



# Uploading Metadata and Digital Files to Omeka

*adapted from the*

*Highway 89 Metadata and Submission Guidelines*

<http://highway89.org/about>

# Omeka Metadata and Uploading Guidelines

By Liz Woolcott, Utah State University, updated June 2015

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For questions/comments about this guide or for questions about metadata creation/submission, contact Liz Woolcott ([liz.woolcott@usu.edu](mailto:liz.woolcott@usu.edu))



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## Introduction

### Scope of the project

These instructions will outline the basic steps for uploading metadata and digital files to Omeka, individually, in batches, and via an OAI harvest.

## Tools Needed

**Omeka:** Open source content management system for displaying digital files and associated metadata. It also creates exhibits, maps, and timeline interfaces. Two versions of Omeka are available: a hosted version available online via [omeka.net](http://omeka.net) and the downloadable version available at [omeka.org](http://omeka.org). To see an explanation of the difference between the two, please see: [http://omeka.org/codex/Org\\_vs\\_Net](http://omeka.org/codex/Org_vs_Net) These instructions will be most applicable to full, downloaded, locally hosted versions of Omeka, available through [omeka.org](http://omeka.org). There may be significant differences with generally hosted Omeka.net instances.

**Excel :** This allows uploaders to collect metadata in a spreadsheet format and convert it to a CSV file. It also allows uploaders to download tab-delimited files from existing digital repositories and convert them to CSV files for upload into Omeka.

**FTP program :** (File Transfer Protocol software) This tool allows for uploading large batches of digital files. One recommended program is Filezilla (available from <https://filezilla-project.org/download.php>)

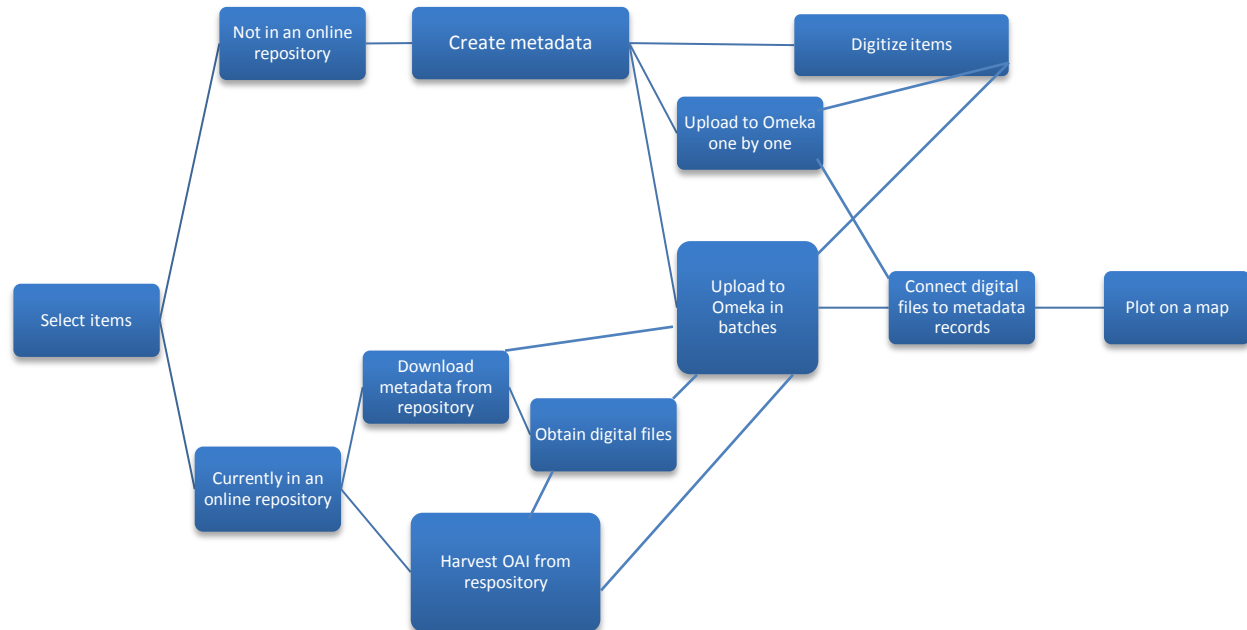
## Workflows

Listed below in a graph and in an outline format is a workflow overview. Specific steps and instructions are given in further detail throughout this guide. Please note that in Omeka, metadata is often created or uploaded first and then digital files (images, documents, etc.) are attached to the metadata record.

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## Workflow overview



1. Select and scan material or convert any existing digital items to the file sizes and types recommended for this project (see [File Type and Size Recommendations](#)).
2. Create a metadata spreadsheet (template available in [Appendix 1](#)) and convert it to a .csv file (see [Creating a spreadsheet for CSV import](#)).
3. Import the digital files. This can be done in one of two ways:
  - a. Via the “Dropbox” plugin. This is not the same as the file-sharing program “Dropbox”, but instead is an Omeka-specific plugin that allows users to FTP batches of digital files to the server. (See [Uploading Digital Files Via Dropbox](#) for instructions.)
  - b. By browsing their local workstations for the item, then uploading it
4. Upload metadata records into Omeka either in batches or create them one at a time:
  - a. Use the CSV Import plugin to create records with the .csv file created in step 2. (See [CSV Batch Files](#) for uploading instructions.)
  - b. OAI Harvesting will pull metadata records from an existing digital repository (See [OAI Harvesting](#).)

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- c. Create metadata one-by-one by using the “Item” function in Omeka. (See [Uploading Individual Items](#) for instructions.)
5. Connect the digital files with the metadata records.
6. Select a location on a Google map that best represents the origins and/or topic of the digital item.

## File Standards

### File Naming Conventions

If multiple files are uploaded that could potentially have the same file names, or there is a large quantity of files that will be uploaded to the same server space, it is recommended to use a file naming convention to prevent duplication and make locating the correct file easier. Some proposed ideas are:

1. Multiple Institutions
  - a. Precede all file names with the initials of their institution followed by an underscore.
    - i. Example: Utah State University and Southern Utah University each have a file named: **A0045.jpg**. Before uploading via the Omeka dropbox plugin, they edit the file names by adding their institution codes (USU or SUU) as prefix to the file names: **USU\_A0045.jpg** or **SUU\_A0045.jpg**.
2. Multiple People
  - a. Precede all file names with initials of the person uploading followed by an underscore.
    - i. Example: Susan Smith and Thomas Jones are both uploading their files, some of which have similar names such as IMG\_0034.jpg. Before uploading via Omeka dropbox plugin, edit the file names by adding initials or last names as a prefix to the filenames: **SS\_IMG\_0034.jpg** or **Smith\_IMG\_0034.jpg**
3. Multiple Collections
  - a. Precede all collection filenames with the name of the collection followed by an underscore.
    - i. Example: The Wilton College of Northumbria Photograph Collection and the Thomas Renton Photograph Collection both have filenames that use their box and folder structure, such as Box1Fd4Item5.jpg. Before uploading via the Omeka dropbox plugin, edit the file names by adding the collection name as a prefix to the filenames: **WiltonCollege\_Box1Fd4Item5.jpg** or **ThomasRenton\_Box1Fd4Item5.jpg**.

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## File Type and Size Recommendations

Note that all items uploaded one-by-one into Omeka are limited to 2 MB per file. For file exceeding that size, you will need to use an FTP program to move the files onto your server. Some recommended file sizes

### Text

Recommended file type is PDFs. File size for PDFs should be kept to 20 MB or less, when possible.

### Images

Recommended file type is JPEG. File size should be restricted to 1-2 MB each, although less than 1 MB is recommended.

### Audio

Recommended file type is MP3. File size should be kept to 1 MB per minute, when possible.

### Video

Recommended file type is MP4. File size is hard to predict for video files that will vary in length, but it is recommended that they be kept to the smallest overall size that still preserves the “display” quality. Alternatively, consider hosting video files in YouTube and using the YouTube plugin in Omeka to display the file.

## Metadata and Uploading Guidelines

### Creating a spreadsheet for CSV import

When creating a spreadsheet from scratch, you can refer to the Metadata Template (see [Appendix 1](#)) for an example of the mapping schemas for Omeka. You can adapt your metadata in a variety of ways in Omeka. This is just a suggestion. The template provides the field names and Dublin Core and non-Dublin Core mapping schemas. It also includes instructions and examples of acceptable types and formats for the content for each field.

Separate multiple entries within a single cell with a semi-colon (;). The Subject field, for example, will often have more than one entry for a particular item. When the entries are separated

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with a semi-colon, it allows Omeka to split them automatically. Contributors must be vigilant in avoiding the use of semi-colons for any purpose except separating entries.

Once the spreadsheet is completed, save a copy of it as a .csv file by going to the “Save As” feature of your spreadsheet and then selecting “CSV (Comma delimited) (\*.csv)” from the drop down menu in the “Save as type:” field.

Before importing the .csv file into Omeka, be sure that the field mappings (for example: “Dublin Core:Title”) are included in your first row and all subsequent rows are the metadata. Any other rows or columns that contain extraneous information that shouldn’t be imported to Omeka, should be deleted before uploading or they will inhibit CSV import.

Please note that Omeka only allows batch uploads of a single “Item Type” at a time. “Item Types” include Text, Still Images, Audio, Video, etc. When creating CSV files, split collections with multiple “Item Types” into separate files before uploading.

## Pulling metadata from CONTENTdm

Institutions using CONTENTdm can export their metadata from CONTENTdm in the following way:

1. Inside CONTENTdm, export the metadata as a tab-delimited file
  - a. Open the CONTENTdm Administration for your digital library
  - b. Click on the “Collections” tab
  - c. Click on “Export”
  - d. Select “Tab-delimited”
    - i. Be sure to check “Return field names in first record”
  - e. Click next
  - f. Save the file in one of two ways:
    - i. Click on the link (which will open up in a browser window)
      1. Go to the “File” function in your browser
      2. Click “Save Page As”
      3. name the file and select the location
    - ii. Right click on the link and “Save Link As”
      1. Name the file and select the location
2. Convert the file to .csv file using the basic “save as” function in Excel
  - a. Open the tab delimited file in Excel
    - i. Note: You may need to go to the file and right click, then select “Open With” and select Excel



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- b. Once opened, click on File -> Save As and change the format to "Comma Separated Values .csv" The extension of the file should read .csv after the filename.
3. Edit the .csv file to resemble the sample spreadsheet provided in [Appendix 1](#)
4. Upload into Omeka (see [Uploading into Omeka](#)).

## Uploading into Omeka

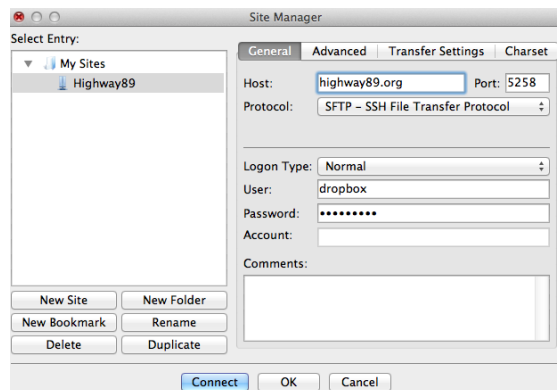
### Uploading digital files via dropbox

When importing items into Omeka, it is possible to use the dropbox plugin. (This should not to be confused with the file sharing program Dropbox.) The Omeka plugin allows contributors to upload digital files in a batch to a space on the server via an FTP program. To use this functionality, follow the steps below:

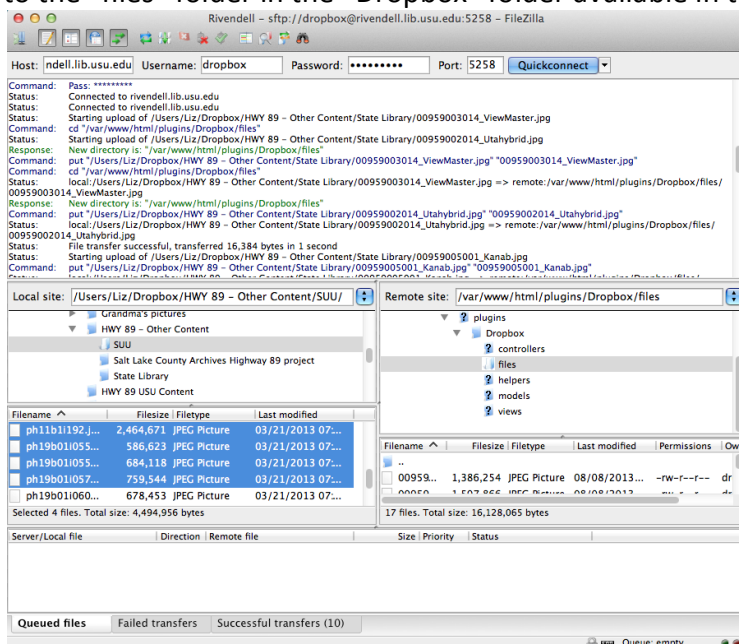
1. Obtain an FTP program
  - a. Recommendations are: Filezilla (<https://filezilla-project.org/download.php>)
2. The FTP program will need the following information:
  - a. Host name
  - b. Username
  - c. Password
  - d. Port
3. For Filezilla users, once the program is installed:
  - a. Go to File > Site Manager
  - b. Click on "New Site" and give it a name
  - c. Fill out the Host and Port fields with the information given above
  - d. Change the Protocol to "SFTP-SSH File Transfer Protocol"
  - e. Change the Logon Type to "Normal"
  - f. Fill in the User and Password with the information given above.
  - g. Click "Connect"

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4. This will automatically connect you to the Omeka server dropbox folder where digital files can be uploaded in large batches.
5. Navigate to the location of the digital files using the lower left windows. Drag files to the right window.
  - a. Be sure to place files in the folder called “files” inside the “Dropbox” folder
6. Another option is to open the files in a separate window and drag and drop the files in to the “files” folder in the “Dropbox” folder available in the right window.



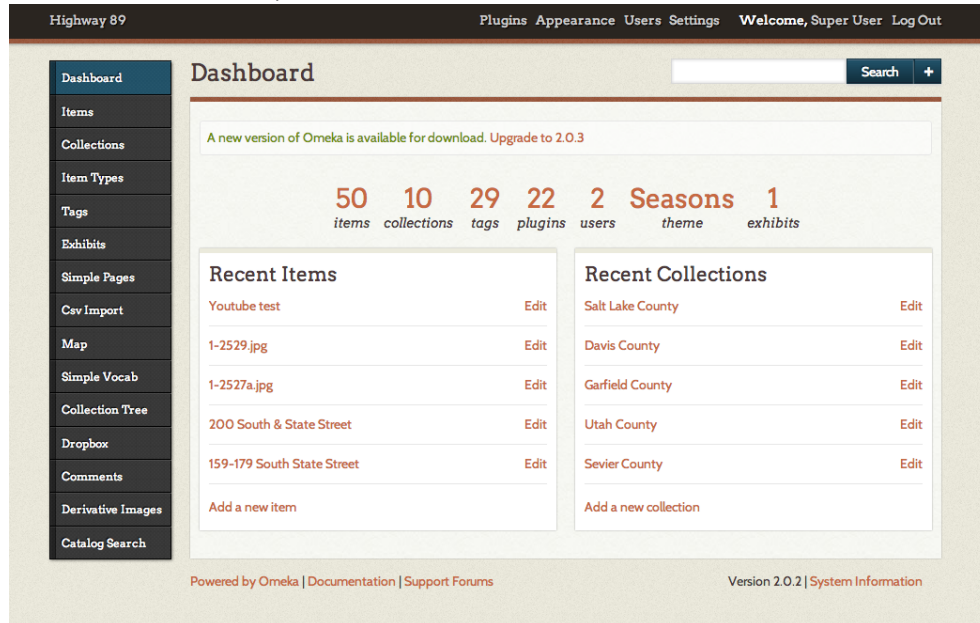
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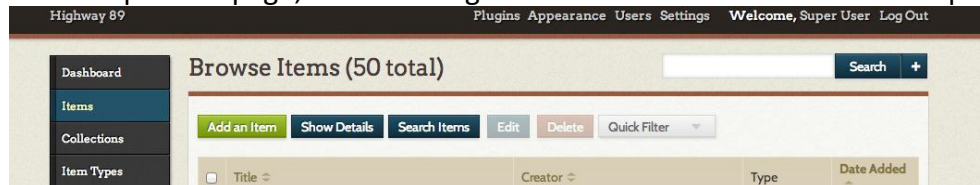
## Metadata uploading

### Uploading individual items

1. From the Dashboard, click on the “Items” in the column list on the left



2. At the top of the page, click on the green “Add an Item” button at the top



3. This will bring you to the section where you can input metadata, upload files, add tags, and mark the location on map. You can choose to start with any of those options that work best for your workflow. For illustrative purposes, this guideline will start with the Dublin Core metadata tab. You can input metadata on the first

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screen that is presented.

The screenshot shows the 'Add an Item' page in Omeka. The left sidebar contains a menu with options: Dashboard, Items (selected), Collections, Item Types, Tags, Exhibits, Simple Pages, Csv Import, Map, Simple Vocab, Collection Tree, Dropbox, Comments, Derivative Images, and Catalog Search. The top navigation bar includes 'Highway 89', 'Plugins Appearance Users Settings', and 'Welcome, Super User Log Out'. The main content area is titled 'Add an Item' and has a search bar. Below the title, there are tabs for 'Dublin Core', 'Item Type Metadata', 'Files', 'Tags', and 'Map'. The 'Dublin Core' tab is active, showing a section titled 'Dublin Core' with a description: 'The Dublin Core metadata element set is common to all Omeka records, including items, files, and collections. For more information see, <http://dublincore.org/documents/dces/>.' The form includes fields for Title, Subject, Description, Creator, and Source, each with an 'Add Input' button and a 'Use HTML' checkbox. On the right, there is an 'Add Item' button, 'Public' and 'Featured' checkboxes, and a 'Collection' dropdown menu.

- a. To add more than one entry in a field (i.e. for adding multiple Subjects or Creators), Click on the green “Add Input” buttons.
4. Item Type Metadata can be added by clicking on the “Item Type Metadata” Option at the top of the page.

The screenshot shows the 'Add an Item' page in Omeka, with the 'Item Type Metadata' tab selected. The left sidebar and top navigation bar are the same as in the previous screenshot. The main content area is titled 'Add an Item' and has a search bar. Below the title, there are tabs for 'Dublin Core', 'Item Type Metadata' (selected), 'Files', 'Tags', and 'Map'. The 'Item Type Metadata' tab is active, showing a section titled 'Item Type Metadata' with an 'Item Type' dropdown menu. On the right, there is an 'Add Item' button, 'Public' and 'Featured' checkboxes, and a 'Collection' dropdown menu.

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- a. Select the item type from the drop down menu and fill in corresponding metadata
5. Next select the file to be uploaded by clicking on the “Files” option at the top

The screenshot shows the Omeka 'Add an Item' interface. The top navigation bar includes 'Highway 89', 'Plugins', 'Appearance', 'Users', 'Settings', 'Welcome, Super User', and 'Log Out'. A left sidebar contains a menu with 'Dashboard', 'Items', 'Collections', 'Item Types', 'Tags', 'Exhibits', 'Simple Pages', 'Csv Import', 'Map', 'Simple Vocab', 'Collection Tree', 'Dropbox', 'Comments', 'Derivative Images', and 'Catalog Search'. The main content area is titled 'Add an Item' and has tabs for 'Dublin Core', 'Item Type Metadata', 'Files', 'Tags', and 'Map'. The 'Files' tab is active. It contains two sections: 'Add New Files' and 'Add Dropbox Files'. The 'Add New Files' section has a text box stating 'The maximum file size is 128 MB.', a 'Choose File' button, and an 'Add Another File' button. The 'Add Dropbox Files' section has a 'Filter files by name:' input field and a table of files. The table has a 'File Name' header and a list of files with checkboxes. The files listed are: 1-2531.jpg, 6-2760.jpg, 6-2776-1.jpg, 6-2776a.jpg, 6-2778a.jpg, 6-2778b.jpg, 8-2423.jpg, 8-2424a.jpg, 8-2424b.jpg, 8-2426-1a.jpg, 8-2426.jpg, omeka-logo.jpg, and Thumbs.db. On the right side of the 'Add New Files' section, there is an 'Add Item' button, 'Public' and 'Featured' checkboxes, and a 'Collection' dropdown menu with a 'Select Below' button. At the bottom of the page, there is a footer with 'Powered by Omeka | Documentation | Support Forums' and 'Version 2.0.2 | System Information'.

- a. At this point, you can browse to the file you want by clicking on the “Choose File” or “Browse” button, or you can select from the options in the “Add Dropbox Files” section. This section contains previously loaded files that were uploaded to the Omeka server via the Omeka plugin “dropbox” (not to be confused with the filesharing service Dropbox). Simply check the box next to the file that will be linked to this metadata record.
- b. You can add multiple files by either clicking the “Add Another File” button and browsing to its location or by checking multiple items under the “Add Dropbox Files” heading.



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- Under the “Tags” tab, enter any tag terms you would like to have associated with the item by typing them into the text box and clicking the green “Add Tags” button. Separate entries with a comma.

The screenshot shows the 'Add an Item' page in Omeka, with the 'Tags' tab selected. The left sidebar contains a menu with options: Dashboard, Items, Collections, Item Types, Tags, Exhibits, Simple Pages, Cav Import, Map, Simple Vocab, Collection Tree, and Dropbox. The main content area has tabs for Dublin Core, Item Type Metadata, Files, Tags, and Map. The 'Tags' tab is active, showing a text input field for 'Add Tags', a 'Separate tags with,' label, and a green 'Add Tags' button. To the right, there is a green 'Add Item' button, checkboxes for 'Public' and 'Featured', and a 'Collection' dropdown menu with a 'Select Below' button. The footer includes 'Powered by Omeka | Documentation | Support Forums' and 'Version 2.0.2 | System Information'.

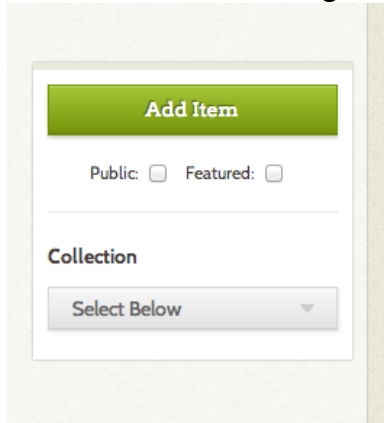
- In the “Maps” tab, you can select the location on the map where the item is associated. Simply type the location in the text box. Google Maps will pinpoint it on the map. You can zoom to the street level to pick the most appropriate spot for your item.

The screenshot shows the 'Add an Item' page in Omeka, with the 'Map' tab selected. The left sidebar is the same as in the previous screenshot. The main content area has tabs for Dublin Core, Item Type Metadata, Files, Tags, and Map. The 'Map' tab is active, showing a 'Find a Location by Address:' label, a text input field containing 'Cedar City Utah', and a green 'Find' button. Below the input field is a Google Map of the United States with a red pin in Utah. To the right, there is a green 'Add Item' button, checkboxes for 'Public' and 'Featured', and a 'Collection' dropdown menu with a 'Select Below' button. The footer includes 'Powered by Omeka | Documentation | Support Forums' and 'Version 2.0.2 | System Information'.

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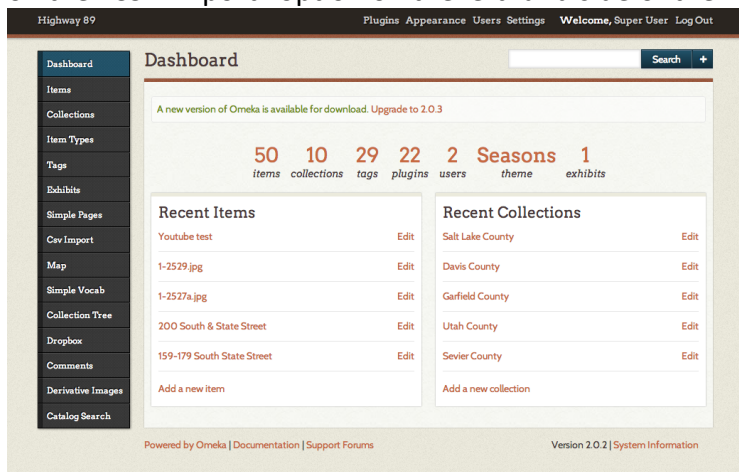
- When all the information is loaded and correct, make sure that the “Public” box is checked. Then click the green “Add Item” button when finished.



## CSV batch files

When importing batch files into Omeka, please note that only one “Item Type” can be uploaded at a time. “Item Types” include Text, Still Image, Audio, Video, etc. So, spreadsheets or batches have to be split by the type of item being uploaded. Each batch upload can only include all Texts or all Still Images, etc.

- Once you have created a CSV file (see [Creating a spreadsheet for CSV import](#)), click on the “CSV Import” option on the lefthand side of the Dashboard.



- The following screen will appear:

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The screenshot shows the Omeka CSV Import interface. At the top, there is a navigation bar with links: Highway 89, Plugins, Appearance, Users, Settings, Welcome, Super User, and Log Out. On the left, a sidebar menu lists various site functions: Dashboard, Items, Collections, Item Types, Tags, Exhibits, Simple Pages, Csv Import (highlighted), Map, Simple Vocab, Collection Tree, Dropbox, Comments, Derivative Images, and Catalog Search. The main content area is titled 'CSV Import' and has two tabs: 'Import Items' (active) and 'Status'. Below the tabs, the heading 'Step 1: Select File and Item Settings' is displayed. The form includes several fields: 'Upload CSV File\*' with a 'Choose File' button and a note 'Maximum file size is 128 MB.'; 'Use an export from Omeka CSV Report' with an unchecked checkbox and a note 'Selecting this will override the options below.'; 'Automap Column Names to Elements' with a checked checkbox and a note 'Automatically maps columns to elements based on their column names. The column name must be in the form: {ElementSetName}:{ElementName}'; 'Select Item Type' with a dropdown menu showing 'Still Image'; 'Select Collection' with a dropdown menu showing 'Salt Lake County'; 'Make All Items Public?' with a checked checkbox; 'Feature All Items?' with an unchecked checkbox; 'Choose Column Delimiter\*' with a text input field containing a comma and a note 'A single character that will be used to separate columns in the file (comma by default). Note that spaces, tabs, and other whitespace are not accepted.'; 'Choose Tag Delimiter\*' with a text input field containing a comma and a note 'A single character that will be used to separate tags within a cell (comma by default). Note that spaces, tabs, and other whitespace are not accepted.'; and 'Choose File Delimiter' with a text input field containing a comma and a note 'A single character that will be used to separate file paths or URLs within a cell (comma by default). If the delimiter is empty, then'.

3. Under the Import Items tab, click on the “Choose File” button and browse to the location of your file.

This screenshot shows the same Omeka CSV Import interface as the previous one, but with a file selected. The 'Choose File' button is now labeled with the filename 'Highway\_89\_m...-edited.csv'. The rest of the interface, including the sidebar and other form fields, remains the same.

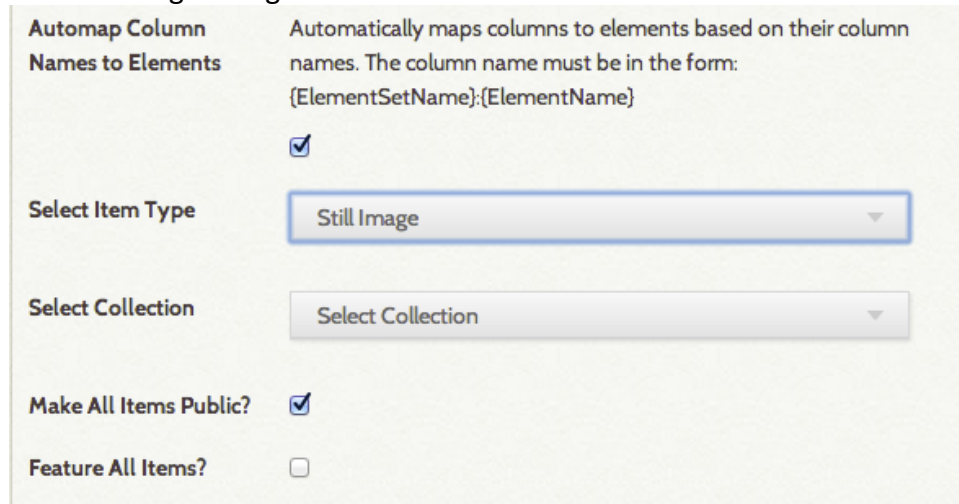


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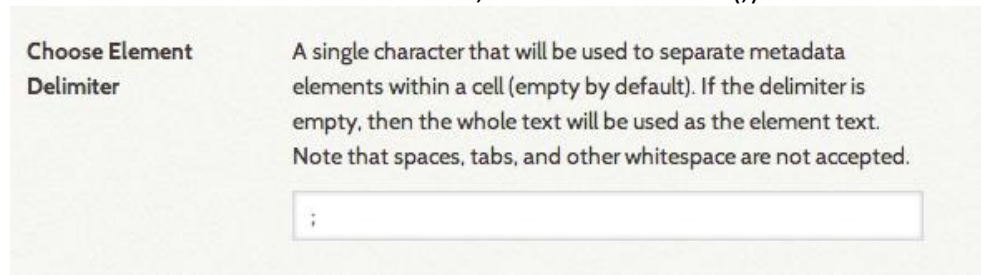
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4. The following settings should be selected:

A screenshot of the Omeka upload settings form. The form has a light beige background. It contains several settings: 'Automap Column Names to Elements' with a description and a checked checkbox; 'Select Item Type' with a dropdown menu showing 'Still Image'; 'Select Collection' with a dropdown menu showing 'Select Collection'; 'Make All Items Public?' with a checked checkbox; and 'Feature All Items?' with an unchecked checkbox.

<b>Automap Column Names to Elements</b>	Automatically maps columns to elements based on their column names. The column name must be in the form: {ElementSetName}:{ElementName}
	<input checked="" type="checkbox"/>
<b>Select Item Type</b>	Still Image
<b>Select Collection</b>	Select Collection
<b>Make All Items Public?</b>	<input checked="" type="checkbox"/>
<b>Feature All Items?</b>	<input type="checkbox"/>

- “Automap Column Names to Elements” should be checked.
  - “Select Item Type” should be set to the item type for the objects being imported
    - Note that only one item type can be imported at a time. Images and text documents (for instance) need to be uploaded in separate batches.
  - Leave the “Select Collection” drop down menu as “Select Collection”.
  - Check “Make All Items Public” and “Feature All Items”, if you want your items to be public or featured. You can do this in bulk or individually later on in the process, as well.
5. By default, the “Choose Tag Delimiter\*” and “Choose File Delimiter” will be preloaded with a comma (,). There is no need to change this.
6. For the “Choose Element Delimiter”, enter a semicolon (;) into the field.

A screenshot of the 'Choose Element Delimiter' field. It has a title 'Choose Element Delimiter' and a description: 'A single character that will be used to separate metadata elements within a cell (empty by default). If the delimiter is empty, then the whole text will be used as the element text. Note that spaces, tabs, and other whitespace are not accepted.' Below the text is a text input field containing a semicolon (;).

<b>Choose Element Delimiter</b>	A single character that will be used to separate metadata elements within a cell (empty by default). If the delimiter is empty, then the whole text will be used as the element text. Note that spaces, tabs, and other whitespace are not accepted.
	<input type="text" value=";"/>

7. Click Next
8. Labeled fields should be automatically mapped (via the “Automap” function checked in step 4.) In the “Map to Element” column, check for fields with the status “Select

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Below”. These fields are unmapped. Select the appropriate field from the dropdown menu to map them to.

**CSV Import**

Import Items **Status**

**Step 2: Map Columns To Elements, Tags, or Files**

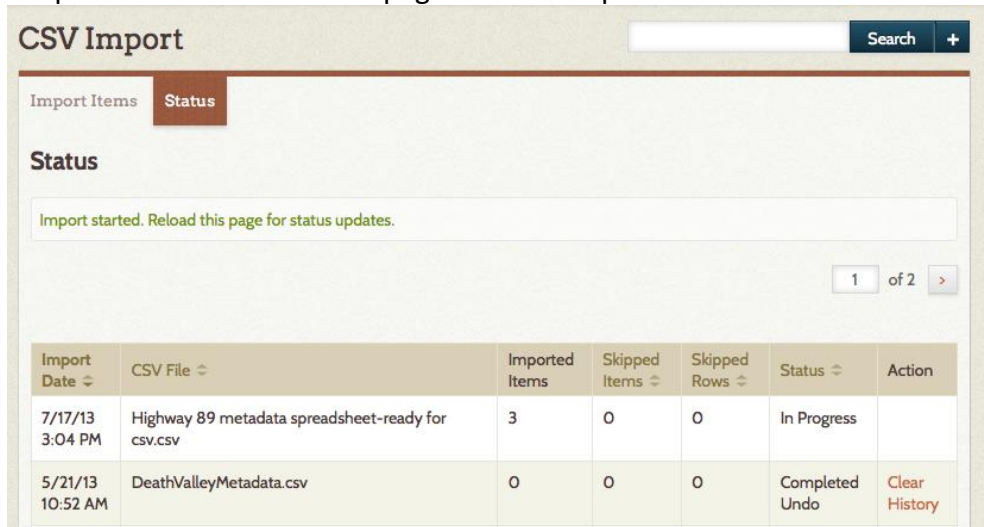
	Example from CSV File	Map To Element	Use HTML?	Tags?	Files?
Dublin Core:Title	"Dixie National Forest sign"	Title	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dublin Core:Description	"Entrance portal to DNF on Highway 89 SE entrance"...	Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dublin Core:Creator	""	Creator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dublin Core:Contributor	"Dixie National Forest"	Contributor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dublin Core:Subject	"Signs and Signboards--Dixie National Forest (Utah)"	Subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item Type:Original Format	"Photographs; Black and white photographs"	Select Below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dublin Core:Publisher	""	Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dublin Core:Date	""	Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dublin Core:Spatial Coverage	"Kane County (Utah)"	Select Below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dublin Core:Temporal Coverage	"1937-1953"	Temporal Coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dublin Core:Language	"eng"	Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dublin Core:Source	"Southern Utah University"	Source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Check “Use HTML?” for any fields that include links or other HTML coding.
  - a. Possible fields include: “Finding Aids,” “Purchasing Information,” and “Where else is this item found?”
10. Check “Tags?” for fields that will be indexed into tags.
11. Click “Import “ when finished

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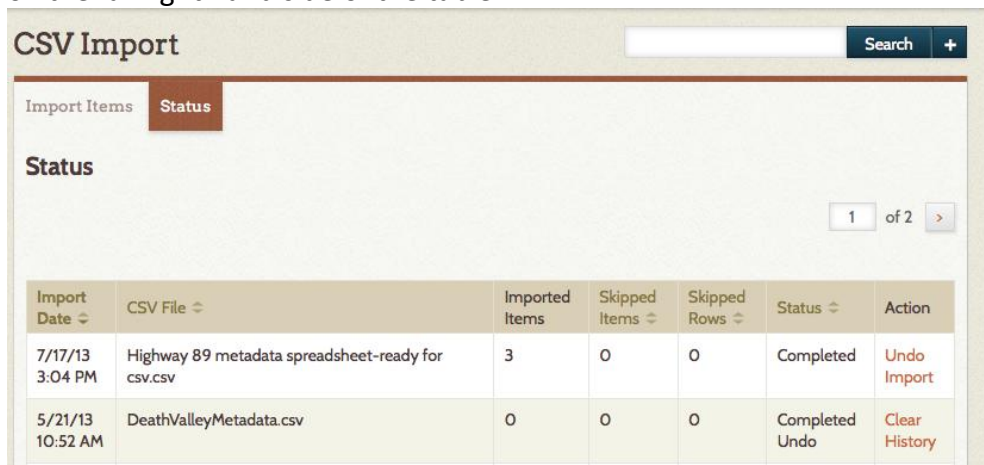
12. While importing, the status will read: “In progress” and Omeka will display the message: “Import started. Reload this page for status updates.”



The screenshot shows the 'CSV Import' interface with the 'Status' tab selected. A message box at the top states: 'Import started. Reload this page for status updates.' Below this is a table with two rows of import data. The first row, dated 7/17/13 at 3:04 PM, shows 3 items imported and is in 'In Progress' status. The second row, dated 5/21/13 at 10:52 AM, shows 0 items imported and is in 'Completed' status with 'Undo' and 'Clear History' links.

Import Date	CSV File	Imported Items	Skipped Items	Skipped Rows	Status	Action
7/17/13 3:04 PM	Highway 89 metadata spreadsheet-ready for csv.csv	3	0	0	In Progress	
5/21/13 10:52 AM	DeathValleyMetadata.csv	0	0	0	Completed	Undo Clear History

13. Reload the page to see the status of the job. When finished, the status will read “Completed”. If the items are not satisfactory, something was forgotten, or for any reason you need to delete the items added, you can do so by clicking on “Undo Import” on the far right hand side of the table.



The screenshot shows the 'CSV Import' interface with the 'Status' tab selected. The message box is no longer present. The table now shows the first row with a status of 'Completed' and an 'Undo Import' link. The second row remains in 'Completed' status with 'Undo' and 'Clear History' links.

Import Date	CSV File	Imported Items	Skipped Items	Skipped Rows	Status	Action
7/17/13 3:04 PM	Highway 89 metadata spreadsheet-ready for csv.csv	3	0	0	Completed	Undo Import
5/21/13 10:52 AM	DeathValleyMetadata.csv	0	0	0	Completed	Undo Clear History

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14. This completes the upload of the metadata. To attach the digital files to each metadata record, click on the “Items” button the far left hand side of the screen.

The screenshot shows the 'CSV Import' status page in Omeka. On the left is a sidebar menu with options: Dashboard, Items, Collections, Item Types, Tags, Exhibits, Simple Pages, Csv Import (highlighted), Map, Simple Vocab, Collection Tree, Dropbox, Comments, Derivative Images, and Catalog Search. The main content area is titled 'CSV Import' and has a 'Status' tab selected. Below the tab is a table showing the import status of various CSV files.

Import Date	CSV File	Imported Items	Skipped Items	Skipped Rows	Status	Action
8/6/13 11:44 AM	Highway_89_metadata_spreadsheet-edited.csv	10	0	0	Completed	Undo Import
8/2/13 11:00 AM	Highway_89_metadata_spreadsheet-edited.csv	10	0	0	Completed	Undo Import
8/2/13 10:58 AM	Highway_89_metadata_spreadsheet-edited.csv	0	0	0	Completed	Clear History
7/17/13 3:04 PM	Highway 89 metadata spreadsheet-ready for csv.csv	3	0	0	Completed	Undo Import
5/21/13 10:52 AM	DeathValleyMetadata.csv	0	0	0	Completed	Clear History
5/21/13 10:44 AM	DeathValleyMetadata.csv	0	0	0	Completed	Clear History

15. This will bring you to a list of items in the Highway 89 collection. The most recently added (i.e. the CSV spreadsheet imported in the steps above) will be displayed first. Selected an item and click “Edit” beneath item title (look for “Details – Edit – Delete”).

The screenshot shows the 'Browse Items' page in Omeka, displaying a list of items in the Highway 89 collection. The sidebar menu is the same as in the previous screenshot, with 'Items' highlighted. The main content area is titled 'Browse Items (74 total)' and has a search bar and a 'Quick Filter' dropdown. Below the search bar is a table listing items with their titles, creators, types, and dates added.

Title	Creator	Type	Date Added
89 image Details · Edit · Delete		Still Image	Aug 6, 2013
Welcome Market Details · Edit · Delete	Crawford, J.L. (Jasper Louis), 1914-2010	Still Image	Aug 6, 2013
Courthouse Details · Edit · Delete	Crawford, J.L. (Jasper Louis), 1914-2010	Still Image	Aug 6, 2013
Canyon Lodge Details · Edit · Delete	Crawford, J.L. (Jasper Louis), 1914-2010	Still Image	Aug 6, 2013
Drug Store Details · Edit · Delete	Crawford, J.L. (Jasper Louis), 1914-2010	Still Image	Aug 6, 2013
S. and C. Mercantile Details · Edit · Delete	Crawford, J.L. (Jasper Louis), 1914-2010	Still Image	Aug 6, 2013
Panguitch Carnegie Library Details · Edit · Delete	Crawford, J.L. (Jasper Louis), 1914-2010	Still Image	Aug 6, 2013
Color Country Motel Details · Edit · Delete	Crawford, J.L. (Jasper Louis), 1914-2010	Still Image	Aug 6, 2013

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16. On the subsequent screen, bypass the “Dublin Core” and “Item Type Metadata” tabs (unless you need to edit the metadata you just imported - these have already been prefilled with the metadata in the CSV file just imported.) Go to the “Files” tab to select

The screenshot shows the Omeka 'Add an Item' interface. The top navigation bar includes 'Highway 89', 'Plugins', 'Appearance', 'Users', 'Settings', 'Welcome, Super User', and 'Log Out'. A left sidebar contains a menu with 'Dashboard', 'Items', 'Collections', 'Item Types', 'Tags', 'Exhibits', 'Simple Pages', 'Csv Import', 'Map', 'Simple Vocab', 'Collection Tree', 'Dropbox', 'Comments', 'Derivative Images', and 'Catalog Search'. The main content area is titled 'Add an Item' and has tabs for 'Dublin Core', 'Item Type Metadata', 'Files', 'Tags', and 'Map'. The 'Files' tab is active. It contains two sections: 'Add New Files' and 'Add Dropbox Files'. The 'Add New Files' section has a text box stating 'The maximum file size is 128 MB.', a 'Find a File' input field, a 'Choose File' button, and an 'Add Another File' button. The 'Add Dropbox Files' section has a 'Filter files by name:' input field and a table of files. The table has a 'File Name' header and a list of files with checkboxes. The files listed are: 1-2531.jpg, 6-276O.jpg, 6-2776-1.jpg, 6-2776a.jpg, 6-2778a.jpg, 6-2778b.jpg, 8-2423.jpg, 8-2424a.jpg, 8-2424b.jpg, 8-2426-1a.jpg, 8-2426.jpg, omeka-logo.jpg, and Thumbs.db. To the right of the 'Add New Files' section is a sidebar with an 'Add Item' button, 'Public' and 'Featured' checkboxes, and a 'Collection' dropdown menu with a 'Select Below' button. At the bottom of the page, it says 'Powered by Omeka | Documentation | Support Forums' and 'Version 2.0.2 | System Information'.

- At this point, you can browse to the file you want by clicking on the “Choose File” or “Browse” button, or you can select from the options in the “Add Dropbox Files” section. This section contains previously loaded files that were uploaded to the Omeka server via the Omeka plugin “dropbox” (not to be confused with the filesharing service Dropbox). Simply check the box next to the file that will be linked to this metadata record.
- You can add multiple files by either clicking the “Add Another File” button and browsing to its location or by checking multiple items under the “Add Dropbox Files” heading.



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17. Under the “Tags” tab, enter any tag terms you would like to have associated with the item by typing them into the text box and clicking the green “Add Tags” button. Separate entries with a comma.

The screenshot shows the 'Add an Item' form in the Omeka interface. The 'Tags' tab is selected, and the 'Add Tags' text box is empty. The 'Add Tags' button is green. The 'Add Item' button is also green. The 'Public' and 'Featured' checkboxes are unchecked. The 'Collection' dropdown menu is set to 'Select Below'. The footer shows 'Powered by Omeka | Documentation | Support Forums' and 'Version 2.0.2 | System Information'.

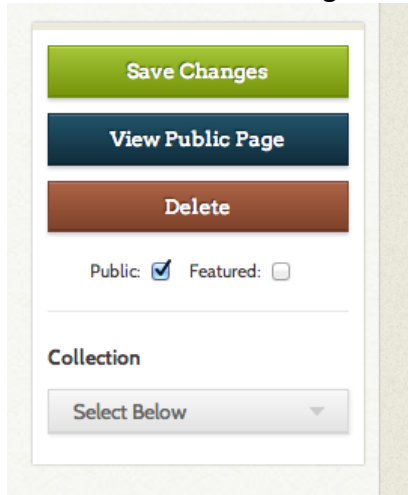
18. In the “Maps” tab, you can select the location on the map where the item is associated. Simply type the location in the text box. Google Maps will pinpoint it on the map. You can zoom to the street level to pick the most appropriate spot for your item.

The screenshot shows the 'Add an Item' form in the Omeka interface. The 'Map' tab is selected, and the 'Find a Location by Address' text box contains 'Cedar City Utah'. The 'Find' button is green. The map shows the location of Cedar City, Utah, with a red pin. The 'Add Item' button is green. The 'Public' and 'Featured' checkboxes are unchecked. The 'Collection' dropdown menu is set to 'Select Below'. The footer shows 'Powered by Omeka | Documentation | Support Forums' and 'Version 2.0.2 | System Information'.

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19. When all the information is loaded and correct, make sure that the “Public” box is checked. Then click the green “Save Changes” button when finished.



Save Changes

View Public Page

Delete

Public: ☒ Featured: ☐

Collection

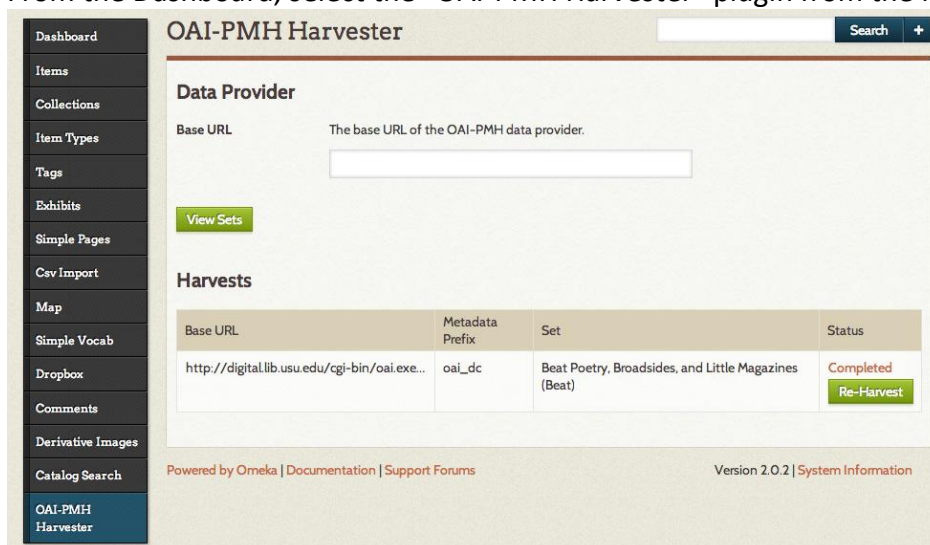
Select Below

## OAI Harvesting

Omeka allows for OAI-PMH harvesting for collections that have already been uploaded with metadata to another repository. The repository must be OAI Compliant in order for metadata to be harvested.

**NOTE: Omeka only harvests simple Dublin Core.** *Qualified Dublin Core is not an option at this time.* Use the following steps to harvest content from your OAI Compliant repository:

1. From the Dashboard, select the “OAI-PMH Harvester” plugin from the left hand menu



OAI-PMH Harvester

Search +

Data Provider

Base URL The base URL of the OAI-PMH data provider.

View Sets

Harvests

Base URL	Metadata Prefix	Set	Status
http://digital.lib.usu.edu/cgi-bin/oai.exe...	oai_dc	Beat Poetry, Broadside, and Little Magazines (Beat)	Completed Re-Harvest

Powered by Omeka | Documentation | Support Forums

Version 2.0.2 | System Information

2. Enter the base URL for your repository in the search bar using the following formula:

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- a. **baseURL/request**
  - i. i.e. <http://digital.lib.usu.edu/cgi-bin/oai.exe/request>

**OAI-PMH Harvester**

**Data Provider**

**Base URL** The base URL of the OAI-PMH data provider.

<http://digital.lib.usu.edu/cgi-bin/oai.exe/request>

[View Sets](#)

3. Click on “View Sets”.
4. A list of collection sets will be displayed. Select the collection set you wish to harvest and click “Go”.

Harvest a set:

Set	Set Spec	Harvest
Alfred G. Erickson Photograph Collection	erickson	<a href="#">oai_dc</a> <a href="#">Go</a>
Bear Lake Monster	bearlakemon	<a href="#">oai_dc</a> <a href="#">Go</a>
Bear River Watershed	Bear	<a href="#">oai_dc</a> <a href="#">Go</a>

5. The status of the harvest will read “In Progress” until the harvesting process is finished. Refresh the page to see if the status has been updated to completed.

**Harvests**

Base URL	Metadata Prefix	Set	Status
<a href="http://digital.lib.usu.edu/cgi-bin/oai.exe...">http://digital.lib.usu.edu/cgi-bin/oai.exe...</a>	oai_dc	De Villers Book of Hours (devillers)	In Progress
<a href="http://digital.lib.usu.edu/cgi-bin/oai.exe...">http://digital.lib.usu.edu/cgi-bin/oai.exe...</a>	oai_dc	Beat Poetry, Broad­sides, and Little Magazines (Beat)	Completed <a href="#">Re-Harvest</a>

6. The metadata records will be populated in Omeka and available for editing, viewing, or attaching files through the “Items” button on the sidebar. (See [CSV Batch Files](#), steps



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15-19 for instructions on editing items and attaching files to imported metadata records.)

7. Return to the OAI-PMH Harvester to re-harvest a collection when new items are added or edits are made to existing metadata records in the original repository. Simply find the collection in the Harvests list and click on the “Re-harvest” button.

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## Appendices

### Appendix 1 – Metadata Template

This is an example of a metadata template that could be used for import into Omeka. Please note that the final spreadsheet imported into Omeka would include only the “Mapping” and the actual metadata.

Field Name	Mapping	Instructions	Example
Title	Dublin Core:Title	Unique name for the item	<i>Hunting party with game</i>
Abstract	Dublin Core:Abstract	Summary of the contents of the resource.	
Description	Dublin Core:Description	Description of the item, focusing on the subject matter.	<i>Hunting party with game, boasting "198 Ducks in 3 hours" October 1, 1908.</i>
Creator	Dublin Core:Creator	List the main creator(s) of the intellectual content of the digital object. Strongly recommend LC formatted names. SEE authorities.loc.gov	<i>DeWitt, Sandra, 1880-1943;</i>
Contributor	Dublin Core:Contributor	Use LCSH to list any secondary contributors to the intellectual content of the item (editors, compilers, etc.)	<i>Palmer, Kent, 1878-1936;</i>
Subject	Dublin Core:Subject	Describe what the item is about. Strongly recommend LCSH or AAT. Separate entries with a semicolon (;).	<i>Logan Canyon (Utah)--Photographs; Hunting--Utah--Logan Canyon;</i>
Genre	Dublin Core:Medium	Optional. Describe what the original item is. Recommend the AAT, TGN or LCGFT. Separate entries with a semicolon (;).	<i>Photographs; Black and white photographs;</i>
Publisher (Original)	Dublin Core:Publisher	List the original publisher (if applicable), not the digitizer	<i>IDK Publishing, Inc.</i>
Date (Original)	Dublin Core:Date	Use YYYY-MM-DD format or YYYY-YYYY for date ranges	<i>1908-10-01</i>
Geographic Location	Dublin Core:Spatial Coverage	List the places or areas described by the item, not the place of publication. Separate entries with a semi-colon (;).	<i>Logan Canyon (Utah); Cache County (Utah); Utah; United States;</i>
Field Name	Mapping	Instructions	Example

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Time Periods	Dublin Core:Temporal Coverage	Decade and century ranges that the item covers, not necessarily the publication date. Separate entries with a semi-colon (;).	<i>1900-1909; 20th century;</i>
Language	Dublin Core:Language	Use the ISO 639-3 three letter code : <a href="http://www-01.sil.org/iso639-3/codes.asp">http://www-01.sil.org/iso639-3/codes.asp</a>	<i>eng;</i>
Source	Dublin Core:Source	List the source of the item, typically using the Institution name that it comes from, along with the physical collection or location information.	<i>Utah State University, Merrill-Cazier Library, Special Collections and Archives, Dewitt/Palmer Family Photograph Collection, P0124 1:07:01</i>
Finding Aids	Dublin Core:Is Referenced By	List the URL of any finding aids for the Original Collection that the physical copy belonged to, if available. Please use the <a href="#">&lt;a href="URL"&gt;URL&lt;/a&gt;</a> format so that Omeka will recognize it as a link and not as text.	<i><a href="http://uda-db.orbiscascade.org/findaid/ark:/80444/xv30398">http://uda-db.orbiscascade.org/findaid/ark:/80444/xv30398</a></i> <i><a href="http://uda-db.orbiscascade.org/findaid/ark:/80444/xv30398">http://uda-db.orbiscascade.org/findaid/ark:/80444/xv30398</a></i>
Holding Institution	Dublin Core:Rights Holder	List the name of the institution that holds the original.	<i>Utah State University, Merrill-Cazier Library, Special Collections and Archives</i>
Rights	Dublin Core:Rights	Describe the copyright status of the item, along with the copyright holder and contact information.	<i>Reproduction for publication, exhibition, web display or commercial use is only permissible with the consent of the USU Libraries Photograph Curator, phone (435) 797-0890.</i>
Purchasing Information	Item Type Metadata:Purchasing Information	Describe the process for ordering copies of this item from the holding institution. Include any URLs in the <a href="#">&lt;a href="URL"&gt;URL&lt;/a&gt;</a> format.	<i>To order photocopies, scans, or prints of this item for fair use purposes, please see Utah State University's Reproduction Order Form at: <a href="https://library.usu.edu/specol/using/index.php">https://library.usu.edu/specol/using/index.php</a></i> <i><a href="https://library.usu.edu/specol/using/index.php">https://library.usu.edu/specol/using/index.php</a></i>
Digital Collection	Dublin Core:Is Part Of	If applicable - list the name of the digital collection this item is coming from	<i>Regreening of Cache Valley</i>
Digital Publisher	Item Type Metadata:Publisher	Name of institution/entity that scanned the item	<i>Digitized by : Utah State University, Merrill-Cazier Library</i>
Date Digital	Item Type Metadata:Date Digital	Use YYYY-MM-DD format	<i>2012-05-03</i>
Type	Dublin Core:Type	See Appendix 2	<i>Image;StillImage;</i>
Format	Dublin Core:Format	See Appendix 2	<i>image/jpeg;</i>
Transcription	Item Type Metadata:Transcription	Insert transcript text, if available	
Tag	tags	Keywords describing the item that you would like to be used in a tag cloud. Separate entries with a comma (,).	<i>Wild Game, Hunting</i>
Identifier	Dublin Core:Identifier	Unique filename for the digital object	<i>P0124 1-07-01.jpg</i>
Field Name	Mapping	Instructions	Example

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Local URL	Item Type Metadata:Local URL	Optional. URL for item that is already available online or housed in a Content Management System that you would like users to be able to access. Use the <code>&lt;a href="URL"&gt;URL&lt;/a&gt;</code> format to ensure that Omeka displays it as a link and not as text.	<code>&lt;a href="http://digital.lib.usu.edu/cdm/singleitem/collection/regreening/id/378/rec/92"&gt;http://digital.lib.usu.edu/cdm/singleitem/collection/regreening/id/378/rec/92&lt;/a&gt;</code>
Conversion Specs	Item Type Metadata: Conversion Specs	Describe the process, equipment and specifications used to convert the item into its digital format.	<i>Scanned by Utah State University, Merrill-Cazier Library using Epson Expression 10000 scanner, at 800 dpi. Archival file is uncompressed TIFF (800 dpi); display file is JPEG2000.</i>
Height	Item Type Metadata:Height	Digital file height	2733
Width	Item Type Metadata: Width	Digital file width	4013
File Size	Item Type Metadata:File Size	Digital file size	1075549 Bytes
Scanning Resolution	Item Type Metadata:Scanning resolution	DPI/PPI resolution of file	800
Colorspace	Item Type Metadata:Colorspace		Grayscale
Checksum	Item Type Metadata:Checksum		3029010697

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### Appendix 2 – Controlled Vocabularies

Type	Format
Collection	application/vnd.ms-excel
Dataset	application/vnd.ms-powerpoint
Event	audio/aiff*
Image	audio/flac*
Image;MovingImage	audio/mp4
Image;StillImage	audio/mpeg
InteractiveResource	audio/wav*
MovingImage	audio/wma*
PhysicalObject	audio/x-realaudio*
Service	image/gif
Software	image/jp2
Sound	image/jpeg
StillImage	image/png
Text	image/tiff
	image/vnd.adobe.photoshop
	image/vnd.djvu
	text/css
	text/csv
	text/plain
	text/html
	text/rtf
	text/xml
	video/avi*
	video/mjp2*
	video/mp4
	video/mpeg
	video/quicktime
	video/wmv*
	video/x-flv*
	video/x-realvideo*