

Vodou Archive Guide

Welcome

Welcome to the Vodou Archive! You will find audio, video, text, and images preserved on this site that represent Haitian Vodou, a cultural story of Haiti. These sources are supplied by scholars, students, videographers, artists, and practitioners alike as we attempt to create a holistic representation of what Vodou is and what it means to the people who practice it as well as what it has meant throughout history.

Often, Vodou is mistaken for Voodoo, the American popular mythology of zombies, potions, and Voodoo dolls. The real Vodou is a history-it is a story of strength, of culture, of preservation. Africans taken from West and Central Africa were intentionally mixed to prevent communication, yet one thing rose through and connected them: Vodou. This syncretic practice combined the beliefs of many and gave them the force of unity. By scholars in the field, Vodou is even attributed with empowering the leaders of the Haitian Revolution.

In keeping with its own traditions, Haitian Vodou has not been formally preserved until this point. Few books exist that adequately capture all of the history and components of Vodou. This is where we begin. By providing an open forum to share and search, we are enabling people to continue learning and building on what we have started. Our job is to pave the way for future generations to practice and preserve Haitian Vodou.

How to Upload

This is a guide for those who work internally on the site. The basics of the system will hopefully remain the same, even though the details will most likely change (frequently).

Videos:

Possibly the most important content on the site, the videos provide an objective view of our collection when viewed without reading our notes. Many of the interviews are in the process of being transcribed and translated; hopefully soon we will have a system in place to stream them simultaneously with the videos so that the site can also be used for language practice.

When uploading videos to the site, there are eleven steps:

1. The PI will provide you with **.avi** files. These are the highest quality files that are both accessible to our archiving system and encoding system. Using **MediaCoder**, you will encode these files as **.mp4** files using these Video and Audio settings: Video, Bitrate: 4000, Rate Mode: Average Bitrate, Format: H264; Audio, Format: LC-AAC.

2. While these are encoding, you will “start a new item” in DLC. Both **template and project** should be set to “Vodou.” Once you have accepted, you will add the ceremony title (normally the file title) as the **Main Title**. Add the number of videos in the series to the **Physical Description**. For **Publication Date**, add the date(s) that the video was filmed.
 - a. You may come back later with the PI to edit the **Abstract** and **Note** if you have not been provided with information to input here.
3. Choose **Save** and then click on **View this item**. Once you are viewing the item, click on the BibID at the top of the page (should look like AA000XXXXX). Choose to **Add new volume** from the top menu, and begin adding the file names from the second file (You will later rename the title as the first file). For each additional item, add the **Main Title**, make sure the **Visibility** is set to your desired setting, add the date the footage was filmed as the **Publication Date**, and choose **Save and add another**, until you get to the last one. Once you finish filling out the last item, choose **Save**.
4. Returning to your encoded files, once they have finished running through **MediaCoder**, rename the files using their new **BibID_VidID** (AA000XXXXX_000XX) titles derived from the **DLC**.
5. Copy these files to your subfolder in **Windows Explorer**. Once they have been copied, they will appear on the **Video Server**.
6. You will need to go to the **Video Server** and sign in under **Staff Login** using your **Gatorlink** sign in information.
7. Once on the site, choose the **Video Gallery** tab on the top menu. On the left side in the **Synchronize** tab, you will see the **BibID_VidID titles** of the files you have copied to your folder. Select the ones you would like to upload in groups of **5** and press **Synchronize**.
8. **Copy and Paste** each **Title** into the **Description** section and select **Save and Return**.
9. Once your videos have been encoded on the site, you will open the corresponding **BibID** through the **DLC** and then choose **Play** on the **Video Server** site. Once on the **Play Screen**, you will **Copy** the **Embed information** from the **Share** tab under the video and return to the **DLC** window.
10. In DLC, chose the specific **VidID** for the video you are embedding. Choose to **Edit Metadata**, click on the **Record Information** tab and **Paste** the **Embed information** in the **Embedded Video** field.
 - a. Make sure to change the **Height** from 530 to 480 to hide the comment and like/dislike options.
 - b. The **Thumbnails** will be automatically added to the DLC site every few days by Mark.
 - c. Don’t forget to click **Save** when you finish.
11. The final step is to **Archive** the original files. This is a two-step process. **Rename** your **.avi** files with their corresponding **BibID_VidID** name. **Add** each file to a **unique folder** with the **matching BibID_VidID name**.
 - a. **Select** all of the folders and **copy** them to <\\ad.ufl.edu\uflib\DLC\Archive\DROPBOX>. They will be automatically archived and cleared out of your folders when finished. This will archive them to Tivoli.
 - b. **Add** all of the folders to \\ad.ufl.edu\uflib\DLC\FCLA\Vodou_to_FDA and **tell** the DS&SC staff person for AV that they have been added. This will archive them to FDA.

- c. Using .avi files is important because the DLC has agreed to maintain only certain file types indefinitely. This is one of them.

Hints: I often use an Excel spreadsheet to keep track of where each file is along the process. This is not necessary but I find it useful, especially while we are working out the kinks in the process.

Sometimes, the PI will request that you embed videos on the DLC site from an outside server, such as Vimeo or YouTube. While this is easy to do and allows the videos to be immediately accessible, it does **NOT** preserve the videos in our archives. The **only** way to archive the videos is to add them to our **Archival Folders**. When the PI asks on adding a video from one of these sources, complete steps **2, 9,** and **10** of the previous process.

What to do with files that MediaCoder will not encode:

1. Use the original files and a different encoding software to re-encode the files to .mp4.
2. If the problem persists, contact the DS&SC staff person for AV.

What to do with files that the Video Server deletes:

1. For now, the solution to this is to re-encode the original files to .mp4 again and to re-upload them to the Video Server.
2. If the problem persists, contact IT.

Photographs:

The process for uploading photographs is similar to videos. Again, if this process is not done properly, although the information may be up and accessible, it will not be archived. As the library liaison, it is your job to make sure that this step is included in the ultimate process.

Photographs come from many sources-they're less time consuming to submit than videos and many consider them easier to collect. It's important to make sure that all of the photographs submitted go through the proper channels both for archival purposes and to make sure that they are accessible to all viewers of the site.

1. Begin by **starting a new item** in the DLC. Both **template and project** should be set to "Vodou." Once you have accepted, you will add the ceremony title (normally the file title) as the **Main Title**. Change the Resource Type to Photograph. Add the number of photographs in the series to the **Physical Description**. For **Publication Date**, add the date(s) that the photographs were captured.
2. Choose **Save** and then click on **Edit this item**. Once you are viewing the item, change **Creator** to the photographer's name. Add additional **subjects** using semi-colons to distinguish them. Feel free to add **notes** if the photographer has provided you with any.
3. Choose **Save**. Once you are viewing the item, click on the BibID at the top of the page (should look like AA000XXXXX). Choose to **Add new volume** from the top menu, and begin adding the file names from the second file (You will later rename the main title as the first file). For each

additional item, add the **Main Title**, make sure the **Visibility** is set to your desired setting, add the date the photograph was taken as the **Publication Date**, and choose **Save and add another**, until you get to the last one. Once you finish filling out the last item, choose **Save**.

- a. Each photograph does not necessarily need its own VidID. For example, if you have three photos that are similar or all of the same thing, you can make one VidID for the series and upload all of the videos under that heading.
4. Rename all of the **.jpg** files using the **BibID_VidID** name provided by the **DLC**. Add each file to its **own folder** also labeled as the specific **BibID_VidID**.
5. **Open** each of the **.jpg** files in Photoshop. You will need to save the files as **uncompressed .tif** files at **RGB 300 PPI**.
 - a. Make sure to **keep the original .jpg files** for archival purposes.
6. Once your .tif files have been saved in the corresponding BibID_VidID folder, rename the original as BibID_VidID_Archive.jpg and drop the entire folder into the PreQC folder on the SAN (<\\ad.ufl.edu\uflib\DLC>Main\PreQC>).
7. Digital Library employees will process the files through Pre Quality Control and Quality Control to make sure that they meet all of their qualifications. If you need to speed things up, you can ask the DS&SC staff person running PreQC to run PreQC, and you can run QC yourself by opening the DLC Toolbox, opening the Quality Control tool, finding your files in the list, opening them and checking them to make sure that they appear online and are zoom-able, and accepting them.
8. The files will be uploaded through this process-you don't need to embed them or attach them.
9. During PreQC, the files are archived to Tivoli. To archive them to FDA, add all of the files to the Load folder on the SAN (<\\ad.ufl.edu\uflib\DLC>Main\Load>).

Hints: Again, I recommend using an Excel spreadsheet to keep track of everything. Even as the names of the files change, I like to keep a flow of every name each file has had while being processed so things can be tracked back and forth.

All photographs that have been added via the self-submittal tool must be checked by a DLC employee after the fact. To do this:

1. Check the New Items tab on the Vodou Archive page to see what has been added recently.
2. If anything has been added, trace it back to the source by choosing the item, choosing View Work History from the top menu, opening the Directory, and following the link.
3. Convert the .jpg files to .tif files and run them through PreQC as described in Photograph: Step 6.
4. Once they have gone through PreQC, copy them to <\\ad.ufl.edu\uflib\DLC>Main\Load> and <\\cns-uflib-ufdc\UFDC\INCOMING\inbound>. They will be archived and will appear on the site in the proper form.

Hint: Any files with text need to be run through OCR as well!