

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

Version #3: 01/04/2012

Spring 2012

Thursdays, 1:30 pm - 4:30 pm, 665 Broadway, Rm. 643. **Please note dates of classes. Also note that red text indicates classes which are not at the regularly scheduled time.**

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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:

There are no required texts for this course. You will find yourself referring to the readings from last semester and *How Video Works* by Marcus Weise and Diana Weynard.

Assignment:

Students will work in two teams to manage the preservation of tapes from the Cornell University, Experimental Television Center collection 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 Cornell and writing a summary of the preservation project. Due date: All tapes will be received, inspected and signed off on, and delivered Cornell by the end of Class #9.

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

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

For Windows: http://www.aja.com/ajashare/AJA_dataratecalculator_win_10-5.zip

Topics/activities:

- Outsourcing – concepts and practice with statements of work and work orders, and guidelines for working with vendors.(30 min)
- Discussion of tapes under consideration (30 min)
- Begin drafting outline and structure of statement of work, assign groups, roles and individual responsibilities for statement of work drafting, establish action items and schedule (100 min)

Class 2: February 2, Arrive at MoMA Queens at 10:30AM. Arrive at Duart at 2:30PM. Wrap by 4:30PM.

Class Objectives: After having constructed a first draft of a statement of work students will have the opportunity to see both sides of the outsourcing equation in person, providing the opportunity to ask questions and obtain information that will aid in drafting a final statement of work.

Due this class:

- First draft of statement of work
- Review and comments on sections not assigned to you

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/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 and http://www.avpreserve.com/resources/AVPS_QA_QC_Considerations.pdf

Topics/activities:

- Travel to MoMA Queens
- Visit with Peter Oleksik at MoMA Queens to review his work in managing the outsourcing of video reformatting for the MoMA Video Lounge project (90 minutes).
- Travel to Duart
- Visit with Erik Piil and Maurice Schechter at Duart who have been contracted by MoMA to perform video preservation reformatting services (90 minutes).

Class 3: February 9, 1:30 – 4:30 pm

Class Objectives: Students should be ready to finalize and send Statement of Work

Due this class:

- Complete draft of statement of work by end of class, ready to share with Cornell and send to vendors.
- Review and comments on sections not assigned to you

Topics/activities:

- Recap of observations and lessons learned in class 2 (30 minutes)
- Decision-making during reformatting; principles of quality assurance and control. (30 min.)
- 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. (120 min.)

Class 4: February 16, 1:30 – 4:30 pm

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:

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

Topics/activities:

- Finalize, prepare and ship tapes to vendors (90 min)
- Discuss and work in class on developing a QA/QC plan and checklist for the files to be returned from vendor. (90 min)

Class 5: March 1, 3:00 – 4:30 pm (Note Time Change)

Class Objectives: Check in and status update

Due this class:

- Status update on projects

Topics/activities:

- Status updates and general discussion

Class 6: March 8, Trip to Philadelphia arriving at Safe Sound at 11:00AM, Return to NYC by 4:00PM.

Class Objectives: Students should better understand the working environment of a preservation reformatting vendor

Topics/activities:

- Visit to Safe Sound to review open reel video transfer practices and processes, and to discuss vendor interfacing

Class 7: April 19, 12:30 – 4:30 pm (Note Time Change)

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

Due: Files must 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 Cornell, and discuss elements of the summary of the preservation project.

Class 8: April 26, 1:30 – 4:30 pm

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

Due:

- Any corrections have been addressed and all files and tapes are received from vendors
- First draft of project summary report
- Files should be sent to Cornell by the end of this class

Read/review: Bag-It Video on LC website and Bag-It manual

Topics/activities:

- Finalize any QC work
- Bag files using Bag-It
- Prepare media and metadata for sending
- Send media and metadata to Cornell
- Assign responsibilities for preservation summary report

Class 9: May 3, 1:30 – 4:30 pm

Class Objectives: Complete assignment and wrap up the semester

Due: Final draft of project summary report

Topics/activities:

- Discuss project summary report and finalize
- Prepare and send back physical media to Cornell
- Wrap up
- Other topics as time permits