


# Repatriation Website - How to...

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# How to update existing content

With reference to the [2015 Anthropology & Philippines site content instructions](#) document:

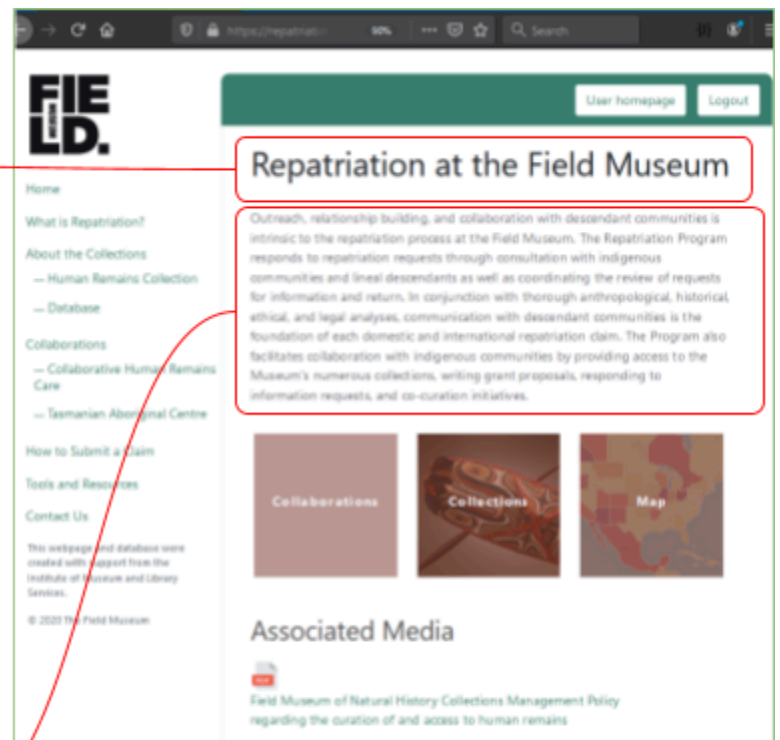
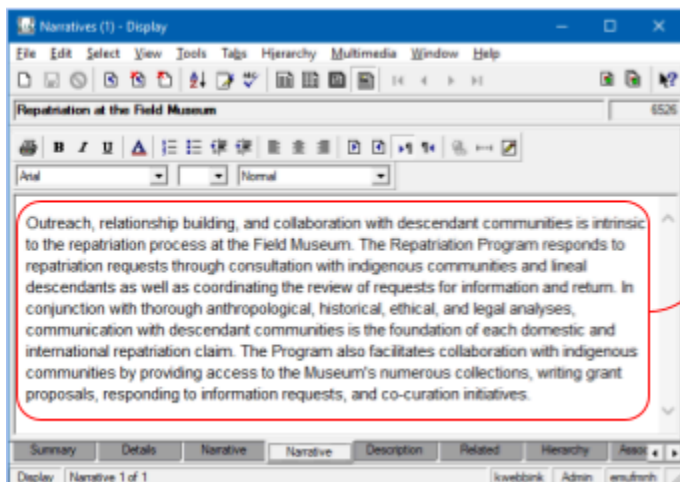
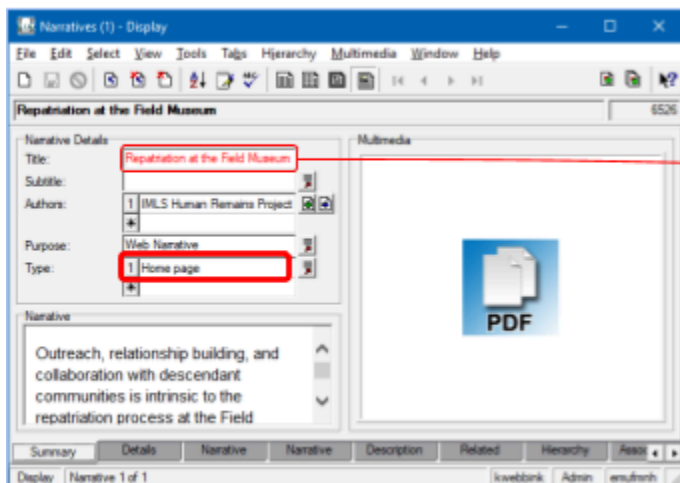
## Field Museum Repatriation Home Page

<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

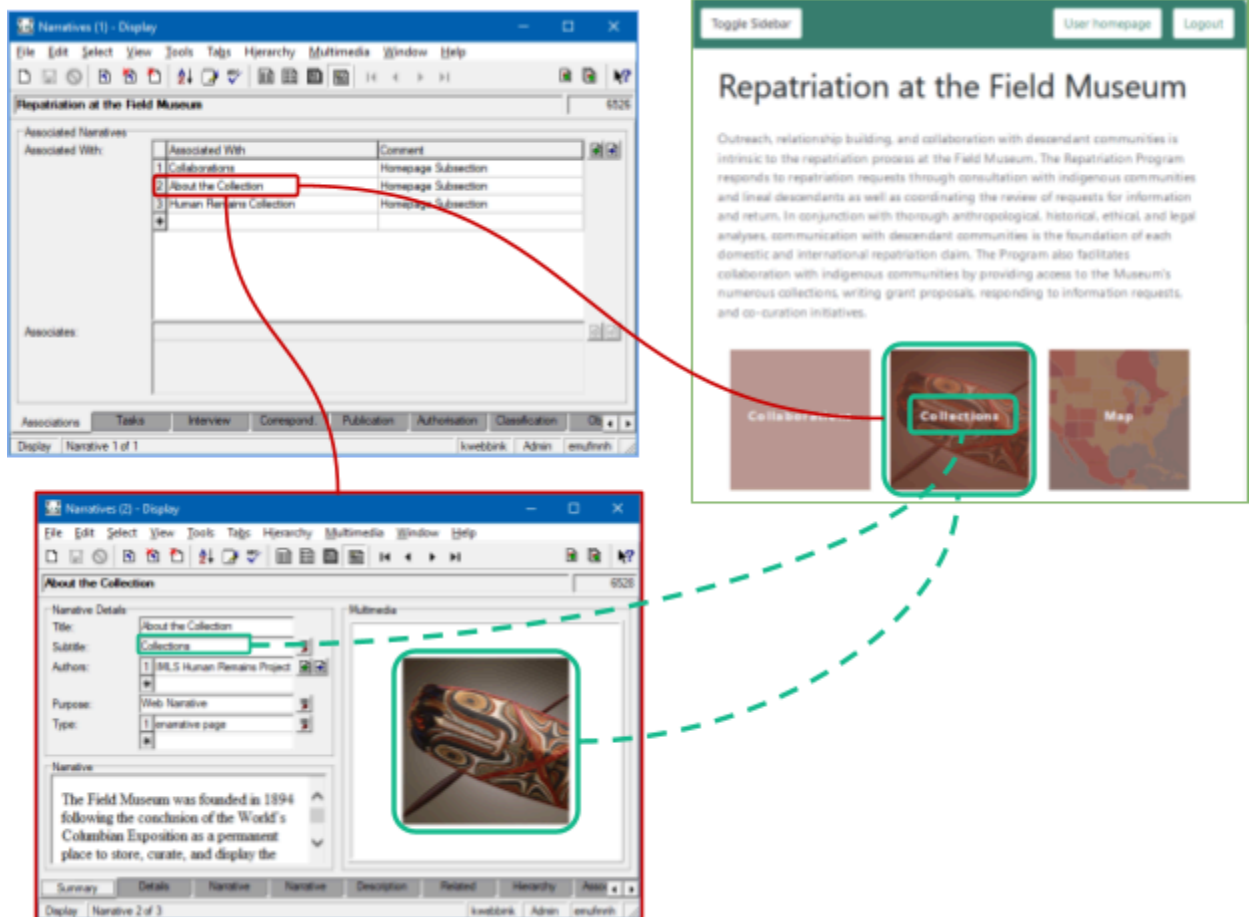


## 2. Highlight / Sub-narrative pages

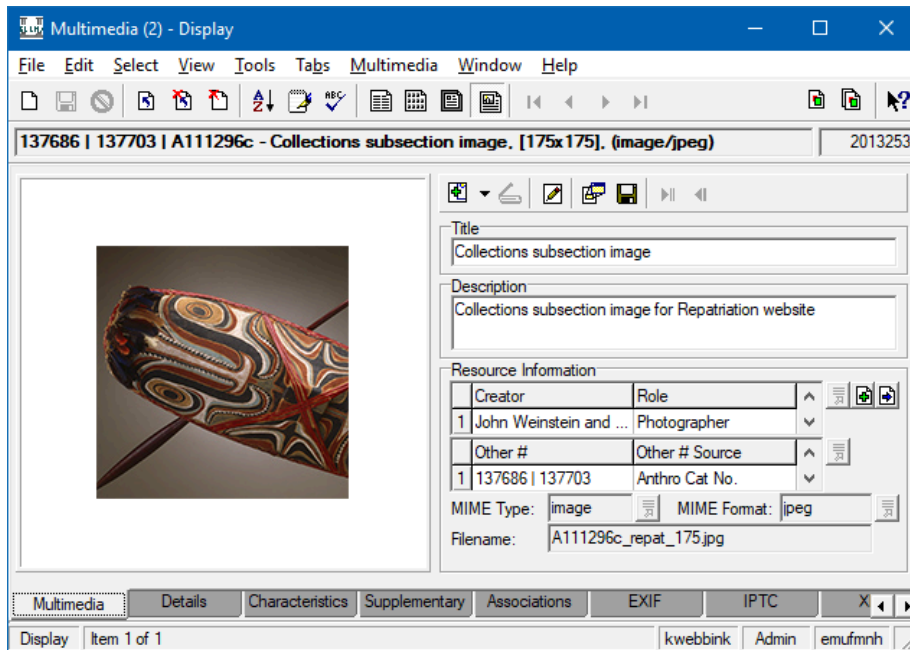
On the Homepage, 3 subnarratives can be displayed as highlights.  
For them to display properly, do the following:

### Note:

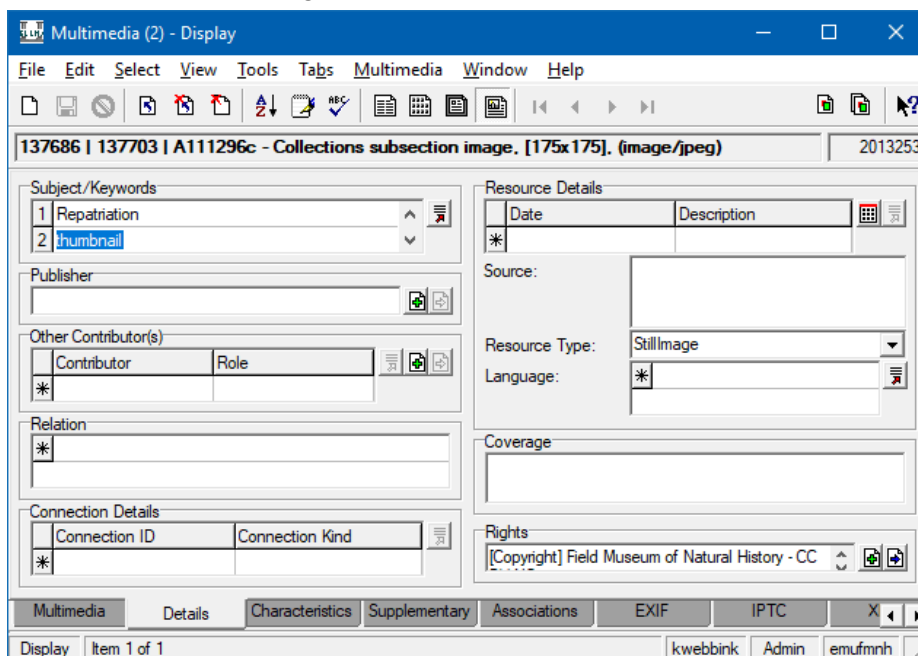
- **Only 3** Subnarratives can be highlighted at a time.
  - Any existing Narrative can be switched in/out as a Highlight/Subnarrative on the Homepage.
1. Attach the sub-Narrative you want to highlight on the Homepage Narrative irn 6526
    - a. Under “Comment”, enter “Homepage Subsection”



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.

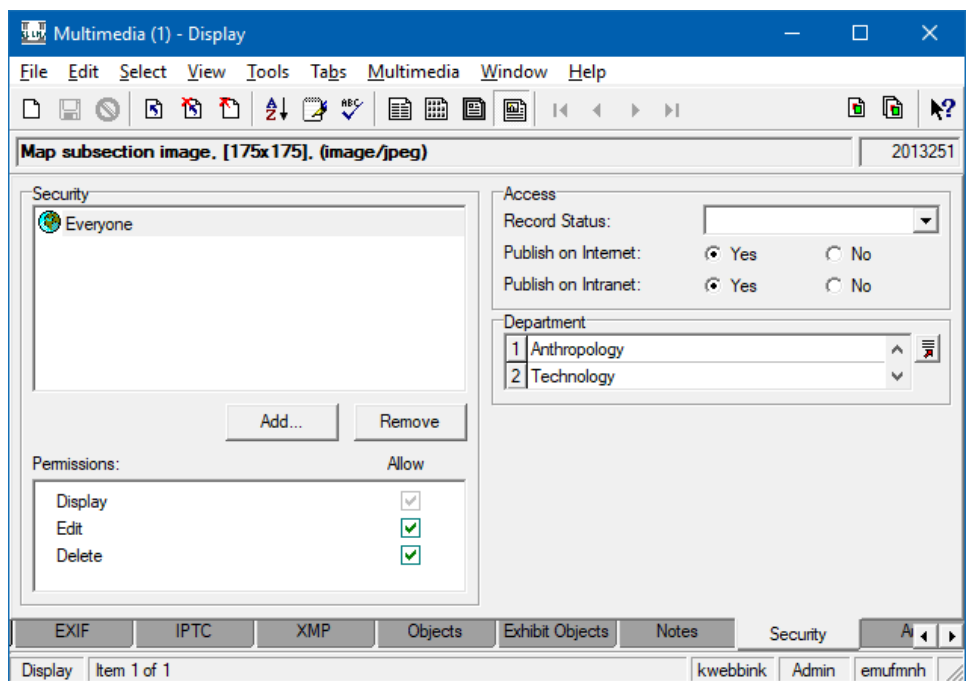


3. In the attached Multimedia,
  - a. **Multimedia - Image file** = Make sure the image's width and height are 175-pixels by 175 pixels
  - b. **Subject/Keywords (DetSubject\_tab)** - include "thumbnail" in the list
    - i. This flags this particular Multimedia record as the highlight-thumbnail.
    - 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)



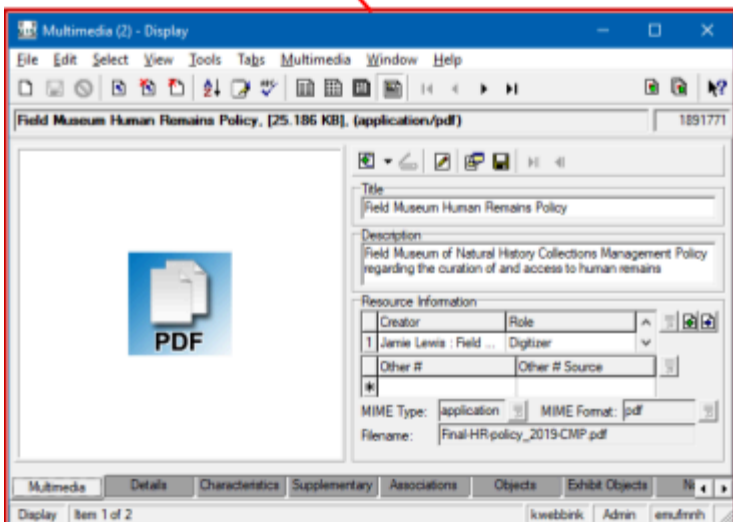
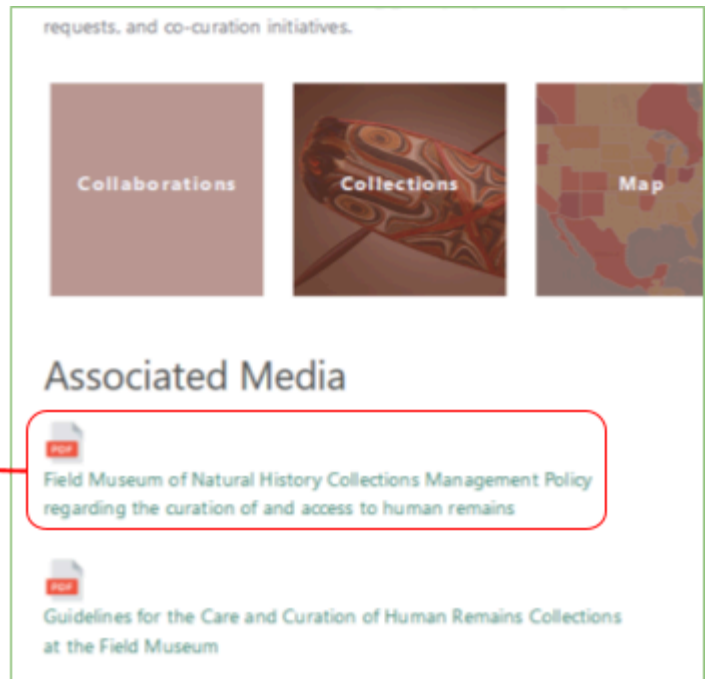
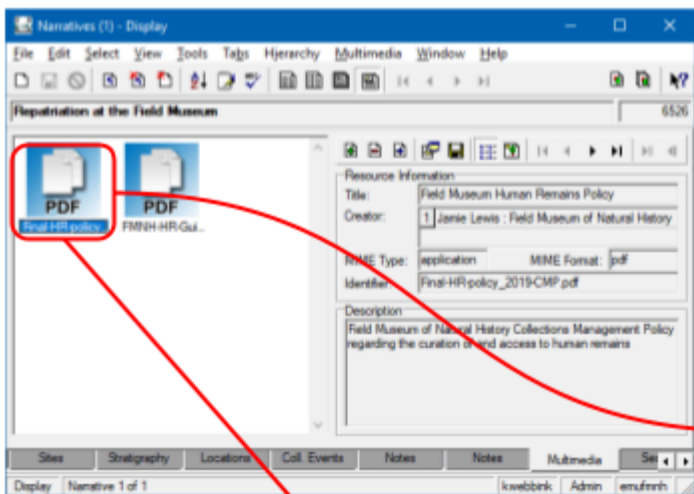
### 3. Associated Media

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
*	

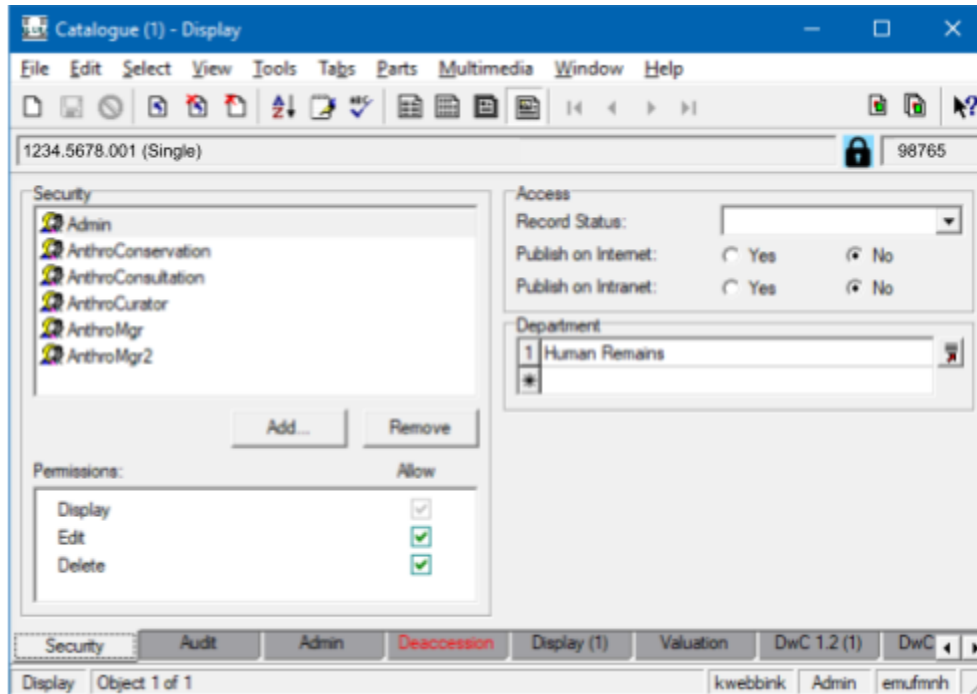
Indicators

MM: ☒ R&E?: ☐ hazard: ☐  
Co-ords: ☐ tissues: ☐ notes: ☒

DwC MaNIS (2) DwC OBIS (1) DwC OBIS (2) Movements Relationship Notes Catalog Identity

Display Object 1 of 1 kwebbin 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.PoIPD1
  - **Country** = ColSiteLocationRef.PoIPD1
    - Or (if that is null) ColSiteLocationRef.SitSovereigntyRef.PoIPD1
  - **State/Province** = ColSiteLocationRef.PoIPD2
    - Or (if that is null) ColSiteLocationRef.SitSovereigntyRef.PoIPD2
  - **County** = ColSiteLocationRef.PoIPD3
  - **Associated Objects** = RelObjectsRef\_tab.imn
    - 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

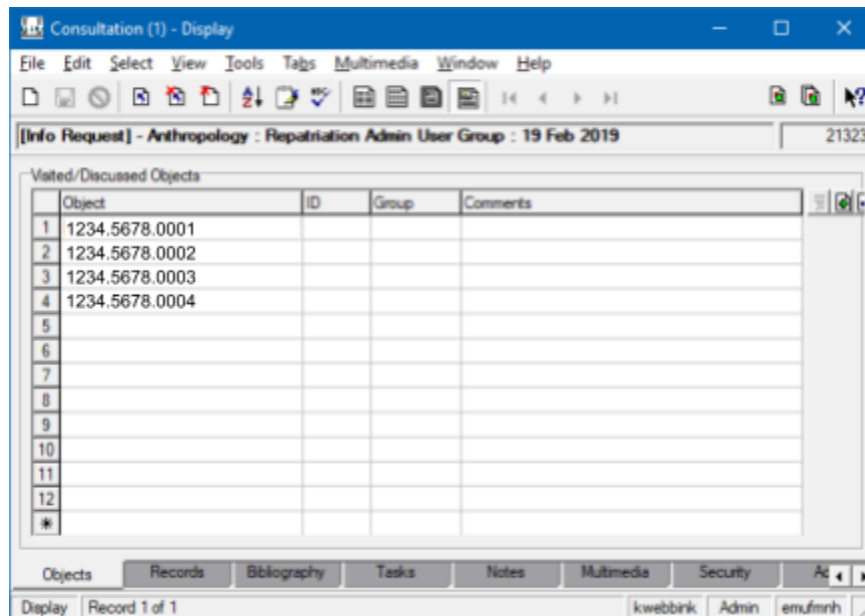
- The Multimedia record is set to Publish on Internet = **"Yes"**
- Subject/Keywords include **"repatriation website"**
- See the ["Highlights" section](#) for instructions on adding thumbnails for subnarrative pages

Specifically:

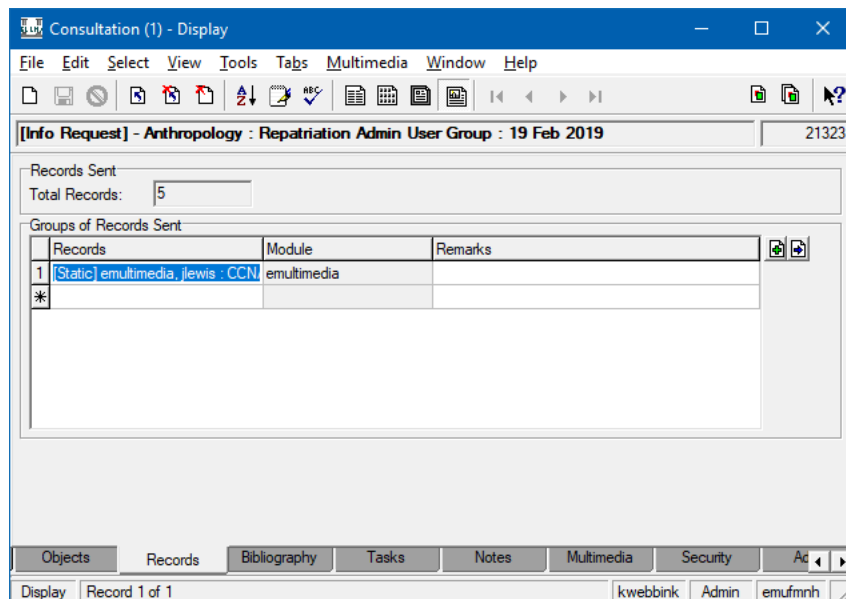
- Subject/Keywords also includes **"thumbnail"**
- Image's dimensions = **175px x 175px**

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

- 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

Home

What is Repatriation?

About the Collections

- Human Remains Collection
- Database

Collaborations

- Collaborative Human Remains

User homepage Logout

## 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?

6525

Narrative Details

Title: What is Repatriation?

Subtitle:

Authors: 1 IMLS Human Remains Project

Purpose: Web Narrative

Type: 1 narrative page

Narrative

What is Repatriation?

Repatriation for museums and institutions like them is the process by which important cultural items and

Multimedia

PDF

Summary Details Narrative Narrative Description Related Hierarchy Assoc

Display Narrative 1 of 1

kwebibink Admin emulmnh

## “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.]*

The screenshot shows a web application window titled "Narratives (1) - Display". The window has a menu bar with "File", "Edit", "Select", "View", "Tools", "Tabs", "Hierarchy", "Multimedia", "Window", and "Help". Below the menu is a toolbar with various icons. The main content area is divided into two panes. The left pane, titled "Narrative Details", contains the following fields: "Title" (2010 NIC : Confederated Tribes o), "Subtitle" (NIC for 2010 : Confederated Tribe), "Authors" (1 JMLS Human Remains Project), "Purpose" (Web Narrative), and "Type" (1 statistics section, 2 enarrative page). The right pane, titled "Multimedia", contains a "URL" field with the value "https://www.g...". Below the panes is a tabbed interface with tabs for "Summary", "Details", "Narrative", "Narrative", "Description", "Related", "Hierarchy", and "Assot". The "Summary" tab is currently selected. At the bottom of the window, there is a status bar that reads "Display Narrative 7 of 58" and "kwebbink Admin emufmnh".

**2010 NIC : Confederated Tribes of the Umatilla Indian Reservation** 11927

**Narrative Details**

Title: 2010 NIC : Confederated Tribes o

Subtitle: NIC for 2010 : Confederated Tribe

Authors: 1 JMLS Human Remains Project

Purpose: Web Narrative

Type: 1 statistics section  
2 enarrative page

**Narrative**

Confederated Tribes of the Umatilla Indian Reservation

**Multimedia**

URL  
https://www.g...

Summary Details Narrative Narrative Description Related Hierarchy Assot

Display Narrative 7 of 58 kwebbink Admin emufmnh



## 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.

The screenshot shows a software window titled "Narratives (1) - Display". The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area is titled "2010 NIC : Confederated Tribes of the Umatilla Indian Reservation" with a record number "11927" on the right. Below this, the "Narrative Details" section is expanded, showing a form with the following fields:

- Title:** 2010 NIC : Confederated Tribes of the Umatilla Indian Reservation
- Authors:** 1 IMLS Human Remains Project Team
- Contributor(s):** A table with columns "Other Contributor(s)", "Role", and "Approval?".
- Date/Type:** A table with columns "Date", "Type", and "Explanation".
- Purpose:** Web Narrative
- Subject/Keywords:** 1 repatriation website, 2 NIC
- Identifier:** (empty field)
- Version:** (empty field)
- Version Date:** (empty field)

At the bottom, there are tabs for Summary, Details, Narrative, Narrative, Description, Related, Hierarchy, and Assoc. The "Details" tab is currently selected. The status bar at the bottom shows "Display", "Narrative 7 of 58", and user names "kwebbink", "Admin", and "emufmnh".

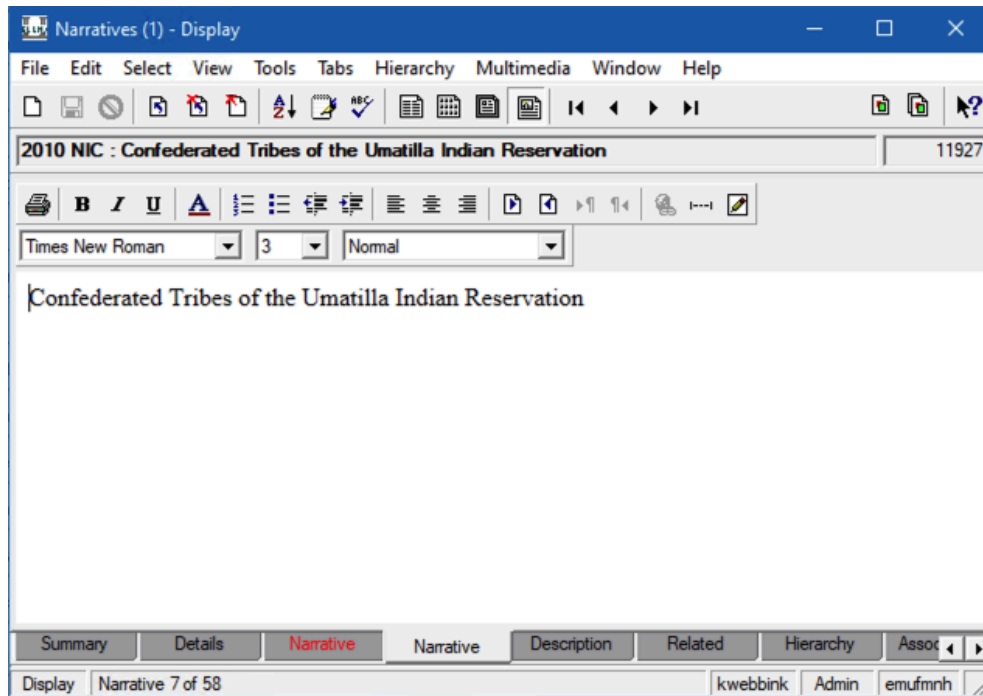
### 3. Narrative Tab

**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:

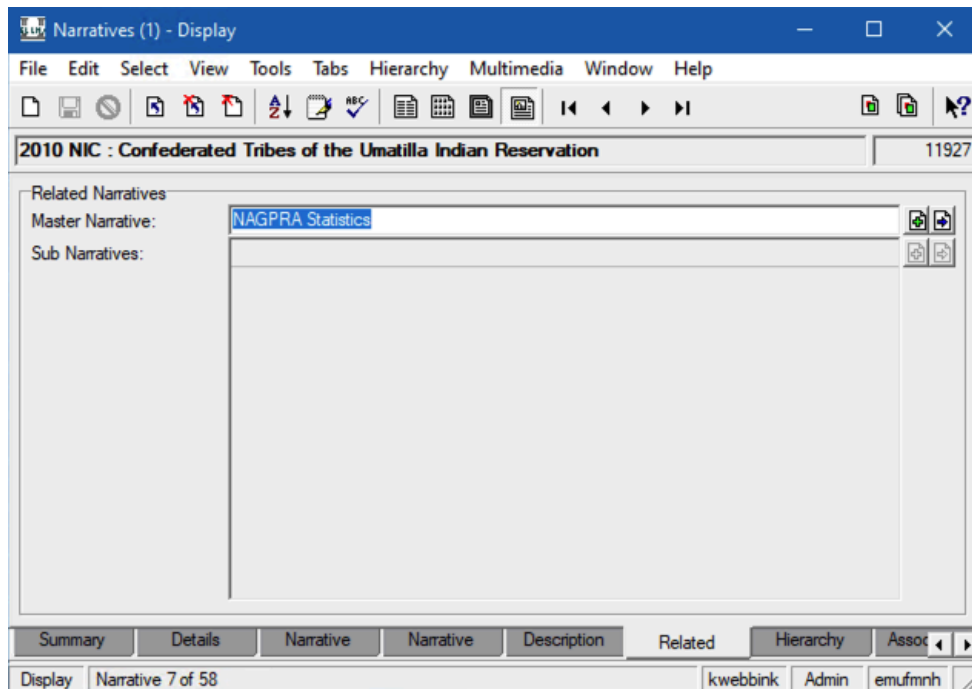
- Do NOT paste formatted text into this field. (Formatting will get mangled.)



#### 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:

The screenshot shows a software window titled "Narratives (1) - Display". The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area displays the "2010 NIC : Confederated Tribes of the Umatilla Indian Reservation" with the ID "11927". A "Classification" section on the left lists eight levels with corresponding input fields and icons:

Level	Value
Level 1:	MNI
Level 2:	3
Level 3:	AFO
Level 4:	5
Level 5:	
Level 6:	
Level 7:	
Level 8:	

At the bottom, a tabbed interface shows "Tasks", "Interview", "Correspond.", "Publication", "Authorisation", "Classification" (selected), "Objects", and "Ev". The status bar at the bottom indicates "Display Narrative 7 of 58" and lists users "kwebbink", "Admin", and "emufmnh".

## 6. Multimedia

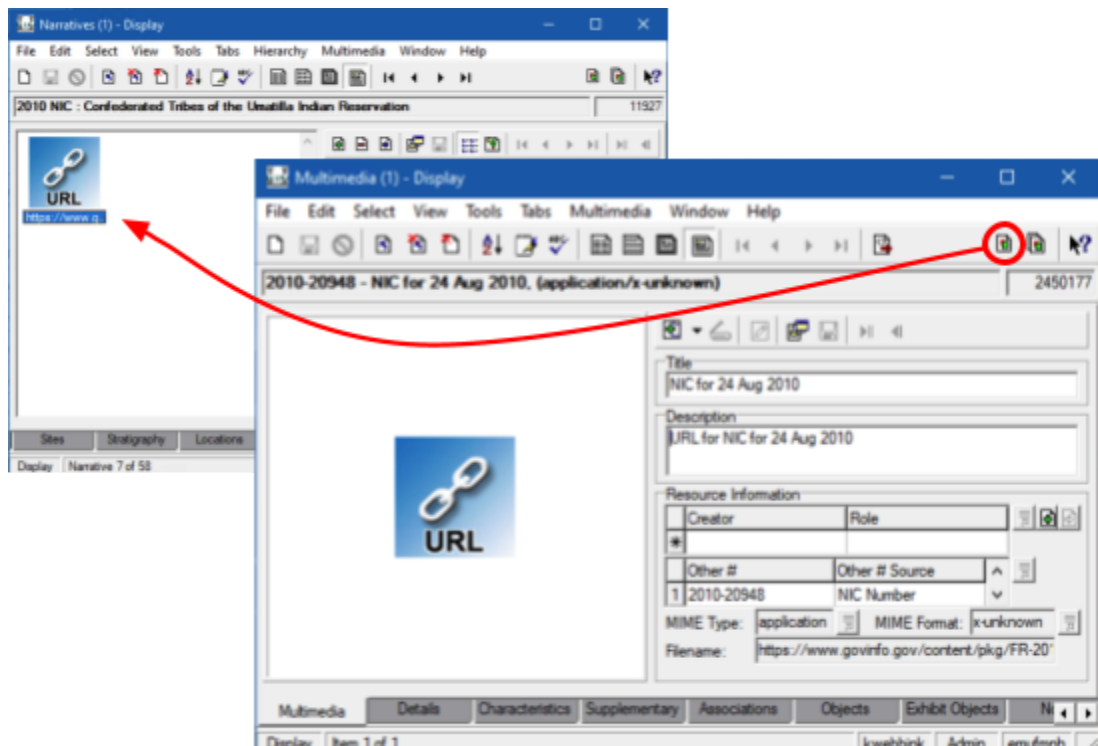
**Attached Multimedia record/s** = “govinfo.gov” URLs that link to NIC or NIR reports

- **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)

The screenshot shows a software window titled "Consultation (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 is titled "[Info Request] : Repatriation Admin User Group : 19 Feb 2019" with a record number "21323" on the right. Below the title bar, there are several sections for data entry:

- Record Details:** Record Type: Info Request (dropdown), No. Records/Objects: 12, Original Request attached: ☐
- Request Details:** Requested By: Repatriation Admin User Group, Data Collated By: (empty), Date of Request: 19 Feb 2019, Date of Response: (empty)
- Geographic Notes:** (empty text area)
- Taxonomic Notes:** (empty text area)
- General Notes:** Testing restricted Catalogue and Media record sets for Repatriation website
- Event:** [RP-6725] Repatriation Web Content - Web Project ( Oct 2016 - Dec 2019)

At the bottom, there is a tabbed interface with tabs for Info Request, Objects, Records, Bibliography, Tasks, Notes, Multimedia, and Settings. The "Info Request" tab is selected. Below the tabs, there is a status bar showing "Display", "Record 1 of 1", and user names "kwebbink", "Admin", and "emufmnh".

# 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]*

The screenshot shows the 'Parties (2) - Edit' window in the EMu software. The window title bar indicates the record is for 'Ms Sharon D. Grant : Field Museum of Natural History' with a unique identifier '7124'. The interface includes a menu bar (File, Edit, Select, View, Tools, Tags, Multimedia, Window, Help) and a toolbar with various icons. The main form is divided into several sections: 'Physical Address' with fields for Street, City/Town, State/Province, Postal/Zip Code, and Country; 'Postal Address' with similar fields; 'Telephone Numbers' with fields for Business, Mobile, Fax, and Home; and 'Internet Details' with fields for Email (containing 'joe@fm.org'), Web, and EMu User Id (containing 'joe'). At the bottom, there is a tabbed interface with 'Person' selected, and other tabs for Address, Organisation, Roles, Associations, Biography, and Synonymy. The status bar at the very bottom shows 'Edit', 'Party 1 of 3', and user information 'kwebbink Admin emufmnh'.

- 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)

Parties (1) - Display

File Edit Select View Tools Tabs Multimedia Window Help

Repatriation Admin User Group 208131

Party Type: Collaboration

Collaboration Name: Repatriation Admin User Group

Collaborator	Role
1 J Doe	
2 K Smith	
3 L Bates	
*	

Person Collaboration Associations Notes Multimedia Security Audit Ad

Display Party 1 of 1 kwebbink Admin emufmnh



## 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**

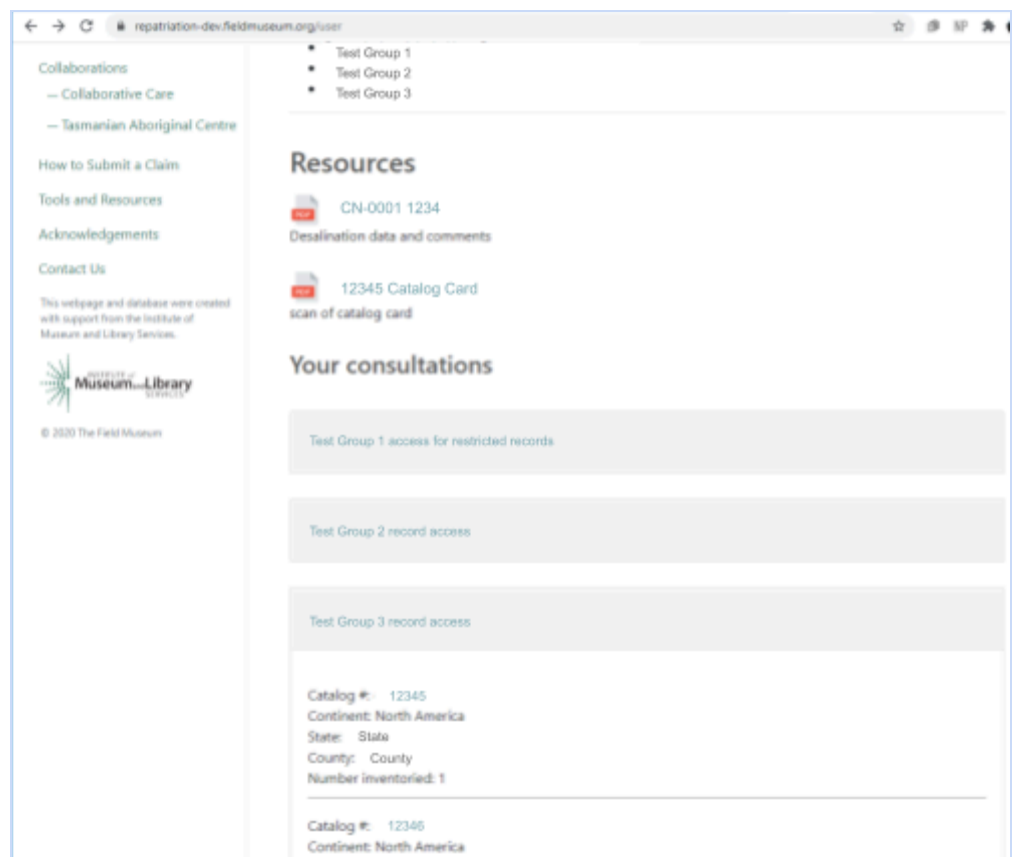
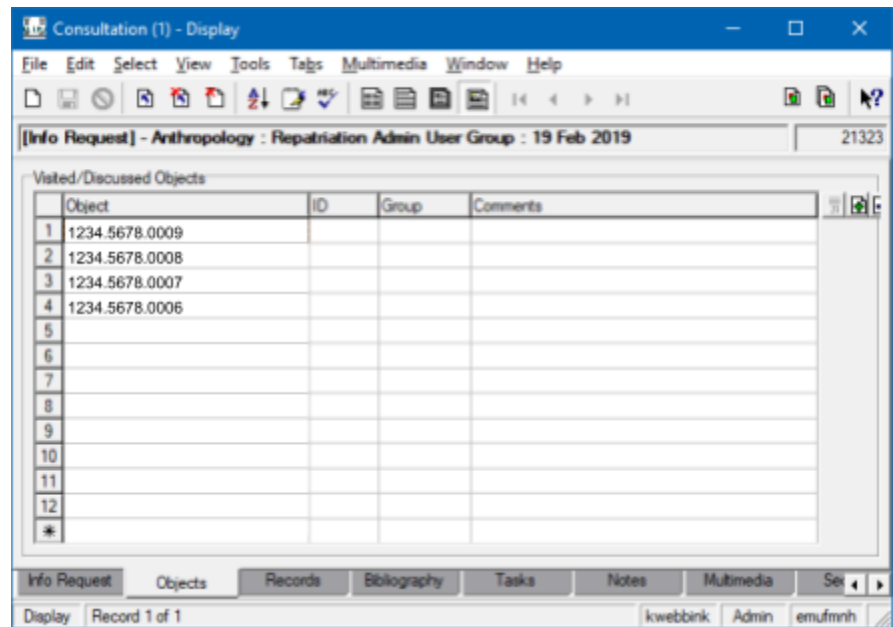
The screenshot shows a software window titled "Consultation (1) - Display". The menu bar includes File, Edit, Select, View, Tools, Tabs, Multimedia, Window, and Help. The toolbar contains various icons for file operations and navigation. The main content area is titled "[Info Request] - Anthropology : Repatriation Admin User Group : 19 Feb 2019" with a record ID of 21323. The form is divided into several sections:

- Record Details:** Record Type is set to "Info Request" (dropdown), No. Records/Objects is 12, and Original Request attached is unchecked.
- Request Details:** Requested By is "Repatriation Admin User Group", Data Collated By is empty, Date of Request is "19 Feb 2019", and Date of Response is empty.
- Geographic Notes:** Empty text area.
- Taxonomic Notes:** Empty text area.
- General Notes:** Contains the text "Testing restricted Catalogue and Media record sets for Repatriation website".
- Event:** Set to "[RP-6725] Repatriation Web Content - Web Project ( Oct 2016 - Dec 2019)".

At the bottom, there are tabs for "Info Request", "Objects", "Records", "Bibliography", "Tasks", "Notes", "Multimedia", and "Search". The "Info Request" tab is active. The status bar at the bottom shows "Display", "Record 1 of 1", and user names "kwebbink", "Admin", and "emufmnh".

## Objects Tab

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

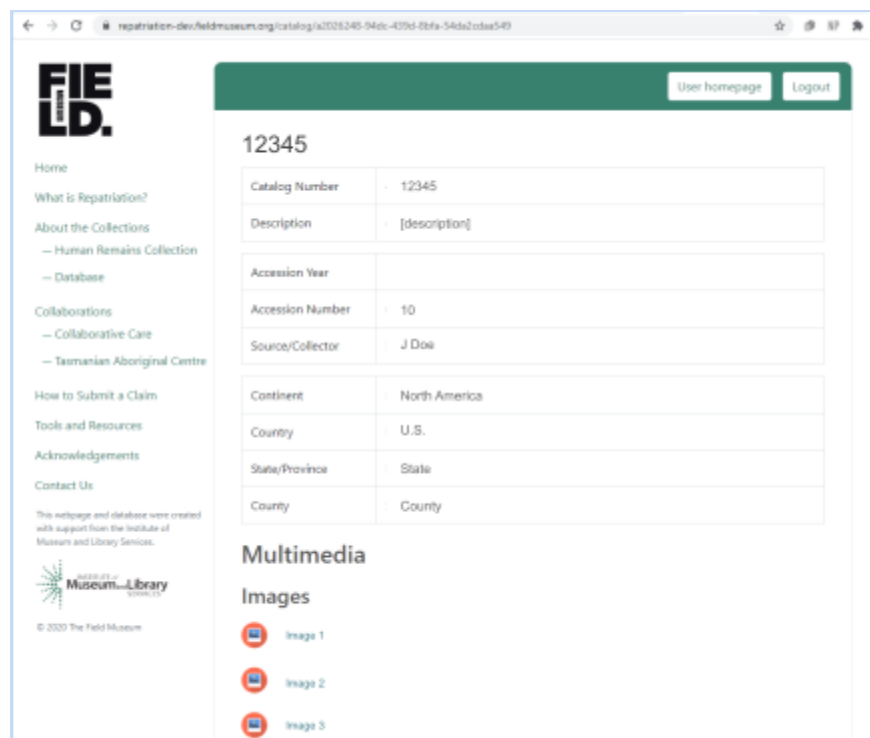
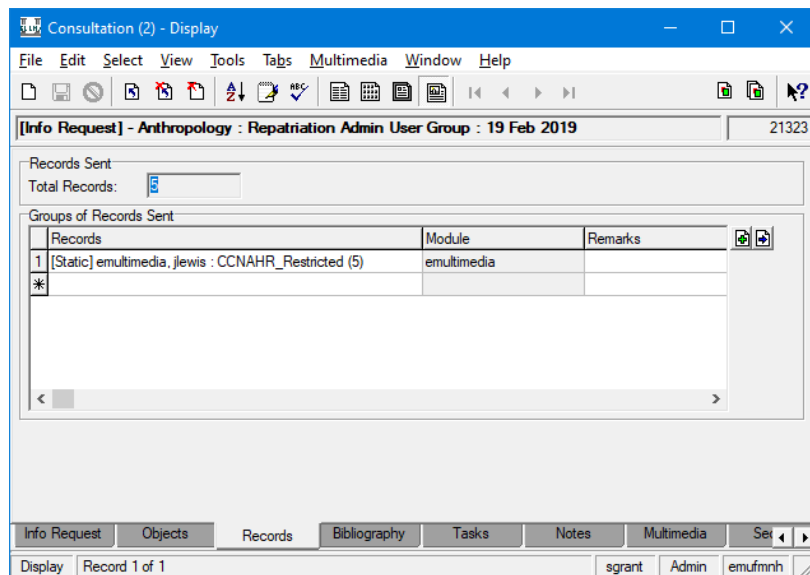


## Records Tab

- 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.

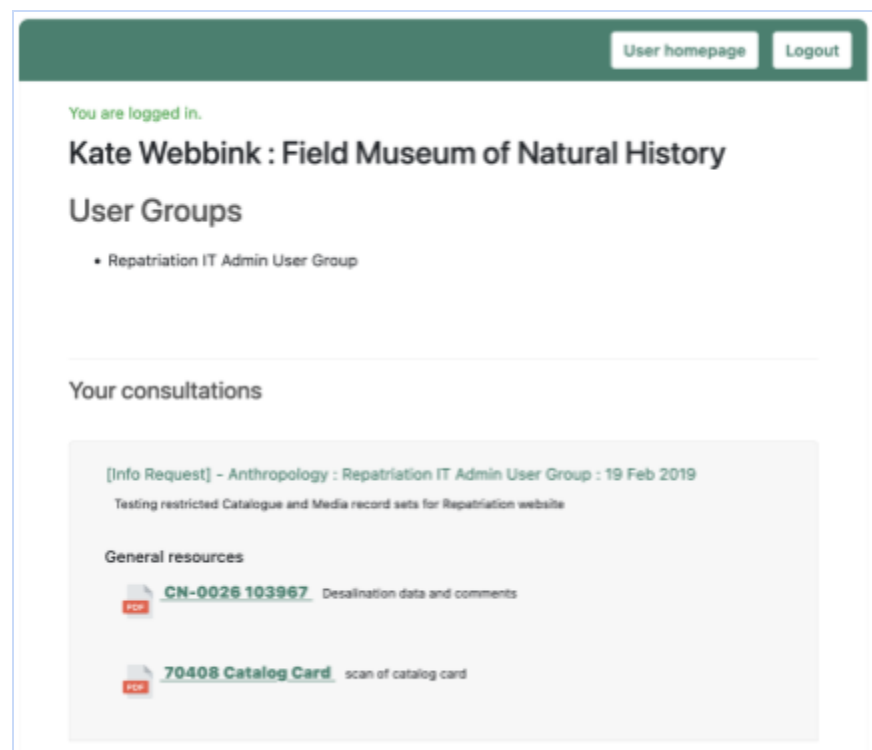
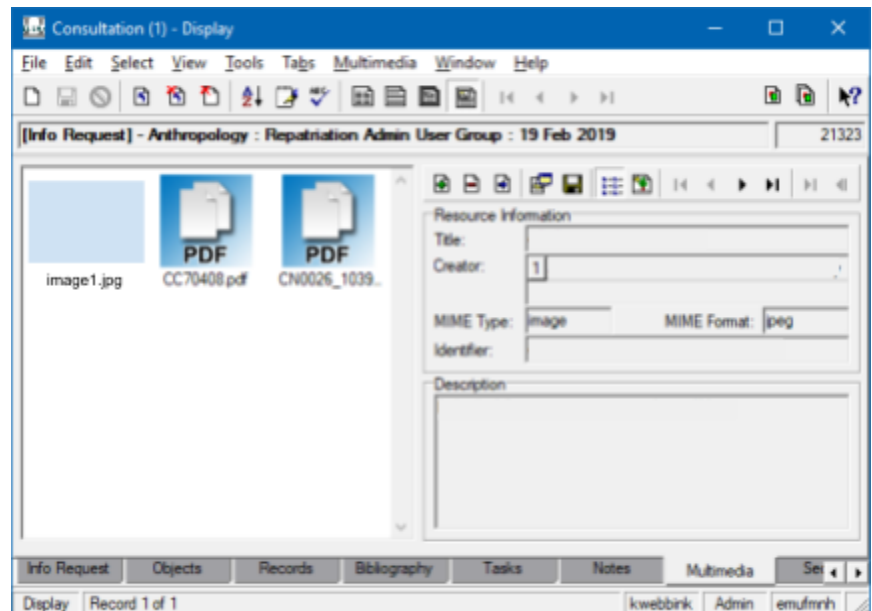
2. Go to the Consultation's **Records** tab, and attach the Multimedia-group in the "Groups of Records Sent" table.
- If you need to add more multimedia, include it in the existing group. Don't attach a 2nd group here.
  - Group name format is:  
"CCNAHR\_[descriptor]\_[consultation irn]"

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](mailto: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.)