**Digitalization of Tape Library**

Step 01:

The C booth, FM booth and Tape library should be synchronized. All the location of digital documents should be same in the three PC’s. For this, the folders, sub-folders and files should be in same organization.

Step 02:

The cue sheet needs to renovate. After the cut information, the location of that file should quote by folder location.

As an example: if the file location in the F drive, and in folder AM-025 and in sub-folder Polli Geeti, the location will be: F://AM-025/Polli Geeti/O amar desher mati.mp3

Step 03:

After settled all files in that three PC’s, we all observe the BOOTH’s for 3 months. If any complain arise in C booth or FM booth, we will provide technical solution to resolve that issue so that we can achieve better service day by day and improve the situation.

Step 04:

We will locate any missing files in current tape library that doesn’t digitalize yet. If we find any, we will try to make its digital version ASAP.

Step 05:

All the C Booth, FM booth and Tape library should be under a LAN network. The newly recorded programs should be kept in a folder in Tape library and the incumbent inform that to the Booth operator. The Booth operators locate that file via LAN network and get that to working PC in the booth.

Step 06:

Naming convention needs to be standardized. We will set a standard naming convention to write a Bangla file name in English letters.

Step 07:

Creating the database. We may start the database, after doing all 5 steps. For faster data extraction, we will create a PostGRE database. In that database, we will put fields like: ID No, Title of file, Name of artist, Name of Lyricist, Name of Musician, Location etc. For that, we have to assign a data entry operator who inserts the data in that table. It’s a long task and hopefully finishes after a long time.

Step 08:

We will develop a search algorithm so that we can find files searching by metadata. For this, we need a financial support. It’s not a big deal.

Step 09:

We will create a dashboard for both RE and RD sir. With a Username and Password, they can access the database in Tape library and monitor the current situation at any time.