

California Audiovisual Preservation Project (CAVPP) 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

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.conservacion-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

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

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

www.nist.gov/customcf/get_pdf.cfm?pub_id=150481

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>

Sponsored by the Association of Moving Image Archivists (AMIA).

Little Film

<http://www.littlefilm.org>

Just for small gauge film formats: 16mm, 8mm and Super 8mm.

Analog Storage

*IPI Media Storage Quick Reference

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>

Not new but is a very useful text on magnetic media preservation nonetheless.

Digital Preservation

Basics

*POWRR: Preserving (Digital) Objects With Restricted Resources

<http://digitalpowrr.niu.edu>

Project dedicated to helping smaller university libraries address digital preservation issues. Site includes workshop slides, links, tool recommendations, etc.

"You've Got to Walk Before You Run: First Steps for Managing Born-Digital Content Received on Physical Media" by Ricky Erway

<http://www.oclc.org/research/publications/library/2012/2012-06.pdf>

Brief overview of initial steps for getting started with responsible management of born-digital materials received on physical media (e.g. thumb-drives, CDs, etc.)

"Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-House"

<http://www.oclc.org/content/dam/research/publications/library/2013/2013-02.pdf>

Step-by-step guide for transferring born-digital content off physical media. Includes sample workflows and tools.

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, backups, fixity checks, lots of copies, etc.

*The NDSA Levels of Digital Preservation

http://www.digitalpreservation.gov/documents/NDSA_Levels_Archiving_2013.pdf

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

Digital Preservation Handbook

<http://handbook.dpconline.org>

Digital Preservation and Nuclear Disaster: An Animation

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

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

*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.

Using Consistent File Naming Conventions for Digital Preservation Projects

<http://page2pixel.org/2010/10/using-consistent-file-naming-conventions-for-digital-preservation-projects/>

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>

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

http://www.den.nl/art/uploads/files/Publicaties/OAIS_Compliant_Preservation_Workflows_in_an_AV_Archive_pdf0'.pdf

Vendor Relationships

*Digitization Vendor Questionnaire

http://eai.org/resourceguide/preservation/singlechannel/pdf/video_questionnaire_final.pdf

This questionnaire helps 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

Digital Storage

*Activists' Guide to Archiving Video

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

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

Reconsidering the Checksum for Audiovisual Preservation

<http://dericed.com/papers/reconsidering-the-checksum-for-audiovisual-preservation>
A great intro and evaluation of checksums.

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>

QC and Digital Preservation Tools

*POWRR Tool Grid v.2 – a set of interactive views designed to help practitioners identify and select tools that they need to solve digital preservation challenges

<http://www.digipres.org/tools>

*AV Compass Inventory Tool – developed by Bay Area Video Coalition (BAVC), this web-based tool is geared specifically towards inventorying audiovisual collections

<http://www.avcompass.bavc.org>

*DataAccessioner – securely copies and migrates digital objects as well identifies, validates and extracts technical metadata for a wide range of file formats

<http://dataaccessioner.org>

*Fixity – monitors file integrity and attendance

<https://www.avpreserve.com/tools/fixity>

Bagger – a hierarchical file packaging format for the creation of standardized digital containers called 'bags' which are used for storing and transferring digital content

<https://github.com/LibraryOfCongress/bagger/releases/tag/v2.7.1>

md5tool – generates and checks md5 checksums

<https://github.com/cavpp/md5tool>

Media Inspector for Mac – check embedded metadata of media files

http://download.cnet.com/Media-Inspector/3000-2170_4-186659.html

BWF MetaEdit – check and edit embedded metadata of broadcast wave audio files

<http://bwfmetaedit.sourceforge.net>

Quicktime 7 player – play QT files (Quicktime 7 Pro for \$29.99 enables editing and embedding of access files)

<https://www.apple.com/quicktime>

VLC open source media player – play any kind of video file

www.videolan.org

A/V Artifact Atlas – identifies technical issues and anomalies that can afflict audio and video signals

http://avaa.bavc.org/artifactatlas/index.php/AV_Artifact_Atlas

Guide to DIY digitization

Tools for Smaller Budgets: Using Open Source and Free Tools for AV Digital Preservation Workflows

http://www.avpreserve.com/wp-content/uploads/2014/04/AVInsider_OpenSourceTools_DigiPres.pdf

Essential Resources for Audio Preservation

http://www.arsc-audio.org/pdf/ARSTC_resources.pdf

ARSC Preservation of Archival Sound Recordings

http://www.arsc-audio.org/pdf/ARSTC_preservation.pdf

Video Migration in the Preservation Laboratory

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

Building a community of practice

*"Digital Preservation Policies: Guidance for archives"

<http://www.nationalarchives.gov.uk/archives-sector/advice-and-guidance/managing-your-collection/preserving-digital-collections/developing-a-digital-preservation-strategy-and-policy>

A digital preservation plan explains an organization's rationale for digital preservation and serves as an authority for digital preservation activities.

*"One pagers tailored to educate different professionals"

http://powrr-wiki.lib.niu.edu/index.php/One_Pagers_tailored_to_educate_different_professionals

Talking points designed to target various audiences and educate them on the need for digital preservation.

Digital Library Federation

<https://www.diglib.org/forums>

National Digital Stewardship Alliance

<http://ndsa.org>

Online communities

<http://lists.ala.org/sympa/info/digipres>

<http://qanda.digipres.org>

<https://groups.google.com/forum/!forum/digital-curation>

<http://digitalpowrr.niu.edu/slack-off-with-digital-powrr>

Educational Videos and Webinars

*AV Compass Guide to Audiovisual Preservation

<http://www.avcompass.bavc.org/learn>

Developed by Bay Area Video Coalition (BAVC), this web-based tool is geared specifically towards inventorying audiovisual collections and includes numerous instructional videos and written guides to help you get started.

A Race Against Time: Preserving AV Media

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

CCAHA's primer on audiovisual preservation.

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

<https://infopeople.org/civicrm/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.

Assessment and Cataloging Tools

Collection assessment

*Guide to AV Compass Inventory Tool (Ideal for item-level)

http://www.avcompass.bavc.org/sites/default/files/uploads/Create_an_Inventory.pdf

AVPreserve and Indiana University's MediaSCORE/MediaRIVERS (Item-level)

<https://www.avpreserve.com/tools/mediascore-mediarrivers>

California Preservation Program's CALIPR (For collection-level assessments, using a random sampling approach)

<http://www.lib.berkeley.edu/preservation/CALIPR/index.html>

Cataloging software

*AV Compass Inventory Tool

<http://www.avcompass.bavc.org>

AVCC Cataloging Toolkit

<http://keepingcollections.org/avcc-cataloging-toolkit>

Collection guide creation

Archivists toolkit

<http://archiviststoolkit.org>

Intellectual Property

*California Audiovisual Preservation Project (CAVPP)'s Permissions Guidelines

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 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

A/V Artifact Atlas

http://preservation.bavc.org/artifactatlas/index.php/A/V_Artifact_Atlas

Grants

National Endowment for the Humanities Preservation Grants

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

Council on Library and Information Resources (CLIR) Digitizing Hidden Special Collections and Archives Grant

<https://www.clir.org/hiddencollections>

Institute of Museum and Library Sciences (IMLS) National Leadership Grants

<https://www.imls.gov/grants/available/national-leadership-grants-libraries>

<https://www.imls.gov/grants/available/national-leadership-grants-museums>

National Historical Publications and Records Commission Grants

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

National Film Preservation Foundation Grants

<http://www.filmpreservation.org/nfpf-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>