

## **Hubert H. Humphrey Digitization Project Sound Digitization Workflow**

The main objectives of this workflow are to select a wide ranging, representative sample of Humphrey's speeches, transfer them to preservation audio WAV files, and provide public access to the digitized sound recordings by embedding derivative MP3 files in an EAD inventory.

The workflow includes:

- Select speeches to digitize using criteria that considers, but is not limited to, historical relevance, sound quality, tape speed, length, and any other project or institutional parameters.
- Digitize sound reels and sound cassettes as both Broadcast Wave and MP3 files using a TASCAM reel-to-reel player and TASCAM 122MKIII tape deck for the playing the original media. The sound studio includes a power conditioner, compact mixer, and MBox analog to digital converter to aid in the digital transfer.
- Produce 24 bit/48 kHz WAV files (suitable for preservation and appropriate for spoken word recordings) as the digital master versions using Pro Tools Express software. Convert BWAV to MP3 for access copies with Xilisoft Audio Converter Pro software.
- Use the BWF MetaEdit tool approved by the Federal Agencies Digital Guidelines Initiative (FADGI) to embed selected metadata into the WAV files and output Broadcast WAVE files for preservation purposes.
- Save Broadcast WAVE files to two external hard drives and to secure preservation server space.
- Test audio files to make certain they're audible and complete.
- Use Xilisoft Audio Converter Pro software to produce MP3 derivative access copies and embed minimal metadata into the resulting MP3 files.
- Save MP3 files to one external hard drive and to the finding aid's "audio" subfolder.
- Test audio files to make certain they're audible and complete.
- Encode MP3 files as digital archival objects and add them to the finding aid.