RICHES Mosaic Interface™ Resource Guide for Students

What is RICHES™?

Regional **I**nitiative for **C**ollecting the **H**istory, **E**xperiences, and **S**tories of Central Florida
RICHES Mosaic Interface™: Internet location for content created through the RICHES™ projects and links to sources on Central Florida available from other repositories around the state.

- Searches are geographically and temporally based and provide the user with filters to access specific types of data (images, documents, podcasts, oral histories, film, and visualizations) as well as filter for information (ex. Agriculture, Industry, Cultural, etc.).
- The information on the website has been collected by UCF undergrad, graduate students, and community members as well.

Why should students participate?

There are various incentives as to why students should participate in the contribution of historical data to RICHES Mosaic Interface™.

- Learn how to navigate and utilize Omeka, a commonly used database tool.
- Become a published author by having a piece of your research and writing published online for anyone to see.
- To facilitate research that records and presents the stories of communities, businesses, and institutions in Central Florida.
- To connect with the community.
- To create foundations on which Central Floridians can build a greater sense of their history.

Steps in contributing to the RICHES Mosaic Interface™

1. **Upload the item or exhibit to the archive database.**
   Depending on what type of project you are assigned, or what type of project you choose to complete, you can upload your research item, or create an exhibit on the Omeka database.

   If you upload an item, you must provide a title, background information, relevant dates, location (street address or coordinates), and a few more helpful pieces of information. You can also add an exhibit where you'll need to provide a summary regarding the historical item, or event that you have researched.

2. **Fill out release forms.**
   Depending upon the project students complete, students must fill out the appropriate forms from the RICHES™ website. The forms available include:
   RICHES™ Image and Item Individual Release for items created by the student (i.e. digital images) or items donated by an individual that is not owned by an institution or published.
   RICHES™ Archive Release for items located in archives/museums.
   RICHES™ Copyright Material Release - for published items (i.e. newspaper articles).
   RICHES™ Oral History Release for any oral histories created by the student.

You can call the RICHES™ office at 407-823-0242 to find out specifically which documents will need to be completed for the project you wish to assign your students.
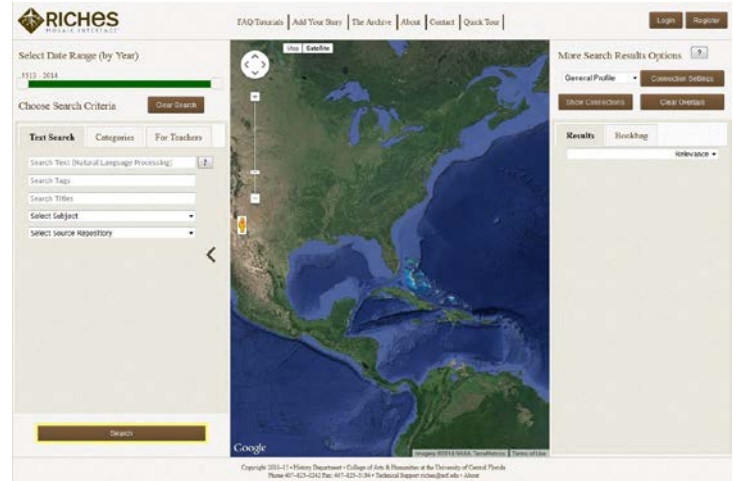
3. **Steps to Upload Research**
   1. Go to richesmi.cah.ucf.edu/map/.

   2. Click the "Add Your Story" tab.

   3. Create an account, or login.

   4. Click on "Contribute an Item".

   5. From the drop-down menu, select what type of item you are contributing.

   6. Fill out the necessary information.
      a. Title
         i. Brief description of the item using approximately 3-10 words.
   ii. Example: Sanford High School Graduating Class of 1911
      b. Historical Background Information
         i. Identifying description of the item answering questions who, what, where, when, why, and how. Must be at least one paragraph.
         ii. Example:
         The Sanford High School Graduating Class of 1912, published in the 1912 *Salmagundi*. The class motto was "finimus coepturi," Latin for "finish to begin." The class colors were green and white and the class flower was a white carnation. Josie Stumon was the class president. Lillian Higgins was the secretary and Bertha Packard was the treasurer.
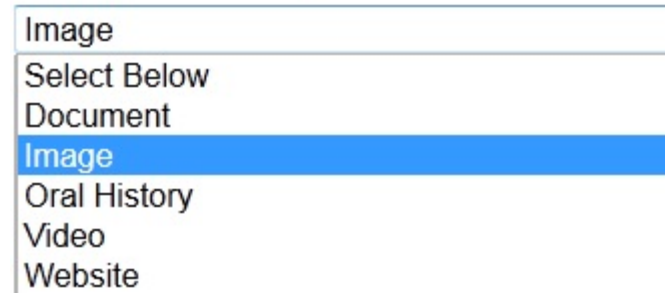
         Sanford High School was originally established at 301 West Seventh Street in Sanford, Florida, in 1902. The building was designed by W.G. Talley in the Romanesque revival style. Due to an increasing student population, a new school building was constructed on the corner of East Ninth Street and South Palmetto Avenue in 1911. The original building on Seventh Street served as Westside Grammar Elementary School, which was later renamed Sanford Grammar School. In 1984, the building was placed on the National Registry

of Historic Places and converted into the Student Museum. The building reopened as the University of Central Florida's Public History Center in 2012. In 1927, a high school campus was designed by Elton J. Moughton in the Mediterranean revival style and constructed at 1700 French Avenue. The school reopened on January 10 and was renamed Seminole High School. In 1960, the high school moved to a new campus at 2701 Ridgewood Avenue and the former building on French Avenue was converted to Sanford Junior High School in 1961, which was later renamed Sanford Middle School in 1970. The old building was demolished in the summer of 1991 and replaced by a $5.77 million school complex. As of 2013, Seminole High School offers various Advanced Placement courses, the Academy for Health Careers, and the International Baccalaureate Programme for students.

c. When was the item created?
   i. Format:
      YYYY-MM-DD
   ii. Examples:
      1911-05-15
      1950s
      ca. 1939-1945
d. What location does the item describe?
   i. Examples:
      Front steps of Sanford High School
      East side of Crooms Academy
e. Please enter the address.
   i. Example:
      123 Main Street, Titusville, Florida 32780
f. Who created the original item?
   i. Format:
      Last Name, First Name Middle Name/Initial, Suffix
   ii. Example:
      Smith, John James, Jr.
g. What is the original format of the item?
   i. Examples:
      Black and white photographic print
      3 page typewritten letter
      DVD
h. What are the dimensions of the item? (images only)
   i. Examples:
      8 x 10 inch
      5 x 3 centimeter
i. What is the duration of the video? (videos only)
   i. Format:
      hours:minutes:seconds
   ii. Example:
      1:23:18
j. Where is the original item located? (if applicable)
   i. Example:
      Box 27, folder 10.3, image 329, Sanford High School Collection
   ii. For items found online, please provide the direct link to the item.
   iii. Example:
      http://digital.library.ucf.edu/cdm/ref/collection/CFM/id/134128.

k. Where is the original item housed?
    i. Example:
    Sanford Museum
    Private Collection of John Smith
l. Who owns the copyright to the original item?
    i. Examples:
    Museum of Seminole County History
    Smith, John James, Jr.
    The Orlando Sentinel*
    *Note: If an archive has a newspaper clipping, the archive is *not* the rights holder. The newspaper holds copyright.
m. Transcript.
    i. Any text on the item.
n. List any books, articles, websites, etc. that you used for your background information.
    i. Examples:
    Cardwell, Harold D., and Priscilla D. Cardwell. *Historic Daytona Beach*. Charleston, S.C.: Arcadia Pub, 2004.
    Kam, Dara and Jim Saunders. "'Compassionate' Crist opens up wide lead over Scott." *The Orlando Sentinel*, April 30, 2014. http://www.orlandosentinel.com/news/politics/os-crist-leads-scott-wide-margin-poll-20140430,0,6409864.story.

7. Attach the document. Note that picture resolution should be between 150 x 150 dpi and 300 x 300 dpi. High-resolution files may be placed on a USB and brought to the RICHES office to be uploaded.

Upload a file (Optional) | Browse… | 1920's Ocala Union Station .tif

8. Click the check box for Terms and Conditions and click "Contribute".

☑ I agree to the Terms and Conditions.

CONTRIBUTE

9. An email will be sent to the email address listed on the account, and there will be attached instructions on how to send the release forms.
10. Upon receiving the release forms and content review, the information submitted will be forwarded to our Metadata Editor for review.

THANK YOU FOR CONTRIBUTING!

Your contribution will show up in the archive once an administrator approves it. Meanwhile, feel free to make another contribution or browse the archive .

RICHES™ Tutorials
https://richesmi.cah.ucf.edu/map/tutorials.php

Learn how to use Omeka and make exhibits:
http://omeka.org/
http://omeka.org/codex/Documentation

http://omeka.org/codex/Plugins/ExhibitBuilder

Contact

For any information about RICHES Mosaic Interface™, you may call the RICHES office at 407-823-0242.

If you are having problems with navigating the website or with other technical issues, contact our Senior Programmer Analyst, Connie Harper, at (407) 823-4837, or Connie.Harper@ucf.edu.

If you have questions about the information to upload (the metadata), please contact our Metadata Editor, Laura Cepero, at 407-823-4837, or Laura.Cepero@ucf.edu.