



CREATING A NEW DIGITAL HERITAGE ITEM

These instructions are intended to help Community Content Managers add resources to the SHN. Included are some key points for creating resources. Please also note that instructions are also located beneath most of the metadata fields.

1. Log in to your SHN account.
2. Select “+Digital Heritage” from the upper-left corner.
3. When selecting “+Digital Heritage,” the “Mukurtu Essentials” tab is automatically selected. Enter a title in the first field.
 - a. Use a published title, if one exists.
 - i. Example: [Sound Directions: Best Practices for Audio Preservation](#)
 - b. If no title exists, create a brief, descriptive title.
 - i. Example: [Showcase of the California Indian Museum and Cultural Center](#)
4. Enter a brief summary of the item, if desired.
5. Add or embed the resource.
 - a. Select the media tray on the right side of the screen.
 - i. If re-using a media item already uploaded, select the top icon.
 - ii. Otherwise, select the option that corresponds to the media type you wish to upload (e.g., audio, text, image).
 - b. Directly upload files **less than 4.88 GB** by clicking on “Choose File” and navigating to resource.
 - c. Larger resources may be embedded from a third-party site, such as Vimeo or Slideshare.
 - i. Click on the “Web” tab and enter the embed URL to add a resource from a third-party site.
 - d. After uploading your media item (or Atom), you may add metadata to that item, including a description, creator, and a protocol (see step 9 for more info on protocols).



Create Atom Close Window

Source » Add » **Options**

Title *

Heart Mountain Obon

Protocol

Atoms are open by default. The Protocol field lets you restrict who sees the atom, and who can re-use the atom in their own Digital Heritage items. This permission is independent of the Digital Heritage's Cultural Protocol. In general it is best to leave this open. If you select multiple Protocols, users with access to ANY of the Protocols will be able to see this item.

6. If you wish to add the resource to your community, make sure your community is selected under the “Communities” field.
 - a. If you do not wish to associate the resource with your community, select “Collaborative Stewardship.”
7. Use the Cultural Protocols to decide how you want to share the resource.
8. Choose one or more categories to help people find your resource.
 - a. If an appropriate category does not exist, email support@sustainableheritagenetwork.org and we will create an appropriate category.
9. Enter the name of the author(s) or creator(s).
 - a. When entering the name of a creator, use First Name Last Name format.
 - i. Example: Jane Doe
 - b. Multiple creators may be entered by separating each name with a semicolon.
 - i. Example: Jane Doe; John Doe
10. Enter the date when the resource was created in the “Date” field.
 - a. Incomplete dates are acceptable if exact date of creation is not known.
11. Select the next tab “Mukurtu Core” to create narrative descriptions for the object.
12. You may add cultural contextual information through the “Traditional Knowledge” and “Cultural Narrative” fields.
13. Add a description to provide basic information about the resource.
14. Enter keywords to further help users find the resource.
 - a. Use an existing keyword by typing part of a term, then selecting from the listed choices.

Keywords

arch|

- archival processing
- archival server

- b. Multiple keywords may be created by placing a semicolon between the terms.
15. Enter a statement in the Rights field, whenever possible.

16. If you or your institution holds intellectual rights to the resource, you may assign it a license.
 - a. Traditional Knowledge Licenses are for indigenous cultural heritage.
 - b. All other materials may be assigned a Creative Commons License.
17. The “Additional Metadata” is a place to enter information about the type of resource added, its format (e.g., jpeg, pdf, mp4), language of the resource, additional subject headings, and a transcription.
18. You may use the “Relations” tab to connect the resource with other resources and collections.