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CINE-GT 1803: Access to Moving Image Collections
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Assignment #3: Metadata Creation
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ANALYSIS

I chose to catalog a small collection of 16mm home movies from my mother's family, dating between 1933 and 1953. I took these films from some boxes in her estate hoping to inspect and digitize them. They document significant events in my great, great grandfather's life, such as his wedding, a summer vacation, and the inauguration of Franklin D. Roosevelt.

The films are not only important to document for historical reasons, since there are probably very few original films of FDR's inauguration, but also for my family because having a 16mm camera in that era was not yet commonplace, and my grandfather made quite a few films around his estate and home town in Illinois, capturing many members of the family. This collection is perhaps the only moving image material of my mother's family.

Other important qualities about the collection are the packaging and film stocks used. The Kodak boxes used in 1933 are historically important, and they have been well kept. There is also address information on the boxes for my great grandfather's place of residence at the time, which could be important to anyone (in general or in the family) trying to trace family roots to a particular area, or to find out more about the property where he lived. One of the film stocks has been discontinued, and any film found in the format has enduring value pertaining to research in differences in color processes and popularity of certain color processes among early amateur filmmakers.

QUALITIES:

Item Number

In order to begin organizing the entire collection of items my mother received from my grandfather's estate upon his death, it's important to begin assigning unique identifiers for the individual materials, and sets of materials. These films will be the first items for which records will be added into a personal/family database for the collection titled "Havemeyer Family Collection", or HFC (e.g. hfc0001).

Title

The films are hand-titled in pencil, according to their content. The titles are an important part of distinguishing each film.

Creator

The filmmaker is my great great grandfather, Frank H. Landon. Including his name as the creator of the films is essential for maintaining knowledge of the films origins and

maintaining their association with the rest of the collection (because some of the materials not listed in this project are not films).

Year

The date is also an important piece of information, providing context for the content of the films.

Summary

The summaries listed in the following records are the result of my own analysis from screening the films at home. This data would be useful if the eventual database is searchable by key-word, and also allows a user to know the content of the material without viewing the films, which are fragile and in need of preservation.

Type of Material, Format & Length

These physical descriptions are needed to distinguish the items from non-moving image materials in the collection that will also eventually be cataloged, and to know the size without removing the items from (and risking damage to) their original boxes.

Genre

Listing this item as a home-movie is important because the family has a large collection of 16mm commercial feature films, cartoons, and commercials.

Film stock

Supplementary information is included on some the boxes, like film stock and stock numbers. This could be important at some point when performing digitization or other preservation actions.

Subjects of Interest

The footage of F.D.R. is particularly important for potential history research, and some of the footage contains coverage of Chicago and rural Illinois.

Physical location

The films, and the rest of the collection, are kept in archival boxes. Boxes have been labeled and assigned to temporary shelves for processing. It's important to keep these items associated with their respective boxes because they were boxed with related films, and the order may be important to the origin of the collection or to the content on the films.

Notes

There are lots of hand-written and manufacturing notes on the original film boxes, which may be of use/interest in determining other information or matching empty boxes with loose films throughout the collection.

STANDARDS

- **MODS Version 3.4** – I used this standard because the collection I’m working with also contains photographs, scrap books, slides, and other materials. If I were to catalog every item in the collection (beyond this project), I would need to use a standard that is not exclusive to moving images. MODS is suitable for cataloging a variety of materials, even though it is not the most perfect standard for moving images specifically, because it offers some flexibility for description with its extensive list of sub-elements.

- **Moving Image Genre-Form Guide** – Using a controlled vocabulary for describing certain elements of the films (like the genre or type of films in the collection) will make the collection more identifiable if it is ever donated to a research library or historical society. It also allows for clear distinction when describing films that are similar in length and physical description but have entirely different content (e.g. un-labeled 16mm cartoons may have similar packaging to some of the home-movies).

- **Library of Congress Name Authority File** – Using a controlled form of names for people who appear in the films (such as Franklin D. Roosevelt) will aid in using the records for historical and ancestral research.

DATA ELEMENT LIST

*MODS Elements in bold

Item #	Title	Creator	Year	Summary
<identifier>	<titleInfo> <title>	<nameInfo> <name>	<originInfo> <dateCreated>	<abstract>

Type	Format	Length	Genre
<typeOfResource>	<physicalDescription> <extent>	<physicalDescription> <extent>	<form> <form authority=migfg>

Subject of Interest	Location	Notes
<subject> <subject authority=locnaf>	<physicalLocation>	<note>