

How To - Create and Manage Collections

Collections are the basis of Omeka's item management. Each library gets a top-level collection and can create any number of sub-collections underneath that collection. Collections can help you group images and documents under a similar heading and can be used to organize your Omeka site so that like images are easy to find.

To create a collection, log into Omeka with your library's user name and password.



Click on the Collections menu item from the left-side menu, then on Add a Collection.

Collections have the same Dublin Core metadata available to them as regular items, but for most purposes, all you need to fill in is the Title of the collection. You can scroll down to see if you want to add any other information, but Title is the only required metadata.

If this collection will be a sub-collection (a child of your library's parent collection), you can click on the Parent Collection tab under the Add a Collection heading. At that point, you can choose a collection (such as your library's main collection) to be the "parent" of your newly created

collection.

The screenshot shows a web interface for adding a collection. On the left is a vertical sidebar with menu items: Dashboard, Items, Collections (highlighted in blue), Item Types, Tags, Map, Item Relations, and Simple Pages. The main content area is titled 'Add a Collection' and includes a search bar with a 'Search' button and a plus icon. Below the title are two tabs: 'Dublin Core' and 'Parent Collection' (which is active). The 'Parent Collection' section has a sub-header 'Parent Collection' and a label 'Select a Parent Collection'. A text box explains: 'A collection cannot be a parent to itself, nor can it be assigned to a collection in its descendant tree.' Below this is a dropdown menu currently showing 'No parent collection'. To the right of the main form is a separate box containing a green 'Add Collection' button and two checkboxes labeled 'Public' and 'Featured'.

To edit the collection, simply click on the Collections menu item again, find the collection you'd like to change and click the edit link. You can change any of the metadata or the parent collection from the Edit screen, just like you did when you created the collection.