

## Bowling Green State University Audiovisual Preservation Survey

### Section 1: Audiovisual Preservation Inventory Introduction

In this inventory system, based on Sound Directions and related projects at Indiana University and Harvard University, each item or group of like items gets two equally important numerical scores.

The first is a **format score**; the higher the format score the more in danger the item is of physical preservation problems. Each audio format has a base score, representing general preservation problems with the format and the rate and severity of its obsolescence. Scorers have the option of adding points to an item's score based on visible or known preservation problems. The format scores only rate physical preservation problems and potential obsolescence.

The second score is a **research and institutional value score**, which rates each item or group of items based on the value of its content. These scores are more subjective and based partly on the archival appraisal and/or collecting policies of the units, the University Library's mission, and the University's mission. Except in very rare cases, items contained in an intellectually coherent collection should receive the same research value score as other items in the collection. While past research use may be a good guide for certain kinds of research value, items that have historically been difficult to access may have high research value and low research use. Deciding how to rate research value will be something we'll have to come to a consensus on together, and which may vary slightly by unit or by collection. The research value rankings help us push endangered audio and video items that are more likely to be of long-term use to the front of the line for preservation. I'd suggest considering parameters like the following for rating high research and institutional value:

- Has there been frequent use by researchers, classes, faculty, and/or community members?
- Has there been frequent use of other collections at BGSU that are similar?
- Are there other, related materials at BGSU that could constitute a research "hub"?
- Is the information in this item important to the work the University does?
- Is the item of high value as a social or cultural artifact to the University (e.g. speeches by major figures or nationally known professors).
- Is the item, or other items like it, easily accessible to researchers elsewhere? Or are there other institutions who have made a commitment to preservation of these kinds of items?
- Copyright status, while important for access, should have low impact, if any, on preservation decisions. The digital files we would make from A/V items are preservation master files, designed to stand in for the original when it is no longer playable.

### Section 2: Audiovisual Preservation Inventory Questions

Items should be entered grouped by collection and by format, so all cassette tapes from the Bob Dylan Collection would be entered together, followed by all DAT tapes from the same collections. Notes about preservation issues for individual items or groups within the collection will be entered in the free-response boxes in the survey. If you are entering a very large

collection grouped together by the institution, you may wish to enter some items with high research value or serious preservation problems separately.

**The following three questions apply to the collection being surveyed.**

Which unit holds the collection?

What is the collection number, if there is one?

Please enter the collection name or, if there is not one, a brief description of the collection.

**The following questions help score the items in the collection for research value.**

These scores should be the same for all items in a given collection, since the assumption is the research value is for the collection as an aggregate, not for individual items. If there are individual items that may need special attention, please note them in the free-response section.

Please rate the research value of the entire collection according to the following scale. (See Section 3 for descriptions of research value)

- Content unknown or unable to score
- Extremely low
- Low
- Moderate
- High
- Extremely high

Please provide 2-3 sentences justifying your assessment of the collection's research value. You may also note any audiovisual items of special interest here.

**The following items are questions about the audio or video items being surveyed and any preservation issues that they might have.**

Use the free-response sections to note numbers of items with preservation issues among the items being surveyed, as well as brief descriptions of preservation problems, if necessary.

What is/are the audio and video item(s) being surveyed? (choose only one, since each kind of audiovisual item in a collection will be surveyed separately). (See Section 3 for list of audiovisual formats)

If you chose "other audio" or "other video" in the previous question, what is the format?

How many items of this format are being surveyed in this collection?

Was your answer to the previous question an exact number or an estimate?

What are the shelf numbers/call numbers of these items?

What is the approximate playback time of these items, if known? Please enter your response as whole minutes only. You may estimate based on the maximum playback times of the formats in question.

Was your answer to the previous question an exact number or an estimate?

Have these items been digitized already?

Which other formats, if any, are represented in this collection? Each format will need to be inventoried separately.

Is there visible dirt, mold, or fungus on the items being inventoried?

Do the items have other minor visible/known preservation issues? Examples include: poor tape pack, many obvious splices in audio tape, slight warping of discs, known minor playback issues, etc.

If you answered yes to the previous question, describe the minor preservation issues, including numbers of items affected.

Do the items have other major preservation issues? Examples include delamination of disc surfaces, oxide layer of tapes peeling off, vinegar smell, extremely twisted/bunched tape, extremely scratched disc surface, damage to tape or video housing, known major playback issues, etc.

If you answered yes to the previous question, describe the major preservation issues, including numbers of items affected.

Please add any other comments on preservation problems for the collection.

**Questions for tape, film, and video only (including digital tape media like DAT or miniDV).**

If the items being surveyed are not tape, film, or video, please skip this section and submit your answers.

If they are not mass produced, how long ago were the items recorded? (Please enter a single number value only, e.g. 7, not 8-10 or 7 years; if unknown, estimate).

Answer only if the item is audio tape: Is the tape identified as long play or extended play?

If you answered yes to the previous question, how many tapes are long or extended play?

Answer only if the item is polyester open reel tape: Is the tape stock on the list of problem tapes?

If you answered yes to the previous question, how many reels are on the list of problem tapes?

Answer only if the items are analog audio tape and are not mass produced: Are the items off-brand?

If you answered yes to the previous question, how many items are off-brand?

*Once items are surveyed, above questions that relate to scores (see Sections 2 and 3) are changed into numerical scores through a simple find/replace action in the resulting spreadsheet. Scores for each item or group of items entered into the survey, with additions for preservation problems (see Section 3) are added to calculate a total score. While not completely deterministic, these numerical scores give archives staff a starting point for discussing potential preservation projects.*

**Section 2: Research and Institutional Value Scores:**

5	Extremely high research and/or institutional value. Content is unique and in high demand by researchers or vital to the mission of the University. If digitized and made more easily available, It would very likely get high use, either in classes, by faculty, alumni or administrators, or in community or academic research. These items might prompt researchers to make use of other, related collections at BGSU. University-related items document a part of the University’s history or provide record of a part of the University’s mission that is largely undocumented otherwise.
4	High research value. Item is rare or unique; if more easily accessible, it would generate increased use on campus, in the community, and by scholars. While not vital to the University’s mission, the item still documents an important part of the University’s history or fills an important role in the University’s mission.
3	Moderate research value. Content may be available elsewhere but is not widely distributed or easily accessible; may be used by some researchers and/or complements some other collections at BGSU. Item is moderately important to the mission and history of the University.
2	Low research value. Content is available at other academic libraries, archives, and museums, but is not ubiquitous. If digitized it might be of use for courses or to faculty or other BGSU-affiliated persons.
1	Extremely low research and/or institutional value. Item is widely available and accessible elsewhere; item is available for purchase at a reasonable or low price; item has little impact on the mission of the University.
0	Content unknown – unable to score.

**Section 3: Base scores for formats (Based heavily on scores from Indiana University's Sound Directions project):**

DVD, commercially pressed	1.75
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CD, commercially pressed	2.0
DVCam	2.0
Audio disc, commercially pressed, vinyl	2.0
Audio disc, commercially pressed, shellac	2.25
16" disc (not lacquer)	2.25
Betacam	2.5
Open reel tape, polyester or PVC	2.5
VHS/S-VHS	2.75
Video-8/Hi-8	2.75
Paper open reel tape	2.75
Wire recordings	2.75
Audio cassette	2.75
DVD-R	2.75
CD-R or CD-RW	2.75
Aluminum disc	3.0
Flexi-disc	3.0
Open reel tape, acetate	3.0
ADAT	3.0
Minidisc	3.0
U-Matic	3.0
Betamax	3.0
Audio disc, FlexiDisc	3.5
DAT	4.0
Film	4.0
MiniDV	4.0
Audio disc, lacquer	4.25

Additions:

- For all items not mass produced, add 0.75 if off-brand.
- For all tape and film (incl. video, MiniDV, DVCam), add .005 for each year of life.
- For polyester tape, add 1.0 for long play.
- For polyester tape, add 2.0 for known sticky shed tapes.
- For any items, add 1.5 for visible mold, dirt or fungus.
- For any other minor visible/known preservation issues, add 0.5.
- For any other major visible/known preservation issues (including sticky shed tapes, vinegar syndrome, delamination), add 1.5.