

EMu Documentation

Collection Descriptions module

Document Version 1.1

EMu Version 4.1



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SECTION 1

Overview

EMu 4.1 introduces the Collection Descriptions module (CDM) which, as its name suggests, holds high level descriptive details about collections. A collection is very broadly any group of related or grouped items. The relationship may be items collected on an expedition; paintings from a particular period or by a specific artist, and so on.

As with information held in the Narratives module, collection level information is particularly useful for use on the web, and the CDM has been designed to facilitate web access. One opportunity presented by this module is cross-institutional searching of collection level details. Institutions which choose to participate can allow their CDM records to be harvested and made available for searching via their own website and that of any other participating institution.

This document provides a set of screen shots of each tab in the Collection Description module and a description of the fields on each tab.

SECTION 2

Collection Descriptions module tabs

Collection level details are recorded across nine tabs:

- Description (page 4)
- Significance (page 5)
- External (page 6)
- Parties (page 8)
- Thesaurus (page 9)
- Authority (page 10)
- Sub Collection (page 11)
- Hierarchy (page 16)
- Associations (page 19)

The following standard EMu tabs are also include in the CDM:

- Tasks
- Notes
- Multimedia
- Security
- Audit
- Admin

Description

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Jenny Kee Collect	ion	12
Description		
Title:	Jenny Kee Collection	
Brief Description:	A collection of clothing, textiles, artwork and archival material relating to J	enny Kee, one of Australia's
	leading designers, activists and personalities, dating from 1967 to 1995.	
Full Description:	Jenny Kee (born Sydney 1947) is one of Australia's most important design and retailing a unique range of colourful clothing and knitwear. One major collection, Jenny Kee's love of Australia's unique natural environment. He artwork featuring images of native flora and fauna, the opal gem stone an Harbour Bridge and Opera House. The Jenny Kee collection documents years, It illustrates the evolution of her clothing and textile designs, the cre designs, the development and management of her retail outlets Flamingo significant role she played in environmental activism in Australia and her p with-in the advertising industry.	r theme links all aspects of this ar gaments are a canvas for her id urban icons like the Sydney her life and work over twenty active process behind her Park and Jenny Kee, the

The Description tab holds a title for the collection, an abstract, detailed description, and dates covered by the collection.

The fields are:

Fields	Description
Title	The collection title, e.g. Jenny Kee Collection.
Brief Description	A brief summary or abstract describing the collection. The <i>Brief Description</i> is of particular use when presenting the collection on a website: when a search is performed, this abstract can be presented to the searcher as part of the search results.
Full Description	A detailed description of the collection.
Date Range	The period covered by the collection. For example, the start and end dates of an expedition on which a group of items was collected; the period in which a group of paintings was painted, etc. The three date fields operate in the same way as any other date range fields in EMu: enter a date, date range or circa date in the <i>Date Range</i> field and the <i>Earliest</i> and <i>Latest</i> fields are updated
	automatically (and can be edited as required).

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Significance

Description

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Jenny Kee Collect	ion	12
Significance		
Significance:	Jenny Kee (born Sydney 1947) is one of Australia's most important designers, best know and retailing a unique range of colourful clothing and knitwear. One major theme links a collection, Jenny Kee's love of Australia's unique natural environment. Her gaments are artwork featuring images of native flora and fauna, the opal gem stone and urban icons Harbour Bridge and Opera House. The Jenny Kee collection documents her life and wo years.	aspects of this a canvas for her like the Sydney
Rights Statement:	Some material is subject to copyright	
Rights:	[Copyright]	ð Đ
Access Rights Statement:	By appointment	
Collection Notes:	A printed guide to the archive is available at the Museum.	
Description Sig	nficance External Parties Thesaurus Authority Sub Co	lection Hier
Display Record 1 o	f1 emu	Admin 20136 📈

The Significance tab holds a general statement about the importance of the collection, details about any rights that apply to the collection, and any notes / comments specifically about the collection that do not fit anywhere else in the module.

The fields are:

Fields	Description
Significance	A statement about the collection's significance / importance.
Rights Statement	A statement concerning any rights that apply to the collection, e.g. Some material is subject to copyright.
Rights	A link to a record in the Rights module with details about the rights pertaining to this collection.
Access Rights Statement	A statement about access rights to the collection, e.g. ${\tt By}$ appointment.
Collection Notes	Similar to the Notes tab, but intended to hold any notes / comments specifically about the collection that do not fit elsewhere in the module.

External

Description Collection Descriptions (1) - Display File Edit Select View Tools Tabs Hierarchy Multimedia Window Help D 🔜 🛇 🖸 🎦 🛃 🍼 📾 📾 🕋 🛤 🔺 🔺 > > 🖻 🖻 2 Jenny Kee Collection 12 External References External ID URL 7 Source Name Type * Authority Sub Collection Description Significance External Thesaurus Parties Hier 4 + Display Record 1 of 1 emu Admin 20136

The External tab holds details about any *reference* to the collection that is not recorded in EMu, i.e. there is no Parties or Thesaurus record describing the reference that can be linked to.

See the Parties (page 8) and Thesaurus (page 9) tabs for details about *internal* references to the collection.

Amongst other things, an external *reference* to the collection might be:

e a

- A person / organisation / group considered to be an authority / expert on the collection.
- A source of information of some description about the collection, such as a website.

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• A place of significance to the collection.



The fields are:

Fields	Description
Туре	The type of external reference.
	Lookup List. Types are defined by an institution to suit its needs and could be:
	• Person
	• Cultural Group
	• Organisation
	• Subject
	• Place
	• Book
	• Article
Source	The source of the external reference. A source could be a database (such as Getty), a website, a book, etc., in fact any medium which references / describes the collection. Lookup List. Sources are defined by an institution to suit its needs and could be:
	People Australia
	 Feople Australia Local
	• APT
	• ScOT
	 Geoscience Australia
	• Getty
Name	A keyword descriptor of the external reference (the name of a person / organisation / group, book, website, etc.).
External ID	If the <i>Source</i> is an external database for instance, such as Getty, this is the external source's reference (code / identifier) for <i>Name</i> .
URL	A web address to the external reference, perhaps pointing to <i>Name</i> in the <i>Source</i> .

Parties

Description

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Description Significance External	Parties Thesaurus Authority Sub Collection Hier	•

The Parties tab holds details of any people or organisations recorded in the EMu Parties module recognised as an authority / expert on the collection.

The fields are:

Fields	Description
Туре	The type of Parties reference. Lookup List. Types are defined by an institution to suit its needs and could be:
	• Person
	• Organisation
	• Cultural Group
Value	Link to a record in the EMu Parties module for a person or organisation recognised as an authority on the collection.



Thesaurus

Description

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The Thesaurus tab holds any *reference* to the collection recorded in EMu's Thesaurus module.

The fields are:

Fields	Description
Туре	The type of Thesaurus reference. Lookup List. Types are defined by an institution to suit its needs and could be:
	• Object Name
	• Subject
	• Location
Value	Link to a record in the EMu Thesaurus module with some relevance to the collection.

Authority

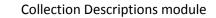
Description _ **D** _ X Collection Descriptions (1) - Display File Edit Select View Tools Tabs Hierarchy Multimedia Window Help 6 🗅 🔚 🕥 🖸 🏠 🛃 🌽 💞 📾 📾 🕋 н ч 🤉 м ? Jenny Kee Collection 12 Authority Name Role Date 1 1 Marshall, Mr Bill John * Project * ₹ Description Significance External Thesaurus Authority Sub Collection Hier 4 + Parties Display Record 1 of 1 emu Admin 20136

The Authority tab holds details about your organisation's:

- EMu users with responsibility for maintaining the current record (EMu users who created and / or modified the current record).
- Staff with some responsibility for the collection itself.

The fields are:

Group	Fields	Description
Authority		
	Name	Link to a staff member's EMu record.
	Role	Lookup List. Roles are defined by an institution to suit its needs and could be:
		• Author
		• Editor
		• Curator
		• Researcher
	Date	The date that the record was created or modified.
Project		Lookup List of projects related to the collection.



Sub Collection

Description

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Jenny Kee Collection 12
Collection Hierarchy Sub Collections Sub Collections *
Sub Collections: Sub Collections Description
*
Master Collections:
Significance External Parties Thesaurus Authority Sub Collection Hierarchy Assoc
Display Record 1 of 1 emu Admin 20136

The Sub Collection, Hierarchy and Associations tabs describe relationships between collections in your institution.

The Sub Collection and Hierarchy tabs work together to describe a hierarchy of collections. As the name suggests, the Sub Collection tab lists any other CDM record that is a sub collection (child) of the current collection (parent).

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This screenshot shows two sub collections of the Jenny Kee Collection:

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Jenny Kee Collection		12
Collection Hierarchy Sub Collections:	Sub Collections Description 1 Sub Collection 1 2 Sub Collection 2 **	ðði
Master Collections:	Parties Thesaurus Authority Sub Collection Hierarchy	Assot 4
Significance External		7530(4)
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On the Hierarchy tab, the hierarchy of collections is displayed as a tree with the parent collection at the top:

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The hierarchy can have many levels: a sub collection can have sub collections and so on.

Changing the order of sub collections in the hierarchy is managed on the Sub Collection tab. Either:

• Right-click a row and select **Move Up** or **Move Down** from the context menu that displays:

Collection Descriptions (1) - Display		
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Jenny Kee Collection		12
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1 Sub Collection 1 2 Sub Collection 2 *	Attach View Attached	
	Cut Copy Paste	
Master Collections:	Paste (Insert) Insert Delete Clear	<u>66</u>
Significance External Parties Thesaurus	Move Up Move Down	Hierarchy Assoc
Display Record 1 of 1	Sort Ascending	mu Admin 20136 //

-OR-

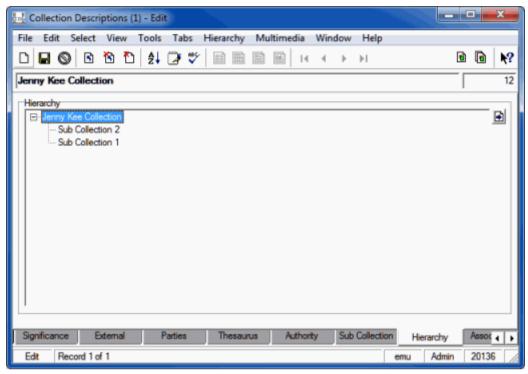
Click a row number:

	Sub Collections Sub Collection 1	Description
1	Sub Collection 1	
N	Sub Collection 2	
¥		

and drag the row to the desired position:

	Sub Collections	Description
1	Sub Collection 2	
2	Sub Collection 1	
*		
Г		

The tree is updated on the Hierarchy tab:



If the hierarchy does not refresh immediately, select Hierarchy>Refresh from the Menu bar.

To remove a sub collection from the Sub Collections table:

- 1. Right-click the row.
- 2. Select **Delete** from the context menu that displays.

The fields are:

Fields	Description
Sub Collections	Attachment field to another CDM record that is a sub collection (child) of the current collection.
Description	Description of the sub collection.
Master Collections	When a collection is made a sub collection, its parent / master is automatically listed here:



Collection Descriptions (2) - Display	x
File Edit Select View Tools Tabs Hierarchy Multimedia Window Help	
Sub Collection 1	8
Collection Hierarchy	
Sub Collections: Sub Collections Description	60
Master Collections: 1 Jenny Kee Collection	00
Significance External Parties Thesaurus Authority Sub-Collection Hierarchy A	
	20136

Hierarchy

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The Sub Collection, Hierarchy and Associations tabs describe relationships between collections in your institution.

The Sub Collection and Hierarchy tabs work together to describe a hierarchy of collections - see Sub Collection (page 11) for details.

The CDM includes a Hierarchy menu which can be used to update the Hierarchy:



Right-clicking an item in the Hierarchy will display a context menu with the same options as the Hierarchy menu.

Hierarchy menu options are:

Option	Description
View Selected Records	View full details of selected records in another instance of the Collection Descriptions module.
	First select one or more items in the hierarchy (Ctrl+Click to select more than one item) and then select this menu option.
	View Selected Records has the same functionality as the View
	Attachments 🖻 button beside the <i>Hierarchy</i> field.
Add to Records in Result	Having run a search or returned a group of records, select one or more records in the hierarchy and add it / them to the current list / group of records.
Replace Current Record	Select a record in the hierarchy and make it the current record.
Refresh	Refresh the hierarchy after changes have been made to its structure. See Sub Collection (page 11) for more detail.

Hierarchy fields are

Fields	Description
Hierarchy	The hierarchy of collections. Collections are added to the hierarchy on the Sub Collection tab (page 11).



Associations

Description

Collection Descriptions	: (1) - Display		
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Associated Collections			
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	*		
Associates:			66
Associates.			
			Associations Ta
	Thesaurus Authority	Sub Collection Hierarchy	
External Parties		nondrony 1	Associations Ta 🖌 🕨

The Sub Collection, Hierarchy and Associations tabs describe relationships between collections in your institution.

The Associations tab holds details about collections that are associated with the current collection but which do not form part of its hierarchy.

The fields are:

Fields	Description
Associated With	Link to an associated Collection Descriptions record.
Comment	A comment about the nature of the association.
Associates	If one or more Collection Descriptions records link to the current record on the Associations tab, those records will be listed here.

SECTION 3

Links to other modules

As we have seen, a CDM record can link to other records in the same module that:

- Form a hierarchy of collections (on the Sub Collection (page 11) and Hierarchy (page 16) tabs).
- Identify other associations between collections (on the Associations (page 19) tab).

Links are also made to records in the Collection Descriptions module from the:

- Catalogue module for example, using the *Related Collection Descriptions* field on the Collections tab.
- Narratives module for example, using the *Collection Descriptions: (Related Collection Descriptions)* field on the Collections tab.

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