Bringing the Voices of Communities Together:
The Middletown Digital Oral History Project

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Agenda

- Introduction
- Planning
- Audio Digitization
- Transcription
- Metadata
- Presentation in CONTENTdm
- Lessons Learned
- Our Project Documented
- Show and Tell
Introduction: Our Project

- Library Services and Technology Act Grant funded project - $25,125

- Second consecutive LSTA digitization grant awarded to Ball State University Libraries

- Library-wide project in collaboration with Ball State University Center for Middletown Studies
Introduction: Our Project

- **Black Muncie Oral History Collection**, 1971-1978, 46 interviews
- **Black Middletown Collection**, 1981, 70 interviews
- **Other Side of Middletown Collection**, 2003, 112 interviews
- **Middletown Jewish Oral History Project I Collection**, 1978-1979, 40 interviews
- **Middletown Jewish Oral History Project II Collection**, 2002-2003, 48 interviews
- **Muncie Catholic Churches Oral History Collection**, 2006, 30 interviews
Introduction: Our Project

- Additional collection added since the end of the grant

  *Muncie Labor Oral History Collection*
Planning

Have you...

- Identified a collection to digitize?
- Secured funding for the project?
- Located release forms and identified any potential copyright and privacy issues?
- Listened to clips of interviews from each project and identified any preservation issues?
- Determined percentage processed?
- Determined whether any interviews are transcribed, and if so, the quality of those transcripts?
Audio Digitization: Terms to Know

- **Bit Depth:**
  - Range of sounds available
    - Larger the number, higher range of sounds
    - Like digital images, more equals better
    - 16 bit and 24 bit are common for audio

- **Sampling Rate:**
  - How often the sound wave is sampled, or measured, during the digitization process
    - Expressed in Kilohertz (1kHz=1,000 times/second)
    - More samples, better quality recording
    - Commercial CDs have a sampling rate of 44.1 kHz= 44,100 individual instances of sound per second
Audio Digitization:
Just like digital photos…

- Save at the highest quality that your storage allows (within reason)
  - We have plenty of server space, so we did 24 bit/96 kHz
  - 24 bit/44.1 kHz would probably do the trick
- Keep an untouched archival master file
  - Create smaller compressed derivatives for access (wav to wma, mp3)
  - Do all “cleaning” on a derivative
- Don’t forget to back up data
  - Two different sites if possible
Audio Digitization: If Starting from Scratch…

- For born digital oral histories
  - Digital audio recorder
  - Microphones

- For more info contact:
  - Jeffrey Green
    - Sweetwater Sound 1-800-222-4700
Transcription and Metadata: Searchability

- Transcripts and metadata make oral histories searchable
- Empower your audience to do more than just browse
- Opening resources to wider audience
  - OAI
  - Google
- Organize the collection
Transcription: Planning

- Choose to transcribe
  - Advantages to full text transcripts

- Choose your transcribers
  - In-house or outsource?
Transcription: Other Options

- What can I provide other than full-text?
  - Abstracts
  - Indexes
  - Audio only

- What can I do with existing transcripts?
  - Scan
  - OCR
  - Retype
Wright: about Gene Kitzelman.

Goodall: Is that who you're trying to think of?

Wright: It was.

Goodall: Oh, uh-huh.

Wright: Oh, I'm awful forgetful.

White: Do you remember how you got the job working for them?

Wright: Well, I was working on Jackson Street for an old lady, school teacher, and this woman came past there--rich people, but I can't call her--she came past there and asked who I was and she says, says, "Oh, Ida Wright. She's a wonderful worker." I can't recall her name. And she says, "Why don't you work for me?" So she came down by our house, we were living over on 8th Street. She came down there one day and asked if I would work for her and I worked for her for fourteen years. Worked for twenty-two years. And the last place I worked was for Mrs., her husband just died.

Goodall: didn't you know? He was a secretary over at Ball State College. That was the last place I worked. He died here last summer. She sends me about $5 every Christmas.

Goodall: How did you get back and forth out there? Just ride the streetcar or walk--

Wright: the streetcar over there went on. See, that's when I froze my feet standing along waiting on the streetcar.

Goodall: How many hours did you usually have to work at that time?

Wright: I'd go to work at five, about 4:30.

Goodall: In the morning?
Transcription: Choose your tools

- OCR Software
- Scanners
- Voice Recognition Software
- Transcription Software
  - Express Scribe
  - Start Stop
- USB Foot Pedals
- Headphones
Transcription: Getting Started

- Format and Style
  - Baylor Guide
- What to Leave in, What to take out
  - Privacy
  - Speech patterns and variations
  - Editorial comments
- Time Codes
- Names List
Transcription: Execution

- Splitting tasks
  - Transcription
  - Editing
  - Quality Control
  - Package and Finalize

- Evaluate Progress
Metadata: What does it do?

- Works in conjunction with transcripts
- Provides structured description
- Helps users find, identify, select, and obtain digital assets
- Allows for interoperability

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**Title**
Abram, Dr. Sam 02-12-2003 (Interview)

**Link to Transcript**
http://libx.bsu.edu/MidOrHis/OSM/OSM_003.pdf

**Interviewer**
Kraemer, Anne
Moore, Ashley
Anderson, Michelle

**Interviewee**
Abram, Sam

**Date Recorded**
2003-02-12

**Run Time**
1:25:51

**Location Recorded**
Muncie, Indiana

**Subject**
Oral history
Muncie (Ind.) -- Ethnic relations
African Americans -- Indiana -- Muncie -- History
African Americans -- Indiana -- Muncie -- Biography
African Americans -- Indiana -- Muncie -- Interviews
Streaming Audio (WMA)

**Media Type**
Audio Cassette

**Original Physical Format**

**Project Identification**
Getting a Living - M036L10-I-02/12

**Archival Identification**
R254-5

**Digital Identification**
OSM_003.wma

**Repository**
Ball State University Libraries, Archives and Special Collections

**Collection**
Middletown Digital Oral History Project Collection

**Subcollection**
Other Side of Middletown Collection

**Ordering Information**
To order a copy, inquire about permissions, or for information about prices:
sjtraw@bsu.edu

**Copyright**
Copyright 2007. Ball State University. All Rights Reserved.
Metadata: Planning

- Identify sources of information
- Decide what level of information you want to provide
- Create a scheme: Dublin Core
  - What does the user need to know?
  - What do we need to know?
  - Identify elements
  - Create user-friendly labels
- Create a guide
  - Make rules and stick to them
Metadata: Creation

- Metadata creators
- Excel spreadsheets
  - Sharing
  - Manipulation
  - Upload
- Gather data as you go
- Use controlled vocabularies (names, places, subjects, formats)
- Link to other sources of information
|   | Column 1               | Column 2            | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 | Column 9 | Column 10 | Column 11 | Column 12 | Column 13 | Column 14 | Column 15 | Column 16 | Column 17 | Column 18 | Column 19 | Column 20 | Column 21 | Column 22 |
|---|-----------------------|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | Title                 | Title               | Text     | No       | Yes       | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 2 | Link to Transcript    | Relation-Is Version Of | Text     | No       | No        | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 3 | Link to Audio         | Relation-Is Version Of | Text     | No       | Yes       | No        | Yes       | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 4 | Interviewer           | Creator             | Text     | No       | Yes       | No        | Yes       | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 5 | Interviewee           | Creator             | Text     | No       | Yes       | No        | Yes       | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 6 | Date Recorded         | Date-Created        | Text     | No       | Yes       | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 7 | See Photo of Interviewee | Relation           | Text     | No       | Yes       | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 8 | Run Time              | Format-Extent       | Text     | No       | Yes       | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 9 | Location Recorded     | Coverage-Spatial    | Text     | No       | Yes       | No        | Yes       | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 10| Subject               | Subject             | Text     | Yes      | Yes       | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 11| Notes                 | Description         | Text     | Yes      | Yes       | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 12| Media Type            | Type                | Text     | No       | Yes       | No        | Yes       | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 13| Original Physical Format | Format             | Text     | No       | Yes       | No        | Yes       | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 14| Project Identification | Identifier         | Text     | No       | Yes       | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 15| Archival Identification | Identifier         | Text     | No       | Yes       | No        | Yes       | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 16| Digital Identification | Identifier         | Text     | No       | Yes       | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 17| Repository            | Source              | Text     | No       | Yes       | No        | Yes       | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 18| Collection            | Relation-Is Part Of | Text     | No       | Yes       | No        | Yes       | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 19| Subcollection         | Relation-Is Part Of | Text     | No       | Yes       | No        | Yes       | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 20| Ordering Information  | Rights              | Text     | Yes      | Yes       | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 21| Copyright             | Rights              | Text     | Yes      | Yes       | No        | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
| 22| Full Text             | Description         | Full Text Search | Yes      | Yes       | Yes       | No        | move to   | edit?     | delete?   |           |           |           |           |           |           |           |           |           |           |           |
Online Presentation

- Transcript format
- Arrangement in CONTENTdm
  - Separate items rather than compound object
  - Custom thumbnails
- Linking to get audio and transcript together
- Presentation and searchability
<table>
<thead>
<tr>
<th>Image</th>
<th>Title</th>
<th>Interviewer</th>
<th>Date Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Abram, Dr. Sam 02-12-2003 (Interview Transcript)</td>
<td>Kraemer, Anne ; Moore, Ashley ; Anderson, Michelle</td>
<td>2003-02-12</td>
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<td>3.</td>
<td>Abram, Dr. Sam 02-21-2003 (Interview Transcript)</td>
<td>Burke, Carla ; Kissel, Carrie</td>
<td>2003-02-21</td>
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<td>4.</td>
<td>Abram, Dr. Sam 02-21-2003 (Interview)</td>
<td>Burke, Carla ; Kissel, Carrie</td>
<td>2003-02-21</td>
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<td>5.</td>
<td>Abram, Pastor Renzie 01-17-2003 (Interview Transcript)</td>
<td>Booth, Jessica ; Efaw, Eric ; Gawlowski, Daniel</td>
<td>2003-01-17</td>
</tr>
</tbody>
</table>
Lessons Learned

- Prepare collections
- Don’t underestimate time and people needed for transcription
- Name list
- Subject headings
- Character restrictions in transcript field
Our Project Documented:
Show and Tell

http://libx.bsu.edu/MidOrHist/midorhist.php