

# 2021 Collections Care Initiative Internship

## Learning Objectives

The learning objectives of this internship include a wide range of audiovisual collections care activities with an emphasis on pre-digitization preparation for AV materials and post-digitization (and born-digital) asset management. By the end of this internship, the candidate will have developed intermediate and advanced skills in collections inventory management for audiovisual recordings, collections information system data manipulation using Archive Space, and digital audiovisual preservation strategies and techniques in an institutional setting. The candidate will also learn about the lifecycle of digital archival assets through hands-on processing activities working with the 2020 Smithsonian Folklife Festival digital programs. The candidate will have an opportunity to implement their knowledge in the form of *Folklife Magazine* articles and other creative outputs.

## Location

Remote; Ralph Rinzler Folklife Archives and Collections, Smithsonian Center for Folklife and Cultural Heritage (CFCH)

## Duration & Stipend

400 hours over ten weeks, beginning late June or July 2021. \$700 per week stipend.

## Potential areas to work on:

- Audio processing
  - Remaining tasks on prior collections care digitization projects including:
    - For audio tapes ingested into the Smithsonian Institution Digital Asset Management System (SI DAMS), update Archives Space records for *Location and Existence of Copies* (e.g. “*Listening copy available*”).
    - Updating Archives Space records for tapes that were not recorded on the National Mall (e.g., CFCH audiovisual projects, fieldwork, and others).
  - Format data in 1976 Festival of American Folklife inventory records into Digitization Tracking Sheet in preparation for 2021 digitization project.
- Video processing
  - Integrating content from video inventory into Archives Space using bulk spreadsheet import tools
  - Transcode access video contents from 485 DVDs migrated in 2019 using a combination of GUI and command line tools. Establish policies and procedures for future video transcoding.
  - Cross-reference video content from access copies with descriptive records.
  - Embed video metadata into access video files.
  - Generate/verify video checksums and ingest video files into SI DAMS using Volume File Copy Utility.
  - Update Archives Space records for *Location and Existence of Copies* (e.g. “*Viewing copy available*”).

- Investigate status of the Media Asset Delivery Service (MADS) and determine if any work can be done now to link access copies with EAD ref IDs for future use.
- Digital Projects
  - Aid in the processing of 2020 Folklife Festival program streams.
  - Develop standards for approving externally produced transcription files (WebVTT and CART transcriptions).
- Professional Development
  - Author at least one article for *Folklife Magazine* about internship experience.
  - Attend Smithsonian pan-Institutional meetings relating to collections care, preservation, and archival programs.
  - Compile summary of work performed and proposed next steps for video file processing.