Instructions for accessing the Audiovisual Survey database

1. Go to S:\AAAStaff\MeganM\AVSurvey
2. Click on the Access file stored in that folder called “AV Survey Database.”
3. When the dialog box appears, choose “open” for a read-only version of the database.
4. Disable the security warning by clicking on “Options” and checking “Enable this content.”
5. In the left-hand column, there are several options under the heading “Get Information.” These were designed specifically for staff access to database information:
   1. “AV Count by Collection”

This query gives you a total count of all AV media objects in each collection, and a count for each type of format, listed alphabetically by collection.

* 1. “Total Count by Genre”

This query gives you a summary of the types of recordings found across all collections, broken down by form/genre (i.e. interviews, etc.)

* 1. “Total Count by Format”

This query gives you a summary of the current count of all the media across all collections that have been surveyed, broken down by type of media. The last column enables you to sort out AV objects that have been identified as copies of other AV objects in the collections.

* 1. “Total Count by Format with Size”

This query gives you a summary of the current AV count across all collections broken down by format and size.

* 1. “AV Survey Collection Report”

This report summarizes all the data that’s been collected about the AV in a particular collection. Double-click this report, then type in a work from the collection title. (When it asks for format, don’t enter anything – this is a glitch.) AV materials are described in logical groupings.

* 1. “Film or Video with viewing copies”

This report shows when viewing copies exist for film and video in our collections. Copies might be a physical access copy (VHS or DVD) or a digital copy made for preservation and/or access.

You can also access the form used to enter data in the left-hand column under the heading “Enter Data.” For instructions on how to survey AV in collections, see the document called “How to Enter Data in the AV Survey Database.”

Feel free to request a custom search or report of the data if there is information you need for your work, and contact me with any other questions. Thanks!

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