

HOW TO CATALOG VIDEO PROJECTS 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.

Media from **Exhibitions, Education, Communications...**

...will be tied to an **Event Record**



Overview:

- 1) Make an Event record for the project.
- 2) Make separate Multimedia records for each asset.
- 3) Attach the individual asset 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 Event record for **Exhibitions, Education, or Communications Media**,

Follow the conventions for naming and "Event Number" assignment here:

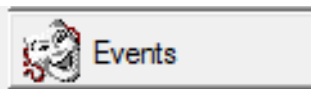
<http://intranet.fieldmuseum.org/emu/node/5970>

Notes:

- No spaces or special char's (for example, &'s, commas, hyphens, dashes, \$, #, 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 your media/episode...

Click the "Events" module:



1 "Event 1" Tab

Enter the **Event number**
For example: MM-100.202

Select **Event Type** from list
(If none match what you want, contact your EMu poweruser)

Event Locality affects media-usage permission

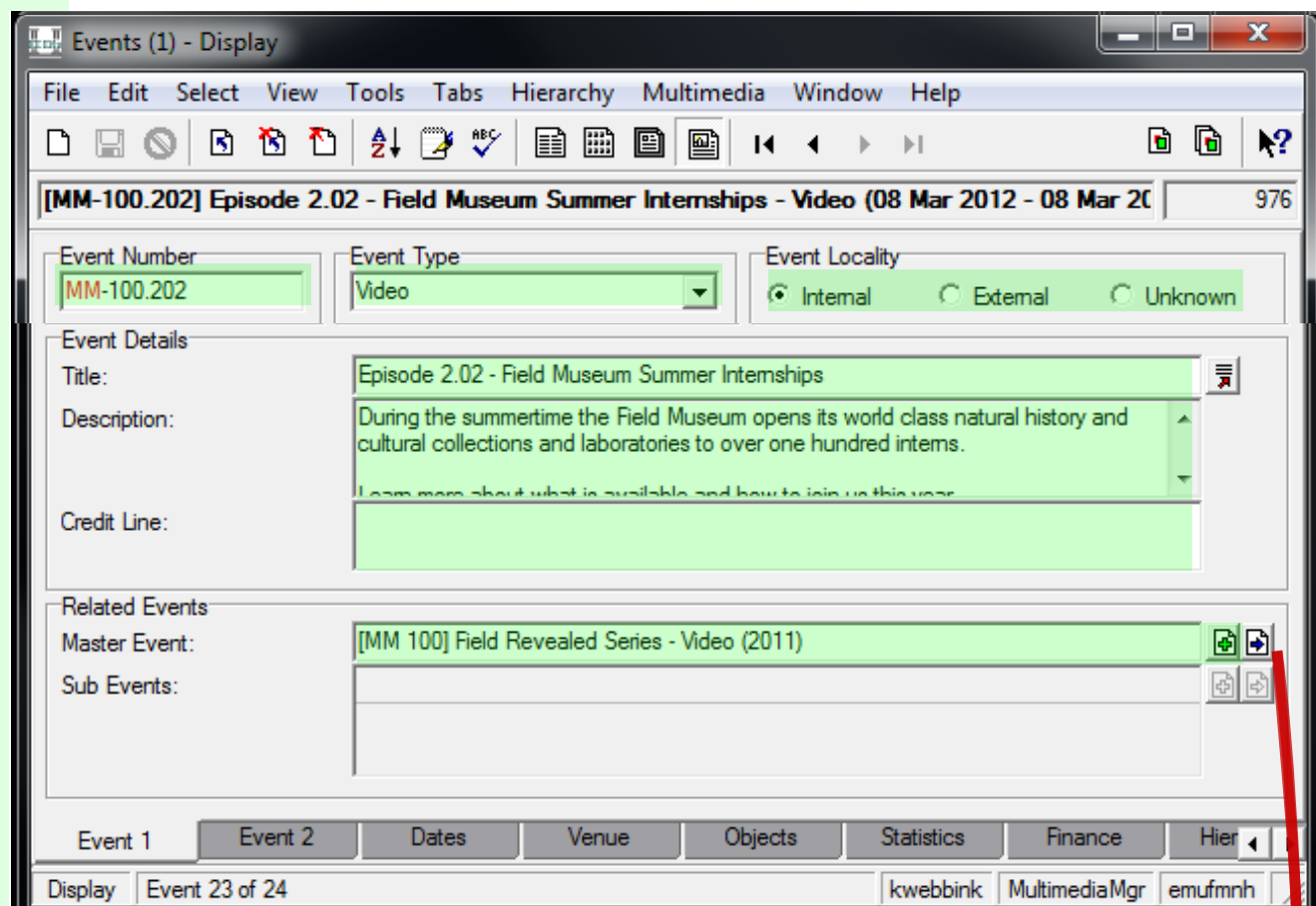
Select "External" to permit outside use of all media associated with this event.

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

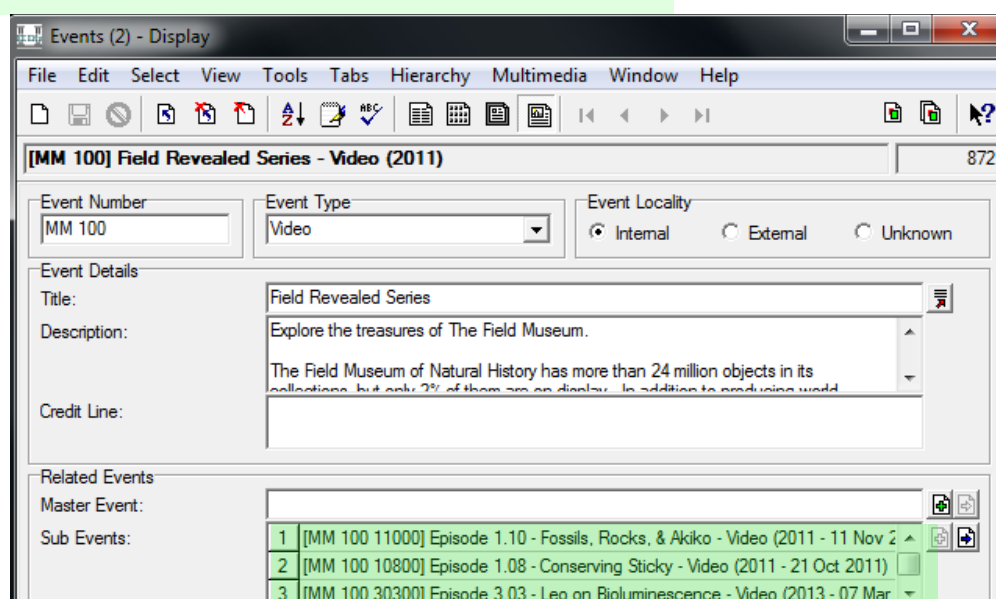
Title
Description
Credit Line

Master Event

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

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 content area shows the following fields: Event Number (MM-100.202), Event Type (Video), Event Locality (Internal selected), Event Details (Title: Episode 2.02 - Field Museum Summer Internships, Description: During the summertime the Field Museum opens its world class natural history and cultural collections and laboratories to over one hundred interns. Learn more about what is available and how to join us this year., Credit Line:), Related Events (Master Event: [MM 100] Field Revealed Series - Video (2011), Sub Events:), and a bottom tab bar (Event 1, Event 2, Dates, Venue, Objects, Statistics, Finance, Hier). The status bar at the bottom shows 'Display', 'Event 23 of 24', and user names 'kwebbink', 'MultimediaMgr', and 'emufmnh'.

Sub-Events - autofills with any attached ("child") events.
For video series, individual episodes will be listed here:


A screenshot of the 'Events (2) - Display' window. The window has a menu bar (File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, Help) and a toolbar. The main content area shows the following fields: Event Number (MM 100), Event Type (Video), Event Locality (Internal selected), Event Details (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-class exhibitions, the museum also produces a variety of media, including video, audio, and print.), Credit Line:), Related Events (Master Event: [MM 100] Field Revealed Series - Video (2011), Sub Events: 1 [MM 100 11000] Episode 1.10 - Fossils, Rocks, & Akiko - Video (2011 - 11 Nov 2011), 2 [MM 100 10800] Episode 1.08 - Conserving Sticky - Video (2011 - 21 Oct 2011), 3 [MM 100 30300] Episode 3.03 - Leo on Bioluminescence - Video (2013 - 07 Mar 2013)), and a bottom tab bar (Event 1, Event 2, Dates, Venue, Objects, Statistics, Finance, Hier). The status bar at the bottom shows 'Display', 'Event 23 of 24', and user names 'kwebbink', 'MultimediaMgr', and 'emufmnh'. A red arrow points from the 'Sub Events' list in this window to the 'Sub Events' list in the 'Events (1) - Display' window above.

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: 

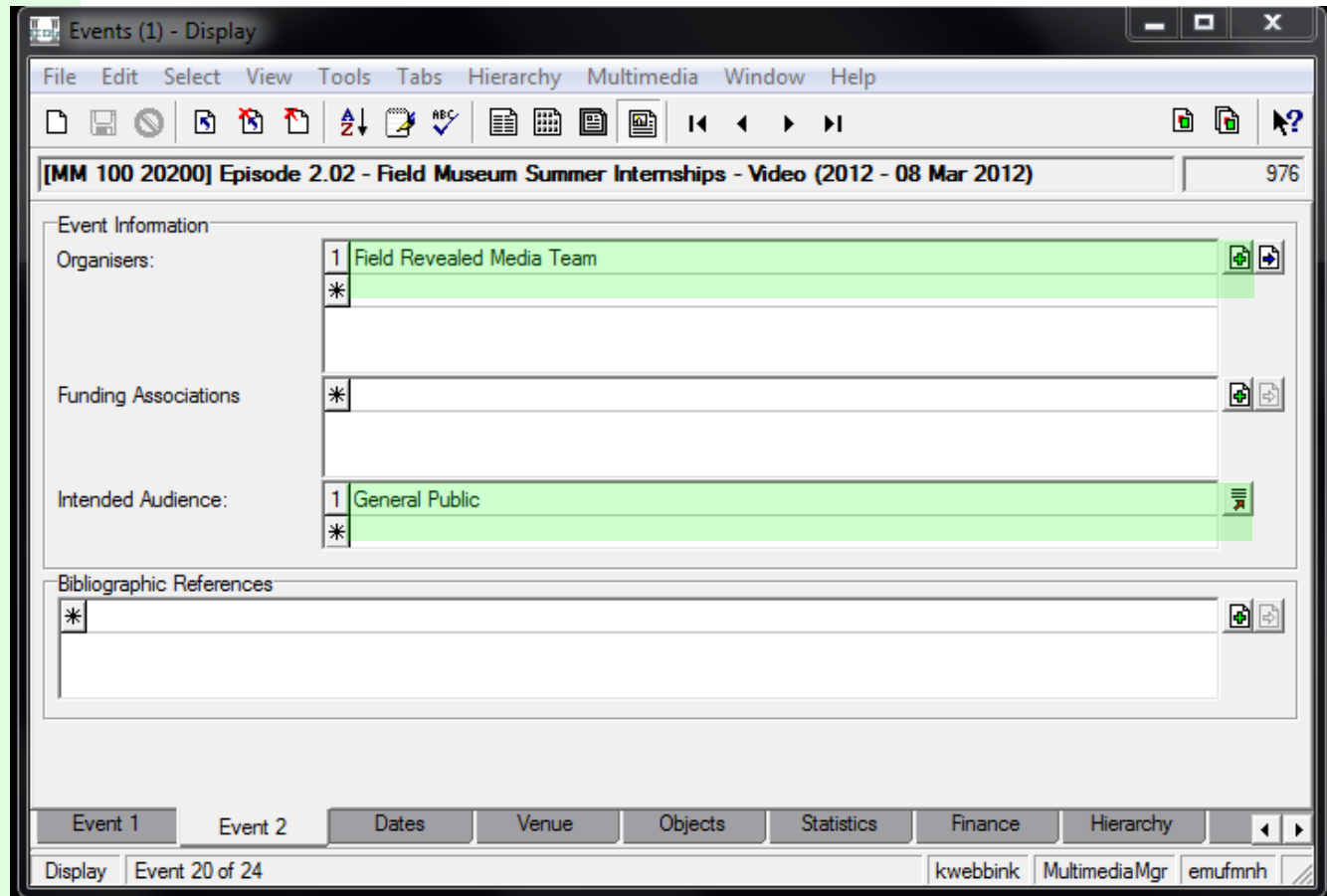
If **only one** party matches, the name entered, it will be attached to the Event record.

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

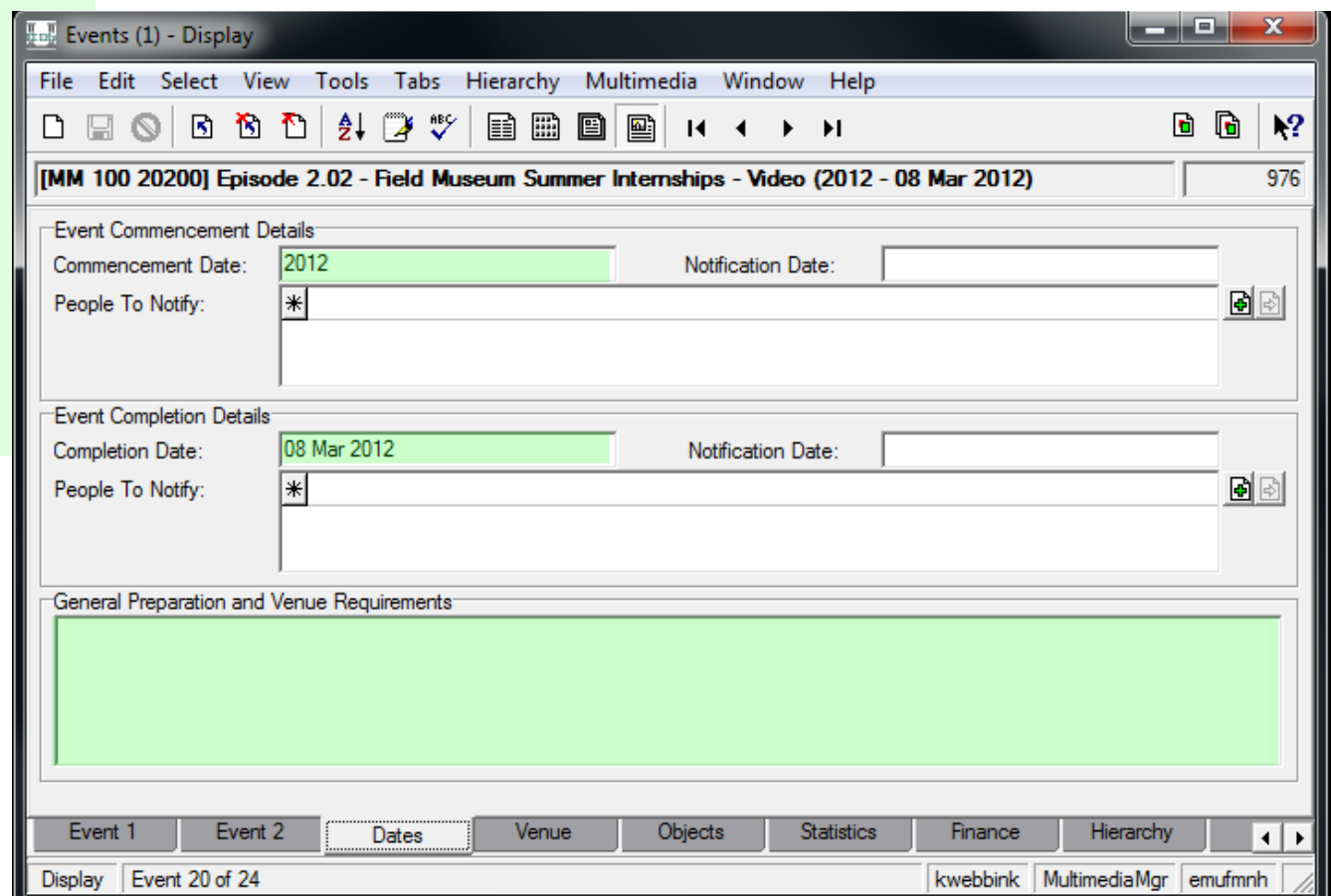
DD Mmm YYYY

Completion Date (optional)

DD Mmm YYYY

General Preparation...

For video productions, specific setup or display requirements for the media.




4 "Venue" Tab

Venue Name

Name of screening festival 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.

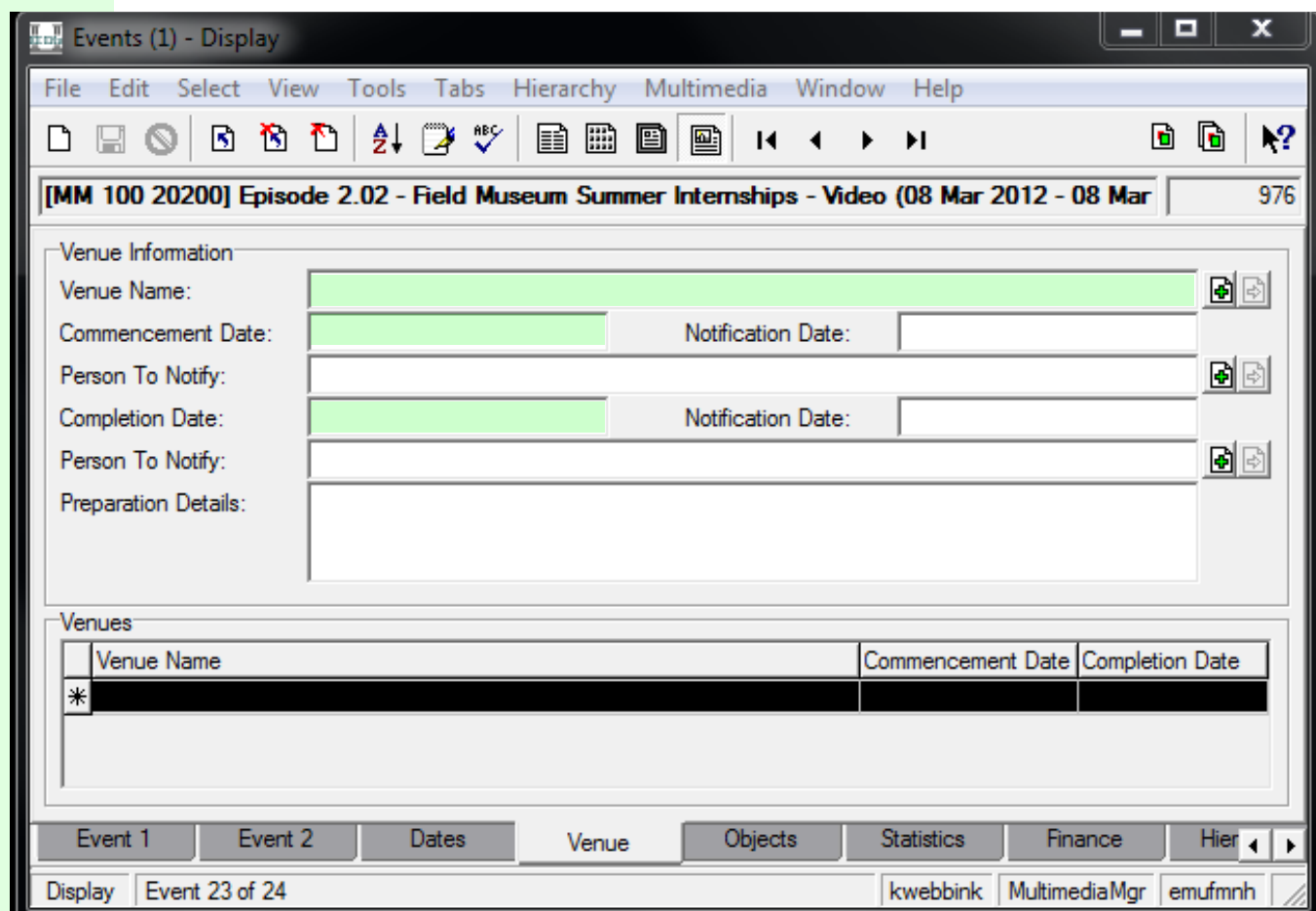
If **none** match, create a new Party record, and attach it to this field.

Commencement Date

Completion Date

Preparation Details

What were requirements for screening/submission



5 "Objects" Tab (optional)

Object

Attachment to the catalog record for any specimens/objects used in this event.

Events Section

When/Where does the catalog object appear in the event. (e.g., Exhibition room; timecode when object appears in video)

Location

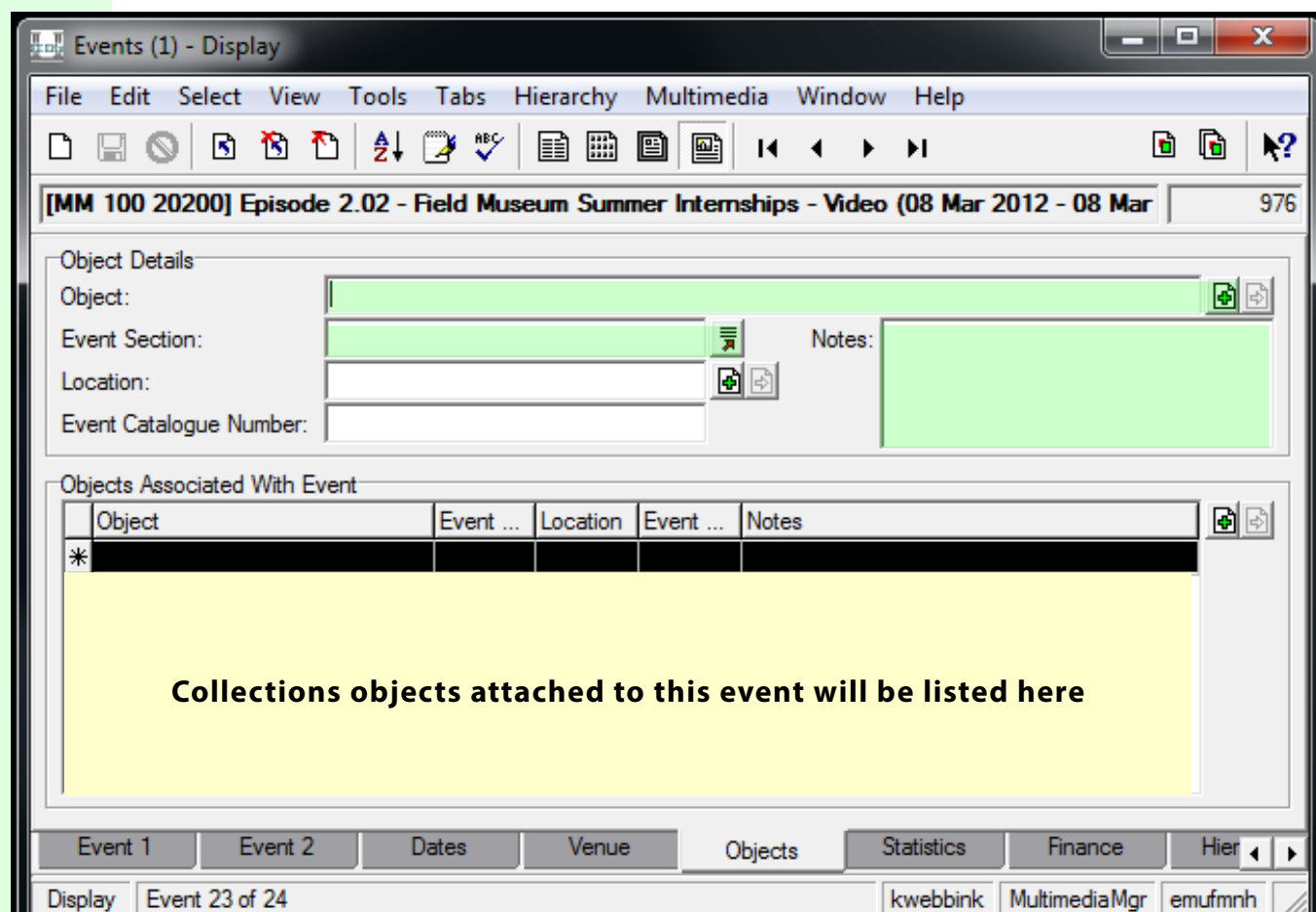
(WILL BE HIDDEN)

Event Cat

(HIDDEN)

Notes

For media productions, include technical- or storytelling- wisdom for future filming/media ages who might want to film this object.



6 "Finance" Tab (optional)

Explanation of Cost

- what was accomplished
- what gear/crew was used (if any)

Costs Incurred

Dollar value

Explanation Of Cost	Cost Code	Foreign Amo...	Costs Incurred
*			

Total Cost:

Insurance Details

Event 1 Event 2 Dates Venue Objects Statistics Finance Hier

Display Event 23 of 24 kwebbink MultimediaMgr emufmnh

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.



Event

- [MM 100] Field Revealed Series - Video (2011)
- [MM 100 10100] Episode 1.01 - Fossil Canyon Feeders - Video (2011 - 01 Aug 2011)
- [MM 100 10200] Episode 1.02 - A Bird of Paradise with John Bates - Video (2011 - 09 Sep 2011)
- [MM 100 10300] Episode 1.03 - Na Bula, Fiji's Crown of Thorns - Video (2011 - 16 Sep 2011)
- [MM 100 10400] Episode 1.04 - Turtle Ants - Video (2011 - 23 Sep 2011)
- [MM 100 10500] Episode 1.05 - Dear Benjamin Walsh - Video (2011 - 23 Sep 2011)
- [MM 100 10600] Episode 1.06 - The Tully Monster - Video (2011 - 07 Oct 2011)
- [MM 100 10700] Episode 1.07 - Frozen Fruit Bats - Video (2011 - 14 Oct 2011)
- [MM 100 10800] Episode 1.08 - Conserving Sticky - Video (2011 - 21 Oct 2011)
- [MM 100 10900] Episode 1.09 - Kiki's Gems - Video (2011 - 28 Oct 2011)
- [MM 100 11800] Episode 1.18 - Out Takes 2011 - Video (2011 - 30 Dec 2011)
- [MM 100 20100] Episode 2.01 - Botanical Exploration in Fiji - Video (2012 - 06 Jan 2012)
- [MM 100 20200] Episode 2.02 - Field Museum Summer Internships - Video (08 Mar 2012 - 08 Mar 2012)
- [MM 100 30300] Episode 3.03 - Leo on Bioluminescence - Video (2013 - 07 Mar 2013)

Event 2 Dates Venue Objects Statistics Finance Hierarchy Ta

Display Event 23 of 24 kwebbink MultimediaMgr emufmnh

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 window has a menu bar (File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, Help) and a toolbar. The main content area is divided into several sections: 'Security' (with a list of users, currently showing 'Everyone'), 'Access' (with 'Record Status' dropdown and 'Publish on Internet'/'Publish on Intranet' radio buttons), 'Department' (with a list of departments, currently showing '1 Technology'), and 'Permissions' (with a table of permissions: Display, Edit, Delete, each with an 'Allow' checkbox). The 'Permissions' table has checkboxes for 'Display' (checked), 'Edit' (checked), and 'Delete' (checked). At the bottom, there are tabs for 'Finance', 'Hierarchy', 'Tasks', 'Transactions', 'Notes', 'Multimedia', 'Security', and 'Admin'. The 'Security' tab is currently selected. The status bar at the bottom shows 'Display', 'Event 23 of 24', '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 window has a menu bar (File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, Help) and a toolbar. The main content area is divided into several sections: 'Legacy Data' (a large empty text area), 'Insertion Details' (with fields for 'Inserted By: Kate Webbink', 'Insertion Date: 14 Feb 2014', and 'Insertion Time: 14:39'), 'Modification Details' (with fields for 'Modified By: Kate Webbink', 'Modification Date: 20 Feb 2014', and 'Modification Time: 11:35'), and 'Import Details' (with fields for 'Import Identifier:' and 'System Identifier:'). At the bottom, there are tabs for 'Hierarchy', 'Tasks', 'Transactions', 'Notes', 'Multimedia', 'Security', and 'Admin'. The 'Admin' tab is currently selected. The status bar at the bottom shows 'Display', 'Event 23 of 24', '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.

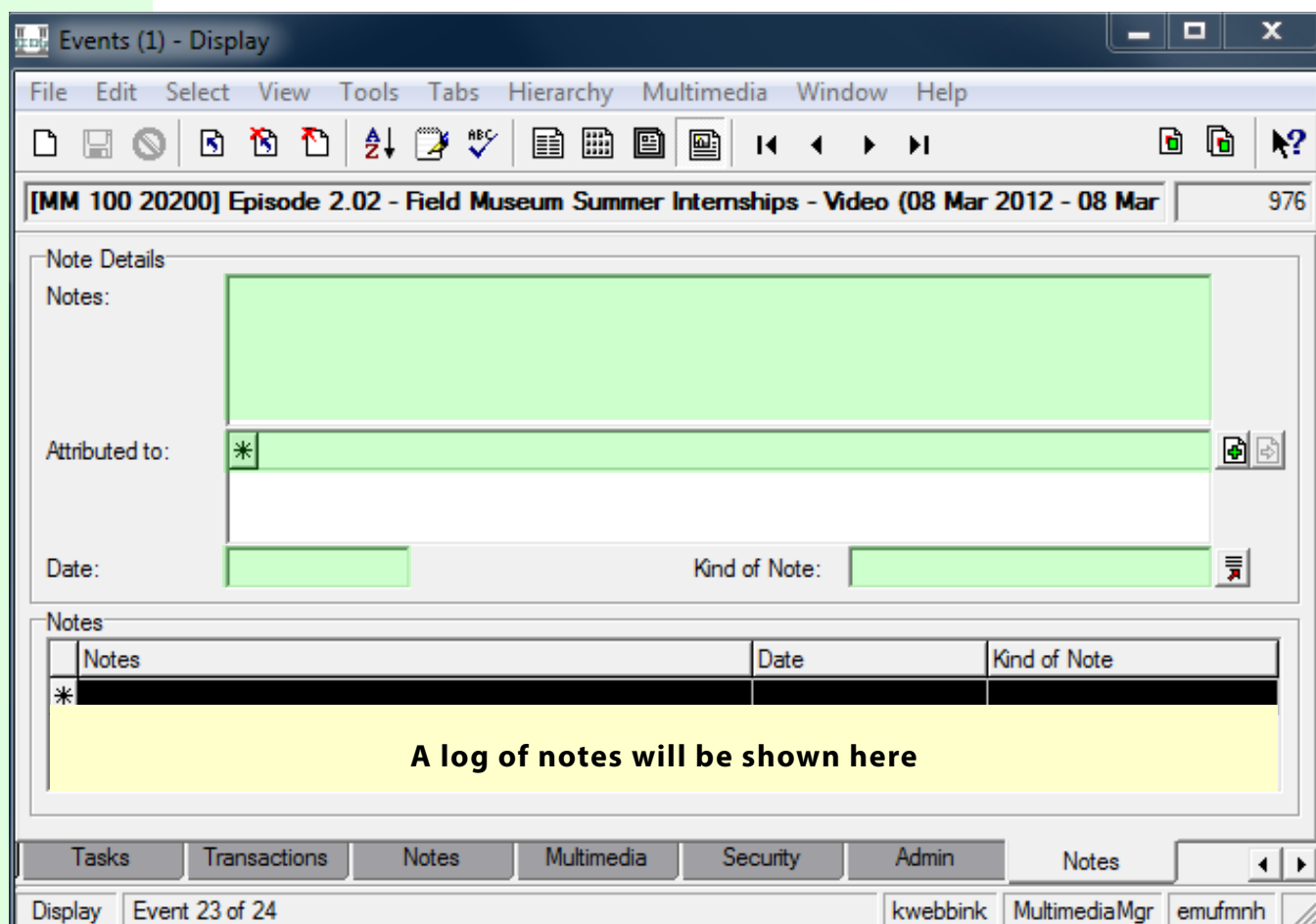
If **none** match, create a new Party record, and attach it to this field.

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

[MM 100 20200] Episode 2.02 - Field Museum Summer Internships - Video (08 Mar 2012 - 08 Mar 2012) 976

Note Details

Notes:

Attributed to: *

Date: Kind of Note:

Notes

Notes	Date	Kind of Note
*		

A log of notes will be shown here

Tasks Transactions Notes Multimedia Security Admin Notes

Display Event 23 of 24 kwebbink MultimediaMgr emufmnh

11 "Multimedia" Tab

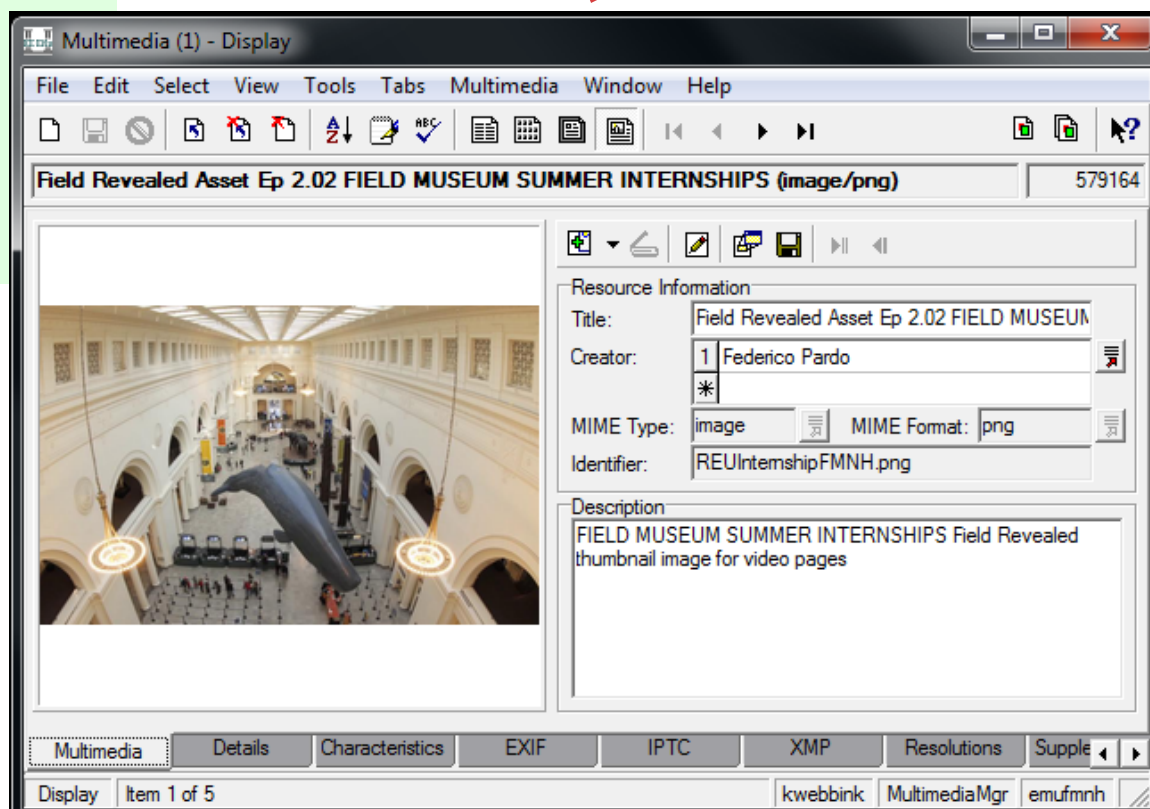
Attach the Multimedia records for each piece of media (video file, images, web link, project files)

See page 9 for how to create new Multimedia records



(A Multimedia Record)

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



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

WHAT MEDIA GOES WITH EVENTS?

MEDIA FILES: Acceptable media files include a variety of formats. A list is coming together online:

<http://intranet.fieldmuseum.org/emu/node/5969>

(To archive media with folder structures that must stay in tact (e.g., Ortery image sequences, GIS files), compress the folder into a single ".zip" file. Later, this will be the file attached to a multimedia record.)

NAMES: For an imaged 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

Anthropology:

Project # (get this from
Anthropology)
_Catalog number
(also from Anthropology)
_Shot description ("HEMI")
_ETC (opt tag, special cases)
.Filename extension

Examples:

A2345_41224_HEMI_ETC.jpg
RG0327_573291.A_HEMI.tif

Zoology:

Unique ID/Cat # (999999)
_Genus_species
_Shot desc ("HEMI")
_Division abbreviation
(AZ; BZ; FZ; IN = insects; IZ; MZ)
.Filename extension

Example:

999999_Genus_species_
tpestatus_HEMI_IN.jpg

Botany:

Unique ID/Cat # (V0123F)
_Shot desc ("HEMI")
.Filename extension

Example:

V01234F_HEMI.tif

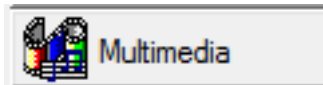
Geology:

Prefix + Cat # (PE1234)
_Specimen desc
_suffix (opt)
_Shot angle ("HEMI")
.Filename extension

Example:

PE1234_fossil_3Dspin.tif

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] Asset [Event Number] [Episode Title]

Creator

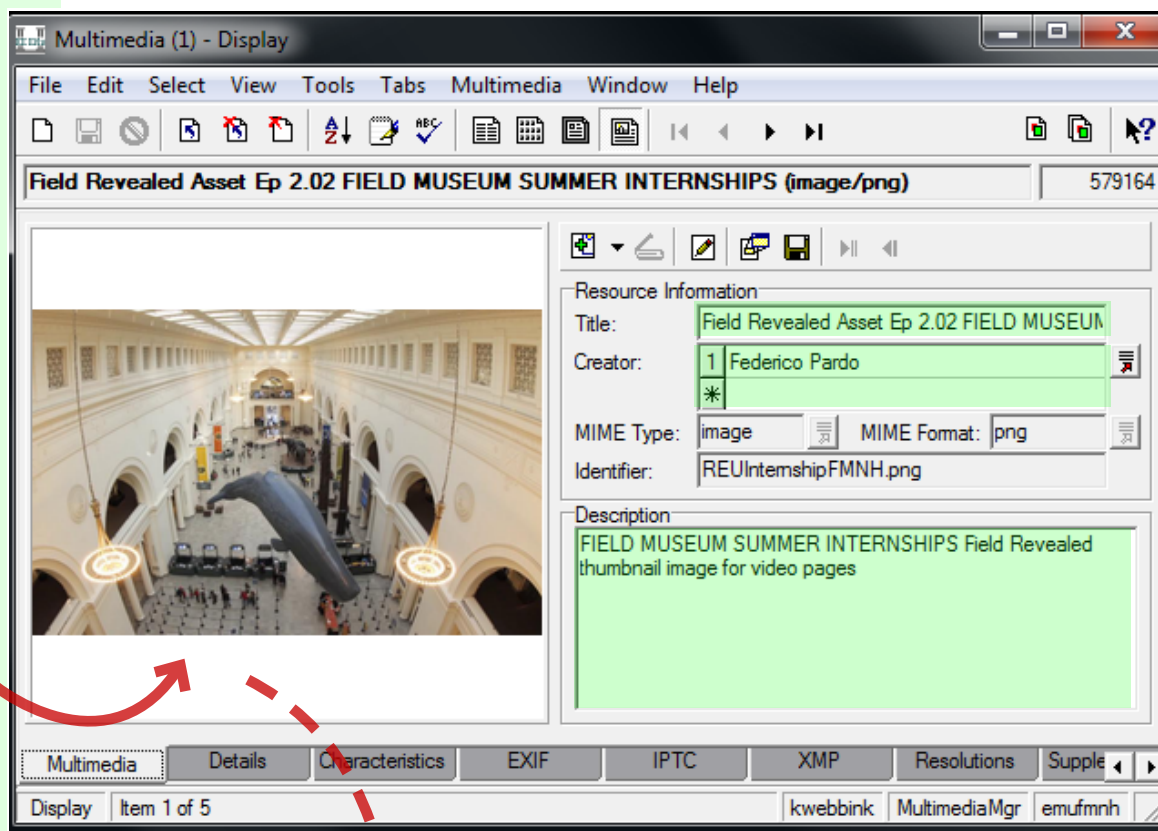
1: FMNH, [Department]
2: Name of the photographer or media producer
3: Media project (e.g., "Exhibition event number" or "NSF/Mellon GPI")

[Media area]

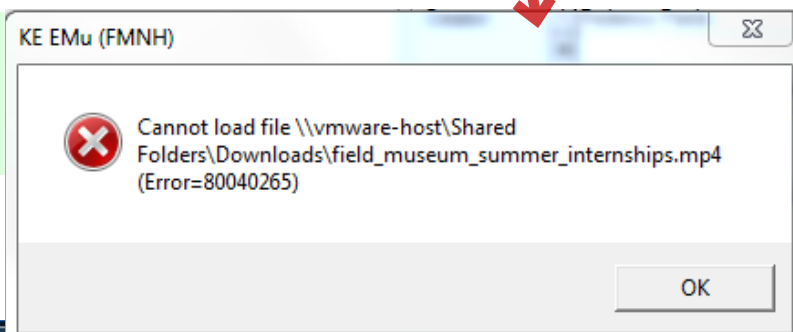
Drag a media file into this area

Description

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



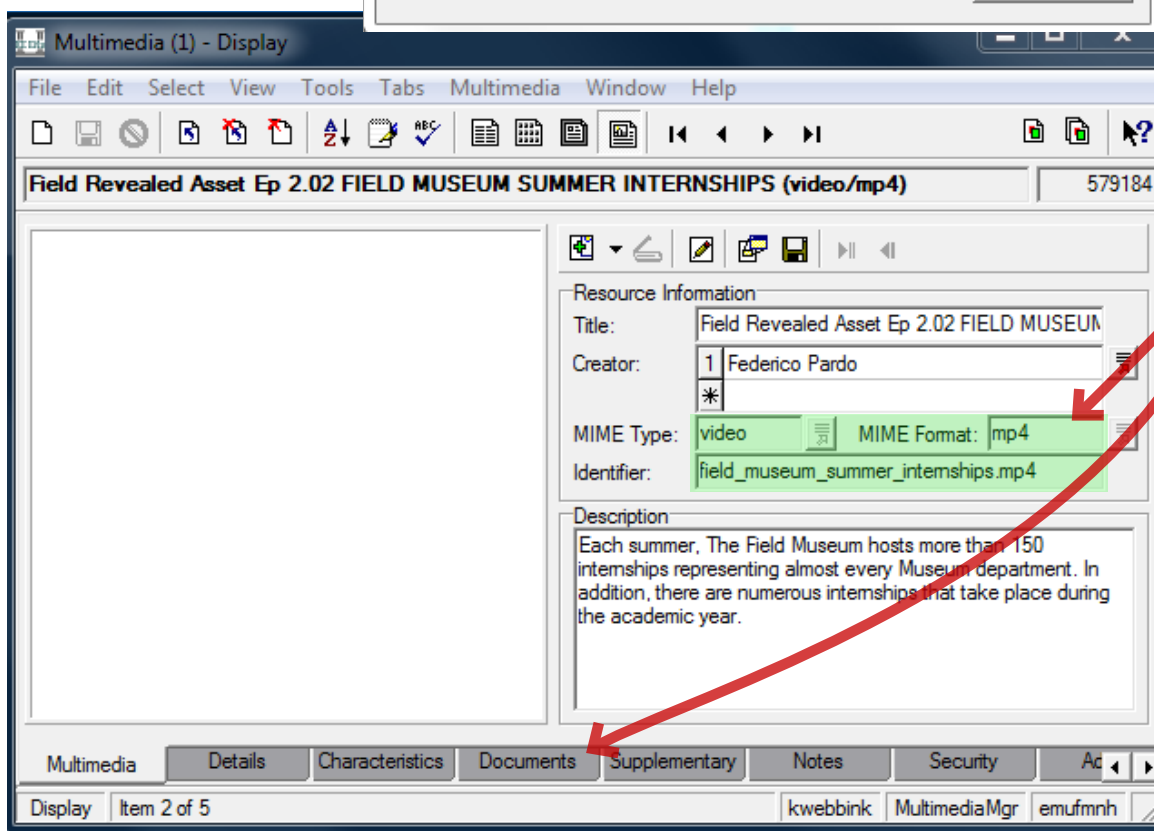
NOTE
Uploading
video files



EMu tries to make a preview image for videos uploaded to multimedia records. At this point, EMu can't show thumbnails for video files, so a "Cannot load" error message will appear.

No worries, though!

Click OK



The video file itself is actually tied to the multimedia record.

Double check by looking at the MIME fields, and others in the Documents or Metadata Tabs ("XMP" for images)

3 Details Tab

Keywords:

Single word per line

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:

© Field Museum of Natural History
(Personal images are not stored
in EMu)

4 Characteristics Tab

Repository:

KE EMu (autofilled)

Audience:

Try to select from the existing
list, but if nothing fits,
contact your EMu poweruser.

Media Form:

Again, try to select from the
existing list...

Media/Image/Video Attributes:

This info is autofilled.

File size is good for checking
that your media is actually
tied to the record.

5 Resolutions Tab

A thumb.jpg is automatically made for a media record of an image file.

If you need alternate sizes/formats made, click here

The screenshot shows the 'Multimedia (1) - Display' window. The title bar includes 'File Edit Select View Tools Tabs Multimedia Window Help'. The main content area is titled 'Field Revealed Asset Ep 2.02 FIELD MUSEUM SUMMER INTERNSHIPS (image/png)' with a record ID of 579164. It features two 'Image Attributes' panels. The left panel shows: Identifier: REUInternshipFMNH.png, Image Type: TrueColor, Colour Space: RGB, Compression: Zip, File Size (bytes): 1133998, and Quality: 100. The right panel shows: Width (pixels): 1251, Height (pixels): 799, Colour Depth: 24, Colours: 162186, Planes: 1, Images: 1, MIME Type: image, MIME Format: png, and MD5 Checksum: 815b8d3f3b097f2d4c1e6df54a8fb2a3. Below these is a 'Resolutions' table:

Identifier	MIME For...	Width (pix...	Height (pix...	Colo...	File Size (bytes)
1 REUInternshipFMNH.png	png	1251	799	24	1133998
2 REUInternshipFMNH.thumb.jpg	jpeg	90	57	24	16423

At the bottom are tabs for 'Multimedia', 'Details', 'Characteristics', 'EXIF', 'IPTC', 'XMP', 'Resolutions', and 'Supple...'. A red arrow points from the 'If you need alternate sizes/formats made, click here' text to a small icon in the top right corner of the 'Resolutions' tab area.

The 'Generate Resolution' dialog box has fields for 'Width' (3656 Pixels) and 'Height' (3180 Pixels). The 'Format' is set to 'JPEG - Joint Photographic Experts Group JFIF format'. The 'Compression' is 'No Compression' and 'Quality' is '100'. There are checkboxes for 'Scaled' (checked) and 'Enlarge' (checked). At the bottom are 'OK', 'Cancel', and 'Help' buttons.

6 Supplementary Tab

If you have a pdf/text/spreadsheet file with notes for the specific media file linked to this record, attach that file here.

e.g., Transcript of an audio file

Select appropriate usage terms for media here (e.g., research, 3d printing, interactive).

Enter any further notes here

The screenshot shows the 'Multimedia (1) - New' window. The title bar includes 'File Edit Select View Tools Tabs Multimedia Window Help'. The main content area is titled 'Supplementary Attributes' with a record ID of 558432. It has fields for 'Identifier', 'Width (pixels)', 'Height (pixels)', 'MIME Type', 'MIME Format', 'File Size (bytes)', and 'MD5 Checksum'. To the right is a 'Supplementary Attributes' panel with 'Usage' (set to '*') and 'Notes'. Below is a 'Supplementary' table:

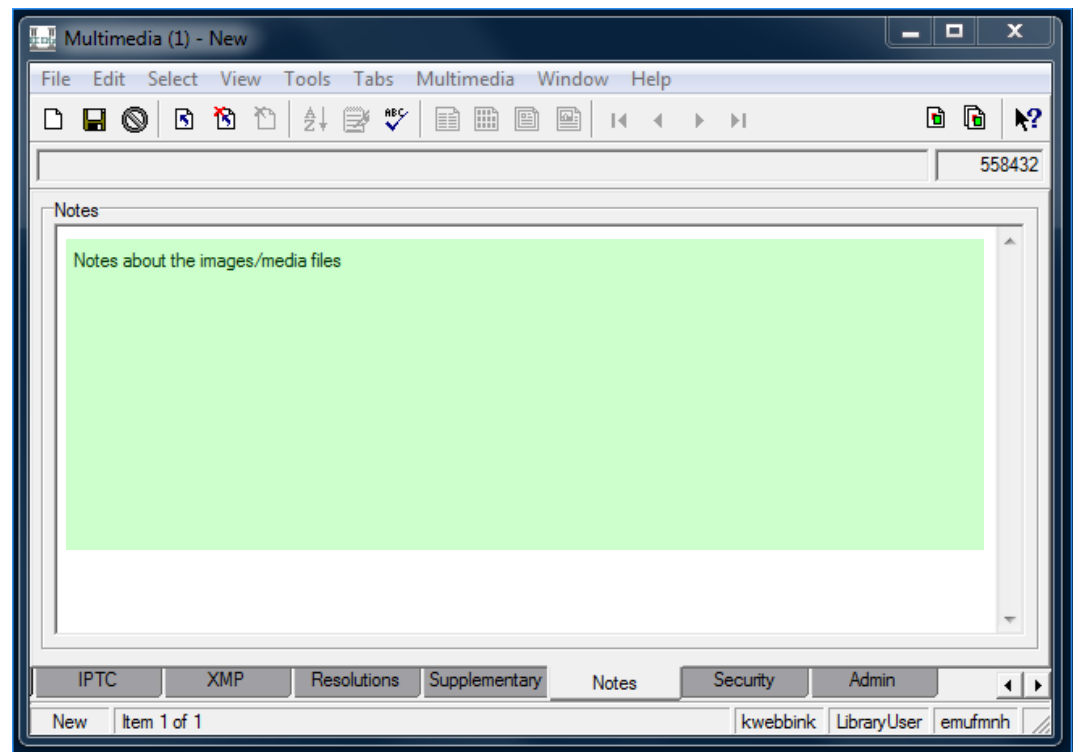
Identifier	Usage	MIME Type	MIME Format	Width (pixels)	Height (pixels)	File Size (bytes)
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At the bottom are tabs for 'IPTC', 'XMP', 'Resolutions', and 'Supplementary'. A red arrow points from the 'Select appropriate usage terms for media here' text to the 'Usage' field. Another red arrow points from the 'Enter any further notes here' text to the 'Notes' field. A third red arrow points from the 'If you have a pdf/text/spreadsheet file with notes for the specific media file linked to this record, attach that file here.' text to a small icon in the top right corner of the 'Supplementary' tab area.

The 'Add Supplementary' dialog box has an 'Identifier' field containing 'PE1234_fossil_HTML'. Below is a text area with the following text: 'Identifier Set the identifier for the supplementary document. The identifier is the file name, without the file extension, under which the document is stored on the server. The name must not be used by any other supplementary document for this record.' At the bottom are 'OK' and 'Cancel' buttons.

7 Notes Tab

Document any notes about the image/media or its derivatives here.



8 Security Tab

This tab controls who can and cannot see the Event.

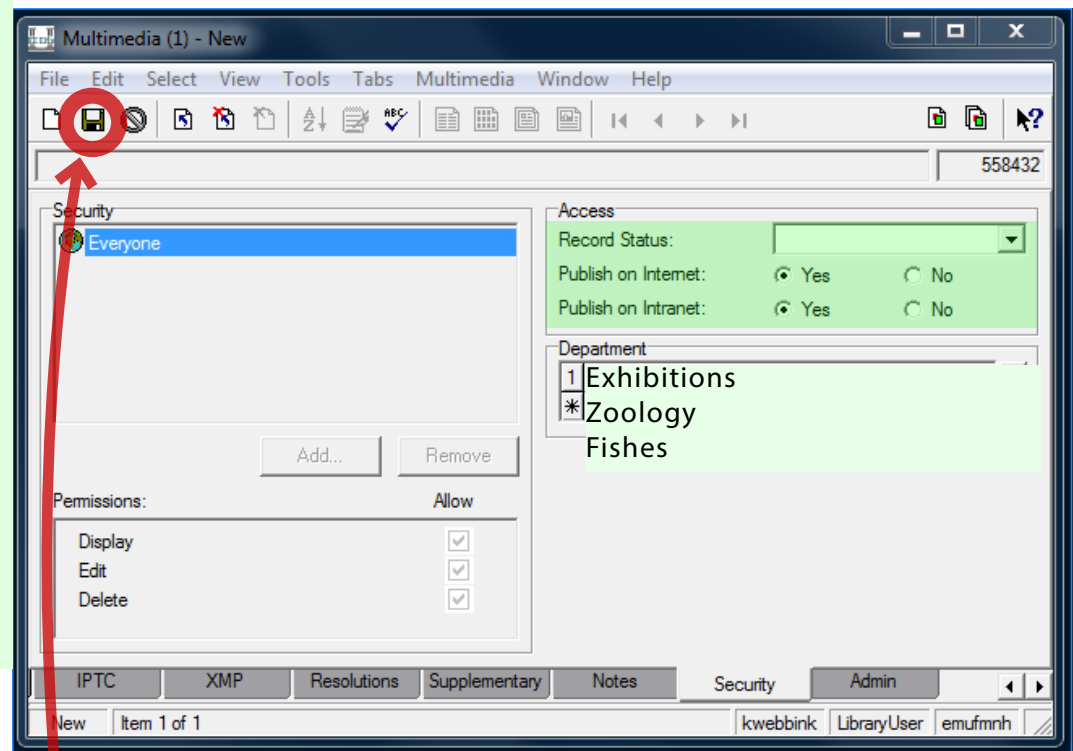
Access

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)

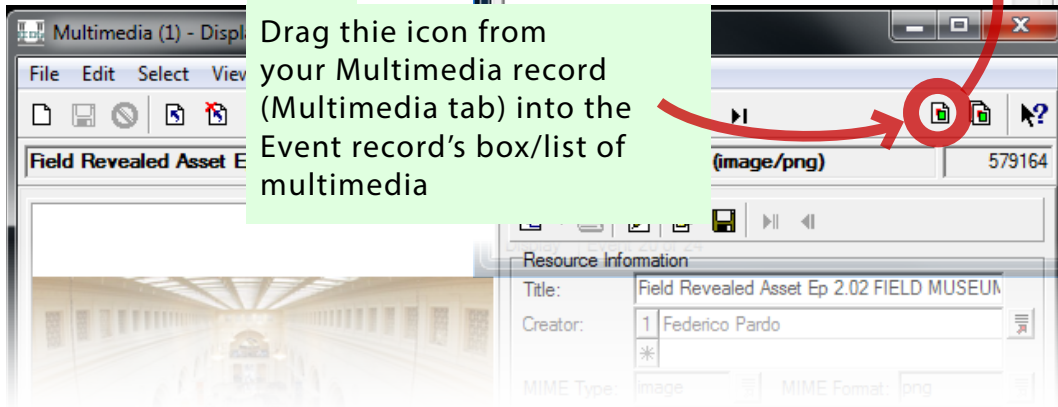
10 Attach Multimedia & Event record

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



11

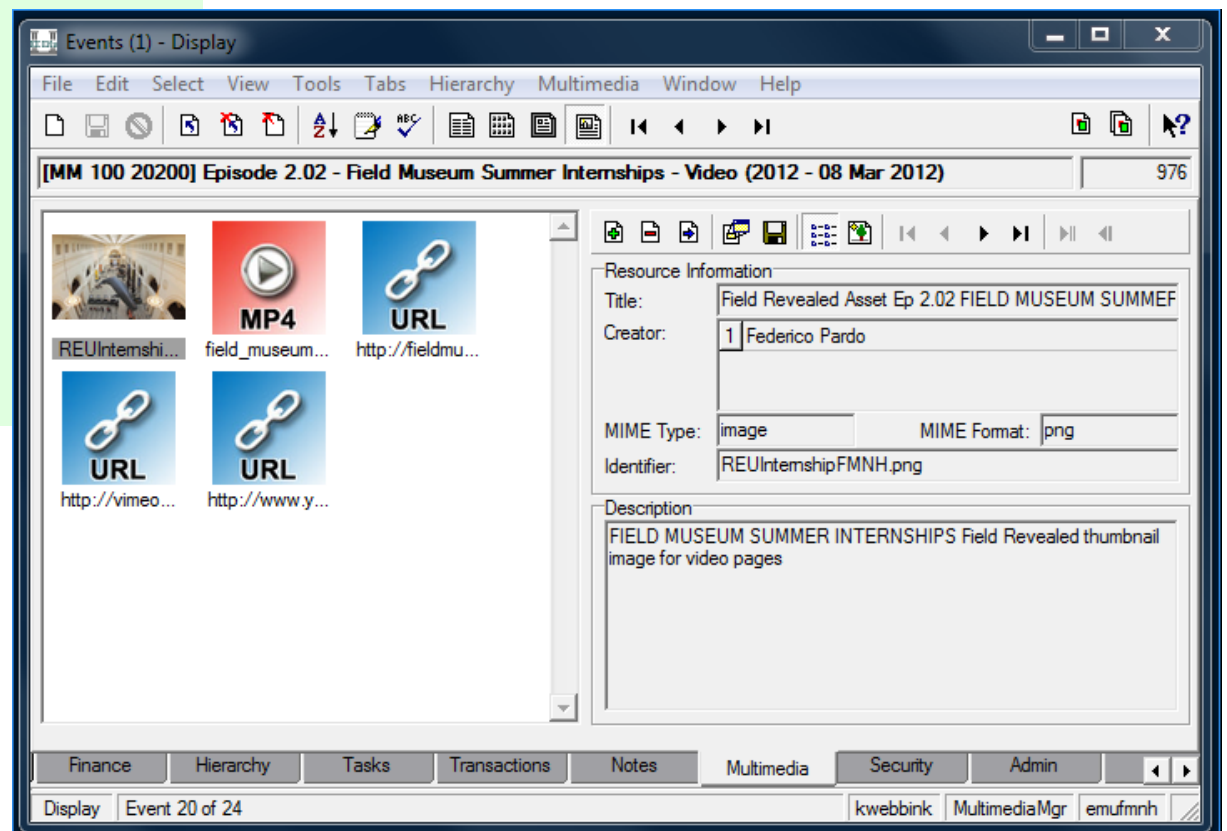
Drag this icon from your Multimedia record (Multimedia tab) into the Event record's box/list of multimedia



12 Arrange Multimedia icons

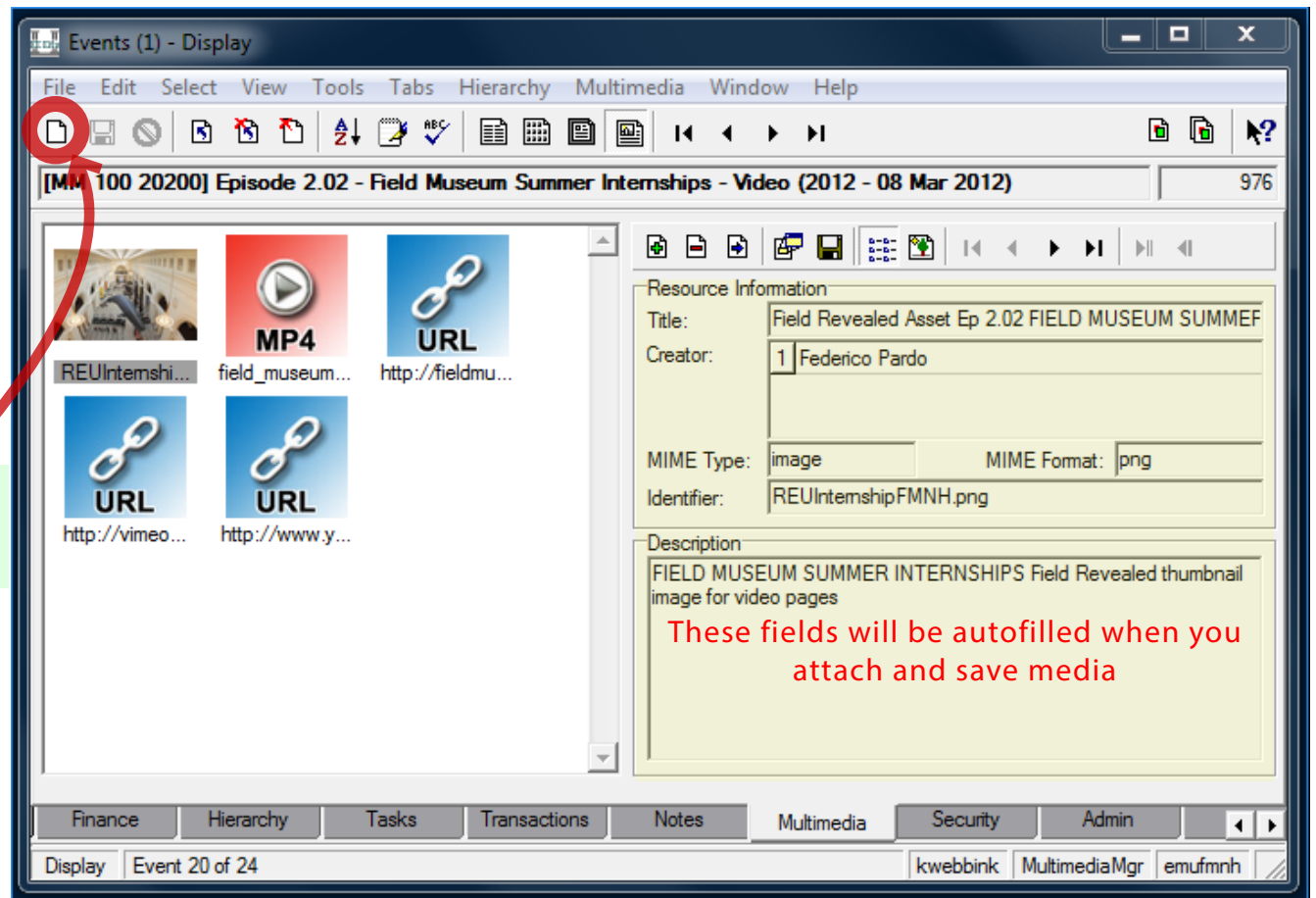
In the Event file, make sure the first (top left) multimedia file is an image thumbnail. This will help later on when searching multiple event records.

Do this by dragging the thumbnail/icons into an order that makes sense.



13

**SAVE the
Event record.**



Presto!

(what am i forgetting?)