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AVCC Help Guide August 2018

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Feature Requests and Bug Reports

We appreciate your feedback! Please report all feature requests and bug reports to avcc@weareavp.com

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What is AVCC?

AVCC is a tool for collecting and analyzing item-level records for physical audiovisual collections in order to gain intellectual control over collections and plan for preservation activities. It is not a long-term solution as a database or a publicly facing search portal. The tool was designed to be simple, granular, and flat. It requires minimal fields to create a record, focuses on technical information and basic identification, and has a non-hierarchical structure. This makes it easy for non-AV experts to use and the data portable to other systems and easily transformed, if needed. AVCC provides:

- Templates for the rapid and controlled creation of records for audio, video, and film assets. The templates are customizable as far as which fields you see and in what order.
- Graphical reports that display counts of different formats, tape or film-base types, commercial versus unique status, reel and disk diameters, and other information that will help prioritize preservation needs or plan activities and budgets.
- Excel reports that calculate potential file sizes, linear footage needs, and a prioritization score based on the <u>IU MediaScore tool</u>.
- A simple manifest for shipping tapes to a digitization vendor.
- Full export of all data entered. Import of records created using other platforms.
- Keyword search and faceted browse of records.
- Simultaneous editing by multiple users with different access permissions.

AVCC, basic support, and the storage of user data is free for accounts under 2,500 records. <u>Subscription plans are available for larger collections.</u>

AVCC Pricing

Hosting of AVCC is priced as follows:

# of Records	Price
0 – 2,500	Free
2,501 – 7,500	\$99/month
7,501 – 15,000	\$199/month
15,001 - 30,000	\$299/month
30,001 - 60,000	\$349/month
60,001 - 120,000	\$399/month
120,001 - 240,000	\$449/month

Subscriptions are paid in advance and can be paid monthly, quarterly, or annually. If you are interested in a paid subscription, do the following:

- 1. Login using the Owner Admin account (the person that created the account for the organization)
- 2. Go to Settings -> Account
- 3. Click on the "Change Plan" button (on left bottom of screen)
- 4. Click on "Select Plan" for the plan you are interested in and you will see a pop up, where you can input your credit card info and then click on "subscribe."

If you would like to pay by check please contact us at <u>avcc@weareavp.com</u>

Creating Accounts

Creating Accounts

Anyone can create an account in AVCC. By creating an account you will become the Admin of the inventory you are creating. If you want others to be able to enter records, view records, or view reporting, you must create an account and assign them the appropriate role. Roles include Admin, Manager, Cataloger, and User. (See <u>Roles and Permissions</u> for details).

Create an Account as an Admin

- Go to https://avcc.weareavp.com/
- Click on the grey bar that says "Don't have an account? Sign up now."

SIGN IN	
Email or username	
Password	
Remember me	Forgot password
	Sign me in

Sign In Box. Click grey box at bottom to create an account

• Fill out the registration form. You must enter information about you and your organization, and agree to the <u>Terms of Service</u>.

- You will receive an email confirmation. Follow the steps in the email to confirm your account.
- Once you have confirmed your email address you can log in at <u>https://avcc.weareavp.com/</u>. Once you have logged in, you will first see the <u>Dashboard</u>, which provides an overview of your projects and the main Menu bar.

Create an Account for Additional Users

Once you have created an account as an admin, you can create additional accounts for the rest of your team. To create an account for someone else:

- Log in to <u>https://avcc.weareavp.com/</u>.
- Click on "Settings" at the top right menu bar and click "Users."



When you get to the Users page, click on the "New" button and complete the form. An
organization can run multiple projects at once, and any account can be assigned to one
or more projects within the organization. (See more details on how to create and
manage users on the <u>Settings>Users</u> section.)

	AVCC
	New User
	Name
	Username
	Email
	Password
	Password
	Confirm Password
AVCC	Confirm Password
	Roles
LICORC AN	User 🗘
USEIS 🖶 New	Projects
	Select Projects
	Create Or Cancel
Name	

Roles and Permissions

Roles

There are four available roles on AVCC. Here's an overview of the permissions for each:

- Admin: Can create projects; assign managers, catalogers, and users to projects; customize templates; create and view records; and view reports.
- **Manager:** Can assign catalogers and users to projects; customize templates; create and view records; and view reports.
- Cataloger: Can create and view records and reports.
- User: Can view records and reports.

Permissions

The following matrix offers a quick view of permissions by page, function, and role within AVCC. Green rows indicate access to pages, blue rows indicate functions permitted for that role in that page.

Page/Function	Admin	Manager	Cataloger	User
Dashboard	х	х	х	х
Records	Х	×	х	Х
Data Entry	Х	х	х	
Search	Х	х	х	Х
View	Х	х	х	Х
Import/Export	Х	Х	Х	

Bulk Edit	×	Х		
Can See/Filter by "Review" checkbox	Х	Х		
Can See/Filter by Project filter	Х	Х		
Reports -> XLS/CSV	Х	Х		
Reports -> Graphs	Х	Х	Х	Х
Projects	Х	Х		
See all Projects in Org	Х	х		
Edit Projects in Org	Х	Х		
Delete Projects in Org	Х			
Disable/Activate Projects in Org	Х			
Settings -> Users	х	Х		
See All Users in Org	х			
See All Users in assigned Projects	х	Х		
Add/Edit User	х	Х		
Add/Edit Cataloger	х	Х		
Add/Edit Manager	х	х		
Add/Edit Admin	х			
Can be assigned to Projects			х	Х
Settings -> Organization	х	Х		
See assigned Org	х	х		
Settings -> Field Settings	Х	х		
Settings -> Enable Backup	×	х		

Getting Started

Prior to the cataloging process, your institution must prepare by making some basic determinations about your collections. The next two sections provide direction for how to define location codes for inventoried items and format AVCC fields.

Defining Location Codes

The items should be findable after the inventory work has been completed. The institution should define the location codes or descriptions prior to assigning work to catalogers or moving items into a common area. The code may refer to a box number, a shelf location, a descriptive statement, an item ID, or any other method that your institution uses to track object locations. If none exist, they must be created as "Location" is a required field in AVCC.

Selecting Fields

AVCC provides a long list of fields, which can be ordered according to your organization's needs. Before starting a project, you should determine which fields you will use. This will first directly impact the speed of the inventory process, since entering more complete data obviously takes longer, but it will also impact the results of reports generated. Having more data will generate more complete reporting and help you make more informed decisions about your collections.

You can find more information about how to make these decisions in Data Entry Tips.

AVCC allows you to select and order fields for each project and for each media type separately. Learn more in <u>Settings</u>.

Field Formatting

To generate consistent data, your institution should determine how certain fields should be formatted. AVCC provides controlled vocabularies for some fields, but others can be defined by the organization internally. Some examples of fields that could require internal predefined formatting are:

- Copyright/Restrictions (may include basic statement to limit duplication and who to contact for permissions, or more complex copyright terms or reference links)
- Description (outline what information will go in this field: a description of the object's content, any contextual information pertaining to the content, and/or the provenance of the physical object)
- Contributor (last name, first name; first name, last name, etc.)
- Dates (mm/dd/yyyy, yyyy/mm/dd, mm/yyyy, ranges, seasons, use of circa, identification of unknown dates, etc.)

It is not possible to add custom formats or vocabularies in AVCC, therefore, if you choose to define specific rules, you must document them and make sure catalogers that will be inventorying the collection understand and apply them.

To create an institutionally specific controlled vocabulary, your institution should make a list or define the source of terms for Genres (i.e., Documentary Films, Autobiographical Films, Oral Histories), Subject, Generations, and other fixed, non-technical terms. AVCC does not hold controlled vocabularies on these terms because they are so variable, potentially large, and there are many other resources or pre-existing standards that have been adopted that can be utilized.

AVCC Dashboard

When you first sign in you'll see the dashboard on the home page. The dashboard offers an overview of your projects and records. You can always access the dashboard by clicking on the AVCC link at the top left of the menu bar.



AVCC Dashboard. To return to dashboard click on AVCC at the top left. View different projects by clicking on the drop-down menu.

If you have access to multiple projects, the drop-down menu next to "Dashboard" allows you to switch between projects. When clicking on a project, the graphs displayed below will update and show the summary for the project selected. When no single project is selected the dashboard reports across all projects.

Format Count Report

The first graph you will see is the Format Count Report, which shows you a count of all the formats in that project.

If you hover over one bar in the graph, you will see the format and exact count of items. If you click on the number associated with that bar, AVCC will take you to the Records view displaying only the information for that particular format. To learn more about the Records tab, go to <u>Searching, Viewing, and Managing Records</u>.

Commercial vs. Unique Report

An overview of commercial vs. unique items in your project(s) appears below the Format Count Report. This graph is useful for setting priorities for digitization.





Overview Table

In the overview table, you can see detailed information about digitized and non-digitized items organized by media type, including file-size calculations and linear shelf footage for items.

For digitized items, the file size is entered by the user when creating or editing a Project.

For non-digitized items, the file-size calculations are done using the following target formats:

- Audio: 96/24 Uncompressed WAV Stereo & 256Kbps MP3
- Video: FFV1 10-bit & MPEG4 5.0Mbps
- Film: 2k Uncompressed, AVC Intra 100 & MPEG4 5.0Mbps

For more detailed file-size calculations, you can download the File Size Calculator on the <u>Reports</u> tab.

Digitized	Non	Digitized			
	Total Items	Total Items Not Digitized	Total Content Duration of Non- Digitized Items (min)	File Size of non- digitized items (TB)*	Linear Shelf Footage for AV/Film Footage for non- digitized items
Audio	17	12	216.00	0.00	1.30
Video	8	8	240.00	0.10	0.80
Film	142	139	420.00	7.40	3,975.00
Total	167	159	876.00	7.50	

The Overview table showing Non-Digitized items in the project.

The last column of the Overview table shows - for audio and video - total linear shelf footage, in other words, space required for storage. However, for film items this column shows the total footage by tallying up the footage field of all film records. Note that for film, this footage field is speaking to a metric akin to duration as opposed to shelf space.

Download Dashboard Information

You can download any of the dashboard graphs and tables by clicking on the menu button on the top right of the image. You can currently print or download as PNG, JPEG, PDF, or SVG.



Example of graph in dashboard. Click on upper right menu to download.

Main Menu

The Menu bar is always visible to the user at the top of the page. From it, you can access all the options available in AVCC, depending on the user's permissions.

Dashboard: The first page you see after signing in. The dashboard offers an overview of your projects and records. You can always access the dashboard by clicking on the AVCC link at the top left of the menu bar. More details about the dashboard <u>here</u>.

Records: This is where you can search and view records. Search is available by keyword or by faceting of selected fields. You can also export the specific records that result from a search, export selected set of records, delete records, perform bulk editing of records, and import existing information to create new records. To learn how to view and manage records see <u>Searching, Viewing, and Managing Records.</u>

Reports: The location of all of the reports for AVCC. There is a tab for Excel based reports and graphs. Read more about available reports <u>here</u>.

Vocabularies: Vocabularies are only editable by a SuperAdmin, currently controlled by AVP.

Settings: The place to add, delete, or edit user accounts, projects, and organization information. Also where customization of the fields (show/hide, reorder) occurs. See <u>Settings</u> for details.

Reports Menu

Under Reports, you can find all automatically generated reports separated in two tabs: Excel files and graph files. Excel files are downloadable as either .xlsx or .csv. Graphs can be viewed in the browser and, just as the tables on the Dashboard, can be downloaded by clicking on the menu button on the top right of the image.



Reports available for download as .xlsx or .csv

XLSX/CSV Reports

All Records: This is an export of all data entered into the database.

Prioritization: This spreadsheet uses the base score of <u>Indiana University's MediaScore tool</u> to set a prioritization score for records.

Manifest: An export of all records owned by an organization showing only eight identifying fields to be used as the basis of a manifest used in delivering materials to a vendor. These fields are: Unique ID, Institution, Collection Name, Format, Print Type, Reel Diameter-Disc Diameter-Cassette Size, Title, Approximate Duration.

Estimated File Size Calculator: A spreadsheet calculating the estimated amount of storage space required post-digitization for various commonly used file formats, broken down at the

physical format level. These are not recommendations for target formats but a guide to help you decide which formats to use taking your organization's available resources into consideration.

Linear Foot Calculator: A spreadsheet calculating the approximate linear footage audio and video collections would require if stored directly on shelving, not in boxes. Does not include film.

Graphs Reports

Format: Graph showing the number of each format in the collection.

Commercial/Unique: Graph showing the number of commercial versus unique items in the collection.

Audio Base: Graph showing the number of items per base type (acetate, polyester, etc) for audio materials.

Film Base: Graph showing the number of items per base type (nitrate, acetate, polyester) for film materials.

Film Reel: Graph showing the number of items per reel diameter for film materials.

Audio Reel: Graph showing the number of items per reel diameter for audio materials.

Disk Diameter: Graph showing the number of items per disk diameter for audio materials.

Film Reel/Core: Graph showing the number of film items stored on reels versus stored on cores.

Film Print Type: Graph showing the number of basic film print types in a collection.

Film Color: Graph showing the number of color versus black and white films.

Film Sound: Graph showing the number of film sound track types in a collection.

Acid Detection Strip: Graph showing the number of items per acid detection strip reading in a film collection.

Settings

If you have Admin or Manager user permissions, you will see a Settings menu on your Toolbar. This is the place to add, delete, or edit user accounts, projects, and organization information. It is also where customization of the fields (show/hide, reorder) occurs.



Users

There are four user types: Admin, Manager, Cataloger, and User. To learn more about Roles, go to <u>Permissions</u>. Here's an example of the users view:

Users	🕀 Ne	W						
Name	\$	Email	Roles	¢	Organizations	¢	Action	4
Username		email@email.com	Admin		Organization		🗸 🖉 🗎 🛅	
Username		email@email.com	User		Organization		01010	
Username		email@email.com	Admin		Organization		🖌 🖉 💼	
Username		email@email.com	Admin		Organization		⊘ ∥ 🗇	
Username		email@email.com	Manager		Organization		🗸 🖉 💼	
Username		email@email.com	Manager		Organization		🖌 🖉 🛙 🗐	
Username		email@email.com	Manager		Organization		< / D	

Users list as seen by Admin or Manager.

To create a new User, click on the blue New button and complete the form. A
notification email will be sent to the user with login information. By default, Users and
Catalogers have access to all projects from the organization unless assigned to specific
ones in the Projects field:

AVCC
📀 New User
Name
Username
Email
Password
Password
Confirm Password
Confirm Password
Roles
User 🗘
Projects
Select Projects
Create or Cancel

Create New User window. Assign user to specific projects in the Projects field.

- To **deactivate or reactivate** a User, click on the checkmark or circle/line in the Actions box in the same row as the User Name.
- To edit a User account, click on the pencil in the Actions box in the same row as the User Name.
- To **delete** a User account, click on the trashcan in the Actions box in the same row as the User Name.
- If you click on the User Name, you will see a summary of the User profile where you can select to edit or delete the User.

Field Settings

The order and visibility of Fields are customizable. And, you can customize a template differently for each Project and for each media type (Audio, Video, and Film). Vocabularies are not customizable at this time.

Unique Id, Media Type, Project Name, Location, Format, and Title fields are required when creating a new record.

- Select the Project that you wish to customize from the drop-down menu. You can use the same drop-down menu to switch between projects.
- By default, all fields are visible to start. Click the box in the Show/Hide column to show or hide a particular field. An empty box means "Hide," while a check mark means "Show."
- To change the order of the fields, simply drag and drop them into the order you desire.
- Click on the "Update" button at the bottom of the page when you are done to confirm the changes.

Field Settings

Project: New

Select Project 🗸

	Name	Show/Hid
Media Type		
Project Name		
Unique Id		
Alternate Id		N
Format		
≎ Title		
Collection Classification		×
Collection Name		Ø
Condition Note		×
Digitized		2
 Digitized By 		Ø
Digitized When		×
≎ URN		×
Transcription		×
 Show Images 		×.

Field Settings screen. Enable/disable fields for each media type and drag fields to reorder. *Edited image, not all available fields are shown.

You can also read the <u>Data Entry Tips</u> for guidance.

Enable Backup

Update

When you enable backup, AVCC sends a CSV export of all records to one or more email addresses every night at midnight. In case of server failure or unanticipated downtime, this is a way of creating a distributed backup of all the data entered by enabling multiple copies to exist in geographically separate locations.

- Enter email addresses, separated by commas, of people or accounts you want to receive a copy of your records.
- Check "Enable Backup" to activate and click "Save."





Projects

Projects may consist of an entire collection or consist of sub-collections. Only Managers and Admins can create new projects and have access to all projects within an organization. A User or Cataloger may be assigned to one or many projects and they will only see the projects to which they have been assigned. (See Users above for User options).

Projects 🕀 New								
Name	٠	Organization •	Created On	Updated On •	Action •			
Project 1		Organization	2015-01-08 08:35:44	2017-08-04 17:26:01	< / 🖻			
Project 2		Organization	2015-01-09 05:01:18	2015-02-23 07:16:08	< / 🖻			
Project 3		Organization	2017-08-04 17:51:36		✓			

Projects list, enable/disable, edit, or delete projects.

• To **create** a new project, click on the blue "New" button and complete the form. Here you can also assign existing users to the new project. If this collection already contains digitized material, enter the total amount of storage space currently in use (in Terabytes).

AVCC		Records	Reports Help Guide
€ New Pr	roject		
Name	5		
Users			
File Size for the Digitized It	ems (TB)		
Audio	Video	Film	
Create or Cancel			

Create a New Project. Assign existing users and indicate digital storage used by digitized items (if any).

- To **deactivate or reactivate** a project, click on the checkmark or circle/line in the Actions box in the same row as the Project Name.
- To **edit** a project, click on the pencil in the Actions box in the same row as the Project Name.
- To **delete** a project, click on the trashcan in the Actions box in the same row as the Project Name.
- If you click on the Project Name you will see a summary of the project where you can select to edit or delete the Project. In this view you can also click "Add Record" to start data entry.

Account

To edit your organization's information, click on Settings>Account. This will show your organization's profile. To edit, click on the pencil icon next to the name.

NOTE: An account must have only one organization associated with it. The Organization cannot be deleted, and an additional one cannot be added to an account.

Creating a Record

To create a record, simply click on the Records tab on the <u>Main Menu</u> and then click on the blue "New" button. This will open a blank template for a new record.

To continue, first select the correct Media Type (Audio, Video, Film). Then, select the Project Name, and the Format. Once selected, all fields corresponding to that format will show up on the screen. You can select which fields apply to each media type in <u>Field Settings</u>.

AVCC	
Ne	w Record - Video
Media Type *	
Video	\$
Format *	\$
	\$
Cancel Sav	Save & New Save & Duplicate

To create a New Record first select the Media Type. Then assign it to a Project and select the format.

NOTE: Please note that the fields that appear and the values in certain fields are tied to the Format that is selected. Certain fields will not appear in the template until the Format is identified. For example, ¼ inch open reel audio will present a field for reel diameter, but a compact audio cassette will not. Or, 35mm film will show base types of Nitrate, Acetate, and Polyester, but 16mm film will only offer Acetate and Polyester. This feature is to control for incorrect entry and limit confusion that may occur through the presentation non-applicable fields.

Data entry is simple free text or drop-down menus for controlled vocabularies. There are only six required fields, marked with asterisks (*), the focus of which is basic identification and location. After that, you can choose whatever other fields are relevant to your needs. Some

organizations may wish to capture only the required fields because they want to complete the project quickly and move onto preservation work. Others may gather more data in order to employ more selective prioritization or use the tool to gather more descriptive information.

When creating a new record, you can click on the field name to see a definition for that field. A description of each field and its purpose can be found in <u>Field Definitions</u>.

To delete and add fields, go to Settings > Field Settings on the main Menu. Additional information about media types and formats can be found in <u>Identifying Formats</u>.

After completing data entry, at the bottom of the record are four options:

- **Cancel:** Cancel the creation of the record and do not save any information.
- **Save:** Save the new record.
- Save and New: Save the record and open a new template to enter the next record.
- Save and Duplicate: Save the record and open a new template that contains the same data input for current record. This can be used for collections where the materials mostly have the same information and just need to be slightly edited.

Data Entry Tips

To get the most out of AVCC and all its features, you may consider the following tips for the data entry process:

- The final reports generated by AVCC rely upon the information gathered during the data entry process. When important information like duration or format is not captured, the reports generated will be less accurate, and ultimately less useful to your institution. The more information catalogers are able to enter into the database, the more comprehensive the final reports will be.
- If a piece of essential information is missing it is always better for catalogers to make an educated guess than leave a field blank.
- Catalogers should not approach their task as a process of directly transcribing the information contained within the object itself. Even if the precise information is not known for a given field, catalogers will usually be able to fill in the blank with a reasonable guess by using a combination of common sense and their knowledge of the collection as a whole.
- Oftentimes, consulting other fields within the record can help catalogers make these estimates. For example, if there is no indication of the content's duration, the information contained within the Media Duration field coupled with an understanding of the collection's content will allow catalogers to make an acceptable estimate.
- Use the "Save and Duplicate" feature if you are entering records for materials that have many fields in common, such as a radio program collection where only the title, date, and description may change.
- Though fields such as Durations, Bases, and Diameters are not required to create a record, entering them (or not) will impact reporting. For reporting to be accurate there must be a value in the field, even if that value is a guess or reasonable estimate. Don't be afraid of making estimates based on previous knowledge of the collection or the likelihood of content being a certain way (i.e. if you're dealing with a radio or television program, you can make a pretty good guess that the content will be approximately 30 or 60 minutes. Or if it's a collection of audio recordings from the 1980s, you can be almost certain that all base types are polyester without having to check).

• Fields like Durations and Dates, which are open text, should not include extra characters outside of whole numbers and the selected date format. Standard cataloging practices such as use of question marks and brackets will disrupt reporting and make data migration more difficult in the future.

Please <u>send more tips and suggestions</u> our way!

Identifying Formats

There has been no authoritative listing or count of the number of audio, video, and film formats produced over the past 100-plus years. Some estimates place the number of video formats alone at over 80. This also means there has been no comprehensive identification guide for all formats. Most collections will largely be made up of common or easily identifiable formats, but there are always outliers from acquired collections, or regional or production-based use of uncommon formats.

Identification of film gauges and bases is fairly simple with basic training. Audio and video can be more complicated. Unless a generic stock, many cassette-based formats will have the name of the format written somewhere on the labeling or cassette itself. Other clues for cassettes and reels will be tape width, cassette or reel structure and size, and perhaps coloring. Disc identification may be based on certain physical characteristics that require a degree of handling experience to train on. And then there are the formats like wire recordings, cylinders, dicta-belts, and others that are their own category.

The following resources offer some degree of help in identification of major formats and some less common ones. Please be aware that such free internet resources may suddenly disappear or change URLs, and that some information may become outdated as the field (and time) advances from the period the resources were originally created.

AV Compass AV Identification Guide

http://www.avcompass.bavc.org/sites/default/files/uploads/The_Identify_Guide.pdf

A guide intended for people who are approaching AV inventorying for the first time. It includes common video, audio, and film formats, organized by data storage technology (magnetic, grooved, optical, etc.). It also includes useful information on how to properly handle materials and how to identify common conservation and deterioration issues.

Some considerations:

• Micro and Mini cassettes are defined as the same, although they have slightly different features.

- AVCC doesn't have an entry for shellac or aluminum discs. Use Other disc format instead.
- AVCC doesn't have an entry for magnabelts and memobelts. Use Other transcription disc instead.

Texas Commission on the Arts Videotape Identification and Assessment Guide

http://www.arts.texas.gov/wp-content/uploads/2012/04/video.pdf

Covers most major professional and consumer video formats. Due to advances in decay and obsolescence factors some of the assessment advice is less reliable or outdated, but the pictures and technical descriptions of formats are still valid.

Preservation Self-Assessment Program Format ID Guide

https://psap.library.illinois.edu/format-id-guide

Similar to the Texas Arts Commission Guide, but includes audio and film.

Video Format Identification Guide

http://videopreservation.conservation-us.org/vid_id/index.html

More extensive listing of video formats, but ends with formats in 1995.

Indiana University FACET Format Characteristics and Preservation Problems

http://www.dlib.indiana.edu/projects/sounddirections/facet/facet_formats.pdf

Overview of major audio formats, including details on technical structure and common preservation issues.

Field Definitions and Recommendations

The Forms are comprised of a series of free text and drop-down fields. Some vocabularies employed have been greatly simplified (such as Film Print Type) in order to make their use easier for non-experts and to ensure realistic considerations about how well and how easily they can be correctly identified when performing a general inventory through visual inspection.

Basic fields: All Media Formats

Media Type: This field defines which metadata template is used in the inventory process, it is a controlled vocabulary with only three options: Audio, Film and Video. Used for reporting purposes and to help differentiate formats like VHS and A-DAT that can use the same physical media but be totally different recording types. This field is required.

Project Name: A drop-down field identifying the Project this record belongs to. In some cases, an organization will only have one project. In others they may decide to approach collections one by one with different interns or staff as available and create multiple projects. This field is required. See <u>Settings > Projects</u> to learn how to create new projects.

Unique ID: A free-text field for a unique number assigned to each object during the cataloging process. This field is manually-entered by the cataloger and it may be an existing ID number already associated with the object or it may be created from scratch; the Admin makes the decision on this matter. In order to check that no two objects share the same number, it is possible to <u>export all data</u> in the system and sort it by Unique ID. This field is required.

Alternate ID: A free-text field to record any additional identification numbers the item may have, such as legacy IDs, series or collection numbers, etc.

Location: A free-text field containing the object's location. This field is required.

Format: A drop-down field that indicates the standard format of an audio, video, or film object. This field is required. See <u>Identifying Formats</u> for guidance. **Title:** A free-text field containing the name of the object. If the object is part of a series, has an alternate title, or is a compilation of many titles, the cataloger may choose to account for this information in the Description field. Assigned titles are often a necessity in archival collections due to poor labeling or the prevalence of non-commercial material. If a title cannot be determined from the object's documentation (for example, if the object is a completely blank VHS tape), you may choose to assign the title "Unlabeled" or similar. This field is required.

Collection Classification: This field provides an additional hierarchy for classification.

Collection Name: A free-text field denoting the object's parent collection or other collection identifier.

Description: A free-text field containing a description of the object's content, any contextual information pertaining to the content, and/or the provenance of the physical object. Your institution will decide what information should be included, how it should be written or ordered, and how to communicate to the inventory takers. See <u>Getting Started</u> for more details.

Commercial/Unique: A drop-down field to identify an object as commercial or unique in nature. "Unique" may also be used to mean "rare."

Content Duration: A free-text field noting the run time of the object's content. Expressed in minutes. For reporting purposes round up to the nearest whole number. Do not add any other text. For example, a 27 minute 38 second program is best entered as "28."

Creation Date: A free-text field noting the date the object itself was created (a later derivative may have a different creation date from the date the content was originally recorded). Consistency is best, but can be difficult when dealing with content that is poorly labeled or inexact in labeling. Maintaining a pattern of yyyy/mm/dd or mm/dd/yyyy will make the data less challenging to work with in the future, filling in unknown portions of data with Xs (example: 05/XX/2005 to denote a date with unknown day). See <u>Getting Started</u> for more details.

Content Date: A free-text field noting the date the object's content was created or published. See Creation Date for entry method.

Manager Review: A check box for the cataloger to tick if the cataloger has questions about the record. The manager of the project can filter on this field to find records that need review.

General Notes: A free-text field for additional comments about the record that are not included in other fields. It could also contain notes for the manager to review.

TIP: remember to be concise, do not transcribe everything that's on the item, just include information that could be useful for planning.

Reformatting Priority: a checkbox to mark items that are priority on the list for digitization. There are several reasons for a media item to be higher priority on the list. Managers and catalogers should work together to determine which reasons for which items would be considered priorities.

Genre terms: A free-text field that categorizes the general nature of the object's content. Your institution will compile a list of relevant genres and subjects. See <u>Getting Started</u> for more details.

Contributor: A free-text field denoting any person involved with the creation of the object's content. Examples include writers, editors, producers, performers, etc. You may choose to include the contributor's title along with the name when the cataloger fills in this field. Your institution will decide how the Contributor field should be formatted; these formatting specifications will be documented and shared with the catalogers. See <u>Getting Started</u> for more details.

Generation: A free-text that defines the relationship between original material and copies. Your institution will compile a list of the relevant generations; if the collection consists mostly of commercial material, this list may be very short.

Part: A free-text field that notes if the object is part of a larger work. For example, if a full-length film is broken up into four reels, the catalogers may complete this field as "Reel 1 of 4."

Copyright: A free-text field containing information about the terms surrounding an object's use. You may choose to include notes on viewing restrictions, use guidelines, and rights holders. It may be a complex rights statement or something as simple as stating that this asset is the property of the institution and any further use must be approved. Your institution will decide what information should be included in this field. See <u>Getting Started</u> for more details.

Duplicates: A free-text field that notes if the institution has multiple original copies of an object or if there are derivatives such as Service Copies. You may choose to include information about the location of these duplicates.

Related Material: A free-text field for notes on associated objects.

Condition Note: A free-text field containing information identifying chemical or physical damage/degradation that may impact playback (mold, broken cassette, hydrolysis, brittleness,

shrinkage, tape damage, etc.) The catalogers may also choose to note the date of the inspection in this field.

Digitized: a checkbox to indicate whether this item has been digitized. When the box is checked, three additional sub-fields appear:

Digitized By: A free text field to indicate who performed the digitization. This field is required when the Digitized box is checked.

Digitized When: A controlled-format field (mm/yyyy) that indicates when the digitization was performed. This field is required when the Digitized box is checked.

URN: An optional free-text field for providing file path information for the digital output.

NOTES:

When "Digitized" is checked, "Content Duration" becomes a required field as well since this is information that is easy to ascertain once digitized. This is to aid in collection and reporting of accurate content duration information when items are digitized.

When importing or batch editing the digitization sub-fields and "Content Duration" are **not required.**

Transcription: A checkbox that documents the presence of a transcript when it exists.

Specific Film Fields

Print Type: A drop-down field that indicates if a film print is positive, negative, full coat mag track, or unknown. Very simplified from the standard designations of various film types, but sufficient for high-level preservation planning. Required field for film records.

Reel or Core: A drop-down field denoting if the film is stored on a reel, a core, or neither of them. Cores are generally recommended for long-term storage, but there may be instances when a projection reel is more practical.

Footage: A free-text field for documenting the footage length of a film reel. This field can only record numbers. Meters may be used instead, but in both cases the field will function better in the future if only whole numbers are used with no additional text or marks. For example, a 1000 foot reel should be expressed as "1000."

Reel Diameter: A drop-down field noting the diameter in inches of a reel, primarily if the film is stored on a projection reel. Combined with Media Diameter, this field may help catalogers estimate Content Duration if a footage ruler is not available, and may also help plan with rehousing and physical storage space needs.

Media Diameter: An open-text field noting the diameter of the actual film in inches on the reel in comparison to the reel size if a footage ruler is not available. May help estimate footage or duration, and may also help plan with rehousing and physical storage space needs.

Base: A drop-down field noting the base of the film — simplified to Nitrate, Acetate, or Polyester. This will be an important prioritization data point.

Color: A drop-down field that indicates if the film is color, black and white, or both. Color film is a higher risk due to fading.

Sound: A drop-down field that indicates how the film's sound was recorded — silent, mag stripe, variable density optical, variable area optical, and optical (in case the cataloger cannot determine between the two types). Mag stripe film is often a higher preservation risk due to the interaction of the magnetic binder and the film base.

Edge Code/Year: A free-text field to record the year the film stock was manufactured, which can be derived from the edge code. Edge codes are a series of letters and/or symbols found on the edge of the film. You can see a list of Kodak edge codes <u>here</u>. Fuji manufacturing date is two numbers to indicate the year and two letters to indicate a period of months (80 JM: 1980 January-March).

Frame Rate: A drop-down field that indicates the original frame rate of the recording where discernable.

Acid Detection Strip: A drop-down field that indicates the acid detection rating for acetate film if any has been taken. High A/D ratings should be prioritized for cold storage and/or reformatting. High rating films should also be separated from others to avoid vinegar syndrome spreading to other elements of the collection.

Shrinkage: A free-text field to note the shrinkage percentage of the film if measurements have been taken. At certain shrinkage levels, films cannot be projected and may or may not be able to be reformatted.

Specific Video Fields

Cassette Size: A drop-down field to identify a cassette format that comes in two sizes (e.g., U-matic, DigiBeta, Betacam) is large or small. Only applicable to certain formats.

Video Format Version: A drop-down field providing further information about the format version of a given format. Only applicable to certain formats. This may impact the type of deck required to reformat a video or the ability of a vendor to do that work. Values include: High Band, Low Band, Type A, Type B, Type C.

Recording Speed: A drop-down field specifying at what speed the object was recorded. Only applies to specific formats that have variable recording speeds, such as VHS. Values include SP, LP, EP, SLP.

Recording Standard: A drop-down field that notes if a tape was created using NTSC, PAL, or SECAM recording standards.

Media Duration: A free-text field to enter the total possible capacity of the object in instances where the actual content duration is unknown. Expressed in minutes as a whole number. This field only allows numbers. For example, a Betacam SP BCT 60MLA tape has a media duration of 60 minutes and should be entered as "60."

Reel Diameter: A drop-down field noting the diameter in inches or centimeters of a reel. Only applicable to open-reel video formats.

Specific Audio Fields

Reel Diameter: A drop-down field noting the diameter of the audio object's reel. Combined with Media Diameter, this field may help catalogers estimate Content Duration. Values include 10.5" NAB, 10.5", 7", 5", 4", and 3".

Disk Diameter: A drop-down field noting the size of an audio disk's diameter. Values include 7", 10", 12", and 16". 45RPM disks are assumed to be the same size. Does not include optical discs.

Media Diameter: A drop-down field noting the percentage of tape filling a reel in comparison to the actual reel size. Combined with Reel Diameter, this field may help catalogers estimate Content Duration.

Base: A drop-down field noting the base type of the audio object. Values include Paper, Acetate, and Polyester for magnetic tape, and Glass, Shellac, Vinyl, and Aluminum for discs.

Media Duration: A free text field to enter the total possible capacity of the object in instances where the actual content duration is unknown. Expressed in minutes as a whole number. This field only allows numbers.

Recording Speed: A drop-down field specifying at what speed the object was recorded, for open-reel tape and audio discs. Open-reel speeds are documented as Inches Per Second (IPS) and include 15/16, 1 ⁷/₈, 3 ³/₄, 7 ¹/₂, 15, 30, and Variable for recordings made at different speeds. Discs are documented at Revolutions Per Minute (RPM) and include 16, 33 ¹/₈, 45, 78, and Variable for recordings made at different speeds. Other non-standard speeds may be applicable.

Tape Thickness: A drop-down field that defines the thickness of a ¼ inch open reel tape. The values range from .5 mil to 2 mil. Thinner tapes are at higher risk for breaking or stretching during playback. This information may be noted on the tape's box, though the box may not be a reliable identifier of the actual tape inside. Use of a micrometer will identify the exact thickness, but capturing this information can be a time-consuming process.

Sides: A drop-down field that notes if an audio object was recorded on one side or both sides. Applicable primarily to audio cassettes and ¼ inch open reel audio.

Track Type: A drop-down field that identifies how many tracks are on the object. Primarily applicable to open-reel tape and some later production formats such as A-DAT, DAT, DA-88, and others. Values include full track, half track, quarter track, 8-track, 16-track, and 24-track. For multi-track recordings the number of tracks may be variable depending on the number of microphones used. Select the closest standard value.

Mono or Stereo: A drop-down field that identifies if an audio recording is mono or stereo. This will not necessarily impact playback, but may have an impact on digitization, file size, and the specifications of the resulting file.

Noise Reduction: A drop-down field that notes any noise filtering devices used during the object's recording. Primarily used for magnetic tape recording. Values include Dolby A, Dolby B, Dolby C, Dolby S, Dolby SR, and Dolby HX.

Searching, Viewing, and Managing Records

Viewing

To view your records, click on "Records" in the main menu. You will see a list of your records on the right and filter options on the left. You can only see six defined fields in this table view. To view details of a specific record, click on any highlighted (blue) datapoint in the row for the record.

Filters		Ор	erations 🗸	New	Show	ving 1 - 100 of 163 Previous 1 2 Nex	t	
Keyword	~		Project	Format			Collection	
Project Name	~		Name	¢	Unique ID 🛛 🕸	Title 🔷	Name 🕈	Location 🕸
Collection Name	~		Avpreserve	16mm	A:3	"#1"	test	Box A
Media Type	~		Avpreserve	16mm	A:31122	"#1"	test	Box A
Format	~		Avpreserve	16mm	A:3113	"#1"	test	Box A; test
Reformatting Priority			Avpreserve	16mm	A:31123	"#1"		Box A; test
Digitized			Avoreserve	16mm	A:7	7#6"		Box A
Transcription		-	Aupreserve	Tomm	747	πο 1		DOAT
Has Images			Avpreserve	16mm	A:8	.:8 "#8 PBM"		Box A
Commercial/Unique	~		Avpreserve	16mm	A:6 "Hubbardston"		test	Box A
Base	~		Avpreserve	16mm	29334/33	29334/33 "Roll waves" in run off on steep road surfaces		Level
Print Type	~	-			and the second s			0/Cold
Acid Detection Strip	~							Store
Reel Diameter	~		Avpreserve	16mm	1011	1011 #1 New Orleans 1941		C331C
Disk Diameter	~		Avpreserve	16mm	1020	1020 #10 England's Coronation Geo VI and Elizabeth		C331C
Recording Standard	~		Avpreserve	16mm	1021	#11 England 1 1930	test	C331C
Manager Review			Avpreserve	16mm	1000	#12 England 2 1930	test	C331C
			Avpreserve	16mm	1012	#2 Western Trip June 1939 No. 1	test	C331C

The Records view. You can see a detailed version of a record by clicking on any highlighted (blue) text.

Editing

To edit a record, click on any highlighted datapoint in the row for the record. Once in the record, click on the blue "Edit" button. This will unlock the record and reveal all fields applicable to that media type and format. Make edits or additions as needed and click the blue "Save" button at the bottom of the page. You may also choose to Cancel, Save and Create New Record, Save and Create a Duplicate Record, or Delete the record.

Record Detail					
Created by: Ad	min				
Created at: 201	7-02-21 15:43:08				
Media Type	Film				
Project Name	Avpreserve				
Unique Id	A:31122				
Location	Box A				
Format	16mm				
Print Type	Positive				
Title	"#1"				
Collection Name	test				
Description	"#1" 1926 July J.C. Freeman & Co. 376 Main St. Worcester, MA				
Commercial	Unique				
Reel or Core	Reel				

Detailed view of a record. Click on the "Edit" button to update or add information.

Searching

On the Records page, search utilizes both keyword searching and faceting.

To search keywords across fields, enter your terms in the search box.

To **search keywords in a specific field**, click the "Search" button under the search box, select the desired field, and enter your terms. You can search for multiple AND terms across all fields or across specific fields by adding new terms to the search box one at a time. Click on the "X"

button next to the term to remove it from the search, or click on "Reset" to remove all terms from the search.

Filters	Filters
Keyword ~	Keyword: Description
	News 😣
Search	Reset
Title	Keyword
Description	ind j i i or d
Collection Name	
Creation Date	
Content Date	Search 🗸
Genre Terms	Add Keyword
Contributor	
Unique ID	Project Name
General Note	Collection Name
Condition Note	Collection Name
Add Keyword	Media Type

Left: Select a field and enter keyword(s) to search in one specific field. Right: Example search: looking for News in the Description field.

NOTE: the system will only search for full words in the selected fields, i.e. searching for "te" will not return results for "test"; you should search for "test" instead.

To perform **faceted browsing**, click on the field name in the table under the search box. This will open the menu of available terms that you can select. You can select terms from multiple fields to narrow down your facet. Click on the "X" button next to the facet term to remove it from the search, or click on "Reset" to remove all terms from the search. Checkbox fields will appear directly in the list, just click on the box to see items that have been checked for that particular category.

Boxes that are outside the dropdowns in this section (such as "Digitized") are tri-state elements, i.e. they can be used to search for checked, unchecked, or indeterminate value (either/or).

Media Type	~ 1
Format	~
Reformatting Priorit	у
Digitized	
Transcription	
Has Images	
Commercial/Unique	~
Base	~
Print Type	~
Negative (16)	
Positive (96)	
Unknown (16)	
Acid Detection Strip	~
Reel Diameter	~
Disk Diameter	~
Recording Standard	~

Faceted browsing. Select specific terms in a field or check/uncheck options for box-type fields.

Records Operations

In the Records view, you can perform different operations to manage your records. This is possible using the "Operations" drop-down menu on the top left of the records list.

Remember that any changes you perform using these options are permanent — you can't undo the actions once saved.

	Operations ~	Nev	N	Showing 1 - 100 of 163 Prev		
	Export	>	CSV	CSV		
	Export and	Merge	>	XLSX		Title
	Import	>				
	Bulk Edit Delete			2		
				2	#1	
	- 1		120	-	#1	

Operations menu. Export, import, edit, and delete options for records.

Export

You can **export your records** in either CSV or XLSX format.

To export all records created, use the "All Records" report under the Reports tab (See <u>Reports</u> <u>Menu</u>).

Export via the Records page allows you to select **a specific set of records to export**, based on a search or other selection criteria.

To select all results from a search or filter (across all pages of results) click the box in the column before the Project Name column. This is Select All. To select specific records, click on the boxes next to the individual records. You can select single records across multiple pages of results and your selections will remain as you navigate.

Under the Operations menu, select "Export," and select CSV or XLSX format. After the system processes you will receive a confirmation message, followed by an email with a link to the download of the report sent to the email address associated with your account.

NOTE: Processing times may vary and it may take several minutes for the email to arrive.

Export and Merge

Export and merge offer the ability to automatically merge the exported data with an existing data set based on the unique identifier. This is useful, for example, if you have existing documentation about the items inventoried and you want to complement this information with the data exported from AVCC.

First, prepare the data set to be merged in a CSV or spreadsheet; the first column must contain Unique IDs. Additional information to be merged is contained in subsequent columns.

1	A	B	C	D	E	F
1	Unique ID	Format	Print Type	Title	Collection	
2	221	16mm	Positive	1965 Big Ten Highlights	Donated Film	
3	223	16mm	Positive	1969 Big Ten Highlights	Donated Film	
4	222	16mm	Positive	1969 Rose Bowl Film	Donated Film	
5	709	16mm	Positive	1971 Farmers Week "Daw	Donated Film	
6	876	16mm	Positive	1979 Big Ten Conference F	Donated Film	
7	3551	16mm	Negative	1982 Bobby Crim 10 Mile	Donated Film	
8	3552	16mm	Negative	1982 Crim Race	Donated Film	
9	3553	16mm	Negative	1982 Crim Race (Susan St.	Donated Film	
10	23	16mm	Negative	2101 Floats	General	
11	747	16mm	Positive	ction Day at MSU	General	
12	748	16mm	Positive	ction Day Part II	General	
13	778	16mm	Positive	4-H Challenge Program	General	
14	770	16mm	Positive	4-H Climbing	General	
15	738	16mm	Positive	4-H Clowns	General	
16	219	16mm	Positive	4-H Club Congress	General	
17	784	16mm	Positive	4-H Dairy Show	General	
18	718	16mm	Positive	4-H Electric Show	General	
19	792	16mm	Positive	4-H Fishing	General	
20	771	16mm	Positive	4-H Gymnastics	General	
21	768	16mm	Positive	4-H Horses and Handicapp	General	
22	751	16mm	Positive	4-H PSA's	General	
23	752	16mm	Positive	4-H PSA's	General	

Example of well-formed data set: the first column corresponds to Unique ID.

To begin the export and merge process in AVCC, select the records you want to export on the Records page. Next, select "Export and Merge" from the Operations menu. The prompt will ask you to select a document to merge with (the CSV or spreadsheet you prepared). Following this you will see a prompt indicating that you will be emailed to download the resulting file.

The process that takes place on the backend consists of looking for matching unique identifiers in both files. When the process finds a unique identifier in the selected file that matches a unique identifier in the exported data, it merges the data in both into a single row. If there are non-matching unique identifiers the process creates a row in the resulting file that contains only the data in the originating source. If there are repeating unique identifiers in the selected file the exported data will only be merged with the first unique identifier it finds.

Import

To import existing data into AVCC, use the AVCC import template found <u>here</u>. At a minimum, the required fields (Media Type, Project Name, Unique ID, Location, Title, Print Type [for film if film is the media type]) must be populated in order to achieve a successful import. Values in the import document must comply with all AVCC vocabularies and field restrictions. Failure to comply will cause the import to fail.

On the Records page, under the Operations menu, select "Import," and select the correct format. The prompt will ask you to select a spreadsheet or CSV file to import. Following this you will see a prompt indicating that you will be emailed with more information about your import request.

NOTE: AVCC will not allow overwriting or updating of information via import. Any duplicate unique identifiers will trigger a failure for import. If an import fails you will receive an email indicating the reason for failure. If an import succeeds you will receive an email indicating successful import.

Bulk Edit

To bulk edit fields across records, select the applicable records using the checkboxes in the first column in the Records view, and then select "Bulk Edit" from the Operations menu.

Enter the value you wish to apply to all selected records in the field(s) that appear in the dialog box. At this time, only certain fields are allowed for bulk edit. Click "Submit" to apply the changes or "Close" to cancel.

Bulk Edit

Color		
	\$	
Sound		
	\$	
Frame Rate		
	\$	
Acid Detection Strip		
	\$	
Print Type		
	\$	
Digitized		
 check ouncheck on none Digitized By 		U
Digitized When		
	Clo	ose Submit

Bulk Edit window. After selecting records to edit, click "Bulk Edit" and change the desired values.

Delete

To delete one or multiple records, click the box(es) in the first column next to the record(s) you wish to delete. From the Operations menu select "Delete" and confirm.

If you use the "Select All" box in the first column of the header row, all records on all pages will be deleted. If you have performed a search or limited by facet, only those within the current data set will be deleted. If you have not performed a search or limited by facet, all records in the system will be deleted.

You can also delete a single record within the Edit screen.

License Info

AVCC code is licensed under the AGPLv3 license (http://www.gnu.org/licenses/agpl-3.0.txt).

AVCC documentation is licensed under the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License (http://creativecommons.org/licenses/by-nc-nd/4.0/).

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Contact

AVP

www.weareavp.com

Questions and bug reports should be directed to avcc@weareavp.com

Interested in developing additional functionality or extended implementations for AVCC? Contact us at avcc@weareavp.com and let us know what you'd like to see.

En Español

A continuación se presentan algunas secciones de la presente guía en español destinados a mejorar la experiencia de nuestros usuarios hispanoparlantes en la plataforma AVCC. Si bien la plataforma no está en español, esperamos que esta pequeña guía sirva como referencia para el uso de AVCC.

Hemos comenzado por incluir aquí definiciones de los campos utilizados en AVCC de forma de hacer más fácil la tarea de catalogadores.

Queremos continuar entregando herramientas en este idioma, por lo que recibimos con gusto comentarios y sugerencias al respecto.

Puede comunicarse con nosotros en: avcc@weareavp.com

Definiciones de Campos y Recomendaciones

Los formularios en AVCC están formados por una serie de campos de texto libre y menús desplegables. Algunos de los vocabularios utilizados han sido simplificados (como por ejemplo Film Print Type - Tipo de Copia de Film) de manera de permitir un uso más fluido por parte de usuarios sin experiencia en el área y para asegurar consideraciones realistas sobre qué tan fácil es la identificación de los elementos al realizar inventarios generales a través de inspección visual.

Campos básicos: Todos los formatos

Tipo de Medio (Media Type): Este campo define qué plantilla de metadatos se utiliza para el proceso de inventario. Es un vocabulario controlado con sólo tres opciones: Audio, Film y Video. Es información utilizada en los informes y para ayudar a diferenciar formatos tales como VHS y A-DAT que pueden utilizar el mismo medio físico (cinta magnética) pero contener tipos de grabaciones completamente distintas. Este campo es obligatorio.

Nombre del Proyecto (Project Name): Campo de menú desplegable que identifica el proyecto al que pertenece la ficha. Es posible que en algunos casos la organización sólo tenga un proyecto. En otros es posible que se haya decidido trabajar las colecciones de forma individual con voluntarios o empleados diferentes y se hayan creado múltiples proyectos. Este campo es obligatorio.

ID Único (Unique ID): campo de texto libre para un número único asignado a cada objeto durante el proceso de inventario. Este campo es ingresado de forma manual por el catalogador y puede ser un número de identificador que ya esté asociado al objeto o uno completamente nuevo. El encargado de decidir es el Administrador. Este campo es obligatorio.

ID Alternativo (Alternate ID): campo de texto libre para guardar cualquier otro número de identificación existente, tales como identificadores antiguos, series o números de colecciones, etc.

Ubicación (Location): campo de texto libre que contiene la ubicación física del objeto. Este campo es obligatorio.

Formato (Format): Campo de menú desplegable que indica el formato estándar de un objeto de audio, video o film. Este campo es obligatorio.

Título (Title): campo de texto libre que contiene el nombre del objeto. Si el objeto es parte de una serie, tiene un título alternativo o es una compilación de varios títulos, el catalogador puede elegir poner esta información en el campo Descripción. Títulos asignados son frecuentemente una necesidad en colecciones de archivo debido a etiquetados pobres o la prevalencia de material no comercial. Si no se puede determinar un título a partir de la documentación del objeto (por ejemplo, el objeto es una cinta VHS sin ninguna anotación), puede elegir utilizar el título "Sin etiqueta" o algo similar. Este campo es obligatorio.

Clasificación de la Colección (Collection Classification): Este campo entrega una jerarquía adicional para clasificar colecciones.

Nombre de la Colección (Collection Name): campo de texto libre que denota la colección a la que pertenece el objeto o otro identificador de colecciones.

Descripción (Description): campo de texto libre que contiene la descripción del contenido de un objeto, cualquier información contextual relacionada al contenido y/o la proveniencia del objeto físico. Su institución decidirá qué información debe ser incluida, cómo debe ser escrita u organizada y cómo comunicárselo a los catalogadores.

Comercial/Único (Commercial/Unique): Campo de menú desplegable para identificar si un objeto es de naturaleza comercial o es único. "Único" también puede utilizarse como "poco común".

Duración del contenido (Content Duration): campo de texto libre que indica el tiempo de duración del contenido del objeto. Expresado en minutos. Para efecto de los informes, redondear al número entero más alto. No añadir texto. Por ejemplo, la mejor forma de ingresar un programa de 27 minutos y 38 segundos es "28".

Fecha de Creación (Creation Date): campo de texto libre que indica la fecha en que el objeto mismo fue creado (un derivado posterior puede tener una fecha de creación distinta de la fecha en que el contenido fue grabado originalmente). Lo ideal es mantener la coherencia, pero puede ser difícil al lidiar con contenido que es etiquetado de forma pobre o imprecisa. La mantención de un patrón como aaaa/mm/dd o mm/dd/aaaa hará que los datos sean más fáciles de procesar en el futuro, y rellenar los datos desconocidos con X (ejemplo: XX/05/2005 denota una fecha con día desconocido).

Fecha del Contenido (Content Date): campo de texto libre que indica la fecha en que el contenido del objeto fue creado o publicado. Ver Fecha de Creación para detalles de llenado.

Revisión del Manager (Manager Review): un campo de checkbox que debe ser marcado por el catalogador cuando tiene una duda sobre la ficha. El manager del proyecto puede realizar una búsqueda filtrada para encontrar las fichas que necesitan revisión.

Notas Generales (General Notes): campo de texto libre para comentarios adicionales sobre la ficha que no están incluidos en otro campo. También puede contener notas dirigidas al manager para su revisión.

DATO: recuerde ser conciso, no transcriba toda la información del ítem, incluya sólo información que puede ser útil para la planificación.

Prioridad de Reformateo (Reformatting Priority): un campo de checkbox para marcar los ítems que son prioridad para la digitalización. Hay varias razones para que un ítem audiovisual tenga prioridad alta. Los managers y catalogadores deben trabajar juntos para determinar qué razones para qué ítems pueden ser consideradas prioridad.

Términos de Género (Genre terms): campo de texto libre que categoriza la naturaleza general del contenido de un objeto. Su institución debe compilar una lista de géneros y tópicos relevantes.

Contribuidor (Contributor): campo de texto libre que denota cualquier persona involucrada en la creación del contenido del objeto. Ejemplos son: guionistas, editores, productores, artistas, etc. Puede incluir si desea el título del contribuidor junto con el nombre. Su institución debe decidir el formato de este campo, información que debe ser documentada y compartida con los catalogadores.

Generación (Generation): campo de texto libre que define la relación entre un original y sus copias. Su institución debe compilar una lista de generaciones relevantes; si la colección consta mayormente de materiales comerciales es posible que esta lista sea bastante corta.

Parte (Part): campo de texto libre que indica si el objeto es parte de una obra más grande. Por ejemplo, si una película completa consta de 4 rollos el catalogador puede utilizar este campo como "Rollo 1 de 4".

Derecho de Autor (Copyright): campo de texto libre que contiene información sobre los términos que rodean el uso del objeto. Puede incluir notas sobre restricciones de visionado, guías de uso y dueños de los derechos. Puede ser una declaración de derechos compleja o algo tan simple como decir que el objeto es propiedad de la institución y que cualquier uso debe ser aprobado. Su institución debe decidir qué información incluir en este campo.

Duplicados (Duplicates): campo de texto libre para indicar si la institución tiene copias originales múltiples de un objeto o si hay derivados tales como Copias de Servicio. Puede también incluir información sobre la ubicación de estos duplicados.

Material Relacionado (Related Material): campo de texto libre para notas u objetos asociados.

Notas de Condición (Condition Note): campo de texto libre que contiene información para identificar daños o degradación física o química que pueda afectar la reproducción (hongos, cassette roto, hidrólisis, fragilidad, encogimiento, daño en la cinta, etc.) Los catalogadores también pueden anotar la fecha de inspección en este campo.

Digitalizado (Digitized): un checkbox para indicar si el ítem ha sido digitalizado. Cuando ha sido marcado aparecen tres sub-campos:

Digitalizado por (Digitized By): campo de texto libre para indicar quién realizó la digitalización. Este campo es obligatorio cuando se ha marcado la casilla Digitalizado.

Fecha de Digitalización (Digitized When): campo de formato controlado (mm/aaaa) que indica cuándo se realizó la digitalización. Este campo es obligatorio cuando se ha marcado la casilla Digitalizado. **URN (Uniform Resource Name):** campo de texto libre opcional para entregar información de ubicación o ruta del archivo de la copia digital.

NOTAS:

Cuando "Digitalizado" está marcado, "Duración del contenido" se vuelve campo obligatorio pues es información que es fácil de obtener una vez digitalizado el contenido. Esto ayuda a realizar informes precisos sobre duración de contenidos de la colección.

Al importar o editar en lotes, los sub-campos y "Duración del contenido" no son obligatorios.

Transcripción (Transcription): un checkbox que documenta la presencia de una transcripción cuando ésta existe.

Campos específicos para Film

Tipo de Copia (Print Type): campo de menú desplegable que indica si una película es un positivo, negativo, track magnético completo o desconocido. Esto es una simplificación de las designaciones estándares de tipo de copia pero es suficiente para planificación de preservación. Campo obligatorio para fichas de película.

Reel o Núcleo (Reel or Core): campo de menú desplegable que indica si una película está guardada en un reel, núcleo, o ninguno de ellos. Los núcleos son recomendables para almacenamiento a largo plazo, pero puede haber instancias en donde un reel de proyección sea más práctico.

Pietaje (Footage): campo de texto libre que documenta el largo de un rollo de película. Este campo sólo permite números. También pueden utilizarse metros, pero en ambos casos el campo funcionará mejor si sólo se utilizan números sin texto adicional o marcas. Por ejemplo, un reel de 1000 pies debe expresarse como "1000".

Diámetro del Reel (Reel Diameter): campo de menú desplegable que indica el diámetro en pulgadas de un reel, principalmente si el film está almacenado en un reel de proyección. En combinación con el campo "Diámetro del film", este campo puede ayudar a los catalogadores a estimar la duración del contenido si no hay una regla de pietaje disponible. También puede ayudar con el re-almacenamiento y necesidades de almacenamiento físico.

Diámetro del Film (Media Diameter): campo de texto libre para indicar el diámetro en pulgadas de la película misma enrollada en el reel en comparación al diámetro mismo del reel, si no hay una regla de pietaje disponible. Puede ayudar a estimar el pietaje o duración, como también ayudar con el re-almacenamiento y necesidades de almacenamiento físico.

Base: campo de menú desplegable que denota la base de la película - simplificado a Nitrato, Acetato o Poliéster. Este será un dato importante de priorización.

Color: campo de menú desplegable que indica si la película es a color, blanco y negro o ambas. Film a color tiene mayores riesgos causados por la decoloración.

Sonido (Sound): campo de menú desplegable que indica cómo fue grabado el sonido en la película - silente, banda magnética, óptico de densidad variable, óptico de área variable, y óptico (en caso de que el catalogador no sepa distinguir entre ambos). La película con bandas magnéticas tiene usualmente mayor riesgo de preservación dada la interacción que ocurre entre la capa magnética y la base de la película.

Código de borde/año (Edge Code/Year): campo de texto libre para guardar el año en que la película fue fabricada, que puede ser derivado del código de borde. Los códigos de borde son series de letras y/o símbolos hallados en el borde de la película. Puede ver una lista de códigos de borde de kodak <u>aquí</u>. La fecha de fábrica de Fuji son dos números que indican el año y dos letras que indican un rango de meses (80 JM: 1980 Enero-Marzo)

Velocidad de Cuadro (Frame Rate): campo de menú desplegable que indica la velocidad de cuadros original de la grabación cuando es discernible.

Tiras de Detección de Acidez (Acid Detection Strip): campo de menú desplegable que indica el índice de detección de acidez para film de acetato si es información que se ha adquirido. Índices altos deben ser prioridad para almacenamiento en frío y/o reformateo. Películas con índices altos también deben ser separados de otros para evitar que el síndrome vinagre se propague a otros elementos en la colección.

Encogimiento (Shrinkage): campo de texto libre para anotar el porcentaje de encogimiento de la película si es que se ha medido. Las películas no pueden ser proyectadas o posiblemente digitalizadas si alcanzan ciertos niveles de encogimiento.

Campos Específicos de Video

Tamaño del Cassette (Cassette Size): campo de menú desplegable para identificar un formato de cassette que viene en dos variedades (por ejemplo U-matic, Beta Digital, Betacam). Puede ser grande o pequeño. Sólo aplicable a ciertos formatos.

Versión del Formato de Video (Video Format Version): campo de menú desplegable que entrega más información sobre la versión de un formato. Sólo aplicable a ciertos formatos. Esto puede indicar el tipo de máquina reproductora que se requiere para digitalizar un video o la habilidad de un servicio externo para realizar este trabajo. Los valores incluyen: High Band, Low Band, Type A, Type B, Type C.

Velocidad de Grabación (Recording Speed): campo de menú desplegable que especifica a qué velocidad fue grabado el objeto. Sólo aplicable a ciertos formatos que tienen velocidades de grabación variable, como el VHS. Los valores incluyen: SP, LP, EP, SLP.

Estándar de grabación (Recording Standard): campo de menú desplegable que indica si una cinta fue creada usando estándar NTSC, PAL o SECAM.

Duración del Objeto (Media Duration): campo de texto libre para ingresar capacidad total posible del objeto en instancias donde la duración real del contenido es desconocida. Expresado en minutos como número entero. Este campo sólo permite números. Por ejemplo, una cinta Betacam SP BCT 60MLA tiene una duración de 60 minutos y debe ser ingresada como "60".

Diámetro del Reel (Reel Diameter): campo de menú desplegable que denota el diámetro en pulgadas o centímetros de un reel. Sólo aplicable para formatos de video de carrete abierto.

Campos Específicos de Audio

Diámetro del Reel (Reel Diameter): campo de menú desplegable que denota el diámetro del reel de un objeto de audio. En combinación con Diámetro de la Cinta, este campo puede ayudar a los catalogadores a estimar la Duración del Contenido. Valores incluyen 10.5" NAB, 10.5", 7", 5", 4", y 3".

Diámetro del Disco (Disk Diameter): campo de menú desplegable que denota el tamaño del diámetro de un disco de audio. Valores incluyen 7", 10", 12", y 16". Se asume que los discos de 45RPM son del mismo tamaño. Esto no incluye discos ópticos.

Diámetro de la Cinta (Media Diameter): campo de menú desplegable que denota el porcentaje de llenado de un reel en comparación con su tamaño completo. En combinación con Diámetro del Reel, este campo puede ayudar a los catalogadores a estimar la Duración del Contenido.

Base: campo de menú desplegable que indica el tipo de base de un objeto de audio. Los valores incluyen papel, acetato y poliéster para cintas magnéticas, y vidrio, shellac, vinilo y aluminio para discos.

Duración del Objeto (Media Duration): campo de texto libre para ingresar la capacidad total posible de un objeto en instancias donde no se conoce la duración real del contenido. Expresada en minutos como número entero. Este campo sólo permite números.

Velocidad de Grabación (Recording Speed): campo de menú desplegable que especifica la velocidad a la que fue grabado el objeto, para cintas de carrete abierto y discos de audio. Las velocidades de cintas de carrete abierto están documentadas en pulgadas por segundo (IPS) e incluyen 15/16, 1 ⁷/₈, 3 ³/₄, 7 ¹/₂, 15, 30, y Variable para grabaciones hechas a diferentes velocidades. Los discos están documentados en revoluciones por minuto (RPM) e incluyen 16, 33 ⁴/₈, 45, 78, y Variable para grabaciones hechas a distintas velocidades. También pueden aplicarse velocidades no estándares.

Espesor de la Cinta (Tape Thickness): campo de menú desplegable que define el espesor de una cinta de carrete abierto de ¼ pulgada. Los valores van de .5 mil a 2 mil. Cintas más delgadas tienen mayor riesgo de romperse o estirarse durante la reproducción. Esta información puede estar anotada en la caja de la cinta, aunque la caja puede no ser un identificador confiable de la cinta que contiene. Para identificar el grosor exacto se debe usar un micrómetro, pero capturar esta información puede tomar bastante tiempo.

Lados (Sides): campo de menú desplegable que denota si un objeto de audio fue grabado por un lado, o ambos. Es aplicable principalmente a cassettes de audio y cintas de carrete abierto de ¼ pulgada.

Tipo de Pista (Track Type): campo de menú desplegable que identifica las pistas en un objeto. Principalmente aplicable a cintas de carrete abierto y otros formatos de producción posteriores como A-DAT, DAT, DA-88 y otros. Los valores incluyen pista completa, media pista, un cuarto de pista, 8-track, 16-track, y 24-track. Para grabaciones multi-pista el número de pistas puede ser variable dependiendo del número de micrófonos utilizados. Seleccione el valor estándar más cercano. **Mono o Stereo:** campo de menú desplegable que identifica si una grabación de audio es mono o estéreo. Esto no necesariamente afecta la reproducción, pero puede tener un impacto en la digitalización, tamaño del archivo y las especificaciones del archivo resultante.

Reducción de Ruido (Noise Reduction): campo de menú desplegable que indica cualquier dispositivo de filtración de ruido utilizado durante la grabación del objeto. Utilizado principalmente para grabaciones en cinta magnética. Los valores incluyen Dolby A, Dolby B, Dolby C, Dolby S, Dolby SR, y Dolby HX.