

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

Fall 2010 – Mondays, 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*. 2<sup>nd</sup> 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 13 – 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](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: Society of American Archivists. Code of Ethics for Archivists (2005). [http://www.archivists.org/governance/handbook/app\\_ethics.asp](http://www.archivists.org/governance/handbook/app_ethics.asp)
- 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

### **Class 2: September 20 – 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. **[on Blackboard]**

#### 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: September 27 – 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: October 4 -- Field trip #1 (Museum of Modern Art Film Study Center: 4 W. 54<sup>th</sup> St.) [NOTE special time: 11:00-1:00]**

Guests: MoMA staff: Charles Silver, Anne Morra

Due this class:

- **ASSIGNMENT #1: Reference sources comparison paper (emailed by October 4)**

Topics/activities:

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

\*\*\*\*\* NO CLASS MONDAY OCTOBER 11 (Columbus Day) \*\*\*\*\*

**Class 5: October 18 - Field trip #2 (New York Library for the Performing Arts at Lincoln Center) [NOTE special time: 12:00-2:30]**

Guests: Tanisha Jones, Dance Division; Patrick Hoffman, Theatre on Film and Tape; Elena Rossi-Snook, Reserve Film/Video Collection

Topics/activities:

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

**Class 6: October 25 – 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 7: November 1 - AMIA Conference (NO CLASS AT TISCH)**

## **PART 2: CATALOGING AND METADATA**

### **Class 8: November 8 – Introduction to cataloging and metadata**

#### Due this class:

- **ASSIGNMENT #2: Access policies comparisons paper (emailed by Nov. 8)**
- Reading: *Keeping Archives*. Chapter 8: Arrangement and Description. Pages 222-247.
- Reading: *Keeping Archives*. Chapter 9: Finding Aids. Pages 248-272.
- 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 9: November 15 - Data structures and descriptive standards**

#### Due this class:

- Reading: *Descriptive Metadata for Television*. Pages 19-54
- Reading: *Describing Archives: a Content Standard (DACS)*. Chicago: Society of American Archivists, 2007. p. xi-xv [**on Blackboard**]
- Reading: "Resource Description and Access (RDA)"  
<http://www.dlib.org/dlib/january07/coyle/01coyle.html>
- Reading: Data Standards List [**on Blackboard**]

#### Topics/activities:

- Discuss and compare data structures: MARC21, MODS, Dublin Core, DMS-1, PBCore, EBU Core, FIAT
- Data granularity and producing reports
- Review descriptive standards: AACR2 (Anglo-American Cataloging Rules, 2<sup>nd</sup> Edition), Resource Description and Access (RDA), AMIM2 (Archival Moving Image Materials: A Cataloging Manual), DACS (Describing Archives: a Content Standard)

## **Class 10: November 22 – Preservation, technical, and legal data; Cataloging workflow and levels**

### Due this class:

- 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](http://www.getty.edu/research/conducting_research/standards/intrometadata/rights.html)
- Reading: Caplan, Priscilla. *Understanding PREMIS*. Library of Congress, 2009. **[On Blackboard]**
- Reading: *Descriptive Metadata for Television*. Pages 61-75

### Review:

- PREMIS 2.0 (<http://www.loc.gov/standards/premis/v2/premis-2-0.pdf>)
- SMPTE RP-210 (technical metadata dictionary) **[on Blackboard]**

### 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
- Describe cataloging levels and data creation workflow
- Discuss data record construction, incorporating descriptive, physical, technical, legal, and preservation data

## **Class 11: November 29 – Controlled vocabularies and subject analysis; Data mapping and migration**

### 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]**
- Reading: Harpring, Patricia. *Introduction to Controlled Vocabularies, Terminology for Art, Architecture, and Other Cultural Works*. Chapter 2: “What Are Controlled Vocabularies?” Los Angeles, CA: J. Paul Getty Trust, 2010. **[on Blackboard]** *[NOTE: The entire work is available here:* [http://www.getty.edu/research/conducting\\_research/standards/intro\\_controlled\\_vocab/pdf.html](http://www.getty.edu/research/conducting_research/standards/intro_controlled_vocab/pdf.html)*]*
- Reading: National Information Standards Organization. “Guidelines for the Construction, Format, and Management of Monolingual Controlled Vocabulary.” ANSI/NISO Z39.19-2005. NISO Press. July 25, 2005.  
[http://www.niso.org/kst/reports/standards?step=2&gid=None&project\\_key%3Austring%3Aiso-8859-1=7cc9b583cb5a62e8c15d3099e0bb46bbae9cf38a](http://www.niso.org/kst/reports/standards?step=2&gid=None&project_key%3Austring%3Aiso-8859-1=7cc9b583cb5a62e8c15d3099e0bb46bbae9cf38a)
- Reading: *Descriptive Metadata for Television*. Pages 54-60

### Review:

- 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](http://www.iptc.org))

- Moving Image Genre-Form Guide ([www.loc.gov/rr/mopic/migintro.html](http://www.loc.gov/rr/mopic/migintro.html))
- Taxonomy Warehouse <http://www.taxonomywarehouse.com/index.asp>

Topics/activities:

- Review taxonomy construction and controlled vocabulary standards: LCSH, LCNAF, Moving Image Genre-Form Guide
- Discuss data crosswalks and data mapping
- Flat and relational database structures
- How to create a data dictionary

**Class 12: December 6 – 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 (DMS-1 and RP-210)

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

Guest: Lisa Darms, Senior Archivist, Fales Collection (Archivists' Toolkit)

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
- Software and databases: from off-the-shelf to expensive
- Cataloging software demo #1: Archivists' Toolkit (<http://archiviststoolkit.org/>)

**Class 14: WEDNESDAY December 15 - Cataloging software and databases (pt. 2); time-based indexing**

Guest: Seth Kaufman, CollectiveAccess developer

Due this class:

- **ASSIGNMENT #3: Data mapping project (emailed by December 15)**

Topics/activities:

- Cataloging software demo #2: CollectiveAccess (<http://collectiveaccess.org/>)
- Automated indexing tools
- Time-based indexing