

# Acquisition & Ingest @ WITNESS

A Case Study of Challenges and Approaches

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Richmond, VA

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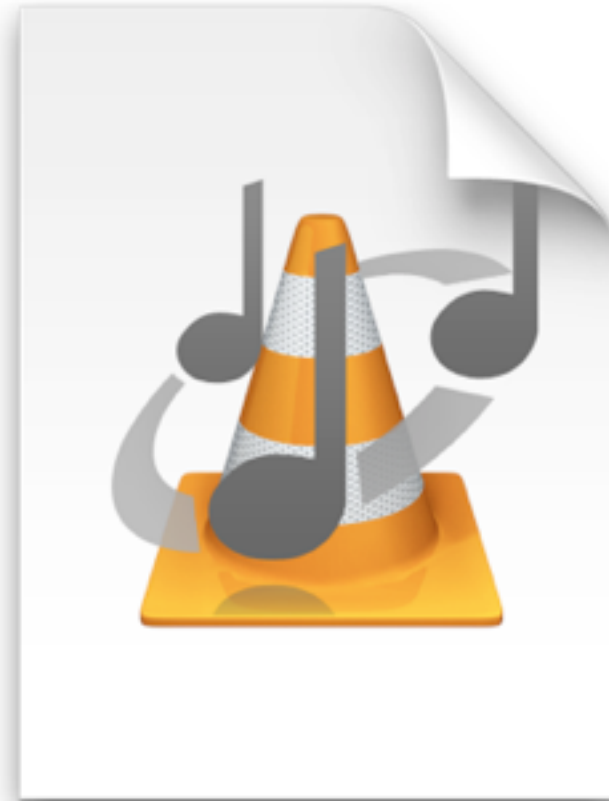




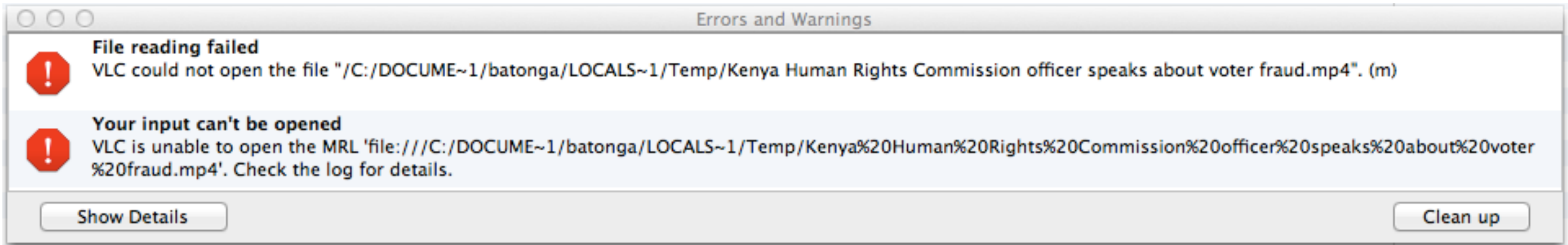


# Challenges

- ▶ Delivery



human rights voter bribery.xspf



# Challenges

- ▶ Delivery
- ▶ No documentation

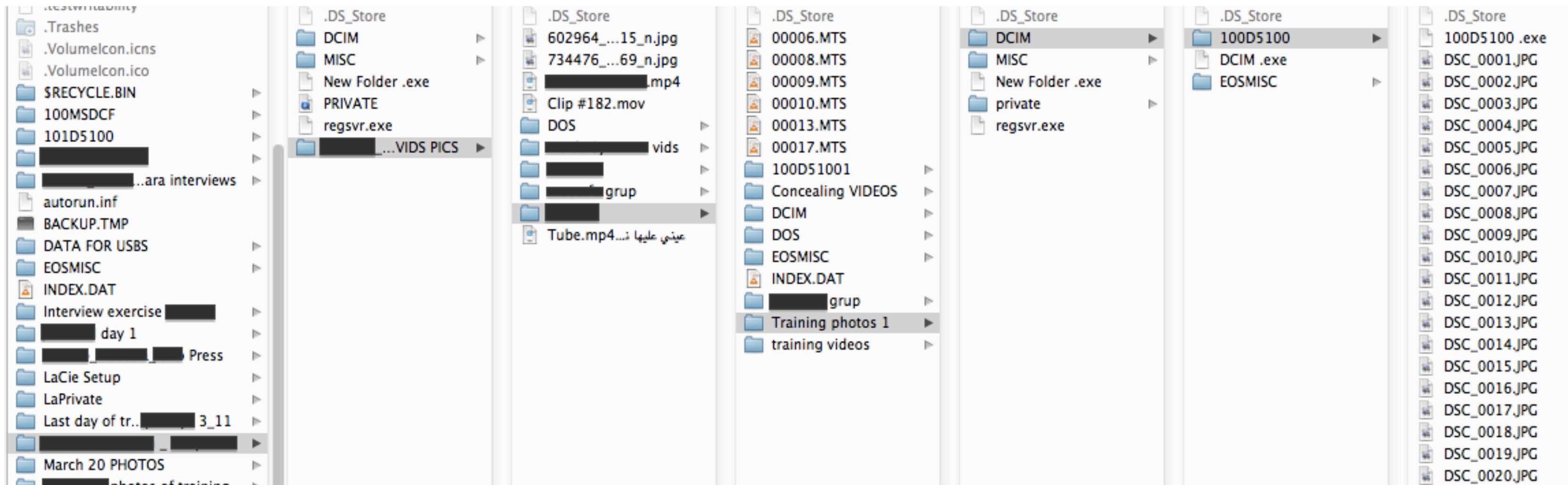






# Challenges

- ▶ Delivery
- ▶ No documentation
- ▶ File (dis)organization





# Challenges

- ▶ Delivery
- ▶ No documentation
- ▶ File (dis)organization
- ▶ Video quality





# Approaches

- ▶ Training

## Start Here

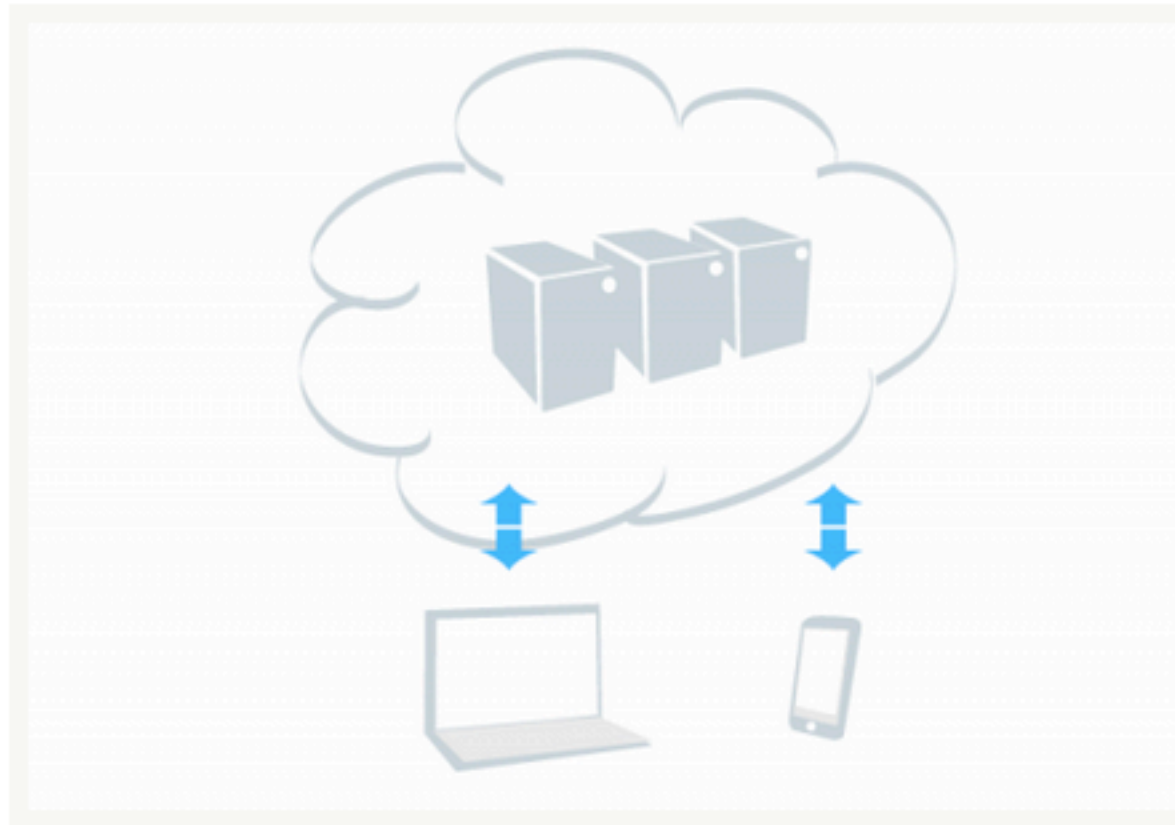
- Who is this Guide for?
- Why Archive?
- What is Archiving?
- How to Use this Guide

## The Workflow

- › Create
- ▼ Transfer
  - Introduction
  - Offloading from Cameras
  - Uploading and Downloading Video
  - Keeping Files Intact (and Proving It)
  - Physical Transport
  - Transferring Videos and Metadata Together
- › Acquire
- › Organize
- › Store
- › Catalog
- › Preserve
- › Share

# 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.


## Languages












- English
- **Español**
- العربية





# Approaches

- ▶ Training
- ▶ Templates & forms

 <b>Media Summary</b>		
<b>Camera Person / Interviewer Name</b>		
<b>Filming Date</b>		
<b>Title</b>		
<b>Name(s) of Interviewees / People Depicted</b> (unless there are security issues)		
<b>Location</b> (unless there are security issues)		
<b>Language(s) Spoken</b>		
<b>Security</b>	Use of Face Allowed?	
	Use of Full Name Allowed?	
	Use of Location Allowed?	
<b>Summary / Description</b> Provide a description of the events, people, and places depicted in the footage, including relevant background information.		

- ▼  P-PROJECT\_TEMPLATE
  - ▼  Elements
    - ▶  Audio
    - ▶  Graphics\_Titles
    - ▶  Legacy\_Footage
    - ▶  Logs
    - ▶  Music
    - ▶  Stills
  - ▼  Multimedia\_projects
  - ▼  Outputs
  - ▼  Raw





SEE IT  
FILM IT  
CHANGE IT

Title ID: 5751

**Title:** You Must Know About Me  
Rights Not Violence for Sex Workers  
in Macedonia

**Version:** Full Texted

**Language:** English Subtitles  
(Spoken Macedonian)

**RT:** 00:18:43:10

**Original Standard:** PAL

**Output:** FCP Out

### Checklist for Personal Informed Consent and Release

Name of Interviewee: \_\_\_\_\_

Name of Producer(s): \_\_\_\_\_

Date: \_\_\_\_\_

#### Participation in Interview

☐ I am 18 years old or older (If under 18, obtain additional consent from legal guardian).

☐ I understand who is interviewing me, and why I am being interviewed (Ask interviewee to explain in his or her own words).

☐ My participation in this interview is voluntary. I understand that there are no repercussions for refusing to participate.

☐ I understand that I can stop this recording and interview at any time, and that I can refuse to answer any question.

#### Restrictions

☐ I understand that I am free to set restrictions on the filming, recording, and use of this interview.

☐ I consent to the filming, recording, and use of my face/image.  
(☐ I do not consent to the filming, recording, and use of my face/image).

☐ I consent to the filming, recording and use of my voice.  
(☐ I do not consent to the filming, recording and use of my voice).

☐ I consent to the use of my full name.  
(☐ I do not consent to the use of my full name).

☐ I hereby declare the following further restrictions on the use of these recordings:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ I understand that if circumstances change and I need to rescind consent, I must contact the Producers, who will abide by my request to the extent possible.

#### Usage

☐ I understand that use can mean reproduction, exhibition, broadcast, and archiving, in whole or in part, in any media now known or hereafter to come into existence, throughout the world. I understand that examples of use include broadcast on television, posting on the Internet, exhibition at public screenings, inclusion in reports and legal cases, and long-term retention and accessibility in an archive.

☐ I consent to the use of these recordings in the video advocacy project, \_\_\_\_\_, abiding by the restrictions set out here.

☐ I consent to the Producers' use of these recordings for other purposes now and any time in the future, in a manner consistent with the Statement of Intent on Video Usage, which includes abiding by the restrictions set out here.

☐ I consent to allowing the Producers to license or assign the rights to these recordings to third parties, in a manner consistent with the Statement of Intent on Video Usage, which includes abiding by the restrictions set out here.

☐ I understand that due to the nature of digital recordings, there is a risk that anyone may obtain, view, and re-use copies of these recordings, and the restricted information contained in them, without my permission or the permission of the Producers or their licensees.

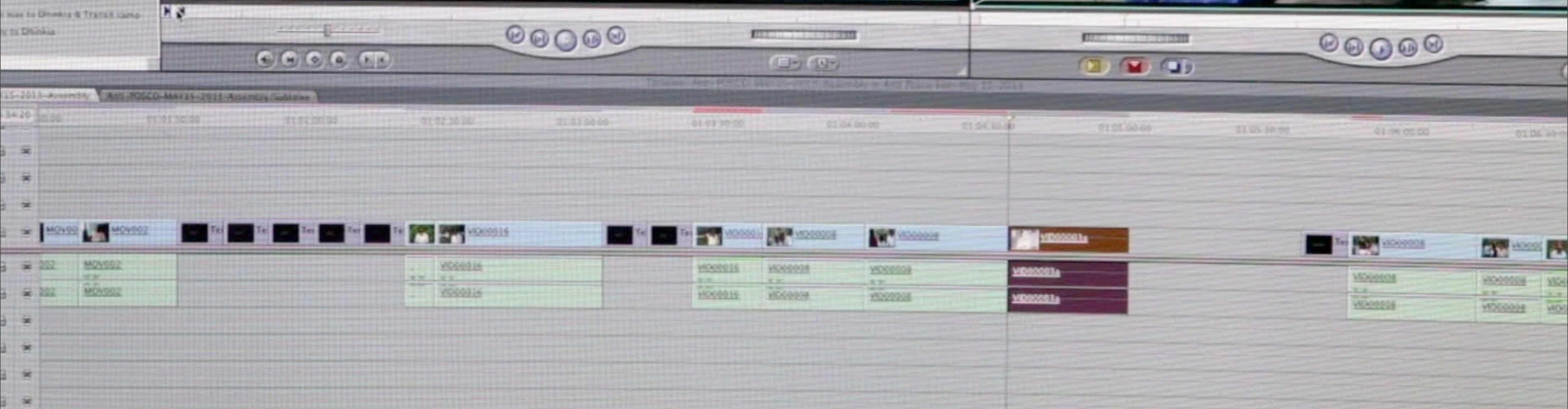
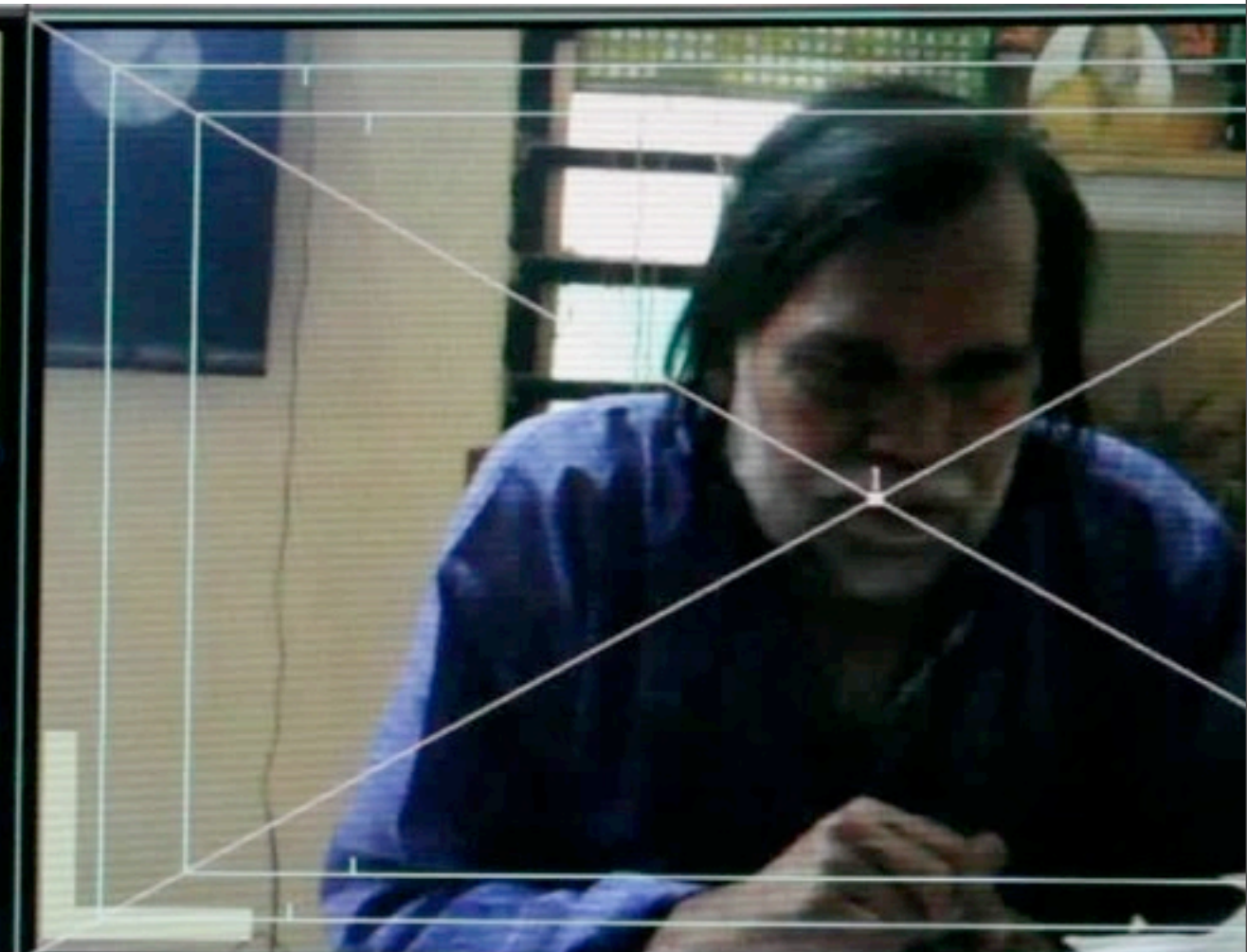


# Approaches

- ▶ Training
- ▶ Templates & forms
- ▶ Build in workflow



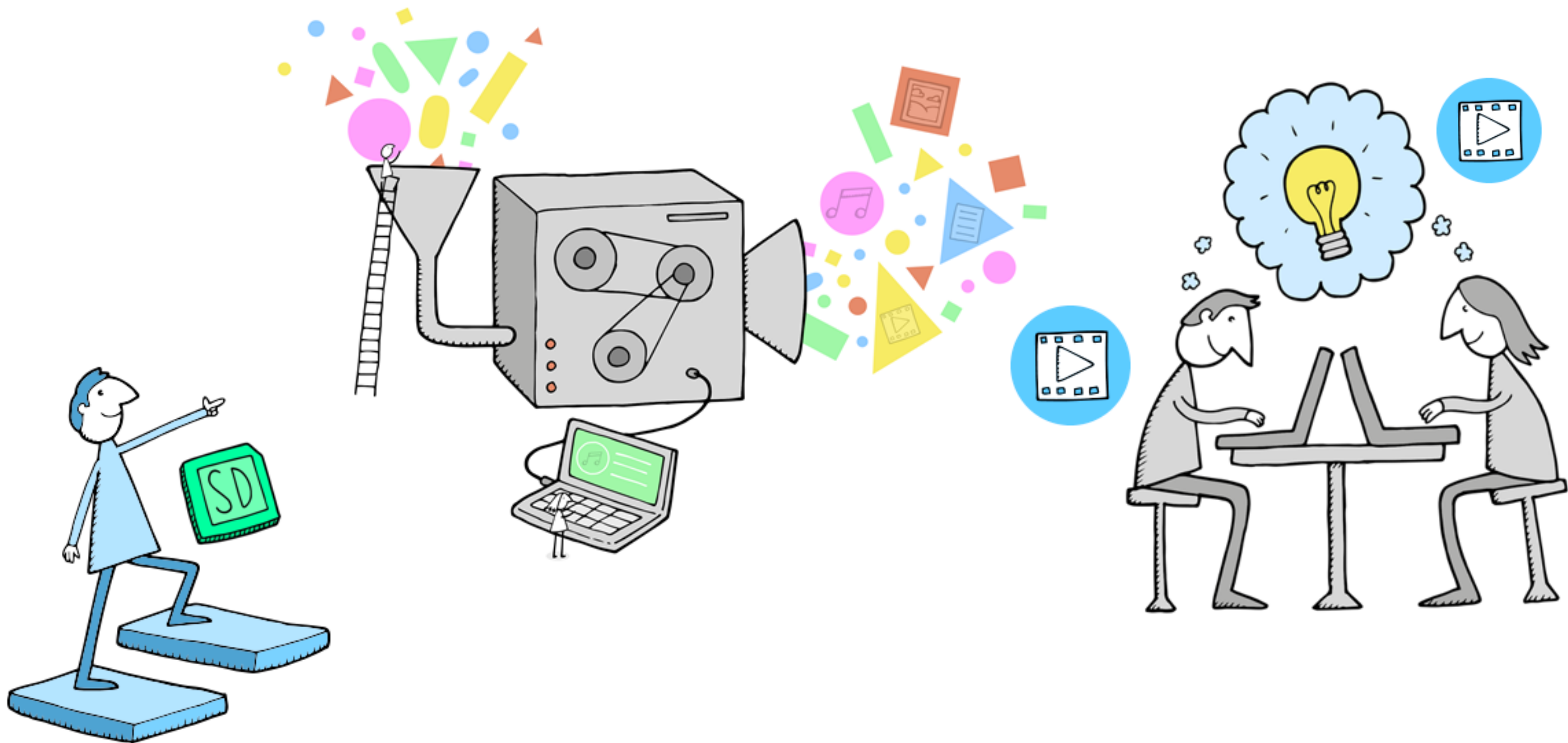
- Chir mahogtra
- Chibendra, POSCO, Raw footage
- Chinku001
- Chin camp
- Chibendra, Droophox
- Chin, ESCK int
- Ching
- Chinku Protest
- Chin
- Ch. lawyer
- Ch. MOV
- Ch. with Ahtay Sallow
- Ch. on free/illegal
- Ch.
- Ch. back to Chinku & Transit camp
- Ch. to Chinku





# Approaches

- ▶ Training
- ▶ Templates & forms
- ▶ Build in workflow
- ▶ Communicate benefits



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# Ingest

# Ingest

Receive  
media



# Ingest

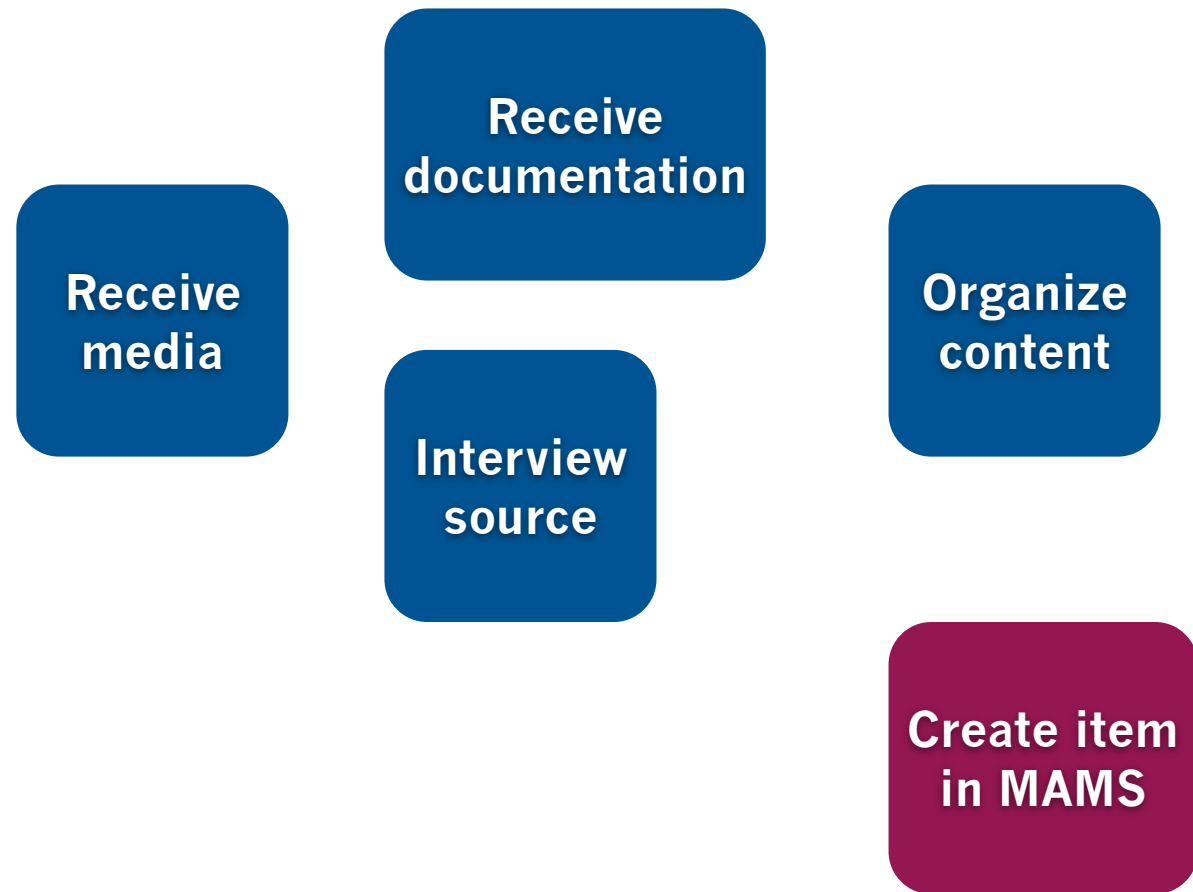


# Ingest

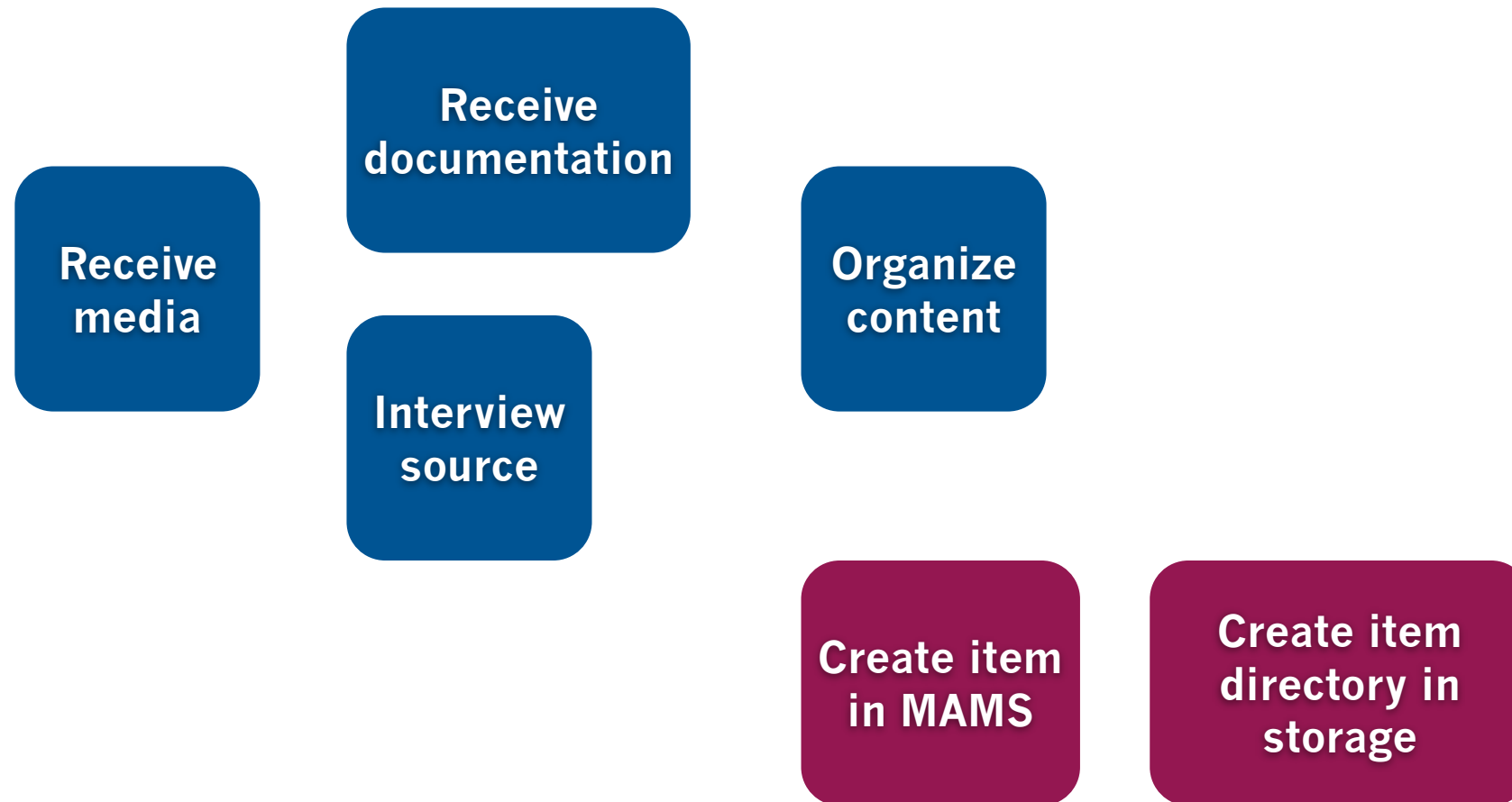




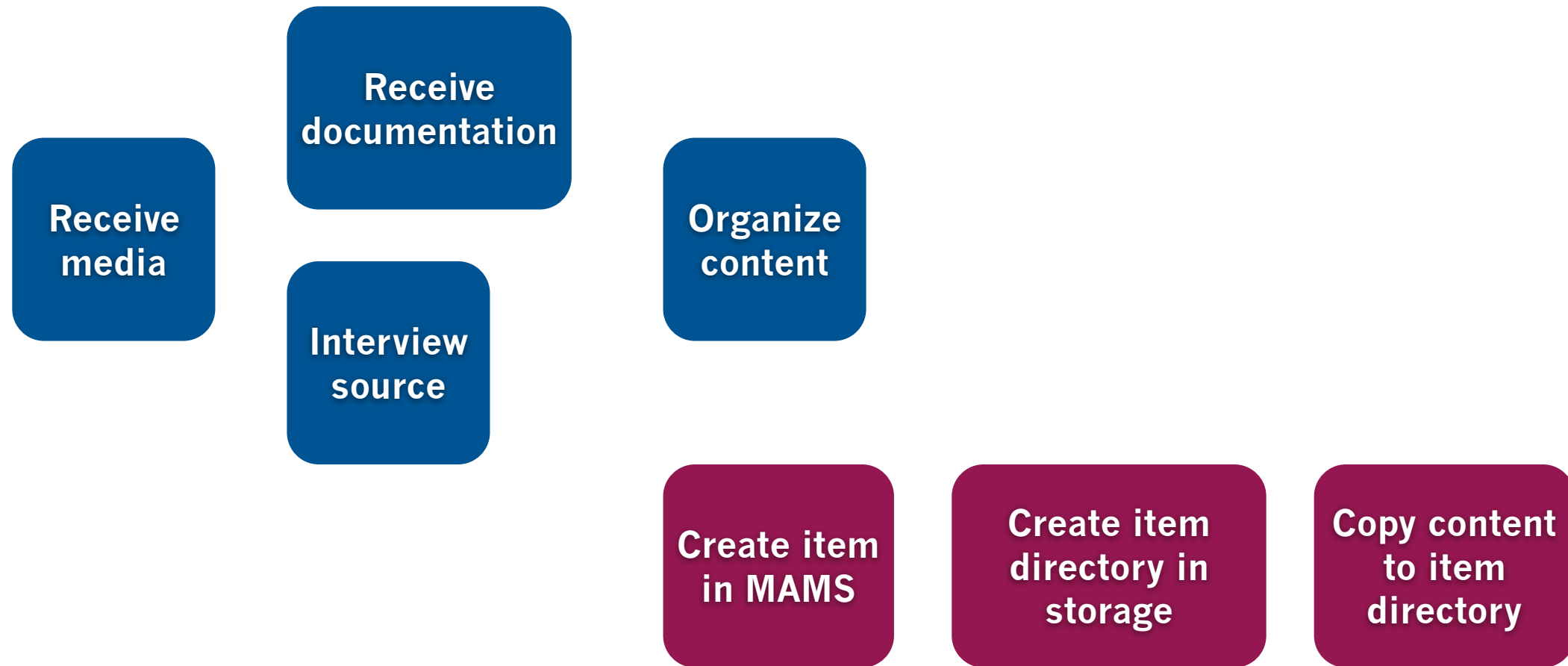
# Ingest



# Ingest

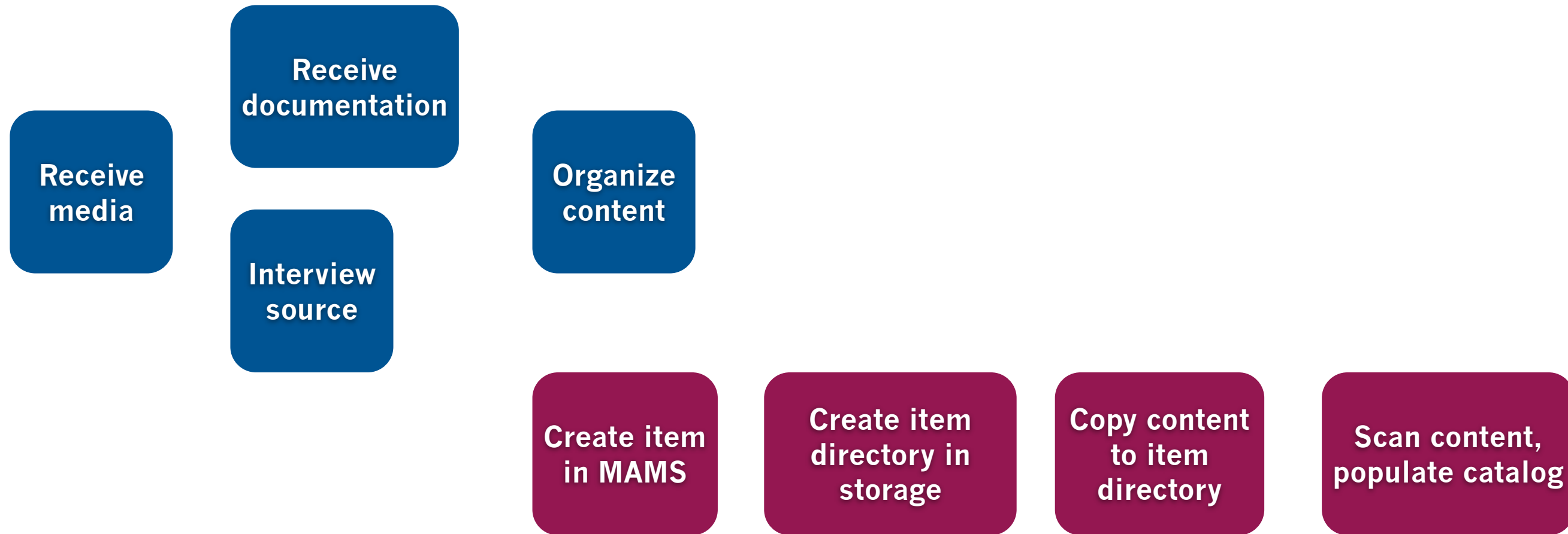


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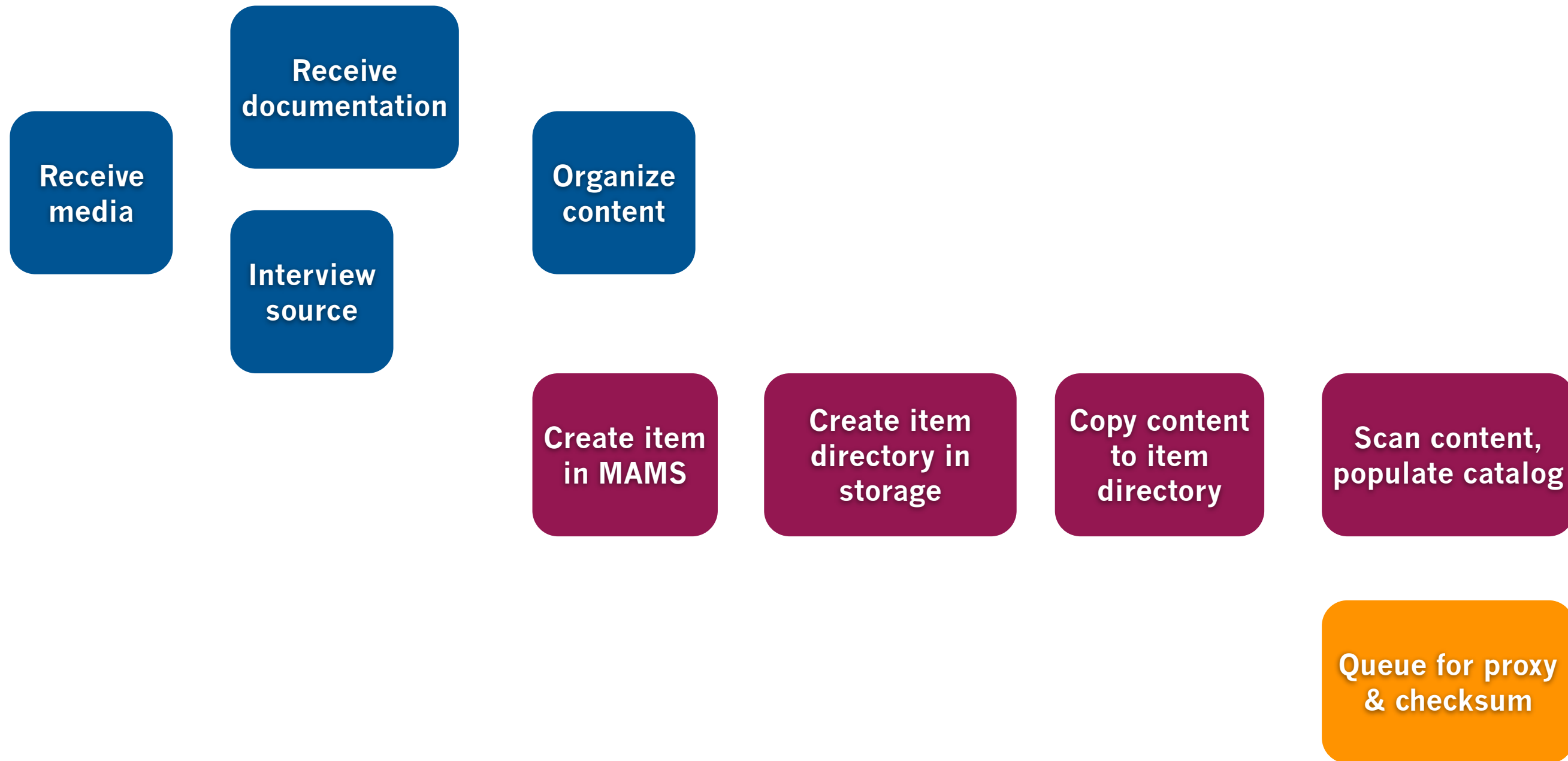




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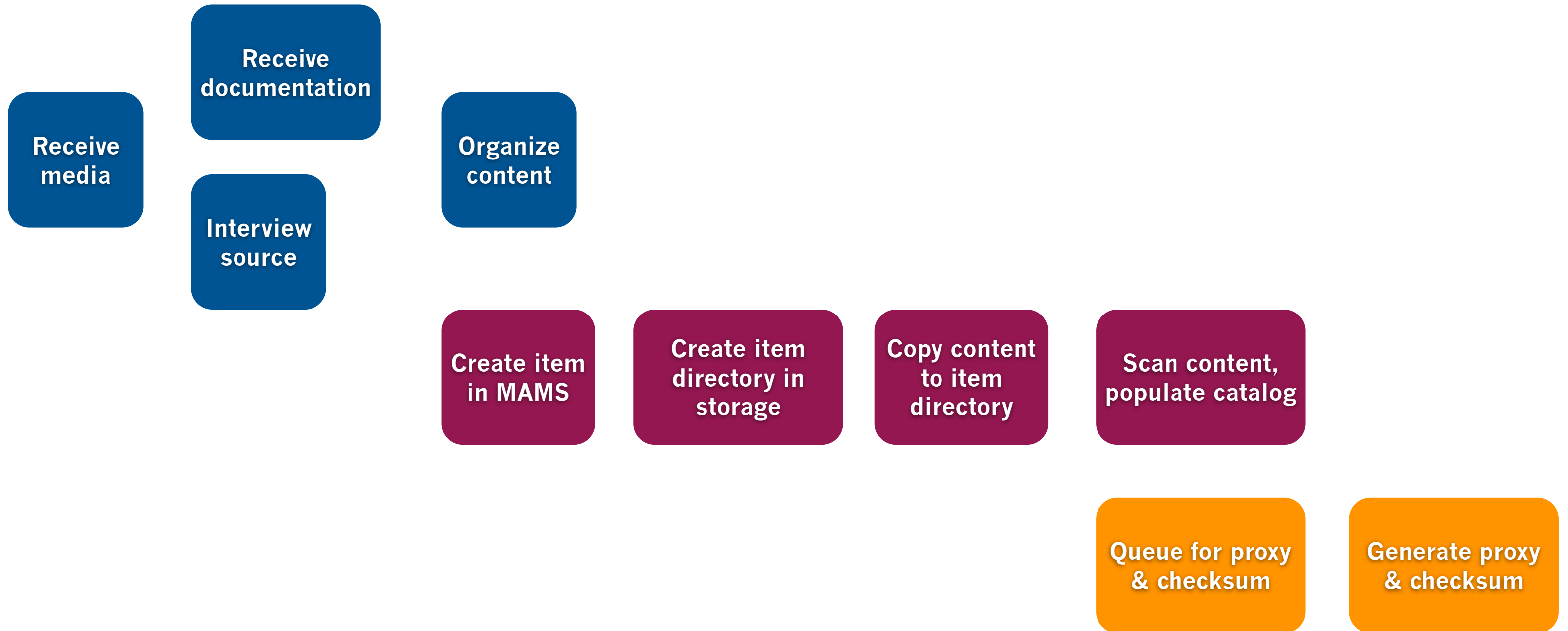


# Ingest





# Ingest



# Thanks!

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witness.org  
archiveguide.witness.org