

**Preservation Week “Moving Image Preservation 101”**  
**April 28, 2015**  
**Resources List for Audiovisual Preservation**

\* Indicates essential resources

**Identifying Audiovisual Materials**

\*California Audiovisual Preservation Project (CAVPP)’s Audiovisual Formats: A Guide to Identification

[http://calpreservation.org/wp-content/uploads/2013/10/2013-Audiovisual-Formats\\_draft\\_webversion-2013oct15.pdf](http://calpreservation.org/wp-content/uploads/2013/10/2013-Audiovisual-Formats_draft_webversion-2013oct15.pdf)

A printable .pdf for the vaults and on-the-go. Includes pictures and definitions for audio, video and film formats, signs of active deterioration and damage, as well as tips for long-term storage.

Sound Savings: Preserving Audio Collections

<http://www.arl.org/storage/documents/publications/sound-savings.pdf>

Proceedings of a 2003 symposium covering essential topics relating to sound collections. Various speakers address the issues of identifying, preserving, handling, storing, reformatting, and providing access to sound recordings.

Videotape Identification and Assessment Guide

<http://www.arts.state.tx.us/video>

This guide was created to answer questions commonly asked by custodians of video materials, and also includes information on risks, evaluations, and preservation actions.

Video Format Identification Guide

[http://videopreservation.conservation-us.org/vid\\_id/index.html](http://videopreservation.conservation-us.org/vid_id/index.html)

This site is for archivists, librarians, curators and conservators to use in identifying the exact format of videotapes in their collections. Most of the video formats created since 1956-1995 are represented in this chronology.

National Film Preservation Foundation’s Film Preservation Guide

<http://www.filmpreservation.org/dvds-and-books/the-film-preservation-guide>

Available as a book or a free .pdf, this guide is an essential primer for archivists just getting started in film preservation. In addition to aiding format identification, “this guide describes methods of handling, duplicating, making available, and storing film that are practical for research institutions with limited resources”.

More Than One Hundred Years of Film Sizes

<http://www.xs4all.nl/~wichm/filmsize.html>

This website provides the history and context of the many different sizes and formats of film.

## **General Audiovisual Care and Handling/Preservation**

\*Care, Handling, and Storage of Audio Visual Materials

<http://www.loc.gov/preservation/care/record.html>

Simple tips for the care, handling, and storage of AV materials, including a bibliography of additional resources.

Media Formats & Resources

<http://richardhess.com/notes/formats/>

This website includes a drill-down hierarchy to provide tips, links, and transfer resources specific to the selected recording format.

## **Audio Care and Handling/Preservation**

\*Sound Directions: Best Practices for Audio Preservation

<http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/index.shtml>

A project of Indiana University and Harvard University, this overview summarizes key concepts for collection managers and curators, followed by a section intended for audio engineers, digital librarians, and other technical staff that presents recommended technical practices.

The Care and Handling of Recorded Sound Materials

<http://cool.conservation-us.org/byauth/st-laurent/care.html>

Describes the basics of recording sound and outlines some degradation risks and preservation procedures for various sound formats.

The Audio Technical Metadata Collector (ATMC): An Introduction to Technical and Structural Metadata Elements in ATMC

[http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/sd\\_app1\\_v1.pdf](http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/sd_app1_v1.pdf)

## **Video/Electronic Media Care and Handling/Preservation**

\*Electronic Arts Intermix Online Resource Guide for Exhibiting, Collecting, and Preserving Media Art

<http://www.eai.org/resourceguide/>

Information on preservation of video art, including basic information on preservation, digitization, and display.

Basic Inspection Techniques to Sample the Condition of Magnetic Tape

<http://www.specsbros.com/whitepaper.html>

To avoid serious damage to recorded materials, this simple inspection process should be performed before putting a valuable tape on a machine for playback. It can also be used to perform an initial evaluation of the overall condition of older tapes in an archive.

Tape Degradation Factors and Challenges in Predicting Tape Life

[http://www.richardhess.com/tape/history/HESS\\_Tape\\_Degradation\\_ARSC\\_Journal\\_39-2.pdf](http://www.richardhess.com/tape/history/HESS_Tape_Degradation_ARSC_Journal_39-2.pdf)

Magnetic Tape Storage and Handling: A Guide for Libraries and Archives

<http://www.clir.org/pubs/reports/pub54/index.html>

An Introduction to Optical Media Preservation

<http://www.avpreserve.com/wp-content/uploads/2014/04/OpticalMediaPreservation.pdf>

Care and Handling of CDs and DVDs: A Guide for Librarians and Archivists

<http://www.clir.org/pubs/abstract/pub121abst.html>

Stability Comparison of Recordable Optical Discs

<http://nvl.nist.gov/pub/nistpubs/jres/109/5/95sla.pdf>

## **Film Care and Handling/Preservation**

\*The Film Preservation Guide

<http://www.filmpreservation.org/dvds-and-books/the-film-preservation-guide>

Available as a book or a free .pdf, this guide is an essential primer for archivists just getting started in film preservation. The Film Preservation Guide “describes methods of handling, duplicating, making available, and storing film that are practical for research institutions with limited resources”.

Film Forever: The Home Film Preservation Guide

<http://filmforever.org>

Little Film

<http://www.littlefilm.org>

## **Analog Storage**

\*IPI Media Storage Quick Reference

[https://www.imagepermanenceinstitute.org/webfm\\_send/301](https://www.imagepermanenceinstitute.org/webfm_send/301)

Magnetic Tape Storage and Handling: A Guide for Libraries and Archives

<http://www.clir.org/pubs/reports/pub54/index.html>

Written by Dr. John W. C. Van Bogart (The Commission on Preservation and Access, Washington, DC, 1995), this is not new, but is a very useful text on magnetic media preservation nonetheless.

## **Digital Preservation**

### *Basics*

\*Digital Preservation Best Practices and Guidelines

<http://digitalpreservation.ncdcr.gov>

Excellent visual breakdown of basic steps (see the “I make files” and “I manage files” sections), including file naming, back ups, fixity checks, lots of copies, etc.

What Is Digital Preservation?

<http://www.digitalpreservationeurope.eu/what-is-digital-preservation/>

Digital Preservation and Nuclear Disaster: An Animation

<http://www.youtube.com/watch?v=pbBa6Oam7-w>

The NDSA Levels of Digital Preservation

<http://www.digitalpreservation.gov/ndsa/activities/levels.html>

DCC Curation Lifecycle Model

<http://www.dcc.ac.uk/resources/curation-lifecycle-model>

### **Standards**

\*Sustainability of Digital Formats - Planning for Library of Congress Collections

<http://www.digitalpreservation.gov/formats/index.shtml>

Detailed mapping of how to assess and choose file formats and wrappers for sustainability

\*A Primer on Codecs for Moving Image and Sound Archives & 10 Recommendations for Codec Selection and Management

[http://www.avpreserve.com/wp-content/uploads/2010/04/AVPS\\_Codec\\_Primer.pdf](http://www.avpreserve.com/wp-content/uploads/2010/04/AVPS_Codec_Primer.pdf)

The Open Archival Information System (OAIS) Reference Model

<http://www.dpworkshop.org/dpm-eng/foundation/oais/index.html>

OAIS Compliant Preservation Workflows in an AV Archive

[https://www.prestocentre.org/system/files/library/resource/oais\\_compliant\\_preservation\\_workflows\\_in\\_an\\_av\\_archive\\_pdf0.pdf](https://www.prestocentre.org/system/files/library/resource/oais_compliant_preservation_workflows_in_an_av_archive_pdf0.pdf)

5 Tips for What NOT To Do When Creating A File Naming Structure

<http://www.avpreserve.com/wp-content/uploads/2012/06/5-Tips-For-What-Not-To-Do-When-Creating-A-File-Naming-Structure.pdf>

PBCore, metadata standard for audiovisual media

<http://www.pbcore.org>

Adapted by the public broadcasting community, now maintained by WGBH and the Library of Congress (with support from the American Archive project).

### ***Vendor Relationships***

\*Digitization Vendor Questionnaire

[http://eai.org/resourceguide/preservation/singlechannel/pdf/video\\_questionnaire\\_final.pdf](http://eai.org/resourceguide/preservation/singlechannel/pdf/video_questionnaire_final.pdf)

This questionnaire to help you organize the information you will need to select and develop a successful relationship with a vendor.

Guide to Developing a Request for Proposal for the Digitization of Video (and More)

[http://www.avpreserve.com/wp-content/uploads/2013/10/AVPS\\_Digitization\\_RFP\\_Guide.pdf](http://www.avpreserve.com/wp-content/uploads/2013/10/AVPS_Digitization_RFP_Guide.pdf)

### ***Digital Storage***

\*Activists' Guide to Archiving Video

<http://archiveguide.witness.org/store/introduction>

Includes handy takeaway tips - with storage media choices and storage strategies.

\*The NDSA Levels of Digital Preservation

<http://www.digitalpreservation.gov/ndsa/activities/levels.html>

A tiered set of recommendations for how organizations should begin to build or enhance their digital preservation activities.

Feet on the Ground: A Practical Approach To the Cloud: Nine Things to Consider When Assessing Cloud Storage

<http://www.avpreserve.com/wp-content/uploads/2014/02/AssessingCloudStorage.pdf>

Reconsidering the Checksum for AV Preservation by Dave Rice

<http://dericed.com/papers/reconsidering-the-checksum-for-audiovisual-preservation/>

A great intro and evaluation of checksums. This article was authored by Dave Rice and initially published in the [IASA Journal number 29](#) under a [CC-BY-ND](#) license.

## Educational Videos and Webinars

A Race Against Time: Preserving AV Media

<http://www.ccaha.org/education/videos>

CCAHA's primer on audiovisual preservation.

Live webinars of preservation/digital preservation topics (subscription-based for members):

<http://www.amigos.org/learning/catalog/shopping/format.php?search=2>

Digital Preservation: Audio and Video Formats (archived webinars by Jake Nadal)

<https://infopeople.org/civcrm/event/info?id=107&reset=1>

Webinar 1: Fundamentals, Webinar 2: Text and Image Formats, Webinar 3: Storing and Managing Digital Collections, Webinar 4: Audio and Visual Formats

Sustainable Preservation Practices for Managing Storage Environments

<http://ipisustainability.org/webinar-info-series2/>

Scroll to the bottom on this page to watch this recording and download the Powerpoint slides.

## Tools

### *Collection assessment*

- California Preservation Program's CALIPR  
<http://www.lib.berkeley.edu/preservation/CALIPR/index.html>
- Columbia University's Survey Instrument for Audio & Moving Image Collections  
<http://library.columbia.edu/services/preservation/audiosurvey.html>
- Indiana University's Field Audio Collection Evaluation Tool (FACET)  
<http://www.dlib.indiana.edu/projects/sounddirections/facet/index.shtml>
- New York University's VIPRS (Visual and Playback Inspection Ratings System)  
<http://library.nyu.edu/preservation/movingimage/vipirshome.html>

### *Collection guide creation*

- Archivists toolkit

### *Cataloging software*

- Independent Media Arts Preservation (IMAP) Cataloging Tutorial  
[http://www.imappreserve.org/cat\\_proj/tutorial.html](http://www.imappreserve.org/cat_proj/tutorial.html).  
Email IMAP Director, Jeff Martin, for more information  
(imap@imappreserve.org).
- AVCC Cataloging Toolkit  
<http://keepingcollections.org/avcc-cataloging-toolkit>

### *QC and digital preservation tools*

- md5tool - generates and checks md5 checksums  
<https://github.com/matt-grounds/md5tool>
- Media Inspector for Mac [http://download.cnet.com/Media-Inspector/3000-2170\\_4-186659.html](http://download.cnet.com/Media-Inspector/3000-2170_4-186659.html)
- BWF MetaEdit  
<http://bwfmetaedit.sourceforge.net/>
- Quicktime 7 player (Quicktime 7 Pro for \$29.99 enables editing of access files)  
<https://www.apple.com/quicktime>
- VLC open source media player  
[www.videolan.org](http://www.videolan.org)
- A/V Artifact Atlas  
[http://preservation.bavc.org/artifactatlas/index.php/A/V\\_Artifact\\_Atlas](http://preservation.bavc.org/artifactatlas/index.php/A/V_Artifact_Atlas)
- MPEG Streamclip  
<http://www.squared5.com/svideo/mpeg-streamclip-win.html>

## **Copyright**

\*California Audiovisual Preservation Project (CAVPP)'s Permissions Guidelines  
[calpreservation.org/wp-content/uploads/2014/01/2014CAVPP\\_Permission\\_Guidelines.pdf](http://calpreservation.org/wp-content/uploads/2014/01/2014CAVPP_Permission_Guidelines.pdf)

This document was created by the California Audiovisual Preservation Project (CAVPP) with the intent to provide guidance in helping our partner organizations determine copyright status and secure permissions for works to be included in the CAVPP. Based upon Society of American Archivists' Orphan Works guidelines.

\*Society of American Archivists (SAA)'s Orphan Works: Statement of Best Practices  
<http://www.archivists.org/standards/OWBP-V4.pdf>

Urban Copyright Legends

<http://publications.arl.org/rli270/17>

American Library Association (ALA)'s Public Domain Slider

<http://librarycopyright.net/resources/digitalslider>

Stanford University Libraries' Copyright and Fair Use

<http://fairuse.stanford.edu/charts-and-tools>

Thinking Through Fair Use

<https://www.lib.umn.edu/copyright/fairthoughts>

## **Bibliographies**

Digital Curation and Preservation Bibliography

<http://digital-scholarship.org/dcpb/dcpb.htm>

NEDCC Digital Preservation Resources

<http://www.nedcc.org/free-resources/digital-preservation>

LOC's Audio Preservation Bibliography

<http://www.loc.gov/rr/record/nrpb/nrpb-presbib.html>

## **Glossaries**

IMAP List of Glossaries

[http://imappreserve.org/info\\_res/index.html](http://imappreserve.org/info_res/index.html)

A/V Artifact Atlas

[http://preservation.bavc.org/artifactatlas/index.php/A/V\\_Artifact\\_Atlas](http://preservation.bavc.org/artifactatlas/index.php/A/V_Artifact_Atlas)

## **Grants**

Grantseeking Basics webinar

<http://www.grantspace.org/Multimedia/Webinars/Grantseeking-Basics>

National Endowment for the Humanities Preservation Grants

<http://www.neh.gov/grants/preservation>



National Historical Publications and Records Commission Grants

<http://www.archives.gov/nhprc/announcement>

National Film Preservation Foundation Grants

<http://www.filmpreservation.org/nfppf-grants>

Association for Recorded Sound Collections Grant Programs

<http://www.arsc-audio.org/committees/grant-programs.html>

Grammy Foundation

<http://www.grammy.org/grammy-foundation/grants>

National Recording Preservation Foundation

<http://recordingpreservation.org/>

(not yet granting but will in the future)

## **Guide to DIY digitization**

Essential Resources for Audio Preservation

[http://www.arsc-audio.org/pdf/ARSCTC\\_resources.pdf](http://www.arsc-audio.org/pdf/ARSCTC_resources.pdf)

ARSC Preservation of Archival Sound Recordings

[http://www.arsc-audio.org/pdf/ARSCTC\\_preservation.pdf](http://www.arsc-audio.org/pdf/ARSCTC_preservation.pdf)

Video Migration in the Preservation Laboratory

<http://videopreservation.conservancy-us.org/index.html>

The purpose of this site is to encourage the preservation of historic videotape materials through digitization. A very thorough resource.

## **Audiovisual Preservation Reformatting Vendors**

**The MediaPreserve**, *Pittsburgh, PA*: 1(800) 416-2665, [info@themediapreserve.com](mailto:info@themediapreserve.com)

<http://themediapreserve.com/>

**DC Video**, *Burbank, CA*: 818-563-1073

<http://www.dcvideo.com/>

**Film Technology**, *Los Angeles, CA*: (323) 464-3456, General Manager:

[zac@filmtech.com](mailto:zac@filmtech.com)

<http://www.filmtech.com/>

**Colorlab**, *Rockville, MD*: (301) 770-2128

<http://www.colorlab.com/>

**George Blood Audio and Video**, *Philadelphia, PA*: 215.248.2100

<http://www.georgeblood.com/>

**Scene Savers**, *Covington, Kentucky*: (859) 291-5100

<http://www.scenesavers.com/>

**AV Geeks**, *Raleigh, North Carolina*: 919.247.7752

<http://www.avgeeks.com/wp2/av-geeks-film-and-video-transfer-services/>