

MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM

ACCESS TO MOVING IMAGE COLLECTIONS, CINE-GT 1803

Fall 2011 – Mondays, 6 pm – 8 pm, 665 Broadway Room 643
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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. Dates and times will be confirmed on the first day of class. Grades will be based on a combination of class preparedness and participation (20%); data mapping project (40%); comparison of access policies (25%); reference sources comparisons paper (15%)

TEXTS: The following texts will be used in 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.
- *Reference and Information Services in the 21st Century: an Introduction*. 2nd edition. Kay Ann Cassell and Uma Hiremath. New York: Neal-Schuman Publishers, Inc., 2009.
- *Film and Television: a Guide to the Reference Literature*. Emmons, Mark. Westport, CT: Libraries Unlimited, 2006.

ASSIGNMENTS

#1: **Reference sources comparisons.** (2-3 pages). Research two film-related people, subjects, or films of your choice (one from the sound era and one from the silent era) across a group of assigned print and online reference works. Describe your search strategies and results and compare the organization, functionality and scope offered by the various resources. (15%)

#2: **Presentation of information.** (4-5 pages). Evaluate the websites, multimedia, catalogs, and other descriptive tools of two institutions with collections that include moving images (examples: university-based archive, library or media center; public library; historical society; museum; broadcaster; corporation) and visit at least one of them. Evaluate each institution's presentation of information regarding physical, virtual and intellectual access to collections and discuss their access policies and services. In addition to the paper, students will give a 10-minute presentation in class on October 31 on one of the institutions they evaluated. (25%)

#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%)

FIELD TRIPS

Field trip #1 (Museum of Modern Art Film Study Center: 4 W. 54th St.) (date and time tba)

Topics/activities:

- On-site tour of the Film Department's Celeste Bartos International Film Study Center

Field trip #2 (New York Library for the Performing Arts at Lincoln Center) (date and time tba)

Topics/activities:

- On-site tour of LPA's Dance Division, Theatre on Film and Tape, and Reserve Film/Video Collection.

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

Class 1: September 12 – 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: Besser, Howard. "Future Trends in Library Video & Film Collections" in *Video Collection Management & Development*. Gary Handman, ed. Westport, Conn.: Greenwood Press, 1994. [on Blackboard]
- Reading: FIAF Code of Ethics, <http://www.fiafnet.org/uk/members/ethics.cfm>
- Reading: AMIA Code of Ethics, <http://www.amianet.org/about/mission.php>
- Reading: Society of American Archivists. Code of Ethics for Archivists (2005). http://www.archivists.org/governance/handbook/app_ethics.asp

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
- Relationship between preservation and access
- History and ethics of access

Class 2: September 19 – Reference and user services

Due this class:

- Reading: *Keeping Archives*. Chapter 10, Access and Reference Services. Read pages 273 -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]**
- Reading: *Reference and Information Services in the 21st Century: an introduction*. Read Part 1: Fundamental Concepts (pages 3-54).

Topics/activities in class:

- Review kinds of reference services
- Discuss the researcher interview process
- Fee structures for services and copies
- On-line access policies
- Search strategies

Class 3: September 26 – 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]**
- Review: Emmons, Mark. *Film and Television: a guide to the reference literature*. Westport, CT: Libraries Unlimited, 2006.

Topics/activities:

- Discuss areas of research conducted in moving image, audio, and digital media
- Review online and print resources for research
- Finding aids and pathfinders
- Primary and secondary sources

Class 4: October 3 -- Institutions and Access Policies

Due this class:

- **ASSIGNMENT #1: Reference sources comparison paper (emailed by October 3)**
- Reading: Edmondson, Ray. *Audiovisual Archiving: Philosophy and Principles*. Paris: UNESCO, 2004 (first 4 chapters) **[on Blackboard]**
- Reading: Loe, Nancy E. "Avoiding the Golden Fleece: Licensing Agreements for Archives," *The American Archivist* 67:1 (Spring/Summer 2004): 58–77. **[on Blackboard]**

- Reading: Thompson, Kristin and David Bordwell. "Dear Archivist...: an Open Letter on Access to Film Collections," *FIAF Bulletin* 45 (1992): 38-43. [on **Blackboard**]
- Review: Edmonson, Ray. Chart comparing collecting institutions in *Audiovisual Archiving: Philosophy and Principles*. Paris: UNESCO, 2004 (page 80). [on **Blackboard**]
- Review: Sample form: PFA's Deed of Gift [on **Blackboard**]
- Review: Sample form: PFA's Indemnification form [on **Blackboard**]
- Review: FIAPF-ACE Framework Agreement [on **Blackboard**]

Topics/activities:

- Discussion of access policies, equipment, services, resources
- Types of repositories and their access protocols
- History of film archives' access philosophies
- Access conditions in donor agreements
- Establishing policies and fee structures

***** NO CLASS MONDAY OCTOBER 10 (Columbus Day) *****

**Class 5: October 17 – Presentation of information:
Physical, virtual, and intellectual access to content**

Due this class:

- Reading: Bottomore, Stephen. "A Critical View of Some Major Libraries: The Perspective of an Early Cinema Historian," *The Moving Image* 4:2 (Fall 2004): 87–110. [on **Blackboard**]

Topics/activities:

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

Class 6: October 24 -- Evaluating and managing reference services and moving image access, plus discussion of field trip sites

Due this class:

- Reading: Miller, Jonathan. "Quick and Easy Reference Evaluation: Gathering Users' and Providers' Perspectives," in *Reference & User Services Quarterly* 47:3, Spring 2008 pages 218 – 222. [on **Blackboard**]
- Reading: Prelinger, Rick. "Archives and Access in the 21st Century," in *Cinema Journal* 46:3, Spring 2007 pages 114 – 118. [on **Blackboard**]

- Review: Kuruppu, Pali. Evaluation of Reference Services – a Review,” in *Journal of Academic Librarianship* 33:3, May 2007 pages 368-381. **[on Blackboard]**

Topics/activities

- Discussion of access policies, equipment, reference services, documentation (scripts, etc.), and resources of MoMA Film Study Center and NYPL.
- Evaluation methods and purpose
- Designing evaluative tools
- Reference collection development and evaluation
- Keeping statistics

Class 7: October 31 – Conclusions and Student presentations

Due this class:

- Each student will give a ten-minute presentation on one of the institutions they are evaluating for Assignment #2.

Topics/activities:

- Summarize considerations in providing effective access to moving images
- Student presentations

PART 2: CATALOGING AND METADATA

Class 8: November 7 - Introduction to cataloging and metadata

Due this class:

- **ASSIGNMENT #2: Presentation of Information paper (emailed by Nov. 7)**
- 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 14 - Data structures and descriptive standards

This is the week of the AMIA conference. We will hold class on November 14, but I would like to set aside 30 minutes at AMIA to meet all of you in person.

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**]
- **Handouts:** Download the 13 handouts on individual data standards **from Blackboard**

Topics/activities:

- Discuss and compare data structures: MARC21, MODS, Dublin Core, DMS-1, PBCore, EBU Core, FIAT, CEN
- Data granularity and producing reports
- Review descriptive standards: AACR2 (Anglo-American Cataloging Rules, 2nd Edition), Resource Description and Access (RDA), AMIM2 (Archival Moving Image Materials: A Cataloging Manual), DACS (Describing Archives: a Content Standard), DOCAM *Cataloguing Guide for New Media Collections* <http://www.docam.ca/en/cataloguing-guide.html>

Class 10: November 21 – 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
- 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 28 – 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]
- Reading: National Information Standards Organization. “Guidelines for the Construction, Format, and Management of Monolingual Controlled Vocabulary.” ANSI/NISO Z39.19-2005. **Ch. 5-7**. NISO Press. July 25, 2005. **[on Blackboard]** http://www.niso.org/kst/reports/standards?step=2&gid=None&project_key%3Austria%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>)
- DOCAM Glossaurus (<http://www.docam.ca/en/glossaurus.html>)
- IPTC (International Press Telecommunications Council) (www.iptc.org)
- Moving Image Genre-Form Guide (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
- How to create a data dictionary

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

Class 13: December 12 - Wrappers; complex objects; cataloging software and databases (pt. 1)

Due this class:

- Review: Watch two brief videos from Stanford University's online "Introduction to Databases" course available through OpenClassroom.
<http://openclassroom.stanford.edu/MainFolder/CoursePage.php?course=IntroToDatabases>

- (1) Section I: Introduction. Lecture 1: Introduction to the Course (14 minutes)
- (2) Section V: XML Data. Lecture 1: Well-Formed XML (13 minutes)

Topics/activities:

- Database construction
- 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

Class 14: WEDNESDAY December 14 - 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 16)**

Topics/activities:

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