Omeka Archive: Primary Sources & Metadata

HIS 601/HON 451

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In order to later in the semester create OHMS indexes, Biographical Sketches, and digital stories, we must first build our digital archive in Omeka. Omeka, a digital archive platform, allows users to add items and their metadata, the descriptive fields that help us categorize archival materials in a unified way. Each student will be responsible for creating a group of Omeka items and placing those items into collections.

Purpose

1. Develop familiarity with metadata standards and why and how libraries and archives use metadata
2. Develop competency in using Omeka as a digital collection management system
3. Familiarize yourselves with the various sources with which you will enhance your Oral History Index and create digital stories.

Task

This assignment works in three parts.
Part 1. Review and edit existing Omeka items' metadata and images.

We currently have 495 items in our Omeka digital archive But how's our metadata? Could be better. Your job is to do **quality control** on these items. [**NB In the first semester teaching this class students each uploaded ~20 items and did not perform quality control]** Each of you will be assigned 19 items to assess and improve. You must check all of the metadata fields for accuracy and consistency in formatting using the Metadata Style Guide. Check the "Use HTML" box if you need to add hyperlinks, italics, or other formatting.

Double check all metadata, paying particular attention that
- ❏ item is "public"
- ❏ collection is selected
- ❏ Item Type Metadata is completed
- ❏ Keyword tags added

Finally, examine the file itself, opening it up to its full size. Consider:
- ❏ Is this the best crop? Should I add a detail cropped from the full image?
- ❏ Did the image load too slowly? Is it too big for the web?
  - ❏ you can right click (PC) or control click (Mac) to inspect the image size. Ideally, an image should be at least 1000 px wide, but some may be smaller if we had a smaller original to work with. If the image is too big, in that it fills all of the screen immediately and takes too long to render, you will need to create a smaller size to upload. We do not want to load TIFFs (uncompressed images) into Omeka.
  - ❏ Is the image grainy, discolored, or otherwise in need of some Photoshop assistance? If so, please make adjustments and upload a new version, using what you learn in the Photoshop Bootcamp.
- ❏ Full newspaper articles should be loaded as PDFs, while details of newspaper articles should be JPGs. Some articles may have multiple files, as students may have used the JPGs in their exhibits or OHMS indexes. Do not delete any JPGs from the items.

Part 2. You are responsible for creating Omeka items for 2 sources that we supply you. **[NB In the first semester teaching the course, students loading ~20]**

Our master list of primary sources, including photographs, documents, and newspaper clippings is in Google Drive. We will not assign you specific sources, but you will select 2 from the list to upload. Please track your work by noting when you have created the items so that your classmates do not duplicate your work. You will also find the image files in Google Drive.

1. Add sources and accompanying metadata as items to Omeka. See Metadata Style Guide. Find metadata details for the images here. Be sure to add <Item Type Metadata> as well. Please see Omeka documentation for managing items.
2. Add tags (these are of your own invention; create keywords that will help users find the images).
3. Group items into collections in Omeka. Collections correspond to the institution from which we borrowed the item. If the collection is not listed in Omeka, please notify Professor Smucker.
4. Track your status on our Google spreadsheet.

Part 3: You will find a minimum of 4 additional primary sources related to the first Great Migration to Philadelphia using historical newspaper databases or other sources. **At least one of these sources must be from the *Philadelphia Tribune.*** Recommended databases include:

- [Philadelphia Tribune](#)
- [Philadelphia Inquirer (to 1922 in America's Historical Newspapers)](#)
- [Evening Public Ledger](#)
- [The Evening Telegraph](#)
- [Pittsburgh Courier](#)
- [Afro American (Baltimore, MD)](#)
- [US News Map](#)
- [New York Public Library Public Domain Project](#)
- [Internet Archive](#)
- [Wikimedia Commons](#)
- [Digital Public Library of America](#)
- [Library Company of Philadelphia](#)
- [Philadelphia Municipal Archives](#)
- [Library of Congress](#)
- [Flickr Commons](#)
- [Temple University Special Collections, Urban Archives](#)

Part 4: You will compete to find the most additional sources, including historical newspaper articles, photos, documents, old maps, and old advertisements. Your only stipulation is that you know that there are no copyright or licensing restrictions limiting its publication in a digital form. Your objective here is to find sources that will help you and your classmates curate your OHMS oral history indexes and your biographical sketches. Winners will receive a reward to be announced later (it will be really nice, we promise) **[NB The prizes were not actually that great].** Use the research tools listed above, but do not feel limited by these. Google away.

Evaluation Rubric
100 points total

Part 1:
Worth 40 points, 2 points for each item. 1 point reduction for each error in the metadata.

Part 2:
Create complete metadata for each of 2 sources. Worth 10 points each. 1 point deduction for each incorrectly filled in field as defined in the metadata cheat sheet below.

Part 3:

Search for additional sources that relate to the Great Migration and Black Life in early 20th-century Philadelphia. 10 points for each of 4 newspaper articles/advertisements/photos that you upload. 1 point deduction for each incorrectly filled in field as defined in the metadata cheat sheet below.

Metadata Cheat Sheet

Title: Short but descriptive; should not be so general that many files have identical names.

Subject: List any proper names of those appearing in a photograph; list places pictured; list any organization pictured.

Description: Free text description. If photo, state who is in it and what they are doing. If document, state its original context. Explain why the source's significance. For example, see the caption to this [ferris wheel picture](#), and this one of [men waiting in a line](#).

Creator: Photographer, publisher, or author. If unknown, leave blank.

Source: The full Collection name, eg: "Charles L. Blockson Afro-American Collection, Temple University Libraries." See [full list](#).

Publisher: WCU, HIS 601/HON 452 Great Migration and Digital Storytelling, Fall 2014 (for items currently in the archive)

WCU, HIS 601/HON 451 Great Migration and Digital Storytelling, Spring 2016 (for ones you add to the archive)
Date: Creation of source (Ex. MM/DD/YY or Year); use circa date when no specific date is available.

Contributor: Your name.

Rights: (specific to the source of the image. If you don't know, please ask Janneken)

Relation: N/A (leave blank)

Format: JPG (or other file type)

Language: N/A (leave blank)

Type: choose as appropriate from Still Image, Oral History, Text, Moving Image

Identifier: N/A (leave blank)

Coverage: N/A (leave blank)

For more information: Working with Dublin Core
(http://omeka.org/codex/Working_with_Dublin_Core)