

I. Introduction

This manual contains guidelines to help those ingesting content into their Arca digital repository. It is a living document which will be developed as need, time and resources allow; it will change and grow along with Arca. As you use it, feel free to add comments or suggest changes using the Comments tool.

Much of the text and images in this manual are cribbed, paraphrased, or copied outright from the Islandora Documentation wiki (<https://wiki.duraspace.org/display/ISLANDORA715/Start>). Users are encouraged to visit this wiki for more detailed information and guidance.

II. Table of contents

[I. Introduction](#)

[II. Table of contents](#)

[III. Creating a New Collection](#)

[About Creating Collections](#)

[Identify the collection/s you want to ingest](#)

[Create your collection](#)

- [1. Navigate to the place where the collection will be placed and click 'Manage'](#)
- [2. Click 'Add an object to this collection'](#)
- [3. Select the Islandora Collection content model.](#)
- [4. Click Next on the MARCXML File upload screen, unless you have a MARCXML file to upload for this collection.](#)
- [5. Fill out the collection information.](#)
- [6. Fill in the Collection ingest form.](#)
- [7. View the new collection](#)
- [8. Add a thumbnail](#)
 - [Collection thumbnail: Alternative method](#)
- [9. Deleting a collection](#)

[IV. Ingesting an Object - Basics](#)

- [2. Click on the thumbnail to enter the collection.](#)
- [3. Click the collection's 'Manage' tab](#)
- [4. Choose 'Add an object to this collection'](#)
- [6. Upload and ingest a digital file](#)
- [7. View your file in the repository](#)

V. Content Model Ingest Guides

General Notes

Name/Role

Dates

Genre

Subject/Topic

Language

Repeating Fields

Editing Object Metadata

Citation

Publication Type

Authors

Date Issued

URL

Type of work

Publication Status

Host Resource

Project Name, Project ID

Author-supplied Keywords

Use and Reproduction

Large Image/Basic Image

Role

Dates

Culture

Genre

Language

Identifier (local)

Technique

Cultural Context

Named Subjects

Audio

Genre

Identifier

Newspaper/Newspaper Issue

Dates

Missing Pages

Batch ingesting

Thesis

Authors and Advisors

Other Contributors

- [Degree Granter](#)
- [Department Identifiers](#)
- [Author-supplied Keywords](#)
- [Use and Reproduction](#)
- [Video](#)
 - [Identifier](#)
- [Remote Media](#)
- [Streaming Media](#)
- [Serial Object and Serial Object Intermediate: DO NOT USE UNTIL FURTHER NOTICE](#)
- [Document](#)
- [Compound Object](#)
- [Book](#)
 - [Creating a Book](#)
- [Persons / Scholar Profiles](#)
 - [Creating a Scholar collection](#)
 - [Add/ingest a Person](#)
 - [Key Fields](#)
 - [Affiliation/department](#)
 - [Identifier](#)

[VII. Batch Ingest](#)

[VI. Submission Agreements](#)

- [Drupal form](#)
- [Datastream on the Individual object](#)
- [Datastream on the Person object](#)

III. Creating a New Collection

Copied and slightly modified from [How To Create a New Islandora Collection](#) on the Islandora documentation wiki.

All objects added to Islandora need to be placed in a collection. Objects can be shared by more than one collection, but a collection must exist before an object can be ingested. This tutorial will walk you through the steps to create a new collection in your repository.

About Creating Collections

Your top-level collection has been created for your institution - e.g. Douglas College's top level collection is dc:root. This allows content to be browsed by institution on the central Arca site.

Some best practices for creating collections:

- Only create collections that you actually have content to put in. It is a frustrating user experience to browse collections that are empty, or have only one item in them.
- Resist the temptation to mimic the hierarchical structure of your institution - a flatter architecture is easier to navigate. Avoid creating too many sub-collections of sub-collections.
- Collections can be children (or subcollections) of more than one parent collection.
- At this point don't worry about long term ramifications of what collections you are creating - you can always change what collections an object is in later.

Identify the collection/s you want to ingest

1. Decide what content you will ingest first, and determine how you will group it into collections. By format? By department?

NOTE: Don't confuse your collection structure with your browsing or search functionalities - these can be set by other means.

2. Once you've identified your collection/s, decide what the Persistent Identifier (PID) will be for each collection:

- A PID consists of two parts: a namespace and an identifier. They are written in the form namespace:identifier.
 - **Your collection PIDs should all use your institution's namespace only.**
 - Your institution's namespace is typically the same as its Arca subdomain (e.g. "cotr.arcabc.ca" uses the namespace "cotr".)
 - You decide what the identifier is for each collection - it can be any short series of letters, e.g. history or socfaculty.
 - For example, a Douglas College artwork collection could use the ID dc:artwork. A UNBC citation collection might be unbc:citations.

3. Decide which Content Model you want to use for each format/type of object, and whether there will be multiple types of objects in a single collection.

[Click here for a list of Arca Content Models and what we recommend you use them for.](#)

Then follow the steps below to create each collection.

Create your collection

To create a collection, begin by logging into your Islandora repository as an administrator. If you're not sure what your admin login is, contact Brandon.

1. Navigate to the place where the collection will be placed and click 'Manage'

Go to the login page for your Arca repository (e.g. dc.arcabc.ca/user). Login with your administrator login.

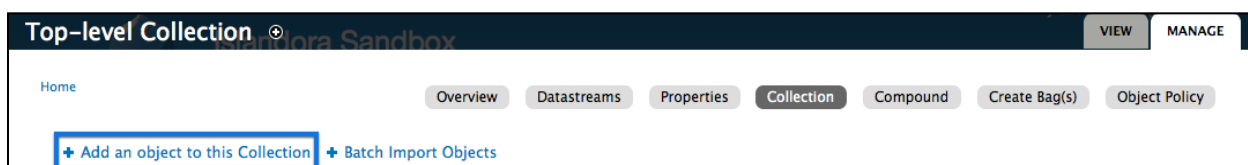
Click on "Browse Collections" at the top of your screen, and navigate into the collection wherein your new collection will live.

We refer to a collection contained within another collection as a 'child collection'.

Click the 'Manage' tab under the name of the collection you want to create your new collection within. E.g. if you are creating a collection at the highest level of your repository, you will want



2. Click 'Add an object to this collection'



3. Select the Islandora Collection content model.

4. Click Next on the MARCXML File upload screen, unless you have a MARCXML file to upload for this collection.

5. Fill out the collection information.

The screenshot shows the 'Collection PID' form in Islandora. It includes a 'Home' link, a text input for 'Collection PID' (annotated with a large '1'), and explanatory text: 'Unique PID for this collection. Leave blank to use the default. PIDs take the general form of namespace:collection (e.g., islandora:pamphlets)'. Below this is a checked checkbox for 'Inherit collection policy?' (annotated with a large '2'). Then, there is a label 'Inherit XACML policy from' followed by a dropdown menu currently set to 'None' (annotated with a large '3'). At the bottom is a 'Next' button.

The collection form contains three major steps:

1. **Collection PID** - This is the unique Persistent Identifier for this new collection. A PID consists of two parts: a namespace and an identifier. They are written in the form namespace:identifier. **Your collections should all use your institution's namespace only.** For example, a Douglas College artwork collection could use the PID dc:artwork. A UNBC citation collection might be unbc:citations.

2. Inherit collection policy?

The screenshot shows a web form titled "Douglas College Top Level Collection". At the top right is a link "About this site". Below the title is a "Home" link. The form has a section for "Collection PID" with a text input field and a note: "Unique PID for this collection. Leave blank to use the default. PIDs take the general form of namespace:collection (e.g., islandora:pamphlets)". Below this is a checkbox labeled "Inherit collection policy?". The "COLLECTION POLICY" section contains two parts: "Children namespace" with a dropdown menu showing "islandora", "test", and "dc" (selected), and "Allowable content models" with three checkboxes: "Islandora:collectionCModel ~ Islandora Collection Content Model", "Islandora:sp-audioCModel ~ Islandora Audio Content Model", and "Islandora:sp_pdf ~ Islandora PDF Content Model".

- If your new collection holds **DIFFERENT** kinds of objects from its parent:
 - i. Uncheck this box.
 - ii. The form will ask you to choose a **Children Namespace** - This is the namespace objects in the new collection will use. **Choose your institution's namespace only.**
 - iii. Select all Content Models that this collection will contain. **This dictates the kinds of objects that your collection can hold.**
 - e.g. If this collection will include both audio files and image files, you'd select the Audio Content Model and the Basic Image Content Model.
 - If the collection will also contain subcollections, make sure to select the Collection Content Model.
 - If you don't choose the right ones, you can always make changes later. For information on adding or removing Content Models from a collection policy, check out [How to Manage](#)

Collection Policies.

- **If your new collection will hold the SAME kinds of objects as its parent:**
 - i. Check the box
 - ii. This will copy the parent collection's collection policy into the new collection, including any content models the parent collection was using.
- 3. **Inherit XACML policy from:** Select from the dropdown menu if you would like to copy a XACML policy (that is, which users have access to this collection). This should only be changed if you need unusual user permissions for this collection.

6. Fill in the Collection ingest form.

The ingest form allows the user to fully describe a collection. Once the form has been filled in, the user can select Ingest to complete the creation of the new collection object.

Notes about the ingest form:

- Name: The name of a person, organization, or event (conference, meeting, etc.) associated in some way with the resource. For details see the [Arca Metadata Guidelines for Creator/Contributor/Name](#). Use format "Brown, Bradford. F."
- Type of Resource: **Leave it blank, or select the type of objects contained within the collection.**
- Genre: Select an appropriate term from either the Art and Architecture Thesaurus <http://www.getty.edu/research/tools/vocabularies/aat/> or [Marc genre terms](#). Values must be lowercase.
- Origin Information: Date Created: The date of creation of the collection. For more information see the [Arca Metadata Guidelines](#) for Dates. Use numerical format YYYY-MM-DD.
- Rights information: Enter any text you wish here.

The screenshot shows a web form titled "Top-level Collection" with a "Home" link. The form includes a "Collection Title" field, a "Name" field with a list icon, a "Type" dropdown menu set to "personal", a "Name" field, a "Role" field, and a link to a vocabulary. Below these is an "Add" button. At the bottom, there is a "Type of Resource" dropdown menu set to "- select a type -".

- Any fields left blank will not display.

7. View the new collection



You will now be brought to the new child collection's page.

8. Add a thumbnail

Each collection must have its own unique thumbnail to represent the objects within. The default thumbnail should not be used, as it is shared with the Newspaper and Citation content models.

1. Select a thumbnail image to represent your collection. Dimensions should be 128x128 pixels.
2. While viewing your collection, click the Manage tab
3. Select Datastream
4. For the TN (Thumbnail) datastream, click Replace
5. Browse to your new thumbnail image on your computer and click Upload
6. Click Add Contents to save your changes. You should see a confirmation that your thumbnail has been updated.

Collection thumbnail: Alternative method

You can also select a thumbnail from your collection derived from the items it contains:

1. Go to Modules, and enable Islandora Thumbnail Selector
2. Go to your collection, and click Manage
3. Go to the Collection tab, and choose Select Thumbnail
4. You'll see a list of objects in your collection, and their thumbnails. Select the object you want to use.
5. Click Update Thumbnail. The thumbnail from your selected object has been copied to your collection's TN datastream.

9. Deleting a collection

If you need to delete a collection for any reason:

1. Navigate to the collection you wish to delete - make sure the title ABOVE the tabs displays the name of the collection you want to delete.
2. Click the Manage tab.
3. Click the Properties button.
4. Make sure the Item Label field displays the name of the collection you want to delete.
5. Click Delete Collection.

The screenshot shows the 'Douglas College Calendars' collection page in the Islandora Repository. The page has a dark header with the title 'Douglas College Calendars' and a dropdown arrow. To the right of the title are tabs: 'VIEW', 'IP EMBARGO', 'MANAGE', and 'MARCXML'. Below the header, there's a breadcrumb 'Home » Islandora Repository' and a row of tabs: 'Overview', 'Datastreams', 'Properties' (highlighted with a red circle), 'Collection', 'Compound', and 'Object Policy'. The 'Properties' tab is active, showing the 'Item Label' field with the value 'Douglas College Calendars' (circled in red). Below this is the 'Owner' field with the value 'gretcheng' and the 'State' dropdown menu set to 'Active'. At the bottom, there are two buttons: 'Update Properties' and 'Delete Collection' (circled in red).

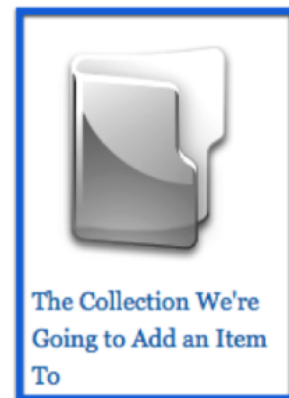
IV. Ingesting an Object - Basics

This section begins with some basic instructions for all types of objects, then provides specific instructions for various content models.

1. Choose a collection to add the item to

Before you ingest an object, Each item you ingest into the Islandora Repository must be added to a collection. The collection you choose must be set up with the appropriate Content Model for the kind of object you wish to ingest.

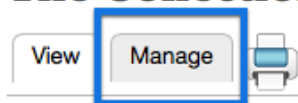
In this example, the name of the collection is shown below the folder in the image to the right, and that folder has already been set up to use the 'Islandora Basic Image Collection' Content Model.



2. Click on the thumbnail to enter the collection.

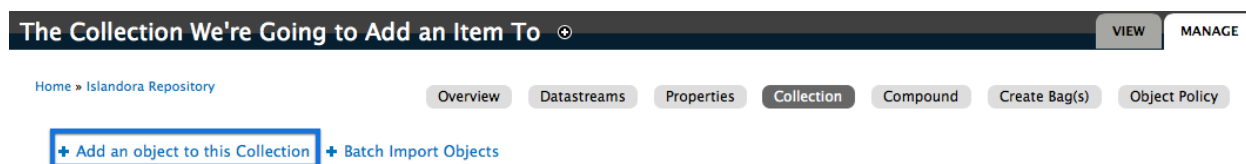
3. Click the collection's 'Manage' tab

The Collection We're Going to Add an Item To



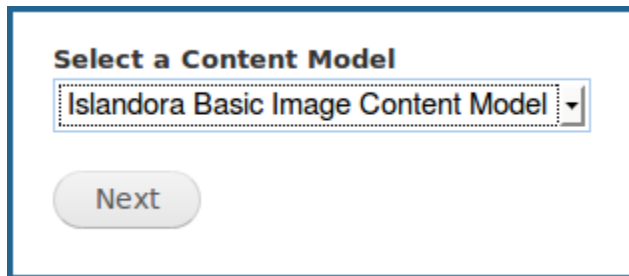
This will take you to the collection's administrative page.

4. Choose 'Add an object to this collection'



This brings up the form for a single-object ingest.

If the collection you are ingesting the object into has more than one Content Model applied to its Collection Policy, the first screen that comes up will contain a drop-down menu similar to the following:



Simply choose the Content Model that fits the type of object you wish to upload, and click 'Next'.

5. Fill out the object's metadata form

The forms used for an object's metadata vary from Content Model to Content Model. In addition, some content models may have multiple forms one can choose from. The form you choose will primarily depend on the needs of the individual collection. Specific details for different content model metadata forms can be in [section V. Content Model Ingest Guides](#).

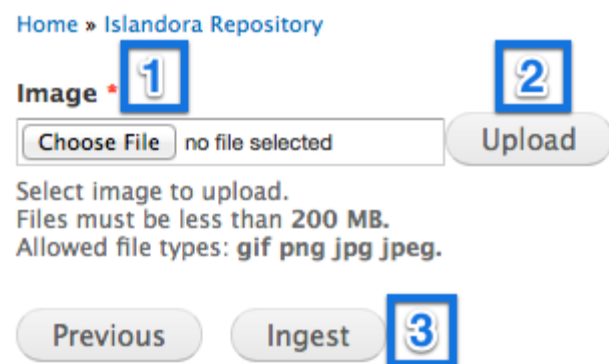
6. Upload and ingest a digital file

This can be done in three steps:

1. Choose file to select file inside your computer
2. Upload the file to the server
3. Click the 'Ingest' button to let Fedora turn it into a new object

You will notice two stipulations - that the file has both size and type restrictions.

Size restrictions can be manipulated by your site administrator by making changes to the site's **php.ini** file, to the **post_max_size** and **upload_max_filesize** lines. Contact the Arca admin




centre if the given size restrictions prevent you from ingesting your objects. Type restrictions are set in place by the Content Model being used and cannot be modified.

You will receive a message at the top of the screen when your object has been successfully ingested.

7. View your file in the repository

Upon completion, you will be brought to the new object's page in the collection. You may now manipulate the file or verify its details.

Picture

View Manage MARCXML PREMIS 



In collections

- [The Collection We're Going to Add an Item To](#)

▸ Details

V. Content Model Ingest Guides

The following are guidelines for ingesting specific kinds of materials that are common to most Arca member sites. These include details on how particular ingest form fields should be filled in, and links to controlled vocabularies for specific fields.

General Notes

Name/Role

For all named entities with a Role field, use MARC relator terms:

<http://id.loc.gov/vocabulary/relators.html>. Some custom forms are set to autocomplete this field.

Dates

Dates should always be input in [W3CDTF format](#): YYYY-MM-DD.

- If you know only the year and month: YYYY-MM
- If you know only the year: YYYY

Uncertain or approximate dates should use qualifiers (approximate, inferred, or questionable) within the element to indicate the uncertainty. See

<http://library.princeton.edu/departments/tsd/metadoc/mods/dates.html> for detailed examples.

- Example: `<dateIssued authority="w3cdtf" keyDate="yes" qualifier="approximate">1972</dateIssued>`

For date ranges, use two dateIssued elements with "point" attributes. For example, the date range 1981-1989:

```
<dateIssued authority="w3cdtf" keyDate="yes" point="start">1981</dateIssued>
<dateIssued authority="w3cdtf" point="end">1989</dateIssued>
```

Genre

Genre is a required element. Terms must be lowercase and must be taken from one of two sources:

- MARC genre terms: <https://www.loc.gov/standards/valuelist/marcgt.html>

- Art and Architecture Thesaurus: <https://www.getty.edu/research/tools/vocabularies/aat/>

Ingest forms provide a dropdown menu to indicate the authority used. If you require another term that is not covered even loosely by either of these lists, select “local”.

If you would like to use a different authority and have it captured in the options, speak to the Admin Centre.

Subject/Topic

Subjects do not require an authority, but sites are requested to be consistent within their own repositories.

Many sites use LCSH: <http://id.loc.gov/authorities/subjects.html>

Language

All Language fields should use the ISO 639.2b vocabulary. Enter full names of languages, not codes. For valid language terms, see http://www.loc.gov/standards/iso639-2/php/code_list.php

Repeating Fields

Many fields can be repeated. For example, the Name fields (Authors, etc.) often have an “Add” button, which opens a new tab that allows you to add another name. The following sections provide specific details for each content type.

The screenshot shows a web form titled "Authors". At the top, there are two tabs: "1" (selected) and "2" with a close button. The form contains the following fields:

- First name & Middle Initial ***: A text input field containing "Author 2".
- Last Name**: A text input field containing "Jones".
- Qualified Name**: A text input field that is currently empty and highlighted with a blue border.
- Department**: A text input field that is currently empty.


Below the "Qualified Name" field, there is a small text note: "Used for connecting to a Scholar record, if scholar profiles exist. Enter the full identifier in parentheses. Example: Brandon Weigel (bweigel)".

At the bottom of the form, there is an "Add" button. Below the button, a small note reads: "Authors of the item; Full author names are entered when they appear in the author position".

Editing Object Metadata

Once you’ve created an object, you can always go back and edit the MODS metadata datastream:

1. Navigate to the object you wish to edit metadata for.
2. Click the Manage tab.
3. Click on the Datastreams button.
4. Click on the Edit link for the MODS record.
5. This will bring up the same ingest form you used to ingest the object, and you can edit the metadata as needed. Then click Update to save.

TestThesisObject 

VIEW DOCUMENT IP EMBARGO **MANAGE** MARCXML

Home » Islandora Repository » BC ELN Training

Overview **Datastreams** Properties Compound Object Policy

[Add a datastream](#) [Lock object](#)

TestThesisObject - bceln:11

ID	LABEL	TYPE	MIME TYPE	SIZE	VERSIONS	OPERATIONS
RELS-EXT	Fedora Object to Object Relationship Metadata.	Inline XML	application/rdf+xml	531 B	1	download
MODS	MODS Record	Managed	text/xml	2.62 KiB	2	replace download edit delete
DC	DC Record	Inline XML	text/xml	685 B	2	replace download

Citation

Form: BC ELN Citation Form

This content model is meant for academic papers/articles, faculty research/publications, conference proceedings, book chapters, and any other research material produced by scholars or researchers. Objects can be ingested with or without a PDF. Objects added here can be linked to a faculty member's Scholar profile page.

The Citation Content Model should automatically generate a thumbnail from your PDF, if you upload one. If this is just a citation with no accompanying PDF, the default thumbnail will be the folder icon.

Publication Type

"article" is set by default, but other options are allowed. This maps to the Genre field.

Use MARC Genre Terms: <http://www.loc.gov/standards/valuelist/marcgt.html>

For book chapters, use the genre term "book chapter" (case sensitive). This should generate a properly-formatted citation. (See [Islandora Wiki](#).)

Authors

First Name & Middle Initial: Do not use commas or periods. Format: "Thomas A"

Qualified name: A unique name for the author. Used to link to the Scholar Profile (under "recent citations" feed) if applicable. Include the scholars identifier in parentheses. Format: "Thomas Edison (tedison)"

Department: Be consistent; this is also used in the Scholar profile to link to others in the same department. If the author is not affiliated with your institution, optionally add the institution name as well (department, institution).

Date Issued

Use the most relevant date; e.g. publication date for published articles. Format YYYY-MM-DD.

URL

Where the item was retrieved from. Used for generating citations.

Type of work

Mapped to the Note field. Intended to more specifically define the type of material (journal article, book chapter, meeting abstract, etc.)

Publication Status

This field is optional, and maps to the <note> element. If you choose to use this field, you can enter the publication status in any way you choose to - we have no guidelines about this. Once you have filled out the ingest form and click Submit, on the next screen if you are uploading a PDF to go along with the citation, at that point you will be prompted to indicate whether the PDF is a pre-print, post-print etc..

Host Resource

Issuance - this field is optional. Maps to MODS <originInfo><issuance>. Use continuing, monographic, single unit, multipart monograph, serial, or integrating resource.

Type of resource - this field is optional. Maps to MODS <genre>. Use [Marc genre terms](#).

Serial number - this field is optional. Maps to MODS <identifier>. It can be used for ISBN if needed.

Project Name, Project ID

If the object is associated with a specific project at your institution, enter the information here.

Author-supplied Keywords

Uncontrolled keywords that an author has provided to facilitate discovery.

Use and Reproduction

Prefer a standard Creative Commons licence: <https://creativecommons.org/licenses/>

Large Image/Basic Image

Forms:

- **BC ELN Artwork Form** - used for artwork requiring more extensive metadata (large image only)

The Large/Basic Image content models should automatically generate a thumbnail for the object from the file you upload.

Role

This field autocompletes using MARC Relators vocabulary:

<http://id.loc.gov/vocabulary/relators.html>

Dates

Most likely birth and death dates (e.g. 1983-2015). Other significant date ranges are also accepted (e.g. active period).

Culture

The culture of the artist, if relevant. Thus far a controlled vocabulary for this has not been identified.

Genre

The specific type/category of artwork. Choose from the Art and Architecture Thesaurus:

<http://www.getty.edu/research/tools/vocabularies/aat/>

Language

Autocompletes using the ISO 396.2 vocabulary:

http://www.loc.gov/standards/iso639-2/php/code_list.php

Identifier (local)

A unique identifier used locally at your institution, if applicable.

Technique

Prefer terms from the Art and Architecture Thesaurus:

<https://www.getty.edu/research/tools/vocabularies/aat/>

Cultural Context

The name of the culture, people, or adjectival form of a country name from the work originates, or the cultural context with which it has been associated. This may or may not be the same as the Culture field associated with the artist.

Named Subjects

If the artwork includes people whose names are known, name them here. multiple entries allowed.

Audio

Form: BC ELN Audio Form

Genre

Prefer <https://www.getty.edu/research/tools/vocabularies/aat/> for specifics kinds of recording, or MARC genre terms (<https://www.loc.gov/standards/valuelist/marcgt.html>) for general genres.

Identifier

Prefer International Standard Recording Code (ISRC) if applicable.

Newspaper/Newspaper Issue

A Newspaper is a special type of compound object or collection. Once a parent Newspaper has been created, from the Manage tab, a special Newspaper tab is available. From the Newspaper tab, you can add a newspaper issue, for which you will enter metadata and include a PDF.

Form: BC ELN Newspaper Issue Form

The various components of Newspaper objects are intended to be ingested in a particular order:

1. A collection is created to contain the Islandora Newspaper content model. This represents the publication to which issues will be added.

2. Inside that collection, a new object is created; this will automatically be given the Islandora Newspaper Issue content model.
3. Within that new object, pages are added. These are automatically given the Islandora newspaper page content model.

Dates

Date Issued: Publication date in your institution's preferred format, or the publication's format.

Date Issued - ISO: ISO 8601 format -- YYYY-MM-DD. Likely these two fields will be the same.

Missing Pages

If the issue being ingested is missing any pages, enter them in order, comma-separated.

E.g. 2, 16, 31.

Batch ingesting

Directions for the Newspaper Batch process are available here:

<https://wiki.duraspace.org/display/ISLANDORA/Islandora+Newspaper+Batch>

Thesis

Form: BC ELN Thesis Form.

Used for all student work, including dissertations/theses, capstone papers, research posters, etc.

The Thesis Content Model should automatically generate a thumbnail from your document, if you upload one. If this is just a citation for a thesis, the default thumbnail will be the folder icon.

Authors and Advisors

Role: Thesis advisor is not only for theses - it applies to any faculty advisor.

Qualified Name: Use this if your author or advisor has a scholar profile to which you want to connect this thesis.

Description: Any clarifying or descriptive information you want to use to clarify your name. Could be a specialized role term used at your institution that is not covered in the controlled vocabulary.

Other Contributors

Anyone who contributed and is not an Author or Thesis Advisor. These role terms are taken from the ET-DMS schema.

Role: Select one that most closely matches the person's role in this thesis. Can be clarified with Description, below.

Qualified Name: Use this if your author or advisor has a scholar profile to which you want to connect this thesis.

Description: Any clarifying or descriptive information you want to use to clarify your name. Could be a specialized role term used at your institution that is not covered in the controlled vocabulary.

Degree Granter

If the work is a graduating paper such as thesis or capstone, information about the degree granting institution goes here. Maps to the Name field with role "Degree granting institution".

Department Identifiers

Used to connect this thesis to a Department in the scholar profiles.

Author-supplied Keywords

Uncontrolled keywords that an author has provided to facilitate discovery.

Use and Reproduction

Prefer a standard Creative Commons licence: <https://creativecommons.org/licenses/>

Video

Form: BC ELN Video Form

Identifier

Use International Standard Audiovisual Number if applicable.

Remote Media

Form: BC ELN Video Form; any other BC ELN form (set association in Form Builder by choosing the appropriate form and clicking “Associate”)

Allows you to create an object record in Arca representing an object hosted elsewhere, such as Vimeo, YouTube, Soundcloud, the Internet Archive, etc. This content model can represent any digital material with HTML embed code. The resulting display respects any access restrictions set in the original source.

This is the preferred content model for streaming media.

When presented with the Embed Code box, paste the embed code from your remotely-hosted media and click next.



The screenshot shows a web form titled "Remote Media Collection" with a plus icon. Below the title is a breadcrumb trail: "Home » Islandora Repository". The main section is labeled "Embed code *" and contains a text area with the following HTML code: `<iframe width="560" height="315" src="https://www.youtube.com/embed/LhgK5-doWJE" frameborder="0" allow="accelerometer; autoplay; clipboard-write; encrypted-media; geolocation; gyroscope; hid; keyboard; legacy-image-auto-load; microphone; mouse; no-pointer-lock; picture-in-picture; screen-sharing; vr" allowfullscreen></iframe>`. Below the text area is a label "Enter your media embed code." and two buttons: "Previous" and "Next".

From there, fill in the form as normal.

Streaming Media

Form: BC ELN Video Form

NOTE: This content model is superseded by the Remote Media content model. Use the Streaming Media content model only in very particular circumstances.

Allows you to create an object record in Arca with a video/audio player, while hosting the video or audio file itself externally.

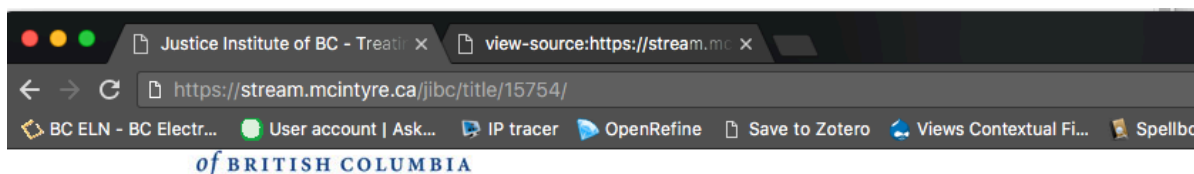
Note: You must enable the Streaming Media Solution Pack in the Modules menu and associate the Video form in order to use this content model.

Streaming Sources

Stream URI: Full URL to the video or audio source, including file extension and any authentication embedded in the URL.

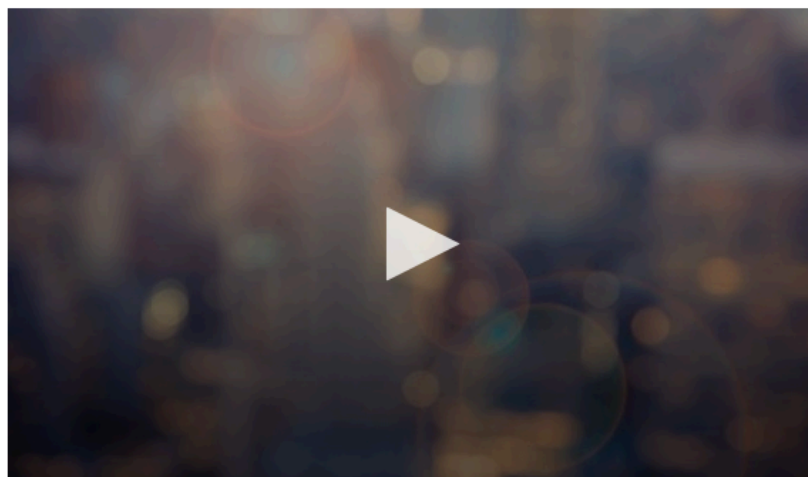
To find your URI from a video embedded in a webpage, right click on the page, click “View Source”, and find the URL to the video in the page HTML.

MIMEtype: Choose according to the type of file you have. Guidelines are included below the field. Make sure you include the full mimetype (e.g. “video/mp4”, not just “mp4”).



Treating individuals with autistic spectrum disorder

By:



Description

Back
Forward
Reload
Save As...
Print...
Cast...
Translate to English
Block this site
View Page Source
Inspect


```
Justice Institute of BC - Treati x view-source:https://stream.mc x
view-source:https://stream.mcintyre.ca/jibc/title/15754/
BC ELN - BC Electr... User account | Ask... IP tracer OpenRefine Save to Zotero Views Contextual Fi... Spellbook Islandora 101
229 <script src="/js/jwplayer-10.6.js"></script>---
230 <script src="/jwplayer-8.1.10/jwplayer.js"></script>
231 <script type="text/javascript">
232     jwplayer.key = 'yuGd2AEy5sMPw+WtvWiWKP2igs7g0H1clwsxIQ6KUM=';
233     jwplayer('playerarea55').setup({
234         file: 'https://s3-us-west-2.amazonaws.com/mcstreamclients/jibc/videos/autism_disc_3_aemac_500_4x3.mp4?
235         AWSAccessKeyId=AKIAIFEVUHCMJQYQFRUA&Expires=1526327459&Signature=bqxUgjhHfitXaF7hiHXU7S9Crog%3D',
236         image: '/images/temp/stream-79234-original-L.jpg?57',
237         primary: "flash",
238         width: '570',
239         height: '332',
240         skin: 'bckle',
241         controls: true,
242         events: {
243             onTime: function(event) {
244                 duration = this.getDuration();
245                 highLightTran(event.position);
246                 if (event.position >= 3) {
247                     if (event.position >= 3) {
248
```

Edit Streaming Sources

[Home](#)

▼ **SOURCE #1**

Stream URI

Enter uri of the stream. URI should point directly to the file.

Mimetype


Enter the mimetype of the stream. Suggested options: video/mp4, applica-
forma, rtmp/mp4 – rtmp streaming protocol, audio/wave, audio/wav, au

localhost:8000/islandora/object/islandora%3A230#

Apps BC ELN - BC Electr... User account | Ask... IP tracer OpenRefine Save to Zotero Views Contextual FI... Spellbook Islandora 101

Dashboard Content Structure Appearance People Modules Configuration Islandora Reports Help

My account Log out

 **My awesome repository**
The awesomest of repositories

[Home](#)

Home » Islandora Repository » Video Collection

Islandora Solr facet pages

- [Subject](#)
- [Department](#)


Islandora simple search

Navigation

- [Add content](#)
- [Import Entities from CSV](#)
- [Islandora Batch Queue](#)
- [Islandora Batch Sets](#)
- ▼ [Islandora Repository](#)
- [My bookmarks](#)

Proxy test

[View](#) [Manage](#) [MARCXML](#)



Serial Object and Serial Object Intermediate: DO NOT USE UNTIL FURTHER NOTICE

******dgi has found a bug in the Serial Solution Pack; do not use this SP until further notice*****

Used to hold journals or other serial publications. Serial Object is used for the serial, and Intermediate is for individual issues.

Form: BC ELN Serials Form

Document

Used for Word documents and similar objects. Is converted to PDF for display and download. Uses terms like “journal article” in help text, but Citation is preferred for articles.

Compound Object

A special type of object that acts like a collection, linking child objects together. Child objects can be of different types - e.g. a thesis that contains both a PDF and a video. This is particularly effective for different views of art objects, e.g.:

<http://ecuad.arcabc.ca/islandora/object/ecuad%3A8450>

To create a compound object:

- Go to the parent collection you wish to put your compound object into.
- Make sure that the collection's Collection Policy includes the Compound Object CModel:
 - Manage the collection
 - Click the Collection tab
 - Make sure that Compound Object is checked off under Collection Policy
- Ingest all the objects you want to pull together into a compound object as if they were normal standalone objects, and make a note of their PIDs.
- Ingest a new Compound Object like any other object:
 - Manage collection
 - Add new object
 - Choose the Compound Object content model
 - Fill out all relevant metadata describing the compound object
 - Ingest
- Add children to the compound object:
 - Manage the Compound Object
 - Click the Compound button
 - Under the "Add Child Object" field, enter the PID for each object you wish to add to the compound object.
 - You may add multiple PIDs and rearrange their order if needed.
- Child objects will now appear in the sidebar when viewing the Compound object. They should no longer appear when viewing the collection.

To display the parent object's metadata when viewing its children:

- enable the Islandora Compound Parent Metadata Block module
- In Structure -> Blocks, find the Islandora Compound Parent Metadata block and edit
- Put it in the Content region at the bottom

- The parent metadata will display below the child metadata.
-

Book

The Book Solution Pack module allows for the creation of a Book collection object, and the ingesting of pages into that book. Essentially, a 'book' object is a special type of collection into which page objects can be ingested and organized.

A Book's PDF can be generated from each page. Pages are based on an uploaded pdf of the entire book or individual jpegs, or tiffs of every page. From the uploaded pages it is possible to generate images for use in the "Islandora Internet Archive Bookreader". It is also possible to generate PDF files per page. OCR and OCR coordinate data can also be generated from the uploaded pages.

Creating a Book

1. Create a new collection, or go to an existing one, and add the 'islandora:bookCModel' content model to its collection policy
2. Go to that collection's 'Manage' tab, and add an object to the collection (from the 'Collection' section)
3. Fill out the Book MODS form and submit it

You will now be brought to the Book's object page. If you click Manage, you'll see a new tab is available: Book.

On the Book tab, you will have the option to add pages, either individually (Add Page) or in batch (Add Zipped Pages). You can also use this tab to reorder pages, perform OCR, delete pages, etc.

Persons / Scholar Profiles

The Person content model, from the Entities Solution Pack, allows you to create profiles for your Scholars (researchers and faculty). It automatically displays Citation and Thesis objects that list the scholar as author, and shows related scholars in the same department.

Creating a Scholar collection

1. From the Manage page, assign a PID (e.g. at JIBC, use something like “jibc:scholars”)
2. Un-check “Inherit collection policy”
3. Select two content models: Entity and Person
4. Proceed as normal to create your collection.

Add/ingest a Person

A Person is an object in Islandora, just as is a Citation or an Image.

1. From the Manage tab, add an object
2. Select the Islandora Person content model (not Entity)
3. Select the Scholar MADS form (not the Person form)
4. Add all relevant metadata

Key Fields

Affiliation/department

Enter the scholar’s department or faculty. Be consistent with Department names, as the system will use this to show other people in the same department. [Note for Sunni: Ask Islandora Google group about auto-complete for Department field and how to access it]

Identifier

Use the researcher’s ORCID if applicable. Otherwise, use a local identifier. The Identifier field is important, as it allows Citations and Theses to be linked to the Scholar. We strongly recommend using something that can be easily typed; the identifier is ideally either the scholar’s ORCID identifier, or a short easily typed identifier such as 'bsloan'. This same identifier needs to be used in all the metadata for any works you ingest by that same author - this is how Islandora knows to display the author’s works on their Scholar profile.

VII. Batch Ingest

There are several approaches to batch ingest. See the relevant documents here:

<https://arca.bcelnapps.ca/documentation>

VI. Submission Agreements

We have not yet settled on a universal way to work with submission agreements. Below are some workflows that institutions might choose. An institution can choose to attach submission agreements to a single object (i.e. a single PDF), or to a Scholar profile (which could cover any papers in the repository associated with that Scholar).

Drupal form

The preferred approach is to use a single webform that covers all future submission agreements.

- Create a Webform (Content -> Add content -> Webform) that displays your submission agreement
- Include fields for submitters to include their name, affiliation, and indicate that they agree to the policy
- Create a user account for the submitter
- Send the submitter an email including their user ID and password, and a link to the submission agreement form

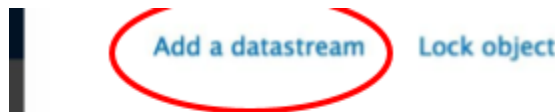
The submitter's data will be stored on the repository website, and can be made accessible at the institution's option.

Datastream on the Individual object

If you wish to attach a submission agreement to an individual paper/object, you will need to create a datastream and attach the signed agreement. This approach is more labour intensive, as it requires a separate agreement for each submission.

- Navigate to the object/paper that you wish to attach the agreement to; click the Manage tab

- Click the Datastreams button, then click Add a datastream



Building resilient communities workshop report - jibc:91

ID	LABEL	TYPE	MIME TYPE	SIZE	VERSIONS	OPERATI
RELS-EXT	Fedora Object to Object Relationship Metadata.	Inline XML	application/rdf+xml	527 B	1	
MODS	MODS Record	Managed	text/xml	4.92 KIB	5	replace
DC	DC Record	Inline	text/vml	1.81	5	replace

- On the Add a Datastream form, fill in the Datastream ID field with “SUB_AGREE” and the datastream label field with “Submission Agreement”. These 2 fields are filled in with this same information every time you upload a submission agreement to an object.
- Upload the signed PDF of your submission agreement, and click Add Datastream
- The Submission Agreement for this object will now be available on the object’s Datastreams window, and can be replaced, deleted, and downloaded as with other datastreams.

Datastream on the Person object

If your submission agreement policy requires that agreements covering all submissions to be attached to personal profiles (Person objects), you will need to create a datastream on the Person object and attach the signed agreement:

- Navigate to the desired Person page, and click the Manage tab
- Click the Datastreams button, then click Add a datastream (see image above)
- On the Add a Datastream form, fill in the Datastream ID field with “SUB_AGREE” and the datastream label field with “Submission Agreement”. These 2 fields are filled in with this same information every time you upload a submission agreement to a Person.
- Upload the signed PDF of your submission agreement, and click Add Datastream
- The Submission Agreement for this Person will now be available on the Datastreams tab for the object, and can be replaced, deleted, and downloaded as with other datastreams.