Metadata

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Today

- Metadata
- Dublin Core
- Using DC to describe items: a book, a page, a photograph
- Workshop: Describe your items in DC (fill out spreadsheet)
- Presentations: your collection and one item
- If time remains: Omeka exercises

Metadata

- Metadata is structured data about data.
- For example, think about your library's online catalogue: it contains the records of books, about which it tracks items of information such as Author, Title, Publisher, Editor, Date.
- Standard metadata schemas include Dublin Core, MARC, and MODS (each of these schemas has a different set of information it collects).
- For more information about metadata, see NISO Press' Understanding Metadata.
- The metadata schema that underlies Omeka is Dublin Core, a basic yet internationally accepted metadata schema.

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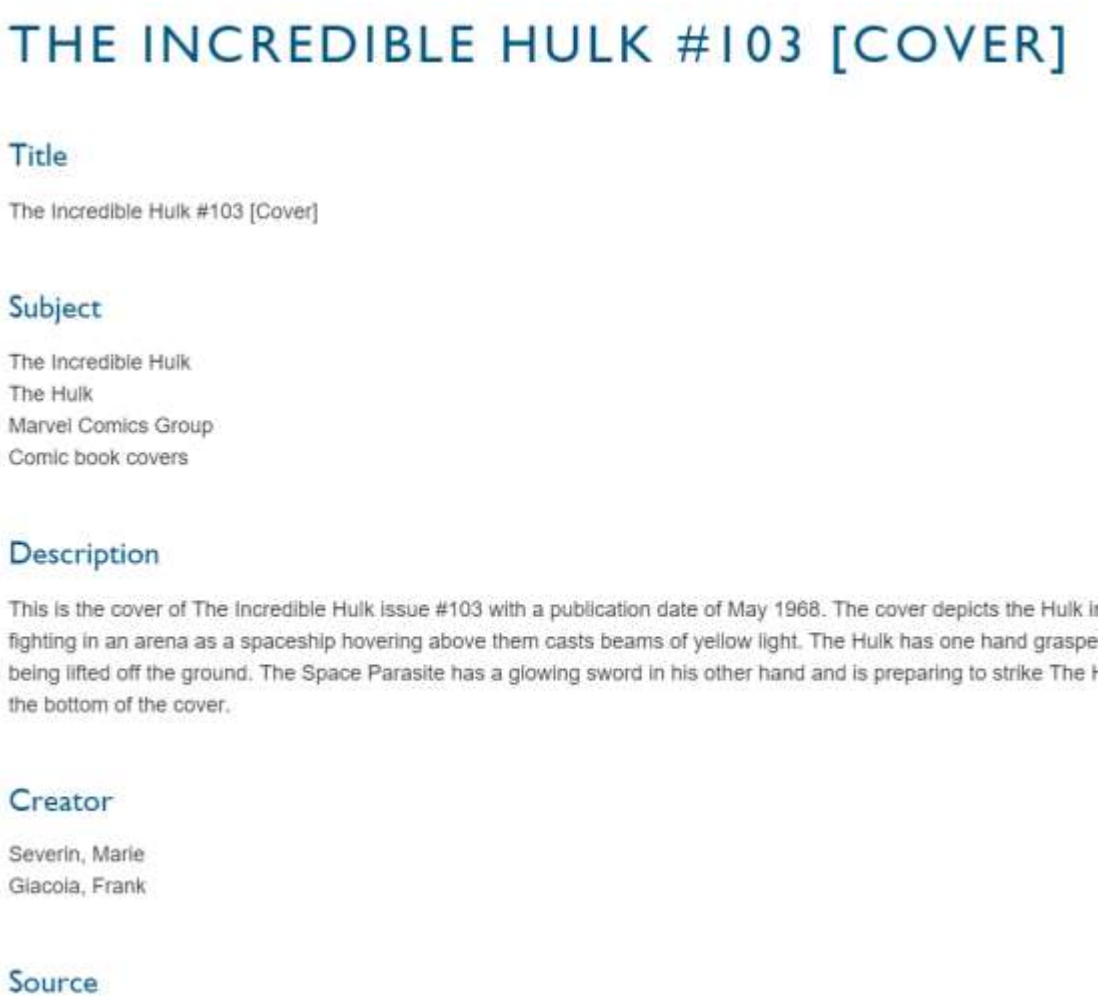
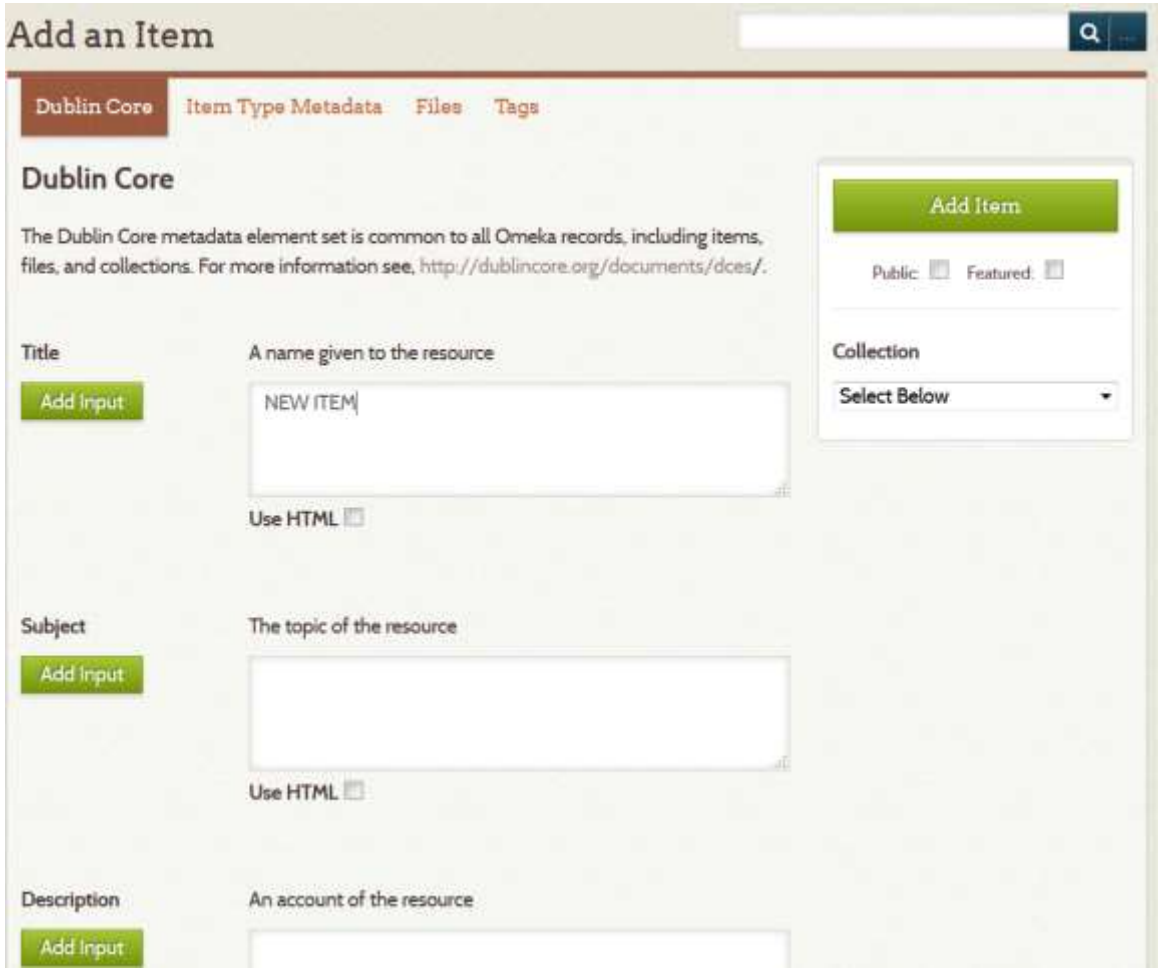


Metadata in Omeka

- Everything in Omeka – Items, Collections, Exhibits – has Dublin Core metadata.
- Dublin Core metadata captures core metadata about resources – that is, basic pieces of information, such as Title, Subject, Description etc.
- More details on Dublin Core: http://dublincore.org/documents/dces/



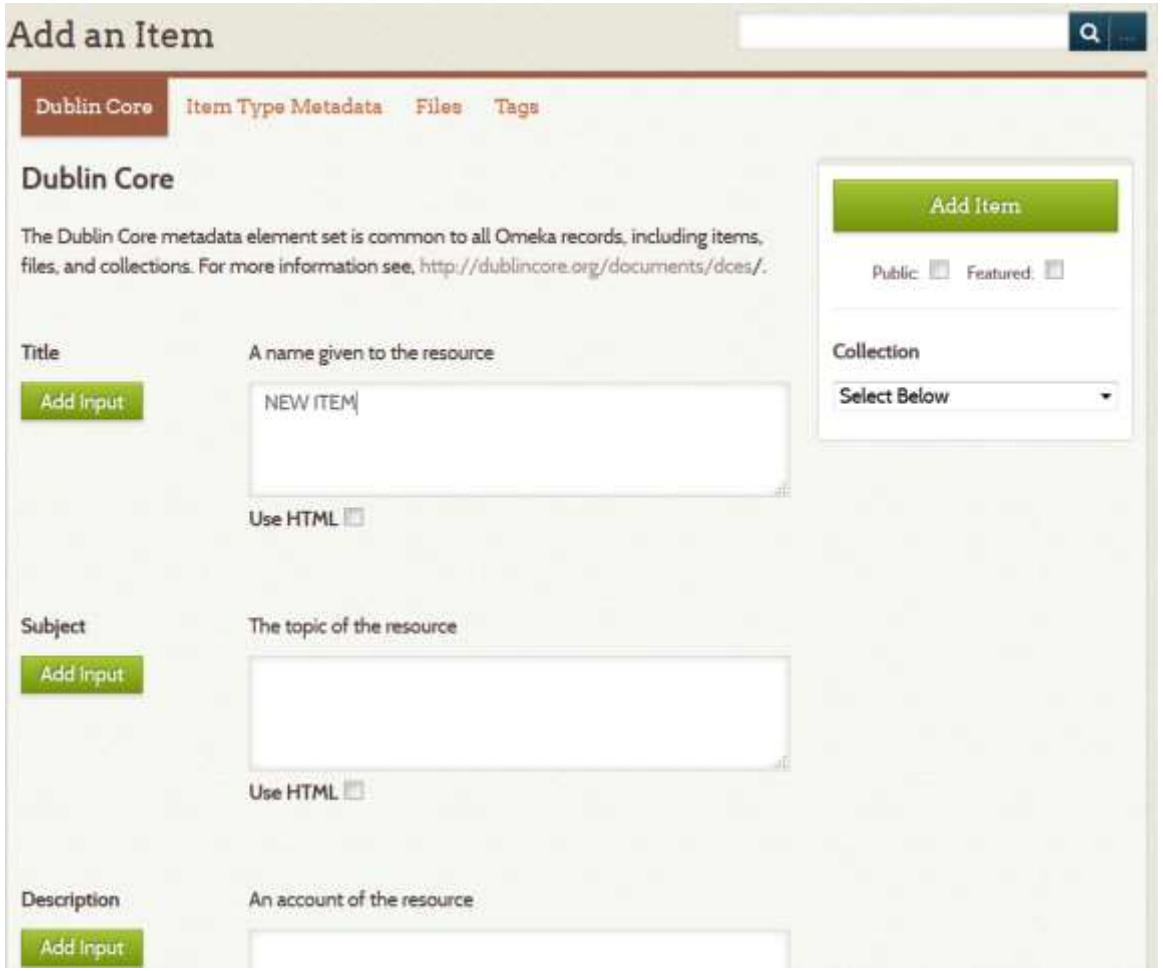
Dublin Core

Basic **Dublin Core Metadata has** 15 metadata elements:[4]

- Title
- Creator
- Subject
- Description
- Publisher
- Contributor
- Date
- Type
- Format
- Identifier
- Source
- Language
- Relation
- Coverage
- Rights

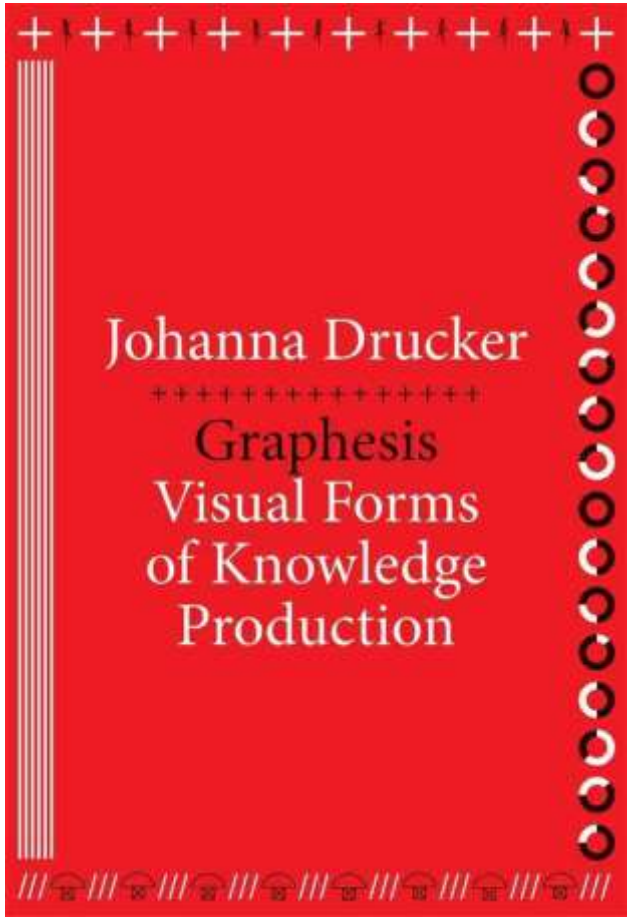
Omeka & Metadata

- For each Omeka site, you must decide how you will describe your items by interpreting the Dublin Core standard for the needs of your collection.



Please turn to your handout, “**VIC 159 S: The Dublin Core Metadata Standard.**”

Describing a Book



Dublin Core Elements

Dublin Core Elements	Explanation (Omeka Add Item Form)	Explanation (for VIC 159S)
Contributor	"An entity responsible for making contributions to the resource"	Your name (please be consistent)
Coverage	"The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant"	Place where your item was made (e.g. where your book was published): city, country.
Creator	"An entity primarily responsible for making the resource"	Author(s) of text(s) or audio

Dublin Core Elements – cont'd

Date	"A point or period of time associated with an event in the lifecycle of the resource"	Date when your item was created (not when you added it, but when e.g. the book was published).
Description	"An account of the resource"	One paragraph describing what your item is about. This paragraph should include a list of works cited, if you draw your description from other sources (books, library catalogue, Wikipedia, etc.).
Format	"The format of the resource"	Audio, video, etc. (be consistent – use the same terms throughout the collection, i.e. do not use "JPEG" in one instance and "Image" in another)

Dublin Core Elements – cont'd

Identifier	"An unambiguous reference to the resource within a given context"	OMIT
Language	"A language of the resource"	What language(s) is your resource in?
Publisher	"An entity responsible for making the resource available"	Publisher of the book.
Relation	"A related resource"	OMIT
Rights	"Information about rights held in and over the resource"	**Victoria University Library (Toronto).**

Dublin Core Elements – cont'd

Source	"A related resource from which the described resource is derived"	Is this item e.g. an image of a page from a book? Then here you can name the book that your item is part of.
Subject	"The topic of the resource"	Topic(s) of your book, image etc.
Title	"A name given to the resource"	Descriptive title for your resource
Type	"The nature or genre of the resource"	OMIT

Describing a Page in a Book

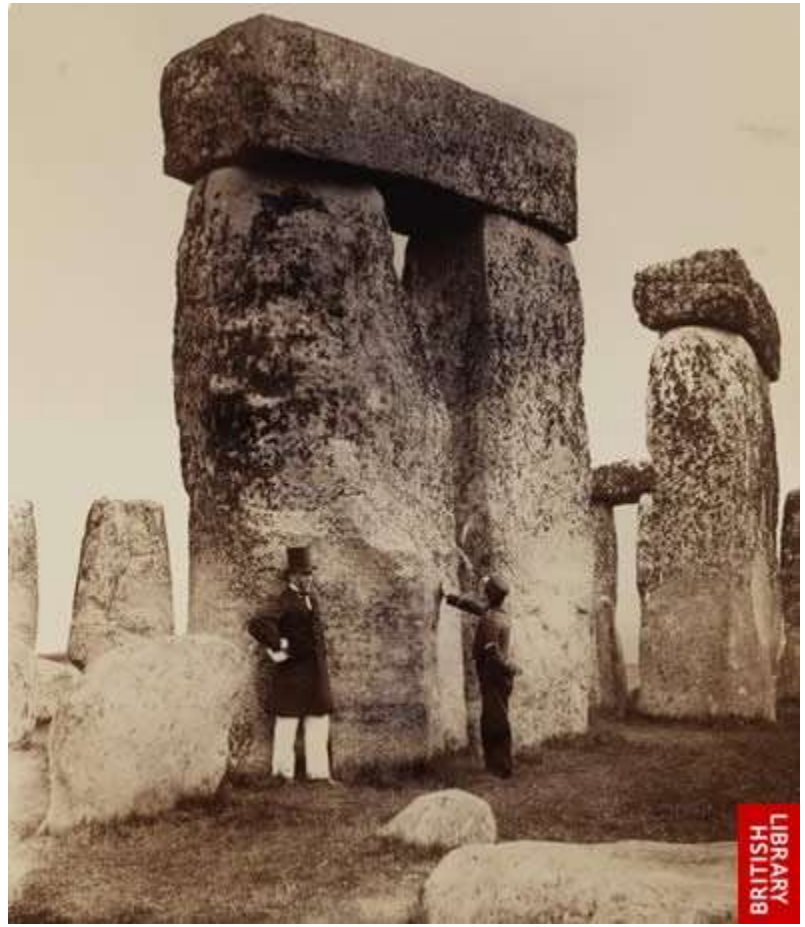
- Title; Author; Description; Source

Describing a Photograph

Maps 10351.i.2
Ordnance Survey Photographer, *Stonehenge. Trilithons (B and C) from the south-west, 1867.* Albumen print.

“Much of the credit for the employment of Royal Engineers in photographic work is due to Colonel Sir Henry James, who was keen to see photography employed as an integral part of their duties in survey and mapping work. This photograph is one of eight original prints pasted into his *Plans and Photographs of Stonehenge, and of Turusachan in the Island of Lewis*(Southampton, 1867). In the preface James, who was Director-General of the Ordnance Survey, wrote that he had compiled the work 'for the information of the officers on the Ordnance Survey, in the hope that it may stimulate them to make plans and sketches, and to give descriptive remarks of such objects of antiquity as they may meet with during the progress of the survey of the kingdom.’” (British Library, Historic Photographs: Archaeology and Exploration, Copyright © The British Library Board.)

http://www.bl.uk/onlinegallery/features/photographicproject/exploration.html)



Workshop Time

On your computer, please open your spreadsheet, “Book Story Metadata Schema Spreadsheet.xls”, and your Word document with the metadata for five items.

For the next 15 minutes, translate the metadata of your chosen items into Dublin Core, filling out the spreadsheet. This is a good time to ask questions, or ask for help!

After 15 minutes, each of you will do a lightning presentation (2-3 minutes), describing:

- what your project is about (i.e. which book’s story you will tell)
- what your favourite item is
- how you translated its metadata into Dublin Core (i.e. read off the metadata elements and their contents).

The purpose of this presentation: to help Prof. Robins and Dr. Bolintineanu see what your projects are and how you are approaching them, so we can tailor upcoming workshops to your needs.

Next class

- Fill in your spreadsheet with Dublin Core data describing a collection for at least 15 items. Do not use special characters, such as the copyright sign. Save it as .csv (comma separated values file).

Dublin Core for Your Research Collection

1. **Understand Dublin Core**. When you create a new Omeka Item, Omeka itself tells you what each metadata element means. For more detail, see: http://dublincore.org/documents/dces/
2. **Crosswalk your data into Dublin Core**. First, list the fields you want to track. Next to each field, write a one-line explanation. Then list Dublin Core metadata elements. Where possible, map your fields unto Dublin Core: that is, see which of your fields corresponds to which element in Dublin Core.
3. **Deal with discrepancies**. If you account for all your fields, but not for all DC fields, it is fine to leave DC fields empty. If not all your fields can fit into DC, you can create new metadata fields in Omeka. But to keep your collection more easily searchable and interoperable with other tools and collections, it is best to stick to the standard DC schema as closely as possible: is there a way to map your fields unto DC even if the fit is imperfect?
4. **Document your metadata schema**: write down what each field means, and how it relates to Dublin Core. Trust me on this: if you leave out this step, in two weeks you will no longer be able to describe your collection consistently.

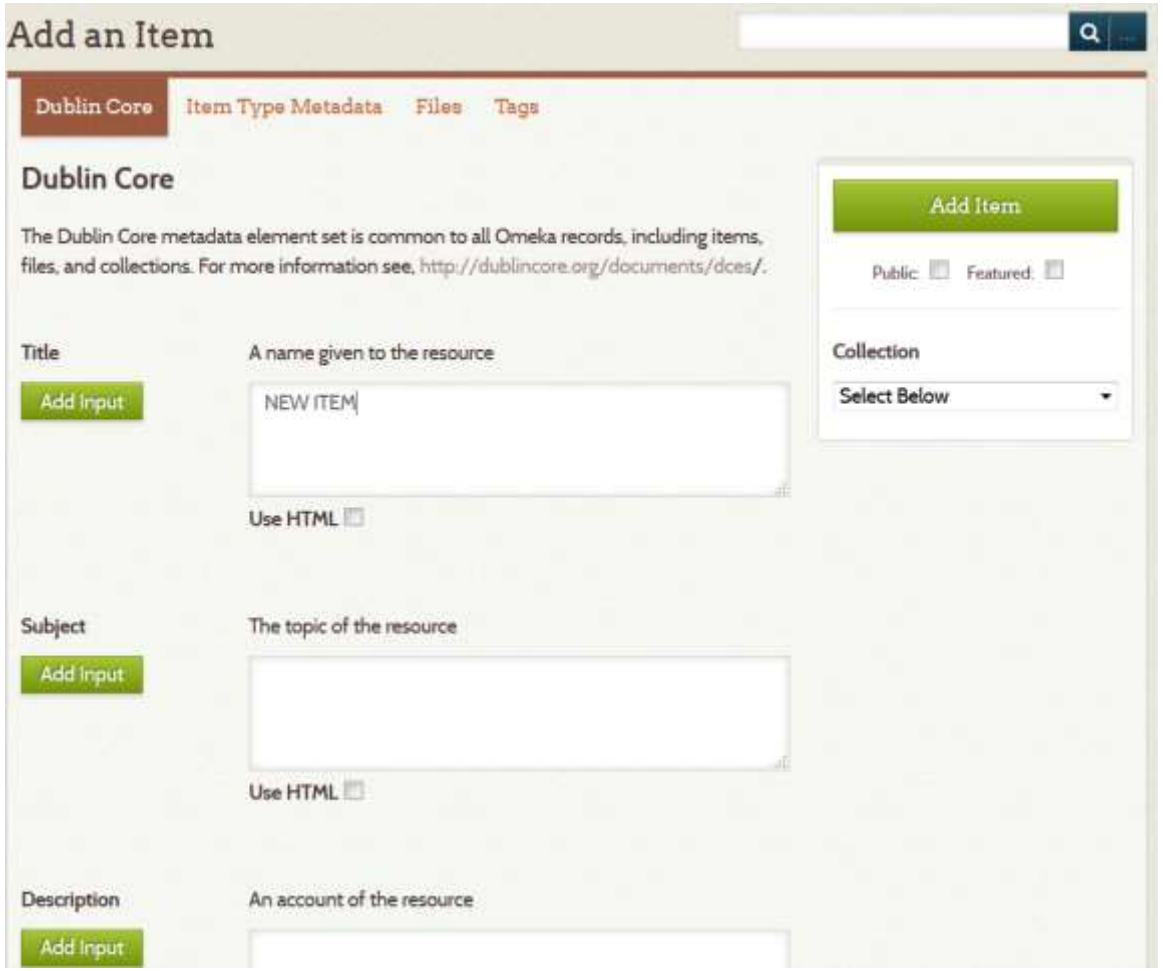
Omeka Exercises

Create an Omeka Site

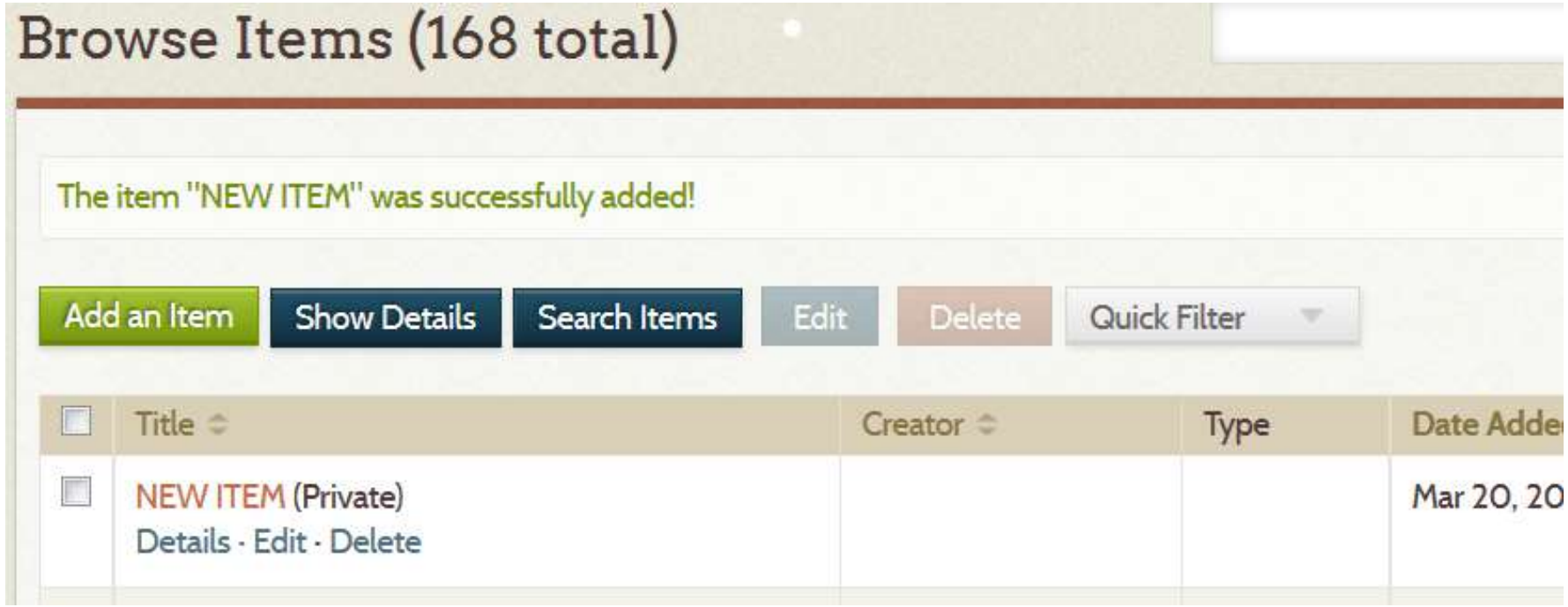
- Go to omeka.net. Click on Sign Up. Choose the Basic plan (free option at the very bottom) and fill in your information. You'll need to provide an email address for the link to activate your account.
- Once you've signed up, check your email for the link to activate your account.
- Your activation link will take you to the Dashboard of your Omeka account. Click on Add a Site. Give it your last name (for example, my site would be called bolintineanu.omeka.net).
- Congratulations! You now have an empty Omeka site.

Add an item: Dublin Core Metadata

- In the Item's fields, enter the metadata: Title, Subject, Description, etc. Before you add items to your collection, you will have figured out how the Dublin Core metadata schema applies to your particular data: consistency across your collection is key.
- To format e.g. Description, check the "Use HTML" box below the field and use the WYSIWYG buttons to format your text.
- If you wish the Item to be visible on the public view of the site, check "Public" (under "Add Item").
- Click "Add Item" (green, right).



Add an Item: Success



Success: our trial item ("New Item") was created and added to the digital collection!

Omeka's Building Blocks: Collections

- Collections are logical groupings or "folders" of Items. An item can be in only one Collection at a time.
- Go to Dashboard and select "Collections"
- Select "Add a Collection" and call it "Sample Collection."
- Fill in the metadata elements as desired, as for Item. (Everything in Omeka has metadata: it is turtles all the way down.)

Omeka's Building Blocks: Batch-Import Metadata as .csv file

- If you want to batch-import metadata:

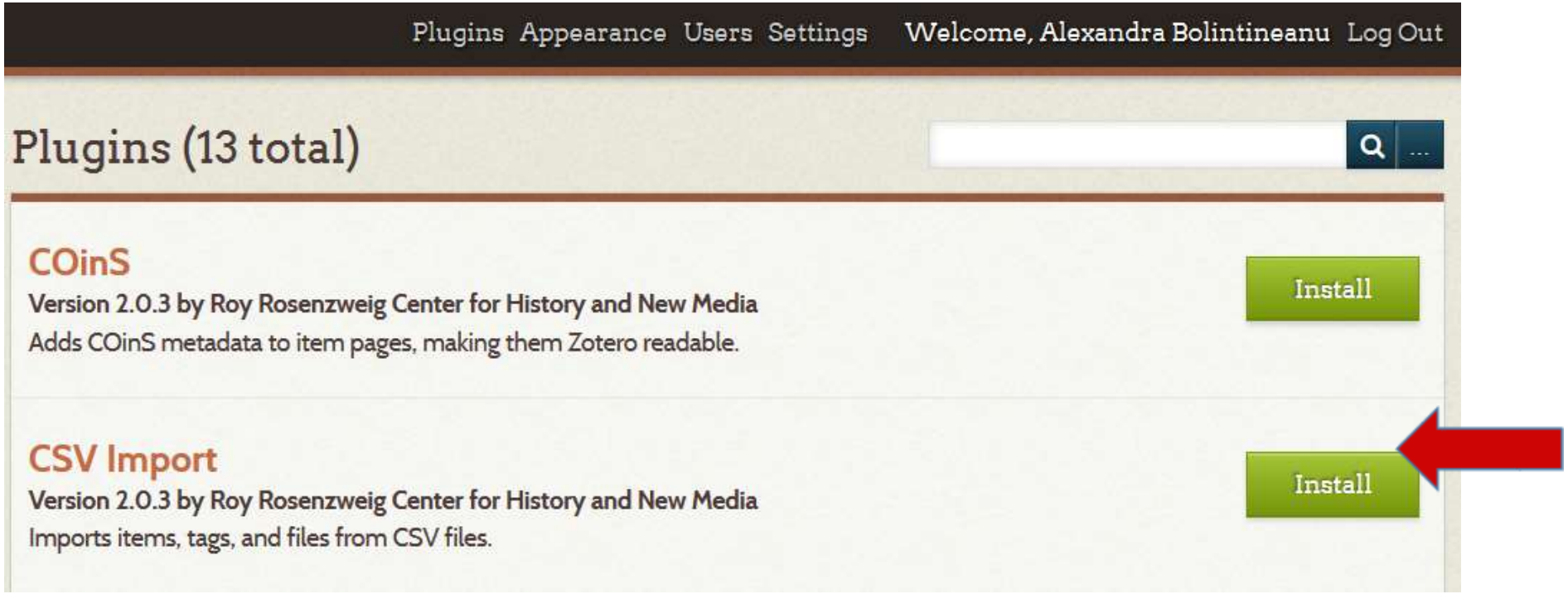
Your metadata

must live in a spreadsheet saved as a .csv file (comma separated values).
the columns of the spreadsheet must be metadata element names
the rows of the spreadsheet must be the items.

Your Omeka site:

must have its CSV Import Plugin installed

Omeka's Building Blocks: Batch-Import Metadata as .csv file



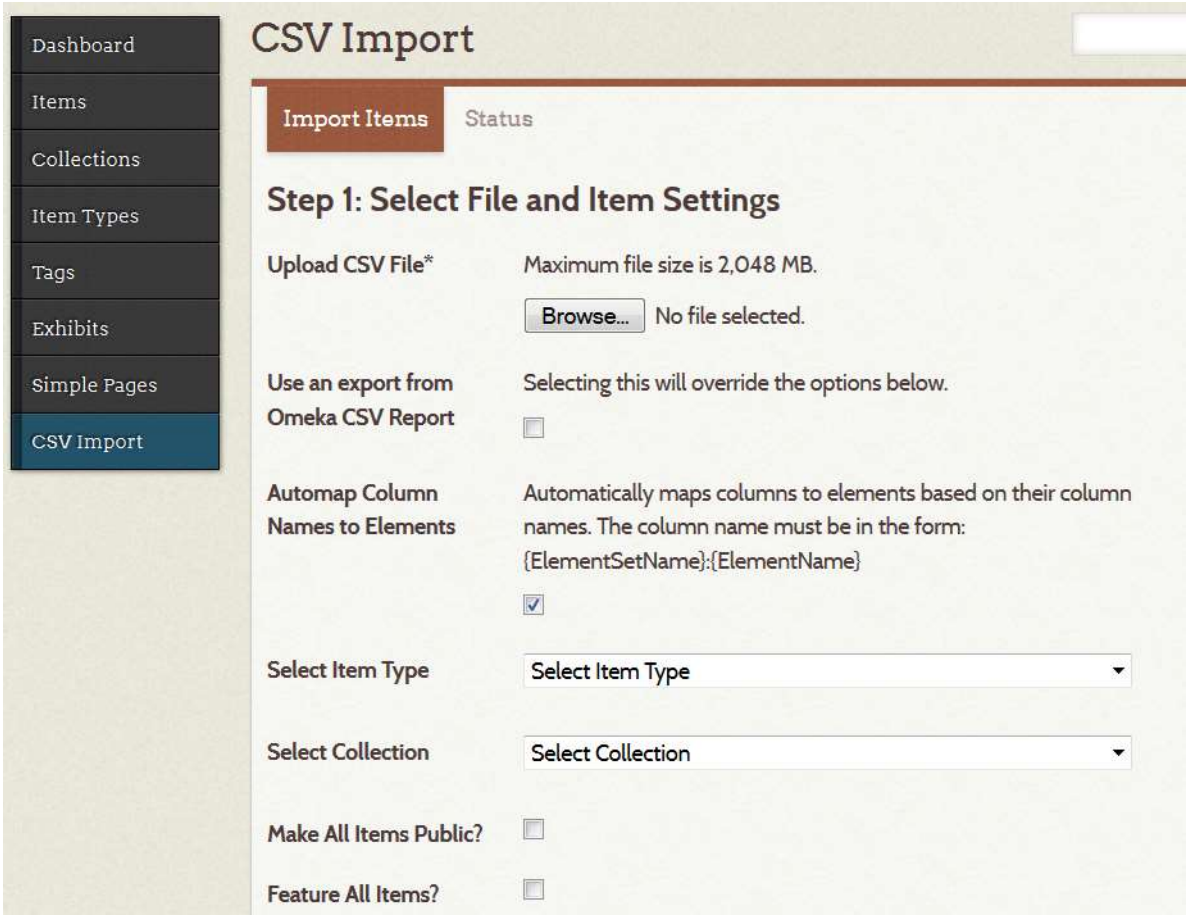
- If you want to add items in batches, you can do so using the CSV Import Plugin.
- To do so, go to your Dashboard and install the CSV Import Plugin.

Omeka's Building Blocks: Batch-Import Metadata as .csv file

- Once you've enabled your CSV Import Plugin, go to Omeka Gym for a sample metadata spreadsheet (omekagym.omeka.net)
- Go to Exercises and then to Exercise Four.
- Download the spreadsheet in Exercise Four.
- Save the spreadsheet as .csv on your machine.

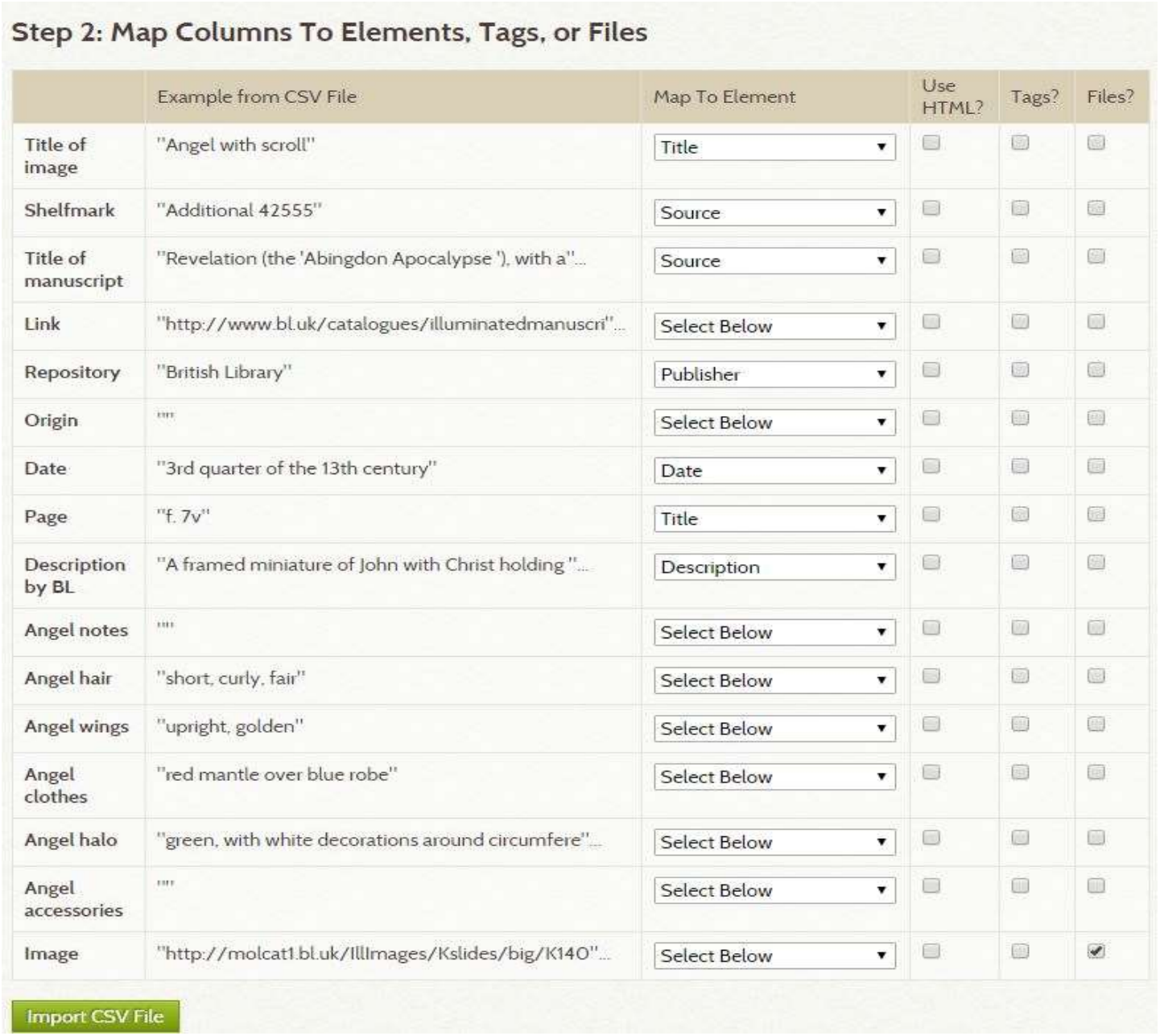
Omeka's Building Blocks: Batch-Import Metadata as .csv file

- Go to the Dashboard and select CSV Import.
- Upload CSV File: using Browse…, find Events.csv on your computer and select it.
- Select Item Type: "Image."
- Select Collection: "Sample Collection."
- Remember, a Collection is like a folder for items. One item can only belong to one collection at a time.



Omeka's Building Blocks: Batch-Import Metadata

- Now for the fun part: mapping your data to Dublin Core.

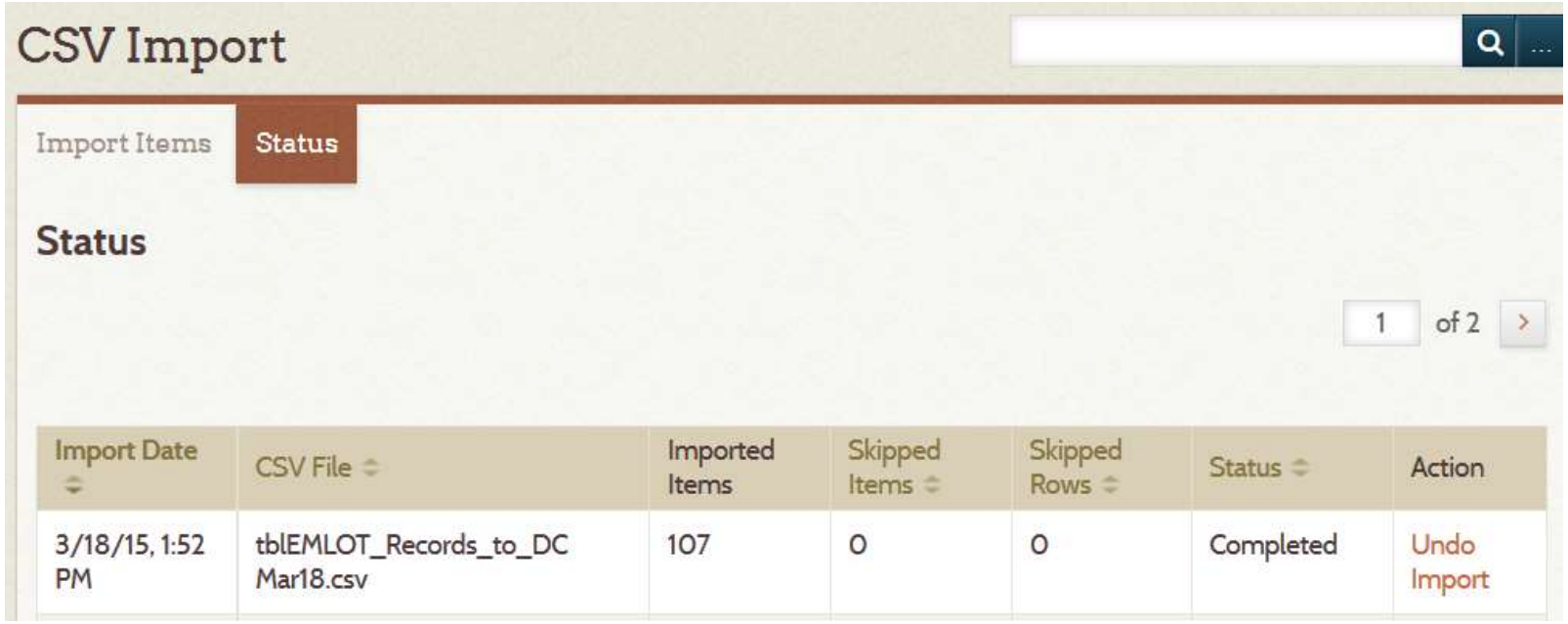


Step 2: Map Columns To Elements, Tags, or Files

	Example from CSV File	Map To Element	Use HTML?	Tags?	Files?
Title of image	"Angel with scroll"	Title	☐	☐	☐
Shelfmark	"Additional 42555"	Source	☐	☐	☐
Title of manuscript	"Revelation (the 'Abingdon Apocalypse '), with a"...	Source	☐	☐	☐
Link	"http://www.bl.uk/catalogues/illuminatedmanuscri"...	Select Below	☐	☐	☐
Repository	"British Library"	Publisher	☐	☐	☐
Origin	""	Select Below	☐	☐	☐
Date	"3rd quarter of the 13th century"	Date	☐	☐	☐
Page	"f. 7v"	Title	☐	☐	☐
Description by BL	"A framed miniature of John with Christ holding "...	Description	☐	☐	☐
Angel notes	""	Select Below	☐	☐	☐
Angel hair	"short, curly, fair"	Select Below	☐	☐	☐
Angel wings	"upright, golden"	Select Below	☐	☐	☐
Angel clothes	"red mantle over blue robe"	Select Below	☐	☐	☐
Angel halo	"green, with white decorations around circumfere"...	Select Below	☐	☐	☐
Angel accessories	""	Select Below	☐	☐	☐
Image	"http://molcat1.bl.uk/IlllImages/Kslides/big/K140"...	Select Below	☐	☐	☑

Import CSV File

Omeka's Building Blocks: Batch-Import Metadata as .csv file



- Success!
- If you rue the decision to import, you can undo it – now or later—by returning to CSV Import on the Dashboard, clicking Status, and undoing the offending import.

- Any questions?