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
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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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