



Welcome to this course, which is devoted to the inventory and record check of audiovisual storage media. This course is brought to you by the INA, in the context of FRAME, an international training course for audiovisual archivists, co-financed by Europe Creative.

This course is entirely web-based and is composed of different units: filmed interviews with professionals of the industry, textual material, interactive modules, quizzes, and more!

We have chosen to address the inventory and record check, since they are the bedrock of archival practices and are an integral part of most archival projects: be it when first addressing a new collection or when conducting specific interventions on an already familiar one.

In order to address every aspect of the inventory and record check of audiovisual storage media, we suggest the following programme:

- ! We will begin by providing essential definitions and by outlining the different contexts in which an inventory or record check are conducted
- ! We will then move on to discussing the aims of and possible approaches to an inventory, depending on its underlying objectives
- ! In the third and final section, we will detail the methodology for conducting an inventory. We will outline the different stages in this process, as well as the choices to be made beforehand, in order avoid issues down the line
- ! We will then conclude this course by suggesting further reading, should you wish to explore this topic further.

You will initially only have access to the first section of this course, which you will be able to explore freely, and in the order you prefer. In order to gain access to the subsequent part of the course, you will be required to answer correctly the quiz at the end of the first section. Don't worry, you can take this quiz as many times as necessary! The same will apply to subsequent sections. In each section, you will find a summary of the main concepts addressed, which you may return to at will, should you encounter any difficulties.

I hope to have sparked your interest, since all you need to do now is sign up: go ahead, it's easy and free!