# FY19 Maryland Public Television Video Digitization Project

## Overview

### Project Description and Rationale

The Maryland Public Television (MPT) Records is a vital component of Special Collections in Mass Media & Culture because it represents not only a critically-acclaimed, local broadcasting organization, but a unique community asset with regional appeal throughout the Mid-Atlantic. Since 1969, MPT has remained steadfast in their mission “to educate, entertain and enlighten the people of Maryland and beyond through creative programs and services of the highest quality, delivered through traditional public broadcasting and new multimedia technologies.” As the only statewide public television broadcaster, MPT programming offers unique perspectives on Maryland and Mid-Atlantic cultures, issues and events. Audiovisual materials include over 5,000 film and videotapes containing programs, outtakes and B-rolls of award-winning programs such as Hodge Podge Lodge, Wall $treet Week, On Stage at Wolf Trap, Critic’s Place, MotorWeek, Outdoors Maryland, Madeleine Cooks, and Crabs.

With MPT’s 50th anniversary approaching in 2019, increased access to audiovisual materials will:

1. enable their biographer to write a more complete history
2. showcase the most valuable assets within the collection
3. help generate further funding from MPT donors

Approximately 1,800 tapes, comprised mostly of Betacam SP, Betacam Digital, and ¾ inch videos, were sent to Crawford Media Services in Atlanta, GA in FY14 as part of the American Archive project via MPT. Of those, about 1,500 were digitized. UMD Libraries digitized an additional 162 tapes in FY17. No other components of the collection have been digitized. Analog video tapes are at the highest risk for loss among audiovisual formats, and have only a few years before they deteriorate past the point of data recovery. Digitization will allow preservation of the content in addition to improving researcher access to the programs.

### Scope

MPT and Curator, MMC will select up to 300 30-minute and 100 60-minute tapes. The majority of the tapes selected are U-Matic with some unknown Beta and VHS formats.

### Funding

This project will be funded by $15,000 from DSS Operating #XXXXXX.

### Stakeholders

* Name, Head, Access & Outreach Services for Special Collections
* Name, Manager, DPI
* Name, Manager, USS
* Name, Metadata Librarian
* Name, Manager, DCMR
* Name, Curator, MMC
* Name, Systems Librarian

## Vendor Responsibilities

Vendor Name will be the digitization vendor for the video assets. They will:

* Receive and inspect the materials according to the statement of work (SOW).
* Notify Manager, DCMR of any outstanding condition issues that will increase the cost of digitization.
* Treat the materials as needed and permitted.
* Digitize the materials creating the following derivatives for format, in flat hierarchy file system:
	+ Preservation Master file: .mov
	+ Low-quality user file: .mp4
	+ Metadata sidecar file
* Deliver the files on drive provided by UMD
* Provide 30 days for UMD to QC the files
* Send the materials back to UMD as arranged by Manager, DCMR
* Provide an additional 30 days to QC rework, if needed.

## UMD Roles and Responsibilities

### Project Communication and File Location

Manager, DCMR will track the project’s progress via Trello: [link to Trello board]. Communication will occur via email. Project files will be stored in Box: [link to Box folder].

### Selection

Manager, DCMR needs to give prices at four duration levels and estimate the number of tapes for Curator, MMC. Curator, MMC will work with MPT to select the tapes for digitization, which will be completed by the June 4. We anticipate there to be substitutions based on inaccuracies in the manifests. Curator, MMC will provide a finalized list by the beginning of September.

### Condition Analysis

As is common for the medium, these videotapes have some known condition issues that will be assessed through the selection process. There is mold on some tapes and they will need to be cleaned by the vendor. The archivists are not aware that the tapes have additional condition issues.

### Copyright, Licensing, Other Restrictions, and Access

The materials are copyrighted by MPT, and MPT is amenable to making these publicly available, confirmed in an email dated May 2, 2017, with a “take down” (make private or campus-restricted) policy. The files will be ingested into the American Archive of Public Broadcasting. Because this will not occur for a while, UMD will also ingest the materials into UMD Digital Collections.

### Bibliographic Data

A tape inventory currently exists, though its accuracy is variable. SCUA staff will create and share a spreadsheet of metadata for selected materials. Metadata Librarian will map the data to the current template for ingest and to the vendor’s metadata template. Manager, DCMR will provide Curator, MMC with UIDs that she will have SCUA staff write on the selected tapes.

Curator, MMC does want to modify metadata post-digitization. She will have the 30 days during QC and an additional 30 days.

After digitization, Head, Access & Outreach would like DCMR or DPI to export the handles or copy/paste them into a list so SCUA staff can link these objects to the finding aid (DCMR/DPI person TBD, but most likely DCMR if going into Fedora 2 Digital Collections).

### Preparation for Digitization

SCUA will ensure all tapes have cases before they pack the materials in boxes for shipping to the vendor, updating the vendor tracking spreadsheet with box location information per tape. Manager, DCMR will arrange one shipment to the vendor via UPS. Because these are smaller shipments, they may be sent with other UMD Libraries collections to the vendor.

### Quality Control

Upon receipt of the drives from the vendor, Manager, DCMR will perform automated checks to ensure all the files are on the drive, and the sidecar metadata files exist and are accurate. Manager, DCMR will transfer the metadata sidecar files to Box for DMS during ingest.

Manager, DCMR will move a copy of the .mp4s to dcrprojects$ for the students performing QC and for SCUA to do metadata enhancement; the vendor’s copy serves as the back-up during QC.

DCMR student assistants will review 25% of materials, because the videos during the last round were mostly of decent quality. Assistants will review up to 50% of materials if they notice there are a lot of preservation issues—they should refer to the condition reports as needed. We will accept deliverables as-is condition-wise, unless it is clear that errors were introduced during digitization. Manager, DCMR will correspond with the vendor to make corrections. QC will be completed before 30 days.

### Archiving

Manager, DCMR will submit the files for archiving prior to the vendor deleting the files (30 days).

### File Management

Curator, MMC and Head, Access & Outreach need to determine when we will be able to submit these files to the American Archive of Public Broadcasting. We will follow typical a/v archiving and ingest procedures for UMD Digital Collections:

Manager, DCMR will prepare the ingest spreadsheets and she or a student will upload the streaming files to ShareStream [and a mezzanine storage location]. Manager, DCMR will export the URI CSVs from ShareStream.

### Ingest

Manager, DCMR or a student will perform an “Index Match” function in Excel to combine the URI spreadsheet, and the technical metadata into the master metadata spreadsheet, or coordinate with Metadata Librarian to do the same. Manager, DCMR will create a JIRA ticket, attaching the metadata for Metadata Librarian’s review, and deliver the drives to Josh to ingest the files and metadata into UMD Digital Collections (Fedora 2).

### Other

Manager, DCMR and Curator, MMC will work to deliver a copy of the files to MPT.

SCUA will circle back to outreach, pending ingest.

### Timeline

* Curator, MMC and MPT select by June 4
* Manager, DCMR solidifies vendor contracts by July
* SCUA makes disposition decision by early August
* MPT delivers tapes by August 15 (if needed)
* Metadata finished by beginning of October
* Ship tapes to vendor in late November/December
* Receive deliverables from vendor by January/February
* QC files in February/March
* Archive and ingest in March/April
* SCUA makes disposition preparation beginning in March
* Handles provided in April/May