

Omeka Item Type Metadata Use Guide

Omeka allows you to classify your items into different Item Types.

You can access the complete list of Item Types along with a Description from the Item Types tab in the Admin Dashboard.

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Browse Item Types (16 total)

Add an Item Type

Type Name	Description	Total Items
Text Edit	A resource consisting primarily of words for reading. Examples include books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text.	0
Moving Image Edit	A series of visual representations imparting an impression of motion when shown in succession. Examples include animations, movies, television programs, videos, zoetropes, or visual output from a simulation.	0
Oral History Edit	A resource containing historical information obtained in interviews with persons having firsthand knowledge.	0
Sound Edit	A resource primarily intended to be heard. Examples include a music playback file format, an audio compact disc, and recorded speech or sounds.	0
Still Image Edit	A static visual representation. Examples include paintings, drawings, graphic designs, plans and maps. Recommended best practice is to assign the type Text to images of textual materials.	1
Website Edit	A resource comprising of a web page or web pages and all related assets (such as images, sound and video files, etc.).	0
Event Edit	A non-persistent, time-based occurrence. Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, and responsible agents associated with an event. Examples include an exhibition, webcast, conference, workshop, open day, performance, lecture, etc.	0
Email Edit	A message sent electronically from one person to another.	0
Lesson Plan Edit	A resource that gives a detailed description of a course of instruction.	0
Hyperlink Edit	A link, or reference, to another resource on the Internet.	0
Person Edit	An individual.	0

Select Item Type to see the associated metadata elements.

Each Item Type has a specific set of Metadata Elements. They are different for each Item Type. This allows you to enter additional metadata for each element.



The default Item Types are:

- | | |
|--------------|----------------------|
| Text | Lesson Plan |
| Moving Image | Hyperlink |
| Oral History | Person |
| Sound | Interactive Resource |
| Still Image | Dataset |
| Website | Physical Object |
| Event | Service |
| Email | Software |

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Item Type #5: "Sound"

Description
A resource primarily intended to be used as an audio compact disc, and recorded speech or sound.

Elements

- Transcription
Any written text transcribed from a sound
- Original Format
The type of object, such as painting, sculpture, paper, photo, and additional data
- Duration
Length of time involved (seconds, minutes, hours, days, class periods, etc.)
- Bit Rate/Frequency
Rate at which bits are transferred (i.e. 96 kbit/s would be FM quality audio)

Recently Added Items
There are no recently added items.

Total Number of Items

Edit Delete

Item types can be edited to include additional fields.

New item types can be created, but this is generally not recommended.



Text

A resource consisting primarily of words for reading. Examples include books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text.

Elements:

Text - Any textual data included in the document.

- Optional
- Copy and paste the text from the OCR document (txt format) into this field.
- Alternately, this field may include a transcription of the document. Try to capture the text as it is originally represented.

Original Format - The type of object in its original form, such as vhs, dvd, digital file.

- Required
- There is no controlled vocabulary for this, so use a term that best describes the format of the original object, before it has been scanned or digitized. Be as descriptive as possible.
- If there are multiple objects in the item record, create a separate entry for each one.

Moving Image

A series of visual representations imparting an impression of motion when shown in succession. Examples include animations, movies, television programs, videos, zoetropes, or visual output from a simulation.

Elements:

Transcription - Any written text transcribed from a sound

- Optional
- Try to capture the sound exactly as it is originally represented, including any vocal fillers (ie: "hmmm", "um", etc.)

Original Format - The type of object in its original form, such as vhs, dvd, digital file.

- Required
- There is no controlled vocabulary for this, so use a term that best describes the format of the original object, before it has been scanned or digitized. Be as descriptive as possible.
- If there are multiple objects in the item record, create a separate entry for each one.

Duration - Length of time involved (seconds, minutes, hours).

- Required
- Recommended to use the form, hh:mm:ss. Eg: 00:15:04



- If you have multiple parts (for example a video divided into three segments), create a label and list each one as a separate entry. (eg: Part 1 - 00:15:04 Part 2 - 00:07:58)

Compression

- Optional
- Type/rate of compression for moving image file
- Internet Media Types (IMT) <http://www.iana.org/assignments/media-types/media-types.xhtml>
- Most videos in Omeka will be MP4 files (eg: video/mp4)

Producer

- Required if available.
- Name (or names) of the person who produced the video
- Enter names according to the **General Input Guidelines** or **Recommended vocabularies**.
- If there are multiple people, create a separate entry for each person

Director

- Required if available.
- Name (or names) of the person who directed the video
- Enter names according to the **General Input Guidelines** or **Recommended vocabularies**.
- If there are multiple people, create a separate entry for each person

Oral History

A resource containing historical information obtained in interviews with persons having firsthand knowledge. This may be a video, audio or text document. *For oral histories/interviews captured on video, audio or text, use the Oral History Item Type instead of the Moving Image, Audio or Text Item types.*

Elements:

Interviewer - The person(s) performing the interview

- Required if available
- Enter names according to the **General Input Guidelines** or Recommended vocabularies.
- If there are multiple people, create a separate entry for each person

Interviewee - The person(s) performing the interview

- Required if available
- Enter names according to the **General Input Guidelines** or Recommended vocabularies.
- If there are multiple people, create a separate entry for each person

Location - The location of the interview

- Required if available
- Enter as much information as is available.
- Eg: Silverton, Colorado Home of Mandy Sampson, Harrisonburg, Virginia.



Transcription - Any written text transcribed from a sound.

- Optional
- Try to capture the sound exactly as it is originally represented. Include any vocal fillers (ie: “hmmm”, “um”, etc.)

Original Format - The type of object in its original form, such as VHS, DVD, digital file.

- Required
- There is no controlled vocabulary for this, so use a term that best describes the format of the original object before it has been scanned or digitized. Be as descriptive as possible.
- If there are multiple objects in the item record, create a separate entry for each one.

Duration - Length of time involved (seconds, minutes, hours).

- Required
- Recommended to use the form, hh:mm:ss. Eg: 00:15:04
- If you have multiple parts (for example a video divided into three segments), create a label and list each one as a separate entry. (eg: Part 1 - 00:15:04 Part 2 - 00:07:58)

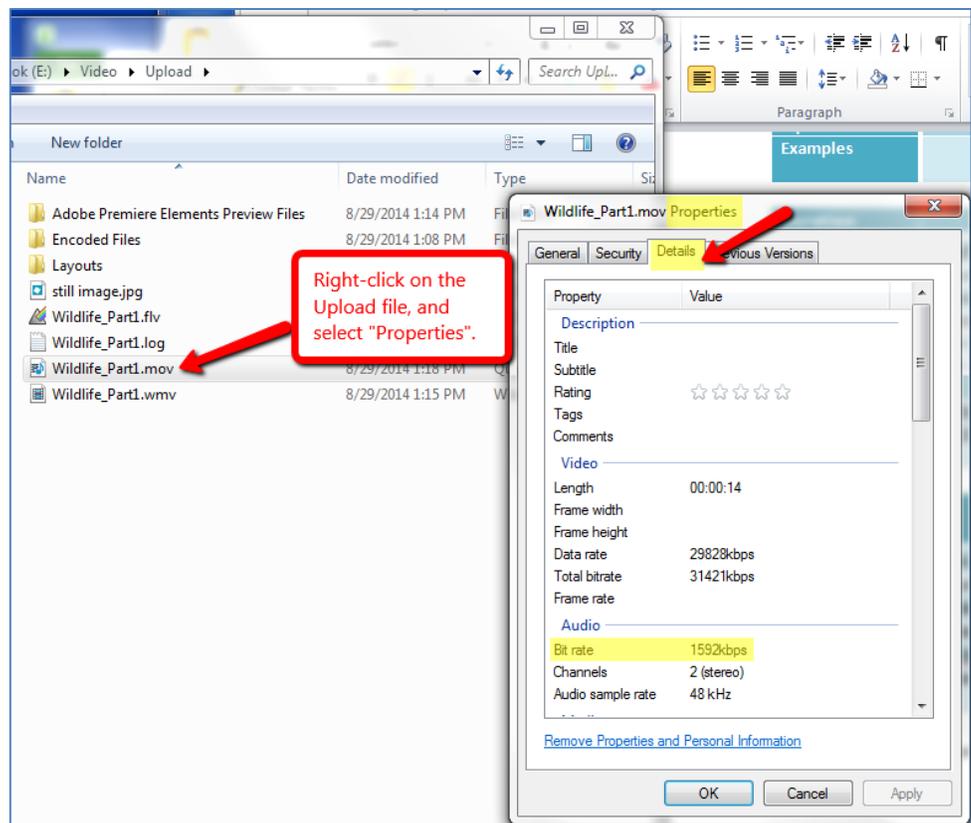
Time Summary - A summary of an interview given for different time stamps throughout the interview.

- Optional
- Include the time stamp and a brief description of the content. This is akin to creating a table of contents for audio/visual material.
- Eg: 00:00:10 – Interview with Betty Milczarek
00:07:44 – Interview with Roger Milczarek

Bit Rate/Frequency - Rate at which bits are transferred (i.e. 96 kbps would be FM quality audio)

- Required if available

To find the Bit Rate/Frequency of your item, go to your Upload file, right-click on the file itself and select **Properties > Details**. The Bit Rate will be under the section called Audio.



Sound

A resource primarily intended to be heard. Examples include a music playback file format, an audio compact disc, and recorded speech or sounds.

Elements:

Transcription - Any written text transcribed from a sound.

- Optional
- Try to capture the sound exactly as it is originally represented. Include any vocal fillers (ie: “hmmm”, “um”, etc.)

Original Format - The type of object in its original form, such as vhs, dvd, digital file.

- Required
- There is no controlled vocabulary for this, so use a term that best describes the format of the original object before it has been scanned or digitized. Be as descriptive as possible.
- If there are multiple objects in the item record, create a separate entry for each one.

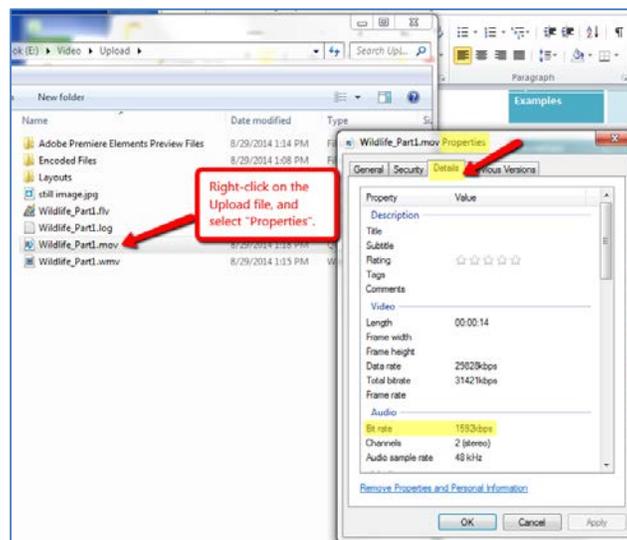
Duration - Length of time involved (hours, minutes, seconds).

- Required
- Recommended to use the form, hh:mm:ss. Eg: 00:15:04
- If you have multiple parts (for example a video divided into three segments), create a label and list each one as a separate entry. (eg: Part 1 - 00:15:04 Part 2 - 00:07:58)

Bit Rate/Frequency - Rate at which bits are transferred (i.e. 96 kbps would be FM quality audio)

- Required if available
- See the image below about where to find the rate that the bits are transferred.

To find the Bit Rate/Frequency of your item, go to your Upload file, right-click on the file itself and select **Properties > Details**. The Bit Rate will be under the section called Audio.



Still Image

A static visual representation. Examples include paintings, drawings, graphic designs, plans and maps. Recommended best practice is to assign the type Text to images of textual materials.

Elements:

Original Format - The type of object in its original form, such as vhs, dvd, digital file.

- Required
- There is no controlled vocabulary for this, so use a term that best describes the format of the original object before it has been scanned or digitized. Be as descriptive as possible.
- If there are multiple objects in the item record, create a separate entry for each one.

Physical Dimensions - The actual physical size of the original image.

- Required
- You indicate the size of the original image using multiple systems of measurement (ie: both metric and U.S. system) if you wish.
- If the image is “born digital” it does not have measurable physical dimensions, and you can leave this field empty

