

# *New York State Archives*

## Strengthening Archives

### **Audio Visual Materials Assessment Objectives**

- You will store audio visual materials in appropriate environmental conditions
- You will reformat obsolete or fragile media to ensure preservation of the original media and ensure access to their contents
- You will abide by copyright restrictions and intellectual property laws when providing access to you audio visual collections.

<b>Assessment Question</b>	<b>Yes</b>	<b>No</b>	<b>Needs Improvement</b>	<b>Areas for Improvement</b>
Do you provide appropriate environmental conditions for you audio visual collections?				<ul style="list-style-type: none"><li>• Separate different audio visual formats and provide appropriate storage for varying formats.</li><li>• Purchase upright household freezers or refrigerators for storing small collections of film and magnetic tapes.</li></ul>
Do you have fragile or obsolete media formats in your collection?				<ul style="list-style-type: none"><li>• Survey your audio visual collection to identify fragile and obsolete media.</li><li>• Inventory playback equipment in your repository.</li><li>• Consult with audio visual specialist about reformatting fragile, obsolete or deteriorating media.</li></ul>

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<b>Assessment Question</b>	<b>Yes</b>	<b>No</b>	<b>Needs Improvement</b>	<b>Areas for Improvement</b>
Do you have documentation of copyright and ownership of intellectual property for your audio visual collections?				<ul style="list-style-type: none"><li>• Consult donor agreements, deeds of gift and related communications to determine who owns the copyright for the materials in your collection.</li><li>• If you record events, or conduct interviews to preserve in your repository make sure you have appropriate agreements for access and use from your subjects.</li></ul>