

**LIS490 Project Outline Executive Summary: by Maggie  
Taylor and Alex Svec  
(Amplified Librarians)**

**Included is a CD of our December 1<sup>st</sup> Radio Show**

**Introduction:**

- Station ID: WRFU LP Urbana 104.5
- Disclaimer
- Date: December 1st, 2008
- Show Name/DJ introductions: The Amplified Librarians
- Intro to final project presentation:
- Review Original Contract for project and go over Ask, Investigate, Create, Discuss, and Reflect

**A) ASK: Title/question/purpose.**

**1) Title: Amplified Librarian Music Library Project:**

**2) Question/purpose:** How can we use our cataloging/organizational skills to store/retrieve WRFU's media collection? (This could include creating an online archive/listing.) How do we test our cataloging and retrieval system? (By hosting a radio program!)

**B) Investigate: Background Research,  
Bib/webliography , and CE Journal importance.**

**1) Background Research:**

- Taylor, Arlene G. The Organization of Information. 2<sup>nd</sup> Ed. Westport, CT: Libraries Unlimited. 2004.
- Input of the WRFU staff! They know their own materials best. Use the general RFU listserve and any other listserve that can reach out to the RFU staff.
- Look at reference books about music organization specific to radio stations. We may contact in person other radio stations to find out about organizational styles of music.
- Evaluating staff/DJ use of materials and determine needs of station
- Research materials to be organized (CDs, Tapes, LPs, iPods and other media)

- Training of policies, equipment use, rules, and technical information.
- Catalog/index non-music files
- Devise number system or unique code for materials.
- Look into **free** web interface/database for listeners and DJ to access
- Host radio show.
- Meet regularly with radio staff to get feedback and suggestions.
- Computer/Website/Database/Physical database tool depending on needs of station.

## **2) Bib/weblibliography (Radio show and Final Project)**

### **a. Amplified Librarians Radio Show Sources:**

#### A. October 27<sup>th</sup>, 2008 Radio Show: “Poverty In North Champaign Part 1 introduction”

- 1) Moustafa, PhD student at GSLIS, October 27<sup>th</sup>, 2008 Radio Show, 6pm to 7pm
- 2) Clorisa, Christina, and Raisha, from Centennial High School , October 27<sup>th</sup>, 2008 Radio Show, 6pm to 7pm

#### B. November 3<sup>rd</sup>, 2008 Radio Show: “civic librarianship and e-government”

- 1) Jon Gant, GSLIS Professor, November 3<sup>rd</sup>, 2008 Interview Show 6pm to 7pm.
- 2) Carol Inskeep, Urbana Free Library Youth Services Librarian, November 3<sup>rd</sup>, 2008 Interview Show 6pm to 7pm.
- 3) Cii Club: Helped and emailed us questions with November 3<sup>rd</sup>, 2008 Interview Show

#### C. November 7<sup>th</sup>, Radio: “Meet The DJ’s show which explains how we became interested in the field of Library and Information Science, explanations about the program and Library information Science Courses”

- 1) Maggie Taylor
- 2) Alex Svec

#### D. November 17<sup>th</sup>, Radio Show: “Poverty In North Champaign Part 2”

- 1) Moustafa, PhD student at GSLIS, October 27<sup>th</sup>, 2008 Radio Show, 6pm to 7pm
- 2) Clorisa, Christina, and Raisha, from Centennial High School, October 27<sup>th</sup>, 2008 Radio Show, 6pm to 7pm

#### E. Required for all shows:

1. “WRFU-LP 104.5FM Airshifter Handbook Version 2.0 September 2008”: a Manual to be used during show and the guidelines used for training us in the important rules and regulations of a radio show.

2. "Required Disclaimer sheet": to be read at beginning of show to stay legal
3. Station ID "104.5 WRFU LP Urbana": to be read on the hour at each show to stay legal with FCC rules.

**b. Sources For Music Library Project and Automation Manual:**

- 1) Stephen Fonzo, Automation working group , [fonzo.stephen@gmail.com](mailto:fonzo.stephen@gmail.com)
- 2) Noel L. Vivar, Automation working group , [nlvivar@gmail.com](mailto:nlvivar@gmail.com)
- 3) Andrew Ó Baoill, Station Manager, [andrew@funferal.org](mailto:andrew@funferal.org)
- 4) RFU General LIST, [rfu@lists.chambana.net](mailto:rfu@lists.chambana.net)
- 5) RFU AUTOMATION GROUP, [rfu-automation@lists.chambana.net](mailto:rfu-automation@lists.chambana.net)
- 6) IMC TECH, [imc-tech@lists.ucimc.org](mailto:imc-tech@lists.ucimc.org)
- 7) General RFU Meetings First Tuesday of Each Month 8:00pm to 9:00pm and Third Saturday of Each Month 1:00pm to 3:00pm (General Meeting and Automation Working Group Meeting)
- 8) FCC main Website for defining "Clean Music"  
<http://www.fcc.gov/cgb/consumerfacts/obscene.html> More detail available from here: <http://www.fcc.gov/eb/oip/>
- 9) RFU Main Website <http://www.wrfu.net/>
- 10) Program for editing and cleaning music and shows  
<http://audacity.sourceforge.net/>

**3) CE project journaling: A way to evaluate our investigation of the project and a way to reflect on our progress.**

Journal entries should serve as a record of your observations, impressions, questions and reflections on your community engagement experience. Keeping a journal will help you learn from your engagement experience as well as integrate your experience with classroom readings and discussions. The following format should be used:

- \* WHAT? : This is simply a description of your community engagement activities, a log of dates and time with brief description.
- \* SO WHAT? : This is your thoughtful analysis of the experience. Include your feelings, perceptions, and thoughts during and after activities. Reflect on what worked and did not work. For example, you might: congratulate yourself; express self-doubts; ask questions.
- \* NOW WHAT? : What would you have done differently or what you would change in the future?

## **C) Create: What we worked on and Major Outcomes, Our Volunteer Projects evolution**

Talk about changes from original intent.

**1) Physical Collection:** Inventory of original station music, talk about the stairwell of music. Challenges and reasons for organizing the music.

### **2) Automation Files Music Library Project:**

Original Inventory:

a) Talk about clean and Unknown Folders

b) Discuss Automation inventory of local music,

1) excel spread sheet

2) Hard Drive back up, I had transferred files from hard drive to a DVD over thanksgiving break so that they are preserved and I plan to give this to the station as a back up of most of the local music, have a brief discussion on importance of backing up files in these kinds of formats, still very important to the scope of future projects.

3) Possible alternative to use different kind of inventory format rather than excel spread sheet (I have found a program that created a directory of all music in the folders we worked on, may want to suggest inventory program to be used in future project and this will help maybe if they do an inventory of all the files on the computer for a future html website)

4) Think about how project could be used for a future html website project maybe, although since this could not be used in the automation computer process because of iTunes.

### **3) WRFU Automation System Music Library Manual. (The new final project for the semester.)**

1) Automation manual was required based on the needs assessment conducted and discussions with WRFU members in automation and station manager.

a) The goal of the manual is to help in volunteer projects in automation which includes processing and managing the digital collection.

b) Within the manual, some of the key important parts are required messages about the computer, a section on cleaning files, define clean music and discuss how we came up with step by step manual for using Audacity. The Manual discusses how to add a show to the ZaraRadio.

c) Finally, the manual has a detailed procedure for uploading music to the automation computer, what are main goals and important steps, what are areas to consider.

## **D. Reflect: How to Make this sustainable?**

**What's next for the future station volunteers? Ask for LIS students interested in continuing project.**

- 1) Go over future volunteer project considerations as mentioned in final product of manual, which touch on security, future storage options and processing.
- 2) Make mention of possible system for organizing current physical music collection in the studio and in stair well for future volunteer project. This may include a numbering system, inventory of clean and non clean music songs on CDs which would need to be listened to by volunteers to help with this project, documenting which CDs that are able to be played.
- 3) Review Course tools we used which is also important for sustainability of project.
  - a) Needs assessment: Discussions with various working groups such as automation, the meetings on Tuesdays and Saturdays, List Serves, Emails, etc....
  - b) action research
  - c) program log: in studio used to help with future of html website
  - d) Final Automation Manual: Summarize the tool and benefits for volunteers and how this will help sustain future volunteer

projects! Also include that we have given a copy of the automation manual on a **CD so that the manual can be updated in the future.**

## **E. Radio Show:**

### **1) Summary of main points of interview shows:**

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**2) We recorded and archived each show:** using Audacity, we recorded and prepared the interviews into a sustainable format. These mp3 files are archived interviews which can be used in a future community archive website such as the Cii.

a) Challenges of recording show and issues with the files. One is file size became very large, need to figure out a way to preserve files to transfer to website, consider a DVD which can store more files.

b) Second is the ability to edit out music to stay within copyright laws in an online environment, we are using the free tool audacity to edit out the music and maintain only our interviews in our shows. We

were able to test our step by step process for using Audacity as discussed in our final automation project manual.

c) Finally, before publishing the shows to an online community website, need to get permission from interviewers to make sure they are ok with having the files available to public, otherwise the files will only be accessible to us and the teacher who will be reviewing our project.

## **F. Discuss: What We learned from this project?**

- 1) Research:** Active research very important. Important to conduct a needs assessment
- 2) Communicate:** Be able to continuously communicate with community members to ensure that needs are met. This skill is important for any community engagement project. For our project with WRFU, continuing to use tools such as email, list serves, and attending the 2 meetings per month, and also direct interviews with members which include from the automation working group and station manager.
- 3) Evaluate:** Always evaluate the process along the way and record findings in a journal to keep track of the progress
- 4) Flexibility. (Most Important)** Be willing to change and adjust the project plan based on the needs from the community members. Also allow for community members to help contribute to manual. I had given a copy of the manual on a CD to be uploaded to the computer at WRFU Automation. Also I have sent a couple of emails of the manual to members of the Automation group.
- 5) Sustainability of project:** creating a processing manual that will be used by future volunteers. By having a manual that is flexible and able to grow, this allows future volunteers to update manual and procedures based on their experiences with the project.