



CATALOGUING STANDARDS

PROJECT ARK AND EHIVE

VERSION 8

LEISA TAYLOR AND DAVID LUONI
VERNON SYSTEMS AND PROJECT ARK



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INTRODUCTION

Project Ark is an initiative of the Southland Regional Heritage Committee to help Southland's Museums to digitally catalogue and pack their collections.

Project Ark chose eHive because it is easy to use, affordable and will catalogue and publish Southland's Heritage collections online in one process. The collections are going to be shared online via: eHive, NZ Museums, the Museums of Southland community and DigitalNZ.

eHive is developed and maintained by Vernon Systems Ltd, a New Zealand based collection management software company. The NZ Museums website uses eHive as the foundation for a national directory of museums and to provide New Zealand's smaller museums with a tool to catalogue and share their collections. Te Papa National Services Te Paerangi maintains NZ Museums in partnership with Vernon Systems. eHive also complies with the most widely used museum procedure and data standard: Collection Trust's Spectrum.

This document sets out the standards for Project Ark to ensure a consistent regional approach for museum collections.

ACKNOWLEDGEMENTS

eHive and Project Ark would like to thank the efforts of many individuals who helped create and test this standard.

To the team at Project Ark, Dani Lucas, Lawrence Le Ber, Rosemary Jackson-Hunter, and Tiffany Jenks, thank you for your contributions, editing and practical testing. Without your hard work, these standards would not exist. Your patience, good humour, and willingness to both learn and teach is so admirable.

To the team at eHive, Paul Rowe and Charles Tongue, thank you for your editing, forward thinking and donation of time.

To the Museums in Southland and the countless volunteers who give their time: Awarua Communication Museum, Bluff Maritime Museum, Eastern Southland Gallery, Gore Historical Museum, Hokonui Pioneer Village & Museum, Maitai Museum, Otautau Museum, Switzers Museum (Waikaia), Te Hiko Museum, Thornbury Vintage Tractor Club, Waikawa Museum, and Wyndham and District Historical Museum. Your openness and willingness to share with each other and all your hard work has set an example that others may follow.

Ngā mihi nui, thank you all

David and Leisa

CATALOGUING AN OBJECT

USING EHIVE

Before you can use this standard, you will need to understand how to create and save objects in eHive.

Here is the link to the eHive online help tool: <https://help.ehive.com/>

We purposefully don't repeat these help topics in this document. That way there is just one source for this information that is regularly updated.

Google Chrome is recommended for eHive cataloguing.

BEFORE YOU START CATALOGUING A NEW OBJECT

1. Have the original acquisition record and any other object information with you.
2. Have the object you are creating the record for next to you.
3. Where possible have the access image (jpeg) ready to upload.
4. Make sure your Museum has pre-loaded its collection locations in a clear and systematic way. The Southland Roving Museums Officer will help you set this up.

REMINDER FOR CONSISTENCY

To get the best out of eHive it is important to consistently follow these standards. This will ensure a unified regional approach and will assist with searching and reporting.

REQUIRED FIELDS

eHive has a large number of fields to cover a wide range of collections. You do not need complete information in every field, just the required fields from these standards.

eHive has seven record types: History, Archives, Archaeology, Art, Library, Natural Science, or Photography & Multimedia.

The required fields section is organised by the different record types.

The seven record types share common fields and these are outlined in the History section of these standards. There are additional required fields for the other six record types. The standards for these fields can be found under their record type section.

If a History section field is not in another record type, you don't have to worry about its absence.

HISTORY RECORDS

DETAIL FIELDS TAB

Detail Fields

Core Fields

Public Fields

Acquisition

Administration

Conservation

Valuation

OBJECT NUMBER

Use your museum's prefix in front of the object's number (no spaces) e.g. BF.1984.1 or MT.1991.26.2

If an object has an object number, then enter that number.

If the object doesn't have a number, [use the Project Ark numbering system](#).

ACCESSION DATE

Enter the accession date as dd.mm.yyyy (e.g. 06.02.1992).

NAME/TITLE

Describe the object as specifically as possible. For example,

Tin, Baking Powder

Dress, Evening

Toki, Stone

It is written this way so that all similar objects group together when displayed in a list.

We don't use a full stop at the end of the description because eHive formats its headings better without one.

CLASSIFICATION

This field records the classification hierarchy for an object which helps find similar objects in eHive. For example, searching for "footwear", would find ballet pumps and gumboots. We use the terms in the Powerhouse Museum Objects Thesaurus because it is designed for Australian and New Zealand museum collections.

Choose a term from the Classification pick list or if there is no suitable term use the link below to find one.

<https://maas.museum/app/uploads/2017/02/phm-thesaurus-sept09.pdf>

Type the term and its hierarchy in this format:

awards, trophy

clothing, outerwear, jackets

photographs, photographic prints

If an object's classification is not in the Powerhouse Thesaurus (e.g. Taonga Māori or uncommon objects) find the closest match and edit it to fit.

If you are still in doubt about the best classification term, contact the Southland Roving Museum Officer for advice.

OBJECT TYPE

This term should be taken from the [classification](#) – it is the broadest of the classification.

For example, if the classification was:

clothing, outerwear, jackets

then clothing would be the Object Type.

BRIEF DESCRIPTION

Describe the object as clearly and succinctly as possible. Capture any identifiable features. Think of this as a visual description to identify the object without reference to an image.

For example,

A round silver locket with two photographs and no chain. It has a middle aged man on one side and a curly haired child on the other.

PUBLIC DESCRIPTION (ABOUT THIS OBJECT)

This is the place to tell the object's story and significance. There is no need to repeat a visual description because visitors will be looking at the image of the object. Add points of interest that will make the object come to life.

Here is an example from the Maitua Museum.

A black and white photograph of Andrew (Andy) Richmond standing outside his boot maker's shop in Bridge Street, Maitua. Andy Richmond served in World War One losing his right leg and wounded his left. He owned a boot maker's shop in Maitua from 1926 to 1948 when he sold his business to Alister 'Booty' Thompson.

Mr Thompson donated this photograph to us and recalled how Andy Richmond used to resort to the booze to relieve the pain in his remaining leg and that this could see the shop closed for extended periods. Despite these closures Andy Richmond's customers remained loyal and waited for him to return to work rather than sending their repairs elsewhere.

In a nice touch, Mr Thompson also kindly donated us a pair of O'Brien boots made for Andy Richmond's good leg.

Here is another example from the Wyndham and Districts Historical Museum.

This is a 70lbs sugar cane bag from the New Zealand Sugar Company.

Established in 1884, the New Zealand Sugar Company is still operating today and is more commonly known as Chelsea Sugar.

You can also add links to other websites. Instructions on how to do this are on the eHive website: <https://help.ehive.com/linking-to-other-websites.htm>

PRIMARY CREATOR MAKER

Choose or create the primary person or organisation that created the object. This could be the artist, author, manufacturer, or photographer. Objects can have more than one creator e.g. a designer and a manufacturer.

If the creator does not appear in the pick list, click on the Term Pick List button and add a New Term. Be careful to avoid duplication.

The new person term should be in this format:

Surname, Title, First name, Middle names (if known), Honorifics

Thompson, John Priestly

Eadie, Reverend John. D.D., L.L.D

The last name is entered first to easily sort reports by maker.

Use a company or organisation's full legal name.

Fisher & Paykel Limited

The Salvation Army

Add the creator's iwi if known: O'Regan, Sir Tipene, Ngāi Tahu.

If the maker of the object is unknown, select unknown maker. If the photographer is unknown, select unknown photographer.

CREATOR ROLE

Choose one of the roles from the pick list.

DATE MADE

Enter exact date if known in the format: dd.mm.yyyy (e.g. 06.02.1992).

If you don't have an exact date, insert:

- Year (if known) e.g. 1946
- Date range e.g. 1950-1960

- If a date is uncertain use a question mark, e.g. 1974?

PERIOD

Choose the relevant decade from the pick list.

At the moment eHive does not let us choose multiple periods. If more than one decade is relevant, leave this field blank.

Repeat this decade in the [object's tags](#).

PLACE MADE

Check pick list before entering new entries to avoid duplication on list. Use the hierarchy from the Getty Thesaurus of Geographic Names and separate continent, country, region, place by commas.

(http://www.getty.edu/research/conducting_research/vocabularies/tgn/).

For example:

Oceania, New Zealand, South Island, Southland, Matura

Oceania, Australia, New South Wales, Sydney, Manly

Europe, United Kingdom, England, Middlesex, London, Kensington

North and Central America, United States, Ohio, Cincinnati

North and Central America, Paraguay

Continents are useful to include. For example, a researcher may want to find all the objects in your collection made in Oceania, or Europe. Without including continents this would be impossible.

LOCATION HISTORY

Choose the object's location from the pick list. Once you have chosen, eHive will ask you if you would like to update the current location. Click Yes.

To update an object's location click the 'Add another Set' button. You can use the 'Reorder' buttons to arrange the Location sets so they appear in chronological order.

Additions to this hierarchy should be added after consultation with the Southland Roving Museum Officer.

LOCATION HISTORY DATE

Enter in the date (dd.mm.yyyy) that the object was moved to the location. If you are unsure of when this happened, type in an estimated date.

ITEM COUNT

Note the number of individual items in the record. For example, a photograph would be 1, but a set of 3 cups and saucers would be 6.

PART ID NUMBER

Record any physically separate parts contained in the record.

For example, a pair of shoes in their original shoebox would collectively have the same accession number e.g. MT.2018.15 and then each part would have a unique Part ID Number:

Part Description	Part ID Number
Right Shoe	MT.2018.15.1
Left Shoe	MT.2018.15.2
Shoebox base	MT.2018.15.3
Shoebox lid	MT.2018.15.4

MEDIUM AND MATERIALS

Different materials require different collection care. For example, some types of materials need to be stored separately for their longevity, or for health and safety purposes. This field helps with such planning.

It is **essential** that you use the format below for standardisation. Objects can be made of multiple materials, so each new material type will be on a new line. Our standard uses the British Museum Materials Thesaurus

<http://www.vocabularyserver.com/materials/index.php>

In the Medium and Materials field in eHive, identify if an object is organic or inorganic and record the material hierarchy on a new line.

For example:

organic, processed material, paper

organic, processed material, textile, silk

inorganic, processed material, synthetic, plastic, bakelite

INSCRIPTIONS AND MARKS

Record any maker marks, signatures and other inscriptions on the object.

Our definition of an inscription is anything written or engraved upon an object. Use your judgement to assess the relevance of the inscription to avoid recording irrelevant detail.

Note the method and placement of the inscription, and then type the inscription in single quotes.

For example:

Inside external case in black pen below the lace up ties: 'J.C. McFarlane 137552 WY9342'

Inside internal case in black pen below the lace up ties: 'WY9342'

If there is a mistake in the original text write it exactly as it appears but add [sic] next to the mistake. If you know the correct term, enter it after the mistake in square brackets instead of using [sic]. For example, 'Duncraigian [sic Duncraigien]'

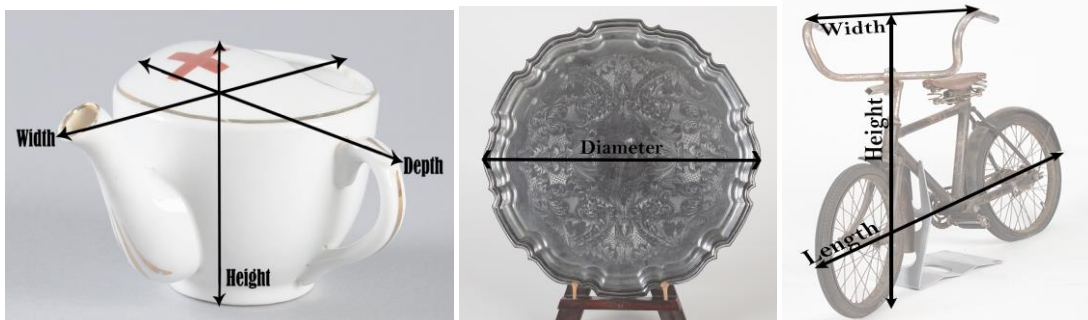
MEASUREMENTS

For display, storage and identification purposes. Use metric. Measurements are presented in millimetres (mm). Weight is rarely required but when used is expressed in grams or kilograms (kg).

Measurement	Abbreviation
Height	h
Length	l
Width	w
Depth	d
Diameter	diam
Weight	wt

Height always refers to how tall an object is. You can use width or length or to refer to the longer of the remaining two dimensions.

- If you use width, refer to the final dimension as depth
- If you use length, refer to the final dimension as width or depth (they are interchangeable in this context).



MEASURE 2 DIMENSIONAL (FLAT) OBJECTS IN THIS WAY

h mm x w mm

h 295 mm x w 22 mm

MEASURE 3 DIMENSIONAL OBJECTS IN THIS WAY

Orientate objects in their normal position. Measure books on the basis they are standing upright.

For example,

<i>Either</i>	<i>Or</i>	<i>Or</i>
<i>h mm x w mm x d mm</i>	<i>h mm x l mm x w mm</i>	<i>h mm x l mm x d mm</i>
h 13 mm x w 35 mm x d 10 mm	h 56 mm x l 160 mm x w 14 mm	h 56 mm x l 160 mm x d 14 mm

Measure frames and/or mounts, if they are components of an object.

SIGNIFICANCE

This is the field to record an object's meaning and importance within the collection. If an object is not significant, record why and flag it as Evaluate for Deaccession in the Deaccession Status field (in the Administration tab).

[A significance assessment template is in the appendix.](#)

Attach the completed significance assessment as a PDF to each objects' eHive record. You will want to keep this attachment Private.

SUBJECT AND ASSOCIATION KEYWORDS

This field has broad collection themes and topics to choose from.

Choose the appropriate term from the pick list. Feel free to enter multiple terms.

Repeat the keyword(s) chosen for this field in the [object's tags](#).

OTHER NUMBER

If applicable, enter any other numbers that your object had (that is not its current object number).

OTHER NUMBER TYPE

If applicable, record the numbering system that the Other Number came from.

GENERAL NOTES

This is a good place to enter any information that doesn't neatly fit into other fields. Rather than overload the Public Description field this is a good place to add extra detail or background.

CATALOGUED DATE

Enter the date an object was entered (or edited) in eHive as dd.mm.yyyy (e.g. 06.02.1992).

Each time a record is updated, another catalogued date and cataloguer should be added. This shows the history of the object's record.

CATALOGUER

Enter the person's name (e.g. Joan Smith) who created or edited the record.

Again, when a record is updated, another catalogued date and cataloguer should be added.

Acquisition tab

Detail Fields **Core Fields** **Public Fields** **Acquisition** **Administration** **Conservation** **Valuation**

Some of these fields are useful for ongoing management of your collection. See the section on [Ongoing Collection Management Fields](#) for more information.

ACQUISITION NOTES

Record the acquisition method and the name and contact details for the donor, vendor, or lender of the object. If the acquisition person is unknown, use the phrase 'Unknown Donor'. If the acquisition method is unknown, use the phrase 'acquisition method unknown'.

For example:

Donated by Jane Lynch, 12 Matthew Street, Invercargill. (09) 815 5599.

Jane.lynch@xtra.com

Lent by Auckland Museum, Auckland Domain, (09) 123 45677.

Purchased from Joseph Rollins at auction.

You can also add more information about the acquisition of the object here.

Don't worry, this is a private field. It is not possible for the public to see the donor's information. Entering the contact details ensures all information for the object and related information is in one place.

COLLECTION

This field records the named collection that the object belongs to. This is generally for large groups of items given by a single donor or family, or purchased as a lot.

For example: Thomas and Clara Quilter Collection.

CREDIT LINE

This field records any acknowledgements that should be associated with an object whenever it is displayed, published, photographed or otherwise presented.

For example:

Purchased with funding support from Invercargill Licensing Trust.

On loan from Museum of New Zealand, Te Papa Tongarewa.

PROVENANCE DETAILS

Note any significant provenance information about the original owner or the history of the object that is not already recorded.

This field is the best place to record names, and dates of birth and death. Provenance isn't limited to individuals and you can record details about organisations or places.

Conservation tab

Detail Fields

Core Fields

Public Fields

Acquisition

Administration

Conservation

Valuation

CONDITION DATE

Enter the date an object's condition was assessed in eHive as dd.mm.yyyy (e.g. 06.02.1992).

Each time an object's condition is assessed, another condition set should be added to build up a history of the object's condition over time.

CONDITION KEYWORD

Choose one of the five Condition Keywords from the dropdown list. More detailed notes can be entered in the Condition Notes.

Condition Keyword	Description
Excellent	As new with little or no sign of use. Display and/or storage ready.
Good	Some signs of wear or use (light abrasion, dust) Minimal work required to be displayed or stored.
Fair	Minor damage, some loss or degradation of material. Requires some work for display or storage.
Poor	A large part of the object is worn or damaged. Not suitable for display
Very Poor	Extremely deteriorated with extensive loss and damage.

CONDITION NOTES

Record the object's condition in more detail. Note any weakness, damage or deterioration (see the list below). Record if the object requires particular care such as: handling, pest control, packing, conservation treatment or regular monitoring. Use the term you pick from the list to start the report, recording what you see and its location. Use as many terms as required, ideally with bullet points for each one. If an object requires treatment (borer treatment, mould treatment) record this in the Conservation Treatment.

Condition:			
<input type="radio"/> Abrasions	<input type="radio"/> Delaminating	<input type="radio"/> Insect passive	<input type="radio"/> Spotted
<input type="radio"/> Accretions	<input type="radio"/> Discoloured	<input type="radio"/> Label removed/damaged	<input type="radio"/> Stained
<input type="radio"/> Adherences	<input type="radio"/> Disjoined	<input type="radio"/> Losses	<input type="radio"/> Stitching unravelling
<input type="radio"/> Adhesive residue	<input type="radio"/> Distorted	<input type="radio"/> Loss of lustre/dull	<input type="radio"/> Scratched
<input type="radio"/> Adhering	<input type="radio"/> Dusty	<input type="radio"/> Missing parts	<input type="radio"/> Tangled
<input type="radio"/> Bleeding	<input type="radio"/> Faded	<input type="radio"/> Moths	<input type="radio"/> Thin/weak
<input type="radio"/> Blistered	<input type="radio"/> Fingerprints	<input type="radio"/> Mould active	<input type="radio"/> Torn
<input type="radio"/> Brittle	<input type="radio"/> Flaking	<input type="radio"/> Mould residue	<input type="radio"/> Unravelling
<input type="radio"/> Buckled	<input type="radio"/> Fly spots	<input type="radio"/> Mould stains	<input type="radio"/> Warped
<input type="radio"/> Borer	<input type="radio"/> Fold lines	<input type="radio"/> Odour	<input type="radio"/> Water damaged
<input type="radio"/> Burnt/scorched	<input type="radio"/> Foxed	<input type="radio"/> Paint/substance transfer	<input type="radio"/> Weak joins/seams
<input type="radio"/> Chipped	<input type="radio"/> Fraying	<input type="radio"/> Perspiration stains	<input type="radio"/> Worn
<input type="radio"/> Cockled	<input type="radio"/> Frilling	<input type="radio"/> Rot	<input type="radio"/> Yellowed
<input type="radio"/> Corroded	<input type="radio"/> Holes	<input type="radio"/> Scratched	<input type="radio"/> Other
<input type="radio"/> Compressed	<input type="radio"/> Incomplete	<input type="radio"/> Shedding	
<input type="radio"/> Cracked	<input type="radio"/> Inclusions	<input type="radio"/> Silverfish	
<input type="radio"/> Creased	<input type="radio"/> Inherent instability	<input type="radio"/> Silvering	
<input type="radio"/> Cupped	<input type="radio"/> Insect active	<input type="radio"/> Soiled – archaeological	
<input type="radio"/> Cut	<input type="radio"/> Insect damage	<input type="radio"/> Soiled – other	
<input type="radio"/> Delaminated	<input type="radio"/> Insect frass	<input type="radio"/> Split	
<input type="radio"/> Dented	<input type="radio"/> Insect residue	<input type="radio"/> Split/fractured	

Acknowledgement: Te Papa Tongarewa, National Services Te Paerangi Condition Reporting Forms Template

CONDITION PART

Record which part of an object you are condition assessing. Only do this if the object's parts are in different conditions.

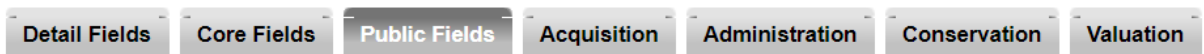
CONDITION PERSON

Enter the person's name (e.g. Joan Smith) that did the condition assessment.

CONSERVATION PRIORITY

If the object needs conservation to improve its condition, use the term 'Conservation Required'. If an object has pest or mould infestation note this in the 'Risk and Handling' fields. Once an object has been identified with a pest or mould problem It is important to isolate the object from the rest of the collection to prevent cross contamination. Record this information in the 'Risk Assessment' field and contact the Regional Museums Officer for professional advice on treatment options.

Public Fields tab



TAGS

Tags allow visitors to easily browse your collection by key themes. Add the object's [Subject Association Keyword](#) (e.g. Military), applicable decade (e.g. 1990s) and any relevant thematic tag (e.g. Southland Girls High School).

Project Ark uses two main tags

1. Subject and Association Keywords.
2. The decade e.g. '1930s'

This is to insure consistency of tags across multiple collections.

The best way to add a tag is after the record has saved from the object detail page. But you can also add Tags while cataloguing by:

1. Going to the Tag field located at the bottom of the Public Fields tab.
2. Enter your word or phrase in the Tag field and then Save the record.

In order for the Tags to remain meaningful, please choose a term included on the list. If you would like to have a new tag added, please contact Southland's Roving Museum Officer, who will consider it.

Each tag must be entered separately. If you would like to enter more than one tag, click the Add Another Line button.

A screenshot of a web form titled 'Tag'. It contains three input fields with the text 'farm', 'native bush', and 'northland' respectively. Each input field has a 'Delete' button to its right. Below the input fields is a button with a plus sign and the text 'Add Another Line'.

ARCHAEOLOGY

FIELD COLLECTION REFERENCE

If there was any tag or number given to this artefact when it was collected, record it here.

FIELD COLLECTION METHOD

If known, record how the artefact was collected e.g. excavated.

FIELD COLLECTOR

Enter the person's name (e.g. Joan Smith) that excavated the artefact. If the Field Collector is unknown, leave this field blank.

FIELD COLLECTION PLACE DESCRIPTION

Describe the general location where the artefacts were excavated from (unless it is confidential).

FIELD COLLECTION DATE

If known, record the date when the artefact was collected. Record the date as dd.mm.yyyy (e.g. 06.02.1992).

FIELD COLLECTION NOTES

Add any other notes or comments relevant to the Field Collection of the artefact.

SITE NAME

If the archaeological site had an assigned number or name, record it here.



ARCHIVES

NAME/TITLE

Describe the object as specifically as possible. For example,

Book, Soldier's Pay Book [Hugh Brown McConnell]

Registration of Birth, Margaret Jane Taylor

Scrapbook, Wyndham Scouts

Telegram, to Clara Brown

Ticket, Train

SERIES TITLE

If the archive is part of a series, record the series title here.

NUMBER IN SERIES

If the archive is part of a series, record the series number here.



ART

EDITION

If the artwork is part of a limited set, record the edition number here.

PORTFOLIO TITLE

If the artwork is part of a set, record the name of the set here.

MOUNTING AND FRAMING

If applicable, record details about the Frame or Mounting of the artwork.

LIBRARY

NAME/TITLE

Record the type of object and its title. For example,

Book, Tutura A History of the District to 1970

Magazine, New Zealand Listener

ISBN/ISSN

Record the ISBN/ISSN in this field. This is usually found after the Title page.

SPINE LABEL

Record the title on the spine exactly as it appears.

EDITION

Record the Edition in this field. This is usually found after the Title page.

SERIES TITLE

If the publication is part of a series, record the series title here.

NUMBER IN SERIES

If the publication is part of a series, record the series number here.

PUBLISHER

Enter the organisation (e.g. Penguin Random House Publishing) that published the work. If the Publisher is unknown, leave this field blank.

PUBLICATION DATE

Enter the publication date as dd.mm.yyyy (e.g. 06.02.1992).

PUBLICATION PLACE

Record the Publication Place as described in the work, and add the country if missing. For example, USA, Indiana, Indianapolis **or** New Zealand, Auckland

CREATOR

Record the author(s) of the work here.

CREATOR ROLE

Choose the role 'Author'.



OTHER CREATOR

Record any other creators involved, e.g. Jane Smith. In the Other Creator Role, you would note her role.

OTHER CREATOR ROLE

Add the appropriate role for the other creator, e.g. Editor.

LANGUAGE

Record the language of the publication if it is not in English.

NATURAL SCIENCES

NAME/TITLE

We use this formula: Common Name, specimen type (Maori Name if known). For example,

Brown Kiwi, Egg

Kowhai, Flower Pressed

Quartz, Pebble (Kiripaka)

IDENTIFIED BY

Enter the person's name (e.g. Joan Smith) that formally identified the specimen.

IDENTIFICATION DATE

Enter the specimen's identification date as dd.mm.yyyy (e.g. 06.02.1992).

TAXONOMIC CLASSIFICATION

Classify the specimen as precisely as you can. E.g. For an animal or plant specimen, identify the species level. If you're uncertain, ask Southland's Roving Museum Officer. For example,

A Morepork would be *Ninox novaeseelandiae*. A Silver Fern would be *Cyathea dealbata*

SEX

Record if known. Otherwise, type 'Unknown' into this field.

PUBLIC DESCRIPTION

There is no need to repeat a visual description because visitors will be looking at the image of the specimen. Details about how this specimen is relevant or significant.

FIELD COLLECTION REFERENCE

Record any tag or number given to this specimen or specimen group when it was collected.

FIELD COLLECTION METHOD

If known, record how the specimen was collected. For example, Excavated, Traps, Netted.

FIELD COLLECTOR

Enter the person's name (e.g. Joan Smith) that collected the specimen. If the Field Collector is unknown, leave this field blank.

FIELD COLLECTION PLACE DESCRIPTION

Describe where the specimens were collected from (unless it is confidential).



FIELD COLLECTION DATE AND TIME

If known, record the date and/or time when the specimen was collected. Record the date as dd.mm.yyyy (e.g. 06.02.1992). Record time using the 24-hour format, e.g. 13:55.

FIELD COLLECTION NOTES

Add any other notes or comments relevant to the Field Collection of the specimen.

SITE NAME

If the Field Collection area had an assigned number or name, record it here.

PHOTOGRAPHY & MULTIMEDIA

NAME/TITLE

Type the word Photograph followed by a comma and a very short description. For example,

Photograph, Townscape of Main Street, Otautau

Photograph, Flight Sergeant W.H. Russell

Photograph, Portrait of two unknown women

We don't use a full stop at the end of the description because eHive formats its headings better without one.

FORMAT

Select the appropriate term from pick list. Contact Southland's Roving Museum Officer if more specific terms are needed and Project Ark will consider it.

DUBLIN CORE

This field defaults to a term depending on which object category type you are in (history, art, photography etc).

There are three Dublin Core types that are relevant for the record type Photography and Multimedia. Choose the format that is most relevant.

Still Image: Photographs, postcards, negatives, etc.

Moving Image: Film and video formats.

Sound: Audio recordings, oral histories, music recordings, etc.

PUBLIC DESCRIPTION (ABOUT THIS OBJECT)

As with History records this is the place to tell the photograph's story and significance.

There is no need to repeat a visual description because visitors will be looking at the image. Add points of interest that will make the photograph come to life.

For photographs of people, list their names (if known) from left to right starting at the back of the photo. If the people are in rows, list their names by row, starting at the back from left to right. Names should be written first name last name with commas between people. For example: Back row (L to R): John Smith, Harriet Leach, Ida Williams, Henry (unknown).

ITEM COUNT

Note the number of individual items in the record. For example, a photograph would be 1.

For an album count the number of individual photographs within. For example, an album with 64 photographs would have an item count of 65. In that situation, you would add a note in Item Count Notes that there are 64 photographs in the one album.

CARRIER/FILM/SOUND TYPE

Ascertain and insert the media type. This website sets out a wide range of older media types as a reference point: <https://obsoletemedia.org/film/>

If are unsure, request help from the Roving Museum Officer.

MOUNTING AND FRAMING

If applicable, record details about the Frame or Mounting of the photograph.

UPLOADING IMAGES

You can add an image or images to a catalogue record in eHive by using the Edit Images link on the catalogue record page. For more help on how to attach an image in eHive, follow this link: <https://help.ehive.com/adding-images.htm>

UPLOADING DOCUMENTS (PDF FILES)

You can add documents to a catalogue record in eHive by using the Edit PDF Files link on the catalogue record page. For more help on how to attach a PDF file in eHive, follow this link: <https://help.ehive.com/documents.htm>

ONGOING COLLECTION MANAGEMENT FIELDS

LOANS IN AND OUT

All loans are to be recorded in a written loan agreement. These fields in the Administration tab are the place to note the main details of the outward or inward loan, including the Borrower/Lender names, contact details, loan period, and the purpose of the loan.

[A loan template is in the appendix.](#)

EXHIBITION HISTORY

This field in the Administration tab records the exhibitions that an object has been used in. Note the exhibition name, opening and closing dates, and location. When adding a new exhibition, don't delete the old information, this will build up an object's exhibition history.

Exhibition History

BUGS!
2 March 2016 - 4 April 2017
Te Papa, Main Hall

MATARIKI
10 June 2018 – 30 June 2018
Te Papa, Toi Art

For example,

DEACCESSIONING

Any deaccessioning of objects is to align with your museum's collection policy.

The fields for deaccessioning an object are found in the Administration Tab. Deaccession Status, Deaccession Reason, and Deaccession Method have been pre-populated with terms to select from.

The Deaccession Date, Authoriser, and Transferred to fields need to be completed as appropriate.

The screenshot shows a web-based form titled "Deaccessioning". It contains several sections:

- Deaccessioning**: A header section with a help icon and a close button.
- Deaccession Status**: A dropdown menu with a "Term Pick List" button.
- Deaccession Reason**: A dropdown menu with a "Term Pick List" button.
- Deaccession Method**: A dropdown menu with a "Term Pick List" button.
- Deaccession Date**: A text input field.
- Deaccession Authoriser**: A section containing:
 - Deaccession Authoriser**: A dropdown menu with a "Term Pick List" button.
 - Deaccession Authoriser Position**: A text input field with a "Delete Set" button.
 - Add Another Set**: A button with a plus icon.
- Transferred To**: A section containing:
 - A dropdown menu with a "Term Pick List" button and a "Delete" button.
 - Add Another Line**: A button with a plus icon.
- Deaccession Proceeds**: A text input field.

Contact Southland's Roving Museum Officer if more specific terms are needed and Project Ark will consider it.

TREATMENT

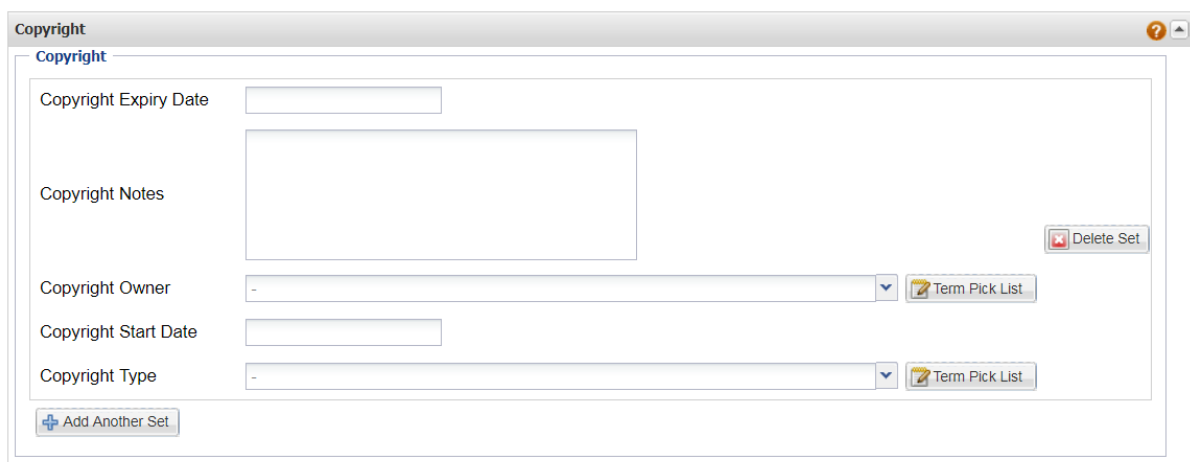
When an object requires treatment, record the details of the proposed action in the Proposed Treatment Description field.

After the treatment has been completed, update the object record with the Completed Treatment Date and details about the treatment in the Completed Treatment Notes. Add the person who did the treatment in the Completed Treatment Person field. If an object part(s) received specific treatment, add the part reference(s) in the Completed Treatment Part Reference field.

COPYRIGHT

The fields for copyright are found in the Administration tab. Copyright Type has been pre-populated with terms to select from.

Insert the Copyright Start Date (object's creation date), Copyright Expiry Date and Copyright Owner if they can be determined. In all fields, type 'unknown' if that's the case. Add notes to explain your copyright assessment, in the Copyright Notes field.



The screenshot shows a web form titled "Copyright". It contains the following fields and controls:

- Copyright Expiry Date:** A text input field.
- Copyright Notes:** A large text area for notes.
- Copyright Owner:** A dropdown menu with a "Term Pick List" button.
- Copyright Start Date:** A text input field.
- Copyright Type:** A dropdown menu with a "Term Pick List" button.
- Buttons:** "Add Another Set" (with a plus icon) and "Delete Set" (with a trash icon).

The Copyright Type terms were created by Victoria Leachman, Rights Manager at Te Papa. Given their speciality, please do not add, edit or delete any of these terms.

An introduction to New Zealand copyright is Sarah Powell's [Copyright Guide for Heritage Collections](#). Sarah Powell is the Rights Manager at Auckland War Memorial Museum. She has also created a step by step tool for assessing an object's copyright status. Here is a link to this helpful tool which requires Facebook messenger: <http://m.me/copyrightforglams>




COPYRIGHT LICENCES

Copyright laws protect how original works are used, copied, adapted and disseminated. Copyright licenses set how eHive records and images can be used.

When assigning licenses to your records, find out if the objects have copyright restrictions. If so, get permission from the copyright holder to publish an image of the object online. Then assign a licence to the eHive record that the copyright holder agrees with.

Copyright laws differ by country and it is each museums' responsibility to apply the relevant law.

There are ten copyright licences in eHive. They are listed from least to most restrictive. Project Ark recommends selecting one of the below copyright licenses:

<p>No rights reserved - no known copyright restrictions.</p> 	<p>Works where copyright has expired</p>
<p>Copyright status unknown - orphaned work.</p>	<p>Works where third party copyright is thought to exist but the copyright owner cannot be reasonably identified or traced.</p>
<p>All rights reserved.</p>	<p>Works where copyright is still owned by a third party and the owner has given your Museum the right via a licence to publish the image online (usually a non-commercial, museum-use only licence).</p> <p>OR</p> <p>Works where it is culturally appropriate to obtain Iwi clearances. E.g. images of provenanced taonga.</p>
<p>Creative Commons Licence: CC BY</p> 	<p>Works where you own the copyright. Typically images of your 3 dimensional collection items because a new copyright is created when we photograph them. This category also includes works where a maker has assigned their copyright to your Museum.</p>
<p>Creative Commons Licence CC BY NC</p> 	<p>Works where you own the copyright. A more restrictive reuse licence which prevents any commercial use of your low resolution images, without your permission.</p>

RELATED OBJECTS NOTES

List all the other objects that **strongly** relate to this object with their Object Number. Each object number should be on a separate line. Underneath the object numbers, provide a brief explanation about the objects' relationships.

This is not the field to group objects thematically (e.g. agricultural items). The [Subject and Association Keywords](#) field captures broader thematic relationships.

APPENDIX

SEARCHING IN EHIVE

Here is a link for help about searching in eHive:

<https://help.ehive.com/constructing-searches.htm>

LOCATION HIERARCHIES

You can create hierarchies in your pick list terms by using “/”. For example, you might create the location Exhibition Room. Then you may create the location, West Wall/Exhibition Room. Then you may create the location, Cabinet 1/West Wall/Exhibition Room. Then the location: Shelf 1/Cabinet 1/West Wall/Exhibition Room, and so on. This means when you search for Exhibition Room, all of the options appear. If you search for Cabinet 1 you can see all of the shelves. This allows you to create a hierarchy.

CREATING A SIMILAR OBJECT

You can easily create similar objects with eHive. For help, refer to the bottom half of the webpage in this link: <https://help.ehive.com/create-similar-record.htm>

OBJECT NUMBERING STANDARDS

eHive will check if an object number has already been used, but you must determine the next available number. The paper accession register is the easiest place to track the numbers you have used.

The numbering system for Project Ark is made of 4 components separated by a full stop.

Museum Prefix	All numbers will start with your Museum’s two letter prefix.	MT.2018.1.1, BF.2017.26.3
Year	The first number is the year you accepted (accessioned) the item. Record the year in full.	MT.2018.1.1, BF.2017.26.3
Donation Number	The second number records the order in which gifts were accepted into the collection that year. The numbering re-starts at 1 at the beginning of each year.	MT.2018.1.1, BF.2017.26.3
Multiple objects in a donation	A third number is used if a donor gifts more than one item as part of the same gift. In such cases, a third number is given to each individual item gifted by the same donor.	MT.2018.1.1, BF.2017.26.3