

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.

Part 7	Media Type: Collections
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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

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

Add Record	
Title	Cemetery database
Media type	<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
Category	Thumb + Regular
Label	
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
File	CemeteryDatabase.jpg -- 192 KB 100%
Continue ... Clear Form	

- 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
WWW address: <http://ourontario.ca/>

CEMETERY DATABASE
Cemetery Project by the Uxbridge Cemetery Group

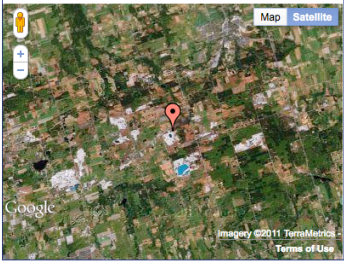
Cemetery Project
This project is possible due to the generous donation of the Uxbridge Cemetery Group and the Uxbridge Cemetery Group members who have donated their time and resources to this project. We are currently focused on processing all the collected data and putting it online.

Comment on this item

Create electronic postcard

Other Web sites/External links

Uxbridge Cemetery Database Project





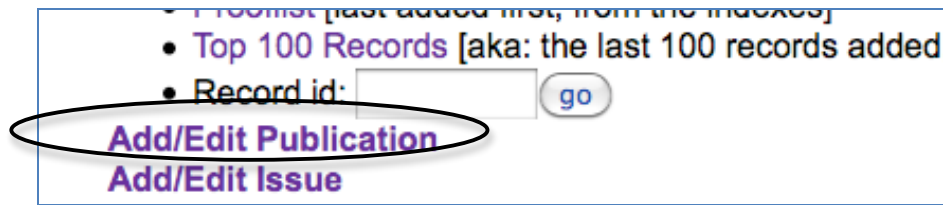
A Publication record in this context is a profile record for publications like serial publications to which individual records (clippings, articles, or issues) are going to be associated, e.g. You have a vertical file of clippings from the *Kingston Gazette*, so create a publication record for the *Kingston 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.).' In the bottom right corner, 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

Title	The Magician's Handbook
Category	Thumb+Regular
Label	
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
File	<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
WWW address: <http://ourontario.ca/>

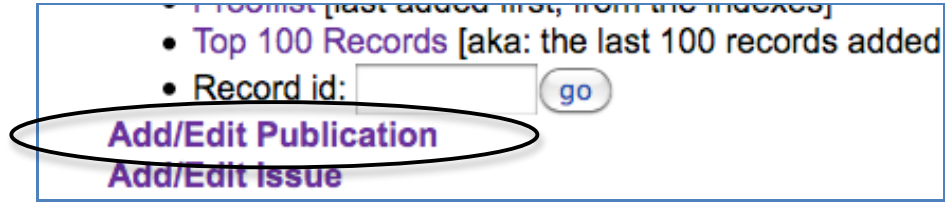


Portrait of the Author

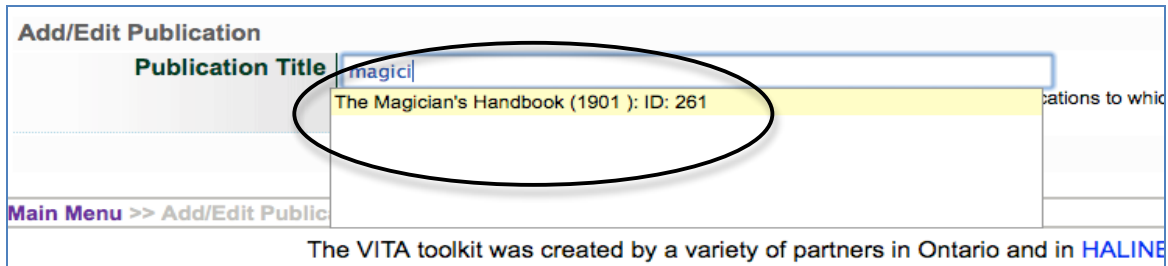
Comment on this item

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).

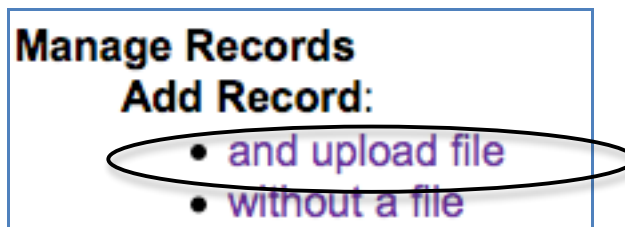
The screenshot shows three search results in a list. Each result has a thumbnail image on the left and a text snippet on the right. The first result is '1857 List Of Canadian Vessels' by Daily Globe (Toronto, ON), dated May 26, 1857. The text snippet mentions 'great' and 'insurance operations'. The second result is 'List of Canadian Vessels, 1856' by Daily Globe (Toronto, ON), dated August 4, 1856. The text snippet mentions 'Great Western Railroad Co.' and 'Arabian Steamer'. The third result is 'THE GRAIN ELEVATORS OF BUFFALO' by Joseph Dart, dated 1855. The text snippet mentions 'bread-stuffs' and 'greater importance'.

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.

Add Record	
Title	Agnes Macphail Digitization Project Website
Media type	<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
Category	Thumb+Regular
Label	
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
File	AgnesMacphailWebsite.jpg -- 215 KB 100%
Clear Form	

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 <u>Agnes Macphail Website</u></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 <u>Agnes Macphail</u> 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 <u>Agnes Macphail Digital Collection</u></p> <p>The <u>Agnes Macphail Digital Collection</u> 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 <u>Agnes Macphail c.1922</u></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 <u>Agnes Campbell Macphail</u></p> <p>and upload and index the <u>Markdale Standard</u> and the <u>Flesherton Advance</u> newspapers for online discovery</p> <p>The is dedicated to <u>Agnes Campbell Macphail</u> (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 <u>artefacts</u> that are held exclusively in local repositories or by individuals and that highlight <u>Macphail's</u> personal relationship with her birthplace. Accompanying each digital item is a detailed record that follows basic Dublin Core <u>metadata</u> 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 <u>OurOntario</u> 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:	<input type="text" value="Agnes Macphail Website"/>
URL:	<input type="text" value="http://www.greyhighlandspubliclibrary.com/AgnesMacphail/ "/>
<input type="button" value="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 brief biography of 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 side. 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:

