Digitizing a Cassette using the Kaipuleohone digitization suite

In general:
- cell phone off.
- Don't put tapes etc. near magnetic things (computers!).
- Recording should be at 96kHz, 24 bit

Starting the equipment
-Turn on computer (hard drive and monitor)
-Choose "Minimal Recording Mode" when given the option
-Turn on main power switch at top of recording tower
-Turn on power switch for whatever other section of recording tower is needed (ie cassette tapes)

Digitizing a cassette tape
-Open Sony Sound Forge
-Check for 96kHz/24 bit setting
-Be sure to have a proper name worked out for the digitized file (see the 'Naming files' section below))
-Insert tape (top deck), rewind entire side, fast forward entire side, rewind entire side
-Begin playing tape
-Click record (circle) button in Sound Forge - a window will appear showing sounds levels
-Play portion of tape, adjust "output" dial on tape deck until levels are not hitting the red zone at all
-When ready to record, rewind tape, click record (circle) button from the monitoring window, press play on tape deck after a few seconds
-When recording is done, click stop (square) button - Sony Sound Forge will open the waveform from the recording
-Delete any excessive silence at start and beginning, but leave a few seconds at each end (don't make any changes to the sound file beyond this)
-Select "save as" from file menu, name file and save as .wav in proper folder
-Fill out a paper slip with the date, your name and the id number of the file. Isert the slip into the cassette box.

Monitoring with headphones
-Plug headphones into the Orpheus part of the recording tower to monitor what's playing off the computer ("phones 1" plug; adjust volume with small dial)
-Plug headphones into whichever section you're recording off (ie cassette deck) to monitor sound as it records ("phones" plug; adjust volume with small dial, not output dial)

Naming files
-example: JB1-001-A.wav (this is the A side of tape 001 from the Joel Bradshaw collection)
-JB1-001-B.wav (B side of above tape)
-save to folder named for collection (ie. "JB1) under C: - Documents and Settings - Administrator - My Documents

Changing settings (shouldn't be necessary)
-Open Orpheus control panel from the desktop shortcut; settings can be adjusted here
-From within Sony Sound Forge, choose "preferences" from the option menu; click "audio" tab, choose "Orpheus" from drop-down list

Maintenance
-Heads on tape deck should be cleaned before each session with isopropyl alcohol and a cotton swab
-Cassette tapes should be stored on end, not flat

Entering metadata
-Metadata MUST be entered at the same time as the tape is digitized
-for now, use the spreadsheet - make a separate copy for each collection
-If a tape has a big section of silence in the middle, this should be noted in the item description
-If B side of a cassette is blank,this should be noted in the item description
-If only the first 10 minutes of a 60 minute side have been recorded, this should be noted in the item description