MIAS 230: MOVING IMAGE DESCRIPTION AND ACCESS SYSTEMS

Winter 2013

Syllabus
January 10, 2013

Course information

Number: MIAS 230
Catalog title: Moving Image Cataloging
Working title: Moving Image Description and Access Systems
ID: 713-180-200
Quarter: Winter 2013
Location: Room 245, GSE&IS Building
Time: Thursday, 9:00am–12:30pm

Instructor information

Instructor: Jonathan Furner
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by Doodle appointment: http://doodle.com/xuz3gifyvwi72h
Website: http://furner.info/

Catalog description

“230. Moving Image Cataloging. Seminar, four hours. Introduction to methodologies and standards specific to moving image cataloging. Discussion and debate of continued application of Library of Congress subject headings and genres to cataloged moving image materials. Exposure to variety of indexing languages used today within online environments and practical training in application of cataloging principles to motion pictures and television programs. Survey of general theories and alternate documentation practices at work within field as well as specific cataloging rules established by FIAF for local and national moving image archives. Discussion of important issues of public access, exploring various methods and protocols for making collection-related information available through secondary and nonsystematic channels such as study guides, collection profiles, Websites, stand-alone databases, and exhibition catalogs. Letter grading.”

Objectives

The aim of this course is to provide an advanced overview of the field of moving-image archival informatics, and thus to prepare students for professional practice in the provision of intellectual access to collections of moving-image archival resources through processes of arrangement and description. The aim of the course will be met through achievement of the following objectives:
to develop students’ understanding of the distinctive nature of collections of moving-image archival resources, and of the purposes, practices, and preferences of users of those collections;

- to develop students’ knowledge of the theory and practice of organization and representation of moving-image archival resources; and

- to develop students’ skills in the application of standards in the creation and encoding of descriptions of moving-image archival resources.

Outcomes

Upon satisfactory completion of this course, you will be able to:

- make confident and successful use, in the provision of intellectual access to collections of moving-image archival resources, of a wide range of tools, standards, and techniques;

- appreciate, and communicate to others, the purposes and preferences of the creators, managers, and users of moving-image archival resources;

- conduct critical analyses of the efficiency and effectiveness of moving-image archival access systems;

- contribute to institutional decision-making on the basis of informed assessment of the tools and techniques that are most appropriate for application in individual contexts; and

- participate actively in debate on current challenges facing the profession and field of moving-image archival informatics.

Methods

Each week the instructor will give a lecture and lead a discussion, supported by PowerPoint slides, handouts, and online demonstrations. The sets of slides and handouts will be available from the course website, accessible through UCLA’s Common Collaboration and Learning Environment (CCLE).

To access the course website, go to http://ccle.ucla.edu/, click on “View your sites,” click on “Login,” enter your UCLA Logon ID (i.e., your Bruin Online ID, not your GSE&IS ID) and Password and click on “Sign In >,” choose “Winter 2013” from the “Term” drop-down list, and click on “MIA STD 230, SEM 1 (Winter 2013): Moving Image Cataloging.”

Readings are set for each week. It’s important that everyone comes to class well prepared, ready to discuss the week’s readings. In the accompanying reading list (see “List of required and recommended readings” below), the readings marked with an asterisk (*) are required; the others are highly recommended. Most of the required and recommended readings are available from the course website, accessible through CCLE. Copies of any required readings that aren’t available online will be put on reserve in the MIT Lab (GSE&IS Building, 1st floor). Further suggestions for reading will be provided in a separate list of “Supplementary resources,” also available from the course website.

Textbooks

There are no required textbooks for this course. The following works are highly recommended for background reading:


**Software**

You will be required to use a particular software package to complete one of your assignments:

• **CollectiveAccess** (CA; formerly OpenCollection): an open-source, web-based collections management system (see [http://collectiveaccess.org/](http://collectiveaccess.org/)). Further details on the use of this tool will be given in separate handouts and in class.

**Standards**

These are some of the standards for moving-image description that you will use to complete the assignments:

• **AMIM2**: *Archival moving image materials: A cataloging manual*, 2nd ed.: [http://www.loc.gov/catdir/cpso/amimcovr.html](http://www.loc.gov/catdir/cpso/amimcovr.html) [pre-publication draft].

Again, further details on the use of these standards will be given in separate handouts and in class.

**Authorities**

Some of the authority files and controlled vocabularies that will be helpful in choosing access points:

• **LCSH, LCNAF, LCC, LC.GFT, TGM**, etc. Washington, DC: Library of Congress.
  o LC linked data service: Authorities and vocabularies. [http://id.loc.gov/](http://id.loc.gov/).
Assignments

There are three assignments for this class:

1. an exercise in which you create a full catalog entry for a previously unprocessed resource (25%; week 7—Wednesday, February 21, 9am); and
2. a project in which you use Collective Access (see “Software,” above) to create a set of original records representing moving-image resources in a collection of your own (25%; week 9—Thursday, March 7, 9am);
3. a final paper on an issue in moving-image archival informatics (40%; week 11—Monday, March 18, 9am).

Full details of these assignments will be made available in class, and then from the course website. The final 10% of your final grade will be awarded on the basis of the quality (not the quantity) of your participation in class.

Syllabus

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<th>Topic</th>
<th>Required readings</th>
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<td><strong>Assignment #3</strong></td>
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**List of required and recommended readings**

The required readings in this list are marked with an asterisk (*). The others are highly recommended. Most of these readings will be available from the course website, accessible through CCLE. Copies of any required readings that aren’t available online will be put on reserve in the MIT Lab.

**Week 1: Creating descriptions of moving images: Genres and purposes.**

* Lindgren, Ernest H. “Cataloguing the National Film Library.” *Sight and Sound* 9, no. 35 (1940): 50–51.


**Week 2: Uses and users of descriptions of moving images.**


* Ballhausen, Thomas, and Francesca Schulze. State of the art report on the work of the archives and the needs of users. Frankfurt am Main: European Film Gateway, 2008.


**Week 3: Metadata standards, I: Data models.**


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**Week 4:**

(a) Metadata standards, II: Metadata element sets.

(b) Metadata management systems.


Week 6: Creating descriptions of moving images: Practices and procedures, II: AACR2/RDA.


### Week 7: Name/subject access and authority control


### Week 8: Creating descriptions of moving image collections


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**Week 9: Sharing descriptions:**

**Encoding standards and linked open data.**


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**Week 10: Alternative methods of creating descriptions:**

**Crowdsourcing and automatic indexing**


