The New Mexico Public Media Digitization Project

The New Mexico **Digitization Project** has digitized over 7,689 files since March 1, 2021. As a graduate student remote cataloging intern for GBH through Louisiana State University's School of Library and Information Science for the New Mexico Public Media Digitization Project in cooperation with the American Archive of Public Broadcasting (a collaboration between GBH and the Library of Congress)



media-digitization-project/ NMPBS in Albuquerque (the base of operations for the project)

NEW MEXICO PUBLIC MEDIA DIGITIZATION PROJECT **Cataloging Workflow**

ACQUISITION

Spreadsheet

identificatio

n number

and basic

Copy file

information

identificatio

into Archival

Management

n number

System

Verify initial

information

matches file

Check the

shared

for file

EXAMINATION

Examine file

7 minutes

of the

View 2 minutes

through the

to catch

soundbites

file.

periodically,

creators and

contents within

beginning, scrub

middle stopping

watch 2 minutes

of the end of the

DESCRIPTION

REVISION

RESEARCH

- natural language in Word within 3 minutes before copying to spreadsheet.
- metadata entries Search online in spreadsheet in punctuation utilizing Resource Description and Access (RDA).
- Identify topics, speakers, genre, copyright info. unknown
- and places online to gather additional information to include in
- a description for copy cataloging.
- Search names Describe files in Complete
- description to determine if already exists Check Library of
 - Congress Names Use google image search Authority for to identify proper formatting of interviewees. names.

- Check
 - descriptions and metadata entries for proper spelling, capitalization before submitting.
 - Revise entries if needed according to suggestions from supervisor.
 - Learn from early mistakes.

Tchose to help with

Mexico Public Media Digitization Project scan the QR Code. This project is a Digitizing Hidden Collections grant from the Council on Library and Information Resources. If you'd like to know more about the Louisiana State University School of Library and Information Science and the Programs the school has to offer go to:

To find out more

about the New

Meet Our Team

Karen Cariani David O. Ives Executive Director AAPB Project Director GBH Archives

Alan Gevinson AAPB Project Director Library of Congress

Rachel Curtis AAPB Project Coordinator Library of Congress

Casey Davis Kaufman MLA Associate Director/ AAPB Project Manager **GBH Archives**

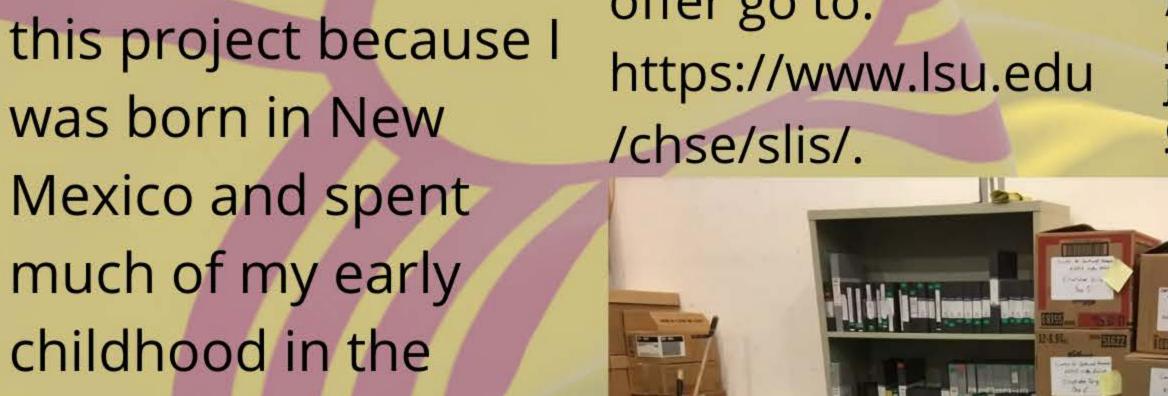
Michael Kamins Project Director NM Public Media Digitization Project

Miranda Villesvik **Senior Archivist GBH Archives** Megan Rose Kilidjian Archivist **NM Public Media**

Digitization Project David Saiz Project Fellow Rachel Snow

Project Fellow Angelica Bernaert

GBH Intern Jessica Cummins GBH Intern



desert chasing tumbleweeds, hiking mountain trails and enjoying the annual



New Mexico Public Media Digitization Project



by Jessica Cummins 2022

I've learned the intricacies of creating metadata and describing audiovisual files while keeping files organized with digital archive management systems and spreadsheets.

Weekly Zoom meetings have been integral during the **Covid pandemic for** working remotely while fostering collaboration, teamwork, socializing, and solving problems.

much of my early childhood in the International Hot Air Balloon Fiesta.