

ACORN

A COnservation Records Network

User Manual

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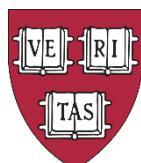


TABLE OF CONTENTS

	<u>Page #</u>
What is ACORN?	4
Intended Audience	4
User Types	4
Signing In	5
Changing Your Password	5
Signing Out	5
Menu Bars	6
Home Page	8
Common Conventions	8
RECORDS	
New- Record	9
Login a Record	10
Transfer Form	11
Create/ Edit a Proposal	14
Email Proposal	15
Proposal Approval	16
Create/ Edit a Report	18
Files	19
Logout a Record	21
Temp Transfer and Temp Transfer Return	21
Create a New Project	21
Create/ Edit Custom Text	22
Group Records	24
Create a New Group Record	24
Group- Login and Logout	25
Group- Proposal and Report	25
Status	27
Bulk Login and Bulk Logout	28



OSW- On Site Work

OSW	30
SEARCHING AND REPORTS	
Find A Record- Simple	32
Find a Record- Advanced	33
Reports (PDFs)	36
ADMIN FUNCTIONS	
Initial Setup Instructions	37
Edit- Lists	37
Edit- Person or User	39
Delete a Record	41
Close a Record/ Mark As Done	41
Delete and Rename Files	42
Unlock a Record	42
Global Options- Custom Text and Saved Searches	42
REPOSITORY MODE	
Signing In	43
Menu Bars	43
My Records	44
Identification	44
Proposal and Report	44
Find- Record	44
Edit	44
Repository Admin	45
Glossary	46



WHAT IS ACORN?

ACORN (A COnservation Records Network) is a database for preservation documentation to be used by conservators of artistic and historic materials.

There are four major tasks that ACORN can perform. They are:

- 1- Registrarial/ tracking system for objects entering and leaving a conservation lab or other preservation space.
- 2- Depository for treatment documentation- written and visual, embedded and linked. Data can be shared and accessed by conservation, registrarial, and curatorial units.
- 3- Tracking system for preservation work and/or conservation activities. This may include activities such as environmental monitoring, emergency response, quick assessments, quick repair or other treatment related activities that do not have a full proposal.
- 4- Statistics queries- for example, amount of treatment hours by person, project, repository, or statistics by work type.

A built-in search engine makes information retrieval simple. As a web-based system, ACORN allows users to access the data at various locations and is a sustainable paperless system. All data is stored locally, either with the user or the user's institution.

INTENDED AUDIENCE

ACORN is intended for the conservation community and allied professionals. It is useful for keeping track of preservation activities for multiple repositories/clients.

USER TYPES

- **Admin**- the Admin has access to all areas that a Regular user has with additional functions such as editing lists, deleting Records, opening Records, etc. An Admin can sign on as any category of user; useful for testing functions and troubleshooting.
- **Curator**- the Curator can approve, deny, and comment on proposals and reports. The Curator can only access ACORN through an email link.
- **Regular**- A regular user has full access to all records in ACORN, regardless of Repository. Functions include creating Records, writing and editing of Records, uploading of files and full searching.
- **Repository**- A Repository user has Read Only access to all records for their repository. A few fields have write access. Repository users can Login and access Records directly.
- **Repository Admin**- A Repository Admin has all the rights of a Repository user with additional functions such as the ability to create Pending Records and a complete list of active Repository records on My Records screen.



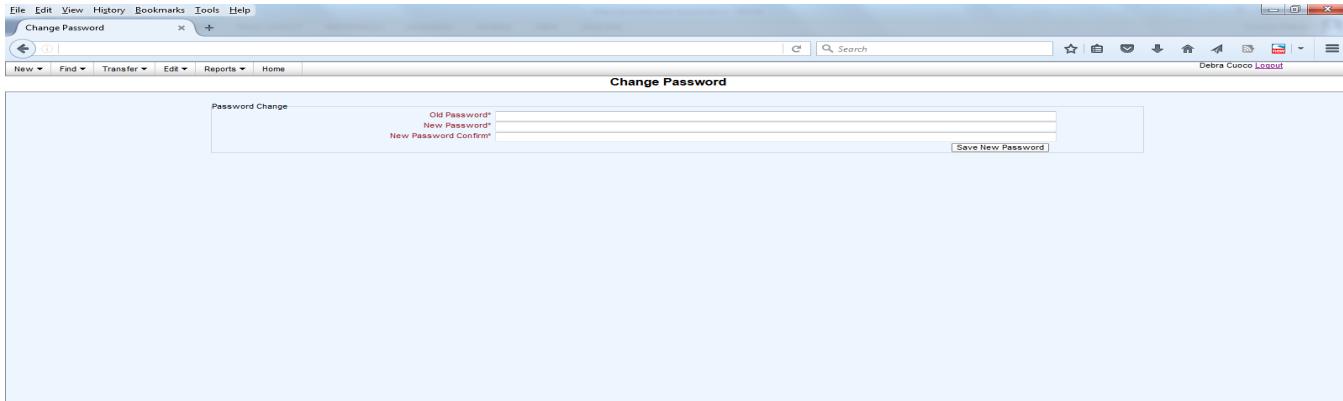
SIGNING IN



Open Mozilla Firefox or Google Chrome. Enter in the local pathway to the ACORN database. Make sure your browser is up to date.

Once an Administrator has entered the user into the database the user can log in with the assigned username. The username and password are initially the same. Only keep one browser window open at a time.

CHANGING YOUR PASSWORD



On the upper Menu bar click Edit—Password to change the password.
An Administrator can reset the password.

SIGNING OUT

Return to the Home screen and click Logout on the top right corner.



MENU BARS

NEW-



FIND-



TRANSFER-



EDIT-



REPORTS-

The screenshot shows a Windows application window titled "My Records". The menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The toolbar contains icons for New, Find, Transfer, and Edit. A dropdown menu "Reports" is open, listing various report types: ARL for Repository, ARL for ViPC, All Completed Hours By TUB, All Completed Work By TUB, Completed Work for a Person, Completed Work for a Person With Hours, Completed Work for a Project, Completed Work for a Repository, Completed Work for a Repository, by Activity, and Work Done By. The main content area features the ACORN logo ("ACORN" in large serif letters above "A Conservation Records Network") and a "My Records" section. The bottom of the window has a footer with links for Type, Record #, Title, Author/Artist, Date of Object, Call Numbers, Status, and Proposal Approval.



HOME PAGE

The screenshot shows a web browser window with the title "My Records". The address bar contains "Search or enter address". The menu bar includes "File Edit View History Bookmarks Tools Help". Below the menu is a toolbar with icons for "Most Visited", "Getting Started", "Acorn", and "gmail". The main content area features the ACORN logo, which includes a stylized acorn branch graphic and the text "A C O R N A CONservation Records Network". Below the logo is a table titled "My Records". The table has columns: Type, Record #, Title, Author/Artist, Date of Object, Call Numbers, Status, and Proposal Approval. There are four rows of data:

Type	Record #	Title	Author/Artist	Date of Object	Call Numbers	Status	Proposal Approval
Item	1	Pride and Prejudice	Austen, Jane	1813	MS Austen 12	Logged In	Approved
Item	2	Sicilia	Gastaldi	1525	MAP.77.JDI 3629	Logged In	
Item	3	Napoli e Campagna	Gastaldi	1472	MAP.77.JDI 3756	Logged In	
Item	4	Roma	Gastaldi	1526	MAP.77.JDI 3757	Logged In	

The Home page lists all work that is currently in progress for a user. Basic identifying information for the records (Regular and OSW) are presented. Hyperlinks are available in three locations.

- **Record #**- brings user directly to a **Record** or **OSW**
- **Status**- brings user to Status page
- **Proposal Approval**- brings user to **Proposal Approval** subpages of the Proposal tab.

Once a Record has been Logged Out (Regular Records) or Closed (OSW), it will no longer remain on the My Records page. The Search function must be used to retrieve a Closed or Logged Out Record.

COMMON CONVENTIONS

- Fields that are written in red and marked with an asterisk are required fields. If not filled in, the user will receive an error message.
- If an object is lacking the information needed for a required field, add a "~" or other mutually agreed upon symbol to convey that the information is unknown.
- Some fields search for duplicate information; for example: **Call Number**, **Title**, **Author**. This helps locate objects that may have been treated previously.
- Do not use < or > symbols in any text box. ACORN reads these as HTML code and any information typed to the right of < or to the left of > will delete upon saving.



RECORDS

NEW- RECORD

The screenshot shows the ACORN software interface with a blue header bar containing 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', and 'Help'. Below the header is a toolbar with buttons for 'New Record', 'Find', 'Transfer', 'Edit', 'Reports', and 'Home'. The main window title is 'New Record'. A sub-header 'Identification' is visible above several input fields. The 'Coordinator*' field is populated with 'Debra Cuoco'. The 'Work Assigned To*' field has a placeholder '(Double click to add)'. The 'Call Number(s)*' field also has a placeholder '(Use one per line)' and '(Double click to add)'. On the right side, there are dropdown menus for 'Repository*', 'Department', 'Charge To*', 'Curator*', 'Approving Curator*', 'Purpose*', and 'Storage'. Below these are fields for 'Coll Name/Other ID', 'Author/Artist*', 'Title*', 'Date of Object*', and 'Format*'. A 'Comments' box is present. At the bottom left is a table titled 'Number of items*' showing counts for Volumes, Sheets, Photos, Boxes, and Other. At the bottom right are buttons for 'Save', 'Clear Changes', and 'Go To Status'.

Treatment records may consist of single objects or groups of objects with similar description, condition, and treatment characteristics. If multiple objects are in one record they are required to transfer in and out at the same time.

- Enter information into all required/ relevant fields. If a required field is not filled the user will receive a warning message when saving.
- The **Coordinator** field will default to the user currently logged in. This can be changed as relevant.
- The **Comments** box should only be used for information that does not fit into one of the fields. This **Comments** box is the same on multiple pages.
- Certain fields look for duplicate entries (**Call Number**, **Title**). Upon saving the user will be prompted to review the information in these fields. ACORN will refer the user to a previous record that may contain the same object. If relevant, make note of the **Record** number, click **Override**, and **Save**.
- **Repository Info** box- these fields can be filled in by repository users at all times.
- **Clear Changes** will clear out any edits the user has made since the last Save.



LOGIN A RECORD

The screenshot shows the ACORN software interface. At the top, there's a menu bar with File, Edit, View, History, Bookmarks, Tools, and Help. Below the menu is a toolbar with icons for Back, Forward, Stop, Refresh, Search, and other navigation functions. The main window title is "Record #1". Inside, it says "Record #1" and "Austen, Jane, Pride and Prejudice, MS Austen 12". There are tabs for Identification, Login (which is selected), Proposal, Report, Logout, Files, Temp Transfer, and Temp Transfer Return. Under the "Login" tab, there are fields for "Login Date*" (03-09-2017), "Login By*" (Debra Cuoco), "Transfer From" (Rare Book Library), and "Transfer To" (dropdown menu). A checkbox labeled "Override Location" is checked. Below these fields are "Add to Transfer List" and "Save" buttons. At the bottom left is a "Login Transfer List" section with a table:

Record #	Title
No records found.	

At the bottom right of the transfer list table are "Remove Selected" and "Save" buttons.

- **Login Date** and **Login By** will default to the current date and user logged in. They can be changed.
- **Transfer From** will default to the owning **Repository**. This can also be changed if the object is coming from a different location, for example, an Imaging Services department or outside institution. Choose **Override Location** and select the appropriate location.
- Choose the **Transfer To** from the drop down list.
- If click **Save**, the transfer will enter the system. If click **Add To Transfer List**, the transfer is saved and added to the **Login Transfer List** box. Once on the list, a **Transfer Form** can be created.



TRANSFER FORM

The screenshot shows the ACORN software interface with the following details:

- Menu Bar:** File, Edit, View, History, Bookmarks, Tools, Help.
- Title Bar:** Record #1.
- Toolbar:** Back, Forward, Stop, Refresh, Search, Home, etc.
- User Information:** Most Visited, Getting Started, Latest Headlines, Acorn, Debra Cuoco, Logout.
- Navigation:** New, Find, Transfer, Edit, Reports, Home.
- Record Details:** Record #1, Austen, Jane, Pride and Prejudice, MS Austen 12.
- Buttons:** Identification, Login, Proposal, Report, Logout, Files, Temp Transfer, Temp Transfer Return.
- Transfer Form Fields:** Item is in the Login Transfer List, Login Date (03-09-2017), Login By (Debra Cuoco), Transfer From (Rare Book Library), Transfer To (Weissman Preservation Center), Override Location checkbox.
- Transfer List Table:** Login Transfer List (Rare Book Library to Weissman Preservation Center, John Harvard).

Record #	Title
1	Pride and Prejudice
- Buttons:** Remove Selected.

- A transfer form has one or more Records added to it. For multiple objects to be on a transfer form they must all come from the same Repository, Department, and Curator.
- In an ACORN session (period of time when a user is **Logged In** until **Logging Out**) a user may add multiple items to a transfer form. A user can add a record to the transfer list, go to a new record and add that record to the transfer list. The list will keep all added items unless the user removes the record using the **Remove Selected** button or logs out of ACORN.
- Once the transfer list is complete, click the **Reports** button on the Menu Bar. Select **Transfer Form**.

The screenshot shows the ACORN software interface with the following details:

- Menu Bar:** File, Edit, View, History, Bookmarks, Tools, Help.
- Title Bar:** Record #1.
- Toolbar:** Back, Forward, Stop, Refresh, Search, Home, etc.
- User Information:** Most Visited, Getting Started, Latest Headlines, Acorn, Debra Cuoco, Logout.
- Navigation:** New, Find, Transfer, Edit, Reports, Home.
- Record Details:** Record #1, Austen, Jane, Pride and Prejudice, MS Austen 12.
- Buttons:** Identification, Login, Proposal, Report.
- Transfer Form Fields:** Item is in the Login Transfer List, Transfer Return.
- Transfer List Table:** Login Transfer List (Rare Book Library to Weissman Preservation Center, John Harvard).

Record #	Title
1	Pride and Prejudice
- Buttons:** Remove Selected.

- Fill in the dialogue box and **Generate Transfer Form**.



Screenshot of the ACORN software interface showing the 'Record #1' screen. The window title is 'Record #1'. The main content area displays a transfer record for 'Austen, Jane, Pride and Prejudice, MS Austen 12'. A modal dialog box titled 'Please enter the transfer information' is open, listing options for 'Courier', 'Second Courier', 'Transport', and 'Container'. The 'Container' dropdown menu is open, showing names: Artemisia Gentleschi, Audre Lorde, Debra Cuoco, Emily Dickinson, and Gustav Klimt. The 'Artemisia Gentleschi' option is selected.

Record #1
Austen, Jane, Pride and Prejudice, MS Austen 12

Identification Login Proposal Report Logout Files Temp Transfer Temp Transfer Return

Item is in the Login Transfer List

Login Date* 03-09-2017
Login By* Debra Cuoco
Transfer From* Rare Book Library
Transfer To* Weissman Preservation Center Override Location

Login Transfer List (Rare Book Library to Weissman Preservation Center, John Harvard)

Record #	Title
1	Pride and Prejudice

Remove Selected

Please enter the transfer information

Courier*
Second Courier
Transport
Container*

Artemisia Gentleschi
Audre Lorde
Debra Cuoco
Emily Dickinson
Gustav Klimt

Generate Transfer Form Cancel

- ACORN will generate a pdf form that will open in a new window.



TRANSFER OF COLLECTION MATERIAL

Date of Transfer:	03-09-2017	Courier:	Debra Cuoco
Repository:	Rare Book Library	2nd Courier:	Audre Lorde
Curator/Librarian:	John Harvard	No. of Items:	1
Transfer From:	Rare Book Library	Transport	Portfolio
Transfer To:	Weissman Preservation Center	Containers:	

Rec #	Call Number(s)	Title/Description	Volume/Sheet/Photo/ Box/Other Count	Expected Date of Return	Insurance Value
1	MS Austen 12	Pride and Prejudice	1/0/0/0/0	03-02-2017	

Transfer Approval	(Signature)	Date
Secondary Transfer Approval (if required)	(Signature)	Date
Received By	(Signature)	Date
Comments		



CREATE/ EDIT A PROPOSAL

The screenshot shows the ACORN software interface for creating or editing a proposal. At the top, there's a menu bar with File, Edit, View, History, Bookmarks, Tools, and Help. Below the menu is a toolbar with Record #1, New, Find, Transfer, Edit, Reports, Home, and a Logout button for Debra Cuoco.

The main area is titled "Record #1" and displays the following information:

- Coordinator:** Debra Cuoco
- Comments:** (Empty text box)
- Proposal Date:** 02-06-2017
- Proposal By:** (List box containing Debra Cuoco and "(Double click to add)")
- Dimensions:** cm
Height: 30.50
Width: 25.50
Thickness: 7.60
- Exam Date:** 02-06-2017
- Exam Location:** Weissman Preservation Center
- Description:** This is a description of the bound manuscript.
- Condition:** This is the condition of the bound manuscript.
- Treatment:** This is the proposed treatment.
For the treatment there are two options. Please chose in the Comments.
- Proposed Hours:** 15.00 to 25.00

At the bottom right are buttons for Save, Clear Changes, Email Proposal, and View Proposal Approval.

The Record Proposal describes the object(s), condition and proposed treatment.

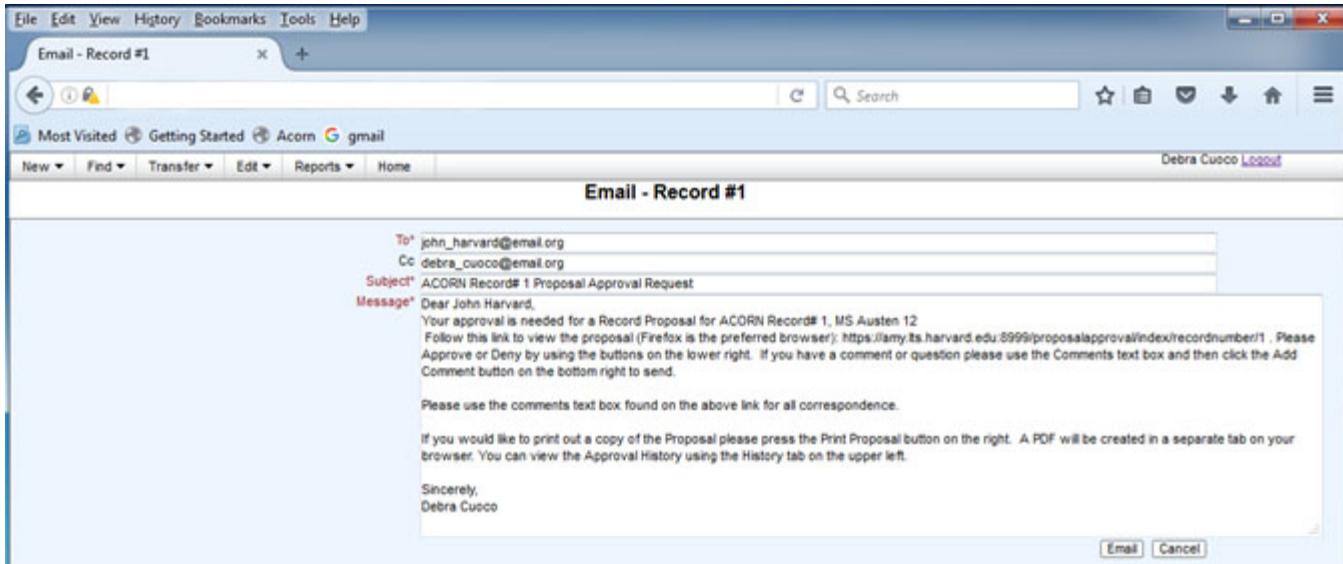
- **Proposed By** may have multiple authors.
- The **Description**, **Condition**, and **Treatment** boxes are open text boxes. There is no capability for indenting, bold or italicizing.
- The drop down fields above the text boxes are Custom Text menus.
- Do not use < or > symbols in any text box. ACORN reads these as HTML code and any information typed to the right of < or to the left of > will delete upon saving.
- A PDF version of the proposal may be retrieved by on the upper menu, **Reports- Proposal Form**.



EMAIL PROPOSAL

Once a proposal is written it can be directly emailed through ACORN to the Curator/ Owner for approval. Once a proposal is saved, two new buttons appear on the lower right of the Proposal page- **Email Proposal** and **View Proposal Approval**.

Clicking Email Proposal takes the user to a new page.



- The **To** field value will default to the Approving Curator's email address. The Cc line will default to the user sending the email, the Coordinator, and the Proposal Author. Note these might all be the same person.
- It is important that the **To** email address is the Approving Curator and no other email address. This email address receives an email with a link to the Record that includes the ability to **Approve** or **Deny** the treatment. All other email addresses in the Cc line receive an email to view the Proposal Approval and comment, but not to **Approve** or **Deny** the treatment.
- The text in the **Subject** field and the **Message** body can be altered as appropriate. The default **Message** text can be set or altered by the IT Administrator for ACORN.



PROPOSAL APPROVAL

The screenshot shows a web-based application for managing manuscript proposals. At the top, a navigation bar includes File, Edit, View, History, Bookmarks, Tools, Help, and a search bar. The URL is https://amy.lts...1#tabview=tab0. Below the header, a title bar reads "Proposal Approval & Report Info for Record# 1" and "Austen, Jane, Pride and Prejudice, MS Austen 12". A "Login" link is visible in the top right.

The main content area contains several sections of data:

- Repository:** Rare Book Library
- Curator:** John Harvard
- Approving Curator:** John Harvard
- Project:** [empty]
- Group:** [empty]
- Coordinator:** Debra Cuoco
- Item Counts:** 1 volume; 0 sheets; 0 photos; 0 boxes; 0 others; 0 housings
- Comments:** [empty]
- Description:** This is a description of the bound manuscript.
- Condition:** This is the condition of the bound manuscript.
- Proposed Treatment:** This is the proposed treatment.
For the treatment there are two options. Please chose in the Comments.
- Call Numbers:** MS Austen 12
- Author/Artist:** Austen, Jane
- Title:** Pride and Prejudice
- Date of Object:** 1813
- Size:** H: 30.50 cm W: 25.50 cm T: 7.60 cm

A "Print Proposal" button is located in the upper right of the main content area. Below the main content, there is a "Comments" box and a "Proposed By" section:

Proposed By: Debra Cuoco
Proposed Hours: 15.00-25.00

Notification To*:
Notification Cc:

Buttons for Approve, Deny, and Add Comment are at the bottom of the proposed by section.

- This version is seen by the Approving Curator. All other users see this screen without the **Approve** and **Deny** buttons.
- The **Print Proposal** button opens a new tab with a formatted PDF of the proposal.
- **Comments** box- this is different than the **Comments** box seen on other pages. This box is used by Repository and Regular users to correspond directly in regards to the Proposal or Report. This eliminates the need for outside emails and saves all information related to a Record in one place.
- **Final Report Summary** shows the treatment report in the same manner as the proposal.
- **Files** allows the Curator/Owner direct access to any images or files associated with the Record.
- **History** saves all Comments directly into the history of the Record.
- Access to the Proposal Approval pages is found through the Proposal page of a Record or the hyperlink on the My Records page.



File Edit View History Bookmarks Tools Help

https://amy.lts...er/1/readonly/0

Most Visited Getting Started Acorn Gmail

Login

Proposal Approval & Report Info for Record# 1

Austen, Jane, Pride and Prejudice, MS Austen 12

Proposal Approval History Final Report Summary Files

Date	Activity	Comments/Details	Author
2017-03-16	Approved	I prefer Option 2.	John Harvard
2017-03-16	Proposal Submitted	Submitted to John Harvard for approval	Debra Cuoco

Comments*

Notification To*: john_harvard@email.org
Notification Cc: debra_cuoco@email.org

Add Comment



CREATE/ EDIT A REPORT

Record #1

Austen, Jane, Pride and Prejudice, MS Austen 12

Identification Login Proposal Report Logout Files Temp Transfer Temp Transfer Return

Report Date* 02-06-2017
Report By* Debra Cuoco
Work Location* Weissman Preservation Center
Work Done By*

Date	Work By	Hours
03-17-2017	Debra Cuoco	4
03-17-2017	Audre Lorde	1

(Double click to add)

Format* Bound MS

Treatment This is a record of the treatment performed.

Preservation Recommendations

Dimensions

Height	cm	Width	Thickness
30.50		25.50	7.60

Number of Items*

Count Type	Count	Description
Volumes	1	
Sheets	0	
Photos	0	
Boxes	0	
Other	0	
Housings	0	

Comments

Admin Only
 Exam Only
 Custom Housing Only
 Additional Materials on File

Importance

- Artistic Importance
- Association Value
- Binding Feature
- Complex Treatment
- Literary/Historic Value

Actual Hours 5

Save Clear Changes Email Report View Report Summary

- **Report Date, Report By, Work Location** will default to current date, user logged in and previously stated **Work Location**.
- **Work Done By**- where all hours are counted. Double click to add date, user and time. User names can appear multiple times. All hours are added with the total hours in the Actual Hours field.
- **Format and Number of Items**- defaults to Identification page information. If the object format changes during treatment this alteration can be recorded on this page.
- **Treatment**- Open text field to record treatment. **Custom Text** may be created for this field. Additionally, there is an option present in Custom Text box for Copy Proposed Treatment. This will copy all information from the Treatment text box on the Proposal page.
- **Preservation Recommendations**- free text or custom text filed.
- **Importance**- list created through Admin functions.
- A PDF version of the report may be retrieved by on the upper menu, **Reports- Report Form**.



FILES

Files related to a specific Record are uploaded here.

Record #1

Austen, Jane, Pride and Prejudice, MS Austen 12

Identification Login Proposal Report Logout Files Temp Transfer Temp Transfer Return

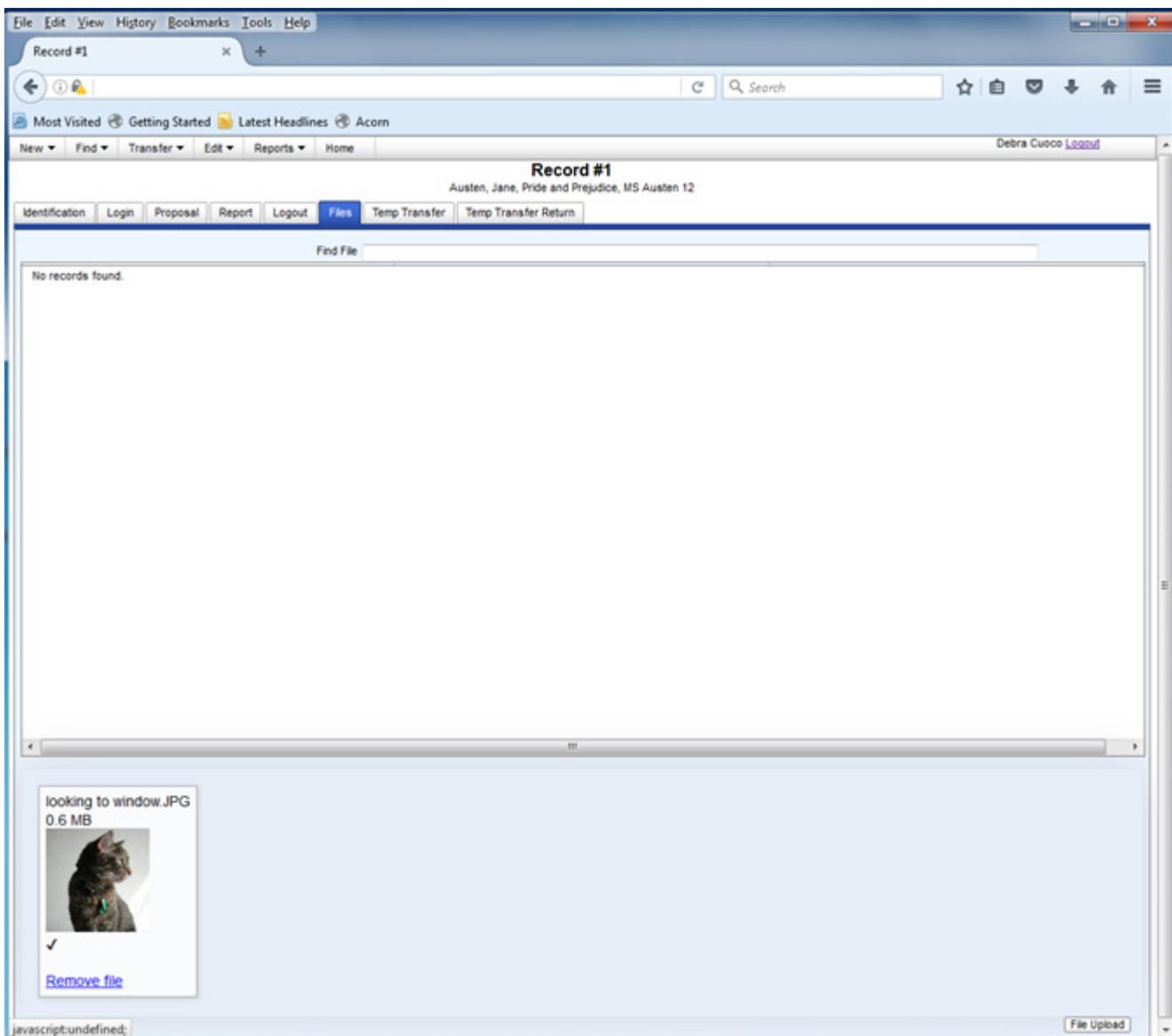
No records found.

Find File

Drop files to upload
(or click)

- These can be any type of file- image, document, spreadsheet, etc.
- Click **Drop files to upload**. Windows Explorer or a similar file browser will open. The user can select one or multiple files. Once selected thumbnails will appear.





- Click **File Upload**. The files will then appear in the white box.

LOGOUT A RECORD

Logout works exactly like Login. See directions for LOGIN A RECORD.

TEMP TRANSFER/ TEMP TRANSFER RETURN

Temp Transfer/ Temp Transfer Return is a way to temporarily logout and login a Record that is currently in progress. This allows all the work for a specific Record to remain in one Record, with one ACORN number.

For example, an object is in treatment in the lab. Before the treatment is complete, the object needs to go to the imaging lab for a short period of time and will then return to the lab.

Temp Transfer and Temp Transfer Return function the same as Login and Logout.

CREATE A NEW PROJECT

Records and OSW may have a Project associated with them. This assists in tracking and statistics. There are two paths to creating a Project.

Project	Start Date	End Date	Description	Inactive
Italian Renaissance			Group of Italian Renaissance sketches.	<input type="checkbox"/>
RandyProject				<input type="checkbox"/>
New Project				<input checked="" type="checkbox"/>

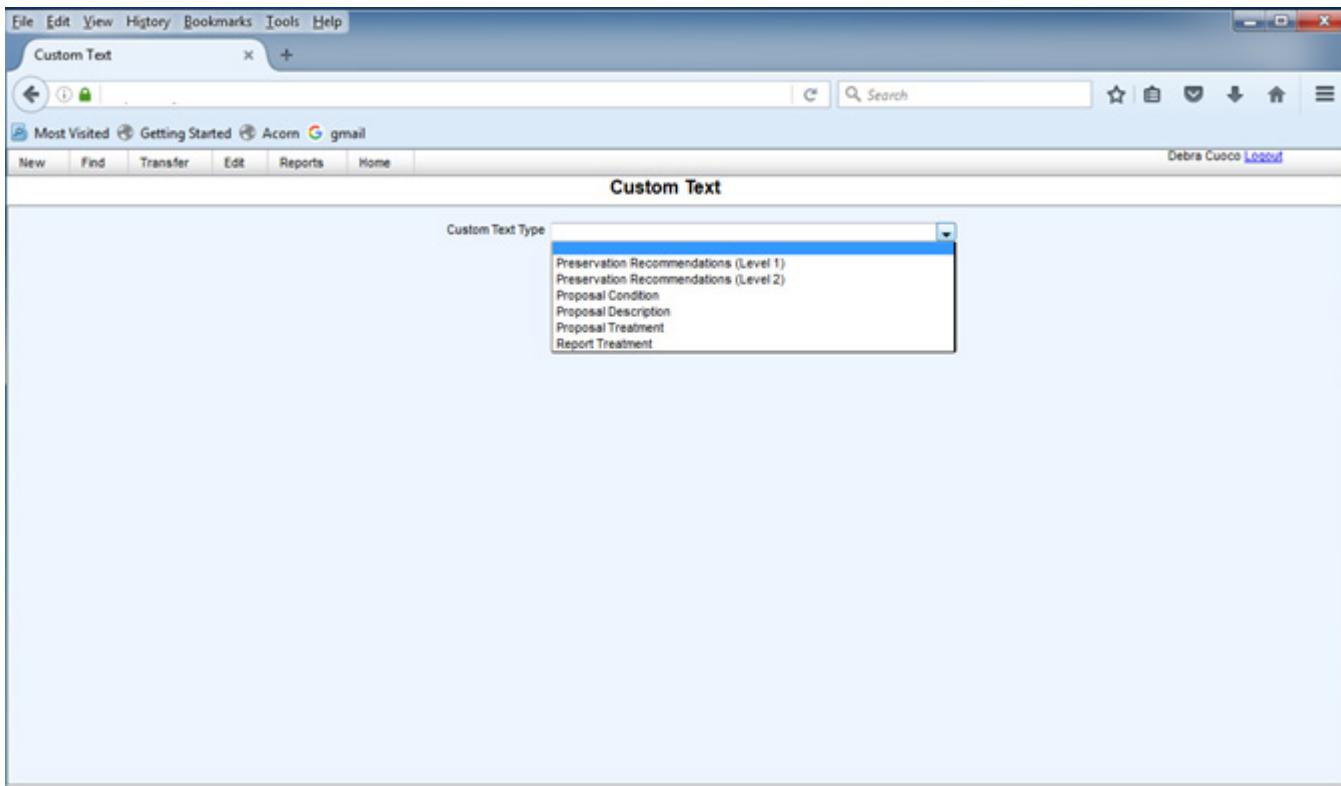
Add New Export to Excel

- On the Identification Page click the Edit button next to the Project field. Click Add New, scroll to bottom of the list and double click to add the Project name.
- Go to Edit- Project and repeat the above steps.



CREATE/ EDIT CUSTOM TEXT

A user has the ability to create and save text that may be commonly repeated on certain ACORN pages. Custom Text is available for Proposals, Reports and Preservation Recommendations. Text could include citations for commonly used resources, set treatment protocols, etc.



- To save specific text go to **Edit-Custom Text**.
- Choose from the drop down menus which area to save the text.
- Click **Add New**- double click to rename the Custom Text in the first box. Double click the second box to write the text to be saved.
- If the Custom Text needs to be accessible by more than one user, the Admin can make the text Global and available on all users' drop down menus.



File Edit View History Bookmarks Tools Help

Custom Text

Most Visited Getting Started Latest Headlines Acorn

New Find Transfer Edit Reports Home Debra Cuoco Logout

Custom Text

Custom Text Type: Proposal Treatment

Caption	Autotext
Mending: KluceL G	Mend tears on or near iron gall ink using solvent reactivated adhesive tissue. KluceL G is applied in a 4% solution in water to tissue and air-dried. It is reactivated using ethanol.

Save Cancel

Add New Delete Selected



GROUP RECORDS

Records that were created together but have separate Record numbers. This is different from a batch where multiple objects are within one record. Groups generally have similar Identification information. A group of individual Records can be created at once and partially edited all on one screen. Group functions can assist in all Record functions (Login, Proposal, Report) or all information can be written individually.

CREATE A NEW GROUP RECORD

A group of individual Records can be created at once and partially edited all on one screen.

The screenshot shows the 'New Group' screen in the ACORN software. The top navigation bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The main title is 'New Group'. The sub-navigation bar includes New, Find, Transfer, Edit, Reports, Home, and Debra Cuoco Logout. The main form is titled 'New Group' and contains the following fields:

- Project:** Group* 2017-02-17, Coordinator* Debra Cuoco
- Work Assigned To:** Name (Double click to add)
- Call Number Base***
- Call Number Range** to
- Number of Items***

Count Type	Count	Description
Volumes	0	
Sheets	0	
Photos	0	
Boxes	0	
Other	0	
- Comments**
- Repository Info:** Expected Date of Return, Insurance Value, Notes
- Number New Records***
- Buttons:** Update Records, Clear Changes

At the bottom, there is a 'Group Records' table with columns: Rec #, Call Nums, Title, Author/Artist, Date of Obj, Vol, Sht, Ph, Bx, Oth, Comments. It shows 'No records found.' and a 'Remove From Group' button.

- Fill in all the fields as you would a regular Record except where noted below. Ignore the Group Records box on the bottom for the moment.
 - Group** field name defaults to the current date. This may be changed for easier searchability when creating the Group Record. Do not edit this field once the Group is created.
 - Call Number Base**- the call number base will be copied into each Record created. If all call numbers are different enter "~".
 - Number of Items**- number of items in each individual Record
 - Number New Records**- number of ACORN records to create

For example, 3 maps are being transferred for treatment. Each map needs its own Record as the treatments are very different, but they come from the same Repository and will be Logged Out at different times.

"Number of items" would be 1 and "Number New Records" would be 3. (Conversely, if the 3 maps were very



similar in treatment and would be transferred in and out of the lab at the same time a user could create 1 Record with 3 items.)

- Once all fields are entered, click **Create New Records**.

The new Records now show up in the Group Records box at the bottom of the page. Double-clicking any of the fields opens a text box that can be edited. Or, by clicking on the Rec# hyperlink will take you to the individual Record for editing of all fields.

The screenshot shows the ACORN software interface for creating a group record. The top menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. A toolbar below has buttons for New, Find, Transfer, Edit, Reports, and Home. The main window title is "Group 2017-02-10 Roman Maps(3)". The identification tab is selected, showing fields for Project (Group: 2017-02-10 Roman Maps(3)), Coordinator, Work Assigned To (Name), Call Number Base, Call Number Range, and Coll Name/Other ID. To the right are fields for Repository, Department, Charge To, Curator, Approving Curator, Purpose, Storage, Author/Artist, Title, Date of Object, Format, and Repository Info (Expected Date of Return, Insurance Value, Notes). A table for "Number of Items" lists Volumes, Sheets, Photos, Boxes, and Other counts. A "Comments" text area is present. At the bottom are buttons for "Number New Records*", "Create New Records", "Update Records", and "Clear Changes". A "Group Records" table at the bottom lists two records with columns for Rec #, Call Num, Title, Author/Artist, Date of Obj, Vol, Sht, Ph, Bx, Oth, and Comments. The first record is MAP.77.J01 3629, Sicilia, Gastaldi, 1525, 0, 1, 0, 0, 0, 0, and the second is MAP.77.J01 3756, Napoli e Campagna, Gastaldi, 1472, 0, 1, 0, 0, 0, 0. A "Remove From Group" button is located at the bottom right of the records table.

If you need to edit a field that is shared by all the Records you can do so and then click **Update Records**. The new information will write over those fields. Do not edit the **Group** name.

GROUP- LOGIN and LOGOUT

Similar to individual Records you can Login/ Logout a Group. When a Group is Logged In or Out, all records in the Group will have the same Login information.

- Choose the **Repository for Transfer From** and the location for **Transfer To**. After selection, your Group Records should be listed in the Matching Group Records box.
- Click **Add to Transfer List** or **Save** to execute the transfer, as you would an individual Record.

GROUP- PROPOSAL and REPORT

Functions similar to individual Records. Any information that is written in the Group Proposal or Report text boxes will be copied into each Record in the Group. You can then go into an individual Record and add/edit the information. Or, you can start the proposals/ reports directly in the individual Record.



For Treatment Reports, any time entered into a Group Report will be copied into each Report. If you enter in 1 hour into a Group Record that includes 3 individual records, you are actually adding 3 hours of time.

NOTE: If you have written anything in the individual Record and then go into the Group Record and edit and Save, you will lose any text that was written specifically to that Record.

STATUS

The Status page provides a summary of a Record. The Status page may be reached in three ways;

- My Records page- hyperlink present. States the Status of the Record on this page.
- Find- Record/OSW/Status
- Identification page- From an individual record a user can toggle between the Status page and the Record-Identification page.

The screenshot shows a software application window titled "Record Status for Record #1". The menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Refresh, Search, and other navigation functions. The top status bar shows "Record Status for Record #1" and "Debra Cuoco Logout". The main content area is divided into sections:

- Status:** Displays "Logged in, at Weissman Preservation Center (Book vault)".
- Proposal Approval:** Shows "Approved".
- Item Information:** Includes fields for Call Number(s) (MS Austen 12), Title (Pride and Prejudice), Author(Artist) (Austen, Jane), Date of Object (1813), Number of Items (1 volume), Repository (Rare Book Library), Department, Charge To (Rare Book Library), and Curator/Librarian (John Harvard). It also includes Project, Group, Coordinator (Debra Cuoco), Comments, Expected Date of Return (03-02-2017), Insurance Value, and Notes fields.
- Activity:** A table showing a history of actions:

Date	Message
02-06-2017	Record entered into ACORN by Debra Cuoco
02-06-2017	Examination by Debra Cuoco at Weissman Preservation Center
02-06-2017	Proposal by Debra Cuoco; proposed hours: 15.00-25.00 hours
02-06-2017	Treatment by Debra Cuoco, Audre Lorde; report by Debra Cuoco; completed hours: 5
03-09-2017	Transferred from Rare Book Library to Weissman Preservation Center and logged into ACORN by Debra Cuoco
03-16-2017	Approved by John Harvard: I prefer Option 2.
- Buttons:** "Go To Record" and "Done".

- Go To Record brings the user to the full Record.
- Done returns the user to the My Records page.



BULK LOGIN/ BULK LOGOUT

Bulk Login/ Logout is a way to transfer multiple items at once. The requirements are the same as if the user transfer multiple items by going to each record and adding to the Transfer list.

Screenshot of the Bulk Logout interface:

Bulk Logout

Logout Date: 05-18-2017
Logout By: Debra Cuoco
Transfer From: Weissman Preservation Center
Transfer To: Map Collection

Matching Records

Rec #	Rep/Dept	Curator	Call Num	Title	Author/Artist	Date of Obj	Comments
2	Map Collection	Amerigo Vespucci	MAP 77 JDI 362	Sicilia	Gastald	1521	
3	Map Collection	Amerigo Vespucci	MAP 77 JDI 3756	Napoli e Campagna	Gastald	1472	
4	Map Collection	Amerigo Vespucci	MAP 77 JDI 3757	Roma	Gastald	1520	
5	Rare Book Library	Galileo Galilei	RBG-001	Supreme Court Diaries	Ruth Bader- Ginsburg	4/13/2017	
	Dana Book Library	John Harvard	MS	Drifts and Drakulina	Austen, Jane	1813	

Add to Transfer List | Save Selected

Transfer List

Record #	Title
No records found.	

Remove Selected

Screenshot of the Bulk Logout interface after transfer:

Bulk Logout

Logout Date: 05-18-2017
Logout By: Debra Cuoco
Transfer From: Weissman Preservation Center
Transfer To: Map Collection

Matching Records

Rec #	Rep/Dept	Curator	Call Num	Title	Author/Artist	Date of Obj	Comments
No records found.							

Add to Transfer List | Save Selected

Transfer List (Weissman Preservation Center to Map Collection, Amerigo Vespucci)

Record #	Title
2	Sicilia
3	Napoli e Campagna
4	Roma

Remove Selected



- All Records must be from the same Repository and Department (if selected).
- Go to Transfer- Bulk from the upper menu
- Choose the Transfer From and Transfer To locations.
- Select the multiple items to transfer using CTRL or SHIFT or add each separately from the list and click Add To Transfer.
- Once the first record is added to the Transfer list only the records from that Repository (and Department) will appear in the Matching Records box.
- Continue with creating the Transfer Form, if needed, as usual.



OSW

OSW (On-Site Work) records are a way to reflect work done on-site at a repository. This can include preservation activities as well as treatment that does not require a full treatment proposal.

The screenshot shows the 'New OSW Record' window. At the top, there's a toolbar with File, Edit, View, History, Bookmarks, Tools, and Help. Below the toolbar is a menu bar with New OSW Record, Most Visited, Getting Started, Acorn, and Gmail. On the right side of the menu bar, it says 'Debra Cuoco Logout'. The main area is titled 'New OSW Record' and has tabs for OSW and Files. It displays a record created on 03-31-2017 by Debra Cuoco. The form includes sections for 'OSW Identification' (Title*, Repository*, Department, Charge To*, Curator*, Project, Group, Purpose*, Call Number(s)), 'Work Location' (Work Done By*, Date, Work By, Hours), 'Work Start Date' (Work Type*, Work End Date), 'Format', 'Comments', and 'Number of Items' (Count Type, Count, Description). There's also a large 'Work Description' text area and buttons for Proposed Hours, Actual Hours, Save, and Clear Changes.

- OSW records have two pages, the Record and Files.
- Fields are filled out as other pages. Some of the required fields differ from regular records.
- Work Location reflects where the work happened.
- Work Start Date/ Work End Date- enter date when work begins. Do not put any date in Work End Date until the work is actually completed. If a date is added to Work End Date it will no longer show up on the My Records page, even if the date is in the future.
- Work Type- for regular records Work Type is Treatment. The list of work types is set by the Admin. Examples of Work Types are ;
 - Emergency Prep/ Response
 - Environment/ IPM
 - Exhibit Prep
 - Housing
 - Registrarial Duties
 - Research and Testing
 - Survey/ Assessment



- Treatment
- Work Description- open text field
- Files tab is the same as with regular Records.



SEARCHING AND REPORTS

FIND A RECORD- SIMPLE

There are two ways to find a Record, OSW Record or Status. The simple way is if the Record # is known.

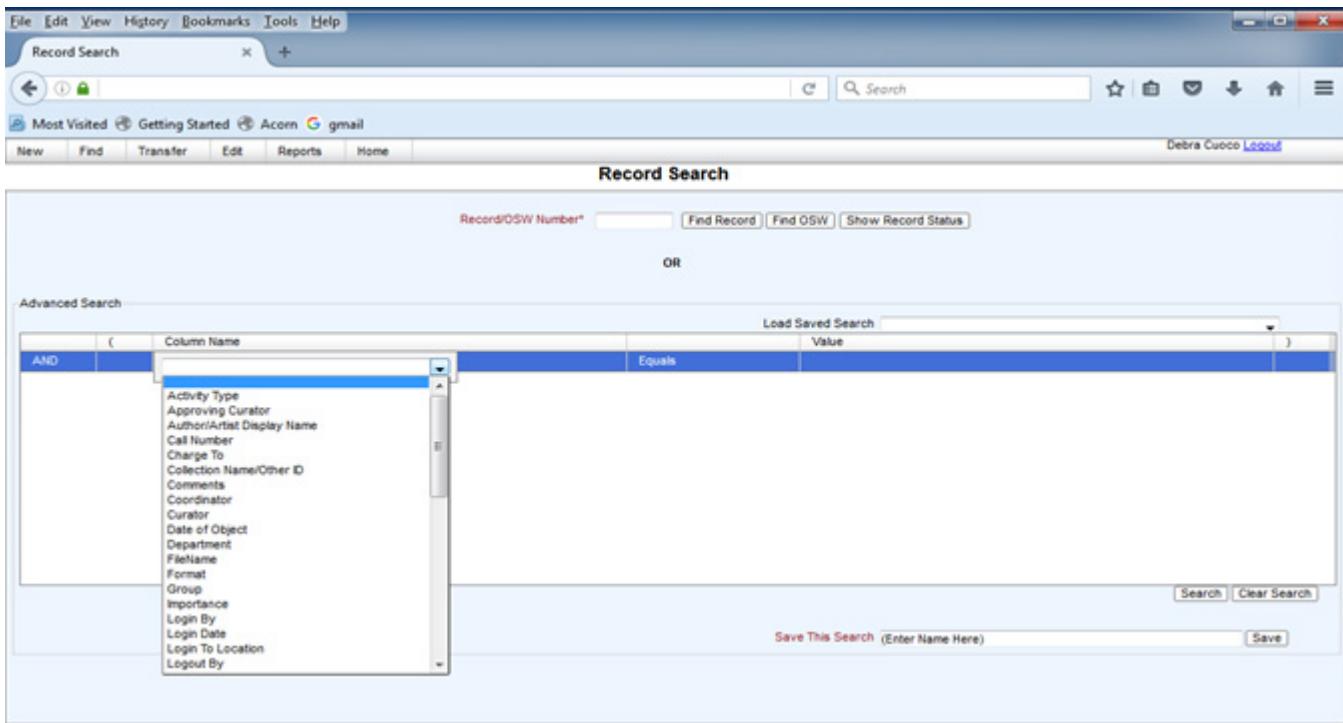
The screenshot shows a web browser window titled "Record Search". The main content area is labeled "Record Search". At the top, there is a search bar with the placeholder "Record/OSW Number*" and three buttons: "Find Record", "Find OSW", and "Show Record Status". Below this is a section labeled "OR". Under "OR", there is an "Advanced Search" table with one row. The table has columns for "Column Name" and "Value". The "Column Name" cell contains "()". The "Value" cell contains "Equals". Above the table is a dropdown menu labeled "Load Saved Search". At the bottom of the search area are "Search" and "Clear Search" buttons, and a "Save This Search" input field with placeholder text "(Enter Name Here)" and a "Save" button.

- Click Find- Record/OSW/Status
- Enter number and select type of record



FIND A RECORD- ADVANCED

The Advanced Search is used when the ACORN # is unknown. The user can retrieve any record or groups of records in ACORN.



- Click Find- Record/OSW/Status
- In the Advanced Search box, the user can create simple or complex search criteria. The columns in the search are as follows:
 - First column- choices are And/ Or
 - Parentheses may be used for more complicated searches
 - Column Name includes all fields that may be present on any ACORN page
 - Depending on the Column Name the choices may be Equals/ Begins With/ Contains, <, >, etc.
 - Value is free text field or Calendar to pick specific dates
- Once the search parameters are placed, click Search.

For example, a user wants to search for all items from the Map Collection that are Logged In. The search criteria could look like this,



The screenshot shows the 'Record Search' interface. At the top, there's a menu bar with File, Edit, View, History, Bookmarks, Tools, and Help. Below the menu is a toolbar with Record Search, New, Find, Transfer, Edit, Reports, Home, and a user profile for Debra Cuoco. The main area is titled 'Record Search' and contains a search form. The search form includes fields for 'Record/OSW Number*' and 'Find Record', 'Find OSW', and 'Show Record Status'. Below these are 'OR' and 'Advanced Search' sections. The 'Advanced Search' section has a dropdown for 'Column Name' containing options like Activity Type, Approving Curator, Author/Artist Display Name, Call Number, Charge To, Collection Name/Other ID, Comments, Coordinator, Curator, Date of Object, Department, Filename, Format, Group, Importance, Login By, Login Date, Login To Location, and Logout By. There are also buttons for 'Search', 'Clear Search', 'Save This Search' (with a field to enter a name), and 'Save'.

The results:

The screenshot shows the 'Search Results' interface. The top navigation bar is identical to the Record Search interface. The main area is titled 'Search Results' and displays the query 'Repository Equals Map Collection; Status Equals Logged In'. Below this is a table of results. The table has columns: Type, Rec#▲, Status, Call Numbers, Title, Author/Artist, Project, Login Date, Coordinator, Repository, Wk Assg To, and Work. There are three items listed:

Type	Rec#▲	Status	Call Numbers	Title	Author/Artist	Project	Login Date	Coordinator	Repository	Wk Assg To	Work
Item	2	Logged	MAP.77.JDI 3629	Sicilia	Gastaldi		02-17-2017	Debra Cuoco	Map Collection	Artemisia Gentileschi	Arte
Item	3	Logged	MAP.77.JDI 3756	Napoli e Campagna	Gastaldi		02-17-2017	Debra Cuoco	Map Collection	Artemisia Gentileschi	Arte
Item	4	Logged	MAP.77.JDI 3757	Roma	Gastaldi		02-17-2017	Debra Cuoco	Map Collection	Artemisia Gentileschi	Arte

At the bottom left, it says 'Count: 3'. At the bottom right, there are buttons for 'Save Column Order', 'Export Page', 'Export All', and 'Refine Search'.

- Clicking on Table Options opens a box where the user can select which fields to display. The Column order may be changed by clicking and dragging.



The screenshot shows the ACORN software interface with a "Search Results" window open. The window title is "Search Results" and the URL is "Search Results". The search query is "Repository Equals Map Collection; Status Equals Logged In". The main content area displays a table of search results with the following columns: Type, Rec#, Status, Call Numbers, Title, Author/Artist, Project, Login Date, Coordinator, Repository, Wk Assg To, and Wk. There are three items listed:

Type	Rec#	Status	Call Numbers	Title	Author/Artist	Project	Login Date	Coordinator	Repository	Wk Assg To	Wk
Item	2	Logged	MAP.77.JDI 3629	Sicilia	Gastaldi		02-17-2017	Debra Cuoco	Map Collection	Artemisia Gentiles	Arte
Item	3	Logged	MAP.77.JDI 3756	Napoli e Campagna	Gastaldi		02-17-2017	Debra Cuoco	Map Collection	Artemisia Gentiles	Arte
Item	4	Logged	MAP.77.JDI 3757	Roma	Gastaldi		02-17-2017	Debra Cuoco	Map Collection	Artemisia Gentiles	Arte

Below the table, there is a message "Count: 3". A modal dialog box titled "Choose which columns you would like to see:" is displayed, listing the columns: Author/Artist, Project, Group, and Login Date, each with "Show" and "Hide" buttons. At the bottom right of the dialog are buttons for "Save Column Order", "Export Page", "Export All", and "Refine Search".

- The Rec# and Status boxes are hyperlinked and will direct to that particular Record. The data may be exported to a CSV file by clicking Export or Export All. If a search yields in multiple pages of results all results will be exported with Export All. Export does one page at a time.
- Refine Search takes the user back to the Advanced Search page.
- If the search is commonly used it can be saved by naming it in the Save this Search box on the main Search page. The saved searches are specific to each user but may be made global by an Administrator.



REPORTS (PDFs)

Under the Reports tab are several reports with set parameters. When run with a PDF report is generated.

- These reports have set fields and display. They cannot be altered by the user. To alter or add a Report requires IT support.
- Select the desired Report and choose the parameters. A PDF is created in a second window.
- Note: The Report, Work Done By will create a CSV file that opens in Excel.

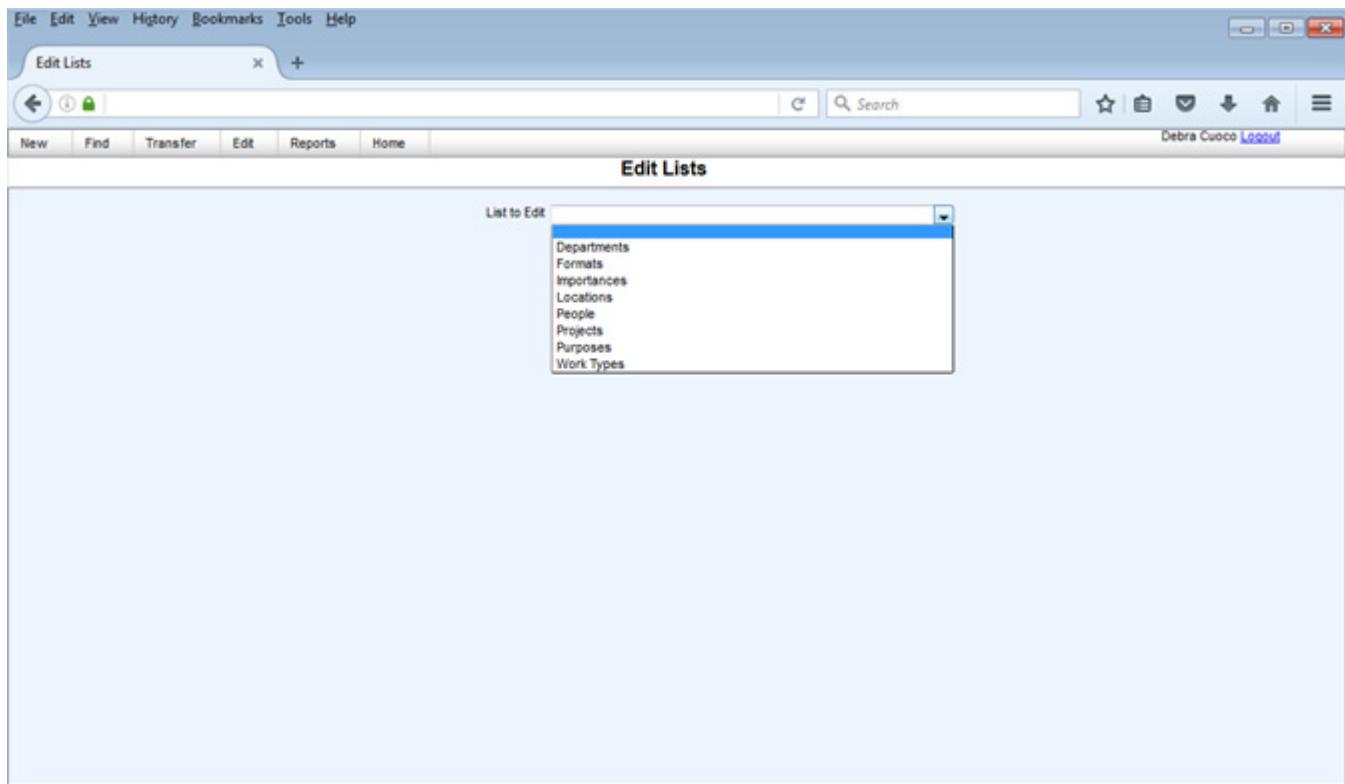
ADMIN FUNCTIONS

INITIAL SETUP INSTRUCTIONS

When ACORN is set up, a first user will be added as an Admin. This user will have the rights described in the Admin Functions portion of the User Manual. The Admin will first need to populate the lists used for ACORN. A few lists require population with at least one value before using ACORN. These fields are, People (at least one Regular or Admin user and one Curator), Purpose, Format and Work Types.

EDIT- LISTS

Lists can be populated by the Admin only with the exception of Projects. To add, remove or make a list value Inactive, Go to Edit- Lists



The above categories are editable. See Glossary for definitions. To add, select a List, click Add new and type in the text box.



The screenshot shows a software application window titled "Edit Lists". The menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The toolbar has buttons for New, Find, Transfer, Edit, Reports, and Home. The title bar says "Edit Lists". The main area is titled "Edit Lists" and shows a table with a single row. The first column is "Purpose" and the second column is "Inactive". A modal dialog box is open, titled "New Purpose", containing a text input field with "New Purpose" and two buttons: "Save" and "Cancel". Below the table are "Add New" and "Export to Excel" buttons.

If a List value is no longer in use click Inactive. Note that if something is Inactive it can still be searched for in the search function.

The screenshot shows the same software application window as the previous one, but now displaying a list of purposes. The table has multiple rows. The first few rows include "Collection Maintenance", "Disaster Recovery", "Internal Exhibit", "Imaging/ Digitization", "Loan", "Move", "New Acquisition", and "Other". The last row, "Other", is highlighted with a blue background. The "Inactive" column contains several checked checkboxes. Below the table are "Add New" and "Export to Excel" buttons.

- Projects can be edited by a Regular user.
- People are best edited using Edit- Person/User rather than Edit-Lists.



EDIT- PERSON/ USER

All user information can be found under Edit- Person/ User.

- To find a person already in the database, use the Find Person box. Autocomplete is activated when you start typing.
- To add New, click Add New

The screenshot shows the 'Add or Edit Person' screen in the ACORN software. At the top, there is a menu bar with File, Edit, View, History, Bookmarks, Tools, and Help. Below the menu is a toolbar with New Person, Find, Transfer, Edit, Reports, Home, and a user dropdown for Debra Cuoco with a Logout link. The main area has a title 'Add or Edit Person'. It includes a 'Find Person' search bar and an 'OR Add New' button. A 'New Person' section contains fields for First Name*, Middle Name, Last Name*, Initials, Email, and a checkbox for Inactive. Below this is a 'Login' section with 'Access Level*' set to Regular, a 'Roles' dropdown, and a note '(Double click to add)'. At the bottom of this section are 'Save Profile' and 'Clear Changes' buttons. A 'Reset Password' section follows, with 'New Password*' and 'New Password Confirm*' fields, and a 'Save Password Reset' button.

- Type in required and additional information as needed.
- Access level- the five levels of Access are as previously described.
- Roles- Contractor
 - Curator- the person's name will appear on the Curator list
 - Donor
 - Staff- staff should be selected for all Regular users. Staff should also be selected if your Repository user will have access to the Repository mode, and not just have access through an email link.



The screenshot shows the ACORN software interface with the title bar "ACORN Manual - OneDrive". The main window is titled "Add or Edit Person". At the top left is a search bar with "Find Person" and "Add New" buttons. Below the search bar is a section titled "New Person" under "Information". It includes fields for First Name*, Middle Name, Last Name*, Initials, Email, and Login. An "Inactive" checkbox is also present. A dropdown menu for "Access Level" is set to "Regular". A "Roles" dropdown menu contains "Contractor", "Curator", "Donor", and "Staff", with "Contractor" selected. At the bottom are "Save Profile", "Clear Changes", and "Save Password Reset" buttons. A "Reset Password" section with "New Password*" and "New Password Confirm*" fields is also visible.

- Password- the password defaults to the login name
- Inactive removes the Person/User from drop down lists. The Person/User is still searchable in Advanced Search.



DELETE A RECORD

If a Record needs to be deleted, often due to duplicate entry, the Admin can delete a Record. Go to the Identification page of the Record and click Delete in the bottom right. Once deleted there is no Undo.

The screenshot shows the ACORN software interface. At the top, there's a menu bar with File, Edit, View, History, Bookmarks, Tools, and Help. Below the menu is a toolbar with icons for New, Find, Transfer, Edit, Reports, and Home. The title bar says "Record #1". The main window has a header "Record #1" and a subtitle "Austen, Jane, Pride and Prejudice, MS Austen 12". Below the header is a navigation bar with tabs: Identification, Login, Proposal, Report, Logout, Files, Temp Transfer, and Temp Transfer Return. The Identification tab is selected. The main content area contains several form fields:

- Project Group:** A dropdown menu with "Edit" button.
- Coordinator:** A dropdown menu showing "Debra Cuoco".
- Work Assigned To:** A dropdown menu showing "Name" and "Audre Lorde (Double click to add)".
- Repository:** "Rare Book Library".
- Department:** "Rare Book Library".
- Charge To:** "Rare Book Library".
- Curator:** "John Harvard".
- Approving Curator:** "John Harvard".
- Purpose:** "Collection Maintenance".
- Storage:** "Book vault".
- Call Number(s):** "MS Austen 12" (with instructions "(Use one per line)" and "(Double click to add)").
- Coll Name/Other ID:** "Austen, Jane".
- Title:** "Pride and Prejudice".
- Date of Object:** "1813".
- Format:** "Bound MS".
- Number of Items:** A table showing counts for Volumes (1), Sheets (0), Photos (0), Boxes (0), and Other (0).
- Comments:** An empty text area.
- Repository Info:** "Expected Date of Return 03-02-2017", "Insurance Value", and "Notes".

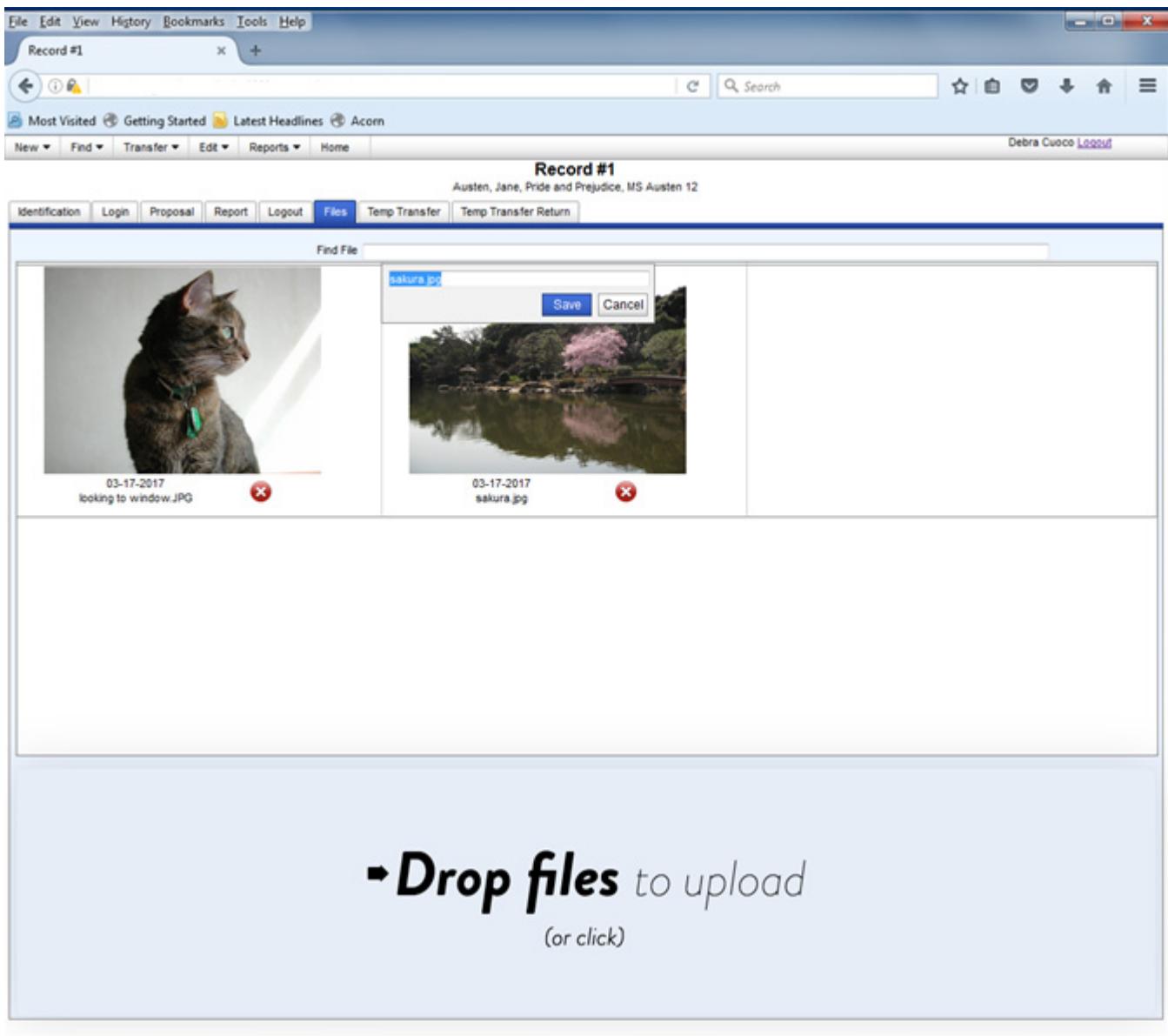
At the bottom of the form are buttons for Save, Clear Changes, Go To Status, Mark as Done, and Delete Record.

CLOSE A RECORD/ MARK AS DONE

If a Record needs to be Closed but there is no transfer information it can be Marked As Done. For example, a Pending record is created for a Record and a Proposal has been written without the item transferring into the lab. The item is no longer coming but the user does not want to lose the information. An Administrator clicks Mark as Done. The Record no longer appears on My Records lists but is searchable.



DELETE AND RENAME FILES



- Double clicking on a file name pops up a text box to edit the name.
- Clicking the red X will delete a file.

UNLOCK A RECORD

Find- Record- Identification

When a Record is Logged Out, after 30 days the Record locks and becomes read-only. An Administrator can unlock a Record. On the Identification page, click Unlock Record in the bottom right. The default time is 30 days from unlocking but the Administrator can change the date as needed.

GLOBAL OPTIONS- CUSTOM TEXT AND SAVED SEARCHES

Custom text and saved searches that need to be shared by a group of users can be made global. Global allows all Regular users to see them.

REPOSITORY MODE

A Repository user has Read Only access to all records for their repository. A few fields have Write access.

SIGNING IN

Same as Regular users

MENU BARS

FIND



EDIT



REPORTS



MY RECORDS

Shows current records for the Repository associated with the Curator/ Approving Curator that is logged in.

The screenshot shows a web browser window titled "My Records". The header includes standard menu items like File, Edit, View, History, Bookmarks, Tools, and Help. Below the menu is a toolbar with Find, Edit, Reports, and Home buttons. The top right corner shows a user profile for "Debra Cucco" with a "Logout" link. The main content area features the ACORN logo, which includes a stylized leaf or branch icon and the text "A C O R N A Conservation Records Network". Below the logo is a section titled "My Records" containing a table with one row of data. The table columns are: Type, Record #, Title, Author/Artist, Date of Object, Call Numbers, Status, and Proposal Approval. The data row shows: Item, 1, Pride and Prejudice, Austen, Jane, 1813, MS Austen 12, Checked In, Approved.

RECORDS

IDENTIFICATION

Repository users may edit information in a Record in one location only, the Repository Info box with the following fields,

- Expected Date of Return
- Insurance Value
- Notes- comments box for Repository staff

PROPOSAL/ REPORT

Users can access the Proposal Approval and Report pages to Approve/ Deny and make Comments.

FIND- RECORD

Simple and Advanced searches will only show records associated with that Repository. Results will include records associated with other Curators/ Staff from the Repository.

Searches for a user may be saved as with Regular staff users.

EDIT

Editing is limited to Saved Searches and Password.



REPOSITORY ADMIN

A Repository Admin has the same access as Repository with two additional functions.

- The My Records page for a Repository Admin shows all current records for a Repository, and not just the records associated with the Repository Admin's name.
- A Repository Admin can create new Records. The Menu bar includes New- Record. The Admin can create a new Record but cannot Login a Record. Once the Record is Logged In the write access is removed.

The screenshot shows a web browser window titled "My Records". The address bar displays "Most Visited", "Getting Started", "Acorn", and "gmail". The user is logged in as "Debra Cusco". The main content area features the ACORN logo, which includes a stylized acorn branch graphic and the text "A C O R N" followed by "A Conservation Records Network". Below the logo is a section titled "My Records" containing a table with one row of data. The table columns are: Type, Record #, Title, Author/Artist, Date of Object, Call Numbers, Status, and Proposal Approval. The data row shows:

Type	Record #	Title	Author/Artist	Date of Object	Call Numbers	Status	Proposal Approval
Item	1	Pride and Prejudice	Austen, Jane	1813	MS Austen 12	Logged In	Approved



GLOSSARY

TERM	DEFINITION
ACORN Number	An automatically generated number created for every new Record or OSW.
Activity Type	Regular Records are defaulted as Treatment, OSW records as On-Site. If Records do not have Treatment they can be classified as Admin Only, Custom Housing Only, or Exam Only.
Approving Curator	Person responsible for approving the treatment that is not the Curator. An example is a project manager.
Author/ Artist	Creator of the object.
Batch	Multiple objects within one Record.
Call Number	Owner supplied unique number to identify an object.
Charge To	Repository or Other responsible for the billing of the work.
Coll Name/ Other ID	Name associated with the object that may assist in classifying and searching.
Comments	Information that does not fit into any other field. The Comments field repeats on multiple pages; Identification, Proposal, Report and on Transfer Forms.
Condition	Physical condition of an object(s) upon arrival to the lab.
Coordinator	Person responsible for the record.
Curator	Person who makes decisions regarding the stewardship of the object.
Date of Object	Date of creation of the object. May be a range.
Department	Location residing within a Repository.
Description	Bibliographic and visual characteristics of an object(s).
Expected Date of Return	Agreed upon date to return object to Repository or Owner.
FileName	Uploaded file names.
Format	Description of the physical or visual characteristics of the object.
Group	Records that were created together but have separate record numbers. This is different from a batch where multiple objects are within one record. Groups generally have similar Identification information. A group of individual Records can be created at once and partially edited all on one screen. Group functions can assist in all Record functions (Login, Proposal, Report) or, all information can be written individually.
Importance	Reason the object may have significance. For example, artistic, historic, literary, institutional, etc.
Insurance Value	Value supplied by Repository or Curator/Owner for the Object.
Login By	Person logging in object into the database.
Login Date	Date object is received by conservation lab.
Logout Date	Date object leaves the conservation lab.
Notes	Field for Repository or owner to make Comments.
Number of Items	Number of discreet items within a Record or OSW.



OSW	Represents any work done that cannot be documented in a Record. This may include short treatments not requiring a full proposal, assessments, emergency salvage, environmental monitoring, etc. Often represents work done “on-site” at a location outside the primary lab but not required.
OSW Status	Open or Closed. An OSW becomes Closed automatically after the Work End Date.
Project	Work that is connected by a specific project. Examples could be assessment and treatment of a collection, exhibition, loan, or environmental monitoring. The work is tagged by the project name for easier searching and analysis.
Purpose	Reason the treatment/ activity is being recorded. Examples include, Collection Maintenance, Disaster Recovery, Harvard Exhibit, Imaging, Loan, Move, New Acquisition.
Record	The primary unit for ACORN. It may represent a single item or batch of objects for treatment. Items included in a single record usually have similar characteristics and treatment protocols. If a batch, all items should ideally transfer in and out of the lab at the same time.
Repository	Location responsible for the object.
Status	Period in the timeline of an object. Also name of page with snapshot information of the object.
Storage	Temporary location of object, usually in a conservation lab.
Temp Transfer	Method to temporarily transfer an object from the lab without fully logging it out. An example would be sending an object to another location to be digitized and then returning the item to the lab for further treatment.
Temp Transfer Return	See Temp Transfer.
Title	Name of the object.
Transfer From	Location that the object is arriving from. Usually between the Repository and the conservation lab but may be another location, for example, an Imaging Department.
Transfer To	Location where the object is received. Usually between the Repository and the conservation lab but may be another location, for example, an Imaging Department.
Treatment	Proposed treatment steps for an object.
TUB	A group of Repositories under the same administration or School.
Work Assigned To	One or more person(s) assigned to work on the record.
Work Done By	One or more person(s) completing work on a record or OSW
Work Location	For OSW records, where the work takes place.
Work Start Date	Beginning date of an OSW record.
Work Type	Type of preservation activity. Regular Records are by default Treatment. OSW Records have choice from a drop down list populated by the Administrator and may include Emergency Prep, Assessment, Environmental Monitoring, etc.

