VMX Committee - VT Access Network

TelVue Connect Format Recommendations

In order to foster a more effective shared use of the Vermont Media Exchange, the VMX Committee has put together these recommendations for the usage of the main metadata fields in TelVue Connect by uploaders.

When a file is uploaded to Connect, it automatically has the filename placed into the "Title" field. Correspondingly, when a file is downloaded, it automatically creates a filename based on the "Title" field. We recommend stations choose between one of two options for dealing with this. However, regardless of which option a station uses, the *most important* feature is that the "Title" field be **unique**.

OPTION 1

Leave the filename in the "Title" field. Update it only to make sure it is unique and to conform it to the formatting best practices outlined on pages 4-6.

OPTION 2

Replace the filename in the "Title" field with a program title that is unique.

How to Make a Unique Filename or Title
In order to assure that the filename or title is unique for every program, especially for those in a series, please include at least one of the following (preferably all of them if applicable):

- **Episode Number**

Examples of unique filenames and titles utilizing episode numbers.

- **Record/Production Date**

Examples of unique filenames and titles utilizing dates.

- **Series & Episode Title**

Examples of unique filenames and titles utilizing specific, and together unique, series and episode titles.

Issues that Occur with Non-Unique Filenames and Titles
When the "Title" fields for multiple programs are exactly the same, this causes a very confusing situation after download. The filenames will all be exactly the same, and taking the steps necessary to differentiate the programs can take a significant amount of time.

Example of identical filenames after download through a TelVue HyperCaster. The result is the same for direct download as well.

File Information

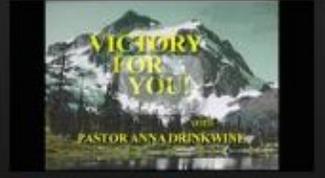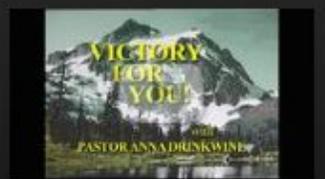**Ingest Date:** 08/0____7   Time: 16:18:16

Delete at: ____   Time: ____

Filename: Victory For You

Duration 00:30:07

Examples of non-unique titles that could cause this issue.

Victory For You!

sfied both now and eternally

VT Film Essentials
EPISODE 10: THE GRADUATE

Vermont Voices

Victory For You!

VT Film Essentials
EPISODE 9: 2001: A SPACE ODYSSEY

Vermont Voices

Victory For You!

VT Film Essentials
EPISODE 8: SEVENTH SEAL

Vermont Voices
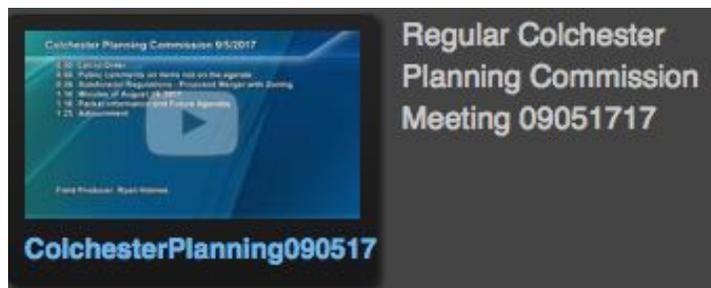
Authors at the Aldrich

The Rhema Word

The FEED

Formatting Best Practices

In addition to the necessity of unique "Title" fields, there are a few other formatting considerations and recommendations:

If using a filename in the "Title" field:

- **Use CamelCase and do not use spaces between the words.**
  (https://en.wikipedia.org/wiki/Camel_case)
  This makes the filename easy to read. Additionally, in the "Title" field Connect converts underscores to spaces upon upload, and converts spaces to underscores upon download. Therefore*,* by eliminating spaces, there are less underscores other stations have to delete when updating downloaded filenames to match their specific filenaming conventions.

- **If the filename does not have enough information for a program title, include the title in the "Short Summary" field.**
  This makes the title easily visible and copyable in the Connect interface.

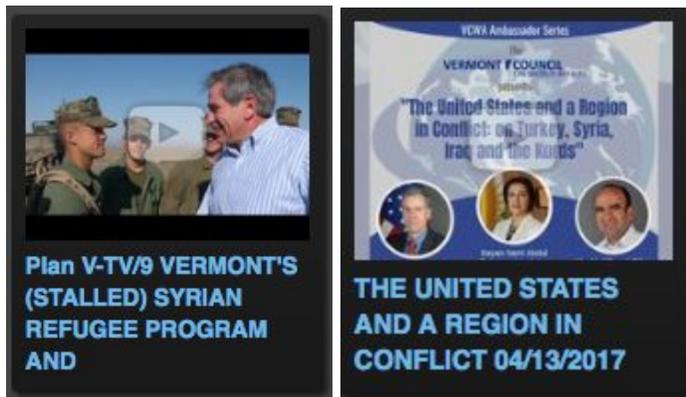 *Examples of a title placed in the "Short Summary" field.*

If using a title in the "Title" field:

- **Do not use ALL CAPS.**
  In the case of stations using a TelVue Hypercaster with VMX, some fields are automatically imported to the server, such as the "Title," "Short Summary," and "Description" fields. When these fields are also visible to the public through continuity schedules or interactive program guides, ALL CAPS is a very undesirable formatting.

  Examples of titles with ALL CAPS that could cause this issue.

If using either option:

- **Include a record/production date whenever possible.**
  In addition to acting as a unique title identifier, dates are a key piece of metadata used to keep track of programs for some stations. We realize more edited/documentary style programs will not have an associated record/production date. However, for programs based on a specific event on a specific day, please include the date in either the "Title" or "Short Summary" fields.

- **Put the full program description into the "Transcript" field if it does not fit into the "Short Summary" field. Then leave a note in "Short Summary" letting syndicators know the full description is in "Transcript."**
  This lets stations share full descriptions of programs that can't otherwise fit into the small character limits of the "Title" and "Short Summary" fields.

For reference, here is a list of the character limits for the TelVue Connect text fields. These include the fields from both the "Media" and "Metadata" tabs.

Text Field	# of Characters	
	Media	Metadata
Title	60	128
Brief Title	n/a	19
Short Summary	255	256
Episode ID	255	Unknown[1]
Description	n/a	Unknown*
Transcript	Unknown*	n/a

* Unable to determine limit. They fit a lot of text.

[1] The field does not seem to cut off, but the entry will not save correctly if there are too many characters.

Example of a program utilizing "Transcript" for a program description.

On behalf of all our Vermont Media Exchange users, we thank everyone for their cooperation in making TelVue Connect a more coherent and efficient experience for everyone!

Sincerely,

The VMX Committee (2017)

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