

Yesterday's Voices, Today's Workflow: Oral Histories using CONTENTdm



CONTENTdm Users Group Meeting:
CONTENTdm@work!
ALA Annual Conference
Anaheim, CA
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Digital Initiatives Multimedia Developer

BALL STATE UNIVERSITY  **EDUCATION REDEFINED**

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The Middletown Digital Oral History 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



The screenshot displays the Digital Media Repository website interface. At the top, it features the logo for the Digital Media Repository, a Project of the University Libraries, and contact information for John B. Straw, Project Coordinator, including his office phone number (765-285-5078), email (M-F: 8:00am-5:00pm), and after-hours number (765-285-5143). Below the header is a navigation menu with links for Home, About, Browse, Advanced Search, Preferences, My Favorites, Help, and Downloads. A search bar is present with a 'Simple Search' input field and a 'search' button, alongside a link to 'Advanced Search'. The main content area is titled 'Digital Media Repository > Browse > Middletown Digital Oral History Collections'. It features three thumbnail images: a portrait of a man, a building, and a church. Below these images is the heading 'Middletown Digital Oral History Collections' and a 'Collections Browse Search' button. A descriptive paragraph follows, stating that the collection consists of audio and accompanying transcriptions for oral history interviews conducted with African American, Jewish, and Catholic communities of Muncie, Indiana, and local labor union leaders. It notes that the project was funded by a Library Services and Technology Act grant for 2006-2007 and involved collaboration between Ball State University Libraries, the Center for Middletown Studies, St. Francis of Assisi Catholic Church, St. Lawrence Catholic Church, and St. Mary Catholic Church. A final paragraph highlights the value of these 'personal narratives' in illuminating the lives of Indiana citizens and provides research material on populations that were neglected in seminal studies published by sociologists Robert and Helen Lynd in the 1920s using Muncie as Middletown, a representative American community.

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Home · About · Browse · Advanced Search · Preferences · My Favorites · Help · Downloads

Simple Search: | [Advanced Search](#)

Digital Media Repository > Browse > Middletown Digital Oral History Collections

Middletown Digital Oral History Collections [Collections Browse Search](#)

The Middletown Digital Oral History Collection consists of audio and accompanying transcriptions for oral history interviews conducted with African American, Jewish and Catholic communities of Muncie, Indiana and local labor union leaders. This original project was funded by a Library Services and Technology Act grant for 2006-2007. The grant project included collaboration between Ball State University Libraries, the Center for Middletown Studies, St. Francis of Assisi Catholic Church, St. Lawrence Catholic Church, and St. Mary Catholic Church.

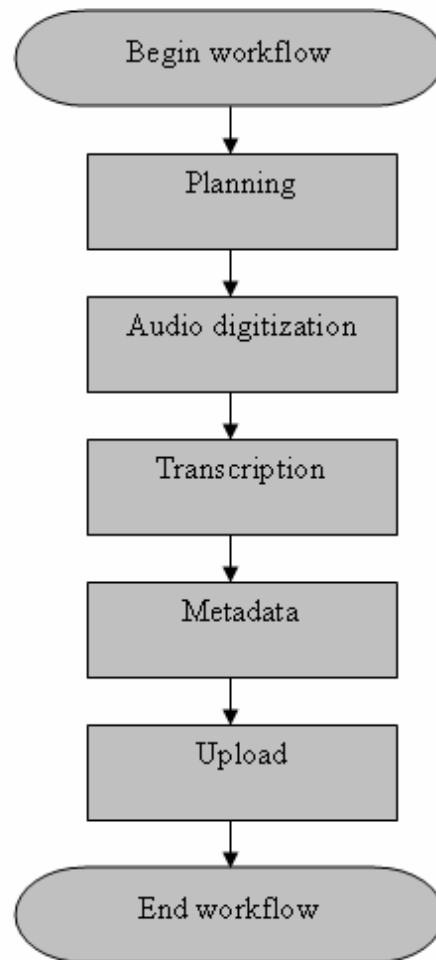
In addition to the value of these "personal narratives" illuminating lives of Indiana citizens, the oral history collections selected for this digital collection provide research material on populations that were neglected in the seminal studies published by sociologists Robert and Helen Lynd in the 1920s using Muncie as Middletown, a representative American community.

This project is supported by the
Institute of Museum and Library Services
under the provisions of the Library Services and Technology Act,
administered by the Indiana State Library

Collections Digitized

- ❑ *Black Muncie Oral History Collection, 1971-1978*
- ❑ *Black Middletown Collection, 1981*
- ❑ *Other Side of Middletown Collection, 2003*
- ❑ *Middletown Jewish Oral History Project I Collection, 1978-1979*
- ❑ *Middletown Jewish Oral History Project II Collection, 2002-2003*
- ❑ *Muncie Catholic Churches Oral History Collection, 2006*
- ❑ *After the grant: Muncie Labor Oral History Collection, 2005-2006*

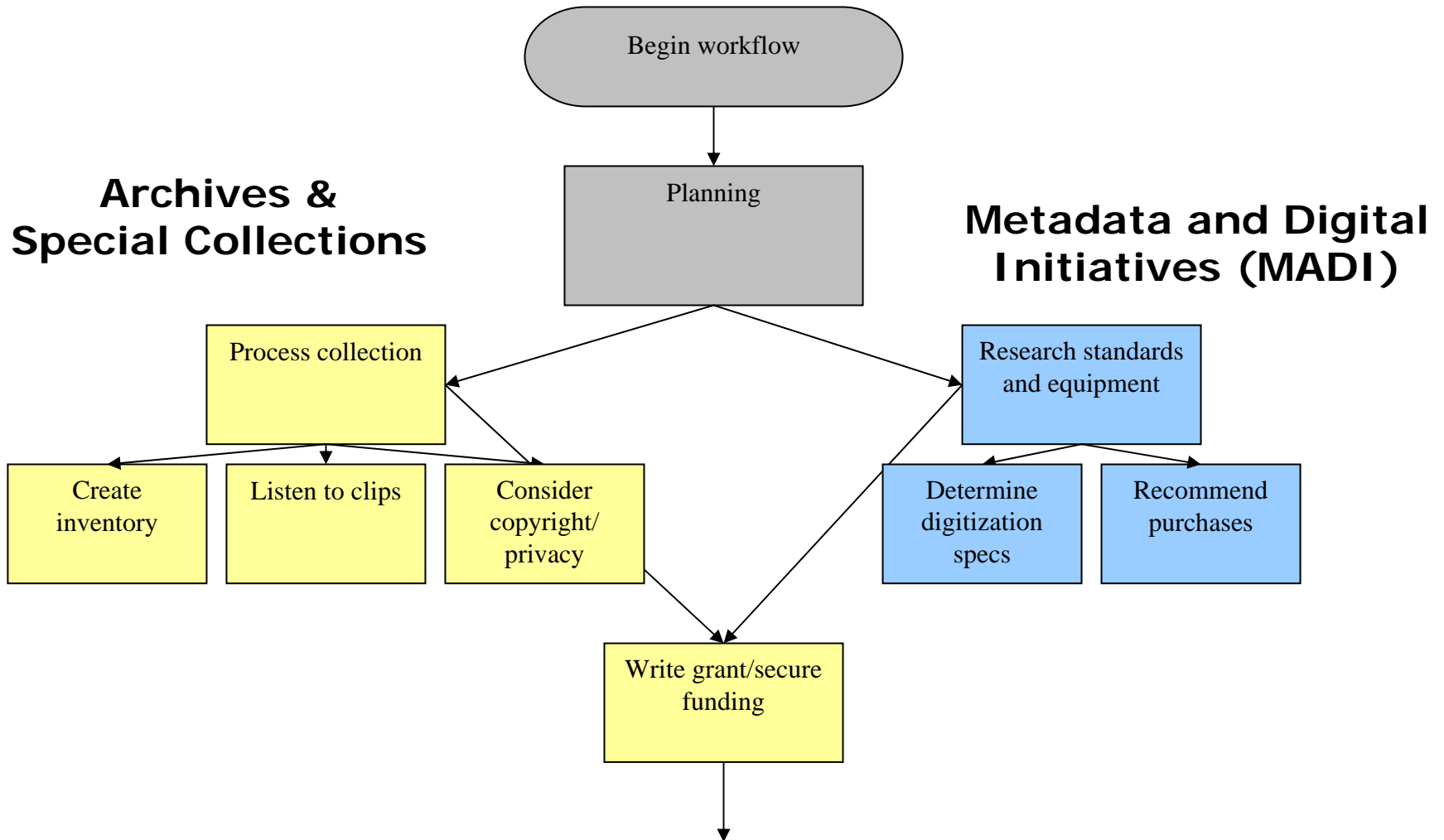
Agenda



Step 1: Planning

- ❑ Across two departments
- ❑ Archives and Special Collections:
 - Identified, processed, and inventoried collections
 - Listened to clips of interviews from each project and identified any preservation or audio quality issues
 - Located release forms and identified any potential copyright and privacy issues
- ❑ Metadata and Digital Initiatives (MADI):
 - Researched digitization standards and equipment
 - Determined specifications for digitization
 - Got recommendations for equipment
- ❑ Funding – Wrote and secured the grant

Step 1: Planning



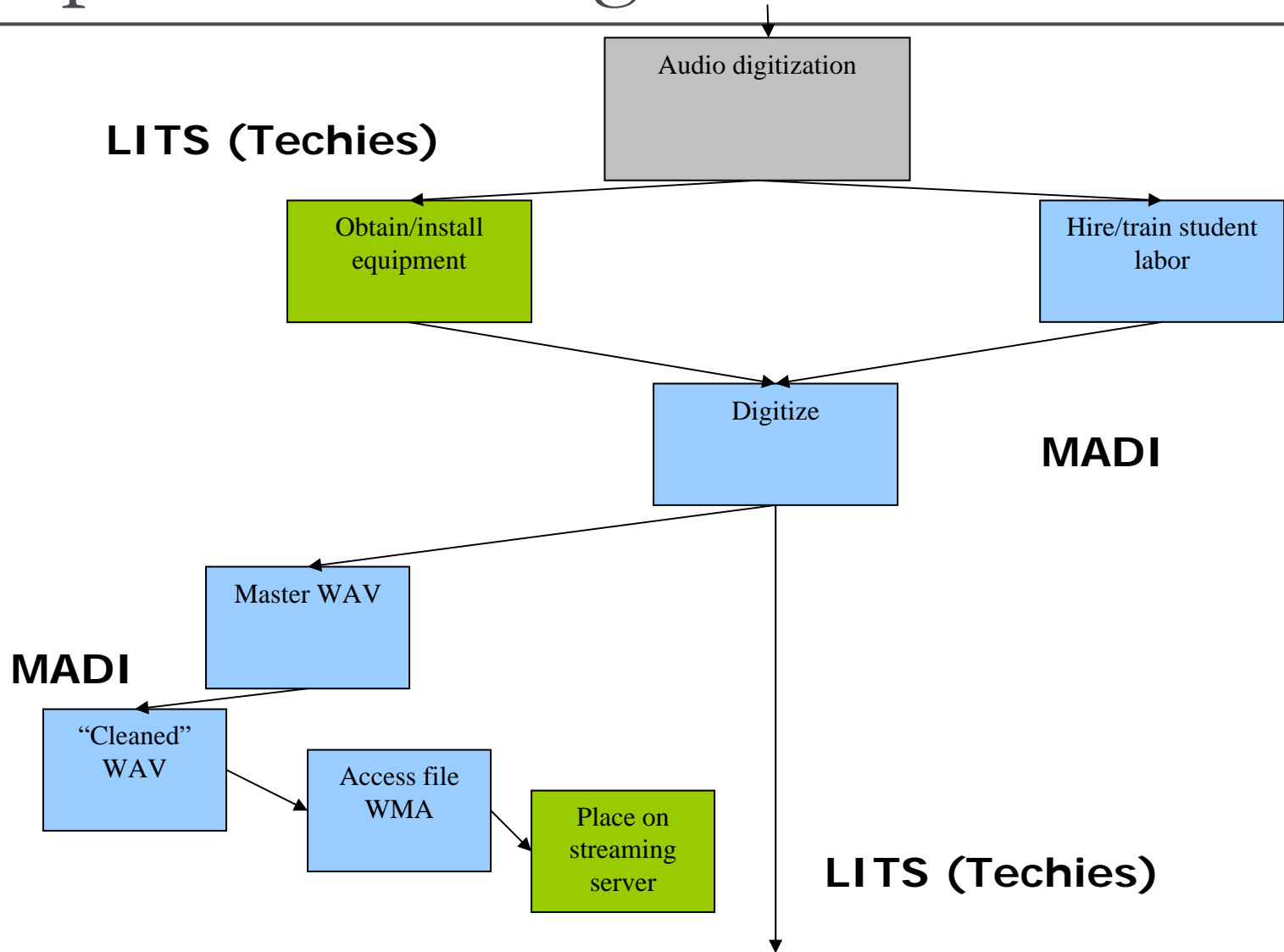
Step 2: Audio Digitization

- ❑ Used student labor to digitize over 200 interviews
- ❑ Digitized with CD quality settings
 - 16 bit depth, 44,100 kHz sampling rate
- ❑ Created several versions of each file
 - Archival WAV
 - “Cleaned” WAV (anti-hiss, volume normalization)
 - Access copy for streaming
- ❑ Enlisted help from Library Information Technology Services

Digitization Equipment

- Gateway
- Cassette Deck
- Audio Editing Software
- Firebox
- Headphones

Step 2: Audio Digitization



Step 3: Transcription

- ❑ Good: Full-text searchable
- ❑ Bad: Time and \$\$\$
- ❑ Other options:
 - Abstracts
 - Indexes
 - Audio only
- ❑ In-house or outsource?

Archives and Special Collections

University Libraries



Other Side of Middletown Project

MSS 254 / R. 254

Project Identification Number: Training the Young - M03TY11-I-02/21

Interviewers: Carla Burke and Carrie Kissel

Interviewee: Dr. Sam Abram

Date of interview: 2/21/2003

Abram: Where do you want me to start?

Burke: Wherever! [laughter]

Abram: So the subject of our interview is what, now?

Kissel: Training the young, education as well as informal socialization of children. How children learn how to act and how not to act in important lessons is what we want to focus on in our chapter.

Abram: Well let me just start and you all interrupt at any time and you ask me questions, because I'm not—haven't prepared anything to give you or to follow an outline. Let me just start by saying I think that it starts with the home and, uh, we are talking about training or educating the young, it uh, it must start there. Some of the conditions in the home weren't other additional help in those early years.

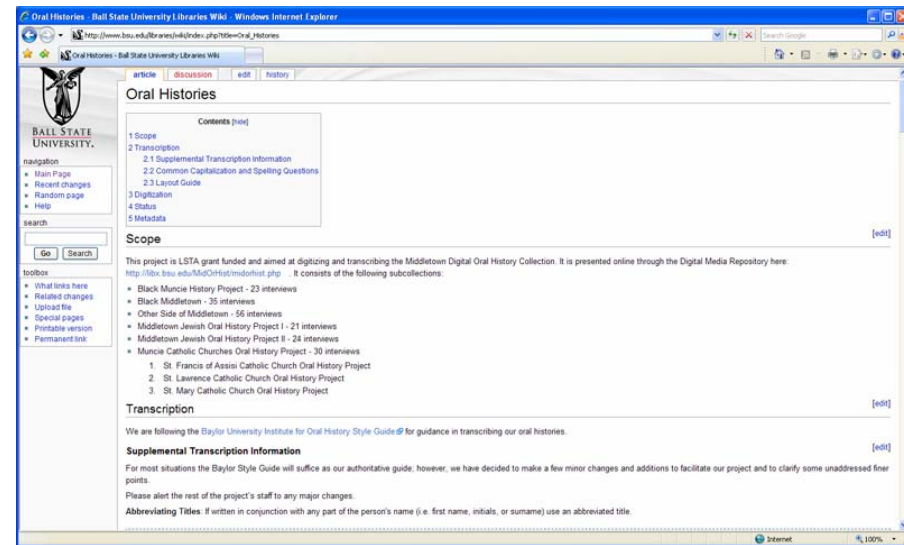
[1:00]

Transcription Tools

- ❑ Voice Recognition Software?
- ❑ Transcription Software
 - Express Scribe
- ❑ USB Foot Pedals
- ❑ Headphones
- ❑ Format and Style Guide
 - Baylor University Institute for Oral History
<http://www.baylor.edu/content/services/document.php?id=1414>
2

Other Transcription Considerations

- ❑ Privacy
- ❑ Speech patterns and variations
- ❑ Editorial comments
- ❑ Time codes
- ❑ Format of the page
- ❑ Document decisions on a wiki

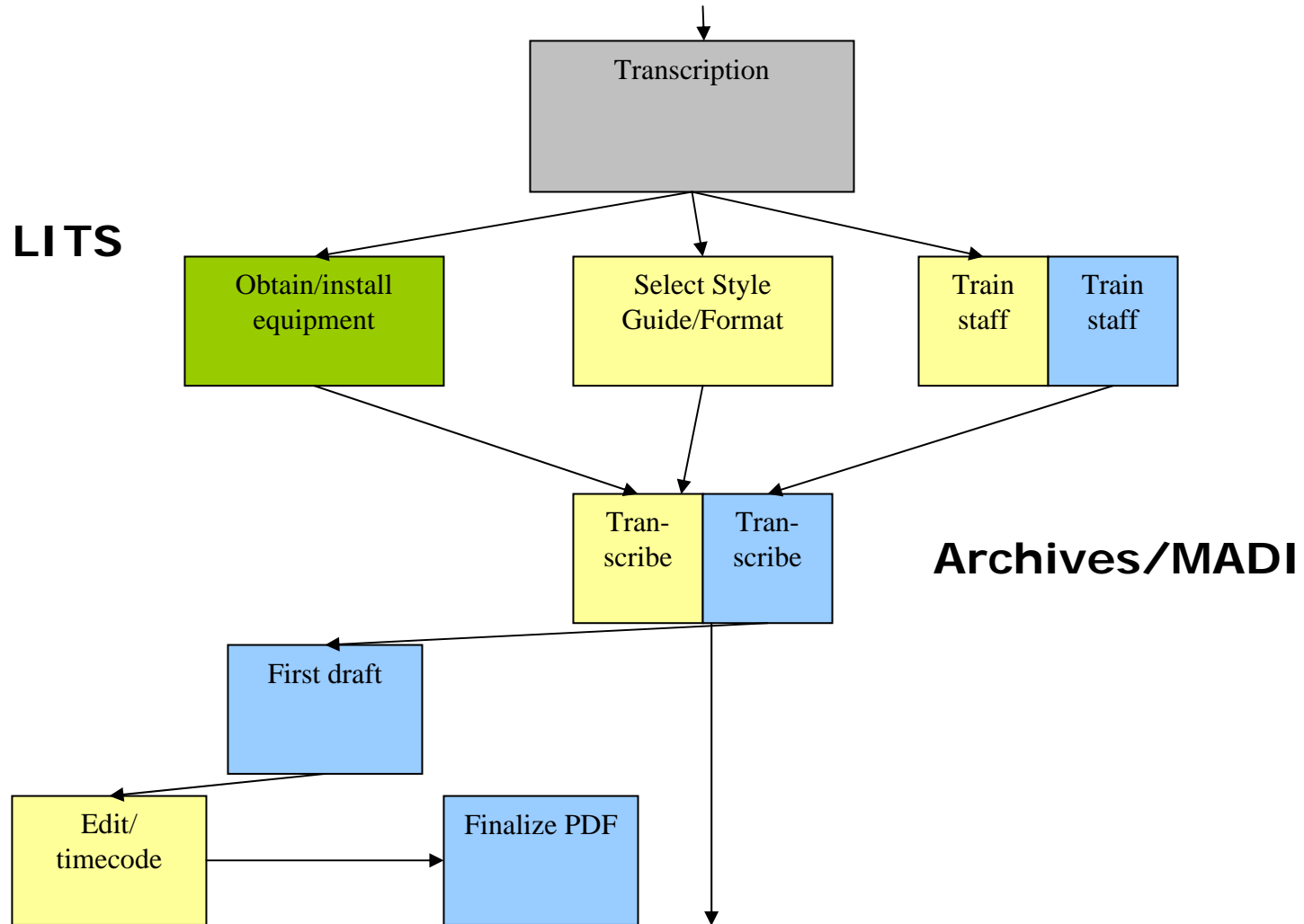


http://www.bsu.edu/libraries/wiki/index.php?title=Oral_Histories

Transcription Process Management

- Split tasks
 - Transcription
 - Editing
 - Quality Control
 - Package and Finalize
- Evaluate progress and retrain if needed

Step 3: Transcription



Step 4: Metadata

- Works alongside transcripts
- Provides structured description to oral histories

Title	Campbell, Cordell (Audio Interview and Transcript)
Interviewer	Vander Hill, Warren
Interviewee	Campbell, Cordell
Date Recorded	2005-12-19
See Photo of Interviewee	http://libx.bsu.edu/MidOrHis/PHOTOGRAPHS/Labor/R76.2photo.jpg
Run Time	01:28:19
Location Recorded	Muncie, Indiana
Subject (LCSH)	Oral History Industries -- Indiana -- Muncie Labor unions -- Indiana -- Muncie Muncie (Ind.) -- Economic conditions Labor -- Indiana -- Delaware County Automobile industry workers -- Indiana -- Muncie -- Interviews
Type (DCMI)	Sound Text
Original Physical Format	Audio Cassette
Digital File Format	Streaming Audio (WMA) PDF
Digital Identification	R76_002
Archival Identification	R76.2
Repository	Ball State University Libraries, Archives and Special Collections
Collection	Middletown Digital Oral History Project Collection
Subcollection	Muncie Labor Oral History Project Collection
Ordering Information	To order a copy, inquire about permissions, or for information about prices, contact Archives
Copyright	Copyright 2007, Ball State University. All Rights Reserved.

Planning for Metadata

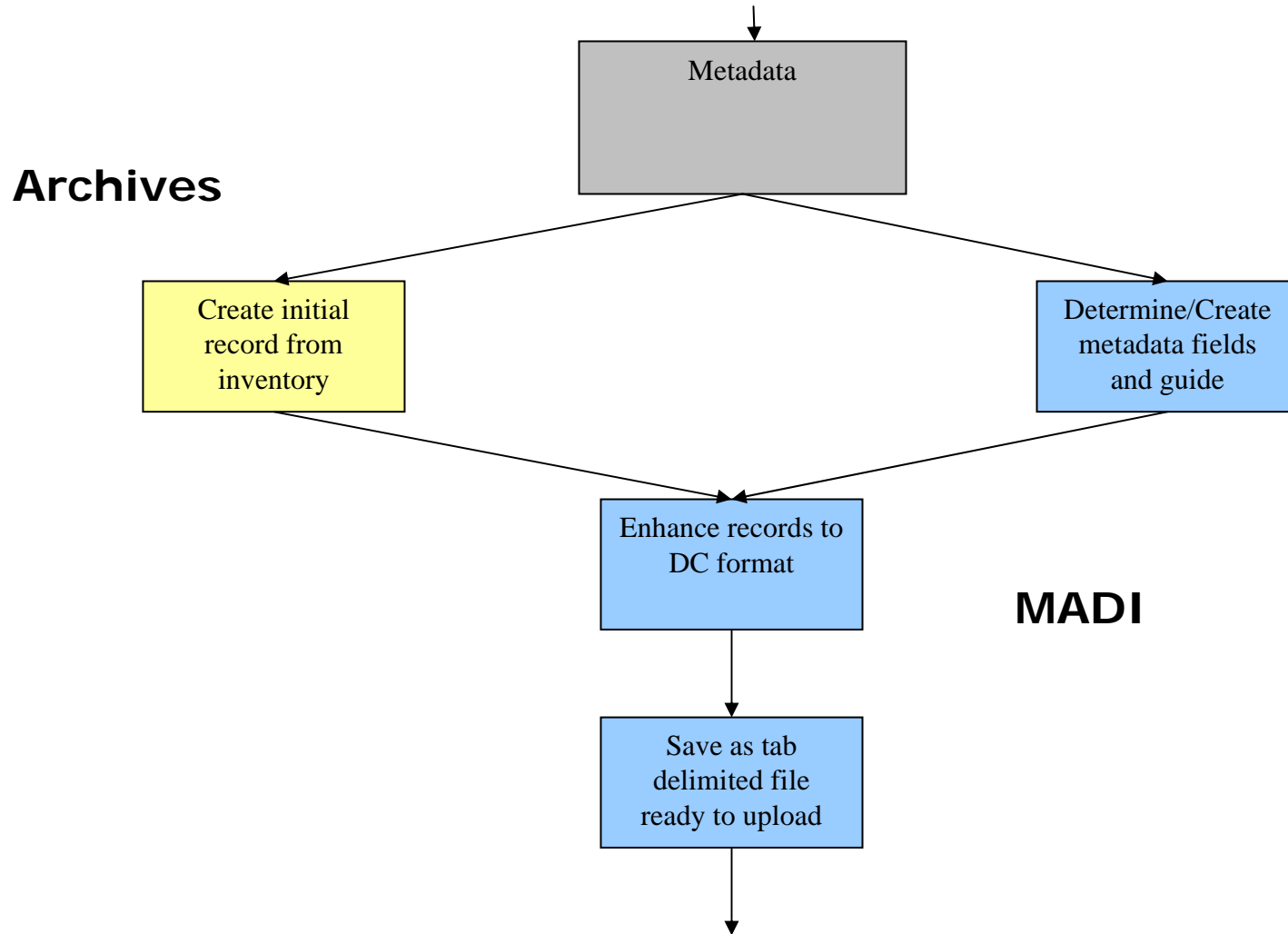
- Identify sources of information
- Decide what level of information to provide
- Create a scheme using Dublin Core
 - What does the user need to know?
 - What do we need to know?
 - Identify elements
 - Create user-friendly labels
- Create a guide
 - Make rules for format, controlled vocab, etc.

Creating Metadata

- ❑ Excel spreadsheets
 - Sharing
 - Manipulation
 - Upload
- ❑ Start with inventory list created in Archives
- ❑ Create controlled vocabularies as you go (names, places, subjects, formats)
- ❑ Use transcript as full-text field
- ❑ Link to related sources

	Field name	DC map	Data type	Large	Search	Hide	Vocab		add field
1	Title	Title	Text	No	Yes	No	No	<input type="button" value="move to ▼"/>	edit delete
2	Interviewer	Creator	Text	No	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
3	Interviewee	Creator	Text	No	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
4	Date Recorded	Date-Created	Text	No	Yes	No	No	<input type="button" value="move to ▼"/>	edit delete
5	See Photo of Interviewee	Relation	Text	No	Yes	No	No	<input type="button" value="move to ▼"/>	edit delete
6	Run Time	Format-Extent	Text	No	Yes	No	No	<input type="button" value="move to ▼"/>	edit delete
7	Location Recorded	Description	Text	No	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
8	Subject (LCSH)	Subject	Text	Yes	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
9	Notes	Description	Text	Yes	Yes	No	No	<input type="button" value="move to ▼"/>	edit delete
10	Type (DCMI)	Type	Text	No	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
11	Original Physical Format	Format-Medium	Text	No	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
12	Digital File Format	Format-Medium	Text	No	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
13	Digitization Specifications	Format	Text	No	No	Yes	No	<input type="button" value="move to ▼"/>	edit delete
14	Audio File Process History	Format	Text	No	No	Yes	No	<input type="button" value="move to ▼"/>	edit delete
15	Digital Date	Date-Available	Text	No	No	Yes	No	<input type="button" value="move to ▼"/>	edit delete
16	Digital Identification	Identifier	Text	No	Yes	No	No	<input type="button" value="move to ▼"/>	edit delete
17	Project Identification	Identifier	Text	No	Yes	No	No	<input type="button" value="move to ▼"/>	edit delete
18	Archival Identification	Identifier	Text	No	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
19	Repository	Source	Text	No	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
20	Collection	Relation-Is Part Of	Text	No	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
21	Subcollection	Relation-Is Part Of	Text	No	Yes	No	Yes	<input type="button" value="move to ▼"/>	edit delete
22	Ordering Information	Rights	Text	Yes	Yes	No	No	<input type="button" value="move to ▼"/>	edit delete
23	Copyright	Rights	Text	Yes	Yes	No	No	<input type="button" value="move to ▼"/>	edit delete
24	Full Text	Description	Full Text Search	Yes	Yes	Yes	No	<input type="button" value="move to ▼"/>	edit delete

Step 4: Metadata



Step 5: Upload

- Plenty of options for audio and transcript display
 - Separate items
 - Compound object
 - Embedded players
 - Local customizations
- Custom thumbnails



Browsing 204 item(s) in:



ORAL HISTORY

121. Kloss, Sherry (Audio Interview and Transcript)



ORAL HISTORY

122. Lacey, Ed (Audio Interview and Transcript)



ORAL HISTORY

123. Lampkins, Joan (Audio Interview and Transcript)



ORAL HISTORY

124. Lapin, Ida and Archie (Audio Interview and Transcript)



ORAL HISTORY

125. Lawrence, Helen (Audio Interview and Transcript)



ORAL HISTORY

126. Lazar, Beulah (Audio Interview and Transcript)



ORAL HISTORY

127. Leach, Steven (Audio Interview and Transcript)



ORAL HISTORY

128. Levi, Pastor Charlotte (Audio Interview and Transcript)



ORAL HISTORY

129. Lipp, Rachel (Audio Interview and Transcript)



ORAL HISTORY

130. Long, Sam (Audio Interview and Transcript)



ORAL HISTORY

131. Lyons, Joseph (Audio Interview and Transcript)



ORAL HISTORY

132. Malitz, Debbie (Audio Interview and Transcript)



ORAL HISTORY

133. May, Anne (Audio Interview and Transcript)



ORAL HISTORY

134. McClurg, Ed (Audio Interview and Transcript)



ORAL HISTORY

135. McKeighen, Charlie (Audio Interview and Transcript)



ORAL HISTORY

136. McOmer, Connie (Audio Interview and Transcript)



ORAL HISTORY

137. Members of ACTION 01-24-2003 (Audio Interview and Transcript)



ORAL HISTORY

138. Members of ACTION 02-10-2003 (Audio Interview and Transcript)



ORAL HISTORY

139. Members of ACTION 03-18-2003 (Audio Interview and Transcript)



ORAL HISTORY

140. Michael, Charlie (Audio Interview and Transcript)

Taylor, Kathy (Audio Interview and Transcript)



Are you having a problem playing the media above? [Click here](#) to play it in an external player

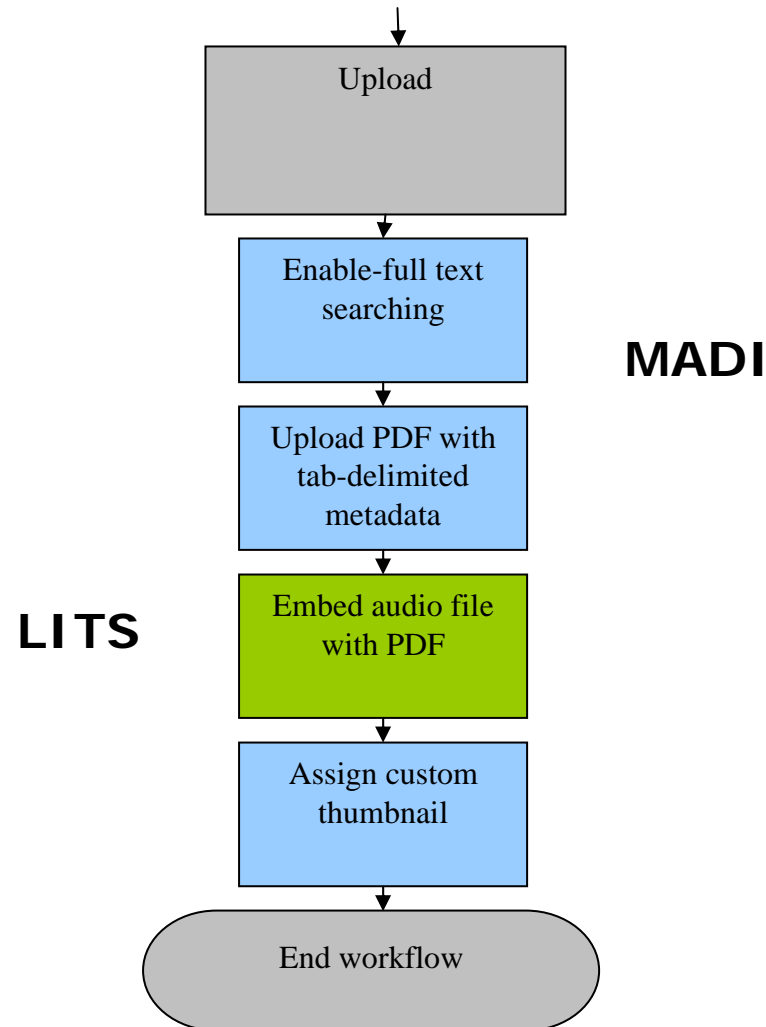
[Open PDF in new window](#) | [Go to PDF description](#)

Find

Archives and Special Collections
University Libraries

Muncie Catholic Churches Oral History Project
St. Francis of Assisi Catholic Church Oral History Project
R 77
Interviewer: Nancy Turner

Step 5: Upload



Lessons Learned

- ❑ Prepare collections
- ❑ Don't underestimate time and people needed for transcription
- ❑ Name list
- ❑ Subject headings
- ❑ Release form
- ❑ Character restrictions in transcript field



Finished Product

- <http://libx.bsu.edu/MidOrHist/midorhist.php>



The screenshot shows the Digital Media Repository website. At the top, there is a banner with a background image of a statue and the text "Digital Media Repository A Project of the University Libraries". To the right of the banner, contact information for John B. Straw is provided: Project Coordinator, Office: 765-285-5078, (M-F: 8:00am-5:00pm), After Hours: 765-285-5143. Below the banner is a navigation menu with links: Home, About, Browse, Advanced Search, Preferences, My Favorites, Help, Downloads. A search bar is present with a "Simple Search:" label and a "search" button, along with a link to "Advanced Search". The main content area is titled "Digital Media Repository > Browse > Middletown Digital Oral History Collections". On the left, there are three collection thumbnails: "New Collections" featuring "ABSENCE MAKES THE HEART GROW FONDER", "Man Haters Collection", and a "DIGITAL MEDIA REPOSITORY" logo. The main content area displays three images: a portrait of a man, a brick building, and a church. Below these images is the heading "Middletown Digital Oral History Collections" and a "Collections Browse Search" link. A paragraph of text describes the collection, mentioning it consists of audio and transcriptions for oral history interviews conducted with African American, Jewish, and Catholic communities in Muncie, Indiana, and was funded by a Library Services and Technology Act grant for 2006-2007. The text also mentions a collaboration between Ball State University Libraries, the Center for Middletown Studies, St. Francis of Assisi Catholic Church, St. Lawrence Catholic Church, and St. Mary Catholic Church. At the bottom right, there is a logo for the Institute of Museum and Library Services (IMLS) and text stating that the project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered by the

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Home : About : Browse : Advanced Search : Preferences : My Favorites : Help : Downloads

Simple Search: | [Advanced Search](#)

Digital Media Repository > Browse > Middletown Digital Oral History Collections

DIGITAL MEDIA REPOSITORY

New Collections

ABSENCE MAKES THE HEART GROW FONDER

Man Haters Collection

Middletown Digital Oral History Collections

[Collections Browse Search](#)

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