

# ARTstor Shared Shelf beta testers

## Cornell testers:

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**Beta test period:** July 12 - August 20, 2010

**Access:** To access Shared Shelf Beta 0.1, please go to: <http://catalog.sharedshelf.demo.artstor.org/login.html>; Please refer to the email that ARTstor sent for your username and password.

**Training & Support:** If you missed the web-based ARTstor demonstrations of Shared Shelf Beta v 0.1, please contact Liz Muller or Glen Wiley to provide yourself with a general familiarity of the software's features. For all support questions, please contact Elizabeth Berenz ([Elizabeth.berenz@artstor.org](mailto:Elizabeth.berenz@artstor.org) or 212-500-2426).

## Cornell Feedback

We want to know what custom fields are needed for your work. ARTstor already has a default set of 32 metadata fields, but we would like to know what others would be desired. Also, if there is a custom field, do you have a controlled list that you would like to use in the custom field?

## ARTstor Feedback

You will find complete beta testing instructions by clicking the link in the center of the Shared Shelf log in page that says "Give Feedback." This will open a separate tab of instructions in your browser. Please note two identical tabs of instructions may open when you click this link; if this happens just close one of the tabs. If you would like to see a pdf of the complete instructions for reference, it is available here: <http://www.artstor.org/what-is-artstor/w-pdf/shared-shelf-beta-feedback.pdf>. All feedback should be entered in the online feedback form.

## ARTstor's Set up / Configuration of Shared Shelf Beta v 0.1:

Much of the functionality that will allow users with administrative privileges to set up and configure Shared Shelf is coming in future versions. Therefore, ARTstor will pre-configure Shared Shelf for this initial beta test period. What follows below is a description of the default settings you can expect to see within the beta version of Shared Shelf. Some settings, such as KVP fields and controlled lists, may be customized. If you require any customization, we ask that you provide us with your input by June 16 so we can properly configure Shared Shelf prior to the start of the beta test period.

### - *Shared Shelf Projects and hosted collections in ARTstor*

An empty, sample project will be set up prior to the start of the beta, and all beta testers from your institution will work on the same project (e.g. all users will be adding and editing records within the same sample project). Similarly, an empty, sample, institutional hosted collection will be set up in a test version of ARTstor so that beta testers can publish content from the sample Shared Shelf project into the sample hosted collection in ARTstor to see how content flows from the cataloging tools (Shared Shelf) to the end user access and use software (ARTstor).

The sample project in Shared Shelf will be named "Sample [institution name] Project" (i.e. "Sample Yale Project"). The sample hosted collection in the test version of ARTstor will be named "Sample [institution name] Digital Image Collection" (i.e. "Sample Yale Digital Image Collection").

### - *Cataloging screens*

During the beta period, all beta testers will use the same cataloging screens to add new or edit existing records. A cataloging screen is the data entry form that users see when cataloging a record. Multiple cataloging screens can be set up per project; however, for the beta period, ARTstor will set up just "brief" and "full" cataloging screens. The "brief" cataloging screen will contain a sub-set of the full list of the available cataloging fields while the "full" cataloging screen will contain all possible cataloging fields. These are sample screens to provide beta testers the opportunity to experiment with choosing different data entry formats to perform their work; in future versions of Shared Shelf, users with administrative privileges may create their own custom, cataloging screen(s) for each project.

### - *Custom fields*

Shared Shelf Beta v 0.1 will provide a default set of 32 metadata fields (see attached Data Dictionary document in Excel). In future versions of Shared Shelf, users with administrative privileges will be able create unlimited numbers of custom fields per project; however, for the beta, ARTstor will need to set up the fields for you prior to the start of testing.

### - *Controlled lists*

Each custom field added to Shared Shelf beta version 0.1 can be set up to restrict data entry to only values contained within a controlled list.