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### **Film Handling Workshop**

Objective: Introduce Media Space. Using 16mm, provide an opportunity to explore/examine film. Allow participants to familiarize themselves with very basic film properties/tools.

#### **I. Intro to Media Space**

- a. Rewinds – A place to prep and inspect film without using a projector.
- b. Storage/Shelving – Film Inventory/organization
- c. Telecine\* – A place to digitize film. 16mm, 8mm, Super 8, VHS, Hi8
- d. Computer\* – A place to capture and edit digitized media.
  - i. (Media Express, Adobe Premiere/Audacity/Photoshop, Final Cut X)\*
- e. Steenbeck\* – Flatbed film editor used before digital editing. Still used in archives to quickly and easily inspect image, sync sound on 35/16mm prints with less risk of damage compared to using projector.

*\*An explanation, not instruction*

#### **II. Handling Film Demonstration**

- a. Film Handling Tools
  - i. Rewinds, Gloves, Loupe, Light Box, Splicer, Razor Blade, Art Tape.
- b. Open film can safely.
  - i. Take note of film for gauge, mold, or vinegar syndrome (could also smell like cleaning solutions or mothballs – you’ll know).
  - ii. Is film wound on a projection reel or core?
    1. If on a core, very carefully put onto a split reel.
      - a. Handling cored film: thumb(s) in the middle, fingers on the edge, compressing the film pack
      - b. If film is very loosely wound, place split reel on film in the can and turn over instead of lifting the reel out!
- c. Fix reel onto rewind - Thread onto take-up reel.
- d. Inspection
  - i. Find Base and Emulsion
  - ii. Identify element/generation (negative, positive/print, reversal original)
  - iii. Observe color/B&W
  - iv. Observe Sound/Silent
  - v. Observe Shrinkage/Warping/Curling

- vi. Observe mechanical damage (sprocket wear, scratches, etc.)
  - vii. Examining with light box/loupe
  - viii. Edge codes, camera markings, and other clues
  - ix. Wind through film and sample images. What do we see?
  - x. Practice a tape splice on leader, then on film
- e. Rewinding – Even Speed/Even Pressure

**III. Guiding participants through their own reel.**

IV. Good workspace practices

- a. Leave it cleaner than you found it!
  - i. Put away tools and supplies
    - 1. Tell lab staff if supplies are low or gone so we can reorder
- b. Clean up film scraps, bits of tape, bits and bobs and put them in the trash
- c. Store split reels upright with a core in them OR separated and flat
- d. Leave spring clamps on the rewind shafts but NOT compressed
- e. Report any damage or malfunctioning equipment (whether or not you caused it—no judgment!) to lab staff