



# EMu Documentation

## Exhibition Objects Module

Document Version 1.1

EMu Version 4.0





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## SECTION 1

# Introduction

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## Purpose

This document describes the Exhibition Objects module, which is designed for Art based EMu clients. The module holds details about a particular object at a particular event, and includes:

- Exhibition information, e.g. the location of the object within the exhibition.
  - Maintenance information, e.g. does the object need to be replaced or does it have any special requirements while the exhibition is underway.
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## Scope

The document provides a set of screenshots of each tab in the Exhibition Objects module and a description of the fields on each tab.

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## Version

Version Number	Updated By	Date Updated
1.0	Bernard Marshall	24 November 2010
1.1	Bernard Marshall	23 March 2011



## SECTION 2

# Exhibition Objects module

The Exhibition Objects module sits between the Events and Catalogue modules and holds details about an object that is associated with an event.

When an object is attached to an Events record, an Exhibition Objects record is automatically created. Removing an object from an event deletes the associated Exhibition Objects record.

In the Events record, each object has a *Status* which indicates whether the object is `Proposed`, `Selected` or `Discarded` from the event. This value is mirrored in the Exhibition Objects record associated with the object.



Institutions may set up their own *Status* values as required.

The Exhibition Objects module can be accessed from:

- The EMu Command Centre
- The Events module (on the Objects tab)
- The Catalogue module (on the Exhibit Objects tab)

## Exhibition Objects tabs

### Tabs Description

#### Status


An Exhibition Objects record holds details about an object (extracted from a Catalogue record) participating in or proposed for an event (extracted from an Events record). The Status tab holds key information extracted from these two modules.

The fields are:

Fields	Description
<i>Accession Number</i>	The Accession Number of the object. The number is extracted from the object's Catalogue record and is read-only.
<i>Event Catalogue Number</i>	A number assigned to the object for the Event. The number generally appears in the event booklet and is used to track the object while part of the exhibition.
<i>Status</i>	Indicates the status of the object for use in the exhibition. Possible values are: <ul style="list-style-type: none"> <li>Proposed - under consideration for inclusion in the exhibition.</li> <li>Selected - part of the exhibition.</li> <li>Discarded - no longer considered for the exhibition.</li> </ul>

Institutions are able to specify their own statuses as required.



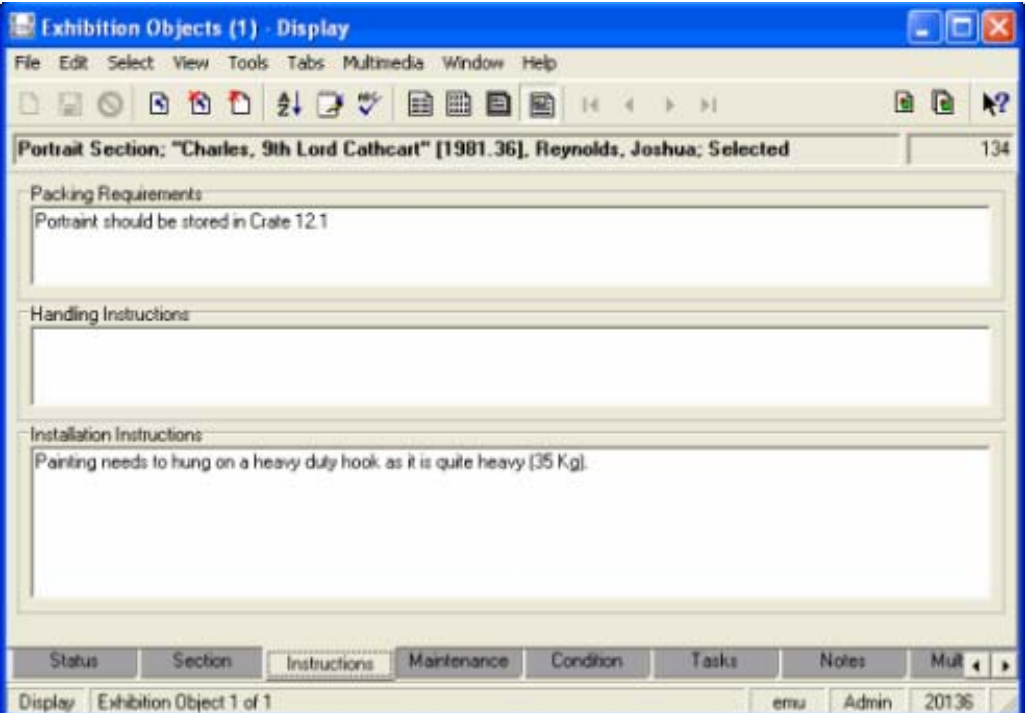
Tabs	Description
<i>Day One</i>	Indicates whether the object is part of the exhibition from the first day. This field is used to assemble a packing list for all objects required when the exhibition commences.
<i>Event: (Details)</i>	The event (recorded in the Events module) for which the object is to be considered.  This is a read-only field as the association between the object and the event is established and maintained in the Events record.
<i>Object: (Details)</i>	The object (recorded in the Catalogue module).  This is a read-only field. Although selecting the <b>View Attachments</b>  button will display the object's Catalogue record, the association between the object and event is established and maintained in the Events record (that is, an object record is attached to an Events record).
<i>Current Location: (Details)</i>	The current location of the object.  This is a read-only field with the value extracted from the object's Catalogue record.
<i>Credit (Details)</i>	<i>Line:</i> The credit line to be used for the object throughout the exhibition. This is a read-only field with the value extracted from the object's Catalogue record.
<i>Notes: (Details)</i>	Any miscellaneous notes about the status of the object. The notes may include a credit line specific to the exhibition, or the reason why the object was discarded from the exhibition, etc.
<i>Status (Details)</i>	<i>History:</i> A table containing an audit trail of changes made to the <i>Status</i> . The table is maintained automatically and cannot be modified.

Tabs	Description
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Section

Holds information about where the object is to be located in the exhibition. An exhibition may consist of a number of sections (e.g. 1950s section, Interactive section, etc.). The fields are:

Fields	Description
<i>Section Title</i>	The name of the section in the exhibition in which the object will be located (e.g. 1950s).
<i>Section Number</i>	Many institutions allocate a section number to a section. The number generally refers to a location on the exhibition floor plan.
<i>Case/Wall</i>	The exhibition case or the wall where the object is to be located. If the object is free-standing, a value like <code>Free-standing</code> can be used.
<i>Notes</i>	Any notes about the location of the object within the exhibition. For free-standing objects this may contain a verbose description of its exact location.

Tabs	Description
Instructions	

Holds information about the packing, handling and set-up of the object for the exhibition. The fields are:

Fields	Description
<i>Packing Requirements</i>	Any special packing requirements for transporting the object to and from the exhibition.
<i>Handling Instructions</i>	Any instructions to be observed when handling the object. For example, the object may require chemical free gloves to be worn when lifted.
<i>Installation Instructions</i>	Instructions detailing how the object is to be installed in the exhibition. For example, the object may need to be mounted on a piece of felt.

Tabs	Description
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Maintenance

Records any actions required while the object is part of the exhibition. Also used to indicate whether the object needs to be:

- Removed from the exhibition before the exhibition is over (the *Date Deinstalled* will be prior to the end date of the exhibition and *Changeover Required* is set to No).
- OR-
- Removed from the exhibition and replaced with another object (the *Date Deinstalled* will be prior to the end date of the exhibition and *Changeover Required* is set to Yes).

The fields are:

Fields	Description
<i>Date Installed:</i> ( <i>Object Installation Details</i> )	The date the object is installed in the exhibition (that is, the date it is added to the exhibition).
<i>Date Deinstalled:</i> ( <i>Object Installation Details</i> )	The date the object is removed from the exhibition.

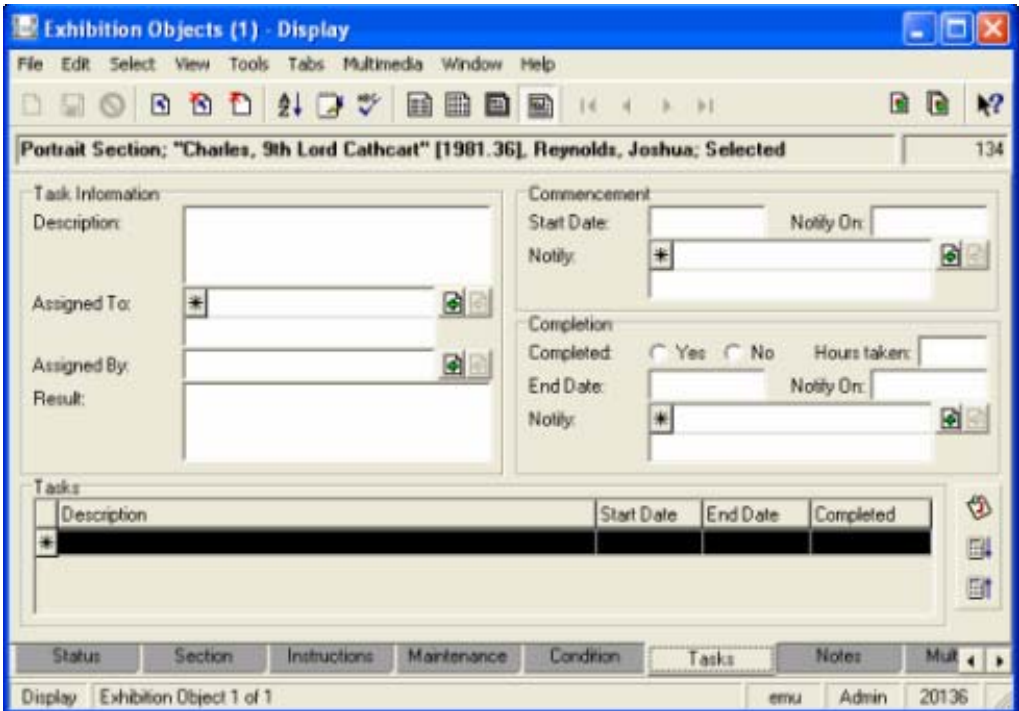
Tabs	Description
<i>Changeover Required: (Object Installation Details)</i>	A <code>Yes</code> value indicates that the object is to be removed from the exhibition before the exhibition concludes and replaced with another object.
<i>Action Required: (Maintenance Schedule)</i>	The maintenance activity required for the object (e.g. Cleaning).
<i>Due Date: (Maintenance Schedule)</i>	The date by which the maintenance activity should have taken place.
<i>Date Completed: (Maintenance Schedule)</i>	The actual date on which the maintenance activity was completed.
<i>Completed By: (Maintenance Schedule)</i>	The person who performed the maintenance activity.
<i>Changeover Object: (Maintenance Schedule)</i>	A link to the replacement object if the object is to be replaced before the exhibition concludes.
<i>Maintenance Notes: (Maintenance Schedule)</i>	Any notes specific to the maintenance of the object (e.g. When the object is cleaned a static free cloth must be used).
<i>Maintenance Summary</i>	A list of all the maintenance activities required for the object over the life of the exhibition.

Tabs	Description
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Condition

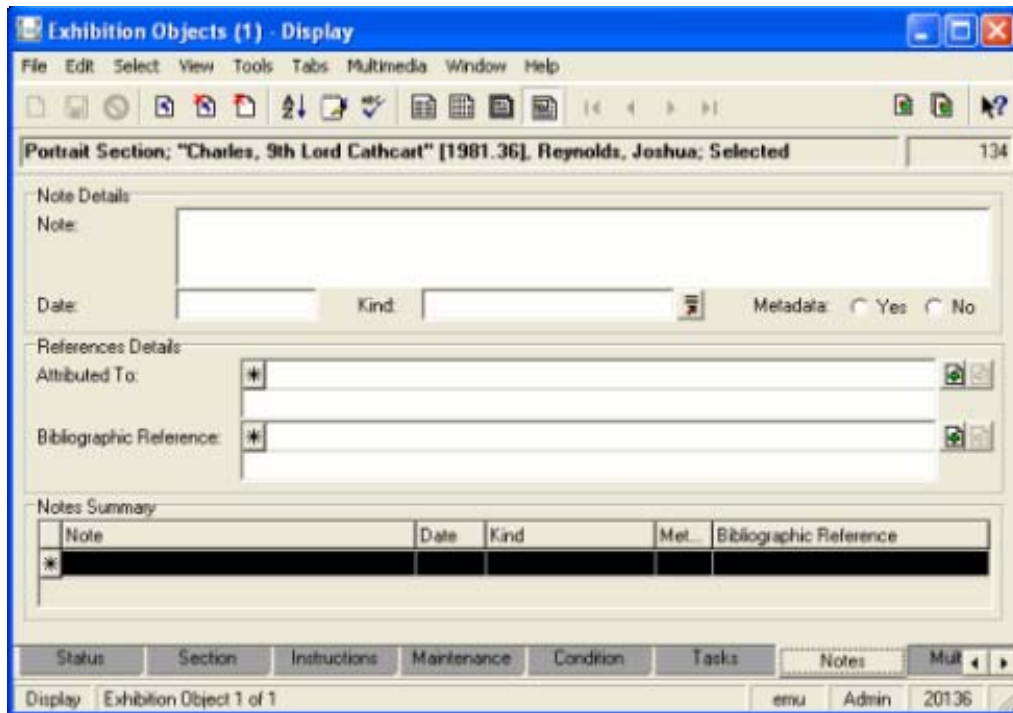
Holds the condition history of the object and details of any conservation work undertaken. All values are extracted from the object's Catalogue and Conservation records and cannot be modified. The fields are:

Fields	Description
<i>Status:</i> (Condition Check)	The condition status of the object. Typical values are: <ul style="list-style-type: none"> <li>• Excellent</li> <li>• Good</li> <li>• Fail</li> <li>• Poor</li> </ul>
<i>Date:</i> (Condition Check)	The date on which a condition check was last performed on the object.
<i>Checked By:</i> (Condition Check)	The person who performed the last condition check.
<i>Details:</i> (Condition Check)	Any notes concerning the condition of the object (e.g. Deteriorated and cannot be repaired).
<i>Condition Check History</i>	A table displaying details of all condition checks performed on the object. Select a row in the table to display its details in the <i>Condition Check</i> group of fields above.
<i>Conservation History</i>	A list of all conservation work carried out on the object. The table links to the Conservation module, allowing complete details of the work carried out to be viewed.

Tabs	Description
Tasks	 <p>Standard EMu Tasks tab. Records tasks to be carried out on the object for this exhibition. For example, conservation work may be required, photographic pictures may need to be taken, etc.</p>

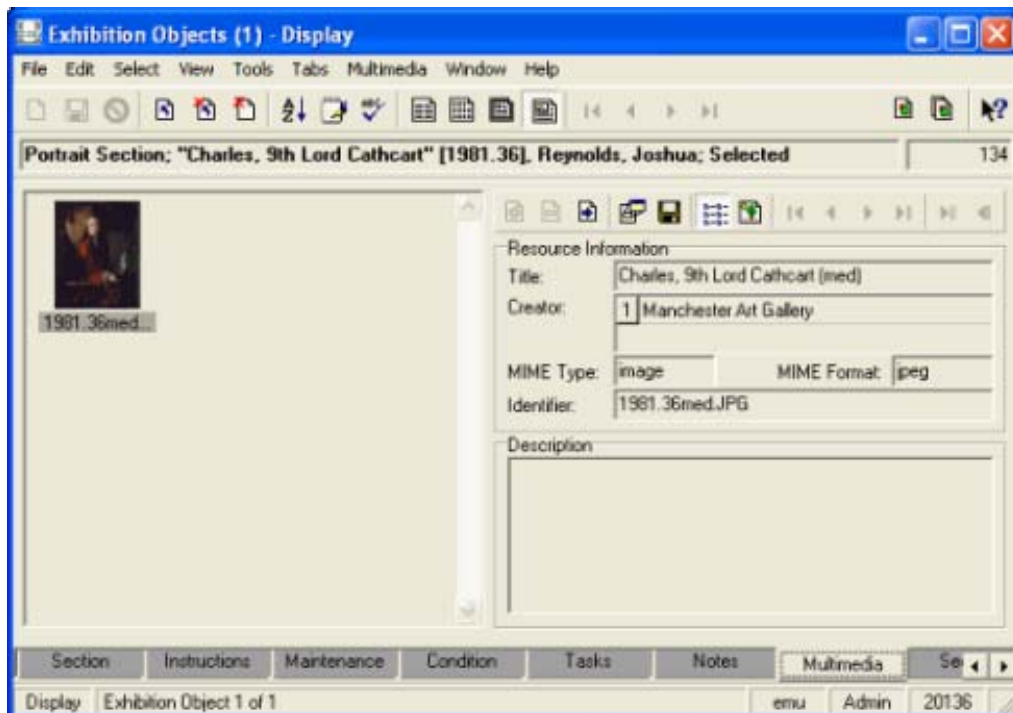
Tabs	Description
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Notes



Standard EMu Notes tab. Used for general purpose attributed notes. When a note is entered, not only is the text recorded but also who the note is attributed to and any associated bibliographic references.

Multimedia

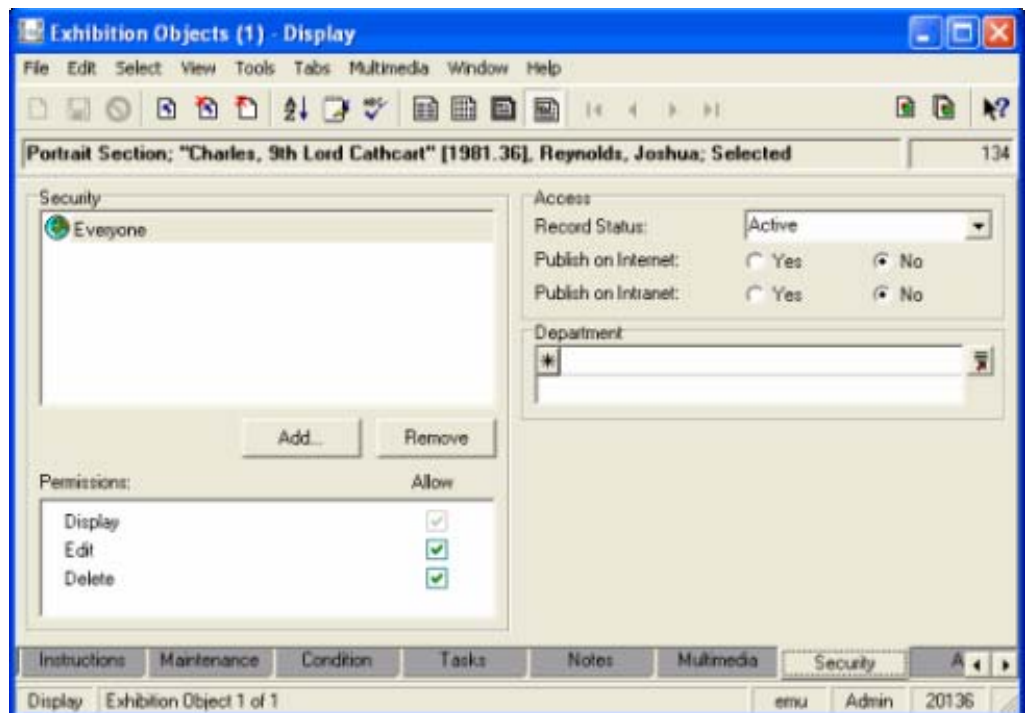


Standard EMu Multimedia tab. Displays details of the first multimedia item in the object record. As the multimedia and details are extracted from the object record, the values cannot be changed.



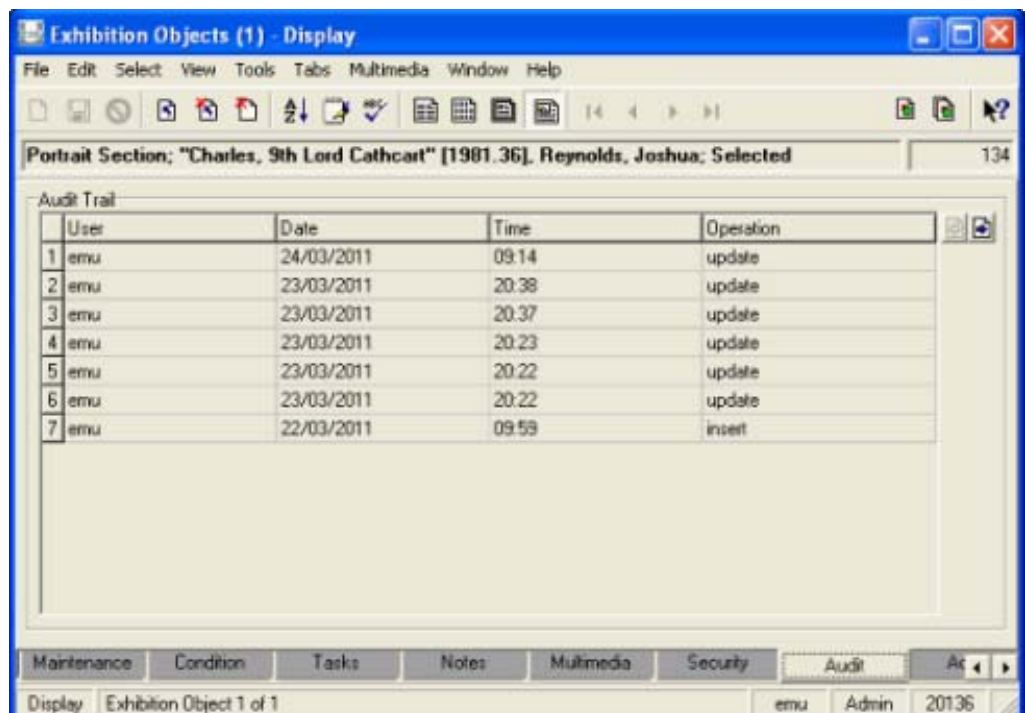
Tabs	Description
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Security



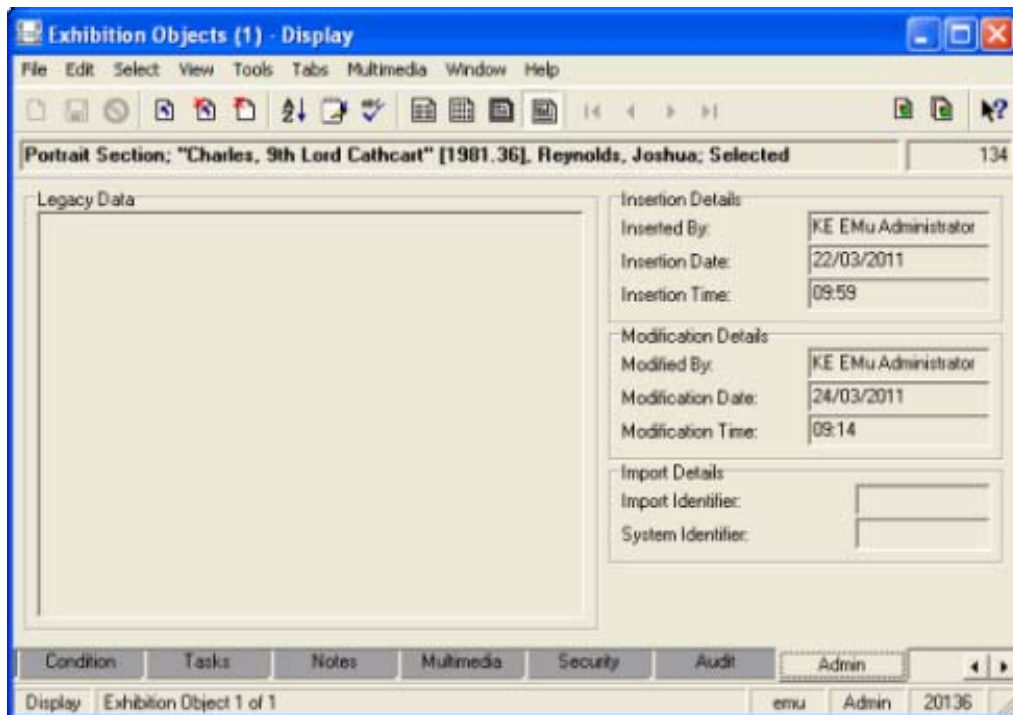
Standard EMu Security tab. Identifies who is permitted to modify the record and whether the record should be available for access via the Internet/Intranet. The *Record Status* determines whether the record is still *Active* or *Discarded*.

Audit



Tabs	Description
	<p>Standard EMu Audit tab. Holds an audit trail of all changes made to the record. The table includes details about:</p> <ul style="list-style-type: none"> <li>• Who made the change</li> <li>• When the change was made</li> <li>• What operation was performed</li> </ul> <p>Complete details of the changes may be found in the Audit module.</p>

Admin



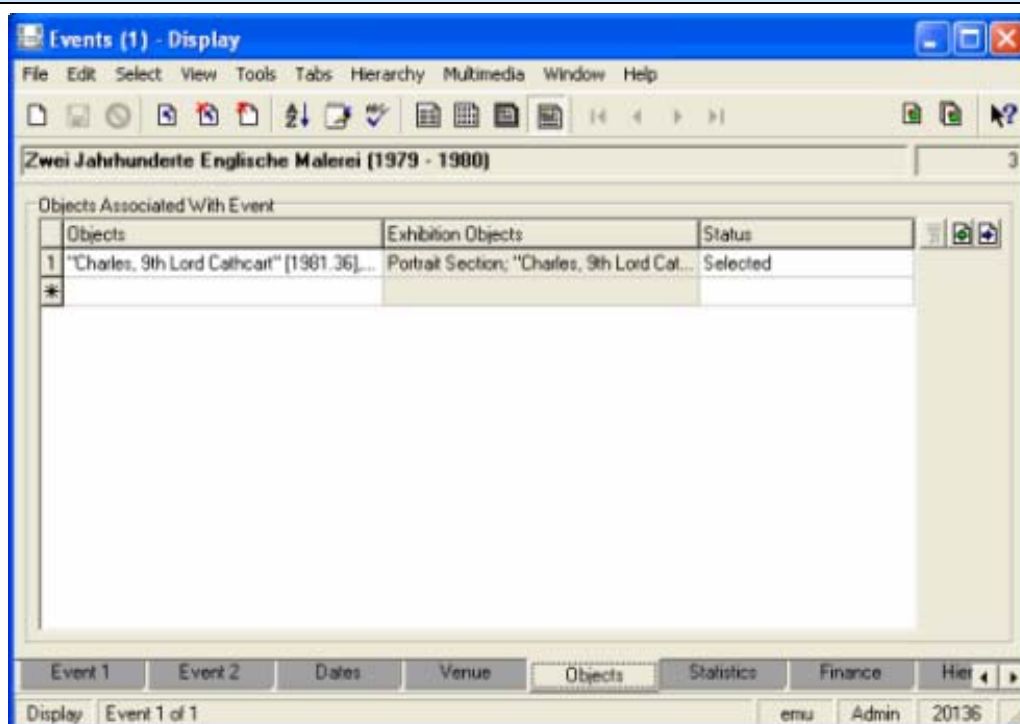
Standard EMu Admin tab. Holds details about the last time the record was modified and when it was created. If the record was built from pre-existing data, the legacy data will also be displayed.

## Links to other modules

### Events module

Tab	Description
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Objects



The Objects tab in the Events module lists all objects in an exhibition event. The list also includes objects which were considered for the exhibition but which were discarded.

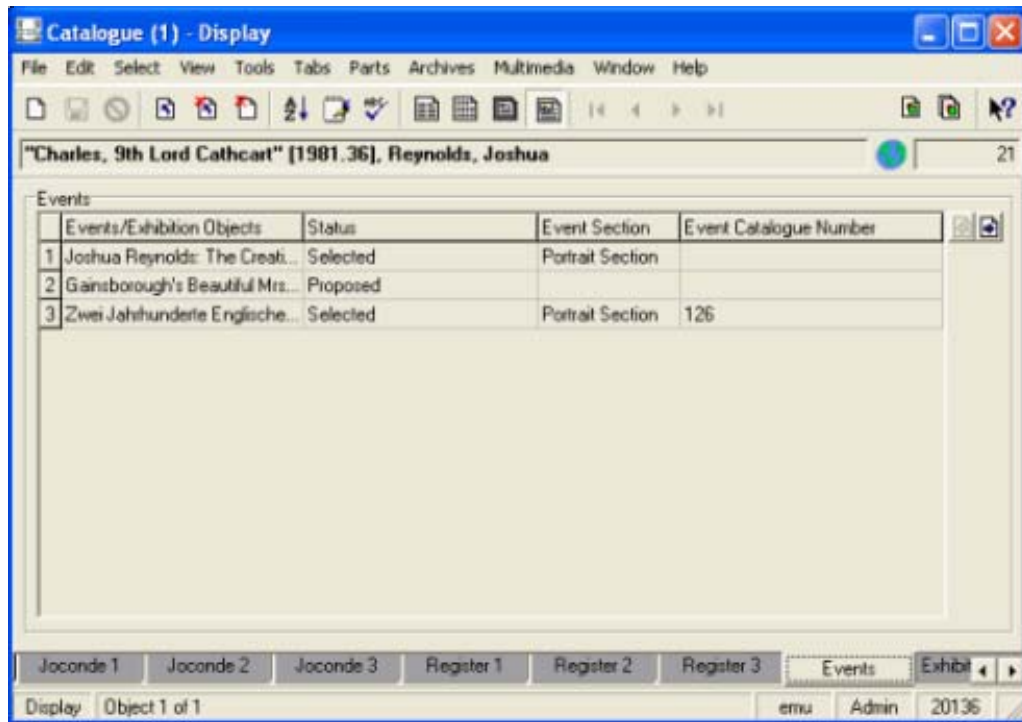
The fields are:

Fields	Description
<i>Objects</i>	The Catalogue object considered for display as part of the exhibition. Links to the object's record in the Catalogue module.
<i>Exhibition Objects</i>	Links to the Exhibition Objects record for this object and exhibition. Exhibition Objects records are created / updated / removed by EMu so the value cannot be modified.
<i>Status</i>	A copy of the <i>Status</i> field from the associated Exhibition Objects record. The <i>Status</i> may be modified here (in the Events module) or in the Exhibition Objects module and the change will be updated in both locations.

## Catalogue module

Tab	Description
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Events



Lists all the events with which the object has been associated. The list also includes events for which the object was considered but discarded.

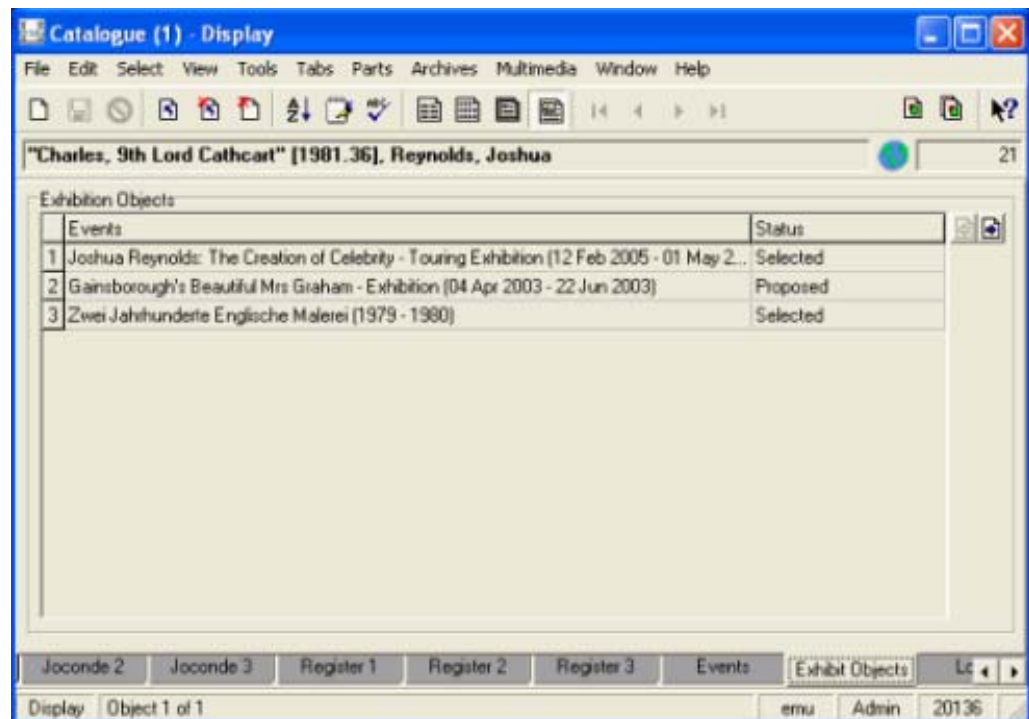
Selecting the **View Attachments**  button will open the Events module.

The fields are:

Field	Description
<i>Events / Exhibition Objects</i>	The name of the event in which the object was displayed or for which it was considered.
<i>Status</i>	Whether the object was part of the exhibition or whether it was only considered.
<i>Event Section</i>	The section of the exhibition in which the object was located.
<i>Event Catalogue Number</i>	The number allocated to the object within the exhibition. The number generally appears in the exhibition hand book.

Tab	Description
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Exhibit  
Objects



Holds details of all the events with which the object has been associated. The list also includes events for which the object was considered but discarded.

Selecting the **View Attachments**  button will open the Exhibition Objects module.

The fields are:

Field	Description
<i>Events</i>	The name of the event in which the object was displayed or for which it was considered.
<i>Status</i>	Whether the object was part of the exhibition or whether it was only considered.



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