

FCBH Requirements for Processing HearThis Recordings

Faith Comes By Hearing[®]

Last updated: 19 January 2017

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1. Why this document?

In the event that HearThis users want Faith Comes By Hearing (FCBH) to process their recordings for distribution, this document will help them to understand FCBH requirements for doing so.

2. Follow FCBH recommendations for recording with HearThis

These recommendations are detailed in the document titled *FCBH Recommendations for Using HearThis To Record Scripture*. For a copy of this document, contact FCBH Language Recording Department at recording@fcbhmail.org.

3. FCBH must evaluate a sample of your recording

Section 7.1 of *FCBH Recommendations for Using HearThis To Record Scripture* instructs the user to send a sample recording to FCBH for evaluation. Please ensure this has been done before proceeding, and that all feedback and recommendations by FCBH have been followed.

Your sample can be uploaded to this Dropbox location: <http://bit.ly/2dL5hgq>

Please also tell FCBH about the upload by sending an email to recording@fcbhmail.org. In that email,

1. Use “HearThis sample recording” in the subject line
2. Include your name, the name of the language, the filename of what you uploaded
3. Give some information about your plans with this recording project.

FCBH will evaluate the quality of the audio and notify you of any needed adjustments.

4. Review

HearThis has no built-in quality-checking mechanism. FCBH requires, however, that all material within the scope of the recording project be checked for accuracy and completeness.

4.1 Accuracy

Accuracy relates to the match between the text and what was read during the recording. There are two ways of ensuring accuracy: 1) using a Reading Partner, and 2) Chapter Review. FCBH recommends using both, but requires Chapter Review.

4.1.1 Reading Partner

This process requires someone who is a native speaker of the language, is able to read and able to evaluate the accuracy of the reader in real-time while sitting with the reader as recordings are made.

4.1.2 Chapter Review

This process requires someone who is a native speaker of the language, is able to read, and able to keep a written record of mistakes by the reader. This person listens to material exported by HearThis into chapter files and compares the recording to the text, keeping written record of mistakes which are then given to the reader to fix.

Any re-recorded material must go through the chapter review process again.

4.2 Completeness

Completeness means no missing material; all of the text in each line, chapter and book is recorded completely. This can be verified using the Chapter Review process described above in section 4.1.2.

5. Confirmation

Project leaders must confirm in writing to FCBH that the recording is ready – accurate and complete – and approved for processing before FCBH will process HearThis recordings for distribution.

6. Music and Sound Effects

This process (steps 1 through 5 above) will result in a recording with no music or sound effects. If you want music and sound effects added to the recording by FCBH, please write to the FCBH Language Recordings Department at recording@fcbhmail.org indicating your language name, the portion(s) in question, and your desire to have FCBH add music and sound effects. This requires extra processing steps by you, the partner, that are quite detailed and time consuming. FCBH will dialogue with you about these steps to help you decide if this should be done.