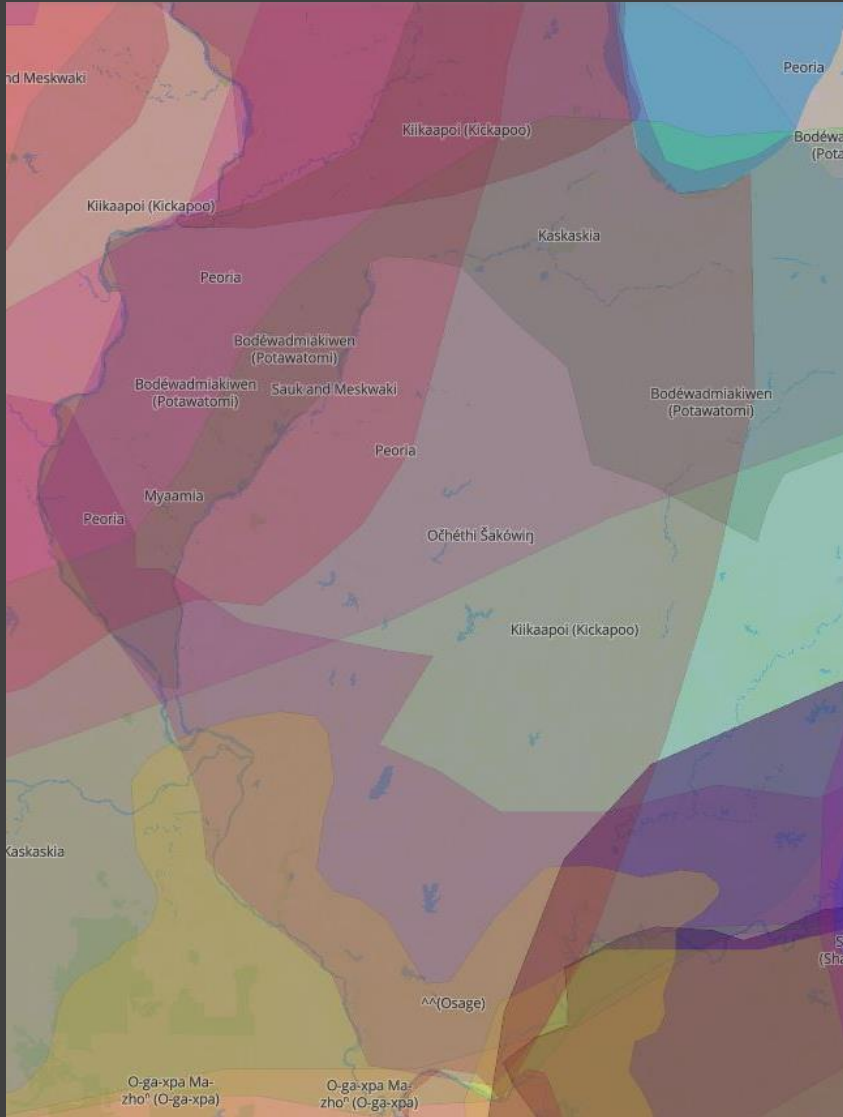


Word of Mouth: Transcribing an oral history collection

AUGUST 11, 2021

HEIDI MARGOLD AND ERIN ROSE

ILLINOIS HEARTLAND LIBRARY SYSTEM – CATALOGING MAINTENANCE CENTER



<https://native-land.ca/>

Land Acknowledgement

We would like to begin today by recognizing and acknowledging that we are on lands of Native peoples. These lands were the traditional territory of these Native Nations prior to their forced removal; these lands continue to carry the stories of these Nations and their struggles for survival and identity.

Agenda

Brief History

Project Planning

Challenges

Process

Q&A

Friends of Marshall Public Library Oral History Project

Friends of MPL – started to collect interviews in 1994

Volunteers collected interviews

- Volunteers from the Friends of Marshall Public Library group
- Smithsonian exhibits
- Local history projects
- Marshall High School students (1999, 2011)
- Dan Crews (World War II)

Librarian converted tapes to digital and edited digitally captured interviews

Requested transcription and upload to IDA from the CMC

Project Planning

Guidelines

Tools

Organization

Transcription Process

Research

IDA

Pricing

Temi: \$.25/minute; \$2,805

Rev: \$1.25/minute; \$14,025

GMR: Varies

- Good audio up to 2 speakers: \$1.25/minute; \$14,025
- Good audio 3+ speakers: \$1.50/minute; \$16,830
- Difficult audio up to 2 speakers: \$1.75/minute; \$19,635
- Difficult audio 3+ speakers: \$2.00/minute; \$22,440

Does not include research of names, creating standards, studying for subject headings, etc.

Good Audio



- Little background noise
- Clear speaker(s)
- Minimal accents

Result: 90-95% Accuracy

[See example →](#)

Difficult Audio



- Heavy background noise
- Crosstalk
- Strong accents

Result: Mostly Unusable

[See example →](#)

Guidelines

Reference other oral history project guidelines

- University of Rochester,
<https://www.cs.rochester.edu/research/cisd/resources/nonwords.html>

Personally-created rules

- Forms of words (geez vs. jeez, etc.)
- Spell out abbreviations
- Noises ([clear-throat], [phone rings], etc.)
- Square brackets instead of angle brackets

File-naming conventions = Sanity

Transcription Tools

Express Scribe - transcription

MS Word/Excel - transcribing/tracking

OneDrive - share materials with MPL

Adobe Bridge/Photoshop

VLC Media Player - to convert files

Headphones

Research Tools

Marshallonian Yearbooks (digitized for names)

Newspaper Collection (digitized)

Census

Obituaries (names)

Google

Ancestry

Organization of Materials

Learning about the collection and organizing all the interviews/materials

Tracking through Excel documentation

Processing and preparing for transcription

Transcription Process

YouTube

- Gather transcriptions to edit (CC/Transcription, Copy/Paste to Word)

Express Scribe

- Hot keys, playback speed, rewind/stop/play/fast forward; interfaces with MS Word

MS Word templates

- Consistency in header

A service of the [Illinois State Library](#) and the [Office of the Illinois Secretary of State](#)

ILLINOIS DIGITAL ARCHIVES


JESSE WHITE
SECRETARY OF STATE

Illinois Digital Archives [Advanced Search](#) [Q](#) [≡](#)

[ABOUT](#) [HELP](#) [ALL COLLECTIONS](#) [BY INSTITUTION](#) [CONTACT US](#) [DIGITAL RESOURCES](#) [ILLINOIS STATE LIBRARY](#)

Collections by Subject

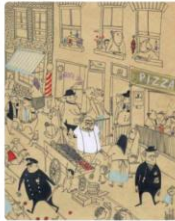
African-Americans in Illinois



Collections that describe the rich traditions and history of African-Americans in Illinois.

[African-Americans in Illinois](#)


The Arts in Illinois



Catalogs, periodicals, performances, photographic collections, and more.

[Arts Collections](#)


Community Histories



Community & Local Histories of cities in Illinois.

[Community & Local Histories](#)

Genealogical Resources



Online genealogical resources.

[Genealogical Resources](#)

Illinois Digital Archives (IDA)

- Meetings
 - MPL: Alyson Thompson and Jamie Poorman
 - Illinois State Library: Sandra Fritz and Andrew Bullen
- Templates
- File-naming
- Subject headings - Local and/or LCSH
- Photos - Photoshop/Bridge
 - jpeg vs. jpg
- Upload process



Collections

- Select All Collections
- Abraham Lincoln - Documents
- Algonquin and Lake in the Hills Local History
- Alton Area Local History Collection
- Architecture of McLean County
- Arlington Heights COVID-19 Stories

Subject

- coming of age -- illinois -- marshall marshall (8.) -- history twentieth century (11)
- marshall (8.) -- history twentieth century (3)
- coming of age -- illinois -- marshall teachers -- illinois -- marshall stores, retail -- illinois -- marshall small business -- illinois -- marshall marshall (8.) -- history twentieth century (2)
- coming of age -- illinois -- marshall twentieth century (2)
- farming -- illinois -- marshall agriculture -- illinois -- marshall coming of age -- illinois -- marshall marshall (8.) -- history twentieth century (2)
- agriculture -- illinois -- marshall marshall (8.) -- history twentieth century (1)
- alaska highway marshall (8.) -- history twentieth century (1)
- bandstands -- illinois -- marshall band directors -- illinois -- marshall marshall (8.) -- history twentieth century (1)
- christian communities -- illinois -- marshall protestant churches -- illinois -- marshall marshall (8.) -- history twentieth century (1)
- clark county (8.) ; marshall (8.) -- history twentieth century (1)

Browsing items in: **Marshall Public Library Oral History Collection** Sort by: Title Ascending Results per page: 50

Records 1 - 50 of 67



Ann Bennett -- 2015-08-18

Marshall (8.) -- History, Education -- Illinois -- Marshall, Explosions -- Illinois -- Centralia
The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection

Save



Anne Cooper -- 2015-05-12

Marshall (8.) -- History, Coming of age -- Illinois -- Marshall, Twentieth century, Local history
The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection

Save



Barb Gagen -- 2015-04-08

Coming of age -- Illinois -- Marshall, Marshall (8.) -- History, Twentieth century
The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection

Save



Becky Clements -- 2015-08-13

Marshall (8.) -- History, Schools -- Illinois -- Marshall, Education -- Illinois -- Marshall, Twentieth century
The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection

Save

Illinois Digital Archives (IDA)

Preservation & You!

Archival Master Image	Production Master Image	Access Image
<ul style="list-style-type: none">• Represents as closely as possible the information contained in the original• Uncompressed, or lossless compression• Unedited and "use-neutral"• Serves as long term, sustainable resource• Can serve as surrogate for the original• Highest quality that can be produced by the digitizing organization• Large file size• Stored in the TIFF file format	<ul style="list-style-type: none">• Produced from archival master• Uncompressed, or lossless compression• May be edited for technical corrections to the file, such as adjusting tone or stitching together multiple images of a large item (e.g. maps) into one file• Used to create derivative files for access• Large file size• Stored in the TIFF file format	<ul style="list-style-type: none">• Used in place of master image for general web access• Generally fits within viewing area of average monitor• Reasonable file size for fast download time; does not require a fast network connection• Acceptable quality for general research• Compressed for speed of access• Usually stored in JPEG or JPEG2000 file format

Challenges We Faced

Audio Files

Accents, vocal issues

Jargon/Vocabulary

Personal/business name spellings

Sensitive content/Trigger warnings

Addressing difficult topics, subject matter

- Difficult interviews content-wise
- Mental wear and tear on transcribers

More Challenges

Planning process for transcription of project – This was a new project type for both of us

Finding the right tools – Erin had transcribed one or two interviews for a previous job in Express Scribe

More Challenges

Creating guidelines/workflow

- research, decisions
- adhering to IDA requirements
- Consistency:
 - File-naming - some work done by volunteers resulting variances in title formats/etc.
 - Duplicate audio files/entries
 - Extra audio files
 - Missing audio files
- Difficulties in working with an outside organization
 - Some aspects may make sense to one org, not the other
 - Transcriber may not understand the importance of some subjects/topics to mention in the subject headings
 - Some things that are common knowledge in Marshall are not common knowledge to Erin/Heidi

More Challenges

Editing process

- Timelines/current projects differ, meaning one of us may be able to devote a lot of time to the project whereas the others may not at the time, and vice versa

The Process

Collection ID	Number	Last Name	First Name	digital, have permission paperwork	Transmitter	Permission Given	CMC Transcribed	Date Transcribed	Interview Length	Notes	Miss Transcribed	Interviewer
MPL-FR	138	Duckburn	Mea	x	Advocate	x	Yes	2019-04-27 2019-06-28	44:41			
MPL-FR	146	Shelton	Shelton		Advocate	x	Yes	2019-07-26 2019-07-26	1:00:05			38 Macey
MPL-FR	150	Downey	Bill		Donors	x	Yes	2019-07-26	17:40			38 Macey
MPL-FR	151	Shelton	Tom		Advocate	x	Yes	2019-07-26 2019-07-26	1:17:52			38 Macey
MPL-FR	152	Downey	Doug		Advocate	x	Yes	2019-07-26	18:58			38 Macey
MPL-FR	153	Shelton	Franklin		Advocate	x	Yes	2019-07-26 2019-07-26	45:29			38 Macey
MPL-FR	154	Harlow	Betsy		Advocate	x	Yes	2019-08-10 2019-08-30	15:13	No YouTube transcript!		38 Macey
MPL-FR	155	Harlow	Armand		Advocate	x	Yes		25:30			
MPL-FR	156	Fitzgerald	Eric		Donors	x	Yes					
MPL-FR	157	Sparks	Charles		Donors	x	Yes	2019-07-26	1:31:34	Activity Number 91, Interview		38 Macey
MPL-FR	158	Sparks	Charles		Donors	x	Yes	2019-08-01 2019-08-03	18:09	Interview 2		38 Macey
MPL-FR	159	Sparks	Charles		Donors	x	Yes	2019-08-24 2019-08-25	13:45	Activity Number 205, Interview		38 Macey
MPL-FR	160	Quinn	Don		x-Donors	x	Yes		1:04			
MPL-FR	161	Quinn	Rosa		x-Donors	x	Yes					
MPL-FR	162	Quinn	Don		Donors	x	Yes					
MPL-FR	163	Quinn	Don		Donors	x	Yes					
MPL-FR	164	Quinn	Don		Donors	x	Yes					
MPL-FR	165	Quinn	Don		Donors	x	Yes					
MPL-FR	166	Quinn	Don		Donors	x	Yes					
MPL-FR	167	Quinn	Don		Donors	x	Yes					
MPL-FR	168	Quinn	Don		Donors	x	Yes					
MPL-FR	169	Quinn	Don		Donors	x	Yes					
MPL-FR	170	Quinn	Don		Donors	x	Yes					
MPL-FR	171	Quinn	Don		Donors	x	Yes					
MPL-FR	172	Quinn	Don		Donors	x	Yes					
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MPL-FR	192	Quinn	Don		Donors	x	Yes					
MPL-FR	193	Quinn	Don		Donors	x	Yes					
MPL-FR	194	Quinn	Don		Donors	x	Yes					
MPL-FR	195	Quinn	Don		Donors	x	Yes					
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MPL-FR	197	Quinn	Don		Donors	x	Yes					
MPL-FR	198	Quinn	Don		Donors	x	Yes					
MPL-FR	199	Quinn	Don		Donors	x	Yes					
MPL-FR	200	Quinn	Don		Donors	x	Yes					

00000 Express Scribe Transcription Software Pro - Licensed software

File Control View Notes Bookmark Options Tools Help

Dispatch Done Scribe Mail Options Speech to Text Share Suite Help

Session Name	Sender	Date	Time	Duration	Priority	Deadline	Notes
MPL-FR-158 Kay Miller	Unknown	2011-09-23	01:26:18	89:41	Normal		
MPL-FR-154 Betsy Harlow	Unknown	2012-03-04	18:37:26	75:03	Normal		

Type notes for the currently selected session here

Express Scribe Transcription Software Pro v. 8.06 © NCH Software

Interview with Betsy Harlow
Friends of Marshall Public Library Oral History Project
Marshall, IL
www.marshalllibrary.com
Interview Link: <https://www.youtube.com/watch?v=HKidmPq2ybi&features=youtu.be>

[Damian Macey] This is Damian Macey representing the Marshall Public Library, the Friends of the Library in our oral history project, and today is Wednesday, March the fifteenth, of two thousand sixteen.

[Betsy Harlow] What? June the fifteenth.

[Macey] June, I'm sorry, June the fifteenth, of two thousand sixteen, and I am in the library reading room with a local resident here, Betsy Harlow, and I know she has some stories to tell us, and we're looking forward to that. I'll introduce you, and here is Betsy.

[Harlow] Hello. Um, I was born to Charles Herbert Tucker, the youngest of four boys, uh, the third-in-line had died of what they just called the fever, they didn't have a name for it. His father laid out the town of Benham, Kentucky. He was a mining engineer, and he laid out the town for uh, the mines and for the steel mill that was there.

[Macey] What was the name of it?



```

MPL_FR_164_BetsyHarlow - Notepad
File Edit Format View Help
[Interview with Betsy Harlow
Friends of Marshall Public Library Oral History Project
Marshall, IL
www.marshallilllibrary.com
Interview Link: https://www.youtube.com/watch?v=HKIdmPq2yb1&feature=youtu.be

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[Harlow] Hello. Um, I was born to Charles Herbert Tucker, the youngest of four boys, uh, the third-in-line had died of what they just
called the fever, they didn't have a name for it. His father laid out the town of Benham, Kentucky. He was a mining engineer, and he
laid out the town for uh, the mines and for the steel mill that was there.

[Macey] What was the name of it?

[Harlow] Benham.

[Macey] Benham.

[Harlow] B-E-N-H-A-M.

[Macey] Hm.

[Harlow] Kentucky. I was disappointed, my sister and I went down there and it's really nothing. I mean, you know, the mines closed
and the steel mills are gone, and, it's the museum and that's in the superintendent's house, and that's about it. I mean, you know,
it's other houses too. But they have a small college there, a junior college.

[Macey] Hm.

[Harlow] And they had all kinds of cabinets with documents uh, that my grandfather had signed, um, in pen, um, I'm sure a dipped pen.

[Both] [laugh]

[Harlow] You know, the old style. Um, and uh, Kathy and I looked through them, my sister and I looked through them, and it was just
amazing. It was run-of-the-mill stuff, how many windows do you want in the laundry room? We need to put stoves in the homes for our
miners because this other mine is putting stoves in theirs, and if we don't were going to lose our best miners, you know it was just
run-of-the-mill everyday stuff.

```

Field Name	Description of data to be included
Title	Betsy Harlow -- 2016-03-15
Creator	Friends of Marshall Public Library
Library of Congress Subject Headings	Coming of age -- Indiana -- Indianapolis; Marshall (Ill.) -- History; Twentieth century; Broad Ripple (Indianapolis, Ind.); Education -- Indiana -- Indianapolis;
Genre Headings	Teaching -- Indiana -- Indianapolis; Schools -- Indiana -- Indianapolis
Local Subject Headings	Oral History; Local History
Description	The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Date Original	2016-03-15
Searchable Date	2016-03-15
Identifier	MPL_FR_164_BetsyHarlow
Coverage - Geographic	United States -- Illinois -- Clark County -- Marshall
Coverage - Temporal	2010s (2010-2019)
Type	Sound; Text; Image
Collection Publisher	Marshall Public Library, Marshall (Ill.)
Rights Management	Marshall Public Library reserves all rights to digital recordings and/or transcripts resulting from interviews. Digital access is available for historical and/or other academic research purposes. For more information about reproduction of material contact: Marshall Public Library, Director, 612 Archer Avenue, Marshall, IL 62441, Phone (217)826-2535 or www.marshallilllibrary.com.
Collection Name	Marshall Public Library Oral History Collection
Contributing Institution	Marshall Public Library, Marshall (Ill.)
Full Text/Transcription	Friends of Marshall Public Library Oral History Project Marshall, IL www.marshallilllibrary.com Interview Link: https://www.youtube.com/watch?v=HKIdmPq2yb1&feature=youtu.be
File Size	70,725 KB
Browse Topic	
Language	eng
Contributor	Harlow, Betsy Ann, 1938-2017 [Interviewee]; Macey, Damian T., 1938- [Interviewer].
Publisher	
Source	
Digital Format	.mp4; .txt; .jpg

The Process

AutoSave OFF IDA_Template.xlsx

Field Name	Description of data to be included
Title	
Creator	Friends of Marshall Public Library
Library of Congress Subject Headings	Marshall (Ill.) -- History; Twentieth century
Genre Headings	Oral histories; Local histories
Local Subject Headings	
Description	The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Date Original	
Searchable Date	
Identifier	
Coverage - Geographic	United States -- Illinois -- Clark County -- Marshall
Coverage - Temporal	
Type	Sound; Text
Collection Publisher	Marshall Public Library, Marshall (Ill.)
Rights Management	Marshall Public Library reserves all rights to digital recordings and/or transcripts resulting from interviews. Digital access is available for historical and/or other academic research purposes. For more information about reproduction of material contact: Marshall Public Library, Director, 612 Archer Avenue, Marshall, IL 62441, Phone (217)826-2535 or www.marshallillibrary.com.
Collection Name	Marshall Public Library Oral History Collection
Contributing Institution	Marshall Public Library, Marshall (Ill.)
Full Text/Transcription	
File Size	
Browse Topic	
Language	eng
Contributor	
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Digital Format	.mp4;.txt;.pdf

AutoSave OFF MPL-FR_33_Martha Warner.xlsx - Saved

Field Name	Description of data to be included
Title	Martha Warner -- 2010-04-01
Creator	Friends of Marshall Public Library
Library of Congress Subject Headings	Coming of age -- Illinois -- Marshall; Marshall (Ill.) -- History; Twentieth century
Genre Headings	Oral histories; Local histories
Local Subject Headings	Warner, Martha Jean Scott, 1936-
Description	The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Date Original	2010-04-01
Searchable Date	
Identifier	MPL-FR_33_Martha Warner
Coverage - Geographic	United States -- Illinois -- Clark County -- Marshall
Coverage - Temporal	2010s (2010-2019)
Type	Sound; Text; Image
Collection Publisher	Marshall Public Library, Marshall (Ill.)
Rights Management	Marshall Public Library reserves all rights to digital recordings and/or transcripts resulting from interviews. Digital access is available for historical and/or other academic research purposes. For more information about reproduction of material contact: Marshall Public Library, Director, 612 Archer Avenue, Marshall, IL 62441, Phone (217)826-2535 or www.marshallillibrary.com.
Collection Name	Marshall Public Library Oral History Collection
Contributing Institution	Marshall Public Library, Marshall (Ill.)
Full Text/Transcription	
File Size	21,998 KB
Browse Topic	
Language	eng
Contributor	Warner, Martha, 1928- [interviewee]; Lashbrook, Lisa [interviewer]
Content Warning	
Digital Format	.mp4;.txt;.pdf;.jpg

The Process - Metadata Templates

```

MPL-FR_33_Martha Warner.txt - Notepad
File Edit Format View Help
Interview with Martha Warner.
Friends of the Marshall Public Library Oral History Project
Marshall, IL
www.marshalllibrary.com
Interview Link: https://www.youtube.com/watch?v=atRHBJE5JE&feature=youtu.be

[Lisa Lashbrook] Today is Monday January the fourth, two thousand-ten. My name is Lisa Lashbrook, daughter of Martha and Jack Warner. I will be interviewing my mother Martha Jean Warner for Friends of Marshall Public Library Oral History Project. Martha Jean Scott Warner, when were you born?

[Martha Warner] I was born April the twentieth, nineteen twenty-eight.

[Lashbrook] Where were you born?

[Warner] North Third Street in Marshall, Illinois.

[Lashbrook] And your parents are?

[Warner] William Earl Scott and Reba, Rebecca Long Scott. My father, William Earl Scott grandparents, Alexander, and Caroline, first wife, and Helen Robertson [?], second wife. Great gran, grandparents were Jacob and Hedy Brown Scott, donated land for the Ohio Cemetery in eighteen seventy. My great-great grandparents was William and Hannah Haggerman Scott. William Earl Scott, my father's siblings were Lula Scott, sister, Otto Scott, brother, Merle Scott, sister, and Roller Scott, brother. Mother was Reba Rebecca Long Scott, grandparents is J.N. and Nancy [inaudible] Long. Reba Rebecca Long Scott, my mother's siblings was Ellen, Effie Long Wilkerson, Mabel Long Snellie [?], Alice Adale [inaudible], Gifford Long, Laura Long [?], Edith Long Bird, Bill Long, Jesse Long, and Truman Long. My, my, my brothers and sisters was William Green Scott seven twenty-nine twenty-two Army Military discharge nine one forty-five, Margaret Scott Thompson born seven two twenty-four, John Alexander Scott born five four twenty-six Army Military discharged eight twelve forty-six, Jacob Dean Scott born five thirty-one thirty Navy Military discharged one twenty-two fifty-two, Allison Marie Scott O'Neil born five twenty-eight thirty-two, Willa May Scott Arney born eight twenty-five thirty-three, Mary Jane Scott Walker born eight fifteen thirty-five, Truman Lee Scott born nine one thirty-seven Navy
Ln 1, Col 1 100% Windows (CRLF) UTF-8

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Interview with Martha Warner.
Friends of the Marshall Public Library Oral History Project
Marshall, IL
www.marshalllibrary.com
Interview Link: https://www.youtube.com/watch?v=atRHBJE5JE&feature=youtu.be

[Lisa Lashbrook] Today is Monday January the fourth, two thousand-ten. My name is Lisa Lashbrook, daughter of Martha and Jack Warner. I will be interviewing my mother Martha Jean Warner for Friends of Marshall Public Library Oral History Project. Martha Jean Scott Warner, when were you born?

[Martha Warner] I was born April the twentieth, nineteen twenty-eight.

[Lashbrook] Where were you born?

[Warner] North Third Street in Marshall, Illinois.

[Lashbrook] And your parents are?

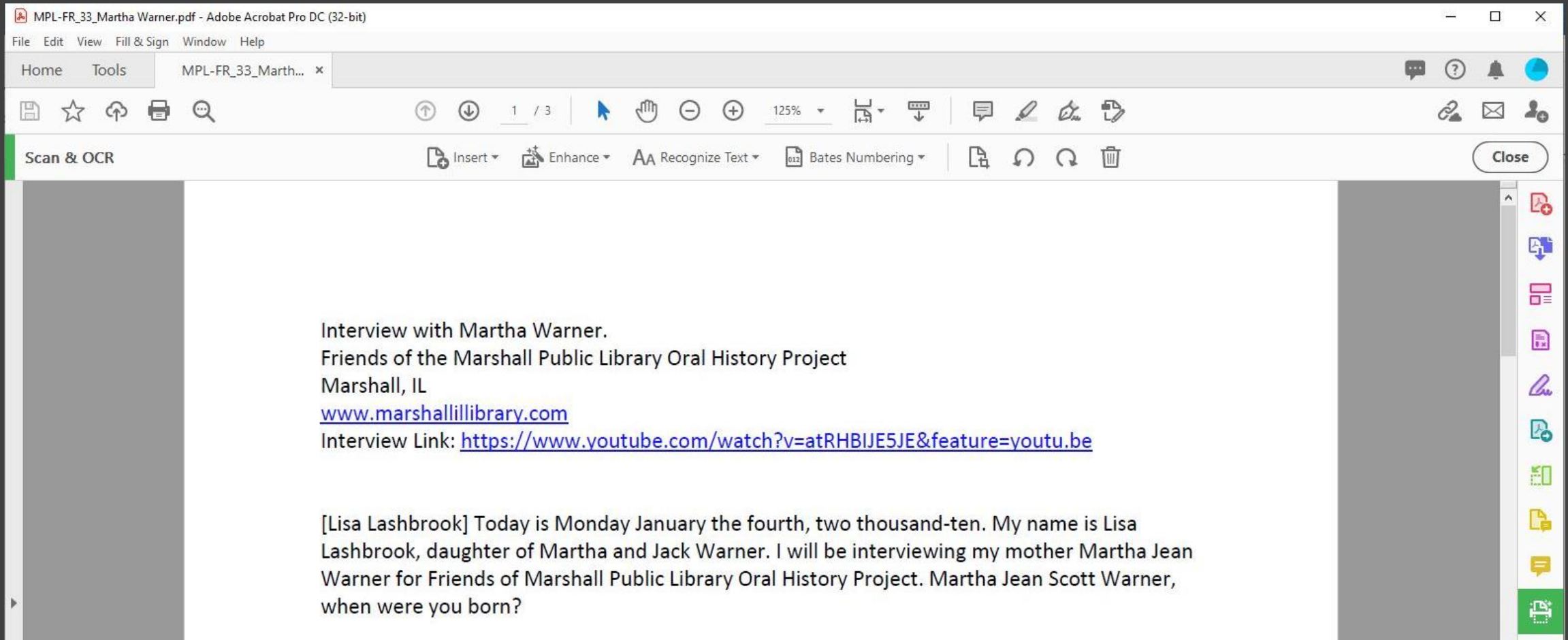
[Warner] William Earl Scott and Reba, Rebecca Long Scott. My father, William Earl Scott grandparents, Alexander, and Caroline, first wife, and Helen Robertson [?], second wife. Great gran, grandparents were Jacob and Hedy Brown Scott, donated land for the Ohio Cemetery in eighteen seventy. My great-great grandparents was William and Hannah Haggerman Scott. William Earl Scott, my father's siblings were Lula Scott, sister, Otto Scott, brother, Merle Scott, sister, and Roller Scott, brother. Mother was Reba Rebecca Long Scott, grandparents is J.N. and Nancy [inaudible] Long. Reba Rebecca Long Scott, my mother's siblings was Ellen, Effie Long

```

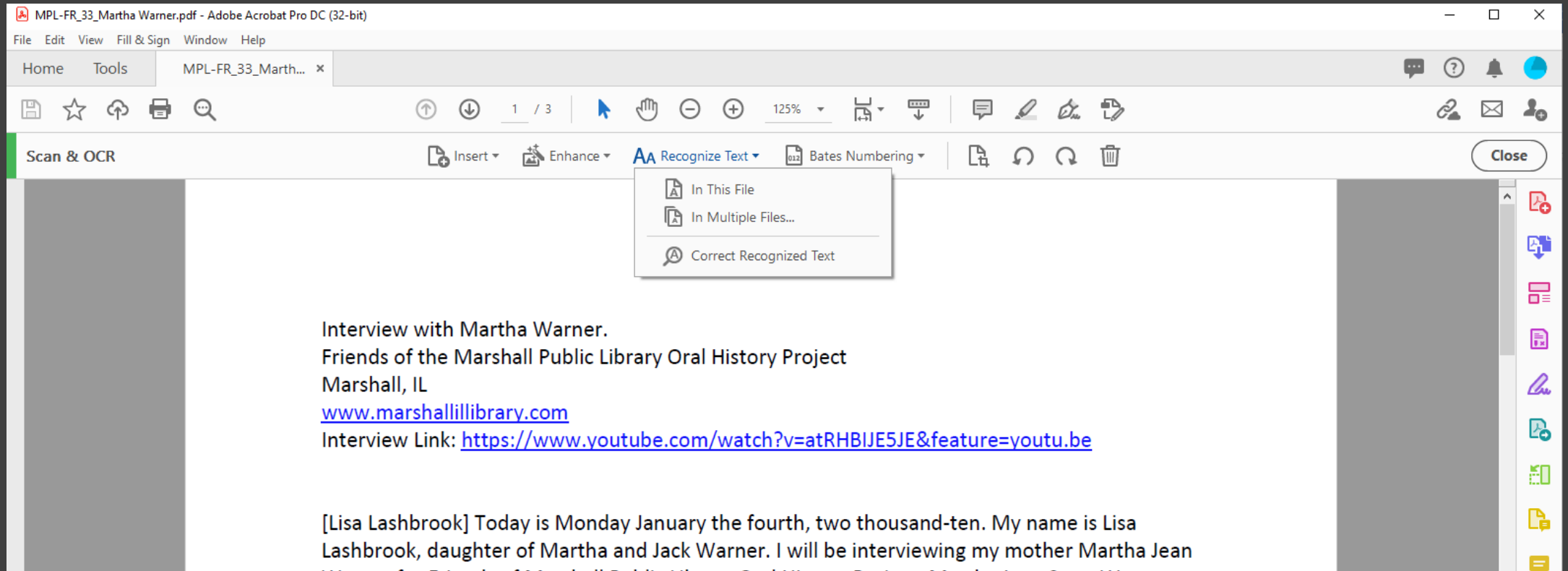


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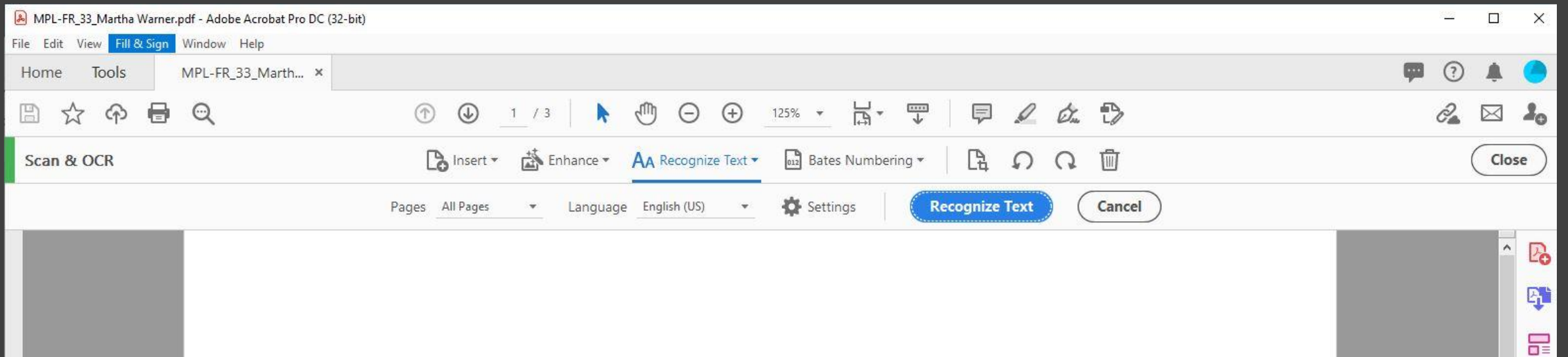
PDF Files



The Process – PDF files

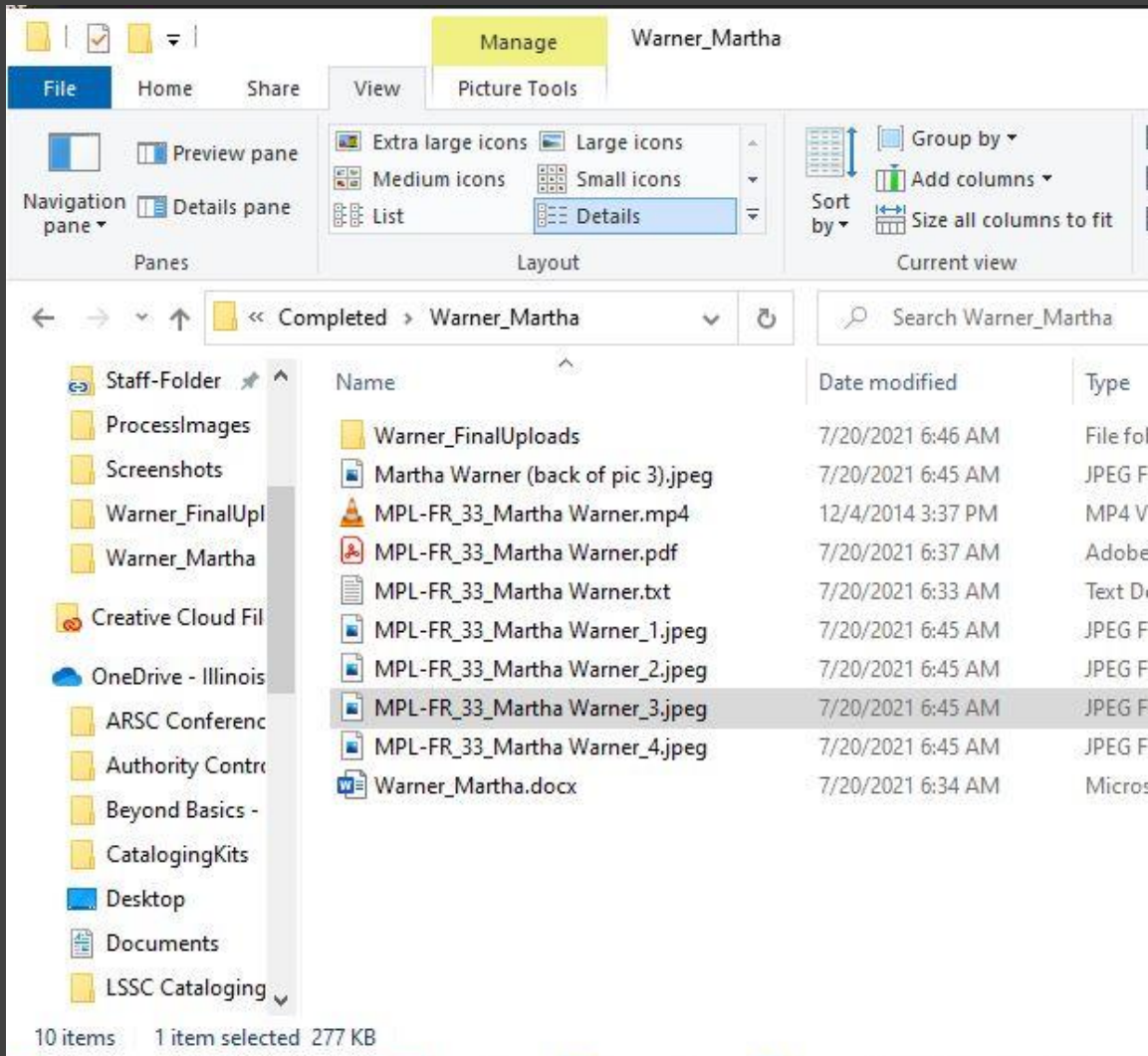


The Process – PDF Files

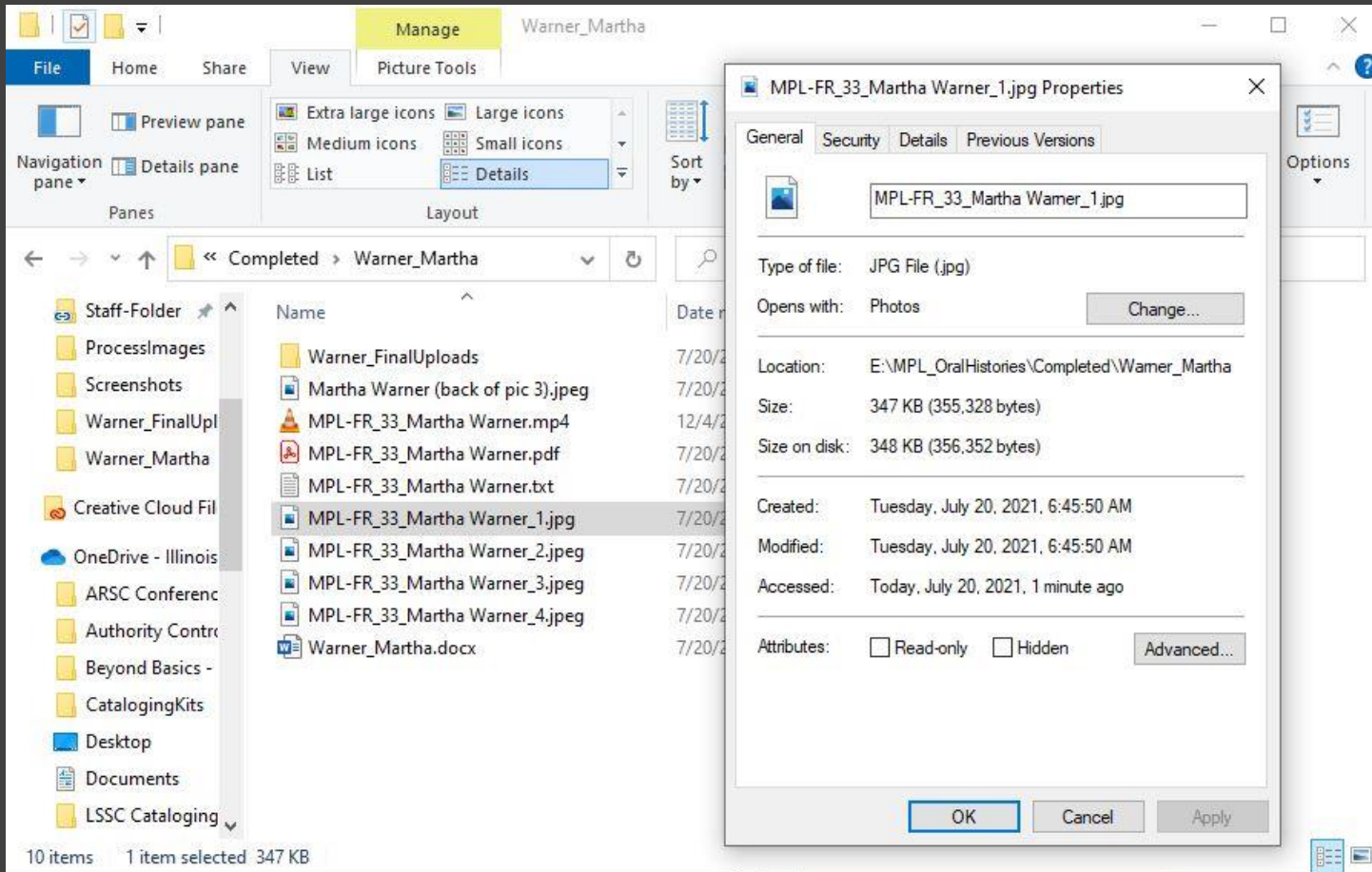


The Process – PDF Files

JPG Files



The Process – JPG Files

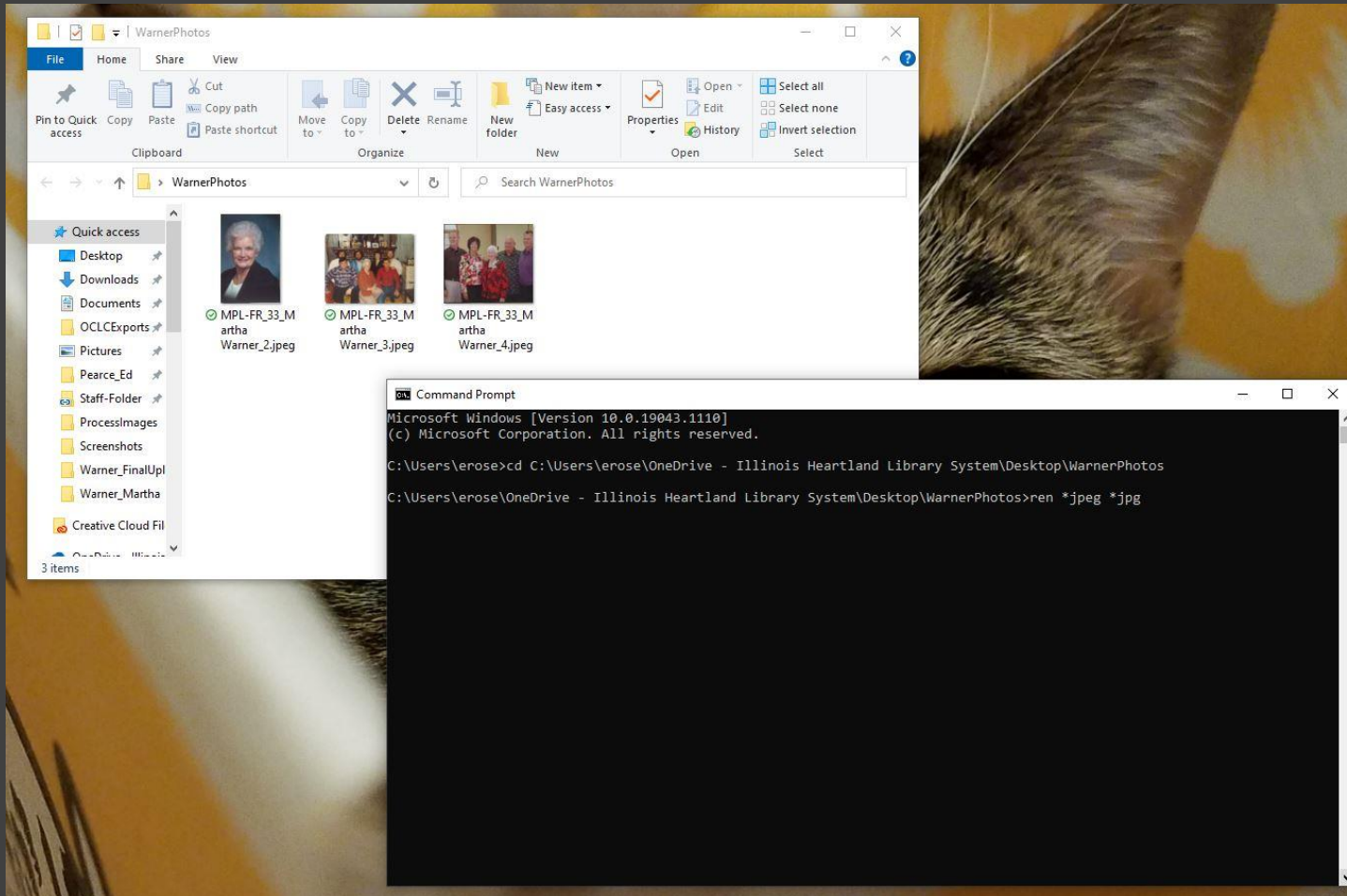


The Process – JPG Files

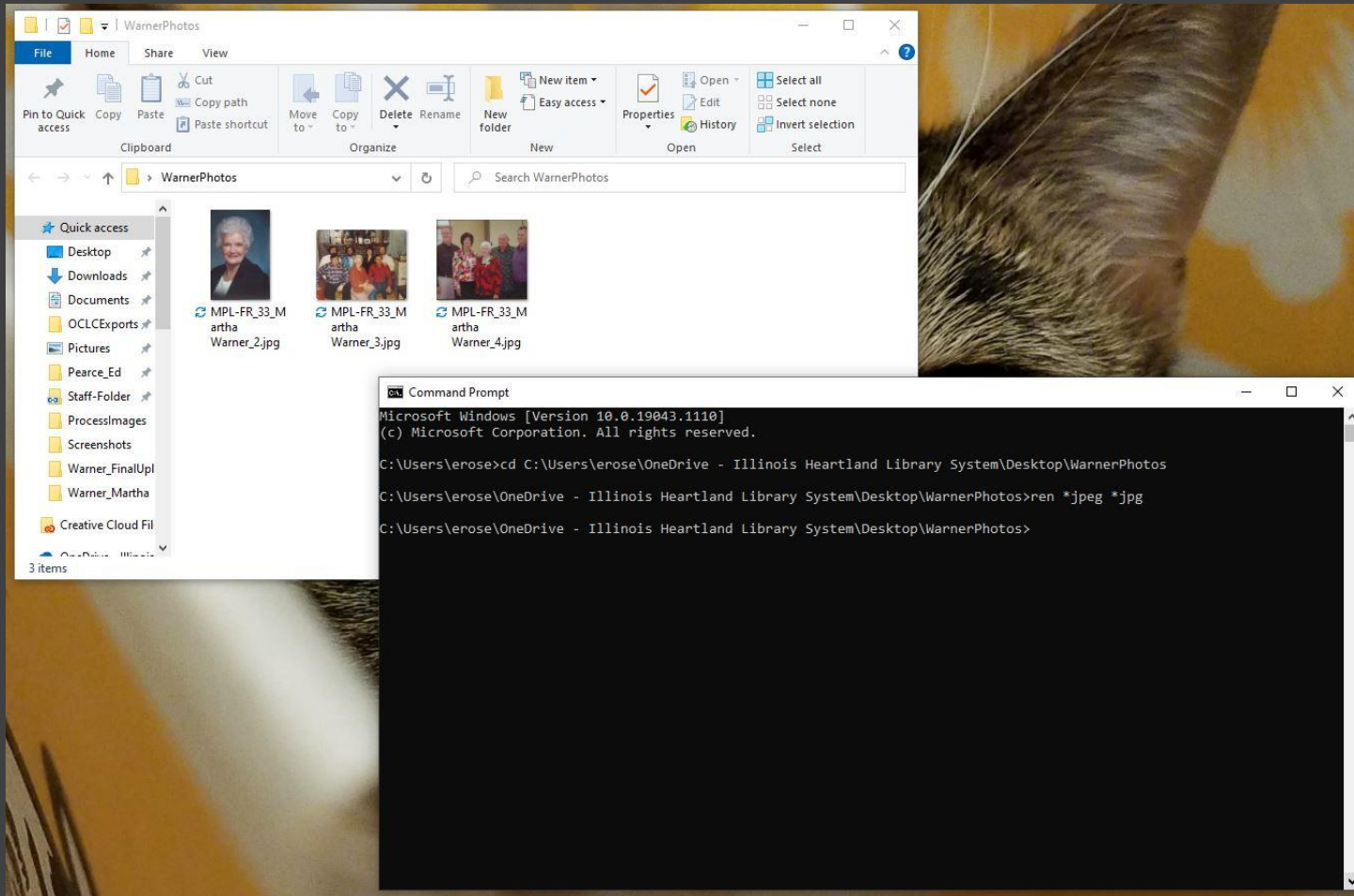
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Command Prompt
Microsoft Windows [Version 10.0.19043.1110]
(c) Microsoft Corporation. All rights reserved.

C:\Users\erose>cd C:\Users\erose\OneDrive - Illinois Heartland Library System\Desktop\WarnerPhotos
```

The Process – JPG Files

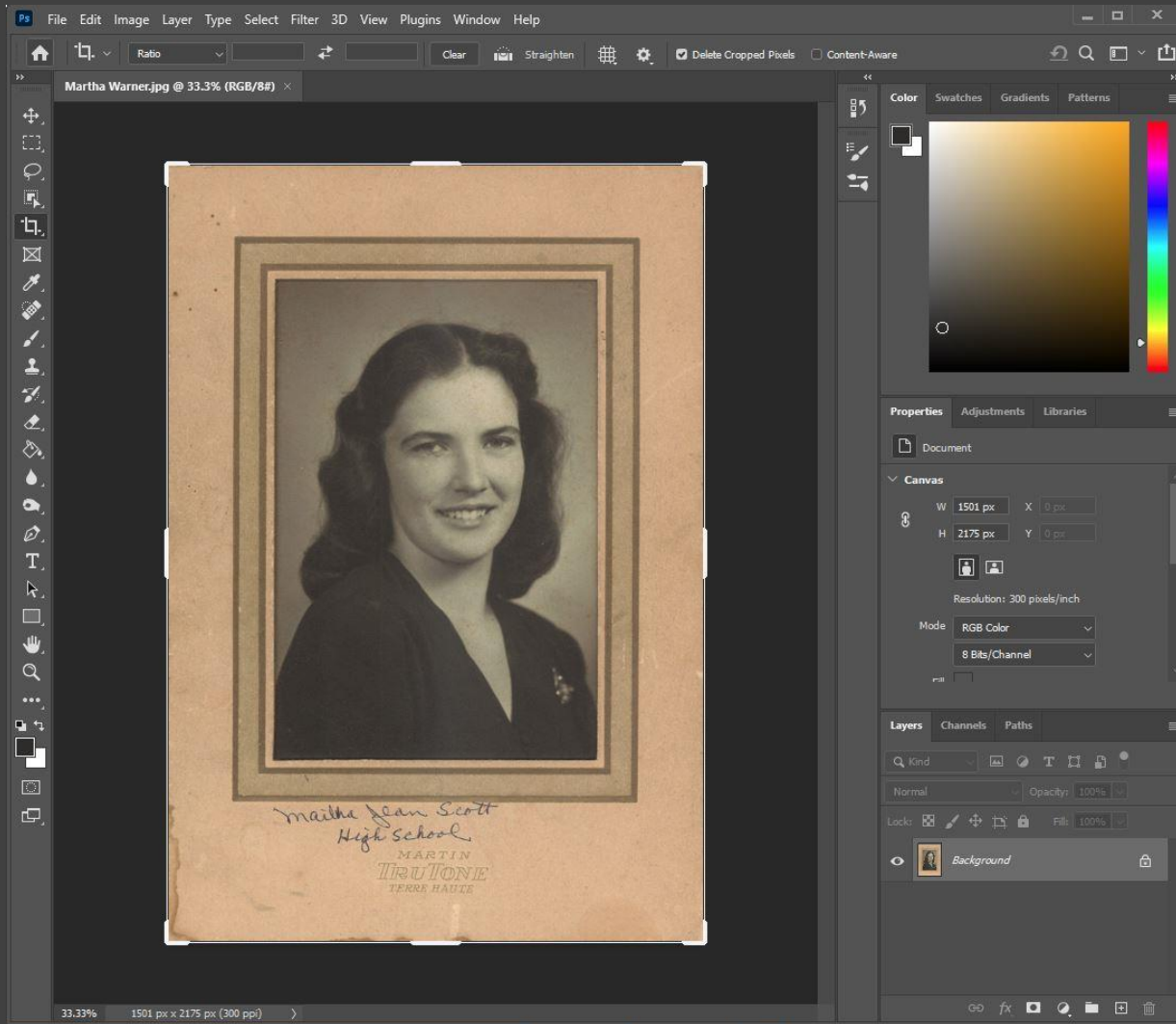


The Process – JPG Files

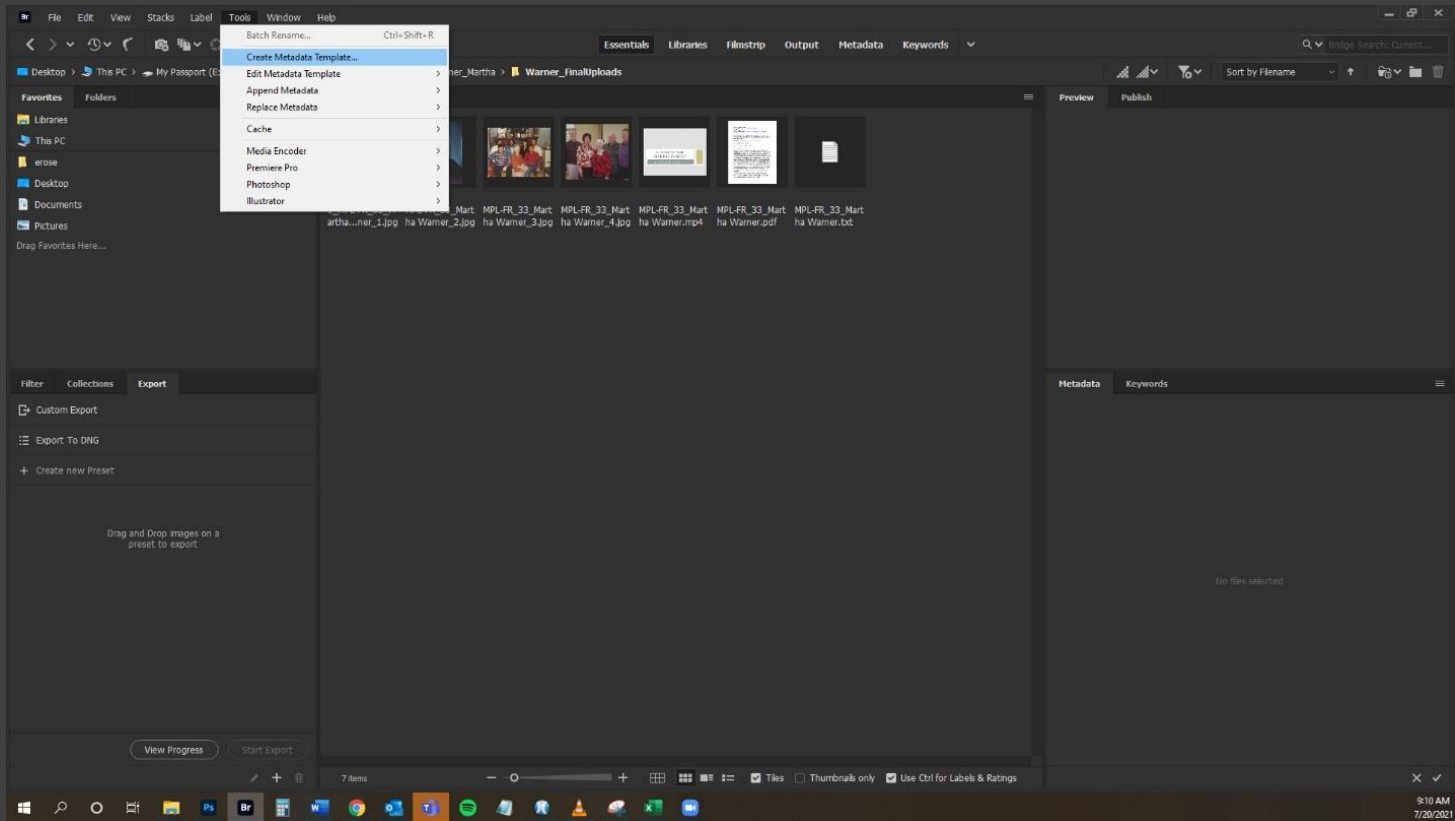


The Process – JPG Files

Adobe Photoshop and Bridge



The Process – Editing Files in Photoshop



The Process – Appending Metadata in Bridge

Edit Metadata Template

Template Name:

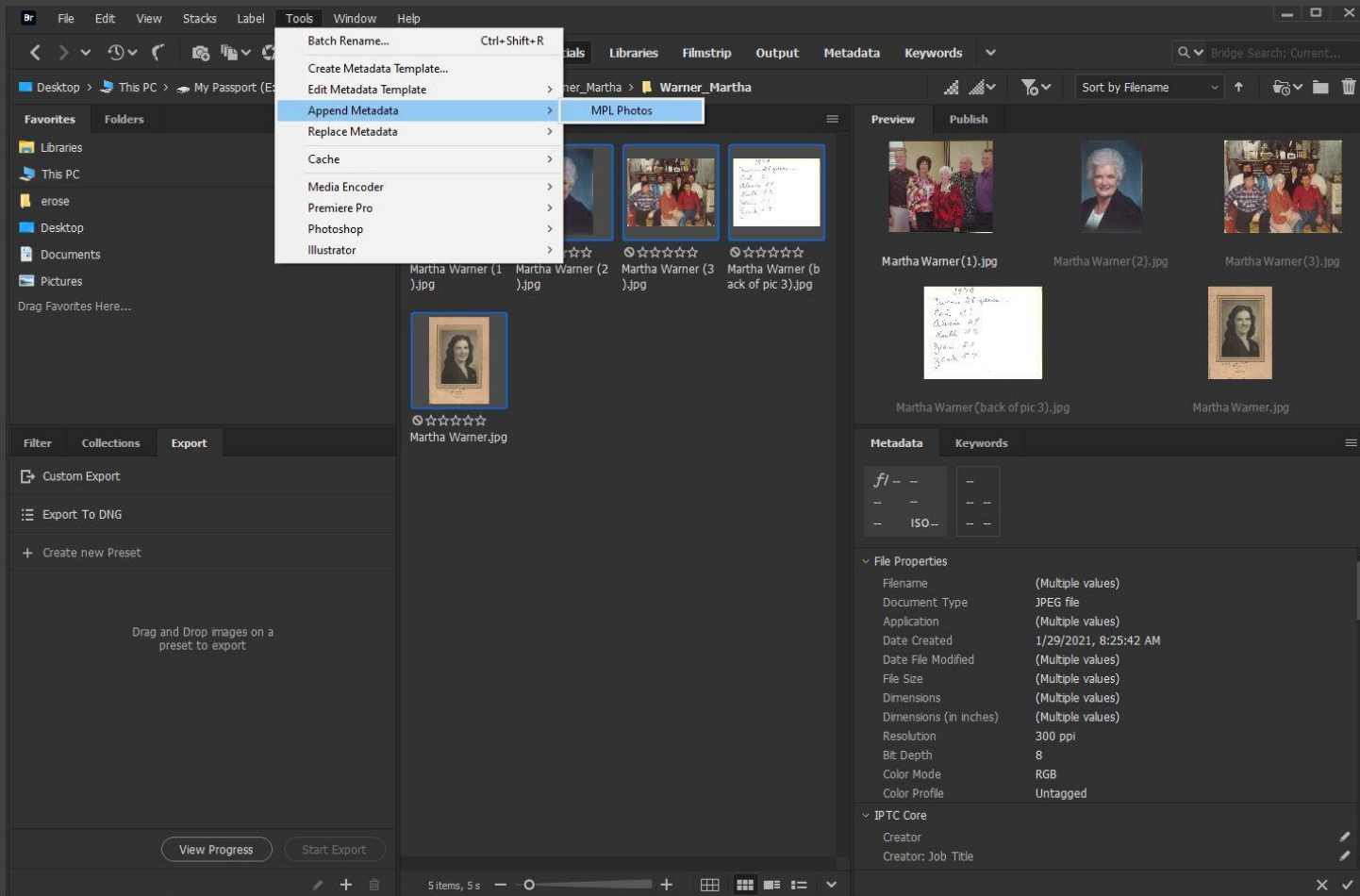
Choose the metadata to include in this template

<input type="checkbox"/>	Date Created	
<input type="checkbox"/>	Intellectual Genre	
<input type="checkbox"/>	IPTC Scene Code	
<input type="checkbox"/>	Sublocation	
<input checked="" type="checkbox"/>	City	Marshall
<input checked="" type="checkbox"/>	State/Province	Illinois
<input checked="" type="checkbox"/>	Country	United States
<input type="checkbox"/>	ISO Country Code	
<input checked="" type="checkbox"/>	Title	Marshall Public Library Oral History Collection
<input type="checkbox"/>	Job Identifier	
<input type="checkbox"/>	Instructions	
<input type="checkbox"/>	Credit Line	
<input type="checkbox"/>	Source	
<input type="checkbox"/>	Copyright Notice	
<input type="checkbox"/>	Copyright Status	Unknown
<input checked="" type="checkbox"/>	Rights Usage Terms	Marshall Public Library reserves all rights to digital recordings and/or transcripts resulting from interviews. Digital access is available for historical and/or other academic research purposes. For more information about reproduction of material contact: Marshall Public Library, Director, 612 Archer Avenue, Marshall, IL 62441, Phone (217)826-2535 or www.marshalllibrary.com.
IPTC Extension		
<input type="checkbox"/>	Person Shown	

Only checked properties will be added/changed to this template.

Properties selected: 5

The Process – Appending Metadata in Bridge



The Process – Appending Metadata in Bridge

Preview Publish



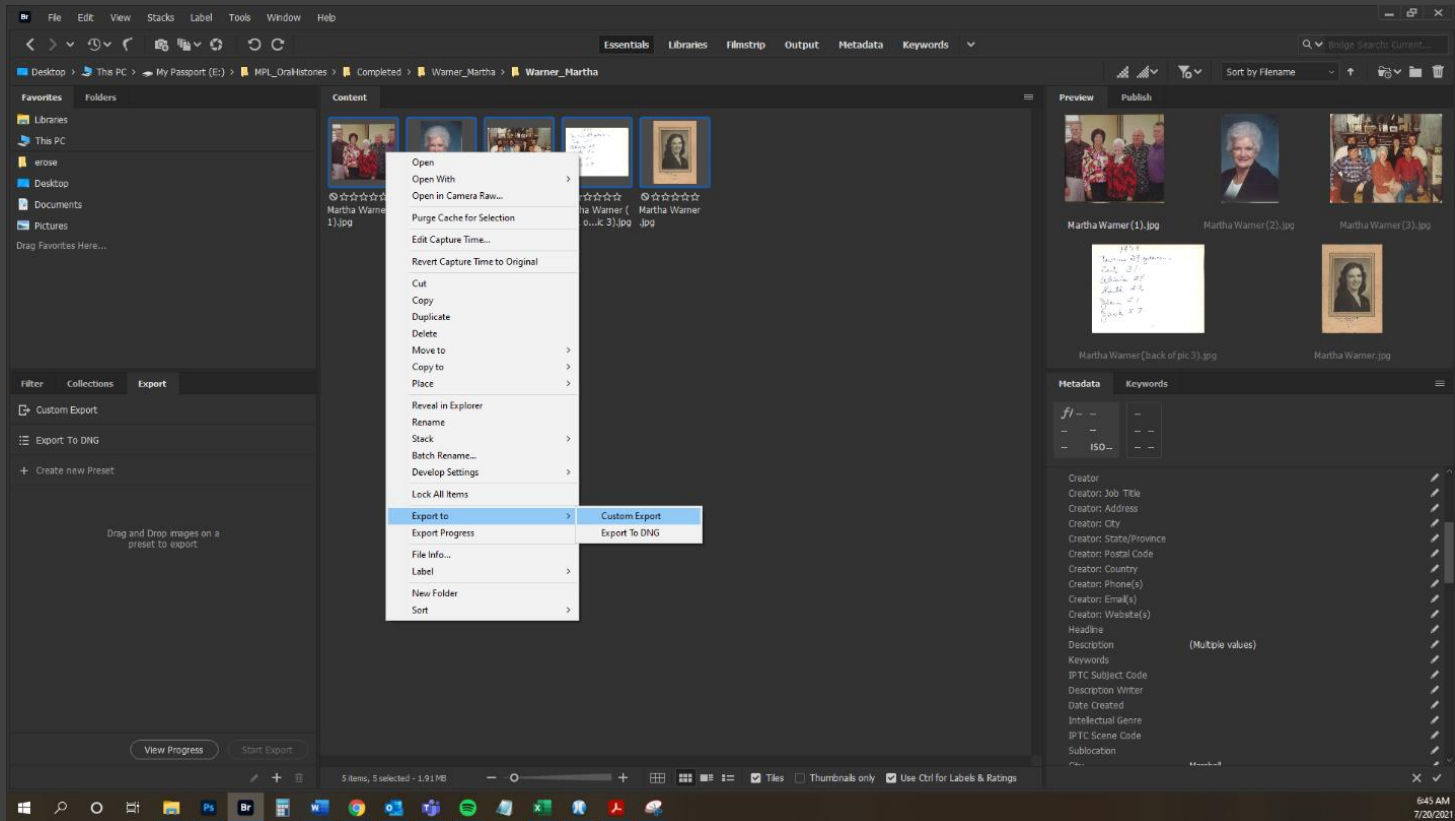
Martha Warner (3).jpg

Metadata Keywords

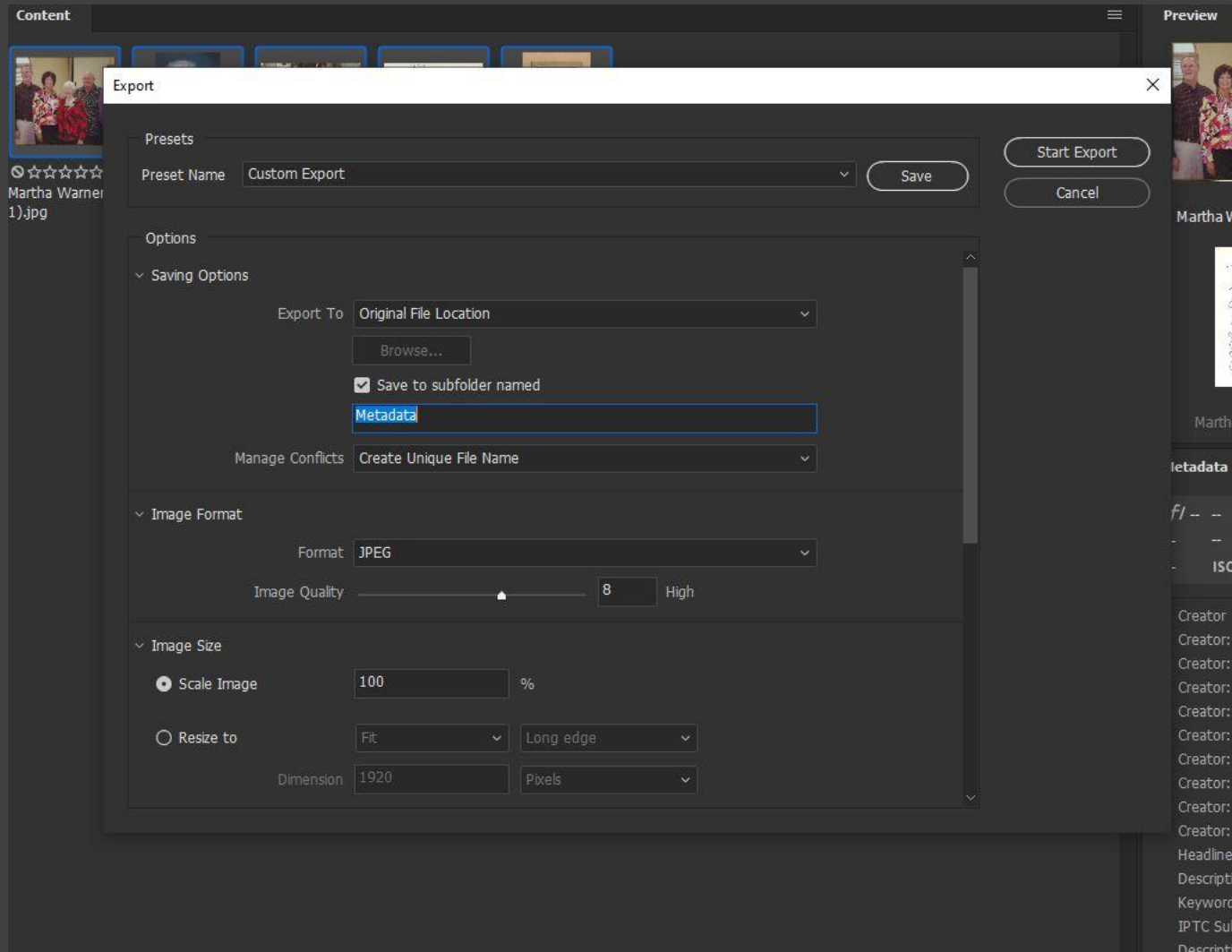
fi --	1323 x 1037	
-- --	377 KB	300 ppi
-- ISO --	Untagged	RGB

Creator: Job Title
 Creator: Address
 Creator: City
 Creator: State/Province
 Creator: Postal Code
 Creator: Country
 Creator: Phone(s)
 Creator: Email(s)
 Creator: Website(s)
 Headline
 Description Martha Warner family, 1979; Twins 29 years, Earl 31, Alicia 24, Keith 22, Jean 51, Jack 57
 Keywords
 IPTC Subject Code
 Description Writer
 Date Created
 Intellectual Genre
 IPTC Scene Code
 Sublocation
 Marshall

The Process – Appending Metadata in Bridge



The Process – Appending Metadata in Bridge



The Process – Appending Metadata in Bridge

Export Progress

☆☆
a W:
j

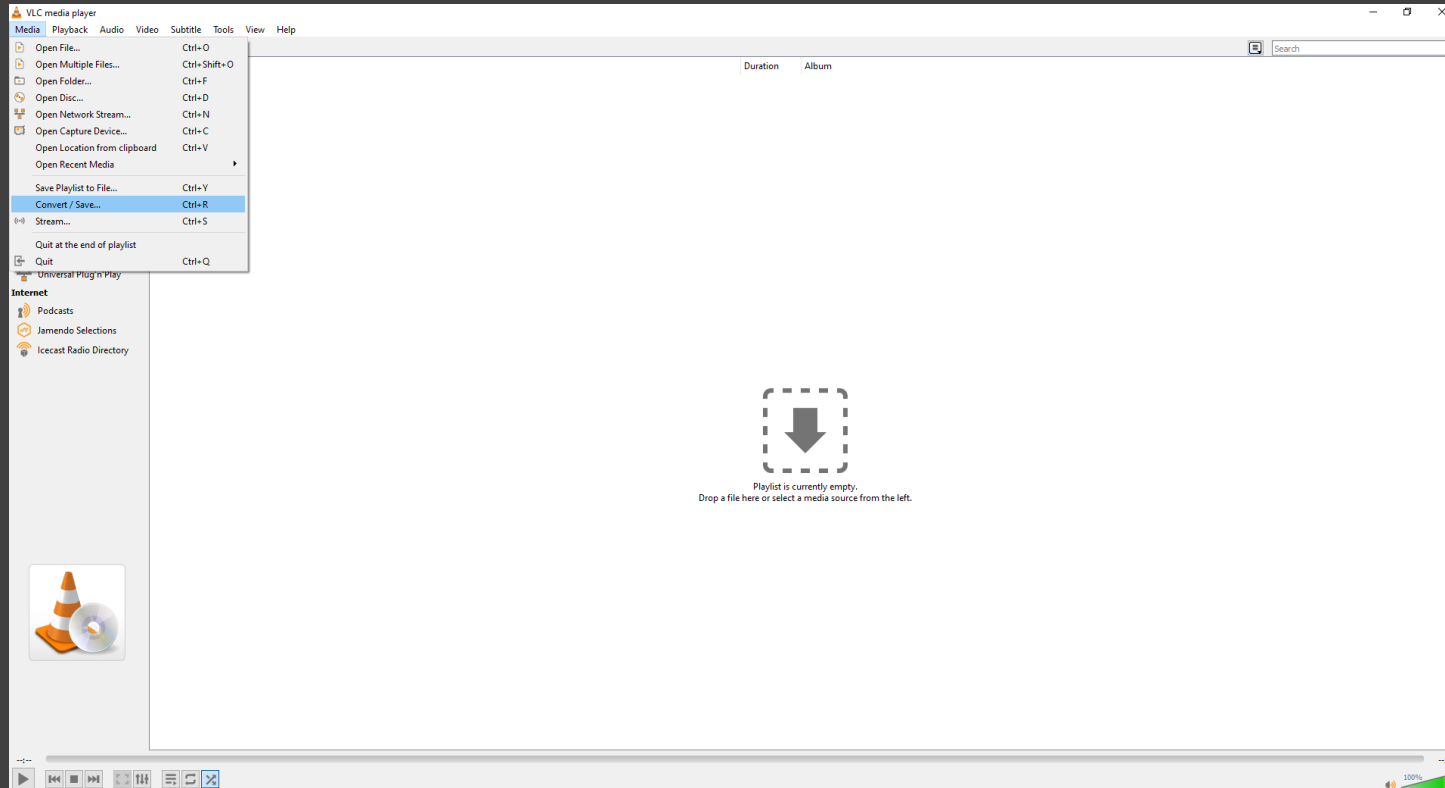
0 Pending Jobs Clear

Custom Export E:\MPL_OralHistories\Completed\Strohm Lester\Strohm_FinalUp...	Completed on 2021/07/13 2:33 PM 1 File Exported	
Custom Export E:\MPL_OralHistories\Completed\Strohm Warren\Strohm Warr...	Completed on 2021/07/14 10:22 AM 17 Files Exported	
Custom Export E:\MPL_OralHistories\Completed\ Edited\Guinnip_Don\Guinnip ...	Completed on 2021/07/15 07:48 AM 28 Files Exported	
Custom Export E:\MPL_OralHistories\Completed\Strohm Warren\Strohm Warr...	Completed on 2021/07/15 10:26 AM 1 File Exported	
Custom Export E:\MPL_OralHistories\Completed\Warner Martha\Warner Mart...	Completed on 2021/07/20 06:45 AM 5 Files Exported	

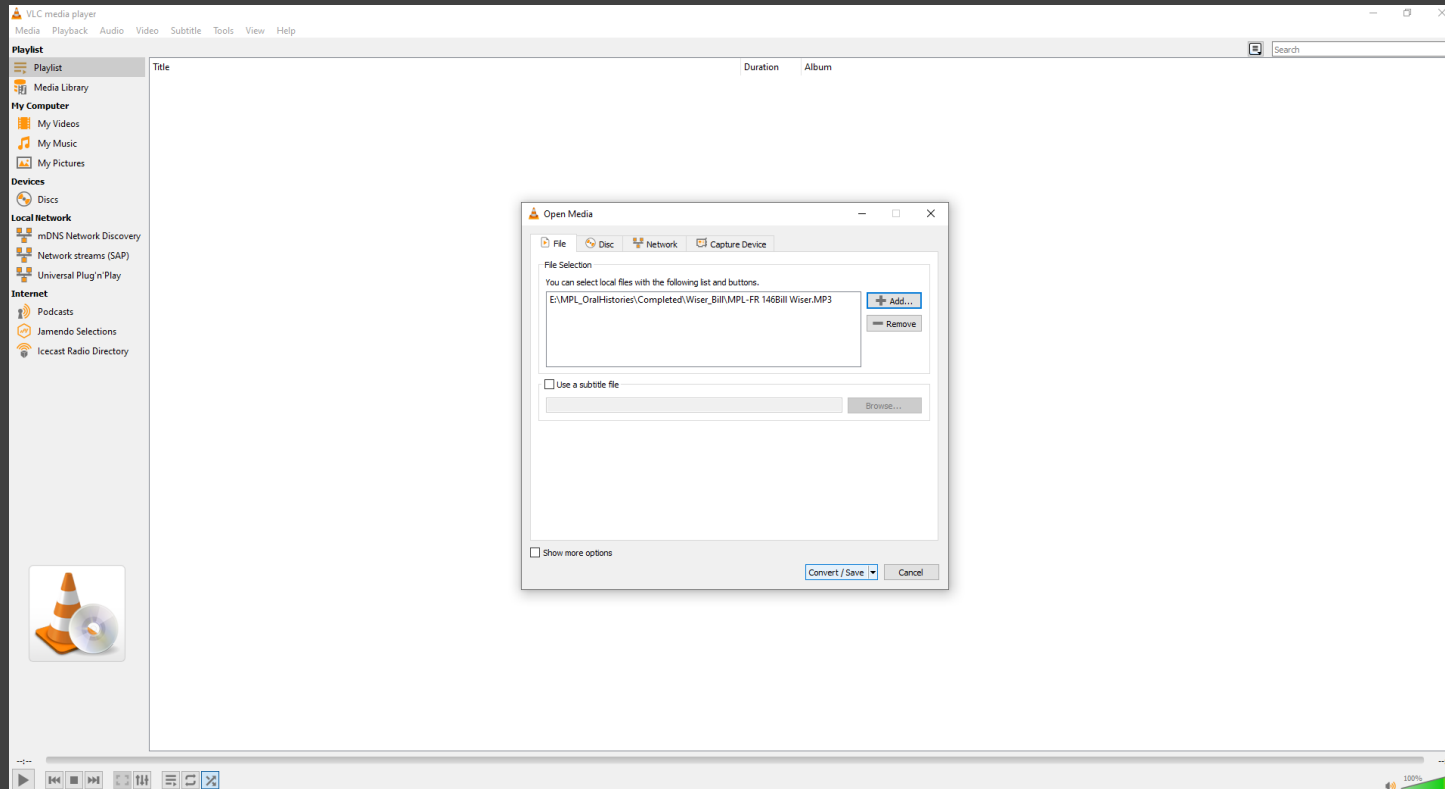
Close

The Process – Appending Metadata in Bridge

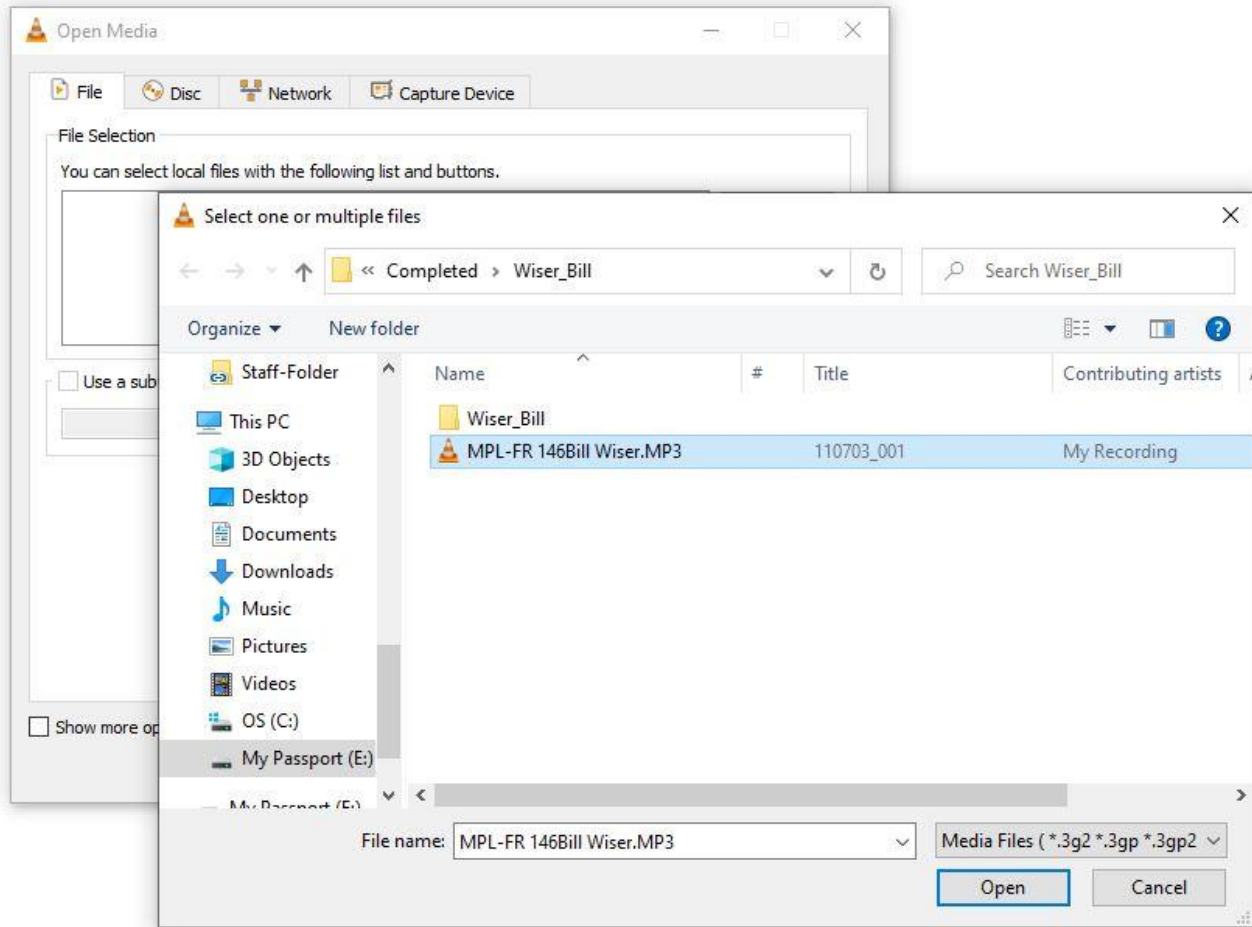
Audio Files



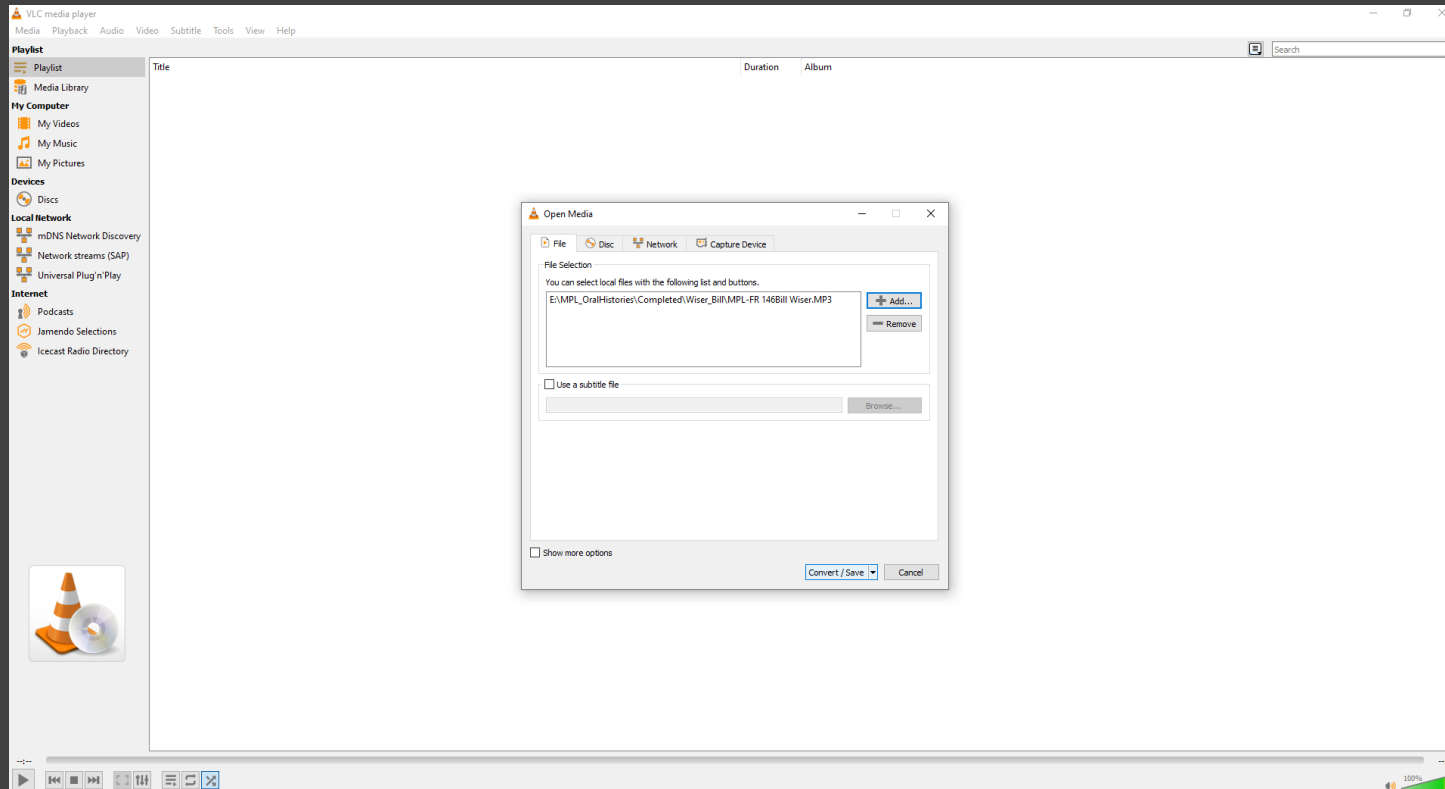
The Process – Audio Files (mp4)



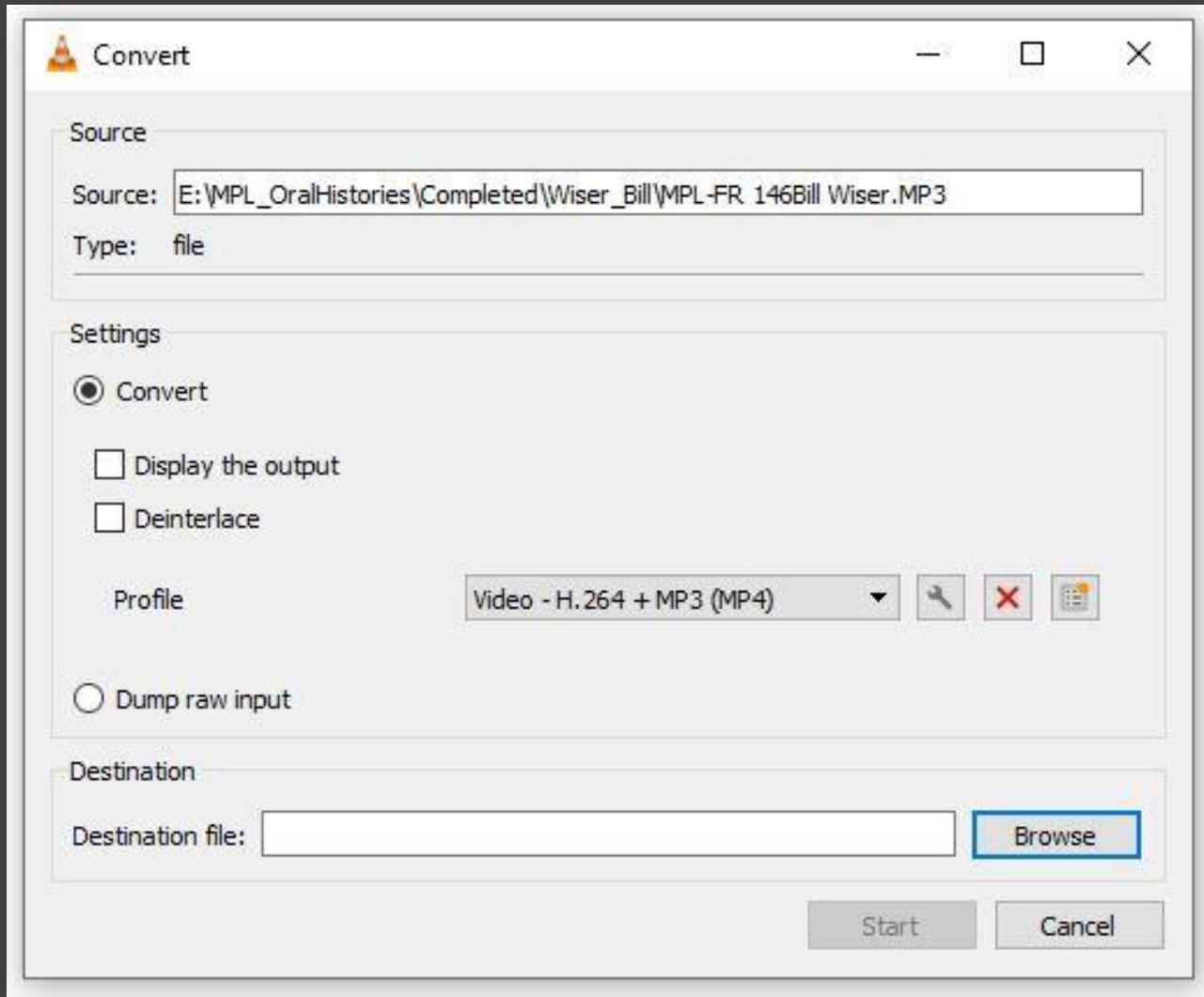
The Process – Audio Files (mp4)



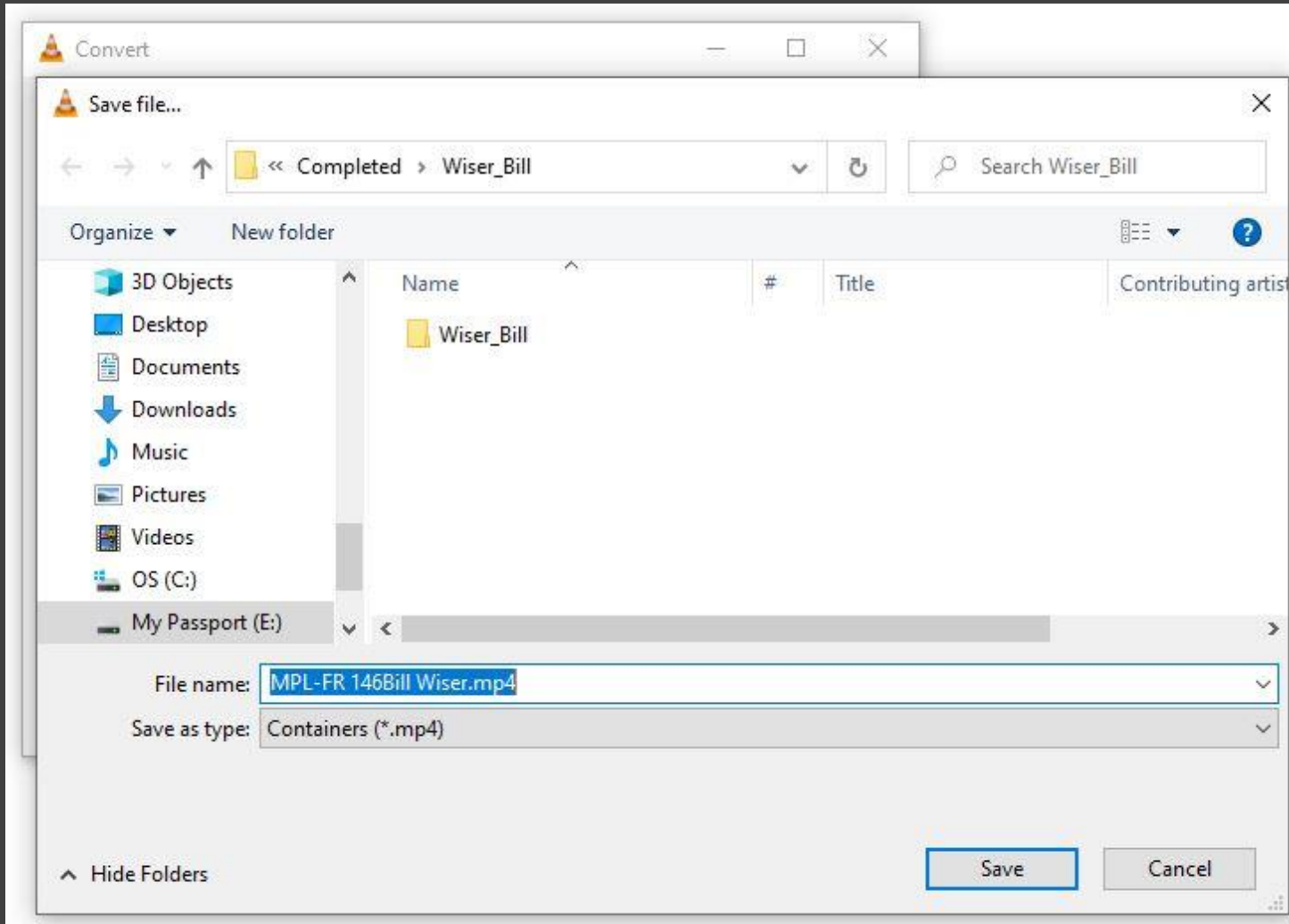
The Process – Audio Files (mp4)



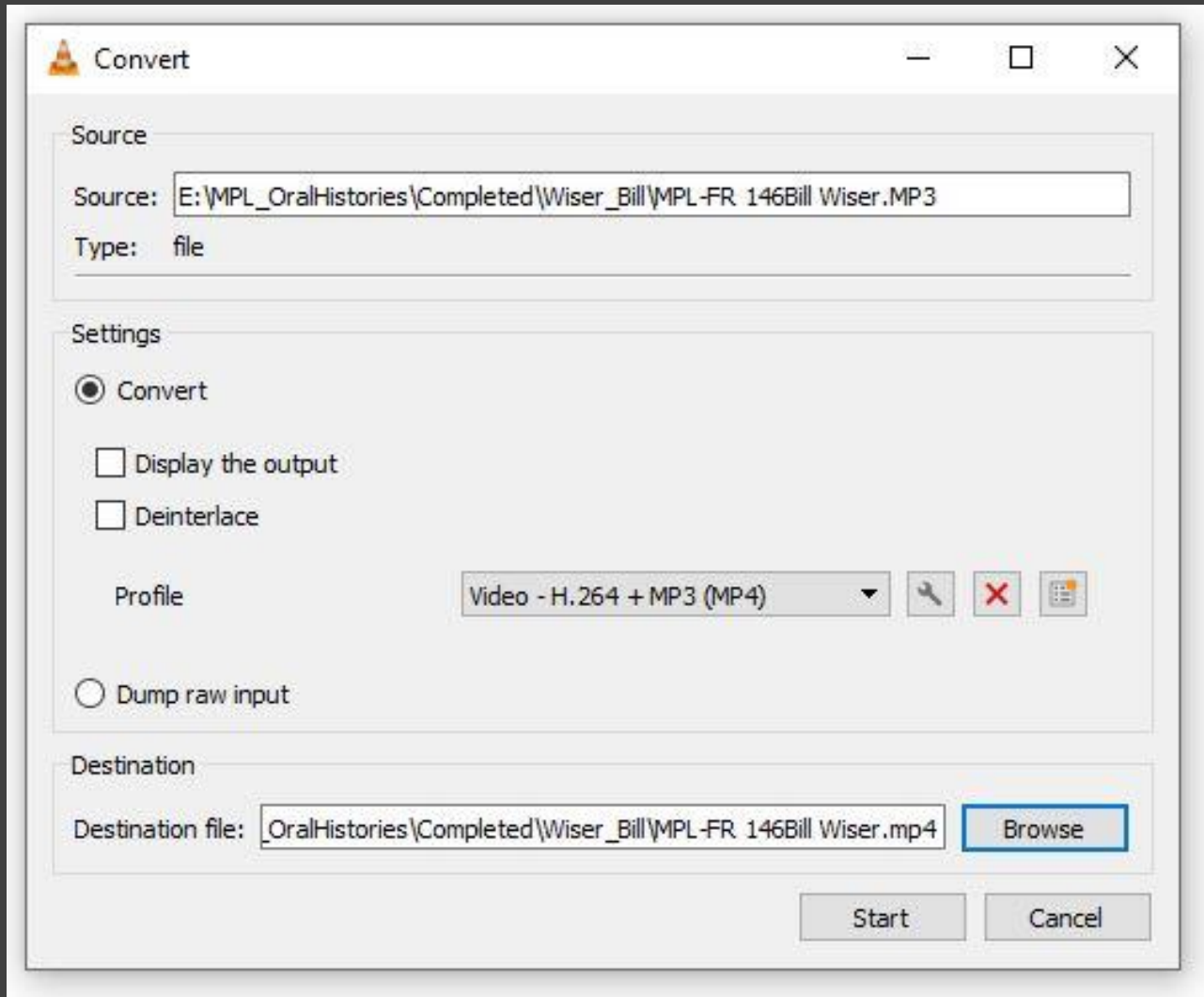
The Process – Audio Files (mp4)



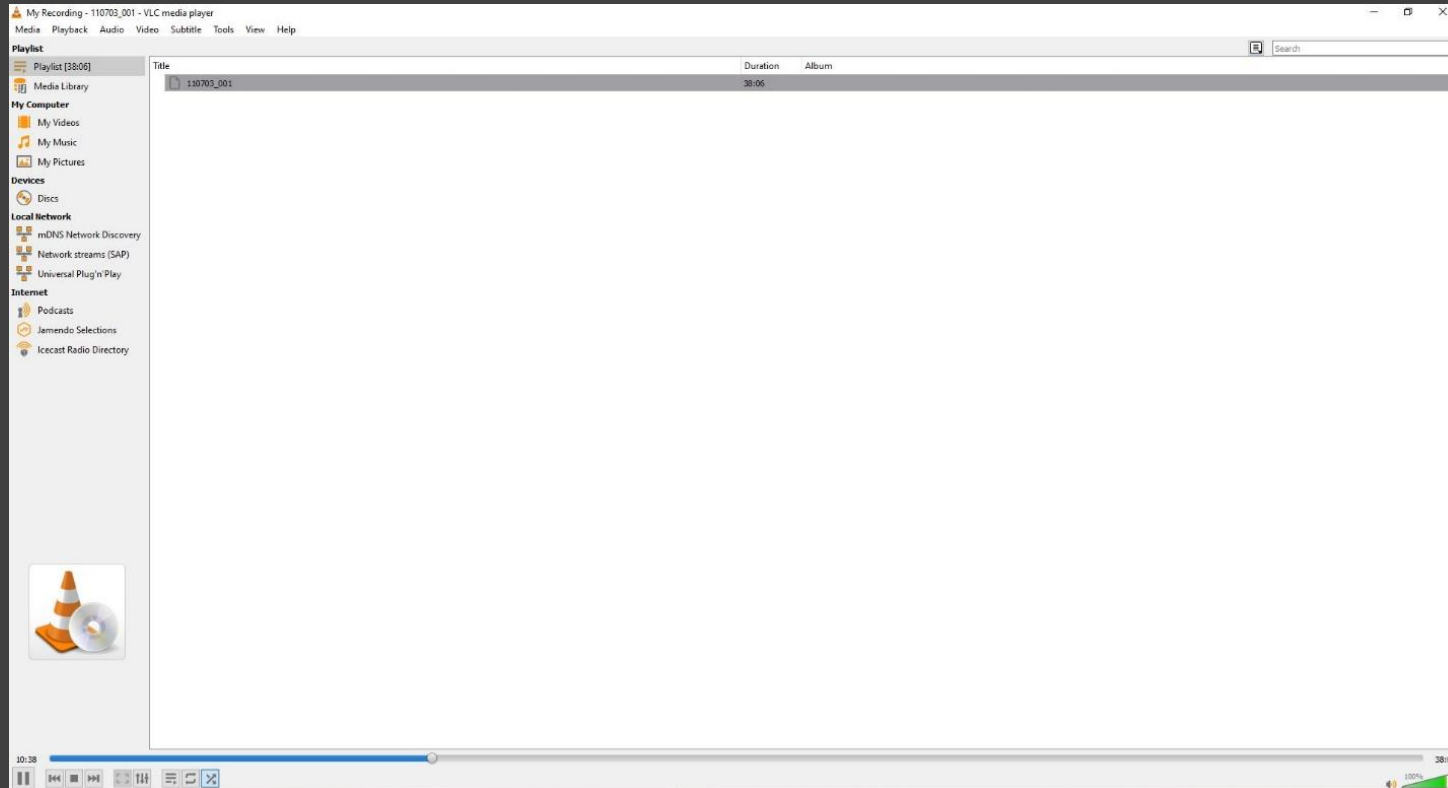
The Process – Audio Files (mp4)



The Process – Audio Files (mp4)



The Process – Audio Files (mp4)



The process – Audio files (mp4)

Illinois Digital Archives - CONTENTdm

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Project 1

Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All Upload for Approval Open in Tab Delete 0 of 0 items

Marshall Public Library Oral History Collection

Project 1

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Item Tasks

- Open in Tab View
- Delete
- Upload for Approval

Other Tasks

- Hide Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm Administration

Upload Manager

Title	Pages	Item Size	Status	Progress

In queue History

Last upload finished Tuesday, July 20, 2021 6:52:46 AM hide details Update service unavailable

MPL-FR_33_Martha Warner.xlsx

File Home Insert Page Layout Formulas Data Review View Help Acrobat Share Comments

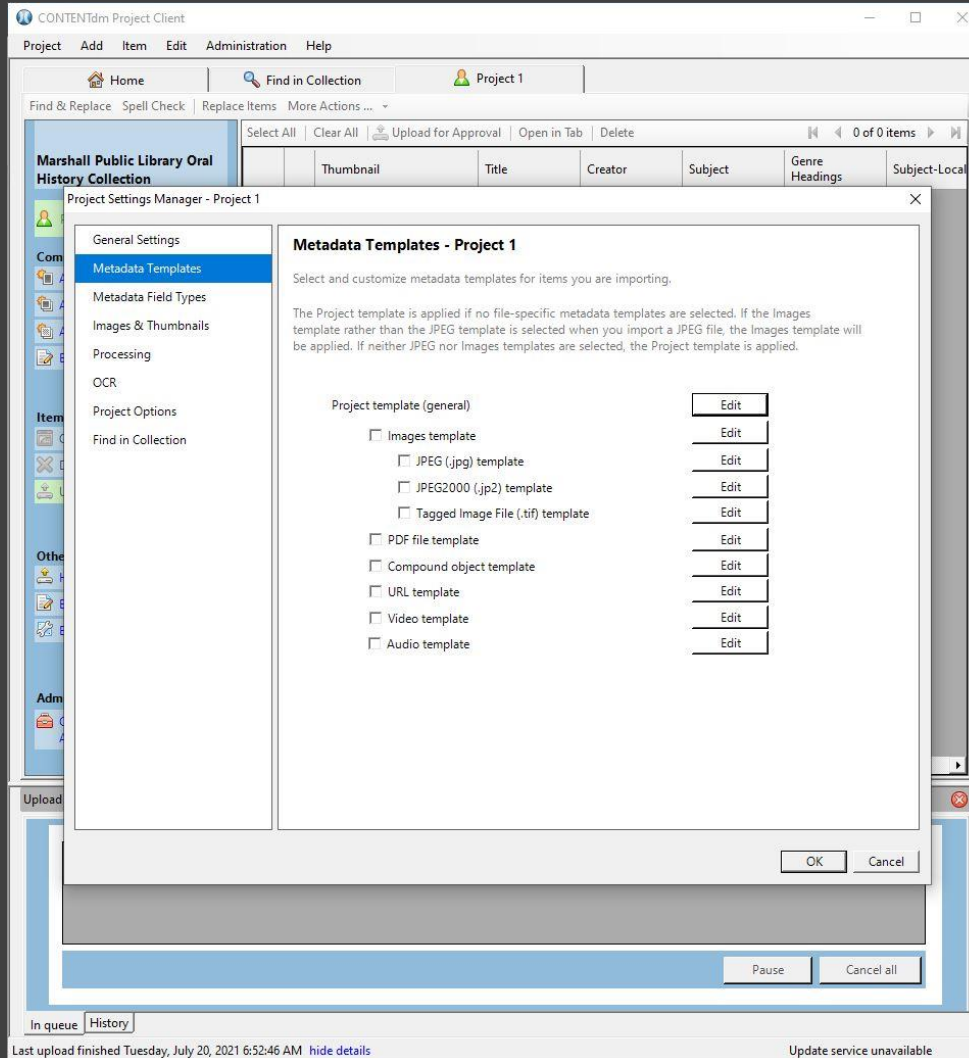
Clipboard Font Alignment Number Styles

Warner, Martha, 1928- [interviewee]; Lashbrook, Lisa [interviewer]

Field Name	Description of data to be included
Title	Martha Warner -- 2010-04-01
Creator	Friends of Marshall Public Library
Library of Congress Subject Headings	Coming of age -- Illinois -- Marshall; Marshall (Ill.) -- History; Twentieth century
Genre Headings	Oral histories; Local histories
Local Subject Headings	Warner, Martha Jean Scott, 1936-
Description	The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Date Original	2010-04-01
Searchable Date	
Identifier	MPL-FR_33_Martha Warner
Coverage - Geographic	United States -- Illinois -- Clark County -- Marshall
Coverage - Temporal	2010s (2010-2019)
Type	Sound; Text; Image
Collection Publisher	Marshall Public Library, Marshall (Ill.)
Rights Management	Marshall Public Library reserves all rights to digital recordings and/or transcripts resulting from interviews. Digital access is available for historical and/or other academic research purposes. For more information about reproduction of material contact: Marshall Public Library, Director, 612 Archer Avenue, Marshall, IL 62441, Phone (217)826-2535 or www.marshalllibrary.com.
Collection Name	Marshall Public Library Oral History Collection
Contributing Institution	Marshall Public Library, Marshall (Ill.)
Full Text/Transcription	
File Size	21,998 KB
Browse Topic	
Language	eng
Contributor	Warner, Martha, 1928- [interviewee]; Lashbrook, Lisa [interviewer]
Content Warning	
Digital Format	.mp4;.txt;.pdf;.jpg

7:12 AM 7/20/2021

The Process – Uploading to IDA



The Process – Uploading to IDA

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Project 1

Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All Upload for Approval Open in Tab Delete 0 of 0 Items

Project Template

To create a metadata template, select a property from the Default Type options and enter a value in the Default Value column.

Field Name	Default Type	Default Sub-type	Default Value
Title	Text		Martha Warner -- 2010-04-01
Creator	Text		Friends of Marshall Public Library
Subject	Text		Coming of age -- Illinois -- Marshall; Marshall (Ill.) -- History; Twentieth cent...
Genre Headings	Text		Oral histories; Local histories
Subject-Local	Text		Warner, Martha Jean Scott, 1936-
Description	Text		The purpose of Friends of Marshall Public Library Oral History Project is to ga...
Date	Text		2010-04-01
Audience	Text		
Identifier	Text		MPL-FR_33_Martha Warner
Coverage	Text		United States -- Illinois -- Clark County -- Marshall
Format	Text		
Type	Text		Sound; Text; Image
Relation	Text		2010s (2010-2019)
Rights	Text		Marshall Public Library reserves all rights to digital recordings and/or transcri...
Collection Name	Text		Marshall Public Library Oral History Collection
Contributing Ins...	Text		Marshall Public Library, Marshall (Ill.)
Full Text/ Transc...	Text		
File Size	Text		21,998 KB
Browse Topic	Text		
Language	Text		eng
Contributors	Text		Warner, Martha, 1928- [interviewee]; Lashbrook, Lisa [interviewer]
Content Warning	Text		
Digital Format	Text		.mp4;.txt;.pdf;.jpg

OK Cancel

Pause Cancel all

In queue History

Last upload finished Tuesday, July 20, 2021 6:52:46 AM hide details Update service unavailable

AutoSave MPL-FR_33_Martha Warner.xlsx Erin Rose

File Home Insert Page Layout Formulas Data Review View Help Acrobat Share Comments

Clipboard Font Alignment Number Styles

B22 Warner, Martha, 1928- [interviewee]; Lashbrook, Lisa [interviewer]

Field Name	Description of data to be included
1 Title	Martha Warner -- 2010-04-01
2 Creator	Friends of Marshall Public Library
3 Library of Congress Subject Headings	Coming of age -- Illinois -- Marshall; Marshall (Ill.) -- History; Twentieth century
4 Genre Headings	Oral histories; Local histories
5 Local Subject Headings	Warner, Martha Jean Scott, 1936-
6 Description	The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
7 Date Original	2010-04-01
8 Searchable Date	
9 Identifier	MPL-FR_33_Martha Warner
10 Coverage - Geographic	United States -- Illinois -- Clark County -- Marshall
11 Coverage - Temporal	2010s (2010-2019)
12 Type	Sound; Text; image
13 Collection Publisher	Marshall Public Library, Marshall (Ill.)
14 Rights Management	Marshall Public Library reserves all rights to digital recordings and/or transcripts resulting from interviews. Digital access is available for historical and/or other academic research purposes. For more information about reproduction of material contact: Marshall Public Library, Director, 612 Archer Avenue, Marshall, IL 62441, Phone (217)826-2535 or www.marshalllibrary.com.
15 Collection Name	Marshall Public Library Oral History Collection
16 Contributing Institution	Marshall Public Library, Marshall (Ill.)
17 Full Text/Transcription	
18 File Size	21,998 KB
19 Browse Topic	
20 Language	eng
21 Contributor	Warner, Martha, 1928- [interviewee]; Lashbrook, Lisa [interviewer]
22 Content Warning	
23 Digital Format	.mp4;.txt;.pdf;.jpg

Sheet1

Edit 100%

The Process – Uploading to IDA

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Project 1

Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All Upload for Approval Open in Tab Delete 0 of 0 items

Marshall Public Library Oral History Collection

Project 1

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Item Tasks

- Open in Tab View
- Delete
- Upload for Approval

Other Tasks

- Hide Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm
- Administration

Upload Manager

Title	Pages	Item Size	Status	Progress

In queue History

Last upload finished Tuesday, July 20, 2021 6:52:46 AM hide details Update service unavailable

MPL-FR_33_Martha Warner.xlsx

File Home Insert Page Layout Formulas Data Review View Help Acrobat Share Comments

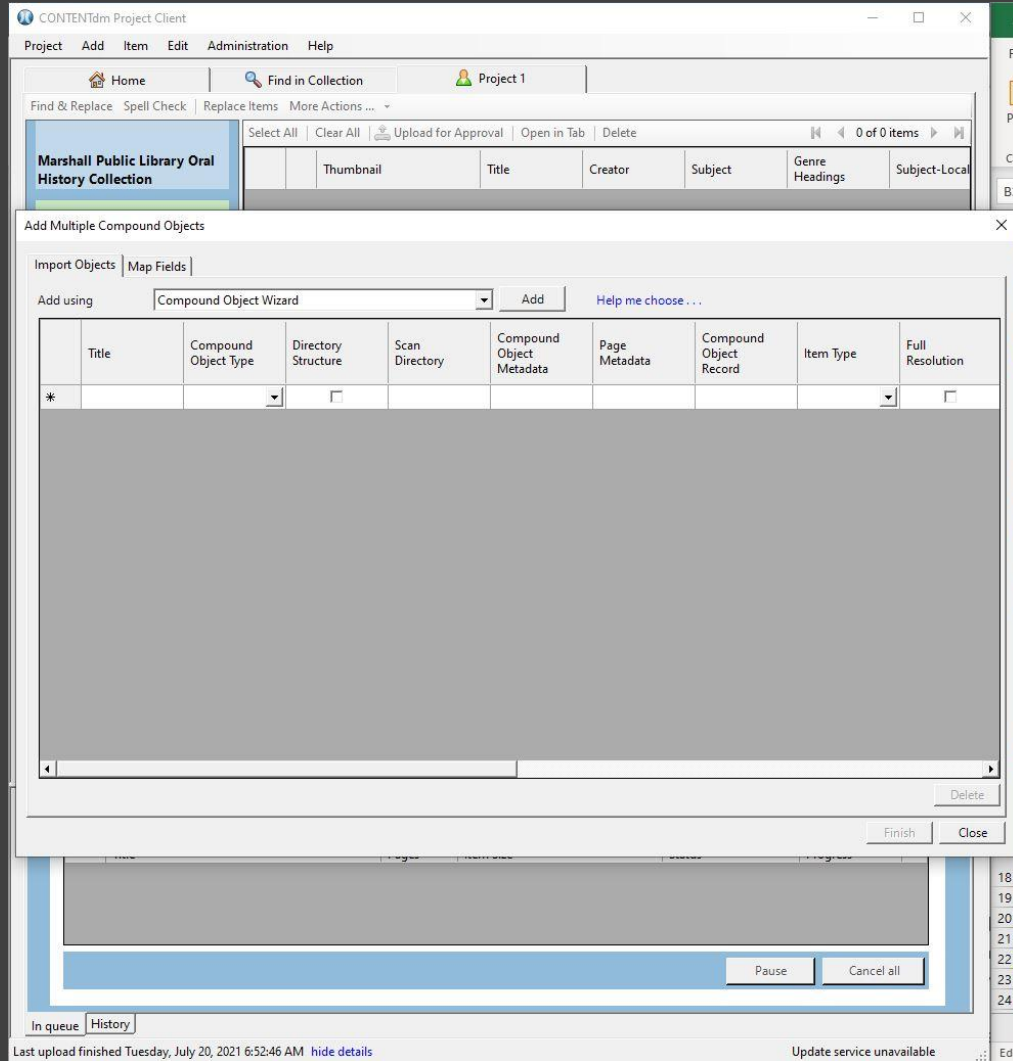
Clipboard Font Alignment Number Styles

Warner, Martha, 1928- [interviewee]; Lashbrook, Lisa [interviewer]

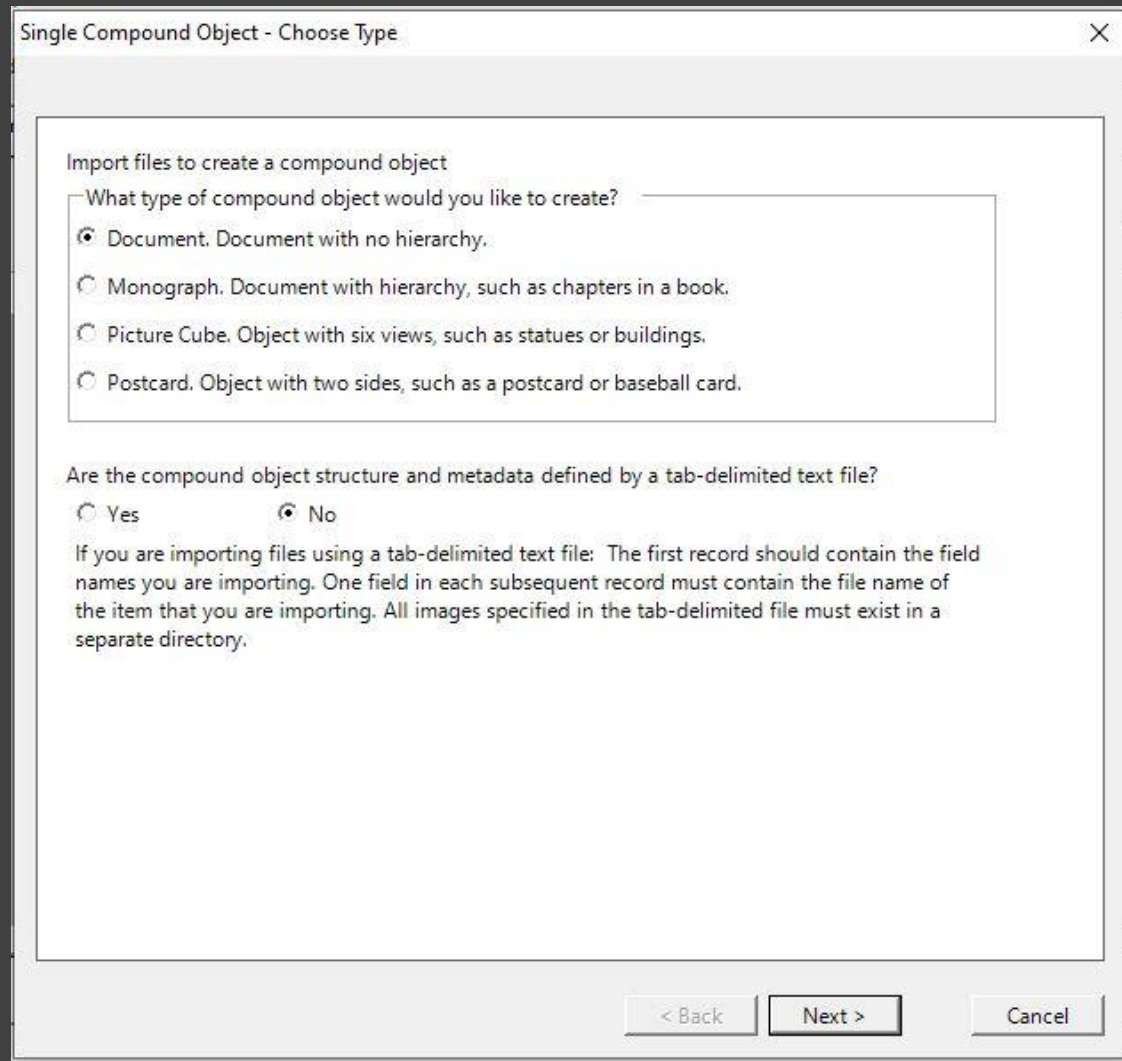
Field Name	Description of data to be included
Title	Martha Warner -- 2010-04-01
Creator	Friends of Marshall Public Library
Library of Congress Subject Headings	Coming of age -- Illinois -- Marshall; Marshall (Ill.) -- History; Twentieth century
Genre Headings	Oral histories; Local histories
Local Subject Headings	Warner, Martha Jean Scott, 1926-
Description	The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Date Original	2010-04-01
Searchable Date	
Identifier	MPL-FR_33_Martha Warner
Coverage - Geographic	United States -- Illinois -- Clark County -- Marshall
Coverage - Temporal	2010s (2010-2019)
Type	Sound; Text; Image
Collection Publisher	Marshall Public Library, Marshall (Ill.)
	Marshall Public Library reserves all rights to digital recordings and/or transcripts resulting from interviews. Digital access is available for historical and/or other academic research purposes. For more information about reproduction of material contact: Marshall Public Library, Director, 612 Archer Avenue, Marshall, IL 62441, Phone (217)826-2535 or www.marshalllibrary.com.
Rights Management	
Collection Name	Marshall Public Library Oral History Collection
Contributing Institution	Marshall Public Library, Marshall (Ill.)
Full Text/Transcription	
File Size	21,998 KB
Browse Topic	
Language	eng
Contributor	Warner, Martha, 1928- [interviewee]; Lashbrook, Lisa [interviewer]
Content Warning	
Digital Format	.mp4;.txt;.pdf;.jpg

7:12 AM 7/20/2021

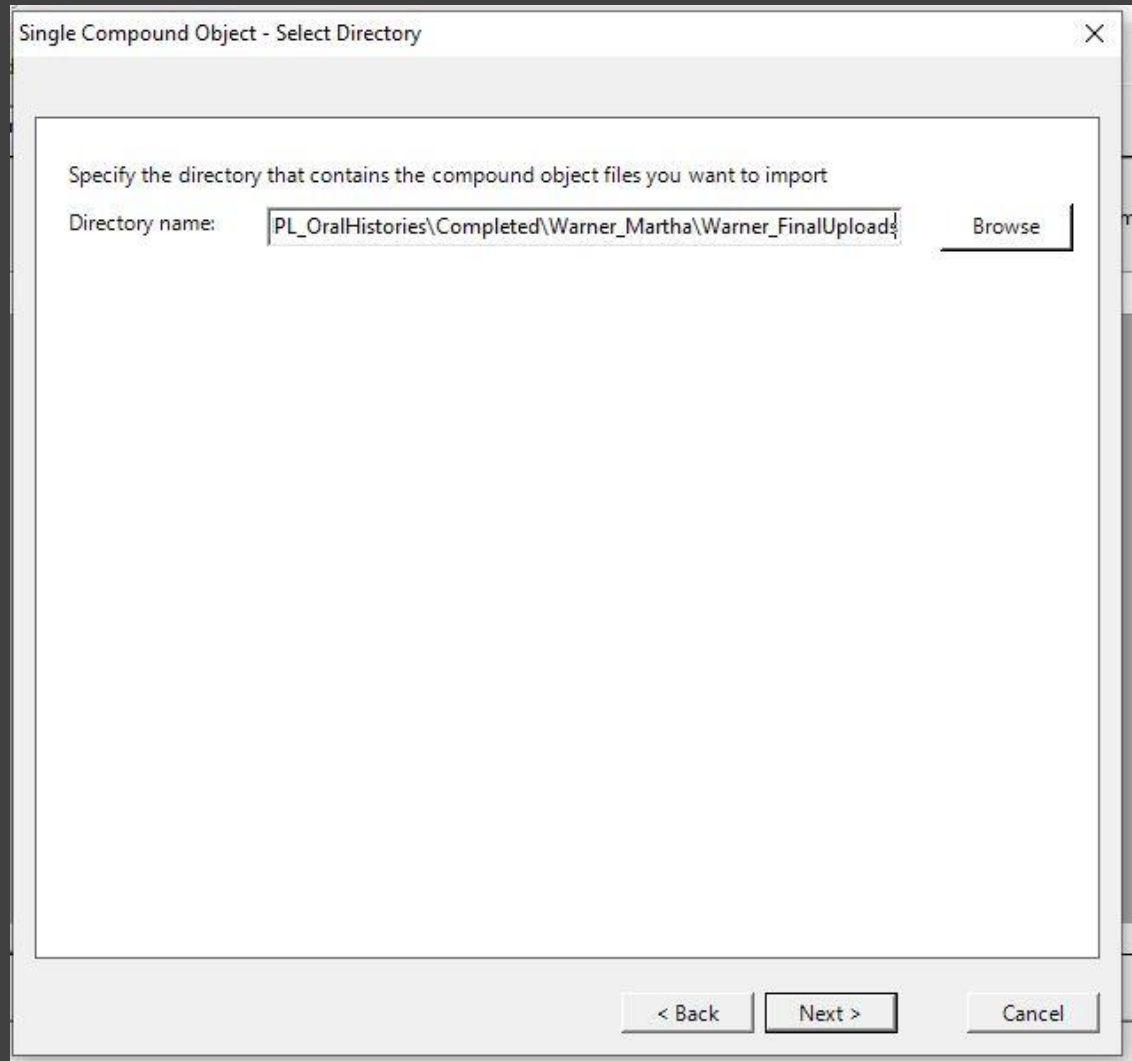
The Process – Uploading to IDA



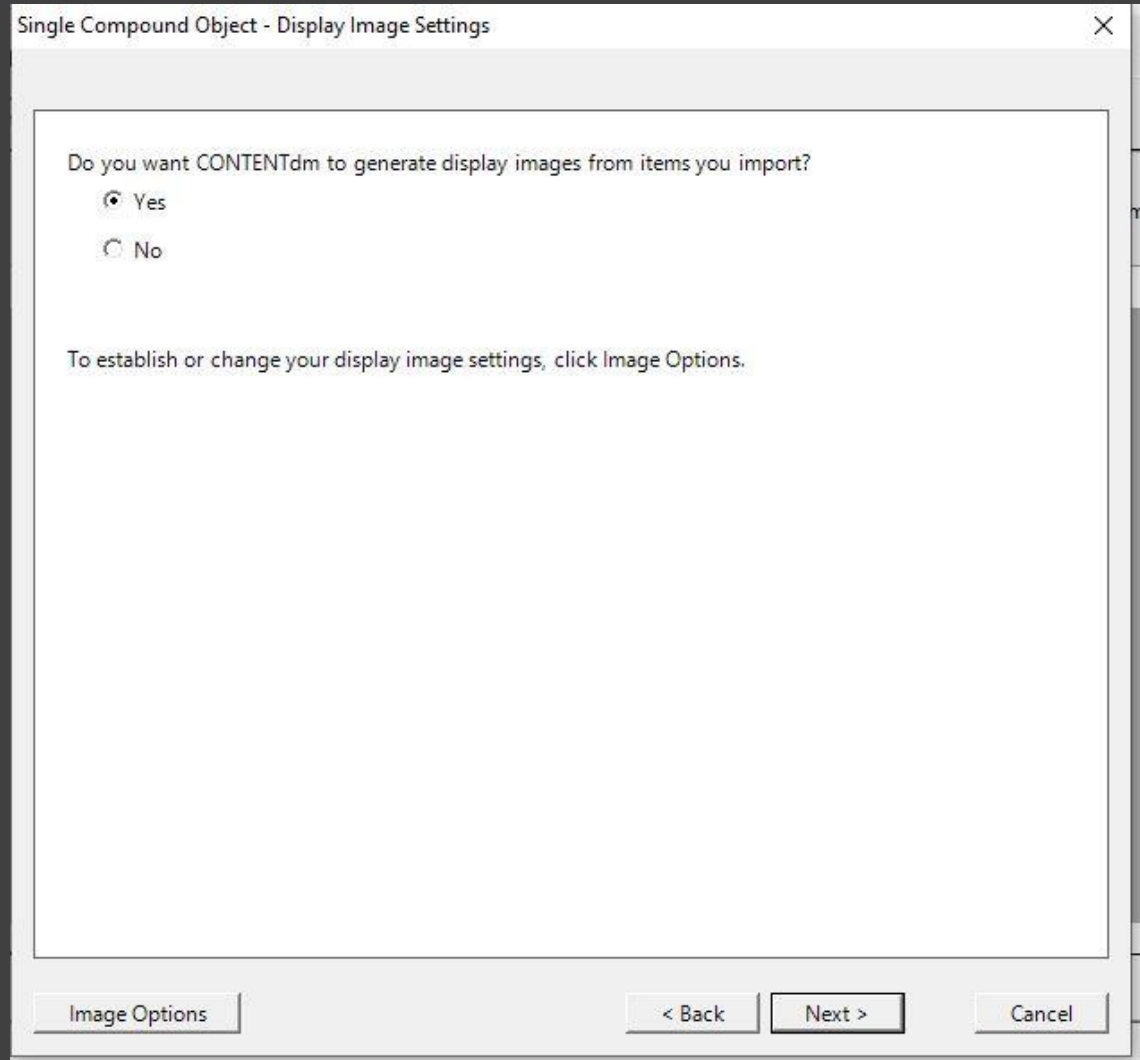
The Process – Uploading to IDA



The Process – Uploading to IDA



The Process – Uploading to IDA



The Process – Uploading to IDA

Single Compound Object - Page Information

Specify page names

Use file names as titles

Ignore information before underscore. Example: 001_Page1 becomes Page1

Label pages using sequence

Name: Begin with:

Label pages using tab-delimited text file

Transcript

Import transcript files from a directory

Directory name:

Generate transcripts using OCR

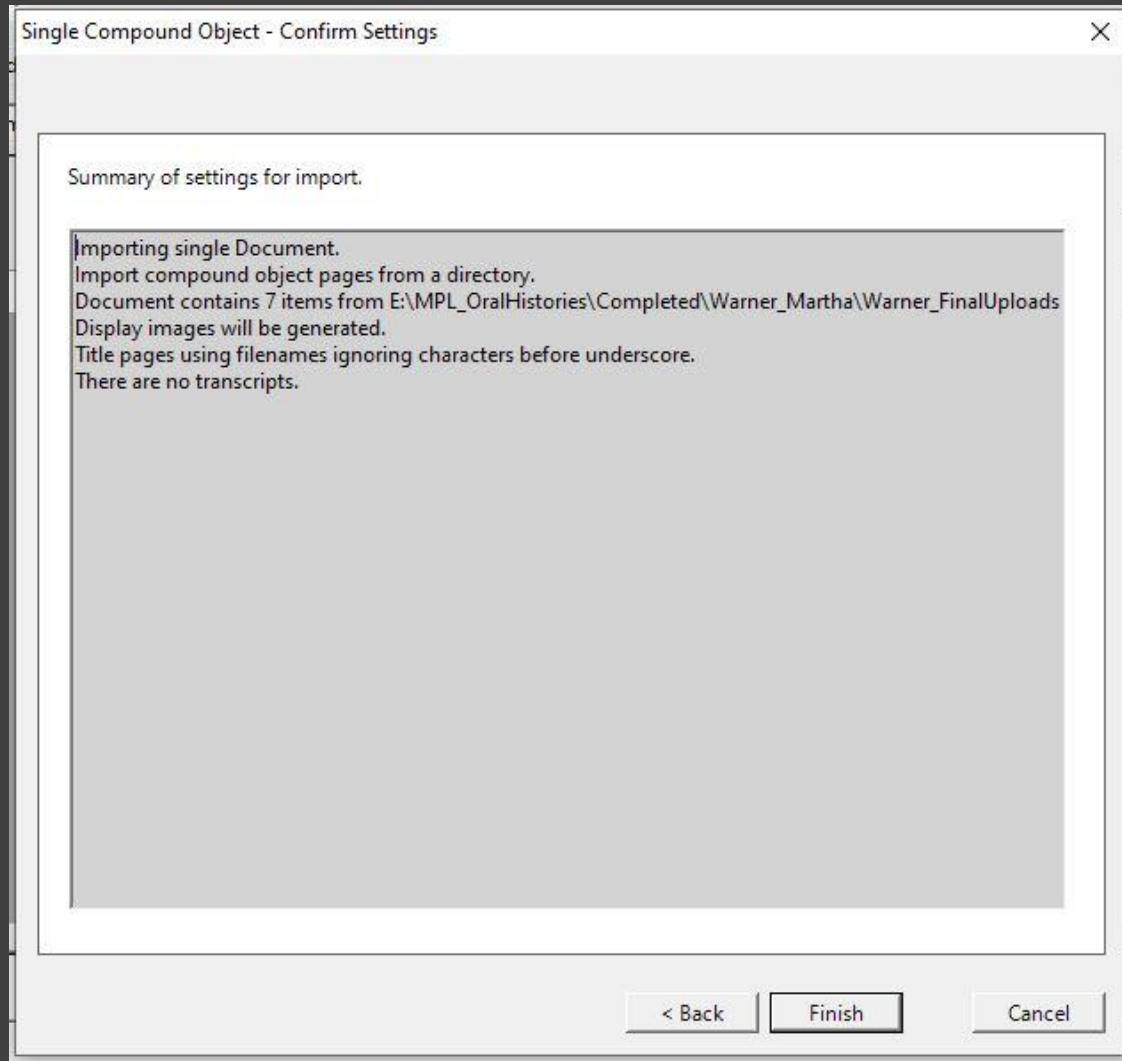
No transcripts

PDF

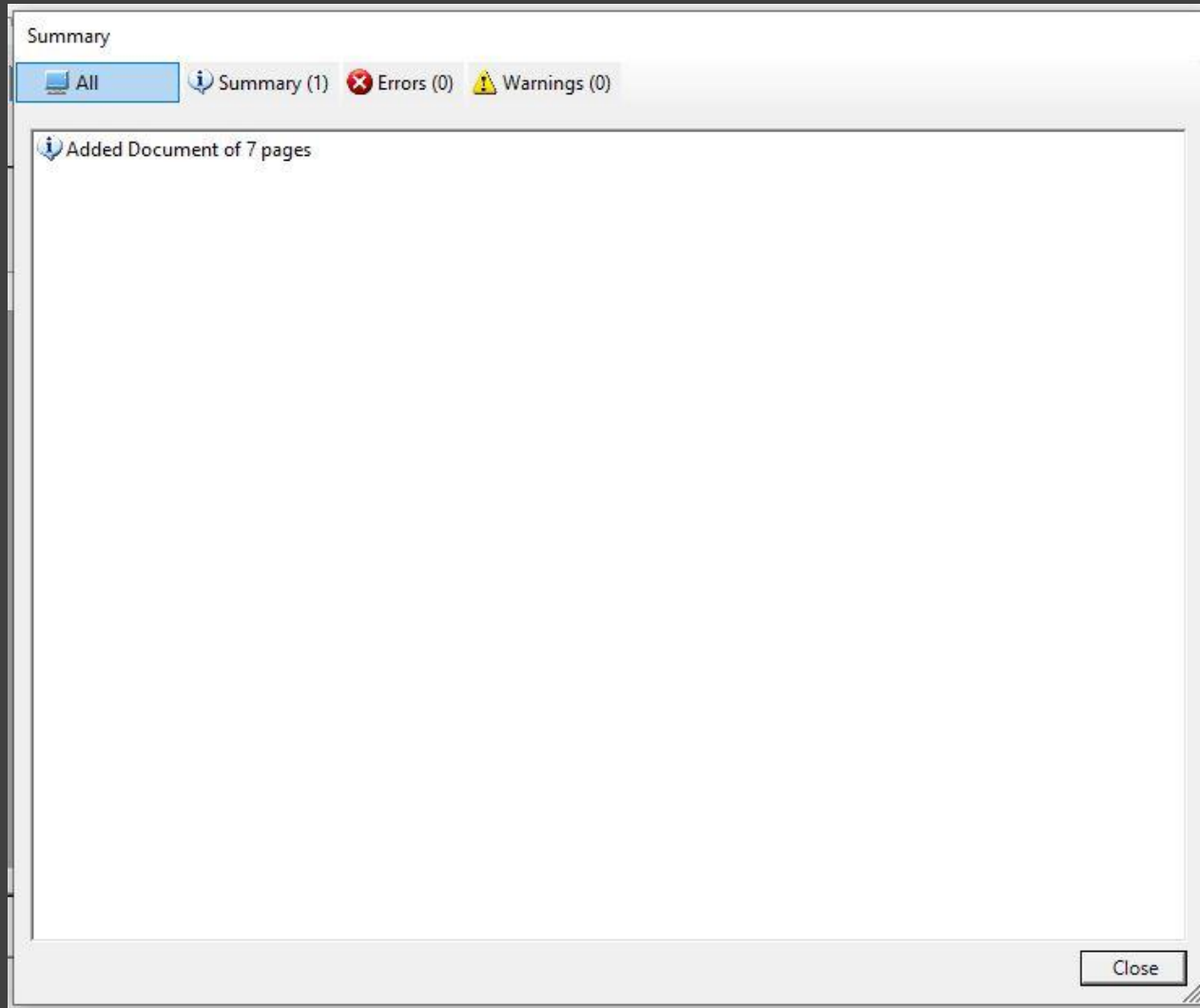
Create print PDF

< Back Next > Cancel

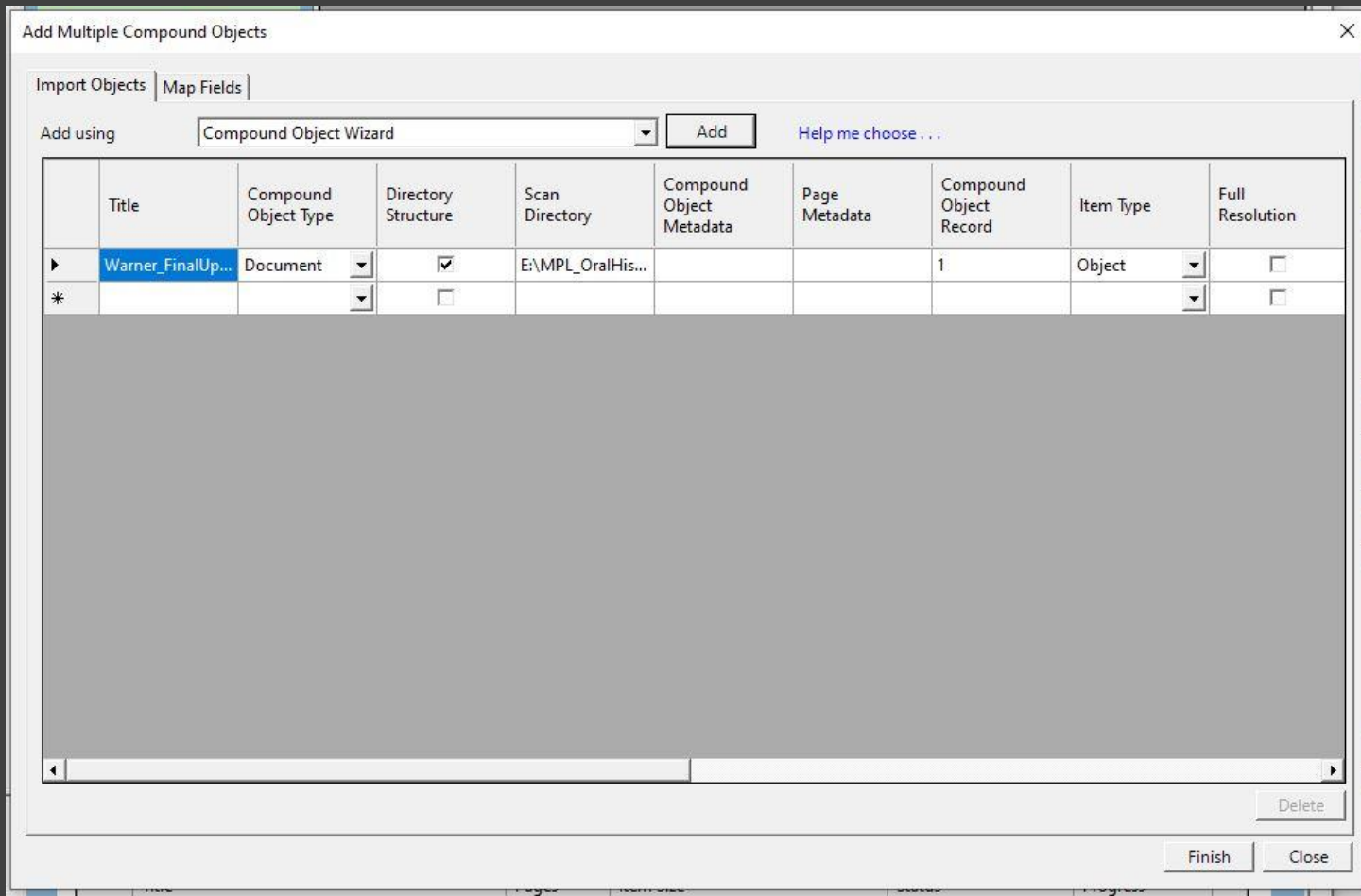
The Process – Uploading to IDA



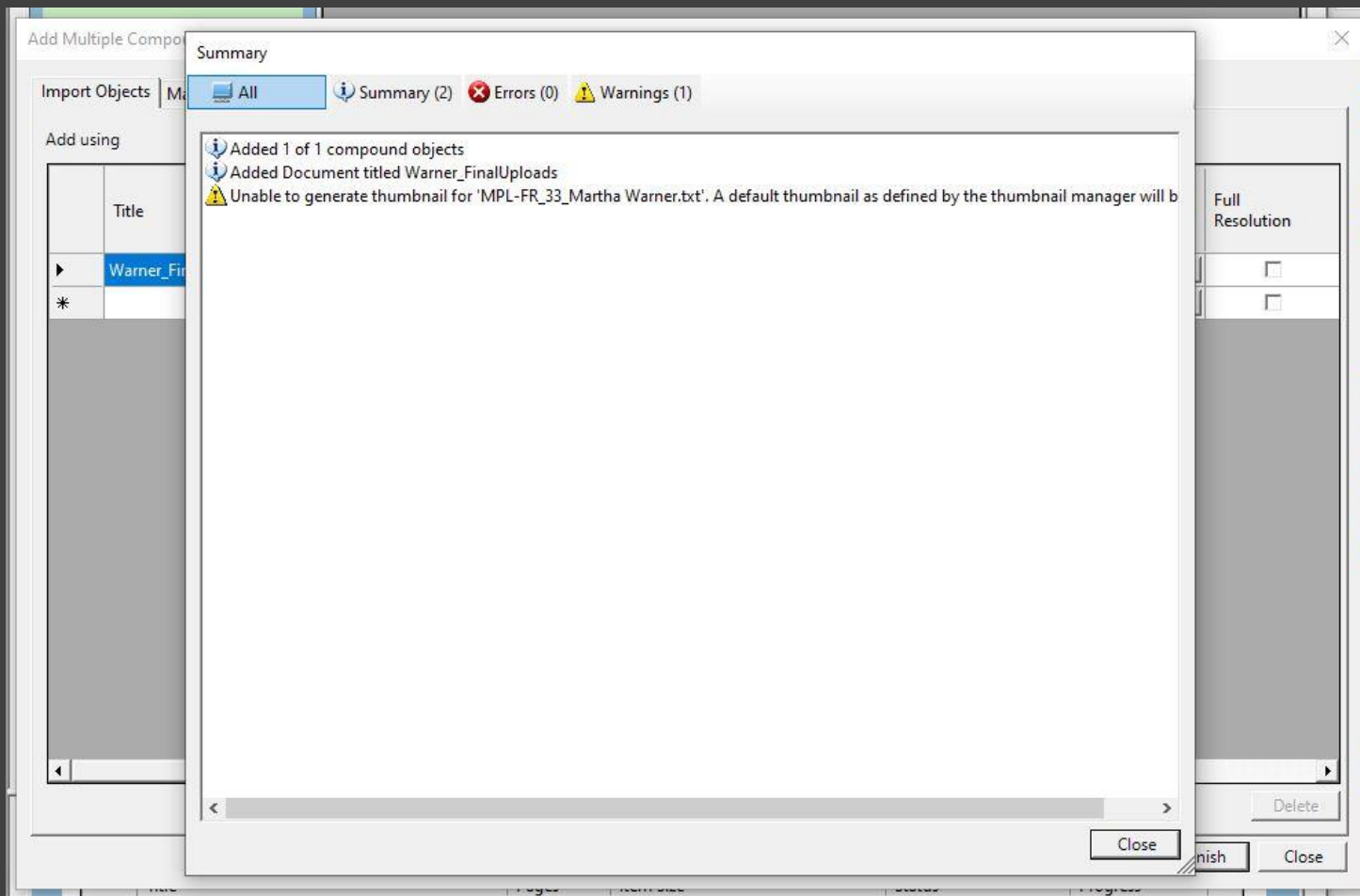
The Process – Uploading to IDA



The Process – Uploading to IDA



The Process – Uploading to IDA



The Process – Uploading to IDA

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Project 1

Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All Upload for Approval Open in Tab Delete 1 to 1 of 1 items

Thumbnail	Title	Creator	Subject	Genre Headings	Subject-Local
	Martha Warner -- 2010-04-01	Friends of Marshall Public Library	Coming of age -- Illinois -- Marshall; Marshall (Ill.) -- History; Twentieth century	Oral histories; Local histories	Warner, Marth Jean Scott, 193

Marshall Public Library Oral History Collection

Project 1

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Item Tasks

- Open in Tab View
- Delete
- Upload for Approval

Other Tasks

- Hide Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm Administration

Upload Manager

Title	Pages	Item Size	Status	Progress

Pause Cancel all

In queue History

Last upload finished Tuesday, July 20, 2021 6:52:46 AM [hide details](#) Update service unavailable

The Process – Uploading to IDA

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Project 1 Martha Warner -- 2010...


Find & Replace Replace Item Spell Check More Actions... Project Tab Items: Save & Back Save & Next Close

Marshall Public Library Oral History Collection

Project 1

Martha Warner -- 2010-04-01
Type: Document (7 pages)

Martha Warner -- 2010-04-01



View

Item Editing Tasks

Replace Thumbnail

Permissions

Other Tasks

Hide Upload Manager

Edit Metadata Template

Edit Project Settings

Administration

CONTENTdm Administration

Save

View Structure

- Martha Warner -- 2010
 - MPL-FR_33_Martha Warner
 - 33_Martha Warner
 - 33_Martha Warner
 - 33_Martha Warner
 - 33_Martha Warner
 - 33_Martha Warner
 - 33_Martha Warner

Field Name	Field Values
Title	Martha Warner -- 2010-04-01
Creator	Friends of Marshall Public Library
Subject	Coming of age -- Illinois -- Marshall; ...
Genre Headings	Oral histories; Local histories
Subject-Local	Warner, Martha Jean Scott, 1936-
Description	The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, ...
Date	2010-04-01
Audience	
Identifier	MPL-FR_33_Martha Warner
Coverage	United States -- Illinois -- Clark County -- ...
Format	
Type	Sound; Text; Image
Relation	2010s (2010-2019)
Rights	Marshall Public Library reserves all rights
Collection Name	Marshall Public Library Oral History
Contributing Institution	Marshall Public Library, Marshall (Ill.)
Full Text/ Transcript	
File Size	21,998 KB

Upload Manager

Title	Pages	Item Size	Status	Progress

Pause Cancel all

In queue History

Last upload finished Tuesday, July 20, 2021 6:52:46 AM [hide details](#) Update service unavailable

The Process – Uploading to IDA

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Project 1 Martha Warner -- 2010...

Find & Replace Replace Item Spell Check More Actions ... Project Tab Items: Save & Back Save & Next Close

Save

View Structure

Martha Warner -- 2010
 MPL-FR_33_Martha
 33_Martha Warner
 33_Martha Warner
 33_Martha Warner
 33_Martha Warner
 33_Martha Warner
 33_Martha Warner

Field Name	Field Values
Title	Martha Warner -- 2010-04-01
Creator	Friends of Marshall Public Library
Subject	Coming of age -- Illinois -- Marshall
Genre Headings	Oral histories; Local histories
Subject-Local	Warner, Martha Jean Scott, 1926-
Description	The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, 2010-04-01
Date	2010-04-01
Audience	
Identifier	MPL-FR_33_Martha Warner
Coverage	United States -- Illinois -- Clark County --
Format	
Type	Sound; Text; Image
Relation	2010s (2010-2019)
Rights	Marshall Public Library reserves all rights
Collection Name	Marshall Public Library Oral History
Contributing Institution	Marshall Public Library, Marshall (Ill.)
Full Text/ Transcript	
File Size	21,998 KB

Item Editing Tasks

- Replace Thumbnail
- Permissions

Other Tasks

- Hide Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm Administration

Upload Manager

Title	Pages	Item Size	Status	Progress

Pause Cancel all

In queue | History

Last upload finished Tuesday, July 20, 2021 6:52:46 AM [hide details](#)

Update service unavailable

AutoSave OFF MPL-FR_33_Martha Warner.xlsx - Saved

File Home Insert Page Layout Formulas Data Review View Help Acrobat

Cut Copy Paste Format Painter Clipboard Font Alignment Number

Calibri 11 A+ A-

B I U Bold Italic Underline

Wrap Text Merge & Center

Field Name	Description of data to be included
Title	Martha Warner -- 2010-04-01
Creator	Friends of Marshall Public Library
Library of Congress Subject Headings	Coming of age -- Illinois -- Marshall; Marshall (Ill.) -- History; Twentieth century
Genre Headings	Oral histories; Local histories
Local Subject Headings	Warner, Martha Jean Scott, 1926-
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Date Original	2010-04-01
Searchable Date	
Identifier	MPL-FR_33_Martha Warner
Coverage - Geographic	United States -- Illinois -- Clark County -- Marshall
Coverage - Temporal	2010s (2010-2019)
Type	Sound; Text; Image
Collection Publisher	Marshall Public Library, Marshall (Ill.)
Rights Management	Marshall Public Library reserves all rights to digital recordings and/or transcripts resulting from interviews. Digital access is available for historical and/or other academic research purposes. For more information about reproduction of material contact: Marshall Public Library, Director, 612 Archer Avenue, Marshall, IL 62441, Phone (217)826-2535 or www.marshallilllibrary.com.
Collection Name	Marshall Public Library Oral History Collection
Contributing Institution	Marshall Public Library, Marshall (Ill.)
Full Text/Transcription	
File Size	21,998 KB
Browse Topic	
Language	eng
Contributor	Warner, Martha, 1928- [interviewee]; Lashbrook, Lisa [interviewer]
Content Warning	
Digital Format	.mp4;.txt;.pdf;.jpg

Sheet1

The Process – Uploading to IDA

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Project 1

Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All Upload for Approval Open in Tab Delete 1 to 1 of 1 items

Thumbnail	Title	Creator	Subject	Genre Headings	Subject-Local
	Martha Warner -- 2010-04-01	Friends of Marshall Public Library	Coming of age -- Illinois -- Marshall; Marshall (Ill.) -- History; Twentieth century	Oral histories; Local histories	Warner, Martha Jean Scott, 193

Marshall Public Library Oral History Collection

Project 1

Common Tasks

- Add Item
- Add Multiple Items
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- Edit Existing Items

Item Tasks

- Open in Tab View
- Delete
- Upload for Approval

Other Tasks

- Hide Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm Administration

Upload Manager

Title	Pages	Item Size	Status	Progress

Pause Cancel all

In queue History

Last upload finished Tuesday, July 20, 2021 6:52:46 AM [hide details](#) Update service unavailable

The Process – Uploading to IDA

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Project 1

Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All Upload for Approval Open in Tab Delete 0 of 0 items

Thumbnail	Title	Creator	Subject	Genre Headings	Subject-Local

Marshall Public Library Oral History Collection

Project 1

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Item Tasks

- Open in Tab View
- Delete
- Upload for Approval

Other Tasks

- Hide Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

- CONTENTdm Administration

Upload Manager

Title	Pages	Item Size	Status	Progress
Martha Warner -- 2010-04-01	7	3,240 KB / 23.317 MB	uploading ...	<input type="text"/>

0 of 1 items Total: 23.317 MB

In queue History

Uploading: 0 of 1 items hide details Update service unavailable

The Process – Uploading to IDA

CONTENTdm Project Client

Project Add Item Edit Administration Help

Home

Find & Replace Spell Check

Project 1

CONTENTdm Administration

Approve

Index

View Collection

for Approval Open in Tab Delete

0 of 0 items

Thumbnail Title Creator Subject Genre Headings Subject-Local

Project 1

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Item Tasks

- Open in Tab View
- Delete
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Administration

- CONTENTdm Administration

Upload Manager

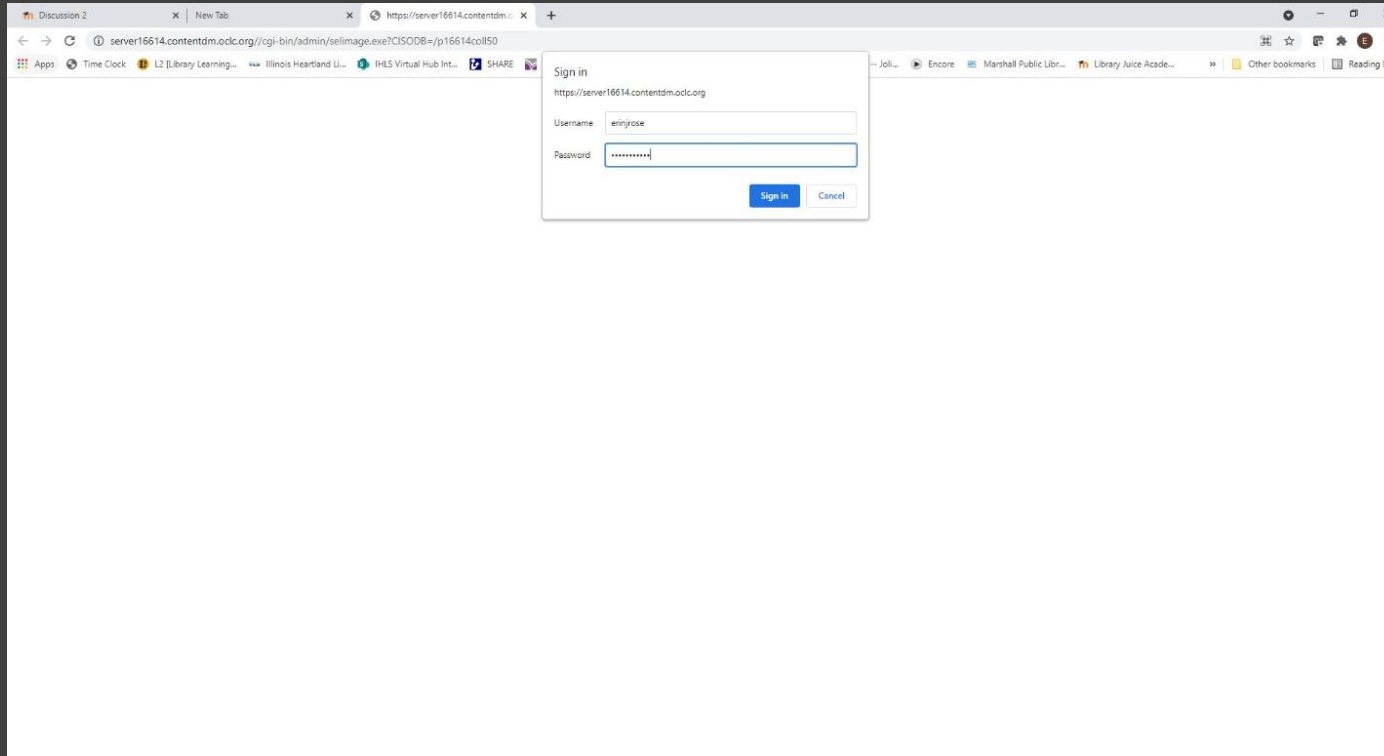
Title	Item Size	Status
Martha Warner -- 2010-04-01	23.317 MB	uploaded 7/20/2021 7:17:57 AM
Todd Kirby -- 1998-03-18	4.667 MB	uploaded 7/20/2021 6:52:46 AM
Ray King -- 2015-09-25	65.881 MB	uploaded 7/20/2021 6:33:57 AM
Lori King -- 2015-08-06	52.184 MB	uploaded 7/20/2021 6:18:46 AM
Lori King -- 2015-08-06	52.184 MB	uploaded 7/19/2021 3:22:44 PM

Clear All

In queue History

Last upload finished Tuesday, July 20, 2021 7:17:57 AM [hide details](#) Update service unavailable

The Process – Uploading to IDA



The Process – Uploading to IDA

Discussion 2 | New Tab | CONTENTdm Administration | server16614.contentdm.oclc.org/cgi-bin/admin/selimage.exe?CISODB=/p16614coll50

CONTENTdm Administration

admin home | server | collections | items

approve : index : add : edit : find & replace : lock administration : view collection : help

Current collection: Marshall Public Library Oral History Collection | change

Approve items

Approve all items in the pending queue or review the detailed approval queue actions to approve items individually or to add terms to the controlled vocabulary.

To schedule an approval process, click **add**.

Full approval queue actions [view approval history](#)

Now: 1 pending item(s), 0 controlled vocabulary terms

Approve all (Records with unauthorized terms are approved but terms are not added to the controlled vocabulary.)
 Approve & index all
 Delete all Warning: This cannot be undone.

[go](#)

Scheduled approvals – pending [add](#)

No approvals scheduled

Detailed approval queue actions

Controlled vocabulary

All terms in pending items conform to the defined controlled vocabulary.

Reviewing 1 of 1 pending item(s)

[approve](#) [delete](#)

select: all 1 | none

Lori King -- 2015-08-06 [edit](#)

select: all 1 | none

[approve](#) [delete](#)

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The Process – Uploading to IDA

Discussion 2 | New Tab | CONTENTdm Administration

server16614.contentdm.oclc.org/cgi-bin/admin/selimage.exe?CISODB=/p16614coll50

Apps | Time Clock | L2 [Library Learning... | Illinois Heartland Li... | IHLS Virtual Hub Int... | Other bookmarks | Reading list

CONTENTdm Administration

admin home | server | collections | items

:: approve : index : add : edit : find & replace : lock administration : view collection : help ::

Current collection: Marshall Public Library Oral History Collection [change](#)

Approve items

Approve all items in the pending queue or review the detailed approval queue actions to approve items individually or to add terms to the controlled vocabulary.

To schedule an approval process, click **add**.

Full approval queue actions	view approval history
<p>Now:</p> <div style="background-color: yellow; padding: 5px; border: 1px solid black;"> <p>Approving You cannot approve more items until completion Started: 2021-07-20 at 07:23</p> </div>	<p>Scheduled approvals — pending add</p> <ul style="list-style-type: none"> Approve once: 2021-07-20 at 07:23 cancel

Detailed approval queue actions

unavailable, currently approving items...

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The Process – Uploading to IDA

Discussion 2 | New Tab | CONTENTdm Administration

server16614.contentdm.oclc.org/cgi-bin/admin/bld.exe?CISODB=/p16614.coll50

Apps | Time Clock | L2 [Library Learning... | Illinois Heartland Li... | IHLS Virtual Hub Int... | Other bookmarks | Reading list

CONTENTdm Administration

admin home | server | collections | items

approve | index | add | edit | find & replace | lock administration | view collection | help

Current collection: Marshall Public Library Oral History Collection [change](#)

Index

Index the collection after you have added or deleted items, or changed metadata within a collection. Indexing may take several minutes.

Note: All times shown are in EDT.

Index status

Indexing...
You cannot start another index until completion
Started: Time unavailable.

Scheduled indexes — pending

No indexes scheduled

Index history [see all](#)

- 2021-07-19, 16:27:31: Duration: 00:04:08
Items in index: 733
- 2021-07-19, 16:17:05: Duration: 00:04:42
Items in index: 729
- 2021-07-19, 16:07:51: Duration: 00:02:25
Items in index: 725
- 2021-07-19, 15:57:10: Duration: 00:02:45
Items in index: 721

Index scheduler

Immediate indexing
Start the index process now to update your collection without scheduling.

[index now](#)

Scheduled indexing
Schedule one-time or recurring index processes to index the collection automatically at a planned time.

Once on: 2021-07-20 at 8:00

Recurring at: 1:00

Daily

On the selected days:

Monday Saturday

Tuesday Sunday

Wednesday

Thursday

Friday

[schedule index](#)

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The Process – Uploading to IDA

Discussion 2 | New Tab | CONTENTdm Administration

server16614.contentdm.oclc.org/cgi-bin/admin/bld.exe?CISODB=/p16614.coll150

Apps | Time Clock | L2 [Library Learning... | Illinois Heartland Li... | IHLS Virtual Hub Int... | Other bookmarks | Reading list

CONTENTdm Administration

admin home | server | collections | items

approve : index : add : edit : find & replace : lock administration : view collection : help

Current collection: Marshall Public Library Oral History Collection [change](#)

Index

Index the collection after you have added or deleted items, or changed metadata within a collection. Indexing may take several minutes.

Note: All times shown are in EDT.

Index status

Last index successful
Started: 2021-07-20, 07:26:21

Scheduled indexes — pending

No indexes scheduled

Index history [see all](#)

- 2021-07-20, 07:26:21: Duration: 00:02:47
Items in index: 737
- 2021-07-19, 16:27:31: Duration: 00:04:08
Items in index: 733
- 2021-07-19, 16:17:05: Duration: 00:04:42
Items in index: 729
- 2021-07-19, 16:07:51: Duration: 00:02:25
Items in index: 725

Index scheduler

Immediate indexing
Start the index process now to update your collection without scheduling.

[index now](#)

Scheduled indexing
Schedule one-time or recurring index processes to index the collection automatically at a planned time.

Once on at

Recurring at

Daily

On the selected days:

Monday Saturday
 Tuesday Sunday
 Wednesday
 Thursday
 Friday

[schedule index](#)

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The Process – Uploading to IDA

Final product

Browse - Illinois Digital Archives x +

cdm16614.contentdm.oclc.org/digital/collection/p16614coll50/search

Apps Time Clock L2 Library Learning... Illinois Heartland Li... IHLS Virtual Hub Int... SHARE Training | SHARE WebDevey Duplicates-Submitt... Google Docs -- Joli... Encore Marshall Public Libr... Library Juice Acade... Other bookmarks Reading list

A service of the **Illinois State Library** and the **Office of the Illinois Secretary of State**

ILLINOIS DIGITAL ARCHIVES

JESSE WHITE SECRETARY OF STATE

Illinois Digital Archives

Advanced Search

Collections

Select All Collections

- Abraham Lincoln - Documents
- Algonquin and Lake in the Hills Local History
- Alton Area Local History Collection
- Architecture of McLean County
- Arlington Heights COVID-19 Stories

Show All

Cancel Update

Subject

- coming of age -- illinois -- marshall marshall (ill.) -- history twentieth century (18)
- marshall (ill.) -- history twentieth century (7)
- coming of age -- illinois -- marshall teachers -- illinois -- marshall stores retail -- illinois -- marshall small business -- illinois -- marshall marshall (ill.) -- history twentieth century (2)
- coming of age -- illinois -- marshall twentieth century (2)
- farming -- illinois -- marshall agriculture -- illinois -- marshall coming of age -- illinois -- marshall marshall (ill.) -- history twentieth century (2)
- schools -- illinois -- marshall marshall (ill.) -- history twentieth century (2)
- agriculture -- illinois -- marshall marshall (ill.) -- history twentieth century (1)
- agriculture -- illinois -- marshall schools -- illinois -- marshall education -- illinois -- marshall marshall (ill.) -- history twentieth century (1)
- alaska highway marshall (ill.) -- history twentieth century (1)
- artist-run galleries -- illinois -- marshall casey (ill.) -- history marshall (ill.) -- history twentieth century (1)

Browsing items in Marshall Public Library Oral History Collection

Sort by: Title Ascending

Results per page: 100

Records 1 - 100 of 103

1 2

Save All

Ann Bennett -- 2015-08-18

VIDEO

Video File

Marshall (ill.) -- History; Education -- Illinois -- Marshall; Explosions -- Illinois -- Centralia

The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.

Marshall Public Library Oral History Collection

Save

Anne Cooper -- 2015-05-12

VIDEO

Video File

Marshall (ill.) -- History; Coming of age -- Illinois -- Marshall; Twentieth century; Local history

The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.

Marshall Public Library Oral History Collection

Save

Austin Kendall -- 2015-09-03

VIDEO

Video File

Coming of age -- Illinois -- Marshall; Insurance companies -- Illinois -- Marshall; Marshall (ill.) -- History; Twentieth century

The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.

Marshall Public Library Oral History Collection

Save

Barb Gagen -- 2015-04-08

VIDEO

Video File

Coming of age -- Illinois -- Marshall; Marshall (ill.) -- History; Twentieth century

The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.

Marshall Public Library Oral History Collection

Save

Final Product

cdm16614.contentdm.oclc.org/digital/collection/p16614coll50/search

interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection ☆ Save

Mae Demumbrum -- 2015-09-22
Coming of age -- Illinois -- Marshall, Marshall (Ill.) -- History, Twentieth century
The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection ☆ Save

Martha Hutchens -- 2016-08-24
Coming of age -- Illinois -- Marshall, Handy Writers' Colony; Marshall (Ill.) -- History, Twentieth century; Education -- Illinois -- Marshall
The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection ☆ Save

Martha Warner -- 2010-04-01
Coming of age -- Illinois -- Marshall, Marshall (Ill.) -- History, Twentieth century
The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection ☆ Save

Mary Alice Irwin -- 2016-08-31
Coming of age -- Illinois -- Marshall, Schools -- Illinois -- Marshall, Marshall (Ill.) -- History, Twentieth century
The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection ☆ Save

Mary Farris -- 2007-08-07
United States. Army. Women's Army Corps; World War, 1939-1945 -- Women; World War, 1939-1945--Postal service; Pentagon -- Women -- 20th century; Marshall (Ill.) -- History, Twentieth century
The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection ☆ Save

Mary Harper -- 2015-09-22
Schools -- Illinois -- Marshall; Marshall (Ill.) -- History, Twentieth century
The purpose of Friends of Marshall Public Library Oral History Project is to gather and preserve historical events and memories of the Marshall, Illinois area residents through recordings, interviews, and photos. Oral History interviews were conducted by Friends of the Library volunteers, community volunteers, and library staff.
Marshall Public Library Oral History Collection ☆ Save

Video File

Final Product

Resources

Marshall Public Library YouTube Channel:

- https://www.youtube.com/channel/UCTcb5In_PdeTau_wJEG6FPQ

Marshall Public Library Digital Yearbooks:

<http://marshall.advantage-preservation.com/>

Marshall Public Library Digital Newspapers:

- <http://marshall.advantage-preservation.com/search?pt=31509&bcn=1>

University of Rochester transcription guidelines:

- <https://www.cs.rochester.edu/research/cisd/resources/nonwords.html>

Batch rename file extensions

- https://fileinfo.com/help/windows_batch_rename_file_extensions

Temi

- <https://www.temi.com/>

Rev

- <https://www.rev.com/>

GMR

- <https://www.gmrtranscription.com/>

Link to MPL IDA Collection

- <https://cdm16614.contentdm.oclc.org/digital/collection/p16614coll50>

Q&A

Heidi Margold:
hmargold@illinoisheartland.org

Erin Rose:
erose@illinoisheartland.org

Cataloging Maintenance Center (CMC):
cmc@illinoisheartland.org

