment records work at any level of description

Assessment Information

General
Assessment
Note

pertains to AV in collection only

		No Rating	1	2	3	4	5	
Documentation Quality	?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Note
Housing Quality	?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Add Note
Intellectual Access (description)	?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Note
Interest	?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Note
Physical Access (arrangement)	?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Note
Physical Condition	?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Note
Reformatting Readiness	?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Add Note
Additional Rating(s) Manage the additional Ratings for this repository								

Aspace

Detailed ratings
system, sort of
customizable

List of Material Types / Formats

- | | | | |
|---|-------------------------------------|---------------------------------|-------------------------------------|
| Architectural Materials | <input type="checkbox"/> | Glass | <input type="checkbox"/> |
| Art Originals | <input type="checkbox"/> | Photographs | <input type="checkbox"/> |
| Artifacts | <input type="checkbox"/> | Scrapbooks | <input type="checkbox"/> |
| Audio Materials | <input checked="" type="checkbox"/> | Technical Drawings & Schematics | <input type="checkbox"/> |
| Biological Specimens | <input type="checkbox"/> | Textiles | <input type="checkbox"/> |
| Botanical Specimens | <input type="checkbox"/> | Vellum & Parchment | <input type="checkbox"/> |
| Computer Storage Units | <input type="checkbox"/> | Video Materials | <input checked="" type="checkbox"/> |
| Film (negative, slide, or motion picture) | <input checked="" type="checkbox"/> | Other | <input type="checkbox"/> |

Additional Material Types / Formats

[Manage the additional Material Types / Formats for this repository](#)

- | | | | |
|------------|-------------------------------------|---------|-------------------------------------|
| 1/4" reels | <input checked="" type="checkbox"/> | U-matic | <input checked="" type="checkbox"/> |
|------------|-------------------------------------|---------|-------------------------------------|

Aspace

Very general, but you can add custom formats and conditions

External Documents

Add External Document

Title *

airtable link

Location *

https://airtable.com/shraoPBeV84FhGjH2

Document Link

<https://airtable.com/shraoPBeV84FhGjH2>

Publish?

☐

Aspace

Lets you add
a link to
another data
source

AV Compass: Template Base Copy base Airtable

About This Base Collections Items People Preservation Activities Locations

Views Grid view Hide fields

Welcome!

AV Compass is a user-friendly database for your preservation needs. It utilizes the Air Table project management platform to provide a easy-to-use app to keep track of multiple collections, add items to your collections with specific notes and metadata, and share your collections with others. We hope people find this is a useful tool for at-home tape collections and more professional archive collections alike. From the unruly media room of your archive to the small box of tapes sitting in your home collecting dust, AV Compass will provide the basic tools you need to move forward in saving your films, tapes, docs and files for the long-term.

These short instructional videos from B6VC Media will give you direction in organizing, preserving, seeing and appreciating your audiovisual collection:

<https://www.youtube.com/watch?v=PL3wrmK7Btshin9V3wsewM5Qr2Xh6204>

Head over to the "Getting Started" tab for helpful hints of how to begin your journey with AV Compass.

Hide 3 hidden fields

Entry Title	Entry Chapter Tag
1 Welcome!	About AV Com
2 Step 1 - Create your base.	Getting Started
3 Step 2 - Create your Collec...	Getting Started
4 Step 3 - Intake your items.	Getting Started
5 Collections	Table Descripti
6 Items	Table Descripti
7 People	Table Descripti
8 Preservation Activities	Table Descripti
9 Locations	Table Descripti
10 Collection Owner	Field Descripti
11 Collection Title	Field Descripti
12 Collection Description	Field Descripti
13 Related Collection Title	Field Descripti
14 Item Media Type	Field Descripti
15 Item Identifier	Field Descripti
16 Item Title	Field Descriptions
17 Item Description	Field Descriptions
18 Item Rights	Field Descriptions
19 Item Date	Field Descriptions

44 records Sum 652

AV Compass

<https://bavc.org/programs/preservation/preservation-tools/av-compass/>

AV Compass

<https://bavc.org/programs/preservation/preservation-tools/av-compass/>

The screenshot displays the AV Compass application interface, showing three overlapping panels: Item Format, Item Rights, and Item Generation. Each panel contains a 'Single select' dropdown, a 'Color-code options' toggle, and a list of options. The Item Rank panel is also visible, showing a 'Single select' dropdown and a list of ranked options.

Item Format Panel:

- Item Format
- Single select
- Select one predefined option from a list, or prefill each new cell with a default option.
- Color-code options
- Options: Umatic, 1/4" Open Reel Audio, Audiocassette, VHS, 16mm, Other, S-VHS, 1/4" U-matic, 1/4" U-maticSP, 2" Quad, 1" Time C

Item Rights Panel:

- Item Rights
- Single select
- Select one predefined option from a list, or prefill each new cell with a default option.
- Color-code options
- Options: In Copyright, In Copyright - EU Orphan Work, In Copyright - Educational Use, In Copyright - Non-Commercial, In Copyright - Rights-holder(s), No Copyright - Contractual Res, No Copyright - Non-Commercial, No Copyright - Other Known Le
- Default option
- Description
- All Rights Statements were developed by RightsStatements.o

Item Generation Panel:

- Item Generation
- Single select
- Select one predefined option from a list, or prefill each new cell with a default option.
- Color-code options
- Options: A-B rolls, Answer print, Composite, Copy, Copy: Access, Dub, Fine cut, Intermediate, Kinescope, Line cut, Magnetic track

Item Rank Panel:

- Item Rank
- Single select
- Select one predefined option from a list, or prefill each new cell with a default option.
- Color-code options
- Options: Most Important, Important, Not Important, Add option

Community Archiving Workshop (CAW)

CAW

About CAW

- About CAW
- How to Use this Website
- Growth of the CAW Model
- CAW History
- Acknowledgements
 - Planning Organizations
 - Community Partner Organizations
 - CAW Committee Members
 - Sponsors
- Want to organize a CAW?



Presentation during the Community Archiving Workshop at Three Dollar Bill Cinema in Seattle.




























Webinars:

<https://tot.communityarchiving.org/documentation/>

CAW

Shared with me > Inventory-Templates ▾

File type ▾ People ▾ Last modified ▾

Name	↑	Last mo...	▼
 CA_CAW_InventoryTemplate_MASTER		Apr 5, 2023	
 CAW_InventoryTemplate_MASTER		Apr 5, 2023	
 KBOO-AUDIO-Inventory-Condition-Form		Apr 5, 2023	
 KBOO-AUDIO-Inventory-Condition-Form.pdf		Apr 5, 2023	
 SAMPLE_CAW-worksheet-webform		Apr 26, 2023	
 SAMPLE_Film-Inventory-Condition-Form		Apr 26, 2023	
 SAMPLE_Film-Inventory-Condition-Form.pdf		Apr 26, 2023	
 SAMPLE_Inventory-Condition-Form		Apr 26, 2023	
 SAMPLE_Inventory-Condition-Form.pdf		Apr 26, 2023	

Inventory forms and templates:
<https://communityarciving.org/2023/04/05/inventory-inspection-templates/>

CAW

CA_CAW_InventoryTemplate_MASTER ☆ @ ☁

File Edit View Insert Format Data Tools Extensions Help

100% View only

Example

A	B	C	D	E	F	G	H
	AV Type	Holding	Collection	Collection ID #	Series #	Box ID #	Unique ID #
Description of field (see cheat sheet! https://docs.google.com/document/d/1GuCUEA_kSsDqyqPPZRIKtCmyokaSA3bpUj_U5ISqN4/edit)	Film; Video; Audio	Sacramento Public Library Special Collections; West Sacramento Historical Society; Galt Historical Society	Sacramento Amateur Movie Makers Club records; Hughson, Jeff collection on Sacramento music; Sacramento Artificial Media Collection	Collection Number	Series Number. If processed as Artificial Media Collection, assign series as: Series 1 (Film); Series 2 (Video); Series 3 (Audio)	Box ID	Identifying Number. Format as CollectionID_AVType_###
How to modify this field for your org	This field helps you to filter and create lists of types of materials and is useful for advocacy and understanding the needs of your collection. Use a controlled vocabulary here.	Use a controlled vocabulary here.	Collection name, if processed as a collection. Refer to box label.	Collection number, if processed as a collection. Refer to box label.	Series number, if processed as a collection. Refer to box label or assign above as part of an artificial collection.	Box number, as assigned by holding organization or Box Table.	Use the system your org already uses. This is also an opportunity for you to develop a new numbering system if you need to.
Example	Film	Sacramento Public Library Special Collections	Sacramento Amateur Movie Makers Club	MC 13	Series 5	MC 13 Sacramento Amateur Movie Makers Club records Box 1	MC13_FILM_0001

Inventory forms and templates:
<https://communityarciving.org/2023/04/05/inventory-inspection-templates/>

Inventory Template
Inventory Instructions

AV Type
Holding
Organization
Collection
Collection ID #
Series #
Box ID #
Unique ID #
Other IDs
Extent
Title
Description
Label Info /
Annotations
Record Date
Production
Date

Creator(s)
Contributor(s)
Duration
Capacity
Reel Diameter (Inches)
Format
Stock
Generation
Color/B&W
Sound/Silent
Base Material Type
Housing
Condition
NOTES
Date inventoried
Inventoried By

CAW

*Inventory forms and
templates:*

[https://communityarc
hiving.org/2023/04/05
/inventory-inspection-
templates/](https://communityarchiving.org/2023/04/05/inventory-inspection-templates/)

[Inventory Template
Inventory Instructions](#)



Please read Smithsonian Libraries and Archives' [Statement on Harmful Content](#)

Audiovisual Preservation Readiness Assessment

About

Mission

Contact Us

Interns/Fellows/Volunteers

Strategic Projects ▾

Audiovisual Preservation
Readiness Assessment

Smithsonian Digital
Preservation Working Group

Field Book Project

Background

From December 2017 to May 2019, eleven Smithsonian units participated in an Audiovisual Preservation Readiness Assessment (AVPRA), building off of the [2016 Pan-Institutional Audiovisual Collections Survey](#). The purpose of AVPRA was to 1) complete and update the 2016 inventory of analog audiovisual holdings at the Smithsonian Institution; 2) develop and implement a method to prioritize analog audiovisual collections for preservation; 3) evaluate the Institution's current audiovisual preservation practices; and 4) determine the risk for permanent collection loss at current preservation rates and establish preservation scenarios which can mitigate that loss.

AVPRAPPS

<https://siarchives.si.edu/about/audiovisual-preservation-readiness-assessment>

Unit
Building
Room
Date of Import / count
Collection ID / Accession Number
Box #
Title / Description
Item Count
Format
Medium
Base Substrate / Material Type
Diameter (inches)
Estimated Footage Each
Estimated Footage Total
Playback Speed
Estimated Duration Each
Estimated Duration Total
Visible Media Condition
Fungus or fungus-like substance
Storage temperature F
Storage RH
AD Strip Test Date
AD Strip Test Result
Notes

AVPRAPPS

<https://siarchives.si.edu/about/audiovisual-preservation-readiness-assessment>

Known Extreme Environment

- Assets are stored in an environment with no controlled temperature and/or relative humidity.
- OR
- Assets are stored in any other extreme condition (to be determined by staff and CAC), such as wrapped in plastic or mixed with known moldy collections.

Level 4 Visible Media Condition

- This accounts for physical decay beyond expected format degradation, including mold, broken carriers, extreme decay, A-D test strip result, etc.

m	Format	Base Substrate / Material Type	Visible Media Condition	Fungus Evident	Storage Temperature (°F)	Storage Humidity (%)	A-D Strip Test Date	A-D Strip Test Result	AVPRAPPS adjusted score	AVPRAPPS baseline score	Notes
	Film: 16mm	acetate	5 - severe visible damage (likely to require specialist intervention)	N	60	50			1	2	Audiotapes;
	Film: 35mm	acetate	5 - severe visible damage (likely to require specialist intervention)	N	60	50			1	2	Audiotapes;
	Compact audio cassette	polyester	5 - severe visible damage (likely to require specialist intervention)	N	50	30			1	3	
	Grooved audio disc	metal with cellulose nitrate	4 - significant visible damage	N	50	30			1	1	
	Film: 16mm	acetate	4 - significant visible damage	N	50	30			1	2	poor wind ec
	1/4 inch audio tape	polyester	4 - significant visible damage	N	50	30			1	2	poor pack, p
	1/4 inch audio tape	acetate	4 - significant visible damage	N	50	30			1	2	poor wind, p
	Film: 16mm	acetate	4 - significant visible damage	N	60	50			1	2	Audiotapes;
	Film: 16mm	acetate	4 - significant visible damage	N	60	50			1	2	Audiotapes;
	Film: 16mm	acetate	4 - significant visible damage	N	60	50			1	2	Audiotapes;
	Audio cylinder	composite	4 - significant visible damage	N	60	50			1	3	Audiotapes;

Figure 4. The AVPRAPPS baseline score is adjusted to reflect additional data informing prioritization, including storage condition and narrative data from interviews.

AVPRAPPS

<https://siarchives.si.edu/about/audiovisual-preservation-readiness-assessment>

AUDIOVISUAL PRESERVATION READINESS ASSESSMENT



COST OF PRESERVATION

IN HOUSE	COST (average)	\$137	COST (average)	\$231	OUT OF HOUSE
	STAFF TIME (average, in hours)	3	STAFF TIME (average, in hours)	3.5	

(per magnetic media asset)

BASED ON CURRENT PRACTICES...

2

units face total loss

WHAT CAN BE DONE?

WITH 15-YEAR PLAN FOR TOTAL PRESERVATION

16,957
assets preserved annually
(25% by vendor, 75% in house)

52,991
hours to preserve annually
(6,624 work days, 28 staff required)

\$40,823,625
total cost
(over 15 years, includes staff and

WITH A \$5 MILLION ONE-TIME BUDGET

32,783
assets preserved
(29% by vendor, 71% in house)

101,055
hours to preserve
(12,632 work days)

87.1%
asset loss
(of unpreserved assets)

394

years to preserve all assets
(current average rate = 485
assets preserved per year)

IN 15 YEARS



AVPRAPPS

<https://siarchives.si.edu/about/audiovisual-preservation-readiness-assessment>



Audiovisual Media Preservation Initiative

What We Do

Reference

Rights and Reproduction

Records Management

Preservation

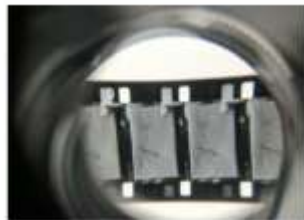
Digital Curation

Audiovisual Media
Preservation Initiative

Goals

About Us

The Audiovisual Media Preservation Initiative (AVMPI) is a centralized resource that supports the overall need for individual Smithsonian units to catalog, preserve, and provide access to our audiovisual collections.



Goals

At our current rate of preservation, the Smithsonian is facing an estimated total loss of 190,000 audiovisual assets by 2034. In order to stem the tide of irreparable loss, the initiative is focusing on five main goals to enhance the public's access to the institution's audiovisual collections.

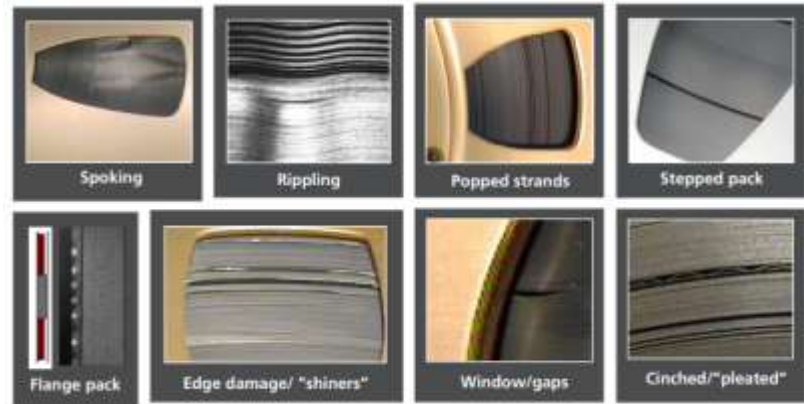
AVPRAPPS

<https://siarchives.si.edu/what-we-do/avmpi>

Surveys vs inspections



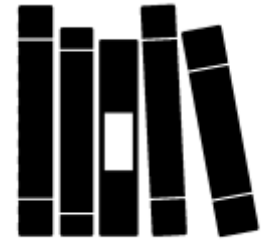
CAW Film inspection kit



Specs Brothers Magnetic Media Inspection
white paper

Data tools: things to consider

- public facing vs internal data
- Integrated tools vs standalone tools
- Use a sustainable application
- Make sure data is portable
- Write instructions



Part 4 resources:

See [Online Resources page](#) for links:

- Megan's AV Survey database and documentation
- ArchivesSpace Assessment module videos
- PSAP dashboard
- AV Compass link at BAVC
- CAW documentation and resources
- Film and magnetic media inspection resources

Part 4: Case Study





What next?

- *Pragmatic Audiovisual Preservation* (Ashley Blewer, Digital Preservation, 2020)
- *CAW: All the kits*
- *XFR Collective*, workflows section of resources page
- *No Time To Wait symposium*



Audio and video content may be lost if action is not taken now. In most cases, doing something with the resources available is better than doing nothing.”

Media
Preservation
and
Digitization
Principles
(Mike Casey,
2022)

Thanks!



Megan McShea

megan.mcshea@gmail.com

<https://megan-mcshea.github.io>