Digital Guidelines for EMKP

This guide provides further support on how to prepare the digital component of your application for an EMKP grant. Key aspects to consider include the digital assets plan, the choice of equipment and the metadata requirements.

Please note that this document is just an overview of the main digital component issues to consider before applying to any of the three grant schemes of the EMKP programme. As explained in the general guidelines, EMKP will be running training sessions for successful applicants to help them prepare for their fieldwork, and plan for digital content development and preservation covering equipment, metadata collection, open access and licensing.

DOCUMENTATION GRANTS

EMKP supports documentation work on material knowledge systems that are under threat and in danger of disappearing. This includes knowledge systems associated with the making, use, repair and re-purposing of material objects, spaces, architecture, performances, and environments.

Documentation grants require the production of a dataset or media collection that records the material knowledge system(s). The teams are asked to submit a detailed budget indicating the equipment that will be purchased to carry out the project and a digital asset plan indicating the number and volume of digital assets to be delivered.

CHOOSING EQUIPMENT

This section provides an overview of examples of equipment that you might want to consider for your EMKP projects. Equipment costs can be included in the budget. For more information on types of equipment you may need and their roles, please have a look at the [Introduction to Equipment](#) video prepared by the EMKP team. Bear in mind however that your equipment and its functions may differ from the ones used here and that you will need to select equipment that fits your project goals. The below are just for guidance only and do not need to be followed. The costs may seem high but remember that you may not need to buy all the equipment new– for example you could use your own laptop, or in many cases you may be able to borrow equipment from your host institution.

Scenario based examples of equipment sets.

Example 1 Equipment set for small teams – Approx. cost from new: £4400

- Mid-range gaming laptop (e.g., Asus ROG G513QE)
- Mid-range DSLR camera (e.g., Panasonic Lumix GH5)
- Extra lenses (e.g., 2x zoom lenses)
- Camera video tripod (e.g. Velbon DV-7000N)
- Portable audio recorder (e.g., Zoom H4n Pro)
- Lavalier microphones (e.g., Rode Lavalier GO)
- Shotgun microphone (e.g., Rode Video Mic Pro)
- Cable Headphones (e.g., Sennheiser HD 25 Light Headphones)

- Angle bracket to hold camera (e.g., Kaiser K1100 Folding Flash Bracket)
- 3x extra batteries
- Battery charger
- Extra Memory cards:
  - (e.g., 64GB Lexar UHS II SDXC)
  - (e.g.,16GB SDHC)
- Two External hard drives of 2TB of memory approx.

Example 2 Equipment set for landscape-based projects – Approx. cost from new: £5200.

- Mid-range gaming laptop (e.g., Asus ROG G513QE)
- Mid-range DSLR camera (e.g., Sony A7III camera)
- 1x standard zoom lens
- 1x wide-angle lens
- Action camera (e.g., Garmin VIRB 30)
- Camera video tripod (e.g. Velbon DV-7000N)
- Gimbal Stabilizer (e.g., WEEBILL LAB 3 axis Handheld)
- Chest strap mount for the camera (Garmin chest strap mount)
- Zoom lens (H1n)
- Shotgun microphone (e.g., Rode Video Mic Pro)
- Cable Headphones (e.g., Sennheiser HD 25 Light Headphones)
- 5x extra batteries
- Battery charger
- Extra Memory cards:
  - (e.g., 4x 64GB Lexar UHS II SDXC memory card)
  - (e.g., 3x 32GB SDHC memory card)
  - (e.g., 2x 16GB SDHC memory card)
- Two External hard drives of 2TB of memory approx.

Example 3 Equipment set for a large team with a large equipment budget – Approx. cost from new: £8000.

- Laptop (e.g., Dell XPS 15 laptop)
- Camera (Sony A7III camera)
- Extra zoom lenses 2x
- Camcorder (e.g., Panasonic HC-VX980EB-K)
- Shoe adaptor for camcorder
- Camera video tripod (e.g. Velbon DV-7000N)
- Manfrotto Compact Advanced Aluminium Tripod
- Portable audio recorder (e.g., Zoom H4n Pro)
- Microphone Rode Lavalier GO
- Wireless microphone Rode wireless GO.
- Video microphone (e.g., Rode Video Mic Pro)
- Shotgun microphone (e.g., Rode NTG4+)
- 2 Pack Windscreen for microphones (e.g., Rode WS6)

- Boom pole
- XLR cables for the microphone.
- Light Headphones (e.g., 2x Sennheiser HD 25)
- 6x extra batteries
- Battery chargers
- Extra Memory cards:
  - (e.g., 8x 64GB Lexar UHS II SDXC memory card)
  - (e.g., 2x 16GB SDHC memory card)
- Two External hard drives of 2TB of memory approx.

DIGITAL ASSET PLAN

The digital assets plan section requires the submission of a summarised plan of assets to be delivered by the project.

The plan will vary depending on the size of the project (i.e. small or large grant) and the different media formats to be delivered. These are approximate figures for the different data formats:

Format	Quantity	Volume
Audio-visual (h.264)	1h	13.5GB
Audio (.wav)	1h	0.7GB
Textual (.pdf)	1	< 1GB
Photo (.tiff)	1	40-70MB
Annotation	1	< 1GB
3D (.obj, .fbx, .gbl....)	1	very much dependent on resolution and file format

Please bear in mind that material submitted won't be the whole documentation record. It is the responsibility of the grantees to select and edit the assets to be submitted and applicants are strongly advised to allocate sufficient time to complete this work. For example, although EMKP does not require professional video editing, minimal, sound, light and colour correction will be required for audio-visual assets.

EMKP applicants will be required to submit transcriptions and translations of audio-visual and audio records where appropriate. Funding for transcription and translation costs can be included in the budget, but please be aware this work can be time consuming. Some assets may also need annotation. Annotation files tend to complement audio and audio-visual recordings and provide contextual information and additional notes. Keeping in mind the aims of the project, please consider annotating the most important audio-visual assets for which you can provide additional context and other information. For example, procedure films focused on actions/practice where there may be no verbal commentary. This may include background information, notes on gestures or comments about specific items/phrases/events in the recording, etc.

Below we provide some examples of data formats and volumes expected to be submitted by an EMKP project. However, bear in mind that these are only roughly estimated figures. The amount proposed should be specific to the project, based on the team's previous experience and the project's goals. The estimation has to be realistic and justifiable.

Scenario based examples of Digital Assets plans:

Small Grant

Small Grants (1-year projects) would be expected to produce between 150 and 300 GB of data. For example, a small grant project may want to document the use and production of a specific cultural artefact. The documentation collected by this project may consist of a set of interviews and group discussions, the recording of the making process and use of the artefact, the translated and transcribed textual summaries of the interviews, photos of the whole process, details and communities involved, as well as other relevant field notes. A sample breakdown of the project's data plan could be as follows:

Type	Duration in h/Amount	Approximate size in GB	Composition
Audio-visual	11h	150 GB	3h of key informant interviews 6 h of the making process 2h of group discussions
Audio	5h	4 GB	3.5h hours of interviews 1.5h of sounds from the workshop
Textual	150 files	3 GB	Field notes Sketches Interview transcripts
Photo	350	30 GB	100 photos of details of object 50 photos of the workshop 50 photos of making process 50 photos of use
Annotation	10 files	1 GB	Annotation of key informant interviews Annotation of object making
3D			
Other			

Large Grant

Large Grants (2-year projects) would be expected to produce around 500GB and no more than 1TB of data. For example, a large grant project might want to record the construction and use of a specific ceremonial building. The documentation collected by this project may consist of a set of interviews, textual summaries of each interview, a video recording of the building construction and its use, photos of the whole process, details and communities involved, relevant field notes, a photogrammetric 3D model of the structure, and spatial data. A sample breakdown of the project's data plan could be as follows:

Type	Duration in h/Amount	Approximate size in GB	Composition
Audio-visual	30h	400 GB	15h of key informant interviews 10h of construction process 5h of ceremonies
Audio	15h	10 GB	10h key informant interviews 5h ceremonial chants
Textual	100 files	<1 GB	Field notes Sketches Interview transcripts
Photo	600	66 GB	300 photos of details of objects 100 photos of community members 100 photos of ceremonies 100 photos of resources and landscape
Annotation	15 files	<1 GB	Annotation of key informant interviews Annotation of object making
3D Models	30	2GB	
Other	20 files geospatial	<1 GB	15 general maps of area 5 maps of routes

LEGACY DIGITISATION GRANTS

The Legacy Digitisation Grant funds the digitisation of 'legacy' material pertaining to endangered material knowledge. This refers to collections and research records related to already concluded work on material knowledge (e.g., fieldnotes, photographs and negatives, videos/reels, audio recordings and objects) where the material knowledge under study was at the time endangered or is now endangered.

Applicants are required to submit a detailed budget indicating the equipment that will be purchased to carry out the project and a digital asset plan indicating the number and volume of digital assets to be delivered.

CHOOSING EQUIPMENT

Equipment costs can be included in the budget. Bear in mind however that your equipment may differ from the ones listed here and that you will need to select equipment that fits your project goals. The costs may seem high but remember that you may not need to buy all the equipment new– for example you could use your own laptop, or in many cases you may be able to borrow equipment from your host institution if applicable.

Please consult the Digitisation and Cataloguing Guidelines of the Endangered Archives Programme for further information about the suggested equipment and digitisation techniques (https://eap.bl.uk/digitisation-and-cataloguing#digi%20guidelines) The EAP guidelines for photographing and scanning digital material

(https://eap.bl.uk/sites/default/files/Guidelines%20for%20photographing%20and%20scanning%20archival%20material%20%202017.pdf).

DIGITAL SUBMISSION PLAN

As part of your application for a Legacy Digitisation Grant you are expected to explain the size and composition of the collection and the proportion of it to be digitised. To do this, you are required to complete a Digital Submission Plan template. You need to complete the table estimating the total volume/number of digital assets that you expect to generate for the EMKP repository, the content, the digitised format that you intend to submit and the approximate size in GB of each of the documentation formats.

See below an example of a Digital submission plan for a Legacy Digitisation grant application:

Type of Documentation	Quantity (approx.)	Content	Digitised format	Approximate size in GB
Notebooks	5, 100 pages each	Fieldwork notes	PDF	2 GB
Photographs	350 (4 x 6")	Photos of the making process and the community	TIFF	30 GB
Letters	16 double sided	Correspondence between researcher and community members	PDF	<1GB
Cassette	10 (30 mins per side)	Sounds of the village	WAV	4 GB

METADATA REQUIREMENTS

Metadata is commonly defined as 'data that provides information about other data'. In the context of EMKP, metadata is all the information that the team will be requested to collect when an asset is created, this will include information such as title, description, language, keywords, creator, participants etc. Metadata ensures that the assets will be findable, properly stored, preserved and reusable in the future.

The digital assets submitted by EMKP projects will need to be properly documented following the Material Culture Ethnography Metadata Schema (MCEMS). The schema was specifically developed for EMKP projects to record metadata for documentation of cultural practices, material knowledge and living heritage. To record this metadata, EMKP grantees will be provided with a copy of the EMKP Metadata excel schema which will record the information about all the assets and will have to be submitted with the rest of the materials.

The recording of metadata can be one of the most time-consuming exercises in any documentation project. Because of this, it is important to understand the amount of time that will be required to manage the collected records during fieldwork but also post-fieldwork prior to final submission. Successful applicants will be provided with detailed training on the

EMKP metadata process, so please don't worry if you don't fully understand the MCEM schema now. However, it is important to make sure you include sufficient time in your application workplan to accommodate this aspect of data management.