Administering a Digital Edition with Omeka

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The Development of Digital Documentary Editing Platforms - 2018
One of the great **benefits** of Omeka is the ease of publishing content on the web.

- Click "**Public**" and your item is online.
- Click "**Featured**" and it will appear on your home page.

- It’s simple.
- But for editions, it is **too simple**.
Questions to ask:

- What kinds of workflow stages do you want to track?
- How do you want to track them?
- What do you want to do with the data?
- What kinds of data will you need?
Curator Monitor Plugin

- Creates a series of user-defined workflow steps.
- Creates a new administrative “Monitor” tab on Omeka’s dashboard.
- Created by Daniel Berthereau. DanielKM on GitHub.
We track the status of descriptive metadata.

- Starts out as Pending.
- Student or editor enters it (Complete)
- Proofreader proofreads it (Proofread)
- Editors check it (Ready to Publish)
- Editor decides to publish. (Published)
- “Restricted” prevents us from publishing it.
Transcriptions

- We track the status of transcriptions
  - Starts as Pending.
  - Student or editor enters it (Complete)
  - Proofreader proofreads it (Proofread)
  - Editors check it (Ready to Publish)
  - Editor decides to publish. (Published)
  - “Restricted” prevents us from publishing it.
We track the difficulty of the transcription as well.

- Difficult
- Medium
- Easy

Useful for helping with transcriptions and giving volunteers the ability to choose their level of difficulty.
We can look for problem transcriptions by searching for items with

- Transcription status: Pending
- Transcription difficulty: Difficult.
- Tag: Help!

These are usually documents that students are having trouble reading.
Translations

- We track the status of translations.
  - Default is Not Needed.
  - Students note that it is needed (Pending)
  - Translator provides it (Completed)
  - Editors proofread format (Proofread)
  - Editor publishes it (Published).
We send our translators a link to a search for documents that have.

- Transcription Status: Pending.
- Language: French

They check every few months and complete the new documents that have arrived.
A document might need research.
- Locating an enclosure.
- Verifying a date.
- Verifying the archive/collection.
- Finding a missing page.
- Finding a better image.

We track the status of the research, using the Administrative notes field for details.

We assign it to a staff member.
We also use this field to track progress on the identifications of people, organizations, events and publications.

Editors assign clumps of 50-100 records to individual students to research.

A student fact-checks them for style and completeness.

An editor checks them again.

They are published.
But...that’s not all

- We also need to track **permissions**.
- We must clear repository permission to re-publish the images of materials filmed on microfilm.
- We must clear permissions for any new materials added to the edition.
- We track that in a spreadsheet, but update the records in Omeka as part of the publication process.
As a 20\textsuperscript{th} century project, we also have to track \textit{copyright} permission.

Authors who died before 1948 are in public domain.

The rest we have to research and clear before we can publish the document.
Managing Copyright

- We track each document’s copyright status in two places.
  - Dublin Core: Rights field tracks detailed status.
  - Monitor: Copyright Status tracks the practical application.
Administration

- We can get figures on document status.
- We can search for documents ready for publication.
- We can find documents that have some hindrance to publication to work on.
- We have the option to publish each piece as it is completed.
  - Publish metadata record, image, and transcription independent of each other.
Can we publish this document?

- Metadata = Ready to Publish
- Transcription = Ready to Publish
- Translation Status = Not Needed.
- Copyright Status = Cleared
- Facsimile Permission = Cleared.

- Yes, we can publish it!