



Best Practice Guidelines for Digital Dynamic Media Collections at University of Maryland College Park Libraries

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Overview of Analog Collections

- Moving images
 - 11,852 films (exactly)
 - 32,000 videotapes
 - U-matic, 1" and 2", BetaCamSP, BetaCamSX, Digital Beta cam, VHS, S-VHS and others
- Sound
 - 35,000 grooved discs
 - 30,000 open-reel tapes
 - Additional ONE MILE of linear shelf space for NPR recordings
 - 15,000 audiocassettes
 - 4,000 reproducing piano rolls
 - 3,000 wire recordings



Physical Condition Issues

- More than 66% of motion picture films have an A-D strip reading of 1.5 or more
- 88% of open-reel audio tapes have condition issues, including creasing, edge damage, failing splices, warping and mold.

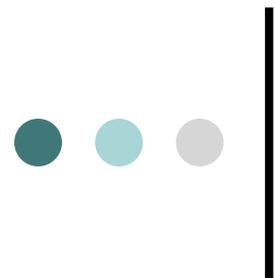


UM Libraries' Audiovisual Preservation Concepts

- Standardize and centralize preservation efforts
- Focus on unique archival collections
- “Greatest good” philosophy
- Keep analog originals when possible
- Sound collections: analog-to-digital reformatting
- Moving image collections: analog-to-digital reformatting when possible and appropriate



Best Practice Guidelines For Digital Collections at UM



Best Practice Guidelines For Digital Collections at UM

<http://www.lib.umd.edu/dcr/publications.html>



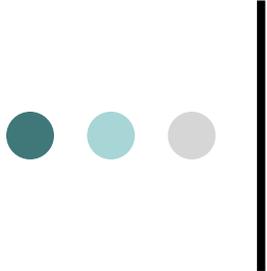
Digital Audio File Specifications

- Standard level:
 - Master File: 48 kHz/24 bit or 44.1 kHz/16 bit WAVE file depending on the quality of the source recording
 - Access File: MP3 files
- Maximum level
 - Master File: 96 or 48 kHz/24 bit WAVE file
 - Submaster File: 44.1 kHz/16 bit edited WAVE file
 - Access File: MP3 files



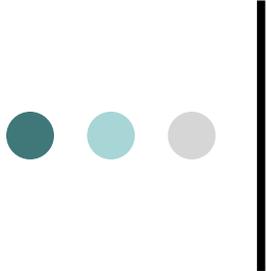
Digital Audio Technical Policies

- Policy on "Dead Air" in Original Recordings
 - Keep if recording device on
 - Cut if blank tape
 - Record in metadata
- Policy on Adding a Buffer to Digital Files
 - approximately five (5) seconds of "buffer" at head and tail



Moving Images: Analog Reformatting Options

- Motion picture film:
 - Improve analog housing and environment
 - Outsource for new film elements when possible
 - BetaCamSP submaster
 - DVD or streaming access copy
- Video formats:
 - analog-to-digital reformatting when possible and appropriate
 - BetaCamSP submaster
 - DVD or streaming access copy



Digital Moving Image Specifications

- Minimum
 - Master File: No high resolution master file retained after streaming service copy is created
 - Access File: Low resolution access files are retained. At this time, this is RealMedia
- Standard
 - Master File: Keep the best quality file needed to regenerate access copies. At this time, this is MPEG 2
 - Access File: Low resolution access files are retained. At this time, this is RealMedia
- Maximum
 - Master File: Keep the best quality file that UM Libraries can support long term
 - Submaster: Keep the best quality file needed to regenerate access copies. At this time, this is MPEG 2
 - Access File: Low resolution access files are retained. At this time, this is RealMedia



Metadata

- Custom schema based on VRA Core
- Tag Libraries: required base elements and optional elements
 - UMAM: UM Administrative Metadata
 - UMDM: UM Descriptive Metadata



Challenges

- Analog collection content, condition and extent
- Developing priorities and workflows
- Digital curation issues
 - Levels of preservation action
 - Digital file management (storage media, refresh rates, validity)
- Staffing



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