



Community Archiving Workshop

## **Webinar 3: Metadata for Audiovisual Collections**

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Southwest Region IMLS + NEH Cohorts

# Metadata for Audiovisual Collections

May 12, 2021

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In this session, participants learn basic metadata categories and determine how best to categorize and record information specific to audiovisual media, as well as how this information is utilized for future preservation planning. Participants learn to use inventory data to advocate for their collections and to best understand the depth and breadth of what they have.

#cawesome

Today we will review basic metadata categories - specifically in relation to audiovisual media items. We will focus on metadata in relation to the inventory template introduced during Webinar 2.

## **Let's revisit: Why Inventory?**

- To know what you have and where it is
- Assess the condition of the collection
- Create data about the collection that supports preservation planning, storage planning, and budgeting
- Items not described become a low priority for archivists & can't be found by users

- We want everyone to feel comfortable with the inventory template, and to feel comfortable making your own decisions around adding additional fields and deciding how information in specific fields should be recorded.
- These decisions will be based around not just the type of metadata you want to record - but on how you want to potentially sort and pull out that information for various reporting, advocacy, and preservation planning needs.
- Community Archiving Workshop (CAW) focuses on centralizing information about a media collection in an inventory because this step is

- the foundation for gaining intellectual and physical understanding of the collection.
- An inventory created electronically as opposed to on paper allows for more information to be easily recorded and added to later. It is also easier to navigate large amounts of information in this electronic form.
- When information about physical items are recorded in an inventory, you do not need to access those items every single time you need information about it.

## Why we use Google Sheets

- Free, similar to Microsoft Excel which (currently) most people are passively familiar with
- No need for a cataloging system or no need to learn a cataloging system
- Very fast data entry
- Can be migrated into existing or future catalogs
- Allows for filtering of data and the creation of endless data points (footage, number of formats, etc.) all essential to preserving and advocating for our collection

### Why are we focusing on Google Sheets?

- Our workshop model began with using Excel Spreadsheets - the Microsoft Office Suite has been pretty ubiquitous in all office settings, and to date we haven't really encountered anyone that is wholly unfamiliar with spreadsheets.
- Google Sheets is similar in structure and function to Excel, it doesn't require a license to access or use, and you can save the file in different formats that ensure it will be accessible on whichever operating system you are using.
- You can download a Google Sheets file and save it as an Excel file which will work in Microsoft Excel and will allegedly also work in Mac Numbers - I am not at all familiar with Numbers, but it's my understanding that it SHOULD auto convert the file, but perhaps someone can confirm this.
- Google Drive and all of its apps are very common right now,

- and many institutions have incorporated this software into their daily operations . If Google Sheets ends up being your main work space even after this project, we do recommended that you download at least one copy -
- The usual warnings apply - if you do not have internet access or lose power, you cannot access Google Drive. Google Drive is a third party controlled cloud based service, it is NOT an archive.
- There is no guarantee that Google Sheets or different iterations of Excel will be available forever, and it is likely that the inventory you end up with at the end of this project will eventually need to be migrated to another platform in the next 5-10 years.

<p>literal definition “data about data”</p>	<p><i>A characterization or description documenting the identification, management, nature, use, or location of information resources (data)...</i></p> <p><i>Metadata is frequently used to locate or manage information resources by abstracting or classifying those resources or by capturing information not inherent in the resource. Typically metadata is organized into distinct categories and relies on conventions to establish the values for each category. (SAA Dictionary)</i></p> <p><b>In practice, metadata helps us manage and find our stuff.</b></p> <p><b>Different kinds of metadata serve different purposes.</b></p>
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This is a definition of *Metadata* from the Society of American Archivists’ (SAA) online dictionary -

*A characterization or description documenting the identification, management, nature, use, or location of information resources (data)...*

*Metadata is frequently used to locate or manage information resources by abstracting or classifying those resources or by capturing information not inherent in the resource. Typically metadata is organized into distinct categories and relies on conventions to establish the values for each category. (SAA Dictionary)*

In practice, metadata helps us manage and find our stuff. Different kinds of metadata serve different purposes.

The important thing to keep in mind is that we focus on metadata because it is essential in management of any type of asset, but particularly essential to media items that would otherwise need to

be played in machines to access specific contextual information.



types of metadata	<b>Administrative</b>
	Information needed to responsibly manage the object or collection. Includes provenance, rights information, and security issues.
	<b>Descriptive</b>
	The content; meant to facilitate finding and identifying the resource
	<b>Technical</b>
	The technical characteristics of items: format name, base type, duration of content, carrier type, frame rate, recording speed, footage length, etc.
	<b>Preservation</b>
	To keep track of what's required to maintain and preserve items, and what has already been done: e.g. physical condition, integrity of digital files (checksums)

These are the basic Metadata categories all fields in the shared template will fall under - there is no prescribed amount of fields under each category.

### **Administrative**

The information needed to responsibly manage the object or collection. Includes provenance, rights information, security issues, location of item, date item inventoried, and inventoried by.

### **Descriptive**

Information about the content; meant to facilitate finding and (primarily) identifying the resource - visual descriptions/summarizes if content can be viewed, or descriptions of what can be heard. Otherwise the focus is on at least summarizing what the content might be about and who is involved in the creation and recording process.

### **Technical**

The technical characteristics of items both the original item and any

copies: format name, base type, duration of content, carrier type, frame rate, recording speed, footage length, etc.

### **Preservation**

To keep track of what's required to maintain and preserve items, and what has already been done: e.g. physical condition, new print, preservation level digital transfer, rehoused, integrity of digital files (checksums)

Unique ID #	Box #	Date on Item	Duration of Content	Title on Item	Content	Condition Notes
Medium	Format	Base Substrate / Material Type	Media Carrier	Tape Stock	Film Element Type	Film: Estimated Footage Length (ft)
Film edge code	Playback Speed	Color/ B&W	Audio Info	Label Info / Annotations	Reel Diameter (inches)	Access Restrictions
NOTES	Date inventoried	Inventoried By	Fields from template shared in Webinar 2			

Shown here are all of the fields listed in the inventory template shared for this project. They are intended to be the starting off point for everyone's inventory.

ADMINISTRATIVE	ADMINISTRATIVE	DESCRIPTIVE	TECHNICAL	DESCRIPTIVE	DESCRIPTIVE	PRESERVATION
Unique ID #	Box #	Date on Item	Duration of Content	Title on Item	Content	Condition Notes
TECHNICAL	TECHNICAL	TECHNICAL	TECHNICAL	TECHNICAL	TECHNICAL	TECHNICAL
Medium	Format	Base Substrate / Material Type	Media Carrier	Tape Stock	Film Element Type	Film: Estimated Footage Length (ft)
TECHNICAL	TECHNICAL	TECHNICAL	TECHNICAL	DESCRIPTIVE	TECHNICAL	ADMINISTRATIVE
Film edge code	Playback Speed	Color/ B&W	Audio Info	Label Info / Annotations	Reel Diameter (inches)	Access Restrictions
ADMINISTRATIVE / PRESERVATION / DESCRIPTIVE	ADMINISTRATIVE	ADMINISTRATIVE				
NOTES	Date inventoried	Inventoried By				
<p>Fields from template shared in Webinar 2 - with Metadata Type labels applied</p>						

These are those same fields with a metadata type assigned to them, for your reference.

This template has a great deal of **Technical** metadata fields, which is typical of audiovisual inventories since technical information related to both the physical item and any digital equivalents are essential in planning for and executing preservation processes.

In this instance, the *Label Info/ Annotations* field is labeled as **Descriptive**, however, since this is intended to capture information as it exists on an item, it will realistically contain multiple metadata types. The multiple metadata types found on any label will likely have been broken out and recorded across multiple fields in the sheet. Similarly, the *Notes* field will also likely end up containing different types of metadata, but there may not be another specific field to record that information in.

## Which metadata fields are most important?

**WHO \* WHAT \* WHERE \* WHEN \* HOW \* WHY \* NOTES**

### Bare Minimum:

- What information makes the collection navigable?
- What information makes an item identifiable and usable?
- What do you most need to know up front to make use of your collection?
- What do you most need to know to assist with preservation planning?

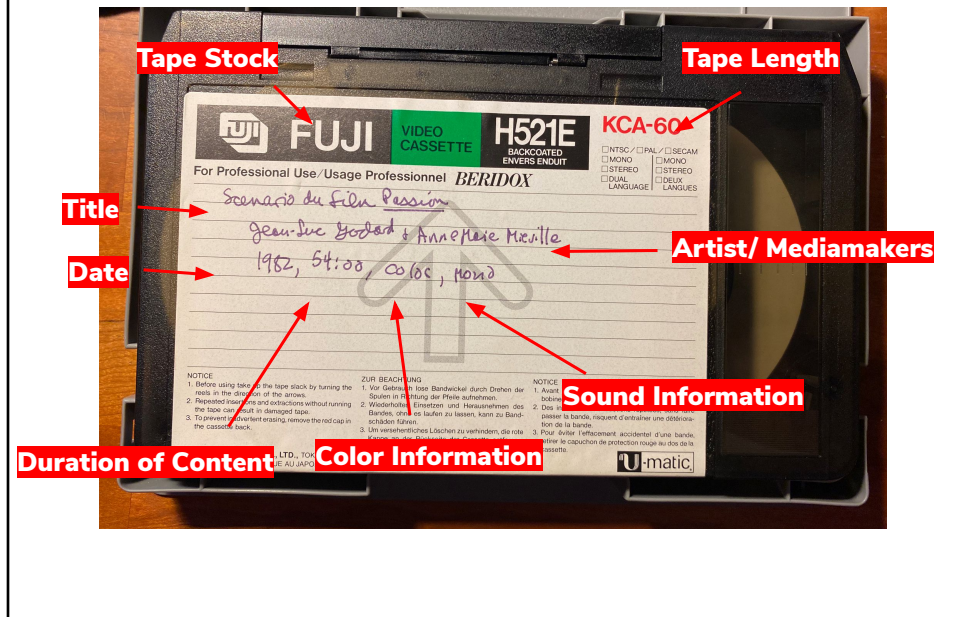
There is no single way to create an inventory for audiovisual media - as with all things in audiovisual archiving, it depends!

If you had to create an inventory from scratch, the basic approach to deciding which fields you want is asking which fields will help you best capture the

Who, What, Where, When, How, Why (and all the rest can go into Notes).

Think about what information will make it easiest for colleagues to be able to look through the inventory and gain a basic understanding of what the collection contains and how to locate the information needed. What is the information required to best assist with preservation planning, and what is the best way to organize that information in a relatively simple form.

## Capture information from labels



Once your designated fields are established, the next step is understanding where the information you need to record is located on the items you will be inventorying.

From the first two webinars, you all hopefully gained a sense of where to look for and how to look for specific information - both for film and magnetic media.

This image is an example of a U-matic tape - with the available metadata indicated by potential field names highlighted in red. There are obvious basics such as Date, Tape Stock, and Duration of Content. Then there is information that in this slide is labeled Title and Artist/Mediamakers - but it is worth noting that because this information is handwritten and we have not viewed the content to confirm if there are titles or some kind of verbal or aural information that confirms THIS is the title and THIS is the artists, there are assumptions that have to be made when relying solely on information available only on a media case, cassette, or can.

Don't stress over these potential questions marks, just be aware that down the road it could be revealed that a Title is different, the Date was wrong, or the Artist Name was spelled wrong.

deciding standards & establishing practices	<p><i>A controlled vocabulary is an organized arrangement of words and phrases used to index content and/or to retrieve content through browsing or searching. It typically includes preferred and variant terms and has a defined scope or describes a specific domain. (Getty)</i></p> <p>Helps organize information with terminology making it easier for more people to search for and retrieve that information.</p>
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This is a definition of *Controlled Vocabulary* from the Getty Research Institute -

*A controlled vocabulary is an organized arrangement of words and phrases used to index content and/or to retrieve content through browsing or searching. It typically includes preferred and variant terms and has a defined scope or describes a specific domain.*

(to paraphrase) Helps organize information with terminology making it easier for more people to search for and retrieve that information.

We are often relying on the information written/taped on labels on cans, cases, or cassettes. It is not often that we can access media items and view or listen to them to confirm label information or even more thoroughly catalog them (cataloging comes later, if your organization has the resources). That is why it's important to



structure the inventory process so that information is organized and recorded in a standardized way that can be explained and passed on.

Deciding on controlled vocabularies at the beginning of a project, and clearly documenting those decisions ensures that all work moving forward will use consistent terminology, which is essential in making content discoverable into the future - if it is clear HOW information was organized then it is clear HOW that information can be retrieved.

## **Structured Data: Authority Control / Controlled Vocabularies**

The preferred forms of terms or names that will be used consistently in the catalog.



**Howard Ng**

**Howie Ng**

**Ho-Yin Ng**

Here is an example showing three different ways this person is identified - none of those versions is the wrong name of this person, however, for the sake of navigating content related to them it is useful to choose one form of their name as the OFFICIAL NAME. And whatever the official name is, this must be documented so that you and maybe other researchers know - this is the name I search for in order to find the most items related to this person.

If all three versions of this person's name are indeed essential, then it is important to capture all three versions and to make it clear that it is possible that a single person can be identified in the following three ways. This information could be recorded in a single field, or you could break it out into three fields, and additionally comment on this fact in a Notes field.

## Structured Data: Data Rules

Rules for how certain types of data are entered in the catalog.

Month Day, Year	January 20, 2016
MM/DD/YY	01/20/2016
DD/MM/YY	20/01/2016
Day Month Year	20 January 2016
YYYY-MM-DD	2016-01-20

Similar to establishing an 'official name' for a person, agreeing on a uniform way to record specific types of information, such as a date or address is essential.

All of this drives home the point of consistency - if the dates are all recorded the same way, you know how to search through the information and know that a record won't be left out because it may be missing something. We prefer the four-digit numerical year to lead because when sorting information by date, that is the information that will lead, and it is more common to search for something by the year in which it was created or took place, as opposed to doing a search for 'September of any year' or 'the 20th of any month or year'.

Vocabulary for the <b>Condition Notes</b> field in template	<u>contaminants:</u> dusty • evidence of mold • smell vinegar • smell dirty socks
	<u>damage:</u> case cracked • case missing • dimensional change • breaks
	<u>state of wind:</u> loose wind • stepped pack • popped strands

Not every field in your template will require standardized vocabulary, but for something as potentially subjective as *Condition Notes*, you don't want to cast the net too wide. Establishing a range of descriptions - either explaining them above the field or creating a drop down menu, will keep all persons inventorying on the same page.

In our current template we have a single field for the item condition, but you might consider - if you find you have a large quantity of moldy items, having a field for mold only would make it easier for you to quickly sort moldy items when you need to determine what you want to send to a vendor or deal with yourself. Similarly, if you find you have a large quantity of films that need archival cans, having a single field called *Housing Type* would allow you to do a quick sort and pull out anything that is recorded as, say, 'metal can' or 'no can'.

Use the Unique ID system your org already uses. This is also an opportunity for you to develop a new numbering system if you need to. For example: year/period/fourdigit number (2018.0456).	If applicable, record box numbers or other numbering systems can be used here to locate items within a collection.	Capture any information on the label or item that identifies the date of the recording. Be consistent with date format. Example: YYYY-MM-DD or YYYY-MM or YYYY.	Capture run time, if known. If you do not know, capture tape length (written on the box or tape). Be consistent with format. hh:mm:ss.	Capture clearly indicated title on label or asset, or if specified by collection stewards.
Unique ID #	Box #	Date on Item	Duration of Content	Title on Item
Capture information regarding content: on audio or video info may be recorded on labels, or film elements - visible at a glance, recorded on labels. If time code is used be consistent. For example: (hours: minutes: seconds) 00:00:00	Capture visible condition issues: dusty, case cracked, case missing, evidence of mold, loose wind, stepped pack, popped strands etc. Use consistent vocabulary for this field.	Identify the medium of item (Audio, Video, or Film asset)	Identify the audiovisual format of item.	
Content	Condition Notes	Medium	Format	
<b>Fields from template shared in Webinar 2 - with field definitions or instructions</b>				
Identified during inventory or listed on label	Identify the carrier format of asset (film on REEL, film on CORE, video or audio CASSETTE)	Capture any Brand information on the asset, such as: SONY, Fuji, Scotch, etc.	Identify if element is Reversal, Print, or Negative	Look for film footage length recorded on asset label. If none is available, use a film footage ruler to calculate footage.
Base Substrate / Material Type	Media Carrier	Tape Stock	Film Element Type	Film: Estimated Footage Length (ft)
Shapes visible: year	Listed on tape label	Listed on tape label or visible whiel inspecting film or slide	Listed on label	All relevant info as it is recorded on item label(s)
Film edge code	Playback Speed	Color/ B&W	Audio Info	Label Info / Annotations

This again shows fields from our project inventory template. Included is the green text in the row above the field names, which is either an explanation of what the field is meant to record or includes specific instructions on how to record the information. This should all be visible in your template file or on the shared Google Sheets link from Webinar 2.

We always include this information when sharing an inventory for the first time with participants at our workshops - combined with a presentation that walks everyone through what each field means and how information should be recorded, this additional information is meant to function as a reminder as people begin the inventory process.

Adding these explanations before beginning any inventorying forces you to think through *why* you are selecting certain fields, and you decide in advance *how* to record information.

Color/ B&W	Audio Info	Condition Notes	Conservation Need 1	Conservation Need 2	Conservation Need 3	Content
Color	Film: Silent ▾ N/A		needs to be put on core ▾	▾	▾	Farming
Color	Film: Silent ▾ N/A		needs to be put on core ▾	needs new can ▾	▾	Home movie centered living room on
Color	Film: Silent ▾ N/A		needs to be put on core ▾	▾	▾	Shoveling corn by the barn
Color	Film: Silent ▾ N/A		needs to be put on core ▾	▾	▾	Children sitting around the house
B&W	Film: Silent ▾		needs to be put on core ▾	▾	▾	
B&W	Film: Silent ▾		needs to be put on core ▾	needs new can ▾	▾	ISD school sign
Conservation Need 1			Conservation Need 2		Conservation Need 3	
needs to be put on core ▾			▾		needs leader added ▾	
needs to be put on core ▾			needs new can ▾		▾	
needs to be put on core ▾			▾			
needs to be put on core ▾			▾		needs leader added	
needs to be put on core ▾			▾		needs new can	
needs to be put on core ▾			▾		needs to be put on core	
needs to be put on core ▾			needs new can ▾		▾	
needs to be put on core ▾			▾		▾	

Film inventory with conservation needs tracked, using drop down menu to standardize responses

This is an example from a different inventory, specifically highlighting *Conservation Needs*. In this instance, these needs are specific to films and it was decided that there were three specific needs that should be tracked. Because all three options could be necessary for a single item, it was also decided to split up *Conservation Needs* into three fields.

Condition Notes	Label Info / Annotations	NOTES	Duration of Content	Preservation: Digital File Name	Preservation: File Format	Preservation: Date the film was digitized	Preservation: Who performed the preservation?
stepped pack	Deaf History Rochester Project 5/27/00 Part I:	Digitized by Siobhan Hagan with pop-up MARMIA	0:32:11	DFFC_Video_001.mp4	MP4	2019-11-13	Siobhan Hagan from the Mid-Atlantic
stepped pack	Lightson! Deaf Theater Heritage Preservation	Digitized by Siobhan Hagan with pop-up MARMIA	1:54:26	DFFC_Video_002.mp4	MP4	2019-11-13	Siobhan Hagan from the Mid-Atlantic
Preservation: Digital File Name		Preservation: File Format		Preservation: Date the film was digitized	Preservation: Who performed the preservation?		
DFFC_Video_001.mp4		MP4		2019-11-13	Siobhan Hagan from the Mid-Atlantic		
DFFC_Video_002.mp4		MP4		2019-11-13	Siobhan Hagan from the Mid-Atlantic		

Video tape inventory with digital preservation tracked

This is an example from an inventory additionally tracking digital preservation work.

This inventory was based on the same template being used for our project. Once it was determined that digitization would be included during this workshop, we simply decided on what information we wanted to track -- Duration of the file, the Preservation file name, the preservation file format, the Date the item was digitized, and the Person who digitized the item (as well as that person's organization association) -- all of it in relation to the digitization process.

## Common Pitfalls (and how to avoid them)

**Pitfall:** Lack of numerical structure for Unique IDs

- **Solution:** Use leading zeros or provide structured numbers ahead of time

**EXAMPLE:** 000001, 000002, 000003

**EXAMPLE:** HAITI\_001, HAITI\_002, HAITI\_003

**EXAMPLE:** BT-AV-2004\_0001, BT-AV-2004\_0002

To reiterate - A common pitfall that primarily affects searching and sorting in a digital-based inventory is a lack of structure for numerical data.

We strongly advise, if you are creating new *Unique IDs* for items as part of this project, to use a structure that ensures every ID has the same amount of digits/characters - this will impact the sorting process.



## Common Pitfalls (and how to avoid them)

**Pitfall:** Lack of numerical structure for Dates

- **Solution:** Record Date information in one structure to support sorting and searching

**EXAMPLE:** YYYY-MM-DD structure

**EXAMPLE:** 2021-05-08, 1979-08-21, 1888-02-14

**EXAMPLE:** XXXX-07-26, 1976-07-XX

Similarly to Unique IDs, important numeric based information for Dates should also follow a structure.

All of the information for a full date is often not available. Having at least the four digits of a year is preferred.

## Common Pitfalls (and how to avoid them)

### Pitfall: Multiple spellings for format names

- **Solution:** Record format names in a single established way to support sorting and searching

**EXAMPLE:** U-matic, U-matic SP vs.  $\frac{3}{4}$  inch U-matic vs.  
3/4 inch U-matic vs.  $\frac{3}{4}$ " U-matic vs. 3/4" U-matic

**EXAMPLE:** Super 8 vs. Super-8 vs. Super 8mm vs.  
Super-8mm

Variables come up for multiple field types - similar to the example regarding the preferred spelling of a name. This example highlights media format names.

In the instance of U-matic tapes, all of the examples shown are correct. All the more reason to agree on one option - the main problem you'll encounter in an instance like this is if one person is recording the term 'U-matic' and another is recording ' $\frac{3}{4}$  inch U-matic' - when you sort this information these formats will be separated, and it might not be immediately apparent.

## Support Your Set Standards In Google Sheets

### Numbers - Dates, IDs, etc.

- **Solution:** In Google Sheets, go to format -> number -> plain text to make sure the sheet doesn't auto reformat your inputted number to remove leading or following zeros

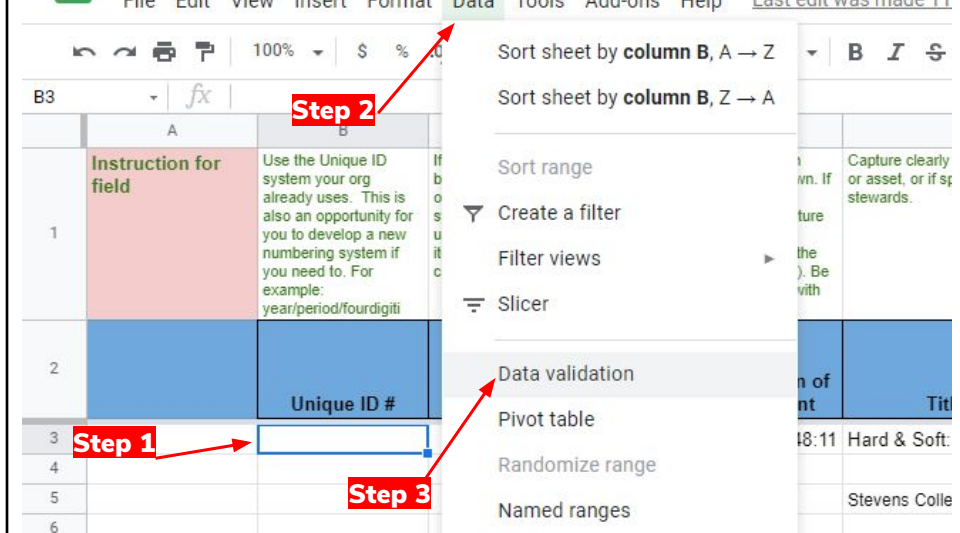
## Support Your Set Standards In Google Sheets

### Standardized vocabulary

- **Solution:** Create a shared vocabulary list
- **Solution:** Create a drop down vocab list for any row or column.

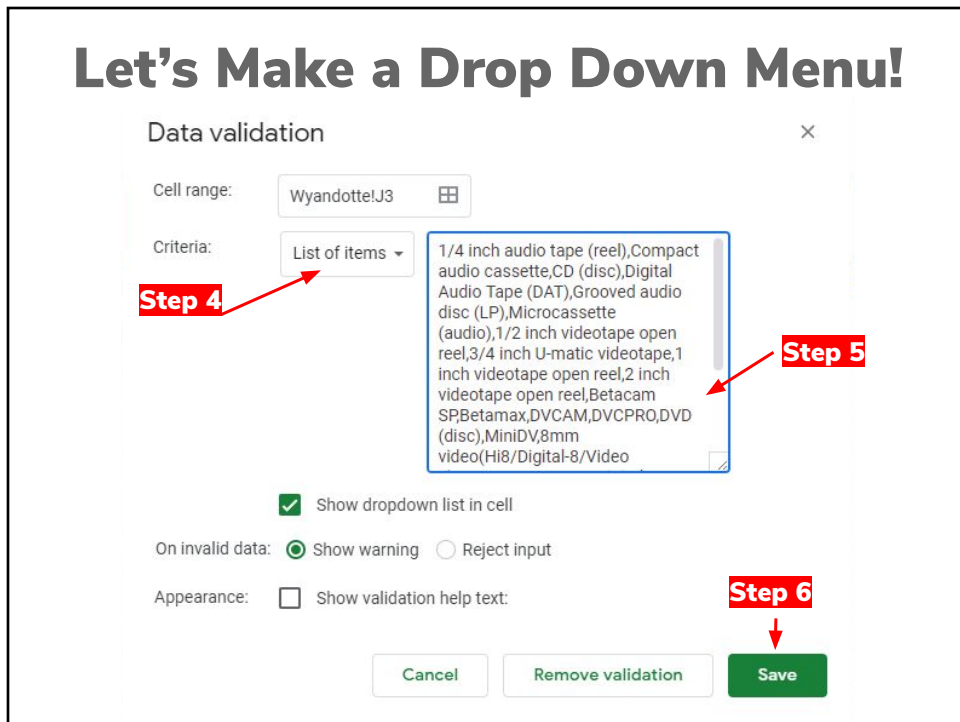
In Google Sheets, select the row or column requiring a drop down menu. Go to data -> data validation -> list of items. Enter the vocabulary terms separated by commas. Do not use spaces.

# Let's Make a Drop Down Menu!



## EXERCISE 1: Making a drop down menu in Google Sheets

- Open the template in Google Sheets  
[<https://docs.google.com/spreadsheets/d/13TCh2UFRCH2BCx4RdfSTq4bfnGFb47IHpmUotijxew8/edit#gid=194420390>]
  - Go to the tab for your organization
1. Select the row or column requiring a drop down menu.
  2. Click on *Data*
  3. Click on *Data Validation*



## EXERCISE 1: Making a drop down menu in Google Sheets (continued)

Once you click on *Data Validation* - the Data validation depicted in the slide should pop up:

By *Criteria*, click on *List from a range* - you will see options

- If you click on Number you can then set a range of numbers
- If you click on Date, you set a range of for dates

We generally use *List from a range* so that we have more control over the options.

4. Click on *List from a range*.

Next to that where the field reads '*Enter a range or formula*' is where you will list out the options you want for this particular field column.

5. Enter the vocabulary terms separated by commas.  
Do not use spaces.

**Example:** The slide above shows all of the  
Format options we have listed in the dropdown menu  
under the *Format* field

6. When you complete your list, click on *Save*.

# **Transferring Old Data to a New Inventory**

## **EXERCISE 2: Transferring old data to a new inventory**

- It is worth addressing that any previous inventory efforts, even if the templates are very different than what we are now working toward, the information recorded is likely relevant to your efforts.
- By spending some time transferring that information into your new inventory template, you could avoid some redundant work, or possibly save information that might not be available to you again in another form.



U-Matic Tape Inventory				
Box #	#	Title	Length	Comments
Box 2	5	Miss Indian Oklah Tulsa Camelot Inn 6/77	20	
Box 2	I-9	Abe Conklin Osage/Ponca	20	
Box 2	I-10	Abe Conklin I Osage/Ponca	20	
Box 2	SP-1	Tennis Courts	20	
Box 2	PW-9	Headstart	20	
Box 2		Woolaroc Jackie, Russell, Walter	20	
Box 2	I-1	Judge Busey	20	
Box 2		Presentation of Check to BIA Chief Tinker, Royal Thorton, Bill Mashunkashey Jr.	20	
Box 2	SP-13	Lease Sale. Jack Anquoe -Trot dance songs, War dance songs, talk about the drum, Individual songs	20	
Box 2	SP-29	Hominy, Okla Groundbreaking Prison site	20	
Box 2	Sp-21	Wakon Redcorn at Track meet to run it the "Indian Mile" in Tahlequah 4/77	20	
Box 2	Sp-50	reg day Dance	20	
Box 2	SP-28	Hominy Prison Groundbreaking	20	
Box 2	WS-89	Bud Saumant Research Methods II	20	
Box 2	WS-90	Bud Saumant Research Methods II	20	
Box 2	WS-91	Research Methods III Bud Saumant	20	
Box 2		Ms. Indian Oklahoma Pageant 1977 Cotemporary Talents	20	
Box 2	WS-92	Reserarch Methods IV Bud Saumant	20	
Box 2	SP-16	Henry Bellmon	20	

## EXERCISE 2: Transferring old data to a new inventory (continued)

This is a sample of an inventory of U-matic tapes. There is useful information recorded that gives a good sense of the material stored in this box. By transferring this information over to a new inventory template, the item will be at least partially inventoried by the time you get around to it. It's also possible that these are items that are not easily accessible, but they can remain partially inventoried in your new spreadsheet, and you can note that more in depth inventorying is required.

At a glance, we would want to record more technical information. The information recorded under Title contains descriptive metadata that can be broken out into more than one field.

Box #	Unique ID #	Label Info / Annotations	Length	Notes
Box #	#	Title	Title on Item	Comments
Box 2	5	Miss Indian Oklah Tulsa Camelot Inn 6/77	20	
Box 2	I-9	Abe Conklin Osage/Ponca	20	
Box 2	I-10	Abe Conklin I Osage/Ponca	20	
Box 2	SP-1	Tennis Courts	20	
Box 2	PW-9	Headstart	20	
Box 2		Woolaroc Jackie, Russell, Walter	20	
Box 2	I-1	Judge Busey	20	
Box 2		Presentation of Check to BIA Chief Tinker, Royal Thorton, Bill Mashunkashey Jr.	20	Tape Length
		Lease Sale. Jack Anquoe -Trot dance songs, War dance songs, talk about the drum, Individual songs	20	Duration of Content
Box 2	SP-13	Hominy, Okla Groundbreaking Prison site	20	
Box 2	SP-29	Wakon Redcorn at Track meet to run it the "Indian Mile" in Tahlequah 4/77	20	
Box 2	Sp-21	reg day Dance	20	
Box 2	SP-50	Hominy Prison Groundbreaking	20	
Box 2	SP-28	Bud Saumant Research Methods II	20	
Box 2	WS-89	Bud Saumant Research Methods II	20	
Box 2	WS-90	Research Methods III Bud Saumant	20	
Box 2	WS-91	Ms. Indian Oklahoma Pageant 1977	20	
Box 2		Cotemporary Talents	20	
Box 2	W	Research Methods IV Bud Saumant	20	
Box 2	SP-16	Henry Bellmon	20	

## EXERCISE 2: Transferring old data to a new inventory (continued)

Here is a selection of field names from the inventory template that have been matched as closely as possible to the older inventory fields.

Matching field names first will make it easier to move information over from one inventory to the next.

I prefer to use a template with my chosen fields in the top row, and then I will add the field names from the older inventory - matching them to their new counterpart.

Once this matching is complete, it's easier to copy and paste information over.

Unique ID #	Box #	Date on Item	Duration of Content	Title on Item	Medium	Format
#	Box #		Length	Title		
5	002	1977-06	20	Miss Indian Oklah Tulsa Camelot Inn	Video	3/4 inch U-matic
I-9	002		20	Abe Conklin Osage/Ponca	Video	3/4 inch U-matic
I-10	002		20	Abe Conklin I Osage/Ponca	Video	3/4 inch U-matic
SP-1	002		20	Tennis Courts	Video	3/4 inch U-matic
PW-9	002		20	Headstart	Video	3/4 inch U-matic
	002		20	Woolaroc Jackie, Russell, Walter	Video	3/4 inch U-matic
I-1	002		20	Judge Busey	Video	3/4 inch U-matic
	002		20	Presentation of Check to BIA Chief Tinker, Royal Thorton, Bill Mashunkashey Jr.	Video	3/4 inch U-matic
				Lease Sale. Jack Anquoe -Trot dance songs, War dance songs, talk about the drum, Individual songs	Video	3/4 inch U-matic
SP-13	002		20	Hominy, Okla Groundbreaking Prison site	Video	3/4 inch U-matic
SP-29	002		20	Wakon Redcorn at Track meet to run it the "Indian Mile" in Tahlequah	Video	3/4 inch U-matic
SP-21	002	1977-04	20	reg day Dance	Video	3/4 inch U-matic
SP-50	002		20	Hominy Prison Groundbreaking	Video	3/4 inch U-matic
SP-28	002		20	Bud Saumant Research Methods II	Video	3/4 inch U-matic
WS-89	002		20	Bud Saumant Research Methods II	Video	3/4 inch U-matic
WS-90	002		20	Research Methods III Bud Saumant	Video	3/4 inch U-matic
WS-91	002		20	Ms. Indian Oklahoma Pageant 1977 Cotemporary Talents	Video	3/4 inch U-matic
	002	1977	20	Research Methods IV Bud Saumant	Video	3/4 inch U-matic
WS-92	002		20	Henry Bellmon	Video	3/4 inch U-matic
SP-16	002		20	GUTHRIE 2	Video	3/4 inch U-matic
WS-30	004		60	INDIAN MUSIC JACK ANQUOE	Video	3/4 inch U-matic
SP-15	004		60	WHITEMANS BIRTHDAY REDMANS WAKE EDDIE BENTON RED SCHOOL HOUSE	Video	3/4 inch U-matic
TV-8	004			SWEARING IN CEREMONY Camera 1 Tape 1	Video	3/4 inch U-matic
SP-25	004		60	Sterling Institute	Video	3/4 inch U-matic
WS-56	004		60		Video	3/4 inch U-matic

## EXERCISE 2: Transferring old data to a new inventory (continued)

Here is the new template inventory with intended fields in blue at the top, and the old inventory fields pasted in the second row in yellow. All of the old information has been pasted in or reformatted to match new standards.

**Questions?**

**Who Wants To Transfer Some  
Old Data?!**

**OR**

**Who Wants To Work On Their  
Inventory Template?**

# Thank you!



Community Archiving Workshop



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