

OMEKA 1.42
Documentation for UT Libraries / UTDR
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Introduction:

Omeka is a fledgling open source platform for digital curation and web exhibits. Creating a digital library or web exhibit is quite simple and can be achieved primarily through graphical interfaces. Some programming can certainly be done for some customization, but this platform delivers a lot of visual options and organization choices without having to leave the web-based dashboard. As a front-end Omeka is definitely worth trying out as a way to enhance your digital collection and provides a more user friendly design interface in comparison to other platforms such as Drupal. This documentation will illustrate some of the finer points of the platform and how to create a curated experience that fits your needs with Omeka.

Omeka is good at:

Giving those digital collection that stylish web-exhibition feel-This is the main goal of the software and it does it very well.

Handling metadata-Well for a front end it handles it pretty well. (Also note this entry in the bad section.) I was surprised at the level of customizability and transferability of the metadata.

Being free and open source-Which makes time and web space the only commitment to trying it out and actually making something.

Usability- Picking up and creating a digital library is easy. I'd say this is in fact its greatest strength. A searchable, user-friendly library that actually looks good is achievable without having to code. Setting up your library and exhibits can all be done through graphical interfaces and allows for ample experimentation.

Customizability/Expansion: There's an array of plugins that expand the capabilities of the platform and with a bit of ingenuity most problems can be solved with workarounds and other features that exist within the program itself.

Omeka is bad at:

Consistency-The various themes not only have different looks, but also different options which are not available on every theme. This can be frustrating when you find something that looks good, but doesn't have the one thing you actually want to customize. (Such as which metadata fields are visible to the user)

Upgrading-While the overall package of Omeka gets upgraded pretty regularly (there were two since I started this project), some of the third-party plugins do not always get as much attention.

Handling metadata-I got a bit of junk metadata while harvesting and Omeka does not have enough power to truly replace a back-end system such as Content DM or D-Space.

Installing-The hardest part of the whole process was getting it up and running. I'm sure IT professionals/Linux experts will have less problems, but it left me frustrated.

Examples of Omeka in action

Some examples of just what Omeka can do (more can be found at http://omeka.org/codex/View_Sites_Powered_by_Omeka)

<http://anthropos-lab.net/>

<http://www.claude-dityvon.fr/>

<http://alexandriaarchive.org/bonecommons/>

<http://160.111.252.141/elvis/>

<http://www.iantheinfoscientist.com/library4/> (The project I worked on!)

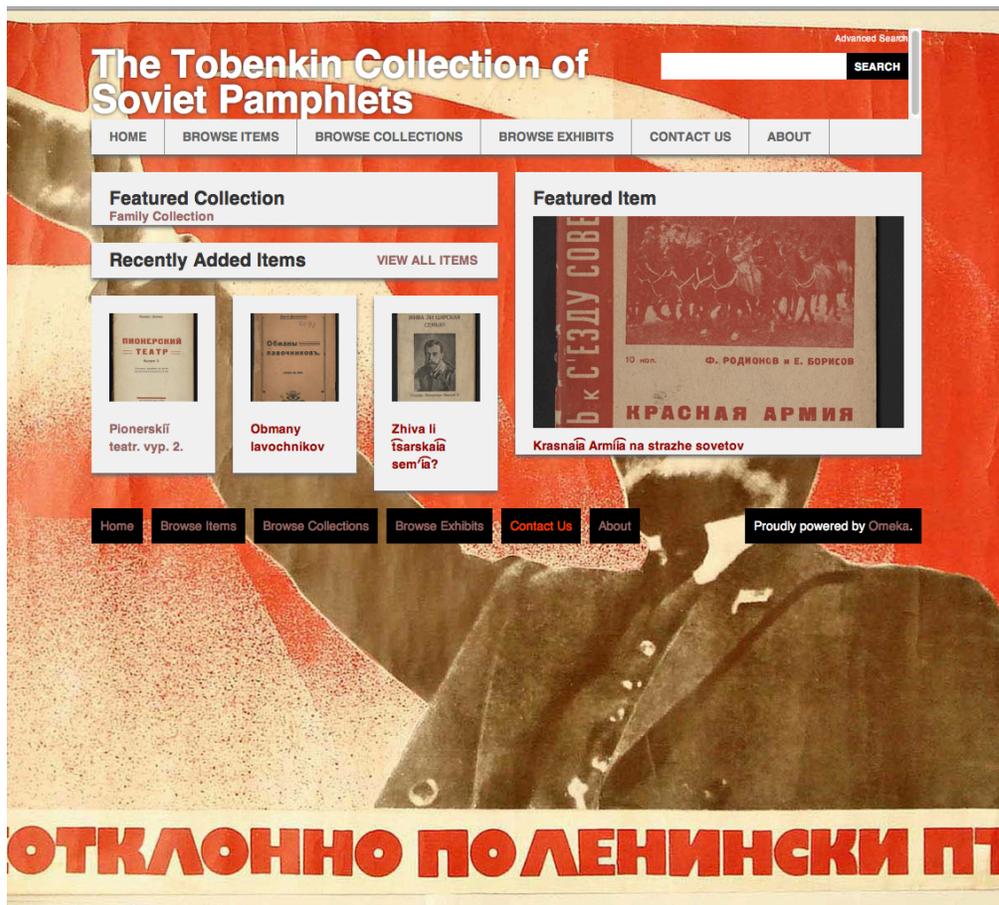


Figure: www.iantheinfoscientist.com/library4

Installation

You might be lucky enough to have fantastic IT people who can handle all of the infrastructure and set up. If not, you can do it...even if it can be a bit frustrating! The best resource comes in the form of these steps that come from

<http://omeka.org/codex/Installation> .

1. Create a MySQL database on your web host, as well as a user with permissions to modify the database.
 - Make sure to take note of the database hostname, the database name, the database user's username, and the database user's password.
 - Make sure the collation of your database is set to 'utf8_unicode_ci' and that the charset is 'utf8'.
2. **Download** the latest version of Omeka and uncompress the .zip file.
 - Advanced users may want to **use Subversion** instead.
 - The .zip file will have a name similar to 'omeka.zip' that includes the version number.
 - Save the .zip file somewhere you can find it again, such as your Download folder. Double-click the .zip file to extract the files in the .zip archive, and make sure to note where the files are extracted.
 - If you are unable to extract the files, you might need to download an uncompression program such as WinZip or WinRAR [for Windows] or Stuffit Expander [for Mac].
 - The extracted (uncompressed) directory will have a name similar to 'omeka' that includes the version number.
3. In the resulting directory, find and open your **database configuration file**, which is named 'db.ini'. Replace the 'XXXXX' values in the db.ini file with your database host, username, password, and database name.
 - You can edit the 'db.ini' file with a text editor such as Notepad for Windows or TextEdit for Mac. Be sure to save the file as plain text and keep the name 'db.ini'.
 - You do not need to change values for 'prefix' and 'port' in the db.ini file.
4. Upload the directory and all of its contents, including the updated 'db.ini' file, to your server.
 - You can use a file transfer program such as Filezilla or FireFTP to transfer the omeka directory to your server.
 - Make sure to upload the '.htaccess' file in the root (top-level) directory and for versions before 1.4 the '.htaccess' file in the directory named 'admin'. In version 1.4 and later, only the top-level .htaccess file is present. These files are hidden by default in some file transfer programs; to see the '.htaccess' files, you may need to change the preferences in your file transfer program.
 - You can rename the omeka directory either before or after you upload it to give it a URL that is relevant to your project.
5. Make the 'archive' directory and its sub-directories writable by the web server. There

are several ways of doing this:

- Use your file transfer program to change the 'archive' directory's permissions so that it and all its subdirectories can be read, written, and executed by the owner, the group, and the public.
 - Connect to your server with SSH and change the directory's permissions to 'drwxrwxrwx' with the shell command `chmod -R 777 archive`.
 - The first two options allow permissions for all users on a server. You can instead give a narrow set of permissions that allows write access for Omeka but keeps other users on the same server out. The specific procedure differs from server to server, so check with your web host for instructions.
 - Open your web browser and visit the URL where you uploaded the omeka directory.
 - Click "Install".
 - If you renamed the omeka directory 'project' and put it in the top-most directory of your site, for instance, the URL to visit would be <http://mydomain.org/project>.
6. Complete the installation form by filling out the required fields, including the name of your Omeka site, email address, and username/password of the super user (the super user account controls the entire website).
- You can leave fields that are already filled in as they are; you do not need to change the values.

If the installation was successful, you'll see a screen with links to view the live site or to log in with the superuser's username and password to the administrative panel at <http://mydomain.org/admin>.

General Settings

NOTE!: While you need to install Omeka through Linux, you can access/build your collection and make adjustments to it on a PC or Mac since everything just runs through the browser.

From the admin login page you must enter the username and password that either you or the IT department setup when you first finished the Omeka installation. This account will serve as your basic Super user account. You can create more users/user logins with different levels of access/administrative powers from the main admin page.

The Main Admin Page:

Clicking on the name of your collection at the top left always takes you the main admin page.

From this main admin page you can manage your settings, themes, plugins, add users, collections and items.

The top toolbar allows you to navigate to your items, collections and any other plugins you may have activated.

The screenshot shows the Omeka Main Admin Page dashboard. At the top, there is a dark navigation bar with tabs for Items, Collections, Item Types, Tags, Exhibits, Simple Pages, Simple Vocab, and OAI-PMH Harves. Below this is the 'Dashboard' section. A green notification box at the top left states: 'There is a new version of Omeka available for download (1.5.1). Upgrade'. The main content area is divided into several sections: 'Getting Started with Omeka' (with links for 'Add a new item to your archive' and 'Browse your items'), 'Items' (with 'Manage items in your archive: add, edit, and delete items.'), 'Collections' (with 'Add a collection to group items' and 'Browse your collections'), 'Users' (with 'Browse Users' and 'Add a User'), 'Settings' (with 'Edit General Settings', 'Manage Themes', and 'Manage Plugins'), and 'Exhibits' (with 'Browse Exhibits' and 'Create an Exhibit'). On the right side, there are three widgets: 'Site Overview' (showing 'The Tobenkin Collection of Soviet Pamphlets' with 69 items, 10 collections, 119 keywords, and 1 user), 'Recent Items' (listing 'Pionerskii teatr. vyp. 2.', 'Obmany lavochnikov', 'Zhiva li tšarskaia sem'ia?', 'Romanovy na lüzhnom beregu Kryma : po novym arkhivnym dannym', and 'Likvidatsiia kartocek i ukreplenie rublia'), and 'Recent Tags' (showing 'Women 1920s TSK-VKP', 'Military Baranov 1930s Andreyev', and 'Revolution 1910s Golkhbarg').

Figure: Main Admin Page

Editing General Settings

The general settings allow you to set some of the important overall collection information such as the Site Title, Site Description, Copyright Information.

Also a few technical settings that affect the library can be adjusted here, such as Image/Thumbnail size, how many items are displayed on each page.

Just be sure to click “Save Settings” when you are done filling out your fields!

Users

To add a user- Click “Add a User” from the main admin page. This will lead to the “Add a User” page. You can create a username and need to input the other standard info that an account usually needs. There are four roles that can be assigned. When all the information is in click “Add This User” at the bottom of the page.

The four levels of access that can be assigned are:

Super-Can make items, adjust settings, plugins (i.e. all powerful in the realm of Omeka).

Admin-Can make items collections exhibits and tags, but can’t configure any settings. (i.e. maintaining a collection after all the parameters have been established).

Contributors-Can tag items, add items, edit their own items, create their own exhibits (all of which must be made public by a super or admin).

Researcher-Can see all items in a collection (even ones that aren’t public.).

Security Settings

You can adjust what types of files, file extensions, and if these files need to be validated. I personally turned validation off, so I could go about my uploading in peace. However, if you have multiple users adding content, this setting could hold some value.

Themes

Themes are the main way Omeka separates itself as a front-end platform for digital collections. They are easy to apply and all of them offer stylish ways to approach presenting your materials, which allows for a great sense of discovery and experimentation with the array of combinations.

However, there are some negatives. Some themes are more configurable more than others and offer different elements that you can change around. For example the theme I chose “Griddy” allowed me to add a picture as the main background. However other themes don’t allow that. The “Rhythm” theme allows you to choose exactly what metadata you would like to display on your item pages, while the other themes do not. This can be frustrating because sometimes aesthetics come at the cost of functionality. If there were more uniformity in the choices you could make within each theme (without having to code) this system would be much more effective.

Another problem comes in the form of new Omeka updates. There are older themes that are floating throughout the Internet that you might want to apply, but because Omeka has released an update, that theme may not be supported. This is not just an Omeka problem as much as a problem with open-source software in general. So be advised, that themes and plug-ins created by third parties may or may not work with newer versions of Omeka. (This is why during my project I stayed with Omeka 1.42 even though a new version appeared midway through this process)

To Change Your Collections Theme

Click “Manage Themes” on the main admin page

(Or click on the orange “Settings” tab in the top right...then click on themes)

This will take you to the “Browse Themes” page.

The standard Omeka installation has four themes packed within, but other themes can be downloaded from the Omeka website.

Changing Your Theme

This is as simple as clicking on whichever the theme you want to select and then click on the green “Switch Theme” button at the bottom of the page. You will be able to see the change and your current site by clicking the dark blue “View Public Site” button at the top right of the tool bar.

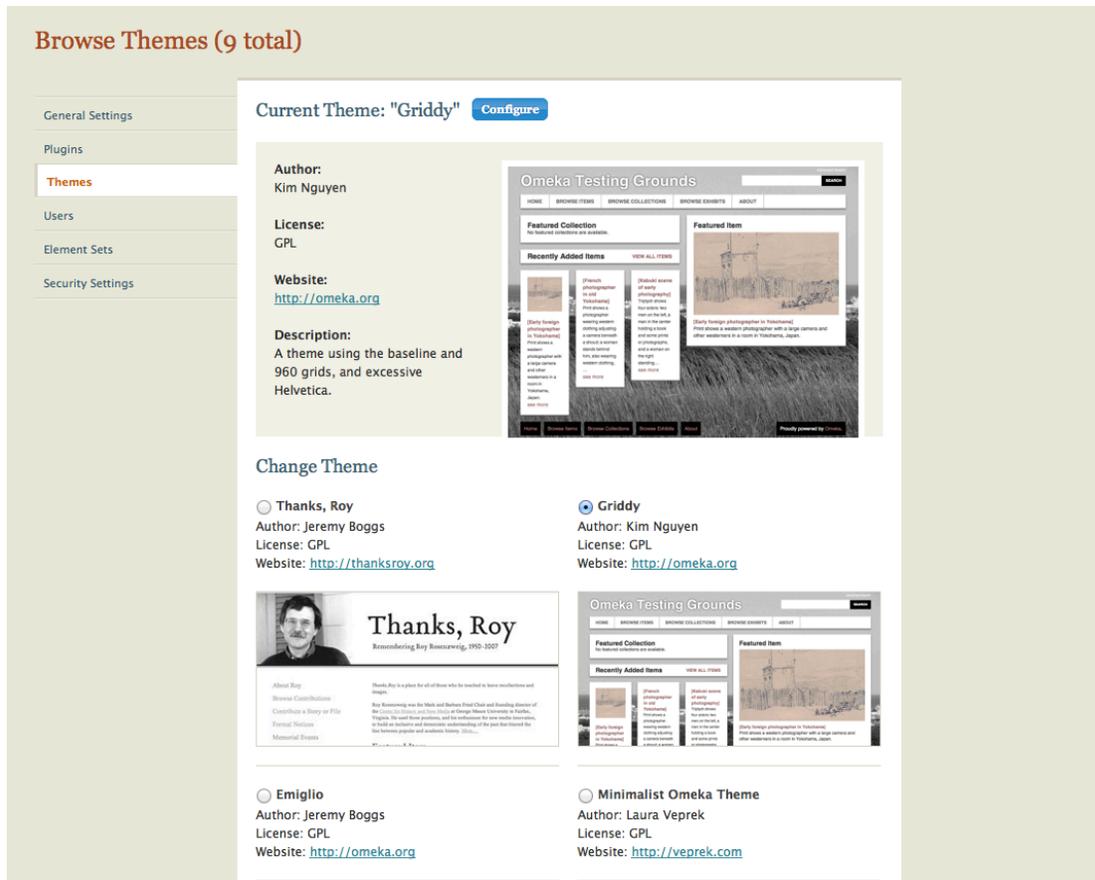


Figure: Browse Themes Page

Configuring The Theme

When you have applied your selected theme with the “Switch Theme” button, a blue “Configure” button will appear by the “Current Theme” selected. Each theme has certain traits and assets that can be adjusted. In the case of the “Griddy” theme, I could only adjust the background image.

Clicking “Save Changes” will apply anything you’ve done.

To Add More Themes

The majority of themes can be found at <http://omeka.org/add-ons/themes/> . Others may be able to be found on third party developer sites with a web search. Once you have downloaded the folder that contains the theme, you must drag the downloaded folder to the Themes folder that resides within the Omeka installation you placed on your server via an FTP program. The themes you have downloaded should appear with the on the “Browse Themes” page.

More Configuration

Themes can further be configured by going directly into the code itself with programs such as Dreamweaver.

Items

Items are the backbone of the Omeka library and are the main assets that users will see. Creating them is quite easy and resembles adding an entry to a library catalog.

Figure: The Add an Item screen

Adding an item

From the Main Admin page you may add an item to your library.

Click “Add A New Item To Your Archive.”

This takes you to the Dublin Core Metadata Fields for the Item.

To make an item Public or a Featured Item (for the front page of your library) Click the check boxes at the top of this page.

Moving an Item to A Collection

Click “Collection” on the left side from the “Add an Item” page. You may associate the selected item into any collection you’ve created by choosing from the dropdown menu and clicking “Add Item”.

NOTE!: For some reason Omeka does not allow you to associate items to more than one collection. However, you can use items in as many exhibits as you choose.

Adding A File To an Item

This sounds like strange lexicon, but in this case file means images, PDFs and other media that are added to the item (which is the entry that holds the metadata and such). In my library this is where I chose to use screenshots of the pamphlet covers to add a visual element to each entries in order to make them more attractive for the user as they browse through the collection.

Click “Files” on the left side on the Add an Item page.

Click “Choose File” and browse for the file you want to upload.

Finally Click “Add Item” to save the changes and associate the item.

NOTE!: You can add multiple files batch style by clicking “Add Another File” underneath your Files.

Editing your Items

Clicking the Items tab on the toolbar brings up every item that you have added to the library.

Click “Edit” under the item you want to adjust.

This will bring up the Item’s specific page.

Selecting “Use HTML” under any of the Dublin Core fields opens up a menu that allows you to adjust the format of your type, creates weblinks, and also can let you see the HTML for the item if you wish.

Clicking the green “Save Changes” button completes any edits you’ve made.

Deleting Items

You may also delete an Item from the “Browse Items” page, by clicking “Delete” under the item you wish to remove.

Batch Editing

From the “Browse Items” page you can select as many items as you wish, then click the green “Edit Selected Items” button.

This brings up the “Batch Edit Items” page.

From this page you can decide if the items are public, what type of item they are, what collection they belong in, and add tags to every item.

When you have finished your changes be sure to click “Save Changes” to apply your edits.

NOTE!: This is a great time save, especially when you’ve harvested metadata.

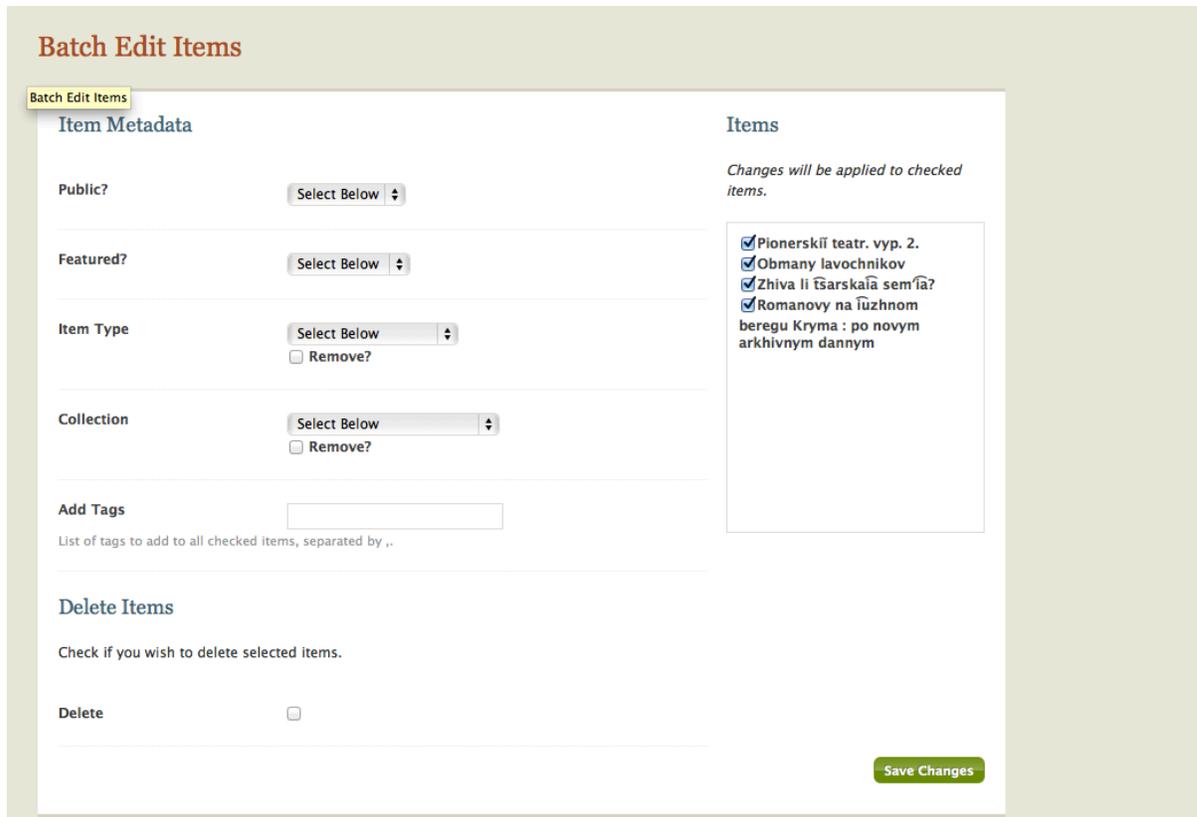


Figure: Batch Edit Items Page

Tags

I decided to use tags as a way to circumvent the limitation of only being able to associate items with one collection. I decided to create a catch all(Soviet Union), Author Name, Subject, Decade Published as my tag categories to help users navigate the collection.

The tag system itself works in the same way it works in other platforms such as Wordpress.

To Create Tags

You can add them by clicking “Tags” on the left side of the Add An Item page.

NOTE!: Be sure to click “Add Tags” BEFORE clicking “Add Item/Save Changes”.

SECOND NOTE!: While tags appear under each item on the browse screen, I am unsure why a tag cloud seems to unavailable on your public site, when one appears within the admin menu.

Video and Audio

Omeka can handle video and audio files within items with ease. They will be displayed like images or other items that have been added.

To Add Video Or Audio To An Item

From the opening item Dublin Core screen click on “Files” at the left side of the screen.

Click “Choose File” to browse for the video or audio file you wish to add. Click “Choose” to confirm the file you’ve selected.

The selected file will then appear next to the “Choose File” button

Click “Save Changes” to upload the file.(It could take a little bit since audio/video files are bigger.)

NOTE!: It’s exactly the same process as adding any file. I just decided to try and save you a few page turns by describing it here.

Using Digital Repository Assets

While Omeka can handle all different types of files, part of the challenge of this project was to utilize objects that already existed on the UT DR. In the case of Soviet Pamphlets that I was working with, the files consisted of PDF scans of each booklet.

I decided that the best solution would be to

1. Create web links within Omeka that would allow users to download each pamphlet from the DR itself.
2. I decided to use the Alternative Title field within the Dublin Core metadata to hold the download links simply because they weren’t being used and it placed the link right under the title.
3. On the Alternative Title Field, click “Use HTML” This will create another box that allows you to adjust the formatting of
4. You can the link whatever you want, just highlight it and then click the chain link (next to the Format dropdown.)
5. This will open a popup “Insert/edit link” Fill in the address of the item you are linking to and click insert.

That’s all it takes to link to DR files!

Title
 Add Input

Brak i sem'ia : sbornik statei i materialov

Use HTML
 A name given to the resource. Typically, a Title will be a name by which the resource is formally known.

Alternative Title
 Add Input

B I U [List Icons] Format HTML
 Download this pamphlet

Use HTML
 An alternative name for the resource. The distinction between titles and alternative titles is application-specific.

Figure: Linking to the DR Step 1

Dublin Core

The Dublin Core metadata element set. These elements are common to all Omeka resources, including items, files, collections, exhibits, and entities. See <http://dublincore.org/documents/dces/>.

Title
 Add Input

Brak i sem'ia : sbornik statei i materialov

Use HTML
 A name given to the resource. Typically, a Title will be a name by which the resource is formally known.

Alternative Title
 Add Input

Insert/edit link

Link URL

Target -- Not set --

Title

Insert Cancel

Subject
 Add Input

Use HTML

Families -- Russia (Federation)

Use HTML

Figure: Linking to the DR Step 2

Collections

Browse Collections (10 total) [Add a Collection](#)

ID	Name	Collectors	Date Added	Total Number of Items	Edit?
9	Family Collection	No collectors	03.01.2012	9	Edit
10	Industry Collection	No collectors	03.01.2012	6	Edit
2	Army Collection	No collectors	02.07.2012	10	Edit
11	Women Collection	No collectors	03.23.2012	11	Edit
12	Political Pamphlets	No collectors	03.23.2012	8	Edit
13	Agriculture Pamphlets	No collectors	03.23.2012	5	Edit
14	Law Pamphlets	No collectors	03.23.2012	3	Edit
15	Art and Culture Pamphlets	No collectors	03.23.2012	8	Edit
16	Educational Pamphlets	No collectors	03.23.2012	3	Edit
18	Communist Propaganda Pamphlets	No collectors	04.19.2012	6	Edit

Powered by Omeka | [Documentation](#) | [Support Forums](#) Version 1.4.2 | [More information about your system](#)

Figure: The Browse Collection Page

To Create A Collection

Click on the Collections tab in the top toolbar, this takes you to the “Browse Collections” page.

Then Click “Add A Collection” in the top right.

This opens up the ”Add A Collection” page

You can add the Collection Name, description and other information. You may also control the access and featured status of a collection.

Click “Save Collection” when you are done

NOTE!: One technique that might be useful is leaving your collections “Not Public” while they are under construction.

SECOND NOTE!: Featuring a collection will place it on the front page, but ONLY if the theme you’ve chosen allows a featured collection.

To Add Items To Your Collection

Check the Items section of the Documentation, where this is explained in detail!

NOTE!: As noted earlier items can only exist within one collection. There are two ways you might want to consider working around this

Add a Collection

Collection Details
* Required Fields

Collection Name *

Collection Description

Collectors

List collectors for this collection (optional - enter one name per line)

Status:

Public Not Public Public

Featured Not Featured Featured

Figure: Add A Collection Page

Plugins

Plugins allow you to expand the capabilities of Omeka. There are an array of choices that make the platform far more powerful than when you install it out of the box. Luckily these plugins are easy to install and activate.

Most of the plugins I decided to use worked well, but I did not have the opportunity to test all of them simply because some of them had no application for the collection I was developing. (Many are metadata related and we did not have that kind of metadata for these items.) Some such as Image Resize, offered features that I was able to achieve using other programs such as Photoshop. Again experimentation is key, if you need to get a different plugin to work, try it out! Or check out the forums <http://omeka.org/forums/forum/plugins> !

NOTE!: Some plugins that have been developed by third parties may have limited updates and support for them. This means that as Omeka advances the plugins may not, so I would recommend being careful when upgrading the Omeka package. You don't want something that works perfectly in one version to just stop working! This can be one of the drawbacks of open source projects. Of course a positive to open source software means that new plugins are usually being developed and released.

List of Omeka Plugins

Atom Output-Adds Atom Syndication Format.

COinS-Adds COinS metadata to item pages so Zotero can read them.

Collection Tree-Allows for a hierarchical tree of created collections.

Commenting-Allows commenting on Items/Collections and Exhibits

Comments-Allows users to add comments to item pages.

Contribution-Allows users to collect and add items.

Creative Commons Chooser-Adds a Creative Commons License to Omeka items.

CSV Import- Imports items tags and files from CSV.

Docs Viewer- Adds a Google Document viewer into item pages.

Dublin Core Extended-Adds the full Dublin Core metadata fields.

EAD Import-Imports EAD files into the collection(Needs CSV Import plugin to work).

Exhibit Builder-Builds digital exhibits using Omeka.

Geolocation-Adds location info and maps.

HTML 5 Media-Enables HTML5 for media files.

Image Annotation-Allows user annotation of images.

Image Resize-Resizes image derivatives.

Item Order-Super users and administrators can give a custom order to their collection items.

Item Relations-Defines relations between items.

Library of Congress Subject Headings-Adds LOC Subject Headings.

Media RSS-Adds a Media RSS feed to enable Cooliris.

OAI PMH Harvester- Harvest OAI PMH metadata.

OAI PMH Repository-Exposes items as an OAI/PMH Repository.

Media RSS-Adds a Media RSS feed to enable Cooliris.

Reports and Barcodes-Generates reports and barcodes from Omeka.

Scripto-Adds the ability to transcribe using Scripto.

Simple Contact Form-Adds a contact form.

Simple Pages-Create simple web pages within the collection.

Simple Vocab-Create a controlled vocabulary for your collection.

Social Bookmarking-Adds in links under your items for social media connection.

SolrSearch-Integrates Apache Solr into Omeka for searching.

Terms of Service-Allows terms of service and privacy policy to be specified.

Timeline-Add Simile Timeline to your library.

Tweetster-Automatically tweets the title and link to the Omeka public archive.

WikiCite-Adds Wikipedia citation codes to each item and collection.

Zoom It-Embeds a Zoom.it viewer into item show pages.

Zotero Import-Imports collections from Zotero.

Browse Plugins (14 total)

- General Settings**
- Plugins**
- Themes
- Users
- Element Sets
- Security Settings

COinS	Version 0.4 By Roy Rosenzweig Center for History & New Media	Deactivate
Adds COinS metadata to item pages, making them Zotero readable.		Uninstall
Comments	Version 1.0 By Scand Ltd. (scand.com)	Activate
Allows everybody add some comment and rating to any item.		Uninstall
Notice: This version of the 'Comments' plugin has only been tested up to Omeka 1.3. You are using version Omeka 1.4.2.		
CSV Import	Version 1.3.3 By Center for History & New Media	Activate
Imports items, tags, and files from CSV files.		Uninstall
Docs Viewer	Configure	Deactivate
Version 1.0 By Center for History & New Media		Uninstall
Embeds a Google document viewer into Item show pages. PDF documents, PowerPoint presentations, TIFF files, and some Microsoft Word documents are supported.		
Notice: This version of the 'Docs Viewer' plugin has only been tested up to Omeka 1.2. You are using version Omeka 1.4.2.		
Dublin Core Extended	Version 1.1 By Center for History & New Media	Deactivate
Adds the full set of Dublin Core properties to the existing Dublin Core element set, including element refinements and supplemental elements. See: http://dublincore.org/documents/dcmi-terms/		Uninstall
Notice: This version of the 'Dublin Core Extended' plugin has only been tested up to Omeka 1.2. You are using version Omeka 1.4.2.		

Figure: Browse Plugin Page

To Add More Plugins

Plugins are available at <http://omeka.org/add-ons/plugins/> . Once you have downloaded the folder that contains the plugin you want, you must drag the downloaded folder to the “Plugins” folder that resides within the Omeka installation you placed on your server via an FTP program. The plugins you have downloaded should appear with the included plugins within the “Browse Plugins” menu.(Which is found under settings.)

Once you have added plugins you must activate them to use them within your collection.

While you are on the “Browse Plugins” screen

Click the green “Activate” button next to the plugin you wish to activate.

To further configure the plugin (if possible):Click the blue “Configure” button that will appear next to the title of the plugin.

NOTE!: When you’ve activated the plugin, a button will be added to the top tool bar on your administration page. (you will be able to configure some settings just by clicking that button.)

More Fun With Plugins.

For this project I relied upon Dublin Core Extended, COins, Exhibit Builder, Simple Contact Form, OAI-PMH Harvester, OAI-PMH Repository, and Simple Pages. Other plugins seemed to clog my item pages with entries and fields I truly did not need, so those were the main ones I chose, here's why...

COins adds Zotero metadata automatically, which meant I didn't have to generate anything. Since, more academic institutions and students are using Zotero, I figured I would activate this.

Dublin Core Extended offered access more fields than the standard Dublin Core. I wasn't sure exactly what fields would be part of this collection when I first chose to work with it, so it was easier to just prepare for everything when I set up my Omeka installation.

Simple Contact Form was activated in case something goes wrong with the site.

I will talk more about OAI-PMH Harvester and OAI PMH Repository in the Metadata section.

However I do feel I should talk a little bit more about Exhibit Builder and Simple Pages, which I will do in the next two sections.

Exhibits and Exhibit Builder

Exhibit Builder is one of the plugins that comes packaged with Omeka.

Each exhibit page and section has their own metadata and options that can be tweaked and adjusted.

Activating the Exhibit Builder Plugin

Click "Settings" in the top right (the orange button)

Then click "Plugins" on the left side.

Click the Green button marked "Activate" to enable the Exhibit Builder plugin.

Configuring the Exhibit Builder Part 1

Clicking on the Blue button marked "Configure" within the Plugins menu brings up two options

Use Exhibit Browse Page For Homepage-Allows you to replace your current collection homepage with a page that lists all of the exhibits you've created instead.

Sorting Exhibits-This allows you to choose Alphabetical, Date Added, or Recent

NOTE!: You can always change these later on as you see fit, but it helps to know they are there!

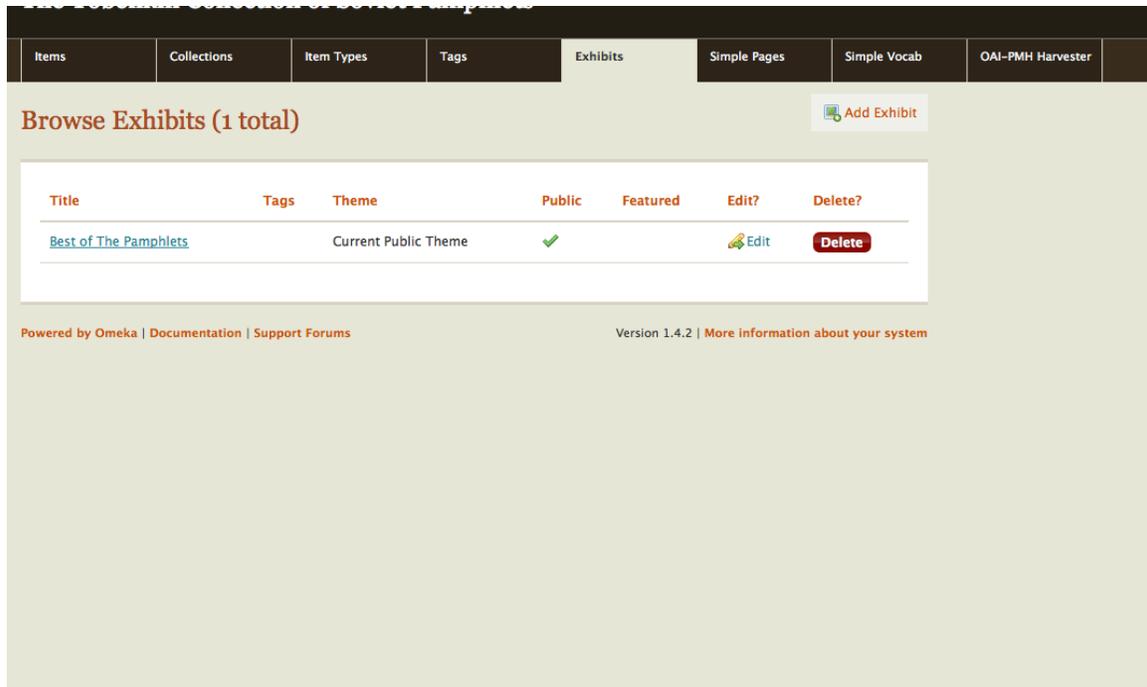


Figure: Browse Exhibit Page

Creating An Exhibit

Once the plugin has been activated, a tab labeled Exhibits will be added to the central navigation bar. Clicking on it takes you to the screen that lets you manage and create your exhibit.

To add a new exhibit click, the "Add New Exhibit" button. This takes you to the Exhibit Metadata screen.

Most of these fields are self-explanatory, but there are a few things that are worth mentioning.

1: Exhibit is Public: Most times you will want to create a public exhibit, however you may want to wait to make it public until you have finished laying things out or adding content. You can check or uncheck for whatever setting you feel is necessary.

2.Exhibit Theme: This lets you select the overall theme for the exhibit. I note this because each exhibit can have a different theme and look. You can always keep it the same as your general collection page, but if you do want something unique for this collection, you can adjust it here.

WAIT!: If you fill out metadata fields, make sure you click “Save Changes” before attempting to add a section and a page!

Clicking the “Add a Section” option can bring more choices and style to your web exhibit.

Add Exhibit

[Exhibits](#) > Add Exhibit

Exhibit Metadata

Exhibit Title

Exhibit Slug (no spaces or special characters)

Exhibit Credits

Exhibit Description

B *I* U Format HTML

Exhibit Tags

Exhibit is featured:

Exhibit is public:

Exhibit Theme

Exhibit Sections and Pages

There are no sections.

[Add Section](#)

[Save Changes](#) or [Cancel](#)

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Figure: Adding an Exhibit

Exhibit Sections and Pages

So the last step created the overall exhibit page. The section metadata offers a way to organize further, but also serve as the link to the pages where the stylish layouts reside.

WAIT AGAIN!: If you fill out metadata fields in the section metadata, make sure you click Save Changes before attempting to add a page!

Clicking “Add Page” will create a new page that resides within the section you just made.

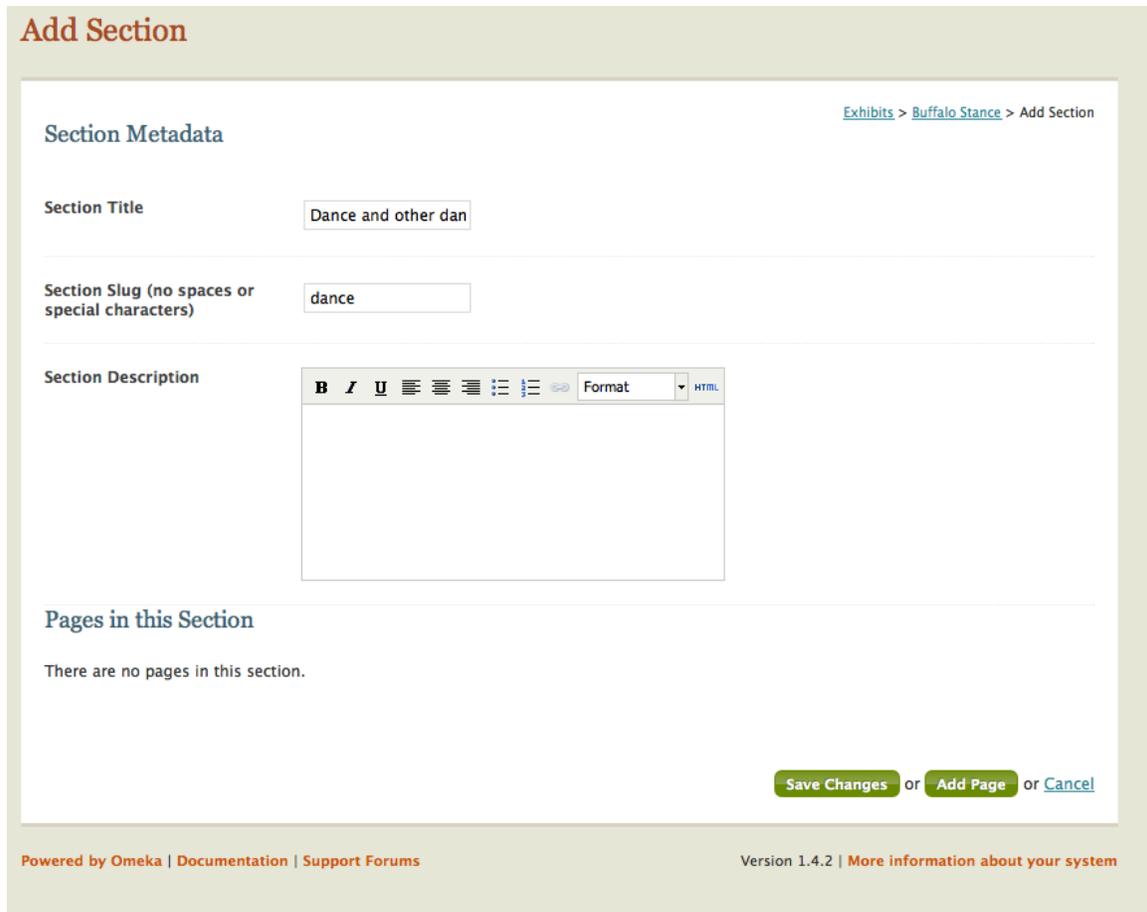


Figure: Adding A Section To An Exhibit

FINALLY!: Adding A Page

The “Add Page” screen will appear which offers an array of different layouts for your exhibit page. Once you have named the page and chosen a basic layout for the page by clicking “Save Changes,” the page will load the “Page Content” screen.

This screen allows you to attach an item, which will link items that have already been added to your collections into this new exhibit. You can adjust the order of where these are displayed by adding the corresponding item to the number displayed on the page layout you chose in the last step. (i.e. play around with it a bit because you can figure out what works best for your collection.)

When you have finished adding items you may save this page and return to the Section metadata or you can save and continue adding more pages as you see fit.

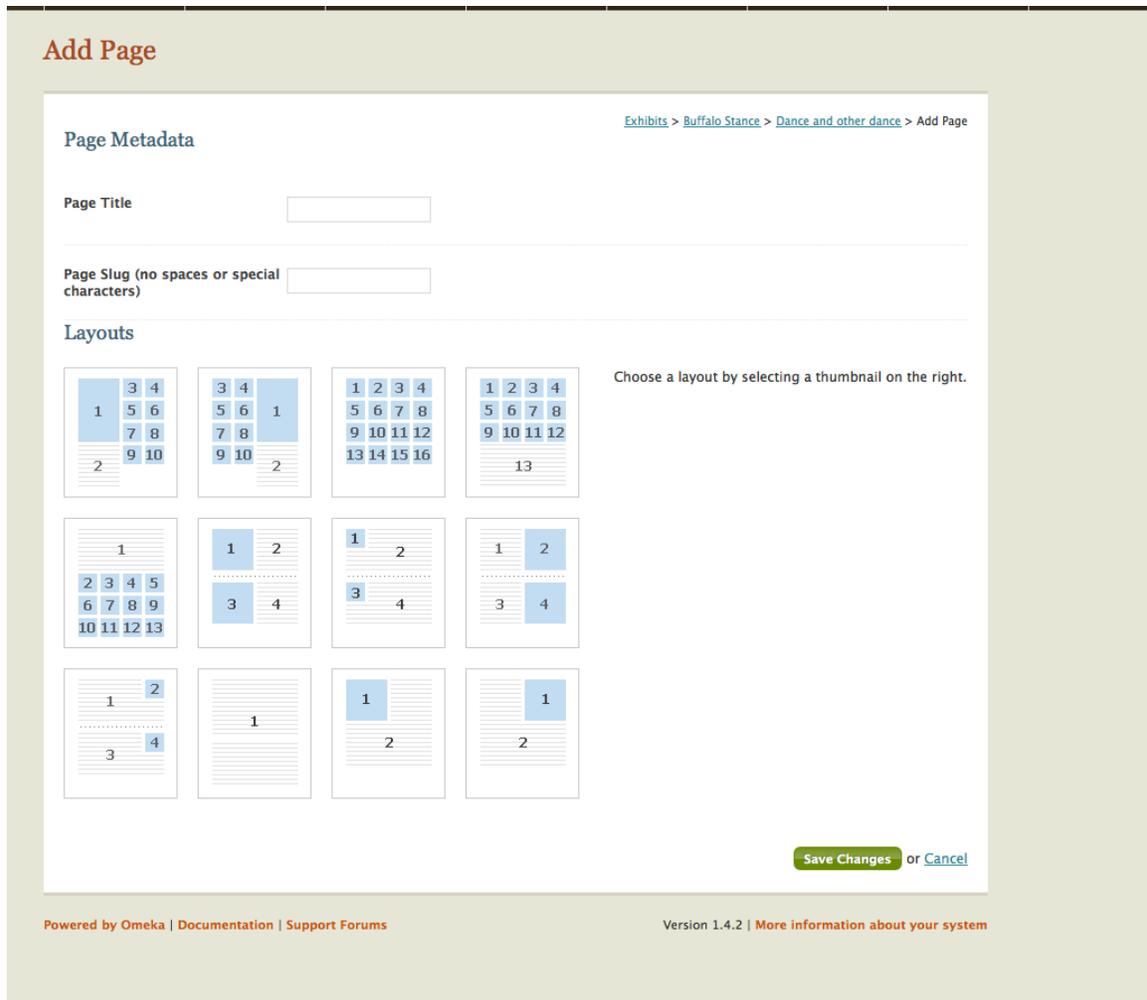


Figure: Adding a Page To An Exhibit

Simple Pages

Simple pages allow you to create web pages that can be used on your digital library. For example you can make an "About" page or even an array of nested pages that can work together to enhance the amount of presented information.

Adding A Simple Page

After activating the Simple Pages plugin (instructions on how to do this are in the Plugin section)

Click on the Simple Pages tab in the navigation bar

Then click on "Add A Page" in the top right of the "Simple Pages Browse" page.

You will be prompted to fill in some information. You will have to fill in both a name for this page and a slug (which acts the URL for this specific page)

You can also adjust the order in which the pages appear by adjusting the “Order”. If the page you’ve created will be the homepage by clicking “Make this page the homepage.”

Simple Pages also seem to be the only way I’ve found of adding a button to the main navigation bar. This is achieved by clicking “Add Link To The Primary Navigation” within a specific Simple Page entry.

NOTE!: Be sure to check “Publish This Page” before Adding/Saving the page to make the page you’ve created public.

Click “Add Page” to finish creating the page.

SECONDDNOTE!: You can nest Simple Pages with the Main Page or within another Simple Page.



Figure: Browse Simple Pages

Editing Simple Pages

You can edit your Simple Pages by clicking Edit on the “Simple Page Browse” page.

Simple Pages | Edit "About"

This page was created by icorules on Feb 3, 2012 9:48am, and last modified by icorules on Feb 3, 2012 9:48am

Title
The title of the page (required).

Slug
The URL slug for the page. Automatically created from the title if not entered. Allowed characters: alphanumeric, underscores, dashes, and forward slashes.

Text
The content for the page (optional). HTML markup and PHP code are allowed.

Parent ⌵
The parent page.

Order
The order of the page relative to the other pages with the same parent page.

Add link to this page to the primary navigation?
Checking this box will add a link to this page to the theme's primary navigation. If custom header navigation is configured in the theme, a link to this page will not appear in the primary navigation unless you also add it to your theme's configuration.

Make this page the home page?

Figure: Edit Simple Pages Page

Metadata

Omeka handles its metadata surprisingly well.

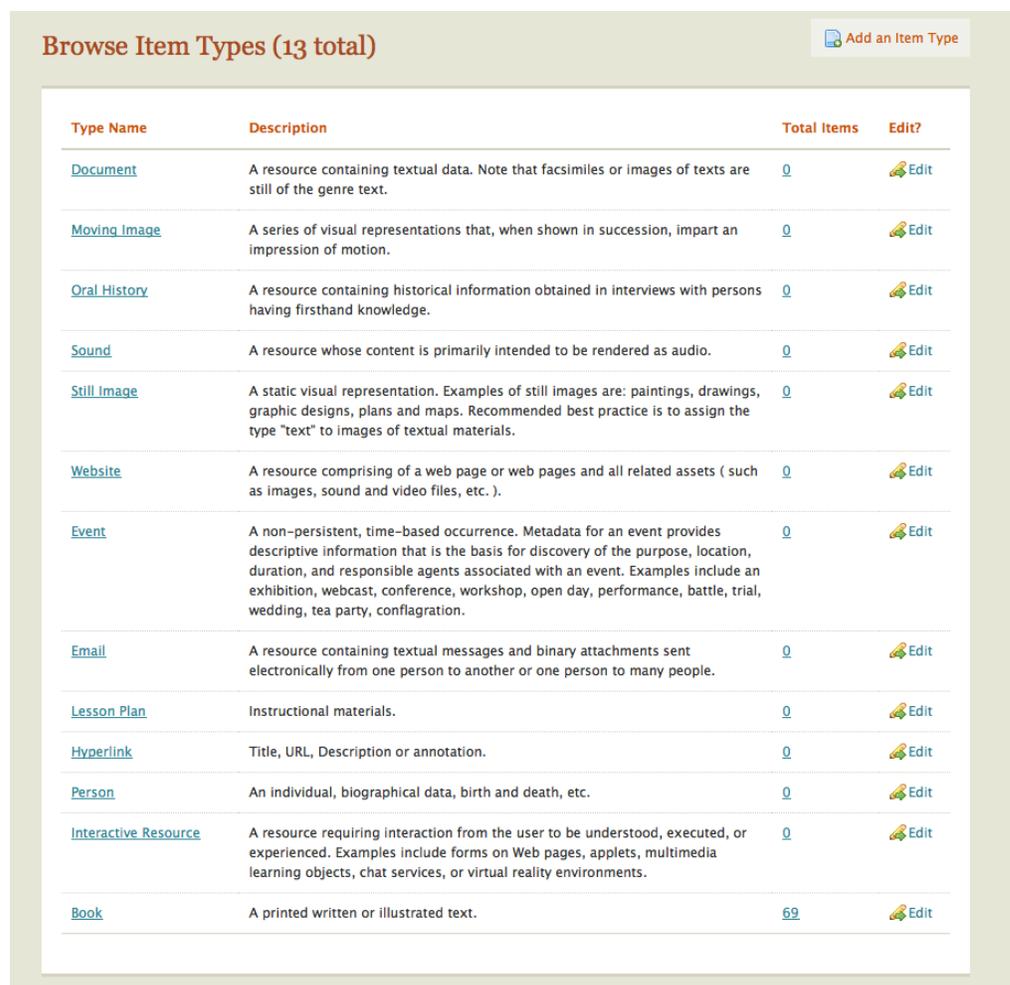
When you create an item, you are automatically taken to the Dublin Core information (see the Items section for more details)

You may fill out these fields manually on each Item page or you may harvest your metadata from another source. Specialized metadata and item types can also be created within Omeka.

Adding Customized Item Types Or Metadata Fields

There are a number of item types that have been included within Omeka (such as Document or Sound). These item types have distinct metadata fields associated with them out of the box. You can actually edit these existing fields further.

Click the “Item Types” tab in the toolbar. This takes you to the “Browse Item Types” page where all of the Item Types available for your library are available.



Type Name	Description	Total Items	Edit?
Document	A resource containing textual data. Note that facsimiles or images of texts are still of the genre text.	0	Edit
Moving Image	A series of visual representations that, when shown in succession, impart an impression of motion.	0	Edit
Oral History	A resource containing historical information obtained in interviews with persons having firsthand knowledge.	0	Edit
Sound	A resource whose content is primarily intended to be rendered as audio.	0	Edit
Still Image	A static visual representation. Examples of still images are: paintings, drawings, graphic designs, plans and maps. Recommended best practice is to assign the type "text" to images of textual materials.	0	Edit
Website	A resource comprising of a web page or web pages and all related assets (such as images, sound and video files, etc.).	0	Edit
Event	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 include an exhibition, webcast, conference, workshop, open day, performance, battle, trial, wedding, tea party, conflagration.	0	Edit
Email	A resource containing textual messages and binary attachments sent electronically from one person to another or one person to many people.	0	Edit
Lesson Plan	Instructional materials.	0	Edit
Hyperlink	Title, URL, Description or annotation.	0	Edit
Person	An individual, biographical data, birth and death, etc.	0	Edit
Interactive Resource	A resource requiring interaction from the user to be understood, executed, or experienced. Examples include forms on Web pages, applets, multimedia learning objects, chat services, or virtual reality environments.	0	Edit
Book	A printed written or illustrated text.	69	Edit

Figure: Browse Item Types Page

To Edit An Existing Item Type

From the “Browse Item Types” page

Click the “Edit” button next to the Item Type you want to adjust.

This takes you to the “Edit Item Type” page.

From this page you can adjust the name of the item type, the description of the item type, and add any new fields you wish.

NOTE!: To add a Field: Click existing (for a field that has already been created) or new (for a brand new field that you are creating) and click the green “Add Element” button. To delete a field: Click the Remove button next to the “Element Name” you wish to erase.

After you have made your adjustments/additions click the green “Save Changes” at the bottom of the page.

Edit Item Type #1: "Document" Delete this Item Type

Item Type Information
* Required Fields

Name *

Description

Elements

Edit Current Elements:

Element Name	Description	Data Type	Order	Remove?
Text	Any textual data included in the document.	Text	<input type="text" value="1"/>	Remove
Original Format	If the image is of an object, state the type of object, such as painting, sculpture, paper, photo, and additional data	Tiny Text	<input type="text" value="2"/>	Remove

Existing New [Add Element](#)

[Save Changes](#)

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Figure: Edit Item Type Page

To Create A New Item Type

Click “Add an Item Type” at the top right of the “Browse Item Types” page

This takes you to an “Add An Item Type” page.

Once you fill out the name and description fields, click the green “Add Item Type” at the bottom to finish creation.

To add specific metadata fields to your new Item Type follow the previous instructions on how to “Edit An Existing Item Type”

NOTE!: I had to do this to create a new type of searchable item type called “Book” so my Omeka items could match the Item Type metadata that had been established in the original digital repository.

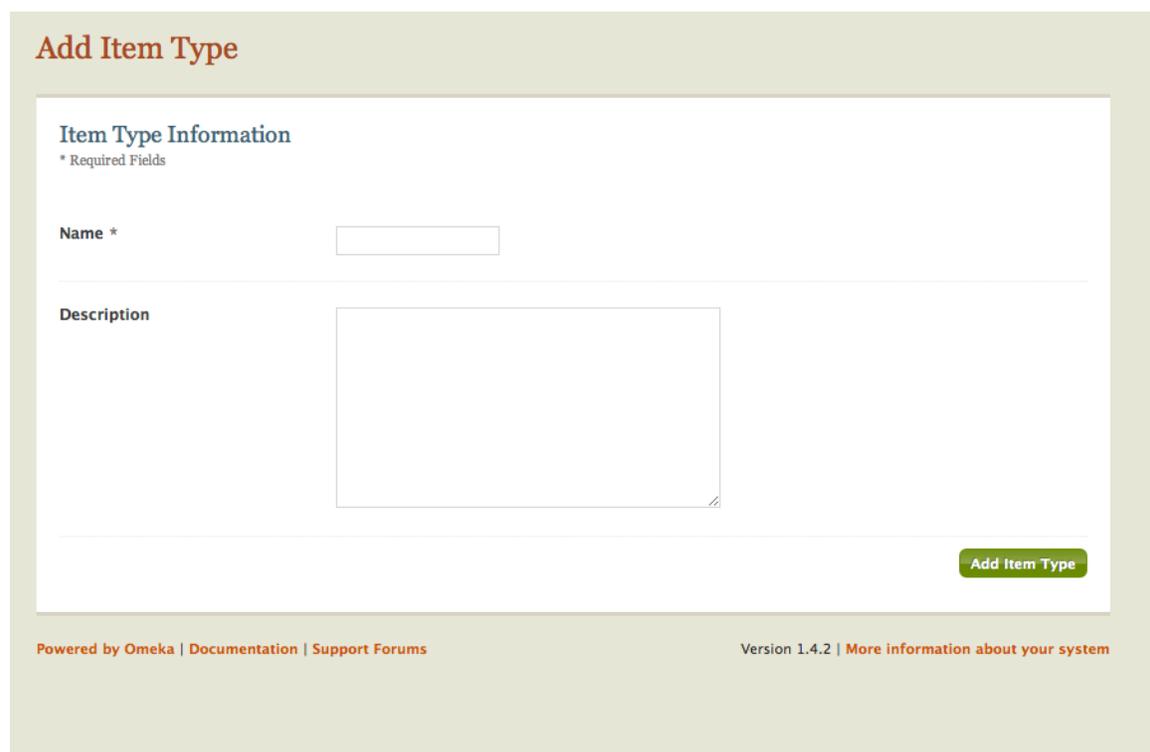


Figure: Add Item Type Page

Using the OAI-PMH Harvester

After downloading/activating the plugin(as seen in the Plugin section) you should configure the Harvester.

Click the blue “Configure” that appears next to it on the plugins page after you activate it

I recommend setting the Memory Limit to -1 so you don't have to worry about any memory restrictions when things are harvesting.

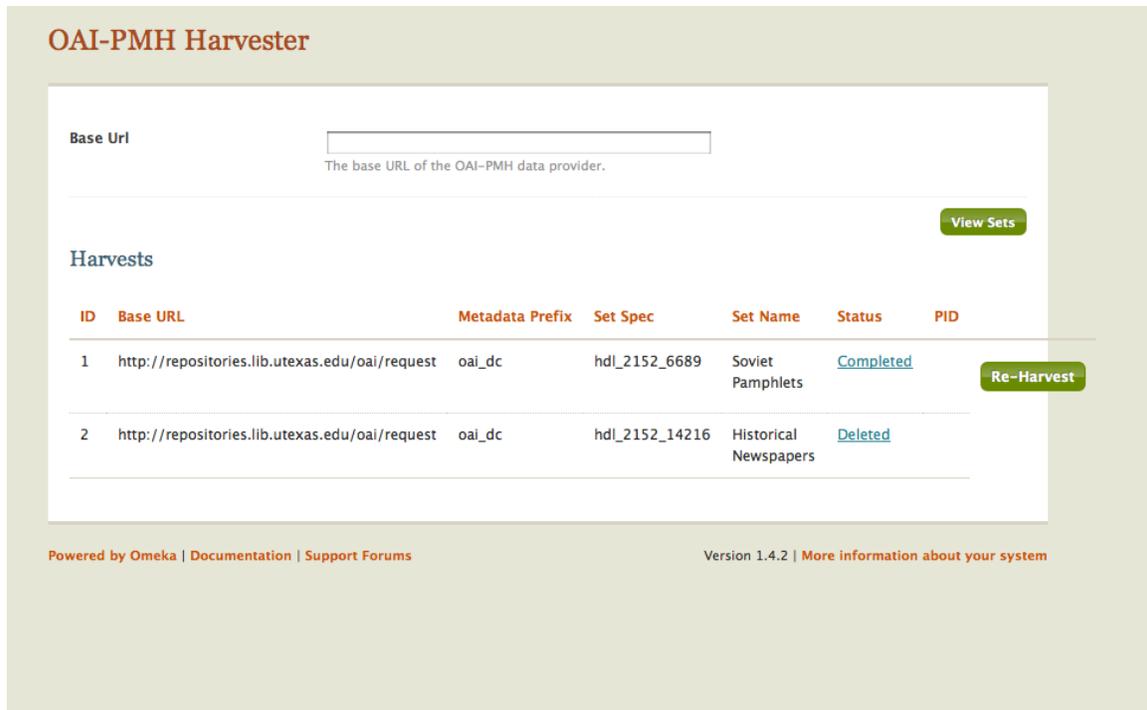


Figure: The OAI-PMH Harvester

Click The OAI PMH Harvester on the top toolbar.

Enter the URL of the site of OAI provider.

Click “View Sets” which will bring up the Harvest page for the repository.

If you want to harvest everything from a repository, the option is at the very top: Just click the green “Go” button.

If you want to select a specific set find the one you wish to harvest and click the green “Go” button that is next to the item set you want harvest.

NOTE!: The harvester says it will take a while, I found that most times I had to click reload or that status itself, which would reveal that it had in fact been completed.

Re-Harvesting

If some information has changed or items have been added to your metadata set, you can re-harvest by clicking the green “Re-Harvest” button that appears next to your data set on the main OAI-PMH Harvester page.

NOTE!: I had a bit of trouble with Re-Harvesting the first time I tried it. So I'd recommend being careful with this feature. If you've made significant changes to harvested items within your library, you might just want to go in and manually change or add items.

Deleting Harvested Items

You can delete them like any other items or you can delete everything from one specific harvest from the main OAI-PMH Harvester page

Click the status (which will say Completed).

This will show you the status of the data set. There will be only one button you can click: "Delete Items."

Using the OAI-PMH Repository

Once you activate the OAI-PMH Repository plugin(see the Plugin page on how to do this)

You can set up your repository name, namespace identifier (the domain hosting the material), and whether your files are exposed for public harvesting.

Click the green "Save Changes" button to finish setup.

Please Configure The 'OAI-PMH Repository' Plugin

Repository name
Name for this OAI-PMH repository.

Namespace identifier
This will be used to form globally unique IDs for the exposed metadata items. This value is required to be a domain name you have registered. Using other values will generate invalid identifiers.

Expose files
Whether the plugin should include identifiers for the files associated with items. This provides harvesters with direct access to files.

[Save Changes](#)

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Figure: OAI-PMH Repository Page

Simple Vocab

To set up a controlled vocabulary for your library you can activate the Simple Vocab plugin (again check the Plugin section on how to do this.)

Click on the "Simple Vocab" tab on the top admin toolbar

This takes you to the “Simple Vocab” page.

You can select the Element you want to establish a vocabulary for with a pull-down menu

Then enter the terms you wish to make part of the controlled vocabulary in the Vocabulary Terms field.

Finally click the green “Add/Edit Vocabulary” button to save your changes.

NOTE!: There is a “Click here” link that shows which entries will currently be affected by this controlled vocabulary.

Simple Vocab

Element

Select an element to manage its custom vocabulary. Elements with a custom vocabulary are marked with an asterisk (*).

Vocabulary Terms

Enter the custom vocabulary terms for this element, one per line. To delete the vocabulary, simply remove the terms and submit this form.

[Add/Edit Vocabulary](#)

[Click here](#) to display a list of texts for the selected element that currently exist in your archive. You may use this list as a reference to build a vocabulary, but be aware of some caveats:

- Vocabulary terms must not contain newlines (line breaks).
- Vocabulary terms are typically short and concise. If your existing texts are otherwise, avoid using a controlled vocabulary for this element.
- Vocabulary terms must be identical to their corresponding texts.
- Existing texts that are not in the vocabulary will be preserved — however, they cannot be selected in the Item edit page, and will be deleted once you save the item.

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Figure: Simple Vocab Page

Template/Further research

I believe that the UT Libraries should build more digital libraries with the Omeka platform. The well-designed graphical interface and this documentation would make creating an array of exhibitions and library that would enhance the usability and style of both the UT Digital Repository and magnify the University's web presence a distinct possibility. Time and manpower would be the only obstacle, but the simplicity of the system would allow even an array of interns and volunteers to create a new system of DR based digital libraries that are better cosmetically than the current D-Space front end.

The library created during the course of this project can easily be continued (by adding new items) or transformed into one larger library that could contain all of the digital material from the Slavic Studies department or even the other collections that have been assembled. Omeka would allow all of the items to reside in the same digital collection, while using the Exhibit Builder to separate and create different exhibition sites for all of them.

My recommendation for further is that the UT Libraries should build more digital libraries with Omeka. Despite some of the flaws, which have been noted by this report, my experience with the platform was positive overall and I'm excited about how the final library turned out.