

Hubert H. Humphrey Digitization Project

Sound File Metadata Guidelines, June 25, 2013

Files created for the Hubert H. Humphrey digitization project will adhere to the Federal Agencies Digitization Guidelines Initiative (FADGI) document entitled “[Embedding Metadata in Broadcast WAVE Files](#)” approved by the Federal Agencies Audio Visual Working Group (FAAVWG) in April of 2012.

For the Humphrey project, we are using [BWF MetaEdit](#), “a free, open source tool that supports embedding, validating, and exporting of metadata in Broadcast WAVE Format (BWF) files, including support for the Federal Agencies guideline.” The files can be opened in BWF MetaEdit, and the metadata can be manipulated manually, field by field, or imported through a spreadsheet.

If a digital audio file was created by another institution, it is possible that the file will have some embedded metadata upon delivery. Some of the metadata will need to be replaced and some can stay as is. For instance, the OriginatorReference will need to be replaced, as it is the filename that we assign. Originator and Description fields can stay as they were upon delivery. If metadata exists in fields we typically wouldn’t use, it can also stay as is. However, if the BWF MetaEdit tool indicates the data is in the wrong format, it should either be removed or corrected. Any other required fields should be replaced with new metadata and the Info Chunk fields should also be replaced.

Regarding any MP3 derivatives made from the Broadcast Wave files, new metadata should be added separate from the information contained in the Broadcast Wave metadata. For the Humphrey digitization project, metadata fields must include the title and date of each speech with a forms part of note, “Hubert Horatio Humphrey (1911-1978)” as the creator, a copyright statement, and the year.

The chart that follows lists each metadata element, a definition of the element, the recommendation of the Audio Visual Working Group of the Federal Agencies Digitization Guidelines Initiative, field character limits, Minnesota Historical Society adoptive practice, and an example of the field’s content value.

BWAV BEXT Chunk Metadata Elements					
Element	Element definition	FADGI Guideline	Character Limit	MNHS Practice	Example
Originator	Country code and coded name of originator of audio file	Strongly recommended	32	Yes	US, MnHi
OriginatorReference	Identifier string	Strongly recommended	32	Yes	01098-0001.wav
Description	Identifier, type, comment Can give multiple identifiers, e.g. http://lccn.loc.gov/mp76000002 , URL, Permalink	Strongly recommended	256	Yes	01098-0001.wav, preservation master
OriginationDate	File creation date	Strongly recommended	10 7 if month is unknown; 4 if month and day are unknown	Yes	2013-06-03
Version	BWF version number	Strongly recommended; required by EBU spec	[5]	Yes	0000h
UMID	Unique material identifier	Strongly recommended; required by EBU spec	190	No	

BWAV BEXT Chunk Metadata Elements (continued)					
Element	Element definition	FADGI Guideline	Character Limit	MNHS Practice	Example
Reserved	Reserved for extensions	Strongly recommended; required by EBU spec	180 (ver. 2) 190 (ver. 1) 254 (ver. 0)	No	
TimeReference		Recommended	64	Yes, when applicable	2374
OriginationTime	Time of creation	Optional	8	No	02:35:00
CodingHistory	Digitization process (signal chain, sample frequency, bit rate, layer and mode)	Optional	non-restricted: see FA-AVWG guidelines for specifics	No	
LoudnessValue		Optional	16	No	
LoudnessRange		Optional	16	No	
MaxTruePeakLevel		Optional	16	No	
MaxMomentaryLoudness		Optional	16	No	
MaxShortTermLoudness		Optional	16	No	

BWAV INFO Chunk Metadata Elements					
Element	Element definition	FADGI Guideline	Character Limit	MNHS Practice	Example
IARL	Archival location	Recommended		Yes	US, MnHi
INAM	Working title	Optional		Yes	Democratic National Convention speech regarding Civil Rights, Philadelphia, July 14, 1948
ICMT	Comment for identifiers	Optional		No	
ICRD	File creation date	Optional		Yes	2013-06-03
ICOP	Copyright and other restrictions	Optional		Yes	Copyright in this digital version belongs to the Minnesota Historical Society and its content may not be copied without the copyright holder's express written permission. To request permission for commercial or educational use, please contact the Minnesota Historical Society.

MP3 Metadata Elements		
Element	MNHS Practice	Example
Author	Required	Hubert Horatio Humphrey (1911-1978)
Title	Required	Democratic National Convention speech regarding Civil Rights, Philadelphia, July 14, 1948. Forms part of the Sound Recordings series, Hubert H. Humphrey Papers
Copyright	Required	Copyright in this digital version belongs to the Minnesota Historical Society and its content may not be copied without the copyright holder's express written permission. To request permission for commercial or educational use, please contact the Minnesota Historical Society.
Year	Required	1968