

## Appendix 12.5

### Audio Archive Preservation and Reformatting Agreement

Ken Cooper and Elizabeth Argentieri

- Avon Historical Society (AHS) will loan a total of \_\_\_\_ cassette tapes from their oral history collection to Milne Library, SUNY Geneseo, during the \_\_\_\_ semester, where they will be stored in a secure, climate-controlled environment for use by a small group of English students during the course of their digitization project. These students will be trained in the proper handling of older cassette tapes, and their work will be regularly monitored by the instructor and/or special collections librarian.
- To the extent possible for the parameters of this project, the students will employ best practices for analog-to-digital conversion, including use of quality playback equipment, archival-quality sampling frequency, lossless file formats, etc.
- It is understood that, while the students will take proper precautions when handling the tapes, they are not professionals. AHS's oral history cassettes are approximately thirty years old and not recently (or possibly ever) played. If, even with careful monitoring of playback, they malfunction (twist, break, etc.), the students are not responsible for such damage. They will stop the playback and set aside the cassette for the supervisor(s) to evaluate and either attempt to repair or return as is to AHS.
- Likewise, if a recording is poor or deteriorated to the point where it is not possible to understand what is being said, even in context, the tape will be set aside for additional consideration by the supervisor(s). A different cassette/oral history may be requested from AHS.
- At the completion of the conversion project, all of the cassettes will be returned to AHS along with the digitized recordings [as broadcast wave format (BWF) or waveform audio format (WAV) preservation and MP3 (access) files] and an Excel spreadsheet containing technical and descriptive

metadata (including brief content summaries), all on a 1TB (terabyte) portable hard drive supplied by AHS.

Signature of AHS representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of instructor \_\_\_\_\_ Date \_\_\_\_\_

Signature of librarian \_\_\_\_\_ Date \_\_\_\_\_