



The Field Audio Collection Evaluation Tool

Procedures Manual

Version 1.0

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THE FACET ESSENTIAL INFORMATION BOX

1. FACET is a *collection-level* tool. It is not designed for use with individual recordings.
2. FACET requires data that must be input into the software. A process for identifying and/or collecting relevant data is necessary.
3. A separate [formats document](#) explores the characteristics of each format, the ways in which it deteriorates, and how it is handled within FACET. This document provides technical information to aid the evaluation of audio collections.
4. Reading this procedures manual and using relevant parts of the formats document *first* are essential to the successful use of FACET.
5. It is not necessary to know everything about your collections, or have data for every field in the software, for FACET to successfully perform an evaluation and help you prioritize preservation work.
6. Right click on any field *name* in the software to access help.
7. The blue circled “F” icon in this procedures manual indicates a direct link to the formats document for additional information.

1 Introduction

1.1 Introduction to FACET

FACET is a point-based, open source software tool that ranks audio field collections based on preservation condition, the level of deterioration they exhibit, and the degree of risk they carry.¹ This tool helps collection managers construct a prioritized list of collections enabling informed selection for preservation. While FACET does not assist with the assessment of research value—a component of the selection process that is equally critical—it will store and manage a research value score. Using FACET to prioritize collections by preservation condition provides strong justification for preservation dollars.

As a collection-level tool, FACET provides an assessment of the risk to an entire collection's content, not its individual recordings. Guidance on assessing at the collection-level is provided in this manual. The preservation ranking scale located in Appendix 1 of this document must be used to interpret collection scores. This scale provides a description of the level of risk carried by the collection along with an indication of its suitability for preservation transfer work. A separate FACET formats document is also indispensable to the assessment process, providing detailed data on each format characteristic and preservation problem assessed by this tool. There is much information here, but not all of it is needed for FACET to provide a valid analysis. Do not worry if knowledge of your holdings is limited. Rather, use the information that is available, or that can be realistically gathered, as FACET can provide an assessment at a number of different levels.

The FACET software is a standalone Java application that uses Swing for its user interface. The application interacts with a supplied Microsoft Access (mdb) file to store data, communicating SQL messages via a local JDBC connection from Java to the Access file. It is not necessary to install Access to use FACET.

1.2 The Selection Process

Preservation work is expensive and audio collections can be quite large. Obsolescence—of playback machines, technical expertise, tools, and audio formats—combined with degradation of carriers represent twin evils that impede archivists' race against time to

¹ Two earlier point-based selection strategies were brought to the author's attention shortly before publication of FACET. In 1994, Jim Lindner published an article that discussed establishing priorities for restoration of videotape and presented a point-based checklist of technical criteria to consider. This document is available online in *Abbey Newsletter* 18, no. 6 (October, 1994), <http://palimpsest.stanford.edu/byorg/abbey/an/an18/an18-6/an18-612.html>. In 2003, Nancy Marelli from the Concordia University Archives in Montreal, presented a conference paper that discussed her institution's use of a point-based grid to assist the process of selection for preservation reformatting. Her paper, entitled "Selecting for Survival: Developing a Model for Selecting Audiovisual Archival Documents for Preservation Reformatting," was presented at the Canadian Conservation Institute's conference "Preservation of Electronic Records: New Knowledge and Decision-making" on September 15, 2003.

preserve important holdings.² Therefore, it is necessary to carefully choose which collections receive preservation dollars. The Archives of Traditional Music (ATM), for example, holds approximately 110,000 recordings, some of which are deteriorating rapidly. Due to these large numbers, not every recording will be preserved for the long-term anytime soon. Some recordings may not be worthy of the resources required for long-term preservation. Others must be preserved immediately before degradation renders them unplayable. We believe that choosing carefully using a structured process is a critical archival objective at this point in time. Such a process must employ all of the data available on the ways in which formats degrade as well as consider evidence of specific degradation at work on particular collections. The Field Audio Collection Evaluation Tool (FACET) provides significant help in this prioritization process.

Selection for preservation typically includes an assessment of both research value and preservation condition.³ The first involves careful evaluation of the depth and breadth of documentation provided by an audio collection, assessing its potential value to researchers both now and in the future. The second requires an analysis of the risk borne by a collection, including the level of deterioration that is either manifest or expected based on its specific format, storage history, or current condition. Collection managers may also need to take into account political, economic, technical, donor-related, and other issues in making selection decisions. Figure 1 below illustrates the selection process used at the Archives of Traditional Music.

² Majella Breen , Gila Flam, Isabelle Giannattasio, Per Holst, Pio Pellizzari, and Dietrich Schüller, *Task Force to Establish Selection Criteria of Analogue and Digital Contents for Transfer to Data Formats for Preservation Purpose, October 2003* (International Association of Sound and Audiovisual Archives, 2004): 5, <http://www.iasa-web.org/taskforce/taskforce.pdf>.

³ The publication *Sound Directions: Best Practices for Audio Preservation*, available at http://www.dlib.indiana.edu/projects/sounddirections/papersPresent/sd_bp_07.pdf, establishes the following best practice: “Develop a prioritized list of recordings and/or collections for preservation treatment based on, at a minimum, an analysis of research value and preservation condition.” Much useful information on selection criteria related to preservation condition may be found in the IASA selection document referenced in footnote 2, available at <http://www.iasa-web.org/taskforce/taskforce.pdf>.

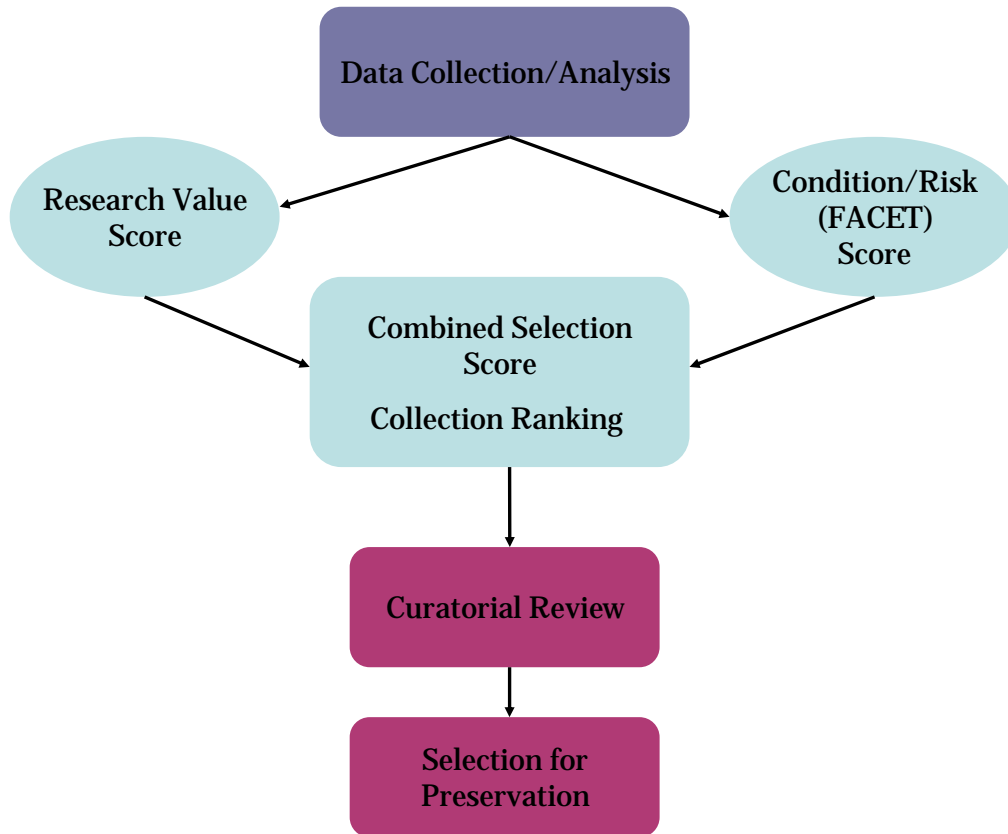


FIGURE 1: STAGES IN THE SELECTION PROCESS AT THE ARCHIVES OF TRADITIONAL MUSIC

The first step—data collection and analysis—is discussed in section 3 below as it pertains to using FACET. Next—assessment of research value to derive collection scores—is explored in Appendix 2 using a specific ATM project as an example. The parallel second step of generating a condition/risk score is the subject of this document and the purpose of the FACET software. At the ATM, research value and preservation condition/risk scores are assigned using separate scales that both range from 0 points to 5 points. The two scales are identically weighted, reflecting our belief that selection for preservation is equally an archival process using appraisal criteria as well as a technical process that examines media vulnerabilities. Higher numbers equal higher research value, higher risk, and/or worse condition. That is, the bottom of the scale—0 points—means no research value and/or the absence of preservation problems. Collections with high research values that are in poor condition or at great risk will have a relatively larger number of points and will rank at the top of a scale that combines the two scores. Collections with particularly severe problems may have a FACET total greater than 5, in which case preservation condition would assume greater weight in any combined ranking. Since collections with preservation scores over 5 are in imminent danger of losing content through deterioration, this is considered appropriate.

In the curatorial review part of the process, the prioritized list of collections generated from combining research value and preservation condition/risk scores is reviewed by curatorial staff. At this stage a number of other factors that may drive the selection process are evaluated, including:⁴

- Donor conditions and agreements
- Access restrictions
- Frequency of use
- Publicity needs—for example, choosing high profile collections first to generate publicity that may enable future work
- Timeliness—for example, upcoming events or anniversaries related to collections
- Quality of documentation
- Subject relationship of the content to the institution
- Current technical capabilities—for example, are playback devices and engineering expertise available for the formats
- Availability of adequate funding

Curatorial staff take these factors into account when making final selections for specific preservation projects.

⁴ This particular list is from a presentation by Sam Brylawski at the annual conference of the North Carolina Preservation Consortium in Chapel Hill, NC on November 2, 2007.

2 FACET Points and Scores

A collection's FACET score consists of the number of points assigned during the preservation assessment stage. Points are assigned based on both risk factors and known problems as described below. A higher score indicates that the content of a collection is at greater risk, which may be due to serious preservation problems or characteristics of the format known to be problematic. Point values are designed to keep total scores within a 0-5 range to fit within the span of the preservation ranking scale in Appendix 1. The total score for a collection can be used both by itself—to determine whether it falls into the danger, caution or safe categories, for example—and comparatively against other collections to determine which appear to be at greater risk.

Archives may wish to address research value when assessing collections and the FACET software provides a location for an externally-generated research value score.

FACET assigns points in the following categories:

2.1 Format Base Score

Each format receives a base score that represents the inherent risk of the format itself for recordings in very good shape.

2.2 Format Characteristics

Points are added for various characteristics of a format that are associated with greater instability and/or increased risk. This category includes such things as thinner-than-standard tapes, known problem brands or off-brands, and cassette tape type.

2.3 Preservation Problems

Points are added for various preservation problems based on the few studies available and on the experience of sound archivists and audio engineers engaged in preservation work. This category covers such things as Sticky Shed Syndrome, Vinegar Syndrome, fungus, and more.

2.4 Storage History

Points are added for collections that have been stored in poor conditions for a defined period of time and/or are currently stored in poor conditions.

2.5 Copies

Points are deducted for collections whose content is backed up by copies. A general assessment of the value of the copy—both in terms of risk and quality—is carried in the point values for each copy type. Collections without any extant copies may represent a higher priority for preservation transfer than those with some backup.

2.6 Other Factors

Points may be added or deducted at the discretion of the evaluator based on the specific needs of an institution.

3 Gathering Data

FACET requires data in order to assess the preservation condition of a collection. This data may come from a number of sources, including a cataloging record, an inventory, a preservation survey, an inspection, actual playback of recordings, or a combination. It is not necessary to know everything about the collections, or have data for every field in the software, for FACET to aid in prioritizing preservation work. It is also not always necessary to examine in detail every recording in a collection. A discussion of sampling and estimating is included in the next section on assessing collections.

Both a cataloging record and an inventory may contain information on the formats and characteristics of a collection. It is important to assess the accuracy of the data contained in these sources and to establish a confidence level in deciding whether to use them. For example, an inventory done twenty years ago may have been completed before audio expertise resided at the institution, or it may have been unable to take into account information that is known today.

A preservation survey is undertaken specifically to gather data on the preservation condition of holdings. Such surveys, which can be deep sources of information, are typically visual inspections, although they can include some playback of individual recordings.⁵ Much of the data used by the ATM for its selection work with FACET was gathered from a preservation survey. From 2002-2004 we surveyed a significant portion of our open reel tape collection, conducting a visual inspection of over 15,000 tapes. We gathered information on tape base, tape brand, tape thickness, visible tape pack problems, and other characteristics that can be examined during a visual inspection of the tape and the tape box. This information was entered into a relational database and represents a baseline of important technical metadata that we build upon when digitizing collections. The separate FACET formats document may be of great assistance during preservation surveys, as it provides detailed information on format characteristics and preservation problems.

If a full-blown preservation survey is not feasible, a current inspection of desired collections will produce the information required for FACET. This is essentially a preservation survey limited to selected portions of an institution's holdings, done for a specific project.

Finally, a deeper level of information and more accurate assessment can be obtained from actual playback of collection recordings. Safe playback, however, requires the following:

- Playback machines appropriate to each format that are in good working order
- Technical knowledge of how to operate the playback machine
- Knowledge of how to safely handle the format

⁵ For a guide to undertaking a survey of sound recording collections see Hannah Frost, "Surveying Sound Recording Collections," Association of Research Libraries, http://www.arl.org/preserv/sound_savings_proceedings/Surveying_sound-2.shtml.

- Ability to interpret what is heard and seen during playback
- Experience in recognizing problems that require stopping playback
- Time

Some formats, such as lacquer discs, are fragile and should not be played until time for preservation transfer. Others, such as open reel tape, can be played as long as the above conditions are in place. FACET does *not* require data from playback for valid and useful results. While we suggest making use of playback-based data that already exists, we do not encourage a playback inspection during the assessment process, as the risks may outweigh the benefits.

FACET does depend upon a baseline of information for differentiating collections. Whereas additional information beyond this baseline may be helpful in deepening the analysis, such data is not necessary for a valid outcome. “Essential” categories of information are explored below. For a more detailed examination of each data element, please refer to the FACET formats document.

3.1 Identification of the Format

Basic identification of the formats in a collection is essential. For example, does the collection contain open reel or cassette tapes, lacquer or aluminum discs, or multiple formats?

3.2 Identification of Format Characteristics

Some format characteristics are essential, including open reel tape base and cassette tape type. Others are particularly valuable, such as: tape manufacturer, tape thickness, date of recording, and lacquer disc base. Optional characteristics, which may be useful if data is available, include noise reduction, tracking configuration, and stereo field.

3.3 Identification of Format Preservation Problems

Documentation on some format-specific preservation problems is considered essential, such as: the presence of plasticizer exudation and delamination on a lacquer disc, oxidation on an aluminum disc, and the growth of fungus on tapes. Preservation problems that fall into the particularly valuable category include: condition of open reel tape packs, identification of Sticky Shed Syndrome tape stocks, and identification of non-standard DAT formats. Data on other problems that is valuable although more difficult to obtain, and may be seen as optional, include: precise documentation of Vinegar Syndrome and the presence of Soft Binder Syndrome—Unidentified Problems.

3.4 Other Data

Identifying the existence of copies of a collection's content is considered essential while documentation of storage history is very much optional, and not often available.

Consult the FACET formats document for guidance in identifying any of the above characteristics or problems. While some data is clearly necessary, we encourage you to use information that is available or obtainable, and not worry too much about what is missing. FACET can work at a number of information levels, differentiating between collections to provide a defensible method for prioritizing.

4 Assessing at the Collection Level

FACET is designed for assessing the preservation condition of entire collections, not individual audio recordings. A collection is defined by archivists as a group of materials with some unifying characteristic, often assembled by a person, organization, or repository from either a common source or a variety of sources.⁶ Archival audio field collections may consist of one or 500 individual recordings, or more. Whether re-housing, digitizing, or undertaking some other project, archivists often prefer to treat entire collections.

Field collections, however, are not always homogeneous in their makeup—in the formats they contain or the problems they exhibit. This is where the assessment process becomes tricky and requires judgment calls. One part of a collection may exhibit problems that place it at serious risk while another part appears stable. If resources are limited, choosing to preserve the stable part necessarily means preserving fewer collections or parts of collections at risk. FACET advisors all agreed that the best preservation strategy is to preserve only materials at risk. However, we view this as a curatorial-level decision as there may be compelling political, economic, access or research value reasons to preserve stable items. FACET should be used to provide data on all parts of a collection at risk so that a collection manager can then decide to override the preservation ranking for any of the above reasons in selecting collections for preservation treatment. Appendix 3 presents a few ATM collections containing parts with different characteristics or problems to demonstrate strategies for dividing collections.

The holdings of some institutions may not be divided into discrete collections. Radio broadcast archives, for example, are often considered simply one big collection by its archivists. Obviously, one FACET score for a collection of 20,000 items is not very useful for prioritizing preservation work and a plan for dividing the collection is necessary.

There is an art to assessing preservation condition as well as a science. As long as the process is consistent within an institution, FACET will return valid data that can be used to make preservation treatment decisions. The FACET tool is flexible enough to respond to collection issues that may be unique to a specific institution or to an institution's understanding of its holdings. This flexibility is achieved through the ability to divide collections and by adding or deducting points at the discretion of the evaluator in the Other Factors section of the software.

Below are a few general strategies for dividing collections to consider:

⁶ Richard Pearce-Moses, "A Glossary of Archival and Records Terminology," Society of American Archivists, http://www.archivists.org/glossary/term_details.asp?DefinitionKey=14.

4.1 Mixed Format Collections

For collections containing more than one format—both tapes and discs, for example—it is necessary to assess and assign points for each format separately. Then, treat the collection as containing multiple parts and prioritize each part based on its score. The FACET software facilitates dividing a collection into parts by providing places to number and name each individual part. A collection containing open reel tapes on different bases would also be considered a mixed format collection as FACET considers polyester-, acetate-, PVC-, and paper-based open reel tapes as separate formats due to the differing levels of risk that each represents.

While it is also possible to take an average of two or more point scores in order to derive one total score for a collection, FACET advisors unanimously felt that this was not a valid strategy as it results in comparing apples and oranges. It may also result in unstable components going undetected because their score was lowered by the stable components. Advisors felt that dividing collections into parts was a better strategy, presenting accurate information to collection curators who can then decide how to use it.

4.2 Single Format Collections with Different Characteristics or Problems

Many collections contain only one format but have multiple problems or any number of different characteristics. For example, a collection of open reel tapes may include both standard play tape (on a stable 1.5 mil base) and triple play tape (on a more problematic 0.5 mil base). Or, it may include Sticky Shed Syndrome and non-Sticky Shed tape brands. In cases like this it may again make sense to divide the collection into parts and pursue separate assessments. This is where the assessment process becomes a little less black-and-white, as there is a practical limit to the number of times a collection may be divided, both in terms of keeping track of the entire collection and the time it takes to assess each piece. In some cases it may be better to combine several problems into the same collection part to make the collection manageable, assigning points for the individual problem that represents greater risk. This works particularly well with problems or characteristics that are similar in terms of risk. Again, see Appendix 3 for specific examples from the ATM.

4.3 Dividing One Large Collection

Institutions that do not hold individual field audio collections must find some way to divide their holdings for FACET to aid in prioritizing preservation work. There may be any number of strategies for dividing. A broadcast archive, for example, might designate different programs as sub-collections, analyzing each using FACET. Programs might be further subdivided by format or by time period. The basic idea is to find a way to create smaller units that belong together intellectually, in order to establish preservation priorities based on condition.

4.4 Sampling and Estimating


FACET is not a sampling tool, but it may support a sample-based survey in some cases. For example, one beta-test site sampled their largest collections to gain a general sense of tape base types, sticky shed brands, and other factors. They felt that the sample was accurate enough to use this data to rank these collections using FACET. The notes field in the software may be used to document that the ranking of a collection was based on sampling.

In some situations, educated guessing based on known information is a reasonable way to use FACET. For example, if it is known that 135 tapes in a collection are carried on an acetate base, but the base for 12 additional tapes is unknown, scoring the entire collection for acetate base is justifiable and keeps the assessment process moving forward.

5 Using the FACET Software

Below are guidelines for entering data into each field in the FACET software. Please refer to the separate FACET formats document for help identifying specific format characteristics and preservation problems.

Right click on any field *name* in the FACET software for help in understanding or using that field!
Right clicking a field's data entry box accesses cut/copy/paste options.

 Clicking this icon, as found within this procedures manual, will lead to the appropriate location in the FACET formats document for additional information.

5.1 Installing and Using FACET

Installing FACET

- Download the installer file from the Sound Directions website at <http://www.dlib.indiana.edu/projects/sounddirections/facet/index.shtml>
- Opening the installer file (it will contain the word “setup” and will have an extension of .exe) starts the FACET installer
- The FACET installer will automatically place a shortcut on the computer Start Menu. Selecting the “Do not create shortcuts” box on the installer’s “Choose Start Menu Folder” screen will stop installation of this shortcut.
- The FACET installer will automatically place a shortcut with the FACET icon on the computer desktop. Uncheck the box “Create desktop shortcut” on the last installer screen which appears after installation to prevent placement of an icon on the desktop

When opening FACET for the first time after successful installation, a dialog box will appear with this message: “Please choose whether to create a new database or open an existing one.”

- Choosing “Create New” will create a new, empty Access database file (with extension .mdb) for data entry. A window will open that enables the user to navigate to a chosen location for storage of the new database
- Choosing “Open Existing” will enable navigation to an existing database of FACET records for continued work. Find the previously created FACET folder and select the database desired

Uninstalling FACET

- From the Start Menu, select “Control Panel”
- Select “Add or Remove Programs”
- Find FACET in the list of programs and select “Remove”

Help

FACET uses your default web browser to display help information. When you access help links, your default web browser should open and navigate directly to the appropriate section in the help documentation.

Right clicking on a field name (not the data entry box for a field) in the FACET software will produce a box with the text “What is this?” Selecting this text will access the appropriate FACET page in this procedures manual.

Clicking the blue “F” icon in this procedures manual will access the appropriate FACET page in the formats document for additional information.

Some users may have their web browsers configured differently and will be unable to view the documentation correctly. If you are experiencing problems, please follow the instructions below to properly configure your browser:

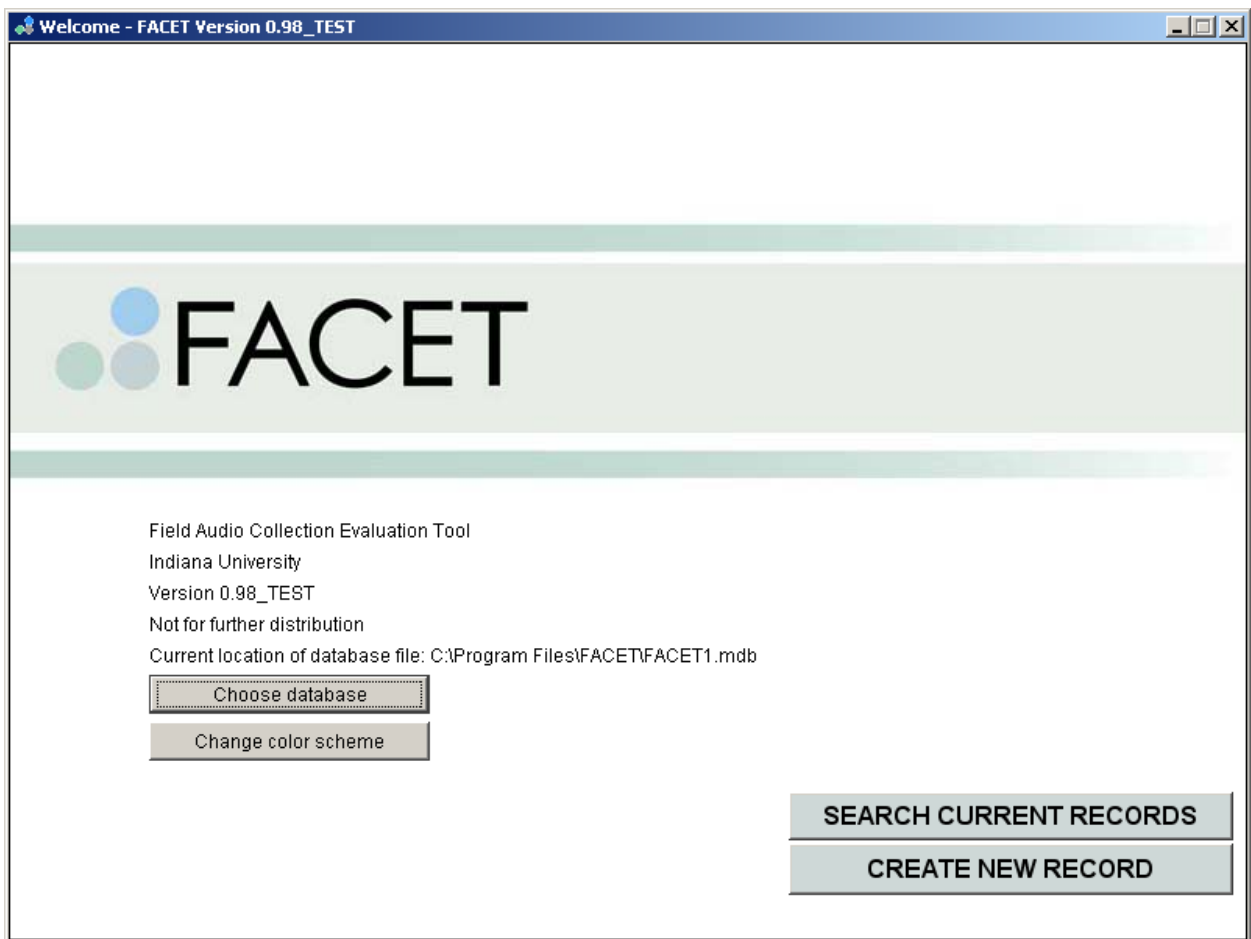
1. Make sure you have the most recent version of your preferred browser installed.
2. Download and install the latest version of Adobe Acrobat Reader. This software is available for free from the Adobe web site at <http://www.adobe.com/products/acrobat/readstep2.html>
3. If you have more than one browser installed, set your preferred browser as your default browser:
 - a. Internet Explorer – Go to Tools -> Internet Options. Go to the Programs tab and click the Make Default button.
 - b. Firefox – Go to Tools -> Options. Go to the Main tab and click the Check Now button in the System Defaults section.
4. Configure your browser to display PDF content using the web browser plug-in. (Note: navigation to the correct page will not happen automatically unless you view PDF content using the browser plug-in.)
 - a. Internet Explorer should already be configured to open PDFs automatically, if Acrobat Reader has been properly installed. If it is not working properly, check to confirm that the PDF add-on is turned on by navigating to Tools->Manage Add-ons->Enable or Disable Add-ons. Make sure that you have an add-on named Adobe PDF Reader Link Helper and that it is set to Enabled.
 - b. If Firefox is not displaying PDFs using the plug-in, follow the instructions below
 - Go to Tools->Options. Select the Content tab
 - In the File Types section, press the Manage button
 - In the new dialog that appears, select ‘PDF’ from the list of Extensions and select ‘Change Action’

- Choose 'Use This Plugin'. Adobe Acrobat should be listed as the appropriate plugin. If not, Adobe Acrobat was not installed correctly
- Close out all dialog boxes

Simultaneous Data Entry

FACET is not currently able to support data entry by more than one person at a time. While it may be installed on and used from a shared network drive, in order to ensure data integrity only one person may enter data at any given time.

5.2 FACET Welcome Screen



Search Current Records

Selecting this box brings up the FACET search screen from which existing records may be accessed.

Create New Record

Selecting this opens a new record starting with the Administrative Data screen from which data entry may begin.

Choose Database

This function enables the user to create an additional database or to choose from among multiple existing databases.

Selecting this option opens a dialog box with the message: “Please choose whether to create a new database or open an existing one.”

- Choosing “Create New” will create a new, empty Access database file (with extension .mdb) for data entry. A window will open that enables the user to navigate to a chosen location for storage of the new database
- Choosing “Open Existing” will enable navigation to an existing database of FACET records for continued work. Find the previously created FACET folder and select the database desired

Note that FACET will automatically open with the database that was used in the last editing session. It is not necessary to use the Choose Database function every time FACET is started.

Change Color Scheme

Users may select either a blue/beige or green/gray color scheme.

5.3 Administrative Data Screen

Administrative Data - FACET

FACET

Administrative Data Page: 1 [2](#) [3](#) [4](#) [5](#) [Summary](#)

Collection Primary Identifier:

Part Name:

Part: of

Collection Name:

Shelf Number(s):

Worker:

Date:

Project Title:

Format:

Generation:

Year Recorded:

Summary:

Collection Primary Identifier

Enter the number or name that serves as the primary identifier for the collection. The data in this field serves as the principal point of access and organization for FACET results. For this reason, data entry into this field is required before the software will allow moving to another screen. At the ATM we use the accession number—a single number assigned to all recordings in a collection—in this field.

When a collection is split into parts, each part will have the same primary identifier entry. In this case, either the Part # of # or Part Name fields, or both, must be used to differentiate between the collection parts that are created. This is necessary not only to differentiate between collection parts but for the database itself to function properly.

Part Name

In this field, the user may enter an optional label to help identify the part of the collection assessed. Collections may be divided into multiple parts in order to accurately assess multiple formats within the collection or problems that affect only part of the collection. This label

can take the form of the characteristic that caused the collection to be split into parts for rating. Typical entries for this field might include:

- a. A collection that contains both open reel and cassette tape:
 - [for Part 1 of 2] Open reel tape
 - [for Part 2 of 2] Cassette tape

- b. A collection that contains both 1.5 and 0.5 mil tape:
 - [for Part 1 of 2] 1.5 mil tape base
 - [for Part 2 of 2] 0.5 mil tape base

- c. A collection that contains tapes from major manufacturers, tapes that are off-brands, and tapes from major manufacturers carried on Sticky Shed Syndrome (SSS) tape stock:
 - [for Part 1 of 3] Off-brands
 - [for Part 2 of 3] Major manufacturers
 - [for Part 3 of 3] SSS tapes

Part # of #

This field is for the number of the collection part being assessed. This data takes the form 1 of 2, 2 of 2, etc.

Collection Name

If applicable and useful, enter the name or title assigned to the collection.

Shelf Number(s)

Enter the shelf number(s)—the unique identifying number assigned to each individual recording—included in the collection or part of collection assessed. This can provide an additional way to label and track parts of a collection that has been divided during the assessment process. This field is optional if a collection is not divided into parts, although it is very useful for quickly identifying the specific recordings in a collection.

Worker

Enter the name of the person assessing the collection.

Date

This field may be used for the date that a collection was evaluated or the date in which data was entered into the software, whichever is most useful. The current date is automatically entered although any date may be entered by hand.

Project Title

This optional field may be used to track assessment work undertaken as part of a specific project. A typical entry might be: 2008 NEH grant proposal or 2006 Collection Assessment Initiative.

Format

Choose the format for the collection or part of collection to be assessed. The drop down box provides a list of all formats that may be assessed using FACET. Choice of format will determine which characteristics and problems screen appears next. See the FACET formats document for help in identifying formats.

Data entry choices:

- Open reel tape–polyester
- Open reel tape–acetate
- Open reel tape–paper
- Open reel tape–PVC
- Cassette–analog, audio
- DAT (Digital Audio Tape)
- Disc–lacquer
- Disc–aluminum
- Wire Recording

Generation

Enter the generation of the field recordings under consideration, if known, using the drop down box. This field is optional and is intended to assist in tracking generation issues with collections. *It does not add or subtract points.*

Originals—the audio objects produced by the recording machine—typically represent a higher quality source for preservation work than copies. The working assumption is that original recordings are assessed, not copies, and that preservation work is performed on the originals as recommended by two IASA best practices documents.⁷ There are occasions where originals have deteriorated to the point that copies, which may even be located at

⁷ See International Association of Sound and Audiovisual Archives, Technical Committee, *IASA-TC 04 Guidelines on the Production and Preservation of Digital Audio Objects: Standards, Recommended Practices, and Strategies* (Aarhus, Denmark: International Association of Sound and Audiovisual Archives, Technical Committee, 2004), 23 and Breen et al., *Task Force*, 5.

another institution, sound better. It is also possible that a collection is made up of copies and the disposition of the originals is unknown. Because preservation work is expensive and there is much to preserve, it should be done only once. Therefore, it is worth researching the location of the best available source to pass on to future generations. This field encourages consideration of these issues and provides a place to document the status of the collection. Notes relating to generation issues can be entered in a notes field on the Notes and Research Value screen.

Data entry choices:

- *Original (1st generation)*: Use this for a tape, disc or other format produced directly by the recording machine
- *Copy (generation unknown)*: Item is a known copy, but the generation of the copy is unknown
- *Unknown*: It is not known if the item is an original or a copy
- *First copy (2nd generation)*
- *Second copy (3rd generation)*
- *Third copy (4th generation)*
- *Fourth copy (5th generation)*
- *Fifth copy (6th generation)*

Year Recorded

Enter the year that collection content was recorded onto the physical items under evaluation. This data will be used by FACET to generate a score for the age of the media on which the collection content is carried.

- If the collection was recorded over multiple years, choose a date in the middle
- If the exact year is not known, but a reasonable guess may be made, enter an approximate year


The age score, which is relatively small, does not need to be precise. A mid-point or an approximation will provide plenty of precision for the software.

If the content of the collection was recorded over a long time span—at least twenty years—consider dividing the collection into parts as described above. See the FACET formats document section [2.2.3](#) for a discussion of scoring for age.

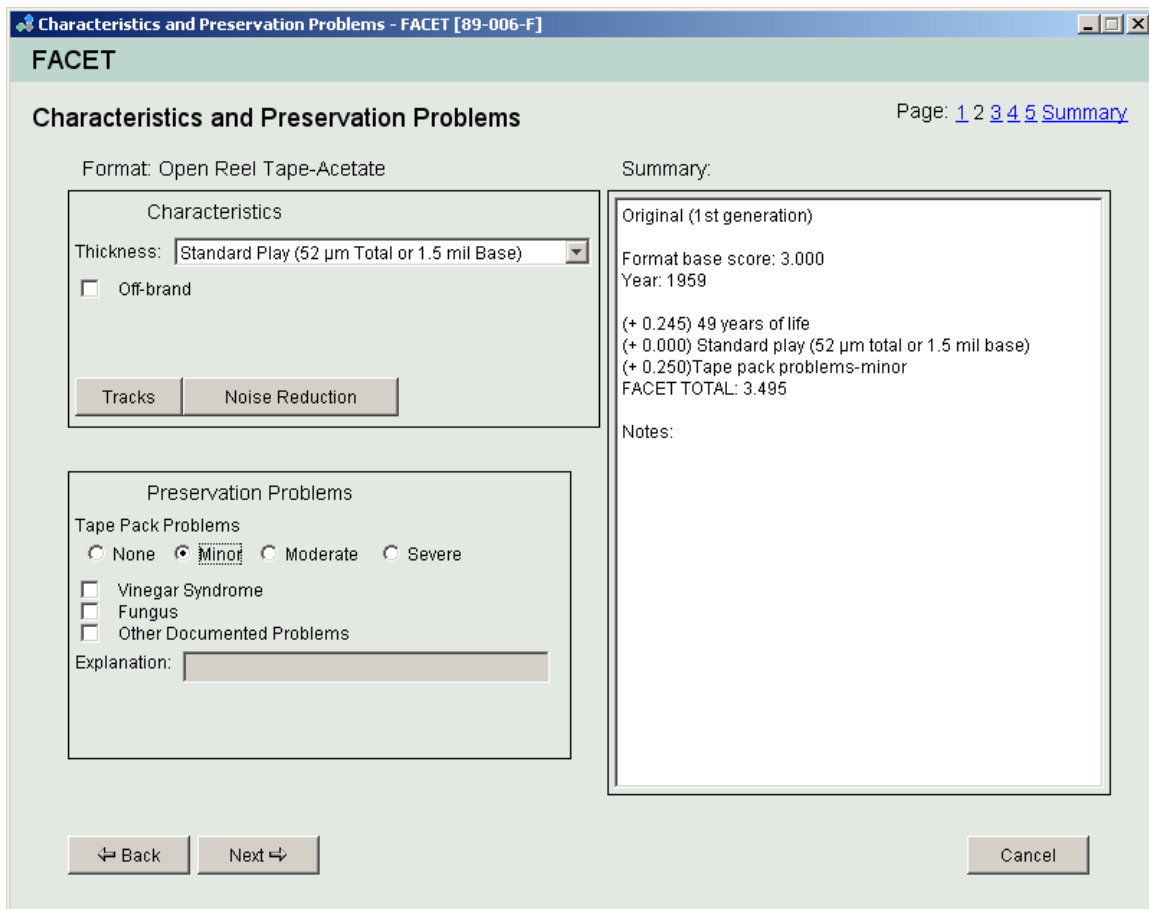
Note that Year Recorded does not add points for disc formats or wire recordings, all of which are old enough that they are equally at risk. It is recommended that users enter data into this field anyway to enable searching by recording date.

5.4 Format Characteristics and Preservation Problems Screens

Information on these screens is entered by checking the radio button or box if the characteristic or problem is present in the collection. Format characteristics for which data is less likely to be available—such as tracking configuration and noise reduction—have buttons that can be selected to produce another screen for data entry.

Click this icon  to move to the FACET formats document for detailed information on each characteristic and problem presented on these screens.

Open Reel Tape Formats



The screenshot shows a web-based interface titled "Characteristics and Preservation Problems - FACET [89-006-F]". The main heading is "FACET" and the sub-heading is "Characteristics and Preservation Problems". The format is "Open Reel Tape-Acetate". The page number is "1 2 3 4 5 Summary".

Characteristics

Thickness:

Off-brand

Preservation Problems

Tape Pack Problems

None Minor Moderate Severe

Vinegar Syndrome
 Fungus
 Other Documented Problems

Explanation:

Summary:

Original (1st generation)
Format base score: 3.000
Year: 1959
(+ 0.245) 49 years of life
(+ 0.000) Standard play (52 µm total or 1.5 mil base)
(+ 0.250)Tape pack problems-minor
FACET TOTAL: 3.495

Notes:

Characteristics

a. Thickness

Select the appropriate value from the drop down list for total tape thickness/tape base thickness. This field defaults to “Thickness Unknown.” Entries are limited for paper tape as we have not encountered this format on thin tape stock.

Note also that for US-manufactured tape it is sometimes clear that the base thickness is 0.5 mils, but difficult to determine whether the tape is double- or triple-play. In this case, select Double/Triple Play Unknown.

b. Off-brand 

Check this box if the tape brand is *not* on the list of major manufacturers in the FACET formats document. This box should also be checked for tapes on the list of major manufacturer *problem* brands.

c. Tracks 

Select this button if data on tracking configuration, sound field, and recording speed is available. This will open the dialog box shown below.



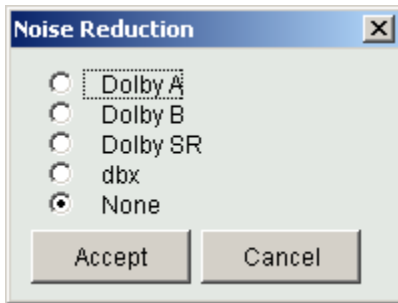
Enter whatever data is available on track configuration, sound field, and recording speed. Track configuration and recording speed, in particular, enable an analysis of areal density as discussed in section [2.2.6](#) in the FACET formats document. These fields are considered optional and the risk relatively subtle.

This area is an appropriate place to combine format characteristics to avoid dividing collections into too many parts. If the collection contains several track configurations or recording speeds, it may make sense to choose the characteristic that represents greater

risk—slower recording speeds and/or smaller tracks. Full track has the largest track size, followed by ½ track, with ¼ track the smallest.

d. Noise Reduction F

This choice is available for all open reel formats except paper, which was long obsolete when noise reduction was introduced. Enter the type of noise reduction present in the collection. All noise reduction systems receive the same point value for open reel tape formats. This is another field considered optional, and noise reduction on open reel field recordings is rare.



Preservation Problems

a. Tape Pack Problems F

Using the FACET formats document as a guide, enter the severity of tape pack problems, if any. Tape pack problems are divided by FACET into minor, moderate, and severe categories with an increasing number of points assigned to each. Placing tapes into these categories is necessarily somewhat subjective, but here are some guidelines:

- Minor (0.25 points): several popped strands
- Moderate (0.5 points): many popped strands or a stepped pack, edge curl at the head or tail of the tape only
- Severe (0.75 points): cinching, flange pack, windowing, spoking, curling throughout the pack, slotted hubs

This is a category where combining various closely related problems into one score may be productive in keeping collection parts manageable. Here are some possible choices:

- Four of seven tapes have popped strands that qualify for minor tape pack problems. The other three appear fine. Do not divide into separate parts, but assign minor tape pack problems to all seven tapes.
- Four of 24 tapes show minor feathering and a few popped strands. This is not a serious condition. Assign no points for tape pack problems to all 24 tapes.
- 21 of 45 tapes show minor tape pack problems while the rest show moderate problems. Assign points to all 45 tapes for moderate problems.

b. Soft Binder Syndrome—Sticky Shed Syndrome (SBS—SSS) and Unknown Problems (SBS—UP)

These choices are appropriate for polyester-based tape only and do not appear for other open reel tape formats. Sticky Shed Syndrome (SSS) may be diagnosed using the list of SSS tape brands in the FACET formats document. This condition should be diagnosed by tape brand, not by playback which will harm the tape. SBS—UP is diagnosed only through playback at this time, as a solid list of tape brands affected by this syndrome does not yet exist.

SBS—SSS and SBS—UP cannot exist together. It is only possible to choose one of these (or neither).

c. Vinegar Syndrome

This choice is available only for acetate-based tape.

d. Fungus

Check this box if there is fungus in the collection.

e. Other Documented Problems

Check this box if there are other problems, as described in the FACET formats document. When this box is checked, a notes field becomes available to explain the problem.

Cassette—Analog, Audio

Characteristics

a. Tape Type

Enter the tape type or “unknown” from the drop down list. This information is easy to obtain through a visual inspection, as described in the FACET formats document.

b. Sound Field

Choose “mono,” “stereo,” or “unknown” from the drop down list. This is an optional field to be used if data is available.

c. 120 or 180 Minute

Check this box if the collection is made up of 120 minute or, more rarely, 180 minute tapes. This refers to recording time but is also an indication of tape thickness. See the FACET formats document.

The screenshot shows a window titled 'Characteristics and Preservation Problems - FACET [89-006-F]'. The main title is 'FACET'. Below it, the section is 'Characteristics and Preservation Problems'. On the right, there are page navigation links: 'Page: 1 2 3 4 5 Summary'. The 'Format' is set to 'Cassette'. The 'Characteristics' section includes a 'Tape Type' dropdown menu (set to 'Type II (High Bias: CrO2 and Cobalt-Doped)'), a 'Sound Field' dropdown menu (set to 'Stereo'), and two checkboxes: '120 or 180 Minute' and 'Off-Brand'. A 'Noise Reduction' button is located below these options. The 'Preservation Problems' section has three checkboxes: 'Soft Binder Syndrome-Unidentified Problems', 'Fungus', and 'Other Documented Problems', followed by an 'Explanation:' text field. The 'Summary' section on the right contains the following text: 'Original (1st generation)', 'Format base score: 2.750', 'Year: 1987', '(+ 0.105) 21 years of life', '(+ 0.500) Type II (high bias: CrO2 and cobalt-doped)', '(+ 0.150) Stereo', 'FACET TOTAL: 3.505', and a 'Notes:' field. At the bottom, there are 'Back', 'Next', and 'Cancel' buttons.

d. Off-brand 

Check this box if the tape brand is *not* on the list of major manufacturers in the FACET formats document.

e. Noise Reduction 

Enter the type of noise reduction used in the collection, if known. Noise reduction is relatively common on cassette field recordings. This is considered an optional field to be used if data is available.

Preservation Problems section

Available choices are: SBS–UP, Fungus, and Other Documented Problems. See above under open reel tapes for descriptions of these fields.

DAT (Digital Audio Tape)

The screenshot shows a window titled "Characteristics and Preservation Problems - FACET [89-006-F]". The main title is "FACET". Below it, the section is "Characteristics and Preservation Problems". On the right, it says "Page: 1 2 3 4 5 Summary".

Format: DAT

Characteristics

- Thin Tape
- 1993 or Earlier
- Recorded on Portable
- Data Grade Tape
- Long-Play, 32k, or 96k

Preservation Problems

- Fungus
- Other Documented Problems

Explanation:

Summary:

Original (1st generation)
Format base score: 4.000
Year: 1998

(+ 0.050) 10 years of life
FACET TOTAL: 4.050

Notes:

Buttons: Back, Next, Cancel

Characteristics

a. Thin Tape 

Check this box for DATs that are longer than 60 meters or labeled as containing over 124 minutes of recording time.

b. 1993 or Earlier 

This box is selected automatically for DATs recorded in 1993 or earlier as entered in the Year Recorded field on the Administrative Data screen.

c. Recorded on Portable 

Check this box for DATs recorded on portable recorders.

d. Data Grade Tape F

Check this box for Data Grade or DDS DAT tapes.

e. Long Play, 32k, or 96k F

Check this box for these non-standard DAT formats: Sony 12 bit and 32 kHz long play, 16 bit and 32 kHz sampling rate, and 96 kHz sampling rate.

Preservation Problems

Available choices are: Fungus and Other Documented Problems. See above under open reel tapes for descriptions of these fields.

Note that off-brands have *not* been defined for the DAT format. This data applies to open reel and cassette tape only.

Disc-Lacquer

The screenshot shows a software window titled "Characteristics and Preservation Problems - FACET [0]". The main title is "FACET". Below the title bar, the window content is divided into several sections. On the left, under "Characteristics and Preservation Problems", the format is set to "Lacquer Disc". There are two main input areas: "Characteristics" and "Preservation Problems". The "Characteristics" area contains a checkbox for "Glass Base". The "Preservation Problems" area contains checkboxes for "Plasticizer exudation" and "Delamination". On the right side, there is a "Summary" section with a text area containing the following text: "Original (1st generation)", "Format base score: 4.250", "FACET TOTAL: 4.250", and "Notes:". At the bottom of the window, there are three buttons: "Back" (with a left arrow), "Next" (with a right arrow), and "Cancel".

Characteristics

a. Glass Base



Check this box for lacquer discs with a glass base

Preservation Problems

a. Plasticizer Exudation



Check this box if plasticizer exudation—characterized by a white, oily, sheen on the surface of the disc—is present.

b. Delamination



Check this box if delamination is present.

If a disc has both plasticizer exudation and delamination, select delamination.

Note that even though some discs may show both plasticizer exudation and delamination, only one of these boxes may be checked. Plasticizer exudation and delamination are related phenomena—plasticizer exudation leads to delamination. Plus, delamination is as bad as things can get—if a disc is delaminating it doesn't matter if plasticizer exudation is present or not. Both conditions are built into the delamination score, therefore plasticizer exudation cannot be added on top of delamination.

Disc–Aluminum

The screenshot shows a software window titled "Characteristics and Preservation Problems - FACET [89-006-F]". The main area is titled "FACET" and "Characteristics and Preservation Problems". The format is set to "Aluminum Disc". On the right, there is a "Summary" box containing the following text: "Original (1st generation)", "Format base score: 3.000", "FACET TOTAL: 3.000", and "Notes:". Below the main area is a "Preservation Problems" section with a checkbox for "Oxidation". At the bottom, there are "Back", "Next", and "Cancel" buttons.

Preservation Problems

a. Oxidation

This is the only field available for this format. Check if oxidation or other surface deterioration is present.

Wire Recordings

The screenshot shows a software window titled 'Characteristics and Preservation Problems - FACET [89-006-F]'. The main title is 'FACET'. Below it, the section is 'Characteristics and Preservation Problems'. On the right, there is a page navigation: 'Page: 1 2 3 4 5 Summary'. The 'Format' is set to 'Wire Recording'. There are two main sections with checkboxes:

- Characteristics:** A checkbox labeled 'Pre-WWII and/or Armour Brand' is currently unchecked.
- Preservation Problems:** A checkbox labeled 'Rust, Oxidation or Corrosion' is currently unchecked.

On the right side, there is a 'Summary' box containing the following text:

- Original (1st generation)
- Format base score: 2.750
- FACET TOTAL: 2.750
- Notes:

At the bottom, there are three buttons: 'Back' (with a left arrow), 'Next' (with a right arrow), and 'Cancel'.

Characteristics section

a. **Pre WWII and/or Armour Brand**

Check this box if the wire recording was recorded before World War II or if it was manufactured by Armour.

Preservation Problems section

a. **Rust, Oxidation or Corrosion**

Check this box if any of these conditions are present on the wire. Most wire is stainless steel and will not have these problems.

5.5 Copies Screen

Copies - FACET [89-006-F]

FACET

Copies Page: [1](#) [2](#) [3](#) [4](#) [5](#) [Summary](#)

Only two selections may be made on this page.

Open Reel Preservation Masters (Non Sticky Shed)

Open Reel Preservation Masters (Sticky Shed)

Open Reel, Polyester, Non-Preservation Masters

Open Reel, Acetate

Cassette-Analog, Audio

DAT (Digital Audio Tape)

CDs-Data Files

CDs-Audio

Digital File (Non-Preservation Masters)

Preservation (Archival) Master Files
(Preservation Work Completed)

Summary:

Original (1st generation)

Format base score: 3.000

Year: 1959

(+ 0.245) 49 years of life

(+ 0.000) Standard play (52 µm total or 1.5 mil base)

(+ 0.250) Tape pack problems-minor

(-0.350) Cassette-analog, audio

FACET TOTAL: 3.145

Notes:

Points are deducted for collections whose content is backed up by copies. Check the appropriate box for the type of copies present.

A score may be entered for a maximum of two categories of copies. This provides for a deduction of points for a primary and a secondary backup. Further copies are considered to be of much less value and not worth further reducing the risk score of a collection. Select the highest quality copies available, using the number of points deducted by the software as a guide. That is, copies assigned a higher number of points are considered more valuable.

Open Reel Preservation Masters (Non Sticky Shed)

Open reel preservation master tapes, sometimes called archival masters, are defined as copies intended to represent the best possible chance for long-term survival (at the time) produced by a specific preservation project. Typically, these are carried on professional, archival-quality tape stock and were produced during the 1980s and 90s using the ARSC/AAA or similar guidelines. This category is for tape brands/product numbers that do *not* appear on the

list of Sticky Shed Syndrome tape brands in the [FACET formats document](#). 0.75 points are deducted for this type of copy.

Open Reel Preservation Masters (Sticky Shed)

This category is for tape brands/product numbers that are on the [Sticky Shed](#) list. 0.25 points are deducted for this type of copy.

Open Reel, Polyester, Non-Preservation (Archival) Masters

This category is for copies on polyester-based open reel tape that are not considered preservation or archival masters. Typically, these might be defined as access or listening copies. 0.5 points are deducted for this type of copy.

Open Reel, Acetate

Copies on acetate-based open reel tape. 0.25 points are deducted for this type of copy.

Cassette–Analog, Audio

Copies on analog audio cassettes. 0.35 points are deducted for this type of copy.

DAT (Digital Audio Tape)

Copies on DAT. Due to the obsolescence of the format and various playback problems, as discussed in the FACET formats document, only 0.15 points are deducted for this type of copy.

CDs–Data Files

CD copies in which the content resides on the disc as a data file have 0.4 points deducted.

CDs–Audio Files

CD copies in which the content resides on the disc as an audio stream have 0.25 points deducted.

CD copies receive relatively low point values because CDs are usually produced without testing for errors to align for an optimal match between brand, CD burner and burn speed. A high error level shortens the lifespan of an optical disc, increasing the chance that it cannot be read in the near-term. Data files on an optical disc are safer over time than audio streams.

Digital File (Non-Preservation Masters)

This category is for low-resolution digital files created for access, not preservation purposes. 0.65 points are deducted for digital files assuming they are stored safely, in multiple locations at least.

Preservation (Archival) Master Files (Preservation Work Completed)

Check this box if preservation transfer work has been completed for the collection, resulting in the creation and safe storage of digital files that are considered preservation masters. Checking this box does not subtract points but enables use of the Exclude Preserved Collections function on the search screen which excludes these collections in any FACET searches.

5.6 Storage History and Other Factors Screen

Storage History and Other Factors - FACET [op]

FACET

Storage History and Other Factors Page: [1](#) [2](#) [3](#) [4](#) [5](#) [Summary](#)

History

Storage History Problems

Other Factors

Add/Deduct	Explanation
------------	-------------

New Edit Delete

Summary:

Original (1st generation)

Format base score: 3.000

Year: 1959

(+ 0.245) 49 years of life

(+ 0.000) Standard play (52 µm total or 1.5 mil base)

(+ 0.250) Tape pack problems-minor

(- 0.350) Cassette-analog, audio

(+ 1.000) Storage history problems

FACET TOTAL: 4.145

Notes:

← Back Next → Cancel

Storage History

Check the box if the collection currently is, or has been in the past, stored in poor conditions. If not sure, do *not* check this box.

Poor conditions are defined as:

- Current storage in a location with temperatures consistently over 24°C (75°F) and/or relatively humidity consistently over 50%

- Ten or more years of storage at some point in the collection's history with temperatures consistently over 24°C (75°F) and/or relative humidity consistently over 50%
- Storage in variable conditions such as unheated buildings or heated buildings without air conditioning either currently or in the past so that recordings are exposed to shifts in temperature and relative humidity as the seasons change
- Past or present storage in buildings where temperature levels are adjusted on weekends or break/vacation times to save energy

Storage conditions such as these significantly hasten the degradation of all audio formats. According to one study, "...the age of tape should not be exclusively reckoned on the basis of a calendar time counted from the date of manufacture or purchase. Included should be an awareness of the chemical age of tapes, resulting from an accumulation of its exposure to hydrolyzing... environments. Two reels of tape from the same batch distributed separately into high- and low-humidity environments can be expected to ultimately result in distinctly different performances."⁸ This is not a precise science, and this category is considered not only optional but necessarily subjective. It is anticipated that data on past storage conditions will often not be available. If there is uncertainty about a collection's history it is better to leave the box unchecked rather than add points based on conjecture. Still, if it is possible to document poor storage conditions for a collection it will help differentiate it from other collections experiencing slower climate-induced rates of degradation. Checking the Storage History Problems box adds 1.0 point to a collection's score.

Other Factors

Selecting the New button opens another screen in which points may be added or deducted. This screen provides a field for the point value along with a free text field in which to explain the addition or deduction. Multiple additions and/or deductions are possible for any collection. You may select points to be added or subtracted from the drop down list or enter any number by hand.

This category allows the person conducting the preservation assessment to assign or take away additional points based on factors not covered above. This brings flexibility to the assessment process, giving an institution some freedom to customize the results based on their specific needs. Here are a few examples of how this section can be used:

- An institution owns many professional DAT machines that are in excellent shape with much head life. They are not concerned about obsolescence issues with the format and do not feel that their collection is at as high a level of risk as others. To address this, 1.0 points are deducted for each DAT collection assessed
- Digital file copies have been created for a collection but these files were made from tape copies of the original lacquer discs. These copies are worth less than files created from the originals. To address this, 0.25 points are added to balance the 0.65 points deducted for digital file copies

⁸ Edward F. Cuddihy, "Aging of Magnetic Recording Tape," *IEE Transactions on Magnetism* 16, no. 4 (July 1980): 567.

- The content of a collection is backed up on non-preservation, polyester, open reel tapes but the tape stock is a known problem off-brand. To address this, 0.25 points are added to counter the 0.5 points deducted
- An oral history archive has written transcripts for some of its collections. These serve as a type of backup of the content, and 0.25 points are deducted for each collection with transcripts.

There are probably dozens of additional ways in which this category can be used, depending on the specific holdings and needs of any given institution.

5.7 Notes and Research Value Screen

Notes and Research Value - FACET [89-006-F]

FACET

Notes and Research Value Page: [1](#) [2](#) [3](#) [4](#) [5](#) [Summary](#)

Research Value Score (If Applicable)

Notes

Clear

Summary:

Original (1st generation)
 Format base score: 3.000
 Year: 1959
 (+ 0.245) 49 years of life
 (+ 0.000) Standard play (52 µm total or 1.5 mil base)
 (+ 0.250) Tape pack problems-minor
 (-0.350) Cassette-analog, audio
 FACET TOTAL: 3.145
 Notes:

← Back Next → Cancel

Research Value Score

Enter the research value score for the collection. Note that research value is assessed in a process separate from FACET. The FACET software will, however, accept a research value score, reporting this score both separately and combined with the FACET score on the

summary screen. Point values may be selected from the drop down menu or entered manually. See Appendix 2 for a further discussion of research value.

Notes

This is a free text field for notes on the collection or the assessment process. Typical uses for this field could include notes on generation issues or a brief narrative summary of the type of media and physical condition of the collection.

5.8 Summary Screen

The screenshot shows a web browser window titled "Summary - FACET [89-006-F]". The main content area is titled "FACET Summary" and includes a page navigation bar with links "1 2 3 4 5 Summary". The summary is divided into two main sections:

- ADMINISTRATIVE DATA:**
 - Collection primary identifier: 89-006-F
 - Part name: Acetate-based tapes
 - Part 1 of 2
 - Shelf number(s): OT 3487-3499
 - Format: Open reel tape-acetate
 - Generation: Original (1st generation)
 - Worker: Mike Casey
 - Date: 02-20-2008
 - Project title: 2008 selection for grant proposal
- FACET POINTS:**
 - Format base score: 3.000
 - Year: 1959
 - (+ 0.245) 49 years of life
 - (+ 0.000) Standard play (52 µm total or 1.5 mil base)
 - (+ 0.250) Tape pack problems-minor
 - (-0.350) Cassette-analog, audio
- COLLECTION SCORES:**
 - FACET Score: 3.145
 - Research Value Score: 3.500
 - Combined Score: 6.645
- RISK ASSESSMENT:**
 - This collection is in decent shape but its content is at some risk.
 - This collection is at some risk and could be a candidate for preservation action depending on other priorities as well as outside factors such as potential use or research value.

At the bottom of the screen, there are four buttons: "Back", "Export/Print", "Save", and "Close".

Select the **Save** button to save work on a collection

To print, select the **Export/Print** button to export the data, save as an HTML file, then print using your browser. See page 38 for more information.

The FACET software provides a running tally throughout the assessment process via a summary screen located to the right of each data entry screen. A final summary screen is provided at the end with a list of all point values assigned to the collection. At the bottom,

this summary contains a description of the risk category in which the collection is placed based on its score. This description is taken directly from the preservation ranking scale found in Appendix 1, and includes wording that describes the level of risk borne by the collection.

5.9 Searching

Search by:

Collection Primary Identifier:

Part Name: Part Number:

Collection Name:

Project Title:

Format:

Recording Date: to

Exclude Preserved Collections

Include Research Value in Point Totals

Retrieve Collections With Point Totals

Search Results

Primary ID	Part#	Part Name	Collection Name	Project Title	Points	Format	Date
74-002-F	1		Burundi, Independe...		3.730	Open reel tape-acetate	1962
89-209-F	3	Acetate major man...	Zimbabwe, Mashon...		3.740	Open reel tape-acetate	1990
60-010-F			Magdamo		3.760	Open reel tape-acetate	1956
55-007-F	1	Off-brands	Thailand, Bangkok, ...		3.775	Open reel tape-acetate	1953
85-647-F	1		British Guiana, Geor...		3.865	Open reel tape-acetate	1985
85-651-F	1		South America, Bra...		3.865	Open reel tape-acetate	1985
64-049-F			Burma, Kachin Stat...		3.910	Open reel tape-acetate	1976
92-306-F	1		Korea, Pusan. Laur...		3.910	Open reel tape-acetate	1976
93-161-B/C/F	5	1.0 mil acetate maj...	Egypt, Cairo, Copti...		3.940	Open reel tape-acetate	1970
66-237-F			South Africa, Cape ...		3.965	Open reel tape-acetate	1965
93-114-F	6	1.0 acetate	Turkey, Iran, Iraq. ...		3.965	Open reel tape-acetate	1965
62-001-F	2	1.5 mil	Burma, Kachin Stat...		3.985	Open reel tape-acetate	1961
85-684-F	1	Acetate	Turkey, Northwest ...		4.000	Open reel tape-acetate	1958
70-111-F	1	Off-brand & proble...	United States, India...		4.041	Open reel tape-acetate	1963

66 matching records found

To search for saved FACET assessments, select the Search button from the FACET welcome screen. This opens a search dialog box. It is possible to search one or a combination of the following fields:

- Collection Primary Identifier
- Collection Part Name and Part Number

- Collection Name
- Project Title
- Format
- Recording Date

It is also possible to search by FACET score or by combined FACET and research value score using the checkboxes described below.

Search Basics and Hints

a. **Opening Records from the Search Screen**

Double click or highlight the search result entry and select the Open button at the bottom of the window. Once the record is open, the Back and Next buttons, and page numbers in the upper right, allow for easy navigation in order to edit.

b. **Deleting Records**

Records may be deleted by highlighting them in the Search Results table and then using the Delete button at the bottom.

Note that this deletes entire FACET records from the database, not just from the search results.

c. **Printing Search Results**

To print from FACET, you must save the data as an HTML file, then print it using your web browser. To do this, select the Export/Print button, name the resulting HTML file, and choose the location to save it on your computer. Open the file, which will open your default web browser. Select Print from your web browser to print the file.

d. Selecting the **Clear** button deletes all search criteria.

e. Selecting the **Get Top 10** button returns the ten collections with the highest FACET scores.

f. Selecting the **Search** button without entering any criteria returns all records that have been entered.

g. It is possible to enter the initial numbers or letters in a field and pull up the appropriate records. For example, entering Mi into the Collection Name field will return records with Mintz as the name, but also Michaels.

h. Once results are returned they may be re-sorted by clicking on the desired field name directly above the search results.

Checkboxes

- a. **Exclude Preserved Collections:** Checking this box before searching will exclude collections for which preservation work has been completed. Over time as resources are available, the FACET database will include collections that have received preservation treatment. This feature enables search results that do not include these collections so that up-to-date preservation priorities may be displayed.

- b. **Include Research Value in Point Totals:** Checking this box will include combined research value and FACET scores in search results

- c. **Retrieve Collections with Point Totals Less Than/Greater Than:** Checking this box, choosing Less Than or Greater Than, and entering a point value produces search results that are narrowed by point values. For example, choosing “Greater Than” and “4” will result in collections with point values larger than 4.

6 Appendices

Appendix 1: Preservation Ranking Scale

0.0—1.9 = Collection is in very good shape and there is little or no risk to its content at the present time.

This collection is relatively stable and safe and is considered to be at little risk. The recordings in this collection are carried on formats that are considered relatively stable at the current time. None of them exhibit problems with deterioration and copies of collection originals have been made. There is at least one copy for every original.

There are no compelling reasons relating to preservation condition to take preservation action with this collection.

2.0—2.9 = Collection is in good shape but there is a small risk to its content at the present time.

This collection is relatively stable and safe but has some minor to moderate risk factors present. Collections in this category may also be in somewhat poorer condition but have multiple, high-quality copies.

There are few compelling reasons to take preservation action with this collection. The collection must have multiple important outside factors present (such as potential or actual use or very high research value) to justify preservation action.

3.0—3.9 = Collection is in decent shape but its content is at some risk.

This collection is carried on formats that are known to be somewhat unstable. The recordings in this collection are *not* exhibiting signs of severe deterioration but may have some minor to moderate problems. They may also have the potential for severe problems that may or may not develop but are currently not manifest.

This collection is at some risk and could be a candidate for preservation action depending on other priorities as well as outside factors such as potential use or research value.

4.0—4.9 = Collection is in deteriorating or poor shape and/or is carried on a format that is nearly or completely obsolete. Its content is at moderate to severe risk.

This collection is carried on formats known to be unstable and/or its recordings are known to be actively deteriorating. Collections may also be placed in this category if carried on a format with serious obsolescence issues. The recordings in this collection are exhibiting signs of moderate to severe deterioration or have other serious problems.

This collection is at moderate to severe risk and is a solid candidate for preservation action.

5+ = Collection is in very poor shape or is rapidly deteriorating, has extensive damage and/or significant deteriorative forces at work. Its content is at serious risk and requires attention soon.

This collection is carried on formats known to be highly unstable and obsolete and/or its recordings are known to be in very poor shape or rapidly deteriorating.

This collection is in serious trouble and is a prime candidate for preservation action. If the content of the collection is to survive with the highest quality possible, preservation action must be taken soon.

Here is another set of categories that might be used to interpret collection scores:

<p>Safe zone = 0—2.4</p> <p>Caution zone = 2.5—3.99</p> <p>Danger zone = 4 and up</p>
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Appendix 2: Research Value Ranking Scale

In our experience, the process of ranking research value is somewhat more subjective than ranking for preservation condition. In addition, we find that the process of assessing and ranking the research value of collections is often specific to the needs of an individual institution or project, and difficult to generalize to a tool that is widely applicable. For example, one project at the ATM began the task of building the Cultures in Conflict Digital Archive. Our aim was to select field collections related to this theme that were also judged as having enduring value to researchers. To rank our collections by research value within the conflict theme we developed criteria by which we could establish a ranking. Specifically, we assessed whether a collection:

- documented a cultural practice or language that has been lost or endangered as a result of conflict;
- documented a cultural practice that is, or has been, systematically oppressed;
- included expressive culture that was directly related to a particular conflict;
- was tied to a particular event or period before, during or after conflict;
- documented traditions, practices or a language that have changed significantly as a result of conflict;
- represented cultural practices undergoing active revival;
- provided particularly deep or wide documentation of any tradition(s) related to the above criteria.

We assigned points in each of these categories in such a way that a collection would receive more than 5 points only in exceptional circumstances. A collection's total score then placed it in one of the following categories:

- 5 points: The collection has exceptional research value as judged by the above criteria
- 4 points: Solid research value
- 3 points: Moderate research value
- 2 points: Minor research value
- 1 point: Minimal research value

This research value score is combined with a FACET score to produce a list of ATM collections in order of priority for preservation work.

Appendix 3: Dividing Collections

Below are examples of how collections were divided by the ATM during assessment using FACET.

Example 1

Collection 79-079-F consists of six polyester-based open reel tapes and four Type I analog, audio cassettes. This collection was divided into two parts: open reel tapes and cassettes.

Part 1:

Collection Primary Identifier: 79-079-F

Part 1 of 2

Collection Part: Open reel tape–polyester

Shelf Numbers: OT 5599-5605

FACET score: 3.45

Part 2:

Collection Primary Identifier: 79-079-F

Part 2 of 2

Collection Part: Cassette tapes

Shelf Numbers: cass 1064-1067

FACET score: 3.7

Example 2

Collection 82-434-F consists of 74 polyester-based open reel tapes. Some are carried on 1.5 mil thick tape base and others on 1.0 mil thick tape base. Several of the 1 mil tapes have severe tape pack problems but most tape packs look good.

Part 1:

Collection Primary Identifier: 82-434-F

Part 1 of 3

Collection Part: 1.5 mil tapes

Shelf Numbers: OT 6243-6266, 6268, 6286

FACET score: 2.8

Part 2:

Collection Primary Identifier: 82-434-F

Part 2 of 3

Collection Part: 1 mil tapes

Shelf Numbers: OT 6246, 6248, 6269-6285, 6287-6314

FACET score: 3.3

Part 3:
Collection Primary Identifier: 82-434-F
Part 3 of 3
Collection Part: Tape pack problems/1 mil tapes
Shelf Numbers: OT 6242, 6279, and 6315
FACET score: 4.05

Example 3

Collection 98-379-F/C consists of 55 Type I cassettes recorded in 1986. Some were manufactured by major manufacturers while some are off-brands. Some of the off-brands are C-120s. The different parts that were created for this collection represent a tremendous range of risk.

Part 1:
Collection Primary Identifier: 98-379-F/C
Part 1 of 3
Collection Part: Major manufacturers
Shelf Numbers: cass 6821, 6825-26, 6830-6831, 6854, 6856, 6858, 6866, 6868-6870
FACET score: 2.85

Part 2:
Collection Primary Identifier: 98-379-F/C
Part 2 of 2
Collection Part: Off-brands
Shelf Numbers: cass 6816-6817, 6824, 6827-6829, 6832-6852, 6857, 6860-6865, 6867, 6871
FACET score: 3.6

Part 3:
Collection Primary Identifier: 98-379-F/C
Part 3 of 3
Collection Part: 120 minute off-brands
Shelf Numbers: cass 6811-6815, 6818-6820, 6822-6823, 6853, 6855, 6859
FACET score: 4.35

Example 4

Collection 57-001-F consists of four paper-based open reel tapes with very severe tape pack problems, backed up by two sets of copies; twenty acetate-based open reel tapes, most with severe tape pack problems, backed up by one set of copies; and four aluminum discs backed up by two sets of tape copies.

Part 1:
Collection Primary Identifier: 57-001-F
Part 1 of 3
Collection Part: Paper-based tape

Shelf Numbers: OT 975, 979-980, 990
FACET score: 3.5

Part 2:
Collection Primary Identifier: 57-001-F
Part 2 of 3
Collection Part: Acetate-based tape
Shelf Numbers: OT 968-974, 976-978, 981-989, 991
FACET score: 4.5

Part 3:
Collection Primary Identifier: 57-001-F
Part 3 of 3
Collection Part: Aluminum discs
Shelf Numbers: 12-416-419
FACET score: 1.75

Example 5

Collection 82-413-F consists of thirty-seven 60- and 90-minute Type I analog audio cassettes primarily on off-brand cassettes with one major brand cassette by Sony. Since there was only one major brand cassette, it was not split into a separate collection part and all items received an off-brand score of 0.75. The collection has no back up copies.

(Parts not applicable):
Collection Primary Identifier: 82-413-F
Shelf Numbers: cass 1780-1816
FACET score: 3.63

Example 6

Collection 80-081-F consists of three triple play, one double play, and fourteen 1.0 mil polyester-tapes and one 1.0 mil PVC tapes. The triple play tapes exhibit severe tape pack problems and 1.0 mil polyester-based tapes exhibit minor tape pack problems. All tapes in the collection are backed up with 16/44.1 digital access files. To limit the number of parts in the collection, the one double play tape was included in the same part as the triple play tapes and also received the triple play score.

Part 1:
Collection Primary Identifier: 80-081-F
Part 1 of 3
Collection Part: Triple play polyester-based tapes
Shelf Numbers: OT 5647, 5649, 5651, and 5653
FACET score: 4.35

Part 2:
Collection Primary Identifier: 80-081-F
Part 2 of 3
Collection Part: 1.0 mil polyester-based tapes
Shelf Numbers: OT 5638-5645, 5654-5659
FACET score: 2.75

Part 3:
Collection Primary Identifier: 80-081-F
Part 3 of 3
Collection Part: PVC-based tapes
Shelf Numbers: OT 5646
FACET score: 2.5

Example 7

Collection 70-091-F consists of two 1.5 mil and eighteen 1.0 mil acetate-based tapes; eleven double play, twenty 1.0 mil, and nine 1.5 mil polyester-based tapes; and two 1.0 mil PVC tapes. The acetate tapes exhibit moderate tape pack problems. The 1.0 mil tapes—both polyester and PVC—exhibit minor tape pack problems. There are old service copies for fifteen of the eighty items in the collection, but this number was not considered sufficient enough to warrant deducting a score for copies. To limit the number of parts in the collection, the two 1.5 mil acetate-based tapes were included in the same part as the 1.0 mil acetate-based tapes and also received the 1.0 mil score.

Part 1:
Collection Primary Identifier: 70-091-F
Part 1 of 5
Collection Part: Acetate-based tapes
Shelf Numbers: OT 1767-1783, 1785-1801, 1804, 1831-1833
FACET score: 4.185

Part 2:
Collection Primary Identifier: 70-091-F
Part 2 of 5
Collection Part: Double play polyester-based tapes
Shelf Numbers: OT 1755-1764, 1766
FACET score: 4.085

Part 3:
Collection Primary Identifier: 70-091-F
Part 3 of 5
Collection Part: 1.0 polyester-based tapes
Shelf Numbers: OT 1765, 1802, 1805-1810, 1812-1815, 1824-1830, 1834
FACET score: 3.435

Part 4:

Collection Primary Identifier: 70-091-F

Part 4 of 5

Collection Part: 1.5 mil polyester-based tapes

Shelf Numbers: OT 1811, 1816-1823

FACET score: 2.685

Part 5:

Collection Primary Identifier: 70-091-F

Part 5 of 5

Collection Part: PVC

Shelf Numbers: OT 5646

FACET score: 2.935