**Start Here**
- Who is this Guide for?
- Why Archive?
- What is Archiving?
- How to Use this Guide

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**The Workflow**
- Create
- Transfer
- Acquire
- Organize
- Catalog
- Store
- Preserve
- Share

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**Resources**
- Key Concepts
- Glossary
- Tip Sheets
- Video as Evidence

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**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.

**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.

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

**Share**
Make your collection accessible to others outside your organization.
Guía para Activistas para Archivar Video

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 video y metadatos de un dispositivo o sitio a otro.

Adquirir
Reciba video y metadatos de una fuente y ágreguelos a su colección.

Organizar
Organice sus archivos de video digital y la documentación.

Almacenar
Guarde sus videos, 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 videos.

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.
حول

إيلاء الاهتمام بالوثائق الوصفية (الوثائق) من جهل أو موقع معين إلى آخر.

 занят

نظام

تجميع

قائمة الوثائق الوصفية (الوثائق) من مسرد واسع أو ما بينهما على طول الخط.

شارك

حافظ

فهرس

إحراز معرفة في مشاركة الآخرين من خلال مشاركتها.
Start Here

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Resources

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Make your collection accessible to others outside your organization.
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.
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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
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
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 environments.
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).
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.

» 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
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.
Resources: Key Concepts

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**
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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 archivist will also want to do an initial survey of your collection to...
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Unique Visitors: 10,080
Pageviews: 30,862

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

% New Visits: 76.45%

Demographics

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THANK YOU!

yvonne@witness.org
@ng_yvonne