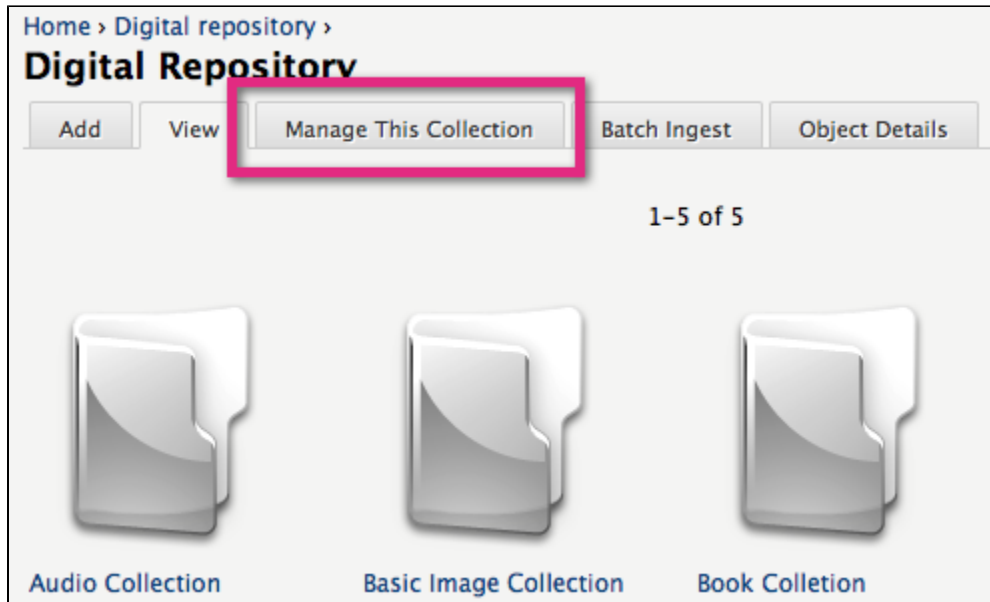


# How to Manage Collection Policies

You can use the Collection Manager to add a content model to a collection policy, or to delete a content model from a collection policy. This allows you to control which content models are visible to users when they import objects into a collection.

## 1. Navigate to a collection and open the Collection Manager.

Choose a collection and click the 'Manage This Collection' tab at the top.



## 2. Add a content model to the collection policy.

Expand the 'Manage Collection Policies' section and then the 'Add Content Model' sub-section. Choose a content model to add and assign it a

The screenshot shows the 'Digital Repository' interface. At the top, there's a breadcrumb trail: 'Home > Digital repository > Audio Collection >'. Below this is the title 'Digital Repository' and a row of buttons: 'Add', 'View', 'Manage This Collection', 'Batch Ingest', and 'Object Details'. A sidebar on the left contains a tree view with the following items: 'Create Child Collection', 'Manage Collection Policies', 'Add Content Model', 'Delete Content Model', 'Change Content Models', and 'Permanently Delete Test Audio Collection'. The 'Add Content Model' section is expanded, showing a dropdown menu for 'Choose Content Model:' with 'Audio Content Model ~ cairn:audioCModel' selected. Below this is a text input for 'Choose Namespace:' with 'islandora' entered. A button 'Add Content Model to Collection Policy' is at the bottom of this section. Annotations with pink boxes and arrows point to 'Manage Collection Policies', 'Add Content Model', the content model dropdown, and the namespace input field.

Home > Digital repository > Audio Collection >

## Digital Repository

Add View Manage This Collection Batch Ingest Object Details

- Create Child Collection
- Manage Collection Policies
- Add Content Model
- Delete Content Model
- Change Content Models
- Permanently Delete Test Audio Collection

**Choose Content Model:**

Audio Content Model ~ cairn:audioCModel

Choose content model to add to this collection policy.

**Choose Namespace:**

islandora

Choose namespace for objects in this collection associated with this content model

Add Content Model to Collection Policy

namespace.

Click 'Add Content Model to Collection Policy' to complete the operation.

### 3. Delete a content model from the collection policy.

Expand the 'Delete Content Model' sub-section and click the checkboxes besides any content models you wish to remove from the collection policy.

The screenshot shows the 'Digital Repository' interface, similar to the previous one. The 'Delete Content Model' section is expanded. It shows a dropdown menu for 'Choose Content Model to Remove:' with 'Audio Content Model' selected and a checkbox checked. Below this is a text input for 'Choose content models to remove from this collection policy'. A button 'Remove Content Collection Policy' is at the bottom of this section. Annotations with pink boxes and arrows point to 'Delete Content Model', the content model dropdown, and the checkbox.

Home > Digital repository > Audio Collection >

## Digital Repository

Add View Manage This Collection Batch Ingest Object Details

- Create Child Collection
- Manage Collection Policies
- Add Content Model
- Delete Content Model
- Change Content Models
- Permanently Delete Test Audio Collection

**Choose Content Model to Remove:**

☒ Audio Content Model

Choose content models to remove from this collection policy

Remove Content Collection Policy

Click 'Remove Content Collection Policy' to complete the operation.

**You have successfully added and/or removed a content model from the collection policy.**