

A #DataCreativities How-To guide for using Figshare and Omeka

This output was produced by members of the #DataCreativities team Kristal Spreadborough, Gene Melzack, and Emily Fitzgerald.

This output is a single PDF document containing information about the how the #DataCreativities collaboration uses Figshare and Omeka to curate and share outputs.

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1. Overview

The #DataCreativities team both produce outputs ourselves, and collect and archive outputs from others. To store, display, and curate these outputs we use a combination of Figshare and Omeka. Figshare acts as our “back end”, we use it to store our original outputs and get persistent identifiers (usually DOIs). Omeka acts as our “front end”, we use it to display and group our outputs into collections, and to display and curate the outputs from others. While we use Omeka as our front end, we don’t consider Omeka the definitive record for two reasons:

1. We consider Figshare the definitive record for **our outputs** because it offers a stable, well known platform for storing outputs and for getting persistent identifiers. Additionally, we use Figshare as we can source metrics from this platform such as downloads, views, and AltMetrics.
2. We add metadata about **outputs from others** to Omeka and in some cases we add the output itself where we think the output may be difficult to access in the future (e.g. news articles). However, we always link out to the original source where the item is hosted. We consider this original source the definitive record to reflect that the output is not an original #DataCreativities output.

Figure 1 shows the relationship between Outputs, Figshare, and Omeka.

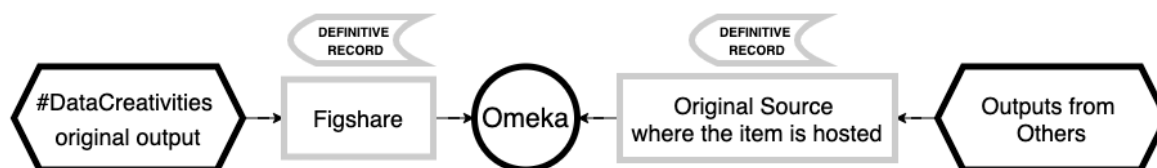


Figure 1. The relationship between Outputs, Figshare, and Omeka.

This document focuses on the Figshare-Omeka integration. As such, it is also focused on archiving and curating #DataCreativities original outputs. However, since the process for entering outputs into Omeka is the same for outputs from others, this document can also be use as a guide for entering outputs directly into Omeka. Figure 2 shows a high level overview of the process of entering an item into Figshare-Omeka. This is expanded on in the subsequent sections.

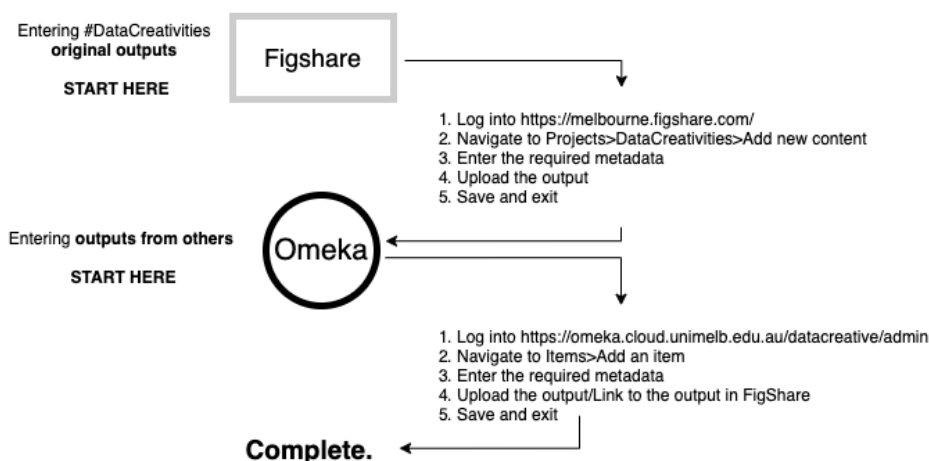


Figure 2. High level overview of entering an item into Figshare-Omeka.

3. Adding outputs to Figshare

STEP ONE (OPTIONAL): CREATE A FIGSHARE PROJECT

In #DataCreativities, we add our outputs to a Figshare Project. This allows us to easily find and view all the outputs uploaded by the team to Figshare. For more information on how to create a Figshare project, see here: <https://help.figshare.com/article/how-to-use-projects-and-collaborate-on-figshare>

STEP TWO: ADD AN ITEM

1. Navigating to the upload tab:
 - a. Log into Figshare. Note: The #DataCreativities team uses a University of Melbourne instance of Figshare.
 - b. Click “Upload”
 - c. Click “Projects” (if using the projects feature)
 - d. Click “Data Creativities” (or the project name)
 - e. Click “Add new content”>”Create New Item”
2. Adding output and metadata
 - a. Drag the output into the upload box
 - b. Fill in the metadata using the following metadata standards:

Metadata field	Required	Description and Standard	Example
Title	Yes	Reproduce the title as it appears on the item, or if the item is untitled create a title.	A #DataCreativities How-To guide for using Figshare and Omeka
Authors	Yes	The names of the authors who contributed to the work, in the order of contribution.	Kristal Spreadborough, Gene Melzack, Emily Fitzgerald
Categories	Yes	Select the relevant category. Type a key word into the search box to find a relevant category. The #DataCreativities team don't have specified categories, rather the category that best suits the item is used.	Creative Arts, Media and Communication Curriculum and Pedagogy
Item Type	Yes	The kind of item being entered into Figshare	Educational Resource
Keywords	Yes	<p>The #DataCreativities team uses the following key words for searchability:</p> <p>#DataCreativities #DataCreative COVID-19</p> <p>Include other keywords as needed.</p>	<p>#DataCreativities #DataCreative COVID-19 Figshare Omeka Guide</p>
Description	Yes	<p>Include the item abstract, if none exists create a short abstract for the item describing what it is and the context under which it was created.</p> <p>The #DataCreativites team also uses this field to indicate our preferred citation and provide attribution when we are building on other, existing, sources. For more information on attribution and preferred citation, see here:</p>	<p>This guide outlines how the #DataCreativities team uses Figshare and Omeka to share our outputs, and archive and curate outputs from others that we have used within our collaboration. The guide also provides some general information about how others can also use Figshare and Omeka to share their outputs.</p> <p>Please cite this data visualisation as: #DataCreatives (2020): A #DataCreativities How-To guide for using Figshare and Omeka. https://doi.org/10.26188/13325219</p> <p>Visit the #DataCreativities Omeka site here: https://omeka.cloud.unimelb.edu.au/datacreative/about</p>

Funding Resource title Resource DOI References	No	These fields are not required, but you can add metadata here as needed. In this example, the “Resource title” and “Resource DOI” fields are used to link out to the document “A #DataCreativities How-To guide for collaborative attribution”	Resource title: A #DataCreativities How-To Guide for Collaborative Resource DOI: 10.26188/13325207
Licence	Yes	Use this to select the licence type for the item. Click the “what’s this?” tab for more information. The #DataCreativities team mostly licences our outputs under Attribution-NonCommercial-NoDerivatives 4.0 International. See here for more information on Creative Commons licencing: https://creativecommons.org/choose/	CC BY-NC-ND 4.0

- c. Click “reserve Digital Object Identifier”
- d. Click “Publish”
- e. Click “Save Changes”

Congratulations! Your item is now live in Figshare.

The next section will outline how to add the item to Omeka.

3. Adding outputs to Omeka

STEP ONE: ADD ITEM TO OMEKA

1. Navigate to the upload page
 - a. Log into Omeka at your site name/admin (e.g. <https://omeka.cloud.unimelb.edu.au/datacreative/admin>)
 - b. Click “Items”
 - c. Click “Add an Item”
2. Adding outputs and metadata
 - a. On the “Files” tab, upload the file for the item. Note: if the item is in Figshare, or if there is a stable location that can be linked out to (e.g. another repository), you may not need to upload a file here.
 - b. On the “Item Type Metadata” tab, select the Item Type. Note: You can edit and create Item Types using these instructions: https://omeka.org/classic/docs/Content/Item_Types/
 - c. On the “Item Type Metadata” and “Dublin Core” tabs, fill in the metadata using the following metadata standards:

Metadata field	Corresponding field in Figshare (if relevant)	Description in Omeka	#DataCreativities Metadata Standard	Metadata Type	Used for	Required	Example
Title	Title	A name given to the resource.	Full title as it appears on the published record. If the record has no title (e.g. a tweet), create a succinct title of no more than 15 words and enter using sentence case.	Dublin core	All item types	Yes	This is a title
Subject	Categories	The topic of the resource.	Use the "Categories" field in Figshare to choose the Subject of the item. See here for a link to a list of Figshare Categories https://help.figshare.com/article/fields-of-research-for-classification	Dublin core	All item types	Yes	Creative Arts, Media and Communication Curriculum and Pedagogy
Description	Description	An account of the resource.	If the published record has an abstract, include this here. If there is no abstract of description, and you can create one that accurately describing what it is and the context under which it was created, add this here. Otherwise, leave blank.	Dublin core	All item types	No but encouraged	This guide outlines how the #DataCreativities team uses Figshare and Omeka to share our outputs, and archive and curate outputs from others that we have used within our collaboration. The guide also provides some general information about how others can also use Figshare and Omeka to share their outputs.

							Please cite this data visualisation as: #DataCreatives (2020): A #DataCreativities How-To guide for using Figshare and Omeka. https://doi.org/10.26188/13025129
Creator	Authors	An entity primarily responsible for making the resource.	The author of the published record. If the record is published by a group, then name the group in full here.	Dublin core	All item types	Yes	#DataCreativities
Publisher		An entity responsible for making the resource available.	The organisation or publisher who made the content available.	Dublin core	All item types	Yes	Figshare

Contributor		An entity responsible for making contributions to the resource. When Creator is an organization or group, and individual authors are listed, include the individual authors here.	If the Creator is a group, name the individual members of the group that contributed to the output here. Otherwise, leave blank.	Dublin core	All item types	No	Spreadborough, Kristal Smith, Jane
Date	Date on the Figshare item (note, this is not a field in Figsare, but the data is auto generated when the item is made live)	A point or period of time associated with an event in the lifecycle of the resource. Publication date/creation date/share date	Date the output was made publicly available (e.g. date tweeted, date added to Figshare, data published). Use YYYY-MM-DD format	Dublin core	All item types	Yes	*2020-12-03

Type	Item Type	The nature or genre of the resource. e.g. video, text, interactive, static image.	A concise description of the item. If two types are needed (e.g. video, visualisation), add these separated by a comma.	Dublin core	All item types	Yes	Educational Resource, text
Format		The file format, physical medium, or dimensions of the resource	How the output is shared.	Dublin core	All item types	Yes	.pdf
Identifier	DOI on the Figshare item (note, this is not a field in Figsare, but the data is auto generated when the item is made live)	An unambiguous reference to the resource within a given context.	Use the DOI, URL, or persistent identifier for the item. For physical items, use the title of the item.	Dublin core	All item types	Yes	10.26188/13325219
Source	References	A related resource from which the described resource is derived. (Platform etc)	If the output is part of a journal, book, book series, larger dataset, etc. name that source here.	Dublin core	All item types	No	Journal of Research, ABS 2016 arts data

Language		A language of the resource.	The language the output is in, if applicable	Dublin core	All item types	Yes	English
Relation	Resource title Resource DOI	A related resource.	If the output has a related publication, include that here. For example, a dataset may be associated with a journal article. Add as many links as required.	Dublin core	All item types	No	Resource title: A #DataCreativities How-To Guide for Collaborative Resource DOI: 10.26188/13325207
Coverage		The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant. For surveys, this will be the intended participant location	The location at which the output was first made available. For traditional research outputs, this is the location of the publisher. For other outputs, this is the physical location of the place/platform on which output was made available.	Dublin core	All item types	No	Australia: Melbourne

Rights	Licence	Information about rights held in and over the resource Any access rights (such as creative commons, public domain) that is associated with the output.	Any access rights (such as creative commons, public domain) that is associated with the output	Dublin core	All item types	No	CC BY-NC-ND 4.0
Access/Permissions		Indicate if open, mediated, or closed access	For Datasets only, indicate if the dataset is open (anyone can download) mediated (email the creator for access) or closed (dataset will never be shared)	Data Creative	Datasets	Yes	Open
URL			The URL where the output can be found	Data Creative	All item types	Yes, except if a DOI is used	

DOI	DOI on the Figshare item (note, this is not a field in Figshare, but the data is auto generated when the item is made live)		The DOI where the output can be found	Data Creative	All item types	Yes, except if a URL is used	10.26188/13325219
Intended Participant Group			The group of potential participants for a survey. Selected from the list. Can make multiple selections. Add options that are not already there. (Musicians, Artists, General)	Data Creative	Surveys	No	
Survey Open Date			Date the survey opened, if known: YYYY-MM-DD	Data Creative	Surveys	No	
Survey Close Date			Date the survey closes/closed, if known: YYYY-MM-DD	Data Creative	Surveys	No	

Institution type			Controlled list. Select form one of the options - Government Organisation, Union, University, unknown. Multiple selections allowed. (Government Organisation, Union, University, unknown, Other)	Data Creative	Surveys, Social Media, Reports	No	
File upload			Leave Blank. You can upload any relevant files on the "Files" tab.	Data Creative	All item types	No	NA
Notes			Any other relevant notes to be publicly displays.	Data Creative	All item types	No	For earlier versions of this work see here: www.example.com

- d. Assign the item to the relevant collection, if desired.
- e. Click “Public”
- f. Click “Add Item”

Congratulations! Your item is now live in Omeka.