Building a Digital Collection in CONTENTdm®

Carol Hixson and Corey Harper
Metadata and Digital Library Services
University of Oregon Libraries

Oregon Library Association
15 April 2004
What we’ll cover:

• Establishing Collection Field Properties
• Administrative interface
• Dublin Core mapping
• Building search queries
Administrative Tools

- Setting Up and Defining Collections
- Field Properties and DC Mapping
- Controlled Vocabulary Implementation
- Updating Metadata Items (Java based)
- Adding New Items (Approval Workflow)
- Building the Index
- Custom Queries and Results
Setting up a Collection

- Create directory on server
- Import existing collection or create new
- Initial metadata for new collections:
  - Default Dublin Core template
  - Template from existing collection
- Ownership
  - Directory must be owned by web server’s user
Establishing Collection Field Properties

- Understand existing metadata schema (especially Dublin Core)
- Determine the data elements you need to describe your collections and what supporting standards you will need
- Review CONTENTdm field properties
- Document your decisions
Help with Dublin Core

- Using Dublin Core
  http://dublincore.org/documents/usageguide/

- DCMI Metadata Terms
  http://dublincore.org/documents/dcmi-terms/

- Western States Dublin Core Best Practices
## CONTENTdm Field Properties

Make changes to the appropriate field values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dublin Core Mapping</td>
<td>Title</td>
</tr>
<tr>
<td>Data Type</td>
<td>Text</td>
</tr>
<tr>
<td>Large Field</td>
<td>No</td>
</tr>
<tr>
<td>Searchable</td>
<td>Yes</td>
</tr>
<tr>
<td>Hidden</td>
<td>No</td>
</tr>
<tr>
<td>Controlled Vocabulary</td>
<td>No</td>
</tr>
</tbody>
</table>

[Enable controlled vocabulary]

[Make Changes]
Field Properties cont.

CONTENTdm Enable Controlled Vocabulary

To enable a controlled vocabulary for the Title field:
1. Select an option below.
2. Click Enable.

- Use Library of Congress Thesaurus for Graphic Materials [browse]
- Use the existing contents of the field
- Import terms from this text file on the server. Terms must be stored in a text file, one term per line. Specify the complete path of the file on the server, such as g:\server\data\file.txt

Enable

Back to field properties
Back to Collection Administration page
Data Elements: Subject Access

- Controlled vocabularies or not?
- If yes, which ones to use?
- LCSH, AAT, TGM, local,
- Different types of subjects: names, topical, geographic, chronological

http://libweb.uoregon.edu/catdept/meta/digsubj.html
Browsing Controlled Vocabulary

To administer the controlled vocabulary for the **Names** field, choose one of the operations below:

**Add term**

Enter new terms one per line and click 'Add' to add them:

**Delete term**

Enter a term and click 'Delete' to remove it:

**Browse**

Click [here](#) to browse the defined vocabulary for this field.
Reviewing Contents of a Populated Field

Awawanita
Bennet, Joe USE Bennett, Joe
Bennett, Joe
Burke, Bob
Chapman, Ed
Chapman, Jack
Chapman, Sally
Chief No-Shirt
Chief Pat Belly
Chief Peo
Cornelison, James N.
Cornelison, Mary Jane
Coyote, Anna
Coyote, Ida
Coyote, Lee
Coyote, Ruth
Craig, Joe
Eat-no-meat
French, Lou
Changing Field Position

Select the desired position and click 'Move field' to make the change:

1. Title
2. Title Alternative
3. TGM Subject
4. LC Subject
5. Description
6. Author
7. Photographer
8. Cartographer
9. Creator
10. Publisher
11. Editor
12. Translator
13. Date of Original
14. Type
15. Format.Use
16. Identifier
17. Source
18. Language
Simple and Qualified
Dublin Core

- 16 elements (and counting)
- Numerous refinements or "qualifications" of the top elements
- Most elements and their refinements are represented as choices in CONTENTdm
Example of Simple and Qualified Dublin Core

**Simple DC Element: title**
- **Definition:** A name given to the resource.
  - **Comment:** Typically, a Title will be a name by which the resource is formally known.

**Element Refinement: alternative**
- **Definition:** Any form of the title used as a substitute or alternative to the formal title of the resource.
  - **Comment:** This qualifier can include Title abbreviations as well as translations.
Dublin Core Mapping

**CONTENTdm Edit Field Properties**

Make changes to the appropriate field values:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Dublin Core Mapping</th>
<th>Data Type</th>
<th>Large Field</th>
<th>Searchable</th>
<th>Hidden</th>
<th>Controlled Vocabulary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Descriptive Title</td>
<td>Title-Alternative</td>
<td>Title</td>
<td>Subject</td>
<td>Description</td>
<td>Creator</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Data</td>
<td>Source</td>
<td>Language</td>
<td>Relation</td>
<td>Audience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Type</td>
<td>Identifier</td>
<td>Rights</td>
<td>Rights</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Format</td>
<td>Identifier</td>
<td>Audience</td>
<td>Audience</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identifier</td>
<td>Source</td>
<td>Audience</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Identifier</td>
<td>Language</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Make Changes*

*Back to collection field properties*
*Change the position of this field*
*Delete this field*
*Back to Collection Administration page*
Dublin Core Mapping cont.

- The mappings aren’t always clear
- Different best practices documents interpret DC elements differently

Some problem areas:
- Relation vs. Source
- Format vs. Type
- Subject vs. Coverage (Spatial and Temporal)
- Creator vs. Contributor
### Dublin Core Mapping cont.

| TCI Notes: | An interior photograph of a tribal man dressed in regalia and wrapped in a Pendleton Blanket. He has identified as Ed Chapman. He is sitting on a Pendleton Blanket that is covering a chair or stool. He is front of big shelves of Pendleton Blankets, presumably in the showroom of the Pendleton Woolen Mill of the shelves are full of Pendleton Blankets, while others have only a few blankets. Blankets have by their corners from the top of the shelves. There are a couple of tables in the background. |
| TCI Terms: | Man; Necklace, Loop; Legging, Wool; Moccasins, Beaded--Floral; Earring, Shell; Felt, Hair Wraps; Bla Pendleton; Shelves; Table; |
| TCI Classes: | Interior photograph; Person; Regalia; Furnishings; Robe; |
| TCI Title: | Interior photograph; Person; Regalia; Furnishings; Robe; |
| Title on Object: | Chapman, Ed |
| Names: | Chapman, Ed |
| Place: | Pendleton, Oregon |
| Date in Photo: | 1897-1920 |
| Photographer: | Moorhouse, Lee |
| Publisher: | Joint Project of the University of Oregon Libraries and the Tamástslikt Cultural Institute of the Confe Tribes of the Umatilla |
| Repository: | University of Oregon Libraries - Special Collections and University Archives |
| Collection: | Moorhouse Collection |
| Title: | Moorhouse Collection |
| General Notes: | A Native American man poses inside a large warehouse of Pendleton woolen blankets. The background floor-to-ceiling shelves of folded Native American style Pendleton woolen blankets; some blankets are between the rows to form a display. The subject is seated in front of them, his torso wrapped in a blanket covers his left arm and shoulder; his right arm and shoulder are bare. His long braids are wrapped deco cloth that is wound over the hair and he wears large, round earrings. His leggings and moccasins appes leather or buckskin, and are painted decoratively. |
| Subject: | Indian beadwork Blankets |
Web Design - Interface

- Using “Custom Queries and Results”
- Custom Browse Interfaces
- Custom Search Interfaces
- Editing the Web Templates
“Custom Queries and Results”

CONTENTdm Custom Queries and Results

CONTENTdm Custom Queries and Results creates the HTML code used to embed CONTENTdm queries into your standard Web pages. It allows you to define the query you wish to perform and guides you through the process of integrating the query into your Web page and formatting the results.

Save your work at any stage in this wizard by bookmarking the current Web page.

Step 1

What type of query element do you wish to create?

- A simple hyperlink which invokes a single predefined query
- A pull-down list containing a number of selectable queries
- An index box for selecting a search term
- A text box for entering search words
- A page to browse all items in the collection

Next
Customizing Queries

- Produces either a URL or an HTML form to paste into a webpage
- Further modification of queries is possible
- Some query types limited to one collection, others can search across multiple collections
Customizing Results

Select the default viewing mode

- Grid view
- Bibliographic view
- Thumbnails view
- Titles view
Customizing each View

**Configure the viewing mode options**

<table>
<thead>
<tr>
<th>Grid view</th>
<th>Field name</th>
<th>Display options</th>
<th>Link to item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field 1</td>
<td>Thumbnail</td>
<td>Show entire field</td>
<td>✔️</td>
</tr>
<tr>
<td>Field 2</td>
<td>Photo Number</td>
<td>Show entire field</td>
<td>✔️</td>
</tr>
<tr>
<td>Field 3</td>
<td>Subject</td>
<td>Show entire field</td>
<td>❌</td>
</tr>
<tr>
<td>Field 4</td>
<td>Notes</td>
<td>Show 200 characters</td>
<td>❌</td>
</tr>
<tr>
<td>Field 5</td>
<td>-Empty-</td>
<td>Show entire field</td>
<td>❌</td>
</tr>
</tbody>
</table>

10 records per page

Carol Hixson and Corey Harper
Oregon Library Association - 2004-04-15
## Grid View

**Search Results:** Your search retrieved 4 matching item(s). Select an item below for viewing.

<table>
<thead>
<tr>
<th>No.</th>
<th>Image</th>
<th>Photo Number</th>
<th>Subject</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><img src="PH033_0001" alt="Image" /></td>
<td>PH033_0001</td>
<td>Cowboys; Cowboy hats; Cowboy boots; Cowboy Apparel; Chaps; Chaps, Wooly; Handkerchiefs; Pistols; Bullets; Horse Gear; Horses; Saddles; Reins; Reins; Bridies; Posing; Fences; Trees; Glass negatives; Trees; Portraits; Men; Flowers</td>
<td>A man identified as Martin Schmitt is lying in the grass in front of an appaloosa horse. He is wearing a cowboy hat, long-sleeved shirt, holster containing bullets and gun, and wooly chaps. A handkerchief.</td>
</tr>
<tr>
<td>2.</td>
<td><img src="PH033_0002" alt="Image" /></td>
<td>PH033_0002</td>
<td>Steer wrestling; Cattle; Cowboys; Cowboy boots; Sports; Sports &amp; recreation facilities; Rodeos; Pendleton Roundup; Grandstands; Spectators; Flags; Trees</td>
<td>A man identified as John Thomas wrestles a steer in a rodeo arena at the Pendleton Roundup. Both of his arms are wrapped around the steer's horns as he struggles to pull the animal to the ground. In the background, the grandstands are filled with spectators watching the event.</td>
</tr>
<tr>
<td>3.</td>
<td><img src="PH033_0003" alt="Image" /></td>
<td>PH033_0003</td>
<td>Steer wrestling; Cattle; Cowboys; Cowboy hats; Cowboy boots; Cowboy Apparel; Sports; Rodeos; Pendleton Roundup; Horses; Horseback riding; Sports &amp; recreation facilities;</td>
<td>A man identified as Homer Wilson wrestles a steer in a rodeo arena at the Pendleton Roundup. He lies on the ground with both hands raised in the air as he bites the lip of the steer. He is dressed in a traditional cowboy outfit.</td>
</tr>
<tr>
<td>4.</td>
<td><img src="PH033_0005" alt="Image" /></td>
<td>PH033_0005</td>
<td>Whistle-stop campaigning; Political elections; Political campaigns; Political parades &amp; rallies; Politicians; Railroads; Railroad passenger cars; People; Crowds; Spectators; Flags; Electrical apparatus; Hats; Clothing and dress; Transportation; Wool; Granaries; Grains; Signs (Notices); Wooden buildings; Grain industry; Wool industry; Warehouses</td>
<td>A crowd of people gather to greet a political figure on a campaign train. A man leans from the train to shake the hands of individuals in the crowd. Behind the train is a wooden building whose sign reads...</td>
</tr>
</tbody>
</table>

Carol Hixson and Corey Harper
Oregon Library Association - 2004-04-15
Thumbnail View

**Search Results:** Your search retrieved 4 matching item(s). Select an item below for viewing.
Bibliographic View

Search Results: Your search retrieved 4 matching item(s). Select an item below for viewing.

1. PH033_0001
Cowboys; Cowboy hats; Cowboy boots; Cowboy Apparel; Chaps; Chaps, Wooly; Handkerchiefs; Pistols; Bullets; Horse Gear; Horses; Saddles; Ropes; Reins; Bridles; Posing; Fences; Trees; Glass negatives; Trees; Portraits; Men; Flowers;

A man identified as Martin Schmitt is lying in the grass in front of an appaloosa horse. He is

2. PH033_0002
Steer wrestling; Cattle; Cowboys; Cowboy boots; Sports; Sports & recreation facilities; Rodeos; Pendleton Roundup; Grandstands; Spectators; Flags; Trees;

A man identified as John Thomas wrestles a steer in a rodeo arena at the Pendleton Roundup. Both of

3. PH033_0003
Steer wrestling; Cattle; Cowboys; Cowboy hats; Cowboy boots; Cowboy Apparel; Sports; Rodeos; Pendleton Roundup; Horses; Horseback riding; Sports & recreation facilities;

A man identified as Homer Wilson wrestles a steer in a rodeo arena at the Pendleton Roundup. He lies

4. PH033_0005
Whistle-stop campaigning; Political elections; Political campaigns; Political parades & rallies; Politicians; Railroads; Railroad passenger cars; People; Crowds; Spectators; Flags; Electrical apparatus; Hats; Clothing and dress; Transportation; Wool; Granaries; Grains; Signs (Notices); Wooden buildings; Grain industry; Wool industry; Warehouses;

A crowd of people gather to greet a political figure on a campaign train. A man leans from the train
**Search Results:** Your search retrieved 4 matching item(s). Select an item below for viewing.

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PH033_0001</td>
</tr>
<tr>
<td>2.</td>
<td>PH033_0002</td>
</tr>
<tr>
<td>3.</td>
<td>PH033_0003</td>
</tr>
<tr>
<td>4.</td>
<td>PH033_0005</td>
</tr>
</tbody>
</table>

Carol Hixson and Corey Harper
Oregon Library Association - 2004-04-15
Historical Photograph Collection
Browse by Collection


Orla G. Allen (dates unknown), commonly known as O.G. Allen, was a professional photographer operating in Pendleton, Oregon, circa 1910-1920. "Electric Studio" is a franchise name that appeared in locations throughout the West. The collection documents rodeo people and activities, and a Pendleton event.

Unknown. Possibly a donation from Lee D. Drake of Pendleton.

Collection Description Browse the Collection

THE WALTER S. BOWMAN COLLECTION, 1890-1925.

Walter S. Bowman (1865-1938) was a professional photographer who worked in Pendleton, Oregon, from the late 1880s to the mid 1930s. Bowman's photographs document daily life in Eastern Oregon, including special events such as the Pendleton Roundup.

The Bowman collection was donated to the Library over a period of years spanning 1947-1953. The collection was donated through the efforts of Judge James H. Sturgis and Lee D. Drake of Pendleton, a newspaperman, county clerk, and collector of historic materials.

Collection Description Browse the Collection

Carol Hixson and Corey Harper
Oregon Library Association - 2004-04-15
Developing Advanced Searches

Keyword Searching:

Select Fields:
- Title
- Subject
- Place
- Names
- Date
- Notes
- Across All Fields

Enter Search Term(s): [Go]

- Search ALL of the words - implicit and
- Search ANY of the words - implicit or
- Specify Boolean Operators - eg. "(dogs and rocks) or automobiles"

<table>
<thead>
<tr>
<th>Limit by type:</th>
<th>Limit by Place:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No limit</td>
<td>no limit</td>
</tr>
<tr>
<td>Outside Photograph</td>
<td>Elephant Rock</td>
</tr>
<tr>
<td>Interior Photograph</td>
<td>Gibbon, Oregon</td>
</tr>
<tr>
<td>Studio Portrait</td>
<td>Grande Ronde River</td>
</tr>
<tr>
<td>Stereographs</td>
<td>Pendleton, Oregon</td>
</tr>
<tr>
<td></td>
<td>Thorn Hollow</td>
</tr>
</tbody>
</table>
CONTENTdm Advanced Search

Enter search terms in one or more fields or use the Index to find words for each field. Use quotes to search for phrases.

| Photo Number |  |
| TCI Notes |  |
| TCI Terms |  |
| Across all fields |  |

search  clear  select collections  preferences
Static Website vs. Dynamic Pages

- Dynamic pages can be customized
  - JavaScript driven
  - Styles from CSS
  - Labels of buttons set in variables
- Basic changes are straightforward
- Complex changes require programming
Documenting decisions

- Document decisions about mappings, standards, thesauri, preservation, etc.
- Make documentation web accessible for ease of reference and for sharing with others outside your institution
Metadata Implementation Group

The Metadata Implementation Group was formed to implement digital library initiatives at the University of Oregon Libraries. Some of its members previously served on the Digital Library Initiative. The dlib discussion list continues to serve as a discussion forum for any member of the University of Oregon Libraries community who is interested in digital library efforts. There is a separate discussion list for the members of the Metadata Implementation Group that is set up at http://darkwing.uoregon.edu/~catdept/meta-data/.

UO DIGITAL COLLECTIONS: WORK IN PROGRESS

- UO's CONTENTdm site (under construction)
- Moorhouse Digital Collection (NWACC grant)
- Ulmann Digital Collection
- Western Waters Grant Project
- Data Dictionary Viewer (developed by Corey Harper)

LOCAL POLICIES AND DOCUMENTATION FOR DIGITAL COLLECTIONS

- Access to Digital Collections: UO Best Practices (July 2002: under revision)
- Conditions of Use for Digital Images (draft)
- CONTENTdm Instructions
  - Reviewing Descriptive Cataloging: Routine for Collection Administrators (June 24, 2003)
  - Updating Existing Items in CONTENTdm (June 25, 2003)

Carol Hixson and Corey Harper
Oregon Library Association - 2004-04-15