[TO ADD/EDIT ITEM METADATA]
1. On the cIRcle homepage at circle.ubc.ca, click on **"My Account" (Step 1)** in the left sidebar.

2. Once you are logged into your cIRcle account, go to the desired collection page. Search the item in the blank box beside the box called, "This Collection" and then click on "Go" **(Step 2a)**.

2. Once the desired item is found, click on the item to view its item record. **(Step 2b)**.

3. Under "Context", click on **"Edit this item" (Step 3)**.

4. Under "Edit Item", click on **"Item Metadata" (Step 4)**.

5. Click on **"Add new metadata" (Step 5a)** and click on **"Update" (Step 5b)** to save your change(s). Or, if you do not wish to add new or edit existing metadata for this item, click on "Return" to go back to the previous screen.

To exit cIRcle, click on "Logout" in the left sidebar.