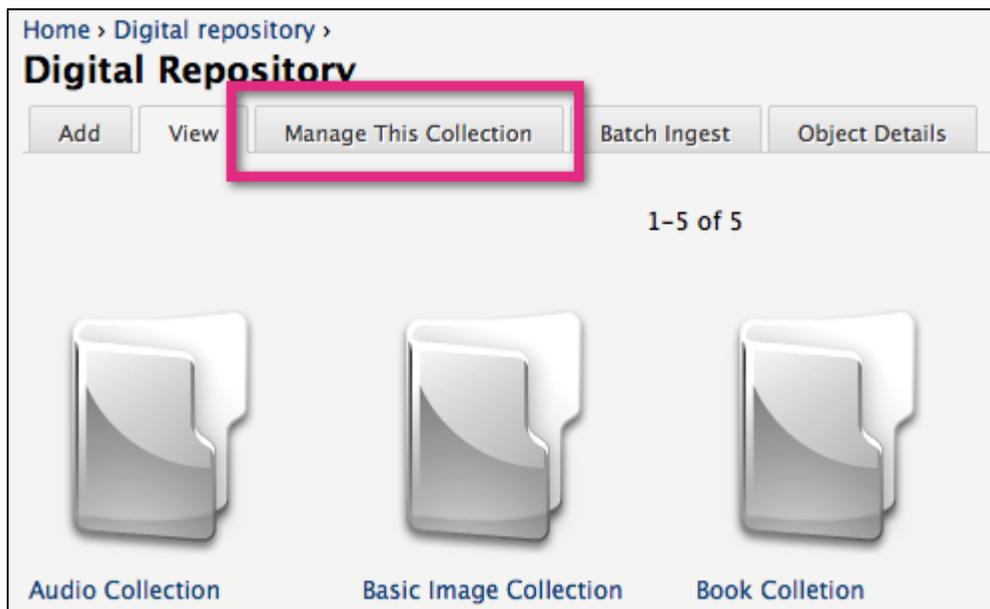


How to Manage Collection Policies

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 namespace.

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 w

Add Content Model to Collection Policy

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.

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

Choose Content Model to Remove:

Audio Content Model

Choose content models to remove from this collection

Remove Content Collection Policy

Select one or more content models to delete

- ▶ Change Content Models
- ▶ Permanently Delete Test Audio Collection

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

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