

Knowledge Check



CONTENTdm Basic Skills 3: Maintaining Collections in CONTENTdm

Test your knowledge

- 1) If you do not have administrative privileges which permit you to use the Web-based Administration for editing, how can you edit records?

- 2) When replacing multiple items that are already part of a collection, how do you ensure that the existing items are replaced with the correct, new items?

- 3) When using the replace item option, if I have existing technical metadata in the record, e.g. the file size is included in the description field, how do I capture the information for the new item?

- 4) Yes or No. Can I add a new image to a compound object that is already indexed?

- 5) Yes or No. Is the feature to add a new image to an already indexed compound object available in the Project Client?

- 6) Yes or No. Is the feature to add a new image to an already indexed compound object in the Web-based Administration?

- 7) What would be the most efficient method for changing my institution's name in all the collection records? This information is entered in the publisher field.

- 8) Which feature makes it possible to import legacy metadata?

See next page for answers

Answers

- 1) If you do not have administrative privileges which permit you to use the Web-based Administration for editing, how can you edit records?

Using the Project Client, you can retrieve and edit items from your CONTENTdm collection. This enables users without administration privileges to make changes to a collection.

- 2) When replacing multiple items that are already part of a collection, how do you ensure that the existing items are replaced with the correct, new items?

There must be mapping (or correspondence) between the item metadata in the Project Client and the file names of the replacement files. A specified metadata field should contain the root file name for the replacement item. This mapping should be planned in advance of replacing multiple files.

- 3) When using the replace item option, if I have existing technical metadata in the record, e.g. the file size is included in the description field, how do I capture the information for the new item?

Use the **Metadata Templates** to add or **replace** metadata. Metadata from the original item is retained (but can be edited) **unless** it is within fields that are altered using the Metadata Templates.

- 4) Yes or No. Can I add a new item to a compound object that is already indexed?

Yes

- 5) Yes or No. Is the feature to add a new image to an already indexed compound object available in the Project Client?

Yes

- 6) Yes or No. Is the feature to add a new image to an already indexed compound object in the Web-based Administration?

Yes

- 7) What would be the most efficient method for changing my institution's name in all the collection records? This information is entered in the publisher field.

The Find & Replace function allows collection field metadata to be changed throughout a collection. A CONTENTdm administrator can change all occurrences of a specified term or phrase to a specified replacement term or phrase for a single field or all fields. The function also allows for a single field to be set to a specified value for all fields.

- 8) Which feature makes it possible to import legacy metadata?

Using the Project Client, you can add multiple files with metadata in a **tab-delimited** text file. One reason to use a tab-delimited text file is to import data from another database. You can add items, URLs, or metadata only