

TABLE OF CONTENTS

Preface	vii
Acknowledgments	ix
How to Use This Guide	xi
1. WHY PRESERVE FILM?	
1.1 The Community of Film Archives	1
1.2 Orphan Films	2
1.3 The Language of Film Preservation	3
Preservation	3
Conservation	4
Duplication	4
Restoration	4
Access	4
Case Study: Oklahoma Historical Society	5
2. UNDERSTANDING FILM AND HOW IT DECAYS	
2.1 Film Gauges	6
35mm	6
16mm	7
Regular 8mm and Super 8mm	7
Other gauges	8
2.2 Inside the Film Stock	8
Film bases	8
Nitrate	8
Acetate	9
Polyester	9
Emulsion	9
2.3 Negative, Print, and Reversal Films	10
2.4 Color in Film	11
2.5 Sound Tracks	12
2.6 Common Types of Decay and Damage	13
Mechanical damage	13
Mold, mildew, and fungus	13
Acetate decay (vinegar syndrome)	14
Shrinkage	15
Color fading	15
Nitrate decay	16
Magnetic track deterioration	17

3. FILM HANDLING AND INSPECTION

3.1 Before You Start	19
3.2 Looking at Your Film	21
Step one: Opening the film can	21
Step two: Using rewinds	23
Step three: Viewing	23
3.3 Learning Through the Inspection Process	24
Reading edge codes	25
3.4 Replacing Old Film Reels and Containers	26
Split reels and cores	26
Labeling film	27
3.5 Repairing Film	28
Making splices	28
Using splicing tape	29
Using film cement	30
Repairing perforations	31
3.6 Cleaning Film	31
3.7 Equipment for Every Budget	32

4. THE CURATORIAL ROLE

4.1 The Paper Trail	34
Institutional records	34
Films in multimedia collections	34
Oral history	35
4.2 Published Sources	35
4.3 Recognizing Value in the Commonplace	36
4.4 Does Your Institution Have the “Best” Surviving Source Material?	36
Case Study: University of Alaska Fairbanks	40

5. DUPLICATION

5.1 Before You Start: First Do No Harm	41
5.2 Protecting the Original	42
Long-term protection: Copying film on film	42
Access copies	42
Analog videotape	43
Digital videotape	43
Digital frontier	43
Developing a long-term preservation strategy	44
5.3 Film Preservation Laboratories	46
5.4 Products Created Through the Duplication Process	46
5.5 Special Laboratory Processes	48
Wet-gate printing	48
Optical printing	49
Digital image restoration	49
Digital sound restoration	49
Redimensioning	49

5.6 Regular 8mm and Super 8mm	49
5.7 Understanding Laboratory Estimates	50
5.8 Shipping Your Film	53
5.9 Managing Your Project	55
5.10 Securing Resources for Film Duplication	56
Case Study: California Pacific Medical Center	57
Case Study: Visual Communications	58
6. STORAGE	
6.1 IPI Recommendations for Film Materials	59
6.2 Improving Film Storage Conditions	61
Cold storage vaults	62
Refrigerators and freezers	62
Off-site storage	63
6.3 Monitoring the Storage Environment	64
6.4 Removing and Returning Films to Storage	64
6.5 Storing Nitrate Film	65
6.6 What Makes a Good Film Container?	66
6.7 Emergency Preparedness	67
6.8 Long-Range Preservation Planning	68
Case Study: Nebraska State Historical Society	69
7. CATALOGING BY PAUL EISLOEFFEL	
7.1 The International Framework	70
The MARC format	70
Cataloging manuals	71
Controlled vocabularies	71
7.2 Practicing Film Cataloging at Your Institution	71
Data elements	72
Levels of control	72
Access points for content	73
More detailed description	74
Integrating film into your institution's catalog	74
7.3 Starting from Scratch	74
7.4 Sharing Records	75
Case Study: Northeast Historic Film	76
8. LEGAL CONTEXT BY ERIC J. SCHWARTZ	
8.1 Copyright	77
Divisibility of copyright	77
Underlying rights	78
Term of copyright	78
Checking the copyright status of published works	78
8.2 Copyright of Unpublished Works	79
8.3 Physical Materials and Copyright	79
8.4 Donor Agreements	80

8.5 Archival Rights and Responsibilities	81
8.6 Obtaining Permissions	82
8.7 Fair Use	82
8.8 Protecting Your Institution	83
Case Study: University of Texas at Austin	84
9. ACCESS	
9.1 On-Site Research Access	85
9.2 On-Site Public Programs	86
9.3 Internet Exhibition	87
9.4 Licensing	87
Frame enlargements	88
Licensing footage	88
9.5 Loan and Distribution	89
9.6 Community Outreach	90
Case Study: Minnesota Historical Society	92
APPENDIXES	
A. Edge Code Chart	93
B. Print Condition Report	94
C. Selected Film Preservation Laboratories	95
D. Selected Equipment and Supply Vendors	97
Glossary	99
Selected Bibliography	109
Index	114
About the NFPF	121