

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

Spring 2013

Tuesdays: 6 – 9pm, 665 Broadway room 724

Instructor: Peter Oleksik

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Note: Email is the best way to be in touch with me.

**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 the first part of the class, Students will put knowledge into practice by managing the migration of legacy video material. Students will work in the assessment, treatment, migration and preservation of material provided by 2 institutions. In addition, they will refine skills from the first part of video preservation by handling and treating problematic videos, such as those damaged through extremes of heat and humidity or through disasters, and how to diagnose signal problems amongst others. The ultimate goal is to simply preserve magnetic media using an outside vendor and the students' own refined skills.

**EXPECTATIONS:** Each student is a critical component to one semester-long assignment. Because of this, attendance at all classes is mandatory and the student must make arrangements for classes missed, or in the case of illness and other unexpected absences, call and notify the instructor as well as their fellow students. Additional tasks and readings may be required as we go through the course. Unexcused absences will adversely affect the final grade. Grades will be based on a combination of class preparedness/participation (50%) and assignments (50%).

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.

**Assignment:**

The students will work in 2 groups in a no-holds barred death match, er... to manage the preservation of a small collection of analog material with their assigned vendor. The groups will assume the role of their host institution and manage the migration process every step of the way. Each person in the group will be assigned a role to accomplish throughout the pipeline of preservation.

We will heavily use google docs for the management of the process and tracking of its process. All drafting and commenting will be done here for review by your fellow classmates and the instructor.

The two groups will produce 2 documents by the completion of the project: A statement of work for the management of the project and a final project report for their respective institutions. This will be done collaboratively with each student contributing to their specific sections which will be refined by comments by the instructor and their peers.

The two collections:

**Material from New York Women in Film and Television****Doris Chase****Format U-Matic****Dance Series**- 30 minutes**Compilation:** HOW DO YOU FEEL/ EMPEROR'S NEW CLOTHES/ NOEL 26 minutes  
Late 1970s/early 1980s**Howardina Pindell*****Free, White and 21*****Format: VHS/U-matic**

12min

1980

**Joan Logue*****Ed Kienholz '85 Berlin German (20 min)******Everyone is Guilty - 30 Second Stories*****Format: U-matic (PAL)**

1985

**WNET****An American City (3 part series) – NY Emmy Award winner 30 minutes each.****Format: 2" Quad.**Women in the City (May 2, 1982)

Women in the City" reviews the urbanization and assimilation of Jewish and Italian immigrant women during the years 1880 through 1920; former New York City Mayor John Lindsay will be the host.

City Aflame (May 14, 1982)

Host John Lindsay compares the New York City Draft Riot of 1863 with the Detroit Riots of 1967

City Within a City (May 21, 1982)

Host John Lindsay looks at the development of Harlem in the 1920s and black neighborhoods in Atlanta from 1945 through 1960s.

**Class 1: January 29, 6:00 – 9:00 pm**

**Class Objectives: Students should be ready to draft a Statement of Work.**

Read: Lewis, Alan F. "Contracting for Reformatting Services". 2007. Accessed 01/27/13 at

[http://www.nyu.edu/tisch/preservation/program/modules/Lewis\\_VendorRelations.pdf](http://www.nyu.edu/tisch/preservation/program/modules/Lewis_VendorRelations.pdf)

Topics/activities:

- Outsourcing migration – how to navigate the vendor/client dynamic, review to concept of a statement of work, discuss the reasoning and methodology behind them.
- Discussion of collections under consideration
- Assign groups and roles within, 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 – 9:30 pm**

**Class Objectives: Students will refine the Statement of Work.**

Due this class:

- First draft of statement of work
- Review and comments on sections not assigned to you
- Review example SOWs in the Vid\_Pres\_II dropbox

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:

- Decision-making during reformatting: the difference between quality control and quality assurance and why they're important.
- Discussion and small group work to finalize statements of work and prepare for submission to vendor.

**Class 3: February 12, 5:30 – 7:30 pm (MEET AT DUART)**

**Class Objectives: Site visit to vendor to evaluate the facilities and discuss vendor/client relations with Maurice Schecter and Erik Piil at DuArt.**

Due this class:

- Groups will complete the statement of work for review by their respective institutions.
- Review and comments on sections not assigned to you

Topics/activities:

- Travel to Duart
- Visit with Maurice Schecter at Duart who has been contracted by numerous institutions for reformatting projects and is one of the vendor's for this class.
- Discuss SOW with Maurice.

**Class 4: February 19, 6:00 – 9:00 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 package tapes for the vendor
- Using lab equipment as an example, work in class to develop a QC/QA workflow and prepare for the delivery of files from the vendor.

**Class 5: March 5, 6:00 – 9:00 pm**

**Class Objectives: Check-in, Institution vs Personal vs Museum Preservation**

Due this class:

- Status update on projects

Topics/activities:

- Status updates and general discussion
- Review assignment #2 from Video Preservation I
- Discuss different levels of preservation for different outcomes
- Treat tapes for next week's class evaluation

**Class 6: March 12, 6:00 – 9:00 pm**

**Class Objectives: Damage and Treatment**

Readings: TBD (These will be circulated via dropbox)

Topics/activities:

- Status update and general discussion of vendor migration
- Discussion of degradation issues
- Reformat treated tapes
- Discuss outcome

**Class 7: April 2, 6:00 – 9:00pm**

**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 each institution and begin outlining the project summary.

**Class 8: April 16, 6:00 – 9:00 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 packaged for their respective institution by this class
- Payment should be made to the vendors upon receipt of the files and quality assurance

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 the respective institutions/organizations
- Assign responsibilities for preservation summary report

**Class 9: April 30, 6:00 – 9:00 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 their respective institutions
- Wrap up
- Other topics as time permits