

3. Creating Item Records in Omeka

1. Open your web browser and enter the following URL:

<https://communitymemory.moorefreelibrary.org/admin/users/login>



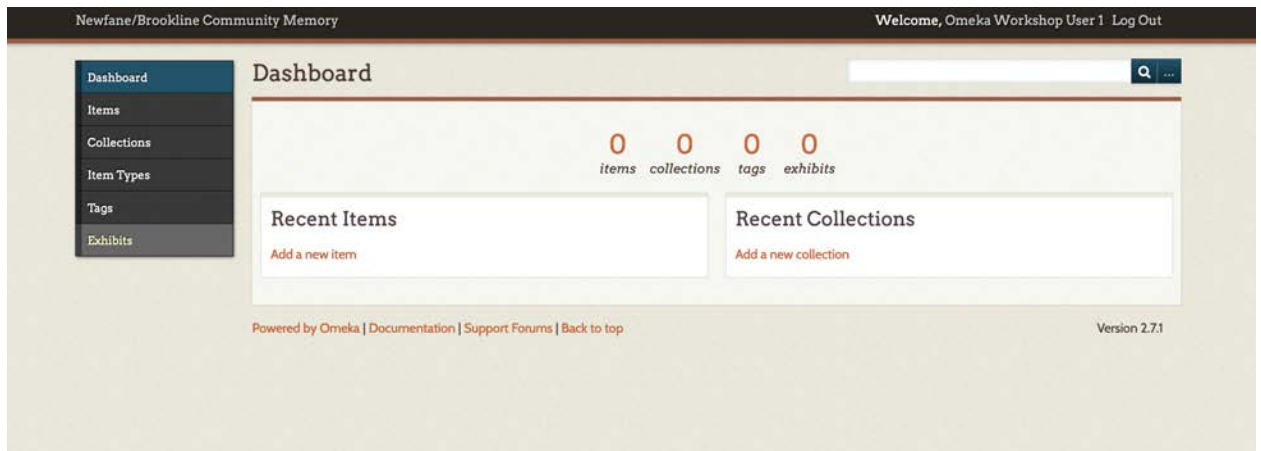
The screenshot shows the Omeka login interface. At the top, there is a dark blue banner with the word "Omeka" in white. Below this, the text "Newfane/Brookline Community Memory" is displayed in a reddish-brown font. The login form consists of three main sections: a "Username*" field with an empty text input box, a "Password*" field with an empty password input box, and a "Remember Me?" checkbox which is currently unchecked. Below the password field is a green "Log In" button. Underneath the button, the text "(Lost your password?)" is visible in a small, reddish-brown font. At the bottom of the page, the text "Powered by Omeka | Version 2.7.1" is displayed in a small, reddish-brown font.

Enter your Username and Password. If you don't remember this information, contact Erica. When done, Click "Log In".

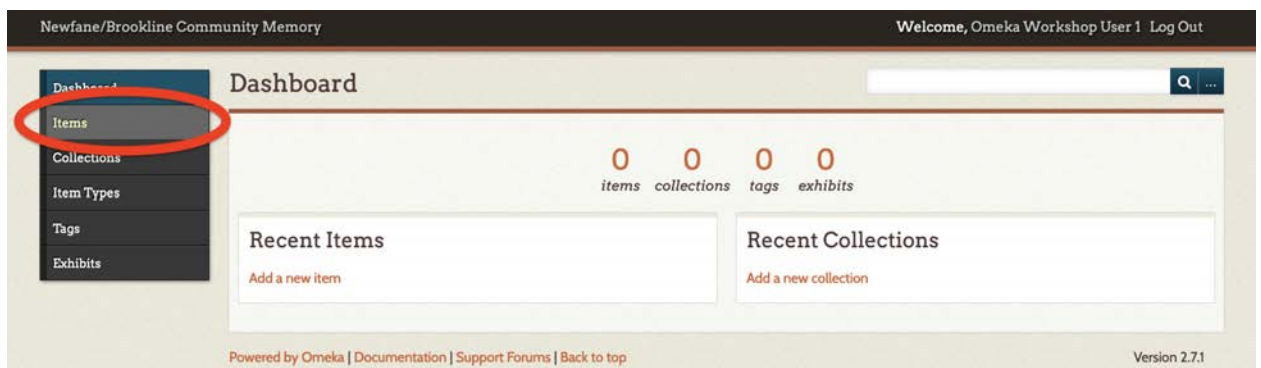


This screenshot shows the same Omeka login page as the previous one, but with the fields filled in. The "Username*" field now contains the text "AwesomePerson". The "Password*" field is filled with a series of asterisks "*****" and has a blue border around it. The "Remember Me?" checkbox remains unchecked. The "Log In" button and the "(Lost your password?)" link are still present. The footer text "Powered by Omeka | Version 2.7.1" is also visible.

This takes you to the **Omeka Dashboard**. From here you can begin entering metadata.



2. From the **Omeka Dashboard**, select **“Items”** from the left navigation.



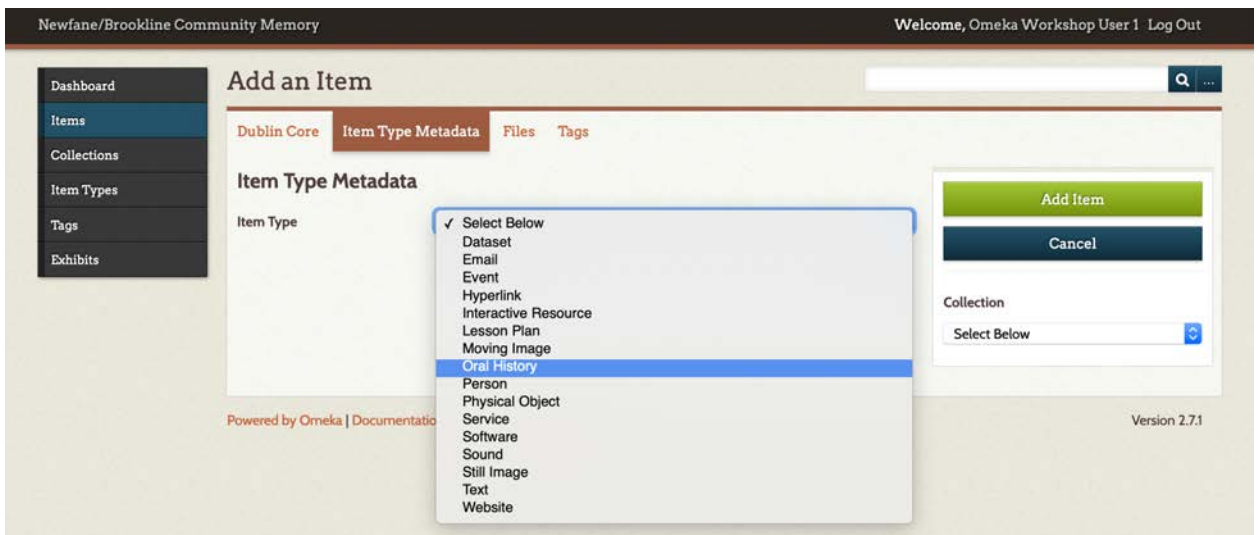
3. On the **Item** screen, select the green **“Add an Item”** button.



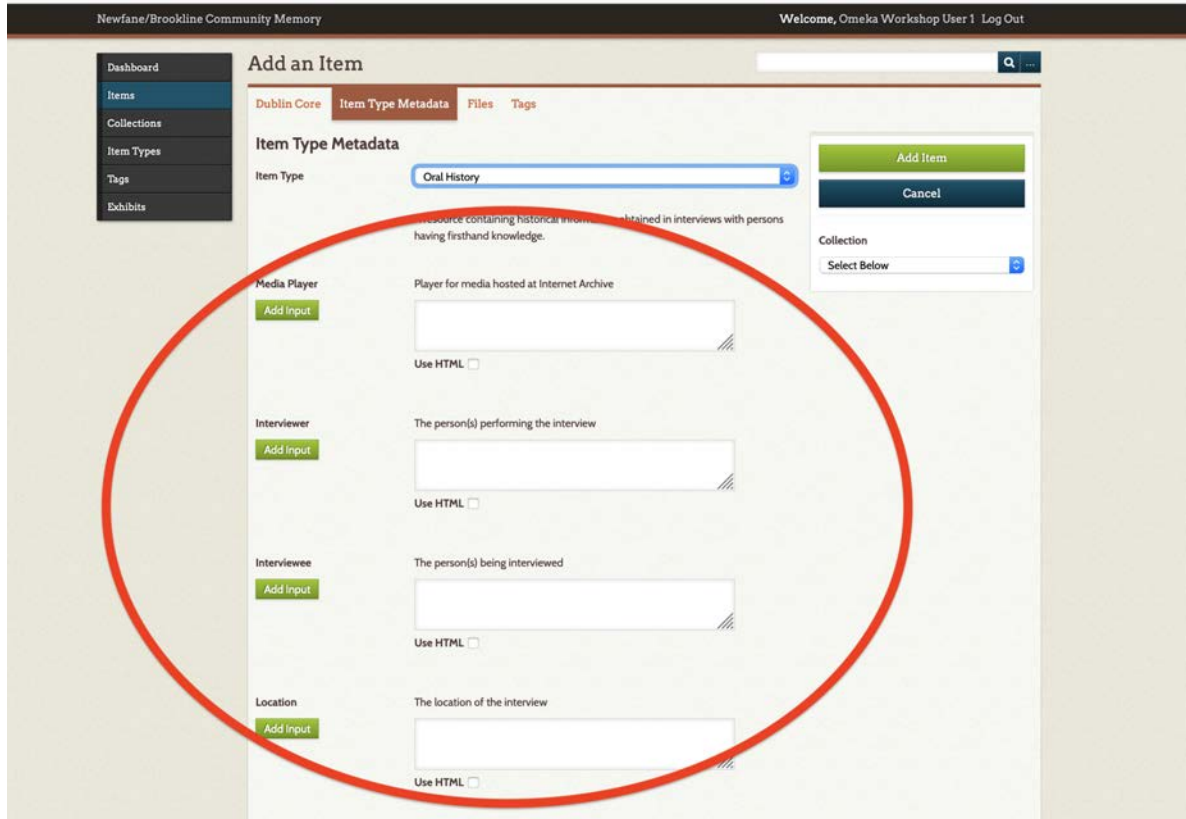
4. On the **Add an Item** screen select **“Item Type Metadata”** from the top navigation.



5. On the **Item Type Metadata** screen *select* “**Oral History**” from the drop down menu.

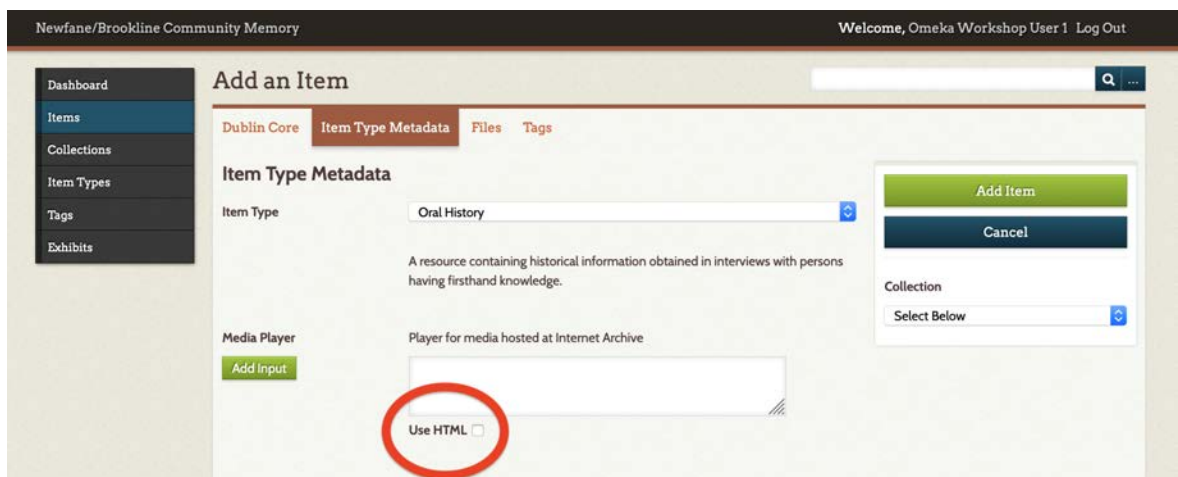


6. Fill in the following fields: **Media Player**, **Interviewer**, **Interviewee**, and **Location**.

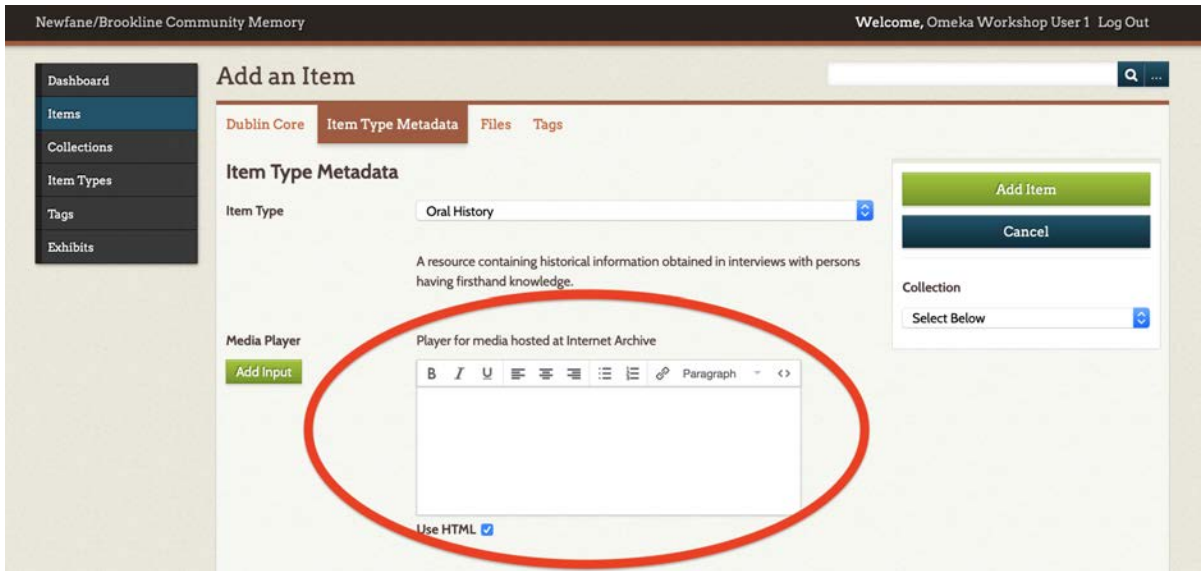


7. First step is to *paste* the **Embed Code** from Internet Archive into the **Media Player** field.

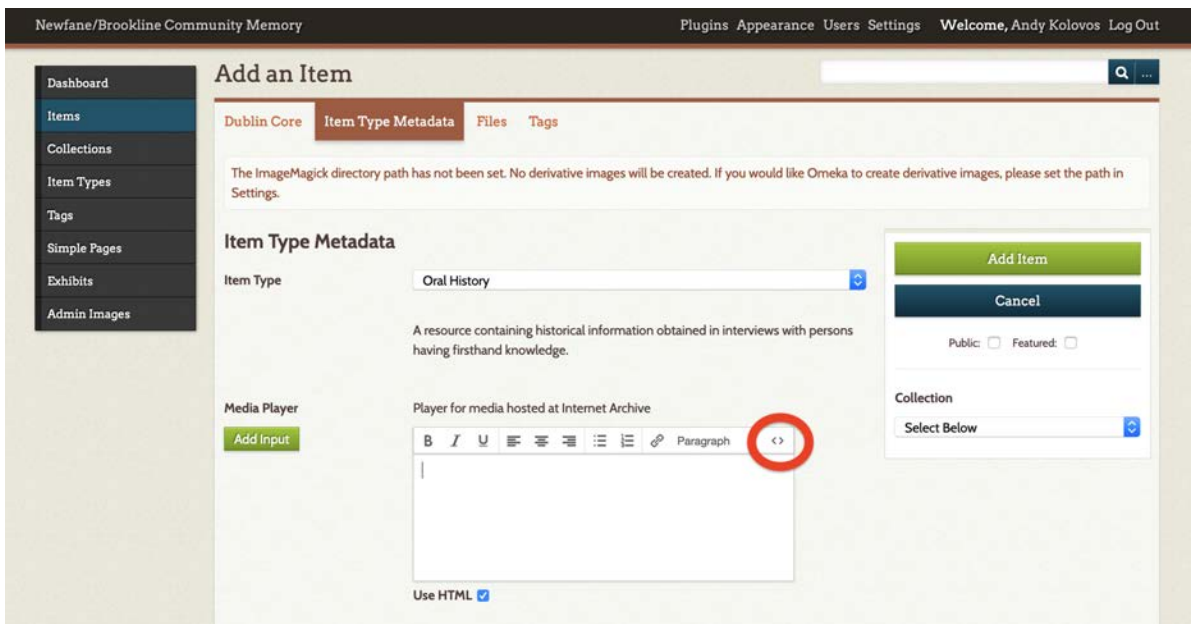
Click the box next to “**use HTML**” just underneath the **Media Player** field.



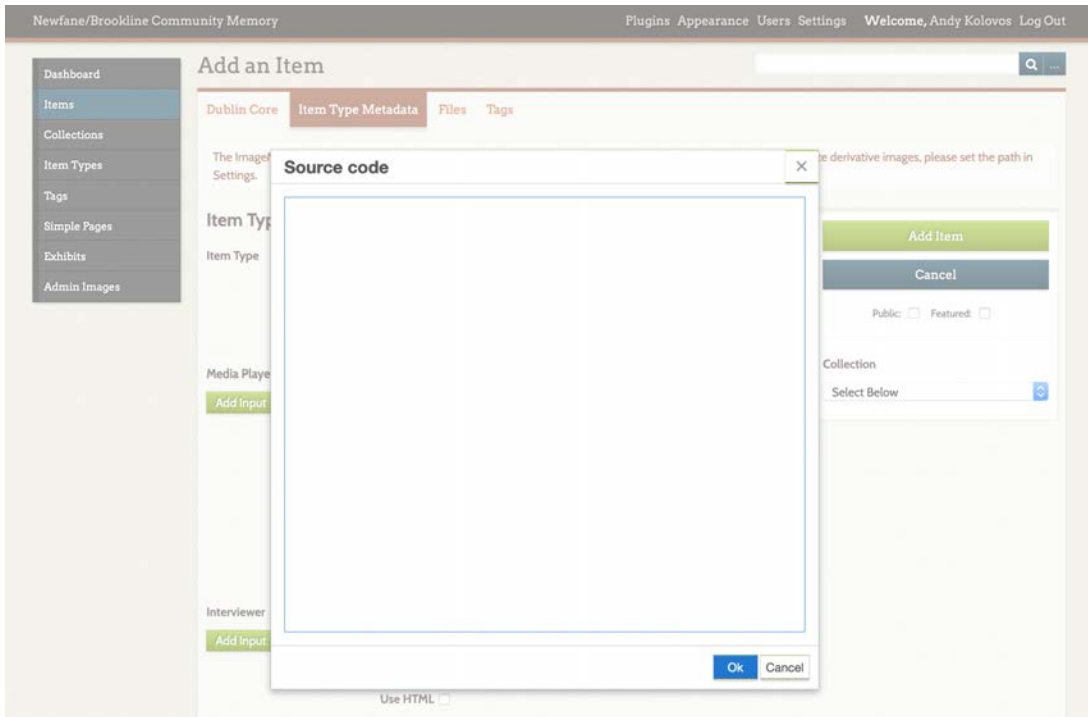
After doing so, the field should look like this:



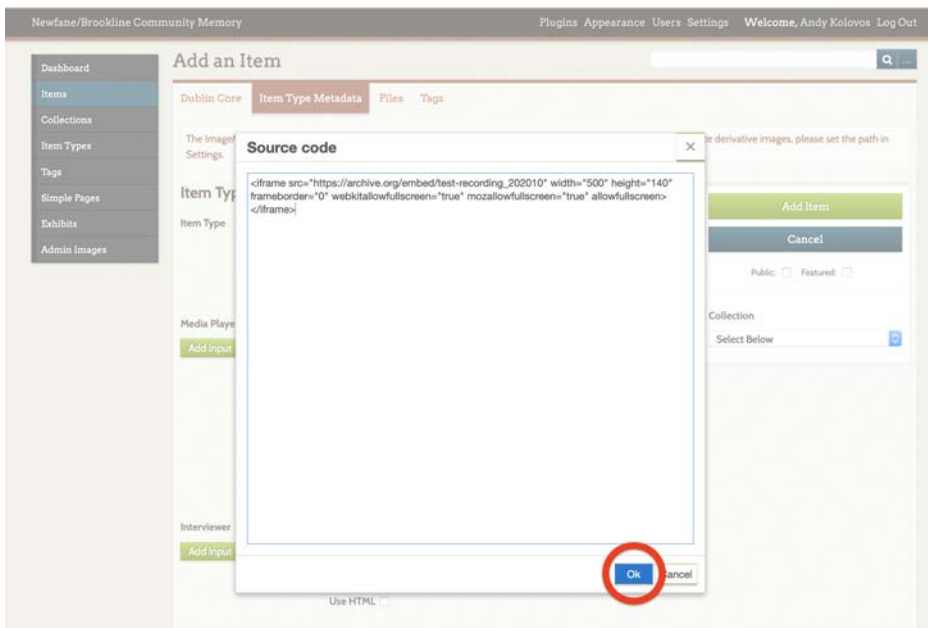
Click on the “<>” in the upper right of the **Media Player** field



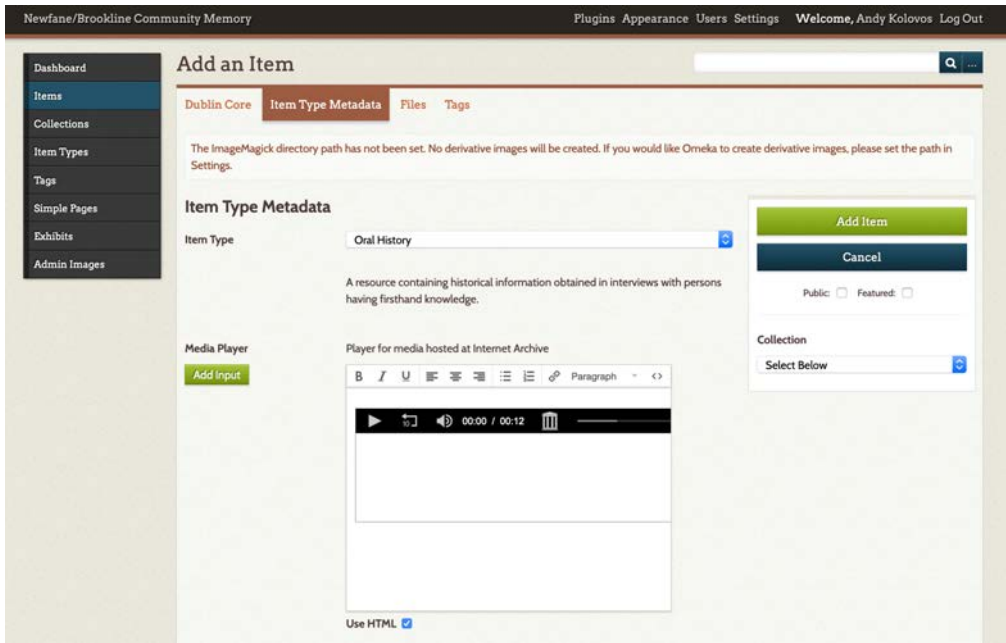
This opens the Source Code pop up window.



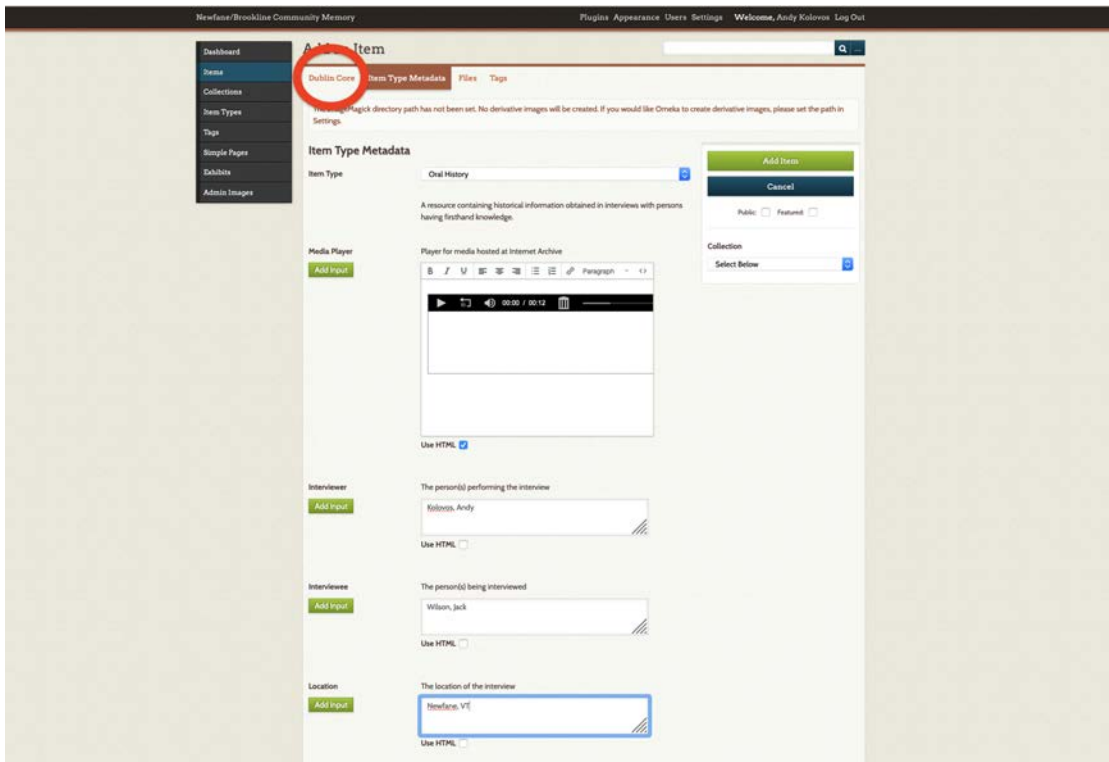
Paste in the **embed code** from Internet Archive into the **Source code** window and click **“OK”**



The window will close and then the **Media Player** field will display the embedded **Internet Archive Media Player**.



8. Fill in the rest of the required fields on the **Item Type Metadata** screen. When done, *click* on “Dublin Core” in the top navigation bar to move to the **Dublin Core** data screen.



9. Fill in the required fields on the **Dublin Core** data screen. The required fields are **Title**, **Description** and **Date**.

Newline/Brookline Community Memory

Welcome, Omeka Workshop User 1 Log Out

Dashboard
Items
Collections
Item Types
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Exhibits
Admin Images

Add an Item

Dublin Core Item Type Metadata Files Tags

Dublin Core
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/dc/>.

Title
A name given to the resource
Add Input
Use HTML

Subject
The topic of the resource
Add Input
Use HTML

Description
An account of the resource
Add Input
Use HTML

Creator
An entity primarily responsible for making the resource
Add Input
Use HTML

Source
A related resource from which the described resource is derived
Add Input
Use HTML

Publisher
An entity responsible for making the resource available
Add Input
Use HTML

Date
A point or period of time associated with an event in the lifecycle of the resource
Add Input
Use HTML

Add Item
Cancel
Collection
Select Below

When done, *click* **“Add Item”** to save the record.

Newline/Brookline Community Memory

Plugins Appearance Users Settings Welcome, Andy Kolovos Log Out

Dashboard
Items
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Admin Images

Add an Item

Dublin Core Item Type Metadata Files Tags

The ImageMagick directory path has not been set. No derivative images will be created. If you would like Omeka to create derivative images, please set the path in Settings.

Dublin Core
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/dc/>.

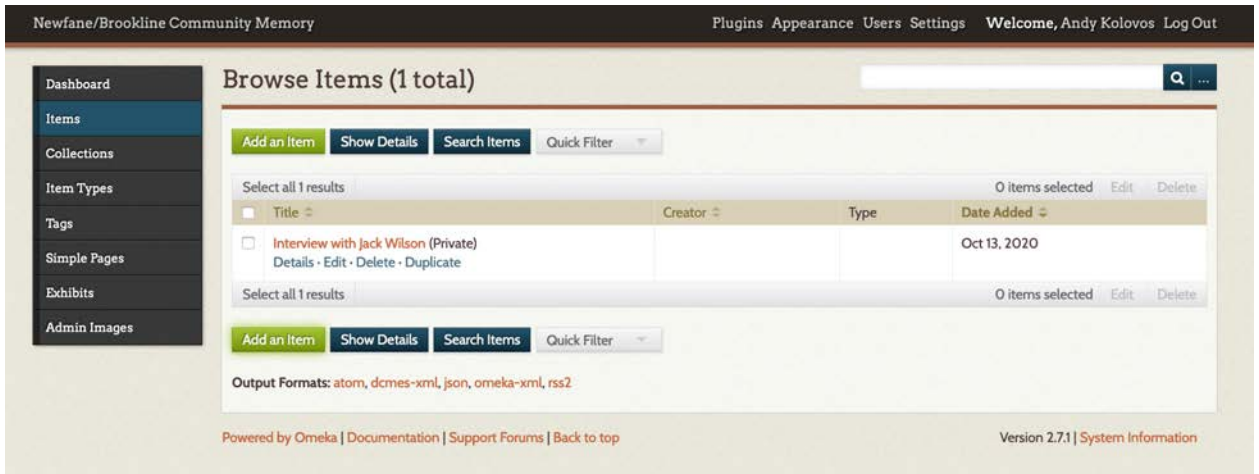
Title
A name given to the resource
Add Input
Interview with Jack Wilson
Use HTML

Subject
The topic of the resource
Add Input
Use HTML

Description
An account of the resource
Add Input
the 1990s and 2000s. He shared some funny and harrowing stories about plowing roads during severe snow storms. He retired in 2010.
Use HTML

Add Item
Cancel
Public Featured
Collection
Select Below

This will open the **“Browse Items”** screen.



10. How the completed record looks on the user interface.

Interview with Jack Wilson

Dublin Core

Title
Interview with Jack Wilson

Description
Jack discussed working for the Green Mountain Railroad in the 1980s and later for the Vermont State Highway Department in the 1990s and 2000s. He shared some funny and harrowing stories about plowing roads during severe snow storms. He retired in 2010.

Date
2020-10-03

Oral History Item Type Metadata

Media Player

Interviewer
Kolovos, Andy

Interviewee
Wilson, Jack

Location
Newfane, VT

Citation
"Interview with Jack Wilson,"
Newfane/Brookline Community Memory,
accessed October 13, 2020,
<https://communitymemory.moorefreelibrary.org/items/show/9>.