"Loyola at 150: Student Life at Loyola" Project Manual

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I. Overview

"The Loyola at 150: Student Life at Loyola" timeline project ("Timeline Project" for short) was developed from Fall 2019 – Spring 2021 by the Sesquicentennial Scholars. It is an open-access digital exhibit of key events in student life and institutional history at Loyola University Chicago and Mundelein College, along with significant world and Chicago events that occurred over the period of 1870-2019. The project was developed to celebrate Loyola's 150th anniversary, and the accomplishments and experiences of its alumni over the years.

The project consists of decade pages for each decade from 1870 – 2019 and exhibit pages that go deeper into certain themes on student life. Each decade page consists of a short blurb introducing key events of the decade and a timeline displaying information on the events. Each exhibit page is a longer write-up with images and detailed information on certain aspects of student life at Loyola such as religion or music and performance.

II. Purpose of this guide

This guide serves to introduce and document the building of and guidelines for the project.

- This project uses two platforms – Omeka S and TimelineJS.
    - Omeka S: Creation of a repository for relevant media, writing metadata for these media, crafting of exhibit pages
    - TimelineJS: Creation of decade timelines to showcase the media. The created timelines are then displayed on Omeka S pages.

- Media was obtained from the following sources:
    - University Archives and Special Collections, Loyola University Chicago
    - Women and Leadership Archives, Loyola University Chicago
    - University and Marketing Communications' galleries, Loyola University Chicago
    - External repositories with images licensed for creative commons use (as noted in the metadata)

- The Omeka S resource template for metadata was created by Ashley Howdeshell, Assistant University Archivist at the University Archives and Special Collections, Loyola University Chicago.

III. Overall workflow

The overall workflow consists of downloading the media to your computer, uploading the media and the metadata to Omeka S, creating an entry in the TimelineJS entry spreadsheet, and finally, uploading the media to the relevant folders in Sharepoint.

1. Download media to your computer.
2. Name images according to the following convention.

| Archive	Naming Convention	Example
UASC	*year_source_imagetitle*.jpg	1904_St_Ignatius_Vice_President's_album_part_one 46_KingRobertofSicily.jpg
WLA	*year*_wla_mc_*series_subseries_letter*.jpg	1937_wla_mc_departments_athletics_a.jpg
Other source	*title.jpg*	Oklahoma Land Rush.jpg

3. Log into Omeka S.
4. Create an "Item" entry for the media and enter metadata according to the guidelines (see "Omeka S Workflow" below for more details).
5. After you are done with the workflow in Omeka S, head over to the Sharepoint folder to access the TimelineJS Google spreadsheet.
6. Open relevant decade folder in Sharepoint. For instance, if your image is for a 1980s event, open the folder named **"1980s"**.
7. Select the URL link for the TimelineJS Google spreadsheet.
8. Enter metadata according to the guidelines (see "TimelineJS Workflow" below). Add the media files to the following Sharepoint folders:

- Resources by decade -> specific decade folder
- Repository's folder (UASC/WLA only)

III-A. Omeka S Workflow and Metadata

The instructions for the Omeka S workflow are adapted from Ericka Christie '20's handout.

General Tip: Most of the functions you need to use in Omeka S will be under the Resources section in the left navigation bar, or the top right hand corner.

1. After logging into the site, look at the left navigation bar.
2. Go to **Resources → Item Sets** to see all existing item sets.
3. If you do not see an Item Set for the decade you are uploading an image for, proceed to Step 4. If there is already an Item Set, proceed to Step 7.
4. Select **"Add new item set"** in the upper right corner of the page.
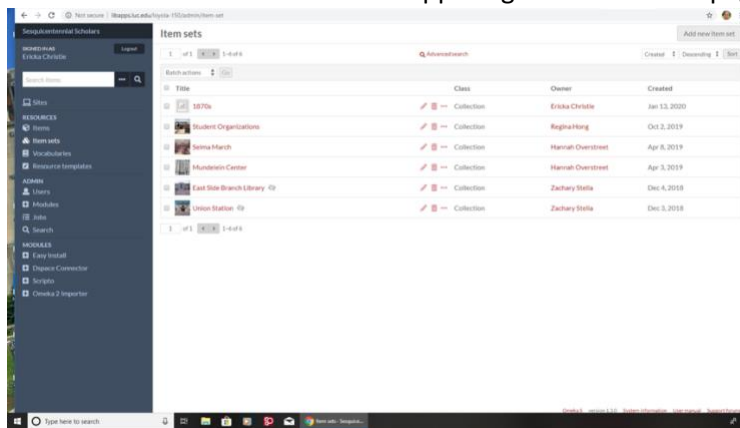

5. You will arrive at the following page.

Fill in the metadata as follows:

- **Resource Template:** Select "Image Metadata – 150th Timeline."
- **Class:** Dublin Core Type: Image
- **Title:** "Images of events in the [decade] for the 150th timeline" e.g. Images of events in the 2000s for the 150th timeline
- **Date, date span, or circa acceptable:** [decade] E.g. 2000s

- **File name:** Same as Title. E.g. Images of events in the 2000s for the 150th timeline
- **Sources Archive:** Put both archives' names as separate entries. Do so by selecting the "Text" icon after you have entered one archives' name.
- **Source:** Do the same as Sources Archive.
- **Subject:** Student life
- **Rights:** Put both archives' rights statements as separate entries. Do so by selecting the "Text" icon after you have entered one archives' name.

6. You have created an Item Set! Be sure to add it to the site's resource pool (see section VI).
7. Now, let's add items by selecting **Resources → Items** from the left navigation bar.
8. Click on "Add new item" in the upper right corner of the page.
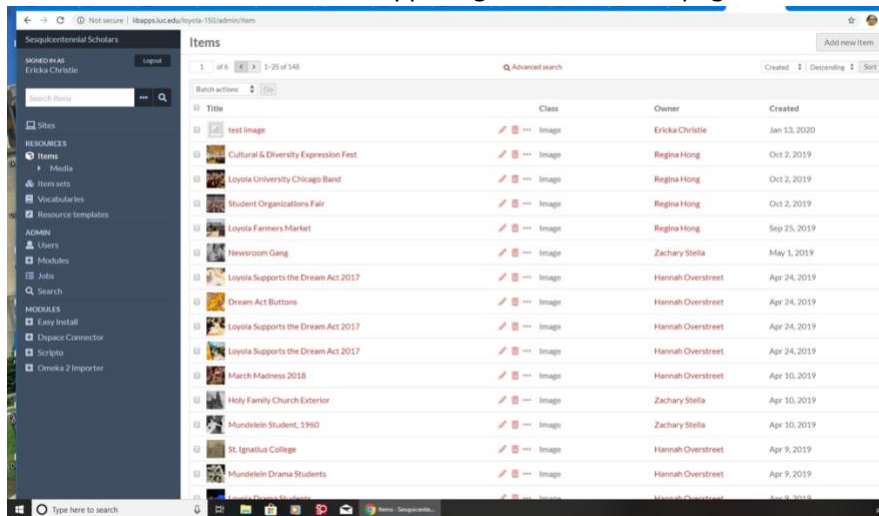
9. You will see the following page, with several tabs near the top of the page.
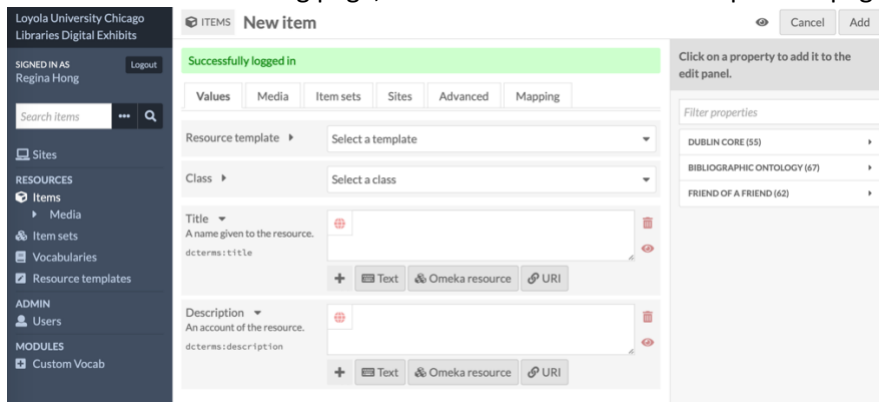
10. Enter metadata in the respective fields using the guidelines below.

|	What to put into the field	Examples
Resource Template	Image Metadata- 150th Timeline	
Class	Dublin Core Type: Image	
Title	A name for the item (see below for naming conventions for cropped images)	Ex: Skyscraper: (title of article)

		The Tower 1931 Yearbook: name for image

See below for specific details on titles of cropped images. |
| **Description** | A line or two about the image (include details of clothing, location if relevant). Include information from captions/notes if any. | Two members of the Terrapin Club stand back-to-back in the center of a ring of other Terrapins, who are floating on their backs with their arms outstretched. They are all wearing dark swimsuits with plain swimming caps, and are in the Mundelein swimming pool.

The back of the photograph reads: "2/16/37 Girls in Swimming Pool."

If image is cropped, add **[image cropped]** at the end of the description:
I.e: The back of the photograph reads: "2/16/37 Girls in Swimming Pool." [image cropped]

If image is a collage, see section "Describing collage images" below.

For pictures not from UASC/WLA:
- Use description that the source is using |
| **Date, date span, or circa acceptable:** | Date of the **item** (NOT of the event) i.e if a 1981, October 11 Loyola Phoenix article is discussing the 1965 Selma March, the date should be 1981-10-11, not 1965. | 1931

1934-1950

1935?

1970s

1931-04-12

[no date recorded on caption card] |

		Undated
File Name	Information on where the collection is from (just take out collection info, include source and page no.)	**UASC** ~~Loyola University Chicago Archives and Special Collections,~~ St. Ignatius College Vice President's Photograph Album Vol. 1, page 65 **WLA** ~~Mundelein College Records,~~ The Tower 1932 Yearbook, p. 111. ~~Mundelein College Records,~~ Home Economic Department Files, Home Economics Scrapbook. ==For pictures not from UASC/WLA:== • Call number (**NOT** reproduction number) e.g. • SSF - Emigration and Immigration -- Ellis Island, N.Y. -- 1907 [item] [P&P] • LC-B2- 483-6 [P&P] • If call number not available: • Repository name I.e Library of Congress
Source Archive	UASC: University Archives and Special Collections WLA: Women and Leadership Archives ==For source not from UASC and WLA:== • List repository name i.e Library of Congress	
Source	Information on where the item is from. Include collection, folder/group (if relevant), sub-series/page number.	**UASC** Loyola University Chicago Archives and Special Collections, St. Ignatius College Vice President's Photograph Album Vol. 1, page 65

		WLA
		Ex: Mundelein College Records, Terrapins Photo Files
		Mundelein College Records, The Skyscraper 1931-03-17 p. 3.
		Mundelein College Records, Home Economic Department Files, Home Economics Scrapbook.
		Mundelein College Records, The Tower 1932 Yearbook, p. 111.
		<mark>If image is NOT from UASC/WLA, use information provided by holding repository:</mark> Detroit Publishing Company photograph collection (Library of Congress) Repository: Library of Congress Prints and Photographs Division Washington, D.C. 20540 USA http://hdl.loc.gov/loc.pnp/pp.print Digital ID: det 4a08709 //hdl.loc.gov/loc.pnp/det.4a08709
Subject	Use natural language and name subjects relevant to the item. Include school names for: • St. Ignatius College • Mundelein College • Loyola University Chicago <mark>For items not from UASC/WLA:</mark> • Use natural language	*see additional items in OneDrive for running list
Rights	Copy and paste from the template in Omeka S for UASC/WLA. <mark>For items not from UASC/WLA:</mark> • Use rights statement attached to item.	Example: No known restrictions on publication. For more information, see George Grantham Bain Collection - Rights and Restrictions Information https://www.loc.gov/rr/print/res/274_bain.html

11. Next, click on the "Media" tab.
12. The right navigation bar will give you a list of ways to retrieve your media item.
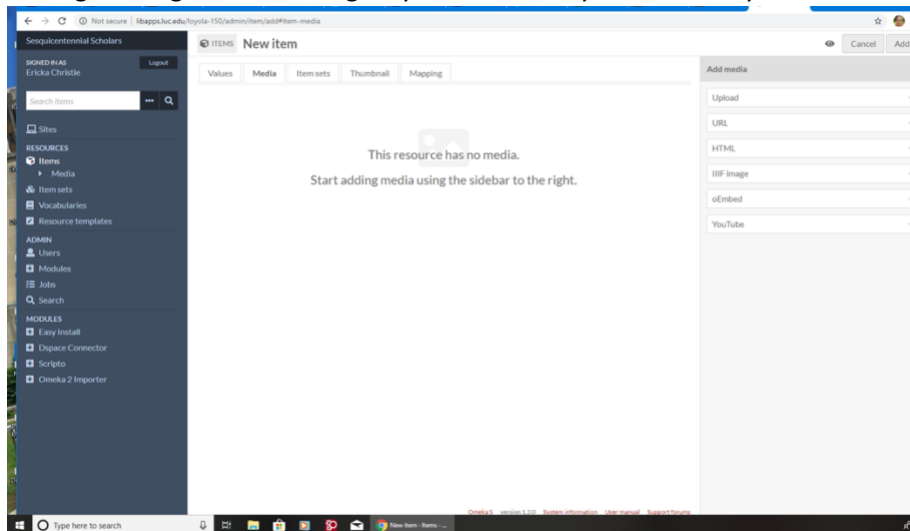
13. If you are uploading a file from your computer, select "Upload", fill in the title (the same as the title of the item) and upload your file.
14. Next, select the "Item sets" tab and choose a collection from the right navigation that corresponds to your item.
    a. When categorizing items into item sets, put them into the item set of the decade they are being **used** in. For instance, if a 1906 photo is being used for the 1890s timeline, put it into the 1890s item set.
15. After all this is done, click on "Add" in the upper right corner. You are all done with the workflow on Omeka S! Now on to the TimelineJS workflow.

III-B. TimelineJS Workflow and Metadata

1. Open the relevant decade folder in Sharepoint. For instance, if your image is for a 1980s event, open the folder named **"1980s"**.
2. Select the URL link for the TimelineJS Google spreadsheet.
3. When entering new events on the TimelineJS spreadsheet, place them in **chronological order.** Events with just a year should go before events of the same year that have dates.

4. Enter metadata as below:

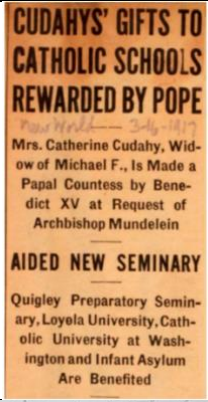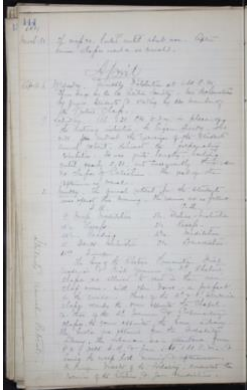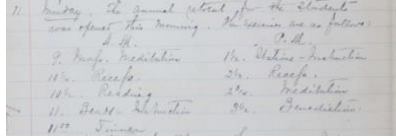| Year	Year of the event	Examples
Month	Month of the event; entered as a number (leave blank if unknown)	12 2
Day	Day of the event; entered as a number (leave blank if unknown)	
Time		
End Year	Ending year of an event (leave blank if not needed)	E.g. In the 1800s timeline, for the entry 'Semi-annual examinations', the end year, month, and day was 1800, Jan 31 since that was the range indicated in the diary entry.
End Month	Ending month of an event; entered as a number (leave blank if not needed)	
End Day	Ending day of the event; entered as a number (leave blank if unknown)	
End Time		
Display Date		
Headline	Title of the event [for Chicago/World events] Create a link to external webpages so users can access more information. Underline title so visitors can know about link. <u>Title</u>	Semi-Annual Examinations National Association for the Advancement of Colored People (NAACP) Established
Text	A description of the **event** (not the photograph/media!)**.** You can use parts of the information you used in the description box of Omeka S. Do not include captions/descriptions of individuals in the media you are using.	The St. Mary's Debating Society was one of the debating societies at St. Ignatius College. The first debating society at the college was the Chrysostomian Debating Society.
Media	URL of the image, which should be derived from Omeka S.	http://libapps.luc.edu/digitalexhibits/files/large/f9d923478c37cac4405c1b9f1d01ced585619654.jpg

	Go to Resources → Items in Omeka S and select the image you want to use. Click on the image thumbnail under "Media". Right click on the image and select "Copy image address."	
Media Credit	Name of the repository holding the media. Also embed a link going to a page for the metadata of the item. **Media credit: Use the front-end URL, not the back-end URL.** Locate the front-end URL by doing a search for the image in the website and clicking on it to bring you to item metadata page. The URL should look something like this: http://libapps.luc.edu/digitalexhibits/s/150-student-life-timeline/item/1226 (not this – note that there's the word "admin" in the URL! http://libapps.luc.edu/digitalexhibits/admin/item/1226) UASC: University Archives and Special Collections, Loyola University Chicago	[Images from the archives] \<a href="http://libapps.luc.edu/digitalexhibits/s/150-student-life-timeline/item/1241"\> University Archives and Special Collections, Loyola University Chicago \</a\> [Images from external sources] \<a href="http://libapps.luc.edu/digitalexhibits/s/150-student-life-timeline/item/1490"\> Source: Library of Congress\</a\>

	WLA: Women and Leadership Archives, Loyola University Chicago External sources: Source: [name of repository]	
Media Thumbnail	Use the same image URL from the "**Media**" column of the spreadsheet.	
Type	Only first slide, the cover slide, should be set to "title". Leave blank for other slides.	
Group	Classify into one of 4 groups: • Student life • Institutional history • Chicago events **[PLURAL]** • World events **[PLURAL]**	Examples of student life: Semi-annual retreat St. Mary's Debating Society Examples of institutional history: First graduate degree conferred Entrance exams Examples of Chicago events: Town of Pullman Built Examples of World events: World War I Women gain the right to vote in the United States
Background color	Color codes: • Student life (red: #922247) • Institutional (red: #922247) • Chicago events (brown: #AA8761) • World events (grey: #959595)	

IV. Describing cropped images and collages

A. Cropped Images

Type of cropping + Title convention	Uncropped image	Cropped version
1. Caption cropped from photograph Title for cropped image: St. Mary's Debating Society, 1884 (cropped)		

2. Photo cropped from page of a photograph album Title for cropped image: Classic Models, 1896-97 (cropped)		
3. Title of newspaper article cropped from article Title for cropped image: "Cudahys' Gifts to Catholic Schools Rewarded by Pope" (detail)		
4. Section of diary entry cropped Title for cropped image: Diary entry on annual student retreat, page 144 (detail)		

B. Collages

Title	Description	Thumbnail
Curtain Guild, 1936	Include: • Position of image in the collage, followed by a description of the image. • If there is an image in the existing source, add in the caption. • Example: (top left) An actor hands a letter to another actor seated at a desk. The actors are looking at each other. Caption from Loyolan: The minister sweeps up a collection in	

	"New Brooms" - as the little lady gives until it hurts for the foreign missions… • At the end of the descriptions of individual images, add the following: • This collage was created using images from various sources (see 'Source' for more information).	

V. Omeka S Pages

A. Decade blurbs

- Each decade will have its own page in Omeka S, which will contain a written blurb and the timeline. From the 1920s, we will include a short note below the blurb to explain the relationship below Mundelein College and Loyola University Chicago:

  Mundelein College, founded and operated by the Sisters of Charity of the Blessed Virgin Mary (BVM), provided education to women from 1930 until 1991, when it affiliated with Loyola University Chicago.

B. Landing page

- The landing page for the timeline project should contain instructions for how people can access the item page of images i.e hover over the archive's name at the bottom right of the picture.

C. Exhibit page

- Each exhibit page, which will be based on a particular theme, consists of a write-up accompanied by images with captions.

Creating an exhibit page

1. First, click on 'Sites' in the left-hand navigation bar.
2. Then, click on '150 Student Life Timeline'.

3. You should see the page below. Click on 'Pages'.

4. Then, click on 'Add new page' in the top right hand corner.
5. You should see a screen similar to that below. Each page is built by using "blocks" - the main blocks in use are **HTML blocks** (for text) and **media blocks** (for images etc.). To adjust thumbnail sizes and image alignments, click on the corresponding dropdown menus.

   Click on the little spanner icon next to the title of the media title (and beside the dustbin icon) to write a custom caption for the media image. <u>**Remember to click the 'Apply Changes' button!**</u>

6. If you want to embed a link within the text in your HTML block, click on anywhere within the block. You should see a new row of tabs pop up. Click on 'Source' in the top left hand corner.
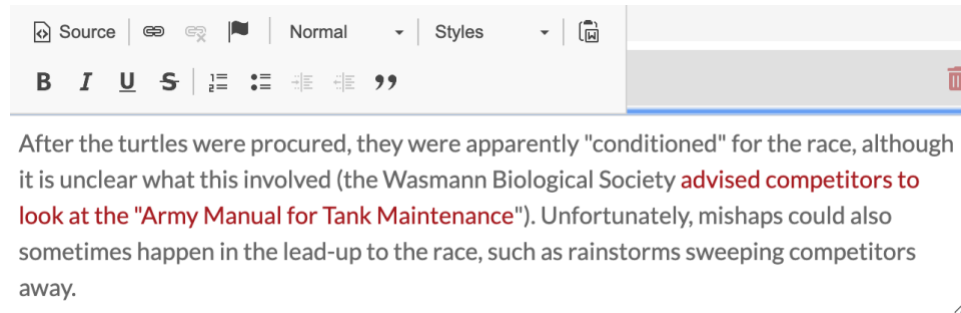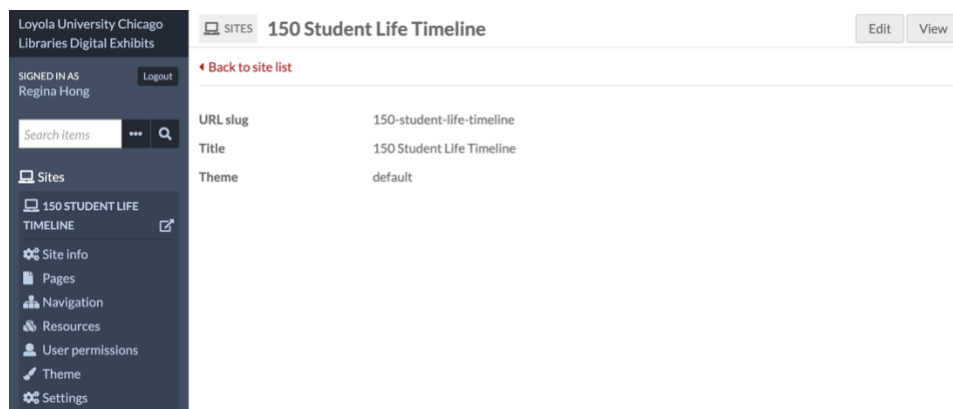
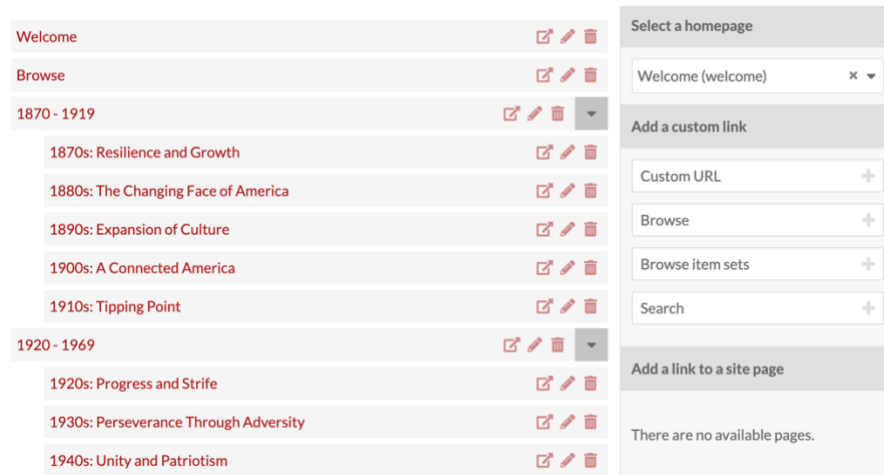7. You can then embed a link in the same way that we do in TimelineJS i.e text.
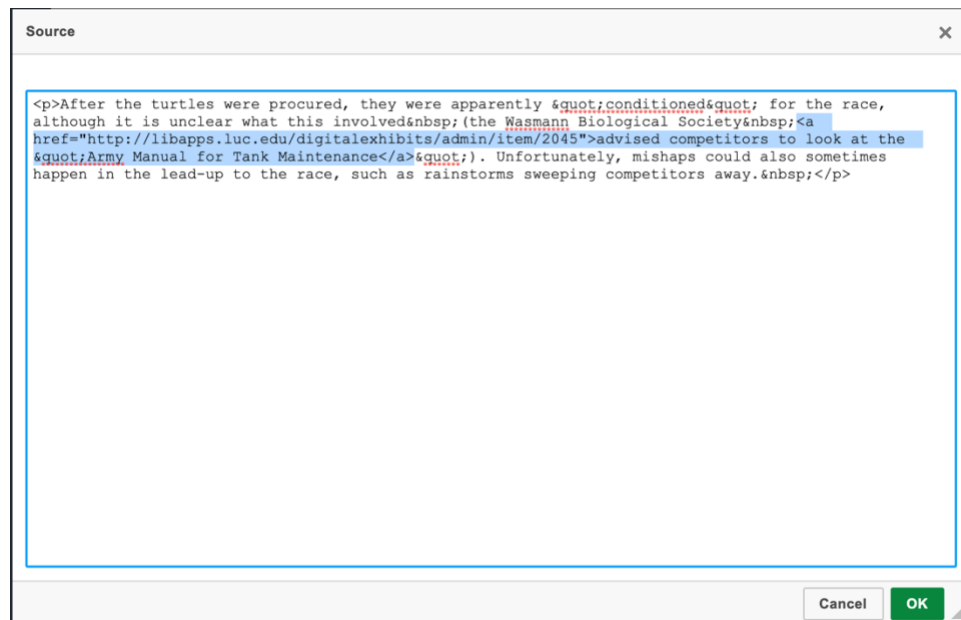
8. After you are done making your page, click 'Save' (located in the top right-hand corner).

A. Adding the exhibit page to the website navigation
1. Click on 'Navigation'.

2. Click on your exhibit page under 'Add a link to a site page' (bottom of right navigation bar).

3. The page should then appear as one of the lines in the middle. Drag it under 'Exhibits' to nest it. Nested pages will be indented beneath the page they are nested within.
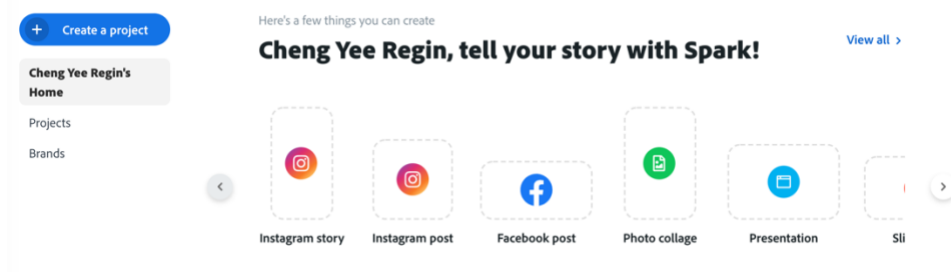
VI. Technical Details

Decade thumbnail sizes
   o   500 pixels x 500 pixels

Creating a collage
   1. This can be done via Adobe Spark. We can sign up using our Loyola email.
   2. Choose 'Photo collage' (the one with the green icon).

   3. Select photos to upload. You can choose multiple images at the same time.

Choose photos

Upload

and/or

Q Search free photos

Next

4. To customize the size of the overall image, choose 'Custom' (far right option). I set image size to 485 pixels [px] (width) x 600 pixels [px] (height).
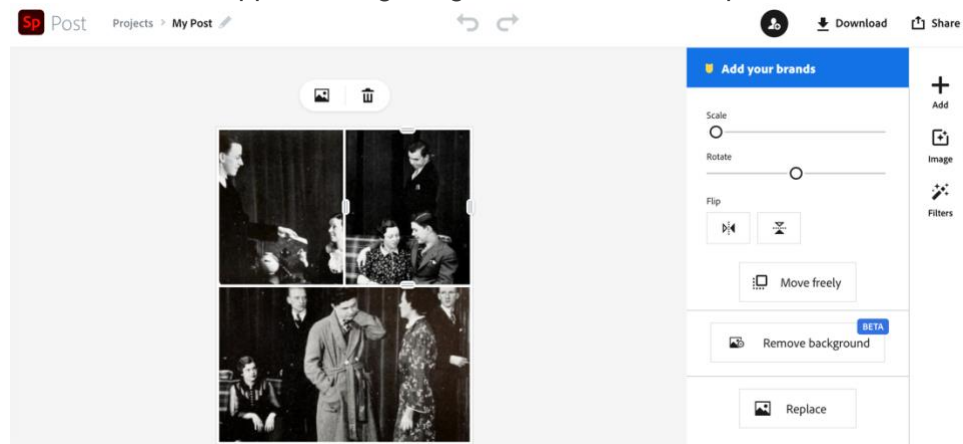
Select a size

POPULAR   SOCIAL POST   PRINT   SOCIAL PROFILE   STANDARD   **CUSTOM**

Width   Height
485   600   px

Next

5. To adjust the positions of individual images within the collage, select the image. A hand icon will appear. Drag image around to desired position.

Sp Post   Projects › **My Post** ✎   ↺ ↻   ⬇ Download   ⬆ Share

🛡 **Add your brands**   + Add

Scale   🖼 Image
○

Rotate   🪄 Filters
○

Flip
◁▷   ⎯

▢ Move freely

BETA
🖼 Remove background

🖼 Replace

6. To save the collage, click on 'Download' (second from right of screen). Select 'JPG' for the format.
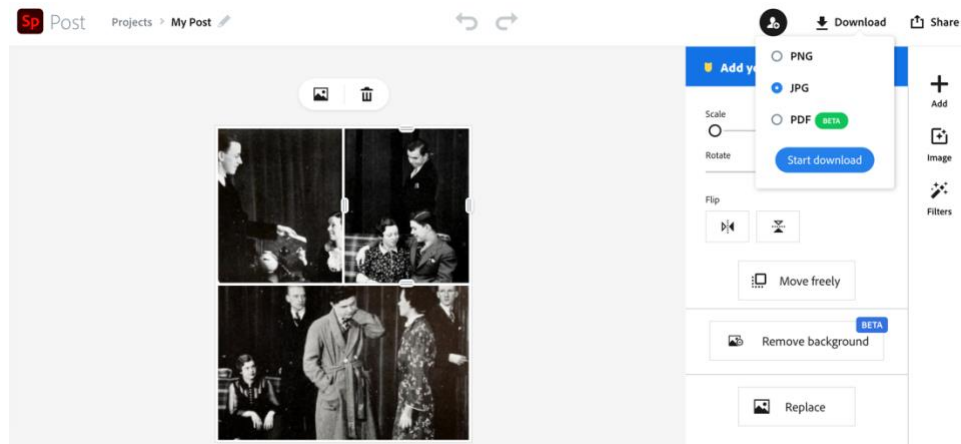
Adding item sets and items to a resource pool

After you have created a new item set, you will need to add it to your site before it will show up in the search results of your website.

1. In Omeka S, select "**Sites"** from the left navigation bar.
2. On the next page, select "150 Student Life Timeline".
3. A new section will appear on the left navigation bar. Select **"Resources"**.
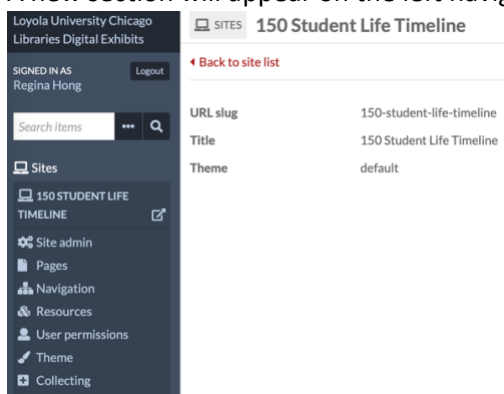
4. From the menus on the right, select your name and the item set you want to add to the site.
5. After you are done, select "Save" in the upper right-hand corner.