

Audio/Video Standards Working Group (AVWG)

Minutes – July 17, 2006 @ 1:30 p.m.

Alexander 3rd Floor Librarians Conference Room

Present: I. Beard, I. Bogus, N. Gonzaga (via videoconference), B. Nahory, R. Sandler

• **Matrox Installation and Training – Quick review**

- The committee discussed a few lingering issues that are related to the installation of the Matrox Axio video encoding system. They include:
 - *The need for more training*
 - This issue is to be addressed as we encode objects. We will schedule times for small groups to come to Dana Library and get hands-on exposure to using the equipment. Any issues that pop up, we will bring up with the vendor. We will also explore obtaining tutorial documentation for Adobe Premier Pro 2.0 to ensure everyone is up to speed on using the software
 - *Technical Issues*
 - The Matrox hardware is currently lacking a working internal DVD Bruner and is not accessing all 4GB of its installed RAM. These are issues that Lee Palmiter of Media Dimensions has recognized as hardware-related and is working with Hewlett-Packard to resolve.
 - Current setup of the hardware involves very short cables which makes physical access and placement very awkward. Additionally, one video cable may be incorrectly set up for tape transfers. Lee will be at Dana Thursday to address these issues as well.
 - Documentation: we seem to have no printed manual for the Matrox. We will request documentation from Lee.
 - Bob Nahory will report to Isaiah & committee after Lee arrives, to report on progress of solving these issues.

• **Audio Objects Standards – Review and Discussion**

- Draft Submitted by I.Beard was reviewed. A number of changes were suggested:
 - Removal of “lossless compression” references. After some discussion, it was decided we should NOT endorse any lossless compression of preservation masters. The available compression algorithms are not widely accepted enough and their future is too uncertain to entrust our archival objects with at this time.
 - Explicit addition of standard WAV format (as opposed to only BWF) as an acceptable medium for preservation masters.
 - Addition of a tone test calibration target to preservation objects
 - Addition of a section that addresses what happens when a collection partner has masters that do not adhere to the recommended standards. The consensus is that if there is no way to obtain a better quality master and the objects are of significant importance, we can accept the masters in the lower quality with the caveat that we cannot guarantee the objects indefinite preservation.

• **Audio Object Architecture – Review and Discussion**

- Ron Jantz’s document was briefly reviewed. No outward comments or calls for revision, except that the document needs to be updated to reflect the most current versions of WMS and implementation of sound architecture. We will request Ron update this document.

- **Other business**

- **Documents** – Ian Bogus will be distributing a number of reports and documents to the committee detailing a wide array of topics, from reports on preservation of objects on CD and DVD formats, example preservation work from other institutions including practices for data storage and handling.
- **Next meeting** – Set for Thursday, July 27 2006 @ 9:30 a.m. – Scholarly Communication Center, Alexander Library.