



WORKFLOW

Community Archiving Workshop 2015, Portland

STATIONS

- PICA TBA Festival miniDV 1
- PICA TBA Festival miniDV 2
- PICA Year-Round miniDV
- PICA VHS recordings & artists submissions
- Vanessa Renwick collection
- Film (demo)
- Additional: More miniDV's; DVDs





BASIC STEPS

.....

1. Organize tapes.
2. (Re-)Number tapes.
3. Describe and inspect, fill out paper form.
4. Enter paper forms on inventory spreadsheet.

ORGANIZING PICA MINIDV: PROGRAM STREAMS

- **TBAP** - TBA Festival Performance
- **TBAV** - TBA Festival Visual Art
- **TBAI** - TBA Festival Institute
- **TBAE** - TBA Festival Special Event
- **PICP** - PICA Year-Round Performance
- **PICV** - PICA Year-Round Visual Art
- **PICI** - PICA Year-Round Institute
- **PICE** - PICA Year-Round Special Event

ORGANIZING PICA VHS

- PICA recordings
- Artist submissions

NUMBERING PICA MINIDV

- ProgramStream-000-Format
 - TBAP-001-miniDV
 - TBAP-002-miniDV
 - PICV-001-miniDV

(Number sequentially within each program stream)

NUMBERING PICA VHS

- We are only numbering PICA recordings, not artist submissions.
- e.g. VHS-001, VHS-002, VHS-003

NUMBERING TAPES

- Suggest having one or two people writing labels while others identify / organize.
- Don't cover old number with new label.



HOW TO IDENTIFY CONTENT?

1. Tape label
2. Old database record
3. TBA Festival program books
4. Play the tape
5. Ask PICA staff

PLAYBACK TIPS

➤ Do not play back damaged or degraded tapes.

➤ Flip safety tab —>



➤ Stop playback immediately if you hear crinkling or squealing.

➤ If heads clog, run cleaning tape for 10 seconds (don't ff or rw).



INSPECTION FORM – FRONT

1. Organization: PICA or Vanessa
2. Type of Material: Video or Audio
3. PICA Program Stream / Vanessa Collection Title
4. ID - unique ID just assigned
5. Old ID - old number
6. Title - title on tape
7. If playback, does content match label/database record?
8. Year - of recording
9. Duration - 00:00:00 format.
10. Artist(s)

INSPECTION FORM – BACK

- Condition - visual inspection of overall condition + notes
- Video/Audio Format
- Generation / Part - if indicated on label
- Carrier size



- Media duration - SP capacity, printed on tape, e.g. “T-60”
- Recording standard - NTSC unless otherwise indicated.
- Recording speed - check on Display.
- Brand / stock - e.g. Sony
- Condition problems

DATA ENTRY

- Each station should have 1 or 2 data entry volunteers.
- Enter completed paper forms in Google Form/Sheet.
- Mark entered paper forms to avoid duplicate records.



IMPORTANT!

- Let's work steadily, but let's not rush!
- Ask questions, discuss, learn, get to know each other!

