Metadata fields and glossary for Inventory, Condition Assessment, and Digitizaiton Log.

Inventory	Condition Assessment	Digitization Log
Unique ID	Unique ID	Unique ID
Other number (optional)	Other number (optional)	File Name Side A*
Location	Container Type	Duration Side A*
Title	Container Condition	Audio Quality Side A*
Date Recorded	Container Label	Silence Trimmed Beginning Side A*
Number of Tapes	Case Type	Silence Trimmed End Side A*
Condition (overall)	Case Condition	Silence Inserted Side A*
Notes	Case Label	Digitization date side A*
	Cassette Condition	Access master create date side A*
	Cassette Label	Access master notes side A*
	Date Recorded	Access copy create date side A*
	Tape Type	Metadata Embedded side A*
	Manufacturer	Digi Tech
	Run Time	Cassette Label
	Tape Condition	Case Label
	Special Processing	Content Notes
	Digi Tech	File Path
	Date of Condition Assessment	Encoding History
	Notes	
*These fields must also be created for side B		

Metadata fields and glossary for Inventory, Condition Assessment, and Digitizaiton Log.

Access copy create date side A or B: Record the date when the access copy was created.

Access master create date side A or B: Record the date when the access master was created.

Access master notes side A or B: Record any notes about the access master. For example if you normalized the sound, or trimmed silence, etc.

Audio quality side A or B: Record the quality of the sound. Ex/ Static throughout.

Case condition: Record the condition of the case. See example in container condition.

Case label: Record the writing on the case exactly as it appears.

Case type: Record the case material: paper, plastic, metal, or some other material. If there is no case record 'none'.

Cassette label: You will want to transcribe the information exactly as it appears on the label. This may include the date, who is speaking, a brief description, tape number, etc.

Cassette condition: Here we evaluate the condition of cassette itself. Is there any structural damage in the form of cracks? Are the hubs intact? Is the window intact? Is the foam pad still attached?

Container condition: Record the condition of the container. You can use terms like Excellent, Good, Bad. Or record more detail like "Water damage on one side." Or a combination of both.
Damage may appear in the following ways:

- Pests: Pests such as insects or rodents may have lived (or still living) with your collection in the container. Look for evidence of bug carcasses, or live bugs. Also look for feces from rodents.
- Water damage: Look for tide lines which are usually a dark line indicating the container sat in, or was exposed to water.
- Particulate damage: Look for mold staining or active mold. Do not directly smell your container. Also record other particulates like dust.

Container label: Record any information relevant to your collection that is written on the outside or inside of the container. For example it might say "Dad's recordings 1960". You should transcribe the information exactly, but you can also include any additional information you know to be true in a square bracket []. For the above example you would record: Dad's [John Smith] recordings 1960.

Container type: Record this if the entire collection was brought to you in a box or case. Otherwise just record 'none.'

Metadata fields and glossary for Inventory, Condition Assessment, and Digitizaiton Log.

Content notes: If you listened to the recording while it was being digitized you can put a summary of the contents of the tape here including any label information as mentioned above.

Date recorded: The date might also appear in the cassette label. We create a stand alone field for the date because we want to standardize the way in which record this metadata so that searching for the date becomes much easier. Decide how you would like the date format to look.
Examples:
- 2020-06-02 - Year - month - day
- 02-06-2020 - day - month - year
- June 06 2020 - long hand
- 06 June 2020 - day - month - year with the month in word form to avoid confusion.

Whichever you choose be sure to document it and be consistent with your data entry.

Date of condition assessment: The date the condition assessment was completed.

Digitization date side A or B: Record the date when the preservation master was completed.

Digi Tech: That's you!

Duration side A or B: Record the actual length (not the run time) of the content on the side.

Encoding history: Record a list of all the software and hardware you used during digitization. This will include the make a model of you cassette deck, interface (digital converter), computer, computer operating system, the version of all software: audacity and BWF MetaEdit.

File name side A or B: Record the complete file name including the extension for the preservation master. Ex. A0001-1A.wav

File path: Record the location of the digital preservation master.

Location: This field is used on the inventory to keep track of where the tapes are stored. This does not have to be the same location tapes are stored after they have been digitized. This could be as simple as box 1, box 2 box 3 etc.

Manufacturer: Who manufactured the tape. Examples: Sony, 3M, Compact Cassette.

Metadata embedded side A or B: Record the date or simply yes/no if the broadcast wave file was created using BWF MetaEdit.

Notes: This is an optional field but is handy so that the digi tech can enter any extra information that is deemed important but represented in the other fields. Try not to duplicate information.

Number of tapes: Often recordings go longer than one tape. In those cases you will want to give both tapes the same unique ID number and indicate tape 1 of 2 and 2 of 2 for example. If the recording

Metadata fields and glossary for Inventory, Condition Assessment, and Digitizaiton Log.

exceeds the length of one tape you would record that number in this field. If the recording is only on 1 tape then simply enter 1 in this field.

Other number: This is optional, but if the creator of the tapes had already assigned numbers and you are using different numbers you may want to record the original number used.

Run time: The number of minutes the tape plays for. If each side is 30 minutes the run time for the tape is 60 minutes. If each side is 45 minutes the run time for the tape is 90 minutes.

Silence inserted side A or B: There may be instances where you insert silence. Record the timestamp and reason for inserting silence into the recording.

Silence trimmed at beginning side A or B: At the beginning of your project you should make and document a decision on what do with silence on your recording. This applies to silence trimmed anywhere in the document or at the end. Trimming silence makes your recording smaller in size, however, be sure to document the reasoning for your choices in the documentation that accompanies your project. If you decide to record trimmed silence in the metadata do so in hh:mm:ss format. You may make a decision to only trim silence of the access master in which case you would not need to record metadata here and instead would in the access master note.

Silence trimmed at end side A or B: See silence trimmed at beginning.

Special processing required: Record yes or no in this field. Yes if you feel that the tape cannot be played in its current state.

Tape condition: This can also be called tape deformation. This is an evaluation of the physical tape stored inside the cassette.

Tape type: The tape type refers to the material that the tape is made from. Tape type is usually detected automatically by the holes in the cassette.

Title: Any title information written on the cassette, case, or container. You might use a combination of these sources to create a title. This is different from the label information which should be captured verbatim.

Unique ID: A unique number assigned to each item.

Metadata fields and glossary for Inventory, Condition Assessment, and Digitizaiton Log.