Queens Memory Project

General Information about Collective Access

General Notes about using Collective Access:
- Each cataloger will have his/her own username and password. This will help to distinguish changes made by different users.

- Save your work regularly. If Collective Access sits idle for too long, it will automatically sign you out. You must save before moving between pages within Collective Access.

- As a general rule, leave fields blank if you don't have the information to fill them correctly. Notify your supervisor about fields you could not complete.

Creating IMAGE Records

Record Page

Status
o   "Editing in Progress": If you are partially done with cataloging a record and want to continue working later.
o   "Editing Complete": You are ready for your completed work to be reviewed.
o   "Review in Progress" or "Complete": The record has been reviewed. DO not make any additional changes.

Access
o   Select "not accessible to public" (it will be set public during the review process).

Object identifier
o   Leave this field blank. It will automatically generate.

Alternate identifier
o   Enter the file name of image, excluding the file extension (.tif, .jpg).
o   Leave off the "-1" and "-0" that indicate front and back of the same image

Title
o   Should be a brief description of the image.
o   Capitalization:
- Capitalize all nouns (baby, country, picture), pronouns (you, she, it), verbs (walk, think, dream), adjectives (sweet, large, perfect), adverbs (immediately, quietly), and subordinating conjunctions (as, because, although)

- Lowercase "to" as part of an infinitive
- Lowercase all articles (a, the), prepositions (to, at, in, with), and coordinating conjunctions (and, but, or)

Alternate Titles
o   Leave blank.

Date
o   Original date of the image. Examine the front and back of the photograph to find this information. Use the most complete date possible.
o   If date is unknown leave the Date field blank.

Physical Description
o   If it's a digital photo, enter "Digital image"
o   If it's a scanned photo:
- Enter the height x width of the photograph (Example: 5 ¼ x 8 1/8 inches)
- Click "Add Physical Description"
- Enter "Color photograph" OR "Black and white photograph"

General Note
o   Enter "Collected through the Culture in Transit grant program, 2015-2016, in collaboration with the Greater Ridgewood Youth Council."

Rights
o   Click "Add rights" (Do not alter the first copyright statement that appears).
o   Enter: "Contact the Archives at Queens Library (718-990-0770) for research and reproduction requests."

Summary
o   Briefly summarize the subject of the photograph. Use complete, grammatically correct sentences and do a spell check in a word processing program before pasting the summary into the catalog field.
- Ex: "Nilda Tirado (left) with her mother, Carmen Miranda (right) on the front steps of their home in the Waldheim neighborhood of Flushing. They are dressed to participate in a procession organized by St. Michael's Roman Catholic Church."

Reproduction Note
o   Enter "Scanned photograph"

Time Period
o   List the year, the date range when the image was created.
- Example: 1992
- Example: 1920-1930

Subjects Page
Related vocabulary terms

o   Leave blank

Library of Congress subject headings
o   Search for subject headings on the [Library of Congress website](#) and then type the subject heading you'd like to use into this field to auto-generate the subject heading with its number.
o   Use the most specific heading you can find and do not repeat elements of that heading in other headings
- Ex: If you use "Special education educators [sh2002002374]" then DO NOT use "Educators [sh85041161]" as a second subject heading.
o   Only add subject headings that are exactly right, it is okay to leave this blank if there is no good match

Relationships Page
Related objects
o   Begin typing related subjects, places or names, and selected 2-5 related items.

Related entities (People and Organizations)
o   Include all individuals depicted in the photograph.
o   Select how the person organization is related to the photograph in the right-hand drop-down ("depicts", "collector", "creator" etc.)
o   Include all organizations associated with the location or event depicted
- Example: P.S. 184

Related events
o   Leave blank.

Related places
o   Include the neighborhood associated with the photograph.

Related collections
o   If photo was collected from a donor or taken for this project, begin typing and then select the auto-fill result: "Queens Memory Collection at the Archives at Queens Library
o   If this is a scan of one of the historic photos in the Greater Ridgewood Youth Council's collections, begin typing and then select the auto-fill result: "Photo Archive at The Greater Ridgewood Youth Council"

Georeferencing Page
For their privacy and security, do not enter people's exact home addresses if image depicts someone's home. Use the nearest cross street to the home address.

Georeference
o   Enter either an intersection or exact address and click the magnifier glass icon to create a pinpoint on the map.
o   Use the tools in the top right corner of the map to create either a filled-in block on the map to designate an area (such as a park, or neighborhood), or connect a series of dots to indicate a path or route.

o   If you create a map point that you don't want to keep while using this tool, it's easier to just start a new map by clicking "+ Add georeference" than trying to delete a map point once it's created. The small grey "x" just above/right of the map will delete a georeference map.
o   Before you save your map, click the grey "x" just to the right of the blank "GeoNames" field before you save the Georeferencing page. Otherwise, a bug in the program will prevent your map from saving.

GeoName
o   Leave blank.

Media Page
Media representations
o   Add a scan of the *front* of a photograph:
- Select "front" for Type
- Select "Yes" for Is Primary?
- Select "completed" for Status
- Select "accessible to public" for Access
- Click the Browse button and find the file you want to upload
o   Add a scan of the *back* of a photograph:
- Click "+ Add representation," a new set of fields will appear
- Select "back" for Type
- Select "No" for Is Primary?
- Select "completed" for Status
- Select "accessible to public" for Access
- Click the Browse button and find the file you want to upload

Links Page
o   Ignore this page.

Summary Page
- Ignore this page

Log Page
- This page automatically generates a log of changes you and other catalogers have made in the record. You can ignore this page.

Creating ORAL HISTORY Records

Record Page

Status
o "Editing in Progress": If you are partially done with cataloging a record and want to continue working later.
o "Editing Complete": You are ready for your completed work to be reviewed.
o "Review in Progress" or "Complete": The record has been reviewed. DO not make any additional changes.

Access
o Select "not accessible to public" (it will be set public during the review process).

Object identifier
o Leave this field blank. It will automatically generate.

Alternate identifier
o Enter the file name of the audio file, excluding the file extension (.wav)

Title
o Should be a brief description of the image.
o Capitalization:
  ▪ Capitalize all nouns (baby, country, picture), pronouns (you, she, it), verbs (walk, think, dream), adjectives (sweet, large, perfect), adverbs (immediately, quietly), and subordinating conjunctions (as, because, although)
  ▪ Lowercase "to" as part of an infinitive
  ▪ Lowercase all articles (a, the), prepositions (to, at, in, with), and coordinating conjunctions (and, but, or)

Alternate Titles
o Leave blank.

Dates
o Date of recording. Use the most complete date possible.
o If date is unknown leave the Date field blank.

Physical Description
o Enter "Digital audio"

Total Running Time

o   Enter the length of the audio recording, in the format HH:MM:SS

General Note
o   Enter "Collected through the Culture in Transit grant program, 2015-2016, in collaboration with the Greater Ridgewood Youth Council."

Rights
o   Click "Add rights" (Do not alter the first copyright statement that appears).
o   Enter: "Contact the Archives at Queens Library (718-990-0770) for research and reproduction requests."

Summary
o   Briefly summarize the subject of the photograph. Use complete, grammatically correct sentences and do a spell check in a word processing program before pasting the summary into the catalog field.
          ▪ Ex: "Nilda Tirado (left) with her mother, Carmen Miranda (right) on the front steps of their home in the Waldheim neighborhood of Flushing. They are dressed to participate in a procession organized by St. Michael's Roman Catholic Church."

Reproduction Note
o   Leave blank.

Time Period
o   List the year, the date range when the image was created.
          ▪ Example: 1992
          ▪ Example: 1920-1930

Equipment Make and Model
o   Enter type of recorder and microphone used for recording.

In and Out points
o   If complete interview: use "00:00:01" as an In Point and the total running time as the Out Point
o   If interview clip: refer to notes and match the title of the clip with the in and out points listed

Software Used to Create Derivatives
o   Enter "Audacity".

Worker Who Created Derivatives
o   Enter the name of the person who created the interview clips.

Subjects Page
Related vocabulary terms
o   Leave blank

Library of Congress subject headings
o   Search for subject headings on the [Library of Congress website](#) and then type the subject heading you'd like to use into this field to auto-generate the subject heading with its number.
o   Use the most specific heading you can find and do not repeat elements of that heading in other headings
         ▪ Ex: If you use "Special education educators [sh2002002374]" then DO NOT use "Educators [sh85041161]" as a second subject heading.
o   Only add subject headings that are exactly right, it is okay to leave this blank if there is no good match

Relationships Page

Related objects
o   Create relationships between clips from the same interview and to the full interview the clip came from as well.
o   Add one or more visual records that will appear while the audio plays on the front end.
         ▪ Select the relationship type "display" for these records.

Related entities (People and Organizations)
o   Include all individuals depicted in the photograph.
o   Select how the person organization is related to the photograph in the right-hand drop-down ("interviewer", "interviewer", "describes," etc.).
o   Include all organizations associated with the location or event depicted.
         ▪ Example: P.S. 184
o   If name does not already exist in the system: create a new record for it using the drop down menu from the "New" tab.

Related events
o   Leave blank.

Related places
o   Include the neighborhood associated with the photograph.

Related collections
o   Begin typing and then select the auto-fill result: "Queens Memory Collection at the Archives at Queens Library

Georeferencing Page
For their privacy and security, do not enter people's exact home addresses if image depicts someone's home. Use the nearest cross street to the home address.

Georeference
o   Use the most significant address associated with this interviewee or with the interview clip.

o   Enter either an intersection or exact address and click the magnifier glass icon to create a pinpoint on the map.
o   Use the tools in the top right corner of the map to create either a filled-in block on the map to designate an area (such as a park, or neighborhood), or connect a series of dots to indicate a path or route.
o   If you create a map point that you don't want to keep while using this tool, it's easier to just start a new map by clicking "+ Add georeference" than trying to delete a map point once it's created. The small grey "x" just above/right of the map will delete a georeference map.
o   Before you save your map, click the grey "x" just to the right of the blank "GeoNames" field before you save the Georeferencing page. Otherwise, a bug in the program will prevent your map from saving.

Media Page
- **Media representations**
o   Add an audio file of a oral history recording:
  ▪ Select "front" for Type
  ▪ Select "Yes" for Is Primary?
  ▪ Select "completed" for Status
  ▪ Select "accessible to public" for Access
  ▪ Click the Browse button and find the file you want to upload
    - CollectiveAccess will automatically generate a proper file name and an mp3 listening copy upon upload

Links Page
o   Ignore this page.

Summary Page
o   Ignore this page

Log Page
o   This page automatically generates a log of changes you and other catalogers have made in the record. You can ignore this page.