Discoverability of collection content

Transcripts

One of the first steps after recording a meeting or an exchange with people is to produce the transcript, namely the verbatim transcription of the statements recorded. It should be noted that, a summary translation may suffice, depending on your project, but this implies that statements may possibly be unintentionally distorted. This work, which will make it much easier to process the content for deriving meaning from statements, can be quite time-consuming. Indeed, unless one writes very quickly, the recording must constantly be paused to complete the notes and rewinded to make sure that nothing is missing. In short, sufficient time must consequently be planned.

When recording roundtable or group discussions, it is recommended to have a dedicated note taker to facilitate future verbatim transcriptions. It is important to record the participants' full names and to jot their initials preceding each intervention throughout the transcript. This makes it easier to navigate through the recording. This also applies to annotated time codes. In this framework, the transcripts can identify, extract and use significant statements. We recommend validating these statements with the individuals involved to ensure that their statements are not distorted or taken out of context.

If the records are to be compiled in a database, verbatim transcripts allow for a quicker understanding of the topics discussed and for the identification of keywords that will facilitate archival research.

Available tools

Express Scribe : For a quick and easy creation of verbatim transcripts from audio or video files, the Express Scribe software is ideal. With a simple drag-and-drop of the recording, it can be replayed while the statements are written in another program, while using shortcut keys like pause, rewind for 5 seconds, speed up or slow down, etc. These keys can be used to control the recording as desired without having to always switch between programs.
https://www.nch.com.au/scribe/fr/index.html