

Submission Requirements for Video and Audio Content

Video and audio content has different requirements than traditional scholarly content uploaded to the Core repository. Adding video content is a mediated process that needs to go through the ARLIS/NA Commons Manager. The following are required:

1. Submission of the [Public Appearance Consent Form](#) for all speakers
2. Metadata
 - a. Title
 - b. Description
 - i. Please include a brief description of the presentation, the date it took place, the larger event it was part of (e.g. ArLiSNAP VREPS conference) and the names of any speakers.
 - ii. Include licensing information at the end of the description - "This recording is made available under a Creative Commons BY-NC-ND 4.0 license (<https://creativecommons.org/licenses/by-nc-nd/4.0/>)."
 - c. Tags
 - i. All content will include the tag "art libraries society of north america". Please add at least one additional tag using the [Library of Congress Subject Headings](#) (where appropriate) to specify the content of the recording.
3. Edited Captions
 - a. The ARLIS/NA Commons Manager will automatically generate a caption file after uploading the content to Kaltura. Automatically generated captions often have small errors that need corrections. By submitting content, you agree to invest time in editing the generated .srt file to the best of your abilities. To edit, open the .srt file in a plain text editor (Notepad for Windows or TextEdit for Mac). Listen to the recording and edit any errors in the file. Do not make any changes to the timestamps. After completion, email the ARLIS/NA Commons Manager with the updated file.

Other Considerations: If hosting a virtual event, try to enable captions that aren't directly captured on screen in the recording. If not possible, include captions in recording and note that both edited captions and unedited captions will be present.

The ARLIS/NA Commons Manager will periodically notify the listserv of new content added to the [ARLIS/NA Kaltura Channel](#). You are welcome to promote and share the recording as well through any channels you would like.