



**VITA 5**  
**Data Management Manual**

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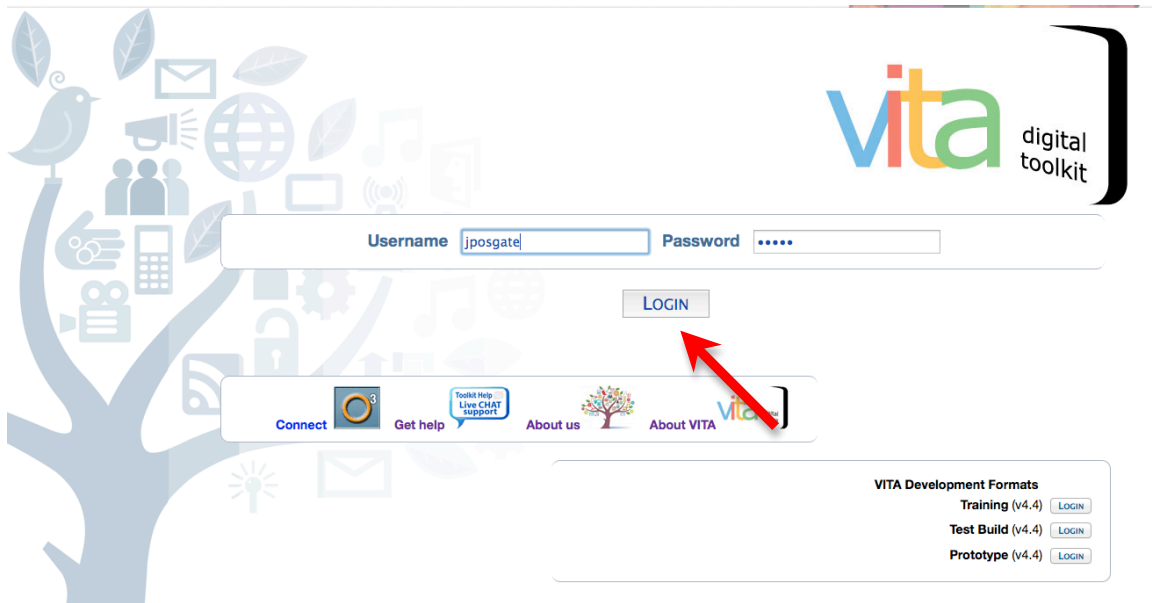
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### 3.1 Logging on to VITA

Access the logon page at: <https://data.vitatoolkit.ca/>



Enter your username and password. Usernames and passwords are assigned by your site and agency administrators.

Click on Login button

**Note:** links to the VITA Toolkit Network (“Connect”) and Live Chat support (“Get help”) are both available on this screen as well as a link to find out more about OurDigitalWorld.

If you are managing data in multiple agencies, you will be presented with a list of agencies. Select the agency whose collection content you are planning to work on.





Jess Posgate is logged in

### Select Agency

Please select the name of the agency whose records you plan to update.

- 1812 History
- Ajax Public Library
- Algonquin Area Public Library
- Amethyst Mine Panorama
- Atikokan Mining Attraction Association
- Bancroft Public Library
- Barrie Public Library
- Beardmore Regional Historical Society
- Belleville Public Library
- Bibliothèque Du Canton d'Alfred Plantagenet
- Bibliothèque Publique de Clarence-Rockland
- Bibliothèque publique de Hawkesbury
- Bibliothèque Publique de La Nation
- Bibliothèque publique du canton de Russell
- Blind River Public Library
- Bradford West Gwillimbury Public Library
- Brampton Library
- Brock University Archives
- Brockton Heritage Committee
- Bronte Historical Society
- Burk's Falls, Armour & Ryerson Union PL
- Burlington Historical Society

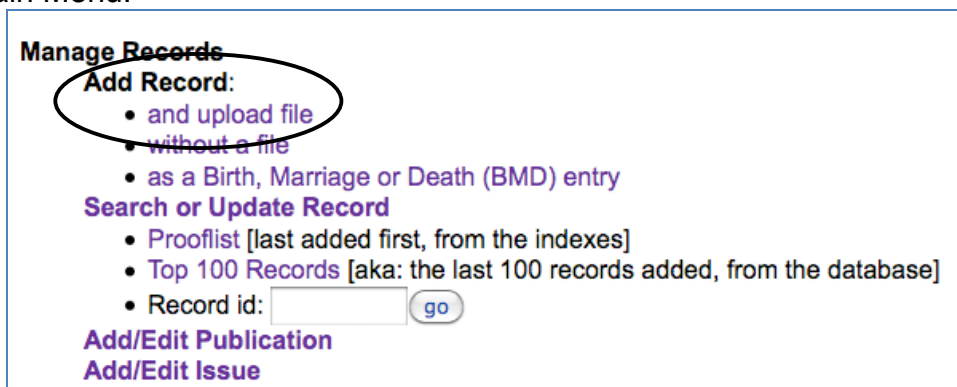
If you work with a single agency, you will be delivered immediately to the main menu of that agency.

## 3.2 Adding Records

The process for adding collection items is to add a record with or without a digital file, create the metadata record and associate other files with the record. The following is the basic add record procedure. If you are working with newspaper content (publication profiles, issues, articles/clippings and Birth Marriage & Death index records) see the VITA Newspaper Content Management manual for more specific instructions.

### 3.2.1 Add Record with Digital File

Once you click on the login button or agency name, you will be presented with the Main Menu.



Choose the option – **Add Record and upload file** from the Main Menu.

## Uploading a Digital Object

## Part 3.2

On the Add record screen, enter the following data:

Main Menu >> Add Record

---

Add Record

Title	<input type="text"/>
Templates	<small>[Select one of the options below]</small>
Media type	<input checked="" type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Collection <input type="radio"/> Video <input type="radio"/> Object <input type="radio"/> Audio <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper ↕
Category	<small>[Select one of the options below]</small> ↕
Label	<input type="text"/>
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No ↕
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No ↕
<div>Clear Form</div>	
Select File	

+ Add file...

Start upload

Cancel upload

**Title** - Enter a working title for the record you are creating. The title can be edited at any time.

**Media type** - Choose the media type **of the object file you are going to describe**. Default options may include image, text, video, audio, newspaper, or genealogical resource. *Please note that the site administrator can select the default media types to appear on this screen.* The media type you choose here will dictate the template for input fields used to enter data.

Common Media Types include:

- ☐ Image
- ☐ Text
- ☐ Video
- ☐ Object
- ☐ Audio
- ☐ Newspaper
- ☐ Genealogical Resource

For example: If you are describing a postcard, the primary media type would be “Image” and you can select “Text” as secondary media type once your record is established (see next steps). If you are uploading an audio file of an oral history, for example, upload the audio file first and select media type and category “Audio” then associate another file with the record and upload the image file that will represent the oral history once the record is established. Choosing the right media type and category at this stage affects what transformations are applied to the file you are uploading, and how this file will be served to the end-user.

**Category** – The category determines how the system will handle and display the file you are uploading. I.e. the tool will resize an image file to thumb+reg+full display sizes if the appropriate category is selected and the

tool is “allowed” to resize; text, audio and video files must have matching media types and categories. See below for more information.

**Remember:** you can later replace the files in this category for each record.

Options include:

- Thumbnail + Regular + Full
- Thumbnail + Regular
- Thumbnail (Only one allowed)
- Regular (Only one allowed)
- Full Image (Only one allowed)
- Reverse (Only one allowed)
- Stereoview (Only one allowed)
- Detail (Multiple allowed)
- Not for Public Display (Multiple allowed)
  - **Note:** When you just want to display the file in the system, but not for the public discovery or display in the VITA site—**do not use** in place of making a record Public or Non-Public
- Audio (Multiple allowed) – audio file is associated with record
- Video (Multiple allowed) – video file is associated with record
- Page (Multiple allowed)
- Text file (Multiple allowed)

**Label** – If you chose one of the following Category options: Reverse, Detail, Not for Public Display, Audio, Video, Page, or Text file you may add a brief (<50 characters) descriptive label that displays in the right hand navigation bar.

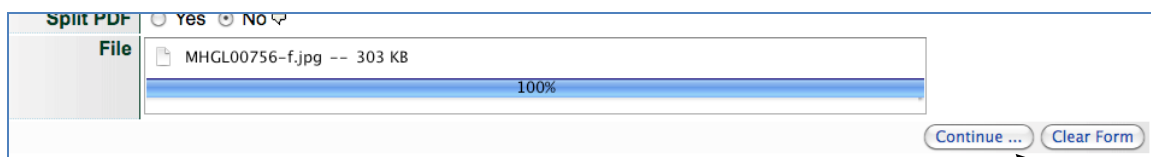
**Change file size** – This field **applies only to Image files**.

If you leave the selection at Yes, the image will be resized on the server according to the default values set up for your agency (organization).

If you select no, the image file will not be resized.

Image files that are not JPEG format will automatically be converted into a JPEG for web delivery and hosting through VITA.

**File** - Browse your computer for the digital object file that you are going to upload. Upon selecting the file, the uploader starts to work automatically. Once the file is at 100%, a “Continue...” button will appear in the bottom right of the screen. Click this to move to the next stage.



The screenshot shows a web interface for uploading a file. At the top, there is a tab labeled 'Split PDF' with radio buttons for 'Yes' and 'No', where 'No' is selected. Below this is a 'File' section with a file icon and the text 'MHGL00756-f.jpg -- 303 KB'. A blue progress bar is shown below the file name, with '100%' written in the center. At the bottom right of the interface, there are two buttons: 'Continue ...' and 'Clear Form'. A black arrow points to the 'Continue ...' button.

### Uploading Video and Audio Files:

- Upload the audio or video file and select “Audio” or “Video” as the Media type and category
- In the File/Tech data screen, select “Associate another file with this record” and add a still image that will represent the audio or video file and select the “Thumb+Regular” category\*  
\*optional for streaming (FLV) video files (see Plus Plan manual)

### Uploading PDFs:

1. To display individual pages of any multipage object saved as a PDF, the file needs to be split. Select “Yes” for the Split PDF option.
2. Upload all PDF objects as media type “Text” and Category “Text” to auto-generate a thumbnail and regular display image from the first page.
3. Full text will be automatically extracted during upload.

For more information about uploading PDFs and associating full text, see the Text Object Management manual.

## 3.2.2 Adding a Record Without a Digital File

Use this option to create a record for a fragment of a larger part of your collection, like a clipping from a publication—i.e. to create a record without a scan or digital file. For more information, see Publications and/or the Text or Newspaper Content Management manual.

Main Menu >> Add Record without file upload

Add Record without file upload

Title	Capsized! Women jump overboard
Publication Title	<div>Brampton Guardian (Brampton, ON): ID: 7576 Georgetown Gemini: ID: 6763 Marine Review: ID: 6735 Markdale Standard (1888): ID: 72069</div>
Publication Date	20110921 (YYYYMMDD)
Media type	<input checked="" type="radio"/> Genealogical Resource <input type="radio"/> Newspaper

Main Menu >> Add Record without file upload

Main Menu >> Add Record without file upload

---

Add Record without file upload

Title	Capsized! Women jump overboard
Publication Title	6735 <small>Use this field when the record being entered belongs to a Publication, e.g. a newspaper clipping or an individual article from a serial publication. If the title of the publication isn't available <a href="#">add it here first</a>.</small>
Publication Date	18950811 <small>Publication Date is intended to be a real date and should be entered in the form: 20110921 (YYYYMMDD).</small>
Media type	<input type="radio"/> Image <input checked="" type="radio"/> Text <input type="radio"/> Video <input type="radio"/> Object <input type="radio"/> Publication <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper ↕

[Add record](#) [Clear Form](#)

Main Menu >> Add Record without file upload

## Part 4 Creating records in VITA

The basic data-entry template is divided into eight screens:

- Display – displays how the record will look in the public interface
- File/Tech – details the file list and information about each file associated with the record (e.g. File size, location, etc.) and input areas for technical metadata
- Descriptive – data elements that describes the intellectual content of the digital object, and assists with the discovery of the object
- Geographic – lists quick pick locations for collection and location input box with preview in Google Maps
- Administrative – data elements that facilitate the management of the digital object and capture non-public information
- Groups – for adding objects to existing groups and adding new groups
- Links – for adding links to display with the object
- Delete – offers the option of deleting the object from the index (Level 2 and higher)

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[Main Menu](#) >> [Search](#) >> [Results](#)

Create new record: [with uploaded file](#); [without upload](#) ([Duplicate Record](#)) [View entry in Public site](#)

Jump to: [Statistics](#)

Display	File/Tech	Description	Geography	Admin	Exhibits	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	----------	--------	-------	--------

**Options available on more than one screen include:**

- **Record ID** – on all screens except Display and Delete the record title is followed by the record ID number. This helps isolate and identify records to enable fast searching from the main menu via the Record ID search box.
- **Update Record Button** – immediately updates the record to include the latest data that you have input. Update the record whenever you enter information in a data field or once you have finished entering the information on a given screen. Preview the updated record as it would appear to an end-user by viewing the record in the Display screen. Always update record before moving to a new screen.
- **Public Display** – denotes whether the record is available on the public site. If yes, the record is available to end-users; if no, the record is only available to internal users of your organization who have login access to VITA software.

[Main Menu](#) >> [Search](#) >> [Results](#)  
Create new record: [with uploaded file](#); [without upload](#) ([Duplicate Record](#)) [View entry in Public site](#)  
Jump to: [Statistics](#)

Display	File/Tech	Description	Geography	Admin	Exhibits	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	----------	--------	-------	--------

**No Item Type has been assigned.**  
**Sortable Date has not been assigned.**  
**Earliest Year has not been assigned.**  
**Latest Year has not been assigned.**  
**This record will not display in the Public Sites.**

**Helpful reminders** - highly recommended data elements will appear on the top of the screen if they have not been completed.

## 4.1 Display screen

This screen allows you to view the record you are editing as it will appear when displayed to end-users. You can view the display screen at any time during data entry.

Display	File/Tech	Description	Geography	Admin	Exhibits	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	----------	--------	-------	--------

Alternate Views: [OurOntario](#), [Dublin Core](#), [MODS](#), [RSS](#), [Atom](#), [Solr](#)

### Robbie Burns Cottage

Description

Comments (0)

**Creator:**  
Agnes Macphail

**Media Type:**  
Image  
Text

**Item Type:**  
Postcards

**Description:**  
A postcard sent from Agnes Macphail to her sister, Mrs. Duke Clunas, from Scotland.

**Inscriptions:**  
Mrs Duke Clunas  
Harriston, Ont Canada  
Sept 9 / 52  
Dear Jean: Thanks for your letter -- it was very welcome. Glad holiday was enjoyable. Uncle Orrin is very low -- too bad. We leave for England in the morning. I go to London. Mrs. Wilmot other other places. Been more than a month in Scotland -- too cold now. Agnes


**Date of Original:**  
Sept 9, 1952

**Subject(s):**  
[Cabins](#)  
[Poets](#)  
[Tourism](#)


**Personal Name(s):**  
[Macphail, Agnes](#) ; [Clunas, Jean](#)

**Language of Item:**  
English

**Copyright Statement:**  
Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.

**Creative Commons licence:**  
 [\[more detail\]](#)

**Contact:**  
Training data set  
Email: [info@ourontario.ca](mailto:info@ourontario.ca)  
WWW address: <http://ourontario.ca/>



Comment on this item
Create electronic postcard
Full Image
Reverse

**Alternate Views:** enables you to open the metadata file for the individual record you're working on for export into other systems. Remember that a complete data export of all your agency records can be accomplished through the Agency Management screens (See the Site Administration Manual).



## **4.2** File/Technical data screen

The File Details list shows the digital files associated with the record and how they are organized by display category.

Digitization Details offers input boxes for tracking technical information about the digitization process. This technical information is for data management purposes only and is not made public.

**Note:** the options on the left side of the screen vary according to what stage you have reached in adding files.

If you do not add a thumbnail file, VITA will associate and display a generic image for the record's media type. This process is not tracked on the File/Tech data screen. For more information about default icons and graphics, see the VITA Site Administration Manual.

## 4.2.1 File Summary

File details are automatically generated as files and file types are associated with a record.

**Technical data: List of Voters for the Town of Paris for the Year 1896**

File summary	
	<b>Thumbnail</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL070072t.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL070072t.jpg</a> [Details/Edit]
	<b>Regular</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL070072.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL070072.jpg</a> [Details/Edit]
	<b>Full Image</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL070072f.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL070072f.jpg</a> [Details/Edit]
	3 <b>Cover [Page]</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL0700720001p.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL0700720001p.jpg</a> [Details/Edit] OCR/Full text: LIST OF VOTERS... -FOR THE- TOWN OF PARIS Entitled to Vote at both the ...
	4 <b>Inside front cover : List of post offices [Page]</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL0700720002p.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL0700720002p.jpg</a> [Details/Edit] OCR/Full text: List of Post Offices. 1—Paris 2—Paris Station 3_Toronto 4—Gait 5—Buffalo ...
	5 <b>Certificate of No Complaint [Page]</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL0700720003p.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL0700720003p.jpg</a> [Details/Edit] OCR/Full text: VOTERS' LIST.—Form 15—Sec. u. Hart & Company, Stationers, 33 King ...
	6 <b>1 : North Ward, Polling Sub-Division 1 [Page]</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL0700720004p.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL0700720004p.jpg</a> [Details/Edit] OCR/Full text: List of Voters for 1896. Municipality of the Town of Paris. NORTH ...
	7 <b>2 [Page]</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL0700720005p.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL0700720005p.jpg</a> [Details/Edit] OCR/Full text: , jtou*. Sus-Dms^No^NoB §3 I NAME. ...
	8 <b>3 [Page]</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL0700720006p.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL0700720006p.jpg</a> [Details/Edit] OCR/Full text: POLLING SUBDIVISION No. 1 —NORTH WARD—Continued. 3 £=• ...
	9 <b>4 [Page]</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL0700720007p.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL0700720007p.jpg</a> [Details/Edit] OCR/Full text: y0i I _NORTH WARD—Continued. 5J •3 3^ »ft* ^I-H 71 92 1 190! 186 31 14 90 ...
	10 <b>5 [Page]</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL0700720008p.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL0700720008p.jpg</a> [Details/Edit] OCR/Full text: POLLING SUB-DIVISION No. 1—NORTH WARD—Coilliiued. 5 Z~ OJ §1 ...
	11 <b>6 : Municipal elections only [Page]</b> File Exists: <a href="https://data.ourontario.ca/Partners/cbpl/CBPL0700720009p.jpg">https://data.ourontario.ca/Partners/cbpl/CBPL0700720009p.jpg</a> [Details/Edit] OCR/Full text: 6 POLLING SUB-DIVISION No. 1--NORTH WARD—Continued. PART 2—List of ...

Relabel Pages

Associate another file with this record

Associate a single Zoomify zip file with this record

Associate multiple pages with this record

Associate OCR/Full text files with these pages

Associate Zoomify files with these pages

When finished editing pages/text:

Update Index

### Details

- “File exists” provides the location of the digital object file.
- “OCR / full text” is a snippet of the text that is associated with the image file (if available).
- “Zoomify: files available” indicates that a zoomify file is associated with an image file and will offer up the zoomify display with optional JPEG view to users on the pubic side.

**NOTE (June 2015): With the introduction of the JPEG 2000 viewer, we will be phasing out support for Zoomify Flash viewer. If you are inclined to convert your images or pages for dynamic pan-zoom, please shift your focus to using a JP2 converter instead. The upload, storage and viewer are all superior and better supported in an HTML5 environment.**

#### 4.2.1.1 File Order

- For objects with up to 20 files, order them by clicking and dragging the “sort” icon up or down the list. This will commit your changes.
- For objects with more than 20 pages order the pages using the numeric input boxes
  - Click the Update File Order button to commit your changes.

Thumbnail	File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images">http://images.MaritimeHistoryoftheGreatLakes.ca/Images</a>
Regular	File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images">http://images.MaritimeHistoryoftheGreatLakes.ca/Images</a>
Full Image	File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images">http://images.MaritimeHistoryoftheGreatLakes.ca/Images</a>
Front Cover [Page]	File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images">http://images.MaritimeHistoryoftheGreatLakes.ca/Images</a> OCR/Full text: Season 1910 Niagara Navigation Company Limited Co Zoomify: files available
2 [Page]	Thumbnail File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG</a> Regular File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG</a> 3 [Page] File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG</a> OCR/Full text: POCAHONTAS BECKLEY SEWELL FIRE CREEK WEEKSE Zoomify: file
3 [Page]	4 [Page] File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG</a> OCR/Full text: OSBORN & LANGE, INC. INSURANCE BROKERS - - AVEF Zoomify: file
4 [Page]	5 [Page] File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG</a> OCR/Full text: U. S. MERCHANT MARINE ACADEMY KINGS POINT, LON Zoomify: file
5 [Page]	6 [Page] File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG</a> OCR/Full text: S. S. WILFRED SYKES Built at the Lorain Plant of The Ame Zoomify: file
6 [Page]	7 [Page] File Exists: <a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHG</a> OCR/Full text: THE AMERICAN SHIP BUILDING COMPANY MAIN OFFIC Zoomify: file
7 [Page]	

#### 4.2.1.2 File Details/ Edit

To add, review or edit details associated with a file, click “Details/Edit” at the end of the File URL

<b>Regular</b>	
File Exists:	<a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL01916.jpg">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL01916.jpg</a> [Details/Edit]
3	1 [Page]
File Exists:	<a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL0019160001p.jpg">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL0019160001p.jpg</a> [Details/Edit]
OCR/Full text: POCAHONTAS BECKLEY SEWELL FIRE CREEK WEEKSBURY WHARTON ...	
4	2 [Page]
File Exists:	<a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL0019160002p.jpg">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL0019160002p.jpg</a> [Details/Edit]
OCR/Full text: OSBORN & LANGE, INC. INSURANCE BROKERS - - AVERAGE ADJUSTERS ESTABLISHED ...	
5	3 [Page]
File Exists:	<a href="http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL0019160003p.jpg">http://images.MaritimeHistoryoftheGreatLakes.ca/Images/MHGL0019160003p.jpg</a> [Details/Edit]
OCR/Full text: U. S. MERCHANT MARINE ACADEMY KINGS POINT, LONG ISLAND, N. Y. OFFERS A ...	

#### File Details/Edit Screen

<b>List of Voters for the Town of Paris for the Year 1896 page , Cover</b>	
<a href="#">Update/Edit values</a>	
<b>Label:</b>	
Cover	
For the page number. e.g. "3" or "RE3" <b>Do not enter labels like "page 3"</b> . The software will supply the characters "page" when it is appropriate. Subsequent versions will allow you to supply alternate labels for "page" including translations.	
<b>Label (extension):</b>	
Used to briefly indicate significant features of a given page. e.g. "Chapter 2" or "Barber house [photo]" or "Index". These don't appear as part of the pagination but do help users indicate significant landmarks in the drop down list of pages.	
<b>Category:</b>	
Page	
<b>Files:</b>	
<b>Original File name:</b> 1999.6702.01.01.jpg	
<b>Regular file (JPG):</b> <a href="#">CBPL0700720001p.jpg</a>	
File Size: 222941 bytes, 1000 x 552 File Type: jpg	
<b>Put in public display?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Is this corrected OCR?:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Index the text in this file?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Turn this off if you have uploaded multiple versions of the same content (say a Word .DOC as well as a PDF file), so that we only index it once. <b>Note:</b> one of those files will need to be indexed.	
<b>Full text:</b>	

**Label:** Any label information will be carried forward from the Add Record screen. Edit Labels here.

**Label (extension):** Use this to distinguish a labelled page as something else, like Title Page, or Index. The file display will include a colon and the extension label (e.g. 1 : Title Page).

**Category:** The category displayed here reflects either the category selected on the Add Record screen (e.g. Text, Detail, Full, Regular, etc) or will be automatically populated during a batch upload of pages (i.e. Category: Page).

**File:** The digital file name, File Size in bytes and pixels, and File type.

**Original File Name:** The name of the file uploaded to the tool from your hard drive. This is key information for mapping between the digital object online in VITA and your copy of the digital file.

#### **Put in Public Display?**

Default is “Yes”. Use this option to manage files that are not meant for public display such as specifically sized details files, or the text files associated with an object where you do not want the text file to be displayed, but want the content to be indexed for full text discovery.

#### **Is this corrected OCR?**

If your full text is correct (i.e. edited for correct spelling, etc), select “Yes”. This allows the text from your page to be added to the index that drives the “Did you mean?” search help for end users.

Whether you select Yes or No, the full text displayed on this page is used for full text searching (see Index the text in this file?).

#### **Index the text in this file?**

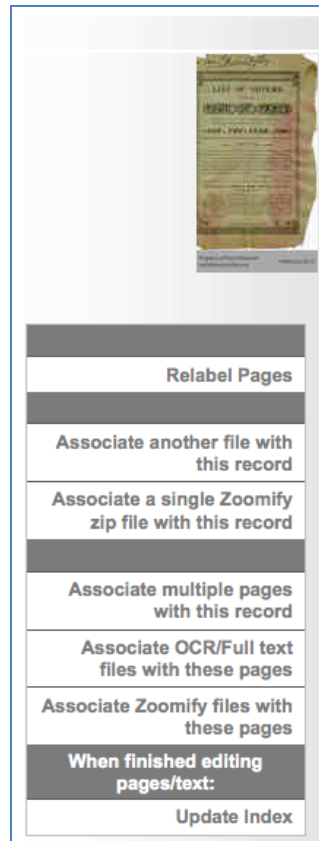
This allows you to select which of multiple text files will have their content indexed for full text discovery. E.g. if you upload a PDF object, the text will automatically be extracted if possible, but you can upload a DOC file with the corrected or complete text, then select “No” for the PDF and “Yes” for the DOC, and only the DOC file content will be indexed for full text, page-level results.

**Full Text:** Any full text that is auto-extracted from the uploaded object or any uploaded .txt, .doc., .rtf, .pdf or .xls files will appear in this input box; use this input box to manage, edit or review full text. This full text will not display in the public details of the object. There is a 1 million-character cap on what will be displayed in this area; if the character count exceeds this, you will not have editable access via this screen.

**To overwrite full text in the index**, replacement text must be input i.e. leaving the full text box empty and reindexing will **not** overwrite the original text. Add non-searchable text (e.g. alkdh foihf,smnd) so that end users will not retrieve confusing search results based on non-content text in these spaces.

Click **“Update/Edit Values”** to commit your changes on this page, then...

Return to the File/Tech Data screen and click the **“Update Index”** button to commit the changes:



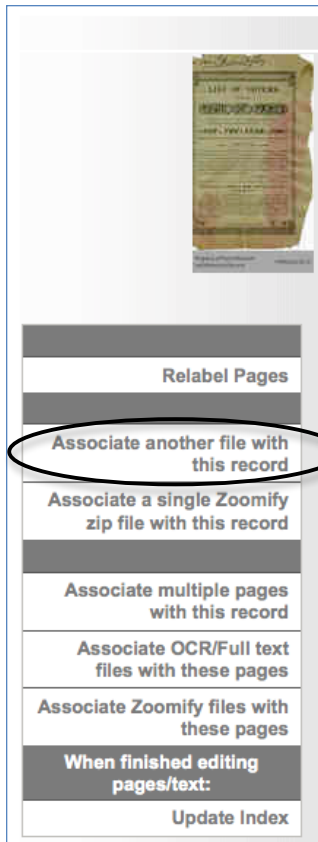
The screenshot shows a web interface for managing file and technical data. At the top, there is a thumbnail image of a document. Below it, a list of actions is displayed in a table-like structure with alternating grey and white rows. The actions are: 'Relabel Pages', 'Associate another file with this record', 'Associate a single Zoomify zip file with this record', 'Associate multiple pages with this record', 'Associate OCR/Full text files with these pages', and 'Associate Zoomify files with these pages'. At the bottom of this list, there is a section titled 'When finished editing pages/text:' followed by a button labeled 'Update Index'. A black arrow points to the 'Update Index' button.

Relabel Pages
Associate another file with this record
Associate a single Zoomify zip file with this record
Associate multiple pages with this record
Associate OCR/Full text files with these pages
Associate Zoomify files with these pages
When finished editing pages/text:
Update Index

**Note:** For more information on Relabeling Pages, see the Text Object Management or Newspaper Content Management manuals.

### 4.2.1.3

### Associate other files



Use this feature if, for example, you want to add the reverse of an image, a detail, or a number of pages inside a brochure or scrapbook.

#### Associate another file with this record

This link takes you to an add file screen. The record title and media type are inherited.

Select the appropriate display type category (if you select a category that already has a file associated, this upload will replace the original).

A form titled 'Add file to record'. It has fields for 'Title' (Robbie Burns Cottage), 'Category' (dropdown menu open), 'Label' (text input), 'Image resize' (radio buttons), 'Split PDF' (radio buttons), and 'File' (file input). The 'Category' dropdown is open, showing options: '[Select one of the options below]', '[Select one of the options below]', 'Thumb+Regular+Full', 'Thumb+Regular', 'Thumbnail (Only one allowed)', 'Regular (Only one allowed)', 'Full Image (Only one allowed)', 'Reverse (Only one allowed)', 'Stereoview (Only one allowed)', 'Detail (Multiple allowed)', 'Not for Public Display (Multiple allowed)', 'Audio (Multiple allowed)', 'Page (Multiple allowed)', and 'Text file (Multiple allowed)'. A 'Browse' button is next to the 'File' field.

Browse for a file.

Enter a label if applicable.


Allow or disallow Change file size for image files.

Browse and select a file to associate. Once selected, the uploader will start automatically. When the file is 100% uploaded, a "Continue..." button appears.

The same 'Add file to record' form, but now the 'File' field shows a file named 'JC017b\_opt.jpg' with a size of '451 KB'. A blue progress bar is at the bottom of the file input area, showing '100%'. At the bottom right of the form are two buttons: 'Continue ...' and 'Clear Form'.

The file summary will include the new file and it's category type.








Associate another file with this record


Associate a single Zoomify zip file with this record

### File summary

 **Thumbnail**  
File Exists: <https://data.ourontario.ca/Partners/Training/105369t.jpg> [Details/Edit]

 **Regular**  
File Exists: <https://data.ourontario.ca/Partners/Training/105369.jpg> [Details/Edit]

 **Full Image**  
File Exists: <https://data.ourontario.ca/Partners/Training/105369f.jpg> [Details/Edit]

 **Reverse**  
File Exists: <https://data.ourontario.ca/Partners/Training/OOTr000105369r.jpg> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

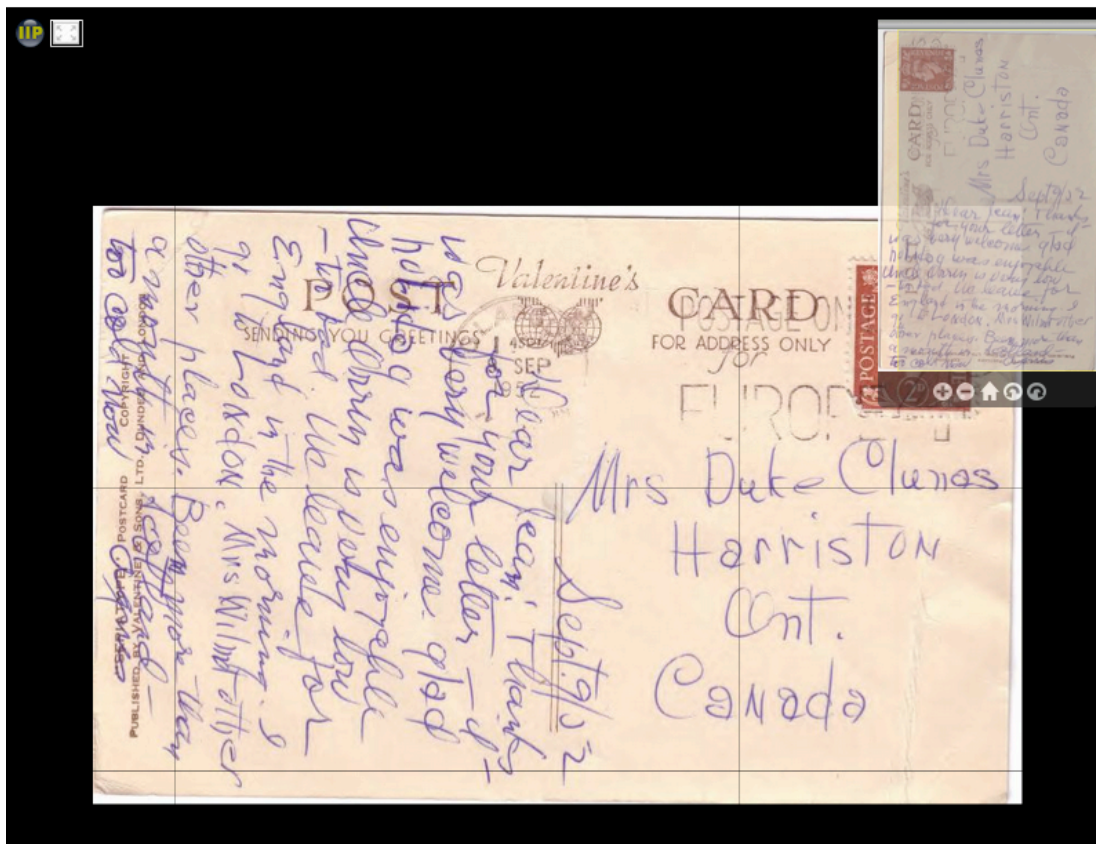
Use JP2 files for reverse and detail images to provide a dynamic pan/zoom option

[small \(640 x 480\)](#)
[default \(1000 x 900\)](#)
[large \(1600 x 1000\)](#)
[extra large \(2400 x 1200\)](#)






small (640 x 480) | default (1000 x 900) | large (1600 x 1000) | extra large (2400 x 1200)



### Associate multiple pages with this record

Use this feature to perform batch uploads for multi-page objects. See the Text Object Management or Newspaper Content Manual for full details on multipart uploads.

### Associate OCR/Full text files with this record

**Note:** This option appears once a file has been uploaded in the “Page” category for this record or multiple files have been associated with the record.

For step-by-step instructions for creating and uploading OCR/Full Text files, see the Text Object Management manual.

## 4.2.2 Digitization Details

Use the Digitization Details input boxes to record technical information and technician names for administrative purposes. This data does not display publicly.






<b>Operator</b>	
Definition	The person responsible for the digitization of the analog material.
Status	Optional
Publicly Displayed:	No
Repeatable	No

<b>Equipment</b>	
Definition	The equipment (type of scanner, etc.) used to digitize the material
Status	Optional
Publicly Displayed:	No
Repeatable	No

<b>Software</b>	
Definition	Software used to digitize the material.
Status	Optional
Publicly Displayed:	No
Repeatable	No

## 4.3 Descriptive data screen


The descriptive data fields provide information about the intellectual content of the original resource. These data elements are the ones most used by the public to identify and locate the digital resources. Be consistent in your practice and provide as full a description as possible.


The      icons indicate which metadata fields are necessary for Dublin Core, RSS feeds, Atom feeds, Google Earth and Podcasting applications, respectively. For more information about these features, see the Site Administration Guide.

**Descriptive Data: Robbie Burns Cottage (id: 210)**





[Update Record](#)

**Public Display?** [Help](#)  
☒ Yes ☐ No



**Media Type**  [Help](#)  
**Image**  
This value determines a number of other options for this record. To change it [click here](#).

**Secondary Media Types**  [Help](#)  
☒ Text ☐ Video ☐ Object ☐ Audio ☐ Genealogical Resource ☐ Newspaper

**Item Type** [Help](#)  
☒ Postcards ☐ Charts ☐ Clichés-verre ☐ Drawings ☐ Linocuts ☐ Maps ☐ Photographs ☐ Stereographs ☐ Wood engravings  
Enter item type:

**Title**     [Help](#)  
Robbie Burns Cottage

**Publication Title** [Help](#)  
Enter publication:   
Use this field when the record being entered belongs to a Publication, e.g. a

  
Full Image  
Reverse  
 Message from Agnes Macphail to her sister  
No Comments

## Descriptive data fields

Status legend for data elements:

- Mandatory
- Essential
- Recommended
- Optional

### 4.3.1 Media Type

Definition	A high-level data value depicting the type (genre) of resource represented by the digital object.
Options	Audio, Image, Text, Video, Collection, Object, Genealogical Resource, Newspaper
Status	Mandatory
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ The media type you selected in the entry screen should be displayed here. The media type affects the template screens that are used to enter data, as the templates use different data fields and values depending on the media type selected.</li><li>▪ If you want to change the media type you selected during the initial entry, change it here.</li><li>▪ Use “text” to indicate a digital object comprised of scanned text, not image.</li><li>▪ Terms are Dublin Core Type Vocabulary compliant.</li></ul>

#### **4.3.2 Secondary Media Type**

Definition	A high-level data value depicting the subsidiary type (genre) of resource represented by the digital object.
Options	Audio, Image, Text, Video, Collection, Object, Genealogical Resource, Newspaper
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ Records describing multi-media objects or records from groups of material need to be browseable from each media type designated for their contents, but the primary media type controls the data entry template for record creation.</li><li>▪ Use Secondary Media Type to further distinguish the content of the object being described, e.g. a record showing pages of sheet music, that has an associated audio recording of that music, should have the Secondary Media Type "Audio".</li><li>▪ Terms are Dublin Core Type Vocabulary compliant.</li></ul>

#### **4.3.3 Role—only appears if Primary Media Type is Publication**

Definition	For newspaper publication titles that will have issues associated with them.
Options	Yes / No
Status	Mandatory for Newspaper Publications
Publicly Displayed:	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ Must be "Yes" to trigger the calendar interface for Newspaper publications</li></ul>

#### 4.3.4 Item Type

Definition	A more specific description of the type of object, for example, image as photograph, text as book.
Options	<ul style="list-style-type: none"><li>▪ Displayed options (select list) are associated with the media type assigned during initial upload.</li><li>▪ If choosing another option (not from the list), then type in the first three letters in the blank box, wait a moment for list to appear, then scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option.</li></ul>
Status	Highly recommended
Publicly Displayed:	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"><li>▪ Select multiple item types from list configured during agency set-up, or if choosing another option (not from the list), then type in the first three letters in the blank box, wait a moment for list to appear, then scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option.</li><li>▪ Item types are linked to standard vocabularies.</li><li>▪ Used for browsing and refining (limiting) search</li><li>▪ If an item type does not exist in the list, check if it exists in the subject headings list; if so, make a note of the subject heading and ask Our Ontario staff to add it as an item type and to what media type it should be associated.</li></ul>

#### 4.3.5 Title

Definition	A word or short phrase identifying and naming the resource
Options	N/A
Status	Mandatory
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ Used for search and display functionalities.</li><li>▪ Transcribe the formal title if applicable</li></ul>

#### **4.3.6 Publication Title**

Definition	The name of a publication to which issues, articles/clippings or BMDs are associated.
Options	Select from look-up list for Publication titles already entered using the Add Publication screen.
Status	Optional / Mandatory for newspaper collections
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ A look-up list of available titles from all agencies is generated after typing three letters into the input box</li><li>▪ If there is no Title (for the clipping), the object can be identified using publication title, publication place, pagination and date. This is done particularly with short clippings that have no headlines, especially as seen in 19<sup>th</sup> century newspapers.</li><li>▪ If the object being described is a book, do not use Publication Title, but rather Title.</li></ul>

#### **4.3.7 Pagination**

Definition	Identifies the number of pages associated with the object being described or the page or range of pages within of a serial publication where a text fragment occurs
Options	N/A
Status	Recommended
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ Content is displayed at the end of the title of the object</li><li>▪ Recommended format: p.# or pp.#-#</li></ul>

#### 4.3.8 Creator Name & Role

Definition	Enter the name of the person, family, or corporate body primarily responsible for the creation of the original resource represented by the digital object.
Options	<ul style="list-style-type: none"><li>▪ Roles - Displayed options (select list) derived from media type chosen during data entry.</li><li>▪ If choosing another option (not from the list), then type in the first three letters in the blank box - by inputting first three letters, a standardized list will appear. Scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option.</li></ul>
Status	Essential
Publicly Displayed:	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"><li>▪ Choose a creator role only if the creator is known.</li><li>▪ Do not use the name of the creator of the digital version in this field (include as part of Technical Data).</li><li>▪ Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file.</li><li>▪ If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known.</li><li>▪ For the name of a corporate body, enter the full direct form of the name.</li><li>▪ Select non-checklist roles from drop down menu</li></ul>
Examples	<ul style="list-style-type: none"><li>▪ Notman, William</li><li>▪ Davidson, Peter H., 1854-1921</li><li>▪ Eaton family</li><li>▪ Liquor License Board of Ontario</li></ul>

#### 4.3.9 Additional Contributor Name & Role Additional

Definition	A person or corporate body who contributed in some way to the content of the resource, such as an illustrator, editor, etc.
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Options	<ul style="list-style-type: none"> <li>▪ Roles - Displayed options (select list) derived from media type chosen during data entry.</li> <li>▪ If choosing another option (not from the list), then type in the first three letters in the blank box -- by inputting first three letters, a standardized list will appear. Scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option within the form.</li> </ul>
Status	Essential
Publicly Displayed:	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>▪ Choose an additional contributor role only if the contributor is known.</li> <li>▪ Do not use this field to document the name of the contributing institution, donor, or the creator of the digital object.</li> <li>▪ Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file</li> <li>▪ If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known.</li> <li>▪ For the name of a corporate body, enter the full direct form of the name.</li> </ul>

#### **4.3.10 Subjects**

Definition	Provide subject term(s) regarding the content of the original resource represented by the digital object.
Options	NA
Status	Recommended
Publicly Displayed:	Yes
Repeatable	No

Additional Notes	<ul style="list-style-type: none"> <li>Subjects can be added three at a time. You need to click on Update Record button before you can assign another set of subject headings.</li> <li>Click on List of assigned subjects to see what subject headings have been used/assigned by other organizations using VITA.</li> <li>Highly recommended / best practice is to select authorized subject terms from the thesaurus provided. The basic set of terms are a subset from the Library of Congress subject headings (Thesaurus of Graphic Materials), which makes the database more compatible with other collections when users do cross-database searches.</li> <li>Assign Subject Term from Thesaurus - To search the thesaurus, type in the first three letters in the blank box, wait a moment for list to appear, then scroll down the list and highlight choice. Click enter and the subject heading will be added to the record.</li> <li>Subjects that have been assigned to a record will appear under the "Subjects" label preceded by a check in the checkbox. To unassign a subject heading, uncheck the checkbox and save the record.</li> <li>If you search for a subject that is not in the subject thesaurus, then either: <ul style="list-style-type: none"> <li>A preferred term will appear instead. Example: "Chopping wood" use "Woodcutting" – if you enter "Chopping Wood", then "Woodcutting is automatically assigned as the preferred term.</li> </ul> </li> <li>OR</li> <li>Add New Subject Term (Not in Thesaurus) - After entering the term here, use the "Assign Subject Term" box to actually assign it to a record.</li> <li>If you must add a new subject heading, please note the term must have an initial capital and be in plural form where appropriate.</li> <li>After adding a new subject heading, it will appear flagged as "unauthorized" in the data management view, not publicly.</li> </ul>
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#### 4.3.11 Personal Names

Definition	Personal names that describe people or occur as part of the intellectual content of the object
Options	<ul style="list-style-type: none"> <li>Multiple names in one space separated by semi-colons</li> </ul>
Status	Optional
Publicly Displayed:	Yes

Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>▪ Enter names in natural or reverse order</li> <li>▪ Separate names with semicolons</li> <li>▪ Names will appear as links on public display and bring together all instances of records with that personal name associated</li> </ul>

#### 4.3.12 Corporate Names

Definition	Corporate names that describe corporate groups that appear or occur in the intellectual content of the object
Options	<ul style="list-style-type: none"> <li>▪ Multiple corporate names in one space separated by semi-colons</li> </ul>
Status	Optional
Publicly Displayed:	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>▪ Enter corporate names in natural order e.g. Smith &amp; Wesson or McCormack &amp; Sons, Co. Ltd.</li> <li>▪ Separate corporate names with semicolons</li> <li>▪ Names will appear as links on public display and bring together all instances of records with that corporate name associated</li> </ul>

#### 4.3.13 Description

Definition	Provide a description of the original resource represented by the digital object - include the key terms of the subjects and topics represented.
Option	NA
Status	Recommended
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>▪ Consider an extensive description, use terms and subjects that you don't intend to assign as formal subject headings, but that a user might use to find this record.</li> <li>▪ This field is included as part of the general search indexes.</li> <li>▪ Highly recommended field, as it is a mandated field for RSS feed.</li> <li>▪ In describing a company's association with an object be careful to avoid initials and abbreviations. Thus "the Grand Trunk Railway bridge" is more effectively searched for than "the GTR bridge" or "the G. T. R.</li> </ul>

	<p>bridge" or "the G.T.R. bridge".</p> <ul style="list-style-type: none"> <li>▪ Simple HTML tags such as &lt;p&gt; and &lt;br /&gt; to provide onscreen formatting works, but is not recommended for future repurposing.</li> </ul>
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#### **4.3.14**   **Notes**

Definition	Provide any contextual history useful in identifying and/or describing the resource.
Option	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>▪ Use this field to supply any other information about the original resource represented by the digital object, such as evidence used to date the image, i.e. before 1917 because the hotel burned down on 1 January 1917.</li> <li>▪ Data in this field is included in the general search</li> </ul>

#### **4.3.15**   **Inscription**

Definition	Document any printed information on the image.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	Recommended best practice: inscriptions on the reverse side of the image be preceded by "Reverse".

#### **4.3.16**   **Transcription**

Definition	Used to provide a transcription of an audio or video file.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>▪ Generally only used when describing an audio or video file.</li> <li>▪ Option will only display if audio or video was chosen as media type.</li> <li>▪ This is a searchable field.</li> </ul>

#### **4.3.17**   **Language(s) in item**

Definition	Language associated with the original resource represented by the digital object.
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Options	<ul style="list-style-type: none"> <li>More than one language is acceptable.</li> <li>Inputting first three letters and select from list of language codes.</li> <li>Choose appropriate language(s).</li> </ul>
Status	Optional
Publicly Displayed:	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>Choose from the standard ISO list provided (WC3 set).</li> <li>Can choose more than one language in item.</li> <li>Facilitates faceted search functionality.</li> </ul>

#### **4.3.18**    **Mystery Question**

Definition	Any query about the digital object that you would like users to contribute information on.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>Information from the community is gathered through the use of the comment feature.</li> <li>The person who submits the comment has to agree to make the comment public, and the Contributing Partner reviews the comment and gives permission for its publicly display</li> </ul>

#### **4.3.19**    **Overall Dimensions**

Definition	Provide width and height of the overall dimensions of the object, including any matting or mounted borders.
Options	Centimetres (cm) or Inches (in) or Pixels (if original is a digital photo) or Not Applicable (na)
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>Recommended to use metric measurement.</li> <li>Enter the dimensions using metric measures to a single decimal place.</li> <li>Set the unit of measurement with the radio button. If the original image was a digital photograph, then select "pixels". Only enter a numeric value within the Width and Height text boxes (e.g. 7.5)</li> <li>This measure is for the overall item. Use Image Dimensions to enter the size of the image itself, if it is significantly smaller than the overall mount or matte + frame.</li> </ul>

#### **4.3.20 Image Dimensions**

Definition	Provide width and height of the dimensions of the original image without matting or mounted borders.
Options	Displayed options (select list) derived from media type chosen during data entry.
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ Recommended to use metric measurement.</li><li>▪ Enter the dimensions using metric measures to a single decimal place.</li><li>▪ Using the same unit of measurement as the Overall Dimensions, enter a numeric value within the Width and Height text boxes (e.g. 7.5)</li><li>▪ This measure is for the image itself. Use Overall Dimensions to enter the size of the mount or matte + frame.</li></ul>

#### **4.3.21 Scale**

Definition	Scale of map or drawing.
Options	Displayed options derived from media type chosen during data entry.
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	Generally only used when describing maps.

#### **4.3.22 Projection**

Definition	Projection of map or drawing.
Options	Displayed options derived from media type chosen during data entry.
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	Generally only used when describing maps.

#### **4.3.23 Time Playing (for audio and video files)**

Definition	Length of recording.
Options	Displayed options derived from media type chosen during data entry.
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ Generally only used when describing an audio or video file.</li><li>▪ Option will only display if audio or video was chosen as media type.</li></ul>

#### 4.3.24 Publisher

Definition	Name of the person or corporate body responsible for publishing the original resource.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file.</li><li>▪ DO NOT use this field to document the owning institution (contributing partner).</li></ul>

#### 4.3.25 Place of Publication

Definition	Place of publication.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No

#### 4.3.26 Dates

##### Sortable Date of Publication

Definition	A sortable date, used for ordering multiple objects.
Options	Recommended
Status	N/A
Publicly Displayed:	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ <b>Must</b> be entered in the form: 20090224 (YYYYMMDD)</li><li>▪ If the date is unavailable the year/month can be entered in the form: 200902 (YYYYMM)</li><li>▪ If only the year is available, enter in the form: 2009 (YYYY)</li><li>▪ If a publication is seasonal or quarterly, enter in the month form using the first month of the season or quarter</li><li>▪ If there is no Date of Original, the Date of Publication will be transformed into the appropriate pattern for public display: 24 Feb 2009 or Feb 2009 or 2009</li></ul>



### **Date of Original**

Definition	A single date or inclusive dates that indicates when the original resource represented by the digital object was created.
Options	Essential
Status	NA
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ It is highly recommended that a date be supplied.</li><li>▪ Date may be a single date, a date range, a broken date range, approximate, uncertain, or undated.</li><li>▪ Refer to the appropriate content standard for information on how to record dates.</li></ul>
Examples	<ul style="list-style-type: none"><li>▪ 1960-1971</li><li>▪ [ca. 1880]-1954</li></ul>

### **Date of Event Depicted**

Definition	Record the date of the event being depicted by the original resource.
Option	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ Date may be a single date, a date range, a broken date range, approximate, uncertain, or undated.</li><li>▪ Refer to the appropriate content standard for information on how to record dates.</li></ul>

### **Earliest Year/Latest Year**

Definition	<ul style="list-style-type: none"><li>▪ A four digit year – first possible date that indicates when the original resource represented by the digital object was created.</li><li>▪ A four digit year – last possible date that indicates when the original resource represented by the digital object was created.</li></ul>
Options	NA
Status	Mandatory
Publicly Displayed:	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ Not for public display, but to facilitate date searching.</li><li>▪ It is mandatory that a date be supplied; otherwise we cannot have date search on the item.</li><li>▪ If a fixed known date, then enter the same date in both date search begin and date search end fields.</li></ul>

#### 4.3.27 Full Text (for Text objects)

Definition	Full text entered here represents the text content of objects with media type Text and makes content available for display on the public view pages.
Options	N/A
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ Insert paragraph breaks using two returns (Enter + Enter)</li><li>▪ Use basic HTML coding to format text content (e.g. &lt;p&gt;, &lt;br&gt;, &lt;b&gt;, &lt;i&gt;, &lt;table&gt;, &lt;tr&gt;, &lt;td&gt;, &lt;ul&gt;, &lt;li&gt;)</li><li>▪ <b>Note:</b> Using HTML anywhere in the text block will override any double-return paragraph insertions</li></ul>

## 4.4 Geographic data screen

The following screen is for providing geo-location information about the digital object. Assigning locations to your records is required in order to activate the Google Maps feature on the record.

### General vs. Specific locations:

Make sure the location(s) you assign are the right one for your object (i.e. distinguish between area, populated place, hospital, etc.). Click update and the Google map will centre on that location.

To move the marker, simply click on it and drag it to the new location, it will become the centre point of the map display.

**Remember:** moving the pin does not assign a new place name



**Zoom levels** can be adjusted either using the interactive Google map or by entering a new number into the Zoom level input box.

**To delete a location associated with the record**, either clear the contents of the latitude and longitude input boxes or click on the n/a option in the quicklist and Update Record.

### Selecting Locations

On the Geography tab, you'll see your agency-assigned quicklist on the left. The new look-up field is in a floating box that appears on the right and will move as we start assigning locations.

Main Menu >> Search >>  
 Create new record: with uploaded file, without upload (Duplicate) Create new template View entry in public site

Display File/Tech Description **Geography** Admin Groups Links Delete

**Geographic data: Genya Intrator Oral History (id: 404002)**

Update

Public Display? **Help**  
☒ Yes ☐ No

Geographic Location **Help**

Agency Geographic Checklist **Agency-assigned quicklist**

- ☐ **Cobourg Harbour**  
Ontario, Canada  
harbor(s) (43.96682, -78.16622)
- ☐ **Collingwood Harbour**  
Ontario, Canada  
harbor(s) (44.5084, -80.22468)
- ☐ **Glasgow**  
Scotland, United Kingdom  
populated place (55.86515, -4.25763)
- ☐ **Kingston Harbour**  
Ontario, Canada  
harbor(s) (44.23342, -76.4661)
- ☐ **Nijkerk**  
Gelderland, Netherlands  
populated place (52.22, 5.48611)
- ☐ **Sault Ste. Marie**  
Ontario, Canada  
populated place (46.51677, -84.33325)
- ☐ **Southampton**  
Ontario, Canada  
area (44.48339, -81.38305)
- ☐ **Toronto Harbour**  
Ontario, Canada  
(43.63341, -79.3663)

Selected places

Add place   
 Enter a minimum of three letters.  
**Constraints: Canada** **X**  
 Select a country

**New location**

Update

Track 1  
 No Comments

Groups of Related Records

Russian Canadians

Note the Constraints (also assigned in Agency Management) can still be national or, for US and Canada, by State or Province.

To clear the constraints or the drop down menu (when there are too many options, for example), click the Red X

Add place   
 Enter a minimum of three letters.  
**Constraints: Canada** **X** **Clear**  
 Canada  
 Select a Province

Assign a new temporary constraint by selecting a new country

Add place  ✕

Enter a minimum of three letters.

**Constraints: Ontario, Canada** ✕

Canada

Select a country

- Canada
- United States
- Afghanistan
- Aland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas, The

Then, start typing the location name into the open field and select the appropriate one from the drop-down menu

Add place  ✕

Enter a minimum of three letters.

**Constraints: Ontario, Canada** ✕

Select a country

Moscow-Sheremetyevo see Aeroport Sheremet'yevo, Moscow, Russia (airport: 55.97194, 37.41389)

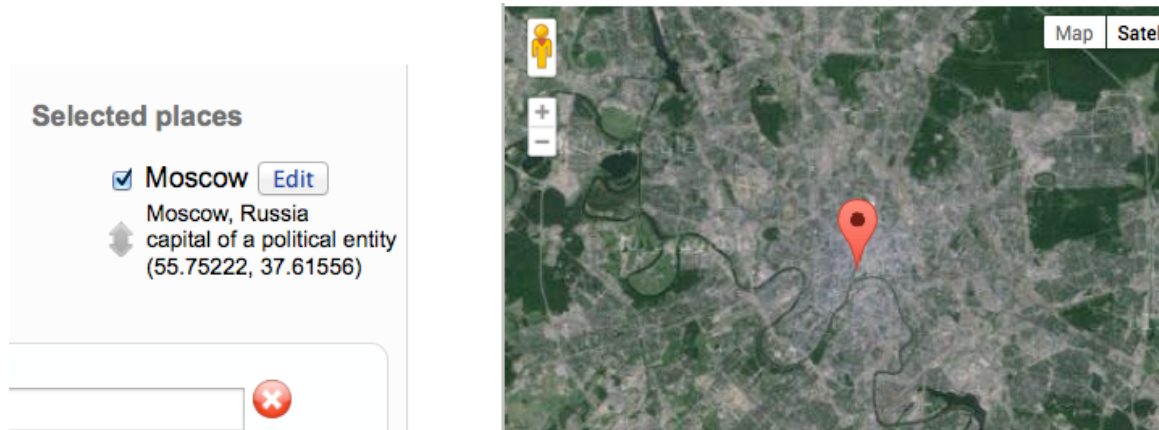
Moscow Canal see Kanal Imeni Moskvyy, Russia, Russia (canal: 56.71667, 37.13333)

**Moscow, Moscow, Russia (capital of a political entity: 55.75222, 37.61556)**

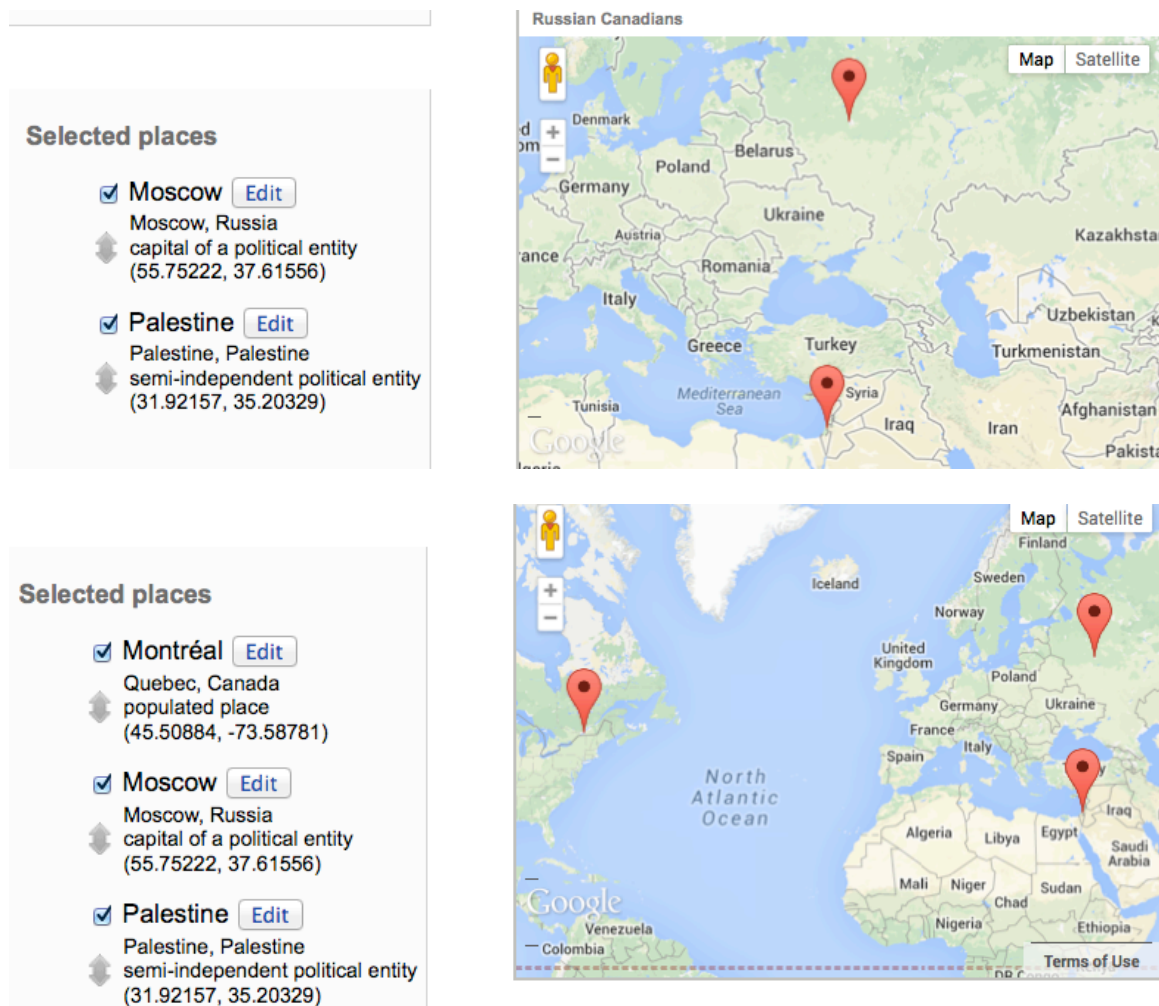
Moscow City see Moskau City, Moskovskaya Oblast', Russia (building(s): 55.7488, 37.5386)

Moscow Oblast see Moskovskaya Oblast', Moskovskaya Oblast', Russia (first-order

By clicking you commit that choice as a Selected Place on the right side of the panel. This is only committed locally, e.g. to this screen.



Now, let's add a few other locations mentioned in this oral history:



**Selected places**

- ☒ **Moscow** [Edit](#)  
Moscow, Russia  
capital of a political entity  
(55.75222, 37.61556)
- ☒ **Palestine** [Edit](#)  
Palestine, Palestine  
semi-independent political entity  
(31.92157, 35.20329)
- ☒ **Montréal** [Edit](#)  
Quebec, Canada  
populated place  
(45.50884,-73.58781)
- ☒ **Toronto** [Edit](#)  
Ontario, Canada  
populated place  
(43.70011,-79.4163)



You'll see that

- A. The map adjusts zoom level to accommodate each new location and
- B. The locations are automatically listed in the order added until you Update the record

**Select location from Quicklist (totally different record so you see how it works...)**

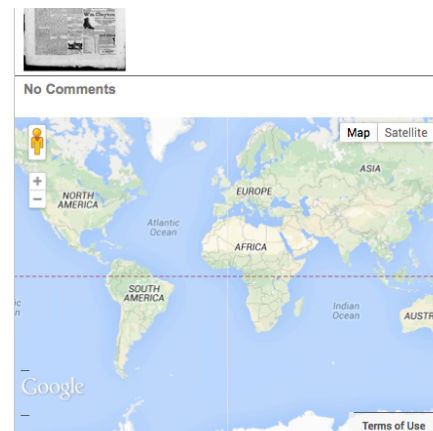
If you already have a desired location in your quicklist, the workflow will look like this:

**Geographic Location** [Help](#)

**Agency Geographic Checklist**

- ☐ **Ajax**  
Ontario, Canada  
populated place (43.85012, -79.03288)
- ☐ **Alert Bay**  
British Columbia, Canada  
bay (50.58293, -126.93639)
- ☐ **Dhaka**  
Dhaka, Bangladesh  
capital of a political entity (23.72306, 90.40861)
- ☐ **Eureka**  
Washington, United States  
populated place (46.20319, -118.61665)
- ☐ **Flesherton**  
Ontario, Canada  
area (44.2642, -80.5487)
- ☐ **Hāna**  
Hawaii, United States  
populated place (20.75806, -155.99028)
- ☐ **Kitchener**  
Ontario, Canada  
populated place (43.4501, -80.48299)
- ☐ **Prince Albert**

**Selected places**



Select the location and it will automatically appear on the right side of the panel and remain unchecked in your quicklist:



Geographic Location
Help

Agency Geographic Checklist

☐ **Ajax**  
Ontario, Canada  
populated place (43.85012, -79.03288)

☐ **Alert Bay**  
British Columbia, Canada  
bay (50.58293, -126.93639)

☐ **Dhaka**  
Dhaka, Bangladesh  
capital of a political entity (23.72306, 90.40861)

☐ **Eureka**  
Washington, United States  
populated place (46.30319, -118.61665)

☐ **Flesherton**  
Ontario, Canada  
area (44.2612, -80.5497)

☐ **Hāna**  
Hawaii, United States  
populated place (20.75806, -155.99028)

☐ **Kitchener**  
Ontario, Canada  
populated place (43.4501, -80.48299)

☐ **Prince Albert**

Selected places

☒ **Flesherton** Update  
Ontario, Canada  
area (44.2612, -80.5497)

No Comments

Continue to add locations from the quicklist or the look up to build your geo-location storyline.

**NOTE:** You **must** click the main Update button to make these Selected Places commit to the VITA index. You can do this after assigning all your locations, though, so don't worry about doing it every time!

Geographic data: Genya Intrator Oral History (id: 404002)

Update

Public Display?
Help

☒ Yes ☐ No

Geographic Location
Help

Agency Geographic Checklist

☐ **Cobourg Harbour**  
Ontario, Canada  
harbor(s) (43.96682, -78.16622)

☐ **Collingwood Harbour**  
Ontario, Canada  
harbor(s) (44.5084, -80.22468)

☐ **Glasgow**  
Scotland, United Kingdom  
populated place (55.86515, -4.25763)

☐ **Kingston Harbour**  
Ontario, Canada  
harbor(s) (44.23342, -76.4661)

☐ **Nijkerk**  
Gelderland, Netherlands  
populated place (52.22, 5.48611)

☐ **Sault Ste. Marie**

Selected places

☒ **Mo**  
Mos  
capi  
(55.

Add place  
Enter a minimum of three letter  
Constraints: Russia  
Select a country

Ta da! This is how the oral history record looks in the public record:



## Genya Intrator Oral History

Description

Comments (0)

Track 1:

00:0000:00

Transcription:

TAPE ONE, SIDE A  
00:21  
Mrs. Intrator's immigration from the USSR to Palestine and her life in Israel until 1950  
  
Anna Mostovoy: Interview with Genya Intrator, National Vice-Chairman of the Canadian Committee of [for]Soviet Jewry; immigrant from the USSR [Union of Soviet Socialist Republics]. Genya, would you please tell me about yourself first, and your immigration from the USSR?

Creators:

Intrator, Genya, Interviewee  
Mostovoy, Anna, Interviewer

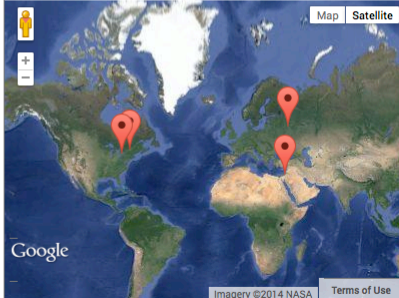
Comment on this item

Track 1

Download from podcast feed

Groups of Related Records

Russian Canadians



MapSatellite

Google

Imagery ©2014 NASA Terms of Use

But wait there's more...

Locations added are automatically ordered alphabetically.

Selected places

☒ Montréal Edit

Quebec, Canada  
populated place  
(45.50884, -73.58781)

☒ Moscow Edit

Moscow, Russia  
capital of a political entity  
(55.75222, 37.61556)

☒ Palestine Edit

Palestine, Palestine  
semi-independent political entity  
(31.92157, 35.20329)

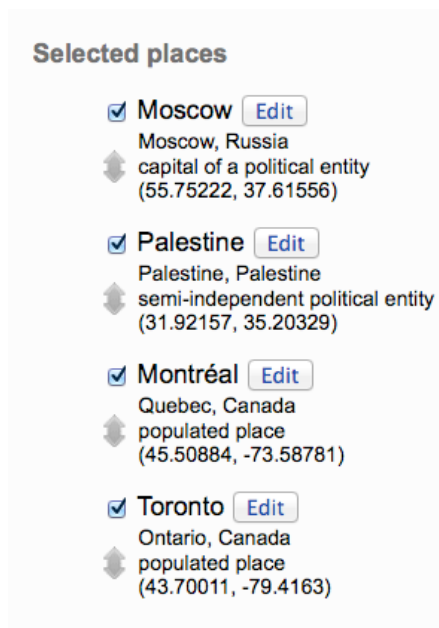
☒ Toronto Edit

Ontario, Canada  
populated place  
(43.70011, -79.4163)

To present them to match a timeline sequence, you'll need to reorder them.

## Ordering Locations

Simply click and drag the locations to the order you want using the elevator buttons. This is the order I want because that is the order of appearance in the oral history...

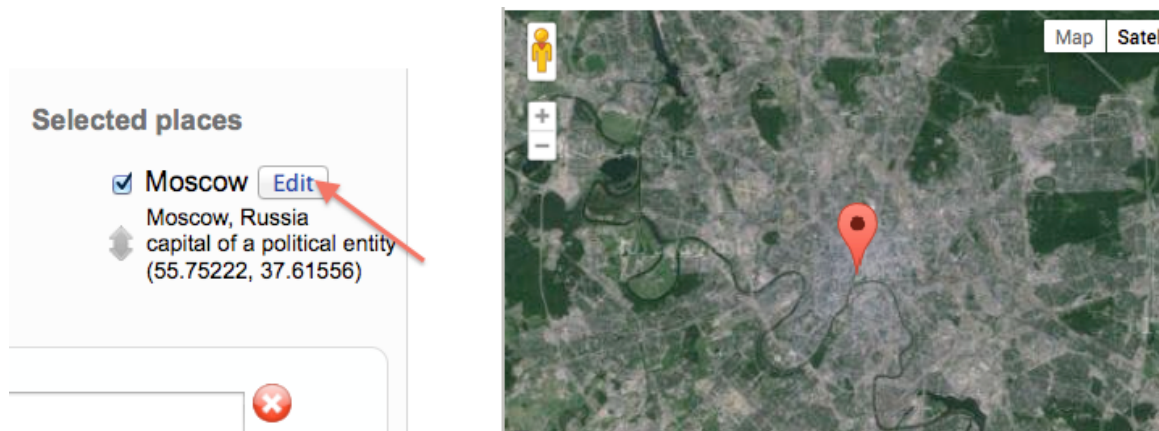


Then Click Update again to commit your changes.

### Edit Locations & Add Labels

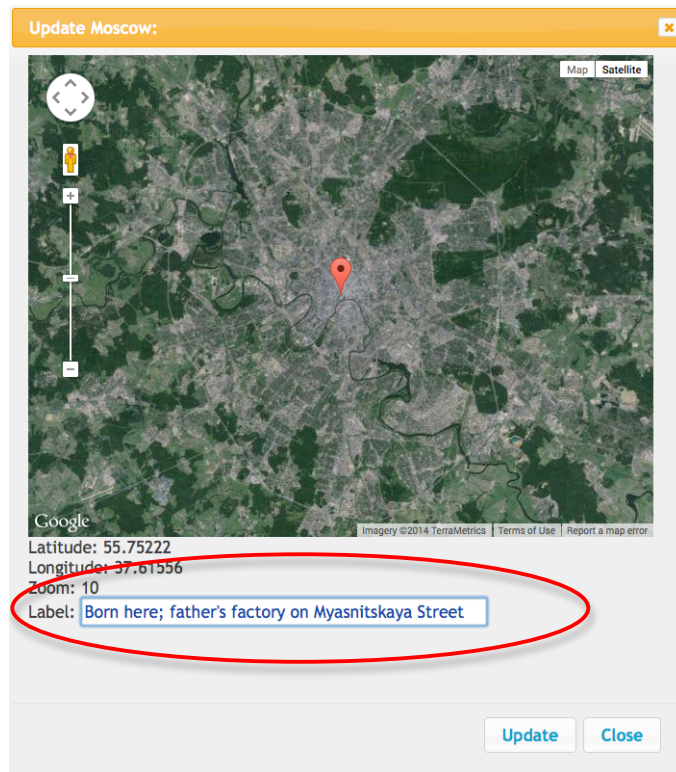
To give some context to the locations, we can Edit the Location

Click the “Edit” button to pop up a window about the location in question...



On this screen:

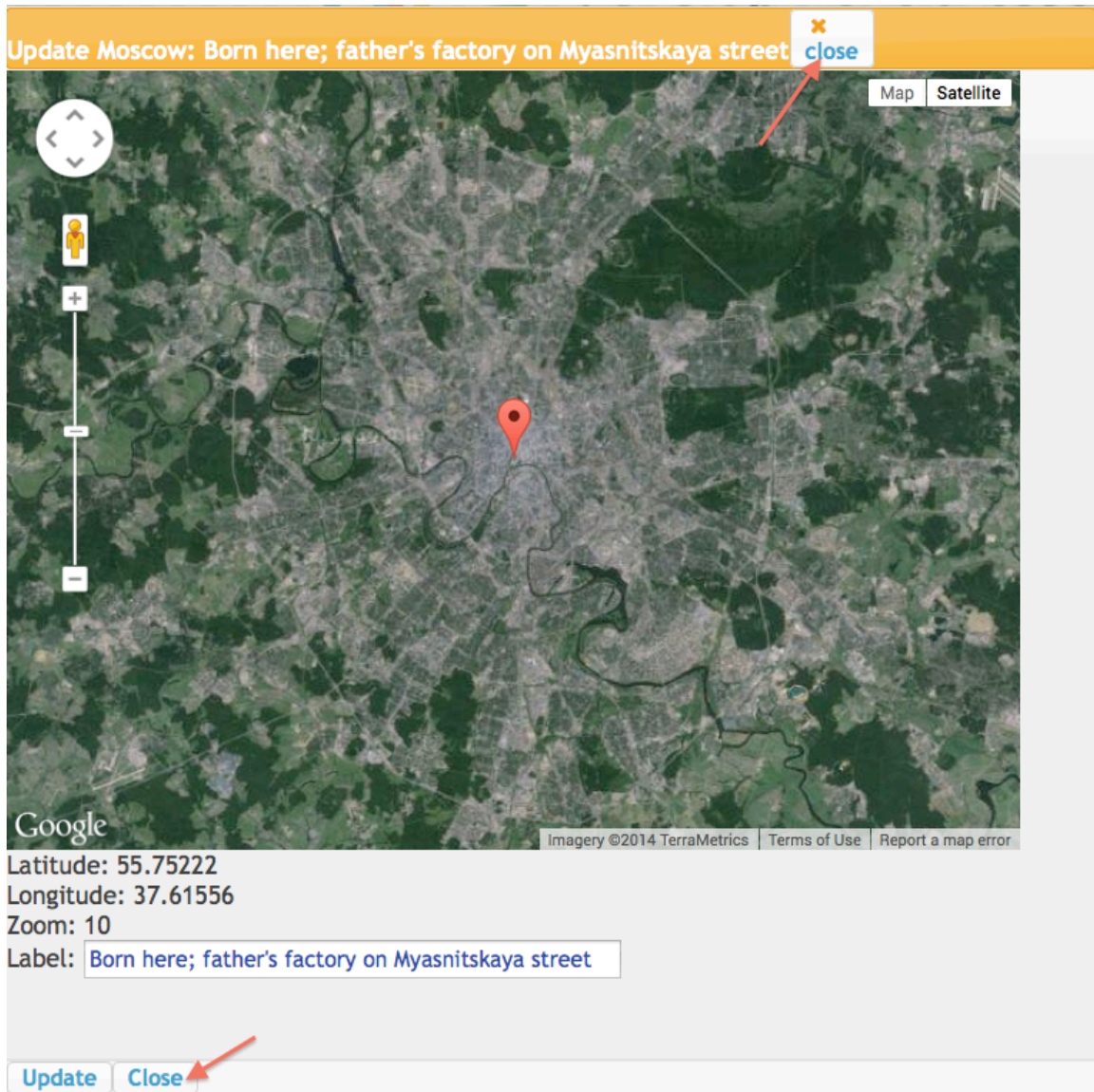
- Click and drag the pointer to the exact location you need
- Use zoom to establish zoom levels (only applies for individual locations per record)
- Add a label to provide context or indicate why the location is significant
- **Labels can be up to 50 characters long**



Click Update to commit those changes and you'll get a confirmation message...



Then Close the pop-up window.




And your label will appear associated with the location. In the Geography screen, it looks like this:



On the display side, though, the label is prioritized to help tell the story:

## Geographic Coverage:

 Born here; father's factory on Myasnitskaya street:

### Moscow

Moscow, Russia

Latitude: 55.75222 Longitude: 37.61556

### Palestine

Palestine, Palestine

Latitude: 31.92157 Longitude: 35.20329

### Montréal

Quebec, Canada

Latitude: 45.50884 Longitude: -73.58781

### Toronto

Ontario, Canada

Latitude: 43.70011 Longitude: -79.4163

## Add point from an unnamed location

If you know the latitude and longitude or GPS coordinates for a location, but not the place name rest assured: we will build in the option to add a location using those coordinates soon. Meanwhile, you can use your coordinates in online search engines help identify the location to add to VITA. Once you have a place name, use the drag feature in Edit location to pin point your exact coordinates.

Have an historic or alternate place to add to the gazetteer? Get an account with <http://www.geonames.org/> and use their handy user guides to add and edit as well as accessing sophisticated search options.

### 4.4.1 Geographic Location

Definition	The geographic location(s) represented in/by the original resource.
Options	A quick list of geographic options can be chosen during agency set-up.
Status	Optional, but mandatory if using the Google Map feature
Publicly Displayed:	Yes
Repeatable	Yes



Additional Notes	<ul style="list-style-type: none"> <li>▪ Quick list is a chosen subset from the GeoNames geographical database (but all terms are available).</li> <li>▪ By inputting the first three letters, a standardized list of all matches will appear.</li> <li>▪ Note that end users can both search by geographic coverage and also refine search results by geographic coverage.</li> </ul>
------------------	--

#### 4.4.2 Latitude and Longitude




Definition	<ul style="list-style-type: none"> <li>▪ After you select a geographic coverage option, manipulate the Google Map by clicking on and dragging the marker to a specific location, at which point <b>Latitude and Longitude values</b> are automatically selected.</li> <li>▪ Use the <b>Zoom Level</b> input box to fix the perspective of the map for display.</li> </ul>
Options	NA
Status	Optional, but mandatory if using the Google Map feature
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>▪ Can manipulate and zoom in on Google Map - values in latitude and longitude will automatically change. Drag the blue box around, and double click to centre it.</li> <li>▪ Once latitude and longitude values are selected, then a Google Map will display in the public interface.</li> <li>▪ Note that end users can both search by geographic coverage and also refine search results by geographic coverage.</li> </ul>

## 4.5 Administrative data screen

The following data fields provide information essential in managing the digital resources. Many of these fields do not publicly display.

The Public Display field is common to multiple screens in VITA but affects the display of the record not specific screen content. Select Yes or No and update the record to make the record public or non-public according to your workflow and editorial procedures.


**Administrative Data: Robbie Burns Cottage (id: 210)**  
[Update Administrative data](#)

**Dates**   

**Date added:** 19 May 2011 11:10:49  
**Date made public:** 5 Oct 2011 11:20:44  
**Date last modified:** 5 Oct 2011 12:27:13

**Public Display?** [Help](#)

☒ Yes ☐ No

**Language of Description**  [Help](#)

☒ English  
☐ Français  
Add language

**Local Identifier** [Help](#)

**Recommended Citation** [Help](#)

**Collection** [Help](#)

**Donor (Public Display)** [Help](#)



Full image  
Reverse  
  Message from Agnes Macphail to her sister  
No Comments

#### **4.5.1** Dates

Definition	Timestamps associated with the creation of the digital record in VITA <ul style="list-style-type: none"><li>▪ Date when the record was created.</li><li>▪ Date when the record was made public.</li><li>▪ Date when record was last modified.</li></ul>
Options	NA
Status	Mandatory – automatically generated.
Publicly Displayed:	No
Repeatable	No
Additional Notes	Dates and Times are automatically generated.

#### **4.5.2** Language of Description

Definition	Language of the description (record).
Options	Only one language is acceptable. Input first three letters and select from list of language codes. Choose appropriate language(s).
Status	Mandatory
Publicly Displayed:	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ English is the default for this field.</li><li>▪ If you do not choose any option, the template generator will select English.</li><li>▪ Data is used for searching purposes only.</li></ul>

#### **4.5.3** Local Identifier

Definition	Provide any unique reference or control number, used within the context of your institution to manage/administrate, if available.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	May be useful if researchers want to view the original (if it is in the custody of your organization.)



#### **4.5.4 Recommended Citation**

Definition	Statement on how to cite the digital resource.
Options	A standard citation style should be chosen during agency set-up and applied for all records in a collection.
Status	Optional
Publicly Displayed:	Yes
Repeatable	No

#### **4.5.5 Collection**

Definition	A group or “collection” which is associated with this resource.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No

#### **4.5.6 Donor (Public Display)**

Definition	Information about the donor of the resource.
Options	NA
Status	Essential
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	Use only if the donor has agreed to make his/her name public.

#### **4.5.7 Donor (Private Display)**

Definition	Information about the donor of the resource.
Options	NA
Status	Essential
Publicly Displayed:	No
Repeatable	No

#### **4.5.8 Custodial history**

Definition	Record the custodial history/provenance of the digital object. Provide information on any successive transfers of ownership, custody, or control of the resource.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	Do not record the donor information here.

#### **4.5.9 Location of Original**

Definition	Location of the original resource depicted by the digital object.
Option	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No

#### **4.5.10 Reproduction Notes**

Definition	Use this field for notes useful for reproductions, for example numbers or location of copy negatives, etc.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	Do not use for terms governing use of the material.

## **4.6 Permissions**

### **4.6.1 Creative Commons License**

Definition	Assign Creative Commons to indicate to users how they can share, remix, or use any objects from the collection in ways that are consistent with the copyright status assigned to the object.
Options	<ul style="list-style-type: none"><li>▪ Attribution only</li><li>▪ Attribution-No Derivatives</li><li>▪ Attribution-Non Commercial-No Derivatives</li><li>▪ Attribution-Non Commercial</li><li>▪ Attribution-Non Commercial-Share Alike</li><li>▪ Attribution-Share Alike</li><li>▪ Dedicated to or certified to be in the public domain</li><li>▪ None = All rights reserved</li></ul>
Status	Recommended
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	In VITA Creative Commons Licenses will only be assigned to objects uploaded after a default is assigned by the site admin or if a license is manually selected on the Administrative Data screen in data management for each object. To have your collection objects sortable by Creative Commons License, each object must have a license associated with it manually.

### **5.6.2 Terms of Use**

Definition	Record any restrictions on the use and reproduction of the material. List any information relating to, literary rights, patent rights or donor terms that may restrict use or reproduction.
Options	NA
Status	Optional
Publicly Displayed:	Yes
Repeatable	No

### **5.6.3 Copyright Status**

Change your Copyright status statements in Agency Management> Creative Commons/Copyright Statements.

Definition	Copyright status of the resource.
Options	<ul style="list-style-type: none"><li>▪ Public domain</li><li>▪ Copyrighted</li></ul>

	<ul style="list-style-type: none"> <li>▪ Licensed</li> <li>▪ Contractual</li> <li>▪ Unknown</li> <li>▪ Leave as Default</li> </ul>
Status	Mandatory
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>▪ Default text is associated with the copyright terms:</li> <li>▪ <b>Public domain:</b> Copyright has expired according to Canadian law. No restrictions on use.</li> <li>▪ <b>Copyrighted:</b> Uses other than research or private study require the permission of the rightsholder(s). Responsibility for obtaining permissions and for any use rests exclusively with the user.</li> <li>▪ <b>Licensed:</b> Uses are subject to the terms of a licence. Contact the repository for further information. Responsibility for any use rests exclusively with the user.</li> <li>▪ <b>Contractual:</b> Uses are subject to the terms of a contract. Contact the repository for further information. Responsibility for any use rests exclusively with the user.</li> <li>▪ <b>Unknown:</b> Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.</li> <li>▪ <b>Leave as Default:</b> Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.</li> <li>▪ Terms are derived from METS</li> </ul>

#### 5.6.4 Copyright Date

Definition	Date of copyright, most often used with printed material.
Options	NA
Status	Recommended
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> <li>▪ Must provide a four digit numeric date.</li> <li>▪ Do not put the copyright symbol as part of the date.</li> </ul>

### **5.6.5 Copyright Holder**

Definition	Name of the person or corporate body having copyright of the original resource represented by the digital object.
Options	NA
Status	Essential
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>▪ If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known.</li><li>▪ For the name of a corporate body, enter the full direct form of the name</li></ul>

### **5.6.6 Copyright Holder Contact Information**

Definition	Address and other contact information of the person or corporate body holding copyright.
Options	NA
Status	Optional
Publicly Displayed:	No
Repeatable	No

## 4.7 Group Management screen

One of the features of VITA is the ability to create “groups” of records.

The Groups screen allows you to manage your records within the Groups context.

Use the checklist function to add your records to a group and/or to deselect your record from a group.

Use the Add New Group input box as a shortcut to create a new group (a feature that is also linked from the Main Menu: Manage Groups).

See Part 5 of this manual for more information about managing and displaying Groups.

**Group Management: Robbie Burns Cottage (id: 210)**

This record is currently assigned to the following groups:

☒ [Training Postcards Collection](#) ↗

To remove this image from one of the groups to which it is currently assigned, simply uncheck it.

**Additional Groups**

☐ [Everett Collection](#) ↗ (1) **Exclusive**

☐ [Needs review](#) ↗ (1) **Exclusive**

☐ [new test](#) (1) **Shared**

☐ [Olde Sandwich Towne](#) (4) **Exclusive**

☐ [Testimonials](#) ↗ (8) **Shared**

☐ [Things Sepia](#) ↗ (7) **Exclusive**

☐ [Windsor & Area Historical Buildings](#) (4) **Exclusive**

[Add to Groups](#) [Reset](#)

**Add New Group by entering Title :**

(50 characters max) [Go!](#)



Full Image

Reverse

  Message from Agnes Macphail to her sister

No Comments

**Groups of Related Records**

[Training Postcards Collection](#)

## 4.8 Links Management screen

This module allows you to create links to other web pages that are in some way associated with the digital file you are describing, and will appear as part of the publicly displayed record.

You may enter as many links as necessary.

### Remember:

**Updating a link**—will change every reference to this URL in VITA (yes, we do mean every one). This allows you to fix a broken link in one record, and have it corrected everywhere. This is a design feature.

**Add new link**—Use to add a link to record or if you want a different link associated with this record add it here then delete the old one, if that's appropriate.

**Deleting a link**—Deleting a link here only drops the connection between your record and the URL. It doesn't affect other records (or other sites).

### Link Management

If you want a **different** link associated with this record, first use **Add new link**. Then delete the old one, if that's appropriate.

**Deleting** a link only drops the connection between your record and the URL. It doesn't affect other records (or other sites) that may also be linked to that URL.

Click [Edit url and check status] if this specific link is broken and needs to be fixed for **everyone**. Please, be sure that is what you intend to do. We trust you.

**Agnes Macphail in Formal Wear**

**Label:** Agnes Macphail in Formal Wear

Update Label

**URL:** <http://images.ourontario.ca/Macphail/details.asp?ID=23727>

**Status:** Status of Link not yet reviewed  
[\[Edit url and check status\]](#)

Delete

**Add new Link**

**Label:**

**URL:** <http://>

Add

**Sort display order of links**

Do this after other edits on the left panel

Agnes Macphail in Formal Wear

**Updating a link will change every reference to this URL in**  
This allows you to fix a broken link in one record, and have it corrected **every**

**URL Label**  
Agnes Macphail in Formal Wear

**URL:** [\[Link to page\]](#)  
<http://images.ourontario.ca/Macphail/details.asp?ID=23727>

**Date last checked**  
This link hasn't been checked yet. Use the "Update Link and recheck stat

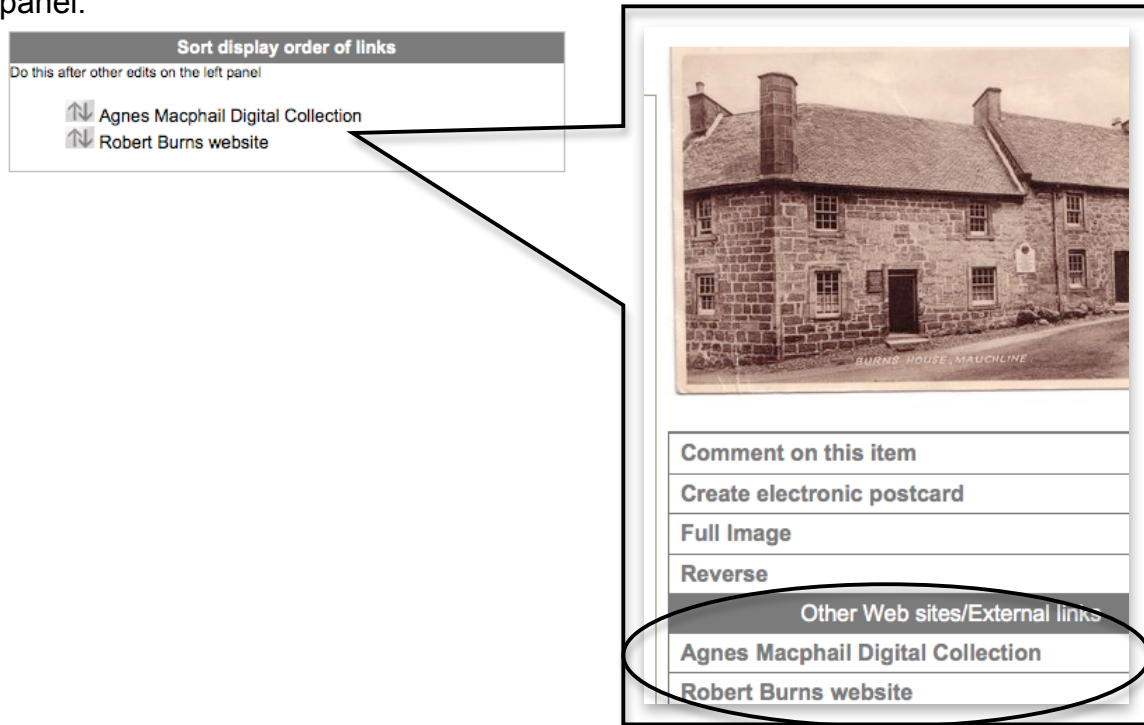
**Status code**  
For additional information on status codes try [this article in Wikipedia](#).

**Check link**  
☒ Yes ☐ No  
Use this for records that the Link check processes routinely return a 500 f

**Linked Records**  
[An Evening with Agnes Macphail](#) (Grey Highlands Public L

## Sorting Links

Reorder the links for public display by using the elevator buttons in the right panel.



### 4.8.1 URL

Definition	A URL (Uniform Resource Locator) address
Options	NA
Status	Mandatory for adding links
Publicly Displayed:	Yes
Repeatable	Yes

### 4.8.2 URL Label

Definition	A textual description of the site for which you have provided a URL
Options	NA
Status	Mandatory if a URL is added
Publicly Displayed:	Yes
Repeatable	Yes

### 4.8.3 Edit URL & Check Link Status

Go to the Edit URL & Check Link status screen to fix broken links or manage link throughout VITA.



**URL Label & URL:** Any changes made on this screen to the URL Label or URL will affect all other instances of the link in VITA.

**Date last checked:** This is a log of the last link check that was made.

**Status Code:** If a code appears here other than 200, the link is considered compromised and will be listed as needing to be checked in the Action Items on the main menu. For more information about the status codes, follow the link to the Wikipedia article that details status codes:  
[http://en.wikipedia.org/wiki/List\\_of\\_HTTP\\_status\\_codes](http://en.wikipedia.org/wiki/List_of_HTTP_status_codes).

**Check Link:** Keep this set at the default “yes” in order to check the links automatically

**Linked records:** A list of records that share this link, each title is linked to the record itself.

**Update & Check Link Status:** Click the update button to check the link after editing or to make a manual check at any time. The Date last checked and status code will refresh with any new information.

The image shows two screenshots of a web interface for managing links. The top screenshot shows the 'Date last checked' field with the text 'This link hasn't been checked yet. Use the "Update Link and recheck status" to issue a check.' A black oval highlights this text, and a black arrow points from it to the 'Update Link and recheck status' button. The bottom screenshot shows the same interface after the button has been clicked. The 'Date last checked' field now displays '22 Dec 2009 12:37:00' and the 'Status code' field displays '200'. The 'Check link' section shows 'Yes' selected. The 'Linked Records' section shows 'An Evening with Agnes Macphail (Grey Highlands Public Library)'.

**Updating a link will change every reference to this URL in Vita (yes)**  
This allows you to fix a broken link in one record, and have it corrected **everywhere**. This

**URL Label**  
Agnes Macphail in Formal Wear

**URL:** [\[Link to page\]](#)  
<http://images.ourontario.ca/Macphail/details.asp?ID=23727>

**Date last checked**  
This link hasn't been checked yet. Use the "Update Link and recheck status" to issue a check.

**Status code**  
For additional information on status codes try [this article in Wikipedia](#).

**Check link**  
☒ Yes ☐ No  
Use this for records that the Link check processes routinely return a 500 for that otherwise a

**Linked Records**  
[An Evening with Agnes Macphail](#) (Grey Highlands Public Library)

Update Link and recheck status

**URL Label**  
Agnes Macphail in Formal Wear

**URL:** [\[Link to page\]](#)  
<http://images.ourontario.ca/Macphail/details.asp?ID=23727>

**Date last checked**  
22 Dec 2009 12:37:00

**Status code**  
200  
For additional information on status codes try [this article in Wikipedia](#).

**Check link**  
☒ Yes ☐ No  
Use this for records that the Link check processes routinely return a 500 for that otherwise a

**Linked Records**  
[An Evening with Agnes Macphail](#) (Grey Highlands Public Library)

## 4.9

## Delete Record screen

Selecting the "Delete" button at the bottom of this screen will remove the entire record from the database, the public indexes. It is not retrievable. Only do this if you really mean to. Otherwise you might consider turning the public display off in the Descriptive Data or Administrative Data tabs.

Str.ALGERIAN in Lachine Rapids, St. Lawrence River

Publication:

Media Type:

Image

Item Type:

Postcard

Description:

Coloured postcard of Richelieu and Ontario Navigation Company steamboat ALGERIAN in the Lachine Rapids, flying flying no flags as she runs the rapids of the Saint Lawrence River.

Notes:

Undivided back for address. Postmarked Montreal, QU, 17 Jun 1907. This image was used in other ways in previous years. By 1907 the ALGERIAN had been renamed CORNWALL and was no routinely on this route. This image was used in Walter Lewis and Rick Neilson's The River Palace, 2008.

Inscriptions:

"6212 Str.ALGERIAN in Lachine Rapids, St. Lawrence River"

Date of Original:

c 1903

Dimensions:

14 x 8.9 cm

Dimensions:

Width: 14cm

Height: 8.9cm

Subject(s):

[Algerian \(steamboat\)](#)

[Rapids](#)

[Steamboats](#)

Local identifier:

195



[Full Image](#)[Reverse](#) [No Comments](#)

Other Web sites

[Link to The River Palace \(Amazon\)](#)

Delete this record: Goodbye forever!

Select the "Delete this record: Goodbye forever!" button at the bottom of the screen. *Deleting the record will remove it from both the database and the public indexes.* It is not retrievable and the data will be erased.

If you want to remove the record from publicly display but wish to keep the record for data management purpose, simply turn the public display off in the Descriptive, Geographic or Administrative Data screens.

**Note:** You cannot delete a record if there are comments associated with this record. You can only recall the record and designate it not for public display.

**Level One Users cannot delete records.** If a user has a Level 1 security status, they will see the following message: "In their wisdom, the folks who set up your account didn't give you enough privileges to actually make a record, however flawed, go away permanently. You might ask them to upgrade your privileges. Alternatively, turn the public display off in the Descriptive, Geographic or Administrative Data tabs."

## 4.10 Duplicating a record

If you are going to create a record or series of records that have similar data elements, you may want to use the “Duplicate Record” feature to create a copy of the metadata record that you can then edit.

[Main Menu](#) >> [Search](#) >> [Results](#)

Create new record: [with uploaded file](#); [without upload](#) [\(Duplicate\)](#) [View entry in public site](#)

- Search and retrieve the record that you want to copy
- Click on “Duplicate” link in the main menu bar. Once you click on the Duplicate record feature, you will have created a copy of the record that you can edit and start associating digital files
- **Note:** Not all fields will be duplicated and no files will be associated
- To add a digital object (image, text, video, audio, pages, etc) to the metadata record you are creating, go to the File/Technical Data screen.
  - Click on “Associate files with this record”
  - Browse your computer for the digital file.
  - Choose the appropriate Category and Label options.
  - Click on upload to associate the digital object file with the duplicate record.
  - Edit the record within the template forms to describe the uploaded digital object file.

A Plus Plan feature that builds on the duplicate function is “Templates”. See Plus Plan manual for more information.

## Part 5 Managing Groups

One of the features of VITA is the ability to create “groups” of records.

- Groups are “owned” by the agency who creates them.
- Groups can be created on any topic that you think is relevant – i.e. Churches in the Niagara Region, Train Stations with Unique Architecture, My Favorite Pictures, etc.
- Groups and their content can be easily created, edited, and deleted by the owner agency.
- Records can be assigned to one or more groups *at the same time*.
- Groups can be publicly displayed or kept non-public and used for internal management purposes.
- Groups can be shared (open to any agency to add) or exclusive (only your agency has access and can manage).
- Groups can be added to other Groups
- Groups can be “closed” to stop any new items being added.

Manage Records  
Add Record:  
• [and upload file](#)  
• [without a file](#)  
• [as a Birth, Marriage or Death \(BMD\) e](#)  
Search or Update Record  
• [Prooflist](#) [last added first, from the inde  
• [Top 100 Records](#) [aka: the last 100 re  
database]  
• Record id:    
[Add/Edit Publication](#)  
[Add/Edit Issue](#)  
[Add Batch/Edit Templates](#)  
Manage Comments/Testimonials  
[List All Comments](#)  
[Unreviewed Testimonials](#): for this agency  
[All Testimonials \(and Search/Filter\)](#): for th  
Manage Groups  
[Add or Update Record Group](#)  
Manage Exhibits  
[Add or Update Exhibit](#)  
Manage Application

### 5.1 Creating a group

There are two ways to add a new group.

One way is from the Main Menu; the other is from within the Group tab during record management.

To add a group from the Main Menu, click on Add or Update Group under the Manage Groups section. You will be presented with the Update/Add Groups screen.

Main Menu >> Update/AddGroups

Scroll to the bottom of the page to add a new group.

Name	Update	Records	Public/Private	Open/Closed	Shared	Associate Agency
Agnes Macphail's papers	<a href="#">Update</a>	1	Public	Open	Exclusive	False
BC Royal and Special Commissions: 1872-1980	<a href="#">Update</a>	5	Public	Open	Exclusive	False
Bun Yarwood Photograph Collection	<a href="#">Update</a>	2	Public	Open	Exclusive	False
editing group	<a href="#">Update</a>	1	Private	Open	Exclusive	False

Add New Group by entering Title :  [Go!](#)

(50 characters max)

Main Menu >> Update/AddGroups

To add a group from within a record, go to the Groups tab.

Jump to: [Add Group](#)

Display | File/Tech Data | Descriptive Data | Geographic Data | Administrative Data | **Groups** | Links | Delete

### Group Management

This record is currently assigned to the following groups:

None

**Additional Groups**

- ☐ Ontario Islands (5)
- ☐ Petawawa (4)
- ☐ Price Family scenes (10)
- ☐ Shared Group about Ontarians in Scotland (4)
- ☐ Soo Locks (private Viewmaster reels) (1)
- ☐ Test group (2)

[Add to Groups](#) [Reset](#)

Add New Group by entering Title :  [Go!](#)

(50 characters max)



Full Image

Reverse

☒ Text from Reverse of Postcard

No Comments

In either case:

- Scroll to the bottom of the page.
- Enter the title of group you are creating
- Click on the Go button

## Full Record

Adding a Full record for your Group is a **new feature**. This is a searchable record and displays like other VITA records i.e. in results and as a Details screen.

YourOrg >> Search (Advanced) >> Results Search:  Go

We found 20 matching items.  
Media Types: Groups Sort by: Relevance

Page 1 of 1



**Scrapbooks from Terrace Bay & Schreiber**  
...A collection of scrapbooks and albums about and from the local Women's Institutes and other community *groups*....

## Scrapbooks from Terrace Bay and Schreiber

Description

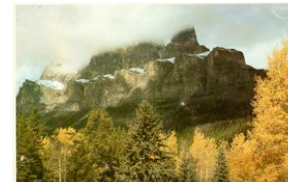
Comments (0)

**Media Type:**  
Group

**Description:**  
A collection of scrapbooks and albums about and from the local Women's Institutes and other community groups

**Copyright Statement:**  
Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.

**Contact Us!:**  
Training data set  
Email: [info@ourdigitalworld.org](mailto:info@ourdigitalworld.org)  
URL: <http://ourdigitalworld.org/>  
Mail: Our address  
Our phone number  
For inquiries about **any news content**, contact [archives@ourdigitalworld.org](mailto:archives@ourdigitalworld.org)



Comment on this item	
Create electronic postcard	
Records	
	Terrace Bay Recreation News
	Journey to yesteryear
	Womens Institute Scrapbook 1
	Women's Institute Scrapbook 2

## A few notes about how to use the Full record:

There is a lot of value in adding a full record about the Group **as a unique, curated item** using the VITA templates. Keep in mind, though, that each record you've included in the group already has a description, so re-describing every object here might not be the best use of your time.

The full record uses the standard VITA templates where you can add or modify:

- a thumbnail + regular file (for results and details screens)
- Group description (for full-text search and results displays)
- geographic location(s) (used for faceted searching)
- inclusion in other Groups (for navigation, display, and discovery)
- administrative data (for internal purposes)
- adding links to other, related material
- settings like public/non-public and deleting the Group

**Note:** the Friendly Reminders include a reminder when there are zero items in a group.


**Note:** a Group can be added to other Groups (See Groups & Subgroups)

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
<p>No Item Type has been assigned.</p> <p>Sortable Date has not been assigned.</p> <p>Earliest Year has not been assigned.</p> <p>Latest Year has not been assigned.</p> <p>No Files have been attached.</p> <p>No records have been attached to this group yet.</p>							

## 5 a. File/Tech


Group records display like any other item record in VITA, so choose an image for the **thumbnail** and **regular** display category to represent your Group in results sets and the Details screen. In results, a generic thumbnail is assigned if none is associated with the record.

Page 1 of 1




Community Contributed


Non-Public



Boats and Ships



Agnes Macphail Papers



Travels in Scotland

In the details screen, no image appears unless a regular display file is assigned to the record:

### Travels in Scotland

Description

Comments (0)

Media Type:  
Group

Copyright Statement:  
or something profound

Contact:  
Test 4.0.1 Database stuff  
Email: [info@ourdigitalworld.org](mailto:info@ourdigitalworld.org)  
WWW address: <http://www.someurl/>



Comment on this item

Create electronic postcard

Groups of Related Records

Agnes Macphail Papers

Records



## 5 b. Description

**Public Display** - Select **Yes** and this group will appear on the details screen for each of the records assigned to the group in both the public and data management displays.

**Robbie Burns Cottage**

Description

Comments (0)

**Creator:**  
Agnes Macphail

**Media Type:**  
Image  
Text

**Item Type:**  
Postcards

**Description:**  
A postcard sent from Agnes Macphail to her sister, Mrs. Duke Clunas, from Scotland.

**Inscriptions:**  
Mrs Duke Clunas  
Harriston, Ont Canada  
Sept 9 / 52  
Dear Jean: Thanks for your letter -- it was very welcome. Glad holiday was enjoyable. Uncle Orrin is very low -- too bad. We leave for England in the morning. I go to London. Mrs. Willmot other other places. Been more than a month in Scotland -- too cold now. Agnes

**Date of Original:**



Comment on this item

Create electronic postcard

Full Image

Reverse

Groups of Related Records

Training Postcards Collection

Other Web sites/External links

Agnes Macphail Digital Collection

Robert Burns website

As well, the group will be listed in the Advanced Search screen Groups Panel.

Groups:

Scroll down to select

Scroll down to select

Olde Sandwich Towne

Things Sepia

Training Postcards Collection

Windsor & Area Historical Buildings

search to:

ers (5) ☐ Object (5) ☐ Publication (1)

... or Item Ty

to:

[Scroll down to sele

Select **No** and the group will only be available internally for data management purposes and the group will only appear in the data management details screen of the record. The group will only be listed in the Data Management Advanced Search screen Groups panel.

The **Primary Media type** is **fixed** at "Group" to enable certain functionality and discovery, e.g. as a search facet on results and in advanced search screens:



Media Types	
Image (1)	<b>Media Type to limit search to:</b> <input type="radio"/> Audio (1) <input type="radio"/> Collection (2) <input type="radio"/> Exhibits (5) <input type="radio"/> Genealogical Resources (7) <input type="radio"/> Groups (20) <input type="radio"/> Image (28) <input type="radio"/> Newspapers (20) <input type="radio"/> Object (7) <input type="radio"/> Publication (8) <input type="radio"/> Text (37) <input type="radio"/> Web site/page (1)
Text (3)	
Exhibits (1)	
Groups (1)	

You can add multiple media and item types.

The Title is carried forward from the Add/Update screen.

The other fields are open for you to add additional information and custom content.

**Note:** what you are describing is the Group and it's contents, for example:

- there may not be one single Item type
- the Creator might be the name of the person who compiled the Group, not creator of the individual items
- there might be a Date Range in the Date of Events Depicted
- Subjects, Personal Names, geographic locations, etc may all include multiple entries—or none!

Your items should have fulsome records unto themselves. It's up to you how much summary detail you want to include in the record.

**Public Display?**
☒ Yes
 ☐ No

**Media Type**
☐ Image
 ☐ Text
 ☐ Collection
 ☐ Video
 ☐ Object
 ☐ Audio
 ☐ Publication
 ☐ Genealogical Resource
 ☐ Newspaper
 ☐ Place

**Group**  
 This value determines a number of other options for this record. To change it [click here](#).

**Item Type**  
 Enter item type:

**Title**  
 Agnes Macphail Papers

Here's a bare-bones Group record in public display that does not add any searchable content to the index (remember, it has NO items at this point):


## Agnes Macphail Papers

Description

Comments (0)

**Media Type:**  
Group

**Copyright Statement:**  
Public , more or less

**Creative Commons licence:**  
 [\[\[more details\]\]](#)

**Contact:**  
Test 4.0.1 Database stuff  
Email: [info@ourdigitalworld.org](mailto:info@ourdigitalworld.org)  
WWW address: <http://www.someurl/>

Compared to a more complete group record (with Items) which adds many access points for search and discovery:

## Boats and Ships

Description

Comments (0)

**Mystery Question:**  
Do you have a photo you'd like to add?  
*(Please answer by clicking on the Comments tab)*

**Media Type:**  
Group

**Item Type:**  
Photographs

**Subject(s):**  
[Boats](#)  
[Cargo ships](#)  
[Ships](#)


**Language of Item:**  
English

**Geographic Coverage:**  
[Kingston Harbour](#)  
Ontario, Canada  
Latitude: 44.23342 Longitude: -76.4661  
[Toronto Harbour](#)  
Ontario, Canada  
Latitude: 43.63341 Longitude: -79.3663  
[Windsor](#)  
Ontario, Canada  
Latitude: 42.3295292059389 Longitude: -82.9986872167969

**Groups of Related Records**

**Boats and waterways**

**Records**

 Test umpteenth plus Twelve

 Harbour bound at night...

 Algerian in Toronto

[See more Records ...](#)

 Map Satellite

Google

[Map](#) [Terms of Use](#) [Report a map error](#)

For more details on adding metadata to Records see the general Data Management manual. Keep in mind that you are describing a collection of things brought together for some reason, and that is what is of interest the public!

## 5 c. Geography

Add one or more geolocations to inform the geo-search options on your results screens.

## 5 d. Admin

A very brief template wherein the group record language, CC license, copyright status and copyright holder information can be captured.

## 5 e. Groups

### Group Management

Like any record, you can add a group to another Group. See Groups & Subgroups below.

## 5 f. Links

Use this screen to add URLs and labels for linking the group record to other online resources.

## Delete group

**First:** Are you sure? You can always make the Group non-public instead

**Second:** Don't worry: You cannot delete a Group until you have unassigned all the items within that group.

The Delete option on both Group Settings and Full Record screens will redirect you to unassign the contents first.

**Update Travels in Scotland**

There are 1 record(s) in this group.

<b>Title</b>	<input type="text" value="Travels in Scotland"/>
<b>Caption</b>	<input type="text"/>
<b>Exclusive or shared group</b>	<input checked="" type="radio"/> Exclusive: Group only contains Test 4.0.1 Database stuff records <input type="radio"/> Any Agency: Group available to any agency and will appear in every agency's group management interface (unless it is closed)
<b>Public display</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No If yes then this group will appear in the side panel in the public displays. If no then it will only be used as an private group for the purposes of data management.
<b>Closed List</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No A closed list is one with a specific set number of records in it, with no more expected. For example, a set of five illustrations from a particular newspaper article might be a closed list. No more are expected. Closed lists are not made available in selection lists for additional records to be added to them. They might well be public.
<b>Delete List</b>	A list can only be deleted when the last of the records associated with it have been unassigned. <a href="#">Start by viewing the Records in this group.</a>

Main Menu >> Search >> Results

Create new record: [with uploaded file](#); [without upload](#) [\(Duplicate\)](#) [Create new template](#) [View entry in public site](#)

File/Tech	Description	Geography	Admin	Groups	Links	Delete
-----------	-------------	-----------	-------	--------	-------	--------

**Group Menu**

- Full record
- Group settings
- Show records
- Sort records

**No Item Type has been assigned.**  
**Sortable Date has not been assigned.**  
**Earliest Year has not been assigned.**  
**Latest Year has not been assigned.**  
**No files have been attached.**

---

**This collection includes 5 item(s). You must unassign those item records before deleting the collection record. See [items here](#).**

**Note:** None of the records that you "linked" to this group will be deleted ... only the references from this group to them.

---




**BC Royal and Special Commissions: 1872-1980**

Click on the "See items here" link to get to the review screen > Select all> Unassign selected records

**Records assigned to "Agnes Macphail Papers"**

This group is managed by **Test 4.0.1 Database stuff**.  
 There are **11** records from your agency assigned to this group.  
 To unassign records from this group, click the "Select all records" button, and then click the "Unassign selected records" button.

**Your agency's records in this group**

	 <input type="checkbox"/>
	 <input type="checkbox"/> Dear friend
	 <input type="checkbox"/> Proton Township

Once you unassign the items from the group, you'll receive a confirmation and redirect to the Group Settings screen:

**Records assigned to "Travels in Scotland"**

This group is managed by **Test 4.0.1 Database stuff**.  
 Your agency currently has no records assigned to this group.  
 There appear to be no records assigned to this group. You should be able to delete it at [Update "Travels in Scotland"](#).

On the Group Settings or Group Record screen, the Delete button will appear

**Update Travels in Scotland**

There are **0** record(s) assigned to this group.

<b>Title</b>	<a href="#">Travels in Scotland</a>
<b>Caption</b>	
<b>Exclusive or shared group</b>	<input checked="" type="radio"/> Exclusive: Group only <input type="radio"/> Any Agency: Group only
<b>Public display</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No If yes then this group will appear in the public display
<b>Closed List</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No A closed list is one with a select list. No more than one record can be selected.
<b>Delete List</b>	A list can only be deleted if it is a closed list.

## Group Settings

Main Menu >> Update/AddGroups >> Update "Agnes Macphail's papers" >>

### Update Agnes Macphail's papers

<b>Group Menu</b>	<b>Exclusive or shared group</b>	There are 1 record(s) in this group. <input checked="" type="radio"/> Exclusive: Group only contains Training data set records <input type="radio"/> Any Agency: Group available to any agency and will appear in every agency's group management interface (unless it is closed)
Full record		
Group settings		
Show records	<b>Closed List</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No A closed list is one with a specific set number of records in it, with no more expected. For example, a set of five illustrations from a particular newspaper article might be a closed list. No more are expected. Closed lists are not made available in selection lists for additional records to be added to them. They might well be public.
Sort records	<b>Delete List</b>	A list can only be deleted when the last of the records associated with it have been unassigned. Start by <a href="#">viewing the Records in this group</a> .
<a href="#">Update Agnes Macphail's papers</a> <a href="#">Reset Form</a>		

## Exclusive or Shared Groups

Main Menu >> Update/AddGroups

Scroll to the bottom of the page to [add a new group](#).

Name	Update	Records	Public/Private	Open/Closed	Shared	Associate Agency
Agnes Macphail's papers	<a href="#">Update</a>	1	Public	Open	Exclusive	False
BC Royal and Special Commissions: 1872-1980	<a href="#">Update</a>	5	Public	Open	Exclusive	False
Bun Yarwood Photograph Collection	<a href="#">Update</a>	2	Public	Open	Exclusive	False
editing group	<a href="#">Update</a>	1	Private	Open	Exclusive	False

**Exclusive groups** can only be edited and have records added and managed by your agency. Public groups will display on the public side anywhere they are linked or found in groups listings, but only your groups will appear in your agency's data management lists.

**Shared groups** are "owned" by the agency that adds the group. At this point, the owner **cannot** choose which organizations to share records with; it is open to everyone using VITA. Contributing agencies can only manage their own records, however, so there is no fear that sharing records in a group will open your records to non-owner tampering.

### Records assigned to "Agnes Macphail Digital Collection"

This group includes records with any relation to or about Agnes Macphail, the first woman Member of Parliament in Canada.

This group is managed by **Grey Highlands Public Library**.

There are 55 records from your agency in this group.

To unassign records from this group, check the checkbox in the left column beside the appropriate record or click the "Select all records" button, and then click "Unassign selected records" button.

Records can be added to the group by all other agencies using VITA, but all contributors can **only** delete and manage their own records. The group itself cannot be deleted by any agency other than the “owner” and only after all records have been removed from the group.

Contributor record management in View Records screen allows select/unselect and un-assign options:



“Other” Contributor records in View Records screen are view-only:



**Closed List** - A closed list is one with a specific set number of records in it, with no more expected. For example, a set of five illustrations from a particular newspaper article might be a closed list. No more are expected. Closed lists are not made available in selection lists for additional records to be added to them. They can be public or non-public.

**Delete Group** – A Group can only be deleted by the “owner” agency and only when all the records associated with it have been unassigned. Start by clicking the link to View the Records in this Group and then select all records and unassign selected records. (see also Full record > delete above)

to unassign records from this group, check the checkbox in the left margin, click the "Select all records" button, and then click "Unassign selected records"

### Your agency's records in this group

Unassign selected records   Select all records   Unselect all records


☒ Postcard from Scotland

Unassign selected records   Select all records   Unselect all records

You will see a confirmation screen.

### Records assigned to "New Group"

This is a collection of records based on a theme (e.g. Travel Correspondence of Agnes Macphail), common attribute (e.g. Pictures of Scottish Cottages), or stage in an internal workflow (e.g. Records that need editing)

This group is managed by **Training 3.4**.

Your agency currently has no records assigned to this group.

There appear to be no records assigned to this group. You should be able to delete it at [Update "New Group"](#).

Click on the "Update group" link and now a "Delete Group" button will appear.

### Update New Group

There are **0** record(s) in this group.

<b>Title</b>	New Group
<b>Caption</b>	This is a collection of records based on a theme (e.g. Travel Correspondence of Agnes Macphail), common attribute (e.g. Pictures of Scottish Cottages), or stage in an internal workflow (e.g. Records that need editing)
<b>Exclusive or shared group</b>	<input type="radio"/> Exclusive: Group only contains records from this agency <input checked="" type="radio"/> Any Agency: Group available to all agencies in the management interface (unless it is closed)
<b>Public display</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No If yes then this group will appear in the side panel for the purposes of data management.
<b>Closed List</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No A closed list is one with a specific set number of illustrations from a particular newspaper article available in selection lists for additional records.
<b>Delete List</b>	A list can only be deleted when the last of the records in this group.

Update New Group   Reset Form

Delete New Group



## 5.2 Updating/editing a group

In the main menu, click on Add or Update Record Group in the Manage Groups section. You will be presented with the Update/Add Groups screen and a list of groups created by your agency.

**To update the values for the group:**

Main Menu >> Update/AddGroups

Scroll to the bottom of the page to add a new group.

Name	Update	Records	Public/Private	Open/Closed	Shared	Associate Agency
Agnes Macphail's papers	Update	1	Public	Open	Exclusive	False
BC Royal and Special Commissions: 1872-1980	Update	5	Public	Open	Exclusive	False
Bun Yarwood Photograph Collection	Update	2	Public	Open	Exclusive	False
editing group	Update	1	Private	Open	Exclusive	False

- Click Update
- The Update link will take you to the Group Full record screen
- Edit the values for the group
- Click the "Update" button

**To review the records in the group:**

See all items in a Group by going to...

- 1) Full record> Show records

Main Menu >> Update/AddGroups >> Update "Agnes Macphail's papers" >>

Update Agnes Macphail's papers

<b>Group Menu</b>	<b>Exclusive or shared group</b>	There are 1 record(s) in this group.
Full record	<input checked="" type="radio"/> Exclusive: Group only contains Training data set records	
Group settings	<input type="radio"/> Any Agency: Group available to any agency and will appear in every agency's group management interface (unless it is closed)	
Show records	<b>Closed List</b>	<input type="radio"/> Yes
Sort records	<input checked="" type="radio"/> No	A closed list is one with a specific set number of records in it, with no more expected. For example, a set of five illustrations from a particular newspaper article might be a closed list. No more are expected. Closed lists are not made available in selection lists for additional records to be added to them. They might well be public.
	<b>Delete List</b>	A list can only be deleted when the last of the records associated with it have been unassigned. Start by <a href="#">viewing the Records in this group</a> .
	<a href="#">Update Agnes Macphail's papers</a>	<a href="#">Reset Form</a>

From here, you can review and manage Group contents ...

Records assigned to "Scrapbooks from Terrace Bay and Schreiber"

Group Menu
Full record
Group settings
Show records
Sort records

A collection of scrapbooks and albums about and from the local Women's Institutes and other community groups


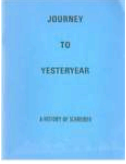

This group is managed by **Training data set**.

There are **4** records from your agency in this group.

To unassign records from this group, check the checkbox in the left column beside the appropriate record or click the "Select all records" button, and then click "Unassign selected records" button.

**Your agency's records in this group**

[Unassign selected records](#) [Select all records](#) [Unselect all records](#)

Record	Unassign
	<input type="checkbox"/> Terrace Bay Recreation News
	<input type="checkbox"/> Journey to yesteryear
	<input type="checkbox"/> Womens Institute Scrapbook 1

Use the checkboxes and buttons to select and/or unassign records from the Group.

To **un-assign** records from this group, use the checkboxes or select un-select buttons then click "unassign selected records". This will **only** remove the records **from the group**: it will not affect the records themselves.

### Unassigning items from a Group

On the review screen, you can

- see what's in your group
- deselect or "unassign" one or more items from the Group using the checkboxes and labeled buttons at the top and bottom of the screen

**Records assigned to "Agnes Macphail Papers"**

This group is managed by **Test 4.0.1 Database stuff**.

There are **11** records from your agency in this group.

To unassign records from this group, check the checkbox in the left column beside the appropriate record or click the "Select all records" button, and then click "Unassign selected records" button.

**Your agency's records in this group**

Unassign selected records   Select all records   Unselect all records

☐ Robbie Burns House

☐ Dear friends...

☐ Proton Township Girl Shoots Father

### 5.3 Sort group records

The **Sort Group** option is only available for groups with less than 100 records.

You might want the items of a group to appear in a specific order, particularly those that would be the first 3 of a large group, or 10 of a smaller group since they appear with the group record. You can order every item in the group to customize their display in the gallery. This **fixes** their display order, however, so end users cannot re-sort those objects using other criteria.

## Scrapbooks from Terrace Bay and Schreiber

A collection of scrapbooks and albums about and from the local Women's Institutes and other community groups

Group Menu
Full record
Group settings
Show records
Sort records



### Step 1: Sort the Images

Drag the "elevator" icons up and down to adjust the sort order.



Terrace Bay Recreation News



Journey to yesteryear



Womens Institute Scrapbook 1




For groups with **<20 items**, you can drag and drop to reorder them using the elevator buttons

[Main Menu](#) >> [Update/AddGroups](#) >> [Update "Agnes Macphail Papers"](#) >> [View Records in "Agnes Macphail Papers"](#)



## Agnes Macphail Papers

### Step 1: Sort the Images



Drag the "elevator" icons up and down to adjust the sort order.





Robbie Burns House



Proton Township Girl Shoots Father



Green's Directory, 1939



Dear friends...

For larger groups, you'll need to use numeric text boxes e.g.

## Split Rail Country Volume 2

### Step 1: Sort the Images

Enter different numbers in the input boxes to adjust the sort order. Decimal fractions are allowed (e.g. enter "1.5" to



Old Flesherston Advance Building, Flesherston



Bee Barn, Hill Street, Flesherston



Local Colour Art Gallery, Flesherston



Cast of Agnes Macphail play



Murray Juffs as Agnes Macphail with Kris Kinsman and George Allen



Reunion Drama Club: Fiddler on the Roof



Reunion Drama Club: Guys & Dolls

After Re-Sorting your Group content, **preview the new record order** by clicking on the “update record order” button at the bottom of the screen



**Remember:** any unnumbered images will float to the top of the list

The preview screen allows you to review and adjust the order of your group images before committing that order.

**Remember:** Preview is a superficial view option, but “Commit the Changes” will reindex all the records in this group—this takes time, depending on the size of a group.

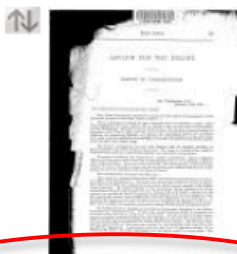
**Use the Preview option liberally—Commit only when you’re sure!**



## Royal Commissions 1943-1980



## Royal Commissions 1943-1980:



## Asylum for the Insane Report

**Step 2: Commit the Changes**

Once the reindexing has occurred, you will receive a confirmation message.




You have re-sorted the records. If you are satisfied go to step 2 and commit the changes

## Split Rail Country Volume 2


### Step 1: Sort the Images

Enter different numbers in the input boxes to adjust the sort order. Decimal fractions are allowed (e.g. enter "1.5" to place between 1 and 2)



- |                                |  |   |
|--------------------------------|--|---|
| <input type="text" value="1"/> |   | Old Flesherton Advance Building, Flesherton |
| <input type="text" value="2"/> |   | Bee Barn, Hill Street, Flesherton           |
| <input type="text" value="3"/> |   | Local Colour Art Gallery, Flesherton        |
| <input type="text" value="4"/> |  | Commercial Hotel, Priceville                |

To adjust order on the preview screen, use .5 to fit items between two others.

For example, in this list, there are three images from a series but that are out of order. The first two are paired beside each other:

- |                                 |   |  |
|---------------------------------|---|--|
| <input type="text" value="26"/> |  | William Stephens, Grey Sauble Conservation Authority               |
| <input type="text" value="27"/> |  | Bob Lennox, Grey Sauble Conservation Authority, and representative |

And another from that series was orphaned during the first numbered sorting process:

47		Flesherton & District Farmer's Market
48		Bob Lennox Grey Sauble Conservation Authority
49		Dedication at Evergreen Cemetery

To insert the orphan within the series, add .5 to the image number you want the orphan to **follow** in the group order:

47		Flesherton & District Farmer's Market
26.5		Bob Lennox Grey Sauble Conservation Authority
49		Dedication at Evergreen Cemetery

Click "Update Record Order"...



And the orphan is placed between the two other images in the series:

26		William Stephens, Grey Sauble Conservation Authority
27		Bob Lennox, Grey Sauble Conservation Authority
28		Bob Lennox, Grey Sauble Conservation Authority, and representative

**Commit the Changes to reindex the group records:**

54		Flesherton
<a href="#">Update record order</a>		
<b>Step 2: Commit the Changes</b>		



Once an order is determined and committed, any new records added to the group will “float” to the top of the order list and the display order, and so will have to be reordered.

**Remember:**

- Committing changes to the group sort order affects the order display on both the data management and the public views
- This means that end users on the public side cannot sort objects in a group using the facet panel options once this order is committed to the index

- Sorting on this screen works for groups no larger than 100 records, for larger groups, the user can sort group objects with the facet panel on the public side.

## 5.4 Adding records to a group

### Add items to groups

To start populating your Group, return to the Main Menu and use the Search link to find items in your collection that match your group criteria. You might see the new group record in your results list (as below)

#### Manage Records

##### Add Record:

- [and upload file](#)
- [without a file](#)
- [as a Birth, Marriage or Death \(BMD\) entry](#)

##### Search or Update Record

- [Prooflist](#) [last added first, from the indexes]
- [Top 100 Records](#) [aka: the last 100 records added, from the database]
- Record id:

##### Add/Edit Publication

##### Add/Edit Issue

##### Add Batch/Edit Templates

[Main Menu](#) >> [Search](#) >> [Help](#) >> [Add record](#) [Reset checklists](#)

KEYWORD(S) TO SEARCH: <input type="text" value="macphail"/>		
Logic between keywords: <input checked="" type="radio"/> And <input type="radio"/> Or <input type="radio"/> Phrase	Field(s) to Search: <input checked="" type="radio"/> All <input type="radio"/> Title <input type="radio"/> Subject <input type="radio"/> Creator Name(s) <input type="radio"/> Last Name <input type="radio"/> Personal Name(s) <input type="radio"/> Corporate Name <input type="radio"/> Local Identifier	Fuzzy Search Limits: <a href="#">(What is this?)</a> <input checked="" type="radio"/> Exact <input type="radio"/> Fuzzy <input type="radio"/> Fuzzier <input type="radio"/> Fuzziest
BETWEEN TWO DATES: (enter in the form YYYYMMDD, YYYYMM or YYYY) after: <input type="text"/> before: <input type="text"/>		
... OR FUZZY DATE: Enter year: <input type="text"/> how fuzzy? <input type="text"/>		

Search results...

We found **6** matching items.

**Keywords:** macphail **Sort:** Relevance

Page 1 of 1



### [Agnes Macphail Papers](#)

This is the Group record



### [Proton Township Girl Shoots Father](#)

"Proton Township Girl Shoots Father," Markdale Standard (1888), 19420430, p. 4, column 2  
Ruby Campbell is the niece of Agnes Macphail

These are item records



### [Robbie Burns test](#)

Sept 9, 1952, A postcard sent by Agnes Macphail to her sister during her trip to Scotland.  
**Local Identifier:** JB017



### [GHPL manual](#)

... POST-PROJECT PLANNING ..... 20 RECOMMENDED READING  
..... 21 APPENDIX A: GHPL PROJECT PLAN & MONTHLY OUTLINE

- Open a desired item record
- go to Groups tab
- select Group from list
- click Update...

Create new record: [with uploaded file](#); [without upload](#) ([Duplicate](#)) [Create new template](#) [View entry in p](#)

[Add BMD](#) [Add article/clipping](#)

Jump to: [Add group](#)

Display	File/Tech	Description	Geography	Admin	Groups	Links	Delete
---------	-----------	-------------	-----------	-------	--------	-------	--------

## Group Management: Proton Township Girl Shoots Father (id: 72070)

No Cor

**No Files have been attached.**

This record is currently assigned to the following groups:

None

### Additional Groups

- ☒ [Agnes Macphail Papers](#) (0) **Exclusive**
- ☐ [BMDs and Clippings](#) (20) **Shared**
- ☐ [Boats and Ships](#) (11) **Exclusive**
- ☐ [Boats and waterways](#) (42) **Shared**

- ☐ [Schooners in Rivers \(3.4\)](#) (4) **Shared**
- ☐ [Testimonials](#) (6) **Shared**
- ☐ [Tracks \(3.5\)](#) (7) **Shared**
- ☐ [Travels in Scotland](#) (1) **Exclusive**

Add New Group by entering Title :

(50 characters max)

[Main Menu](#) >> [Search](#) >> [Results](#)

Create new record: [with uploaded file](#); [without upload](#) ([Duplicate](#)) [Create new template](#) [View entry in publi](#)

To select the next item, click the Results link in the navigation bar

[Main Menu](#) >> [Search](#) >> [Results](#)

Create new record: [with uploaded file](#); [without upload](#) ([Duplicate](#)) [Create new template](#) [View entry](#)

[Add BMD](#) [Add article/clipping](#)

Jump to: [Add group](#)

<a href="#">Display</a>	<a href="#">File/Tech</a>	<a href="#">Description</a>	<a href="#">Geography</a>	<a href="#">Admin</a>	<a href="#">Groups</a>	<a href="#">Links</a>	<a href="#">Delete</a>
-------------------------	---------------------------	-----------------------------	---------------------------	-----------------------	------------------------	-----------------------	------------------------

## Group Management: Proton Township Girl Shoots Father (id: 72070)

**No Files have been attached.**

This record is currently assigned to the following groups:

None

### Additional Groups

- ☐ [Agnes Macphail Papers](#) (0) **Exclusive**
- ☐ [BMDs and Clippings](#) (20) **Shared**
- ☐ [Boats and Ships](#) (11) **Exclusive**
- ☐ [Boats and waterways](#) (42) **Shared**
- ☐ [Community Contributed](#) (55) **Shared**

## Part 6 Search or update records

**Search or Update Record** – Links to advanced search screen for finding specific records in your collection, public and non-public.

**Prooflist** – Links to a results set of everything in the agency's collection, ordered last added first, public and non-public. This list is generated from the index.

**Top 100 records** – a list of record titles, ID nos. and date added timestamp for the last 100 records added to the collection. Allows of fast navigation to recent additions and also as check for records not showing in results sets that they were added to the database.

**Record ID** – a quick way to navigate to a specific record using its ID no (as seen in DM record screens. This is the record ID assigned during upload, not the Local Identifier you add to the record (search Local Identifier through the Advanced Search screen in DM).

### Search or Update Record

- **Prooflist** [last added first, from the indexes]
- **Top 100 Records** [aka: the last 100 records added, from the database]
- Record id:



## 6.1 Advanced Search Screen

[Main Menu](#) >> [Search](#) >> [Help](#) >> [Add record](#) [Reset checklists](#)

KEYWORD(S) TO SEARCH:

Logic between keywords:  
☒ And  
☐ Or  
☐ Phrase

Field(s) to Search:  
☒ All  
☐ Title  
☐ Subject  
☐ Creator Name(s)  
☐ Last Name  
☐ Personal Name(s)  
☐ Corporate Name  
☐ Local Identifier

Fuzzy Search Limits: [\(What is this?\)](#)  
☒ Exact  
☐ Fuzzy  
☐ Fuzzier  
☐ Fuzziest

BETWEEN TWO DATES:  
(enter in the form YYYYMMDD, YYYYMM or YYYY)  
after:  before:

... OR FUZZY DATE:  
Enter year:   
how fuzzy?

GEOGRAPHIC LOCATION:  
[\(What is this?\)](#)

GROUPS:

MEDIA TYPE TO LIMIT SEARCH TO:  
☐ Audio ☐ Collection ☐ Exhibit ☐ Genealogical Resource ☐ Group ☐ Image  
☐ Newspaper ☐ Publication ☐ Text ☐ Video ☐ Web site/page

... OR ITEM TYPE TO LIMIT SEARCH TO:

CREATIVE COMMONS:  
☐ Attribution (5) ☐ Attribution-NoCommercial (2) ☐ Attribution-NoCommercial-NoDerivatives (5) ☐ Attribution-NoCommercial-ShareAlike (5)  
☐ Attribution-ShareAlike (2) ☐ PublicDomain (119)

Has Mystery? ☐ Yes ☐ No

Has Comment? ☐ Yes ☐ No

Contributed? ☐ Yes ☐ No

Public Display? ☐ Yes ☐ No

SORT BY:

RESULTS PER PAGE:

[Main Menu](#) >> [Search](#) >> [Help](#) [Add record](#)

There are many ways to scope a search using the facets on the Advanced Search screen.

To retrieve the complete collection from the Advanced Search screen, perform a “null search” by simply clicking on “Go” without entering any information in the search screen or use the Prooflist link from the main menu.

### Limit your keyword search:

*Define the logic between keywords:* “keyword AND keyword” will search for both terms no matter how they appear in the content (i.e. separately or together); “keyword OR keyword” will search for either of the keywords and bring back all content containing either keyword; “keyword keyword” PHRASE will return results only where the keywords as they have been entered in the search bar are found in the content.

*Search within specific data field:* Title, Subject, Creator Name(s), Last name, Corporate name, or Local Identifier.

*Fuzzy searching:* allows the search engine to return keywords that almost match your search terms—you can determine how closely or dissimilar the results need to be using the fuzzy-fuzziest radio buttons.

**Search by date range:**

*Search between two dates:* this searches records where Sortable Dates have been assigned. Be sure to use the appropriate date format.

*Fuzzy Dates:* allows the search engine to return records whose Earliest & Latest dates are within a +/- range as predetermined by you (how fuzzy?)

**Geographic location:**

Select from the drop down menu of geographic locations that have been assigned to records in your collection.

**Groups:**

Select records according to the group to which they are assigned by selecting the group name from the drop down list. In data management, the groups list includes public AND non-public groups.

**Limit by Media & Item Type:**

*Scope by media type:* every possible media type assigned to your collection will display here.

*Scope by item type:* choose an item type from the drop down list to see only those records classified as certain item types.

**Search by Creative Commons license:**

*Scope or search by license type:* click the checkboxes of the license types you want to scope your search results to.

**Search by defining record characteristics:**

Select records that do or do not have: Mystery Questions or Comments associated or have Contributed status

Select records that are Public or Non-Public

**Sort / Results options:**

*Sort results by:*

- Relevance
- Title (0-9, A-Z)
- Sort by date (oldest first)
- Sort by date (newest first)
- Oldest date (to newest)
- Newest date (to oldest)
- Date added (newest first)
- Date modified (newest first)

- Date made public (newest first)

**Defining the number of results per page:**

- 10, 40, 100 or 200.

<b>Part 7</b>	<b>Media Type: Collections</b>
---------------	--------------------------------



The media type “Collection” is designed to include records with minimal metadata about an existing online collection on users’ organizational or institutional website and create a “pointer” to the home page of that collection using VITA. This is useful for collections where the individual objects, e.g. photos, do **not** have unique URLs, perhaps because they are embedded in web pages.

**What's the difference between importing records and linking to a collection?**

For example: [University of Toronto: Anatomia 1522-1867: Anatomical Plates](#) from the Thomas Fisher Rare Book Library is an Imported Collection where every object has a unique URL and record associated with it; whereas the Fort Erie Public Library has three [Linked Collections](#) in which objects are embedded in a web site and cannot be pointed to individually.

**For new collections, have ready the following:**

- Thumbnail image (preferably JPG format)
- Title of collection
- Organizational name
- Description (1-2 sentences)
- URL for the home page of the online collection

<b>7.1</b>	<b>Add collection</b>
------------	-----------------------

Log in to VITA and select “Add record” from the Main Menu

Add Record	
<b>Title</b>	Cemetery database
<b>Media type</b>	<input type="radio"/> Image <input type="radio"/> Text <input checked="" type="radio"/> Collection <input type="radio"/> Video <input type="radio"/> Object <input type="radio"/> Audio <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper
<b>Category</b>	Thumb + Regular
<b>Label</b>	
<b>Image resize</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Split PDF</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>File</b>	CemeteryDatabase.jpg -- 192 KB <div style="width: 100%; height: 10px; background-color: blue;"></div> 100%
<a href="#">Continue ...</a> <a href="#">Clear Form</a>	

- Enter **Title** of external collection
- **Media Type**: Select “Collection”
- **Category**: Select “Thumbnail (Only one allowed)” or “Thumb + regular”
- **Label**: not applicable
- **Image resize**: Select “Yes”
- **Split PDF**: not applicable
- **Upload file**: browse and upload an image to represent the Collection
- Click “Upload” and wait for the Continue button to appear
- Continue...

## 7.2 Creating a collection record

The record for a collection is comprised of 4 mandatory fields and 3 recommended fields. See Part 4 for more details about field definitions.

### Descriptive Data: Cemetery database (id: 259)

**No Item Type has been assigned.**  
**Sortable Date has not been assigned.**  
**Earliest Year has not been assigned.**  
**Latest Year has not been assigned.**  
**This record will not display in the Public Sites.**  
**A link must be assigned to record of this media type.**

#### **Minimum information for Collection records includes:**

- **Title**: carried forward from Add Record screen, the title can be edited any time
- **Creator Name & Role**
  - Name: Organization or Institution who hosts the Collection
  - Role: **Must be “Contributor”**

Media Type

Help

**Collection**  
This value determines a number of other options for this record. To change it [click here](#).

Secondary Media Types

Help

☐ Image   ☐ Text   ☐ Video   ☐ Object   ☐ Audio   ☒ Website   ☒  
Genealogical Resource   ☐ Newspaper

Item Type
Help

☒ **Memorial works**  
Enter item type:

Title




Help

Cemetery database

Creator Name & Role






Help

Name:   
Role:  
☒ Contributor

- **Description** (1-2 sentences)

Description




Help

Local Uxbridge, Ontario, Canada cemeteries are being indexed in an effort to preserve local history and make it available to the public.

- **Link URL / Label**
  - URL: Collection homepage
  - Label: Title of Collection

**External Links**

**Add new Link**

**Label:**

**URL:**

***Recommended fields include:***


- **Subjects** – Use subject headings that provide keywords for faceted searching
- **Language(s) in item** (multiple allowed)
- **Dates** – scope of dates represented in the collection objects
- **Geographic Location** – Input a location that best represents the collection contents

## 7.3 Collections Display

What will users see on the public side once you have entered a Collection?

When a user finds your collection, the display result will include the linked thumbnail, linked title and description:

We found 2 matching items.  
**Keyword(s) to search:** cemetery **Sort by:** Relevance  
Page 1 of 1



**Cemetery database**  
Local Uxbridge, Ontario, Canada cemeteries are being indexed in an effort to preserve local history and make it available to the public.



**St John's Church (1818)**  
built 1818, updated 1872 Early Anglican services were held on this site, starting in 1794... By 1807 the original log church was erected - but was burned in the war of 1812 by American troops. The first church was built in 1807 and remained so until after the defeat of Commodore Barclay on Lake Erie in 1813 when the...

### Cemetery database

**Description** **Comments (0)**

**Creator:**  
Uxbridge Genealogy Group

**Media Type:**  
Collection  
Website  
Genealogical Resource


**Item Type:**  
Memorial works

**Description:**  
Local Uxbridge, Ontario, Canada cemeteries are being indexed in an effort to preserve local history and make it available to the public.


**Language of Item:**  
English

**Geographic Coverage:**  
[Canada - Ontario - Uxbridge](#)  
Latitude: 44.05012  
Longitude: -79.16629

**Copyright Statement:**  
Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.

**Creative Commons licence:**  
 [\[more detail\]](#)

**Contact:**  
Training data set  
Email: [info@ourontario.ca](mailto:info@ourontario.ca)  
WWW address: <http://ourontario.ca/>

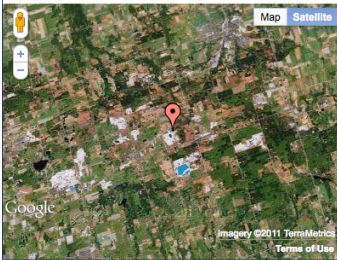


**Comment on this item**

**Create electronic postcard**

**Other Web sites/External links**

**Uxbridge Cemetery Database Project**





A Publication record in this context is a profile record for publications like serial publications to which individual records (clippings, articles, or issues) are going to be associated, e.g. You have a vertical file of clippings from the *Kingston Gazette*, so create a publication record for the *Kingston Gazette* and associate each clipping record with that publication OR you have a collection of newsletters from the local genealogical society, so determine that you

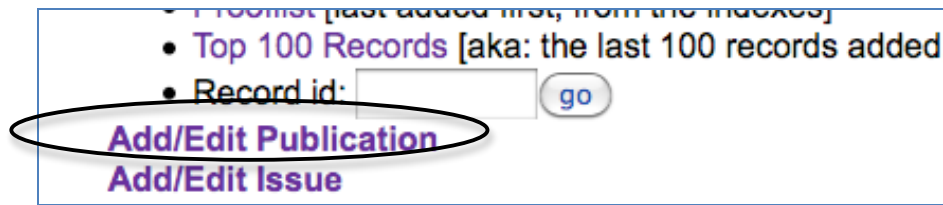
have permission to scan and upload those newsletters for online discovery, create a publication record for the newsletter and then associate each multipart newsletter record with that publication. The result is a way of grouping objects under their umbrella publication title and then when dates are assigned, to be able to sort those objects against one another.

**The following workflow is for non-Newspaper Publications and Newspapers with only clippings associated, not full run newspapers with issues.**

**For Newspaper Publications and Newspaper Content, see the Newspaper Content Management manual.**



## 8.1 Add New Publication



- From the Main Menu, select “Add / Edit Publications”
- Enter the Publication Title—avoid including starting articles like A, The, An, etc.

A screenshot of the 'Add/Edit Publication' form. The title 'Add/Edit Publication' is at the top left. Below it, the 'Publication Title' label is next to a text input field containing 'Magician's Handbook'. A note below the field reads: 'Note: Publications in this context are titles like newspapers or other serial publications to which individual records (clippings, articles) are going to be attached. Do not use this interface to manage entire digital volumes (books, pamphlets etc.).' At the bottom right, there is a button labeled 'Add/Edit Publication'.

- The Secondary Media Type will be auto-populated as Text
- If you select Newspaper as a secondary media type and update the record, the Role field will appear. Choose “Yes” only if you are working with full run serials or newspapers.
- Item type—choose the most appropriate type of publication to describe your object
- Complete the remaining Publication metadata record as you would any other VITA record
- Once established, the publication record data is inherited by associated text fragments like clippings (e.g. geography, publication title, etc.).

**Media Type**  [Help](#)

**Publication**  
This value determines a number of other options for this record. To change it [click here](#).

**Secondary Media Types**  [Help](#)

☐ Image
 ☒ Text
 ☐ Collection
 ☐ Video
 ☐ Object
 ☐ Audio
 ☐ Website
 ☐ Genealogical Resource
 ☐ Newspaper

**Item Type** [Help](#)

☒ **Books**

Enter item type:

**Title**    [Help](#)

The Magician's Handbook

**Creator Name & Role**    [Help](#)

**Name:**

**Role:**

Author  
 Author in quotations or text extracts  
 Author of afterword, colophon, etc.  
 Author of dialog

[Help](#)


- To upload a masthead image to represent the Publication, go to File/Tech Data and Associate a file with this record.
- Browse for the file, choose category Thumb + Regular

Add file to record

<b>Title</b>	The Magician's Handbook
<b>Category</b>	Thumb+Regular
<b>Label</b>	
<b>Image resize</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Split PDF</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>File</b>	<div>MagiciansHandbook.jpg -- 68 KB</div> <div>100%</div>

Continue ... Clear Form

**File summary**



**Thumbnail**  
File Exists: <https://data.ourontario.ca/Partners/Training/Train000000261t.jpg> [Details/Edit]

**Regular**  
File Exists: <https://data.ourontario.ca/Partners/Training/Train000000261.jpg> [Details/Edit]

To order the links click and drag the thumbnail or sort icon up or down the list.

Now, any article or clipping without an individual image will be represented by the associated publication image and inherit the publication metadata.

**Portrait of "Selbit" the magician**

**Publication:**  
The Magician's Handbook, 1901, Preface, xxii

**Description** Comments (0)

**Creator:**  
John Macey

**Media Type:**  
Image

**Item Type:**  
Photographs

**Description:**  
Portrait of the author


**Date of Publication:**  
1901

**Personal Name(s):**  
[Selbit](#)

**Language of Item:**  
English

**Copyright Statement:**  
Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.

**Contact:**  
Training data set  
Email: [info@ourontario.ca](mailto:info@ourontario.ca)  
WWW address: <http://ourontario.ca/>

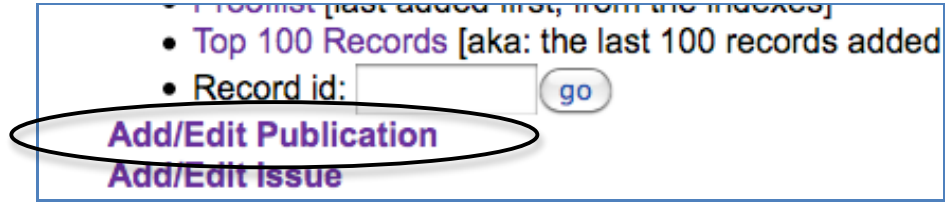


Portrait of the Author

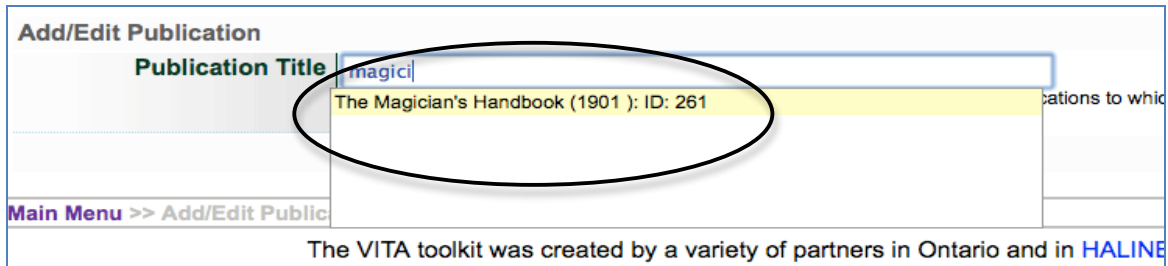
Comment on this item

Create electronic postcard

## 8.2 Edit Publication



- From the Main Menu, select “Add / Edit Publications”



- Begin typing the title you want to edit and select the title from the look-up list
- On the Publication record screens, edit the publication information and update your records as you go.

### Avoiding Duplicate Titles:

If your publication title resembles one in the look-up list, add a unique feature that can be edited out once the title has been added to the index.

E.g. A new publication called *Sun Tribune* published in Wheezer, Ontario is being added, but *Sun Tribune* published in Stouffville, Ontario already exists. Enter *Sun Tribune 2* in the Add Title input box and then remove the “2” on the descriptive data screen.

**Metadata matters:** The uniqueness of each publication is determined by publication dates and location.

## Part 9

## Media Type: Website

Now you can upload website records to VITA as standalone objects in your collection, not only are they linked to the external site but, when available, the web sites are full-text searchable as part of your organization's digital collection.

Using the basic steps of VITA data management, you can create a record with a representative display image, descriptive metadata and the full text content from the external website.



The websites you upload are configured to link not to your VITA record about them but to the external website itself (see Add website link), and the full-text search results will allow users to see their keyword terms in context in the results list before they link to the website itself (see Website full text).

**1857 List Of Canadian Vessels**  
Daily Globe (Toronto, ON ), 26 May 1857 ... States, the advantages of which would be **great** in insurance operations, or in attaching or seizing any vessels as at present, there is no knowing, except by hearsay, when a vessel was built, who she belongs to, or indeed anything relating to her. A law compelling such registration -- when the vessel...

**List of Canadian Vessels, 1856**  
Daily Globe (Toronto, ON ), 4 Aug 1856 ... Brown \$8,000 America Steamer Masson 800 1854 Niagara **Great** Western Railroad Co. 120,000 Arabian Steamer Sclater 350 1852 Niagara A. Heron & Co. 80...

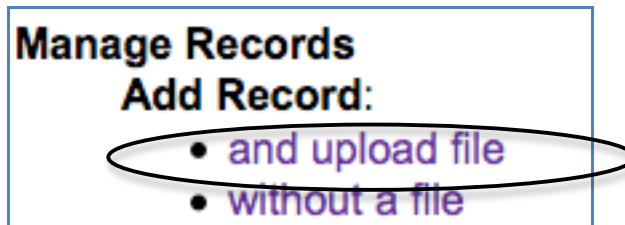
**"The Grain Elevators of Buffalo"**  
... of bread-stuffs, directly affects one of the first interests of mankind. It might, perhaps, be said, that the ready production of food is a question of greater importance than its easy transportation. The first **great** care of men commonly, is to produce food, not to know what to do with it when produced...

### 9.1

### Add Website

**Note:** Make sure that the site administrator has enabled Media type Website for your agency.

From the main menu, select Add Record and upload file



Add the website title, a screenshot of the home page, select Media Type: Website, choose Thumb + Regular for the display object and allow the file size to change.

<b>Add Record</b>	
<b>Title</b>	Agnes Macphail Digitization Project Website
<b>Media type</b>	<input type="radio"/> Image <input type="radio"/> Text <input type="radio"/> Collection <input type="radio"/> Video <input type="radio"/> Object <input type="radio"/> Audio <input checked="" type="radio"/> Website <input type="radio"/> Genealogical Resource <input type="radio"/> Newspaper
<b>Category</b>	Thumb+Regular
<b>Label</b>	
<b>Image resize</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Split PDF</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>File</b>	AgnesMacphailWebsite.jpg -- 215 KB 100%
<a href="#">Clear Form</a>	

On the data input screens, include as much information about the website as possible, especially:

- Title
- Description
- Creator
- Subjects
- Full text (Non-Displaying)
- Geographic location (if applicable)
- Links

Text will **not** be automatically extracted.

## 9.2 Website Full Text

With Website Media type, the full text from web pages can be added just like a multipart object, but is used exclusively for searching. The text does not display in the public record, but will be viewed in snippets during user searches.

**Remember:** the text contained in a VITA record remains static; so, if the web site content changes, it must be manually updated in VITA.

To include full text from a multipart website, select and copy text from each web page and paste it into a text editing application like Notepad, Text Edit, or Word. Remove any formatting manually or convert to plain text. Copy the simplified text and paste it into the Full Text (Non-Displaying) input box on the Descriptive Data screen. Don't forget to click "Yes" for Index this text.

Full Text (Non-displaying)	Help
<p>Welcome to the Agnes Macphail Website</p> <p>Agnes Macphail was the first woman elected to Canadian Parliament. During her lifetime, she was a dutiful daughter and sister, a willful teenager, dedicated schoolteacher, and champion for equal rights and fair treatment for everyone. This website and the Digital Collection showcase not just her political life, but the personal side of Agnes Macphail as she lived in Grey County and explored the world at large. How to use the website:</p> <p>Click on the buttons (above) to navigate to different areas and pages of the website</p> <p>Click on the images for more information about the photographs and documents in the Digital Collection</p> <p>The Agnes Macphail Digital Collection</p> <p>The Agnes Macphail Digital Collection is an online resource of photographs and documents that have been collected from local museums, archives, and individual collections. How to access the Digital Collection:</p> <p>Click on the images in these web pages for more information</p> <p>Follow the links on the web pages to images grouped by subject</p> <p>Use the button above or click here to Agnes Macphail c.1922</p> <p>Project Description</p> <p>The Grey Highlands Digitization Project is a collaboration between the Grey Highlands Public Library and local newspapers, archives, museums, their collections, and the community. Working closely with host site, the project aims to do two things:</p> <p>create a website and an accompanying digital collection to act as an entertaining and informative resource about Agnes Campbell Macphail</p> <p>and upload and index the Markdale Standard and the Flesherton Advance newspapers for online discovery</p> <p>The is dedicated to Agnes Campbell Macphail (1890-1954), the first woman elected to Parliament, who was born and lived in Grey County and rose to represent her community at Parliament in 1921. The mission of the GHPL project is to digitally represent unique artefacts that are held exclusively in local repositories or by individuals and that highlight Macphail's personal relationship with her birthplace. Accompanying each digital item is a detailed record that follows basic Dublin Core metadata standards. We have tried, as often as possible, to provide a complete record about each item, although for some items the information is not immediately available. The OurOntario software and tools</p>	


### 9.3 Add Website Link

To make the Website link to the external home page of the web site and not to the VITA record, add the URL as the first link on the Links screen.

Link Management	
Add new Link	
Label:	Agnes Macphail Website
URL:	<a href="http://www.greyhighlandspubliclibrary.com/AgnesMacphail/">http://www.greyhighlandspubliclibrary.com/AgnesMacphail/</a>
Add	



On the data management side of VITA, the website results will point to the VITA record for access to the record




### Agnes Macphail Website

Agnes Macphail was the first woman elected to Canadian Parliament. During her lifetime, she was a dutiful daughter and sister, a willful teenager, dedicated schoolteacher, and champion for equal rights and fair treatment for everyone. This website and the Digital Collection showcase not just her...

and the link will appear in the VITA record like this:

ng her  
e. This  
e personal  
at large.



The screenshot shows the homepage of 'The Agnes Macphail Website'. It features a purple header with navigation links: Home, About the Project, Agnes at Home, Life in Politics, Digital Collection, and Learn More. The main content area is light blue and includes a welcome message, a paragraph about Agnes Macphail, and instructions on how to use the website and access the digital collection. A black and white portrait of Agnes Macphail is displayed on the right. The footer contains the text 'Modified 23-Apr-08', 'Grey Highlands Public Library', 'Contact Us', and 'Site Map'.

No Comments

**Other Web sites**

Agnes Macphail Website



On the public display results set, the linked thumbnail and title will lead to the external website:

