

## Step-by-Step Guide for Archiving Interviews for Conservation Research

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### Checklist for each interview

- ☐ Research Drive folder requested (section 1)
- ☐ Main folder for interview created (section 2)
- ☐ Audio/video files renamed (section 3)
- ☐ All files in the folder (re)named according to conventions (section 3)
- ☐ Audio/video files uploaded to Research Drive (section 4)
- ☐ Interview transcribed and corrected (section 5a)
- ☐ Metadata template filled out and added to transcript (section 5b)
- ☐ Consent forms signed and uploaded (section 5c)

### 1. Request Research Drive folder

A research drive folder can be requested via [datasteward-fgw@uva.nl](mailto:datasteward-fgw@uva.nl). Please indicate the full name of the interviewee. The folder will be named [Lastname, Firstname]

### 2. Prepare dataset for uploading

Move all files related to **one interview** into **one dataset folder** (locally on your device), create sub folders if necessary, and name the folders according to the following conventions. As at this time it is not possible to delete in Research Drive it may be easier for workability to create a folder locally on one's computer first and then upload the processed files as a whole.

Dataset folder naming
Template: <i>LastnameInterviewee_YYYYMMDD_IdentifyingInformation</i>
Example: <i>Mendini_20170202_artist_studio</i>

Identifying information for the dataset folder can be:

- The place or location of the interview, e.g., artist\_studio or artist\_home; kroeller-mueller\_museum (rather than Otterlo); RCE\_depots;
- The name of the artist if the artist is not the interviewee;
- The topic of conversation if multiple people are interviewed on this same topic.

Examples for subfolder names
<i>LastnameInterviewee_YYYYMMDD_consent</i>
<i>LastnameInterviewee_YYYYMMDD_recordings</i>
<i>LastnameInterviewee_YYYYMMDD_transcript</i>
<i>LastnameInterviewee_YYYYMMDD_ASR</i>

### 3. Rename files (before or after uploading)

To ensure that people know that a group of files belong to a cluster of data, giving them a similar name can help. In an archive it makes sense when this is standardized, to facilitate cross-linking and searchability.

Rename all files in your dataset folder and sub folders according to the following conventions. Note that the extension, e.g. .pdf, is added automatically to indicate the file type.

File naming
Template <i>LastNameInterviewee_YYYYMMDD_IdentifyingInformation</i>
Example: <i>Mendini_20170202_transcript.pdf</i>

For file naming use	Do <u>not</u> use in file names
Lower-case letters	Spaces
Capital letters	Special characters
Numbers	Punctuation marks different from allowed
Underscore	Lengthy names
Hyphen	

#### Further tips and suggestions

- You can also add the photographers name in the file name:  
*Mendini\_20170202\_studio\_01\_photo\_SannekeStigter.jpg*  
*Mendini\_20170202\_studio\_04\_photo\_BeatriceFelice.jpg*
- Usually the extension already suggests the file format, i.e. video or audio, so if you have several parts, you may specify this by a number.  
*Mendini\_20170202\_part1.m4v*  
*Mendini\_20170202\_part2.m4v*
- For consent, you may want to specify the name of the one who signed:  
*Mendini\_20170202\_consent\_Alessandro.pdf*  
*Mendini\_20170202\_consent\_Franseco.pdf*  
*Mendini\_20170202\_consent\_Mol.pdf*  
*Mendini\_20170202\_consent\_Stigter.pdf*

### 4. Upload files to Research Drive

#### Files to be uploaded:


- Audio and video recordings
- Signed consent forms (if available already)
- Transcription files (if already available), including raw text in txt file format, subtitles in srt format, and any additional documents, such as a html, time aligned transcript, and pfd for an edited transcript
- Images, documentation referred to during the interview
- Correspondence

## How to upload:

There are three options to upload your entire folder (or individual files) to the requested Research Drive folder.

### Option 1. Research Drive Web Interface

Open your Research Drive folder by clicking on the link received from the data steward (see Step 1). You will need to enter the password which has been provided to you as well. To upload folders and files:

- Drag the entire folder or individual files directly into the browser.
- Or click on the  icon and choose *upload*; select files or folders you want to upload.

### Option 2. File Transfer

Uploading via the web interface is not safe for your data and can lead to problems.

*If you don't succeed uploading your files via the Research Drive web interface (Option 1):*

- use SURFfilesender, a safe and encrypted way of sending (large) files provided by SURF, the same company as Research Drive, if provided access, <https://www.surf.nl/en/services/surffilesender>.

*If you don't succeed uploading your files via SURFfilesender:*

- request a file drop link via [datasteward-fgw@uva.nl](mailto:datasteward-fgw@uva.nl). The data steward will then place your files into your Research Drive folder after receiving them via SURFfilesender.

### Option 3. OwnCloud

If you are *more frequently* archiving interviews installing the OwnCloud desktop client for using Research Drive could be a good option for uploading larger files easier and faster. To make use of OwnCloud, follow these steps:

- Ask for an invitation to Research Drive via [datasteward-fgw@uva.nl](mailto:datasteward-fgw@uva.nl).
- After receiving the invitation log in to Research Drive, do so with your institutional account following the prompts. If you do not have an institutional account which is part of the SURFcontext, please create a guest account.
- Ask [datasteward-fgw@uva.nl](mailto:datasteward-fgw@uva.nl) to provide you access to your Research Drive folder via your Research Drive account.
- Install OwnCloud on your computer. Instructions can be found here: [ownCloud desktop client - Research Drive - SURF Wiki \(surfnet.nl\)](#)
- Install rClone as well for better results with large files.
- Place your folders and files into your local Research Drive folder.
- Make sure synchronization is running.
- Please get in touch via [datasteward-fgw@uva.nl](mailto:datasteward-fgw@uva.nl) if you run into any issues.

## 5. Processing interview data

This can be done in any order or in parallel. Please consult templates, software and more information about consent forms, transcription and metadata collection from the Interviews in Conservation Initiative Resources, <https://www.uva.nl/en/discipline/conservation-and-restoration/research/research-projects/interviews-in-conservation-initiative/resources/resources.html>

- Transcribe interview and upload transcription files
- Fill in metadata template<sup>1</sup> and attach the transcription
- Upload signed consent forms

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<sup>1</sup> Metadata templates in English and Dutch are attached to this guide, and available under resources, from [www.uva.nl/ici](http://www.uva.nl/ici)

Note: If not all participants on the video/audio have signed consent forms yet, the data stewards of the UvA's Humanities Faculty can prepare consent forms for your interview. Please get in touch via [datasteward-fgw@uva.nl](mailto:datasteward-fgw@uva.nl) after you have filled out the metadata template in the Research Drive folder.

### Images in transcripts

If photos are registered as separate files, they will be downloadable. It is advised to use them in the transcript instead, so the context remains clear. Make sure to always use captions and as part of, the © copyright holder of the image.

## 6. DANS Data Station Social Sciences and Humanities deposit

Everyone can make use of a user friendly [OH-SMArt deposit form](#). If you or your institution is not affiliated with SURF, as most academic institutions are, you need to first create an eduID. This can be done while making an account at the [Data Station SSH](#) and selecting "eduID" under "Use another account." It will then give you a prompt to make your own. The following steps guarantee a secure login and need to be carried out one time only:

1. Given an EduID and a Data Station SSH account you can then retrieve your API key This can be found under "API token" when logged into the [Data Station SSH](#).
2. Your API key needs to then be copied and pasted into the field under "Your settings" in the [OH-SMArt deposit form](#) in order to sync the two platforms for the automatic submission of your files for approval in the Data Station SSH.
3. When depositing files in the future, depositors then only need to log in to the OH-SMArt deposit form, <https://ohsmart.datastations.nl>. Bookmark it for quick and easy access.

### Depositing metadata

Prepare a short summary of the interview, including context and direct cause for the interview, aspects that cannot be deduced from the interview itself. The text boxes and drop-down menus should be clear. For adding keywords use controlled vocabulary as much as possible, AAT is built in the form; allow a second for it to appear when typing first letters.

### Data Access Protocol

Fill out the [Data Access Protocol Template](#), to define:

- General information about the dataset
- Information about restriction on reuse
- Information about processing access requests
- Any additional information

In the Data Access Protocol, you need to fill out the DOI of the dataset. The DOI is created once a draft dataset is made in the Data Station SSH. Complete the form and upload as PDF to your dataset as an [Open Access file](#).

For detailed information on how to deposit data with Restricted Access, see: *Guidebook - Depositing Restricted Access In The DANS Data Stations (1.0)*. Zenodo. <https://doi.org/10.5281/zenodo.10887484>.

### Depositing files

- Which files should be deposited? They can only be deposited when named after conventions. Transcript is ideally deposited in at least txt, which will remain machine readable, as opposed to pdf. Therefore, consider adding,
  - txt
  - rtf

- srt
  - doc
  - pdf
  - jpg, or other regular image file types (except for pdf)
  - mp4, or other video file (consult DANS)
  - mp3, wav or other audio file (consult DANS)
- DANS does **not** allow archiving consent forms in their Data Stations to avoid confusion about who is responsible for storing the data, which is the data owner, who has arranged consent for archiving the data. Consent forms **should** be stored at all times on UvA's Research Drive.
  - This contact address should always be included for permanent availability:  
[datasteward-fgw@uva.nl](mailto:datasteward-fgw@uva.nl).
  - The UvA FGw data steward will be addressed about the deposited datasets. Both their and your account can manage the submitted dataset, in addition to the oral history data curator of DANS.

## 7. Examples at DANS Data Station SSH

It can be helpful to study how the most recent interviews in 2024 are archived in the DANS Data Station Social Sciences and Humanities. For ease of findability, they are grouped in collections listed in the left column, the largest collections at the top. Click on 'more' several times to find the collection [\*Interviews in Conservation Research\*](#).

**Interview Metadata and Transcript<sup>2</sup>**

*[Replace heading for interview title: Interview with [first name] [last name], Location, Place + Date. Filling out 'on' after the interviewee's name is important if more interviews are (to be) conducted, or to indicate the subject / project as a common denominator for interviews that belong together].*

Title	Interview with <first name, last name> on <subject>, <Place>, <Date>
Subtitle	<'on' subject> in case of more relating interviews (or directly added to title above)
Interviewee	[Preferred] <Name>, profession or function
Interviewer(s)	Name of the interviewer(s), profession or function of the interviewer(s). Use separate bloc per name.
Others present	Name(s), function(s) of others present. Use separate bloc per name.
Place	Place where the interview has been conducted
Date; time/duration	Date; start and end time of the interview and/or duration
Temporal coverage	Named period, date, or date range [start date-end date]
Spatial coverage	Named place or a location; specified by its geographic coordinates
Keywords	List of relevant key words. Preferably, use thesauri for controlled vocabulary and persistent Identifiers (PIDs). See Getty's Art & Architecture Thesaurus® (AAT), Union List of Artist Names (ULAN), the Netherlands Institute for Art History, RKD Research, and Wikidata for all terms that cannot be located otherwise. In <a href="https://ohsmart.datastations.nl">https://ohsmart.datastations.nl</a> , type and await suggestion (currently for AAT only).
Summary (Description)	Briefly state something about the interview in a few sentences. What is the role of the interviewee within the project? What is the reason for the interview? Furthermore, point by point what is discussed in the interview, preferably with time codes (large chunks). Briefly describe special events. This increases the accessibility of the interview.
Audience	Humanities; Arts and Culture; History of Arts and Architecture (for example)
Recording by	Name and type of recording (audio/video), name device
Transcript by	Name, function / organisation (date of completion)
Publisher	E.g., Institution
Owner (Rightsholder)	Name of the organisation or private party depositing the document. Can be the same as Publisher field.
Related to	Other interview / publication / project, etc. Use separate bloc per item / Link
Access rights	Closed / restricted / open – FAIR: Findable, Accessible, Interoperable, Reusable
Language	
Date available	Important in case of embargo. If not, it can be any date asap
Depositor	Institution (or name)

**Setting**

[describe setting and atmosphere of the interview to illustrate what cannot be sensed from only reading the text in the transcript].

**Transcript**

[paste transcript from resulting xxx.word.txt file from WhisperCorrector from [www.speechandtech.eu](http://www.speechandtech.eu), and while text selected, drag left margin marker 3,5 cm (or as needed) to the right to distinguish the spoken text from the speakers].

<sup>2</sup> Template compiled with the *Interviews in Conservation Initiative*, at the University of Amsterdam, [www.uva.nl/ici](http://www.uva.nl/ici), in collaboration with DANS, the Dutch national centre of expertise and repository for research data, <https://dans.knaw.nl/en/>, part of the Royal Netherlands Academy of Arts and Sciences (KNAW) and the Dutch Research Council (NWO), 27 March 2023, updated 05-08-2024, 27-01-2025.

## Interview Metadata en Transcript<sup>3</sup>

[Vervang kop voor interview titel: Interview met [voornaam] [achternaam], locatie, plaats + datum. Toevoeging 'over' na naam geïnterviewde is belangrijk bij meerdere interviews, of om onderwerp / project als gemeenschappelijke deler aan te geven wanneer meerdere interviews bij elkaar horen].

Titel	Interview met <voornaam achternaam> over <onderwerp>, <plaats>, <datum>
Ondertitel	<'over' onderwerp> in geval van meer gerelateerde interviews, of voeg in titel.
Geïnterviewde	Naam (geboortedatum), beroep of functie
Interviewer(s)	Voor- + Achternaam interviewer, functie. Nieuw blok per naam.
Overige aanwezigen	Voor- + Achternaam overige aanwezige(n), functie. Nieuw blok per naam.
Plaats	Plaats waar interview is gehouden, incl. adres voor geo-data
Datum; Tijd	Datum; en begin- en eindtijd van het interview of de duur van het interview.
Periode(n)	Benoemde periode, data of periode [begindatum-einddatum]
Geografisch bereik	Benoemde plaats, gebied, land of locatie; specificeer geografische coördinaten
Trefwoorden	Relevante trefwoorden, bij voorkeur volgens thesauri voor vastgestelde termen en Persistent Identifiers (PIDs). Zie Getty's Art & Architecture Thesaurus® (AAT), Union List of Artist Names (ULAN), Nederlands Instituut voor Kunstgeschiedenis, RKD Research, and Wikidata voor alle termen die elders niet in thesauri zijn ondergebracht. In <a href="https://ohsmart.datastations.nl">https://ohsmart.datastations.nl</a> , type en wacht op suggestie vanuit AAT (op dit moment enige koppeling daar).
Samenvatting (Beschrijving)	Vertel in een paar zinnen iets over het interview. Wat is de rol van de geïnterviewde binnen het project? Wat is de aanleiding voor het interview? Geef verder puntsgewijs aan wat er in het interview besproken is, liefst met tijdcodes (grote brokken). Beschrijf kort bijzondere gebeurtenissen. Dit vergroot de toegankelijkheid van het interview.
Publiek	Geesteswetenschap; Kunst en Cultuur; Kunstgeschiedenis; Conservering en Restauratie (bijvoorbeeld)
Opname door	Naam en type opname (audio/video), naam gebruikte apparatuur
Transcript door	Naam, functie / organisatie (datum voltooid)
Uitgever	Bijv. instelling
Eigenaar (Rechthebbende)	Organisatie of particuliere partij die het materiaal deponeert; kan hetzelfde zijn als uitgever. Zorg voor toekomstige bereikbaarheid, middels algemeen e-mail adres.
Gerelateerd aan	Ander interview / publicatie / project, etc. Kopieër blok per item / link.
Toegang	Gesloten / beperkt / open – FAIR: Findable, Accessible, Interoperable, Reusable
Taal	[meerdere mogelijk]
Datum beschikbaar	Belangrijk in geval van embargo. Zo niet, dan kan het elk moment zijn
Deposant	Instituut (alt. naam)

## Setting

[Beschrijf kort de setting en de sfeer van het interview om te duiden wat niet naar voren komt als alleen de tekst gelezen wordt]

## Transcript

[kopieer en plak het gecorrigeerde transcript uit het .word.txt bestand, als resultaat uit WhisperCorrector ([www.speechandtech.eu](http://www.speechandtech.eu)), en sleep terwijl de tekst is geselecteerd de linker kantlijn 3,5 cm (of zoveel nodig) naar rechts om de sprekers van de gesproken tekst te scheiden]

<sup>3</sup> Template ontwikkeld in het kader van het *Interviews in Conservation Initiative*, van de Universiteit van Amsterdam, [www.uva.nl/ici](http://www.uva.nl/ici), en DANS, het nationale expertisecentrum en repository van onderzoeksdata, <https://dans.knaw.nl>, onderdeel van de Koninklijke Academie van Kunst en Wetenschap (KNAW) en de Nederlandse Organisatie voor Wetenschappelijk Onderzoek (NWO), 27 maart 2023, updates 05-08-2024, 27-01-2025.