MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM
Video Preservation II, CINE-GT 3404

Spring 2018
Mondays @ 6-9 PM (see specific dates below)
665 Broadway, Room 643
Instructor: Jonah Volk
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Email is the best way to contact me.   I don't have official office hours; please email me to set up an in-person meeting.

DESCRIPTION: This is the second MIAP course devoted to Video Preservation. While Video Preservation I focuses on teaching students hands-on video reformatting skills, Video Preservation II is designed to give students experience with outsourced video preservation projects. During this class, students will participate in such a project, including communicating with vendors, writing a Statement of Work and Request for Proposals, and performing quality control on the project deliverables. The course will also strengthen students' decision making, project management, and workflow development skills, which are key to the execution of a successful outsourced preservation project.

LEARNING OBJECTIVES: Students will come out of this course with all the skills necessary to manage outsourced video preservation projects from start to finish.

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 throughout 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 notify the instructor prior to the start of class. Unexcused absences will negatively impact your final grade.

The vendor project includes a series of tasks and written assignments to be completed over the course of the semester, which are detailed later in the syllabus. Aside from the final project summary report, all project work is to be done collaboratively by a group of students, and a single grade will be assigned to all students in the group. Grades for the course will be based on a combination of class participation (40%) and assignments (60%). See below for a detailed discussion of the vendor project.

For the collaborative writing assignments that are part of the vendor project, each group should set up a Google Drive folder that is shared with all group members and the instructor. In addition, once written assignments have been finalized, a PDF version should be sent to the instructor before the due date mentioned in the syllabus.

Many parts of the vendor project require students to communicate directly with vendors or clients. As these communications are part of the coursework, please copy the instructor on all such emails.

When students submit digital files of their work, the file names should conform to MIAP's standard format, with f used to indicate fall semester and s used to indicate spring semester: YYsemester_course number_author's last name_assignment number.file extension. Here is an example of a student with the surname Smith, submitting the first assignment in the fall 2016 course CINE-GT 1800:

16f_1800_Smith_a1.pdf

For multiple authors, the two initials of each author will be used, separated from each other by underscores. An underscore and the assignment number will follow this. Assignment numbers are determined by the order in which the assignments are given. They begin with an "a," followed by a number between one and ten. For assignments with multiple files, a letter can be added after the number. Thus, one could have "a1b," meaning that this is the second of multiple files from one student for one particular assignment.

As the goal of MIAP is to be useful to the archival field, the default status of student works will be public. Students, in consultation with the course professor, can make a case for why their paper should be restricted. Proprietary information, confidential information or copyright issues may lead to this decision, not a general unwillingness to make work public. In this case the student would add a "_x" to the end of the file name indicating the file's restricted status: 16f_1800_Smith_a1_x.pdf. Otherwise, permission shall be implicitly granted for the student's work to be posted on the MIAP website.

IMPORTANT POLICIES

Tisch Policy on Academic Integrity
The core of the educational experience at the Tisch School of the Arts is the creation of original work by students for the critical review of faculty members. Any attempt to evade that essential transaction through plagiarism or cheating is educationally self-defeating and a grave violation of Tisch's community standards. Plagiarism is presenting someone else's original work as if it were your own; cheating is an attempt to deceive a faculty member into believing that your mastery of a subject or discipline is greater than it really is. Penalties for violations of Tisch's Academic Integrity Policy may range from being required to redo an assignment to dismissal from the School. For more information on the policy--including academic integrity resources, investigation procedures, and penalties--please refer to the Policies and Procedures Handbook (tisch.nyu.edu/student-affairs/important-resources/tisch-policies-and-handbooks) on the website of the Tisch Office of Student Affairs.

Health & Wellness Resources

Your health and safety are a priority at NYU. If you experience any health or mental health issues during this course, we encourage you to utilize the support services of the 24/7 NYU Wellness Exchange 212-443-9999. Also, all students who may require an academic accommodation due to a qualified disability, physical or mental, please register with the Moses Center 212-998-4980. Please let your instructor know if you need help connecting to these resources. Students may also contact MIAP Director Juana Suárez (juana@nyu.edu) and/or Associate Director Scott Statland (scott.statland@nyu.edu) for help connecting to resources.

Sexual Misconduct, Relationship Violence, and Stalking Policy & Reporting Procedures
NYU seeks to maintain a safe learning, living, and working environment. To that end, sexual misconduct, including sexual or gender-based harassment, sexual assault, and sexual exploitation, are prohibited. Relationship violence, stalking, and retaliation against an individual for making a good faith report of sexual misconduct are also prohibited. These prohibited forms of conduct are emotionally and physically traumatic and a violation of one's rights. They are unlawful, undermine the character and purpose of NYU, and will not be tolerated. A student or employee determined by NYU to have committed an act of prohibited conduct is subject to disciplinary action, up to and including separation from NYU. Students are encouraged to consult the online Sexual Misconduct, Relationship Violence, and Stalking Resource Guide for Students (nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/sexual-misconduct--relationship-violence--and-stalking-resource-.html) for detailed information about on-campus and community support services, resources, and reporting procedures. Students are also welcome to report any concerns to MIAP Director Juana Suárez (juana@nyu.edu) and/or Associate Director Scott Statland (scott.statland@nyu.edu).

Non-Discrimination and Anti-Harassment Policy & Reporting Procedures
NYU is committed to equal treatment and opportunity for its students and to maintaining an environment that is free of bias, prejudice, discrimination, and harassment. Prohibited discrimination includes adverse treatment of any student based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, or citizenship status, rather than on the basis of his/her individual merit. Prohibited harassment is unwelcome verbal or physical conduct based on race, gender and/or gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, or citizenship status. Prohibited discrimination and harassment undermine the character and purpose of NYU and may violate the law. They will not be tolerated. NYU strongly encourages members of the University Community who have been victims of prohibited discrimination or prohibited harassment to report the conduct. MIAP students may make such reports to MIAP Director Juana Suárez (juana@nyu.edu) and/or Associate Director Scott Statland (scott.statland@nyu.edu), or directly to Marc Wais, Senior Vice President for Student Affairs. Students should refer to the University's Non-Discrimination and Anti-Harassment Policy and Complaint Procedures (nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/non-discrimination-and-a

nti-harassment-policy-and-complaint-proc.html) for detailed information about on-campus and community support services, resources, and reporting procedures.

VENDOR PROJECT

The vendor project is a semester-long, collaborative assignment designed to give MIAP students the full experience of working with a preservation vendor to reformat archival video materials. The project includes a series of activities and written assignments to be completed over the course of the semester. The class will be split into two groups, each of which will conduct a separate preservation project; all assignments are designed to be completed collaboratively and all group members will receive a single grade for project work.

Project Roles: One student in each group will take on each of the following project roles. Each assignment listed below has a designated lead role, as indicated by the abbreviations below. The student filling that role is **not** solely responsible for completing that assignment; rather, they are responsible for coordinating the activities related to that role and delegating work as appropriate. If at any point you feel that work is not being distributed evenly within your group, please contact the instructor.

- **Vendor relations [VR]**: This student is responsible for communicating with vendors during the RFP process and after a vendor is selected to work with. They should also compile the questions to ask vendors during the in-class conversations.
- **Client relations [CR]**: This student is responsible for communicating with the representatives of the client organizations that are providing videos to the class to be preserved. They should lead the in-class discussions with the client representatives and conduct other communications with the representative as necessary. At the end of the project, they are responsible for delivering the files to the client and coordinating the writing of the final project report.
- **RFP creation [RFP]**: This student is responsible for leading the creation of the RFP to be sent to vendors. They should delegate the writing of sections of the RFP among the students in their group and synthesize the work into a complete document.
- **Quality control [QC]**: This student is responsible for coordinating the quality control work for the files delivered from the vendor, including coordinating the written quality control plan.

Key Project Due Dates (see below for assignment details)
Jan. 29: Prepare questions for client representatives
Feb. 11: RFP draft due
Feb. 16: Final RFP due
Apr. 15: QC plan due
Apr. 22: Final report due
Apr. 23: In-class project presentations

Class 1: January 22

Readings:
- AMIA Supplier Directory. Retrieved at http://www.amianet.org/sites/all/files/Supplier%20Diretory%202017.03.pdf
- ARSC Audio Preservation & Restoration Directory. Retrieved at http://www.arsc-audio.org/pdf/directory.pdf.
- Lacinak, Chris. "Guide to Developing a Request for Proposal for the Digitization of Video (and More)". 2013. Accessed 1/16/2017 at http://www.avpreserve.com/wp-content/uploads/2013/10/AVPS_Digitization_RFP_Guide.pdf.
- De Stefano, Paula et al. "Digitizing Video for Long-Term Preservation: An RFP Guide and Template". 2013. Accessed 1/16/2017 at http://guides.nyu.edu/ld.php?content_id=24817650.
- Lewis, Alan F. "Contracting for Reformatting Services". 2007. Accessed 1/16/2017 at http://www.nyu.edu/tisch/preservation/program/modules/Lewis_VendorRelations.pdf.
- Blood, George & Lewis, Alan. "Contracting for Reformatting Services: A Step-by-Step Process." Accessed 1/20/2016 at http://www.ccaha.org/uploads/media_items/contracting-for-reformatting-services.original.pdf.

Topics & Activities:
- Review/discuss syllabus, class goals, and assignments
- When/why to outsource
- Finding/selecting/contacting vendors
- What is a Scope of Work (SOW)? What is a Request for Proposals (RFP)?
- RFP/SOW creation
- Discussion of client organizations
- Form groups, assign roles

ASSIGNMENT: Representatives of both client organizations will be in class on January 29. Each group should prepare questions to ask their representative, keeping in mind the information that will be needed to prepare their RFP - desired deliverables, file & metadata specifications, etc. As additional preparation, be sure to complete the viewing assignment listed below. Other written materials relating to the organizations and/or projects may be handed out in class. **[CR]**

Class 2: January 29

Viewing: Watch the documentary *Union Maids* (1976), directed by Julia Reichert, Jim Klein, and Miles Mogulescu. One of the group projects will involve preserving original interview tapes shot for this film. *Union Maids* is available to stream via Kanopy - you can access it via the NYU library catalog.

Readings:
- Various sample RFPs and responses (to be handed out in previous class)
- Background material on clients & projects (to be handed out in previous class)

Topics:
- Conversations with client representatives
- Continued discussion of RFP creation
- Different types of projects/vendors/RFPs
- Group work to begin creating RFP

ASSIGNMENT: Work on draft version of project RFP in Google Drive. Submit draft link to instructor and classmates by noon on Sunday, Feb. 11. Come to class on Feb. 12 prepared to discuss both groups' RFP drafts. **[RFP]**

Class 3: February 12

Topics & Activities:
- Discuss draft RFPs
- Project management & decision making
- Group work to finalize RFP

ASSIGNMENT: Submit RFP to vendors by 6PM on Friday, Feb. 16. The RFP should include a Statement of Work (SOW) which describes the materials to be preserved, the required deliverables, and other project specifications, as well as response questions for the vendors to answer, and a project timeline. **[RFP/VR]**

Class 4: February 26

Readings:
- Background materials on vendors (TBD)

Topics & Activities:
- Conversations with two vendor representatives (in-person or via Skype)

ASSIGNMENT: Receive vendor proposals by Friday, March 2 and distribute to instructor and classmates from both groups. **[VR]**

Class 5: March 5

Readings:
- Background materials on vendors (TBD)

Topics & Activities:
- Conversations with one or two vendor representatives (in-person or via Skype)
- Discussion of vendor proposals
- Packing & shipping

ASSIGNMENT: Pack videos and ship to vendor by Friday, March 10. **[VR]**

Class 6: March 19

Guest speaker: TBD (focusing on metadata for vendor projects)

Readings:
- New York Public Library. "Specifications for Audio and Moving Image Digitization". Accessed 1/22/2017 at https://confluence.nypl.org/display/DIG/Specifications+for+Audio+and+Moving+Image+Digitization.
- NYPL Media Digitization Metadata Github: https://github.com/NYPL/ami-metadata

 Topics & Activities:
- Metadata for vendor projects
- Project management

ASSIGNMENT 1: Receive files from vendor by Friday, March 31. **[VR]**

Class 7: April 2

Readings:
Lacinak, Chris. "Evaluating the Digital Surrogate". 2007. Accessed 1/22/2017 at https://www.avpreserve.com/papers-and-presentations/national-archives-nara-21st-annual-preservation-conference/.

Turkus, Ben. "Drop Video File(s) Here: The Emergence of Free Video Quality Control Tools for Video Preservation". Accessed 1/22/2017 at https://www.bavc.org/sites/default/files/resource/QCTools_WhitePaper2.pdf.

AV Artifact Atlas: http://avaa.bavc.org/artifactatlas/index.php/A/V_Artifact_Atlas

MediaConch: https://mediaarea.net/MediaConch/

QCTools Github: https://github.com/bavc/qctools

AMIA Open Source - Open Workflows Github:
https://github.com/amiaopensource/open-workflows

Topics & Activities:
- QCTools & MediaConch review
- BagIt review
- Quality control workflows
- First look at vendor files; fixity validation
- Group work to begin creating QC plan

ASSIGNMENT: Submit QC plan by noon on Sunday, April 15. **[QC]**

Class 8: April 16

Topics & Activities:
- In-class QC work - implement QC plan on files received from vendors
- Identify any problems to be communicated to vendor

ASSIGNMENT: Submit Final Project Report to instructor by noon on Sunday, April 22. This should be a 5-7 page document detailing the vendor preservation project, including the workflows used for preservation and QC. This report is intended as a summary of the work for the client organizations. Each group should come to class prepared to present their findings to the instructor, the other group, and (time permitting) representatives of the client organizations.

Class 9: April 23

Topics & Activities:
- In-class presentations of final reports
- Wrap up