

Quilt Index EPHEMERA TUTORIAL for MSU's "KORA"



Introduction

Welcome to the Quilt Index and thank you for participating in this project. The Quilt Index is a partnership project of the **Alliance for American Quilts**, Michigan State University's **MATRIX: The Center for Humane Arts, Letters, and Social Sciences Online**, and the **Michigan State University Museum**. The Quilt Index operates through MATRIX's digital library repository, called KORA. This digital library management system is, in essence, a very large database. Contributors have password-protected web pages to access their own records, which they use to enter ("ingest"), edit and verify data and to upload images. KORA works best with the Firefox browser, for both PC and Mac users. You can download Firefox at: <http://www.mozilla.com/en-US/firefox/>.

The Quilt Index Ephemera KORA Tutorial is a companion document to the Quilt Index KORA Tutorial. Please see that document for additional information about KORA and the Quilt Index.

This training document contains the following sections:

- Quilt-Related Ephemera Objects: Determining which data entry form (scheme) to use (p. 1)
- To enter a new record: "Ephemera_Object" entry form/metadata scheme (p. 2)
- "Ephemera_Multipart" entry form/metadata scheme (p. 8)
- Using default information or "presets" (p.10)
- Cross project search (p. 12)
- Associating records (p. 12)

Quilt-Related Ephemera Objects: Determining which data entry form (scheme) to use

The Quilt Index system in KORA has entry forms (called "schemes") for entering and managing quilt data records. You will need to determine what kind of ephemera object you are entering and what "scheme" or data entry form to use for it.

1. Is it a quilt, quilt top, quilt block, quilted garment?

If YES -> use "comprehensive_fields" form/scheme

If NO -> go to #2

2. **Is it a published periodical that will be entered into the Quilt Index as full run of a series?** For example, a full journal (such as *Uncoverings* or *Quilter's Journal*), a newsletter, or a complete set of articles that is being entered as part of a complete series.

If YES -> CHECK WITH QI STAFF, you will use "Quilt Index_Journals" project and forms/schemes

If NO -> go to #3

3. **Is the whole ephemera item represented in one scan?** (single photo, scan, page, part, or stand-alone item)

If "YES, there's only one scan" -> use "ephemera_object" form/scheme only, and upload the single scan to the "imageUpload" control.

If "No, there are multiple scans that make up this item" -> go to #4

4. **Are there multiple scans that make up the whole ephemera item to be entered?** For example, several pages in a booklet, two scans for each side of a postcard)

If YES, there are multiple scans -> use "ephemera_object" form/scheme to create one record for the whole item.

- Then use the "ephemera_multipart" form to enter separate records for each of the scans that make up the whole item, including cover, front page, etc.
- Then use the "parts" associator control on page 2 of the "ephemera_object" form to associate all the parts into the main record for the whole ephemera object.

To Enter a New Record

"Ephemera_Object" Entry Form/Metadata Scheme

1. Click on "Ingest Record."
2. Input information into the fields.

Description of Fields

Page 1 EPHEMERA OBJECT DESCRIPTION

Ingestion

Controls marked with a * are required

Load Values from Preset:	LAC	Load
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Ephemera Object Description	
Entry form and descriptive fields for all digital objects including images of artifacts, ephemera, photographs, fabric, news clippings, pamphlets, brochures, etc. Based on Dublin Core descriptive fields plus selected project specific fields.	
title *	<input type="text"/> Title of ephemera item, text, photograph or physical artifact, headline, clipping, or title of publication. Should be concise but descriptive. (DC: Title)
creator	<div style="border: 1px solid #ccc; padding: 5px;"><div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div><div style="display: flex; justify-content: space-between;">UpDown</div><div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div><div style="display: flex; justify-content: space-between;">AddRemove</div></div> Author(s) and/or editor(s) of publication or creator of original ephemera object, photograph, persons associated with creating the original resource. Format as: Lastname, Firstname (DC: Creator)

title TEXTBOX (DC: Title) ***REQUIRED**

Title of ephemera item, text, photograph or physical artifact, headline of clipping or title of program. This will be the main and first human readable identifier for the objects. Should be concise, but descriptive. (Examples: "Dower Treasures", "19th Century Calico Fabric Swatches" Too general: "swatches" "photograph",)

creator MULTI-TEXT (name: last, first) (DC: Creator)

Author(s) and/or editor(s) of a publication or person(s) or entities associated with creating the original resource.

dateOriginal TEXTBOX (DC: Date Original)

Date when the text was published or when the object was made, won or owned.

timePeriod LIST (DC: Coverage) Time period to categorize resource for searching and sorting. Matches Quilt Index Comprehensive Fields "DateQuiltF023" Time Period list options.

description TEXTAREA (DC: Description)

Description of the item, published text, photograph or artifact. This may be an abstract of a textual record, such as a book or article, or a short paragraph description of the item that can stand alone. Please be thorough but clear and succinct.

Examples:

How to Make Home Beautiful, written and published by a Mrs. J. L. Patten of New York in 1884, is a 24 page booklet featuring numerous tips and descriptions for creating a variety of textile items, including featured sections on Crazy Quilts and techniques for the embellished embroidery used in crazy quilts. The quilt pages are excerpted in this resource.

"Dower Chest Treasures" is a two-page piece in the Collectors' Interests section of House Beautiful, 1904. Four quilts are pictured in black and white in this piece (folded strategically to fit in the photo size).

source TEXTBOX (DC: Source)

Citation for the original source, particularly important if a published resource. Use Quilt Index citation convention: Title, Author, Syndicate Title, Volume/Edition information, Location, Publisher, Date. (DC: Source). Can also include collection, accession number, box and folder location, link to a URI if that link is permanent.

city TEXT *City information related to the creation of the item.*

state LIST *U.S. State where the item was made.*

province TEXT *Province or other region (not city, US State or Country) where the item was made.*

country LIST *Country where the item was made. (Currently defaults to U.S.A.)*

type LIST (DC: Type)

What main format is the original object being described in this record?

Text (mainly to be read: e.g. clipping, letter, article, list, diary etc)

Sound (e.g. oral history interview, cassette tape, MP3 file)

PhysicalObject (e.g. fabric swatches, batting wrapper, postcard)

Image-StillImage (e.g. photograph, slide, drawing, sketch)

Image-MovingImage (e.g. film, videotape, digital video file)

physicalObjectType LIST (DC: Source)

Apparel

Award

Batting Wrapper

Equipment

Tools

Fabric Swatch

Kit

Mock-up

Pattern

Photograph

Prize Ribbon
Sample
Scrapbook
Sketch
Stencil
Thread
Article
Book
Catalog
Magazine
Newsletter
Newspaper clipping
Pamphlet
Program
Other

otherType TEXTBOX (DC: Source)
Object type not listed above.

language LIST (DC: Language)
(Note: Default setting is English. As we internationalize in the future, the language field will become more important.)

InstNameF003 MULTILIST (DC: Contributor, Contributing Institution, Matches QI: InstNameF003)

InstProjNameF003a TEXTBOX (DC: Contributing Institution, QI: InstProjNameF003a)

InstInvContrNumF004 TEXT
Contributor's main identifier(s) for original resource: acquisition number, documentation number, ISBN number, box and folder location, or other unique ID (THIS IS PART OF DC: Source, MATCHES QI: InstInvContrNumF004)

rights TEXT
Statement and information for rights management and copyright holder.

locationCoverage TEXT Location information for the CONTENT of the resource, if different from the location information given above.

subjectlist LIST (DC: Subject)
Describes the "subject" of the **content** of the item.

subjectother TEXT
Enter in this area words that specify what this resource covers. What is this piece of ephemera about? Does it cover a particular quilt-maker? A particular style of quilting? A cultural or religious group? A certain pattern or technique? A certain

fabric type or color scheme? Refer to the Quilt Index Comprehensive Fields for a list of potential options. Separate words by commas.

Page 2: FILE INFORMATION UPLOAD

Ingestion

Controls marked with a * are required

Load Values from Preset:	LAC	Load
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File_Information_Upload											
For image, text, and pdf file uploading, associating the parts or pages of a multipage object, other description.											
multipleParts *	<input type="text"/> Is this resource represented in one scan, page or image file or are there multiple scans, parts or images which make up the whole?										
numberParts	<input type="text"/> Number of scans, image files or parts that make up the whole digital resource, for books, newsletters, collections of swatches, etc.										
parts	<table border="1"><tr><td><input type="text"/></td><td>Remove</td></tr><tr><td><input type="text"/></td><td>View Record</td></tr><tr><td>Up</td><td>Down</td></tr><tr><td><input type="text"/></td><td>Find a Record</td></tr><tr><td><input type="text"/></td><td>Associate this Record</td></tr></table> <p>Associate all the multiple scans or parts that make up this whole resource, including the cover, in this control.</p>	<input type="text"/>	Remove	<input type="text"/>	View Record	Up	Down	<input type="text"/>	Find a Record	<input type="text"/>	Associate this Record
<input type="text"/>	Remove										
<input type="text"/>	View Record										
Up	Down										
<input type="text"/>	Find a Record										
<input type="text"/>	Associate this Record										

multipleParts LIST ***REQUIRED**

Is this resource represented in one scan, page or image file or are there multiple scans, parts or images which make up the whole?

One page or part

Multiple pages or parts

numberParts TEXTBOX

Number of scans, image files or parts that make up the whole digital resource.

parts ASSOCIATOR

Associate all the multiple scans or parts that make up this whole resource, including the cover, in this control. See instructions on associating below. See also, "Ephemera Multipart" instructions below.

pdf FILE *If available, PDF of entire document, preferably text searchable PDF. Production and workflow specifications under development at MATRIX.*

imageUpload IMAGEUPLOAD

Upload the jpeg image file of a single scan or object here. If the whole resource requires multiple parts, put all scans in the "parts" scheme and associate in the "parts" associator.

fileUpload FILE

Upload single digital files, such as txt, video or audio files here. (Note: Image files go in "image Upload" and full PDFs go in "pdf".)

format LIST (DC: Format)

jpeg
txt
flv
mp3

photoCredit TEXTBOX (DC: Contributor)

Name of photographer for photo credit, if known and applicable.

fullText TEXTBOX

Enter the text of uploaded scanned page for full text searching of the item you are entering. Typing will always be formatted correctly. For copying from another document, see text entry instructions below. For multipage ephemera, text from each page goes into the record in the "ephemera_multipart" scheme with each scan.

relatedObject ASSOCIATOR (for a SPECIFIC QUILT or other object that is in the Quilt Index that is referred to by this piece of Ephemera, an article about the sun sets on sunbonnet sue quilt, for example, or a quilt made by this quilt maker. See instructions on associating, below.)

sampleObject ASSOCIATOR (for a record in the Quilt Index that represents the type of object that is the subject of this ephemera but is not specifically referenced in this ephemera item – a representative log cabin, for example, See instructions on associating, below.)

zoom IMAGE

Once page 2 of the entry form is complete, you can submit the data entered.

Page 3: ADMINISTRATIVE (all default and pre-set)

Ingestion

Controls marked with a * are required

Load Values from Preset:	LAC	Load
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Administrative	
Administrative information about the Contributor of this ephemera content is used to identify and link individual records in the database.	
verify	yes DATA VERIFIED?: Check box when data is verified.
contributingInstitutions *	MATRIX: Center for Humane ,
onlinePublisher *	Quilt Index
geolocator	city, state, province, country

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Submit Data

verify (LIST) yes/no Defaults to “yes”. Can be switched to “no” if necessary to take a record offline.[corresponds to QI list for whether to display the image or not.]

contributingInstitutions TEXT Defaults to Quilt Index partners

onlinePublisher (DC: Publisher) Default to Quilt Index

This field for Dublin Core reference refers to the publishing of the digital record on the Quilt Index, not to the publisher of any books, articles or journals to which the rest of the record may refer. For those publishers, use the field “sourcePublisher” above. (Note: This field will be automatically preset to “The Quilt Index” for all projects and records.)

geolocator REFERENCE for using location fields to map coordinates,

“Ephemera Multipart” Entry Form/Metadata Scheme

For ephemera objects that require multiple scans to capture the whole item, ALL the scans go into their own records in the “ephemera_multipart” scheme, along with source and reference information and the full text of the corresponding scan.

1. Click on “Ingest Record.”
2. Input information into the fields.

Description of Fields

Page 1 parts

title TEXTBOX (DC: Title) ***REQUIRED MUST match the "title" in the full record from the "ephemera_objects" scheme.**

Title of ephemera item, text, photograph or physical artifact, headline of clipping or title of program. This will be the main and first human readable identifier for the objects. Should be concise, but descriptive. (Examples: "Dower Treasures", "19th Century Calico Fabric Swatches" Too general: "swatches" "photograph",)

source TEXTBOX (DC: Source) ***REQUIRED** for reference and searching. Should match the full record from the "ephemera_objects" scheme.

Citation for the original source, particularly important if a published resource. Use Quilt Index citation convention: Title, Author, Syndicate Title, Volume/Edition information, Location, Publisher, Date. (DC: Source). Can also include collection, accession number, box and folder location, etc.

partNumber TEXTBOX ***REQUIRED**

Enter the part number from original resource here. This might be the actual page number in a published resource or the number in a sequence of scans.

partOrder TEXTBOX ***REQUIRED**

Enter the number order that this part appears in the digital resource. For example, page 1 of a booklet, might be "partOrder" 3 if the cover and inner front page are also scans. This should reflect the order in which scans will display.

totalParts TEXTBOX ***REQUIRED**

The total number of parts or scans in this resource, including front, back and inner pages.

partText TEXTBOX

For full-text searching, enter the text of the page here. Type directly or see directions for entering plain text into the field.

imageUpload

Upload scanned image of actual part or page for viewing. JPEG.

fileUpload

Upload parts with filetypes other than images here.

type LIST

Type of resource being made available. If the resource is primarily meant to be read, it is a "text" type resource, even if it is being made available as an image or jpg file.

Text

Sound

PhysicalObject

Image-StillImage

Image-MovingImage

format LIST

jpg
txt
pdf
flv
mp3

verify *REQUIRED

Defaults to "True"

Using Default Information or "Presets"

Entering New Records Using Default Information or "Presets"

It is possible for certain fields in a new record to be automatically filled with certain values. For instance, most of your ephemera records will have several fields with exactly the same information (metadata) such as the Rights Management statement. Records can be created with preset values for these repeated, identical fields. You may create preset records for specific fields and then use that "preset" and the preset information will automatically appear in the new entry form. Thus, data entry people do not need to type that information every time.

Creating a Preset

To create a preset, start with a basic entry form by clicking on "Ingest Record". Select or enter ONLY the information that you want to be filled in automatically.

1. Click on "Ingest Record"
2. Enter data only into the fields/controls that you want to use in the preset. **Note:** You must provide a Title for the record because Title is a required field. Name the record something easy to recognize like "Preset-Point Bonita" or "Preset-Sears Contest."
3. Click the "Submit Data" button.
4. Click "View Record."
5. Click "Review Record" link on the Object Ingested page.
6. Scroll to the bottom of the full record view. There is a spot to "save this record as a preset".
7. Add the name of the preset (such as "Preset-Point Bonita") to the box and click "Create".
8. "Preset Added" will appear next to the "Create" button to confirm the existence and availability of the preset.
9. This preset record will no longer appear in KORA search results.

Entering a New Object Record Using a Pre-set:

1. After logging into KORA and selecting your project, choose the scheme you'd like to ingest into on the "Scheme Selection" page.

2. Click the "Ingest Record" link in the left-column below the "Record" header.

Ingestion

Controls marked with a * are required



3. Select the preset you'd like to load from the dropdown list next to the "Load Values from Preset:" label (see image).
4. Click the "Load" button.
5. The preset fields/controls will now be populated with the data you pre-selected.
6. Enter data into the rest of the necessary fields.
7. Click "Submit Data" button at the bottom of any of the data entry form pages to insert the record into KORA.

Editing or Deleting Preset Record Information:

1. Click the "Manage Record Presets" link in the left-hand column below the "Scheme" header.
2. You can click the "X" next to the preset, under the "Demote" header if you do not want the record to be a preset any longer. **Note:** Demoting a preset will not delete it. If you wish to delete the preset, follow instructions in number 3 below (see image below).
 - a. The 'demoted' preset record will not appear in the preset list on the "Manage Record Presets" page. Also it will not be available in the dropdown list next to the "Load Values from Preset:" label on the data entry form pages. However it will now appear in KORA search results.
 - b. If you need to edit a preset, demote it, locate the record using "Search within Project" or "Advanced Search within Scheme," modify the necessary fields, submit the updated data, and then resave the record as a preset as described in "Creating a Pre-set."
3. Click the "X" next to the preset, under the "Delete" header if you want to delete the preset. This will completely remove the record from KORA.
4. Rename a preset by selecting the Old Name from the dropdown list and typing in the New Name in the box provided.

Manage Record Presets

Note: demoting an record will cause it to no longer be a preset, but the record will still remain and will now appear in search results, etc. To truly delete the record, please select "Delete".

This scheme currently has no presets.

Rename a Preset



Cross-Project Search

KORA allows users to search records across other projects for the purpose of creating certain kinds of new presentations including galleries of quilts and quilt-related ephemera from multiple collections.

With Cross-Project Search you can search for records in other project using a general keyword search in all of that project's schemes.

1. Click "Cross-Project Search" under the Search header.
2. Enter your keyword(s) in the search box, and select the projects that you wish to search across.
3. A Boolean and/or operator allows you to refine or expand your search.
 - a. Select "AND" to find records that contain all of your search terms. For example, if you want to locate records about Mountain Mist and New York Beauty, selecting "AND" will return only those records with Mountain AND Mist AND New AND York AND Beauty in them.
 - b. Select "OR" to find records containing any (but not necessarily all) of your search terms. Using the example above and selecting "OR" will return every record that contains any one of the search terms. For example, with an "OR" search, KORA will return records about *quilts made in* New York or *quiltmakers who lived in* New York, in addition to records about the New York Beauty pattern.

The Cross-Project Search Form looks like this:

Cross-Project Search

Keywords	<input type="text"/>
Boolean	AND ▾
Projects	<div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none">Alliance for American QuiltsConnecticutQuiltsDARMuseumFloridaQuiltProjectHawaiiQuilts</div>
<input type="button" value="Search"/>	

Associating Records

KORA allows users to connect a record in one scheme to records in the same scheme and different schemes. This is accomplished through the KORA "associator" tool. The "associator" is a special type of field in the KORA that enables users to create complex digital objects. For example users can develop essays with explicit links to images, interviews, and archival documents that can illustrate assertions made in the essays.

This example illustrates how to connect ("associate") an interview in the Ephemera_Object scheme to segments defined in the Ephemera_Multipart scheme. Use the same basic steps whenever you need to associate one record to another.

1. Create a record in the ephemera_object scheme.
2. Create multipart records. You will enter 1 record per segment.
3. Search for the full-length interview record in the *Object* scheme.
4. Click on the record identifier link for the object requiring edits/updates. (The identifier is listed at the top left side of the record. It is greenish-brown and underlined, like this: [4-15-2](#)).
5. Click the "edit" link listed above and below the display area for the record.
6. Go to the Multi-Part Associator field within the record (see image).
7. Click in the box to the left of the "Find a Record" button. Enter keywords to start a search for the record you want to associate and click the "Find a Record" button.
8. You can also just click the "Find a Record" button to display all records (this could take some time to load depending upon the number of records in your database)
9. The *Multi-Part* records that match your search term(s) and can be associated to the full-length interview record should now open in a new tab or window in your web browser. **Note:** If you return no search results, try a new keyword or ask your project manager to check the "associator" permissions.
10. Scroll through the list to find the record you would like to associate to the original *Object* record for the full-length interview.
11. Click the "Associate this Record" link at the bottom of the record
12. The record identifier (KID#) should now display in the box to the left of the "Associate this Record" button.
13. Click the "Associate this Record" button
14. The associated *Multi-Part* record now appears in a list within the field
 - a. You can repeat steps 4-13 for as many *Multi-Part* interview segment records as you need to connect to the full-length interview *Object* record.
 - b. You can change the order of the associated records by selecting the record and clicking the "Up" or "Down" buttons
 - c. You can remove an associated record by selecting the record and clicking the "Remove" button
 - d. You can also view the associated record by selecting the record and clicking the "View Record" button
15. Click the "Submit Data" button at the bottom of any of the data entry form pages to save the associations to the record.

