

# Edit a Collection

## How to Edit a Collection?

Once you've created a collection, you can add collection-level metadata and customize resource metadata display from the Collections page. Click the green "Edit" button on the collection you wish to edit.

Name	Resources	Featured	Public	Action
AVP Videos	6	Yes	Yes	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Manage Resources</a>

On the Edit Collection page, you'll see four options for editing your collection: General Settings, Collection Description, Resource Description, and Access Policies.

## Edit Collection

<a href="#">General Settings</a>	<a href="#">Collection Description</a>	<a href="#">Resource Description</a>	<a href="#">Access Policies</a>
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### General Settings

On the General Settings tab, you can edit the basic collection information you entered when you [created the collection](#) through the Collections page (or add this information if you created the collection through Imports).

### Collection Description

On the Collection Description tab, you can add additional metadata about your collection. Click on the Sort Collection Fields button to drag and drop fields to display this information in your desired order on the collection's webpage. Click "Add More" to add multiple values for any field.

<a href="#">General Settings</a>	<a href="#">Collection Description</a>	<a href="#">Resource Description</a>	<a href="#">Access Policies</a>
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## Collection Description

There are optional description fields to add to your Collection. This will appear in "About this collection" on your collection page

[Sort Collection Fields](#)

<b>Identifier</b>	<a href="#">Add More</a>
<b>Creator</b>	<a href="#">Add More</a>
Hedy Lamarr	<a href="#">Remove</a>
Enter Value	<a href="#">Remove</a>

Click "Update" to save your work. (Note: collection-level metadata is not yet searchable in Aviary.)

## Resource Description

On the Resource Description tab, you can customize and add metadata fields for your collection's resources. From this tab, you can establish a customized template for the resources in this collection. The settings you define here will affect which descriptive fields are available for description and for visibility on the "Description" tab of the detail view of a resource in this collection.

You can drag and drop the fields below to reorder them into a sequence that you prefer. This will change the sequence in which the fields are displayed on the resource detail page.

**Add Custom Fields**

Field Name	Tombstone View	Description View
☰ Title	<input type="checkbox"/>	<input checked="" type="checkbox"/>
☰ Keyword	<input type="checkbox"/>	<input checked="" type="checkbox"/>
☰ Subject	<input type="checkbox"/>	<input checked="" type="checkbox"/>
☰ Relation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
☰ Identifier	<input type="checkbox"/>	<input checked="" type="checkbox"/>
☰ Format	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
☰ Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
☰ Language	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Tombstone and Description Toggle

"Tombstone" fields are fixed metadata fields that will always be visible in the main view of the Resource Detail page, as well as in search results where the resource is shown, and anywhere the resource is listed publicly throughout the Aviary interface, except the Aviary home page. You can select up to three fields to be displayed as Tombstone fields for the resources in this collection. Title is part of the Tombstone by default.

Description fields that have been enabled will appear in the "Description" tab of all the resources in this collection (when you have opted to make a field visible).

### Preview Section

## Preview

This is the preview of the Resource Detail page with your current settings.

The Preview section changes as you edit the order and visibility of fields to show you how resource metadata will display in Aviary.



**Title:** This Is The Resource Title  
**Collection:** new collection  
**Organization:** shawn

## Description

<b>Date:</b>	1975-08-02
<b>Type:</b>	Audio
<b>Keyword:</b>	This is some example text for your custom field.
<b>Subject:</b>	Lorem, ipsum, dolor, si,t amet, consectetur, adipiscing, elit
<b>Relation:</b>	Part of X
<b>Identifier:</b>	ID556843
<b>Format:</b>	Videocassette
<b>Description:</b>	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam elit risus. faucibus vulnutate sanittis

### Adding Custom Fields

You can add custom metadata fields to your resources with the "Add Custom Fields" button. You will need to select the data type (either "dropdown," "date," "text," "tokens," or "editor") and add help text for any member users who will be creating resources. You can also specify if the field is required, repeatable, and visible on the website.

### Add Field

**Field Name \***

**Field Type \***

**Help Text \***

**Custom Vocabulary**

Required
 Public
 Repeatable
 Visible

Save changes
Close

## Access Policies

### Configure Access Requests

If you select the "Enable click-through functionality" box on this tab, users will be required to agree to collection access conditions before they are able to submit an access request. Once this functionality is enabled, when a registered user requests access to a restricted resource in a collection, they will be shown a check box that asks them to agree to the access conditions assigned to this collection before they are allowed to submit the request. For this function to be fully enabled, select the "Enable click-through functionality" check box and add text to the "Conditions for access" section.

General Settings	Collection Description	Resource Description	Access Policies
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## Configure Access Requests

### Enable click-through functionality for access requests to private resources in this collection.

If you enable this function, when users request access to private resources in this collection they will be required to select a check box saying that they agree to the access conditions before they are allowed to submit the access request. In order to enable this feature, you must add text to the box below and save this page. Once text has been saved in the box below, then the feature can be enabled or disabled.

**Enable click-through functionality**

#### Conditions for access

File Edit View Insert Format Tools

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For educational purposes only. ← Add text here

p
4 words

Once click-through functionality is enabled, you will also need to enter text in the "Configure Access Request Approval Email" field to configure an automated email that will be sent to users, granting them access to the collection. In addition to entering the email text, you have the option to select the "Add resource link to email" box to include a direct link back to the specific resource they want to access. You may also select the "Add resource accessible details to email" box in order to include additional access details in the email specifying whether the user has been granted ongoing access or access for a fixed period of time. See [Manage Access Requests](#) for more detailed information about approving or denying specific access requests.

## Configure Access Request Approval Email

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- Add resource link to email
- Add resource accessible details to email

You also have the option to enable automated access request approvals for either the requested resource or for the entire collection by selecting the "Enable automated access request approvals for resources in this collection" check box and then filling out the desired access settings.

## Automate Access Request Approvals

- Enable automated access request approvals for resources in this collection

### Allow access For

Requested resource only ▾

- Select the period of access  Ongoing  Fixed

03-12-2019 - 03-15-2019

## Global Access Restrictions

Global Access Restrictions allow broader access control to collection administrators. By clicking to enable the IP white list for resources in a collection, you limit access to the collection to a defined IP address or range. Even users already assigned to a permission group at the user- or email domain-level will be restricted by their IP address when global access restrictions are configured for a given collection, except those granted "Super View" permissions. See [Custom Permissions](#) for more information about creating custom permission groups.

Your IP address list can be downloaded as a CSV for quick editing. A CSV with two columns "IP or IP Range" and "Label" can also be imported to populate the IP table. The Import CSV option will overwrite any content currently in the table.

# Global Access Restrictions

When the IP white list is enabled, registered users must access content from within one of the IP ranges/addresses listed in order to access private content, even if the user has been granted user-level or domain-level access to the collection or resource through a permission group.

Enable IP white list for all resources in this collection

## Add IP addresses and labels

IP address or range	IP label	Add
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Export to CSV Import CSV

Search:

< 1 >

IP or IP Range	Label	Action
38.125.11.215	Front Office	<a href="#">Edit</a> <a href="#">Remove</a>

Showing 1 - 1 of 1

< 1 >

[Update](#) [Cancel](#)

## Related articles

- [Request Access to Restricted Resources](#)
- [Import Data](#)
- [Download Transcripts](#)
- [Customize Resource Table Display and Search](#)
- [Bulk Edit Resources](#)