

Professor David Cooper, Dr Ian Sapiro, Dr Laura Anderson, Sarah Hall
(Project Team: *The Professional Career and Output of Trevor Jones*)
University of Leeds

Digitising, Organising and Managing an Audio-Visual Archive

In 2005 and 2010 film-music composer Trevor Jones donated large collections of materials relating to his film scores to the University of Leeds. The original donation consisted of more than 400 multi-track analogue tapes of demos and session recordings, and an array of associated paperwork, with the second donation comprising rough and fine cuts for several pictures, additional multi-track and demo recordings, and some final mixes, another 300 or so items in total. A third donation was received in early 2013 taking the collection to around 1000 audio-visual items (plus paperwork and some musical scores), and Jones has offered the University a further large collection of paperwork and other associated materials that has recently come to light.

In order to undertake research into the Trevor Jones Archive, the entire collection has required digitisation and cataloguing both to facilitate navigation of the materials and enable understanding of the relationships between them and the processes that they document. This paper considers the practicalities of working with the archive including matters relating to the digitisation of a range of analogue and paper-based items, the creation of appropriate metadata and repository structures, and the prioritisation of some parts of the collection over others. It is hoped that the lessons learned through this activity highlight some of the issues and considerations of working with archival audio-visual materials, and provide a roadmap for those working with similar collections.