Purpose: In today’s multi-media world, it is likely that libraries, public and academic, collect non-print formats. Organizations such as government agencies, non-profit organizations, law firms and companies have historically generated and maintained sound and moving image recordings. In addition, many organizations generate and need to store three-dimensional objects such as models and ephemera of all shapes and sizes.

Librarians and archivists should have an understanding of the principles and practices related to acquiring and maintaining these collections. This class will focus on moving image and sound collections with a particular focus on film. The history of film and its preservation serves as an excellent model for understanding the issues related to maintaining these types of collections.

The class is not necessarily intended for students wishing to become film or media librarians rather it is intended as an overview for any student expecting at some point in his/her career to be working with these formats in any capacity. This includes librarians working in public and academic institutions as well as archivists.

Description: The course will provide an introduction to building and maintaining collections and services related to visual media, primarily moving image, sound and ephemera. Discussions will survey key components such as the history of film and media in library collections, collection development, access, equipment, copyright, emerging technologies and management of non-print formats.

Objectives: At the completion of the course, students should achieve a basic level of proficiency in areas of responsibilities related to the collecting and supporting non-print formats. In addition, they should be familiar with the issues related to preservation, delivery, storage, and copyright.

Readings: Weekly assigned readings. All materials will be held on reserves or available via the Internet. All readings should be completed for the week they are listed with exception to the first week.
Requirements:

Attendance and class participation. 
No absences are allowed. Class participation is expected.

Weekly Writings
Due July 24 and July 31

Select two topics from the lectures (writing due on July 24 from lecture and discussion on July 17 or 18 and writing due on July 31 from July 24 or 25 lecture).

Identify one article relating to each topic. Scholarly articles preferred.

Format for the paper:
Identify current issues related to the topic.
Summarize the articles – abstracts of 3-5 paragraphs only.
What are your thoughts? – this is the most important part of the paper – what are your impressions, respond to the articles.

No more than 4 pages each.

20% each

In class writing assignments
Response papers for selected lectures/discussions.
20%

Final paper (10 pages)
Due: August 15
Prepare either a grant proposal for a film preservation project OR a 3-year strategic plan for media collections and services.

40%

Recommended Readings:


Kendrick, James. “What is the Criterion? The Criterion Collection as an archive of film as culture.” *Journal of Film and Video* 53(2/3)


**Web Resources**

Bachman, Rebecca. *Video Preservation: Glossary of Terms*  
http://cool.conservation-us.org/byorg/bavc/bavterm.html

Glossary, pp. 99-108

*Internet Archive*  

*Library of Congress*  

*New York Public Library Digital Gallery*  
[http://digitalgallery.nypl.org/nypldigital/index.cfm](http://digitalgallery.nypl.org/nypldigital/index.cfm)

*Silent Era*  

*Tales from the Public Domain: Bound by Law*  
Syllabus

**July 17**  
AFC West  
12noon - 6pm

**Introduction**  
The class will primarily focus on film and related practices of access and research services, collection building, storage and preservation. This format will serve as a model and example for other media formats.

Identify the needs of both public and academic libraries in regards to collecting non-print formats. For archives, identify the practices in collecting and storing these multiple formats. The class will identify and remark on the various professional associations and their goals, objectives and work.

**Short History of Film**  
This class will cover a very short history of film and the resulting film and sound archives. The history of such institutions as the Museum of Modern Art and Library of Congress, FIAF in relation to pioneering efforts to preserve a national heritage of film and sound. Media collections within a larger cultural institution and those held and maintained outside the mainstream cultural production will be discussed.

**Television**  
Discussion will focus on the history of television and its relationship to film. Identify efforts to archive television programming. Identify efforts to archive news footage with close examination of resources such as Vanderbilt TV Archives.

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**July 18**  
PC1  
1pm – 6pm

**Newsreels, Stock Footage and Ephemera Collections**  
**Moving Image and Sound -- Evolution of Formats**

Building on the history of film, trace the evolution of film formats from nitrate, 35mm, 16mm, 8mm, Super 8, video formats including ¾” Umatic (regular or sp), VHS, Betamax, Hi8, Video8, Mini-DV, Betacam, DVD and digital video. Why is preservation of film essential? Identify issues related to impact of home viewing. Discuss the emergence of film studies as an academic discipline. Trace the evolution of sound formats from cylinder disc to iTunes.

**Review databases relevant to film and audio studies**

**In class writing assignment.**
July 24
AFC West
12noon – 6pm

Research Services, Collection Development, and Acquisitions
Discussion will focus on how to evaluate and select material, review source, public and educational/curricular needs, acquisitions sources—vendors and distributors, budgets, consortia and new models for collection building, brief overview of the print literature—monographs and serials, and appraisal methods.

Preservation and Conservation
Identify best practices for the preservation and conservation of moving image and sound collections.

July 25
PC1
1pm – 6pm

Digital Access and Delivery Standards, New Models, Web 2.0
Discussion will focus on the following topics: Overview of streaming media technologies, how to support streaming media delivery, licensing, digital access management—systems and applications, other digital resources beyond video, cable, Blue Ray, Web 2.0 and Youtube

In class writing assignment.

July 31
AFC West
12noon – 6pm

Administrative Planning
Discussion will focus on what are the needs of your constituency? Identify best practices for research, circulation policies and usage procedures, preservation and Storage, typical service units—public and academic, playback facilities

Copyright
Discussion will focus on brief overview of copyright, fair use, multi-media guidelines