

**MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM
ACCESS TO MOVING IMAGE COLLECTIONS, H72.1803**

Fall 2008 – Wednesdays, 6 pm – 8 pm, 721 Broadway room 635
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GOALS: Students in this course will learn the major components of providing access in moving image, audio, and digital archives. The course is divided into two discrete parts: (1) Physical and virtual access to content and related services, and (2) Cataloging and metadata. Topics for the first part include: physical and virtual access to collections; search strategies and use of particular moving image reference resources; establishment of policies and fee structures, and how the repository/institution type influences those policies; using primary source and reference documentation; and principles of reference services. The cataloging and metadata component of the class will include instruction on standards for descriptive, technical, legal, and preservation metadata; indexing and subject analysis; wrappers; and evaluation of cataloging software.

EXPECTATIONS:

Attendance at all classes is expected unless excused, as our work together will be intensive. There will be two field trips – to the Museum of Modern Art Film Study Center; and the New York Library for the Performing Arts. Grades will be based on a combination of class preparedness and participation (20%); data mapping project (40%); comparison of access policies (30%); reference sources comparisons paper (10%)

TEXTS: The following are texts for the course, along with the articles listed below in the class descriptions. Books are on reserve at Bobst.

- *Keeping Archives*. 2nd ed. Judith Ellis, ed. Port Melbourne: Thorpe (with the Australian Society of Archivists), 1993.
- *Descriptive Metadata for Television: an End-to-End Introduction*. Mike Cox, Linda Tadic, Ellen Mulder. Amsterdam: Focal Press/Elsevier, 2006.

ASSIGNMENTS

#1: **Reference sources comparisons.** (2-3 pages). Compare three similar reference sources, and outline their strengths and weaknesses. Selected resources should be a combination of online and print resources. (10%)

#2: **Access policies comparisons.** (4-5 pages). Comparison of access policies and services at two institutions of different organizational types (examples: university-based archive; public library; historical society; museum; broadcaster; corporation). Selected institutions must provide physical and online access to their users; have written access policies; and at least one must provide a service for a fee. (30%)

#3: **Data mapping project.** Create a crosswalk between three data standards. Map a minimum of 20 fields, selecting fields from different categories of information (descriptive, physical, legal, preservation, technical). Describe strengths and weaknesses of each data standard (minimum of 1 paragraph per standard). (40%)

PART 1: PHYSICAL AND VIRTUAL ACCESS TO CONTENT AND RELATED SERVICES

Class 1: September 3 – Introduction to Access

Due this class:

- Reading: “Preservation without access is pointless.” Statement by The Committee For Film Preservation and Public Access before The National Film Preservation Board of the Library of Congress, Los Angeles, California, February 12, 1993 http://www.cinemaweb.com/access/pre_stmt.htm
- Reading: Deasy, Bernie. “From principles to practice: how do codes of ethics translate?” In: *Archives and Archivists*. Alisa C. Holland and Kate Manning, eds. Dublin: Four Courts Press, 2006. **[on Blackboard]**
- Reading: FIAF Code of Ethics, <http://www.fiafnet.org/uk/members/ethics.cfm>
- Reading: *Keeping Archives*. Chapter 10, Access and Reference Services. Read pages 273-286.

Topics/activities:

- Overview of class goals and expectations; review of syllabus.
- Types of access to collections: physical, digital, intellectual
- Institutional types of repositories and access policies
- Access conditions in donor agreements
- Relationship between preservation and access
- History and ethics of access

******* NOTE – NO CLASS SEPTEMBER 10 *******

Class 2: September 17 – Reference sources, research, and documentation

Due this class:

- Review: “Media Research Resources.” Compiled by Nancy Goldman at Pacific Film Archive, with some additions by Linda Tadic. [emailed to class]

Topics/activities:

- Discuss areas of research conducted in moving image, audio, and digital media
- Review online and print resources for research
- Value of supplemental documentation as primary and secondary resources

Class 3: TUESDAY September 23, 2:00-4:00 (721 Broadway, room 635) – Reference services and statistics/reports

Due this class:

- Reading: *Keeping Archives*. Chapter 10, Access and Reference Services. Read pages 287-305.
- Reading: Dearstyne, Bruce W. *The Archival Enterprise: Modern Archival Principles, Practices, and Management Techniques*. Chicago: American Library Association, 1993. Chapter 9: “Researcher Services.” **[on Blackboard]**

Topics/activities in class:

- Review kinds of reference services
- Discuss the researcher interview process
- Discuss keeping statistics for creating reports
- Fee structures for services and copies

Class 4: September 24 – Field trip #1 (New York Library for the Performing Arts at Lincoln Center) [NOTE special time: 10:00-1:00 ; class will not meet at 6:00]

Guests: Tanisha Jones, Dance Division; Wendy Norris, Theatre on Film and Tape

Due this class:

- **ASSIGNMENT #1: Reference sources comparison paper (emailed by September 24)**

Topics/activities:

- On-site tour of LPA's Dance Division and Theatre on Film and Tape.
- Discussion of access policies, equipment, services, resources

Class 5: October 1 – Physical, virtual, and intellectual access to content

Topics/activities:

- Using originals vs. access copies
- Viewing/playback equipment needed in a study center
- Equipment and furniture vendors
- Digital access to content (on-site and on websites)
- Research value of intellectual access when content is not available

**Class 6: October 8 - Field trip #2 (Museum of Modern Art Film Study Center)
[NOTE special time: 10:00-12:00; class will not meet at 6:00]**

Guests: MoMA staff: Charles Silver, Anne Morra, Ron Magliozzi

Topics/activities:

- On-site tour of the Film Department Study Center
- Discussion of access policies, equipment, reference services, documentation (scripts, etc.), resources

PART 2: CATALOGING AND METADATA

Class 7: October 15 – Introduction to cataloging and metadata

Due this class:

- **ASSIGNMENT #2: Access policies comparisons paper (emailed by October 15)**
- Reading: *Keeping Archives*. Chapter 8: Arrangement and Description. Pages 222-247.
- Reading: *Keeping Archives*. Chapter 9: Finding Aids. Pages 248-272.
- Reading: *Describing Archives: a Content Standard*. Chicago: Society of American Archivists, 2007. p. xi-xv [**on Blackboard**]
- Reading: *Descriptive Metadata for Television*. Pages 1-18, 106-112, 113-130 (sample records)
- Reading: *Understanding Metadata* (NISO, 2004)
<http://www.niso.org/standards/resources/UnderstandingMetadata.pdf>
- Look at sample records in the *AMIA Compendium of Cataloging Practice for Moving Image Materials* (you must be an AMIA member to logon and access the Compendium examples)
<http://www.amianet.org/resources/cataloging/compendium/appendix.php>
- Union catalog: Review Moving Image Collections (MIC) site: <http://mic.loc.gov/>
- Union catalog: Review WorldCat: <http://www.worldcat.org/>

Topics/activities in class:

- Overview of the principles of cataloging and metadata
- Review of typical issues with description of different formats and genres
- Review the history of creating union catalogs and current union catalog projects
- Define FRBR (Functional Requirements for Bibliographic Records) and FRBR's applicability to moving image materials. <http://www.ifla.org/VII/s13/frbr/frbr.htm>
- Compare item-level and collection-level records, and finding aids
- Review sample records

Class 8: October 22 - Data structures and descriptive standards

Due this class:

- Reading: *Descriptive Metadata for Television*. Pages 19-54
- MARC21
- AACR2
- AMIM2
- DACS (*Describing Archives: a Content Standard*)

Topics/activities:

- Discuss and compare data structures: MARC21, MODS, Dublin Core, DMS-1, MPEG7, PBCore, VRA Core, FIAT

- Data granularity and producing reports
- Review descriptive standards: AACR2 (Anglo-American Cataloging Rules, 2nd Edition), AMIM2 (Archival Moving Image Materials: A Cataloging Manual), DACS (Describing Archives: a Content Standard)
- Review “Cataloger’s Desktop” (<http://www.loc.gov/cds/desktop/>)

Class 9: October 29 – Preservation, technical, and legal data; Controlled vocabularies and subject analysis; Cataloging workflow and levels

Due this class:

- Reading: *Descriptive Metadata for Television*. Pages 54-75, 106-112
- LCSH (Library of Congress Subject Headings) (<http://authorities.loc.gov>)
- LCNAF (Library of Congress Name Authority File) (<http://authorities.loc.gov>)
- IPTC (International Press Telecommunications Council) (www.iptc.org)
- Moving Image Genre-Form Guide (www.loc.gov/rr/mopic/migintro.html)
- PREMIS 2.0 (<http://www.loc.gov/standards/premis/v2/premis-2-0.pdf>)
- Reading: Whalen, Maureen. “Rights Metadata Made Simple.” In *Introduction to Metadata*. Online Edition, Version 3.0
http://www.getty.edu/research/conducting_research/standards/intrometadata/rights.html

Topics/activities:

- Review data requirements and standards for technical, preservation, and legal metadata, including sources for controlled vocabularies for terms
- Discuss and compare the SMPTE Metadata Dictionary, PREMIS
- Review structuring legal data so the legal due diligence process is captured and reports can be generated
- Review controlled vocabularies: LCSH, LCNAF, Moving Image Genre-Form Guide
- Describe cataloging levels and data creation workflow
- Discuss data record construction, incorporating descriptive, physical, technical, legal, and preservation data

Class 10: November 5 – Class cataloging exercise

Topics/activities:

We will fully catalog a work together in class. Four records using different standards will be created for the same work:

- (1) MARC record using AMIM2 rules, LCSH, and LCNAF.
- (2) Dublin Core
- (3) PBCore using IPTC for subjects
- (4) SMPTE

Class 11: November 12 – AMIA Conference (NO CLASS AT TISCH)

Class 12: November 19 – Data mapping and migration; basics of database Construction

Due this class:

- Reading: Andreano, Kevin. “The Missing Link: Content Indexing, User-Created Metadata, and Improving Scholarly Access to Moving Image Archives.” *The Moving Image* 7:2 (Fall 2007), p. 82-99. **[on Blackboard]**

Topics/activities:

- Discuss data crosswalks and data mapping
- Flat and relational database structures
- Key-Value-Pair concepts
- Boolean operators, keyword, and fuzzy logic searches
- Indexing
- How to create a data dictionary

■ **NOVEMBER 26 – “Legislative Day” (NO CLASS)**

Class 13: December 3 - Wrappers; complex objects; cataloging software and databases (pt. 1)

Guest: Sibyl Roud, Archives Analyst, Archivist’s Toolkit (NYU); Speaker TBD

Due this class:

- Reading: TBD

Topics/activities:

- Introduction to XML
- Wrappers: METS, MXF, AAF
- Complex objects
- Linking digital surrogates to the original analog source in the data record
- Discuss data location: embedded in the file, and/or in the database
- Software and databases: from off-the-shelf to expensive
- Cataloging software demo #1 (Archivists Toolkit, OpenMIC, OpenCollections)

Class 14: December 10 - Cataloging software and databases (pt. 2); The Future

Guest: Christian Fermani, Autonomy; Speaker TBD

Due this class:

- **ASSIGNMENT #3: Data mapping project (emailed by December 10)**

Topics/activities:

- Cataloging software demo #2 (OpenMIC, OpenCollections)
- Automated indexing tools
- Visual and voice recognition