eMuseum User Guide

Delaware Art Museum's Online Collection

As outlined in the Collection Accessibility Plan, the museum aims to place all 12,500 works of the permanent collection online by 2018. The initial phases of this plan are underway thanks to generous grants from the Welfare Foundation and the Institute for Museum and Library Sciences. Over 1,000 of our most popular works are now available through the online database eMuseum. Either by browsing existing collections or using keyword searches, eMuseum allows anyone to explore our excellent holdings in Pre-Raphaelite Art, American Art, Illustration, and much more.

Using eMuseum

eMuseum can be accessed from the Delaware Art Museum homepage under the tab *Search the Collection*. At the site visitors can maneuver between online collections, individual object records, and related artists biographies.

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<u>Navigating eMuseum</u>

Once at the eMuseum site, use the left-side menu bar for links to its many features.

Quick Search

> Type into this field any artist, title, accession number, or keyword (i.e. flower, Ohio, magazine) and press the arrow button to quickly find related records.

Sign In

> Clicking on this link brings you to a sign-in form for accessing personal eMuseum accounts with a username and password. Registration is free and with an account individuals can save their favorite records, curate personal online collections, and take notes. For more details, see section **User Accounts**.

Browse

> Under the browse heading you will find highlights from our collection. These selections are curated by staff and reflect a theme like *American Illustration*. Click on a link to view the collection and the individual object records.

Search

> There are 3 ways to refine an eMuseum query.

> *Basic Search*: a single keyword search for finding objects **or** artists.

> *Advanced/Objects Search*: a multi-field search used to find a specific object or group of objects. First chose a field from the drop down menu, then select a condition of that search. Fields are areas of research like date, description, illustration citation, and provenance. Up to six fields can be added.

> *Advanced/Artist Search*: a multi-field search that can be used to find a specific individual. First chose a field from the drop down menu, then select a condition of that search. Fields are areas of research like date, biography, and nationality. Up to six fields can be added.

Example of an *Advanced/Objects Search*:

OBJECTS SEARCH

Provenance	contains	Bancroft
Related Constituents	begins with	dante
Description	contains	woman
Date	begins with	18
About	contains	model
Classification	is	PAINTING

☐ Find In Found Checkbox

Submit Clear

The result from this search was: *Bottles*, 1848 by Dante Gabriel Rossetti, Samuel and Mary R. Bancroft Memorial, 1935.

Artists

Click on this link to browse all the artists who are represented in the Delaware Art Museum's online collection. The individuals are listed alphabetically.

Selecting a name will take you to that artist's record which provides general information about the individual including dates, an image, and a short biography.

Artist records will also link you to their related art work available on eMuseum.

User Accounts

To make a free-personal eMuseum account, first click the *Sign In* link at the left hand menu. On the next page, click *register*. This will pull up a registration form to fill out and submit. A new user account will be instantly generated.

With a personal account you will see two new features in the left-side menu options: *My Collections* and *My Information*.

My Information

This page allows you to edit your account information including username and password.

My Collections

Once a user account has been created, you can manage object collections that illustrate a particular theme, your favorite works, or a research topic.

Create a New MyCollection: name and describe your collections which will be listed under *MyCollections*.

Add to MyCollection: use the search options to locate appropriate objects for your collection then check the boxes underneath the items, and select the designated collection from the drop down menu.

Edit MyCollection: allows further customization of the collection including the option to take notes and designate a default image.

Sharing MyCollections

eMuseum account holders can share their curated collections with other Delaware Art Museum account holders. On the *Edit MyCollection* page, selecting the "share" option will make it visible to all account holders. Shared accounts can also be edited by others if you select "editable" for the collection. This could be used for group projects or crowdsourcing.

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