



The « Institut national de l'audiovisuel » (Ina)

In collaboration with

The International Federation of Television Archives (IFTA)
The Eurovision Academy, operated by EBU

And Creative Europe

F.R.A.M.E

Future for Restoration of Audiovisual Memory in Europe

Session 1: Preservation & digitization of audiovisual media
September 19 - September 23, 2016



Co-funded by the
Creative Europe Programme
of the European Union

DESCRIPTION

The FRAME training has been launched in 2010, with the support of the MEDIA programme of the European Commission, to answer the needs of European professionals dealing with the digitization and management of audiovisual archives/media content. More than a hundred professionals - from Radio-television, National archive, Film archive, private company, museums from all over Europe - has participated to the training. FRAME is organized by INA within its headquarters, in partnership with FIAT/IFTA and Eurovision Academy, operated by EBU, and with the support of the Creative Europe programme.

WHO IS IT TARGETING?

FRAME is targeting European and non-European professionals who are involved in the management and use of media content: archivists, engineers, technicians, librarians, project managers, producers, etc, working within public or private companies.

OBJECTIVES

FRAME training addresses each step of the management of audiovisual contents: implementation of best practices in terms of preservation and digitization of old content, management of a life-based archive (storage, media management, security of data...), rights' management, description and accessibility of content for various audiences.

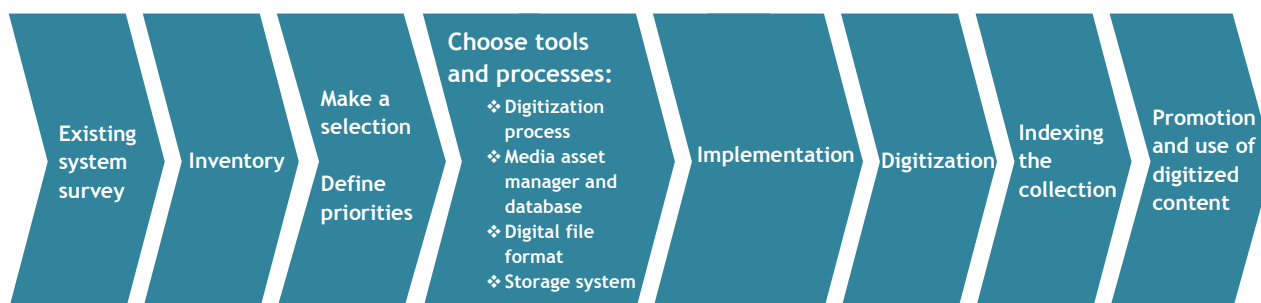
The training is divided in 2 sessions:

- **1st session: Preservation & digitization of audiovisual media, September 19 - September 23, 2016**

Methodological and technical issues for the implementation of digitization systems for film, video and sound archives, and the choice of formats, storage and digital content infrastructures.

- **2nd session: Organization, marketing and use of archival digital content, October 17 - October 21, 2016**

New uses of archives, which use for which users? (Professionals, researchers, and general public), documentation, rights' management and physical and digital restoration of images.



PROGRAMME SESSION 1 - PRESERVATION AND DIGITIZATION OF AUDIOVISUAL MEDIA

Monday, September 19

- 9 - 11 am** **Welcoming and presentation of participants**
Presentation of the seminar
- 11 am - 12:15 pm** **Introduction to strategic and economic issues of media archives management**
INA preservation and digitization plan: historical approach and issues.
- 1:30 - 2:30 pm** **Introduction to digital archiving**
Presentation of the “layer” model of a Digital Media Asset Management system, adapted to Digital Archives
Specifying uses and users
- 2:30 - 5:30 pm** **Designing a preservation and digitisation plan: methodology & 1st actions to implement**
Strategic definition of a preservation and digitization plan
Analysis of the situation of one’s archive regarding the expected results and high-end users
Analysis of the existing situation
Setting priorities: planning urgent action, organizing selection (criteria, methods)
Managing born-digital content integration
Designing scenario:
 - ✚ Technical solutions
 - ✚ Required human, technical & financial resources
 - ✚ Costs
Specifications

Tuesday, September 20

- 9 am - 12:45 pm** **Specifying and selecting appropriate digital audio/video/film file formats and storage physical media**
Digital media formats (refresher session) - Parameters, standards and performances:
 - ✚ Media essence (audio / still pictures / film / video) formats
 - ✚ Native (non-compressed) formats
 - ✚ Compression formats (codecs)
 - ✚ Container-formats
Selecting digital media formats: methodology and criteria
Storage of physical media:
 - ✚ Specifications and performances (refresher session)
- 2 - 5:30 pm** **Digitizing film**
Technical operations before transfer
Key functions of a transfer line; equipment; processes
Logistics: workflow organization; monitoring of tasks
Quality control
Target file formats for film preservation
Organizational issues: in-house or outsourcing

Wednesday, September 21

9 - 10:30 am

Digitizing video & sound 1

Technical operations before transfer
Key functions of a transfer line; equipment; processes
Logistics: workflow organization; monitoring of tasks
Quality control

10:45 - 12:45 pm

Digitizing video & sound 2

Target file formats for video and sound preservation
Organizational issues: in-house or outsourcing

Ina case study: visit of sound transfer infrastructures

2 - 5 pm

How to manage a digital archive (1/2)

Specifying and managing the workflow
Specifying and managing the functions (transcoding, quality control and storage)
Specifying and managing the technical platform:

-  Storage system and servers: Architectures - Parameters - HSM
-  Metadata, data model and databases

Digital Media Asset Management (DMAM) system: Managing the media files

Thursday, September 22

9 - 10:30 am

How to manage a digital archive (2/2)

Digital migration strategy and data preservation

10:45 - 12:45 pm

Guidelines on how to prepare, build and maintain an online media platform

Objectives, audiences and use cases
Storyboards and graphics
Architecture and technical solutions

2 - 5 pm

Ina case study: visits

1. Film transfer and restauration infrastructures
2. Video transfer infrastructures
3. Media management and storage infrastructures

Friday, September 23

9:30 am - 4:30 pm

Case studies: managing digitization projects

4:30 - 5 pm

Evaluation and close of the seminar