Quick setup

- Sign up for a basic Omeka.net account at http://omeka.net.
  - Additional help with creating an account can be found on the Manage Websites & Account page http://info.omeka.net/manage-an-account/

- From your account dashboard, select Manage Site

  ![Dashboard](image1)

- You will see another dashboard with details about your Omeka site

  ![Dashboard](image2)
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- Explore the **Settings** panel

![Settings panel](image1)

- Explore the **Plugins** panel (14 plugins with the basic Omeka account)

![Plugins panel](image2)
Explore the **Appearance** panel and configure your theme (4 themes with the basic Omeka account)
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- Modify your **Navigation** menu

![Modification of Navigation menu](image1)

- Modify additional theme settings

![Additional theme settings](image2)

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Create an Item Record in Omeka

- From the Dashboard, select **Items** (left sidebar)

![Dashboard screenshot showing Omeka.net Sites with Items selected]

- In the **Browse Items** menu, select **Add an Item**

![Browse Items screenshot showing Add an Item highlighted]

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In the **Add an Item** view you will be able to add metadata about your item.

If you have multiple entries for an element, use the "Add Input" button so that each one will appear on its own line.

To attach an image file directly to your Item Record, select **Files** within the Item Record menu you are editing.
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- Add Tags for your item record

- Select the Collection your item belongs to [collections need to be created in advance]. Then save your item by clicking the green Add Item.
Omeka Tips

- When inputting dates, use the international date format (YYYY-MM-DD)
  - For example: 1545-01-10
  - If you are citing a date range, separate the two dates with a “/”
    - 1545-01-10/1550-01-10

- Batch upload your metadata using the CSV Import plugin
  - Create your CSV spreadsheet in Google Sheets in Plain Text format, then download as a CSV, do not open the file before ingesting into Omeka. Excel spreadsheets to CSV do not retain UTF-8 encoding and turns diacritics into characters
  - If using an element delimiter to separate metadata elements within a cell, make sure to use a character such as a pipe “/”
    - do not use a comma or semi-colon to split text in your elements onto a new line if you are using it in free-form text, such as in the “description” element
  - Direct links to an image can be included in your metadata spreadsheet and identified as a “file” when using the CSV Import plugin

Sample data set and additional resources can be downloaded from: https://github.com/annakijas1/Digital-Curation-with-Omeka-Materials.git
Dublin Core Element Terms

Basic descriptions for Dublin Core elements used in Omeka
- It is always best to be consistent across records and use controlled or standardized vocabulary and terms whenever possible

**Title**
- Name or title of the item you are describing

**Subject**
- Subject heading: topical, personal names, geographic names (Getty TGN), art and architecture terms (Getty AAT)
- Use resources, such as:
  - Library of Congress LC Linked Data Service to represent genre, persons, terms, places, etc.
  - Getty Art & Architecture Thesaurus
  - Getty Thesaurus of Geographic Names

**Description**
- Descriptive information about the item in the form of a narrative, free-text, etc.

**Creator**
- Person responsible for the creation of the item (i.e. artist, author)
- Use resources, such as:
  - Library of Congress LC Linked Data Service
  - Union List of Artist Names
  - Virtual International Authority File

**Source**
- Citation to a source (if any) where this item is found (i.e. museum, book)

**Publisher**
- Entity responsible for making the resource available

**Date**
- Point or period of time associated with the item
  - date of original item (i.e. 1545-01-10)
  - date of item record (i.e. 2015-11-16)
- Be consistent, use descriptive (November 16, 2015) and/or international date format (2015-11-16)

**Contributor**
- Person responsible for the item record or resource

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Dublin Core Element Terms

**Rights**
- Information about the rights associated with the item (original item and/or item entry)
  - Is it in under copyright, public domain, etc.?

**Relation**
- Term to describe item so that it can be linked with other items
  - For example: all paintings by Rembrandt could have the relation term, “Rembrandt van Rijn” based on the Getty ULAN

**Format**
- Describe the file format, physical medium, or dimensions of the item

**Language**
- Language associated with item (if any)

**Type**
- Nature of genre of the resource (i.e. sound, document, still image)
  - Use DCMI controlled vocabulary

**Identifier**
- Permanent handle, URI or URL associated with item

**Coverage**
- Spatial topic: named place (i.e. New York) or location (geographic coordinates)
  - Use Getty Thesaurus of Geographic Names (TGN)
  - Temporal topic: named period, date, or date range
    - Use standard ISO 8601

**Additional Fields**

**Tags**
- Add terms that may not be represented in other fields to enable easier discovery and access to content, such as:
  - decades or years: 1890
  - locations: New York
  - general terms: rococo

**Collection**
- Assigned to organize related items into a collection based on subject, topic, theme, etc.

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