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Intro to MIAP

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### Dan Streible's Office: The Terror

The main impetus for undertaking this project was the disorganization of Professor Streible's office. He uses many types of media in his lectures as well as housing audio and video records of Orphan Film Symposia. Before starting this project Professor Streible's collection was only loosely organized. The VHS tapes had been given numbers and titles were inputted in an excel spreadsheet. However, this list was incomplete first because it had not been updated with new titles and second because Professor Streible deaccessioned many VHS tapes from his collections. His other media formats, Film, DVD, DigiBeta, audiocassettes, etc, had not been cataloged in any form. In my capacity as his intern I initially catalogued audiocassette tapes related to various Orphan Symposia. This assignment first gave me the idea to catalog the rest of Professor Streible's media.

The first task was to speak with Professor Streible about how he wishes his office to be organized. His main requirements were functionality and organization. Basically, he wanted to be able to find everything. Another important issue for Dan was the naming of media. He wanted a standard name type for easy search and find. He also wanted particular records of Orphan related media. I quickly realized that an excel spreadsheet would not be enough to sufficiently catalog all of the media in Professor Streible's office.

He suggested Filemaker Pro, which I have worked with before, and I knew that it was both easy to use and extremely customizable.

My first goal for the project was to just create a database with a list of titles of all of Professor Streible's various media. I started with the VHS tapes since they had been previously catalogued. Professor Streible suggested I keep the numbers already assigned and for new tapes simply continue the sequence. For the DVD's I created new Unique ID's that corresponded to alphabetical order for titles. Basically, the DVD's are grouped with like letters together. This allows Professor Streible to add titles without worrying about changing numbers around. Another system was created for Orphans related media. These have a Unique ID with an "O" before and are also grouped in loose alphabetical order, but instead of title I organized it by presenter. These are filmed records or audio recordings of panels during Orphan Symposia, so I wanted for Professor Streible to not only search by title, but also by presenter. For example, searching for all the records related to "Karen Lund." Due to the extent of the media in his office I have fully completed inputting all the media into a database. However, I have finished transferring data from the VHS excel spreadsheets, Orphan Symposia DVD's as well as the audiocassettes.

In the database there are several fields that I created to catalog each type of media. The first field is the Unique ID. For VHS tapes this is a previously assigned number. For all other media it is a letter/number combination assigned in alphabetical order. For example "A.001" and "OA.001" for Orphans related media. Next is the location field, which will contain a shelf ID number, but so far this field is blank. The next field is the Presented By field. This contains data on the speaker or presenter and is only relevant for

Orphans related media. The next field is the title field then format, running time, and date. The date field for Orphan media is the date of the panel and for non-Orphans material the date created if applicable. There is also a description field, which can include a summary as well as information on which Symposia the media is related to. Then there are item and container note fields, which include data for noting what is written on the item itself and on the items container. This is important mostly for VHS tapes, which are often recorded clips by Professor Streible for classroom use. There is a comments field and a condition note field as well. Condition note has been mostly used for the VHS tapes noting if it is rewound or not and how the pack looks. There is also a dropdown for rating the wind. While I have noted the condition I did not effect to change or rewind tapes properly. Many of the tapes have notes on where certain clips are on the tape (many of the tapes are various clips from different movies or shows) and I did not want to change anything without first talking to Professor Streible. Ideally though each tape would be rewound in a tight pack with no raised edges. Finally the collection fields notes whether or not it is Orphans or Teaching Materials.

The best part of the Filemaker Pro database is that every field is searchable. It is also easy to use and customizable. If Professor Streible wishes to add a field it is easily done. I have also color-coded the fields for ease of use. There are also various layout views allowing one to view every item for a specific collection or format. Eventually the database will house all of the information for all the media in Professor Streible's collection.

In terms of organization Professor Streible has limited space. However, currently he has enough shelving to contain all of his media. Previously, Professor Streible had his

VHS tapes double shelved, i.e. one row in front of the other. While this saved space, it is not ideal for finding media. His VHS tapes now currently take up three shelves with a single row on one shelf. His DVD's then continue on that shelf. His Orphan related media are separate from the main collection and are organized by media type-VHS, DVD, audiocassette, Mini DV, Digibeta. Eventually there will be shelf tags noting the shelf number. Each media type is organized on the shelf sequentially by their Unique ID, which also makes finding items simpler. After doing some research at the 665 archive I am hoping to create labels for all the formats. Currently, the VHS tapes just have their numbers written on them with a sharpie. Labels would both be simpler, more permanent, and easier to read. Each label would have the Unique ID, Shelf Number, and the Dan Streible Collection.

Another component of this project was digitalization. As Professor Streible's intern I began digitizing audiocassettes from the first Orphan Film Symposia. Since I started this project I have also created preservation and access copies located on a hard drive. If an item has been digitized it is noted in the Condition section of the database with the location of the file. For preservation I created .wav files and for access .mp3 files. I plan to not only digitize the audiocassette, but also the mini DV tapes relevant to Orphan Symposia. Currently I only plan to digitize Orphan related media.

One note on the project is that I did not catalog the film in Professor Streible's collection. Hopefully an undergraduate student is doing this, but I currently do not know the status of this project. Another issue is the climate of Professor Streible's office. Unfortunately, it is impossible to control the temperature and humidity of the office, but I am planning to purchase a gauge that would at least measure this data and give an idea of

the condition of media. Due to the wide range of formats in the collection I recommend keeping the temperature between 40 and 50 degrees Fahrenheit with between 30-50% humidity. I will say that Professor Streible's office is generally cool, but I am not aware of the summer conditions of the office.

This is an ongoing project, due to the extent of the collection and disorganization of the media. I hope to continue this project in my capacity as Professor Streible's intern and in my spare time.