**Project Submission Form – Audio Recordings**

**A completed paper copy of this form must be included with the hard drive**

**EAP Project Number** Please include this reference in all correspondence

**Number of hard drives submitted**

**Are you submitting images other than carrier images (e.g. disc labels)? Yes**[ ]  **No**[ ]

If you answered ‘Yes’ you will also need to complete the standard submission form too

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| **Hard drives** |
| What type of computer was data transferred to the hard drive from? | Windows [ ]  | Mac [ ]  |
| If Mac, the hard drive must be formatted to exFAT or FAT32 before the images are loaded onto the hard drive |[ ]
| The hard drive is a solid-state drive (SSD) with rugged casing (preferred) and **is not** password protected |[ ]
| **Digitised files** |
| Recordings must be in uncompressed WAV format |[ ]
| Recordings must have a minimum sample rate of 48 kHz and 24 bit encoding rate |[ ]
| Recordings must not be enhanced (e.g. de-noising). |[ ]
| All images must be in uncompressed TIFF format |[ ]
| All images must be orientated for reading |[ ]
| Images must not be enhanced or modified |[ ]
| The colour profile should be sRGB (IEC61966-2.1) |[ ]
| You must create checksums for all files on the hard drive(s) |[ ]
| **Metadata** |
| The completed metadata listing spreadsheet must be included on the hard drive |[ ]
| The audio file names entered in column AB of ‘Recording Description’ must exactly match the names of the files on the hard drive. |[ ]
| Carrier images must be entered in column AA of ‘Recording Description’. File names must exactly match the names of the files on the hard drive. |[ ]
| The File and Transfer information columns must be complete |[ ]

Jody Butterworth

Endangered Archives Programme

The British Library

96 Euston Road

NW1 2DB

**Post the Hard Drive(s) using a courier with a tracking service to:**

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| Full guidelines for image and metadata standards are available on the EAP website. If any of these requirements are not met, this may delay the processing of your hard drive and you may be required to submit a new hard drive and/or metadata spreadsheet before you can submit your final report. |
| I understand that the images and metadata supplied here are final and it may not be possible for EAP to incorporate any future additions, amendments, or enhancements. |
| Signed |  | Date |  |