Formats, Rights & Permissions

- Resources for preferred formats (both receiving from outside sources and for normalization):
    - Library of Congress' *Recommended Format Specifications: Moving Image Works* http://www.loc.gov/preservation/resources/rfs/movimg.html
    - Federal Agencies Digitization Guidelines Initiative's *Digital File Formats for Videotape Reformatting*: http://www.digitizationguidelines.gov/guidelines/video_reformatting_compare.html?loclr=blogsig (this blog post gives an overview: http://blogs.loc.gov/digitalpreservation/2014/12/comparing-formats-for-video-digitization/)
    - There are different formatting concerns to take into account when comparing access vs. preservation files (vs. the "original").
    - Be aware that these will change as time goes on.
- Speaker permissions?
    - Examples of forms used prior to an event:
        - Duke University School of Law Academic Year Speaker Copyright Release Form (for faculty): https://law.duke.edu/actech/annual_release_form.pdf
        - Harvard Law School Recording License Agreement: http://hls.harvard.edu/content/uploads/2014/07/recordinglicenseagreement2011.pdf
- Permission forms can be paired with metadata as hidden and/or associated files when videos files are publically streaming through another source and only embedded on the metadata page.

Digitization & Production

Digitization:

Most institutions rely on law school IT or central IT to handle the digitization of VHS, audio cassettes, and other legacy formats.

Sometimes the question will be if it is easier to purchase a replacement rather than creating a digital copy (in the case of movies or other multimedia clips). Depends largely on availability, cost, and time constraints.

Brief discussion on the use of Handbrake to encode videos and how to use it to reduce file sizes.

On the topic of video files created by the institution, we discussed the possibility of creating a media server as an alternative to Youtube/Vimeo. While it would be ideal, especially in the creation of HTML5 compatible videos/avoiding the use of Flash media, it would be a lot of work for IT staff to setup and maintain.

Question regarding how to extract a portion of a presentation hosted on Adobe Connect lead to a discussion of screen capture software like Captivate, Camtasia, and Fraps.

Production:

Very few institutions have a built-in means of capturing video content; many are just starting on producing video content and rely on ad-hoc solutions. Mostly it's someone with a video camera and a tripod responsible for recording things. Some participants had rooms that could record audio.

Types of events that are being recorded and added to repositories:

- Major lecture series and conferences

- Facutly/staff testimony

- Symposiums

Youtube and Vimeo are the primary sites for hosting videos. Vimeo has the benefit of having more controls on who can access videos. Youtube is superior when it becomes necessary to add closed-captioning to videos (automatic text recognition and ability to add soft subtitle tracks).

On the topic of closed-captioning and other ADA requirements, it is mostly done on demand and rarely in advance. At least one participant at the table said their institution planned on having closed-captioning for all of their videos within a couple years.

UStream and Livestream are two sites being used to handle live streaming events.

Metadata & Presentation

Acquiring content is one of the biggest concerns for many people with active repository sites. Metadata is found with the pieces when they are discovered on various streaming sites created by other law school departments, but the metadata is often limited and inaccurate. Other institutions have students watch the beginnings of video content to try to create more accurate data.

Most roundtable participants were using streaming in the repository elsewhere, but a few were offering download options.

A big concern for the future is closed captioning of video. With new regulations in place, if repositories want to continue to stream video will libraries be responsible in providing this service and at what level? How will this be done for older video?

Access, Content Management & Streaming

We had twelve people in our discussion group from a range of institutions.

Streaming and access was principally through YouTube and Vimeo. It was noted in the group that many had their own streaming servers at one point, but that is quickly going away to either enterprise type solutions (Kaltura) or directly to a cloud based service provider like YouTube or Vimeo. We also noted that audio assets are more of a thing, with SoundCloud providing a decent platform to stream audio.

Asset control was a bit more all over the place. With some institutions depending on a content management system, others depending on files on an external hard drive or some other similar file management strategy.

Not many of us had familiarity with a digital asset management system but the thought was that having one would solve a lot of our problems.

We had a discussion about access control and document retention. It was pointed out that document retention policies set by your institution may have some impact on your video retention and management.