
Global Certificate Course in Film Heritage

Cataloging and Documentation

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Cataloging and Documentation are essential processes in the field of film heritage, enabling the organization, preservation, and accessibility of film materials for future generations. This glossary will explore key terms related to cataloging and documentation in the Global Certificate Course in Film Heritage.

1. Accession Number

An Accession Number is a unique identifier assigned to a specific item or collection when it is acquired by a repository or archive. This number helps to track and locate the item within the archive.

2. Archival Description

Archival Description refers to the process of creating metadata that provides context and facilitates access to archival materials. This description includes information about the content, context, and provenance of the materials.

3. Authority Control

Authority Control is a method used in cataloging to ensure consistency and accuracy in the names, subjects, and other access points used to describe materials. It involves creating authorized forms of names and terms to prevent variations and errors.

4. Cataloging

Cataloging is the process of creating bibliographic records for materials in a collection, including films, scripts, posters, and other related items. This process involves assigning metadata elements such as titles, creators, subjects, and dates.

5. Collection Management

Collection Management involves the planning, development, and maintenance of a repository's collections. It includes processes such as acquisition, appraisal, preservation, and deaccessioning of materials.

6. Controlled Vocabulary

A Controlled Vocabulary is a standardized list of terms used to describe subjects or concepts in cataloging. This helps to ensure consistency and improve searchability of materials within a collection.

7. Descriptive Cataloging

Descriptive Cataloging is the process of creating detailed descriptions of materials to facilitate access and discovery. This includes recording physical characteristics, content, and other important information about the item.

8. Digitization

Digitization is the process of converting analog materials, such as film reels or photographs, into digital format for preservation and access purposes. This process involves scanning or capturing the content in a digital file.

9. Finding Aid

A Finding Aid is a descriptive tool that provides information about the contents of an archival collection, including a summary of the materials, their arrangement, and any access restrictions. Finding aids help researchers navigate and locate specific items within a collection.

10. Metadata

Metadata is structured information that describes the characteristics of a resource, such as its title, creator, date, and format. Metadata is essential for organizing and retrieving materials in a collection.

11. Preservation

Preservation refers to the various activities and strategies used to protect and prolong the life of archival materials, including films, photographs, and documents. This includes proper storage, handling, and conservation treatments.

12. Provenance

Provenance is the history of ownership and custody of an item or collection, documenting its origins and chain of custody. Understanding provenance is essential for assessing the authenticity and reliability of archival materials.

13. Subject Headings

Subject Headings are standardized terms or phrases used to describe the content of materials in a collection. Subject headings help users to find relevant materials on a specific topic or theme.

14. Thesaurus

A Thesaurus is a controlled vocabulary that organizes terms into hierarchical relationships, synonyms, and related concepts. Thesauri are used in cataloging to enhance search precision and retrieval of materials.

15. Access Points

Access Points are terms or names used to provide entry points for users to search and discover materials in a collection. Access points include titles, creators, subjects, and other key elements used for retrieval.

16. Conservation

Conservation is the practice of preserving and restoring archival materials to prevent deterioration and damage. Conservation treatments may include cleaning, repair, stabilization, and other interventions to prolong the life of the materials.

17. Digital Asset Management

Digital Asset Management (DAM) is a system used to store, organize, and retrieve digital files, including films, photographs, and audio recordings. DAM systems help to manage and provide access to digital collections.

18. Filmography

A Filmography is a list or database of films by a specific director, actor, genre, or other criteria. Filmographies provide detailed information about each film, including titles, release dates, and credits.

19. Linked Data

Linked Data is an approach to connecting and interlinking data across different sources and domains. Linked Data enables the integration and enrichment of metadata to improve access and discoverability of resources.

20. Preservation Metadata

Preservation Metadata is descriptive information that documents the preservation actions and strategies applied to archival materials. This metadata ensures the long-term integrity and authenticity of digital and analog resources.

21. Rights Management

Rights Management involves the legal and ethical considerations related to the ownership, copyright, and access restrictions of archival materials. Rights management ensures compliance with intellectual property laws and permissions for use.

22. User Interface

A User Interface is the visual design and layout of a system or website that enables users to interact with and access digital collections. User interfaces should be intuitive, responsive, and user-friendly for effective navigation.

23. Collection Assessment

Collection Assessment is the process of evaluating the scope, condition, and significance of materials in a repository's collections. This assessment helps to identify preservation needs, gaps, and priorities for collection development.

24. Digital Preservation

Digital Preservation is the set of strategies and activities used to ensure the long-term access and usability of digital materials. This includes file formats, storage solutions, metadata standards, and migration plans.

25. Film Heritage

Film Heritage refers to the cultural and historical significance of films as part of our collective memory and identity. Preserving and promoting film heritage is essential for future generations to understand and appreciate cinematic history.

26. Preservation Policy

A Preservation Policy is a formal document that outlines the goals, strategies, and responsibilities for preserving and managing archival materials. This policy guides decision-making and resource allocation for preservation activities.

27. Reproduction

Reproduction is the process of creating copies or duplicates of archival materials for access, research, or

preservation purposes. Reproductions may be in digital or analog format, depending on the original materials.

28. Storage Environment

The Storage Environment refers to the physical conditions in which archival materials are housed and preserved. This includes temperature, humidity, light levels, and security measures to ensure the longevity of the collections.

29. Authority File

An Authority File is a database of authorized names, terms, and access points used in cataloging and documentation. Authority files help to standardize and control vocabulary in order to improve consistency and accuracy.

30. Collection Development

Collection Development is the process of acquiring, selecting, and managing materials to build and enhance a repository's collections. Collection development policies guide decisions on acquisition, retention, and deselection of items.

31. Preservation Planning

Preservation Planning involves the assessment, prioritization, and implementation of strategies to protect and maintain archival materials. Preservation plans address risks, resources, and goals for long-term sustainability.

32. Rights Clearance

Rights Clearance is the process of obtaining permissions and licenses for the use of copyrighted materials in archival collections. Rights clearance ensures compliance with intellectual property laws and ethical standards.

33. Film Registry

A Film Registry is a curated list of culturally, historically, or aesthetically significant films that are preserved and promoted for their cultural value. Film registries help to recognize and safeguard important cinematic works.

34. Metadata Standards

Metadata Standards are guidelines and best practices for creating, managing, and sharing metadata in cultural heritage institutions. Standards such as Dublin Core, METS, and PREMIS ensure interoperability and consistency in metadata creation.

35. Preservation Risk Assessment

Preservation Risk Assessment is the process of identifying and evaluating potential threats to the long-term preservation of archival materials. Risk assessments help to prioritize preservation actions and allocate resources effectively.

36. Data Migration

Data Migration is the process of transferring digital materials from one storage system, format, or platform

to another. Migration ensures the continued accessibility and usability of digital resources over time.

37. Intellectual Property Rights

Intellectual Property Rights are legal rights that protect the creations of authors, artists, and creators, including films, music, and literature. Understanding and respecting intellectual property rights is essential in managing archival collections.

38. Accessioning

Accessioning is the process of formally acquiring and documenting new materials into a repository's collections. This process involves assigning accession numbers, creating inventories, and documenting the transfer of ownership.

39. Collection Database

A Collection Database is a digital repository or system used to manage and access information about archival materials. Collection databases store metadata, images, and other descriptive information for efficient search and retrieval.

40. Copyright Clearance

Copyright Clearance is the process of obtaining legal permissions to use copyrighted materials in archival collections. Clearance may involve licensing agreements, fair use considerations, or public domain determinations.

41. Digital Curation

Digital Curation is the practice of managing, preserving, and providing access to digital materials over time. Curation involves selecting, organizing, and curating digital resources to ensure their long-term value and usability.

42. Film Preservation

Film Preservation is the practice of safeguarding and restoring films to prevent degradation and loss. Preservation efforts include cleaning, repair, duplication, and storage in archival conditions to protect the original content.

43. Metadata Schema

A Metadata Schema is a structured framework or model used to organize and describe metadata elements in a consistent and standardized manner. Schemas define the relationships and rules for creating metadata records.

44. Preservation Policy

A Preservation Policy is a formal document that outlines the goals, strategies, and responsibilities for preserving and managing archival materials. This policy guides decision-making and resource allocation for preservation activities.

45. Risk Management

Risk Management involves identifying, assessing, and mitigating potential risks to archival materials, such as physical damage, theft, or obsolescence. Risk management strategies help to protect collections and ensure

their long-term viability.

46. Collection Description

Collection Description is the process of providing information about the scope, content, and significance of archival collections. Descriptions help users understand the context and value of materials for research and access.

47. Digital Repository

A Digital Repository is an online platform or system used to store, manage, and provide access to digital materials. Repositories may include films, photographs, documents, and other digital assets for research and preservation.

48. Film Archive

A Film Archive is a repository or institution dedicated to collecting, preserving, and providing access to films and audiovisual materials. Film archives safeguard cinematic heritage and promote the study of film history.

49. Metadata Mapping

Metadata Mapping is the process of aligning and translating metadata elements from one schema or format to another. Mapping ensures interoperability and consistency in sharing and exchanging metadata across systems.

50. Preservation Assessment

Preservation Assessment is the evaluation of the physical condition, risks, and preservation needs of archival materials. Assessment helps to prioritize conservation treatments, storage improvements, and preservation strategies.

51. Rights Repository

A Rights Repository is a database or system used to manage and track intellectual property rights associated with archival materials. Rights repositories help to document permissions, licenses, and restrictions for use and access.

52. Access Policies

Access Policies are guidelines and rules that govern how users can access and use archival materials in a repository. Policies may address copyright restrictions, user permissions, and conditions for reproduction and publication.

53. Collection Inventory

A Collection Inventory is a detailed list or record of materials held in a repository's collections. Inventories provide information about the quantity, format, and location of items for management and access purposes.

54. Copyright Law

Copyright Law is a legal framework that protects the rights of authors, creators, and owners of intellectual property. Understanding copyright law is essential for managing rights, permissions, and access to archival materials.

55. Digital Preservation Strategy

A Digital Preservation Strategy is a plan that outlines the goals, activities, and resources needed to ensure the long-term preservation of digital materials. Strategies address storage, metadata, migration, and access considerations.

56. Film Collection

A Film Collection is a group of films or audiovisual materials held in a repository or archive. Collections may be organized by genre, director, era, or other criteria to facilitate access and research.

57. Metadata Creation

Metadata Creation is the process of generating descriptive, structural, and administrative metadata for archival materials. Metadata creation enhances the discoverability, access, and preservation of resources in a collection.

58. Preservation Plan

A Preservation Plan is a formal document that outlines the strategies, goals, and resources for protecting and maintaining archival materials. Plans address risks, priorities, and actions needed for long-term preservation.

59. Rights Holder

A Rights Holder is the individual or organization that owns or controls the intellectual property rights to archival materials. Rights holders may grant permissions, licenses, or restrictions for the use and access of materials.

60. Access Services

Access Services are the functions and activities that facilitate user access to archival collections, including reference assistance, reproduction services, and online access tools. Access services support research, education, and outreach initiatives.

61. Collection Policy

A Collection Policy is a formal document that outlines the scope, goals, and guidelines for building and managing a repository's collections. Policies guide decisions on acquisition, retention, and preservation of materials.

62. Copyright Clearance Center

The Copyright Clearance Center is a licensing agency that provides rights management solutions for the use of copyrighted materials. The CCC offers licenses for digital content, permissions, and royalty collection services.

63. Digital Asset Preservation

Digital Asset Preservation is the practice of protecting and maintaining digital materials to ensure their long-term accessibility and usability. Preservation strategies include storage, metadata, migration, and emulation for digital assets.

64. Film Cataloging

Film Cataloging is the process of creating bibliographic records for films, including titles, credits, subjects, and other descriptive information. Cataloging facilitates access, discovery, and research of films in a collection.

65. Metadata Enrichment

Metadata Enrichment is the process of enhancing metadata records with additional information, links, or contextual data to improve access and discovery. Enrichment may include subject headings, links to related resources, or alternative formats.

66. Preservation Best Practices

Preservation Best Practices are guidelines and standards for protecting and maintaining archival materials. Best practices address storage, handling, environmental conditions, and conservation treatments to ensure the longevity of collections.

67. Rights Management System

A Rights Management System is a software tool or database used to track and manage intellectual property rights associated with archival materials. Rights management systems help to document permissions, licenses, and restrictions for use.

68. Access Restrictions

Access Restrictions are limitations or conditions placed on the use and access of archival materials, such as copyright restrictions, privacy concerns, or preservation needs. Restrictions may affect reproduction, publication, or online access.

69. Collection Development Policy

A Collection Development Policy is a formal document that outlines the goals, criteria, and procedures for acquiring and managing materials in a repository's collections. Policies guide decisions on selection, retention, and deselection of items.

70. Copyright Notice

A Copyright Notice is a statement that indicates the ownership and rights associated with copyrighted materials. Notices may include the copyright symbol, date, owner's name, and permissions for use or reproduction.

71. Digital Preservation Standards

Digital Preservation Standards are guidelines and specifications for managing and preserving digital materials over time. Standards address file formats, metadata, migration, storage, and access to ensure long-term sustainability.

72. Film Distribution

Film Distribution is the process of making films available to audiences through theatrical release, streaming platforms, or home video formats. Distribution involves marketing, licensing, and exhibition of films for public viewing.

73. Metadata Management

Metadata Management is the practice of organizing, storing, and updating metadata records for archival materials. Management includes metadata creation, editing, validation, and quality control to ensure accuracy and consistency.

74. Preservation Strategies

Preservation Strategies are the methods and approaches used to safeguard and maintain archival materials. Strategies may include storage solutions, environmental controls, conservation treatments, and disaster preparedness to protect collections.

75. Rights Clearance Process

Rights Clearance Process is the series of steps taken to obtain permissions and licenses for the use of copyrighted materials in archival collections. Clearance may involve contacting rights holders, negotiating terms, and documenting agreements.

76. Accession Record

An Accession Record is a formal document that documents the acquisition, transfer, and description of materials into a repository's collections. The record includes accession numbers, dates, donors, and other relevant information about the items.

77. Collection Evaluation

Collection Evaluation is the process of assessing the scope, quality, and relevance of materials in a repository's collections. Evaluation helps to identify strengths, weaknesses, and gaps for future collection development and management.

78. Copyright Infringement

Copyright Infringement is the unauthorized use, reproduction, or distribution of copyrighted materials without permission from the rights holder. Infringement may result in legal action, fines, or penalties for violating intellectual property rights.

79. Digital Preservation Policy

A Digital Preservation Policy is a formal document that outlines the goals, responsibilities, and strategies for preserving digital materials in a repository. The policy guides decisions on storage, metadata, migration, and access for digital assets.

80. Film Exhibition

Film Exhibition is the public display and screening of films in theaters, museums, festivals, and other venues. Exhibition involves programming, curation, and promotion of films for audiences to experience and enjoy.

81. Metadata Standardization

Metadata Standardization is the process of harmonizing and aligning metadata elements across collections, repositories, or systems. Standardization ensures consistency, interoperability, and data exchange for efficient access and retrieval.

82. Preservation Challenges

Preservation Challenges are the obstacles and issues that impact the long-term sustainability and care of

archival materials. Challenges may include funding, staffing, technology, disaster risks, and changing formats that affect preservation efforts.

83. Rights Management Policy

A Rights Management Policy is a formal document that outlines the principles, procedures, and guidelines for managing and protecting intellectual property rights in archival collections. Policies address permissions, licensing, and compliance with copyright laws.

84. Accessioning Process

Accessioning Process is the series