
Creating private collections that won't display in the Simple Search window

- **Article Type:** General
 - **Product:** DigiTool
 - **Product Version:** 3
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Description:

We would like to create private course reading lists (collections) that would not display in the Simple Search window. I realize that you can set-up private collections in Resource Discovery and send the URL to only those who should see the collection.

However, using the private collections workflow from My Space in Resource Discovery won't work because professors don't setup their own course reading lists; they prefer to send an email to the library staff and have them set it up. Is there a better way for Library staff to create private collections for their faculty so that the faculty can share them with only a select number of students (and not display in RD to just anyone)?

Please advise.

Resolution:

Option 1:

Create a complex object with all the reading material as children, and set status=private (or suppressed) so it will not be harvested.

The professor would be provided by the library staff with a deep link to the parent (which s/he could place on his/her home page or give to the class).

This seems easier to create and maintain than personal collections.

Option 2 [using Ingest]:

1. Create a csv file that includes the following elements [CourseName, InstructorName, Author, Title, URL, FileOrder, RelationType, Vpid, Relations, EntityType, and Notes-CollectionPath (*optional but recommended*]):
2. Create an XML mapping file to accompany the csv file.
- 3 Login to the Web Ingest Module and choose the appropriate Admin Unit (e.g. "DTL01").
4. Choose and complete the Name, Ingest Type [Comma separated value (.csv) file], and New Task Chain fields; and click "Next" to continue.

Optional: Choose Thumbnail creation in Step 2 [Create a New Task Chain] and click "Next".

5. Upload the csv/xml files in step #3 [Parameters].
6. Upload the file streams and click "Activate" to activate the process.
7. Once you're viewing the ingest results you can click on the PID numbers of specific object in the ingest group to see their metadata:

When you review the data in the Meditor client, note that the Entity Type for the parent object is “Complex Object,” the Status is “Private”, the Partition A field has the collection identifier (e.g. “Private Collection”).

Rather than use the Collection Management features to manage private collections, you can instead attach a local HTML file to organize the weekly course materials as follows.

8. Create folder on your local/shared drive for the HTML file.

9. Create an HTML file as follows (e.g.) and save it to your local drive:

```
<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN" "http://www.w3.org/TR/html4/loose.dtd">
<HTML lang="">
<body>
<a href="http://your.library.address:1801/webclient/DeliveryManager?pid=10572">EAC 150 Week One</a>
<a href="http://your.library.address:1801/webclient/DeliveryManager?pid=10573">EAC 150 Week Two</a>
</body>
</html>
```

Use the following template to build deep links in the HTML file (PID = parent object):

[http:// your.library.address:1801/webclient/DeliveryManager?pid= 10572](http://your.library.address:1801/webclient/DeliveryManager?pid=10572)

10. Create a new object in the Meditor to hold the HTML file.

11. Attach the locally-created HTML file to the recently-created object.

This will allow the professor use the same URL over time to access course materials as you add them.

Option 3 [Meditor Method]:

Private Collections – Meditor Method

1. Create a new complex object for each week/grouping of readings as follows:

Label – The name of the grouping

Note – the campus

Partition A – “Private Collection”

Entity Type – Complex Object

Status – Private

2. To add objects to each grouping, create a new object. Enter this information and then catalogue normally:

Note – the campus

Partition A – “Private Collection”

Status – Private

3. To connect the child items to the parent record for the grouping, retrieve the parent record and right click on the PID for the child record in “Last Accessed” and select “Create Part of Link to the current object”

4. To view the objects linked to a parent record, select “Includes” from the panel below “Last Accessed”

5. To change the order the child records are displayed to user, click on "Order Complex"
 6. Follow instructions #8-#11 in Option 2 [using Ingest] to enable user access to this collection.
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