

**Instructions for DVD Processing**  
**Community Archiving Workshop 2016**  
**City of Asylum, Pittsburgh, PA**

**Overview**

Processing DVD for City of Asylum consists of 4 main stages:

1. VIDEO\_TS Folder Transfer from DVD to Computer
2. Convert DVD files to MP4 Access Files
3. Create Disk Image for future duplications
4. Deliver to City of Asylum

Before beginning all computers working with born-digital materials will need one or more of the following programs available on their computer:

- DataAccessioner (JAVA) <http://dataaccessioner.org/>
  - DataAccessioner-v0-3-1.zip
  - Metadata Transformer <http://dataaccessioner.org/da-mt.htm>
- HandBrake - <https://handbrake.fr/downloads.php>
  - Mac: HandBrake-0.10.5-MacOSX.6\_GUI\_x86\_64.dmg
  - PC: HandBrake-0.10.5-i686-Win\_GUI.exe (32-bit) OR HandBrake-0.10.5-x86\_64-Win\_GUI.exe (64-bit)
- Optional: Disk Utility (MAC)
  - Disk Imaging is an alternate way to copy DVD content and preserve it.
- Optional: ISOBuster (PC) <https://www.isobuster.com/download.php>
  - Isobuster\_install.exe
- All programs are available on a thumb drive, see Sandra to copy them to your computer.

Programs and Streaming Platforms to consider for digital preservation and providing access to video content.

- Fixity (digital preservation)
  - Fixity is a utility for the documentation and regular review of stored files. Fixity scans a folder or directory, creating a manifest of the files including their file paths and their checksums, against which a regular comparative analysis can be run. Fixity monitors file integrity through generation and validation of checksums, and file attendance through monitoring and reporting on new, missing, moved and renamed files. Fixity emails a report to the user documenting flagged items along with the reason for a flag, such as that a file has been moved to a new location in the directory, has been edited, or has failed a checksum comparison for other reasons. Supplementing tools like BagIt that review files at points of exchange, when run regularly Fixity becomes a powerful tool for monitoring digital files in repositories, servers, and other long-term storage locations.
  - <https://www.avpreserve.com/tools/fixity/>
- Bagger (digital preservation)
  - Tool to produce a package of data files according to the BagIt specification

- <https://sourceforge.net/projects/loc-xferutils/files/loc-bagger/>
- Internet Archive (streaming platform)
  - The Internet Archive (archive.org) is a 501(c)(3) non-profit that was founded to build an Internet library, with the purpose of offering permanent access for researchers, historians, and scholars to historical collections that exist in digital format.
  - <https://archive.org/>

### **Transferring files from DVD to computer using DataAccessioner**

1. Insert DVD
2. Open DataAccessioner.jar
  - a. Name
  - b. Accession# /DVD ID #
  - c. Collection Title (Season #)
  - d. Source Destination
    - i. Mac: HD > Volumes > DVD\_NAME > TS\_VIDEO
    - ii. Click Select Disk/Directory to Migrate
    - iii. PC: Computer/DVD>TS\_VIDEO
  - e. Accession Directory
    - i. Create a folder on the Desktop titled Accession# \_\_\_\_\_
    - ii. Desktop > Select (one-click) on Accession# folder.
  - f. Source Data Metadata
    - i. Source Name or identifier: Accession #
    - ii. Add DC Elements (xml tages) (Mac version)
      - Creator: City of Asylum
      - Date YYYY-MM-DD
      - Identifier
    - iii. About Source: Describe content of DVD (PC version)
      - Creator: City of Asylum
      - Date YYYY-MM-DD
      - Identifier
  - g. Click Migrate
3. TS\_VIDEO files will be in the Accession# folder on the Desktop along with an XML file

### **Transfer Accession# folder from computer to removable drive for Access File Creation**

After transferring a 1-5 DVDs, you can pass the files to the Access File Creation stage, where DVD files can be batch processed from a Queue using HandBrake.

1. Drag Accession# folder from Desktop to removable drive.
2. Safely eject the removable drive, and pass it to the HandBrake station
3. Connect drive to computer

## Creating MP4 access files using HandBrake

Transcoding is the process of converting one digital video format to another digital video format. In this case, we will be converting the TS\_VIDEO.VOB files to a smaller, more compressed .MP4 access file. Having access files provides easier access to the content for streaming online.

1. Open Handbrake
2. Select Source
3. Select Output
4. Choose the Normal Preset
5. Add to Queue
6. Repeat for multiple video files that you want to process
7. Click Start

## Transfer Files to External Hard Drive

After access files have been made using Handbrake, transfer DVD directories to the external hard drive provided by City of Asylum (partner organization). If any files need processing after the workshop, they will be delivered electronically using Google Drive.

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## IMAGES

### View of Desktop with Programs



## DataAccessioner

The screenshot shows the 'Data Accessioner' application window. At the top, there is a menu bar with 'File', 'Adapters', 'Metadata Managers', and 'Help'. Below the menu bar, there are several input fields for metadata: 'Your Name' (Sandra Yates), 'Accession #' (JTV-DVD-001), 'Collection Title' (Japan TV DVDs), and 'Accession to Directory' (/Users/digitization/Desktop/JTV-DVD-001). A toolbar below these fields includes a refresh icon, a folder icon, and a 'Display:' dropdown menu set to 'Size' and 'Last Modified'. The main area displays a file tree under 'VIDEO\_TS' with files like VIDEO\_TS.BUP, VIDEO\_TS.IFO, VIDEO\_TS.VOB, and VTS\_01\_0.BUP through VTS\_01\_4.VOB. Below the file list is a 'Source Data Metadata' section with a 'Source Name or Identifier' field containing 'JTV-DVD-001'. There are two tabs: 'About the Source' (selected) and 'Additional Notes'. The 'About the Source' tab contains a text area with the following text: 'This film is in Japanese. It was created in 2016 and broadcast in Japan by [JTV]. It details the lives of 26 survivors of the bombings of Hiroshima and Nagasaki, who are pictured in 26 featured photographs. [IMG\_###, path to photo of DVD label, if applicable]'. At the bottom, there are buttons for 'Migrate', 'Cancel', 'Clear Source Information', and 'Clear All'. A status bar at the very bottom shows 'Creating initial MD5: VTS\_01\_1.VOB' and a progress bar.

File Adapters Metadata Managers Help

Your Name

Accession #

Collection Title

Accession to Directory

Source Disk / Directory   Display:

- VIDEO\_TS
  - VIDEO\_TS.BUP
  - VIDEO\_TS.IFO
  - VIDEO\_TS.VOB
  - VTS\_01\_0.BUP
  - VTS\_01\_0.IFO
  - VTS\_01\_1.VOB
  - VTS\_01\_2.VOB
  - VTS\_01\_3.VOB
  - VTS\_01\_4.VOB

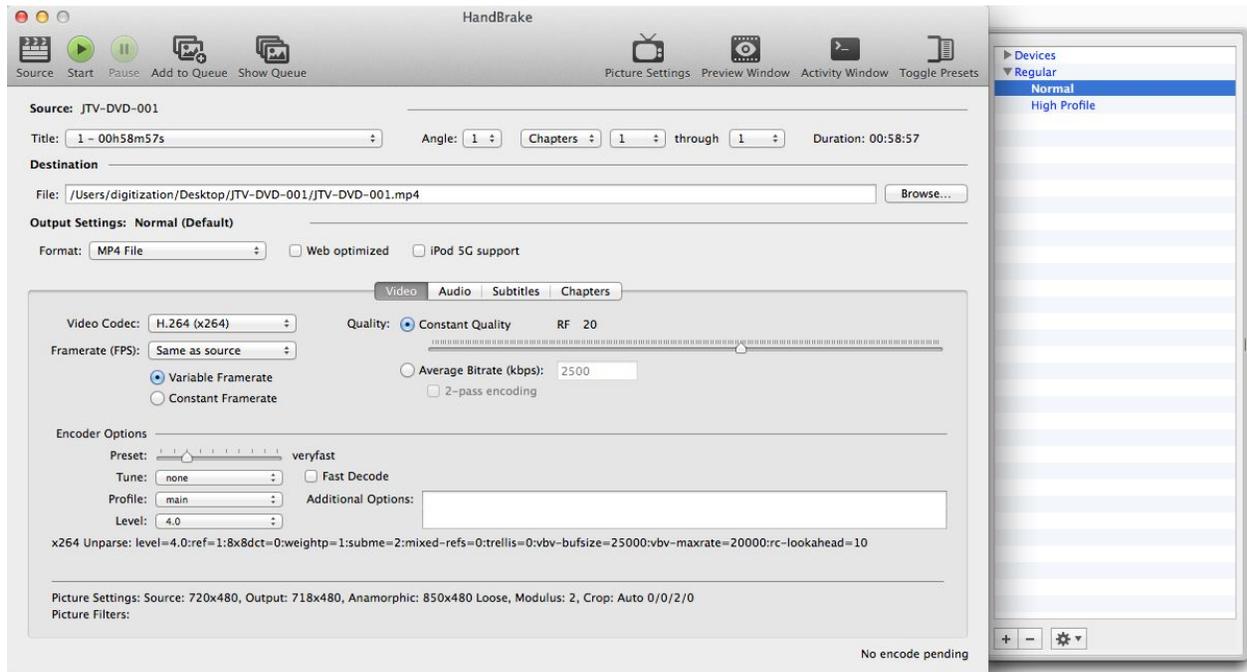
Source Data Metadata

Source Name or Identifier

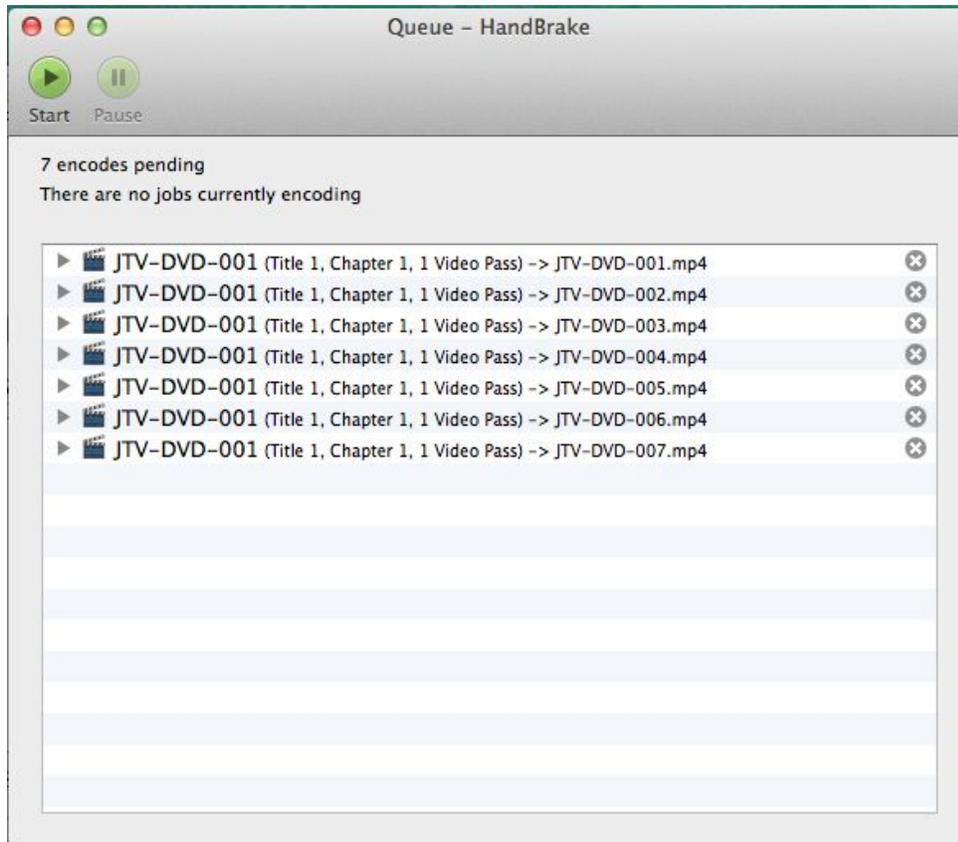
This film is in Japanese. It was created in 2016 and broadcast in Japan by [JTV]. It details the lives of 26 survivors of the bombings of Hiroshima and Nagasaki, who are pictured in 26 featured photographs. [IMG\_###, path to photo of DVD label, if applicable]

Creating initial MD5: VTS\_01\_1.VOB

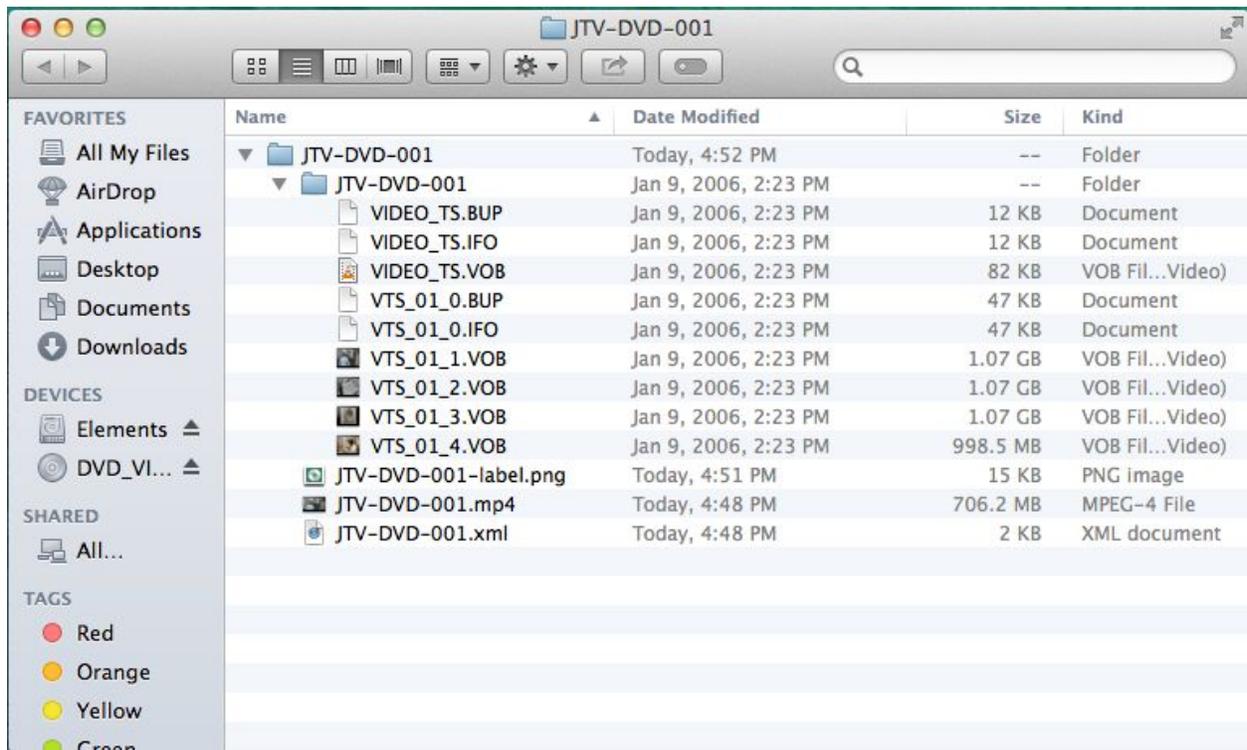
## HandBrake (Normal Preset)



## HandBrake (Queue)



## Final Information Package



## XML file produced by DataAccessioner

