Video Transcript: Collection Tutorial, Part 1 – Manual Collection

Video Duration: 2 minutes, 18 seconds

[Title card]

Welcome to Part 1 of the tutorial for the Digital Commons Collection tool. In this video, I'll cover how to manually collect records so that they appear in two different places in the repository. For more information on setting up automatic collections, please see part two.

[Card with basic visual diagram of collecting items]

So, you may be wondering why you'd want a record to appear in two different places. To give one example, you might have one large ETD series that contains all theses and dissertations from your institution, but you'd also like the records to appear in various other series divided by departments. Reposting the records means that you'd be left with duplicates, so instead you use the Collection tool to have each record listed in different areas of the IR.

Let's take a look at what this might look like.

[Browses to sample series on demo site]

Here I have a series, entitled "Biology Faculty Publications," with a few records posted. One of the records is being collected from a different series. If I click its title to navigate to the article info page, I can see that the series title changes to indicate the actual series that houses the record. The URL reflects this change as well.

Now that you know what to expect, let's set up a manual collection.

In this example, I am already logged in as an administrator. I simply browse to the destination publication where I would like to collect items, click on "Configuration" in the Administrator Toolbar, and then click the "Collection" link in the sidebar.

[Browses to Collection Tool screen]

From here, I find the line that reads "Manual Collection" and click the "Edit" link. In the blank URL field, I can type or paste the URL to a record's article info page. If I'd like to add more than one record at a time, I can click the 'plus' buttons to add new rows. If I'd like to preview the collection before I save it, I click the "View" button. Otherwise, when I'm finished adding records, I click "Save." The final step in this process is to update the series so that the newly collected records can appear.

[End card with info for contacting Consulting Services]

That covers it for manual collection. To find out how to set up filters that automatically collect items based on their metadata, click the link on this page to view part two of the tutorial. And, if you have any questions, please contact Consulting Services at dc-support@bepress.com or call 510-665-1200, option 2.