

## Getting started with CONTENTdm in the CARLI Environment

**CARLI Digital Collections:** <http://collections.carli.illinois.edu>

### Documentation

CARLI CONTENTdm Web Site: <http://www.carli.illinois.edu/mem-prod/contentdm.html>.

CARLI CONTENTdm System Documentation:  
<http://www.carli.illinois.edu/mem-prod/contentdm/cdm-sysdocs.html>  
includes Requirements, Best Practices, Procedures, and Training information.

CONTENTdm documentation is also available from the CONTENTdm Web Site:  
<http://www.contentdm.com/USC/index.asp>. To set up an account to access the documentation  
use the Organization ID: CAR1652.

### CONTENTdm Email Discussion Lists

You can subscribe to the OCLC CONTENTdm-I email list at  
<http://listserv.oclc.org/scripts/wa.exe?SUBED1=contentdm-I&A=1>.  
This is a discussion list for the users of CONTENTdm, and OCLC uses it to announce other  
important information about the software.

CARLI-hosted CONTENTdm-related lists:  
[CARLIdc-ig@carli.illinois.edu](mailto:CARLIdc-ig@carli.illinois.edu) (CARLI Digital Collections Interest Group) – Open list. To  
subscribe: <http://carli.illinois.edu/mailman/listinfo/carlfdc-ig>

If you have any questions about the Saskia Art Images Collection, please contact:  
[support@carli.illinois.edu](mailto:support@carli.illinois.edu)

### Institutional Login Information

Your Institution's Test Collection: \_\_\_\_\_

Your Institution's Test Collection Alias: \_\_\_\_\_

Your Institutional Administrative Login/Username: \_\_\_\_\_

Your Institutional Administrative Password: \_\_\_\_\_

CARLI CONTENTdm Administration Web:  
<http://collections.carli.illinois.edu/cgi-bin/admin/start.exe>

**Note:** The login is the same for both the Acquisition Station and the CONTENTdm  
Administration Web. Individual institutions may choose to share the administrative login and  
password with staff using the Acquisition Station, but not share the Administration Web URL,  
depending on local procedures for the approval and indexing of collections.

### Institutional Primary CONTENTdm Contact

In order to coordinate requests for new collections and collection customizations, each  
institution must designate a CONTENTdm primary contact. This person will also be subscribed

to a CARLI email list specifically for CONTENTdm Primary Contacts. Please contact CARLI [support@carli.illinois.edu](mailto:support@carli.illinois.edu) to name or change the contact for your institution.

### **Requesting New Collections**

The institution's primary contact should email CARLI Support ([support@carli.illinois.edu](mailto:support@carli.illinois.edu)) with the **Full Name** of the collection that needs to be established. By default the collection will be created with the Dublin Core metadata template. If you wish to use the VRA Core metadata Template also available with CONTENTdm, please indicate this in your request for a new collection.

Under the recommendation of CARLI's Executive Director our initial practice will be to establish new collections as unpublished and to ask libraries to contact CARLI when the collection is ready to be published. See the document *Prerequisites for Publishing a Collection in CARLI Digital Collections* for more information. See below for directions on how to view collections while they are unpublished.

Collections will be assigned the name you provide followed by your institution's name in parentheses, conforming to the Collaborative Digitization Program Dublin Core Metadata Best Practices suggested naming conventions.

The CARLI Office will let you know when the collection is ready, as well as the collection alias (also known as the CISOROOT).

### **Additional Users**

At this time each institution is given one Institutional login (listed above). If you find that more than one username and password would enable you to provide security over multiple collections, please contact CARLI Support ([support@carli.illinois.edu](mailto:support@carli.illinois.edu)) and we will work with you to address your concerns.

### **Viewing Unpublished Collections**

There are ways to view your institution's unpublished collections to see how they will appear once published.

1. If you are logged into the CONTENTdm Administration web, change to the appropriate collection and choose to "View Collections."
2. If you do not have administrative privileges or would like people who do not have those privileges to view an unpublished collection, you can access an unpublished collection using the following URL, replacing **alias** with your collection's alias:  
<http://collections.carli.illinois.edu/cdm4/browse.php?CISOROOT=/alias>
3. There is a feature in the CONTENTdm Administration web whereby collections can be published to a restricted range of IP addresses through the collections tab. This could be useful to share the collection with staff prior to publishing it more widely. (This option should be used for temporary testing and demonstration purposes only. If your institution has a collection with access restrictions ready to publish, please contact CARLI at [support@carli.illinois.edu](mailto:support@carli.illinois.edu) to discuss publishing options.)

### **Customizing Your Collections**

The look and feel of a collection can be customized to reflect the institution or the specific collection. Permitted customizations include:

- Colors
- Banner

- Logo
- Homepage text
- Homepage images

To submit customization requests, an institution's primary CONTENTdm contact should complete the customization form located on the CARLI CONTENTdm website:  
<http://www.carli.illinois.edu/mem-prod/contentdm/CDMcustom.php>

If customization information is not submitted, the default CARLI Digital Collections look and feel will be applied to the collection. The Saskia Art Images Collection represents the default CARLI look and feel, see <http://collections.carli.illinois.edu/cdm4/browse.php?CISOROOT=/saskia>

### **Test Collections**

The Test Collection set up for your institution by CARLI with the name "Test Collection (Your Institution Name)" was created for testing and experimentation purposes only. Please request that CARLI create a new collection for any materials that you are going to want to eventually publish; please do not upload items that you will want to publish into your Test Collection first. Items cannot easily be moved between collections. If you do upload such items into your Test Collection, you will need to recreate them and re-upload them into a new collection.

If you have any questions, please contact CARLI Support at [support@carli.illinois.edu](mailto:support@carli.illinois.edu).