ACTIVISTS' GUIDE TO ARCHIVING VIDEO
WWW.ARCHIVEGUIDE.WITNESS.ORG

NEW ENGLAND ARCHIVISTS
21 MARCH 2014

Yvonne Ng
Archivist, WITNESS
yvonne@witness.org
@ng_yvonne

Activists' Guide to Archiving Video

A practical resource to help you manage, authenticate, and preserve your digital video.

Start Here

Who is this Guide for?
Why Archive?
What is Archiving?
How to Use this Guide

The Workflow

▸ Create
▸ Transfer
▸ Acquire
▸ Organize
▸ Store
▸ Catalog
▸ Preserve
▸ Share

Resources

Key Concepts
Glossary
Tip Sheets
Video as Evidence

Create

Start archiving your video at the point of creation.

Transfer

Move video and metadata from one device or location to another.

Acquire

Receive video and metadata from a source and add it to your collection.

Organize

Organize your digital video files and documentation.

Store

Store your videos, manage the storage environment, and recover from errors.

Catalog

Create a structured and searchable system for creating and managing metadata, and finding your videos.

Preserve

Ensure that your collection will be preserved and accessible far into the future.

Share

Make your collection accessible to others outside your organization.

Guía para Activistas para Archivar Video

Un recurso práctico para ayudale a manejar, autenticar y preservar su video digital.

Comience Aquí

¿Para Quién es esta Guía?

¿Por qué Archivar?

¿Qué es Archivar?

¿Cómo Utilizar esta Guía?

El Flujo De Trabajo

▸ Crear
▸ Transferir
▸ Adquirir
▸ Organizar
▸ Almacenar
▸ Catalogar
▸ Preservar
▸ Compartir

Recursos

Conceptos Clave

Glosario

Hojas de Consejos

Crear

Comience archivando el video desde el momento de su creación.

Transferir

Mueva vídeo y metadatos de un dispositivo o sitio a otro.

Adquirir

Reciba video y metadatos de una fuente y agréguelos a su colección.

Organizar

Organice sus archivos de vídeo digital y la documentación.

Almacenar

Guarde sus vídeos, maneje el ambiente del almacenamiento y recupérese de errores.

Catalogar

Cree un sistema de búsqueda estructurado para la creación y manejo de metadatos, y la búsqueda de vídeos.

Preservar

Asegúrese de que su colección será conservada y accesible en el futuro.

Compartir

Haga que su colección sea accesible a otras personas fuera de su organización.

دليل
الناشطين
لأرشفة
الفيديو

f ♥ ☺ ✚
6

حوّل

إنقل الفيديو والبيانات الوصفية (الميتاداتا) من جهاز أو موقع معين الى آخر.

إبتكر

إبدأ عملية الأرشفة من لحظة إبتكارك للفيديو.

مرجع عملي لمساعدتك على إدارة تسجيلات الفيديو
الإلكترونية والتأكد من أصالتها والحفاظ عليها

إبدأ من هنا

لمن هذا الدليل؟
لما الأرشفة؟
ما هي الأرشفة؟
كيفية استخدام هذا الدليل

خَزّنْ

حافظ على فيديوهاتك، وقم بإدارة جوّ من التخزين، وإستعادة ما حذف عن طريق الخطأ.

نَظّم

نظّم ملفات الفيديو الرقمية الخاصة بك وتوثيقها.

إكْتَسِب

تلقّ الفيديو والبيانات الوصفية (الميتاداتا) من مصدر وأضفها الى مجموعتك.

سير العمل

◂ إبتكر
◂ حوّل
◂ إكْتَسِب
◂ نَظّم
◂ خَزّنْ
◂ قَهْرِسْ
◂ حافِظْ
◂ شارِكْ

شارِكْ

إجعل مجموعتك في متناول الآخرين من خارج منظمتك.

حافِظْ

إحرص على أن تكون مجموعتك محافظ عليها ومتاح الوصول اليها في المستقبل.

قَهْرِسْ

إبتكر نظاماً منظّماً وقابلاً لأن تبحث مواده لإنتاج وإدارة البيانات الوصفية (الميتاداتا)، وإيجاد فيديوهاتك.

موارد

مفاهيم أساسية
قاموس المصطلحات
قائمة النصائح
استخدام الفيديو كإثبات

Upload

Sign in now to see your channels and recommendations!

Sign in

waseemov1

Subscribe 643

Videos   Discussion   About

Uploads ▾   Date added (newest - oldest) ▾

7:47
الجزيرة مباشر رابطة المحامين السوريين الأحرار والمركزالإعلامي السوري جولة...
75 views · 2 days ago

3:01
شدا الحرية حمص مظاهرة حي الوعر تنديداً بمجزرة الكيماوي 23/8/2013
80 views · 1 month ago

5:47
اجتماع إدارة مكتب شؤون اللاجئين السوريين لدراسة أوضاع اللاجئين في لبنان
13 views · 1 month ago

8:47
وصال برنامج أطياف الثورة تقرير عن اللوحات الثورية وقلعة الحصن وسيم الحم...
200 views · 2 months ago

9:03
قناة وصال برنامج أطياف الثورة تقرير عن جامعة حلب وبيت وسيم سحم وسيم الحمصي الم...
49 views · 2 months ago

10:30
مدير مكتب شؤون اللاجئين خالد المصطفى يتحدث للعربية عن الجرحى الذين طردوا م...
13 views · 2 months ago

5:50
قناة وصال برنامج أطياف الثورة تقرير عن غلاء الأسعار وعن بلدة الهيئة وسيم الحمصي...
19 views · 2 months ago
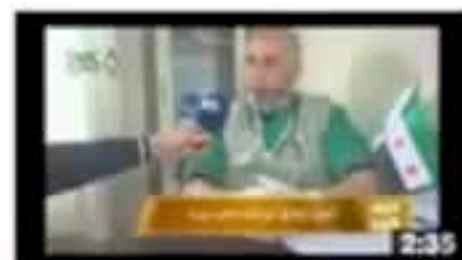
2:35
قناة وصال برنامج أطياف الثورة تقرير عن مشاكل السوريين وسيم الحمصي المركز...
242 views · 2 months ago

3:09
قناة وصال برنامج أطياف الثورة تقرير عن بصر الحرير وسيم الحمصي المراكز الاعل...
85 views · 2 months ago

2:56
قناة وصال برنامج أطياف الثورة تقرير عن حي القصور بحمص وسيم الحمصي...
486 views · 2 months ago

Activists' Guide to Archiving Video

A practical resource to help you manage, authenticate, and preserve your digital video.

Start Here

Who is this Guide for?

Why Archive?

What is Archiving?

How to Use this Guide

The Workflow

▸ Create
▸ Transfer
▸ Acquire
▸ Organize
▸ Store
▸ Catalog
▸ Preserve
▸ Share

Resources

Create

Start archiving your video at the point of creation.

Transfer

Move video and metadata from one device or location another.

Acquire

Receive video and metadata from a source and add it to your collection.

Organize

Organize your digital video files and documentation.

Store

Store your videos, manage t storage environment, and recover from errors.

Catalog

Create a structured and searchable system for creating and managing

Preserve

Ensure that your collection will be preserved and accessible far into the

Share

Make your collection accessible to others outside

Activists' Guide to Archiving Video

Start Here: **What is Archiving?**

Archiving is... a general term for the range of practices and decisions that support the long-term preservation, use, and accessibility of content with enduring value. In this Guide, our focus is on your digital videos.

Archiving is ... an ongoing process that begins when a video is created and continues infinitely into the future.

Archiving is...a process that can be incorporated into your existing video workflows.

Archiving is ... a way to ensure your videos remain authentic and intact, so you can use them as evidence.

Archiving is ... a way to ensure your videos are available, findable and playable long into the future.

Archiving is NOT... a one-time action.

Archiving is NOT... putting your videos on a hard drive and leaving it on a shelf.
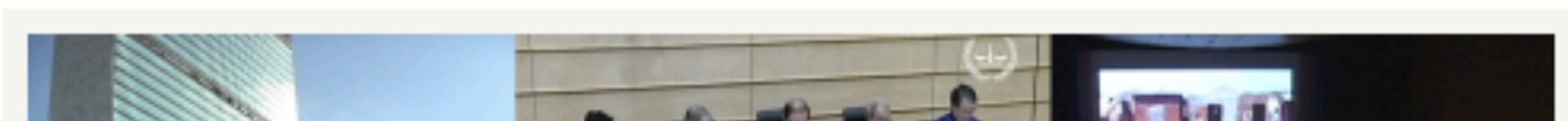
Activists' Guide to Archiving Video

Start Here

Who is this Guide for?
Why Archive?
What is Archiving?
How to Use this Guide

The Workflow

▸ Create
▸ Transfer
▸ Acquire
▸ Organize
▸ Store
▸ Catalog
▸ Preserve
▸ Share

Resources

Start Here: What is Archiving?

Archiving is... a general term for the range of practices and decisions that support the long-term preservation, use, and accessibility of content with enduring value. In this Guide, our focus is on your digital videos.

Archiving is ... an ongoing process that begins when a video is created and continues infinitely into the future.

Archiving is...a process that can be incorporated into your existing video workflows.

Archiving is ... a way to ensure your videos remain authentic and intact, so you can use them as evidence.

Archiving is ... a way to ensure your videos are available, findable and playable long into the future.

Archiving is NOT... a one-time action.

Archiving is NOT... putting your videos on a hard drive and leaving it on a shelf.

Create: Introduction

Archiving begins from the moment of creation, when you record raw video footage on a camera. At this key stage, there is important information about the video that must be captured to enable identification, authentication and use of the video later on.

This information is known as metadata. You can create video metadata in an automated or manual fashion. You can do it in the camera and embed it in the video file, or record it separately in a spreadsheet, text file, email, or handwritten note. You should also collect any documents related to your videos, such as consent forms or production notes.

Archiving also begins when you create new edited videos using editing software. The choices you make about what to output and keep from your editing project can affect a video's usability later on.

A SCENARIO
A Video in Context

Start Here

The Workflow
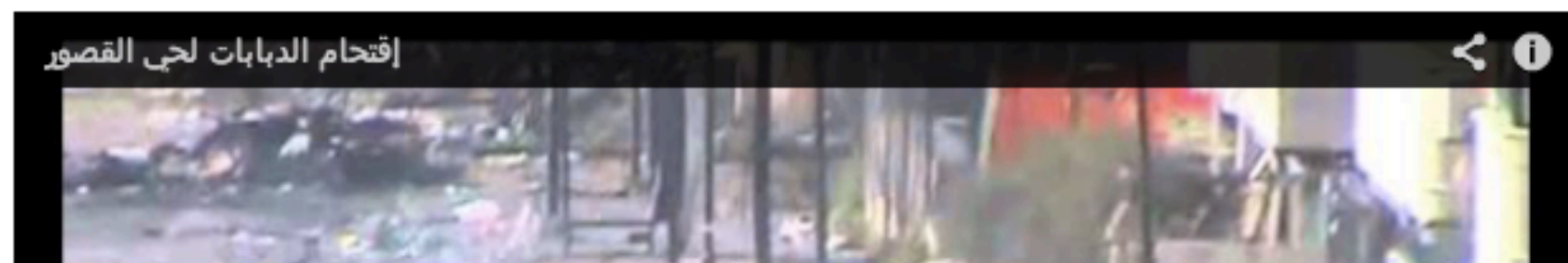
Takeaways

- **The most important metadata to capture when recording a video are: date and time, geographic location, basic description, safety and security requirements, and who shot the video.**

- Other information can be added later to aid understandability and findability of the video.

- There are many ways to capture information, including using camera settings to automatically embed data, or using a separate pre-formatted template like a spreadsheet.

- Different ways of capturing information have different safety and security risks and logistical requirements.

- When creating edited videos, output at full resolution, name your video files consistently, and keep your project files.
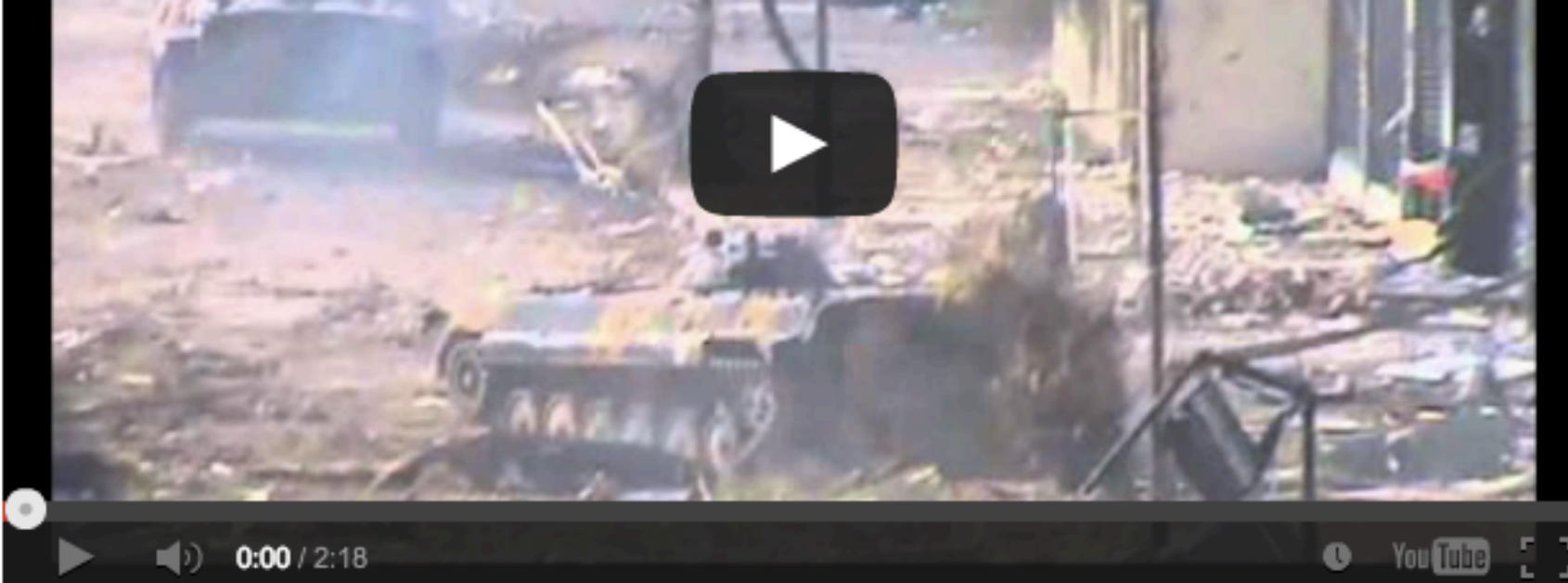
http://youtu.be/03P83yQhjd8. This video was recorded on April 9, 2012 in Homs, Syria, showing that an upsurge of violence occurred in the lead-up to a UN-brokered ceasefire agreement that called for a withdrawal of heavy weapons from built-up areas and a complete cessation of hostilities on April 12, 2012.

Note how the videographers state the date and location in which the video was recorded in the video's audio. This basic metadata is central to the video's significance, and allows it to be verified, understood and contextualized in relation to external information, like the date of the ceasefire agreement.

CAUTION!
» Protect sensitive information

Video metadata can contain private or sensitive information like names or locations that can put you or other people at risk. If you have sensitive data, choose methods of capturing metadata that allow you to either encrypt the data, separate it from other data, or keep it in a safe location. Be aware of what metadata your camera embeds automatically (case in point here).

» Get informed consent

Authenticity

The concept of authenticity is based on the creator and the context of creation.

This information must therefore be documented in order for authentication/verification to happen.

Read More

Languages

Transfer: **Offloading from Cameras**

Unless you are uploading directly to the Internet from your camera, the first transfer you usually make after recording video footage is offloading from the camera to a computer. As with any kind of transfer, the aim is to obtain a copy of the video files that is complete, unaltered, and in its original format.

Offloading in the Field

Transferring video in the field can be tricky: challenges include chaotic or unsafe

Transfer: **Uploading and Downloading Video**

Video can be uploaded from a camera or from a computer to a remote system in order to allow someone in another location to view or download the video. The remote system could be one that you own and control, owned by an entity that you pay a subscription fee to use (e.g. Amazon, Dropbox), or owned by an entity that lets you upload for free (e.g. YouTube, Internet Archive).

Start Here

The Workflow

Resources

Key Concepts

Glossary

Tip Sheets

Video as Evidence

Contact Us

Are you using this Guide? Let us know what you think!

📄 Download Guide (PDF, 3.1MB)

Transferring Video Files

No matter how or where you upload and download, transfer video files in a way that preserves their authenticity and usability:

» Transfer the original file

For raw video footage, the original file is the most authentic and highest quality copy of your video, and contains valuable embedded metadata. Upload your original files to a location that will maintain their integrity and that will allow you to download without altering or transcoding the files. Always download original files if they are available.

Download original files if they are available.

» Alternatives to the original file

If it is not possible to download the original file (e.g. if you are downloading from YouTube), obtain the highest quality copy available in a current and widely used format. Note that important embedded metadata (e.g. date and time recorded) can be lost in transcoded copies, so document and upload important metadata in a separate form (e.g. in your YouTube title and

Store: **Storage Media / Hardware**

Choosing Storage Media

There are many different types of storage media, and you can use them in different combinations in a storage system. How to decide? Here are some key considerations:

» Level of IT support available

You will have problems if you choose a system and do not have access to the resources and skills needed to operate and maintain it.

» Size of your collection

Consider the total size of your collection and the size of an average file. If your collection is made up of large video files, for example, DVD-Rs are probably not a good choice since each disk can only hold 4.7 GB of data. Even if your files could fit on a disk, you would end up having to manage hundreds of disks (which could easily fit on a single hard drive).

» Who needs access and where

Different devices and media offer varying degrees of accessibility. If multiple people need to access the collection at the same time from different places, for example, a set of external USB hard drives will not work as well as a networked storage device, like a NAS.

» Ease in refreshing

The ease with which your files can be copied to new media and hardware is an important consideration. Copying data off hundreds of DVD-Rs, for example,

Make Copies
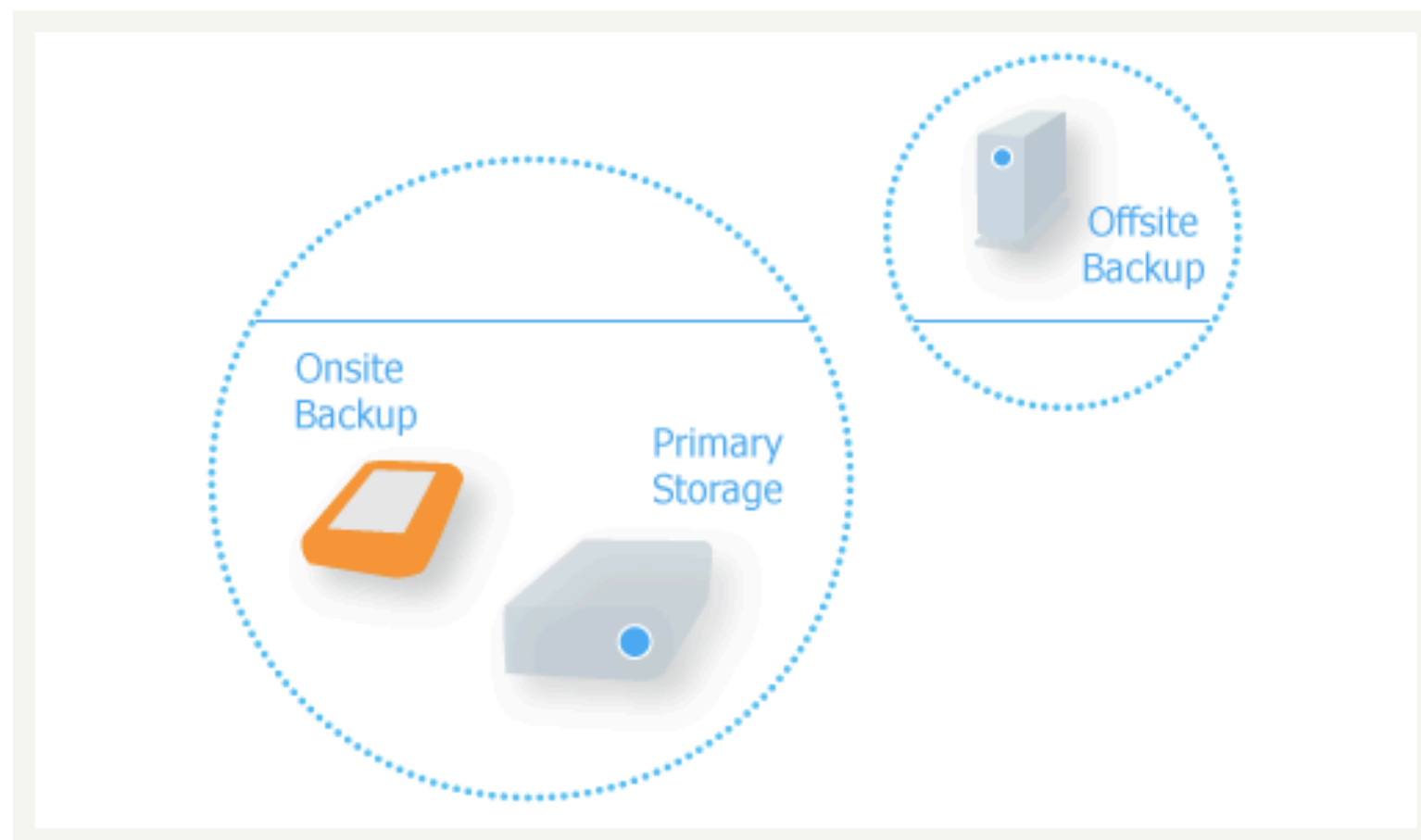
Have 3 copies in 3 different storage locations: primary storage, an onsite backup, and an offsite backup.

Storing multiple copies is the most important strategy to ensure that your videos are not lost. You should make at least two copies of your originals, and keep them in different storage locations. Having copies allows you to recover content that has been accidentally deleted, tampered with, or become corrupted. Keep one copy onsite with your originals so you can access it quickly if needed, and one copy offsite in case something happens at your physical space like theft or flood.

Try This *BASIC* Karen's Hasher is a Windows GUI tool for computing and verifying hashes.

Try This *ADVANCED* MD5 is a command-line tool for computing MD5 checksums that comes pre-installed on Macs.

A unique identifier is a number or code that can unambigu[ously]
from another in a given system, and group things associate[d]
frequently encoun[ter] [recei]ve
numbers, phone n[umbers, barcodes, and book ISBNs. A cr]
instance, distinguishes your purchases from someone else's

> A number, word, or symbol for unambiguously identifying and distinguishing an object from other objects in a set.

Here are some key concepts important for understanding archiving. For additional terminology used in the Guide, see the Glossary.

Access point

A name, term, code, or type of information such as the date, by which a set of records can be sorted or searched. For example, in a library book catalog, access points are author, book title, and subject. In a database, access points are any fields you can search, such as name, date, and title.
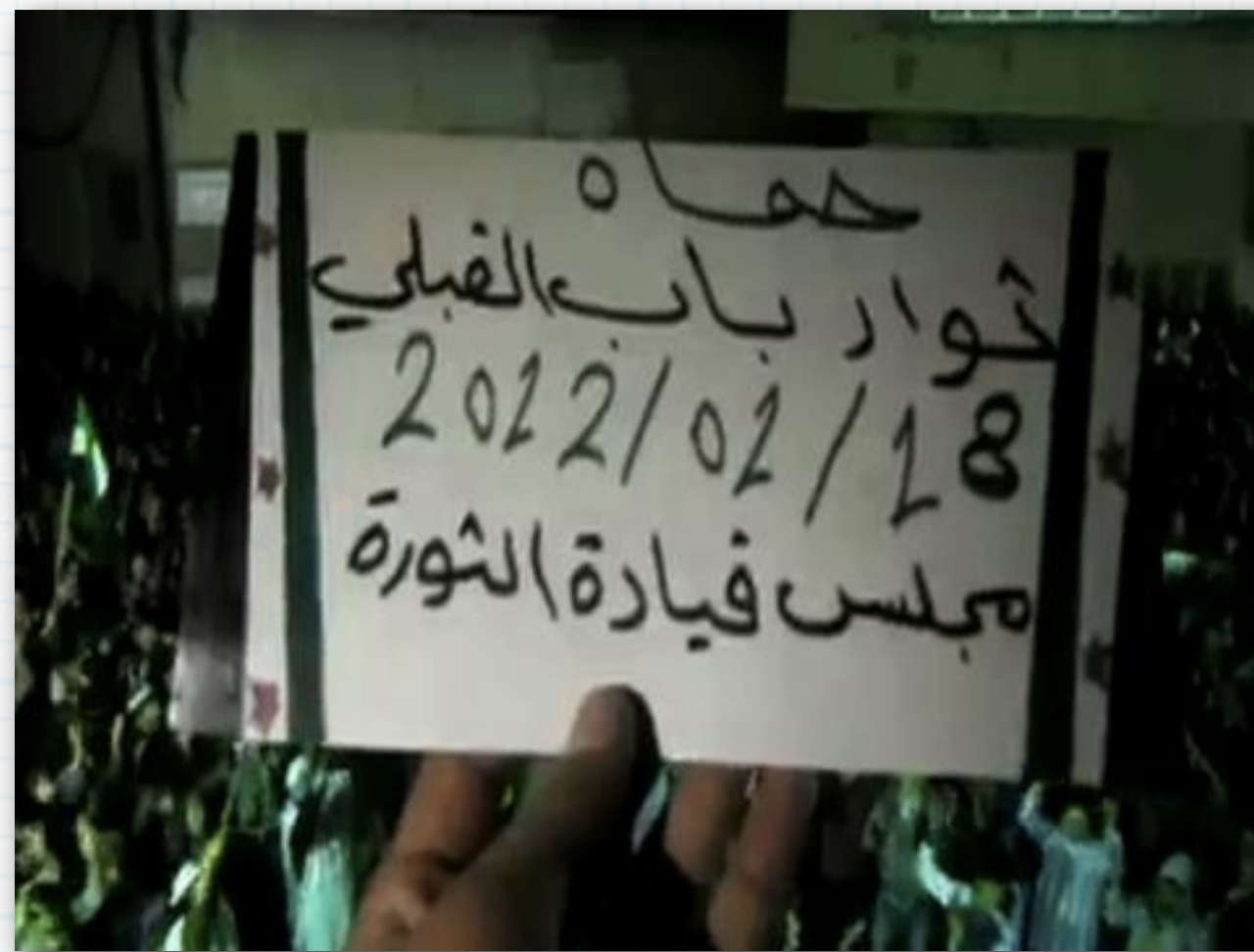
Archive

An organization made up of people and systems responsible for preserving records and documents of enduring value and making them available to a designated community. Archives are sometimes parts of larger organizations, such as universities, public libraries, media centers, or museums.

Archiving

The practices and decisions that support the preservation, authentication, use, and accessibility of content with enduring value.

Authenticity

Package ID	Package Title	Filename	Storage Location	Project	Content Type
E007746	[Interview with Florence Mwenge in Bukavu]	VID00006.MP4	SAN11_Archive	P-GBV01	Raw
E007746	[Interview with Florence Mwenge in Bukavu]	VID00009.MP4	SAN11_Archive	P-GBV01	Raw
E007745	[Interviews with Aline Keke Mwenzeavake in Bukavu]	VID00033.MP4	SAN11_Archive	P-GBV01	Raw
E007745	[Interviews with Aline Keke Mwenzeavake in Bukavu]	VID00034.MP4	SAN11_Archive	P-GBV01	Raw
E007745	[Interviews with Aline Keke Mwenzeavake in Bukavu]	VID00035.MP4	SAN11_Archive	P-GBV01	Raw
E007696	[Demonstration by mothers of disappeared in Chechnya]	B04015-1.mov	SAN6_Archive	P-MEM02	Raw
E007696	[Demonstration by mothers of disappeared in Chechnya]	B04015-2.mov	SAN6_Archive	P-MEM02	Raw
E007696	[Demonstration by mothers of disappeared in Chechnya]	B04015-3.mov	SAN6_Archive	P-MEM02	Raw
E007696	[Demonstration by mothers of disappeared in Chechnya]	B04015-4.mov	SAN6_Archive	P-MEM02	Raw
E009129	[Visit to Río Santiago and riverside communities El Salto / Juanacatlán]	DSC_5548.MOV	SAN9_Archive	P-FEMEX01	Raw
E009129	[Visit to Río Santiago and riverside communities El Salto / Juanacatlán]	DSC_5549.MOV	SAN9_Archive	P-FEMEX01	Raw
E009129	[Visit to Río Santiago and riverside communities El Salto / Juanacatlán]	DSC_5550.MOV	SAN9_Archive	P-FEMEX01	Raw
E009129	[Visit to Río Santiago and riverside communities El Salto / Juanacatlán]	DSC_5551.MOV	SAN9_Archive	P-FEMEX01	Raw

Activists' Guide to Archiving Video

Preserve: **Working with an Archive**

Most individuals and organizations cannot do long-term preservation on their own. Rather, they partner with an institution that has a specific mandate for preservation, such as an archive, historical society, museum, or library. You may also look to institutions engaged in gathering evidence, like human rights organizations, documentation centers, and courts and tribunals that have archives.
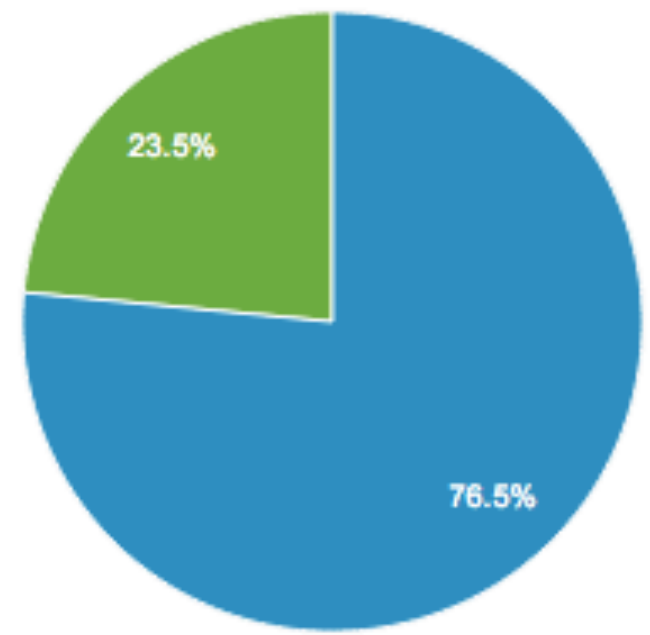
Institutions like the US Library of Congress have significant infrastructure to support archiving and preservation.

An archive that is potentially interested in acquiring your collection will likely want to first assess whether it has value and fits with their interests, and what the usage restrictions will be. The archive will also want to do an initial survey of your collection to

Visits	**Unique Visitors**	**Pageviews**
13,162	10,080	30,862
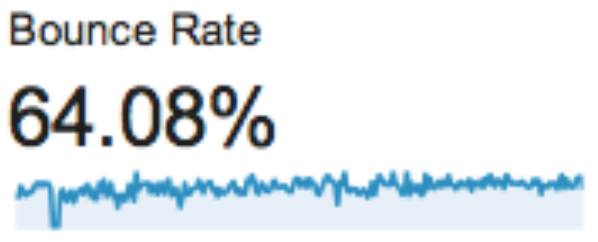
New Visitor **Returning Visitor**

23.5%

76.5%

Pages / Visit	**Avg. Visit Duration**	**Bounce Rate**
2.34	00:02:12	64.08%

% New Visits

76.45%

Demographics		
Language		▶
Country / Territory		
City		

Language	Visits	% Visits
1. en-us	8,050	61.16%
2. es	1,709	12.98%
3. es-es	726	5.52%

THANK YOU!

yvonne@witness.org
@ng_yvonne