

# Newfane/Brookline Community Memory Project Archival Basics

## Part One: Interviews

As the interviewer, you are the first person to act as the archivist for the interviews you conduct. This document will serve as a guide for how you can prepare your interview recordings and photographs for inclusion in the Newfane Community Memory Project Archive.

This document will go over: **1) Getting your recordings on to a computer, 2) Naming and saving your files and 3) Metadata: who, where and when? What is your interview about? 4) Metadata Template--organizing metadata for Internet Archive and Omeka and 5) Storing files**

### 1. Getting your recordings on to a computer

The interview recordings you make either on a TASCAM recorder or via Zoom need to be transferred from those locations to a computer **before** they can be added to the *Newfane Community Memory* website and backed up to the project's archive.

Interviewers have two options:

1. Take it on yourself at home.
2. Do it at the library.

If you feel comfortable uploading the audio file from the TASCAM recorder and/or downloading your video recording from Zoom to your computer at home, by all means take it on!

If you feel you like to get some help, head to the Moore Free Library and use the left-side library computer. Erica is glad to lend a hand or can do it for you if needed.

### 2. Naming and saving your files

Once you download your Zoom recording, or upload your audio recording or photographs, it is important to rename the media files you created. In the context of an oral history project, digital file names need to do three things:

1. Be unique.
2. Be consistent.
3. Convey some minimal information about the file and its contents.

For this project file names should include the following information:

- Name of the interviewee.
- Date of the interview.
- The type of media file.

And should be formatted like this:

*LastName-FirstName\_YYYY-MM-DD\_MediaType.Extension*

Practical examples:

*For audio recordings:*

wilson-jack\_2020-10-03\_audio.WAV

*For photographs:*

wilson-jack\_2020-10-03\_image.JPG

*For multiple photographs taken on same day:*

wilson-jack\_2020-10-03\_image01.JPG

wilson-jack\_2020-10-03\_image02.JPG

wilson-jack\_2020-10-03\_image03.JPG

etc.

### **3. Recording Metadata: Who, where, when? What is the interview about?**

Metadata is the word used by librarians and archivists to describe information about resources in their care. In the case of oral history interviews it is important to keep track of some basic pieces of metadata, such as:

- Name of the interviewee(s)
- Name of the interviewer(s)
- Location of the interview
- Date of the interview
- Restrictions

- File names for all interview materials

Example:

Wilson, Jack (Interviewee)  
Kolovos, Andy (Interviewer)  
Newfane, VT  
2010-10-03

In addition to the basic information above, you should also write down two other bits of metadata

- A **Title**--very brief description of the resource.
- A short, narrative **Description** of the contents of the interview.

### **Title**

The **Title** should be simple. In the case of an interview, "Interview with NAME OF INTERVIEWEE" is perfect. For example, "Interview with Jack Wilson".

For other things, like portrait photographs of people, "Photograph of NAME OF PERSON/PEOPLE PHOTO"

### **Description**

Record some basic information about the **contents** of the interview--what did the interviewee talk about? Write a few sentences outlining the main topics discussed in the interview. There is no need to go into deep detail at this point, just the big picture. However, if there are any particularly significant or interesting details make note of them.

Example:

Jack discussed working for the Green Mountain Railroad in the 1980s as a switchman, and later for the Brattleboro Highway Department in the 1990s and 2000s. Since retiring in 2014 he and his wife live half the year in Florida. He discussed differences between Florida and Vermont, and talked about his new found love of saltwater fishing. He shared some funny and harrowing stories about plowing roads during severe snow storms, and some strange experiences he had while working as a dispatcher.

To record the metadata you can use the template we provide below or your own spreadsheet, word processing file, or even a pad of paper to keep track--whatever approach you prefer.

You will need easy access to all this information when you upload your media file/s to the **Internet Archive** and for **Omeka**, the database used for the project website that will provide access to the materials.

#### 4. Interview Metadata Template

It might be helpful if you organize your metadata in ways that will simplify entering it into the **Internet Archive** and **Omeka**. To (hopefully) facilitate this process, we've created a **Metadata Template** you can use--on paper or a computer--to record information about your interviews.

The **Internet Archive** and **Omeka** use slightly different terms for some fields, as well as presenting them in a different order. Here is a list of all the fields in the orders they appear in each system, with a description of the kind of information recorded in each field.

##### Internet Archive

**Page Title:** A short description of the resource

**Description:** A brief, narrative description of the content of interview

**Creator:** The name of the interviewee, Last Name, First Name

**Date:** Date of the interview in the following format: YYYY-MM-DD

##### Omeka

**Description:** same as **Description** above.

**Interviewer:** Name of the interviewee.

**Interviewee:** Same as **Creator** above.

**Location:** Town where the interview took place.

**Title:** Same as **Project Title** above.

**Date:** Same as **Date** above

Overviews of how to enter metadata into the Internet Archive and Omeka are available in screen cast videos and in the documents titled *Uploading Media to the Internet Archive* and *Creating Item Records in Omeka*.

**Interview Metadata Template Sample:**

<b>Internet Archive</b>	<b>Omeka</b>	<b>Admin</b>	<b>Metadata</b>
<b>Page Title</b>	<b>Title</b>		
<b>Description</b>	<b>Description</b>		
<b>Creator</b>	<b>Interviewee</b>		
<b>Date</b>	<b>Date</b>		
	<b>Interviewer</b>		
	<b>Location</b>		
		<b>Restrictions</b>	
		<b>File Names</b>	

## Example of filled out Interview Metadata Template

Internet Archive	Omeka	Admin	Metadata
Page Title	Title		Interview with Jack Wison
Description	Description		Jack discussed working for the Green Mountain Railroad in the 1980s as a switchman, and later for the Brattleboro Highway Department in the 1990s and 2000s. He shared some funny and harrowing stories about plowing roads during severe snow storms.
Creator	Interviewee		Wilson, Jack
Date	Date		2020-10-03
	Interviewer		Kolovos, Andy
	Location		Newfane, VT
		Restrictions	None
		File Names	wilson-jack_2020-10-03_audio.WAV wilson-jack_2020-10-03_image.JPG

## 5. Storing Files

Files generated through the project will be stored in the Internet Archive and on two external hard drives maintained by the Moore Free Library.

It is **important** to bring your recordings, photographs and metadata records to the library so Erica can save this information.