**HOW TO CARE FOR YOUR FAMILY’S VIDEOTAPES AND DIGITAL VIDEO FILES**

**Suggestions for Storing and Preserving Videotapes and DVD-Rs:**

- Keep videotapes in a cool, dry, dust-free environment.

- Store videotapes vertically in their cases.

- Handle videotapes in a clean space to limit dirt adhering to tape and causing image problems at playback.

- Only play videotapes on decks that are in good working order.

- Transfer old videotape formats and at risk DVD-Rs to digital files to store and backup on your computer and external hard drives.

**Suggestions for Preserving Camera Phone or other Digital Video Files:**

- Transfer the original video files off of your camera. Cameras break or get stolen!

- Organize the files with descriptive file names, tags, or folders that will help you remember what they are in the future.

- Make multiple copies of the video files. Store copies in different places, i.e. a computer, external storage drive, DVD, or online cloud storage.

- Consider sharing important videos with friends or family. Or upload them to sites like the Internet Archive or YouTube.

- Create new copies every 3 to 5 years to remain up-to-date with new software and avoid data rot.

- Integrate your camera phone videos into a larger system of saving your important digital files.

**Video Transfer Services:**

George Blood: <http://www.georgeblood.com>

Colorlab: <http://www.colorlab.com>

Media Preserve: <http://themediapreserve.com>

Scene Savers: <http://www.scenesavers.com>

AV Geeks: <http://transfer.avgeeks.com>

BAVC: <http://bavc.org/preservation>

Mercer Media: <http://www.mercermedia.com/index.html>

Pixcel: <https://www.pixcel.com>

**Analogue Video Resources:**

EAI Single Channel Video: <http://www.eai.org/resourceguide/preservation/singlechannel.html>

Video Format Identification Guide:

<http://videopreservation.conservation-us.org/vid_id/index.html>

Texas Commission on the Arts’ Videotape Identification and Assessment Guide: <http://www.arts.texas.gov/wp-content/uploads/2012/04/video.pdf>

Scene Savers’ Video Format Identification Guide: <http://www.scenesavers.com/Format_descriptions.htm>

The Little Archives of the World’s Videotape Identification:

<http://www.little-archives.net/guide/content/formats.html>

Sarah Staudeman’s General Notes on Caring for Videotapes:

<http://www.ccaha.org/uploads/media_items/caring-for-videotapes.original.pdf>

Conservation Center for Art and Historical Artifacts’ video on Preserving AV Media – Video Preservation: <http://www.viddler.com/v/5928cef9>

Transferring Video From Tape, DVD or Camera to Your Computer: [www.digitalpreservation.gov/personalarchiving/documents/video-transfer.pdf](http://www.digitalpreservation.gov/personalarchiving/documents/video-transfer.pdf)

**Digital Video Resources:**

LC personal digital archiving links: <http://www.digitalpreservation.gov/personalarchiving/padKit/resources.html>

Smithsonian on video codecs and containers:

<http://siarchives.si.edu/blog/digital-video-preservation-identifying-containers-and-codecs>

Witness’ Activist’s Guide to Archiving Video: <http://archiveguide.witness.org>

Keeping Personal Digital Video: [www.digitalpreservation.gov/personalarchiving/video](http://www.digitalpreservation.gov/personalarchiving/video)

Guidelines for the Selection of Sustainable, Preservation-Quality File Formats: <http://bentley.umich.edu/dchome/resources/formats.php>

*NYT*’s “Tips on Archiving Family History”:

Part 1 (audio): <http://www.nytimes.com/2013/05/29/booming/tips-on-archiving-family-history-part-1.html?pagewanted=all&_r=0>

Part 2 (film): <http://www.nytimes.com/2013/06/05/booming/tips-on-preserving-family-films-and-photos.html?pagewanted=all>

Part 3 (video): <http://www.nytimes.com/2013/06/12/booming/tips-on-archiving-family-history-part-3.html?pagewanted=all>

Best Practices for Video Activists: <http://activist-archivists.org/wp/?page_id=356>