

REQUEST FOR PROPOSALS # 12-12  
AUDIO AND VIDEO DIGITIZATION AND PRESERVATION  
UNIVERSITY OF MAINE  
ADDENDUM #2

ADDENDUM #2 ADDS QUESTIONS AND ANSWERS #6 AND #7

QUESTIONS AND RESPONSES

INQUIRIES RECEIVED NLT NOVEMBER 10, 2011  
RESPONSES TO BE SENT NLT NOVEMBER 16, 2011  
A REMINDER – PROPOSALS ARE DUE NOVEMBER 30, 2011

Q1. 3.2.2 Video - 10-bit uncompressed 4:2:2 (96 GB/hour) or 50 Mbps MPEG2 (26 GB/hour), in .mov wrapper (Quick Time); Mono or stereo sound according to original; Color or black & white according to original. Which file is desired for the video Preservation Master file for the video: 10-bit uncompressed or a compressed MPEG2? True "Preservation" format would suggest "uncompressed"

A1. Yes, uncompressed.

Q2. No other file deliverables, other than Preservation files on Hard Drive? No Web-accessible files for audio and video? No Mezzanine (viewable) files for video? No Access copies (CDs/DVDs)?

A2. That is correct.

Q3. Can you confirm that the reel-to-reel tapes are ¼" magnetic audio tapes? That's what we're assuming but we just wanted to confirm that.

A3. Yes, that is correct.

Q4. Can you provide us with a sample METS document with all the categories of the information you would like to have in the file?

A4. Sample:

title of tape: Interview with Mary Beth O'Connor  
recordingist: Martin, Alfonse  
recordingist: Seymour, David  
interviewee: O'Connor, Mary Beth  
date: 19731100  
medium: sound recording  
place: United States of America; Maine; Old Town  
collection: Argyle Boom Collection  
collection number: MF003  
Tape ID number: T662  
accession number: 781  
repository: Maine Folklife Center, University of Maine

- Q5. When you specify that two preservation masters are required for each recording, this means that you would like two sets of hard drives with identical files and directories, one to go to the Library of Congress and one to go to University of Maine, correct?
- A5. Yes, that is correct.
- Q6. “3.10 Metadata Requirements: All digital files must have technical and source metadata embedded within the file itself. The requirements for metadata inclusion for each format are detailed in the following sections.” It is not possible to embed metadata in digital video files as per the University requirements? Is the University clear that the only embedded metadata will be in the BWF digital audio Preservation files?
- A6. Yes, the only embedded metadata will be in the BWF digital audio Preservations files.
- Q7. “4.5 Digitization Notes Text Files: Provide an example of a digitization notes text file.” What is it that the University is looking for specifically? Are you looking for what we call or what we may refer to as Technical specifications, cataloging notes and Engineer’s checklist?
- A7. Digitization notes text files would include technical specifications, cataloging notes and engineer’s checklist.

---

Hal Wells  
University of Maine System  
Assistant Director of Strategic Procurement

November 16, 2011