

Adding Content and Metadata in Omeka

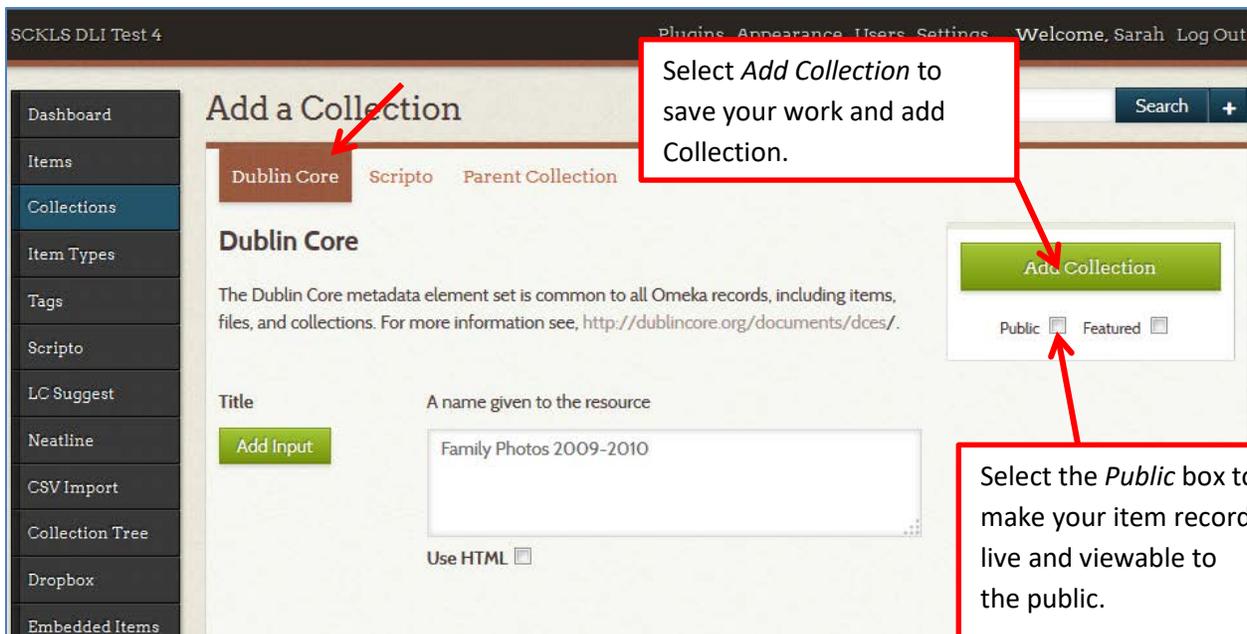
Follow these step-by-step instructions to create collections, add metadata, and add item files to each record. See *Dublin Core Metadata Use Guide* and *Omeka Item Type Metadata Use Guide* in this handbook for more information on what you need to enter in each field.

Create Collections in Omeka

Omeka organizes your contents into collections and sub-collections. To add a collection, select *Collections* from the Dashboard and click the green *Add a Collection* button.



You will then be asked to create a record by adding Dublin Core data for your Collection. Include as much information as you can. Required collection-level Dublin Core fields include: **Title, Description, and Publisher.** The Description is especially important for the users of your site.



If you are creating a sub-collection, you will have to define the parent collection. Select *the Parent Collection* tab. Use the drop-down menu to select the parent collection.



Add Items Individually Via the Omeka Interface

You have the option of adding item records in a couple of ways. One way is to add each item record by hand into the Omeka interface. This works well for adding a small number of items, especially if they are of different types, or if you prefer working directly in the Omeka Interface. Go to your Dashboard and click on *Items*. Then click on the green *Add Item* button.



This will bring up a workform for you to enter Dublin Core metadata to build the item record. Remember, if you need more information about Dublin Core elements, refer to the **Dublin Core Metadata Guidelines** document in this handbook.

If you have multiple values for a Dublin Core element, such as several subject headings, select the *Add Input* button to create an additional field for each entry.

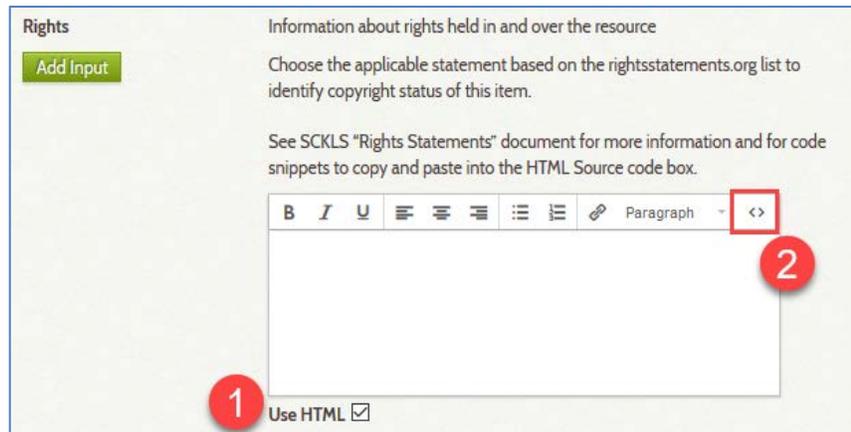
Metadata Example – Rights Statement

Fill in each applicable field with the information specific to the item. **See *Dublin Core Metadata Use Guide* and *Omeka Item Type Metadata Use Guide*** in this handbook for more information on what you need to enter in each field.



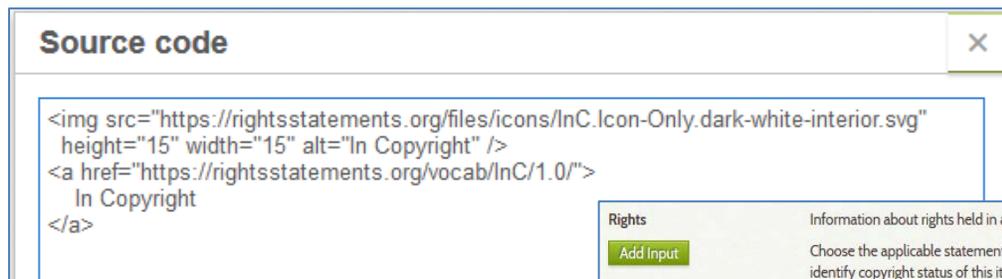
Fields in the Omeka workforms are usually filled in with plain text, but the text can be formatted using the HTML checkbox; use this if you need to add a clickable link.

The **Rights** field in each item record is critical. Select the statement from the **Rights Statements** document (8.5) that reflects the copyright status as accurately as possible. Copy the entire code section for that statement.

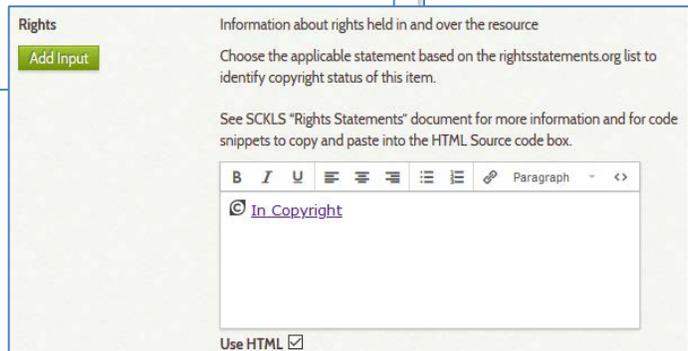


Back in the Omeka item record, go to the Rights field and 1) check the **Use HTML** box and 2) click the **<> Source code** icon.

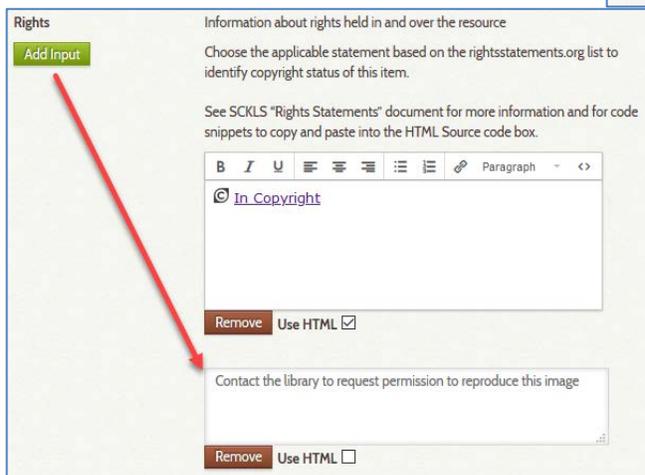
Paste the copied code in the **Source code** box and click OK.



The preview shows how it will display to site visitors.



The link goes to a description of the copyright status at <https://rightsstatements.org>.



If you need additional information (in Rights, Subject, or any other field) click the Add Input button to create a duplicate field.



Add an Item

Dublin Core Item Type Metadata

The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, <http://dublincore.org/documents/dces/>.

Title A name given to the resource
Add Input

Subject The topic of the resource
Add Input
Use HTML

Description An account of the resource
Add Input
Use HTML

Item Relations

Public: Featured:

Collection
Select Below

Remember to look at the **Dublin Core metadata use guide (7.2)** for information on what to enter in each of the fields.

Dublin Core **Item Type Metadata** Files Tags Map

Item Type Metadata

Item Type Select Below
 Select Below
 Dataset
 Email

Once you have added Dublin Core Metadata, click on the *Item Type Metadata* tab, and select the Item Type that matches your item.

Once you have selected the Item Type, the corresponding elements should automatically appear.

Remember, if you need more information about Item Type Metadata elements (fields), refer to the **Item Type metadata use guide** document (6.4).

In the example below, the **Still Image** Item Type has two metadata elements: Original Format and Physical Dimensions.



SCKLS DLI Test 4 Plugins Appearance Users Settings Welcome, Sarah Log Out

Dashboard
Items
Collections
Item Types
Tags
Scripto
LC Suggest
Neatline
CSV Import
Collection Tree
Dropbox
Embedded Items
Map
Exhibits
Reports
Simple Vocab
Simple Pages
Item Relations

Add an Item

Dublin Core **Item Type Metadata** Scripto Files Tags Map Item Relations

Item Type Metadata

Item Type: 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.

Original Format: The type of object, such as painting, sculpture, paper, photo, and additional data

Use HTML

Physical Dimensions: The actual physical size of the original image

Public: Featured:

Collection: Select Below

Add Item

Add Input

Add Input

Select **Add Item** to save your metadata BEFORE you add the item files.

Once you add the information in these fields, you are finished with adding metadata!

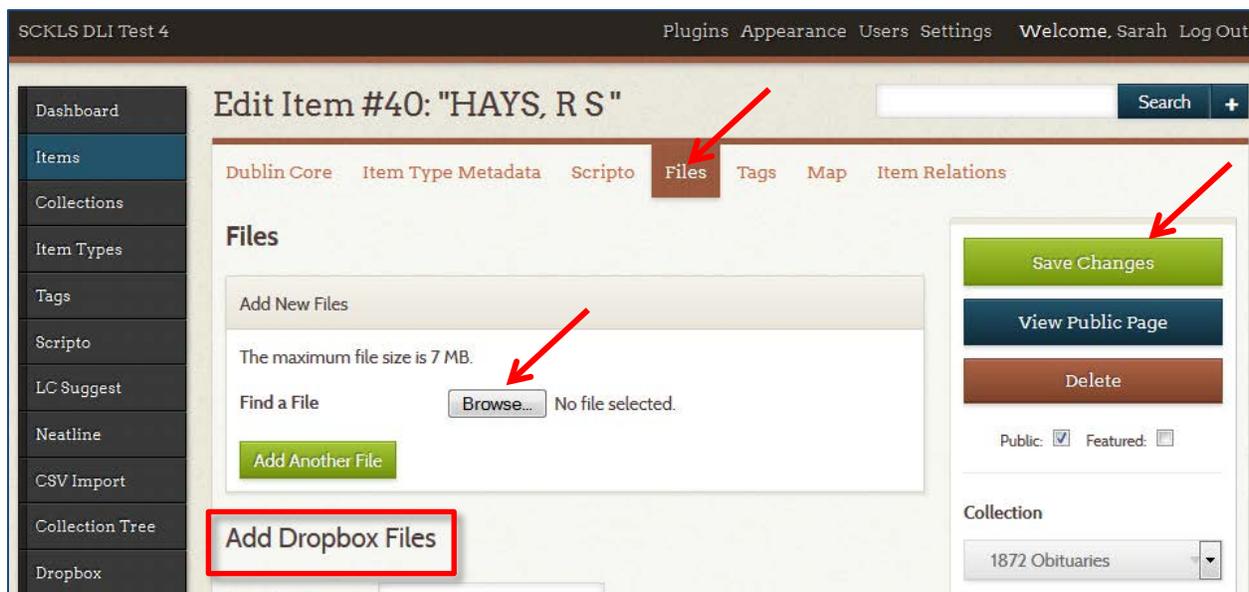
Click **Add Item** to save your work before adding the item files to your record. **Always save your metadata before you add item files.**

Add Item File(s) via Omeka Interface

Most item records are created to describe **files** – once the item record has been saved, the actual files need to be uploaded. These are the image, text, audio or video files that have been saved in the **Upload** folder(s) on your external hard drive. You can add multiple files to a single item record, such as a letter with multiple pages.

Search for the item from the Items list view (click Items on the left sidebar). Open the item, and click the **Files** tab. Click the **Browse** button to locate the correct file in the **Upload** folder on your hard drive. Click the **Save Changes** button to complete the process.



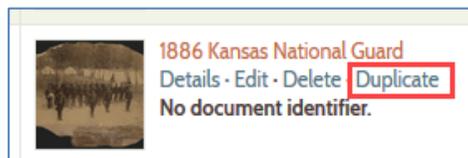


Large files must be transferred by SCKLS staff via FTP. Files that are too large to upload add at the item record should be copied to your library’s shared Dropbox folder, and an email sent to SCKLS staff. Once the files are transferred to your Omeka installation, you will see them listed in the Add Dropbox Files section of the Files window. Check the box for the file(s) you need, then click the Save Changes button.

Remember, since large files are being transferred, it may take a few moments for the process to complete!

Create Duplicate Items

If you have a number of similar items, you may wish to duplicate them one by one instead of manually entering the same data. Provided the **Item Duplicator** plugin is installed, you will see the option to **Duplicate** a saved item in the Item list or the item view page.



Depending on the plugin settings, **Title**, **Subject** and **Date** fields may be blank and highlighted, or may contain the previous item’s data.



Review the record and enter the new item’s data, then save and add file(s).



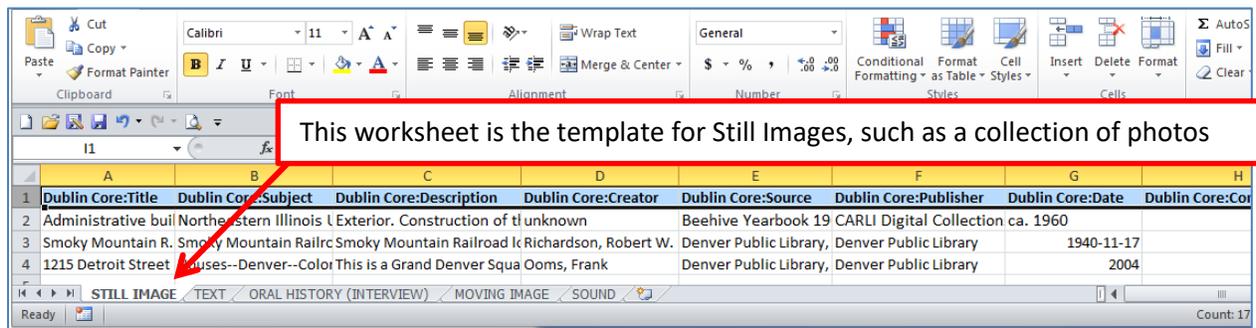
Add Items in a Batch via Spreadsheet

You can also batch load metadata to create items. This means that you can enter all of the metadata for many items in an Excel spreadsheet, and then put it in your shared Dropbox folder for a SCKLS staff member to upload to your Omeka site. This method usually works well for large collections, and allows you to more easily autofill repetitive data and make changes to the metadata.

Using the Metadata Template

We have created templates for you to input your item information in the excel file called **Metadata_Template.xlsx**. Omeka requires that you upload only items of the same Item Type in a single spreadsheet, so we have created a separate template for each Item Type.

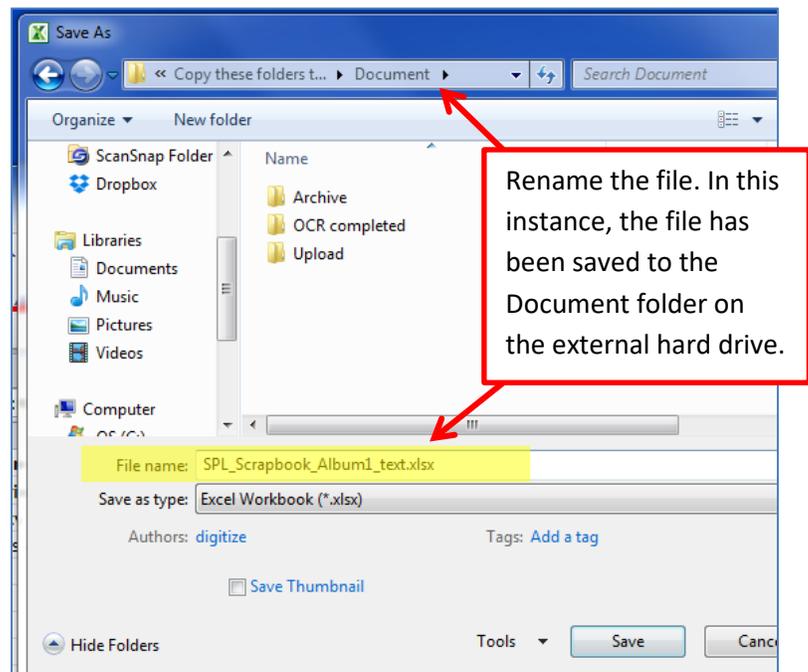
Open the Excel file and find the worksheet that corresponds to the Item Type for your items - click the appropriate tab along the bottom to open the template.



Select **Save As** and **rename** the template to fit your collection (See the **Naming your Spreadsheet/Worksheet** section below).

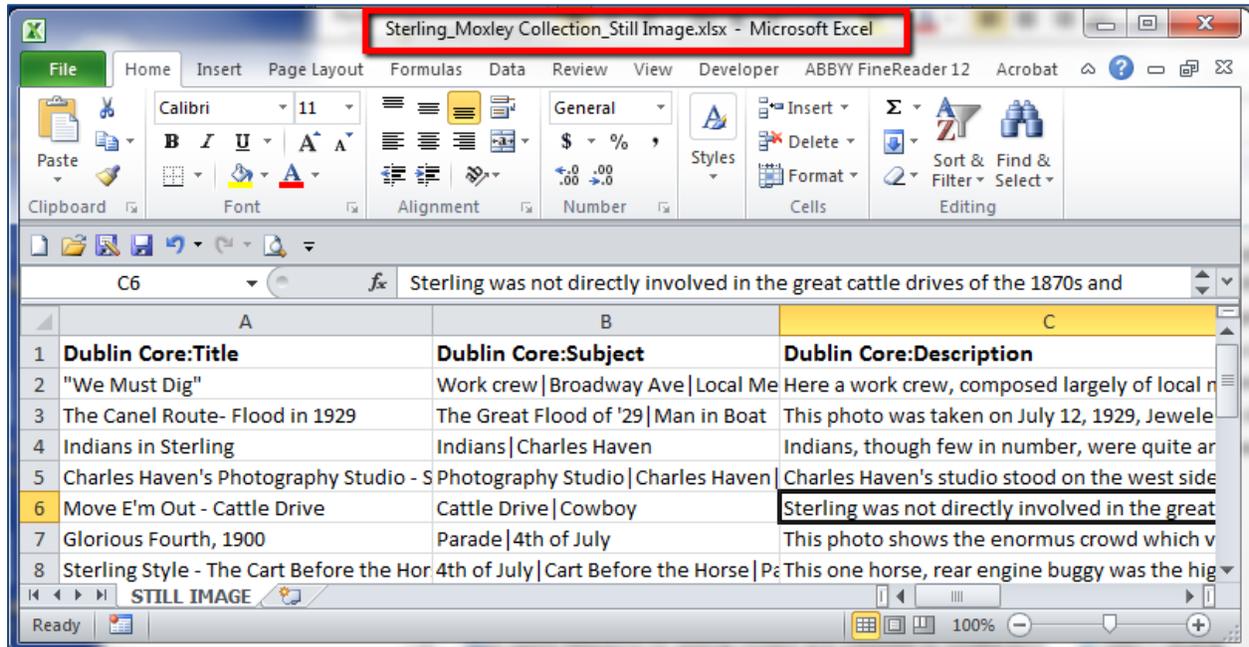
Save the file to your external hard drive. You may decide to create a separate metadata folder for all of your templates, or to save the templates in the item type folder.

Your template file may include sample records and additional worksheets that aren't relevant to your collection. Once you have saved your template to your external hard drive, delete sample records and worksheets that aren't applicable to you.



Naming your Spreadsheets/Worksheets

File naming is important. Your file name will help the SCKLS staff member identify your spreadsheet and know which collection it belongs to. We recommend using following naming convention for your spreadsheets: **{Library or abbreviation}_{Collection}_{Sub-collection}_{Item Type}**



Add multiple values for a single element (Subject, Creator, etc.)

If an item has more than one Creator, multiple Subject headings or other data, create a separate entry for each value.

If you have multiple values for a single element, separate them with a | (called a "pipe") in your spreadsheet. The pipe key is found on the upper right side of the keyboard (*Shift + backslash*).

In this spreadsheet, there are multiple values in the Subject element. The values (in this case, Library of Congress Subject Headings) are separated by the pipe character "|".



Here is the view in Omeka administrator interface, after the spreadsheet has been uploaded by a SCKLS staff member. Because of the “|” used in the spreadsheet, each Subject heading appears as a separate instance.

Item #10: "Mary McCornack Thompson..."

Plugins Appearance Users Set

Dublin Core

Title	Mary McCornack Thompson Diary, vol. 89, 1933 Feb. 1 - Nov. 24
Subject	Africa Africa--Description and travel Missionaries--Africa Women missionaries
Description	Volumes 78-89 detail Thompson's fifth and last trip to Africa (1926-1932).
Creator	Thompson, Mary McCornack
Source	Duke University Library, Mary McCornack Thompson Papers, 1887-1962, Box 6
Publisher	Duke University Libraries
Date	1933
Rights	Published with permission from copyright holder

Multiple Item Types in a single Collection

It's possible that you will have a collection that includes multiple item types. For example, Towanda Public Library may have a scrapbook called Towanda Library Through the Years: 1950-2000, that consists of both text and photographs (still images). The librarian wants to keep it together in a single collection. In this case, the librarian would create two templates – one Text template, and one Still Images template – to capture both item types in the collection.

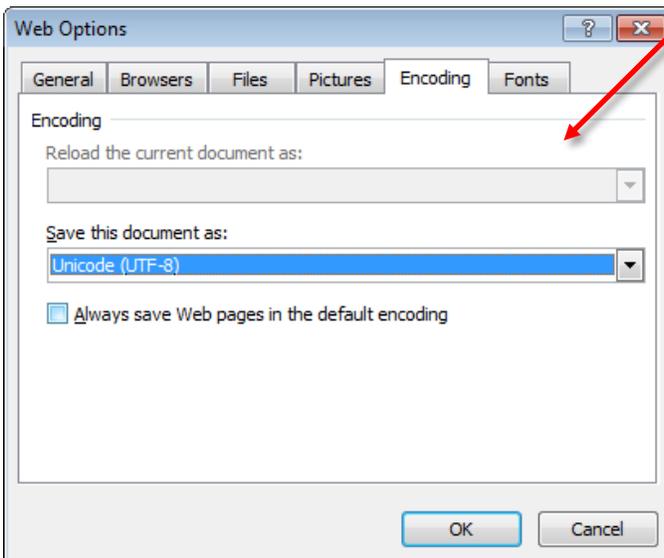
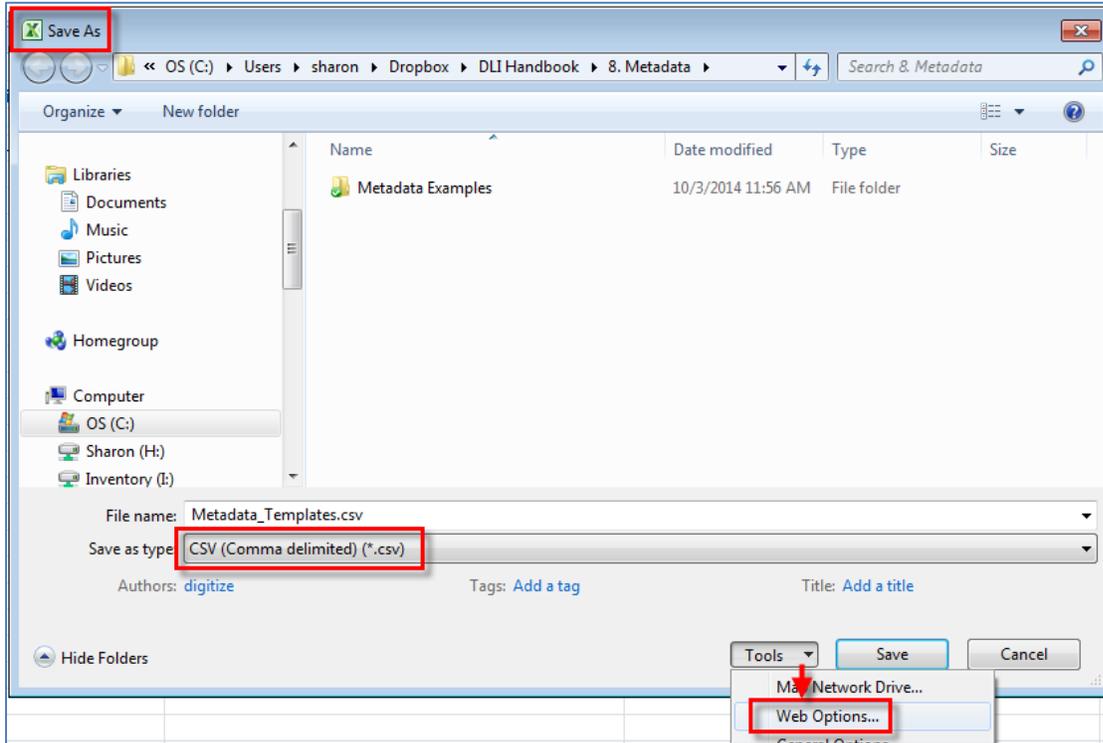
Include the Item type in your filename. **{Library abbreviation}_{Collection}_{Sub-collection}_{Item Type}**. For example:

TPL_Scrapbook_Text and **TPL_Scrapbook_StillImages**



Saving your metadata spreadsheet (Excel file) as UTF-8 csv file

In order for the metadata to load properly, you will need to convert your Excel file to a .csv file, and make sure that it is in UTF-8 encoding.



You now have a UTF-8 encoded csv file!

Save your csv file to your Dropbox account, and send an email to notify the SCKLS staff member that it is ready for uploading.

Once the spreadsheet has been uploaded to your Omeka site, we will email to let you know that the item records are ready for you to edit and attach any files.



View and Edit Item Records

Once you have item records saved in Omeka, you can edit them at any time; this may need to be done to add files, or to correct or add metadata.

You can locate individual records in a number of ways, besides browsing through the list: simple search, advanced search, sorting, or quick filter.

The screenshot shows the 'Browse Items (30 total)' page in Omeka. A sidebar on the left contains navigation links: Dashboard, Items, Collections, Item Types, Tags, Collection Tree, CSV Import, Exhibits, Map, LC Suggest, Simple Pages, and Dropbox. The main content area has a 'Quick search' bar at the top right. Below it are buttons for 'Add an Item', 'Show Details', 'Search Items', 'Edit', and 'Delete'. A 'Quick Filter' dropdown menu is open, showing options: View All, Public, Private, and Featured. A table of items is displayed with columns for Title, Creator, Type, and Date Added. A 'Click to sort by column entry' callout points to the 'Date Added' column header. An 'Advanced search' callout points to the 'Search Items' button.

The screenshot shows the 'Search Items' advanced search page. It features a 'Search for Keywords' field and a 'Search for items' button. Below are sections for 'Narrow by Specific Fields' (with a dropdown menu), 'Add a Field', 'Search by a range of ID#s (example: 1-4, 156, 79)', 'Search By Collection', and 'Search By Type'. A callout box labeled 'Advanced Search' points to the 'Add a Field' button. A second callout box points to the search settings icon in the top right corner of the search area, which opens a menu with the following options:

- Search using this query type:
 - Keyword
 - Boolean
 - Exact match
- Search only these record types:
 - Item
 - File
 - Collection
 - Exhibit
 - Exhibit Page
 - Simple Page

Some of the Advanced Search options are based on your site setup; for example, only your own collections will be listed in the drop-down menu.

Modify the quick search query by clicking the "..." icon. The defaults are shown here.

The results of a quick search will display the search settings along with the results. Click on a title or filename to view the record.



Search Omeka (2 total) diary

Query: diary Query type: Keyword

Record types: Item, File, Collection, Exhibit, Exhibit Page, Simple Page

Record Type	Title
Item	 Julia A. Hand Diary
File	 JuliaHandTest.pdf

<input type="checkbox"/>		Julia A. Hand Diary Details · Edit · Delete	Julia A. Hand	Text	Sep 26, 2014
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← This is a featured item

In the Browse Items view, click on the item title to View it (see screenshot at right), or click the Edit link to open the record.

The Edit window is the same as the **Add an Item** window, with the same fields and options.

Click View Public Page to see the record as others would see it with your theme.

If you click the Delete button, a verification window will pop up. If you choose to delete it, all files and metadata will be permanently removed.

Item #28: "Julia A. Hand Diary"



Click a button to work with a record and view the changes

Prev Item Next Item

Edit	
View Public Page	
Delete	

Title	Julia A. Hand Diary	Public: Yes
Subject	Kansas--Settlement	Featured: Yes
	Pioneers--Kansas	
	Partridge (Kan.)--History	Collection
Description	Extracts from the diary of Julia A. Hand, about homesteading on the plains near Partridge, Kansas.	Documents
Creator	Julia A. Hand	File Metadata
Source	Partridge Public Library, Partridge, Kansas USA	• JuliaHandTest.pdf
Publisher	Partridge Public Library, Partridge, Kansas USA	Output Formats



Some **batch editing** options are available. If needed, run a search or sort to display all the items to be edited on one page, then check the boxes next to the items to select them. Click the Edit button to open the Batch Edit Items window.

The screenshot shows a top navigation bar with buttons: 'Add an Item' (green), 'Show Details' (dark blue), 'Search Items' (dark blue), 'Edit' (dark blue), and 'Delete' (dark red). A red arrow points to the 'Edit' button. Below the navigation bar is a 'Quick Filter' dropdown. The main content is a table with columns: Title, Creator, Type, and Date Added. Three items are listed, each with a checked checkbox in the first column.

<input type="checkbox"/>	Title	Creator	Type	Date Added
<input checked="" type="checkbox"/>	 French Cavalry horses swimming river Details · Edit · Delete	Keystone View Company	Still Image	Aug 28, 2014
<input checked="" type="checkbox"/>	 French 320's defending Reims Details · Edit · Delete	Keystone View Company	Still Image	Aug 28, 2014
<input checked="" type="checkbox"/>	 French field hospital - locating bullet with X-Ray machine Details · Edit · Delete	Keystone View Company	Still Image	Aug 28, 2014

The 'Batch Edit Items' window has a title bar and a 'Save Changes' button (green). The 'Items' section lists two checked items: 'French Cavalry horses swimming river' and 'French field hospital - locating bullet with X-Ray machine'. Below this is the text 'Changes will be applied to checked items.' The 'Item Metadata' section contains several dropdown menus: 'Public?' (Select Below), 'Featured?' (Select Below), 'Item Type' (Select Below), and 'Collection' (Select Below). There are also 'Remove?' checkboxes for 'Item Type' and 'Collection'. The 'Add Tags' section has a text input field and the text 'List of tags to add to all checked items, separated by ,'. The 'Delete Items' section has the text 'Check if you wish to delete selected items.' and a 'Delete' checkbox.

The selected items are listed at the top. Any of the displayed items may be unchecked before saving, so the changes will not apply to them.

Make the changes needed, selecting from applicable drop-down menus, then click the green **Save Changes** button.

Items may also be batch deleted. As with individual deletions, all files and metadata will be permanently removed.

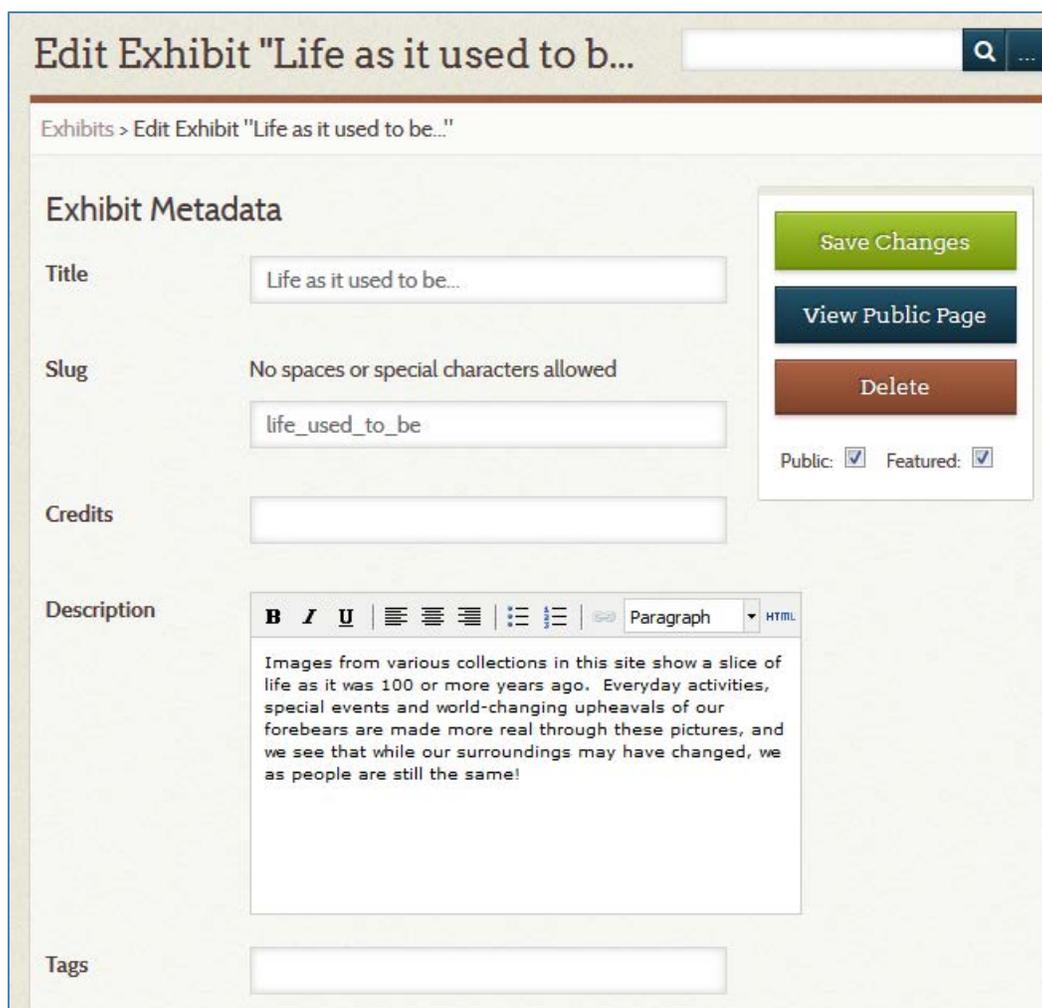


Create Exhibits

Exhibits consist of a main page that describes the exhibit plus gallery pages with various layout options. This sample exhibit shows some of the features and navigation.



Click the **Add an Exhibit** button. Each exhibit begins with metadata:



The screenshot shows the "Edit Exhibit" form for the exhibit titled "Life as it used to be...". The breadcrumb trail is "Exhibits > Edit Exhibit 'Life as it used to be...'".

Exhibit Metadata

Title: Life as it used to be...

Slug: No spaces or special characters allowed
life_used_to_be

Credits: [Empty text box]

Description: [Rich text editor with text: "Images from various collections in this site show a slice of life as it was 100 or more years ago. Everyday activities, special events and world-changing upheavals of our forebears are made more real through these pictures, and we see that while our surroundings may have changed, we as people are still the same!"]

Tags: [Empty text box]

On the right side of the form are three buttons: "Save Changes" (green), "View Public Page" (dark blue), and "Delete" (brown). Below these buttons are two checked checkboxes: "Public: Featured:



Add pages as needed for your exhibit, then select and add blocks of with various layouts.

The image shows a multi-step process in a web application. The main window is titled 'Add Page' and contains fields for 'Page Title' and 'Page Slug'. Below these is a 'Content' section with a 'New Block' area. A 'Select layout' panel offers three options: 'File with Text', 'Gallery', and 'Text'. A 'Geolocation Map' option is also visible. A red arrow points from the 'Gallery' option to a descriptive box that says 'A gallery layout featuring file thumbnails' and an 'Add new content block' button. An 'Attach an Item' dialog is open, showing a selected item 'Julia A. Hand Diary' with a thumbnail and a caption field. Below this, another 'Content' panel shows 'Block 1 (Gallery)' with an 'Items' list containing '#28: Julia A. Hand Diary' and an 'Add Item' button. A 'Text' section with a rich text editor is also visible, with a red arrow pointing to it from the text below.

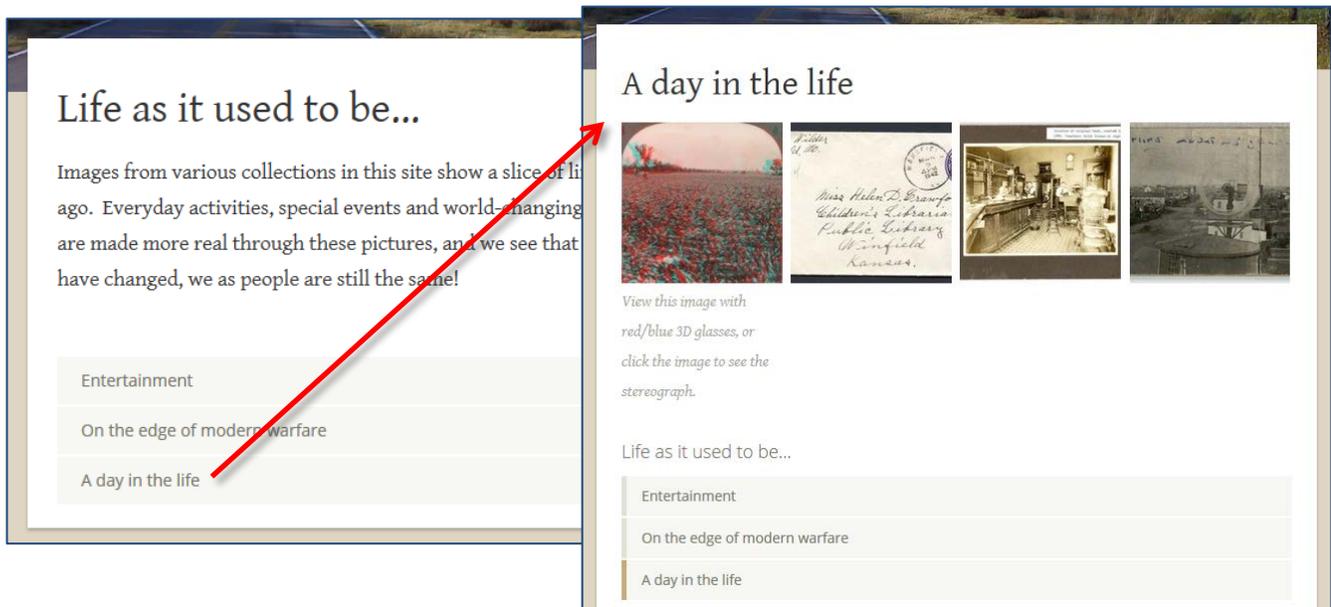
Once a content block has been created, add items with optional captions.

Add explanatory text for your content block as well. The text blocks can contain html coding, including hyperlinks.

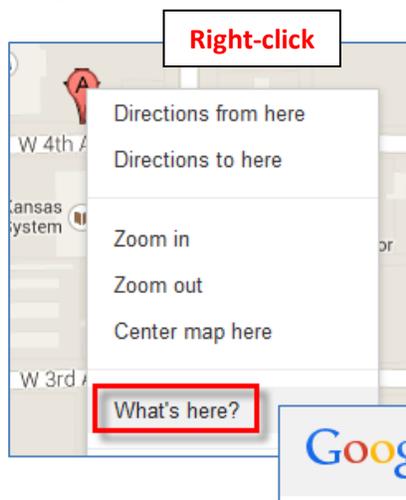
Continue to build the exhibit page by adding content blocks and/or more pages to the exhibit.



The public view of exhibits, as with all other parts of an Omeka site, will depend on the selected theme. The sample exhibit main view and one page are shown here:



Map



The Map plugin allows items to be associated with specific locations.

To get the latitude and longitude for the location, go to Google Maps (www.google.com/maps) and search for a street address that would incorporate the physical location you want to use for the item.

Once you find the location you need on Google maps, **right-click** on the marker 'balloon' and click **What's here?**; the geographical coordinates will display in the map search box, with the longitude first and the latitude next. Copy this information.

Open the Omeka item record. Click **Edit** > **Map** tab. In the **Find a Location by Address** field, paste the geographical coordinates you copied from Google maps. Be sure to include the "-" in the latitude! Click the **Find** button. Your location should show up on the map screen.



Once you verify the correct location, save the item record.

