

Interviews in Conservation Initiative Guidelines for Processing and Depositing Interviews

1. Consent

1. Inform your interviewee with an Information Brochure and make sure to have informed consent from all parties involved, interviewer(s), videographer and everyone else visible or audible.
2. You can find ICI informed consent form templates, ([EN](#)) and ([NL](#)), on www.uva.nl/ici under [Resources](#)
3. Aim for open access to best adhere to FAIR data principles. Alternatives are provided but open access includes most possibilities, even if you decide to publish the material with restricted access.

2. Privacy and Pre-archiving

1. [GDPR](#) urges to download audio or video recordings from the recording device as soon as possible, directly on a protected Research Drive. Commercial Cloud Services are not recommended as it is known that AI training can access storage spaces, including Dropbox, Google Drive, OneDrive and SharePoint (if permitted one would hope).
2. All downloaded files should be checked for completeness and corruption, files named according to conventions as indicated in the [ICI file names guideline](#) on www.uva.nl/ici.
3. Create folder per interviewee <last name, first name>, followed per interview <last_name_YYYYMMDD_Place>.
4. At all times, leave all original material on the Research Drive, even after permanently depositing in a trusted archive, such as DANS in the Netherlands, and has received a Digital Object Identifier (DOI), a stable URL.

3. Automatically Transcribe

Whisper is an automatic speech recognition (ASR) system developed by OpenAI that can be used on a local device, e.g., your own computer and without internet access. For Mac OS, MacWhisper is easiest, for Windows, Python or Subtitle Edit or [aTrain](#). Do note this is subject to change given the rapid developments in this field.

Mac OS: MacWhisper

1. Download MacWhisper from <https://goodsnooze.gumroad.com/l/macwhisper> for free version and install.
2. Note that App store updating prompts may bring you to the Appstore later, which requires payment for the free version. It will overwrite your first install and making it unavailable. Normally, updates are notified by email. If you opt to use a paid version with better quality recognition, medium is a perfect model to use, large may not fit your device and is possibly made available institutions (e.g., [SURF](#)).
3. You can either use MacWhisper to correct only subtitles, but [Whisper Corrector](#) generates subtitles (.srt), text including speaker turns (.txt) and a time aligned search-and-find interface (.html) in one go (see [4](#)).

Windows: Subtitle Edit

1. Download latest version of Subtitle Edit from <https://github.com/SubtitleEdit/subtitleedit/releases>
2. The first time you use the program for speech recognition, you will be required to change some settings, only once.
 - a. Click Options – Settings.
 - b. In the window that opens, click on Video player, then on Download mpv lib, then click OK
 - c. In the main menu, click on Video – Audio to text (Whisper) (the programme asks download permission)
 - d. Click Yes to download FFmpeg, then click OK
 - e. Click Yes to download whisper.ccp, then click OK
 - f. In the window that opens, click on the three dots
 - g. Select the model(s) you want to use for speech recognition. A larger model means more accurate transcription, but slower processing. Models ending in .en are more accurate but only for full English text
 - h. Once you've downloaded the model(s), Subtitle Edit is ready to use for speech recognition

3. To automatically transcribe an audio or video file with Subtitle Edit, use the following steps:
 - a. Click on Video, Open video file, and select your audio or video file (click All files in the lower right corner)
 - b. Click on Video – Audio to text (Whisper)
 - c. Select the language and the desired model (make sure you have downloaded the model before)
 - d. Make sure the boxes Auto adjust timings and Use post-processing are ticked
 - e. Click on Generate. The program will start automatic recognition. You can follow the progress in the green bar
 - f. When automatic recognition is completed, save the .srt file by clicking File – Save as. Save the file in the same folder as your audio or video file under the same file name, excluding the file extension
4. You can either use Subtitle Edit to correct only subtitles (.srt), but Whisper Corrector generates subtitles (.srt), text including speaker turns (.txt) and a time aligned search-and-find interface (.html) in one go (see [4](#)).

No Scribe

Since Whisper appeared in 2022, many others have used the open-source software to improve its performance and offer various applications to the community. An excellent example is No Scribe, to be downloaded for free for various operating systems <https://github.com/kaixxx/noScribe>. Scroll down for the explanation and download options.

4. Carefully Correct

All ASR results still need some correction. To make most profit of your correction effort, make sure that you select a correction programme with multiple file output, for transcript (txt), subtitles (srt, vtt), and, for instance, an audio-text html interface to facilitate searches. For this purpose, Arjan van Hessen has developed the free open-source programme WhisperCorrector, available from <https://dev.brs85.nl>.

1. Always start with a new download for the latest version of WhisperCorrector from the website. You may have to actively go around your safety settings to open the application.
2. For every new interview, change the settings to 'expert mode' to open the ASR delivered .srt file or .json file one time only. The software generates a xml work-file. This is to be opened in the 'normal' setting. If you repeat the expert mode steps, all previous work is replaced anew, so avoid doing so, and keep the app in 'normal' setting while correcting the xml.
3. Once xml is opened, add speakers and 'safe all speakers'.
4. Correct the text under the 'memo' tab. Open the AV-file from the same folder if not opened automatically.
5. Follow these rules to obtain the desired result:
 - a. Avoid freestanding interpunction, e.g. with spaces around it.
 - b. Avoid square brackets in the running text [...], for they indicate the speaker turns only.
 - c. Turns can be 'glued' to combine. When dragging the playing indicator to the left, the audio continues to the next turn, which may be helpful to clarify what's being said.
 - d. Do not add additional information in the text to preserve the time-alignment. Clarifications and annotations can be added in a copy of the final transcript to avoid interference with the subtitles
6. Tool: right mouse click to search and replace a word in the entire file with the right spelling.
7. Once you are done correcting, export the results in Expert mode once more (Settings – Show expert mode), click export All files. The corrected versions will land in the 'results' folder. Follow Whisper Corrector Manual.
8. Check the .txt file manually for typos (red underlined), double spaces, floating interpunction marks, and find-replace them in WhisperCorrector to complete correction.
9. Click on Export mode once more and export All files for srt (subtitles), html (audio-text interface), txt (machine readable), word.txt, as a basis for your final (annotated) transcript (see [5](#)).

5. Transcript

1. Open the '.word.txt' and copy-paste into Word or your preferred text editing programme.
2. Select all text and slide the left margin to the right and fix at 3 cm (or wider) for proper speaker alignment.
3. Add metadata to provide context. See the ICI metadata + transcript template ([EN](#)) and ([NL](#)) on www.uva.nl/ici

6. Video Subtitling

DANS uses vtt with their video payout. If required, convert srt to vtt. To have the corrected subtitling play with video file in DANS, add the subtitle language code directly after the file name separated by a dot, before the file extension. For example: Sille_20250117_Popovich.nl.vtt

Note that both .nl and .vtt are preceded by a dot.

Currently, three languages are read in the DANS DataStation SSH:

- .nl (Nederlands)
- .de (Duits)
- .en (Engels)

7. Double check consent

1. Before deposition, double check that you have consent from all parties involved, provide the interviewee with the corrected transcript for a final review, and have the videographer, and everyone else visible or audible sign consent (see [1](#)).
2. Aim for open access to support the FAIR principles in research. Alternatives are provided, but make sure to get consent for open access, even if you opt for restricted access, so you won't have to go back in case you would like to cite or publish parts of it.

8. Deposition

1. a. [Register and] Log in [DANS Data Station Social Sciences and Humanities](#), click on Add Data, New Dataset. Or:
b. [Once registered with DANS (see under a) and access granted via a one-time only safety token]. Log in <http://ohsmart.datastations.nl>, via your institution or your google account, click on Deposit Data.
2. For examples, browse the most recent interviews grouped under, [Interviews in Conservation Research](#) on DANS Data Station SSH, <https://ssh.datastations.nl/>
3. For deposition of Oral History specific data, use the <https://ohsmart.datastations.nl>
4. For depositions directly in the Data Station SSH, see DANS deposition guidelines
 - **Before depositing:** follow link, and fill out metadata template, and merge with transcript into pdf
 - **During depositing:** follow link. Under 'Relation metadata': 'Oral History'; 'Interviews in Conservation Research'
 - **After depositing:** follow link. See 7.
5. Metadata should be enabled to work like Linked Open Data, which can be done by selecting standardized controlled vocabularies. Some keyword fields in the deposit interface are free text fields, others are linked to standardized thesauri (Getty AAT, ELSST). Use additional thesauri for all terms not found in the integrated controlled vocabularies. For additional terms, find persistent Identifiers (PIDs), in these thesauri: <https://www.wikidata.org>, RKD Artists, <https://research.rkd.nl>, or Getty Union List of Artist Names, [ULAN](#) (if not in RKD Artists). For Getty AAT and ELSST, start typing keywords in English, and use the suggestions from the drop-down menu. Be creative in finding alternative keywords that are similar in meaning. Do this first, and add what is missing in the open keyword entries.
6. Make sure to fill out a Data Access Protocol template to add to the dataset, <https://zenodo.org/records/10887572>. The DOI of the dataset needs to be filled out. The DOI is created once a draft dataset has entered the Data Station SSH. Complete the form and upload as PDF to your dataset as an Open Access file, directly in DANS Data Station SSH. For detailed information on how to deposit data with Restricted Access, see: *Guidebook - Depositing Restricted Access In The DANS Data Stations* (1.0). Zenodo. <https://doi.org/10.5281/zenodo.10887484>.
7. For Conservator Interviews, make sure to inform the FAIC Oral History project of the new interview that they can add it to the [FAIC Oral History Project Interviewee List](#). Contact Rebecca Rushfield or Joyce Hill Stoner through <https://www.culturalheritage.org/resources/resources-for-conservation-professionals/online-resources/oral-history-project>