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## PARADISEC archiving workflow and deposit procedures

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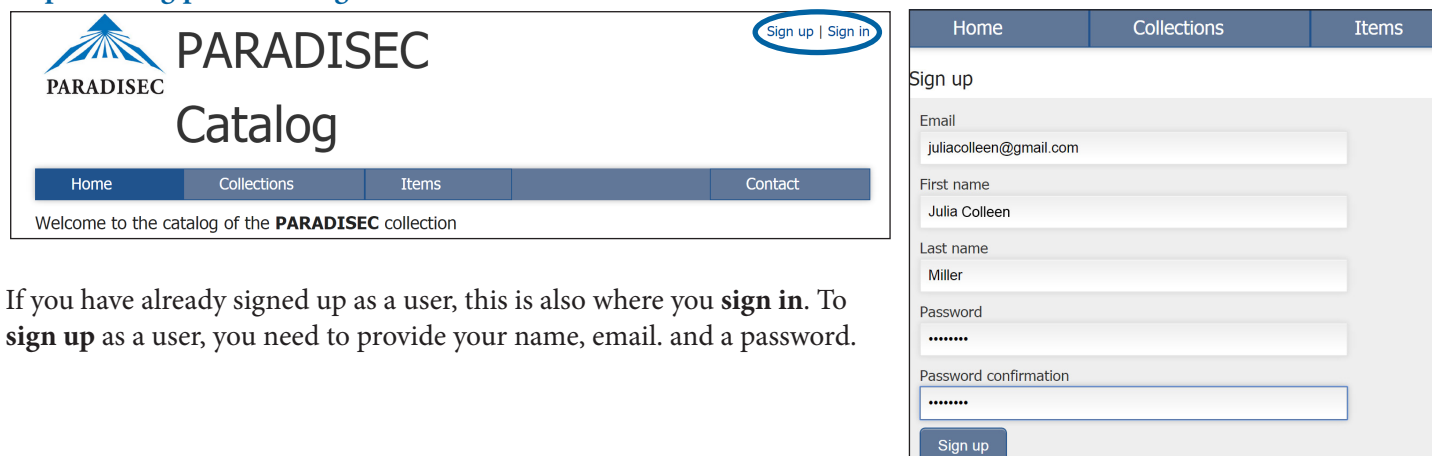
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## BECOMING A PARADISEC USER AND DEPOSITOR

Becoming a user is necessary for viewing files within a collection and for depositing materials with PARADISEC. Simply go to the catalog page to sign up

<http://catalog.paradisec.org.au/>



If you have already signed up as a user, this is also where you **sign in**. To **sign up** as a user, you need to provide your name, email, and a password.

Once you select sign up, the following message pops up:

"A message with a confirmation link has been sent to your email address. Please open the link to activate your account."

Content of automated email:

"Welcome Juliacolleen!

You have just signed up for an account with the PARADISEC catalog.

Before you can log into the system, we require you to confirm your account email through the link below:

**Confirm my account**

If you are unable to click on the link, copy and paste this into your browser, to confirm your account:

[http://catalog.paradisec.org.au/users/confirmation?confirmation\\_token=fgFRLMu1jfMok9qCop9f](http://catalog.paradisec.org.au/users/confirmation?confirmation_token=fgFRLMu1jfMok9qCop9f)

Once you have confirmed your account you can log in here: <http://catalog.paradisec.org.au/>

The Conditions of Access are attached below for your reference. Please take the time to familiarise yourself with them."

At this point you should read over the Conditions of Access. As a PARADISEC user and depositor, you need to familiarise yourself with what is expected of you when you want to access someone else's material and what you, as a depositor, can expect from people who want to access material you have deposited.

Once you have clicked on the "**Confirm my account**" link, you are directed back to the catalog, where you can see that you are logged in and now have a collector's dashboard.



## CREATING A COLLECTION

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Only PARADISEC administrators can create a collection in the catalog. When you are ready for us to create a collection, contact the PARADISEC administration at [admin@paradisec.org.au](mailto:admin@paradisec.org.au). You will need the following information:

- Collection ID (see below)
- A brief title of your collection
- A more detailed description of your collection
- Funding body (if applicable) (e.g. ARC, ELDP, etc.)
- Grant identifier (if applicable) (e.g. CoEDL = CE140100041 or Wellsprings = FL130100111)

You can edit the collection information after it has been created, adding details such as the originating university, country, language(s), etc. You also can set the map, define access, and assign editor privileges at the collection level.

### Collection ID

---

Once you are added as a user, we can help you start a collection. First you need to create a name for your collection; it should be unique and include your initials (all caps and no spaces) and a digit:

*Example collection IDs:*

JM1, JCM4, NT6, PK1, PK2, etc.

The digit is required and it distinguishes you from someone with the same initials (John Mansfield, Julia Miller, etc), but also allows for multiple collections, should you require, e.g. JM1, JM2... JM85.

### What constitutes a collection?

---

A collection is a personal corpus you have created that contains recordings of a language/performance/group of people you have researched, recordings that address a particular research question, or includes all the recordings collected during the life of a researcher. Each individual depositor will have one or more collections, distinguished by the collection ID. Below are some examples of collections held by PARADISEC:

- **LB1** - Theatre performances recorded in different locations and years, but all within the Philippine province of Ilocos Sur.
  - **GB1-GB50** - 50 collections, each containing fieldnotes of a different Australian language.
  - **TH1-TH4** - Each collection based upon different field trips, but the same language.
  - **NT** collections - NT2 contains .pdf files of PhD thesis; NT8 contains dictionary files and texts of a language; NT4 is specifically for images, mainly plant identification photos.
  - **SOCCOG** - Collection for all participants of the Social Cognition project using the “Family Problems” picture task to collect data from different languages around the world.
-

**Collection details**

☒ Ready for metadata export ☐ Private: Hide metadata from all users

**Collection ID** CLV1

**Title** Recordings of language data (narratives, myths, wordlists, interviews, conversation) and of music from Papua New Guinea and the North Moluccas (Indonesia)

**Description** Recordings of language data (narratives, myths, wordlists, interviews, conversation) and of music from Papua New Guinea and the North Moluccas (Indonesia). Languages recorded include Kuda, Bamu, Beami, Kubo, Gogodala, Faiwol, Ningrum, Yong, Zimakani, Hiri motu, Suki, Boazi, Asmat, Warhai, Basim, Kagas, Pirimapun, Tamageir, Jaxamit, Manep, Firanu, Todahe, Kebar, Inanwatan, Sebyar, Yahadian, Sahu, Brat, Moi, Manikion, Hatam, Tinam, Asmat, Samo, Ba, Dina, Awin, Santa Cruz, Demoi, Wembi, Waris, Worla, Amgotro, Niao Sawa, Apmisibil, Sawi, Warkai, Bipim, Keruwuyu, Tamario, Erma.

**Collector** Bert Voorhoeve

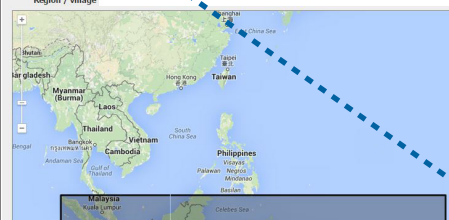
**Operator**

**Originating university** Australian National University

**Countries** Indonesia - ID  
Papua New Guinea - PG

**Languages** Beami - BM  
Asmat; Camak - CM  
Mota, Hiri - HM

**Region / village**



**Items in Collection** (182)

Item #	Title	Digitised	Files	Actions
001	BA-5 1969 (45)	19/11/2008	2	View Edit
002	BA-6 1969 (46)	19/11/2008	8	View Edit
005	Bamu (1) 1968 (2)	19/11/2008	2	View Edit
006	Beami 4 71 (62)	19/12/2008	4	View Edit
007	Beami 5 71 (63)	19/12/2008	4	View Edit
008	Beami 6 71 (64)	24/11/2008	2	View Edit
011	IP Test Band	24/11/2008	4	View Edit
012	Kubo 111 66/67 (12)	24/11/2008	4	View Edit
014	Gogodala 1 1966 (1)	24/11/2008	6	View Edit
015	PAGW 1 66/67 (34)	28/11/2008	4	View Edit

**Depositing information**

**Metadata source:**

**Orthographic notes:** Tapes with inscriptions in black felt tip pen, incl S. Asmat, Godua, Mape, Kivari. Kinzi worked in West Papua and SW PNG.

**Media:**

**Date created:** 2012-09-27 20:02:08 +1000

**Date modified:** 2012-10-16 10:29:32 +1100

**Comments:** Part of this collection has sequential numbering, indicated here by a number in brackets in the item field. Other numbering is indicated by hyphens in the item field. Notes often, but not always, on tapes or inside cover (Hirapen) Typecript listing of fieldnotes is held on file. 3/4/03 Malcolm Ross observed that parts of this tape collection were actually NOT his!

**Admin information**

☒ Deposit form received

**Location data stored:** ANU Archives (Previously Rom 5005 Combs Bldg, filing cabinet (3 drawers) reasonably controlled environment).

**Field of research:** 200313 - Indonesian Languages

**Funding bodies:**

**Collection details**

☒ Ready for metadata export ☐ Private: Hide metadata from all users

**Collection ID** CLV1

**Title** Recordings of language data (narratives, myths, wordlists, interviews, conversation) and of music from Papua New Guinea and the North Moluccas (Indonesia)

**Description** Recordings of language data (narratives, myths, wordlists, interviews, conversation) and of music from Papua New Guinea and the North Moluccas (Indonesia). Languages recorded include Kuda, Bamu, Beami, Kubo, Gogodala, Faiwol, Ningrum, Yong, Zimakani, Hiri motu, Suki, Boazi, Asmat, Warhai, Basim, Kagas, Pirimapun, Tamageir, Tamageir, Jaxamit, Manep, Firanu, Todahe, Kebar, Inanwatan, Sebyar, Yahadian, Sahu, Brat, Moi, Manikion, Hatam, Tinam, Asmat, Samo, Ba, Dina, Awin, Santa Cruz, Demoi, Wembi, Waris, Worla, Amgotro, Niao Sawa, Apmisibil, Sawi, Warkai, Bipim, Keruwuyu, Tamario, Erma.

Items are the next level of organisation below the collection. An item once referred to a physical tape, such as a reel-to-reel or a cassette tape. Now that much of the new data will be collected already in digital format, with multi-media, concurrent recording devices, it may be better to refer to an item as a recording session or event.

Items in Collection (182)

1 2 3 4 5 ... Next > Last >

Add new item

Item	Title	Digitised	Files	Actions
001	BA- 5 1969 (45)	19/11/2008	2	<a href="#">View</a> <a href="#">Edit</a>
002	BA- 6 1969 (46)	19/11/2008	8	<a href="#">View</a> <a href="#">Edit</a>
005	Bamu (1) 1966 (2)	19/11/2008	2	<a href="#">View</a> <a href="#">Edit</a>
006	Beami 4 '71 (62)	19/11/2008	4	<a href="#">View</a> <a href="#">Edit</a>
007	Beami 5 '71 (63)	19/11/2008	4	<a href="#">View</a> <a href="#">Edit</a>
008	Beami 6 '71 (64)	24/11/2008	2	<a href="#">View</a> <a href="#">Edit</a>
011	IP Test Band	24/11/2008	4	<a href="#">View</a> <a href="#">Edit</a>
012	Kubo 111 66/67 (12)	24/11/2008	4	<a href="#">View</a> <a href="#">Edit</a>
014	Gogodala 1 1966 (1)	24/11/2008	6	<a href="#">View</a> <a href="#">Edit</a>
015	FAIW 1 66/67 (34)	26/11/2008	4	<a href="#">View</a> <a href="#">Edit</a>

1 2 3 4 5 ... Next > Last >

Show 10 Show 50 Show all

Each **ITEM** can have multiple content files. Under item 014, there are 6 content files, differentiated by the third part of the file name (“A”, “A1”, and “A2”). Three of these files were archived by the collector (the .wav files) and three were generated by PARADISEC during the ingest process as online display versions (.mp3 files).

Item details

☐ Private: Hide metadata from all users

Item ID CLV1-014 [\(Collection Details\)](#)

Title Gogodala 1 1966 (1)

Description Gogodala texts told by Daribi,Ieta, Tabama, and Kodara, students at Balimo

Origination date 1966-06-10

Origination date free form 19660605-19660610

Archive link <http://catalog.paradise.org.au/repos/itory/CLV1/014>

URL

Collector Bert Voorhoeve

Countries Papua New Guinea - PG

Language as given Gogodala

Subject language(s) Gogodala - ggw

Content language(s) Gogodala - ggw

Dialect

Region / village Balimo

Content Files (6)

Filename ▲▼	Type ▲▼	File size ▲▼	Duration ▲▼	File access
CLV1-014-A.mp3	audio/mpeg	23.8 MB	00:25:56.519	<a href="#">View</a>
CLV1-014-A.wav	audio/x-wav	855 MB	00:25:56.500	<a href="#">View</a>
CLV1-014-A1.mp3	audio/mpeg	6.79 MB	00:07:25.7	<a href="#">View</a>
CLV1-014-A1.wav	audio/x-wav	245 MB	00:07:24.992	<a href="#">View</a>
CLV1-014-A2.mp3	audio/mpeg	15.3 MB	00:16:43.29	<a href="#">View</a>
CLV1-014-A2.wav	audio/x-wav	551 MB	00:16:43.9	<a href="#">View</a>
<b>6 files</b>	--	<b>1.66 GB</b>	--	--

Show 10

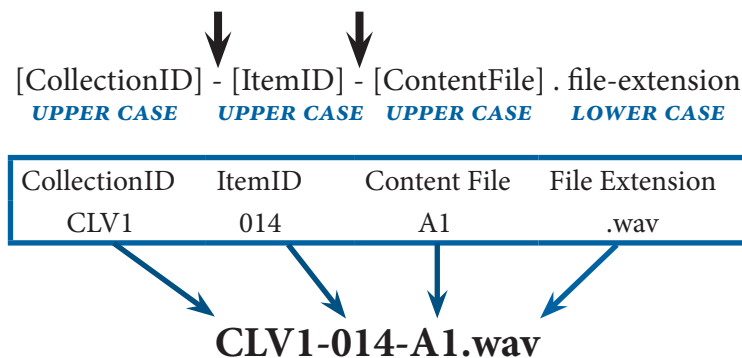
Show 50

Show all

## FILE NAMING CONVENTIONS

<http://www.paradisec.org.au/naming.html>

Per PARADISEC file naming rules, file names should be uppercase. File extensions should be lowercase. Hyphens are special operators, used to separate the parts of the file name so should not be used. The two hyphens contained in the following examples illustrate their use as special operators for PARADISEC. If you must use a separator, an underscore is acceptable ( \_ ). Do not use spaces. More information on file-naming conventions can be found following the above link to the PARADISEC website.



### Additional examples of item organization and file naming

Below is an example of a set of recordings collected to address multilingualism in the village of Bimadbn, PNG. The collection will include wordlist data for lexical and phonetic comparison, sociolinguistic interviews, and natural speech in the form of narratives, personal histories, procedurals, etc., in 4 different languages spoken in the village. Information on the subject and content languages will appear in the relevant metadata **ITEM** description fields; it is unnecessary to have that information in the file name. I have chosen to use very basic **ITEM** names: 001, 002, 003, knowing that the specific information of the content will be contained in the metadata.

CollectionID	ItemID	Content File	File Extension	Description
JCM1	001	F45	.wav	All items "001" refer to recordings and annotations of a comparative Southern New Guinea wordlist recorded with speakers F45, M71, etc. I am planning to record 50 individuals, so will have a minimum of 100 content files under item 001.
JCM1	001	F45	.eaf	
JCM1	001	M71	.wav	
JCM1	001	M71	.eaf	
JCM1	001	SNG_WORDLIST	.pdf	
JCM1	002	F45	.wav	All items "002" refer to recordings and annotations of sociolinguistic interviews of speakers F45, F01, etc., as well as the questionnaire I used for the interviews. For this task there may be 150 interviews, and up to 150 annotation files, adding up to a possible 300 content files under item 002
JCM1	002	F45	.eaf	
JCM1	002	F03	.wav	
JCM1	002	F03	.eaf	
JCM1	002	SOC_QUEST	.pdf	
JCM1	003	MAR_YAMS	.wav	All items "003" refer to <i>one</i> of many recording events that took place in the garden hamlet of Mär, including associated video, audio, annotations, photos, etc. The part of the file name that refers to the different content files must be distinctive if they have the same file extension (i.e. a set of photos); however, an audio/video/annotation set all have different extensions, so can have the same content name.
JCM1	003	MAR_YAMS	.eaf	
JCM1	003	MAR_YAMS	.mxf	
JCM1	003	MAR_A	.jpg	
JCM1	003	MAR_B	.jpg	
JCM1	003	MAR_C	.jpg	
JCM1	003	MAR_D	.jpg	
JCM1	003	MAR_MAP	.pdf	

Example file name: JCM1-001-F45.wav



## Why careful file naming is important

Files are automatically sent to specific locations within our archive structure. The first part of the file name (JCM1) tells our system that these files are to be sent to the collection JCM1. Similarly, the second part of the name (001) will direct files to item 001 in our archive structure. Items will have already been created in the catalog by the depositor before sending any files to PARADISEC. The third part of the file name (F45) distinguishes it from other files under that item. Distinctive names avoids conflicts and errors for our automated system.

## METADATA

At this time, there are three ways in which you can add metadata to the PARADISEC catalogue. This section offers a brief overview of each, with links to more information.

Metadata records contain descriptions or attributes about a given resource. Essentially, metadata answers questions such as **WHO, WHAT, WHEN, WHERE, HOW** and **WHY** about your files. This information will help you and other researchers find your materials. The more details you provide, the easier that process will be. PARADISEC offers 3 methods for you to add metadata to the catalog.

### Metadata Method 1: .XLS upload of minimal metadata spreadsheet

This method allows you to create a bulk set of items for your collection, requiring very few mandatory fields. Once you upload the file, you can then enrich the metadata of each item directly in the catalog (as described on page 10). As you can see in the image of the spreadsheet, there is a small number of fields to fill in. In order for the batch upload of metadata to work, you must not change the structure of the spreadsheet.

Download the minimal metadata spreadsheet from the PARADISEC site:

[http://www.paradisec.org.au/PDSC\\_minimal\\_metadata.xls](http://www.paradisec.org.au/PDSC_minimal_metadata.xls)

The screenshot shows a Microsoft Excel spreadsheet titled 'PDSCminimal\_metadata.xls'. The spreadsheet is divided into two main sections. The top section, rows 1-10, is for collection metadata. It includes instructions: 'First enter minimal collection details at the top, then enter one line per item in the table below.' and 'Only fill in the light yellow fields. DO NOT CHANGE the structure of this spreadsheet!!!'. The fields are: Collection ID (e.g. LB08), Collection Title (e.g. Recordings of Selako), Collection Description (e.g. Tribe history recounted by elders), and Collector (e.g. Linda Barwick). A red box highlights these four fields with the text 'Collection metadata: 4 required fields'. The bottom section, rows 11-17, is for item metadata. It includes instructions: 'Add one row per item. Add more rows to add more items.' and 'Item Identifier (e.g. 1995Elders)'. The fields are: Item Identifier, Item Title (e.g. Introductory Materials), Item Description (e.g. Four text stories for interviews), Content Language (Language as spoken in file, only ISO-639-3 names here please, and separate more than one language name with |), Subject Language (Language discussed, only ISO-639-3 names here please, and separate more than one language name with |), Country/Countries (separate more than one country name with |), and Origination Date (when the item finished being created (YYYY-MM-DD)). A red box highlights these seven fields with the text 'Item metadata: 7 required fields per item'.

### Metadata Method 2: ExSite9

ExSite9 is a metadata editor created for PARADISEC and can be downloaded from our GitHub site:

<https://github.com/IntersectAustralia/exsite9/wiki/Install-packages>

For complete instructions on how to use this program, consult the manual available from PARADISEC:

- Linda Barwick's PARADISEC version: <http://paradisec.org.au/PARADISEC-ExSite9guidance.pdf>

An additional manual from the developer can be found here:

- Developer's version: <https://github.com/IntersectAustralia/exsite9/wiki/User-Manual>

Below is a brief overview of the required fields for ExSite9

Begin a new project in ExSite9, filling in the necessary fields for your project. A project equates to a PARADISEC collection.

**New Project**  
Please enter the details of your new project.

Identifier: JCM1

Project Name: Nen recordings

Name: \* Miller, Julia

Institution: The Australian National University

Email: \* julia.miller@anu.edu.au

Description: These recordings were recorded in Bimadbn Village, Morehead District, Western Province, Papua New Guinea. The general focus of this collection is to explore multilingualism of the women of the village due to the practice of exogamy. Many languages are represented, including Nen (nqn), Nambo (ncm), Idi (idi), Nama (nmx), Namat (nkm), and others.

Collection Type: Collection

Rights Statement:

Access Rights: Open (Subject to agreeing to PDSC access form)

Licence:

Subject:

\* Indicates a required metadata field

< Back Next > Finish Cancel

**\*Project Name:** this should be a descriptive title for your collection.

**\*Name:** Insert your name, in the order last name, first name.

**Institution:** Insert the standard name of your institution as it appears in PARADISEC's catalog.

**\*Email:** Insert your email address. This will be used by PARADISEC's administrators to contact you should there be any questions about your collection. Note that this will not be publicly available through our catalog.

**Description:** Insert a summary of the context, purpose and contents of your collection.

**Collection type:** Select "collection" (PARADISEC does not use the alternative collection type "dataset").

**Rights statement:** [Enter any access condition details here - see the "Access rights" field]

**Access rights:** Enter one of the following five options, using the exact wording below:

1. "As yet unspecified"
2. **"Closed (subject to the access condition details)"**
3. "Mixed (check individual items)"
4. "Open (subject to agreeing to PDSC access conditions)"

*If you have chosen the second option here, enter the access condition details in the "rights statement" field above.*

**Licence:** Leave blank

**Subject:** Leave blank

ExSite9 - Nen recordings

File Project Group Folder Metadata Submission Package

Project View Submission Package Browser Metadata Browser

Nen recordings  
New Files (0)

Associated Metadata View Thumbnail

Name	Value
Project Name	Nen recordings
Name	Miller, Julia
Institution	The Australian National University
Email	julia.miller@anu.edu.au
Description	These recordings were recorded in ...
Collection Type	Collection
Access Rights	Open (Subject to agreeing to PDSC...
Identifier	JCM1

Metadata Browser:

- Title (required)
- Description (required)
- Private (required)
- originationDate (required)
- originationDateNarrative (optional)
- Agent (recommended)
- Linguistic\_Data\_Type (optional)
- Discourse\_Type (required)
- Linguistic\_Subject (optional)
- Country (required)
- RegionVillage (required)
- LanguageLocalName (required)
- LanguageContentISO639-3 (recommended)
- LanguageSubjectISO639-3 (recommended)

Once you have created a project in ExSite9, you can then start adding metadata for each item you plan to archive in your PARADISEC collection. Remember, an item is not necessarily a *file*; perhaps it can be better thought of as a *recording event* which may include many associated files.



Once you log in to the catalog, you will see your collection dashboard. Click the “Upload metadata file” button.

Dashboard for Julia Colleen Miller

My Collections (5)

[Add new collection](#) [Upload metadata file](#) [Depositor Report](#)

You are then presented with the option to upload an ExSite9 file or .xls spreadsheet.

[Choose File](#) No file chosen

[Add Collection from ExSite9 file](#)

[Choose File](#) No file chosen

[Add Collection from Spreadsheet XSL file](#)

NOTE: for existing items, title, description and date will be overwritten

Once you have used one of these methods to automatically create items in your collection, please follow the instructions on [page 10](#) to further enrich your metadata by directly editing items in the catalog, as what you have just uploaded is still missing important metadata.

### Metadata Method 3: Adding/editing metadata directly via the catalog

The third method of adding metadata to your collection is by entering information directly into the catalog. Go to your collector's dashboard, then click on the “Add new item” button.

Julia Colleen Miller | Sign out

[Contact](#)

[Edit collection](#)

[Add new item](#)

Once you select to add a new item, you are presented with an editable form, with three main sections: Item details, Archive information, Admin information. Just start typing metadata directly into the catalog.

**Item details**

☐ Private: Hide metadata from all users

Item ID: SAW3 -

Title:

(published)

Description:

(published)

Origination date:

Origination date free form:

☐ Item not held by Paradisc

URL:

Collector:

Countries: ☐ Australia (AU) ☐ Papua New Guinea (PG) ☐ Solomon Islands (SB)

Ethnologue list

Language as given:

Ethnologue list

Subject languages:

Content language:

Dialect:

Region / village:

**Archive information**

☐ Ready for metadata export

☐ Born digital

☐ Tapes returned to depositor

Original media:

Date received:

Date digitised:

Ingest notes:

Metadata imported:

Metadata exported:

Tracking:

**Admin information**

Edit access:

Read/Download access:

Data access conditions:

Data access details:

When you have finished editing your metadata, just click **ADD ITEM**

[Add Item](#)

EDITING ITEM DETAILS

Tick this box if you do not want your metadata searchable via PARADISEC, OLAC (further discussed on page 14), or other online search engines. Unless you are still in the process of editing this information, we would suggest you do not hide your metadata.

Item details (Edit mode):

Item details

☐ Private: Hide metadata from all users

Item ID: SAW3-001

Title: Agob (4), Agob (5), Kunini (18)  
*(published)*

Description: NG 1966 Tape 6; Side 1: 29/6/66 Agob (4); Side 2: 29/6/66 Agob (5), 29/6/66 Kunini (18)  
*(published)*  
Elicitation sessions in English and Agob, Kunini (Bine). Recorded in Daru, PNG. Original recording archived at the Australian National University Archives, collection reference: ANUA 233-113-6, where ANUA 233 is the collection, 113 is the box number, 6 is the item number.

Origination date: 29 June 1966

Origination date free form: If your date is less specific, use this field, e.g. June1966

☐ Item not held by Paradisec

URL:

Collector: Stephen (S.A.) Wurm

Countries: ☒ Papua New Guinea (PG)  
Ethnologue list

Language as given: Agob, Kunini  
Ethnologue list

Subject languages: ☒ Bine (bon) ☒ English (eng) ☒ Agob (kit)  
Copy from Content language

Content language: ☒ Bine (bon) ☒ English (eng) ☒ Agob (kit)  
Copy from Subject language

Dialect: If dialect or village is relevant to your research, please add info here

Region / village:

Item details (after saving):

Item details

☐ Private: Hide metadata from all users  
(Collection Details)

Item ID: SAW3-001

Title: Agob (4), Agob (5), Kunini (18)

Description: NG 1966 Tape 6; Side 1: 29/6/66 Agob (4); Side 2: 29/6/66 Agob (5), 29/6/66 Kunini (18)  
Elicitation sessions in English and Agob, Kunini (Bine). Recorded in Daru, PNG. Original recording archived at the Australian National University Archives, collection reference: ANUA 233-113-6, where ANUA 233 is the collection, 113 is the box number, 6 is the item number.  
SAW3-001-A: Agob (4): continuation of Agob elicitation with Stephen Wurm and 1 male speaker. (The Agob (1), (2), and (3) elicitation sessions are found in item SAW3-026).  
SAW3-001-B: Agob (5): continuation of Agob elicitation sessions. The Kunini (Bine) (18) elicitation session begins at 42m 53s. The two informants working with Wurm are Ebia Olivare (adult male) and George Olivare (5 yr old male, son of Tatiye Olivare).

Origination date: 1966-06-29

Origination date free form:

Archive link: <http://catalog.paradisec.org.au/repository/SAW3/001>

URL:

Collector: Stephen (S.A.) Wurm

Countries: Papua New Guinea - PG

Language as given: Agob, Kunini

Subject language(s): Bine - bon  
English - eng  
Agob - kit

Content language(s): Bine - bon  
English - eng  
Agob - kit

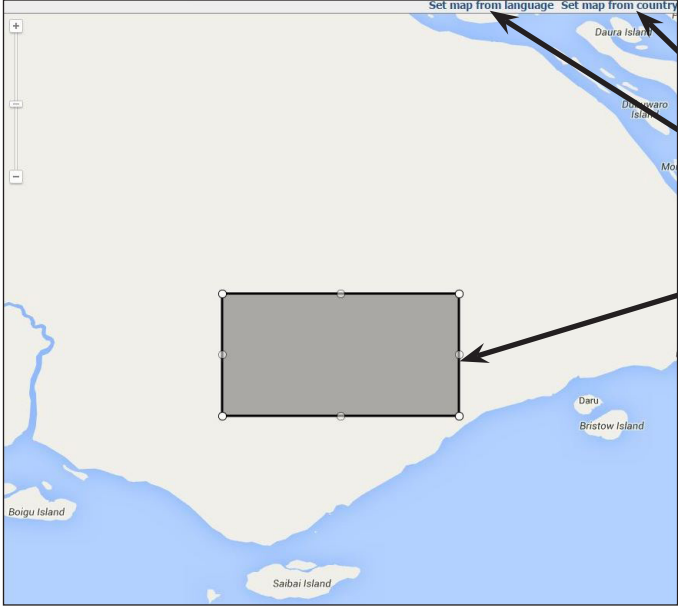
Dialect:

Region / village:

**SUBJECT LANGUAGE** is the target language for your research.

**CONTENT LANGUAGE** will include all subject languages, plus any lingua franca used (e.g. Kriol, Tok Pisin, English)

Item details (Edit mode):



To add geographic information as to where each recording is from, you have three options:

1. Set map from country
2. Set map from language
3. Drag bounding box to surround chosen area

## Editing Item details (cont'd)

Item details (Edit mode):

Originating university:

Operator:

Data Categories:

Discourse type: interactive\_discourse

Roles: [Add new role](#)

Item details (after saving):

Originating university: Australian National University

Operator: Julia Colleen Miller

Data Categories: language description

Discourse type: interactive\_discourse

Roles:

Cite as: Stephen (S.A.) Wurm (collector), 1966; *Agob (4)*, *Agob (5)*, *Kunini (18)*, MPEG(X-WAV)/JPEG, <http://catalog.paradisec.org.au/collections/SAW3/items/001> 2015-05-11.

Note the automatically generated “cite as” information. This is created from the metadata you add to each item.

Drop down menus allow you to choose your originating university/institute and further describe your recordings.

**DATA CATEGORIES** include: *historical reconstruction, historical text, instrumental music, lexicon, moving image, photo, primary text, song, sound.*

**DISCOURSE TYPES** include: *drama, formulaic discourse, interactive discourse, language play, narrative, oratory, procedural discourse, report, singing, unintelligible speech.*

## Editing Archive Information at the item level

Archive information (Edit mode):

Archive information

☒ Ready for metadata export

☐ Born digital

☒ Tapes returned to depositor

Original media: r2r

Date received:

Date digitised: 25 May 2010

Ingest notes:

Metadata imported:

Metadata exported:

Tracking:

When you have **completed** adding metadata to your item, tick this box

Archive information (after saving):

Archive Information

☒ Ready for metadata export

☐ Born digital

☒ Tapes returned to depositor

Original media: r2r

Date received:

Date digitised: 2010-05-25 00:00:00 +1000

Ingest notes: Sound tape reel (ca. 48 min.): analog, 3 3/4 ips, 2 track, mono. (Tracks 1 and 2 simultaneously digitised, second track then reversed).

Metadata imported: }

Metadata exported: }

Tracking: }

It is likely that most of your recordings will be created in a digital format. If so, tick the “Born digital” box. If your recordings originated from cassette or reel-to-reel (r2r) tapes, do not tick that box, put media information in the “Original media” field. Then, fill in any other relevant fields.

Leave these fields blank

## Editing Admin Information at the item level

You, as the collector, are the administrator of your collection and the items held within. In this section of the catalog, you may assign certain rights to selected individuals. *Note: Before you can add these individuals, they will need to sign up as PARADISEC users first.*

Admin information (Edit mode):

Admin information

Edit access: Nicholas Evans [user]

Read/Download access: Linda

Data access conditions: Belinda Hofmeyr [user]

Data access details: Linda Barwick [user], LindaTest Barwick [user]

Comments:

Admin information (after saving):

Admin Information

Record created: 2010-07-13 00:00:00 +1000

Record modified: 2015-05-11 12:11:46 +1000

Edit access: Nicholas Evans

View/Download access: Linda Barwick

Data access conditions: Open (subject to agreeing to PDSC access conditions)

Data access narrative:

Comments:

CAT-PDSC file: View item XML file

### VIEW/DOWNLOAD ACCESS

If you wish to allow someone to view or download a restricted access item file, you would add their name here; they will have to be added in as a PARADISEC user. Open access files can be downloaded by any registered user.

### EDIT ACCESS

If you want to assign metadata editing rights to someone, such as a project collaborator, community linguist, or a research assistant, you would add their names here. If they are not already in the PARADISEC system as a user, they will have to be added before they can be assigned editing rights.

### DATA ACCESS CONDITIONS

You choose what access setting you would like to set per item.

1. "As yet unspecified"
2. "Closed (subject to the access condition details)"
3. "Mixed (check individual items)"
4. "Open (subject to agreeing to PDSC access conditions)"

If you have chosen the second option here, enter the access condition details in the "Data access narrative" field.

### DATA ACCESS NARRATIVE

Here is where you offer instructions to gain access, if you would like to set any conditions of access other than the PARADISEC "open" conditions. This could include instructions as to how to contact the person(s) responsible for making access decisions, or you could designate a date after which the material will become open, as per PARADISEC conditions, etc.



## Item level access conditions

Collection with **CLOSED ACCESS** - Access to all items requires interested parties to follow instructions in the Data Access Narrative field in order to gain access.

Item ▲▼	Title ▲▼	Digitised	Files	Actions
001 <b>closed</b>	Markle Pete narrating to book 'Frog, Where Are You?'		2	<a href="#">View</a> <a href="#">Edit</a>
002 <b>closed</b>	Markle Pete talking about loss of Ahtna culture and language.	20/04/2009	5	<a href="#">View</a> <a href="#">Edit</a>
003 <b>closed</b>	Markle Pete, Virginia Pete and Jeannie Maxim discuss a recording from 1980s by Martha Jackson telling "Bac'its'aadi" story. Kari Shaginoff and Andrea Berez are present.	28/04/2009	2	<a href="#">View</a> <a href="#">Edit</a>
004 <b>closed</b>	Recording of a session with Markle Pete. Jim Kari eliciting. Andrea Berez and Kari Shaginoff also present. Mostly spot-checking some recordings for Jim Kari.	05/05/2009	2	<a href="#">View</a> <a href="#">Edit</a>
005 <b>closed</b>	Recording of a session with Virginia Pete. Verb paradigms.	05/05/2009	2	<a href="#">View</a> <a href="#">Edit</a>
006 <b>closed</b>	Recording of a Session with Markle Pete. Mostly spot-checking recordings with Jim Kari, including Mr. Pete's two recordings of "Nekon" Tsnestnak/Our Fire Has Gone Out".	06/05/2009	2	<a href="#">View</a> <a href="#">Edit</a>
007 <b>closed</b>	Elders luncheon held in Gulkana Village. Discussion of potlatch etiquette in preparation for the Ahtna Cultural Summit to be held on May 28-29 2009.	06/05/2009	2	<a href="#">View</a> <a href="#">Edit</a>
008 <b>closed</b>	Recording of a session with Virginia Pete. Verb paradigms, including 'hug', 'kiss', 'shake hands', 'be happy to see X', 'give away', free pronouns.	07/05/2009	2	<a href="#">View</a> <a href="#">Edit</a>
009 <b>closed</b>	Recording of session with Markle Pete. Paradigms 'boil', 'drink hot liquid', new postposition for 'together', 'love/like/don't like'.	08/05/2009	2	<a href="#">View</a> <a href="#">Edit</a>
010 <b>closed</b>	Recording of a session with Markle Pete. Paradigms 'cleaning', 'sleeping'.	11/05/2009	2	<a href="#">View</a> <a href="#">Edit</a>

Collection with **MIXED ACCESS** - Access to some items requires interested parties to follow instructions in the Data Access Narrative field in order to gain access. Open items can be accessed by agreeing to the PARADISEC Conditions of Access.

Item ▲▼	Title ▲▼	Digitised	Files	Actions
091125 <b>open</b>	Swadesh list - 100 words	01/05/2012	2	<a href="#">View</a> <a href="#">Edit</a>
101011 <b>closed</b>	Story: Jackal and Crow	01/05/2012	6	<a href="#">View</a> <a href="#">Edit</a>
120318 <b>closed</b>	Syntax questions and transcribing Jackal and Crow	01/05/2012	4	<a href="#">View</a> <a href="#">Edit</a>
140123 <b>open</b>	Narratives from Karma Tsering and elicitation with Pasang Maya		12	<a href="#">View</a> <a href="#">Edit</a>
140125 <b>open</b>	Elicitation: evidentials		2	<a href="#">View</a> <a href="#">Edit</a>
140126 <b>open</b>	Narratives, songs and history		20	<a href="#">View</a> <a href="#">Edit</a>
140127 <b>open</b>	Narratives, songs, history and life histories		20	<a href="#">View</a> <a href="#">Edit</a>
140128 <b>open</b>	Songs, stories, elicitation (phonetics)		14	<a href="#">View</a> <a href="#">Edit</a>
140204 <b>open</b>	Elicitation: Tones		8	<a href="#">View</a> <a href="#">Edit</a>
141007 <b>open</b>	Elicitation: similar words and constructions		2	<a href="#">View</a> <a href="#">Edit</a>

Collection with **OPEN ACCESS** - Access to all items can be granted by agreeing to the PARADISEC Conditions of Access.

Item ▲▼	Title ▲▼	Digitised	Files	Actions
93NOT <b>open</b>	1993 Philippines Fieldnotes	07/12/2005	16	<a href="#">View</a> <a href="#">Edit</a>
93PIX <b>open</b>	1993 Philippines photos	10/12/2005	71	<a href="#">View</a> <a href="#">Edit</a>
93PROG <b>open</b>	Burgos Fiesta 1993 programme	07/12/2005	34	<a href="#">View</a> <a href="#">Edit</a>
95NOT <b>open</b>	1995 Philippines Fieldnotes	07/12/2005	16	<a href="#">View</a> <a href="#">Edit</a>
95PIX <b>open</b>	1995 Philippines photos	07/12/2005	134	<a href="#">View</a> <a href="#">Edit</a>
95PROG <b>open</b>	Vigan Fiesta 1995 programme	11/02/2006	4	<a href="#">View</a> <a href="#">Edit</a>
ARTICLE <b>open</b>	Article by Linda Barwick on 'The Filipino komedya and the Italian maggio'	22/01/2008	2	<a href="#">View</a> <a href="#">Edit</a>
AT9301 <b>open</b>	Komedya 'Kabibiag ni Floramante', rehearsal at Luna 13-2-93	22/11/2005	4	<a href="#">View</a> <a href="#">Edit</a>
AT9302 <b>open</b>	Komedya 'Kabibiag ni Floramante' at Burgos, 15-2-93 (tape 1 of 3)	22/11/2005	4	<a href="#">View</a> <a href="#">Edit</a>
AT9303 <b>open</b>	Komedya 'Kabibiag ni Floramante' at Burgos (Ilocos Sur) 15-2-93 (tape 2 of 3)	22/11/2005	4	<a href="#">View</a> <a href="#">Edit</a>



## Inheriting details from Collection to populate Item metadata fields

If an item shares information with your overall collection (such as same country, language, operator, access conditions, and region/village), you can automatically populate these fields by pressing “Inherit Details from Collection”.

The screenshot shows the 'Collection Information' form with the following fields:

- Collection ID:** SAW3
- Collection title:** Australia, PNG, Solomon Islands
- Description:** Audio and written material (including field notes, correspondences, administrative papers, personal documents, etc.) collected by Stephen A. Wurm. Original materials archived at the Australian National University Archives, collection code: ANUA 233. Language materials from the Solomon Islands, PNG, Australia and various locations.
- Countries:** Australia, Papua New Guinea, Solomon Islands
- Languages:**

At the bottom of the form is a button labeled 'Inherit Details from Collection' and a checkbox labeled 'Override Existing Values?'. To the right of the form is a confirmation dialog box titled 'The page at catalog.paradisec.org.au says:'. The dialog box contains the text: 'This will populate the country, location, language, operator, access conditions, access narrative, and region/village from the collection. Do you want to continue?'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.

The screenshot shows the 'Item details' form with the following fields:

- Item ID:** SocCog-001
- Title:** Elicitation materials - "Family Problems"
- Description:** Included are the "Family Problems" images (.jpg) and instructions (.pdf) for use. More detailed discussion of the Social Cognition project and the use and benefits of these elicitation materials can be found in the article "Getting the Story Straight: Language Fieldwork Using a Narrative Problem-Solving Task" (San Roque, et al., 2006): <https://escholarship.org/uc/item/00000000>
- Origination date:**
- Origination date free form:**
- URL:**
- Collector:** Julia Colleen Miller
- Countries:** Australia (AU)
- Ethnologue list:**
- Language as given:**
- Ethnologue list:**
- Subject languages:** English (eng)
- Content language:** Copy from Content language
- Dialect:** Copy from Subject language
- Region / village:**

At the bottom of the form are two buttons: 'Set map from language' and 'Set map from country'. To the right of the form is the 'Archive information' section with the following fields:

- Ready for metadata export:**
- Born digital:**
- Tapes returned to depositor:**
- Original media:**
- Date received:**
- Date digitised:**
- Ingest notes:**
- Metadata imported:**
- Metadata exported:**
- Tracking:**

Below the 'Archive information' section is the 'Admin information' section with the following fields:

- Edit access:** Choose a user...
- Read/Download access:** Choose a user...
- Data access conditions:** Open (subject to agreeing to PDSC access conditions)
- Data access details:**
- Comments:**


At the bottom right of the form are two buttons: 'Cancel' and 'Save Item'. An arrow points from the 'Save Item' button to the text below.

Once you fill in all the item metadata, click on the **Save Item** button, and the new item will be listed in your collection.

OLAC (ONLINE LANGUAGE ARCHIVES COMMUNITY)

Having rich metadata records not only facilitates searches directly via the PARADISEC catalog, it allows archiving search engines, such as OLAC, to find your material and make it more widely publicised. Below is an example of an OLAC search on the language Agob, and an example OLAC record. All information is extracted directly from the PARADISEC item record.

Search Open Language Archives



Agob

Search

Archive: -- all archives --

Region: [Africa](#) [Americas](#) [Asia](#) [Europe](#) [Pacific](#)

.....

[OLAC resources in and about the Agob language](#)

... resources about the language. Other known names and dialect names: Dabu, Ende, Kawam. Use faceted search to explore resources for Agob language.

[OLAC Record: Agob \(4\), Agob \(5\), Kunini \(18\)](#)


SAW3-001-B: Agob (5): continuation of Agob elicitation sessions. The Kunini (Bine) (18) elicitation session begins at 42m 53s. The two informants working with ...

[OLAC Record: Kunini \(17\), Agob \(1\), Gizrra \(13\), Agob \(2\), Agob \(3\)](#)

Recorded in Daru Track A: BINE (w speaker Ebia Olivale): 1m33s: Names of Bine-speaking villages AGOB (w Mr. Garega Yagoi, from nao village): 8m30s: ...

[OLAC Record: Agob \(9\) Agob \(10\)](#)

N.G. 1966 W.D. Tape 8; Side 1: 30/6/ Elicitation sessions in English and Agob recording ...



OLAC Record

oai:paradisec.org.au:SAW3-001

Metadata

Title:

Agob (4), Agob (5), Kunini (18)

Access Rights:

Open (subject to agreeing to PDSC access conditions)

Bibliographic Citation:

Stephen (S A.) Wurm (collector), 1966, Agob (4), Agob (5), Kunini (18), MPEG/X-WAV/JPEG, <http://catalog.paradisec.org.au/collections/SAW3/items/001> 2015-04-20.

Contributor (compiler):

Stephen (S A.) Wurm

Coverage (Box):

northlimit=-8.88965; southlimit=-9.10425; westlimit=142.555; eastlimit=142.977

Coverage (ISO3166):

PG

Date (W3CDTF):

1966-06-29

Date Created (W3CDTF):

1966-06-29

Description:

NG 1966 Tape 6; Side 1: 29/6/66 Agob (4); Side 2: 29/6/66 Agob (5), 29/6/66 Kunini (18) Elicitation sessions in English and Agob. Kunini (Bine). Recorded in Daru, PNG. Original recording archived at the Australian National University Archives, collection reference: ANUA 233-113-6 where ANUA 233 is the collection, 113 is the box number, 6 is the item number. SAW3-001-A: Agob (4): continuation of Agob elicitation with Stephen Wurm and 1 male speaker. (The Agob (1), (2), and (3) elicitation sessions are found in item SAW3-026). SAW3-001-B: Agob (5): continuation of Agob elicitation sessions. The Kunini (Bine) (18) elicitation session begins at 42m 53s. The two informants working with Wurm are Ebia Olivale (adult male) and George Olivale (5 yr old male, son of Tatiye Olivale). Language as given: Agob, Kunini digitised, yes Media: r2 Audio Notes: Sound tape reel (ca. 48 min.) : analog, 3 3/4 ips, 2 track, mono. (Tracks 1 and 2 simultaneously digitised, second track then reversed).

Format:

Identifier:

SAW3-001

Identifier (URI):

<http://catalog.paradisec.org.au/repository/SAW3/001>

Language:

Bine

Language (ISO639):

bon

eng

kit

Rights:

Open (subject to agreeing to PDSC access conditions)

Subject:

Bine language

English language

Agob language

Subject (ISO639):

bon

eng

kit

Subject (OLAC):

[language\\_documentation](#)

Table Of Contents:

SAW3-001-A.mp3  
SAW3-001-A.wav  
SAW3-001-B.mp3  
SAW3-001-B.wav  
SAW3-001-img01.jpg  
SAW3-001-img02.jpg  
SAW3-001-img03.jpg  
SAW3-001-img04.jpg  
SAW3-001-img05.jpg

Type (OLAC):

[language\\_description](#)

## PREFERRED DEPOSIT FORMATS

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We will generate access versions of all audio files (.mp3) and video (.mp4) files, allowing for easy online streaming. Below is a list of what files we would prefer to receive from you.

MEDIA	FILES FROM YOU
Audio	.wav, .aiff, .mp3* (16bit 48khz, or as close to the archival 24bit 96khz as possible)
Video	.mts (AVCHD), .avi., .mov, .mpg*
Text	.txt, .xml, .pdf, .rtf
Annotations	.eaf, .xml
Lexicons	.xml
Images	.tif, .jpg

\* If you have files such as .mp3 (audio) or .mpg (video), we will certainly accept them; however, if you are collecting new recordings, please avoid these formats, as they are lossy, compressed formats.

Regarding Toolbox and FLEEx files, while .rtf or .pdf is acceptable, it is preferable that you deposit full-content versions of your projects. As an example of Toolbox files in PARADISEC, take a look at the NT8 collection:

([http://catalog.paradisec.org.au/collections/NT8/items/TEXT?files\\_per\\_page=14](http://catalog.paradisec.org.au/collections/NT8/items/TEXT?files_per_page=14))

“Texts are in interlinear format. Toolbox requires settings files (TYP) that accompany the main data. Thus the file NT8-TEXT-DIC\_[DATE].txt has the accompanying file NT8-TEXT-DICTYP\_[DATE].txt. The collection of texts in NT8-TEXT-TX\_[DATE].txt has the TYP file in NT8-TEXT-TXTYP\_[DATE].txt.”

## DEPOSIT FORM

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When you are ready to deposit your materials with PARADISEC, you must also fill in a **Deposit of Material** form. You can download this from the following sites:

- PARADISEC: <http://www.paradisec.org.au/PDSCdeposit.rtf>
- CoEDL Data Archives page: <http://www.dynamicsoflanguage.edu.au/research/data-archives/>

The purpose of the deposit form is to safeguard the interests and sensitivities of relevant indigenous people. There is helpful information located at the end of the form, such as explanations of ownership and intellectual property and an outline of PARADISEC's conditions of access. You need to supply information such as your contact details, details of the material you are depositing, and an explanation of your chosen access conditions. Sign your filled-in form and send a scanned copy of it along with your material. It will be archived in your collection (as a hidden admin file).

If you would like more information on depositing with PARADISEC, please visit our site:

<http://www.paradisec.org.au/deposit.html>