

GETTING STARTED WITH THE DRC

Part One: The Registration Process

1. Determine who your institutional liaison will be. This person should have hands-on experience in digital collection creation.
2. Contact DRC Staff at drcteam@ohiolink.edu.
3. Provide the name of your institutional liaison and share a bit about your plans for digitization. DRC staff will discuss your project with you and will determine how to best suit your needs.

Once you've contacted OhioLINK DRC staff, your liaison will be asked to register as a site administrator. The steps are as follows:

1. Visit <http://drcdev.ohiolink.edu/> and click on "Register" under "My Account":

The screenshot shows the OhioLINK Digital Resource Commons (DRC) website. The header includes the DRC logo and the text "OhioLINK Digital Resource Commons" with a "Login" link. Below the header is a navigation bar with "DRC Home". The main content area is divided into two columns. The left column contains a "Search DRC" box with a search input field and a "Go" button, an "Advanced Search" link, a "Browse" section with a list of categories (All of DRC, Communities & Collections, By Issue Date, Authors, Titles, Subjects), and a "My Account" section with "Login" and "Register" links. A red arrow points to the "Register" link. The right column contains a "Search DRC" section with a search input field and a "Go" button, and a "Communities in DRC" section with a list of communities: Anthropology, Antioch College, Art & Architecture, Art History, and Bowling Green State University.

2. Provide an e-mail address and click "Register":

New user registration

Verify Email → Create Profile → Finished

Register an account to subscribe to collections for email updates, and submit new items to DRC.

Email Address:

This address will be verified and used as your login name.

Register

3. An e-mail will be sent to the address that you provide, including a link with which you'll verify that the address is correct. Click on this link and you will arrive at the DRC Development site. Provide the requested information and click "Complete Registration":

Create Profile

Verify Email → Create Profile → Finished

Identity

Email Address: shannonkupfer@gmail.com

First Name: Shannon

Last Name: Kupfer

Contact Telephone: 614-123-4567

Security

Please enter a password in the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

Password:

Retype to confirm:

Complete Registration

4. You're registered!

Registration Finished

[Verify Email](#) → [Create Profile](#) → [Finished](#)

You're now registered to use the DRC system. You can subscribe to collections to receive email updates about new items.

[Go to DRC home](#)

Part Two: Creating a Community

1. Determine the name of your community.



You may choose to use your institution name, your library name, or any name you like. Bear in mind that your next step will be to create a collection and that the relationship between community, sub-community, and collection is hierarchical; this may help you to choose the best naming structure.

2. From the DRC Development page, click on “Communities and Collections”:

3. Under “Context,” choose “Create Community”:

Search DRC

[Advanced Search](#)

Browse

- **All of DRC**
 - [Communities & Collections](#)
 - [By Issue Date](#)
 - [Authors](#)
 - [Titles](#)
 - [Subjects](#)

My Account

- [Logout](#)
- [Profile](#)
- [Submissions](#)

Context

- [Create Community](#)

Communities in DRC

Select a community to browse its collections.

- [Anthropology](#)
 - [Anthropology 142](#)
- [Antioch College](#)
 - [First Test Collection](#)
- [Art & Architecture](#)
 - [Akron Art Museum](#)
 - [The ART Collection](#)
- [Art History](#)
 - [Art History 256](#)
- [Bowling Green State University](#)
 - [HCGL Port Images](#)
 - [HCGL Vessels Images](#)
 - [Pulp Magazine Collection](#)
 - [Vintage Paperback Collection](#)
 - [Browne Popular Culture Library](#)
 - [Center for Archival Collections](#)
 - [Story Papers Group](#)
 - [Nickel Weekly Collection](#)

4. Provide requested metadata for your new community and click “Create”:

Edit Metadata for a New Top-Level Community

Name:

Short Description:

Introductory text (HTML):

Copyright text (plain text):

News (HTML):

Upload new logo:

Part Three: Editing Your Established Community

1. Log into the DRC Development site
2. Click on “Edit Community” under the “Context” menu:

Context

- [Edit Community](#)
- [Create Collection](#)
- [Create Sub-community](#)



3. Edit metadata as desired and click “Update”:

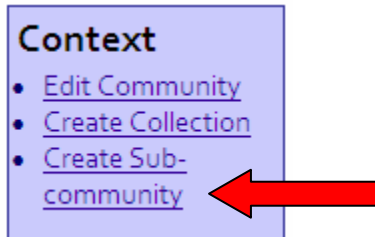
Edit Metadata for Community 123456789/763

[Edit authorization policies](#)

| | |
|---|---|
| Name: | <input type="text" value="State Library of Ohio"/> |
| Short Description: | <input type="text"/> |
| Introductory text (HTML): | <pre><p>Established in 1817, the State Library of Ohio has three priorities:</p>To lead and partner in the development of library services throughout Ohio;</pre> |
| Copyright text (plain text): | <input type="text"/> |
| News (HTML): | <input type="text"/> |
| Upload new logo: | <input type="text"/> <input type="button" value="Browse..."/> |
| Current logo: |  <input type="button" value="Remove logo"/> |
| <input type="button" value="Update"/> <input type="button" value="Delete community"/> <input type="button" value="Return"/> | |

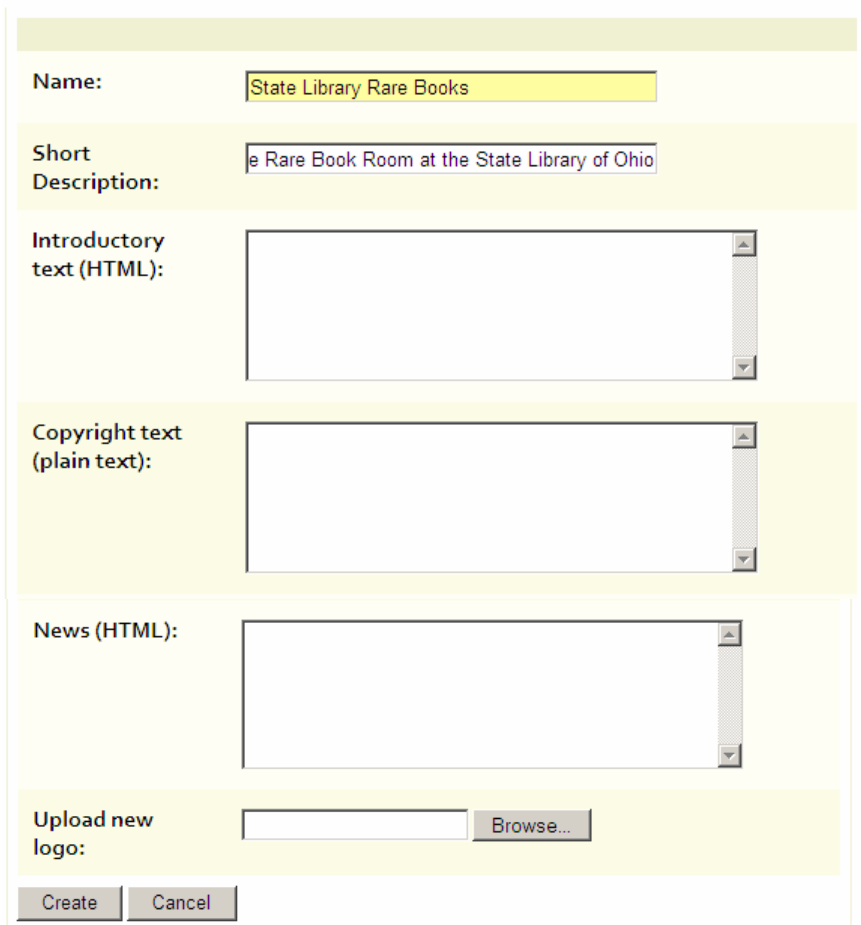
Part 4: Creating a Sub-community

1. The process for creating a sub-community is nearly identical to that for creating community, the only difference being, in the “Context” menu, you will choose “Create Sub-Community” to complete the process:



2. Enter desired metadata and click “Create”:

Enter Metadata for a New Sub-Community of State Library of Ohio

A screenshot of a web form for creating a new sub-community. The form has a light yellow background and is titled 'Enter Metadata for a New Sub-Community of State Library of Ohio'. It contains several input fields and buttons. The 'Name:' field contains 'State Library Rare Books'. The 'Short Description:' field contains 'e Rare Book Room at the State Library of Ohio'. There are three large text areas for 'Introductory text (HTML):', 'Copyright text (plain text):', and 'News (HTML):', each with a vertical scrollbar. At the bottom, there is an 'Upload new logo:' field with a 'Browse...' button. At the very bottom, there are 'Create' and 'Cancel' buttons.

3. You will be returned to the “Edit Metadata” page, which will appear as above. Review your metadata and click “Return.” Your new sub-community is now visible in the Community menu.