

# Creating a Digital Collection (created by Andrea Payant – May 2017)

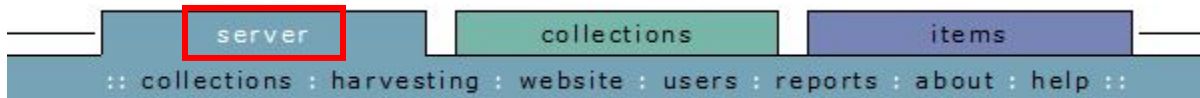
1. Go to CONTENTdm Administration

<https://server16944.contentdm.oclc.org>

2. Login

2.1. Use your CONTENTdm login information

3. Select the “Server” tab



3.1. Select “Collections”



Server administration

OR

**Collections**

Add a new collection or import a collection. Change the collection position or delete the collection.

**Harvesting**

Configure WorldCat sync, OAI harvesting, and the stop list.

**Website**

Configure and customize the appearance and behavior of the public interface.

**Users**

Add new users and assign them specific rights. View, edit, and delete users.

**Reports**

View server statistics and usage reports.

**About**

View total number of items on server, maximum number of items allowed for the license, and version number. Register the installation and authorize license code.

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4. Select “add collection”



**Collections**

Add, move, configure, or delete collections.

Collections		add collection	
1	A-board Historical Photograph Collection	move to ▾	configure   delete
2	Agricultural College of Utah Cyanotypes Collection	move to ▾	configure   delete
3	Alfred G. Erickson Photograph Collection	move to ▾	configure   delete
4	Barre Toelken Fieldwork Image Collection	move to ▾	configure   delete

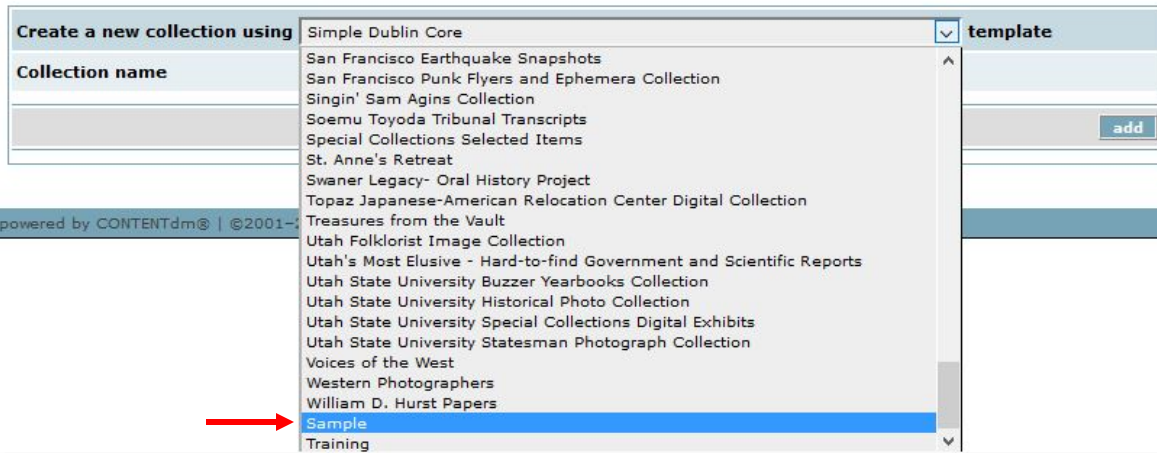
#### 4.1. Create a collection using – select “Sample” template from the dropdown menu

#### Add collection

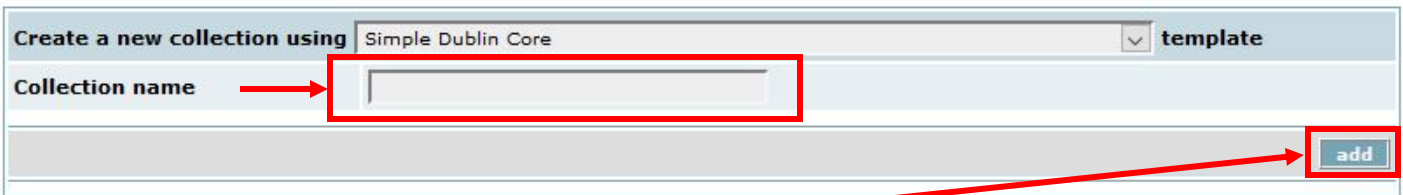
A CONTENTdm collection consists of a set of files that are stored in a directory on the server. Creating a new collection entails creating a new directory and assigning permissions on the server.

After you add the collection, you need to edit the collection configuration settings to enable functionality such as full text searching, PDF file processing, and full resolution image format. Use the Website Configuration Tool to configure appearance and behavior of the collection display in the public interface.

**Tip:** Use short aliases to avoid browser limitations when searching across a large number of collections.



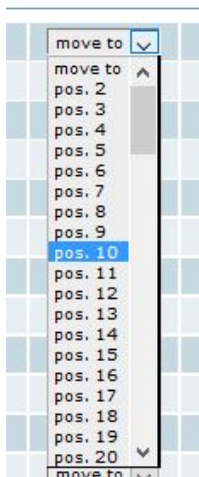
#### 4.2. Name the collection



#### 4.3. Click “add”

#### 5. The collection will now be visible at the bottom of the list of all collections

##### 5.1. Move the newly created collection to its position alphabetically



6. Go to your collection – select “configure”

## Collections

Add, move, configure, or delete collections.

Collections		add collection	
1	A-board Historical Photograph Collection	move to ▼	<b>configure</b>   delete
2	Agricultural College of Utah Cyanotypes Collection	move to ▼	configure   delete
3	Alfred G. Erickson Photograph Collection	move to ▼	configure   delete
4	Barre Toelken Fieldwork Image Collection	move to ▼	configure   delete
5	Bear Lake Monster	move to ▼	configure   delete
6	Bear River Watershed	move to ▼	configure   delete
7	Beat Movement- Poetry and Broadsides	move to ▼	configure   delete
8	Becker Brewing and Malting Company Records	move to ▼	configure   delete

6.1. File & permissions – select “edit”

### Collection configuration

View and edit the collection profile and settings, including PDF conversion, display image settings, archival file management and image rights. To view and configure the metadata fields for this collection (and to enable full text searching), see fields.

Profile & permissions		edit
<b>Collection name</b>	A-board Historical Photograph Collection	
<b>Collection alias</b>	/p16944coll24	
<b>Directory name</b>	/cdm/sites/16944/data/p16944coll24	
<b>Collection status</b>	Not published	
<b>Permissions</b>		
<b>User name</b>		
<b>IP address</b>		
<b>Require permissions</b>	For metadata and items	
<b>Collection information</b>		
Collection information is displayed in the Project Client to help different users of the system distinguish between the collections.		
Collection information undefined.		

6.2. Change Collection Status to “Not published”

6.3. Add general collection information in the “collection information” box

6.4. Click “save changes”

<b>Collection name</b>	<input type="text" value="A-board Historical Photograph Collect"/>
<b>Collection alias</b>	<input type="text" value="/p16944coll24"/>
<b>Directory name</b>	<input type="text" value="/cdm/sites/16944/data/p16944coll24"/>
<b>Collection status</b>	
<input type="radio"/> <b>Published</b> <input checked="" type="radio"/> <b>Not published</b> (will not appear in the public Web interfaces)	
<b>Collection permissions</b>	
Enter the user name(s) of the person(s) for whom you want to grant access. Separate multiple entries with semicolons.	
<b>User name</b>	<input type="text"/>
Enter an IP address to grant access. Use semicolons to separate multiple entries. Use wild cards to allow access to a domain. Example: 192.168.* Use a hyphen to specify an address range. Example: 192.168.10.1-99	
<b>IP address</b>	<input type="text"/>
<input type="checkbox"/> Permissions are required for items only. Metadata is viewable by all users.	
<b>Collection information</b>	
Collection information is displayed in the Project Client to help different users of the system distinguish between the collections.	
<div style="border: 2px solid red; padding: 10px; min-height: 100px;">Collection information undefined.</div>	
<input type="button" value="save changes"/>	