Metadata In Omeka:
From CSV to Elements

This presentation covers

1. Assessing sources of metadata with a focus on Special Collections

2. Ways of exporting metadata

3. How to import metadata using the [CSV Plugin](#)

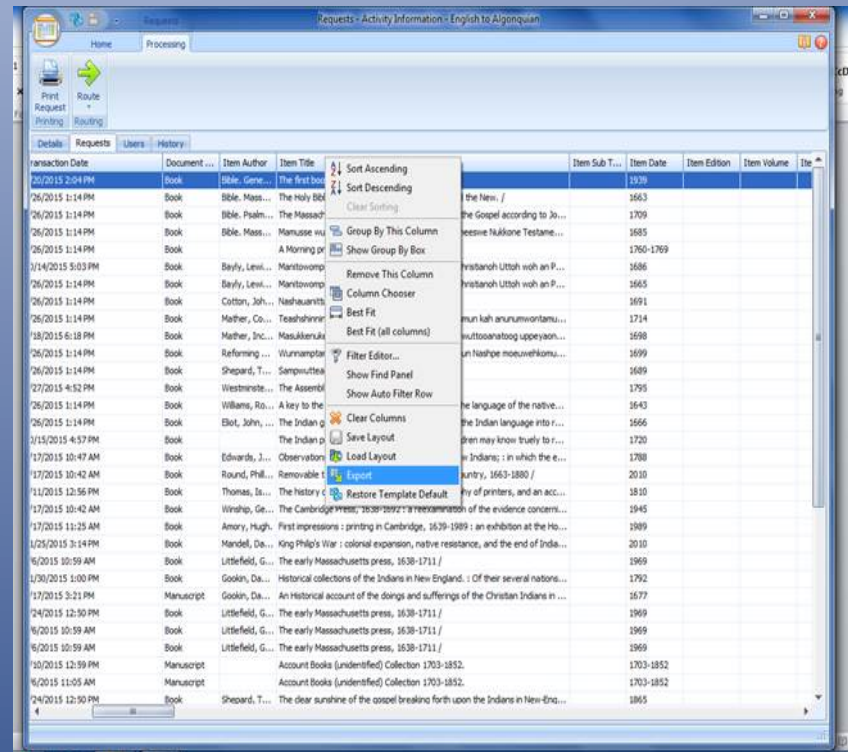4. How to manipulate metadata display in your exhibition

Exporting Metadata

	From Content DM	From Aeon	From General Catalog that allows MARC Export
Why?	For item level headings of graphic arts materials	Detailed records, but lack subject headings	Detailed records, including subject headings
How?	Varies Depends on Content DM you are using	See next 2 slides	See AAS pastispresent.org post on how to use MardEdit to convert from MARC to CSV
Examples	Louis Prang & Chromolithography	JF Cooper Women & Dime Novel	Thomas Ballads

END GOAL: CSV FILE (from Excel)

From Aeon to CSV

1. create an event for your exhibition in Aeon

2. Add items to your event

3. On the event page in Aeon, right click on column headings and export to excel
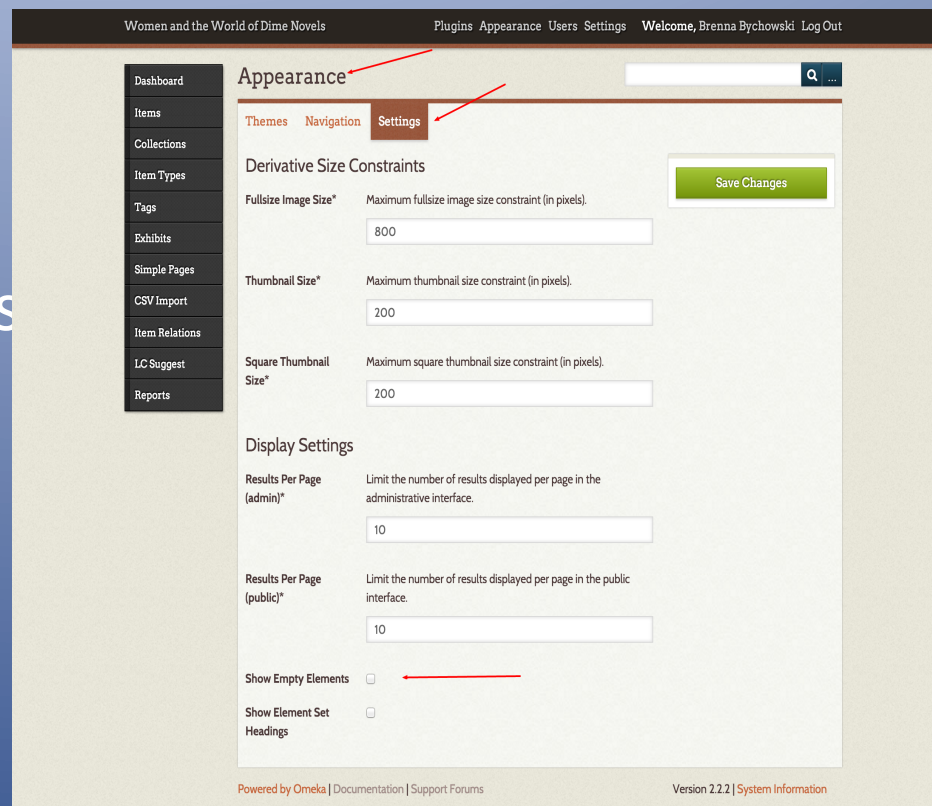
4. Be sure to save as a CSV

From Aeon to CSV

Marc Field	AeonField	Notes
245$ab	ItemTitle	
100$abcdq/110$abcdgnp/111$acden/130$aklp	ItemAuthor	
240$a	ItemCitation	
260$a/264$a	ItemPlace	
260$b/264$b	ItemPublisher	
008	ItemDate	
250$a	ItemEdition	
300$ac	ItemInfo4	Pagination; illustrations, etc.; height in cm.
mfhd 852$khit	CallNumber	
calculated	Location	
856$y/3/z	ItemInfo3	Available digitally (URL)
090$ab	ItemInfo5	Call Number
mfhd 852$h	SubLocation	
020$a/022$a	ItemISxN	
001	ReferenceNumber	
calculated	DocumentType	

CSV Import Plug-In

- Prepare CSV for import
  - Save as CSV (not .xls)
  - From Catalog: Need to change column headings from MARC tags to unique words
  - All cells must be filled
  - Get rid of additional punctuation
    - Possible use of "Text to Columns"
- Map Columns to Elements

Dublin Core

- If all CSV fields are not filled, then won't show up; you might therefore have to fill in some fields w nonsense data and then erase it once imported

- Settings to
  - Appearance to
    - Unclick "show empty elements"

Hide Elements Plug-in

- Elements can separately be hidden from the edit form, display on the admin side, display on the public side, and the search form.

- Plugins to
  - hide elements to
    - configure

Change Order of Elements

- Settings to
  - Element Sets to
    - Dublin Core Edit