

**Digitization & Metadata Standards for the National Cultural Audiovisual
Archives Project**

Audio & Video Digitization Standards

Analog Audio Digitization

The file with the following specifications will serve as the highest-quality archival master that will be maintained in perpetuity.

- i. BWF Format
- ii. Encoded to Linear Pulse Code Modulation (LPCM)
- iii. Sampling Frequency: 96 KHz/48 KHz (depending upon the source material)
- iv. Bit Depth: 24-bit (original digital material of 16-bit should be kept as it is)
- v. Sound Field: as in the original recording

For access, MP3s of 128 kbps will be made available.

Analog Video Digitization

The file with the following specifications will serve as the highest-quality archival master that will be maintained in perpetuity.

- i. JPEG 2000 Format
- ii. Wrapper: MXF
- iii. Uncompressed 10-bit 4:2:2
- iv. Frame Rate: 24/25/29.97 fps (depending on the source material)
- v. Video Bitrate: 27 MB/sec (approximate)

Audio: BWF Format, 24-bit and 96 kHz/48kHz (depending upon the source material)

For access, MP4 will be made available.

Digital Video Transfer

The goal in this case would be to match the original resolution and encoding specifications as closely as possible, if not exactly. This file will serve as the highest-quality archival master that will be maintained in perpetuity.

For access, MP4 will be made available.

Metadata Standards

(Based on Extended Dublin Core Metadata Schema)

S. No.	Element	Definition/Interpretation	
ADMINISTRATIVE			
1	Source	Name of the Partnering Institution	
	Collection	Name of the Collection (if any)	
2	Identifier	Accession number	
3	Title	The main title associated with the recording	
	Alternative	Digital filename, that will be alpha-numeric and will serve as the unique identifier	
4	Medium	Format of original (analog) recording	
	extent Original	The size or duration of the original recording	
	Spatial	Recording location, including topographical coordinates to support map interfaces	
	Temporal	Context in which the recording was made	
	Created	Recording date	
	Condition	Condition of the original (analog) material	
5	Relation	Reference to related objects like agreement, associated files, reviews, photographs, etc	
6	Rights	Information about rights held in & over the resource	
DESCRIPTIVE			
7	Subject	Controlled list of content coverage	
	Keywords	Hierarchical list detailing out subject listings & groups of keywords	
8	Description	An abstract and/or description of environmental or cultural context, list of	

		contents, etc	
9	Creator	Director or entity primarily responsible for making the recording	
10	Publisher	Producer/Institution responsible for making the recording available	
11	Contributor	An entity responsible for making contributions to the recording	
		Artist(s)	
		Accompanying artist(s)	
		Recordist(s)	
		Composer(s)	
		Lyricist(s)	
		Any other	
12	Date	A point or period of time associated with an event in the lifecycle of the recording (Not the recording or production date of the original but a date relating possibly to the broadcast & publication of the recording)	
13	Type	The domain of the recording: audio/video	
14	Coverage	The spatial or temporal topic of the recording, such as a cultural feature of traditional songs or a dialect	
15	Language	Language(s) of the recording	
	Dialect	Dialect(s) of the language(s) of the recording	
TECHNICAL			

16	Format	Digital file format or dimensions of the resource	
		Codec	
		Bit-Rate/Bit-Depth	
		Sampling Frequency	
		Playback equipment used (Make & model)	
17	A-to-D Convertor	Analog to digital convertor used (Make & model)	
18	Extent	Digital file size & duration	
19	Date	Date of digitization	
20	LTO 6 Tape Number	LTO6 tape number on which the digitized file is contained	
21	HDD Number	HDD number on which the digitized file is contained	
MISCELLANEOUS			
22	Remarks	Any additional information not covered under above headings	