This handout is on creating a new Item in Omeka. You will need to enter all of the information below for every item in Omeka.

If you have any questions, please contact your Professor or a Librarian

• Here is the link to the Guide with Librarian contact information
  http://libguides.uta.edu/omeka/cityhalls

Best advice: Have all this information on hand and ready to go before beginning to upload data. It will make things easier for you!

There are four tabs on the ‘enter new item’ screen. This handout will go through each tab:

  1. Dublin Core
  2. Item Type Metadata
  3. Files
  4. Tags

1. DUBLIN CORE

The Dublin Core metadata element set is common to all Omeka records. For Dublin Core items, if you need to make more then one entry for a field, click on “Add Input” so you have two separate entry boxes for each field.

Example: If there are two creators (authors, architects, etc.) listed, you want them to go in on two separate input boxes. For some fields, multiples inputs will be required; those will be noted in the instructions as Input 1, Input 2, etc.
• **Title:** A name given to the resource
  o For this project, this would be:
    ▪ If item has official title, list here. For example, an item that you find listed in a library catalog or database will have a title for you to use.
    ▪ If there is not a title for the piece (for example, a photograph or plan you receive from an architecture firm), you will make it up. Place brackets around the title so readers know the title is a created title: [This is a created title]
    ▪ For a created title, use a brief phrase – think of these as the titles you see next to a painting in a museum.
    ▪ for [] rules are: list location, then item
  o Example: [Highland Park Town Hall]

• **Subject:** The topic of the resource
  o *(Input 1)*
    ▪ Here fill in the official name of your city hall.
    ▪ Examples: Dallas City Hall, Highland Park Town Hall
  o *(Input 2)*
    ▪ Here fill Building Style
      ▪ Use the list of terms provided here, which comes from the Getty AAT and the National Park Service list of style
terms. See SAH Archipedia for an example of how they are useful. More than one may be applicable.

- Brutalist
- California Modernism
- Carpenter Gothic
- Château Style
- Chicago School
- City Beautiful Movement
- Collegiate Gothic
- Colonial Revival
- Craftsman
- Deconstructivist
- Federal
- Gingerbread
- Googie
- High-Tech
- International Style
- Italian Villa Style
- Mayan Revival
- Mid-Century Modernist
- Minimal
- Modern Movement
- Neotraditional
- New Formalism
- New Urbanism
- Post-Functionalism
- Postmodern
- Prairie School
- Pueblo Revival
- Regency Revival
- Richardsonian Romanesque
- Santa Fe Style
- Shingle Style
- space age [N]
- Spanish colonial revival
- Stick Style
- Streamlined Moderne
- Texas vernacular
- Tiki

- **Description:** An account of the resource “an abstract, a table of contents, a graphical representation, or a free-text account of the resource.”
  - For this project, this would be: A description of what is interesting about the item. What you write should fit into the overall theme of your exhibit. Think of it like a wall label in a museum exhibit. It explains the item at hand, but also explains how it fits into the larger theme.
  - Rule: make sure to include the location, date building name, architect(s) and landscape architect(s) if any, and style.
  - Example: “Highland Park Town Hall was designed by architects Lang and Witchell in a Spanish Colonial revival style in 1924 on park land adjacent to Turtle Creek.”

- **Creator:** An entity primarily responsible for making the resource
  - Note: If there are multiple creators, such as two mapmakers, you will repeat the element (by adding Input).
    - Enter: For a personal name: First Name, Last Name.
      For a corporate name, enter as written: Lang and Witchell OR Beck Construction Company
      - If the item is a photograph, enter the name of the photographer.
      - If the item is a map, enter the name of the mapmaker.
      - If the item is an architectural drawing, enter the name of the architect or firm.
      - If you took the photograph, put your name!

- **Source:** A related resource from which the described resource is derived
  - For this project, this would be:
    - If you found the item in an online repository or other source, you should list that under Source.
    - *Basically, if you did not take the picture yourself, list where you got it from here.*
- This would be the name of a collection, a library, an architecture firm, etc.
- Include the link if this is a resource available online. Just include the text of the link and use the html function in Omeka to make it live.
  - Example: JC Henry Texas Image Collection (link to http://hdl.handle.net/10106/12979)

- **Publisher:** An entity responsible for making the resource available
  - For this project, this would be: if you found the item in an online repository or other source, you should list the publisher of the website here.
  - This may be the same, in some cases, as the source.
    - Example: UTA ResearchCommons, School of Architecture, JC Henry Texas Image Collection
  - Note: If you are using an item that the Library digitized for you and it was previously unpublished, you will list the entity who holds the item.
    - Example: University of Texas at Arlington Libraries.

- **Date:** A point or period of time associated with an event in the lifecycle of the resource
  - For this project, this would be: The date that the photograph, map, drawing, etc. was made. (Not the date of the buildings creation)
  - If you only have the year, list year, if you have the full date, list full date.
  - Make sure you list full year using this format: YYYY-MM-DD
  - Example of a full date format: 2010-01-01
  - Example of a year only format: 2010

- **Contributor:** An entity responsible for making contributions to the resource
  - For this project, this would be: you! Put your name here
  - Example: Jane Smith [student researcher]

- **Rights:** Information about rights held in and over the resource
For this project, this would be: information about the Rights Holder and license you are using (if applicable)

- Example: This item is being used Courtesy of [insert name], [permission status, which is one of the following]:
  - Public Domain OR
  - Licensed under a Creative Commons license OR
  - Permission Granted by OR
  - Permission requested

For all Creative Commons materials:
- [https://wiki.creativecommons.org/wiki/Best_practices_for_attribution](https://wiki.creativecommons.org/wiki/Best_practices_for_attribution)

For all UTA Special Collections Items: "Courtesy, Source, City, State."

- Example: "Courtesy, [collection name], Special Collections, The University of Texas at Arlington Libraries, Arlington, Texas." Permission Granted by UT Arlington Libraries

For other collections, ask in your permissions letter if there is a preferred citation or review their websites for their preferred citation.

- Relation: A related resource
  - We will not use for this project
  - Leave blank

- Format: The file format, physical medium, or dimensions of the resource
  - For this project, this would be: digital file format of uploaded item.
  - Example: JPEG, PDF, MP3, etc.
  - You should keep in mind that each image you upload should be at an appropriate resolution for viewing on-screen on the web. You do not need huge, hi-res files. So, no tif’s and scale any photographs you take for web use.
  - If you need some tips on how to properly size images for the web try this guide (and feel free to ask):
    [https://computing.artsci.wustl.edu/resize-images-web](https://computing.artsci.wustl.edu/resize-images-web)

- Language: A language of the resource
• For this project, this would be: English, Spanish, etc.
• Example: English

• **Type:** The nature or genre of the resource
  o We will not use for this project.
  o Leave blank.

• **Identifier:** An unambiguous reference to the resource within a given context
  o For this project, this would be: any unique number that only exists attached to this subject
    ▪ You will be assigned these on your sign up sheet. Use Fall2015 Student official, first name initial, last number initial, [preassigned ARCH1000 number]
  o Example: fall2015jsarch1000

• **Coverage:** The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant, so there will be multiple inputs.
  o For this project, this would be: Address, geographic location and temporal coverage (dates it was/is a city hall)
  o **Input 1**
    ▪ We will place the (spatial) address here in the following format:
      • Street number and name, city, state
      • Example: 1500 Marilla St., Dallas, Texas
  o **Input 2**
    ▪ We will place the (geo-coordinates) here in the following format:
      • Go to this site [http://www.gps-coordinates.net/](http://www.gps-coordinates.net/)
      • Enter the street address
      • List the x,y (latitude, and longitude) coordinates
  o **Input 3**
    ▪ We will place the (temporal) years it was a functioning City Hall here in the following format:
      • yyyy-mm-dd to yyyy-mm-dd
      • If still functioning City Hall list yyyy-mm-dd to Present
2. **Item Type Metadata:**
Choose from the drop-down menu. Almost everything is going to be “still image” with perhaps a few “Documents” for good measure.

Item types included are: “Document, Moving Image, Oral History, Sound, Stil mage, Website, Event, Email, Lesson Plan, Hyperlink, Person, or Interactive Resource.”

When you choose one, it will give you more options for data entry.

3. **Files:**

Each Item that you enter should have only ONE file associated with it, eg, each image or document will be uploaded as a separate item. (Basically, if you have multiple pictures of the same building, you enter each photo as a separate Item)

4. **Tags**

  • **Building name.** All items associated with a particular building should have that building name as a tag. Eg, Dallas City Hall, Fort Worth City Hall
    - Here fill in the official name of your city hall.
    - Use official name of City Hall, as entered in Dublin Core Subject Field Subject
    - If you are adding information for a previous city hall, use the current city hall name as well as the older building’s name (if it is different) for those particular items.
    - As we work together on the project and do more research, your suggestions about useful tags will be an integral part of what we do.