

Standard Operating Procedure for Motion Picture Preservation Master; MPA P1-P6, Reproduction Master; MPA R1-R6, and Distribution Master; MPA D1-D2

Digitization Services Branch

Revision Date:

Issue Date: 6/11/2012

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Approved by:

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1 Scope and Applicability

This SOP defines the in house workflows for creating new film prints and negatives for preservation, reproduction, and distribution purposes.

This workflow was established decades ago.

2 Definitions

MPPL: Motion Picture Preservation Lab

RD-DC: Motion Picture, Audio, and Video Archival Unit

3 Health & Safety Warnings/Cautions

Operation of large pieces of equipment, lifting of heavy objects, and exposure to chemicals.

4 Equipment and Supplies/Computer Hardware & Software

Inspection equipment (splicers, shrinkage gauges, film cement, perchlorethelyne), Lispner Smith Cleaning Machine, speed rewind, Colormaster Film Analyzer, Printers (Model J, Model C, Depue, BHP Wet and Dry Printers), Film Processor, and KEM flatbeds.

5 Details Procedures (in chronological order)

5.1 Order origination

5.1.1: Accessioning Inspection

5.1.2: Vendor Inspection

5.1.3. Film Intermediate Requests

5.1.4 Planned / Unplanned Preservation Requests

5.1.5 Theater Print Requests

5.1.1 Detail of Originals:

All reels have a unique identifier (e.g. 111 ADC 12345)

Original film characteristics triggering need for preservation:

- 16mm shrinkage exceeds 1.6%
- 35mm shrinkage exceeds 2%

- Reel exhibits extreme brittleness, crazing, or other significant preservation factors (e.g. film base is Ozaphan).
- All condition information to be noted on Film Inspection Sheet.

5.2 Timing

All Positives shall be printed at standard printing light 20, unless otherwise required by density characteristics.

All Negatives shall be timed by eye by experienced staff or by using the Colormaster Film Analyzer.

5.3 Printing

All reels shall be cleaned and then printed on appropriate printer based on condition and optical characteristics of the original. Speed, trims, voltage, and density filters shall be determined by the type of stock to be printed to depending upon which printer is used. Threading pattern will vary depending upon elements and condition of the original.

5.4 Quality Control

On a regular basis control strips will be printed, processed, and compared to Kodak Laboratory Aim Density strip for color film. Regular densitometry tests will be conducted to ensure MPPL Processor is running at the correct speed.

All reels will be visually evaluated upon return from processing to check for defects.

5.5 Order completion

Once complete, film will be set on outgoing shelf for return original film to RD-DC with Film Inspection Sheets.

6 References

1. Motion Picture Inspection Guidelines
2. Motion Picture Risk Assessment Guide
3. Lipsner/Smith SOP
4. Colormaster Film Analyzer SOP
5. Model J, Model C, Depue, BHP Dry Panel Printer, *BHP Wet Panel Printer (TBD)* SOPs
6. OMA E / LLK5 SOP
7. Motion Picture Processor SOP
8. LAD SOP
9. KEM SOP

Summary Procedures

Short Title/I: AUD-P3

Rev. #: 0

Date: 6/11/2012

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