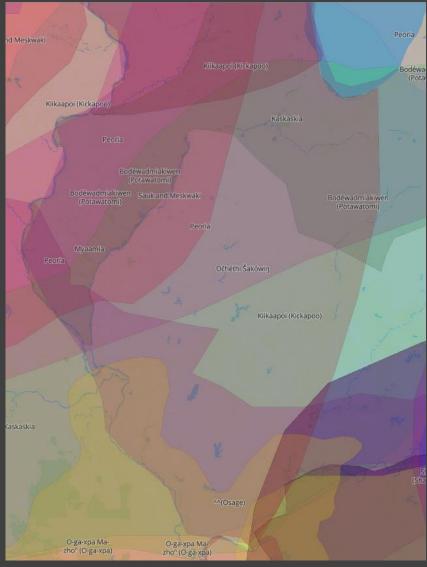
# Word of Mouth: Transcribing an oral history collection

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** Difficult Audio Little background noise Heavy background noise Clear speaker(s) Crosstalk Minimal accents Strong accents Result: 90-95% Accuracy Result: Mostly Unusable See example $\rightarrow$ See example $\rightarrow$

#### Guidelines

Reference other oral history project guidelines

University of Rochester,

https://www.cs.rochester.edu/research/cisd/res ources/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)

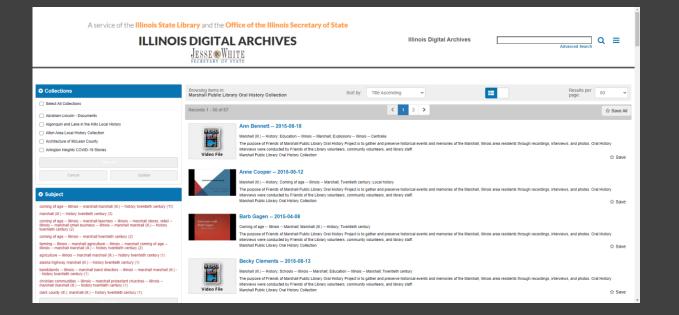
Express Scribe

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

A service of the IIIInois State Library and the Office ILLINOIS DIGITAL.	ARCHIVES		Digital Archives	Advanced Search	ຊ ≡
ABOUT HELP ALL	COLLECTIONS BY INSTITUTION	CONTACT US DIGITAL RESOURCES	ILLINOIS STATE LIBRARY		
	Collection	s by Subject —			
African-Americans in Illinois	The Arts in Illinois	Community Histories	Genealogical Resources		
Termine and the second					
Collections that describe the rich traditions and history of African-Americans in Illinois.	Catalogs, periodicals, performances, photographic collections, and more.	Community & Local Histories of cities in Illinois. Community & Local Histories	Online genealogical resources. Genealogical Resources		
African-Americans in Illinois	Arts Collections	community & Local Histories	Genearogical 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



### Illinois Digital Archives (IDA)

#### Preservation & You!

Archival Master Image	Production Master Image	Access Image
<ul> <li>Represents as closely as possible the information contained in the original</li> </ul>	<ul> <li>Produced from archival master</li> <li>Uncompressed, or</li> </ul>	<ul> <li>Used in place of master image for general web access</li> </ul>
<ul> <li>Uncompressed, or lossless compression</li> </ul>	<ul><li>• May be edited for</li></ul>	<ul> <li>Generally fits within viewing area of average monitor</li> </ul>
<ul> <li>Unedited and "use- neutral"</li> </ul>	technical corrections to the file, such as adjusting tone or stitching together	<ul> <li>Reasonable file size for fast download</li> </ul>
<ul> <li>Serves as long term, sustainable resource</li> </ul>	multiple images of a large item (e.g. maps) into one file	time; does not require a fast network connection
Can serve as surrogate     for the original	<ul> <li>Used to create derivative files for access</li> </ul>	<ul> <li>Acceptable quality for general research</li> </ul>
<ul> <li>Highest quality that can be produced by the digitizing organization</li> </ul>	Large file size	<ul> <li>Compressed for speed of access</li> </ul>
<ul> <li>Large file size</li> <li>Stored in the TIFF file</li> </ul>	<ul> <li>Stored in the TIFF file format</li> </ul>	<ul> <li>Usually stored in JPEG or JPEG2000 file format</li> </ul>
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

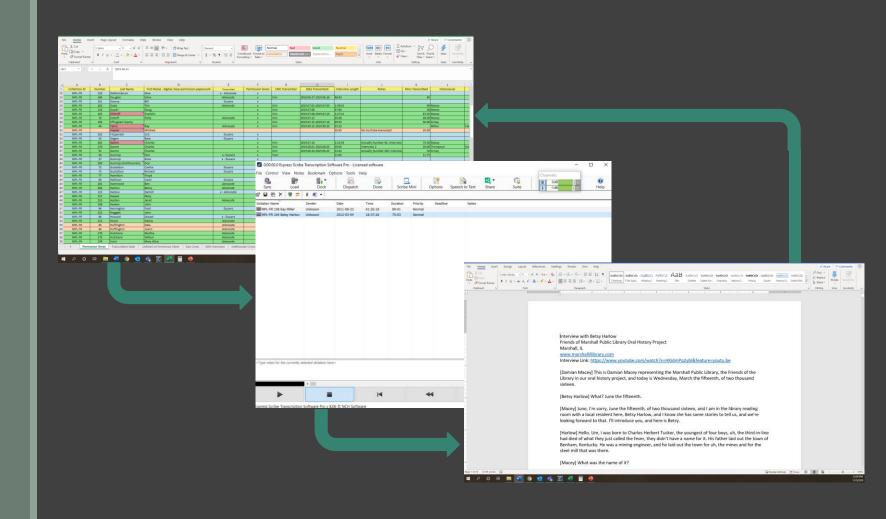
- research, decisions
- adhering to IDA requirements
- Consistency:
  - File-naming some work done by volunteers resulting variances in title formats/etc.
  - Duplicate audio files/entries
  - Extra audio files
  - Missing audio files
- Difficulties in working with an outside organization
  - Some aspects 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





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riends of Marshall Public Library Oral History Project		
arshall, IL		- 7
ww.marshallillibrary.com		
nterview Link: https://www.youtube.com/watch?v=HKidmPq2ybI&feature=youtu.be		
Damian Macey] This is Damian Macey representing the Marshall Public Library, the Friends of the Library in our ora	history	 

and today is Wednesday, March the fifteenth, of two thousand sixteen.

[Betsy Harlow] What? June the fifteenth.

[Nacey] 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 mame 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 suff.

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Title	Betsy Harlow 2016-03-15
Creator	Friends of Marshall Public Library
	Coming of age Indiana Indianapolis; Marshall (III.) Histony; Twentieth century; Broad Ripple (Indianapolis, Ind.); Education Indiana Indianapolis;
	adings Teaching Indiana Indianapolis; Schools Indiana Indianapolis
Genre Headings	Oral History; Local History
Local Subject Headings	
Description	The purpose of Friends of Marshail Public Library Oral History Project is to gather and preserve historical events and memories of the Marshail, 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 (III.)
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 materia contact: Marshall Public Library, Director, 612 Archer Avenue, Marshall, IL 62441, Phone (217)826-2355 or www.marshallillibrary.com.
Collection Name	Marshall Public Library Oral History Collection
Contributing Institution	Marshall Public Library, Marshall (III.)
Full Text/Transcription	Friends of Marshall Public Library Oral History Project Marshall, IL www.marshallillibrary.com Interview Link: https://www.youtube.com/watch?v=HKidmPq2ybl&feature=youtu.be
File Size	70,725 KB
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Contributor	Harlow, Betsy Ann, 1938-2017 [interviewee]; Macey, Damian T., 1938- [interviewer].
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Digital Format	.mp4; .txt; .jpg

#### The Process

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12 Coverage - Temporal			12 Coverage - Temporal	2010s (2010-2019)
13 Type	Sound; Text		13 Type	Sound; Text; Image
14 Collection Publisher	Marshall Public Library, Marshall (III.)		14 Collection Publisher	Marshall Public Library, Marshall (III.)
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16 Collection Name	Marshall Public Library Oral History Collection		15 Rights Management	www.marshallillibrary.com.
17 Contributing Institution	Marshall Public Library, Marshall (III.)		16 Collection Name	Marshall Public Library Oral History Collection
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18 Full Text/Transcription			18 Full Text/Transcription	
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21 Language	eng		20 Browse Topic	
22 Contributor			21 Language	eng
23 Content Warning			22 Contributor	Warner, Martha, 1928- [interviewee]; Lashbrook, Lisa [interviewer
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25			24 Digital Format	.mp4; .txt; .pdf; .jpg

#### The Process - Metadata Templates

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#### MPL-FR\_33\_Monha Wamesbt - Notpad File Edit Format View Help Interview sith Martha Wannen. Friends of the Marshall Public Library Oral History Project Marshall, IL Mow.MarshallTillibrary.com Interview Link: https://www.youtube.com/watch?v=atRHBIDE5JE&Feature=youtu.be

[Lise Lashbrook] Today is Monday January the fourth, two thousand-ten. My name is Lisa Lashbrook, adupten of Martha and Jack Warner. I will be interviewing my omterh 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?

Harner] killiam Earl Scott and Reba, Rebecca long Scott. Wy father, William Earl Scott grandparents, Alexander, and Caroline, first wife, and Helm Robertson [0], second wife. Great gran, grandparents were Jacob and Hedy Brown Scott, donated land for the Ohio Cemetry in eighteen seventy. Wy great-great grandparents was William and Hannah Haggerman Scott. William Earl Scott, my father's siblings were lula Scott, sister, Otto Scott, brother, Merls Scott, siter, and Roller Scott, brother. Wother was Reba Rebecca long Scott, grandparents is J.M. and Mancy [inaudible] long. Reba Rebecca long Scott, gr mother's siblings was Ellen, Effel Long Willerson, Mabel Long, Sheak Rebecca Long Scott, gr mother's Scott, siter, and Roller Scott, brother. Wother was Reba Hanam Long, wy, my brotherman Sisters was William Hores. Scott Scott, mot Harama, Long, wy, my brotherman Sisters was William Hores. Scott Scott, Brother to benty-four, John Alexander Scott born five fingt here. Scott Scott, Brother dight twelve forty-six, Jacob Dean Scott born five thruty-one thirty Hany Williary discharged one twenty-two fifty-two, Allison Marle Scott O'Heil Ioon five twenty-sight Miltery thild May Scott Armey Don gight thethy-five thirty-three, Mary Jan Scott Walker bon eight fifteen thirty-tree, Hurty Hany eight Scott Donn five thirty-twee Navy J Lincel

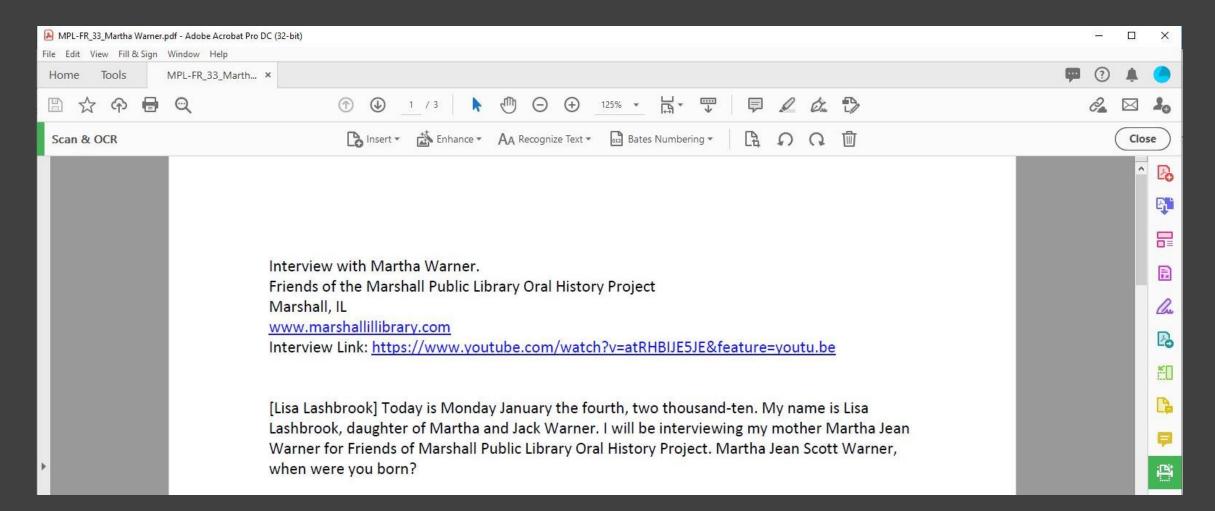


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	[Lisa Lashbrook] Today is Monday January the fourth, two thousand-ten. My name is Lisa Lashbrook, daughter of Martha and Jack Warner. I will be interviewing my mother Martha Jean			20
	Warner for Friends of Marshall Public Library Oral History Project. Martha Jean Scott Warner,			8
	when were you born?			
	[Martha Warner] I was born April the twentieth, nineteen twenty-eight.			
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	[Lashbrook] Where were you born?			0
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	(Warner) North Third Street in Marshall, Illinois.			222
	(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 [7], 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			1.
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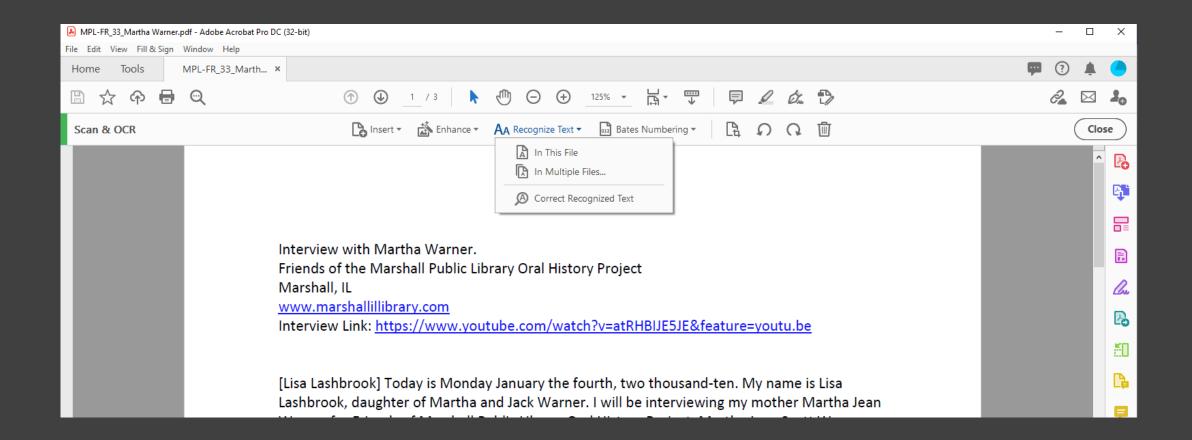


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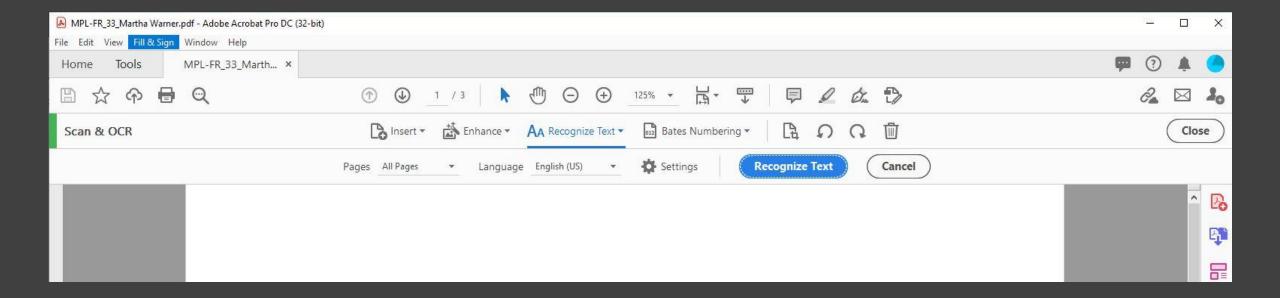
# PDF Files



#### The Process – PDF files



#### The Process – PDF Files



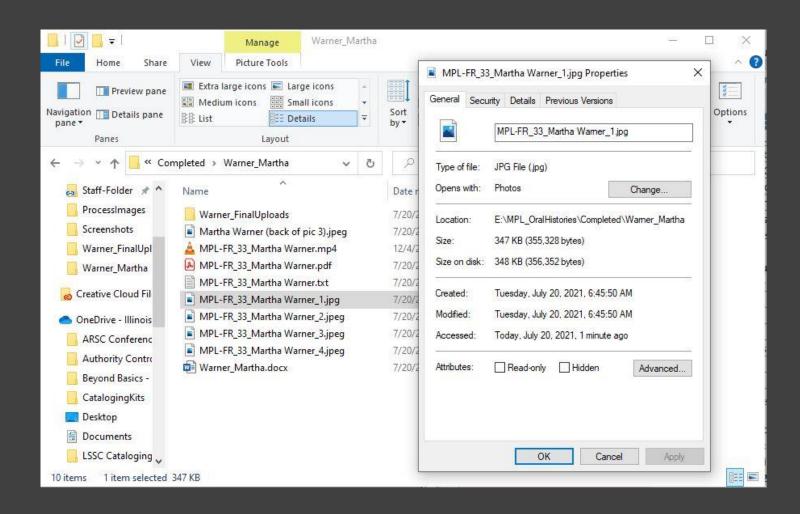
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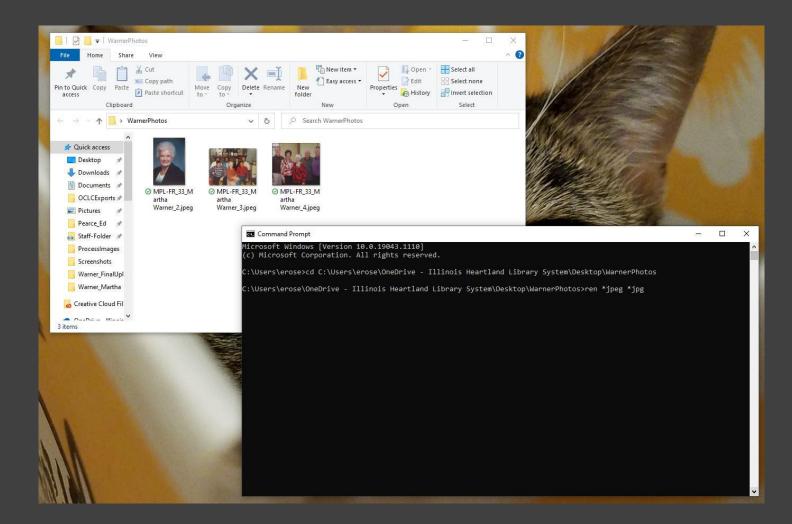
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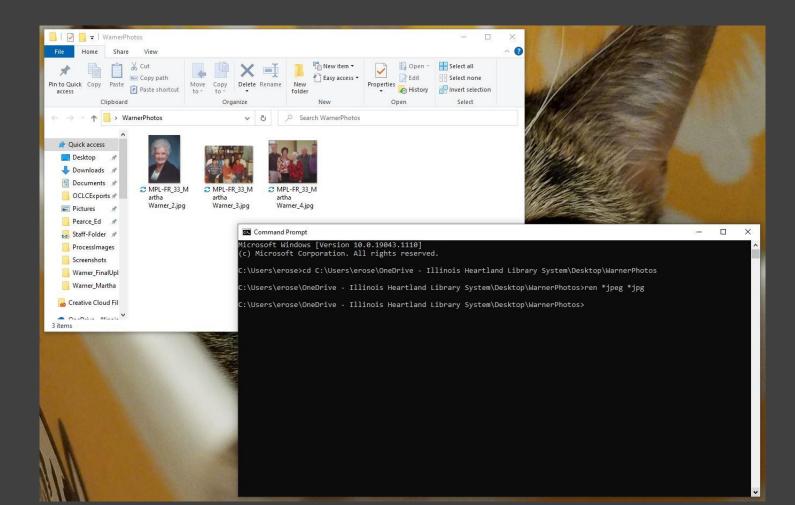
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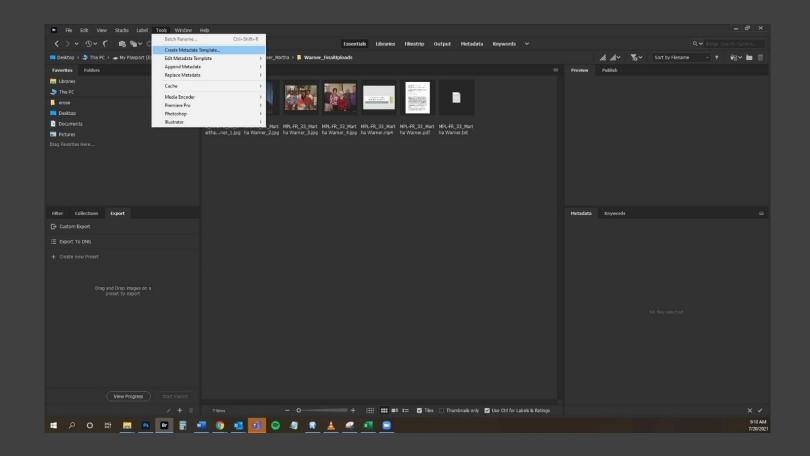




# Adobe Photoshop and Bridge



The Process – Editing Files in Photoshop



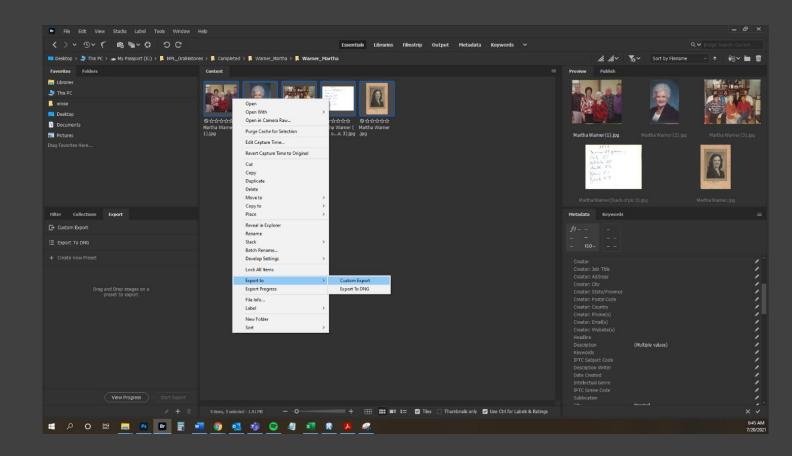
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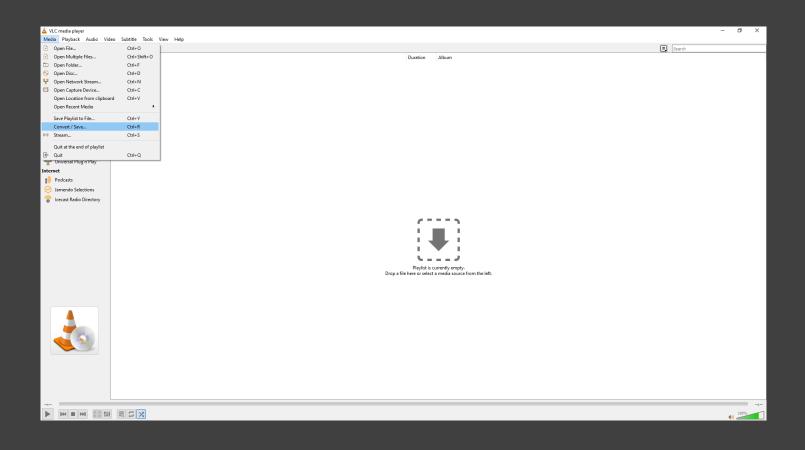
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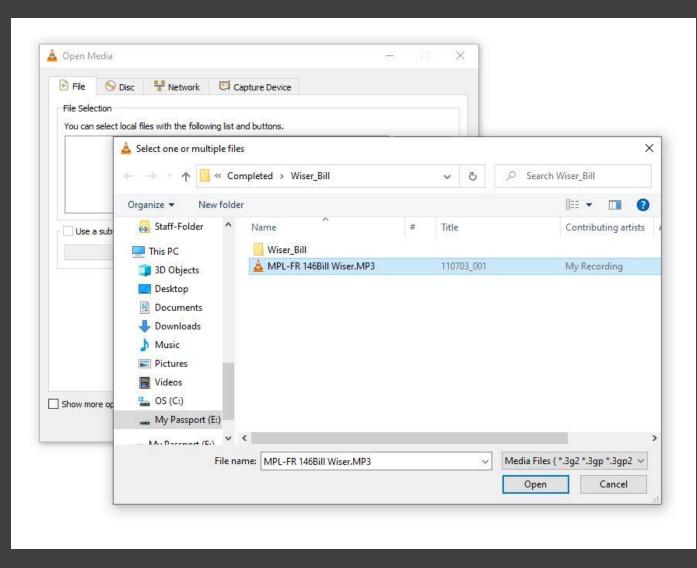
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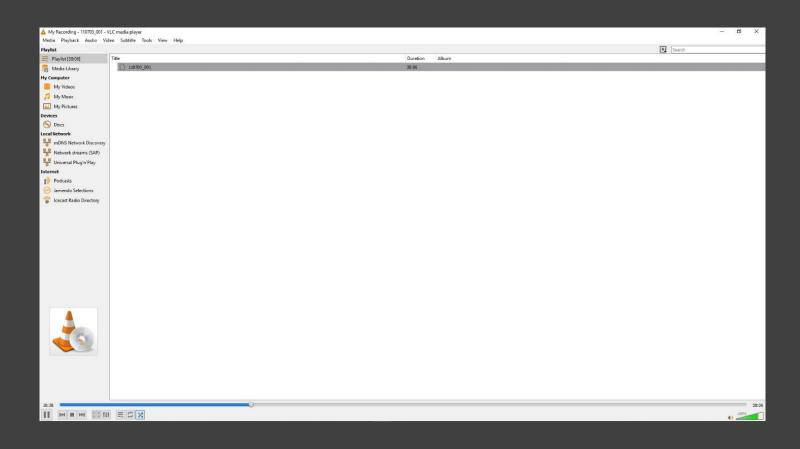


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# Illinois Digital Archives -CONTENTdm

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					3 Creator	Friends of Marshall Public Library		
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						transcripts resulting from interviews. Digital access is available for historical		
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Administration						reproduction of material contact: Marshall Public Library, Director, 612 Archer		
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Administration					15 Rights Management	www.marshallillibrary.com.		
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Single Compound Object - Choose Type

XI

Import files to create a compound object

What type of compound object would you like to create?

Ocument. Document with no hierarchy.

C Monograph. Document with hierarchy, such as chapters in a book.

C Picture Cube. Object with six views, such as statues or buildings.

C Postcard. Object with two sides, such as a postcard or baseball card.

Are the compound object structure and metadata defined by a tab-delimited text file?

C Yes C No

If you are importing files using a tab-delimited text file: The first record should contain the field names you are importing. One field in each subsequent record must contain the file name of the item that you are importing. All images specified in the tab-delimited file must exist in a separate directory.

#### The Process – Uploading to IDA

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Single Compound Object - Confirm Settings

Summary of settings for import.

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Finish

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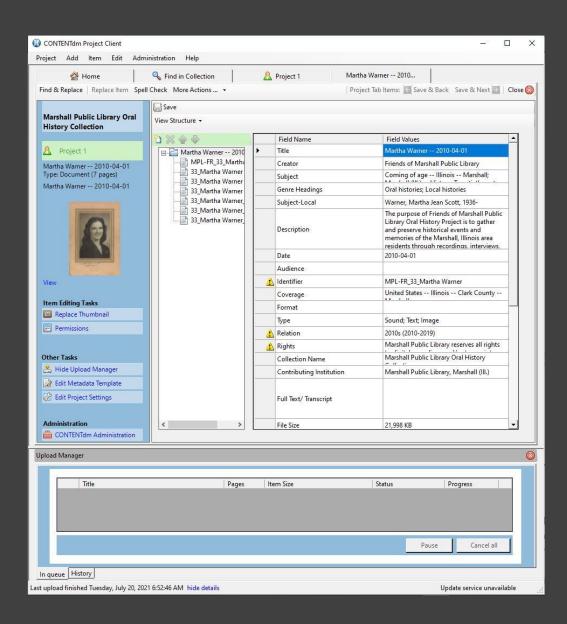
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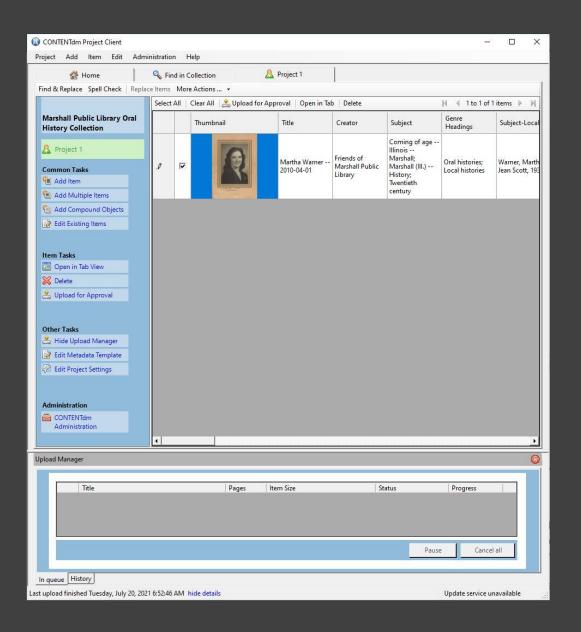
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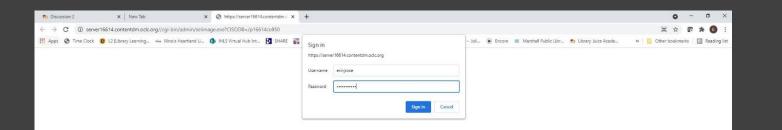


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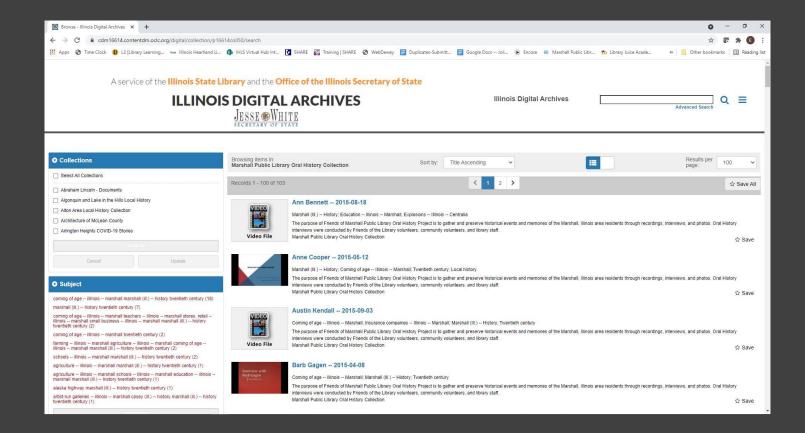
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# Final product



#### **Final Product**

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Marshall Public Library Oral History Collection

Video File

#### Final Product

☆ Save

#### Resources

Marshall Public Library YouTube Channel:

• <u>https://www.youtube.com/channel/UCTcb5In\_PdeTau\_wJEG6FPQ</u>

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:

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

#### Batch rename file extensions

• <u>https://fileinfo.com/help/windows\_batch\_rename\_file\_extensions</u>

#### Temi

• <u>https://www.temi.com/</u>

#### Rev

• <u>https://www.rev.com/</u>

#### GMR

• <a href="https://www.gmrtranscription.com/">https://www.gmrtranscription.com/</a>

#### Link to MPL IDA Collection

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

## Q&A

Heidi Margold: hmargold@illinoisheartland.org

Erin Rose: erose@illinoisheartland.org

Cataloging Maintenance Center (CMC): <u>cmc@illinoisheartland.org</u>

