

Music Librarianship Data Management Plan Final Project

Project, Experiment, and Data Description

Our music library is an academic library that has an extensive collection of music recitals produced over the last 5 years. Music recitals produced by students and faculty have been collected partly via CD-ROM and have since deteriorated beyond restoration. CD-ROMs are known to be one of the most insecure types of physical data collection and have been among the first items to deteriorate in the entire collection. They require being ripped to a 1 TB (or larger) digital backup drive per year of recitals. The Library Information Management Department is responsible for producing the data management plan. The Information Technology Department and the metadata librarians for the music library are also involved in this process, as metadata needs to be created to label and search the recitals, and hard drives plus other hardware need to be periodically checked and maintained to ensure the integrity of the files. The information listed in the metadata should include the date of the recital, time of year or semester, genre or theme, persons involved in the recital, and score. Additional information can be summarized in a commentary section if necessary. Sheet music, recital summaries, and visual assets such as still photographs taken during the recital can be included within these collections.

Documentation, Organization, and Storage

The documentation created to make this data understandable to other researchers involves detailed metadata and local call numbers. For example, "R-CD Johnson, Grace 2013-03-26". The Information Technology (IT) department can also label each hard drive and cloud database, even being so simplified as to simply number them in the order in which they were

produced. Previous CD metadata and call numbers could be retained while maintaining a new call number for digital copies of these ripped files.

The metadata is not standard (and is therefore proprietary), as there are many ways to produce and store musical metadata, such as genre and tempo. File formats will be primarily WAV format. WAVs conform to an open standard that has existed since the 1990's. This file format is standard to the field, though musical documentation and metadata tend to vary due to the lack of standardized terminology (i.e. genre, composer, etc). Tools and software required to view the data can be almost any standard media software, including programs such as VLC or Windows Media Player. Since the WAV format is so universal, items will likely not need converting to other formats for some time.

Having additional formats available, such as MP3 or MPEG might be prudent to hedge one's bets. Files should be periodically checked for data corruption and other errors. Data is organized by school year and then sub-organized by month. A thematic catalog also sorts this information by the theme or mood of the recital, such as holiday music, classical music, or springtime music. Library servers include active cloud servers, run by the central university, and backup drives with offline copies of the recitals that are stored in a climate-controlled room and periodically examined for deterioration and damage.

All information is stored in a climate-controlled room that prevents excessive humidity, heat, and cold. Information can also be organized by anthology, meaning that music listed in the thematic catalog could be collected by mood or holiday and backed up as a separate collection.

The items that are fastest to deteriorate should be separated from other assets and organized by severity of deterioration. Once these items are ripped to a digital format, they can be reorganized and re-united with materials that are less deteriorated as deemed applicable.

Access, Sharing, and Re-use

The music library will only provide copies of previous recitals to students involved in these recitals on request. Only the metadata archivists, music librarians, and information technology members of the library system will have access to this information unless requested by students and faculty who are privileged to see it. Sharing the musical data does not raise privacy concerns unless released to an unauthorized student or non-student. Commercial use will not be allowed.

Because of the nature of these files, the research will not be published in a journal. This is not standard scholarly writing, but instead prior recordings of musical recitals and concerts. Items released to students and faculty can be shared or distributed for personal use to anyone the student/faculty deems appropriate. A waiver must be signed upon being provided a digital copy of any assets, stating that the intended person whom the file(s) were for received them and that they will not replicate or reproduce them for commercial use under any circumstances. The files will be released via email as a digital file, maintaining the WAV format.

Archiving

So far, the digital repository of music recitals has been retained for the past 5 years. Items could be held digitally (with proper preservation) for the next 10-50 years, depending on how proactive the music library is at keeping up with current file formats and technological storage methods. CD-ROMs must be ripped from their current state into digital WAV files. In time, cassettes, reels, and DAT tapes also need digitization. While these formats do not deteriorate as quickly as CD-ROMs, their physical formats will not be eternal. All physical assets will deteriorate, given enough time. Music librarians and metadata archivists must be willing to prioritize certain types of physical assets, such as cassettes, as they are likely the next item(s) on the list to be digitized. Data will be archived for 10 years and then weeded as deemed necessary. If a recital is particularly pivotal or notable, that recital will be kept on hand in a

“greatest hits” repository, to be used at the discretion of the recital attendees. Every year, there is a recital audit in which archives are recounted and digitally restored to the current standard of listening and viewing quality. The latest versions of VLC, Windows Media Player, and other viewing software can be made available along with copies of files and digital assets related to the event or viewing year.