

# World Oral Literature Project

voices of vanishing worlds

*Remember: LOCKSS (Lots of Copies Keep Stuff Safe)*

## Deposit Information

The World Oral Literature Project (WOLP) is committed to the responsible management of audio and visual recordings of oral literature. With our partners at DSpace, the institutional repository of the University of Cambridge, and the Endangered Language Archive (ELAR) at the School of Oriental and African Studies (SOAS), we have developed a preservation and dissemination strategy that we recommend to our depositors. Information on each step is provided below, along with corresponding agreement forms.

The World Oral Literature Project *does not exert any copyright or intellectual property over any deposited materials*. The Project's role is to enable the long-term preservation and dissemination of recordings of oral traditions.

There are three sites on which your recordings may be stored. They are:

### I. World Oral Literature Project Library and Online Collections

- a. **Library** WOLP maintains a physical 'library' or catalogue of deposited recordings (audio and/or visual) and related supplemental material (i.e. field notes, photographs, etc.) at the Museum of Archaeology and Anthropology (MAA) at the University of Cambridge. Discs, hard drives and digital files that you provide will serve as backup for the Depositor and as reference for WOLP. All depositors who have been funded by our project are strongly encouraged to provide the project with digital copies of their recordings.

The Depositor will determine the level of public access to the materials (to researchers, communities, etc.) held by WOLP at the MAA. The library is not intended as a principal method of dissemination, but one of storage.

- b. **Online Collection** The project maintains an online collection of selected recordings that are chosen and designated by the Depositor as appropriate for open access. Each Depositor will have a dedicated web page with information about their collection, including embedded recordings and metadata. We recommend that only non-sensitive recordings be selected for public online hosting.

The collection web page will function as a representative sample of the Depositor's work, and will include a link to more comprehensive online or offline collections, if these exist. There is no limit to the number of recordings that we can host, but we suggest starting with a small selection that is representative of the wider collection.

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## 2. DSpace@Cambridge [www.dspace.cam.ac.uk](http://www.dspace.cam.ac.uk)

DSpace@Cambridge is the institutional repository of the University of Cambridge. It was established in 2003 to facilitate the deposit of digital content of a scholarly or heritage nature, allowing the sharing and preservation of this content in a managed environment. As digital standards and formats change over time, DSpace will migrate its collections to ensure continued accessibility and insurance against data loss.

The World Oral Literature Project is committed to using DSpace as a digital repository for the long-term preservation of master copies. WOLP will act as a conduit for the collection, depositing it with DSpace on behalf of the Depositor, with the Depositor's information and status as author preserved in the DSpace record, and using the University of Cambridge's Streaming Media Service to disseminate the content. The deposited materials can be set as fully open or fully closed access to the general public, including the Depositor, or specific recordings can be designated as closed access. As the conduit for the deposit, only WOLP will have access and editing privileges. Any requests by the Depositor will be passed on to DSpace staff for action.

DSpace serves as a deep archive and final repository for a complete digital collection (audio and visual recordings, transcriptions, translations, photographs, accession forms, etc.) as part of a responsible, multi-sited, long-term digital preservation strategy. DSpace will also host the digital files that are viewable on the WOLP website. DSpace collections that are set as 'closed' — such as recordings of sensitive material — will not be publicly available or visible to search engines. In certain circumstances, scholars may choose to place an embargo on their materials for a set time period, after which the collection would become viewable and visible.

## 3. Endangered Language Archive (ELAR) at SOAS [www.hrelp.org/archive](http://www.hrelp.org/archive)

The Endangered Languages Archive (ELAR) is a digital repository for the documentations and descriptions of endangered languages as a result of work by grantees of the Endangered Languages Documentation Programme (ELDP) and others. The archive aims to provide a safe long-term repository of language materials with appropriate, differentiated access for researchers, community members and the wider public. ELAR and WOLP have agreed that collections deposited with and funded by WOLP may also be deposited with ELAR.

Where DSpace offers fully open or fully closed access to recordings and/or whole collections, ELAR provides fine-grade tiered-access as set by the Depositor (i.e. by specific communities, researchers, etc). This permits wide dissemination of recordings while at the same time protecting access to sacred or otherwise restricted material. For Depositors interested to explore this option in addition to the other strategies detailed above, we recommend that materials be contributed directly to ELAR. Information about depositing at ELAR can be found here: <http://bit.ly/languagearchive>

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## Deposit Form

Please complete the following form if you wish to make a deposit of any kind. For deposits to ELAR, please contact them directly and clarify whether the collection was funded by WOLP and whether the WOLP library also holds a copy of the collection.

*Depositor Details (please complete as many fields as possible)*

### 1. Name

Family name: \_\_\_\_\_

Given name: \_\_\_\_\_

Title: \_\_\_\_\_

### 2. Home Address

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Postcode/Zip: \_\_\_\_\_

State/County: \_\_\_\_\_

Country: \_\_\_\_\_

### 3. Contact Details

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Mobile: \_\_\_\_\_

Home phone: \_\_\_\_\_

Fax: \_\_\_\_\_

### 4. Other Details

Nationality: \_\_\_\_\_

Date of birth: \_\_\_\_\_

### 5. Institution/Community Affiliation

Institution/Community: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

Postcode/Zip: \_\_\_\_\_

State/County: \_\_\_\_\_

Country: \_\_\_\_\_

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We will only use the contact details you have provided if we need to contact you, and will not share these details with outside parties. Please let us know if your details change.

## *Deposit Information*

### 1. Funding information

Funding/sponsoring agency:

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If the project was funded by WOLP, please provide the project title:

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Project host organisation, if different from affiliation or funding agency above:

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### 2. Collection content

Collection title (in original language and English, if applicable):

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Summary of content (to be used to describe the collection in our archive)

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Language(s) of recordings (please include alternate names):

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Culture or community group(s) represented:

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Location(s) where materials were collected (country, region, town/village, etc.):

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Time span covered by the collection (i.e. start and end date of data collection):

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If the deposit contains any special formats, fonts or character sets, please describe: \_\_\_\_\_

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Keywords (2-6 keywords as a general description of the content):

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### 3. Supplemental material

Describe any supplemental material deposited with this collection (field notes, photographs, etc.):

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### 4. Your Role

Describe your relationship to the materials (i.e. collector, fieldworker, donor):

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If you were not the main recorder/author of the deposit, describe its history (i.e. where materials were found, how they came into your possession, etc.)

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## 5. Relation to other deposits and archives

Do you intend to update or revise this deposit?

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If this is a *new* or *updated version* of an existing deposit, please identify the existing deposit: \_\_\_\_\_

Have you also deposited these materials elsewhere?      Yes / No

Do you intend to deposit these materials elsewhere?      Yes / No

If you answered 'Yes' to either of the above, please provide details below (i.e. name and location of institution, date of deposit, any other relevant information):

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## 6. Physical Form

Describe the recording medium (i.e. MiniDV video tape, solid state audio, etc.):

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Describe the transmission medium (i.e. DVD, CD, DV tape, external hard disk):

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Describe your labelling system for files & discs (i.e. CD1-14, 2010\_May\_03.mp3):

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## 7. Requests

Please outline any other requests to WOLP (i.e. anonymisation, data conversion):

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We ask that all Depositors complete an **Accession Form** for each recording that is deposited with WOLP to allow us to archive your work with as much supporting and contextual information as possible and to define the levels of access. These forms will be stored as part of the Collection and will be maintained as part of our project documentation.

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## Agreement

I, \_\_\_\_\_ agree to deposit my collection with the World Oral Literature Project (WOLP) to archive / deposit / host in the following ways (tick all that apply):

### 1. World Oral Literature Project Library and Online Collection

a. **Library** A WOLP-maintained library / catalogue of physical materials (recordings and metadata) held on MAA premises. I wish these materials to be:

Open access to anyone who requests on-site access

Closed access to all users except WOLP and MAA staff

Restricted access. Define below:

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b. **Online Collection** A WOLP-maintained online collection of a set of representative recordings selected by the Depositor for unrestricted, online dissemination through our website.

Please suggest appropriate recordings in the Accession Form.

### 2. DSpace@Cambridge and the Streaming Media Service (SMS)

DSpace is the institutional repository of the University of Cambridge and serves as a deep archive for complete digital collections (audio and visual recordings, transcriptions, translations, photographs, etc.). The University's Streaming Media Service supports the distribution of online content. The depositor may only request additions or changes to be made through WOLP, as materials deposited with DSpace and the SMS are not be accessible for direct editing. WOLP will deposit materials on behalf of the Depositor, who will be recorded as the author.

I agree to DSpace archiving my collection and to the material being streamed

Please indicate the access permission for each recording in the Accession Form or choose:

Fully open online access

Fully closed (no access or visibility)

I understand that WOLP does not exert copyright or intellectual property rights over this material, collections or deposit.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_