Repatriation Website - How to…

Related to: Repatriation Website - Wrap-up Doc

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How to update existing content

With reference to the 2015 Anthropology & Philippines site content instructions document:

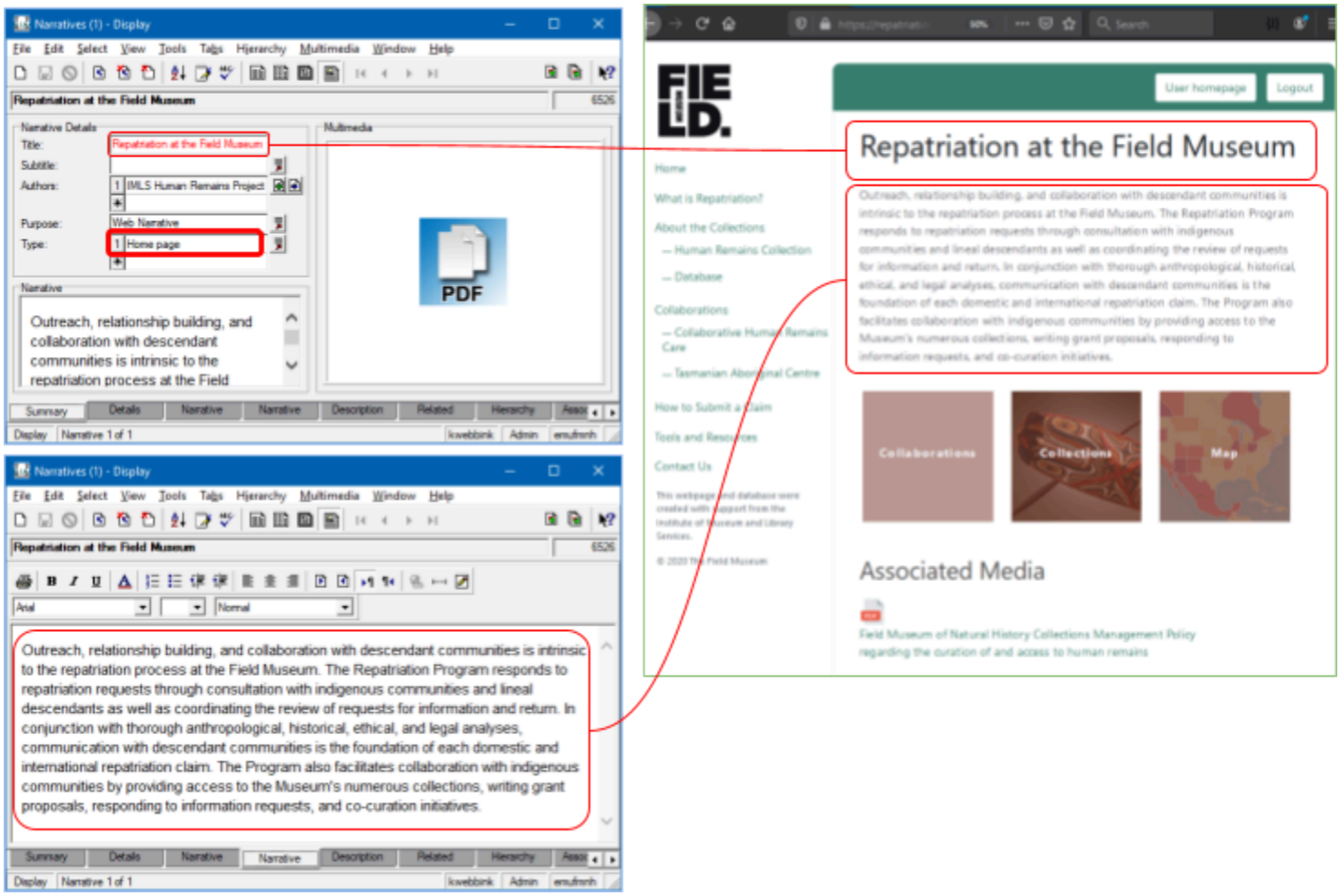
Field Museum Repatriation Home Page

http://repatriation-dev.fieldmuseum.org

This page corresponds to Narrative IRN **6526**

1. Title & Body Text

   To update these edit the Title & Narrative fields in the narrative record



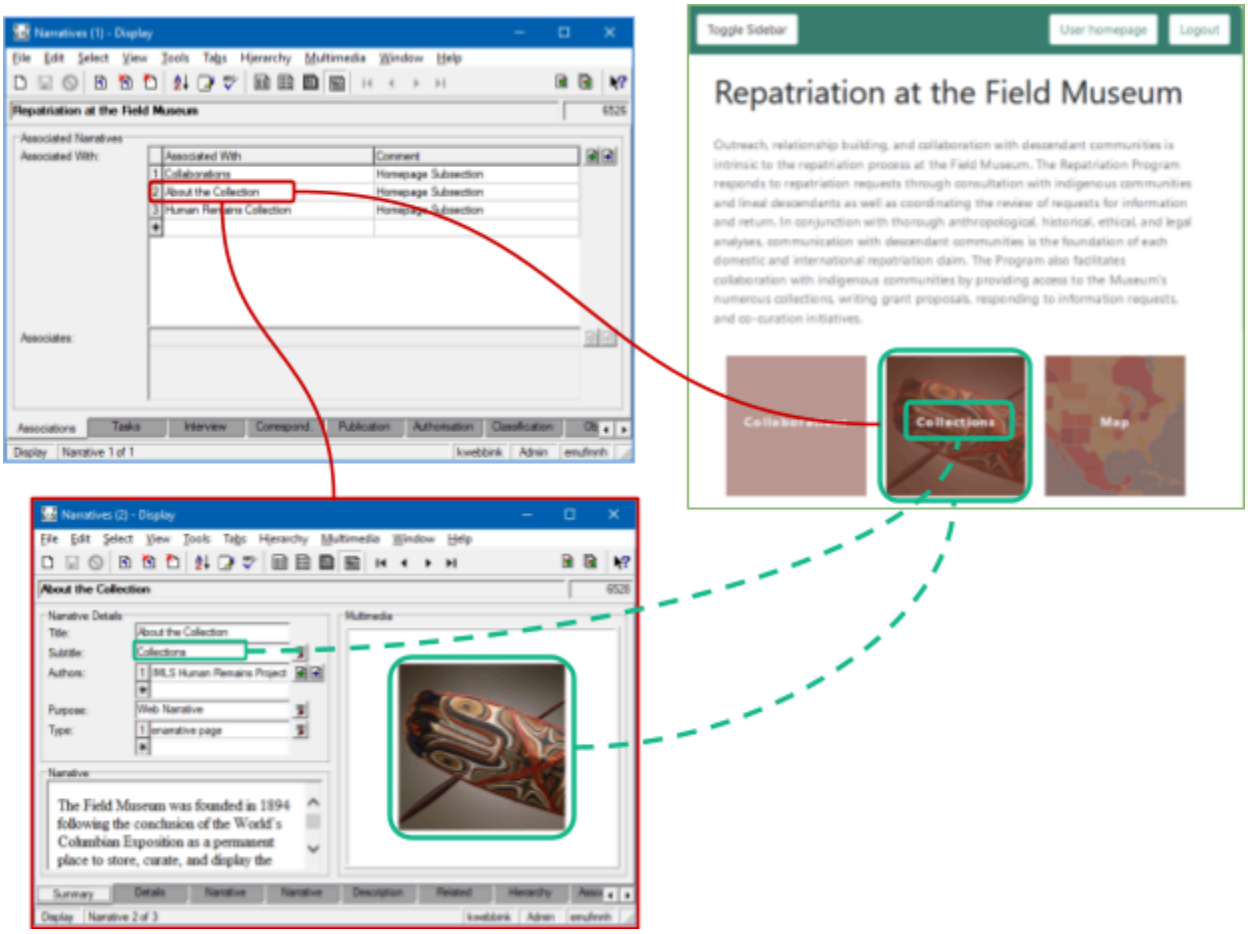
2. Highlight / Sub-narrative pages

On the Homepage, 3 subnarratives can be displayed as highlights.
For them to display properly, do the following:

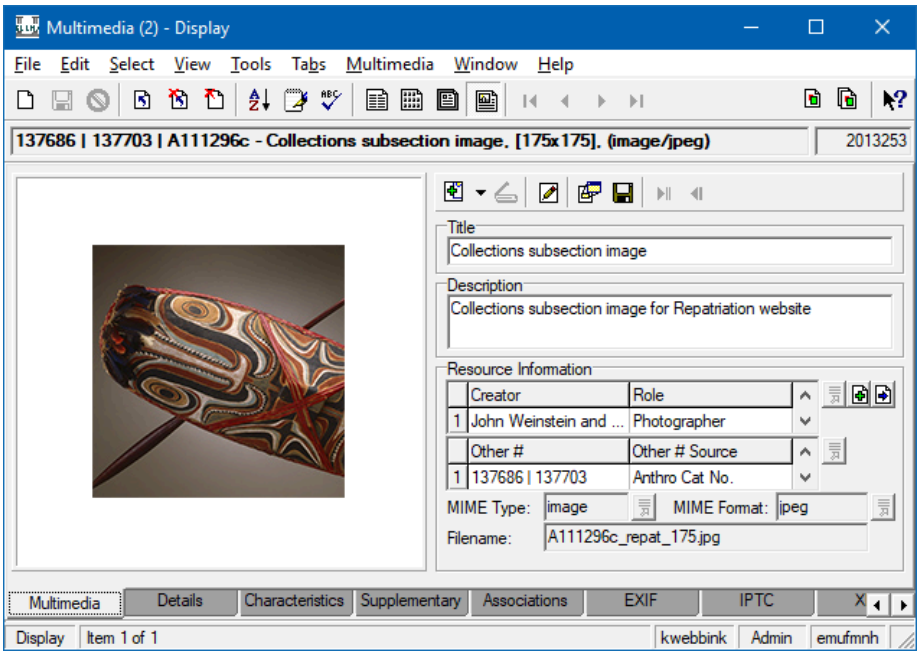
Note:

- ***Only 3*** Subnarratives can be highlighted at a time.
- Any existing Narrative can be switched in/out as a Highlight/Subnarrative on the Homepage.

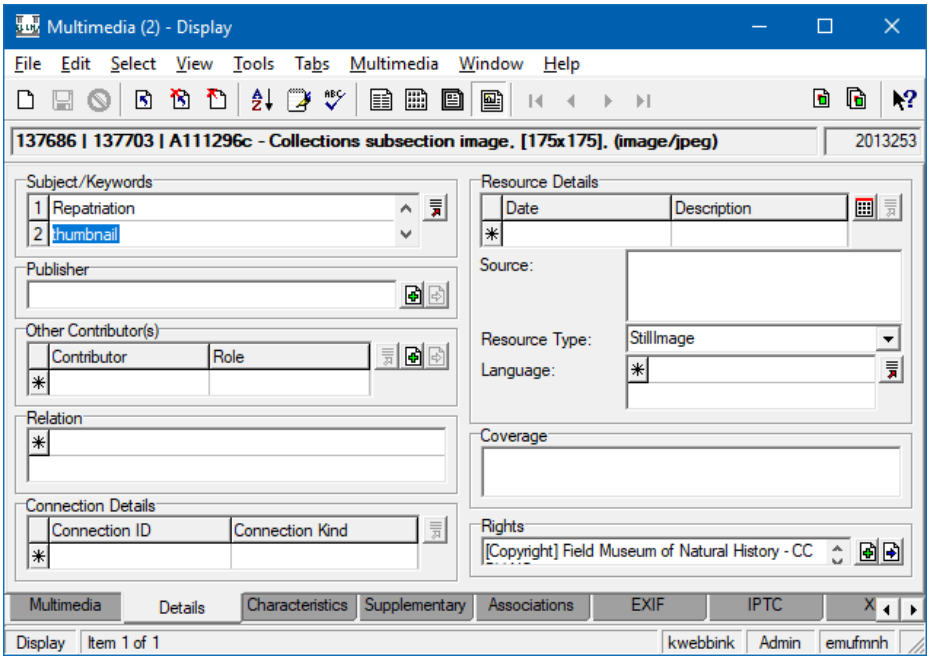
1. Attach the sub-Narrative you want to highlight on the Homepage Narrative irn 6526
    a. Under “Comment”, enter “Homepage Subsection”



2. In the sub-Narrative record,
    a. **Subtitle** (*SumSubtitle*) = 1-word title to display inside the highlight-box on the Home Page
    b. **Multimedia** = The FIRST attached Multimedia record will display as a highlight-thumbnail.

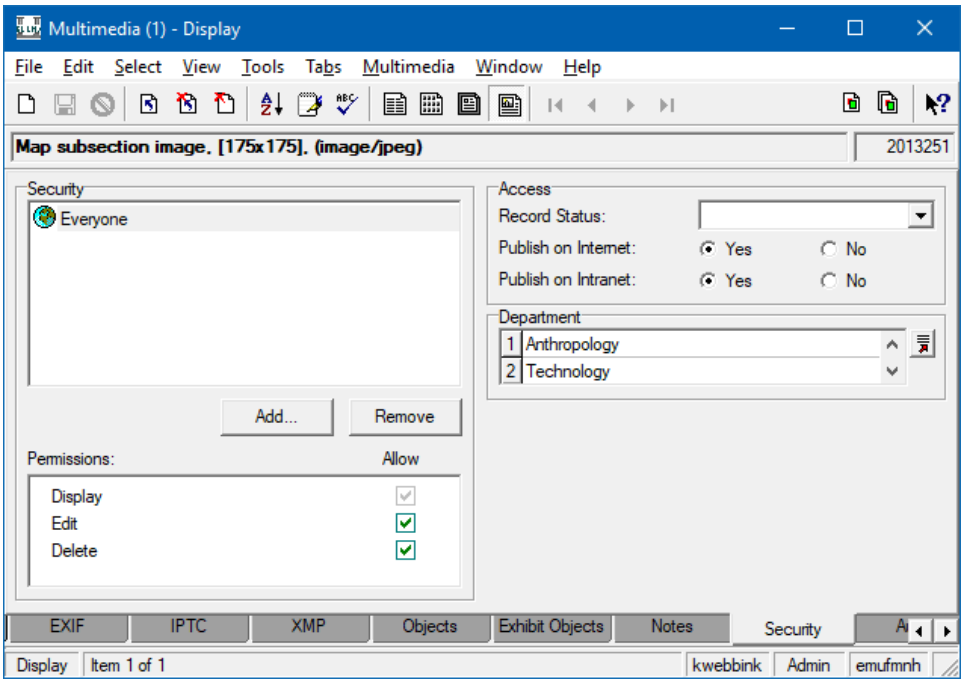


3. In the attached Multimedia,
    a. **Multimedia - *Image file*** = Make sure the image's width and height are 175-pixels by 175 pixels
    b. **Subject/Keywords** (*DetSubject_tab*) - include "**thumbnail**" in the list
        i. This flags this particular Multimedia record as the highlight-thumbail.
        ii. This filters the thumbnail from displaying on the sub-narrative's page (e.g. on the Collaborations page)
        iii. Attaching other Multimedia is fine; it will not interfere with the highlight-thumbnail.



[Multimedia record - Security tab]

    c. **Publish on Internet** (*AdmPublishWebNoPassword*) = Yes
    (This allows the image file to display online)


Multimedia (1) - Display
File Edit Select View Tools Tabs Multimedia Window Help
Map subsection image, [175x175], (image/jpeg)
2013251
Security
Everyone
Add...
Remove
Permissions:
Allow
Display
Edit
Delete
Access
Record Status:
Publish on Internet: Yes No
Publish on Intranet: Yes No
Department
1 Anthropology
2 Technology
EXIF IPTC XMP Objects Exhibit Objects Notes Security
Display
Item 1 of 1
kwebbink
Admin
emufmnh

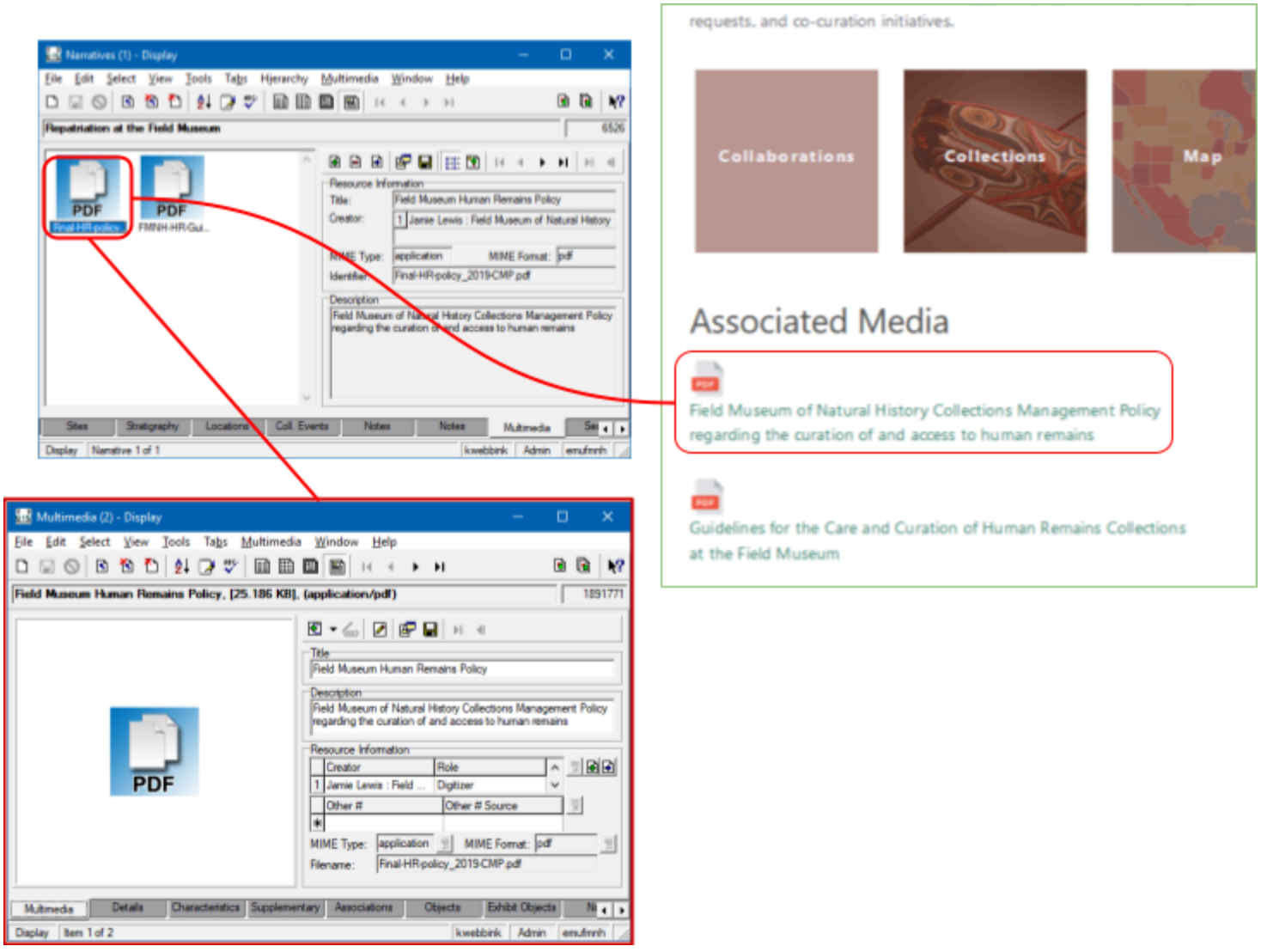
3. Associated Media

To include new media:

1. Attach Multimedia records to the Narrative's Multimedia tab.
   - You may also change the display-order from this tab.

2. Make sure Multimedia is set to Publish on Internet = **Yes**

To remove media, detach Multimedia records and set them to Publish on Internet = **No**



Search Page

https://repatriation-dev.fieldmuseum.org/search

- The text at the top of this page pulls from Narrative irn 7318

Catalogue Pages

All appropriately tagged Catalogue records will have their own dynamically created webpage.

e.g., https://repatriation-dev.fieldmuseum.org/catalog/**d6c6d787-c16f-430f-a69f-ddf4635337ce**
= Catalogue record with GUID **d6c6d787-c16f-430f-a69f-ddf4635337ce**

For a catalogue record to be included in the Repatriation website it must be tagged correctly.

- Project = "**Repatriation Website**" on the Catalog Tab

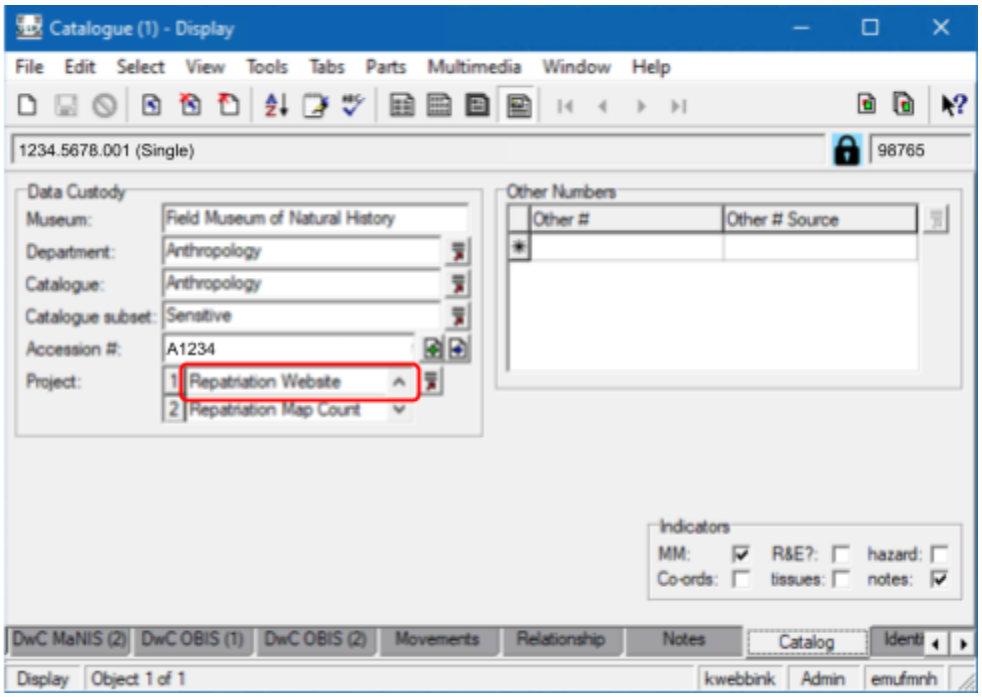
- If the record should also be included in the Map Count, Project should also include:
  - "**Repatriation Map Count**"

Which records should or should NOT be in the Map Count?

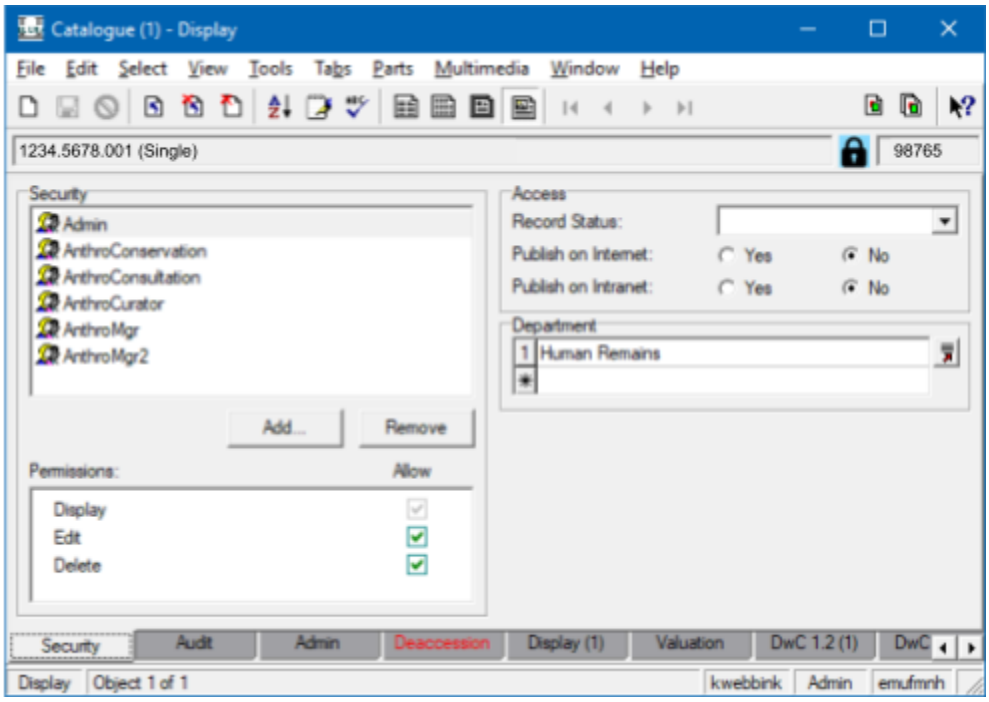
- Generally NOT these records:
  - Records with only T numbers (Tracking numbers or Temporarily numbered individuals or components unless verified.) [CP]
  - Records where the only value in materials (DesMaterial_tab) is "human remains: dentition" [SD] (hair or strictly "human remains")

How are regions (e.g. for the Saami) represented on the Map?

- For now [2024] Catalog records whose origin is only known at a region-level are temporarily assigned to one of the countries with the region.
  - e.g. Currently for 3 Saami individuals, 1 catalog record is attributed to Norway, 1 to Sweden, and 1 to Finland.


Catalogue (1) - Display
File Edit Select View Tools Tabs Parts Multimedia Window Help
1234.5678.001 (Single)
98765
Data Custody
Museum: Field Museum of Natural History
Department: Anthropology
Catalogue: Anthropology
Catalogue subset: Sensitive
Accession #: A1234
Project: 1 Repatriation Website
2 Repatriation Map Count
Other Numbers
Other #
Other # Source
Indicators
MM:
R&E?:
hazard:
Co-ords:
tissues:
notes:
DwC MaNIS (2)
DwC OBIS (1)
DwC OBIS (2)
Movements
Relationship
Notes
Catalog
Identi
Display
Object 1 of 1
kwebbink
Admin
emufmnh

- Publish on Internet remains “**No**” on the Security Tab



Record selection:

- **Record Type** = CatRecordType
    - If Record Type = “Parent”, records attached in **Related Objects** (RelObjectsRef_tab) will be nested in record-lists (private user homepage list-view, and public search results).

Public Pages

- These fields display on a record’s public page if they are not null:
    - **Catalog Number** = CatAnthroCatalogNumber
        - This field is required

    - **Description** = DesKDescription0 where DesKType_tab = “Osteology Summary”
    - **Accession Year** = CatAccessionYearLocal
    - **Accession Number** = PriAccessionNumberRef.AccAccessionNo
    - **Source/Collector** = PriAccessionNumberRef.AccReceivedFromTef_tab.NamBriefName
    - **Continent =** ColSiteLocationRef.**PolContinent**
    - **Country** = ColSiteLocationRef.**PolPD1**
        - Or (if that is null) ColSiteLocationRef.SitSovereigntyRef.**PolPD1**
    - **State/Province** = ColSiteLocationRef.**PolPD2**
        - Or (if that is null) ColSiteLocationRef.SitSovereigntyRef.**PolPD2**
    - **County** = ColSiteLocationRef.**PolPD3**
    - **Associated Objects** = RelObjectsRef_tab.irn
        - DesKDescription0 where DesKType_tab = "Sub Description"

[List view of search results]

- **MNI** = LotCountDry

Private Pages

- In addition to the list above, these fields display on a record's private page if they are not null:
  - **Multimedia** = MulMimeType + Multimedia + MulDescription

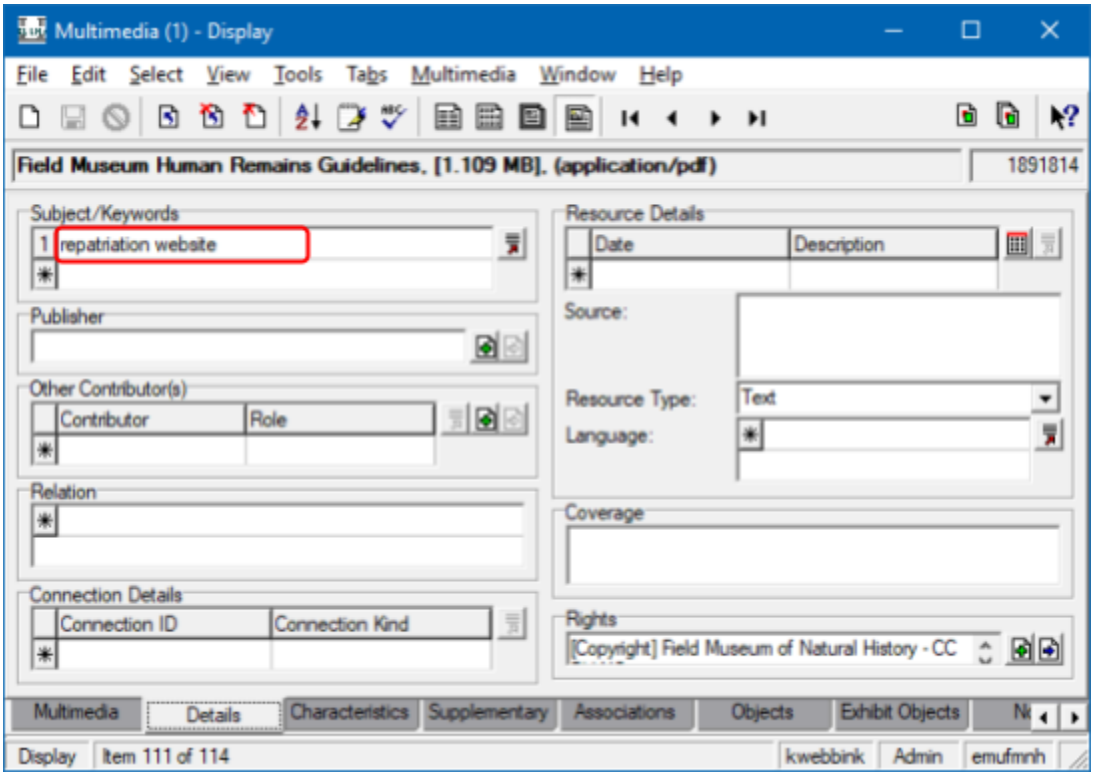
Multimedia Pages

e.g., on https://repatriation-dev.fieldmuseum.org/narrative/6532

Multimedia records will display on **Narrative** pages if

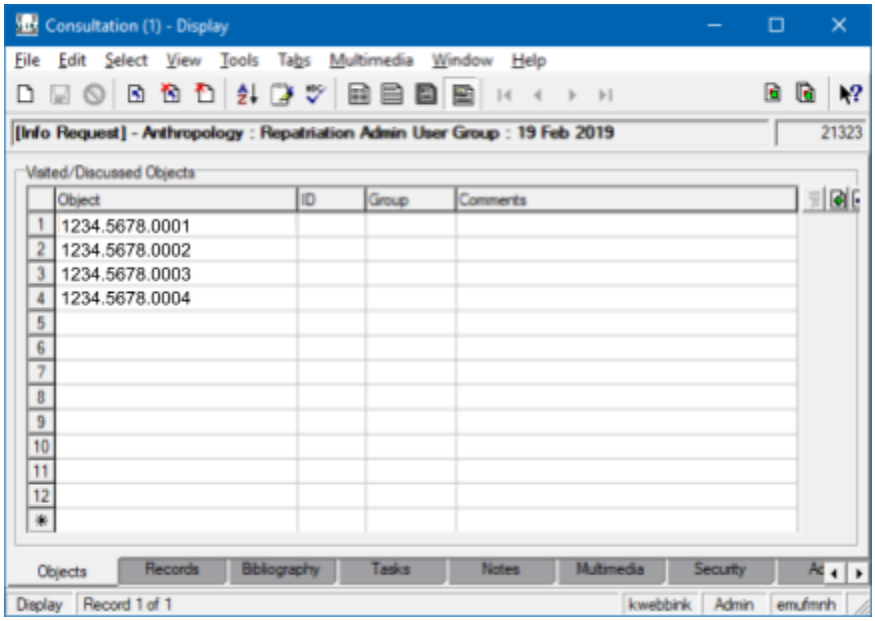
- The Multimedia record is set to Publish on Internet = "**Yes**"
- Subject/Keywords include "**repatriation website**"
- See the "Highlights" section for instructions on adding thumbnails for subnarrative pages

  Specifically:
  - Subject/Keywords also includes "**thumbnail**"
  - Image's dimensions = **175**px x **175**px

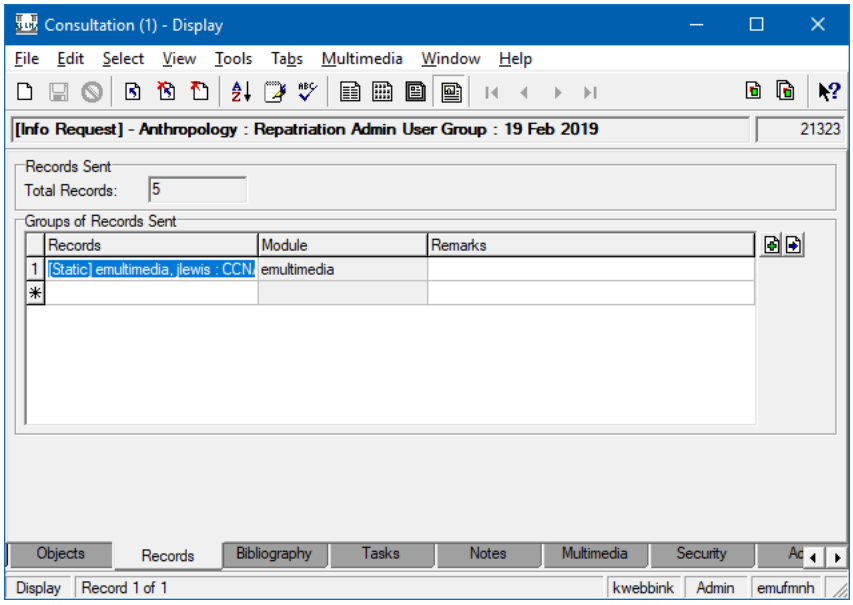


Multimedia is otherwise only displayed (downloadable) on private Catalog records, and from a private User homepage it meets either of these conditions:

a. It is attached to a Catalogue record to which a user has been granted access permission by:
   - Attaching its corresponding Catalogue record to the user-group's Consultation record, e.g.:



b. It is part of a Multimedia group to which a user has been granted access permission by:
   - Adding the Multimedia record to the record-group attached to the user group's Consultation record, e.g.:

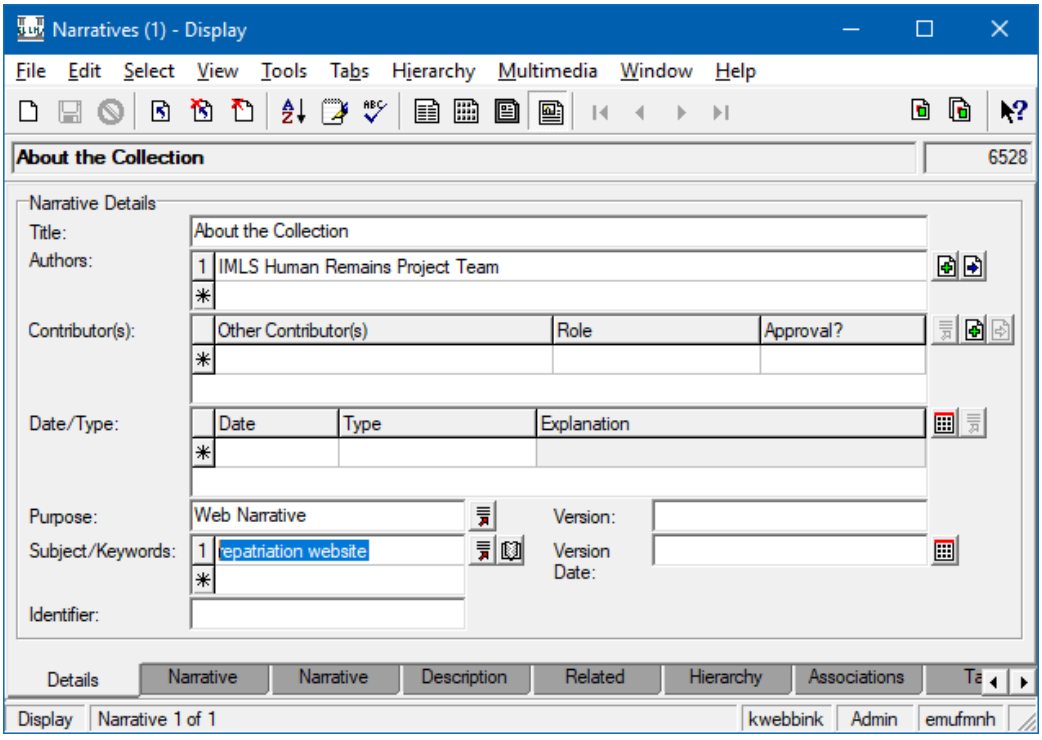


General “Narrative” pages

All other pages correspond to a Narrative record in EMu. Its irn is the last section of the URL.

- e.g., “The Collection” page https://repatriation.fieldmuseum.org/narrative/**6528** corresponds to Narrative IRN **6528** in EMu.

REMINDER:
Make sure the Narrative record includes "repatriation website" in Subject/Keyword (on the Details tab).



Below is a list of EMu Narrative record fields and corresponding webpage sections:
(Tabs & Fields in red are required)

1. Summary Tab

   Title = title for webpage
   Subtitle = subtitle for webpage (optional)
   Authors = not shown online, but indicates who wrote narrative text
   Type = “enarrative page” *[This affects the webpage layout.]*

2. Details Tab

   Subject/Keywords = “repatriation website”

3. Narrative Tab

   = Body text for webpage.
   NOTE:
   - Do NOT paste formatted text into this field. (The formatting will get mangled.)

- Links to pages in the website can be made with relative paths and the “a href” HTML tag -- e.g.:
    - Example body text with <a href=”search”>this link</a> would work online and link to “https://repatriation.fieldmuseum.org/search”
- See field help in EMu for further information

4. Object Tab

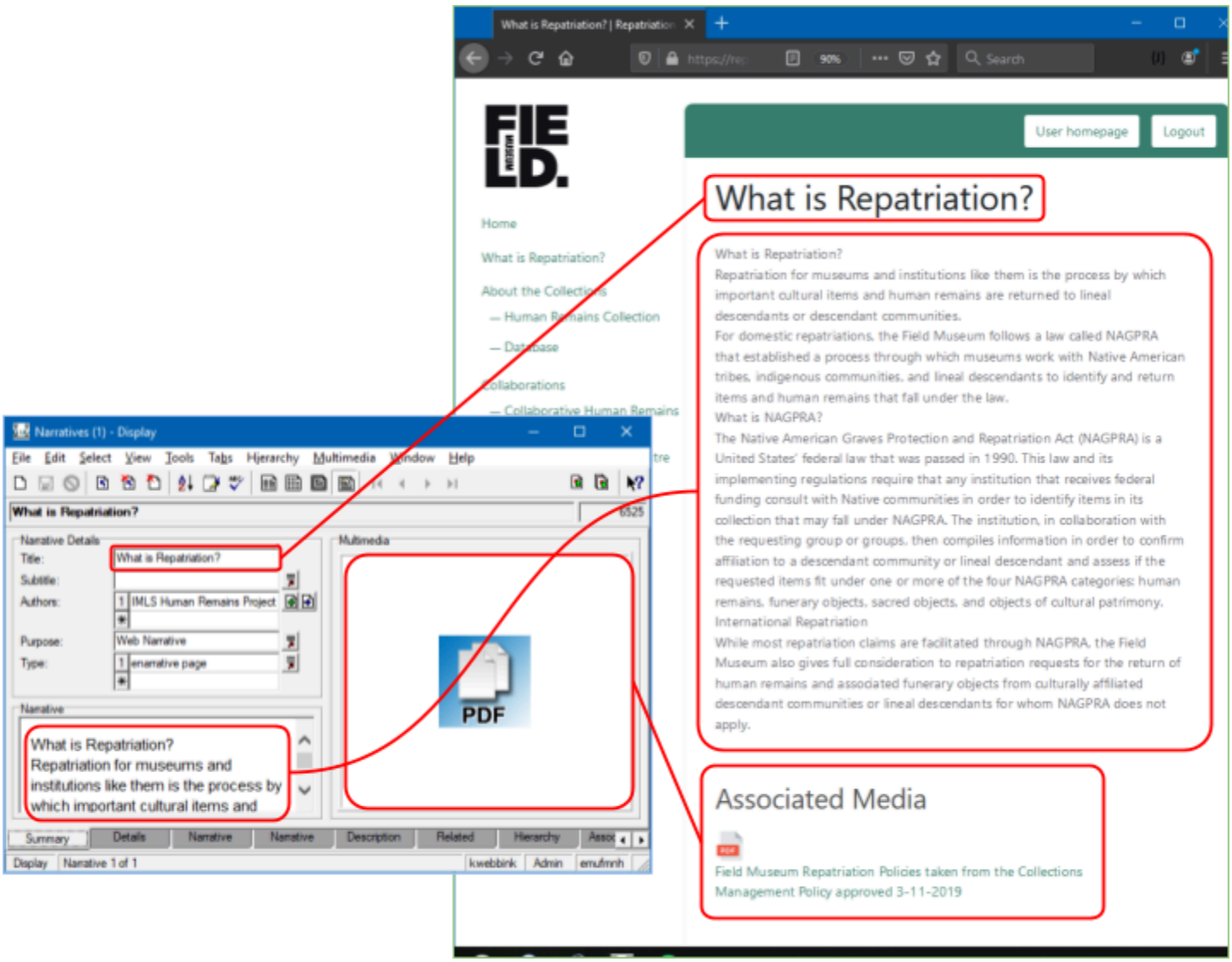
Attached Catalogue record/s = listed on webpage

5. Multimedia

Attached Multimedia record/s = media gallery for webpage
- Reminder: Check that media is set to publish, and follows Multimedia setup steps.

6. Security

Department = Anthropology
Publish on Internet = Yes


What is Repatriation? | Repatriation
User homepage
Logout
Home
What is Repatriation?
About the Collections
— Human Remains Collection
— Database
Collaborations
— Collaborative Human Remains
What is Repatriation?
What is Repatriation?
Repatriation for museums and institutions like them is the process by which important cultural items and human remains are returned to lineal descendants or descendant communities.
For domestic repatriations, the Field Museum follows a law called NAGPRA that established a process through which museums work with Native American tribes, indigenous communities, and lineal descendants to identify and return items and human remains that fall under the law.
What is NAGPRA?
The Native American Graves Protection and Repatriation Act (NAGPRA) is a United States' federal law that was passed in 1990. This law and its implementing regulations require that any institution that receives federal funding consult with Native communities in order to identify items in its collection that may fall under NAGPRA. The institution, in collaboration with the requesting group or groups, then compiles information in order to confirm affiliation to a descendant community or lineal descendant and assess if the requested items fit under one or more of the four NAGPRA categories: human remains, funerary objects, sacred objects, and objects of cultural patrimony.
International Repatriation
While most repatriation claims are facilitated through NAGPRA, the Field Museum also gives full consideration to repatriation requests for the return of human remains and associated funerary objects from culturally affiliated descendant communities or lineal descendants for whom NAGPRA does not apply.
Associated Media
Field Museum Repatriation Policies taken from the Collections Management Policy approved 3-11-2019
Narratives (1) - Display
File Edit Select View Tools Tabs Hierarchy Multimedia Window Help
What is Repatriation?
Narrative Details
Title: What is Repatriation?
Subtitle:
Authors: IMLS Human Remains Project
Purpose: Web Narrative
Type: enarrative page
Multimedia
PDF
Narrative
What is Repatriation?
Repatriation for museums and institutions like them is the process by which important cultural items and
Summary Details Narrative Narrative Description Related Hierarchy
Display Narrative 1 of 1 kwebbink Admin emufmnh

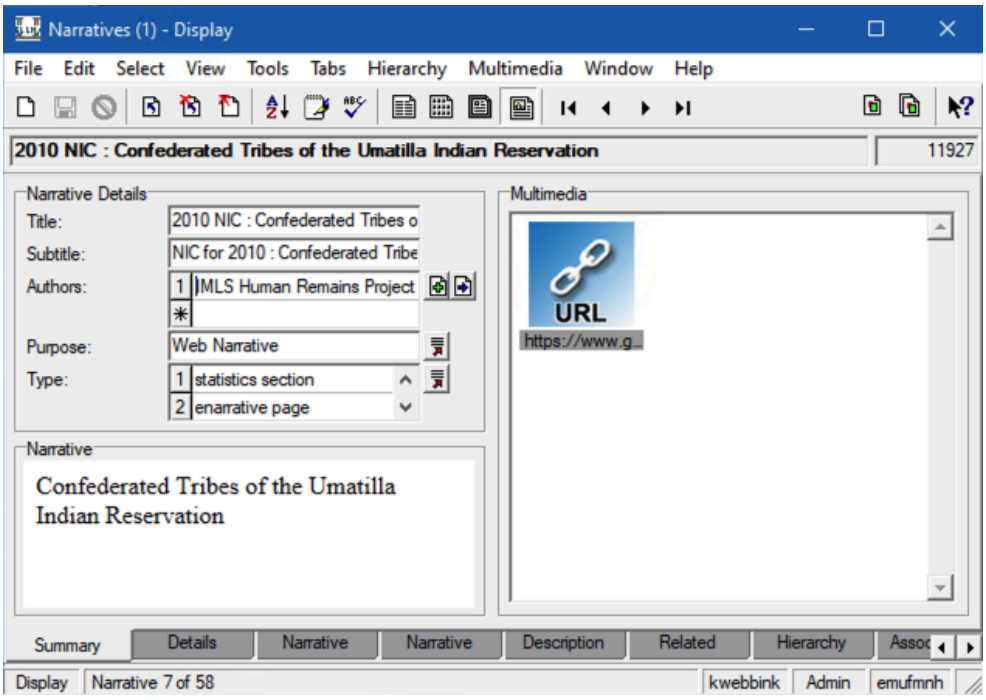
“Statistics Section” Narrative records

In a ‘Statistics Section’ Narrative, include the following fields:

(Fields in red are critical for the website to render the statistics page properly)

1. Summary Tab

    Title = [Year of Notice] : [Name of Tribe/Nation/s]
    Subtitle = [NIC or NIR] for [Title as entered above]
    Authors = not shown online, but indicates who wrote narrative text
    Type = “enarrative page” **and** “statistics section” *[This affects the webpage layout.]*



2. Details Tab

Date Table

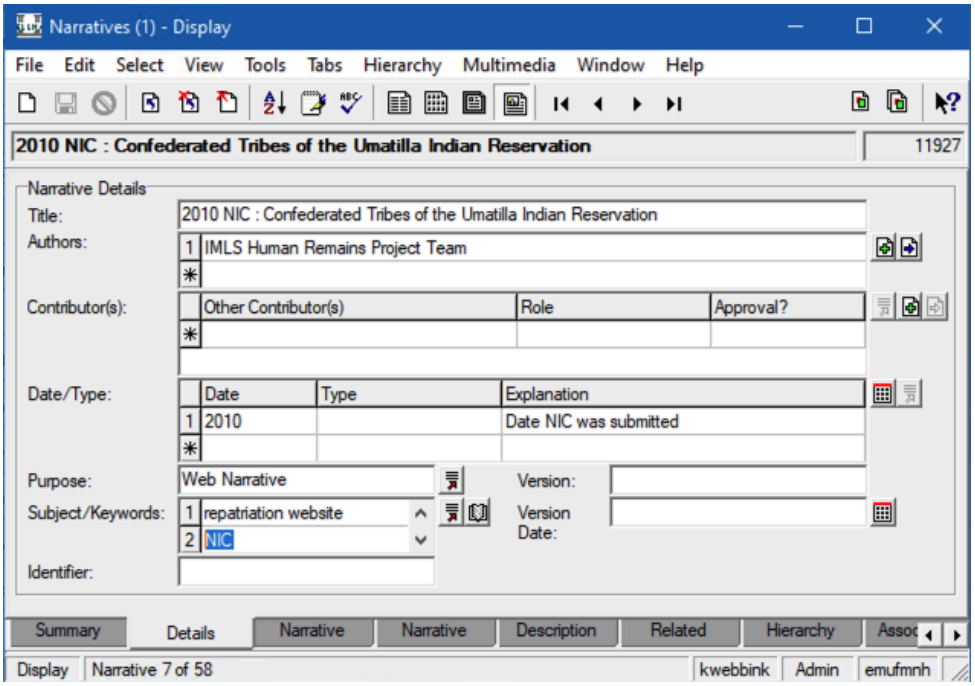
Date = 4-digit year of submission

Explanation = “Date [NIC or NIR] was submitted”

Subject/Keywords = “repatriation website” **and either** “NIC” or “NIR”

Identifier = “####-efmnhrepatriation-irn”

- “####” should be the IRN for a corresponding NIC/NIR Consultation record, if any.



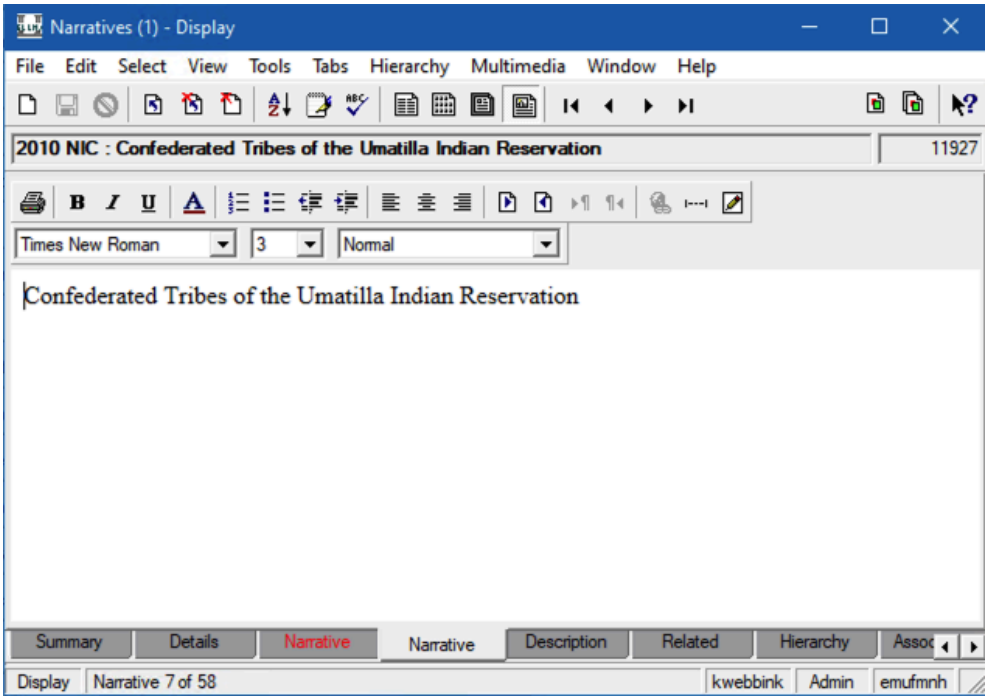
3. Narrative Tab

Narrative = Full list of tribes/nations involved in a given Notice

- Currently, the original text displayed for “Affiliated Tribe/s” in the NIC/NIR tables

Reminder:

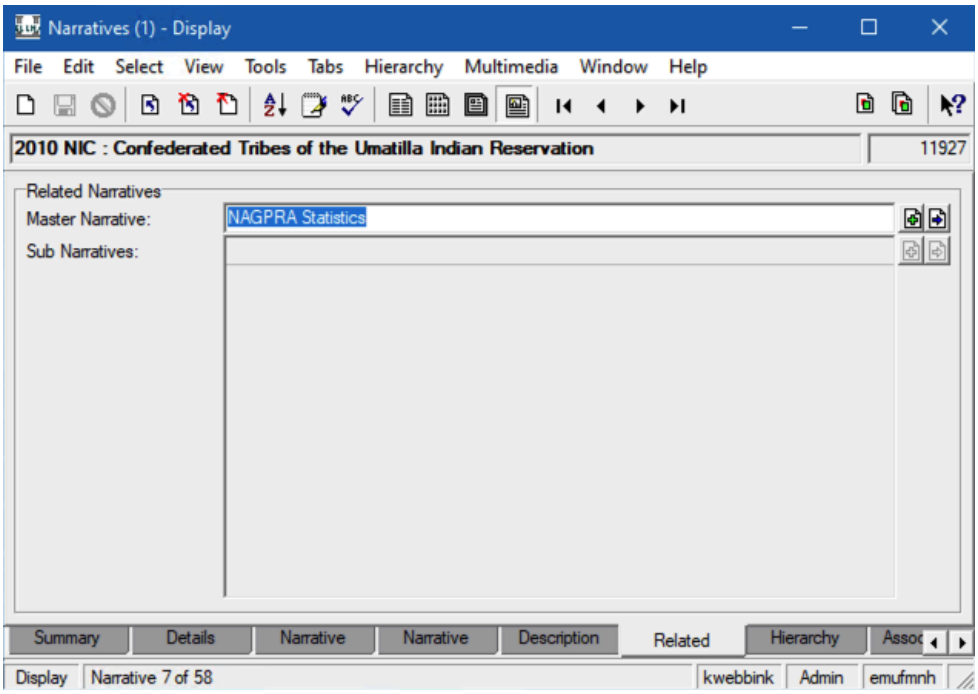
- Do NOT paste formatted text into this field. (Formatting will get mangled.)



4. RelatedTab

Set the Parent appropriately:

- to “NAGPRA Statistics” (Narratives irn 11850)
- to “Non-NAGPRA Statistics” (Narratives irn 12039)
- to “International Statistics” (Narratives irn 12040)



5. Classification Tab

Enter statistic types & values here. If the value is unknown, enter “NA”

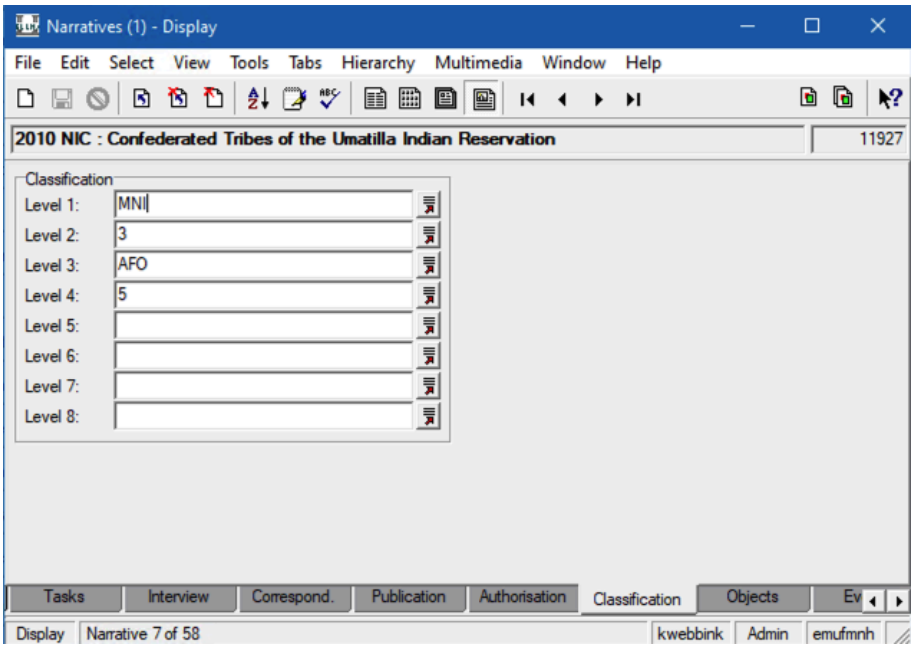
For **NIC** records:

- Level 1 = MNI
- Level 2 = (MNI value)
- Level 3 = AFO
- Level 4 = (AFO value)

For **NIR** records:

- Level 1 = UFO
- Level 2 = (UFO value)
- Level 3 = SO
- Level 4 = (SO value)
- Level 5 = OCP
- Level 6 = (OCP value)
- Level 7 = SO/OCP
- Level 8 = (SO/OCP value)

NIC record example:



6. Multimedia

Attached Multimedia record/s = “govinfo.gov” URLs that link to NIC or NIR reports

- **Other #** = The ‘document number’ from the pdf’s page on federalregister.gov
- **Other # Source** = “NIC Number” or other value from look-up list as needed

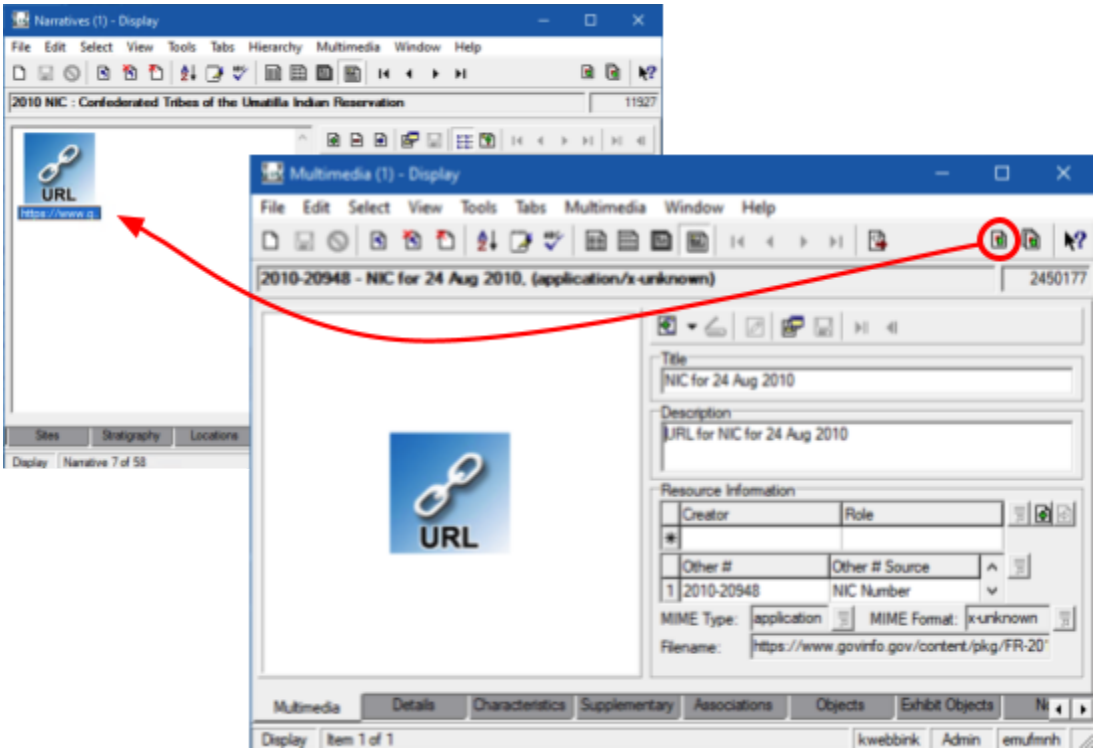
    - E.g. see MM irn 2474145

	Other #	Other # Source
1	2023-09579	NIC Number
*		

- **Subject Keywords** = include “repatriation website” and one of the following
    - NIC
    - NIR

- Check that media is **set to publish**, and follows Multimedia setup steps.

- Other reminders: Follow the instructions for how to catalog a URL in EMu
    - **Rights** = rights irn 224 – for “[Public Domain] : URL”
    - **Resource Type** = URL



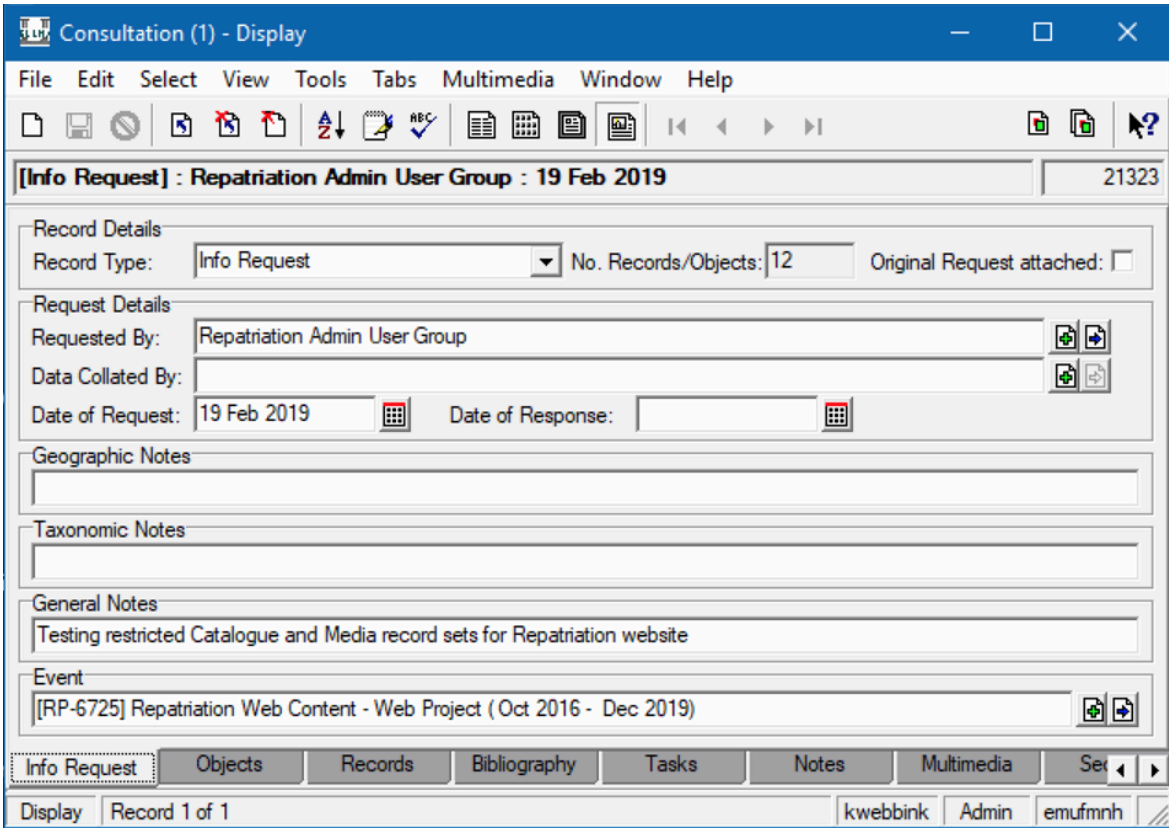
7. Security

Department = Anthropology
Publish on Internet = Yes [when ready to publish]

Private Records

- Workflow notes: use **Consultations** to group Catalogue records that need to be accessible only for specific Parties (user-groups)

- “Request for access” form:
    - Match to Consultation irn
        - Admin group = Consultation irn 21323 (& eparties)



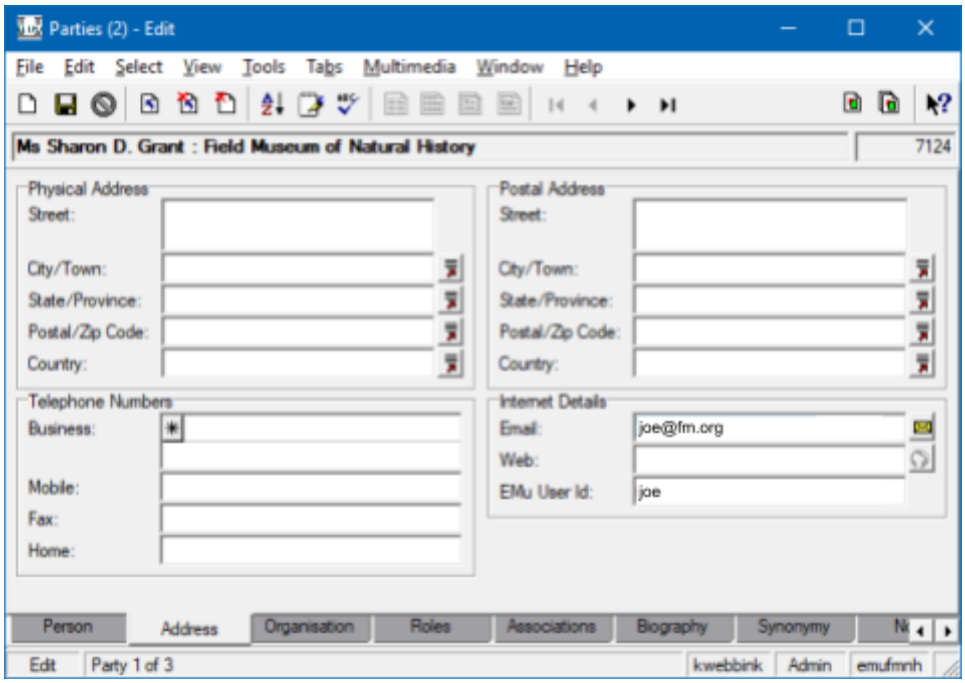
New Users with Permission to Access Private Records

- See Permission & Security sections (Wrap-Up doc) for background.
- When requests for access are received by email, follow the steps below to set up new user access:

1. Setup Parties records

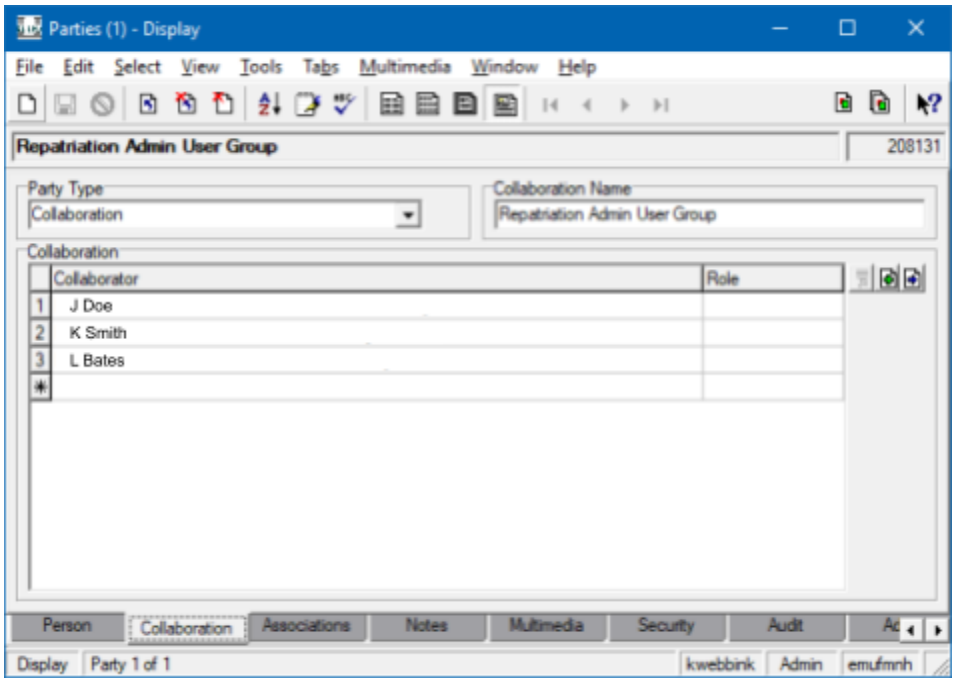
1-1. Setup **Person** Parties records for users who are not yet in EMu.

- Required fields:
  - **Type** (NamPartyType) = **Person**
  - **Source** (NamSource) = **FMNH Master**
  - **Email** (AddEmail) = ***[user's main email address]***
  - **First Name** (NamFirst) = ***[user's first name]***
  - **Last Name** (NamLast) = ***[user's last name]***



1-2. Setup **Collaboration** Parties record for a permission-group if it's not yet in EMu:

- Note: a user can be added to multiple user groups (Collaborations)
    - This is the record that gets attached to the consultation record
- Required fields:
    - **Type** (NamPartyType) = **Collaboration**
    - **Source** (NamSource) = **FMNH Master**
    - **Collaboration Name** (ColCollaborationName) **= *[Name for the user group]***
    - On the "Collaboration" tab, attach Person records to Collaboration record/s:
        - This list should include the requester, the authoriser, the FMNH Contact and the Repatriation Office general party record and anyone else who is required to see the group on the website.
        - **Role** (ColRole) = *[Name of the FMNH Contact]*
        - **Role** (ColRole) = Repatriation Office record (irn 219281)



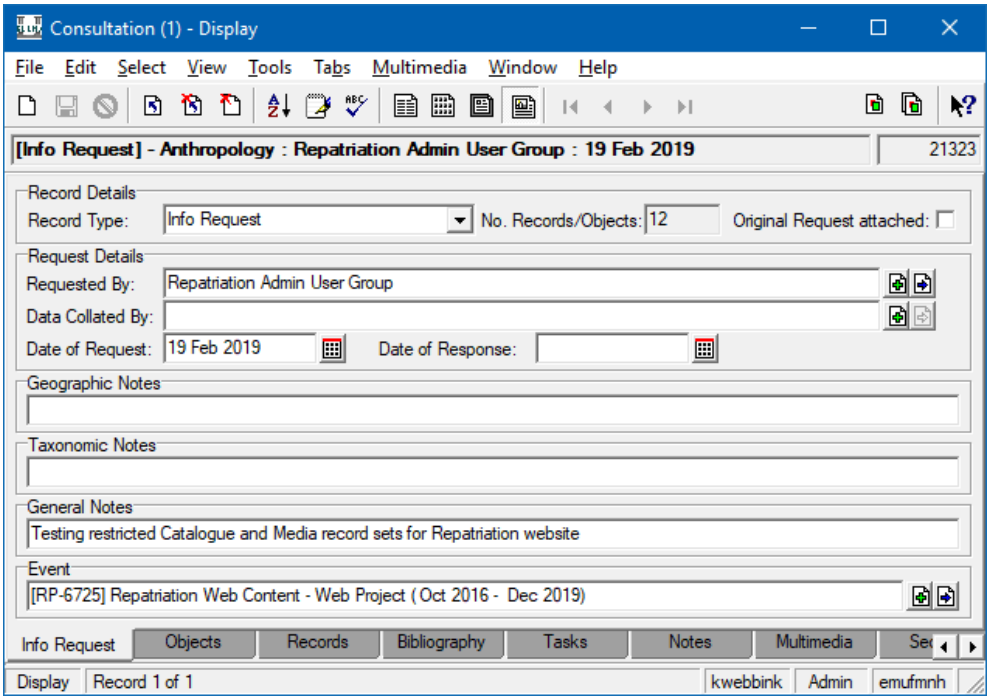
2. Setup Consultation record

Setup a New **Info Request** Consultation record for the user/group's initial request:

a. Required fields:

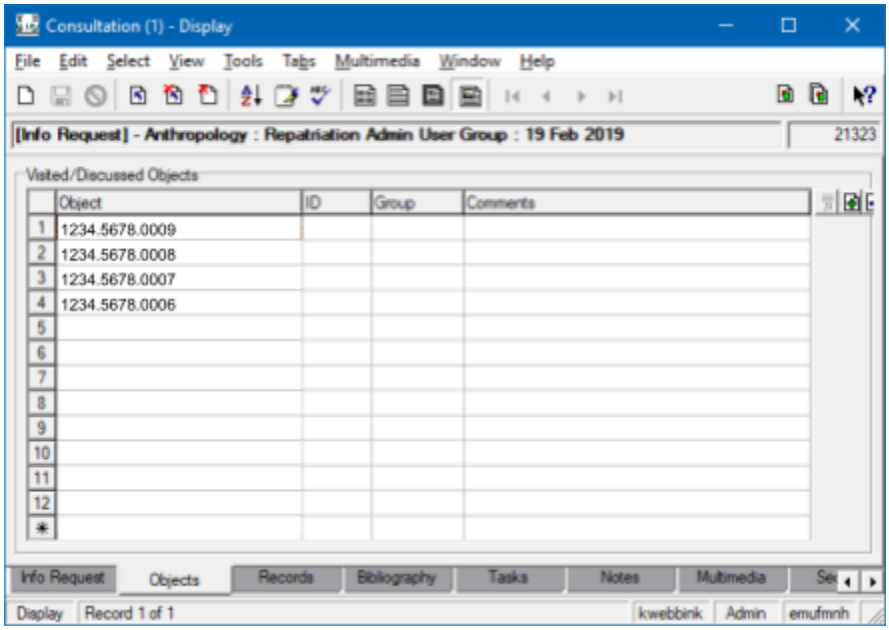
Info Request Tab

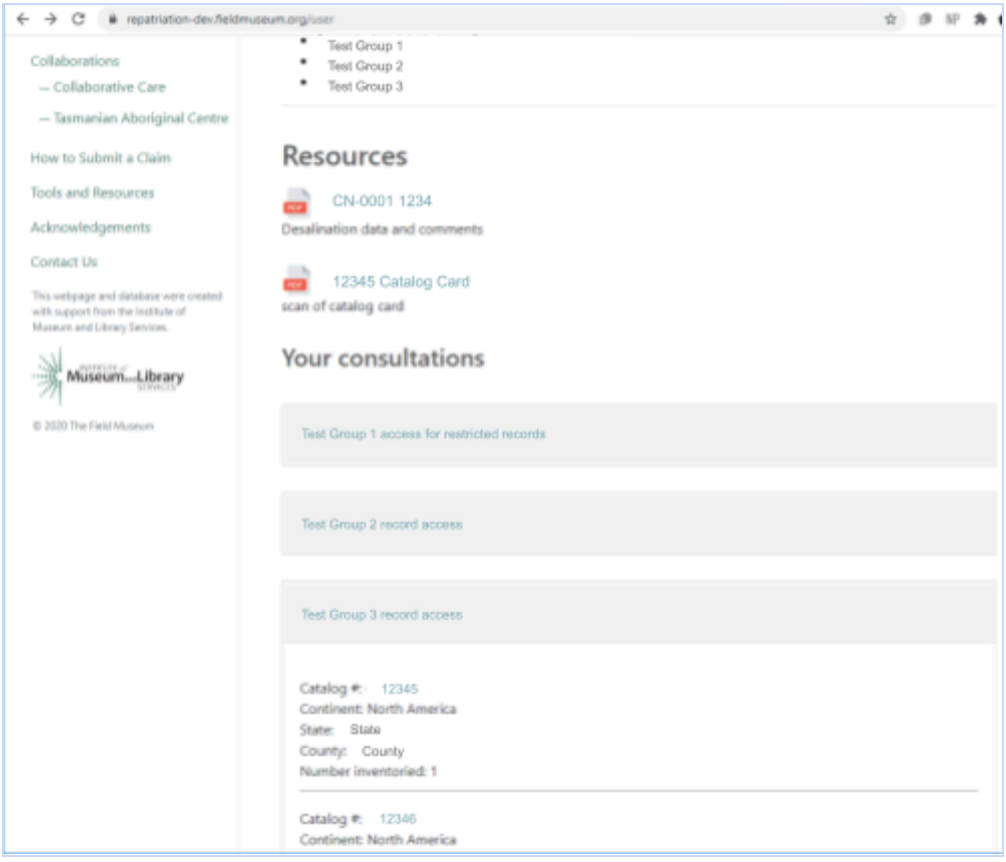
i. **Record Type** (InfRecordType) = **Info Request**
ii. **Requested By** (InfRequestedByRef) = *[Attach the **Collaboration** Party record NOT the requestors Person record]*
iii. **Date of Request** (InfDateOfRequest) = *[Date initial request was received]*
iv. **General Notes** = *[Describe the purpose of the request etc.]*
v. **Event** (InfEventRef) = Attach **RP-6725 Repatriation Web Content**



Objects Tab

- Attach **Catalogue** records to which the user-group should have access.





Records Tab

- If you need to share Multimedia that is attached to any of the Catalogue records on the Objects tab (from previous step):

    1. Create a **Group** of the **Multimedia** records that should be viewable for this user-group.
        - On the Group's Security tab, share it with:
            - Admin
            - AnthroConsultation
            - AnthroMgr

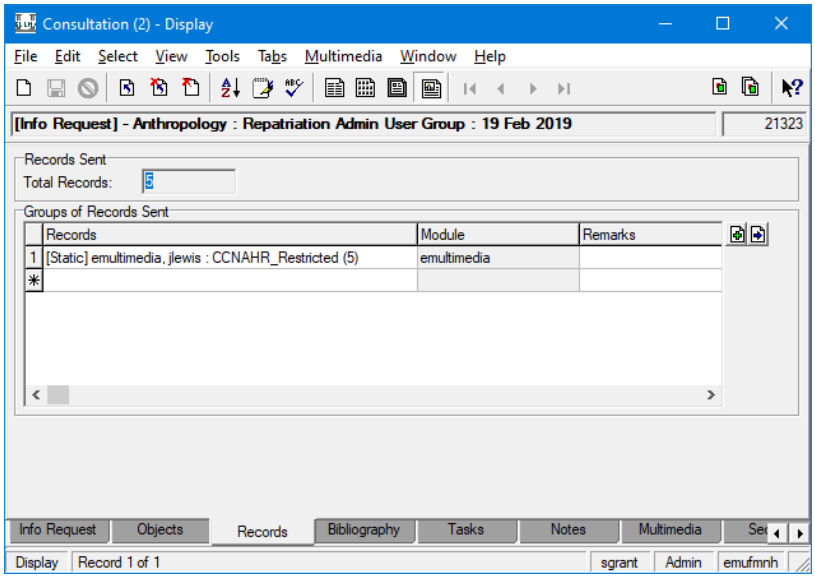
        - Note: if a Multimedia record is included in the MM-Group but not attached to a Catalog record, it won't be viewable on the portal. See the next step (Multimedia tab) if you need to share detached or other media.

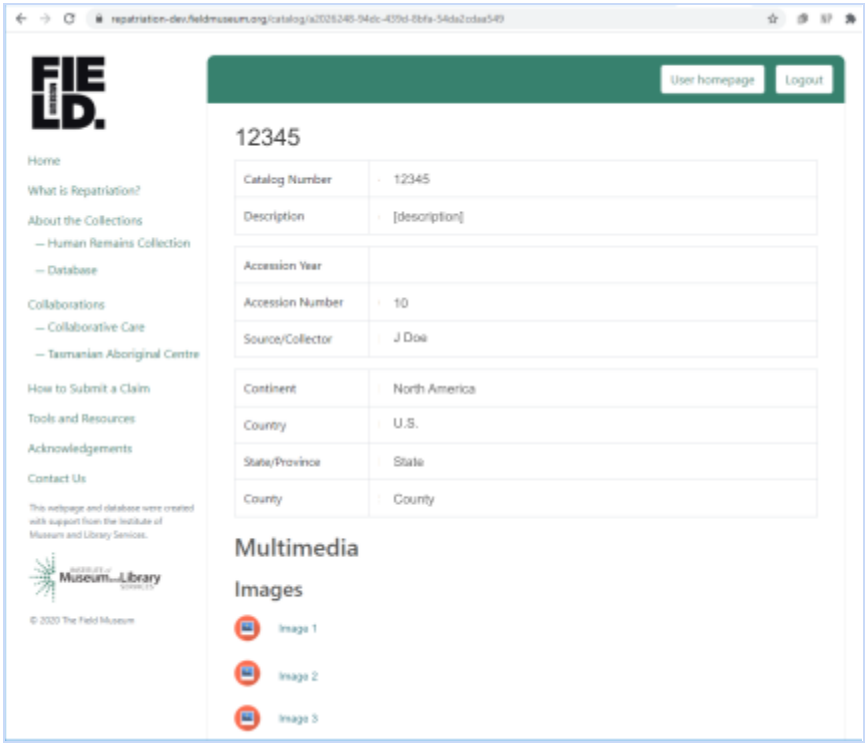
2. Go to the Consultation's **Records** tab, and attach the Multimedia-group in the "Groups of Records Sent" table.

- If you need to add more multimedia, include it in the existing group. Don't attach a 2nd group here.

- Group name format is:
  "CCNAHR_[descriptor]_[consultation irn]"

  e.g.: "CCNAHR_GroupName_12345"

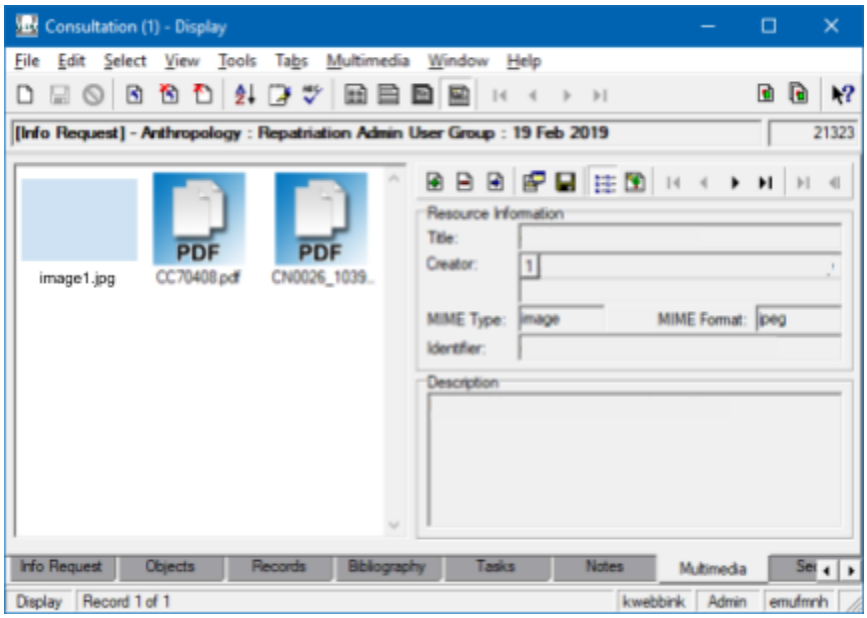


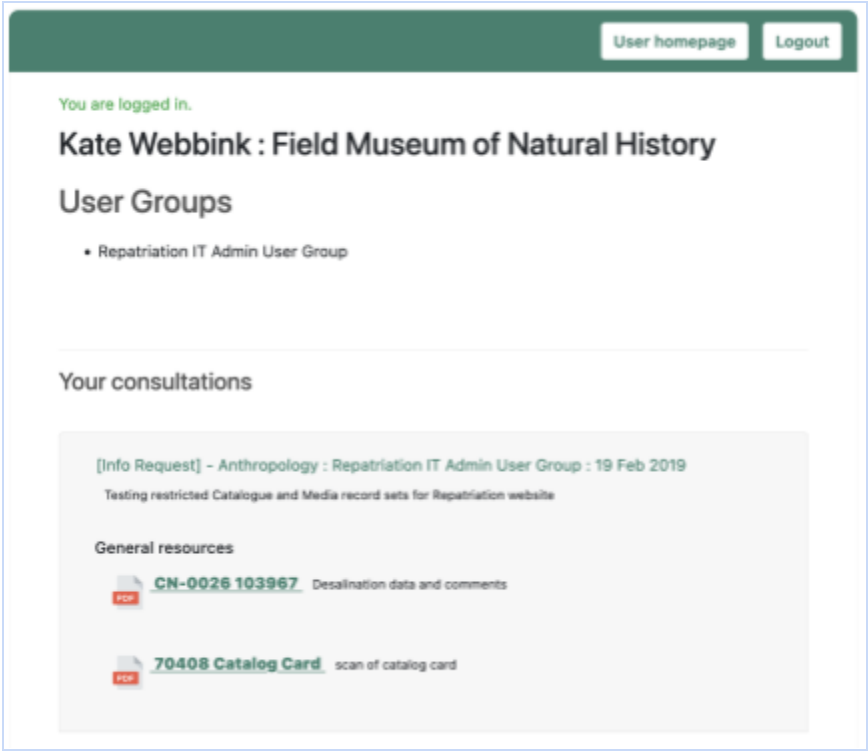


Multimedia Tab

- Multimedia attached on this tab should be “general resources” relevant to this Consultation overall, not specific to a Catalogue record (which should instead be included in the media-group on the Records tab – in the previous step).

- Only PDFs will be accessible on the portal site.





Save the Consultation and new users should be able to log into the website by the next weekly export & website-refresh.

3. Let the User Know

Once live records will refresh weekly. In testing mode this is manually triggered.

- **GMAIL**: If they are using a gmail account (and that is the email you put into their party record) All they need to do is go to the Login page and Click “Google Sign In”.

- **NOT GMAIL**: IT has to finish off the setup for you, so email helpdesk@fieldmuseum.org and request “Add a non-gmail user account to repatriation.fieldmuseum.org”
    - Once setup is complete the user can go to the login page and click “Reset Password” this will email them a link and they can sign in to see their’ consultation recordsets.

If the new user can’t log in by the next monday put in a helpdesk ticket. (This site follows the same updating schedules as all others, Updates to data on Friday evening.)