

**The Project:**

*The Bracero History Archive* collects and makes available the oral histories and artifacts pertaining to the Bracero program, a guest worker initiative that spanned the years 1942-1964. Millions of Mexican agricultural workers crossed the border under the program to work in more than half of the states in America.

In a partnership between George Mason University's Center for History and New Media, the National Museum of American History, the University of Texas at El Paso, and Brown University, *Bracero* will grow to include sound files and transcripts of interviews with program participants, photographs, documents, and other files of interest. Users, which will include researchers, students, and others interested in the Bracero program, will be able to conduct searches using several different fields.

*Bracero* will include a Spanish-language mirrored site.

**The Database:**

Bracero uses the Omeka database platform, developed at George Mason University's Center for History and New Media. Omeka is currently in use by the *Hurricane Digital Memory Bank*, The Smithsonian Museum's *Object of History*, and other archival projects.

## Guide for Using Bracero Admin:

These instructions describe how to view, sort, add, edit, and delete objects; how to create contributors and collections; and how to associate objects with collections.

If you have any questions, please email me: [jhalabuk@gmu.edu](mailto:jhalabuk@gmu.edu).

### A. Login: [www.braceroarchive.org/admin](http://www.braceroarchive.org/admin)

Use your personal/group login information each time you login into Bracero Admin. Your username will be initially set up as follows:

Username: Firstname Lastname

Password: firstname

### B. Create a Collection

1. Click Collections link from main nav bar.
2. All collections are listed in the order they were created from this main page.
3. Click Add from the sub nav bar (black box)
4. Complete the form:
  - a. Collection nested: Do not select anything if you are creating a new top-level collection. If you want to create a subcollection, this is where you associate it with a top-level (main) collection.
  - b. Name: Name the collection.
  - c. Description: Add a description/summary of the collection that will be helpful for users, like a finding aid.
  - d. Collector: This can be the name of the Institution or individual who contributed to the collection
  - e. Collection is Active checkbox: Collections automatically go live on the website. If you want to create a collection that will not be available to the public immediately uncheck the box.
  - f. Click Create this Collection, and collection appears on public site. If you created an active collection, I recommend adding some objects to the collection soon after it is created.
  - g. System sends you to main Collections page.

### C. View, Sort Objects

VIEW

1. Click on Items from menu under the “Archive” tab.
2. All of the database items are viewable from this initial page--you can scroll through them if you would like.
3. Click on the rectangular item type box, to the left and you will view the story, image, or file description and its metadata.

4. To view a specific item #, you may find it quickly by adding the appropriate item number to an extended URL, for example:  
<http://www.braceroarchive.org/admin/objects/show/11532>

#### **SORT**

1. Click on Objects under the “Archive” tab.
2. On the left of the page there are 12 tabs containing different sorting criteria.
3. You may sort by item type (Document, Moving Image, Oral History, Sound, Still Image, Website, Event, Email, Lesson Plan, Hyperlink, Person, Interactive Resource); Collection (any of the named top-level and sub-level collections); Status (All, Not Yet Considered, Administrative Review Needed, Additional contributor information needed, Approved, Rejected); Featured (which objects are featured on the homepage).
4. After choosing the category by which to sort, click Search button to complete your query.
5. This function is helpful to track numbers of submissions by object type and to vet newly added items.

#### **D. Adding Objects**

1. Click on the “Add Item” link from the Items page. Using the pull-down menu, select the type of item you will add. Click the “next” tab
2. Give the item a title, following the conventions found elsewhere in this document. Fill in the other fields on the page, and click the “next” tab.
3. Assign the item to a collection using the pull-down menu, indicate whether the item is to be public and featured, and assign tags to the item (these will be used for searches).
4. Click “add item” at the bottom, and the item will immediately be available for viewing.
5. Batch Add: This function works when many adding files from one Contributor for a collection. There is no way to add a large batch of images, for example, with different contributors. If you have a large number of images or files (or any dense videos), from one contributor please mail them to James. Because of how our server is setup, we need our webmaster to change permission levels for any new folders or objects added via the Batch Add function. Also, we sometimes have to load collections in small batches depending on file size so as not to break the system.

#### **E. Edit Item**

1. Go to Items

2. Find or sort the items (s) you want to edit.
3. If you recently added something, it will appear near the top of the list of items from the main Items page. You may find that the fastest way to locate a specific item is by typing in the direct URL, for example:  
<http://www.braceroarchive.org/admin/objects/view/11532>
4. Click on Edit button, next to the item # in the list of contributions, or when viewing the object, clicking edit in the sub nav bar.
5. Once in the edit mode, you can change anything about an item—so be careful.
6. To save changes you must click the Edit Item button that is near the top of the page, by the status field.
7. System returns you to the edited item's view page.

#### **F. Delete Item**

*Note: There is no undo, so if you delete an item it will disappear from the database. Be careful!*

1. Find and open the item.
2. Click on Edit link in the sub nav bar, or next to the item in main item page.
3. Scroll to the bottom of the page, in edit mode, and click Delete Item.
4. You will be asked if you are certain and then click OK.
5. System returns you main Items page.

#### **G. Add Items to a Collection**

1. To add items to this collection, follow instructions from part C, and associate the item with this collection in the add form.
2. You will also need to create or choose a contributor when adding items to a collection. If all of the items are from the same contributor, you can choose that person or institution from the list of contributors from the Add form.

## **Files and Standards:**

**Digital Images:** Original photographs should be scanned at 600 dpi and will be stored as uncompressed TIFFs. Service copies including compressed JPEGs of 400 pixels in width and thumbnail GIFs of 100 pixels in width will be stored in the file system alongside these uncompressed originals for quicker download and improved accessibility.

**Original Documents:** Original documents should be scanned at 600 dpi and will be stored as uncompressed TIFFs with accompanying JPEG service copies and GIF thumbnails. Because we will be working with mostly smaller, local institutions with limited resources, we have made the strategic decision to store documents as page images, but we encourage our partners to provide rich metadata descriptions for these documents and will store these records (or their metadata) in a format readily exportable to XML to assist future markup efforts.

**Original Audio:** Original audio will be captured in WAV format at a sampling rate of 96 kHz and a bit depth of 24 bits and will be stored in the database alongside a compressed MP3 for direct download.

All new oral history interviews will be conducted in accordance with Oral History Association guidelines <[http://omega.dickinson.edu/organizations/oha/pub\\_eg.html](http://omega.dickinson.edu/organizations/oha/pub_eg.html)>. Oral histories will be captured in WAV format at a sampling rate of 96 kHz and a bit depth of 24 bits using Sony Hi MiniDisc and Marantz digital audio recorders. This uncompressed master will be stored in the database alongside a compressed MP3 for web download. Transcripts will be produced digitally and stored both as XML documents and as downloadable PDFs alongside associated digital audio files in the file system. Pointers to these documents and audio files will all be stored in the core database along with plain text transcripts and associated metadata for quick searching.

## Language and Naming conventions:

Because Latin Americans inherit two surnames, one from each parent, a Mexican citizen who is casually referred to as Fidel Castro may be formally known as Fidel Castro Ruiz (his father's last name is Castro, his mother's maiden name is Ruiz). In both the name and description fields, contributors should be aware of this issue and attempt to use both surnames to avoid confusion.

The Spanish alphabet includes several characters that English does not. The Bracero database does not know that the characters "n" and "ñ" are related; therefore a search for the name Castaneda," for example, will not turn up the result "Castañeda." As a result, contributors should enter the name in the name field without the accents, since users are not likely to know the keystrokes to perform the search with them. In the description field contributors should include accents, either by copying from the word-processed document or by using the keystrokes. Contributors may find useful a guide to Spanish language keystrokes: <http://faculty.weber.edu/tmathews/grammar/Compmark.html>. Additionally, here is a quick guide:

### Macintosh:

á	Option+E, A
é	Option+E, E
í	Option+E, I
ó	Option+E, O
ú	Option+E, U
É	Option+E, Shift+E
ñ	Option+N, N
Ñ	Option+N, Shift+N
¿	Option+Shift+?
¡	Option+!
ü	Option+U, U

### Microsoft:

á	Ctrl+', A
é	Ctrl+', E
í	Ctrl+', I
ó	Ctrl+', O
ú	Ctrl+', U
É	Ctrl+', Shift+E
ñ	Ctrl+Shift+~, N
Ñ	Ctrl+Shift+~, Shift+N
¿	Alt+Ctrl+Shift+?
¡	Alt+Ctrl+Shift+!
ü	Ctrl+Shift+;, U

## ***Bracero History Archive Metadata Schema***

### ***Introduction:***

This document contains the metadata schema for the *Bracero History Archive* project. The fields are divided into two categories: core and item type. We have set these fields for the system using standards that are common to digital archive projects based on the Dublin Core Metadata Initiative. Using these metadata fields will generate the best possible outcome on both the front and back ends, e.g., usability and database normalization and design. Additionally, we will be able to import and export archive records from other collection management systems with the least amount of modification of data.

Core metadata refers to the basic fields that are common for each and every item in the archive, regardless of what kind of item it is.

Item type metadata refers to the additional fields that accompany specific kinds of items (still images, oral histories, documents, etc.)

Due to the large number of collaborators on this project it is imperative that we agree on the ways that we are using the metadata fields. This standardization of usage is necessary in order to properly integrate and disseminate the collection. In some cases we will need to determine and maintain a limited set of acceptable terms to identify objects (subject terms) and in other cases we may want to use a controlled list of terms in extended metadata fields (spatial and temporal coverage, etc).

### ***Index:***

#### I. Core Metadata

The Dublin Core recommended metadata element set, a standard for cross-domain information resource description. Dublin Core provides a baseline group of descriptors that are common to all objects, physical and digital.

#### II. Item Types

This section lists all object types part of the *Bracero Archive*, including descriptions, examples, common file formats and extended metadata elements.



## I. Core Metadata

<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Identifier	An unambiguous reference to the resource within a given context. Recommended best practice is to identify the resource by means of a string conforming to a formal identification system. For the <i>Bracero History Archive</i> , this number is automatically generated by the archival system.
Title	The formal title of the object. If none is apparent, a short description of the object is sufficient; this is not the file name.
Description	An account of the resource. Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource.
Creator	An entity primarily responsible for making the resource.
Additional Creator	A second entity responsible for making the resource.
Subject	The topic of the resource. Typically, the topic will be represented using keywords, key phrases, or classification codes. Recommended best practice is to use a controlled vocabulary. To describe the spatial or temporal topic of the resource, use the Coverage element.
Source	The resource from which the described resource is derived. The described resource may be derived from the related resource in whole or in part. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.
Publisher	An entity responsible for making the resource available.
Date	The date the described resource was created. This is not the date it was found or acquired or added to the database. This is the date the document was written or the photograph was taken or the book was published.

--	--

Contributor	An entity responsible for making contributions to the resource.
Rights	Information about rights held in and over the resource. Typically, rights information includes a statement about various property rights associated with the resource, including intellectual property rights.
Rights Holder	A person or organization owning or managing rights over the resource. Recommended best practice is to use the URI or name of the Rights Holder to indicate the entity.
Relation	A related resource. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.
Spatial Coverage	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant. Spatial topic may be a named place or a location specified by its geographic coordinates. A jurisdiction may be a named administrative entity or a geographic place to which the resource applies. Recommended best practice is to use a controlled vocabulary such as the Getty Thesaurus of Geographic Names [TGN].
Temporal Coverage	Date range.
Language	A language of the resource.
Provenance	A statement of any changes in ownership and custody of the resource since its creation that are significant for its authenticity, integrity and interpretation. The statement may include a description of any changes successive custodians made to the resource.
Bibliographic Citation	A bibliographic reference for the resource. Recommended practice is to include sufficient bibliographic detail to identify the resource as unambiguously as possible,

	whether or not the citation is in a standard form.
--	--

## II. Metadata for Item Types

Document (Text)

<b>Object Type Name</b>	
Document	
<b>Object Type Description</b>	
A resource consisting primarily of words for reading.	
<b>Examples of Object Type</b>	
Books, letters, dissertations, poems, newspapers, articles, archives of mailing lists. Note that facsimiles or images of texts are still of the genre Text.	
<b>Common File Formats</b>	
TXT, DOC, PDF, XML, JPEG, TIFF	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Text	Any textual data included in the document

Still Image:

<b>Object Type Name</b>	
Still image	
<b>Object Type Description</b>	
A static visual representation. Recommended best practice is to assign the type Text to images of textual materials. Instances of the type Still Image must also be describable as instances of the broader type Image.	
<b>Examples of Object Type</b>	
Examples include paintings, drawings, graphic designs, plans and maps.	
<b>Common File Formats</b>	
GIF, JPEG, PNG, TIFF	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Original Format	If the image is of an object, state the type of object, such as painting, sculpture, paper, and additional data; if it was an original 35mm photo
Resolution	Resolution of the still image determined by pixel dimensions, pixels per inch, or dots per inch
Dimensions	In pixels of digital file
Physical Dimensions	Actual physical size of the original image

Moving Image:

<b>Object Type Name</b>	
Moving image	
<b>Object Type Description</b>	
A series of visual representations imparting an impression of motion when shown in succession.	
<b>Examples of Object Type</b>	
Examples include animations, movies, television programs, videos, zoetropes, or visual output from a simulation. Instances of the type Moving Image must also be describable as instances of the broader type Image.	
<b>Common File Formats</b>	
AVI, MPEG, MP4, QT, SWF, WMV	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Transcription	Any written text transcribed from the sound
Original Format	16mm, DV, et al
Duration	The length of time
Compression	Rate of compression for moving image file
Producer	Names
Director	Names

Sound:

<b>Object Type Name</b>	
Sound	
<b>Object Type Description</b>	
A resource primarily intended to be heard.	
<b>Examples of Object Type</b>	
Examples include a music playback file format, an audio compact disc, and recorded speech or sounds.	
<b>Common File Formats</b>	
AIFF, MIDI, MP3, OGG, QT, RA, WAV	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Transcription	Any written text transcribed form the sound
Original Format	Analog or digital
Duration	The length in time
Bit rate/Frequency	The number of bits used to represent each sample in an audio file, determining the accuracy of the sample

Oral History:

<b>Object Type Name</b>	
Oral history	
<b>Object Type Description</b>	
A resource containing historical information obtained in interviews with persons having firsthand knowledge.	
<b>Examples of Object Type</b>	
Audio recordings, video recordings, written transcripts	
<b>Common File Formats</b>	
[various sound, moving image, and text files]	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Transcription	Any written text of the interview
Interviewer	Person performing the interview
Interviewee	Person being interviewed
Location	Location of the interview
Original format	Analogy or digital format, or any other specifics
Duration	The length in time
Bit rate/Frequency	The number of bits used to represent each sample in an audio file, determining the accuracy of the sample
Time summary	Summary of interview at different type stamps throughout the interview
Translation	Interview translated from one language to another language

Email:

<b>Object Type Name</b>	
Email	
<b>Object Type Description</b>	
A resource that contains text and information from an email, but not necessarily a scanned document of an email.	
<b>Examples of Object Type</b>	
Email text and attachments	
<b>Common File Formats</b>	
[various text files]	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Body	The main body of the email, including all replied and forwarded text and headers
Subject line	The content of the subject line of the email
From	The name and email address of the person sending the email
To	The names and email addresses of the person to whom the email was sent
CC	The names and email addresses of the person to whom the email was carbon copied
Bcc	The names and email addresses of the person to whom the email was blind carbon copied
Number of attachments	The number of attachments to the email

Lesson Plan:

<b>Object Type Name</b>	
Lesson plan	
<b>Object Type Description</b>	
Document or set of documents used for educational purposes	
<b>Examples of Object Type</b>	
<b>Common File Formats</b>	
[various text, sound and moving image files]	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Standards	National or local
Objective	Meaning of exercise
Materials	Description of text, sound, and moving image elements
Duration	Amount of time, in class periods or days, to complete lesson plan
Lesson Plan text	Text of lesson plan

Website:

<b>Object Type Name</b>	
Website	
<b>Object Type Description</b>	
A resource comprising a web page and all its related assets (such as images, sounds, and video files, etc.) These objects will link to a local directory containing all assets of the web page or web site.	
<b>Examples of Object Type</b>	
Individual web pages, collection of web pages	
<b>Common File Formats</b>	
[various sound, moving image, and text files]	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Local URL	URL of the local directory containing all assets of the website.

Hyperlink:

<b>Object Type Name</b>	
Hyperlink	
<b>Object Type Description</b>	
A resource that is a reference to an active, outside link	
<b>Examples of Object Type</b>	
URL	
<b>Common File Formats</b>	
Text of URL	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Title	Title of hyperlinked page
URL	Contains active link
Description	Annotation or summary of the link



Event:

<b>Object Type Name</b>	
Event	
<b>Object Type Description</b>	
A non-persistent, time-based occurrence. Metadata for an event provides descriptive information that is the basis for discovery of the purpose, location, duration, and responsible agents associated with an event.	
<b>Examples of Object Type</b>	
Examples include an exhibition, webcast, conference, workshop, open day, performance, battle, trial, wedding, tea party, conflagration.	
<b>Common File Formats</b>	
[various sound, moving image, and text files]	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Duration	Length in time
Event type	What type of event
Participants	Names of individuals or groups participating in event

Person:

<b>Object Type Name</b>	
Person	
<b>Object Type Description</b>	
An individual, biographical data, birth and death, etc.	
<b>Examples of Object Type</b>	
<b>Common File Formats</b>	
[various sound, moving image and text files]	
<b>Metadata Element Name</b>	<b>Metadata Element Description</b>
Birth date	Person's date of birth
Birth place	Person's place of birth
Death date	Person's date of death
Occupation	Occupation of person
Biographical text	Biography of person
Bibliography	Contains outside resources