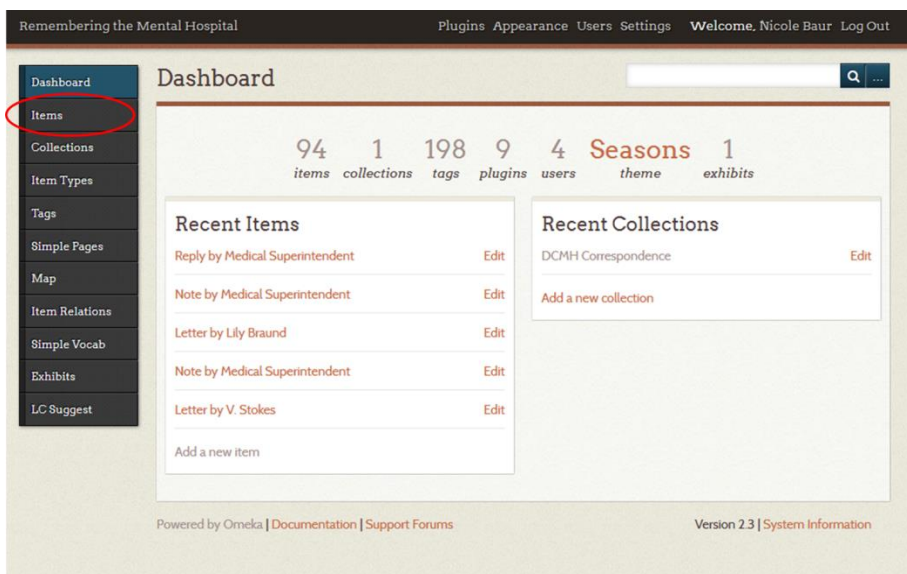


## Guide to cataloguing correspondence

**Step 1:** Go to: <http://rememberingdcmh.exeter.ac.uk/admin/users/login>

**Step 2:** Type in your Username & password (provided by project manager) – do **NOT** tick the box 'Remember Me' – click on 'Log in'

You should now see the following screen. Please select **Items** from the left-hand dashboard menu.



Remembering the Mental Hospital | Plugins Appearance Users Settings | Welcome, Nicole Baur | Log Out

Dashboard

Items

Collections

Item Types

Tags

Simple Pages

Map

Item Relations

Simple Vocab

Exhibits

LC Suggest

Dashboard

94 items 1 collections 198 tags 9 plugins 4 users 4 Seasons theme 1 exhibits

Recent Items

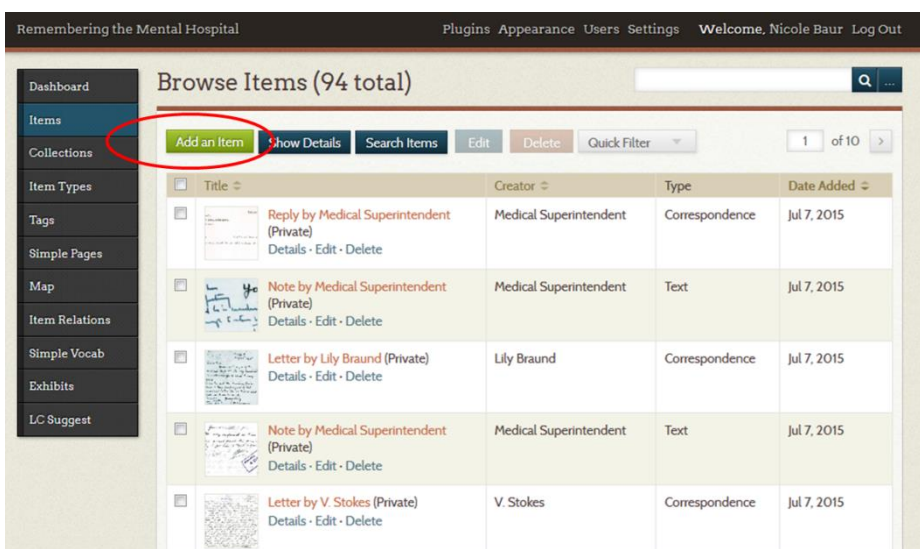
- Reply by Medical Superintendent Edit
- Note by Medical Superintendent Edit
- Letter by Lily Braund Edit
- Note by Medical Superintendent Edit
- Letter by V. Stokes Edit
- Add a new item

Recent Collections

- DCMH Correspondence Edit
- Add a new collection

Powered by Omeka | Documentation | Support Forums | Version 2.3 | System Information

**Step 3:** To add a new item, select **Add an Item** from the dashboard menu at the top.



Remembering the Mental Hospital | Plugins Appearance Users Settings | Welcome, Nicole Baur | Log Out

Dashboard

Items

Collections

Item Types

Tags

Simple Pages

Map

Item Relations

Simple Vocab

Exhibits

LC Suggest

Browse Items (94 total)

Add an Item Show Details Search Items Edit Delete Quick Filter

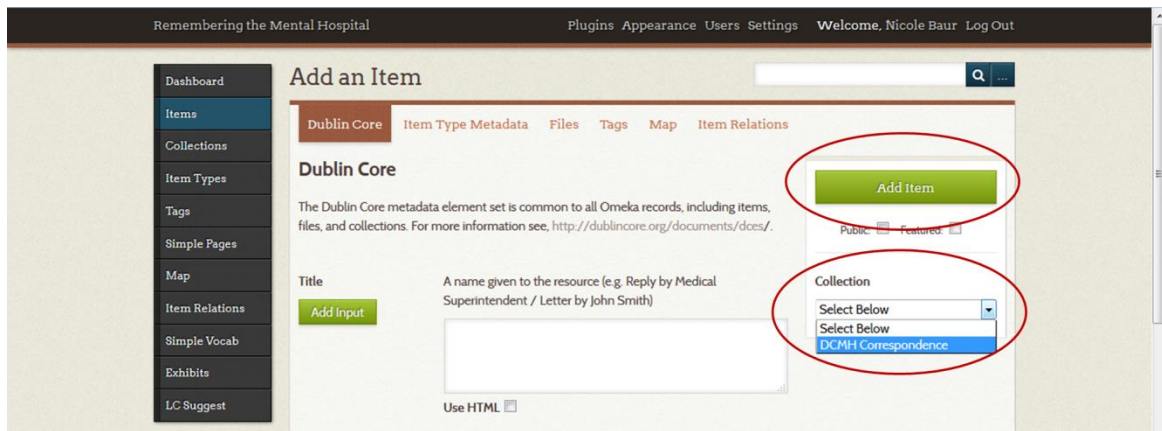
1 of 10

Title	Creator	Type	Date Added
Reply by Medical Superintendent (Private) Details · Edit · Delete	Medical Superintendent	Correspondence	Jul 7, 2015
Note by Medical Superintendent (Private) Details · Edit · Delete	Medical Superintendent	Text	Jul 7, 2015
Letter by Lily Braund (Private) Details · Edit · Delete	Lily Braund	Correspondence	Jul 7, 2015
Note by Medical Superintendent (Private) Details · Edit · Delete	Medical Superintendent	Text	Jul 7, 2015
Letter by V. Stokes (Private) Details · Edit · Delete	V. Stokes	Correspondence	Jul 7, 2015

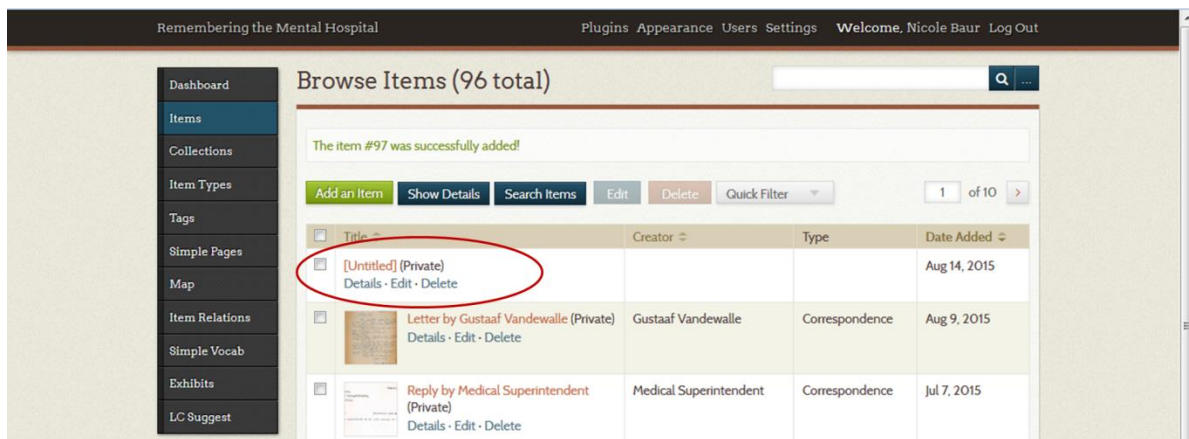
This will take you to the first cataloguing page, the Dublin Core page.

**Step 4:** To add the item to the collection, select **DCMHH Correspondence** from the Collection drop-down menu.

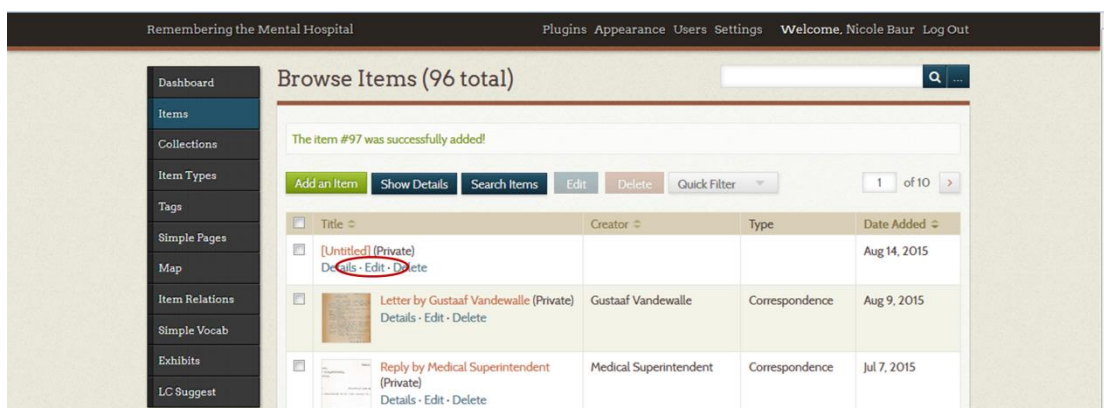
Then save the item by clicking on the green **Add item** button.



Saving the item will take you back to the list of items, where your item will appear as [untitled] at the top of the list.



**Step 5:** To start cataloguing, click on **Edit**. This will take you back to the Dublin Core page. To catalogue, please follow the guidance below.



## Omeka Data Input Guide

### Page 1: Dublin Core

<b>Dublin Core Field</b>	<b>Description above field</b>	<b>Action by cataloguer</b>
<b>Title</b>	A title given to the resource (e.g. Reply by Medical Superintendent / Note by Medical Superintendent / Letter by John Smith)	Enter resource title as required, e.g. Letter by John Smith
<b>Subject</b>	<i>Library of Congress Standard Phrases</i>	<i>Leave blank</i>
<b>Description</b>	Physical description of source (e.g. handwritten / carbon copy / written in green ink / burnmarks / missing pages, etc.)	Enter physical description – one value per box
<b>Creator</b>	Author of letter (e.g. John Smith or Medical Superintendent)	Enter name of author of letter, e.g. John Smith
<b>Source</b>	Location where the original source is housed	Select from drop-down menu 'Devon Heritage Centre'
<b>Publisher</b>	An entity responsible for making the resource available	Select from drop-down menu 'unpublished'
<b>Date</b>	Date letter was written [fixed format: yyyy-mm-dd] – if no date is specified [undated]	Enter date in fixed format yyyy-mm-dd – if no date is specified [undated]
<b>Contributor</b>	Name of cataloguer	Select from drop-down menu
<b>Rights</b>	Information about rights held in and over the resource	Select from drop-down menu
<b>Format</b>	File format (e.g. 2 A4 pages)	Enter number of pages & size, if known
<b>Language</b>	Language of the source	Select from drop-down menu
<b>Type</b>	Nature or genre of the source (e.g. correspondence / note)	Select from drop-down menu: <b>correspondence</b> for letter or <b>note</b> for note by M. Superintendent

Save your work regularly by selecting **Save Changes** from the right-hand dashboard menu! Then select **Edit** from the right-hand dashboard menu to continue cataloguing

**Page 2: Select *Item Type Metadata* from the top menu**

If you selected **correspondence** on the previous page, continue with the **table on this page**. If you selected **note**, go to the **table on the next page**.

**a) Item Type Metadata for **correspondence** (= a letter)**

<b>Item Type Metadata</b>	<b>Description above field</b>	<b>Action by cataloguer</b>
<b>Item Type</b>	None	Select from drop-down menu: 'correspondence' for letter
<b>Sender</b>	The person(s) sending the letter (e.g. John Smith / Medical Superintendent / Matron)	Enter author of letter, e.g. John Smith / Medical Superintendent / Matron
<b>Recipient</b>	The person(s) receiving the letter (e.g. John Smith / Medical Superintendent / Matron)	Enter recipient of letter, e.g. John Smith / Medical Superintendent
<b>Patient</b>	Name of patient to whom correspondence relates (e.g. John Smith)	Enter patient's name, e.g. John Smith
<b>Relation</b>	Relationship of <b>sender</b> of letter <b>to patient</b>	Enter relationship of <b>sender</b> of letter <b>to patient</b>
<b>Address</b>	The address the letter was sent from – except town (e.g. Devon County Mental Hospital / School House, High Street)	Enter address the letter was sent from except town/city
<b>Town / City</b>	Town or city where the letter was written	Enter town or city where letter was written
<b>Content</b>	A verbatim transcription of the letter (including spelling / grammar / punctuation mistakes)	Enter verbatim transcription of letter
<b>For Review</b>	Item needs reviewing by project manager (e.g. because it contains illegible items)	Select from drop-down menu: 'yes' – review required 'no' – review not required

**Illegible words / phrases – use [???] for each illegible word and flag item up for review!**

**Don't forget to save your work!**

**Do transcribe spelling mistakes as they occur, followed by [sic]**

**b) Item Type Metadata for a note by Medical Superintendent**

<b>Item Type Metadata</b>	<b>Description above field</b>	<b>Action by cataloguer</b>
<b>Item Type</b>	None	Choose from drop-down menu: 'text' for notes by Medical Superintendent
<b>Text</b>	A verbatim transcription of the note (including spelling / grammar / punctuation mistakes)	Enter verbatim transcription of note
<b>Original Format</b>	The type of object, such as painting, sculpture, paper, photo, and additional data	Select from drop-down menu: 'paper'
<b>For Review</b>	Item needs reviewing by project manager (e.g. because it contains illegible items)	Select from drop-down menu: 'yes' – review required 'no' – review not required

**Illegible words / phrases** – use [???] for each illegible word and flag item up for review!

**Don't forget to save your work!**

### Page 3: Files

Attach copies of sources in 'jpg' format

File names: fixed format:

patient's first name\_patient's last name\_number of letter.jpg (e.g. john\_smith\_001.jpg)

### Page 4: Tags

Tags are keywords people can use to search for information contained in the letters. While we want to be as specific as possible, we do want to keep the number of tags to a reasonable amount.

Therefore:

Choose from existing tags (clicking on 'tags' on the left-hand side menu will provide you with an alphabetical list of existing tags); alternatively: start typing & wait for suggestions)

**Please only create new tags, if you cannot find any existing ones that would fit the particular piece of content you like to tag!**

Always tag: Year letter was written (e.g. 1952) and town/city (e.g. Exeter)

Once you have selected your tags, click on **Add tags**, then on **Save Changes**.

### Page 5: Map

Use town/city to set pin

For letters originating in the hospital, use postcode EX6 8UL

### Page 6: Item relations

This field allows you to create relationships between sources, e.g. a letter by a patient's relative and the Medical Superintendent's reply.

To indicate that a **note by the Medical Superintendent is part of a letter** you are cataloguing, select 'is part of' from the drop-down menu and enter the item ID of the letter it relates to.

To indicate that a **letter by the Medical Superintendent relates to the note**, select 'is version of' from the drop-down menu and enter the item ID of the note it relates to.

To indicate that a **letter by the Medical Superintendent replies a letter of a relative**, select 'replies to' from the drop-down menu and enter the item ID of the letter it relates to.

If your source does not have a related source, ignore this field.