

Face of AIDS Film Archive

Handbook – online-version

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Face of AIDS Film Archive

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Picture 1. Staffan Hildebrand, autumn 2013

1. Background

The first step towards what was to become the Face of Aids Film Archive (FoA) was taken in 1987, when the Karolinska Institutet's then Chancellor, Hans Wigzell, gave filmmaker Staffan Hildebrand a commission to do the opening film at the Fourth International AIDS Conference in Stockholm in 1988. The commission also included documenting the spread of HIV/AIDS globally and its effects on society for a future film archive. This project was supposed to last for 30 years, and Hildebrand was supposed to gather as much footage as possible with the archive in mind in addition to his reportage and documentary films. Since then Hildebrand has made films for around fifty AIDS conferences and produced approximately 700 hours of film from around forty countries. The archive includes both finished reports and documentaries as well as unedited raw material. Hildebrand has interviewed scientists, AIDS activists, drug users, sex workers and many others with experience of HIV and AIDS. He has filmed in laboratories and at conferences, hospitals and in street environments. Altogether, the archive constitutes a unique visual history of a global epidemic.

During the thirty years long project, Staffan Hildebrand filmed in over ten different formats. In the spring of 2013 he digitalised all of the films, and he handed over the entire archive to the Karolinska Institutet on 18 September the same year.

2. Accessibility

2.1. Level classification

Because the archive includes films which are of a public nature and recordings that are privacy-sensitive, it has become necessary to divide the material into different levels of access:

- Level 1 (public access): Films accessible to the public on FoA's website. This includes a selection of productions and edited footage from the archive.
- Level 2 (partial access): In a password-protected part of the website, trusted users can search the archive's index. In cases where the films are deemed to be of a public nature, it is possible to access the full information and stream the film.
- Level 3 (full access): Trusted users can gain access to the full FoA archive, all of the footage and the full index, in the special viewing room that has been prepared at the Karolinska Institutet University Library in Solna.

2.2. Level 1 – public films (public access)

Level 1 includes the films which are publically accessible on FoA's website. No login or registration is required to access the films. Besides the actual films, the user can find all the metadata about the films: content summaries and background texts, keywords, MeSH terms, production data and more.

Level 1 includes a selection of previously published works (e.g. documentaries) and edited footage from the archive. In cases where films are judged to contain privacy-sensitive sections, participant's faces are pixelated.

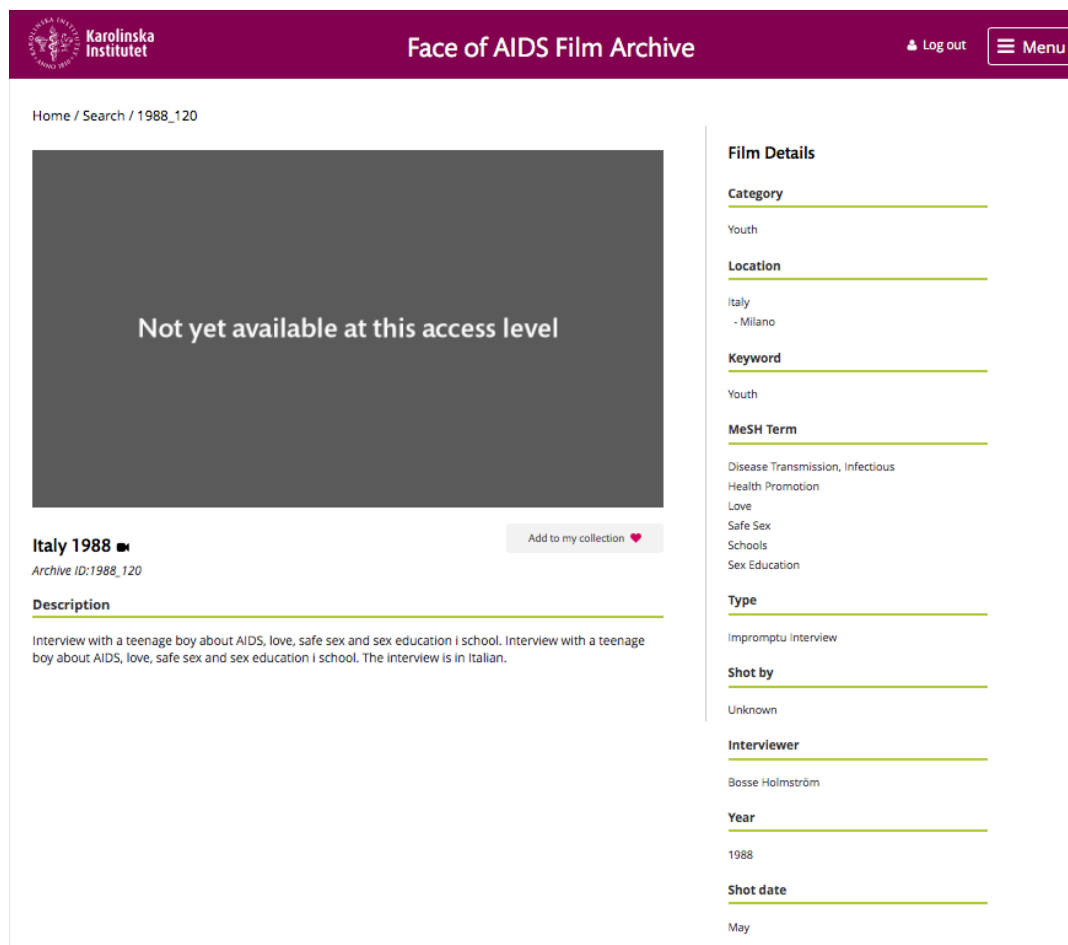
2.3. Level 2 – FoA online (partial access)

At this level, trusted users - researchers, teachers and students working on an essay or project linked to a higher education institution - are given access, provided that they can give a description of an appropriate reason to use the web archive.

Application is made through the online form at faceofaids.ki.se. After the Karolinska University Library has assessed and approved the application, users need to sign the Researcher's Undertaking (Level 2) to gain access.

Trusted users can then login to access and search the full archive index with the exception of privacy-sensitive personal data, which is hidden. In addition, videos that contain sensitive data, as well as videos that have not yet been manually checked, cannot be viewed at this access level. However videos which are not deemed to be privacy-sensitive, i.e. recordings of a public nature, such as public

lectures, demonstrations, and interviews with government representatives can be viewed.



Picture 2. Example of archive ID with limited access in Level 2 – FoA online

2.4. Level 3 – the FoA viewing room (full access)

At this level, trusted users – researchers linked to an institution of higher education - are given access to the full FoA archive (all footage and the complete index) in the special viewing room that has been prepared at the Karolinska Institutet University Library in Solna. This means that users must come to the library to access the film archive.

Teachers and students working on an essay or project affiliated with higher education at Karolinska institutet can be given access to Level 3 after an approval from the Karolinska University Library. Their institution has to demonstrate that there are ethical routines in place for handling privacy-sensitive material. In addition students are required to have a supervisor who is aware of their access to the archive. The users mentioned above have to sign a special agreement regarding the secrecy of the content in the archive.

Only researchers/research groups with approval from the Swedish Ethical Review Board, a project description and approval from the Karolinska University Library can be given access to level 3. Users must sign the Researcher's Undertaking and approve the General terms and conditions set out for the use of the viewing room. In the Researcher's Undertaking, the user undertakes to only use the archive for their project, maintain the security of the archive and observe copyright, follow the library's terms and conditions and inform the FoA archive of any changes, etc.

In cases where researchers need access to Level 3 in order to get a better understanding of the content of the archive in preparation for their research project, the library can grant temporary access. In such cases the user have to sign a special agreement regarding the secrecy of the content in the archive.

[Routines for visits to the FoA viewing room](#)

After the application for access to the FoA archive, Level 3, is granted, the user is provided with a username and password. FoA ensures that the user has a library card and is registered and has been granted level 3 access to the archive. Access to the FoA archive, Level 3, is granted for one year at a time. To reserve the viewing room, contact us at: faceofaids@ki.se. The user borrows the key to the viewing room with the library card. The key must be returned on the same day no later than at closing time. Only users that have been granted access are allowed in the viewing room. The user is responsible for storing the login details in a safe way, and ensuring that no one else gains access to the login details, the FoA viewing room or the archive. Books in the FOA viewing room are for loan with a library card.

3. Application process

Level 1

1. No application is required. Public access from the archive's website.

Level 2

1. Information on how to apply can be found on FoA's website. A brief summary of the rules that apply for access can also be found there.
2. The user completes a form on the website with information about their higher education institution and what the aim of the project is.
3. KIB contacts the user and ensures that all of the criteria are met.
4. The user signs the "Researcher's Undertaking – Level 2" agreement. The agreement is valid for one year at a time, after which it must be renewed.
5. The user is given personal login details.

Level 3

1. Information on how to apply can be found on faceofaids.ki.se.
2. The researcher completes a form on the website with information about their higher education institution and what the aim of the project is.
3. KIB contacts the researcher and ensures that all of the criteria are met.
4. The researcher signs the agreement called "Researcher's Undertaking" and attaches the relevant documents. Once this document has been received and filed, the researcher is registered as an approved user of the FoA archive, Level 3. The agreement is valid for one year at a time, after which it must be renewed.
5. The researcher is given access to the FoA viewing room, where all of the films in the archive are accessible.

4. Teaching

The FoA archive is accessible for teaching in several different manners. The Level 1 films (public access) are freely available for everyone and can be used for teaching purposes in general, e.g. in public lectures in primary or secondary schools and in higher education, and also as information for organisations or for an interested public. The film material at this level is produced or edited and is therefore suitable for public viewing.

The Level 2 films (partial access) can be made available for education at higher education institutions. For example, teachers affiliated with a higher education institution holding courses. Access can also be granted to students working on an essay or project who have a supervisor that has been informed of the access. The users mentioned above have to sign a special agreement regarding the secrecy of the content in the archive. They are also obliged to make an agreement regarding secrecy with others, like groups of students who in a situation during a course will view material from the archive. In most cases the material has not been edited in advance, but is raw footage.

Level 3 films (Full access) can be made available for higher educational purposes at KI. For example, students working on an essay or project. Their institution has to demonstrate that there are ethical routines in place for handling privacy-sensitive material. In addition, students are required to have a supervisor who is aware of their access to the archive and an approval from the Karolinska University Library. The users mentioned above have to sign a special agreement regarding the secrecy of the content in the archive. If a student's work is going to be published, it will be treated as research and need to be approved by the Swedish Ethical Review Board.

5. Indexing

5.1. Basic indexing

The Face of Aids films are indexed according to three groups: "Categories", "MeSH terms" and "Free labels".

- The categories field indicates what the films show in a general manner, but does not include the details of the actual films. A maximum of three categories can be applied to each film.
- The MeSH terms (Medical Subject Headings) field is used to index the content of the films, and describe both what is shown and what is said in the interviews and discussions.
- The Free label field is a complement used to index footage which is not covered by the predominantly medically-oriented MeSH category.

Example of the difference in the application of the "Category" and "MeSH term" fields: Films in the "Sex Workers" category should fully-focus on the subject. In order to be indexed under the MeSH term "Sex Workers", the subject just needs to be discussed in some interviews, or for example a sex worker may talk in some scenes.

5.2. Categories

The films are divided into the following categories:

- Treatment and Care
- Personal Stories
- Science/Research
- Activism & NGO:s
- Key Populations:
 - Men Who Have Sex With Men (MSM)
 - People Who Inject Drugs (PWID)
 - Sex Workers
 - Transgender People
- Women and AIDS
- Youth
- HIV and AIDS History
- Stigma
- Health Policy
- Uncategorized

The indexing covers not only what is said in the films, but also what is shown. A sequence from a laboratory is given the MeSH term "Laboratories" and a scene from a nightlife area in Bangkok is given the free label "Nightlife".

5.3. MeSH

The Face of Aids Film Archive uses a simplified version of Medical Subject Headings. Our indexing is not as complex as, for example, the indexing of articles in the medical databases PubMed or SveMed. Subheadings are not used, only the Subject Headings.

It is often not possible to index every issue raised in the films, as many issues are only mentioned in a short comment. The indexing refers to the film's main subject, the issues which are talked about most in the film, and whether what is said has any great significance.

Because the archive's finished productions and longer reports are so rich, it was necessary to index them in a more general and comprehensive manner than the short film clips, which only cover a few topics.

5.4. Free labels/Keywords

The Free label field is a complement used to index footage which is not covered by the predominantly medically-oriented MeSH category. The free labels include other important words and concepts, such as "AIDS Memorial Quilt" or "Stockholm Pride".

5.5. Filtering

In addition to the categories and keywords, the films can also be filtered by geographic location, year, people, organisation, and the type of film (production, video conference, follow-up interview, etc.). Filtering by person includes results for both people who were involved or named in the films. Filtering by organisation gives results for both the organisations that the interviewees represent and the organisations which are discussed in the films.

5.6. Descriptions and background material

Every FoA film has its own summary ("Description") and in many cases there is also a more in-depth text with background information ("Background material"). The description only describes the film's content. The background material is used for comments and the film's background. For some films there is also a filmed interview with Staffan Hildebrand, who talks about the film's background and the story of the film's origin.

5.7. Terminology

Many of the concepts and terms related to HIV and AIDS are sensitive and/or politically charged. In the editorial texts, as well as the indexing of keywords and categories, the Face of AIDS Film Archive follows the recommendations of "UNAIDS Terminology Guideline", a document published by UNAIDS. In some cases MeSH uses terms which UNAIDS advises against. To ensure consistency and avoid arbitrariness, FoA has decided to use the MeSH terms in these cases.

6. Agreement

Researcher's Undertaking: In order to be granted access to the FoA archive, the user must sign an agreement, where the user agrees to follow the rules and restrictions that apply to the archive. The researcher undertakes to only use the archives for the purposes of their research, to maintain security and to respect copyright. The researcher also undertakes to comply with the General terms and conditions set for the archive, which are included as an annex to the Researcher's Undertaking. Approval from the Swedish Ethical Review Board (when required) and a project description must be attached to the Researcher's Undertaking. There are two versions of the Researcher's Undertaking, one for Level 2 (partial access) and one for Level 3 (full access).

General terms and conditions The user must approve the General terms and conditions in order to be given access to the FoA archive. The General terms and conditions establish the rules regarding security and privacy, the application procedure, copyright and publishing. The terms and conditions also regulate the agreement length and provisions for termination, as well as personal data processing. There are two versions of the General terms and conditions, one for Level 2 (partial access) and one for Level 3 (full access).