

Building a Digital Collection in CONTENTdm®

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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**

<http://www.cdpheritage.org/resource/metadata/wsdcmbp/index.html>

CONTENTdm Field Properties

CONTENTdm Edit Field Properties

Make changes to the appropriate field values:

Field Name

Dublin Core Mapping

Data Type

Large Field

Searchable

Hidden

Controlled Vocabulary

No

[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 I
[\[browse\]](#)
- 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:

Add

Delete term

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

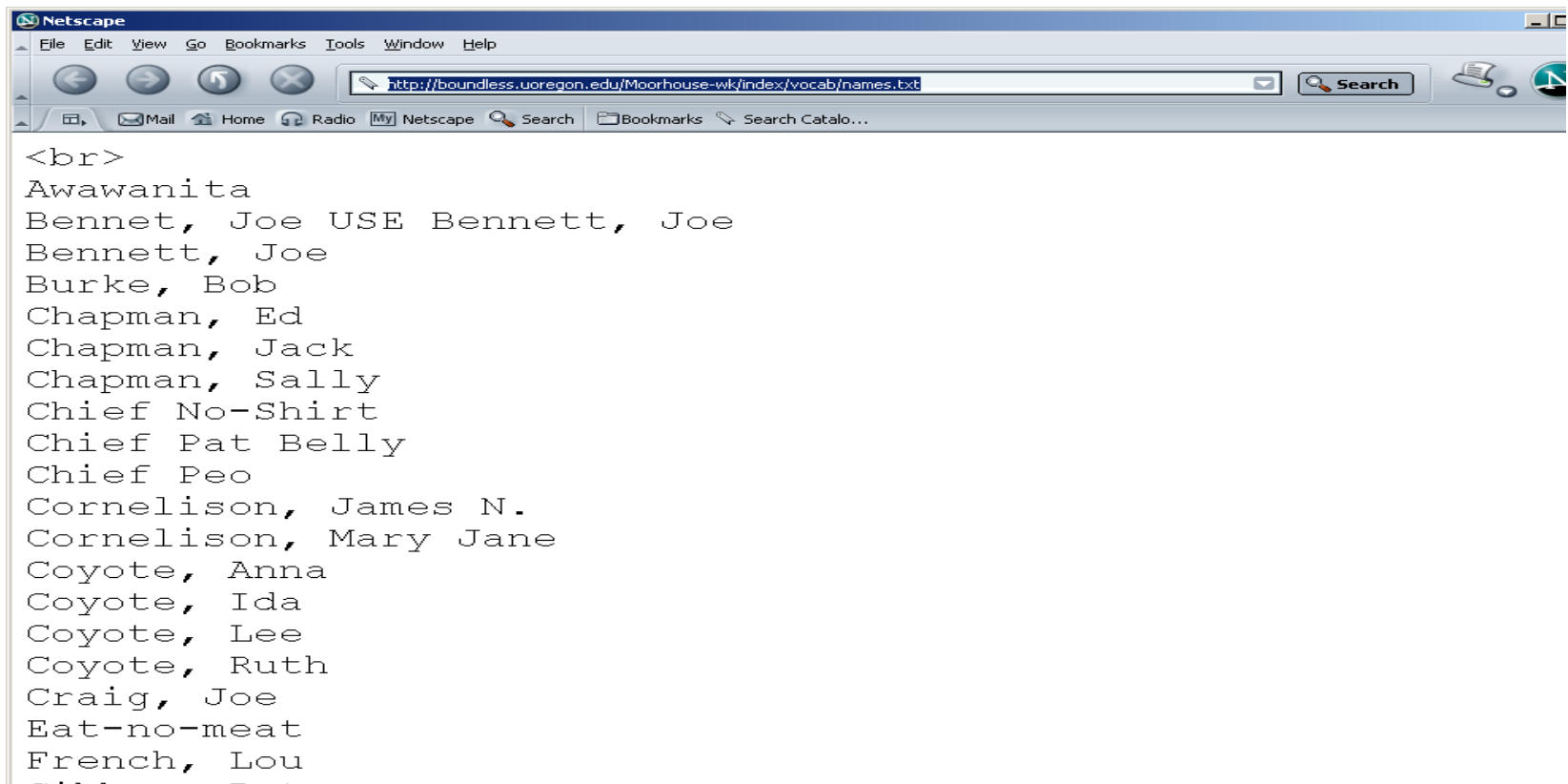
Delete

Browse

Click [here](#) to browse the defined vocabulary for this field.

Done

Reviewing Contents of a Populated Field



Changing Field Position

CONTENTdm Change 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:

Field Name

Dublin Core Mapping

Data Type

Large Field

Searchable

Hidden

Controlled Vocabulary

- Title
- Subject
- Description
- Creator
- Publisher
- Contributors
- Date
- Type
- Format
- Identifier
- Source
- Language
- Relation
- Coverage
- Rights
- Audience
- Title-Alternative

[abulary](#)

[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 been 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; Blanket, Pendleton; Shelves; Table;
TCI Classes:	Interior photograph; Person; Regalia; Furnishings; Robe;
TCI Title:	
Title on Object:	
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 Confederated Tribes of the Umatilla
Rights:	Copyright 2003, University of Oregon Libraries. All Rights Reserved. http://libweb.uoregon.edu/catdept/meta/moorhouse/rights.html
Repository:	University of Oregon Libraries - Special Collections and University Archives
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 placed 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 in a decorative cloth that is wound over the hair and he wears large, round earrings. His leggings and moccasins appear to be made of 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





Grid view

	Field name	Display options	Link to item
Field 1	<input type="text" value="Thumbnail"/>	<input type="text" value="Show entire field"/>	<input checked="" type="checkbox"/>
Field 2	<input type="text" value="Photo Number"/>	<input type="text" value="Show entire field"/>	<input checked="" type="checkbox"/>
Field 3	<input type="text" value="Subiect"/>	<input type="text" value="Show entire field"/>	<input type="checkbox"/>
Field 4	<input type="text" value="Notes"/>	<input type="text" value="Show 200 characters"/>	<input type="checkbox"/>
Field 5	<input type="text" value="-Empty-"/>	<input type="text" value="Show entire field"/>	<input type="checkbox"/>

records per page

Grid View

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

enter search term > search again		View: grid thumbnails bibliographic titles		
No:	Image:	Photo Number:	Subject:	Notes:
<input type="checkbox"/> 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 wearing a cowboy hat, long-sleeved shirt, holster containing bullets and gun, and wooly chaps. A handker
<input type="checkbox"/> 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 his arms are wrapped around the steer's horns as he struggles to pull the animal to the ground. In t
<input type="checkbox"/> 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 on the ground with both hands raised in the air as he bites the lip of the steer. He is dressed in a
<input type="checkbox"/> 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 to shake the hands of individuals in the crowd. Behind the train is a wooden building whose sign re

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[prev page](#) [next page](#) 1 of 1

Thumbnail View

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

enter search term > [search again](#) View: [grid](#) [thumbnails](#) [bibliographic](#) [titles](#)

			
<input type="checkbox"/> 1. PH033_0001	<input type="checkbox"/> 2. PH033_0002	<input type="checkbox"/> 3. PH033_0003	<input type="checkbox"/> 4. PH033_0005

[select all](#) [clear all](#) [add to favorites](#) [prev page](#) [next page](#) 1 of 1

Bibliographic View

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

enter search term > [search again](#) View: [grid](#) [thumbnails](#) **[bibliographic](#)** [titles](#)

- 1. [PH033_0001](#)
Cowboys; Cowboy hats; Cowboy boots; Cowboy Apparel; Chaps; Chaps, Woolly; 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

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Title View

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

enter search term >	search again	View:	grid	thumbnails	bibliographic	titles
No:	Title:					
<input type="checkbox"/> 1.	PH033_0001					
<input type="checkbox"/> 2.	PH033_0002					
<input type="checkbox"/> 3.	PH033_0003					
<input type="checkbox"/> 4.	PH033_0005					
select all	clear all	add to favorites	prev page	next page	1 of 1	

Browse by “Virtual Collection”

Historical Photograph Collection Browse by Collection

THE ELECTRIC STUDIO/O.G. ALLEN COLLECTION, CA. 1911-1913.

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](#)

Developing Advanced Searches

Keyword Searching:

Select Fields:
 Title Subject Place Names
Date Notes Accross All Fields

Enter Search Term(s):

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

Search Limits

Limit by type: <ul style="list-style-type: none">No limitOutside PhotographInterior PhotographStudio PortraitSterographs	Limit by Place: <ul style="list-style-type: none">no limitElephant RockGibbon, OregonGrande Ronde RiverPendleton, OregonThorn Hollow
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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

<http://libweb.uoregon.edu/catdept/meta/metahome.html>

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 [diglib](#) 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)

[UO Digital Collections : Work in Progress](#)

[Local Policies and Documentation](#)

[Group Membership and Charge](#)

[Meeting Minutes](#)

[External Resources, Standards, and Background Information](#)

[Metadata and Digital Library Services Homepage](#)