

## CONFIDENTIALITY

The Songwriters Association of Canada (“S.A.C.”) will treat the content of all proposals as being confidential, and information provided will be used solely for the purpose of deciding on the award of the contract as described in this document.

## OVERVIEW OF THE SONGWRITERS ASSOCIATION OF CANADA

### THE S.A.C. VISION

To have a universal recognition that songs play a spiritual and intellectual role in society, which is of profound and lasting benefit to humanity.

### THE S.A.C. MISSION

To protect and develop the creative and business environments for songwriters in Canada and around the world.

### THE S.A.C. OBJECTIVES

#### **Advocacy – Education - Community**

An association led by active professional songwriters, the S.A.C. is committed to the development and recognition of Canadian composers, lyricists and songwriters by pursuing:

- Their right to benefit from and receive fair compensation for the use of their work;
- the advancement of the craft and enterprise of songwriting through educational programs, networking opportunities, dissemination of business knowledge and other services;
- a more favourable environment through the provision of a united national voice when dealing with government, the music industry and the general public;
- the development of activities, which allow members to reach out and enjoy the sense of community shared by songwriters.

Part of the S.A.C.'s mandate is to establish activities, which allow members to reach out and enjoy a sense of community.

Many of our songwriters experience this aspect of membership by attending various monthly events such as Regional Writers’ Groups, Professional collaborative songwriting workshops, or by participating in the online members community.

### **Agency Background**

As a consultant, Errol Colautti has over 10 years of experience with relational databases and over 15 years working in Information Technology for the Media and Entertainment sector. His knowledge of digital media and technologies as well as an understanding of programming has been helpful in assessing and structuring as we move towards digitizing the Canadian Song Vault. Having worked with S.A.C. staff in the redesign and development of the in house FileMaker Database over the past few years has allowed him to gain a better knowledge of their data use and requirements as well as an understanding of the current website databases.

### **Background of Existing Databases**

The current set of databases consist of a set of relational tables in Microsoft Sql (“MsSql”) for the current S.A.C. main website and members registry. The MsSql tables are also regularly downloaded into a local FileMaker relational database that is used by the S.A.C. staff to administer, review and pull reports where needed on a regular basis. The local FileMaker database also consists of the current Song Vault database but is not externally accessible and all songs are stored in a physical medium offsite.

### **Project Description**

The Canadian Song Vault is an online registry/service of digitally stored songs for copyright protection in Canada. When required the digital files and information stored can be recalled to substantiate any claims of original authorship of a particular musical work.

The project consists of the development and programming of relational databases with an administrative interface and front end user interface. Allowing S.A.C. members and staff to securely upload digital song files for secure archival storage. This interface will also allow S.A.C. members and staff to verify the validity of copyrighted songs for legal purposes where required.

### **Scope of Work**

Brief descriptions for the main components of the Canadian Song Vault are listed below. For a detailed breakdown of the structure and general requirements please review and reference the Song Vault Flow Diagram and the Song Vault Report.

### **Member Section**

The member section should consist of areas where members can review and change personal information, upload files, enter and view song details for copyright purposes and download copyright certificates.

### **Administrative Section**

The administrative section should consist of areas where the S.A.C. staff can administer and manage all aspects of member information, view, edit and upload digital song and related files linked to a member's profile,

#### **Audio and Additional Files for Secure Upload and Storage**

The Song Vault website should allow members, S.A.C. staff or a third party to upload digital audio files as well as any files that are deemed necessary for the validity of a copyright claim. These files would then be secured together and stored safely and securely in the cloud and possibly on site at the S.A.C. offices.

#### **Upkeep and Maintenance**

The S.A.C. will require a maintenance program and procedure for upgrades and updates for the life of the Canadian Song Vault.

#### **Certificate of Copyright**

A member or S.A.C. staff would be able to download a certificate after the upload of the necessary files and information required for a valid copyright claim. Administrative staff would also be able to upload the files and information while linking them to a member's profile.

#### **PROPOSAL REQUIREMENTS**

Proposals must be completed in the English language, must adhere to the format stipulated below, and must contain the following information:

#### **METHODOLOGY**

The proposal shall provide a detailed description of the methodology (e.g. research techniques, methods of analysis) that will be used to complete this project. Sufficient detail should be provided to allow for a complete understanding of the approach and methodology for this work.

#### **TIMEFRAMES**

OMF Start date: March 1, 2018 target

RFP Respondent Due date: July 20, 2018 target

#### **RFP Requirements:**

A work plan outlining the proposed activities to be carried out with the contractor, along with associated timelines and the personnel resources to be used to complete each task. Due dates and the targeted dates for deliverables should be included.

#### **EXPERIENCE/QUALIFICATIONS**

# Songwriters Association of Canada

## CANADIAN SONG VAULT RFP



A qualifying contractor or firm will be defined as an incorporated contractor or firm with a proven track record in web design and database development. A description of the contractor and/or firm making the proposal, including a summary description of the principal/s, a short history of the business, complete contact information and work with similar projects should be outlined and with a list of links to similar projects. Project team roles should be specified (e.g. project lead, researcher) and resumes provided for all team members.

### WORK PLAN/TIME FRAMES

- Including:
- Start Date
  - Discovery
  - Consultations
  - Design
  - Build
  - Testing
  - Staff Training
  - Launch Date

### BUDGET

Contractors must submit a full budget, complete with professional fees, all expenses, payment schedule and GST information. Contractors must also provide budget costs for the individual elements.

### CONTRACTUAL INFORMATION

Confirmation of acceptance of the remuneration package as defined above.

### CONTRACT

Confirmation that on the signing of a contract, as provided for herein, a statement in writing from the successful contractor that none of the excluding circumstances set out in Appendix “A” hereto applies to the successful contractor or any of its employees or partners, will be produced.

Please submit completed proposal as a single pdf to [songvault@songwriters.ca](mailto:songvault@songwriters.ca) and forward before 5:00 p.m. local time, Friday, July 20, 2018.

# Songwriters Association of Canada

## CANADIAN SONG VAULT RFP



Proposals must be received before the above-mentioned time and date, and be in accordance with the terms laid out for participation in this process. Proposals received after this date will not be accepted.

NB: An authorized signatory of the contractor must sign the proposal.

Questions regarding this RFP should be directed by email only to Zoë Cunningham, Executive Director, [zoe@songwriters.ca](mailto:zoe@songwriters.ca).

### SELECTION PROCEDURE

Proposal documentation that does not comply with the requirements in relation to the content and format as set out in this document will result in the applicant being deemed ineligible.

All eligible proposals will be examined to determine the most economically advantageous proposals, by applying the following criteria:

Proposal quality; track record of applicant; ability to achieve effective results for clients; ability to efficiently process large numbers of referrals; ability to deliver within tight deadlines; relevant experience and expertise of staff to be allocated to the work; relevant experience of person responsible for contract with the S.A.C; capability to manage relevant aspects of work; demonstrated understanding of the project tasks and goals; familiarity and experience working in the arts and culture sector.

A shortlist of contractors will be selected to meet with the Executive Committee.

The successful contractor will be invited to enter into a contract with the S.A.C. to provide subject services.

No RFP, including the lowest price will necessarily be accepted.

### REMUNERATION STRUCTURE

It is intended that the remuneration of the successful contractor for the project outlined above will be in the form of payments from the Songwriters Association of Canada.

### CONTRACT AND WORKING ARRANGEMENTS

The contract will be for the duration of the timeline submitted in the proposal.

The contract will provide for working arrangements between the S.A.C and the selected contractor. The main features of these arrangements will be:

The successful contractor will report to the project leader. The successful contractor will meet with the Steering Committee at the commencement of the project for guidance/orientation and to provide a forum for clarifying any questions/issues.

The contract will be terminated for breach of conditions as a result of any serious or persistent failure by the successful contractor, its employees, or any of its partners.

SECURITY: RETENTION AND PROTECTION OF OUR INFORMATION

In the event that the company providing the website/database goes out of business or terminates the relationship with the Songwriters Association of Canada, we want to be able to retain all of our information and as much as we can from the design, widgets, programming. (Could we house a mirror site to protect from 'going dark'?) We also want to make sure the site and database is absolutely secure, so that hackers cannot access valuable information about our members.

*REFERENCE The current website may be accessed at [www.songwriters.ca](http://www.songwriters.ca)*

*THE S.A.C. BOARD 2018-2019*

- *Greg Johnston, President*
- *Patrick Ballantyne, Chair*
- *Eddie Schwartz, President Emeritus*
- *Safwan Javed, Vice President*
- *Damhnait Doyle, Vice President*
- *Arun Chaturvedi, Treasurer*
- *Ron Irving, Secretary*
- *Brendan Canning, Director*
- *Bryan Potvin, Director*
- *Stan Meissner, Director*
- *Martine Groulx, Director*
- *Robyn Dell'Unto, Director*

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Appendix "A"

Any contractor will be excluded from participation in the contract as outlined below:

- (a) has been convicted of an offence concerning his professional conduct by a judgment of a court of competent jurisdiction;
- (b) has been guilty of grave professional misconduct proven by any means which The S.A.C. directors can justify;
- (c) is guilty of serious misrepresentation in supplying the information required by The S.A.C. for the purpose of this application.

**Songwriters Association of Canada**  
**CANADIAN SONG VAULT RFP**



# Songwriters Song Vault Update Report

The Song Vault is an online library that allows members to store digital copies of their works for copyright claims. Each song(s) is submitted online where the member enters details for the song and uploads digital files that they feel are relevant. These files are then grouped in a Zip/Tar file as a single submission. Therefore a submission would be date stamped and can contain multiple files.

This is a detailed report as to the structure and operation of an updated Song Vault website.

In this report I have outlined some recommendations and policies that I have found by researching into the latest online cloud storage technologies and digital archival practices. As well I have used my knowledge and experience in computers, localized storage and network attached storage technologies. This is in addition to reviewing and analyzing current websites with similar membership interaction profiles. I have also included my time spent reviewing, researching and redeveloping the original FileMaker Song Vault database and converting it into the new database to ensure access to existing records and setting a groundwork for future developments and advancements.

## Member Pages

The Song Vault website should consist of an online database that is connected to the Songwriters FileMaker Database [in some capacity] and a stored packaged file containing the song files and any necessary documentation needed for a copyright claim.

The Song Vault website login page will need to check that the member logging in is a valid Songwriters Association member. This can be done by having the site check the Songwriters website database directly, having a valid member table imported regularly into the Song Vault database or by updating it manually from either a back end administration website or through FileMaker.

Any new members would have to wait until they are issued a valid member ID to use the site.

Once the member is authenticated they can log in to a page that should contain a historical listing of all their submissions and an option to be able to add new submissions.

Clicking on an existing submission will take them to a submission review page where they can review entries. Other options for that submission would be to print/download a certificate, request a removal and request a temporary download link.

A member should not be able to change the info on the submission review page as it pertains to particular information that should be maintained and used for copyright claims. If a user submits an entry with errors they would have to repeat the process to get a valid certificate issued. As

well the member should be prompted when they download a certificate to review and confirm the information on the certificate.

When a member adds a new submission they are asked to review the information and upload any necessary files for the submission. They are then notified that any errors would require a re-submission of the song details and files. Once the member confirms that the new submission is correct, all files [in a temporary location] as well as the certificate are packaged in a container [zip/tar]. The resulting container is then stored in a folder that is not accessible from the internet.

When a valid member requests that a submission be removed, a notification of this request is sent to the administrators (admins). The request is reviewed and the admins then proceed to deleting the submission package, as well as any database records. The request is documented in a database as well as the removal for administration records and proof of request and action. After the request is completed an email is sent to the member with a report that the request was finalized. Alternatively the file can be flagged in the database as deleted or removed but the information and packaged files can be retained only for admin historical information.

The report should contain the package unique id, package contents catalog and submission info, as well as a date and timestamp of the request and removal.

When a valid member requests a temporary download link they should be prompted as to the reason for the download request. These requests will be logged in a database for admins to review and approve. A copy of the digital file would be put into a temporary folder that can be accessed by the member. An email notifying them that the file is available can be sent as well as having a link in the member's page under a requested download links page. Here they can download and view the expiration of the temporary download link.

In the Song Vault profile page for the member there should be an alternate email address in case the one that is used at registration becomes invalid and the admin staff should need to contact the member. Forgot password option should also be added with security questions or alternate means of resetting the password and login.

## **Audio Formats for Submission**

Audio files that are stored in the Song Vault program should be stored in an archival audio format. This is a format that is open and not restricted to licensing and is universal making it compatible with a multitude of operating systems as well as audio playback software and devices. This will allow for the file to be future proof and still accessible in the years ahead.

It is recommended that the main audio format be WAV files, as it is the most globally accepted playable format. The average size of a 4 minute song in WAV format is about 50 Megabytes. A

secondary added file can be submitted in the format of FLAC or AIF/AIFF. Where FLAC is a compressed WAV that can support embedded metadata and therefore gaining approval as a audio format in the audiophile community going forward. The format of AIF/AIFF is another globally acceptable format as it is an uncompressed format that hasn't changed in the last 25 years.

### Additional Files for Submission

A member should also be able to include any other documentation other than the digitally recorded song. For example, a PDF of the sheet music or lyrics could be included as part of the package. Alternatively, a plain text file containing the song lyrics and song details could also be included.

### Certificate Information

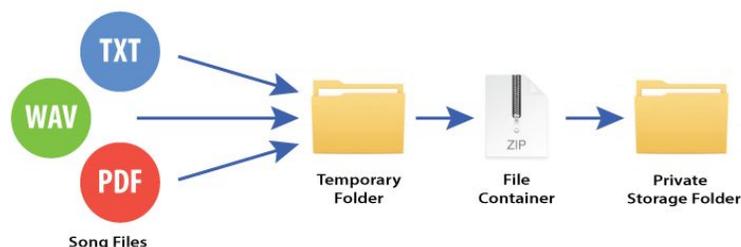
Contained on the certificate should be each song's title and a creation date as well as the author(s). This is reflective of the information the member has entered into the submission form. The certificate should also have the unique ID of the file package for reference. As well as the member's name, mailing address, their member number and email.

These certificates can be accessed at any point in time from the website with a valid membership. However the packaged digital files can only be accessed with a download request.

### File Container/Package

Once all the information is entered and the user has selected the files that they want to include as a single submission, the file(s) would be uploaded to a temporary folder on the server with a unique ID. The digital certificate containing the song details entered by the member would be created and added to the temporary folder.

A ZIP or TAR of the entire contents of the folder would be created. The name of the resulting file should be formatted as "Unique ID+Timestamp.extension". This name would then be stored in the database of the submissions for retrieval later. By storing the files in this process we do not have to worry about duplication or names of songs getting mixed up.



## **File Storage Once Submitted**

Using the current count of songs that are stored in the Song Vault [33265] and based on the thought that songs would be stored in at least WAV format at 50mb per song, we can say that, at an average of 50 Megabytes a song, the storage required would be 1663.25 Gigabytes or 1.6 Terabytes. This catalog covers the span of the last 27 years. Given the fact that a large majority of the current Song Vault might not be converted over to digital format that will free up storage. While also taking into account that due to the digital format submissions could increase to the Song Vault over the next few years. A safe assumption would be that anywhere from 4 to 6 Terabytes of storage will be required over the next 10 years.

Current archive storage practices use a fully redundant system where data is replicated to multiple locations. This is to reduce data loss and ensure longevity. Cloud storage, private virtual machines, online data storage services as well as local physical storage should all be considered.

Archival Cloud Storage could be considered as one of the storage solutions while an onsite storage can also be addressed. A single storage archive system should not be used alone and the combination of at least 2 solutions can make it easy to recover or access data when needed.

Today costs of physical drives have come down quite a bit. This has also brought down the cost of RAID drive storage. When considering using local physical drives utilizing a RAID configuration is a requirement, or at least some sort of redundant backup to the main physical unit. Using at least a RAID Mirror of a 6TB drive in a 2 or more drive configuration would be highly recommended, as well as a secondary local copy that is replicated from the master on a regular basis. Please see Onsite Storage Hardware for recommendations.

Each of these solutions have their own pros and cons. Online storage can come at a price with a monthly or annual cost that can add up but minimal maintenance and high expandability are an advantage. Whereas local onsite storage has a high upfront cost but over a longer term can generally be more cost effective if data storage requirements don't change drastically. Onsite storage is also readily accessible but does require regular maintenance and proper backup practices.

## **Cloud Data/Archival Storage**

With the advancement of Cloud storage and the technologies currently used by companies, online archival storage costs are a fraction of what they used to be. Prices have also come down quite a lot due to the competitive market with companies like Amazon, Google, Iron Mountain, Box and Dropbox to name a few. Today a service like Amazon Cloud Archive will allow you to store an unlimited amount of data at a reasonable rate of \$0.004 per Gigabyte per

month. There are also upload and download costs for every transaction to consider, where a transaction is the moving of a file to or from the cloud service. However, due to the amount of files and file sizes that are projected to be used and stored, Songwriters fall under a usage tier that makes some of those transactions free. The cost for this service would be anywhere from \$1 to \$35 dollars a month with a maximum based on 6 Terabytes of storage, 1 Gigabyte of data retrieval, 5000 upload requests and an average of 1 Gigabyte of data transfer in and out of the server per month. This cost would vary slightly based on transactions and monthly storage, where used storage quota would be very minimal at the beginning and file transactions would be quite large. Once the majority of the Song Vault is uploaded and average monthly storage balances out with active transactions, then only a slight month to month increase would occur and the average monthly use cost can be projected.

### **Onsite Storage Hardware**

Since most of the Songwriter's office uses Apple computer products, an onsite storage solution based on the Mac Mini platform would be recommended. As a local file server the system is powerful enough for the resource requirements for file storage for the local office use and for the storage and access requirements for the Song Vault.

The minimum suggested requirements for the Mac Mini would be the 2.6 GHz with 16 GB of RAM and the 256 GB PCIe based flash storage for a cost of \$1,329.00 Canadian [before tax].

Aside from the main system a type of external storage with backup and or redundancy built into itself is highly recommended. Generally this would call for a RAID storage device. Either a storage unit utilizing a mirror raid [i.e. RAID 1] consisting of at minimum two 6 TB hard drives or a storage unit utilizing more than four drives for redundancy [ i.e. RAID 5, 6, 10]. The overall cost for the external storage unit will depend on the selected raid configuration and drive sizes used.

Two suggested brands would be either G-Technology or Lacie to purchase a storage unit from. They both offer RAID based storage units and have quality products with good reputations. From G-Technology the G-RAID with Thunderbolt 2, 12 TB unit for a cost of roughly<sup>1</sup> \$1,100 Canadian and the LaCie 2big Thunderbolt 2, 12 TB unit for a cost of roughly \$1,300 Canadian would be a good minimum storage unit requirement. In a Mirror Raid [RAID 1] the 12 TB unit would have a capacity of 6 TB with a mirror of the data built into the chassis. An upgrade from these units would be either the G-SPEED Studio from G-Technology 12 TB unit for roughly \$2,600 Canadian or the LaCie 5big Thunderbolt 2 10 TB unit for roughly \$2,100 Canadian in a RAID 5 or 6 configuration.

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<sup>1</sup> Costs are a rough estimate based on current recommended MSRP in US funds converted to Canadian funds. Cost may vary slightly based on US exchange rate and retail supplier. This applies to all drive costs outlined in this report.



G-Technologies G-RAID and Lacie 2big Thunderbolt 2 Storage Drives.

Aside from the main storage unit solution a secondary external backup consisting of a scheduled interval clone of the main storage unit is recommended. This secondary hard drive is not required to be a RAID storage device and can be a stand alone drive. However it must be of equal or greater size when compared to the final configured main storage unit. For example if the main storage unit is configured in a 6 TB mirror with 6 TB of usable storage space then the minimum size drive recommended would be 6 TB hard drive for cloning. Conversely a 12 TB storage unit in a RAID 6 configuration would equal roughly 7.2 TB of usable storage space and would require a 8 TB hard drive for cloning.

So the total cost of an onsite computer and storage would roughly cost anywhere between \$2,500 to \$4,000 depending on final configuration of the units.

## **Website Database**

For the Song Vault database there should be a member table that contains all the user profile information.

A separate table for the submissions would contain all the info that a member has entered for each song as well as the related unique id of the file and the unique ID of the file package.

This table of submissions should then be replicated/duplicated over to FileMaker for administration access and monitoring.

A database of the packaged container files.

Any removal requests and temporary link requests should be stored in a database table. Record of Removals of submissions should be stored in a database table.

Any further database tables may be required to connect to above tables and their data as well as being able to link any data to existing database tables as required. Retaining as much data as possible will allow the staff to have historical access for member and submission records.

Recurring scheduled backups of all databases should be implemented.

## Conversion of Old Song Vault Database to Upgraded Song Vault Database in FileMaker

The old Song Vault database in FileMaker had limited integration with the Membership information in FileMaker and website databases. By importing and updating parts of the old database to work in tandem with the new FileMaker database, this allowed admins greater access to cross reference information with members information and song vault entries.

This screenshot shows the 'Song Vault' interface for member Richard Mercer. The interface is dated 6/1/2015. It displays member information, a list of 14 songs, and a 'Total Songs to Date' of 32,549.

Song Titles	Co - Author	Date Created
1 Devil's Highway		
2 Love, Are You Here Tonight?		
3 Heartbreaker		
4 Empty Man		
5 Still Kickin' Around		
6 Where I Don't Want To Be		
7 A Kiss And A Bandage		
8 Anxiety		
9 One Man		
10 Neon		
11 My World		
12 Here Alone		
13 The Artisans		
14 Twisted Fate		

This screenshot shows the 'Song Vault Details' interface for member Richard Mercer. The interface is dated 2016-09-26. It displays member information, a list of 14 songs, and a 'Total Songs to Date' of 33,449.

Song Titles	Co Author	Date Created
DEVIL'S HIGHWAY		
LOVE, ARE YOU HERE		
HEARTBREAKER		
EMPTY MAN		
STILL KICKIN' AROUND		
WHERE I DON'T WANT TO		
A KISS AND A BANDAGE		
ANXIETY		
ONE MAN		
NEON		
MY WORLD		
HERE ALONE		
THE ARTISANS		
TWISTED FATE		

Above the Old Song Vault compared to the New Song Vault. The Song Vault listing shown on the next page. These upgrades give the admins greater flexibility when dealing with Song Vault submissions.

Member #	Member Status	First Name	Last Name	Pseudonym	Date Submitted	Date Entered	Publication #	Total Songs
0494	Current	ROBERT	MASTERS		1990-03-01		0029	169-a
0492	Current	MICHAEL	SAUNDERS		1990-03-01		0019	201-a
0518		GERMAN	BRUNET		1990-03-01		0029	169-a
0074		BENJENLEY	GOLDEN-BELLARD		1990-03-01		0034	169-a
0334	Current	CHARLES	CROWDER		1990-03-29		0034	201-a
0023		ALLEN	KNES		1990-05-01		0020	169-a
0195		PETER	NELSON		1990-05-24		0003	201-a
0442	Expired	Alan	CAROLAN		1990-05-24		0044	201-a
0088		TINO	WONG		1990-07-10		1215	201-a
0407		JAMIE	DYCE		1990-07-10		0031	201-a
0083		DAVID	PONTER		1990-07-10		1218	201-a
0447	Expired	CHARLES J.	NABESS		1990-07-10		0039	201-a
0188		SHANNONLEEDINE	LAH		1990-09-24		0061	201-a
0418	Expired	BRAN	SOLO		1990-09-24		1212	201-a
0060	Expired	ROCK	COBURN		1990-09-24		0048	201-a
00743		JOHN	FLICI		1990-10-28		0079	201-a
0083	Expired	DAVID	PONTER		1990-10-28		0046	201-a
0024	Current	CHARLES	CROWDER		1990-10-28		1203	201-a
0418	Expired	BRAN	SOLO		1990-11-15		1211	201-a
0518	Expired	GERMAN	BRUNET		1990-11-15		1204	201-a
		CHRIS	PFER		1990-11-15		0034	201-a
		RICHARD	BARRY		1990-11-15		0075	201-a
0081	Expired	DAVID	SHAMCHUK		1991-01-15		1218	201-a
		DANNY	GRANHAM		1991-01-15		1228	201-a
		ROCK	COBURN		1991-01-15		1225	201-a
Non		MIKE	FILPOV		1991-01-15		0134*	169-a
Non		MICHAEL JACK	MCCRATH		1991-01-28		1223	201-a
Non		ANDY	SHARER		1991-03-29		1246	201-a
0083		SCOTT	BRUNT		1991-03-29		1266	201-a
0085		ANNE	BROWN		1991-03-29		0062	201-a
0077		PALL	HUGHES		1991-03-29		1227	201-a
		PARAG	CHAKRAWARTI		1991-03-29		1242	201-a
0084		SHRILEY	NEUMAN		1991-03-29		1266	201-a

Once the basis of the new Song Vault website is built and a structure of the website databases is locked down then further integration into the updated Songwriters FileMaker database can be completed. This update will strengthen the integration of the Song Vault entries into the membership database [FileMaker and Website] and give the admins even greater access to the data. Multiple reports can be pulled on activity, access, expanded searches, etc, based on any filtered requirements needed by the admins.

All of the Song Vault website data would be imported into FileMaker on a regular schedule.

### Administrative Upload of Song Submissions

In the admins view of the Song Vault website, a section allowing the manual upload of song vault submissions should be included. The activity of creating a song vault submission should mimic that of the member song submission process. With the exception that the Songwriters admin staff have access to define the member and their member ID under which the submission would exist.

Before submitting a new song vault entry admins would confirm one of two things, that the member has an active membership or that this is a manual entry brought over from the pre-existing Song Vault database.

If it is from the preexisting database and the member is not in the new Song Vault database, the admins would create the new member so that they can append song vault submissions where required.

## **Upload of Pre-Existing Song Vault Entries**

A level of access can be granted to any admin staff or hired outside party that has been tasked with uploading any pre-existing records into the Song Vault database. This user would also have to have access to the Songwriters FileMaker database in some capacity to confirm the validity of a member or that the song entry is for a pre-existing Song Vault entry.

Alternatively prior to digitizing the media the person would have knowledge that can indicate in some way that the converted files are for a pre-existing entry. Like an exported report outlining the pre-existing entries that need to be digitized along with the corresponding member ID and information. At this time a PDF of the pre-existing Song Vault Certificate can be exported and stored with the converted files.

Once physical media [i.e. Cassettes, CDs, USB flash drives, etc...] from existing Song Vault entries is converted to a digital format it can then be uploaded. Using the administrative upload process the song information and digital files, including a PDF of the original Song Vault Certificate can be uploaded and packaged with the submission.

The person collecting the files and information for upload should be aware that just like a member they are required to review and confirm the information and files that are uploaded into the Song Vault submission process for a valid entry. They should also be made aware that the converted song files and any necessary documents [i.e. musical score, lyrics, certificate, etc.] should be collected prior to entering the song information for inclusion in the upload process.

## **Conclusion**

In closing, by creating a user friendly interactive experience for members to comfortably upload their song copyright information, the new Song Vault website has the potential to increase their confidence and satisfaction that this process can truly benefit them should they need to address a copyright claim. Through leveraging new technologies in web development as well as storage technologies, we can safely store a digital archive of files and information related to song vault entries. All of this while storing the information in databases that are also easy to access and interface with, for use internally at Songwriters. Giving administrative staff access to this data will allow them greater flexibility and further access to more information related to each registered member. These improvements and initiatives will benefit members and administrative staff alike. In addition they are needed going forward, as technology such as cassette players are becoming increasingly hard to come by and other media organizations move towards the digital archival services. Songwriters will also need to ensure that going forward the Song Vault is moved into the next phase of archival standards and practices.

## Reference

### Digital Song format References

<https://www.cnet.com/how-to/future-proof-your-data-archive/>  
<https://www.wired.com/2009/07/st-burningquestion/>  
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### Digital Cloud Storage Reference

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<http://searchcloudstorage.techtarget.com/definition/cloud-archive>  
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# New Songwriters Song Vault Member Flow Diagram

