Windows and Mirrors: Omeka Guide

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ITEMS

Introduction

Creating Items

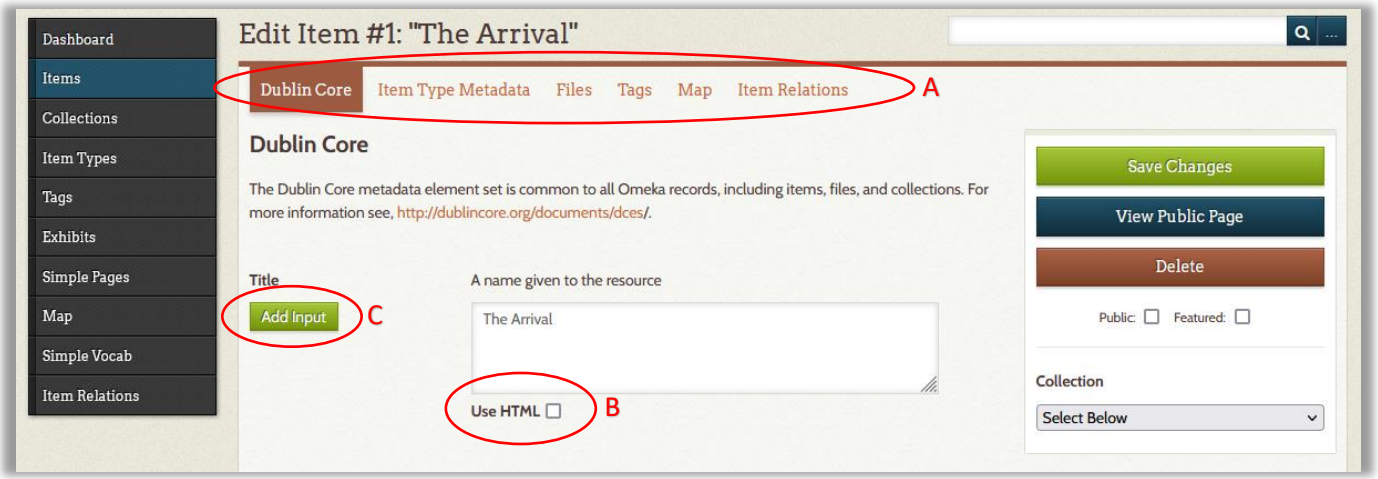
Items are created to catalogue individual books, interviews, persons (creators),

s, as well as other media for exhibit purposes, when required.

Systematic metadata creation is necessary across all items to avoid confusion or misunderstanding. As well as an overview of the **Dublin Core** elements, more detailed instructions are provided below by **Item Type**, including what **Tags** to create. The **Item Relations** option is used to link closely related items together, such as the books to the creators. Note that the **Map** option allows no more than one location at a time to be associated to an item and will be used in this project to locate addresses, in particular those of stores.

Add an Item

1. Go to *Omeka Admin*. From the *Dashboard* menu on the left, select *Items*.
2. Click on the green *Add an Item* button. Add content in the *Dublin Core* fields (at least a title to be able to quickly find and edit the item later) and as instructed in the other tabs (A). Go to Files to attach an image to the item. Learn more about file names and format.
3. Click on the green *Add Item* to save. You can edit items at any time.
4. Activate *Use HTML* (B) under the boxes to format text (Text Formatting) and insert source code.
5. Click on *Add Input* (C) if you require more than one box for the element (instructions on when to use this option are provided in the element definitions).



Notes and Tips

6. The only mandatory field is *Title*. **If there is no information for a given field, leave blank, unless otherwise stated.**
7. You can go from one cataloguing menu item (Dublin Core, Item Type Metadata, Files, Tags, Map, Item Relations) (A) to another before saving.
8. If you close your browser window without saving, you will lose any changes you have made. We recommend that you work from only one browser tab and open another to *View Public Page* only to

review saved results, refreshing the page to see any saved changed instead of opening new tabs). This will reduce the risk of overwriting data you are working on from another browser tab.

9. Omeka generates an Item number. This number is displayed in the header above the cataloguing menu and appears at the very end of the item URL. It can be searched to find an exact item and is necessary in *Item Relations*.
10. Only users with administrator access can render items *public*.

Text Formatting

Text formatting is generally unnecessary in item fields, except, for instance, when formatting references, providing hyperlinks when 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.

Item Type Metadata (ITM)

In this project, Item Type Metadata is used to provide additional information about Book, Interview, Person, and Store. Applying Item Type Metadata also groups items with a unique, Omeka-generated hyperlink that is used to browse items on the Omeka Admin side and can be applied on the public side.

Files: Naming and Format

The files attached to items can contain letters, numbers, hyphens, and/or underscores and should be kept as short as possible. To avoid possible application issues, best practices should NOT contain spaces, diacritics, or other symbols.

Though any file format is permitted, the best ones to use are the following: PDF for files with multiple pages; 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 Dublin Core Relation element. See the next section on Text Formatting for details on how to embed.

Tags

Each Tag created at the item level (keyword or phrase) possesses a unique, self-generated hyperlink that can be used to browse items and 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 Type to display the list of items to which a tag is assigned. **Tips:** Avoid term duplication, such as nouns in both singular and plural, word derivatives, and unnecessary synonyms.

How to create tags after you have finished cataloguing an item:

1. On the Admin Item open and select the *Tags* tab. Click on the *View Public Page* button to display the item in a separate tab.
2. Copy/paste the content from the elements specified in the *Tags* section, just before the tables for each item type. To create more than one tag at a time, make sure to separate the terms (words/phrases) with a semicolon.
3. Click on *Add Tags,* which will display them individually in green.
4. Click *Save*.

If a tag was misspelled, replace it at the Item level under the *Tags* tab by adding the new one, deleting the erroneous tag (click on the X next in the green label rendering it red), and then click *Save*. Let a team leader know so the erroneous tag can be permanently deleted from the site on the Admin side.

Collections

In this project, collections are created mainly to capture items for administrative purposes, such as assignments, teaching and learning items, etc. Note that an item can belong to ONLY ONE collection at a time.

Rights

Unless otherwise indicated, the contents on the Windows and Mirrors 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:
  - 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)

See the Cataloguing Guidelines section for other information about this element specific to item types.

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

- 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). It will also 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 or Vimeo 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
    - The standard Vimeo license, https://vimeo.com/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 Windows and Mirrors 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 your full name, your role (student/professor), and your 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 Windows and Mirrors project and include the website URL.
- Ask your professor's permission to copy her on the message.

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

Public Domain

A work is in the public domain after the term of copyright has expired. It can then be reproduced or communicated without permission.

"In general terms, with the exception of artists' performances, sound recordings and broadcast signals, the Canadian term of copyright lasts for the life of the creator and a period of 50-70 years from the end of the year in which the creator died. If the creator died in 1971 or earlier, the period is 50 years from the end of

the year of their death. If the creator died in 1972 or later, the period is 70 years from the end of the year of their death."[1]

To learn more about the copyright terms of exceptions, e.g. performer's performances and broadcast signals (incl. sound recordings), films and cinematographic works, go to section *"1.8 How long does copyright last?," Frequently asked questions* by the University of Ottawa Copyright Office: https://www.uottawa.ca/library/copyright/additional-resources/frequently-asked-questions

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 you comply with their country's copyright laws, given that these works are meant to be available online for the world to see.

Item Types

Use **Item Type Metadata (ITM)** to catalogue only the material studied or examined in this project.

A link is generated by Omeka for each type to access the items (see *Item Types* in the *Dashboard*). To convert the link supplied to items by type from the administration one (use the linked number, not type name) to the public view, remove **admin/** from the URL. Example: https://biblio.uottawa.ca/omeka1/windowsandmirrors/**admin/**items/browse?type=12 to https://biblio.uottawa.ca/omeka1/windowsandmirrors/items/browse?type=18. No type should be selected for items created for administrative purposes (logos, buttons, banners, items that serve to "beautify" the site, guides, etc.).

Book

Items can be created without attached or embedded files. **Check if an item already exists for the store before creating a new item.**

Book: a type created specifically for this project to catalogue the examined books for young readers.

Files: The image of the cover of the book pitched in your exhibit, can be attached here, and measure no more than 600 x 600 pixels.

Item Relations (tab): When cataloguing a book, use the appropriate phrase to link it to the respective creator(s) and the store it was found displayed in. **IMPORTANT**: The Person and Store item must be created for this to be implemented. For example, use "is a work written by" (for the author) and insert that Person Item number*; use "is a work found at" and insert the Store Item number*. After saving, check to make sure the correct item title is displayed and linked.

> *When viewing the item, its number is found in the header of the item in Admin view and at the very end of its URL in both Admin and Public views.

Tags (tab): Add terms that appear in the following elements: DC Language, ITM Original Format of Book, Character Type, Race/Ethnicity, Religion, Gender Identity, Sexuality, Disability

[1] "Overview." *What is Copyright*?, Copyright, Library, University of Ottawa, www.uottawa.ca/library/copyright/what-is-copyright/overview. Accessed 11 January 2023.

Dublin Core (tab)	Comments
Title	The title of the book. Do not use quotation and punctuation marks unless specifically part of title. Do not format (bold, italic, etc.) the text.
Creator	The author(s), translator(s), illustrator(s), designers(s), **in this order**, that contributed to the creation of the book. **NOTE: For books without illustrations (e.g. YA books), the cover artist should be considered an illustrator.** One name per box (click *Add Input*). If the same person occupies more than one role, enter in separate boxes the same name each with a different role. Format: Surname, Given Name (role). Example: Tan, Shaun (author) | Tan, Shaun (illustrator)
Description	A brief description of the book's contents, including more specific information pertaining to the aspect of diversity or specific relevance to this project that is not already captured in the other DC and ITM fields. If the book is a media tie-in, that information can be included in the description. When quoting a passage, make sure to add a parenthetical citation that refers to the full citation in Source.
Publisher	Publisher (incl. imprint or subsidiary) of the distributed book. Separate if more than one, including a republication by a different publisher (incl. imprint and subsidiary), add a box (click *Add Input*) and make sure to identify the role each plays in parentheses, for example, Roaring Book Press (imprint) | MacMillan Publishing Group, LLC (publisher).
Date	The year(s) of publication/copyright in order, beginning with the earliest date. If more than one year by the same publisher, separate with semi-colons (;). If different dates by different publishers, add a box (click *Add Input*) and include the publisher's name in parentheses at the end. If the month is part of the date with or without a day, format as follows: YYYY Month DD
Coverage	The publisher's location, when known. Format: City, Province/State, Country (publisher). If more than one applies per publisher, separate with a semi-colon (;). Add input (click *Add Input*), when more than one publisher (like those in the Publisher element) and add the **name of publisher** in the parentheses at the end. Note: Do not abbreviate Province/State or Country.
Format	Provide the physical characteristics of the book (not what is already listed in the ITM *Original Format of Book* field). Example: Print book (softcover), 256 pages, black-and-white illustrations, 8.25 x 5.5 x 1.41 in. Notes: If the illustrations are in of the same tonal colour range (monochromatic), and not only black, describe them as "colour" rather than "black-and-white." Copy and paste the dimensions of the book, including the unit ("cm" for centimetres or "in" for inches), found on the vendor or publisher site. The order in which they are displayed is not important.
Type	Select *Book* to match the applicable "Item Type Metadata."
Language	Select the Language(s) of the document, visible or audible. If more than one, add a box (click on *Add* Input)
Source	Cite, using MLA 9th edition style, the source where the information was found to fill all fields. **Do not cite the book catalogued in the item.** If more than one resource, add a box (click *Add input*). Last, in a separate box (click *Add input*), add your name as the cataloguer and year. Format: Given Name Surname (cataloguer, 2022). If more than one person contributed to the cataloguing, add the names in alphabetical order, separated by commas. Example: Roxanne Lafleur, Kelly St-Jacques (cataloguers, 2022).
Identifier	Insert the ISBN. Start with the letters ISBN followed by the number **without** hyphens. Format: ISBN XXXXXXXXXXXXX. Note: The ISBN consists of thirteen digits and when printed is preceded by the letters ISBN, the number is divided into four parts of variable length, separated by a hyphen.

Relation	Use this field if a video or audio recording needs to be embedded to the item. Must be about the book catalogued. For instructions, view this video by Duke University on how to embed media in Omeka. Make sure to add the reference in MLA 9th edition style or the provider's preferred attribution below the embedded content, using the link provided in the provider's Share option.
Rights	This applies **only if there are files attached or embedded**. Must include the source of the file, the full name of the rights holder, a permission or rights statement. See Rights instructions. Except for the file of the whole book, prefix the rights information with a short description to explain what it refers to, such as "Promotional video: ", "Book cover: ", "Book page #: ". If the rights information happens to be identical for more than one file, prefix with a more comprehensive description, such as "Book cover and page #: "
Item Type Metadata (tab)	Comments for "Book"
Original Format of Book	Choose ONLY one from the list. If the format is unavailable, request to have it added.
Character Type	Select only what is explicitly referred in the book (in writing or illustrations)[1]. Choose from the list all that apply for characters. If more than one applies, add a box (click *Add Input*).
Race/Ethnicity	Select only what is explicitly referred in the book (in writing or illustrations)[1]. Choose from the list all that apply for characters. If more than one applies, add a box (click *Add Input*).
Religion	Select only what is explicitly referred in the book (in writing or illustrations)[1]. Choose from the list all that apply for characters. If more than one applies, add a box (click *Add Input*).
Gender Identify	Select only what is explicitly referred in the book (in writing or illustrations)[1]. Choose from the list all that apply for characters. If more than one applies, add a box (click *Add Input*).
Sexuality	Select only what is explicitly referred in the book (in writing or illustrations)[1]. Choose from the list all that apply for characters. If more than one applies, add a box (click *Add Input*).
Disability	Select only what is explicitly referred in the book (in writing or illustrations)[1]. Choose from the list all that apply for characters. If more than one applies, add a box (click *Add Input*).

[1]More information on the Browse by tags section on the website.

Interview

Items can be created without attached or embedded files. **Transcription/text is included in the respective ITM field.**

Interview: a type created specifically for this project to catalogue the interview conducted as an assignment.

Files: If the file is less than 100 MB (an image of the interview, a sound recording, etc.), it may be uploaded. If the sound recording or video is too large but hosted on YouTube or another such platform, it may be embedded in the *Relation* field.

Dublin Core (tab)	Comments
Title	Provide a title. Format: Interview with X on (or about) X
Creator	The interviewee(s) [The person(s) being interviewed], interviewer(s) [the person(s) performing the interview], **in this order**. One name per box (click *Add Input*). Format: Surname, Given Name (role). Example: St-Jacques, Kelly (interviewee) | Lafleur, Roxanne (interviewer)
Description	Provide a description/abstract of the interview, and information about the interviewee. Applies only for additional information not already captured in the other DC and ITM fields. If the information, such as about the interviewee, or quote was found elsewhere, make sure to add a parenthetical citation that refers to the full citation in *Source.*
Date	Date of the interview in numbers: YYYY-MM-DD

Format	Specify the available format. If ONLY the transcript of an audio or video recording is provided (in *Transcription* ITM field): transcript, # words. If the interview was conducted by correspondence (in *Text* ITM field), such as by email: email interview, # words. If the audio or embedded video is provided: mp3, 36 min 44 s.
Type	Select *Interview* to match the applicable "Item Type Metadata."
Language	Select the Language(s) of the document, visible or audible. If more than one, add a box (click on *Add* Input)
Source	Cite, using MLA 9th edition style, the source where the information was found to fill all fields. If more than one resource, add a box (click *Add input*). Last, in a separate box (click *Add input*), add your name as the cataloguer and year. Format: Given Name Surname (cataloguer, 2022). If more than one person contributed to the cataloguing, add the names in alphabetical order, separated by commas. Example: Roxanne Lafleur, Kelly St-Jacques (cataloguers, 2022).
Relation	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. Make sure to add the reference in MLA 9th edition style OR the provider's preferred attribution below the embedded content, using the permalink available in the provider's **Share** option.
Rights	This applies **only if there are files attached or embedded**. Must include the source of the file, the full name of the rights holder, a permission or rights statement. See Rights instructions. Prefix the rights information with a short description to explain what it refers to, such as "Book display: ", "Store logo: ", "Store sign: ", "Screenshot of Zoom interview: ". If the rights information happens to be identical for more than one file, prefix with a more comprehensive description.
Item Type Elements (tab)	Comments for "Interview"
Location	The location where the interview took place, if in person, or where the interviewee was located at the time of the interview: City, Province/State, Country.
Original Format	Apply only if the original format is not listed in the DC *Format* field. Example: Telephone call OR Zoom call OR Zoom call, mp4, 26 min 44 s
Transcription	The written text transcribed from an audio/video recording of an interview. Specify if the transcription was edited or if only an excerpt of the transcription is included.
Text	Copy/paste text from an interview conducted by correspondence.

Person

Items can be created without attached or embedded files.

Person is described by Omeka as "An individual, biographical data, birth and death, etc." Create an item and use this type to capture biographical information about each creator (writers, illustrators, designers, translators) of the book. Note that for books without illustrations, the cover artist is catalogued as its illustrator (except for media tie-in covers). **Do not create a new item if one already exists for the person.**

Tags (tab): Add terms that appear in the following elements: ITM Race/Ethnicity, Religion, Gender Identity, Sexuality, Disability, Occupation

Dublin Core (tab)	Comments
Title	The name of the person. Format: Surname, Given Name.
Description	General biographical information, especially that which is relevant to the project, such as information about the person's career, etc. When quoting a passage, make sure to add a parenthetical citation that refers to the full citation in Source.

Type	Select *Person* to match the applicable "Item Type Metadata."
Source	Cite, using MLA 9th edition style, the source where the information was found to fill all fields. If more than one resource, add a box (click *Add input*). Last, in a separate box (click *Add input*), add your name as the cataloguer and year. Format: Given Name Surname (cataloguer, 2022). If more than one person contributed to the cataloguing, add the names in alphabetical order, separated by commas. Example: Roxanne Lafleur, Kelly St-Jacques (cataloguers, 2022).
Relation	Use this field if a video or audio recording needs to be embedded to the item. Must be about the person catalogued. For instructions, view this video by Duke University on how to embed media in Omeka. Make sure to add the reference in MLA 9th edition style or the provider's preferred attribution below the embedded content, using the link provided in the provider's **Share** option.
Rights	This applies **only if there are files attached or embedded**. Must include the source of the file, the full name of the rights holder, a permission or rights statement. See Rights instructions. Prefix with a short description to explain what the Rights information refers to, such as "Photograph: " (of the creator).
Item Type Metadata (tab)	Comments for "Person"
Birth date	Birth date of the person (YYYY-MM-DD). Example: 1950-02-01.
Birthplace	Birthplace of person: Village/Town/City, Province/State, Country. Note: Do not abbreviate Province/State or Country.
Death Date	Death date of the person (YYYY-MM-DD). Example: 2021-02-01.
Place of Death	Place of death of the person: Village/Town/City, Province/State, Country
Race/Ethnicity	Select only what is referred to explicitly in the information found about the person. If more than one applies, add a box (click on *Add Input*)[1].
Religion	Select only what is referred to explicitly in the information found about the person. If more than one applies, add a box (click on *Add Input*)[1].
Gender Identity	Select only what is referred to explicitly in the information found about the person. If more than one applies, add a box (click on *Add Input*)[1].
Sexuality	Select only what is referred to explicitly in the information found about the person. If more than one applies, add a box (click on *Add Input*)[1].
Disability	Select only what is referred to explicitly in the information found about the person. If more than one applies, add a box (click on *Add Input*)[1].
Occupation	Select the creator role and only the other occupations referred to explicitly in the information found about the person. If the occupation is unavailable, request to have it added. If more than one applies, add a box (click on *Add Input*).

[1]More information on the Browse by tags section on the website.

Store

Items can be created without attached or embedded files. **Check if an item already exists for the store before creating a new item.**

Store: a type created specifically for this project to catalogue the stores where the catalogued books were found displayed.

Files: The photo of the store display, for use in your exhibit, should be attached here.

Map (tab): This feature is used to capture the address of the visited store on the Omeka Geographical Map. Copy and paste the location entered in the DC Coverage field.

Tags (tab): Add terms that appear in the following elements: DC Coverage, but only the City, Province/State, Country; ITM Store Type

Dublin Core (tab)	Comments
Title	Name of the store; if more than one exists, consider adding the specific identifier. Example: Chapters - South Keys
Description	Description of the store, its history if relevant to this project, including attention to diversity, in a paragraph. Applies only for additional information not already captured in the other DC and ITM fields. When quoting a passage, make sure to add a parenthetical citation that refers to the full citation in Source.
Coverage	Address of the store visited. Example: 47 Rideau Street, Ottawa, Ontario, Canada. If the store is located as part of a larger establishment or building, consider adding the name at the beginning of the entry, suite number. The street address should match the one in "Map."
Type	Select *Store* to match the applicable "Item Type Metadata."
Source	Cite, using MLA 9th edition style, the source where the information was found to fill all fields**, other than the store's official website captured in the Official Website ITM field.** If more than one resource, add a box (click *Add input*). Last, in a separate box (click *Add input*), add your name as the cataloguer and year. Format: Given Name Surname (cataloguer, 2022). If more than one person contributed to the cataloguing, add the names in alphabetical order, separated by commas. Example: Roxanne Lafleur, Kelly St-Jacques (cataloguers, 2022).
Rights	This applies **only if there are files attached or embedded**. Must include the source of the file, the full name of the rights holder, a permission or rights statement. See Rights instructions. Prefix the rights information with a short description to explain what it refers to, such as "Book display: ", "Store logo: ", "Store sign: ". If the rights information happens to be identical for more than one file, prefix with a more comprehensive description, such as "Book cover and page #: "
Item Type Elements (tab)	Comments for "Store"
Store Type	Choose 1 option ONLY from the list (the one visited).
Official Website	Provide the link to the store's website.

Supplementary Items for Exhibit Purposes

Use only Dublin Core (DC) Elements (**no** Item Type Metadata) to catalogue supplementary items. Note that files related to the catalogued Book, Person or Store, should be attached to their respective Book, Person or Store items. See the item types Book, Interview, Person, Store above for more detail.

Use the definitions below to catalogue the media (files) that will supplement your exhibit, such as graphs, infographics, photographs of events, other images for comparison, etc. Note that one than one file can be attached to items.

Tips

- Most items will at least require the following elements: **Title, Creator, Date, Description, Format, Source, Rights.**
- Don't forget that if the item was published, then a publisher is required in **Publisher** element, and if it contains words (audible or visible) then the language is required in **Language**.

- Make sure your metadata is relevant and meaningful, and that it does not misinform the visitor. Ask yourself: If a stranger read the data would they understand what it means? For instance, if a collection of charts in an item has the title "Charts: Diversity at Singing Pebble Books" with no mention that they are based on a sampling of the children's books found in a display on a specific day, would you not assume that the charts relate to everything in that store?
- When in doubt, consult your professor.
- If more than one box is necessary per field, click on *Add Input.*

DC ELEMENTS	**DESCRIPTIONS** *Omeka Add Item form*	**COMMENTS** *For the project needs*
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 the place of publication or site of a building, in order from small to larger: Street Address, City, Province, Country. If applicable, add the name of the space/building at the beginning.
Creator	An entity primarily responsible for making the resource	Creator of the item. Can be a person, organisation, etc. Syntax: Surname, Given Name (role). Click "Add input" to add more than one. For example, if the item is a collection of pie charts, then the person(s) who created them should be added here.
Date	A point or period of time associated with an event in the lifecycle of the resource	Date when the item was created (published or written, photograph taken, or graph/object made). A date can be the year or include a month and day. Syntax: YYYY-MM-DD (descriptor, if necessary). 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 recommended citation style. For example, if the item features a collection of graphs about the diversity of authors, you might want to briefly describe the various graphs here.
Format	The file format, physical medium, or dimensions of the resource	Information specific to the physicality of the item. Example of a series of charts and graphs: pie chart; graph. If applicable, include the medium/technique and dimensions of the item.
Identifier	An unambiguous reference to the resource within a given context	Depends on item. Except for ISBN numbers, rarely used in this project.
Language	A language of the resource	Select the Language(s) of the document, visible or audible. If more than one, add a box (click on *Add* Input)
Publisher	An entity responsible for making the resource available	Publisher of the distributed item.
Relation	A related resource	Use this field if a video, audio recording, or other application needs to be embedded to the item. Must be about the item in question. For instructions, view this video by Duke University on how to embed media in Omeka. Make sure to add the reference in MLA 9th edition style or the provider's preferred attribution below the embedded content, using the link provided in the provider's **Share** option.

Rights	Information about rights held in and over the resource	This applies only for attached or embedded files. Must include the source of the file, the full name of the rights holder, a permission or rights statement. See Rights instructions.
Source	A related resource from which the described resource is derived	Source where the item or information was found. Cite, using MLA 9th edition style, the source where the information was found to fill all fields**.** If more than one resource, add a box (click *Add input*). Last, in a separate box (click *Add input*), add your name as the cataloguer and year. Format: Given Name Surname (cataloguer, 2022). If more than one person contributed to the cataloguing, add the names in alphabetical order, separated by commas. Example: Roxanne Lafleur, Kelly St-Jacques (cataloguers, 2022).
Subject	The topic of the resource	OMIT FOR NOW. 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 *Tags*.
Title	A name given to the resource	Official or descriptive title of the item. This field is MANDATORY. Make sure your titles are meaningful for content that you created. For example, here is the suggested title of a collection of charts: Charts showing the diversity of authors found in a sampling of children's books displayed at Indigo Rideau, Ottawa, 15 January 2022.
Type	The nature or genre of the resource	OMIT

EXHIBITS

A means to contextualize and discuss the items in a meaningful way. View the assignment instructions on Brightspace and a demo on Omeka.

Exhibit Builder

These exhibits are composed of web pages, forming its own menu. It is a website within the website.

Create an Exhibit

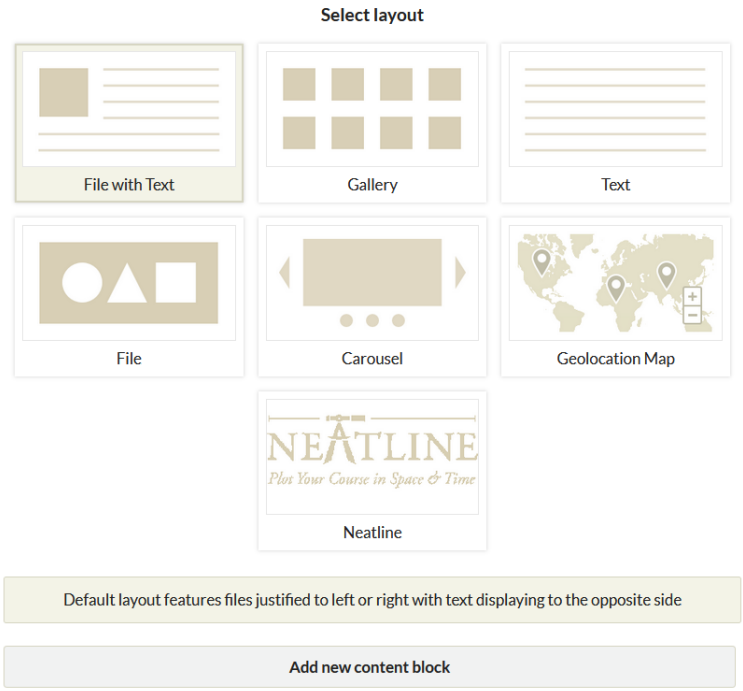
1. Go to *Omeka Admin*. From the *Dashboard* menu on the left, select *Exhibits*.
2. Click on the green *Add an Exhibit* button. Assign a **title** to your exhibit. Example: Northshire Books Staff Picks 2022. The **slug** is what provides a URL for the exhibit. It should reflect the title but short, and can contain letters in lowercase, numbers and hyphens, NO spaces, diacritics or special characters or symbols. Example: northshire-staff-picks-2022. In **credits**, add the names of those who contributed to the creation of the exhibit, followed by the year in parentheses. Example: Roxanne Lafleur, Kelly St-Jacques (2022). The **description** is the summary or abstract of your exhibit. DO NOT add *Tags*, KEEP *Current Public Theme*, CHECK the *Use Summary Page* box.
3. Click on the green *Save Changes* button. You can edit exhibits at any time.
4. **From the *Pages* section**, at the bottom of this one, you can *Add Page* by selecting the green button, click and drag to reorder the pages, or delete a page by clicking the X on the right of the box, rendering it red. The deletion is permanent once saved.

Create a Page

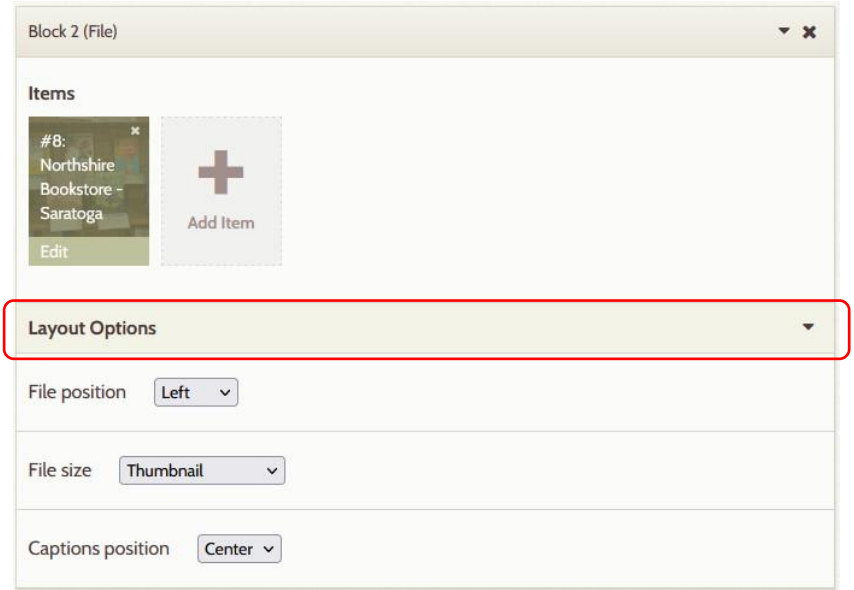
Click the green *Add Page* button from the section at the bottom of the main exhibit page.

- The **Page Title** can be a long one. Add a **Menu Link Title**, ONLY if the *Page Title* is too long. The **slug** is what provides a URL for the exhibit page. It should reflect the title but short, and can contain letters in lowercase, numbers and hyphens, NO spaces, diacritics or special characters or symbols.
- Click *Save Changes* button at any time.

From the *Content* section, add *New Block* layout to build the page. These are stacked and can be reordered at any time. Once selected, click on the *Add new content block* button at the bottom. Blocks have different features and are especially designed to integrate the items created in this project. There is even a *Geolocation Map* for displaying selected items that use the *Map* feature at the cataloguing level.



- Some blocks contain additional **layout options**, such as choosing which side to display the file, the file size and position of the caption.



File with Text block

Displays the file less than half the width of the page's real-estate. The text displays next to the file and will wrap around it if longer enough. Add items, will display the files one below each other at the same width.

Gallery block

This block does allow text to be added, as well as attach include file(s). It provides the option to display the first file at half the width of the page, up to four smaller files displayed side by side filling the width of the page. This is cut by half (2 side by side) if text is added.

File block

This block does not allow for any text to wrap around the file(s) which are displayed one below the other when more than one, at a quarter of the width for *square thumbnail* file size, half of the width for *thumbnail* file size and full width for *fullsize*.

Text block

This block does not allow for the integration of items, but is great to add full width text, insert a header before adding a file block, like the byline for your book pitch, or to code in a table or embed a Neatline exhibit or video.

Go to the *Source code* from the HTML menu, "**< >**". To embed a video, timeline, etc. available online, use the embed code found in the **Share** option provided by the streaming (YouTube, Vimeo, etc.) or other application site. Make sure to include a caption, with the reference in MLA 9th edition, or the attribution specified by the provider, using the link provided by the provider in the **Share** option.

To embed a Neatline exhibit, do NOT use the *Neatline* block; instead, insert the URL of the *View Fullscreen* Neatline exhibit in an iframe tag in the *source code*, and provide a link to the view fullscreen. The code for a Neatline exhibit below has both, the link to view fullscreen (this phrase may be modified to suit your needs) followed by the embedded Neatline exhibit. Copy/paste the following and simply replace the URL (in yellow) with yours:

```
<p><a
href="https://biblio.uottawa.ca/omeka1/windowsandmirrors/neatline/fullscreen/northsire-
staff-picks-2022">View Fullscreen</a></p>
```

<iframe width="100%" height="400" src="https://biblio.uottawa.ca/omeka1/windowsandmirrors/neatline/fullscreen/northsire-staff-picks-2022" frameborder="0"></iframe>

Carousel

This block is used to display more than one item containing image files. The *Layout options* include adding a title, display more than one image per slide, opt to rotate slides at a specific pace, display title or captions, loop, fade between slides, etc.

Geolocation Map block

Allows one to select items and display them on a map. Additional information, such as a description, etc. can be added. Selecting a pin on the map will display the item, which provides a link to it, a square thumbnail of the file (if available), and a caption of your choice.

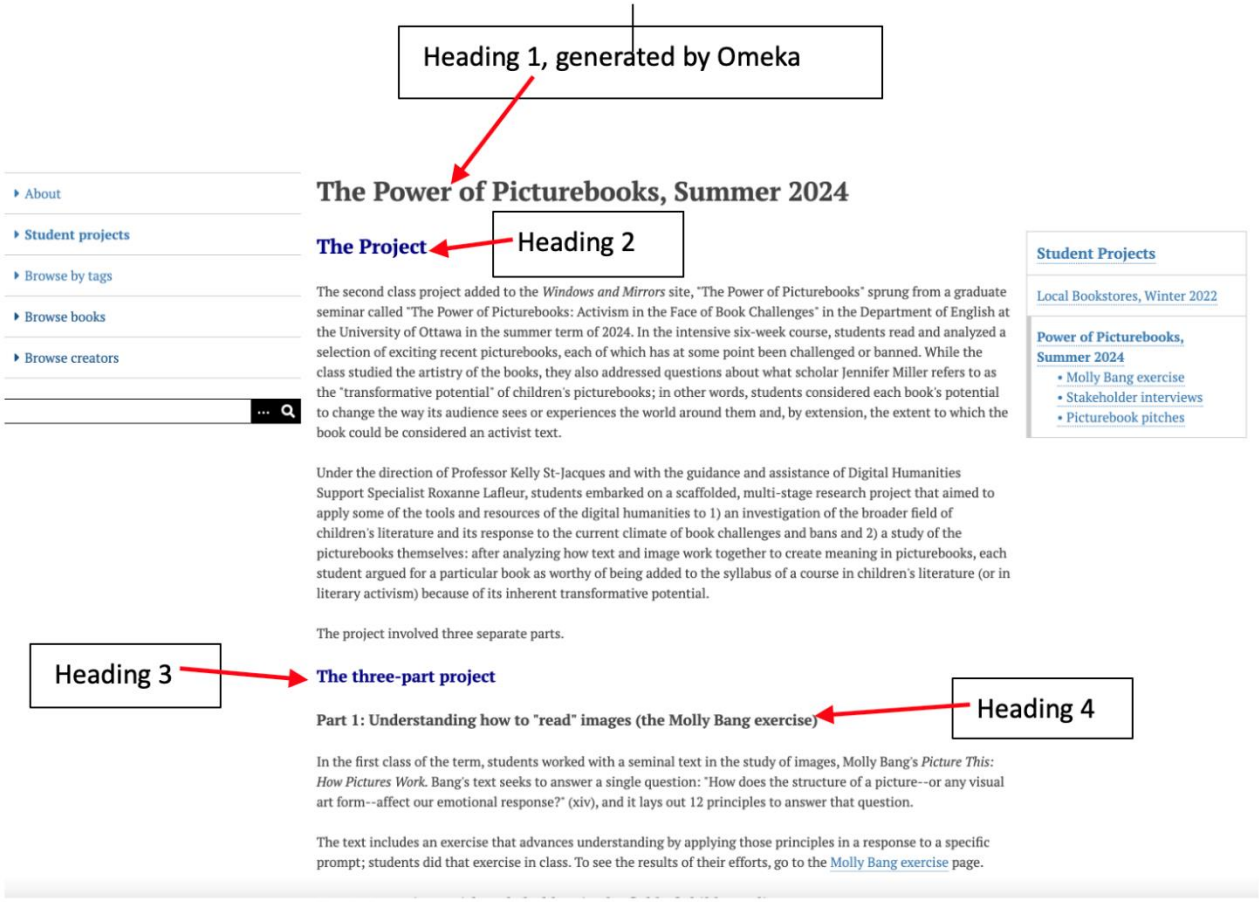
NOTE: Items will need to be created for any additional files (images, graphs, infographic, audio recording, etc.) required for the exhibit. Use the general Dublin Core element definitions to catalogue them. No *Item Type Metadata*, *Tags*, *Map*, or *Item Relations* required. Please consult Professor St-Jacques for approval or Roxanne Lafleur for technical questions.

Examples

Here are links to examples shown in class during the Omeka exhibit workshop, all made by uOttawa students.

- Children's Literature Shelf: Perfect Books, 2022 (Windows and Mirrors)
- Patrice Lumumba University (RECIPRO: The History of International and Humanitarian Aid)
- Opening a New Door for the Canadian Performing Arts (Linking Culture(s))
- Christina Rossetti's "In the Bleak Mid-winter" in Pop Culture: The Legacies of Holst and Darke's Tunes (Christina Rossetti in Music)
- The Living Body of Art (A Living Thing: William Morris on Art and Labour, using Omeka.net free version)

NOTE: For the "Power of Picturebooks" project (2024), here is a screenshot of the heading levels used:



Neatline

Neatline uses a base map or image from which to identify and describe aspects. In this project, Neatline will be used for the analysis of the image from your chosen book. See the demo Neatline exhibit. For more about your final project, view the assignment instructions on Brightspace and the main exhibit demo on Omeka.

Create a Neatline Exhibit

Go to *Omeka Admin*. From the *Dashboard* menu on the left, select *Neatline*.

Step 1

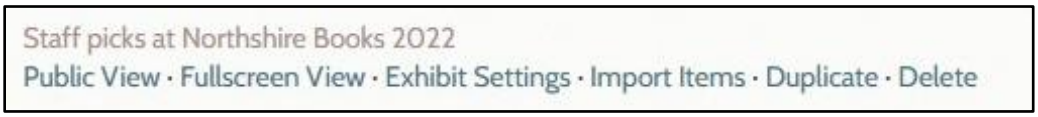
- Click on the green *Create an Exhibit* button. Assign a **title** to your Neatline exhibit (can be identical to your main exhibit). Example: Northshire Books Staff Picks 2022. The **slug** is what provides a URL for the exhibit. It should reflect the title but short, and can contain letters in lowercase, numbers and hyphens, NO spaces, diacritics or special characters or symbols. Example: northshire-staff-picks-2022. The **narrative** is only available in the Public View, not the Fullscreen View. [For 2022] Since your Neatline exhibit will be embedded in the page about the store display in your main exhibit, where context will be provided, the narrative is unnecessary.
- To add your base image, go to **Default Spatial Layer** and select the last option: *None (Image or WMS as Default)*. In **Image Layer** add the URL of the photograph of your chosen image from your book (attached

to the book item): Go to the item public view and select the image. The image URL ends with an image file extension, such as .jpg or .png. Example: https://omeka.uottawa.ca/windowsandmirrors/files/original/9aa1809a272efdb65fcdef960bdeefd8.jpeg

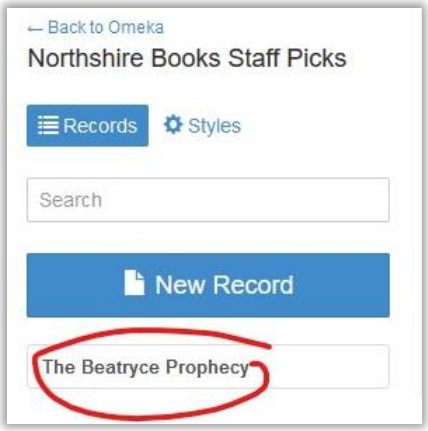
- Click on the green *Save Exhibit* button.

Step 2

Go back to *Neatline* from the Dashboard menu.



- **Exhibit Settings**: Review or edit the information provide in step 1.
- **To Import Items** [Used for the "Local Bookstores" 2022 project; not required for the "Power of Picturebooks" 2024 project]: Insert the item numbers for your group's catalogued book from assignment 1. You can either do the same for those from assignment 2 or go to Collections to include all items in that collection. Note that removing items from Neatline can only be done one at a time. A reminder that Omeka generates the item number, which is displayed at the very end of the item URL, or in the header when editing an item.
- **To build your Neatline exhibit, click on the exhibit title:** To create a pin on your base image and have a pop-up that either shows an item or allows you to customize text.



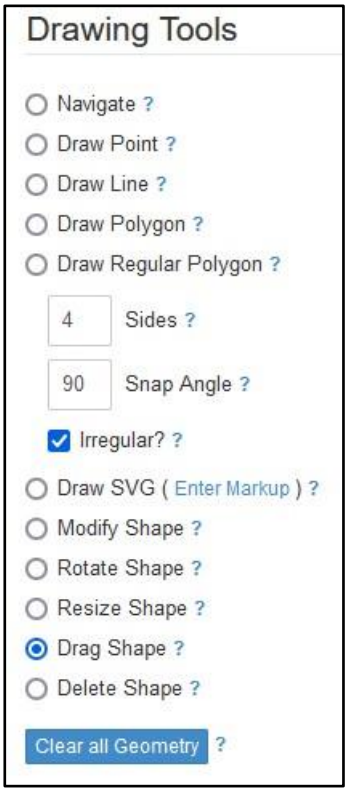
  a. **Styles (tab next to *Records*):** From the button at the top, enter "1" in **Default Map Zoom** (so the image will fit when embedded on the main exhibit page), and "5" or "6" in **Maximum Map Zoom** to avoid having to zoom in too far. These values may be changed if necessary for your base image.

  b. **Creating a Record**: To create a record with an *imported item*, pick from the list located under the *New Record* button [Used for the "Local Bookstores" 2022 project], or click on the *New Record* button (Used for the "Power of Picturebooks" 2024 project].

     - **Items (tab):** If you need to create a record to display the full metadata and file(s) of an item, and did not *Import Items,* you may include it here.

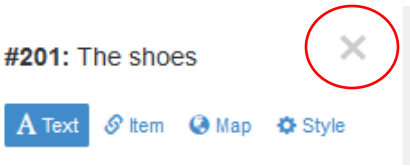
     - **Text (tab):** Add a *Title*, if creating a record without using an item, and content in the *Body* box (the *Edit HTML* toolbar will not appear in Mozilla Firefox). You may add a *slug* if you would like to create a link that points directly to this record otherwise leave it blank. If you used an item to create a record, you may add content in the *Body*, but only if necessary. Click the *Save* button at any time before leaving the record. Note: Selecting the *Delete* button will remove the Neatline record and the imported item from the list (if applicable).

- **Map (tab):** Use the *Drawing Tools* to pin the record to your base image. Select *Draw Point* to drop a dot, or draw a shape around the element, using the *Draw Rectangular Polygon* (x *sides*, 90 *Snap Angle*, check the *irregular* box) and click-drag to shape and position in one motion. To edit, select from options: modify, rotate, resize, drag shape, or delete. Selecting *Clear all Geometry* will erase all for that record. Click *Save* at any time. Note that you may add more than one pin per record.



- **Style (tab):** Select the fill and contour *Colors*, *Opacities* and *Dimensions*. Make sure that they are noticeable enough for visitors to identify and interact with (hover or click). Under *Visibility*, you may set the *Max zoom* by choosing *Current Zoom*, to prevent users from zooming in too far. To match colours for all records (pins), use the hex color number (ex.: #f100ff is fuchsia pink). Keep notes on all settings so that you can more easily replicate the procedure in other exhibits, if applicable. Tips: Consider the choice of colour. For example, find colours and tones that contrast with those of the base image, use a different colour when a pin is selected so users can distinguish it from the other pins, etc.

c. Don't forget to *Save* your changes before selecting the **X** at the top right of the record tool page to leave it and go back to your list of records. Note: There is no warning message to remind you to save in this instance.



d. Use the **Go back to Omeka** link at the top and choose **Public View** or **Fullscreen View** to see the results (what readers will see).

e. To embed Neatline on another page, go to **Fullscreen View**, copy the URL and follow the instructions as described in the **Text block** option under the Exhibit Builder's *Create a page* section.

For more information about creating Neatline exhibits, see: https://www.neatline.org//docs/

Examples

Here are links to examples shown in class during the Omeka exhibit workshop, all made by uOttawa students.

- Children's Literature Shelf: Perfect Books, 2022, embedded in two first pages (Windows and Mirrors)
- Old but Gold, click on the link or the image to view (Linking Culture(s))
- The Regent Orchestra (1917-1918) (Silent Film Music in Canada)
- Silent Film Music in Downtown Ottawa (1900-1928) (Silent Film Music in Canada)
- Parishes in Baroque Rome (Iberian Lives in Baroque Rome)