

Artefacts Canada Contribution Procedure for VMC/CHIN Project Partners

September 18, 2002

Essential information

As specified in your VMC Contract or Joint Project Agreement, you will need to submit collections records and images to Artefacts Canada. This will make it possible for them to be shared with other museum professionals and with the public through the VMC Image Gallery and Artefacts Canada. You are encouraged to send as many of your collections records as possible, even if they are not featured in your VMC exhibit. Your collections records that include images will be visible in both the VMC Image Gallery and in Artefacts Canada. The records without images will only be visible in Artefacts Canada.

All the information you need to contribute to Artefacts Canada can be found at http://www.chin.gc.ca/English/Artefacts_Canada/Contribute/index.html.

You must have an automated collections management system of some sort in order to send data. Anything from an Excel spreadsheet or Word processing document to a commercially available collections management software package will work.

It's usually a good idea to inform your collections manager/registrar of the requirement to contribute to Artefacts Canada at the beginning of the project.

Help is always available to you. Please feel free to call CHIN at 1-800-520-2446, or e-mail us at service@chin.gc.ca.

Artefacts Canada - Contribute - Microsoft Internet Explorer

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Contribute

If you've completed the sign up procedure below, you may fast track to [contribute](#) your collections data here.

OR

Sign up to Contribute

A one time procedure - whether you are a previous National database contributor or a new contributor to Artefacts Canada, follow the 5 steps below.

1. [Join CHIN/VMC](#). Please note that this is not required for previous National database contributors who have already signed the "Agreement with Contributing Members".
2. If you are eligible, please review the [Contributor Documentation](#) which will outline what is required and guide you through the steps of your initial on-line contribution.
3. While you are having the agreements signed, you can [Register to contribute](#). This is a one time procedure for previous National database contributors or those who are having the above agreements signed.
4. After receiving your contributor user id and password via E-mail, you may begin [mapping your fields to CHIN's and uploading test files](#).

Step 1. Join CHIN/VMC

Your institution will already have become a CHIN member before submitting a proposal to the VMC Investment Program or before signing your Joint Project Agreement. Please print, complete and sign the CHIN Agreement with Contributing Members (Part D), and return it to CHIN by mail or fax. Proceed to Step 2.

Step 2. Review the Contributor Documentation.

The Contributor Documentation will outline what is required and guide you through the steps of your initial on-line contribution.

Please note the following image specifications:

Thumbnail images

125 - 150 pixels (maximum) along longest dimension

File format: JPEG

8-bit greyscale or 24-bit colour

File size: less than 5 K.

Display (or full-size) images

500-800 pixels (maximum) along longest dimension

File format: JPEG

8-bit greyscale or 24-bit colour

File size: less than 50 K.

Image files may be located on CHIN's server or any other server identified by your Institution.

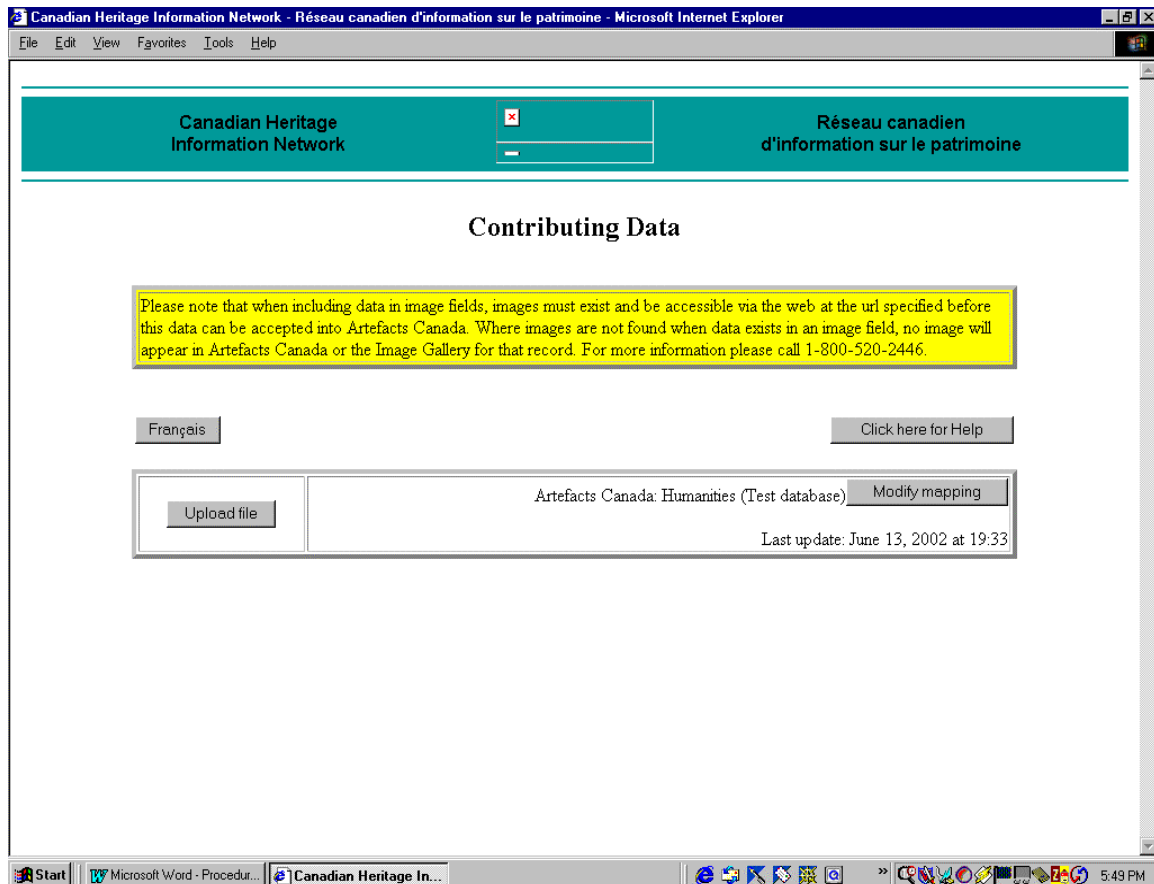
Please consult the Contributor Documentation for information on data specifications, including a list of mandatory fields.

Step 3. Register to contribute

Once you fill out this on-line form and submit it, you will receive an email containing your user ID and password for contributing to Artefacts Canada. You will need this ID and password to do the next step.

Step 4. Match your fields to CHIN's fields and send a test file

When you click on the link at Step 4, you will see the following screen:



Click on the button that says, "modify mapping". You will then see a table that you can use to match the fields in your database to CHIN's fields. For help with field mapping, you may wish to refer to the CHIN Data Dictionaries (http://www.chin.gc.ca/English/Collections_Management/Data_Dictionaries/index.html) which provide more information about each field. Once you have completed matching your fields to CHIN's fields, the table will be saved so that you will not have to do this again unless you wish to make a change.

You are now ready to "upload" (send) a test file to Artefacts Canada. Click on the "upload file" button, and you will be able to "browse" your local system to find the file that you wish to upload.

Step 5. Verify your test file, and send the final file to CHIN.

After waiting 24 hours, you can view your test file to make sure that the data is appearing as you expected. If there are problems, you may need to make changes to the mapping table. When you are satisfied with the way your data looks, contact CHIN to let us know that your testing is complete, and that you are ready to send your final file. You can then send the final file using the same procedure that you used to send the test file.