

Workflow for Reviewing/Writing a Description

1. Identify file to view. Label Yellow while viewing.
2. Find corresponding record in Filemaker database.
3. Read through existing description before viewing.
4. View video.
5. Adjust summary if needed. Note any problems with audio or video in summary.
6. Review technical metadata for accuracy (is there sound? Is it in B&W?, etc.), and add any technical metadata that's missing and available through video file (mainly duration, but also color, audio type, etc.)
7. Add, confirm, or change Item Type/Intended Purpose (is this an edited story, original footage, or an aircheck of a broadcast?)
8. Add and/or revise contributor, subjects, locations, etc. using authorized headings from list:
(Authorized_Terms_for_Boston_Local_TV_News_09262013.xlsx)
9. If there is a person you want to add a heading for, make sure they are significant enough to warrant a heading. We've been determining that by checking to see if they have a Wikipedia page and it has a sufficient amount of information about them. If so, email the Project Coordinator with the person's name, link to Wikipedia page, and the UID for the record you want to add them to. We will authorize headings and add them to appropriate records.
10. Note prepub review concerns, if there are any (there usually won't be), and send them to the Project Coordinator in an email.
11. Label video orange.