

## Video History Project – Editing Interview Checklist

Editing one of the Video History's interviews is a four-step process as shown in the following table. Each step in the table requires a number of other steps which are detailed in a variety of Word documents stored in the Video Editing folder in the VideoHistory folder on the shared Google Drive.

### Editing Interview Checklist

| Tasks                                                                                                                                                                                                                                                                                                                                                                   | Responsible                                 | Done |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------|
| <b>Step 1 – Getting Ready to Edit</b><br>This task involves selecting an interview and getting it onto your computer. See <i>Checklist Obtain Interview</i> in the VideoHistory / Video Editing folder on the Shared Google Drive for details on completing this task                                                                                                   | Editor and Data Management Chair            |      |
| <b>Step 2 – Editing the Interview</b><br>The goal for this task is to convert the raw interview into an interesting, entertaining video highlighting stories about ASU but not limited to only ASU stories. See <i>Interview Editing Guidelines</i> in the VideoHistory / Video Editing folder on the Shared Google Drive for what is expected during editing.          | Editor                                      |      |
| <b>Step 3 – Generating Metadata Values</b><br>There are sixteen metadata fields associated with the video in the Digital Repository. The goal for this task is to generate values for these sixteen metadata fields. See <i>Generating Interview Metadata</i> in the VideoHistory / Video Editing folder on the Shared Google Drive for details on completing this task | Editor                                      |      |
| <b>Step 4 – Publishing the Interview</b><br>This task moves the edited interview to the ASU Library's Digital Repository. See <i>Checklist Publishing Interview</i> in the VideoHistory / Video Editing folder on the Shared Google Drive for details on completing this task                                                                                           | Editor and Editing & Data Management Chairs |      |