



PACKED

Expertisecentrum Digitaal Erfgoed

TAPACKS

Toolbox & Richtlijnen voor
Archief- & Collectiezorg
in de Kunstensector

Making an overview of the iMAL archive

29/10/2015
iMAL

What does the archive contains?

- Paper
 - Administration
 - Artistic
- Objects
 - Artwork
- Digital
 - Files and documents
 - Cd's, dvd's, hard drives, equipment, ...
 - Administration
 - Art work
- Books
- Documentation
- ...

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What is the meaning of the archive?

- Why does keep iMAL an archive?
- Short term, long term?

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Actions in the archive

- Main goal: making an overview
- Why an overview?
 - Knowledge of what there is (and what's missing)
 - Clarity about the state of documents and objects
 - Start for further actions
 - Determine priorities: which parts needs action first?
- How: Help of a volunteer
 - What to keep in mind when working with a volunteer?
- Result:
 - An overview of the various parts of the archive and/or collection
 - Their location and their scope.
 - Information about their condition
 - How they are arranged

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Overview paper archive

- How started?
 - Shelf by shelft global discription
- Result?
 - Global list

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Location	Title	Size/Extent	Dating	Content	Condition	Classification principle	Remarks
office 1 - shelf 1B	collectible cards needweb.org (documentation?)	21 cards	?	collectible cards of needweb: John Hi-value members club	good	chronicle	
office 1 - shelf 1B	press articles, magazines & papers (documentation)	10 cm	2007-2015	mostly on (digital) culture	good	none	French and Dutch
office 1 - shelf 1B	calendar	1 piece	2007	antisade press calendar	good	none	
office 1 - shelf 1B	documentation	3 pieces	2009-2012	programs of other cultural institutions. 1 cd of messier/thériault, postcards and stickers	good	none	French, English, Dutch
office 1 - shelf 1B	administrative documents	some papers	2012-2013	Stamps, report on Smart Cities	good	none	English
office 1 - shelf 1d	press articles	3 pieces	2006 - 2007	paper - articles about digital culture from daily newspapers and magazine	good	none	fr, nl
office 1 - shelf 1d	seminar program	1 piece	2007	paper -seminar "visages de la médiation : pratiques de la médiation comme expérience" organized by Ecole de Recherche Graphique (Bruxelles)	good	none	fr
office 1 - shelf 1d	promo materials	1 folder : 4 pieces + 1 CD ROM	2011	brochure and promotional documentation from Gamma Tec (laser system provider) + one bag of goodies	good	none	fr
office 1 - shelf 2B	documentation on artists	10 cm	ca. 2007 - 2015	documentation, artists resumes , cd-roms	good	none	
office 1 - shelf 2B	documentation on exhibitions, festivals, ...	50 cm	ca. 2007 - 2015	catalogues, flyers, invitations, programs, posters, cd-roms	good	none	
office 1 - shelf 2B	magazines	10 cm	ca. 2007 - 2015		good	none	
office 1 - shelf 2R	books	12 pieces			good	none	

office 1 - 4th cabinet - top	dvd + dvd-r	29 pieces	2004 - ...	dvd's and dvd-rw from art works and artists	unknown - handwritten, stickers, labels	none
office 1 - 4th cabinet - top	cd + cd-rom	6 pieces	1994 - ...	cd roms from artists, art works, music cd, apple cd-rom	unknown - handwritten, stickers, labels	none
office 1 - 4th cabinet - top	mini cd	1 piece	2009	Nathalie Fourgeras, Bjorn Eriksson	unknown	none
office 1 - 4th cabinet - top	dvd or cd-r	5 pieces	2005 - ...		unknown - handwritten, stickers, labels	none
office 1 - 4th cabinet - top	dvd or cd-r from iMAL	2 pieces	unknown	www.imal-opening	unknown	none
office 2 - shelf 1E	software installation cd's and	box	unknown	mac osx, samsung, adobe, microsoft	official and selfwritten cd-roms	none
office 2 - shelf 1E	box with dvd's	2 dvd's	unknown	unknown		
office 2 - shelf 1E	box					
office 1 - cabinet 4 - top	DVD or DVD R	27	n/a	digital disc : about artists, compilation of artworks, artworks, work presentation	unknown - pressed, hand made (with felt-pen, with stickers)	

Overview paper archive

- Result?
 - Global list
- Next steps?
 - Which parts do need a piece by piece inventory?
 - Optimizing the order

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Overview digital archive

- Why?

- Kunstendecreet, mandatory to have an overview (structully funded by the flemish government)
- To know the content on each hard drive
- To also know what information is missing
- This helps us to centralise it and to make a classification later on
- This helps us to link the paper archive to the digital archive

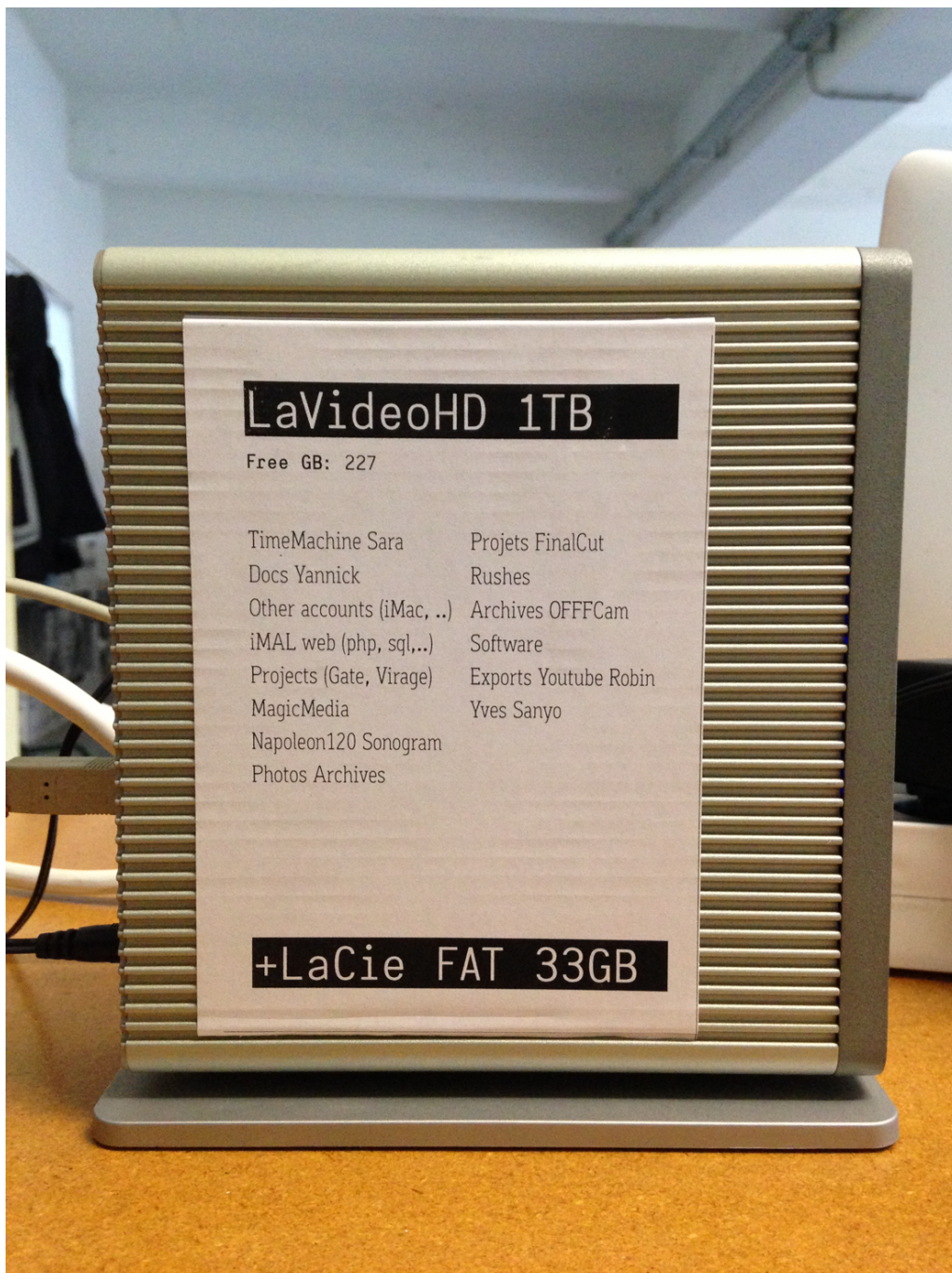
- What's already done?

- Overview digital equipment
- Google docs with summary 3 hard disks

- What are we doing now?

- How to make and overview for the digital archive?

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LaVideoHD 1TB

Free GB: 227

TimeMachine Sara	Projets FinalCut
Docs Yannick	Rushes
Other accounts (iMac, ..)	Archives OFFFCam
iMAL web (php, sql,..)	Software
Projects (Gate, Virage)	Exports Youtube Robin
MagicMedia	Yves Sanyo
Napoleon120 Sonogram	
Photos Archives	

+LaCie FAT 33GB



lomega 2TB

Summary hard disk

- Archives
Expos/Events/Ustream
- iPhoto
iMAL Pictures 2010-2011 (starting from MFF) : backup de iMac Marie-Laure
- Montages
Final Cut Kristina
 - Rushes
2010-2011 (starting from MFF)
 - Rushes
Raphaël? (A VÉRIFIER!)
 - Projets
FC
 - Exports
(HQ & Youtube)

How to make and overview for the digital archive?

- Focus:

- Digital files on (external) hard disks & computers
- All files related to activities of iMAL

- How? Actionplan:

1. Collect all equipment and hard disks
2. Number each hard drive or use name overview equipment for computers
3. Browse through all hard disks
4. open random files (to check if the files can still be opened) & document this
5. look for structure and contextual information
6. No information: look for contextual information in the metadata or by opening the files
7. Document everything concisely

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Overview digital archive: Tools

- Command Line: listing of the content and structure
- Droid: identification files
 - File formats > type of software to open
 - http://www.projectceest.be/wiki/Handleiding_DROID
- Preview pane: no need to open all the files

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```

./projets FinalCut/InfiltrationsDigitales04:
InfDigitalesVideo-Maja Popsongs
Meet somebody      offfcam

./projets FinalCut/InfiltrationsDigitales04/Meet somebody:
Desktop DB          meetSomebody_beurss2004.aif
Desktop DF          meetSomebody_beurss2004.dy

./projets FinalCut/InfiltrationsDigitales04/Popsongs:
Desktop DB          PopSongs Project      pistes son from walter
Desktop DF          PopsongsSelection.mov

./projets FinalCut/InfiltrationsDigitales04/Popsongs/pistes son from walter:
1 Piste audio.aiff      3 Piste audio.aiff      5 Piste audio.aiff
2 Piste audio.aiff      4 Piste audio.aiff

./projets FinalCut/InfiltrationsDigitales04/offfcam:
Desktop DB          w10-30-04-163940.mov      w11-07-04-153124.mov
Desktop DF          w10-30-04-164324.mov      w11-07-04-155916.mov
v30-04-2004-231051.mov w10-30-04-164908.mov      w11-07-04-160936.mov
vicons-hr BrxlBravo w10-30-04-183000.mov      w11-07-04-164724.mov
w02-25-05-130642.mov w10-30-04-210025.mov      w11-07-04-171748.mov
w02-25-05-192611.mov w10-30-04-210443.mov      w11-07-04-172113.mov
w02-25-05-195941.mov w10-30-04-213014.mov      w11-07-04-183646.mov
w02-25-05-200958.mov w10-31-04-152114.mov      w11-07-04-192600.mov
w02-25-05-204138.mov w10-31-04-173039.mov      w11-08-04-173135.mov
w02-25-05-205422.mov w10-31-04-190906.mov      w11-08-04-174259.mov
w02-25-05-210717.mov w10-31-04-193842.mov      w11-08-04-195616.mov
w02-25-05-223142.mov w10-31-04-202943.mov      w11-08-04-212512.mov
w02-25-05-231003.mov w10-31-04-211540.mov      w11-08-04-212618.mov
w02-25-05-231630.mov w10-31-04-212739.mov      w11-09-04-142552.mov
w02-25-05-232929.mov w11-01-04-193721.mov      w11-10-04-171820.mov
w02-25-05-233741.mov w11-03-04-205745.mov      w11-10-04-204242.mov
w02-26-05-003108.mov w11-03-04-210701.mov      w11-11-04-171713.mov
w02-26-05-003750.mov w11-04-04-183018.mov      w11-11-04-174759.mov
w02-26-05-004929.mov w11-04-04-190734.mov      w11-11-04-183832.mov
w02-26-05-012032.mov w11-04-04-191439.mov      w11-11-04-191921.mov
w02-26-05-042357.mov w11-04-04-191804.mov      w11-11-04-202905.mov
w02-26-05-142056.mov w11-04-04-195938.mov      w11-12-04-203208.mov
w02-26-05-150641.mov w11-04-04-203212.mov      w11-12-04-204350.mov
w02-26-05-153621.mov w11-04-04-204007.mov      w11-12-04-212143.mov
w02-26-05-171415.mov w11-04-04-204655.mov      w11-12-04-213228.mov
w02-26-05-171840.mov w11-04-04-210531.mov      w11-12-04-215502.mov
w02-26-05-182456.mov w11-04-04-214426.mov      w11-12-04-220029.mov
w02-27-05-145433.mov w11-05-04-203419.mov      w11-12-04-221223.mov
w02-27-05-151759.mov w11-05-04-203905.mov      w11-12-04-224340.mov
w02-27-05-151905.mov w11-05-04-204109.mov      w11-12-04-225049.mov
w02-27-05-163845.mov w11-05-04-204302.mov      w11-12-04-234010.mov
w02-27-05-165548.mov w11-05-04-205827.mov      w11-13-04-154833.mov

```



Command ls -R

```

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Education Newsletter PL.template/Contents/Resources/en.lproj:
Localizable.strings

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Education Newsletter PL.template/Contents/Resources/nl.lproj:
Localizable.strings

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Education Newsletter PL.template/Contents/Resources/zh_CN.lproj:
Localizable.strings

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Education Newsletter PL.template/thumbs:
PageCapThumbV2-1.tiff PageCapThumbV2-4.tiff PageCapThumbV2-8.tiff
PageCapThumbV2-10.tiff PageCapThumbV2-5.tiff PageCapThumbV2-9.tiff
PageCapThumbV2-2.tiff PageCapThumbV2-6.tiff page_thumb_1.tiff
PageCapThumbV2-3.tiff PageCapThumbV2-7.tiff

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Extreme Newsletter PL.template:
Contents brxbxp69972a.jpg dv617107a.jpg
E013378a.jpg color-profile dv617113a.jpg
E014180a.jpg dv617007a.jpg dv617116a.jpg
E014185a.jpg dv617041a.jpg index-iso.xml.gz
brxbxp64601a.jpg dv617104a.jpg index-trad.xml.gz
brxbxp67508a.jpg dv617105a.jpg thumbs
brxbxp69340a.jpg dv617106a.jpg

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Extreme Newsletter PL.template/Contents:
PkgInfo Resources

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Extreme Newsletter PL.template/Contents/Resources:
French.lproj Italian.lproj Spanish.lproj nl.lproj
German.lproj Japanese.lproj en.lproj zh_CN.lproj

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Extreme Newsletter PL.template/Contents/Resources/French.lproj:
Localizable.strings

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Extreme Newsletter PL.template/Contents/Resources/German.lproj:
Localizable.strings

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Extreme Newsletter PL.template/Contents/Resources/Italian.lproj:
Localizable.strings

./Backups.backupdb/Marie-Laure/2014-04-20-163144/Macintosh_HD/Applications/iWork '08/Pages.app/Contents/Resources/Templates/
Newsletters/Extreme Newsletter PL.template/Contents/Resources/Japanese.lproj:
Localizable.strings

```

Command ls -R

Apple DROID v6.1.5

File Edit Run Filter Report Tools Help

New Open Save Export Add Remove Start Pause Filter On Report

Untitled-1

Resource	Extension	Size	Last modif...	Ids	Format	Version	Mime type	PUID	Method	Hash
note.odt	odt	42,2 KB	10/04/15 1...		OpenDocu...	1.2		fmt/291	Container	
▼ /Volumes/LaVideoHD/Docs various accounts			8/09/14 11...							
▼ Chris Sugrue			21/08/14 1...							
▼ iMalFiles			11/12/13 1...							
▼ fabric			1/10/13 13...							
▶ data			25/09/13 1...							
.DS_Store		6 KB	25/09/13 1...							
cloth_1.ai	ai ⚠	111,5 KB	1/10/13 13...		Acrobat PD...	1.5	application...	fmt/19	Signature	
fabric.pde	pde	8,2 KB	25/09/13 1...							
line.pdf	pdf	23,7 KB	25/09/13 1...		Acrobat PD...	1.4	application...	fmt/18	Signature	
line_25253.pdf	pdf	24,8 KB	25/09/13 1...		Acrobat PD...	1.4	application...	fmt/18	Signature	
line_29850.pdf	pdf	25 KB	25/09/13 1...		Acrobat PD...	1.4	application...	fmt/18	Signature	
line_32298.pdf	pdf	24,6 KB	25/09/13 1...		Acrobat PD...	1.4	application...	fmt/18	Signature	
line_34809.pdf	pdf	24,7 KB	25/09/13 1...		Acrobat PD...	1.4	application...	fmt/18	Signature	
line_5248.pdf	pdf	24 KB	25/09/13 1...		Acrobat PD...	1.4	application...	fmt/18	Signature	
Link.pde	pde	1,9 KB	25/09/13 8...							
Particle.pde	pde	4,2 KB	25/09/13 8...							
▼ ProCamToolkit-master			4/04/13 12...							
▼ CameraCalibrate			4/04/13 12...							
▶ bin			4/04/13 12...							
▶ CalibrationExample.xcodeproj			4/04/13 12...							
▶ src			4/04/13 12...							
openFrameworks-Info.plist	plist ⚠	631 bytes	4/04/13 12...		Extensible ...	1.0	text/xml	fmt/101	Signature	
Project.xcconfig	xcconfig	433 bytes	4/04/13 12...							
▶ CameraGammaCalibrate			4/04/13 12...							
▶ CameraGammaSampleLibdc			4/04/13 12...							

file:/Volumes/LaVideoHD/Docs Ya/_Yannick iMAL 2010-2013/Projects-Ev...stuff/from Domenico/PRESS_LAB/2009.12.18.PLAYLIST.Opening.ENG.pdf Throttle: 0 ms

Recommandations digital archive

- For artists
 - Own account on computer
 - Use of standard folders
 - Easier to determine what's what and from who it is
- Create a folder structure
 - Instructions for artists and iMAL
- After an exhibition, event, project, ...
 - Transfer all the files on the back-up drive
 - Create checksums
 - Transfer to sustainable file formats
- Safe files in folders, not in applications and software (e.g. iPhoto)
- Installation of central server with auto back-up
 - Minimise risk of loss

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What could be next?

- Action plan for paper and digital archive
- Continue overview:
 - Old computers
 - Old hard drives
- Artworks-software: preservation
- After overview:
 - Transfer files to back-up drive
 - Create checksums and regular control of the files: integrity?
 - Transfer files (not the art works) to sustainable file formats
 - Good folder structure

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Conclusion

- Collaboration with volunteer
 - Importance of the knowledge of the organisation
 - Before: Take time to learn about the organisation and workflow
 - During: co-workers should be involved
 - What's important?
 - What kind of classification?
 - What is archive / documentation / art work / ...

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