

## Special Collections, James Madison University

**Comments by submitter Tracy Harter:** We use this template for a particularly large oral history collection we are dealing with....it is based on the CDP Digital Audio Working Group Digital Audio Best Practices, v. 2.0 Oct. 2006....We have similar excel spreadsheet templates for images/electronic text.

[See also related message "re: Digitization Question" by Harter on the Archives and Archivists Listserv, October 31, 2007.]

	<b>Record 1</b>	<b>Record 2</b>
<b>Filename</b>	001Able01a.mp3	001Able01b.mp3
<b>Title</b> -Name by which the resource is formally known; given by the creator or publisher	Oral history interview with Arlene Able Carr, side 1	Oral history interview with Arlene Able Carr, side 2
<b>Creator</b> -entity primarily responsible for making the content of the resource	Carr, Arlene Able	Carr, Arlene Able
<b>Date.Original</b> -date of the original item; NOT the digital item	10/2/1979	10/2/1979
<b>Source</b> -source of image, i.e., original letter, published book, etc.	original audiocassette in the Shenandoah National Park Oral History Collection, SC 4030	original audiocassette in the Shenandoah National Park Oral History Collection, SC 4030
<b>Subject.LCSH</b> -Library of Congress Subject Headings	Shenandoah National Park (Va.) -- History; National parks and reserves -- Virginia; Land use -- government policy -- United States; Land use -- Virginia; Mountain life -- Blue Ridge Mountains Region; Appalachians (People) --Blue Ridge Mountains Region -- Biography	Shenandoah National Park (Va.) -- History; National parks and reserves -- Virginia; Land use -- government policy -- United States; Land use -- Virginia; Mountain life -- Blue Ridge Mountains Region; Appalachians (People) --Blue Ridge Mountains Region -- Biography
<b>Description of Item</b> -comments about the original object; especially if it cannot be observed in the digital resource	Mrs. Carr's interview is one of 135 interviews of people who were living in the Blue Ridge Mountains of Virginia prior to the creation of the Shenandoah National Park. The people interviewed resided in what is now the Park and were forcibly removed out after it was dedicated in 1934. The interviews were conducted primarily by Dorothy Noble Smith, for use in her publication	Mrs. Carr's interview is one of 135 interviews of people who were living in the Blue Ridge Mountains of Virginia prior to the creation of the Shenandoah National Park. The people interviewed resided in what is now the Park and were forcibly removed out after it was dedicated in 1934. The interviews were conducted primarily by Dorothy Noble Smith, for use in her publication

	<b>Recollections: the People of the Blue Ridge Remember.</b> [Verona, Va.: McClure Print. Co.) c.1983.	<b>Recollections: the People of the Blue Ridge Remember.</b> [Verona, Va.: McClure Print. Co.) c.1983.
<b>Language</b> -language in which the text is written/spoken	English	English
<b>Relation.IsPartOf</b> -list the resource of which this resource is a part.	Shenandoah National Park Oral History Collection, SC 4030	Shenandoah National Park Oral History Collection, SC 4030
<b>Relation.Requires</b> -list the resource that is required to support, deliver, or interpret this resource	Windows Media Player, or equivalent, for playing mp3	Windows Media Player, or equivalent, for playing mp3
<b>Publisher.Digital</b> -entity responsible for making the digital resource available	Special Collections, James Madison University	Special Collections, James Madison University
<b>Contributing Institution</b>	Special Collections, James Madison University	Special Collections, James Madison University
<b>Contributor</b> -entity responsible for making contributions to the content of the resource (optional)	Smith, Dorothy Noble	Smith, Dorothy Noble
<b>Rights Management</b> -Info re copyright, restrictions, access; see CDP Metadata Best Practices, p.63	Copyright to this resource is held by Special Collections, James Madison University and is provided here for educational purposes only. It may not be downloaded, reproduced, or distributed in any format without permission of Special Collections, James Madison University.	Copyright to this resource is held by Special Collections, James Madison University and is provided here for educational purposes only. It may not be downloaded, reproduced, or distributed in any format without permission of Special Collections, James Madison University.
<b>Type</b> -for examples, see <a href="http://dublincore.org/documents/dcmi-type-vocabulary/">http://dublincore.org/documents/dcmi-type-vocabulary/</a>	Sound	Sound
<b>Format.IMT</b> -Media type, i.e., image, audio/mp3, etc.	audio/mp3	audio/mp3
<b>Format.extent [file size]</b>	54.9mb	55mb
<b>Format.extent [other]</b> -Duration, for OH's 00:00:00	0:48:00	0:47:59 (0:22:36)
<b>Resource Identifier</b> -not merely the file name; may cover large numbers of images, i.e., all scanned pages of a volume	001Able01a.mp3	001Able01b.mp3
<b>Digitization Specifications</b> -tech info re hardware, software, processes used to create digitized resource: applications used, scanner, resolution, compression, size of master file	transferred from original cassette tapes to CDs; recorded on MAMA-R 700MB gold cd using Tascam cc-222 mkII; mp3's created using	transferred from original cassette tapes to CDs; recorded on MAMA-R 700MB gold cd using Tascam cc-222 mkII; mp3's created using

	iTunes v7.0.2.16; 55mb, 160kbps bit rate; 44.100 kHz sample rate	iTunes; 54.9mb, 160kbps bit rate; 44.100 kHz sample rate
<b>Date.Digital</b> -date of creation of digital resource; yyyy-mm-dd	4/19/2007	5/22/2007
<b>Scanning Technician</b>	Jane Doe	Jane Doe
<b>Metadata Cataloger</b>	Jane Doe	Jane Doe
<b>Notes</b>		Side 2 ends at 23 minutes, instead of 47:59