Directions for Adding A New Collection to New York Heritage

These directions are for CDLC members that are already part of New York Heritage. If your institution wishes to join New York Heritage, please contact CDLC.

1. Create a name for the new collection. You will put the name of the collection in the “Digital Collection” metadata field for every item in the collection. Take care to make the name succinct and descriptive of the collection. This title will be used throughout the New York Heritage website and publicity to refer to the material. Please think carefully about the title you want before implementing. The title and metadata field is used to connect material and make the links work in the website. Changing the title entails a fair bit of editing work for both you and CDLC.

   If you do decide to change the title after CDLC has created the collection landing page, YOU MUST CONTACT CDLC beforehand, so we can adjust the website. Otherwise, the links to your collection will no longer work.

2. Contact Susan D’Entremont at CDLC to obtain the Collection ID for the new collection.

3. Provide information to CDLC for the collection landing page. You may do this in an email, Excel spreadsheet or Google Sheet. If using a Google Sheet, you can contact Susan D’Entremont at CDLC for a sheet specific to your organization.

   We REQUIRE the following elements for each new collection. These are the red columns in the Google Sheet:
   - Title
   - Abstract
   - Scope and Content

   We recommend the following elements, if available. These are the burgundy columns in the Google Sheet:
   - Dates of Original
   - New York Heritage Topics
   - Historical Context (also known as Administrative/Biographical History)

See Part II of the New York Heritage Metadata Dictionary and Usage Guide for definitions for and directions for all of these elements. Note that the dictionary lists other required elements, but these are all automatically populated from your individual item
metadata, so you do not need to provide that information to CDLC for the collection landing page.

There are other elements in the Metadata Dictionary that are used infrequently. If you think you would like to use any of these, please contact Susan D’Entremont at CDLC:

- Publisher of Digital Collection
- Scope and Content of Source Collection
- Finding Aid URL
- Collection Type
- Yearbook Title
- School Name
- School City
- Author of Metadata

4. Notify Susan D’Entremont when you have uploaded at least one item from the collection. She can then create the collection landing page.

5. Provide an image for the collection landing page. Preferably this will be an image from the collection, but sometimes the collection may not have any eye-catching images – such as a collection of audio recordings.

6. CDLC will notify you when the landing page is live. Please review and check links. Report any edits or problems to CDLC.

7. The collection is now ready to publicize!! Spread the word to any and all people who might be interested.