

Cataloguing items for Europeana 1914-1918

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Introduction

These guidelines describe a suggested work-flow for using the online cataloguing form at <http://europeana.1914-1918.eu> during a collection day. A summary guide is available as Appendix 6

In brief, you create an account for the contributor and you then fill in the form together during the interview. The account can be created before (for example at the Welcome desk) or during the interview. After the interview (usually the day after the event), you edit the information and upload the related images.

The main aim during the interview is to collect and as much information as possible and record it in a way that makes it easy to complete the form after the event. If you are not using the online form during the event, you need to record the story and related information so that you can add it to the website later on (you may use a paper or computer-based form).

If you feel confident and this helps you during the day, you can opt to have two different browser windows open (for example Mozilla and Chrome) and be logged in to your personal catalogue account in one and use the other for adding contributors.

Quick reference – see appendices:

- 1: Keywords
- 2: Source
- 3: Collection day
- 4: Media type
- 5: Very short guide to the cataloguing form

STEP 0 – Register

(ignore if you are not using the online form during the event, or if the contributor is already registered)

Start by creating an account for the contributor (click on ‘sign in’ and select ‘register’).

Username : one word, no spaces (for example contributor first name)

Full name: this will be displayed on the website

Email: if the contributor does not have an email, leave blank but make sure some contact information is recorded under ‘Other optional personal information’.

Profile photo: if you can, take a picture and upload (this may be done at Welcome desk or Digitisation check-in. If not, suggest the contributor does it themselves later)

Password: if the contributor doesn’t want to type one in themselves, use the ‘generate password’ below.

Repeat password: re-type

Other optional personal information: you may fill this in if you have time (NOTE – if no email address, make sure you record a contact address or number here!)

The contributor MUST agree to the Europeana terms & conditions, so make sure they have read and understood them before they click to agree.

Give the contributor login information: website address, username and password (for example written on a postcard).

You can now use this account to add the contributor's story.

1. STEP 1 – Telling your story

If you just completed Step 0, you will now be logged into the contributor's account. If not, log into the relevant account and fill in the story and information as suggested below.

1.1 Tell your story...

Story title – title for this contribution in your language.

If you are doing this during the collection day, start the title with the ticket number for the contribution prefixed by the collection day prefix you have been given. For example DU123 = Dublin, ticket no 123, NG234=Nova Gorica, ticket no 234. Also write the ticket number on a piece of paper that you keep (to help you identify the stories you added).

The Story title is what will be displayed when someone browses or searches the Europeana 1914-1918 database. Make this as meaningful as possible – something that will help people decide whether to click on it to find out more.

For example: *'My grandfather in the war'* is not as useful as *'Pictures of ambulance driver Joe Smith in France 1915'*. You may also highlight what the story is about *'The tractor that became an ambulance'*.

Story

The information or description that goes with the item, the person it comes from or anything related to it. May be several paragraphs or just a few sentences. You should use meaningful vocabulary that a user might be searching for. Also you may enter additional information, especially useful would be the date of birth or death of the people involved. *If you are doing this during the collection day, you may want to return to it later to edit and re-phrase. Just make sure you capture the information – you can improve the actual wording later.*

THINK ABOUT good questions to ask to get the information you need. Some suggestions are available in the Guide 5 'Work Flow' (http://runcoco.oucs.ox.ac.uk/1914/05_Work-flow_Europeana_1914-1918.pdf) .

Summary description of items

Briefly describe the items that will be uploaded for this story.

For example *'3 postcards from Nantes (blank back)'*, *'Picture of Joe Smith and his ambulance outside tent'*.

If you have noticed something special, add more details about that.

Language

Tick the relevant language(s) that are needed to understand the story (= the language in which you

are writing).

Contributed on behalf of

The name of the person who brings in the story, or the person for whom they bring it in. This is the name that will be credited on the website. Usually this is the person who visits the roadshow, but sometimes they may be there on behalf of someone else, like an elderly relation or friend. *Leave blank if it is the same as the contributor.*

1.2 Tell us who this story is about

Add the names of the people this story is about, (maximum of two). *If there are more people, you can add the details to the Story field*

Person 1 – First name / Surname

Person 2 – First name / Surname

1.3 When did this story take place

The story begins ... If you do not know when exactly, please enter the year only. For example, *my grand-father was recruited in 1915 -> enter "1915"*.

The story ends ... If the story has an ending but you do not know when exactly, please enter the year only.

1.4 Where did this story take place

Locate where your story took place – If you know the name of a place, type it in.

NOTE do NOT press 'enter'.

Use Google Maps (optional) – You can locate a place using Google maps and that will generate the Latitude and Longitude. See instructions in the form.

1.5 Help others find your story by adding one or several of the following keywords.

Only assign keywords that describe the main subject or broader concept of the story, if any. **See Appendix 1 for help with keywords.** For example: A photo of a female nurse with a gasmask hanging from her medical bag who is tending to a prisoner of war standing in front of her ambulance = *Medical; Prisoners of War; Transport; Women* (but NOT Gas Warfare).

If a relevant keyword is not available please email us at: 1914-1918@europeana.eu.

1.6 Which front is this story about

If relevant for the story, select from the list. In general the geographical areas for these 'theatres' of war should be self-explanatory. For assistance use sources like the maps on <http://www.firstworldwar.com/maps/index.htm>

1.7 Cataloguing metadata (not visible when logged in as contributor)

If you are logged in as a contributor you will *not* see the Cataloguing Metadata section. Go to Section 1.8 (below).

Alternative title- (mandatory field)

You MUST enter an English translation of the Story Title field here. If this is already in English, re-enter the title here. *This field is required; it cannot be blank.*

Editor's pick

Tick this if you think this is a particularly interesting story or object that should focus in the 'Editor's pick' blog which also displays at different points around the Europeana 1914-1918 website, for examples see <http://thegreatwararchive.blogspot.com/>. *Do not tick for too many stories, and enter an explanation in the field **Cataloguer's notes**.*

Cataloguer- (mandatory field)

You MUST select your name from the drop-down list.

Collection day

Only enter the code for your roadshow if the story was submitted during that day:

Sample roadshow	Code
Luxembourg (6 March)	LU16
Preston (10 March)	PR17
Dublin (20 March)	DU18
Nova Gorica (28 March)	NG19

Cataloguer's notes

This field is never displayed to the public. Here you may write a note for the administrators or other cataloguers if there is something to report. For example:

- a story is interesting or special so you "tick" the field EDITOR'S PICK and use the CATALOGUER'S NOTES field to tell us why you think it is special.
- a story has been submitted which is not appropriate (it is defamatory or maybe the content relates to the 1980s not the First World War); then you would REJECT the story and fill in the CATALOGUER'S NOTES field to explain your decision.

Ticket number

Enter the cloakroom ticket number assigned to this story at the roadshow. If the ticket number is in the title, edit the title to remove the ticket number (no longer needed). *If the story was not collected at a roadshow, ignore this field.*

'Save story draft'

When you have entered all the information from the contributor click on '**Save story draft**'. You are then taken to the next step: '**Step 2 - Add your items and files**'

1.8 Save story draft

Click "Save story draft" to go to the next step, "**Step 2 - Add your items and files**" (see below).

1.9 What next?

Do you want to:

Add your items now?

If you have items to add to a story at the same time as entering the information continue with "**Step 2 - Add your items and files**" (below).

Add your items later?

If you do not have any items to add to this account at this stage, click on **“My stories”** in the left-hand margin to go to your start page. Check under **“Your Stories”** that this story appears in the list of **“Drafts”**. You may click on the title to display the story, check that it is ok, and print it.

Add another story?

To enter another story for the same contributor, click on **“Add a new story”** and start anew.

Entered all stories from this contributor?

Once you have entered all the stories of your contributor, log out of the account. Then take the contributor and items that are to be digitised to the relevant place (for example the ‘digitisation check-in desk’).

2. Step 2 - Add your items and files

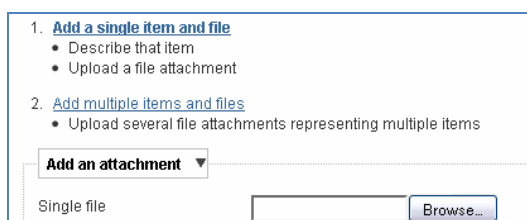
When you add digitised items at a later stage, you need to **retrieve the story** from the list of drafts. If you are logged in as Cataloguer or Administrator, you can see all drafts by clicking **“Admin”** in the left-hand margin and then select **“Contributions”**. You’ll see three lists: ‘Submitted contributions pending approval’, ‘Draft contributions’ and ‘Approved contributions’. Contributions from the Roadshows are in the Drafts list (online contributions that are ready to be looked at are ‘Pending’). See ‘5. Approve a story’ below for further information about how to approve contributions).

1. Click on the story title to see the form. You can edit or add to the information added to the form.
2. If you have not already done so, complete the **Cataloguing metadata** field (see 1.7 above).
3. Go to the bottom of the form and click on **“Save story draft”** (even if you have not made any changes). You are taken to the ‘Step 2 - Add your items and files’. *If you get an error message, please check you have completed the compulsory fields. ‘Alternative title’ under ‘Cataloguing metadata’ can be easy to miss.*

You can add either individual items or multiple files. The process for adding information *about* the files varies slightly. Allowed file types: doc, docx, pdf, txt, jpg, jpeg, jp2, jpx, gif, png, tiff, mp3, ogg, ogv, webm, mp4, avi, mpg, and zip.

2.1 Individual file:

This is the default, so you should see ‘Add an attachment - Single file’ field (if not, click on the **“Add a single item and file”** link).



The screenshot shows a form with two main sections:

- 1. Add a single item and file**
 - Describe that item
 - Upload a file attachment
- 2. Add multiple items and files**
 - Upload several file attachments representing multiple items

Below these sections is a dropdown menu labeled **Add an attachment** with a downward arrow. Underneath, there is a text input field with the label **Single file** and a **Browse...** button to its right.

2.2 Add an attachment

Click on ‘browse’ and identify the file you want to add.

2.3 Describe your item

This is where you can enter information about this item. *Please note the difference between the story and the item. The story may be about several items. Here you can enter information that is specific to one of the items.*

Copy from story

Click on this to import the story information into the relevant fields. You may edit what is copied here.

Cover image

Click if this is the one of multiple files to be the cover page to represent the story (for example the first page of a diary or the cover of an album).

Page number

For an item of many pages, write the individual page number for this upload.

Side

For an item with two sides, for example a postcard, indicate if this is the front or the back.

Title

Short descriptive title or proper name of the object, for example, *“The Medal of Honour of Otto Schmidt, my great grandfather”*.

Creator

Name of the person who created the original object, for example the author of a letter or a diary or the name of a photographer.

Creator's first name

Creator's surname

Description

Describe the item. May be physical characteristics, as well as what the item means to the owner.

Language

Tick the relevant language(s) that are needed to understand the item. *Note that this may be different from the language of the story.*

Type - Select from the list:

Assign one keyword from the list that best describes what the item is. Try to be as specific as possible, for example medal, poem, letter, autograph, weapon, photograph.

Subject

The person or place or object the item is about.

2.4 When was this item created

Date created / Start date & End Date - Enter the date when a letter was written or when a diary was started and ended. If you do not know the exact date, please provide a year only or a year and a month. If you do not know both start and end, just add the one you know.

2.5 Where was this item created

Locate where your item was created - Enter the name of a city where the item was created (where a letter was written from or a photograph taken) **NOTE** do NOT press 'enter'.

Use Google Maps (optional) - You can locate a place using Google maps and that will generate the Latitude and Longitude coordinates. See instructions in the online form for what to do.

2.6 Help others find your story by adding one or several of the following keywords.

Only assign keywords that describe the main subject or broader concept of the story, if any. See **Appendix 1** for help with keywords. *For example: A photo of a female nurse with a gasmask hanging from her medical bag who is tending to a prisoner of war standing in front of her ambulance = Medical; Prisoners of War; Transport; Women (but NOT Gas Warfare).*

If a relevant keyword is not available please email us at: 1914-1918@europeana.eu.

2.7 Which front is this item about:

If relevant for the story, choose from the list. In general the geographical areas for these 'theatres' of war should be self-explanatory. For assistance use sources like the maps on <http://www.firstworldwar.com/maps/index.htm>

2.8 Cataloguing metadata

See also **1.7 Cataloguing Metadata** (above).

Source (*mandatory field*) Select from the list:

Assign one keyword from the list that best describes what kind of item has been digitised. See **Appendix 2** for help with sources.

Medium (*mandatory field*) Select from the list:

Assign one keyword from the list that best describes what material the item is made of.

Total number of pages

If the item is a sequential set of pages enter the total number of pages.

Media type (*mandatory field*) Select from the list:

Assign one keyword from the list that best describes the item. See **Appendix 4** for help with types.

License

Default selection is CC-BY-SA. You MUST NOT change this.

2.9 Save

When you have uploaded the file and entered the information about it, click "Save".

2.10 Multiple files:

To display this option click "Add multiple items and files". *Note: For the multiple file upload to work you need to have Flash installed in your browser.*

Click on "Select files", from the window that opens, select the files you want to add (to select multiple items, hold down the 'ctrl' key and click. To select a range, hold down the 'shift' key and

click on first and last item. PC only).

Click on “Open” in the window displaying the files to get back to the cataloguing screen.

Click “Save”. Note that the files will not upload until you click “Save”. Each file will automatically become a separate item that you can then edit individually. Maximum file size: 25Mb.

You are taken back to the “**Step 2 - Add your items and files**” start page where you can see the items you have added at the bottom of the page, under “Items”.

To add information about each individual file (or one or two from the multiple ones you added), click on “edit” for the actual item. The “Describe your item” form is then displayed. For information about how to fill it in, see “**2.3 Describe your item**” to “**2.9 Save**” above. Also note:

2.11 Cover image

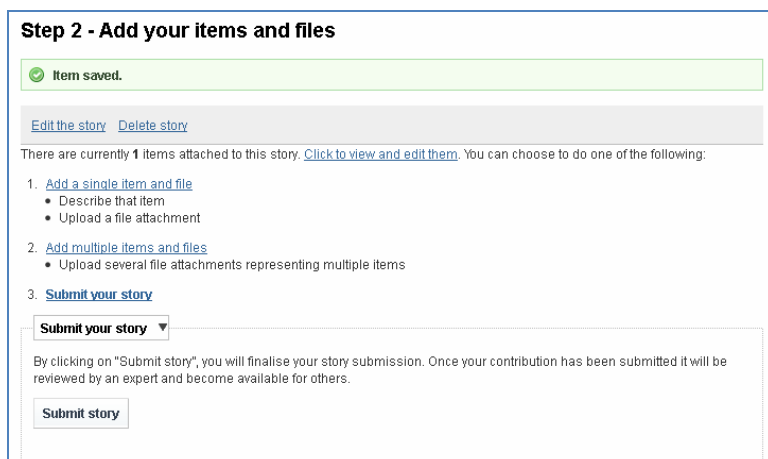
If you upload multiple files you MUST select one to be the cover page to represent the story.

2.12 Generate PDF of multiple files:

If you upload multiple files you MUST also upload a PDF of all of those files so this contribution can be viewed within the main Europeana portal. This PDF MUST be created with 1 image per page, with no cropping. *The PDF may be created by the media editor. If not, you must create it.*

3. STEP 3 - Submit your story

When you have entered a story and added at least one file to it, you will notice that the list at the top of the “Step 2 – Add your items and files” page has a third option: “**Submit your story**”.



The screenshot shows the 'Step 2 - Add your items and files' interface. At the top, there is a green notification bar that says 'Item saved.' Below this, there are links for 'Edit the story' and 'Delete story'. A message states: 'There are currently 1 items attached to this story. [Click to view and edit them.](#) You can choose to do one of the following:'. The options are listed as follows:

1. [Add a single item and file](#)
 - Describe that item
 - Upload a file attachment
2. [Add multiple items and files](#)
 - Upload several file attachments representing multiple items
3. [Submit your story](#)

Below the list, there is a dropdown menu with 'Submit your story' selected. A text box explains: 'By clicking on "Submit story", you will finalise your story submission. Once your contribution has been submitted it will be reviewed by an expert and become available for others.' At the bottom, there is a 'Submit story' button.

When the submission is complete (all information filled in, all items added, information about items added as necessary), you click on the “Submit story” button. You’ll be asked to confirm and the story is then added to the list of contributions pending approval. *Please note, the story is NOT added to the collection until it is ‘Approved’.* This can be done by anyone logged in as Cataloguer or Administrator. Normally the cataloguer who has completed the information also approves the story. See Section 4 for further information.

4. Approve a story

To add a story to the public website for Europeana 1914-1918, you must approve it.

4.1 View and open contributions pending approval

Go to the “Admin” start page and click on “Contributions” to display the page listing all contributions. *You can sort the contributions by clicking on a heading at the top of the lists (Title, Ticket number, etc.)* **TIP:** *To choose what fields to display click on the “Fields” menu, tick the options you want to see, and click “Save”.*

“Submitted contributions pending approval”

In the list of “Submitted contributions pending approval”, click on the title of the story you are going to work with. Now you can see the information that has already been added.

At the bottom of the page, you see a series of links:

- Click “Edit” to change the text;
- Click “Add an item” to add an image to the story.
- Click “Approve” if the contribution is ready with all the necessary information and files added. *You’ll then get a confirmation that the contribution has been added to the live database. It is not possible to reverse this decision, (however you may edit or delete a live contribution, and add or remove items to the contribution).*

APPENDICES

Appendix 1: Keywords

Only assign keywords that describe the main subject or broader concept of the story, if any.

KEYWORD	USE FOR:
Anti-War Movement	anti-conscription; peace movement, SEE ALSO: Conscientious Objection
Artillery	large calibre weapons, including cannon and mortars
Conscientious Objection	people who refuse to join the armed forces; and their treatment by others; refusal may have been on religious grounds or for moral or ethical reasons.
Gas Warfare	anything relating to the use of chemical weapons (like mustard gas, phosgene, chlorine, etc.), protection from gas like alarms and gasmasks etc.
Home Front	life and work in the home country (away from the frontlines), may include rationing, education, family life, agriculture, SEE ALSO Manufacture, Transport, Propaganda etc.
Manufacture	factory-based production, usually towards the war effort (munitions, lorries, fabrics, clothes etc.).
Medical	relating to doctors, nurses and other medical staff, care of wounded and dying patients, medical equipment, hospitals, ambulances (including the International Red Cross, St John's and other services)
Military Punishment	court martial, "Field Punishment", imprisonment, execution (and the like) when imposed by the man's own army.
Prisoners of War	capture and detention of soldiers by the opposing forces, and their existence (camps, field postcards, letters, photographs), and comfort from the home front and protection by the International Red Cross, SEE ALSO Propaganda (photos of life in the camp issued by the capturing forces), etc.
Propaganda	use of media (newspapers, posters, news reels, picture postcards, theatre speeches, texts, sermons etc.) to promote the cause of the war effort, SEE ALSO Propaganda, Conscientious Objection
Recruitment and Conscription	enlistment in the armed forces whether voluntary or not, mustering and equipping units, SEE ALSO Propaganda
Remembrance	funerary items, in memoriam, certificates, death notices, statues, graves, plaques. May be for example personal memorials, or civic (city or town based) or national commemoration.
Tanks and Armoured Fighting Vehicles	for example, tanks, armoured cars. SEE ALSO: Transport (for ambulances, lorries etc.)
Transport	for example, horse transport (carts, wagons etc.), motorcycles, railways and trains, lorries, bicycles, ambulances etc. SEE ALSO: Tanks and Armoured Fighting Vehicles (for tanks designed specifically for combat)
Trench Life	life and work specifically in the trenches – but use for all front lines
Women	life and work of women, not only at the home front SEE ALSO: Home Front, Manufacture, Medical, Transport, etc.

For example:

A photo of a female nurse with a gasmask hanging from her medical bag who is tending to a prisoner of war standing in front of her ambulance =

Medical; Prisoners of War; Transport; Women (but NOT Gas Warfare)

If a relevant keyword is not available please email us at: 1914-1918@europeana.eu.

Appendix 2: Source – what kind of item has been digitised?:

Assign one keyword that best describes the item.

SOURCE	USE FOR:
Artefact	an object, usually 3-dimensional (3-D), for example, a uniform, a sword, a knife, a shell case, a matchbox etc.
Book	a published book
Film	moving footage
Folio	a bound volume of leafs or pages of paper, includes notebooks, usually hand-written, e.g. a personal diary, or diary of an official unit
Journal	a published serial or magazine, or an article from a magazine, also USE FOR trench newspapers
Leaf	a piece of paper
Multiple	a combination of many other formats, also USE FOR photo album or scrap album
Newspaper	a daily or weekly news publication
Other	only use in exceptional cases for something which cannot be assigned one of the other formats
Photograph	a studio print or personal photograph
Postcard	a printed postcard, either a picture postcard or a pre-printed “field” postcard
Tape	an audio recording on tape
Unknown	only use in exceptional cases
Vinyl record	an audio recording on vinyl

Appendix 3: Collection day

Only enter the code for your roadshow if the item was digitised during that day:

SAMPLE ROADSHOWS	CODE
Luxembourg (6 March)	LU16
Preston (10 March)	PR17
Dublin (20 March)	DU18
Nova Gorica (28 March)	NG19

Appendix 4: Media type

Assign one keyword from the list that best describes the item:

MEDIA TYPE	USE FOR:
Text	Do you read the content?
Image	A photo, drawing, sketch, painting, map, or a postcard without significant text on the reverse
Sound	An audio file
Video	Moving images
3D	An artefact or 3-D (3-dimensional) object, for example, a uniform, a sword, a knife, a shell case, a matchbox etc.

Appendix 5. Very short guide to the cataloguing form

[References to the long guide in square brackets]

Suggested work flow for a roadshow where the online form is used at the event, accounts are created for each contributor, and cataloguing and upload of images are completed after the event.

During interview:

1. Create an account for the contributor [0].
2. Into the contributor's account, enter information about their story [1.1 – 1.7].
Add as much info as possible, make sure ticket number is recorded in title. Make a note (on piece of paper) of the ticket number as back-up/for future reference.
3. Save the draft and check that it exists (via 'My Stories'). [1.9]
Repeat for additional stories.
When all stories for contributor are added, log out and go to digitisation.

After event (or when quiet):

1. Retrieve the story [2], edit any existing information if necessary [1.1-1.7], and add Cataloguing metadata [1.7].
2. Add images/files [2].
3. Submit the story [3].
4. Approve the story [4].

Appendix 6: Simple workflow for post-processing photos

This is a simplified workflow based on the guidelines available to download from <http://projects.oucs.ox.ac.uk/runcoco/1914/> and on the presentations from 7-8 February 2012 at the University of Oxford.

During the roadshow you MUST back-up the files from photographers and scanners onto one hard-drive or computer. Put each set of photographs into separate folders – named so that you can tell which scanner or photographer is which.

1. When you are ready to post-process you should create three further folders:
 - a. “Temporary”
 - b. “Ready for Upload”
 - c. “Done”
2. Copy the files from one scanner/photographer into the “Temporary” folder.
3. Working in the “Temporary” folder, open some sample images to check quality and to assess if any correction will be required. If you decide to work on individual photos you may need to create sub-folders to separate your work-flow.
 - a. First, crop photos if necessary. Do NOT crop out cloakroom tickets yet.
 - b. Then, after cropping, you may run an automated action on all images in your “Temporary” folder. (Or work on individual images to correct them). The images should be saved as:
 - i. Image size longest edge of the photo = 1600 pixels.
 - ii. File size 500k-1Mb (in Adobe PhotoShop use “Save for the Web” settings);
 - iii. JPEG.
 - c. Now rotate all images so that they are all the correct way up for the eye to look at.
4. Move all images relating to an individual contribution, (1 cloakroom ticket), into a new sub-folder in “Temporary”. Name that sub-folder for the cloakroom number:
 - a. Inside that sub-folder rename the image with the visible cloakroom number as “delete.jpg”. This keeps the ticket number in the workflow for the cataloguer.
 - b. If you have more than 4 images you MUST generate a PDF of these images:
 - i. Do not include the delete.jpg in the PDF;
 - ii. The PDF should be 1 image per page, without cropping the images;
 - iii. The rotation of the images in the PDF does not matter;
 - iv. Prefix the PDF filename with the letter “z” then the cloakroom ticket number, e.g. z056.pdf. This is to keep the PDF at the end of the files to be uploaded.
 - c. Then copy the sub-folder to “Ready for Upload”.
 - d. Repeat step 3 to step 4 for all contributions in the folder for this scanner/photographer.
 - e. Then move the folder for this scanner/photographer to the “Done” folder.
5. Repeat step 2 to step 4 for all the folders for the scanners/photographers.

6. When the cataloguer wishes to add the images to the online contribution they should find the images (and PDF) from the sub-folder in that “Ready for Upload” folder. They can use “delete.jpg” to help confirm the contribution, but should not upload it.