



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:

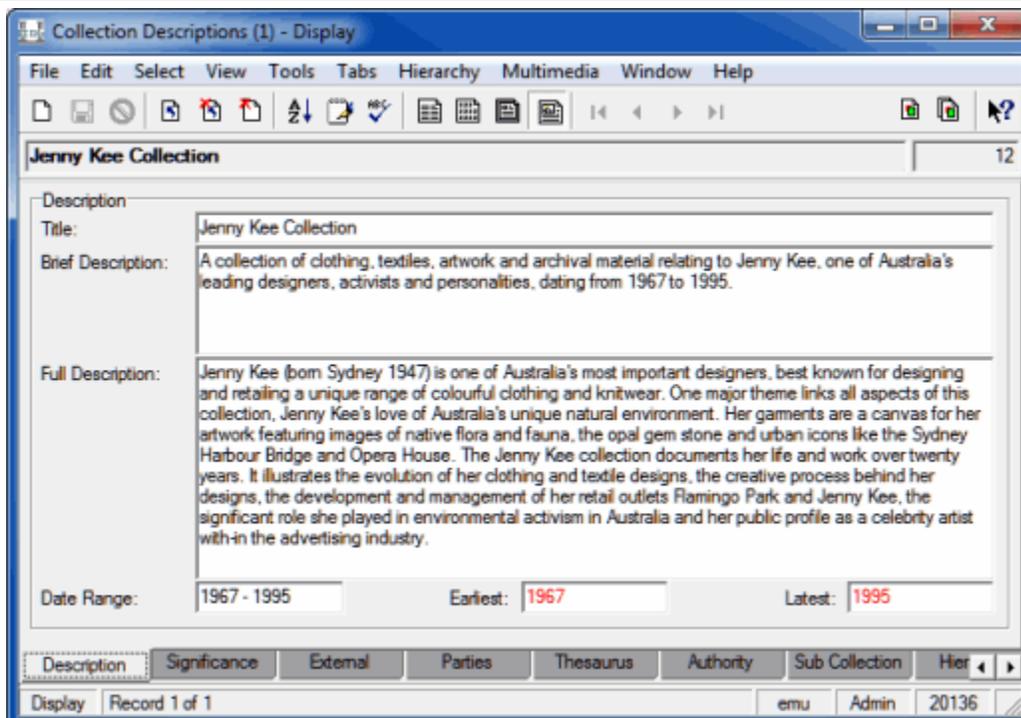
- Description (page 4)
- Significance (page 6)
- External (page 7)
- Parties (page 9)
- Thesaurus (page 10)
- Authority (page 11)
- Sub Collection (page 12)
- Hierarchy (page 17)
- Associations (page 20)

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

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

Description

Description



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

The fields are:

Fields	Description
<i>Title</i>	The collection title, e.g. Jenny Kee Collection.
<i>Brief Description</i>	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.
<i>Full Description</i>	A detailed description of the collection.

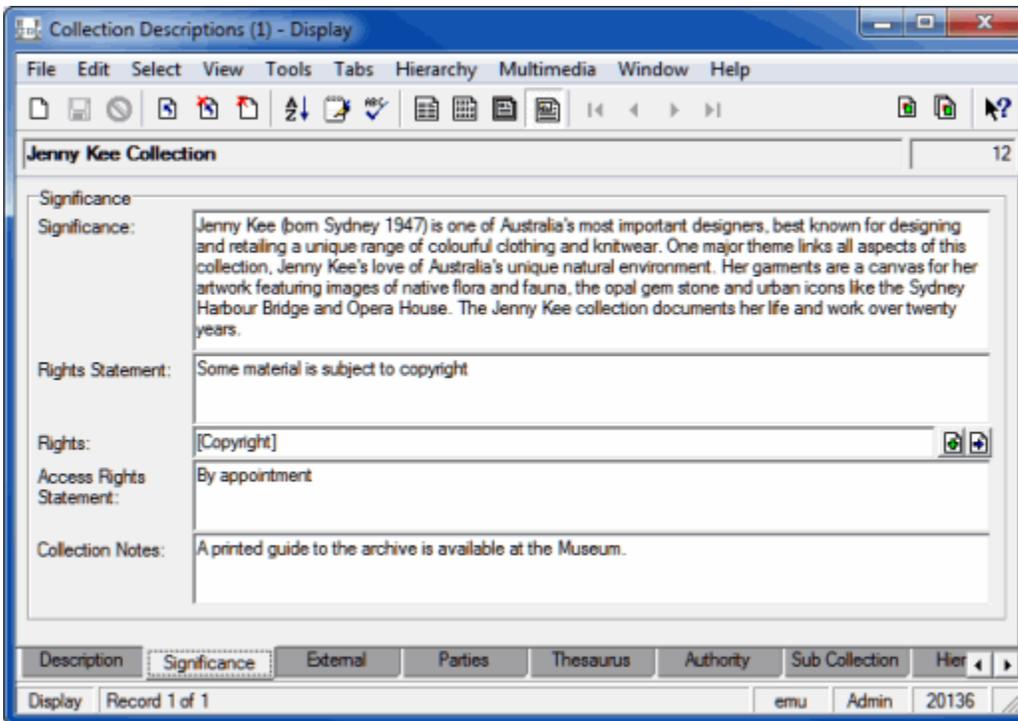
Description*Date Range*

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 *Date Range* field and the *Earliest* and *Latest* fields are updated automatically (and can be edited as required).

Significance

Description



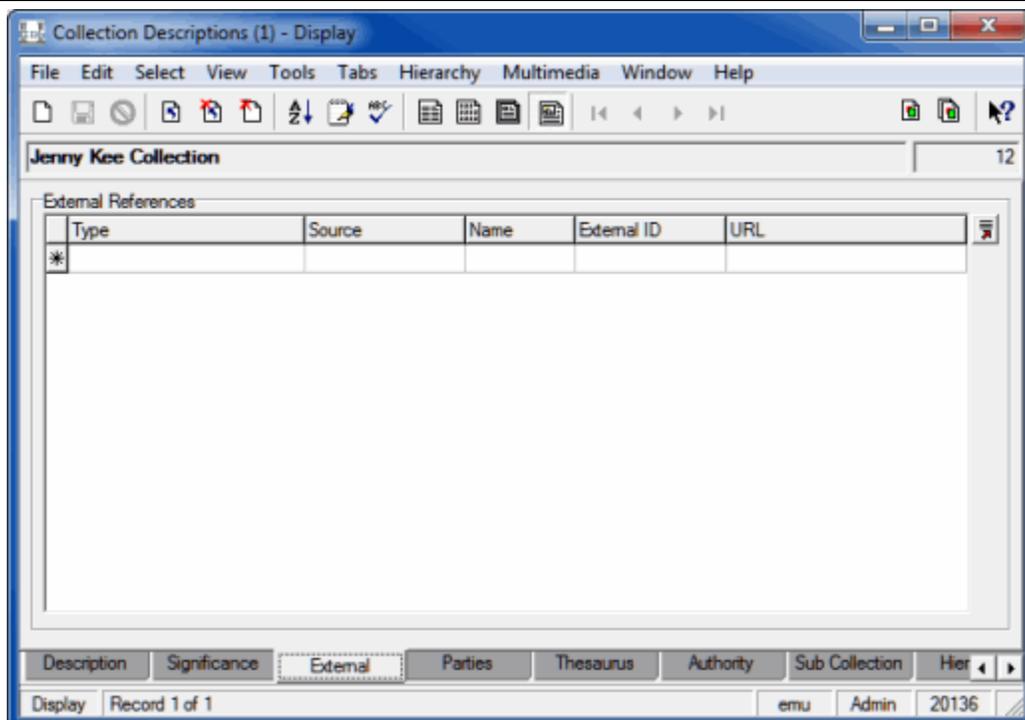
The Significance tab holds a general statement about the importance of the collection, details about any rights that apply to the collection, and any notes / comments specifically about the collection that do not fit anywhere else in the module.

The fields are:

Fields	Description
<i>Significance</i>	A statement about the collection's significance / importance.
<i>Rights Statement</i>	A statement concerning any rights that apply to the collection, e.g. <i>Some material is subject to copyright.</i>
<i>Rights</i>	A link to a record in the Rights module with details about the rights pertaining to this collection.
<i>Access Rights Statement</i>	A statement about access rights to the collection, e.g. <i>By appointment.</i>
<i>Collection Notes</i>	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



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

See the Parties (page 9) and Thesaurus (page 10) tabs for details about *internal* references to the collection.

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

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

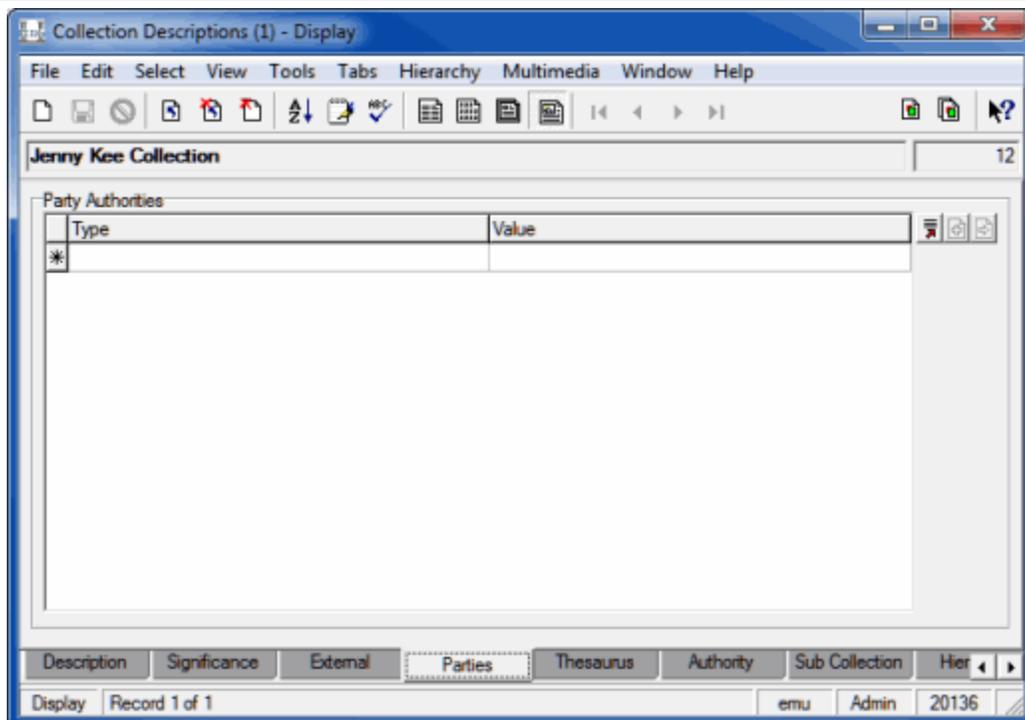
Description

The fields are:

Fields	Description
<i>Type</i>	<p>The type of external reference.</p> <p>Lookup List. Types are defined by an institution to suit its needs and could be:</p> <ul style="list-style-type: none">• Person• Cultural Group• Organisation• Subject• Place• Book• Article
<i>Source</i>	<p>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.</p> <p>Lookup List. Sources are defined by an institution to suit its needs and could be:</p> <ul style="list-style-type: none">• People Australia• Local• APT• ScOT• Geoscience Australia• Getty
<i>Name</i>	<p>A keyword descriptor of the external reference (the name of a person / organization / group, book, website, etc.).</p>
<i>External ID</i>	<p>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>.</p>
<i>URL</i>	<p>A web address to the external reference, perhaps pointing to <i>Name</i> in the <i>Source</i>.</p>

Parties

Description



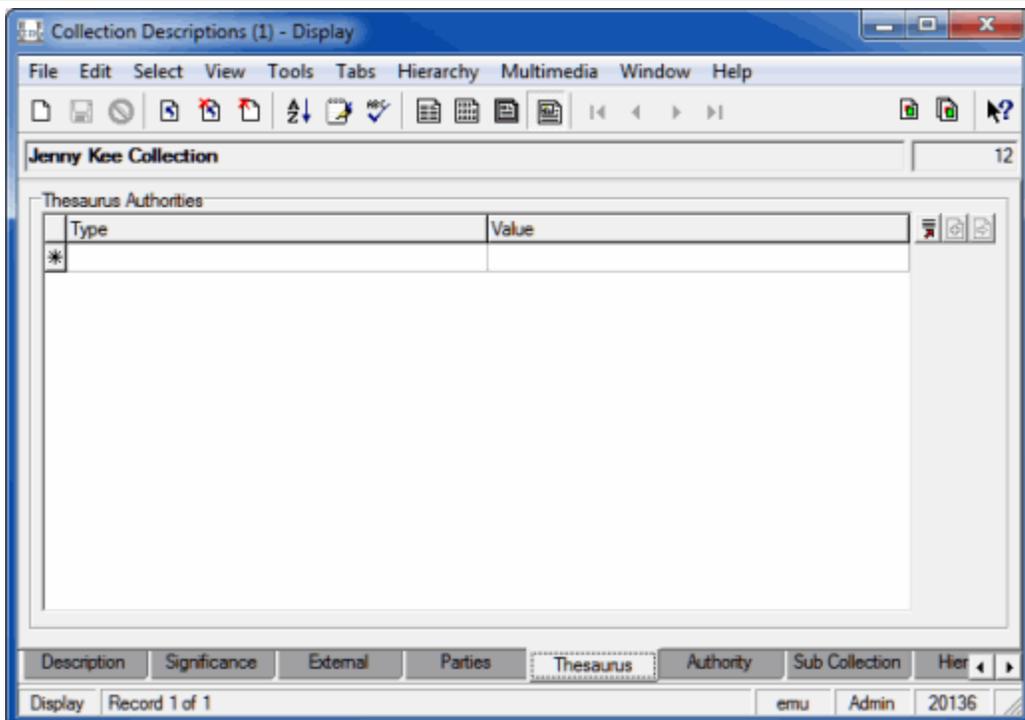
The Parties tab holds details of any people or organizations recorded in the EMu Parties module recognized as an authority / expert on the collection.

The fields are:

Fields	Description
<i>Type</i>	<p>The type of Parties reference.</p> <p>Lookup List. Types are defined by an institution to suit its needs and could be:</p> <ul style="list-style-type: none"> • Person • Organization • Cultural Group
<i>Value</i>	<p>Link to a record in the EMu Parties module for a person or organization recognized as an authority on the collection.</p>

Thesaurus

Description

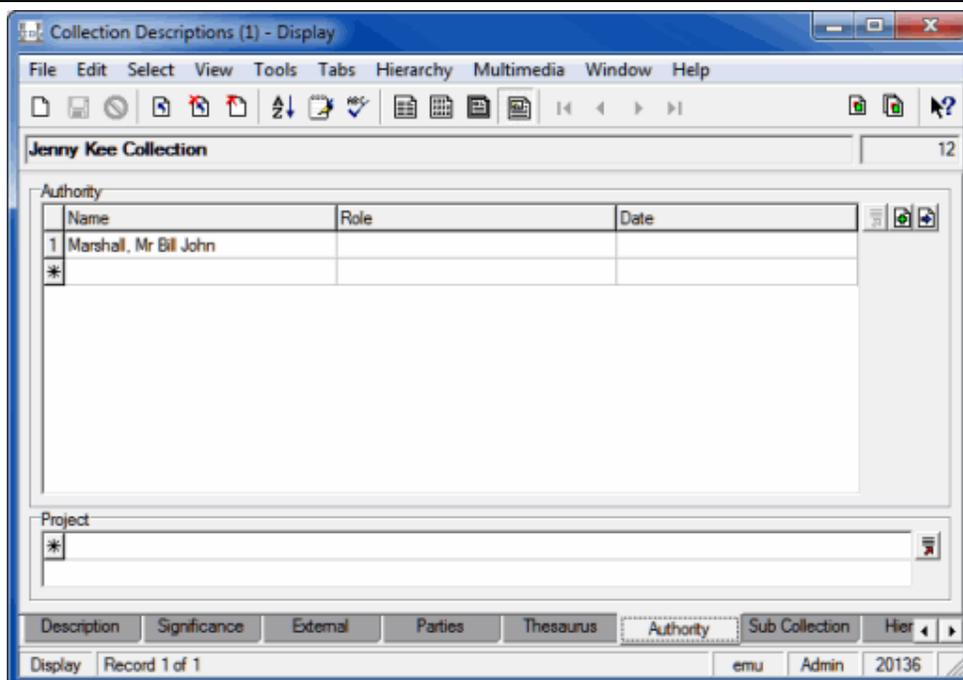


The Thesaurus tab holds any *reference* to the collection recorded in EMu's Thesaurus module. The fields are:

Fields	Description
<i>Type</i>	The type of Thesaurus reference. Lookup List. Types are defined by an institution to suit its needs and could be: <ul style="list-style-type: none"> • Object Name • Subject • Location
<i>Value</i>	Link to a record in the EMu Thesaurus module with some relevance to the collection.

Authority

Description



The Authority tab holds details about your organization's:

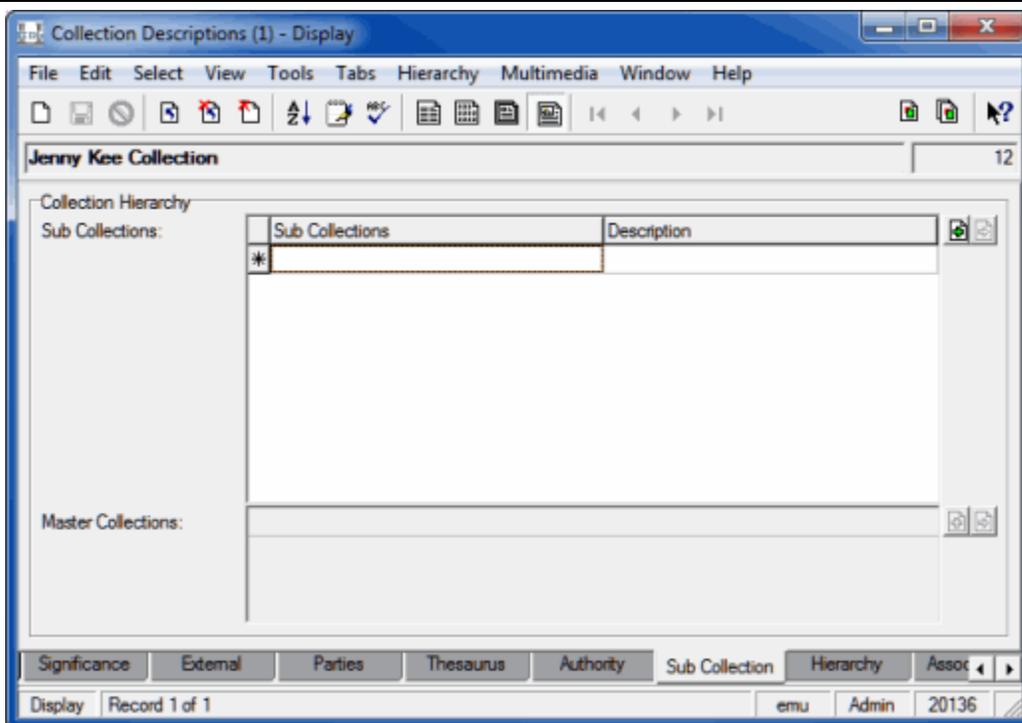
- EMu users with responsibility for maintaining the current record (EMu users who created and / or modified the current record).
- Staff with some responsibility for the collection itself.

The fields are:

Group	Fields	Description
<i>Authority</i>	<i>Name</i>	Link to a staff member's EMu record.
	<i>Role</i>	Lookup List. Roles are defined by an institution to suit its needs and could be: <ul style="list-style-type: none"> • Author • Editor • Curator • Researcher
	<i>Date</i>	The date that the record was created or modified.
<i>Project</i>		Lookup List of projects related to the collection.

Sub Collection

Description

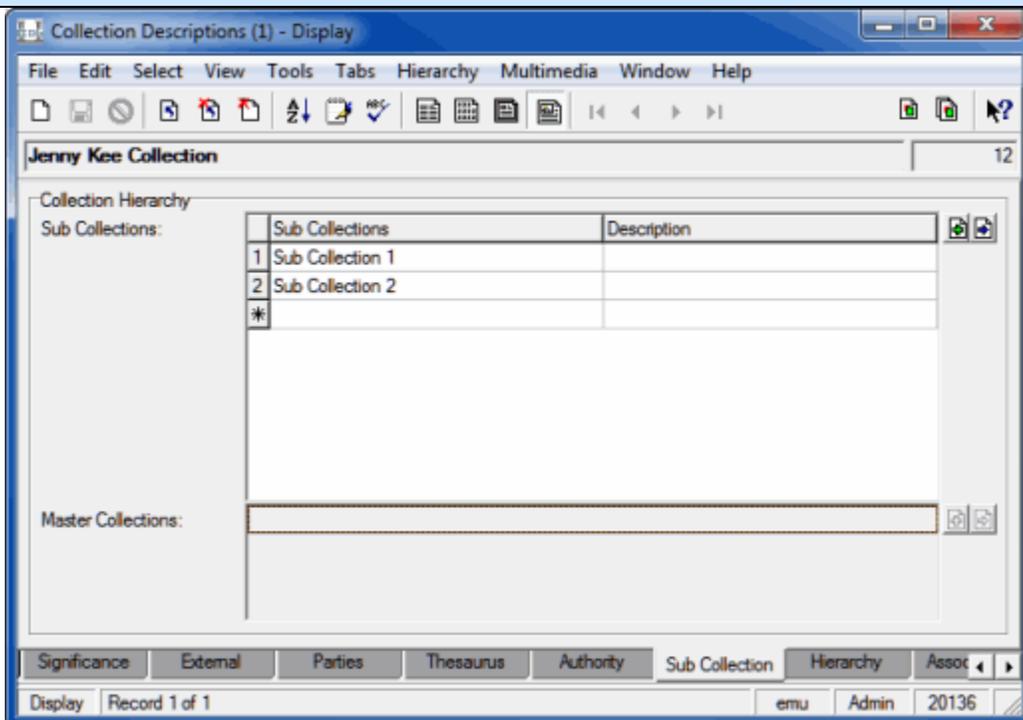


The Sub Collection, Hierarchy and Associations tabs describe relationships between collections in your institution.

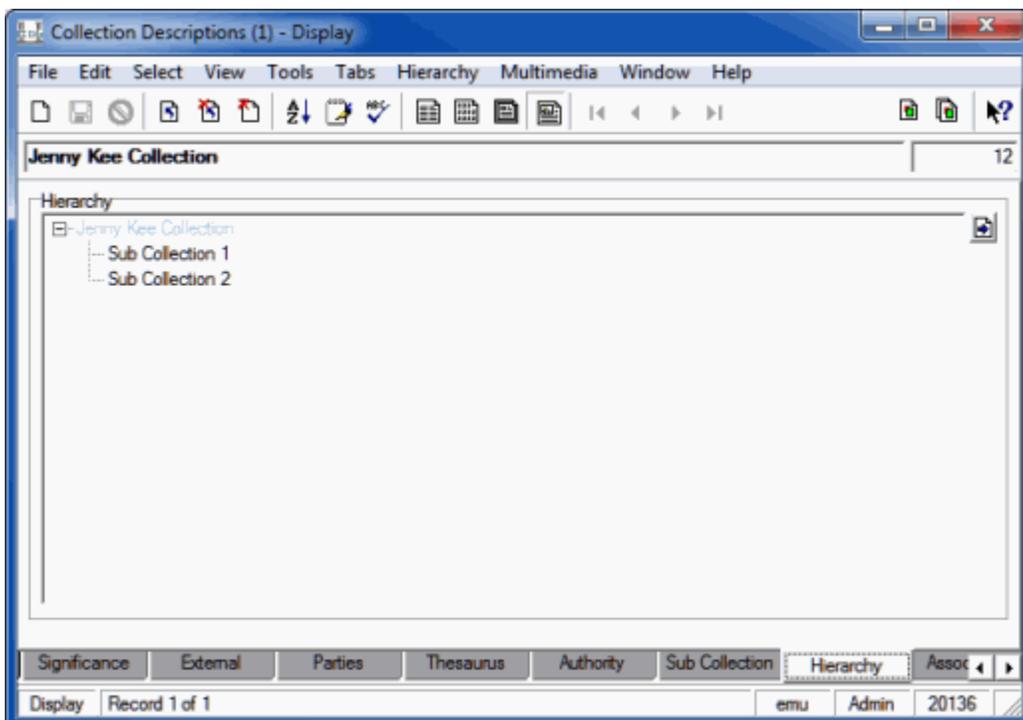
The Sub Collection and Hierarchy tabs work together to describe a hierarchy of collections. As the name suggests, the Sub Collection tab lists any other CDM record that is a sub collection (child) of the current collection (parent).

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

Description



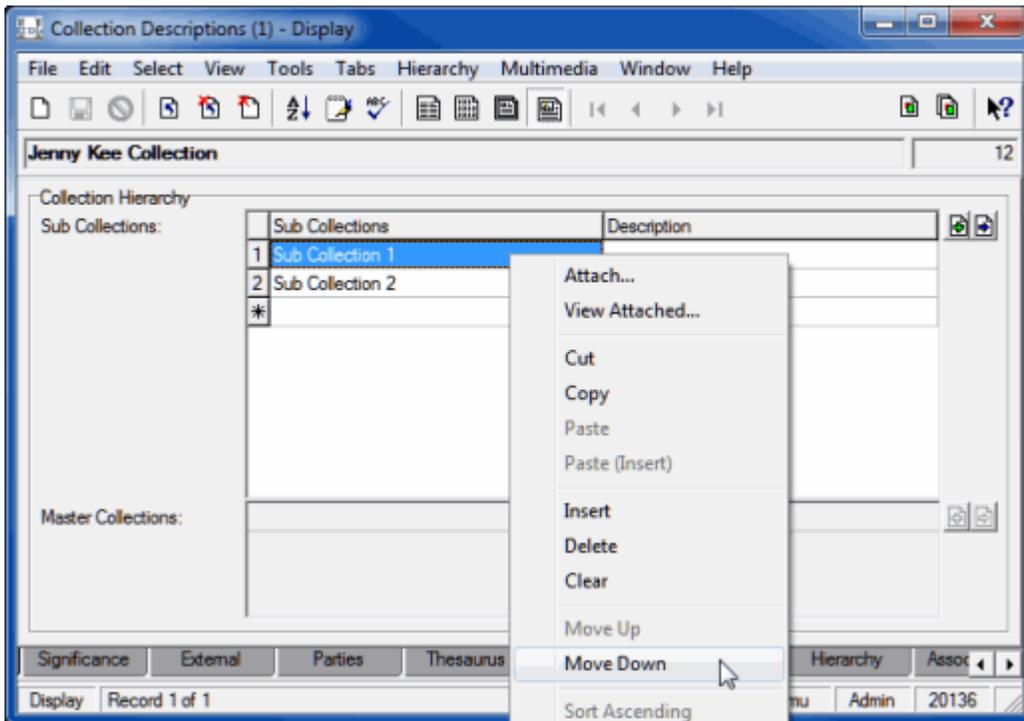
On the Hierarchy tab, the hierarchy of collections is displayed as a tree with the parent collection at the top:



Description

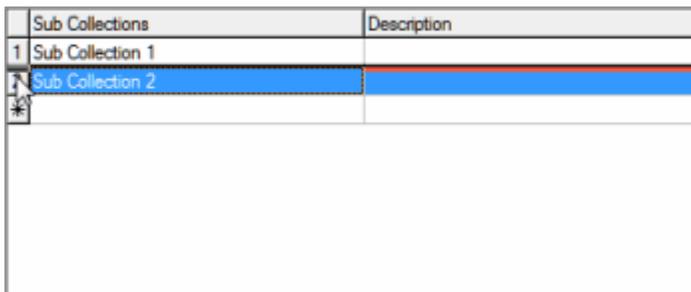
The hierarchy can have many levels: a sub collection can have sub collections and so on. Changing the order of sub collections in the hierarchy is managed on the Sub Collection tab. Either:

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



-OR-

- Click a row number:

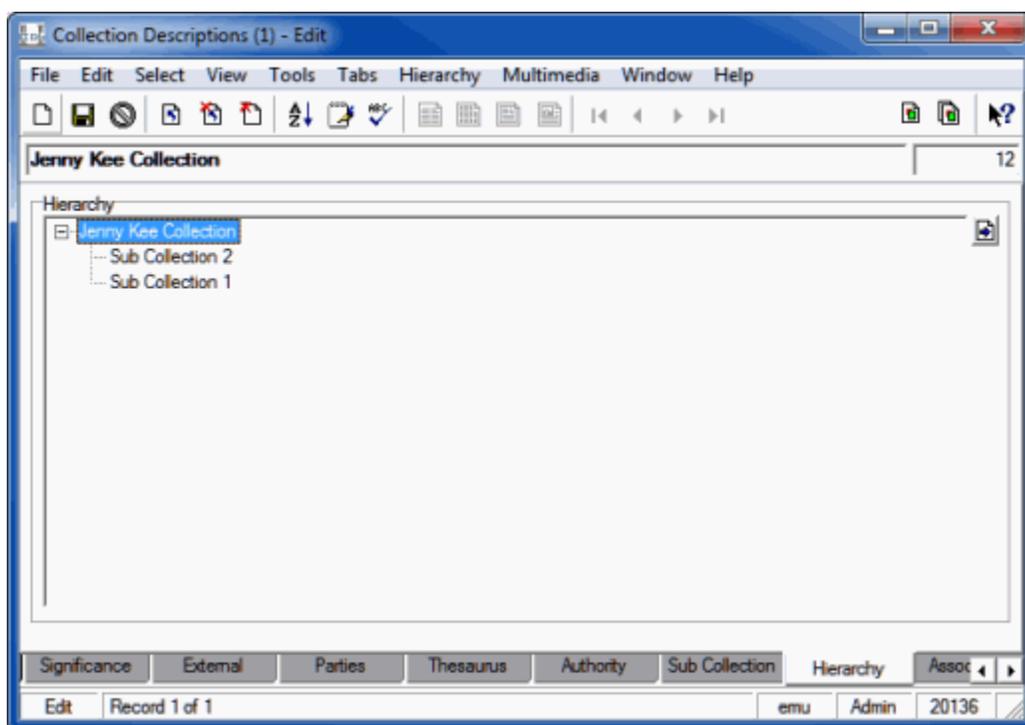


and drag the row to the desired position:

Description

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

The tree is updated on the Hierarchy tab:



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

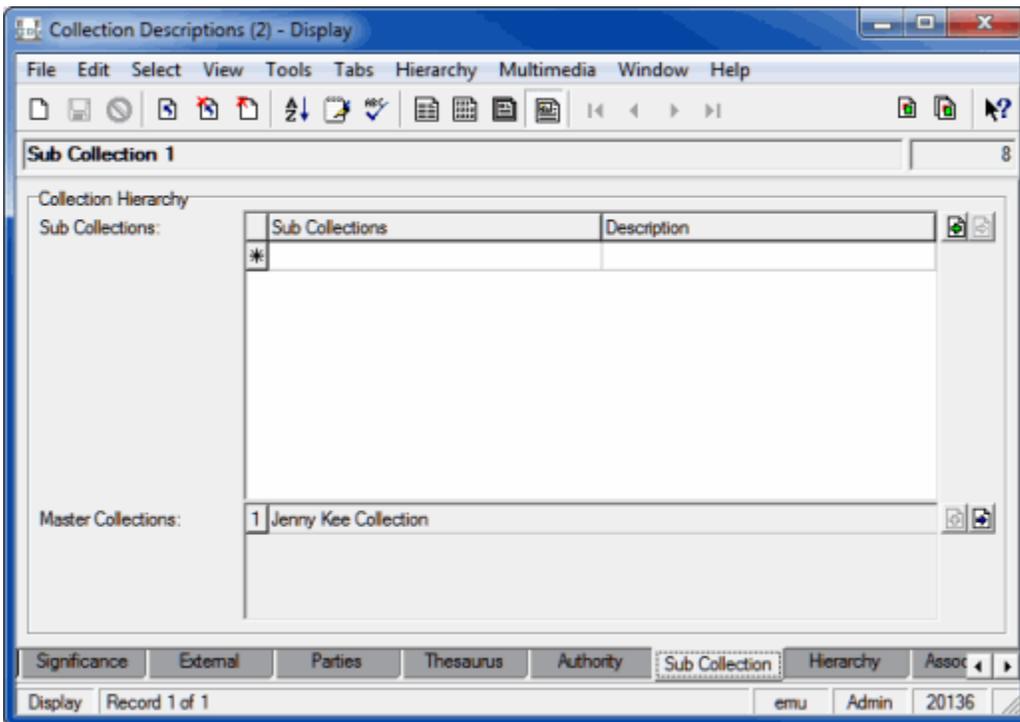
To remove a sub collection from the Sub Collections table:

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

Description

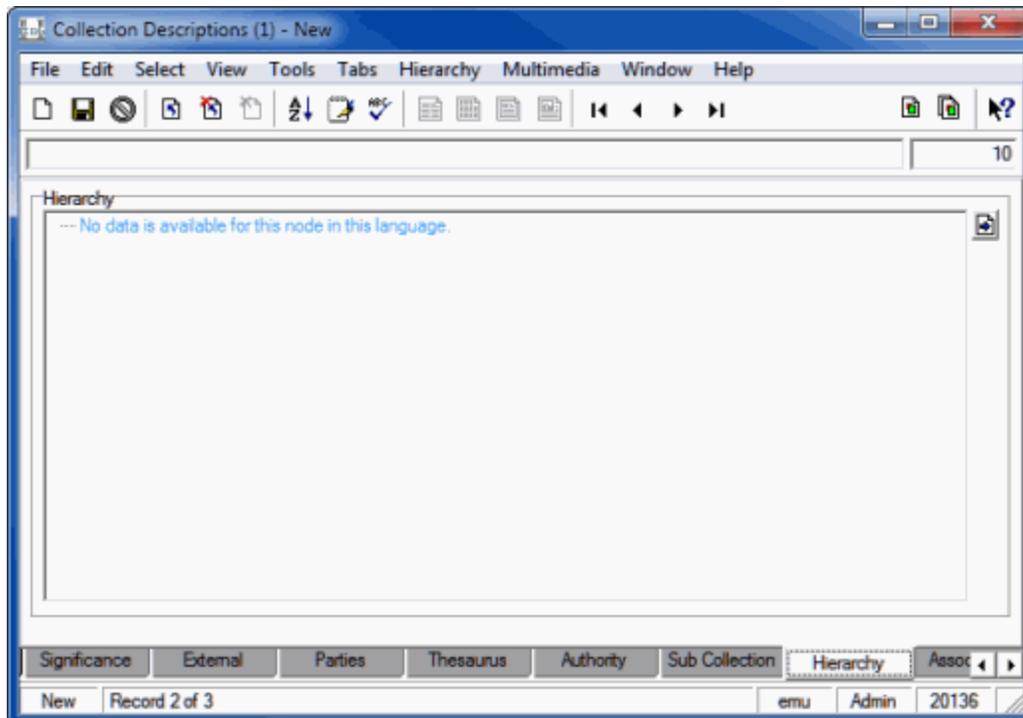
The fields are:

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



Hierarchy

Description

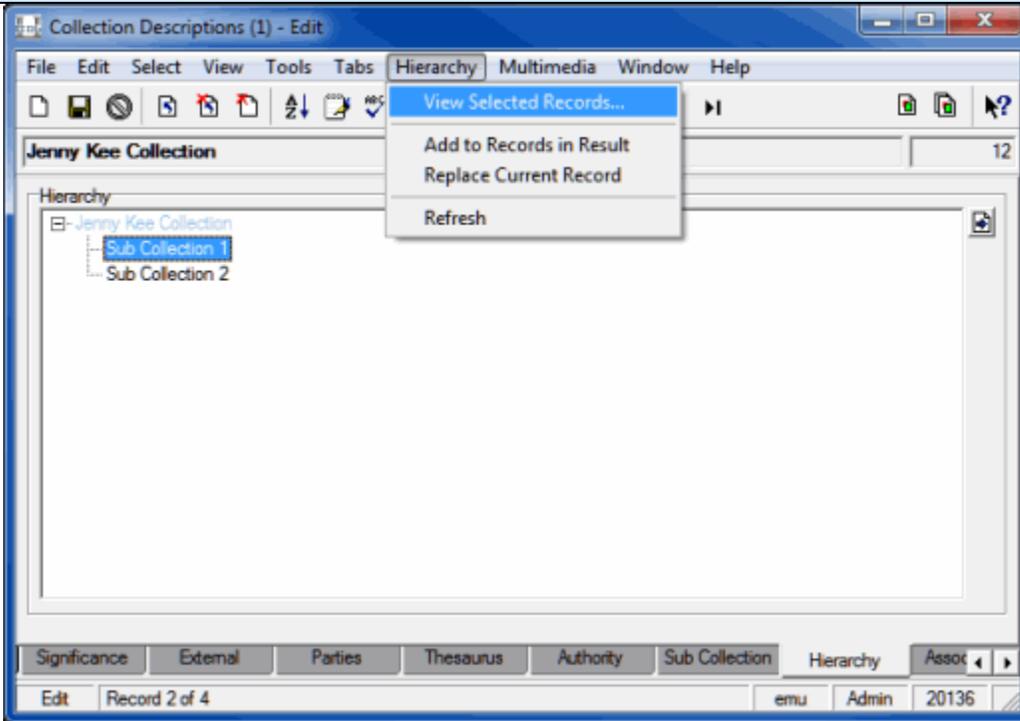


The Sub Collection, Hierarchy and Associations tabs describe relationships between collections in your institution.

The Sub Collection and Hierarchy tabs work together to describe a hierarchy of collections - see Sub Collection (page 12) for details.

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

Description



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 12) for more detail.

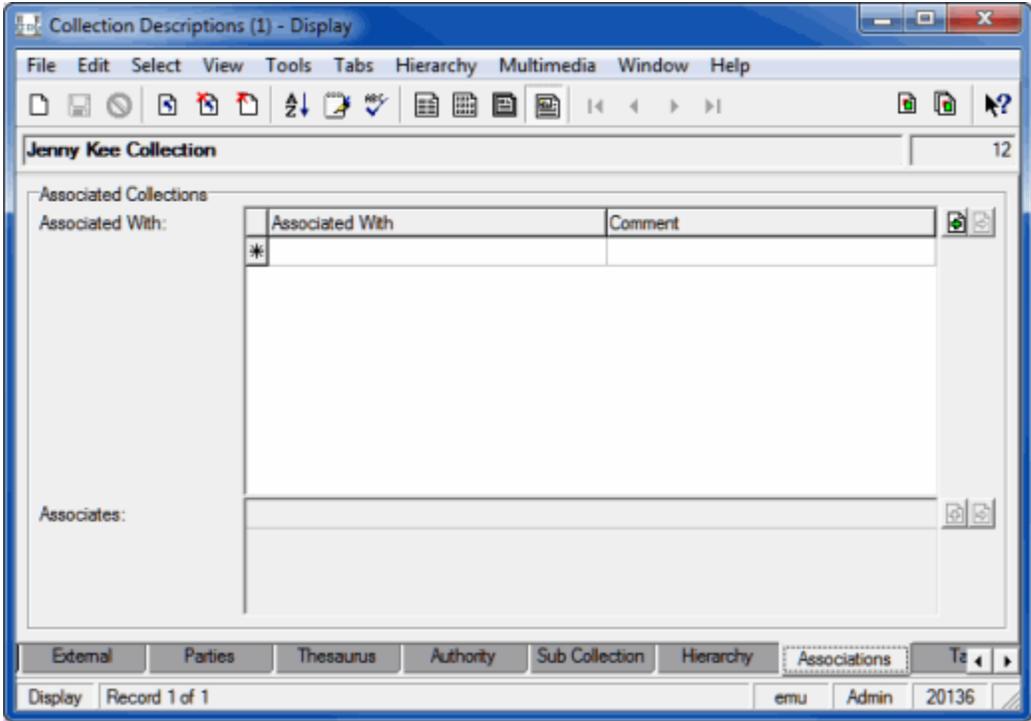
Description

Hierarchy fields are

Fields	Description
<i>Hierarchy</i>	The hierarchy of collections. Collections are added to the hierarchy on the Sub Collection tab (page 12).

Associations

Description



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
<i>Associated With</i>	Link to an associated Collection Descriptions record.
<i>Comment</i>	A comment about the nature of the association.
<i>Associates</i>	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 12) and Hierarchy (page 17) tabs).
- Identify other associations between collections (on the Associations (page 20) tab).

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

- Catalog 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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