

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

The screenshot shows the 'Cylinders (FileMaker)' application window. The title bar reads 'Cylinders (FileMaker)'. Below the title bar is a toolbar with icons for navigation and actions. The main area is titled 'Cylinders - Data Entry' and contains a form with the following fields:

- Call Number: 14610
- Label: [empty]
- Catalog Number: [empty]
- Take Number: [empty]
- Title: [empty]
- Performer: [empty]
- Date: [empty]
- Composer: [empty]
- Accompanying Material: ☐ Lid ☐ Box ☐ Slip
- Digitization Complete: ☐ yes ☐ no
- Digitization Status: ☐ Batch ☐ Done ☐ Metadata ☐ Tech Note

A 'Home' button is located in the top right corner of the form area. The UC Santa Barbara Library logo is visible in the bottom right corner.

- 9.
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