

Conway Hall Digital Collections - Omeka.net Metadata Guide

Architecture and Place

On the right hand side of the 'add item' screen there is a drop down menu for 'collections' – each item can only belong to one collection. Set this to 'Architecture and Place'.

Dublin Core Metadata

The table below defines the DC fields and their usage for the Architecture and Place project. Please note that not all fields are required for this project and so will remain unpopulated. This may not hold true for future projects.

Those fields highlighted must have content.

Title	<i>A name given to a resource.</i> First word and proper nouns capitalised only. Take from description where appropriate. For letters entitle item as "Letter from XXX to YYY, date". Do not use full stop.
Description	<i>An account of the resource.</i> Full text description of contents and context of resource. Use full stop at the end of sentences.
Creator	<i>An entity primarily responsible for making the resource.</i> Use for authors, artists, architects, draftspeople, principle illustrators and so on. Format for personal names is Last Name, First Name - LC Names may include dates in brackets following first name and other disambiguation information. If author unknown, use 'Unknown'. [LC Names is the entity authority assigned to this field]
Contributor	<i>An entity responsible for making contributions to the resource.</i> Use for editors, foreword writers, contributory illustrators and so on. Format for personal names is Last Name, First Name - LC Names may include dates in brackets following first name and other disambiguation information. [LC Names is the entity authority assigned to this field]
Date	<i>A point or period of time associated with an event in the lifecycle of the resource.</i> In this case we are capturing the year of original creation of the item. Where date is unknown use 'n.d.'

	[Date of digitisation will be derived from collection creation date unless otherwise noted].
Publisher	<p><i>An entity responsible for making the resource available.</i></p> <p>For digitised material that was previously published use the original publisher if known; if unknown, use s.n.</p> <p>For digitised material that we believe to have been unpublished, leave field blank as we cannot be 100% certain that item was unpublished.</p> <p>For born digital material being made available to the public for the first time the publisher is 'Conway Hall Ethical Society'.</p>
Subject	<p><i>The topic of the resource.</i></p> <p>LC Subject Headings is an assigned controlled vocabulary for this field. Use high level description in this field. See also Tagging below.</p>
Rights	<p><i>Information about rights held in and over the resource.</i></p> <p>The rights statements used for this project include:</p> <p>Public Domain - see item #2, South Place Chapel Postcard, as an example.</p> <p>Creative Commons licences used for our Society derived material - currently for texts and audio we are using a BY-NC-ND licence (attribution, noncommercial and non-derivative use allowed) see item #9 Souvenirs of South Place Ethical Society as an example. For images, it will be a BY-NC-SA licence (attribution, noncommercial and derivative use allowed under similar licence for derivative works).</p> <p>Orphan works - licence will be according to that imposed by the IPO. As of the 16/8/16 we have no examples of these.</p> <p>Copyright - see item #39 for an example. Use copyright symbol, names of copyright holders and include statement 'Digitised with their kind permission.'</p> <p>For rights statements that include links be sure to add and edit these in the HTML view.</p>
Identifier	<p><i>An unambiguous reference to the resource within a given context.</i></p> <p>For archival items give the archival finding aid reference for the item, e.g. SPES/6/4/17 or OP31A.</p> <p>For library items give the dewey number and in a separate identifier field the accession number.</p> <p>Born digital items are assigned a number from a running sequence for each project kept in an Excel spreadsheet.</p>

Format	<i>The file format, physical medium, or dimensions of the resource.</i> Use to describe the format of the digitised item. The MIME type to use can be found from this list based on the file/s extension. E.g. image/jpeg for files with the extension .jpg. Please note, the most common formats (jpg, pdf, mp3) have been added as a controlled vocabulary for this field. Original format description is captured in the Item Type Metadata tab.
Type	<i>The nature or genre of the resource.</i> Match type to 'Item Type Metadata' tab type where possible. If an image, use two type fields, <i>image</i> and <i>still image</i> . For any video, do the same, <i>image</i> and <i>moving image</i> .
Language	<i>A language of the resource.</i> Only required for items that are text based or audio based. The controlled vocabulary used for this field is the MARC List for Languages.

Fields not used

There are 3 fields that are restricted from use for this project.

Coverage	<i>The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.</i>
Relation	<i>A related resource.</i>
Source	<i>The resource from which the described resource is derived.</i>

It is thought that the time taken to create and assign terms for the field 'Coverage' in this instance would not be worthwhile since it is unlikely that the terms created here would be used elsewhere in future collections.

Both 'Relation' and 'Source' are consistently misapplied in digitisation projects and there seems to be no best practice in their use. As they were unlikely to be used for the Architecture and Place project, given its content, we chose to not to use them at this time.

Item Type Metadata

The 'Item Type Metadata' tab is similar to, but expands on, the content in the DC field 'type.' There are currently 16 types from which one must be chosen for each item. The most common ones that will be used for this project are 'Text' and 'Still Image.'

- Text has 2 elements:
 - Text – Any textual data included in the document
 - At this point we are not including a transcription of the text here. Where the file added to the record is a PDF, there is no need as the PDF will include OCR.
 - Original Format - The type of object, such as painting, sculpture, paper, photo, and additional data

- Formats used so far are: Book, Pamphlet, Ephemera (for letters).
- Still Image has 2 elements also:
 - Original Format - The type of object, such as painting, sculpture, paper, photo, and additional data
 - Formats used so far are: Photo, Paper.
 - Physical Dimensions - The actual physical size of the original image
 - This element is unused as not all the items in this project have this information readily available. It is possible this may change in the future.

Tagging

Tags in Omeka.net can be added through the Tags tab when creating an item. These can be used for more granular description of topics covered or touched on by the item. Look at the tag menu at the left hand side of the screen to see what tags have already been created to ensure consistency when tagging.

For both the DC Subject field and the Tagging tab do not embark on filling these with content until you've been brought up to speed by Olwen and Sam.