

Resource Guide for Building an Omeka.net Site Maine COVID-19 Community Archives

This guide provides information and links that may be helpful when building your Omeka.net site for COVID-19 collecting. Other librarians participating in this project are also a great resource. You can find a list of participating libraries at Maine State Library's hub site: <https://mainestatelibrary.omeka.net>.

Please contact Greta Schroeder at gretaschroeder@thompson.lib.me.us with questions, or to make recommendations for this guide.

Project Planning	<p>Think about what you want to collect and who you will be working with. It may be helpful to partner with other libraries or cultural heritage institutions in your area.</p> <p>Bookmark Maine State Library's hub site, where you can access documentation and review the Participation Agreement.</p> <p>Consider joining the Facebook group Maine during COVID-19: Our Communities and Archives and participating in the weekly video conference to connect with other librarians.</p> <p>Decide on Terms & Conditions that address privacy and copyright issues.</p> <ul style="list-style-type: none">• See this sample Digital Submissions Terms & Conditions from Documenting in Times of Crisis. <p>LibGuides can provide a helpful introduction to the Omeka platform:</p> <ul style="list-style-type: none">• University of Illinois - Omeka: A User's Guide• UC Santa Cruz - Set Up Your Omeka Site• University of Texas - About Omeka
Getting Started	<p>See Joining the COVID Community Archives Project instructions for information about how to set up your site.</p> <p>Invite collaborators to your site by adding users. See: Manage Users.</p> <p>Choose a look for your site by picking and configuring a theme. See: Manage Themes.</p> <p>Make sure to include an IMLS logo and accompanying text on your site.</p>

<p>Plugins</p>	<p>Plugins are tools that extend the basic functionality of Omeka. See: Manage Plugins.</p> <p>Examples of plugins you may want to start with when building your site:</p> <ul style="list-style-type: none"> ● Simple Pages - Use the Simple Pages plugin to create web pages for your site (“About” page, etc.): ● Simple Contact Form - Allow visitors to email questions and comments with the Simple Contact Form. <ul style="list-style-type: none"> ○ By default, this plugin adds “Contact Us” to your site’s main navigation.
<p>Collecting & Adding Items</p>	<p>Items are the building blocks of Omeka. Determine what types of items you would like to collect, and how you will collect these.</p> <p>Think about creating multiple ways for people to submit contributions: by social media, email, mail, etc.</p> <p>Omeka.net comes with predefined “item types” (Document, Oral History, Still Image, etc.), but you can edit/modify these to suit your needs: See: Manage Item Types.</p> <p>Adding items to your site involves entering descriptive information about the item (see “Dublin Core” below), uploading any files, and adding tags: See: Add Items.</p>
<p>Contribution Plugin</p>	<p>The Contribution plugin provides a way for the public to submit stories, images, and other items directly to your site.</p> <p>The basic contribution form is set up to accept stories and images, but you can modify this (add item types, etc.) in the Contribution Dashboard.</p> <p>Use Submission Settings to include your Terms & Conditions, and to provide email addresses for the people you would like to receive a message whenever a new item is contributed.</p> <p>Contributed items need to be reviewed and made “Public” before they appear on your public site.</p>
<p>Dublin Core</p>	<p>Each item contains metadata based on the Dublin Core Metadata Initiative.</p>

	<p>Working with Dublin Core provides information about the Dublin Core fields available in Omeka, and some suggestions on interpreting the fields.</p> <p>You don't need to fill in every metadata field, and may repeat fields if necessary.</p> <p>You may want to develop metadata guidelines for your site, such as University of North Carolina's Describing Your Materials.</p> <p>Consider using controlled vocabularies when applicable. Helpful plugins include Library of Congress Suggest and Simple Vocab.</p>
<p>Publicize Your Site</p>	<p>When your site is ready, share it with your community and start collecting stories!</p> <p>Consider collaborating with other librarians to spread the word about collecting COVID-19 stories:</p> <ul style="list-style-type: none"> • Add your thoughts and ideas to the Outreach Strategies document shared across Maine COVID-19 Community Archives. • The Facebook group is also a place to cooperate on outreach.
<p>Collections</p>	<p>You can use collections to group items based on topic, theme, or whatever makes sense for your archive: See: Manage Collections.</p> <p>Items can only belong to one collection at a time, but you can switch items between collections at any time.</p>
<p>Exhibits</p>	<p>Once your site has content, you can use the Exhibit Builder plugin to develop online exhibits. Exhibits allow you to highlight items and contextualize them with narrative text.</p>