WORKING WITH FILM AND VIDEO

Angela Schmidt, Film Archivist
Alaska Film Archives
Alaska and Polar Regions Collections & Archives
Elmer E. Rasmuson Library
University of Alaska Fairbanks
Traditional
• Evaluate for appropriateness
• Obtain Certificate of Gift
• Make notes about format/content
• Clean and repair as needed
• Assign unique identifier
• Create library catalog record
• Properly store original
• Make a preservation master
• Make an access copy

New
• Make PDFs of Certificate of Gift and related donor files
• Photograph original media and containers and make TIFFs or JPEGs
• Make a DIGITAL preservation master
• Make a DIGITAL access copy
• Create an Archival Informational Packet and store securely (upload to server)
TRADITIONAL WORKFLOW
1. Evaluate for appropriateness:

Does the item belong in our collection?

“Many Faces of Mexico”

“Jeanie of Alaska”
2. Obtain a Certificate of Gift

Gather other relevant information, such as:

Under what conditions have items been stored, and for how long? (*garage, attic, office, etc.*)

Do you have a personal relationship to the films (are you the filmmaker, or related to the filmmaker, or do you appear in the films, etc.)?

Where and how have you acquired these films? (*bought at a flea market, found them abandoned on curb, etc.*)

What would you wish for the future of the films?

Refer to:
http://www.centerforhomemovies.org/donation-questionnaire/
3. Make notes about format and content

Alaska Film Archives
Alaska Film Archives
Video Evaluation Log

Date:
Evaluator:
Collection Name:

Format:
- 02 = 2" open reel magnetic videotape
- 01 = 1" open reel magnetic videotape
- 5R = 1/2" open reel magnetic videotape
- 75 = ¾" U-Matic magnetic videotape
- 50 = ½" VHS magnetic videotape, including VHS-C
- B1 = BetaMax magnetic videotape
- SF = Betacam SP and all misc. Betacam video
- DB = Digital Betacam (Digi-Beta) Video Cassette
- 6V = 8mm magnetic videotape
- DV = Mini DV Digital Video Cassette
- AU = Audio tape (open reel, cassettes, etc.)
- CD = Digital Video Disc/DVD (all types)
- CD-Rom disc (all types)
- DG = Digital files (all types)
- OD = Misc. or unknown or unidentified formats

Notes on case:

Notes on label or tape:

Enclosed note: If there are notes enclosed in the case, attach a copy.

Make a JPEG or PDF copy of case and label and any accompanying notes.

General condition (Dusty, moldy, broken case; etc.):

Length in time of program or videotape (if known):

Summary of content (use back side if needed or attach extra pages):

Alaska Film Archives
Film Evaluation Log

Date:
Evaluator:
Collection Name:

Film Format:
- 8M = Regular 8mm film
- 8S = Super 8mm film
- 16 = 16mm film
- 35 = 35mm film
- MG = 16mm audio Magtrack film roll (audio only)
- OP = 16mm audio Optical track film roll (audio only)
- CO = Misc or unknown or unidentified formats
- MF = Microfiche or Microfilm
- FS = Film strip

Other format info (circle all that apply):
- Color B&W
- Positive Negative
- Silent Sound / Optical Track or Magnetic Stripe
- Double-sprocket Single-sprocket
- Acetate Base Polyester Base

Notes on case:

Notes on reel:

Enclosed note: If there are notes enclosed in the can or container, attach a copy.

Make a JPEG or PDF copy of film can and any accompanying notes.

Edge Code (Or processing date):

Shrinkage:


Film length in feet:

Summary of film content (use back side if needed or attach extra pages):
4. Clean and repair as needed
5. Assign unique identifier (basic identifier for catalog records)...

AAF-1
AAF-2
AAF-3
AAF-4
AAF-2046
AAF-21032
5. Assign unique identifier (additional info for labeling actual items) ...

- AAF-1_16
- AAF-2_16
- AAF-3_8S
- AAF-4_75
- AAF-2046_75_SP
- AAF-21032_02_SP_DV
5. Assign unique identifier  (In hindsight, this might have been a better route to go – so that identifier numbers would exactly match digital file names)...

AAF00001_16
AAF00002_16
AAF00003_8S
AAF00004_75
AAF02046_75_SP
AAF21032_02_SP_DV
5. Other ideas?

AAF1972-0003
AAF1992-0112
AAF2006-2100
AAF2006-0008
AAF2007-0011
AAF2015-1237
6. Create library catalog record (processed collection)

Item Details

Item Information  A Look Inside  Catalog Record

[Winter carnival, curling, wildlife, basketball] [videorecording]

Leader:
am a
Fixed field data:
140222{n19551959 0000 0 eng u
Local LC call number:
AAF-11926 FILM ARCHIVES
Title:
[Winter carnival, curling, wildlife, basketball] [videorecording]
Publication info:
[between 1955 and 1959]
Physical description:
1 videodisc (ca 24 min.) : si., b&w.; 4 3/4 in.
General Note:
Copied from 16mm film; may contain scratches
and/or exposure and focus problems.
Summary:
This reel made by combining two smaller reels.
Original cans and reels are labeled: "Curling,
McKinley," "Curling, moose, bears," and "Basketball."
Summary:
Images include sled dog races with close-up views of
dogs, mushers, photographers, Winter Carnival scenes
in Fairbanks, man wearing crown and women wearing
parkas on stage, Alaska Native dancing on stage,
curling trophies and awards, curling matches being
played, moose walking on tundra and on road, bears
walking on tundra and sniffing at trash on road,
cheerleaders and basketball game in gymnasium,
marching band in gymnasium, and more basketball
games being played.

Location of original:
From the Alaska Film Archives, Eimer E. Rasmussen
Library, University of Alaska Fairbanks.
Ownership and Custodial History:
From the Wilsey-Mendenhall collection. APR Collection
Number 2013-0078.
Held by:
UAFRAS
6. Create library catalog record  (unprocessed collection)
7. Properly store original

Barcoded archival container, stored in appropriate environment
8. Make a preservation master

National Archives:
A Preservation Master is produced when original records are at risk for loss of information, typically deterioration and/or obsolescence (e.g. acetate negatives and analog audio recordings).

Preservation masters are often used to make other copies including reproduction and distribution copies. Both physical format and digital preservation masters are managed and maintained in a secure storage environment and are retained over the long term.
9. Make an access copy
NEW ADDITIONS TO WORKFLOW (FOR DIGITAL PRESERVATION AND ACCESS)
10. Make PDFs of Certificate of Gift and related donor files
11. Photograph original media and containers and make TIFFS or JPEGs
12. Make a DIGITAL preservation master

National Archives:
Preservation master files are created at high to maximum capture specifications and can therefore serve a variety of purposes, including satisfying long-term preservation needs as well as fulfilling most researcher requests for high-quality files. Preservation master files may capture additional information about the original beyond the content itself. Because they are created to high capture standards, preservation master files could take the place of the original record if the original was destroyed, damaged, or not retained. Preservation masters generally do not undergo significant processing or editing.

In house:
Apple ProRes 422 mov
Apple ProRes 422 High Quality mov

Vendor:
Uncompressed AVI
Apple ProRes 422 High Quality mov
Sustainability of Digital Formats
Planning for Library of Congress Collections

Format Description Categories >> Browse Alphabetical List

Apple ProRes 422 High Quality

Table of Contents
- Identification and description
- Local use
- Sustainability factors
- Quality and functionality factors
- File type signifiers
- Notes
- Format specifications
- Useful references

Identification and description

<table>
<thead>
<tr>
<th>Full name</th>
<th>Apple ProRes 422 High Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Apple ProRes 422 HQ is the highest data-rate version of the ProRes 422 codec, applying the least compression for the best imagery and the largest files. Apple literature states that Apple ProRes 422 HQ offers &quot;visually lossless preservation of the highest-quality professional HD video that a single-link HD-SDI signal can carry.&quot; In order to compare the members of the ProRes 422 family, this Web site uses 10-bit picture data with an HD (1920x1080) frame size and a frame rate of 29.97 fps. Uncompressed, this yields about 560 GB per hour. Although the variable bit rate for ProRes means that results will vary, specialists report that the 220 Mbps target data rate for Apple ProRes 422 HQ would yield a one-hour file of about 97 GB. See the Apple ProRes 422 Codec Family, for a general description of the shared technical characteristics as well as history of the format.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Production phase</th>
<th>Production (initial state) and post production (middle state)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to other formats</td>
<td></td>
</tr>
<tr>
<td>Subtype of</td>
<td>Apple_ProRes_422_Coder_Family, Apple ProRes 422 Codec Family</td>
</tr>
</tbody>
</table>

Local use

<table>
<thead>
<tr>
<th>LC experience or existing holdings</th>
<th>The Civil Rights History Project in the American Folklife Center contains Apple ProRes 422 and Apple ProRes 422 HQ files.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC preference</td>
<td></td>
</tr>
</tbody>
</table>

Format Description Properties
- ID: fdd000403
- Short name: Apple_ProRes_422_HQ
- Content categories: moving-image
- Format Category: encoding
- Other facets: unitary, binary, structured, sampled
- Last significant FDD update: 2014-11-17
- Draft status: Preliminary
13. Make a DIGITAL access copy
80 Years of Alaskan History

Compilation of film clips spanning 80 years of Alaskan history, 1897 to 1977 (B&W and Color/Silent). The Bivona variation on Alaska's flag song is by Paul Rosenthal. His album is available from the Prudhoe Bay Foundation.

This sequence is an excerpt of various collections held by the Alaska Film Archives, a unit of the Alaska & Polar Regions Department in the Elmer E. Rasmuson Library, University of Alaska Fairbanks. For more information please contact the Alaska Film Archives.

Pioneer aviator Russel Merrill
51 views • 1 week ago

Ketchikan and Spruce Hill, 1920s
43 views • 1 week ago

Polly's roadhouse at Wonder Lake
57 views • 1 week ago

1926 glacier hike
36 views • 1 week ago

1969 sled dog championship
48 views • 1 month ago

Mining

Film clips of gold mining operations in Alaska.
14. Create an “Archival Informational Packet” and safely store this file (upload to server)

Archival Information Packet = AIP

Information package used within the Open Archival Information System (OAIS) Reference Model system. The AIP contains content information and descriptive metadata
14. Create an “Archival Informational Packet” and safely store this file (upload to server)

**IDEAL ARCHIVAL INFORMATION PACKAGE (AIP)**

**AAF-01234_16**
- preservation_description_information
  - documentation
    - AAF-01234_CoG_DonorName.pdf
    - AAF-01234_1.jpg
    - AAF-01234_2.jpg
    - AAF-01234_3.jpg
  - logs
  - manifests
- preservation_files_locked
  - AAF-01234_16.mov
- processed_access_copies
  - AAF-01234_16.mp4
14. Create an “Archival Informational Packet” and safely store this file (upload to server)

ARCHIVAL INFORMATION PACKAGE (AIP)  Current reality....

AAF-01234 -- 01235_CoG_DonorName.pdf
AAF-01234_16.mov
AAF-01234_1.jpg
AAF-01234_2.jpg
AAF-01235_8M.mov
AAF-01236_CoG_DonorName.pdf
AAF-01236_16.mov
In SUMMARY

- Original film or video with unique identifier number – STORED IN VAULT
- Original Certificate of Gift – STORED IN ARCHIVES FILE CABINET
- Catalog Record – ACCESSIBLE THROUGH ONLINE LIBRARY CATALOG
- Preservation master (analog film or video) – STORED IN VAULT
- Access copy (DVD) – AVAILABLE FOR CHECKOUT AT LIBRARY OR THROUGH INTERLIBRARY LOAN
- Digital preservation master – Part of Archival Information Package (AIP) STORED ON LIBRARY SERVER
- Digital access copy – CURRENTLY STORED ON HARD DRIVES WITH ACCESS CONTROLLED BY ARCHIVISTS – eventually will be stored on library server and bundled along with Archival Information Package (AIP).
- Other digital access – SELECT CLIPS AVAILABLE ON YOU TUBE CHANNEL
- PDF of Certificate of Gift – Part of Archival Information Package (AIP) STORED ON LIBRARY SERVER
- JPEGs of original media and containers – Part of Archival Information Package (AIP) STORED ON LIBRARY SERVER
If you can save everything, save something.
If you can’t save it perfectly, save it the best you can.

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GENERAL
https://www.archives.gov/preservation/
http://www2.archivists.org/publications/brochures/deeds-of-gift
http://www.centerforhomemovies.org/donation-questionnaire/

FILM & VIDEO
http://www.filmpreservation.org/preservation-basics/the-film-preservation-guide-download
https://www.filmcare.org/
http://avaa.bavc.org/artifactatlas/index.php/A/V_Artifact_Atlas

DIGITAL
https://support.apple.com/en-us/HT202808
http://ohda.matrix.msu.edu/2012/06/digital-video-preservation-and-oral-history/
http://www.digitalpreservation.gov/formats/

COPYRIGHT
http://fairuse.stanford.edu/overview/
https://web.law.duke.edu/cspd/publicdomainday/2012/faqs
http://www.copylaw.com/new_articles/PublicDomain.html