

**AV Collections for Non-Specialist Librarians**  
**An IFLA Audiovisual and Multimedia Section workshop**  
One day training workshop, San Juan, Puerto Rico, 16<sup>th</sup> August 2011

### Objective

This workshop will provide a basic introduction to all aspects of audiovisual collections management and preservation, in response to a felt need to equip the “forgotten people” of audiovisual archiving who are charged with caring for collections about which they have limited professional expertise. The session is intended to open the gateway to networks of contacts and sources of knowledge which the individual can pursue after the conference at their own pace.

### Audience

The workshop is for librarians in organizations where preservation of, and provision of access to, audiovisual materials is not the main preoccupation, but who need to understand and apply basic principles in limited circumstances.

### Speakers

To ensure an effective event, there will be no more than 30 participants, who will be trained by top experts in the field, including:

- Howard Besser** (Professor of Cinema Studies at New York University)
- James Turner** (Professeur titulaire, EBSI, Université de Montréal)
- Staff from the University of the Sacred Heart** (San Juan, Puerto Rico)  
**Sonia Diaz Latorre** (Directora Biblioteca); **Carlos A. Pérez** (Library – AV collection); **José Millet** (Communication Center); **José Rodríguez** (Radio activa)

### Schedule – 16<sup>th</sup> August 2011

09:00 - 09:30 Welcome & introduction to the workshop objectives

09:30 - 10:00 *Types of collections and their specific needs.*

10:00 – 10:30 *Film: Identification and Risk Assessment. How it works. Gauges and supports. Deterioration.*

10:30 - 11:00 Coffee break

11:00 - 12:00 *Sound and Video: Identification and Risk Assessment. How it works. Format identification.*

12:00 - 13:00 Lunch in the cafeteria of the university

13:00 - 14:30 *Film: Preservation and Conservation Storage conditions and life expectancy. Care and handling.*

*Sound and Video: Preservation and Conservation. Storage conditions for mechanical carriers, magnetic tape, optical carriers. Care and handling*

14:30 - 16:00 A tour of Radio Activa (a digital radio station), the Communication Center (a production facility for videos, recording and phonographs), a visit to the Library AV collection and coffee break

16:00 - 18:00 *Transfer and reformatting film, video and sound. Born digital materials. Access: on site, on line. Metadata, access formats, rights. Case studies.*

### Location

The workshop will be held in Sala de Conferencias in the Madre María Teresa Guevara Library, ground floor, at Universidad del Sagrado Corazón (University of the Sacred Heart), San Juan, Puerto Rico. Transportation for participants will be provided.

### Registration

Registration is limited to 30 participants. There is no registration fee but registration is required. Please register via email (including name, affiliation and email address) to George Abbott [gabbott@syrr.edu](mailto:gabbott@syrr.edu) no later than 1<sup>st</sup> August 2011.

This Workshop is organised by the IFLA Audiovisual and Multimedia Section in collaboration with the Universidad del Sagrado Corazón, Puerto Rico and the New York University Moving Image Archiving & Preservation Program with financial support from the National Library of Sweden and the National Library of Norway.