

Administering a Digital Edition with Omeka

Cathy Moran Hajo, The Jane Addams Papers
Ramapo College of New Jersey

The Development of Digital Documentary Editing Platforms - 2018

Out of the Box

- 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.



Administering a Digital Project

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.

The screenshot shows the Omeka interface with the Curator Monitor Plugin. The top navigation bar includes 'Jane Addams Digital Edition', 'Plugins Appearance Users Settings', and a user welcome 'Welcome, Cathy Moran Hajo Log Out'. A left sidebar contains a menu with items like 'Dashboard', 'Items', 'Collections', 'Item Types', 'Tags', 'Exhibits', 'Simple Pages', 'Collection Tree', 'Item Relations', 'Redact Elements', 'Bulk Editor', 'Simple Vocab', 'History Logs', 'Curator Monitor', 'Scripto', 'Derivative Images', 'Reports', 'Comments', and 'Map'. The main content area is titled 'Edit Item #64: "Jane Addams to Floren...' and features a sub-navigation bar with 'Dublin Core', 'Item Type Metadata', 'Monitor' (highlighted), 'Scripto', 'Files', 'Zoom', 'Tags', 'Item Relations', and 'Map'. The 'Monitor' section is titled 'Monitor' and describes it as 'Metadata used to manage various status about items.' It contains three sections: 'Metadata Status' (set by Cathy Moran Hajo on 2016-04-19 08:24:49, with a 'Published' dropdown), 'Transcription Status' (set by Cathy Moran Hajo on 2016-04-19 08:24:49, with a 'Published' dropdown), and 'Transcription Difficulty' (set by Cathy Moran Hajo on 2015-12-03 15:54:37, with a 'Difficult' dropdown). On the right, there are buttons for 'Save Changes', 'View Public Page', and 'Delete', along with checkboxes for 'Public' (checked) and 'Featured' (unchecked), and a 'Collection' dropdown set to 'FKP-NN - Florence Kelley page'.

Metadata

- 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.



Select Below

- Pending
- Completed
- Proofread
- Ready to Publish
- Published
- Restricted

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.



A screenshot of a dropdown menu with a blue header bar containing the text "Select Below". The menu lists seven status options: Pending, Completed, Proofread, Ready to Publish, Published, and Restricted.

Select Below
Pending
Completed
Proofread
Ready to Publish
Published
Restricted

Transcriptions

- 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.

HULL-HOUSE
336 SOUTH HALSTED STREET
CHICAGO

My dear Mr Sparks

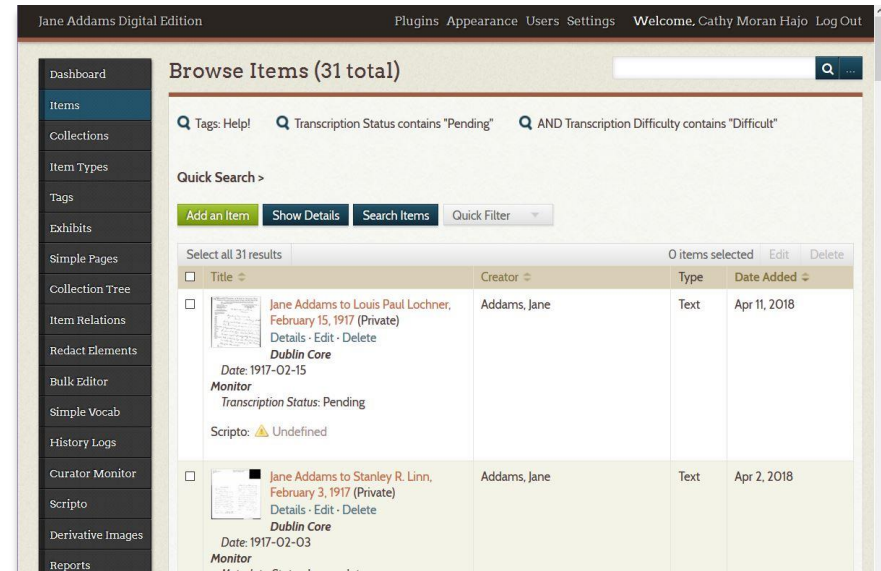
I should be glad to
serve on the committee
of women for winter.

The poor burdened
foreigner has absolutely no
local background and is
home sick much longer than
he need be, if some
intelligent effort were made
on his behalf.

Hoping that I may be of
use in securing lecturers of
foreign tongue I am
Sincerely yours
Jane Addams
June 21/1903

Transcription Administration

- 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).

[1916 Mar 1]
FERNIE-DUNSTON, Mrs. to JA
Davos, Switzerland
ALS

University of Colorado at Boulder
Western Historical Collections
WILPF Papers

bonne adresse
sent to Mrs. Dunston
Dr. H.

Whätische Hof. Davos-Platz
St. Gallen

Madame Jeanne Aletta
Présidente von der Internationale
Frauenvereinigten
Amsterdam

Monsieur!

Etant à Davos pour quelques jours
je lis dans les journaux hollandais, que
les Hollandais, envoient en France pour combattre
les sales des Allemands, des fleurs de mon pays.
Et moi, comme femme hollandaise
devenant depuis quelques années en France
ayant pour ces tristes temps de guerre, fait
un peu pour les malades et veillant aussi
venir de fleurs en ville, on les donne et on
suffoque de font de suite; et pour les leur
et fleurs qui leur procurent d'un pays neutre.
Ce ne doit certainement pas en Hollande, et qui
- avant tout courage, je me propose de leur
1.7. et. Mrs. Aletta pour Mrs. Aletta

Select Below

Not Needed

Pending

Completed

Proofread

Ready to Publish

Published

Restricted

Translation Administration

- 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.



Browse Items (7 total)

Language contains "French" AND Translation Status contains "Pending"

Quick Search >

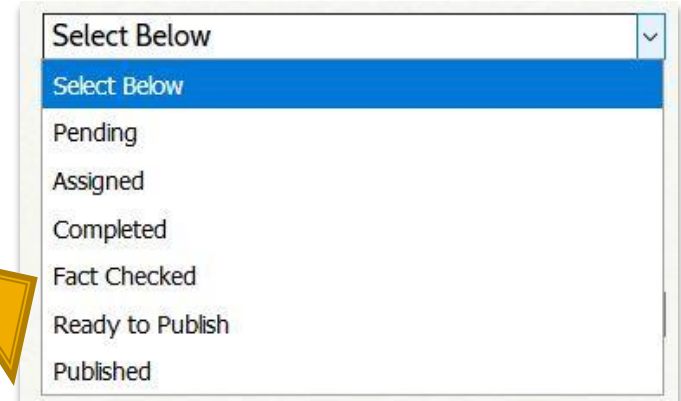
Add an Item Show Details Search Items Quick Filter

Select all 7 results 0 items selected Edit Delete

<input type="checkbox"/>	Title	Creator	Type	Date Added
<input type="checkbox"/>	 Benjamin de Jong von Beek en Donk to Jane Addams, August 21, 1916 (Private) Details · Edit · Delete Monitor Metadata Status: Incomplete Transcription Status: Pending Scripto: ⚠ Undefined		Text	Jan 16, 2018
<input type="checkbox"/>	 B. de Jong van Beek en Donk and Louis P. Lochner to ICWPP, May 30, 1916 (Private) Details · Edit · Delete Dublin Core Date: 1916-05-30	Beek en Donk, Benjamin de Jong van	Text	Nov 14, 2017

Research (Documents)

- 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.



A dropdown menu titled "Select Below" with a downward arrow icon. The menu is open, showing a list of status options. The first option, "Select Below", is highlighted in blue. The other options are: Pending, Assigned, Completed, Fact Checked, Ready to Publish, and Published.

Select Below
Select Below
Pending
Assigned
Completed
Fact Checked
Ready to Publish
Published



A dropdown menu titled "Select Below" with a downward arrow icon. The menu is open, showing a list of staff member names. The first option, "Select Below", is highlighted in blue. The other options are: Hajo, Cathy Moran, Sciancalepore, Victoria, McDermott, Stacy Pratt, Biebrich, Caitlin, Brennan, Paul, Cloughley, Kelsey, and Cosenza, Kevin.

Select Below
Select Below
Hajo, Cathy Moran
Sciancalepore, Victoria
McDermott, Stacy Pratt
Biebrich, Caitlin
Brennan, Paul
Cloughley, Kelsey
Cosenza, Kevin

Research (Identifications)

- 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.



A screenshot of a web-based dropdown menu. The menu is titled "Select Below" and has a small downward arrow icon on the right. The menu is open, showing a list of options. The first option, "Select Below", is highlighted with a blue background. The other options are "Pending", "Assigned", "Completed", "Fact Checked", "Ready to Publish", and "Published".

Select Below
Select Below
Pending
Assigned
Completed
Fact Checked
Ready to Publish
Published

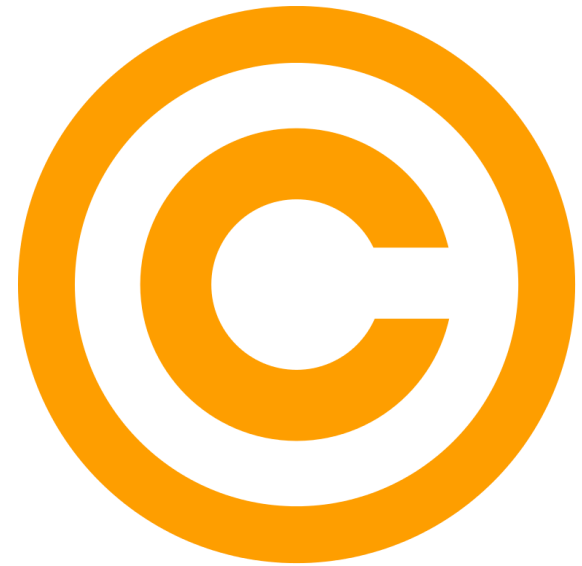
But...that's not all

- 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.



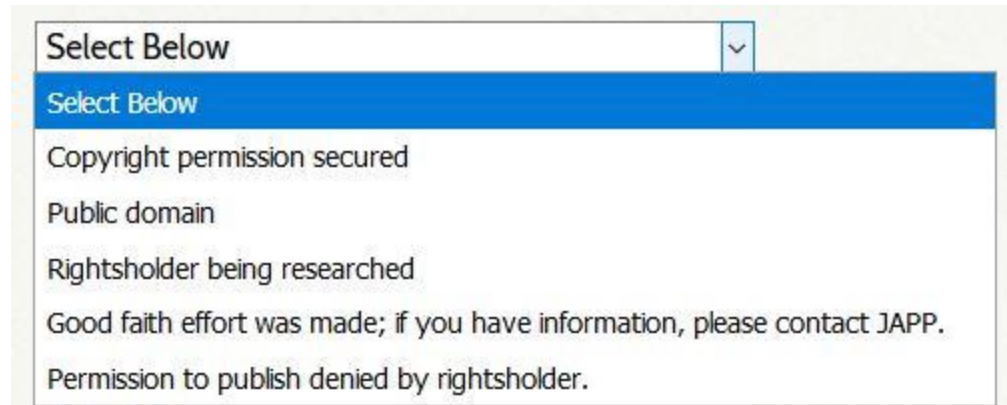
Copyright

- As a 20th century project, we also have to track **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.



A screenshot of a web form showing a dropdown menu. The menu is open, displaying several options. The first option, "Select Below", is highlighted in blue. The other options are listed below it.

Select Below
Copyright permission secured
Public domain
Rightsholder being researched
Good faith effort was made; if you have information, please contact JAPP.
Permission to publish denied by rightsholder.



A screenshot of a web form showing a dropdown menu. The menu is open, displaying four options. The last option, "Restricted", is highlighted in blue. The other options are listed above it.

Select Below
Select Below
Pending
Cleared
Restricted

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!**

