Exhibit Omeka S Resource template – Entering Item Metadata

- Metadata standard used: Dublin Core Metadata Initiative (DCMI) metadata terms, including the mandatory elements for TROVE metadata harvest.
- Mandatory metadata elements: Type, Title, Identifier, Rights (All) & Source (SPARC & OAR Eprint items)
- Default Exhibit Omeka S resource template for all new items - Dublin Core metadata (TROVE)
  - Follow the applicable alternate comment statement as a guide for entering metadata

Item Metadata - mandatory element guidelines
- Four (4) fields are mandatory for ALL Exhibit items: Type, Title, Identifier, Rights
- Source field - mandatory for Items sourced from SPARC or OAR Eprints.

Type: The nature or genre of the resource type (mandatory)
- Format – Sentence case
- Types include. Image, Text, Sound, Dataset, Physical object, Model, Event, Interactive resource, Collection, Place, Party, Service, Software

Title: A name given to the resource. (mandatory)
- Follow title format given to object/ item by creator/author
- No format – Sentence case, except for pronouns
- SPARC items - use same title and format as used for SPARC title
- If a photograph is titled by the photographer or commissioning agency, use this title
- If no title is available, create a short, descriptive succinct title based on the content of the resource and/or its context
- Do not put created titles in brackets or quotation marks
- Spell out acronyms (whenever possible)
- Add additional information in DESCRIPTION

Rights: Copyright information, reuse terms, licence information (mandatory).
- SPARC items: copy the SPARC record’s Condition of access and use area text, and paste into the Rights field.
  - Copyright statement format: Copyright DATE Owner. Rights statement of use.
Rights with UTAS Standard Licence URL

Identifier: An unambiguous reference to the resource within a given context. (mandatory)

- All Exhibit (Omeka S) items (except Tyler Collection)
  - You must enter the 4 mandatory fields (Type, Title, Identifier, Rights). As the Exhibit created item is the metadata Point of Truth you should add as much additional metadata information as possible to create a rich description of the item.
  - Default identifier for non-SPARC or Tyler items is the live & public resolving Item URL i.e. https://exhibit.utas.edu.au/s/university-of-tasmania-cultural-collections/item/868

- Tyler collection Tyler Collection of Romanian and Modern Art site items, imported into Exhibit (Omeka S) -
  - Import the four mandatory fields (Type Title, Identifier, Rights).
  - use URL for item in Tyler Collection of Romanian and Modern Art site

  Example Jesus is the Vine of Life

Note: As the Identifier field is a mandatory field in the Item Resource template, copy and paste the URL https://exhibit.utas.edu.au/s/university-of-tasmania-cultural-collections/xxx in the field

When the Item is added to the Site, you will either need to:

- create the Item. Copy the live Item URL, open the Item Edit screen, navigate to Identifier field & choose the URL button, paste the URL into the Identifier URL field
  https://exhibit.utas.edu.au/admin/item/xxx/edit screen

  or,

- copy and paste this link and add the item number at the end
Source: A related resource from which the described resource is derived. (Mandatory for SPARC, OAR Eprints items)

Navigate to Item Source field > select URI

- SPARC record
  Label = SPARC item record  AU TAS UTAS SPARC P6-6-1

- OAR Eprint item
  Label = Collection name (see example), for individual records leave blank

Additional metadata guidance for non-mandatory DC elements

Creator: A person/ entity who created the resource

  Family name, First name – Pink, Olive
  Family name, First name Initial - Horden, John P
  Family Name, First Name (Title) - Chu, Sharon (Associate Professor)

  Also see: UTAS Editorial Style Guide - Names, titles & academic qualifications

Coverage: The spatial (name place/ location) or temporal (time period) topic of the resource

  - Spatial
    UTAS Editorial Style Guide – Places & localities
    See also: Getty Thesaurus of Geographic Names  http://www.getty.edu/research/tools/vocabularies/tgn/

  - Temporal
    UTAS Editorial Style Guide – Dates & Times
    See also; date standard ISO_8601

Dates: A point or period of time associated with an event in the lifecycle of the resource, i.e. resource/ item creation date.

  UTAS Editorial Style Guide – Dates & Times
  See also: International Standards Organisation Date and Time Formats– ISO_8601

  o 1st century AD/CE - 1-199
- 2nd century AD/CE – 101 - 200
- 3rd century AD/CE – 201 to 300
- 4th century AD/CE - 301-400
- 1st century BC = +0000
- 2nd Century BC = -0001


**Description** – account of the resource

- Include details about materials, size, dimensions, location, museum object catalogue number/identifier, etc.

**Bibliographic citation**

Citation format: UTAS Harvard referencing guide, Citing images

1. Creator – Family name, First name/Initial
2. year created/published, comma
3. title of image in quotation marks* (or a description), comma
4. format, comma
5. name and place of the publisher/sponsor of the source, comma
6. viewed date – date month year, comma
7. URL or Internet address <between pointed brackets>
8. Full stop

Example


- Modified UTAS Harvard style as Omeka S item text field does not accept italics