MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM
VIDEO RESTORATION LAB II, H72.3404

Spring 2015
Thursdays: 6 – 9pm, 665 Broadway room 724
Instructor: Peter Oleksik
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GOALS: This class is the second part of Video Preservation, focusing on the reformatting of analog magnetic media for preservation and access. Using knowledge and skills acquired in Video Preservation I, Students will put knowledge into practice by managing the migration of legacy video material. Over the course of the semester, students will assess, treat, and manage the migration and preservation of material provided by 2 institutions. In addition, skills learned in Video Preservation I will be refined, with an emphasis given to analog to digital migration as well as born-digital video material. At the end of the semester, students will have a firm grounding in identifying, treating and preserving analog and digital video material.

EXPECTATIONS: Attendance and participation are the most critical part of the course. As lessons will build on each other, as well as inform the various deliverables through out the semester, each student's presence and engagement is critical to the completion of the course. In the case of illness or other unexpected absences, please call and notify the instructor. Each student will complete 2 projects during the semester; the first is a semester long digitization project will the students will work together in groups to carry out the migration and preservation their assigned material. The second is a report and workflow to detail a migration plan for another institution of your choosing. Grades will be based on a combination of class preparedness/participation (40%) and assignments (60%).

MIAP Digital Archive: In addition to assignments submitted in print form, all course papers/projects will be submitted in electronic form by the beginning of the class period on the due date. (Please also bring a hard copy to class on the due date.) Go to the Blackboard site for this class found under the "Academics" tab on the NYU Home site. Click on the Communication tab and then on Discussion Forum. You should see a link to your own individual forums. This is where you should upload your assignments.

Please submit word-processed documents as Rich Text Format files (.rtf). Your papers will be made part of the MIAP Digital Archive in a private space for faculty use, and on the MIAP web site, where appropriate. Please inform me of any papers that cannot be published on the web due to confidentiality restrictions or other reasons, or if you have other concerns about your work being posted. In some cases, the title of a paper will be published, but access to the paper will be restricted to selected MIAP faculty and staff. When electronic files are submitted, the file names must conform to the standard format (please see end of syllabus.)

Texts:
There will be readings distributed throughout the semester but there is no assigned text for the class. That being said, having your copy of *How Video Works* on hand may be useful.

Assignments:
Primary Project:
The students will work in 2 groups to manage the preservation of a small collection of analog material with their assigned vendor. The groups will assume the role of their host institutions or individuals and manage the migration process every step of the way, paying particular attention to the needs of their respective collections. Each person in the group will be assigned a role to accomplish throughout the pipeline of preservation and access. At the end of the semester, we will discuss the outcome of the project and analyze the particular needs of various institutions.
Note: We will heavily use google docs for the management of the process and tracking of its process. I will manage the sites and regularly comment. Please stay current on the site and regularly check it.
Final Project Summary due May 1, 2015.

Final Project:
A report detailing the ideal workflow for a collection institution of your choosing. Taking what was learned during the course of the semester, draft a RFP and SOW tailored to the needs of an existing institution. In addition, a report should be drafted explaining the rationale behind your decisions.
Due: May 8, 2015.

Class 1: January 28, 6:00 – 9:00 pm
Class Objectives: Students should be ready to draft a Statement of Work.
Readings:
Lewis, Alan F. "Contracting for Reformatting Services". 2007.
http://www.nyu.edu/tisch/preservation/program/modules/
Lewis_VendorRelations.pdf
De Stefano, Paula. "Digitizing Video for Long-Term Preservation: An RFP Guide and Template". Accessed 1/27/2015 at
http://library.nyu.edu/preservation/VARRFP.pdf

Other Readings:
Lacinak, Chris. "AudioVisual Project Outsourcing: Navigating Through the Client/Vendor Relationship to Achieve Your Project Goals." 2006. Accessed 1/27/2015 at http://www.avpreserve.com/wp-content/uploads/2009/09/ AVPS_Series_Project_Outsourcing.pdf

Topics/activities:
- Outsourcing migration (30min) –
    - how to navigate the vendor/client dynamic;
    - review the concept of a Request for Proposals and Statement of Work;
    - discuss the reasoning and methodology behind them
- Discussion of collections under consideration (30 min)
- Begin drafting and outlining the basic framework of a statement of work;
    - develop a timeline and tasks to complete.

Class 2: February 5, 6:00 – 9:00 pm
Class Objectives: Students Will Finalize the Statement of Work
Readings:
Review metadata section in "Digitizing Video for Long-Term Preservation: An RFP Guide and Template".
Lacinak, Chris. "Quality Assessment of the Digital Surrogate". 2007. Retrieved 10/10/07 at http://www.avpreserve.com/resources/ AVPS_QC_Surrogate_Distribute_PDF_notes.pdf and http:// www.avpreserve.com/resources/AVPS_QA_QC_Considerations.pdf
Laurenson, Pip. "Authenticity, Change and Loss in the Conservation of Time- based Installations". Retrieved 1/28/2014:
http://www.tate.org.uk/download/ file/fid/7401
Laurenson, Pip. "The Conservation and Documentation of Video Art". Retrieved 1/28/2014: http://www.eai.org/resourceguide/collection/

Due this class:
First draft of statement of work (due the Wednesday prior to class)
Review and comments on sections not assigned to you

Topics/activities:
- Discussion of metadata and different applications and schemas. (60 minutes);
- Decision-making during reformatting and information to capture.(30 min.);
- Discussion and small group work to finalize statements of work and prepare for submission to vendor. (30 min.)

Class 3: February 19, 5:00 – 8:00 pm (NOTE TIME CHANGE)
Class Objectives: Site visit to vendor to evaluate the facilities and discuss vendor/client relations with Maurice Schechter.
Readings:
Part I, II and III of "Creating and Archiving Born Digital Video". The FADGI Audio-Visual Working Group.
http://www.digitizationguidelines.gov/guidelines/video_bornDigital.html?loclr=blogsig

Topics/activities:
- Travel to Duart Visit with Erik Piil and Maurice Schecter at Duart (120 minutes).

Class 4: February 26, 6:00 – 9:00 pm
Class Objectives: Students should be ready to pack and send media to vendor to start the project. Understanding the anatomy of a digital video file.
Readings:
Wright, Richard. *Preserving Moving Pictures and Sound.*
Poynton, Charles. "Raster Images". *Digital Video and HTV: Alogrithms and interfaces.* 2003. p. 3 – 16.
Poynton, Charles. "Introduction to luma and chroma". *Digital Video and HTV: Alogrithms and interfaces.* 2003. p. 87 – 94.

Due this class:
- Report on status of cost estimates and contracts from vendors
- Final decision on tapes to be reformatted

Topics/activities:

- Finalize, prepare and package tapes for the vendor (60 min) ;
- Discussion about digital video files (60min);
- In-class migration exercise and analysis (60min).

Class 6: March 12, 6:00 – 9:00 pm
  Class Objectives: Identifying Damage and Treatment
Readings:
(Selections from)Gfeller, Johannes. Jarczyk, Agathe. Phillips, Joanna.
Compendium of Image Errors in Analogue Video. 2012.
    - made accessible on MyClasses.
Review: A/V Artifact Atlas
(http://avaa.bavc.org/artifactatlas/index.php/A/V_Artifact_Atlas)

Topics/activities:
- Status update and general discussion of vendor migration
  (30min)
- Discussion of degradation issues (60min);
- In-class exercise to treat damaged tapes (90min).

Class 5: March 26, 6:00 – 9:00 pm
  **Class Objectives: Check in, Develop QA/QC procedure,
  review of resources for the preservation of magnetic
  media**
Readings: TBD

Topics/activities:
- Status updates and general discussion (30min);
- Discuss concepts of Quality Assurance and Quality
  Control(60min);
- In-class exercise to develop QA/QC procedures(60min);
- Outline QA/QC procedures (30min).

April 1, 2014 - final date for invoicing from the vendor.

Class 7: April 9, 6:00 – 9:00pm
  **Class Objectives: Students should become familiar with
  QC/QA processes**
Readings: TBD
Due this class: Files must be back from vendors

Topics/activities:
- Review QA/QC Procedures(30min);
- Quality control on delivered files. Are there any problems that

need to be discussed with the vendor? Small group work to determine next steps. If the files are acceptable, payment will be made by MIAP. Determine the plans for delivery of the files and metadata to each institution and discuss elements of the summary of the preservation project (120min).

- Payment should be made to the vendors upon receipt of the files and quality assurances.

Class 8, April 16, 6:00 – 9:00pm
Class Objectives: Students should better understand preparation and delivery of file-based content in the context of preservation

GUEST: Charles Atlas

Due this class:
- Any corrections have been addressed and all files and tapes are received from vendors; First draft of project summary report; Files should be packaged for their respective institution by this class.

Topics/activities:
- Finalize any QC work;
- using delivery workflow, prepare media and metadata for sending;
- Send media and metadata to the respective institutions/organizations;

Class 9: May 7, 6:00 – 9:00 pm
Class Objectives: Complete assignment and wrap up the semester

GUEST: La Mama

Due this class: Final draft of project summary report

Topics/activities:
- Discuss project summary report and finalize;
- Prepare and send back physical media to their respective institutions;
- Wrap up Other topics as time permits.