

Create a Digital Collection Highlight Page

When a digital collection is created or migrated to the [D \[1\]igital Collections System \[2\]](#) (DCS) interface a digital collection page should be created. This page describes the collection.

Example pages:

- [Persian Medical Books \[3\]](#)
- [Day Missions \[4\]](#)

Steps

- Login to the web site <http://web.library.yale.edu/cas> [5]
- Create a new page of Content Type=Collection Highlight
- Give the collection a title, which must match the name you've used when you created the collection in Ladybird.
- Upload a high quality image. You may use more than one image.
- Note that for accessibility you **MUST** give Alternative text for the image. Make it descriptive, naming things in the image, or what is depicted by it. This should be different than the official title of the image.
- For Digital Library URL in DCS, you will use the faceted digital collection link. First you must take that URL and convert to a more manageable URL with a service such as Bitly or TinyURL. Otherwise, the link will break.
- Give a full description covering interesting points about the collection.
- Enter the names of any funders for the collection by choosing from the drop down list under Funding Source. If your funder is not listed an entry must be created first. Contact the Development Office for the official name of the funder, and then speak with User Experience staff to have the entry made.
- Fill in other fields as desired.
- Switch Theme Key to YUL Digital.
- You must enter under Related Resources the YUL Terms of Use, <http://guides.library.yale.edu/content.php?pid=445257&sid=4406775#16108285> [6]
- Change to a created URL, which should follow this standard [library.yale.edu/digital-collections/\[collection-name-use hyphens-no-spaces\]](#)
- Three fields help to determine how the collection will display on the Digital Collections page.
 - New collections will usually be in Findit, so that radio button should be selected.
 - Promoted only applies to collections not in Findit. For Findit collections ignore this field (leave as NO).
 - Featured. Select this field if you would like your collection to show in the rotating images. You must have a good quality image associated with the collection.
- Remember to save your work.
- When you are ready, **Publish** the page.

Funders

The library acknowledges funders of digital collections using the Digital Collection Highlight pages. There is a taxonomy of funders.

Acknowledge a Funder (for Collection Owner)

- Create a Digital Collection Highlight page, and in the Funder field select the appropriate funder from the pull down list.

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- If the funder is not on the list:
 - Contact the Yale University Library Development Office and ask for the correct, formal name of the funder.
 - Send the funder's name and description to the User Experience Department. Include a URL for the organization.
 - The UX department will create the page and add the funder to the taxonomy. In the Digital Collection Highlight page add the funder.
- When the Digital Collection Highlight page is published check to see that the funder is listed, the link to the funder works, and this digital collection is listed on the funder page.

Create the Funder Entry (for UX staff)

- Make sure the funder name has been approved and that an entry does not already exist.
- On the web site go to Structure>Taxonomy>Funding Source>Add Term
- Create the page and notify the collection owner. The associated digital collection will not be listed with the funder until the Digital Collection Highlight page is created and published.

Source

URL: <https://web.library.yale.edu/site-resources-help/create-site-content/create-digital-collection-highlight-page>

Links

[1] <http://findit.library.yale.edu> [2] <https://collections.library.yale.edu/> [3] <http://web.library.yale.edu/digital-collections/arabic-and-persian-medicine> [4] <http://web.library.yale.edu/digital-collections/day-missions-periodicals> [5] <http://web.library.yale.edu/cas> [6] <http://guides.library.yale.edu/content.php?pid=445257&sid=4406775#16108285>