

Omeka Metadata Entry Guide

When you add items to your online gallery, Omeka requests that you fill out the Dublin Core metadata entry form. The Dublin Core is a standardized method of recording certain information about historical artifacts. Much like citations in a paper, the metadata of an item serves two purposes: 1) it acknowledges the contributions of other institutions, people, and companies to your project and 2) it helps other researchers to locate items and documents that may be of use to their research.

For the purposes of your project, you only need to fill in the title, creator, publisher, source, date, rights, and format of the item you are uploading. Remember our Omeka site is equipped with the Library of Congress Suggest and Library of Congress Subject Headings Plug-ins. These plug-ins will suggest formats for those categories marked with LCNAF (Library of Congress Name Authority File) under vocab/encoding scheme. If a name etc (provided it is the correct entity) pops up as an LCNAF suggestions you must use it. If an LCNAF does not appear, follow the rules of entry provided below. This guide will help you enter metadata correctly and efficiently.

Example 3 is an actual demonstration using one object, a photograph of a snow plow, for all metadata entry fields. The actual item may be viewed at http://content.lib.washington.edu/cdm4/item_viewer.php?CISOROOT=/seattle&CISOPTR=3305&CISOBX=1&REC=3.

Local Name	Vocab/Encoding Scheme	Rules of Entry	Example 1	Example 2	Example 3:
Title		<p>Use a title from the image if there is one.</p> <p>If the document is a letter, use the form "Letter from (creator) to (recipient)"</p> <p>Avoid simple generic terms such as "Papers" or "Photograph".</p> <p>Leave off information you don't know – if you only know a from or a to, title accordingly (ex. Letter from Theodore Roosevelt).</p> <p>Avoid possessives.</p> <p>Capitalize the first letter of the first word of the title and proper names.</p> <p>Leave out titles like Doctor, Judge, President, Secretary etc.</p> <p>If royalty, formulate title like this: Letter from Leopold II, King of the Belgians to Theodore Roosevelt</p> <p>If nobility, formulate title like this: Letter from the Earl of Cromer to Theodore Roosevelt</p> <p>When cataloging newspaper or journal articles, use the major title for the article. Do not include any sub titles in the main Title field.</p>	South Lake Union Planning Area- Land Use	Letter from Roy Nelson to Mike Foley	Front of Snow Plow, Seattle, ca. 1916
Author/Creator/Photographer	LCNAF	<p>If the name pops up as an LCNAF suggestion: Use the name exactly as it appears!!! (Even include parentheses – ex. Taft, William H. (William Howard), 1857-1930).</p> <p>If name not found in LCNAF: Enter surname first for Western names; add birth and death dates only if known with certainty. When in doubt, do not invert; give the name as it appears in item.</p>	Ballard, William R. (William Rankin), 1847-1929	Nelson, Roy	Unknown

		<p>If a creator is not identified, use: Unknown</p> <p>When the creator is a woman who is signed only as “Mrs.,” treat that name as you would when there is no LCNAF record (ex. Mrs. George S. Hale is recorded as “Hale, Mrs. George S.”. However, when possible, try to find the woman’s full name.).</p> <p>Use periods after initials with spaces (ex. Pierce, H. H. D.).</p> <p>With two or more creators, separate with semi-colon (ex. Murphy, Carl, 1861-1904; Carter, Scott, 1864-1910).</p> <p>With a suffix to the name, it follows the first name (ex. Smith, Paul Jr., 1889-1930).</p> <p>With clergy, the title is left off in the name record so Cardinal James Gibbons becomes Gibbons, James, 1834-1921.</p> <p>With royalty, list their name, title and birth/death dates in order (ex. Edward VII, King of Great Britain, 1841-1910).</p> <p>With nobility, the title follows the first name (ex. Charnwood, Godfrey Rathbone Benson, Baron, 1864-1945).</p>			
Publisher	LCNAF	<p>The person, company, archive, or repository holding the original and responsible for printing/distributing the item.</p> <p>If the name pops up as an LCNAF suggestion, use it!</p> <p>If a name is not provided by Library of Congress Suggest, format as name (City, State) (ex. Dewey Studio (Fargo, ND)) – the city and state can be omitted if unknown.</p>	University of Washington Libraries (Seattle, WA)	National Archives (Seattle, WA)	University of Washington Libraries, Special Collections Division (Seattle WA)
Source		The collection (digital or otherwise) from which you obtained your item.	Indians of the Pacific Northwest Collection	Bureau of Indian Affairs Collection	Photographs of Seattle Trolleys Collection
Date		<p>Use YYYY-MM-DD.</p> <p>The date of the original item; approximate if not known.</p> <p>This is the date the item was created; not dates mentioned in item.</p> <p>If the date is completely unknowable, put Unknown in the field.</p>	1998-05-23	1881	ca. 1996
Rights		<p>Put in this field “Copyright is held by (institution, company, or person).”</p> <p>Remember you can use copyrighted material solely for educational purposes for free, however, the person, institution, or company who holds rights to the item must be acknowledged.</p>	Copyright is held by John Smith	Copyright is held by University of Washington Libraries	Copyright is held by University of Washington Libraries
Format	Internet Media Source (Mime)	Identify what file format your item is.	Portable Document Format or PDF	Quicktime video	JPEG image

Finally if you are still confused after going through this guide, please email or talk to your TA, Patty Gauthier.