

## Introduction to Omeka

*NOTE: A Super User account allows additional site setup permissions which are not covered here.*

A user (with Administrator permissions) logged in to an Omeka site will see the dashboard display:

The screenshot shows the Omeka Dashboard interface. On the left is a sidebar with navigation options: Dashboard, Items, Collections, Item Types, Tags, Exhibits, Simple Pages, Collection Tree, LC Suggest, Map, and Dropbox. The main content area is titled 'Dashboard' and displays statistics: 17 items, 2 collections, 24 tags, and 1 exhibit. Below the statistics are two sections: 'Recent Items' and 'Recent Collections'. The 'Recent Items' section lists items like 'Green Mountain House', 'Locomotive', 'IOOF Building - 1878', 'Patent stone house', and 'Rice County courthouse', each with an 'Edit' link. The 'Recent Collections' section lists 'Charles Haven Photographs' and 'Max Moxley Photographs', each with an 'Edit' link. There are two red boxes highlighting 'Add a new item' and 'Add a new collection' buttons. The footer includes 'Powered by Omeka | Documentation | Support Forums' and 'Version 2.2.2'.

The left sidebar is the main navigation. The standard functions are shown in the top section. Functions in the bottom section will vary, depending on the plugins installed.

**Items** are the main building blocks of the digital library. Item records can simply consist of data entered in the Dublin Core and Item Type metadata fields, or they can encompass that information which describes one or more attached files (text, image, audio or video).

Items are organized in **Collections**; each item can be included in only one collection. Collections can be created in a hierarchy, so that a main collection can be the 'parent' of one or more subcollections. The collection structure is entirely dependent on the contents of a library's project.

Items can also be included in **Exhibits**. Exhibits are created as a display, and are usually a grouping of items that have been selected to tell a story, or that have a specific theme. An item can be included in more than one exhibit, or none. Exhibits may be temporary, or may be the main focus of an Omeka site.



Some items, collections and exhibits may be selected as **Featured**. These will display on the site's home page, depending on the options selected for the site.

Items can be created individually, where all metadata is hand entered, or they can be created by entering data into a specially formatted spreadsheet. The spreadsheets are then put in the library's shared Dropbox folder so SCKLS staff can upload them. This upload process creates the item records automatically. Once the upload process is complete, the library staff or volunteers can then log in to Omeka and upload files and verify or edit the item records.

## **Collections**

To create a collection, click **Add a new collection** OR select **Collections** on the left side task bar to open the "Browse Collections" page. From this page, select "add collection". Each Collection requires varying fields of item type metadata.

## **Items**

To add an item, select **Items** in the left hand task bar of the dashboard.

In the **Browse Items** screen you will be able to access the items in the collection. From here you can add an item, edit items individually, or batch edit selected items.

To begin adding an item, click the **Add an Item** button and fill out the appropriate item metadata at the **Dublin Core** and **Item Type Metadata** tabs. Once all necessary fields are completed, click the green **Add Item** button to save it.

***See documentation for metadata and item type standards for this project.***

An item may have multiple subject headings, but each should be in its own field. To add fields, click the green **Add Input** button under **Subject**. If the LC Suggest plugin is installed, typing the first few letters of a subject heading will display a short list of Library of Congress approved headings. Continue typing to refine the list. If no appropriate subject heading is available, enter your own. *Be sure to document and keep a list of the subjects you used, so your entries will be consistent!*

## **Batch Editing Items**

At the **Browse Items** screen, click the check boxes to select all item records that need to have the same edits performed, then click the **Edit** button. Batch edits can be done only on the following fields:

- Public (or not)
- Featured (or not)
- Item Type (select or remove current selection)
- Collection (select or remove current selection)
- Add Tags



## Adding Files to Items

After saving an item, you can add a file (text, photograph, video, etc.) to the record. Click the **Files** tab and browse to one or more files on your computer, or select a file from the Dropbox list (if available). When finished selecting files, click the **Save Changes** button. Whether uploading files from your computer or from the Dropbox list, this may take a few moments.

In some cases, the Files may NOT be the actual item that is described in the item record, but additional material. In that event, you need to complete the appropriate Dublin Core fields for the FILE (in addition to the standard Dublin Core fields. Click **Edit Item > Files** tab > **Edit** (next to the filename) to get to the Dublin Core page for the file. Please check with SCKLS staff if you have questions about file metadata.

## Tagging (optional):

Tags are another way to sort and identify your items. Usually, tags are similar to or the same as subject headings, so may be a duplication of effort. Just as with subjects, if you do use tags, be consistent!

Click the **Tags** tab on the left side of the dashboard. Type in as many tags as needed, separating the entries with a comma.

The **Edit Tags** page allows users to see what and how often tags are being used in the collection. The number on the left side of each tag shows the user how many times the tag is being used in the collection. The "X" on the right side of each tag allows the user to delete the tag from all associated items.

## Plugins

Plugins add functionalities to the basic Omeka installation. Some plugins require additional information or settings; a few of these are covered in the following pages.



## Workflow Overview for Adding Content and Metadata to Omeka

### Create collections and any sub-collections in Omeka

- For each Collection or Sub-collection you will need to add, at a minimum, Title, Description and Publisher information.

### Review the metadata documents

- There is a lot of background knowledge required to create quality metadata records. Take some time to review this section before you get started. Don't worry if the first few records seem to take a while – it will get easier and faster as you go!
- Make sure to consult the **Dublin Core Metadata Use Guide**, the **Basic Genre Terms** document, **Tips on writing Description and Subject headings**, and look through provided examples for assistance. The **Copyright and Permissions** section of the handbook will help you create a Rights statement.

### Add metadata for each item

- Create an item record in Omeka. You can either add metadata by hand (one item at a time) via the Omeka interface, or by the “batch load” method (creating many records in a single spreadsheet)
- If you opt to batch load metadata, make sure to save your completed spreadsheets to your library's Dropbox account. Then send an email to SCKLS DLI contact, alerting them to the fact that the file is there, along with any instructions or additional comments.

### Add item files to each item record

- Add the files from your various Upload folders to your item records.

### Double-check or Edit your items

- Always view your content from the Public View, to make sure that it is loaded and displaying correctly. You may wish to go back and edit your records, or troubleshoot problems or questions that came up in the process.

