



Adding and Managing Records

Updated July 2018
VITA 6

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PART 1

GETTING STARTED

1.1: LOGGING IN

Go to <https://data.vitatoolkit.ca>

Enter your username and password and click the Big **Login** Button

**Note: Usernames and passwords are assigned by your site and agency administrators and are case sensitive*

Please Note - Your VITA username & password are now case-sensitive.

Username Password

Login

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This is supported by the [VITA Toolkit](#), a service of [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.

Select Agency

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

- 1812 History
- Ajax Public Library
- Algonquin Area Public Library
- Alpena County George N. Fletcher 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
- Bracebridge Public Library
- Brampton Library
- Brighton Digital Archives
- Brock University Archives
- Brockton Heritage Committee
- Bronte Historical Society
- Burk's Falls, Armour & Ryerson Union PL
- Burlington Public Library
- Caledon Public Library
- Chatham-Kent Museum
- Chatham-Kent Public Library
- Christie Historical Committee
- City of Burlington, Clerks Department
- Clarington Museum and Archives
- Clarington Public Library
- Club généalogique du Nipissing Ouest
- Cobourg Public Library
- Community Archives of Belleville & Hastings County
- Cook Memorial Public Library District
- County of Brant Public Library
- Cramahe Township Public Library
- Default Agency

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

1.2: ADDING RECORDS

To add a record – in this instance *with a file* (see the manual for adding records without a file for more details), you will create a metadata record and associate other files with it. The following is the basic add record procedure.

*Note: If you are working with newspaper content (publication profiles, issues, articles/clippings and Birth Marriage & Death index records) see the VITA Newspapers, Clippings and Indexes manual for more specific instructions.

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

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

Manage Comments

List All Comments

Manage Groups

Add or Update Record Group

Manage Exhibits

Add or Update Exhibit

Manage Application

Agency Management

Site Management

Monthly Statistical Snapshot

Training data set

Records	96
Records with thumbnails	96
Total Files	376
Newspaper Pages	8
Total Pages (including News)	
Total storage space (GBs)	10.2
comments	1
Records with comments	1
Records in Groups	38
Number of exclusive Groups	46
Number of shared Groups	0

List records with links

Action items

Records with generic thumbnails

Review comments (1)

Site Testimonials

VITA Training: Unreviewed (1); Approved (0)

Logout

Go to the **Manage Records, Add Records** area of the Main Menu and click on **and upload file**

You are now on the **Add Record Screen** where you will enter the following data:

Main Menu >> Add Record

Add Record

Title

Templates [Select one of the options below]

Media type ☒ Image ☐ Text ☐ Video ☐ Object ☐ Audio ☐ Genealogical Resource ☐ Newspaper ☐ Place

Category [Select one of the options below]

Label

Image resize ☒ Yes ☐ No

Split PDF ☐ Yes ☒ No

Select File

+ Add file...

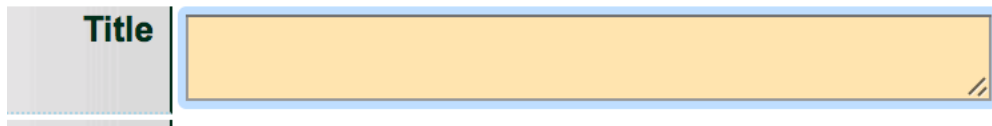
Start upload

Cancel upload

Clear Form

Main Menu >> Add Record

- **Title**

A screenshot of a web form showing a label 'Title' in a grey box on the left, followed by a large, empty yellow rectangular input field with a blue border. A small double-slash icon is visible in the bottom right corner of the input field.

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

- **Media type**

A screenshot of a web form showing a label 'Media type' in a grey box on the left. To its right is a horizontal row of radio button options: Image (selected with a blue dot), Text, Video, Object, Audio, Genealogical Resource, Newspaper, and Place. A small speech bubble icon is at the end of the row.

Select the media type that applies to the type of file that you are going to upload. Choosing the right media type and category at this stage is important as it tells VITA the correct Template to apply so that you can capture the pertinent metadata for the type of record you are creating.

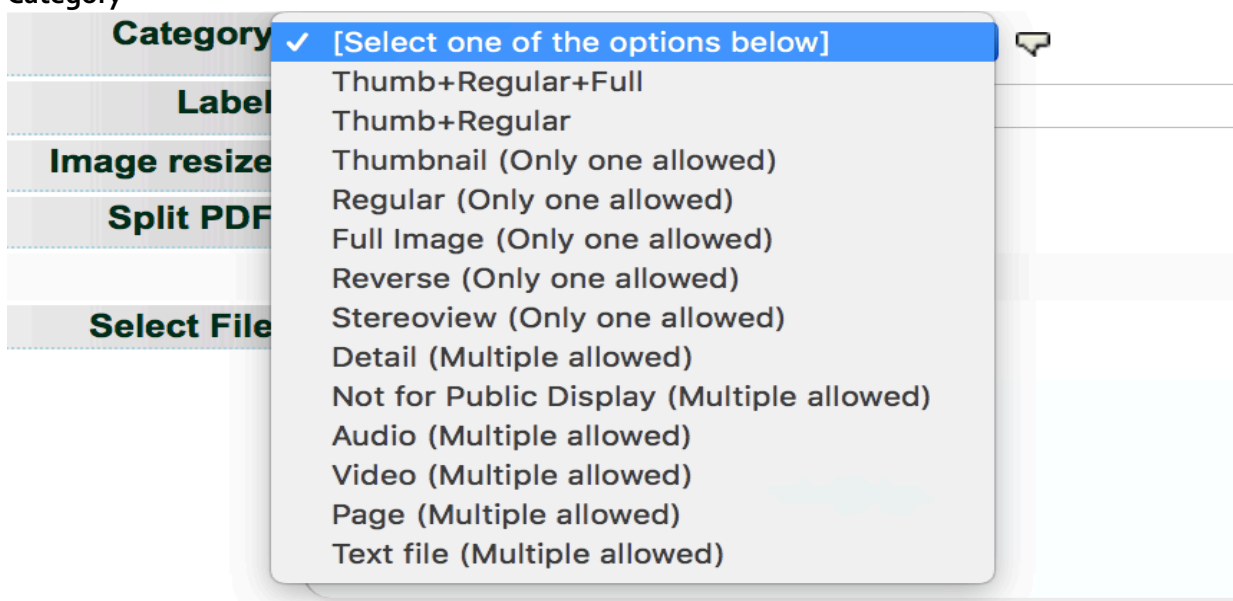
For example, in order to access the pertinent metadata fields for a newspaper publication, you need to choose the media type Newspaper so that VITA can trigger the appropriate template.

- Common Media Types include:

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

**Please note that the site administrator can select the default media types to appear on this screen.*

- Category



The category determines how the system will handle and display the file you are uploading. For example, the tool will resize an *Image* file to thumb+reg+full display sizes when the appropriate category is selected, i.e. Image. When you are adding a “Hero Shot” to represent an Audio or Video file, you want to choose Thumbnail & Regular as these are representative and not full images. When uploading a postcard, you will initially choose Thumbnail + Regular + Full – as it is an image – but you will choose Reverse when you wish to display the reverse side of the card.

- 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 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)

*Note: For more information on how to upload Audio and Video files, please the respective manuals on the [VITA Toolkit Help](#) site

- **Label**

A form element for a label. It consists of a grey header box with the word "Label" in white text, followed by a white input field with a light grey border. To the right of the input field is a small speech bubble icon.

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.

- **Image resize**

A form element for image resizing. It has a grey header box with "Image resize" in white text. Below the header is a row of radio buttons: "Yes" (selected) and "No". To the right of the radio buttons is a small speech bubble icon.

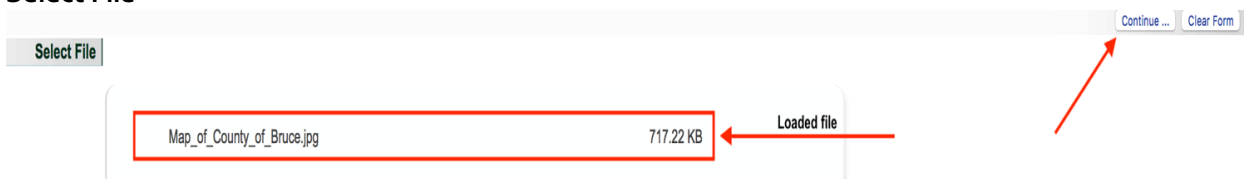
This field **applies only to Image files**. If you leave the selection at Yes - the default setting - the image will be resized on the server according to the default values set up for your agency (organization). If you select no, the image file will not be resized. Image files that are not JPEG format will automatically be converted into a JPEG for web delivery and hosting through VITA.

- **Split PDF**

A form element for splitting a PDF. It has a grey header box with "Split PDF" in white text. Below the header is a row of radio buttons: "Yes" and "No" (selected). To the right of the radio buttons is a small speech bubble icon.

Use VITA to upload and manage your PDF copy of text objects to provide users with all the discovery and display options you expect for other text file types. You have the option of splitting the pdf or leaving it as a single file. The default setting is "No". Only say "Yes" if the PDF is in multiple pages in a single file, and you want the pages displayed separately. See the manual for Multipage Text Documents on the [VITA Toolkit Help](#) site for more details.

- **Select File**

A form element for selecting a file. It features a "Select File" button on the left. In the center, a file named "Map_of_County_of_Bruce.jpg" (717.22 KB) is shown in a box, with a red arrow pointing to it from the text "Loaded file". On the right, there are two buttons: "Continue..." and "Clear Form". A red arrow points from the "Continue..." button to the right.

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 has loaded a "**Continue...**" button will appear on the right of the screen. Click this to move to the next stage.

PART 2

CREATING RECORDS IN VITA

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

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

1. Display – displays how the record will look in the public interface
2. 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
3. Descriptive – data elements that describes the intellectual content of the digital object, and assists with the discovery of the object
4. Geographic – lists quick pick locations for collection and location input box with preview in Google Maps
5. Administrative – data elements that facilitate the management of the digital object and capture non-public information
6. Groups – for adding objects to existing groups and adding new groups
7. Links – for adding links to display with the object
8. Delete – offers the option of deleting the object from the index (Level 2 and higher)

Options available on more than one screen include:

- a. **Record ID** – on all screens except **Display** and **Delete** the record title is followed by the record ID number.

Descriptive Data: Willoughby Polka (id: 1467)

This helps isolate and identify records to enable fast searching from the main menu via the Record ID search box.

- b. **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. If you leave the screen before updating the record, all the information you just input will be lost, and you will have to re-enter it again.

This Audio record will not display in the Public Sites.

[Update](#)

Public Display? [Help](#)

☐ Yes ☒ No

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.**

- c. **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. Note that the default setting is No as illustrated above.

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

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

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

Jump to: [Subjects](#) [Dates](#)

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

Descriptive Data: Willoughby Polka (id: 1467)

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 Audio record will not display in the Public Sites.

[Update](#)

2.1 DISPLAY SCREEN

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

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.

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

Display File/Tech Description Geography Admin 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 Audio record will not display in the Public Sites.

Alternate Views: [VITA](#), [Dublin Core](#), [MODS](#), [RSS](#), [Atom](#), [Solr](#)
Willoughby Polka

Description Comments (0)

Willoughby Polka Side 1:

00:00 02:00

Transcription:

Strike up the music the band has begun The Pennsylvania Polka.
Pick out your partner and join in the fun The Pennsylvania Polka.
It started in Scranton, it's now No 1 It's bound to entertain you Everybody has a mania
To do the polka from Pennsylvania
While they're dancing
Everybody's cares are quickly gone Sweet romancing
This goes on and on until the dawn They're so carefree
Gay with laughter happy as can be
They stop to have a beer
Then the crowd begins to cheer
They kiss and then they start to dance again.

Media Type:
Audio

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

Contact Us!
Training data set
info@ourdigitalworld.org
URL <http://ourdigitalworld.org/>
Mail
Our mailing address
Our phone number
For inquiries about **any news content**, contact info@ourdigitalworld.org

Willoughby Polka.

COMPOSED BY E. C. TAYLOR. THE WILLUGHBY POLKA. BY THE TROUPE OF THE WILLUGHBY POLKA. BY THE TROUPE OF THE WILLUGHBY POLKA.

Comment on this item

Create electronic postcard

Willoughby Polka Side 1

Willoughby Polka Side 2

Download complete transcription

Download from podcast feed

Screen Views
Details 5

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

Display File/Tech Description Geography Admin Groups Links Delete

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

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).

2.2 FILE/TECHNICAL SCREEN

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](#)

The

File Summary 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.

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

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

Jump to: [File summary](#) [Digitization details](#)

[Display](#) [File/Tech](#) [Description](#) [Geography](#) [Admin](#) [Groups](#) [Links](#) [Delete](#)

Technical data: Willoughby Polka (id: 1467)

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 Audio record will not display in the Public Sites.

File summary

Thumbnail
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000001467t.jpg> [\[Details/Edit\]](#)

Regular
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train000001467.jpg> [\[Details/Edit\]](#)

Willoughby Polka Side 1 [Audio]
File Type: MP3
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train0000014671A.MP3> [\[Details/Edit\]](#)
OCR/Full text: Strike up the music the band has begun The Pennsylvania Polka. Pick out ...

Willoughby Polka Side 2 [Audio]
File Type: MP3
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train0000014672A.MP3> [\[Details/Edit\]](#)
OCR/Full text: Strike up the music the band has begun The Pennsylvania Polka. Pick out ...

Download complete transcription [Text file]
File Type: PDF
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train0000014671T.PDF> [\[Details/Edit\]](#)
OCR/Full text: Strike up the music the band has begun The Pennsylvania Polka. ...

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

Digitization details [\[Help\]](#)

Operator	<input type="text"/>
Equipment	<input type="text"/>
Software	<input type="text"/>

[Update Digitization Details](#)

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

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

Jump to: [File summary](#) [Digitization details](#)

[Display](#) [File/Tech](#) [Description](#) [Geography](#) [Admin](#) [Groups](#) [Links](#) [Delete](#)


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.

2.2.1 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	
	Thumbnail File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL070072t.jpg [Details/Edit]
	Regular File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL070072.jpg [Details/Edit]
	Full Image File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL070072f.jpg [Details/Edit]
<input type="checkbox"/>	Cover [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720001p.jpg [Details/Edit] OCR/Full text: LIST OF VOTERS... -FOR THE- TOWN OF PARIS Entitled to Vote at both the ...
<input type="checkbox"/>	Inside front cover : List of post offices [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720002p.jpg [Details/Edit] OCR/Full text: List of Post Offices. 1—Paris 2—Paris Station 3_Toronto 4—Gait 5—Buffalo ...
<input type="checkbox"/>	Certificate of No Complaint [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720003p.jpg [Details/Edit] OCR/Full text: VOTERS' LIST.--Form 15—Sec. u. Hart & Company, Stationers, 33 King ...
<input type="checkbox"/>	1 : North Ward, Polling Sub-Division 1 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720004p.jpg [Details/Edit] OCR/Full text: List of Voters for 1896. Municipality of the Town of Paris. NORTH ...
<input type="checkbox"/>	2 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720005p.jpg [Details/Edit] OCR/Full text: , jtou*. Sus-Dms^No^NoB §3 I NAME. ...
<input type="checkbox"/>	3 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720006p.jpg [Details/Edit] OCR/Full text: POLLING SUBDIVISION No. 1 —NORTH WARD—Continued. 3 £=* ...
<input type="checkbox"/>	4 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720007p.jpg [Details/Edit] OCR/Full text: y0i I _NORTH WARD—Continued. 5J *3 3^ »ft* ^H 71 92 1 190! 186 31 14 90 ...
<input type="checkbox"/>	5 [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720008p.jpg [Details/Edit] OCR/Full text: POLLING SUB-DIVISION No. 1—NORTH WARD—Coiiiiiiued. 5 Z~ OJ I§ 1 ...
<input type="checkbox"/>	6 : Municipal elections only [Page] File Exists: https://data.ourontario.ca/Partners/cbpl/CBPL0700720009p.jpg [Details/Edit] OCR/Full text: 6 POLLING SUB-DIVISION No. 1--NORTH WARD—Continued. PART 2—List of ...

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).

2.2.1.1 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.

Relabel Pages

Associate another file with this record

Embed video (YouTube)


Associate multiple page files with this record


Associate OCR/Full text files with these pages


File summary


Thumbnail
File Exists: <https://data.vit toolkit.ca/partners/ODW/ODW003480074t.jpg> [Details/Edit]


Regular
File Exists: <https://data.vit toolkit.ca/partners/ODW/ODW003480074r.jpg> [Details/Edit]


1 [Page]
File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003480074p_0001p.jpg [Details/Edit]
OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ...


2 [Page]
File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003480074p_0002p.jpg [Details/Edit]
OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ...


3 [Page]
File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003480074p_0003p.jpg [Details/Edit]
OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ...



4 [Page]
File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003480074p_0004p.jpg [Details/Edit]
OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ...


5 [Page]
File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003480074p_0005p.jpg [Details/Edit]
OCR/Full text: Microsoft Word - NewspaperIssues-RenamingPages-Sections.docx ...

For objects with more than 20 pages order the pages using the numeric input boxes

14

Technical data: Uploading Videos with V6 (id: 3454054)



Relabel Pages
Associate another file with this record
Embed video (YouTube)
Associate multiple page files with this record
Associate OCR/Full text files with these pages

File summary

Update file order

Thumbnail
File Exists: <https://data.vit toolkit.ca/partners/ODW/ODW003454054t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vit toolkit.ca/partners/ODW/ODW003454054.jpg> [Details/Edit]

3

1 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0001p.jpg [Details/Edit]

OCR/Full text: VITA 6 Uploading and Streaming Videos Part 1 Step 1: Add ...

4

2 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0002p.jpg [Details/Edit]

OCR/Full text: 2 PART 1 INTRODUCTION VITA supports mp4 files to deliver video ...

5

3 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0003p.jpg [Details/Edit]

OCR/Full text: 3 To start the process, choose and upload file from the VITA dashboard ...

6

4 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0004p.jpg [Details/Edit]

OCR/Full text: 4 After the image has loaded - click on the Continue button to access ...

7

5 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0005p.jpg [Details/Edit]

OCR/Full text: 5 STEP 2: UPLOADING VIDEOS To upload your video, on the file/tech ...

8

6 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0006p.jpg [Details/Edit]

OCR/Full text: 6 Click on Add File, then Start Upload to load the video Once ...

9

7 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0007p.jpg [Details/Edit]

OCR/Full text: 7 You'll now be taken back to the file/tech data screen where your mp4 ...

10

8 [Page]

File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0008p.jpg [Details/Edit]

OCR/Full text: 8 Click the Display tab to preview the video(s) This is how ...

11

9 [Page]


File Exists: https://data.vit toolkit.ca/partners/ODW/ODW003454054p_0009p.jpg [Details/Edit]

OCR/Full text: 9 STEP 3: VIDEO TRANSCRIPTIONS To make your record and site meet ...

Click the Update File Order button to commit your changes.

2.2.1.2 FILE DETAILS/EDIT

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



Associate another file with this record
Embed video (YouTube)
Associate multiple page files with this record

File summary

Thumbnail
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001458t.jpg> [Details/Edit]

Regular
File Exists: <https://data.vit toolkit.ca/Partners/Training/Train000001458.jpg> [Details/Edit]

↑

Bob Brown Interview: All About Salt Chapter 1 [Video]

File Type: MP4

File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014581V.MP4> [Details/Edit]


↑

Bob Brown Interview: All about Salt Chapter 2 [Video]

File Type: MP4

File Exists: <https://data.vit toolkit.ca/Partners/Training/Train0000014582V.MP4> [Details/Edit]

↑

**Community Digitization Project [Video]**

[Details/Edit]

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

This will take you to the **File Details/Edit Screen**

[Main Menu >> Update Record >> Edit File >> View video in Public Site >>](#) [Delete file](#)

[<<Prev File](#) [Next File >>](#)

Bob Brown Interview: All About Salt , Bob Brown Interview: All About Salt Chapter 1

[Update/Edit values](#)

Label: [Help](#)

Bob Brown Interview: All A
You only have 50 characters to work with for the Label.

Category: [Help](#)

Files: [Help](#)

Original File name: Test600005280761V.MP4
Regular file (MP4): [Train0000014581V.MP4](#)
File Size: 7752545 bytes, x **File Type:** MP4

Put in public display?: ☒ Yes ☐ No [Help](#)

Index the text in this file?: ☒ Yes ☐ No [Help](#)
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. **Note:** one of those files will need to be indexed.

Full text: [Help](#)

To meet WCAG/AODA accessibility requirements you need to supply a transcription plus, for video, a scene-by-scene description of multimedia files.

[Update/Edit values](#)

[Main Menu >> Update Record >> Edit File >>](#) [Delete file](#)

[<<Prev File](#) [Next File >>](#)

You can edit/change the following fields:

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

Label: **Help**

Bob Brown Interview: All AI

You only have 50 characters to work with for the Label.

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).

Category:

Video

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

Files:

Original File name: Test600005280761V.MP4
Regular file (MP4): Train0000014581V.MP4
File Size: 7752545 bytes, x **File Type:** MP4

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.

Put in public display?: **Help**

☒ Yes ☐ No

*Note: 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.

Index the text in this file?: [Help](#)

☒ Yes ☐ 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. **Note:** one of those files will need to be indexed.

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.

Full text: [Help](#)

To meet WCAG/AODA accessibility requirements you need to supply a transcription plus, for video, a scene-by-scene description of multimedia files.

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.

[Update/Edit values](#)

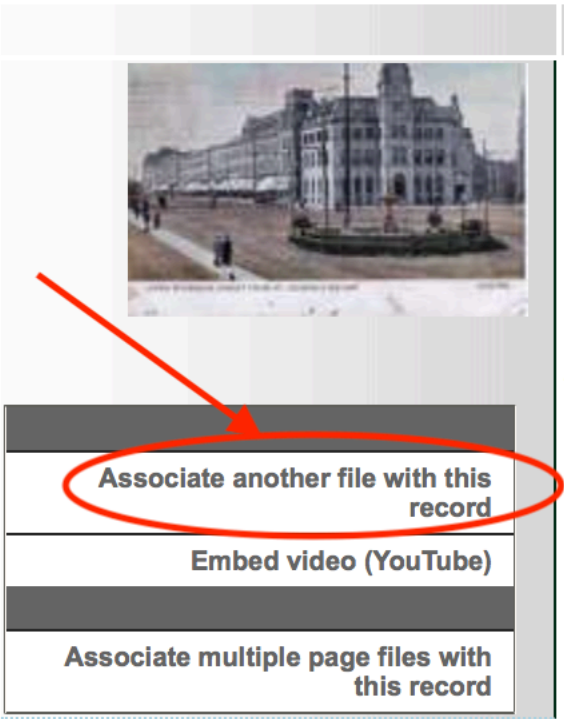
Click on Update Record to return to the File/Tech screen

Main Menu > **Update Record** >> Edit File >> View video in Public Site >> Delete file
<<Prev File Next File >>

2.2.1.3 ASSOCIATE OTHER FILES WITH A RECORD

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

The **Associate another file with this record** link takes you to an add file screen. The record title and media type are inherited.



Select the appropriate display type category, for instance if you wanted to add the reverse side of a postcard, you would choose **Reverse** from the drop-down list

Add file to record

Title	Upper Wyndam Street from St. George's Square, Guelph
Category	(Select one of the options below)
Label	Thumb+Regular+Full
Image resize	Thumb+Regular
Split PDF	Thumbnail (Only one allowed)
	Regular (Only one allowed)
	Full Image (Only one allowed)
	Reverse (Only one allowed)
Select File	Stereoview (Only one allowed)
	Detail (Multiple allowed)
	Not for Public Display (Multiple allowed)
	Audio (Multiple allowed)
	Video (Multiple allowed)
	Page (Multiple allowed)
	Text file (Multiple allowed)

Browse and select a file to associate. Once selected, the uploader will start automatically.

Main Menu >> Update Record >> Add file to record

Add file to record

Title	Upper Wyndam Street from St. George's Square, Guelph
Category	Reverse (Only one allowed)
Label	See reverse side
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
Clear Form	
Select File	

Add file... Start upload Cancel upload

199.00 kbit/s | 00:00:00 | 100.00 % | 144.68 KB / 144.68 KB

Family postcard collection United Church Capreol ON reverse side.jpeg 144.68 KB Cancel

Main Menu >> Update Record >> Add file to record



When the file is 100% uploaded, a **Continue** button will appear.

Add file to record

Title	Upper Wyndam Street from St. George's Square, Guelph
Category	Reverse (Only one allowed)
Label	See reverse side
Image resize	<input checked="" type="radio"/> Yes <input type="radio"/> No
Split PDF	<input type="radio"/> Yes <input checked="" type="radio"/> No
Continue ... Clear Form	
Select File	

Family_postcard_collection_United_Church_Capreol_ON_reverse_side.jpeg 144.68 KB

The file summary will include the new file and its category type.

File summary	
	Thumbnail File Exists: https://data.vitatoolkit.ca/Partners/Training/Train000001475t.jpg [Details/Edit]
	Regular File Exists: https://data.vitatoolkit.ca/Partners/Training/Train000001475.jpg [Details/Edit]
	Full Image File Exists: https://data.vitatoolkit.ca/Partners/Training/Train000001475f.jpg [Details/Edit]
	 See reverse side [Reverse] File Exists: https://data.vitatoolkit.ca/Partners/Training/Train000001475r.jpg [Details/Edit]

Associate another file with this record

Embed video (YouTube)

Associate multiple page files with this record

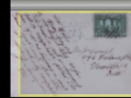
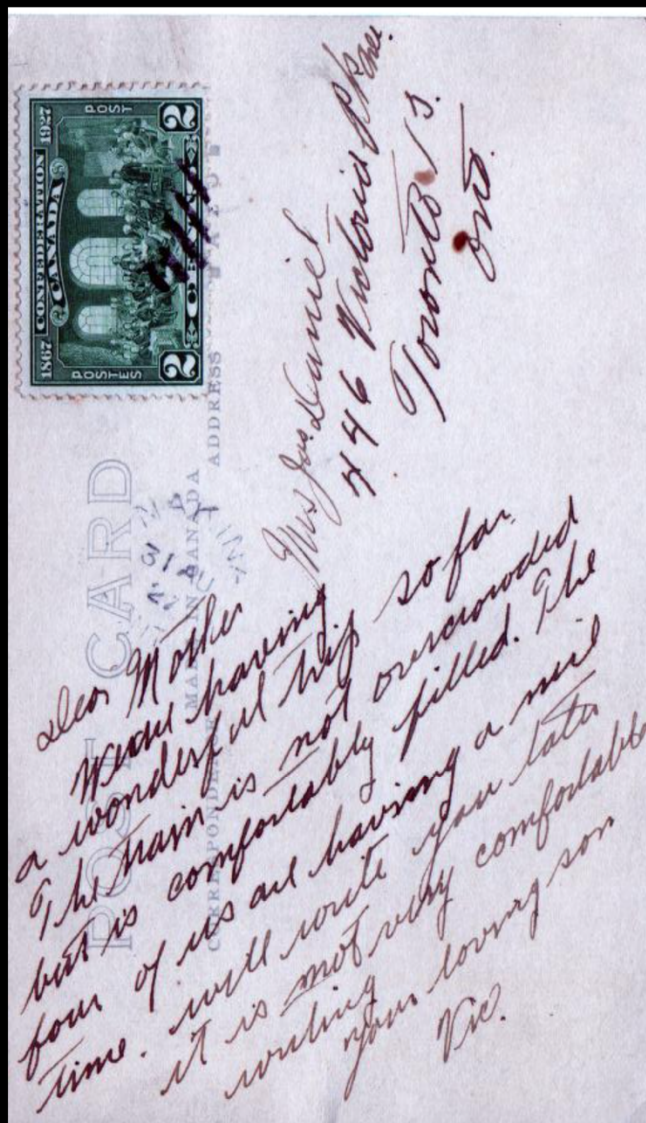
To order the links click and drag the thumbnail or sort icon up or down the list.

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)



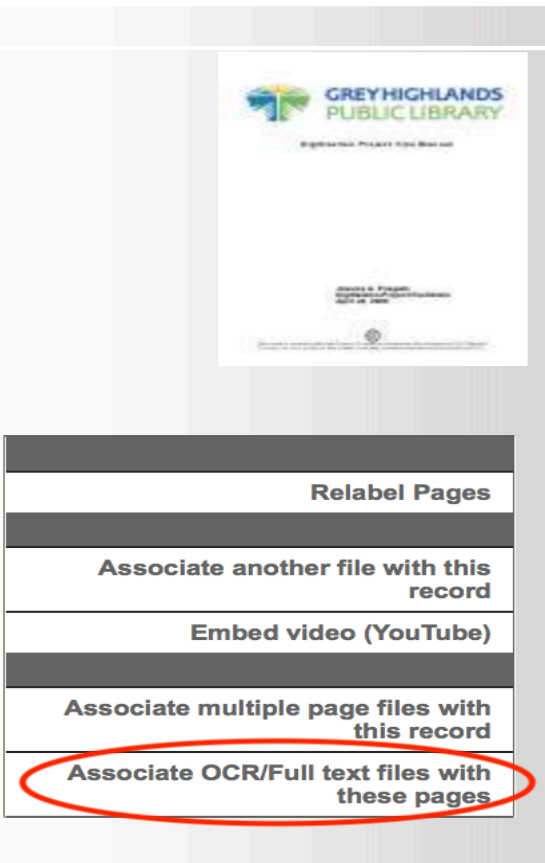
OurDigitalWorld



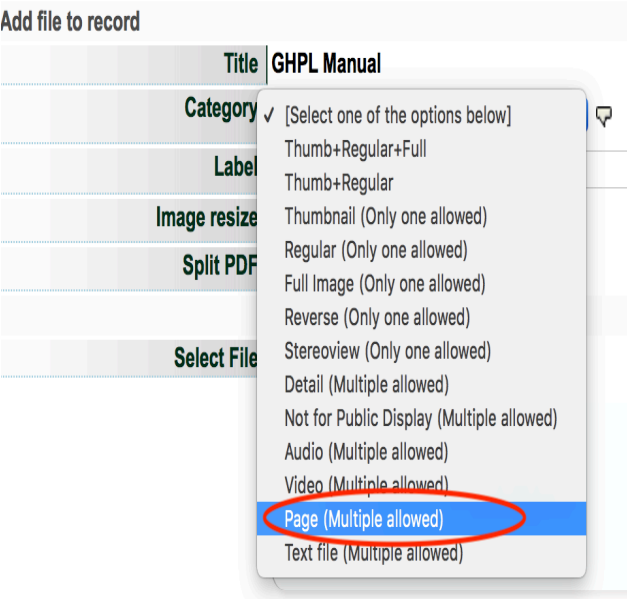
Associate multiple pages with this record

Use this feature to perform batch uploads for multi-page objects. See the Multipage Text Documents or Newspaper, Clippings and Indexes Manuals on the [VITA Toolkit Help](#) site 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



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.

2.2.2 DIGITIZATION DETAILS

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

Operator	
Definition	The person responsible for the digitization of the analog material
Status	Optional
Publicly Displayed	No
Repeatable	No

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






Software	
Definition	Software used to digitize the material
Status	Optional
Publicly Displayed	No
Repeatable	No

2.3 DESCRIPTIVE DATA

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

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 on the [VITA Toolkit Help](#) site.

Descriptive Data: St. George's Square (id: 1388)

[Update](#)

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 ☐ Place

Item Type

[Help](#)

☒ Postcards ☐ Charts ☐ Drawings ☐ Linocuts ☐ Lithotints ☐ Photocopies ☐ Photographs ☐ Printing stones ☐ Stereographs ☐ Wood engravings

Enter item type:

Title

[Help](#)

St. George's Square

Publication Title

[Help](#)

Enter publication:

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 [add it here first](#).

Pagination

[Help](#)

Edition:

Section:

Page:

Column:

Collation

[Help](#)

Creator Name & Role

[Help](#)

Name: George Smith

Role:

☐ Artist ☐ Illustrator ☐ Lithographer ☐ Photographer ☐ Stereotyper ☒ Correspondent ☐ [n/a]

Contributor Names & Roles

[Help](#)

Margaret Smith: Recipient [\[edit\]](#) [\[delete\]](#)

Additional Contributor

Name:

Role: ☐ Artist ☐ Illustrator ☐ Lithographer ☐ Photographer ☐ Stereotyper

Subjects

[Help](#)

☒ Memorabilia

Assign Subject Term(s) from Thesaurus:

Enter subject:

Add New Subject Term: (not in Thesaurus)

Enter a term here if it will not appear in the subject lookup boxes above.

Descriptive data fields

Status legend for data elements:

- Mandatory
- Essential
- Recommended
- Optional

2.3.1 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">• 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.• If you want to change the media type you selected during the initial entry, change it here.• Use "text" to indicate a digital object comprised of scanned text, not image.• Terms are Dublin Core Type Vocabulary compliant.

2.3.2 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">• Records describing multi-media objects or records from groups of material need to be browsable from each media type designated for their contents, but the primary media type controls the data entry template for record creation.

	<ul style="list-style-type: none"> • 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". • Terms are Dublin Core Type Vocabulary compliant.
--	--

2.3.3 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"> • Must be Yes to trigger the calendar interface for newspaper publications

2.3.4 ITEM TYPE

Definition	A more specific description of the type of object, for example, Image as photograph, Text as book
Options	<p>Displayed options (select list) are associated with the media type assigned during initial upload.</p> <p>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.</p>
Status	Highly recommended
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> • 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. • Item types are linked to standard vocabularies. • Used for browsing and refining (limiting) search • 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.
--	---

2.3.5 TITLE

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

2.3.6 PUBLICATION TITLE

Definition	The name of a publication to which issues, articles/clippings or BMDs are associated.
Option	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"> • A look-up list of available titles from all agencies is generated after typing three letters into the input box • 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 19th century newspapers. • If the object being described is a book, do not use Publication Title, but rather Title.

2.3.7 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"> Content is displayed at the end of the title of the object Recommended format: p.# or pp.#-#
------------------	---

2.3.8 CREATOR NAME AND 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	<p>Roles - Displayed options (select list) derived from media type chosen during data entry.</p> <p>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.</p>
Status	Essential
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> Choose a creator role only if the creator is known. Do not use the name of the creator of the digital version in this field (include as part of Technical Data). 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. If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known. For the name of a corporate body, enter the full direct form of the name. Select non-checklist roles from drop down menu
Examples	<ul style="list-style-type: none"> Notman, William Davidson, Peter H., 1854-1921 Eaton family Liquor License Board of Ontario

2.3.9 ADDITIONAL CREATOR NAME AND ROLE

Definition	A person or corporate body who contributed in some way to the content of the resource, such as an illustrator, editor, etc.
Options	<ul style="list-style-type: none"> Roles - Displayed options (select list) derived from media type chosen during data entry.

	<ul style="list-style-type: none"> 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.
Status	Essential
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> Choose an additional contributor role only if the contributor is known. Do not use this field to document the name of the contributing institution, donor, or the creator of the digital object. 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 If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known. For the name of a corporate body, enter the full direct form of the name.

2.3.10 SUBJECTS

Definition	Provide subject term(s) regarding the content of the original resource represented by the digital object.
Options	N/A
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> 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. Click on List of assigned subjects to see what subject headings have been used/assigned by other organizations using VITA. 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.

	<ul style="list-style-type: none"> • 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. • 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. • If you search for a subject that is not in the subject thesaurus, then either: • 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. OR • 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. • If you must add a new subject heading, please note the term must have an initial capital and be in plural form where appropriate. • After adding a new subject heading, it will appear flagged as "unauthorized" in the data management view, not publicly.
--	---

2.3.11 PERSONAL NAMES

Definition	Personal names that describe people or occur as part of the intellectual content of the object
Options	Multiple names in one space separated by semi-colons
Status	Optional
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> • Enter names in natural or reverse order • Separate names with semicolons • Names will appear as links on public display and bring together all instances of records with that personal name associated

2.3.12 CORPORATE NAMES

Definition	Corporate names that describe corporate groups that appear or occur in the intellectual content of the object
Options	Multiple corporate names in one space separated by semi-colons
Status	Optional
Publicly Displayed	Yes

Repeatable	Yes
Additional Notes	Enter corporate names in natural order e.g. Smith & Wesson or McCormack & Sons, Co. Ltd. Separate corporate names with semicolons Names will appear as links on public display and bring together all instances of records with that corporate name associated

2.3.13 DESCRIPTION

Definition	Provide a description of the original resource represented by the digital object - include the key terms of the subjects and topics represented.
Options	N/A
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> 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. This field is included as part of the general search indexes. Highly recommended field, as it is a mandated field for RSS feed. 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.

2.3.14 NOTES

Description	Provide any contextual history useful in identifying and/or describing the resource.
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> 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. Data in this field is included in the general search

2.3.15 INSCRIPTION

Definition	Document any printed information on the image.
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> Recommended best practice: inscriptions on the reverse side of the image be preceded by "Reverse".

2.3.16 TRANSCRIPTION

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

2.3.17 LANGUAGE(S) IN ITEM

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

2.3.18 MYSTERY QUESTION

Definition	Any query about the digital object that you would like users to contribute information on.
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> Information from the community is gathered through the use of the comment feature. 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

2.3.19 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"> Recommended to use metric measurement. Enter the dimensions using metric measures to a single decimal place. 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) 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.

2.3.20 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"> • Recommended to use metric measurement. • Enter the dimensions using metric measures to a single decimal place. • 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) • This measure is for the image itself. Use Overall Dimensions to enter the size of the mount or matte + frame.
------------------	---

2.3.21 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.

2.3.22 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

2.3.23 TIME PLAYING (FOR AUDIO AND VIDEO FILES)

Definition	Length of recording
Optional	Displayed options derived from media type chosen during data entry
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	Generally, only used when describing an audio or video file. Option will only display if audio or video was chosen as media type.

2.3.24 PUBLISHER

Definition	Name of the person or corporate body responsible for publishing the original resource.
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> 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. DO NOT use this field to document the owning institution (contributing partner).

2.3.25 PLACE OF PUBLICATION

Definition	Place of publication
Options	N/A
Status	Optional
Publicly Displayed	Yes
Repeatable	No

2.3.26 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"> Must be entered in the form: 20090224 (YYYYMMDD) If the date is unavailable the year/month can be entered in the form: 200902 (YYYYMM) If only the year is available, enter in the form: 2009 (YYYY) If a publication is seasonal or quarterly, enter in the month form using the first month of the season or quarter 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

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">• It is highly recommended that a date be supplied.• Date may be a single date, a date range, a broken date range, approximate, uncertain, or undated.• Refer to the appropriate content standard for information on how to record dates.

Date of Event Depicted

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

Earliest Year/Latest Year

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

2.3.27 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	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> • Insert paragraph breaks using two returns (Enter + Enter) • Use basic HTML coding to format text content (e.g. <p>,
, , <i>, <table>, <tr>, <td>, ,) • Note: Using HTML anywhere in the text block will override any double-return paragraph insertions

If you are unsure about a data element, i.e., it's status, whether or not it's publicly displayed, or even what type of information it should contain, just click on the **Help** button located beside each field:

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 ☐ Place

Item Type **Help**

☒ Postcards ☐ Charts ☐ Drawings ☐ Linocuts ☐ Lithotints ☐ Photocopies ☐ Photographs ☐ Printing stones ☐ Stereographs ☐ Wood engravings

Enter item type:

Title **Help**


St. George's Square

Publication Title **Help**

Enter publication:

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 [add it here first](#).

A help window will pop up with information about that particular data element. For example, if you are unsure what a Secondary Media type is, and which one applies to the item you are describing, simply click on Help:


data.vit toolkit.ca/Vita60Train/entryhelp.asp?helpfield=MediaType2&tb...

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
Status	Optional
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> Records describing multi-media objects or records for groups of material need to be browse-able from each media type designated for their contents, but the primary media type controls the data entry template for record creation. 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”. Terms are Dublin Core Type Vocabulary compliant.

2.4 GEOGRAPHIC DATA SCREEN

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

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.

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: Old Guelph (id: 1048)

Update

Public Display?

Help

☒ Yes ☐ No

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)

☐ Downers Grove

Illinois, United States
populated place (41.80892, -88.01117)

☐ 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)

☐ Hanover

Ontario, Canada
populated place (44.15009, -81.03303)

☐ Kandahār

Kandahār, Afghanistan
airfield (31.5, 65.84)

☐ London

Ontario, Canada
area (43.08339, -81.29975)

☐ Paris

Ontario, Canada
area (43.2001, -80.38297)

☐ Prince Albert

Saskatchewan, Canada
populated place (53.20008, -105.76772)

☐ Sointula

British Columbia, Canada
area (50.53294, -127.0198)

☐ Squamish

British Columbia, Canada
populated place (49.74967, -123.13597)

☐ Toronto

Ontario, Canada
area (43.65011, -79.3829)

Selected places

☒ Guelph Edit

Ontario, Canada
populated place
(43.5501, -80.24967)

☒ Toronto Edit

Ontario, Canada
populated place
(43.70011, -79.4163)

Add place

Enter a minimum of three letters.

Constraints: Ontario, Canada

Canada

Ontario



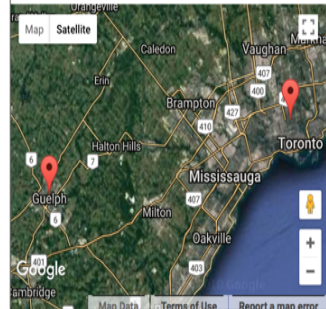
Full Image

See reverse side

No comments

Groups of Related Records

Postcards



Selecting Locations

Creating checklists in VITA is a great way to stream line workflows. You can set up a Geography checklist to quickly map out locations connected to items in your collection (see the Agency and User Accounts Manual on the [VITA Toolkit Help](#) site for more details on how to set up Geo locations for your agency).

Checklists
Geography
Media types
Item types
Creator / Contributor roles
Newspapers

The Geography tab for your agency-assigned quick list will appear on the left side of the panel. Simply check off the location you wish to add to the map and it will appear in the location list on the top right side of the panel, as well as on the Google map located bottom right:

Geographic data: Old Guelph (id: 1048)

[Update](#)

Public Display? [Help](#)

☒ Yes ☐ No

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)
- ☐ **Downers Grove**
Illinois, United States
populated place (41.80892, -88.01117)
- ☐ **Eureka**
Washington, United States
populated place (46.30319, -118.61665)
- ☐ **Flesherton**
Ontario, Canada
area (44.2612, -80.5497)
- ☒ **Guelph**
Ontario, Canada
populated place (43.5501, -80.24967)
- ☐ **Hanover**
Ontario, Canada
populated place (44.15009, -81.03303)
- ☐ **London**
Ontario, Canada
area (43.08339, -81.29975)
- ☐ **Paris**
Ontario, Canada
area (43.2001, -80.38297)
- ☐ **Prince Albert**
Saskatchewan, Canada
populated place (53.20008, -105.76772)
- ☐ **Sointula**
British Columbia, Canada
area (50.63294, -127.0198)
- ☐ **Squamish**
British Columbia, Canada
populated place (49.74967, -123.13597)

Selected places

- ☒ **Guelph** [Edit](#)
Ontario, Canada
populated place (43.5501, -80.24967)

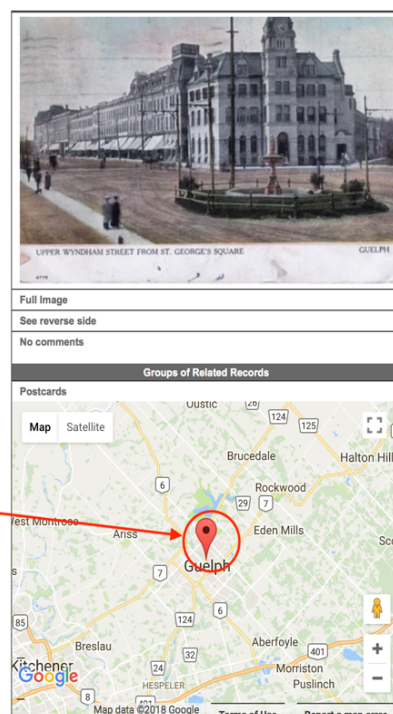
Add place

Enter a minimum of three letters.

Constraints: Ontario Canada

Select a country

Lookup Field



If the location you wish to add is not in your checklist, or you have not set a checklist up, you can enter locations by using the look-up field which floats on the right and will move as you start adding locations.

To add locations using the look-up field, you must first set up the geographic constraints. Begin by Selecting the country from the drop-down list:

The screenshot shows a form titled "Add place" with a text input field and a red "X" icon. Below the input field is the instruction "Enter a minimum of three letters." A red "X" icon is also present next to the "Constraints:" label. The "Constraints:" dropdown menu is open, showing a list of countries. The first item, "Canada", is highlighted with a blue background. The list includes: Canada, United States, Afghanistan, Åland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, and Azerbaijan. A downward arrow is at the bottom of the list.

Add place

Enter a minimum of three letters.

Constraints:

- ✓ Select a country
- Canada
- United States
- Afghanistan
- Åland Islands
- Albania
- Algeria
- American Samoa
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua and Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan

Selecting Canada and/or the United States will trigger another field where you can choose the Province or State from a drop-down list:

The screenshot shows the same "Add place" form. The "Constraints:" dropdown menu is now set to "Canada" and is highlighted in blue. A new dropdown menu is open below it, titled "Select a Province". The list includes: Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Ontario (highlighted with a blue background), Prince Edward Island, Quebec, Saskatchewan, and Yukon.

Add place

Enter a minimum of three letters.

Constraints: Canada

Canada

- ✓ Select a Province
- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon

Once you have set the constraints for Country – and Province or State if applicable – you can then enter data into the **Add place** field, where a list of locations matching your entry will appear:

The screenshot shows the 'Add place' field with the text 'Oakville' entered. A dropdown list of suggestions is visible, including 'Oakville, Ontario, Canada (populated place: 43.45011, -79.68292)', 'Oakville Harbour, Ontario, Canada (harbor(s): 43.43981, -79.67291)', 'Oakville Conference Center, Ontario, Canada (communication center: 43.4068, -79.73512)', and 'Oakville Marina, Ontario, Canada (marina: 43.39309, -79.71293)'. Red arrows point to the 'Add place' field and the dropdown list. To the right, there are buttons for 'Full Image', 'See reverse side', and 'No comments'.

*Note: Make sure the location(s) you assign are the right one for your object, i.e. distinguish between area, populated place, hospital, etc.

All mapped locations will be listed above the look up field box and indicated on the Google map on the left side of the panel:

The screenshot shows the 'Geographic data' panel for 'Old Guelph (id: 1048)'. It includes an 'Update' button, a 'Public Display?' toggle, and a 'Geographic Location' section. The 'Agency Geographic Checklist' lists various locations, including 'Guelph' and 'Oakville'. A 'Selected places' box highlights 'Guelph' and 'Oakville'. A Google map on the right shows the locations of Guelph and Oakville. Red arrows point from the 'Update' button, the 'Selected places' box, and the Google map to the 'Update' button. The map also shows a postcard of 'UPPER WYNDHAM STREET FROM ST. GEORGE'S SQUARE' in GUELPH.

***Don't forget to click on Update to commit any selections and/or changes!**

You can add as many locations, anywhere in the world, as is necessary. Simply change the Geographic constraints as required. For example, a location in the United Kingdom as well as the United States can be added:

The screenshot shows a web interface for selecting locations. On the left, a list titled "Selected places" contains four entries:

- Coventry** (checked): England, United Kingdom, seat of a second-order administrative division (52.40656, -1.51217)
- Guelph** (checked): Ontario, Canada, populated place (43.5501, -80.24967)
- Manchester** (checked): New Hampshire, United States, populated place (42.99564, -71.45479)
- Oakville** (checked): Ontario, Canada, populated place (43.45011, -79.68292)

 Below the list is an "Add place" section with a text input field, a red 'X' icon, and a "Constraints" dropdown menu currently set to "United Kingdom".

On the right, a map of the world shows three red location pins: one in the United Kingdom (Coventry), one in the United States (Manchester), and one in Canada (Guelph). A red box highlights the map's zoom controls (plus and minus buttons) in the bottom right corner. Red arrows point from the "Coventry" and "Manchester" entries in the list to their respective pins on the map.

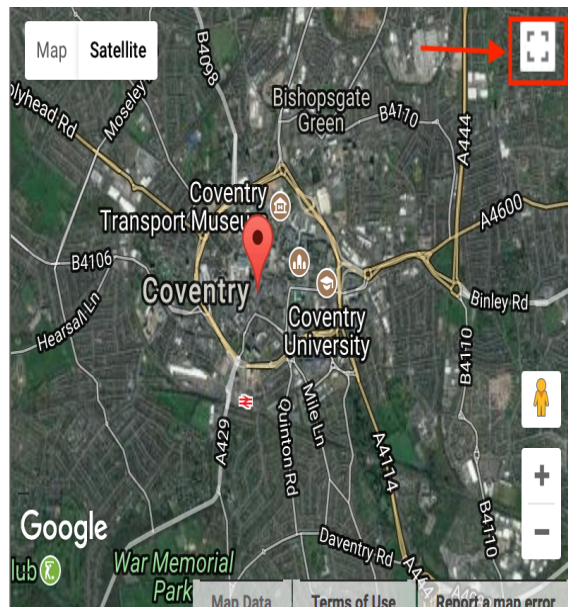
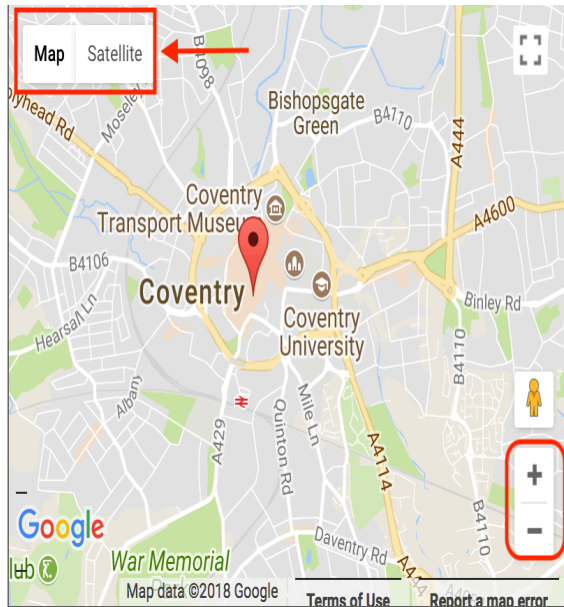
Notice that the map adjusts the zoom level to accommodate each new location entered. In this instance, the map zoomed out to a global view as locations in the United Kingdom and the United States were added.

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

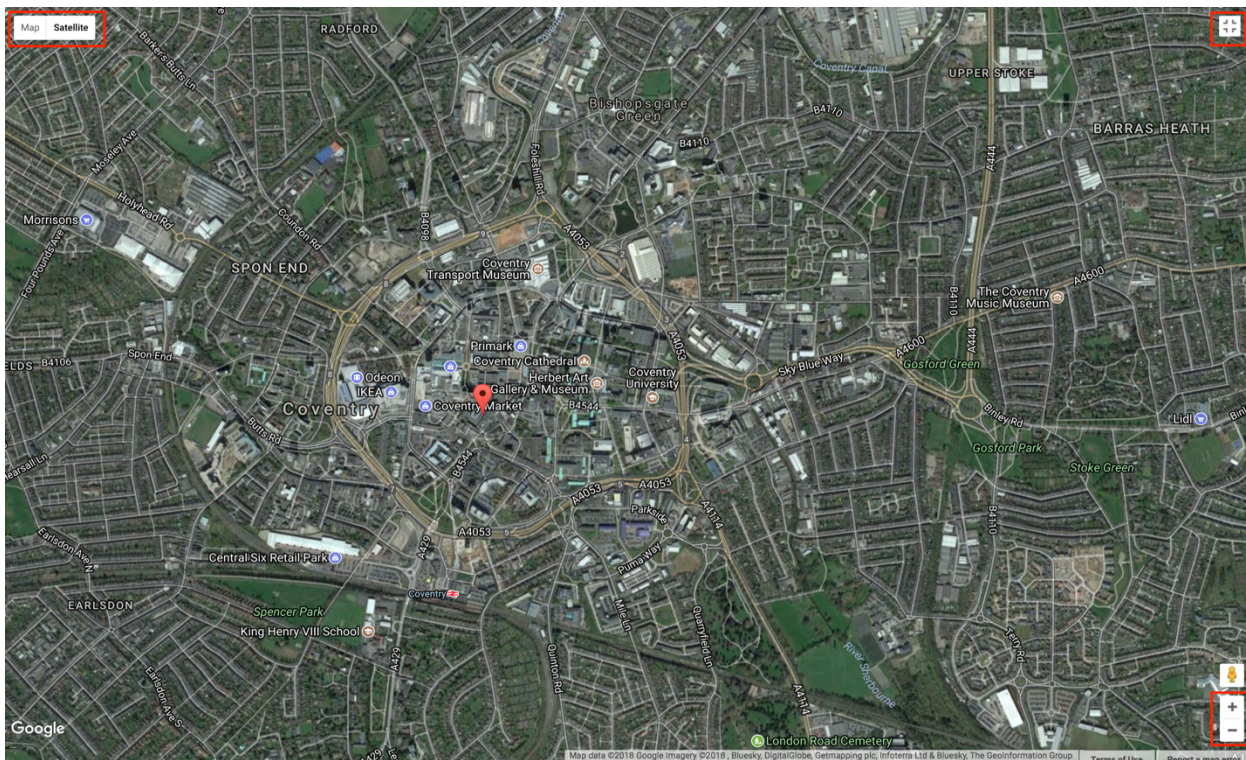
The first close-up shows the "Add place" section. A red arrow points to a red 'X' icon next to the text input field. Another red arrow points to a red 'X' icon next to the "Constraints: United Kingdom" text. Below this, the "United Kingdom" is selected in the dropdown menu.

The second close-up shows the same section after the constraints have been cleared. The "Constraints:" text is now followed by a red 'X' icon, and the dropdown menu below it displays "Select a country".

Use the +/- button on the bottom right of the map to zoom into – or out of – specific locations on the map. You can also toggle between map and satellite views.



Use the enlarge button on the top right to get an enlarged – full screen – view of the map.



To delete a location associated with a record simply click on the checked box to clear it, click the update button to commit the change, and the location will be removed from the list as well as the Google map:

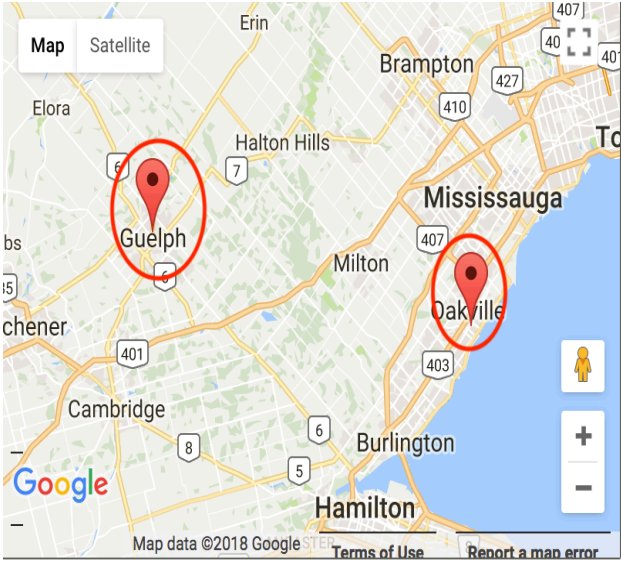
Selected places

→ ☒ **Guelph** [Edit](#)

↑↓
Ontario, Canada
populated place
(43.5501, -80.24967)

→ ☒ **Oakville** [Edit](#)

↑↓
Ontario, Canada
populated place
(43.45011, -79.68292)




Selected places

☒ **Guelph** [Edit](#)

↑↓
Ontario, Canada
populated place
(43.5501, -80.24967)

→ ☐ **Oakville** [Edit](#)

↑↓
Ontario, Canada
populated place
(43.45011, -79.68292)



Once you have unchecked all locations to be removed from the record, click the **update** button to commit the changes.

Once you have finished adding all the geolocations to the record, this is how it should display:

training

vid

YourOrg >> Search (Advanced) >> What's New >> Details << Previous >> Next

Search:

Login to my favourites

Old Guelph

Description

Comments (0)

Creators:

Jenny Irwin, Correspondent
Susan Daniel, Recipient

Media Type:

Image

Item Type:

Postcards

Description:

Inscriptions:

Mrs. James Daniel
Glen Road
North Rosedale, Toronto

Date of Publication:

1920

Personal Name(s):

Daniel, Susan ; Irwin, Jenny

Collection:

Postcards

Language of Item:

English

Geographic Coverage:

Coventry

England, United Kingdom
Latitude: 52.40656 Longitude: -1.51217

Guelph

Ontario, Canada
Latitude: 43.5501 Longitude: -80.24967

Manchester

New Hampshire, United States
Latitude: 42.99564 Longitude: -71.45479

Oakville

Ontario, Canada
Latitude: 43.45011 Longitude: -79.68292

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[more detail]

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Our phone number
For inquiries about any news content, contact
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Comment on this item

Create electronic postcard

Full Image

See reverse side

Groups of Related Records

Postcards

Map

Satellite

Google

47

But wait there's more...

Locations added are automatically ordered alphabetically.

Selected places

- ☒ **Coventry** [Edit](#)
England, United Kingdom
seat of a second-order administrative division
(52.40656, -1.51217)
- ☒ **Guelph** [Edit](#)
Ontario, Canada
populated place
(43.5501, -80.24967)
- ☒ **Manchester** [Edit](#)
New Hampshire, United States
populated place
(42.99564, -71.45479)
- ☒ **Oakville** [Edit](#)
Ontario, Canada
populated place
(43.45011, -79.68292)

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.

Selected places

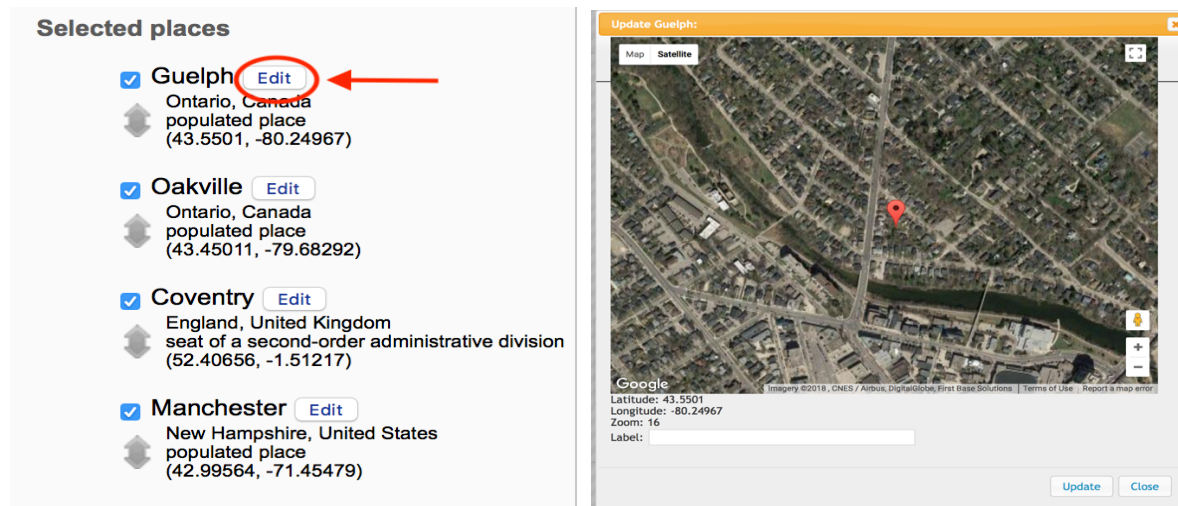
- ☒ **Moscow** [Edit](#)
Moscow, Russia
capital of a political entity
(55.75222, 37.61556)
- ☒ **Palestine** [Edit](#)
Palestine, Palestine
semi-independent political entity
(31.92157, 35.20329)
- ☒ **Montréal** [Edit](#)
Quebec, Canada
populated place
(45.50884, -73.58781)
- ☒ **Toronto** [Edit](#)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

Click **Update** again to commit your changes.

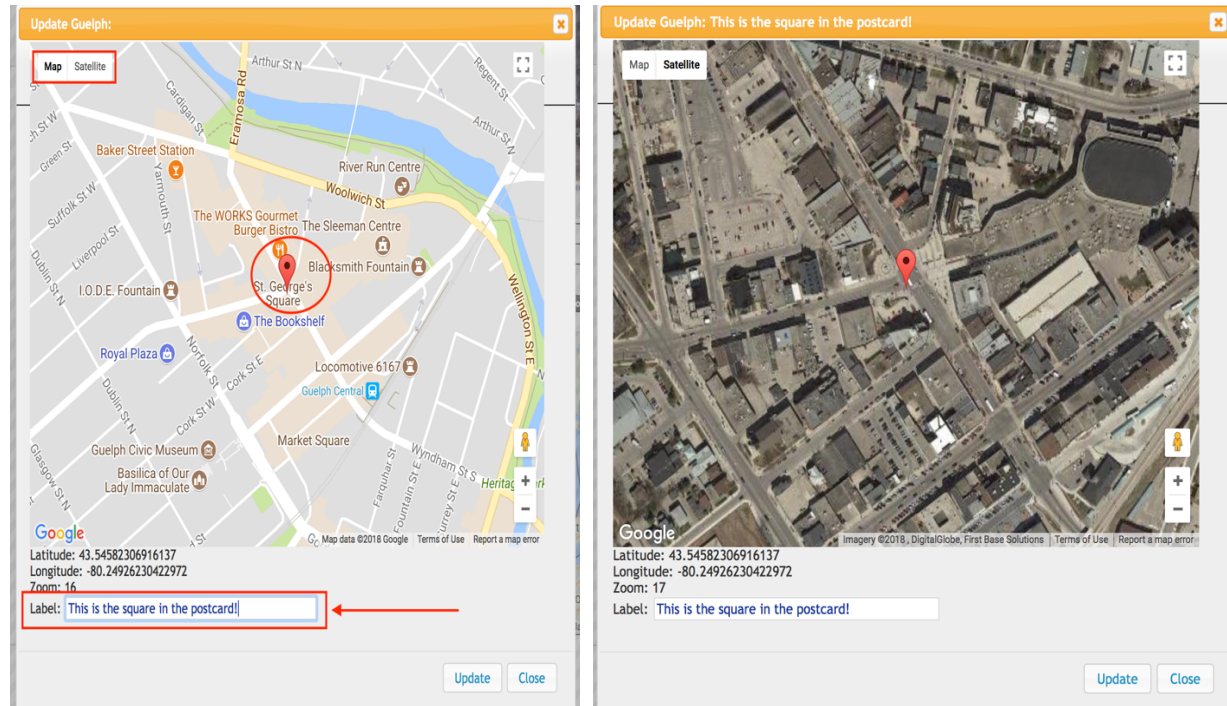
Edit Locations & Add Labels

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

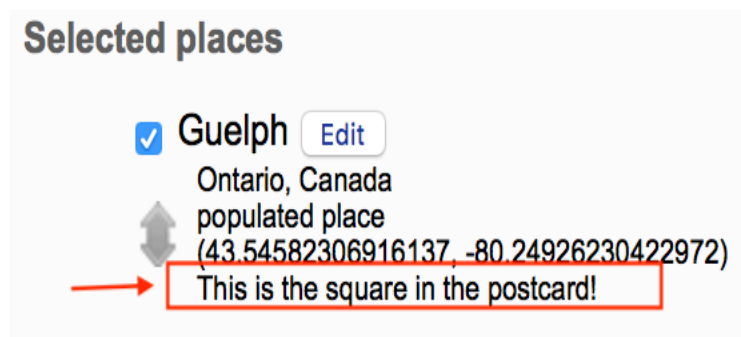
Click the "Edit" button to pop up a window about the location in question...



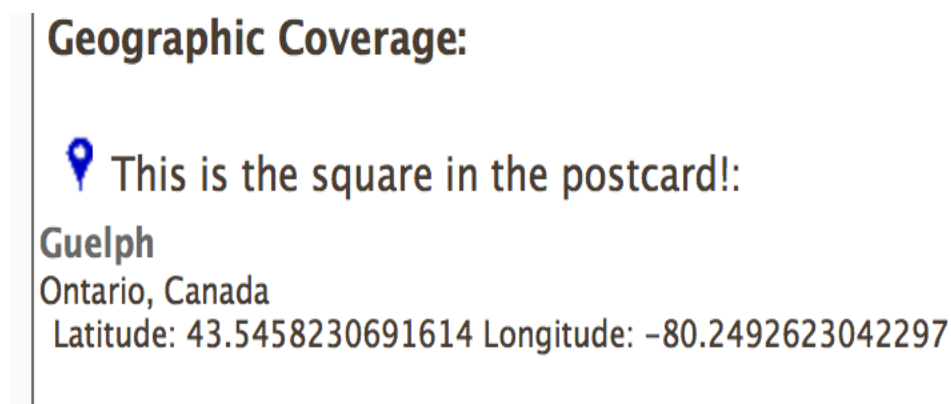
We can drag the location marker to a more precise location, i.e., the Square depicted in our postcard – and label it as such.



Click Update again to commit your changes. The new label will appear under the location in the **Selected Places** list.



It will display like this in public view



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.

2.4.1 GEOGRAPHIC LOCATIONS

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"> • Quick list is a chosen subset from the GeoNames geographical database (but all terms are available). • By inputting the first three letters, a standardized list of all matches will appear. • Note that end users can both search by geographic coverage and also refine search results by geographic coverage.
------------------	--

2.4.1 GEOGRAPHIC LOCATIONS

Definition	<p>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 Latitude and Longitude values are automatically selected.</p> <p>Use the Zoom Level input box to fix the perspective of the map for display.</p>
Options	NA
Status	Optional, but mandatory if using Google Map feature
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> • 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. • Once latitude and longitude values are selected, then a Google Map will display in the public interface. • Note that end users can both search by geographic coverage and also refine search results by geographic coverage.

2.5 ADMINISTRATIVE DATA SCREEN

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](#)

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: Old Guelph (id: 1048)


[Update](#)

Dates   

Date added: 14 May 2016 22:50:50
Date made public: 14 May 2016 22:58:23
Date last modified: 10 Mar 2018 18:18:26

Public Display? [Help](#)

☒ Yes ☐ No

Language of Description  [Help](#)

☒ English
☐ Français

Add language

Hint: Capitalize language, e.g. "Spanish"

Local Identifier [Help](#)



2.5.1 DATES

Definition	Timestamps associated with the creation of the digital record in VITA. Date when the record was created. Date when the record was made public. Date when record was last modified.
Options	NA
Status	Mandatory – automatically generated.
Publicly Displayed	No
Repeatable	No
Additional Notes	Dates and time are automatically generated

2.5.2 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"> English is the default for this field. If you do not choose any option, the template generator will select English. Data is used for searching purposes only.

2.5.3 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.)

2.5.4 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

2.5.5 COLLECTION

Definition	A group or "collection" which associated with this resource
Options	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No

2.5.6 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 donor has agreed to make her/his name public.

2.5.7 DONOR (PRIVATE DISPLAY)

Definition	Information about the donor of the resource
Options	NA
Status	Essential
Publicly Displayed	No
Repeatable	No
Additional Notes	Useful for capturing donor information for administrative purposes.

2.5.8 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 donor information here.

2.5.9 LOCATION OF ORIGINAL

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

2.5.10 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 material

2.6 PERMISSIONS

2.6.1 CREATIVE COMMONS LICENSE

Definitions	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	Attribution only Attribution-No Derivatives Attribution-Non Commercial-No Derivatives Attribution-Non Commercial Attribution-Non Commerical-Share Alike Attribution-Share Alike Dedicated to or certified to be in the public domain None=All rights reserved
Status	Recommended
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> 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.

2.6.2 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

2.6.3 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"> • Public Domain • Copyrighted • Licensed • Contractual • Unknown • Leave as default
Status	Mandatory
Publicly Displayed	Yes
Repeatable	No
Additional Notes	<ul style="list-style-type: none"> • Default text is associated with the copyright terms: • Public domain: Copyright has expired according to Canadian law. No restrictions on use. • Copyrighted: 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. • Licensed: Uses are subject to the terms of a license. Contact the repository for further information. Responsibility for any use rests exclusively with the user. • Contractual: Uses are subject to the terms of a contract. Contact the repository for further information. Responsibility for any use rests exclusively with the user. • Unknown: Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user. • Leave as Default: Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user. • Terms are derived from METS

2.6.4 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"> • Must provide a four-digit numeric date • Do not put the copyright symbol as part of the date

2.6.5 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"> • If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known. • For the name of a corporate body, enter the full direct form of the name

2.6.6 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
Additional Notes	No

2.7 GROUP MANAGEMENT SCREEN

Main Menu >> Search >>

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

Jump to: Statistics

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

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. Creating and aggregating records into groups is not only best practice for organizing and managing your collection, it will also prove useful for creating Virtual Exhibits.

There are several ways you can add a record to a group. The fastest way is to use the checklist function to add your records to a group. Simply find the appropriate group on the check list, i.e., Postcards:

Group Management: Old Guelph (id: 1048)

This record is currently assigned to the following groups:

None

Additional Groups

Show/Hide Shared Groups

- ☐ Associate Agency Example (1) Exclusive
- ☐ Audio Recordings (1) Exclusive
- ☐ BMDs (1) Exclusive
- ☐ Community Newspapers (0) Exclusive
- ☐ Horticultural Society Collection (0) Exclusive
- ☐ New group (1) Exclusive
- ☐ Newspapers (3) Exclusive
- ☐ Old Maps of Ontario (7) Exclusive
- ☒ Postcards (6) Exclusive
- ☐ Special Group (1) Exclusive
- ☐ Stories from Proton, Ontario (0) Exclusive
- ☐ Testimonials (2) Shared
- ☐ The Green Family Postcard Collection (1) Exclusive
- ☐ Training dataset local newspapers (0) Exclusive
- ☐ User Contributions: Training dataset (0) Exclusive
- ☐ Videos (2) Exclusive
- ☐ Virtual Exhibits (1) Exclusive
- ☐ VITA Toolkit Training Manuals (4) Exclusive

Update

Post

Add New Group by entering Title :

(50 characters max)

Go!

Select it, then click on **Update**

The record is now added to the Postcards group

Group Management: Old Guelph (id: 1048)

This record is currently assigned to the following groups:

☒ **Postcards**

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

Additional Groups Show/Hide Shared Groups

- ☐ Associate Agency Example (1) **Exclusive**
- ☐ Audio Recordings (1) **Exclusive**
- ☐ BMDs (1) **Exclusive**
- ☐ Community Newspapers (0) **Exclusive**
- ☐ Horticultural Society Collection (0) **Exclusive**
- ☐ New group (1) **Exclusive**
- ☐ Newspapers (3) **Exclusive**
- ☐ Old Maps of Ontario (7) **Exclusive**
- ☐ Special Group (1) **Exclusive**
- ☐ Stories from Proton, Ontario (0) **Exclusive**
- ☐ Testimonials (2) **Shared**
- ☐ The Green Family Postcard Collection (1) **Exclusive**
- ☐ Training dataset local newspapers (0) **Exclusive**
- ☐ User Contributions: Training dataset (0) **Exclusive**
- ☐ Videos (2) **Exclusive**
- ☐ Virtual Exhibits (1) **Exclusive**
- ☐ VITA Toolkit Training Manuals (4) **Exclusive**

Update

Reset

Add New Group by entering Title :

Go!

(50 characters max)

To remove a record from a group, go to the groups tab on the record's page, uncheck the group (s) that you want the record removed from, then click **Update**.

If the group you want to add the record to is not in the check list, you can use the **Add New Group** input box as a shortcut to create a new group. Type the name of the group you wish to create in the title field, then click on **Go**

Group Management: Old Guelph (id: 1048)

This record is currently assigned to the following groups:

None

Additional Groups

Show/Hide Shared Groups

- ☐ Associate Agency Example (1) **Exclusive**
- ☐ Audio Recordings (1) **Exclusive**
- ☐ BMDs (1) **Exclusive**
- ☐ Community Newspapers (0) **Exclusive**
- ☐ Horticultural Society Collection (0) **Exclusive**
- ☐ New group (1) **Exclusive**
- ☐ Newspapers (3) **Exclusive**
- ☐ Old Maps of Ontario (7) **Exclusive**
- ☐ Postcards (6) **Exclusive**
- ☐ Special Group (1) **Exclusive**
- ☐ Stories from Proton, Ontario (0) **Exclusive**
- ☐ Testimonials (2) **Shared**
- ☐ The Green Family Postcard Collection (1) **Exclusive**
- ☐ Training dataset local newspapers (0) **Exclusive**
- ☐ User Contributions: Training dataset (0) **Exclusive**
- ☐ Videos (2) **Exclusive**
- ☐ Virtual Exhibits (1) **Exclusive**
- ☐ VITA Toolkit Training Manuals (4) **Exclusive**

Update

Reset

Add New Group by entering Title :

(50 characters max)

Go!

You are now on the Group settings page.

Group Menu

Full record

Group settings

Show records

Sort records

Group Settings: New Postcards Group

There are 1 record(s) in this group.

Exclusive or shared group

☒ Exclusive: Group only contains Training data set records

☐ Any Agency: Group available to any agency and will appear in every agency's group management interface (unless it is closed)

Closed List

☐ Yes

☒ No

Associate Agency

An Associate Agency group is presented to the index and the end user as if it was another agency. Contact help@vitatoolkit.ca if you want to discuss setting one up.

Delete List

A list can only be deleted when the last of the records associated with it have been unassigned. Start by [viewing the Records in this group](#).

Update New Postcards Group

Reset Form

On this page, you can create a full record for your group, choose the group settings, show the records that have been added to the group and even sort the order on how the records will display. More information on how to create and manage groups can be found in the Managing Groups manual on the [VITA Toolkit Help site](#).

In this instance however, we simply want to ensure that our postcard has been put into the correct group. To do this, click on Show records:

Group Menu

Full record

Group settings

Show records

Sort records

Group Settings: New postcard Group

There are 1 record(s) in this group.

Exclusive or shared group

☒ Exclusive: Group only contains Training data set records

☐ Any Agency: Group available to any agency and will appear in every agency's group management interface (unless it is closed)

Closed List

☐ Yes

☒ No

Associate Agency

An Associate Agency group is presented to the index and the end user as if it was another agency. Contact help@vitatoolkit.ca if you want to discuss setting one up.

Delete List

A list can only be deleted when the last of the records associated with it have been unassigned. Start by [viewing the Records in this group](#).

Update New postcard Group

Reset Form

Records assigned to "New Postcards Group"

Group Menu

Full record

Group settings

Show records

Sort records

This group is managed by Training data set.

There is 1 record 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

☐

 Old Guelph

Unassign selected records

Select all records

Unselect all records

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If we return to the **Groups screen** – by clicking on your browsers back button, or clicking on the record, i.e., Old Guelph – we can see that the record has been added to the newly created group:

Group Management: Old Guelph (id: 1048)

This record is currently assigned to the following groups:

☒ **New postcard Group**

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

Additional Groups

Show/Hide Shared Groups

- ☐ Associate Agency Example (1) **Exclusive**
- ☐ Audio Recordings (1) **Exclusive**
- ☐ BMDs (1) **Exclusive**
- ☐ Community Newspapers (0) **Exclusive**
- ☐ Horticultural Society Collection (0) **Exclusive**
- ☐ New group (1) **Exclusive**
- ☐ Newspapers (3) **Exclusive**
- ☐ Old Maps of Ontario (7) **Exclusive**
- ☐ Postcards (6) **Exclusive**
- ☐ Special Group (1) **Exclusive**
- ☐ Stories from Proton, Ontario (0) **Exclusive**
- ☐ Testimonials (2) **Shared**
- ☐ The Green Family Postcard Collection (1) **Exclusive**
- ☐ Training dataset local newspapers (0) **Exclusive**
- ☐ User Contributions: Training dataset (0) **Exclusive**
- ☐ Videos (2) **Exclusive**
- ☐ Virtual Exhibits (1) **Exclusive**
- ☐ VITA Toolkit Training Manuals (4) **Exclusive**

Update

Reset

Add New Group by entering Title :

(50 characters max)

Go!

You can add a record to as many groups as is appropriate

Groups can also be managed from the main menu under **Manage Groups**. Check the Managing Groups manual on the VITA help site for more details.

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](#)

Manage Comments

[List All Comments](#)

Manage Groups

[Add or Update Record Group](#)

Manage Exhibits

[Add or Update Exhibit](#)

Manage Application

[Agency Management](#)

[Site Management](#)

[Monthly Statistical Snapshot](#)

[Logout](#)

2.8 LINKS MANAGEMENT SCREEN

Main Menu >> Search >>

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

Jump to: Statistics

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

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.

For example, on the Adding & Managing Records page on the VITA Toolkit Help site, you can see 4 separate digital files have been linked to the original record:

External Links

Link Management: Managing & Customizing Your Site (id: 3251262)

Sortable Date has not been assigned.
Earliest Year has not been assigned.
Latest Year has not been assigned.

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.

Configuring your My Favourites screens

Label: Configuring your My Favourites screens [Update Label](#)

URL: <http://help.vitatoolkit.ca/3313184/data>

Status: Last date checked: 6 Dec 2016 11:30:00 Status: 200
[\[Edit url and check status\]](#)

Configuring your Contribute Module

Label: Configuring your Contribute Module [Update Label](#)

URL: <http://help.vitatoolkit.ca/3313187/data>

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

Adding a custom domain to your VITA Toolkit site

Label: Adding a custom domain to your VITA Toolkit site [Update Label](#)

URL: <http://help.vitatoolkit.ca/3326872/data>

Status: Last date checked: 15 Mar 2017 11:54:00 Status: 200
[\[Edit url and check status\]](#)

VITA Training Videos: Setting up your VITA site

Label: VITA Training Videos: Setting up your VITA site [Update Label](#)

URL: <https://www.youtube.com/watch?v=CJq2tqVydIU>

Status: Last date checked: 1 Jun 2017 16:59:00 Status: 200
[\[Edit url and check status\]](#)

Add new Link

Label:

URL:

Thumb:

[Add](#)

Thumbnail view

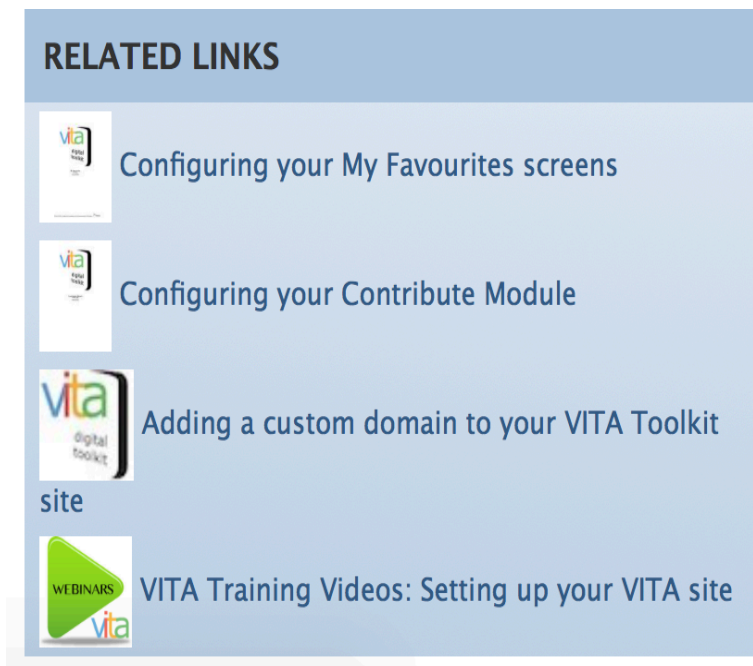
Sort display order of links

Do this after other edits on the left panel

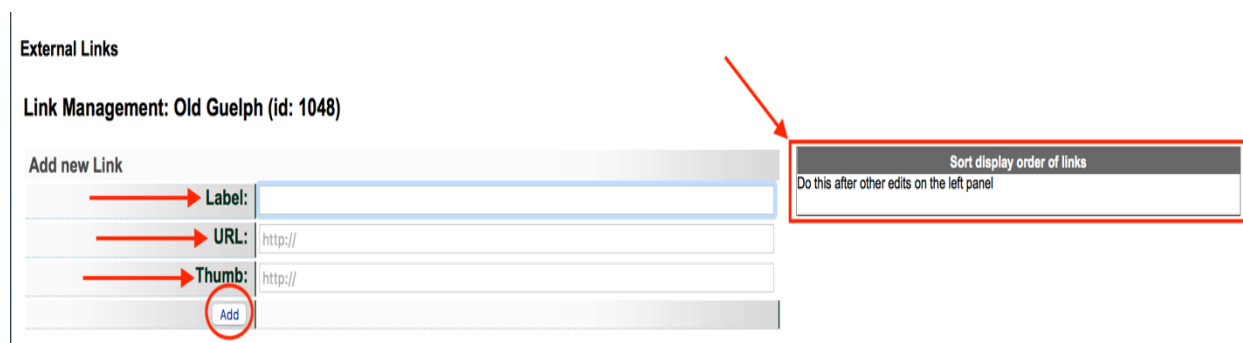
- Configuring your My Favourites screens
- Configuring your Contribute Module
- Adding a custom domain to your VITA Toolkit site
- VITA Training Videos: Setting up your VITA site

This is how the links will publicly display

This is how the links display on the public side:



To add a link (s) to your record, simply enter data into the 3 fields:



Label: Give your link a title.

URL: Enter the URL of the website, page or VITA record you wish to associate with the record


Thumb (optional): If it is available, you can grab the link to the Image Address and enter it here. To do this, right click on the image you wish to attach, choose copy Image Address from the drop-down list, and paste it into the Thumb field.

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

Subscribe to ODW YouTube Channel

Label:	<input type="text" value="Subscribe to ODW YouTube Channel"/>	
	<input type="button" value="Update Label"/>	
URL:	<input type="text" value="https://www.youtube.com/channel/UCmpk7fnw2hAtE4BwY3MwBEQ"/>	
Status:	Last date checked: 15 Mar 2017 17:03:00 Status: 200	
	<input type="button" value="[Edit url and check status]"/>	

Updating a link will change every reference to this URL in Vita (yes, we do mean each and every one).

This allows you to fix a broken link in one record, and have it corrected **everywhere**. This is a design feature.

URL Label

URL: [\[Link to page\]](#)

Thumb:



Date last checked

15 Mar 2017 17:03:00

Status code

200

200 is "normal". Something in the 300s means the link has moved and there's a forwarding address. The 400s are variations on "this can't be found".
For additional information on status codes try [this article in Wikipedia](#).

Check link

☒ Yes ☐ No

If the Link check routinely returns a 500 for this link but it is otherwise available, use this to stop the checking. (Some servers hesitate enough to trick the checks.)

Linked Records

[Activate RSS Atom & Podcast Broadcasting Options](#) (OurDigitalWorld)
[Adding & Customizing Web Pages](#) (OurDigitalWorld)
[Adding & Managing Groups](#) (OurDigitalWorld)
[Adding & Managing Records Webinars](#) (OurDigitalWorld)
[Adding Audio Files Webinar](#) (OurDigitalWorld)
[Creating Virtual Exhibits](#) (OurDigitalWorld)
[Managing and Customizing your VITA Site](#) (OurDigitalWorld)
[My Favourites - User Bookmarking](#) (OurDigitalWorld)
[Site Management Webinars](#) (OurDigitalWorld)
[Streaming Videos Webinar](#) (OurDigitalWorld)
[Twitter Cards in VITA](#) (OurDigitalWorld)
[Working with Newspapers](#) (OurDigitalWorld)

Linked exhibit pages

No linked exhibit pages

Site featured links

No sites featuring this link

This link cannot be deleted until all the references to it on every site have been deleted (or changed)


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).


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

Sort display order of links

Do this after other edits on the left panel



Subscribe to ODW YouTube Channel



VITA Manuals: Adding & Managing Records

RELATED LINKS



Subscribe to ODW YouTube Channel



VITA Manuals: Adding & Managing Records

2.8.1 URL

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

2.8.2 URL LABEL

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

2.8.3 EDIT URL AND 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:

https://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.

Updating a link will change every reference to this URL in Vita (yes, we do mean each and every one).

This allows you to fix a broken link in one record, and have it corrected **everywhere**. This is a design feature.

URL Label

Subscribe to ODW YouTube channel

URL: [\[Link to page\]](#)

<https://www.youtube.com/channel/UCmpk7fnw2hAtE4BwY3MwBEQ>

Thumb:



<http://images.ourontario.ca/Partners/ODW/ODW-youtube.png>

Date last checked

15 Mar 2017 17:03:00

Status code

200

200 is "normal". Something in the 300s means the link has moved and there's a forwarding address. The 400s are variations on "this can't be found".

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

Check link

☒ Yes ☐ No

If the Link check routinely returns a 500 for this link but it is otherwise available, use this to stop the checking. (Some servers hesitate enough to trick the checks.)

Linked Records

[Activate RSS Atom & Podcast Broadcasting Options](#) (OurDigitalWorld)

[Adding & Customizing Web Pages](#) (OurDigitalWorld)

[Adding & Managing Groups](#) (OurDigitalWorld)

[Adding & Managing Records Webinars](#) (OurDigitalWorld)

[Adding Audio Files Webinar](#) (OurDigitalWorld)

[Creating Virtual Exhibits](#) (OurDigitalWorld)

[Managing and Customizing your VITA Site](#) (OurDigitalWorld)

[My Favourites - User Bookmarking](#) (OurDigitalWorld)

[Site Management Webinars](#) (OurDigitalWorld)

[Streaming Videos Webinar](#) (OurDigitalWorld)

[Twitter Cards in VITA](#) (OurDigitalWorld)

[Working with Newspapers](#) (OurDigitalWorld)

Linked exhibit pages

No linked exhibit pages

Site featured links

No sites featuring this link

This link cannot be deleted until all the references to it on every site have been deleted (or changed)

[Update Link and recheck status](#)

2.9 DELETE RECORD SCREEN

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

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.

Postcard

Publication:

Details

Media Type:

Image

Geographic Coverage:

Latitude:

Longitude:

Copyright Statement:

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

Creative Commons licence:



Contact:

Training data set

WWW address:

<http://ourdigitalworld.org/>

Non-public data

Language of Description:

English

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."

2.10 DUPLICATING A RECORD

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

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

Jump to: [Statistics](#)

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.

- 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.
 - o Click on “Associate files with this record”
 - o Browse your computer for the digital file.
 - o Choose the appropriate Category and Label options.
 - o Click on upload to associate the digital object file with the duplicate record.
 - o 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 the Templates manual for more information.