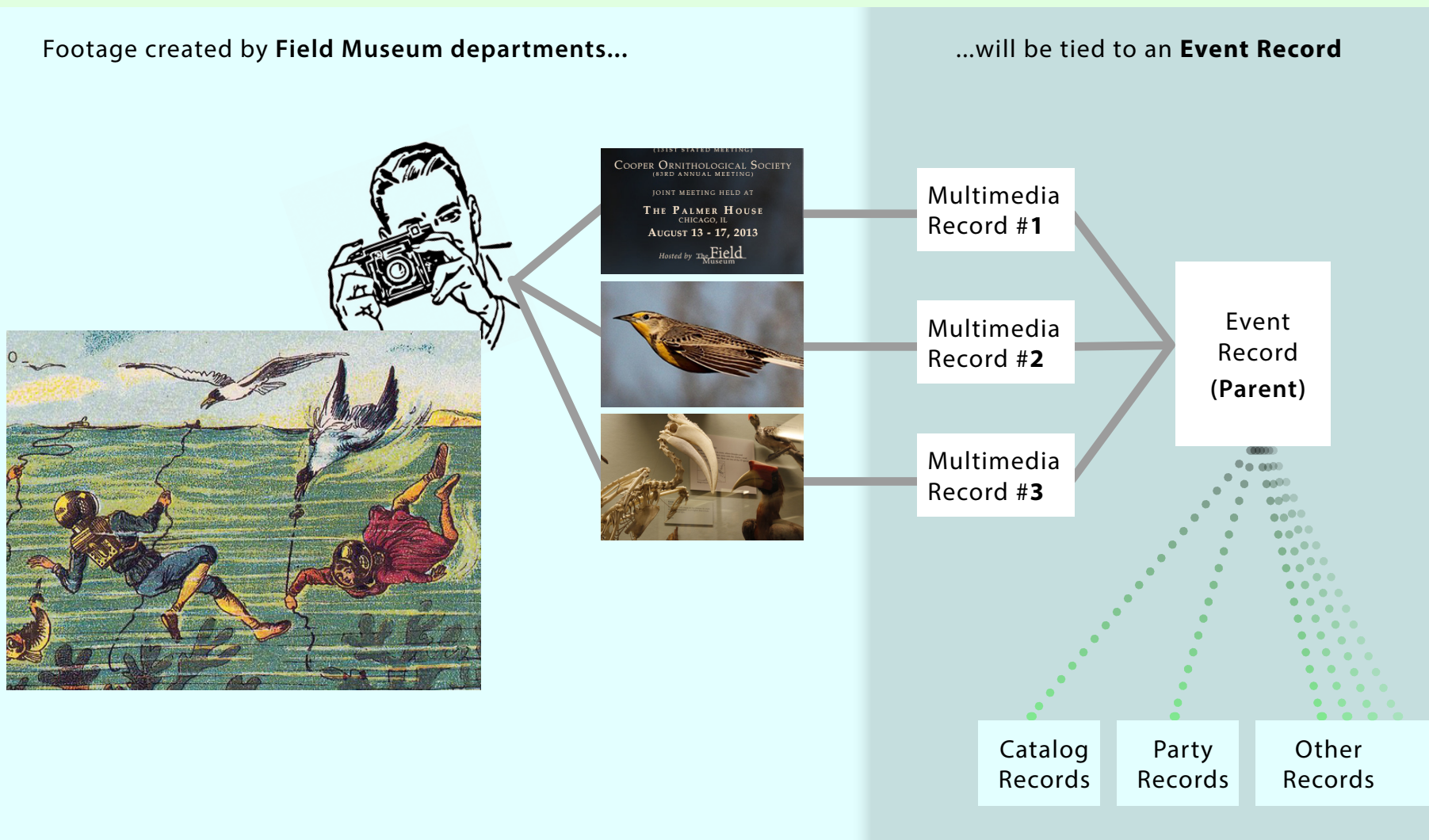


HOW TO CATALOG RAW VIDEO FOOTAGE & PHOTO SHOOTS IN EMU

WHAT IS AN EVENT?

An event in EMu is any type of information with a start date (and optionally, an end date). This includes things such as exhibitions, education programs, campaigns, field trips, video series, media productions, and analyses.

For video series/media productions, the event includes all assets created for the project. Each episode within a series also has its own event, with the series event as its parent.



Overview:

- 1) Make an Event record for the session/production.
- 2) Make empty Multimedia records for each set of footage.
- 3) Attach the individual Multimedia records to the appropriate Event record.
- 4) For media production projects, attach to the parent event if there is one.

EVENT NAMING & NUMBERING

When making a new raw footage Event record, follow naming conventions here:

<http://intranet.fieldmuseum.org/emu/node/6022>

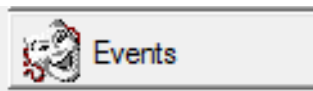
For example: **MI-FL.92** (refers to footage logged for an Exhibitions Media/Interactives project)

Notes:

- No spaces or special char's (for example, &'s, commas, \$, #, etc)
- Other existing prefixes/number series will be incorporated as they are brought into EMu
- No more than 25 characters
- Be consistent

Make a new Event Record for the raw footage (videos or photos) from a photography/filming event...

Click the "Events" module:



1 "Event 1" Tab

Enter the **Event number**
For example: MI-FL.92
EMu will warn you if this
Event number is already in
use

Select **Event Type** from list
Video Footage or
Photo Shoot

Event Locality affects
media-usage permission

Select "External" to permit
outside use of all media
associated with this event.

For any restricted media,
create a sub-Event with
"Internal" selected for Event
Locality

Title short, descriptive

Description include "raw
footage" and some detail on
what/who was filmed when/
where

Credit Line

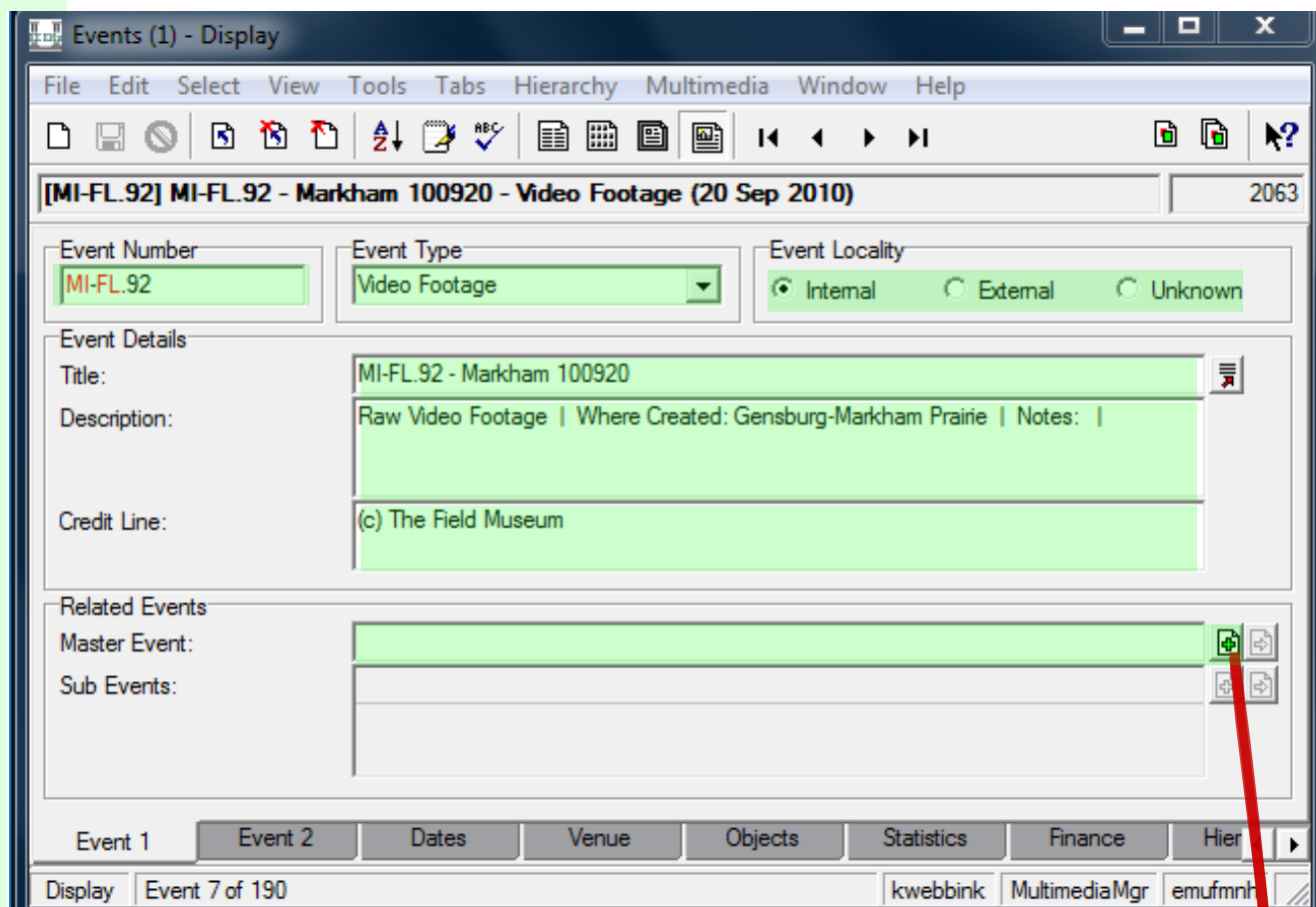
(c) The Field Museum

Master Event

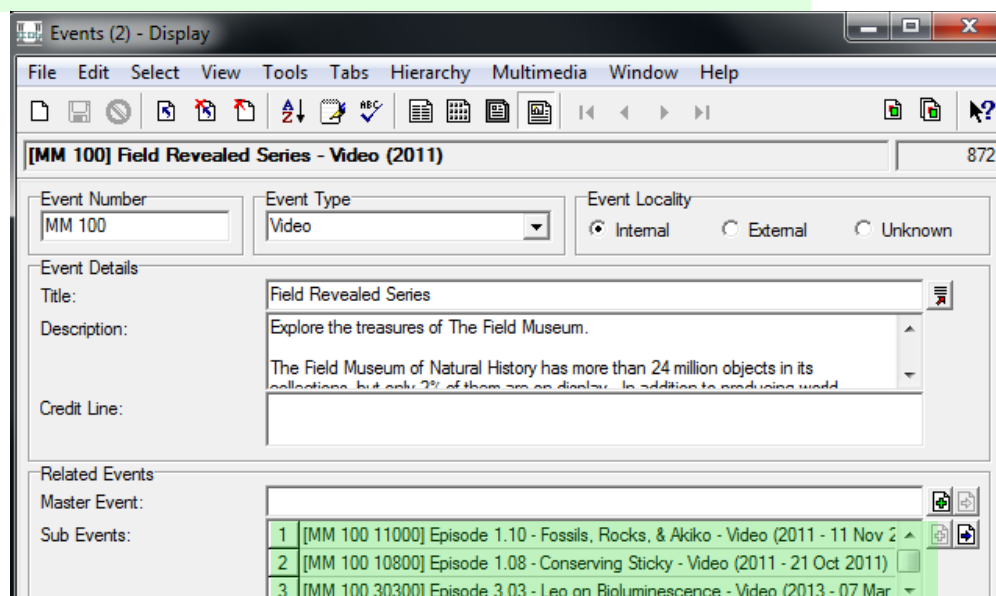
Indicate the parent Event
(e.g., project/exhibition) to
which this Event relates.

Sub Events

Autofills with any attached
("child") events.

A screenshot of the 'Events (1) - Display' window. The window has a menu bar (File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, Help) and a toolbar. The main area shows event details for 'MI-FL.92 - Markham 100920 - Video Footage (20 Sep 2010)'. The 'Event Number' is 'MI-FL.92', 'Event Type' is 'Video Footage', and 'Event Locality' is 'Internal'. The 'Event Details' section includes 'Title: MI-FL.92 - Markham 100920', 'Description: Raw Video Footage | Where Created: Gensburg-Markham Prairie | Notes: |', and 'Credit Line: (c) The Field Museum'. The 'Related Events' section shows 'Master Event' and 'Sub Events'. At the bottom, there are tabs for 'Event 1', 'Event 2', 'Dates', 'Venue', 'Objects', 'Statistics', 'Finance', and 'Hier'. The 'Display' tab is selected, showing 'Event 7 of 190'. A red arrow points from the 'Sub Events' section to the 'Events (2) - Display' window.

For film/photo series, master event records
and individual episodes/shoots will be listed here:


A screenshot of the 'Events (2) - Display' window. The window shows event details for 'MM 100] Field Revealed Series - Video (2011)'. The 'Event Number' is 'MM 100', 'Event Type' is 'Video', and 'Event Locality' is 'Internal'. The 'Event Details' section includes 'Title: Field Revealed Series', 'Description: Explore the treasures of The Field Museum. The Field Museum of Natural History has more than 24 million objects in its collections, but only 2% of them are on display. In addition to producing world...', and 'Credit Line:'. The 'Related Events' section shows 'Master Event' and 'Sub Events'. The 'Sub Events' list includes: 1 [MM 100 11000] Episode 1.10 - Fossils, Rocks, & Akiko - Video (2011 - 11 Nov 2), 2 [MM 100 10800] Episode 1.08 - Conserving Sticky - Video (2011 - 21 Oct 2011), and 3 [MM 100 30300] Episode 3.03 - Leo on Bioluminescence - Video (2013 - 07 Mar). A red arrow points from the 'Sub Events' section of the 'Events (1) - Display' window to this window.

2 "Event 2" Tab

Organisers

- Enter each person, organization, or team involved in this event.

How to attach:

- Start typing the name of the production team, and click the green cross: 

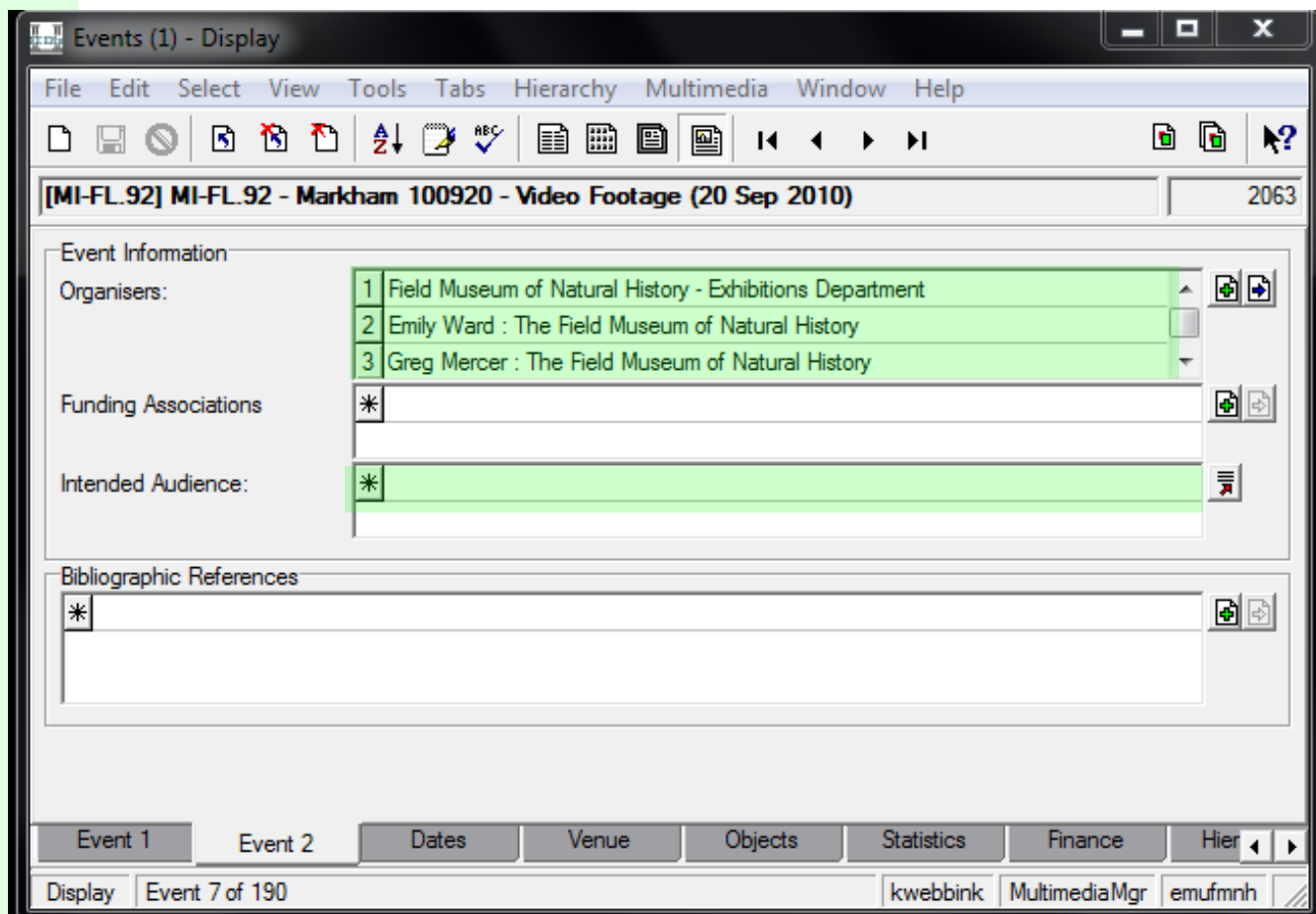
If **only one** party matches, the name entered, it will be attached to the Event record.

If **multiple** parties match, the Parties module will open, and you need to select the correct party.

If **none** match, create a new Party record, and attach it to this field.

Intended Audience

Select audience from list (If none match what you want, contact your EMu poweruser.)



3 "Dates" Tab

Commencement Date

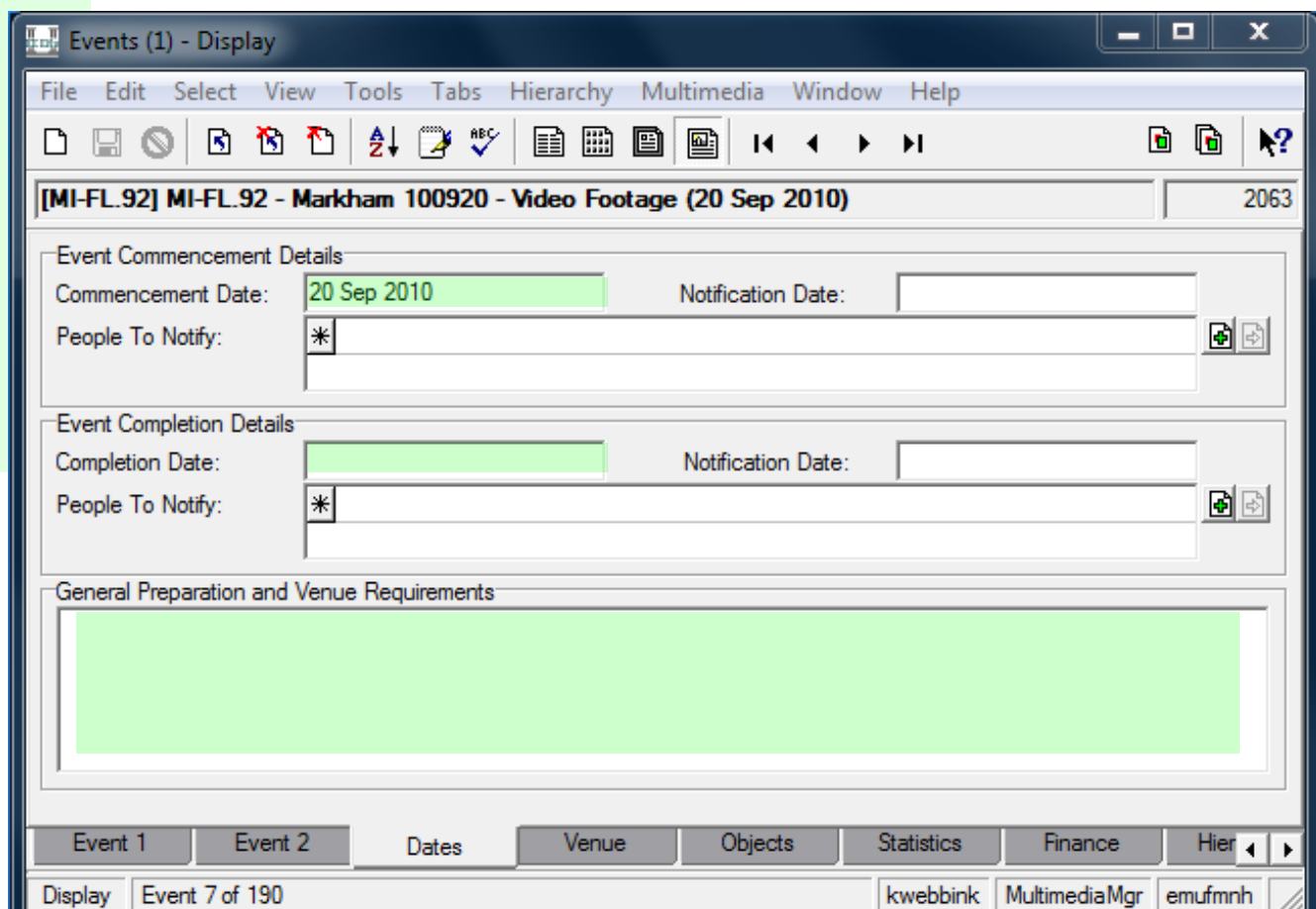
DD Mmm YYYY

Completion Date (optional)

DD Mmm YYYY

General Preparation...

Specific pre-production requirements for setting up this film/photo shoot.




4 "Venue" Tab

Venue Name

Attach to Sites
For each place, enter start and end dates.

Temporarily use "Preparation Details" to record notes specific to that location.

If the raw, unedited photos or video footage is displayed somewhere, enter the name of screening or location (Party record)

How to attach:
- Start typing the name of the festival/location, and click the green cross: 

If *only one* party matches, the name entered, it will be attached to the Event record.

If *multiple* parties match, the Parties module will open, and you need to select the correct party.

If *none* match, create a new Party record, and attach it to this field.

Commencement Date

Completion Date

Preparation Details

What were requirements for screening/submission

Events (1) - Display

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

[MI-FL.92] MI-FL.92 - Markham 100920 - Video Footage (20 Sep 2010) 2063

Venue Information

Venue Name:

Commencement Date: Notification Date:

Person To Notify:

Completion Date: Notification Date:

Person To Notify:

Preparation Details:

Venues

Venue Name	Commencement Date	Completion Date
* <input type="text"/>	<input type="text"/>	<input type="text"/>

Event 1 Event 2 Dates Venue Objects Statistics Finance Hier

Display Event 7 of 190 kwebbink MultimediaMgr emufmnh

5 "Objects" Tab

Object


Attach the catalog record for the hard drive where your raw footage is stored.

(Optional: Can also attach to records for any specimens/objects used in this event. Contact Collections Managers to coordinate which object records to attach.)

Location

Indicate where the hard drive is stored.

How to attach Objects/Locations:

- Start typing the name of the object/location, and click the green cross: 

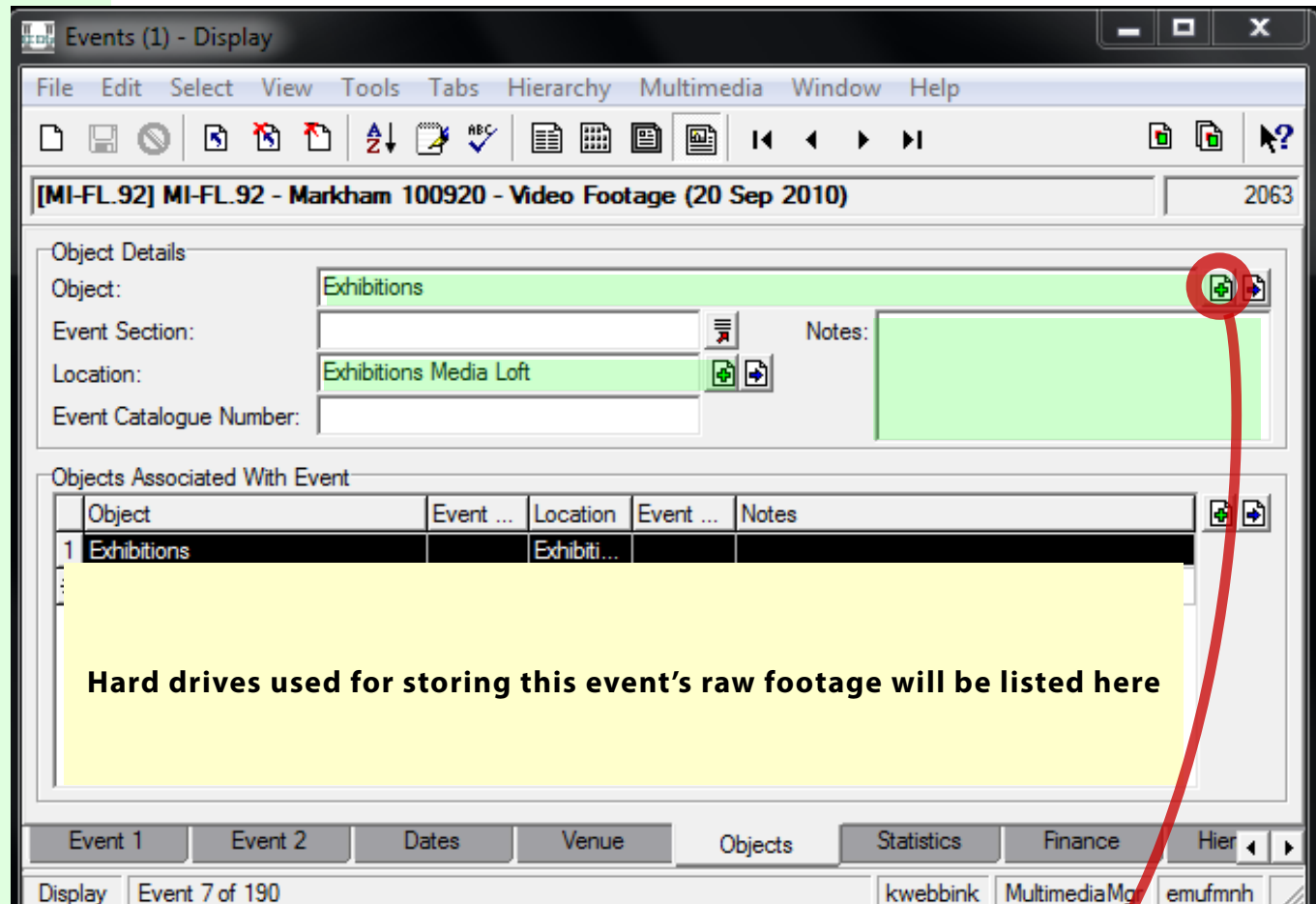
If **only one** object/location matches, the name entered, it will be attached to the Event record.

If **multiple** parties match, the Parties module will open, and you need to select the correct party.

If **none** match, create a new Party record, and attach it to this field.

Notes

Any further notes that would help future researchers/filmmakers find the footage on the drive (e.g., file path)



Events (1) - Display

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

[MI-FL.92] MI-FL.92 - Markham 100920 - Video Footage (20 Sep 2010) 2063

Object Details

Object: Exhibitions

Event Section:

Location: Exhibitions Media Loft

Event Catalogue Number:

Notes:

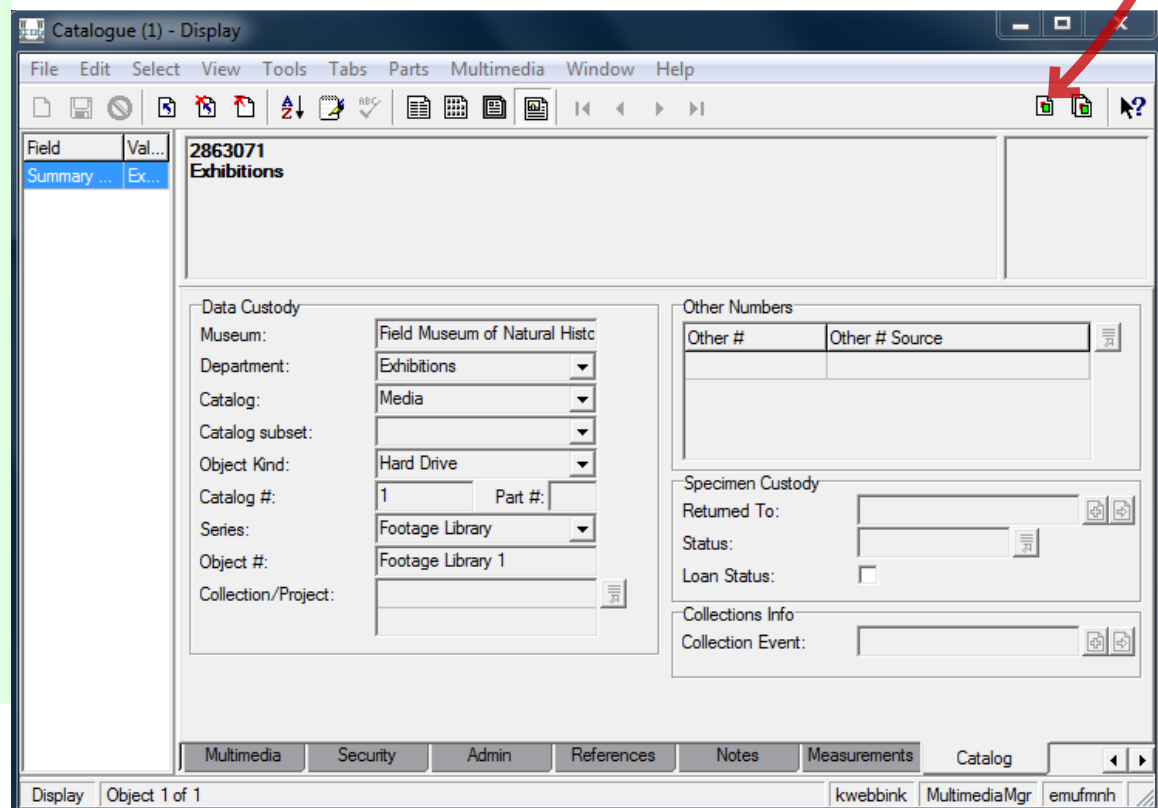
Objects Associated With Event

Object	Event ...	Location	Event ...	Notes
1 Exhibitions		Exhibiti...		

Hard drives used for storing this event's raw footage will be listed here

Event 1 Event 2 Dates Venue Objects Statistics Finance Hier

Display Event 7 of 190 kwebbink MultimediaMgr emufmnh



Catalogue (1) - Display

File Edit Select View Tools Tabs Parts Multimedia Window Help

Field Val... Summary ... Ex...

2863071 Exhibitions

Data Custody

Museum: Field Museum of Natural Histc

Department: Exhibitions

Catalog: Media

Catalog subset:

Object Kind: Hard Drive

Catalog #: 1 Part #:

Series: Footage Library

Object #: Footage Library 1

Collection/Project:

Other Numbers

Other # Other # Source

Specimen Custody

Returned To:

Status:

Loan Status:

Collections Info

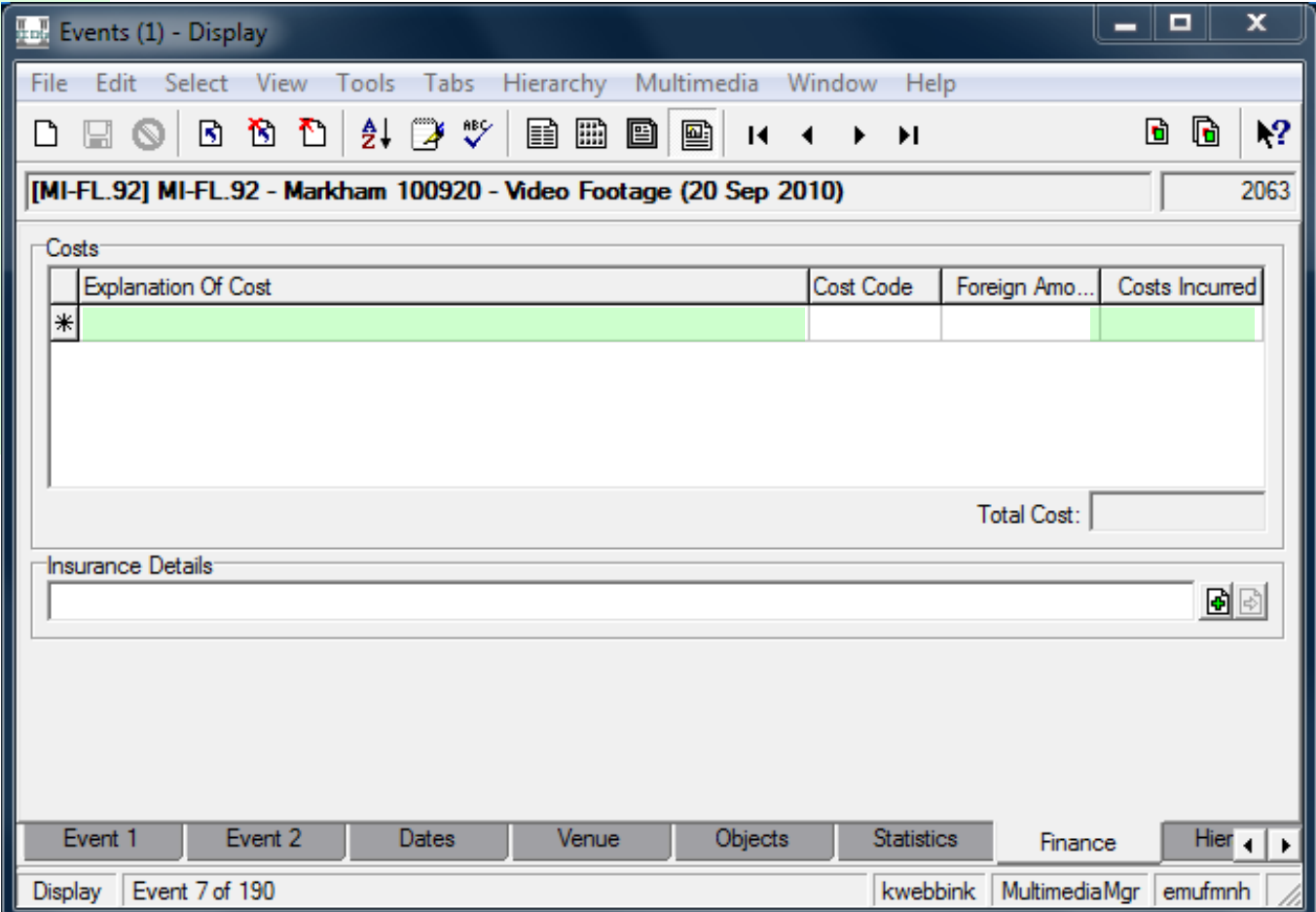
Collection Event:

Multimedia Security Admin References Notes Measurements Catalog

Display Object 1 of 1 kwebbink MultimediaMgr emufmnh

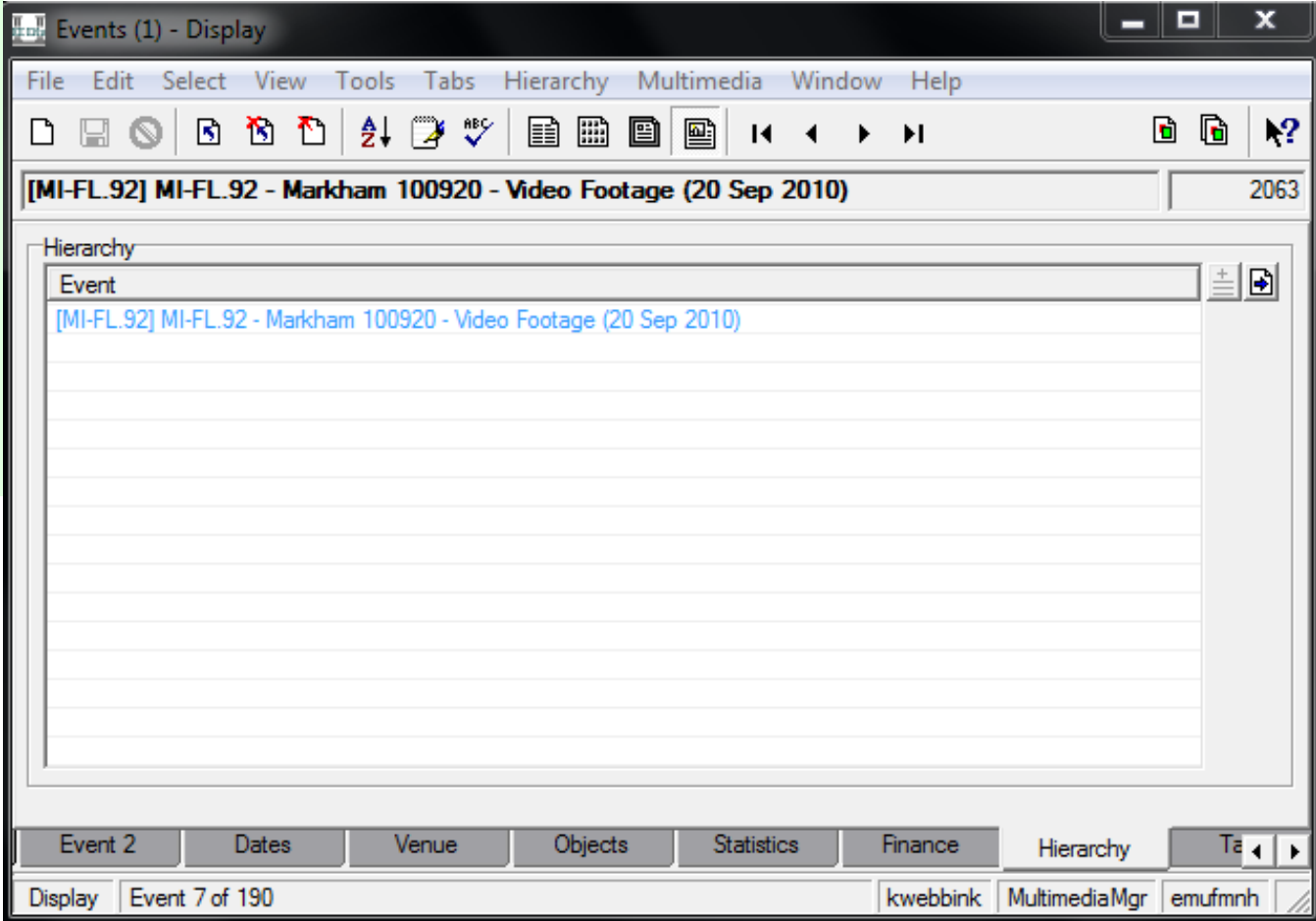
6 "Finance" Tab (optional)

- Explanation of Cost**
- what was accomplished
 - what gear/crew was used (if any)
- Costs Incurred**
- Dollar value



7 "Hierarchy" Tab (autogenerated)

- ...Shows the event structure ("parent" & "child" records).
- The event record currently open is shown in blue.
- To open another event record in the list, highlight it and click the blue arrow.



8 "Security" Tab

This tab controls who can and cannot see the Event.

Access

Make sure to set correct Yes/No values for "Publish on Internet" and "...on Intranet"

These settings define whether the public and intranet-users can view this Event record.

Department

List all internal departments who have permission to see this event

Your Department
Collection Department
Division

The screenshot shows the 'Security' tab of the 'Events (1) - Display' window. The title bar indicates the record is '[MI-FL.92] MI-FL.92 - Markham 100920 - Video Footage (20 Sep 2010)' with ID 2063. The 'Security' section on the left lists 'Everyone' with 'Add...' and 'Remove' buttons. Below this, the 'Permissions' table shows 'Display', 'Edit', and 'Delete' all set to 'Allow'. The 'Access' section on the right includes a 'Record Status' dropdown, 'Publish on Internet' and 'Publish on Intranet' (both set to 'No'), and a 'Department' list with 'Exhibitions' and 'Technology'. The bottom navigation bar shows 'Security' as the active tab, with other tabs like Finance, Hierarchy, Tasks, Transactions, Notes, Multimedia, and Admin. The status bar at the bottom indicates 'Event 7 of 190' and lists users 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

9 "Admin" Tab (autogenerated)

All information here is auto-filled, but useful if reviewing a record for who last edited it, and when.

The screenshot shows the 'Admin' tab of the 'Events (1) - Display' window. The title bar and record information are the same as the previous tab. The 'Legacy Data' section on the left is empty. The right side contains three detail sections: 'Insertion Details' (Inserted By: Kate Webbink, Insertion Date: 17 Apr 2014, Insertion Time: 11:57), 'Modification Details' (Modified By: Kate Webbink, Modification Date: 17 Apr 2014, Modification Time: 11:57), and 'Import Details' (Import Identifier: mi-fl-all, System Identifier: kwebbink-14041). The bottom navigation bar shows 'Admin' as the active tab. The status bar at the bottom indicates 'Event 7 of 190' and lists users 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

10 Multivalued "Notes" Tab

Notes

Enter notes about production and re-use here.

Why/How was this piece produced?


Did any steps in production or distribution work especially well/not well?

Attributed to

Identify the source of the note

How to attach:

- Start typing your name, and click the green cross:

If **only one** party matches, the name entered, it will be attached to the Event record. 

If **multiple** parties match, the Parties module will open, and you need to select the correct party.

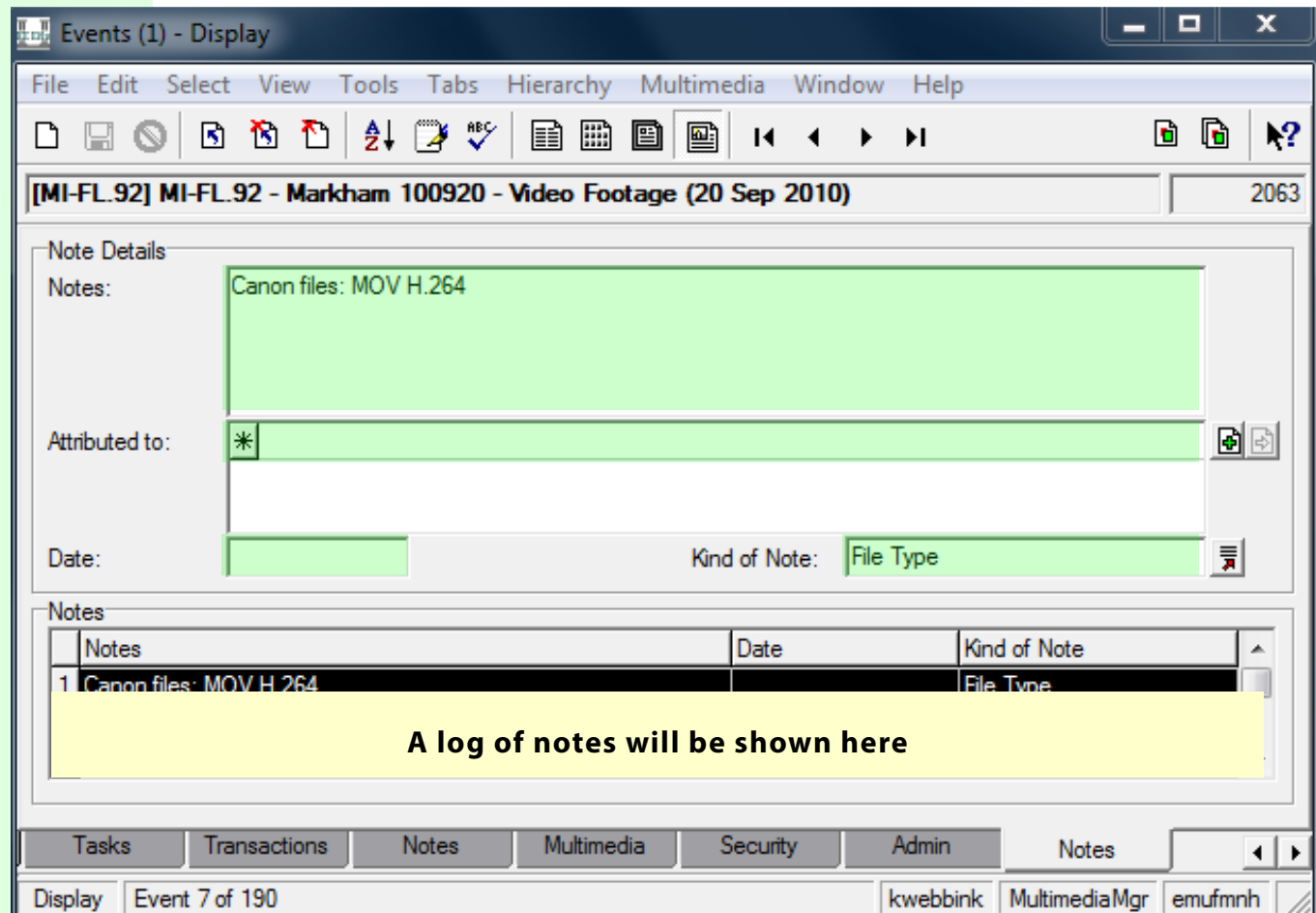
If **none** match, create a new Party record, and attach it to this field.

Date

DD Mmm YYYY

Kind of Note

Classify the type of note. Select from the list, or add a new type if needed.



Events (1) - Display

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

[MI-FL.92] MI-FL.92 - Markham 100920 - Video Footage (20 Sep 2010) 2063

Note Details

Notes: Canon files: MOV H.264

Attributed to: *

Date: Kind of Note: File Type

Notes

Notes	Date	Kind of Note
1 Canon files: MOV H.264		File Type

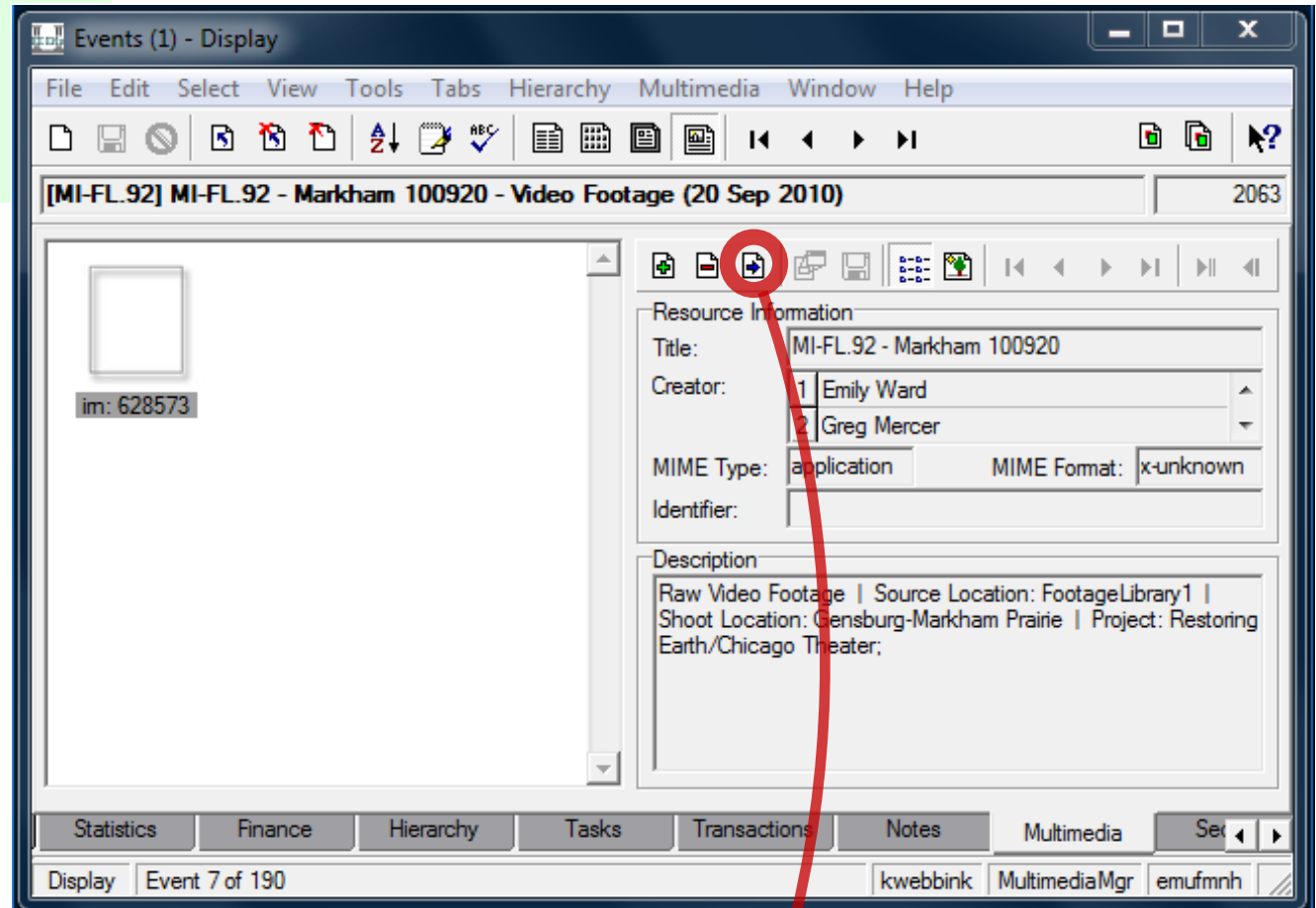
A log of notes will be shown here

Tasks Transactions Notes Multimedia Security Admin Notes

Display Event 7 of 190 kwebbink MultimediaMgr emufmnh

11 "Multimedia" Tab

Attach the empty Multimedia records for each set of raw media.

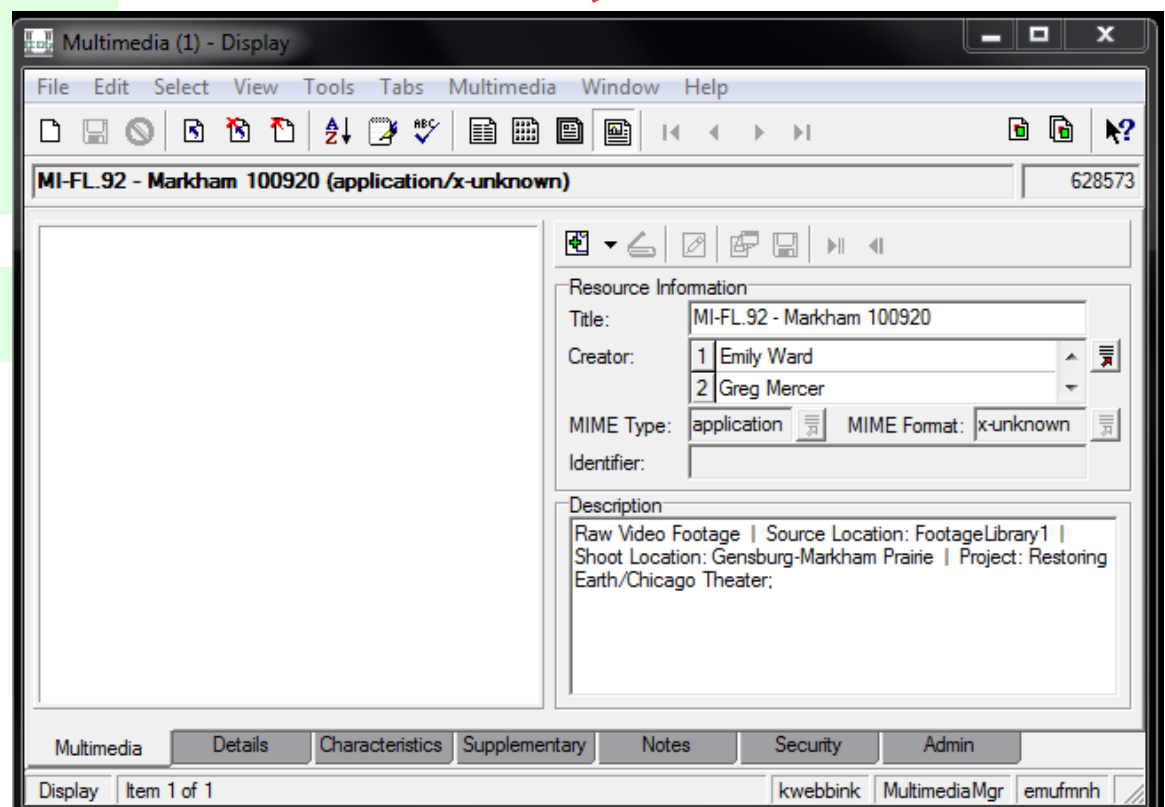


(A Multimedia Record)

Multimedia records are generated/stored in the "Multimedia module."

Note:

Because overall amounts of footage from any given shoot can be massive, EMu does not store the actual raw footage files themselves. Instead, we use an empty Multimedia record to hold notes about the footage. Physical storage location is recorded in the Event, but you can note it in the Multimedia record as well.



...Next, make a new Multimedia Record for each media file, and attach it to the Event Record just created.

WHAT MEDIA GOES WITH FOOTAGE-LOG EVENTS?

MEDIA FILES:

No raw footage files will actually be attached to these media records--unless/until the amount of storage in EMu changes drastically.

Instead, an EMu Multimedia record will be generated for each set of raw footage--e.g., for each different shoot, however it is divided within a given filming project.

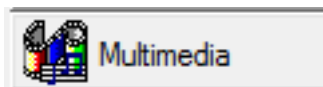
NAMES: For raw footage of objects/specimens, follow the naming conventions for the object's collection:

...Naming & Image file-type conventions for each collection are on the intranet, here:

<http://intranet.fieldmuseum.org/emu/node/5536>

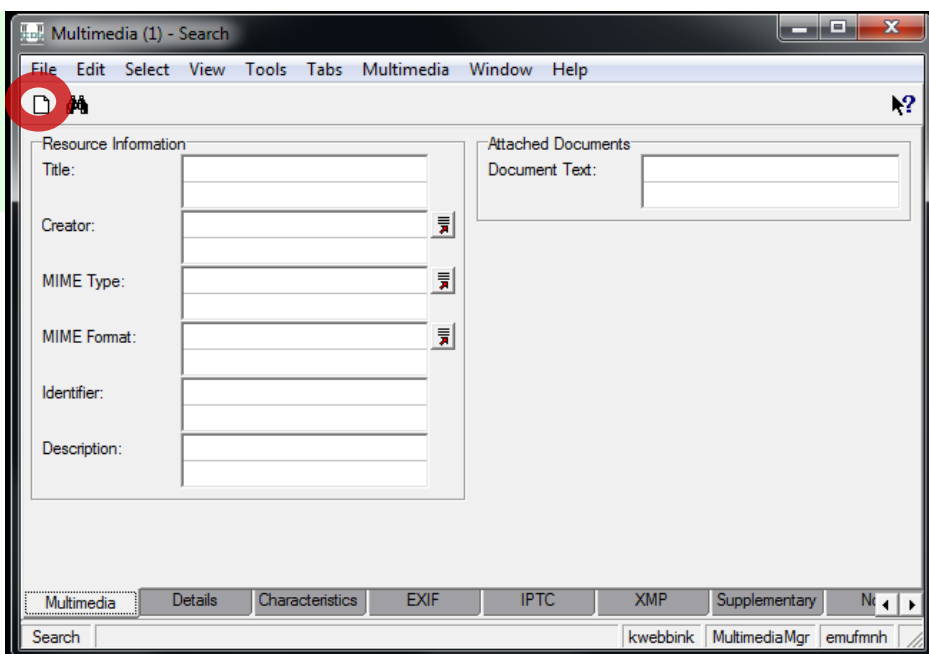
- No spaces or special char's (for example, &'s, commas, hyphens, dashes, \$, #, etc)
- No more than 64 characters

Click the "Multimedia" module:



1 New Multimedia Record

Click here to start making a new multimedia record



2 "Multimedia" Tab

Title

Enter the title, following the naming convention for media project or series
e.g., [Series Title] Raw Footage
[Event Title]

Creator

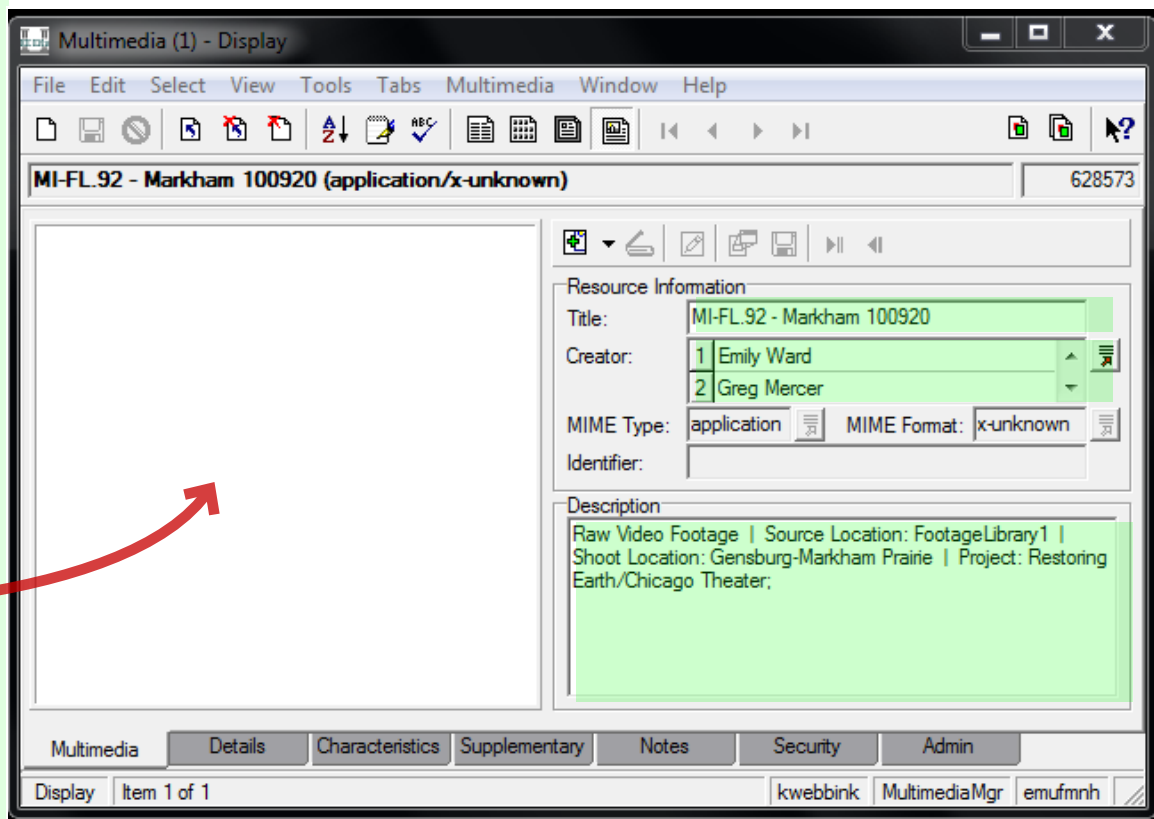
- 1: FMNH, [Department]
- 2: Name of the photographer or media producer
- 3: Media project (e.g., "Exhibition event number" or "NSF/Mellon GPI")

[Media area]

Leave this blank.

Description

Title of the media project, and description of the file.



3 Details Tab

Keywords:

Be descriptive, and reference existing keywords if possible

Publisher:

Field Museum of Natural History

Source:

Department or Collection, if media/images are of a catalog object or other project
eg, Botany Department, Searle herbarium

Date: (Today's date)

Resource Type

Select from dropdown list

Copyright:

© The Field Museum
(Personal files are not stored in EMu)

Multimedia (1) - Display

File Edit Select View Tools Tabs Multimedia Window Help

MI-FL.92 - Markham 100920 (application/x-unknown) 628573

Subject/Keywords

- 1 Exhibitions Media
- 2 Raw Footage
- 3 Restoring Earth

Publisher

The Field Museum

Other Contributor(s)

Source

Relation

Resource Details

Date: 20 Sep 2010

Resource Type: Video Footage

Language: *

Coverage

Rights

(c) The Field Museum

Multimedia Details Characteristics Supplementary Notes Security Admin

Display Item 1 of 1 kwebbink MultimediaMgr emufmnh

4 Characteristics Tab

Repository:

Check with your EMu power user

Audience:

Leave blank for raw video/photos.

Media Form:

Again, try to select from the existing list.

Media/Image/Video Attributes:

If all footage was shot in a particular format/aspect ratio, describe those settings in these fields.

Multimedia (1) - Display

File Edit Select View Tools Tabs Multimedia Window Help

MI-FL.92 - Markham 100920 (application/x-unknown) 628573

Characteristics

Repository: Exhibitions Media Library

Audience: *

Media Attributes

Media Form: Canon files: MOV H.264

File Size (bytes):

MD5 Checksum:

Image/Video Attributes

Resolution (ppi):

Width (pixels): 16:9, 24fps

Height (pixels):

Colour Depth:

Film Length:

Audio Attributes

Samples per Second:

Bits per Sample:

Number of Channels:

Duration:

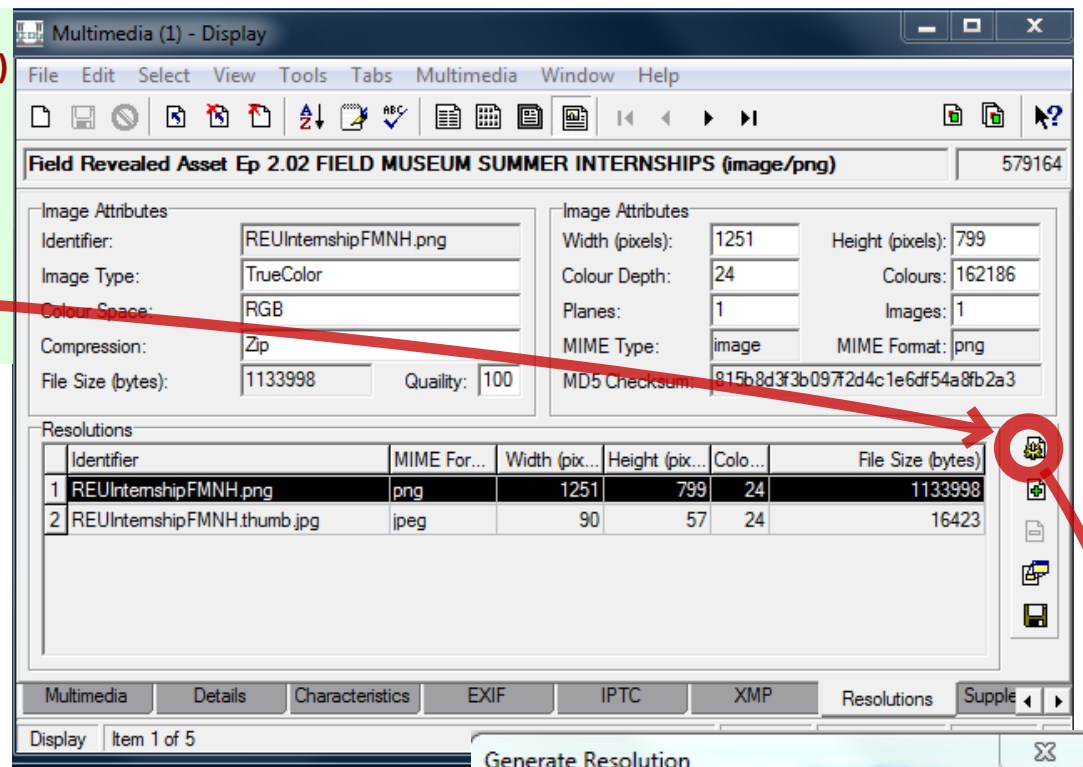
Multimedia Details Characteristics Supplementary Notes Security Admin

Display Item 1 of 1 kwebbink MultimediaMgr emufmnh

5 Resolutions Tab (optional)

This tab does not appear unless you've attached an image file.

If you need alternate sizes/formats made, click here



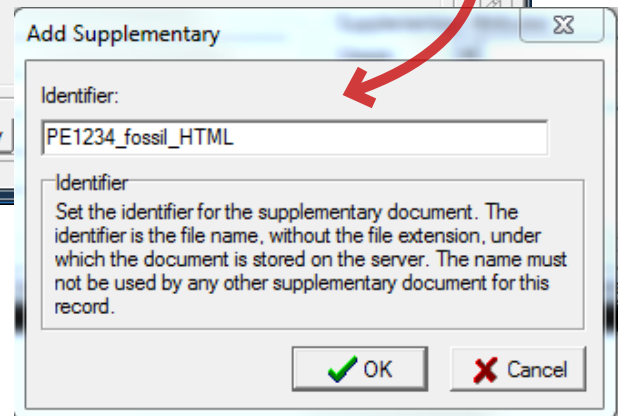
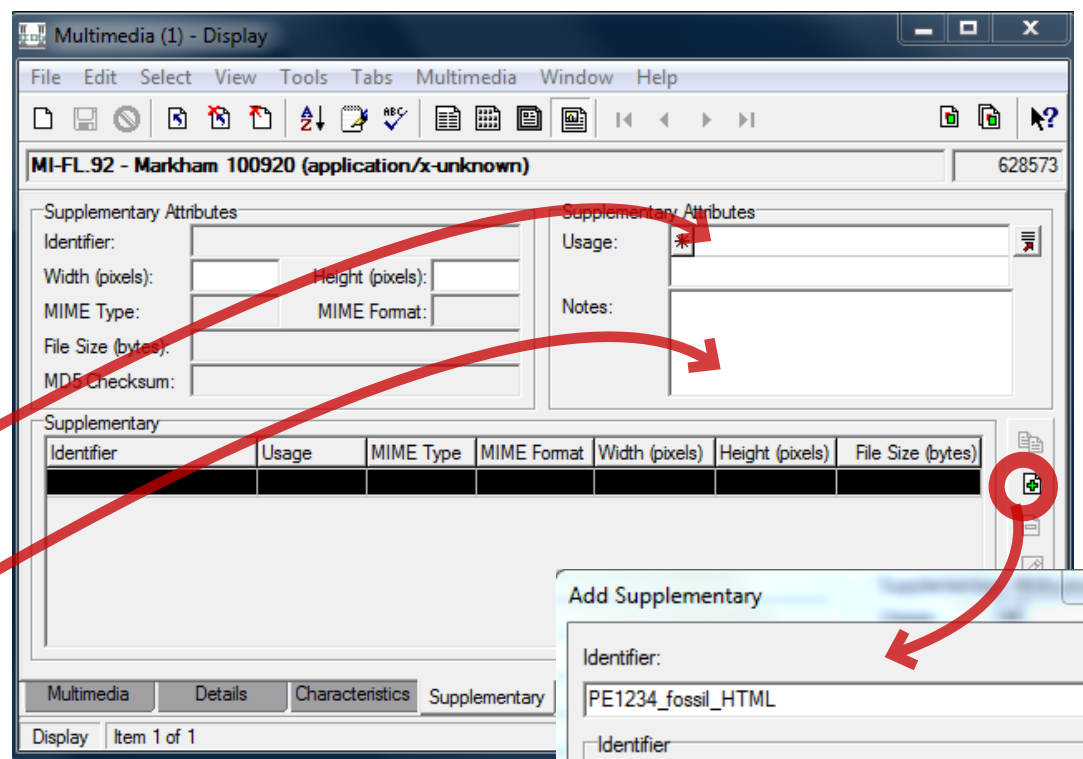
6 Supplementary Tab

If you have a pdf/text/spreadsheet file with notes for the raw footage described in this record, attach that file here.

e.g., Long-form detailed description of the footage

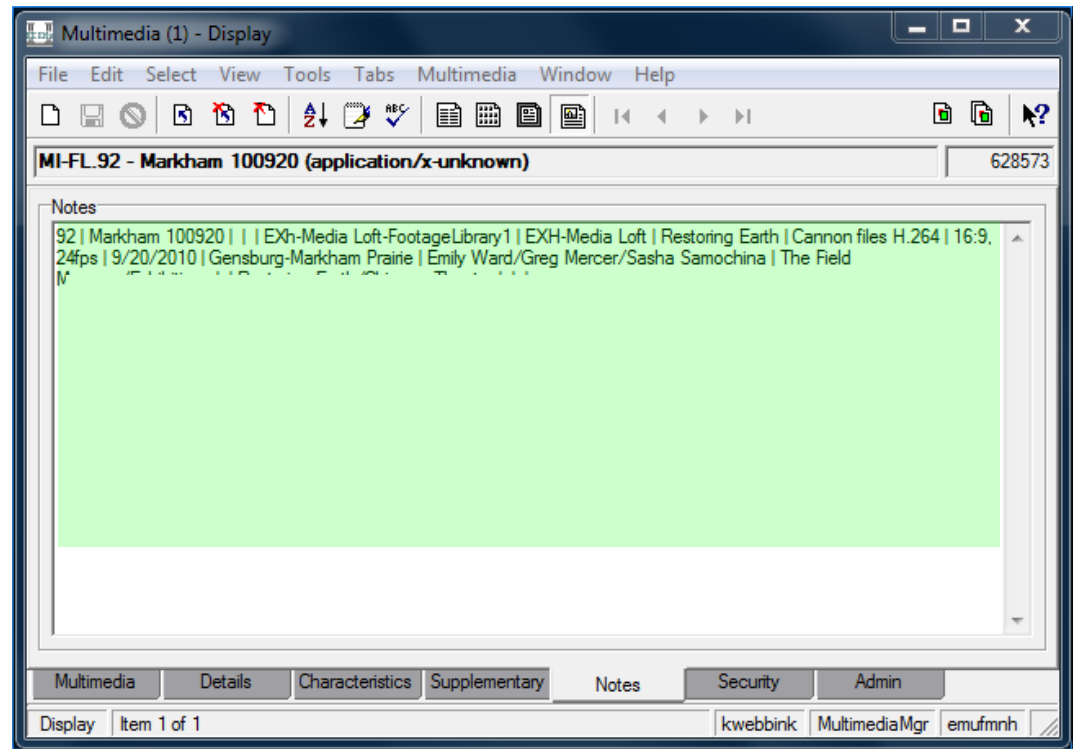
Select appropriate usage terms for media here (e.g., interactive, exhibition, research).

Enter any further notes here



7 Notes Tab

Document any notes about the footage or its derivatives here.



8 Security Tab

This tab controls who can and cannot see the Event.

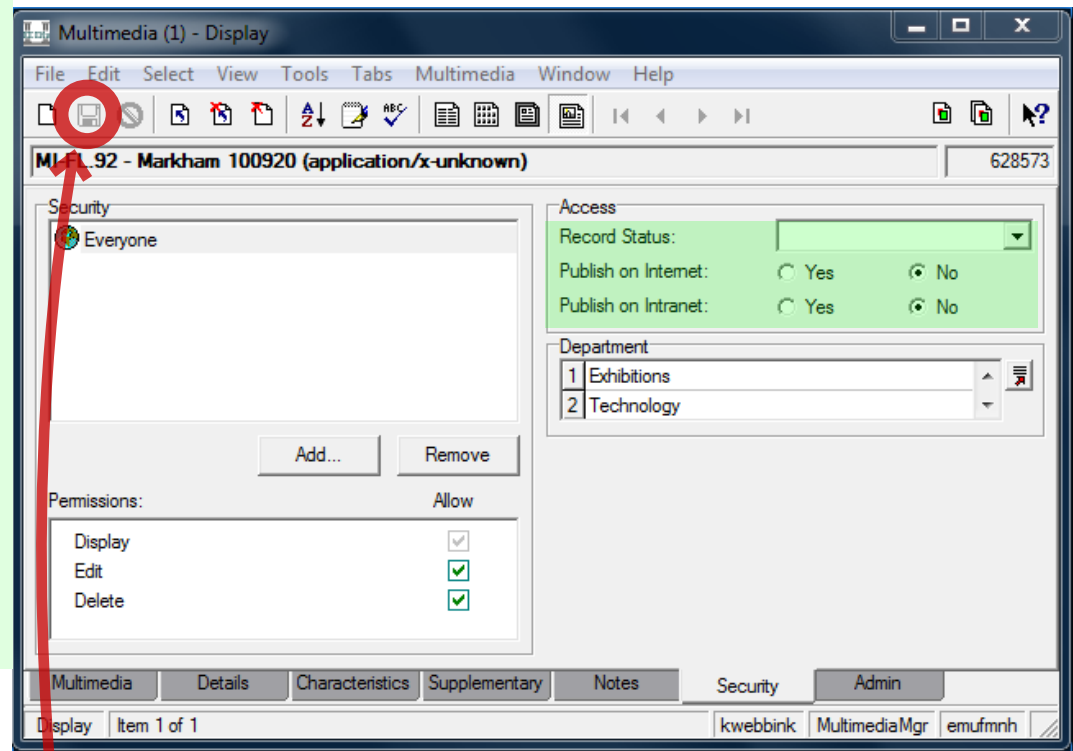
Access

Make sure to set correct Yes/No values for "Publish on Internet" and "...on Intranet"

These settings define whether the public and intranet-users can view this Event record.

Department

List all internal departments who have permission to see this event
Your Department
Collection Department
Division



SAVE your Multimedia record!

(You will be prompted to save before closing the record or attaching to another module.)

...

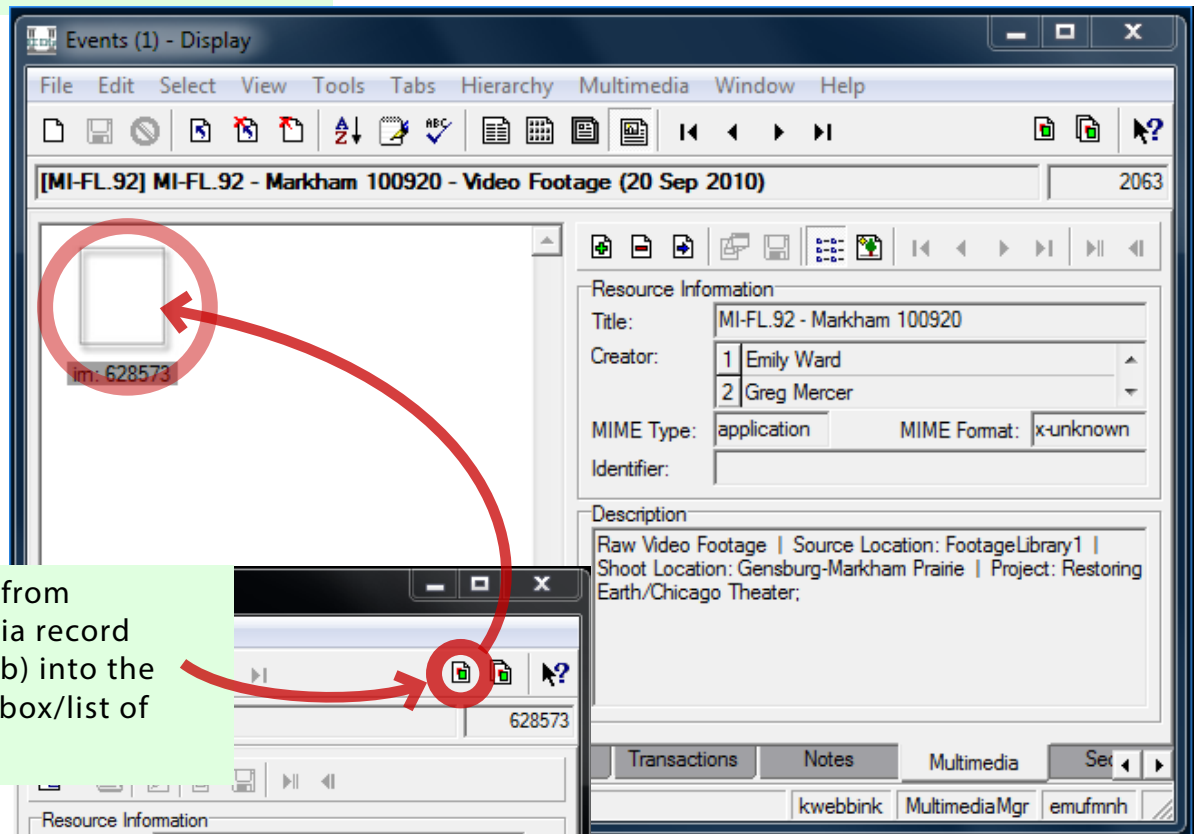
Now attach it to the Event record you created earlier (on page 8)

9 Attach Multimedia & Event record

In the Event record, switch back to the Multimedia Tab.

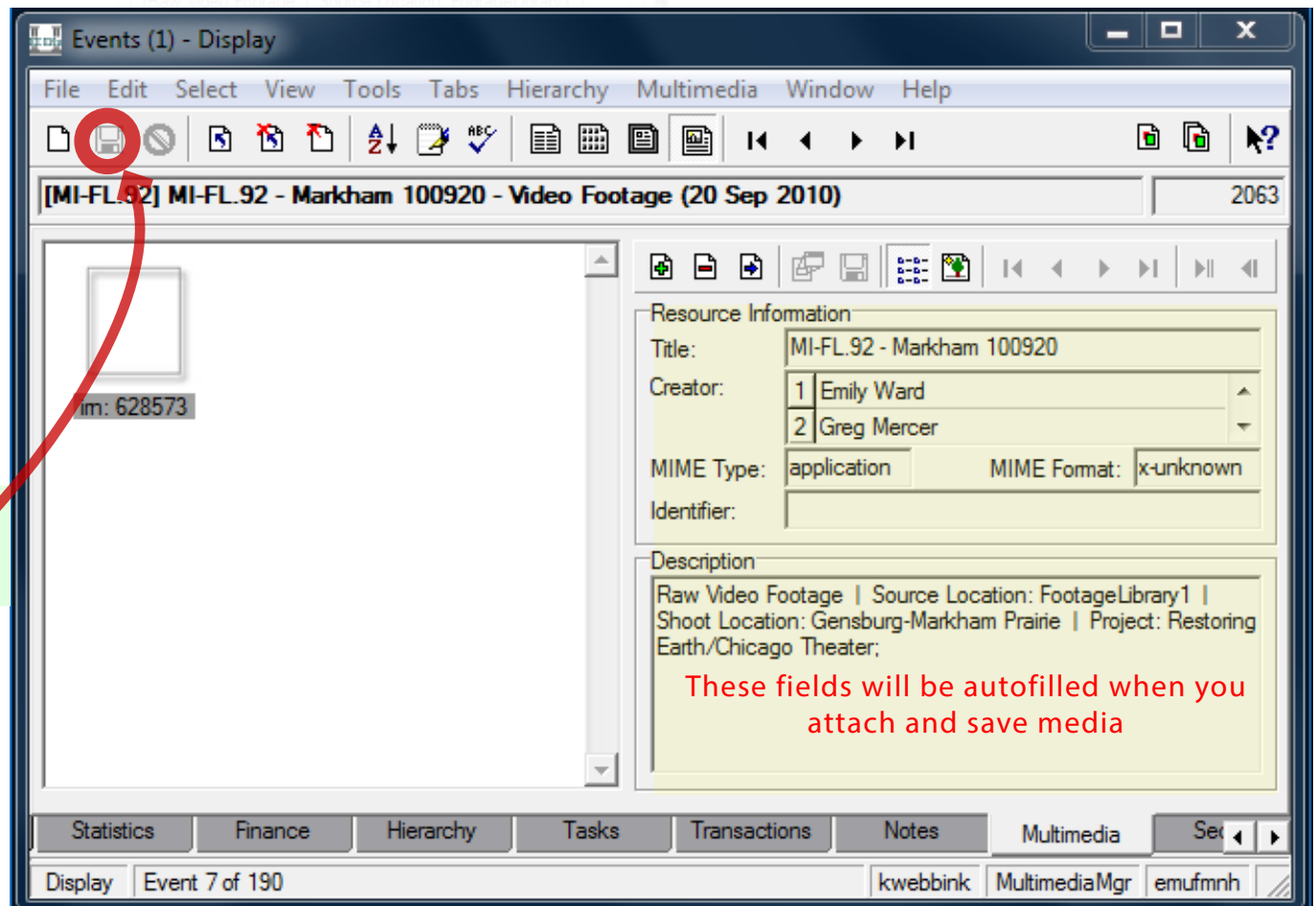
10

Drag this icon from your Multimedia record (Multimedia tab) into the Event record's box/list of multimedia



11

SAVE the Event record.



Presto!

(anything missing?)