

Center for Asian American Media (CAAM)

## Memories to Light

### **Workflow Design and Document Standardization**

Zoe Yang, Wenxin Xiao

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The following documents are designed to standardize the workflow of collecting donor information and metadata for the Memories to Light home movie collection. This document consists of the following sections:

## **1. Instructional Manual**

This manual is created to provide the general information to volunteers and donors. It introduces the background of CAAM, Memories to Light project, and the Internet Archive. It also gives an overview of the workflow so the donor will be knowledgeable of what will happen to their films.

The workflow was written a very general framework due to the lack of access to the institution at the time of COVID-19. It is designed to be expanded by someone working on-site with more details and instructions for future volunteers/interns.

## **2. Donation Application Form**

This form is developed based on the original form provided by CAAM, as well as “A “Living Will” for Home Movie Collections”<sup>1</sup> created by Snowden Becker for the Center for Home Movies.

The form should be used to collect donor contact information and general metadata. The collection info is written in a way that should appeal to people with no archiving background, yet it is more recommended to conduct interviews with donors to collect metadata.

## **3. Interview Consent and Release Form**

This form can be used to obtain consents to using the content in donor interviews.

## **4. Material Release**

This agreement is developed with reference to the original rights release and the NYPL Deeds of Gift agreement. Although in the original release CAAM asked for the rights to share the home movies under the Creative Commons license, I would recommend that CAAM request “the permission to reproduce, distribute, publicly display, or creative derivative work based on the material for non-commercial purposes in perpetuity throughout the world” to eliminate any ambiguity in the agreement.

The same Creative Commons license is mentioned in paragraph 2, indicating that CAAM will share and use the content under such license.

During the time of writing, we were not able to reach Greg Cram, our copyright professor and the associate director of copyright and information policy at NYPL. Therefore, please note that this document has not been screened by someone with professional legal background and was only written as a reference document.

## **5. Donor File Metadata Fields**

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<sup>1</sup> <http://www.centerforhomemovies.org/living-will-for-home-movies/>

This document provides suggestions on metadata fields that may apply to the process of collecting donor files. The fields can be used to create a spreadsheet or in the design of FileMaker Pro forms/interfaces.

The fields are divided into six different categories based on CAAM's proposed needs. The main entity of a record should be the individual donor/collection.

Thank you

**Howard Besser**, Professor of Cinema Studies and Founding Director of Moving Image Archiving and Preservation program, Tisch, New York University  
**Stephen Gong**, Executive Director, Center for Asian American Media  
**Patricia Villon**, Intern, Center for Asian American Media

*Memories to Light: Asian American Home Movies*  
**INSTRUCTIONAL MANUAL**

## I. Background

Home movies are films created by non-professionals that show the activities of daily life and memorable events, often recorded on amateur film formats. The gauge of the common formats used are 16mm, 8mm, and Super 8mm.

Home movies are unique cultural documents which serve as both personal and cultural treasure for researchers and the general public. The uniqueness makes it imperative that such home movies be shared and be preserved. In recent years, home movies are appreciated more than ever as families and documentary filmmakers begin to understand them as a repository of both personal and historical records. Home movies on analog film also have been made available to wider audiences through documentary films and online video-sharing sites.

The Center for Asian American Media (CAAM), is a non-profit organization dedicated to representing and conserving the rich and diverse history of Asian American communities that are marginalized in mainstream media, by funding, producing, distributing, and exhibiting works of film, television and digital media. For 40 years, CAAM has exposed audiences to new voices and communities, advancing collective understanding of the American experience through programs specifically designed to engage the Asian American community and the public at large.

*Memories to Light: Asian American Home Movies* is a project initiated by CAAM to collect and digitize home movies filmed by Asian American families, and to share them to the public. The goal of this project is to collectively and aesthetically construct and give access to social, cultural, and political representations of Asian American communities directly from the communities themselves. The project collects, preserves, and shares the personal microhistory of Asian American families from across the United States in the 20th century. At the heart of this project is how collective memory can be amassed and sustained through interactive participation. To date, CAAM has gathered, archived and digitized twenty diverse family collections.

In order to provide access to the films, CAAM partners with the Internet Archive to create an online public platform for the digital copies of home movies.

Founded in 1996, the Internet Archive is a non-profit organization with the mission of “universal access to all knowledge”. It aims to build a digital library of Internet sites and other cultural artifacts in digital form. It provides free public access to collections of digitized materials, including websites, software applications/games, music, movies/videos, moving images, and millions of books.

## II. General Workflow

1. Contact between CAAM and the donor is established
  - a. Interview the donor if possible. The donor needs to sign the **Interview Consent and Release Form**.
  - b. Gather information about the collection and discuss rights release.
  - c. Save interview recording and transcription in [designated digital repository].
2. Documents for the donor to fill:
  - a. **Donation Application Form**: to gather contact information and basic information about the donated material.
  - b. **Material Release**: the agreement to grant CAAM the rights to digitize and make material available.
  - c. Save scanned documents in [designated digital repository].
4. Donor mails home movies to CAAM. Recommend proper paddings to minimize physical scratches and damages. Please include a hard drive if the donor would like to retrieve digital preservation files.
5. Create a digital record for the films [based on **Donor File Metadata Fields**] once received. Update the status accordingly in the process of assessment and digitization.  
[add detail here for inspection and digitization specs]
6. CAAM mails back original home movies along with a DVD copy. Alternatively, CAAM sends donor digital files, if the donor provides a hard drive.
7. CAAM injects the digital copy of home movies into digital repository and upload to the Internet Archive and caamedia.org under a creative commons license.



## Memories to Light Donation Application Form

### CONTACT INFO

**Full name:**

**Address:**

**Phone:**

**Email:**

**Tell us a Little Bit About Yourself:**

Please designate a friend or family member as **secondary contact** if, for any reason, we are unable to reach you for further information or additional use of the films.

**Name:**

**Their relationship to you:**

**Address:**

**Phone:**

**Email:**

### COLLECTION INFO

**I. If you have 8mm, super 8, and/or 16mm home movies, but have not had them digitized:**

1. How many pieces (reels, boxes, cans, tapes, etc.) do you have, total? \_\_\_\_\_
2. Please indicate the quantity of each format, if known:  
\_\_\_\_\_ Regular 8mm \_\_\_\_\_ Super 8mm \_\_\_\_\_ 16mm \_\_\_\_\_ Other
3. Sound, silent, both, or not sure?

STORIES TO LIGHT

A 145 NINTH STREET, SUITE 350, SAN FRANCISCO, CA 94103-2641 T 415 863 0814 F 415 863 7428 W [WWW.CAAMEDIA.ORG](http://WWW.CAAMEDIA.ORG)

**II. If you have digital files of your 8mm, super 8, and 16mm films available:**

1. What type of files are they (for example: QuickTime, mp4, on a DVD?)
2. Sound, silent, or both?
3. Approximately how many minutes or hours of footage in total do you have?

**III. What do you know about how these movies were made?**

*Where and when were they made? What kind of equipment was used? Are there dates, places, or people's names written on the boxes or can labels?*

**IV. What do you know about the people who made them and appear in them?**

*Who shot these movies? Whose names appear on boxes/labels, who appears in the movies, and what is their relationship to the filmmaker and to you?*

**V. What do you know about their history?**

*Do you or other members of your family remember these movies being shot? Do they remember watching them? What do you/they remember about the people, places, and events shown on screen? How did these movies come to you?*

**Memories to Light**  
**INTERVIEW CONSENT AND RELEASE FORM**

I hereby grant [insert interviewer name] permission to document through audio recording and transcription interview(s) for the purpose of gathering information for the CAAM Memories to Light home movie preservation project.

This consent includes:

\_\_\_\_\_ - (a) Permission to record, transcribe and made available of the interview for non-commercial use;

\_\_\_\_\_ - (b) Permission to use my name;

\_\_\_\_\_ - (c) Permission to use quotes and cite from the interview(s) for non-commercial purposes

This consent is given in perpetuity. I understand that I retain the ownership of all intellectual property rights in the contents of the interview(s).

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Memories to Light**  
**MATERIAL RELEASE**

1. The undersigned (the “Donor”) does hereby grant to *Organization*, Center for Asian American Media (“CAAM”), the permission to reproduce, distribute, publicly display, or create derivative work based on the Donated Material described below for non-commercial purposes in perpetuity throughout the world:
2. Donor hereby grant to CAAM the rights to make the Donated Material available for public under the Creative Commons Attribution-Noncommercial-ShareAlike 4.0 International Public License (“Public License”). CAAM may use and authorize others to use all or parts of the Donated Material in accordance with the Licensed Rights. By exercising the Licensed Rights, the Licensee accepts and agrees to be bound by the [terms and conditions of the Public License](#).
3. Donor acknowledges and agrees that all decisions relating to the described use or disposition of the Donated Material shall be at the discretion of CAAM and subject only to CAAM’s policies and procedures.
4. Donor hereby represents and warrants that Donor is the owner of the Donated Material and possess or have obtained all rights and authority necessary for the grant of the rights hereunder and that the rights granted hereunder will not conflict with or violate any commitment, agreement, or understanding the Donor have or will have, to or with, nor infringe upon any rights of any person or entity.
5. Donor agrees to indemnify and hold harmless the *Organization*, its assignees, agents, licensees and employers from and against all claims, losses, expenses and liabilities of every kind including reasonable attorney’s fees and expenses, arising out of or incurred by reason of the use of the Donated Material set forth herein or the inaccuracy, alleged breach or actual breach of any representation, warranty, covenant, agreement, or undertaking the Donor has made herein.
6. This agreement contains the sole agreement between the parties concerning the subject matter hereof; shall not be altered or amended except in writing duly executed by all the parties; shall be construed in accordance with the laws of the State of California without regard to its conflict of law provisions; and shall be binding upon and inure to the benefit of the parties and their respective successors and assigns.

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Signature of Donor  
Print Donor’s Name  
Address:  
Tel. No.:  
Email Address:

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Date

## Memories to Light DONOR FILE METADATA FIELDS

This document provides suggestions on metadata fields that may apply to the process of collecting donor files. The fields can be used to create a spreadsheet or in the design of FileMaker Pro forms/interfaces.

The fields are divided into six different categories based on CAAM's proposed needs. The main entity of a record should be the individual donor/collection. Highlighted in grey are suggested/example entries for those fields. A "note" field may be applied to any of these categories.

### 1) Contact Information

- a) Donor
  - i) Name
  - ii) Address
  - iii) Phone
  - iv) Email
- b) Secondary Contact
  - i) Name
  - ii) Address
  - iii) Phone
  - iv) Email
  - v) Relationship to the Donor

### 2) Donated Material Information (Analog)

- a) Film Format 1 (8mm, super 8mm, 16mm, etc.)
  - i) Quantity (reels, boxes, cans, tapes, etc.)
  - ii) Total Running Time
- b) Film Format 2
  - i) Quantity
  - ii) Total Running Time
- c) Digitization Status (e.g. waitlist, digitized, etc.)
  - i) Digitization Date
- d) Original Material Status (e.g. on site, sent for digitization, returned to donor)
- e) Donor Copy Return Status (e.g. waiting for donor to send hard-drive, sent DVD)
- f) Public Access Status (e.g. available on Archive.org, not available)

### 3) Donated Material Information (Digital)

- a) Digital Format 1
  - i) Original format if known
  - ii) Quantity

- iii) Codec and compression if known
- iv) Access copy created?
- b) Digital Format 2
  - i) Original format if known
  - ii) Quantity
  - iii) Codec and compression if known
  - iv) Access copy created?
- c) Public Access Status (e.g. available on Archive.org, not available)

#### **4) Content Detail**

- a) Date Range
- b) People Present/Contributed
- c) Places Captured
- d) Events Captured

#### **5) Related Files (use unique identifier or digital file location)**

- a) Donor Interview Recording, Notes, Transcription, etc.
- b) Material Release/Donor Agreement
- c) Donation Application Form
- d) Preservation File Location
- e) Access File Location

#### **6) External Licensing**

- a) Licensing Activity 1
  - i) Nature of Licensed Project (e.g. documentary)
  - ii) Date
  - iii) Activity Status (e.g. material sent to filmmaker)
  - iv) Related File (use unique identifier, webpage link, or file location)
    - (1) Agreement with Licensee
    - (2) Example of use (e.g. the finished documentary)
- b) Licensing Activity 2
  - i) Nature of Licensed Project
  - ii) Date
  - iii) Activity Status
  - iv) Related File
    - (1) Agreement with Licensee
    - (2) Example of use