

## TUTORIAL 15: Information Resources

Information Resources are used to record the **sources** (imagery, books, etc.) from which we acquired the data used to create our Heritage Places and other records. This guide will teach you how to create and edit Information Resource records.

There are several different types of Information Resources that the project uses, and this guide will provide basic guidance and several examples. Each unique data source needs only to be entered once, and then it can be related to as many Heritage Resources as needed.

- Before you create a new Information Resource, please make every effort to ensure that the source you are entering does not already exist in the system (see ***Tutorial 2: Searching the Database***).
- Every Information Resource **MUST** be linked to at least one Heritage Place, Geoarchaeology, Built Component, or Detailed Condition Assessment resource.
- The primary purpose of Information Resources is to record what specific sources have been used in the creation of records in the EAMENA database, so if it has not been used to contribute to the creation of a record.
  - Exceptions to this rule can, for example, be georeferenced aerial photographs covering larger areas, but even then, it is best to link them to one or more sites.

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## 1 Getting Started

There are two ways to create a new Information Resource:

Method 1: Create a new record from the Resource Manager page, and then relate it to your Heritage Resource (or other type of record).

- To create a new Information Resource from the Homepage, click on 'Create New Heritage Resources' towards the top right of the page. This will take you to the 'Resource Manager' page (Figure 1).
- In the Resource Manager, go to 'Information Resource' and click on 'Create Resource' (Figure 2).

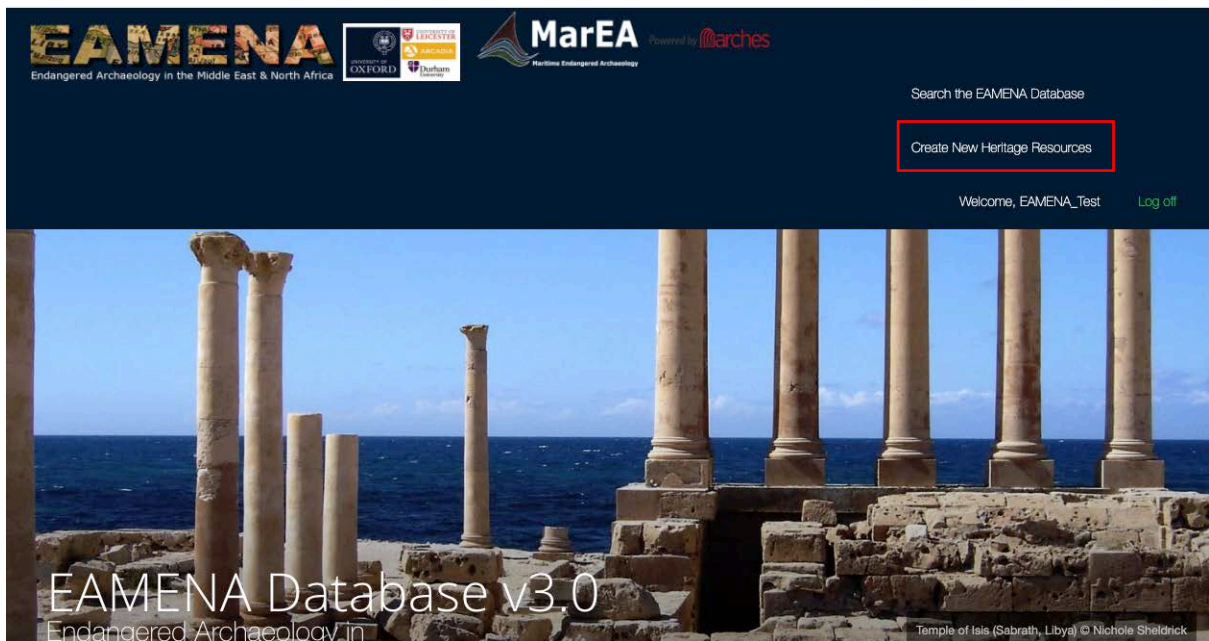


Figure 1

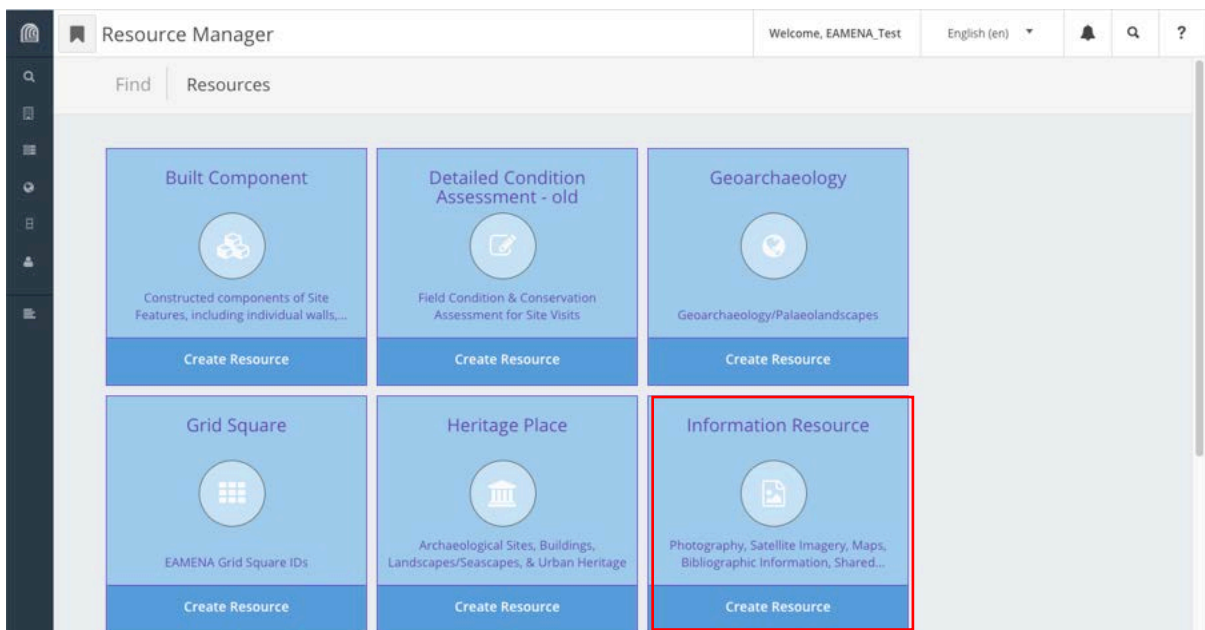


Figure 2

Method 2: Create a new record from within another type of record, such as Heritage Place, Geoarchaeology, Built Component, or Detailed Condition Assessment. See the relevant tutorials for those records for further details.

- After creating a new Information Resource in a Heritage Place or other resource, always make sure to navigate to the Information Resource and complete the record by following the rest of the instructions below.

On the left-hand side of the screen under 'New Resource (Information Resource)' (or, once you have saved the first information, the INFORMATION-number) you will see the resource's 'Card Tree' (Figure 3).

- You can navigate between the different sections of the record by selecting the Cards.

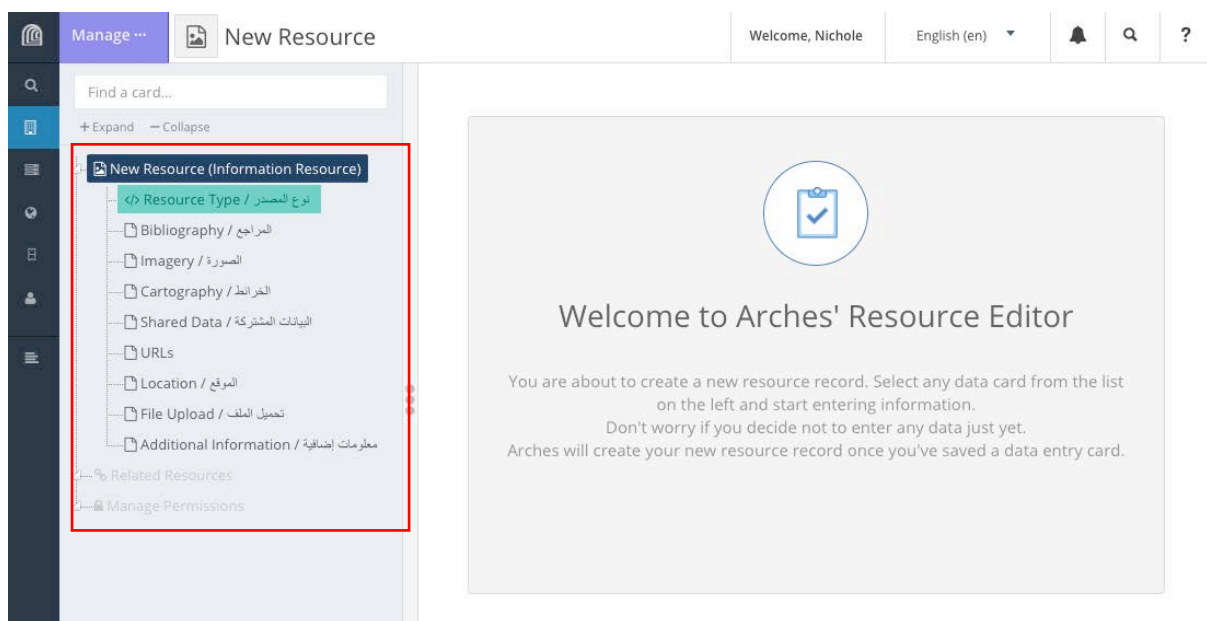


Figure 3: The Card Tree

## 2 Resource Type

In this card, you will record the basic information about the type of Information Resource that you are entering. The type of Information Resource defines which other cards you will have to fill in.

This Tab **MUST** be completed for EVERY Information Resource.

Click on 'Resource Type' in the Card Tree on the left side of the screen.

### 2.1 Resource Type

This field records the type of resource from which the data you are using has come. e.g. a published book, a map, a satellite image, etc.

- This field **MUST** be filled in.
- Only **ONE** entry should be added.

- Click on the 'Resource Type' field and choose from the dropdown list (Figure 4).
  - The dropdown list is divided into 4 sections to reflect the four most common categories of resources used:
    - Bibliography
    - Imagery
    - Cartography
    - Shared Data
- Click **'Add'**.
  - Your entry will appear in the Card Tree below Resource Type, and a new card 'Information Carrier' will appear below it.

**IMPORTANT:** Remember the category of the 'Resource Type' you have entered. You will then fill in the information for the 'Card' of the same name.

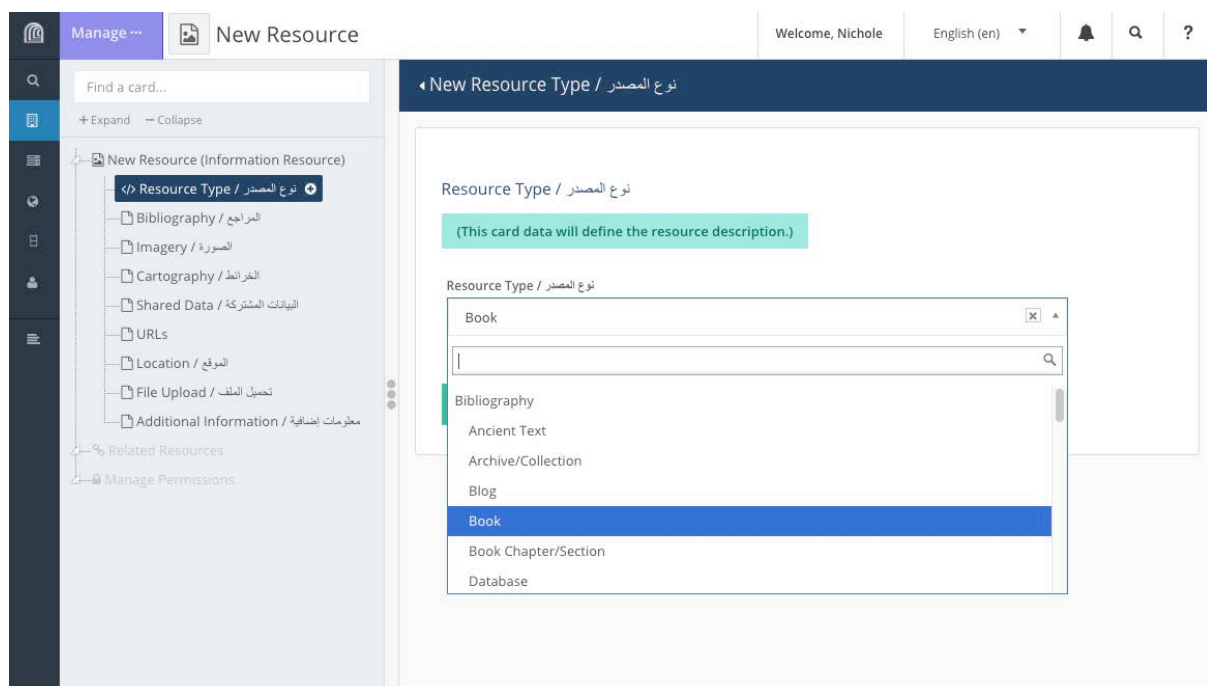


Figure 4

## 2.2 Format Type / Information Carrier

In this field you will record the format of the resource that you used/consulted – e.g. digital, hard-copy, etc.

- Click on 'Information Carrier' in the Card Tree.
- Click on the 'Format Type' field and choose from the dropdown
- Click **'Add'**.
- Repeat if relevant.
  - It is possible to add multiple Formats, for example if you are adding exactly the same book that you have used in both its physical and digital form (Figure 5).

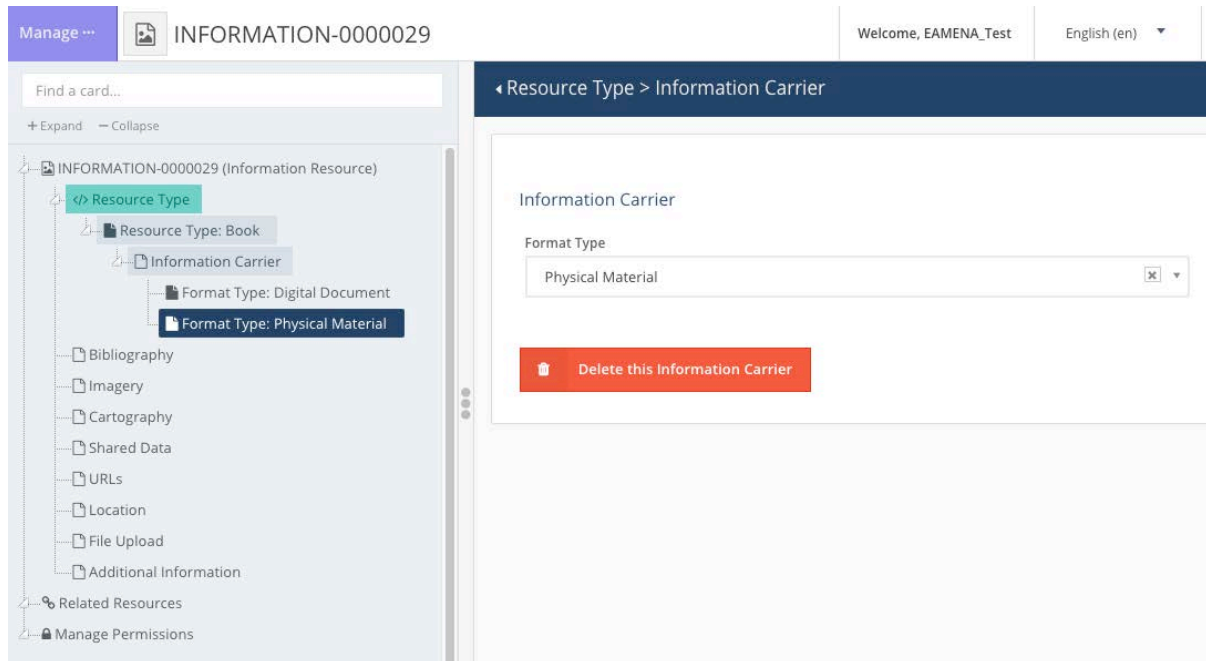


Figure 5

### 3 Choose which Card to fill in

For your next step, you will determine which Card you need to fill in: Bibliography, Imagery, Cartography, or Shared Data, based on what type of Resource you are recording.

Only one of these four cards should be filled in per record. Leave the others blank.

- For Bibliography Resource Types, such as books or articles, go to Section 4.
- For Imagery Resource Types, such as satellite images or photographs, go to Section 5.
- For Cartography Resource Types such as maps or plan drawings, go to Section 6.
- For Shared Data Resource Types, go to Section 7.

### 4 Bibliography

Use this card for sources such as books, articles, reports, databases, websites, ancient texts, etc. For previously studied sites, publications can give useful information about an archaeological site, for example on dating, which you may want to enter into the database. It is important to acknowledge the source of your information, by recording the Information Resource used and linking it to the Heritage Place or other type of database record.

- You should only complete this card if the Resource Type you chose in Section 2.1 came from the BIBLIOGRAPHY category. If not, leave this card BLANK.

Click on 'Bibliography' in the Card Tree to go directly to that card (Figure 6).

- You can do your data entry directly in this window for all fields or click on the '+' beside 'Bibliography' in the Card Tree to expand the nested fields.
- You can click on each field the fill them in one by one.

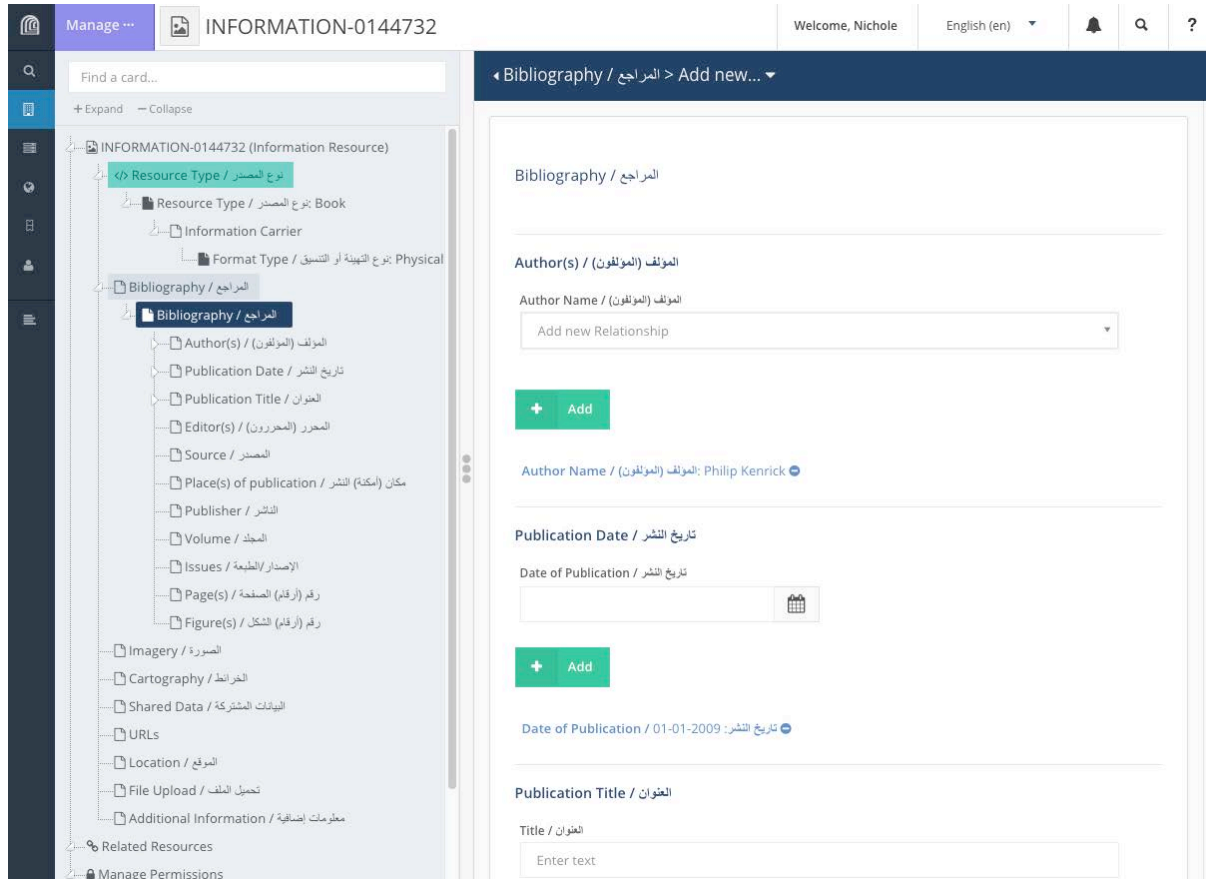


Figure 6

#### 4.1 Author(s)

Enter the name of the Author(s). This field is mandatory.

- Click on the 'Author Name' field and begin typing the name into the field and click on the name when it appears.
  - Click 'Add'.
- If the name is not in the list, choose 'Create a new Person/Organization'.
  - You can type 'create' or 'new' to bring up the "Create a new Person/Organization..." option.
    - Make sure to double-check that the name does not already under a different format (e.g. with the last name first or with a different spelling).
- In the 'New Person/Organization' window which will appear, enter the name.
  - For people use the format Firstname (or Initial(s)) Surname. Please use the English alphabet for this field.
  - For institutions, copy the full name as listed (for example: UNESCO).
  - Add the name in a different language or alphabet, e.g. Arabic, where applicable in the 'Alternate language name' field.
  - Click 'Add'.
  - Then click 'Add' again to save your entry.
- After you click 'Add', your entry will appear below the field and in the Card Tree on the left.
- If the resource has multiple authors, repeat the steps above for each individual author.



- Make sure you have clicked '**Add**' after each entry before starting a new one, or you will only edit your existing entry instead of adding a new one.

#### **4.2 Publication Date**

Enter the date of publication of the resource. If it is unknown, leave the field blank.

- Click on the 'Date of Publication' field and enter or choose the date when the resource was published.
- Dates can be entered by clicking on the date on the calendar pop-up that appears or by typing the date in yyyy-mm-dd format (e.g. 2016-07-14 for 14 July 2016).
- If only the year is known, enter the year and choose 1 January for the date. Similarly, if only the year and month is known, enter the date as the 1<sup>st</sup> of the appropriate month, for example 2020-05-01 for May 2020.

#### **4.3 Publication Title**

Enter the title of the publication. This field is mandatory.

- Click on the 'Title' free-text field and type in the title of the resource exactly as it appears.
- Click '**Add**'.

#### **4.4 Editor(s)**

Enter the names of the editor of a volume, where applicable, if it is different from the author of the resource. If there are no editors, leave this field blank.

- If you are recording an edited volume, you should record the main editor's name in the 'Author' field as described in Section 4.1 above.

Click in the 'Editor Appellation' field and type in the name of the editor using the format Firstname (or Initial(s)) Lastname.

- Click '**Add**'.
- Repeat if there are additional editors.

#### **4.5 Source**

Enter the source of the resource, such as the journal name for articles, or the series of books. If this is not applicable, leave this field blank.

- Click on the 'Source Appellation' field and type in the name of the source.
- Click '**Add**'.

#### **4.6 Place(s) of publication**

Enter the full, unabbreviated name of the city and/or country where the Information Resource was published or from where it originates. If this is unknown or not applicable, leave this field blank.

- Click on the 'Place of Publication' field and type in the place in the format City, Country, e.g. Amman, Jordan.
- Click '**Add**'.

- Repeat if there are additional places.

#### 4.7 Publisher

Enter the full, unabbreviated name of the publisher of the resource. If this is unknown or not applicable, leave this field blank.

- Click on the 'Publisher' field and type in the name of the publisher
- Click 'Add'.
- Repeat if there are additional publishers.

#### 4.8 Volume

Enter the volume number and/or name for periodicals or multi-volume publications where applicable. If this is not applicable, leave this field blank.

- Click on the 'Volume' field and enter the volume number.
  - For periodicals such as journals, ALWAYS use Arabic Numerals rather than Roman Numerals. e.g. JRA XX = Journal of Roman Archaeology 20.
  - For multi-volume books, always enter a NEW RECORD for each volume where the pagination of volumes is not continuous across volumes and volumes have individual identifiers.
    - Each record will have the same Title, but the Volume name will be different, and each volume's pagination starts at '1'.
    - Conform to the format on the title page of the book, copying the full volume name. e.g. Volume Two: Gazetteer and Pottery.
- Click 'Add'.

#### 4.9 Issue

Enter the issue number and/or name for periodicals, or the edition number for publications in later editions, where applicable. If this field is not applicable, leave this field blank.

- Click on the 'Issue/Edition' field and enter the issue or edition number.
  - For periodicals such as journals, ALWAYS use Arabic Numerals rather than Roman Numerals.
- Click 'Add'.

#### 4.10 Page(s)

Enter the full, unabbreviated page range for the Information Resource, where applicable. If this is unknown or not applicable, leave this field blank.

Note: this field is not to record the page number(s) from which the information for an individual Heritage Resource was sourced, but should reflect the full page range of an article, chapter, etc.

- To indicate the specific page on which a particular heritage resource is referenced, you will enter the page numbers using the Related Resource Function (see Section 12).
- Click on the 'Page Number(s)' field and enter the page numbers
  - Use the following format, with a single hyphen between numbers, or comma between non-continuous pages or page ranges:

- e.g. 201-202 (NOT 201-2)
  - e.g. 55-57 (NOT 55-7)
  - e.g. 380-395 (NOT 380-95)
  - e.g. 124, 130-135
  - e.g. 152-156, 180-190
- Click **'Add'**.

#### **4.11 Figure(s)**

Enter the full, unabbreviated figure number or letter. If this information is not applicable, leave this field blank.

Note: This field should only be used if the figure in question stands alone as its own source of information, and, for example, you would give it its own bibliographic entry in a publication, separate from the book, article, etc. of which it forms a part.

- Click on the 'Figure Number(s)' field and enter the figure number or letter.
- Click **'Add'**.

Bibliography / المراجع ▼

Author(s) / المؤلف (المؤلفون) ▼ Author Name / المؤلف (المؤلفون)	Philip Kenrick
Publication Date / تاريخ النشر ▼ Date of Publication / تاريخ النشر	2009-01-01
Publication Title / العنوان ▼ Title / العنوان	Libya Archaeological Guides: Tripolitania
Editor(s) / المحرر (المحررون) ▼ No data added yet for Editor(s) / المحرر (المحررون)	
Source / المصدر No data added yet for Source / المصدر	
Place(s) of publication / مكان (مكانة) النشر ▼ Biblio Place Appellation / مكان (مكانة) النشر	London, United Kingdom
Publisher / الناشر ▼ Publisher / الناشر	Silphium Press
Volume / المجلد No data added yet for Volume / المجلد	
Issues / الإصدار / الطبعة No data added yet for Issues / الإصدار / الطبعة	
Page(s) / رقم (أرقام) الصفحة No data added yet for Page(s) / رقم (أرقام) الصفحة	
Figure(s) / رقم (أرقام) الشكل No data added yet for Figure(s) / رقم (أرقام) الشكل	

Figure 7: A completed record view example of an entry for a book.

## 5 Imagery

Use this card for sources of information that capture images of physical landscapes, structures, objects, etc. such as satellite imagery, all types of photographs, and drawings/reconstructions (but NOT including site plans, or section/elevation drawings which come under Cartography).

- You should only complete this Card if your RESOURCE TYPE came from the IMAGERY category. If not, leave this Card BLANK.

In some cases, it may be necessary/more useful to record full collections of images, or ‘runs’ of images in a single Information Resource, rather than individual images. In these cases, the individual image reference numbers should be listed in the relationship with individual Heritage Places (in the same way that one would list individual page numbers of a book).

- This should only be done when the collection forms a coherent whole for which the necessary referencing information entered into the Information Resource record can be applied equally to each image, i.e. the creator, date, camera, etc. are all the same for every image in the group.

Depending on the type of image being recorded, especially satellite images as opposed to traditional photographs, the type of information recorded in each field may be slightly different. Where necessary, the dropdown lists have been separated into different categories – satellite imagery and photography to make things clearer.

Click on ‘Imagery’ in the Card Tree to go directly to that card (Figure 8).

- You can do your data entry directly in this window for all fields or click on the ‘+’ beside ‘Imagery’ in the Card Tree to expand the nested fields.
- You can click on each field the fill them in one by one.

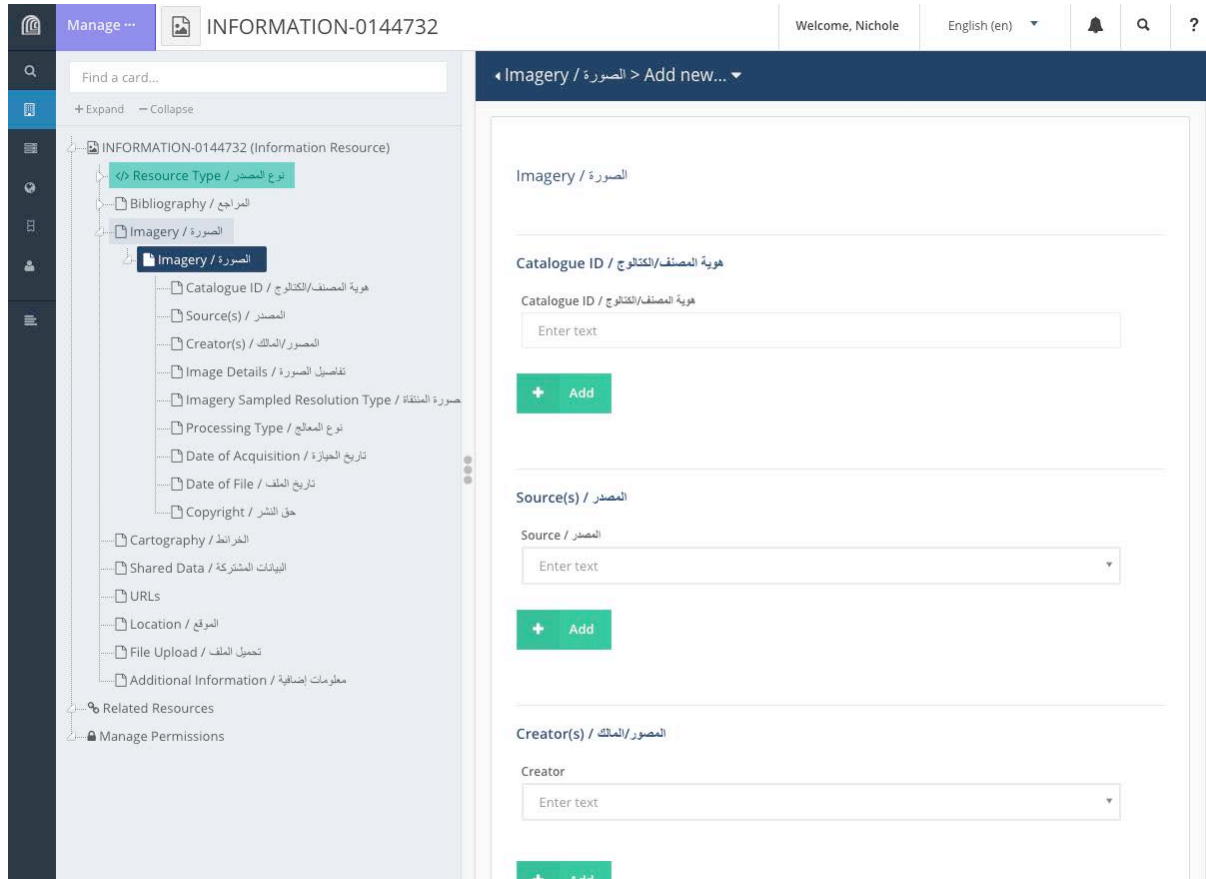


Figure 8: The Imagery card

### 5.1 Checking if the imagery has already been entered in the database

This is important for all information resources, but especially relevant for Google Earth imagery. Because Google Earth imagery covers a large amount of ground and is used all the time in the EAMENA methodology, there is a high chance the imagery has already been entered in the database. It is therefore even more important to check if the imagery is not already in the database.

To do this:

- From the Search Page, filter your Search by Resource Type to 'Information Resources'.
- Use the Advanced Search to search by known details of the imagery, especially 'Date of Acquisition' or 'Date of Creation'.
- Check any results which come back to see whether they match the imagery you want to create a record for.

See **Tutorial 1: Searching the Database (Basic)** and **Tutorial 17: Searching the Database (Advanced)** for more details on how to conduct searches.

### 5.2 Catalogue ID

Enter the original source identifier for the image, e.g. the file name, the catalogue number, etc. If this information is unknown, leave this field blank.

If you have multiple photographs, for example from your own collection, it is worth considering setting up a unique, systematic catalogue numbering system. For example, in EAMENA we might use the system 'EAMENA\_PhotographerInitials\_Site\_Date\_Number', e.g. EAMENA\_PF\_Petra\_20180426\_0001, for the first photograph taken by Pascal Flohr at Petra on 26 April 2018

- Click on the 'Catalogue ID' field and enter the identifier.
- Click '**Add**'.

### 5.3 Source

Choose the source company/institution/collection from which the imagery was purchased/sourced and with whom the copyright for the imagery may rest. E.g. Harris/Mapmart, or Google Earth. If this is unknown, choose 'Unknown'.

An image may have more than one source, if necessary: e.g. a single photograph may be part of the 'Ward-Perkins Collection', which is held at the 'British School at Rome Library and Archives Digital Collection'.

- Click on the 'Source Appellation' field and select an option from the dropdown list
- Click '**Add**'.
- Repeat if applicable.

If the source for your image does not appear in the dropdown, contact a member of the EAMENA staff about whether it can be added to the list.

### 5.4 Creator(s)/Owner(s)

Enter the name of the Creator(s) and/or Owner(s) of the image. If this information is unknown, this field may be left blank, but make sure to adhere to copyright regulation by adding this field whenever it is known.

- Click on the 'Creator' field and begin typing the name into the field and click on the name when it appears.
  - Click '**Add**'.
- If the name is not in the list, choose 'Create a new Person/Organization'.
  - Follow the instructions for 'Author(s)' in Section 4.1 above.
- Repeat as many times as necessary.

### 5.5 Image Details

The following five fields are linked together. This field is mandatory. If the information is unknown, then choose 'Unknown'.

- For imagery viewed online or using Google Earth, the information in these fields will almost always be 'Unknown', but it is important to still enter this information.

#### 5.5.1 Imagery Platform Type

Enter the platform or vehicle from which the image was taken or that operated the camera/sensor.

- Click on the 'Imagery Platform Type' field and choose from the dropdown.
  - For satellite imagery (but not Google Earth):
    - Choose the specific satellite, e.g. 'Pléiades 1'.
  - For other images:
    - Choose the vehicle/method used to obtain the photograph. E.g. "Hand-operated (Ground)".
  - For Google Earth:
    - Choose 'Unknown'.

#### 5.5.2 Imagery Sensor Type

Enter the specific name/model of the camera or sensor used to capture the image.

- Click on the 'Imagery Sensor Type' field and choose from the dropdown.
  - For satellite imagery (but not Google Earth):
    - Choose the specific sensor, e.g. 'MSS (Multispectral Scanner)'.
  - For other photographic images:
    - Choose the camera model used to obtain the photograph.
  - For Google Earth:
    - Choose "Unknown".

#### 5.5.3 Imagery Bands Type

Enter the type of image that is captured, in terms of the bands/colours that are visible in the image.

- Click on the 'Imagery Bands Type' field and choose from the dropdown.
  - For satellite imagery (but not Google Earth):
    - Choose the bands, e.g. 'Multispectral' or 'Panchromatic'.
  - For other photographic images:
    - Choose the type of colour in which the original photograph was produced, e.g. 'Colour', 'black or white'.
  - For Google Earth:
    - Choose 'Unknown'.

#### 5.5.4 Imagery Camera Sensor Type

Enter the type/category of camera or sensor, in terms of how the image is collected/how the camera/sensor operates. E.g. "Camera – Digital".

- Click on the 'Imagery Camera Sensor Type' field and choose from the dropdown.
  - For satellite imagery (but not Google Earth):
    - Choose the type of sensor used, e.g. 'Pushbroom' or 'Stereo Panoramic'.
  - For other photographic images:
    - Choose the category of camera used, e.g. 'Digital' or 'Film'.
  - For Google Earth:
    - Choose 'Unknown'.

#### 5.5.5 Imagery Camera Sensor Resolution Type

Enter the resolution of the image at the time of its acquisition.

- Click on the 'Imagery Camera Sensor Resolution Type' field and choose from the dropdown.
  - For satellite imagery (but not Google Earth):
    - Choose the resolution in metric or imperial



- For Google Earth:
  - Choose 'Unknown'.

Image Details

Imagery Platform Type  
Hand-operated (Ground) [x] v

Imagery Sensor Type  
Other/Unlisted [x] v

Imagery Bands Type  
Colour [x] v

Imagery Camera Sensor Type  
Digital [x] v

Imagery Camera Sensor Resolution Type  
Unknown [x] v

+ Add [x] Cancel edit

*Figure 9: Image detail fields filled in for a ground photograph.*

Image Details

Imagery Platform Type  
Unknown [x] v

Imagery Sensor Type  
Unknown [x] v

Imagery Bands Type  
Unknown [x] v

Imagery Camera Sensor Type  
Unknown [x] v

Imagery Camera Sensor Resolution Type  
Unknown [x] v

*Figure 10: Image detail fields filled in for Google Earth imagery.*

### 5.5.6 Add

Click **'Add'** to save the information entered above.

- You may only add one Image Details entry for each Information Resource.

## 5.6 Imagery Sample Resolution Type: Post-Processing Resolution

Enter the resolution of the image that has been consulted, IF it has undergone any post-processing techniques that may have changed the original resolution of the image.

This field may NOT be left blank. If the image has not undergone any post-processing, the Post-Processing Resolution is 'Not Applicable'.

- Click on the 'Post-Processing Resolution' field and select an option from the dropdown list
- Click **'Add'**.

## 5.7 Processing Type

Enter the type of Processing that the image has undergone.

This field may NOT be left blank. If the image has no undergone any post-processing following its creation, the Processing Type is 'Not Applicable'.

- Click on the 'Post-Processing Resolution' field and select an option from the dropdown list
- Click **'Add'**.
- Repeat if the image has undergone multiple types of processing.

## 5.8 Date of Acquisition

Enter the date on which the image was captured/created.

- Click on the 'Acquisition Date' field and enter or choose the date when the resource was published.
- Dates can be entered by clicking on the date on the calendar pop-up that appears or by typing the date in yyyy-mm-dd format (e.g. 2016-07-14 for 14 July 2016).
- If only the year is known, enter the year and choose 1 January for the date. Similarly, if only the year and month is known, enter the date as the 1<sup>st</sup> of the appropriate month, for example 2020-05-01 for May 2020.

This field may be left blank if unknown, but it is a very important field when doing imagery analysis, so always try to fill it in, even if the date is approximate only.

## 5.9 Date of File

Enter the latest date on which the version of the image being consulted was created/modified through post-processing methods, if known. If an original image is being consulted and its date is recorded in the 'Date of Acquisition' field above, this field may be left blank (Figure 11).

- Click on the 'File Date' field and enter or choose the date when the resource was published.
- Dates can be entered by clicking on the date on the calendar pop-up that appears or by typing the date in yyyy-mm-dd format (e.g. 2016-07-14 for 14 July 2016).
- If only the year is known, enter the year and choose 1 January for the date. Similarly, if only the year and month is known, enter the date as the 1<sup>st</sup> of the appropriate month, for example 2020-05-01 for May 2020.



*Figure 11: This image was captured on the 1<sup>st</sup> of October 2020 and the file was changed (e.g. processed) on the 23<sup>rd</sup> of October 2020.*

### 5.10 Copyright Type

Enter the type of copyright that applies to the image. This field may NOT be left blank.

- Click on the 'Right Type' field and select an option from the dropdown list
- Click '**Add**'.



Imagery / الصورة ▼

Catalogue ID / هوية المصنف/الكتالوج Catalogue ID / هوية المصنف / الكتالوج	10300100628D1800
Source(s) / المصدر ▼ Source / المصدر	UNOSAT
Creator(s) / المصور/المالك ▼ Creator	DigitalGlobe
Image Details / تفاصيل الصورة ▼ Imagery Platform Type / نوع المنصة المزودة للصورة	WorldView-2
Imagery Sensor Type / ... نطاق لون الصورة	MSS (Multispectral Scanner)
Imagery Bands Type / نوع نطاق لون الصورة	Multispectral
Imagery Camera Sensor Ty... نوع مستشعر الكاميرا /	Unknown
Imagery Camera Sensor Resolution Type / نوع وضوح مستشعر كاميرا التصوير	0.46-0.59 m
Imagery Sampled Resolution Type / نوع وضوح عينة الصورة المتتقة ▼ Post Processing Resolution / المعالجة اللاحقة لوضوح الصورة	Unknown
Processing Type / نوع المعالج ▼ Processing Type / نوع المعالج	Unknown
Date of Acquisition / تاريخ الحيازة ▼ Acquisition Date / تاريخ الحيازة	2017-01-10
Date of File / تاريخ الملف No data added yet for Date of File / تاريخ الملف	
Copyright / حق النشر ▼ Right Type / نوع حق النشر	Copyright (All Rights Reserved)

Figure 13: A completed record view example of an entry for a satellite image for which you have access to the original image (i.e. not an online viewer like Google Earth).

Imagery / الصورة ▼

Catalogue ID / هوية المصنف/الكatalog / هوية المصنف/الكatalog No data added yet for Catalogue ID / هوية المصنف/الكatalog / هوية المصنف/الكatalog	
Source(s) / المصدر ▼ Source / المصدر	Google Earth (Pro)
Creator(s) / المصور/المالك ▼ Creator	DigitalGlobe
Image Details / تفاصيل الصورة ▼	
Imagery Platform Type / نوع المنصة المزودة للصورة	Unknown
Imagery Sensor Type / نوع نطاق لون الصورة	Unknown
Imagery Bands Type / نوع نطاق لون الصورة	Unknown
Imagery Camera Sensor Ty... / نوع مستشعر الكاميرا	Unknown
Imagery Camera Sensor Resolution Type / نوع وضوح مستشعر كاميرا التصوير	Unknown
Imagery Sampled Resolution Type / نوع وضوح عينة الصورة المنتقاة / المعالجة اللاحقة لوضوح الصورة	
Post Processing Resolution / المعالجة اللاحقة لوضوح الصورة	Unknown
Processing Type / نوع المعالج / نوع المعالج	
Processing Type / نوع المعالج	Unknown
Date of Acquisition / تاريخ الحيازة / تاريخ الحيازة	
Acquisition Date / تاريخ الحيازة	2019-02-15
Date of File / تاريخ الملف / تاريخ الملف No data added yet for Date of File / تاريخ الملف / تاريخ الملف	
Copyright / حق النشر / نوع حق النشر	
Right Type / نوع حق النشر	Copyright (All Rights Reserved)

Figure 14: A completed record view entry for Google Earth imagery.

## 6 Cartography

Use this card to record Information Resources that are visual/symbolic representations of geographical space, such as maps, plans, or elevation or section drawings.

- You should only complete this Card if your RESOURCE TYPE came from the CARTOGRAPHY category. If not, leave this Card BLANK.

### 6.1 Map Source

Enter the source company/institution/collection from which the map was purchased/sourced and with whom the copyright for said map may rest.

- Click on the 'Map Source Type' field and select an option from the dropdown list
- Click **'Add'**.
- Repeat for as many sources as are applicable
  - E.g. a map may come from the 'Smith Collection' at the 'Weston Library', in which case you should list both.

If the source for your map does not appear in the dropdown, contact a member of the EAMENA staff about whether it can be added to the list.

### 6.2 Creator

Enter the name of the Creator(s) and/or Owner(s) of the image. If this information is unknown, this field may be left blank, but make sure to adhere to copyright regulation by adding this field whenever it is known.

- Click on the 'Creator' field and begin typing the name into the field and click on the name when it appears.
  - Click **'Add'**.
- If the name is not in the list, choose 'Create a new Person/Organization'.
  - Follow the instructions for 'Author(s)' in Section 4.1 above.
- Repeat as many times as necessary.

### 6.3 Series

Enter the title of the series to which the map belongs. This field **MUST** be filled in.

- Click on the 'Imagery Platform Type' field and choose from the dropdown.
- Click **'Add'**.

If the map series you are recording does not appear in the dropdown, contact a member of the EAMENA staff about whether it can be added to the list.

### 6.4 Place of publication

Enter the full, unabbreviated name of the city and/or country where the Information Resource was published or from where it originates. If this is unknown or not applicable, leave this field blank.

- Click on the 'Place of Publication' field and type in the place in the format City, Country, e.g. Amman, Jordan.
- Click 'Add'.
- Repeat if there are additional places.

### **6.5 Projection type**

Enter the projection system used in the map. This field **MUST** be filled in.

- Click on the 'Projection Type' field and choose from the dropdown.
- Click 'Add'.

If the projection type you are recording does not appear in the dropdown, contact a member of the EAMENA staff about whether it can be added to the list.

### **6.6 Scale**

Enter the scale of the map. This field **MUST** be filled in. Choose 'Unknown', 'Other' or 'Not to Scale' if that is the case.

- Click on the 'Scale' field and choose from the dropdown.
- Click 'Add'.

### **6.7 Sheet Number / 'Tile Square Details'**

Enter the sheet number for the map, where applicable. If this field is unknown or not applicable, leave this field blank.

- Click on the 'Sheet Number' field and enter the sheet number.
- Click 'Add'.

### **6.8 Sheet Name / 'Tile Square Appellation'**

Enter the sheet name for the map, where applicable. If this field is unknown or not applicable, leave this field blank.

- Click on the 'Sheet Name' field and enter the sheet name.
- Click 'Add'.

### **6.9 Edition**

Enter the edition of the map, where applicable. If this field is unknown or not applicable, leave this field blank.

- Click on the 'Edition' field and enter the edition.
- Click 'Add'.

### **6.10 Date of Creation**

Enter the date of the map. If the date is unknown, leave this field blank.

- Click on the 'Date of Creation' field and enter or choose the date when the map was created or published.



- Dates can be entered by clicking on the date on the calendar pop-up that appears or by typing the date in yyyy-mm-dd format (e.g. 2016-07-14 for 14 July 2016).
- If only the year is known, enter the year and choose 1 January for the date. Similarly, if only the year and month is known, enter the date as the 1<sup>st</sup> of the appropriate month, for example 2020-05-01 for May 2020.

The screenshot displays a metadata entry form for a map resource. The left sidebar shows a hierarchical tree of metadata fields, and the main area shows the completed form with values for various fields.

**Resource Type** (Map)

**Information Carrier**

- Format Type: Online Access
- Format Type: Physical Material

**Cartography**

- Map Source Type: University of Texas Libraries
- Creator Appellation
- Series Type: K501
- Place of publication
- Projection Type: Unknown
- Scale Type: 1:50,000
- Tile Square Details: Sheet Number: J-37 X
- Tile Square Appellation: Sheet Name: Balad Sinjar
- Edition
- Date of Creation: 1942-10-01

**Shared Data**

- URLs
- Location
- File Upload
- Additional Information

**Related Resources**

**Manage Permissions**

Figure 15: A completed record view entry for a map.

## 7 Shared Data

Use this card to record the details of data that has been officially shared with EAMENA from individuals or projects. These data will normally be unpublished; if the data are published, these should be recorded under Bibliography.

- You should only complete this Card if your RESOURCE TYPE came from the SHARED DATA category. If not, leave this Card BLANK.

### 7.1 Shared Data Source

Enter the name of the person, people, or institution with whom the sharing agreement was made/who created the data and have provided access and permission to use the data. If more than one is entered, each should be entered individually. You MUST fill in this field.

- Click on the 'Shared Data Source' field and enter the name.
  - Names of people and institutions should be written out in full.
  - Follow the formatting guidelines for 'Authors' in Section 4.1 above.
- Click **'Add'**.
- Repeat if necessary.

### 7.2 Shared Data Source Project

Enter the full name of the project(s) from which the data were shared. If more than one project, each should be entered individually.

If this field is not applicable, e.g. the data belongs to an individual researcher not attached to a specific project, this field may be left blank.

- Click on the 'Shared Data Source Project' field and enter the name.
- Click **'Add'**.
- Repeat if necessary.

### 7.3 Shared Data Source Affiliation/Copyright

Enter the full name of the project/individual's institutional affiliation relevant at the time of the data creation/transfer written out in full. i.e. The University of Oxford; Centre National de la Recherche Scientifique.

If this field is not applicable, e.g. the data belongs to an independent researcher not attached to a specific project or institution, this field may be left blank

- Click on the 'Shared Data Source Affiliation' field and enter the name.
- Click **'Add'**.
- Repeat if necessary.

### 7.4 Shared Data Source Date

Enter the Date of the sharing agreement. If this information is unknown, leave this field blank.

- Click on the 'Shared Data Source Date of Creation' field and enter or choose the date when the data was shared.

- Dates can be entered by clicking on the date on the calendar pop-up that appears or by typing the date in yyyy-mm-dd format (e.g. 2016-07-14 for 14 July 2016).
- If only the year is known, enter the year and choose 1 January for the date. Similarly, if only the year and month is known, enter the date as the 1<sup>st</sup> of the appropriate month, for example 2020-05-01 for May 2020.

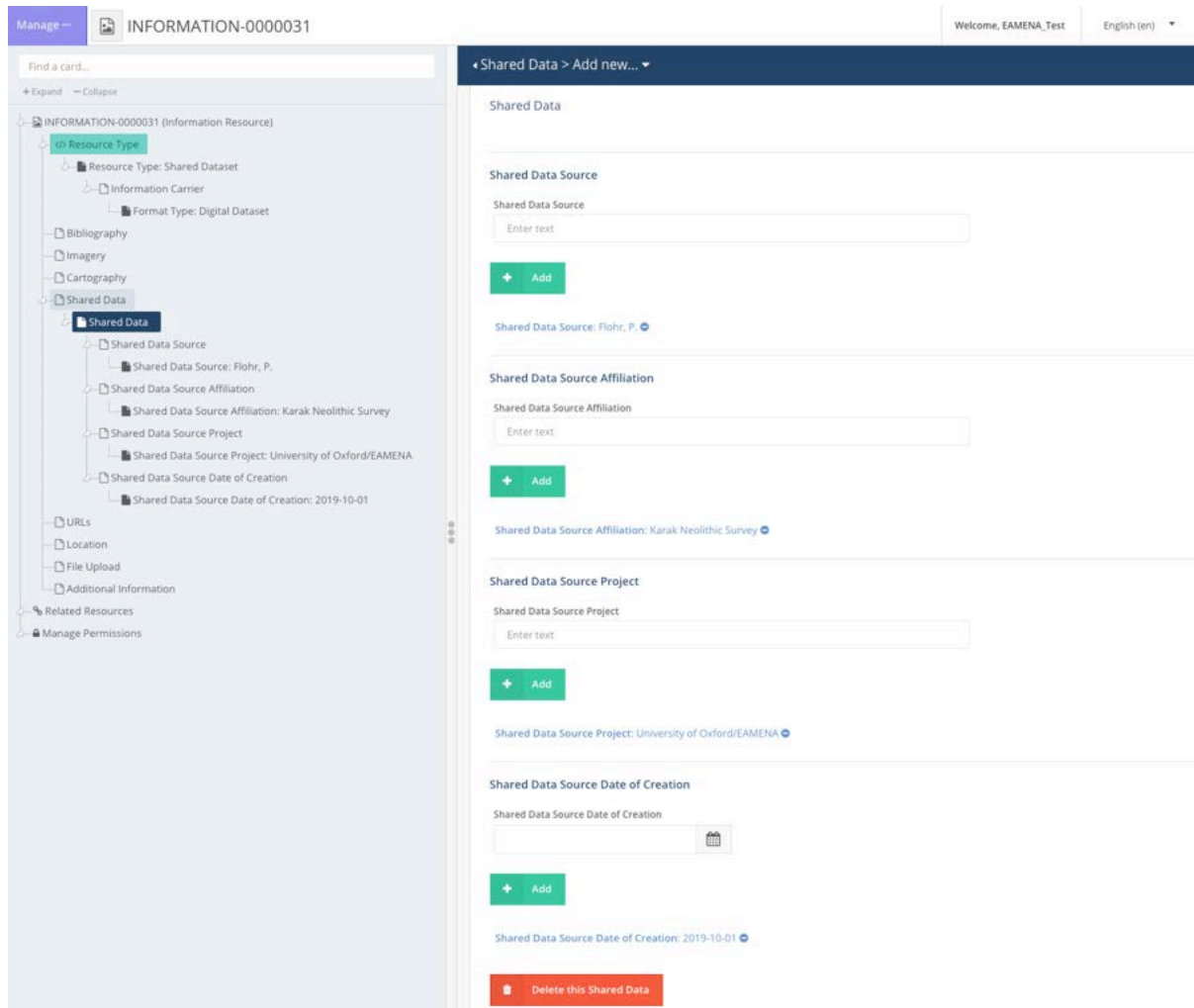


Figure 16: An example of a shared dataset Information Resource card.

## 8 URLs

Fill in this card if your Information Resource was accessed online or has a website that is directly relevant to or offers further information to the Information Resource. You can fill in this card in addition to any of the previous ones.

For example, if you consulted a book online, you would fill in the Bibliography card, and then put the URL information in this card.

If you have used an online source, this card **MUST** be filled in. If not, leave this entire card blank.

Click on URLs in the Card Tree to go to that card.

- Click on the 'URL' field and enter the full website URL into the box.
  - Avoid copy-pasting where possible or make very sure to paste text only, without any code or make-up as this can interfere with the database.
- Click on the URL Access Date and enter the date on which you accessed the website in yyyy-mm-dd format.
- Click '**Add**'
- Repeat if more than one URL is relevant to this resource (not normally the case).

Note: This will not create a hyperlink directly to the website(s) in question.

*Figure 17: An example of the URL card.*

## 9 Location

Fill in this card to add a location to your Information Resource.

- Adding a location to your Information Resource can be very useful as it helps finding the resource using the map/location search.

This card is mandatory for photographs.

For other resource types, this card is optional.

- Information Resources that are not linked to one specific geographically defined area or are more general in nature (e.g. a guidebook or an overview of a region/site's history – as opposed to a survey or excavation report recording the activities of a specific project), should **not** normally have geometries attached.

Refer to **Tutorial 5: Geometries** for detailed instructions on how to add geometries.

- Use the map to draw or upload the geographical area that is referred to in or covered by the Information Resource, for example:
  - the area covered by a map or satellite image (this does NOT include those accessed via virtual globes such as Google Earth or Bing)
  - the specific geographic boundaries of a published survey or excavation
  - the location of a photograph.
- For geographically inexact sources, e.g. oblique aerial photographs, or where it is otherwise not possible to draw an accurate polygon, you may place a pin to mark the approximate geographic location or centre of the Information Resource.

- For aerial photographs especially the camera might have recorded the location of the photographer, and it can be more suitable to enter this location. In this case, make sure to make a note of this in the 'Additional Information' card (see Section 11 below).

## 10 File Upload

This card is OPTIONAL.

In some instances, it may be desirable to upload a copy of the Information Resource itself (e.g. a photograph or satellite image), or further documentation related to the resource (e.g. survey notes, sketch map).

To add a file:

- Click on 'File Upload' in the Card Tree.
- Drag and drop the document onto the panel where indicated to upload it or click 'Select Files' and navigate to the file you would like to upload from your computer. Choose the file and it will be uploaded and appear in a list below (Figure 18).
- Click 'Add'
- Click on the X beside the file name to delete the selected file or click on 'delete all files' to delete all uploaded files.
- Click on 'add more files' to navigate to your folders on the computer and choose another document to upload for the built component.
  - You may upload as many documents as you need.
  - The maximum size of any single file is 200MB; however, please make sure that your file is smaller, **ideally less than 1 MB**, and not larger than 3–4 MB, in order to not fill up the database server and keep the database working well.

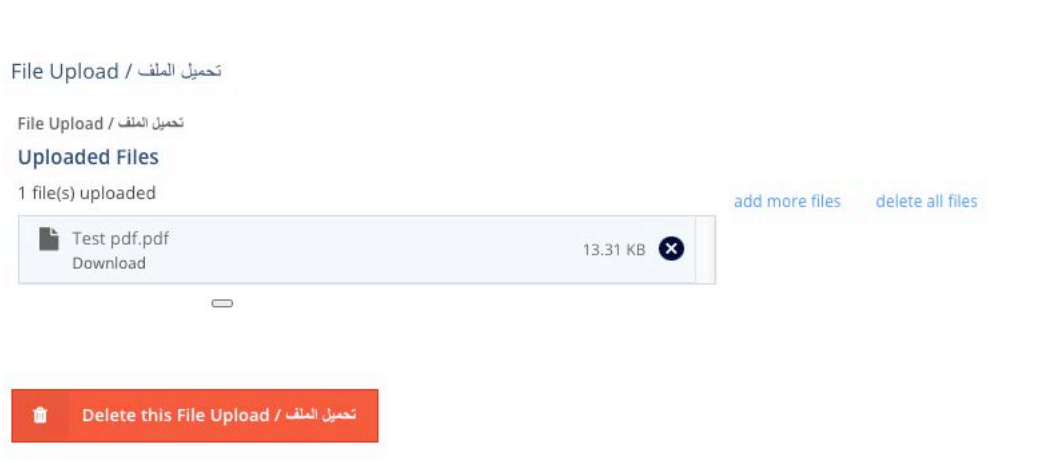


Figure 18

### IMPORTANT NOTE REGARDING COPYRIGHT:

Please bear in mind that the EAMENA database is OPEN ACCESS and therefore ANY images or files that are uploaded MUST be Public Domain. It is your responsibility to ensure that you have permission to upload the file into the EAMENA database and that doing so does not violate any copyright or intellectual property laws.

Any images or files that are found to violate copyright will be DELETED immediately. If you find any images or files in the database that you know or suspect to be in breach of copyright, please notify a member of the EAMENA team.

Furthermore, please be aware that if you upload any personal or otherwise unpublished files (e.g. personal photographs, survey notes) these may be downloaded and used by anyone who has access to the database. EAMENA are not responsible if files are downloaded and used in ways not approved or anticipated by the uploader. If this is not acceptable, or if there is any doubt as to the copyright or ownership of an image or file, DO NOT upload it. Please contact a member of the EAMENA team if you have any questions or are unsure whether a file should or should not be uploaded.

## 11 Additional Information

This card is OPTIONAL.

This card consists of a Free-text box in which you can enter Additional Information about the Information Resource, if necessary. **In most instances, it will be unnecessary to use this Card and its use is generally discouraged.** It should only be used in cases where information that is vitally important to understanding the resource does not fit into any of the standard fields. An example is to add a brief description and the direction of a ground photograph, or the example mentioned above, where the location indicates the location of the photographer rather than the photographed feature.

Any information being entered MUST BE TYPED directly into the text box. You must NEVER copy and paste information from any other source. Websites and programs such as Microsoft Word contain code that is embedded into all text which can interfere with the functionality of the database.

## 12 Related Resources

Use this card to search for and link other resources to your record.

- Every Information Resource MUST be linked to at least one Heritage Place, Built Component, Geoarchaeology, or Detailed Condition Assessment resource.
- The primary purpose of Information Resources is to record what specific sources have been used in the creation of records in the EAMENA database, so if it has not been used to contribute to one of these it should normally not be entered.
- You can make MULTIPLE relationships.

Information Resources should be related to any and all of the resources in the database they give information about.

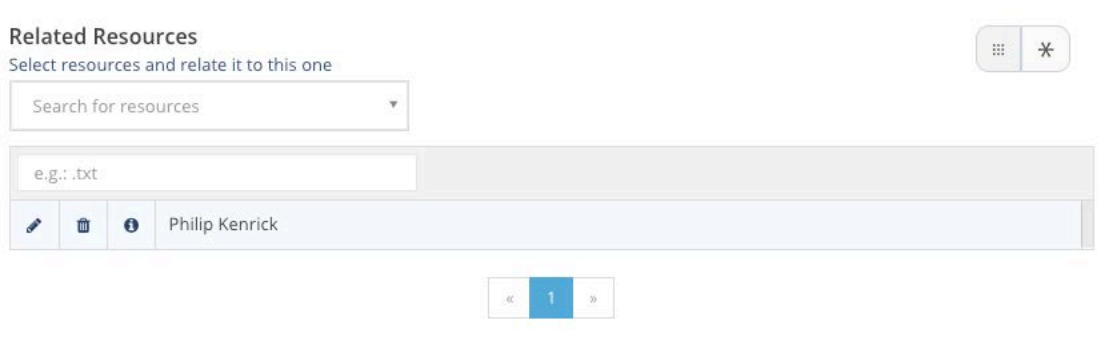
- For example, if a Detailed Condition Assessment is based on a certain publication, the Information Resource record of this publication should be related to the Detailed Condition Assessment. It should also be related to the relevant Heritage Place or Built Component Resource.

Relationships can be made through EITHER the Information Resource record OR the other record. For instructions on how to add a relationship to an Information Resource from, e.g. a Heritage Place, Built Component, etc. record, please see the tutorials on those types of resources.

## 12.1 Adding Related Resources

Click on 'Related Resources' in the Card Tree to go to that card.

- Any relationships which already exist between your Information Resource and other records should already appear here, including Person/Organisation records you added in, e.g. the 'Author' field in previous sections (Figure 19).
- Make sure to double-check that these relationships have been added correctly.



*Figure 19: This information resource is already related to the Person/Organization record for 'Philip Kenrick' because he was added as the 'Author' of the book that this record is for in Section 4.1 above.*

To add further relationships:

- Click where it says 'Search for resources' and find or type in the ID number of the resource you want to make a relationship with.
  - This will normally be records such as Heritage Places or Geoarchaeology records, but could also include further Person/Organization records, if the Information Resource provides significant information about a Person or Organization's activities.
    - E.g. You have created an Information Resource record for a book written by 'Jane Smith', who was director of the 'Archaeology Project' about excavations at 'Site', which you used to create Heritage Place record (EAMENA-0000125) for that site.
      - Your record should already be related to the Person/Organisation record for 'Jane Smith', as the author of the book (Section 4.1 above), which you did earlier in the record.
      - You **MUST** add a relationship to the Heritage Place record EAMENA-0000125 for 'Site' to indicate you used the book to create that record. You can do this from the Related Resources card here, or from the Heritage Place record itself.
      - You **MAY** also add a relationship to the Person/Organisation record for 'Archaeology Project' if such a record exists, but this is not necessary.
- Click on the 'edit' (pencil) symbol if you want to go to the editing page for a related resource.
- Click on the 'delete' (bin) symbol to delete the relationship.
- Repeat for as many resources as the Information Resource is related to.