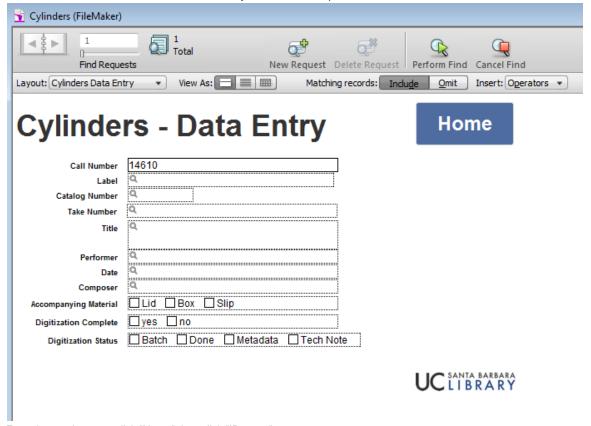
Cylinder Metadata Instructions

So you have the two files open in Wavelab and now we need to add some ID3 metadata so that the downstream access mp3 files will play nice with iTunes (or whatever). Here's how to do it:

- 1. go to cylinders.library.ucsb.edu
- 2. on the left click "Search Collection"
- 3. on the Search page, in the dropdown menu, select "UCSB Call Number"
- 4. type the number of the cylinder in the following format: cylinder[Number]. e.g. cylinder1383
- 5 hit search
- 6. click the number to the left of the result (or the Title) that matches your search to bring up its full record. leave that page up
- 7. Open the Cylinders filemaker db
- 8. Click "Find" from the home screen and enter the cylinder number as pictured



- 10. From the results page, click "Home" then click "ID3 tags"
- 11. Verify that the data on this page matches the data that:
 - a. comes from the cylinder website
 - b. you actually heard on the cylinder
- 12. If it does, hit "export ID3 tags"
 - a. a nicely formed txt file will magically appear in the capture folder and will be embedded in the broadcast master later
- 13. If it doesn't hit "metadata" and the record will be flagged for further review