DUBLIN CORE & OMEKA

Metadata & CMS

WHAT IS METADATA? WHY DOES IT MATTER?

Data describing other data (in our case, digital objects)

The simplest definition of metadata is " structured data about data."

Using standards like Dublin Core enables easy translation across websites and languages

Describing the object thoroughly helps us understand what it is when it's separated from its context

Metadata enables searching within and outside of the site

Encouraging you to take the time to create good metadata teaches them to be responsible stewards of digital content

TOOLS OF METADATA CREATION

Schema

Standards

Content

Data Value

Data Structure

Best Practices

QUALITY OF METADATA

Accuracy	Completeness	Consistency
Interoperability	**Inclusivity**	**Ethical considerations**

METADATA CREATION PROCESS

- **Step One:** When preparing to describe your resources, there are a number of questions that you will want to consider:

  - **What you are describing?**

  - **What kind of information do you want to record?**

- **Step Two:** As you begin to answer the questions presented in Step One, list out the information that you would like to include as data points.

- **Step Three:** Consider the descriptive information or metadata that you may already have.

- **Step Four:** Find your "golden minimum."

- **Step Five:** Finalize your list of data points.

- **Step Six:** Decide whether you want to make use of data value standards (controlled vocabularies, thesauri, encoding or formatting standards).

WHAT IS DUBLIN CORE?

Dublin Core metadata is used to supplement existing methods for searching and indexing Web-based metadata, regardless of whether the corresponding resource is an electronic document or a "real" physical object.
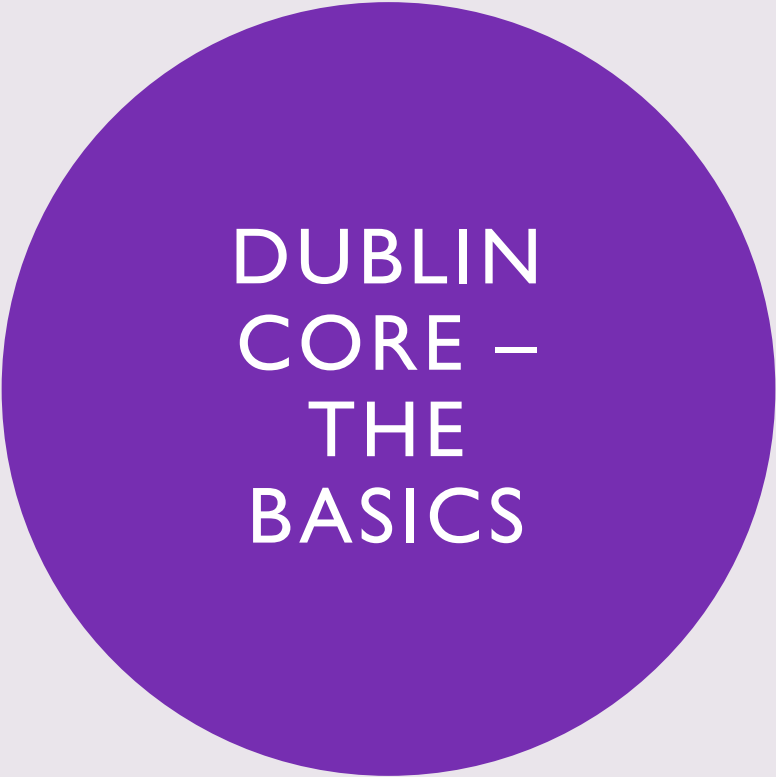
The [Dublin Core Metadata Element Set](#) (DCMES) was the first metadata standard deliverable out of the DCMI was an [IETF RFC 2413](#). DCMES provides a semantic vocabulary for describing the "core" information properties, such as "Description" and "Creator" and "Date".

Dublin Core metadata provides card catalog-like definitions for defining the properties of objects for Web-based resource discovery systems.

The [Dublin Core Metadata Element Set](#) is a set of 15 descriptive semantic definitions. It represents a core set of elements likely to be useful across a broad range of vertical industries and disciplines of study.

The Dublin Core Metadata Element Set was created to provide a core set of elements that could be shared across disciplines or within any type of organization needing to organize and classify information.

DUBLIN CORE – THE BASICS

- The Dublin Core standard includes two levels: **Simple** and **Qualified**

  - Simple DC is comprised 15 elements.

  - Qualified DC is more complex, so will not be covered here, but you can access these identifiers at: [Dublin Core Metadata Element Set](#)

- Some tags from Simple DC standard:

  - title

  - creator

  - subject

  - description

  - and so on...

If you have some doubt about an element description, click in the title of the element, you'll be redirected to a new page contain a detailed information about this element.

Title:
The name of your source/item. Similar to <title> HTML tag.
<meta name="DC.Title" content="Dublin Core Basics: the beginners guide.">

Creator:
The person or organization responsible for the content.
<meta name="DC.Creator" content="Gretchen Beasley" />

Subject:
The topic covered by the content.
<meta name="DC.Subject" content="Dublin Core Meta Tags" />

Description:
Textual outline of the content. Can be the same as the *content* of <meta name="description"> tag.
<meta name="DC.Description" content="Know and understand the basics of Dublin Core. Dublin Core Basics: The beginners guide." />

Publisher:
An entity (person, organization or service) responsible for making the original content available.
<meta name="DC.Publisher" content="My dog" />

If you have some doubt about an element description, click in the title of the element, you'll be redirected to a new page contain a detailed information about this element.

Contributor:
Person, organization or service that contribute to the content.
`<meta name="DC.Contributor" content="Gretchen Beasley" />`

Date:
A point or period of time associated with the lifecycle of content.
Typically the date of when content become available. Available formats:
- YYYY-MM-DD
- YYYY-MM
- YYYY

`<meta name="DC.Date" content="2014-02" />`

Type:
A category for the content. A full list of Types can be found here. Following is the most used types:
- "Text"
- "Software"
- "Service"

`<meta name="DC.Type" content="Text" />`

Format:
How the content or resource is presented. A full list of Formats can be found here.
As we are developers, the most used format is *text/html*.

`<meta name="DC.Format" content="text/html" />`

If you have some doubt about an element description, click in the title of the element, you'll be redirected to a new page contain a detailed information about this element.

Identifier:

An unique identifier to your content. Can be a string or number generate by a formal identification
system - or just a URL.

<meta name="DC.Identifier" content="http://www.mypage.com/2014/02/dublin-core-basics.html"/>

Source:

Where the content originally delivered from or a resource that is related intellectually to the described content.

<meta name="DC.Source" content="http://www.mypage.com" />

Language:

In what language the content is written. You must the correct language code.

<meta name="DC.Language" content="en" />

Relation:

How the content relates to other resources for instance.

Think in a chapter of a book, for example: the chapter *is part of a* book.

A full list of possible relations can be found here.

<meta name="DC.Relation" content="http://www.mypage.com" scheme="IsPartOf" />

If you have some doubt about an element description, click in the title of the element, you'll be redirected to a new page contain a detailed information about this element.

Coverage:

Where the content is physically located. Coverage will typically include spatial location
(place name or geographic co-ordinates), temporal period (date, date range)
or jurisdiction (named administrative entity).
`<meta name="DC.Coverage" content="Fairfax, Virginia" />`

Rights:

Typically a Rights element will contain a rights management statement for the resource, or reference a service
providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright,
and various Property Rights.
`<meta name="DC.Rights" content="Copyright 2014, XYZ. All rights reserved." />`

Keep learning

You already know the basics of Dublin Core meta tags, but what about now? Here's some tips about what you can read
and improve your knowledge:

1. Complete description for all tags
2. Wikipedia article
3. Official documentation

WHAT IS OMEKA?

[Omeka](#) provides open-source web publishing platforms for sharing digital collections and creating media-rich online exhibits. Omeka Classic was launched to meet the needs of smaller museums and historical societies who wanted to put their collections online and create narrative exhibits. Since then, Omeka has become the main **content management system** for thousands of libraries, archives, museums, scholars, and enthusiast users' websites. Omeka provides a free and open-source answer to the need for a web publishing platform that allows content experts to showcase their unique knowledge about their collections.

Omeka is organized through **Items, Collections,** and **Exhibits.** Users interact with items by collections or exhibits on your site and learn more about the project through simple pages. Users can integrate extra features like timelines and maps to add context to their collections by selecting from a large library of optional plug-ins.

OMEKA PROJECTS (A SAMPLE)

- The following is a list of well-known digital humanities projects that use Omeka Classic.

  - [September 11 Digital Archive](). Sheila Brennan, Sharon Leon, and the [Project Team]()
  - [Hurricane Digital Memory Bank](). Sheila Brennan and the [Project Team]()
  - [Colored Conventions: Bringing Nineteenth Century Black Organizing to Digital Life](). P. Gabrielle Foreman and Jim Casey
  - [Last Seen: Finding Family After Slavery](). Judy Giesberg and Jesse Nasta.
  - [Baltimore 68: Riots and Rebirth](). Langsdale Library Special Collections
  - [Histories of the National Mall](). Sharon Leon, Sheila Brennan, and the [Project Team]()
  - [Bracero History Archive](). Sharon Leon, Tom Scheinfeldt, and the [Project Team]()
  - [Preserve the Baltimore Uprising 2015 Archive Project](). Denise Meringolo and Joe Tropea
  - [Fifteenth-Century Italian Art (Nicole Riesenberger)]()
  - [Goin' North]()
  - [Ice Age Flood Explorer (Chad Pritchard, Larry Cebula, and Paul Lindholdt)]()
  - [James Monroe Papers (Alexandra deGraffenreid, Seth Mintzer, MacKenzie Murphy, Chris Wright)]()
  - [Fredericksburg: City of Hospitals (Jeffrey McClurken)]()

INSTALLING OMEKA CLASSIC

1. Go to [Reclaim Hosting](#).

2. Log in to your [client area](#), if you are not already logged in.

3. Navigate to the cPanel.
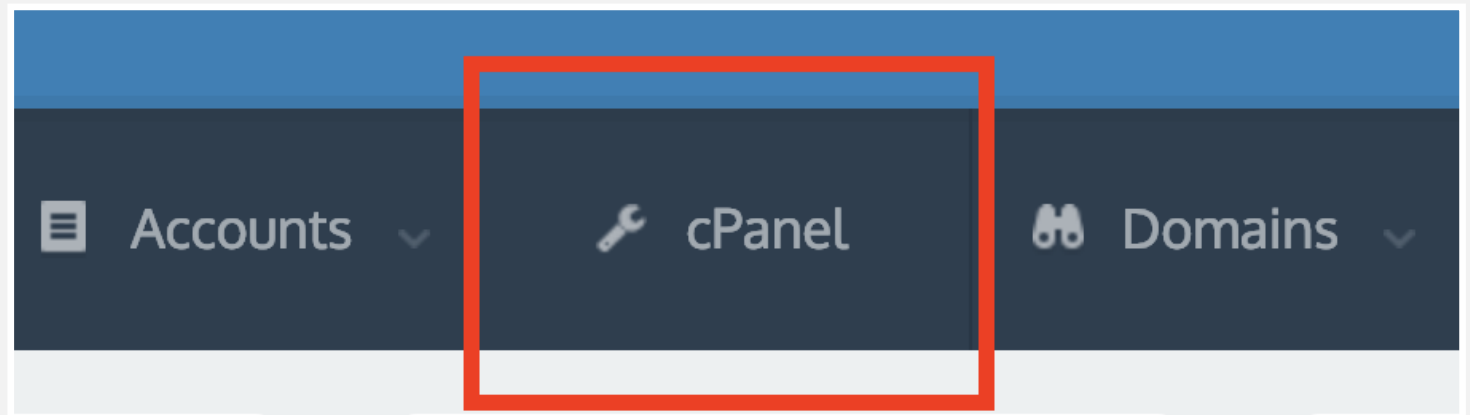
Omeka is almost always featured under the applications tab.

If it is not shown, click all applications, and search for Omeka. Once you locate Omeka, click on the icon.
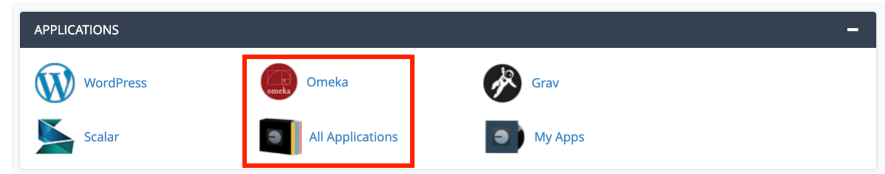
CLICK "INSTALL THIS APPLICATION".

Select a domain location for your Omeka install. It will be a subdomain of your main site. (janedoe.com/omeka). **You need to change the directory**.

You will want to use the recommended version of Omeka, and whichever language you are most comfortable with.

Read and accept the license agreement, and consider whether you want updates to occur automatically or if you want to manually update your install. You will want to keep the pre-selected option that creates a backup and automatically restores the backup if the update fails.

Create a username and password for your Omeka install. Do not keep the automatically populated username and passwords, because you will not remember them. Choose a name for your Omeka install.

Decide whether you want to manage advanced settings yourself, or have Reclaim do it for you.

Click install. The automated installer will start and prepare your site.

Location

Please select a location to install Omeka.

The location is a combination of a domain and a directory that together determine where the files will be installed and where the application will be viewed in a web browser after installation.

Domain
http://labrumfield.com/

Directory (Optional)

The domain and directory selected above represent a URL (a web page link) and also a physical path on the server's hard drive, both of which are shown here:

http://labrumfield.com/
/home/labrumfi/public_html/

Version

Select the version of Omeka to install.

Version
2.3 (recommended)

Language
English

The end user license agreement outlines how the software may be used, and can include rules on commercial use, modification, and distribution, along with information on pay-for versions of the application.

Omeka 2.3 EULA
○ I accept the license agreement
○ I do not accept the license agreement

Automatically update the installed application immediately as new versions become available.

Updates execute between midnight and 6AM server time and email notifications are sent with the result of each update.

After 14 days the created backup automatically expires and is deleted to free disk space. However, prior to expiration the created backup can be retained by selecting the option from your "My Backups" tab.

Automatic Update
○ Do not automatically update.
○ Update to new **minor versions** and **security releases**.
● Update to any new version.

Automatic Update Backup
● Create a backup and automatically restore the backup if the update fails.
○ Do not create a backup.

Settings

These settings allow you to customize and personalize this installed application.

The values set can be modified later within Installatron or within the installed application.

Administrator Username
user

Administrator Password
••••••••••
Strength: Strong   Show Password Generate

Administrator Email
youremail@mail.com

Website Title
My Website

Advanced

Configure additional settings for the installed application. The values set can be modified later within Installatron.

These settings include controls for:
• Database Management
• Email Notification
• Default Backup Location
• Automatic Backup

Advanced Setting Management
● Automatically manage advanced settings for me.
○ Let me manage these settings.

Cancel   + Install

- Once Omeka is installed, you will see links to both the homepage and the Omeka dashboard, the back-end of your Omeka install.

- Click on the middle "admin" to access your Omeka site.

- You will need to log in using the username and password you created in the previous slide.
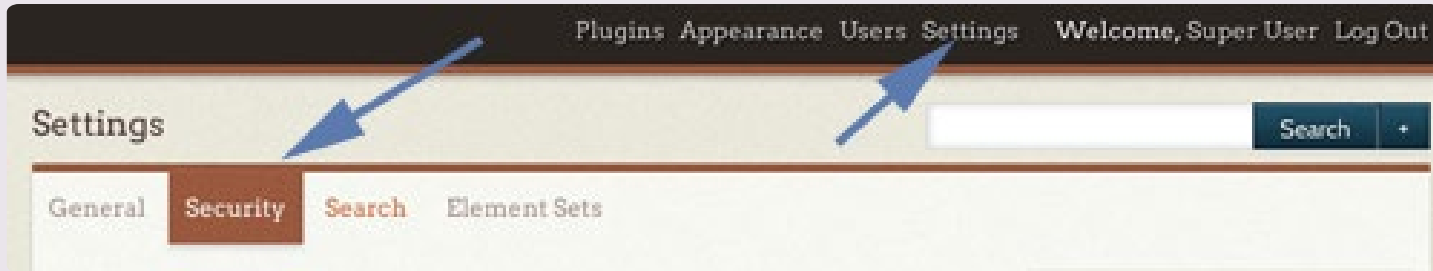
Once logged in, go to settings in the upper right hand navigation bar. Under the general settings tab, scroll down until you see the field for ImageMagick Directory Path.

Enter /usr/bin in that field and click test. It will let you know whether or not that path works. Click save changes when you are done. Setting this path enables you to generate thumbnails and create derivative images in Omeka.

Remember to click Save Changes in the right-hand navigation column when you have finished.

Settings

| General | Security | Search | Element Sets | Item Type Elements | API |

Administrator Email*

Save Changes

Site Title
A Very Large Sandbox

Site Description

Site Copyright Information
cc-0

Site Author Information

Tag Delimiter
Separate tags using this character or string. Be careful when changing this setting. You run the risk of splitting tags that contain the old delimiter.

,

ImageMagick Directory Path
/usr/bin

Test

rd

ections

em Types

ags

imple Pages

Simple Vocab

Exhibits

In the Settings section, choose Security.

Security settings enable you to determine the file formats and html markup allowed on your Omeka Classic site and to set Captcha controls to protect your site from automated spam.

Scroll down to "HTML Filters"

You may choose whether to filter HTML elements and attributes utilized as you fill in forms and metadata fields on your Omeka site.

By default, all HTML elements and attributes are allowed in Omeka Classic when the box Enable HTML Filtering is unchecked.

We are going to uncheck this box.
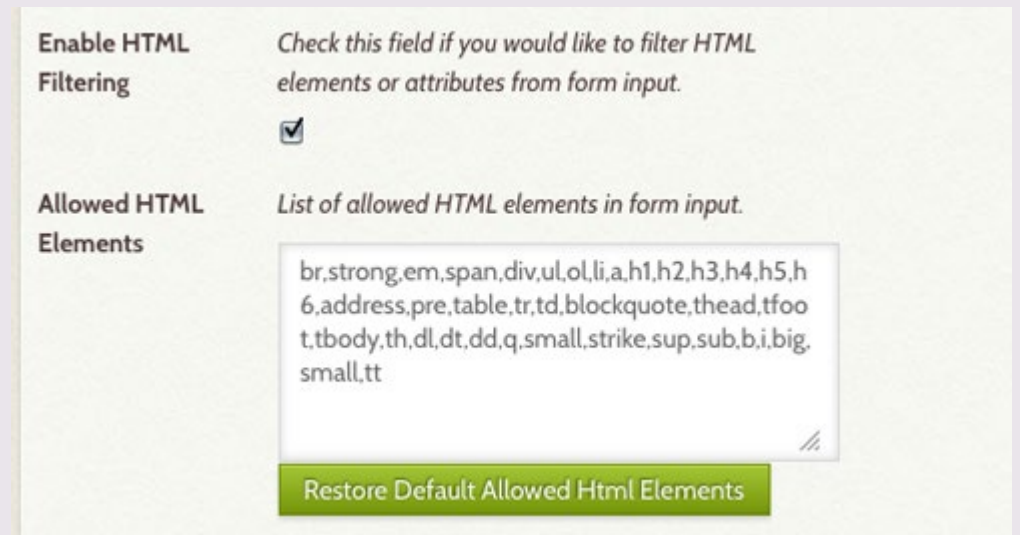
ITEM

COLLECTION

EXHIBITION | EXHIBIT

OMEKA'S INTERNAL LOGIC
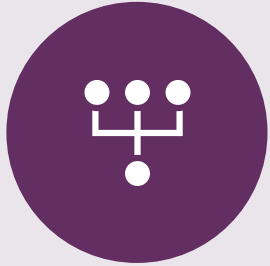
Everything is organized into *collections*. Collections are composed of related *items*. Collections/items hierarchy is the base organization. Collections have their own descriptive metadata.

Exhibits are a way for you to showcase or contextualize items and pair them with text, timelines, etc. to tell a particular story.

Tags: Omeka allows you to add tags to items and collections. You can then browse by tags or search them. This is one way of mapping your own organization onto your content.

Simple Pages: Simple Pages allows you to create pages without digital objects (items).

But to get to this logic, we first need to add items.

WHAT IS AN ITEM?

An item is the basic unit of an Omeka site.
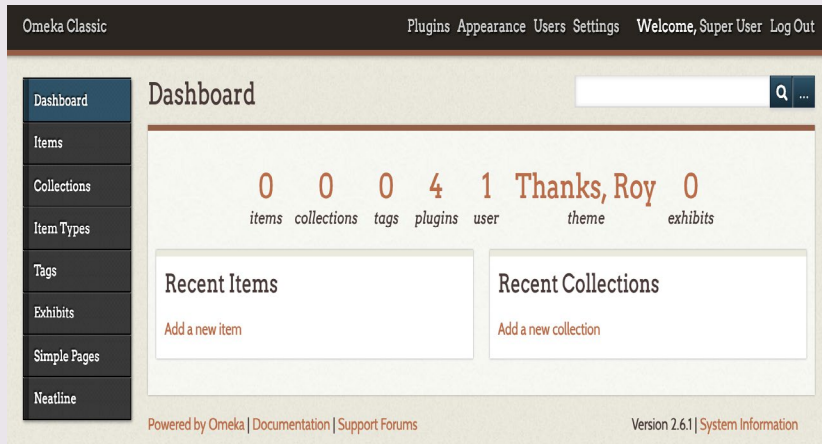
An item can be anything: a photograph, a work of art, an oral history, a short film, a section of a book, etc.

You'll describe each item and upload the relevant file or files using Dublin Core and Metadata.

You'll build your Omeka site by assembling items.
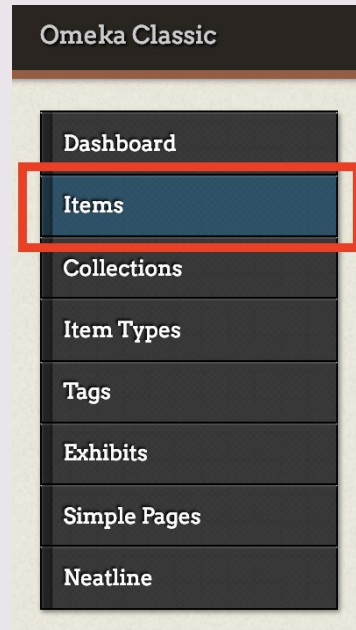
ADDING AN ITEM

1. Navigate to Your Dashboard

2. Click the items tab in the left-hand navigation bar.

3. Click the add an item button.

ADDING AN ITEM & ITS METADATA

- In the Dublin Core tab of adding an item, fill out as many metadata fields as possible. You can go back later to edit and/or add more.

- It is best to have comprehensive and meaningful metadata.
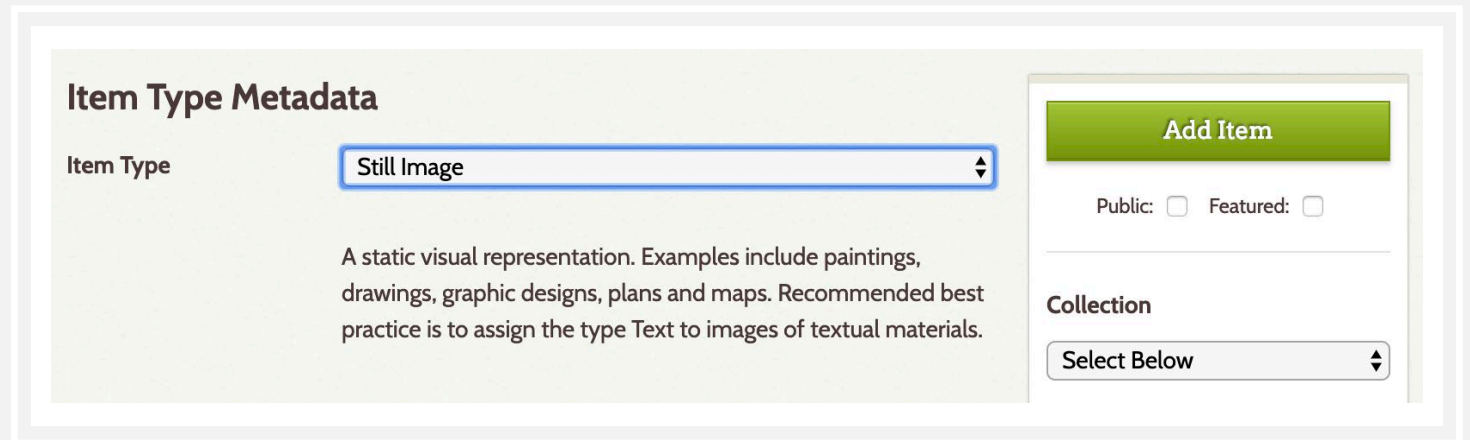
- As a reminder: Metadata is a structured way of describing a digital object or group of objects. Metadata enables searching and is important for the preservation of digital objects. It's important to be as thorough as possible when describing your content in Omeka.

- Dublin Core is a specific set of rules for describing content and it has a fixed set of "elements." Elements are the different fields: Title, Creator, Subject, Description, Publisher, Contributor, Date, Type, Format, Identifier, Source, Language, Relation, Coverage, and Rights. See Slides 3 – 9 for reference.

NEXT: ITEM METADATA TYPE

In the item type metadata tab of adding an item, select one of the 16 item types from the dropdown menu. Helper text will appear which will help you determine whether you chose the correct item type. Other additional metadata fields will appear, which you can fill out if you wish.

Item Type Metadata

Item Type   Still Image

Add Item

Public: ☐   Featured: ☐

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.

Collection

Select Below

THE FILES TAB

In the "Files" tab, simply click "Choose file" to browse your computer and locate the item you'd like to add.

TIP: In any of the tabs for adding an item, you can decide whether or not you want your item to be public (viewable on the public-facing side), or featured (the item will appear on the public-facing homepage of your install).
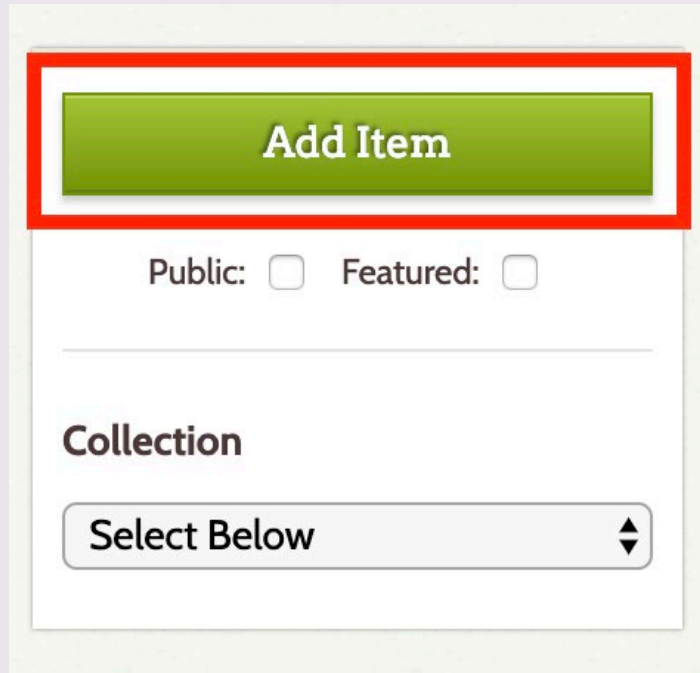
ITEMS - TAGS

The **Tags** tab allows you add keyword tags to your item.

Here you can enter topic and subject tags to associate with the items.

After you type in your tags, click on "Add Tags" and then "Save Changes".

ADDING ITEM

Once you are finished adding Dublin Core and item type metadata and adding the file(s) for your item, you may decide if you want your item to be "public" or "featured" and click the "add item" button.

> a. Public: by default, all items added to omeka are hidden from public view on your omeka site. You may change this by checking the box next to "public" under the add item button.

> b. Featured: you can choose an item to display prominently on your omeka project homepage by checking the box next to "featured" under the add item button. See the Georgetown Slavery Archive for an example of a "featured item".

When you are done adding metadata, click the "add item" button.

- You will be redirected to the items page, and a box will appear to let you know that your item was successfully added.

-

- You can view the details, edit, or delete the item from the items page, which you can reach by clicking on the items tab on your left-hand navigation bar.

- Go ahead and continue to add more items for your final project. (minimum of 5 for Thursday's class)

ADDING A COLLECTION

What are collections?

- Think of Omeka as your own digital museum. Each museum has multiple collections housed within it. Collections may be organized around a theme, particular artist, donor, etc. You may create Collections as makes sense within the structure of your own project. As you think through the structure of your Omeka site, keep in mind that items may only be assigned to one Collection.

How are collections different from exhibits?

- Exhibits are an opportunity to highlight a few items from a single collection or to put items from several collections in conversation with one another. For example, an Omeka exhibit on Feminist Artists of the 20th Century might include a few works from the Eva Hesse Collection, the Judy Chicago Collection, and the Georgia O'Keeffe Collection together with framing about their work. Or, if a museum has a large collection of Georgia O'Keeffe materials, they may select just a few items from the collection to highlight and discuss in detail in an exhibit.

CREATING A COLLECTION IN OMEKA

- To begin adding Collections, go to your Omeka admin site. You should have received an email with the admin site link when you installed Omeka on Reclaim Hosting

- On the administrative Omeka dashboard, you'll see a section called "Recent Collections". Within the "Recent Collections" section, **click the link to "Add a new collection"**.
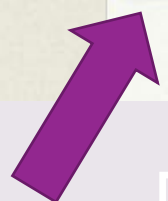
CREATING A COLLECTION, CONT.

- You will be prompted to fill out Dublin Core metadata for your new Collection. The amount of information you enter is up to you. Keep in mind that the more metadata you add to your collection, the more context the viewer of your collection will have about the collection they are viewing.

  - For guidance on metadata for Collections (as well as items), consult information about **working with Dublin Core** in Omeka Classic documentation.

- Click the "Add Input" button if you would like a second field under that particular heading. For example, if you're working with French materials, you may want a title in French and a title translated into English.

CREATING A COLLECTION, CONT.

- Once you've entered your collection metadata, look at the check boxes below the "Add Collection" button.

  - By default, your collection will be created in draft mode and not displayed publicly on your site. **If you are ready to have your collection available for public view, click the "Public" check box below the "Add Collection" button.** You may always go back into your Omeka Collection and make it public at a later date by going to the Omeka dashboard, finding your Omeka Collection's title and clicking the edit link next to it, checking the "public box" and then the "save changes" button.

  - If you wish, you may select a collection to display prominently on your Omeka site's homepage. T**o highlight your collection on the Omeka homepage, check the "Featured" box.** See the **Georgetown Slavery Archive** for an example of what an Feature Collection could look like in Omeka.

  - Once you have checked the appropriate boxes, if any, for your collection click the "Add Collection" button.

ONCE YOU ADD YOUR OMEKA COLLECTION, YOU WILL SEE YOUR COLLECTION LISTED WITH A NOTE THAT IT HAS BEEN SUCCESSFULLY ADDED.

FINDING DIGITAL MATERAL

As you search for Items to add to your collection, always be mindful of copyright restrictions.

If an image or text is from an electronic database (i.e., ARTStor) or a website owned by an organization, there are rules on how you can re-use and display their materials on your Omeka site. And while some materials are in the "public domain" there may be rules on how to use them if an organization manages their access.

The following resources will help you jump start your collection.

Digital Collections:

- [Wikimedia Commons](#)

- [Internet Archive](#)

- [DPLA](#)

- [New York Public Library](#)

- [Hathi Trust Digital Library](#)

- [British Library Labs](#)

There are more Resources on our class website's [Resources page](#) as well as our [Resources for Historians](#) page.

BLOG POST: START TO THINK ABOUT ORGANIZING YOUR OWN CONTENT

Using your Museum Project as a guide, think about how you want your digital exhibition to look. Write a blog post, answering:

1. What are the primary goals of the website?

2. Who is the primary audience of this website? Secondary audiences?

What do you want these specific audiences to accomplish when they come to the site? *What content/actions do you want to prioritize?*

3. What sections will this website include?