

Registering CONTENTdm collections

To promote access to CONTENTdm collections, there are two places to register the collection:

- 1) **CONTENTdm's Collection of Collections** (collections are featured on the web page, and contents are searchable)
- 2) **OCLC WorldCat** (to have the records in the collection harvested by OCLC and made available through WorldCat)

Note that these processes are managed by different units at OCLC, so there are different offices and people to contact with questions. As of April 2007, the contact persons are:

CONTENTdm: Claire Cocco, coccoc@oclc.org, 860-216-5507

OCLC WorldCat: Tony Chirakos, chirakot@oclc.org, 1-800-848-5878, ext 4332

Before you begin:

- Produce screen capture of representative page from the collection (usually the collection's opening page). SnagIt works well to do this.
- Make sure you have a brief summary/description of the collection.
- Other information you will need: file format(s) used; format(s) of original documents; CONTENTdm features used; applications digital collections are used for at UNR

CONTENTdm's "Collection of Collections"

Instructions can be found at: <http://www.contentdm.com/USC/collections.asp>.

Consult the "Usage Guide" at <http://www.contentdm.com/USC/CdmFieldsUsageGuide.pdf> for help with filling in different fields when adding a collection.

You will need to log into CONTENTdm's Support Center to get to these pages. (Contact Glee Willis if you need authorization.)

To add collections, go to:

<http://collections.contentdmdemo.com/cdm4/admin/items/add.php>

After clicking on "Next", you will be prompted to enter a user name and password:

User name: **cdmpublic**

Password: **addnew1**

Then you will have a blank form to fill out. Follow the instructions linked to above, along with the “Usage Guide” to complete the form.

Tips:

- The screen capture image goes in the first field, “Add an item”
- The URL for the collection goes in the “View collection at” field (*not* the “Add a URL” field at the top).
- For the “Topics included” field, use LC Subject Headings where possible. Use your judgement to select the most relevant topics covered in the collection.
- For filling in the rest of the fields, consult the Usage Guide cited above and ask Glee if you are uncertain about features and applications used in a particular collection.
- Make sure to enter your name *and e-mail address* in the “Entered by” field; this is how CONTENTdm can contact you if there are questions or problems.

When you have completed the CONTENTdm form, do not submit the form yet. You will want to copy and paste information into the WorldCat registration form. When you have copied the necessary information, submit the form by clicking on the “add” button at the bottom of the form.

OCLC WorldCat Registration

You must be authorized as an administrator for a CONTENTdm collection to register it with WorldCat.

Guidelines can be found on the CONTENTdm support pages at:

<http://contentdm.com/help4/collection-admin/exporting5.html>. (You will need to log into CONTENTdm’s Support Center to get to these pages. (Contact Glee Willis if you need authorization.)

To register collections, go to:

<http://contentdm.library.unr.edu/cgi-bin/admin/start.exe>

- 1) Go to the “Collections” tab.
- 2) ****IMPORTANT****: Choose the collection you want to register at the top pull-down menu for “Current collection.” (It is easy to forget this step and end up entering metadata for the wrong collection.)
- 3) Under “Export”, click on “Register collection with WorldCat.” This will take you to the form you must complete.
- 4) Fill in the top section with institutional symbol and name, and your personal contact information:

OCLC symbol: **NNY**

Institution name: **University of Nevada, Reno**

- 5) Complete the following fields, copying and pasting information from the CONTENTdm registration form your already completed:

Title: [Copy from the *Collection Name* field]

Use the name that appears on the main page of the collection, the name that users will see. You do not need to use the name that appears in the “Current collection” field at the top.

Subject: [Copy from the “*Topics Included*” field]

Description: [Copy from the “*Description*” field]

Publisher: University of Nevada, Reno Libraries

- 6) When you are finished, click on the “next” button at the bottom of the form. This will take you to a screen to review the information you entered in the form. You must click on the “Register” button on this screen for your registration to be submitted.
- 7) When you have registered the collection with WorldCat, go back to the screen you still have open for the Collection of Collections registration, and submit the form by clicking on the “Add” button at the bottom of the screen.

There is a substantial lag time before the collection will be harvested into WorldCat. (The current estimate is 90 days.) OCLC will contact you if there are questions. When the collections are harvested, they will send you a file with the MARC records.*

****Keep a record of which collections you have registered, noting the date when you submitted each online form.**

* This information is what OCLC has said will happen. As of today (April 19, 2007), this has not yet occurred with the UNR collections that have been registered, so this remains hypothetical.