What is CONTENTdm?

CONTENTdm is a digital collection management software by OCLC that allows users to store and organize digital items, add metadata, and upload their collections to the Web.

[youtube http://www.youtube.com/watch?v=otKpCqNna_A&w=630&h=472]

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Definitions

<table>
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<tr>
<th><strong>Project Client</strong></th>
<th>the desktop software in which items and metadata are entered and edited prior to upload to the online collection</th>
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<tr>
<td><strong>Item</strong></td>
<td>a file and the metadata associated with it</td>
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<tr>
<td><strong>Object</strong></td>
<td>an item (or group of items) that makes up a single work</td>
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<tr>
<td><strong>Compound Object</strong></td>
<td>multiple files that are displayed to the user as a single-work (ex: a book)</td>
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<tr>
<td><strong>Project</strong></td>
<td>a temporary group of items that is being edited. It only exists inside the Project Client</td>
</tr>
<tr>
<td><strong>Metadata Template</strong></td>
<td>a template created to assign consistent metadata to a project</td>
</tr>
<tr>
<td><strong>Digital Collection</strong></td>
<td>The overall group of items, usually representative of a single theme or source. Many already exist as a physical collection.</td>
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Navigation
Project Settings

Click on an image to enlarge
Adding & Uploading

Adding Multiple Items

Adding Compound Objects

Uploading
Multiple Items

Adding Compound Objects

To add a single item, select it from the directory where it is saved.

If adding multiple files, they should all be in one directory, and only files that you want to be uploaded should be in that directory.

If using a tab-delimited text file, first select the text file.

You would then select the directory with the files you want to add.
Uploading

NOTE: Items will not appear in the collection until they have been approved. Approvals are done through the Administration Web Client (See Administration)
It is important that the metadata you use for each of your objects is as accurate and descriptive as possible—after all, this is how users will find items in your collection. Make sure to carefully follow the metadata guidelines laid out in the New York Heritage Metadata Dictionary and Best Practices Guide.

**Metadata Definitions**

<table>
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<th>Metadata</th>
<th>“Data about data”—the attributes or descriptors of an item</th>
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<tbody>
<tr>
<td>Metadata Template</td>
<td>a template that assigns consistent metadata to a project</td>
</tr>
<tr>
<td>Field</td>
<td>a unit of information that describes an aspect of an item</td>
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**Controlled Vocabulary**

| Controlled Vocabulary | a standardized set of terms |

**Adding Metadata**

To set default metadata values before you start adding items to the project:

To add metadata after you have added an item to the project:
Tab Delimited Files:

Metadata can be added for multiple items ahead of time using an Excel spreadsheet. After creating a column for each of the fields in Excel, fill in the metadata for each item and save the file type as "Text (Tab delimited)".

Some fields require selection from a controlled vocabulary. Clicking these fields will open a list of terms to choose from.
## Controlled Vocabulary

### Usage

**Required Fields**
- Title
- Collection ID
- File Name

**Fields Requiring Controlled Vocabulary**
- NY Heritage Topic
- Physical Format
- Collection ID
- Holding Institution
- Digital Collection
- Library Council

**Fields with Recommended Controlled Vocabulary**
- Creator
- Subject
- Location
- Contributors
- Publisher of Original
- Hidden Date
- Type
- Language
- Format of Digital

### Links to Suggested Controlled Vocabularies

- Art & Architecture Thesaurus
  - Appropriate for “Subject” field
- Dublin Core Metadata Initiative Type Vocabulary
  - Appropriate for “Type” field
- International Standard for Language Codes
  - Appropriate for “Language” field
- Library of Congress Name Authority File
  - Appropriate for “Creator”, “Subject”, “Contributors”, and “Publisher of Original” fields
- Library of Congress Subject Headings
  - Appropriate for “Subject” and “Location” fields
- Medical Subject Headings
  - Appropriate for “Subject” field
- Internet Media Types (IMT)
  - Appropriate for “Format of Digital” field
- Thesaurus for Graphic Materials
  - Appropriate for “Subject” field
- Thesaurus of Geographic Names
  - Appropriate for “Location” field
- Union List of Artist Names
  - Appropriate for “Creator” and “Contributors” field
To access the Administration client, you will be leaving the Project Client and using your web browser. This will open the Administration webpage in your browser. You MUST be connected to the Internet. You will also have to use log in to access the page.

**Approving Items**

After you have approved and indexed your items, they will be visible on the NY Heritage website.

**Viewing Your Collection**

Selection the collection you want to upload to. You can view your collection here, whether it is published or not.

**Editing Published Items**

In order to edit collection items that have already been published, you must go through the Administration client.
If you need to make edits to items after they've been published, select the "Edit" option from the "Items" menu.

You can either search for specific items to edit, or browse all the items in the collection.

Here you can mass-delete items.

To change the metadata, click on the "Metadata" link.
To create compound objects from existing items, select all the items you want to combine and click "add to compound object."

From this screen, you can edit each item's existing metadata, otherwise it will remain the same as when it was first input. You can also rearrange the order it will appear in the compound object.

You can add more items from here.
When you've finished all of your edits, click “Save Changes.” In order to update the NYHeritage website, you MUST index the collection again.

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Speak Your Mind

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