



Activists' Guide to Archiving Video

Start Here

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

The Workflow

- ▶ Create
- ▶ Transfer
- ▶ Acquire
- ▶ Organize
- ▶ Store
- ▶ Catalog
- ▶ Preserve
- ▶ Share

Resources

- ▶ Key Concepts
- ▶ Glossary
- ▶ Tip Sheets
- ▶ Video as Evidence



Acquire

Receive video and metadata from a source and add it to your collection.

Catalog

Create a structured and searchable system for creating and managing metadata, and finding your videos.

Create

Start archiving your video at the point of creation.

Organize

Organize your digital video files and documentation.

Preserve

Ensure that your collection will be preserved and accessible far into the future.

Transfer

Move video and metadata from one device or location to another.

Store

Store your videos, manage the storage environment, and recover from errors.

Share

Make your collection accessible to others outside your organization.

Process

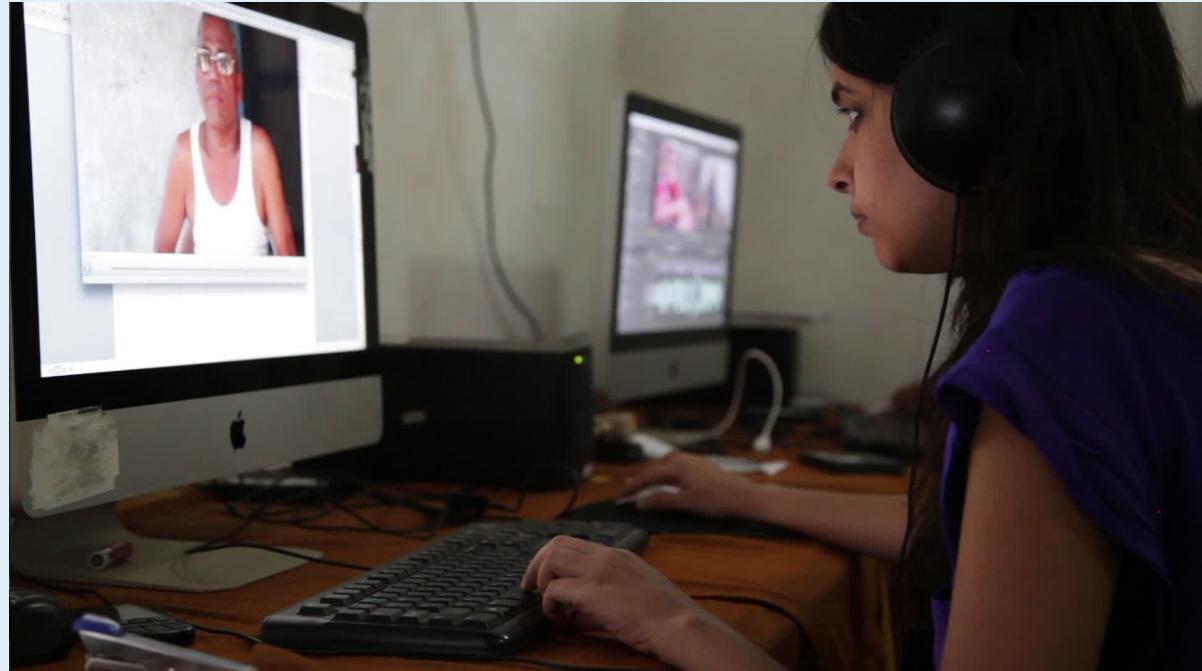
- Audience
- Structure
- Content
- Website Development & Design
- Translation
- Outreach
- Evaluation

Who Is It For?

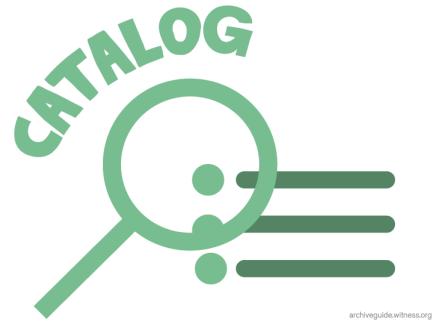
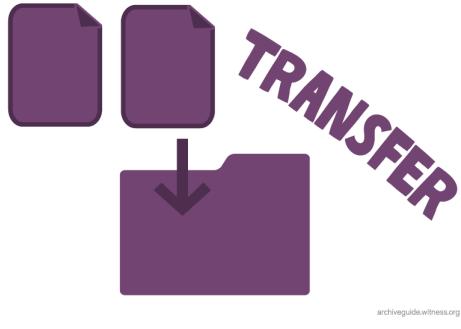


Some considerations

- Advocacy mission
- Decentralized networks, many people in different roles
- Production use and access
- Limited resources
- No trained archivists
- Wary of institutions
- Content has security issues
- Need video to be safe, usable, and authenticable over time



Structure





Content





0:11 / 0:18

CC

[]

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شام ريف دمشق داريا تصاعد الدخان جراء القصف العنيف الذي يستهدف منازل المدنيين 2013 11 2 ج 2 views by SHAMSNN

ريف دمشق ببيلا أثر الدمار الهائل جراء القصف العنيف على البلدة 2013 11 2 1 view by SHAMSNN



Start Here

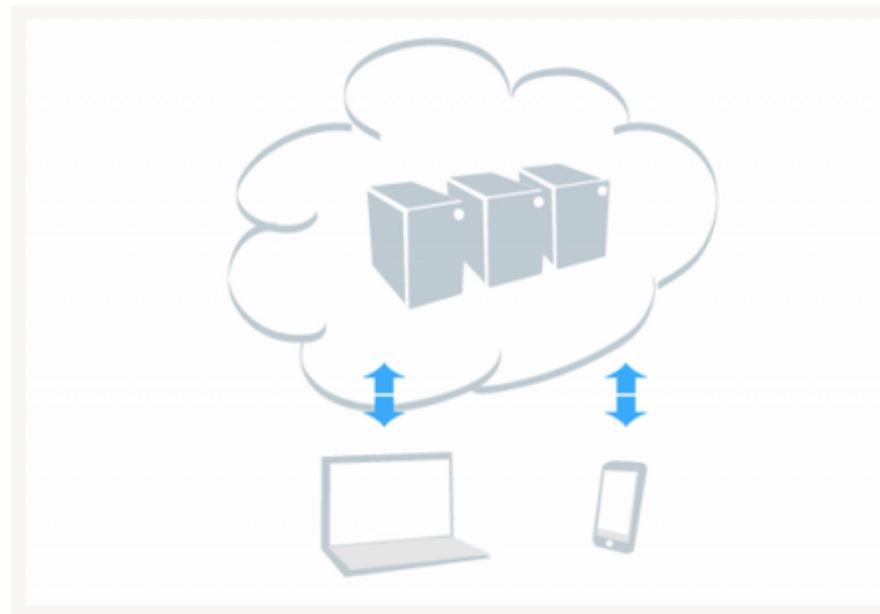
- [Who is this Guide for?](#)
- [Why Archive?](#)
- [What is Archiving?](#)
- [How to Use this Guide](#)

The Workflow

- [Create](#)
- [Transfer](#)
 - [Introduction](#)
 - [Offloading from Cameras](#)
 - [Uploading and Downloading Video](#)
 - [Keeping Files Intact \(and Proving It\)](#)
 - [Physical Transport](#)
 - [Transferring Video Files](#)

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

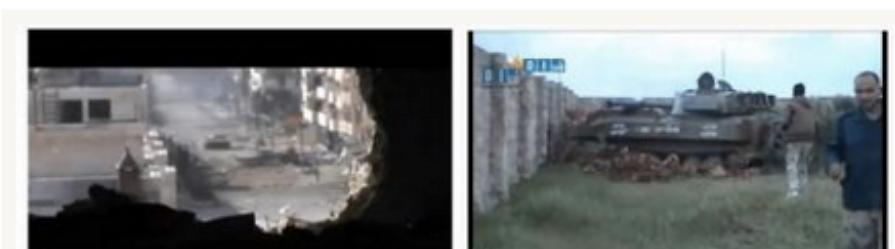
Make Videos Findable on YouTube

While YouTube is not suitable for storing your collection, it is an excellent platform for sharing and providing access to your videos.

You can integrate videos uploaded to YouTube (or other video sharing websites) into finding aids as links or video embeds. As mentioned above, you can also create a finding aid within YouTube using its channel and playlist features.

If you are simply uploading your videos to YouTube with no finding aid, you can rely on YouTube's search and filters to help people find your videos. As you may have experienced, however, browsing and finding specific videos within the large volume of videos on YouTube and with its limited access points can be difficult. To maximize the findability of your videos on YouTube without a finding aid:

- For raw footage, upload the original file if possible (YouTube will not keep your original file, but will keep some of the original metadata from the file).
- Make your title informative, and include the date recorded and location of your video.
- Make your description informative, answering questions of who, what, when, where, and why.
- Tag your video using access points relevant to your users (see above).
- Make your titles, descriptions, and tags multi-lingual if your users understand different languages.



Create: What Metadata to Capture

Key contextual information about your video needs to be captured at the time it is created. This **metadata** is critical to the video's **authenticity**, and to the ability to find, use, and understand the video.

Start Here

[Who is this Guide for?](#)

[Why Archive?](#)

[What is Archiving?](#)

[How to Use this Guide](#)



The key pieces of information to capture at the point of creation are:

» When

The date and time recorded / created.

» Where

The geographic location of recording.

» What and why

A basic description - the important details about the event recorded that would be difficult to identify later (e.g. people's names, the purpose for recording) or that make the event significant

The Workflow

» Create

[Introduction](#)

[What Metadata to Capture](#)

[How to Capture Metadata and Documentation](#)

[Outputting Edited Videos](#)

» Transfer

» Acquire

» Organize

Create: How to Capture Metadata and Documentation

There are many ways to capture [metadata](#) about your video at the point of creation. Information can be captured in an automated or manual fashion, and can be [embedded](#) in the video file or recorded in a separate document. Different methods have different safety and security risks and logistical requirements.

The basic ways to capture information about your video are:

- » **Camera settings**



Start Here

[Who is this Guide for?](#)

[Why Archive?](#)

[What is Archiving?](#)

[How to Use this Guide](#)

The Workflow

- » **Create**

[Introduction](#)

[What Metadata to Capture](#)

[How to Capture Metadata and Documentation](#)

[Outputting Edited Videos](#)

- » **Transfer**

- » **Acquire**

- » **Organize**

Resources: Video as Evidence

Video is increasingly serving as evidence in a broad range of legal settings, but there are currently no universal concrete standards for admissibility. If you want to use a video as evidence, ensure that you investigate and consult legal professionals on the requirements relevant to your court's jurisdiction.

Start Here

- [Who is this Guide for?](#)
- [Why Archive?](#)
- [What is Archiving?](#)
- [How to Use this Guide](#)

The Workflow

- ▶ [Create](#)
- ▶ [Transfer](#)
- ▶ [Acquire](#)
- ▶ [Organize](#)
- ▶ [Store](#)
- ▶ [Catalog](#)
- ▶ [Preserve](#)
- ▶ [Share](#)



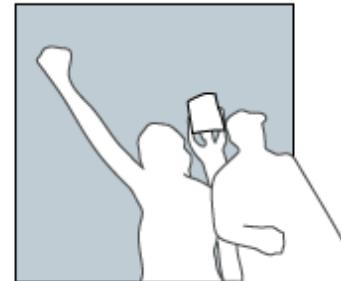
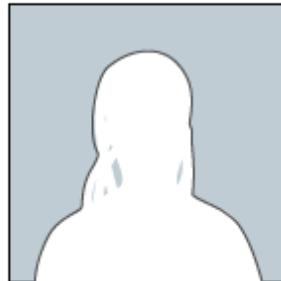
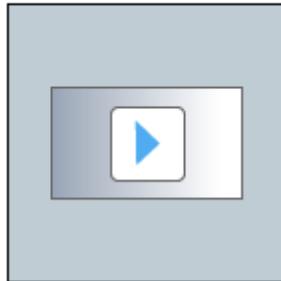
From the Thomas Lubanga Dyilo case at the International Criminal Court (ICC)

Catalog: Structure and Rules

Cataloging is all about structure and rules.

Metadata Structure

To begin, every catalog must have a structure, or **data model**, that defines entities and the relationship between different entities. An **entity** is a “thing” about which data is collected, such as a video, a person, or an event. In a relational database, an entity is the equivalent of a table.



An entity is any “thing” that is being described.

In its simplest form, a catalog may only have one entity. In an inventory, for example,

Start Here

- [Who is this Guide for?](#)
- [Why Archive?](#)
- [What is Archiving?](#)
- [How to Use this Guide](#)

The Workflow

- ▶ Create
- ▶ Transfer
- ▶ Acquire
- ▶ Organize
- ▶ Store
- ▼ Catalog

Introduction

Resources: Key Concepts

Here are some key concepts important for understanding archiving. For additional terminology used in the Guide, see the [Glossary](#).

Start Here

- [Who is this Guide for?](#)
- [Why Archive?](#)
- [What is Archiving?](#)
- [How to Use this Guide](#)

The Workflow

- ▶ [Create](#)
- ▶ [Transfer](#)
- ▶ [Acquire](#)
- ▶ [Organize](#)
- ▶ [Store](#)
- ▶ [Catalog](#)
- ▶ [Preserve](#)
- ▶ [Share](#)

Access point

A name, term, code, or type of information such as the date, by which a set of records can be sorted or searched. For example, in a library book catalog, access points are author, book title, and subject. In a database, access points are any fields you can search, such as name, date, and title.

Archive

An organization made up of people and systems responsible for [preserving](#) records and documents of enduring value and making them available to a designated community. Archives are sometimes parts of larger organizations, such as universities, public libraries, media centers, or museums.

Archiving

The practices and decisions that support the [preservation](#), [authentication](#), use, and accessibility of content with enduring value.



Resources: Glossary

API (Application Programming Interface)

A protocol that specifies a way for a software application to communicate and integrate with a program that provides a service. Google provides [APIs](#), for example, so that people can use its data, such as location data from Google Maps or video data from YouTube, in their applications.

Backup

A copy of data, stored in a secondary location, which is used to restore data in the primary storage location that is corrupted or lost. Restoring involves copying data from the backup to the primary storage to replace the corrupted or lost files. Backing up is a storage strategy that allows you to recover from data loss.

Checksum

See “[Hash Value](#)”

CLI (Command-Line Interface)

A way of interacting with a computer program which involves typing lines of text in a command-line shell. Some programs are only available with command-line interfaces, which facilitate their automation and use in programming scripts. However, command-line interfaces can be harder for

Start Here

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

The Workflow

- ▶ Create
- ▶ Transfer
- ▶ Acquire
- ▶ Organize
- ▶ Store
- ▶ Catalog
- ▶ Preserve
- ▶ Share

Start Here

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

The Workflow

- ▶ Create
- ▶ Transfer
- ▶ Acquire
 - Introduction
 - Deciding What to Keep
 - Acquiring Raw Video and Metadata
 - Acquiring Edited Video and Elements
- ▶ Organize
- ▶ Store
- ▶ Catalog
- ▶ Preserve
- ▶ Share

Resources

- Key Concepts
- Glossary
- Tip Sheets
- Video as Evidence

Acquire: Introduction

Acquisition refers to the process of receiving video and metadata from a source and adding it to your collection. Your aim at this stage is to acquire your materials in a complete and intact form. Actions you take at this stage are crucial to the later usability and preservation of your video.

A SCENARIO

Inundated with Videos

The Elections Monitoring Center wants to collect reliable videos that document the aftermath of recent elections in its country in order to report to the international community, and to retain for the historical record. Fortunately, the days following the election were widely documented on video by news outlets, ordinary citizens, and the Center's own staff. There are so many videos, in fact, that the Center is overwhelmed by the quantity.

Rather than try to collect every single video about the election, the Center decides to prioritize videos that best meet its purposes. It decides to acquire only videos whose source they can confirm; that they have the rights to re-use; and that emerged from electoral districts in which news media were not present.

Some of the most important video documentation was shot by ordinary citizens. In order to ensure the authenticity and reliability of these videos, the Center asks citizens to submit their original files if they can, and to fill out a metadata form with their names, district, and other information.

CAUTION!

» Check for viruses

Malware like viruses and Trojans can spread through the Internet or on portable devices. Protect yourself from inadvertently acquiring malware by using virus detection software, and only downloading or opening attachments from known and trusted sources.

Try This BASIC

There are many commercially available virus scanners. Some free virus scanners include ClamXAV, Immunet, and ClamWin.

Try This ADVANCED

ClamAV is an open source anti-virus engine for detecting Trojans, malware, viruses, and other malicious threats.

» Protect sensitive information

Takeaways

- Decide what you will—and will not—collect and save; create a selection policy based on your goals and needs.
- Acquire unaltered original files whenever possible.
- Acquire all available metadata and related documentation about your videos.
- Check your acquired files to make sure you have copied or downloaded them completely and correctly.
- Do not rename video files if they have their original camera-given filenames.
- Maintain the chain of custody by documenting the source, time, date, and location of your acquisition.
- For edited videos, acquire a high-quality master whenever possible.
- For edited videos, acquire production elements like project files and graphics.

Selection Policy

A selection policy provides clarity on what you will acquire and what you will not.

Read More

Start Here

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

The Workflow

- » Create
- » Transfer
- » **Acquire**
 - Introduction
 - Deciding What to Keep
 - Acquiring Raw Video and Metadata
 - Acquiring Edited Video and Elements
- » Organize
- » Store
- » Catalog
- » Preserve
- » Share

Resources

- Key Concepts
- Glossary
- Tip Sheets
- Video as Evidence

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Read More

Website Development & Design

Guía para Activistas para Archivar Video

Comience Aquí

- Para Quién es esta Guía?
- Por qué Archivar?
- ¿Qué es Archivar?
- ¿Cómo Utilizar esta Guía?

El Flujo De Trabajo

- Crear
- Transferir
- Adquirir
- Organizar
- Almacenar
- Catalogar
- Preservar
- Compartir



Crear

Comience archivando el video desde el momento de su creación.



1

Transferir

Mueva video y metadatos de un dispositivo o sitio a otro.

Adquirir

Reciba video y metadatos de una fuente y agréguelos a su colección.

Organizar

Organice sus archivos de video digital y la documentación.

Almacenar

Guarde sus videos, maneje el ambiente del almacenamiento y recuperese de errores.

Catalogar

Cree un sistema de búsqueda

Preservar

Asegúrese de que su colección será

Compartir

Haga que su colección sea

حول

إتّل للفيديو والبيانات الوصفيّة (الميّانات) من جهّز أو موقع معنّى في آخر.

ابتكر

ابداً عملية الأرشنة من لحظة إبتكارك للفيديو.



دليل الناشطين لارشيف الفيديو

ابداً من هنا

- لمن هذا الدليل؟
- اما الآخرين؟
- ما هي الأرشفة؟
- كيفية استخدام هذا الدليل

مقدمة العمل

- ابتكر
- حول
- اكتسب
- نظم
- ذخّن
- مُفهّم
- حافظ
- قارئ

خرّن

احفظ على فيديوهاتك، وقم بإدارتها حول من التخزين، واسعدهما ما حذف عن طريق الخطأ.

نظم

تلّم ملفات الفيديو الرقمية الخاصة بك وتربّقها، وأضفها إلى مجموعتك.

اقتسب

ابتكر نظمًا مبتكرةً وقابلًا لأن يجثّ مواده لإنتاج وإدارة

شارك

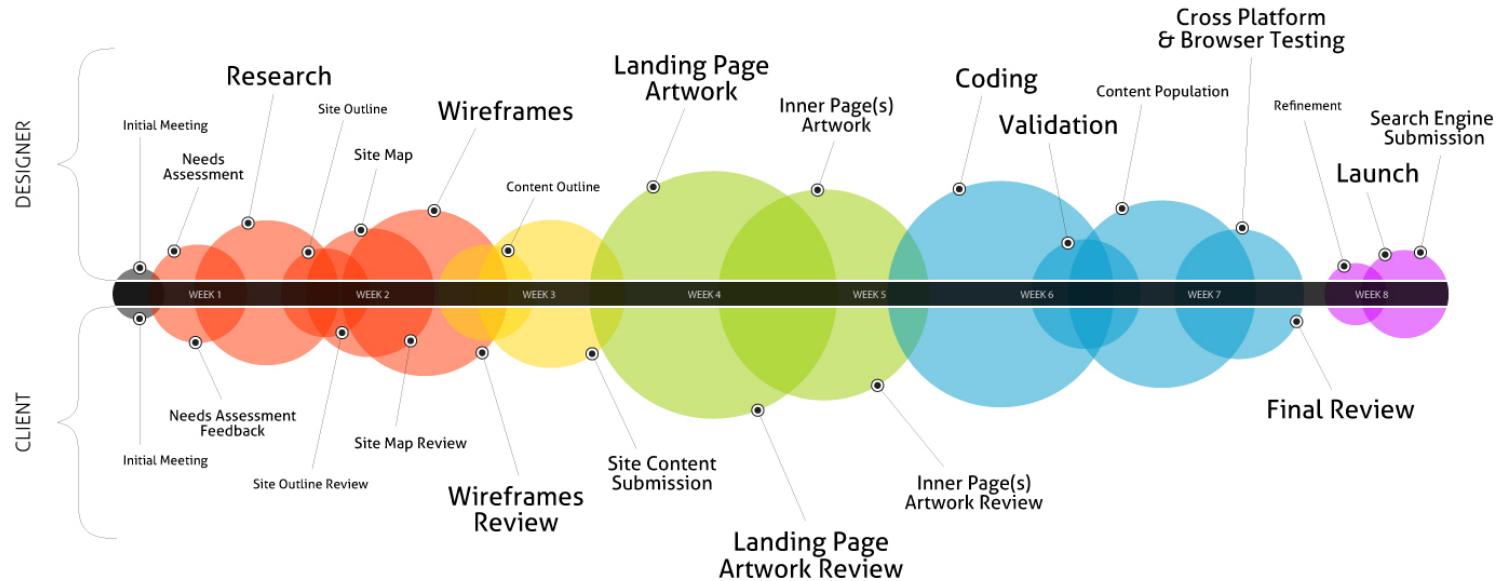
اجعل مجموعتك في متّل الآخرين من

حافظ

احرص على أن تكون مجموعتك محافظ عليها ومتاح

A Website Designed

MILESTONES, INVOLVEMENT, IMPORTANCE & TIMELINE



MILESTONES

●
Milestone Occurrence

INVOLVEMENT

Less
More

IMPORTANCE

Average
Greater

PHASE



<input type="checkbox"/>	Title	Type	Author	Status	Updated▼	Language	Operations
<input type="checkbox"/>	Website Credits	Basic page	Iaimah	published	08/06/2013 - 13:55	English	edit delete
<input type="checkbox"/>	Outputting Edited Videos	Article	Iaimah	published	07/30/2013 - 09:28	English	edit delete
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<input type="checkbox"/>	What Metadata to Capture	Article	Iaimah	published	07/30/2013 - 09:27	English	edit delete
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<input type="checkbox"/>	Activists Guide to Archiving Video	Book page	Iaimah	published	07/23/2013 - 13:34	English	edit delete
<input type="checkbox"/>	Takeaways	Basic page	Iaimah	published	07/22/2013 - 17:59	English	edit delete
<input type="checkbox"/>	Web Page Not Found	Basic page	Iaimah	published	07/20/2013 - 06:47	English	edit delete
<input type="checkbox"/>	Access Denied	Basic page	Iaimah	published	07/20/2013 - 06:45	English	edit delete
<input type="checkbox"/>	Aspects of Long-Term Preservation	Article	Yvonne	published	07/20/2013 - 06:30	English	edit delete
<input type="checkbox"/>	Identifying Your Users	Article	Yvonne	published	07/18/2013 - 15:18	English	edit delete
<input type="checkbox"/>	Archive Guide	Homepage	Iaimah	published	07/18/2013 - 10:34	English	edit delete
<input type="checkbox"/>	How to Use this Guide	Basic page	Iaimah	published	07/17/2013 - 11:48	English	edit delete
<input type="checkbox"/>	Transferring Videos and Metadata Together	Article	Yvonne	published	07/11/2013 - 13:41	English	edit delete
<input type="checkbox"/>	Preserve: Fixity	Carousel	Yvonne	published	07/10/2013 - 13:19	English	edit delete
<input type="checkbox"/>	Providing Videos to Users	Article	Yvonne	published	07/08/2013 - 19:59	English	edit delete
<input type="checkbox"/>	Structure and Rules	Article	webadmin	published	07/08/2013 - 19:57	English	edit delete
<input type="checkbox"/>	Storage Media / Hardware	Article	Yvonne	published	07/08/2013 - 19:25	English	edit delete
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Safeguard Your Videos with a New Guide from WITNESS

Posted 31 August 2013 22:22 GMT



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A New Guide for Archiving Digital Video

August 8, 2013 by [Mike Ashenfelder](#)

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Witness

WITNESS uses video to open the eyes of the world to human rights violations.

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Why Archiving Your Video Is More Important Than You Think

Posted: 08/08/2013 2:51 pm



Attention Human Rights Activists: Learn How to Archive Your Video with our New Guide

Posted on July 23, 2013 by [Yvonne Ng](#)



Damaso Reyes @damasoreyes

Video advocacy nonprofit #Witness created a how-to guide to simplify archiving your video material.
[blog.witness.org/2013/07/attention...](http://blog.witness.org/2013/07/attention/)

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Leila Nachawati Rego @leila_na

Super useful - Activists' Guide to Archiving Video, by @witnessorg [#Video](http://archiveguide.witness.org/#Video) [#Activism](#)

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Nacho @nachazo

@Brown_Moses This one explain well what I said about "recreation" (transcode) when uploaded to video services:
archiveguide.witness.org/acquire/acquir...

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Global Investigative @gijn

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Archive Guide | ...chivewebdev.devcloud.acquia-sites.com archiveguide.witness.org/archive-guide#...

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Anonymous Azteca @anonopsazteca

Guía de activistas para archivar sus videos: ow.ly/22p0f2 #Syria
#Siria #DF #Mexico #1SMx #PeñaNietoTieneMiedo

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@spainrevolt @SpainRevolt

Protege tus videos! Guía para activistas para Archivar Videos
[#witness archiveguide.witness.org/es](http://witness.archiveguide.witness.org/es)

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8,537

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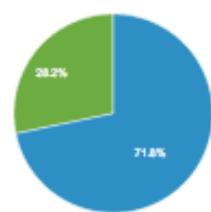
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2.57

Avg. Visit Duration
00:02:27

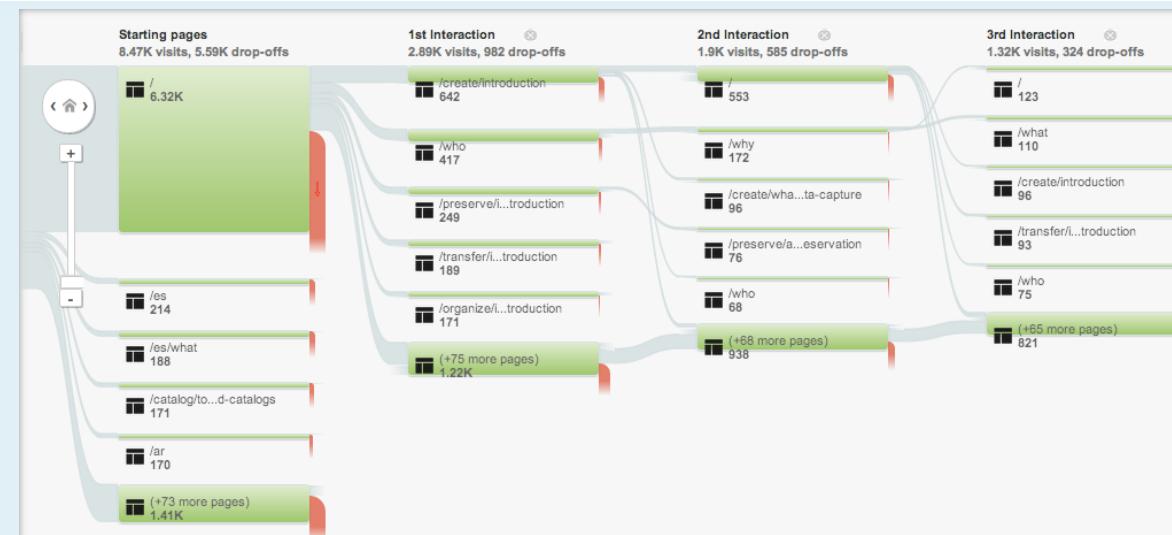
Bounce Rate
59.73%

% New Visits
71.73%

New Visitor Returning Visitor



1. (direct) / (none)	3,848
2. google / organic	1,048
3. facebook.com / referral	782
4. blogs.loc.gov / referral	623
5. t.co / referral	553
6. witness.org / referral	272
7. m.facebook.com / referral	217
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9. blog.witness.org / referral	127
10. advocacy.globalvoicesonline.org / referral	92



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