

(5 of 6) Parts and Items

Within a collection there are two different records you can create. Items with a single part, or parts.

Items with a single part

Generally all photographs, drawings, prints, maps, single page documents etc. should be treated as **'items with a single part'**. For example, a set of photographs of antique lampposts could be in a **'Collection'** called "Antique Lampposts" each individual photograph would then be an **'item with a single part'**.

Parts

Most items in a collection will be **'items with a single part'** however if you were to have more than one photograph of the same object that would then become an item with multiple parts. For example, if antique lamppost 4 is of such importance there are 6 different photographs of it; lamppost 4 would have a multiple part for each individual photo.

Summary

Here is how the entire lamppost collection would be organised.

<p><i>Collection:</i></p> <ul style="list-style-type: none">- Antique Lampposts of Peterlee <p><i>Items with a single part</i></p> <ul style="list-style-type: none">- Lamppost 1- Lamppost 2- Lamppost 3 <p><i>Items with Multiple parts</i></p> <ul style="list-style-type: none">- Lamppost 4<ul style="list-style-type: none">- Photograph 1- Photograph 2- Photograph 3
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Fig 1: Items and Items with single parts

To create either an Item, or and Item with a single part from within a collection, first select the correct collection, by clicking the adjacent **'select'** button.

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Logout				
<< Back To Collection List				
Add New Item		Add New Single Part Item		
Select	Item or Part	Item Number	Part Number	Flag
Edit		0001	0001	C

Fig 2: Item & Part navigation

Once a collection has been selected, you will be presented with two options, to create an 'Item', or an 'Item with a single part'. Clicking one of the two buttons loads the Item & Part console which allows you to start entering all your data.

Durham County Council, Arts, Libraries & Museums D Addr: Tel No: Email: DU0800030001

Setup Filter

Save Record Delete Record Logout

<< Back To Item / Part List		Add New Part	
Item Number (m)	0003	Type (m)	<input type="checkbox"/>
Part Number (m)	0001	Catalogue Number	<input type="checkbox"/>
Item Name (m)		Creators	<input type="checkbox"/>
Page/Part Name (m)		Period (m)	<input type="checkbox"/>
Production Date (m)		Archaeological Period	<input type="checkbox"/>
Content Date (m)		References (Bibliographic)	<input type="checkbox"/>
Description (m)		Placenames / NGRs (m)	<input type="checkbox"/>
Transcript		Personal Name	<input type="checkbox"/>
Original Held (m)	Durham County Council, Arts, Libraries & I	Subjects (m)	<input type="checkbox"/>
Order Details	Durham County Council, Arts, Libraries & I	Connected Items	<input type="checkbox"/>
Web Image Filename		Related URLs	<input type="checkbox"/>
Digital Image Source		Copyright	<input type="checkbox"/>
Digital Image Date		Reproduction Rights	<input type="checkbox"/>
Master Image Filename			

Fig 3: Adding an Item

The above image shows the form used for entering item content. Fields labelled with an (M) are mandatory fields. You should try also to write into all the brown sections, grey sections are not as important. Once you have filled in each field, links on the right must be clicked before data can be entered, once you have entered data into a subsection it's tick-box becomes ticked.

When you have finished entering data, clicking the red save button will save your record allowing you (if all mandatory fields are complete) to return to the collections screen.

If you have been creating an Item with a single part, you have now finished, if an item with multiple parts is being created, save your record, and then use the

Add new part button to add extra parts. (see below)

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	Add New Part
<input type="checkbox"/>	Type (m) <input type="checkbox"/>
<input type="checkbox"/>	Catalogue Number <input type="checkbox"/>