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 Moving Image Archiving & Preservation
 Digital Preservation
 December 18, 2014

Repository Fields	Definition	Controlled Vocabulary
ID	Primary identifier for the repository table. This field will auto increment with every new entry.	n/a
Repository_Name	Name of the repository, ex. <i>Northeast Historic Film Archive</i> .	Spell out repository name. No abbreviations used in this field, ex. NHF
Address_1	Primary address of the repository.	Ave, St. etc. should be completely spelled out
Address_2	Secondary address, such as a Suite # or a P.O. Box. If there is only a P.O. Box, it should be listed in the Address_1.	n/a
City	Name of the city in which the repository resides.	n/a
State	Name of the state in which the repository resides.	Lookup table with each US state to choose from.
Zip_Code	Zip Code where the repository is located.	Only include first 5 numbers of zip code.
Repository_Phone	Main phone number of the repository.	(000) 000-0000
Repository_Email	General "info" email of the repository.	n/a
Repository_Website	Main website of the repository.	n/a

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Collection Fields	Definition	Controlled Vocabulary
ID	Primary identifier for the collection table. This field will auto increment with every new entry.	n/a
Collection_Name	Name of the collection.	If no name, type None
Scope_and_Content	Briefly describes the general contents, nature, and subject matter of the films in the collection.	n/a
Extent	How many reels are in the collection.	Example - 7 Reels
Date_Acquired	When the collection was acquired by the repository.	If only know year, YYYY. If only know month and year, MM/YYYY. If unknown, type [unknown].
Collection_Status	Whether or not the collection is processed, unprocessed or currently being processed	processed, unprocessed, currently being processed
Collection_Website	If available, Website specific to the Collection.	If no website, type None
Contact_Name	Name of the primary contact for the collection.	First and Last Name
Contact_Phone	Work phone for the primary contact of the collection.	(000) 000-0000
Contact_Email	Work email for the primary contact of the collection.	n/a
Repository_ID	Primary ID of the Repository table. Showing what collections are located at which Repositories.	n/a

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Home Movie

Definition

Controlled Vocabulary

Home Movie	Definition	Controlled Vocabulary
ID	Primary identifier for the home movie table. This field will auto increment with every new entry.	n/a
Content_Notes	Any notes or brief description of the contents of the film.	If no notes available, type None
Color	Color of the film.	Lookup table - Color or Black & White
Year	If available, year of the film.	YYYY - If unknown, type Unknown
Sound	What type of sound does the film have?	Lookup table - Sound, Silent, Music Only
Length	What is the length of the film?	List this in feet. Ex. 150ft
Format	Select the format of the film.	Lookup table - Super8, 8mm, 16mm
Physical_Condition	What type of physical condition is the film in?	Use a simple grading system. Lookup table - Poor, Fair, Excellent
Digitized	Has the film been digitized?	Lookup table - Digitized, Not Digitized, In the process of being digitized
Online_Access	Is the film able to be viewed online somewhere?	List URL where the film can be viewed. If not available online, type None
Copyright_Status	What is the copyright status of this film?	Lookup table - Subject to copyright restrictions or Not subject to copyright restrictions
Collection_ID	Primary identifier for the collection table. Shows what collections each home movie is a part of.	n/a
Repository_ID	Primary identifier for the repository table. Shows what repository has each home movie.	n/a