

Bard Visual Resources Center Tutorials: How to add items to Omeka

You'll start working in Omeka from the administrative dashboard at **Omeka.bard.edu/admin**. Login using the login credentials supplied by your professor.

Creating Items

Begin an Omeka project by adding items to the archive. An item is the basic unit of an Omeka site. An item can be anything: a photograph, a work of art, a person, an idea. You'll describe each item and then upload files to represent it. These items will then be available to incorporate into your online exhibit.

On the **Dashboard** click **Items** on the left hand menu. Click on **Add an Item**. This brings you to the **Add an Item** page, which can be navigated by selecting the tabs on the top of the form. The first tab is the Dublin Core metadata element set.

Dublin Core Metadata fields:

Dublin Core is the name of the metadata standard that Omeka uses. You'll use metadata to describe attributes of your items, like their sizes, dates of creation, etc.

Title:

The title should be brief but descriptive enough that it is useful. The title may be transcribed from the resource itself (photograph caption, artist's title, object name, etc.). If the item doesn't have a formal title the cataloger will have to supply it. Avoid using subjective terms - remember the title should be derived from the item itself - not your individual research topic.

Subject:

Subject will be expressed as keywords or key phrases that describe what the item is about or what it is. Library of Congress subject headings will be suggested as you type, you may use these or create your own terms. Add one subject per line. To add more subjects to your item click Add Input.

Description:

Expands upon the information in the title by providing information about the item's contents, creation, or context. This is NOT the place for an interpretive essay. Think of the description as a combination of an abstract and an encyclopedia entry.

Creator:

The creator is the entity primarily responsible for making the resource. If your item is an image of a painting, the Creator is the painter's name. If the creator is unknown enter *Unknown*. Enter personal names in inverted form: Last Name, First Name, Middle Name

or initial (include birth and death dates if known). Example: *Hunt, William Morris, 1824-1879*.

Source:

Use Source to indicate where your item came from, such as a website url or the name of an archival collection. Material scanned from a published book would use the Source field to list a bibliographic citation. List where YOU got the item from, not where the online archive got it. Examples: "*Bard College Archive*" or *Hudson River Valley Heritage* <http://www.hrvh.org/>

Format: Examples:

- Image, JPEG, 1.34 Mb
- Text, PDF, 214 Kb
- Audio, MP3, 4.8

Type:

You will use the terms *Text, Image or Map* most often. *Image* is a general term that can be used for images and photographs of physical objects, paintings, prints, drawings, and diagrams. Note that *Image* includes both electronic and physical representations. Use "text" for images of text. Some digital objects may involve more than one Type, i.e. a website may have images and text. Add another input to capture more than one type.

Date:

Enter the date associated with the creation or availability of the original resource. If the original date is unknown, enter unknown. Use the following examples as a guideline for entering various date types:

1918-08-15 (YYYY-MM-DD)

1921

1934?

1915-1917

unknown

Adding Item Type Metadata (second tab):

Depending on which Type you choose, a series of additional fields will appear.

For Images...

- Original Format: use terms such as *Painting, Photograph, Digital Image, Postcard, or Map*

- Physical Dimensions - enter if known

For Documents...

Original Format: use terms such as *Document, Article, or Pamphlet*

Adding Files (third tab)

This is where you upload a media file to associate with your record. Click Browse to navigate to your file location, open the file then click "Save Changes". Important: You are currently limited to files that are smaller than 2 megabytes.

Questions? Contact Amy Herman: aherman@bard.edu