

Media Labeling Procedure for the DoBeS Project

Media Labeling

An example label reference: AWSDVDP24Jun0301-LWM

How the reference breaks down: AW...SD...VDP...24Jun03...01...-LWM

Segment 1 (AWSDVDP24Jun0301) represents the two character alpha code of the project. This must be unique to your project, so please synchronize with your corpus manager first.

Segment 2 (AWSDVDP24Jun0301) is the researcher's initials, two letters only.

Segment 3 (AWSDVDP24Jun0301) represents the format of the media and recording used

1st letter: **A** for Audio or **V** for Video

2nd letter: Audio:
M = MiniDisc, **H** = Hi MD, **D** = DAT, **C** = audio cassette,
T = Reel to Reel, **F** = memory card

Video:
D = DVCAM, DV or mini-DV, **8** = Video 8 or Hi-8, **E** = Digital 8,
S = VHS, **V** = video DVD

3rd letter: **P** for PAL or **N** for NTSC (video only*)

* *The only exception to this is if you have used a video format to make audio only recordings, in this case you would use three digits for audio. For example, using PAL mini-DV for an audio only recording would be ADP.*

Segment 4 (AWSDVDP24Jun0301) is the date of the first recording on the tape**

The format of the date should be dd/mmm/yy (DD/3 alpha month/YY).

Segment 5 (AWSDVDP24Jun0301) is the tape number

The tape number relates to the number of tapes made on that date. Once the date changes, or the format changes, the tape number starts at 01 again.

Segment 6 – any other information: AWSDVDP24Jun0301-???

If there is any other information regarding the recording add a hyphen and the relevant letter(s). These are: **L** = long play**, **W** = wide screen, **M** = multiple recordings on one tape***, **C** = copy

The copy reference will mostly be for your records and of little interest to the Digi-Team, however if you do have a copy and the original media is another type than the copy used for digitizing, use the media-type of the copy for the tape-label, e.g. AWSDVSP24Jun0301-C is a VHS copy of the tape AWSDVDP24Jun0301

** *Long Play recordings will only be digitised if the recording was made prior to the Dobes project, no new Long Play recordings will be accepted by the Digi-Team.*

*** *Please try to avoid this if you can and use one tape per recording.*

Important notes:

- Please ensure the labels are attached to the edge of the media and not the case.
- Handwriting must be clear. There are cases where numbers can be confused, 4 and 9 are a common problem, so please write as clearly as possible.
- The Digi-Team's workflow has been optimized for the media-labeling conventions described above. If the labeling is incorrect or not clear the Digi-Team will not accept the media.