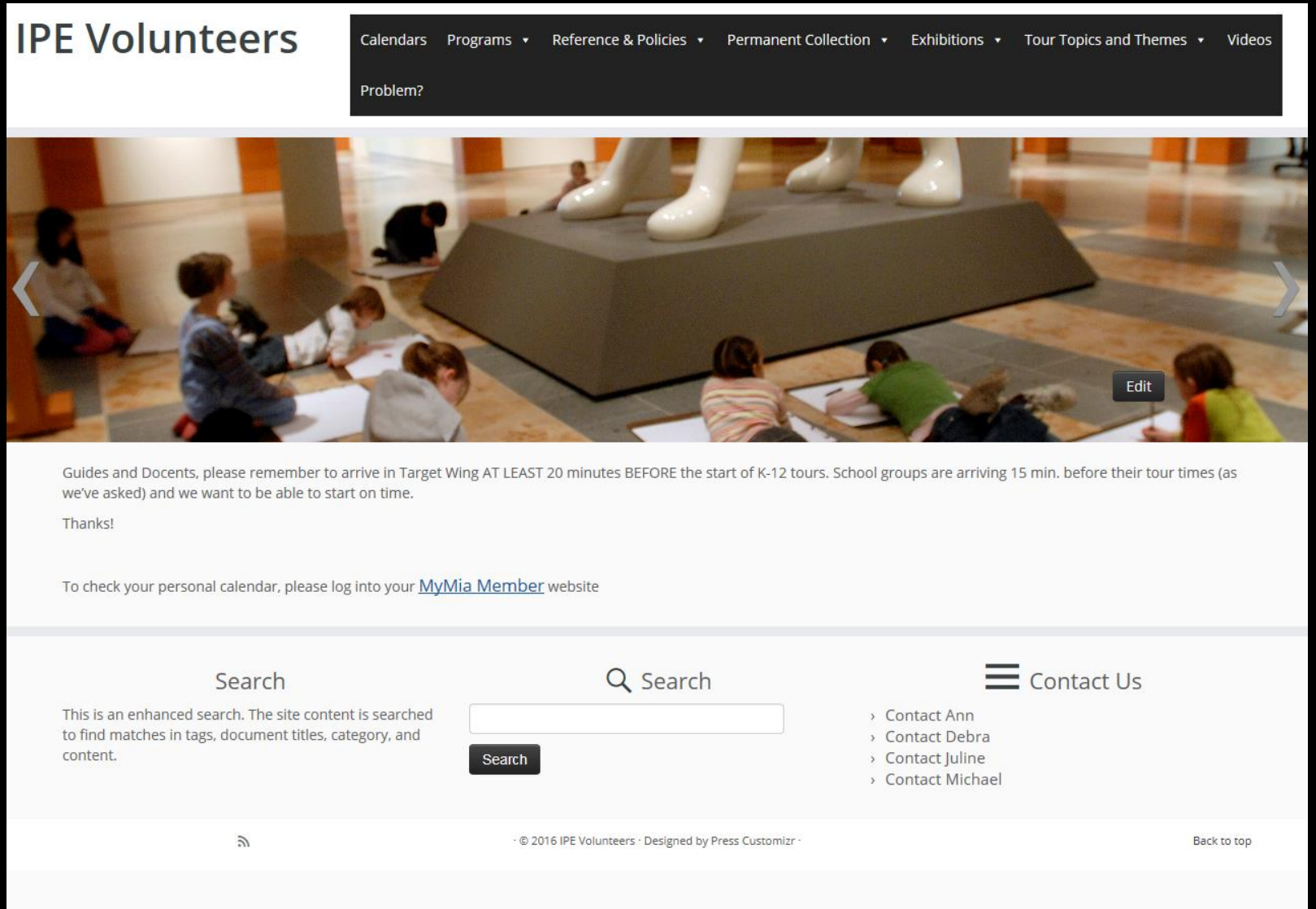


IPE Volunteers Website

To log in, use your first initial and last name, no spaces or punctuation. The password is mia4all.

This is where you can access Object Files, under the “Permanent Collection” tab. You can also search for object files using the search box.



The screenshot shows the IPE Volunteers website interface. At the top, there is a navigation menu with the following items: Calendars, Programs, Reference & Policies, Permanent Collection, Exhibitions, Tour Topics and Themes, and Videos. Below the menu is a search bar with the placeholder text "Problem?". The main content area features a large photograph of children sitting on the floor in a museum gallery, looking at a large white sculpture of legs. Below the photo is a text box with the following content:

Guides and Docents, please remember to arrive in Target Wing AT LEAST 20 minutes BEFORE the start of K-12 tours. School groups are arriving 15 min. before their tour times (as we've asked) and we want to be able to start on time.

Thanks!

To check your personal calendar, please log into your [MyMia Member](#) website

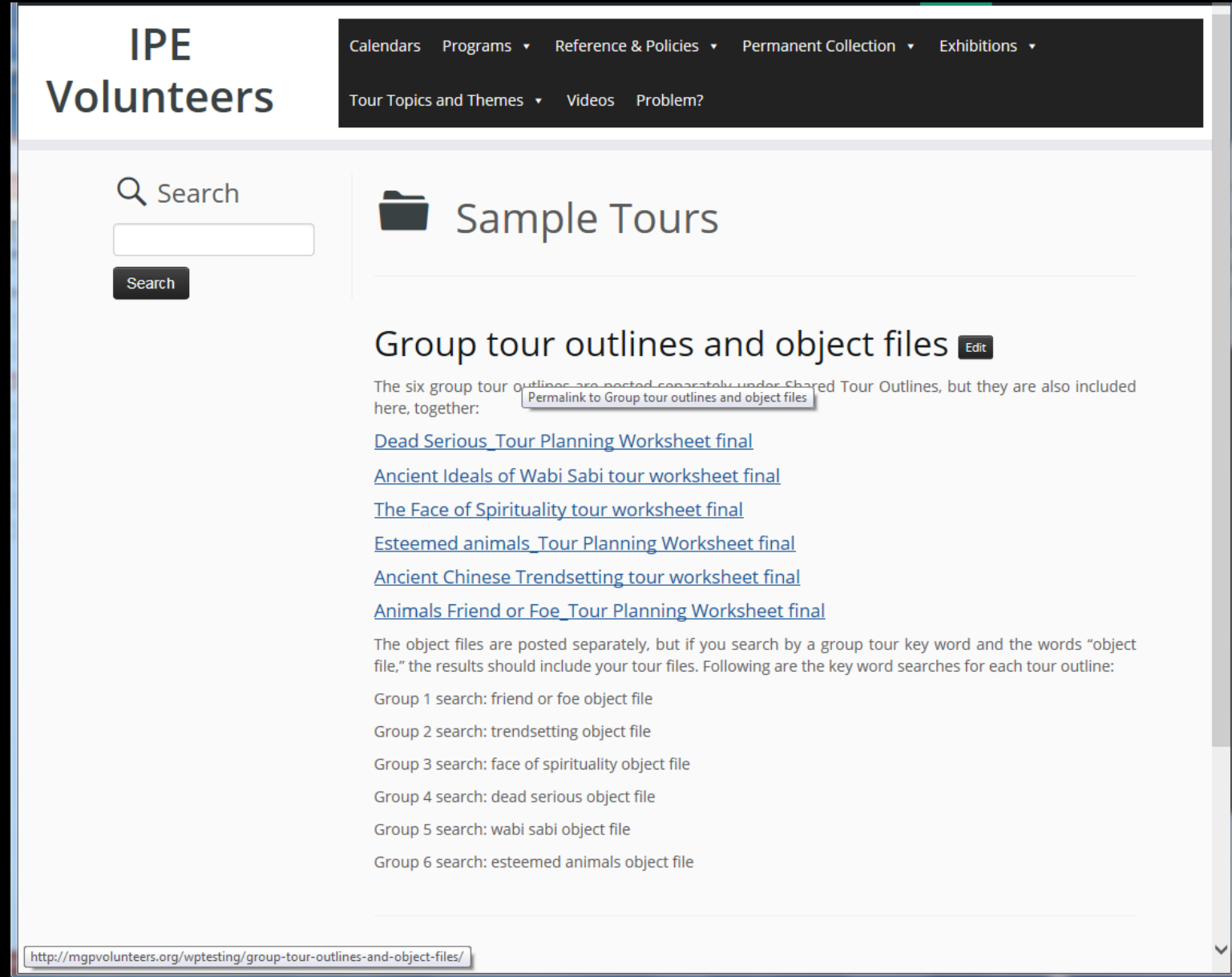
Below the text box is a search section with the heading "Search" and a sub-heading "This is an enhanced search. The site content is searched to find matches in tags, document titles, category, and content." To the right of the text is a search input field with a magnifying glass icon and a "Search" button. To the right of the search input is a "Contact Us" section with a hamburger menu icon and a list of contact names: Contact Ann, Contact Debra, Contact Juline, and Contact Michael. At the bottom of the page, there is a footer with a RSS icon, the copyright notice "© 2016 IPE Volunteers · Designed by Press Customizr", and a "Back to top" link.

Group tour files posted

Posted under Programs,
Docents, Junior Docents,
Sample Tours.

Worksheets and instructions
on finding your object files
are included here.

Example, “Friend or foe
object file”



The screenshot shows the IPE Volunteers website. The header includes the site name 'IPE Volunteers' and a navigation menu with items: 'Calendars', 'Programs', 'Reference & Policies', 'Permanent Collection', 'Exhibitions', 'Tour Topics and Themes', 'Videos', and 'Problem?'. A search bar is located on the left side of the page. The main content area is titled 'Sample Tours' and features a section for 'Group tour outlines and object files' with an 'Edit' button. Below this section, there is a paragraph explaining that six group tour outlines are posted separately under Shared Tour Outlines but are also included here. A 'Permalink to Group tour outlines and object files' is provided. A list of six tour outlines is shown, each with a blue hyperlink: 'Dead Serious Tour Planning Worksheet final', 'Ancient Ideals of Wabi Sabi tour worksheet final', 'The Face of Spirituality tour worksheet final', 'Esteemed animals Tour Planning Worksheet final', 'Ancient Chinese Trendsetting tour worksheet final', and 'Animals Friend or Foe Tour Planning Worksheet final'. Below the list, a paragraph explains that object files are posted separately and can be found by searching for a group tour key word and the words 'object file'. A list of six search results is provided: 'Group 1 search: friend or foe object file', 'Group 2 search: trendsetting object file', 'Group 3 search: face of spirituality object file', 'Group 4 search: dead serious object file', 'Group 5 search: wabi sabi object file', and 'Group 6 search: esteemed animals object file'. The URL 'http://mgpvvolunteers.org/wptesting/group-tour-outlines-and-object-files/' is visible at the bottom of the page.

Common issues with online research

*Use of unsecured or easily hacked research sources, usually from independent scholars or small galleries/collectors. Beware the online “experts” in various subjects. Only fully secure online sources can be included in a file.

*Include the name of the website/web page that was referenced, rather than just including a general url.

Object file form

Standard tags on object files will be: *object file* (actually input the words “object file” as a tag), *artist* (if known), *date*, *material/medium*, *culture*, *country*, *department*, and *applicable tour topic key words* (from supplied list)

Title of Object

Click here to enter text.

Photo of Object (optional)



Object Information

Artist: Click here to enter text.

Country: Click here to enter text.

Date of Object: Click here to enter text.

File Created: Click here to enter a date.

Accession Number: Click here to enter text.

Author of File: Click here to enter text.

Material/Medium: Click here to enter text.

Reviewer of File: Click here to enter text.

Department: Choose an item.

Last Updated/Reviewed: Click here to enter a date.

Culture: Click here to enter text.

Tour Topics

Click here to enter text.

Questions and Activities (list 3 to 4 sample questions here):

Click here to enter text.

Key Points (Form: subject matter, medium and techniques of manufacture, style, etc.)

Click here to enter text.

Key Points (Context: use, history, cultural information, artist bio, etc.)

Click here to enter text.

Current Mia Label Information (optional)

Tour topic key words...

To find object files that link to a tour topic, search “Ceramics Object File.”

- Abstraction
- African American
- Ancient culture
- Animals/Birds
- Architecture
- Artist/Patron
- Beauty
- Celebration
- Ceramics
- Conflict/War
- Controversy/Protest
- Cultural encounters/exchanges
- Daily life/Genre scene
- Entertainment/Music

And so on...

Tour topic key words...

Objects are tagged for searches.

Dashboard

Posts

All Posts

Add New

Categories

Tags

Media

Pages

Comments

Downloads

Contact

Appearance

Plugins 8

Users

Tools

Settings

Mega Menu

Collapse menu

Add a slider to this post/page

NO

Comments

Add comment

No comments yet.

WP Better Attachments

Add Attachments

Un-attach | Edit

Attachment ID: 10887

China_Ceremonial-

Title

China_Ceremonial stem cup_94.63

Caption

Caption

Un-attach | Edit | Delete

Attachment ID: 10888

Title

china ceremonial stem cup

Categories

All Categories Most Used

Permanent Collection

Departments

Chinese, South and Southeast Asian Art

Object Information

Object Files

Continuing Education

Exhibitions

[+ Add New Category](#)

Tags

Add

Separate tags with commas

3000-2000 BCE ancient culture

black pottery

burnished earthenware

ceramics china chinese

chinese-south-and-southeast-asian-art

dead serious food-and-drink

funerary/afterlife group 4 tour

innovation Longshan culture

object file power/status

ritual/ceremony wheel-thrown

[Choose from the most used tags](#)

Featured Image

Object file form

Blank Object File form is posted in Word and Pages format. If you use Pages, you **MUST** re-save as a Word file before submitting the object file to IPE staff.

IPE staff will review and save as a PDF, posting on the IPE site. The original Word file will be archived.

Title of Object

Click here to enter text.

Photo of Object (optional)



Object Information

Artist: Click here to enter text.

Country: Click here to enter text.

Date of Object: Click here to enter text.

File Created: Click here to enter a date.

Accession Number: Click here to enter text.

Author of File: Click here to enter text.

Material/Medium: Click here to enter text.

Reviewer of File: Click here to enter text.

Department: Choose an item.

Last Updated/Reviewed: Click here to enter a date.

Culture: Click here to enter text.

Tour Topics

Click here to enter text.

Questions and Activities (list 3 to 4 sample questions here):

Click here to enter text.

Key Points (Form: subject matter, medium and techniques of manufacture, style, etc.)

Click here to enter text.

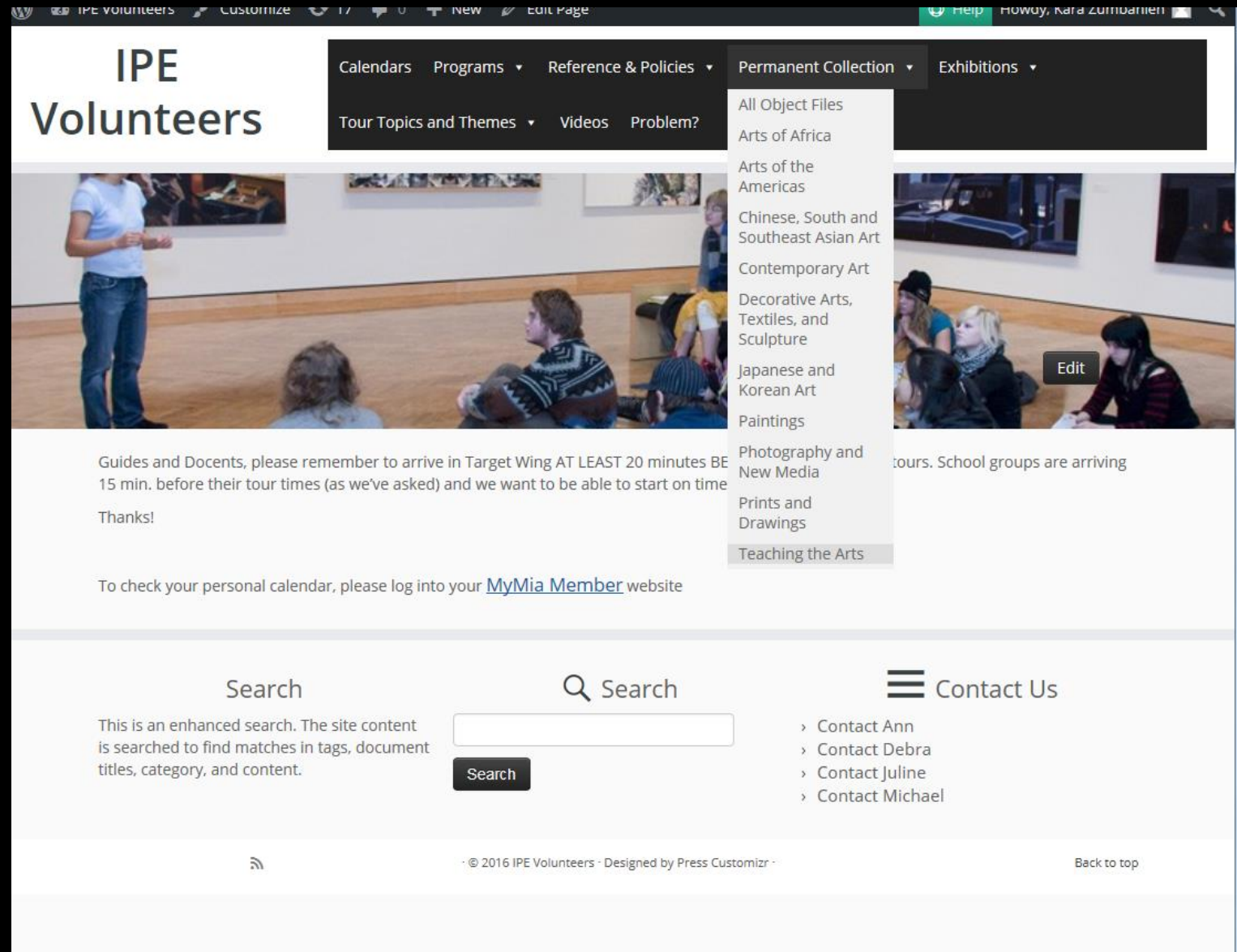
Key Points (Context: use, history, cultural information, artist bio, etc.)

Click here to enter text.

Current Mia Label Information (optional)

Teaching the Arts

The information posted for Teaching the Arts (Object in Focus and Five Facts) has been posted on our IPE site, too, under Permanent Collection.



The screenshot shows the IPE Volunteers website interface. At the top, the navigation bar includes 'IPE Volunteers', 'Customize', 'New', and 'Edit Page'. A dropdown menu is open, listing various categories: 'Calendars', 'Programs', 'Reference & Policies', 'Permanent Collection', and 'Exhibitions'. The 'Permanent Collection' dropdown is expanded, showing sub-categories: 'All Object Files', 'Arts of Africa', 'Arts of the Americas', 'Chinese, South and Southeast Asian Art', 'Contemporary Art', 'Decorative Arts, Textiles, and Sculpture', 'Japanese and Korean Art', 'Paintings', 'Photography and New Media', 'Prints and Drawings', and 'Teaching the Arts' (which is highlighted). Below the navigation, there is a banner image of a woman presenting to a group of people in an art gallery. A text box below the banner reads: 'Guides and Docents, please remember to arrive in Target Wing AT LEAST 20 minutes BEFORE your tour times (as we've asked) and we want to be able to start on time. Thanks!'. Below this, a link says 'To check your personal calendar, please log into your [MyMia Member](#) website'. At the bottom, there is a search bar with the text 'This is an enhanced search. The site content is searched to find matches in tags, document titles, category, and content.' and a 'Search' button. To the right, there is a 'Contact Us' section with links to 'Contact Ann', 'Contact Debra', 'Contact Juline', and 'Contact Michael'. The footer contains a copyright notice: '© 2016 IPE Volunteers - Designed by Press Customizr' and a 'Back to top' link.