Marriott Library: Digitization Best Practices: Digitizing Audio Files

AUDIOCASSETTE

We recommend a professional audiocassette tape deck. We use a Tascam 202 MK IV. We recommend digitizing with a sampling rate of 44.1 kHz, and a 24-bit sampling depth.

- Audiocassette Handling – Avoid touching the magnetic tape whenever possible. If the actual plastic cassette is in bad shape, you may have to transfer the tape to a different cassette. Wear cotton gloves. Be sure to have plenty of new, blank audiocassettes around. Carefully unscrew both the new blank cassette and the old broken cassette. Discard the blank tape and transfer the tape you want to digitize from it's old cassette into the new cassette. Screw the new cassette back closed and you should have no problem digitizing the tape.

- Tape Deck – Cassette Decks don't need a lot of upkeep but try to keep them clean and free of dust.

- Format – We digitize all of our audio material using Amadeus Pro. We save all audio into uncompressed WAV or AIFF formats

  using a sampling rate of 44.1 kHz and a 24-bit sampling depth.

1/4-INCH REEL TO REEL

It can be hard to find a good machine for doing Reel to Reel tapes these days. Get the best machine you can and try to keep it in good shape. We use a Scully 280 tape deck.

- Tape Handling – As always, try to keep handling of the tape to a minimum. Always be careful not to bend or break the tape when lacing it on the machine.

- Tape Deck – Keep the tape deck as clean as possible. Our deck tends to gather a lot of dust between uses, so we recommend always cleaning the deck with alcohol and a non-abrasive cloth before starting a new digitization project.

- Format – We digitize all of our audio material using Amadeus Pro. We save all audio into uncompressed WAV or AIFF formats

  using a sampling rate of 44.1 kHz and a 24-bit sampling depth.