Probable resulting actions: the project must proceed on time which contributed to a mounting backlog for the Special Project Cataloger.

Outcomes…

Positively…

- By Nov. 2009, all glass-based lacquers were transferred to CD and high-resolution digital transfer.
- All media was transferred to CD and digital transfer.
- Staff is now equipped to handle the backlog of the discs.

Negatively…

- As of Feb. 28, 2009, 78% of the most affected aluminum-based lacquers have been transferred to CD and digital transfer.
- The majority of aluminum-based lacquer titles remain.
- We gained the task to address future preservation issues with transcription discs.
- Approximately 85% of all aluminum-based lacquers remain to be transferred.

Acquired two custom turntables for students and staff to audition discs lacking information.

Will the source of the recordings affect the time commitment needed to provide access?

Determine if additional funding should be pursued.

What special equipment is needed and will it have to be acquired?

WHAT WE LEARNED

Due to shorter life cycles and the unique chemical make-up of audio formats, you must survey the condition of the collection before proceeding with cataloging.

Archival sound collections contain a “mixed bag” of accompanying information often relying heavily on extra digging such as at the recording's or the recordings searching reference sources. Make sure the appropriate amount of time is allotted to properly address these issues.

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The Stabilty of the Format

Consult the appropriate resources to determine the stability of the format.

- Are there chemical cleaners that cause more issues that result in deterioration?
- If auditing is required, will the stability of sound be compromised with each playback?
- What are the visible indicators to assess the deterioration of the lacquer?

Spot check your collection to determine its condition.

- Are enough items affected to justify a formal preservation survey or can the issue be addressed through a regular cleaning workflow?

Take action:

- Evaluate priorities.
- Determine whether additional funding should be pursued in order to acquire staff and special equipment.

The Objective of the Issuing Body

Determine the objective of the issuing body for the items in your collection.

- Do the recordings come from a variety of sources with a variety of objectives, and if so, how does that generally affect the level of detail?
- Will the source of the recordings affect the time commitment needed to provide access?

Determine which resources are available to provide access.

- What special skills, knowledge, and supplementary resources are needed?
- What special equipment is required and will it have to be acquired?

Take action:

- Determine priorities and make needed on the availability of information and resources.
- Develop guidelines that will address the varying levels of information availability.

The Most Appropriate Delivery Platform

Determine the most ideal platform to provide access to your materials.

- Identify your user base to determine what kind of specialized details are necessary.
- Determine the level of detail needed for access based on the needs of your user base.

Evaluate the barriers to access in the ideal platforms.

- Are there any legal considerations?
- Are there any technical issues?
- Are you limited to the current digital architecture?

Is there infrastructure support for the ideal platforms?

Take action:

- Establish your priorities to determine what, if any, must be made.
- Determine if additional funding should be pursued.

How to Maintain the Integrity of the Catalog When Transcribing by Audition

Identify the information needed.

- Spelling issue or language issue or both?
- For single-booking titles, how can you provide a title?
- Issues with identification of official song titles or of composers’ works?

Consult the most adequate resources and methods of addressing the information.

- Spelling issues: Perform a Google or WordSearch batch with known information.
- Determine if the information lacking is recording surrogates or authoritative sources.
- Identify official song titles: Search Google or other resources with known lyrics.
- Identify the need for specialized knowledge; e.g., language, culture, etc.

Set parameters.

- Set limits on time and effort expended in searching for information.

Identified Sources of Information and Specialized Skills Needed

- Bind-a-catalog with a music degree and graduate music students for identification ofMLS and other resources.
- Identify staff with foreign language skills.
- Examine the existing bibliographic records in the AACR2 and AACR 3.
- Acquire appropriate print resources.

Actions Taken

- Transcribe staff on creative search strategies to determine spellings and song titles.
- Examine printed sources and machine-readable which names and titles to transcribe for providing relevant access points.
- Discussed the need for additional staff members on the creation of name authority records.
- Special Project Cataloger applied for NACO-FAD-TLV index status which was granted in Sept. 2009.

What We Did…

- Identified issues based on material type
- Glass-based lacquers: Fragility cited before the start of the project.
- Aluminum-core lacquers: Noted a public issue and issue after the start of the project.
- Core-based lacquers: Stable condition with only re-locking and proper storage necessary.

Actions Taken

- Glass-based lacquers: In Jan. 2009, Marr staff began handling the complete digital transfer, image options of labels, sleeves, and storage of all discs.
- Aluminum-core lacquers: The public and issue was first noted on Jan. 28, 2009.
- Glass-based lacquers: Noted discrepancies between the AACR2 and AACR 3 classification system and identified 775 discs that needed cleaning and digital transfer.
- Late May 2009: With the approval of the Marr Sound Foundation, allotted time and money towards cleaning the affected discs, digitally transferring the audio, and acquiring special equipment.

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