



## SOIMA 2013

SAFEGUARDING SOUND AND IMAGE COLLECTIONS  
23 September - 16 October, 2013

# PRE-COURSE READINGS

Dear Participants,

With the help of SOIMA lecturers, 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 ([iv@iccrom.org](mailto:iv@iccrom.org)) by July 31 2013 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).  
[https://www.imagepermanenceinstitute.org/webfm\\_send/301](https://www.imagepermanenceinstitute.org/webfm_send/301)
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. IASA Technical Committee: *Guidelines on the Production and Preservation of Digital Audio Objects-2004*  
<http://www.iasa-web.org/tc04/audio-preservation>

With the support of



5. Lavoie, Brian, "The Open Archival Information System Reference Model: Introductory Guide," OCLC and Digital Preservation Coalition, 2004.  
[http://www.dpconline.org/docs/lavoie\\_OAIS.pdf](http://www.dpconline.org/docs/lavoie_OAIS.pdf)

6. "Tutorial: Why digitise AV material" by Richard Wright. Available on the PrestoCentre website  
<http://www.prestocentre.eu/library/resources/tutorial-why-digitise-av-material>

7. Gordon Baldwin & Martin Juergens, *Looking at Photographs: A Guide to Technical Terms, Revised Edition*, Getty Publications, Los Angeles, 2009.  
[www.kikirpa.be/uploads/files/precoursereading\\_PHOTO.zip](http://www.kikirpa.be/uploads/files/precoursereading_PHOTO.zip)

**Note: Click the link to download the publication. We advise you to look up the following terms (the page numbers given below correspond to the pdf-file)**

p.7	Binder
p.13	Chromogenic print
p.14	Collodion
p.18	Daguerreotype
p.20	Developing Out Paper
p. 20	Development
p. 21	Digital Print
p. 23	Dry Plate
p.25	Emulsion
p. 27	Gelatin
p.27	Gelatin silver print
p. 35	negative/positive
p. 43	Printing Out Paper

## Recommended Reading

Suggested below are some useful texts that will add to your knowledge. Some of these will be referenced during the course.

1. "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://cool.conservation-us.org/byauth/roosa/roosa1.html>

2. Anne Cartier-Bresson, 'Methods of producing photographic prints', in: Michel Frizot, *A New History of Photography*, Könemann, Köln, 1998, p. 755 (I. Salted paper prints, II. Albumen prints, III. Gelatino-chloride prints, IV. Gelatino-bromide process) Available from:  
[www.kikirpa.be/uploads/files/precoursereading\\_PHOTO.zip](http://www.kikirpa.be/uploads/files/precoursereading_PHOTO.zip)

3. 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>

4. Indiana University Bloomington Media Preservation Initiative Task Force, "Meeting the Challenge of Media Preservation: Strategies and Solutions," September 2011  
[http://www.indiana.edu/~medpres/documents/iu\\_mpi\\_report\\_public.pdf](http://www.indiana.edu/~medpres/documents/iu_mpi_report_public.pdf)

5. Kaufman, Peter, "Assessing the Audiovisual Archive Market" PrestoCentre Foundation, 2013.  
<https://www.prestocentre.org/library/resources/assessing-audiovisual-archive-market>

6. Lacinak, Chris, "A Primer on Codecs for Moving Image and Sound Archives" AudioVisual Preservation Solutions.  
[http://www.avpreserve.com/wpcontent/uploads/2010/04/AVPS\\_Codec\\_Primer.pdf](http://www.avpreserve.com/wpcontent/uploads/2010/04/AVPS_Codec_Primer.pdf)

7. Lavoie Brian, "The Open Archival Information System Reference Model: Introductory Guide," OCLC and Digital Preservation Coalition, 2004.  
[http://www.dpconline.org/docs/lavoie\\_OAIS.pdf](http://www.dpconline.org/docs/lavoie_OAIS.pdf)
8. Oomen, J. & Arroyo, L. (2011). Crowdsourcing in the cultural heritage domain: opportunities and challenges. <http://www.cs.vu.nl/~marieke/OomenAroyoCT2011.pdf>
9. Oomen, Johan and Verbruggen, Erwin, "Online Access to Audiovisual Heritage" EU Screen, 23 July 2012  
<http://pro.europeana.eu/documents/864473/82a7fb98-6be2-4572-b211-e1656837f6f1>
10. Van Bogart, John, "Magnetic Tape Storage and Handling" Commission on Preservation and Access, June 1995. <http://www.clir.org/PUBS/reports/pub54/index.html>
11. Video Preservation Website:  
<http://videopreservation.stanford.edu/>
12. 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>.

## Reference Glossaries

You are not required to read these, however you may find them to be helpful resources.

### CDs and DVDs:

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>

### Video:

Texas Commission on the Arts "Videotape Identification and Assessment Guide":  
<http://www.arts.state.tx.us/video/>

BACHMAN, Rebecca - Video Preservation: Glossary of Terms. Bay Area Video Coalition:  
<http://palimpsest.stanford.edu/byorg/bavc/bavcterm.html>.

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

### AV Artefact Atlas:

[http://preservation.bavc.org/artifactatlas/index.php/About\\_the\\_AV\\_Artifact\\_Atlas](http://preservation.bavc.org/artifactatlas/index.php/About_the_AV_Artifact_Atlas)

### Film:

FILM FOREVER – The Home Film Preservation Guide, Sponsored by AMIA: <http://www.filmforever.org/>.

### Digital:

The Digital Factbook:

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