

Recording Inclusivity Initiative Database

Outline and vision

Overview: The ideal function of the RII database is as an online repository – it is a place for radio stations to input their new recordings, and to access (download) other stations’ recordings bundled with information about the recordings and composers.



The RII database is password protected. Users will need to register/apply to receive a login and password to upload/download. Users will be able to upload the recording and information about the work to include various components as further outlined below.

All Classical Portland will oversee and manage the database, assigning an employee to this task (with back-up). This person would ideally work in consultation with Director of Music and Programming John Pitman about dayparting and suitability for radio play, and with Web Developer Dan Gonzalez about any web / database related matters.

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1. Welcome page; The database will have a welcome page instructing people how to sign up. This part is not password protected, but accessible to any and all. Additionally, the page will:
 - a. Link to the RII site and How-to portal
 - b. Link to allclassical.org
 - c. Provide a brief history of ACP’s inaugural RII (including our “How it started” one-sheet)
 - i. This will include how All Classical Portland defines historically marginalized communities: Black, Indigenous, People of Color, Women, LGBTQ+ identifying, people living with disabilities, or communities having experienced other severely limiting institutionalized inequities.
 - d. Provide link to login/register (similar to portal; see #2 for details)
 - e. Provide a contact email (RII@allclassical.org)
 - f. Perhaps include a FAQ section
 2. The database is protected, so users will need a login and password to upload and download; therefore, users will need to register and provide the following required information:
 - a. Full Name
 - b. Title of the person (CEO, Program Director, etc.)
 - c. Station name or affiliation (if not a radio station, other type field option explaining who and why they want access)
 - d. City, State, Country
 - e. Email
 - f. Phone (optional)
 - g. Agree to T&Cs (via checkbox)
 3. Registration information goes to our admin for approval or rejection

4. Assuming they are approved, the user would be provided a unique password to access the database by the ACP admin (the site can autogenerate passwords; the user could change the password later).
5. Permission policy will allow the person to edit the pieces *they* have entered, not entries by others. ACP admin will be only user who can delete entire entries.
6. Once the user has access to the database, they will be able to upload the piece(s) and provide the following information (items with * will be input into a form with the upload):
 - a. Composer (how do they identify, pronounce name(s), etc.)*
 - b. Title of Piece (Information about piece)*
 - c. Year composed*
 - d. Performance credits (performer names and instruments)
 - e. Station and location (where recording was made)
 - f. Producers/engineers
 - g. Suggested daypart (when does this station recommend other stations play the recording they've submitted) – this is just a suggestion*
 - h. Record label / CD number if applicable (Optional)
 - i. Acknowledgement / confirmation that artists gave consent for recording to be released non-commercially for public service media stations (Checkbox)
 - j. *All Classical Portland will also provide suggested file structure for the upload*
7. At this time, ACP will not “gatekeep” entries. The admin will be available to contact for questions and issues that may arise as people upload. The stations and other entities should honor the initiative; the point is not to create further barriers, but to enable access to these recordings. *If* something does not seem to adhere to the expectations of RII, then ACP reserves the right to step in and moderate as needed [include in Terms and Conditions].
8. The database frontend will look like a table, with the user being able to sort the columns based on organizational preferences. For example, it could be sorted by:
 - a. Composer last name
 - b. Piece title
 - c. Year composed
 - d. Daypart
9. This database could grow and evolve based on user feedback. One such feature that could be added would be a search function.