The Friends of Chain Bridge Forge

Collection Management - e-Hive

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1.0 Introduction

This document describes the process of managing the forge artefacts using e-Hive. **www.e-Hive.com**
The collection is located at https://ehive.com/objects?query=Chain+Bridge+

Entering Data onto e-Hive

Don't get creative with the records! If the information is not there, leave it blank rather than make it up.
If you are uploading files these can only be picture files
Picture files can be large and I have chosen to limit the physical size by reducing the picture size to approx. A4 and 150dpi. I use a free piece of software called Photo Filter to enhance the picture and limit the image size largest dimension to 10 inches and use 150dpi. This takes a typical 3.5Mg file down to 350k and seems to give acceptable results. I will always retain the originals and these can be available as a special request.

To Create New Object Records

Select Create New Record

Choose which type of record to create: *we need to define these*

Archives	physical artefacts in the forge in this category	CBF 001 onwards
Archaeology	physical artefacts found as the result of archaeological investigations in forge in this category	CBF A 001
Art – Enter all paintings, sculptures and artworks	None at present	
History – Enter most social history objects	Historical document related to the forge	CBF D 001
Library	Articles and papers linked to this category	CBF L 001
Oral History with oral transcripts	All recordings, photos and videos	CBF M002

INFO BOX
When entering records onto e-Hive, each object will require information entered under both the Detail Fields Tab and the Acquisition tab. These two sections are then joined to each other to form a linked record of data.

Choose Detail Fields tab

Basic Object Details – Section Heading

Object number – This is the accession number of the object. It should always be prefixed with STMEA: and be entered without any spaces.

INFO BOX

Regardless of the numbering system, the accession number should always be written as it appears on the card, with any spaces removed.

Accession Date – The date the object was acquired for the collection. All dates should be recorded in full as the Museum is likely to exist for well over 100 years, and should be recorded **DD.MM.YYYY**, e.g. 01.10.1999. If accession date unknown the term 'unknown' should be entered.

Name/Title – The full name of the object in the way that it would be discussed, i.e. work basket, as opposed to basket, work. Include any localised terms for objects, such as a flail, also known as a stick and a half in Suffolk. Enter the term with a capital letter at the start. If there is more than one item in an object use the singular - i.e. "Plates 2" would be entered into e-Hive as "Plate". Also to use 'local' and existing words for the Eel catcher's 'Gleave' etc.

Classification

Classification for Chain Bridge Forge Museum
Blacksmith, Farrier, Agricultural, Wheelwright, Local History, Archaeology..

This should be chosen from the existing Term Pick List: click on Term Pick List, click on the term you want to use, click Use selected term.

If a term does not exist already in the Term Pick List but is recorded as a MERL Classification term, it will need to be added. To do this, click on New Term, enter the new term, click OK to validate it, then as before click on the term you want to use, click Use selected term.

Blacksmith Tool, Farrier Tool, Miscellaneous, Archaeology/Artefact, Document/Photo, Oral History, Newspaper.

Object Type – The simplest possible name of the object, e.g. book, painting, photograph, etc. It is important to be consistent. The Suffolk Simple Name list gives suggestions but does not always include examples of all the objects that enter the Museum collection. Enter the term with a capital letter at the start.

Dublin Core – Choose a term from the drop down list. The term most likely to be used at present is Physical Object.

Brief Description – Use this box to describe the object so that it can be identified from amongst the collection or from within similar examples. In the brief description it is acceptable to use naturalistic language to create a description. However, it is important that as a museum we preserve specialist language. Only use abbreviations if the full word has previously been used, if the full word is not known, or if an abbreviation appears as part of an inscription on an object. If the object was in any way damaged at point of accession make a note of it here.

Public Description – This can be the same as the Brief Description, however, there may be reasons to change this or withhold certain information from being publicly accessible, i.e. personal information, anything relating to value, etc.

Production – Section Heading
Primary Creator Maker
Maker – This is where the name of the person that created the object should be recorded. It should be recorded in the simplest possible way that a researcher might look it up, such as Miss Lisa Harris, Charles Burrell and Sons Ltd, etc.

This should be chosen from the existing Term Pick List: click on Term Pick List, click on the term you want to use, click Use selected term.

If a term does not exist already in the Term Pick List it will need to be added. To do this, click on New Term, enter the new term, click OK to validate it, then as before click on the term you want to use, click Use selected term.

Maker Role – This is where the role of the maker should be recorded, such as manufacturer, quilter, dressmaker, author, etc.

Date Made
The date the object was created, as entered on the object record. All dates should be recorded in full as the Museum is likely to exist for well over 100 years e.g. 01.10.1999, 1st October 1999, October 1999, Victorian, 19th century, etc.
N.B. It is possible that this information will not be available or that it will be prefixed with circa or c.

Place Made – The place where the object was created. It should be recorded in the most detail possible so that someone viewing these records from the other side of the world could make sense of the place, i.e. 18 Gray Street, Needham Market, Suffolk, IP21 1CU, United Kingdom, etc. All pl.ace names should start with a capital letter and each line of the address should be separated with a comma and a space. There is no need for a full stop at the end.
Chain Bridge Forge/The Forge Spalding (or relevant place).

This should be chosen from the existing Term Pick List: click on Term Pick List, click on the term you want to use, click Use selected term.

If a term does not exist already in the Term Pick List it will need to be added. To do this, click on New Term, enter the new term, click OK to validate it, then as before click on the term you want to use, click Use selected term.

Location – Section Heading
Place Mark – leave blank

Location – Where is the object stored or displayed. Write out the location in full, not as an abbreviation. i.e. Small Object Store Q29 and <u>not</u> SOS Q29. For items on display write the full name of the building first and then the specific display, i.e. Domestic Life Victorian Parlour or Boby Building Coopers Workshop.

Location notes – leave blank

Production Notes – Leave this section blank

Parts – Section Heading
Leave this whole section blank

Physical Details – Section Heading
Medium and Materials - Use this box to describe what the object is made of so that it can be identified from amongst the collection or from within similar examples. It is acceptable to use naturalistic language.

Physical Characteristics – Leave this section blank

Style and Iconography – Leave this section blank

Technique – Leave this section blank

Inscription and Marks – Enter exact text in as much detail as possible of any makers marks, inscriptions or other identifying symbols. There may be more than one, so all should be recorded. Naturalistic language can be used.

Language – Leave this section blank

Mounting and Framing – Leave this section blank

Measurements – Section Heading
Measurements
All items photographed using scale

Context – Section Heading
Significance – Use to record any details on the meaning or importance of the object, i.e. This is believed to be the only example of its type anywhere in the world, etc. CBR – ‘unique’ or leave blank.

Subject and Association Description – Leave this section blank

Subject and Association Keywords – Leave this section blank

Related Objects – Section Heading
Related Object
Related Object Notes – Use this box to record details that link objects, i.e. the donor, collector, user, etc. Naturalistic language is acceptable. This box can also be used to record accession numbers of related objects.

Related Object Type – Leave this section blank

Related Objects – Leave this section blank

Other Details – Section Heading
Leave most of this section blank, except for:
Other Number – If the object has more than one number recorded on its object card, that number should be recorded here following the usual procedure for Accession number entry.

General Notes – Section Heading
General Notes - Use this box to describe any further details about the object or its history, i.e. The legs of the chair were cut down so that Mrs Wildings' niece could reach it, etc.

Cataloguer – Section Heading
Catalogued – Use this field to record the name of the person who has entered the data for this record. Enter the full name of the person, such as Jeannette Baldry, Lisa Harris, etc.

Catalogued Date – Enter the date that the record was created, i.e. 19.04.2011, as opposed to the acquisition date.

Images – Section Heading
Images – **This information needs to be added as decided.**

Saving a Draft of an Object Record
When you have finished typing in your data, you have the option to save the record, or to save the record as a draft. To save your record as a draft, click on the 'Save Draft' button. Saving your record as a draft means you can return at a later date and review or modify the record content until you are finally satisfied with it and wish to save it.

Saving a Record
If you are satisfied with your record you can press the 'Save' button. This means that the record is saved within your own account. When you click on the 'save' button, you also have the option for publishing it publicly on the internet. If you do not want to publish your record at this point and want it to remain private within your own account, uncheck the publishing option check boxes and press save.

To Create New Acquisition Records

In e-Hive, go to *Create > Other Catalogue Types > Acquisition Records*

Status – ***Acquired*** /Approved / Declined / Proposed – Acquired is the only one we will be using for the time being – we will only be adding records once they have been acquired

Acquisition reference number – ***Any number or reference that the item had before it was accessioned.*** This may take the form of a surname and date or a receipt /reference number. This should be written as ***receipt space number*** or ***name space date***. Dates should be entered ***DD.MM.YYYY*** regardless of how they appear on the card. In some cases there may not be one of these numbers.

Description – A general overview of the acquisition as a whole – a more detailed description of individual items can be saved for object records. ***In some cases this can be found on the collection card, although if this is the case the information should be checked before being made public. If there is no collection card but there is a description of donation on receipt or initial card, then use this description.***

Related objects – the component parts of the acquisition can be linked to the acquisition record here, either by creating a new object record or selecting a pre-existing one.

Acquisition source –

Acquisition source – the name of the depositor, whether that is an individual or an organisation or both. Name written ***"Surname, First Name or Initial (Title)"***, for example: "Howlett, J (Mr)" or "Howlett, Jed (Esq.)". It is good practice to omit stops whenever the abbreviation is formed by dropping out some portion of the middle (Mr, Mrs, Revd, Cpl) and use them only in cases of truncation (Col., Maj.). In the case of an organisation donating an item give the full organisation name.

Source role – The role of the source in the acquisition. Were they giving the object as a gift or selling it? Terms to be used as appropriate are: ***Donor, Owner, Depositor, Vendor, Lender, or Unknown.*** Unknown is only to be used when no name at all is known.

Method – ***Gift*** – given to the museum outright, ***Purchase*** – objects the museum have paid for, ***Bequest*** – left to the museum in a will, ***Loan*** – objects the museum does not own, ***Exchange*** – objects swapped with another museum, ***Transfer*** – objects permanently acquired from another museum, ***Found in Store*** – objects discovered in the store with unknown provenance, ***Unknown*** – when an object has no information about its acquisition.

Reason - If objects have been acquired for a specific reason, can be written here – collection policy, replacement. ***LEAVE FIELD BLANK FOR NOW***

Date – Precise date of acquisition should be found on initial record card, ***and written as DD.MM.YYYY***

Acquisition authority – N/A

Price – If the object has been acquired through purchasing then put the price in here. ***Enter as is written on card.***

Valuation – similarly if an acquisition has received a valuation (due to loan insurance etc.) put the value in here. ***Enter as is written on card.***

Acquisition funder – Enter as written on card if applicable.

Large Object Store

Small Object Store

Appendix A - The Import Spreadsheet

Field Categories

The spreadsheet is colour-coded into four categories: yellow, green, blue and white.

If you are only using this spreadsheet to contribute to e-Hive and are NOT using the spreadsheet to catalogue your collection for the first time, then only the yellow and green fields are relevant.

Colour-code	Required or Optional	Collection Management Use	Public Access Use
Yellow	Required	These fields are required for collection management	These fields will be displayed to the public on e-Hive
Green	Optional	These fields are used for collection management	These fields can be displayed to the public on e-Hive
Blue	Optional (but suggested)	These fields are used for collection management	These fields will not be displayed on e-Hive
White	Optional	These fields are used for collection management	These fields will not be displayed on e-Hive

Images

Create a folder for your images under the same location that this spreadsheet is saved in. Optionally create subfolders under your images folder to organise image files. Save individual images under these folders and record the exact location in the spreadsheet in the format: folder\sub folder\image name.jpg. Images can be saved as jpeg, png or tiff format.

If you are capturing images for the first time, you should store the original image captured by your camera or scanner in a lossless format (Tiff or PNG).

Field Formats

There are three types of field formats represented in the spreadsheet: free text and authority controlled fields and date fields. There are also several pre-configured fields.

Free text fields allow you to enter any data you want, in any format, directly into the Object Data worksheet.

Authority controlled (drop down) fields contain data that is defined and validated. For authority controlled fields, you will need to enter data into the corresponding worksheet, which can be found along the bottom of the Microsoft Excel window. For example, location information will need to be entered in the Location worksheet before you can fill in the Location field in the Object Data worksheet. Each entry from the location worksheet will then appear in the drop down list of options in the in the Location field. The field help for each field will indicate if it is an authority controlled field.

Date fields are used to enter dates. Dates must be entered in one of the formats itemised in the help that appears above the date field.

Pre-Configured Fields

There are four fields where the terms have been preconfigured: e-Hive Catalogue Type, Dublin Core, Acquisition Method and Place. You can choose from the drop down list of options in each of these fields, but you will not be able to add other terms.

Worksheets in the Spreadsheet

The import spreadsheet contains three different worksheets where data can be entered: Object Data, Location, Person. These worksheets can be found along the bottom of the Excel window, and they appear as tabs. Clicking on the tab will open the worksheet.

Object Data

Use the Object Data worksheet to record the data relating to the objects in your collection. The mandatory fields are: Object Id, Object Number, Title/Name, Brief Description, Object Type, e-Hive Catalogue Type and Dublin Core Type. All other fields are optional. Most data can be directly entered into the Object Data spreadsheet. Authority fields, such as Primary Maker/Creator and Location must first be entered into the appropriate worksheet. The Field Help for each field will prompt you if you need to first enter data into one of the other worksheets (Person or Location)

Location

Use the Locations Worksheet to set up the Location of the Objects you are recording in the Object Data Worksheet. Before you start you may want to work out a code or system for recording locations in your organisation. There are three columns in the Locations Worksheet, Building/Room/Area within Room. Your locations do not need to reflect these areas exactly, think of them as a three-tiered hierarchy going from broadest term 'Building' to narrowest term 'Area within Room'. For example your hierarchy may read Display/Gallery One/Cabinet Two or Museum Building One (MB1)/Room Two (R2)/Shelf Bay Six (SB6). Once you have entered all of the locations into the Locations Worksheet, the blue column in the Object Data Worksheet will have drop down list of locations.

Person

Use the Person Worksheet to record all people associated with the objects you catalogue into the Object Data Worksheet. The fields in the Object Data Worksheet that are controlled by the Person Worksheet are Primary Maker/Creator 1, Primary Maker/Creator 2, Acquisition Source.