

The Archiving Process

Media Archive Systems will work with the client to determine the extent of the project and the needs of the client. Once such factors as the number, type and condition of the tapes and films a budget and timetable can be put together. A schedule of work can be planned so that the work can be done with the client's present and future budgets in mind.

Media Archive Systems will deliver the appropriate system or systems to the client's facility on schedule. The systems would then be setup by the client or a Media Archive Systems technician; who would also train the client's personnel. MAS can also provide trained freelance personnel. The content remains always available as the library is seamlessly converted to a more flexible format.

The archive process is done by playing each tape through a dual encoder that convert the video, audio, time code and closed captioning information into computer files. Three files are created simultaneously. Only one pass of the tape is required which is very important with old and questionable media. A high-resolution file will replace the tape or film. A low-resolution file is made for searching, quick viewing and Internet enabling. A file that contains data about the content files that were created will also be made. The content is then computer files just as a text or spreadsheet file and can be copied or stored just as any computer file.

Since the work is done at the client's site, the tapes and films are taken from the library one by one or in small groups to be played through the archive station. The media is returned to the library or disposed of at the client's wishes. The tapes may be kept on site, moved to a deep, temperature and humidity controlled archive or disposed of in an environmentally friendly and safe manner.

The recommended high-resolution file is MPEG-2, which converts the content such that very little information will be lost on the conversion. Since, a perfect conversion is impossible, especially from a composite analog or digital format there will be a small amount of information loss. It will be the last information lost, as computer files copy exactly the same, no matter if it is the first generation or the one-hundredth. The content is no longer connected to a proprietary machine or software. It can be edited as it is or converted to another

The recommended low-resolution file is MPEG-1 because it is playable by any modern computer and any operating system. It will be small size and can easily be played or transferred over a network. It can be converted into another format, and even be Internet enabled. The information and time code (idx) file provided information about the files including time code discontinuity.

The content is then computer files just as a text or spreadsheet files and can be copied or stored just as any computer file. They may be transferred to any digital storage device including servers, digital tape or the most cost effective, optical media such as data DVD's. The files may be used to create a search engine and editing system, they may even be converted back to video and even returned to tape. At this time any of the additional Media Archive Systems services may be considered.