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# 10 Most Wanted

Complex game-based crowdsourcing to enhance collections meta data

Curator Guidelines

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# 10 Most Wanted Curator Guidelines

**10 Most Wanted is an online game to engage the public in finding out information about objects in museum collections. These notes provide a 'how to do it guide' for curators managing the 10 Most Wanted website.**

*Left is left as you look at the screen. Words in bold (excluding headings) indicate an action.*

## 1. GETTING GOING

### 1.1 Making an artefact page

1.1.1 **Make** two images of the selected artefact one 220 px wide and the other 700 px wide.

1.1.2 **Log in** to 10most.org.uk

1.1.3 Look for black bar at top of site and find: **Content** (second from left). Hover over **Content** and **Add content** will appear below it. Hover on **Add content** and a drop down menu will appear to its right headed by **Artefact**. Click on **Artefact**.

1.1.4. Fill out the form as follows:

1. **Title:** enter the title of the object.
2. **Introduction:** write in your own words why you have chosen to feature the object.
3. **Number:** enter the museum number.
4. **Description:** copy description of the object from your website object page.
5. **Link to MoDiP website**
  - a. **Title:** same as title above.
  - b. **Url:** copy and paste object url from your website.
6. **Job:** enter word: designer/artist etc.
7. **Person:** enter name of designer / artist etc or Unknown.
8. **Role:** manufacturer /publisher etc. If appropriate you can add another one of these fields e.g.: manufactured for.
9. **Organisation:** either enter name of manufacturer/publisher or Unknown.
10. **Country:** e.g.UK or Unknown.
11. **Date:** e.g. 1935 (circa).
12. **Material:** enter all materials adding boxes as necessary.
13. **Method:** This means method of manufacture.
14. **Dimensions:** copy and paste from your website object page
15. **Colour:** list colours adding in fields as necessary.
16. **Inscription:** copy and paste from your website object page.
17. **Wanted:** list, making new fields as necessary, the 'Wanted' information choosing as appropriate from: designer, manufacturer, manufactured for, country, date.
18. **Image:** upload image of artefact resized to 700 px wide.
19. **Thumbnail:** upload image of artefact this time resized to 200 px wide.
20. **Image rights statement:** explain why you have the right to publish this image or leave blank if not an issue.
21. **Home page caption**
  - a. **Title:** this is the word you want to appear above the small image on the home page. It is for you to categorise the types of information you want to find out. MoDiP's categories of wanted information are: Designer, Manufacturer, Country of manufacture, Material, method of manufacture, date.

- b. **Url:** this is that of an artefact page + its title with hyphens between words of title: e.g. <http://10most.org.uk/artefact/citrus-squeezer>.
22. Leave everything else blank. Scroll down until you come to **Save** and click on it and the artefact page is made.

## 1.2 Publishing an artefact page

1.2.1 When you want to publish a page you need to initiate the **Case notes**.

1.2.2 To do this fill out the empty boxes on the right hand side of the screen as follows:

1. In the **Subject** box enter the title of the object and its museum number. On the MoDiP 10 Most Wanted site museum numbers are referred to as 'case numbers'.
2. In the **Comment** box write something about the object and what you want to find out about it. You may choose to give players guidance on where they might look for the information.
3. Scroll down to **Text format**, click on the drop down menu and choose **Full HTML**.
4. Then click on **Save** which is found just a little lower down the page.

1.2.3 Then, click on **edit** at the top left of the artefact page and scroll almost to the bottom of the page and click on **Publishing options** and then on **Published**.

## 1.3 Engaging the Facebook group

1.3.1 You need to have a Facebook account and to be logged in.

1.3.2 Go to the 10 Most Wanted Home page and click on the image of the object concerned.

1.3.3 Look at the largely blank left hand side of the page below the large image of the object and do as follows:

1. Click on **Follow on Facebook**.
2. Where it says **write something** write the title of the object and its museum number in exactly the same way as you did in 1 and 2 of 1.1.4 above.
3. Below this write a comment about the object and what you want to find out. We found it worked best to say the same as you had in the **Comment** box of the object's artefact and tell people where they can follow the investigation providing the website address for its artefact page.
4. Click on the image of a camera and upload an image of the object.

## 1.4 Engaging people via Twitter

1.4.1 Log into your 10 Most Wanted twitter account.

1.4.2 Write something intriguing about the object and provide a link to its artefact page on your 10 Most Wanted website. It's a good idea also to post an image.

## 2. PLAYING 10 MOST WANTED

### 2.1 Interaction with players

2.1.1 Players either post their comments on the Facebook group or contact the project directly.

2.1.2 Encourage all players to register on the 10 Most Wanted website. Only then can they be rewarded for their contributions. When they register they will receive a welcome message automatically.

2.1.4 If players have not registered on the 10 Most Wanted website but nonetheless provide you with information it is important to check with the sender that he/she is happy for the content of the message to be posted on the Facebook group, credited to them, and used also in the Case notes of the 10 Most Wanted Website.

2.1.5 Significant contributions should be shared on Twitter.

2.1.6 It is a good idea to remind people that information they provide may be used on the 10 Most Wanted website on a frequent basis.

## 2.2 Writing up the Case notes

2.2.1 Case notes are the means by which information contributed by the public becomes curated metadata controlled by curators.

2.2.2 Any piece of information supplied by a player used in the Case notes should be credited to the particular player and a star should be awarded for the contribution.

2.2.3 To award a star look at the black strip at the top of the 10 Most Wanted website and click on **People**. Find the person in question and click on **edit**. Scroll down almost to the bottom of the page (just above **save**) and enter a higher number in **mentions** and click **save**. You can find out the reward system adopted by MoDiP's 10 Most Wanted in **Points and Prizes** here: <http://10most.org.uk/points>.

2.2.4 To write Case notes click on **edit** just below the case note with which you started off the case. The format of Case notes on MoDiP's 10 Most Wanted is as follows:

1. A heading describing the information contributed. The appropriate type is described as **Heading 2**. To find this click on the left hand box above the typing field the default of which is Normal. A drop down menu will appear. Click on **Heading 2**.
2. Below the heading, insert the date the contribution was made, e.g. 01/01/14 in **normal**.
3. Below the date, insert the name of the contributor followed by a star with a description of the contribution also in **normal**. If the contribution is too long to fit comfortably into the case notes it can be summarised and then filed in its entirety in the Evidence Locker. How to do this is explained at 2.5 below.
4. Stars are inserted by clicking on the **image** symbol in the bar above the typing field and then on **Browse server**, then double clicking on the appropriate **Url** and clicking **Ok**.
5. If you want to upload an image you need to save the image concerned. Then, while still in the **edit** menu click on the image symbol and then on **Browse server** and then on **Upload**, found at the left hand side of the top bar. You then click **Choose file** and then **Upload** file. Resize the image by entering 300 in the box headed **Width** in the preview.
6. A statement about the next challenge relating to the object in **normal** plus **bold** plus **italic**.
7. Do not forget to **Save** what you do.

## 2.3 When a case is solved

2.3.1 When a case is solved **edit** its **Case notes** as follows:

1. In **Heading 2** insert the heading: Case solved.

2. In **Normal** list as relevant the nature of the found information and insert the discovery. You will need to develop categories of found information relevant to your version of 10 Most Wanted. MoDiP's headings are:
  - a. Title:
  - b. Designer:
  - c. Date:
  - d. Manufacturer:
  - e. Manufactured for:
  - f. Country:
  - g. Participating agents:
3. Insert case closed stamp. You do this by clicking on the **image** symbol in the edit bar, then **Browse server** and click on the relevant **Url** and **Align text right**.
4. Scroll down to the bottom of the page and click on **Save**.

2.3.2 You now need to move the case to Solved Cases. To do this:

1. Go to the **artefact page** and into **edit**.
2. Scroll down until you find the word **Solved** and click in the box and a tick will appear.
3. Below this you will find a heading **Case Summary**. Insert a summary of the case and provide a link to where the full Case notes can be found. You do this by inserting a **link** to the **Url** of the artefact page.
4. Scroll down to the bottom of the page and click on **Save**.

## 2.4 Moving an artefact page to Cold Cases

2.4.1 It is for you to decide how long you leave an object up on the home page of 10 Most Wanted. If you want to remove it but keep it on the site you can move it to Cold Cases. To do this:

1. Go to the artefact page and into **edit**.
2. Scroll down until you find the word **Cold** and click in the box and a tick will appear.
3. Below this you will find a heading Case Summary. Insert a summary of the case and provide a link to where the full Case notes can be found. You do this by inserting a **link** to the **Url** of the artefact page.
4. Scroll down to the bottom of the page and click on **Save**.

## 2.5 Evidence Locker

2.5.1 The Evidence Locker is a place you can file information that you wish to keep for posterity but is inappropriate to be included in full in the Case notes. To put information in the Evidence Locker:

1. **Save** the document you wish to put in the Evidence Locker.
2. Go to the Evidence Locker and into **Edit** mode.
3. Insert a title in **Heading 2** and a description of the particular evidence.
4. Click on the **link** symbol, then on **Browse server**, then on **choose file** and then on **upload** and then **OK**.
5. Remember to **save** what you have done.