

Statement of Work
Archival Audio Digitization Services
SMITHSONIAN INSTITUTION
Center for Folklife and Cultural Heritage
Ralph Rinzler Folklife Archives and Collections (RRFAC)

Statement of Work

Contractor shall render archival audio digitization services to support RRFAC archival audio media conservator in stabilizing audio media as appropriate, create preservation master files at 96kHz/24-bit for each audio tape according to preservation standards and ingest audio into Smithsonian's Digital Asset Management System (DAMS) (Open Text). Work shall consist of material handling, conservation treatment, equipment operation and maintenance, preservation digitization, embedding metadata, archival description, archival processing, and digital asset management. Such services shall be provided in accordance with American Institute of Conservation standards, the Federal Agencies Digitization Guidelines Initiative, and IASA TC-04 (Guidelines on the Production and Preservation of Digital Audio Objects).

The digitization conservation treatment and digitization project will specifically address approximately 2,800 1/4" open reel audio tapes critically at-risk for deterioration due to their condition and age.

The Contractor will support archival audio media conservator in performing the following tasks:

- Pre-Digitization Activities
 - Identify and inspect physical item
 - Record technical metadata
 - Photograph/scan tape and housing
 - Diagnosis, repair, and stabilize media including conservation treatment such as baking tapes between 10 and 24 hours, depending on severity of binder degradation
 - Document treatment events
- Digitization
 - Setup audio transfer station: adjust tape head azimuth, reproducer levels, and clean tape path
 - Transfer audio material in real time
 - Address problematic playback and other issues
 - Document technical metadata
- Post-Digitization
 - Batch processes: embed metadata, generate MD5 checksums, and move files to network attached storage
 - Conduct quality control
 - File management: move files to DAMS hot folder and ingest into DAMS
 - Update item-level records in EAD finding aid
 - Prepare a report at the conclusion of the project on the extent of the overall digitization accomplishments and recommendations for future digitization priorities

PROJECT DELIVERABLES

- The contractor will deliver approximately 2,080 hours of preservation digitization and digital asset management, and archival processing.
- Preservation digitization and digital asset management for approximately 2,000 to 2,800 ¼” open reel audio tapes.
- Contractor will provide a monthly progress report (written or oral) to the Project Manager, Stephanie Smith, for review and approval. The report will detail hours worked for each month.

GUIDELINES

- Services provided must clearly demonstrate the ability to assess all aspects of physical condition for ¼” open reel audio tape.
- Services provided must include conservation treatment of tapes suffering from binder hydrolysis and oxide loss. Conservation treatment to tapes will be required for severely deteriorated tapes prior to playback on audio equipment.
- Services provided must result in updated public-facing descriptive records including collection records and finding aids (where they exist) for each collection.
- Audio tape handling and digitization will occur in tandem with archival audio media conservator.
- Digitized audio files will be uploaded to network staging areas for ingest in the Smithsonian’s Digital Asset Management System.

WORK LOCATION AND SPACE

The work will take place where the collections are housed in the Archives’ Washington, D.C., offices and storage area located at 600 Maryland Ave. SW, Suite 2001, Washington, D.C., in a downtown area easily accessible by Metro.

Work will take place primarily in a clean, well-lit, ventilated, modern storage areas and processing work areas typical for archival materials with adequate work space and computer access. Some records are housed in cubic foot archival boxes that may weigh up to 40 lbs.

PERIOD OF PERFORMANCE

Work will commence on or about May 17, 2018 and must be completed within 18 months of start date.

PAYMENT SCHEDULE

Payments shall be made bi-weekly following receipt of an invoice indicating the total number of hours worked and upon approval of work by the Project Manager. Payments will begin after the first month of work is completed and approved.