

Short term

- Media types
 - Cd
 - DVD
- Use of Media
 - DVD
 - Video on CD
 - Streaming Media

Long term

- Media Types
- Storage Parameters
- Avoiding Loss due to Incompatibility

Short Term Storage and Distribution

Types of Media:

Distributed on CD,VCD or SVCD :

- Gold plated CD-R using Phthalocyanine dye
- Mpeg2 or Mpeg1 Filetype
- 320 x 240 resolution

DVD video:

- Mpeg2 filetype
- 720 x 480 resolution
- 9600 kilobit per second bitrate
- DVD – R Media

Streaming Media (internet):

- Real Video file type
- Multiple Bit rates to accommodate different Internet speeds
- Distributed using Helix Server

Storage Guidelines for Optical Media (CD/DVD):

To prevent optical media from premature degradation it should be stored in the following manner:

- Media should be stored upright and in the case
- Media should not be stacked flat
- Media should not be exposed to direct lighting when not in use
- Media should be stored in a cool environment (10 – 15 degrees Celsius)

Archival Storage and Future Compatibility

Storage of Archival Video (50+ years):

- Digital Betamax Format
- Create 2 Copies
 - One to create subsequent copies
 - One to Store as a “Master Copy”
- Cool Storage (10 – 15 Degrees Celsius)
- Store on end
- Do not Stack flat

To Prevent Future Incompatibility for non-archival media:

- Create a schedule of transference where the information is moved to a current format every 5-years depending on the progress of the technology
- Keep a device capable of decoding the information in storage and in good repair