



A/V Preservation and SPECTRUM

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SPECTRUM and A/V Preservation

SPECTRUM

<http://www.mda.org.uk/specfaq.htm> is the UK standard for documentation in museums.

This presentation introduces the key procedures and assesses their use in a preservation project using the Preservation Factory model.

SPECTRUM - A museum documentation standard

Museums are concerned with physical objects

AV Archives are concerned with “essence”

Media carriers are physical objects

What about managing:

- Digital surrogates?
- “Born digital” content?

SPECTRUM – not just cataloguing

Procedures

“Primary” procedures describe a minimum standard of best practice

Data elements “units of information”

Cataloguing model for metadata

Can SPECTRUM be adapted or augmented to meet the needs of an AV Archive undertaking a preservation project?

Object entry (primary)

Managing and documenting the entry of the object to the museum

Acknowledges responsibility

Archive:

- May take delivery while considering acquisition
- May act as aggregator for digitisation project
- Receiving carriers back from P-Factory

P-Factory:

- Entry point for tracking media carrier in P-Factory

Loans in (primary)

Borrowing objects for exhibitions, research etc

Archive:

- As museum
- Not directly relevant to preservation

P-Factory:

- N/A

Acquisition (primary)

Taking ownership of the object

Provenance, acknowledgements

Collecting policy

Archive:

- As museum
- Not directly relevant to preservation

P-Factory:

- N/A

Inventory control (primary)

Accounting for all objects in care of museum

Location

Ownership

Archive:

- Audit of holdings
- Essential first step in planning a preservation project

P-Factory:

- N/A

Location & movement control (primary)

Managing and tracking the movement of objects

Normal and temporary locations

Archive:

- As museum
- May be relevant to a preservation project

P-Factory:

- Depending on scale

Cataloguing (primary)

Identifying and describing the object

Archive:

- As museum, different cataloguing standards
- Metadata should be capable of being supplied to the preservation factory

P-Factory:

- Integral function, metadata will be supplied

Condition check

Periodic review of physical state of objects

Archive:

- As museum
- May influence prioritisation for preservation

P-Factory:

- Integral function, metadata may be supplied

Conservation

Managing of objects for
conservation/restoration

Environmental checks

Archive:

- As museum
- Procedures for integrating with P-Factory
- Digital preservation can replace the care of the physical object

P-Factory:

- Integral function, essence will be supplied

Reproduction

Creation of reproductions/surrogates

Archive:

- As museums
- Needs examination in the context of a preservation project

P-Factory:

- N/A

Risk management

Identification of risks to objects at the museum

Archive:

- As museum
- May influence preservation priorities
- Post-digitisation, a disaster recovery strategy becomes essential

P-Factory:

- Integral

Insurance/Indemnity management

Tracking insurance relating to objects

Archive:

- As museum
- Insurance during a preservation project
- Need to insure may change once a digital version is available

P-Factory:

- Commercial issue

Rights management

New for museums

Key to any exploitation

Archive:

- Variety of rights models
- IPR ownership may influence preservation priorities
- Creative commons and storage

P-Factory:

- Does not own rights

Valuation control

Valuing the objects (for insurance)

Archive:

- As museum
- May influence preservation priorities
- Value may alter once digital version is available

P-Factory:

- N/A

Audit

Checking presence of objects

Remedial actions

Archive:

- As museum
- May form part of a preservation project

P-Factory:

- N/A

Exhibitions + Displays

Planing and management of exhibitions etc

Archive:

- As museum
- May drive a “digitise on demand” preservation strategy

P-Factory:

- N/A

Object Exit (primary)

Documenting the objects leaving the museum

Ensure any legal issues are dealt with

Archive:

- Shipping the carriers to the P-Factory

P-Factory

- End of handling process

Transport

Planning and managing transportation for objects

Archive:

- As museum
- Transport to the P-Factory

P-Factory:

- Return to the archive

Loans out (primary)

Processes associated with approving and making a loan

Archive:

- As museum
- How can a “Loan” of digital material be managed?

P-Factory:

- N/A

LOSS

Prevention of loss

Response when an object is lost

Archive:

- As museum

P-Factory:

- Commercial liability

Deaccession & Disposal

Procedure when museum no longer wishes to be responsible for the object

Ensure legal issues are dealt with

Archive:

- As museum
- May dispose of the physical medium once digitised

P-Factory:

- May dispose of physical medium on behalf of the archive

Retrospective Documentation (primary)

Dealing with the backlog

Archive:

- Digitise on demand
 - You have to know what there is in order to demand
 - Cataloguing

P-Factory:

- Integral function

An organisation in transition

Before digitisation

- Care of objects
- SPECTRUM

After digitisation

- Digital Library
- METS, OAI

Managing the digitisation process

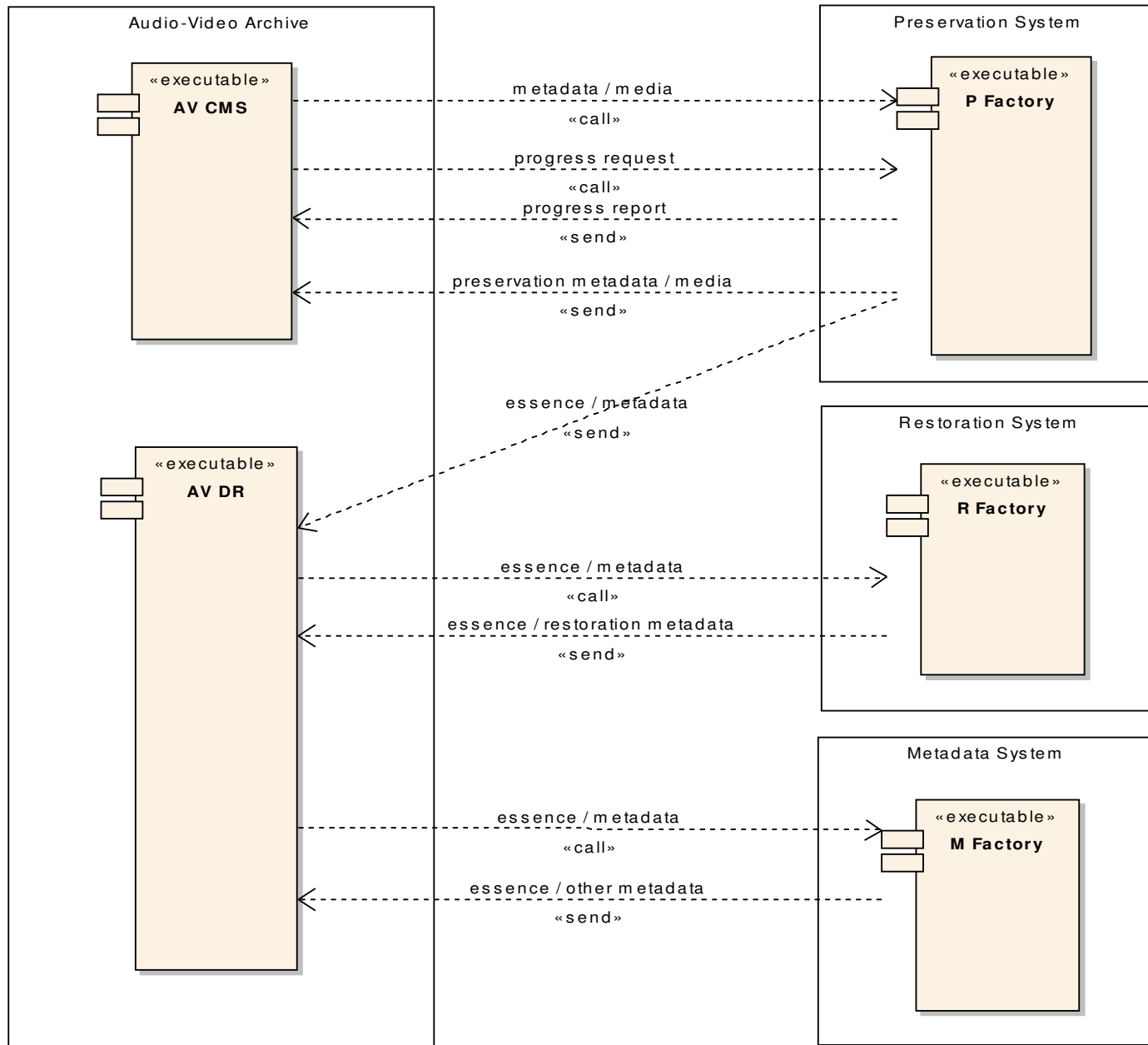
- SPECTRUM

SPECTRUM used to manage a preservation project (1)

Planning (audit and prioritisation)

- Audit
- Cataloguing
- Condition check
- Conservation
- Risk management
- Rights management
- Valuation control
- Exhibitions+Displays - “digitise on demand”
preservation strategy

Interaction between AV archive and PrestoSpace factories



SPECTRUM used to manage a preservation project (2)

Operation (interaction with Preservation Factory)

- Inventory control
- Location & movement control
- Transport
- Object Exit
- Reproduction
- Insurance/Indemnity management
- Object Entry
- Loans

SPECTRUM used to manage a preservation project (3)

After digitisation

- May continue to care for the original media otherwise
- Deaccession & Disposal
- Retrospective Documentation
 - Metadata Factory
 - Metadata supplied is relevant to the essence on the original media
- Nothing directly relevant to Restoration, although restoration metadata may apply to the original media

Is SPECTRUM worth pursuing?

Adapt or create new procedures

- Preservation (digitisation)
- Digitise on demand

Best Practice

- IWM, BBC, INA, RAI, ORF ...

There is evidence of interest in the AV-Archive community

SPECTRUM is relevant for the management of the legacy media

Look elsewhere for the management of the digital repository – turn-key system



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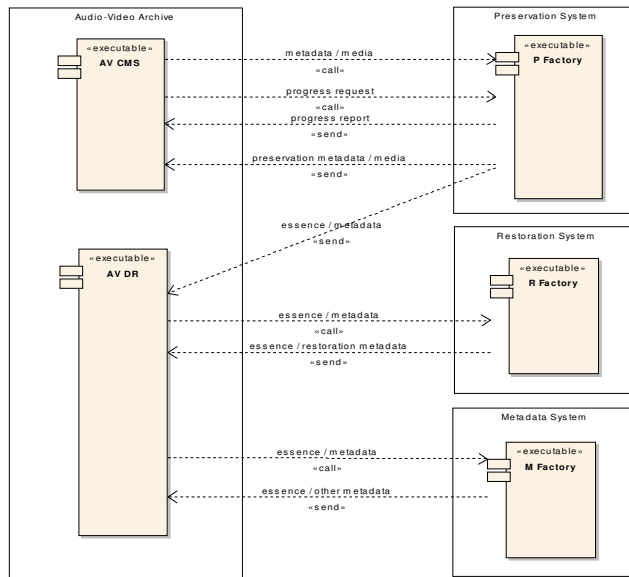
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