Dublin Core Metadata and Item Creation in Omeka

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This handout is on creating a new Item (and its’ associated metadata) in Omeka. 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, artists, etc.) listed, you want them to go in on two separate input boxes. For some fields, you may decide multiple inputs will be required i.e. Input 1, Input 2, etc.

- **Title:** A name given to the resource
  - 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), 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.
  - Example: [The White House in Spring 2015]

- **Subject**: The topic of the resource
- You may have multiple Subject terms [controlled vocabulary] if you have multiple terms, then you will have multiple inputs
  - *(Input 1)*
    - Here fill in [controlled vocabulary]
    - Examples: Women's rights
  - Via LOC subject headings
  - *(Input 2)*
    - Here fill [controlled vocabulary]
      - Example: Name (use name authority)\(^1\)
      - Ida B. Wells-Barnett

- **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 collection.
  - Rules: Decide if there is information you want to consistently add to the description such as: the location, date, etc.

- **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.

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\(^1\) If you are using Controlled Vocabulary, you will sometimes see references to name authority or subject term authority. In certain fields, there are standardized ways to refer to people, places, things, etc. Decide if it is important for your project to adhere to those codes, or if internal standardization is sufficient.
• **Source:** A related resource from which the described resource is derived
  
  o 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, 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.
      o Example: JC Henry Texas Image Collection (link to http://hdl.handle.net/10106/12979)

• **Publisher:** An entity responsible for making the resource available
  
  o 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.
  
  o This may be the same, in some cases, as the source.
    ▪ Example: UTA ResearchCommons, School of Architecture, JC Henry Texas Image Collection
  
  o Note: If you are using an item that you obtained from an archive or Special Collections, they will likely have a preferred method of attribution, you should check.

• **Date:** A point or period of time associated with an event in the lifecycle of the resource
  
  o Example: The date that the photograph, map, drawing, etc. was made.
  
  o If you only have the year, list year, if you have the full date, list full date.
  
  o Make sure you list full year using this format: YYYY-MM-DD
  
  o Example of a full date format: 2010-01-01
  
  o Example of a year only format: 2010

• **Contributor:** An entity responsible for making contributions to the resource
  
  o For this project, this would be: you! Put your name here
  
  o Example: Jane Smith

• **Rights:** Information about rights held in and over the resource
  
  o 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
  o For all Creative Commons materials:
    ▪ [https://wiki.creativecommons.org/wiki/Best_practices_for_attribution](https://wiki.creativecommons.org/wiki/Best_practices_for_attribution)
  o For all archives or Special Collections, ask in your permissions letter if there is a preferred citation or review their websites for their preferred citation.

• Relation: A related resource
  o This is for resources that have formal relationships to others, but exist as discrete resources themselves.
  o For example, if the image you are using is from a document, chapters in a book, or you are using an items form a larger collection.

• Format: The file format, physical medium, or dimensions of the resource
  o For this project, this would be: digital file format of uploaded item.
  o Example: JPEG, PDF, MP3, etc.
  o Keep in mind how much space your Omeka account has
    ▪ The free account has 500 mb

• Language: A language of the resource
  o What language the resource is in
  o Example: English or en, French or fr

• Type: The nature or genre of the resource
  o What kind of item is it?

• Identifier: An unambiguous reference to the resource within a given context
  o This is any unique number that only exists attached to this subject, so if it came form a slide collection that was labeled A1-A100, and this item was slide A29, you would put that here.
• **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 This could be: Address, geographic location and temporal coverage
  
  o **Input 1**
    - *The (spatial) address here in the following format:*
      - Street number and name, city, state
  
  o **Input 2**
    - *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**
    - *The (temporal) years as it is relevant to the item*
    - yyyy-mm-dd to yyyy-mm-dd

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, Still 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 can have multiple files associated with or only one. This is your choice.
- You can have multiple files associated with one Item, so Omeka gives you the option of adding File metadata. You can only see this when you are logged in/on the administrative dashboard. We will not be discussing this extensively in this workshop.

4. **Tags**

- Tags allow you to link items together with terms of your choosing, rather then using the controlled vocabulary in Subject.
- When any two items have the same tag, the tag automatically turns into a link. Omeka sites allow you to browse items by tag.