Pacific and Regional Archive for Digital Sources in Endangered Cultures
Sydney Conservatorium of Music, C41
University of Sydney NSW 2006
Tel: +61 2 9351 1279 Fax: +61 2 9351 1287

ARCHIVING AND DATA MANAGEMENT GUIDE
Send questions or comments to admin@paradisec.org.au

GETTING STARTED WITH PARADISEC

SIGN UP AS A USER WITH PARADISEC

Signing up with PARADISEC means you become a PARADISEC user. This allows you to gain access to collections in the archive. Only as a user can you access data in a PARADISEC collection after agreeing to PARADISEC's conditions of access, or sending a request to access data that has restrictions on viewing by following instructions provided by the collector.

You also need to sign up with PARADISEC if you wish to deposit material to the archive. Go to the PARASDISEC catalog web page: http://catalog.paradisec.org.au/**,** and click on **Sign up** in the upper right-hand corner. Once you sign up, you get an automated message informing you to check your email to confirm your account, *"A message with a confirmation link has been sent to your email address. Please open the link to activate your account"*. Click on the link in your email to confirm.

GET A COLLECTION ID FROM PARADISEC

Once you are a user, send a request to PARADISEC administration (admin@paradisec.org.au) to request a collection be set up for you. To help you understand what a collection in PARADISEC might look like, visit the PARADISEC catalog to see other collections- how they are structured and how the files have been named and described. Links to two example collections are provided below.

NT5: http://catalog.paradisec.org.au/collections/NT5

Collection ID:	NT5
Title:	South Efate, Vanuatu
Description:	NT5 is a set of audio and video recordings and transcripts from fieldwork between 2000 and 2008. It includes additional fieldwork in the Lelepa language, mainly on Lelepa Island.

LB3: http://catalog.paradisec.org.au/collections/LB3

Collection ID:	LB3
Title:	Italian dialect questionnaires for Marchigiano dialects from the province of Ascoli Piceno
Description:	Italian dialect questionnaires (Carta dei Dialetti Italiani) collected from speakers of southern Marchigiano dialects from the province of Ascoli Piceno (communes of Appignano del Tronto and Castel di Lama) resident in Adelaide (South Australia). The study was later also extended to relatives resident in Ascoli Piceno. Undertaken by Linda Bone (Barwick) as an honours assignment for Italian Dialectology course taught by Antonio Comin, Flinders University, 1980.

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You may have more than one collection, depending on how you want to organise your data. This is fine, just repeat the processes as needed.

At this point, send PARADISEC the following details:

- Collection ID: XX##, e.g. KH01 (Ken Hale, Collection #1)
- Collection Title: (brief description, see above)
- Collection Description: (longer prose description, see above)

ORGANISE YOUR FILES
Get your files in the correct shape to upload to PARADISEC (see FILE NAMING FOR PARADISEC ARCHIVING).

FILL IN METADATA SHEET
Download the minimal metadata Sheet and fill in all the fields. PARADISEC must receive this form before you send files to be archived (see METADATA INSTRUCTIONS).

FILL OUT A DEPOSIT FORM
Depositors can specify conditions on the use of their data in a deposit form. Material stored in PARADISEC is available subject to the conditions set out by the depositor and only registered users can access primary records. See PARADISEC DEPOSIT FORM for more details about access conditions. This will help inform your decision in setting access to the items in your collection.

SENDING YOUR FILES TO THE ARCHIVE
You cannot upload your files directly into the PARADISEC archive. However, we offer many ways to get your files to us.

1. If you are part of a NZ or AUS institution, you have access to Cloudstor (https://www.aarnet.edu.au/network-and-services/cloud-services-applications/cloudstor), a program similar to Dropbox, but backed and supported by the Australian national research and education network AAARNet (https://www.aarnet.edu.au/).

   Create a Cloudstor account-- you have 100 Gb free storage available to you instantly. This can be an easy means to transfer files. These can be files that are ready to archive, or files that need further processing (videos transcoded from .MTS to .mp4 or .mov so that you can use them with elan, bulk audio files needing resampling, etc). For specific information on Cloudstor, see DATA STORAGE.

1. Or you can always choose to post or hand deliver a hard drive to PARADISEC:

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