Collection Mgmt & General Storage Issues

Howard Besser, Director
NYU Moving Image Archiving and Preservation Program
http://besser.tsoa.nyu.edu/howard/
http://www.nyu.edu/tisch/preservation/

Collection Mgmt & General Storage Issues

- Collection Mgmt is at the center of what you do!
  It includes:
  - collecting policies (appraisal & selection)
  - collection assessment
  - prioritizing and triage
  - care and handling & correction of conditions
  - proper storage
  - organization and description
  - providing access
  - preservation management, collection assessment, planning, disaster planning, management

Conservation-Macro Environment-

Monitor Temp/Humidity

Thermohygrograph

Hampton Collection (atmosphere control)
Academy--Atmosphere

Macro Environment

- Importance of temperature & humidity control
- Monitoring the environment
  - dataloggers
  - Climas
- Controlling the environment
- Conservation survey assessments, periodic monitoring of items in the collection
- Decision-making on priorities and treatments

IPI Storage Guide for Acetate Film

IPI Media Storage Reference Guide

IPI Preservation Index

<table>
<thead>
<tr>
<th>% RH</th>
<th>Temperature °C</th>
<th>Years until noticeable deterioration</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>2* 7° 13° 18° 24° 29° 35°</td>
<td>125 600 250 125 50 16</td>
</tr>
<tr>
<td>30</td>
<td>300 400 250 90 45 25 12</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>300 150 150 70 35 18 10</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>400 250 100 50 25 14 7</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>450 175 80 40 20 11 6</td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>500 125 60 30 16 9 5</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>600 100 50 25 13 7 4</td>
<td></td>
</tr>
</tbody>
</table>

Academy--vault staging
Collection Assessments-
- Anthology Film Archive’s Jerry Jofen Collection
- NYU Bobst Library—assessment and prioritization of different collections
- Setting Collection Priorities
- Other Collection Policy Issues

Jerry Jofen Collection:

**Priorities**
- Cataloging, General: A full inventory of all film and audio elements should be created.
- Intellectual Property Rights: Anthology should draft letter of agreement, and have it signed by Ellen Jofen.
- Micro environment, Film: All elements should be housed in archival containers as soon as possible.
- Micro environment, Audio: Audio elements should be stored separately in acid-free individual archival boxes.
- Film element preparation: Leader, labeling, wind and inspection.
- Further Film element recommendations:
  - Cleaning
  - Compiling
  - Processing
  - Creating Internegatives/Negatives
- Audio element preparation: Identify and remaster any unstable or deteriorating elements to new stock “¼” reel-to-reel, and/or BWF format for storage on server or hard-drive.

Jerry Jofen Collection:

**Workplan**

<table>
<thead>
<tr>
<th>TASK</th>
<th>WHO</th>
<th>WHEN</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order materials for housing, inventorying and archiving</td>
<td>Archivist</td>
<td>Month 1</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Labeling space</td>
<td>Stacks</td>
<td>Month 1</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Monitor temperature and relative humidity</td>
<td>Archivist</td>
<td>Month 1.6</td>
<td>On-going task</td>
</tr>
<tr>
<td>Inventorying</td>
<td>Archivist</td>
<td>Month 1</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Film archiving and cleaning</td>
<td>Archivist</td>
<td>Month 2.3</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Re-housing, labeling, shelving</td>
<td>Archivist</td>
<td>Month 2.3</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Send out any elements to be conserved</td>
<td>Archivist</td>
<td>Month 3</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Request Jerry Jofen’s participation</td>
<td>Intern</td>
<td>Month 3.5</td>
<td>On-going task</td>
</tr>
<tr>
<td>Identify areas around laboratory work</td>
<td>Archivist</td>
<td>Month 4</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Send out to laboratory</td>
<td>Archivist</td>
<td>Month 4.6</td>
<td>8 weeks</td>
</tr>
<tr>
<td>Quality Control</td>
<td>Archivist</td>
<td>Month 4.6</td>
<td>2 weeks</td>
</tr>
</tbody>
</table>

**Budget**
The total budget cannot be estimated, as it can only be determined once the number of items requiring re-housing and in need of preservation laboratory work is determined.
Acid Detection results/autocatalytic point readings

<table>
<thead>
<tr>
<th>Collection</th>
<th>Total # of Items</th>
<th>0 – 1.0</th>
<th>% of 0 – 1.0</th>
<th>1.5 – 3.0</th>
<th>% of 1.5 – 3.0</th>
<th>3.0</th>
<th>% of 3.0</th>
<th>Above 3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Archives (overall)</td>
<td>400</td>
<td>325</td>
<td>81%</td>
<td>75</td>
<td>19%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio Visual</td>
<td>105</td>
<td>82</td>
<td>77%</td>
<td>75</td>
<td>22%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brademas Papers</td>
<td>55</td>
<td>35</td>
<td>64%</td>
<td>0</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classics Dept. Tapes</td>
<td>101</td>
<td>89</td>
<td>88%</td>
<td>1</td>
<td>1%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports of Athletics</td>
<td>14</td>
<td>9</td>
<td>64%</td>
<td>5</td>
<td>36%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Affairs</td>
<td>2</td>
<td>2</td>
<td>100%</td>
<td>0</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calit. Press Office</td>
<td>27</td>
<td>17</td>
<td>63%</td>
<td>0</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avery Y. Rubin</td>
<td>39</td>
<td>29</td>
<td>74%</td>
<td>0</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Film</td>
<td>45</td>
<td>6</td>
<td>13%</td>
<td>14</td>
<td>31%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Books</td>
<td>9</td>
<td>3</td>
<td>33%</td>
<td>6</td>
<td>67%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Improving storage outside the Can
Jean-Louis Bigourdan, AMIA 1998

- lowering temperature and/or relative humidity can help reduce the rate of acidification in degrading film
- trying to remove acid within the can does not outweigh the benefits of low temperature and humidity
- the greatest improvements in chemical stability can be achieved with cold temperatures

Setting Collection Priorities

- Your collection will always need more time than you can give
- Triage—setting priorities

Methodology for Setting Priorities (1/3)
Identify different groupings within your collection

- By sub-collection
- By age
- By where they’ve been stored
- By video format

Methodology for Setting Priorities (2/3)
Survey a Random Sample in each grouping

- Physically inspect each of the random samples, looking for metal oxide, tape packing problems, breakage, edge damage, stretching, curling, housing damage, or other signs of deterioration
- [Play each tape]

Methodology for Setting Priorities (3/3)
Analyse the data you gathered

- Extrapolate from your sample to project how many total tapes in each category are likely to have each problem
- Combine this data with other information (relative value of each sub-collection, replace-ability of particular groups of tapes, how unique certain groups are, © issues with reformatting, special funding available for certain sub-groups
- Set priorities based on the above
Collection Assessment Tools

- New York University Visual and Playback Inspection Ratings System (ViPIRS): Tool for Evaluating Audiovisual Magnetic Media
  
  http://library.nyu.edu/preservation/movingimage/vipirs/home.html

- Columbia University Libraries: Audio/Moving Image Survey Database
  
  https://www1.columbia.edu/sec/cu/libraries/bts/preservation/projects.html

Other policy issues

- Limit on what you agree to accept (numbers, conditions, uniqueness, rights issues, …)

- Access issues
  - Who can view; how often; restricted items?
  - When can copies be made (& under what conditions)?
  - What should be available online?

Conservation-Micro Environment-

Acid Detection Strips (Conservation Resources)

A/D Strips at NYU Library

De-Acidification (Vietnam Film Archive)
Molecular Sieves

Improving storage inside the Can
Jean-Louis Bigourdan, AMIA 1998

- zeolites, silica gel, and low relative humidity preprocessing help mostly by reducing moisture content
- acid adsorbents retard further decay
- acid adsorbents do not reduce the acid content of degraded film
- the use of cardboard disks is not recommended

Handling & Storage-

Edge Codes

- http://www.filmforever.org/edgecodes.html

Film Tape issues
Archives of Ontario
Hot Splicer (Archives of Ontario)

Sync Block

Sync Block & Film

Film Viewer
Steenbeck

Condition Reporting

Film Cleaning & Repair


Film Cleaning Machine

Videotape Cleaner

Videotape cleaning

Storage-Smithsonian History Museum

Cinemateca Brasileira (nitrate storage)

Cinemateca Brasileira (video storage)

Vidipax Storage

Video Storage (Paper Tapes)

Keep Old Video Equipment--NARA
Keep Old Video Equipment--NARA

Keep Old Audio Equipment--NARA

Grading Example (1/3)
www.brianpritchard.com

Grading Example (2/3)
www.brianpritchard.com

Grading Example (3/3)
www.brianpritchard.com

Film Grading
Timing Tapes

Grading Notches

Grading Printer (1/2)

Grading Printer (2/2)

Old Grading Method

Film Printers

- Step Printers
- Contact Printers-
- Wet Gate-
- Dry Gate
Film Printers-Film Technology Inc

Contact Film Printer-Film Technology Inc

Cineric Film Printing (Cineric Internship)

Film Printing (Cinemateca Brasileira)

Wet Gate Printing
Cheap Telecine

Difficult Formats--IMAX