CONTENTdm Basic Skills 1: Getting Started with CONTENTdm

Agenda

• Visit CONTENTdm Collections
• Building a Collection
  – Add a collection
  – Configure a collection
  – Create a project
  – Configure a project
  – Add digital items & objects
  – Approve items & index collection
CONTENTdm System Architecture

- Images and metadata are added here
- Images and metadata are stored and managed here
- Images are discovered here

- Project Client Software
- CONTENTdm Server
- CONTENTdm Administration
  Web-based Editor
  Web-based ADD
  Digital Collection Gateway

- CONTENTdm (End-user) Website
- WorldCat Discovery
- WorldCat.org
- Google, etc.
- Archival repositories

CONTENTdm Terminologies

- What is a **collection**?
  - A **collection** resides on the CONTENTdm server and shares a common metadata schema

- What is a **project**?
  - A **project** is working space within the Project Client; resides on your local PC
BUILD A DIGITAL COLLECTION

Build a Collection – Six Basic Steps

1. Add a collection
2. Configure a collection
3. Create a project
4. Configure a project
5. Add and upload the digital items
6. Approve and Index

CONTENTdm Administrator / Collection Administrator

Project Client Operators

CONTENTdm Administrator / Collection Administrator
Step 1 – Add a collection

Creation of the collection happens at the Server tab of the CONTENTdm Administration module.

**Step 1 – Add a collection, cont.**

1. Click **add collection**
2. Provide a **collection name**
3. Click **add** button to add the new collection
Step 2 – Configure a collection

Configurations happen in the Collections tab

- Name (or rename) the collection
- Establish the collection status
- Permissions to access the collection
- Describe the collection

Configure a Collection—Optional Settings

<table>
<thead>
<tr>
<th>Optional collection settings summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click edit to review and change the complete settings for each.</td>
</tr>
<tr>
<td>PDF conversion</td>
</tr>
<tr>
<td>Display image settings</td>
</tr>
<tr>
<td>Archival file manager</td>
</tr>
<tr>
<td>Image rights</td>
</tr>
</tbody>
</table>
Configure a Collection—Metadata Fields

Establish the Field Properties—Decide which Dublin Core elements will be used for the collection and then configure the elements

• **Field Name**—choose field names that reflect the contents of your collection

• **Dublin Core Mapping**—Determines which field in the Dublin Core element set that the field maps to

• **Data Type**—Text, Date, Full Text Search

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**Data Type—Date**

| Supported formats | • yyyy-mm-dd  
|                  | • yyyy-mm  
|                  | • yyyy  
|                  | • mm/dd/yyyy  
|                  | • mm/yyyy  
|                  | • yyyy-yyyy  

| Supported delimiter between dates | • comma  
|                                 | • semi-colon  

| Supported delimiter in date range | • hypen  

Metadata Fields—Field Settings

Collection field properties

View, add, edit and delete fields. Enable full text searching and controlled vocabulary. After you have added, changed, or deleted fields, index the collection to update changes.

<table>
<thead>
<tr>
<th>Field name</th>
<th>DC map</th>
<th>Data type</th>
<th>Large</th>
<th>Search</th>
<th>Hide</th>
<th>Required</th>
<th>Vocab</th>
<th>add field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
<td>Text</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>move to *</td>
</tr>
</tbody>
</table>

- **Large Field**—Will this field display in single line or multi-line text box?
- **Search**—Will this field be indexed for searching?
- **Hide**—Will this field be hidden from public website
- **Required**—Can this field be empty?
- **Vocabulary**—Will the field use a controlled vocabulary?

Metadata Fields—Controlled Vocabulary

Create a new controlled vocabulary for this field

- Use: Art & Architecture Thesaurus (AAT)
- Use: Dublin Core Metadata Initiative Type Vocabulary
- Use: Thesaurus of Geographic Names (TGN)
- Use: Guidelines On Subject Access to Individual Works of Fiction, Drama, etc., 2nd ed., form and genre
- Use: Medical Subject Headings (MeSH) 2008
- Use: Newspaper Article List
- Use: The American National Dictionary of Biography

[View Thesaurus]
Add a Collection

Project Description

The Library has borrowed ancestral photographs, and letters from patrons in order to build a community-wide online collection.

Metadata Style Guide – An Example

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributor</td>
<td>If no creator can be determined, leave blank. If the creator is not known, you may enter creator unknown in the Description element. Enter last name, first name. Creator entries should follow an authority file, if available, such as the Library of Congress Name Authority (<a href="http://authorities.loc.gov/">http://authorities.loc.gov/</a>). If an item has more than one creator, enter names in the same creator field separated by a semicolon and a space.</td>
</tr>
<tr>
<td>Coverage</td>
<td></td>
</tr>
<tr>
<td>Creator</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Format</td>
<td></td>
</tr>
<tr>
<td>Identifier</td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td></td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>Relation</td>
<td></td>
</tr>
<tr>
<td>Rights</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Required field: capture the file name.</td>
</tr>
<tr>
<td>Subject</td>
<td>Required field: use Thesaurus for Graphic Material</td>
</tr>
<tr>
<td>Title</td>
<td>Required field</td>
</tr>
<tr>
<td>Type</td>
<td></td>
</tr>
<tr>
<td>Audience</td>
<td></td>
</tr>
<tr>
<td>Cataloged By</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
</tbody>
</table>

Recommended Non Dublin Core Elements

<table>
<thead>
<tr>
<th>Element Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cataloged By</td>
</tr>
<tr>
<td>Notes</td>
</tr>
</tbody>
</table>
Project Client

- Windows-based software that resides on workstation
- Create and work with projects

Step 3 – Create a Project

- Enter the server address; requires user name and password
- Choose your collection
- Give your project a unique name
Step 4 – Configure a Project

Template Types
• General project
• Specific item or object types
• Specific image file types

Advantages
• Automatically add descriptive metadata
• Extract technical information from image

Step 5 – Add Digital Items

Options for importing include:
• Single Item
• Multiple Items in a Single Directory
• Compound Object(s)
• Finding Aid
• URL
Entering Metadata for Digital Items

Entering Metadata—Controlled Vocabulary
Step 5 – Upload Items for Approval

Step 6 – Approve Items
Step 6 – Index the Collection

• Necessary for the digital items to be available for browsing or searching

• As with approval, indexing can be done immediately or scheduled

Questions?

Contact OCLC Support in your region
http://oc.lc/support

1-800-848-5800