CREATE AN INVENTORY
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This “Create an Inventory” Guide will explain how to create an inventory of your collection using the AV Compass inventory tool. Start your inventory by clicking on the “INVENTORY MY COLLECTION” button on the AV Compass homepage or by clicking on the “INVENTORY” button at the top of the navigation bar from any page.

This free online resource from the Bay Area Video Coalition will give you direction in organizing, preserving, seeing and appreciating your audiovisual collection. From the unruly media room of your archive to the small box of tapes sitting in your home collecting dust, AV Compass will provide the basic tools you need to move forward in saving your films, tapes, discs and files for the long term.

To explore instructional videos and written guides, click the ‘Learn’ link below. To create a free account and start inventorying and organizing your collection(s), click the ‘Inventory My Collection’ link below.
CREATING AN AV COMPASS ACCOUNT
To create inventories in AV Compass, you must first create an AV Compass account. When you arrive at the Inventory page, click on the Create new account button in the left-hand corner. You will then be asked to create a username and to enter a valid e-mail address. Upon clicking the CREATE NEW ACCOUNT button underneath, you will receive a confirmation e-mail, which will provide a temporary link allowing you to create a password for yourself.

Thank you for registering at AV Compass. You may now log in by clicking this link or copying and pasting it to your browser:

http://avcbeta.bavc.org/use/reset/67/1441632658/l3sX-lsdkkxqZMQq6Ocy3CfdR19KsmpxqJXv_FWbNM

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at http://avcbeta.bavc.org/user in the future using:

When you wish to create new inventories or to see previous inventories that you have created, you will need your username and your password to login. Simply click on the Log in button on the inventory page.

INVENTORY

Create new account Log in Request new password

Username *
Enter your AV Compass username.

Password *
Enter the password that accompanies your username.

LOG IN
ADDING A NEW COLLECTION
The first step in creating an inventory is to add a new collection. Your front inventory page will look something like this:

Under the **MY COLLECTIONS** heading, click the **Add New Collection** button. No matter how many audiovisual items you have, even if you just have one item, you must first add a new collection in order to create an inventory. You can create as many different collections as you wish. Collections are typically defined as a grouping of records that hail from the same source or creator. You might wish to create one collection for home movies from your grandfather and then another collection for your personal vinyl collection, or you can create one collection that encompasses or holds all the media in your possession. In terms of creating an inventory, it can be helpful to think of your collection as the container to which you add individual items.

After clicking the **Add New Collection** button, you will be taken to a page which asks you for a **Collection Name**, a **Collection Owner** and a **Collection Description**. Both the Collection Name and Collection Owner fields are required as is denoted by the red asterisks next to them.
Your collection name should be fairly transparent. Some good examples might include:

- *Jones Family Home Movies, 1950 - 1961*
- *Lauren O’Connor Vinyl Collection*
- *Bay Area Video Coalition ½” open-reel videotape archive*

Ideally, the name of the collection should provide some understanding of what content or format types the collection holds, the creator of the content and the time period during which the content was made.

In the *Collection Owner* field, enter the name of the person or organization who holds or owns the collection. This might be you; this might be your place of work; this might be a relative of yours. You can be as general or as specific as you like, entering a name, multiple names or a company or business. This field allows a maximum of 60 characters.

The *Collection Description* is a space that allows you to give an overview of items contained in the collection (to your knowledge), where the collection came from, who created it, its history and any other important details. Here you are describing the collection as a whole in much the same way that you would describe an individual tape or disc.

Once you finish entering this collection information, click the **SAVE** button at the bottom. From here, you will be taken to your newly created collection page. You will notice
that the collection has been issued a **Collection ID number**. Any items that you add to this collection will have this collection ID as the first part of their **item ID number**. For example, the first collection that you create will be issued the Collection ID number “av1” and the first item you add to that collection will be issued the item ID number “av1-1” and the subsequent items will be given ID numbers “av1-2”, “av1-3”, “av1-4”, etc.

**ADDING A NEW ITEM TO A COLLECTION**

There are three very basic steps to adding an item to your collection in AV Compass. On clicking the **Add an Item** button on your collection page, you will be taken to

**Step 1 of 3 Item Basics**

There are two required fields on this page as denoted by red asterisks -- **Collection** and **Item Title**. The Collection field will populate automatically, but you may select another collection to add the item to if you wish. If the item has a formal title or a title written on its label, enter this information in the “Item Title” field. If the physical item does not have a title or any pertinent
information on its label, this is a good time to add a label to the item itself, if possible. Once you come up with a title for the item, enter it into the “Item Title” field. Here are some examples of content titles:

All Quiet on the Western Front
Eva’s First Redondo Beach Trip, Age 7
Field Trip to Civil Rights Institute, Seventh Grade
Lauren O’Connor, Student Film Reel, Second Year

How can you come up with a title if the tape, film, or disc does not have a label on it? If you cannot make an educated guess, write unidentified or unlabeled and the format of the item in the field. For example:

Unidentified VHS Tape
Unlabeled Compact Disc

This way, when you go back through your completed inventory, you will see your unidentified or unlabeled items and you will know to prioritize playing the items to better identify them.

The next field Content Description is a space for you to describe the content of your item in as much detail as you wish. If this item is a work of fiction, you can give a plot summary and/or details of the work’s production here. You can add details about where the work has been exhibited. You can give details about the content’s creator. If you have a tape that features different segments of content, you can use this field to delineate each segment and what it contains. If you have an audio recording or disc with music on it, you can list out each track in this space. This is also a space where you can enter very specific information about the item’s date of creation.
The **Original Creator(s)** field is a space for you to add the people who worked on this particular film, video or audio recording. You can add as many creators as you wish by clicking the **Add Another Item** button at the bottom. Add a person’s name and select their role in creating the work. If you cannot find this person’s particular role, you do not have to select a role or you can select **Other**.

![Original Creator(s)](image)

**Rights Summary** allows you to specify who holds the copyright to this particular recording. If you do or do not have the right to exhibit this work, this is a place where you can specify this information. For many amateur recordings, you will likely not know the copyright status of the work. For commercial recordings, you can simply list the studio or company that produced the work (you can usually find this information on the cover of the recording). Because copyright can be difficult to ascertain, this field is completely optional. However, if you know the copyright status of the work, it can be particularly helpful if you are seeking to donate your materials to a repository. If you are unsure about the copyright status, you can always write **Unknown** or **Unsure**.

![Rights Summary](image)

The **Creation Date** field allows you to enter the year that the item was created if you know it. You will later be able sort your items by their year of creation. If you know your item was
created on “May 5, 2001” and including “May 5” is important to you, we suggest putting it in the Item Title or Content Description sections. This Creation Date field only records the year.

Creation Date
If known, select what year this work was created.

1989
Format: 2015

NEXT PAGE

Content Description
This recording is from July 7, 1989.

Once you are done entering information on this page, click the Next Page button to be taken to

Step 2 of 3 Item Properties

The only required field on this page is the Media Type field. Using one of the three drop-down menus for Video, Film, or Audio, select which format you have.

If you are having trouble identifying what kind of format you have, you are able to select either Other or Unknown in each dropdown menu. For example, if you know you have a videotape, but you are not sure what type of videotape you have, you can select Unknown under the videotape dropdown menu. If you are unsure about format, you can also refer to the AV Compass “Identify” Guide, which can be viewed and/or downloaded by clicking in the upper right hand corner.
The **Previous ID Number** field allows you to track an item’s older identification number. If the item is catalogued or inventoried in another system (or was in the past) and it still has another number on it (or on its case), you can enter that number into this field.
The **Item Part** field allows you to track items that are part of a series. For example, if a television program has four parts on four separate tapes or if footage of your day at the beach spans two or three reels of film, you can create an item record for each individual item or reel.

Is this the first tape of six tapes in a documentary series? If so, you would enter “Part #1 of 6 Total Parts.” If an item is not part of group or series, it can still be helpful to fill in this field by entering “Part #1 of 1 Total Parts.”

Use **Item Sound** to select whether your film or video recording has **Sound** or is **Silent**. Film sound did not exist until the late 1920s. Many amateur and home films lack sound. With video recordings, it can be helpful for any preservationist who digitizes your items to know if they should be listening for sound or not. Disregard this field if you are inventorying an audio recording.

**Item Color** can likewise be useful for any technician who is digitizing your video or film recordings. If you specify that your film is in **Color** it will keep the technician from digitizing it in black and white or vice versa. Again, disregard this field if you are inventorying an audio recording.
Use the **Item Generation** field to specify whether your recording is an original or master recording or a duplicate. If you have an original film, whether it is negative or positive, select **Original**. If you have an original or master video or audio recording, select **Master**. If you know that your film, tape or disc is a copy made from an original or a master, select **Duplicate**. If you do not know whether your item is an original, master or duplicate, you should leave this field blank or select **Unknown**.

**Item Importance** is a subjective field that you can use to prioritize materials in your collection for preservation. If you know, for example, that the content of this particular item is priority for you, you can select **Very Important**. When you have completed your inventory, you will be able to see a list of items that you have deemed “Very Important” and you can use this to decide which items you want to prioritize or take special care to preserve. Similarly, if you know an item is a copy of content that you have on another, higher quality source, you might choose to select **Not Important** since you know you would rather preserve the other, more high-quality source.

The **Duration** field is a place for you to enter the running time of your film, video or audio recording. Duration must be entered very specifically. 1:24:23 means one hour, twenty-four minutes and twenty-three seconds. If you do not know the exact runtime of the recording, but you know that the manufacturer’s length of the tape 60 minutes, you would enter this information as 00:60:00.

When you are done with this section, click **Next Page** and you will be taken to

**Step 3 of 3 Item Condition / Environment**

The first field you will see is Item **Condition**. This field allows you to select as many options as apply to your particular recording. For example, if you notice that your tape has a **damaged case**, is **improperly wound** and has an **odor/smell**, you can select all three of these options. Later, once you have finished your inventory, AV Compass will allow you to see all of your recordings that have a particular type of damage. You will be able to see, for example, all of your recordings that have mold and you will know to gather them all together and send them
to a vendor for treatment. If you see that your item is visibly damaged or decayed but are unsure about what category the damage falls into, you can consult the “Identify” PDF for help by following the link at the upper right part of the screen.

To elaborate on any of the damage you see and to describe your item from a physical standpoint, use the **Additional Item Description** field. If you feel it necessary to specify the item’s brand, stock, playback speed or any other physical details, you can specify them here.
At the bottom of this page, you will notice one final field called **Item Location.** Filling in this field will let you know where your item exists, whether it is in a box in your bedroom or at an archive far away from you. You can be as specific (down to the shelf or box the item is stored in) or you can be more general. Here are some examples of location names you could use:

*Storage Room, Lauren O’Connor’s House*
*Jefferson County Historical Society*
*Cabinet B, Tom Parks Archive*
*Brooklyn, New York*

Once you are done filling in this field, you can check your work or make any changes by clicking the **Previous Page** button. If you are done, click the **SAVE** button.

On clicking save, you will be taken to your newly created item record or **Item Overview** page. This page lays out all the details that you entered about your item.
ITEM OVERVIEW

PLAYBACK: PRESERVING ANALOG VIDEO

Collection: BAVC Originals
Item ID: av12-47
Part Number: 1 of 1

Content Description:
For the first time, members of the media arts, museum and conservation communities have the
opportunity to view video preservation techniques as they are practiced, and to hear critical discussions on
the topic by artists, conservators and video engineers. The video content includes analog video basics, a
preservation case study, views of a reconstructed artwork, and recent event highlights. An Internet-
accessible resources section contains related essays, a glossary, a bibliography and information on analog
video hardware. This DVD provides its viewers with a complete understanding of the techniques and issues
surrounding analog video preservation.

BAVC is located at www.bavc.org. For more information on BAVC's video preservation services, go to
www.bavc.org/services/preservation/index.htm

A Special Thank You
To our sponsors:
National Endowment for the Arts
The Getty Grant Program
New Art Trust

Original Creator:
Bay Area Video Coalition (Producer)

Rights Summary:
(c) Bay Area Video Coalition. All rights reserved. No portion of this product may be reproduced without
permission.

Additional Item Description:
This item is in great condition. No damage or decay to report.

Item Location:
Bay Area Video Coalition

Technical Details
Media Type: Video > DVD (Digital Video Disc)
Item Generation: Duplicate
Creation Date: 2003
Item Sound: Sound
Notice the blue highlighted text in the record. If you click on any blue-highlighted links,

- item location
- media type,
- item generation
- sound
- color
- importance
- item condition

you will see items that share one particular characteristic. For example, if you click on *Very Important*, you will be able to see all the items that you selected as very important as you created your inventory. By clicking on *Color* you will be able to see all of the items you have in color. By clicking on *Improperly Wound* you will be able to see all the items that are improperly wound.
At the top of each item overview page, you will notice three buttons.

The first reads **Item Overview.** This button takes you to the overview of the item.

**Duplicate This Item** allows you to make a copy of the item with the same exact data, which makes inventorying much easier when you have many items with the same information. Duplicating the item will make a new item with identical information and a new **Item ID number.** Be sure to go through and check the new item, making any necessary changes and taking care to update the **Item Part _____ of _____ Total Parts** field as well as the **Item Runtime.**
The *Edit Item* button in the top right-hand corner will allow you to go in and make changes to the item information.
COLLECTION OVERVIEW AND EXPORTING COLLECTIONS

To see all of your collections at a glance, click on the Inventory button in the navigation bar. On one side of the screen, you will see a list of your collections. On the other side of the screen you will see a pie chart that explains how much film, video and audio you have. If you put your cursor over any format in the pie chart, it will tell you the specific number of items of that format you have your collection.

AV Compass allows you to export all or any single one of your collections to .csv, which you can then open in Microsoft Excel or another software of your choosing. To export all of your collections to .csv click the Export All Collections (.csv) button under MY COLLECTIONS. A .csv will instantly download to your computer. Similarly, you can click on any single collection and on that collection’s overview page, you can click on Export This Collection (.csv) to download a .csv for that particular collection.

MY COLLECTIONS

- Add New Collection
- Export All Collections (.csv)

- Once Upon a Time at BAVC
- Lauren and Megan's Collection
- Another example collection
- The Example Collection
- Fake Test Collection
- Film School Collection
- Tuesday Morning Test Collection
- BAVC Originals
- Carol and Lauren's Test Collection
- July Test Collection 1
# ITEMS

### Video

- **3-Minute Silent** (2006)
- **Champagne** (2010)
- **From the Woods** (2009)
- **In the City** (2009)
- **LBJ** (2009)
- **Paintings by Jeffrey** (2007)
- **Purgery** (2007)
- **The Funk** (2008)
- **The Unhealed Wound** (2007)
- **What We Talk About When We Talk About Love** (2007)

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<th>A</th>
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<th>C</th>
<th>D</th>
<th>E</th>
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WHAT TO DO WITH A .CSV ONCE YOU DOWNLOAD IT
With a completed inventory in hand, you can do a number of things. You can give your inventory to a vendor or preservationist to get a quote or estimate for digitization services. You can use your inventory as a talking point in trying to find an archive or historical society where you can donate your materials. You can print your inventory and keep it with your materials so that you have a checklist for what items should be present and accounted for. In addition to mining your inventory for relevant statistics about your collection, you can include your inventory in any grants you might apply for to preserve your collection. Remember that taking the time to assess and create an inventory of your collection(s) goes a long way to tell prospective collaborators that you are taking your preservation project seriously.