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Personal Digital Archiving of Audio & Video

Heritage Room

Athens-Clarke County Library

August 2015

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Storing is not Archiving

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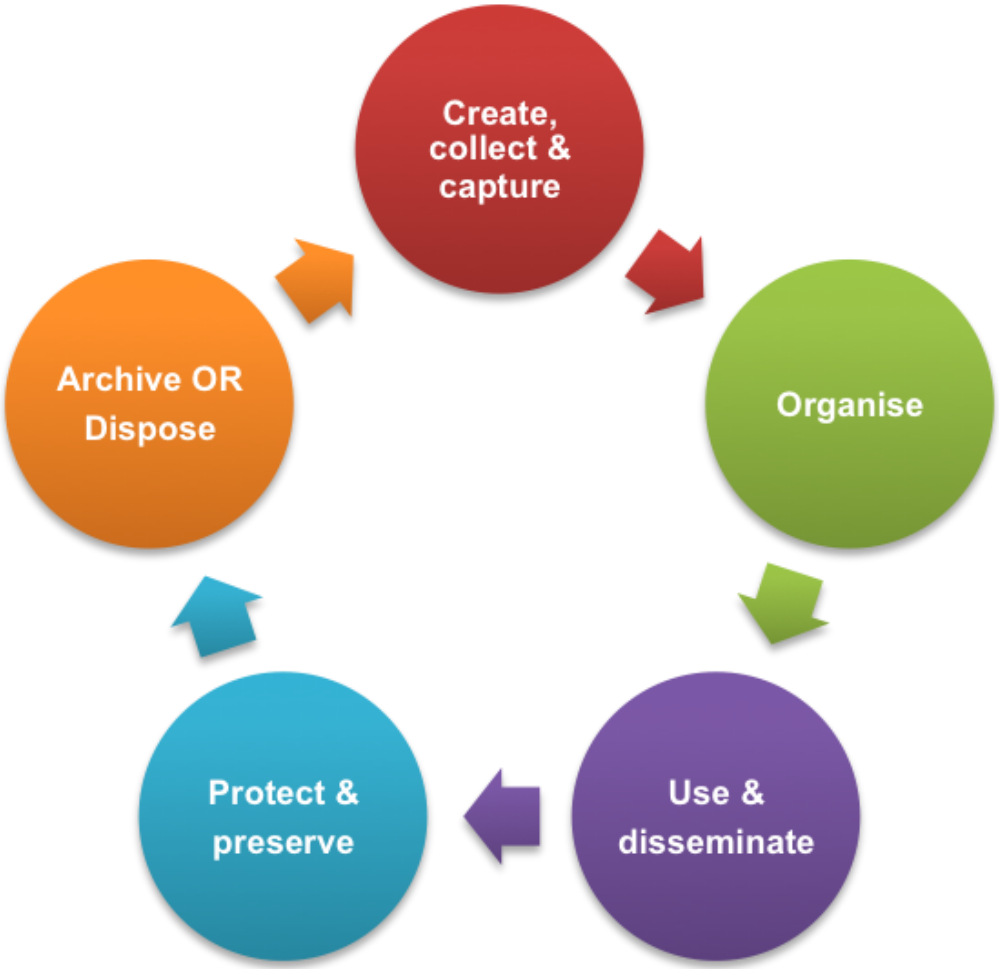
Digital Stewardship is an Ongoing Task



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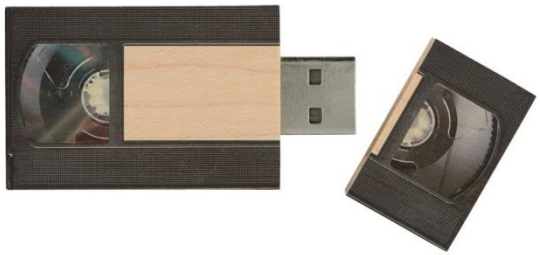
STEP 0: CONVERT

Let's get Digital



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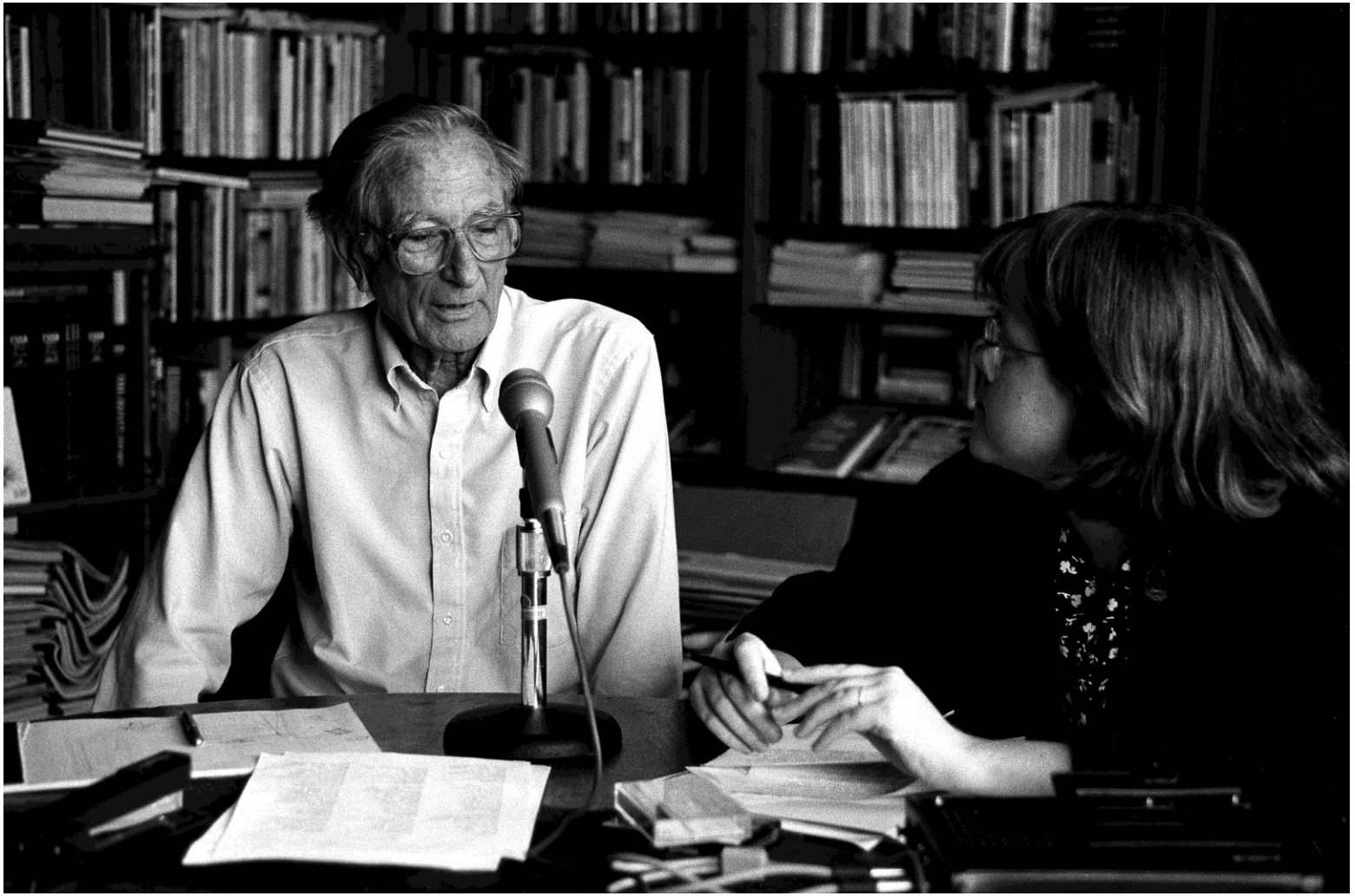
ARCHIVING DIGITAL AUDIO



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STEP 1: IDENTIFY

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STEP 2: DECIDE

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STEP 3: SAVE/EXPORT

	Uncompressed	Lossless	Lossy
Open		.flac, .alac	.ogg, .oga (Ogg Vorbis
Proprietary	.wav, .aiff	.ape	.mp3, .aac, .wma

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STEP 4: ORGANIZE

- Create a directory/folder structure on your computer
- Give files descriptive file names
- Optional: Tag files with information about the recording (metadata)
- Write a brief descriptive summary of the structure and recordings

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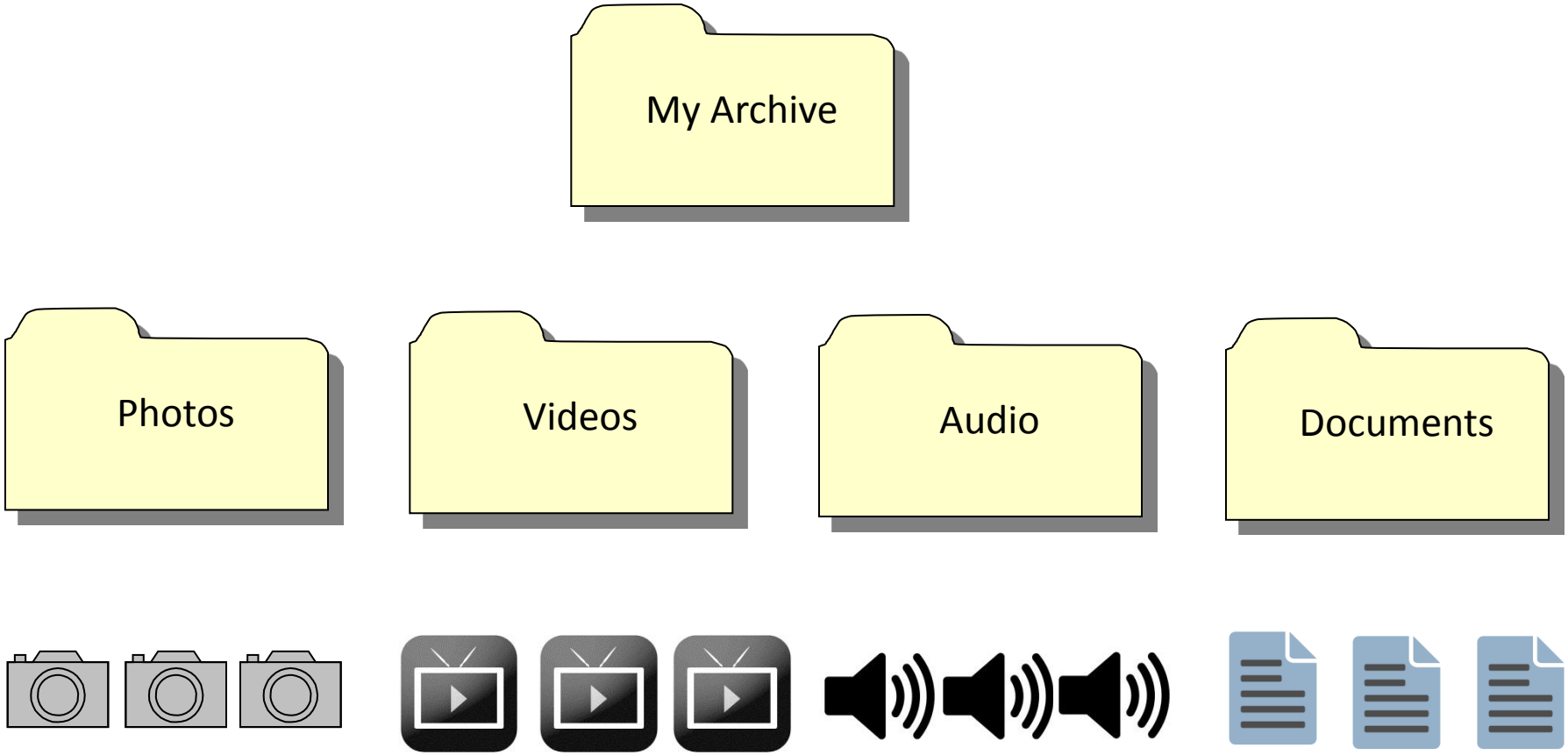

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A Formula for File Naming

[yyyymmdd]

+

[descriptive text]

+

[-version #]

=

A sortable, descriptive file naming convention

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A Formula for File Naming

20150818

+

AmeliaIsland

+

-2

=

20150818AmeliaIsland-2

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STEP 5: COPY & MANAGE

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Let's Review!

1. IDENTIFY
2. DECIDE
3. SAVE/EXPORT
4. ORGANIZE
5. COPY & MANAGE

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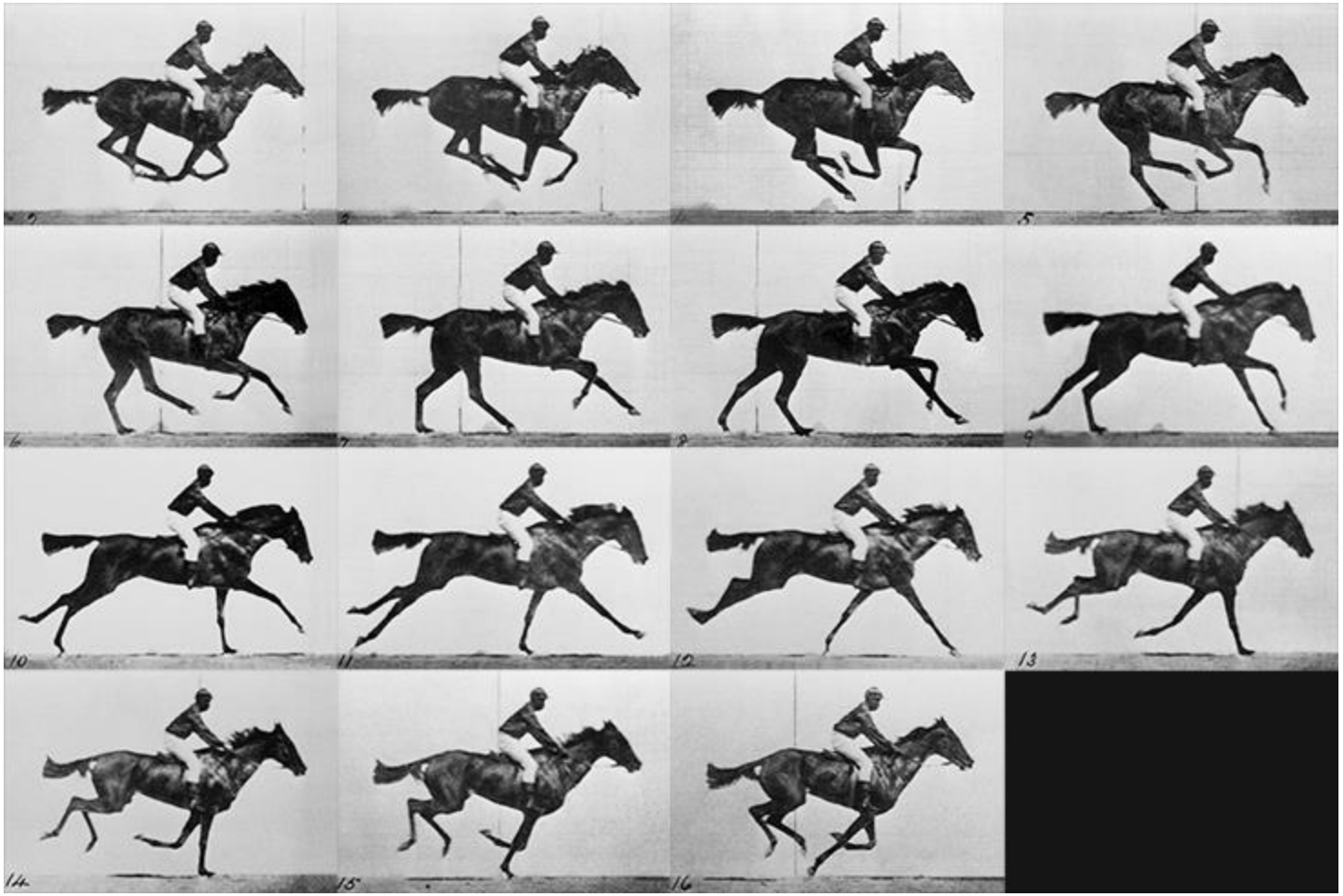
ARCHIVING DIGITAL VIDEO



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Step 1: IDENTIFY

Step 2: DECIDE

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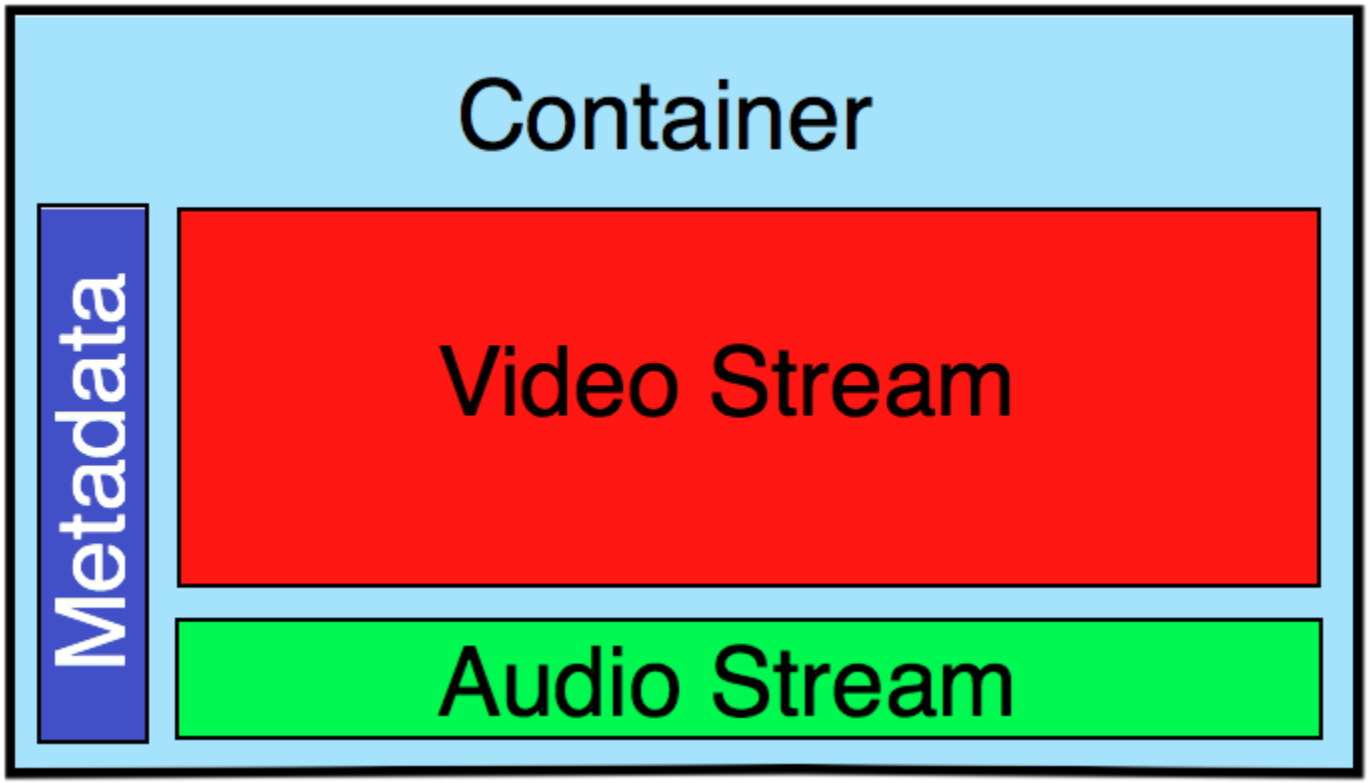
A Video File is Actually a Group of Files



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Common Video File Formats Include:

- .flv
- .avi
- .mov
- .wmv
- .mp4
- .mpg
- .m4v

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Step 3: ORGANIZE

Step 4: COPY & MANAGE

LOCKSS -- Lots Of Copies Keeps Stuff Safe

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Library of Congress: Digital Preservation

http://digitalpreservation.gov/personalarchiving

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Step 5: GET IN TOUCH!

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