**ARCHIVE OF THE DIGITAL PRESENT SWALLOW FIELDS**

**INSTITUTION AND COLLECTION**

INSTITUTION

Archive of the Digital Present

COLLECTION

Name of Organization

SOURCE COLLECTION

Name of Organization

SOURCE COLLECTION DESCRIPTION

“Description”: “[describe organization]”,

“Wikidata”: “[if applicable wikidata q code link]”,

“Contact Email”: “…”,

“Twitter”: “…”,

“Facebook”: “…”,

“Organization Website”: “…”

PERSISTENT URL

Provide the link if organization has persistent platform, i.e. a YouTube channel hosting their events, or put the organization website here

**ITEM DESCRIPTION**

TITLE

[1 or 2]

1. Taken from original sources description i.e. Ides of March Tree Reading Series Open Mic
2. [Organization Name, Online Event, Day Month Year]

TITLE SOURCE

Cataloguer (if no original source description) OR

Original Source Ex) Facebook Post

TITLE NOTE

Other additional information you might want to add

LANGUAGE

English (or select appropriate language)

PRODUCTION CONTEXT

Internet Recording

GENRE \*can choose multiple

Ex) Conversation

Reading: Poetry

Reading: Fiction

Etc…

SERIES TITLE

Ex) Argo Zoom Reading Series: Verse, Prose & Song

**CREATORS**

NAME

Name(s) of person or people responsible for organizing / presenting this event. \*All important people involved in the event (i.e. series organizers, leaders of the event, readers or performers of the event, should go here). Format: Last name, First Name

ROLE \*can choose multiple

Select their role, typically “Series Organizer”, “Presenter”, “Speaker”, or “Reader”

DATES

Birth Year – Death Year of the individual

NATION

If they are indigenous, indicate that here

URL

Add viaf or wikidata link for the individual, if available (<http://viaf.org/>, <https://www.wikidata.org/wiki/Wikidata:Main_Page>)

NOTES

Optional other details about their role/s

**CONTRIBUTORS**

NAME

Name(s) of person or people who participated in this event. Format: Last name, First Name

NOTES

Other additional information you may want to add

**MATERIAL DESCRIPTION**

IMAGE

\*Take one image (ideally a poster type image for the event from the event page) from social media and upload it here. The image file name should be written according to this format: name-of-organization\_year-month-day\_[unique identifier number]

\*also upload this image to the ADP Google Drive (ADP Image Folder), linked here: <https://drive.google.com/drive/folders/1WkAj-ByGkhVQlt2Jn3aG6j9oLxvmtq-m>. Create a new folder in this folder, title the folder the organization name, and add the image with the file name according to the above format.

RECORDING TYPE

Digital

**DIGITAL FILE DESCRIPTION**

FILE URL

Link to original source

DURATION

Indicate how long the event was. Format: 0:00:00 (ex: 1:30:00 is 1 hour and 30 mins)

\*Add for image  
FILE URL  
link to image on social media  
  
FILE PATH  
link to image on Google Drive

FILENAME

Name of image file

CONTENT TYPE

Poster  
  
FEATURED  
Yes

**DATES**

DATE

Date of event. Format: Year-Month-Day

Type

Performance date

**LOCATION**

URL

Open street maps link to the physical address of the organization (ex: the link to the address of Argo Bookshop) (<https://www.openstreetmap.org/>)

VENUE

Virtual location

NOTES

“Online platform”: “Zoom OR Facebook Live OR YouTube OR Teams OR Instagram OR …”

LATITUDE

Take the latitude coordinates for the selected address   
  
LONGITUDE

Take the longitude coordinates for the selected address

**CONTENTS**

CONTENTS

Copy and paste the entire description of the event taken from original source

**NOTES**TYPE

Cataloguer

NOTE

Name of Cataloguer  
  
\*And any additional information you might want to add

**RELATED WORKS**

CITATION

List any relevant texts for this event (provide author, title, publisher, place of publication, year)

URL

A link connected to the text cited (can use viaf, wikidata, worldcat, or other useful link)