

# WYSO Digital Audio Archives Map

## Project Summary

WYSO Public Radio requests an NDSR resident to help us create a digital roadmap for the WYSO Digital Audio Archives. We need a careful and thorough analysis of our current digital landscape and a blueprint for long-term digital curation, preservation and public access. Our collection was born with the AAPB pilot project, developed through the AACIP and now needs to grow into a collection that is easily maintained and accessed. We are a small radio station with a large and important historic collection. It's our hope that the NDSR resident can create a framework for the WYSO Digital Audio Archives that will insure its long-term survival and one that can be shared with other, smaller institutions that rely, as we do, on a small staff and volunteer help from the community.

## Specific Project Goals and Objectives

WYSO proposes four central goals and one "stretch goal" for our project. The NDSR resident would deliver a series of reports, one for each goal.

### Goal #1: Develop WYSO's "born digital" audio collection.

- Inventory the collection holdings created since the AACIP
- Migrate that content to digital storage
- Recommend a file-naming convention for those assets
- Review options and recommend digital asset management software (DAM)
- Recommend a workflow model for preservation and access that could be executed by volunteers

Note: WYSO has hundreds of hours of "born digital" files, collected since the AACIP. The files include WYSO programs, interviews, documentaries, news reports and more. As additional funds for the digitization of our analog collection become available, and with a workflow model and DAM software in place, we can then merge our born digital content with the analog content digitized during the AAPB. We intend to make all this content accessible internally so we can make programs with it and to make it available to the public for listening and research as well.

### Goal #2: Create metadata for 77 hours of WYSO's American Archive content

- include LC subject headings
- include biographical data

Note: This 77 hours represents the second and final phase of digitizing afforded to us as an AAPB station in 2013. The metadata for this collection is less complete than our first 200 hours of content. We would like to upgrade the metadata on these assets and upload it into Content DM.

### Goal #3: Prepare the WYSO Civil Rights Oral History collection for public access

- Complete and/or create summaries for each interview
- Create metadata for each interview

Note: In 2010, WYSO began a local oral history collection project to complement the extensive civil rights collection digitized in the first phase of our AAPB participation. This oral history collection holds 26 local interviews and continues to grow. Most of the people interviewed in the Civil Rights Oral History Project remember and participated in the events described in the 200 hour collection. We intend to make it accessible to the public. This is a unique and valuable local collection that will promote understanding across the races in our community and serve as an example to other AAPB stations for how to leverage their collections.

### GOAL #4 Create processes and policies for public outreach and access

- Contact known holders of WYSO content to request its return
- Create policies and procedures for public access and use of the digitized and undigitized collections

Note: Since we opened our online portal in June 2015 (<http://wysoarchives.org>), community members are interested in using it. The NDSR resident would collaborate with WYSO staff, archives mentors and Antioch College's Antiochiana Archives and create basic finding aids and guidelines for using the materials we have. We also need policies and procedures to accommodate requests for digitization. Finally, there are WYSO alums who've told us they have WYSO content in various formats. The NDSR resident could contact those alums and facilitate the return of that content to our collection.

### Stretch Goal #1: Recommend licensing policies and pricing

Note: The WYSO Digital Audio Archives is now accessible for viewing and listening online, but we have no policies or procedures in place for licensing and distributing the material to interested parties. Even though we have a collection that's available for listening online, we have no licensing or pricing policies in place.

## **Project Timeframe and Deliverables**

### Goal #1: Develop WYSO's "born digital" audio collection.

*Phase One:* In the first three months of the project, the resident archivist will inventory the collection: interview WYSO staff, find out where all the born digital assets are, how many there are and be prepared to describe them by category, such as music interviews, news interviews, public affairs programs, etc.

*Phase Two:* In the second three months, the resident archivist will begin to migrate born digital content currently on hard drives and in hard formats (CD,DAT,floppy

disk, etc) into digital storage and create file-naming conventions to be applied during that process.

*Phase Three:* In the final three months of the residency, suggest workflow strategies for continuing to stockpile and migrate born digital content.

Goal #2: Create metadata for 77 hours of WYSO's American Archive content

*Phase One:* In the first three months of the residency, consult with Deanna Ulvestad, who acted as archivist for the first phase of digitizing our collection, which resulted in 200 hours of content, every asset with corresponding metadata. She began the metadata creation for the 77 hours of phase two, but due to constraints of time and resources, was unable to complete this work. She can recommend a workflow and guide the resident in this work.

*Phase Two:* In the second three months, the resident will complete the metadata creation begun by Ulvestad, using the protocols she recommends.

Goal #3: Prepare the WYSO Civil Rights Oral History collection for public access

*Phase One:* In the first three months of the residency, consult with Antioch College history Professor Kevin McGruder, who leads the creation of the Civil Rights Oral History collection, and archivist Deanna Ulvestad to assess the state of this collection.

*Phase Two:* Complete unfinished metadata for these 26 assets or create protocols so it can be completed by a student or volunteer.

Goal #4: Create processes and policies for public outreach and access

*Phase One:* Consult with WYSO staff and mentors to determine current practices and contact WYSO alums known to hold WYSO content.

*Phase Two:* Create a template for policies to guide public outreach and access and consult with mentors.

*Phase Three:* Refine and modify policies and present to mentors. Facilitate return of WYSO content from WYSO alums.

Stretch Goal: Recommend licensing policies and pricing

*Phase Two:* (months 4-6) Like goal #4, consult with other AAPB stations or find appropriate professional recommendations for licensing policies and appropriate pricing. Recommend a set of policies, procedures and pricing, if time permits during the project period.

At the end of every three month period during the project, the resident will meet and consult with Neenah Ellis and Deanna Ulvestad to discuss the progress of the work, to determine whether or not the work is progressing as expected and to adjust the work plan as needed.

At the end of the second six months, the resident will have a clear idea of whether final reports can be delivered for all the goals and the stretch goal.

In addition to the final report for each goal, the resident will write and deliver a “project summary” that will suggest an overall analysis of the work that has been accomplished and provide an honest assessment of what might be done in the coming years.

### **Resources Required for Project**

In order to complete this residency successfully, WYSO will require a resident and 2-3 mentors. WYSO will provide the resident with a laptop computer and a work space close to the WYSO Digital Audio Archives. The resident will have access to the appropriate WYSO and Antioch College personnel, including the WYSO Operations Director, the WYSO webmaster, the WYSO production staff, the Antioch College IT department and the Antioch College archivist.

The mentors will hold regularly scheduled meetings with the resident and the resident will be invited to join bi-weekly WYSO staff meetings and events to better understand the day-to-day function of the radio station.

The resident will have near constant access to the mentors, especially the “supervisor of record,” General Manager Neenah Ellis.

### **Project Context**

In 2010, WYSO became an AAPB pilot station. That funding allowed us to rescue a large, nationally significant audio collection and community resource from the brink of disaster. Our funding was based on the significance of our Civil Rights collection. Since 2010, we have leveraged our AAPB status into local and state partnerships and funding. Today we have a state-of-the-art physical archives at our radio station and a publicly accessible online collection, too, with 200 hours of content accessible both through the American Archive and a web portal built and maintained by our community partner, the Greene County Public Library. ( <http://wysoarchives.org> )

We also have an ongoing oral history project that was created to complement the AAPB digitized Civil Rights collection, and a born digital collection that grows daily because of the high volume of local content that we create at WYSO FM.

We’ve come a long way in five years, but in order to put our archives on solid ground and to ensure public access and the sustainability of this precious community resource, we must create policies and procedures to govern and guide us as we add content to our collection. We propose using our NDSR to lay the groundwork for the growth and development of the WYSO Digital Audio Archives. We need a digital preservation roadmap. The NDSR get us closer to having one.

### **Required Knowledge and Skills for Residents**

- ALA accredited MLS with an emphasis on archival management, or an MA in archival management  
Experience processing archival collections, including paper, audio, and digital collections.  
Knowledge of archival processing and cataloging metadata standards (e.g., PBCore)
- Familiarity with current standards and technologies in the management of digital records (e.g., FADGI)  
Demonstrated experience with digital management systems
- Familiarity with copyright and rights management, especially digital data and Internet publication
- Demonstrated experience in use of technology with a wide range of desktop software applications (e.g., Excel, Access, Directory List & Print Pro)
- Familiar with oral history techniques and procedures
- Experience with data entry in CONTENTdm
- Knowledge of basic preservation best practices for archival collections, including reformatting and digital file migration workflows  
Ability to lift boxes weighing up to 20 lbs.
- Excellent written and verbal skills and strong interpersonal skills.  
Evidence of accuracy, attention to detail, reliability, and discretion.  
Ability to work efficiently and to meet project goals and deadlines.  
Creative and innovative thinking
- Excellent analytical, interpersonal skills, and an ability to embrace change
- Proven skill at collaborating in a team environment.
- Ability to manage multiple priorities and tasks and work effectively, both independently and collaboratively, in a collegial environment;
- Demonstrated initiative, self-direction, and a commitment to innovation, creativity, and excellence;
- Demonstrated commitment to expanding skills and professional growth

### **Preferred Knowledge and Experience of Residents**

- Familiarity with audio editing software a plus
- Familiarity with public radio station function, procedures and practices a plus
- Familiarity with public radio programming (esp NPR) a plus
- Familiarity with audio program production processes a plus
- Working knowledge about how to correctly handle and care for a wide variety of physical audio formats like cassette, CD, DAT, ¼ inch audio tape, etc.

### **Post-Residency Project Integration Plan**

WYSO Public Radio is creating an institution called the WYSO Digital Audio Archives at Antioch College. This residency is a unique opportunity for us as a fledgling organization and we intend to guide the resident to create useful, practical solutions for us that will take advantage of the work we've already done and show the way forward.

We intend to have a volunteer WYSO Digital Audio Archives board of advisors in place by the end of the NDSR residency. This body will supervise the function of the Archives in collaboration with WYSO Public Radio management. It could perform the following functions, once the NDSR resident's work is complete:

1. Analyze and evaluate the humanities content of the WDAA. With leading guidance from humanities scholars, the group will review the current holdings of the WDAA using spreadsheets that describe the assets inventoried during the American Archive project and all audio gathered for preservation subsequently, including two local oral history projects in 2010 and 2014. The Project Manager will supply the team with spreadsheets that describe the assets inventoried during the *American Archive* project and the audio gathered for preservation subsequently, including two local oral history projects initiated by WYSO in 2010 and 2014. They will listen to key, relevant audio samples that exemplify the holdings. We will record their discussions and collect their written comments for future reference.

2. Develop selection criteria and prioritize the historic audio content for digitization and cataloging. The team will create a Digital Collections Policy that will describe why and how individual assets should be selected for preservation and then create a prioritized list of those assets, recommending them for digitizing and cataloging based on that Policy.

3. Recommend a management and advisory structure separate from the radio station and Antioch College to oversee the WDAA and guide its smooth functioning and fundraising. The Strategic Plan will include a proposed management structure that will allow the work of the archives to continue for at least five years. It should also provide names of specific recommended advisers as well. The team will consult with public radio stations and related organizations with archival collections such as WNYC, Wisconsin Public Radio, and The Pacifica Radio Archives for guidance.

4. Draft procedures and policies for public access to the collection. The team will recommend procedures and policies for public access to the collection, taking into account the recommendations of the NDSR resident. This will include a Digital Projects Mission Statement, a Policy on Access, a Copyright and Licensing policy, Use and Reproduction, and Donor Agreements.

5. Develop plans and protocols for the cataloging of the WYSO born-digital audio collection. The team will take into consideration what the NDSR resident recommends regarding the WYSO born-digital content and recommend an approach to making it available for long-term access and preservation. The team will assess

resident's recommendation for WYSO's online digital asset management system and recommend changes or upgrades

6. Recommend fundraising strategies for cataloging and digitization and provide a list of potential funders. The team will recommend fundraising strategies separate from the radio station and Antioch College to insure the long-term sustainability of the archives and its activities.

7. Recommend future use of the collection. The team will recommend future uses of the collection, both for radio and web content, but also for curricular integration with Antioch College and other scholarly pursuits.

### **Additional Support**

Depending on availability, WYSO might be able to supply low-cost housing near the radio station on the Antioch College campus to the NDSR resident for the duration of the residency, College Wellness Center visiting privileges and discounted meals at the Antioch College dining hall.