



Getting Started with Aluka

Learning to Use Aluka
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Note to users:

The information in this guide is essentially the same as the information on the Aluka website at <http://www.aluka.org>. However, materials on the website can be updated more frequently. When you have a question, we recommend that you first look it up on the website, and then, if you cannot find the answer, send the question to us at user_services@aluka.org. We'll be glad to assist you.

Content Areas and Disciplines

Materials in the Aluka digital library are categorised into a Discipline list for easy access, but much of the material in the digital library has been acquired through three main digitisation projects:

- African Cultural Heritage Sites and Landscapes
- African Plants Initiative
- Struggles for Freedom in Southern Africa

You can read more about these three projects in articles under the Content menu (<http://www.aluka.org/page/content/index.jsp>). The material acquired through each of these projects is presented as a content area, and institutions sign up for access to one or more of the content areas when setting up their participation in Aluka.

Additional materials that are contributed to Aluka outside these three digitisation projects are identified in Aluka as contributed content. All participating institutions have access to the contributed content. It can be located through a straightforward search or by entering the digital library through a discipline selection from the Home page.

Information Content and the Digital Library

The Aluka website includes two kinds of content: public information that is available to anyone, and the full content of the Aluka digital library, which is entered by participants through the Browse and Search functions. The public information explains the initial content areas in Aluka, provides information about the project, and tells how to join Aluka. Also available to the public are partner pages and the Help information (frequently asked questions and answers—FAQs—and the online Tips and Techniques), as well as the list of materials found in Aluka and information down to the metadata level for specific materials in the digital library. Anyone at a participating institution can use Aluka's specialised viewers, read the full text of located materials, and download materials for offline use.

Participating Institutions

The current list of participating institutions can be accessed online at: <http://www.aluka.org/page/join/participants.jsp>.

Logging into Aluka

Institutional Access

As a member of a participating institution, when you bring up the Aluka website, you should immediately see the message at upper right: **Access provided through: institution**. This is designed to be automatic through the IP address of your computer.

For some institutions, IP-based access is not possible, and instead you will log in with an organisation-wide Aluka ID and password. These give you access to the Aluka digital library. If you have been given an organisation-wide Aluka ID, log in with it first, then proceed as below to set up your personal User ID.

Passwords and Logging In

Your User ID enables you to save your settings between sessions and to tag materials for later use in My Aluka and to share your tagged materials with other Aluka users.

Creating a User ID and Password

To create a User ID, click on the Log In link. On the resulting Login page, click on the link to Create a User ID. Required fields are marked with an asterisk (*).

Password and User ID Guidelines

User ID: Your User ID can be any desired character string of at least five characters in length, as long as it is unique within Aluka. You might want to use a version of your name, or even an email address.

Password: Your password must be at least six characters in length and include at least one letter and one number or special character.

If You Forget Your Password

If you attempt to log in but have forgotten your password, click on the Forgot password? link on the Login form. The resulting form will let you request an email reminder of your login and password. You must use the same email address as when you requested your Aluka User ID.

If You Want to Change Your Settings

If you want to change your ID, password, or email address, first sign in, then click on the **My Account** link at upper right on any page in the Aluka website. The resulting page allows you to maintain your personal information and preferences.

Remote Access

Your institutional subscription supports access from anywhere on campus. If you need to access Aluka while away from campus, your first option is to use the standard remote access provided by your institution. This may require you to log in through a virtual private network (VPN), a remote proxy, or another standard method, and then access Aluka after establishing that connection. If you are in a situation where this does not work for you, you can request that a temporary registration be added to your Aluka User ID. To do this:

1. While on campus, log in to Aluka with your Aluka User ID. (If you do not yet have an ID, you can create one from the Login Page.)
2. Click the **My Account** link at the top of any page in Aluka.

In response, the Settings page displays.

3. On the Settings page, click the **Request Remote Access** link. The resulting Request Access page informs you about the availability and length of time for a registration. To claim an available registration, click the Submit button.

In response, a message lets you know whether you have been granted access and for how long.

4. After you receive your confirmation, while away from campus, access the Aluka URL: <http://www.aluka.org>, and log in with your Aluka User ID.

Access terms: Remote registrations are available in limited numbers per institution, for a two-week period of use.

Longer term access: If you need remote access for a longer period of time (for a sabbatical or extended off-campus assignment, for example), please contact Aluka's User Services group at user_services@aluka.org and explain your need.

Browsing in Aluka

You can browse the Aluka digital library by selecting choices from supplied categories. You can mix and match these choices in the order you need while viewing the first page of results.

Aluka also supports:

- Combining Browse Categories (see page 9)
- Browsing in a Content Area (see page 9)

Basic Browse Concepts

The materials in Aluka are available through two main entry points: Disciplines and Content Areas. If you are interested in exploring what is available in your area of study, select the discipline name from the Home page. If instead, you are interested in one of Aluka's curated content areas (African Plants, African Cultural Heritage Sites and Landscapes, or Struggles for Freedom in Southern Africa), start by selecting the appropriate content area link.

The next page gives you an introduction to what Aluka offers in that discipline or content area. For example, if you choose Art & Art History, you will see a list of collections at left, with the main browse categories shown at the right. You could decide to search within this set of collections, just explore a single collection, or choose one of the browse categories to refine the list further.

Suppose you have heard that Aluka has some interesting botanical art, and you want to see the paintings. Starting from the Art & Art History Discipline page:

1. Select Resource Type at top right.
On the resulting list, you see the first 20 items in all of Art & Art History, and on the left, the 'Resource Type' category is open.
2. Select Paintings.
On the resulting list, you see the first 20 paintings.

You could also click on the 'Paintings' link under Art & Art History on the Home page. Or you could go to the botanical paintings from the African Plants content area.

Notice the location path at the top of the page (under the Search bar). This shows you the choices you have made. You can return to any past step by clicking on it in the location path.

Whenever you have a list with results, you can:

- Click on the title or thumbnail image of the desired item to view its metadata, or on one of the other offered links (such as **Large View** or **Viewer**) to view the materials in other ways.
- If you receive more results than you want, click on any of the other browse categories shown at left to refine the list further, or enter a search term at the top and locate the materials that are described or titled using that term.

Note that a category or media type will not appear unless there are materials available in that category.

Combining Categories in Browse

After you have made your first selection while browsing, you can combine it with other categories. Each time you click on another category at left, the list grows smaller and more specific. To back out of a particular change, just click on the desired position in the navigation path at the top of the page.

Browsing in a Content Area

Because the curated content areas in Aluka have broader metadata and classifications, you can reap the benefit of additional categorisation and special introductory pages for sites, collections, or species.

For example, suppose you want to see the materials in Aluka about a specific cultural heritage site—and you would also like to know what kinds of materials there are for that site:

1. Select the Cultural Heritage Sites and Landscapes content area from the Home page. This displays the Cultural Heritage page, where you can get an idea of where the covered sites are located on a map of Africa, or drill into the content in different ways.
2. Select the site of interest, perhaps Elmina, Ghana. You can do this from the map, or by scrolling down to the illustrated list of sites farther down the page. On the resulting Site page, you can explore the site visually on a map, read an essay about the site, see an illustrated list of the featured elements or structures of the site, or select another browse category or resource type for further exploration.
3. Select one of the structures, perhaps the Elmina Fort. On the resulting page, you can explore images of the fort using a high-resolution viewer, or drill in further using the other links at right. OR you can click on the Elmina, Ghana link in the navigation path to return to the Elmina site page.

Special Tips for Browsing in Content Areas

Browsing Struggles for Freedom Materials

Geographic selections are shown as two categories, **Historical Regions** (where all the geographic areas are described according to historical country and region boundaries during the period covered by this content area) and **Continents and Regions** (where geographic areas are described according to current ISO names and boundaries). Under Historical Regions, once you have selected a region, names are shown with different emphasis to distinguish regional names (bold and dark blue), under which appear publications related to the whole region, and country names (regular link color).

Browsing Cultural Heritage Materials

Site selections are shown as two categories, **Heritage Sites** (sites where specific documentation and scanning projects have taken place for Aluka) and **Rock Art Sites** (sites derived from the rock art that is part of the Cultural Heritage content). For a heritage site, you can bring up a site page and read about the site, as well as see all the materials for the site in one set. For a rock art site, you can use the browse category to find art from a generally related location.

Browsing African Plants Materials

Scientific names are shown as two categories, **Checklist Names** (where all the names are Accepted

names in the checklists being used by Aluka, including the Geneva-Praetoria checklist at <http://www.ville-ge.ch/cjb/bd/africa/>) and **All Scientific Names**. Under **All Scientific Names**, names are shown with different emphasis to distinguish Accepted names from the checklist (bold and dark blue), Synonyms (bold and Aluka green), and those names that do not appear on the checklist (regular link color).

Searching in Aluka

You can search the Aluka digital library using different methods:

- Basic Search
- Advanced Search (see page 12)
- Query Editor (see page 16)

Aluka also supports:

- Search History
- Searching in Multiple Languages
- Boolean Operators
- Wildcards

Basic Search

Use the Search box on any Aluka page to immediately submit a search. Enter your full-text search string into the Search box, and click the Search button. You can use Boolean operators and wildcards. Search text is not case sensitive.

Scope of Search

Your search scope is shown in the search box. You can choose to search within the current set of results or start a new search within the currently selected discipline or content area.

- If you are in a discipline, you can change it with the dropdown list on the Search bar or the one at left.
When you select a new discipline, the Discipline page will display, with the list of collections within that discipline.
- If you are in a content area, you can leave it by returning to the Home page.

When you submit a search:

- You will receive a list of results from the Aluka digital library. Click on the title or thumbnail image of the desired item to view its metadata, or on one of the other offered links (such as **Large View** or **Viewer**) to view the materials in other ways.
- If you receive more results than you want, enter a refining string in the Search box to narrow the list. You can also click any of the browse categories at left OR you can click the **Edit search** link on the Results List to open your request on the Advanced Search page for more editing.
- If you know the database well, you can enter your full search query (including fieldnames) into the basic Search box. See the Query Editor topic for details about query construction.

Examples:

*mozambi** matches objects from and about Mozambique; it also will match authors' names that start with 'Mozambi', titles containing 'Mozambi', and any documents in which 'Mozambi' is mentioned

in passing.

orchid matches objects that have the string 'orchid' or standard word forms from that word-stem anywhere in their text or standard metadata fields.

Search in Help or Informational Pages

If your search term is also located in Aluka's informational pages, then a link appears above your digital library results:

xx pages about Aluka matched your criteria. [View results from Aluka informational pages.](#)

You can click this link to view the list of informational pages. For example, you can use this capability to search in the Help files.

Advanced Search

If you know what fields you want to search, you can submit a more efficient Advanced Search. From any page in the Aluka website, click on the Advanced Search link at left, then on the resulting Advanced Search page choose a scope and enter or select values for your desired fields, including the full-text Search field at top. In the text-entry boxes, you can use Boolean operators and wildcards. Search text is not case sensitive. Click the **View Results** button to submit all the entries on the page.

- You will receive a list of results from the Aluka digital library. Click on the title or thumbnail image of the desired item to view its metadata, or on one of the other offered links (such as **Large View** or **Viewer**) to view the materials in other ways.
- If you receive more results than you want, enter a refining string in the Search box to narrow the list. You can also click any of the browse categories at left OR you can click the **Edit search** link on the Results List to open your request on the Advanced Search page for more editing.

For help on the fields available, see **Advanced Search Fields**, page 13.

Examples:

1. In the African Plants content area, you might enter the following set of fields:

Search: Masson
Genus: Stapelia

Your results will present all the objects in the African Plants content area from the Stapelia genus that also have the full-text string 'Masson' somewhere in the metadata or text.

2. In the African Cultural Heritage content area, you might enter the following set of fields:

Resource Type: Photographs
Place: Mali

Your results will present all the photographs in the African Cultural Heritage content area that come from Mali.

3. In the Struggles for Freedom content area, you might enter the following set of fields:

Search: debate
Repository: DISA

Your results will present all the objects that contain the term "debate" in any metadata field or the text of the object in the Struggles for Freedom area that came from the DISA project.

Boolean Operators

On all text-entry search fields in the interface, you may enter Boolean expressions using the following conventions:

- OR or a comma indicates multiple alternative search terms
- AND or + indicates multiple combined search terms (this is the default, and need not be specified)
- NOT or - excludes a word or phrase from the search
- parentheses are used for grouping
- quotes (" ") are used to delimit phrases.

Note: to use NOT most effectively, use it either in the standard Search box, in the Search box at the top of the Advanced Search form, or on the Query Editor form. Using NOT in other fields on the Advanced Search form may generate unexpected results.

Wildcards

In all text-entry search fields in the interface, you may specify wildcarded values using the following conventions:

- * replaces any number of characters at the end of the entry
- ? replaces any single character except the first character.

In addition, the Aluka search makes use of word stemming using natural language analysis. This means that you need not worry about plural and adjectival forms of your search term (they will be located), and you also need not enter an asterisk at the end of every search term in an effort to locate other word forms.

Notes:

1. Some searches that are too broad may not be successful. For example, submitting a full-text search for a single letter followed by a wildcard (such as k*) may result in an extremely long search string being submitted to the back-end search engine, causing the search to be refused. In such a case, Aluka will return you to the Advanced Search page, and invite you to refine your search and resubmit it.
2. Irregular word forms may not be found by the word stemming algorithm. For example, Aluka will not recognise that 'women' is the plural of 'woman.' To find both, enter 'women or woman' in the Search field.

Examples:

*orchid** matches 'orchidaceae' or 'orchid-like' as well as 'orchids'
kis?wan? matches 'kisiwani' or 'kisawani' or 'kisiwana' or 'kisawans', and so forth.

Searching in Multiple Languages

If you enter a search string in the Basic search box or the full-text Search field on the Advanced Search page, it is located exactly. This means that if you enter accented characters, for example ‘expéditation’, then the located objects will contain the word with the accent (in this case, returning French-language objects that contain that word).

If you enter the same search string, but without accents, it is located in both the English and any correct versions that use an accent. Therefore, if you enter ‘expedition’ without any accents, then the located objects will include not only the French-language objects you found by searching on ‘expéditation’ but also those using the English word ‘expedition’.

Advanced Search Fields

In advanced searches, you can use the following fields (note that fieldnames are shown by content area).

Your search in the content area-specific fields is combined with whatever full-text search you specify in the Search field at the top of the Advanced Search page. The entire search is submitted when you click the **View Results** button or press the Enter key.

African Cultural Heritage Sites and Landscapes

- **Title**—This is the text shown as the title for all views of the object in Aluka.
- **Creator**—For documents that have been published, this is the author. For example, a book may have one or more authors, a photograph may have one or more photographers, and a point cloud may have one or more creators.
- **Resource Type**—The type of the material. The descriptions of all the Cultural Heritage resource types are given in the **Cultural Heritage Glossary**. Use this field if you want to see only materials of a single type in your Results List.
- **Date**—Searches in any of the date fields on the materials. For example, published material has a date of publication, whereas a laser scan or point cloud might have a date when the material was created.
- **Year from / to**—Allows entry of a range of years to be matched in the date fields.
- **Description**—The description field in the material’s metadata.
- **Repository**—The partner from which Aluka received the material. Use this field if you want to limit your results to materials received from a single Aluka partner.
- **Language**—The language of a document. The Aluka digital library contains documents in several original languages (English, Afrikaans, French, Portuguese, and so forth).
- **Place**—Geographical information, as available in the material’s metadata. For example, in the Cultural Heritage content area, many geographical information system (GIS) materials may be encoded with both a site name and country name.

African Plants

- **Title**—This is the text shown as the title for all views of the object in Aluka. For specimens, the plant name is shown with additional explanatory text, such as Filed As, Type, or similar terms.

- **Creator**—For documents that have been published, this is the author. For example, a book may have one or more authors, a photograph may have one or more photographers, and a specimen has a single author of the scientific plant name.
- **Resource Type**—The type of the material. Use this field if you want to see only materials of a single type in your Results List.
- **Date**—Searches in any of the date fields on the materials. For example, plants have collection dates or identification dates; a book has a publication date.
- **Year from / to**—Allows entry of a range of years to be matched in the date fields.
- **Description**—The description field in the material's metadata.
- **Repository**—The partner from which Aluka received the material. Use this field if you want to limit your results to materials received from a single Aluka partner.
- **Language**—The language of the document. The Aluka digital library contains documents in several original languages (English, Afrikaans, French, Portuguese, and so forth).
- **Family**—The scientific family name of the plant. All the scientific names are searched in all the names available in the metadata.
- **Genus**—The scientific genus name of the plant. All the scientific names are searched in all the names available in the metadata.
- **Species**—The scientific species name of the plant. All the scientific names are searched in all the names available in the metadata.
- **Infraspecific Epithet**—The scientific infraspecific epithet for the plant. All the scientific names are searched in all the names available in the metadata.
- **Plant Name Author**—The author of the scientific name.
- **Collector**—The collector of the specimen. If you search in this field, you will retrieve only specimens in the Results List.
- **Place**—Geographical information, as available in the material's metadata. For example, in the African Plants content area, many materials may be encoded with either a location of distribution or a location where collected.

Struggles for Freedom in Southern Africa

- **Title**—This is the text shown as the title for all views of the material in Aluka. For periodicals that have changed names over time, this search field will find an material by any of the names. For example, the *Rhodesia News Summary* was a predecessor to the *Southern Africa News Summary*, which later became the *Southern Africa News*. You can find all these publications by searching on any of these titles in the Title field.
- **Creator**—For documents that have been published, the authors. For example, a book may have one or more authors, and a photograph may have one or more photographers.
- **Resource Type**—The type of the material. Use this field if you want to see only materials of a single type in your Results List.
- **Date**—Searches in any of the date fields on the materials. For example, published material has a date of publication, while an interview might have a date when the interview was conducted.
- **Year from / to**—Allows entry of a range of years to be matched in the date fields.
- **Description**—The description field in the material's metadata.
- **Repository**—The partner from which Aluka received the material. Use this field if you want to limit your results to materials received from a single Aluka partner.
- **Language**—The language of the document. The Aluka digital library contains documents in several original languages (English, Afrikaans, French, Portuguese, and so forth).
- **Place**—Geographical information, as available in the material's metadata. For example, in the Struggles for Freedom in Southern Africa content area, many materials may be encoded with

country or region.

- **Topic**—The organising principle behind the acquisition of materials for the Struggles for Freedom in Southern Africa content area. You can see the topics listed in the browse categories.

Contributed Content

- **Title**—This is the text shown as the title for all views of the material in Aluka.
- **Creator**—For documents that have been published, this is the author. For example, a book may have one or more authors or a photograph may have one or more photographers.
- **Resource Type**—The type of the material. Use this field if you want to see only materials of a single type in your Results List.
- **Date**—Searches in any of the date fields on the materials. For example, published material has a date of publication; other types might have a date when the material was created.
- **Year from / to**—Allows entry of a range of years to be matched in the date fields.
- **Description**—The description field in the material's metadata.
- **Contributor**—The institution or individual from which Aluka received the material. Use this field if you want to limit your results to materials received from a single Aluka contributor.
- **Language**—The language of the text-based material. The Aluka Digital Library contains documents in several original languages (English, Afrikaans, French, Portuguese, and so on).

Using the Query Editor

Accomplished searchers may prefer to enter queries directly into the Query Editor. From the Advanced Search page, click the **Open Query Editor** link. Refine the query as desired, then click the **View Results** button.

- You will receive a list of results from the Aluka digital library. Click on the title or thumbnail image of the desired object to view its metadata, or on one of the other offered links (such as **Large View** or **Viewer**) to view the object in other ways.
- If you receive more results than you want, enter a refining string in the Search box to narrow the list. You can also click any of the browse categories OR you can click the **Edit search** link on the Results List to open your request on the Advanced Search page for more editing.

Tips for Query Entry

- Queries are not case sensitive, so **Area** is the same as **area** or **AREA**.
- Separate fieldnames and values with a colon (:), for example:
place:tanzan*
- Use parentheses or square brackets to nest clauses, for example:
[place:tanzan* or source:aluka] and not kenya*
(this example looks for materials with 'tanzan*' encoded in the Place (Coverage) field or 'aluka' as the source, but not having 'kenya*' anywhere in the full-text searchable fields)
[country:tanzan* or place: tanzan*] and author:smith*
(this example looks for materials from Tanzania regardless of content area)
- Use the Boolean operators AND, OR, NOT
- Use wildcards
- Surround a phrase with parentheses to avoid repeating the fieldname:
type:photographs or type:letters
is the same as:

type:(photographs or letters)

- To restrict the search to specific areas, enter them as **area: SFF and area: CH**, for example.
- Years should be entered as exact values:
year:1980
- Entered year values are searched in any fields in which dates appear, including the Coverage field, Name fields for plants, and so on.
- Type (Resource Type) entries must be exact or use wildcards; this field does not support word stemming as do other fields. You can check query field abbreviations, content area abbreviations, resource types, and repository/source values in Appendix A (page 33).
- To search for a repository by name, use any portion of the name after the field **source**; if that is not successful, use a part of the name as a full-text search (some repository names may not be encoded correctly in the received metadata).

Query Examples

There are multiple ways to find the same set of objects in Aluka. The following queries are more easily specified in the Query Editor than on the Advanced Search form; in some cases you could find the same objects by skilfully working with the browse categories.

For African Plants: to find the specimens sent by all the Madagascar herbaria:

type:spec* and (source:TEF or source:TAN)

For Cultural Heritage: to search all objects tagged with site: Kilwa Kisiwani, of the type '3D models', but only those that are medium or high resolution (excludes low res models, digital terrain models, etc.):

place:kilwa* and type:3D* and (high* or medium*)

For Struggles for Freedom: to find all letters in the World Council of Churches collection written between Sjollema and Mondlane:

source:"world council of churches" and type:letters* and (sjollema and mondlane)

Search History

During a session, Aluka saves a temporary copy of all of your searches and browses. To see the list, click the **View Search History** link on the Search bar.

Aluka displays the list of searches and browses in this session. For searches, you can resubmit by clicking on the search string. For browses, you can resubmit by clicking **View Results** or click on any link in the location path to reopen the browse at that point.

Saving Searches

If you register for a My Aluka User ID, you can save searches. (For more on how to register for an ID, see **Passwords and Logging In**, page 6.) When you save a request, you can give it a name and also add one or more tags to the search, causing it to appear with other objects having that tag in My Aluka.

To save a search, you need to first view its results on the Results List. Click the **Save Search** link. In response, a form displays. Enter the following information:

- Optionally, a different name for the search; initially, the search string is shown. For a browse, this field shows the selected browse categories and cannot be changed
- At least one tag name
- Optional comments

Then click the **Save** button. Your search is saved into the indicated tag name ‘folder’ in My Aluka.

You can also save searches from the Search History page.

Working with Saved Searches

After you have saved any searches, click on the My Aluka menu. Your searches appear in the list for the tag name you assigned to them.

Each saved search allows you to return to the Advanced Search form (by clicking the search string or name), view the current results for the search, and add or edit tags.

Each saved browse allows you to return to any point in the browse specification (by clicking the term in the browse string), view the current results for the browse and add or edit tags.

Working with Located Results

Once you have performed a search or browse, Aluka responds with a list of located materials from the database. There are several aspects of the presentation that are under your control.

Objects per page

You can choose whether to see 20, 50, or 100 citations on each page of your results.

Paging

When you view a set of results that is more than one page in length, a pagination control displays. Use this control to go to a particular page in the results, forward or backward by single pages, or to the first or last page. If a selection is grayed out, it doesn't apply to your current location (for example, you can't go to the first page if you're already on the first page).

Grouping

When results are first presented, the objects are grouped by the primary category for the content area or, if not from a single content area, by resource type. In *Cultural Heritage Sites and Landscapes*, this is Site, in *African Plants*, it is Species (Taxon), and in *Struggles for Freedom in Southern Africa*, it is Collection.

Each set of entries in the Results List is shown as a group under a link to the Site, Species, or Collection page (respectively). Located results that are not linked are shown separately, under a heading such as "Not yet linked to a <xxx> page". However, if you restricted your browse to one group (for example, one species), then the grouping factor is not shown.

Sorting

You can Sort your search or browse results by the following criteria. In each case, the current sort is shown in **bold**. Selecting the sort key a second time reverses the order of the sort, and the order is shown by an arrow pointing up or down. The entire retrieved set of results is sorted, not just the results on the visible page.

- **Group**—displayed as the name of the correct grouping factor for the content area -- Site, Taxon, or Collection; or if you have searched across content areas, the word Group is shown, although it is not the default for a search of this broad scope
- **Title**—the object headline, published name, or for botanical specimens, the "stored under" name
- **Author**—the field shown as "Creator" for most resource types, or for botanical specimens, the plant name author
- **Resource Type**—the categorization of the object, as applied by its supplier (examples include book, journal, article, specimen, photograph, 3D image, etc.)
- **Date**—the date shown in the metadata for the object. Usually coverage date, or for newly generated data such as a point cloud, the date of creation.
- **Relevance**—most applicable to documents, this indicates in general terms the closeness of the search text to the located text in the document. For example, a search on a phrase in quotes will have some more relevant matches if the entire phrase is matched, and some less

relevant matches where only one or two words from the phrase are found in a document.

Search in Help or Informational Pages (see page 12)

Viewing Materials in Aluka

You can view materials in the Aluka digital library in several different ways. Each of these choices is available from the Results List as well as from other views of the item:

- **Metadata**—Mid-sized graphic and descriptive metadata. This is the view displayed when you click on the title or thumbnail image from the Results List.
- **Large view**—Large graphic with controls to page through multi-page materials.
- **Text**—For materials without a graphic, a readable page of the content. In some cases when the text does have a graphic view, the scanned OCR character text is available for view. This text may be of assistance in several situations, although please note that because it is partially corrected raw text, it may contain errors.
- **Viewer**—A special viewer adapted to the specific type of the material (with zooming and panning). Each viewer opens in a new browser window. For viewer-specific tips, see **Viewer Tips**, page 23.
- **People pages**—A special format of text view for ‘person’ records in the African Plants content area.

You can also view sets of multiple materials that are related to each other. In the African Cultural Heritage Sites and Landscapes content area, this type includes **Site** pages; in African Plants, this type includes **Species** and **Genus** pages; in Struggles for Freedom, this type includes **Collection** pages. You can choose to view one of these pages from various places in the interface (such as on a browse category page or from a metadata page).

Fields in Metadata Displays

African Plants

The metadata fields used in Aluka come from the Dublin Core specification (see <http://dublincore.org/documents/dces/>) with additions for plants as defined in the metadata guidelines from Aluka, to cover botanical data such as identifications, collection information, and so forth.

Note: Type specifications that are in question are shown with a question mark (such as ‘Type?’)

In brief, the fields are defined as follows:

- **Collection altitude**—For specimens, the altitude of the location where the specimen was collected.
- **Collection date**—For specimens, the date on which the specimen was collected.
- **Collection name**—The collection within Aluka where the material resides (you can use this to browse and find materials in Aluka).
- **Collector**—For specimens, the person who collected the specimen, followed by the collector number, if available).
- **Common names**—The names of the taxon in the vernacular. Usually shown with a language identifier (for example, English: baobab; monkey-bread tree; sour gourd; cream of tartar tree.).

- **Contributor**—For databased information, the institution or individual contributing the data.
- **Country** or **Country name**—The country of origin (in the case of specimens, the country where the specimen was collected)
- **Creator**—For documents that have been published, the author. For example, while a book has one or more authors, a photograph may have one or more photographers, and a specimen has a single author of the scientific plant name.
- **Data last modified**—The date on which the data in Aluka was last changed for this material.
- **Date**—The creation or publication date of the material.
- **Description**—The description field in the material’s metadata.
- **Entry from**—For databased information, identifies the original publication, volume, and author(s) (for example, FZ = Flora Zambesiaca).
- **Identifications**—For specimens, the botanical identification information (from labels and additional notations on the specimen).
- **Identifiers**—For visual materials, an unambiguous reference to the resource within a given context.
- **Information**—For databased information, a short portion of the text of the entry (shown on the Results List). View the metadata page to see the entire entry in the Description field.
- **Language**—The language of the document. The Aluka digital library contains documents in several original languages (English, Afrikaans, French, Portuguese, and so forth).
- **Locality**—Any location data supplied with the material.
- **Place**—Geographical information, as available in the material’s metadata. In the African Plants content area, many materials may be encoded with either a location of distribution or a location where collected.
- **Plant name**—The scientific name.
- **Plant name author**—The author of the scientific name. For a list of plant name authors, see the International Plant Names Index (<http://www.ipni.org/index.html>)
- **Plant part**—For visual materials, the part of the plant that was photographed/illustrated.
- **References**—For databased information, the references as printed in the published version.
- **Relation**—A reference to a related resource.
- **Repository**—The partner from which Aluka received the material, often followed by the barcode, especially for specimens.
- **Resource Type**— The categorization of this material, such as specimen, book, article, painting, drawing, photograph, and so forth. Note that this might be implied rather than being displayed directly.
- **Rights**—Information about rights held in and over the resource. If marked “unknown” then the rights are assumed to lie with the creator and/or the repository.
- **Source**—a combination of collection and repository information.
- **Title**—This is the text shown as the title for all views of the material in Aluka. For specimens, the scientific name is shown with additional explanatory text, such as Filed As, Type, or similar.
- **Uses**—For an entry from a Uses publication, the categories of usage applied to this plant.

Cultural Heritage Sites and Landscapes

The metadata fields used in Aluka come from the Dublin Core specification (see <http://dublincore.org/documents/dces/>) with additions for the Aluka digital library as defined in the metadata guidelines from Aluka.

In brief, the fields are defined as follows:

- **Alternative title**—If the material has been submitted to Aluka with more than one title, the alternative is also shown.
- **Author**—For documents that have been published, the author. For example, a book may have one or more authors, a photograph may have one or more photographers, and something like a poster will have the organisation that published or created the poster.
- **Calibration**—The settings used on the recording device/camera.
- **Camera**—The type of camera used to create the image.
- **Collection**—The collection within Aluka where the material resides (you can use this to browse and find materials in Aluka).
- **Contributor**—For databased information, the institution or individual contributing the data.
- **Coverage (spatial)**—The location of origin, including country or countries and other pertinent data.
- **Coverage (temporal)**—The time period covered by the material.
- **Data last modified**—The date on which the data in Aluka was last changed for this material.
- **Date**—The creation or publication date of the material.
- **Description**—The description field in the material’s metadata.
- **Format extent (length/size)**—For documents, the number of pages; for videos, the playing time.
- **Language**—The language of the document. The Aluka digital library contains documents in several original languages (English, Afrikaans, French, Portuguese, and so forth).
- **Position**—For appropriate resource types, the latitude and longitude of the material.
- **Publisher**—For documents that have been published, the publisher.
- **Relation**—A reference to a related resource.
- **Repository**—The partner from which Aluka received the material.
- **Resource Type**—The categorisation of this material, such as book, article, painting, drawing, photograph, poster, and so forth. Note that this might be implied rather than being displayed directly.
- **Rights**—Information about rights held in and over the resource. If marked “unknown” then the rights are assumed to lie with the author and/or the repository.
- **Source**—A combination of collection and repository information.
- **Title**—This is the text shown as the title for all views of the material in Aluka.
- **Topic**—One or more topics/subtopics from the intellectual architecture for the content area. You can view the topic hierarchy in browse. In the metadata display, topics are linked to the corresponding Topic page (if present).

Struggles for Freedom in Southern Africa

The metadata fields used in Aluka come from the Dublin Core specification (see <http://dublincore.org/documents/dces/>) with additions for the Aluka digital library as defined in the metadata guidelines from Aluka.

In brief, the fields are defined as follows:

- **Alternative title**—If the material has been submitted to Aluka with more than one title, the alternative is also shown.
- **Author**—For documents that have been published, the author. For example, a book may have one or more authors, a photograph may have one or more photographers, and a poster will have the organisation that published or created the poster.
- **Collection**—The collection within Aluka where the material resides (you can use this to browse and find materials in Aluka).

- **Contributor**—For databased information, the institution or individual contributing the data.
- **Coverage (spatial)**—The country or countries of origin.
- **Coverage (temporal)**—The time period covered by this material.
- **Data last modified**—The date on which the data in Aluka was last changed for this material.
- **Date**—The creation or publication date of the material.
- **Description**—The description field in the material’s metadata.
- **Format extent (length/size)**—For documents, the number of pages.
- **Language**—The language of the text-based material. For example, the Aluka digital library contains documents in several original languages (English, Afrikaans, French, Portuguese, etc.).
- **Publisher**—For documents that have been published, the publisher.
- **Relation**—A reference to a related resource.
- **Repository**—The partner from which Aluka received the material.
- **Resource Type**—The categorisation of this material, such as book, article, painting, drawing, photograph, poster, and so forth. Note that this might be implied rather than being displayed directly.
- **Rights**—Information about rights held in and over the resource. If marked “unknown” then the rights are assumed to lie with the author and/or the repository.
- **Source**—a combination of collection and repository information.
- **Title**—This is the text shown as the title for all views of the material in Aluka.
- **Topic**—One or more topics/subtopics from the intellectual architecture for the content area. You can view the topic hierarchy in the browse categories. In the metadata display, topics are linked to the corresponding Topic page (if present).

Contributed Content

The metadata fields used in Aluka come from the Dublin Core specification (see <http://dublincore.org/documents/dces/>) with additions for the Aluka digital library as defined in the metadata guidelines from Aluka. For contributed content, however, available metadata consists only of what the contributor supplied. Aluka is not responsible for correcting errors in metadata; however, any corrections or additional data submitted through the Submit Feedback link is forwarded to the contributor so that the metadata can be corrected if feasible.

In brief, the fields are defined as follows:

- **Alternative title**—If the material has been submitted to Aluka with more than one title, the alternative is also shown.
- **Collection**—The collection within Aluka where the material resides (you can use this to browse and find materials in Aluka).
- **Contributor**—The institution or individual contributing the data.
- **Coverage (spatial)**—The country or countries of origin.
- **Coverage (temporal)**—The time period covered by this material.
- **Creator**—For documents that have been published, the author. For example, a book may have one or more authors, a photograph may have one or more photographers, and a poster will have the organisation that published or created the poster.
- **Data last modified**—The date on which the data in Aluka was last changed for this material.
- **Date**—The creation or publication date of the material.
- **Description**—The description field in the material’s metadata.
- **Format extent (length/size)**—For documents, the number of pages.
- **Language**—The language of the document. The Aluka digital library contains documents in

- several original languages (English, Afrikaans, French, Portuguese, and so forth).
- **Publisher**—For documents that have been published, the publisher.
 - **Relation**—A reference to a related resource.
 - **Resource Type**—The categorisation of this material, such as book, article, painting, drawing, photograph, poster, and so forth. Note that this might be implied rather than being displayed directly.
 - **Rights**—Information about rights held in and over the resource. If marked “unknown” then the rights are assumed to lie with the author and/or the repository.
 - **Source**—A combination of collection and repository information.
 - **Title**—This is the text shown as the title for all views of the material in Aluka.

Viewer Tips




Aluka uses the FSI Viewer (“Flash Based Single Source Image Viewer”) from Neptune Labs. Viewer versions include:

- Zooming and panning version
- Page turning (book viewer) version (see page 26)
- 3D viewer version (see page 26)


When you choose to open the viewer, Aluka selects the version best suited to the resource type you are viewing. Many of the special effects can be combined with the basic zooming, panning, and rotating capabilities. Hover on any tool to see its name.

Zooming and Panning

For materials such as African Plant specimens and other high-resolution images, the viewer supports:

- **Zooming**—Use the tools at the bottom of the viewer window to zoom in (+), out (-), reset to original view () . You can also use the magnifying glass tool to draw a box for zooming in.
- **Panning**—Click the drag tool () to move the image by clicking and dragging.
- Once you start zooming you can move around on the image by dragging the little red frame in the navigational picture at lower right.
- **Tilting**—Click the tilt tool () to rotate the image.

Measurements

To measure any dimension on a graphic, click the measure tool () , then click and drag along the desired length on the displayed graphic. When you are logged in with your User ID, you can perform more sophisticated measurement actions, including the following.

Calibrate the Measurement Tool

Aluka images are generally not pre-calibrated, but where appropriate, an image will contain a scale from which you can calibrate the measurement tool.

1. Find and zoom in on the scale in the image, placing the scale to the right or lower centre of the displayed image.

2. Open the Measurements panel by clicking on the Measurements item on the menu. Make sure it does not cover the scale you want to measure.
3. Click on the Recalibrate link at the bottom of the panel.
4. Measure the scale, then enter value and units on the panel. Click the Calibrate button to apply and close the calibration panel.

Your recalibration will be used for the measurements you make on this image during the current session.

Name and Save Measurements

1. Be sure you are logged in, then open the desired item in the Viewer.
2. Click on the Measurements menu in the green bar at top of the Viewer window. A popup panel will open.
3. Click the measure tool, then measure the desired length on the graphic. When you stop dragging the mouse, the number of units appears on the panel (as Value).
4. Click the Add button to give the measurement a name.
5. You can give your set of measurements a different name. The default name is 'Measurements for <title>'.
<title> is the title of the image.
6. You can add comments as desired.
7. Click the Save button to save your set of measurements in My Aluka.

Remove a Saved Measurement


1. With the Viewer open, click the Measurements menu to open the measurements panel.
2. Click the red x next to a measurement to remove it from the set.
3. Click Save to apply this change to the saved copy in My Aluka.

Save Regions

Along with measuring and saving measurements, you can save regions of a graphic for later work. Saved regions appear individually in My Aluka.

1. Click on the Regions menu in the green bar at top of the Viewer window. A popup panel will open.
2. Zoom, tilt, and otherwise arrange the image as desired.
3. Click **Save current view** in the regions panel.
4. Enter the desired name (you might choose to keep all or a portion of the name, since this name is displayed in My Aluka), and add any desired comments.
5. Click the Save button to save your current region in My Aluka.

One additional tool becomes useful when you are saving regions:

- **Selection** – click the selection tool () to draw a box around the desired portion of an image, then save the current view. On return, you can simply click on the name of the region to zoom to the selected area.

Remove a Saved Region

1. In My Aluka, click on the Image Regions tag in the My Tags list.
2. Click on the Tagging link to open the Tagging bar.

3. Use the checkboxes to select any region(s) to be removed, then click the Remove button.

For more information on uses of the Tagging bar, please see Tagging in Aluka (page 27).


Page Turning (Book Viewer) Version

For multiple-page documents, the viewer supports:

- Page turning (click and drag pages or click on the page corners to turn them; or use the provided pagination control to go directly to a desired page number)
- Page index (click on the multiple-box tool to view the index, then click on any page to go directly to that page)
- By clicking on the image you can activate the standard zoom/pan/rotate toolset as described above (icons appear at the top of the viewer frame).
- Click on the book icon (two pages side by side) to return to the initial view.

3D Viewer Version

For low-resolution models, the viewer supports walking around (or within) the space.

- Click on the rotate tool () , then click and drag on the image to view all the available dimensions.

Tagging in Aluka

Aluka allows tagging of materials with descriptive labels, for later access and review in My Aluka. You can add one or more tags to any materials. In a future release, your tags will be displayed to other Aluka users, allowing the community to co-ordinate in adding information to the Aluka digital library.

To tag materials, you need to have an Aluka ID. (To create an ID, see **Passwords and Logging In**, page 6.)

When you are logged in with your Aluka ID, you can:

- Add tags and comments to materials
- Use the Tagging Bar (see page 27)
- View your tagged materials in My Aluka (see page 27)
- Use tags to organize your research (see page 28)
- Search in My Aluka (see page 28)
- Share tags with other Aluka users (see page 28)

Add Tags and Comments to Materials

To tag a particular resource in Aluka, first find display it either on the Results List or in any of its display views (such as the Metadata view).

1. Click on the **Add/Edit Tags** link. A form is displayed, for entry of Tag name(s). If you have previously tagged this material, your existing tags are shown. You can use subject-specific tag phrases to separate materials into different ‘folders’ in My Aluka. You can see any tags you previously used below the Tags field. To reuse one of them for the current material, click on it.
2. Add any desired comments in the Comment field.
3. Click the **Save** button.

You can add or edit tags while you are in the My Aluka pages. Anytime you are logged in, you will be able to see your own tags and comments whenever you see these materials.

Use the Tagging Bar

To apply tags more quickly or to multiple items, use the Tagging bar.

1. When you see the link ‘Tagging’ near the Sort selections on a list, click the link to open the tagging bar.
2. Select one or more desired items on the list by checking the box next to them. Use the All or None links to change your selection.
3. Select from the More Actions dropdown list. You can apply any tag you have used previously by selecting its name under Add a Tag, or remove a particular tag by selecting its name under Remove a Tag.

View Your Tagged Materials in My Aluka

Click on the **My Aluka** menu from anywhere in the Aluka website.

1. In the tag list at left, locate the desired tag name, and click on the name to open its contents into the main area of the My Aluka window. Here you can re-sort the list or, similar to the Results List, work with the materials you have tagged, opening various views and/or changing tags.
2. If you want to remove an item from a tag list, click on its **Add/Edit tags** link. Remove or change tags as desired, then click the **Save** button. When the display returns to My Aluka, the materials without this tag are no longer on the list.

Note that a tag without any associated materials will be removed from your tag list.

Use Tags to Organize Your Research

Tags can help you organise your research materials in Aluka, making them quicker to find when you resume work after being away from your workstation. Here are a few ideas to get you started:

- Make your tags meaningful phrases instead of just single words or multiple words all run together. Just remember to separate your tag phrases with semicolons when creating them.
- Consider giving a single resource multiple tags, so that your materials can be accessed in different ways.
- In the future, you will be able to search on your tags, and those of all other Aluka users. This will allow the community of users to share information about the resource in ways that might not be anticipated by those providing the resources to the digital library.
- If you cannot find a resource that you tagged, use the 'All' link in the My Tags list to view all the materials you have tagged with any tag name. As an alternative, you can search in the My Aluka part of the library; or you can choose to start a new search in the entire Aluka digital library.

Search in My Aluka

While you are on the My Aluka page, you can specify a search string in the search box at left, and choose 'My Aluka' as the scope for your search. When you do this, the results are shown on a second tab labeled 'Search'.

This search remains active for the rest of your session, or until you replace it with another search in My Aluka. This allows you to use a search as a sort of 'subgroup' while you are working within a session.

Sharing Tags

If you have an Aluka ID, you can share your tags. First, tag materials that you want to group together and make available to other registered Aluka users. (See **Tagging in Aluka**, page 27.)

- In My Aluka, open the tag you want to share, and click on the link 'Share this tag'. An email form is displayed.
- You can either enter email addresses and allow Aluka to send a message to those people, OR you can copy the URL displayed in the text of the message and paste it into some other communication (for example, a class syllabus).

Other Aluka users can click on the URL, either in your email message, or however you have shared it with them, to open your tag.

Opening a Tag

When you open a tag that has been shared with you (these are called **Community Tags** in Aluka), it appears on the Community Tags tab as a temporary tag. A message allows you to use it once or to place it into your Community Tags for later reference.

Anytime you open My Aluka, you see the current state of the tags you have placed into your Community Tags area.

Downloading Data from Aluka

You can download materials from the Aluka digital library. You may use downloaded files for educational and personal research purposes, as described in Terms and Conditions on the Aluka website.

- **PDF**—Most materials, especially documents, are available in two kinds of PDF files, based either on scanned images or on text (whether scanned optical character, OCR, text or original digital content). Although PDFs based on graphic images (such as a photograph, for example) are not searchable, many of the PDF files in Aluka, especially those for documents, are provided as searchable PDF files.
- **Specimens**—Specimen images are stored in Aluka in very high resolution. They are offered for download as PDFs. If you are logged in with your personal Aluka ID, you can save zoomed and positioned images of specimens from the Viewer (see below).
- **Images (including Panoramas)**—Images can be downloaded as PDFs. If you are logged in with your personal Aluka ID, you can save zoomed and positioned images from the Viewer.
 1. Open your image or document in the Viewer
 2. Locate the image you would like to save
 3. Click the Save Image link on the top menu bar. The image is displayed in a new browser window or tab.
 4. Click the right mouse button on the image, then select ‘Save Image As...’ or ‘Save Picture As...’ then use the standard dialog box to save as desired on your disk drive.
- **Video and audio files**—The Aluka digital library contains some informal video and audio clips, but you need your own media viewer to view/listen to them.
- **3 Dimensional Models (including Digital Terrain Models and Virtual Reality Models, VRML)**—These models are approximated online, with walk-around versions suitable for the Viewer. If you want to download a model, you may choose between high, medium, or low resolution. You may be able to download just a part of the model; if this option is available, you will see a thumbnail image showing the part of the model that is included.
- **Geographical Information Systems (GIS) datasets**—The Aluka digital library includes GIS datasets for downloading into GIS application software. Aluka does not provide an online tool for using these data files. Examples of GIS applications commonly in use at universities and other educational institutions are ArcView, GeoServer, MapQuest, and Google Maps. Please contact Aluka User Services at user_services@aluka.org for additional information.
- **Point cloud datasets or Individual laser scans**—Segmented point cloud datasets (created by laser scanning) are available for download. These are made available for further study to those knowledgeable about laser scanning. They require special software.

Making Performance Choices in Aluka

The Aluka website offers several options for improving performance and response time. Remember that each improvement choice must be balanced against a corresponding lessening of information.

- On the Results List page, you can choose to hide thumbnail images (after an initial presentation of a list with thumbnail images). The list will load more quickly without the thumbnail images, but you will not have the images to look at when deciding whether to open a particular digital object.
- When opening a selected item from the Results List, you can: view the text (or raw scanned text) of the object in single-page or full-file format without any graphics, view the descriptive metadata with a mid-sized thumbnail image, view a larger image in a simple graphical viewer, or open a full-featured viewer.
- When downloading materials in PDF or other format, you will be offered a choice of file format and some information about the format. Aluka provides two kinds of PDF files, based either on scanned images or on text (whether scanned optical character, OCR, text or original digital content). Although PDFs based on graphic images (a photograph, for example) are not searchable, many of the PDF files in Aluka, especially those for documents, are provided as searchable PDF files.
- Some types of downloads are too large to be performed online. In those cases, you will be offered the opportunity to contact our User Services Group at user_services@aluka.org to arrange receipt of the data by some other method.

Changing and Saving your Preference Settings

Once you have created your User ID , you can view and change your settings either from the My Account link or from the My Aluka page.

On the Settings form, you can view and change:

- **Personal information**—Your name (as it will be displayed in Aluka), email address, and password. If you are affiliated with a nonprofit institution, Aluka would like to know so we can work with your institution to ensure you have continued access to Aluka.
- **Language**—changes the interface language. If you want Aluka automatically to use the language of the desktop where ever you work, then select Default. Otherwise, select the interface language of your choice.
- **Show/Hide Thumbnails**—whether you want thumbnail images to be shown or hidden on all lists.
- **Receive Mailings**—whether you want to continue to receive periodic mailings from Aluka.

The settings are saved with your ID and are applied every time you log in.

When you change a setting during a session, the value of the corresponding setting is changed in your preference settings as well. This means, if you are logged in with your Aluka User ID, and you select a language while using Aluka, for example, that language will be applied each time you log into Aluka, until you change it.

Sending Feedback to Aluka

Aluka welcomes your feedback. There are multiple ways to send feedback:

- From any Aluka page, click on the Contact Us link at the bottom of the page. The resulting Contact Us page includes ways to contact us by mail, telephone, or email.
- From the Contact Us page or on any display page for an Aluka digital object, click on the Submit Feedback link. The resulting Feedback page allows you to send us a message about all of Aluka or about the particular digital object you were viewing.

How You Can Help Aluka

If you have information about any of the content objects in Aluka, please share it with us using the methods above. If you believe your institution might have relevant content to contribute, please complete our Contributed Content Interest Form at <http://www.aluka.org/action/sendContribution>, and we will contact you. If you have recommendations for material you would like to see in Aluka, please contact collection_development@aluka.org.

Appendix A: Reference for Constructing Queries

Query Fieldnames

Fieldname from Advanced Search	Fieldname in Query Editor
(Full-text Search)	(blank fieldname)
Creator	author
Collector	collector
ContentArea	area
Country	country
Coverage	place
Date	date
Description	descr
Discipline	discip
DOI	doi
Family	family
Genus	genus
InfraSpecificEpithet	epithet
Language	lang
PlantNameAuthor	APauthor
Repository/Source	source
ResourceType	type
Species	species
Title	title
Topic	topic
Year	year

Content Area Values

Long name	Abbreviation
Cultural Heritage Sites and Landscapes	CH
African Plants	AP
Struggles for Freedom	SFF

Discipline values:

African Studies	AFS
Anthropology	ANTH
Archaeology	ARCY
Architecture & Architectural History	ARCH
Art & Art History	ART
Botany & Plant Sciences	BOT
Cultural Studies	CULT
Feminist & Women's Studies	FEM
Geography	GEOG
History	HIST
International Relations	INTL

Getting Started with Aluka

Journalism & Communications	JOUR
Labor Studies	LAB
Law	LAW
Music	MUS
Political Science	POL
Public Policy	PUB
Religion	REL
Sociology	SOC

Resource Type Values

(must be entered in whole or with wildcards, no stemming is used on these values)

All 3D objects	systems (GIS)	Plans (drawings)
All digital objects	Ground plans	Poetry
All documents	Historical models	Policy documents
All geospatial objects	Histories	Posters
All images	Illuminated manuscripts	Press releases
All multimedia objects	Illustrations	Prints
3D laser scans	Individual laser scans	Proceedings
3D models	Interviews	Programs (programmes)
Aerial photographs	Journals (periodicals)	Reconstructions
Affidavits	Letters (correspondence)	Records
Aluka essays	Line drawings	Reference sources
Artefacts	Magazines (periodicals)	Renderings
Articles	Manuscripts	Reports
Bibliographies	Maps	Resolutions
Biographies	Memoirs	Reviews
Books	Memorandums	Rock art
Briefs (legal documents)	Minutes	Rock engravings
Cartoons (humorous images)	Models (representations)	Rock paintings
Circulars	Newsletters	Rubbings
Constitutions	Newspapers	Satellite images
Contour maps	Notes	Schematic drawings
Correspondence	Oral histories	Sheet music
Diaries	Ortho-images or ortho-photos	Sketchbooks
Digital images	Outline drawings	Sketches
Dissertations	Outline Maps	Slides (photographs)
Drawings	Paintings	Specimens
Engravings	Pamphlets	Speeches
Essays	Panoramas	Stereoscopic photographs
Etchings	Pastels	Testimonies
Facade views	Periodicals	Timelines
Field notes	Photogrammetric images	Tracings
Finding aids	Photogrammetry	Transcripts
Floor plans	Photographs	Video recordings
Geographic information	Plan views	Watercolors