



Digitizing Audio Workshop

Sponsored by the Capital District Library Council

March 24, 2010 ❖ 12:30 pm - 4:30 pm
At CDLC Headquarters

Presented by Mark Wolfe

Curator of Digital Collections in the M. E. Grenander Department of Special Collections & Archives at the University at Albany

Join us for an introductory workshop on reformatting your audio collections (cassette tapes, reel-to-reel tapes, etc.) . Digitizing your analog audio recordings allows them to be made available on the web. There are many other benefits, such as extending the life of fragile recordings and making them more accessible.

Workshop participants will learn the basics of digitizing audio. This knowledge is essential whether you choose to digitize material in-house or use a vendor. Topics that will be covered in this workshop include the benefits of digitizing audio collections, planning a project, equipment needed to digitize, audio reformatting software, metadata specific to audio reformatting, and storage and preservation considerations. The workshop will also include a demonstration of digitizing a cassette tape.

Participants will have an opportunity to submit questions to the presenter prior to the workshop.

Our presenter, Mark Wolfe, received an M.A. in History and an M.L.S. from the University at Albany in 2003. He has seven years of experience working with digital technologies in libraries and archives.

Cost is \$17 for CDLC Digital Collections participants and CDLC Personal Members; \$22 for staff of CDLC member libraries; and \$35 for non-members. **Current CDLC Digital Collections participants get registration priority through February 12. Workshop seating limited to 24.**

Digitizing Audio Workshop PROGRAM REGISTRATION FORM

To register, complete this form and send it to the address below, along with your check for \$17 for CDLC Digital Collections participants and CDLC Personal Members; \$22 for staff of CDLC member libraries; and \$35 for non-members made out to "CDLC." Registration deadline is **March 19, 2010**.

NAME: _____
ADDRESS: _____
INSTITUTION: _____
PHONE: _____ EMAIL: _____

Return this form to: Susan D'Entremont, CDLC, 28 Essex Street, Albany, NY 12206