**How to Add Collections, Items and Exhibits Using Omeka 2.6**

Please note that these instructions are based on our version of Omeka and that your version of Omeka might be a little different. If you need any help with anything listed here, please let me know:

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If you have questions regarding the setup of Omeka, please contact

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To view our Omeka site: <http://rockinghamlibrary.org/history/>

***How to add a collection***

On the dashboard screen (after signing in) click on Collections on the left

A list of current collections will appear. You will want to click on the green Add a collection Button

On the next screen, decide if you want to make it a public (for all to see) or a private (just you to see) collection. And fill out the appropriate metadata in Dublin core. Remember, you don't need to fill out all the fields. For the cataloged photograph collection, I filled in the following:

**Format-** Photograph

**Identifier-** F6 (the cataloged photograph collection already had preexisting series numbers. I kept them the same)

**Title-** Series F6- Structures: Railroad Buildings (the cataloged photograph collection also had a series (*structures* here for example) and sub series (*railroad buildings* here for example) I included that here along with ID number again to make these collections as clear and as consistent as possible from what we have in the binders

**Contributor-** Rockingham Free Public Library

**Type-** Cataloged Photograph Collection

**Subject-** Structures: Railroad Buildings (using the series and subseries again)

**Rights:** The Rockingham Free Public Library does not necessarily own the copyright to the images in the Cataloged Photograph Collection. The images are provided for educational use. Many of them did not include a formal copyright notice. The images may be protected by U.S. Copyright law (Title 17, United States Code), which governs reproduction, distribution, public display, and other uses of protected works. Uses may be allowed with permission from the copyright holder, if the copyright on the work has expired, or if the use is fair use or within another legal exemption. The user of this work is responsible for compliance with the law. The user agrees to hold the Library harmless.

And that’s really all I put in for metadata in the collection.

***Adding Items***

On the dashboard screen (after signing in) click on Items on the on the left

A list of current Items will appear. You will want to click on the green Add an item Button

On the next screen, decide if you want to make it a public (for all to see) or a private (just you to see) item. You will also decide here in which collection you are putting an item. And fill out the appropriate metadata in Dublin core. Remember, you don't need to fill out all the fields. For the cataloged photograph collection, I filled in the following depending on what metadata I had:

First for **Dublin Core,** I filled in the following.

**Format:** I used the size of the original photograph. In this example, 5X7 inches

**Identifier:** For us this was the original Identifier number from my spreadsheet, example B2-14. For you catalogers out there, think of this number as you would a barcode

**Title:** Paper Mills: About 1873. From Westminster Street.

**Creator:** If I knew who took the photograph, I would include that here.

**Date:** This could be as simple as a range, to a year to a month, day, year depending on my data. For this example, its 1873.

**Description:** This is where I put in a little bit more information about the item, usually starting with what I had in the Title field. For this item: Paper Mills. Bellows Falls, VT. About 1873. Rail Crew is Laying Track South of the Tunnel.

**Source:** Again,this is where I put in the photographer information if I knew it

**Contributor:** Your Library! For us it was Rockingham Free Public Library

**Type:** Cataloged Photograph Collection

**Subject:** I put this in twice, once for the Series and once for the subseries of the collection where I was putting the item.

EX: Industry

 Shop & Mill

**Rights:** We included our photograph use agreement form language here as well as for the collections (see above). The Rockingham Free Public Library does not necessarily own the copyright to the images in the Cataloged Photograph Collection. The images are provided for educational use. Many of them did not include a formal copyright notice. The images may be protected by U.S. Copyright law (Title 17, United States Code), which governs reproduction, distribution, public display, and other uses of protected works. Uses may be allowed with permission from the copyright holder, if the copyright on the work has expired, or if the use is fair use or within another legal exemption. The user of this work is responsible for compliance with the law. The user agrees to hold the Library harmless.

For my **Item Type Metadata**

First off, you are going to have to choose from a prepopulated list of item types. For our photographs, I chose **Still Image**

There were only two fields that I filled out here

**Physical Dimensions-** Whatever the size of the item is, in this case 5 x 7

**Original Format-** Self-explanatory. I used Photograph

**Adding an Image**

Omeka does give the option of batch uploading your images, which is what I did for the second half of this process. For this example, I am going to tell you how to add an individual image. If you want to know how to batch upload, get in touch with me.

First in the Item that you just cataloged, you'll want to select the **Files** tab.

Select **Browse** and find the image you want

Once you find the image you want to include click on the green **Add item** button and you are done.

***Creating Exhibits***

First Select **Simple Pages** from your dashboard menu

Click on the Green **Add a Page** button.

Give it a title. Let's say **Trolleys of Bellows Falls**

Give it a slug. For our example let's use **trolleys.** If you don't put a slug in, Omeka will automatically make one up for you based on the title you gave it.

Keep everything else as default and click the green **Save Changes** button.

Once you've saved, you will be brought back to your dashboard. Click on **Exhibits**

Click on the green **Add an Exhibit** button.

Put in the same time that you did on the **Simple Pages** page. In this case **Trolleys of Bellows Falls**

Do the same for the **slug-** **trolleys**

**Credits-** Your library. **RFPL** for us

I didn't put in anything for **Description,** but that doesn’t mean you shouldn't (-:

For our tags let's just keep it simple with the singular and the plural. **Trolley, Trolleys**

Stick with your current **Theme**

Make sure the **Use Summary Page** box is checked.

Skip the **Cover Image** option

Click on **Add a Page**

Fill in the following info (you'll notice a bit of repetition here)

For **Page Title** you will want the same tile as you used for the title of your **Simple Page. Trolleys of Bellows Falls**

As for your **Menu Link Title,** make it a shorter version of your **Title.** For this I used **Trolleys**

Next for your **slug** keep it short and sweet: **trolley**

The next part is where you add your images or any other layout options you want. I used images, so I picked **Gallery** under **Content** and then chose **Add New Content Block**

In your **Block** select **Add Item** to add images.

A pop-up window will show up. Select **Show Search Form** to search for the images you want to add your gallery.

In your search bar, stick with the **keyword** search. For this, example, I typed in **Trolley** and then clicked the green **Search for Items** **b**utton on the bottom of your pop-up menu**.** You can make your search more specific if you like, just remember that you won't get as many results, which might be okay if you want a smaller **Exhibit**

Choose what you want to add from your search results. Note that you can only select one result at a time. Next to what you want to add choose **Select Item.**

Decide if you want to add a **Caption** for your image. If you do, type it in here. If not or for when you are ready to continue, click **Apply.**

Repeat the previous four steps as necessary until you are done adding images. When you're done adding them, click the green **Save Changes Button**

You have now successfully created an **Exhibit.** Click on the **View Public Page** button to view as a Public User.