

K2: FILE NAMING: AUDIOCASSETTE FILES

AUDIOCASSETTE INVENTORY

If you haven't already constructed an inventory of your audiocassette collection, this would be your first step. Creating an inventory is critical when undertaking a digitization project – it assists in project management, establishing workflow and in identifying cassette names and content. Most audio cassettes will have information written on their inner sleeve – such as a date, speaker or subject. If they were created as part of a larger recording project, they may even have an identifying project number. All of this information is important to record as it provides context to the recording itself and will help identify each tape as a unique unit. An inventory can be as simple or as complex as you want; however a basic inventory should include the following fields, usually in a table format:

ID #	Title Information	Description	Date of recording	Original Tape #	Length of Tape	Tape Format	Notes
0001	J. Seymour Jr. – trap line	1985 TLU Study: Joseph Seymour Jr. talks about trap lines on north shore of Cold Lake.	Nov. 13, 1985	VC-101	90 min	Maxell XL-II-S, high bias	Ownership: Band
0002							

Consistent Identification is CRITICAL. It is recommended that as you complete an inventory, you provide a *unique ID #* to each audiocassette – see “ID #” column in table above.

LABELLING

Be sure to fully label each cassette as well - this will assist in quick identification and will help maintain efficient digitization workflow. Regular file folder labels (approx. 3-7/16”x 2/3” or 8.7cm x 1.7cm) work well and will usually fit along the spine of a standard audiocassette case. You can also feed such label sheets through a printer which will ensure consistent font. If you store a digital copy on a CD or DVD, it is recommended to label these cases as well. Don't forget to add the *status* of copy being stored on that CD /DVD; for example: “Master”, “Access Copy”, “Access Master”, “Web Copy”, etc...

EXAMPLE LABEL

Interview: Joseph Seymour Jr.	ID #: 001
Date: Nov. 13, 1985	[ORIGINAL]

← This label could be used on the spine of the original audiocassette

Interview: Joseph Seymour Jr.	ID #: 001
Date: Nov. 13, 1985	[ACCESS COPY]

← This label could be used on the front of a CD/DVD case

EXAMPLE CASSETTES

An example of such audiocassette identification and labelling looks like this – see photos below. The photo in the centre shows a shoe box size archival storage container with the original audiocassettes stored on the left (see close-up image below left) and access copies stored on the right (see close-up image below right). Note the unique ID #'s are referred to here as “Accession #” and both the original cassette and the access copy both share the same #.



Don't forget to label the BOX containing all originals and/or CD/DVD copies!!

EXAMPLE BOX LABEL

Cold Lake Archives
 ORIGINAL Audiocassettes
 #001-#050
 Box 1 of 22

ACCESSION NUMBERS

An “accession” is a simply a new item added to an existing collection. The development and use of accession #'s can be a great way to record important information in a very concise manner. *For example*, let’s say your office has a collection of audiocassettes, videocassettes and photographs which are all planned for digitization this year (2017).

EXAMPLE ACCESSION NUMBERS

Accession # 2017.1.001	Accession # 2017.2.001	Accession # 2017.3.001
2017 – the year of the project	2017 – the year of the project	2017 – the year of the project
.1 – a unique group number assigned to audiocassettes	.2 – a unique group number assigned to videocassettes	.3 – a unique group number assigned to photographs
.001 – the first audiocassette listed in the inventory	.001 – the first videocassette listed in the inventory	.001 – the first photograph listed in the inventory

FILE NAMING FOR DIGITIZED AUDIO FILES

Step 1: Establish folder structure on your computer

Step 2: Establish file naming convention – see File Naming Conventions Guidelines, Worksheet and Quick Reference Guide

Step 3: Make sure everyone responsible for file creation, or who will be using digitized files, understands this convention and the folder structure

Step 4: *Follow* your naming convention and folder structure

EXAMPLE AUDIOCASSETTE FILE NAMES

File type	File Structure	Example	Comments
Master (M)	####_side_M.wav	0025_a_M.wav 0025_b_M.wav	“####” is a zero filled number which can accommodate 9,999 cassettes. This is where you would insert your audiocassette ID# or accession # from your inventory; “a” or “b” represents Side A or Side B of audiocassette; “M” = Master file type and “.wav” indicates file format for the original master recording <i>that should be saved as the preservation copy</i> .
Access Master (AM)	####_side_AM.wav	0025_a_AM.wav 0025_b_AM.wav	As above; “AM” = Access Master ; this is the master version on which additional processing for noise reduction and other manipulations should be applied.
Access Copy (AC)	####_side_AC.mp3	0025_a_AC.mp3	As above; “AC” = Access Copy ; this is the copy to be used for <i>playing</i> , its file format would be dependent on access requirements for chosen media player.
Access Sub-Copy (ASC)	####_side_ASC_001.mp3	0025_a_ASC_001.mp3	As above; This is a way to title <i>sections</i> or “clips” of full recording where “_001” indicates the numbered clip , track (or portion thereof) of the recorded information on the audiocassette.