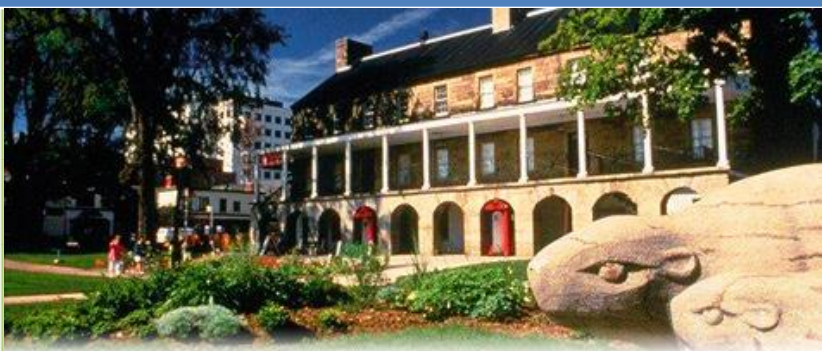


Virtual Collections Entry Handbook



Fredericton Region Museum
York Sunbury Historical Society
2016

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|--|--------------|
| VIRTUAL COLLECTIONS... | ...2 |
| MAIN MENU & NAVIGATION... | ...3 |
| BASIC NAVIGATION TOOLS... | ...4 |
| SIDEBAR VIEWS & ACTIONS... | ...4 |
| FUNCTION KEYS... | ...5 |
| SAVE... | ...5 |
| AUTHORITY FILES... | ...5 |
| COMBO BOX DROP-DOWN MENUS... | ...5 |
| GETTING STARTED... | ...6 |
| USING VIRTUAL COLLECTIONS FOR THE FIRST TIME... | ...6 |
| ENTERING YOUR DATA... | ...7 |
| ADDING A CONTACT... | ...8 |
| PRIMARY FIELDS... | ...9 |
| SECONDARY FIELDS... | ...9 |
| BOTTOM FIELD... | ...9 |
| ADDING A DONOR... | ...9 |
| THE ACCESSION PROCESS... | ...10 |
| INTRODUCTION TO REGISTRATION... | ...10 |
| THE ACCESSION SCREEN... | ...11 |
| THE ACCESSION PROCESS WITH VC... | ...11 |
| VIRTUAL COLLECTIONS FIELDS... | ...15 |
| LEXICON... | ...19 |
| HOW TO USE NOMENCLATURE... | ...19 |
| THE DEACCESSION PROCESS... | ...29 |

The information in this booklet was compiled by the
Fredericton Region Museum in consultation with Janice Allen-
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VIRTUAL COLLECTIONS

The computer catalogue is a powerful tool for centralising knowledge about the collection. Where once it was a paper-based archive, it is now a computer database, with a separate record for every object catalogued. When it is created, managed and used correctly, it assists all staff and volunteers in their work – from collections managers to curators, conservators to administrators.

The objective of cataloguing is not to document every object in the collection at the expense of meaningful records, but to create a useful resource for knowing, accessing and managing the collection. Some forethought is required before building a catalogue, or before adding new object records. You need to consider the strengths of the collection and where the museum will gain most value from having particular objects or parts of the collection catalogued. Many collections have component parts, and this will make it easier to determine propriety areas; in other cases, you may need to consider the most important or used objects in the collection and prioritize these.

Remember, the life of a catalogue record does not end with its initial completion. New information about an object may come to light, and this should be added. Similarly, if an object's location changes, the catalogue should reflect this movement.

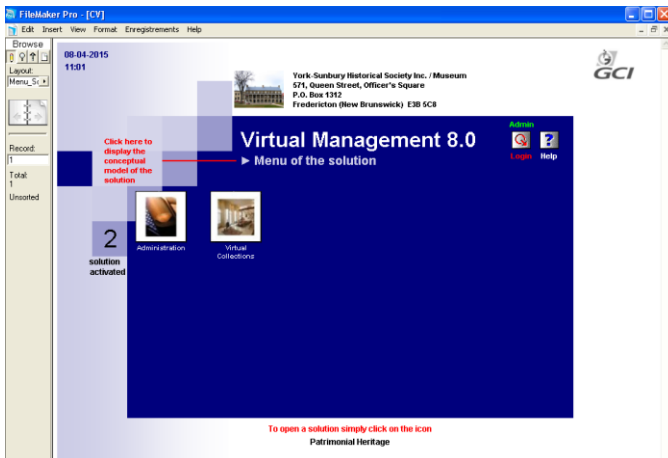
The paper cataloguing worksheet is completed first. The worksheet reflects a computer catalogue record; this enables comparatively fast documentation. It is also useful because the cataloguing workspace needs to be uncluttered, and the space required for a computer

can make it difficult to work with the objects in a way that guarantees their safety.

Virtual Collections (VC) is intended to be valuable and practical for all users. To achieve this, all users must be aware of how it works and how to use it. Any system takes time to learn, but the key is to make the catalogue as straightforward as possible and to provide guidelines to help users access the information they are after.

MAIN MENU & NAVIGATION

Each time you start VC, you will arrive at the **Main Menu**. This menu consists of the main development sections on the left and the main collection catalogs on the right: Administration and VC. Clicking on VC will take you to **Menu of the Modules**.



BASIC NAVIGATION TOOLS

These navigation buttons appear on many of the VC screens, including at the top of catalog records and contact screens. This handbook refers to these buttons as a group as the **Navigation Bar**.



Add Button - Begins the process of adding a new record. The Add New Record screen will be displayed.



Delete Button - Marks the current record for deletion

Before deleting, a pop up box will appear asking if you want to delete the entire record. Make sure you do as there is no way of retrieving it after it has been deleted.



Find Button - Opens the Find screen that allows you to search for records with text in a selected field.



Print Button - Brings up a screen with reports or screens that may be previewed and printed.

SIDEBAR VIEWS & ACTIONS

The left side of the catalog screens contains the **Sidebar**. The Sidebar has various screen layouts to display more fields for the record.



Prior - Moves you backward to display the previous record.



Next - Moves you forward to display the next record.

FUNCTION KEYS

F1 Help - Use this key to view the Help screen. Click in the field, and then press **F1** to view the field description for the field.

F2 Layout – Opens the Layout dropdown menu.

F3 – Zoom

F3 – F12 - Un-defined.

SAVE

By default, FileMaker Pro automatically prompts to save your data as you work, so there is no Save command.

AUTHORITY FILES

VC uses authority files to help standardize and speed up data input and retrieval. Common entries can be entered into each file such as Donor information. Authority files are available when you add or edit catalog records.

COMBO BOX DROP-DOWN MENUS

VC also provides drop-down menu authority control for fields such as Use Continent, Country and Province. These menus allow you to select from a list of options. Unlike standard authority files, you must choose an entry that is on the list.

The down arrow at the right end of the field identifies drop-down menus. Click on the arrow to display the list of choices.

Now that you are familiar with the basics, it's time to get started using VC.

GETTING STARTED

This is the recommended order to enter data.

1. Learn how to use the Filemaker Pro database
2. Determine that the Collections Committee associated with the donation is entered in Committees (if not, create a committee file)
3. Enter your donor as a Contact
4. Create an Acquisition file for the donor
5. Enter your accession records
6. Catalog your objects attaching them to the donor Acquisition file and the Source to the Contact file

USING VIRTUAL COLLECTIONS FOR THE FIRST TIME

STEP 1: READ THIS MANUAL

Since you are reading this, you are off to a good start. This guide is not as exciting as a mystery novel and some of it may be downright boring. However, we highly recommend that you start by reading it cover to cover. Do not be too concerned with trying to remember everything, just browse through it to get a general idea of what the program can do. After you start using VC, you can then use the manual as a reference.

STEP 2: ENTER NAME & ADDRESS INFORMATION

Before you begin entering catalog records, some basic information needs to be entered, such as your name and address in the Contact module. Choose the appropriate contact category; cataloguer.

STEP 3: CREATE AUTHORITY FILES AND DROP-DOWN MENUS

VC uses authority files to help standardize and speed up data input. Authority files are available whenever you are adding or editing records. Terms that you will use repeatedly should be entered into your authority files before you begin doing your data entry. When you create the Contact, Acquisition and Committee files for the donor information, you are creating authority files.

ENTERING YOUR DATA**STEP 1. ENTER COMMITTEE MEMBERS AS CONTACTS**

If not already completed, we recommend that you start your data entry with the names and addresses of your Collections Committee members. This information should be entered into the Contacts module. The Contact files can then be used as the Associated Contact to populate the committee membership. VC will automatically assign a number to the committee.

When you add an accession record you can select the Committee No from the Committee file drop-down menu under the Origin/Source tab.

STEP 2. ENTER YOUR DONORS AS CONTACTS

If not already completed, enter the names and addresses of your donors in the Contact module. The Contact files act as the Source field's authority file for

accessions as well as for the Acquisitions and Committee modules. When you add an accession record you can select the Source from the Contacts file, instead of typing the donor's name. It is ideal to include biographical information about the donor.

STEP 3. ENTER YOUR ACCESSION RECORDS

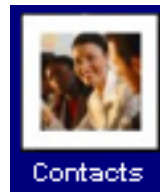
The VC Accession file (Collections Module) contains information about the artefacts belonging to our organization, including the source's name and address, description, condition and location. Each record represents a single artefact and can be associated with an Acquisition record.

Multiple catalog records may be associated with a single Acquisition record. This relation frees you from having to enter the acquisition information on each and every catalog record. It is entered just once in the Acquisition module. The same applies to the Source and Committee information.

Finally, it is time to start the process of entering your records.

ADDING A CONTACT

1. Choose the Contact Module
2. Determine if the contact has already been added to the database by using the Search function
3. If the contact has not been added, click the Add Button
4. Fill out the fields to the best of your knowledge



PRIMARY FIELDS

Contact ID – Assigned by database

Diagram ID – Assigned by database

Sex – Male or Female

Category – Dropdown menu that includes different contact types including Employee and Volunteer

Salutation – Dropdown menu

Name – Surname

Given Name – First name

Occupation – Dropdown menu

SECONDARY FIELDS

1. First Level Tab Folders

- Primary Address
- Secondary Address
- Note

2. Second Level Tab Folders

- Biography
- Preferences for This List (for a donor choose “Yes” for Donor and Source)

BOTTOM FIELD

1. Creation and Last Modification of the Record

- Tracks creation and modification data

ADDING A DONOR

1. Choose the Contact Module

2. Determine if the donor has been added to the Contact module

3. If the Donor has not been added, click the Add Button
4. Fill out the fields to the best of your knowledge
5. Under Category and Preferences, choose Donor
6. Return to the Menu of Modules and choose the Acquisitions Module
7. Determine if the donor has already been added to the database by using the Search function
8. If the contact has not been added, click the Add Button
9. Click the New Record Button
10. Note the green "Contact Id" field; Open the dropdown menu and find the contact that you entered for the donor in the Contact module
11. The Acquisition fields will automatically synchronize with the contact record's Donor tab and assign an ID number



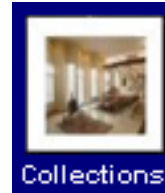
When the acquisitions have been entered into the database, they will automatically be itemized under the Items tab.

THE ACCESSION PROCESS

INTRODUCTION TO REGISTRATION

The professional museum goes beyond simply collecting objects; it must also collect information. Often the importance of careful registration and cataloging are overlooked in the busy environment of community museums and small historical societies. The task of

registrar may fall to a volunteer or a student. VC Museum Software is designed to help address the needs of organizations with little or no training in collection management.



THE ACCESSION SCREEN

Found in the Collections module, the Accession screen can be used to add, edit and print accession records. It displays the source information as well as the received by and accessioned by names and dates. When adding a new accession record, you can import a donor's name and address from the Contacts file to fill in the Source information and Acquisition Number.

The accession form is divided into three parts. The number and classification is on the top, the next is a set of tabs for describing, condition, location and source and the bottom is specialized information depending on the type of artefact.

THE ACCESSION PROCESS WITH VC

STEP 1: CLICK COLLECTION

To open the Accession screen, click on the **Collection** module button in the menu on the VC Menu of Modules.

STEP 2: ADD A NEW ACCESSION RECORD

Click on the **Add** button at the top of the Accession screen to display the **Inventory Form** screen.

Type the new accession number in the blank box labeled **Accession Number**. The **Accession Number** and

Accession Number Set are both tagged with a red asterisk indicating that they are required. The numbers are the same.

Older accessions frequently have a **Previous Number**. This should not be the case with newer accessions in which case, leave this field empty.

Leave the **PARIS Number** field empty. Artefacts added to the collection are considered “Active” in the **Object Status** field.

Select **Origin/Source** to add the donor information. Click the orange **Source** box to view a list of all names entered in your Contacts file. Click on the name to select it. The Source information will automatically be entered in the accession record.

If the Origin/Source is already in the Contact Module, it should automatically appear after you type the first few letters of the name.

The Source can be different from the Donor. An object can be donated as part of an estate. The person who passed away would be the Donor but the Source would be the person who completed the transaction. Each would need to be added to the Contact Module.

Select the orange **Acquisition No** to add the donor information. Click the orange **Acquisition No** box to view a list of all names entered in your Acquisition file. Click on the name to select it. The donor information will automatically be entered in the accession record.

By selecting the donor's name from the list, you create a link between your Acquisition file and Accession records. Later, you can view a list of all donations given by a particular contact.

When you choose your donor from the Acquisitions file when adding your accession, the **ID#** field will be filled in with the ID# for that contact.

Select the orange **Committee No** to add the committee information. Click the orange **Committee No** box to view a list of all Collections Committees entered in your Committee file. The Committee information will automatically be entered in the accession record.

The **Credit/Acknowledgement** information informs future curators how the donor would like to be recognized if the object is used in an exhibit. Donors do not always want recognition and others ask that objects be recognized in honor of another person.

The **Depositor Name** is the person that delivered the items to the museum. This is usually the same as the Source.

The **Deposit Date** is the date that the object was delivered to the museum for **Permanent Deposit**; this is usually indicated on the gift form.

The **Acquisition Date** is the date that the object was officially added to the collection. This can be the date that the Gift Form was signed or the date that the Board of Directors voted to accept the object.

Once the Gift Form has been signed, the **Owner** is the York Sunbury Historical Society, Ltd. The **Original Owner** information is generally found in the provenance of the object and is frequently unknown. If you do not know, leave the field empty.

STEP 3: COMPLETE FORM BY ENTERING DATA IN REMAINING FIELDS

To enter data in a field, move the cursor to the field and start typing. To advance the cursor to the next field, press the **Tab** key. To move the cursor to the previous field, press **Shift+Tab**. You may use the mouse to jump to any field on the screen by positioning the mouse arrow over the field and clicking the left mouse button.

Enter data for all the fields for which you have information. Do not use abbreviations in the fields. For example, instead of NB type New Brunswick.

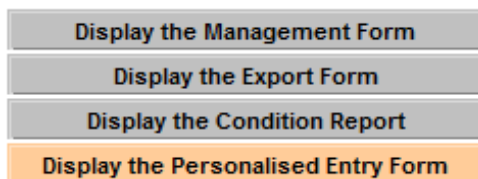
Fill in as many fields as possible. Information that may seem minor or unimportant to you may be very important for the people who will be using the database after you, such as researchers and curators. If you are unsure about what to put in a field, ask for clarification. If you do not have the information required for a field then leave the field empty.

Do not include terms such as “not available” or “not applicable”. It is best to leave a field blank if you are not sure what to put in it or do not have the information.

Do not prompt database users to refer to the paper file for more information. This form should be as complete as the paper files.

STEP 4: DISPLAY THE MANAGEMENT FORM

On the right side of the screen, there is a group of grey links. Click on the “Display the Management Form” link.



Enter data for all the fields for which you have information. Fill in as many fields as possible.

Some user may choose to use the “Display the Personalised Entry Form” for a data entry purpose as there is no flipping between screens; the fields are displayed in one long form.

STEP 5: SAVE THE ENTRY

When you have finished entering information in the data fields, click the mouse on the empty space outside the fields. This will prompt Filemaker Pro to save the file.

VIRTUAL COLLECTIONS FIELDS

Several fields are specific to the type of artefact that you are cataloguing. If you are entering the details of a painting, then you will need to fill in the Medium and Support. This information does not exist for a bell or horseshoe. It is not necessary to fill in all the fields, just

the fields appropriate for the artefact. Below is a list of VC fields found in the Collections **Inventory Form** provided by the Provincial Department of Heritage:

- Accession Number
- Previous Numbers
- Accession Sort Number
- Institution
- Institution City
- Institution Province
- Department
- Category
- Sub-Category
- Museum Collection
- Discipline
- Object Name
- Object Type
- Alternate Object Name
- Quantity
- Number of Components
- Component Part Names
- Series Volume Number
- Series Volume Date
- Series Volume Author
- Series Volume Title
- Series Volume Publisher
- Series Volume Place
- Artist/Maker
- Artist Remarks
- Other Artist
- Other Artist Role
- Title
- Manufacturer
- Manufacturer Country
- Manufacturer Province
- Manufacturer City
- Brand Name
- Date of Object, from
- Date of Object, to
- Period
- Unit-Linear
- Height
- Width
- Length
- Depth
- Outside diameter
- Thickness
- Image Height
- Image Width
- Dimension Remarks
- Material
- Medium

- Support
- Technique
- Style
- Marks/Labels
- Subject/Image
- Pattern Name
- Current Condition
- Condition Remarks
- Examiner
- Current Condition Date
- Custodian
- Fragility
- Strength of Assembly of Mounting
- Operating Principle
- Description
- Narrative
- History of Use
- Current Location Building
- Current Location Room
- Current Location Shelf
- Current Location Box/Drawer
- Current Location Site
- Current Location Date
- Permanent Location Building
- Permanent Location Room
- Permanent Location Shelf
- Permanent Location Box/Drawer
- Permanent Location Site
- Permanent Location Date
- Components Location
- Object Status
- Origin-Country
- Origin-Province
- Use-Country
- Use-Province
- School/Style
- Culture
- Additional Associations
- Validation Officer in Charge
- Validation Level
- Cataloguer Remarks
- Cataloguing References
- Publication Citation
- Photo Type
- Photographer

- Photographer Note
- Image Thumbnail
- Image Full Size
- Image User Name
- Image Server
- Image Details
- Copyright-Image
- Credit Line-Image

Every time you enter an object in the database you are required to enter data into as many of these fields as possible.

Notes for Catalog Tab

- Cataloger Name – The person entering the data into the database
- Person in Charge – The Executive Director
- Catalogue Date – The date that you are entering the data

Notes for Condition Tab

- Associated Conditions – Choose the condition that best describes the object from the dropdown menu; Poor, Good or Very Good
- Remarks – A brief description of the object condition

It is important to have the “Data Dictionary” nearby for reference field descriptions. This dictionary explains the type of information that goes in each field, along with a couple of examples.

Notes for Description Tab

- Material – If you know the generic terms of the material(s) used in making the object, enter them here separated by a semi-colon.
- Colour – Enter a quick list of colours focusing on those most prominent, i.e. blue, red, yellow,

orange. Do not explain which part is which colour. You just need to document so if you are looking for the item in storage; you know that you are looking for something purple instead of yellow. Parts that are coloured can go in Description field, i.e. green handle with black spoon.

- Marks/Labels – If any, enter the location of the inscription, followed by a colon, a space and the description of the inscription; note that there are fields for manufacturer information under the Manufacturer tab. If the Manufacturer's name is actually marked on the piece enter that information as well as being in the Manufacturer Field.

LEXICON

It is important that museums of all sizes adopt a convention for naming objects. This has become especially significant in the age of computerized collection management. A computer cannot understand synonymous terms in the same way that a human brain does.

In a search for a “sofa,” the computer does not necessarily know that another name for the same object is “couch.” It cannot tell from context that when you refer to a “pump,” you are talking about a shoe rather than a plumbing fixture. In order for computers to understand what we humans mean, we must use a controlled vocabulary that is understood by both.

HOW TO USE NOMENCLATURE

The Revised Nomenclature for Museum Cataloging, by James R. Blackaby, Patricia Greeno, and The Nomenclature Committee, provides a controlled list of

terms organized in a hierarchical classification system. This nomenclature is built into VC and may be accessed every time you enter a catalog record. This way, each new object name is checked against the approved list to ensure consistent data entry.

The nomenclature organizes each object term into categories and subcategories by its initially intended use. The Lexicon consists of main categories and subcategories.

USING THE ALPHABETICAL INDEX

1. Start by looking up likely terms for the item you are cataloguing in the alphabetical index at the back of the book. Note the inverted order of terms (e.g. Knife, Kitchen)
2. If the term is found, go to the page number indicated and find the term in the object term hierarchy
3. If you do not find the exact term, look at broader and narrower terms and other terms grouped in the same part of the hierarchy to determine which term is the most suitable. For example, "Knife, Belt" is not in the list, but "Knife, Hunting" is, and might make a good substitute

USING THE OBJECT TERM HIERARCHIES

1. If no likely terms come to mind, cataloguers are advised to look at the list of categories, classifications, and sub-classifications inside the front and back covers
2. Select the likely category for the object based on its function. For example, cataloguing a "shelter-half" (half of a temporary, 2-person shelter). This term is

not found in the alpha index. Look at Category 1, "Built Environment Artefacts"

3. Determine which classification or sub-classification is most appropriate for the object
4. Find the page for that classification or sub-classification and read the definition, to confirm. E.g. "Dwelling" not for temporary structures, so not appropriate for the shelter-half. Look at sub-classification "Other Structures"
5. Note the hierarchical arrangement of the object terms –primary, secondary, and tertiary terms. Scan down the list of primary object terms; for any likely primary terms, check the list of narrower terms to find the most appropriate term. For the shelter-half, the term would be "tent"
6. Use a broad or specific term, depending on your level of knowledge of the type of object being catalogued

UNKNOWN OBJECTS

1. Assign a broad classification to objects whose names are unknown
2. If the object cannot be identified at all, use "Artefact, Unclassifiable" from Unclassifiable Artefacts (Category 10)

ADDING SPECIALIST TERMS

1. Museums may, after careful consideration, add terms to the lexicon and organize them within the hierarchy
2. Review existing classifications and sub-classifications to see where the specialist terms would fit in the hierarchy, and look at existing

object terms to see if any of them qualify as broader terms for your specialist term

3. Check how other institutions have approached the same or similar artefacts (check on Nomenclature Community website)
4. Make your lexicon additions known to the AASLH Nomenclature Committee, so that they may be adopted as needed.

ADDING REGIONAL/ETHNIC TERMS

1. Consider whether it is more reasonable for your museum to use regional/ethnic terms than “standard” terms
2. Ideally, use Nomenclature-approved terms and place non-standard terms in an alternate name or descriptive field
3. Alternatively, add regional or ethnic terms as non-preferred terms for Nomenclature terms

ADDING TERMS FOR ARCHAEOLOGICAL AND ETHNOGRAPHIC COLLECTIONS

1. Nomenclature relies on determining object function, which can be difficult for archaeological and ethnographic objects
2. Nomenclature includes terms for archaeological and ethnographic items –Category 10 terms are especially useful

ADDING TERMS FOR RAW MATERIALS

1. Classify raw materials (e.g. piece of leather, skein of wool) along with either the Tools & Equipment (T&E) Category that: would most probably be used in transforming the material into a finished product OR produced them as a finished product

2. Nomenclature also includes certain material genre terms (e.g. “Material, Animal”; “Stock, Metal”; “Bolt, Cloth”)
3. In many cases, use the term “Sample, Material” and enter the name of the material itself in a separate materials field

ADDING TERMS FOR ARCHIVAL LOTS

1. Nomenclature may be used to deal with batches of archival material that may not be individually cataloged
2. Catalogers may need to add terms such as “Lot” or “Collection” to such generic groupings
3. Sometimes can classify as Legal Documents, Government Records, or Documentary Artefacts
4. May have to use “Other Documents”

CROSS-INDEXING

1. Many museum objects straddle the divisions between functional categories
2. Recommended practice is to use more than one term to name the object, if doing so will improve cross-referencing and make the object more accessible

CROSS-INDEXING

An object may have more than one purpose:

- Wedding Dress -ceremonial artefact (Category 8) AND article of clothing (Category 3)

An object may consist of multiple components:

- Home Entertainment Center with built-in TV – Display & Storage Furniture AND Telecommunication Devices

An object may be described by more than one object term:

- An armchair used for dining –“Armchair” AND “Chair, Dining”

Nomenclature distinguishes between objects that serve as media for recording information (T&E for Communication), and objects that contain recorded information (Documentary Artefacts). Many objects may be both (e.g. a legal pad on which notes are written)

Cross-Indexing:

- To aid the cataloguer in selecting appropriate additional terms for the object
- "may also use" notes are listed to the right of a number of object terms

OBJECT SETS

1. Nomenclature 3.0 includes some terms describing a grouping of functional like objects such as “Set”, “Suite”, “Service”
2. Ideally, catalog each object in the set individually, and also create a separate record for the set, referencing the pieces
 - E.g. one record for “Set, Sugar and Creamer”, and one record for each of the two pieces: “Bowl, Sugar”, and “Pitcher, Cream”
3. If you are only creating a single record for a whole set, use the “set” term in addition to terms describing individual objects in the set
 - E.g. one record contains terms: “Set, Sugar and Creamer”

“Bowl, Sugar”

“Pitcher, Cream”

The single record method should be a last resort

4. This ensures that all sugar bowls will be found, even if they are parts of sets
5. You may also wish to add the “set” term to each of the catalog records for individual set pieces, to indicate that the object is part of a set
6. However, this will falsely inflate the number of “sets” in your collection
7. Determine your own rules for cataloging sets, based on what is practical for your institution

OBJECT COMPONENTS

1. Nomenclature 3.0 includes some terms to describe objects that are parts of other objects, but it was not possible to include all possible part names
2. Museums need to decide how to handle those part names not listed in Nomenclature, and be consistent
3. Some museums may use the term for the entire object to describe the part (e.g. include “Ax” in the record for an ax handle)
4. Some museums add specific terms for components and organize them in the same way as the term describing the entire object (e.g. add “Handle, Ax” added to the lexicon under “Woodworking T&E” where “Ax” is)
5. It is recommended that new part terms are organized under an appropriate “Accessories” sub-classification, if one exists
6. “Fragment” (Sub-Category - Function Unknown) is only used for pieces that have torn or broken off and do not have distinctive terms to describe them.

If the identity of the whole object is known, it can be entered in a subject field

TOYS AND MODELS

1. Miniature representations of objects do not have the same function as the objects they depict
2. They are toys, models, or works of art

Various Solutions:

1. Use multiple terms (e.g. model ship is “Ship” and “Model”. Not ideal, because a model ship is not really a ship, but will be found in a search for ships
2. Create compound terms –for example:
 - model ship is “Ship, Model”, organized as narrower terms under “Model” under “Other Documents” in Category 8
 - toy cookstove is “Cookstove, Toy”, organized under “Toys” in Category 9

Problem: thousands of new terms may need to be added under “Toys” or “Other Documents”, and these will need a hierarchical organization of their own

3. Enter “Toy” or “Model” in the Object Name field, and the term for the object represented in a separate subject field
 - This is the best solution, but may pose difficulties in integrating with subject vocabularies within subject field

CONTAINERS AND THEIR CONTENTS

1. Some containers named by form
 - E.g. “Bag”, “Bottle”, “Box”, “Can”, “Jar”

2. Some containers specifically named and classified by their contents E.g. “Pillbox”

Product Packages

1. Use both “Package, Product” (from “Merchandising T&E) and a generic term from the “Container” classification to describe the container’s form
2. This cross-indexes the product package as both a container and a merchandising artefact. Note the contents of the package in a separate field.

Containers for Objects

1. Classify specialized containers with the objects for which they are designed
 - E.g. guitar case would be classified in Musical T&E; the case in the Musical Accessories sub-class, and the guitars in the Musical Instruments sub-class
2. Not all specialized containers are included Catalogers may need to add terms consisting of a generic container term (e.g. “Case”, “Bottle”) to the Nomenclature term for which the object is designed
 - E.g. “Case, Clarinet”
3. Such a term should be organized under a broader Nomenclature term such as “Case, Musical Instrument”
4. Or, just use the broader Nomenclature term, “Case, Musical Instrument”

Containers for Consumable Products

1. Avoid including consumable product names (e.g. Bottle, Juice”) in object name field
2. This information can be entered as part of subject or description

- E.g. mayonnaise jar would be “Package, Product” and “Jar” in object name, and “Mayonnaise” in subject or description

ADOPTING NOMENCLATURE

For First-Time Users

1. Convert uncontrolled object names to terms found in Nomenclature
2. Move any descriptive information that has been intermixed with object names to more appropriate data fields
3. Relate the newly-assigned object names to their respective categories in Nomenclature

For Users of Past Editions of Nomenclature

1. Thousands of new terms added, both preferred and non-preferred
2. Some terms deleted, or changed spelling or punctuation
3. Many terms moved from one category or classification to another to correct or improve fit
4. Addition of new hierarchical levels for object terms (primary, secondary, tertiary) to aid in cataloguing
5. New recommendation to cross-index multi-purpose or multi-component objects

NOMENCLATURE COMMUNITY

1. Nomenclature Community
<http://aaslhcommunity.org/nomenclature/>
2. Use the site to learn about Nomenclature 3.0, share news and ask advice, and submit your own proposals for additions and changes for future editions

THE DEACCESSION PROCESS

Take the following steps in VC to deaccession items.

STEP 1: CHECK COLLECTION FILES

Check to see if the object has a VC file. If not, create the file as you would for any other object starting with the Authority Files.

STEP 2: UPDATE OBJECT STATUS

Change the catalog record's **Object Status** to "De-accession". Under the Catalog Tab, make a note of the deaccession date and the result of the deaccession.

STEP 3: DISPLAY THE MANAGEMENT FORM

On the right side of the screen, there is a group of grey links. Click on the "Display the Management Form" link.

STEP 4: CLICK HISTORY

Open the History tab to display the De-accession Form.

The screenshot shows a web interface with a top navigation bar containing tabs: Conservation, Copyright, History, Images, Insurance, Purchase, Restoration, and Values. The 'History' tab is selected. Below the tabs is a large empty box labeled 'Object History'. Underneath this box is the 'De-accession' section, which includes the following fields:

- De-accession Reason:** A dropdown menu.
- De-accession Date:** A date input field with a calendar icon.
- De-accession Mode:** A dropdown menu.
- Right Transf. Date:** A date input field with a calendar icon.
- Person in charge:** A dropdown menu.
- Recipient Name:** A text input field.
- Remarks:** A large text area for notes.

Enter data for all the fields for which you have information. Do not use abbreviations in the fields. For example, instead of NB type New Brunswick.

Fill in as many fields as possible. Information that may seem minor or unimportant to you may be very important for the people who will be using the database after you, such as researchers and curators. If you are unsure about what to put in a field, ask for clarification. If you do not have the information required for a field then leave the field empty.

Do not include terms such as “not available” or “not applicable”. It is best to leave a field blank if you are not sure what to put in it or do not have the information.

Do not prompt database users to refer to the paper file for more information. This form should be as complete as the paper files.

STEP 5: SAVE THE ENTRY

When you have finished entering information in the data fields, click the mouse on the empty space outside the fields. This will prompt Filemaker Pro to save the file.

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