NYU MOVING IMAGE ARCHIVING AND PRESERVATION PROGRAM
“ACCESS TO MOVING IMAGE COLLECTIONS”
H72.1803

FALL 2006 COURSE SYLLABUS

Course Details: Monday, September 11, 2006 to Monday, December 11, 2006
6:00 p.m. to 8:00 p.m.
Room 643

Professor: Sarah Ziebell Mann

Office:
Barbara Goldsmith Preservation and Conservation Department
Bobst Library, LL2
Office Hours: Mondays, 3:30 p.m. to 5:30 p.m. and by
appointment
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Students in this course will learn the major components of providing access to moving image archives. Topics include: physical, virtual, and intellectual presentation of collections; search strategies and use of particular moving image reference resources; access protocols; collaborative access projects; establishment of policies and fee structures; and the evaluation of software for facilitating access to moving image collections. In addition, principles of reference services, descriptive cataloging of moving images, documentation, and artifacts; and indexing and subject analysis will be taught.

Readings:


Other readings: Mandatory reading articles on reserve at the Film Study Center and Bobst Library. Copies of recommended and further reading articles available by request. Texts on reserve at Film Study Center unless otherwise noted.

Assignments:

All assignments (with the exception of the worksheets that accompany the Cataloging assignment) should be submitted in electronic form to szm1@nyu.edu by the below referenced deadlines. Please include a MIAP Submission Form as the first page of each assignment. Assignments will be made part of the MIAP digital archive; please identify on the MIAP Submission Form any content that should be restricted to the faculty-only portion of the archive.
Reference

Assigned: 9/25/06
Due: 10/2/06
Percentage of grade: 5%

Students will look up two films, people, or subjects of their choice (one from the silent era and one from the sound era) across a variety of assigned reference works. They will write a 2 to 3-page paper describing their search strategies, whether they adjusted them when using different resources, what success they had; and what they learned about the scope, audience, and type of coverage offered by the various resources. They will present a summary of their findings in class on 10/2/06.

Presentation of Information

Assigned: 10/16/06
Due: 10/30/06
Percentage of grade: 20%

At times to be arranged with host institutions, students will tour the facilities and review the websites, multimedia, and descriptive tools of two moving image archival repositories. They will evaluate their host institutions' approaches in the areas of physical, virtual, and intellectual presentation of information. Each student will write a 7 to 9-page paper and will present a summary of their findings in class on 10/30/06.

Cataloging

Assigned: 11/20/06
Due: 12/4/06
Percentage of grade: 25%

Students will complete two catalog records using assigned works placed on reserve in the Film Study Center. Catalog records will be due on 12/4/06.

Final Project/Paper

Assigned: 9/18/06
Due: 12/11/06 (presentation) 12/15/06 (paper)
Percentage of grade: 40%

Students will select a topic related to access for which they will complete a final project culminating in a 15 to 20-page paper or project report. Topics need to be discussed with me and finalized by 10/23/06.

Students will present a summary of their research in class on 12/11/06.
Course Schedule

Key:
M = Mandatory Reading
R = Recommended Reading
F = Further Reading

WEEK 1, 9/11/06: NO CLASS, MAKEUP CLASS ON 9/18/06

WEEK 2, 9/18/06: ACCESS OVERVIEW (Note: Class will run from 6-9 p.m.)

Course Introduction
Principal Components of Access
Service-Orientation, Codes of Ethics, and Rights

Reserves:


By Request:

Pugh, Mary Jo. Providing Reference Services for Archives and Manuscripts. Chicago: Society of American Archivists, 1992: 3-9 (R)


Browne, Rachelle V. “What Can I Do and How Safe Is It?” “Copyright in a Digital Age” SAA Pre-Conference Workshop. August 20, 2003 (F)

Web:
http://portal.unesco.org/ci/ev.php?URL_ID=15592&URL_DO=DO_TOPIC&URL_SECTION=201&reload=1091208335 Sections 3.2.6, 6.7, 7.3.2 (M)

http://www.unc.edu/~unclng/public-d.htm (F)
INSTITUTIONS AND ACCESS POLICIES

Types of Repositories and Their Access Protocols
History of Film Archives' Access Philosophies
Negotiating Access Conditions in Donor Agreements
Establishing Policies and Fee Structures
Fundraising Through Access Activities
Assignment: Final Project/Paper

Readings

Reserves:


By Request:


National Film and Sound Archive (Australia) Advisory Committee: *Time in our Hands*. Canberra: National Film and Sound Archive, 1985: 57-98. (F)


Web:
http://portal.unesco.org/ci/ev.php?URL_ID=15592&URL_DO=DO_TOPIC&URL_SECTION=201&reload=1091208335 Section 4.3 (M)

http://www.sensesofcinema.com/contents/04/33/archives_under_threat.html (R)

Sheldon, Karan and Sarah Ziebell Mann, eds. "AMIA at 13: Surviving our Teenage Years' Transcript" (2005) and "AMIA at 14: Communicating our Needs and Desires' Transcript" (2006): http://www.amianet.org/ (F)
WEEK 3, 9/25/06: REFERENCE AND USER SERVICES
Guest Speaker: Nancy Goldman

Components of Reference Services
User Information-seeking Behavior
The Reference Interview
Search Strategies
Assignment: Reference

Readings

Reserves:


By Request:


Web:


WEEK 4, 10/2/06: REFERENCE AND USER SERVICES

Class Presentations: Reference
Using Specific Access Tools
Evaluating Reference Collections and Services
Readings

Reserves:


By Request:

"Research in Moving Image Archives: The Perspective of an Outside Researcher." AMIA 1998 Conference Proceedings. (R)


Web:


WEEK 5, 10/16/06: PRESENTATION OF INFORMATION

Viewing Conditions
Digitization Project Considerations
Collection Websites
Intellectual Presentation
Compilations of Information
Assignment: Presentation of Information

Readings

Reserves:

By Request:


Web:


WEEK 6, DATES/TIMES TBA: CLASS TOURS

WEEK 7, 10/30/06: INDEXING AND SUBJECT ANALYSIS

Class Presentations: Presentation of Information
Automatic Indexing
Subject Authorities
Keyword Indexing Versus Controlled Vocabularies
Subject Indexing Principles and Steps
Writing Abstracts
In-Class Exercise

Readings

Reserves:


By Request:


Web:
Besser, Howard. "Content-Based Retrieval." http://www.nyu.edu/tisch/preservation/program/04fail/content-based-retrieval.html (R)

Getty Research Institute. *Art and Architecture Thesaurus.* http://www.getty.edu/research/conducting_research/vocabularies/aat/ (R)


Informedia. http://www.informedia.cs.cmu.edu/ (F)

Web:
http://portal.unesco.org/ci/ev.php?URL_ID=15592&URL_DO=DO_TOPIC&URL_SECTION=201&reload=1091208335 Section 5.5 (R)

**WEEK 8, 11/6/06: PRINCIPLES OF INFORMATION RESOURCE DESCRIPTION, PART I**

Descriptive Cataloging Tradition
Fundamental Requirements for Bibliographic Records
Objectives of the Catalog
Archival Arrangement and Description
Functions of the Moving Image Archival Catalog
Content Standards
Controlled Vocabularies and Authority Control
Classification

*Readings*

*Text:*
Taylor. 1-23, 201-235. (M)

*Reserves:*

*By Request:*


**WEEK 9, 11/13/06: PRINCIPLES OF INFORMATION RESOURCE DESCRIPTION, PART II*** (Note: Class will meet in Preservation Dept., Bobst Library)

Setting Cataloging Priorities
Levels of Cataloging
Cataloging Specific Types of Moving Images
In-Class Exercise

Readings

Text:
Taylor. 297-322, 331-341. (M)

Reserves:


By Request:
International Federation of Film Archives. *Film Cataloging*. Brussels: FIAF, 1979: 67-75. (R)

Web:
http://www.unesco.org/webworld/ramp/html/r9704e/r9704e00.htm Section 5.4 (R)

WEEK 10, 11/20/06: PRINCIPLES OF INFORMATION RESOURCE DESCRIPTION, PART III (Note: Class will meet in Preservation Dept., Bobst Library)

Data Structure Standards
Descriptive Metadata Schemas
Crosswalks
MARC Format Elements
Structure of the MARC Record
In-Class Exercise
Assignment: Cataloging

Readings

Text:
Taylor. 141-156. (M)
Taylor. 69-97, 159-192. (R)

By Request:
Bulterman, Dick C. A. "Is It Time for a Moratorium on Metadata?" *IEEE Multimedia* (October-December 2004): 10-17. (R)
Web:
Understanding MARC Bibliographic. http://www.loc.gov/marc/umb/ (M)
http://www.prestospace.org/project/public.en.html (F)

WEEK 11, 11/22/06: COLLABORATIVE ACCESS PROJECTS (Note: Makeup class for 10/9/06. Class will meet in Preservation Dept., Bobst Library)

Multi-Institutional Access Projects
Union Catalogs
Finding Aid Directories
Digitization Project Registries

Readings

Text:
Taylor. 29-46, 103-132. (M)

Reserves:

By Request:

Ziebell Mann, Sarah. "'Treasures from the Film Archives' and International Film Cataloging Data Exchange." Journal of Film Preservation 64 (April, 2002): 35-37. (R)


WEEK 12, 11/27/06: SOFTWARE, STATISTICS, AND BUDGETING

Why Discuss Software?
Types of Access
Types of Software
Request for Proposals
Software Evaluation
Software Installation
Statistics and Budgeting for Cataloging and Digitization

Readings

Reserves:

Web:


The Data Magician. http://www.folland.com (F)

Integrated Library System Reports. http://ilsr.com/sample.htm (F)

Library Technology Guides. http://www.librarytechnology.org/ (F)

Library Technology Reports. https://techsource.ala.org/rna.pl?section=ltm (F)

WEEK 13, 12/4/06: OUTREACH AND PUBLIC AWARENESS
Guest Speaker: Annette Melville

Archival Outreach
Assignment Due: Cataloging
WEEK 14, 12/11/06: FINAL PROJECT REPORTS

Class Presentations: Final Project