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Memnon Project Planning Deck

Project planning and scoping – questions we ask

Here are the questions we typically ask clients before kicking off a project. This isn't an exhaustive list but covers the basics.

Ethos

- What is the project ethos? Preservation or monetization?

Housekeeping

- What are the timescales?
- Have you got a budget approved for this project?
- How will you be approving the digital files we deliver?

Logistics

- Will you take care of packing and shipping?
- Will the carriers be organized by format, or will they be mixed?
- Will the carriers be sent in batches (cadence?) or all at once?
- Will you create a manifest at item or box level?
- Will the tapes come back to your storage, or will they need to be destroyed?

Metadata

- Is there an existing item-level metadata to import?
- Do the assets have a local barcode label?
- Imaging: do you require the box label and record reports to be scanned and supplied as a deliverable?
- What is the desired File Naming Convention, is it consistent throughout your collection ?

Carriers

- What's the type, volume and average runtime by format of your carriers?
- What are the genres of the content?
- How are carriers currently being stored?
- Are they expected to be in good condition? Are there any visible issues –fungus, pests, dust, damage?
- Do you anticipate having any anamorphic content? PAL vs NTSC?

Deliverables

- What is the desired Codec? Is it the same across formats?
- What is the delivery end Point?
- Are we creating one file = one tape or is segmentation required?
- Do you require a back-up solution (such as LTO or HDD)?
- Do you desire a sidecar XML or JSON file for metadata?

LTO

- From which generation of LTO do we need to migrate the data from?
- Are your LTO formatted LTFS, AXF or Open TAR?
- How many carriers and total size (in GB)?
- When were they recorded and when is the last time they were used?
- If you have a proprietary HSM manager, can you supply a license for us to use to migrate with?

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Planning and scoping – Client FAQ's

Now, here are some questions clients typically ask us.

How much will this cost?

- Depending on the scope of the project (volumes, format types & technical specs required), costs can vary.

How long will it take?

- Again, this depends on the scope of the project, Memnon will provide an estimated production schedule.

How can we get our assets to you?

- There are lots of options. For smaller projects, clients typically pack their assets in bins/banker's boxes and ship them to us via courier. For larger projects, clients typically pack and palletize their assets and schedule the delivery using their preferred transportation partner (Memnon can offer pick, pack & transport services via preferred partners). Once transport has been scheduled, they will send Memnon the full inventory list and tracking details. Where possible they will sort the individual boxes/bins by format to allow for efficiencies in terms of both packing and processing.

- Memnon can provide clear packing guidelines. This will include guidelines around securing the inventory as there have been instances in the past where inventory has been damaged in transit where it was not properly secured.

- However, for very large projects, sometimes it makes more sense for us to come to our clients and conduct their library migration on-site. We provide on-site services to many customers worldwide, from Europe to the Middle East and South Africa, working at the very heart of prestigious national institutions and broadcasters.

Where do you store carriers?

- Pallets are stored on secure pallet racking within our secured warehouse.

- Tapes when being processed are stored within secure controlled media bins.

Can you create an inventory for us?

- Yes, Memnon can create an intake manifest that can be exported to Excel if required. All Media are barcoded, and this unique ID will link all associated metadata. Included are our proprietary fields (as those are needed for our internal workflow): barcode, Bin (box number), filename and media format. IN addition, Memnon can capture additional custom fields (up to 15 characters maximum per field) which will show on the intake manifest.

- These could include but are not limited to: Tape Title, Tape Date, Tape Unique Identifier

What formats can you handle?

- We pride ourselves in our ability to process an unrivalled number of formats from our state-of-the art media processing facilities. Please see Slide 4.

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Formats we can process

- Betacam
- Betacam SP
- Digi Betacam
- HDCAM
- HDCAM SR
- DVCPRO
- DVCAM
- Betamax (PAL/NTSC)
- U-Matic Low/High Band
- Sony DASH
- Sony EIAJ
- Sony IMX
- Sony SX
- CV2000
- CV2100

- Otari ¼" audio
- D1
- D2 (PAL/NTSC)
- D3
- HD D5
- D-9
- D-VHS
- 1"A/B/C
- 1" IVC
- NTSC 1"C
- 2" Video
- 3324
- Hi8/Video8
- XDCam
- DVD
- CD
- LTO

- IVC9000
- Mag 16mm/35mm
- Albrecht MB-51
- Philips N1500/N1700
- SDScan 16mm/35mm
- D88/DA98 – TASCAM
- VHSVCR
- Betamax (PAL/NTSC)
- U-Matic Low/High Band
- DAT
- EIAJ
- M11
- 1630

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