CONTENTdm Basic Skills 1: Getting Started with CONTENTdm

Test your knowledge

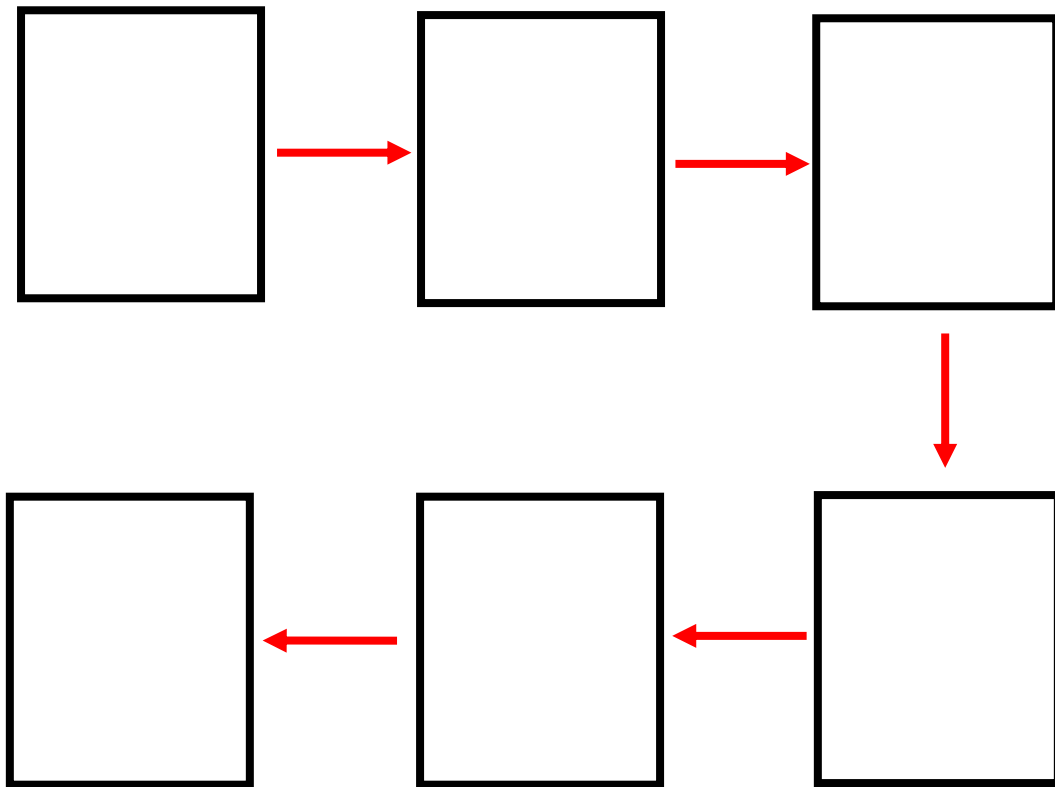1) What is the core metadata schema used in CONTENTdm? Which single field is required by default to upload material?

2) For each metadata element you must choose a data type, what are the three options?

3) What three steps must be accomplished to start a new project in the Project Client?

4) True or False: If you edit a record in the Project Client, the changes you make are automatically reflected in the data index in CONTENTdm.

5) What steps must take place before you can administer a collection in CONTENTdm?

6) Name three of the six basic tasks for building a collection by filling in these boxes.

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7) List two or more thesauri that support the controlled vocabulary function for the metadata subject fields:

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8) Yes or No: Is it possible to restrict access to a digital object that has been added to a collection?

9) Metadata templates can be defined for several file types and several digital object format types. Name at least two types.

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<u>See next page for answers</u>

Answers

1) CONTENTdm uses field properties mapped to Standard Dublin Core metadata schema. The Title field is required by default and can be modified but you can't change the map. The title field is always required to upload material.
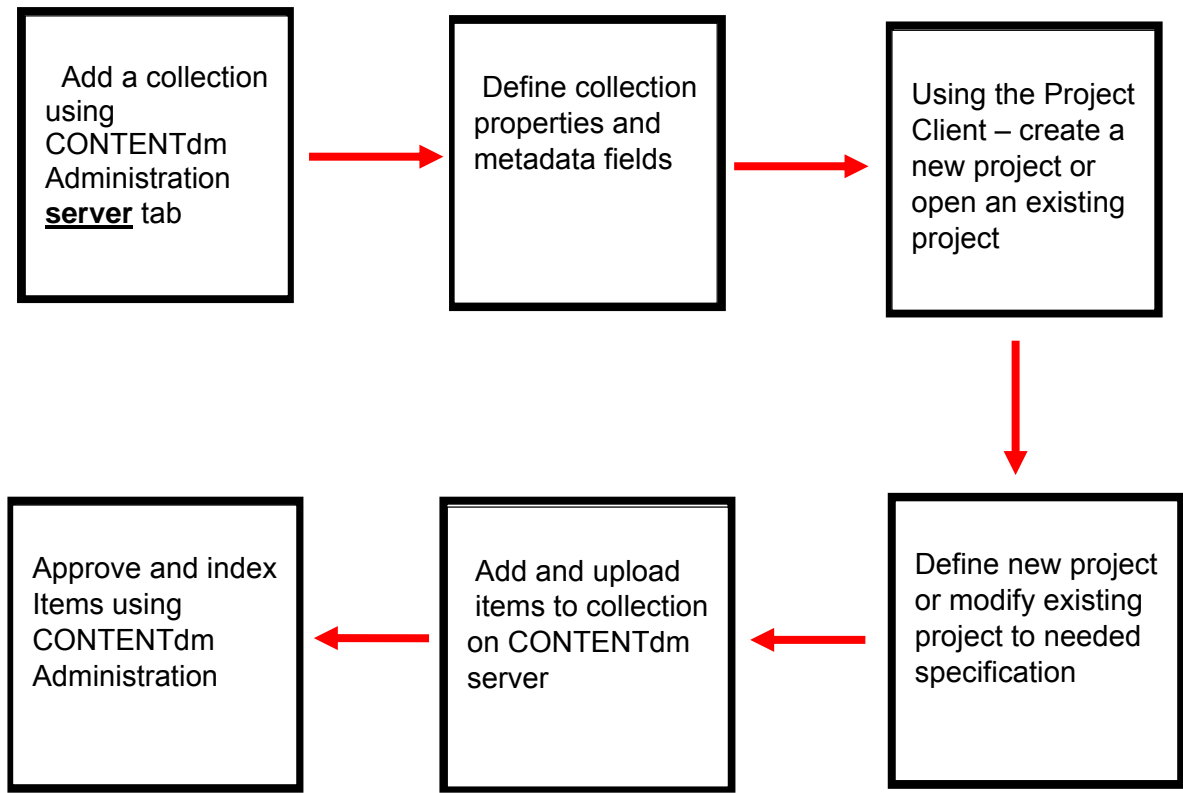
2) Text, date, and full-text search

3) To create a new project one must open the new Project Wizard and complete the following steps:

1. Enter the CONTENTdm Server URL,
2. Select the collection where you will upload items,
3. Name your project
4. Click **Finish**

4) **False**, you must first approve and index new data before the changes are reflected in the data index.

5) CONTENTdm Collection Administration is accessed via a Web interface using a browser. To administer a collection in CONTENTdm the collection must have been created on the server, you must have Collection Level administrative rights and you must establish the collection field properties.

6) Tasks for building a collection include:

Add a collection using CONTENTdm Administration **server** tab	Define collection properties and metadata fields	Using the Project Client – create a new project or open an existing project
Approve and index Items using CONTENTdm Administration	Add and upload items to collection on CONTENTdm server	Define new project or modify existing project to needed specification

Source: PowerPoint presentation

7) Thesauri that support the controlled vocabulary function for the Dublin Core subject fields include any of the following:

- A set of local topics
- Art & Architecture Thesaurus (AAT) ®
- Dublin Core Metadata Initiative Type Vocabulary
- Getty Thesaurus of Geographic Names (TGN) ®
- Guidelines On Subject Access To Individual Works Of Fiction, Drama, Etc., 2nd ed.,
- Māori Subject Headings / Ngā Ūpoko Tukutuku
- Medical Subject Headings (MeSH®) 2008
- Newspaper Genre List
- Thesaurus for Graphic Materials: TGM I, subject terms
- Union List of Artist Names (ULAN) ®

8) Yes, you can limit by a system user name or by IP address.

9) Metadata templates can be defined for the following formats:

- Project template (general)
- Images template
- Format-specific image template for JPEG
- Format-specific image template for JPEG2000
- Format-specific image template for TIF
- PDF template
- Compound object template
- URL template
- Video template
- Audio template