

DOBES Workflow

DOBES training course

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Archiving workflow

The sequence of actions that are required to get a piece of recorded material into the archive.

Workflow: People involved

- DOBES teams (you)
- DOBES archivist (me)
- MPI digitization team (Nick Wood, Chris Haskett)

Traditional Tape Video workflow (MPI)

Recording



Capturing (DV)

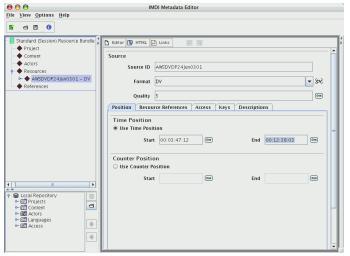




Transcoding (MPEG1 & 2, WAV)



DMF



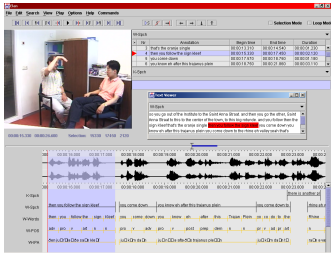
Metadata

Cutting (MPEG1 & 2, WAV)

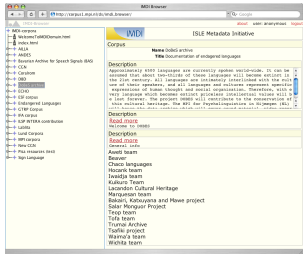


Sessions

Transcribing/ Annotating



Archiving



Workflow Video Non-tape camcorders

- Most camcorders produce non-standard file formats -> conversion required for archiving and for using in e.g. ELAN. Can be done by yourself or by us
- MPI made a tool for format conversion using ffmpeg (open source encoder)
- Frame accurate editing of MPEG2 video without re-encoding requires special software, e.g. TMPGEnc MPEG Editor
- Less accurate editing can be done with freeware e.g. MPEG Streamclip

Video workflow: Who does what?

What part of the workflow can be done by who?

DOBES team		MPI
X	Recording	
X	Capturing	X
X	Transcoding	X
X	Metadata	
X	Cutting	X
X	Annotating etc.	
X	Archiving	X

Tape labeling

- If you send tapes to the MPI, always label them using the DOBES tape labeling conventions (see A4 guide) with a unique code for your project (talk to corpus manager), e.g. AWSDVDP24Jun0301 stands for: Aweti, Sebastian Drude, Video, DV, PAL, recorded on the 24th of June 2003, tape number 01.
- Label the tape itself, not (only) the box.

Time codes for cutting

- Please use the correct forms when writing down time codes:
- For video sources: HH:MM:SS:FF (hours, minutes, seconds, frames). Frames are the smallest possible step within a video file. PAL video has 25 frames in one second, NTSC has 30 (or 29.97).
- For audio sources: HH:MM:SS:SSS (hours, minutes, seconds, milliseconds).
- Even if you don't need this degree of accuracy, fill in the remaining digits with zeros. (e.g. 01:14:58:000).

Further workflow

- after media files and metadata descriptions are ready, this material can already be archived using LAMUS such that it is safely stored.
- If network bandwidth is an issue, media can be sent to MPI on DVDs or external hard drives
- Annotations and additional material can be uploaded in a later stage.

Conclusions

- There is not “one definite workflow”, one will have to be worked out and agreed upon for between every project and the archivist.
- As technology advances, more and more can be done directly in the field. Flash memory recording devices simplify the workflow significantly but things could be even simpler if camcorder manufacturers would use standard formats