

# Deb Cotton Collection Processing Manual

<b>Deb Cotton Secondline Collection, Internet Archive</b>	<b>1</b>
<b>Create an account on Internet Archive (IA)</b>	<b>1</b>
<b>Upload a Video in Internet Archive</b>	<b>1</b>
<b>Edit Metadata in Internet Archive</b>	<b>5</b>
<b>Batch Upload or Item Bulk Upload in Internet Archive (IA)</b>	<b>8</b>
<b>Tagging videos in the wild to add to the Deb Cotton Secondline Collection in the Internet Archive or Future Website</b>	<b>8</b>
<b>Using Tubeup to Batch Download YouTube Videos for Internet Archive or Website</b>	<b>10</b>
<b>Uploading Hard Drive Footage to Internet Archive and Controlling Access</b>	<b>11</b>
<b>Website Possibilities</b>	<b>11</b>
<b>Create Directory List from Hard Drive</b>	<b>12</b>
<b>Preparing Video Files on External Hard Drive for Upload to Internet Archive</b>	<b>14</b>

---

## Deb Cotton Secondline Collection, Internet Archive

<https://archive.org/details/debcotton>

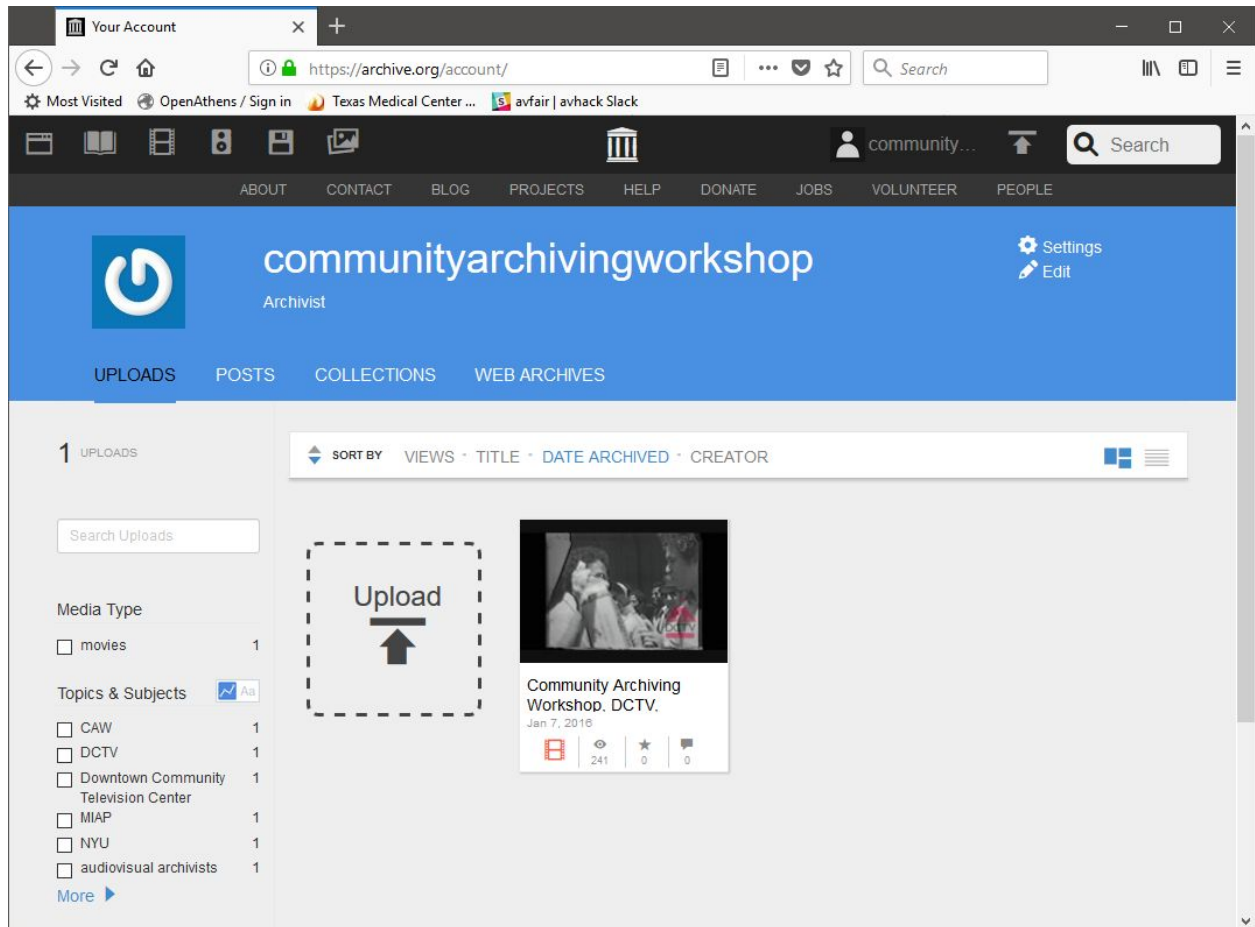
### Create an account on Internet Archive (IA)

Go to <https://archive.org/account/login.createaccount.php> and fill out the form to get a Virtual Library Card, using your email address. You will specify a screen name and password. You will need to verify your email address, so check your email and click the link to verify your email.

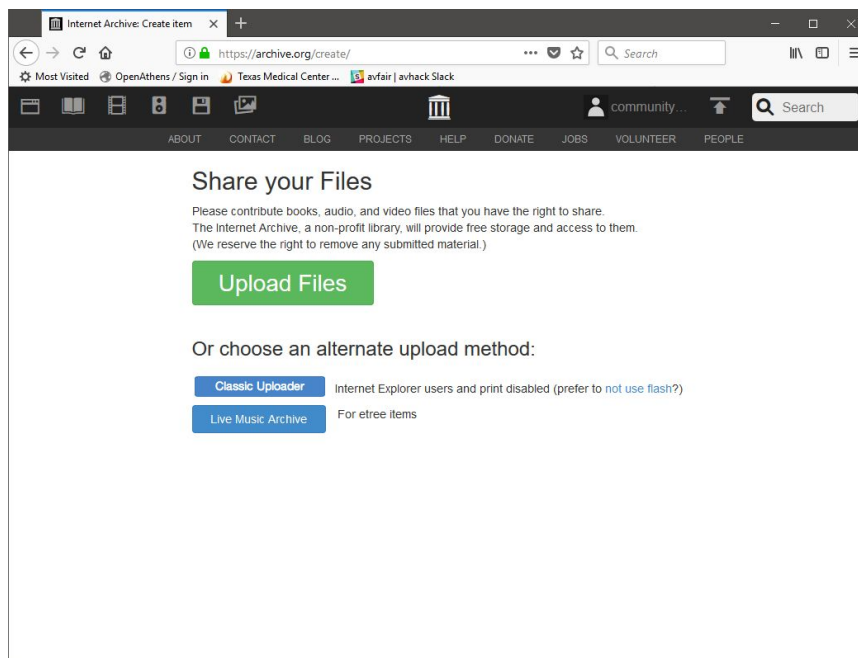
### Upload a Video in Internet Archive

First login to your Internet Archive account at <https://archive.org/account/login.php>.

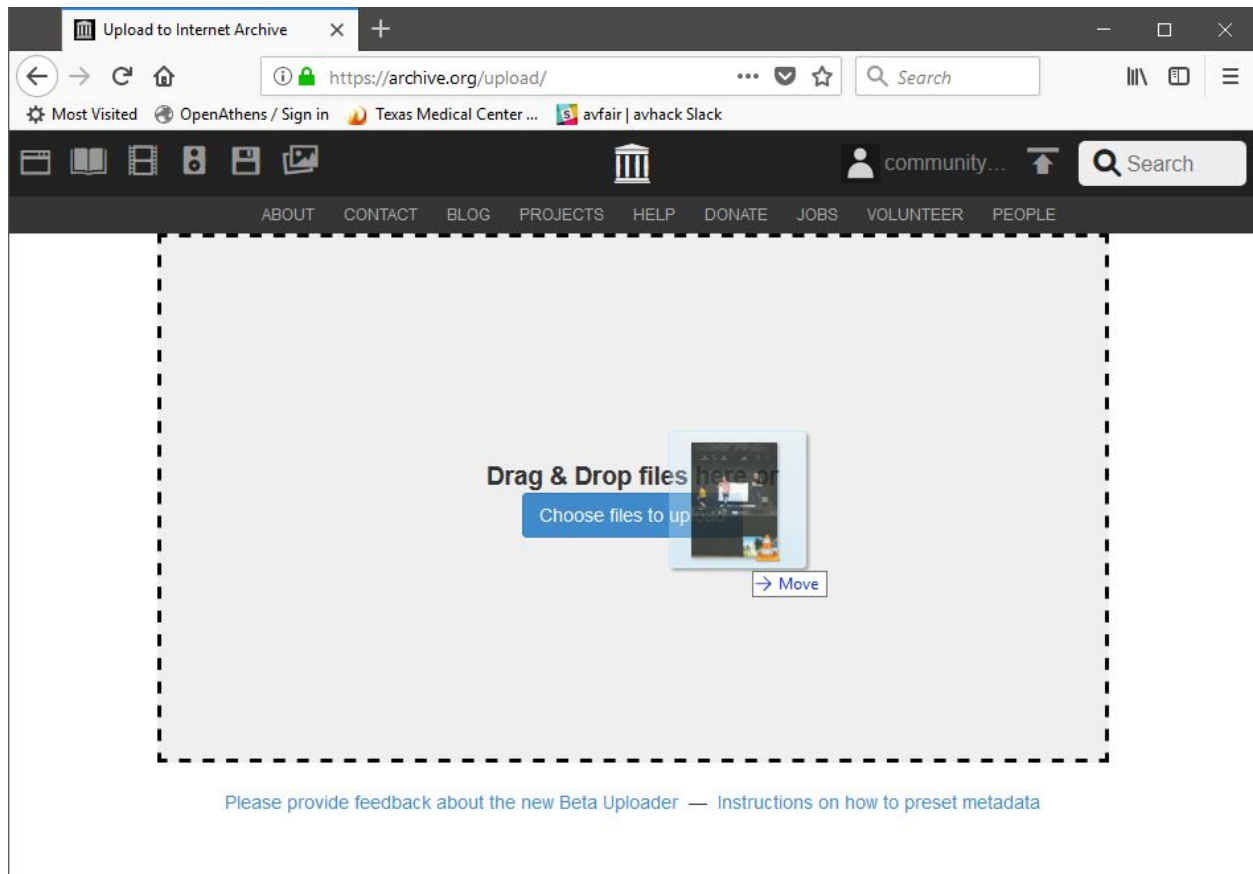
Once you have logged in click the "Upload" square.



Click the “Upload Files” button



From your computer file system, click and drag your file into the gray area or click “Choose files to upload” and navigate to the file on your computer.



A screen to enter the metadata or details about the video will appear. Enter in as much detail as possible. All red fields with an asterisk (\*) are required. Metadata can be edited anytime after upload. The following is a guide for filling out each field:

**Page Title:** File name or Title in YouTube

**Page URL:** You will give the video an unique identifier that reflects the organization of the collection, [secondline crew/organization abbreviation][year][item#] Example: DTBB20110001

**Description:** Provide as much description as you can about the content of the video. Document when, where, who, and what event. Give the video context or its place in history.

**Subject Tags** (comma-separated): debcotton, debcottonsecondlinecollection, bigredcotton, secondline, neworleans, nola

Add other keywords that describe the video, names of people you see, places, dates, the event that the video documents.

**Creator:**

BigRedCotton (for YouTube channel videos)

DebCottonHDD (for Hard Drive Videos)

YourName or Username (for individual's videos)

**Date:** Date of event depicted in video, date published to YouTube. Choose the date most readily available.

**Collection:** Deb Cotton Secondline Collection (if this collection is unavailable, select Community Video)

**Test Item:** No

**Language:** English

**License:** Select the following

→ **Creative Commons**

- ◆ **Allow Remixing**
- ◆ **Prohibit Commercial Use**
- ◆ **Require Share-Alike**

Below is an example of a complete metadata for a video upload.

The screenshot shows the Internet Archive upload interface. The browser window has a red title bar with the name 'Sandra'. The address bar shows 'https://archive.org/upload/'. The page has a dark navigation bar with links: ABOUT, CONTACT, BLOG, PROJECTS, HELP, DONATE, JOBS, VOLUNTEER, PEOPLE. The main content area is divided into two columns. The left column contains a metadata form with the following fields:

<b>Page Title *</b>	Prince of Wales" for 2011 Annual Second Line feat. Da Truth Brass Band playing 'All I Want is You'	✓
<b>Page URL *</b>	https://archive.org/details/DTBB20110001	✓
<b>Description *</b>	arriving at 2nd and Dryades performing Miguel's 'All I Want Is You'	✓
<b>Subject Tags *</b>	debcotton, debcottonsecondlinecollection, bigredcotton, secondline, neworleans, nola	✓
<b>Creator</b>	BigRedCotton	✓
<b>Date</b>	2016-10-12	✓
<b>Collection *</b>	Community Video	✓
<b>Test Item</b>	No	✓
<b>Language</b>	English	✓
<b>License</b>	Creative Commons Attribution-NonCommercial-ShareAlike	✓
<b>More Options</b> <a href="#">Add additional metadata...</a>		

The right column has a 'Drag and Drop More Files Here' section with a '+ Select files to add' button. Below this is a table showing the uploaded file:

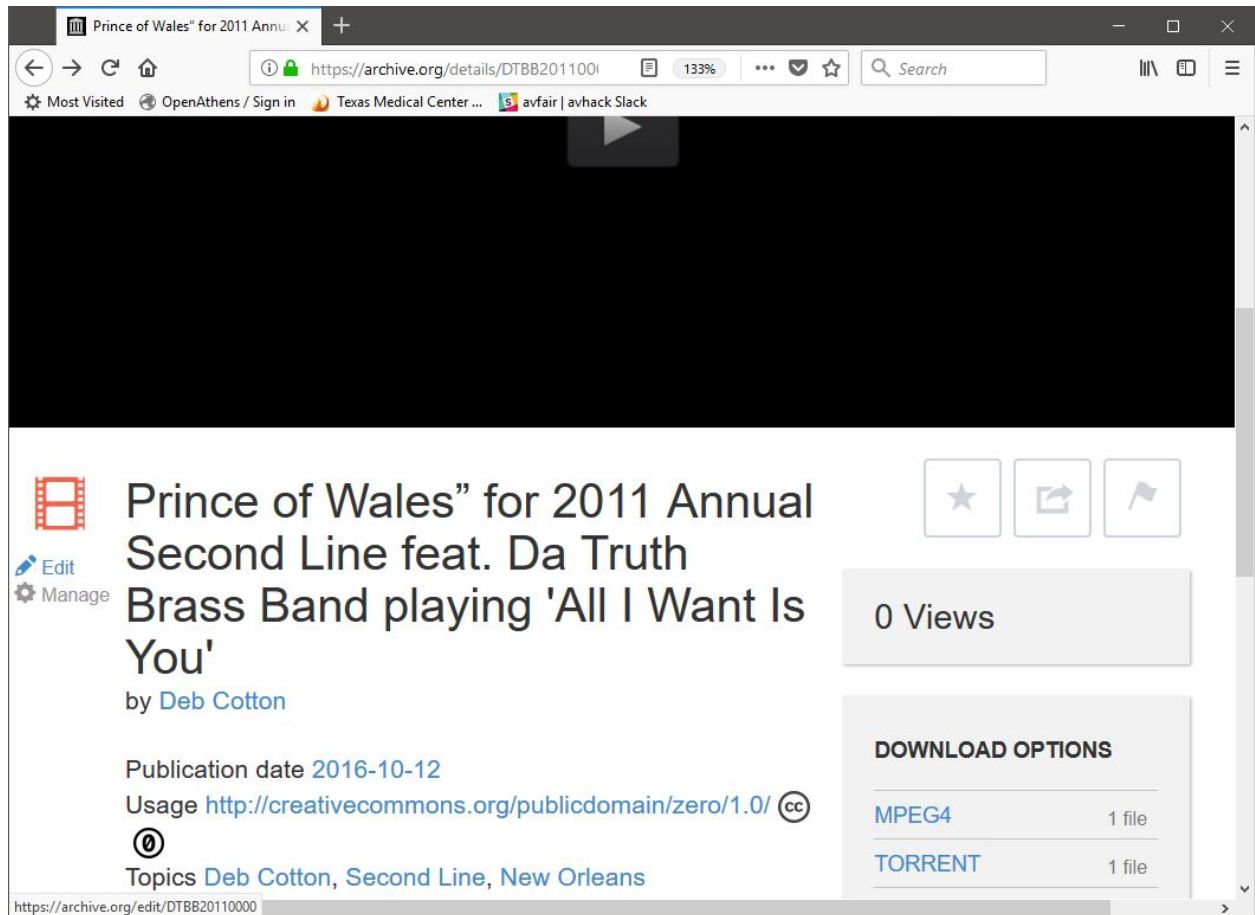
Name	Size	x
MVI_2759.MOV	12 MB	✗

At the bottom of the form is a blue button labeled 'Upload and Create Your Item'. Below the button are links: 'Please provide feedback about the new Beta Uploader', 'Instructions on how to preset metadata', and 'Save this'.

Click "Upload and Create Your Item."

## Edit Metadata in Internet Archive

Select video in the Deb Cotton Secondline Collection  
Click on “Edit” below the the filmstrip under the video.



Click “Change the Information”

Internet Archive: Item Editor


https://archive.org/edit/DTBB20110000

Most Visited OpenAthens / Sign in Texas Medical Center ... avfair | avhack Slack


ABOUT CONTACT BLOG PROJECTS HELP DONATE JOBS VOLUNTEER PEOPLE

Please pick from one of the two choices:

I want to [change the information](#) (metadata) about my item.



I want to [change the files](#) in my item.



For example, I want to change my [title] or [description].

For example, I want to rename an audio file, add a file, or delete a file.

https://archive.org/editxml/DTBB20110000

Update the fields as needed and click Submit at the bottom of the page.

Internet Archive: Item Editing

https://archive.org/editxml.php?type=movies&edit\_item=DTBB20110000

Most Visited OpenAthens / Sign in Texas Medical Center ... avfair | avhack Slack

ABOUT CONTACT BLOG PROJECTS HELP DONATE JOBS VOLUNTEER PEOPLE

## Metadata editor for DTBB20110000

**Bold fields below are required.**  
You may also visit the [Item Manager](#) ?

Field Name	Description	Value
<b>identifier:</b>	The identifier of the movie	DTBB20110000
<b>title:</b>	The title of the movie	Prince of Wales" for 2011 Annual Second Line
<b>creator:</b>	Producer	BigRedCotton
<b>mediatype:</b>	Indicates to the website that this item is a movie.	movies
<b>collection:</b>	Indicates to the website what collection this item belongs to. Must be a valid identifier.	opensource_movies
<b>description:</b>		<p>arriving at 2nd and Dryades performing Miguel's 'All I Want Is You'</p>
<b>date:</b>	Year of this movie or date of video (YYYY or YYYY-MM-DD)	2016-10-12
<b>subject:</b>	Keyword(s) or phrase(s) that may	

## Example of a complete record with updated metadata after YouTube pull. Update the following fields

- Date (edit format to YYYY-MM-DD)
- Subject (add new tags, i.e., debcotton; debcottonsecondlinecollection; bigredcotton; secondline; neworleans; nola)
- Licenseurl (select "Attribution-NonCommercial-ShareAlike 4.0 International" license by checking the following options:)

**Allow commercial uses of your work?** ([more info](#) ⓘ)

☐ Yes

☒ No


**Allow modifications of your work?** ([more info](#) ⓘ)

☐ Yes

☒ Yes, as long as others share alike ([more info](#) ⓘ)


☐ No

Jurisdiction of your license ([more info](#) ⓘ)

International 

Select a License


- Director (add "Cotton, Deb")
- Sound (capitalize "Sound")
- Color (capitalize "Color")
- Runtime (add runtime in hh:mm:ss format)
- Contact info (full name and email address of a community member, to be confirmed)
- Language (add correct language code, i.e. "eng")



## Black Men Of Labor 2010 Second Line - "Only In New Orleans Baaaaby"

by Cotton, Deb

Publication date 2010-09-06

Usage <http://creativecommons.org/licenses/by-nc-sa/4.0/> 

Topics Youtube, video, Entertainment, Second Line parade, New Orleans, Tremé, Brass band, debcotton, debcottonsecondlinecollection, bigredcotton, secondline, neworleans, nola

Language English

Just your regular Sunday afternoon in New Orleans...

Source: <https://www.youtube.com/watch?v=JwGQUBegBGM>

Uploader: BigRedCotton

Upload date: 20100906

Contact Information [First Name] [Last Name] [Email address]

Color Color

Director Cotton, Deb

Identifier youtube-JwGQUBegBGM




Originalurl <https://www.youtube.com/watch?v=JwGQUBegBGM>

Run time 00:04:42


Scanner Internet Archive Python library 1.7.3

Sound Sound


Year 2010



16 Views

 Stream Only

IN COLLECTIONS

[Deb Cotton Secondline Collection](#) 

[Additional Collections - Video](#)

Uploaded by

[Jeff Kaplan](#)

on November 23, 2017



## Batch Upload or Item Bulk Upload in Internet Archive (IA)

<https://archive.readme.io/docs/bulk-upload>

## Tagging videos in the wild to add to the Deb Cotton Secondline Collection in the Internet Archive or Future Website

Give your videos a specific tag, so they can be added to the Deb Cotton Secondline Collection at the Internet Archive or a future website devoted to Deb Cotton and Secondline History. No matter the platform (YouTube, Instagram, Flickr) if your file has the specific tag, your content has a chance of being included in the collection.

Tag: debcottonsecondlinecollection

### **Tag a video in YouTube**

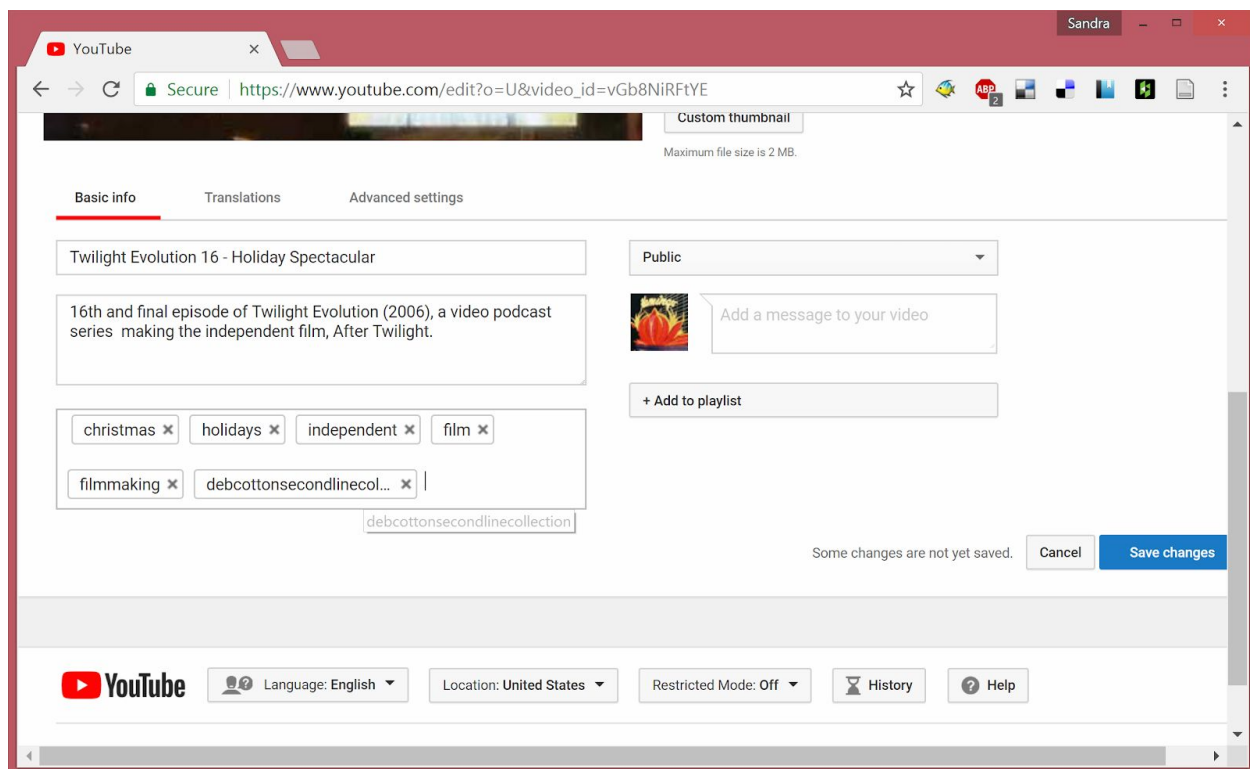
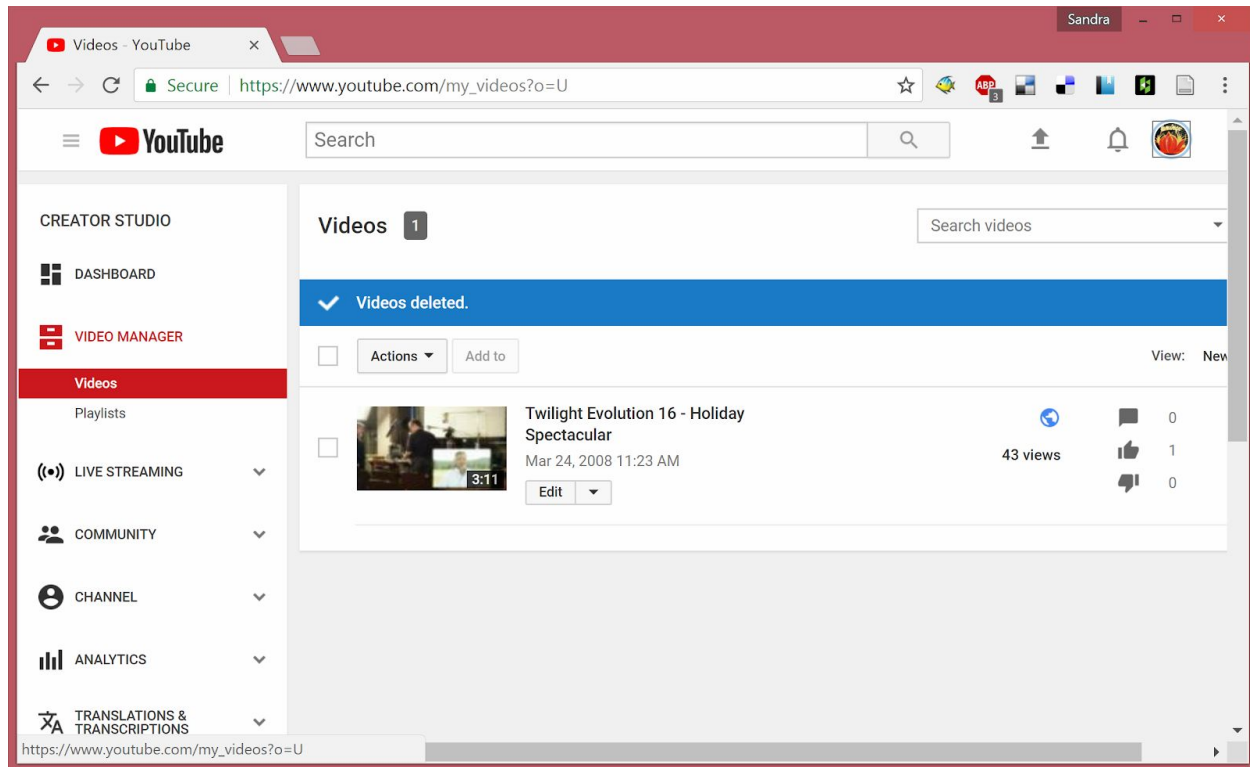
Add tags to a video at upload:

When uploading, you have an option to choose the tags that you want to assign. Enter “debcottonsecondlinecollection” and any other tags as you want. Separate each one with a space.

Add a tag to an existing video:

- Click on your Profile Pic in the top-right of the screen > Select Creator Studio > Select Video Manager
- Select the video that you want to tag
- Add “debcottonsecondlinecollection” to the tag section
- Save Changes





## Tag a video in Internet Archive

Follow “Edit Metadata in Internet Archive...” instructions, adding “debcottonsecondlinecollection” in the subject keywords field.

## Tag a video in Instagram

#debcottonsecondlinecollection

The Instagram API can be used to search for the tag and pull videos into site.

# Using Tubeup to Batch Download YouTube Videos for Internet Archive or Website

“Tubeup uses youtube-dl to download a Youtube video (or [any other provider supported by youtube-dl](#), like Dailymotion), and then uploads it with all metadata to the Internet Archive. It was designed by the Bibliotheca Anonoma to archive entire Youtube accounts and playlists to the Internet Archive.” For more info: <https://github.com/bibanon/tubeup>

A Linux or MAC OS X operating system is recommended. During the install process, you will be prompted to provide your Internet Archive Account credentials (username and password). Install instructions: <https://github.com/bibanon/tubeup#installation>

Some Use Cases (<https://github.com/bibanon/tubeup#usage>)

- Basic: tubeup <url>
  - Example for a single video: tubeup <https://www.youtube.com/watch?v=vjrdemulDYA>
  - Example for a playlist: tubeup <https://www.youtube.com/watch?v=nmtWQq-oxws&list=PL50CFBF81E103776C>
- Add Required metadata/keywords to videos in Internet Archive
  - Requires keywords: debcotton, debcottonsecondlinecollection, bigredcotton, secondline, neworleans, nola
  - tubeup --metadata=key:value <url>
  - tubeup --metadata=subject:debcotton, debcottonsecondlinecollection, bigredcotton, secondline, neworleans, nola <url> ????
- Add to specific collection
  - --metadata=collection:additional\_collections\_video/debcotton ????
- Search and Download by specific tag, debcottonsecondlinecollection
  - Might have to use YouTube API to create a playlist based on this tag and tubeup the playlist.
  - Do you have any ideas how we could pull over additional second line footage that people upload to youtube on their own? If they were to tag items "debcottonsecondlinecollection" on youtube, could we ask you to pull them over every so often - maybe once a year? That should work, yes. I'm using "tubeup." If

you are able to install it you can download/upload them. Once it's installed it's pretty easy.

## Uploading Hard Drive Footage to Internet Archive and Controlling Access

Below are the responses from Internet Archive related to controlling access to raw video content. They suggest two options.

### Q&A with Jeff Kaplan at Internet Archive

*We'd like to upload to preserve but password protect for access. is that possible?* That would need to go into a separate access-restricted collection unless just keeping them out of the search engine and making them stream only would be acceptable.

*We could load the remaining video from the drive to the existing collection and make them stream-only and keep them out of the search engine. Does this mean that people will still see the video if they land at <https://archive.org/details/debcotton>?* No, if it is not in the search engine it will not be on the collection page. They can see the video if they have the link to the items themselves.

### Two Options

1. Access-restricted collection (recommend)
2. Keep raw footage video out of search engine and make stream-only

## Website Possibilities

You can create a website as a portal to Secondline content from multiple archives and social media platforms. Following are some features that can be incorporated into the site and resources for development:

- Develop basic framework of static informational and some curated pages, and dynamically generate media content through APIs. Make as automatic as possible for easy administration.
- About Deb Cotton and the Secondline Collection
- Deb Cotton Seconline Collection, like to YouTube (BigRedCotton) and Internet Archive Collection (<https://archive.org/details/debcotton>)
- Link out to other websites and social media pages of Deb Cotton
  - [www.NewOrleansGoodGood.com](http://www.NewOrleansGoodGood.com)  
(<https://web.archive.org/web/20170128215001/http://www.neworleansgoodgood.com/>)
  - <https://www.facebook.com/NOLAGoodGood>
  - <https://www.facebook.com/BigRedCotton>
  - <https://twitter.com/nolagoodgood>

- <https://twitter.com/bigredcotton>
- Embed Deb Cotton Secondline Collection in site, using Internet Archive API
- Interactive Crowdsourcing Metadata/Content Description
  - Could be a clever use of comments section functionality or Internet Archive Reviews. If you can collect vital information, like ItemID/VideoID, comment, information can be archived in a textual-platform (like, mediawiki), sorted by Video/Item, retrieved back into website, and (maybe) pushed back to Items in Internet Archive.
- Search social media sites for the specific tag “deb cotton secondline collection” and embed in site using platform APIs (Instagram, Twitter, YouTube, etc)
- Interactive mapping of videos, images, audio to secondline events and routes
- Sorting capabilities by Crew
- Use the API scripts developed to archive media in Internet Archive. It might be possible to embed, list, collect, download, and upload to Internet Archive
  - Additional collections (if over 50 items) should be created for different media -- Audio, Image, Text, etc.
- Showcase media appearances and interviews with Deb Cotton and other Secondline community members.
- APIs to Consider:
  - Internet Archive, <https://archive.readme.io/docs>
  - YouTube, <https://developers.google.com/youtube/v3/docs/>
  - Facebook, <https://developers.facebook.com/tools-and-support/>
  - Instagram, <https://www.instagram.com/developer/>
  - Twitter, <https://developer.twitter.com/en/docs>
  - MediaWiki, [https://www.mediawiki.org/wiki/API:Main\\_page](https://www.mediawiki.org/wiki/API:Main_page)
  - Google Maps, <https://developers.google.com/maps/>

## Create Directory List from Hard Drive

The following instructions will help you print a list of media files and embedded metadata from an external hard drive using three different open-source programs..

### Exiftool

Exiftool is an open-source program that allows you to read, write and edit meta information. It is a command-line tool, so you will need access to the Terminal program in your operating system. Exiftool produces a list of files and embedded exif metadata within media files. Exif metadata provides important information about the creation of files, especially media specifications like camera used, time, duration, etc.

Directions are based on Linux-based Ubuntu system within a Virtualbox. You might need to modify according to your operating system. Windows machines cannot access external drives, so you will need to transfer the files onto your computer to run the command.

1. Download and install instructions:  
<https://www.sno.phy.queensu.ca/~phil/exiftool/install.html>
2. Connect drive to USB port. Procedures will be very similar using a terminal in a Mac (skip the VirtualBox step).
3. In VirtualBox, Devices > USB to mount drive in Ubuntu
4. Open the terminal and change directory to external drive and enter exiftool command:
  - a. `cd PATH/TO/EXTERNAL/DRIVE`
  - b. `exiftool -common -createdate -duration -mimetype -recurse -csv dir > /path/to/project-folder/out.csv`
5. Embedded metadata from all media files on the hard drive will be exported to a CSV file

**Example:**

```
cd /media/sandra/  
exiftool -common -createdate -duration -mimetype -recurse -csv  
dir > /home/sandra/project/out.csv
```

**How to find a directory path?**

Windows: In Windows Explorer, select the directory that you want. Right-click and select Properties. Select the Location tab to see the directory path.

Mac: In Finder, select the directory that you want. Control-click and select Get Info.

Linux: In file system, select the directory that you want. Right-click and select Properties.

Copy/Paste/Write path and refer to the correct path using the command above.

**DROID**

DROID is an open-source program, developed by The National Archives to perform automated batch identification of file formats. It runs in a Java environment, so it is platform-independent. It can run on Windows, Mac, and Linux machines, using the same instructions. DROID produces a list files in a source directory, providing important information about the types of files and file counts within a file system.

1. Download and install instructions: <http://digital-preservation.github.io/droid/>
2. Open DROID (filename and location will be something like this,  
`\droid-binary-6.4-bin\droid-ui-6.4.jar`)
3. Add new profile, click on green + sign
4. Navigate to your source directory the directory that you would like to list files from. Click OK.
5. Click Start
6. Export Details
  - a. Once the analysis is complete, you should be able to expand the file structure within the porfile window
  - b. Click Export icon at the top of the screen
  - c. Select the profile that you want to export (usually, Untitled-1), Select One Row per file, and Click Export profiles....

- d. Select your project directory where you would like to save output files, name the file (projectname-DROID-filelist.csv), and Click Save.
7. You can generate different reports, for example:
  - a. Check profile
  - b. Select report from drop down menu
    - i. File Count and Sizes by file extension
  - c. Click Report on Files...
8. Export into your project directory as projectname\_DROID\_TypeReport (example: CottonVideo-1\_DROID\_TypeReport)

### **FileAnalyzer**

FileAnalyzer is an open-source program, developed by the US National Archive and Records Administration (NARA). It runs in a Java environment, so it is platform-independent. It can run on Windows, Mac, and Linux machines, using the same instructions. FileAnalyzer produces a file list from a source directory including file formats and metadata.

1. Open FileAnalyzer (filename and location will be something like this, C:\File-Analyzer\bin\fileAnalyzer.jar)
2. Complete the following fields under the Criteria tab
  - a. Root Directory to Scan: navigate to the source directory on an external drive or your computer.
  - b. Output Directory: navigate to the project directory where the reports will be saved
  - c. Action to perform: you will perform 1 action:
    - i. Count Files By Type
  - d. Max Items: 10000
  - e. Check [filenames have no periods]
3. Under the Details tab, export the Details directory list
  - a. Click on Export Table
  - b. Save to project directory as filename\_Details.txt
4. Under Type tab, export the file count by type list
  - a. Click on Export Table
  - b. Save to project directory as filename\_byType.txt
5. Create Excel spreadsheet from text files
  - a. Open excel or alternate spreadsheet program > Import Data Text file
    - i. Or, right-click on file > Open with Excel (or alternate program)
  - b. Confirm data is formatted into columns (might have to selected tab-separated)
  - c. Click OK

## **Preparing Video Files on External Hard Drive for Upload to Internet Archive**

Consider the following actions when processing content on the external drive:

- Gathering video files into a video directory. You can use a command line script to copy all video file formats to a directory. This might be best executed inside individual directories that contain video files.
  - Example command:
    - `cp *.mp4 /path-to-directory/videos`
      - Run for each video file format present on the drive (\*.mov, \*.avi, \*.mpg, \*.m4v)
  - Example command to search directory and subdirectories and maintain directory structure:
    - **[DRY RUN]** `rsync -avmn --include='*.mp4' -f 'hide,! */' . /path-to-directory/videos`
    - **[EXECUTE]** `rsync -avm --include='*.mp4' -f 'hide,! */' . /path-to-directory/videos`
      - Run for each video file format present on the drive (\*.mov, \*.avi, \*.mpg, \*.m4v)
      - -a, retains permissions and file metadata
      - -v, verbose
      - -m, omit empty directories
      - -n, dry run (provides a list of file paths and files that will be processed and total size of processed files)
      - -f, filter out directories
- Naming convention
  - Adding a prefix to original filename that captures the year and secondline organization (matching the file management of hard drive).
  - Secondline Organization as primary sort: DTBB-2011-####\_[original filename]
    - DTBB-2011-0001\_Prince of Wales” for 2011 Annual Second Line feat. Da Truth Brass Band playing 'All I Want Is You'
  - Run a batch name change to add the prefix to all video files.
  - Create a master list of secondline organizations and abbreviations for volunteer to work from.
- Gathering other media files into a directory, like images, and apply similar naming conventions.
- Upload to internet archive, follow above instructions