

The following document discusses the Purdue Oral History project.

Purdue University Libraries Archives and Special Collections

Purdue University Oral History Program Documentation

<http://www.lib.purdue.edu/spcol>

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Oral History Documentation

PURDUE UNIVERSITY ORAL HISTORY PROGRAM

The Purdue University Oral History Program was launched in the summer of 2006 by the Dean of Libraries, James Mullins. Prior to that time oral history interviews had not been conducted under the auspices of the Purdue University Libraries. During the 1970's oral history interviews were conducted through the Office of Publications and the recordings and transcripts were turned over to the Archives and Special Collections for preservation and to allow access to researchers and the general public.

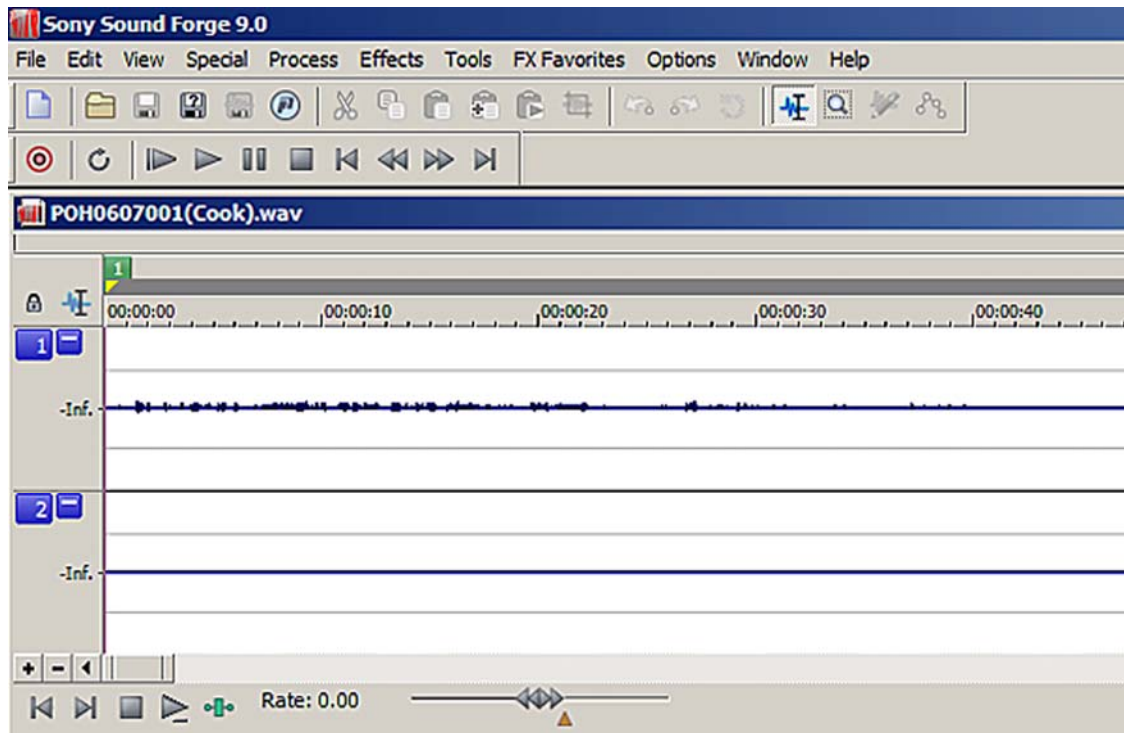
The current program captures memories of individuals who have been associated with the University and its history, growth, and change. These interviews will aid in enriching our understanding of the history of Purdue University by retaining oral evidence of past decisions, events, accomplishments, programs. They also document the general growth of the University through first-hand accounts by key individuals who participated in or actively observed the evolution of the University.

RECORDING, CONVERTING, AND EDITING PROCESS

Interviews have been conducted by Katherine Markee-Oral History Librarian, Sammie Morris-Head of Archives and Special Collections, Valerie Yazza-ARL Diversity Student, and F. Bartow Culp, Associate Professor of Library Science/Chemistry Librarian.

Analog audio recordings

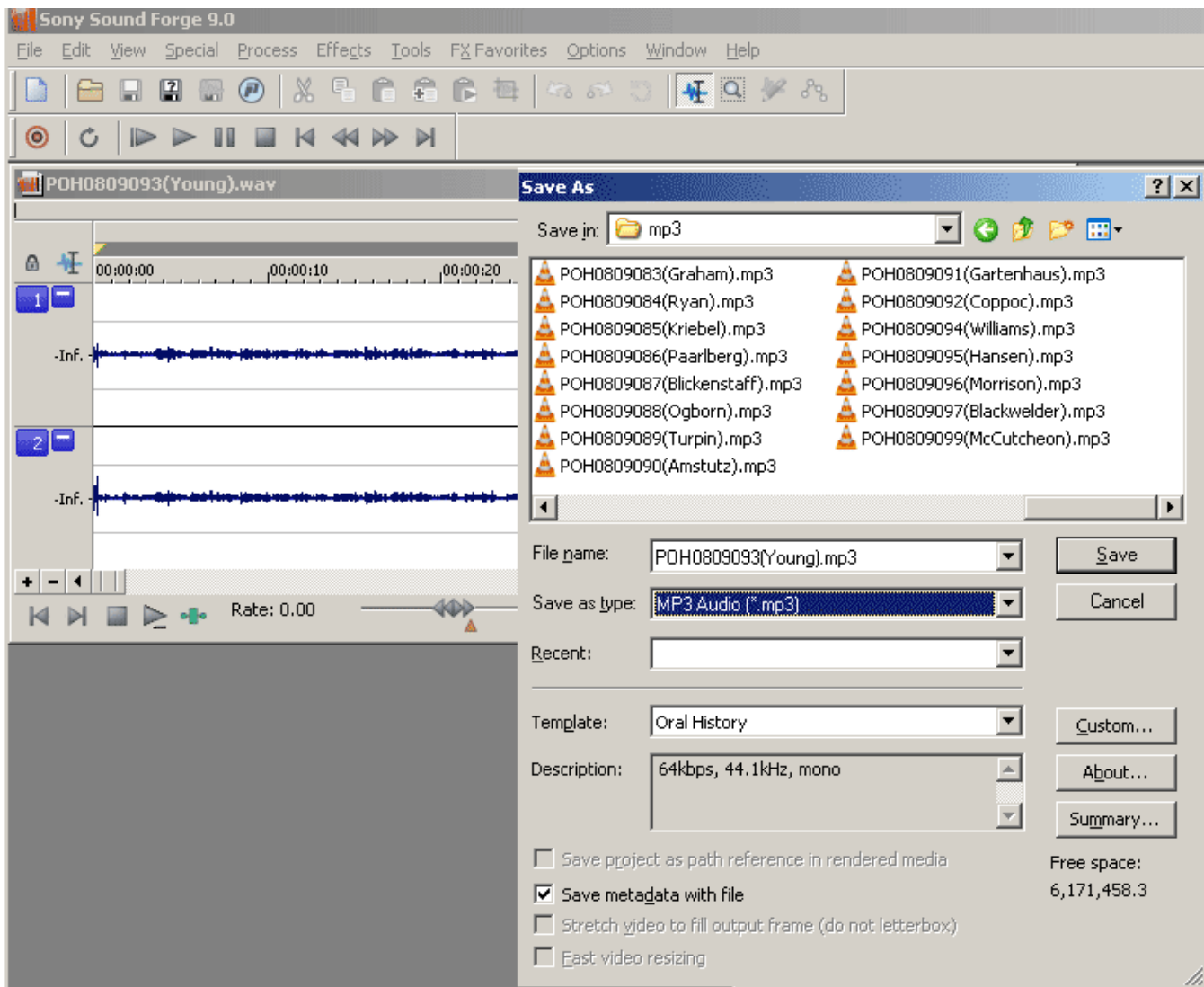
Analog oral history interviews were a part of the ASC's collection since the 1970's. These interviews were created using hand-held cassette tape recorders. At the beginning of the project in 2006, the focus was on converting the analog cassettes into a digital format. US122 USB Audio/MSBS Interface Digital Audio Converters were used to convert the analog cassette to digital audio in WAV format. After converting the file from analog to digital, processing was required because of the low quality of the recording. Sound Forge software was used to process those audio files.



Digital audio recordings

Zoom H4 digital field recorders were used starting in 2006. The audio files are uploaded from the recorder to the digitization drive in WAV format by plugging recorder into the hard drive using a USB cable. Most of the digital recordings needed little or no processing. The processing that was done using Sound Forge included normalizing and increasing the volume.

The audio files are then converted into Mp3 format using Sound Forge software. This involves simply opening the WAV file in Sound Forge and saving the file with a .mp3 extension.



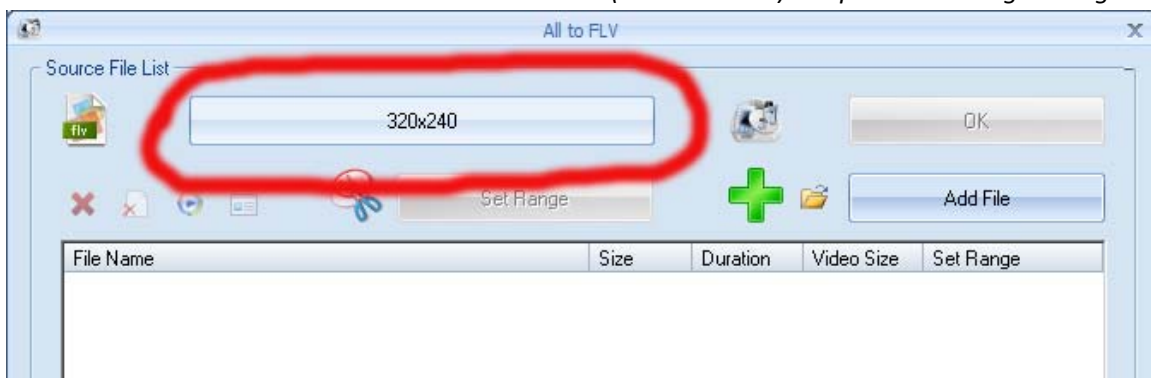
All original digital audio recordings are saved on a remote server but are also burned to a Kodak Preservation Disc using Roxio Easy CD Creator and stored in the Purdue University Archives and Special Collections.

Digital video recordings

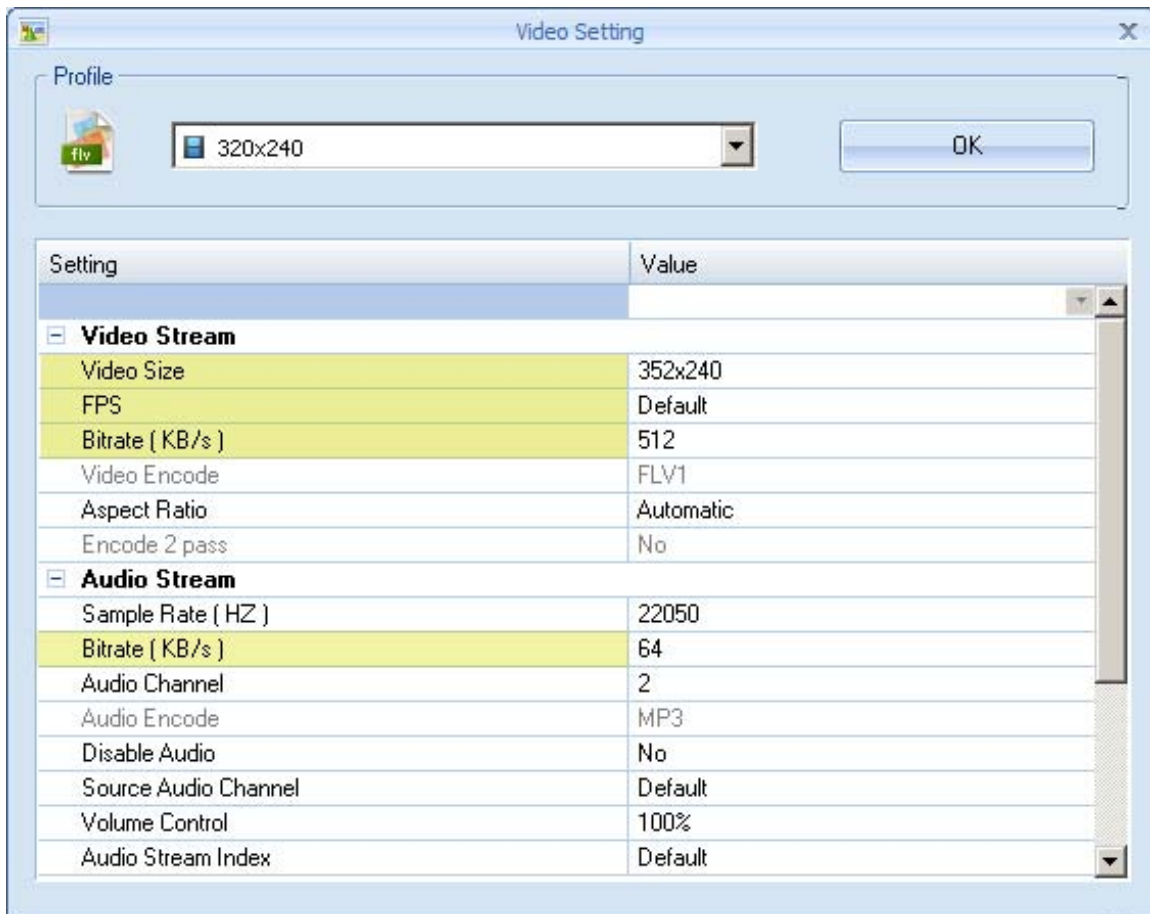
The Oral History Videos are recorded and produced by ITaP (Information Technology at Purdue). ITaP creates a DVD which the ASC uses for its Oral History Program video files. The DVDs are inserted in the disk drive and then converted into Flash Video Files (.flv) using Format Factory. Flash Video File (.flv) is the file format used to view the video on the Purdue Oral History web site because the Adobe Flash Player is compatible with many operating systems and browsers. Format Factory is also used to create both a high quality and low quality copy of the video. A low quality copy is provided to ensure that users with different levels of internet access and system capabilities can also view the videos in a reasonable amount of time.

Transferring a DVD file onto the university's libraries' server

1. Insert DVD into drive
2. On the University's libraries' server (M:\ASC\Oral History\DVDs) create a new folder, the POH number goes first followed by the last name in parenthesis.
 - a. Ex. POH0102123(Smith) would be the new folder name for John Smith who's POH# is 0102 123
3. Select all of the DVD files and copy/paste them into your new folder
4. Once that is completed open Format Factory-<http://www.formatoz.com/>
5. On the left pane choose the video button and choose "All to FLV"
6. Now click the button between OK and the FLV icon (its text varies) to open the settings dialogue.



- a. For Low Quality Encoding use the following settings:
 - i. Video
 1. Size: 352x240 (VCD-NTSC)
 2. FPS: Default
 3. Bitrate: 512
 - ii. Audio
 1. Bitrate: 64



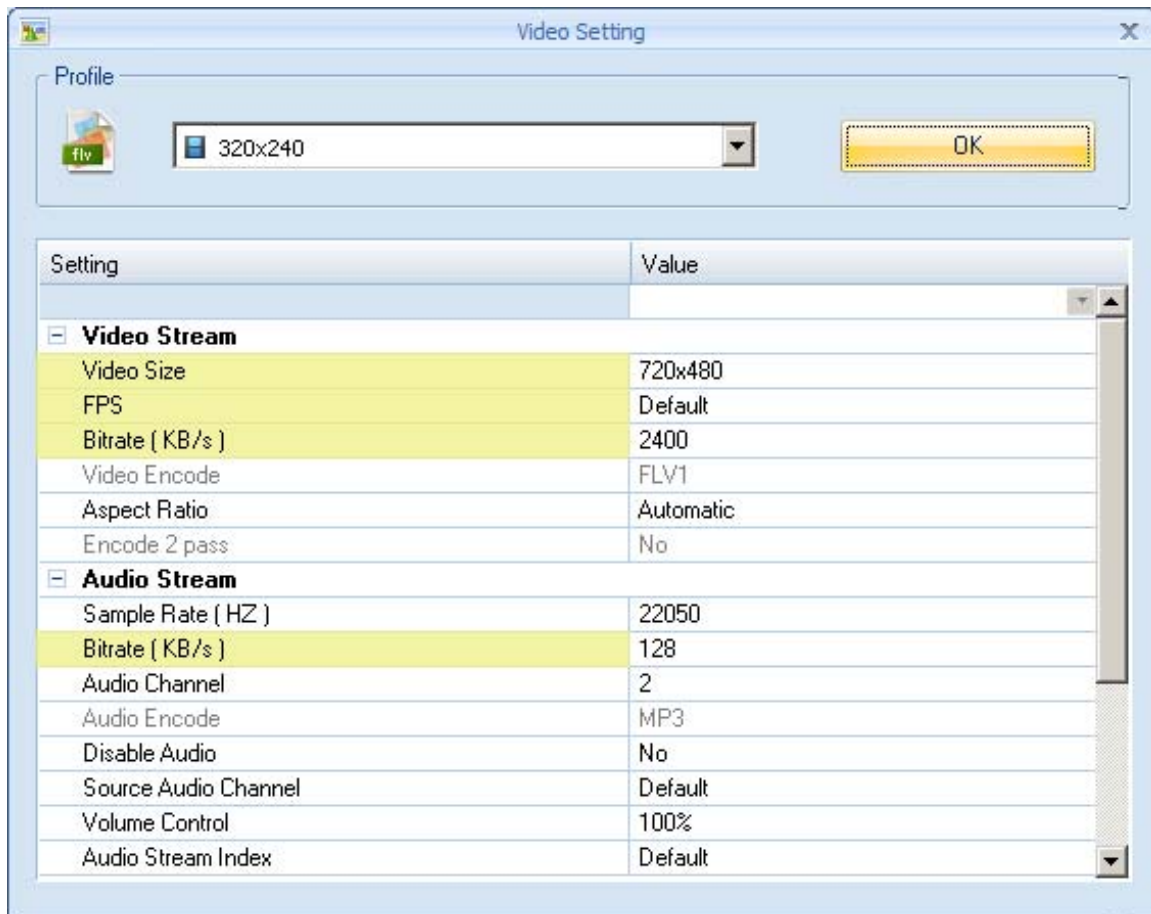
b. For High Quality Encoding use the following settings:

i. Video

1. Size: 704x480
2. FPS: Default
3. Bitrate: 2400

ii. Audio

1. Bitrate:128



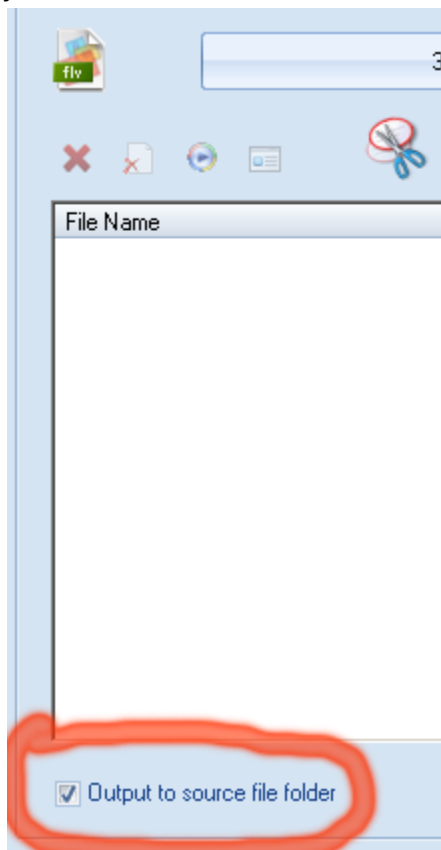
7. After accepting the video settings click the “Add File” button and add the DVD files to be converted.

a. Only choose the VTS_0(number)_(number).VOB files

i. Note: DO NOT CONVERT VTS_01_0.VOB file OR the VIDEO_TS.VOB file.

ii. Note: DO NOT convert ANY file with an extension other than .VOB

- b. Before clicking OK to close the dialogue box, place a checkmark in the “Output to source file folder” checkbox located in the lower left hand corner of the window.



8. After clicking “Okay” you will be back at the Format Factory main dialogue. Click “Start” at the top to begin conversion.
9. Once videos are converted navigate to the DVD folder (where the converted files are)
10. Right-click anywhere in the folder and choose “New” and any file type on the list.
11. After that, right click your new file and rename it so that its name matches the folder name + “.flv”. If the video is a low quality version place “lq” after the folder name but before “.flv”.
 - a. Example: John Smith low quality file would be named “Smith, John[LR].flv”
12. Next select the video files you converted in the order in which they should play (Hold down CTRL to select multiple files)
 - a. Example: VTS_01_1.flv then VTS_01_2.flv then VTS_01_3.flv etc.
 - b. Note: The order in which you select them matters!
13. Finally select the file you created in step 10.
14. With all of those files selected drag them onto the FLVBind icon and it will merge them all into the file you created in Step 10.
15. Once FLVBind has completed its process, you can then delete the VTS_01_1.FLV-VTS_0(number)_(number).FLV files.
 - a. Note: Be sure you only delete the flv files and not the VOB files.

TRANSCRIPTIONS

Students listen to both audio and video oral history interviews in order to transcribe the conversation using Start-Stop Powerplay Transcriber system.

Setup for transcribing interviews in Start-Stop

1. Start the Program
2. Click Configure menu and choose Timestamp Function
3. In the Thumbnail box check the checkbox with the label "Enable Video Thumbnail when "{PIC}" is in leading or trailing characters box."
4. In the "Trailing Characters" box, add the following after the right]. {PIC}
5. Check and make sure that Auto Time Stamp is checked (enabled) and is set at .60 seconds.
6. Click OK

Time Stamp Functions

Methods for Enabling the Time Stamping Feature (You may choose multiple methods to be enabled simultaneously)

<p>Activate using the Left or Right Foot Pedal</p> <p><input type="radio"/> NONE <input type="radio"/> LEFT <input checked="" type="radio"/> RIGHT</p> <p>(pedal will be assigned to be used exclusively for entering a time stamp)</p>	<p>Keystroke Counting</p> <p><input type="checkbox"/> Enable Keystroke Counting to trigger Time Stamp Function automatically, after the first "space" is detected following <input type="text" value="60"/> keystrokes</p> <p>(enter whole number of keystrokes)</p>	<p>Use a Hot Key</p> <p>Note: Time Stamping Function can also be enabled by setting a HotKey in the CONFIGURE...HotKey Menu</p>	<p>Auto Time Stamp</p> <p><input checked="" type="checkbox"/> Enable Auto Time Stamp</p> <p>Enter number of seconds between 5 - 60 <input type="text" value="60"/></p>
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Thumb Nail

Enable Video Thumbnail when "{PIC}" is in leading or trailing characters box.

Crop to Video Only (No Statistics On Thumbnail)

Enter time-stamp string here:

Leading Characters + **TIME*** + Trailing Characters

[minutes] {PIC}

Video Thumbnail Size: Please enter the number of pixels wide (between 26-335) in the box below (default value is 57 pixels)

TIME*

HH:MM:SS

HH:MM:SS + Hours Minutes Seconds

None

Offset

Do Not Display TIME (only leading and trailing characters)

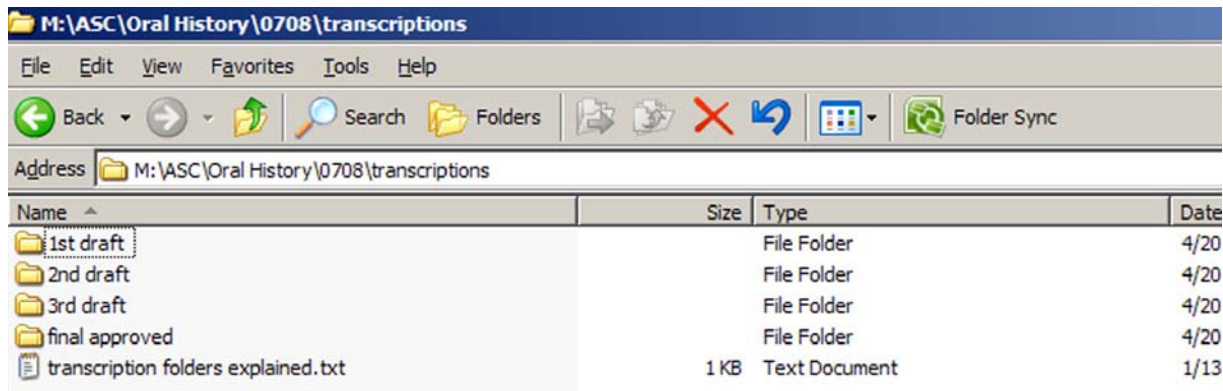
Video Thumbnail Paste Time adjustment

Reset to default = .5

(range = .5 to 1.9)

OK Cancel

Four folders exist within the *Transcriptions* folder: *1st draft*, *2nd draft*, *3rd draft*, *Final Approval*.



1st draft is the folder where students save the working copy. *2nd draft* is the folder that the transcription goes in after formatting and editing. Special formatting instructions are needed for each oral history transcription in order to provide consistency between transcripts. Below are some of the editing rules to ensure that each transcript is consistent in format.

Editing instructions for Oral History transcriptions

- Create a word file that has the POH prefix, the ID number, if applicable, *_pt1* or *_pt2* for interviews with multiple parts, and the person's last name in parentheses.

Example: POH0607018_pt2(Brown)

- Use consistent font for all files: *Arial 12-point*.
- Document should be double-spaced with a 10pt space after each paragraph.
- Page numbers should be centered at the bottom of each page in 12pt Arial font.
- Timestamps should be placed in the left margin in 12pt Arial font at 5 minute intervals. There should be text boxes with no border, and following the pattern:

5:00

10:00

15:00

....

1:05:00

1:10:00

**** NOTE: StartStopPowerPlay will only place timestamps directly in the text. Do this manually every five minutes, and when you are done, go back and replace each with a text box timestamp.*

- There will be a spreadsheet titled *CDM Load* where the progression of the transcription and other aspects of this project will be recorded on a page labeled *POH*. Navigate to this file and put your initials and date in the appropriate column when you have completely finished the transcription.

CDM Load will have the following information:

Complete ID—Last Name, First 1st Draft 2nd Draft 3rd Draft Final

When work is completed, enter initials and date in appropriate column.

Students put the finished Word file in a folder marked: 2nd Draft

Digital Collections Coordinator put finished Word file in a folder marked: 3rd Draft

Digital Collections Coordinator put finished Word file in a folder marked: Final

Specific techniques

Title page: Use the title page template provided to prepare a standard title page.

First page: Begin the first page of the interview with the opening statement made by the interviewer. Please center the information. Most interviews begin like this:

The following interview was conducted with [name] ([person's initials]) for the

Purdue University Oral History Project. It took place on [date], at [place]. The interviewer is [name] ([person's initials]), [job title]

Example:

The following interview was conducted with Mary Louise Foster (MF) for the

Purdue University Oral History Project. It took place on Wednesday October 4, 2006, at her office in Matthews Hall. The interviewer is Katherine Markee (KM), the Oral History Librarian.

Before transcribing each talker's words, indicate the talker's initials plus a colon in bold type, then tabbed to the next space:

Example:

KM: Tell us about...

If you can't recognize a word or phrase being spoken, type the word inaudible within square brackets: [inaudible]

If you make a guess, insert [?] after the guess.

At the end of the file:

- *Insert phrase **End of Interview** in bold type, centered. [If it is the end of part of the interview, similarly type: **End of Part 1**]*
- *2 lines after that, place the ID number: POH0607018_pt2(Brown) on the left hand side.*
- *Be sure all pages are numbered using Insert/Page numbers/Bottom of page/Plain no. 2.*
- *Follow common English usage for grammar, capitalization and punctuation. Abbreviations are acceptable for common abbreviations such as Dr., Mr., Mrs., etc.*
Possessives should have apostrophe as per common English usage.

Davidsons car transcribe as Davidson's car

- *Sentences should be ended with only one space after the period. Please make sure there are not two spaces.*

- *When there is interaction between the interviewer and interviewee or the interviewee expresses sound that is incapable of being transcribed into words, you may insert words in parentheses such as [laughs] to indicate the action.*
- *It is not necessary to transcribe words such as “and, uh” when the interviewee is searching for the words.*
- *Many interviewees speak in stream of consciousness and the hardest part in transcribing will be to divide the words into readable sentences.*

3rd draft is the folder where the transcription goes after approval by the Metadata Librarian/Digital Collections Coordinator. *Final Approval* is where the transcription file goes after it is sent to the interviewee and their approval is given. After final approval by the interviewer, interviewee, and the Digital Collections Coordinator, a PDF of the transcript is created.

METADATA

After the Mp3 or Flash Video File and PDF transcription are finished, a descriptive metadata file is created. The Dublin Core Metadata Scheme is the metadata scheme used to describe the collection and provide access points for online exploration. Important information regarding the interview is noted during the interview and transcript reviewing processes. This information is transcribed into an Excel file and saved as a tab-delimited text file.

	A	B	C	D	E	F
1	Title	Interviewee	Interviewer	Purdue ID	Date Recorded	Date Recorded
2	Oral history interview with Lyle Albright, 2008 Jun.	Albright, Lyle	Markee, Katherine	POH0607036_g	June 23, 2008	2008-01
3						
4						

After the metadata is saved as a tab-delimited text file, it is ready to be reviewed by the Metadata Librarian and uploaded, along with the Mp3 and PDF to CONTENTdm. Some important descriptive metadata used to describe the oral history interviews is Title, Interviewee, Interviewer, Purdue ID Number, Date Recorded, Abstract of Interview, Media Type, Original Format, Duration, Collection, Repository, Rights. Subjects and Genre are added later by the Metadata Librarian.

File Naming Convention

All files for the Oral History project are given a unique alphanumeric Purdue ID Number. The first three letters are POH (Purdue Oral History). The year the interview was conducted is represented next.

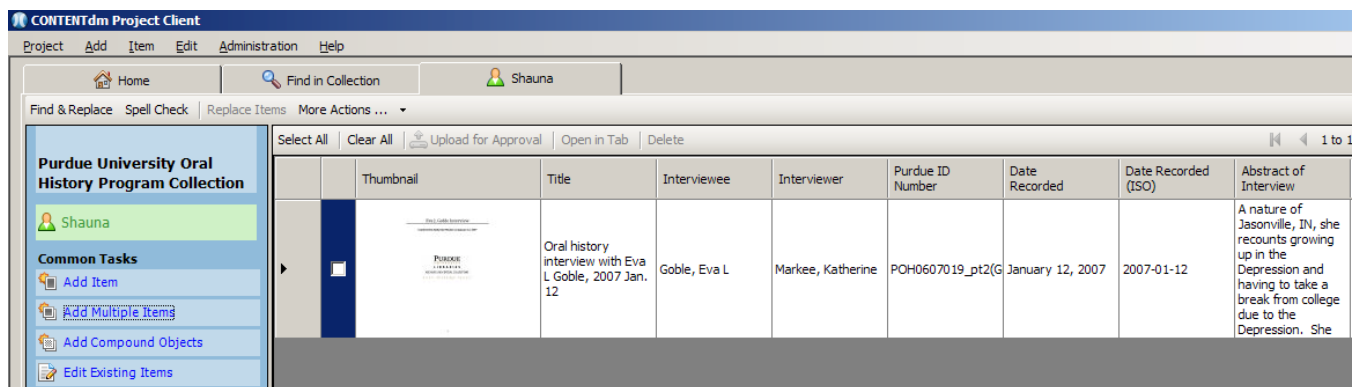
Example: an interview conducted in 2007 would be labeled 0708.

The last numbers of the ID are a unique number to the individual interview assigned by the interviewer.

Example: An interview with Charles L. Brown on March 28, 2007 has a Purdue ID Number of POH0607003.

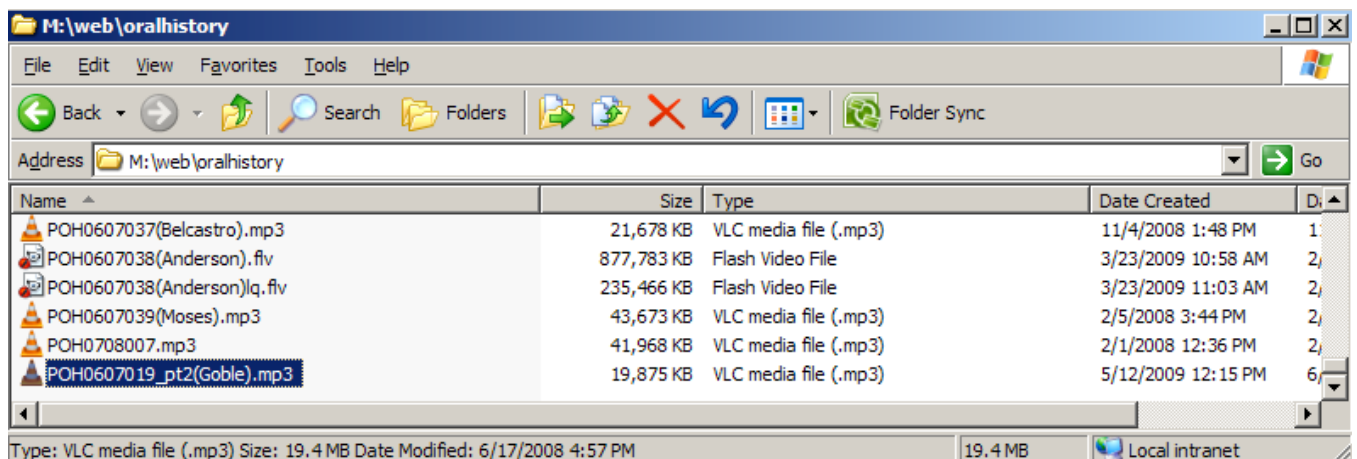
CREATING A MULTIPLE ITEM DIGITAL OBJECT IN PROJECT CLIENT

Building the record in CONTENTdm Project Client involves uploading the tab delimited text file and PDF. Open Project Client and click on Add Multiple Items. Under Choose Your Import Method, choose Import using a tab delimited text file. Under What Do You Wish To Import, click Import files from a directory and browse to the corresponding directory. The next screen will allow you to choose to auto-create display images or import them. The next screen shows the imported metadata and the collection metadata fields. It is very important to make sure that each imported metadata field matches with the corresponding collection field. The last step is to review the summary and click Add item. You should then see a thumbnail of the PDF and all of the accompanying metadata (See image below). You may then add the digital object to the approval queue for the Metadata Librarian to review.



Adding media to the web directory

After the digital record is built and sent to the approval queue, the corresponding mp3 or Flash Video File must be added to the correct directory. AV source is the metadata field which directs CONTENTdm to the correct directory when it is searching for which media file to play. Copy the mp3 or Flash Video File to a directory on the university's library's server (M:\web\oralhistory). Once the media is copied into that folder and the digital object is available online, the digital player will be able to find the correct media file to play.



MEDIA CAPTURE SPECIFICATIONS

Audio	Master Copy	Working Copy	Access Copy
Description	Unedited digital audio files	Also known as the duplication copy or the “use master.”	Copy used for delivering the audio file via the web; should be acceptable quality for most research purposes
Compression	No	Yes	Yes
File Format	WAV	WAV	Mp3
Bitrate	128 (High quality)-64 (Low quality)	128 (High quality)-64 (Low quality)	128 (High quality)-64 (Low quality)
Storage Media	Gold CD and Server	Server	Server
Notes	Master copies of analog audio that has been converted to digital are lesser quality than born digital.		
Video (High Quality)	Master Copy	Working Copy	Access Copy
Description	Unedited high quality digital video files	High quality digital video files	High quality digital video files
Compression	Yes	Yes	Yes
File Format	FLV DVD	FLV	FLV
Size	704x480 (VCD-NTSC)	704x480 (VCD-NTSC)	704x480 (VCD-NTSC)
Bitrate	2400	2400	2400
Storage Media	DVD and Server	Server	Server
Video (Low Quality)	Master Copy	Working Copy	Access Copy
Description	Unedited lower quality digital video files	Low quality digital video files	Low quality digital video files
Compression	Yes	Yes	Yes
File Format	FLV	FLV	FLV
Size	352x240 (VCD-NTSC)	352x240 (VCD-NTSC)	352x240 (VCD-NTSC)
Bitrate	512	512	512
Storage Media	DVD and Server	Server	Server