



**Workshop on Digital Heritage Preservation
for Alaska Native Libraries, Archives, and Museums**

March 9-10, 2016
Fairbanks, Alaska

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?



“Jeanie of Alaska”



“Many Faces of Mexico”

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/>



CERTIFICATE OF GIFT

Date: _____
Name: _____
Address/email/phone: _____

The undersigned hereby gives, donates and conveys to the University of Alaska Fairbanks all right, title, and interest in the following:

The _____ Collection, consisting of:

This document transfers the legal title and the copyright to the University, in so far as the undersigned holds it, to published and unpublished materials in the collection.

The undersigned understands that the location, retention, cataloging and preservation of the materials, and all other considerations relating to their use or disposition, are at the discretion of the University's Alaska and Polar Regions Collections & Archives department.

The undersigned agrees that any materials which are judged inappropriate to the collections of the Alaska Film Archives, the Alaska and Polar Regions Collections & Archives, or the Elmer E. Rasmuson Library at the University, will be returned to the undersigned, or should he/she not want them, may be disposed of by the library.

The undersigned and current and future family members requesting copies of and/or commercial use of motion picture materials in the above named Collection, will be charged only time and material to make copies, and will not be charged commercial use fees.

Except as provided for expressly in the agreement, this gift is unrestricted and unconditional.

Signature _____ Date _____

Received by _____ Date _____

Angela Schmidt, Film Archivist
Alaska and Polar Regions Collections & Archives

Alaska Film Archives
Alaska and Polar Regions Collections & Archives
Elmer E. Rasmuson Library - UAF
P.O. Box 756808, Fairbanks, Alaska 99775-6808
Phone: (907) 474-5357 fax: (907) 474-6365 e-mail: ajschmidt@alaska.edu



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 = ½" open reel magnetic videotape
75 = ¾" U-Matic magnetic videotape
50 = ½" VHS magnetic videotape, including VHS-C
B1 = BetaMax magnetic videotape
SP = BetacamSP and all misc. Betacam video

DB = Digital Betacam (Digi-Beta) Video Cassette
8V = 8mm magnetic videotape
DV = Mini DV Digital Video Cassette
AU = Audio tape (open reel, cassettes, etc.)
DD = Digital Video Disc DVD (all types)
CD = CD Rom disc (all types)
DG = Digital files (all types)
OO = 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

Assigned number:

AAF- _____

MG = 16mm audio Magtrack film roll (audio only)
OP = 16mm audio Optical track film roll (audio only)
OO = 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 can:

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:

General condition (Vinegar smell? Many broken sprocket holes? Wavy? Moldy? Etc.):

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 Display - [Winter carr

catalog.library.uaf.edu/uhtbin/cgisirsi/?ps=8yHsA0qHTc/UAFRAS/237880011/9

Go Back Help New Search Previous Next Change Display Kept Save Search Logout

record 7 of 14 for search words or phrase "curling" [Change Display](#)

Item Details

☐ Keep

[Nearby items on shelf](#)

[Item Information](#) [A Look Inside](#) [Catalog Record](#)

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

Leader:

Fixed field data:

Local LC call number:

Title:

Publication info:

Physical description:

General Note:

Summary:

Summary:

Location of original:

Ownership and Custodial History:

Held by:

am a

140227n19551959 000 0 eng u

AAF-11926 FILM ARCHIVES

[\[Winter carnival, curling, wildlife, basketball\]](#)
[\[videorecording\]](#)

[between 1955 and 1959]

1 videodisc (ca 24 min.) : si., b&w.; 4 3/4 in.

Copied from 16mm film; may contain scratches and/or exposure and focus problems.

This reel made by combining two smaller reels. Original cans and reels are labeled: "Curling, McKinley," "Curling, moose, bears," and "Basketball."


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.

From the Alaska Film Archives, Elmer E. Rasmuson Library, University of Alaska Fairbanks.

From the Willsey-Mendenhall collection. APR Collection Number 2013-0078.

UAFRAS

Go Back Help New Search Previous Next Change Display Kept Save Search Logout

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6. Create library catalog record (unprocessed collection)

[Search Catalog](#) [New Materials](#) [Contact Us](#) [Reserve Desk](#) [My Account](#) [Alaska & Polar Periodical Index](#)

[Go Back](#) [Help](#) [New Search](#) [Previous](#) [Next](#) [Change Display](#) [Kept](#) [Save Search](#) [Logout](#)

record 3 of 4 for search words or phrase "shebal" [Change Display](#)

Item Details

☐ Keep

[Nearby items on shelf](#)

[Item Information](#) [A Look Inside](#) **Catalog Record**

Leroy Shebal Collection [film]

Leader: gm c a

Fixed field data: 060614n19501970 0 eng u

Local system #: (Sirsi) a937047

Local system #: (Sirsi) a937047

Local LC call number: AAF-8171 -- AAF-8189 FILM ARCHIVES

Title: [Leroy Shebal Collection \[film\]](#).

Publication info: [between 1950 and 1970]

Physical description: 19 boxes of film.

General Note: No circulating copies are currently available. Additional documentation may be available. Contact Film Archivist for assistance.

Summary: Summary: 19 boxes containing reels of film. Boxes arrived in two shipments, and are labeled 1A-10A and 1B-9B.

Location of original: From the Alaska Film Archives, Elmer E. Rasmuson Library, University of Alaska Fairbanks.

Ownership and Custodial History: From the Leroy Shebal Collection.

Held by: UAFRAS

[Go Back](#) [Help](#) [New Search](#) [Previous](#) [Next](#) [Change Display](#) [Kept](#) [Save Search](#) [Logout](#)



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7. Properly store original

Barcoded archival container, stored in appropriate environment



8. Make a preservation master

National Archives:

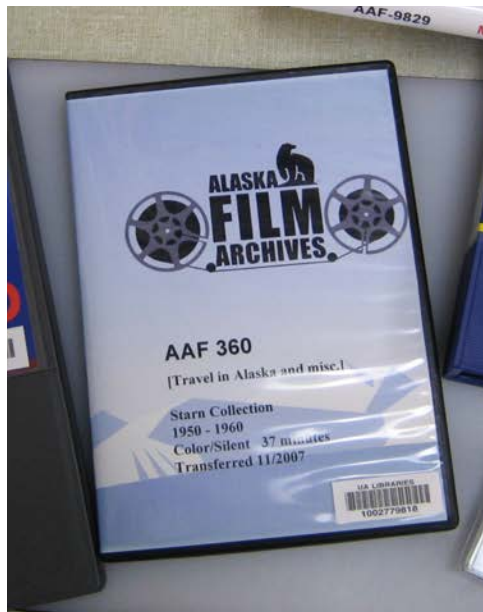
A Preservation Master is produced when original records are at risk for loss of information, typically deterioration and/or obsolescence (e.g. acetate negatives and analog audio recordings).



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



CERTIFICATE OF GIFT

Date: 1/1/2020

Name: John Smith

Address/email/phone: 1234 Fifth Street City, Alaska 99999 (907) 555-5555

The undersigned hereby gives, donates and conveys to the University of Alaska Fairbanks all right, title, and interest in the following:

The Film and Video Collection, consisting of:

This document transfers the legal title and the copyright to the University, in so far as the undersigned holds it, to published and unpublished materials in the collection.

The undersigned understands that the location, retention, cataloging and preservation of the materials, and all other considerations relating to their use or disposition, are at the discretion of the University's Alaska and Polar Regions Collections & Archives department.

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Except as provided for expressly in the agreement, this gift is unrestricted and unconditional.

Signature [Signature] Date 1/1/20

Received by [Signature] Date 1/1/20

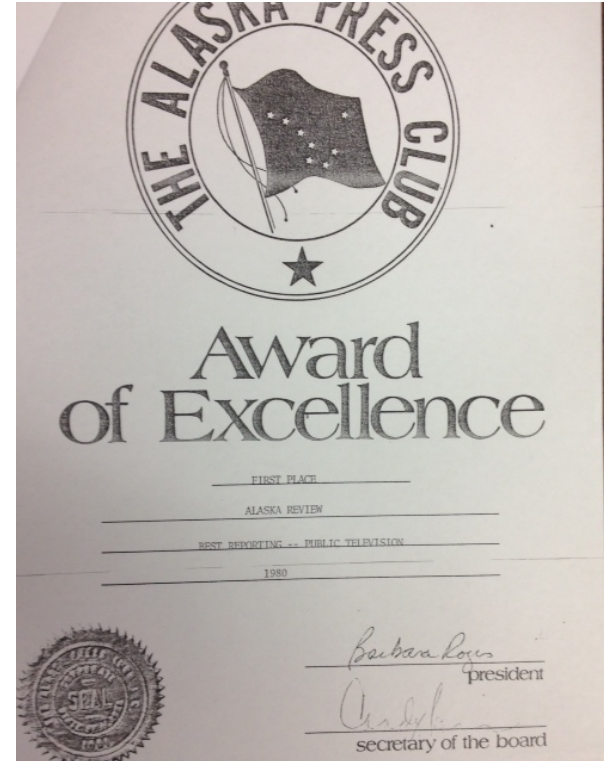
Angela Schmidt, Film Archivist
Alaska and Polar Regions Collections & Archives

Alaska Film Archives
Alaska and Polar Regions Collections & Archives
Elmer E. Rasmuson Library - UAF

1000 University Ave., Fairbanks, Alaska 99775-8000
Phone: (907) 474-5427 Fax: (907) 474-5423 E-mail: archives@alaska.edu



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

<http://www.digitalpreservation.gov/formats/fdd/descriptions.shtml>

[NDMP Home](#) | [Digital Formats Home](#)

Sustainability of Digital Formats

Planning for Library of Congress Collections

[Introduction](#) | [Sustainability Factors](#) | [Content Categories](#) | [Format Descriptions](#) | [Contact](#)

[Format Description Categories](#) >> [Browse Alphabetical List](#)

Apple ProRes 422 High Quality

>> [Back](#)

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- [Sustainability factors](#)
- [Quality and functionality factors](#)
- [File type signifiers](#)
- [Notes](#)
- [Format specifications](#)
- [Useful references](#)

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

Identification and description

Full name	Apple ProRes 422 High Quality
Description	<p>Apple ProRes 422 HQ is the highest data-rate version of the ProRes 422 codecs, applying the least compression for the best imagery and the largest files. Apple literature states that Apple ProRes 422 HQ offers "visually lossless preservation of the highest-quality professional HD video that a single-link HD-SDI signal can carry."</p> <p>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.</p> <p>See the Apple ProRes 422 Codec Family for a general description of the shared technical characteristics as well as history of the format.</p>
Production phase	Production (initial state) and post production (middle state).
<i>Relationship to other formats</i>	
Subtype of	Apple_ProRes_422_Codec_Family , Apple ProRes 422 Codec Family

Local use

LC experience or existing holdings	The Civil Rights History Project in the American Folklife Center contains Apple ProRes 422 and Apple ProRes 422 HQ files.
LC preference	

13. Make a DIGITAL access copy





- Home
- Trending

BEST OF YOUTUBE

- Music
- Sports
- Gaming
- Movies
- TV Shows
- News
- Live
- Spotlight
- 360° Video

Browse channels

Sign in now to see your channels and recommendations!

Sign in

YouTube Red



alaskafilmmarchives

Home Videos Playlists Channels Discussion About



80 Years of Alaskan History

4,323 views · 5 years ago

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

Uploads



Pioneer aviator Russel Merrill
51 views · 1 week ago



Ketchikan and Spruce Mill, 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.

Angela Schmidt – ajschmidt@alaska.edu

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

Digital Preservation for Libraries, Archives, and Museums BY EDWARD M. CORRADO AND HEATHER LEA MOULAISON - Rowman & Littlefield Publishers - 2014

<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/>

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<http://fairuse.stanford.edu/overview/>

<https://web.law.duke.edu/cspd/publicdomainday/2012/faqs>

http://www.copylaw.com/new_articles/PublicDomain.html