

# Montana Memory Project

## Guidelines for Media Content

The MMP welcomes additions of audio and video media files. However, due to available storage, at this time, the MMP will accept only mp3 audio files and mp4 video files. The maximum file size for an audio file or video file is 10MB. This file size limit may mean that MMP is hosting only a preview or trailer file of your media. The MMP record could include a URL that points to a complete file stored elsewhere.

### Master File Storage

MMP recommends that organizations without local storage server capability make concessions for the needs of storing large digital media files. A concession for storage of master media files might include:

- Purchasing a storage server
- Purchasing a storage account with a company (DropBox or Amazon's S3 Service).
- Partnering with an institution that has storage server

### Long term preservation of master media files:

All contributors to the Montana Memory Project are required to commit to the long-term preservation and accessibility of digital master files by either a) depositing digital master files that correspond to access files in the MMP in the statewide OCLC Digital Archive subscription or b) developing and maintaining an appropriate long-term preservation solution in-house for digital master files.

### Using media in ContentDM specifically:

For information on using ContentDM for media files, please see:

- <http://contentdm.com/USC/tutorials/storing-av.pdf>
- <http://www.contentdm.org/help6/server-admin/streaming.asp>

### Audio File Format Best Practices

Production Quality Master File: This file serves as a high-quality version for archival purposes.

- WAV (.wav)
- 16 bit , 44.1 kHz

Online Access File: This file is optimized for online delivery via streaming or download. File size (after compression) can be no larger than 5MB.

- MP3 (.mp3)
- 160-320 kbps

### Useful Audio Editing Tools

- WavePad (Mac) - <http://www.nch.com.au/wavepad/index.html>
- Audacity (Windows) - <http://audacity.sourceforge.net/>

### **Video file format best practices**

Production Quality Master File: This file serves as a high-quality version for archival purposes.

#### AVI (.avi)

- H.264 (codec)
- 1664 kbps (bitrate, compression settings)
- 1280 x 720 resolution (assuming 4:3 original aspect ratio)

Online Access File: This file is optimized for online delivery via streaming or download. File size (after compression) can be no larger than 10MB.

#### MP4 (.mp4)

- H.264 (codec)
- 500 kbps (bitrate, compression settings)
- 640 x 480 resolution (assuming 4:3 original aspect ratio)

### Useful Video Editing Tools

- Pinnacle Studio - <http://www.pinnaclesys.com/PublicSite/us/Products/Consumer+Products/Home+Video/Studio+Family/>
- Adobe Premiere - <http://www.adobe.com/products/premiere.html>

### **Works Consulted**

- <http://www.jiscdigitalmedia.ac.uk/movingimages/advice/choosing-a-digital-video-file-type/>
- [http://www.cdlib.org/gateways/docs/cdl\\_dffr.pdf](http://www.cdlib.org/gateways/docs/cdl_dffr.pdf)
- <http://websitehelpers.com/video/>
- <http://lifehacker.com/5058888/five-best-media-converters>