

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

Version #5: 01/31/2011

Spring 2011

Wednesdays, 1:30 pm - 4:30 pm, 665 Broadway, Rm. 643. Please note: For pedagogical reasons, most classes will be 3 hours; however, classes 3 and 5 are extended to 3.5 hours.

Instructor: Chris Lacinak

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**GOALS:** This class is the second of two courses that will give students direct experience with the process of reformatting of analog video materials for preservation and access. Students will practice and refine skills acquired in Video Preservation Lab I through several activities. They will manage a preservation project where they outsource video materials to a vendor. Also, they will learn how to handle problematic videos, such as those damaged through extremes of heat and humidity or through disasters, or how to diagnose signal problems. In addition, there will be a series of visits or in-house activities to expose the students to open reel formats including those unsupported in NYU labs.

**EXPECTATIONS:** Each student will do two assignments, as outlined below. Additional tasks and readings may be required as we go through the course. Due to the compressed nature of this class, attendance at all classes is mandatory and the student must make arrangements ahead for classes missed, or in the case of illness and other unexpected absences, call and notify the instructor. Unexcused absences will affect grading. 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:**

Required text is *How Video Works* by Marcus Weise and Diana Weynard. Additional readings will be provided as handouts as needed. You will find yourself referring to the readings from last semester.

**Assignments:**

## Assignment #1

Students will work in two teams to manage the preservation of tapes from the Scribe Video Center Tasks to two separate vendors. Tasks will include creating a statement of work, negotiating and determining final costs and deliverables, managing metadata from the vendor, conducting quality control, delivering files and tapes to the Scribe Video Center and writing a summary of the preservation project. Due date: All tapes will be received, inspected and signed off on, and delivered to Scribe by Class #9.

## Assignment #2

The tapes reformatted as Assignment #2 in Video Preservation I will be evaluated. A decision will be made as to whether the tapes should be reformatted to a consistent spec. In any case, students will prepare the tapes for delivery back to the Study Center, including making access copies and mapping the metadata to the Study Center database. Students will take responsibility for different parts of the process.

**Class 1: January 26, 1:30 – 4:30 pm****Class Objectives: Students should be ready to draft a Statement of Work.**

Read: Lewis, Alan F. "Contracting for Reformatting Services". 2007. Accessed 11/12/10 at [http://www.nyu.edu/tisch/preservation/program/modules/Lewis\\_VendorRelations.pdf](http://www.nyu.edu/tisch/preservation/program/modules/Lewis_VendorRelations.pdf)

Handout: NYPL preservation planning document for Robert Wilson project

Review: AJA Data Rate Calculators:

For Mac OSX: [http://www.aja.com/ajashare/AJA\\_Data\\_Rate\\_Calculator\\_v2.app.tar](http://www.aja.com/ajashare/AJA_Data_Rate_Calculator_v2.app.tar)

For Windows: [http://www.aja.com/ajashare/AJA\\_dataratecalculator\\_win\\_10-5.zip](http://www.aja.com/ajashare/AJA_dataratecalculator_win_10-5.zip)

Topics/activities:

- Preservation planning and the costing of projects. Pros and cons of in-house re-formatting vs. outsourcing. Determining the readiness of organizations to manage in-house re-formatting. (50 min.)
- Outsourcing – concepts and practice with statements of work and work orders, and guidelines for working with vendors. Evaluation of deliverables from 2009 class projects. (90 min.)
- Discussion of Assignment #1 – preparation for sending selected videotapes to designated vendors. Generate list of questions to be answered by vendor through preliminary discussion. (30 min.)

**Class 2: February 2, 1:30 – 4:30 pm****Class Objectives: Students should be ready to finalize and send Statement of Work.****Prepare problematic tapes for desiccant test (class 5)**

Due this class:

- Complete draft of statement of work

Read:

- Lacinak, Chris. "AudioVisual Project Outsourcing: Navigating Through the Client/Vendor Relationship to Achieve Your Project Goals." 2006. Retrieved 01/26/11 at [http://www.avpreserve.com/wp-content/uploads/2009/09/AVPS\\_Series\\_Project\\_Outsourcing.pdf](http://www.avpreserve.com/wp-content/uploads/2009/09/AVPS_Series_Project_Outsourcing.pdf)
- 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](http://www.avpreserve.com/resources/AVPS_QC_Surrogate_Distribute_PDF_notes.pdf) and [http://www.avpreserve.com/resources/AVPS\\_QA\\_QC\\_Considerations.pdf](http://www.avpreserve.com/resources/AVPS_QA_QC_Considerations.pdf)

Topics/activities:

- Discussion and small group work to finalize statements of work and prepare for submission to vendor. In class experimentation as necessary to identify important areas for specification. (60 min.)
- Decision-making during reformatting; principles of quality assurance and control. (30 min.)
- Evaluation of Video Preservation I projects. What decisions were made about the source reference signals? About signal adjustment? Comparison of preservation files to source tapes. (70 min.)

### **Class 3: February 16, 1:30 – 5:00 pm (Note time change)**

**Class Objectives: Students should be ready to pack and send media to vendor to start the project. Develop a QA/QC plan for the files to be returned from vendor.**

Due this class:

- Oral report on status of cost estimates and contracts from vendors

Topics/activities:

- Continuation of evaluation of Video Preservation I projects. Decision-making on whether tapes need to be reformatted. Plan for wrap-up and delivery of tapes and files to Study Center. (60 min.)
- Discuss and work in class on developing a QA/QC plan and checklist for the files to be returned from vendor. (2 hours)
- Check-in on preservation projects; finishing up the contracting phase. (15 min.)

### **Class 4: March 2, 1:30 – 4:30 pm**

**Class Objectives: Students should better understand diagnosis and treatment of problematic magnetic media and the aesthetics of U-Matic video.**

Due this class:

- Tapes should now have been packaged and sent to vendor with metadata

Read:

- THIEBAUT, Benoît and Léon-Bavi VILMONT. "D6.1 : Report on video and audio tape deterioration mechanisms and considerations about implementation of a collection condition assessment method". 2005. On web site of PrestoSpace accessed 11/12/10 at <http://prestospace.org/project/deliverables/D6-1.pdf>

View:

- Dave Jones and ½" decks – will make available

- Hobacia, Dr. Steve. “Update on LC’s Electronic Media Research”. 2010. Webcast accessed 11/12/10 at <http://www.loc.gov/preserv/tops/tops50/hobaica/hobaica.ram>  
View starting at approximately 15:00 with discussion of slides showing tape surface before and after baking. [also info here – may be able to get study - [http://www.loc.gov/preserv/rt/projects/sticky\\_shed.html](http://www.loc.gov/preserv/rt/projects/sticky_shed.html)]
- Sarah Stauderman discussing literature on tape treatments at about 20:00 into lecture. [http://www.loc.gov/today/cyberlc/feature\\_wdesc.php?rec=4280](http://www.loc.gov/today/cyberlc/feature_wdesc.php?rec=4280)

Topics/activities:

- Speaker: Maurice Schecter. Defining characteristics and aesthetics of U-Matic video. Diagnosing and addressing playback errors. Discussion of tape issues and treatment strategies, and how best to communicate with vendors about this topic. (2 hours).

**Class 5: March 9, 1:30 – 5:00 pm (Note time change)**

**Class Objectives: Students should obtain 1<sup>st</sup> hand experience with treatment of problematic magnetic media.**

View: [will give cite to video on cleaning mold from Film and Sound Archive of Australia]

Review: Bay Area Video Coalition. Playback: Preserving Analog Video. [section on demo of tape cleaning machine. Can be viewed at Study Center.]

Topics/activities:

- In class experimentation/study, cleaning vs. baking vs. desiccants. Students will digitize prepared media that has been cleaned, baked and desiccation, evaluate the results and document the findings. (3 hours)

**Class 6: March 23, 1:30 – 4:30 pm (Trip to Philadelphia arriving at 1:30 – Safe Sound)**

**Class Objectives: Students should better understand open reel formats and issues.**

Topics/activities:

- Generate/review questions for vendors of open reel formats about system and practices (20 min.)
- Visit to Safe Sound to review open reel video transfer practices and processes, and to discuss vendor interfacing (2 hours)

**Class 7: April 6, 1:30 – 4:30 pm**

**Class Objectives: Students should become familiar with QC/QA processes.**

**Assignment #2 should be performed. Have files to send to Dave Rice to prepare for the next class.**

Due: Files should be back from vendors

Topics/activities:

- 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 Scribe, and discuss elements of the summary of the preservation project. (2 hours)

- Work to complete delivery of preservation files to the Study Center

**Class 8: April 20, 1:30 – 4:30 pm**

**Class Objectives: Students should better understand transcoding, preparation and delivery of file-based content in the context of preservation.**

Read/review: Bag-It Video on LC website. Primer on transcoding. Specifics TBD.

Topics/activities:

- Speaker: David Rice

**Class 9: May 4, 1:30 – 4:30 pm**

**Class Objectives: Complete assignments and wrap up the semester.**

Topics/activities:

- Follow-up and hands-on work as needed to complete Assignment #1 and #2.
- Other topics as time permits

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File submission format:

year semester\_class number\_author's last name\_assignment number.extension

Example: 05s\_1800\_Smith\_a1.doc

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. If a student decides to withhold her work from being freely available online, she may alert the professor, as well as by adding "\_x" after the assignment number in file name:

Example: 05s\_1800\_smith\_a1\_x.doc

Otherwise, permission shall be implicitly granted for the student's work to be posted on the digital archive website.