

# Level 3 OHMS Index

HIS 601/HON 451

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## Purpose

In this assignment, one of two most important of the semester, you must create a Level 3 index of your oral history interview in OHMS. These indexes serve multiple purposes. A detailed index enables researchers to do word and subject searches of your interview, finding the exact moment in the audio the end-user is searching for. By indexing, you can animate your interview with images, documents, and GPS coordinates, grounding the life experiences and thoughts of your narrator in the history of the early 1900s. Level 3 indexing is also itself a form of aural history curation and digital storytelling that will prepare you for your digital storytelling project. This process will make your interview accessible and discoverable to future users, and also make it easier for you and your classmates to use for subsequent assignments.

## Learning Outcomes

- 1) Continue to hone skills in close listening in order to fully engage with an interview.
- 2) Gain ability to index and create metadata for an oral history interview using discipline best practices.
- 3) Develop skills in thinking about relationships among various media, including oral histories, photographs, place based objects, and other primary sources.
- 4) Develop the ability to condense the most significant aspects of your interview into meaningful synopses, keywords, and titles that communicate to readers the essential aspects of the interview.
- 5) Fluency with a cutting-edge digital oral history tool.

## Tutorials and help:

Getting Started ([http://www.oralhistoryonline.org/wp-content/uploads/2016/05/OHMS\\_Getting\\_Started\\_v2218.pdf](http://www.oralhistoryonline.org/wp-content/uploads/2016/05/OHMS_Getting_Started_v2218.pdf) see sections 5.0 through 5.2)

Indexing Oral Histories in OHMS: An Overview (<http://www.oralhistoryonline.org/wp-content/uploads/2013/06/OHMS-Indexing-guide-5-15-14.pdf>)

OHMS Indexing Levels: Level 3 (video: <https://youtu.be/yImE3m1zSf8>)

## Your task

### Step 1

#### Preliminaries

See the OHMS Style Guide and the Writing Guidelines.

Take a look at the best indexes from Fall 2014:

- Ruth Wright Hayre (<https://goinnorth.org/ruth-wright-hayre-interview>)
- Hughsey Childs (<https://goinnorth.org/hughsey-childs-interview>)

Pay attention to the segment titles. Consider for yourself, what does a good title look like? Do you have a good idea what each segment is about based on the segment titles?

As you will see, these indexes have around 16 segments total. This will vary from interview to interview. Eight segments per hour is too few; 25 is too many. The Nunn Center recommends 15-20 segments per hour.

#### Making a Plan, Gathering Sources

Before you begin working in OHMS, spend time with both the audio of your interview and its transcript. Make notes in the transcript where logical breaks occur, particularly when the interview shifts to a new topic. Note what these topics and themes are.

Also make note of anything which may merit a hyperlink, GPS coordinates, image, newspaper article, or other primary source (even if you currently do not know what that specific source may be). These may be places, individuals, organizations, or other proper nouns—or anything else that you think of that works to make connections.

- Gather the appropriate hyperlinks to external webpages.
- Find GPS coordinates by using Google Map. Find an address, city, intersection, etc, right click on the spot, and select <What's Here?>. Under the search box, an info card with coordinates will appear. **Provide Professor Hardy with a list of place names that you cannot find, such as churches or businesses, that may no longer exist on a Google map.**
- Familiarize yourself with the Digital Archive in Omeka. Search and browse to see if there are items in the archive that may be appropriate for you to use in your OHMS index. Be sure to look here first before finding loading additional sources.
- Images can only be added via URL. First, create an item for the image you want to use in Omeka, using appropriate metadata, and loading the "raw" image. Also make an appropriate "cooked" image with PhotoShop. Load that image too. Retrieve the URL

for the image (from the item view right click (PC) or control click (Mac) on the image and select <copy image URL>.

- Each of you will find a folder in Google Drive for you to upload all images/articles you plan to use in your index THAT ARE NOT ALREADY IN OMEKA. This means you will need to download from internet, save with a clear and descriptive file name, and re-upload to Drive. Also create a Document or Spreadsheet in your folder listing the images by file name, where you found them (url), what collection they are from, date, creator, and any rights information you can locate. We will play by copyright rules, so we need to be sure you are clear to use your images. We can also help suggest better images.

## Step 2

Log in to OHMS at <https://ohms.uky.edu/> (be sure to change your password).

Find your assigned interview in the list of Goin' North interviews in the <Interview Manager>. Select <Index>.

As you begin listening to the audio of your interview, create Tags for each new section, as you have previously identified using the transcript. For each Tag, you will provide the following metadata (as outlined on pages 5-14 of [Indexing Interviews in OHMS: An Overview](#)).

*\* indicates required fields for this assignment. **Provide hyperlinks or GPS coordinates for everything that you can; some interviews will have a ton of places to map and images to show, while others will have few.***

*\*Time Stamp:* OHMS will create this automatically when you hit the Tag button. Be sure it is in the spot where you want it, often prior to a new question.

*\*Partial Transcript:* OHMS recommends the first 140 or so characters of the segment, but just from the first speaker. See the Lillie McKnight interview's partial transcript: "How old are you, Lillie?"

*\*Segment Title:* A brief description that serves as a chapter title. See [Indexing Interviews in OHMS: An Overview](#) page 8-9 for title best practices.

*Subjects:* We will leave this blank for Nunn Center for Oral History archivists to fill in using Library of Congress Subject Headings.

\**Keywords*: Provide words that you think would help someone search for a topic within this interview. Try to use words found within the interview (like “live-in” or “nursing” to describe work as a domestic) as well as words someone searching might use (“domestic” or “housekeeper”). Separate keywords with semicolons. See more suggestions for creating keywords in [Indexing Interviews in OHMS: An Overview](#) pages 11-12.

\**Segment Synopsis*: Write 2-4 sentences briefly describing the content of this section. Refer to the interviewee and interviewer by last name.

*GPS Coordinates*: When the interviewee mentions specific locations, find the GPS coordinates using Google Maps and enter those here.

*GPS Zoom*: Defaults to 17. Increase number if you need to zoom in tighter (you can adjust this after previewing).

*GPS Description*: The label for the GPS coordinates you have provided. This does not need to be more than the name of the place linked, unless it merits some explanation.

Example: University of Pennsylvania (Philadelphia, Pa), Isadore Martin's alma mater.

*Hyperlink*: Use this field to link to any external resources, including Omeka items, websites, newspaper articles, primary sources, Wikipedia entries, or images.

- For images and primary sources, you must first load the image as an item in Omeka. Once you have created it, view the public image, click to enlarge it, right click (PC) or Control click (Mac) on the image to select <Copy Image Address>. This url should end in .jpg.
- For newspaper excerpts, create an Omeka item of the newspaper PDF. Create an appropriate and legible crop of the newspaper PDF using PhotoShop, removing pink highlighting from your ProQuest search (if you don't know how, please ask). Save the cropped version as a jpg. Add the jpg as a second file associated with the same Omeka item. Then you can treat it as an image, as above. Below are a good and poor example of newspaper articles in the Omeka Digital Archive:
  - [“Don't Like Service, You Can Stay Out”](#) (nicely cropped, easy to read)
  - [“Citizens Republican Club has Long Colorful History”](#) (too lengthy, illegible)

- For websites where users can learn more about the subject, simply add the link to the website.

*Hyperlink Description:* The text here will serve as the linkable text to the resource. You must include a proper and full citation to the resource and credit line for images.

Examples:

*Website:* Charlene Mires, "National Freedom Day," The Encyclopedia of Greater Philadelphia, 2012.

*Image:* "Citizen's and Southern Bank and Trust Company, Board of Directors," c. 1920. William Still Collection, Charles L. Blockson Afro-American Collection, Temple University Libraries.

*Newspaper article (\*\*\*)please note -- Tribune articles **MUST** include the credit line):*

"The Moral South," Philadelphia Tribune, April 25, 1914. Used by permission of the Philadelphia Tribune Company, Inc. All rights reserved. The Philadelphia Tribune, with 130 years of continuous publication, is the oldest newspaper in the United States serving the African-American community.

### **Step 3**

Create a Wish List of images and documents that will help you animate topics covered in the interview that you have not been able to find, and hope exist somewhere. Please write an email to your professors this Wish List of the most important images and sources that you have not been able to find on your own and we'll see what we can do to help.

### **Evaluation Rubric (100 points, 25% of course grade)**

10 points: Demonstration of engagement with and understanding of the themes and topics of the interview

10 points: Completion of metadata for each tag

10 points: Creation of appropriate titles following OHMS best practices

10 points: Creation of keywords for each tag

10 points: Completion of segment synopses in way that makes the interview content searchable and transparent

50 points: Use of hyperlinks and GPS coordinates to appropriate, creative, and relevant resources

## **Our Standards**

**Excellent Index:** Follows all best practices for Level 3 Index, including aiming for 3 or more keywords for each tag, creative and relevant hyperlinking to external resources and images and the inclusion of GPS coordinates to place-based objects. Demonstrates detailed knowledge of the interview and its themes and topics.

**Good Index:** Follows most best practices for Level 3 Index, but does not take full advantage keywords or of hyperlinking to external resources and images and the inclusion of GPS coordinates to place-based objects. Demonstrates solid knowledge of the interview and its themes and topics.

**Passing Index:** Uses some best practices for Level 3 Index, but does not fully engage by taking advantage of keyword, hyperlinking, and GPS coordinates fields. Some fields do not contain relevant or complete data. Does not demonstrate adequate knowledge of the interview and its themes and topics.

**Weak Index:** Does not use best practices for Level 3 Index and does not enhance the interview in ways to increase searchability and engagement. Does not demonstrate knowledge of the interview and its themes and topics.