Deposit page

Editing and adding content to the deposit page

Endangered Languages Archive, 8 December 2017

Overview

Each collection in the ELAR catalogue has an introductory page. On this page the user finds general information about the language, the speech community, the materials collected, annotations, and the depositor. It is important to have an information-rich and appealing deposit page, because it functions as a business card for your work and it is the main entry to your collection. Thus, to reach a broader audience, the descriptions in the deposit page should be written in a simple and comprehensible way.

The deposit page information is structured and pre-configured to have the following information blocks:

- General information
- Summary of deposit
- Group represented
- Language information
- Special characteristics
- Deposit history
- Deposit contents
- Other information
- Acknowledgement
- Short description

To make it more illustrative, each deposit page can also have a cover picture, a show reel, a podcast and a depositor picture.

Each deposit page can have only one cover picture, one depositor picture per depositor, one show reel, and one podcast and they should be loaded to your deposit as normal bundles with a media file. That means that you have to create metadata for these resources. But the metadata you need for these files is very simple.

If you just want to add one of these elements, please follow the instructions under Preparation in the section ‘Adding multimedia content to the deposit page’, pick the instructions in Create metadata for the multimedia content on the deposit page that correspond to the element(s) that you want to add and go straight to Backup your metadata in CMDI Maker.

Important links:
ELAR online catalogue: https://elar.soas.ac.uk/
Metadata browser: https://lat1.lis.soas.ac.uk/ds/asv/
Editing/Upload tool - LAMUS: https://lat1.lis.soas.ac.uk/jkc/lamus/
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Editing content of deposit page

Preparation

1. To be able to edit your deposit page, you need to have an ELAR account. Please register here: https://lat1.lis.soas.ac.uk/ds/RRS_V1/RrsRegistration

2. Go to your collection in the ELAR catalogue: https://elar.soas.ac.uk/. For that, you can easily search for your language or deposit key in the search box.

3. Before you start editing, take a look at the text that is already on your deposit page (the first version contains information taken out automatically from your application).

1 For depositors who have registered before with the old ELAR catalogue, please note that your login data is not valid on the new system and you will have to re-register and create a new ELAR account.
Edit the contents of the deposit page

Getting the workspace ready

1. Using Mozilla Firefox ESR (https://www.mozilla.org/en-US/firefox/organizations/all/)\(^2\) or Internet Explorer as your browsers, go to LAMUS: https://lat1.lis.soas.ac.uk/jkc/lamus/

**Note:** LAMUS is the tool that allows you not only to edit the information on your deposit page, but also to upload your data (metadata and resources) to the archive and to replace / delete / edit exiting bundles. The self-upload functionality only works with IMDI metadata files.

2. Click on ‘Create New Workspace’. Please consider that it is not possible to have more than one workspace open at the same time for one deposit.

3. Enter your ELAR username and password, then click on OK.

**Note:** Java needs to be installed and up to date.

\(^2\) If you are using a Windows machine, please install the Windows version and not the Windows 64-bit version.
4. Click on the ELAR pin in the left-hand navigation to get the list of nodes and to go to the deposit that you want to work on. The structure and display is the same as in the metadata browser - https://lat1.lis.soas.ac.uk/ds/asv/: language name – surname of the depositor – deposit key. Then right-click on the deposit and choose ‘Select this node as top node for a new workspace’.

LAMUS Language Archive Management and Upload System

5. LAMUS is preparing your workspace. Wait while you see the screen below.

Waiting ...
Wait for finishing the initialization of your Workspace.
Status: Explored 76 IMDI files and 76 resources...
refresh page

Editing node description

6. Right click on the main node and choose ‘modify node’.

Language Archive Management and Upload System
7. A window in the centre opens displaying the information that you encounter on your deposit page. Apart from the name of the node, anything else can be edited. It takes some seconds until the tool allows you to edit. Edit only the boxes that have a title or text in them. Do not create new sections in empty boxes.

8. There are 10 information blocks that can be filled/edited:
   a. Section with general information: Depositor name, Language, Title of the project, Country.
      Please add/edit only the information about your project, not the labels organising that information. Do not create additional labels.

Do not change the labels
b. Group represented / Special characteristics / Deposit contents / Deposit history / Other Information / Acknowledgement / Short description: Do not delete the title of each section. Enter your additions in the line below each title.

<table>
<thead>
<tr>
<th>Language</th>
<th>English</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Deposit history</th>
</tr>
</thead>
<tbody>
<tr>
<td>The data in deposit was mainly collected between 2008 and 2012 within a DoBeS project funded by the Volkswagen Foundation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language</th>
<th>English</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Acknowledgement</th>
</tr>
</thead>
</table>
| Collaborators of any part of the collection should acknowledge Sophie Salffner as the principal investigator, and Sophie Salffner and Marie Tatke as the data collectors and researchers. Users should also acknowledge the Endangered Languages Documentation Programme as the funder of the project. Individual contributors whose words and/or images are used should be acknowledged by name. Any other contributor who has collected, transcribed or translated the data or was involved in any other way should be acknowledged by name. All information on contributors is available in the metadata. 

To refer to any data from the corpus, please cite the corpus in this way:

d. Short description: It should be a brief sentence presenting your collection. This information doesn’t appear on the deposit page but shows up when you search for a collection in the online catalogue.

9. Use html tags to create paragraphs, italics, bold text, links within the text (this does not apply to the titles which are automatically formatted):
   a. paragraph: `<p>Enter the text of your paragraph.</p>`
   b. *italics*: `<em>enter the word or phrase that you want to have in italics</em>`
   c. **bold**: `<b>enter the word or phrase that you want to have in bold</b>`
   d. links: `<a href="URL">Text to be hyperlinked</a>`
10. Submit changes: scroll down to the end of the page and click on ‘Submit’.

Submitting the workspace

11. When you are done, click on ‘Submit Workspace’.
12. Confirm again that you really want to submit the workspace.

13. LAMUS confirms that you have submitted the workspace. You will also get an email confirming that the workspace was successfully submitted. Only after that will you be able to open another workspace.

14. That's it, you're done! You can check under the metadata browser under the URL https://lat1.lis.soas.ac.uk/ that everything is correct, but give it a few minutes to ingest everything properly. The next day your changes will be also available in the online catalogue under the URL https://elar.soas.ac.uk/.
Adding multimedia content to the deposit page

Preparation

15. Create a folder with the resources that you want to add to your deposit page.
16. Open CMDI Maker to create metadata: http://cmdi-maker.uni-koeln.de/
   a. It is a browser based tool to create standard metadata developed by a team at the University of Cologne
   b. You only need internet once to open the link and then it works offline (if you use the same browser and do not delete the cache and history)
   c. To avoid loss of data, get used to save your work as a project (.cmp file)
17. Choose IMDI profile and click on the start arrow.
18. Go to the Corpus tab and set your content language(s) (the language(s) you are documenting and using in your recordings).

19. Ignore the other fields in the Corpus tab.

20. Go to the Resources tab and browse to the folder where you have the deposit image, depositor picture, show reel or podcast and click on open or drag and drop them into the orange box on the top left corner.
21. Go to Actors tab and click on ‘create one’.
22. Fill in at least the following information:
   a. Name
   b. Role: depositor
   c. Organisation

Create metadata for the multimedia content on your deposit page

Add deposit page image

23. Go to the Sessions tab and click on ‘create one’.
24. Fill in the following session information:
   a. Session Name: depositpage_image
   b. Title: Deposit page image for the deposit xxx (pick the title of your own deposit)
   c. Location: Continent, Country, Region
25. Fill in the following information about the project:
   a. Project Name: language name-surname-deposit key (example ferreira-minderico-0454)
   b. Project Title: Title of your deposit (example Documentation of Minderico)
   c. Contact: Name, Organisation
26. Add resources to the session: choose the image you want to have as deposit page image.
Add depositor picture

27. If you haven’t created any session before, follow the steps in 23, 24 c and 25 (a., b. and c.)
28. If you have already one session, in the Sessions tab, click on ‘New session’ at the bottom left.

29. Put the mouse on ‘Copy Session 1 metadata to all sessions’ and tick only location and project.
30. Click on ‘Copy session 1 metadata to all sessions’ and click on ‘Yes, overwrite data’: location and project information will be automatically copied to your new session.

31. Fill in the following session information:
   a. Session name: depositpage_depositorimage
   b. Title: Depositor image for the deposit xxx (pick the title of your own deposit)
32. Actors: Select the actor you have created before.

33. Resources: choose the image you want to have as depositor image from the far right column.
34. If you haven’t created any session before, follow the steps in 23, 24 c and 25 (a., b. and c.)
35. If you have already one session, in the Sessions tab, click on ‘New session’ at the bottom left.

36. Put the mouse on ‘Copy Session 1 metadata to all sessions’ and tick only location and project.
37. Fill in the following session information:
   a. Session name: depositpage_showreel
   b. Title: Showreel for the deposit xxx (pick the title of your own deposit).
   c. Description: add a description to the session by explaining the content of the show reel with complete sentences (not bullet points), thus targeting not only the community of linguists but also the general public.

38. Add actor/s (the ones that appear in and/or have created the show reel); create more actors if necessary following the steps in 21 and 22 above.
39. Resources: choose the mp4 file that should be used as show reel for your deposit.

40. If you haven’t created any session before, follow the steps in 23, 24 c and 25 (a., b. and c.)

41. If you have already one session, in the Sessions tab, click on ‘New session’ at the bottom left.
42. Put the mouse on ‘Copy Session 1 metadata to all sessions’ and tick only location and project.

43. Fill in the following session information:
   a. Session name: depositpage_podcast
   b. Title: Podcast on xxx for the deposit xxx (pick the title of your own deposit).
   c. Description: add a description to the session by explaining the content of the podcast with complete sentences (not bullet points), thus targeting not only the community of linguists but also the general public.
44. Add actor/s (the ones that appear in and/or have created the podcast); create more actors if necessary following the steps in 21 and 22 above.

45. Resources: choose the wav file that should be used as podcast for your deposit.
Deposit page

Backup your metadata in CMDI Maker

46. When you’re done with the metadata for the multimedia content that you want to add to your deposit page, backup your metadata by saving your CMDI Maker Project in a file (*.cmp). Click on the hamburger icon at the top right corner (when you hover with you mouse over it, the background changes from green to pink) and select ‘Save project to file’, which will create a *.cmp file. We recommend that you name these files with the date so you can keep track of your updates.

47. Choose the location, add the date to the file name and save the file.
48. To open the *.cmp file click on the hamburger icon at the top right corner and select ‘Open Project File’.

49. A window pops up that asks you to choose the cmp file you want to open. Click on ‘Choose file’.

50. Browse for the *.cmp file you have saved before and select it. Then click on Open.

51. When you open a CMDI Maker Project File, the information in the file will overwrite whatever other information you may have entered into the CMDI Maker before. Once it is overwritten, you cannot undo the overwriting and the previous data is lost. That is why the CMDI Maker double-checks with you that you really want to load the new file and overwrite the old information. If you are sure you want to overwrite, click on ‘Yes, overwrite data’.
52. This opens the CMDI Maker Project in your browser and you can see all the information you have entered before.

53. IMPORTANT: Don’t forget to save your metadata project after each working session in CMDI Maker.

**Export metadata files out of CMDI Maker**

54. Select the tab XML Output

55. Download your metadata files (*.imdi):

   **Option 1:**
   
   a. In front of each session name you have a save button, click on it to save each file individually. Scroll down to see the other sessions. Save your metadata files in the same folder where you have the resources that belong to the different sessions.
Option 2:

a. Click on ‘Download Corpus including all sessions’ at the bottom left side of the page and it will open the save option for each individual imdi file. Save your metadata files in the same folder where you have the resources that belong to the different sessions.
Option 3:

a. Click on ‘Download zip archive’ at the left bottom of the page and it will compress all your imdis in a zip file that you can save and then extract the individual imdis into the folder with the resources that belong to different sessions.
Final adjustments in Arbil: Access descriptions

57. Open Arbil to add access descriptions to each resource in the sessions you have created with CMDI Maker.
58. Click on ‘File’ and select ‘Import’.

59. Select the imdi files for deposit image, depositor picture, show reel and podcast that you have created with CMDI Maker and click on ‘Open’.

60. In the Import window, tick the option ‘Import resource files (if available)’ and click on start. This might take a few minutes.
61. The sessions have been copied to the Local Corpus. You can open your sessions by clicking on the pin next to the session node (the ones with the green sign next to it). Then click on the pin behind Media Files.

62. Click on the each media file and add the following information in the ‘Access.Availability’ field:
O = Open Access (it must be open access)
63. Add the following access description into the ‘Access.Description’ field:

The material is licensed under Creative Commons Licences with the licence CC BY-NC-ND (Attribution-NonCommercial-NoDerivs), which means that others may download the material and share them with others as long as they credit the creators. Others cannot change the materials in any way or use the materials commercially.

64. Don’t forget to save your changes: File > Save Changes
65. Do the same procedure for each session you have imported into Arbil.
66. When you’re done with the edits, create a folder called ‘ready to archive’ within the folder with the imdis and the resources.
67. Select your session(s), right click on them and choose ‘Export’.

68. Select the folder ‘Ready to archive’ for the Arbil export.

69. Click on ‘Export Branch Destination Directory’ > OK (continue).
70. Tick ‘Export resource files (if available)’.

71. Click on Start > Overwrite > Remember my choice > Yes

72. The export will create updated imdi files and subfolders with the media files of each session in the ‘Ready to archive’ folder. For each imdi file there is a folder, with the same name as the imdi file, with the resources of that session.
Archive your sessions using LAMUS

73. Go to LAMUS: [https://lat1.lis.soas.ac.uk/jkc/lamus](https://lat1.lis.soas.ac.uk/jkc/lamus) and follow the instructions in 1.2.1 above.

74. Click on Upload files.

75. Browse > select the imdi files and the folder with the resources from your ‘Ready to archive’ folder.
76. Click on Upload > Allow Java.
77. When the upload is complete, right click on your node and select Link node > Link session node.

78. Tick the sessions that you want to add and click on ‘Link’.

79. The linked session(s) will be displayed below your main node.
80. Click on Submit workspace > Submit.

Set access in AMS

81. Go to the metadata browser: https://lat1.lis.soas.ac.uk/ds/asy
82. Login with your ELAR account.

83. Click on the plus behind ELAR to open all archive nodes.
84. The name of the nodes has the following structure: language name-surname of depositor-deposit key. The nodes are alphabetically sorted. Browse and click on your node. To open it, click on the plus behind its name.

85. Select one of the sessions that you have uploaded by clicking on it and click on ‘Manage Access’ on the top of the main window.

86. A new page with the Access Management System will open.
87. Click on ‘Add new rules’.

88. Define Access privileges > EVERYBODY (= O)
Deposit page

89. Activate all files by clicking on ‘All’ > Select ‘Allow’ in the type > Save

90. Follow the steps in 85-89 to set the access for the other bundles with multimedia content for the deposit page.

NOTE: The sessions with the cover picture, depositor picture, show reel and podcast must be Open Access (i.e. open to everybody), otherwise they won’t display correctly on your deposit page.

91. For the pictures, podcast and showreel to be displayed correctly on your deposit page, ELAR must activate a specific code related. To ease the process, please inform ELAR (elararchive@soas.ac.uk) about the upload of multimedia content for your deposit page, when you’re done with all the steps.