

MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM

ACCESS TO MOVING IMAGE COLLECTIONS, CINE-GT 1803

Version #1: This will be available on Blackboard and updated periodically.
Fall 2012 – Mondays, 6 pm – 8 pm, 721 Broadway room 652
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Office hours: Mondays 4-6pm 721 Broadway room 679
Class dates: Sept. 10; Sept 17; Sept 24; Oct 4; Oct. 8; Oct. 22; Oct 29; Nov 5; Nov 12;
Nov 19; Nov 26; Dec 1?; Dec 10; Dec. 12

GOALS: Students in this course will learn the major components of providing access in moving image, audio, and digital archives. The course covers: (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; using primary and reference sources; 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; metadata models; indexing and subject analysis; XML and Linked Data; 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%); presentation of information (15%); data mapping project (25%); metadata project (40%)

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.
- *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.

ASSIGNMENTS

#1: **Access to and presentation of information.** (2-3 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). You are encouraged to visit at least one of them. Compare access in terms of ease of access, quality and quantity of information, presentation of information, and access policies. Compare these factors both for physical and online access. (15%)

#2: Data mapping project. Create a crosswalk between two 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). (25%)

#3: Metadata project. Analyze a moving image collection that you can physically or digitally access. Identify the qualities you want to record about your collection. This could be descriptive, administrative, preservation, technical or use qualities. List and provide a brief description of each of the qualities—this is a metadata wish-list. Select two or more possible standards that would be appropriate for your collection and provide an analysis of each. Map the wish-list to the appropriate standard. Create 3 sample records for objects from your collection (see longer description on Blackboard). (40%)

FIELD TRIPS

Field trip #1 (New York Library for the Performing Arts at Lincoln Center) (Oct. 4 time to be announced)

Topics/activities:

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

Field trip #2 (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

Individually visit one of the archives at Bobst and the Avery Fisher Center (Bobst AV collection)

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

Class 1: September 10 – 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 [**on Blackboard**]
- Reading: Besser, Howard. “Future Trends in Library Video & Film Collections” in *Video Collection Management & Development*. Gary Handman, ed. Westport, Conn.: Greenwood Press, 1994.
<http://besser.tsoa.nyu.edu/howard/Papers/Restricted/handman.html> [Accessed 4 Sept. 2012]
- 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: AMIA Code of Ethics, <http://www.amianet.org/about/mission.php> [Accessed 4 Sept. 2012]
- Reading: Society of American Archivists. SAA Core Values Statement and Code of Ethics (2011) <http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics> [Accessed 4 Sept. 2012]

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
- Access policies and services
 - Types of repositories and their access protocols
 - History of film archives’ access philosophies
 - Access conditions in donor agreements
 - Establishing policies and fee structures

Class 2: September 17 – Reference services and reference sources

Due this class:

- Reading: *Keeping Archives*. Chapter 10, Access and Reference Services. Read pages 287-305.
- Reading: *Reference and Information Services in the 21st Century: an introduction*. Read Part 1: Fundamental Concepts (pages 3-54).
- Review: “Media Research Resources.” Compiled by Nancy Goldman at Pacific Film Archive, with some additions by Linda Tadic. [**on Blackboard**]
- Reading: Prelinger, Rick. “Archives and Access in the 21st Century,” in *Cinema Journal* 46:3, Spring 2007 pages 114 – 118. [**on Blackboard**]

- 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]**
- Review: Emmons, Mark. *Film and Television: a guide to the reference literature*. Westport, CT: Libraries Unlimited, 2006. (on reserve at Bobst)

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
- Discuss areas of research conducted in moving image, audio, and digital media
- Review online and print resources for research
- Finding aids and pathfinders
- Moving image collections (case studies)

Class 3: September 24 – Presentation of information; digital access to moving images

Due this class:

- Reading: *Reference and Information Services in the 21st Century: an introduction*. Read Chapters 4-5: Organization of Information and Search Strategies; Electronic Resources for Reference (p. 95-159).
- Reading: Rubin, Nan. *Preserving Digital Public Television: Final Report*, 2010. www.digitalpreservation.gov/partners/documents/pdpt_finalreport0610.pdf [Accessed 4 Sept. 2012]
- Reading: Mohan, Jennifer. "Environmental Scan of Moving Image Collections in the United States", *DLib Magazine*, Sept. 2008 <http://old.dlib.org/pubs/dlf109.pdf> [Accessed 4 Sept. 2012]
- Reading: Geisler, Gary, Willard, Geoff, Whitworth, Eryn. "Crowdsourcing the Indexing of Film and Television Media", *ASIST 2010* **[on Blackboard]**
- Review: Moving Image Archive at Internet Archive: <http://archive.org/details/movies> [Accessed 4 Sept. 2012]

Topics/activities:

- Online sources
 - Electronic search and search strategies
 - Electronic information systems and search protocols
 - Issues in Internet access: keyword vs fielded search; the deep Web
 - Online catalogs
- Access to digital moving images
 - Digitization projects
 - Born digital
 - Web access vs traditional access

Class 4: October 4 (note that this is a Thursday) Field trip #1 (New York Library for the Performing Arts at Lincoln Center) [Time to be announced]

Due this class:

- **ASSIGNMENT #1: Presentation of information paper (emailed by Oct. 4)**

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

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

October?-- Field trip #2 (Museum of Modern Art Film Study Center: 4 W. 54th St.)
[NOTE special time:] week of Oct 15? Or Oct 22?

Do as extra class

Guests: MoMA staff: Charles Silver, Anne Morra

Topics/activities:

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

Class 5: October 8 – Field trip discussions and student presentations

Due this class:

- Each student will give a ten-minute presentation on one of the institutions they are evaluating for Assignment #1.

Topics/activities:

- Discuss field trips
- Student presentations

***** NO CLASS MONDAY OCTOBER 15 (Columbus Day) *****

PART 2: CATALOGING AND METADATA

Class 6: October 22 - Introduction to cataloging and metadata

- 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> [Accessed 4 Sept. 2012]
- Reading: Yee, Martha, "FRBR and Moving Image Materials: Content (Work and Expression) vs. Carrier (Manifestation), in *Understanding FRBR*, Libraries Unlimited, 2007 [**on Blackboard**]

- 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>
[Accessed 4 Sept. 2012]
- Union catalog: Review Moving Image Collections (MIC) site:
<http://gondolin.rutgers.edu/MIC/> [Accessed 4 Sept. 2012]
- Union catalog: Review WorldCat: <http://www.worldcat.org/> [Accessed 4 Sept. 2012]

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
- Review metadata models
 - Define FRBR (Functional Requirements for Bibliographic Records) and FRBR's applicability to moving image materials.
<http://www.ifla.org/VII/s13/frbr/frbr.htm>
 - DCMI Abstract Model
- Compare item-level and collection-level records, and finding aids
- Review sample records

Class 7: October 29 - Data structures and element sets

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: Data Standards List [**on Blackboard**]
- Review: Riley, Jenn. "Seeing Standards: a Visualization of the Metadata Universe" <http://www.dlib.indiana.edu/~jenlrile/metadatamap/> [Accessed 4 Sept. 2012]

Topics/activities:

- Discuss and compare data structures: MARC21, MODS, Dublin Core, DMS-1, PBCore, EBU Core, FIAT, VRACore
- Data granularity and producing reports

Class 8: Descriptive standards; Metadata interoperability and crosswalks

Due this class:

- Reading: "Resource Description and Access (RDA)"
<http://www.dlib.org/dlib/january07/coyle/01coyle.html> [Accessed 4 Sept. 2012]
- Reading: St. Pierre, Margaret and LaPlante, William P. "Issues in Crosswalking Content Metadata Standards", NISO White Paper, 1998
http://www.niso.org/publications/white_papers/crosswalk/ [Accessed 4 Sept. 2012]
- Reading: Chan, Lois Mai and Zeng, Marcia Lei, "Metadata Interoperability and Standardization: a Study of Methodology Part 1", *Dlib Magazine*, June 2006
<http://www.dlib.org/dlib/june06/chan/06chan.html> [Accessed 4 Sept. 2012]

- Reading: Chan, Lois Mai and Zeng, Marcia Lei, “Metadata Interoperability and Standardization: a Study of Methodology Part 2”, *Dlib Magazine*, June 2006 <http://www.dlib.org/dlib/june06/zeng/06zeng.html> [Accessed 4 Sept. 2012]

Topics/activities:

- 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)
- Explore issues in metadata interoperability and crosswalks
- Consider crosswalks for data structure standards

Class 9: November 12 – Controlled vocabularies and subject analysis; Authority Control; Data mapping and migration

Due this class:

- **ASSIGNMENT #2: Data Mapping exercise (emailed by Nov. 12)**
- 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. http://www.getty.edu/research/conducting_research/standards/intro_controlled_vocab/pdf.html [Accessed 4 Sept. 2012]
- 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%3Austring%3Aiso-8859-1=7cc9b583cb5a62e8c15d3099e0bb46bbae9cf38a [Accessed 4 Sept. 2012]
- 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)
- 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
- Flat and relational database structures
- How to create a data dictionary

Class 10: November 19 – Class cataloging exercise

Due this class:

- Review: IMAP template [**on Blackboard**]

Guest speaker: Andrea Leigh, Head, Moving Image Processing, Library of Congress,

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) (DMS-1 and RP-210)

Class 11: Nov. 26 — 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 12: December 3? - (may need to be rescheduled for AMIA) – XML and Linked Data

Due this class:

- Reading: Myer, Tom. “A Really Really Really Good Introduction to XML”, August 2005, <http://www.sitepoint.com/really-good-introduction-xml/>
- Reading: Coyle, Karen. “Library Data in a Modern Context”, in *Understanding the Semantic Web: Bibliographic Data and Metadata*, Library Technology Reports, January 2010 [**on Blackboard**]

- Reading: Yee, Martha. “Can Bibliographic Data be Put Directly Onto the Semantic Web?” *Information Technology and Libraries*, June 2009 [**on Blackboard**]

Topics/activities:

- XML basics and tools
- Review what Linked Data is and how it is beneficial to libraries, museums and archives
- Review Semantic Web relevant technologies
- Discuss use cases and how institutions are making their data available as LD
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Class 13: December 10 - Wrappers; complex objects

Guest Speaker: Robert Wolfe, Taxonomist, HBO: Metadata harmonization in a large enterprise

Due this class:

- Review: *METS Primer*,
<http://www.loc.gov/standards/mets/METSPrimerRevised.pdf>

Topics/activities:

- Wrappers: METS, MXF, AAF
- Complex objects
- Using METS documents as an application
- Rob Wolfe: Metadata harmonization at HBO

Class 14: WEDNESDAY December 12 - Cataloging software and databases; time-based indexing

Guest speaker: Seth Kaufman, CollectiveAccess developer

Due this class:

- **ASSIGNMENT #3: Metadata project (emailed by December 12)**

Topics/activities:

- Cataloging software and databases: from off-the-shelf to expensive
- Cataloging software demo: CollectiveAccess (<http://collectiveaccess.org/>)
- Automated indexing tools
- Time-based indexing