

**TAPE workshop on the curation and preservation of audiovisual collections**  
 University of Glasgow Monday 12th - Friday 16th May 2008

	9:00-10:30	10:30-11:00	11:00-12:30	12:30-13:30	13:30-15:00	15:00-15:30	15:30-17:00	
<b>Monday</b>	Registration (from 9:30) Welcome Overview of workshop  <b>Seamus Ross</b>	COFFEE	Preservation overview: film  <b>Elif Rongen-Kaynakci</b>	LUNCH	Preservation overview: audio  <b>Will Prentice</b>	COFFEE	Preservation overview: TV & video  <b>Catherine Lacken</b>	Welcome drinks reception & tour <b>18:00-19:30</b>  <b>BBC Scotland</b>
<b>Tuesday</b>	Managing film collections  <b>Elif Rongen-Kaynakci</b>	COFFEE	Audio digitisation  <b>Will Prentice</b>	LUNCH	Managing digital assets  <b>Catherine Lacken</b>	COFFEE	Cost models and business cases  <b>Matthew Addis</b>	Conference dinner at Babbity Bowsers <b>19:30</b>
<b>Wednesday</b>	<b>PARALLEL VISIT TO SCOTTISH SCREEN ARCHIVE / OUTSOURCING WORKSHOP</b>							
	Film restoration workshop  <b>Alan Russell</b>			LUNCH	Outsourcing workshop  <b>Peter Findlay and Simon Factor</b>			
<b>Thursday</b>	Digital business models  <b>Simon Factor</b>	COFFEE	Developing a preservation strategy  <b>Richard Wright</b>	LUNCH	Preservation approaches  <b>Charles Fairall</b>	COFFEE	Storage and repositories  <b>Giorgio Dimino</b>	
<b>Friday</b>	Metadata and documentation  <b>Giorgio Dimino</b>	COFFEE	Access and reuse  <b>Charles Fairall</b>	LUNCH	Audiovisual support  <b>Richard Wright</b>	COFFEE	Wrap-up / panel session  <b>All</b>	

**Preservation overview: film**

This session will provide an overview of film curation and preservation, considering issues such as carrier composition, recording principles, life expectancy, formats and equipment obsolescence, and passive preservation techniques.

**Preservation overview: audio**

This session will provide an overview of the principles and practice of audio preservation, considering issues such as carrier composition, recording principles, life expectancy, system obsolescence, and passive preservation techniques.

**Preservation overview: TV & video**

This session will provide an overview of TV & Video curation and preservation, considering issues such as carrier composition, life expectancy, formats and equipment obsolescence, passive preservation techniques and issues related to preservation when moving from the analogue to the digital domain.

**Managing film collections**

In this session Elif Rongen-Kaynakci will draw on her work at the Nederlands Filmmuseum to discuss the role of the film curator. She will specifically address collection building and selection policies as well as reusing collections and creating new contexts for the archival image.

**Audio digitisation**

This session will provide an overview of audio digitisation covering selection strategies, choosing appropriate hardware and software, managing workflow, adherence to standards and quality control.

**Managing digital assets**

Catherine Lacken will draw on her work as Head of the TV Production Archive at Südwestrundfunk to discuss managing digital assets. She'll consider the digital lifecycle from creation to dissemination, picking up on issues such as developing policies, maintaining authenticity and rights management.

**Cost models and business cases**

Matthew Addis will draw on his experience on digital storage and access projects such as PrestoSpace, AVATAR-m and eCHASE to discuss how realistic costs can be identified and how money invested can be used most effectively. This discussion of cost models will feed into guidelines on developing a robust business case.

### **Film restoration workshop**

Alan Russell, Preservation Officer at Scottish Screen Archive, will provide a case study on digital restoration of moving images based on the Archive's experience of working with Diamant restoration software. He will discuss issues such as management and resourcing, ethics and the practicalities of undertaking specific restoration projects. The visit will also include a tour of the Archive.

### **Outsourcing workshop**

This session will be presented by Peter Findlay of the British Library Sound Archive and Simon Factor of Moving Media, a video and audio encoding service provider. The session will cover the process of outsourcing from both sides of the negotiating table. In the session topics covered will include project planning, researching providers and managing a tender process, project management, costs and quality assurance.

### **Digital business models**

This session will look at some of the emerging platforms for online video, what companies are offering, how they differ and what use they can be of to an archive. We will look at the elements required for making content available in an online environment and at different approaches to making content available either through the development of internal systems or the use of other platforms. The session will also cover means by which content producers are making money from online video delivery, what models and fees apply and provide current data on web video use around the world and how it is growing.

### **Developing a preservation strategy**

This session will give practical guidance on developing a preservation plan, from how to identify what is in your holdings and at most risk of loss, through to prioritising work and ensuring sustainability. The work of projects such as PrestoSpace and specific tools developed to assist in planning preservation work will also be profiled.

### **Preservation approaches**

Charles Fairall will discuss various examples of preservation activity within the BFI National Archive, exploring the diversity of challenges associated with fragile historic artefacts, physical decomposition and technology/format obsolescence. Examples will be drawn from the BFI to give an indication of the resources needed and how preservation work can be managed.

### **Storage and repositories**

This session will consider storage technologies, environmental conditions, and options for different budgets ranging from simple systems to a Digital Mass Store. The processes involved in managing repositories such as policy setting and maintaining security will also be discussed.

**Metadata and documentation**

Giorgio Dimino will introduce various metadata standards to consider how they enable content to be retrieved. He will also speak about interoperability of standards, automated metadata, and the available tools and systems to help small archives open up their collections.

**Access and reuse**

Charles Fairall will consider how curators can increase access to collections and promote reuse. He'll discuss improving search and retrieval to boost visibility and will also consider ways in which collections can be reused to introduce them to new audiences.

**Audiovisual support**

This session will consider the support available for audiovisual curators in terms of advisory services, training, open source developments, tools and research outputs. References will be provided so delegates can continue to draw on this support.