



## SOIMA 2009

### SAFEGUARDING SOUND AND IMAGE COLLECTIONS

16 November -11 December, 2009, New Delhi & Pune,  
India

#### Dear Participants,

Following the lecturers suggestions, we have gathered a few online texts and classified them as mandatory reading before the course. We encourage all of you to refer to the mandatory reading as it will help you prepare for the discussions through out the course.

In addition, we recommend some extra readings relevant to the course. If you would like to contribute to this list, kindly let us know. Please note that an annotated bibliography will be provided during the course to add to these readings. In case you encounter any difficulty in accessing these texts from the Internet, kindly let us know ([at@iccrom.org](mailto:at@iccrom.org)) by September 20, 2009 and we will mail you a hard copy.

#### Mandatory Reading

1. The following sections/ chapters from "Audiovisual Archiving: Philosophy and Principles", Paris: UNESCO, 2004.

<http://unesdoc.unesco.org/images/0013/001364/136477e.pdf>.

3.2.2 Carrier and Media Descriptors

3.3.2 Definitions of audiovisual media (pages 16-23)

4.5.4 Preservation

4.5.9 Context Linkage (pages 37-41)

Chapter 6: Management Principles (pages 52-59)

Appendix 2 (page 70)

Appendix 5 (page 73)

2. ADELSTEIN, Peter. IPI Media Storage. (Quick reference). Image Permanence Institute. (Available in PDF format).

[http://www.imagepermanenceinstitute.org/shtml\\_sub/dl\\_pubdownloads.asp](http://www.imagepermanenceinstitute.org/shtml_sub/dl_pubdownloads.asp)

Note: According to the National Film Preservation Foundation it is, together with the *Film Preservation Guide: The Basics for Archives, Libraries, and Museums* (see reference on suggested) "specifically designed to introduce film preservation concepts and techniques to museum, archive, and library professionals without prior moving image experience". It is an 8 pages article plus another page on glossary and references. It includes photographs. It is very schematic, easy to be read and includes also the structure of magnetic tapes, CDs and DVDs, Ink jet prints, besides photographic film in various bases.

3. International Association of Sound and Audiovisual Archives - IASA-TC-03. (The Safeguarding of the Audio Heritage: Ethics, Principles and Preservation Strategy. Version 3, December 2005. Editor: Dietrich Schüller, 12 pages).

[http://www.iasa-web.org/downloads/publications/TC03\\_English.pdf](http://www.iasa-web.org/downloads/publications/TC03_English.pdf)

4. Two **overviews** regarding "**preservation issues**" and "**cataloging**" by Jane Johnson: Preservation "Lay of the Land" and Cataloging "Lay of the Land", both from the Moving Image Collections, (2 pages).

[http://gondolin.rutgers.edu/MIC/text/how/preservation\\_overview.htm](http://gondolin.rutgers.edu/MIC/text/how/preservation_overview.htm)

[http://gondolin.rutgers.edu/MIC/text/how/cataloging\\_overview.htm](http://gondolin.rutgers.edu/MIC/text/how/cataloging_overview.htm)

5. "Care, Handling, and Storage of Photographs." The Library of Congress: Preservation. IFLA Core Programme Preservation and Conservation International Federation of Library Associations and Institutions, 2006).

<http://www.loc.gov/preserv/care/photolea.html>

### **Recommended Reading**

Suggested below are some very important texts that will add to your knowledge:

Technical Glossary of Common Audiovisual Terms©. (Over 640 items). Commonwealth of Australia 2002. Please note that while this is not a small document, having over 640 items, it is an important resource for reference. Information current as at May 2007.

[http://www.nfsa.gov.au/preservation/audiovisual\\_terms/](http://www.nfsa.gov.au/preservation/audiovisual_terms/)

IFLA Guidelines for audiovisual and multimedia materials in libraries and other institutions, (11 pages).

<http://www.ifla.org/VII/s35/pubs/avm-guidelines04.pdf>.

HARRISON, Helen P. (ed. and compiled). Audiovisual Archives – a Practical Reader Paris: United nations Educational, Scientific and Cultural Organization, 1997, (around 400 pages, but with topics easy to be found).

<http://unesdoc.unesco.org/images/0010/001096/109612eo.pdf>

The Film Preservation Guide. National Film Preservation Foundation, San Francisco, California, 2004, (121 pages).

<http://www.filmpreservation.org/preservation/fpg.pdf>

Care of Photographs:

User's Guide for A-D Strips Film Base Deterioration Monitors: The Safe and Accurate Way to Check Film for Vinegar Syndrome, Image Permanence Institute, 2001.

<http://www.knaw.nl/ecpa/sepia/linksandliterature/CareOfPhotographs.pdf>

Bradley Kevin, Risks Associated with the Use of Recordable CDs and DVDs as Reliable Storage Media in Archival Collections - Strategies and Alternatives, National Library of Australia.

<http://unesdoc.unesco.org/images/0014/001477/147782E.pdf>

Video Preservation Website:

<http://videopreservation.stanford.edu/>

From the National Park Service on disaster preparedness: WALSH, Betty. Adapted from "Salvage Operations for Water Damaged Archival Collections: A Second Glance" and "Salvage at a Glance" in WAAC Newsletter, Vol. 19, No. 2, May 1997, by permission of the author, (4 pages).

<http://www.cr.nps.gov/museum/publications/conservoogram/21-05.pdf>.

In case you are interested in a specific subject, there are some glossaries devoted to:

CDs and DVD:

BYERS, Fred. Care and Handling of CDs and DVDs - A Guide for Librarians and Archivists. Washington DC: Council on Library and Information Resources; National Institute for Standards and Technology. October 2003.

<http://www.clir.org/PUBS/reports/pub121/contents.html>

Texas Commission on the Arts "Videotape Identification and Assessment Guide":

<http://www.arts.state.tx.us/video/>

Video Preservation:

BACHMAN, Rebecca - Video Preservation: Glossary of Terms. Bay Area Video Coalition:

<http://palimpsest.stanford.edu/byorg/bavc/bavcterm.html>.

Film:

FILM FOREVER – The Home Film Preservation Guide, Sponsored by AMIA:

<http://www.filmforever.org/>.

The Digital Factbook:

<http://www.quantel.com/page.php?u=EFF15BDA4C9B89E080257464003AB8DC>