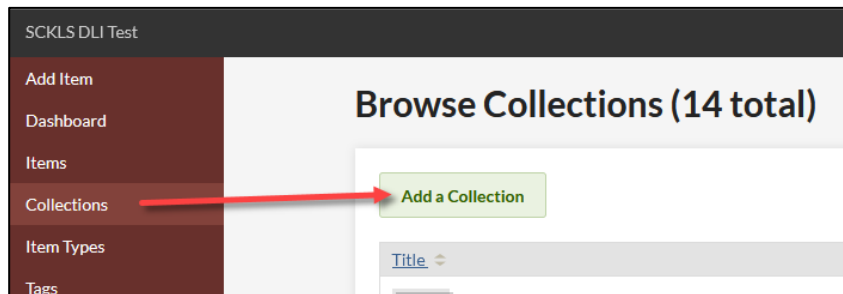


Adding Content and Metadata in Omeka

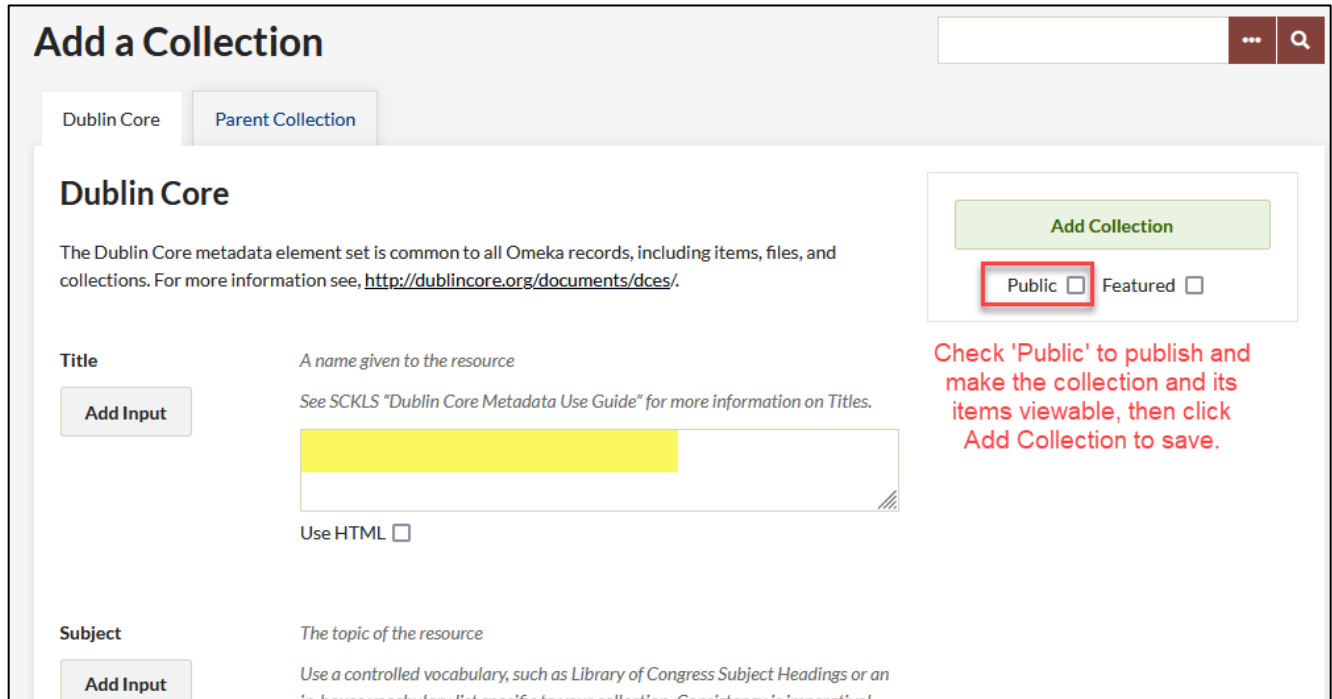
Follow these step-by-step instructions to create collections, add metadata, and add item files to each record. See *Dublin Core Metadata Use Guide* and *Omeka Item Type Metadata Use Guide* in this handbook for more information on what you need to enter in each field.

Create Collections in Omeka

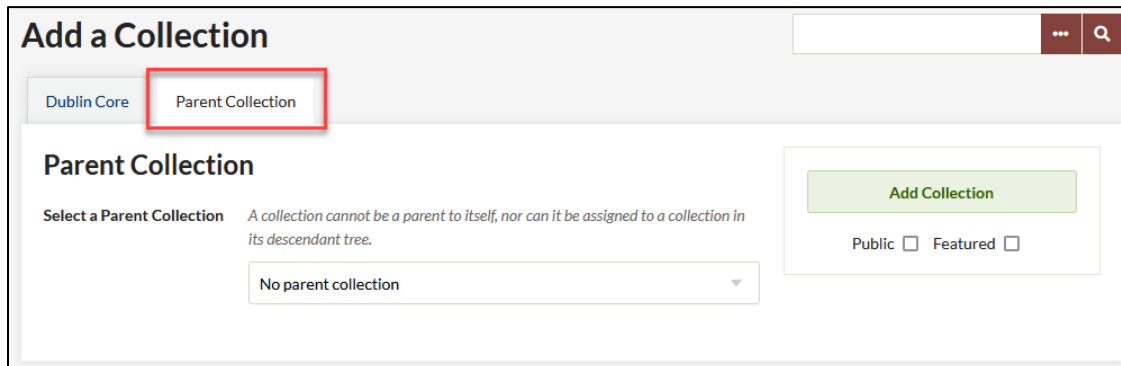
Omeka organizes your contents into collections and sub-collections. To add a collection, select *Collections* from the Dashboard and click the green *Add a Collection* button.



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.

A screenshot of the 'Add a Collection' form in Omeka. The form has a header 'Add a Collection' and two tabs: 'Dublin Core' and 'Parent Collection'. The 'Dublin Core' tab is selected. Below the tabs is a text box explaining that Dublin Core metadata is common to all Omeka records. The form contains several fields: 'Title' (with a yellow highlight and a red box around the 'Add Input' button), 'Subject' (with a red box around the 'Add Input' button), and checkboxes for 'Public' and 'Featured'. A red text box on the right side of the form says: 'Check 'Public' to publish and make the collection and its items viewable, then click Add Collection to save.' The 'Add Collection' button is also visible at the top right of the form area.

If you are creating a sub-collection, the parent collection must already exist. Select the *Parent Collection* tab and parent collection from the drop-down. Choose whether to make it public and/or featured, then Add Collection to save. If the parent collection is not public, the sub-collection will be hidden from public view.

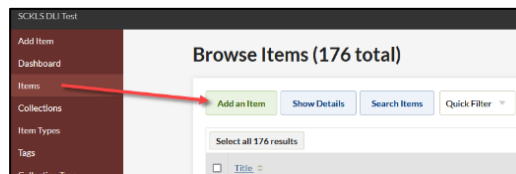


Add Items Individually Via the Omeka Interface – Dublin Core

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.

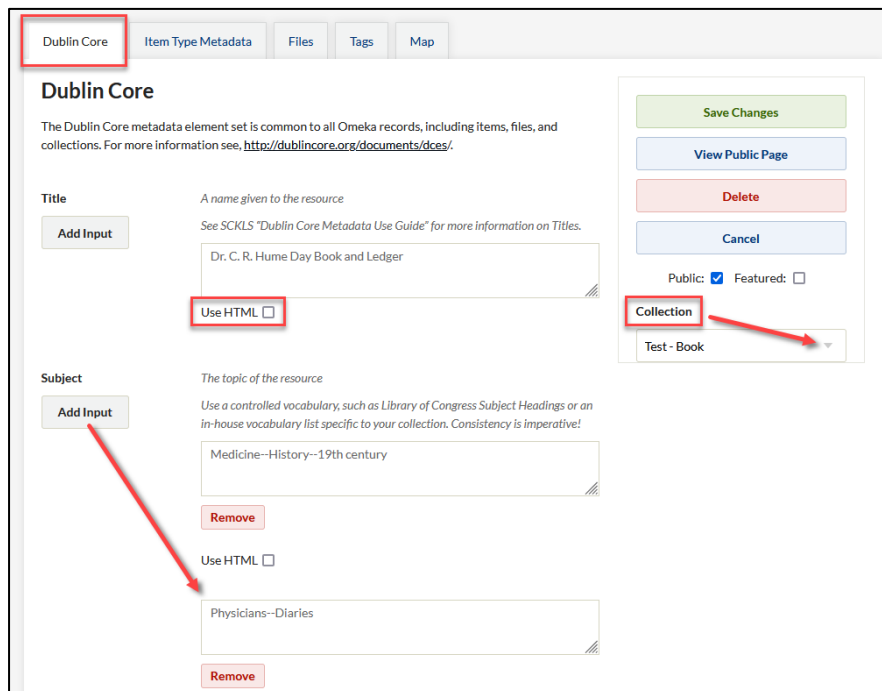
In the Dashboard, click *Items > Add an Item*.

This will bring up a workform for you to enter Dublin Core metadata to build the item record.



See the **Dublin Core Metadata Guidelines** document for specific requirements for data in the element fields.

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



Metadata Example – Rights Statement

The **Rights** information for item record is critical. Select the statement from the **Rights Statements** document that reflects the copyright status as accurately as possible.

Copy the entire code section for that statement.

Statements expected to be most commonly used in this project:

In Copyright
This Rights Statement can be used for an Item that is in copyright. Using this statement implies that the organization making this Item available has determined that the Item is in copyright and either is the rights-holder, has obtained permission from the rights-holder(s) to make their Work(s) available, or makes the Item available under an exception or limitation to copyright (including Fair Use) that entitles it to make the Item available.

Use this code:

```

<a href="https://rightsstatements.org/vocab/InC/1.0/">
  In Copyright
</a>
```

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

Rights

Information about rights held in and over the resource

Choose the applicable statement based on the rightsstatements.org list to identify copyright status of this item.

See SCKLS "Rights Statements" document for more information and for code snippets to copy and paste into the HTML Source code box.

Use HTML (1)

Source code (2)

Source code

```

<a href="https://rightsstatements.org/vocab/InC/1.0/">
  In Copyright
</a>
```

The preview shows how it will display to site visitors. The link goes to a description of the copyright status at <https://rightsstatements.org>.

Rights

Information about rights held in and over the resource

Choose the applicable statement based on the rightsstatements.org list to identify copyright status of this item.

See SCKLS "Rights Statements" document for more information and for code snippets to copy and paste into the HTML Source code box.

Use HTML

© In Copyright

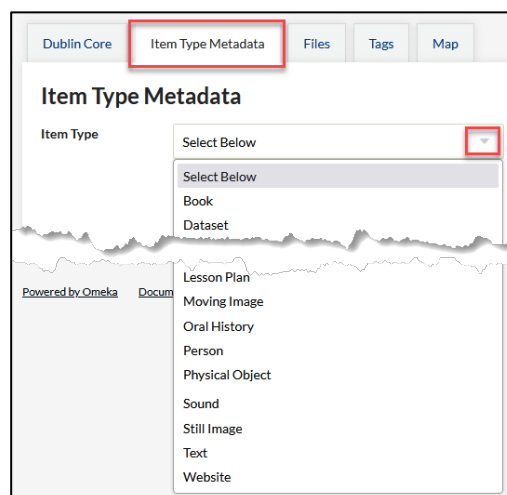


Item Type Metadata

Once you have finished adding Dublin Core Metadata, click on the **Item Type Metadata** tab to finish adding data. Remember, if you need more information about Item Type Metadata elements, refer to the **Item Type metadata use guide** document.

Select the appropriate Item Type to display the element fields specific to that type.

For example, the **Still Image** item type has two metadata elements: Original Format and Physical Dimensions, while the **Oral History** item type has field relating to a recorded interview.



Item Type Metadata

Item Type: **Oral History**

A resource containing historical information obtained from interviews with persons having firsthand knowledge.

Interviewer *The person(s) performing the interview*

Add Input

Use HTML

Interviewee *The person(s) being interviewed*

Add Input

Duration *Length of time involved (seconds, minutes, hours, days, periods, etc.)*

Add Input

Use the format 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)

Use HTML

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 in its original form, such as paper, VHS, DVD, digital file. 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.*

Add Input

Use HTML

Physical Dimensions *The actual physical size of the original image*

Add Input

Use HTML

Add Item

Cancel

Public: Featured:

Collection

Select Below

Once you add the information in these fields, be sure to choose a Collection, and check the Public box if the item record is ready for public access.

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

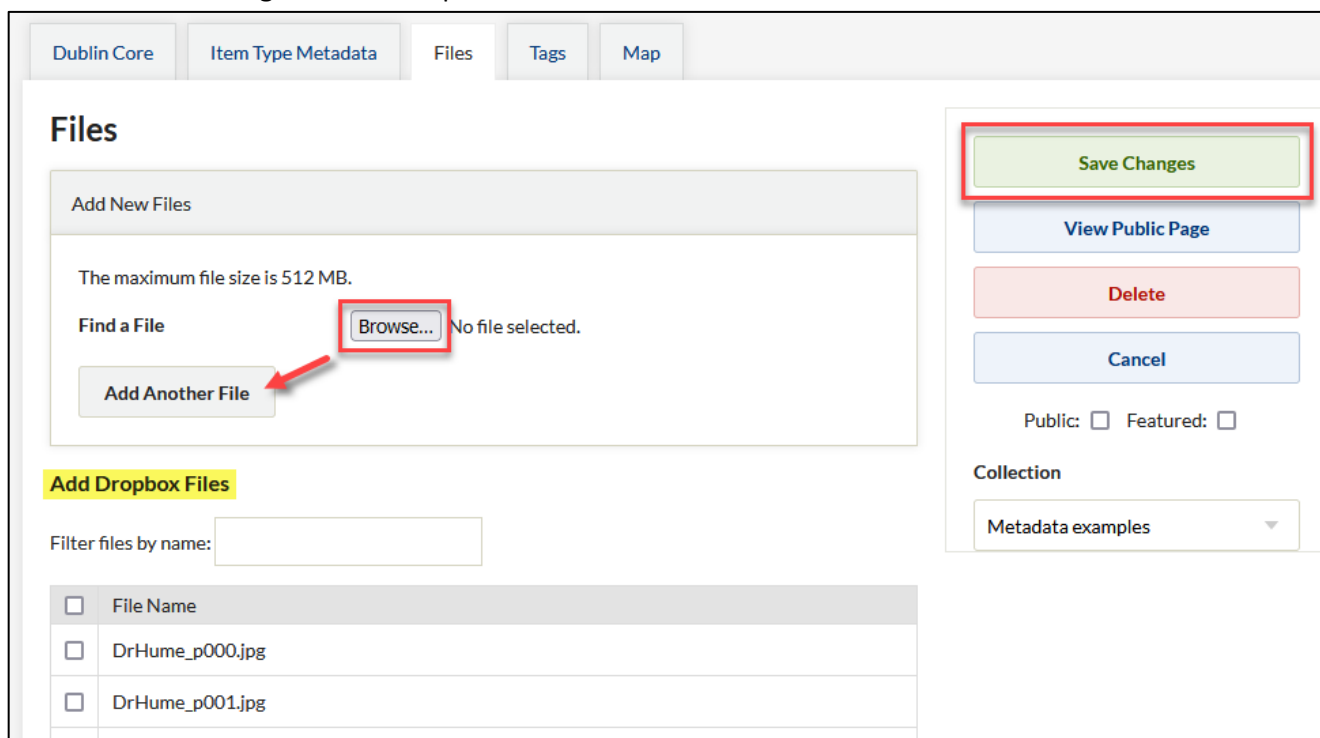


Add Item File(s) via Omeka Interface

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, or photograph with scans of both the front and back.

Open the item and click the **Files** tab. Click the **Browse** button to locate the correct file. For multiple files, click the Add Another File button and browse to select one or more.

Click the **Save Changes** button to upload the files and save the record.



The screenshot shows the Omeka interface for adding files. At the top, there are tabs for 'Dublin Core', 'Item Type Metadata', 'Files', 'Tags', and 'Map'. The 'Files' tab is active. Below the tabs, there is a 'Files' section with a 'Save Changes' button highlighted in a red box. The 'Add New Files' section contains a message 'The maximum file size is 512 MB.' and a 'Find a File' section with a 'Browse...' button highlighted in a red box and a red arrow pointing to it. Below this is an 'Add Another File' button. The 'Add Dropbox Files' section has a filter box and a table with two files: 'DrHume_p000.jpg' and 'DrHume_p001.jpg'. On the right side, there are buttons for 'View Public Page', 'Delete', and 'Cancel', along with checkboxes for 'Public' and 'Featured', and a 'Collection' dropdown menu.

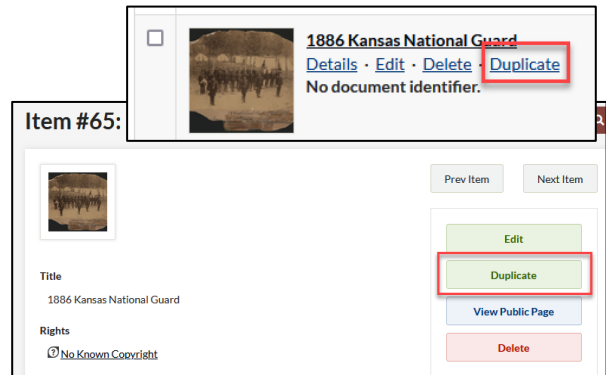
Large files must be transferred by SCKLS staff via FTP. Files that are too large to upload at the item record should be copied to your library's shared Dropbox folder, and an email sent to SCKLS staff with the information that those files need to be transferred. Once that process is complete, you will see them listed in the Add Dropbox Files section of the Files window. Check the box(es) 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 quickly duplicate them instead of manually entering the same data. You will see the option to **Duplicate** a saved item in the Item list or the item view page.



The screenshot shows two views of an item. The top view is the 'Item #65' list view, showing a thumbnail, title '1886 Kansas National Guard', and a red box around the 'Duplicate' link. The bottom view is the item's detail page, showing the same title and a red box around the 'Duplicate' button in the right-hand sidebar.

Depending on the settings for your site, the Title, Subject and Date fields may be blank and highlighted, or fields may contain the previous item's data.

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

Duplicate Item #65: "1886 Kansas ..."

Dublin Core Item Type Metadata Files Tags Map

Dublin Core

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

See SCKLS "Dublin Core Metadata Use Guide" for more information on Titles.

[Yellow highlighted text area]

Use HTML

Subject *The topic of the resource*

Add Input

Use a controlled vocabulary, such as Library of Congress Subject Headings or an in-house vocabulary list specific to your collection. Consistency is imperative!

Kansas. National Guard -- History

Use HTML



Add Items in a Batch via Spreadsheet

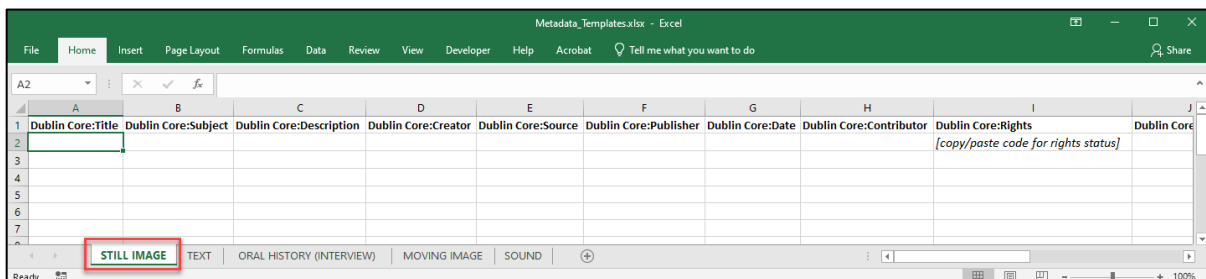
You can also batch load metadata to create items. This means that you can enter all of the metadata for many items in an Excel spreadsheet, and then put it in your shared Dropbox folder for a SCKLS staff member to upload to your Omeka site. This method usually works well for large collections, and allows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

Using the Metadata Template

Instead of adding metadata for items one by one, you can input your item information in the prepared **Metadata_Template.xlsx** file. Omeka limits csv uploads to one Item Type per spreadsheet, so this file includes a separate sheet for each Item Type.

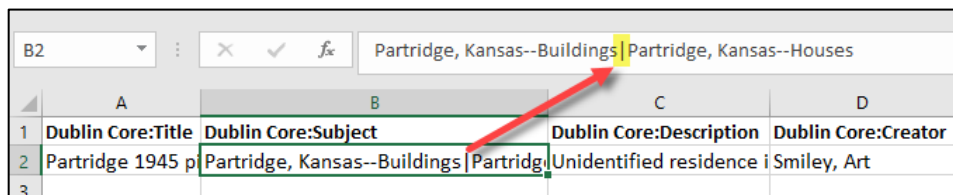
~ **Request the file from SCKLS staff to be sure you have the latest version.** ~

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



Enter **Dublin Core** and **Item Type** metadata for your items, using one row per item record. Add the same information as you would in the Omeka workform, *with one exception*.

If an item has multiple **Subject** headings or more than one entry for other elements (like **Title** or **Description**), include all entries in the cell, separated with a | character, called a “pipe”. The pipe key is found on the upper right side of the keyboard (Shift + backslash). **DO NOT** use spaces around the | character.



Autofill other elements that are the same for all items by entering data in the first row, then click and drag the small square at the lower right corner of the cell down to fill cells below it.



Select **Save As** and rename the template to fit your collection. Save the file to your local computer, following the steps below.



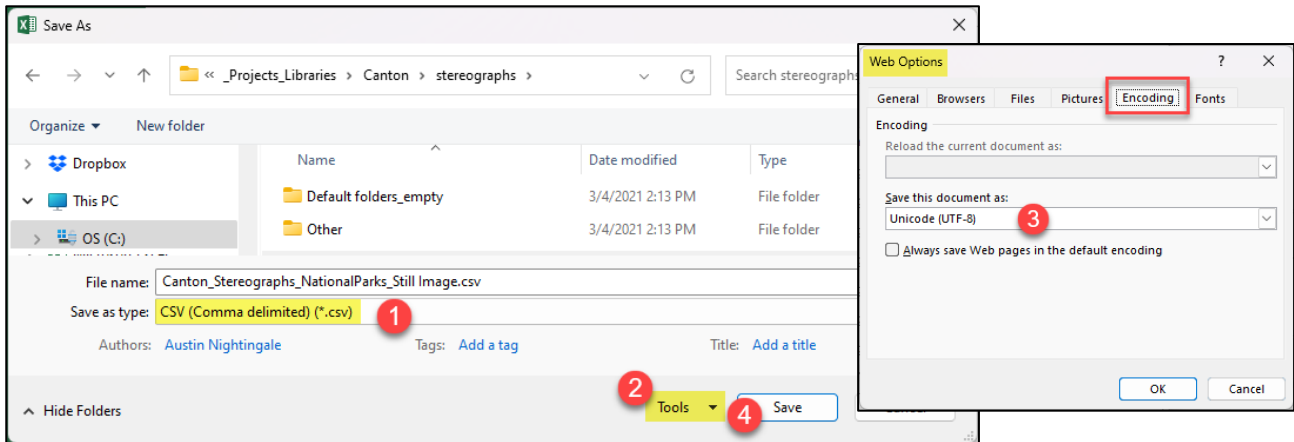
Naming & Saving Spreadsheets/Worksheets

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}

	A	B	C	D	E	F	G
1	Dublin Core:Title	Dublin Core:Subject	Dublin Core:Description	Dublin Core:Creator	Dublin Core:Source	Dublin Core:Publisher	Dublin Core
2	001: Nature's Everlasting Smile	National Parks Niagara River	Looking Southeast in the rapids	Keystone View Company	Canton Carnegie Township Librai	Canton Carnegie Township Librai	ca. 1920
3	002: Maid of the Mist Ferry	National Parks Niagara River	General view of Niagara Falls fro	Keystone View Company	Canton Carnegie Township Librai	Canton Carnegie Township Librai	ca. 1920
4	003: Horseshoe Falls	National Parks Niagara River	Tireless Niagara; Horseshoe Fall;	Keystone View Company	Canton Carnegie Township Librai	Canton Carnegie Township Librai	ca. 1920

IMPORTANT

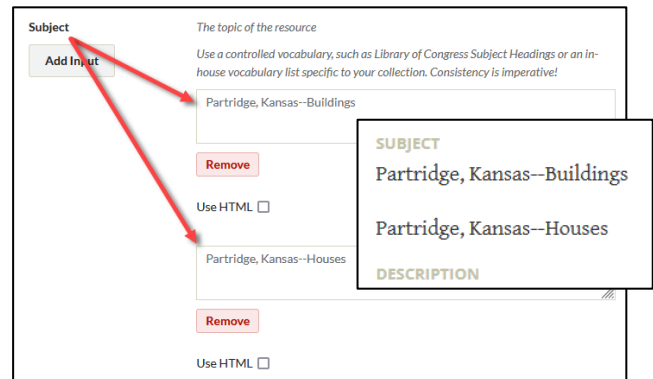
Save the file in .csv format. Choose the basic **Comma delimited** format, then click **Tools > Web Options > Encoding** tab and make sure **Unicode (UTF-8)** encoding is selected. Click **OK** and **Save**.



Email this file to the SCKLS staff member for importing. During the import process, the system will create an item record for each row of the spreadsheet, populated with the data you entered. You will be notified by SCKLS when the file has been successfully imported to your Omeka installation and your items are ready for review and editing.

Fields with multiple values will have separate entries in both the editing and public views.

Review each record for accuracy and upload any files associated with each item.



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.

In the **Browse Items** view, click on the item title to view it, or click the **Edit** link to open the record.

The screenshot shows the Omeka interface. On the left is a navigation sidebar with options like 'Add Item', 'Dashboard', 'Items', 'Collections', 'Item Types', 'Tags', 'Collection Tree', 'Exhibits', 'LC Suggest', 'Simple Pages', 'Dropbox', and 'Bulk Metadata Editor'. The main area is titled 'Browse Items (168 total)'. It features a search bar, buttons for 'Add an Item', 'Show Details', 'Search Items', and a 'Quick Filter' dropdown. Below this is a table of search results with columns for 'Title' and 'Creator'. Three items are listed: 'Southwestern Hotel Register', 'Dr. C. R. Hume Day Book and Ledger', and 'Club History and Photo, Wellington, Kansas'. The 'View' link for the first item is highlighted with a red arrow. The 'Featured item' for the third item is also highlighted with a red star. An inset window shows the 'Item #270: "Southwestern ..."' details. It includes a grid of image thumbnails, a 'Prev Item' button, and action buttons: 'Edit', 'Duplicate', 'View Public Page', and 'Delete'. The 'View' button is highlighted with a red box. The details section includes fields for Title, Subject, Description, Date, Rights, and Collection. The 'File Metadata' section lists several image files.

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

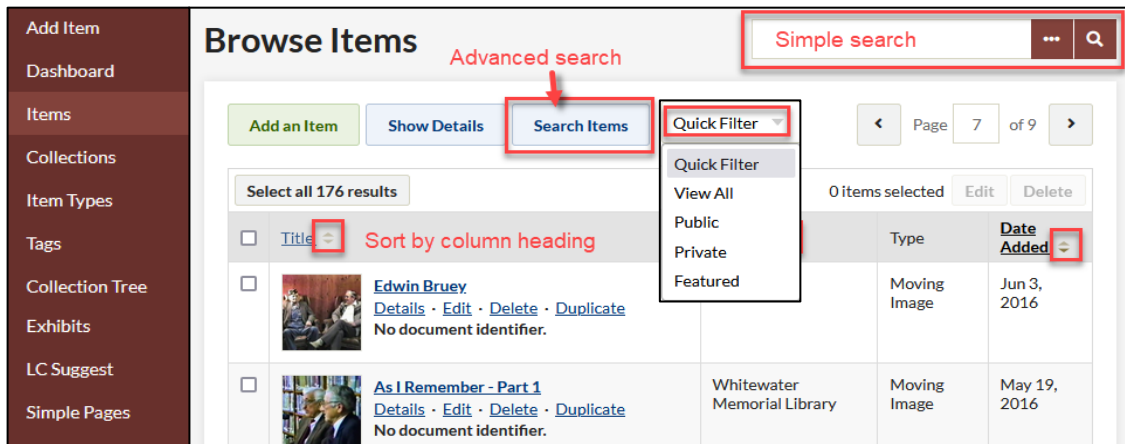
The screenshot shows the 'Edit Item #270: "Southwest..."' window. It has a search bar and tabs for 'Dublin Core', 'Item Type Metadata', 'Files', 'Tags', and 'Map'. The 'Dublin Core' tab is active. The window contains a 'Dublin Core' section with a description and a 'Title' field containing 'Southwestern Hotel Register'. There are 'Add Input' buttons for both 'Title' and 'Subject'. The 'View Public Page' button is highlighted with a red box. Other buttons include 'Save Changes', 'Delete', and 'Cancel'. The 'Public' checkbox is checked, and the 'Collection' dropdown is set to 'Southwestern Hotel R'.

Click **View Public Page** to see the record as others would see it in 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.**

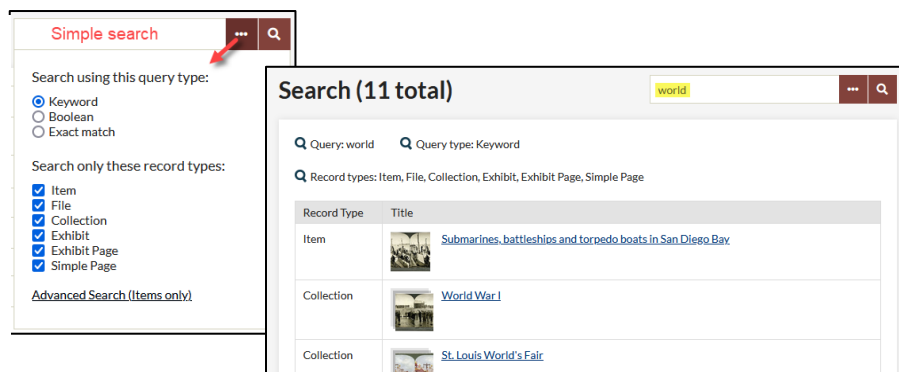


Locate individual records in a number of ways, besides browsing through the list: simple search, advanced search, sorting, or quick filter.

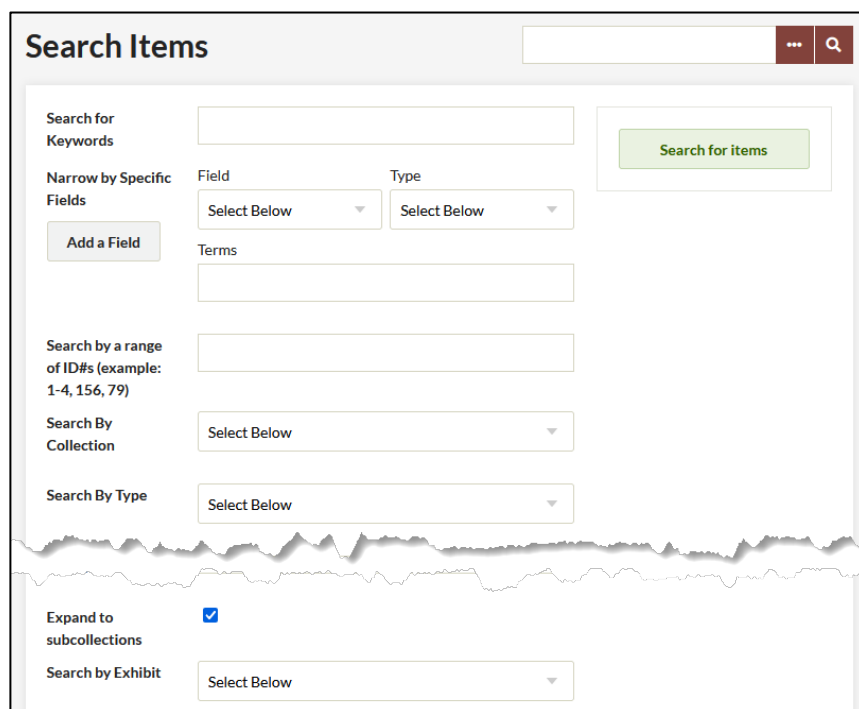


Modify the simple search query by clicking the “...” icon.

Click on an item title in the results list to open the View window.



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.



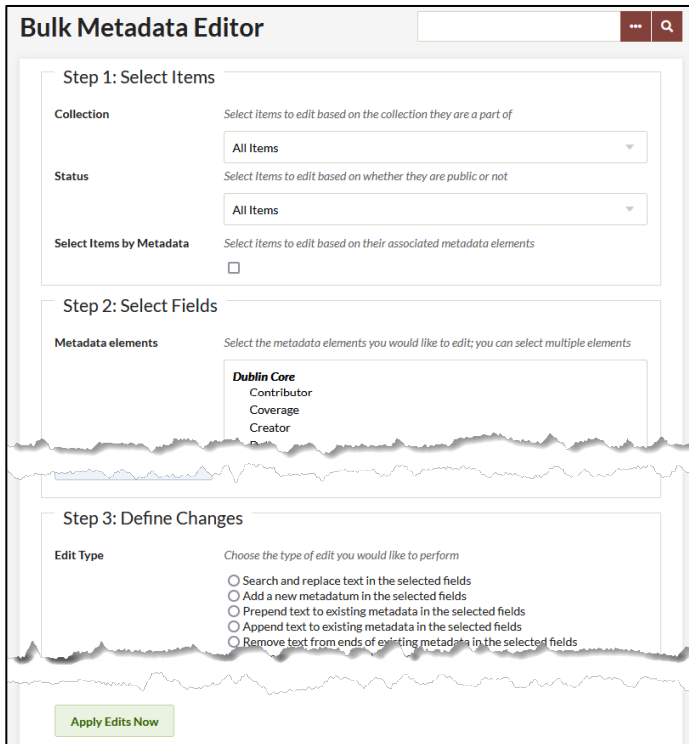
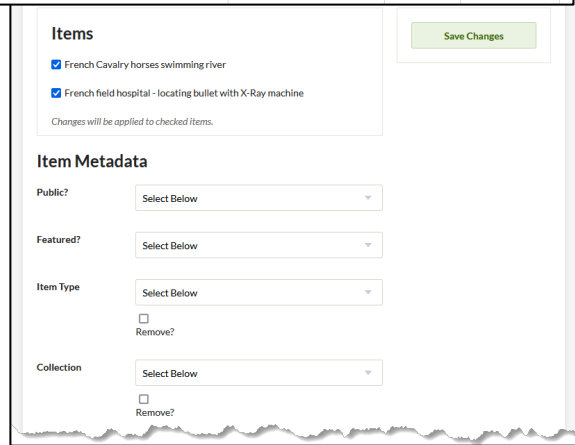
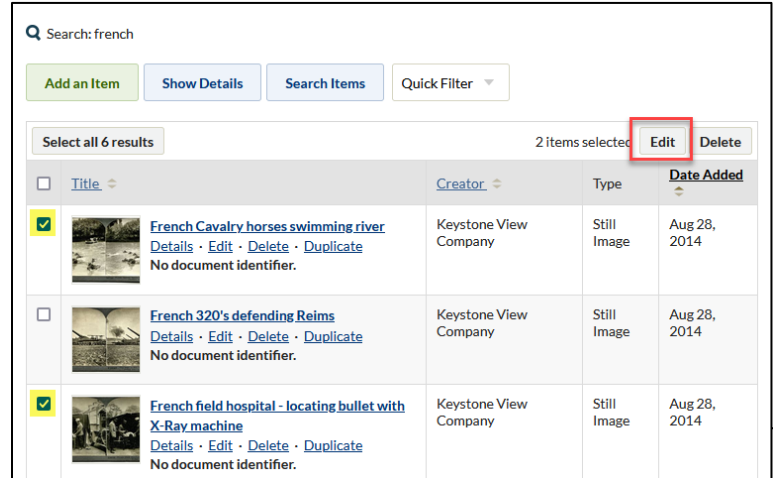
Some batch editing options are available from this item list.

If needed, do an advanced search to filter the items to be edited. Check the boxes next to the items to select them. Click the Edit button to open the **Batch Edit Items** window.

The selected items are listed at the top of the **Batch Edit** window. 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.



More detailed edits can be done using the **Bulk Metadata Editor**.

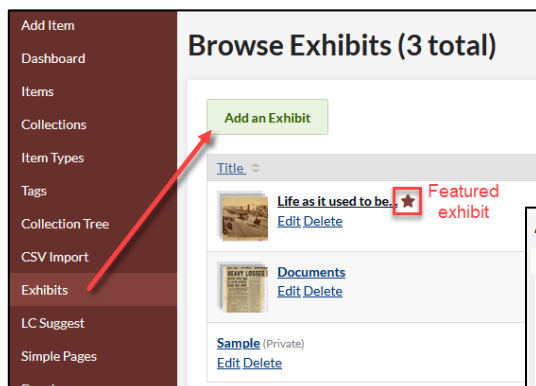
Use caution with this powerful tool – there is no Undo!

Please contact SCKLS Staff for assistance with major editing tasks.



Create Exhibits

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



In **Exhibits**, click the **Add an Exhibit** button. Each exhibit begins with basic metadata and settings. The description of the exhibit is a vital element for viewers' understanding of this curated selection.

Remember, an Exhibit is a display of items that tell a specific story; they may be items of different types from different collections.

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

The 'Add Exhibit' form includes the following sections: 'Exhibit Metadata' with fields for Title, Slug (with a note 'No spaces or special characters allowed'), Credits, and Description (with a rich text editor); 'Use Summary Page?' with a checked checkbox and a note 'Start the exhibit on the summary page. If unchecked, start on the first exhibit page if it exists.'; 'Cover Image' with a note 'Choose a file to represent this exhibit. The selected file will serve as the thumbnail for the exhibit.' and a 'Change' button; and 'Pages' with a note 'There are no pages.' and an 'Add Page' button highlighted with a red box.

The 'Add Page' form includes: 'Page Title', 'Menu Link Title' (with a note 'Optionally use a shorter title in the exhibit menu'), 'Page Slug' (with a note 'No spaces or special characters allowed'), and 'Content' section with 'Expand All' and 'Collapse All' buttons. Below the content section is a 'New Block' section titled 'Select layout' with six options: File with Text, Gallery, Text, File, Carousel, and Geolocation Map.

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.

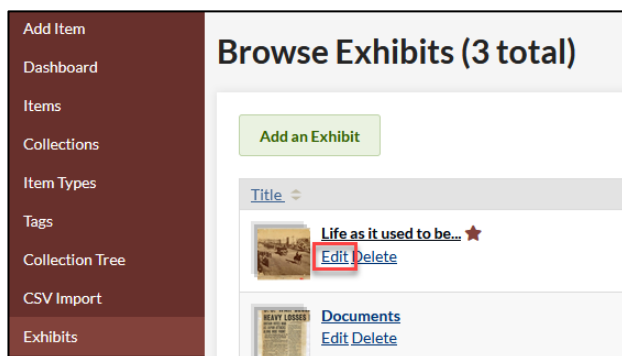
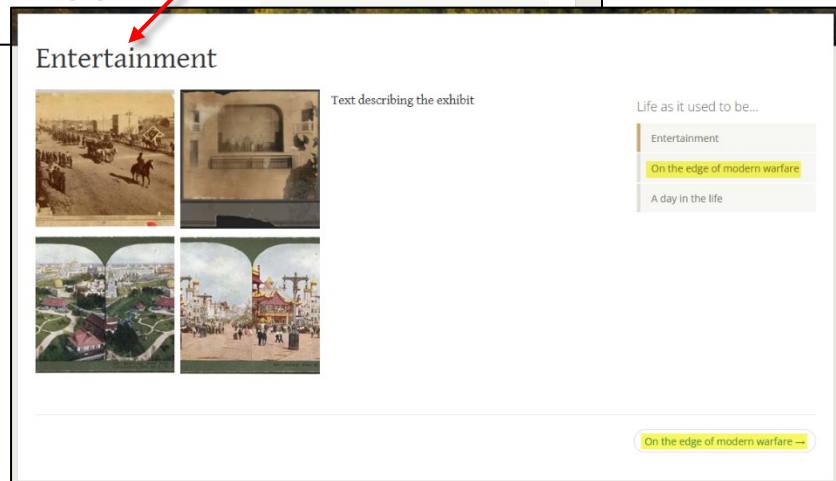
Continue to build the exhibit by adding more pages and/or adding multiple content blocks to the page(s).



The public view of exhibits, as with all other parts of an Omeka site, will depend on the theme, as well as exhibit page settings. An example exhibit's main view and sample page editing are detailed here:



Additional pages in the exhibit can be viewed in sequence ('next' and 'previous' links at the bottom) or by jumping to a page in the right-side page list.



To edit an exhibit, hover over the title and click **Edit**.



Edit Exhibit "Life as it used to be..."

Exhibits > Edit Exhibit "Life as it used to be..."

Exhibit Metadata

Title: Life as it used to be...

Slug: life_used_to_be

Description: 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...

Pages

To reorder or nest pages, click and drag a page to the preferred location.

- Entertainment
- On the edge of modern warfare
- A day in the life

Add Page

Click the page title to open the Edit window.

Multiple content blocks can be added to an exhibit page.

In the page editor, select a block layout type (and see a brief description) and click the **Add new content block button**.

New Block

Select layout

- File with Text
- Gallery
- Text
- File
- Carousel**
- Geolocation Map
- Universal Viewer

A carousel layout featuring file thumbnails

Add new content block

Block 2 (Carousel)

Add Item

Attach an Item

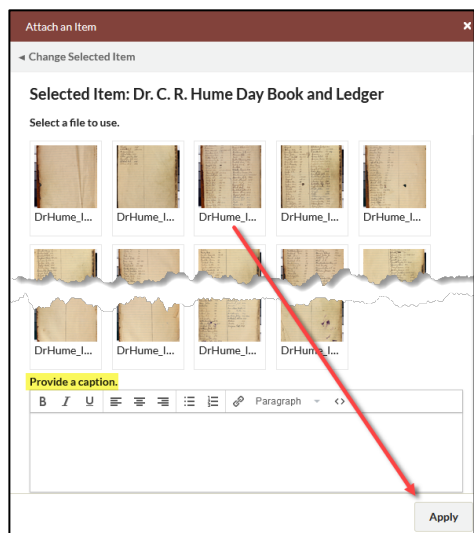
Page 1 of 17

- Southwestern Hotel Register
- Club History and Photo, Wellington, Kansas
- Title Page of the Official Atlas of Kansas 1887 (Private)
- Dr. C. R. Hume Day Book and Ledger

You can **search** for the first item to add, or page through the entire collection.

Remember that a Private (not yet published) item will not display to viewers, although site admins can see it when logged in.

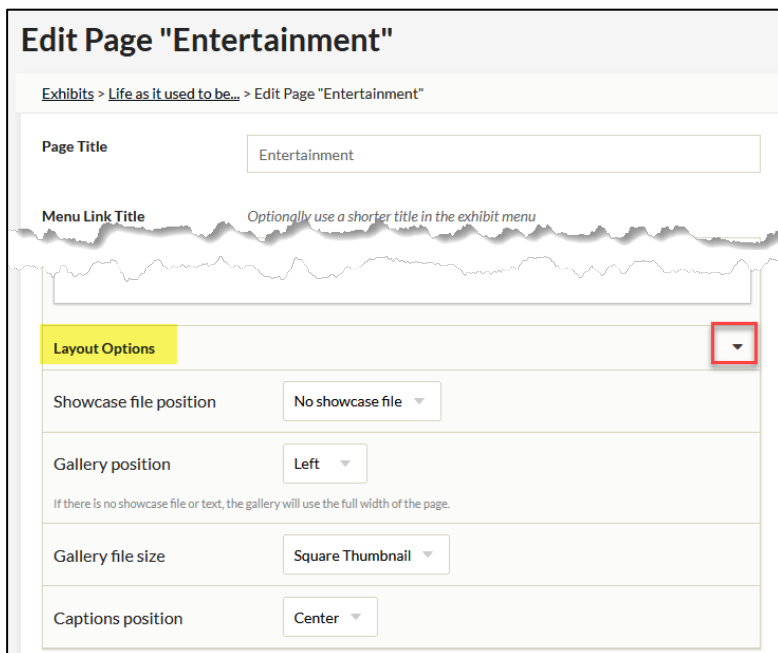
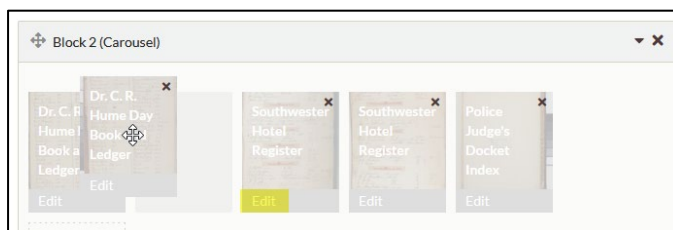




If the selected item has multiple files, choose only one. Add a caption if desired, and click **Apply**.

If you want to include other files from the same item, repeat the **Add Item** process and choose another file.

Once added to a page, items can be rearranged, edited, replaced or deleted.



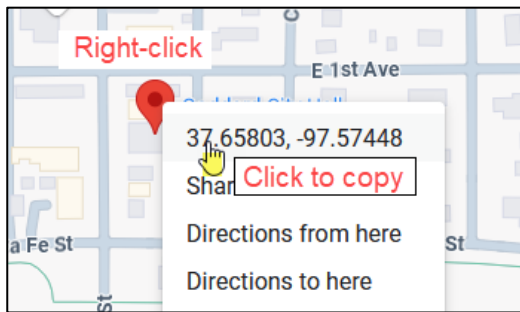
Be sure to expand the **Layout Options** for each block and review the display choices.

Add more content blocks if needed, and **Save Changes**.



Maps

The optional Geolocation plugin allows items to be associated with specific locations, with a map embedded in the item page. (A Map block can also be added to Exhibit pages, if the selected item includes a map.)



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

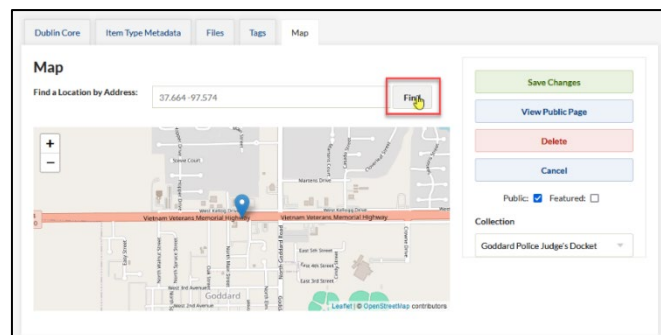
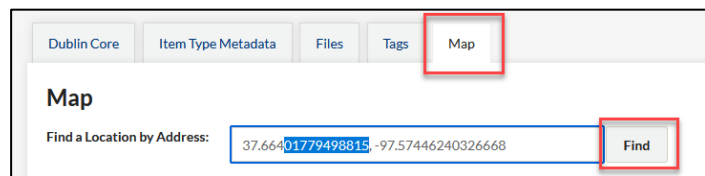
Once you find the location you need on Google maps, right-click on the marker 'balloon'; the geographical coordinates will display with the longitude and latitude next. Click to copy this information.

Open the Omeka item record. Click **Edit > Map** tab. Paste the geographical coordinates copied from Google maps in the **Find a Location by Address** field.

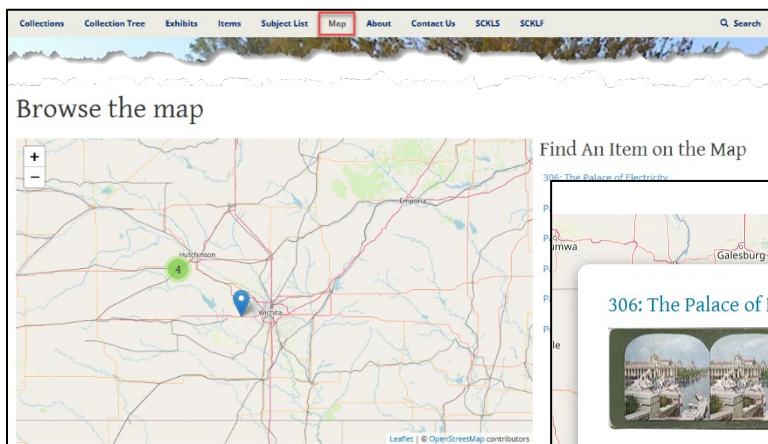
Delete digits as desired; more numbers = a more specific location. Usually, three or four digits after the decimal point are plenty.

Click the **Find** button to go to the location.

Once you verify that it is correct, **Save Changes** in the item record.



In addition to the item display, clicking **Map** on the navigation menu will display a page with locations marked and listed.



Clicking an item or map marker will pop up a preview of the item, and clicking the preview will go to the item page.

