

# SpokenWeb Core Fields Template (Dec 2025)

## 1. Mandatory fields (M)

These four fields only need to be entered once in the spreadsheet.

Cataloguer last name, first name	Cataloguer email	Collection name	Collection description
<p>Name of the person or organization responsible for preparing the collection metadata. If you use the name of an individual, enter it in the format Last name, First name.</p> <p>Example: <b>Camlot, Jason</b></p>	<p>The contact email of the person or organization responsible for preparing the collection metadata.</p> <p>Example: <b>jason.camlot@concordia.ca</b></p>	<p>The collection name should provide sufficient information to identify and find the original resource.</p> <p>If there is no clear title provided to a collection, a title must be created using at least two of the following:</p> <ul style="list-style-type: none"><li>• Name of individual(s) who created the collection</li><li>• Name of venue and place (town or city) of events documented in the collection</li><li>• Primary genre or descriptor identifying nature of events documented in collection</li><li>• Time span of the events documented in the collection</li><li>• Platform where they are available</li></ul> <p>If all the events you are describing belong to the same collection, the collection name need only be entered in the first row</p>	<p>The collection description should include some interesting things about a collection, such as names of poets featured on artifacts, year of broadcast, etc.</p> <p>Consider including the following:</p> <ul style="list-style-type: none"><li>• Who made this collection?</li><li>• Where was it made?</li><li>• How did it come into your possession?</li><li>• If this is a series or a donation, what time span does it cover?</li><li>• What genres are presented?</li><li>• What format(s) comprise the collection?</li><li>• Who were some of the readers/presenters?</li><li>• Does the collection represent people from a specific region?</li><li>• How was it recorded? If from analogue sources, are there digital copies?</li><li>• Who houses the collection now</li></ul>

		Example: Lee Gotham collection	<p>and where?</p> <ul style="list-style-type: none"> <li>• What are some highlights of the collection?</li> <li>• Are the recordings indexed? How?</li> <li>• Are the recordings copyrighted?</li> <li>• If so, are there any special permission notices or rights restrictions attached to the collection?</li> <li>• What makes this collection of interest to you and/or other students of literature?</li> </ul> <p>Example: The Lee Gotham collection contains the AV recordings regarding the Enough Said series, including readings, performances, open-mic, and spoken-word events that took place at Bistro 4 and other Montreal venues between December 1994 and June 1996.</p>
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The following fields will be entered for each item in the collection.

Title	Date [YYYY-MM-DD]	Creator1	Contributor1	Contributor2	Contributor3	Contributor4
<p>The Title field has two objectives: 1) to identify the artifact and 2) to describe it.</p> <p>If the information on the artifact is useful for this purpose, it should</p>	<p>This is the date when the reading/event was performed.</p> <p>We want our items to have dates associated with them so that we can understand their significance within</p>	<p>A creator is those persons or bodies responsible for the creation, organization, or programming of the recorded event such as a Series Organizer or Producer, and/or the creation of the</p>	<p>Contributors includes all those who have participated in any capacity, such as a Reader, Performer, Narrator, Interviewer, Interviewee, Speaker, etc.</p>	<p>Example: Berger, Halina</p>		

<p>be used as a Title.</p> <p>If not, generate a title in the following format:: [Name of Speaker] at [Venue], [Year]</p> <p>Example: Enough Said 1995-01-16, bissett and Nelson</p>	<p>historical timelines, both in relation to other literary or historical events, and in relation to each other.</p> <p>Enter the date in the format YYYY-MM-DD. If only a partial date is known then include only the relevant part, for example: YYYY-MM or YYYY.</p> <p>For more detailed instructions about the date field see 4.16. In the SpokenWeb Schema documentation.</p> <p>Example: 1995-01-16</p>	<p>recorded asset, such as a Recordist.</p> <p>Enter the creator in the format: Last name, First name</p> <p>If there is more than one creator, create a new column next to this one with the heading 'Creator2' and enter their name.</p> <p>Example: Gotham, Lee</p>	<p>Enter the Contributor in the format: Last name, first name. Use the fields Contributor 2,3,4 to enter additional contributors.</p> <p>If there are more than 4 contributors, create a new column next to this one with the heading 'Contributor5' and enter their name. Repeat this process for all of the contributors.</p> <p>Example: Drew, Duncan</p>			
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## 2. Mandatory if available fields (MA)

Address	Public access url	File name	Recording type	AV type	Material designation	Contents	Series	Sub-series
<p>For Address, we prefer the use of House Number, street name, city name, State Province, Country as it appears in OSM (<a href="https://nominatim.openstreetmap.org/">https://nominatim.openstreetmap.org/</a>). If it is not found in the OSM database, please supply as much information as is known, for example, the Country name where the recording was made.</p> <p>The order in which the pieces of the address are given is important, please use the following syntax:</p>	<p>Enter the URL where the file can be accessed by the public (if applicable).</p> <p>Example: <a href="https://montreal.spokenweb.ca/sgw-poetry-readings/robert-creeley-at-sgwu-1967/">https://montreal.spokenweb.ca/sgw-poetry-readings/robert-creeley-at-sgwu-1967/</a></p>	<p>Enter the name of the digital file.</p> <p>Example: <a href="#">robert_creeley_i006-11-089-1_1987.mp3</a></p>	<p>Enter one of the following types:</p> <ul style="list-style-type: none"> <li>• Conversation</li> <li>• Interview</li> <li>• Music</li> <li>• Podcast</li> <li>• Radio</li> <li>• Reading (poetry, etc)</li> <li>• Speech (lecture, talks, etc)</li> <li>• Other</li> </ul>	<p>Enter either Audio or Video as the type.</p>	<p>The material designation identifies the particular class of material to which the item belongs. Please select from the following list:</p> <ul style="list-style-type: none"> <li>• Reel to Reel</li> <li>• Cassette</li> <li>• Microcassette</li> <li>• Wire</li> <li>• DAT</li> <li>• Disc</li> <li>• Floppy Disk</li> <li>• CD</li> <li>• Minidisc</li> <li>• Cylinder</li> <li>• U-Matic</li> <li>• Betamax</li> <li>• VHS</li> <li>• Hi8</li> <li>• MiniDV</li> </ul>	<p>Enter a brief description of the contents of the recording. Ideally, this would provide at least some basic information about what the recording contains, such as the name(s) of reader(s) or speaker(s), the titles of works read, and/or a brief list of Keywords capturing subject matter content spoken in the audio itself.</p> <p>Example: <a href="#">John Logan reads from Ghosts of the Heart: New</a></p>	<p>SpokenWeb sometimes uses series and sub-series to capture the way in which reading series have been named and branded.</p> <p>If any items in this collection belong to a series or sub-series enter the names in these two fields.</p> <p>For example, the name of a regular reading series that the recordings document could go here, and the year or season of that reading series could be</p>	

<p>House Number, Street Name, City, State/Province, Country</p> <p>Example:</p> <p>1455, Cypress Street, Vancouver, British Columbia, Canada</p> <p>Example:</p> <p>Canada</p> <p>Example:</p> <p>Toronto, Ontario, Canada</p>						<p>Poems (University of Chicago Press, 1960) and The Zigzag Walk: Poems; 1963-1968 (Dutton, 1969).</p>	<p>listed as sub-series.</p> <p>Example:</p> <p>The Sir George Williams Poetry Series</p> <p>Example:</p> <p>Season 1 (1965-1966)</p>	
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### 3. Recommended fields

Venue	Related Works	Contents
<p>Enter the name of the venue where the recording was made.</p> <p>Example: <b>Bistro 4</b></p>	<p>Related works refers to books or other publications that are either referred to or read from in a literary recording. Citations of works should be provided in the MLA 9th Edition style guide.</p> <p>The basic MLA format for a book title is:</p> <p>Author's Last Name, Author's First Name. <i>Title</i> (in <i>Italics</i>). Publisher, Year.</p> <p>If possible, provide the link to the correct edition of the item as it appears in the WorldCat library catalogue: <a href="https://search.worldcat.org">https://search.worldcat.org</a>.</p> <p>If a link to the item is not available in WorldCat, provide any other link that offers information about a work, or a direct link to the publication or item in question.</p> <p>Example: <b>Logan, John. <i>Ghosts of the Heart</i>. Chicago: University of Chicago Press, 1960.</b></p>	<p>If resources are available, and a more detailed description seems justified, then the cataloguer(s) should decide how granular the description will be. The most detailed kind of description would be a timestamped transcript of the contents of the recording. In making this decision it will be useful to ask yourself which of the following kinds of information are a priority, and feasible :</p> <ul style="list-style-type: none"><li>• Speaker identification</li><li>• The inclusion of titles of works read</li><li>• The inclusion of titles of books from which works read have come</li><li>• The inclusion of Wikidata Item Identifiers (Q-codes) for titles of books</li><li>• The inclusion of Keywords from content heard and seen</li><li>• The inclusion of Wikidata Q-codes for selected Keywords</li><li>• The identification of non-speech sound events such as applause, laughter, etc.</li><li>• The inclusion of full transcription of all extra-poetic speech (speech other than reading)</li><li>• The inclusion of full transcription of all speech heard on the recording (whether read, performed, spoken, etc.)</li></ul> <p>Example: see <a href="https://search.spokenweb.ca/catalog/1460">https://search.spokenweb.ca/catalog/1460</a></p>