

# Metadata Guide for Digitization Projects with Criss Library

Scanning the item (letter, photo, scrapbook, diary, etc.) is only part of a creating and sharing a digital project. Good metadata is also important to make it possible to find the resource when searching online. This document provides an overview of required and optional metadata you will need to add to Omeka.

## Adding an Item

Go to the *Items* section of the administrative interface

(<http://unodigitalhumanitiesprojects.omeka.net/admin/items>). Click “Add an Item” and begin entering your metadata by assign your digital object to the appropriate collection (right side of the screen), which is the name of your course: The American Experience in World War II.

### Dublin Core Tab:

1. **Title:** Insert title of digital object. This may be the title of the folder of primary sources, diary, map, or other resource which is being digitized. If it doesn't have an official title, create one yourself using precise, descriptive terms. (For example, "World War II Letters of John Jones" or "Ledger Books of Smith's General Merchandise.") **Required.**
2. **Subject:**
  - a. What is the resource about? Give us one or more keywords, including the names of relevant persons, events, and topics covered by the resource.
  - b. The subject headings in the final record may use different words than you gave us. This is because we will convert them to approved terms from the Library of Congress's subject taxonomy, which should have equivalent definitions. **Required.**
3. **Description:** Detailed free-text description of the resource. A couple of sentences to a paragraph should be enough. **Required.**
4. **Creator:** List the full names of all persons and corporate bodies involved in creating the resource (authors, artists, publishers, etc.). If the name is actually printed or written on the resource, provide it in the exact form in which it appears, including initials, titles, honorifics, etc. **Required.**
5. **Source:** Include source collection in Criss Library Archives & Special Collections or another repository. *Example:* YMCA of Greater Omaha Records, Archives & Special Collections, Criss Library, University of Nebraska at Omaha. **Required.**
6. **Publisher:** Insert "Dr. C.C. and Mabel L. Criss Library". **Required.**

7. **Date:** Free-text date field for the date of creation for the resource. Include "circa" or other modifying terms if date is estimated and not exactly known (e.g.: "circa 1969" or "between 1965 and 1970"). **Required.**
8. **Contributor:** Enter your name or alias and the date in the form: "Uploaded to Omeka by Amy Schindler, August 28, 2016." If you are using an alias and not the name you go by in class, be sure to make Dr. Blansett aware of your alias. **Required.**
9. **Relation:** Check "HTML" box to include hyperlink to the finding aid for the collection or where you found the digital object. *Example:* UNO Alumni Association Records finding aid: <http://unomaha-public.lyrasistechology.org/repositories/4/resources/235>. **Required.**
10. **Format:** File format such as JPEG or PDF. **Required.**
11. **Language:** Insert English, Italian, etc. **Required except for works with no textual or vocal component such as a photograph.**
12. **Type:**
  - a. What type of thing is the resource? Examples might be book, handwritten manuscript, two-dimensional image, VHS tape, or other terms.
  - b. The type listed in the final record may be a different word than you gave us. This is because we will convert it to an approved term from the Art and Architecture Thesaurus taxonomy, which should have an equivalent definition. **Required.**
13. **Identifier:** Insert unique file name.

#### **Item Type Metadata Tab:**

Select the item type that most closely resembles the item uploaded.

#### **Files Tab:**

Upload file(s).

#### **Tags Tab:**

- a. Because subject and type will both be converted to formal terms that may differ from the words normal people use in everyday speech, give us some additional common-language keywords. These should be single words or very short phrases (e.g.: "soda jerks" or "hot-air balloons").
- b. These natural-language terms will not be converted to a formal vocabulary. **Required.**

#### **Map Tab:**

Add a geolocation for the digital object when known. **Optional.**