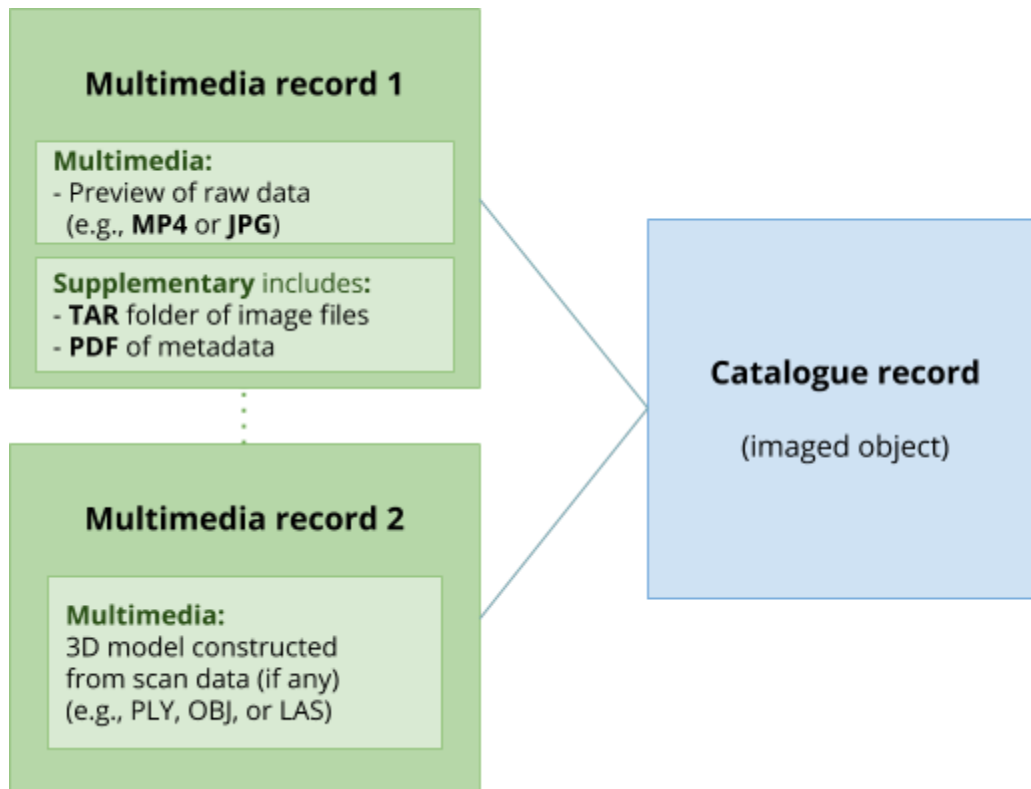


How to Catalog Photogrammetry Image Sets in EMu



Overview:

[I\) Make a Multimedia Record for Photogrammetry Image Set](#)

[II\) Attach Multimedia to the Imaged Object's Catalogue Record](#)

I) Make a Multimedia Record for Photogrammetry Image Set

- 1) In EMu, open the Multimedia module, and go to **File** → **New**
- 2) If a preview video or jpeg of the scan imagery is available:
 - add it to the record by going to **Multimedia** → **Add** → **File...** (Browse to the file, and select it.)
 - For help generating a preview video from an image sequence, [see this help doc](#) or contact helpdesk@fieldmuseum.org

3) On the **Multimedia** tab, fill in these fields:


(Required)

Title = Brief title, e.g. "[Specimen number or taxon] Photogrammetry image set"

Description = A brief description of the image set (its content and technical format details).

Creator = Attach party record(s) for who created the image set.

Role = "Photographer" for creators of the images. Indicate role/s filled by any other creator/s.

Try to use existing values from the lookup list -- 


Multimedia [big white box]

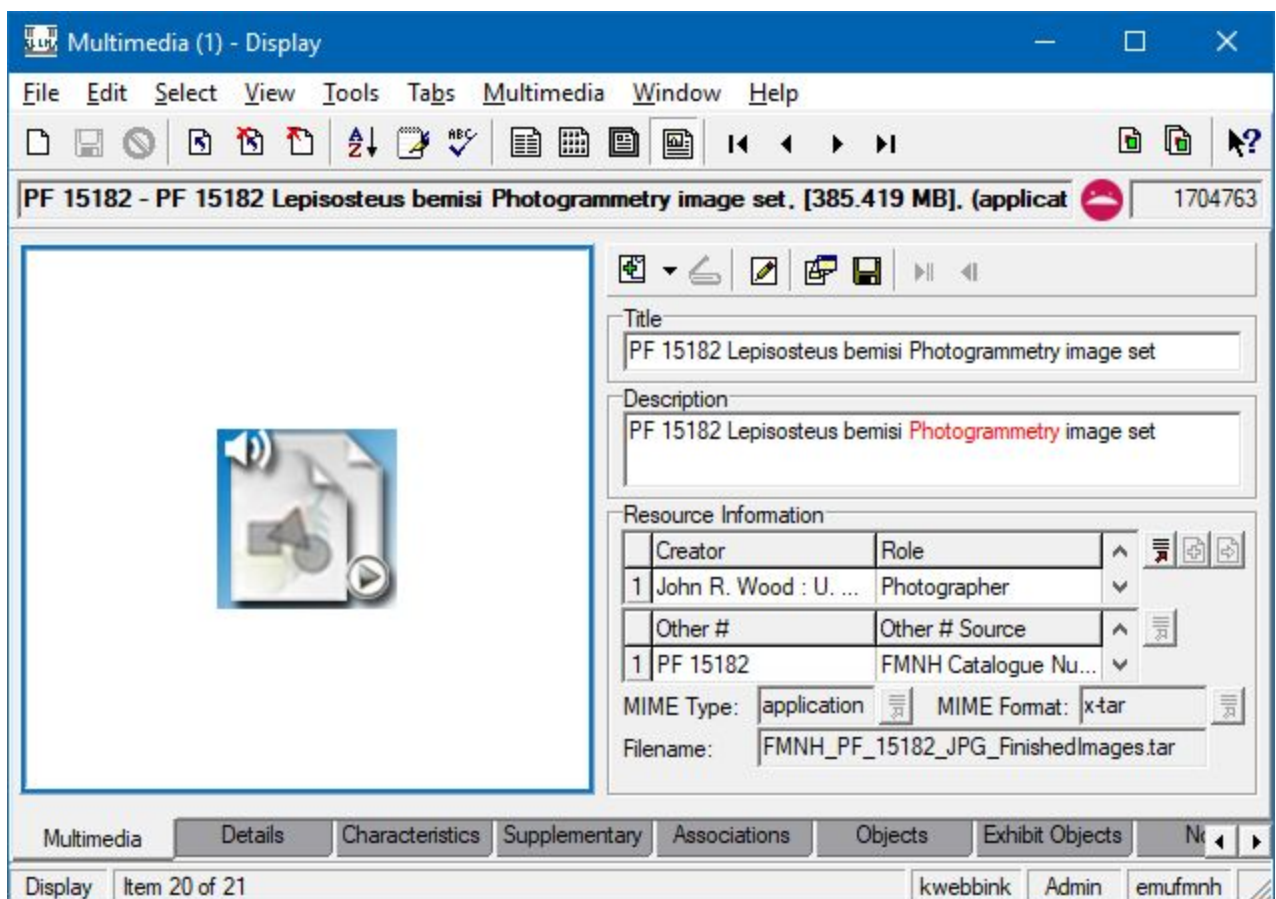
= Add a preview-image (e.g.,JPG or MP4) or lower-resolution version of the image set

(Optional - If the scan is of an FMNH specimen/artifact this is **required**.)

Other # = Any catalogue/inventory/other numbers related to the imagery.

Other # Source = What type of number, e.g., "FMNH Catalogue Number" for specimen #s

Try to use existing values from the lookup list -- 



The screenshot shows a web application window titled "Multimedia (1) - Display". The window has a menu bar (File, Edit, Select, View, Tools, Tabs, Multimedia, Window, Help) and a toolbar with various icons. The main content area displays the following information:

PF 15182 - PF 15182 Lepisosteus bemisi Photogrammetry image set. [385.419 MB]. (application/x-tar) 1704763

Title: PF 15182 Lepisosteus bemisi Photogrammetry image set

Description: PF 15182 Lepisosteus bemisi Photogrammetry image set

Resource Information:

Creator	Role
1 John R. Wood : U. ...	Photographer

Other # Other # Source

1 PF 15182	FMNH Catalogue Nu...
------------	----------------------

MIME Type: application **MIME Format:** x-tar

Filename: FMNH_PF_15182_JPG_FinishedImages.tar

The window also features a tabbed interface at the bottom with tabs for Multimedia, Details, Characteristics, Supplementary, Associations, Objects, Exhibit Objects, and Next. The status bar at the bottom indicates "Display Item 20 of 21" and includes links for kwebbink, Admin, and emufmnh.

4) On the **Details tab**, fill in these fields:

Subject/Keywords = Short descriptive tags for the scan -- e.g., "Photogrammetry"

Date = Date when the scan was made, if known

Description (Date) = "Date Created" (or other description of date/s)

Resource Type = "Image | Image Set"

Rights = Attach the Rights record for "© The Field Museum CC BY-NC" (Rights in 46)
(To license the data more strictly as "© Field Museum", use Rights in 36,
but consider the [FMNH collections data norms](#))

Source = Individual and/or Collection who provided objects for scanning.

Multimedia (1) - Display

File Edit Select View Tools Tabs Multimedia Window Help

PF 15182 - PF 15182 Lepisosteus bemisi Photogrammetry image set. [385.419 MB]. (applicat 1704763

Subject/Keywords

1	Photogrammetry
---	----------------

Publisher

Other Contributor(s)

Contributor	Role
*	

Relation

*

Connection Details

Connection ID	Connection Kind
*	

Resource Details

Date	Description
1 05 Jan 2018	Date Created

Source:

Resource Type: Image | Image Set

Language:

Coverage

Rights

(c) Field Museum of Natural History - CC BY-NC

Multimedia Details Characteristics Supplementary Associations Objects Exhibit Objects Ni

Display Item 20 of 21 kwebbink Admin emufmnh

5) On the **Supplementary** tab, fill in these fields:

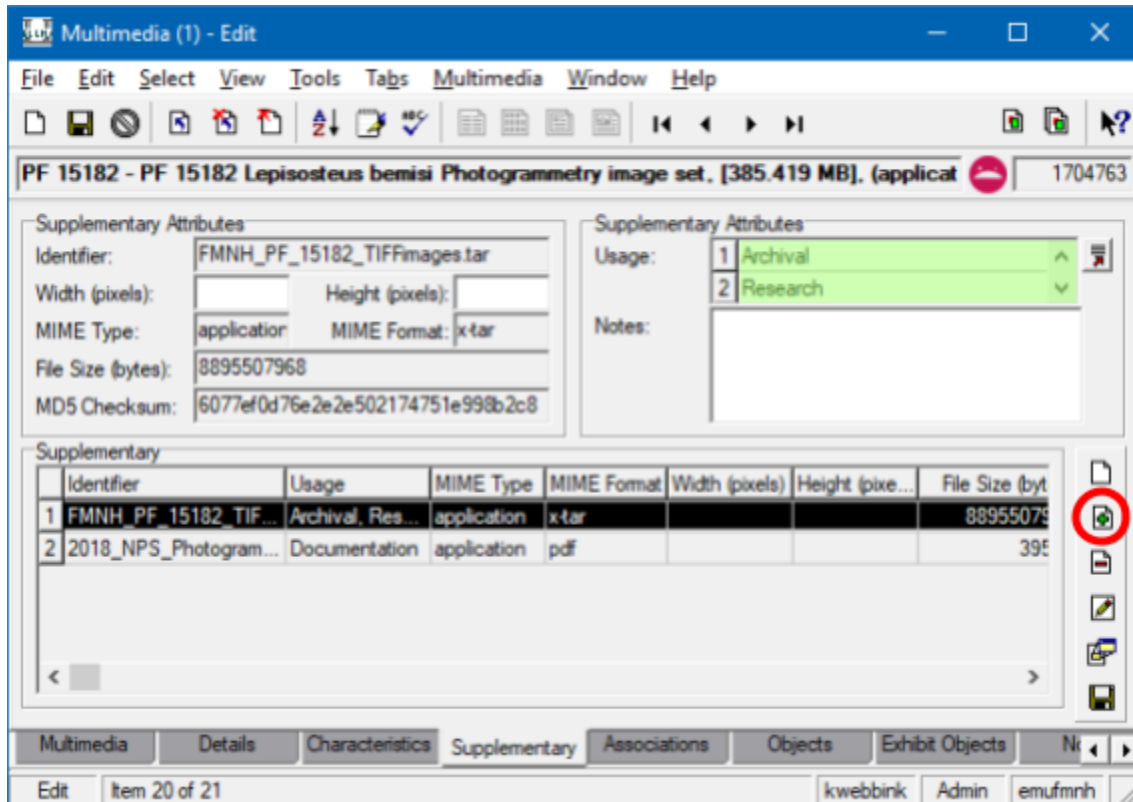
Usage = Indicate why the scan data was collected--e.g., “Research” and “Archival”

Also: Add the raw scan data and associated metadata:

- Raw scan data = a ZIP or TAR file containing one raw photogrammetry image set.
 - (Help on [how to make a TAR archive with 7zip](#))
- Associated metadata = a PDF of any text metadata about the scan’s technical setup or specs.

To add them to the record:

- Click the green plus near the lower-right side of the tab.
- Browse to each file, and add/upload it to the Multimedia record.
- Save the Multimedia record to complete the uploads.



6) On the **Associations** tab:

Attach related Multimedia records if any exist, e.g.:

- URL for published data hosted in an external repository (e.g., MorphoSource)
- Constructed 3D models or images derived from this Photogrammetry image set
 - [How to Catalog a 3D Model](#)

Media = Attach the related Multimedia record here

Relationship = What is the related media relative to this record? (e.g., Constructed 3D Model)

Multimedia (1) - Edit

File Edit Select View Tools Tabs Multimedia Window Help

PF 15182 - PF 15182 Lepisosteus bemisi Photogrammetry image set. [385.419 MB]. (applicat 1704763

Is Parent?
☐ Yes ☒ No

Child Parent Media:

Child Media

Related Media

	Media	Relationship
1	PF 15182 - PF 15182 Lepisosteus bemisi 3D model,...	Constructed 3D Model
2	PF 15182 - PF 15182 Lepisosteus bemisi 3D model,...	Constructed 3D Model
3	PF 15182 - PF 15182 Lepisosteus bemisi 3D model ...	Derivative Image
4	PF 15182 - PF 15182 Lepisosteus bemis 3D model ...	Derivative Image

Notes:

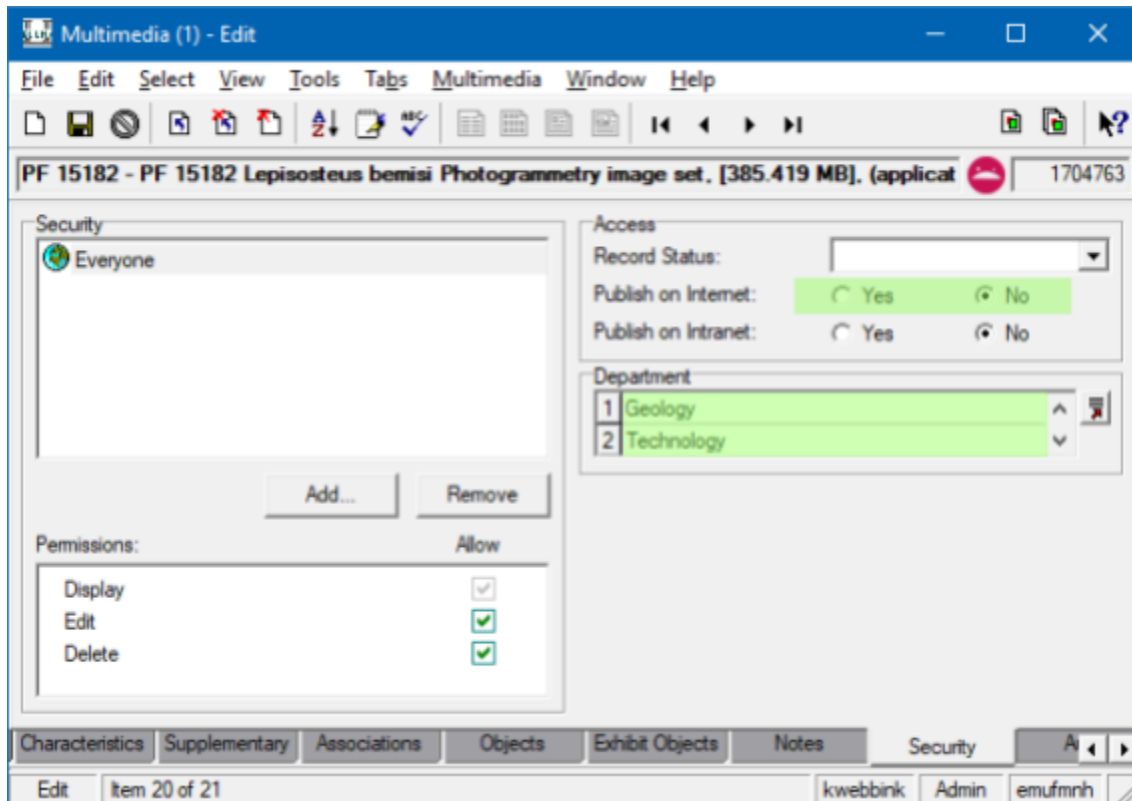
Multimedia Details Characteristics Supplementary Associations Objects Exhibit Objects Notes

Edit Item 20 of 21 kwebbink Admin emufmnh

7) On the **Security** tab, fill in these fields:

Publish on Internet = Yes (if ready/licensed to publish)

Department = [Name of Your Department]



8) Save the record.

II) Attach Multimedia to the Imaged Object's Catalogue Record