Personal Digital Archiving of Audio & Video

Heritage Room
Athens-Clarke County Library
August 2015
Storing is not Archiving
Digital Stewardship is an Ongoing Task
STEP 0: CONVERT
STEP 1: IDENTIFY
STEP 2: DECIDE
## STEP 3: SAVE/EXPORT

<table>
<thead>
<tr>
<th></th>
<th>Uncompressed</th>
<th>Lossless</th>
<th>Lossy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open</strong></td>
<td>.flac, .alac</td>
<td>.ogg, .oga (Ogg Vorbis)</td>
<td></td>
</tr>
<tr>
<td><strong>Proprietary</strong></td>
<td>.wav, .aiff</td>
<td>.ape</td>
<td>.mp3, .aac, .wma</td>
</tr>
</tbody>
</table>
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
A Formula for File Naming

[yyyymmdd]
+ 
[descriptive text]
+ 
[-version #]
= 
A sortable, descriptive file naming convention
A Formula for File Naming

\[
\begin{align*}
20150818 & \\
+ & \\
Ameliasland & \\
+ & \\
-2 & \\
= & \\
20150818Ameliasland-2
\end{align*}
\]
STEP 5: COPY & MANAGE
Let’s Review!

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

Step 2: DECIDE
A Video File is Actually a Group of Files

[Diagram showing the structure of a video file: Metadata, Container, Video Stream, Audio Stream]
Common Video File Formats Include:

- .flv
- .avi
- .mov
- .wmv
- .mp4
- .mpg
- .m4v
Step 3: ORGANIZE

Step 4: COPY & MANAGE

LOCKSS -- Lots Of Copies Keeps Stuff Safe
Library of Congress: Digital Preservation

http://digitalpreservation.gov/personalarchiving
Step 5: GET IN TOUCH!

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