



Sending Materials to ELAR

Endangered Languages Archive, 16 March 2017

ELAR now allows for self-upload, which enables depositors to load their own data into the online archive. All metadata files should be in IMDI format (not CMDI or in a spreadsheet). See the self-upload helpsheets for more information on how to create metadata and load your data.

In the case that you cannot upload your own data (e.g. you don't have a stable internet connection or you have already finished your metadata in CMDI format), then you may request your data to be uploaded by the ELAR staff. For the ELAR staff to upload your data, you will need to transfer your data to ELAR, either by post (e.g. external hard drive, SD card, USB stick) or by an online transfer service (e.g. Dropbox, Google Drive, WeTransfer).

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Data Structure

Whether you choose to send data by post or online, your data should be structured in this manner. Sending data in the incorrect format may cause delays in the processing and upload of your data.

1. Send only data which you would like archived. Do not include any files that should not be uploaded to your deposit (e.g. personal correspondence, instructions, etc. – these should be emailed separately to elararchive@soas.ac.uk)
2. The data should be organized as follows: One main folder inside, named following these conventions: *deposit key-name-language* (e.g. 0259-salffner-ikaan)
3. Inside that main folder, please have your metadata (CMDI / IMDI) files, and separate folders for each bundle containing the resources for that bundle. These folders should be named exactly as the corresponding metadata file (see example below). This is exactly the structure you get when you export your data from Arbil by ticking "Export resource files (if available)". In the case where you are sending CMDI metadata files and you have not used Arbil in the process of metadata creation, please put the cmdi files and the resources together in the main folder, without subfolders.



Folder structure for IMDIs or CMDIs exported from Arbil:

Name	Date modified	Type	Size
CL2014_photos	27/03/2017 18:42	File folder	
CL01042014BE_1	27/03/2017 18:42	File folder	
CL01042014BE_3	27/03/2017 18:42	File folder	
CL01042014PP_SC	27/03/2017 18:42	File folder	
CL02042014BE_1	27/03/2017 18:42	File folder	
CL02042014BE_2	27/03/2017 18:42	File folder	
CL03042014BE_1	27/03/2017 18:42	File folder	
CL07032014CP	27/03/2017 18:42	File folder	
CL07042014BE	27/03/2017 18:42	File folder	
CL08032014BE	27/03/2017 18:42	File folder	
CL08032014MCh_PT	27/03/2017 18:42	File folder	
CL08042014_red_cross_photos	27/03/2017 18:42	File folder	
CL08042014DD	27/03/2017 18:42	File folder	
CL08042014JCh	27/03/2017 18:42	File folder	
CL2014_photos.imdi	19/02/2016 17:12	IMDI File	88 KB
CL01042014BE_1.imdi	19/02/2016 17:12	IMDI File	12 KB
CL01042014BE_2.imdi	19/02/2016 17:12	IMDI File	10 KB
CL01042014BE_3.imdi	19/02/2016 17:12	IMDI File	10 KB
CL01042014BE_PP_SC.imdi	19/02/2016 17:12	IMDI File	12 KB
CL01042014PP_SC.imdi	19/02/2016 17:12	IMDI File	11 KB
CL02042014BE_1.imdi	19/02/2016 17:12	IMDI File	11 KB
CL02042014BE_2.imdi	19/02/2016 17:12	IMDI File	11 KB
CL03042014BE_1.imdi	19/02/2016 17:12	IMDI File	11 KB
CL03042014BE_2.imdi	19/02/2016 17:12	IMDI File	10 KB
CL07032014CP.imdi	19/02/2016 17:12	IMDI File	14 KB
CL07042014BE.imdi	19/02/2016 17:12	IMDI File	11 KB
CL08032014BE.imdi	19/02/2016 17:12	IMDI File	10 KB

Folder structure for CMDIs only that have not been exported from Arbil:

Name	Date modified	Type	Size
xumi600.cmdi	12/06/2017 15:19	CMDI File	46 KB
xumi600.mp4	03/06/2016 08:26	VLC media file (m...	1,962,816 KB
xumi600.MTS	25/03/2015 02:52	VLC media file (m...	2,075,892 KB
xumi601.cmdi	12/06/2017 15:19	CMDI File	46 KB
xumi601.mp4	03/06/2016 08:28	VLC media file (m...	1,961,511 KB
xumi601.MTS	25/03/2015 03:05	VLC media file (m...	2,074,548 KB
xumi602.cmdi	12/06/2017 15:19	CMDI File	46 KB
xumi602.mp4	03/06/2016 08:29	VLC media file (m...	1,961,920 KB
xumi602.MTS	25/03/2015 03:17	VLC media file (m...	2,074,938 KB
xumi603.cmdi	12/06/2017 15:19	CMDI File	46 KB
xumi603.mp4	03/06/2016 08:31	VLC media file (m...	1,962,822 KB
xumi603.MTS	25/03/2015 03:30	VLC media file (m...	2,075,928 KB
xumi604.cmdi	12/06/2017 15:19	CMDI File	46 KB
xumi604.mp4	03/06/2016 08:32	VLC media file (m...	1,961,816 KB
xumi604.MTS	25/03/2015 03:43	VLC media file (m...	2,074,836 KB
xumi605.cmdi	12/06/2017 15:19	CMDI File	46 KB
xumi605.mp4	03/06/2016 08:33	VLC media file (m...	1,962,664 KB
xumi605.MTS	25/03/2015 03:55	VLC media file (m...	2,075,760 KB
xumi606.eaf	20/03/2017 09:16	EAF File	153 KB
xumi606.flextext	05/06/2016 13:02	FLEXTEXT File	128 KB
xumi606.mp4	03/06/2016 01:35	VLC media file (m...	1,961,755 KB
xumi606.MTS	25/03/2015 04:08	VLC media file (m...	2,074,776 KB
xumi606.pfsx	20/03/2017 09:16	PFSX File	4 KB
xumi606.wav	04/06/2016 01:33	VLC media file (w...	65,077 KB
xumi606a.cmdi	12/06/2017 15:18	CMDI File	46 KB
xumi606b.cmdi	12/06/2017 15:19	CMDI File	30 KB
xumi606c.cmdi	12/06/2017 15:19	CMDI File	24 KB



4. The resource files within the bundle folders should be in the **accepted formats** and adhering to the ELAR **naming conventions**.

Accepted Formats:

- Audio: wav (settings 48kHz, 16bit, stereo)
- Video: mp4, mpeg, mts (settings: H264)
- Photographs: jpeg, tiff
- Scans: tiff, pdf (settings: high colour, high quality, 300dpi; pdf-A)
- Written documents: pdf (settings: pdf-A), txt (settings: Unicode UTF-8)
- Annotations: eaf, pfsx, TextGrid
- Dictionary data: toolbox files (txt, typ, lng; settings: Unicode UTF-8), FLEx¹ (xml; settings: Unicode UTF-8)

Sending by Post

If you are sending your data to ELAR by post, please put the data on an external hard disk, SD card or USB stick. ELAR will return your hard disk, card or USB stick to you after the data has been ingested and you have checked and approved the file listing. If you do not have a suitable card or disk please let us know so that we can send one to you for you to copy your data onto and return to us.

Please ensure your computer is virus free before copying any files to the hard disk or card you plan to send. If possible, first prepare your files on your computer, then copy cleanly across to the hard disk you plan to send. Where possible, avoid deleting files from the hard disk, as deletions can leave residual files, wasted space in "Recycle bins", or cause ambiguities or privacy risks.

Wrap the disk/card in protective materials before transporting and before posting to ELAR.

Send any cables needed to operate the hard disk, such as power cable and transformer (you do not need to send USB cables).

Return to the following address:

FAO Sophie Salfner/Vera Ferreira
Endangered Languages Archive
SOAS University of London
Thornhaugh Street, Russell Square
London WC1H 0XG
UK

Customs declaration

You will probably need to attach and fill in a Customs form (internationally known as CN 22) to your package. If you do not address the package or fill in the Customs form correctly, ELAR is forced to pay expensive and needless customs (import duty) charges. To help us avoid these charges, do the following:

¹ Not archivable yet. We are working on ways to display FLEx data. If you have FLEx databases, please do not include them in your bundles, but them to ELAR.



- address the package to an ELAR staff member personally (as in the example address above)
- state that the contents are a Gift
- describe the contents as "a used (second-hand) hard disk" (or "used (second-hand) flash card")
- state the value as GBP 20 or about US\$30 (despite what you paid for your disk or the value)

Sending Data Online

Small amounts of data can be emailed to us (please email us at elararchive@soas.ac.uk first) or sent via facilities such as [Dropbox](#) or WeTransfer or Google Drive. If you wish to use Dropbox please email us at elararchive@soas.ac.uk to set up a Dropbox space for you.

Retain copies of all your files until ELAR confirms that your files have been received and safely copied onto our storage system.

Licensing Agreement

All depositors need to provide a completed signed **Licensing Agreement** with their materials. You only need to provide a single form to cover a deposit and all its parts and updates and/or additions.

There are two versions of the Licensing Agreement:

1. [Electronic Fill-In Form \(msword; 96kb\)](#)
2. [Printable Form \(pdf; 173kb\)](#)

Both forms have the same content. We recommend that you fill in (1), sign it, print it and send it to us. After we have signed it on our side, we'll email you a digitised version for your records.

Note that values for Access Protocol should be provided as part of your deposit metadata.

In case of questions or problems, please contact us at elararchive@soas.ac.uk.