Week	Topics/Activities	Readings (G) PDF back up in Reading folder/drive	Assignments Color code: Green: suggested timeline to keep your Individual Assignment on time, no stress. Nothing due to deliver for grade. Pink text, assignment due to deliver for grade. Dates match the summary on page 3 of the syllabus. Red: Homework and offline assignments
Class 1: Feb. 2	Section 1: Overview of class goals and expectations, syllabus, and assignments. Introduction to Collection Management · Definitions · Key areas of collection development and management. · Terminologies and practices of collection assessment in libraries, archives, and museums Section 2: Introduction to the Group Collection (60 mins)	Chapter 2: Getting Organised in Ellis, Judith, and Australian Society of Archivists. Keeping Archives. 2nd ed. Port Melbourne, Vic.: Thorpe in association with the Australian Society of Archivists Inc., 1993. Free online access through HathiTrust. Smith, Anne P., Jill Swiecichowski and Beth Patkus. Preferred Practices for Historical Repositories: A Resources Manual on the web site of Georgia Archives, Georgia Secretary of State. 1999/2010. (G) GHRAC_PreferredPracticesManual	HOMEWORK FOR NEXT WEEK: Read and review sections in the AVPS report. Come prepared to discuss the intent of each section. Start thinking about questions for the Group Collection Interview with the Collection Manager.
Class 2: Feb. 9	Section 1: ¿What is a Collection Assessment? · Components of a collection assessment. · Preparing a collection assessment Section 2: Preparation for LoC visit. Assignment Review. Section 3: Group Collection Interviews	Conway, Martha O'Hara, and Merilee Profitt for OCLC Research. Taking Stock and Making Hay: Archival Collections Assessment , 2011. http://oclc.org/content/dam/research/publications/library/2011/2011-07.pdf Audiovisual Preservation Solutions. "University of Ghana Audiovisual Collection Assessment & Digitization Plan." May 2012. Commissioned by Audiovisual Preservation Exchange, MIAP Program, Department of Cinema Studies Tisch School of the Arts, New York University. (G) AVPS_Ghana [NOTE: Not for public dissemination or citation]	
Feb 16 NO CLASS	Remote visit to Library of Congress National Audiovisual Conservation Center in Culpeper, VA	Website for the National Audiovisual Conservation Center. http://www.loc.gov/avconservation/packard/ Lukow, Gregory. Presentation. "Planning for Digital preservation and Acquisitions at the Library of Congress National Audio-Visual Conservation Center." May 1, 2007. http://www.archives.gov/preservation/conferences/2007/lukow.pdf Other readings TBD	HOMEWORK FOR NEXT WEEK: Review subsection of APEX archive with aim of proposing acquisition, selection, and appraisal strategy.
Class 3: Feb. 23	Section 1: LoC Remote Visit Debrief Section 2: Acquisition, Selection and appraisal · Collection development and acquisition. · Discussion of readings on appraisal and selection. · Developing a selection criteria for a collection. · Policies Section 3: Individual Assessment (IA) and selection of sites.	Ellis, Judith, ed. Keeping Archives. 2nd. ed. Port Melbourne: Thorpe and the Australian Society of Archivists. 1993. Chapter 2 "Accessioning" /Chapter 5 "Managing the Acquisition Process". Kula, Sam. Appraising Moving Images: Assessing the Archival and Monetary Value of Film and Video Records. Lanham, Maryland and Oxford: Scarecrow Press, 2003, Chapter 4: Appraisal Policies and Practices. Online access through HathiTrust. Ide, Mary and Leah Weisse. "Developing Preservation Appraisal Criteria for a Public Broadcasting Station." The Moving Image, Volume 3, Number 1, Spring 2003, pp. 146-157. (G) Ide_Weiss Rutgers University Community Repository. "Collecting Policy." https://rucore.libraries.rutgers.edu/policies/collections.php The New Zealand Film Archive. "Ko Ngā Kaitiaki ō ngā Taonga Whitiāhua". Selection and Acquisition policy. https://goo.gl/mxMY2T	Due Feb 23, 5:30 pm via email: LoC report 10 pts of final grade HOMEWORK FOR NEXT WEEK: Presentation on a physical AV format (focused on risks)
Class 4: March 2	Section 1: Physical Formats (Presentations) Section 2: Assessing risk to collections - Focus on Physical Media · Review of inspection techniques, and risk assessment for audio, video and film materials. · Analysis of and reporting on the contents and condition of collections.	Casey, Mike. " Format Characteristics and Preservation Problems " and "FACET worksheets" in the "FACET Downloads" section of Sound Directions: Digital Preservation and Access for Global Audio Heritage. April 15, 2008. http://www.dlib.indiana.edu/projects/sounddirections/facet/facet_formats.pdf IASA TC-05: Handling and Storage of Audio and Video Carriers https://www.iasa-web.org/tc05/handling-storage-audio-video-carriers University of Illinois at Urbana-Champaign. PSAP: Preservation Self-Assessment Program. https://psap.library.illinois.edu/format-id-guide#audiovisual AMIA, Storage Standards and Guidelines for Film and Videotape https://amianet.org/wp-content/uploads/Resources-Storage-Standards-2000.pdf California Audiovisual Preservation Project, Audiovisual Formats: A guide to identification. https://calpreservation.org/wp-content/uploads/2013/10/2013-Audiovisual-Formats_draft_webversion-2013oct15.pdf Sample Inspection forms: https://github.com/amiaopensource/analog-inspection NFPF, The Film Preservation Guide: The Basics for Archives, Libraries, and Museums https://www.filmpreservation.org/preservation-basics/the-film-preservation-guide Section 6 in NEDCC, Preservation 101: Preservation Basics for Paper and Media Collections https://www.nedcc.org/preservation101/session-6	HOMEWORK FOR NEXT WEEK: List possible risks and solutions for the formats in the Group Collection. Presentation on a digital format (focused on risks)

Class 5: March 9	Section 1: Review Group Collection Risks Section 2: Digital Formats (Presentations) Section 2: Assessing risks to collections – Focus on Digital Files · Introducing tools for assessing digital files. · Basic characteristics of digital files and formats · Introduction to common storage devices and systems. · Tasks in management of digitized and born digital materials.	Ko Kong, David. 2014. "How Codecs Work." https://vimeo.com/104554788 Memoriav, 2019. Memoriav recommendations: digital archiving of film and video. Principles and Guidance, v 1.2 https://memoriav.ch/wp-content/uploads/2019/11/DAFV_1.2_EN.pdf NDSA, Levels of Digital Preservation, http://ndsa.org/activities/levels-of-digital-preservation/ "Sound" and "Moving Image" in "Content Categories" and "Sustainability" in Library of Congress. "Sustainability of Digital Formats: Planning for Library of Congress Collections." 2017. http://www.digitalpreservation.gov/formats/index.shtml	IA: By now, everybody has been assigned a site for individual project. Report orally on initial contact and scheduled preliminary visit to individual assessment site. HOMEWORK FOR NEXT WEEK: Create an assessment outline for the Group Collection, include some bullet points of what you think you would cover.
Class 6: March 16	Section 1 : Group Assessment Outline Review Section 2: Intellectual Control - Inventories. · Data collection during an assessment process, including evaluation of the descriptive information provided by the archives. · Comparisons of collection level, box level and item level inventories; · Differences between spreadsheets and databases. · The impact of production processes on audiovisual collection care; determining relationships between audiovisual items. · Evaluating existing information with group assessment projects considering evolving descriptive standards and needs for metadata. Section 3: Inventory for Group Collection	Review and create an account in AVCC: https://www.weareavp.com/products/avcc/ Review Sample inventory sheets: Duke University: https://sites.duke.edu/archivox/2017/03/13/av-inventory-template/ Community Archiving Workshops, Inventory and condition forms: https://communityarchiving.org/resources/download-sample-documents/	IA: By March 16th you should have contacted your chosen/assigned site for individual assessment and make a calendar of calls/visits. HOMEWORK FOR NEXT WEEK: Create an inventory template for the Group Collection and apply in AVCC. Add all the items in the collection to the inventory.
Class 7: March 23	Section 1: IA Progress Report Section 2: Digital Storage Strategy · Storage media · Incorporating principles of digital storage, management and preservation into assessment reports. Section 3: Management Tools	Review: Archivists Toolkit http://archiviststoolkit.org/ Archives Space: http://www.archivesspace.org/ AtoM: https://www.accesstomemory.org/en/ TMS: https://www.gallerysystems.com/solutions/tms-classic/ Helen Hockx-Yu, "Digital asset management and libraries, archives and museums: Separation and convergence", 2018 https://curate.nd.edu/downloads/4x51hh66f4v Minnesota Historical Society website. "Electronic Records Management Guidelines" http://www.mnhs.org/preserve/records/electronicrecords/erdigital.php Technology Infrastructure Analysis and Needs in "Meeting the Challenge of Media Preservation: Strategies and Solutions", Indiana University Bloomington Media Preservation Initiative Task Force, 2011 https://mdpi.iu.edu/doc/meeting-the-challenge.pdf Using the Levels of Digital Preservation: An overview for V2.0 https://osf.io/vnc32/ Cornell University Library; MIT. "Digital Preservation Management: Implementing Short-Term Strategies for Long-Term Solutions.", "Program Elements" http://dpworkshop.org/dpm-eng/eng_index.html OPTIONAL: "Taking Control: Identifying Motivations for Migrating Library Digital Asset Management Systems" http://www.dlib.org/dlib/september15/stein/09stein.html	IA: By March 23, you should have made your first visit or remote call with the organization/producer for your individual collection assessment. The appointments for the rest of your visits/calls should be solid. You will report informally on your plans. HOMEWORK FOR NEXT WEEK: Create records in ArchivesSpace and AtoM. Write a one page summary on the main differences found. Send via email. Research on a digital file format.
Class 8: March 30	Section 1: Planning for Preservation: Digitization, readiness, and target formats. · Guest speaker: Genevieve Havemeyer-King (Media Preservation Coordinator, NYPL) Section 2: Planning for Preservation: Target Formats · Homework presentations · Digital file requirements · Common file formats for analog collections · Target Format: decision-making	Lacinak, Chris. "A Primer for Codecs for Moving Image and Sound Archives: Ten Recommendations for Codec Selection." 2010. New York: AudioVisual Preservation Solutions. https://www.avpreserve.com/wp-content/uploads/2017/07/AVPS_Codec_Primer.pdf Fleischhauer, Carl. "Format Considerations in AudioVisual Reformatting: Snapshots from the Federal Agencies Digitization Guidelines Initiative." Spring 2010. Information Standards Quarterly. Vol. 22, Issue 2. http://page2pixel.org/amia-iasa2010/ Video Compression Codecs: A Survival Guide, Iain E. Richardson, Vcodex Ltd., UK http://journal.iasa-web.org/pubs/article/view/51/26 Additional readings TBD	IA: You should have an outline of your report ready. HOMEWORK FOR NEXT WEEK: Define target formats for group collection
Class 9: April 6	Section 1: Collection management in a production environment · Guest Speaker: John Passmore, Director of Streaming and On-Demand Architecture, WNYC Section 2: Report on IA assignment. Section 3: Target formats for group collection Section 4: Planning for Preservation: Digitization and Readiness Factors · Assessing organizational readiness for the management of digitization and digital files. · Embarking on digitization of physical media. · RFPs	Barbara Goldsmith Preservation & Conservation Department, New York University Libraries. "Digitizing Video for Long-Term Preservation: An RFP Guide and Template." 2014 http://memoriav.ch/wp-content/uploads/2014/07/VARRFP.pdf Corporation for Public Broadcasting. "REQUEST for PROPOSAL: Digitization Project Contractor", 2011. (G) RFP_cpb Federal Agencies Digitization Guidelines Initiative. "Digitization Activities Project Planning and Management Outline" in "Guidelines" on the web site of the Federal Agencies Digitization Guidelines Initiative. August 12, 2008. http://www.digitizationguidelines.gov/guidelines/DigActivities-FADGI-v1-20091104.pdf Additional Readings TBD	IA: Be ready to report progress, challenges, what you're learning about how principles of collection management work (or don't work) in practical contexts. Bring questions to class. You should be half way done with your inventory or file assessment and have about 25% of your report ready. HOMEWORK FOR NEXT WEEK: Draft RFP for the Group Collection. Send via email.

Class 10: April 13	Section 1: Fundraising for Audiovisual Preservation · Guest speaker TBD · Key principles and elements of a funding proposal; turning a preservation work plan into a fundable project. · Creating a detailed work plan, with an attached timeline and budget, from a list of recommended actions. · Differences in approach for foundations, public funding and donors. · Creating a letter of inquiry. Section 2: Putting the project together · Hands-on workshop: budgets	Foundation Center. "Proposal Writing Short Course" on the website of the Foundation Center, 2012. http://foundationcenter.org/getstarted/tutorials/shortcourse/ National Endowment for the Humanities, Preservation Assistance Grants. Review guidelines and sample application narratives: https://www.neh.gov/grants/preservation/preservation-assistance-grants-smaller-institutions Review grant criteria for the IMLS Collection Assessments for Preservation program https://www.imls.gov/grants/available/collections-assessment-preservation-program In the link, I encourage you to check other models that might be of your interest. https://www.neh.gov/about/foia/freedom-information-act-sample-grant-application-narratives National Historical Publications and Records Commission, review grant opportunities: https://www.archives.gov/nhprc/announcement Mellon Foundation, review available funding program ____//www.mellon.org Gladys Kreible Delmas Foundation, review available funding programs http://www.delmas.org Additional readings TBD	IA: By April 13th you should have completed the inventory/file assessment. Due April 13. First half of draft IA, 5:30 PM (chapters TBD) and inventory sheet. upload to shared drive draft of your CM project. HOMEWORK FOR NEXT WEEK: Draft letter of inquiry and budget. Upload to shared drive.
Class 11: April 20	Section 1: Ethical Issues in Collection Management Guest speaker: TBD Section 2: Review letters and budgets Section 3: Assessment of circulating collections	Society of American Archivists. "Code of Ethics" http://archivists.org/statements/saa-core-values-statement-and-code-of-ethics Society of American Archivists. "Case Studies in Archival Ethics" www2.archivists.org/groups/committee-on-ethics-and-professional-conduct/case-studies-in-archival-ethics Robertson, Tara. "Not all information wants to be free" Presentation, Code4Lib, August 2016. https://www.slideshare.net/TaraRobertson4/not-all-information-wants-to-be-free-ethical-considerations-for-digitization Pager, Sean A. and Adam Candeub, Eds., "Balancing Act: The Creation and Circulation of Indigenous Knowledge and Culture Inside and Outside the Legal Frame," Transnational Culture In The Internet Age, 2012. http://www.kimchristen.com/wp-content/uploads/2015/07/CHRISTENCh14.pdf "Well-intentioned practice for putting digitized collections of unpublished materials online" (W-iP) on "Research" on the OCLC web site. May, 28, 2010. http://www.oclc.org/research/activities/rights/practice.pdf De Stefano, Paula and Mona Jimenez. "Commercial Video Collections: A Preservation Survey of the Avery Fisher Center Collection at NYU." The Moving Image. Volume 7, Number 2, Fall 2007. pp. 55-82. (G) DeStefano_Jimenez_NYU.pdf New York University. Video at Risk Project. http://www.nyu.edu/tisch/preservation/research/video-risk/ Additional readings TBD	Due April 20. Complete draft IA, 5:30 PM , upload to shared drive draft of your CM project: inventory and report.
Class 12: April 27	Pitching a Project to Funders (I) Presentations by 1⁄2 of class 30-minute Presentations (30 min. plus 10 min. Q & A) 4 students		By Tuesday April 27, upload to drive draft of your letter of inquiry.
Class 13: May 4	Pitching a Project to Funders (II) Presentations by 1⁄2 of class 30-minute Presentations (30 min. plus 10 min. Q & A) 5 students		Final project due May 7, by 5:30 PM, upload to drive. Includes CM Assessment report, spreadsheet, letter of inquiry, visual documentation. (Grade of CM Assessment will be based on this version) Final Collection Assessment, including all the segments where feedback has been provided, modified and adjusted for MIAP archive, due May 12, 5:00 PM. Copy to institution, cc. me.