Omeka Archive: Primary Sources & Metadata

HIS 601/HON 451

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Before you Begin

- Be sure you have your file ready to upload. We will upload an original, and a processed version if warranted for use in OHMS indexes and biographical sketches. Your file may not be larger than 500 MB. If original image is large enough, resize it to a range from 1000 px wide to 2000 px wide. Change resolution to 100 DPI. **Save as a JPG.**

Adding an Item

1) Log-in to Omeka at goinnorth.org/admin
2) From the Omeka Dashboard, select <Items> in the left hand menu.
3) Click the Green <Add New Item> button
4) First go to the Files Tab and selet <Choose File> to upload. Find the file on your computer and choose it. Add another file if you have more than one to load.
5) Next, select Dublin Core, where you will add most of the metadata associated with this file. For all metadata fields, you may turn on HTML by checking the box, allowing you to itacize, bold, and add hyperlinks.
6) Fill in the fields using the Style Guide below:

   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.
- For Tribune articles, use author when available. When not use *Philadelphia Tribune* (in italics)
- First name last name

Source: The full Collection name:

- Charles L. Blockson Afro-American Collection, Temple University Libraries.
- Samuel D. Holmes Collection, Charles L. Blockson Afro-American Collection, Temple University Libraries
- John W. Mosley Photograph Collection, Charles L. Blockson Afro-American Collection, Temple University Libraries
- Ruth Wright Hayre Collection, Charles L. Blockson Afro-American Collection, Temple University Libraries
- William Still Collection, Charles L. Blockson Afro-American Collection, Temple University Libraries
- Special Collections Research Center, Temple University Libraries [not Urban Archives]
- Hagley Museum & Library
- Historical Society of Pennsylvania
- [not City of Philadelphia, Department of Records, Philadelphpia Archives, etc.]
- Free Library of Philadelphia, Print and Picture Collection
- Philadelphia History Museum at the Atwater Kent [not Atwater Kent]
- Library Company of Philadelphia, African Americana Collection
- *Philadelphia Daily News*
- *Philadelphia Tribune*
- Alex L. Manly Papers (#65), East Carolina Manuscript Collection, J.Y. Joyner Library, East Carolina University
- National Iron and Steel Heritage Museum
- Charles Hardy Collection
- African American Museum in Philadelphia
- Independence Seaport Museum
- Library of Congress Prints and Photographs Division
- University of Pennsylvania Archives

- *Leather Lungs*
- *A Souvenir of Germantown*

Publisher:
WCU, HIS 601/HON 452 Great Migration and Digital Storytelling, Fall 2014
Or
WCU, HIS 601/HON 451 Great Migration and Digital Storytelling, Spring 2016

Date: Creation of source, use circa date when no specific date is available.

Examples:
January 1, 2014
January 2014
2014
c. 2014
c. 2010-1015

Contributor: Your name

Rights:
For all Temple sources: Courtesy of Temple University Libraries

HSP: Courtesy of the Historical Society of Philadelphia

For all Library of Congress sources, leave blank

FLP: Courtesy of the Free Library of Philadelphia

Tribune: 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.

Philadelphia History Museum: Courtesy of Philadelphia History Museum at the Atwater Kent

Library Company: Courtesy of the Library Company of Philadelphia
Daily News: Used with Permission of Philadelphia Daily News Copyright © 2014. All

rights reserved.

Hardy Collection: Courtesy of the Charles Hardy Collection

Relation: (leave blank)

Format: JPG, PDF, PNG, etc

Language: (leave blank)

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

Identifier: (leave blank)

Coverage: (leave blank)

<For more information: [Working with Dublin Core](#)>

6) Next, select the <Item Type Metadata> tab. Your item is likely either a "Still Image" or "Text." Make the appropriate choice.
   - If Still Image, type in the original format, choosing:
     - Photo
     - Cartoon
     - Painting
     - Illustration
     - or other, as necessary
   - If you happen to know the original physical dimensions, add that here. If not, leave it blank.
   - For text, transcribe part or all of it here. If it is a long article, do not do the whole thing.
   - If text, type in the original format, choosing:
     - newspaper article
     - pamphlet
     - book
     - poster
     - advertisement

- ○ document (a generic term if nothing else fits)
- ○ or other, as necessary

7) Navigate to the Tags tab. Create keyword tags that will help users find your item. Aim for at least three tags per item. Use words that do not otherwise appear in your metadata.

8) Select which collection the item belongs to from the drop down menu on right.

9) Leave Public and Featured boxes blank (we will make it public later)

10) To save, click the green <Add Item> button on right.