

Disc Patron Request Workflow

This document details the workflow for patron requests of discs.

1. barcode discs
 - a. in the cli, run makebarcodes
 - i. input the title
 - ii. input the barcode
 1. `cusb_[label]_[issue]_[copyNo]_[matrix]_[take]`
 - iii. press yes or no to continue making them
 - b. print the barcodes
 - i. see [Printing Barcodes](#)
2. Setup, see [Digitizing Discs for The National Jukebox](#)
 - a. check the following:
 - i. that the EQ is consistent with the date of recording/ issue
 - ii. that the output channel config is consistent with the date of recording/ issue
 1. always record the pres master in stereo
3. Digitizing, see [Digitizing Discs for The National Jukebox](#)
 - a. save preservation master file with "a.wav" at the end
 - b. crop/ extend broadcast master with 2s heads and tails
 - c. save broadcast master file with "b.wav" at the end
4. make derivatives
 - a. in the cli, run makebroadcast
 - i. `python makebroadcast.py R:/78rpm/avlab/new_ingest/.../fileb.wav -ff -mp3 -n -side [A|B] -sys [systemNumberFromCatalog] -d`
 1. ff tells ffmpeg to add 2s fades to the head and tail
 2. mp3 tells ffmpeg to make an mp3 from the broadcast master
 3. n tells ffmpeg to normalize the file
 4. side tells catalog-stuff which part of the catalog record to grip for our id3 metadata
 5. sys tells catalog-stuff which catalog record to use
 6. d tells makebroadcast and catalog-stuff to use id3 profiles for discs
 7. the order of these options doesn't matter
 - ii. makebroadcast will then pull the ID3 tags from catalog-stuff.py which searches our catalog for descriptive info
5. package derivatives
 - a. make zip folders named after their corresponding transaction numbers in Aeon
 - b. copy mp3 or wav or whatever into the folder
6. upload package to Aeon FTP
 - a. sing into the ftp server using WinSCP
 - b. use the left-hand window to select the zip folder(s) to upload
 - c. drag them to the right hand folder, PDF
7. notify patron
 - a. in Aeon
 - b. navigate to transaction
 - c. in the process tab, select item delivered, Send Email
 - d. verify that status changes to IN A/V Lab, Request Finished