

## **USER'S MANUAL: DIGITAL IMAGE BANK**

### **General:**

The Bezalel Digital Archive was established for the purpose of recording and preserving the visual history of the Bezalel Academy and the creative output of Academy graduates, and forming a historic archive of the institution that will contain works created by the students during the various stages of their studies and enable documentation and access to current activities at Bezalel.

The archive locates, collects, sorts and catalogs images from books, from transparencies and from various lecturers' collections according to pedagogic needs, while processing and preserving institutionalized historic collections and digitizing collections of artistic value owned by private collectors.

The image bank includes an archived visual knowledge base, sorted and cataloged, of Bezalel students' final projects, other selected projects, images of the Bezalel's history, special-purpose collections and an instructional material (converted transparencies) bank.

The system enables users to retrieve items through different filters from three primary databases:

The Bezalel Archive – students' projects.

External collections.

Instructional material bank (available for viewing within the Academy only – to authorized users).

### **Glossary:**

In order to establish a common language between the terms in the bank and the users, the following glossary defines the terms used in the system.

**Quick Search:** enables the user to type in a search string in any field without using a list of cataloged items:

**"Free Text Search" Field:** typing a search string into this field initiates a search in all of the bank's fields.

Additionally, a search string may be entered in the same manner opposite each of the other fields, to focus the search.

#### **The Advantages of Quick Search:**

- Simple and fast.

#### **The Disadvantages of Quick Search:**

- In most simple search cases, a large amount of search results will be displayed and the results will not necessarily be relevant to the search topic.
- Might display results with no value filtration.

**Complex Search** – a focused search, enabling the user to reach the list of cataloged items by pressing the magnifying glass icon (*icon*).

### The Advantages of Complex Search:

- The results have been filtered in terms of contents.
- A search may be initiated on the search string and various stipulations and filtrations may be applied to focus the search results vis-à-vis the required contents and information type.

### The Disadvantages of Complex Search:

- A search takes longer to complete.
- Requires a higher degree of user proficiency.

**Note:** Both the Quick Search and Complex Search options enable the user to search multiple fields simultaneously.

For example:

- Author Name.
- Topic.

### Search Option Terms

<b>Literal</b>	Retrieves the items where the search value appears in the search field, either as an individual word or as a word in a string.
<b>Exact</b>	Retrieves only the items where the value in the entire field is identical to the required value.
<b>Begins with</b>	Retrieves only items beginning with the required value.
<b>Approximate</b>	Retrieves all of the words that differ from the required words by one character only – anywhere.

The search results may be expanded by adding an asterisk (\*). For example: \*archi.

Search By –

### Breakdown of Bank Search Fields

- Author/Creator – search by the surname of the author/creator (e.g. "Levi").
- Department at Bezalel – search by the name of the department at Bezalel (e.g. "Fine Arts department").
- Departmental submission type – search by type of project submitted during an academic year (e.g. "Final Project").
- Topics/Key Words – search by topic or key word (e.g. "Cats").
- Lecturer/Tutor – search by the surname of the lecturer/tutor (e.g. "Okon").
- Year Created – search by Gregorian year (e.g. "2004 Gregorian") and Hebrew year (e.g. "5752 Hebrew").
- Format (e.g. movie, multimedia, presentation, document).

- Technique/Materials – search (in English only) for the materials and techniques of the creation (e.g. "plastic", "cloth", "pressing").
- Title – the name assigned to the project/creation (e.g. "Memorial Candle").
- Course Name (e.g. "Primary Studio Objects").
- External Collection Name – English only (e.g. "Mandel", "Picard").
- Location – a specific geographic place (e.g. "Tel Aviv") – only opposite "External Collection" search fields.

Display Side Menu – enables the user to open a screen on the right-hand side of the screen and view saved inquiries and the last searches.

Search Profile – specifies the applicable search fields. Different fields will be displayed for each search profile.

Databases – enables the user to earmark the database/s where the search would be conducted: Archive, Instructional Materials, External Collections.

The system default is a search profile that matches the relevant database.

For example:

The "Bezalel Archive" search profile will conduct a search in the Bezalel archive database.

If you wish to search more than one database, check mark all of the desired databases.

#### Breakdown of Search Fields

- **Title** – project name/project title.
- **Department at Bezalel** – a list of professional departments where images may be found:
  - Screen-Based Arts
  - Fine Arts
  - Architecture
  - History & Theory
  - Ceramic & Glass Design
  - Industrial Design
  - Jewelry & Fashion Design
  - Photography
  - Bezalel-Wide Courses
  - Master of Fine Arts Program
  - Master of Design Program
  - Visual Communication

- **Departmental Submission Type**
  - Interim Submissions
  - End-of-Course Submissions
  - Student Exchange
  - Final Projects & Graduate Exhibition
  - Competitions
  - Departmental End-of-Year Exhibitions
- **Topics/Key Words** – a list of cataloged values that enables the user to retrieve the items according to the topics assigned to them by the archive catalog staff.

Saved Inquiry – enables the user to save a search and retrieve it at a later date, as per the user's choice.

Clear – clear the screen of the search strings entered previously, in order to initiate new searches.

Authorized User Login – system login option for authorized users, using a user name and password.

#### System Screens:

Free Text Search – free typing of text into the "Free Text Search" field

(e.g. Knife)

Quick Search Opposite a Topics Field – enter a string in English only, preferably in the plural.

(e.g. Buildings)

Quick Search Opposite 2 Fields:

(e.g. Dogs)

(e.g. 2005)

Expand Search Results (archi\*)

(e.g. archi\*)

Complex Search – search opposite the magnifying glass icon.

For example: Search by Author/Creator: pressing the magnifying glass icon will open a window with a line into which a search string may be entered:

(e.g. Goldb\*)

Select Required Value from List:

(e.g. Goldberger Shira)

Now the value "Goldberger Shira" appears in the field and a search may be initiated for all of the works by that author/creator.

The result:

**Search Option Terms**

(Drop Down Menu)

(e.g. Literal Search)

Databases

(e.g. Search Bezalel Archive Only)

Search Profile

(e.g. Bezalel Archive)

**Album Display** – displays the search results (e.g. spectacles) in a "photo album" format. Each item has a serial number, title name and name of author/creator.

(Album Display)

**Enlarge Image**

Pressing any one of the photographs will enlarge it.

**Records Display** – displays the search results in a list format. Each photograph is accompanied by a text that, in addition to the serial number, the title name and the name of the author/creator, also includes the department at Bezalel and the year created.

(Records Display)

Pressing any one of the photographs will enlarge it.

**Additional Details**

Pressing the link will display additional details of the item.

(Press Link)

Open Additional Fields

(Open Additional Fields)

The result: 3 additional fields were displayed – creator type, the place where the object was created and a link to the item.

**Move to Next Item**

(Move to Next Item)

**List of Related Topics** – enables the user to reach items related and relevant to the requested topic. For example, in the search for "Spectacles", the topics "1990s", "Eyesight" and "Fashion" will be displayed.

(List of Related Topics)

Pressing "Faison", for example, will display all of the items related to this field.

**Mark Selected Item**

Enables the user to check mark () an item and save it under "Selected Items".

(Mark Selected Item)

(Press Selected Items)

The result:

Saved Inquiries – enables the user to save a search and retrieve it at a later date, as per the user's choice.

For example: search for all Spectacles created in the year 2005.

Press "Save Inquiries" before pressing "Search".

(Press "Save Inquiries")

The result:

Assign a name to the inquiry and enter an expiry date, namely – how long the inquiry should be kept.

(For example: "Spectacles created in the year 2005")

(For example: save for one year)

How can you view the saved inquiry?

(Press to view saved inquiries)

The result:

(Press to view the search results of the saved inquiry)

Pressing the inquiry description will display the search results

(Results for the saved inquiry "Spectacles created in the year 2005")

### **Authorized User Login**

Authorized logging into the system requires a user name and password, and offers the user a range of options (e.g. Saved Inquiries, Last Searches, Personal Items, Selected Items) not available to unauthorized users. Therefore, press "Authorized User Login", enter the user code and password then press "Enter".

(Press to enter user name and password)