

Introductions

- Afsheen
- Laura
- Participants
- Overview of workshop

Part One: Lecture - Film

Film Format Identification:

- Anatomy of Film
- Gauges, reels and cores
- Soundtracks
- Production elements

Preservation Assessment:

- Examples of deterioration processes
- Making preservation priorities [WE'LL LOOK AT THIS DURING HANDS-ON EXERCISES]

Preservation Actions:

- Basic storage & handling procedures [WILL PROVIDE HANDS-ON INSTRUCTION AFTER BREAK & RESOURCES FOR PURCHASING THE VARIOUS MATERIALS IN HAND-OUTS]
- Saving information about production from cans, leader, etc.
- From overview of production elements, preserving slug between images

In-House Film Digitization:

- Discussion of different levels of film digitization equipment & costs
- Include digital storage costs [COVER VENDOR DIGITIZATION AFTER LUNCH]

--Short Break--

Part Two: Hands-On Film Exercises

Exercise Materials:

- Rewinds
- 8, S8, 16, 35

Exercises:

- The tools we will be using for in-house inspection work (what and why)
- Basic inspection: Open up the Can or Take it Out of the Box, What is it???
- On the rewinds
- Rehousing

--Lunch Break--

Part Three: Lecture - Videotape

Video Format Identification:

- Anatomy of tape
- Most common broadcast and consumer tape formats
- Production elements

Preservation Assessment:

- Examples of deterioration processes
- Making preservation priorities (it's not just about the physical decomposition; evaluating duplicates) [WE'LL LOOK AT THIS DURING HANDS-ON EXERCISES]

Preservation Actions:

- Basic storage & handling procedures [WILL PROVIDE HANDS-ON INSTRUCTION AFTER BREAK & RESOURCES FOR PURCHASING THE VARIOUS MATERIALS IN HAND-OUTS]
- Saving information about production from containers

In-House Video Digitization:

- Discussion of different levels of video digitization equipment & costs
- Include digital storage costs [COVER VENDOR DIGITIZATION SHORTLY]

Part Four: Hands-On Video Exercises

Exercise Materials:

- Video Tapes
- Video Decks

Exercises:

- Basic inspection: Open up the Can or Take it Out of the Box, What is it???
- Get over fear: Operating Deck, Back of Deck

Part Five: Resources

Outsourcing Digitization, Working with a Vendor

- What Decisions Do you Need to Make BEFORE Contacting a Vendor?
- Drafting an RFP [examples, if not specific to your institution]
 - What questions do I need to ask?
- Include preservation & supply list
 - Film Supplies
 - Archival Supplies
- Educational Resources