Using the Project Website

Introduction to metadata, the Internet Archive and Omeka

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Vermont Folklife Center
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Group Introductions

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Who We Are:

- Independent 501c3 founded in 1984
- Based in Middlebury, Vermont
- Cultural Research and Education Organization

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What We Do:

- Document, sustain and present the diverse cultures of Vermont and the surrounding regions
  - Interview-based, ethnographic research
  - Exhibitions and Collaborative media production
  - Multi-media Archive
  - Education outreach in schools and professional learning opportunities for educators

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Why We Do It:

- To make Vermonters *visible* to one another
- To sustain *living* cultural practices and expressions
- To build *resilient* cultural communities
- To understand how people make the past useful in the present

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Upcoming Workshops:

- **Oct 24: Photography and Scanning (1-5 PM):** How to create digital copies of physical objects, using a scanner (for photographs, journals, letters and other flat things) and a digital camera to capture images of three-dimensional things (like human beings and objects that are important to people). Hands-on practice and try out the equipment.
- **Oct 31: Audio Editing Basics (1-3 PM):** A hands-on introduction to basic audio editing for anyone looking to create interview-based audio content, from simple cuts and excerpts to the core skills needed to build a longer-format podcast. Participants will learn to trim, cut, assemble and mix a simple audio piece using free, web-based editing software.

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What we're doing today:

- Introducing the online archive for the Community Memory Project
- Talking about basic concepts in archival description and digital preservation
- We will discuss:
  - → Basic management of digital oral history recordings
  - → Uploading audio to the Internet Archive
  - → Creating database records for interviews and photographs

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Takeaways from today:

- Get a crash course in digital archiving
- Learn some basic archival principles
- Learn to use both the Internet Archive and the Omeka database system.

Remember! We are here to support you! Don't think you have to master this all today!

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Things to keep in mind:

- **Don't worry** if this doesn't make a whole lot of sense! If it's new to you it is kind of a lot to take in at once.
- You can undertake the tasks herein described either in your home on your computer **or** on a computer at the Moore Free Library.
- If the thought of uploading files to the internet and using databases is just too much for you, **ask Erica for help!** She can do that stuff for you!
  - Still, be sure to have all the basic info for your interview--who, when, where and what it was about! Erica will need that.

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Things to keep in mind:

- Andy, Mary and Erica have also made a series of videos that go over many of the basic tasks here described, so you'll have those too.

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Congratulations! You've done your first interview--what next?

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Completing the interview is just the beginning :

- ***Saving your digital files:***
  - *Uploading recordings and other media to a computer*
- ***Describing your digital files*** *using the project guidelines*
  - *Naming your files*
  - *Gathering metadata about the interview*

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Completing the interview is just the beginning :

- ***Uploading audio and video files to the Internet Archive***
  - *Logging into the Internet Archive*
  - *Uploading media files*
- ***Using the project website--Omeka***
  - *Logging into Omeka*
  - *Entering metadata*
  - *Uploading/embedding media files*
  - *Searching*

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Completing the interview is just the beginning :

- ***Storing your files***
  - *Backing up master versions*

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Saving and Describing your Files

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Saving your files:

- *Transferring audio recordings from the TASCAM DR-40*
- *Downloading your video recording from Zoom*

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File transfer demo time!

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Describing your files:

- *File naming*
- *Metadata*
  - Who, where, when and what
  - What's it about?
  - How can it be used?

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Describing your files – file naming:

- **In the context of oral history preservation, a file naming system needs to do three things:**
  - Provide a unique identifier for each file.
  - Be consistent across the project.
  - Provide minimal, but enough, information so that the content of the file can be identified from the name.

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For the Community Memory Project, format file names as so:

LastName-FirstName_YYYY-MM-DD_Filetype

wilson-jack_2020-10-03_audio.WAV
wilson-jack_2020-10-03_video.MP4
wilson-jack_2020-10-03_image001.JPG
wilson-jack_2020-10-03_image002.JPG

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Describing your files – Metadata

- What the heck is "metadata" anyway?
- In the case of this project, it's a fancy pants way of saying "information **about** the files you've created and their **content.**"
  - Who, when and where
  - Intellectual content: what is the interview about?
  - Usage rights and access permissions

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Describing your files – Metadata

- And I'm supposed to "capture" it? How?
- Write it down!
  - Use the Project Metadata Template
  - Create your own spreadsheet
  - Put it in a word processing document
  - Use a pen and paper

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Describing your files – Metadata

- What exactly should I be writing down?
- Keep a record of the following stuff:
  - Name(s) of the interviewee(s)
  - Name(s) of the interviewer(s)
  - Where the interview took place
  - Date the interview was conducted
  - Brief description of what the interview is about
  - List any restrictions detailed on the release form
  - Names of all the digital files associated with the interview

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Describing your files – Metadata

- Example:
  - **Interviewee:** Wilson, Jack
  - **Interviewer:** Kolovos, Andy
  - **Location of Interview:** Newfane, Vermont
  - **Date of Interview:** 2020-10-03
  - **Description:** Jack discussed working for the Green Mountain Railroad in the 1980s and later for the Vermont State Highway Department in the 1990s and 2000s. He shared some funny and harrowing stories about plowing roads during severe snow storms. He retired in 2010.
  - **Restrictions:** None
  - **Associated Files:** wilson-jack_2020-10-03_audio.WAV, wilson-jack_2020-10-03_image001.JPG, wilson-jack_2020-10-03_image002.JPG

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Newfane/Brookline Community Memory Project Metadata Template

Internet Archive	Omeka	Admin	Metadata
Page Title	Title		
Description	Description		
Creator	Interviewee		
Date	Date		
	Interviewer		
	Location		
		Restrictions	
		File Name(s)	

Project Metadata Template

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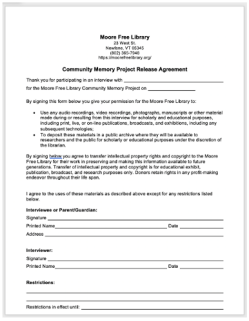

Moore Free Library
23 West St.
Newfane, VT 05345
(802) 365-7348
https://moorefreelibrary.org/

Community Memory Project Release Agreement

Thank you for participating in an interview with _____
for the Moore Free Library Community Memory Project on _____

By signing this form below you give your permission for the Moore Free Library to:

- Use any audio recordings, video recordings, photographs, manuscripts or other material you have provided to us, in whole or in part, alone or in connection with any reproduction, including print, live, or on-line publications, broadcasts, and exhibitions, including any subsequent technologies;
- To deposit these materials in a public archive where they will be available to researchers and the public for scholarly or educational purposes under the discretion of the librarian.

By signing below you agree to transfer intellectual property rights and copyright to the Moore Free Library for their work in preserving and making this information available to future generations. Transfer of intellectual property and copyright is for educational exhibit, preservation and research and scholarly purposes only. Donors retain rights in any profit-making endeavor throughout their life span.

I agree to the uses of these materials as described above except for any restrictions listed below.

Interviewee or Parent/Guardian:
Signature _____
Printed Name_____ Date _____
Address _____

Interviewer:
Signature _____
Printed Name_____ Date _____

Restrictions:
_____
_____
Restrictions in effect until: _____

Much of the basic metadata is on the release form

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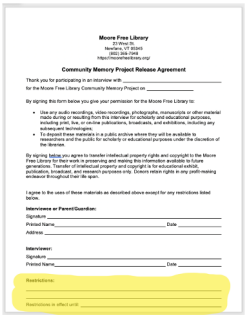

Moore Free Library
[ ] Free Ln
Hardwire, VT 05301
(802) 309-7949
https://moorefreelibrary.org/

Community Memory Project Release Agreement

Thank you for participating in an interview with _____
for the Moore Free Library Community Memory Project on _____

By signing this form below you give your permission for the Moore Free Library to:

- Use any audio recordings, video recordings, photographs, manuscripts or other material made during or resulting from this interview for scholarly and educational purposes, including print, live, or on-line publications, broadcasts, and exhibitions, including any commercial purposes.
- To deposit these materials in a public archive where they will be available to researchers and the public for scholarly or educational purposes under the discretion of the libraries.

By signing below you agree to transfer intellectual property rights and copyright to the Moore Free Library for their work in preserving and making this information available to future generations. Transfer of intellectual property and copyright is for educational exhibit, publication, broadcast, and research purposes only. Donors retain rights in any profit-making endeavor throughout their life span.

I agree to the uses of these materials as described above except for any restrictions listed below.

Interviewee or Parent/Guardian:
Signature _____
Printed Name_____ Date _____
Address _____

Interviewer:
Signature _____
Printed Name_____ Date _____

Restrictions:
_____
_____
Restrictions in effect until: _____

Yellow highlighted section is where "restrictions" live

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Describing your files – Metadata

- Save this stuff! You're going to need it all later on…

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Uploading your files to the Internet Archive (archive.org)

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Uploading media files to the Internet Archive:

- First step in putting your interview online is to upload it to the Internet Archive (archive.org)
- The Internet Archive is a non-profit organization that maintains the "Wayback Machine" and stores and provides access to all kinds of media content online.
- We are using the Internet Archive to **host** audio and video recordings created through the Newfane/Brookline Community Memory Project so they can be shared via the project website.

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Uploading media files to the Internet Archive

- First step: Login to the Internet Archive
  - **URL:** https://archive.org/account/login
  - **Username:** moorefreelibrary@gmail.com
  - **Password:** *is in the chat…*

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Using the project website - Omeka:

- **Before logging into the Internet Archive** gather up the following things:
  - The location of files on your computer or external storage device (e.g. flash drive or external hard drive.
  - The metadata about your interview (who, where, what and when) you created after you saved and named your file.

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Internet Archive Demo Time!

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Uploading media files to the Internet Archive

- **Remember!** Copy and Paste your Internet Archive embed code and save it! You will need it when you describe your interview in the project website.

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Using the project website (Omeka)

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Using the project website - Omeka:

- **What in the world is this "Omeka" thing anyway?**
  - An online **database** for providing access to digital collections.
  - Omeka stores metadata and digital files and allows users to search for content and access this information and content.

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Using the project website - Omeka:

- **Omeka is a database**
  - It stores data in **fields** to create **database records**
  - It links **database records** to **digital files**

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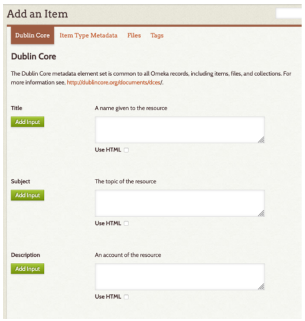

Some data fields

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Using the project website - Omeka:

- **Omeka is a database**
  - The **data fields** are displayed on **data screens**
  - For this project we will be using two different **data screens**
    - **Dublin Core** data screen
    - **Oral History Item Type** data screen

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Using the project website - Omeka:

- **Hold up--what the heck is "Dublin Core"?**
  - The **Dublin Core** data screen provides access to a standard set of **data fields** used internationally.
  - It consist of 15 concepts selected for their utility in describing things in the world--books, websites, vegetables--you name it.
  - Omeka uses these 15 standard concepts (things like "title" and "creator" and "date") as the basis of their descriptive system.

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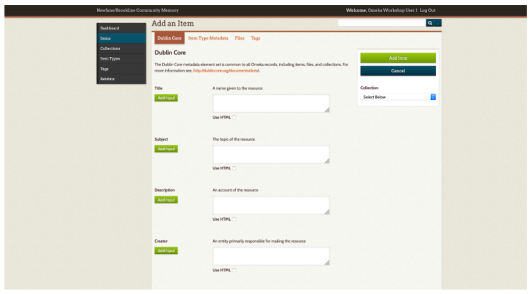

Dublin Core data screen example

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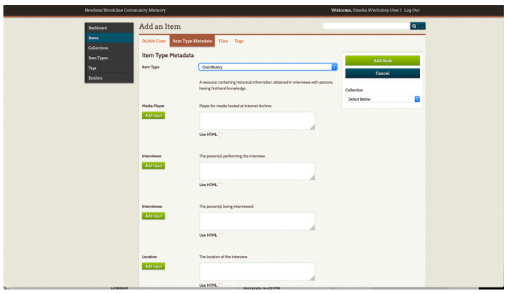

Oral History Item Type data screen example

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Using the project website - Omeka:

- We will only be using **some** of the fields on each of the data screens.
  - **Oral History Item Type Data Screen**
    - Media Player
    - Interviewer
    - Interviewee
    - Location

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Using the project website - Omeka:

- We will only be using **some** of the fields on each of the data screens.
  - **Dublin Core Data Screen**
    - Title
    - Description
    - Date

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Using the project website - Omeka:

- Gather up the following things:
  - The metadata about your interview (who, where, what and when) you created after you saved and named your file.
  - The Internet Archive embed code you copied when you uploaded your files to archive.org.

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Using the project website - Omeka:

- **Before logging into Omeka**, gather up the following things:
  - The metadata about your interview (who, where, what and when) you created after you saved and named your file.
  - The Internet Archive embed code you copied when you uploaded your files to archive.org.

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Using the project website - Omeka:

- Once you've got all that stuff ready, log into the project website:
  - URL:
    - https://communitymemory.moorefreelibrary.org/admin/users/login
  - **Username** and **Password** sent ahead of time

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Omeka Demo Time!

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Storing your files

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Storing your recordings:

- "LOCKSS" (Lots of Copies Keeps Stuff Safe)
- For the project files 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 and metadata records to the library so Erica can save this information.

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Almost done:

- Remember to give Erica your release form!

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Thanks!

Presentation developed by Andy Kolovos of the Vermont Folklife Center.

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