Online Curated Exhibition on MEDIEVAL LONDON'S MATERIAL CULTURE
MVST 4654: *Medieval London*
Dr. Maryanne Kowaleski: Spring 2015

Assignment and Grading: Each student is required to do two reports with images using a web publishing platform called Omeka: free, open-source software that has been installed on Fordham's server. Omeka (from a Swahili word meaning 'to display' or 'to spread out'), is user-friendly and designed for online exhibitions. The reports—called 'Collections' in Omeka—are to include a short written report (c. 500-750 words) and at least two images. You will need to sign up to do one Object report and one Site report; each report is worth 15% of the grade. The report should draw on at least two and preferably three to four different sources. It is fine to use websites if they are sufficiently scholarly (we will have a discussion in class about how to discern which websites are acceptable), but consultation of printed books and articles (which means you have to go to an academic library, or consult such sources online) will more likely get you an A grade. You will need to cite, using proper bibliographic format, all sources you use in the Source section of the metadata form. A Bibliography will be made available to help you find relevant sources and images.

The sign-up sheets will be available from Ms Cuenca the week of January 13. You are strongly advised to start loading some files (such as a draft of your text or sample images) at least a week before the due date so that you can familiarize yourself with the technical steps involved (all of which are detailed below). Ms Cuenca will also be available for consultation during office hours. Note that there will be 3 points deducted from your final report grade for every day it is late; difficulties with the technical steps of loading items online will not be considered an excuse for tardiness.

A Note on Plagiarism: Since many of these reports will be on topics unfamiliar to you, it may be tempting to copy large portions of text written by someone else. Doing so—even if you change one or two words in the sentence—is plagiarism. If you employ key phrases or whole sentences written by someone else, you need to put these borrowed words inside quotation marks and record in parentheses the author's name and exact page(s) where you found this wording, as in: (Kowaleski, 234). The work by Kowaleski you are citing will be in the Sources metadata field (see below). You are, however, not allowed to use more than one quotation in each report. Other examples of plagiarism are claiming someone else's work as your own, or giving incorrect information about a source you cite. Failing to cite works that you used to write the text in the Sources field works will also be marked down. Each report will be sent through a plagiarism checker; those caught plagiarizing will receive an F for this assignment and reported to the dean.

Due dates: (you can always turn your report in earlier….)
Group 1: Your surname begins with A-K: reports due Feb. 4 and Mar. 10
Group 2: Your surname begins with L-Z: reports due Feb. 17 and Mar. 24

The Object Report: Choose a medieval object from the Medieval Objects list maintained by Ms Cuenca, research the object, and write up a report (500-750 words, not counting the source citations) that discusses the following issues (though not necessarily in this order):
   (a) describe the physical object (for example, its dimensions, materials used, color and appearance, and something about the manufacturing process if relevant)
   (b) describe how medieval people used the object (who used it, for what, when, and where?) and what the object may have meant to people
   (c) note its relevance for medieval London (was it found in London? Likely used or made in a particular London location? Associated with a particular person or group in London?)
   Each object report needs to contain at least two images: the main image will be the photograph of the item downloaded from the Museum of London online catalog:
[http://collections.museumoflondon.org.uk/Online/]. Other images can be a map of London

showing where the object was found, made, or used or medieval manuscript images that depict the object, or pictures of the object in an archaeological excavation or museum setting. Do not load more than four images. For tips about finding images, maps, and sources, see the Report Bibliography that will be handed out.

The Site Report: Choose a site (they are mostly churches, other buildings, streets, and rivers, with a few other assorted places) from the Medieval Sites list maintained by Ms Cuenca, research the site, and write up a report (500-750 words, not counting the source citations) that discusses the following issues (though not necessarily in this order):

For a church or building:
- (a) describe the architectural features (size, style of architecture, building materials), date of construction, and location of the building in medieval London (make sure you describe the medieval not later parts of the building, particularly the medieval sections you can still see today)
- (b) describe the purpose or use of the building and its various parts in the middle ages
- (c) why and how was this building significant to the people who lived in or visited medieval London?

For a street, river, market, etc…:
- (a) how did the site get its name, and did it change over time?
- (b) describe the location, size, function, and appearance of the *medieval* site (you can also say something about how it looks today)
- (c) what significant buildings or public spaces (such as markets, cemeteries, etc…) were on this site *in the middle ages*? Do we know anything about the people who lived, worked or travelled to this site during the middle ages?

Each report needs to contain at least two images: the main image will be a photograph that you take of how the site looks today. A second image should be a map of medieval London that locates the site. You can also include other photos of the site, or images of that site in a medieval artistic work, such as a manuscript or painting, or even a more modern drawing, as long as it depicts the site as it would have appeared in the middle ages. Do not load more than four images.

Instructions for Loading Text and Images to Omeka site

Make sure you have all of your images and the text describing your images (which should be saved separately, such as in a MS Word file). Log onto the Omeka site using your account information at http://medievallondon.ace.fordham.edu/admin/. Then you should be ready to begin with part I: building your collection.

I. **COLLECTIONS**
- Click on "Collections" in the navigation bar on the left-hand side and then click on the green button, "Add a Collection," at the top. You will be brought to an empty form titled "Dublin Core." You will fill out the fields with the following information about your object.
  - TITLE: The title of your object or name of the site. If it's a jug, for example, just type Jug.
  - SUBJECT: If it's a jug, type, for example, Household Items. The list of subject categories for objects and sites are at the end of this handout.
  - DESCRIPTION: This is where you will copy and paste the page-length description of your item that you wrote up in MS Word or another word processing program. After you've entered the text, check the "Use HTML" box at the bottom. Doing this will give you more formatting options (such as italicizing words).
  - CREATOR: Leave this field empty.
  - SOURCE: This is where you will copy and paste the bibliography you wrote up that helped you write the description of your object. Please check the "Use HTML" box at the bottom, as you will have to underline or italicize names of journals or books. You must use the Turabian/Chicago notes-bibliography style to format your

bibliography correctly (no MLA style); for a summary of the style rules, see this website.
[http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html]. To add another source, click on the green 'Add Input' button underneath Source. To italicize titles, check the 'Use HTML' box at the bottom so that you will have more formatting options. You also need to check the 'Use HTML' box at the bottom to insert a URL of any website you used; website sources also need to include the date you last accessed the website in parentheses.

- o PUBLISHER: This is where you will write or, most likely, provide a link to the Museum of London website from where you took your main Object image. Please check the "Use HTML" box at the bottom so that you may use the link function. For a site report, insert 'Photo by [your name here]' since the main image will be the photo you have personally taken.
- o DATE: The date range of your object or site. If you do not know the exact date of the object, building or street, use one of the following conventions:
  - ▪ Early Medieval (500-1000)
  - ▪ High Medieval (1000-1300)
  - ▪ Late Medieval (1300-1485)
  - ▪ Late Medieval/Early Modern (1485-1600)
- o CONTRIBUTOR: Your first and last name.
- o RIGHTS: For this field you must provide the URL link to the page on the website that details the sharing or distribution rights of the Museum of London image. Please check the "Use HTML" box at the bottom so that you may use the link function. If the building is owned by English Heritage (or another institution like the Corporation of London), then enter that here. For streets, rivers, and markets, this field will generally be left empty.
- o RELATION: Leave this field empty.
- o FORMAT: Leave this field empty.
- o LANGUAGE: Unless this is a medieval manuscript, you will leave this empty.
- o TYPE: The type of media you are uploading to the system. Most of you will type 'Still image' because you will be uploading a photographic image of your object. If you are unsure, check "Item Types" in the left-side navigation bar, but not before saving your work.
- o IDENTIFIER: Leave this field empty.
- o COVERAGE: Leave this field empty.
- Once all of the necessary fields are filled out and all text is properly formatted, check the "Public" box at the top-right of the page and then click the green "Add Collection" button.
- Once you have published the Collection, you can go to this collection from the Collection list and click on Edit (which brings you back to the metadata fields so you can change things around) or Delete. Just remember to click on 'Save Changes' before exiting!

After your Collection has been successfully published, you will move onto part two of the assignment:

II. **ITEMS**
- Click on "Items" in the navigation bar on the left-hand side and then click on the green button, "Add an Item," at the top. You will be brought to an empty form titled "Dublin Core," which will be highlighted at the top. You will fill out the fields with the following information about your object.
  - o TITLE: The title of your object or site. If it's a jug, for example, just type Jug. If it is a street or building, enter its name here.
  - o SUBJECT: If it's a jug, type, for example, Household Items. The lists of subject categories are at the end of this handout. When uploading images *related* to your

object, however, do *not* use the subject categories, just type the name of your object (for example, Jug).

- o DESCRIPTION: This will be a description of the image that you will be loading, generally one to three sentences long. Information on size, color, and the *specific* use or historical context of the object, building or street in this image should be included here. After you upload your image to Items, if you are uploading an image that is related to your object is some way (to expand your Collection), a description of 2-3 sentences here should be sufficient. Check the entries done by E. Cuenca and M. Kowaleski for examples of the types of information to add in this field.
- o CREATOR: If you do not know who created your object, skip this field. If you are loading a photo, insert the name of the photographer here if you know it. If you are loading a medieval painting and know the artist, enter his/her name here. If you are loading a map by a known cartographer, enter his/her name here.
- o SOURCE: Since your bibliography is already in Collections, skip this field, unless you used different sources to write the description of this particular item, in which case you need to put in any other sources you used. For scans or photos taken from a printed source, enter that source and page number here.
- o PUBLISHER: Where the image is published online. This is where you will write or, most likely, provide a link to the website from where you took your image. Please check the "Use HTML" box at the bottom so that you may use the link function. If you took the photo yourself, leave this field empty.
- o DATE: Enter the date of the object or site (or date range if a site underwent several changes during the middle ages). If you do not know the exact date of the object, building or street, use one of the following conventions:
  - Early Medieval (500-1000)
  - High Medieval (1000-1300)
  - Late Medieval (1300-1500)
  - Late Medieval/Early Modern (1485-1600)
- o CONTRIBUTOR: Your first and last name.
- o RIGHTS: Who owns rights to the object or building? Sometimes you need to search for this information since not all websites which reproduce images are diligent about listing original owners. You can link to the page on the website that details the sharing or distribution rights of the museum in which your object is currently housed. Check the "Use HTML" box at the bottom so that you may use the link function. If the building is owned by English Heritage (or another institution like the Corporation of London), then enter that here. For street reports, this field will generally be left empty.
- o RELATION: Leave this field empty.
- o FORMAT: Leave this field empty.
- o LANGUAGE: Unless this is a medieval manuscript or something with writing on it, you will leave this empty.
- o TYPE: The type of media you are uploading to the system. Most of you will type 'Still image' because you will be uploading a photographic image of your object. If you are unsure, check "Item Types" in the left-side navigation bar, but not before saving your work.
- o IDENTIFIER: Leave this field empty.
- o COVERAGE: Leave this field empty.
- Next, you will scroll to the top of the page and click on "Item Type Metadata."
  - o ITEM TYPE: Select from the drop-down menu the Item Type. It will most likely be 'Still image.'
  - o ORIGINAL FORMAT: What type of object is this? If it's a jug, type Jug; if a building, type Building.
  - o PHYSICAL DIMENSIONS: Provide here the measurements of your object.

- Next, scroll to the top of the page and click on "Files."
  - Upload the file image(s) here.
- Next, scroll to the top of the page and click on "Tags."
  - Enter here, separated by commas, the title of your object or site, and the subject category to which it belongs (please use at least one of the subject categories below, although you may also add your own subjects if you feel it necessary).
- Once all of the necessary fields are filled out and all text is properly formatted, use the drop-down menu in the right-side navigation bar to select the Collection to which this object belongs.
- Check the "Public" box.
- Then click on the green "Add Item" button.

Any and all objects that belong to your Collection must have separate metadata entered using the above Items form.

NOTE: You may choose to do part II (Items) before part I (Collections). If you do it this way, however, please make sure to go back to your Item to choose from the drop-down menu the Collection to which it belongs.

SUBJECT CATEGORIES for Objects: (in addition to the type or name of the object; you may choose more than one, or add your own subject categories after choosing at least one of the following)
Building Materials
Civic and Guild Culture
Clothing and Personal Accessories
Devotional Objects
Ecclesiastical Objects
Equestrian Items
Household Items
Jewelry
Money and Finances
Recreation and Games
Tools
Weapons and Armor
Writing Materials

SUBJECT CATEGORIES for Sites: (in addition to the name of the site, whether a building, street, river, etc…; you may choose more than one, and add your own subject categories as long as you choose at least one of the following)
Buildings, Ecclesiastical (for churches, abbeys)
Buildings, Guild (for guildhalls)
Cemetery
Hospital
Market
Monastery
River
Street
You can also add a subject that reflects the activity on that site during the middle ages.
*Finally, you must note the medieval parish or medieval ward that the site was located in (note all parishes or wards for rivers or streets that run over more than one).

SIGN-UP SHEET FOR OBJECTS AND SITES

Each student should choose one object and one site for their reports. If your object survives in more than one item in the Museum of London, make sure that you only choose one particular item for your report since details about the dates, materials, and individual history of each item can differ.

Object	No. of items	Report by
adze-hammer	1	
altarpiece	6	
amphora	1	
ampulla	50	
anchor	1	
aquamanile	9	
armor: chain mail	2	
arrowhead	132	
awl	2	
axe: battleaxe	10	
badge	8	
badge: livery	14	
badge: pilgrim	598	
balance: beam	2	
beaker	5	
bell: church	1	
belt: chape	2	
belt: sword	1	
billhook (weapon)	1	
bit: cheekpiece	3	
book	1	
boot	6	
bottle	21	
bowl	32	
brick	2	
brooch: disc	24	
buckle: plate	46	
candle holder	2	
carving: Arms of England/France	1	
carving: boss	1	
carving: Grocer's Co.	1	
case: comb	1	
case: writing tablet	1	
cauldron	9	
chalice	1	

Object	No. of items	Report by
chest	1	
chisel	1	
cistern	4	
cleaver	1	
cloth seal	10	
coin: penny	14	
collar	1	
comb	38	
cooking pot	7	
costrel	5	
crucible	96	
cup	12	
dagger: baselard	2	
die	24	
dish	45	
door frame	1	
drinking glass: beaker	20	
drinking horn	2	
finger ring	20	
finial: roof	3	
flask	61	
flesh hook	2	
game piece	42	
glove	1	
grave slab	3	
headdress: frame	1	
horseshoe	70	
inkwell	3	
jar: cooking pot	145	
jug	741	
key	468	
knife	4	
lamp	15	
loomweight	9	
mace	1	
mirror case	3	
money box	13	
monumental brass	4	
mortar	2	

mould	3	
needle	2	
patten	55	
pen	5	
pin	43	
pipe	1	
pipkin	13	
pitcher	53	
pitcher: cooking pot	1	
pot: cooking	9	
purse: frame	93	
rattle	11	
razor	1	
rosary	1	
scabbard	9	
scissors	1	
scramasax: seax	5	
seal matrix	25	
sheath	83	

shoe	192	
skate	2	
spearhead	16	
spectacles	1	
spindle whorl	2	
spoon	8	
stirrup	2	
stylus	33	
sword	9	
tallystick	1	
tile: floor	575	
tile: roof	5	
tile: stove	1	
urinal	6	
vase	7	
weaving comb	4	
whetstone	1	
window glass: stained	28	
writing tablet	2	

Site report

Sites	Type	Report by
Aldgate High St	street	
Bishopsgate	street	
Blackfriars	friary	
Cannon St	street	
Charterhouse	monastery	
Cheapside	Street & market	
Clerkenwell Priory	monastery/ church	
East Smithfield	cemetery	
Eastcheap	street	
Fishmongers' Hall	building	
Fleet	river	
Gray's Inn	building	
Greyfriars (Christ Church)	monastery/ church	
Guildhall	building	
Jewel Tower	building	
Lambeth Palace	building	
Leadenhall	street & market	
Lincoln's Inn	building	
London Wall	wall	
Moorgate	street	
Newgate St	street	
Southwark Cathedral	church	

St Bartholomew Hospital	hospital	
St Bartholomew the Great	church	
St Bride's	church	
St Ethelreda's Chapel	church	
St Giles Cripplegate	church	
St Helen's Bishopgate	church	
St Mary Spital	cemetery	
St Michael Paternoster Royal	church	
St Olaves Hart Street	church	
St Sepulchre-without-Newgate (Church of the Holy Sepulchre)	church	
Staple Inn	building	
Temple Church	church	
Thames Street	street	
The Jewry	street & district	
Tyburn	gallows	
Walbrook	River & street	
Westminster Hall	building	
Winchester Palace	building	