

Community Memory

Preserving history through conversations

Newfane, Brookline, Williamsville, South Newfane VT

Upload That Data!

_____ Listen to the recording and write up a brief description of the interview and fill out the metadata paperwork.

_____ **If you are not uploading the data yourself**, bring the release forms, the metadata forms, and the files (audio and images, scans) to the library and hand-deliver them to Erica. **You are now free to go interview other people.**

If you are uploading the data yourself, follow these steps:

_____ Put signed release forms in the manilla envelope at the library (or email them)

_____ Save the audio files in the Community Memory folder at the library, using the naming conventions

_____ Upload the audio to archive.org, fill out the metadata fields, and copying the source code.

_____ Link the file to the Omeka site, pasting the source code and filling out the Dublin Core metadata fields.

_____ Do the same with any images or scans (archive.org first, then Omeka, all affiliated with the audio file).

_____ Once the info is visible and audible (fully loaded) on the Omeka site, send a link or make a thumb drive copy of the info to send to the interviewee.