

Standard Operating Procedure for DPX Preservation Master, MPD P1-P4 and DPX Reproduction Master, MOV-R1

Digitization Services Branch

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1 Scope and Applicability

This SOP defines the in house workflows for creating DPX files by scanning motion picture film using the MPD P1-P4 and MOV R1 workflow.

This workflow was established on 10/14/11.

2 Definitions

DPX: Digital Motion Picture Exchange file format

MPPL: Motion Picture Preservation Lab

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

3 Health & Safety Warnings/Cautions

None

4 Equipment and Supplies/Computer Hardware & Software

Spirit 4K Motion Picture Scanner, Bones software and capture workstation, Digital Vision software and workstation.

5 Details Procedures (in chronological order)

5.1 Order origination

5.1.1: During the inspection process MPPL staff determines that a reel cannot be safely preserved using analog equipment. In consultation with RD-DC the decision is made to create a Preservation Master scan.

5.1.2: RD-DC determines which items are of intrinsic value to require high level scanning. RD-DC notifies IDS when work is needed via email or phone. All items are logged in, inspected, and scanned.

The MPPL contacts the POC in RD-DC for the items.

5.1.1 Source file details:

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).

5.2 Transcoding

DPX is the original source file end product. No transcoding is required.

5.3 File Naming

Use IDS standard file naming convention

Example: For single reel item: 111-adc1-2345

For single reel item with A & B rolls: 111-adc-12345-a, 111-adc-12345-b

For item with multiple reels: 111-adc-12345-r1, 111-adc-12345-r2, etc.

For item with multiple reels of A & B rolls: 111-adc-12345-r1-a,

111-adc-12345-r1-b, 111-adc12345-r2-a, 111-adc-12345-r2-b, etc.

Files are saved to the NAS and later moved to the eSAN according to the eSAN file structure (LTH and STH).

5.4 Metadata

Embedded descriptive metadata protocols are not yet developed. Technical metadata will be harvested and protocols for this are under development and will be added in the future.

5.5 Quality Control

1. Files should be run through Baton to verify bit rate, frame rate, duration, resolution, and resolution change

5.6 Order completion

Once complete RD-DC is informed of completion via email/phone and return original film.

6 References

1. Motion Picture Inspection Guidelines
2. Motion Picture Risk Assessment Guide
3. Lipsner/Smith SOP
4. Spirit/Bones/Digital Vision SOP
5. Baton DPX SOP

Summary Procedures

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