

## **CHANGES MADE TO THE ELECTRONIC EDITION OF *DOCUMENTING YOUR COLLECTIONS* THE INFO-MUSE NETWORK DOCUMENTATION GUIDE**

This is a list of the main changes made to the electronic edition of *Documenting Your Collections. The Info-Muse Network Documentation Guide*. Only changes with an impact on the work of documenting collections are described here.

The changes have been divided into four parts:

- General changes (below). Although these have only indirect effects on the work of documenting collections, they are nonetheless important changes to the paper version from September 2000.
- Changes made to fields in the Ethnology/History, Fine arts/Decorative arts, Science/Technology section and the Archaeology section (page 2)
- Changes made to fields in the Natural sciences section (page 4)
- Changes made to the Info-Muse classification system for fine arts and decorative arts museums (page 5)

Take the time to evaluate these changes in light of the contents of your institutional database. Depending on your documentation needs and your resources, set up a schedule for making these changes. Users of the SMQ Info-Muse Network must also schedule uploads of corrected data to the Info-Muse database.

### **General changes**

“Sample records” have been added at the end of the Ethnology/History, Fine arts/Decorative arts, Science/Technology section. These model records produced by Quebec museums applying Info-Muse Network documentary standards are examples to guide other institutions.

In order to standardize the Archaeology section with the other sections in the *Documentation Guide*, the word “object” has now replaced the word “artifact” throughout the Guide, including for pieces in archaeological collections.

The Bibliography section has been expanded, with particular attention to information sources available over the Internet.

The model documentation sheets at the end of the *Documentation Guide* have been removed. Today, using collection management software, it is simple to generate customized documentation sheets adapted to the needs of each institution. You can use the index of fields for the different types of collections for this purpose.

## Changes Made to Fields in the Ethnology/History, Fine Arts/Decorative Arts, Science/Technology and Archaeology Sections

<i><b>FIELDS</b></i>	<i><b>CHANGES</b></i>
<i>Object Category</i> <i>Object Sub-category</i>	Given the performance of new search engines for databases and collection management software, it is no longer mandatory to respect the use of capitals, although it is still recommended.
<u>Archaeology only</u> <i>Discipline</i>	For archaeology collections, two terms are now suggested so as to distinguish between prehistoric archaeological objects and historic archaeological objects.  <b>If you use this field</b> If you have an archaeological collection and you use this field, review the contents of the field so as to add one of these terms as the first term.
<i>Component Part Names</i>	A rule has been added, to specify that it is not necessary to enter the number of component parts of an object in parentheses when these parts all have the same name. This information is to be entered in the <i>Number of Components</i> field.
<i>Begin Date</i> <i>End Date</i> <i>Current Condition Date</i> <i>Permanent Location Date</i> <i>Accession Date</i> <i>Catalogue Date</i>  <u>Science/Technology only</u> <i>Patent Date</i> <i>Service Begin Date</i> <i>Service End Date</i>  <u>Archaeology only</u> <i>Research Date</i>	The rule for entering dates has been changed to comply with the new extended date format recommended by the International Organization for Standardization (ISO 8601). According to this standard, spaces are replaced with dashes (e.g. 2006-09-27 for September 27, 2006).  <b>If you use these fields</b> You do not need to change the contents of your database. However, if you are just starting to computerize your collections, you should use the new standard for dates.
<i>Period</i>	This field is now open to science and technology collections.
<i>Events, Places, People</i>  <b>New field</b>	This new field contains the names of events, places and people with which the object is associated. It allows you to add standardized information on events (e.g. a pin from Expo '67 in Montreal), places (e.g. a desk once used in the XYZ school) and people (e.g. an object owned by a political figure) related to the object. This field will be added to the Info-Muse database shortly.
<i>Medium</i> <i>Support</i>	These fields are now open to ethnology and history collections.

## Changes Made to Fields in the Ethnology/History, Fine Arts/Decorative Arts, Science/Technology and Archaeology Sections

<b>FIELDS</b>	<b>CHANGES</b>
<p><i>Narrative</i></p> <p><b>New field</b></p>	<p>This new field contains comments, anecdotes and contextual information relating to the object. It may also contain information relating to the interpretation of the object. It will be added to the Info-Muse database shortly.</p>
<p><i>Originating Continent</i></p> <p><b>New field</b></p>	<p>This field is now open to ethnology, history, fine arts, decorative arts, science and technology and archaeology collections. It is used jointly with other fields relating to the place of origin (<i>Originating Country</i>, <i>Originating Province</i> and <i>Originating City</i>). An authority list is suggested. This field will be added to the Info-Muse database shortly.</p>
<p><i>Use Continent</i> (except for Archaeology)</p> <p><b>New field</b></p>	<p>This field is now open to ethnology, history, fine arts, decorative arts and science and technology collections. It is used jointly with other fields relating to the place of use (<i>Use Country</i>, <i>Use Province</i> and <i>Use City</i>). An authority list is suggested. This field will be added to the Info-Muse database shortly.</p>
<p><i>Religion</i></p> <p><b>New field</b></p>	<p>This new field contains the name of the religion, sect or any other religious movement associated with the object. It will be added to the Info-Muse database shortly.</p>
<p><i>Culture</i></p> <p><u>Archaeology only</u> <i>Site Culture</i></p>	<p>Rules for entering information have been changed to allow the systematic entry of a generic culture name before the specific name (e.g. European, Danish).</p> <p><b>If you use these fields</b> You may review the contents of the fields to add a generic culture name.</p>
<p><i>User</i> (except for Archaeology)</p>	<p>This field has been reviewed to allow the names of individuals who used the object to be entered.</p>

### Changes Made to Fields in the Natural Sciences Section

<b>FIELDS</b>	<b>CHANGES</b>
<i>Specimen Common Name</i>	An observation has been added to specify that the common names of specimens may come from a language other than English.
<i>Specimen Collection</i>	The keyword "disappeared species" has been added to the list of suggested keywords for this field.
<i>Current Condition Date</i> <i>Date Collected</i> <i>Permanent Location Date</i> <i>Accession Date</i> <i>Catalogue Date</i>	The rule for entering dates has been changed to comply with the new extended date format recommended by the International Organization for Standardization (ISO 8601). According to this standard, spaces are replaced with dashes (e.g. 2006-09-27 for September 27, 2006).  <b>If you use these fields</b> You do not need to change the contents of your database. However, if you are just starting to computerize your collections, you should use the new standard for dates.
<i>Date Collected</i>	You can now enter an approximate collection date by adding the appropriate abbreviation (c, P, L). E.g., 1922 L
<i>Narrative</i>  <b>New field</b>	This new field contains comments, anecdotes and contextual information relating to the specimen. It may also contain information relating to the interpretation of the specimen. It will be added to the Info-Muse database shortly.
<i>Originating Continent</i>	An authority list of continent names has now been suggested for this field.  <b>If you use this field</b> Review the contents of the field to match the suggested authority list.
<i>Originating Geological Province</i>	The authority list for Canadian geological provinces has been changed to match the terms suggested by Natural Resources Canada in the <i>Atlas of Canada</i> , available on-line.  <b>If you use this authority list</b> Review the contents of the field to match the suggested authority list.

## Changes Made to the Info-Muse Classification System for Fine Arts and Decorative Arts Museums

<i><b>SUB-CATEGORIES</b></i>	<i><b>CHANGES</b></i>
<p>Drawing</p> <p><b>Change in the definition</b></p>	<p>This sub-category now includes digital drawings. Consequently, it is no longer necessary that works in this sub-category be created with the application of a liquid medium. This concept has been deleted from the new definition.</p>
<p>Print</p> <p><b>Change in the definition</b></p>	<p>This sub-category now includes digital prints. Illustrated books and artists' books are no longer to be included in this sub-category, but rather in the new "Book/Album" sub-category.</p> <p><b>If your illustrated books and artists' books were included in this sub-category</b> Review the classification of these works to match the new "Book/Album" sub-category.</p>
<p>Fibre/Paper-matter</p> <p><b>New sub-category</b></p>	<p>This new sub-category allows you to group together works of art, most often three-dimensional, made from paper or any other kind of fibre.</p> <p><b>If you have works of art that match this definition</b> You must change their classification to match this new sub-category.</p>
<p>Holography</p> <p><b>Deleted</b></p>	<p>This sub-category has been deleted from the classification system since it was rarely used. Holograms are now to be included in the "Photography" sub-category.</p> <p><b>If you use this sub-category</b> You must change the classification to include holograms in the "Photography" sub-category.</p>
<p>Book/Album</p> <p><b>New sub-category</b></p>	<p>This new sub-category allows you to group together works of art in the form of books or albums, including artists' books and object-books.</p> <p><b>If you have works of art that match this definition</b> You must change their classification to match this new sub-category.</p>
<p>Multimedia Works</p> <p><b>New definition</b></p>	<p>This sub-category has a new definition to better reflect the meaning of the word "multimedia" as it is used today. Works of art created with technologies using electronics, computers or new means of communication can now be grouped together exclusively.</p> <p><b>If you use this sub-category</b> You must review the contents of this sub-category and change the classification of works of art that do not match the new definition. They must now be included in the new "Mixed Media" sub-category.</p>
<p>Photography</p> <p><b>Change in the definition</b></p>	<p>This sub-category now includes holograms and digital photography.</p> <p><b>If you have holograms and digital photographs</b> You must review their classification to include them in the "Photography" sub-category.</p>

## Changes Made to the Info-Muse Classification System for Fine Arts and Decorative Arts Museums

<i><b>SUB-CATEGORIES</b></i>	<i><b>CHANGES</b></i>
<p>Mixed Media</p> <p><b>New sub-category</b></p>	<p>This new sub-category includes works of art previously classified in the “Multimedia Works” sub-category, with the exception of works of art created mainly with technologies using electronics, computers or new means of communication, which are to remain in the “Multimedia Works” sub-category.</p> <p><b>If you have works of art classified in the “Multimedia Works” sub-category</b> It is important to review the contents of the “Multimedia Works” sub-category to change the classification of works of art that now fall into the “Mixed Media” sub-category.</p>
<p>Video/Film</p> <p><b>Former name: Videography</b></p>	<p>The name of the “Videography” sub-category has been changed to “Video/Film,” to better reflect the type of works of art that can be included in this sub-category.</p> <p>In addition, this sub-category may now include works of art on digital media. Consequently, it is no longer necessary for the works to be recorded on film to be part of this sub-category</p> <p><b>If you have works of art classified in the “Videography” sub-category</b> You must change the name “Videography” to “Video/Film” in your local database.</p>
<p>Game/Toy</p> <p><b>Former name: Toy</b></p>	<p>The name of the “Toy” sub-category has been changed to “Game/Toy.”</p> <p><b>If you have works of art classified under “Toy”</b> You must change the term “Toy” to “Game/Toy” in your local database.</p>