

Jasmyn R. Castro  
 New York University, Tisch  
 Moving Image Archiving & Preservation  
 Digital Preservation  
 December 18, 2014

| Repository Fields  | Definition                                                                                                             | Controlled Vocabulary                                                   |
|--------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| ID                 | Primary identifier for the repository table. This field will auto increment with every new entry.                      | n/a                                                                     |
| Repository_Name    | Name of the repository, ex. <i>Northeast Historic Film Archive</i> .                                                   | Spell out repository name. No abbreviations used in this field, ex. NHF |
| Address_1          | Primary address of the repository.                                                                                     | Ave, St. etc. should be completely spelled out                          |
| Address_2          | Secondary address, such as a Suite # or a P.O. Box. If there is only a P.O. Box, it should be listed in the Address_1. | n/a                                                                     |
| City               | Name of the city in which the repository resides.                                                                      | n/a                                                                     |
| State              | Name of the state in which the repository resides.                                                                     | Lookup table with each US state to choose from.                         |
| Zip_Code           | Zip Code where the repository is located.                                                                              | Only include first 5 numbers of zip code.                               |
| Repository_Phone   | Main phone number of the repository.                                                                                   | (000) 000-0000                                                          |
| Repository_Email   | General "info" email of the repository.                                                                                | n/a                                                                     |
| Repository_Website | Main website of the repository.                                                                                        | n/a                                                                     |

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| Collection Fields  | Definition                                                                                         | Controlled Vocabulary                                                                      |
|--------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| ID                 | Primary identifier for the collection table. This field will auto increment with every new entry.  | n/a                                                                                        |
| Collection_Name    | Name of the collection.                                                                            | If no name, type None                                                                      |
| Scope_and_Content  | Briefly describes the general contents, nature, and subject matter of the films in the collection. | n/a                                                                                        |
| Extent             | How many reels are in the collection.                                                              | Example - 7 Reels                                                                          |
| Date_Acquired      | When the collection was acquired by the repository.                                                | If only know year, YYYY. If only know month and year, MM/YYYY. If unknown, type [unknown]. |
| Collection_Status  | Whether or not the collection is processed, unprocessed or currently being processed               | processed, unprocessed, currently being processed                                          |
| Collection_Website | If available, Website specific to the Collection.                                                  | If no website, type None                                                                   |
| Contact_Name       | Name of the primary contact for the collection.                                                    | First and Last Name                                                                        |
| Contact_Phone      | Work phone for the primary contact of the collection.                                              | (000) 000-0000                                                                             |
| Contact_Email      | Work email for the primary contact of the collection.                                              | n/a                                                                                        |
| Repository_ID      | Primary ID of the Repository table. Showing what collections are located at which Repositories.    | n/a                                                                                        |

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| Home Movie         | Definition                                                                                        | Controlled Vocabulary                                                                     |
|--------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| ID                 | Primary identifier for the home movie table. This field will auto increment with every new entry. | n/a                                                                                       |
| Content_Notes      | Any notes or brief description of the contents of the film.                                       | If no notes available, type None                                                          |
| Color              | Color of the film.                                                                                | Lookup table - Color or Black & White                                                     |
| Year               | If available, year of the film.                                                                   | YYYY - If unknown, type Unknown                                                           |
| Sound              | What type of sound does the film have?                                                            | Lookup table - Sound, Silent, Music Only                                                  |
| Length             | What is the length of the film?                                                                   | List this in feet. Ex. 150ft                                                              |
| Format             | Select the format of the film.                                                                    | Lookup table - Super8, 8mm, 16mm                                                          |
| Physical_Condition | What type of physical condition is the film in?                                                   | Use a simple grading system. Lookup table - Poor, Fair, Excellent                         |
| Digitized          | Has the film been digitized?                                                                      | Lookup table - Digitized, Not Digitized, In the process of being digitized                |
| Online_Access      | Is the film able to be viewed online somewhere?                                                   | List URL where the film can be viewed. If not available online, type None                 |
| Copyright_Status   | What is the copyright status of this film?                                                        | Lookup table - Subject to copyright restrictions or Not subject to copyright restrictions |
| Collection_ID      | Primary identifier for the collection table. Shows what collections each home movie is a part of. | n/a                                                                                       |
| Repository_ID      | Primary identifier for the repository table. Shows what repository has each home movie.           | n/a                                                                                       |