

ADDING AND POPULATING A METADATA FIELD IN A PREEXISTING CONTENTdm COLLECTION

How to add a metadata field to your current collection and populate it for every item within the collection

If you need to add a metadata field to a current collection and then populate that field with the same information for every item within the collection (such as the CARLI-required “Collection,” “Language,” “Rights,” or “Type” fields), follow these steps to first add the new field and then populate it.

Adding a New Metadata Field to Your Current Collection

1. Log in to CONTENTdm Web Administration and choose the collection:
<http://collections.carli.illinois.edu/cgi-bin/admin/start.exe>
2. In the Collections tab, choose Field Properties

The screenshot shows the CONTENTdm Administration web interface. At the top, there are navigation tabs for 'admin home', 'server', and 'collections'. Below the tabs, there is a breadcrumb trail: ':: configuration : fields : full resolution : reports : exp'. A dropdown menu shows the 'Current collection' as 'CARLI Test Collection (CARLI)' with a 'change' button next to it. The main content area is titled 'Collection administration' and lists several options: 'Configuration' (Change collection details and description), 'Field properties' (Administer controlled vocabulary. View, add, edit, and delete field properties. This option is circled in red), 'Full Resolution' (Choose whether collection can contain full resolution images. View, add, edit, and delete full resolution volumes), 'Reports' (View collection summary and build history), 'Export' (Export metadata as tab-delimited text files, XML, or OCLC SiteSearch. Register collection with WorldCat.), and 'View Collection' (View current collection in the Web template interface.). At the bottom of the page, there is a footer: 'powered by CONTENTdm | © 1998-2006 DiMeMa, Inc'.

Adding and Populating a Metadata Field in a Preexisting CONTENTdm Collection

3. Add a new metadata field.
 - a. If you are adding a **Collection** field, the Dublin Core (DC) mapping should be “Relation” and the field should have Searchable set to “Yes” and Hidden set to “No.”
 - b. If you are adding a **Language** field, the DC mapping should be “Language” and the field should have Searchable set to “Yes” and Hidden set to “No.”
 - c. If you are adding a **Rights** field, the DC mapping should be “Rights” and Hidden should be set to “No.”
 - d. If you are adding a **Type** field, the DC mapping should be “Type” and the field should have Searchable set to “Yes” and Hidden set to “No.”
 - e. If you choose to add any other field, CARLI recommends mapping it to a DC element that is appropriate for the information you plan to include in the field.

EXAMPLE

Collection Field

Add field

Index the collection after adding field.

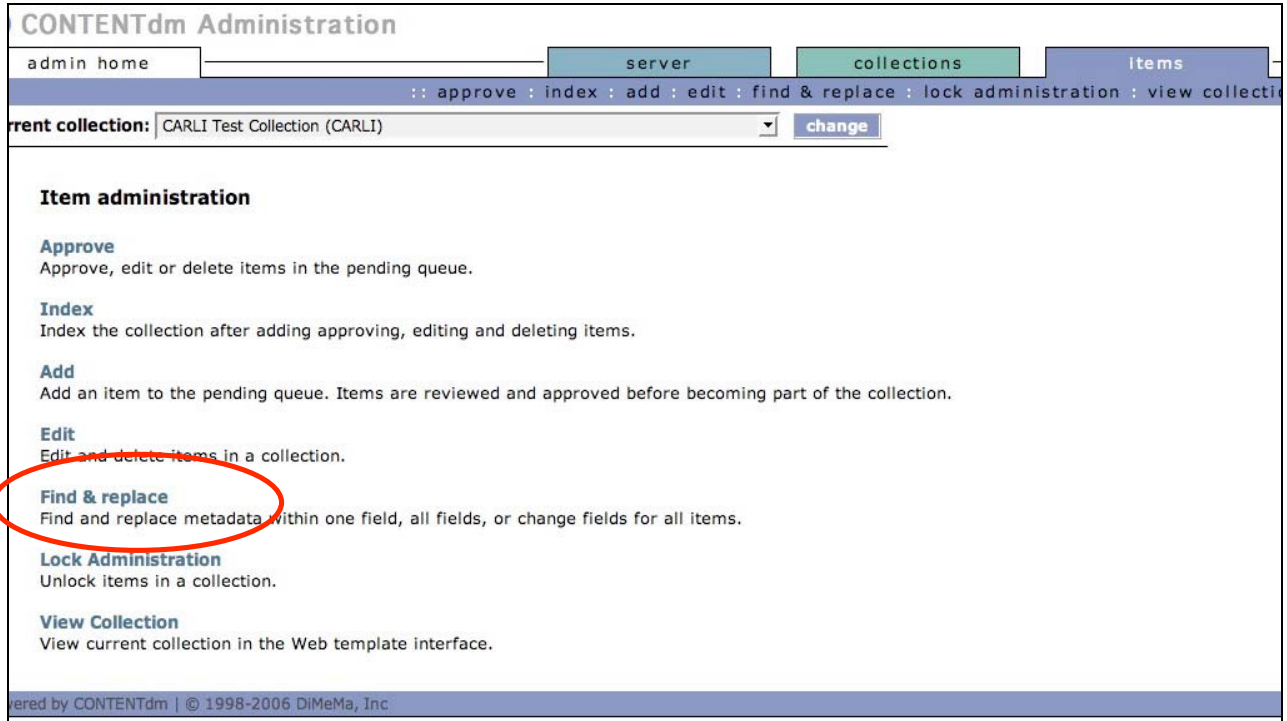
Caution: Acquisition Station users must close and re-open their current project in order to access the new field.

Field name	Collection
Dublin Core mapping	Relation
Data type	Text
Show large field	No
Searchable	Yes
Hidden	No
Controlled vocabulary	<input checked="" type="radio"/> No <input type="radio"/> Yes

4. Click the “add field” button to save the new field.
5. Repeat steps 3 and 4 for each field you wish to add.
6. Once your new field(s) is added, you may use the “move to” dropdown list to change its position in the list of fields within the collection’s Field Properties.
7. After you have created your new field you can add text to it using a global find and replace. This will add the same text to the field for every item in the collection.

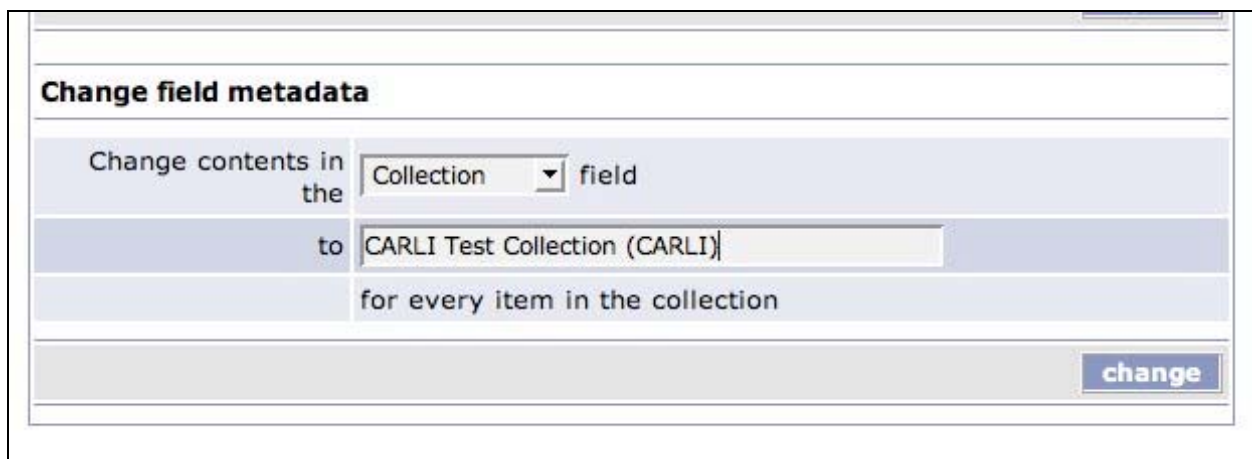
Making Global Find and Replace Edits

1. In the Items tab of CONTENTdm Web Administration, choose Find & Replace



The screenshot shows the CONTENTdm Administration interface. At the top, there are navigation tabs: 'admin home', 'server', 'collections', and 'items'. Below the tabs is a breadcrumb trail: ':: approve : index : add : edit : find & replace : lock administration : view collection'. The current collection is 'CARLI Test Collection (CARLI)', with a 'change' button next to it. The main content area is titled 'Item administration' and lists several options: 'Approve', 'Index', 'Add', 'Edit', 'Find & replace', 'Lock Administration', and 'View Collection'. The 'Find & replace' option is circled in red. At the bottom, there is a footer: 'powered by CONTENTdm | © 1998-2006 DiMeMa, Inc.'

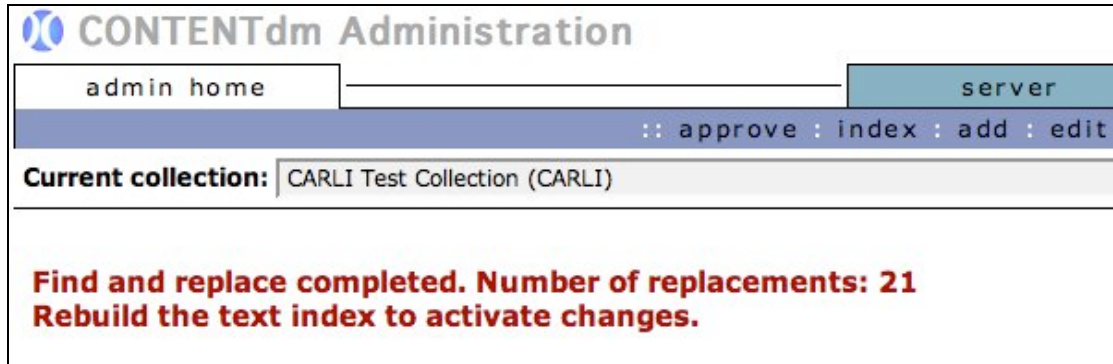
2. In the “Change Field Metadata” option, select the field from the dropdown list into which you want to input information, and then enter the appropriate text you want to populate the field.



The screenshot shows the 'Change field metadata' form. It has a title 'Change field metadata' and a subtitle 'Change contents in the'. Below this, there is a dropdown menu with 'Collection' selected, followed by the text 'field'. Below that, there is a text input field containing 'CARLI Test Collection (CARLI)'. Below the input field, there is the text 'for every item in the collection'. At the bottom right, there is a 'change' button.

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3. Click the “change” button. This will add information into that field for every item in this collection. Note that it will replace any existing data in the field.
4. Once the change is completed you will receive a confirmation page stating how many records were affected.



The screenshot shows the CONTENTdm Administration interface. At the top left is the logo and the text "CONTENTdm Administration". Below this is a navigation bar with "admin home" and "server" links. A blue bar contains the text ":: approve : index : add : edit". Below that, it says "Current collection: CARLI Test Collection (CARLI)". The main content area displays a confirmation message in red text: "Find and replace completed. Number of replacements: 21" and "Rebuild the text index to activate changes."

5. Index the collection in order for the changes to appear.