



# InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

## Areas That Should Be Covered Validated

### Case Study 03: HorizonZero/ZeroHorizon Online Magazine and Media Database:

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Creator of the Fonds		
TOPIC	SPECIFICS	SOURCE
Name	HorizonZero Magazine is a production of the Banff New Media Institute, part of the Banff Centre.	FR, pg. 1
Location	Banff, Alberta, Canada	FR, pg. 1
Origins	The Banff Centre was founded in 1933 by the University of Alberta, Department of Extension, with a grant from the U.S. based Carnegie Foundation (see <a href="http://www.banffcentre.ca/">http://www.banffcentre.ca/</a> )	Banff Centre Web site
	First Issue of <i>HorizonZero</i> online magazine appeared in August 2002.	FR pg. 2
Legal Status	Not specified in the available documentation (Final report, Proposal, or a September 29 Session Presentation (available online).	
Legislation	The Final Report states that "HorizonZero is not bound by specific laws or regulations governing its activity."	FR, pg. 4
	Note: Potentially relevant legislation could be that associated with its partner, the Department of Canadian Heritage. For extensive list see <a href="http://www.canadianheritage.gc.ca/pc-ch/legislation/index_e.cfm">http://www.canadianheritage.gc.ca/pc-ch/legislation/index_e.cfm</a>	Inferred
Norms	Partners: Department of Canadian Heritage. Funds magazine and retains joint property (along with Banff Centre) of documentation generated in the publication of issues.	FR, pg. 2
	<i>Note Re: The structure of Department of Canadian Heritage:</i> a) Final report also makes reference to collaborative efforts with the Canadian Culture Online Portal (CCOP) (see mandate). While not specified, it is probable that this body refers to the Canadian Culture Online (CCO), part of the Department of Canadian Heritage (see <a href="http://www.canadianheritage.gc.ca/progs/pcce-ccop/about_e.cfm">http://www.canadianheritage.gc.ca/progs/pcce-ccop/about_e.cfm</a> )	Inferred
	b) <i>HorizonZero</i> Web site makes reference to collaboration with the "Culture.ca gateway" (not referred to in report), which is an	Web site

	<p>initiative of the Department of Canadian Heritage, as part of the Canadian Culture Online Strategy</p> <p>See: "About Us" section at <i>HorizonZero</i> Web site at: <a href="http://www.horizonzero.ca/index.php?pp=4&amp;lang=0">http://www.horizonzero.ca/index.php?pp=4&amp;lang=0</a> and Canadian Culture Web site at: <a href="http://www.culture.ca/canada/about-description-e.jsp">http://www.culture.ca/canada/about-description-e.jsp</a></p>	
<b>Funding</b>	Final report references one contributor: The Department of Canadian Heritage.	FR, pg. 1
<b>Resources</b>	Physical resources not indicated in the available documentation (Final Report, Proposal, or a September 29 Session Presentation (available online)).	
<b>Governance</b>	The Banff New Media Institute is part of the Media and Visual Arts Department of the Banff Centre.	FR pg. 1
	<i>HorizonZero</i> Magazine's internal structure consists of three "teams" (Leadership team, Editorial Team, Production Team) and an administration section.	FR pg. 2
	<i>HorizonZero</i> 's place within the larger organization as well as its internal structure is provided in detail on page 1-2 of the Final Report.	
<b>Mandate<sup>1</sup></b>	"to open( ) the new field of new media to the larger realm of Canadian culture, to build new audiences, to engage cultural and ethnic diversity and to foster dialogues between new media practitioners and their audiences." (part of the stated mandate on pg. 3 of Final Report).	FR, pg. 3
	" <i>HorizonZero</i> supports the mandate of the CCOP to encourage a uniquely Canadian perspective on the Internet."	FR, pg. 3
<b>Philosophy</b>	No philosophical approach to the work of the magazine is indicated within the available documentation. (Final report, Proposal, or a September 29 Session Presentation (available online)).	
<b>Mission<sup>2</sup></b>	<p>To "disseminat[e] to the public the rich array of digital arts and culture in Canada with an emphasis on commissioning and promoting Canadian new media content and innovators in the convergent fields of science, technology, media arts, and research." (part of the stated Mandate on pg. 3 of Final Report).</p> <p><i>Note:</i> Mission statement of the larger Banff Centre provided on pg. 2-3 of the Final Report.</p>	FR, pg. 2-3
<b>Functions</b>	Available documentation does not state formal functions	
<b>Recognitions</b>	Not indicated in the available documentation (Final report, Proposal, or a September 29 Session Presentation (available online)).	
<b>Activities Resulting in Document Creation</b>		
<b><i>Administrative and Managerial Framework</i></b>		
<b>TOPIC</b>	<b>SPECIFICS</b>	<b>SOURCE</b>
<b>General</b>	No formal description of administrative activities is provided, except within the description of its internal structure, which lists the following	FR pg. 2

<sup>1</sup> The mission and mandate of the Centre are somewhat inferred. While the Final Report quotes the stated mandate of the Centre, for the purposes of this analysis, that mandate has been broken down into a mandate and mission in this document.

<sup>2</sup> See note 1.

<b>Description</b>	functions: staffing, scheduling, budgeting, critical path	
<b>Type of activities</b>	Staffing, scheduling, budgeting, critical path	FR, pg. 2
<b>Documents resulting from activities</b>	Not specifically addressed, although is reference made to “contracts and other legal documents” in Final Report (page 5) and, through inference, could determine a set of possible documentation through the administrative activities outlined above (staffing, scheduling, budgeting, critical path).	FR, pg. 5 Inferred
<b>Existence of a RM and/or archives program</b>	<p>There do exist some internal procedures that effect recordkeeping, including:</p> <ul style="list-style-type: none"> <li>○ The development of procedures for document identification and filing by editorial staff;</li> <li>○ The preservation of version histories by the technical production lead for each of the media products developed, and by the graphic designer for their design-related documents (embedded in each Photoshop document);</li> <li>○ Contributors to <i>HorizonZero</i> must follow a Technical Specifications sheet that substantially limits the number of file types that the creator has to manage;</li> <li>○ The existence of a “Production Bible” that is maintained on the server. It includes not only a compendium of documentation on existing procedures but those that are considered for future development. Includes procedures for technical production and editorial content.</li> </ul> <p>However, there are no strict controls or recordkeeping practices for the creation or maintenance of Horizons records. Procedures are not formalized and are created on an ad hoc basis.</p> <p>Note: discussions of recordkeeping are focused upon the digital entities under study and not the administrative records.</p>	<p>FR, pg. 6</p> <p>FR, pg. 6</p> <p>FR, pg. 9</p> <p>FR, pg. 10</p> <p>FR pg. 9 PP (Slide 16)</p>
<b>Individuals responsible for preservation</b>	Not indicated in the available documentation.	
<b>Existence of preservation strategies</b>	Contracts and other legal documents are kept in a paper filing system.	FR pg. 5
<b>Legal Requirements and Constraints</b>	Legal requirements and constraints within the administrative realm are not outlined in the available documentation.	
<b>Normative Requirements and Constraints</b>	Not indicated in the available documentation.	

<b>Technological Requirements and Constraints</b>	Not indicated in the available documentation.	
<b>Digital entity being studied</b>		
<b>General Description</b>	<p>Issues of the Online Magazine, <i>HorizonZero</i>, which “combines text, images, sound and video in an interactive environment encapsulated in a Flash Web site.” Issues are interactive and dynamic in that users to the site can navigate in a non-linear fashion, chat with other users, and contribute to the site via the message boards. See <a href="http://www.horizonzero.ca">www.horizonzero.ca</a></p> <p>Publication of the magazine is one way that Horizon’s objectives are met. The theme of its issues fall in line with its mandate, “evolve[ing] out of the spectrum of digital production of culture, centering the presentation, interpretation, analysis, and oeuvre of a particular artist, artistic movement, cultural scene, event, or a combination thereof.” Such work also supports the mandate of the CCOP as it “provides both its audience and the CCOP with the digital cultural content that will help promote Canada’s rich culture, history, arts and heritage.” [<i>HorizonZero Business Plan</i>, 2004]</p>	<p>FR, pg. 1, 9 PP (slide 8)</p> <p>FR, pg. 3</p> <p>FR, pg. 3</p>
<b>Type of activities</b>	The case study focused on the production of an issue, “from conception to publication.” The focus was not upon the creation of any one specific issue, but instead, focused upon “the generic process by which an issue is produced.”	<p>FR, pg. 4</p> <p>FR, pg. 4</p>
<b>Documents resulting from activities</b>	<p>The digital entities under study are those created in the process of producing issues of the magazine.</p> <p>The Final Report identifies three main types of digital documents created:</p> <ul style="list-style-type: none"> <li>○ administrative -“facilitate communication and control of the production process”</li> <li>○ journalistic/artistic -are “drafted, revised, and ultimately incorporated into the published magazine”</li> <li>○ programming code that “creates the presentation and interactive features of the Flash Web site”</li> </ul> <p>Final report indicates the primary interest of the study was upon the latter two categories of documents.</p>	<p>FR, pg. 4</p> <p>FR, pg. 4</p> <p>FR, pg. 4</p>
<b>Existence of preservation strategies</b>	<p>“Most of the documents created by <i>HorizonZero</i> remain in the <i>HorizonZero</i> recordkeeping system, with the exception of email (part of The Banff Centre’s system) and contracts (which are paper records and are preserved in the paper records of the department of Media and Visual Arts within The Banff Centre). Email is kept by the center for a short time on the Centre’s email server.</p> <p>Records may be stored in files located within the hard drives of the staff members’ PCs, or within a shared server space on the network.</p> <p>Much audio and graphic material is saved on personal hard drives.</p> <p>Within the shared space, they may be posted to a folder dedicated to each issue, or to a tracker (server space navigated using tracking software that organizes postings into threads). Tracker entries are saved</p>	<p>FR, pg. 4</p> <p>FR, pg. 5</p> <p>FR, pg 5, 6, 8</p>

	<p>using the archival function within the tracker software. After publication of an issue, documents gathered in the issue directory on the shared server (TEAM) and files destined to be preserved are burned onto CD-ROM.</p> <p>The filing system is organized by issue. Each issue has associated sub directories related to different activities around the creation of the issue. The organization of the files within these subdirectories is overall ad hoc, although there is some common organizing principles with similar folders labelled as editorial, unedited, ready for layout, etc.</p>	FR, pg. 5, 8
<b>Legal Requirements and Constraints</b>	<p>Documents are jointly owned by the Banff Centre and The Department of Canadian Heritage. The “entire publication, including computer programming code, graphic design, artist commissions, editorial scripts and underlying database architecture remains the joint property of The Banff Centre and The Department of Canadian Heritage”</p> <p>“<i>HorizonZero</i> enters a copyright licensing arrangement with each of its contributors. The terms of each arrangement may be unique, although a standard template is in place. Typically, the contributor retains the copyright over the work, but waives the moral rights to the work. The standard license agreement is very broad, allowing <i>HorizonZero</i> to use the work for any purpose without further royalty.”</p>	<p>FR, pg. 4 FR, pg. 1</p> <p>FR, pg. 10</p> <p>CS Proposal, pg. 1</p>
<b>Normative Requirements and Constraints</b>	<p>Scientific, artistic and ethical considerations are not discussed in the available documentation.</p>	
<b>Technological Requirements and Constraints</b>	<p>Equipment: No significant detail about the equipment used to produce the digital documents is provided. However, Final Report does indicate the use of proprietary software such as Word, and Photoshop, and Flash in document creation and access. The report also indicates that storage is on the shared server space, and ultimately CD-ROM.</p> <p>Architecture: staff work on PCs networked to servers at the Centre, where shared server space allows for files to be saved.</p> <p>Media: Textual, audio, graphic. Graphic includes still images, video, and flash for presentation/navigation/interactivity)</p> <p>Form: Word files (textual), .psd files (layered images?), .aiff, .wav files (audio), .tiff, .psd., ai files (still images), .fla, .swf files (flash)</p> <p>Preservation: Issue of backward compatibility in future, and no plans towards long-term maintenance of the Web site or documents therein. Ability to access material will remain, although user interactivity will cease. Over time, forecast that links will become inactive.</p> <p>Final Report indicates that project will be closed at end of 2004, and that all files associated with the project, including the files pertaining to the various issues, the Web site, and the tracker, will be transferred and stored in a single computer (Mac G4). The Web site will be contracted for a period of ten years, though chat rooms, message boards will not be functional.</p>	<p>FR, pg. 6</p> <p>FR, pg. 4</p> <p>FR, pg. 5</p> <p>PP (Slide 8,10, 15.</p> <p>FR, pg. 9</p>