



## Media Label Instructions

- **The Media Label**

A Media Label should accompany (and preferably be attached to) all of a project's recorded media, including Hard Drives, DVDs, CDs, LTO, DLT, and AIT. Having a Media Label attached to all media recorded for the project will ensure that all persons working on the project are informed each step of the way, from the first recorded note to the archivist who will permanently store the media for the content owner.

Following are instructions for completing the Media Label. Keep in mind that all of the blocks do not need to be filled out, just the ones that pertain to the particular type of media being used (Useful tip: write the Artist name, Project, Song and Date, etc. and affix it to the media you are using. You can use white console tape, make a sticky label, and write the information in ink).

- **Artist:** Artist Name
- **Project:** Most Record Labels or Media Companies will have a product number which they can insert here
- **Media\_\_ of \_\_:** For CDs, DVDs, Hard Drives, Tape backups etc. This signifies how many of each item you have

for this project and which number out of the total items this particular piece of media is (as in Media 1 of 5).

- **Project/Song:** Album or Song title
- **Date:** Date of Media Creation
- **Time:** Circle AM or PM. Since some audio files on the same song may be in production at different studios on the same day, noting the time will help answer any questions that may arise
- **Ready to Archive:** Check this box if the audio files are flattened and migrated to BWF file format and properly named.
- **Backup:** If this is a backup, check this block then proceed to Software sections and fill in the Backup Software and Version being used. Then fill out the Software Version, per instructions.
- **Label:** Name of Record Label or Media Company
- **Label Contact:** This is the person in charge of the project at the label.
- **Producer:**
- **Studio Contact:**
- **Engineer:**
- **Assistant Engineer:**

- **Phone Numbers:** For label contact, producer, engineer and assistant engineer. Please note that phone numbers are very important for future questions.
- **Physical Format:** Hard Drive, DVD, CD, DLT, LTO, AIT, DAT, DTRS, etc.
- **Bit Depth:** Check the box that applies: 16 bit, 24 bit, 32 bit; Check "other" for units using 1 bit, 64 bit, or future bit streams
- **Sample Rate:** Use the "other" box for sample rates above 96k or the MHz (megahertz) sample rates used by some manufacturers.
- **File Format:** These are audio file formats

**AIFF:** Used for CDs and Masterlink ; does not support time stamping

**QT:** QuickTime supports a wide variety of audio and video formats

**BWF:** Broadcast Wave based on Microsoft RIFF; more robust for time code and allows metadata storage in the header. Used for archival.

**.Wav:** Microsoft audio file format, mainly PC; stores sample rate and bit depth

**AES 31:** Audio file interchange system standard for Network and File Transport of Audio

**SD2:** Sound Designer II - developed by Digidesign for Apple Computers; on PCs it will have the extension .sd2

**Other:** MP3, etc.

- **Media Type:** Used if the media is a CD or DVD

**Redbook:** 44.1 k sample rate and 16 bit

**Yellow book:** an extension of Redbook that can contain other data then audio

**Masterlink:** Stores audio file mixes in AIFF from 44.1/24 bit to 96k/24 bit Master CD is known as CD 24s and can open in computers for mastering etc.

**ISO 9660:** CD ROM file system; can be read on PC or Mac computers

**Other:** For bounced audio files from DAW's

- **Time Code Format:** Frames per second

**24:** Used for film

**25:** Used in European PAL

**29.97 NDF:** NDF means non drop frame

**29.97 DF:** Drop Frame

**30:** Used when not locking to film or video

**Other box:** Used for any variances, new HD will be 60 ATSC, etc.

**SMPTE:** Includes binary coded decimal information, hours, minutes, seconds, frames and user bit information. Best for film and video.

**MTC:** MIDI Time Code, like SMPTE , but used for sequencing MIDI information with music. There is no user bit information, it is delivered in quarter frame and needs to run from a separate MIDI port.

- **Sync Reference (or Master ):** This can be an external master Word Clock, which runs A/D D/A converters, or it can be a Black Burst generator for SMPTE time code that will make the time code accurate each second. Or it may be a combination unit for Word Clock and Black Burst together, or, separate units. Write in the manufacturer and unit name.
- **Master:** The original recording and storage media for the audio files, or the complete project audio files.
- **DIG (clone) Copy:** Check this box if the media is not the master, but is instead a copy (safety) of the audio files.
- **Analog Copy:** Check this box if the media is the original copy of the analog audio tracks
- **Work Tracks/Files:** Check this box if the media contains audio stem files, audio files going somewhere for additional recording, editing, new overdubs, new vocals, or, if it is media coming back from overdubs, editing, etc.

- **DAW Platform:** Digital Audio Workstation

**Mac:** Computer made by Apple

**PC:** Personal Computer made by many manufacturers

**O/S:** Operating System is very important information to note here; i.e., Apple

**10.4.9:** Microsoft Windows XP or Vista; Unix or other operating systems.

- **Initialized:** After the hard drive is formatted it is initialized for use by the host computer

**HFS+:** Apple Computer initializing known as extended and journalized. It replaced the old HFS file system. HFS+ supports and can manage much larger files with block addresses of 32bit.

**HFS:** Older version for initializing Apple Hard Drives previous to system 10.It had block address of 16 bit, used for smaller sized hard drive storage.

**FAT 32:** A PC initializing system that will support EIDE hard drives larger then 2 terabytes and is faster and more efficient then the previous FAT.

**NTFS:** PC high performance system used with Windows Vista, XP and NT, it supports large volumes and storage with new features to encrypt folders and files.

- **Software:** Most of the following use BWF, SD II and AIFF audio wave forms; some don't. Know the software you are

using, so that it can be written or exported to BWF for archival.

- DP:** Digital Performer, cross platform sold by Mark of the Unicorn. (MOTU) Has audio, MIDI and movie features. Uses Sound Designer II audio files. Open platform and can be used with various interfaces. Goes up to 192 K
- Nue:** Nuendo, sold by Steinberg. Mainly PC based and can be used with various interfaces. Goes up to 192 k
- Sadie:** PC based and used in mastering, radio, TV, and film production. Self contained processor. Supports AES 31, and goes up to 192 K
- Logic:** Sold by Apple. Mac based. Has audio, MIDI and film features. Open platform that can be used with various interfaces. Goes up to 192 k
- PT:** Pro Tools. Sold by Digidesign. Has proprietary based software that can only be used with Pro Tools hardware. Has MIDI and film capabilities.
- TDM:** Time-division multiplexing—a way to move a lot of data around on a bus; generally found in older Pro Tools systems' extra DSP cards.
- LE:** Pro Tools 002,003. Mbox proprietary units used with Pro Tools software; has many limited features that are used in the HD system. Limited to 96K

**HD:** Pro Tools newest hardware and priority Pro Tools software; goes up to 192 k. Has MIDI and film capabilities

- **Software version \_\_\_\_\_:** This is very important. Each audio software for a DAW has a manufacturer's name and a version number. Fill it in!
- **Other Software not listed:** There are various kinds of software used for recording. If you are using software not listed above, write in the name and after the box write the version.
- **Backup software:** Write in the software you are using, i.e. Retrospect, etc. and then the version number. Check the box or write in the DAW software name you are using and version number on the Software line above, or check the appropriate blocks.
- **Song/Files:** Indicate the titles of songs or audio files stored on this media.
- **Plug Ins/Peripherals Used:** Many session files of some software will not open without knowing which plug ins were used. It is very important that you list every plug in used. That would include product name, manufacturer and version number.

### **USING THE MEDIA LABEL AS A BACK-UP ONLY**

If you are using a particular software for backing up your data to another drive, tape, or other storage medium, write the software and the version on the line provided under **Software**. You can check the box for **Backup** next to **Software**. If it is a **Backup** add that software

information and version on the **Backup Software** line.  
Make sure you list the song title(s) of the data at  
the bottom under Songs/Files. There is room in the **Notes**  
section to write any further explanation of the data on this  
media.