

CREATING AND EDITING COLLECTIONS

Part One: Creating a Collection

1. You must be logged in as an administrator to create a collection. Log in as usual, and choose the community in which you would like to create your new collection.
2. Under “Context,” choose “Create Collection”:

The screenshot displays the State Library of Ohio website. On the left, there are three main navigation panels: 'Browse', 'My Account', and 'Context'. The 'Context' panel is highlighted with a red arrow pointing to the 'Create Collection' link. The main content area on the right features an 'Advanced Search' link, a paragraph about the library's history and priorities, the State Library of Ohio logo, a list of sub-communities, a list of collections, and a 'Recent Submissions' section with one entry: 'Johnson's Island in War Days'.

Browse

- **All of DRC**
 - [Communities & Collections](#)
 - [By Issue Date](#)
 - [Authors](#)
 - [Titles](#)
 - [Subjects](#)
- **This Community**
 - [By Issue Date](#)
 - [Authors](#)
 - [Titles](#)
 - [Subjects](#)

My Account

- [Logout](#)
- [Profile](#)
- [Submissions](#)

Context

- [Edit Community](#)
- [Create Collection](#)
- [Create Sub community](#)

[Advanced Search](#)

Established in 1817, the State Library of Ohio has three priorities:

To lead and partner in the development of library services throughout Ohio; To promote and enable resource sharing among libraries and library networks; and To provide access to information for Ohio's state government. All of these priorities lead to one end: to ensure that all Ohio residents, rich or poor, rural or urban, receive the best possible library service and are able to engage in lifelong learning which strengthens the economic health of Ohio.



Sub-communities within this community

- [Columbus Metropolitan Library](#)
- [Cuyahoga County Public Library](#)
- [Public Library of Cincinnati and Hamilton County](#)

Collections in this community

- [Ohio Military Records](#)

Recent Submissions

[Johnson's Island in War Days](#)

3. Enter metadata for new collection in appropriate fields and click “Create”:

Enter Metadata for a New Collection of State Library of Ohio

Name:	<input type="text" value="The Women's Movement in Ohio"/>
Short Description:	<input type="text" value="Includes documents pertaining to women's rights."/>
Introductory text (HTML):	<input type="text" value="were quick to get involved in the movement to obtain equal rights for their sex. This collection illustrates Ohio women's participation, including documents both in support of, and against, equal rights for women."/>
Copyright text (plain text):	<input type="text"/>
News (HTML):	<input type="text"/>
License:	<input type="text"/>
Provenance:	<input type="text"/>
Upload new logo:	<input type="text" value="C:\Documents and Setting"/> <input type="button" value="Browse..."/>
<input type="button" value="Create"/> <input type="button" value="Cancel"/>	

- Assign roles for your new collection (who may submit items to the collection, who may approve metadata, who may view the collection, etc.):

Role	Associated group	
Administrators	none	Create...
	Collection administrators decide who can submit items to the collection, withdraw items, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection).	
Accept/Reject Step	none	Create...
	The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata.	
Accept/Reject/Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them.	
Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, but will not be able to reject them.	
Submitters	none	Create...
	The E-People and Groups that have permission to submit new items to this collection.	
Default read access	Default read for incoming items and bitsreams is currently set to Anonymous.	Restrict...
	E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	
Edit authorization policies directly.		
Return		



For more information on setting authorizations, see the document on creating user accounts.

5. You've created a new collection, which may now be reached from your Community menu:

The Women's Movement in Ohio

Full Text Search:

[Advanced Search](#)

After Seneca Falls in 1848, Ohio women were quick to get involved in the movement to obtain equal rights for their sex. This collection illustrates Ohio women's participation, including documents both in support of, and against, equal rights for women.

[Submit a new item to this collection](#)

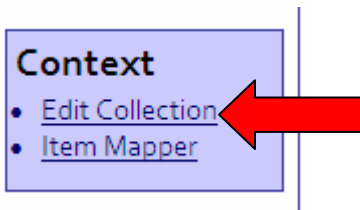


Part Two: Editing an Existing Collection

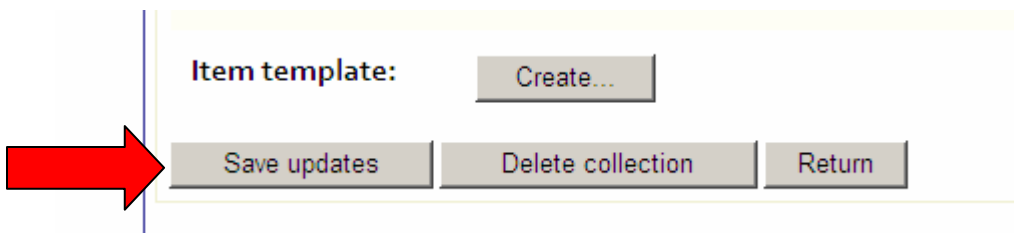
1. Choose the collection you would like to edit:

- [State Library of Ohio](#)
 - [Ohio Military Records](#)
 - [The Women's Movement in Ohio](#) 
 - [Columbus Metropolitan Library](#)
 - [CML Black History Month Celebration](#)
 - [Cuyahoga County Public Library](#)
 - [Public Library of Cincinnati and Hamilton County](#)

2. Under “Context,” choose “Edit Collection”:



3. Change metadata as desired and click “Save Updates”



For an image of the Edit Collection metadata template page, please refer to step 3 in “Creating a New Collection,” as the template is the same.