



# MOVING IMAGES PROCEDURES (VERSION 1.29)

DIGITAL ARHIVISTS  
ARCHAEOLOGY DATA SERVICE  
<https://archaeologydataservice.ac.uk/>

<b>Created date:</b>	26 January 2012
<b>Last updated:</b>	18 December 2019
<b>Review Due:</b>	31 March 2021
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<b>Required Action:</b>	
<b>Status:</b>	Live
<b>Location:</b>	<a href="https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml">https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml</a>

## 1. Purpose of this document

1.0.1 This documents current ADS procedures for production of dissemination and preservation copies of digital video files. It contains a list of current dissemination and preservation formats and how to migrate files to required formats. More information on this data type, can be found in the G2GP for Digital Video [https://guides.archaeologydataservice.ac.uk/g2gp/Video\\_Toc](https://guides.archaeologydataservice.ac.uk/g2gp/Video_Toc).

1.0.2 While holdings of digital video files are currently limited it is worth highlighting at the outset the “importance of regular digital-to-digital transcoding to moving image collections cannot be overstated” (Anon., 2009) due to the fast changing developments within this sector. As/when we begin to receive more A/V files a thorough re-evaluation of preservation policy should be considered.

## 2. Formats

Offered format	Accepted	Preservation	Presentation	Notes
MPEG 1 .mpg, .mpeg	YES	MPEG 1 .mpg, .mpeg	MPEG 1, 2 or 4 .mpg, .mpeg	Current policy maintains that any of the MPEG formats are the primary presentation formats. Under current guidelines these should be supplied by the depositor, but it should be possible to create presentation formats from original files.  MPEG 4 is suitable for data preservation and dissemination although a higher quality MPEG format should be used where appropriate.
MPEG 2 .mpg, .mpeg	YES	MPEG 2 .mpg, .mpeg	MPEG 1, 2 or 4 .mpg, .mpeg	As above

MPEG 4 .mpg, .mpeg	NO			MPEG 4 is suitable for data preservation and dissemination although a higher quality MPEG format should be used where appropriate.
DivX .divx, .avi	YES	MPEG 1, 2 or 4 .mpg, .mpeg	MPEG 1, 2 or 4 .mpg, .mpeg	As above.

2.0.1 Ideally depositors wishing to include moving image/video files with their archive should be notified as early as possible that the accepted formats for deposition are largely confined to the MPEG format. At the same time depositors should be encouraged to archive uncompressed versions of files. We can accept other video file formats; however the onus should be placed on the depositor to supply files in a suitable MPEG archive format alongside these other formats. As long as this format is suitable it can be used for dissemination.

### 3. Documentation / Metadata

3.0.1 Alongside the standard metadata for files, the following additional documentation is required for any digital video. The current metadata template is available from the Guidelines for Depositors.<sup>1</sup>

Element	Description
Software, version and platform	The software (or hardware if taken directly from a device) used to create the video.
Video Codec	The name and version of video codec (where appropriate).
Video Dimension	The video dimension (in pixels).
Frame Rate	Frame rate per second (fps).
Bit rate	The video bit rate.
Audio Codec	Name and version of audio codec.
Audio Sample Frequency	
Audio Bit-rate	
Audio Channels	Channels used e.g. Stereo
Length	Length (hours, minutes, seconds) of file

<sup>1</sup> <https://archaeologydataservice.ac.uk/advice/guidelinesForDepositors.xhtml>.

File Size	Size of the file in MB
<b>Supporting Documentation</b>	
Copyright/GDPR Clearances	These are very important for movies.
Transcriptions of interviews	Transcripts of interviews can be important documentation particularly in clarifying those involved in recordings and allowing specific individuals to be identified.

3.0.2 This table is derived from the G2GP

[http://guides.archaeologydataservice.ac.uk/g2gp/Video\\_3](http://guides.archaeologydataservice.ac.uk/g2gp/Video_3).

### 3.1 Associated metadata

3.1.1 It is important that any copyright information/permissions are stored alongside the requisite file in a suitable preservation format.

### 3.2 Embedded metadata

3.2.1 Like other file types metadata is often automatically generated on creation/editing, but the quality and nature of this metadata varies between file creation software packages. The above table shows the current minimum recommendations for A/V files. During conversion care should be taken to preserve any existing metadata found within the movie file, in an ideal world we should ask for metadata to be supplied separately in an TXT/XML form but this may not always be possible. If this metadata is embedded within the file then it should be extracted and saved in a suitable preservation format. Whether supplied by the depositor, or extracted by the digital archivist, this metadata should be preserved and, if appropriate, disseminated alongside the relevant files (see below for notes on storage). Information on extracting this metadata can be seen below.

## 4. Accessioning checks

### 4.1 Checks

- Do we have the necessary documentation (see below)
- Depositors should be encouraged to supply preservation versions of their files, with a more compressed version for web delivery.
- The necessary rights and clearances have been attained from contributors with regard to copyright
- Embedded metadata
- Associated project/file level metadata as per Guidelines for Depositor<sup>1</sup>

### 4.2 Significant properties

The most significant property for video and film is image quality unfortunately this element remains 'ultimately subjective' (NB digital tools are being developed to automatically detect

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any disruptions to quality these are currently), but as Wright observes “the only process that could reduce quality is compression, or successive applications of compression” (2012: 17, also discussed below). The properties of digital video files that should remain unchanged when preserving or storing data as recorded in the G2GP are:

- the length and size of the file (e.g. 5min 31secs / 150MB)
- the frame rate in frames per second (e.g. 25 for PAL or 30 for NTSC)
- the frame size / video resolution (e.g. 720 x 576 pixels)
- the bit-rate (in kbps)
- audio bit-rate (kbps)
- audio frequency (kHz)
- audio channels used (e.g. stereo)
- associated metadata, documentation and file size.
- compression<sup>2</sup>

Deposited files should be compared with any extant metadata/documentation prior to conversion.

### 4.3 File-naming

4.3.1 Where possible files should retain the same name as the original. On occasion (and normally for dissemination), it may be necessary to create different versions of the same file. In these cases a logical naming strategy should be used, and should be accompanied by explanation in the Processes section of the CMS.

4.3.2 Extracted metadata should also be named consistently, for example

- mymovie\_metadata.txt

4.3.3 All files and metadata should be placed in the appropriate location as outlined below.

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<sup>2</sup> Compression can be used on any kind of file, but comprehension has particular significance for audio-visual content: 1) compression is widely used; 2) compression greatly affects resistance to small corruptions in a file (bit rot); 3) audio-visual content produces such large files that bit rot becomes a real concern... With compression, an altered bit changes a number that is a parameter in a calculation, not just one pixel or one sound sample. The calculation could apply to a whole image, and so the effect of the loss is magnified. Heydegger (2008) found that a one-bit error in a compressed file could affect 105 bits or more or render the whole file unreadable, depending upon the type of compression. (Wright 2012: 16).

## 5 How to convert files

Starting Format	Procedure	End Format	Checks
MPEG .mpg, .mpeg	<p><b>Prism Video Converter -</b>  <a href="http://www.nchsoftware.com/prism/index.html">http://www.nchsoftware.com/prism/index.html</a>            1) Add the file you wish to convert using the + Add file(s) button, or by selecting File &gt; Add File(s) to List            2) Set the destination folder in the Save to Folder box.            3) Set the output/dissemination format you wish to create using the Output Format box.            4) You can alter the video settings using the Encoder button. From where you can set the compressor/bitrate of the video, along with sample/bitrate of the audio. When you happy click 'OK'.            5) Press Convert and the file will magically appear.            6) Check the video runs and the audio, if there is any, is working correctly.            7) It is also worth using the metadata tool (see below) to check that whatever metadata should be the same (e.g. length) remains the same.</p>	MPEG .mpg, .mpeg	<p>We should ensure data consistency by undertaking a check of files post migration. The number of files to be checked is at the discretion of the Digital Archivist. Specific attention should be paid to:</p> <ul style="list-style-type: none"> <li>• length of the movie is consistent with the original.</li> <li>• frame rate has been maintained.</li> <li>• video dimension has been maintained.</li> <li>• bit rate has been maintained.</li> <li>• any embedded metadata has been preserved.</li> </ul> <p>Compare the metadata for both preservation and dissemination formats to make sure the conversion has preserved the significant properties of the original file</p>
MPEG .mpg, .mpeg	<p><b>MPEG4IP -</b> <a href="http://mpeg4ip.sourceforge.net/">http://mpeg4ip.sourceforge.net/</a></p>	MPEG .mpg, .mpeg	As above.

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<p>MPEG .mpg, .mpeg</p>	<p><b>Extracting Embedded Metadata<sup>3</sup> GSpot -</b>  <a href="http://www.headbands.com/gspot/">http://www.headbands.com/gspot/</a>            1) Download and unzip GSpot to an appropriate place. There are some useful 'idiots' instructions available on the website <a href="http://www.headbands.com/gspot/index.htm">http://www.headbands.com/gspot/index.htm</a>.            2) Open GSpot, go to Options &gt; Export, check Enable Export and click Save as default.            3) Check the format as Generic default as readable NFO.            4) The metadata should appear as a TXT document in the same folder as the file.</p>	<p>Text file .txt</p>	
<p>MPEG .mpg, .mpeg</p>	<p><b>Extracting Embedded Metadata<sup>3</sup> AVIcodec -</b>  <a href="http://www.videohelp.com/tools/AviCodec">http://www.videohelp.com/tools/AviCodec</a></p>	<p>Comma Separated Values file .CSV</p>	

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<sup>3</sup> Any embedded metadata should be regarded as a significant property of A/V files consequently the Digital Archivist should take care to extract and save this in a suitable preservation format. Often dedicated video editing software packages contain metadata editors/extractors which allow for the export of metadata.



## 6 Storage

### 6.1 Storing data

6.1.1 Data should be stored in appropriately named folders, as described in the ADS Repository Operations manual.<sup>4</sup> Any directory structure from the SIP should be retained in the AIP. In some cases editing/restructuring may be necessary, but such restructuring should be recorded in the Processes section of the CMS.

```

/preservation
  /{original_structure}
    mymovie.mpg
  
```

```

/dissemination
  /{original_structure}
    mymovie.mpg
  
```

### 6.2 Storing metadata

6.2.1 File and embedded metadata (copyrights, documentation, etc) should be stored in an appropriate archival format with the preservation/dissemination files in a "documentation" folder within the requisite folder. Any metadata extraction should be recorded in the Processes section of the CMS.

```

/preservation
  /{original_structure}
    mymovie.mp4
  /documentation
    mymovie_metadata.docx
    mymovie_embedded_metadata.csv
    mymovie_metadata_copyright.pdf
  
```

6.2.1 For dissemination, any embedded metadata can be left within the file, although care should be taken to make sure this metadata remains unchanged, particularly following conversion. If this metadata is supplied by depositor separately, then this should be presented with the dissemination data.

```

/dissemination
  /{original_structure}
    mymovie.mp4
  /documentation
    mymovie_metadata.docx
    mymovie_metadata_copyright.pdf
  
```

<sup>4</sup> <https://archaeologydataservice.ac.uk/advice/PolicyDocuments.xhtml#RepOp>.

## 7. Creating and linking objects in the OMS tables

7.0.1 See Match Objects Overview for general overview {internal access only}  
 see also CMS-OMS TableStructure for MOS data requirements {internal access only}

## 8. Tech watch / things to note

## 9. Archival notes

Item	Person	Date
<p>Our current policy should really be considered a temporary solution to the problem of A/V files, so there should be a monitor on the obsolescence issue within our current preservation formats, so that future migrations can be enacted. Ideally files should be preserved in an uncompressed format, but our current policy relies on the use of compressed, lossy formats (MPEG). N.B. Motion JPEG 2000 (MJ2), an open/ISO standard, has been adopted by the Library of Congress (and NASA) as their format of choice for preserving moving images, using a MXF wrapper (MXF Operational Pattern 1a). This may well be a better, lossless preservation format which we may wish to consider in the future.</p>		

## 10. References

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