# Conservation Actions - Brief Overview and Initial Steps

# Conservation Actions

**Conservation:** The protection of the original analog materials. The component of preservation which comprises processes/actions needed to **ensure** the continued **physical survival** without further degradation.

# Conservation Actions – First Steps

1.  **Documentation:** Preservation act essential to maintaining the history of the analog media and ANY copies that are created from the original. Additionally, all handling, playback, re-housing, storage, and preservation actions MUST be documented for each handling of the analog materials.
    *   Condition
    *   Storage
    *   Brands with make and model of carrier/tape/film
    *   Technical information
    *   Preservation/technical/administrative metadata

2.  **Maintaining and Improving Intellectual Description :** Document all descriptive metadata which travels with the original materials but also you MUST research and document additional information which is based on expanded metadata schemas or information about the original materials.
    *   Document all notes/labels/enclosers found with the materials
    *   Document history and detailed information about the materials (history, brand history, playback history, handling)

# Conservation Actions – First Steps

3.  **Handling and Housing:** Research all risks to the analog materials which are in the collection and that will be migrated or preserved. Add all information to the metadata. Ensure proper techniques and re-housing materials are on-hand before proceeding.
    - Issues can arise from mis-handling analog materials and complete destruction can occur
    - Address EACH risk determined in the Risk Assessment process, document and provide detailed notes about each process/condition/preservation action

4.  **Preservation Planning and Budgeting:** Long-term preservation and conservation of analog materials rely heavily on the project costs and budgetary planning of each archive. If the materials cannot be maintained or stored properly, additional resources must be applied.
    - Grant funding opportunities
    - Budgetary request from organizational structures
    - Collaborative partnerships with archives with larger budgets

# Tape/Film Handling

# Tape/Film Handling - splicing

**Splicing -** To join two ends of MAGNETIC TAPE or FILM by means of an adhesive material called splicing tape. Instead of working with digital, virtual sound, you are manipulating the tape with your bare hands (like copy and paste).
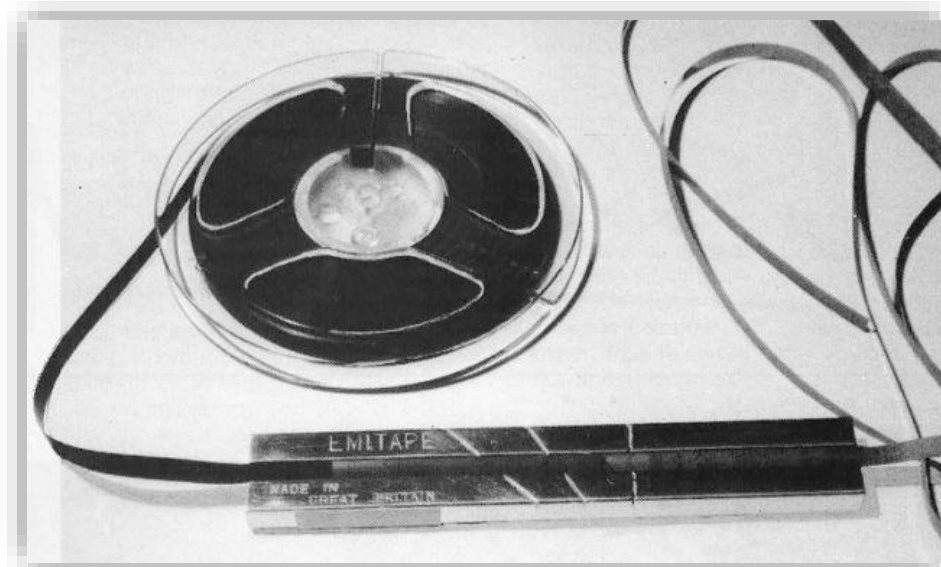
# Tape/Film Handling - splicing

**Basic Supplies:**
- Razor blade
- Leader tape
  - (sound = white or clear)
  - (film = clear)
- Adhesive splicing tape
- Splicing block

# Tape/Film Handling - splicing

## Steps to splicing (basic):

1. Locate the beginning (or the end) of the recorded sound on the tape, rewind (or fast forward) a little bit to ensure that you won't cut into the recorded sound/moving images portion of time;

2. Place the selected segment of tape in the editing block and make a clean cut of tape at a diagonal with razor blade;

3. Pull splicing leader (generously) and cut with diagonal stroke a portion of leader and place in splicing block;

4. Line up cut ends (diagonals should make square);

5. Cut splicing tape and affix to ends, connection together (make sure this slight and positioned carefully and firmly).
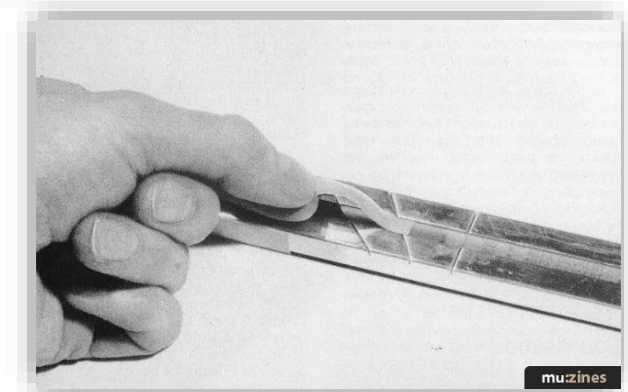
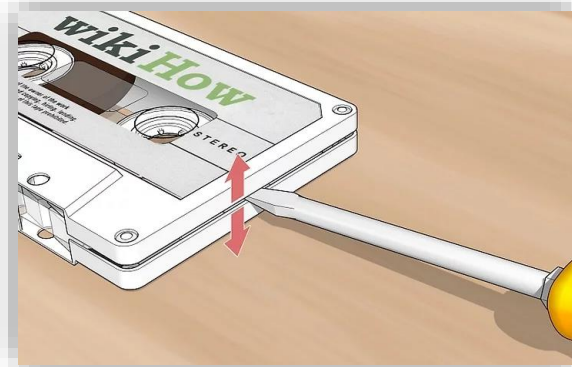# Tape/Film Handling – cassette tape repair

# Cassette tape repair

**With cassette tape repairs it is imperative to be patient due to the smaller nature of the cassette container and tape width**
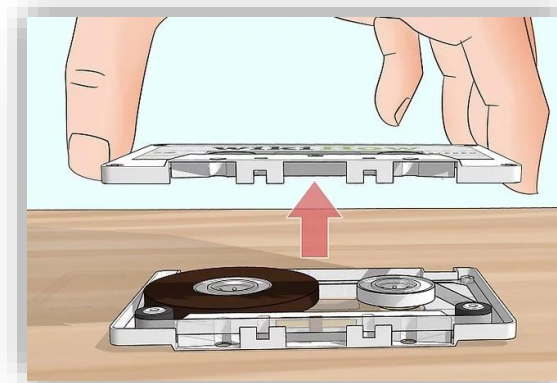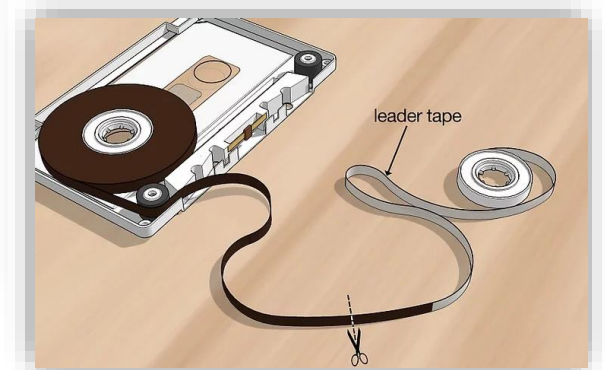
**1. Unscrew all screws on the container**



**2. Carefully pry open container**



**3. Open container (carefully)**



**4. Apply splicing steps**



leader tape

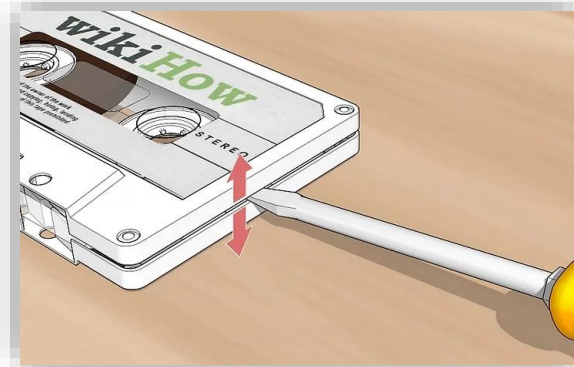# Tape/Film Handling – VHS/Betamax/Beta/U-Matic/D2/D3/DVCAM tape repair

# VHS/Betamax/Beta/U-Matic/D2/D3/DVCAM tape repair

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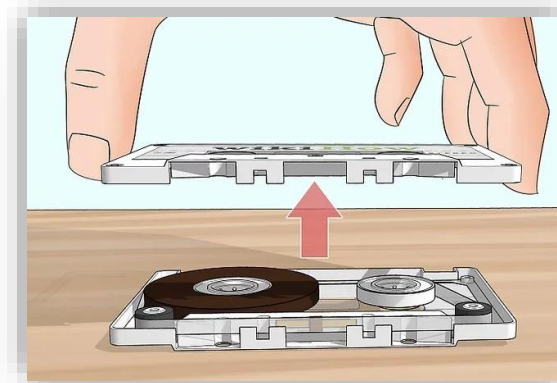
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**4. Apply splicing steps**

leader tape