Archive Submission Guidelines and Procedures
Library & Archive Services

Archive Submission Summary

Submitting content to the Library & Archive Services (LAS) department ensures content is cataloged in the ALIAS/VMS Web applications and made available for future use. The submission guidelines outlined in this document will assist LAS in properly cataloging submissions. Once the library has verified and approved your submissions, we will arrange a day/time for you to deliver to the library. Please be advised that these documents are subject to change should updates be required (i.e., new formats, channels, brands, etc.)

Submission Forms and Instructions

The following information outlines the submission process for all film, tape, hard drive, XD Cam and LTO formats submitted to Library & Archive Services (LAS). **Please note that the LAS has the right to push back on submissions if they do not adhere to and comply with the submission guidelines.**

Cataloging Submission Form

All footage, (all submitted assets) should be cataloged using the following Archive Cataloging Submission form. This document serves as a manifest for the items contained within the box. Be sure to check the version of the form on the bottom right-hand corner, is the most up to date version in circulation.

Submission Form Metadata Requirements

- Fill the top half of the form out in its **entirety**
- Add the full title or show abbreviation in the title field. The title should be as descriptive as possible (i.e., Bruno Mars Interview Camera 1) if that information is available. Finished content submissions should provide the series title and episode information (i.e., Ink Masters #101) Richer metadata enhances the archive and repurposing value of assets
- Select the "content type" for each of the assets
- Select the "Episode or promo #" for each of the assets if applicable

Box Requirements

- All assets (including Hard Drives) must be placed into an **Iron Mountain Box** for delivery to Library and Archive Services. Boxes can be provided and scheduled for pick up by LAS
- Place one copy of the completed form onto the outside of the box
- Larger formats like Digital Betacam and HDCam have a limit of 18-30 per box depending on the size of the tapes*
- Smaller formats like XDCam, DVCPro etc. have a limit of 50 per box*
- All productions must submit the proper form, Digital Container or Media Asset Form, for each asset submitted in each box

The library is willing to make some exceptions if necessary. If you have any questions regarding the number of tapes/footages you want to submit inside a box, please contact us.

Example of completed submission form:

Library & Archive Services

Cataloging Submission Form

Name:	Jane D.		Channel:	Please Select		Date:	1/3/2024
Phone:	310-xxx-xxxx		(Channel Cont'd):	Paramount Network		Box Number:	2 of 3
Dept:	Post Production Department		Proj/Program:	1923 S1			

Format	Title	Content Type	Episode #	Promo #	Library Use Only Barcode
LTO-7	Shoot Day 025	Footage	101, 103		
LTO-7	Shoot Day 026	Footage	101, 102, 104		
LTO-7	Shoot Day 026	Footage	101, 102, 104		
LTO-7	Shoot Day 027	Footage	101, 102		
LTO-7	Shoot Day 028	Footage	101, 104		
LTO-7	Shoot Day 029	Footage	102, 103, 104		
LTO-7	Shoot Day 030	Footage	101, 102		
LTO-7	Shoot Day 031	Footage	102, 104		
LTO-7	Shoot Day 032	Footage	101		
LTO-7	Shoot Day 033	Footage	101, 102		
LTO-7	Shoot Day 034	Footage	105		
LTO-7	Shoot Day 035	Footage	105		
LTO-7	Shoot Day 036	Footage	105, 106		
LTO-7	Shoot Day 036	Footage	105, 106		
LTO-7	Shoot Day 037	Footage	105		
LTO-7	Shoot Day 038	Footage	105, 106		
LTO-7	Shoot Day 039	Footage	105, 106		
LTO-7	Shoot Day 039	Footage	105, 106		
LTO-7	Shoot Day 040	Footage	105, 106		
LTO-7	Shoot Day 041	Footage	103, 104, 106		
LTO-7	Shoot Day 042	Footage	105		
LTO-7	Shoot Day 043	Footage	105, 106		
LTO-7	Shoot Day 043	Footage	105, 106		
LTO-7	Shoot Day 044	Footage	102, 106		
LTO-7	Shoot Day 045	Footage	105		
LTO-7	Shoot Day 045	Footage	105		
LTO-7	Shoot Day 046	Footage	105		
LTO-7	Shoot Day 047	Footage	105, 106		
LTO-7	Shoot Day 048	Footage	101, 104		
LTO-7	Shoot Day 048	Footage	101, 104		
LTO-7	Shoot Day 049	Footage	104		
LTO-7	Shoot Day 050	Footage	101, 107, 108		
LTO-7	Shoot Day 050	Footage	101, 107, 108		

| Rights & Clearances Restricted: | Please Select | Restricted To: | |

Library Use Only

| Received By: | | Date: | | Box Barcode #: | | Entered By: | | 22Nov.v4 |

Completion Checklist

- ✓ User information at the top of the form is fully completed
- ✓ Every asset has metadata listed for it on the form
- ✓ Check the tape count to confirm it matches the amount of assets submitted
- ✓ A printed form is affixed to the box lid
- ✓ There is a second copy of the form inside of the box
- ✓ Make sure that a description form for every tape is included in the box.
- ✓ Complete the Rights and Clearances section of the form

Media Asset Description Form

The asset description form is designed to capture all the essential metadata about the content submitted for archive. The LAS team uses the form to catalog the information provided into ALIAS. The more information that is provided about the content will ensure richer search results in the future and enhances the archive.

Media Asset Metadata Requirements

Complete the form in its entirety according to the content being submitted:

- User information at the top of the form is fully completed
- Physical Attributes
- Content Parameters
- Content Description
- Rights and Clearances

Example of completed footage Media Asset Submission form:

Library & Archive Services

Media Asset Submission Form

Tapes & Film: Please place a copy of this form inside the box with each Tape or Film Reel

User Information

Name:	Jane D	Email:	JD123@gmail.com	Supervisor:	John D
Dept:	Production Operations	Phone:	123-456-7890	Date:	1/1/2023

Physical Attributes

Format:	Betacam	XDCam Storage Capacity:		Brand:	Sony
Other Format:		Length:	30 min	Reel Number:	DOC7C11

Content Parameters

Standard:	NTSC
Content Type:	Footage
Channel:	MTV
(Channel Cont'd):	Please Select
Rendition:	Footage
Closed Captioned:	No
Film Reel has Audio:	Please Select

Finished Programming: (For use only if submitting Finished masters)

DSID:		Episode #		Episode Title:	

Promo Reel Information: (For use only if submitting Promo masters)

Program:		Promo #	

Audio (i.e. English, Spanish, M&E, MOS)

Channel 1:		Channel 2:	
Channel 3:		Channel 4:	

Film Audio: *(if separate from picture, please explain how audio is being submitted)*

Content Information

Tape/Film Title:	DO7C11	Record Date:	9/5/2017	Host:	
Subject:		Air Date:	9/5/2017	Interviewer:	
Project/Program:	The Unreal World Battle II Battle S1	Location:	Sadle Ranch, LA	Performer:	
Sequence/Part:	1 of 3	Total Run Time:	45:00:00	Producer:	Brianne Doe
*Keywords:	B roll			Guest:	

i.e. B Roll, Interview, Performance, Stills, ISO Cam, etc.

Content Description: *Fill this section out with as much information as possible, summarizing the episode. Include locations, notable contributors and their role in the production (i.e.The ladies all travle to Saddle Ranch to meet and talk about hobbies, husbands and friends)*

Rights & Clearances:	Yes	Restricted To:	Restricted to MTV Networks

Library Use Only | Box Barcode: | | Date Entered: | | 22Nov.v4

Example of completed finished Media Asset Submission form:

Library & Archive Services

Media Asset Submission Form

Tapes & Film: Please place a copy of this form inside the box with each Tape or Film Reel

User Information

Name:	Jane D	Email:	JD123@gmail.com	Supervisor:	John D
Dept:	Production Operations	Phone:	123-456-7890	Date:	1/1/2023

Physical Attributes

Format:	HDCam-SR	XDCam Storage Capacity:		Brand:	Sony
Other Format:		Length:	64 min	Reel Number:	

Content Parameters

Standard:	NTSC	**Finished Programming: (For use only if submitting Finished masters)**
Content Type:	Finished	DSID: HDTRL 105 Episode #: 105 Episode Title: TRL
Channel:	MTV	**Promo Reel Information: (For use only if submitting Promo masters)**
(Channel Cont'd):	Please Select	Program: Promo #:
Rendition:	Edited Master	**Audio (i.e. English, Spanish, M&E, MOS)**
Closed Captioned:	Yes	Channel 1: Channel 2:
		Channel 3: Channel 4:
Film Reel has Audio:	Please Select	
Film Audio:	*(if separate from picture, please explain how audio is being submitted)*	

Content Information

Tape/Film Title:	TRL 105	Record Date:	9/5/2017	Host:	DJ Kaled
Subject:	Live with Panic at the Disco	Air Date:	9/5/2017	Interviewer:	Joe Blow
Project/Program:		Location:	1575 No Gower Los Angeles	Performer:	Panic at the Disco
Sequence/Part:	1 of 1	Total Run Time:	45:00:00	Producer:	Brianne Doe
*Keywords:	Interview, Performance			Guest:	Panic at the Disco

*i.e. B Roll, Interview, Performance, Stills, ISO Cam, etc.

Content Description: *Fill this section out with as much information as possible, summarizing the episode. Include locations, notable contributors and their role in the production (i.e. Panic at the Disco interview and performance at the Hollywood Bowl in Los Angeles)*

Rights & Clearances:	Yes	Restricted To:	Restricted to MTV Networks	

Library Use Only	Box Barcode:		Date Entered:		22Nov.v4

Completion Checklist

- ✓ 1 form completed per each asset submitted
- ✓ Each asset has their form banded around it or all forms are stacked together (paper clipped stapled or in an envelope is acceptable) Be sure to stack the forms in the order that they are listed on the submission form
- ✓ If tapes are part of a sequence, capture the data in the "Sequence/Part" field in Content Description
- ✓ Complete the Rights and Clearances field

Digital Container Submission Form
This form is used for all hard drive and LTO submissions to the Library.

Digital Container Metadata Requirements
- Completion of the following:
    - User Information fields
    - Hard Drive/LTO fields
    - Content Information fields: please provide as much information about the content and what type of content (i.e., edit session, raw footage etc.)

Hard Drive and LTO Form completion process
1. Complete the Digital Container Submission form and submit a form for <u>each individual asset inside the box</u>. Please fill out all corresponding fields as it applies to the content being submitted. If you do not have a copy of the Digital Container Submission form, forms can be provided to you by the Post Operations team or by the Library
2. Upon completing the forms, please make sure that all drives and LTOs are working properly. In the space provided, please indicate the last time the hard drive was "used" on the submission form.
3. Make sure you include the Cataloging Submission Forms with your boxes. One form should be located on the outside of the box and one form should be located on the inside of the box with your hard drives.
4. For Hard Drives all drives being submitted to the library must be in an Iron Mountain box. The hard drives should also include their original box casing with all cords and/or cables.

Example of completed Digital Container Hard Drive Submission form:

Library & Archive Services

Digital Container Submission Form

Hard Drives: Please place a copy of this form inside the box and save a copy to the drive
LTO Tapes: Please place a copy of this form inside the box with each LTO

User Information

Name:	Jane D.	Dept:	Post Production	Date:	12/15/2023
Phone:	310-xxx-xxx	Channel:	MTV	(Channel Cont'd):	Smithsonian

Hard Drive Description

Title:	ON_THE_FLY_ARCHIVE_A	Storage Capacity:	44TB
Project/Program:	On The Fly: Adventures at Altitude	Drive Formatting: NTFS	Space Used: 37.3TB
		Date Last Used:	9/1/23

LTO Tape Description

Title:		Storage Capacity:	
Project/Program:		Tape Version: Please Select	Space Used:
LTFS Formatting Required Indicate If Other:		Date Last Used:	

Content Information

Contents (please check all that apply):

* Content Description

ON THE FLY EP 101 - 104 Original Camera Footage: UHDWAFL103A
UHDWAFL101A   PATTY WAGSTAFF
PROJECT 19-   230529_PATTY_DAY1
2021-11 P19 Camp Steve   230530_PATTY_DAY2
2022-01-22 Sara VWR P19 Camp   STOL Drag Racing
2022-09-19 Project 19 Abu Dhabi Training Camp   DAY_01
2022-11-17 Project 19 Record Week - Aerial Video and Media Team   DAY_02
2022-11-17 Project 19 Record Week Michael Brewer   DAY_03
2023-2-19 Project 19 Pickups   Archer
MEL-   02232023
Alabama_20230215   02242023
Alabama_20230216   ARCHIVAL
Alabama_20230217
Alabama_20230218

Restrictions (please explain if restricted to channels or individuals)

Technical Details

Software
- [ ] Adobe After Effects
- [ ] Adobe Premiere
- [ ] Avid Media Composer
- [ ] Final Cut Pro
- [ ] Pro Tools
- [ ] Other (List Here)

Video (Codec/Resolution/Frame Rate)
Sony FX-9, Go Pro Hero 9, Go Pro Hero 11XAVC-I /UHD 3840 x 2160/23.976 FPS

Audio (SampleRate/BitRate)
48000khz/24 bit

22 Nov.V4

Example of completed Digital Container LTO Submission form:

Library & Archive Services

Digital Container Submission Form

Hard Drives: Please place a copy of this form inside the box and save a copy to the drive
LTO Tapes: Please place a copy of this form inside the box with each LTO

User Information

Name:	Jane D.	Dept: Post Production	Date: 4/13/2023
Phone:	310-xxx-xxxx	Channel: Please Select	(Channel Cont'd): Paramount Ntwk

Hard Drive Description

Title:		Storage Capacity:
Project/Program:	Drive Formatting: Please Select	Space Used:
		Date Last Used:

LTO Tape Description

Title: Shoot Day 052		Storage Capacity: 15 TB
Project/Program: 1923 S1	Tape Version: LTO7	Space Used: 5.63 TB
LTFS Formatting Required Indicate If Other:		Date Last Used: 1/31/2023

Content Information

Contents (please check all that apply): ☐ Edit Session ☑ Raw Footage ☑ Audio Elements ☐ Graphic Elements ☐ Finished Programming

* Content Description

Ep 104, 108
Shoot Day 052
11/11/22
Scenes: 104.18 - EXT WHITFIELD ESTATE - HELENA, MT
104.19 - INT WHITFIELD ESTATE - LIBRARY
108.14 - INT WHITFIELD ESTATE - BEDROOM (CLOSED SET)
CR: A115 - A116, B114 - B115, C103 - C104
SR: N1084, N1085
BC# N10124

Restrictions (please explain if restricted to channels or individuals)

Technical Details

Software
☐ Adobe After Effects
☐ Adobe Premiere
☑ Avid Media Composer
☐ Final Cut Pro
☐ Pro Tools
☐ Other (List Here)

Video (Codec/Resolution/Frame Rate)
Arri Alexa Super 35 (main camera) & Arri Alexa Mini
ProRes 422 HQ

Audio (SampleRate/BitRate)
48k

22Nov.v4

Catalog Submission Verification Form

The Catalog Submission Verification Form is used to verify the library has received all media content delivered from a 3rd party production company prior to being archived into our records. It is the 3rd party production's responsibility to include all submission/description forms correctly according to our submission guidelines. Fill the form out in its entirety. Once the library has approved all forms, we will accept your footage into the library. *Please note: Only **email all completed forms to LANashSubmissionFormApproval@paramount.com** if the submission will be made to the LA Library Or **LibraryandArchiveServices-NY@viacom.com** if the submission will be made to the New York Library

Example of completed Catalog Submission Verification form:

Library & Archive Services

Catalog Submission Verification Form

Submitter Information

Network:	BET	Show Title:	Bars & Ballads for George Floyd
Name:	Jane D.	Phone Number:	310-xxx-xxxx
Delivery Date:	1/8/2024	Delivery Time:	12 noon
Supervisor:	John C.	Supervisor Phone Number:	212-xxx-xxxx

Third Party Production Information

Company:	GOAL! Post	Paramount Contact Name:	Library Team Member
Address:	12910 Culver Blvd Suite J Los Angeles, CA 90066	Contact Phone Number:	310-752-8000

Asset Submission Information

Total Boxes Submitted:	1 Box	Total Assets Submitted:	2x LTO8

ALL SUBMISSIONS MUST BE VERIFIED BY THE LIBRARY BEFORE RECEIVING YOUR SUBMISSIONS.

For East Coast submissions email all completed forms to: LibraryandArchiveServices-NY@viacom.com
For West Coast submissions email all completed forms to: LANashSubmissionFormApproval@paramount.com

*By signing this form I, (Third party productions, in house, or otherwise) verify that all content is accounted for as noted on the catalog submission and description forms prior to submitting boxes to Paramount Library & Archive Services. Furthermore, I understand Paramount Library & Archive Services is not responsible for any videotapes, hard drives, LTO, or other submissions noted as missing, misplaced, or otherwise

Signature: J.Fisker

(FOR LIBRARY USE ONLY)

All required forms submitted correctly?	Please Select		
Format:		Number of Boxes Verified:	
Received by (Print Name):		Date:	22NOV.v4

Transcripts

Any Transcripts being submitted to the library should be included along with your boxes. We suggest saving your transcripts / show logs onto a Word, Excel, or PDF format. These transcripts will be attached to the box records archived into the system.

Important Note

- Any submission forms, footage or needed content that is missing or cannot be accounted for on the Catalog Submission Verification form, will result in the library refusing your delivery.

- Prior to submitting your submission forms to the Library for approval, **be sure to have your Paramount Post Supervisor review the forms for accuracy.** This will help reduce the likelihood that your forms will be pushed back by the Library due to mistakes or missing information.

Final Delivery Confirmation

The Library will provide a "final approval email confirmation" within 5 days of receipt. Should an exception need to be made, due to a particularly large delivery or an unforeseen circumstance, we will communicate this and provide an updated ETA for confirmation.