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# Overview of the AusStage Database

AusStage provides an accessible research facility for investigating live performance in Australia as a wealth-creating industry, a generator of social capital and an indicator of the nation's cultural vitality. It was built by a consortium of universities and industry partners with funding from the Australian Research Council.

The AusStage database records information about theatre, dance, music theatre and other forms of live performance in Australia. Over 43,000 performing arts events are recorded from 1789 to now. Current events are added as they occur.

You can search for events by title, date and venue, by the people and organisations involved and by genre and content. You can also find references to newspaper reviews and other items relating to an event.

You can also use AusStage to find items in collections. Whether searching for people, venues, organisations or productions, AusStage can direct users to digital resources and material objects in libraries, archives and museums around the country.

Researchers and students use AusStage to develop new knowledge about live performance in Australia and to assess the contribution that live events make to the nation's cultural vitality and international image.

AusStage is working with researchers in universities, performing arts organisations and government agencies to track patterns of live performance over time and to identify opportunities for audience development and strategic investment.

Further developments will deliver enhanced access to information and analysis to researchers, build new links with digital resources in online collections, and expand the dataset in key areas.

# **Database Design**

AusStage is a web-accessible, relational database built in Oracle using HTML and Java Servlets to facilitate online access and data entry.

The AusStage database has six major tables for recording information about the performing arts:

- 1. **Event** a distinct happening defined by title, date/s and venue; typically, a performance or series of performances at a venue.
- 2. **Venue** a place where an event happens.
- 3. **Organisation** a group or company involved in the conception, production or presentation of an event.
- 4. **Contributor** an individual, usually a person, who contributes in some capacity to the conception, production or presentation of an event.

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- 5. **Resource** a text, image, object, recording or the like which relates to an event, or to a contributor, organisation or venue, or to a work, genre, content indicator or other resource.
- 6. **Work** the abstract conception of an event, typically (though not always) expressed as a material resource, such as a script or score.

The Event is fundamental to the design of the AusStage database. The Venue, Organisation, Contributor and Work tables usually receive data because a performing arts event took place or was planned. Records on venues, organisations and contributors may also be entered independently of the event. Resource records are usually created to describe material items or digital objects relating to records in the other tables.

# **Data Entry Protocols**

Definitions and usage notes for the tables and fields in the AusStage database are documented in Appendix 2. Users are also to observe the following protocols when creating records and entering data in AusStage.

## Searching

In general, it is better to search the database using part of a word or phrase, rather than using a whole word or phrase. Part-searching in this way will retrieve more results. For example, if searching for J.C. Williamson, it can be better to enter 'Williamson', instead of the complete phrase 'J.C. Williamson' or 'James Cassius Williamson. This applies to **all** searches – Event, Contributor, Venue, Organisation and so on.

#### **Prefer Natural Order**

When entering or querying data **prefer natural order**. For example, 'The Australia Council' should be typed as such, not as 'Australia Council, The'. Therefore, when entering Events, Venues, Organisations and Publications the definite article 'The' should appear at the **beginning** of the name. Enter a venue name as 'The Shack', not as 'Shack, The'. Similarly, enter a Resource name as 'The Canberra Times', not 'Canberra Times, The'.

#### **Avoid Abbreviations**

When entering or querying data **avoid the use of abbreviations**. For example, enter 'New South Wales Government' not 'NSW Govt'; enter a venue as 'Saint Peter's Cathedral', not 'St Peter's Cathedral'. Avoid the use of '&' by typing the word 'and' in full.

## **Avoid Diacritics and Special Characters**

When entering or querying data where possible avoid the use of diacritics and special characters. It is easier to retrieve some words from a database if their accents (or other special characters) have been omitted when entered. For example Noche rather than Noché.

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#### **Avoid Punctuation**

When querying data **where possible avoid the use of punctuation.** For example if querying the database for Jerry's Girls you would be better off querying by %Jerry% than by %Jerry's%.

## Capitalisation

Names for events, contributors, organisations and venues should be entered using preceding capitals, except for pronouns, articles and prepositions. For example, enter 'The Taming of the Shrew', not 'The taming of the shrew' or 'The Taming Of The Shrew'.

## **Separators**

When entering multiple items in a text field, separate each item with a stop (.). For example, The Adelaide Playhouse. The Dunstan Playhouse.

#### Wildcards

Use a percentage sign (%) as a wildcard to substitute for one or more letters in a search word. Wildcards may be used within a word or at the start or end of a word. With wildcards, you can match: both the singular and plural forms of a word, words that begin with the same root, and words that can be spelled in different ways. Use % if you are not sure of exact spelling or want to search for various forms of a word, alternative spellings or endings, including singular, plural, and different tenses, for example: H%let will find Hamlet; Will%m will find william and willem; Shake% will find Shakepeare and Shakespearian.

# **Event protocols**

An event is a distinct happening defined by title, date/s and venue; typically a performance or series of performances at a venue. This is the core table of AusStage. Multiple presentations of the same production at different venues (e.g. touring productions) are recorded as separate events.

### **Event Names**

Event Names should be entered using preceding capitals except for pronouns, articles and prepositions. For example, enter 'The Taming of the Shrew' is correct, not 'The taming of the shrew' or 'The Taming Of The Shrew'.

#### Umbrella

Umbrella is used for the name of a Festival or other large event of which the event forms part e.g. Adelaide Festival of Arts, Playbox Season 2003 etc.

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## **Description of Event**

In this field you can enter a brief description of the event, if you like. This may be the general description of the event as it appears in promotional material, a list of items making up the event, and/or any other details you think are of importance or interest.

## **Data Source Description / Location**

This field should be used to further clarify a data source. Therefore if the data source was ANZTR this field can be used to show Volume Number and Year. If the data source belongs to a Collection, for example, Mortlock Programme Collection, then that should be listed in this field.

#### Collection

This field is to be used to clarify whether the data source was an individual piece (that is not belonging to a Collection) or an item from a larger Collection. Note that any individual piece of ephemera should be denoted as such. This includes newspaper articles, advertisements etc.,

#### **Dates**

Where an exact date is unknown please enter month (MM) and year (YYYY), or just year (YYYY). A yes/no field is included which should be used to indicate if date(s) are estimated or not.

# **Venue Protocols**

Venue names should be entered as they are commonly known. For example, 'The Playhouse', not 'Adelaide Festival Centre: The Playhouse'. Where the venue is part of a larger organisation that should appear in the address box of the Venue.

When entering a previously unlisted venue it is imperative that the Street Address, Suburb, Postcode and States fields are completed, when known.

# **Organisation Protocols**

Organisations are considered to be **groups of more than one person**. Therefore if you come across a performing duo, the duo's name should be listed as an organisation.

When associating Organisations with an Event it is possible to assign them an Artistic Function such as Choir, Set Design, Musical Group, etc. If you also know the individuals names they can be listed in the Contributor file.

When entering a previously unlisted organisation it is imperative that the Street Address, Suburb, Postcode and States fields are completed, when known.

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# **Contributor Protocols**

Contributors are confined to **individuals.** Therefore, if you feel that a group, for example a Chamber Group, has acted as a contributor they should be entered as an organisation (more than one person) and be given an Artistic Function.

# **Resource Protocols**

A resource is a text, image, object, recording or the like which relates to an event, or to a contributor, organisation or venue, or to a work, genre, content indicator or other resource. Some resources exist as individual items stored in collections (like programs, posters, photographs and so on). Other resources exist as multiple copies in libraries (books, journals, articles and so on).

## **Abstract/Description of Resource**

In this field you can enter a brief description of the content of the Resource, if you like. This may be the general description of the contents of the Item as it relates to a particular event or series of events, and/or any other details you think are of importance or interest.

#### **Resource creators**

An agent responsible for contributing to the resource. This is the agent primarily responsible for creating the resource. For example, the author of an article, chapter or book; the photographer of a photo; the designer for a set design. Each creator will be listed as either an Individual (Contributor) or Organisation.

## **Creating Associations with Resource**

In creating associations between a resource and records in other tables, a minimal approach is recommended so that resource has the least number of the most substantive associations. This minimal approach will ensure that resources appear appropriately associated to users.

Use the following hierarchy of enquiry to make such judgements:

- 1. Does the resource relate to an event? If it does, then there may be no need to create additional associations to other tables, as the event itself will already handle those associations, unless those associations are integral to the resource (i.e. a person appears in a photograph).
- 2. Does the resource relate to a work?
- 3. Does the resource related to a genre or a content indicator?
- 4. Does the resource relate to a contributor, venue or organisation?

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# Work protocols

A work is the abstract conception of an event, typically (though not always) expressed as a material resource, such as a script or score.

# **Privacy policy**

[insert privacy policy]

# Platform-specific notes

# **Internet Explorer Settings**

Internet Explorer must be set to check for newer versions of stored pages on every visit to the page. Open Internet Explorer. Go to Tools then Internet Options. With the General tab open click on the Settings button under Browsing History. Select Every Visit to the Page and click OK.

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# Add/Edit Events

Use Add/Edit Events to add new events or edit existing events. You can Add/Edit Events to add and edit associations between Events and Organisations, Contributors, Venues, Resources and Works.

## Search for an Event

Before adding a new Event, you must perform a search to check that it has not already been entered (Figure 1). This step helps prevent the unnecessary addition of duplicate events.

You are able to search the fields Event ID, Event Name, Venue, Day, Month and Year. You can search one field or a combination of several. The results can be sorted by Name, Venue, Day, Month or Year.

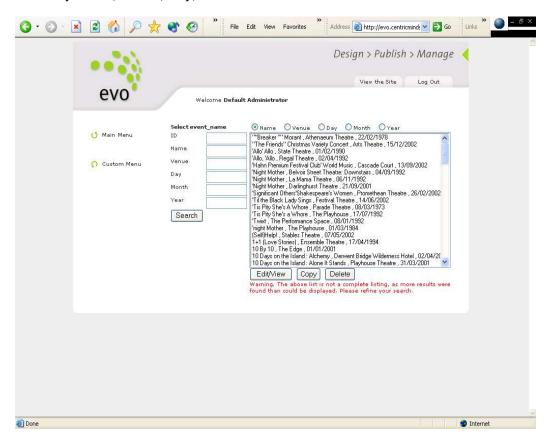


Figure 1: Event search

Having completed a search, the results will appear in the right hand text box.

 To view the event record in full, you may highlight the Event and click the Edit/View button

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- Similarly, to **Update** an Event record you may do so by highlighting the Event and clicking the **Edit/View** button. Update the record as necessary, then click the button to save the updated record.
- To Copy an Event, highlight the event and click the Copy button. The Event detail page will appear (Figure 2). Copying an event is helpful when adding a touring production, where contributors and organisations are the same for the entire tour. A full copy of the Event will be detailed on this page with 'Copy of (Event Name)' appearing in the Event Name field. Changes to dates and venue can be made and 'Copy of' removed from the Event Name field. The record can then be saved keeping all existing field data and changes to other relevant fields.
- If the event for which you searched does not appear you may click the Add button and proceed to enter the Event.

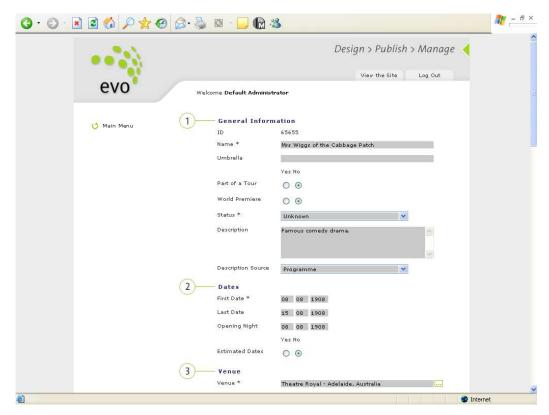


Figure 2: Event detail



#### **Event Name**

The title or name of an event. This is a mandatory field (\*). To be typed as free text (Figure 2). Using preceding capitals except for articles, prepositions and pronouns.

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#### Umbrella

The festival or series in which an event is presented, e.g. Perth International Arts Festival, Playbox Season 2004. Enter only if applicable. To be typed as free text. Using preceding capitals except for articles, prepositions and pronouns.

#### **Part of Tour**

Is the event is part of a touring production? Click the 'Yes' button if it is. The default value for this field is 'No'.

#### **World Premiere**

Is the event a world premiere – that is, a work being presented for the very first time? If it is, click the 'Yes' button. The default value for this field is 'No'.

#### **Status**

The socio-economic status of the production of an event encompasses a range from professional to amateur. Choose a Status from the drop-down list. This is a mandatory field (\*). The choice is limited to those offered.

- Professional
- Amateur
- Professional cooperative
- Professional Training Schools/Colleges
- Pro-Am
- Community
- Unknown
- Youth Theatre

**Note.** This list is defined and agreed upon by the AusStage partners. Additional categories will only be considered if absolutely unavoidable, and cannot be added without consultation.

## **Event Description**

A short description of the content or significance of the event. This may be the general description of the event as it appears in promotional material, a list of items making up the event, and/or any other details you think are of importance. Preferably derived from an existing resource and referenced in Description Source. Add referenced resource to the Resource table. Typed as free text.

#### **Description Source**

Indicates the source used to enter the Event Description. Choose from the drop-down list. The choices are:

None (use only if you have not entered an Event Description)

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- Brochure
- Critic's Opinion
- Flyer/Poster
- Personal Opinion
- Press Release
- Production Company
- Programme
- Reviewer's Opinion
  - Other



## **Dates**

#### **First Date**

Enter the date of the first public presentation of the Event, even if it is a preview (Figure 2). The first date year (YYYY) is a mandatory field (\*). If you only have a partial date, enter as much information as possible. For example if the day date is not known enter MM/YYYY. All dates are in the format DD/MM/YYYY.

#### **Last Date**

Enter the date when the Event was held for the last time at this venue. Enter a partial date if the full date is not known.

## **Opening Performance**

Enter the date of the Opening Performance in that venue. This may be the same as the First Date if the season did not include Preview performances. Enter a partial date if the full date is not known.

# Estimated Date(s)

Are the dates of the event estimated? Click 'Yes' if you have entered estimated dates. The default value for this field is 'No'.

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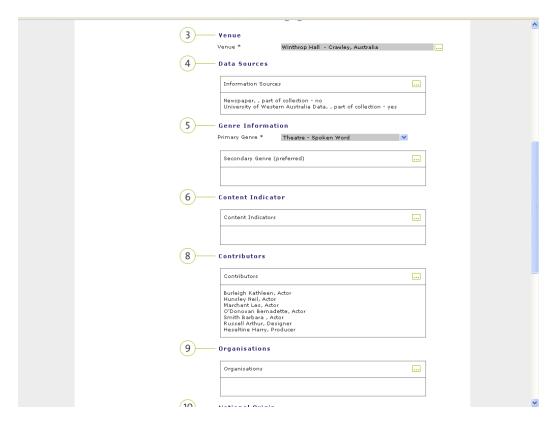


Figure 3: Event detail continued



**Venue** is the place where an event happens. This is a mandatory field (\*).

To enter the Venue, click on the ... button (Figure 3). The select Venue screen will appear (Figure 4). Before selecting a venue or adding a new Venue, you must first perform a search. You are able to search the fields Venue ID, Venue Name, State Suburb. You can search using one field or a combination of several. Results can be sorted by Name, State or Suburb.

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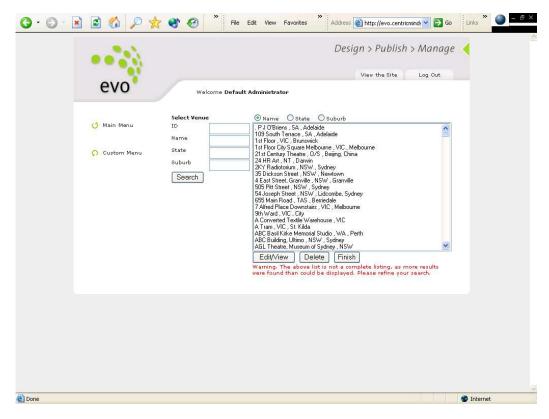


Figure 4: Select Venue

Having completed a search, the results will appear in the right hand text box.

- To view or edit a venue, highlight the appropriate venue name and click the Edit/View button.
- To **select** a venue to add to your event record, highlight the venue and click the **Finish** button. You will be returned to the Event detail (Figure 2) and the venue name will appear in the Venue field.
- If the venue for which you searched does not appear you may click the **Add** button and proceed to enter a new venue (page 20). After adding a new venue, you will need to carry out your search again and proceed to select as above.

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Figure 5: Venue details

# Adding a new venue

Enter as many details as possible about the Venue (Figure 5). Name, Street Address, Suburb, State, Postcode and Country should be added, where known. When all known venue details are entered, click the button. The following message will appear: 'The venue (venue name) was successfully saved'. To continue click the . You will be returned to the Select Venue frame (Figure 4) where you can select your venue as described above.

**Note.** A venue may have been renamed one or more times and will be entered under each of those names. The name of the venue where an event takes or took place should be the name under which the venue was known at the time of that event. Enter all other names that the venue is or was known by into the Other Names field.

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To enter the Data Source(s), click on the ... button (Figure 3).

The **Select Data Source(s)** frame will appear (Figure 6).

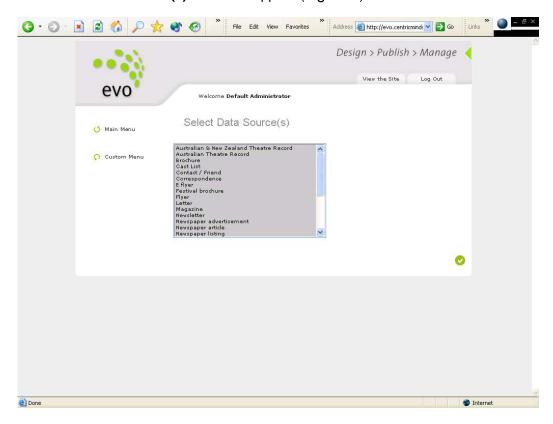


Figure 6: Select Data Source(s) frame #1

## **Data Source**

The source refers to the source of the record which may be a newspaper article, a programme, a flyer, etc.

You can enter as many choices as you wish here. When adding more than one, it is necessary to hold down the CTRL button on your keyboard when adding the second and subsequent choices. When you have selected the Data Source(s) click the and the **Select Data Source(s)** #2 frame will appear (Figure 7). The data source(s) which have been selected will appear with the Data Source Description and Collection fields alongside, which may now be entered.

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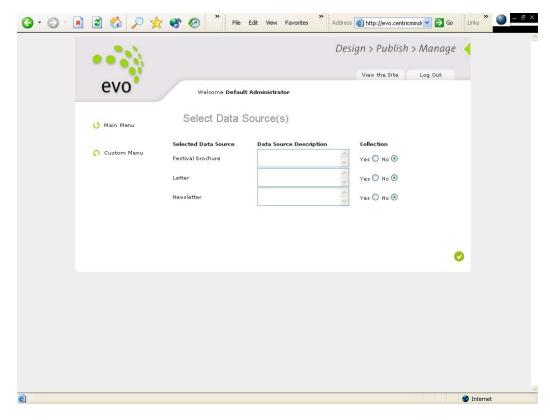


Figure 7: Select Data Source(s) frame #2

# **Data Source Description / Location**

This is an unstructured text box which can be used to further describe a Data Source. For example, in the case of ANZTR (Australia and New Zealand Theatre Record) a further description would include Volume number and Page. Or in the case of an item from a Collection, a further description would include the Collection Name.

# Collection

This field is to be used to clarify whether the data source was an individual piece (that is not belonging to a Collection) or an item from a larger Collection. Click **yes** or **no** as appropriate.

Please note that any individual piece of ephemera should be denoted as such. This includes newspaper articles, advertisements etc.,

When these fields have been entered you may proceed by clicking the . The following message will appear: 'Data Source and Event linking was successful. Click the tick button to continue.' Click the to return to the Event detail frame – note that the data source information as entered now appears on the Event detail page.

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# 5 Genre Information

# **Primary Genre**

Choose one from the available list (Figure 3). There is no facility for adding a new item here. This is a mandatory field (\*).

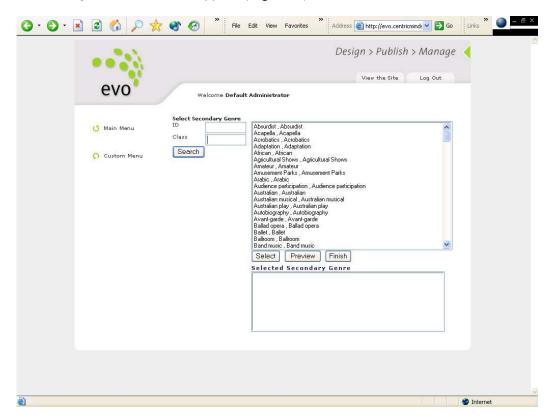
#### The choices are:

- Theatre Spoken Word
- Music Theatre
- Dance
- Music
- Other

**Note.** These are the general classifications on which we have agreed and will only be added to after considerable consultation. Only **ONE** classification can be entered here. While music is often used during theatrical production, an event belongs to the Music Theatre category only when the music is considered to be integral to that production. The primary genre classification 'Music' is only used for events which are 'pure' music without a dramatic component.

# **Secondary Genre**

To enter the Secondary Genre(s), click on the ... button (Figure 3). The **Select Secondary Genre** frame will appear (Figure 8).



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**Note:** AusStage has identified preferred and non-preferred terms for use in Secondary Genre. When searching for a secondary genre the results will be listed as Non-preferred Term, Preferred Term. The Database automatically converts the data to the AusStage Preferred Term.

To select Secondary Genre(s) highlight the genre in the results box and click the **Select** button. Similarly, to remove selected genre(s) highlight the genre in the **Selected Secondary Genre** box and click **Select.** Repeat this process as necessary and the click the **Finish** button. You will be returned to the Event detail frame (Figure 2) and the AusStage Preferred Secondary Genre(s) will appear in the Secondary Genre field.

Note: More than one classification can be added here to:

- 1. either broaden the primary classification (ie Aida: Prim.Class = Music Theatre, Secondary Classification = Opera, Drama, Dance); or
- 2. narrow the primary classification (ie Aida: Prim.Class = Music Theatre, Secondary Classification = Grand Opera, Classical)
- 3. or generally extend a description (ie Aida: Prim.Class = Music Theatre, Secondary Classification = Outdoor Concert, Community Event)

Entries in this field may reflect any or all of the above strategies.

# 6 Content Indicator

Note the presence, in the material that describes or promotes the event, of any of the key content indicators, or any other content indicators that seem important to you, as you enter the data. In practice this information might come from advertisements, reviews, programs, whatever is your source.

To enter the Content Indicators(s), click on the — button (Figure 3).

The **Select Content Indicator** frame will appear (Figure 9).

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Figure 9: Select Content Indicator Frame

To select Content Indicator(s) highlight the Indicator in the results box and click the **Select** button. Similarly, to remove selected Indicator(s) highlight the Indicator(s) in the **Selected Content Indicators** box and click **Select.** Repeat this process as necessary and the click the **Finish** button. You will be returned to the Event detail frame (Figure 2) and the Content Indicator(s) will appear in the Content Indicator field.

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To enter any associated Contributor(s), click on the ... button (Figure 3).

The **Select Contributors** frame will appear (Figure 10).



Figure 10: Select Contributors Frame

Before adding a new Contributor, you must first search on the page as shown (Figure 10). You are able to search the fields ID, First Name and Last Name. You can search using one field or a combination of several. You can limit search results to exact first or last name by ticking the appropriate box underneath the search button. Results can be sorted by First Name or Last Name.

- To view or edit a Contributor, highlight the appropriate Contributor name and click the Edit / Preview button.
- To select an existing Contributor highlight the Contributor in the results box and click the Select button. Similarly, to remove selected Contributor(s) highlight the Contributor in the Selected Contributors box and click Select. See Note below. Repeat this process as necessary and the click the Finish button. The Define Contributor Link Properties frame will appear (Figure 11), listing all your selected Contributors. Here you can add Contributor Functions. There is also an unstructured text box for each Contributor where you can add any relevant notes. When you have completed the Contributor Link Properties click the button to continue. The following message will appear 'Contributor Link Properties process successful' and

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you can click the button to return to the Event Detail frame where the Contributor details will now appear.

**Note.** If a contributor has more than one function e.g. director and choreographer, the contributor's name should be added once for each function e.g. associate contributor's name with function of 'director', then associate contributor's name a second time with function of 'choreographer' etc.

 If the Contributor for which you searched does not appear you may click the Add button and proceed to enter a new Contributor. (After adding a new Contributor, you will need to carry out your search again and proceed to select as above).

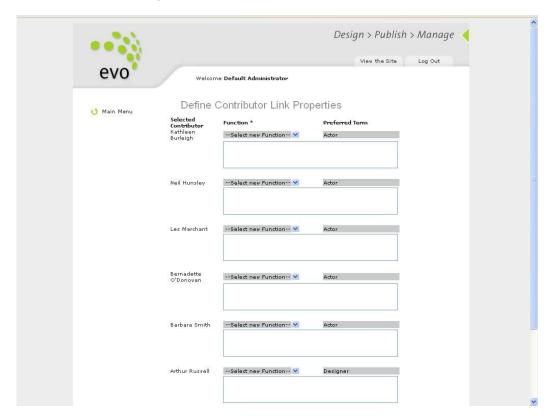


Figure 11: Define Contributor Link Properties Frame

## Adding a new contributor

When adding a new contributor (Figure 12) enter as many details as possible about the Contributor (particularly First Name, Last Name, Gender, Nationality, Country and Contributor Function ). To select Contributor Functions highlight the function in the **Contributor** Function box and click the **Select** button, the selected Function will now appear in the **Selected Contributor Function** box below. Repeat this process as necessary. When all known Contributor details are entered, click the button. The following message will appear: 'Add Contributor process was successful.'. To continue click the . You will be returned to the **Select Contributors** frame (Figure 10) where you can select your contributor as described above.

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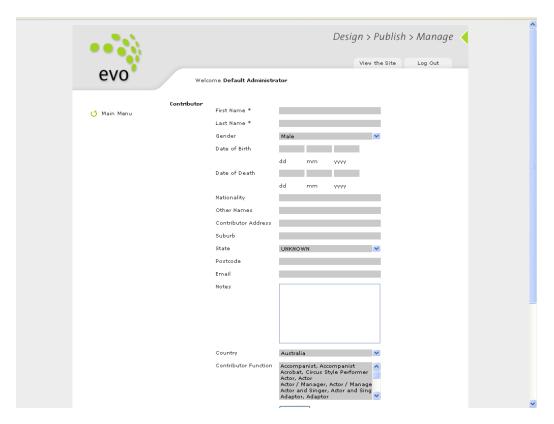


Figure 12: Add Contributor Details Frame

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# 9 Organisations

To enter any associated Organisation(s), click on the — button.

The **Select Organisations** frame will appear. (Figure 21 below).

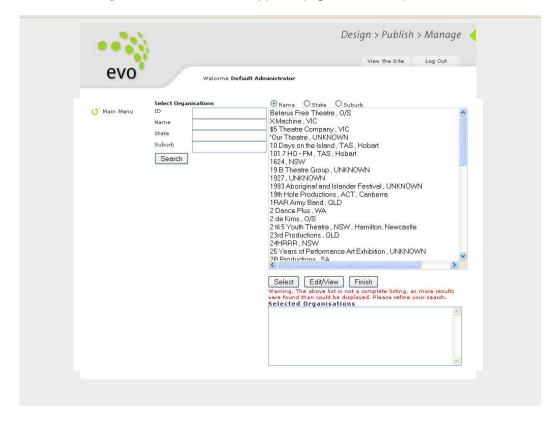


Figure 13: Select Organisation Frame

Before adding a new Organisation, you must first search on the page as shown (Figure 13). You are able to search the fields ID, Name, State and Suburb. You can search using one field or a combination of several. Results can be sorted by Name, State or Suburb.

- To view or edit an Organisation, highlight the appropriate Organisation name and click the Edit / Preview button.
- To select an existing Organisation highlight the Organisation in the results box and click the Select button. Similarly, to remove selected Organisation(s) highlight the Organisation in the Selected Organisations box and click Select. See Note below. Repeat this process as necessary and the click the Finish button. The Define Organisation Link Properties frame will appear (Figure 14), listing all your selected Organisations. Here you can add Functions and Artistic Functions if applicable. When you have completed the Organisation Link Properties click the button to continue. The following message will appear 'Organisation Link Properties process

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successful.' and you can click the button to return to the Event Detail frame where the Contributor details will now appear.

**Note.** If an organisation has more than one function e.g. Production Company and Presenting Company, the organisation's name should be added once for each function e.g. associate organisation's name with function of 'Production Company', then associate organisation's name a second time with function of 'Presenting Company' etc.

 If the Organisation for which you searched does not appear you may click the Add button and proceed to enter a new Organisation. (After adding a new Organisation, you will need to carry out your search again and proceed to select as above).

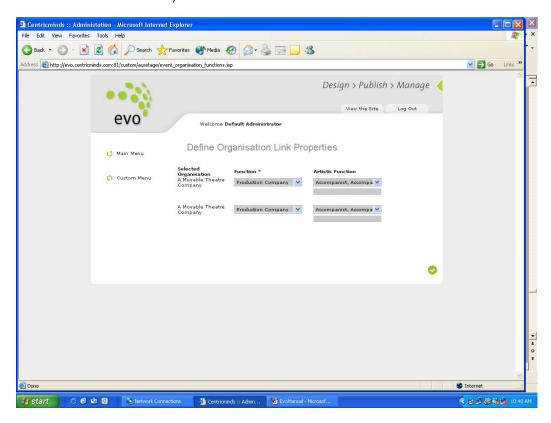


Figure 14: Define Organisation Link Properties

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# Adding a new organisation

When adding a new organisation enter as many details as possible about the Organisation (particularly Organisation Name, Suburb, State and Country). When all known Organisation details are entered, click the button. The following message will appear: 'The organisation (organisation name) was successfully saved.'. To continue click the . You will be returned to the **Select Organisations** frame (Figure 13) where you can select your organisation as described above.

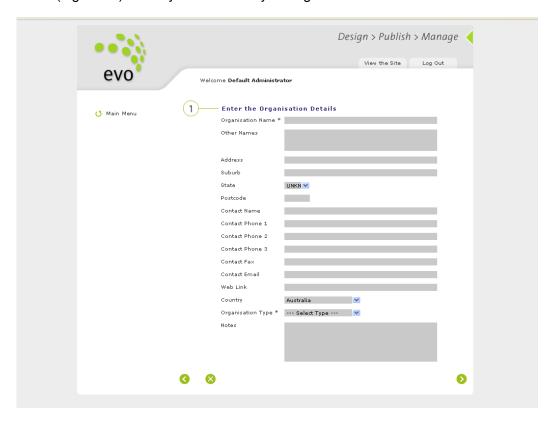


Figure 15: Organisation Details Frame

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Figure 16: Event detail frame continued

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# 10 National Origin

To enter the National Origin of the Play (piece of work) or Production, click on the button next to the appropriate field (Figure 16). *Note:* The process is the same for both fields so only National Origin of Play will be explained in detail here. The **Select Country** frame will appear. (Figure 17).

**Note:** The National Origin of the Play (or piece of work) refers to the Country that the Play (or other piece of work – Opera, Ballet etc) originated from. So in the case of 'Macbeth' this would be England. The National Origin of the Production refers to the country that this production originated in. So, if a production of 'Macbeth' was staged by Bell Shakespeare Company the National Origin of Production would be Australia. However, if a production of 'Macbeth' was staged by the Royal Shakespeare Company the National Origin of the Production would be England.

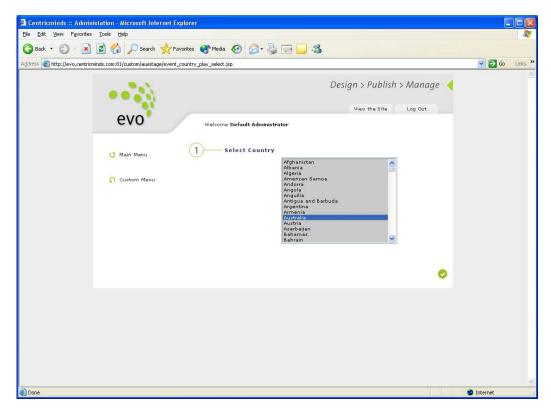


Figure 17: Select Country Frame

To select the required country highlight it on the list (if you wish to select more than one hold down the 'Ctrl' button as you select the second and subsequent country(s)). When finished click the button to continue. The following message will appear: 'Linking national origin production country and events was successful.' Click the button to continue. You will be returned to the Event Detail page where your chosen country will now appear.

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# 11 Works

A work is the abstract conception of an event, typically (though not always) expressed as a material resource, such as a script or score. To enter any associated Work(s), click on the ... button (Figure 16). The **Select Works** frame will appear (Figure 18).



Figure 18: Select Works Frame

Before adding a new Work, you must first search on the page as shown in Figure 18 (above). You are able to search the fields ID and Title. You can search using one field or a combination of both. Results are sorted by Title.

- To view or edit a Work, highlight the appropriate Title and click the Edit/View button.
- To select an existing Work highlight the Title in the results box and click the Select button. Similarly, to remove selected Organisation(s) highlight the Organisation in the Selected Works box and click Select. Repeat this process as necessary and the click the Finish button to return to the Event detail frame where the Works details will now appear.
- If the Work for which you searched does not appear you may click the Add button and proceed to enter a new Work. (After adding a new Work, you will need to carry out your search again and proceed to select as above).

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# Adding a new work

When adding a new Work (enter as many details as possible about the Work. Begin by adding the Title. If the Work also has an Alternative Title add this also (e.g. Shakespeare's *Twelfth Night* has the Alternative Title of *What You Will*).

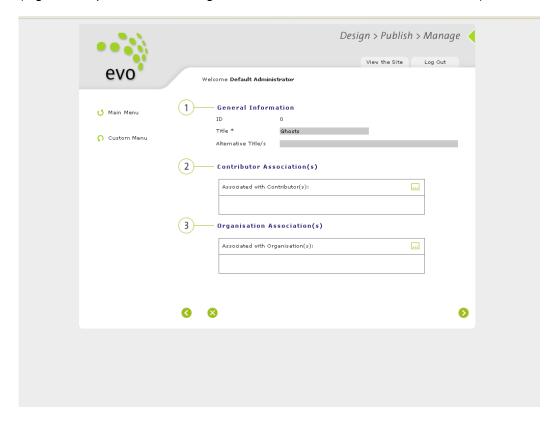


Figure 19: Work Details Frame

## Adding a new work: select contributors

Click the ... button to add the Creator(s) (Individual / Contributor to the creation) of the Work. The **Select Contributor** frame will appear (Figure 20).

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Figure 20: Select Contributor Frame

Before adding a new Contributor, you must first search on the page as shown (Figure 20). You are able to search the fields ID, Last Name and First Name. You can limit search results to exact first or last name by ticking the appropriate box underneath the search button. The results can be sorted by First Name or Last Name.

Having completed a search, the results will appear in the right hand text box.

- To view or edit a Contributor, highlight the appropriate Contributor name and click the Edit/View button.
- To select a Contributor to add to your Article record, highlight the Contributor and click the Finish button. You will be returned to the Works detail frame (Figure 19) and the Contributor name will appear in the Contributor field.
- If the Contributor for which you searched does not appear you may click the Add button and proceed to enter a new Contributor (see Adding a new contributor, p. 27).

## Adding a new work: select organisations

Click the <u>...</u> button to add the Creator (group or organisation involved in the creation) of the Work. The **Select Organisation** frame will appear (Figure 21)

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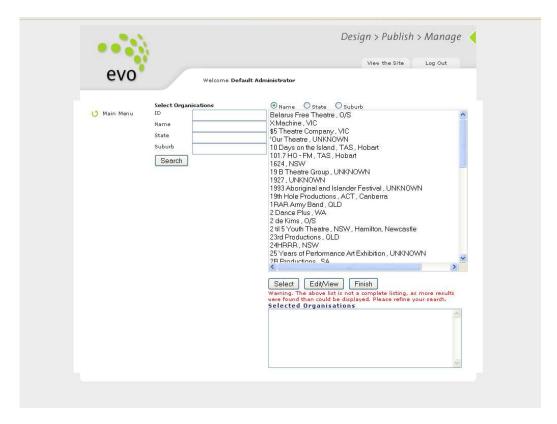


Figure 21: Select Organisation Frame

Before adding a new Organisation, you must first search on the page as shown (*Figure 21*). You are able to search the fields ID, Name, State and Suburb. The results can be sorted by Name, State or Suburb.

Having completed a search, the results will appear in the right hand text box.

- To **view or edit** an Organisation, highlight the appropriate Organisation name and click the **Edit/View** button.
- To select an Organisation to add to your Works record, highlight the Organisation and click the Finish button. You will be returned to the Works detail frame (Figure 19) and the Organisation name will appear in the Organisation field.
- If the Organisation for which you searched does not appear you may click the Add button and proceed to enter a new Organisation. (See Adding a new Organisation p. 31).

## Adding a new work: save

You can now click the button to save the Work. The following message will appear 'The work with a title of **Work Title** was successfully saved'. Click the button to continue. You will be returned to the **Select Works Frame** (Figure 18 above) where you may Select the Work as described above.

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## 12 Resources

The Resource Table (Figure 16) lists performing arts resources such as reviews, programs, photographs, videos, books, articles, collections and so on. This table is linked to several other tables including, Events, Organisations, Contributors, Venues, Genre, Content Indicator, and Data Source.

You cannot add a new Resource here. That process can only be completed through the menu item 'Add / Edit a Resource', after you have finished editing the event (see **Guidelines for Resource data entry**, p. 40).

You can, however, associate an existing resource with an event. You are able to search the fields Resource ID, Sub Type, Title, Creator Contributor, Creator Organisation, Source Title, Day, Month and Year, Catalogue ID and Institution. You can search one field or a combination of several. Results are sorted by Resource Sub Type and Citation.



Figure 22: Resource Search Frame

Having completed a search, the results will appear in the right hand box.

 To view a Resource, highlight the appropriate Resource citation and click the Preview button. (Note to edit a Resource you will need to go to Add / Edit a Resource, after you have finished editing the event (see Guidelines

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#### for Resource data entry, p. 40).

 To associate a Resource with the Event, highlight the appropriate Resource citation and click Select. The Resource will now appear in the bottom box. Repeat as necessary and click Finish to return to the Event Detail frame.



## **Further Information**

This is an unstructured text field where you can type any other relevant details about the event (Figure 16). **Note:** Please keep in mind that anything written in this field can be viewed by the public on the AusStage Search Pages.



## **Data Entry Information**

Date Entered, Date Updated and Input Person will appear here – these fields are automatically generated by the system (Figure 16).

### **Review and Save**

You can now review your Event details and, when satisfied that they are correct, click the button to save the record.

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#### Add/Edit Resources

The Resource Table lists performing arts Resources such as reviews, programs, photographs, videos, books, articles, collections and so on. This table is linked to several other tables including, Events, Organisations, Contributors, Venues, Genre, Content Indicator.

## Searching for a Resource

**Before adding a new Resource**, you must first search on the page as shown (Figure 23) to determine if the Resource already exists in the database. You are able to search the fields Resource ID, Sub Type, Title, Creator Contributor, Creator Organisation, Source Title, Day, Month and Year, Catalogue ID and Institution. You can search one field or a combination of several. Results are sorted by Resource Sub Type.

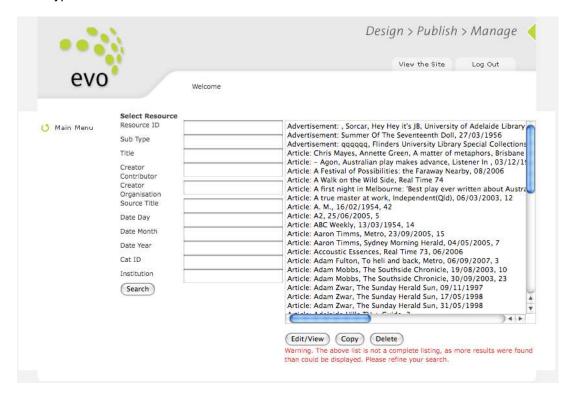


Figure 23: Resource Search Frame

Having completed a search, the results will appear in the right hand text box.

- If you wish to view the complete Resource detail you may highlight the Event and click the **Edit/View** button,
- Similarly, if you wish to **Update** an Event record you may do so by highlighting the Event and clicking the **Edit/View** button. Update the record as necessary, then click the button to save the updated record,

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- To Copy a Resource (for example, in the case of adding other Resources, where contributors and organisations are the same for each Resource highlight the Resource and click the Copy button. The Resource detail page (Figure 24) will appear. A full copy of the Resource will be detailed on this page with 'Copy of (Resource Title)' appearing in the Resource Title field. Changes to dates and venue can be made and 'Copy of' removed from the Resource Title field. The record can then be saved keeping all existing field data and changes to other relevant fields.
- If the event for which you searched does not appear you may click the **Add** button and proceed to enter the Resource.



Figure 24: Resource Detail Frame



#### **Resource Type**

Choose a Resource Type from the drop-down list (Figure 25). This is a mandatory field (\*). The choices are limited to those offered and cannot be added to



Figure 25: Resource Type drop-down list

## **Resource Sub Type**

Once the appropriate Type has been selected, each of the Resource Types has a

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further Resource Subtype set of options (see Figure 26 for relationship between Type and Subtype) that can be chosen from respective drop-down lists. This is a mandatory field (\*). If the sub-type you wish to choose is not available, contact the Project Manager.

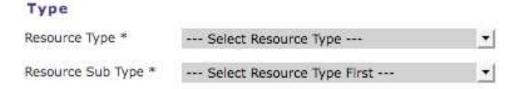


Figure 26: Resource Type and Resource Sub Type

Туре	Sub Type
Collection	Collection Newspaper Clippings Scrapbook
Dataset	Database List Record Table
Event	Radio Transmission Television Transmission
InteractiveResource	Website
MovingImage	Interview Performance Recording Projection Rehearsal Recording
PhysicalObject	Costume Model Prop Set
Sound	Interview Music Recording Performance Recording Rehearsal Recording Sound Effect
StillImage	Advertisement Artwork Cartoon Colour sheets Design Headshot Photograph Projection Proofsheet Screenshot

Туре	Sub Type
Text	Advertisement
TEXT	Anthology
	Article
	Book
	Cast List
	Chapter
	Choreographic Score
	Document
	Editorial
	Flyer
	Interview Transcript
	Invitation
	Journal
	Letter
	Libretto
	Listing
	Lyrics
	Magazine
	Media kit
	Media release
	Memo
	Menu
	Musical Score
	Newspaper
	Notes
	Novel
	Pamphlet
	Playscript
	Poster
	Programme
	Proramme Notes
	Report
	Review
	Screenplay
	Script
	Supplement
	Thesis
	Ticket
	Transcript

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#### Title

Title is the name given to a resource. For example, the title of a book, a chapter or an article; a caption for a photograph or illustration. Enter the title of the Resource (Figure 27). This is a mandatory field (\*). The title should be a succinct textual designation that enables the resource to be recognisably associated with an event, a venue, an organization, a contributor or a work. Wherever possible, use an existing title or title-like text associated with the resource. Titles in AusStage resource records should correspond with resource titles in digital repositories and collection catalogues. If you create a title for an untitled resource, enclose it square brackets, e.g. [Review of The One Day of the Year].

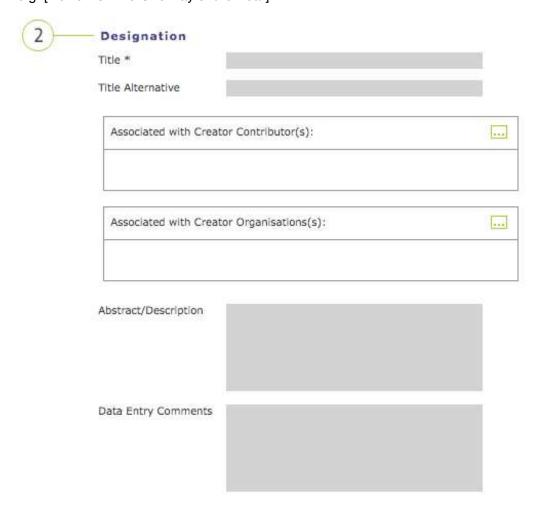


Figure 27: Resource Designation Detail

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#### Associated with Creator Contributor(s)

To enter any associated Contributor(s), click on the button ...... The **Select Contributors** frame will appear (Figure 28).

Before adding a new Contributor, you must first conduct a search. You are able to search the fields ID, First Name and Last Name. You can search using one field or a combination of several. Results can be sorted by First Name or Last Name.

- To view or edit a Contributor, highlight the appropriate Contributor name and click the Edit/View button. If the Contributor for which you searched does not appear you may click the Add button and proceed to enter a new Contributor(see page 27). After adding a new Contributor, you will need to carry out your search again and proceed to select as above.
- To select an existing Creator Contributor highlight the Creator Contributor in the results box and click the **Select** button. Similarly, to remove selected Creator Contributor(s) highlight the Contributor in the **Selected Contributors** box and click **Select**. Repeat this process as necessary and the click the **Finish** button.

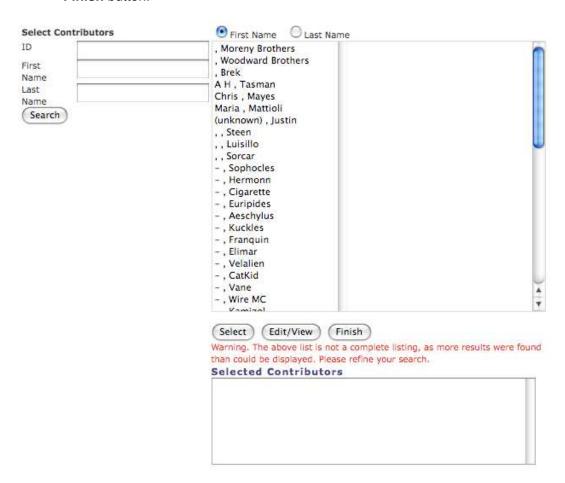


Figure 28: Select creator Contributor(s) Frame

**Note.** If a contributor has more than one function e.g. author and photographer, the contributor's name should be added once for each function e.g. associate

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contributor's name with function of 'author', then associate contributor's name a second time with function of 'photographer' etc.

• The **Define Resource Link Properties** frame will appear (Figure 29), listing all your selected Contributors. Here you can add Contributor Functions. There is also an order by field into which you can insert numbers to order the contributors. When you have completed the Contributor Link Properties click the to continue. The following message will appear 'Resource to Contributor process successful' and you can click the to return to the Resource Detail frame where the Contributor details will now appear.

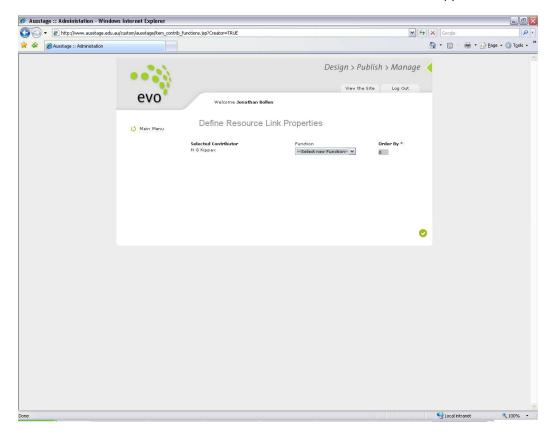


Figure 29: Define Resource Link Properties Frame

#### Associated with Creator Organisation(s)

To enter any associated Creator Organisation(s), click on the ... (Figure 27). The **Select Organisations** frame will appear (Figure 30).

Before adding a new Organisation, you must first conduct a search. You are able to search the fields ID, Name, State and Suburb. You can search using one field or a combination of several. Results can be sorted by Name, State or Suburb.

• To view or edit an Organisation, highlight the appropriate Organisation name and click the Edit/View button. If the Organisation for which you searched does not appear you may click the Add button and proceed to enter a new Organisation (see page 31). After adding a new Organisation, you will need to carry out your search again and proceed to select as above.

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Figure 30: Select Creator Organisation(s) Frame

- To select an existing Creator Organisation highlight the Creator Organisation in the results box and click the **Select** button. Similarly, to remove selected Creator Organisation(s) highlight the Organisation in the **Selected Organisations** box and click **Select.** Repeat this process as necessary and the click the **Finish** button.
- The Define Resource Link Properties frame will appear (Figure 31), listing all your selected Organisations. Here you can add Organisation Functions. There is also an order by field into which you can insert numbers to order the Organisations. When you have completed the Resourcer Link Properties click the to continue. The following message will appear 'Resource to Organisation process successful' and you can click the to return to the Resource Detail frame where the Organisation details will now appear.

**Note.** If an organisation has more than one function e.g. author and photographer, the organisation's name should be added once for each function e.g. associate organisation's name with function of 'author', then associate organisation's name a second time with function of 'photographer' etc.

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Figure 31: Define Resource Link Properties Frame

#### **Abstract / Description**

This is an unstructured text box which can be used to further describe a Resource's contextual connections to an event, or series of events, or a work, or a contributor, or an organisation, or a venue.

#### **Data Entry Comments**

This is an unstructured text box which can be used to further describe a Resource in relation to its place in a collection.



A source is another resource from which the described resource is derived. It is used for resources which are included within or as part of other resources. For example, the newspaper is the source for a newspaper article; the journal is the source for a journal article; an anthology is the source for a chapter; a collection is the source for an item within that collection. This section also includes fields for publication details.

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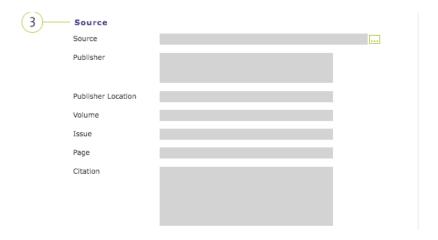


Figure 32: Source details

#### Source

To enter any associated Source (publication), click on the ... (Figure 32). The **Select Source** frame will appear (Figure 33).

To select an existing Source highlight the Source in the results box and click the **Select** button. Then click the **Finish** button. You will return to the Resource Detail frame where the Source details will now appear.

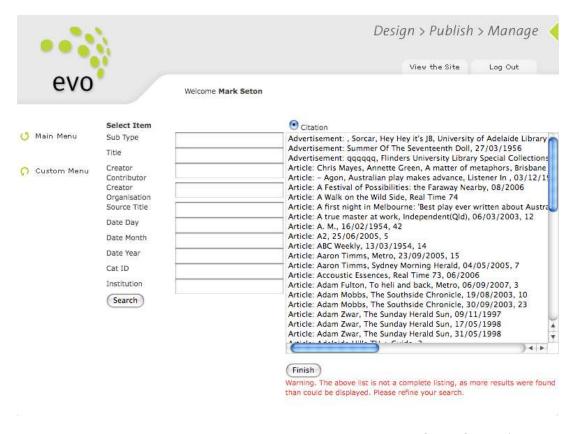


Figure 33: Select Source frame

#### **Publisher**

An agent or organisation responsible for making the resource available. Use this text box to enter the publisher's name. For example, Currency Press.

#### **Publisher Location**

The location of the agent or organisation responsible for making the resource available. Use this text box to enter the location for a publisher. For example, Sydney.

#### Volume

The volume number of a resource which is published as part of a series. Use this text box to record the volume details of the Resource. For example, the volume number of the journal in which an article is published.

#### Issue

The issue number of a resource which is published as part of a series. Use this text box to record the issue number of the Resource. For example, the journal issue (or number) in which an article is published.

#### **Page**

The page number/s of a resource which is published as part of another resource. Use this text box to record the page number/s of a resource. For example, the page number of a newspaper article, or the page range of a journal article or chapter in a book.

#### Citation

A citation is a text string unambiguously identifying the resource, for example a bibliographic citation for an article, chapter of book. This is automatically generated from information provided in other fields. It includes Resource Creator/s, Title, Source, Date, Publisher and other identifying and finding information appropriate to the resource type.



Four types of date information about a resource may be recorded: date created, date of issue (or publication), date of copyright and date accessioned (Figure 34). All dates are in the format DD/MM/YYYY. Recommended practice is to record at least a year in one of the date fields. Notes on dates may also be recorded.

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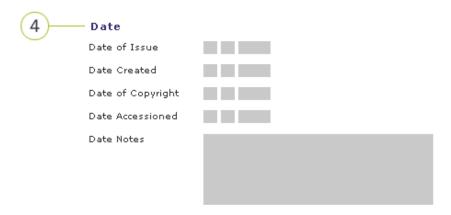


Figure 34: Date details

#### Date of Issue

Date of publication of the resource. For example, the date when an article or book is published, when a film is released. Enter numbers for DD, MM and YYYY. If you only have a partial date, enter as much information as possible. For example if the day date is not known enter /MM/YYYY.

#### **Date Created**

This is the date of creation of the resource. For example, the date when a photograph is taken or a recording is made. Enter numbers for DD, MM and YYYY. If you only have a partial date, enter as much information as possible. For example if the day date is not known enter /MM/YYYY.

#### **Date of Copyright**

Date of a statement of copyright in the resource. This is generally used when copyright exists, subsequent to the date of creation or date of issue. Enter numbers for DD, MM and YYYY. If you only have a partial date, enter as much information as possible. For example if the day date is not known enter /MM/YYYY.

#### **Date Accessioned**

Date of the Resource's inclusion in a particular collection, where appropriate. Enter numbers for DD, MM and YYYY. If you only have a partial date, enter as much information as possible. For example if the day date is not known enter /MM/YYYY.

#### **Date Notes**

Use this text box to add any additional notes about any of the above dates.

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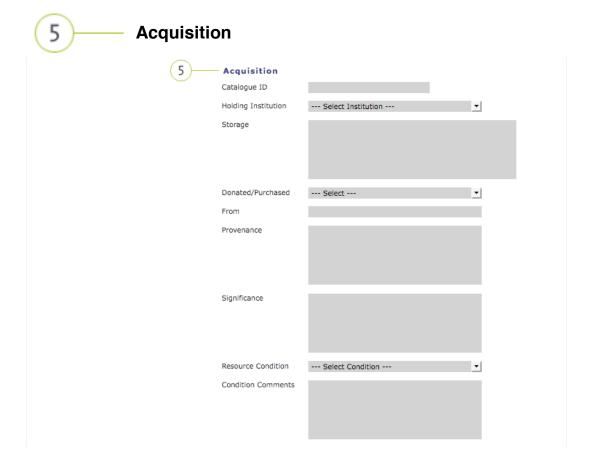


Figure 35: Acquisition detail

## **Catalogue ID**

A unique identifier given to a resource which is part of a collection. You can use this unstructured text box to record any catalogue identifiers which uniquely identify the resource.

## **Holding Institution**

The name of the organisation which holds the resource. Choose a Holding Institution from the drop-down list (Figure 36). Contact the Project Manager to add a new Holding Institution.

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Figure 36: Holding Institution drop-down list

#### Storage

A description of how and where the resource is stored. You can use this unstructured text box to further describe any archival storage details of the resource.

#### **Donated / Purchased**

Indicating whether the resource was donated or purchased. Choose Donated/Purchased/Other from the drop-down list (Figure 37). The choices are limited to those offered and cannot be added to.

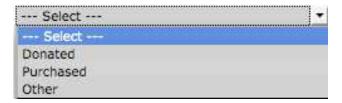


Figure 37: Donated / Purchased drop-down list

## From

Person or organisation from whom the resource was obtained. You can use this unstructured text box to add the details of where a Resource has been acquired from.

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#### **Provenance**

Statement of the provenance of the resource. Used to document relevant archival history of the original, material resource, stored in collections. You can use this unstructured text box to describe the history of ownership of the Resource.

#### **Significance**

Statement of the significance of the resource. Used for material items, stored in collections. You can use this unstructured text box to describe the significance of the Resource in the collection.

#### **Resource Condition**

An indication of the physical condition of the resource. Used for material items, stored in collections. Choose Good/Fair/Poor from the drop-down list (Figure 38). The choices are limited to those offered and cannot be added to.



Figure 38: Resource Condition drop-down list

#### **Condition Comments**

Comments on the physical condition of the resource. Used for material items, stored in collections. You can use this unstructured text box to describe the condition of the Resource at the point of acquisition.



Figure 39: Rights detail

## **Rights**

A statement of copyright in the resource. You can use this unstructured text box to further describe the rights associated with the Resource.

#### **Rights Holder**

An agent (or agents) asserting copyright in the resource. You can use this

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unstructured text box to further describe the Holder of the Rights associated with the Resource.

## **Access Rights**

Conditions regarding rights or restrictions to access the resource. You can use this unstructured text box to describe what access rights are available from the Rights Holder in relation to the Resource.

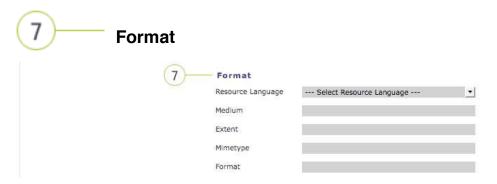


Figure 40: Format detail

#### **Resource Language**

The language/s of the resource is in, where the resource has language content.

Choose a language, relevant to the Resource, from the drop-down list (Figure 41). The choices are limited to those offered and cannot be added to.



Figure 41: Resource Language drop-down list

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#### Medium

The physical medium of the resource. Used for material items stored in collections. You can use this unstructured text box to describe the physical qualities of a Resource where applicable.

#### **Extent**

The physical dimensions of the resource. Used for material items stored in collections. You can use this an unstructured text box to describe the dimensions of a Resource where applicable.

## Mimetype

The file format of the resource designated by Multipurpose Internet Mail Extensions (MIME) (see http://www.iana.org/assignments/media-types/). Used for digital items. You can use this unstructured text box to describe the Mimetype for a Resource where applicable.

#### **Format**

Other information relating to the file format, physical medium or dimensions of the resource You can use this unstructured text box to further describe the digital manifestation of a Resource where applicable.



Figure 42: Identifiers detail

#### **Resource URL**

A unique Uniform Resource Locator for the resource. Used for digital resources which are publicly and persistently accessible. Use this unstructured text box to record the persistent URL for the resource. Ensure that the URL is preceded by the relevant protocol, eg. http://. If you are uncertain whether the URL is persistent, contact the AusStage project manager.

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#### International Standard Book Number

You this text box to record the International Standard Book Number for a Resource where applicable. Do not include dashes or spaces within the number.

#### **International Standard Music Number**

Use this text box to record the International Standard Music Number for a Resource where applicable. Do not include dashes or spaces within the number

#### International Standard Serial Number

Use this text box to record the International Standard Serial Number for a Resource where applicable. Do not include dashes or spaces within the number.

#### **Serial Resource and Contribution Number**

Use this box to record the the Serial Resource and Contribution Number for a Resource where applicable. Do not include spaces within the number.



Figure 43: Event Association/s detail

To enter any associated Event(s), click on the .... (Figure 43).

The **Select Event** frame will appear (Figure 44).

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Figure 44: Select Events frame

Before adding a new Event, you must first search on the page (Figure 44). You are able to search the fields ID, Name, Venue, Day, Month and Year. You can search using one field or a combination of several. Results can be sorted by Name, Venue, Day, Month, Year.

- To view or edit a Event, highlight the appropriate Event name and click the Edit / Preview button,
- To select an existing Event highlight the Event in the results box and click the Select button. Similarly, to remove selected Event(s) highlight the Event in the Selected Events box and click Select. Repeat this process as necessary and the click the Finish button. You will return to the Resource Detail frame where the Event Association(s) details will now appear.
- If the Event for which you searched does not appear you may click the Add button and proceed to enter a new Event. See Page 9 (After adding a new Event, you will need to carry out your search again and proceed to select as above).

REMINDER NOTE: Before considering the entry of further Associations, please refer to 'Creating Associations with Resources' (p. 12).

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Figure 45: Contributor Association/s detail

To enter any associated Contributor(s), click on the ... (Figure 45).

The **Select Contributor** frame will appear (Figure 46).



Figure 46: Select Contributor frame

Before adding a new Contributor, you must first search on the page (Figure 46). You are able to search the fields ID, First Name and Last Name. You can search using one field or a combination of several. Results can be sorted by First Name or Last Name.

 To view or edit a Contributor, highlight the appropriate Contributor name and click the Edit/View button.

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- To select an existing Contributor highlight the Contributor in the results box and click the Select button. Similarly, to remove selected Contributor(s) highlight the Contributor in the Selected Contributor box and click Select. Repeat this process as necessary and the click the Finish button. This will return you to the Resource Detail frame where the Contributor Association/s details will now appear.
- If the Contributor for which you searched does not appear you may click the **Add** button and proceed to enter a new Contributor (see 'Adding a new contributor', p. 27). (After adding a new Contributor, you will need to carry out your search again and proceed to select as above).



Figure 47: Organisation Association/s detail

To enter any associated Organisation(s), click on the .....

The **Select Organisation** frame will appear (Figure 48).

Before adding a new Organisation, you must first search for it (. You are able to search the fields ID, Name, State and Suburb. You can search using one field or a combination of several. Results can be sorted by Name, State or Suburb.

- To view or edit an Organisation, highlight the appropriate Organisation name and click the Edit/View button.
- To select an existing Organisation highlight the Organisation in the results box and click the Select button. Similarly, to remove selected Organisation(s) highlight the Organisation in the Selected Organisation box and click Select. Repeat this process as necessary and the click the Finish button. The Define Resource Link Properties frame will appear (Figure 49), listing all your selected Organisation(s).
- When you have completed the Organisation Link Properties click the to continue. The following message will appear 'Resource to Organisation process successful' and you can click the button to return to the Resource Detail frame where the Organisation Association/s details will now appear.
- If the Organisation for which you searched does not appear you may click the **Add** button and proceed to enter a new Organisation. See Page 24 (After adding a new Organisation, you will need to carry out your search again and proceed to select as above).

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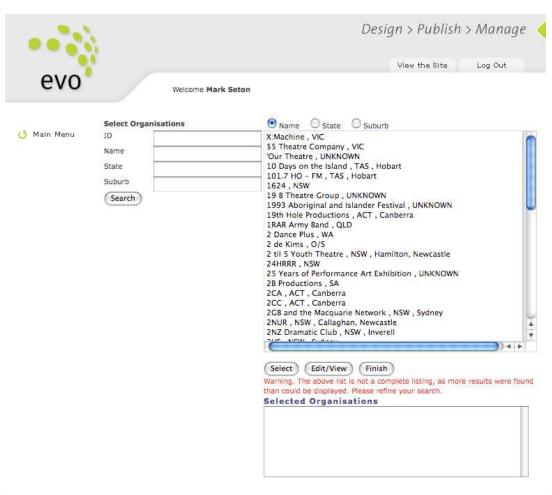


Figure 48: Select Organisations Frame

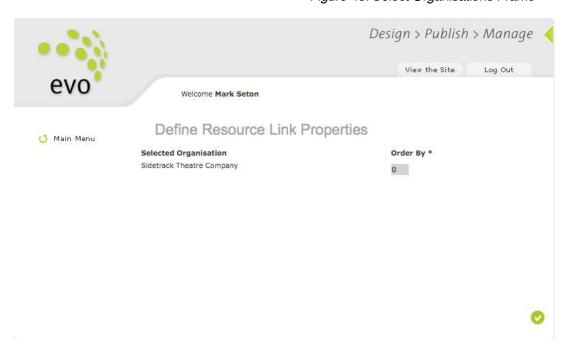


Figure 49: Define Organisation Link Properties frame



Figure 50: Venue Associations detail

To enter any associated Venue(s), click on the ... (Figure 50).

The **Select Venue** frame will appear (Figure 51).

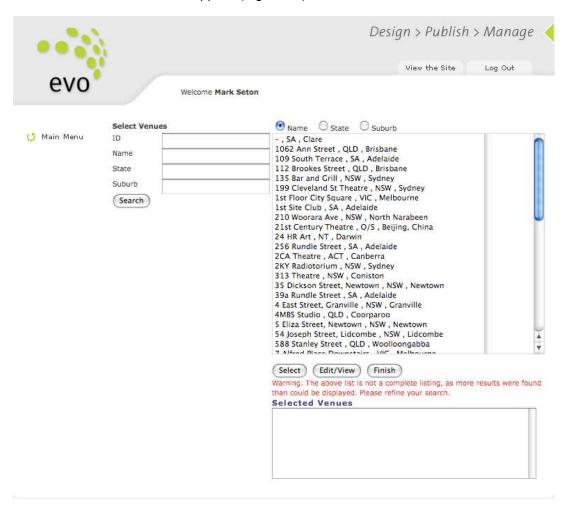


Figure 51: Select Venue frame

Before adding a new Venue, you must first search for it (Figure 51). You are able to search the fields ID, Name, State and Suburb. You can search using one field or a combination of several.

 To view or edit a Venue, highlight the appropriate Venue name and click the Edit/View button.

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- To select an existing Venue highlight the Venue in the results box and click the Select button. Similarly, to remove selected Venue(s) highlight the Venue in the Selected Venues box and click Select. Repeat this process as necessary and the click the Finish button. This will return you to the Resource Detail frame where the Venue Association/s details will now appear.
- If the Venue for which you searched does not appear you may click the Add button and proceed to enter a new Venue (p. 20). (After adding a new Venue, you will need to carry out your search again and proceed to select as above).



Figure 52: Work Association/s detail

To enter any associated Work(s), click on the .... (Figure 52).

The **Select Work** frame will appear (Figure 53).

Before adding a new Work, you must first search on the page as shown in Figure 61 (above). You are able to search the fields ID and Title. You can search using one field or a combination of both.

- To view or edit a Work, highlight the appropriate Work name and click the Edit/View button.
- To select an existing Work highlight the Work in the results box and click the Select button. Similarly, to remove selected Work(s) highlight the Event in the Selected Works box and click Select. Repeat this process as necessary and the click the Finish button. This will return you to the Resource Detail frame where the Work Association/s details will now appear.
- If the Work for which you searched does not appear you may click the **Add** button and proceed to enter a new Work. See Page 28 (After adding a new Work, you will need to carry out your search again and proceed to select as above).

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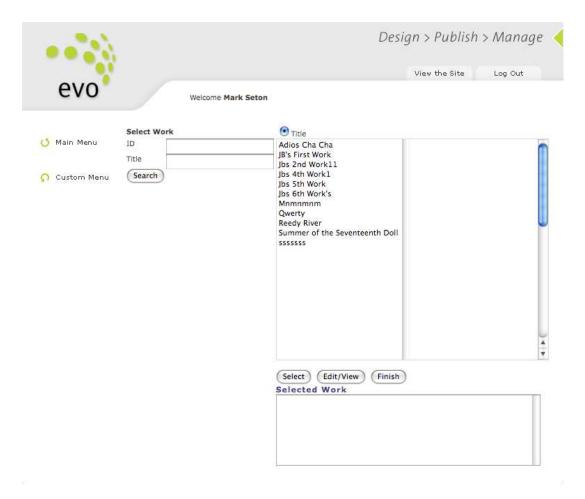


Figure 53: Select Work frame

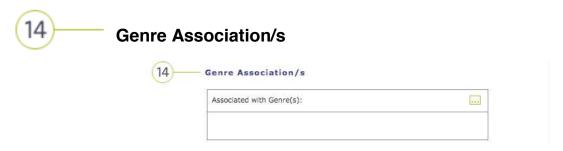


Figure 54: Genre Association/s detail

To enter any associated Genre(s), click on the ... (Figure 54).

The **Select Genres** frame will appear (Figure 55).

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Figure 55: Select Genres frame

• To select a Genre highlight the Genre in the results box and click the **Select** button. Similarly, to remove selected Genre(s) highlight the Genre in the **Selected Genres** box and click **Select.** Repeat this process as necessary and the click the **Finish** button. This will return you return to the Resource Detail frame where the Genre Association/s details will now appear.



Figure 56: Content Indicator Association/s detail

To enter any associated Content Indicator(s), click on the ... (Figure 56).

The **Select Content Indicator** frame will appear (Figure 57).

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Figure 57: Select Content Indicator Frame

 To select a Content Indicator highlight the Content Indicator in the results box and click the Select button. Similarly, to remove selected Content Indicator (s) highlight the Content Indicator in the Selected Content Indicators box and click Select. Repeat this process as necessary and the click the Finish button. This will return you return to the Resource Detail frame where the Content Indicator Association/s details will now appear.



Figure 58: Resource Association/s detail frame

To enter any associated Resource(s), click on the ... (Figure 58).

The Select Item frame will appear (Figure 59).

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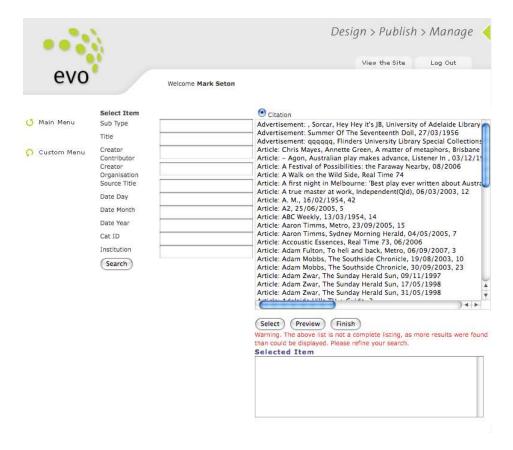


Figure 59: Select Item frame

You are able to search the fields ID, Title, Creator Contributor, Creator Organisation, Source Title, Date Day, Date Month, Date Year, Cat ID and Institution. You can search using one field or a combination of several.

- To select an existing Item highlight the Item in the results box and click the Select button. Similarly, to remove selected Resource(s) highlight the Resource in the Selected Resource box and click Select. Repeat this process as necessary and the click the Finish button. The Define Resource Link Properties frame will appear (Figure 60), listing all your selected Resources and a Select new Function drop down list (Figure 61).
- This Function defines the relationship between the new resource being entered and any other resources already in the collection. For example, more than one video recording of a work may be held in a digital repository. Each recording has a relationship to other recordings – it may be a edited version or part of a series of recordings.
- When you have completed the Resource Link Properties click the button to continue. The following message will appear 'Resource to Resource process successful' and you can click the button to return to the Resource Detail frame where the Resource Association/s details will now appear.

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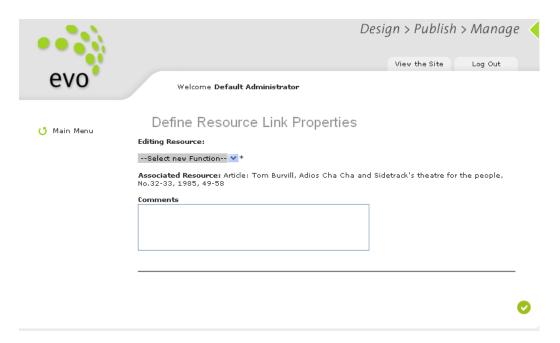


Figure 60: Define Resource Link Properties frame

In recording relations between resources, the resource being edited is the 'current resource'; the resource that is related to the current resource is the 'associated resource' (Figure 61).

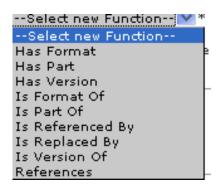


Figure 61: Select Function drop-down list

#### **Has Format**

The current resource pre-existed the associated resource, which is essentially the same intellectual content presented in another format.

#### **Has Part**

The current resource includes the associated resource either physically or logically.

#### **Has Version**

The current resource has a version, edition, or adaptation which is the associated resource. Changes in version imply substantive changes in content rather than differences in format.

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#### Is Format Of

The current resource is the same intellectual content of the associated resource, but presented in another format.

#### Is Part Of

The current resource is a physical or logical part of the associated resource.

#### Is Referenced By

The current resource is referenced, cited, or otherwise pointed to by the associated resource.

### Is Replaced By

The current resource is supplanted, displaced, or superseded by the associated resource.

#### Is Version Of

The current resource is a version, edition, or adaptation of the associated resource. Changes in version imply substantive changes in content rather than differences in format.

#### References

The current resource references, cites, or otherwise points to the associated resource.

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## 17. Data Entry Information



Figure 62: Data Entry Information detail

Resource ID, Created by User, Date Created, Updated by User, Date Updated appear here – these fields are automatically generated by the system.

## **Data Entry Comments**

#### **DC Creator**

This is a legacy field. Any information about creators stored in this field should be transferred to Creator Contributor (p. 44) or Creator Organisation (p. 45) associations.

#### **Review and Save**

You can now review your Resource details and, when satisfied that they are correct, click the button to save the record.

Once you have saved the record, you can search for the Resource in order to locate its unique Resource ID.

#### PLEASE NOTE:

In the case of digitised resources the Resource ID should be documented alongside the actual digital item to be stored to assist correct linking confirmation of each Resource (to be held in a repository) with its allocated Resource ID (recorded in AusStage)

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# Appendix 1: Common fields in Venue, Organisation and Contributor tables

**ID**. This is a unique, sequential number which the system provides automatically.

Name. Enter the name of the Organisation, the Venue or the Last and First Name of the Contributor.

**Other Names**. Since contributors, venues or organisations are often known by other names as well, you can enter up to three other names here. This applies particularly to venues which are often renamed from time to time and sometimes to a contributor who may be known also under different names.

**Address**. Here you can enter a street address (e.g. 47 Victoria Street) for the Venue, Organisation, or Contributor.

**Suburb**. This is a mandatory field (\*) for the Venue table only and may be left blank in the Contributor or Organisation table.

**State**. Data is entered from a dropdown box, and is a mandatory field (\*) for the Venue table only.

Country. This is a mandatory field in Contributor and Organisation.

**Contact**. This is the name of the person who can be contacted at this Venue OR Organisation.

**Phone, Fax, E-mail**. Enter the telephone number, fax number and e-mail address of the Venue, Publication, Organisation or the Contributor.

**Date of Birth**. This is for the date of birth for the Contributor, and needs to be entered in the dd/mm/yyyy or /mm/yyyy or yyyy format.

**Date of Death**. This is for the date of death for the Contributor, and needs to be entered in the dd/mm/yyyy or /mm/yyyy or yyyy format.

**Function**. Data is selected from the dropdown box. This list is defined and agreed upon and can only be added to by the AusStage Administrator. If you wish to have a new term considered for inclusion please contact Jenny Fewster.

Gender. You must select male, female or unknown

.

**Nationality**. Enter the nationality of the Contributor, if known.

**Web links**. Here you can provide any known web addresses for the Venue, Organisation or Contributor. Please use precede the website URL with http://

**Notes**. Here you can enter any additional information you think may be useful or important. This applies particularly when adding a contributor with the same name as an existing contributor but who is clearly a different person.

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Note: Please keep in mind that anything written in these field can be viewed by the public on the AusStage Search Pages.

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# **Appendix 2: Table and Field Definitions**

### **Events**

Name	Field Label	Table/Field Definitions	Protocol Usage Notes
EVENTS	Event	A distinct happening defined by title, date/s and venue; typically, a performance or series of performances at a venue	This is the core table of Ausstage. Multiple presentations of the same production at different venues (e.g. touring productions) are recorded as separate events.
EVENTID	ID	A unique number identifying an event.	Automatically generated.
EVENT_NAME	Event Name	The title or name of an event.	Mandatory. To be typed as free text. Using preceding capitals except for articles, prepositions and pronouns.
UMBRELLA	Umbrella	The festival or series in which an event is presented.	Enter only if applicable. To be typed as free text.
PART_OF_A_TOUR	Part of a Tour	Is the event is part of a touring production?	Binary selection: either yes or no.
WORLD_PREMIER	World Premiere	Is the event a world premiere (being presented for the very first time)?	Binary selection: either yes or no.
STATUS	Status	The socio-economic status of the production of an event.	Encompasses a range from professional to amateur. To be selected from the controlled list. Mandatory.
DESCRIPTION	Description	A short description of the content or significance of the event.	Typed as free text. Preferably derived from an existing resource and referenced in Description Source. Add referenced resource to the Resource table.

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DESCRIPTION_SOURCE	Description Source	Denoting the source of the event description entered in the free text field above.	To be chosen from controlled list.
VENUEID	ID	The unique number identifying the venue at which the event occurred.	
PRIMARY_GENRE	Primary Genre	A category indicating the kind of event, as defined by its main mode of performance.	To be selected from the controlled list, noting associations between primary and secondary genres. 'Other' is to be used only as a last resort. Mandatory.
DDFIRST_DATE	First Date - Day	The two-digit number denoting the day of the event's first public presentation even if a preview.	To be typed as free text.
MMFIRST_DATE	First Date - Month	The two-digit number denoting the month of the event's first public presentation, even if a preview.	To be typed as free text.
YYYYFIRST_DATE	First Date - Year	The four-digit number denoting the year of the event's first public presentation even if a preview.	To be typed as free text. Mandatory field.
DDOPENING_NIGHT	Opening Date - Day	The two-digit number denoting the day of the event's opening public showing - not a preview.	To be typed as free text.
MMOPENING_NIGHT	Opening Date - Month	The two-digit number denoting the month of the event's opening public showing - not a preview.	To be typed as free text.
YYYYOPENING_NIGHT	Opening Date - Year	The four-digit number denoting the year of the event's opening public showing - not a preview.	To be typed as free text.
ESTIMATED_DATES	Estimated Dates	Are the event's dates are estimated?	Binary selection: either yes or no.
DDLAST_DATE	Last Date - Day	The two-digit number denoting the day of the event's last public presentation.	To be typed as free text.

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MMLAST_DATE	Last Date - Month	The two-digit number denoting the month of the event's first public presentation.	To be typed as free text.
YYYYLAST_DATE	Last Date - Year	The four-digit number denoting the year of the event's first public showing.	To be typed as free text.
FURTHER_INFORMATION	Further Information	Any additional relevant information about the event not already covered by the available fields	Not to be confused with event description, which aims to summarise the content of the event. To be typed as free text.
ENTERED_BY	Input Person	The user name of the user entering the data.	Entered automatically.
DDDATE_ENTERED	Date Entered - Day	The two-digit number denoting the day of data entry.	Entered automatically.
MMDATE_ENTERED	Date Entered - Month	The two-digit number denoting the month of data entry.	Entered automatically.
YYYYDATE_ENTERED	Date Entered - Year	The four-digit number denoting the year of data entry.	Entered automatically.
DDDATE_UPDATED	Date Updated - Day	The two-digit number denoting the day of data update.	Entered automatically if applicable.
MMDATE_UPDATED	Date Updated - Month	The two-digit number denoting the month of data update.	Entered automatically if applicable.
YYYYDATE_UPDATED	Date Updated - Year	The four-digit number denoting the year of data update.	Entered automatically if applicable.

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## Venue

Name	Field Label	Table/Field Definitions	Protocol Usage Notes
VENUE	Venue	A place where an event happens.	Venues are distinguished by their name and location. A new record is created when a venue changes name.
VENUEID	ID	A unique number identifying a venue	Different venues with the same name are given different IDs.
VENUE_NAME	Venue Name	The name of a venue.	To be typed as free text. Care must be taken to prevent unnecessary duplicates, especially as some duplicates are justified by venues with the same name in different locations. Where a venue is located within a larger 'parent' venue it is given its own venue record with the name of the venue it is located within in the Other Names field.
OTHER_NAMES1	Other Names	An additional or alternative name by which the venue is known.	To be typed as free text. Used for former or subsequent names of venue, or names of related venues either smaller 'child' venues within, or larger 'parent' venues.
OTHER_NAMES2		An additional or alternative name by which the venue is known.	To be typed as free text. Used for former or subsequent names of venue, or names of related venues either smaller 'child' venues within, or larger 'parent' venues.

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OTHER_NAMES3		An additional or alternative name by which the venue is known.	To be typed as free text. Used for former or subsequent names of venue, or names of related venues either smaller 'child' venues within, or larger 'parent' venues.
STREET	Address	The number and street of the venue's address.	To be typed as free text.
SUBURB	Suburb	The suburb of the venue's address.	To be typed as free text.
STATE	State	The state of the venue's address.	To be selected from controlled list.
POSTCODE	Postcode	The postcode of the venue's address.	To be typed as free text.
CAPACITY	Capacity	The number of spectators to which the venue can present an event.	Prefer the highest number of the most common configuration. To be typed as a number.
CONTACT	Contact Name	The name of a contact person for the venue.	To be typed as free text, with capitalised initials. Not visible on the public side.
PHONE	Contact Phone	A contact telephone number for the venue.	To be typed as free text, numerically, including area codes. Format +xx x xxxx xxxx. Not visible on the public side.
FAX	Contact Fax	A contact fax number for the venue.	To be typed as free text, numerically, including area codes. Format +xx x xxxx xxxx. Not visible on the public side.
EMAIL	Contact Email	A contact email address for the venue.	To be typed as free text. Not visible on the public side.
WEB_LINKS	Web Link	A website address or URI/URL for the venue.	To be typed as free text. 'http://' is not required.
NOTES	Notes	Any other relevant information about the venue not covered by other fields.	To be typed as free text.
COUNTRY	Country	The country in which the venue is located.	To be selected from controlled list.

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COUNTRYID	ID	The identifier for the country in which the venue is located.	
LONGITUDE	Longitude	The longitudinal geographic coordinate of the venue.	To be typed as free text, numerically, in decimals to five decimal points.
LATITUDE	Latitude	The latitudinal geographic coordinates of the venue.	To be typed as free text, numerically, in decimals to five decimal points.
REGIONAL_OR_METRO	Area Type	Indicates whether the location of the venue is within a specified type of area.	To be selected from controlled list, e.g. regional, suburban, metropolitan

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## Contributor

Name	Field Label	Table/Field Definitions	Protocol Usage Notes
CONTRIBUTOR	Contributors	An individual who contributes in some capacity to the conception, production or presentation of an event.	Contributors are distinguished by their name and date of birth. A new record is created when a contributor changes name; former and subsequent names are recorded in the Other_Names field. Multiple contributors with the same name should be distinguished by date of birth and function. Care should be taken to avoid unnecessary duplicates, with particular attention being paid to variations in spellings of the same contributor. Contributors must be an individual, and may be human or non-human (e.g. animal, machine).
CONTRIBUTORID	ID	A unique number identifying a contributor.	Automatically generated.
LAST_NAME	Last Name	The contributor's last name/s.	Mandatory. To be typed as free text, with capitalised initial letter. Use a hyphen if there is no last name.
FIRST_NAME	First Name	The contributor's first name/s, including any middle names or initials.	Mandatory. To be typed as free text, with capitalised initial letter. Use a hyphen if there is no first name.
GENDER	Gender	The contributor's gender.	To be selected: either female, male or unknown.
DDDATE_OF_BIRTH	Born	A two-digit number denoting the day of the contributor's birth.	To be typed as free text. Use leading zeros for single digit days.

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MMDATE_OF_BIRTH	Born	A two-digit number denoting the month of the contributor's birth.	To be typed as free text. Use leading zeros for single digit months.
YYYYDATE_OF_BIRTH	Born	A four-digit number denoting the year of the contributor's birth.	To be typed as free text.
DDDATE_OF_DEATH	Died	A two-digit number denoting the day of the contributor's death	To be typed as free text. Use leading zeros for single digit days.
MMDATE_OF_DEATH	Died	A two-digit number denoting the month of the contributor's death	To be typed as free text. Use leading zeros for single digit months.
YYYYDATE_OF_DEATH	Died	A four-digit number denoting the year of the contributor's death	To be typed as free text.
NATIONALITY	Nationality	The contributor's nationality, whether by origin or adoption.	To be typed as free text, with capitaliased initial letter. Prefer self-identified nationality; consult contributor if possible; otherwise nationality of origin. Hyphenated nationalities are acceptable.
OTHER_NAMES	Other Names	Other names by which the contributor is known.	May include stage names, former or subsequent names, or alternative spellings of the First and Last Names. To be typed as free text, in natural order, with capitalised initial letter. Separate multiple names with;
ADDRESS	Address	The contributor's house and street address of residency.	To be typed as free text. Not visible to users on public side.
SUBURB	Suburb	The contributor's suburb address of residency.	To be typed as free text. Not visible to users on the public side.
STATE	State	The contributor's state address of residency.	To be selected from controlled list. Not visible to users on the public side.

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POSTCODE	Postcode	The four-digit number denoting the contributor's postcode of residency.	To be typed as free text. Not visible to users on the public side.
EMAIL	Email	The contributor's email address.	To be typed as free text. Not visible to users on the public side.
NOTES	Notes	Additional biographical information about the contributor.	Recommend use is to draw biographical information from published sources (Australian Dictionary of Biography, Parson's Companion to Theatre in Australia, and so on) or invite contributor to provide information. Note source at end of field. To be typed as free text.
CONTRIBUTORCOUNTRY	Country	The contributor's country of residence.	To be selected from controlled list. Not visible to users on the public side.
COUNTRYID		A unique number identifying the contributor's country of residence.	

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# Organisation

Name	Field Label	Table/Field Definitions	Protocol Usage Notes
ORGANISATION	Organisations	A group or company involved in the conception, production or presentation of an event.	Organisations are distinguished by their name and location. A new record is created when an organisation changes name.
ORGANISATIONID	ID	A unique number identifying an organisation.	Organisations that share the same name are given different IDs.
NAME	Organisation Name	The name of the organisation.	To be typed as free text. Care must be taken to prevent unnecessary duplicates.
OTHER_NAMES1	Other Names	Other names by which the organisation is known.	To be typed as free text. This field may be used to record former or subsequent names. It can also be used for variant names to avoid duplicate records.
OTHER_NAMES2		Other names by which the organisation is known.	To be typed as free text. This field may be used to record former or subsequent names. It can also be used for variant names to avoid duplicate records.
OTHER_NAMES3		Other names by which the organisation is known.	To be typed as free text. This field may be used to record former or subsequent names. It can also be used for variant names to avoid duplicate records.
ADDRESS	Address	The number and street of the organisation's address.	To be typed as free text.
SUBURB	Suburb	The suburb, town or locality of the organisation's address.	To be typed as free text.

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STATE	State	The state of the organisation's address.	To be selected from controlled list.
POSTCODE	Postcode	The postcode of the organisation's address.	To be typed as free text.
CONTACT	Contact Name	The name of a contact person for the organisation.	To be typed as free text, with capitalised initials. Not visible on the public side.
PHONE1	Contact Phone 1	A contact telephone number for the organisation.	To be typed as free text, numerically, including area codes. Not visible on the public side. Format +xx x xxxx xxxx. Append name of telephone line if known, e.g. box office, administration
PHONE2	Contact Phone 2	A contact telephone number for the organisation.	To be typed as free text, numerically, including area codes. Not visible on the public side. Format +xx x xxxx xxxx. Append name of telephone line if known, e.g. box office, administration
PHONE3	Contact Phone 3	A contact telephone number for the organisation.	To be typed as free text, numerically, including area codes. Not visible on the public side. Format +xx x xxxx xxxx. Append name of telephone line if known, e.g. box office, administration
FAX	Contact Fax	A contact fax number for the organisation.	To be typed as free text, numerically, including area codes. Not visible on the public side. Format +xx x xxxx xxxx
EMAIL	Contact Email	A contact email address for the organisation.	To be typed as free text. Not visible on the public side.
WEB_LINKS	Web Link	A website address for the organisation.	To be typed as free text. 'http://' is required.

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NOTES	Notes	Any other relevant information about the organisation not covered by other fields.	To be typed as free text.
ORGANISATIONCOUNTRY	Country	[Legacy field]	[Do not use]
COUNTRYID	ID	A unique number identifying a country.	To be selected from controlled list.

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### Resource

Name	Field Label	Table/Field Definitions	Protocol Usage Notes
ITEM	Resources	A resource is a text, image, object, recording or the like which relates to an event, or to a contributor, organisation or venue, or to a work, genre, content indicator or other resource. Some resources exist as individual items stored in collections (like programs, posters, photographs and so on). Other resources exist as multiple copies in libraries (books, journals, articles and so on).	The fields for the resource table augment the existing AusStage Item table with fields drawn from the Dublin Core Metadata Element set. Not all fields will be relevant to each type of resource. Mandatory fields are yet to be determined. The Resource table was originally called Item table. This name is retained on the back-end.
ITEM_TYPE_LOV_ID	Resource Type	The type of resource.	Controlled list, based on the Dublic Core Metadata Initiative Type Vocabulary: Collection, Dataset, Event, Image, InteractiveResource, MovingImage, PhysicalObject, Service, Software, Sound, StillImage and Text.
ITEM_SUB_TYPE_LOV_ID	Resource Sub Type	A more specific designation of the type of resource	Chosen from a set of sub types associated with each main Resource Type. The set of sub types is expandable. Changes made on request; prefer existing terms.
TITLE	Title	A name given to a resource. For example, the title of a book, a chapter or an article; a caption for a photograph or illustration.	To be entered as free text. Use leading capitals except for articles, prepositions and pronouns.
TITLE_ALTERNATIVE	Title Alternative	An alternative name given to a resource.	Multiple names separated by ;

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Resource Contributor	Resource Contributor	An agent responsible for contributing to the resource. For example, the editor of an anthology, the translator of a play script.	To include a mandatory Resource Creator (ResourceCreator [ContributorID/s]). This is the agent primarily responsible for creating the resource. For example, the author of an article, chapter or book; the photographer of a photo; the designer for a set design. Each creator or contributor will be listed as either Individual or Organisation, with a list of numerically ordered functions to choose from.
Contributor ID	Contributor ID		
DESCRIPTION_ABSTRACT	Abstract/Description	A description or abstract of the content of the resource.	
SOURCEID	Source	The resource from which the described resource is derived. Used for resources which are included within or part of other resources.	For example, the newspaper is the source for a newspaper article; the journal is the source for a journal article; an anthology is the source for a chapter; a collection is the source for an item within that collection.
ITEMID	Resource ID	A unique number identifying a resource.	Automatically generated.
PUBLISHER	Publisher	An agent or organisation responsible for making the resource available.	For example, the publisher of a book.
PUBLISHER_LOCATION	Publisher Location	The location of the agent or organisation responsible for making the resource available.	

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VOLUME	Volume	The volume number identifying the part of a Source in which a resource is located.	For example, the volume number of the journal in which an article is published.
ISSUE	Issue	The issue number identifying the part of a Source in which a resource is located.	For example, the issue number of the journal in which an article is published.
PAGE	Page	The page number or page range indicating where a resource is located in a Source.	For example, the page number of a newspaper article, or the page range of a journal article or chapter in a book.
CITATION	Citation	A text string unambiguously identifying the resource, for example a bibliographic citation for an article, chapter of book.	This is automatically generated from information provided in other fields. It will include ResourceCreator, Title, Source, Date, Publisher and other identifying and finding information appropriate to the resource type.
DDCREATED_DATE	Date Created - Day	Date of creation of the resource.	
MMCREATED_DATE	Date Created - Month		
YYYYCREATED_DATE	Date Created - Year		
DDISSUED_DATE	Date of Issue - Day	Date of publication of the resource.	
MMISSUED_DATE	Date of Issue - Month		
YYYYISSUED_DATE	Date of Issue - Year		
DDCOPYRIGHT_DATE	Date of Copyright - Day	Date of a statement of copyright in the resource.	
MMCOPYRIGHT_DATE	Date of Copyright - Month		
YYYYCOPYRIGHT_DATE	Date of Copyright - Year		
DDACCESSIONED_DATE	Date Accessioned - Day	Date of the accessioning of the resource.	Used for material items stored in collections.
MMACCESSIONED_DATE	Date Accessioned - Month		

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YYYYACCESSIONED_DATE	Date Accessioned - Year		
DATE_NOTES	Date Notes	Notes or comments on date information.	For example, if dates are estimated.
CATALOGUEID	Catalogue ID	A unique identifier given to a resource which is part of a collection.	Used for material items stored in collections.
INSTITUTIONID	Holding Institution	The name of the organisation which holds the resource.	Used for material items stored in collections.
STORAGE	Storage	A description of how and where the resource is stored.	Used for material items, stored in collections.
DONATED_PURCHASED	Donated/Purchased	Indicate whether resource is donated to or purchased.	Used for material items stored in collections.
ACQUIRED_FROM	From	Person or organisation from whom the resource was obtained.	Used for material items stored in collections.
PROVENANCE	Provenance	Statement of the provenance of the resource.	Used for material items stored in collections.
SIGNIFICANCE	Significance	Statement of the significance of the resource.	Used for material items stored in collections.
ITEM_CONDITION_ID	Resource Condition	An indication of the physical condition of the resource.	Used for material items, stored in collections.
DETAIL_COMMENTS	Detail Comments	Comments on the physical condition of the resource.	Used for material items, stored in collections.
RIGHTS	Rights	A statement of copyright in the resource.	
RIGHTS_HOLER	Rights Holder	An agent (or agents) asserting copyright in the resource.	
RIGHTS_ACCESS_RIGHTS	Access Rights	Conditions regarding rights or restrictions to access the resource.	
LANGUAGE_LOV_ID	Resource Language	The language/s of the resource is in, where the resource has language content.	

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FORMAT_MEDIUM	Medium	The physical medium of the resource.	Used for material items, stored in collections.
FORMAT_EXTENT	Extent	The physical dimensions of the resource.	Used for material items, stored in collections.
FORMAT_MIMETYPE	Mimetype	The file format of the resource designated by Multipurpose Internet Mail Extensions (MIME). Used for digital items.	
FORMAT	Format	Other information relating to the file format, physical medium or dimensions of the resource.	
ITEM_URL	Resource URL	A unique Uniform Resource Locator for the resource.	Used for digital resources which are publicly and persistently accessible.
IDENT_ISBN	International Standard Book Number	Unique identifier assigned to a book.	
IDENT_ISMN	International Standard Music Number	Unique identifier assigned to a piece of music.	
IDENT_ISSN	International Standard Serial Number	Unique identifier assigned to a serial (journal, magazine, newspaper).	
IDENT_SICI	Serial Resource and Contribution Number	Unique identifier assigned to an article published as part of a serial.	
EVENTID	Event ID	An event (or events) associated with or referred to by the resource.	Event associations are created where a resource is created in the process of making or responding to an event.
Contributor ID	Contributor ID	A contributor (or contributors) to which the resource refers. Contributor associations are created where a resource depicts or describes a contributor.	Use ResourceCreator or ResourceContributor where a contributor creates or contributes to a resource.

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Organisation ID	Organisation ID	An organisation (or organisations) to which the resource refers.	Organisation associations are created where a resource depicts or describes an organisation. Not to be mistaken with the Resource Contributor of Creator.
Venue ID	Venue ID	A venue (or venues) to which the resource refers.	Venue associations are created where a resource depicts or describes a venue.
Work ID	Work ID	A work (or works) to which the resource refers.	Work associations are created where a resource relates, for example, to a dramatic work, rather than to an actual production.
Genre ID	Genre ID	A genre (or genres) to which the resource refers or relates.	Genre associations are created where a resource relates, for example, to a performance genre, rather than particular productions.
Content Indicator ID	Content Indicator ID	A content indicator (or content indicators) to which the resource refers or relates.	Content Indicator associations will be created where a resource relates to a particular subject, rather than actual productions.
Resource ID	Resource ID	Another resource (or resources) related in some way to the current resource.	The relation is qualified according to type using the Dublin Core relation qualifiers.
CREATED_BY_USER	Created by User	User who created the record. Automatically generated.	
CREATED_DATE	Date Created	Date when the record is created. Automatically generated.	
UPDATED_BY_USER	Update by User	User who last updated the record. Automatically generated.	
UPDATED_DATE	Date Updated	Date when the record is last updated. Automatically generated.	

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COMMENTS	Data Entry Comments	Notes or comments on the data entered about the resource.	
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