



eHive is a web-based collection management system that provides a secure and easy to use platform for institutions and private individuals to catalogue, administer and publish their collections online. Whether you are new to eHive, or a long-time account holder, this guide is intended to help you get the most out of the system.

Table of Contents

Your eHive account	1
Cataloguing your collection	2
Data entry standards	4
Adding images to your records	5
Importing data	6
Publishing your records	6
Communities	7
Sharing your data with eHive's APIs	7
Copyright.....	7
Accessing help and support	8
Resources.....	9

Your eHive account

Signing up for an Account

Anyone can browse eHive, but only registered account holders can use eHive to manage their collections and publish content. It's free to create an entry-level account and all you need to get started is a computer and internet access.

- Go to ***ehive.com*** and click the Sign Up button in the top right corner of the page to create a new eHive account.

Creating a Public Profile

Your eHive Public Profile is an easy, low-cost way to promote awareness of your organisation by publishing information about your institution or collection online.

If there is no information entered in your Public Profile your account will not appear in the results of an Accounts search, so it's a good idea to fill in your details even if you're not ready to publish object records yet.

Your profile can include an image and description of your organisation or collection, as well as contact information and details of your on-site facilities. If you don't have a physical location where people can view your collection, you can use your Public Profile to communicate more about your collection as a whole.

- To create or edit your public profile, sign in to your eHive account then go to the My Account menu > Account Settings > Public Profile. Click on the [Edit] links for Account profile images, details and location to add to, or update, your profile information.
- To view how the public will see your profile go to the My Account menu > View My Public Profile.

Cataloguing your collection

There are a number of different aspects to cataloguing in eHive which can help to ensure your important information is well recorded, and your records discoverable should you decide to publish.

Record Types

Object Records

There are seven different Object Record types in eHive to accommodate different types of collections: Archives, Archaeology, Art, History, Library, Natural Science, and Photography and Multimedia.

All seven record types contain the core cataloguing fields that will enable you to record information about your object, as well as some unique fields tailored to a specific type of object. Library records, for instance, allow you to record ISSN/ISBN numbers and Natural Science records can record Taxonomic Classifications.

It is important that you review the available record types and make the most appropriate selection before you begin to catalogue an object. Once you have selected a record type and started entering data into it, the record type cannot be changed.

Acquisition Records

In addition to Object Records, you can also create Acquisition Records to record information about how an item came to be in your collection. While Object Records allow you to record general acquisition details, creating an Acquisition Record enables you to record in-depth information which can then be linked to multiple object records.

- To start working with eHive Object and Acquisition Records, sign in to your eHive account then go to the My Records menu > Create New Records. This will take you to a page where you can select which record type you would like to work with.

The Create Screens

The Create Screens are where you catalogue your object and record information about any related collection management activity. There are seven different tabs which you can move freely between to enter in as much data as you wish before saving your record.

There are three tabs you can use while you are cataloguing your object; Detail, Core and Public. These tabs have different combinations of Object record fields, and updating a field in one will automatically update it in any other tab the field appears in.

You can choose whether you want to see all the available cataloguing fields (Detail Fields), the core set of fields (Core Fields), or only publicly displayed fields in eHive (Public Fields).

You also have four tabs to record Acquisition, Administration, Conservation and Valuation details about your object.

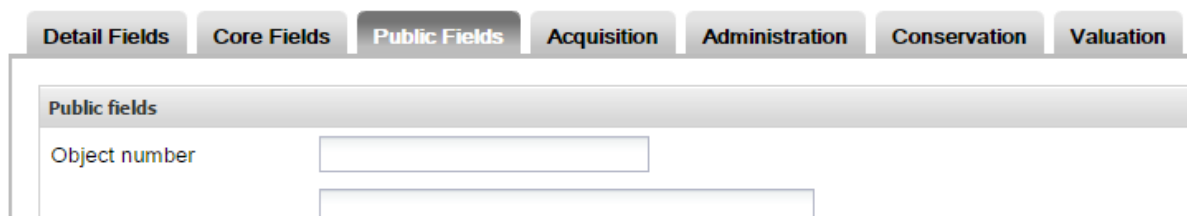


Fig 1: The seven tabs of the create screen with the Public Fields tab in focus.

Field Types

eHive records have three main types of data entry fields, each of which allows you to record different aspects of collection information.

Text fields allow you to enter any data. They can be unlimited in length, like the Web Public Description field, or limited, such as the Significance field that allows a maximum of 1000 characters.

Number fields only allow you to enter numeric data. The Item Count field is restricted to whole numbers, but all other Number fields allow at least 2 decimal places.

Pick List fields must use a term from the Pick List associated with that field. eHive's Pick List terms are created by the user and are unique to each account. They can contain any characters and be up to 200 characters long.

Public and Private fields

All fields in eHive are categorised as either Public or Private.

Public fields should be used to record information about your object which you would like the public to view. These fields are grouped together on the Public tab of the create screen. When deciding which fields in your record to use, consider whether the information you are entering should be publicly visible, or private and visible only to you.

Private fields can be used to record important administrative information that may not be suitable for publication, such as acquisition sources or valuations. Information in these fields will not be visible to the public, even in published records.

Selecting which fields to use

There are over 200 different fields you can record information in. It is not necessary to use all of these, but it is a good idea to consider which fields you believe are essential for a complete object record. Note which fields these are and use this as the basis for a set of **Data Entry Standards** (see page 4) to be used by anyone creating records for your account.

When selecting which fields you will be using you should also give thought to how your records will appear in different views within eHive.

Summary view is the default view of object records when they appear in search results. The fields displayed in this view differ slightly by record type, but most will include the Name/Title, Maker, Date Made and Object Number. Having data in these fields results in a more informative record when seen in this view.

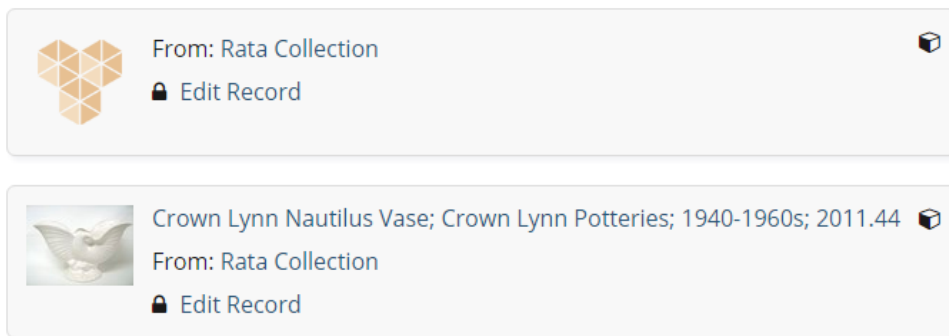


Fig. 2 eHive object records as seen in summary view. The first record has no information entered in the fields displayed in this view (Name/Title, Maker etc).

Detail view is how an object record appears to the public when they select to view the record in more detail. All Public fields that contain information will be seen in Detail view.

Data entry standards

In addition to field selection, creating and keeping to a set of data content and vocabulary standards will ensure your collection items are described consistently. This helps with searching and discovery of your collection items and enables meaningful connections to be made between records, both within your account as well as to other eHive accounts.

Object information that is consistent, and conforms to recognised standards, is also easier to exchange between databases. eHive supports data harvesting, so consistent information is becoming increasingly important, particularly if you are considering contributing to an aggregator site such as DigitalNZ, Trove or Europeana.

eHive's Pick Lists are an easy way to standardise object information, promote consistency and increase the likelihood of your records relating to other records in eHive. Pick list terms for Maker, Place Made and Object Type all appear in published records as links, which can be clicked on to bring back a list of records that use these terms. Consider using a recognised Object Name thesaurus to create terms for Object Type and Classification Pick Lists. There are several such thesauri available online. See the **Resources section** (page 9) for more information.

When creating terms in similar Pick Lists, think first about how you can standardise this information. For example, when recording names in Pick Lists for Primary Maker, Other Maker and Funder, decide on a standard formula, such as Firstname Lastname or Title Firstname Lastname, and use this consistently. This will help prevent duplicate terms being created.

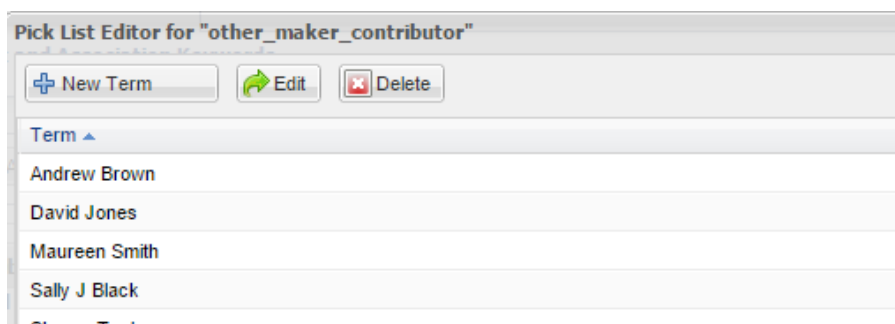


Fig 2: eHive Pick List Editor showing terms for the Other Maker field.

Adding images to your records

Images

Adding images to your Object records will offer further information about your collection item to the public and enhance the visual interest of your records. Images also serve a valuable administrative function, by assisting with documentation and identification of objects. You can upload multiple images to an object record.

The images you upload to eHive can be in jpg, tiff or bmp formats, or non-transparent gif or png formats.

eHive takes the images you upload and automatically creates a set of smaller copies to use in the different views available for each record. The largest of these is 800 x 800 pixels. Ideally the images you upload should be no less than 1000 pixels along the longest side to look their best in this larger view.

Storing your images

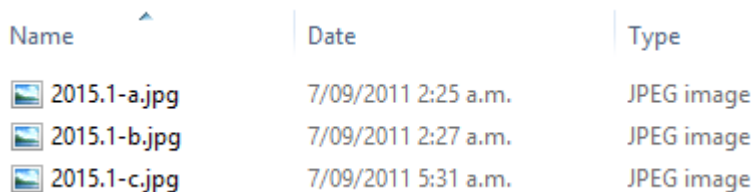
You can choose to have eHive store the original images that you upload to your account. These original images will only be available to you when you are logged in to your account, and will not be used anywhere else on the site. Choosing to store your original images on eHive means that you will fill your allocated storage space faster, however it does allow you to manage your images and collection information all in one place.

The default setting is to store your original images on eHive. You can change this by ticking or unticking the Store Original Images checkbox in the Preferences and Data Access section of your Account Settings.

Naming your images

It is important to establish a naming convention for your images. Using the object number as the image filename will ensure that your images can be easily connected to the object they depict. If you would like to take advantage of our **Import service** (see page 6), this will also simplify the image linking process.

In instances where you have multiple images of the same object, using a consistent suffix is also important. For example, if you had 3 images of an object with a reference number of 2015.1 they could be named 2015.1 with an alphabetic suffix:






Name	Date	Type
 2015.1-a.jpg	7/09/2011 2:25 a.m.	JPEG image
 2015.1-b.jpg	7/09/2011 2:27 a.m.	JPEG image
 2015.1-c.jpg	7/09/2011 5:31 a.m.	JPEG image

Fig 3: Windows Explorer showing image files named by object number.

Importing data

If you have existing collection data that you'd like to migrate into your eHive account, you may be able to take advantage of one of our import options.

eHive Import Spreadsheet

Our eHive Import Spreadsheet can be used to create object records in your eHive account in bulk. You can use this spreadsheet to enter information in all of the most commonly used fields in eHive's object records. This option is particularly useful if you have existing collection data in spreadsheet or other tabular format.

- You can download the eHive Import Spreadsheet from info.ehive.com and copy and paste your data into the appropriate columns. Email the completed spreadsheet to us at info@ehive.com and we'll import this data into your account. There is a fee for this service, charged at our hourly rate of US\$130. We can provide you with a fixed quote for the import after reviewing your data.

You can also use the Import Spreadsheet even if you do not have existing collection data. Entering your cataloguing information into this spreadsheet allows you to make use of the functionality in Excel to copy, paste and drag to automatically fill data.

Customised Import Options

If you have data that cannot be accommodated in the standard Import Spreadsheet, our team can create a customised spreadsheet for you.

If your existing collection data can't be exported to Excel, we can provide a customised data conversion service.

The charge for these services is based on an hourly cost and will depend on project complexity and time requirements. To request a quote, please email us at info@ehive.com

Publishing your records

Whenever you save an Object record, a message will appear asking if you would like to Publish to eHive. Publishing to eHive is optional and, as this is specified at the point of saving, it is done on a record-by-record basis. This means you can choose to publish some, all or none of your records.

An unpublished (Private) object record will only be visible to you when you are logged into your eHive account.

A published (Public) object record is visible to everyone, but only information recorded in public fields will be seen. If your record has information recorded in private fields, you'll need to log into your account to view this.

If you decide to change the publication status of an Object record at a later date, you can do so by saving the record again and selecting your preferred Publishing option.

Communities

Communities provide the opportunity for eHive account holders to connect to one another by grouping individual accounts and their object records by a common theme, such as an event, a place or a subject. Anyone with an eHive account can establish a Community or apply to join an existing one.

Made in New Zealand



[Join](#)

Established 18 Dec 2008

Objects that have been designed, created or manufactured in New Zealand.

Fig 4: An eHive Community with a "Join" link, as seen by logged in users.

The homepage of a Community features a list of members, with links to their Profile Pages. There are also images and links to object records that members have contributed. Communities are a great way to collaborate with other eHive users, and give the public another way to discover your collection.

Sharing your data with other websites

If you'd like to do more with your data you can use eHive's Application Programming Interface (API) to share your object and profile information with 3rd party systems. You can choose to share either your public and private data, or just your public data, which can then be used by other websites and applications.

Our suite of WordPress plugins allows you to build your own custom websites which redisplay your eHive content. Individual WordPress websites can be built to display content from one account or one community.

You can share your content with larger cultural heritage websites that harvest collection records such as DigitalNZ, Trove and Culture Grid.

You can also build integration with other applications through our programming interface.

For more information, go to our eHive Developers website (developers.ehive.com) or the Developers section of our eHive forum (forum.ehive.com).

Copyright

All Object records in eHive are assigned a Copyright Licence which can be seen at the bottom of a record when it is viewed in Detail.

The default licence used on your records is set in the Preferences and Data Access section of your Account Settings. This will be the licence applied to all of your object records, however you can override this for specific records should the need arise.

There are ten different copyright licences to choose from, each of which specifies different permissions and restrictions on how people may use your content.



What default licence will your records have? (cc = Creative Commons)

- No rights reserved - no known copyright restrictions
- Copyright status unknown
- Copyright status unknown - orphaned work
- Attribution (cc)
- Attribution - Share Alike (cc)
- Attribution - No Derivatives (cc)
- Attribution - Non-commercial (cc)
- Attribution - Non-commercial - Share Alike (cc)
- Attribution - Non-commercial - No Derivatives (cc)
- All rights reserved

 Save

Fig 4: The copyright section of the Preferences and Data Access window showing the 10 available copyright licences.

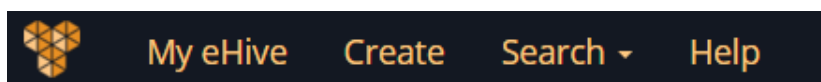
Choosing to use a less restrictive licence such as Creative Commons will allow others to share and build upon your content. This helps encourage creativity and research, and can also increase the visibility of your own organisation or collection. To find out more about Creative Commons licences go to creativecommons.org

Before selecting a copyright licence to assign to your records it's important to consider whether there are other layers of copyright in your record which may impact on your right to assign a licence. For example, if your record depicts a collection item that is itself subject to copyright, you may need to obtain permission from the copyright holder to publish an image of it. Copyright legislation differs by country or jurisdiction. For further information regarding your rights and responsibilities, please refer to the administrative body or legislation applicable to your region.

Accessing help and support

Online Help

Our **Online Help** can be a useful resource for both new and existing users. It contains a variety of information on using the system. You can access this through the Help link on the menu bar:



User Forum

The eHive user forum provides answers to a wide range of frequently asked questions and enables eHive users to share and discuss ideas.

You can view the forum by going to ***forum.ehive.com*** or by clicking on the link in the footer of any eHive page.

Anyone can view existing posts, but if you would like to ask a question or participate in discussions with other users you will need to register. To do this click the 'Register' link in the top right hand corner of the main page of the forum.

If you would like to be notified when there is a new post on a forum, go to your User Control Panel and click on the Manage Subscriptions tab. We recommend that you subscribe to the Noticeboard as the eHive team use this to inform users of new features and any upcoming maintenance.

Contact Us

If you would like to get in touch with the eHive team send us an email at info@ehive.com

Resources

Thesauri

Powerhouse Museum Object Name Thesaurus

(<http://www.powerhousemuseum.com/collection/database/thesaurus.php>)

The Getty Research Institute Art & Architecture Thesaurus Online

(<http://www.getty.edu/research/tools/vocabularies/aat/>)

Note: some copyright restrictions apply

Data Standards

Lightweight Information Describing Objects (LIDO)

(<http://www.lido-schema.org/documents/LIDO-Booklet.pdf>)

Dublin Core Metadata Element Set, Version 1.1

(<http://dublincore.org/documents/dces/>)

ICA/CDS Standards & Guidelines

(<http://www.icacds.org.uk/eng/standards.htm>)

Copyright

Creative Commons Licences and Public Domain Tools

(<http://creativecommons.org/>)

Digitisation

Collections Trust UK, "Going Digital"

(<http://www.collectionstrust.org.uk/collections-link/going-digital>)

Canadian Heritage Information Network, "Capture Your Collections"
(<http://canada.pch.gc.ca/eng/1445530933437>)

DigitalNZ, "Make it Digital"
(<http://www.digitalnz.org/make-it-digital>)