



Care and Storage of Audiovisual Materials

presented by
Marcia Segal,
American Folklife Center

Sustainable Heritage Network
Tuesday, September 15, 2015
Library of Congress
Washington, D.C.



Basic tasks in caring for audiovisual materials, both physically and intellectually

- Account for the materials you have
...and while you do...
- Gather basic metadata
- Handle and store materials with care



- *Account for the materials you have...*
 - so *you* know
 - so your *researchers* know
 - so potential *funders/donors* know
 - to have the information available in case you learn of a potential *digitization project*
 - for *insurance* against theft or damage; general *accountability*



Gather basic metadata for digitization vendors...

- so *the vendor* can provide you with an accurate estimate of costs
- so *you* know what items the vendor will receive
- to *be sure all materials are returned* after digitization



Before you begin the inventory...

- Prepare a work area that is...
 - flat
 - stable
 - clean
 - and away from...
 - food and beverages
 - drafts
 - direct sunlight

...and as you inventory the materials...

- Stabilize, don't mend
- Note in the inventory any items in need of repair or special housing



Unique identifiers for the physical items...

- Number the items in your collection, whether you will digitize them or not
- Each item has its own ID number...
 - noted on the item container
 - noted in the inventory
- Unique identifiers serve multiple purposes
 - to differentiate items that may be similar in content or title (disambiguation)
 - to be sure you have a correct item count
 - to create a number that can be used to formulate an identifier for digital files

Example: AFC 2010/003: SR2051

AFC - American Folklife Center

2010 - the year the collection arrived

003 - the third collection to arrive that year

SR - sound recording (as opposed to a moving image item)

2051 - the item number



...become the unique identifiers for the digital files...

Example 1: AFC 2010/003: SR2051

becomes

afc2010003_sr2051.wav

Example 2: AFC 1942/002: SR001

becomes

afc1942002_sr001.wav



Using leading zeroes to make ID numbers line up in order, in a digital environment...

Example (without leading zeroes):

afc1942002_sr1
afc1942002_sr10
afc1942002_sr11
afc1942002_sr12
afc1942002_sr13
afc1942002_sr14
afc1942002_sr15
afc1942002_sr16
afc1942002_sr17
afc1942002_sr18
afc1942002_sr19
afc1942002_sr2
afc1942002_sr3
afc1942002_sr4
etc.

Example (with leading zeroes):

afc1942002_sr01	afc1942002_sr17
afc1942002_sr02	afc1942002_sr18
afc1942002_sr03	afc1942002_sr19
afc1942002_sr04	afc1942002_sr20
afc1942002_sr05	afc1942002_sr21
afc1942002_sr06	etc.
afc1942002_sr07	
afc1942002_sr08	
afc1942002_sr09	
afc1942002_sr10	
afc1942002_sr11	
afc1942002_sr12	
afc1942002_sr13	
afc1942002_sr14	
afc1942002_sr15	
afc1942002_sr16	



Where to find information about a recording

- On a label affixed to the item
- On the container
- On documentation that accompanies the item
- On another inventory

...or...

- information may only be discovered or confirmed after digitization



Information to include per item: the more detail, the better

- Include who, what, when, where, and for what purpose (journalist's questions)
- Include format details, including duration
- Include whether or not it is a commercial recording
- Include condition information (if something is broken or falling out of/off the container, or the recording itself is damaged)



AFC ID #	Original ID #	Category	Description	Information transcribed from housing and reel
SR132	RF-6	Ritchie Family	Ritchie, Abigail #1	On reel: Ma Ritchie 3 ¼
SR133	RF-7	Ritchie Family	Ritchie, Abigail #2	[originally wound onto a 5" reel] Mom "somebody with <u>dule</u> "; "Fly Around" Abby Mom Ritchie
SR134	RF-8	Ritchie Family	Ritchie, Abigail #3	Scene 1, Take 1, Sound 1 – Ritchie Family; There was a little family; Amazing Grace with Jeannie – good; good train sound on reel: Mom Ritchie
SR135	RF-9	Ritchie Family	Ritchie, Edna #1	Golden Little on reel: Edna II
SR136	RF-10	Ritchie Family	Ritchie, Edna #2	Dub; 7.5 ips; dubbed at Lou Gordon's apt Mon Jan. 3, 1955 by Artie [Leach] On reel: Edna Ritchie (good dub) / 7 ½ / lots blank tape at beginning
SR137	RF-11	Ritchie Family	Ritchie, Edna #3 (at Berea)	[originally on a 5" reel] inside lid: Tape made at Berea, Christmas, 1956, by Bob Black of Bloomington, Ind. I forgot what I sang! Keep for me.
SR138	RF-12	Ritchie Family	Ritchie, Edna #4 (music class at Dilce Combs School, Jeff, KY)	on reel: Edna Ritchie / <u>Dilce</u> Combs / music class
SR139	RF-12a	Ritchie Family	Ritchie, Edna #5	7.5 ips and 15



SR008	#2 <u>Howlin</u> Wolf	<u>Change My Way</u> 7 1/2 ips 2 trk Stereo Wolf CH418 B; note: this is the ID number for the 1975 <u>Howlin'</u> Wolf Chess Records release, "Change My Way"		7"
SR009	Lonnie #1			7"
SR010	Lonnie #2			7"
SR011	Lonnie #3			7"
SR012	Lonnie #4			7"
SR013	Lonnie #5			7"
SR014	Lonnie #6			7"
SR015	Son House Interview #1		11/20/1964	7"
SR016	Son House Interview #2		11/20/1964	7"
SR017	Son House Interview #3		11/20/1964	7"
SR018	Son House Interview #4		11/21/1964	7"
SR019	Son House Interview #5		11/21/1964	7"
SR020	Son House Interview #6		11/21/1964	7"
SR021	Johnny Otis Interview #1		4/21/1971	7"
SR022	Johnny Otis Interview #2		4/21/1971	7"
SR023	Johnny Otis Interview #3		4/21/1971	7"
SR024	#1 Johnny Otis / Show Time Ask Gerson		7/2/1971	7"



AFC ID #	Original ID #	Category	Description	Housing and reel
SR001	n/a	n/a		wire
SR002		n/a		wire
SR003		n/a		wire
SR004		n/a		wire
SR005		n/a		wire
SR006		n/a		wire
SR007		n/a		wire
SR008	E-1	England	Mummers	E.1; #74; Mummers – REW 7; Song indoors – Mummers – n.g.; Mummers play – good; all on the new [] hay, [] – Mr. Rew ; Barbara Allen – Mr. Rew ; Jimmy Johnson Squeeze Me – Mr. Rew ; (Devonshire Lad); [] Down Meadow – Mr. Rew ; Kerry Recruit – Mr. Rew ; Up the middle (dance) Melodeon – Mr. Rew ; Derby Ram On reel: Mr Rew Sidbury / Marshfield mummers / 7 ½
SR009	E-2	England	Childrens' Game: Roman Soldiers	E.2 – Sidbury ; Sound track to the film “Roman Soldiers” On reel: Movi... / Romqan Sol... / soundtrack / Sidbury
SR010	E-3	England	Palmer at Sidbury	E.3; Mr. Paluer tells story of his uncle & the song.; Sings “ Mullard ” (2 false starts – goes very sharp on final one); talks about origin of song; talk about old days of the “ carriere ” On reel: Sidbury / Mullard / Palmer



ID #	DVD Received	Title	Title (revised at AFC)	Original format	Recording Location	Recording Date	Notes
MV001	2009-03-23	Utah Phillips part 1 (Taped in)	Utah Phillips, Part 1	tape	Nevada City, California	1999	field recording
MV002	2009-03-23	2. Utah part 2	Utah Phillips, Part 2	tape	Nevada City, California	1999	field recording
MV003	2009-03-23	Utah interviews <u>Rik</u> (this is pretty funny)	<u>Rik Palieri</u> , interviewed by Utah Phillips	tape	Nevada City, California	1999	field recording
MV004	2009-03-23	Bob Franke part 1	Bob Franke interview, Part 1	tape	home of <u>Rik Palieri</u> , Hinesburg, Vermont		field recording
MV005	2009-03-23	Bob Franke part 2	Bob Franke interview, Part 2	tape	home of <u>Rik Palieri</u> , Hinesburg, Vermont		field recording
MV006	2009-03-23	Ken Pearlman and <u>Alan Jabbour</u>	Ken Pearlman and Alan <u>Jabbour</u>	S-VHS	Burlington, Vermont		VCAM studio
MV007	2009-05-11	Stetson Kennedy	Stetson Kennedy	DVD	near Jacksonville, Florida		field recording
MV008	2009-03-23	<u>Bodie</u> Wagner	The Songwriter's Notebook: <u>Bodie</u> Wagner	tape	Nevada City, California		field recording
MV009	2009-03-31	The Carter Fold	The Carter Fold	DVD	Hiltons, Virginia		field recording



afc1942002_sr056	Last Nitch Has Saw [sic]/Gypsy Sweetheart (Side A); Boston Fancy/Old Zip Coon/Golden Slippers (Side B) [sound recording]	Side B: [Midway]	Side A: August 18, 1940; Side B: September [ca. 1943-1953]	1 sound disc : analog, 78 rpm; 10 in.	Side A: Singing Smiths, The ; Side B: [Singing Smiths, The].
afc1942002_sr057	Untitled (Side A); Testing (Side B) [sound recording]			1 sound disc : analog, 78 rpm; 10 in.	[none given]
afc1942002_sr058	Going to Boston (Side A); [4H Closer, continued] (Side B) [sound recording]	Lebanon, New Hampshire	March 31, 1951	1 sound disc : analog, 78 rpm; 10 in.	Side A: Mann, David ; Side B: Dennis, Harry.
afc1942002_sr059	Money Musk/Arkansas Traveler (Side A); Pop Goes the Weasel (Side B) [sound recording]	[Enfield, New Hampshire]	April 2, 1951	1 sound disc : analog, 78 rpm; 10 in.	Hardy, Val.
afc1942002_sr060	Lamplighter's Hornpipe/Wild Goose Chase (Side A); Schottische/Speed the Plow (Side B) [sound recording]	[Enfield, New Hampshire]	April 2, 1951	1 sound disc : analog, 78 rpm; 10 in.	Hardy, Val.
afc1942002_sr061	Mountain Hornpipe (Pig Town Fling)/Paddy on the Railroad (Side A); Little Judy's Reel/St. Anne's Reel/Come Haste to the Wedding (Side B) [sound recording]	[Ossipee, New Hampshire]	[October 28, 1945]	1 sound disc : analog, 78 rpm; 10 in.	Hanson, Arthur W.



Look at all aspects of the materials



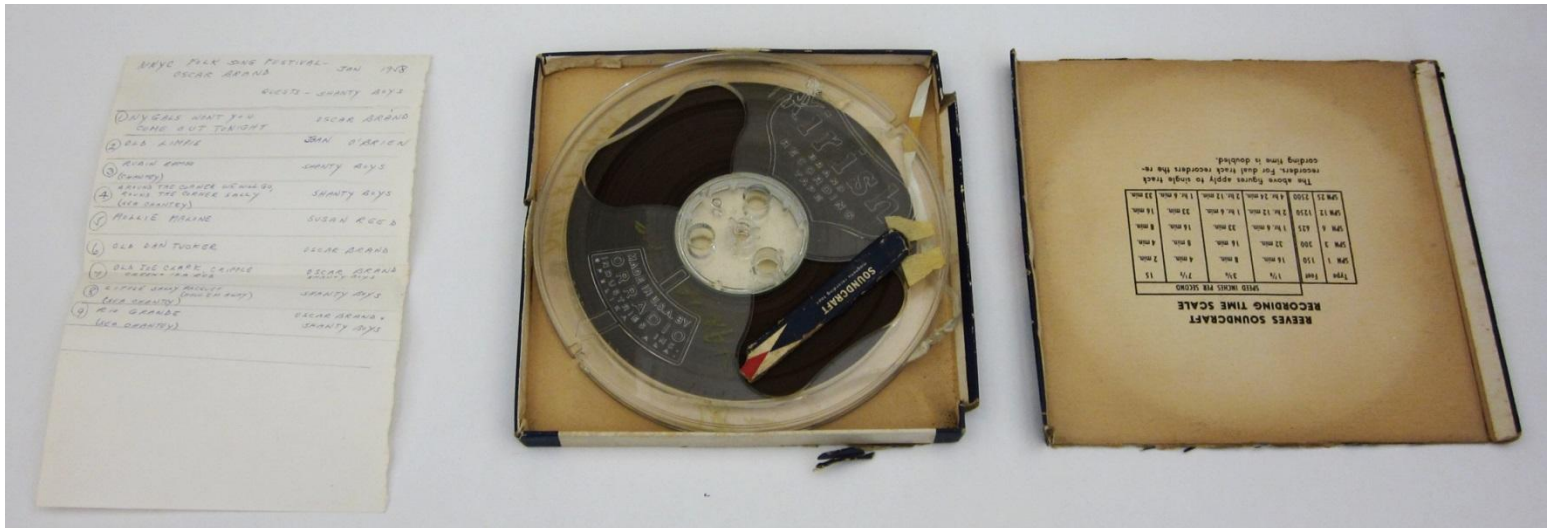
...the container matters, too...

Look at all aspects of the materials



...the documented information may be unclear...

Look at all aspects of the materials



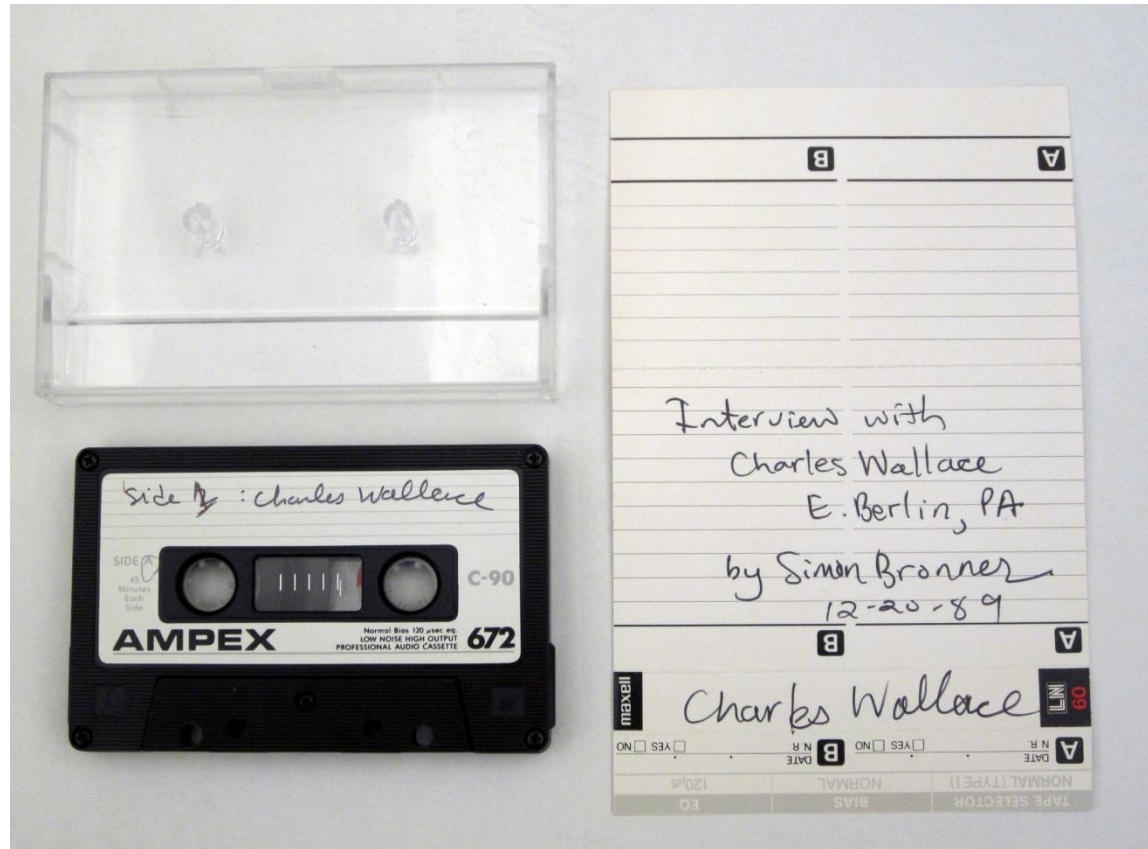
...additional information may be inside the container...

Look at all aspects of the materials



...take nothing for granted: there may be mismatches...

Look at all aspects of the materials



...some mismatches are harder to catch...

Look at all aspects of the materials



... condition issues and damage are usually easier to spot....



Look at all aspects of the materials



...even without the exact language to describe the damage, you'
ll know there is damage...



Look at all aspects of the materials



...an uneven tape pack can damage or destroy a recording..



Caring for the materials themselves, both physically and intellectually

- Account for the materials you have

...and while you do...

- Gather basic metadata
- *Handle and store materials with care*



Handling and storing items

- Key issues regarding storage
 - environmental uniformity
 - avoiding extremes
 - HVAC
 - the room, the building, the environment
- Storage containers for individual items
- The physical orientation of the containers (e.g., similar sizes, similar formats)
- Avoid touching the recorded surfaces themselves
- Shelves (wood, metal, etc.): a few considerations







What format is that?



A selection of format guides and guidance about formats

Videotape Identification and Assessment Guide (Texas Commission on the Arts)

<http://www.arts.texas.gov/wp-content/uploads/2012/04/video.pdf> or <http://bit.ly/1inVKrE>

Format Guides (Independent Media Arts Preservation)

http://www.imappreserve.org/info_res/internet/format_guides.html or <http://bit.ly/1hKltd4>

Guide to Vintage Audio Formats (Library of Congress: National Recording Preservation Plan)

<http://www.loc.gov/programs/national-recording-preservation-plan/tools-and-resources/guide-to-vintage-audio-formats/> or <http://1.usa.gov/1NU5QNX>

Audio Preservation & Restoration (University Libraries, University of Washington)

<http://guides.lib.washington.edu/audiopreservation/analog> or <http://bit.ly/1JH0AHg>

Audiovisual Formats: A Guide to Identification (California Audiovisual Preservation Project)

http://calpreservation.org/wp-content/uploads/2013/10/2013-Audiovisual-Formats_draft_webversion-2013oct15.pdf

or <http://bit.ly/1biyKWJ>

Old Recording Media (and related links) (Steve Smolian's web pages)

<http://www.soundsaver.com/oldrecordingmedia.htm> <http://www.soundsaver.com/oldrecordingmedia.htm> or <http://bit.ly/1LaRySV>

Care, Handling, and Storage of Audio Visual Materials (Library of Congress)

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

Handling and Storage of Audio and Video Carriers (IASA)

<http://www.iasa-web.org/handling-storage-tc05>



Develop disaster response plans

(Murphy's Law);

or,

“Just in case” is better than “just in time”



A disaster response plan helps your institution plan in advance...

- Based on *known environmental and architectural issues*
- In order to have basic *supplies on hand*
- In order to take *safe and basic actions in the moment*
- In order to be aware of *resources and services that are readily available*
- In order to schedule and carry out *disaster response drills*



Disaster response plans: information resources

MayDay: Saving Our Archives...annotated resources (SAA)

<http://www2.archivists.org/initiatives/mayday-saving-our-archives/annotated-resources><http://www2.archivists.org/initiatives/mayday-saving-our-archives/annotated-resources> or <http://bit.ly/1UBeUeW>

Emergency Management (NEDCC)

<https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.1-protection-from-loss-water-and-fire-damage,-biological-agents,-theft,-and-vandalism><https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.1-protection-from-loss-water-and-fire-damage,-biological-agents,-theft,-and-vandalism> or <http://bit.ly/1hWUoUm>

Free resources (NEDCC)

<https://www.nedcc.org/free-resources/overview>

Disaster Preparedness and Response (CoOL; operated by the Foundation of the American Institute for Conservation)

<http://cool.conservation-us.org/bytopic/disasters/>



...and finally...

- Network with colleagues
- Sign up for listservs relevant to
 - formats your institute has and collects
 - subject areas the materials cover
 - potential grants and funding sources
 - opportunities for digitization projects
- Share what you learn



Marcia Segal can be contacted at mseg@loc.gov