

ABC No Rio Omeka Recommendations

Super User Points of Interest

Item Type

Should we just use Document, Still Image, Moving Image, etc.?

Document "Object Type Description: A resource consisting primarily of words for reading. Examples: Books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text."¹

Still Image "Object Type Description: A static visual representation. Recommended best practice is to assign the type Text to images of textual materials. Instances of the type Still Image must also be describable as instances of the broader type Image. Examples: paintings, drawings, graphic designs, plans and maps."² Seems like items that might fall under the type "Poster/Flyer" would fit here instead.

Event Object Type "Description: A non-persistent, time-based occurrence. Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, and responsible agents associated with an event. Examples: exhibition, webcast, conference, workshop, open day, performance, battle, trial, wedding, tea party, conflagration."³ This will be perfect for exhibitions and shows.

Can users search by item type?

Omeka will search by item type via the Advanced Search.

Is there any point in adding new item types (such as "Poster/Flyer")?

No. This would most likely generate a massive list if each media/size/purpose was made into a unique item type. The recommendation is to use Omeka provided item types, and specify descriptors such as "poster" as tags.

¹ http://omeka.org/codex/Item_Types#Document as seen on 2/23/0

² http://omeka.org/codex/Item_Types#Still_Image as seen on 2/23/09

³ http://omeka.org/codex/Item_Types#Event as seen on 2/23/09

Site Settings

General > Description

Information in this field will be visible in the source files and is readable by **some** search engines. (Google does not use this metadata, rather they index content from the <body> of the page).

Plug-ins

COinS "The COinS plugin embeds citation metadata into the pages of your Omeka site for each item. COinS (ContextObjects in Spans) is "a simple, ad hoc community specification for publishing OpenURL references in HTML." When installed, the COinS plugin makes your items viewable to certain online bibliographic tools [zotero.org] by automatically embedding citation metadata in your website. The intention of this plugin is to facilitate online research as well as interoperability with other systems."⁴ good for academics researching this period in art history.

- ***If we are using the COinS Plugin, why do we need another citation element?***
According to Omeka documentation, the citation element in the Dublin Core metadata refers to "A reference note composed in the style appropriate for your project."⁵ If this is not necessary, it is recommended that this element is not shown at the presentation level.

ExhibitBuilder (must upgrade to Omeka .10 to use latest EB plugin)

- When making an exhibit, must make sections and pages within those sections.
- The photos available to choose for a page of an exhibit consist of all the items in the archive. A user will click and drag an item from the archive and place it into the layout for the exhibit. Therefore, all exhibit items also must be in the archive.
- For Documentation of current No Rio events (exhibitions, etc.), use ExhibitBuilder (must install plugin in the Settings Page).
- Exhibit > ***Credits: What exactly does this mean?*** This questions is pending on the Omeka forum: "I'm wondering what the customary use is of the "Credits" element of the Exhibit descriptions. For example, if the exhibit is of a gallery exhibition, would "credits" be the artists involved or the curator, exhibition space, etc.? Just wondering what is the recommended best practice." Refer to <http://omeka.org/forums>

⁴ <http://omeka.org/codex/Plugins/Coins> as seen on 2/23/09

⁵ <http://omeka.org/codex/Items> as seen on 2/26/09

[/topic/exhibit-credits](#) for future response from Omeka development team. My recommendation for ABC No Rio is to decide how to handle this element, and be consistent. Decide whether to use artist names, curators, etc. and stick with this practice.

Metadata Elements

If we don't need certain metadata elements, can we delete them so they are not just blank entries on the live item description?

"Item Type Metadata" fields may be added, deleted, or edited. "Dublin Core" and "Additional Item Metadata" may *not* be modified.

To edit/delete/add Item Type Metadata elements:

- Go to Item Types, and select the item type you wish to edit (if you wish to add the same field to multiple item types, this must be done individually).
- Here you may reorder or remove current elements.
- Below you may add a new element by selecting from the list or adding an original element.
- To edit an element, you must first delete the element from the top list and then CREATE a new element with the same name.

Item Text

(For Item Type=Document only) The "item text" refers to any textual data that is in the file. This is helpful for a user who needs to read the text in the file and is unable to do so via the digitally scanned image. Also, the text is then searchable and will produce results for a search query. For example, in the item "'Bar' notes: Murder, Suicide, Junk" the following text should be included in the text metadata field: "Friday 24 Oct 976-1616...\$2 in change from AM...\$6 to (unreadable) for pastry...also trans...3.40 stout...2.50 bud..."

Editing

How do you edit the /about page, or the navigation, or add new pages?

Must have Super user access to add pages, edit pages, delete pages.

Theme & Presentation

Standard Image Sizes: These sizes will depend on the visual design. Thumbnails can be a bit larger than they currently are (they are a bit hard to see). It is recommended that full-size images be between 600 and 800 px wide/long. Do not exceed 1000 px.

Define dimension standards for items: i.e. how they will be formatted ("inches" vs. "in.")

To style with own CSS, use "From Scratch" theme (<http://omeka.org/files/themes/omeka-fromscratch-theme-0.10-1.0.zip>) and build upon it's simplified layout. This theme has been downloaded and installed on the test server (2/27/09). To activate this theme (with Super-User access), go to Settings > Themes and select the radio box. Edit the CSS via the css directory within /fromscratch.

Display of 'empty' item elements:

Adrienne: When entering in data for an item, many elements are not relevant for certain items. I am wondering how to render the page without those elements/fields. I don't want to use CSS to hide them, since this does not adhere to W3C protocol. Any help is much appreciated.

DaveLester: As noted on the `show_item_metadata()` theme api page, you'll use the following code:

```
<?php echo show_item_metadata(array('show_empty_elements' => false)); ?>
```

(This can be found in the **/themes directory > theme name > items > show.php**)⁶

Display of item elements in Exhibits:

An exhibit must either use the "Current Public Theme" to apply the same rules as those defined in `show.php`. Otherwise, when creating or modifying an exhibit's theme, must add individual `show.php` file (see [http://omeka.org/codex/Creating an Exhibit Theme](http://omeka.org/codex/Creating_an_Exhibit_Theme) for more details on creating an exhibit theme).

Moving item elements around the page

To move elements around the page, for example, moving the file/image to the top of the page, open `/themes/themename/items/show.php`. Move the following code just below the Title element:

⁶ <http://omeka.org/forums/topic/display-of-empty-elements> as seen on 2/27/09

```
<!-- The following returns all of the files associated with an item. -->
<div id="itemfiles" class="element">
    <h3>Files</h3>
    <div class="element-text"><?php echo display_files_for_item(); ?></div>
</div>
```

Collections

One collection and/or sub-collections?

Currently it is not possible to make sub-collections with Omeka right out-of-the-box, however this may be possible with the development of a plugin. See the following conversation:

Online gallery as other collections? someday...?

This would be an exhibit. ABC No Rio could have current exhibits highlighted on the front page of the archive site. In addition, past gallery shows could be stored similarly to the archive of items and collections.

The following discussion took place on the Omeka

Forum:

teskekl: We would like to be able to create a few overarching collections (i.e. Native American) and then put several other collections under them as subcollections. For example, click on Native Americans and the Dakota, Ojibwe, Modern Life, Fur Trade, and Dakota conflict collections pop up for you to choose from. Is there a way to do this?

DaveLester: At this time there are no nested relationships between collections or items. However, it's possible that this could be implemented with a plugin. If you're interested, join the developer google group (<http://groups.google.com/group/omeka-dev>) and we can help you through the process. It's also possible that others may be interested in collaborating on this."

Admin User Points of Interest

Subject & Tagging

Should we use Library of Congress subject types or own keywords (series/sub-series) categorizing?

"Recommended best practice is to use a controlled vocabulary."⁷ It is recommended that ABC No Rio use their "Series" and "Subseries" classification for the "Subject" field of "Core Metadata". Whereas the Library of Congress classification types might be more appropriate for librarians or library professionals, No Rio's "Series" and "Subseries" descriptions will be more readable to scholars, in house users, as well as public audiences.

If we use Library of Congress subject types, should we use our keywords as tags?

Tags will change over time, but they must be uniform, so for example, Alan Moore is always spelled the same way.

Should the tag list be fixed? Should users be able to add new tags or when they try to add a new tag, similar tags are available to avoid duplicates with different spelling and/or punctuation?

See conversation at right.

Tagging Recommendation: It is recommended that all tags are lowercase, unless the tag is a proper noun.

The following discussion took place on the Omeka

Forum:

Adrienne: I am wondering if there is a way to established a fixed tagging system? Basically I want to standardize my tagging system so that users are unable to misspell names, words, phrases. If for example, one user tags a photograph with "Alan Moore" and the next plans to tag a different photo with "Alen Moore", is there a way for the system to detect if the user is beginning to spell A...I... and to then give the user a drop down of the previous tags that start with A...I... ?

DaveLester: The next version of Omeka will include a tag "auto suggest" feature, that will shoot down a menu of previous tags, to easily avoid misspelling them. Is that what you're looking for?

Adrienne: Yes, this is exactly what I am looking for. Thanks!¹

Source

Should "Source" be the box# and folder# location of the hard copy?

Yes, It is recommended that the box# and folder# of where the resource is currently located be used as the "Source" of the item. This is done just as a library would give each new book or magazine a sequential number as it is entered into the system, and the

⁷ <https://archive.rivington.abcnorio.org/admin/items/edit/22> as seen on 2/24/09 in "info" icon for "Subject".

box/folder system is how ABC No Rio catalogs. It is also recommended that ABC No Rio obtain a Dublin Core manual to be certain these elements, such as "Source" are being treated accurately.

The Source should also be reflected in the name of the file. For example, if the file is the Flyer for "Murder, Junk, Suicide" and it is currently stored in box #23, folder #2, the name of the file should be: "abcnorio_23.2_murder_junk_suicide.jpg". (Spaces in names should be defined by a "_").

Presentation

Multi-page PDFs: can we use a low-res JPG of front page as thumbnail?

You are able to upload multiple files for each item. This allows us to upload an image for the thumbnail, and a full PDF for the official files. It is recommended that the thumbnail be uploaded first, so that this image is the top item available for the user. Then the link to the full PDF follows the thumbnail, and when clicked, downloads the resource for the user. "The order in which you upload files determines the order they are displayed publicly. This means if you have multiple files associated with an item, the image that you want to use to represent that item should be added first... If you want to include an item that is a PDF, you also want to upload a small image file first that can act as an illustration of that PDF to appear in the items/show and exhibit page."⁸

Downloading options: low-res online, download full resolution (300-dpi) tiff.

Server must be set up to handle large files sizes. "File size limitations— Please check with your server administrator, because these settings are server specific and not imposed by the Omeka system. These limitations vary from server to server and we cannot change this

The following discussion took place on the Omeka Forum:

"Adrienne: I need to include some *large* files available for full download to my users. These will be high resolution images at 300 DPI, and should be viewed at the full size once downloaded and printed, for example. I want to establish a max file dimension for online viewing, but I want the full sized image to be accessible as well. Is this possible? To make this simpler, how might I have a thumbnail, a 600px x 400px screen image, and a full 18 x 24 in, 300DPI image available for download?

SheilaBrennan: You can control the size of your thumb, square thumb, and "full size" images through your /admin/settings panel. The "full size" image is actually a derivative of the the original file. The original file is saved in the /archive/files folders of your installation. If you would like to give site users access to that file, you will want to create a direct link to that page. For instance, in the Sandbox there is a full sized image available of the Tubby Spencer baseball card link directly from the items/show page:

http://omeka.org/sandbox/demo/archive/fullsize/tubbycard_f123a9e88d.jpg. But you could add into the metadata a link to the original, archive-sized file found here:

http://omeka.org/sandbox/demo/archive/files/tubbycard_f123a9e88d.jpg. It is up to you where you add this, but one idea is to add it in source, or under the file type metadata section. Decide on one convention and then be consistent throughout your archive."

⁸ http://omeka.org/codex/Managing_Files as seen on 2/24/09

for you. If you have a problem uploading files, please first check with your hosting service or your local server administrator before contacting the Omeka team."⁹

To add a link to the full size file for an item (currently available for still images, moving images and documents):

- Under "Item Type Metadata", find "Link to Original File" and check the box that says "Use HTML".
- Type the title of the link, which should be a consistent convention for all of the items. Follow the directions below this input field.
- Highlight this text and click the link icon. Here you will add the link, which should be something like "../..../archive/fullsize/image_name.jpg"

"Slugs" create readable URLs (...items/show/artheldhostage instead of ...items/show/20): how do they work?

Slugs are only made for exhibits by default. If you want slugs for individual items or collections, "You can't do this 'out of the box' with Omeka, mostly because the item number in Omeka provides a permanent URL that is used when citing documents (not usually a problem, but it could be a hassle). If you were to edit the title of an item, it's likely that the slug would change as well. With that said, this feature is possible with a plugin, and I've heard this idea before. If you're interested in hacking out a solution, you may want to post this to the Omeka developers group: <http://groups.google.com/group/omeka-dev>."¹⁰

Problems

Advanced Search not working.

It looks like this was a problem with v.9.6 and is now fixed with v.10. Advanced Search allows searching by item type!

Public Item: what does this mean?

Items that are not public will not show up in the live site. If you are seeing items defined as "Not Public" in the live site, this is because you have not signed off from the admin page.

⁹ http://omeka.org/codex/Managing_Files as seen on 2/24/09

¹⁰ <http://omeka.org/forums/topic/item-slugs?replies=3#post-982> as seen on 2/24/09. Reply by DaveLester.

Sites using Omeka Successfully and Uniquely

Catawba River Docs: <http://www.catawbariverdocs.com/>

Gulag: <http://gulaghhistory.org/>

Lincoln at 200: <http://lincolnat200.org/>

Making the History of 1989: <http://chnm.gmu.edu/1989/>