



ARCHIVES

BRIEF SUMMARY OF ACTIVITY

The participants will learn how to research for audio files, edit, save and tag them to facilitate future search.

AIM OF THE ACTIVITY

To learn the value of an archiving system in a radio station
To learn about the different systems and the latest technologies involved in archiving

EXPECTED OUTCOMES

At the end of the activity, learners would know
Different systems of archiving in a radio station
How to organise Personal archives
Different data formats for audio archiving (wav, mp3, ief, real audio)
Online editing systems
Resources of documentation (video documents, photographs, books etc.)
The legal aspects of documentation

EXPERIENCE AND SKILLS REQUIRED

Trainer needs to be familiar with editing software and the audio and information requirements for archiving.

INFRASTRUCTURE, SETTING, RESOURCES

Editing stations (laptop connected to the station network or with hard-drive with some station programmes and audio editing software and headphones) or a studio.

LENGTH

2 hours

MATERIALS

Internet access
A computer with necessary audio hardware and software

DESCRIPTION

HOW THE ACTIVITY SHOULD TAKE PLACE

There will be a visit to the radio station's archives. The participants will change one format into another in order to make it ready for publishing or archiving (e.g. to be broadcast later or published on the internet). The participants will find a broadcast related to a specific topic given to them by the instructor in one of the

online archives (e.g. www.radio4all.net)The participants will select any audio material from any type of archive). and state its potential use in a radio programme. They will then write an introduction for an on-air broadcast. The aim of this activity is for the participants to get an idea of how to use archives in a programme.

RECOMMENDED MAX. NUMBER OF PARTICIPANTS AND TRAINEES TO TRAINERS RATIO

As many as editing stations are available to 2 trainers.

RISK AND POSSIBLE ADAPTATION

If there is no radio archive in the radio station, the audio material to be worked with should be picked from one of the online archives or any other audio archive available. Private ones are also welcome.

VARIATIONS

TIPS FOR TRAINERS

Here is the best place to introduce the crossmedia-thinking e.g. put things on blogs and websites, sending information via Twitter and other messengers. Presenting “best-Of” for different reasons in different ways (Web, CDs, ...)

ANALYSIS AND EVALUATION

Do learners know about: Different systems of archiving in a radio station Organising Personal archives Different data formats for audio Editing systems Resources of documentation (video documents, photographs, books etc.) The legal aspects of documentation

SCHEDULING

Near the end of the training