

## Media Labeling Procedure for the DoBeS Project

### Requirements:

- Media (DAT Tapes, Mini Disc, Mini-DV Tapes etc.)
- Labels (attached to the tapes)
- Pen (please do not use pencil)

### Media Labeling:

An example label reference:                   AWSDVDP24Jun0301

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

- Segment 1 (**AWSDVDP24Jun0301**) represents the two character alpha code of the project (please synchronize with your corpus manager).
- Segment 2 (**AWSDVDP24Jun0301**) is the researcher's initials
- Segment 3 (**AWSDVDP24Jun0301**) represents the format of the media and recording used

1<sup>st</sup> letter:                   **A** for Audio or **V** for Video  
2<sup>nd</sup> letter:                   Audio:- **M** = MiniDisc, **D** = DAT, **C** = analog audio-cassette, **T** = Reel to Reel  
                                  Video:- **D** = (Mini-)DV; **8** = Hi-8; **S** = VHS, **E** = Digital-8  
3<sup>rd</sup> letter (video only):   **P** for PAL or **N** for NTSC

- 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 letter month/YY). E.g. 24Jun03 is 24<sup>th</sup> of June, 2003.

- Segment 5 (**AWSDVDP24Jun0301**) is the tape number

The tape number relates to the number of tapes made on that date. Once the date changes the tape number starts at 01 again. Also, when a tape has a code that is not identical to the other tapes made on the same day, the number starts at 01 again. e.g. consider the next group of tapes\*\*:

AWSDVDP24Jun0301  
AWSDVDP24Jun0302  
AWSDAM24Jun0301 (identical date, but different code: ...AM..., so the tape-number is '01' again)  
AWSDVDP25Jun0301 (different date, so the tape-number is '01' again)

- Segment 6 – in case of copies: AWSDVDP24Jun0301**C** or AWSDVDP24Jun0301**CI**

An additional C must be added at the end of the reference if the media is a copy. If the media is an exact duplicate of the original, with no additional material added or any removed, then the **C** must be suffixed with an **I** (capital i).

If 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. AWSDV8P24Jun0301CI is an exact Hi-8 copy of the tape AWSDVDP24Jun0301

Important notes:

*Please ensure the labels are attached to the actual media and not the case.*

*The Digiteam's workflow has been optimized for the media-labeling conventions described above. Incorrect labeling and incorrect referencing to these labels (e.g. in the metadata) disrupts this workflow and could increase the time needed to process your media. In case the labeling is or not clear or incorrect a member of the Digiteam will contact you in order to decide how to re-label the media.*

\*\*Please note that for the sake of simplicity the word "tape" is used throughout the text, to refer to any type of media used to record on.