

RECIPRO – Omeka Cataloguing Guide

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A Collaborative Project: University of Ottawa, Carleton University

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Introduction

This guide has been created to ensure systematic metadata creation for this Omeka project across all items. As well as an overview of the Dublin Core elements, more detailed instructions are provided by **item type**, including what **tags** to create and **collections** to organize items in. The **Item Relations** option is used to link closely related items together, such as lesson plans (ex.: learning activity instruction with the course syllabus, but not the results of the activity). The **Map** option allows no more than one location at a time to be associated to an item. To ensure that the pedagogical relationship is identified in the pertinent items (teaching and learning activities), two new Item Type elements have been created: **Associated Course** and **Student Cataloguer** (More information: [Item Type Metadata](#))

When to Create Items?

Items are created by using the Contribution forms or from the Omeka Admin, for the purposes of exhibits, as well as capturing teaching and learning material. The links generated by types or tags allow the possibility of creating custom access to items. Detailed definitions for each type are provided under [Item Type Metadata](#).

File Naming and Format

File Names can contain letters, numbers, hyphens and/or underscores and should be kept as short as possible. To avoid any possible application issues, they should NOT contain spaces, diacritics, or other symbols. Examples of Lesson Plan type files: CU-HIS3111A-DMarshall-W2021-syllabus.pdf; CU-HIS3111A-Marshall-W2021-activity-timeline.pdf.

Though any file format is permitted, the best ones to use are the following: PDF for text, JPEG and PNG for images, MP3 for sound recording, MP4 for moving images. The total space allowed for files per item is 30 MB. If the file is too big but can be embedded, do so in the Relation element. See the next section on [Text Formatting](#) for details on how to embed.

Text Formatting

Text formatting is generally unnecessary in item fields, except when formatting references, providing hyperlinks and bullets (for “Lesson Plan” Item Type) are necessary. Check the HTML box for options. Source code can be used to embed videos, etc. that cannot be otherwise uploaded. See [this video](#) by Duke University on how to embed media in Omeka. A “Using HTML to Customize Exhibits” basic guide is available.

Purpose of Item Types

Assigning items to a type under [Item Type Metadata](#) groups them with a unique self-generated hyperlink that is used to browse items on the Omeka Admin side but that can also be included on the public side. Administrators can also consult the items generated via a contribution form by type (on the Omeka Admin side, go to Contributed Items, select Contribution Type).

Purpose of Tags

Under Tags for items, each keyword/phrase possesses a unique self-generated hyperlink that can be used to browse items, then can be linked anywhere. The list of tags is under the Dashboard on the Omeka Admin side, where they may be searched, edited, and deleted. Choose a Record Types to display the list of items a tag is assigned to. **Tips:** Avoid term duplication, such as nouns in both singular and plural, word derivatives, and unnecessary synonyms.

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Purpose of Collections

In this project, collections are created mainly to capture items for administrative purposes, such as assignments, teaching and learning items, etc.

Contribution Forms

Contribution forms are especially useful for quick learning activities, such as cataloguing one or two organizations or historical photographs. Another benefit is that an Omeka user account is unnecessary to submit contributions, which saves administrators time. Administrators can review contributed items by type: go to the Omeka Admin side, under the dashboard menu choose the *Contributed Items*, select the “Contribution Type” tab, and click on “View” for the desired type. By default, the list is provided by added date.

CSV Export Plugin and Back-ups

Omeka is backed-up daily up to at least 14 days on the local server. If necessary, a previous version of the entire site can be reinstated but doing so will overwrite changes made since. Such requests must be made to the hosting institution representative by a project administrator.

The CSV Export plugin exports all items in one batch. The data includes collection name, Dublin Core and item type elements only. It does not include the files, file names, tags, map coordinates or item relations. To export using this tool, go to the CSV Export option in the Dashboard.

It is recommended that the content featured in Simple Pages and Exhibits be copied/saved in an external file for safekeeping. To include the HTML source, use Notepad (PC) or TextEdit (Mac).

Rights

Unless otherwise indicated, the contents on the Recipro website are licensed under a [Creative Commons Attribution 4.0 International license](#). [More information about copyright and conditions of use](#).

Except for Omeka Item metadata, it is the contributor’s right to choose a CC license or reserve their rights and simply grant permission to host their content on the website. See sections below.

Creative Commons License

For attached files that you created, apply when possible the [Creative Commons Attribution 4.0 International license](#) to them, such as PDFs (syllabi; guides; learning activity instructions, etc.), recordings, images, graphs, posters, that you created. Make sure the name(s) of the author(s)/creator(s) of the text documents are clearly identified on the document/media file or application and match those in the respective Omeka Item or exhibit.

Add the licenses in the following areas:

- The document itself (beginning, end OR footer), if possible, as follows (incl. the CC button):



This work is licensed under the Creative Commons Attribution-NonCommercial 4.0 International License, <http://creativecommons.org/licenses/by-nc/4.0/>.

- The *Rights* element under Dublin Core for Omeka items. Here are two different ways:

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- Creative Commons Attribution-NonCommercial 4.0 International License, <http://creativecommons.org/licenses/by-nc/4.0/>
- [CC BY-NC 4.0](#)

Exceptions (“unless otherwise indicated” cases)

Insert the appropriate copyright statement (ex.: license, condition of use, permission) for the document/media file or embedded content in Recipro:

- In the *Rights* element under Dublin Core for Omeka Items (not to be confused with the *Source* element which may include identical, different, or more detailed information of the source).
- In a caption or text body for materials added or embedded in Omeka pages, exhibits, or other external applications, such as Knight Lab storytelling tools.

Examples of rights statements

- A license attribution usually includes the Title (with hyperlink to the source of the original material, if applicable), Creator Name (with hyperlink to their profile page, if applicable); License (with hyperlink to the license deed), and specify if any changes were made. For more information, see page 2 of [How to Attribute Creative Commons-Licensed Content: Best Practices](#). Example:
 - “Cat” by [Tom Houslay](#), used under [CC BY-NC 2.0](#) / desaturated from original.
- For YouTube downloaded or embedded files provide the following phrase with link or hyperlinked to the YouTube Terms of Use, unless otherwise specified at the end of the description of the video page:
 - The standard YouTube license, <https://www.youtube.com/static?template=terms>
- Permission statement, unless otherwise specified by the copyright holder:
 - This item appears on this website by kind permission of the copyright holder, John Doe.
- Credit line as instructed by the copyright holder or provider/custodian of the file(s) or embedded material. Example:
 - Copyright, ICRC, <https://avarchives.icrc.org/>
- With the approval of a Recipro team leader when unable to trace the copyright holder, state:
 - Every reasonable effort has been made to trace the copyright holders of the content on this site and to obtain permission to reproduce materials. If you are the owner of content that you believe has been improperly attributed or is being used without permission, see [More information about copyright and conditions of use](#) to contact us.

Permissions

When requesting permission, make sure to include:

- Who? Introduce yourself, provide you full name, role (student/professor), program of study/department, institution.
- What? Clearly identify the material you wish to use. If found online, provide a permanent/stable URL to the resource.
- Why? State the reason for the material: Describe your project and specify the context (i.e.: an assignment for course X, taught by professor X, institution if not already stated).
- How? Explain where and how the material will be hosted: Name and describe the purpose of the Recipro website.
- Ask your professor permission to copy him/her/they to the message.

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Forward a copy of the permission **approval** to your professor for safekeeping. This can be in the form of an email (the whole conversation exported to PDF) and signed document.

Public Domain

Works are in the public domain after the term of copyright has expired. Currently in Canada, that means 50 years after the year of death of all creators involved in creating the work (text document, recording, image, etc.). The expiration of the term of copyright is not the same in all countries and laws may change at any time.

Note that the custodians or copyright holders in countries where the term of copyright expires later than in Canada may insist that we comply with their country's copyright laws, given that we are making these works available online for the world to see. If this occurs, we will comply.

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Overview of Dublin Core Elements (DC)

Note: When in doubt consult the Recipro Team. If more than one input is necessary per field, *Add Input*.

DC ELEMENTS	DESCRIPTIONS <i>Omeka Add Item form</i>	COMMENTS <i>For the project needs</i>
Contributor	An entity responsible for making contributions to the resource	OMIT
Coverage	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant	Add if the spatial or jurisdiction under which the resource applies is relevant. Such as for an event, lesson plan, etc. In order from small to larger: city, province, country; could include the name of the building, street address, and institution if applicable.
Creator	An entity primarily responsible for making the resource	Creator(s) of the item. Syntax if a person: Surname, Given Name (role, if required to avoid confusion).
Date	A point or period of time associated with an event in the lifecycle of the resource	Date when your item was created or published: when the text was published or written, the photograph was taken, or the object made. Syntax: YYYY-MM-DD (descriptor). Exceptions apply for some types.
Description	An account of the resource	If necessary, a paragraph describing what your item is about, or to explain the roles of the creators, and other information not already captured in other fields. If taken from another source, the information should be referenced or cited using the chosen citation tool.
Format	The file format, physical medium, or dimensions of the resource	Information specific to the moving image, still image, text, event, lesson plan, etc. Examples: a text could be a book, newspaper clipping, letter, poster; an image could be a photograph, painting, graphic poster; a lesson plan could be a syllabus, learning activity. Works in relation to the chosen Item Type. If applicable, include the medium/technique and dimensions of the item, could include number of pages.
Identifier	An unambiguous reference to the resource within a given context	OMIT
Language	A language of the resource	Language(s) of the item, visible or audible
Publisher	An entity responsible for making the resource available	Publisher of the distributed book, newspaper, journal, greeting card, poster, etc. Not for primary sources.
Relation	A related resource	Use this field if a video or audio recording needs to be embedded to the item. For instructions, view this video by Duke University on how to embed media in Omeka.
Rights	Information about rights held in and over the resource	This only applies if there are files attached or embedded. For details, see: Rights section. Do not confuse with <i>Source</i> .
Source	A related resource from which the described resource is derived	Full name of the archive/collection where you found the item, including the fonds and item numbers. If this item is part of a larger body of work, provide a reference of the publication/work.
Subject	The topic of the resource	Add key terms (words or phrases) to identify the topic. Only proper nouns start with upper case letters. Separate terms with a semi-colon (;). Can be applied to create <i>Tags</i> .
Title	A name given to the resource	Official or descriptive title of the item. This field is mandatory
Type	The nature or genre of the resource	Select the type to match the applicable "Item Type Metadata."

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Item Type Metadata (ITM)

Choose an Item Type to catalogue only the items that play a pedagogical role, are studied, or examined, such as the items created by students (via a Contribution form or added to Omeka directly for exhibit purposes), recorded events (lectures, talks and discussions added by administrators/assistants), lesson plans (syllabi and learning activities added by administrators/assistants), etc. Links for each type is automatically generated by Omeka and found in Item Types under Dashboard. No type should be selected for administrative items (Recipro logo, buttons, banner; items that serve to “beautify” the site, guides, etc.).

Associated Course is a new element that has been added to all types. The Simple Vocab plugin is used to list the course title, institution, and code (not including identifiers used for different groups or semesters, though exceptions may apply). When assigned to an item, a tag for the associated course should be created. The links to these tags serve to provide access to all items relevant to the associated courses regardless of year or who taught them. Note that only one course can be added per item. If relevant, the professor’s name and semester can be captured in other appropriate DC elements, such as Creator for a syllabus.

Student Cataloguer is a new element that has been added to capture the name of the student who created an item as part of an activity in a course. Its use is recommended, but not mandatory, to publicly credit the student’s work.

Event (lectures, talks, interviews, panel discussions)

Items can be created without attached or embedded files (which could be a recording, poster, pictures of the event)

Event is described by Dublin Core as, “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, battle, trial, wedding, tea party, conflagration.”

Tags: Add terms that appear in the following elements: DC Subject, ITM Event Type, ITM Associated Course

Dublin Core Elements	Comments
Title	Official title of the event (lecture, talk, conference, exhibition, etc.), or very short description if there is none, for example: Talk about “Title of the book” by Nicolas Lépine
Description	A general description or the purpose of the event. Example: Guest lecture by Dr. Natalia Telepneva given in the seminar course on African History, "Battleground Africa: Cold War Burning Hot" by Dr. Nicolas Lépine, University of Ottawa, Winter 2021.
Subject	Add key terms (words or phrases) to identify the topic of the event. Only proper nouns start with upper case letters. Separate terms with a semi-colon (;). Use to create <i>Tags</i> .
Creator	The name(s) of the speaker(s), lecturer, panelists, moderator, etc. Syntax: Surname, Given Name (role if required to avoid confusion). If more than one, separate with a semi-colon (;).
Date	The exact date the event occurred: YYYY-MM-DD. If unknown add the YYYY-MM or YYYY.
Format	Add the event format. Examples: guest lecture, synchronous presentation on Zoom (recorded), conference, etc.
Type	Select <i>Event</i> to match the applicable “Item Type Metadata.”
Language	Language(s) of the document, visible or audible.
Coverage	Add the spatial location (with prefix “Location:”) or jurisdiction (with prefix “Jurisdiction”) under which the event is relevant. In order, include the City, Province, Country. Can include the name of a building, street address and institution. Example of an exhibition: Held in Room

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	581, MacOdrum Library, Carleton University, Ottawa, Ontario, Canada. Example of a virtual event: Jurisdiction of University of Ottawa, Ottawa, Ontario, Canada.
Source	Provide the name or organization that provided the attached or embedded event material. For example, a recording of a Zoom presentation could include the name of the professor followed by the role: Nicolas Lépine (recording)
Relation	Embed the video or audio recording of the event here. For instructions, view this video by Duke University on how to embed media in Omeka.
Rights	This only applies if there are files attached or embedded. For details, see: Rights section. Do not confuse with <i>Source</i> .

Item Type Elements	Comments for “Event”
Duration	Length in time of the event (hours, minutes, seconds, days). Examples: 25:56; 2 hours; 3 days
Event type	Select the type of event.
Participants	Names of individuals or groups participating in event. Example of a lecture in a class: undergraduate students
Associated Course	Select the course for which this item is created, if applicable.

Interactive Resource (timelines, map or image navigation tools)

For embedded resources originated outside of the Recipro site.

Interactive Resource is described by Dublin Core as “A resource requiring interaction from the user to be understood, executed, or experienced. Examples include forms on Web pages, applets, multimedia learning objects, chat services, or virtual reality environments.”

Tags: Add terms that appear in the following elements: DC Subject, ITM Interactive Resource Type, ITM Associated Course

Dublin Core Elements	Comments
Title	The title of the interactive resource.
Description	A general description or purpose of the interactive resource.
Subject	Add key terms (words or phrases) to identify the topic of the event. Only proper nouns start with upper case letters. Separate terms with a semi-colon (;). Use to create <i>Tags</i> .
Creator	The name(s) of the creators of the timeline, map information, etc. Syntax: Surname, Given Name (role if required to avoid confusion). Separate them with a semi-colon (;).
Date	The year or exact date the interactive resource was created. Format: YYYY-MM-DD
Format	Add the resource format. Example: online interactive timeline.
Type	Select <i>Interactive Resource</i> to match the applicable “Item Type Metadata.”
Language	Language(s) of the document, visible or audible.
Relation	Embed the interactive resource. For instructions, view this video by Duke University on how to embed media in Omeka.
Rights	This only applies if there are files attached or embedded. For details, see: Rights section. Do not confuse with <i>Source</i> .

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Item Type Elements	Comments for “Interactive Resource”
Interactive Resource Type	Select from the list of general types. Examples: interactive graph (StorylineJS*), interactive image (SceneVR or ThingLink or StoryMapJS* without map), interactive map (StoryMapJS*, ArcGIS Story Map), interactive timeline (TimelineJS* or TikiToki). *From Knight Lab.
Tool	Choose the tool used to create the interactive resource.
URL	Add the URL to the interactive resource.
Associated Course	Select the course for which this item is created, if applicable.

Lesson Plan (syllabi, learning activities)

Item can be created without attached files. Multiple files can be added to one item. For example, the learning activity instructions and it’s evaluation rubric document.

Lesson Plan is described by Dublin Core as “A resource that gives a detailed description of a course of instruction.”

Item Relations: When cataloguing a learning activity instruction, use “Is Part Of” to link it to the respective syllabus.

Tags: Add terms that appear in the following elements: DC Subject, ITM Lesson Plan Type, ITM Associated Course

Dublin Core Elements	Comments
Title	Syllabus: Add the name of the course and in parentheses, the institution abbreviation course code, semester. Example: History of Humanitarian Aid (Carleton HIST 3111, Winter 2021) Learning activity (all related documentation): Make sure the title describes the assignment in a meaningful way, to distinguish it to the others in Recipro. Add the name and in parentheses, the institution abbreviation course code, semester. Example: Mapping Environmental Non-Governmental Organizations (Carleton, SOCI 1002C, Winter 2021)
Description	A general description of the course or learning activity, such as for whom, when and where. Example: Assignment (or course) designed for a second-year undergraduate university History course on the History of Humanitarian Aid, first given in the Winter 2021. NOTE: Use only if the information is clearly provided in the other fields, there no need to repeat it here.
Subject	Add key terms (words or phrases) to identify the topic of the lesson plan. Only proper nouns start with upper case letters. Separate terms with a semi-colon (;). Use to create <i>Tags</i> .
Creator	The name of the person who create the syllabus, learning activity or guide. Syntax: Surname, Given Name (role, if required to avoid confusion). If more than one, separate with a semi-colon (;).
Date	The year and semester (fall, winter, spring, summer or other) or date range for which the document was created. Syntax for full year: YYYY; for semester: YYYY semester; for date range: YYYY-MM-DD to YYYY-MM-DD if more than one day.
Format	If a file is attached, add the lesson plan and course types, file format and length of the document. Example: syllabus for asynchronous course, PDF, 8 pages
Type	Select <i>Lesson Plan</i> to match the applicable “Item Type Metadata.”
Language	Language(s) of the document, visible or audible.
Coverage	Add the jurisdiction under which the course or activity is associated (ITM Associated Course). Syntax: Jurisdiction of Institution, City, Province, Country. Example: Jurisdiction of University of Ottawa, Ottawa, Ontario, Canada.
Rights	This only applies if there are files attached or embedded. For details, see: Rights section. Do not confuse with <i>Source</i> .

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Item Type Elements	Comments for “Lesson Plan”
Lesson Plan Type	Select the lesson plan type.
Duration	Length of time involved. In seconds, minutes, hours, days, course period (such as “semester”)
Standards	If available, add expectations, grading or evaluation process.
Objectives	Briefly describe the objectives of the course or learning activity.
Materials	Reference to the materials required and/or briefly mention where they are available.
Lesson Plan Text	Any other information in the document, syllabus or learning activity instructions, that you deem necessary but not already captured in other elements.
Associated Course	Select the course for which this item is created, if applicable.

Organization (INGOs, ENGOs, etc.)

A Contribution form has been created; items created without attached files.

This type was created specifically for this project to catalogue organizations.

Map: This feature is used to capture the address of an organization’s main headquarter.

Tags: Add terms that appear in the following elements: DC Subject, ITM Type, ITM Advocacy Reach, ITM Associated Course

Dublin Core Elements	Comments
Title	The name of the organization.
Description	Explain the organization’s mission statement (include reference(s)).
Subject	The nature of the advocacy or organization purpose. NOTE: This field is not included in the Contribution form and must be filled by the professor or assistant. Only proper nouns start with upper case letters. Separate terms with a semi-colon (;). Use to create <i>Tags</i> .
Type	Select <i>Organization</i> to match the applicable “Item Type Metadata.” NOTE: This field is not included in the Contribution form and must be filled by the professor or assistant.

Item Type Elements	Comments for “Organization”
Type	Choose the type that best describes the organization.
Advocacy Reach	Choose the advocacy reach that best describes the organization.
Year founded	Indicate the year the organization was founded.
Budget Information	Indicate the organization's budget, including currency and the year of this budget. Follow this format: [Amount] [Currency], [Year]. (example: 100,000 USD, 2020). Separate the amount with commas. For currency acronyms and abbreviations, go to: https://www.easymarkets.com/int/learn-centre/discover-trading/currency-acronyms-and-abbreviations/
Official website	Add the URL of the organization's official website; include the year. Example: www.engo.com (2020)
Headquarters	Input the street address of where the organization is headquartered, include year. Example: 123 Main Street, Ottawa, Ontario, Canada (2020)
Associated Course	Select the course for which this item is created, if applicable.
Student Cataloguer	Enter your student name here if this item is part of a course activity.

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Person (Humanitarian)

A Contribution form has been created, called “Humanitarian,” but a different one could be implemented to suit other needs. For “Humanitarian”, the focus is placed on the work of a person and role associated to only one geographic location. This means that more than one item could be created, as the person could have worked in more than one location. This relevant information is captured in the Dublin Core Elements.

Person is described by Omeka as “An individual, biographical data, birth and death, etc.” This data is used to capture general biographical information of the person. If more than one item is created about the work of a person, the information in the person item type elements should be identical.

Map: Only one geographic location can be selected to clearly identify the place of work/origin of the person, in accordance with the assignment instructors.

Tags: Add terms that appear in the following element: DC Subject (if applicable), ITM Associated Course.

Dublin Core Elements	Comments
Title	The name of the person. Format: Surname, Given Name In the contribution form called “Humanitarian”, the role and an associated location are included as follows: Surname, Given Name (role in Village/Town/City, Country). Example: Doe, John (missionary in Santiago, Spain). The idea is to identify a particular individual’s humanitarian role, thus associating it to a single location on the map.
Description	Describe the details of the work performed by this person in the location, in a paragraph format.
Type	Select <i>Person</i> to match the applicable “Item Type Metadata.”
Subject	NOTE: This field is not included in the Contribution form and must be filled by the professor or assistant. Only proper nouns start with upper case letters. Separate terms with a semi-colon (;). Use to create <i>Tags</i> .
Date	Start and end years of work in the organization, location. If one year (YYYY), if a different end year, add a hyphen between the two with no spaces in between (YYYY-YYYY).
Coverage	Work location (Organization if known, Village/Town/City, Country)
Source	Cite the sources used to capture the information in this form, separated by a line break, with no blank lines in between.

Item Type Elements	Comments for “Organization”
Year of birth	Year of birth of the person.
Birthplace	Birthplace of person: Village/Town/City, Country
Year of death	Year of death of the person.
Place of death	Place of death of the person: Village/Town/City, Country
Occupation	List the occupations of the person, separated with semi-colons (;).
Languages Spoken or Written	List the languages spoken or written by the person, separated with semi-colons (;).
Biographical Text	General biographical information, such as religious affiliation.
Bibliography	Additional important readings about the person, separated with a line break with no blank lines in between.
Portrait Credit	Portrait Credit (if uploaded): This only applies if there are files attached or embedded. For details, see: Rights section. Do not confuse with <i>Source</i> .
Associated Course	Select the course for which this item is created, if applicable.
Student Cataloguer	Enter your student name here if this item is part of a course activity.

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Still Image (historical photographs, artwork, posters, etc.)

A Contribution form has been created. Note: If a poster includes mainly text, use the [Text](#) type.

Still Image is described by Omeka as “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.”

Tags: Add terms that appear in the following elements: DC Subject, ITM Original Format, ITM Associated Course

Dublin Core Elements	Comments
Title	The name given to the image or the caption or if neither, a very short description. This field is mandatory.
Description	A description, such as where the photograph/image was taken/made and any information about the depiction or narrative in the photograph/image that is not already mentioned in the other elements.
Subject	Add key terms (words or phrases) to identify the topic of the image. Only proper nouns start with upper case letters. Separate terms with a semi-colon (;). Use to create <i>Tags</i> . Example of a period photograph: Red Cross; First World War; medical assistance; child; doctor
Creator	The name of the person who create the image (photographer or photographic agency), if known. If it is a person: Surname, Given Name (ex. Smith, Joey). If more than one, separate with a semi-colon (;).
Date	Year or date when photo was taken, image created; format: YYYY-MM-DD. Only add the month and day if known. If there is no date, write "no date specified."
Format	The file type and other relevant format information, if known. Example: Jpeg, black and white image.
Type	Select <i>Still Image</i> to match the applicable “Item Type Metadata.”
Coverage	If the image is of an architectural building/detail or other important site, this field could be used to identify the location (city, province/state/region, country). Note: For the Contribution form to capture archival photographs of people, describe the place where the photograph was taken in the Description element.
Source	Source of the image. Example: V-P-HIST-02996-25, ICRC Audiovisual Archives, https://avarchives.icrc.org/Picture/10809
Rights	This only applies if there are files attached or embedded. For details, see: Rights section. Do not confuse with <i>Source</i> .

Item Type Elements	Comments for “Still Image”
Original Format	If the image is of an object, state the type of object, such as painting, sculpture, photograph, and additional data. Select from list. Inform a project leader if the term is missing.
Physical Dimensions	The actual physical size of the original image. NOTE: This element has not been added to the Contribution form but could be if necessary.
Associated Course	Select the course for which this item is created, if applicable.
Student Cataloguer	Enter your student name here if this item is part of a course activity.

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Text (publications, letters, text-based posters, etc.)

Note: Use the [Lesson Plan Item Type](#) for syllabi and learning activities. If a poster is mainly an image, use the [Still Image](#) type. Items may be created without attached files.

Text is described by Dublin Core as “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.”

Tags: Add terms that appear in the following elements: DC Subject, ITM Associated Course

Dublin Core Elements	Comments
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