Video Description of MIT Libraries' Conservation Pictograms (2021) Mp4 with labels

Video Description

(includes alt text in a shorted version to meet the 5000 character max allotment.
MIT Libraries' Wunsch Conservation Lab presents a growing collection of pictograms (icons) that illustrate best practices when working with collections found in cultural heritage institutions such as Libraries, Archives, and Museums.

Open data supporting digital first initiatives to preserve essential core collections at MIT Libraries. The pictograms help our staff remember our core practices when working near or with essential core collections. The pictograms are a part of our policy to integrate conservation practice across the Libraries as a part of administrative operational improvements.

The pictograms are freely available as downloadable PNG or PDF-accessible files at our open data repository: https://dataverse.harvard.edu/dataverse/conservationpictograms (Harvard Dataverse).

The illustrations designed by Nicole Araya and the Wunsch Conservation Laboratory Staff, MIT Libraries, accompany our Working with Essential Core Collections Policy.

Copyright © 2021-01-28 MASSACHUSETTS INSTITUTE OF TECHNOLOGY is licensed under a Creative Commons Attribution 4.0 International License except where otherwise noted.

DDC playlist on the letterlocking YouTube channel
YouTube URL is https://youtu.be/OSFVz2RsDjQ

Transcriptions

Music Playing in the background

Music credit: The Whole Other | The Woogie, https://youtu.be/rXHVsA2b5sM.

0:00–0:02

Title slide

MIT Libraries Conservation Pictograms title slide with images of the Libraries' polygon logo, a QR code linking to PNG and PDF accessible files, and a pictogram of a clean hand

0:03–0:07

Wash hands before and after using collections pictogram

The image is of an opened hand with sparkling stars around the hand symbolizing clean hands. The hand is in a blue circle. The blue circle symbolizes a best practice. This pictogram relates to handling collections. Wash hands and use wipes and/or gloves as directed.

0:08–0:013

Use outcards and tabs with collections pictogram

In the foreground of the image is a closed book laying on a surface in front of an opened box. The book has a book tab sticking out past the top edge of the book. The tab has a barcode on it. In the background of the image is an opened flip-top document box. Inside the box there are several document folders. A card the runs the width of the box reads "outcard" indicating that a file's been removed from that location in the box. A narrow strip of paper reads "tab." The blue circle symbolizes a best practice.

This pictogram relates to handling collections. Wash hands as directed. Use only Conservation-approved supplies. Use only acid-free tabs in collections to indicate image requests, conservation repair, etc. Match collections to same-size containers (e.g. place legal-size folders in legal-sized boxes). Use outcards to maintain document order. Attach barcodes and call number labels only to tabs, housings, or protective book jackets.

0:14–0:20

No food or drink near collections pictogram

On the left in the image is a tall drinking glass with a straw in it. To the right is a flower in bloom in a pot. There is a red circle surrounding both images with a diagonal line through the center indicating that these items are not permitted near collections.

0:21–0:26

No personal items near collections pictogram

In the foreground in the image, on the right, is a backpack placed on a surface near an opened box containing file folders filled with collections. In front of the box and the backpack are sheets of paper. There is a magenta circle surrounding the box, backpack, and papers with a diagonal line through the center indicating that personal items such as backpacks are not permitted near collections.

0:27–0:31

Sign in and out of secure collection areas pictogram

On the left of the image is a sharpened pencil. On the right is a sheet of paper that reads "SIGN IN" on the top. The image is in a blue circle. The blue circle symbolizes a best practice.

0:32–0:37

No pictures near or in vault areas pictogram

The image is of a smartphone's screen indicating a "Live" streaming video recording. The screen reflects a person taking a selfie in front of a vault space. The person is showing their face and hand with their thumb's up in front of a door's sign reading "Vault." There is a magenta circle surrounding the image with a diagonal line through the center indicating that this action, taking and sharing images in or near a vault space is prohibited.

0:38–0:43

Use bookends to keep collections upright pictogram

The image is of a bookshelf containing five books. There are L-shaped bookends placed on either side of the books supporting them in their upright, vertical position. The books are of varying heights all with their spines facing outwards. The image is in a blue circle. The blue circle symbolizes a best practice.

0:44–0:49

No supplies stored in collection areas pictogram

The image is of a person's right arm trying to reach out two boxes stuck to each other on the higher shelf. On the lower shelf, there are two boxes. A box on the front has a lid on, and behind it, a box with top flaps open reads "Empty Boxes" on its side. There is a magenta circle surrounding the image with a diagonal line through the center indicating that storing supplies such as empty boxes with collection is prohibited.

0:50–0:55

Contact Conservation to make housings for collections pictogram

The image is of a small sphere object fitted inside an open-top box, and then the box is housed in a fully open case with a flip-top. The image is in a blue circle. The blue circle symbolizes a best practice.

0:56–1:01

Courier rare collections pictogram

The image is of a truck with an MIT logo driving on a road near a building with a sign that reads "exhibit gallery." The building has a window that shows an opened book on display. The image is in a blue circle. The blue circle symbolizes a best practice. The image symbolizes that rare collections need to be delivered to and from destinations by authorized couriers.

1:02–1:07

Report active wet and moldy collections pictogram

The image is of a closed book laying on a surface with pages swelled, wrinkled and stained. There are waved lines above the book, symbolizing an active unpleasant odor coming from the book. The wavy pages suggest that the book is actively wet. If collections are found actively wet and moldy, contact conservation immediately to begin the collections response and salvage process. There is a magenta circle surrounding the image with a diagonal magenta line indicating that it is prohibited to reshelve or ignore active wet and moldy collections.

1:08–1:14

No storing collections on the floor pictogram

There are two books lying directly on the ground. THere is a box stored on top of the books. There are books filled with books stored directly on the ground. The box has flaps that are opened. There is a magenta circle surrounding the images with a diagonal line through the center indicating that storing collections or boxes containing collections directly on the ground is prohibited.

1:15–1:21

Store collections on shelves, carts, or pallets pictogram

There is a bookshelf containing books on the shelf. The lowest shelf is 6 inches/15.5cm from the ground. There is a box of books with opened flaps on a cart. There is a covering over the opened box to protect the contents. There is a box resting on a pallet on the floor. The pallet lifts the box so that it is 6 inches/15.5cm from the ground. There is a protective covering over the box. The image is in a blue circle. The blue circle symbolizes that storing collections on bookshelves, on carts, and on pallets is a best practice.

1:22–1:23

Title slide: Free Downloads

1:23–1:27

Title Slide: PDF-accessible pictogram files

1:28–1:29

Title Slide: Digital first resources

1:30–1:31

Title Slide: Preserve essential core collections

1:32–1:34

Title Slide: Wunsch Conservation Lab

1:35–1:37

Title Slide: Open Data

1:38–1:40

Title Slide: Circled CC symbolizes creative commons license. Circled human figure symbolizes giving attribution to the creator.

1:41–1:43

Title Slide: circled dollar sign with backslash symbolizes non commercial and circled anti-clockwise arrow symbolizes share alike

1:44–1:46

Title Slide: Magenta QR code linking to folder with freely downloadable PNG and PDF-accessible files

1:47–1:52

Title Slide: MIT Libraries Logo with polygon