

## A Organization

### A1 General information

Organization .....

Address .....

.....

Web address .....

City, postal code ..... Country .....

Contact person ..... Function .....

E-mail ..... Tel: .....

#### Please add a brochure if available

How would you describe the main tasks of your organization? Do you have specific national/regional/local responsibilities?

.....

.....

.....

How many people, approximately, work for your organization? .....fte<sup>1</sup>

### A2 Which are the main user groups of your collections and services?

Please mark their importance on a scale from 1 to 5 (1= not important...5= most important)

	1	2	3	4	5		1	2	3	4	5
General public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other commercial users, namely:					
Academic researchers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special user group, namely:					
Publishing/media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> not applicable											

### A3 Are you a member of a national or international (audiovisual) archives/library/museum organization?

No  Yes, (please specify) .....

### A4 Other details you wish to add

.....

.....

.....

## B Audiovisual collections – general

### B1 Which audiovisual materials are included in your collections? Can you give a rough estimate of the quantities?

*please indicate which measurement you use for quantifying materials*

– Film  No  Yes, .....titles/hours/cans/meters  unknown quantity

– Audio  No  Yes, .....titles/items/hours  unknown quantity

– Video  No  Yes, .....titles/items/hours  unknown quantity

<sup>1</sup> fte = full time equivalent, the total number of staff expressed as full-time jobs. Two staff each working half the time equals 1 fte

**B2 Do you add audiovisual materials to the collections? If so, how much per year approximately?**

- Film       No       Yes, .....titles/hours/cans/meters       unknown quantity
- Audio     No       Yes, .....titles/items/hours per year       unknown quantity
- Video     No       Yes, .....titles/items/hours per year       unknown quantity

**B3 Does your organization have specific (legal) responsibilities for collecting and keeping audiovisual materials?**

- No       Yes, (please specify).....

**B4 Can you indicate the three most important genres in your AV collection (e.g. documentary film, tapes for dialect research, drama on video, educational materials, news items, amateur film)?**

1. ....
2. ....
3. ....

**B5 Do you manage and keep all materials in your audiovisual collections yourself?**

- All audiovisual materials are kept within our own organization
- Materials are also in the care of other (specialist) institutions (please specify).....
- .....

**B6 Do you have staff that has been professionally trained for working with audiovisual collections?**

- No       Yes, ..... fte
- Comment.....

**B7 What are the possibilities to be trained for working with audiovisual collections in your country?**

- There are sufficient opportunities for training at different levels
- There is a serious lack of training opportunities in all respects
- There are some possibilities but more training is needed for (please specify).....
- .....

**C Audiovisual collections – film**

**C1 If you have film collections, which types are included and how much approximately?**

*please indicate which measurement you use for quantifying materials!*

- 35 mm      .....titles/cans/hours/meters       unknown
- 16 mm      .....titles/cans/hours/meters       unknown
- 8 mm      .....titles/cans/hours/meters       unknown
- Other: .....      .....titles/cans/hours/meters       unknown

Comment.....

**C2 How would you describe the general condition of the film collections?**

	(very) good	acceptable overall, some problems	deteriorating	not known
– 35 mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– 16 mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– 8 mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Other: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment.....

**C3 Of these collections, could you estimate the percentage of:**

Nitrate film .....%      Silent film .....%      With sound .....%      Black & white .....%      Colour .....%

**C4 Please indicate the urgency of specific problems in your film collection**

	high priority	moderate priority	low priority	not present	not known
– Nitrate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Mechanical damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Vinegar syndrome	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Fading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Cataloguing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Other: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment.....

**D Audio collections**

**D1 If you have audio collections, do you know what types and how much approximately?**

*please indicate which measurement you use for quantifying materials*

– Cylinders <sup>2</sup>	.....items/titles/hours	<input type="checkbox"/> unknown
– Coarse groove replicated <sup>3</sup> disks ('78s', 'shellacs')	.....items/titles/hours	<input type="checkbox"/> unknown
– Instantaneous disks of any kind	.....items/titles/hours	<input type="checkbox"/> unknown
– Microgroove disks (LPs)	.....items/titles/hours	<input type="checkbox"/> unknown
– Open reel magnetic tape	.....items/titles/hours	<input type="checkbox"/> unknown
– Compact cassettes	.....items/titles/hours	<input type="checkbox"/> unknown
– R-DAT	.....items/titles/hours	<input type="checkbox"/> unknown
– Replicated <sup>3</sup> CDs, DVDs	.....items/titles/hours	<input type="checkbox"/> unknown
– Recordable and rewritable CDs, DVDs	.....items/titles/hours	<input type="checkbox"/> unknown
– MiniDiscs	.....items/titles/hours	<input type="checkbox"/> unknown
– Other.....	.....items/titles/hours	<input type="checkbox"/> unknown

Comment.....

**D2 How would you describe the general condition of the audio collections?**

	(very) good	acceptable overall, some problems	deteriorating	not known
– Cylinders <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Coarse groove replicated <sup>3</sup> disks ('78s', 'shellacs')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Instantaneous disks of any kind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Microgroove disks (LPs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Open reel magnetic tape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Compact cassettes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– R-DAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Replicated <sup>3</sup> CDs, DVDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Recordable and rewritable CDs, DVDs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– MiniDiscs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Other.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment.....

<sup>2</sup> Cylinders include: wax, instantaneous, dictaphone <sup>3</sup>'replicated' means 'industrially produced', as opposed to self-recorded disks

**D2a Can you estimate how much of the audio collections are original recordings made by/for your own organization?**

..... %

**D2b For such recordings, do you have information on the equipment used for the recordings?**

No       Yes, for approx ..... % of the cases

**D3 Please indicate the urgency of specific problems in your audio collection?**

	high priority	moderate priority	low priority	not present	not known
Mechanical damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of playback equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cataloguing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment.....

**E Video collections**

**E1 If you have video collections, do you know what types and how much approximately?**

*please indicate which measurement you use for quantifying materials*

- VHS .....items/titles/hours  unknown
- S-VHS .....items/titles/hours  unknown
- U-matic .....items/titles/hours  unknown
- Betacam SP .....items/titles/hours  unknown
- Betacam Digital .....items/titles/hours  unknown
- Video8/VideoHi8 .....items/titles/hours  unknown
- DV/Digital 8 .....items/titles/hours  unknown
- Other: .....items/titles/hours  unknown

Comment.....

**E2 Can you indicate how much of the video collections are recordings of tv programmes etc? ....%**

**E3 How would you describe the general condition of the video collections?**

	(very) good	acceptable overall, some problems	deteriorating	not known
– VHS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– S-VHS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– U-matic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Betacam SP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Betacam Digital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Video8/VideoHi8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– DV/Digital 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Other: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment.....

**E4 Please indicate the urgency of specific problems in your video collections**

	high priority	moderate priority	low priority	not present	not known
Mechanical damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lack of playback equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cataloguing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment.....

**F Preservation and access of audiovisual materials**

**F1 Do you store your audiovisual collections under climate-controlled conditions?**

No       Yes (*please specify*) .....

**F2 Do you have a preservation programme for audiovisual collections?**

No       Yes

Comment.....

**F3 For analogue materials, do you make separate master copies as well as user/access copies?**

	always	sometimes, in special projects	only on request of users	very seldom or not at all
- Film	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment.....

**F4 When analogue originals deteriorate, do you transfer materials to new carriers?**

	we have a systematic programme for this	only if users want to consult them	sometimes, as a special project	very seldom or not at all
- Film	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Audio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment.....

**F5 Do you outsource work to commercial vendors and if so, what type of work?**

No       Conservation work       Transfer to new carriers       Cleaning and repackaging       Digitization

Comment.....

**F6 Is there regular maintenance of playback equipment for audiovisual materials?**

No       Yes

Comment.....

**F7 Is access to your audiovisual collections complicated by legal rights issues?**

- Not really                       In some cases                       A lot

**G Audiovisual collections – digitization**

**G1 Do you digitize AV materials or are you planning to start digitizing within the next year?**

- Film**  No  Yes    **Audio**  No  Yes    **Video**  No  Yes

**G2 How would you characterize your digitization activities?**

- We have a structural, systematic programme  
 We digitize occasionally, on request of users or for materials that are deteriorating  
 We have a special project for specific materials, namely (*please specify*).....  
 .....

**G3 What are the main reasons for digitizing materials? Please indicate importance by a number from 1 to 5 (1 = not very important or not relevant .. 5 = extremely important)**

	Film	Audio	Video
To create copies for browsing on site or online			
To provide copies at the request of users			
To relieve stress on fragile originals which need to be preserved			
To rescue content from original (obsolete) carriers that cannot be saved or consulted (for lack of equipment)			
Other:.....			
Comment.....			
.....			

**G4 What are the preferred formats and resolutions that you use (e.g. WAV, MPEG1, MPEG2, AVI, WMP, ASF, MPEG4, MP3, AAC, .....)?**

	Film	Audio	Video
For masters			
For access copies			
Other:.....			

**G5 Which part of the digitization process is done in house?**

- |  |   |
|--|---|
| <input type="checkbox"/> Selection and preparation                 | <input type="checkbox"/> Conversion from analogue to digital    |
| <input type="checkbox"/> Processing of files to make access copies | <input type="checkbox"/> Cataloguing and metadata               |
| <input type="checkbox"/> Storage                                   | <input type="checkbox"/> Providing access through web interface |
| <input type="checkbox"/> Providing copies on request               | <input type="checkbox"/> Migration and digital preservation     |

**G6 Do you produce uncompressed and uncorrected archival masters?**

- Film**  No  Yes    **Audio**  No  Yes    **Video**  No  Yes

Comment.....

**G7 How do you store digital materials?**

	<b>Masters</b>	<b>High-quality copies</b>	<b>Access copies</b>
– Computer tape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Hard disks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– CD-R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– DVD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Digital mass storage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Other: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**G8 How can the digital collections be accessed?**

	<b>Film</b>	<b>Audio</b>	<b>Video</b>
– Internal workstation/network on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Low-quality copies for browsing on web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Streaming on web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Complete files can be downloaded from web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Copies are made on request	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– As part of products that we sell (CDs, DVDs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
– Through third parties that distribute them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**G9 Do you keep all the analogue originals after digitization?**

**Film**  No  Yes    **Audio**  No  Yes    **Video**  No  Yes

Comment.....  
 .....

**G10 What in your experience is the main obstacle for digitizing AV materials (except lack of funds)?**

.....  
 .....

**H Cataloguing and metadata**

**H1 What percentage of the audiovisual collections has been described or catalogued?**

Paper-based catalogue ... %     Electronic system ... %     Not described or catalogued ....%

Comment.....  
 .....

**H2 How can your catalogue be consulted?**

On site     Through internet     Other, namely.....

**H3 Which searches are possible at the present level of description/cataloguing?**

Titles     Maker     Key words     Date     Full text

Comment.....  
 .....

**H4 Which (international) standard or guidelines are used for cataloguing/description/metadata?**

- ISAD(G)
- FIAF cataloguing rules
- Dublin Core
- ISBD (NBM)
- IASA cataloguing rules
- METS
- MARC 21
- DIDL
- MXFL
- Other, namely.....

Comment.....  
.....

**H5 In digitization, how much time do you spend on updating or complementing metadata?**

- We spend a lot of our time on optimizing descriptive metadata
- Only the most serious problems are addressed, to limit the time spent
- The descriptions are mostly okay so we do not need to do a lot of work on them
- The descriptions are not adequate but we have no resources to improve them
- Not applicable (no digitization is done)
- Other.....

Thank you very much for your time. Please add any other comments or suggestions for issues the TAPE project should deal with: