



# ADDING AND MANAGING RECORDS

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VITA 6.1

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<i>Terms Of Use</i> .....	53
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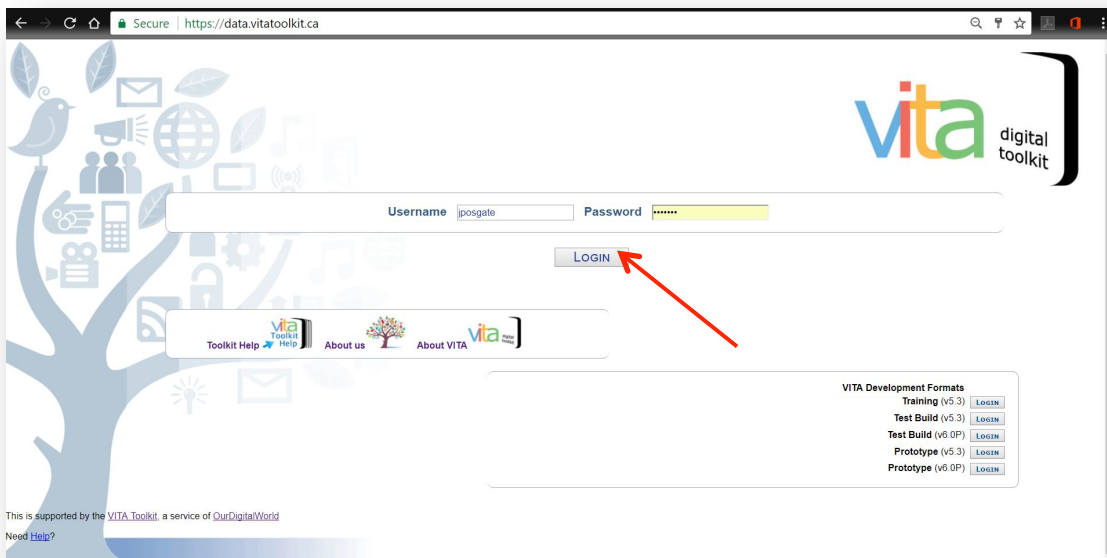
## GETTING STARTED

### LOGGING IN

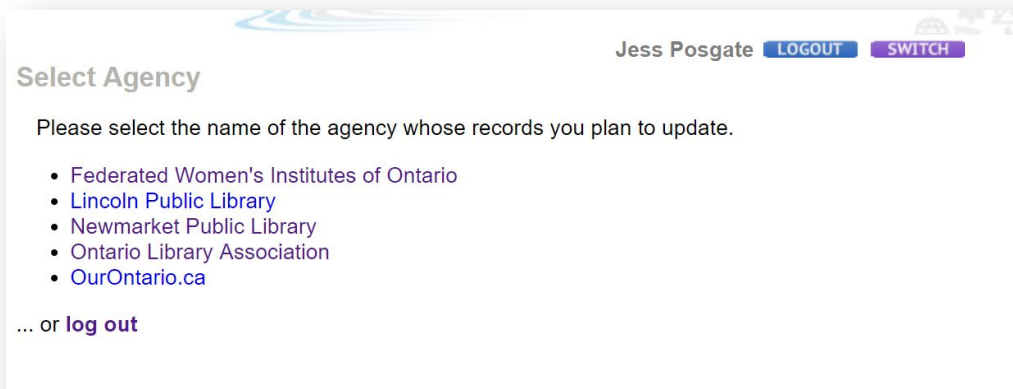
Go to <https://data.vitatoolkit.ca>

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



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.



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

## ADDING RECORDS

The process for adding items to your digital collection is to add a record with or without a digital file (see the manual for adding records without a file for more details), create the metadata record and associate other files with the record. 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 Newspaper Management or Indexing Articles & BMDs manuals for more specific instructions.

Once you click on the login button or agency name, you will be presented with the Main Menu. Go to the **Manage Records, Add Records** area of the Main Menu and click on **and upload file**

**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:  go

[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

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

Main Menu >> Add Record

- **Title** - Enter a working title for the record you are creating. The title can be edited at any time. Use natural language as this will be the primary point of access to your item for end users. The yellow background indicates this is a mandatory field.

- **Media type** - 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 get the fields you will need to capture metadata for a newspaper publication, you need to choose the media type Newspaper so that VITA can trigger the appropriate template.

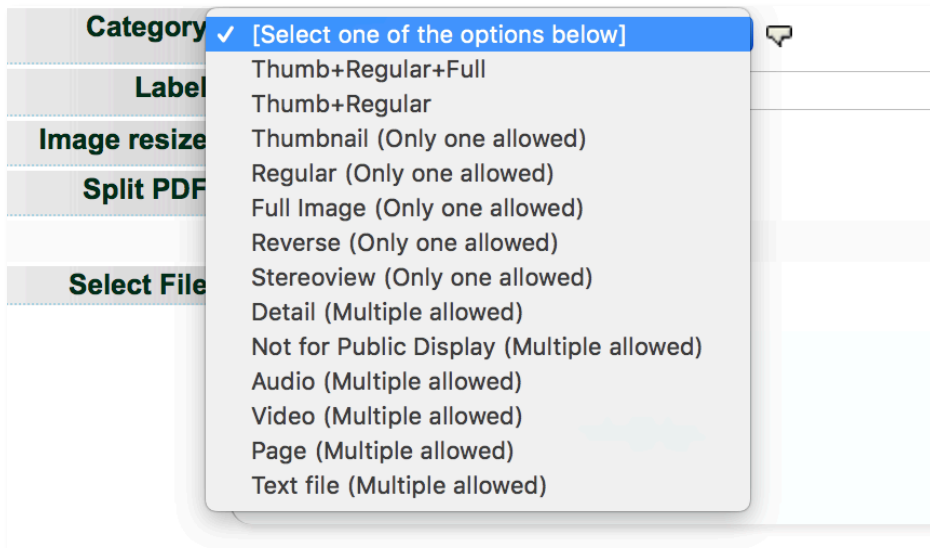
- The most common Media Types include:
  - Image
  - Text
  - Video
  - Object
  - Audio
  - Newspaper
  - Genealogical Resource

**Note:** the agency manager 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, 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)

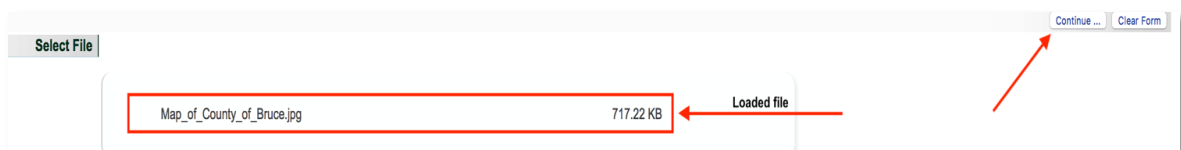


**Note:** For more information on how to upload Audio and Video files, please the respective manuals

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



## CREATING RECORDS IN VITA

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



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)

Available on more than one screen:

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



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## Descriptive Data: Willoughby Polka (id: 1467)

This helps 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.

The screenshot shows a form with a red warning message at the top: "This Audio record will not display in the Public Sites." Below the message is an "Update" button, which is highlighted with a red box and an arrow. Below the button is a "Public Display?" section with a "Help" button and two radio buttons: "Yes" (unselected) and "No" (selected).

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** – choose 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.
- d. **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](#)

DISPLAY SCREEN

This screen allows you to preview 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.

**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 Agency Management manual).

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

## FILE/TECHNICAL SCREEN

This screen offers a **File Summary** list that shows all the digital files associated with the record, their display category, available OCR / full text content, and a link to manage each file.

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


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

If you do not add a thumbnail file, VITA will associate and display a generic image for the record's media type. For more information about default icons and graphics, see the VITA Site Administration Manual.

## FILE SUMMARY

The associated file list is automatically generated as files and file types are added to a record.

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

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

- **File exists** provides the URL or location of the digital object file.
- Details/Edit (see below)
- **OCR / full text** is a snippet of the text that is associated with the image file (if available).

## 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.


The screenshot displays a file management interface. On the left is a sidebar with the following options: "Relabel Pages", "Associate another file with this record", "Embed video (YouTube)", "Associate multiple page files with this record", and "Associate OCR/Full text files with these pages". The main area is titled "File summary" and contains a list of files. Each file entry includes a thumbnail, a sort icon (up and down arrows), a page count, the file name, a file existence URL, and an OCR/Full text description. A red oval highlights the sort icons for the first five entries. The files listed are:

- 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](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](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](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](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](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. (see the Group management manual for more details)

Click the Update File Order button to commit your changes.

### 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.vitaportal.ca/partners/ODW/ODW003454054t.jpg> [Details/Edit]

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

3	1 [Page]
File Exists: <a href="https://data.vitaportal.ca/partners/ODW/ODW003454054p_0001p.jpg">https://data.vitaportal.ca/partners/ODW/ODW003454054p_0001p.jpg</a> [Details/Edit]	
OCR/Full text: VITA 6 Uploading and Streaming Videos Part 1 Step 1: Add ...	
4	2 [Page]
File Exists: <a href="https://data.vitaportal.ca/partners/ODW/ODW003454054p_0002p.jpg">https://data.vitaportal.ca/partners/ODW/ODW003454054p_0002p.jpg</a> [Details/Edit]	
OCR/Full text: 2 PART 1 INTRODUCTION VITA supports mp4 files to deliver video ...	
5	3 [Page]
File Exists: <a href="https://data.vitaportal.ca/partners/ODW/ODW003454054p_0003p.jpg">https://data.vitaportal.ca/partners/ODW/ODW003454054p_0003p.jpg</a> [Details/Edit]	
OCR/Full text: 3 To start the process, choose and upload file from the VITA dashboard ...	
6	4 [Page]
File Exists: <a href="https://data.vitaportal.ca/partners/ODW/ODW003454054p_0004p.jpg">https://data.vitaportal.ca/partners/ODW/ODW003454054p_0004p.jpg</a> [Details/Edit]	
OCR/Full text: 4 After the image has loaded - click on the Continue button to access ...	
7	5 [Page]
File Exists: <a href="https://data.vitaportal.ca/partners/ODW/ODW003454054p_0005p.jpg">https://data.vitaportal.ca/partners/ODW/ODW003454054p_0005p.jpg</a> [Details/Edit]	
OCR/Full text: 5 STEP 2: UPLOADING VIDEOS To upload your video, on the file/tech ...	
8	6 [Page]
File Exists: <a href="https://data.vitaportal.ca/partners/ODW/ODW003454054p_0006p.jpg">https://data.vitaportal.ca/partners/ODW/ODW003454054p_0006p.jpg</a> [Details/Edit]	
OCR/Full text: 6 Click on Add File, then Start Upload to load the video Once ...	
9	7 [Page]
File Exists: <a href="https://data.vitaportal.ca/partners/ODW/ODW003454054p_0007p.jpg">https://data.vitaportal.ca/partners/ODW/ODW003454054p_0007p.jpg</a> [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: <a href="https://data.vitaportal.ca/partners/ODW/ODW003454054p_0008p.jpg">https://data.vitaportal.ca/partners/ODW/ODW003454054p_0008p.jpg</a> [Details/Edit]	
OCR/Full text: 8 Click the Display tab to preview the video(s) This is how ...	
11	9 [Page]
File Exists: <a href="https://data.vitaportal.ca/partners/ODW/ODW003454054p_0009p.jpg">https://data.vitaportal.ca/partners/ODW/ODW003454054p_0009p.jpg</a> [Details/Edit]	
OCR/Full text: 9 STEP 3: VIDEO TRANSCRIPTIONS To make your record and site meet ...	

## 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.vitatoolkit.ca/Partners/Training/Train000001458t.jpg> [Details/Edit]

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

↕ **Bob Brown Interview: All About Salt Chapter 1** [Video]  
File Type: MP4  
File Exists: <https://data.vitatoolkit.ca/Partners/Training/Train0000014581V.MP4> [Details/Edit]

↕ **Bob Brown Interview: All about Salt Chapter 2** [Video]  
File Type: MP4  
File Exists: <https://data.vitatoolkit.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.

On this screen, you can manage or track the following:

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

**Label:** [Help](#)

[Bob Brown Interview: All A](#)  
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). This is fixed and cannot be edited.

**Category:**  
Video

## Files

The original digital file name, an option to add or replace a thumbnail image for the sidebar display, the file name and file Replace option, and File Size in bytes or pixels, and File type.

**Files:**

**Original File name:** Test600005280761V.MP4

**Thumbnail:**

**Normal sized Video file (MP4):** Test600005281031V.MP4

**File Size:** 7752545 bytes, **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?:**

Yes  No

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

## Index Text?

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.

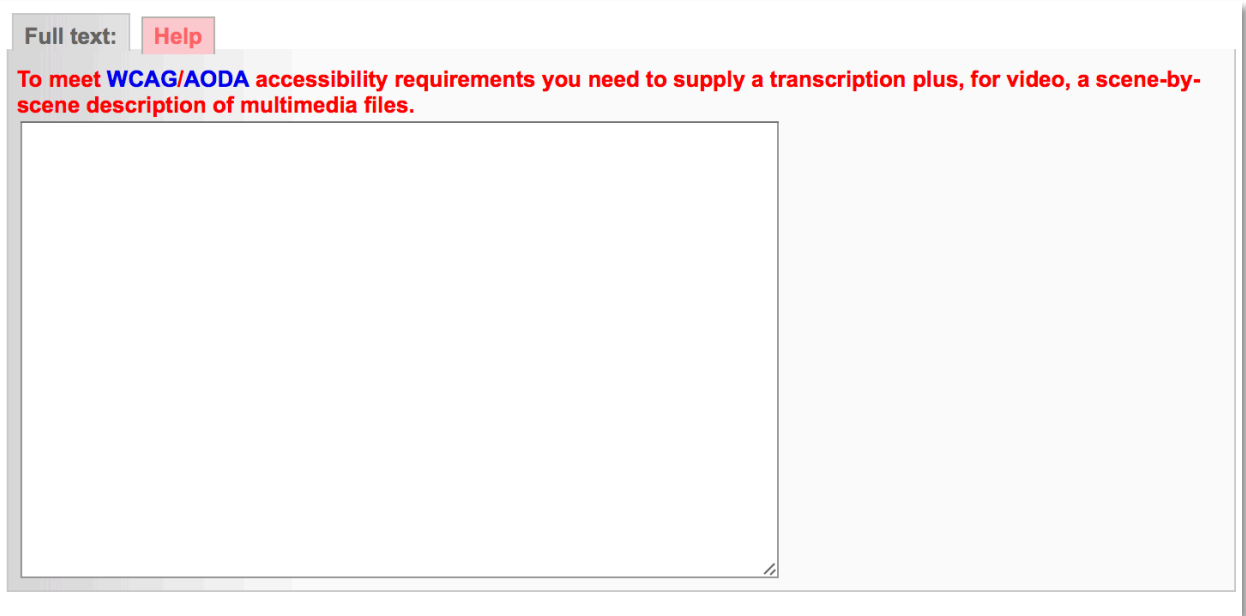
**Index the text in this file?:**

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.



The screenshot shows a web interface for editing full text. At the top left, there is a tab labeled "Full text:" and a red "Help" button. Below this is a red warning message: "To meet WCAG/AODA accessibility requirements you need to supply a transcription plus, for video, a scene-by-scene description of multimedia files." The main area is a large, empty text input box with a thin border and a small cursor icon at the bottom right corner.

To overwrite full text in the index, replacement text must be input i.e. either upload or paste new corresponding text for the item, or add some non-sensical text to overwrite the original indexed text. Leaving the full text box empty and reindexing will **not** overwrite the original text. 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



The screenshot shows a navigation breadcrumb with the following items: "Main Menu >> Update Record >> Edit File >> View video in Public Site >> Delete file". The "Update Record" link is circled in red, and a red arrow points to it from the right. Below the breadcrumb, there are two additional links: "<<Prev File" and "Next File >>".



## ASSOCIATE OTHER FILES WITH A RECORD

Use this feature if, for example, you want to add the reverse of an image, such as the B-side of a postcard, a detail, or a page 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

**Associate another file with this record**

**Embed video (YouTube)**

**Associate multiple page files with this record**

**Add file to record**

<b>Title</b>	Upper Wyndam Street from St. George's Square, Guelph
<b>Category</b>	✓ (Select one of the options below)
<b>Label</b>	Thumb+Regular+Full
<b>Image resize</b>	Thumb+Regular
<b>Split PDF</b>	Thumbnail (Only one allowed)
	Regular (Only one allowed)
	Full Image (Only one allowed)
	<b>Reverse (Only one allowed)</b>
<b>Select File</b>	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. Click "start upload" and when the file is 100% uploaded, a **Continue** button will appear.

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 ▾

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

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 ▾

Select File

Family\_postcard\_collection\_United\_Church\_Capreol\_ON\_reverse\_side.jpeg 144.68 KB

[Continue ...](#) [Clear Form](#)

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

The screenshot shows a 'File summary' interface. On the left, there is a thumbnail of a building and three buttons: 'Associate another file with this record', 'Embed video (YouTube)', and 'Associate multiple page files with this record'. The main area lists files with their categories and file existence URLs. The 'See reverse side [Reverse]' option is circled in red, with a red arrow pointing to it. Below the list, there is a note: 'To order the links click and drag the thumbnail or sort icon up or down the list.'

Category	File Exists: <a href="https://data.vit toolkit.ca/Partners/Training/Train000001475t.jpg">https://data.vit toolkit.ca/Partners/Training/Train000001475t.jpg</a> [Details/Edit]
Thumbnail	
Regular	
Full Image	
See reverse side [Reverse]	

**Note:** Use JP2 files for reverse and detail images to provide a dynamic pan/zoom option, e.g.





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### EMBED VIDEO (YOUTUBE)

YouTube videos can be associated with any record type; for full instructions for adding a YouTube Video see the Streaming Videos manual.

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### ASSOCIATE MULTIPLE PAGES WITH THIS RECORD

Use this feature to perform batch uploads of multiple pages to associate with a record. See the Multipage Text Documents or Managing Newspaper manuals for full details on multipage uploads.

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### ASSOCIATE OCR / FULL TEXT FILES WITH THESE PAGES

**Note:** This option only 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.

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## 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

## DESCRIPTIVE DATA






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

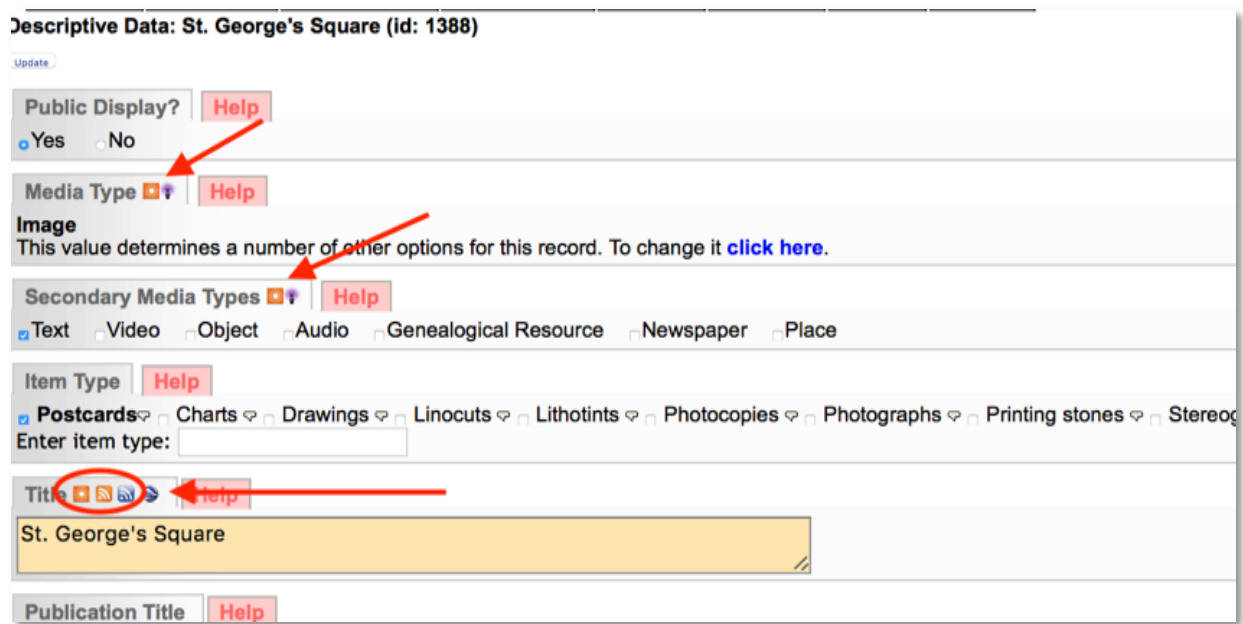
Display File/Tech **Description** Geography Admin Groups Links Delete

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

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## TRANSFERABLE METADATA


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?  Yes  No [Help](#)

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  Stereoc  
Enter item type:

Title      [Help](#)  
St. George's Square

Publication Title [Help](#)

---

## MEDIA TYPE

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

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## SECONDARY MEDIA TYPE

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

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## 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	<b>Mandatory for newspaper publications</b>
Publicly Displayed	No
Repeatable	No
Additional Notes	<ul style="list-style-type: none"><li>• Must be <b>Yes</b> to trigger the calendar interface for newspaper publications</li></ul>

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## ITEM TYPE

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

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## 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"> <li>• Used for search and display functionalities.</li> <li>• Transcribe the formal title if applicable</li> </ul>



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## 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"><li>• A look-up list of available titles from all agencies is generated after typing three letters into the input box</li><li>• If there is no Title (for the clipping), the object can be identified using publication title, publication place, pagination and date. This is done particularly with short clippings that have no headlines, especially as seen in 19th century newspapers.</li><li>• If the object being described is a book, do not use Publication Title, but rather Title.</li></ul>

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## PAGINATION

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

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## 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	Roles - Displayed options (select list) derived from media type chosen during data entry.

	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.
Status	Essential
Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>• Choose a creator role only if the creator is known.</li> <li>• Do not use the name of the creator of the digital version in this field (include as part of Technical Data).</li> <li>• Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file.</li> <li>• If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known.</li> <li>• For the name of a corporate body, enter the full direct form of the name. Select non-checklist roles from drop down menu</li> </ul>
Examples	<ul style="list-style-type: none"> <li>• Notman, William</li> <li>• Davidson, Peter H., 1854-1921</li> <li>• Eaton family</li> <li>• Liquor License Board of Ontario</li> </ul>

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#### 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"> <li>• Roles - Displayed options (select list) derived from media type chosen during data entry.</li> <li>• If choosing another option (not from the list), then type in the first three letters in the blank box -- by inputting first three letters, a standardized list will appear. Scroll down the list and highlight choice. Once you choose a heading, a number will display. Once you have updated the record, the chosen option will display as a checked option within the form.</li> </ul>
Status	Essential

Publicly Displayed	Yes
Repeatable	Yes
Additional Notes	<ul style="list-style-type: none"> <li>• Choose an additional contributor role only if the contributor is known.</li> <li>• Do not use this field to document the name of the contributing institution, donor, or the creator of the digital object.</li> <li>• Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file</li> <li>• If creating the form of a personal name, use last name, first name, middle name or initial. Add birth and death dates if known.</li> <li>• For the name of a corporate body, enter the full direct form of the name.</li> </ul>

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## 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"> <li>• Highly recommended / best practice is to select authorized subject terms from the thesaurus provided. The basic set of terms are a subset from the Library of Congress subject headings (Thesaurus of Graphic Materials), which makes the database more compatible with other collections when users do cross-database searches.</li> <li>• Assign Subject Term from Thesaurus - To search the thesaurus, type in the first three letters in the blank box, wait a moment for list to appear, then scroll down the list and highlight choice. Click on the entry and the subject heading will be added to the record.</li> <li>• Subjects that have been assigned to a record will appear under the "Subjects" label preceded by a check in the checkbox. To unassign a subject heading, uncheck the checkbox and save the record.</li> <li>• If you search for a subject that is not in the subject thesaurus, then:</li> <li>• Add New Subject Term (Not in Thesaurus) - After entering the</li> </ul>

	<p>term here, use the "Assign Subject Term" box to actually assign it to a record.</p> <ul style="list-style-type: none"> <li>• If you must add a new subject heading, please note the term must have an initial capital and be in plural form where appropriate. Avoid adding Subject headings that are more appropriate for other fields such as Geographic Location or Personal name</li> <li>• After adding a new subject heading, it will appear flagged as "unauthorized" in the data management view, not publicly.</li> </ul>
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## 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"> <li>• Enter names in natural or reverse order</li> <li>• Separate names with semicolons</li> <li>• Names will appear as links on public display and bring together all instances of records with that personal name associated</li> </ul>

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## 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	<p>Enter corporate names in natural order e.g. Smith &amp; Wesson or McCormack &amp; Sons, Co. Ltd.</p> <p>Separate corporate names with semicolons</p> <p>Names will appear as links on public display and bring together all instances of records with that corporate name associated</p>

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## 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"><li>• Consider an extensive description, use terms and subjects that you don't intend to assign as formal subject headings, but that a user might use to find this record.</li><li>• This field is included as part of the general search indexes.</li><li>• Highly recommended field, as it is a mandated field for RSS feed.</li><li>• In describing a company's association with an object be careful to avoid initials and abbreviations. Thus "the Grand Trunk Railway bridge" is more effectively searched for than "the GTR bridge" or "the G. T. R."</li></ul>

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## 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"><li>• Use this field to supply any other information about the original resource represented by the digital object, such as evidence used to date the image, i.e. before 1917 because the hotel burned down on 1 January 1917.</li><li>• Data in this field is included in the general search</li></ul>

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## 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"><li>Recommended best practice: inscriptions on the reverse side of the image be preceded by "Reverse".</li></ul>

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## 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"><li>Use to display a full transcription of an audio or video object as part of the record.</li><li>This is a searchable field.</li></ul>

---

## LANGUAGE(S) IN ITEM

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

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## 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"><li>• Information from the community is gathered through the use of the comment feature.</li><li>• The person who submits the comment has to agree to make the comment public, and the Contributing Partner reviews the comment and gives permission for its publicly display</li></ul>

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## OVERALL DIMENSIONS

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

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## IMAGE DIMENSIONS

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

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## 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.

---

## 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



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## PLAYING TIME (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.

---

## 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"><li>• Recommended to use the established form of the name as per Library of Congress Name Authority File or Canadiana Authorities, or a local name authority file.</li><li>• DO NOT use this field to document the owning institution (contributing partner).</li></ul>

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## PLACE OF PUBLICATION

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

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## DATES

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### SORTABLE DATE OF PUBLICATION

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

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### DATE OF ORIGINAL

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

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## 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"> <li>• Date may be a single date, a date range, a broken date range, approximate, uncertain, or undated.</li> <li>• Refer to the appropriate content standard for information on how to record dates.</li> </ul>

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## EARLIEST YEAR/LATEST YEAR

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

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## 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"><li>• Insert paragraph breaks using two returns (Enter + Enter)</li><li>• Use basic HTML coding to format text content (e.g. &lt;p&gt;, &lt;br&gt;, &lt;b&gt;, &lt;i&gt;, &lt;table&gt;, &lt;tr&gt;, &lt;td&gt;, &lt;ul&gt;, &lt;li&gt;)</li><li>• <b>Note:</b> Using HTML anywhere in the text block will override any double-return paragraph insertions</li></ul>

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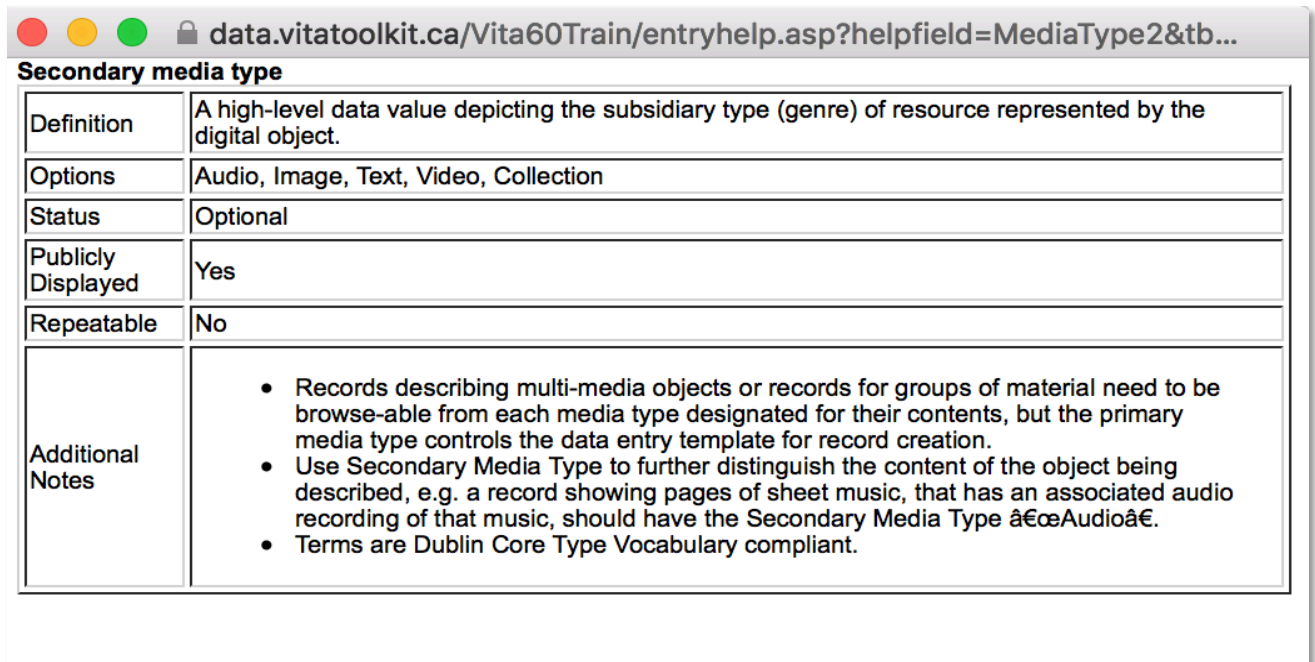
## METADATA HELP

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:

The screenshot shows a metadata form with several fields. Red arrows point to the 'Help' button for each field:

- Public Display?**: A radio button field with 'Yes' selected and 'No' unselected. A red arrow points to the 'Help' button.
- Media Type**: A dropdown menu showing 'Image' selected. A red arrow points to the 'Help' button.
- Secondary Media Types**: A list of checkboxes including 'Text' (checked), 'Video', 'Object', 'Audio', 'Genealogical Resource', 'Newspaper', and 'Place'. A red arrow points to the 'Help' button.
- Item Type**: A list of checkboxes including 'Postcards' (checked), 'Charts', 'Drawings', 'Linocuts', 'Lithotints', 'Photocopies', 'Photographs', 'Printing stones', 'Stereographs', and 'Wood engravings'. A red arrow points to the 'Help' button.
- Title**: A text input field containing 'St. George's Square'. A red arrow points to the 'Help' button.
- Publication Title**: A text input field. A red arrow points to the 'Help' button.

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:



The screenshot shows a web browser window with the address bar containing the URL: [data.vitainfo.ca/Vita60Train/entryhelp.asp?helpfield=MediaType2&tb...](http://data.vitainfo.ca/Vita60Train/entryhelp.asp?helpfield=MediaType2&tb...). The page title is "Secondary media type". Below the title is a table with the following content:

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"><li>• 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.</li><li>• Use Secondary Media Type to further distinguish the content of the object being described, e.g. a record showing pages of sheet music, that has an associated audio recording of that music, should have the Secondary Media Type "Audio".</li><li>• Terms are Dublin Core Type Vocabulary compliant.</li></ul>

## 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 geographic 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, -128.93639)
- 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, -90.5497)
- Hāna**  
Hawaii, United States  
populated place (20.75806, -155.99028)
- Hanover**  
Ontario, Canada  
populated place (44.15009, -81.03303)
- Kandahar**  
Kandahar, 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 (50.63294, -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



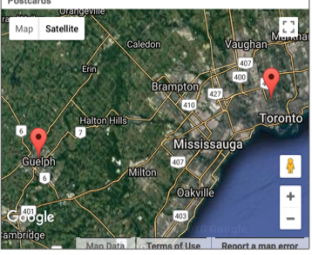
Full Image

See reverse side

No comments

Groups of Related Records

Postcards



Map Satellite

Map Data Terms of Use Report a map error

## SELECTING LOCATIONS

Creating checklists in VITA is a great way to streamline workflows. You can set up a Geography checklist to quickly map out locations connected to items in your collection (see the Agency Management manual on the [VITA Toolkit Help](#) site for more details on how to set up commonly used Geo locations for your agency).

Your agency-level 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)
- Fiesherston  
Ontario, Canada  
area (44.2512, -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, -105.78772)
- 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)

Look-up Field

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

Full image  
See reverse side  
No comments

Groups of Related Records

Postcards

Map Satellite  
Guelph

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.

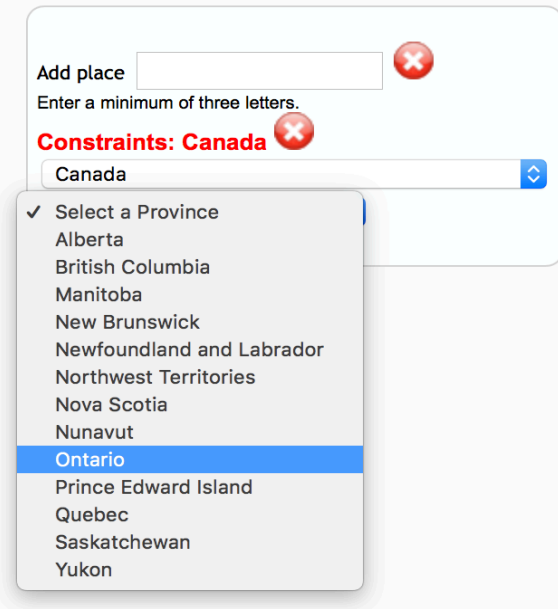
To add locations using the look-up field, you must first set up the geographic constraints. Begin by selecting the country from the drop-down list:

Add place  **X**  
Enter a minimum of three letters.

**Constraints:** **X**

- 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:



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:



**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:

**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 (44.15008, -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)
- Oakville** [Edit](#)  
Ontario, Canada  
populated place (43.45011, -79.68292)

Add place  [Add](#) [X](#)

Enter a minimum of three letters.

**Constraints: Ontario Canada** [X](#)

Select a country



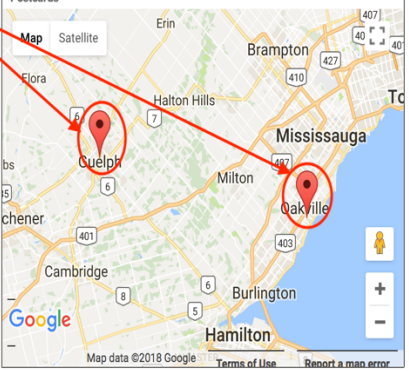
Full Image

See reverse side

No comments

Groups of Related Records

Postcards



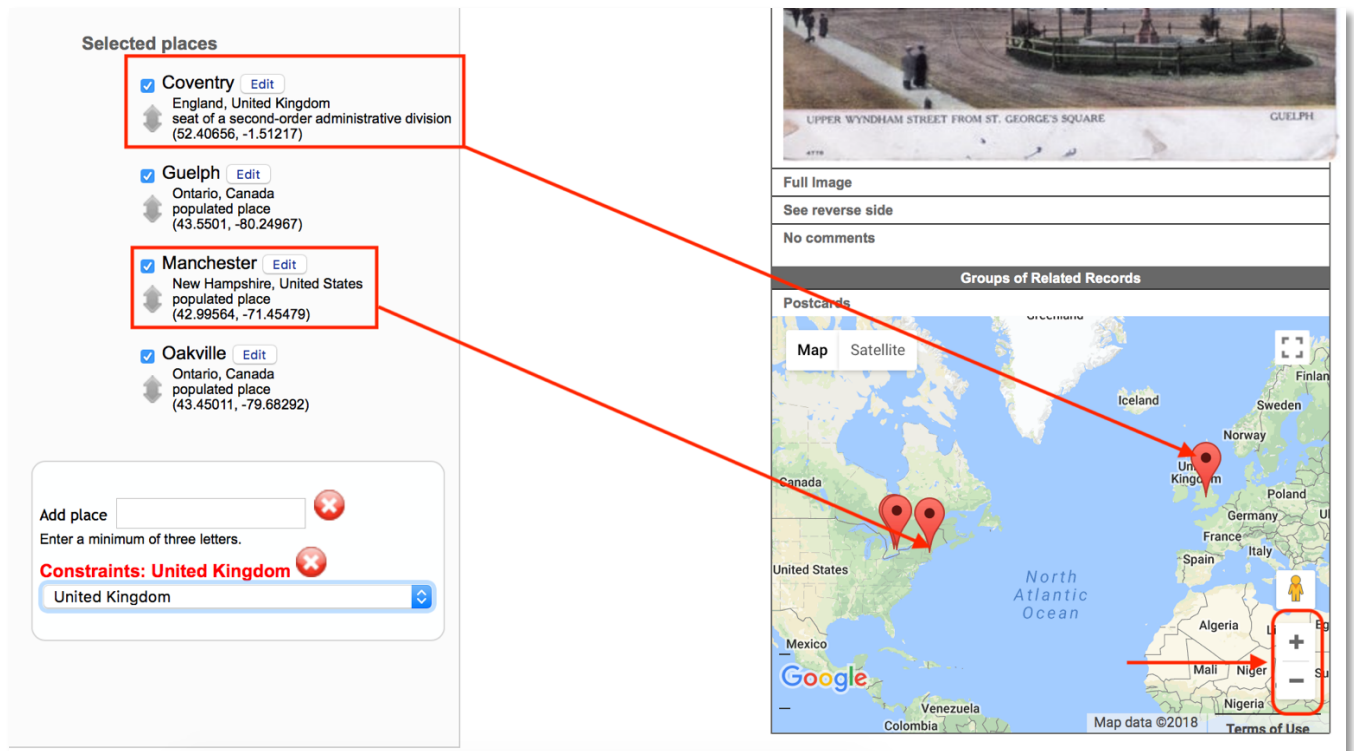
Map data ©2018 Google

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

[Update](#)

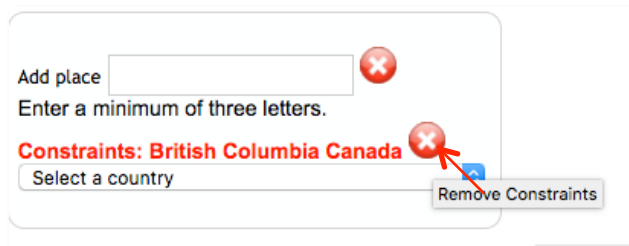
**Remember:** Click on Update to commit any selections and/or changes!

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:

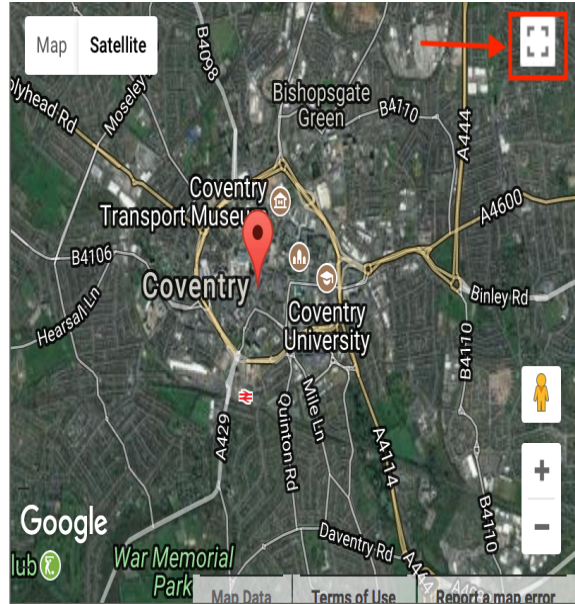
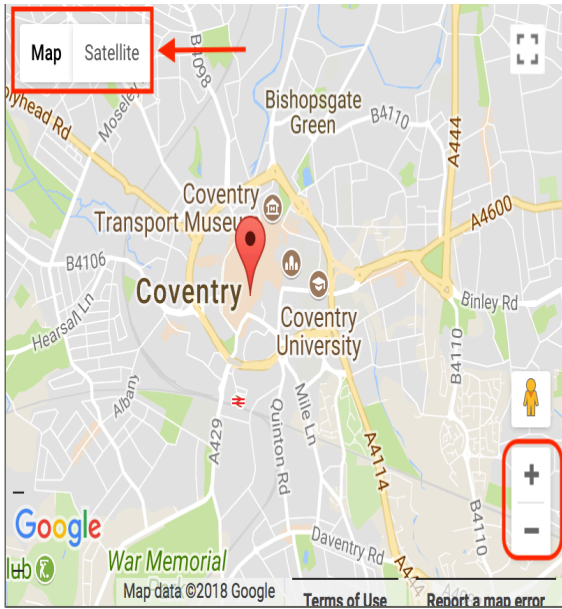


Notice that the map adjusts the zoom level to accommodate each new location entered. In this instance, the map zoomed out to a global view as locations in the United Kingdom and the United States were added.

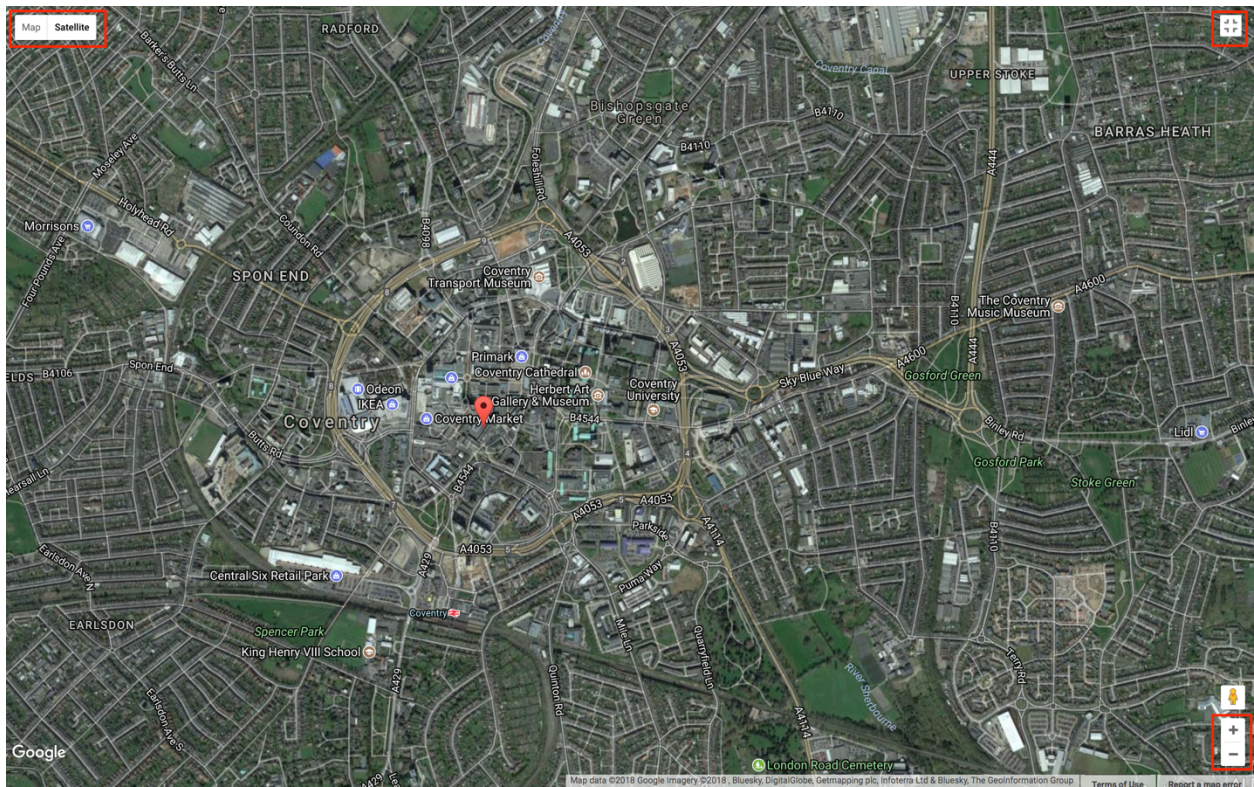
To clear the constraints or the drop-down menu (when there are too many options, for example), click the Red X



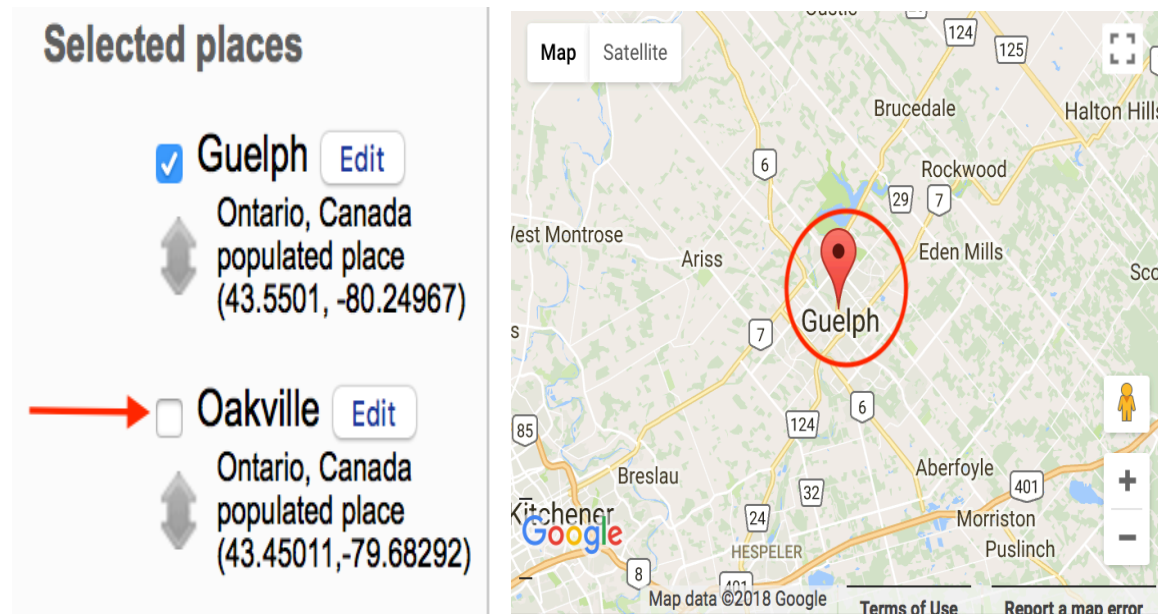
Use the +/- button on the bottom right of the map to zoom into – or out of – specific locations on the map. You can also toggle between map and satellite views.



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:



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

After adding all the geolocations to the record, this is how it should display:

The screenshot shows a digital archive record for 'Old Guelph'. The page header includes the 'training' logo and 'vld digital world' logo. Navigation links include 'YourOrg >> Search (Advanced) >> What's New >> Details << Previous >> Next'. A search bar and social media sharing options are present. The record title is '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

**Creative Commons licence:**  
PUBLIC DOMAIN [more detail]

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Our mailing address  
Our phone number  
For inquiries about any news content, contact  
info@ourdigitalworld.org

The record features a historical photograph of a street scene in Guelph, Ontario, Canada, with the caption 'UPPER WYNDHAM STREET FROM ST. GEORGE'S SQUARE GUELPH'. Below the image are interactive options: 'Comment on this item', 'Create electronic postcard', 'Full Image', and 'See reverse side'. A section titled 'Groups of Related Records' includes a 'Postcards' group with a map showing geolocations in Europe, North America, and Australia. The map includes 'Map' and 'Satellite' views and a 'Google' logo.

---

## CUSTOM ORDER OF LOCATIONS ON RECORD DISPLAY

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.

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.

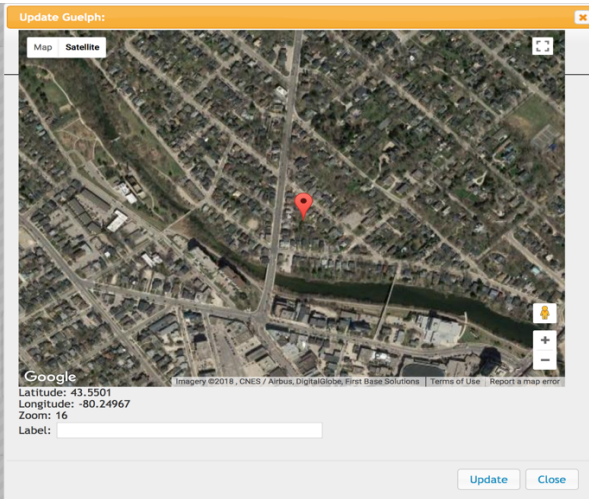
## EDIT LOCATION LAT/LONG & ADD LABELS

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

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

**Selected places**

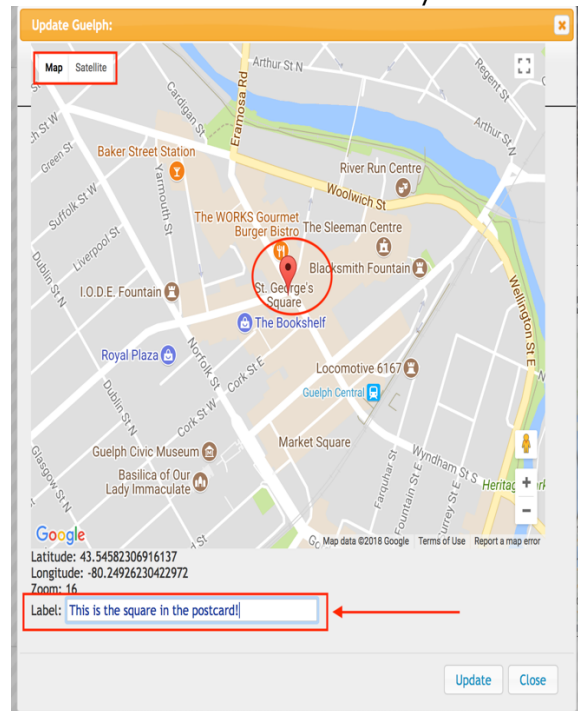
- Guelph** [Edit](#)   
Ontario, Canada  
populated place  
(43.5501, -80.24967)
- Oakville** [Edit](#)  
Ontario, Canada  
populated place  
(43.45011, -79.68292)
- Coventry** [Edit](#)  
England, United Kingdom  
seat of a second-order administrative division  
(52.40656, -1.51217)
- Manchester** [Edit](#)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



Update Guelph:  
Map Satellite  
Latitude: 43.5501  
Longitude: -80.24967  
Zoom: 16  
Label:  
Update Close

Drag the location marker to a more precise location, i.e. the city Square depicted in a postcard.

Add a short text label to identify the exact location or significance.



Update Guelph: This is the square in the postcard!

Map Satellite  
Latitude: 43.54582306916137  
Longitude: -80.24926230422972  
Zoom: 16  
Label: This is the square in the postcard!  
Update Close

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

### Selected places

**Guelph** Edit  
Ontario, Canada  
populated place  
(43.54582306916137, -80.24926230422972)  
↑  
→ This is the square in the postcard!

It will display like this in public view

### Geographic Coverage:

 This is the square in the postcard!:

**Guelph**

Ontario, Canada

Latitude: 43.5458230691614 Longitude: -80.2492623042297

---

### 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 plan to build in the option to add a location using those coordinates. 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 that to pull a general location in VITA then 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.

### ADMINISTRATIVE DATA

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

The Public Display field is common to multiple screens in VITA and affects the display of the whole 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](#)



### DATES (RECORD TIMESTAMP)

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	<b>Mandatory</b> – automatically generated.
Publicly Displayed	No
Repeatable	No
Additional Notes	Dates and time are automatically generated

### LANGUAGE OF DESCRIPTION

Definition	Language of the description (record)
Options	Only one language is acceptable. Input first three letters and select from list of language codes. Choose appropriate language(s).
Status	Mandatory
Publicly Displayed	No
Repeatable	No

Additional Notes	<ul style="list-style-type: none"> <li>• English is the default for this field.</li> <li>• If you do not choose any option, the template generator will select English.</li> <li>• Data is used for searching purposes only.</li> </ul>
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#### 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.)

---

#### 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

---

#### COLLECTION

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

---

#### 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.

---

#### 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.

---

#### 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	No
Repeatable	No
Additional Notes	Do not record donor information here.

---

#### LOCATION OF ORIGINAL (PRIVATE)

Definition	Internal information denoting location of the original resource depicted by the digital object.
Options	NA
Status	Optional
Publicly Displayed	No
Repeatable	No

---

## LOCATION OF ORIGINAL (PUBLIC)

Definition	Publicly accessible information denoting the location of the original resource depicted by the digital object.
Options	NA
Status	Optional
Publicly Displayed	Yes
Repeatable	No

---

## 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

## PERMISSIONS

---

### 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 Commercial-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"><li>• Creative Commons licenses can only be assigned to objects for which the agency is the rightsholder, i.e. it is not public domain or under copyright to another agency</li></ul>

	<ul style="list-style-type: none"> <li>• Assign a default Creative Commons license in Agency Management.</li> <li>• To have your collection objects sortable or searchable by Creative Commons License, each object must have a license associated with it.</li> </ul>
--	--

---

## 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
Notes	<ul style="list-style-type: none"> <li>• Assign a default terms of Use statement in Agency Management</li> </ul>

---

## COPYRIGHT STATUS

Customize Copyright status statements in Agency Management

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

	<p>repository for further information. Responsibility for any use rests exclusively with the user.</p> <ul style="list-style-type: none"> <li>• <b>Contractual:</b> Uses are subject to the terms of a contract. Contact the repository for further information. Responsibility for any use rests exclusively with the user.</li> <li>• <b>Unknown:</b> Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.</li> <li>• <b>Leave as Default:</b> Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.</li> <li>• Terms are derived from METS</li> </ul>
--	---

---

#### COPYRIGHT DATE

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

---

#### COPYRIGHT HOLDER

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

---



## 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

## GROUP MANAGEMENT SCREEN

One of the features of VITA is the ability to create “groups” of records. The Groups screen allows you to add your records to one or more Groups. Creating and aggregating records into groups is not only best practice for organizing and managing your collection, it is also useful for creating 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 or groups on the checklist, select it, then click on **Update**.

**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**

Add New Group by entering Title :

(50 characters max)



You'll see a confirmation panel where any/all Groups the record is in are listed.

**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**

- 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**

**Add New Group by entering Title :**

(50 characters max)

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

---

#### SHOW/HIDE

To see other **Shared Groups** created by other Agencies, click the Show/Hide button. You can add your item to a shared group for inclusion in its display and/or to feature the shared group materials on your VITA Site.

---

## ADD NEW GROUP

If the group you want to add the record to is not in the checklist, 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**

- 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**

**Add New Group by entering Title :**

(50 characters max)

On the Group settings page where 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 can be found in the Managing Groups manual on the [VITA Toolkit Help site](#).

Your original record will be added to the new group. Return to the original record screens using your browser's Back button.

## 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 screen allows you to add links to other web pages from the record that are in some way associated with the digital file you are describing. These will appear as part of the publicly displayed record as linked text and with optional thumbnail images.

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

External Links

Link Management: Old Guelph (id: 1048)

Add new Link

→ Label:

→ URL:

→ Thumb:

Sort display order of links  
Do this after other edits on the left panel

**Label:** Give your link a title. This is mandatory or else there will be nothing to display in the sidebar.

**URL:** Enter the destination URL of the website, page or VITA record you wish to associate with the record. This is mandatory for adding links.

**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 you like.


---

### UPDATING A LINK

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

To edit and update Links, click "Edit URL and check status"

**Subscribe to ODW YouTube Channel**


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

In the Edit screen, you will see the original link information as well as a URL status and list of all the records that use the same link address (and will be affected by any changes). Update the appropriate fields and click update.

**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)

**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](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.

---

### 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.

---

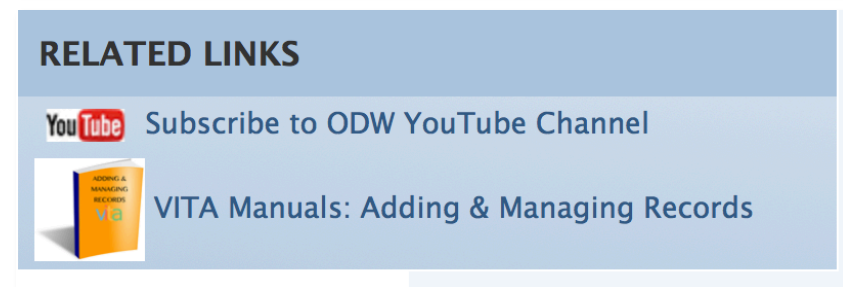
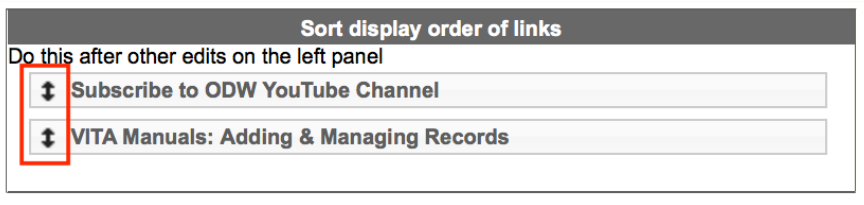
### DELETING A LINK

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.



## 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](#)

The Delete screen is a public preview; this is a hint that you should think twice before removing records from the database and consider making the record non-public instead.

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!

If you're certain, then click 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.*

You will be returned to the Main Menu.

If you want to remove the record from public 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."

## 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 can start associating digital files

**Note:** Not all fields will be duplicated (e.g. Local Identifier), 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 (see [this section](#))

For Plus Plan users, another duplication option is to create template records and perform batch uploading. See the Template Records & Batch Uploads manual.