

**Vanderbilt Center for Digital Humanities Bootcamp
Omeka Workshop, August 16, 2018**

<https://vanderbilt.omeka.net/>

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Password: Nashville

Imagine that you are a curator or archivist who has been asked to create a collection related to university life in the early 21st-century. Use items from Buttrick Hall and the Vanderbilt campus to complete activity.

Take a photograph of two (2) items including: one text (a syllabus, page of notes, book, to-do list, etc.) and one object (furniture, electronic equipment, coffee pot, etc.). Write down information for each item to bring to our session:

1. Title for your entry (ex. Title Page, *A People's History* by Howard Zinn)
2. Keyword list (subjects, search terms, tags)
3. Short description (2-3 sentences)
4. Creator of the document or object
5. Source of the document or object
6. Publisher of the document or object
7. Relevant dates associated with the item
8. Contributor (your name)
9. Format (if photo, list type/size, ex. JPG image file, 502 kb)
10. Type (text, object, building)
11. Substance material (paper, metal, plastic, organic)
12. Physical dimensions
13. Texture (shiny, hard, soft, smooth, textured, etc.)

Email the picture from your phone to your email account. Then save the picture on your laptop. We will create item records based on your two photos, and then mock up a sample exhibit in Omeka.