INTRODUCTION TO VITA

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PART 1

APPLYING THE RIGHT METADATA

Metadata is integral for resource discovery, interoperability and sustainability of digital collections. Every resource should, at the very least, be described according to the following requirements:

Minimal Metadata Requirements
• Title • Physical description – media type (audio, images, text, video) • Unique Identifier

However, a more complete metadata set allows for greater manipulation of records for resource discovery, faceted browsing, and other enhanced functionalities.

Recommended Metadata Requirements
• Title • **Name of creator** • **Dates of creation** • Physical description – media, item type and dimensions • **Description** • **Subject** • **Copyright status** • Unique identifier

The VITA workflow allows you to easily capture all of these facets via a series of data management screens.

Each data screen contains fields that allow you capture specific types of data.

For metadata to be effective it must be consistent. Use authoritative forms and controlled vocabularies whenever possible.

Recommended Content Standards

- AACR2: Anglo-American Cataloguing Rules
- RAD: Rules of Archival Description
- CCO: Cataloguing Cultural Objects: A Guide to Describing Cultural Works and their Images
- LCSH and GM: Graphic Materials: Rules for Describing Original Items and Historical Collections

PART 2

CREATING DIGITAL OBJECTS FOR VITA

Your organization is responsible for developing and applying policies and best practices for creating, handling and storing your digital objects. The following are a set of recommendations for creating derivative objects for uploading into VITA.

2.1 IMAGES

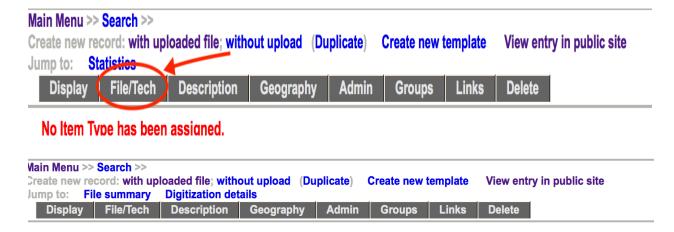We recommend that image files uploaded to VITA should be:

- 100% quality JPEG (preferably JPEG2000 to generate a pan-zoom viewer) - as close to a lossless as possible
- 300 dpi (dots per inch) or higher
- Derived from your archival master [the original scan of the master, which we recommend should be a 300-400dpi TIFF file] which is stored elsewhere
- File size for any image file should not exceed 40MB

Thumbnail

A thumbnail of the digital image is an integral part of the search result. If the contributing organization does not have an appropriate thumbnail to represent the object, then a generic one will be supplied by VITA. In this instance, the generic thumbnail is representing an Audio file.
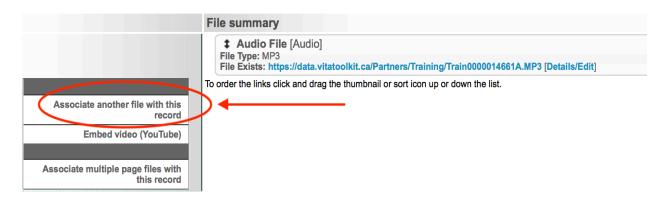

This can be changed at any time, e.g. should an appropriate thumbnail be found after the record has been created, the generic thumbnail can be over ridden by attaching the new image via **Associate another file to this record** on the **file/tech** screen

Records in VITA can be updated/edited at any time. For more information on managing records in VITA, please see the Adding & Managing Records manual on the VITA Toolkit Help site

2.2 VIDEO AND AUDIO

VITA supports streaming videos in MP4 format. To add videos to your collection, video files must be uploaded as MP4, or you can take advantage of the option to embed YouTube videos within your site.

All accepted file types for uploading Audio/video are:

- GIF JPEG PNG
- JP2 JPF TIF
- PDF DOC DOCX
- DOCX TXT RTF
- MP3 MOV M4V MP4

- WMV AIFF WAV
- OGG ACC FLAC
- M4A MMF RAM
- RA WMA ZIP
- ICO CSS CSV

It is best practice to upload a thumb/regular image that will represent the image (until you do this a default icon will be associated as a thumbnail). Upload the video or audio file using the appropriate size/category setting from the upload page.

Note: you can associate an audio or video file with *any* existing record using this method. If do you add audio or video to an existing record, please be sure to note this by adding additional media types as appropriate (as this is not done automatically).

2.3 TEXT

VITA has a number of features to accommodate different kinds of text files. A separate manual called Multipage Texts is available for detailed descriptions and workflows for processing, uploading, and creating records for the kinds of text objects listed here

- Clippings
- PDFs
- Scrapbooks
- Postcards
- And more…

The Multipage Texts manual provides detailed information on managing multi-page text uploads, full text extraction, OCR processing and associating full-text files, uploading and splitting PDFs, and managing Clippings.

2.4 FULL RUN NEWSPAPERS

VITA is a sophisticated system that can handle complex relationships within object components like full run newspapers, publications with multiple issues per year, multiple pages per issue and with Birth, Marriage and Death (BMD) records or article index records associated with those pages.

For more information on managing these kinds of materials, see the Newspapers, Clippings and Indexes manual. For more information about having your full run newspaper scans processed for hit highlighting results, please take a look at http://vitatoolkit.ca/newspapers/all-in-one-newspaper-digitization-service/.