

## Quick Start User Manual – Version 7 – Public Browser

CollectionSpace is a web-based, open-source collections information management system. From cataloging and loans to inventory and digital asset management, CollectionSpace is used to manage many of the day-to-day activities of museum collections professionals and others who work with art, artifacts, objects, and specimens.

This manual provides a quick overview of the public browser of the CollectionSpace application.

QUICK START USER MANUAL – VERSION 7 – PUBLIC BROWSER .....	1
DOWNLOADING AND INSTALLING.....	1
PUBLIC BROWSER USER ACCOUNT.....	1
PUBLIC INTERFACE .....	2
PUBLISHING OBJECT RECORDS .....	3
PUBLISHING MEDIA RECORDS .....	3
PUBLISHING EXHIBITION RECORDS .....	4
LINKS .....	4

## Downloading and Installing

The CollectionSpace Public Browser is a JavaScript application that plugs into a museum’s existing content management systems, e.g. WordPress, Drupal, etc.

Instructions on how to download and install the plug-in for your specific content management system can be found on the CollectionSpace GitHub page. Installation of the plug-in can be done by someone with administrative privileges for the content management system. It does not require a high level of technical know-how, just a willingness to follow directions.

WordPress: <https://github.com/collectionspace/wp-collectionspace>

Drupal (v8+): <https://github.com/collectionspace/drupal8-collectionspace>

DNN: <https://github.com/collectionspace/dnn-collectionspace>

## Public Browser User Account

To enable the public browser, you need to create a read-only user account. The user account and password should be assigned the TENANT\_READER role, and follow the format:

Login: gateway@YOURSPACEURL, e.g. gateway@core.collectionspace.org

Password: gateway4u

## Public Interface

The public interface of the standard implementation of the public browser includes the following elements:

- Thumbnail images (or placeholder text) for all published Objects
- Keyword search (🔍 Search collection)
- Faceted browse (Refine results)
- Object detail page

Search collection Search

Refine results: 30 items found Best match ▾

**IDENTIFICATION**

**Department** ▾

Search

- Decorative Arts (9)
- Paintings and Sculpture (12)
- Photographs (1)
- Prints and Drawings (5)

**Name** ▾

Search

- bag (1)
- container (1)
- decorative arts - glass (1)
- equipment-survival (1)
- incandescent lamp (1)

Grid of 12 items:

- Untitled (Coyote and Turtle)
- Turtle resting on a scroll
- Powdered tea container (natsume)
- Ticket for a Stevie Wonder performance in Japan
- Panel
- Bag
- Dolores del Rio
- Popocatepetl, Spirited Morning -- Mexico

### Popocatepetl, Spirited Morning -- Mexico painting

This record contains sample data provided by CollectionSpace community members or adapted from open access resources. While the record may reference real artworks, people, and organizations, the information should not be read as an accurate description of

#### Identification

Number: 20CS.2004.30.3  
 Department: Paintings and Sculpture

#### Description

Material: oil  
 board  
 Technique: oil on board  
 Subject: landscape  
 Mexico  
 disaster  
 volcanic eruption  
 mountain  
 Popocatepetl

Dimensions: 25 x 29 in. (63.5 x 73.7 cm)

Credit: Image and object details courtesy  
 Smithsonian American Art Museum,  
 Smithsonian Open Access

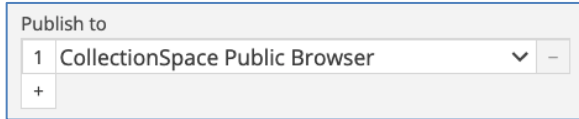


#### Production

Person: Marsden Hartley  
 Place: Mexico City, Mexico  
 Date: 1932

## Publishing Object Records

To publish an Object to the Public Browser, select the value CollectionSpace Public Browser from the Publish To fields in the Object Identification section of the Object Cataloging record.



Publish to  
1 CollectionSpace Public Browser

Only select fields will be made available to the public. A complete list of all fields available on the public browser can be found on the [program wiki](#), these fields vary slightly depending on which profile of CollectionSpace you are using (e.g. fine art, anthropology, etc.), but all profiles include the fields below. All fields may be search via keyword search, fields with an \* are included in the faceted browse interface.

Title	Material*
Object name*	Color*
Accession/Identification number	Responsible department*
Brief description	Content > Concept*
Object production person*	Production technique*
Object production organization*	Dimensions
Object production people/culture*	Credit line
Object production date*	Has image*
Object production place*	

## Publishing Media Records

To publish a Media Handling record to the Public Browser, select the value CollectionSpace Public Browser from the Publish To fields in the Media Handling Information section of the Object Cataloging record. Only Media Handling records related to Objects with a Publish To value of CollectionSpace Public Browser will appear on the Public Browser. You may publish as many related Media Handling records as you like. Note that only images will appear on the Public Browser, other file types will just appear as their file extension (just as they do in the CollectionSpace staff interface).

Ticket for a Stevie Wonder performance in Japan  
tickets

This record contains sample data provided by CollectionSpace community members or adapted from open access resources. While the record may reference real artworks, people, and organizations, the information should not be read as an accurate description of

**Identification**  
Number: 20CS.2016.68.3

**Description**  
Material: ink  
paper  
Technique: ink on paper  
Dimensions: H x W: 2 x 5 1/2 in. (5.1 x 14 cm)  
Credit: Image and object details courtesy National Museum of African American History and Culture, Smithsonian Open Access

**Production**  
Place: Japan  
Date: 1981



## Publishing Exhibition Records

To publish an Exhibition record to the Public Browser, select the value CollectionSpace Public Browser from the Publish To fields in the Exhibition Information section of the Exhibition record. Only Exhibition records related to Objects with a Publish To value of CollectionSpace Public Browser will appear on the Public Browser.

Only select fields will be made available to the public. A complete list of all fields available on the public browser can be found on the [program wiki](#); the fields appearing in the Exhibition section of the Object Detail records are below. All fields may be search via keyword search, only the Exhibition title is included in the faceted browse interface.

Objects may be related to multiple Exhibition records, but if an Object is related to more than one Published Exhibition record, **only data from one related Exhibition record will appear in the Public Browser**. The information in the three fields on the Object record does not change if the related Exhibition changes.

### Object Record

Object History Note – called Object Story in Public Browser

Owner’s Contribution Note – called Donor Story in Public Browser

Viewer’s Contribution Note – called Curatorial Story in Public Browser

### Exhibition Record

General Note – called Donor Story in Public Browser

Curatorial Note – called Curatorial Story in Public Browser

**Posters in the Collection**

**Object Story**

This is a sample of an Object Story about this Object. This text is specific to this Object, and will only appear if this Object is related to an Exhibition that is also published to the CollectionSpace Public Browser. Text entered into the Object History Note of an Object record will appear here in the Public Browser.

**Donor Story**

This is a sample of an owner’s story about their connection with this Object. This text is specific to this Object, and will only appear if this Object is related to an Exhibition that is also published to the CollectionSpace Public Browser. Text entered into the Owner’s contribution note field of an Object record will appear here in the Public Browser.

This is a sample of a Donor Story related to this Exhibition. This text is specific to this Exhibition, and will only appear if this Exhibition is related to Objects that are also published to the CollectionSpace Public Browser. Text entered into the General note field of an Exhibition record will appear here in the Public Browser.

**Curatorial Story**

This is a sample of a curatorial story about this Object. This text is specific to this Object, and will only appear if this Object is related to an Exhibition that is also published to the CollectionSpace Public Browser. Text entered into the Viewer’s contribution note field of an Object record will appear here in the Public Browser.

This is a sample of a Curatorial Story related to this Exhibition. This text is specific to this Exhibition, and will only appear if this Exhibition is related to Objects that are also published to the CollectionSpace Public Browser. Text entered into the Curatorial note field of an Exhibition record will appear here in the Public Browser.

## Links

Links to searches, facets, and Object detail pages are persistent. You can share them or use them elsewhere on your CMS to refer to specific Objects or search result sets.