

How to use and archive data at the
Archive of the Indigenous Languages in Latin America (AILLA):
A workshop-presentation

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*Translated from Spanish to English by
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Workshop Overview:

- Part 1: Introduction to AILLA
- Part 2: How to use AILLA (registering, navigating, researching)
- Part 3: How to make a deposit at AILLA
- Part 4: Managing your metadata
- Part 5: How to use depositer tools
(**Metadata Editor**)

Part 1

Introduction to the Archive

What is AILLA?

- AILLA is a digital archive founded at UT-Austin in 2001. The primary mission is to conserve the diverse materials related to indigenous languages in Latin America.
- It is available online in Spanish and in English at:
ailla.utexas.org
- AILLA is totally free (anyone can register and use AILLA).
- The majority of the materials are available to the public (17% are restricted).

Types of Archived Material

- Audio and video recordings (some are transcribed and translated into Spanish and/or English)
- Scanned Manuscripts (journals, files, articles and unpublished books)
- Digital texts (written on a computer)
- Databases converted in proprietary formats (e.g. Excel) in standard forms (e.g. xml)
- Photographs

AILLA Statistics

- 279 indigenous languages
- 125 depositors in 28 countries
- 16,069 audio recordings (5,933 hours)
- 2,095 video recordings (1,148 hours)
- 4,051 digital texts (84,398 pages of text)
- 37,568 scanned images of the pages in manuscript text
- 4,255 photographs
- 4,875 registered users
- The numbers keep growing every week.

Who should archive?

- Native speakers, linguists, anthropologists, ethnologists, etc.
- Anyone who wants materials that document the indigenous languages of Latin America to survive.
- YOU!

Levels of Access

- Level 1: Open to all the users of AILLA (because they are in accordance with the Terms and Conditions of Use, see below)
- Level 2: Restricted and protected by a password.
- Level 3: Restricted with a password and has a specific date set to be open to the public (e.g., the resource will be converted to Level 1 on January 1st, 2040.)
- Level 4: Restricted with a password and controlled by the depositor. A contact email will appear where the user can write write to the depositor to ask permission for access.
- Some restricted materials (levels 2-4) have a hint for the password

Two categories of digital media:

1. Archivable formats:

- Not compressed and very large
- **Cannot be downloaded from the internet**
- Audio: .wav
- Video: .mpg
- Images (photos or scanned texts): .tif

2. Presentation formats:

- Are smaller and/or compressed
- **Can be downloaded from the internet**
- Audio: .mp3
- Video: .mp4
- Text: .txt, .rtf, .xml, .html, .pdf/a, .eaf
- Images: .pdf/a

Part 2

How to use AILLA



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Welcome to AILLA

AILLA is a digital archive of recordings and texts in and about the indigenous languages of Latin America.

Access to AILLA and its resources is always free of charge. Most of the resources in the collection are available to the public, but some have special [access restrictions](#).

You must Register and Login to open or download any media file.

 **Users:** start by [browsing the catalog](#) or use the navigation menu on the left to find more information about the archive and the indigenous languages of Latin America.

 **Depositors:** If you want to deposit materials in AILLA, [start here](#).

The Collection

The heart of the collection is recordings, both audio and video, in a wide range of genres: narratives, chants, oratory, conversations, songs, and more. Many recordings are transcribed and translated into Spanish, English or Portuguese.

The archive also contains a wealth of language documentation materials: grammars, dictionaries, ethnographies, and field notes. The collection includes teaching materials for bilingual education and language revitalization programs.

We are committed to serving the indigenous people of Latin America and the scholars who study their languages. We are always interested in hearing from you. Please [contact us](#) if you have any questions, comments, or suggestions.



[How can I contribute to AILLA?](#)



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Login to AILLA

Username

Password

[Note: User names are case sensitive.]

Your browser must be set to accept cookies for your login to work. For help, please go to our [Cookies](#) page.

Not yet registered?

How to register: The first step is to create a new account



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Create a new user account

Username and passwords must be at least 6 characters long and must contain only alphanumeric characters (no whitespace).

Username

Password

Retype Password

Fields marked with a * are required.

* First Name	<input type="text"/>
* Surname(s)	<input type="text"/>
* Email	<input type="text"/>
Affiliation	<input type="text"/>
Country	<input type="text"/>

ALLA will not give or sell your registration information to anyone. It is strictly for our own administrative use.

2nd step: Go to the Terms of Conditions of Use

Attention!

In order to access any of AILLA's resources, you must agree to **AILLA's Terms and Conditions of Use**.

Your agreement will be recorded in your user account, and is legally binding for all future use of the archive through that account.

Thank you for your cooperation.

- [Go to Terms and Conditions of Use](#)

- [Go Back](#)

3rd step: Read the Terms and Conditions of Use

Terms and Conditions of Use

Resources deposited in the AILLA database are protected by the [AILLA License Agreement](#) or by more specific agreements signed by the depositors and AILLA's directors. While AILLA can not guarantee that no violations of these agreements will occur, if we learn of a violation, AILLA will notify the AILLA community of the violation.

"I agree to the following conditions on the use of AILLA resources:

1. I will not use any resource in the AILLA database for commercial purposes.
2. I will respect the intellectual property rights and copyrights that pertain to AILLA's holdings.
3. I will not alter or modify any resource in the AILLA database, without a legal authorization to do so, for example, fair use, or without prior explicit permission from the resource's creators.
4. I will not create works derived from any resource in the AILLA database, without a legal authorization to do so, for example, fair use, or without prior explicit permission from the resource's creators.
5. I will act in good faith in interactions with AILLA's User Registration and Graded Access Systems. This means that I will not attempt to disguise my electronic identity or impersonate an AILLA depositor or resource creator, and I will abide by the decisions made by resource controllers concerning access to AILLA resources.
6. If the metadata for a resource states that names of creators and participants must be kept anonymous, I will respect their anonymity in any spoken or written representation of that resource that I produce.

4th step: Accept the Terms and Conditions

7. I will cite any AILLA resource that I make use of in any published work according to the [AILLA Citation Guidelines](#)."

We would also like to ask that you inform us of any publications, projects, or significant research that you accomplish using AILLA resources, so that we can announce them on our News page. And if you produce transcriptions or translations or other derivative materials from AILLA resources that our user community would find interesting, we would appreciate it if you would deposit those materials with us as well. We expect to have many recordings in our collection that are untranscribed and unanalyzed, and are hoping that members of our user community will gradually help us to produce transcriptions, translations, and analyses, making these oral works more accessible.

Please select an option.

Yes, I accept

Yes, I accept the terms and conditions listed on this page.

No, thanks

No, I do not accept these terms.

Welcome Page: Select “Browse the Archive”



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Welcome, Jon Kung!

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[Beier, Christine](#)

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Awakateko	Arawakan	Aymara, Central
Aymaran	Aymara	Barí
Bocotá	Baniwa	Cabécar
Cacaopera	Bribri	Ch'orti'
Chatino	Cavineña	Chatino, San Juan Quiahije
Chatino, Tataltepec	Chatino, Eastern Highland	Chatino, Yaitepec
Chatino, Zacatepec	Chatino, Teotepic	Chibchan
Chicomuceltec	Chatino, Zenzontepec	Chipaya
Chiquitano	Chinanteco, San Juan Lealao	Choco
Chol	Chochoteco	Chontal, Tabasco
Chorote	Chontal, Oaxaca Alta	Chuj
Chulupí	Chorotega	Cubeo
Cuicateco	Cora, Santa Teresa	Curripaco
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amuz	ano	arj	arn	arwk	atx
aym	ayma	ayr	azz	bao	bwi
bzd	caa	cac	cag	cak	cap
cas	cas	cav	cax	cbs	cbt
cbv	ccr	chat	chd	chf	chib
choc	cjp	cjr	cle	cly	cob
cok	cox	coz	crt	cta	ctp
ctp	ctu	ctz	cub	cuic	cuk
cul	cya	czn	dan	des	deu
dih	eme	emp	eng	ese	fra
gcr	gug	gui	gun	gut	guu
gvc	gym	gyr	hix	hoka	hus
huv	hve	ign	inb	iqu	ita
ito	itz	ixc	ixl	jac	jap
jeb	jiv	jiva	jpn	jup	kbh
kek	kjb	knj	knm	knt	kpc
kpj	kui	kui	kvn	lac	len
mad	mam	maq	mat	maya	maz
mbc	mbr	mca	mcb	mcd	mcg
mch	mfy	mhc	mie	mil	miq
mir	mixe	mixt	mizo	moc	mop



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- Axelrod, Melissa
- Basso, Ellen
- Beam de Azcona, Rosemary
- Beier, Christine
- Blunk-Fernández, William
- Bohnemeyer, Juergen
- Bolaños Quiñonez, Katherine
- Boudreault, Lynda
- Bricker, Victoria
- Broadwell, George Aaron
- Brody, Jill
- Brody, Michal
- Bucca, Salvador
- Cairns, Charles
- Campbell, Lyle
- Carrasco, Michael
- Castillo García, Rey
- Cervantes, Laura
- Chapin, Mac
- Chernela, Janet
- Constenla Umaña, Adolfo
- Course, Magnus
- Crandell, Rachel
- Kaufman, Terrence
- Kennedy, Elizabeth
- Kung, Susan
- Landaburu, Jon
- Lastra, Yolanda
- Lillehaugen, Brook Danielle
- Manelis Klein, Harriet E.
- Margery Peña, Enrique
- Marlett, Steve
- Martín, Herminia
- Martin, Laura
- Mast, Morrison B.
- Mattei Müller, Marie Claude
- Matzar González, Antonio
- Matzar González, Juan
- McDowell, John
- Messineo, Christina
- Michael, Lev
- Migliazza, Ernest
- Mihas, Elena
- Moser, Mary B.
- Moser, Edward
- Nash, June
- Newbold, Lindsey
- Nuckolls, Janis B.

Search in the Archive: Keyword search



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Collection: The Chilean Languages Collection

[View collection resources](#)

Title	
English Title	The Chilean Languages Collection
Spanish Title	La Colección de Lenguas Chilenas
Collected languages:	Kawésqar, Yagán
Collector(s)	Oscar Aguilera, José Tonko
Depositor(s)	Oscar Aguilera, José Tonko
Project/Collector Website	http://www.kawesqar.uchile.cl/
Description [English]	
References	

Summary of collection contents

Genres	Book; Article; Description; Ethnography; Narrative; Myth; Instructions; History; Commentary; Photograph; Field notes; Interview; Elicitation; Wordlist; Song; Chant; Recipe; Educational material		
Number of archival files	516	Percent restricted files	77
Number of audio recordings	428	Total length of audio	273:3:37
Number of video recordings	0	Total length of video	0:0:0
Number of digital texts*	39	Pages of digital text	1283
Pages of manuscript text	44	Number of images	5
Memory for archival objects	82.3G		
Percentage of resources that include transcriptions			5

Tepehua Collection: 122 Matches

Output the metadata:

[For the screen](#) [To copy to a file](#) [In citation format](#) [To load into a spreadsheet](#)
[Complete metadata](#) [Explain these options](#)

Sort these results:

[By original identifier](#) [By AILLA identifier](#)

Identifier	Languages	Title	Genres	Depositor	Option
TEE012R001	Tepehua de Huehuetla	Vocalic and uvular phonemes in Huehuetla Tepehua: The acoustic evidence	Article	Susan Kung	Details
TPW001R047	Tepehua de Huehuetla	The Ancient Ones who Ate their Babies	Narrative	Susan Kung	Details
TPW001R048	Tepehua de Huehuetla	The weeper who bathes in the sea	Narrative	Susan Kung	Details
TPW001R049	Tepehua de Huehuetla	Elvira	Narrative	Susan Kung	Details
TPW001R050	Tepehua de Huehuetla	The dead one	Narrative	Susan Kung	Details
TPW001R051	Tepehua de Huehuetla	The mermaid	Narrative	Susan Kung	Details
TPW001R052	Tepehua de Huehuetla	The farmer	Narrative	Susan Kung	Details
TPW001R053	Tepehua de Huehuetla	Caraballo	Narrative	Susan Kung	Details
TPW001R054	Tepehua de Huehuetla	The devil	Narrative	Susan Kung	Details
TPW001R055	Tepehua de Huehuetla	The two friends	Narrative	Susan Kung	Details
TPW001R056	Tepehua de Huehuetla	The healer	Narrative	Susan Kung	Details
TPW001R057	Tepehua de Huehuetla	The history of Huehuetla	Narrative	Susan Kung	Details

Collection Organization:

- A **depositor** can have several **collections**.
- A **collection** can have several **deposits**
(A deposit includes all the digital files and physical artifacts [tapes, journals, books] that were delivered together to the archive).
- A **deposit** can have several resources or groups of files (more about the resources later)
- A **resource** can have several related **files**.

Resource Information

Resource ID	TPW001R047
Collection	Tepehua Collection
Language(s)	Tepehua de Huehuetla
Language Community	
Title	
English Title	The Ancient Ones who Ate their Babies
Spanish Title	Los Ancianos que Comían á sus Criaturas
Country	Mexico
Place	Huehuetla, Hidalgo
Date Created	2000-11-08
Description	I recorded this narrative on November 8, 2000, in Huehuetla, Hidalgo, Mexico. The two participants, Angelita Patricio Tolentino and Nicolás Viguera Patricio, are mother and son. Don Nicolás was my principal consultant. This was the first occasion in which Doña Angelita wanted to tell me a Tepehua story, and she did not have any prior experience as a linguistic consultant. Given her inexperience, her age, and their relationship, Don Nicolás told the story jointly with his mother. There is a brief introduction in which I (try to) establish the name of the narrative. Next comes the narrative, followed by a free translation and discussion of the story in Spanish. Story (I001); translation (I002).
Genres	Narrative
To cite this resource	Kung, Susan (Researcher), Angelita Patricio Tolentino (Speaker), Nicolás Viguera Patricio (Speaker). (2000). "The Ancient Ones who Ate their Babies". <i>Tepehua Collection</i> . The Archive of the Indigenous Languages of Latin America: www.ailla.utexas.org . Media: audio. Access: public. Resource: TPW001R047.

Contributors

Susan Kung	Depositor
Susan Kung	Collector
Angelita Patricio Tolentino	Speaker
Nicolás Viguera Patricio	Speaker
Susan Kung	Researcher

Filename	Type	Language	Access	Details
TPW001R047I001.mp3	primary text	tee	Level 1	Details
TPW001R047I001.wav	primary text	tee	Level 1	Details
TPW001R047I002.mp3	translation	spa	Level 1	Details
TPW001R047I002.wav	translation	spa	Level 1	Details

TPW001R055: Further down the screen: The audio and text files

Contributors

Susan Kung

Susan Kung

Nicolás Viguera Patricio

Laurencio Viguera Patricio

Susan Kung

Depositor

Collector

Speaker, Translator

Speaker

Researcher, Transcriber

Filename	Type	Language	Access	Details
TPW001R055I001-sa.mp3	sample	tee	Level 1	Details
TPW001R055I001.mp3	primary text	tee	Level 1	Details
TPW001R055I001.pdf	transcription & translation	tee spa	Level 1	Details
TPW001R055I001.wav	primary text	tee	Level 1	Details
TPW001R055I002.mp3	translation	spa	Level 1	Details
TPW001R055I002.wav	translation	spa	Level 1	Details
TPW001R055I003.pdf	translation	spa	Level 1	Details
TPW001R055I004.pdf	interlinearization	tee spa	Level 1	Details

Example of a resource with only one archive

Resource Information

Resource ID	TPW009R001
Collection	Tepehua Collection
Language(s)	Tepehua de Huehuetla
Language Community	Huehuetla, Hidalgo, Mexico
Title	
English Title	A descriptive grammar of Huehuetla Tepehua
Spanish Title	Una gramatica descriptiva del tepehua de Huehuetla, Hidalgo
Country	Mexico
Place	Austin, Texas, USA
Date Created	2007-05-00
Description	Kung, Susan Smythe. 2007. A descriptive grammar of Huehuetla Tepehua. PhD dissertation, University of Texas at Austin.
Genres	Grammar, Thesis
Original ID	KungSusanFinalDissertation.pdf
References for the resource	Kung, Susan Smythe. 2007. A descriptive grammar of Huehuetla Tepehua. PhD dissertation, University of Texas at Austin.
To cite this resource	Kung, Susan (Author, Researcher). (2007). "A descriptive grammar of Huehuetla Tepehua". <i>Tepehua Collection</i> . The Archive of the Indigenous Languages of Latin America: www.ailla.utexas.org . Media: text. Access: public. Resource: TPW009R001.

Contributors

Susan Kung	Depositor
Susan Kung	Collector
Susan Kung	Author, Researcher

Filename	Type	Language	Access	Details
TPW009R001I001.pdf	primary text	tee eng	Level 1	Details

Identifications of objects in ALLA

- TPW001R055I001.mp3
 - TPW = language code
(3 letters from ISO or Enthologue)
 - 001 = deposit number
 - R055 = resource number within this deposit
 - I001 = file number within this resource
 - .mp3 = format extension of the file

Correct citing of archive resources

Kung, Susan (Researcher), Nicolás Vigueras Patricio (Hablaante).
(2000). "Pedro y la acamaya". *Tepehua collection*. The Archive
of the Indigenous Languages of Latin America:
www.ailla.utexas.org. Media: audio, video, text, image.
Access: public. Resource: TPW001R058.

Part 3

How to make a deposit at AILLA

Select “Depositors” on the left side menu



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Welcome to AILLA

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The Collection

The heart of the collection is recordings, both audio and video, in a wide range of genres: narratives, chants, oratory, conversations, songs, and more. Many recordings are transcribed and translated into Spanish, English or Portuguese.

There is a lot of information here:

Information for Depositors

Archiving with AILLA is free of charge. AILLA does not pay for any archive resources; all are donated by our depositors.

The [AILLA Depositor Packet](#) includes all the forms you need, including the license agreement, contributor information forms, and definitions of access levels. If you prefer, you can use the spreadsheet template for resource information (titles, dates, etc). Many researchers use AILLA's metadata spreadsheet as their main collection catalog.

The kinds of materials we accept are described below. The following quick links will take you to specific topics. If you have more questions, please [contact us](#).

- [Media formats](#)
- [Access restrictions](#)
- [Metadata = catalog information](#)
- [Delivery methods](#)
- [Depositor metadata editor: review your archived materials](#)

Accepted materials

What kinds of materials do we accept?

AILLA welcomes any legitimate materials in or about the indigenous languages of Latin America. Legitimate materials are those produced by or in collaboration with native speakers of those languages. For example, we will gladly archive an original poem written in Kuna by a native speaker of Kuna, but we will not archive a poem written in Kuna by a non-native speaker; not even Joel Sherzer.

Literature: original writings or recordings produced by native speakers of indigenous languages in their native languages, including poetry, fiction, documentaries, and essays. Also works of oral literature performed by native speakers and recorded in any medium by non-native researchers.

Scholarly works: recordings of all kinds, transcriptions, translations, grammars, dictionaries, commentaries, etc. We can also accept books and journal articles whose copyrights have reverted to the author.

Be advised that we are unable to preserve some kinds of highly structured materials, such as databases or websites. If you have databases, hyperlinked documents, or other complex materials, please review the information about formats carefully.

Educational materials: textbooks, primers, workbooks, community event materials, etc. Anything you produce that speaker communities might find useful is most welcome.

Please note: your materials do not have to be perfect and complete to submit them to the archive. You can restrict access to them and update them whenever you choose. It is important to safeguard primary materials, like recordings, as soon as possible.

Delivering materials to AILLA:

Delivery methods

Please label all the materials clearly and pack them carefully, padding all breakable items. Include metadata forms in the package, on paper or a CD.

- [United States Postal Service](#)
- [Other delivery services](#)
- [Digital media](#)

United States Postal Service address (please use this address only for small packages):

AILLA
Benson Latin American Collection
University of Texas Libraries
P. O. Box P (SRH 1.108 - S5410)
Austin, Texas 78712
U.S.A.

Other delivery services e.g., FedEx, UPS, or DHL (use this address/delivery method for large or small packages):

AILLA
Benson Latin American Collection
2300 Red River Street
SRH 1.108 (S5410)
Austin, Texas 78712
U.S.A.

Digital media

The easiest way to deliver a large deposit of digital media is to ship an external hard disk containing all the files, organized into folders, and the metadata spreadsheet. Flash drives of 20 GB or smaller can easily be sent through regular mail.

Small digital files, such as texts (pdf, photos, etc) can be emailed. Please do not email large files.

We are not permitted to provide ftp uploads to AILLA's servers. We can download files from your server, if you are able to establish such a protocol. You can also deliver smaller deposits of media files via services such as DropBox.

Please remember that we can not archive any materials not accompanied by metadata.

Informed consent

- You can find the information here (at the end of the page):
http://www.ailla.utexas.org/site/access_restrict.html

Informed consent

If you are not the sole creator of the work that you are depositing, you should obtain the informed consent of everyone who participated in creating the materials, if you can. This means that you should ask permission of the speakers, authors, performers, translators, and any other people who contributed significantly to these materials. Ask them if they agree to have their work published at AILLA and made available over the Internet, and how they might want to restrict access to their works. If you are unable to communicate with the other contributors, perhaps because they are deceased, you must use your best judgement in determining the disposition of their works.

Very important: Depositor Packet

Information for Depositors

Archiving with AILLA is free of charge. AILLA does not pay for any archive resources; all are donated by our depositors.

The **AILLA Depositor Packet** includes all the forms you need, including the license agreement, contributor information forms, and definitions of access levels. If you prefer, you can use the spreadsheet template for resource information (titles, dates, etc). Many researchers use AILLA's metadata spreadsheet as their main collection catalog.

The kinds of materials we accept are described below. The following quick links will take you to specific topics. If you have more questions, please [contact us](#).

- [Media formats](#)
- [Access restrictions](#)
- [Metadata = catalog information](#)
- [Delivery methods](#)
- [Depositor metadata editor: review your archived materials](#)

Important forms:

- **Depositor Packet** (in Word)
- **Excel spreadsheet** for metadata
- Collection inventory (for an analogue collections):
 - **Form 1**: inventory of the speech events
(how you would like us to organize the collection)
 - **Form 2**: inventory of physical materials sent to AILLA
(number of cassettes, journals, manuscripts, photos, etc.,)
- You can find all the forms here:
http://ailla.utexas.org/site/download_md_forms.html

There are three types of formats:

1. Working format: what the researcher uses in his/her work (e.g., Elan, Transcriber, ToolBox, MS Word, MS Excel).
2. Presentation Format: what the archive user uses
3. Archive Format: what we preserve for the future

Digital media

Acceptable:

- Audio: .wav, .mp3, .aiff
- Video: .avi, .wmv, .qt, .mp4, .mp(e)g
- Images: .jpg, .tif
- Texts: .txt, .rtf, .xml, .html, .eaf, .doc**
- (**We convert .doc files to.pdf; we cannot archive them.)

We cannot archive structured data, such as:

- Databases
- Websites
- Documents or programs with hyperlinks (e.g., an interactive dictionary).
But, we can archive their components.
- Registered/patented formats (e.g., Filemaker Pro, Microsoft)

Analog Media

We accept and can digitize:

- Audio: reel-to-reel, cassette & DAT tapes; mini-discs; CDs
- Video: DVDs; VHS, Hi-8 (8mm) & mini-DV tapes
- Manuscripts: any type or size of paper, journals, articles, boxes of files, theses, etc.
- Images: photographs, slides, negatives, illustrations, maps, drawings, etc.

AILLAS's Standard Formats:

AILLA's standard formats

Digital archives distinguish three kinds of formats:

- **Archival:** best for preservation. Standard; non-proprietary; best possible reproduction of the original.
- **Presentation:** easy to download (compressed); easy to use; free readers/players.
- **Working:** easy to produce; common software tools; affordable devices.

We will convert your materials to our archival and presentation formats.

	Archival	Presentation	Working (examples)
audio *	wav	mp3	cassette tape
video	mpeg2	mp4	mini-DV, avi, mov, wmv
image	tiff	jpg	color slide
manuscript	tiff	pdf	notebook
digital text 1**	html; xml; txt	html; xml; txt	Elan; Transcriber
digital text 2	pdf/a	pdf/a	Word, WordPerfect, PDF
spreadsheet, database	xml; pdf/a; tab-separated text	pdf/a	Excel; Toolbox

How to organize your collection

- The materials typically come in related sets. At AILLA, the term for a related set is **resource**
- A **resource** might consist of a single object/file:
 - ❖ A thesis
 - ❖ One audio or video recording (without a transcription)
- The resources can consist of several files:
Some examples follow:

Resource: Speech event

- Recording of a story in the indigenous language + recording of the translation in the contact language + written translation and transcription + commentary
- Recorded session of elicitation + field notes
- Simultaneous audio and video recordings
- Interview + photograph + transcription and translation
- Recording of a list of words + written list
- Etc.

Resource: Other types of materials

- A dialect survey with recordings that are from several different places and that all use the same questionnaire.
- All of the narratives that are on a cassette tape (or all of the narratives on only one side of the cassette tape).
- All of the content of a notebook of field notes.
- All of the drawings and maps in a sketchbook.
- All of the components of an interactive dictionary.

Part 4

How to manage your Metadata

Record metadata in the field!

- It is very important to obtain the metadata during your work in the field!!
- Notebooks or questionnaires: Note the date and location of work, languages of focus, names and roles of the people with whom you work
- Recordings:
 1. Record an introduction at the beginning that includes your name the language, the speaker, the date, the place, and the topic or title, and
 2. Note all this metadata in a spreadsheet, too.

Metadata = Catalog Information

Include information about

- The depositor: contact information, affiliation, etc.
- The documentation project (funding sources, dates, places, names of the researchers and participants, etc.)
- Participants: roles, demographic data, complete names (if they do not want to be anonymous)
- Resources: description, creation date, location of creation, community where the language is spoken, formats, context, genre, etc.
- Citation: related publications

Minimum Metadeta for resources:

- Participants
 - ❖ Complete names
 - ❖ Roles (investigator, speaker, translator, transcriber, interviewer, etc.,)
 - ❖ Age or date (approximate) of birth, sex, native language, other languages spoken, place of birth
 - ❖ Additional description (community leader, bilingual teacher, etc.)
- Archive language: be specific and use the ISO language code
- Date of creation of the archive: YYYY-MM-DD
- Location where item was created: neighborhood, town, city, state, country (some recordings are made outside the speech comm.)
- Access restrictions and instructions for future use
- Genre keywords: e.g. narrative, song, prayer, grammar sketch

Excel Metadata Template

Download AILLA metadata forms & editors

1. [Depositor Packets](#)
2. [Excel Template](#)
3. [Shoebox Templates](#)
4. [Collection Inventory Forms](#)

Depositor Packets

The packet includes forms, instructions, license agreement, and explanations of AILLA Terms and Conditions and access levels. You can email the digital version or send paper printouts in the package with your materials.

- [Word](#)
- [Word Perfect](#)
- [PDF](#)

Excel Template

We recommend you use this template as a base and add whatever fields you need for your project. There are three sheets in the file: one for resources, one for contributors, and one for equipment.

- [Excel spreadsheet \(ENG\)](#)
- [Excel spreadsheet \(SPN\)](#)

Metadata

Metadata - cataloging archive materials

[Download Metadata Forms or Editors](#)

Metadata is catalog information about each resource. Some of it is used in searches, some defines property rights, other parts document how the resource was created. Complete metadata makes resources easier to accession, easier to protect, and more useful over time. We recommend that you use our spreadsheet or devise your own catalog to manage your language documentation corpus as it is created.

The best way to understand what metadata is and what information we want from you is to browse the archive and look at a variety of examples. The Depositor Information Packet contains a description of each of the metadata fields (eg title) and a set of controlled vocabulary terms (eg genre keywords.)

Collections

If this is your first deposit, you will be creating a new collection. This is an organizing layer for your materials that will help future users view your work as a coherent whole. Please take a few minutes to [browse some collection pages](#) to get an understanding of this concept. We encourage you to include collection overview materials, such as a bibliography, a summary of the project, maps, etc: anything that will help future users understand and make effective use of your resources.

Resource bundles

Many resources come in bundles, like a recording with transcription and translation files and some photographs. Please note all relations among items and label all the items clearly so that we can correctly accession your materials. Some bundles consist of a single item, such as a journal article. Others have hundreds of items. For example, a book based on several performances of verbal art has these elements:

How to label your digital materials

For digital deposits:

1. Use folders to maintain your digital materials in good order.
2. The top level can be language, year, place: whatever makes sense for your project.
3. The lowest level folder contains a set of related files -- a single resource, such as a recording in both audio and video formats with a transcription file and some photographs.
4. We recommend the spreadsheet template for metadata for digital collections. Use a separate sheet for each top-level division (language, year, etc)
5. Use the lowest level folder name as the resource identifier in your metadata.
6. NOTE: do not create total file names longer than 124 characters (from top to bottom, including all folder names). Long file names can make it difficult for us to transfer your files into our file system.

Example:

- Acateco:
 - 2004:
 - 2005:
 - 060621_San-Cristobal_Alonso (resource identifier)
 - 060621_San-Cristobal_Alonso_pt1.wav
 - 060621_San-Cristobal_Alonso_pt1.mpg
 - 060621_San-Cristobal_Alonso_pt2.wav
 - 060621_San-Cristobal_Alonso_pt2.mpg
 - 060621_San-Cristobal_Alonso.eaf
 - 060621_San-Cristobal_Alonso.jpg
 - 0060625_San-Cristobal_Julia

How to label your analog materials

Labelling

Please label everything that you send us clearly and consistently. We must be able to associate resources (recordings, texts, photos, etc) with metadata records or we can not accession your materials. We do not accept any materials without metadata.

For analog deposits:

1. Sort the materials by some logical criterion: language, year, place, genre, speaker.
2. Group related things together: eg, tape with recordings + notebook with transcriptions.
3. Number all the objects in order. Write the label on each object (tape, minidisc, miniDV, notebook, folder, etc).
4. Make sure that it is obvious that two things go together; eg, that tape 3 goes with notebook III. We do not have enough staff to study your methods and materials. Make it easy for us. Use rubber bands or small boxes to keep related things together.
5. Use the same labels in your metadata catalog.
6. We have some forms to help organize and catalog your collection.

Example: Tape 3 has 5 stories recorded on it. Notebooks 3 & 4 contain the transcriptions. Your metadata catalog could look like this:

Item	Title	Date	Speakers	Description
3.1	El diablo	7 mayo 1995	Juan Maldonado, Julia Santangelo	A story about a man who met...
3.2	Mi viaje	8 mayo 1995	Juan Maldonado	Juan takes a trip to...
3.3	El pueblo	8 mayo 1995	Julia Santangelo	The history of the town

Part 5

How to use the depositor tools: The Metadata Editor

At the bottom of the information for depositors: The Metadata Editor

After your deposit is uploaded to the server and linked to your collection, you can revise and/or add more information to the metadata.

The Depositor Metadata Editor

Once your materials have been accessioned, you can review and augment your metadata by logging in and choosing the first link on your welcome page. If you do not see a link to the Depositor Metadata Editor, please contact us.

This interface allows you to edit most metadata fields, including titles, descriptions and genres. You can add and edit Contributor information. You can also produce summaries of the materials in your collections, which may be useful for grant proposals and reports.

How to start:

- Go to ailla.utexas.org and sign in.
- Select “Depositor Metadata Editor”.
- There’s a change in (a) screen color and (b) content of the menu on the left.
- This page is only available in English at this time.

Welcome Page: “Admin Pages”



The Archive of the Indigenous Languages of Latin America

Welcome, Rosemary Beam de Azcona!

Depositor Metadata Editor

- [Edit your account](#)
- [Browse the archive](#)
- [Logout](#)

Languages
English ▾

Register/Login
- [Logout](#)
- [Account](#)

Welcome

How to Use

Browse

Menu change



The Archive of the Indigenous Languages of Latin America Metadata Editor

[Home Page](#)

[Edit my user account](#)

[Edit my contact info](#)

Browse Resources

- [by Language](#)
- [by Language Code](#)
- [by Collection](#)
- [View All](#)

Contributors

- [Depositors](#)
- [Individuals](#)
- [Organizations](#)

Summary

- [All](#)
- [By Collection](#)
- [By Language](#)

Main Menu

rosemary logged in as

Depositor.

[Logout](#)

Depositor Metadata Editor

[Southern Zapotec Languages Collection](#)

[Edit collection summary info](#)

[List collection resources](#)

To change or add information about the collection

- Select “Edit Collection Summary Info”:



The Archive of the Indigenous Languages of Latin America
Metadata Editor

Home Page

Edit my user account

Edit my contact info

Browse Resources

- by Language
- by Language Code
- by Collection
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- Individuals
- Organizations

Summary

- All
- By Collection
- By Language

Main Menu

rosemary logged in as Depositor.
[Logout](#)

Depositor Metadata Editor

Southern Zapotec Languages Collection [Edit collection summary info](#) [List collection resources](#)

To change or add information to the resources

- Select “List collection resources”



The Archive of the Indigenous Languages of Latin America
Metadata Editor

Home Page

Edit my user account

Edit my contact info

Browse Resources

- by Language
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- by Collection
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- Organizations

Summary

- All
- By Collection
- By Language

Main Menu

rosemary logged in as
Depositor.
[Logout](#)

Depositor Metadata Editor

Southern Zapotec Languages Collection [Edit collection summary info](#) [List collection resources](#)

List of resources in the collection

Southern Zapotec Languages Collection: 63 Matches

Output the metadata:

[For the screen](#)

[To copy to a file](#)

[In citation format](#)

[To load into a spreadsheet](#)

[Complete metadata](#)

[Explain these options](#)

Sort these results:

[By original identifier](#)

[By AILLA identifier](#)

Identifier	Language	Title	Genres	Option
MUL002R001	Multiple	Notes from 1996 PDLMA Orientation	Dataset, History, Instructions, Meeting, Wordlist	Details
MUL002R002	Multiple	PDLMA 1997 meeting notes	Instructions, Meeting	Details
ZAA001R001	Zapotec, Sierra Juárez	Field Notes on Atepec Zapotec	Wordlist	Details
ZAI001R001	Zapotec, Isthmus	Field Notes on Isthmus Zapotec	Dataset, Grammar, Interview, Wordlist	Details
ZAO001R001	Zapotec, Miahuatec	San Sebastián Rio Hondo Word List	Dataset, Interview, Lexicon, Wordlist	Details
ZAO001R002	Zapotec, Miahuatec	The story of the man who worked with the devil	Narrative	Details
ZAO001R003	Zapotec, Miahuatec	Elicitation	Dataset, Interview, Narrative	Details

Add information where needed

Resource: MUL002R001

	Link Contributors	Set Access Levels	Edit Media Info
Resource ID	MUL002R001		
Collection	Southern Zapotec Languages Collection		
Languages	Multiple		
Language Community	<input type="text"/>		
Indigenous Title	<input type="text"/>		
English Title	Notes from 1996 PDLMA Orientation		
Spanish Title	Notas de la Orientación de PDLMA 1996		
Original Identifier	<input type="text"/>		
Country	Mexico		
Place	See notes		
Date Created [YYYY-MM-DD]	1996-06		
Description [English]	<input type="text"/>		
Description [Spanish]	<input type="text"/>		
Genre Use ctrl or shift to select all that apply	Article Book Ceremonial dialog Ceremony Chant		