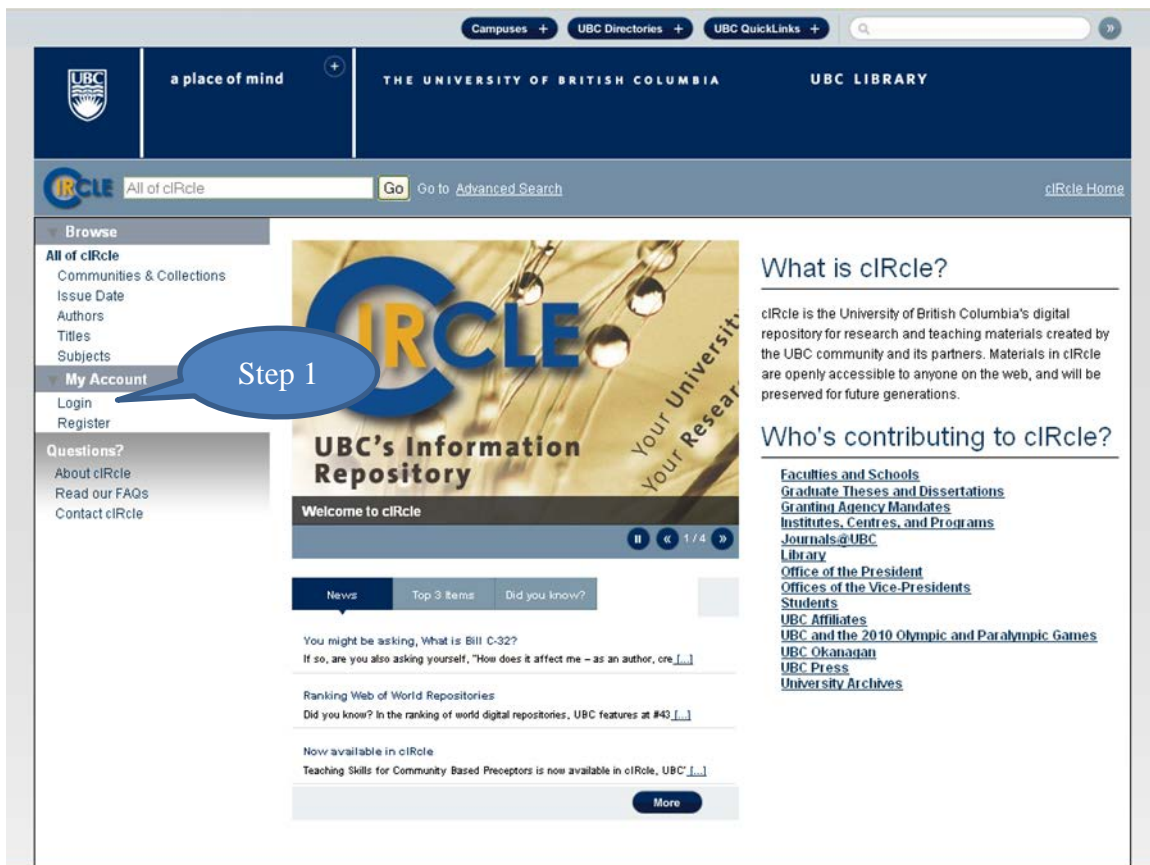


Edit a Collection Page

This guide provides a basic four step process for accessing and editing your collections page. The collection page is where you can add details about your collection such as a description of the content or a logo. It is particularly important to add introductory text for your collection page describing the nature or objective of the material in your collection. **You must have collection administrator status for the collection you wish to edit.** Please contact the cIRcle Coordinator at ubc-circle@interchange.ubc.ca if you have any questions regarding collection administrator permissions.

Step 1. Login to your account: On the cIRcle homepage at circle.ubc.ca, click on “**Login**” under “My Account” in the left sidebar.



The screenshot shows the cIRcle homepage. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo, 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below the header is a search bar with 'All of cIRcle' and a 'Go' button, along with a 'Go to Advanced Search' link and a 'cIRcle Home' link. The left sidebar contains a 'Browse' section with links for 'Communities & Collections', 'Issue Date', 'Authors', 'Titles', and 'Subjects'. Below that is the 'My Account' section, which is highlighted with a blue callout bubble containing the text 'Step 1' and a pointer to the 'Login' link. Other links in the sidebar include 'Register' and a 'Questions?' section with links for 'About cIRcle', 'Read our FAQs', and 'Contact cIRcle'. The main content area features a large banner for 'UBC's Information Repository' with the cIRcle logo and the text 'Your University's Your Research'. Below the banner is a 'Welcome to cIRcle' message and a 'News' section with three items: 'You might be asking, What is Bill C-32?', 'Ranking Web of World Repositories', and 'Now available in cIRcle'. The right sidebar contains sections for 'What is cIRcle?' and 'Who's contributing to cIRcle?', each with a list of links to various UBC resources.

Step 2. Select a collection page to edit: Once you are logged into your cIRcle account, use the search box or browse using the “Communities & Collections” link to locate the desired collection page.

Step 3: Edit the collection: From the collection page, click on the “**Edit Collection**” link located in the left sidebar under the label “Context”.

The screenshot shows the cIRcle website interface. At the top, there is a dark blue header with the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below the header is a search bar with the text "All of cIRcle" and a "Go" button. The main content area displays the collection page for "UBC and the 2010 Olympic and Paralympic Games: Research". The left sidebar contains several sections: "Browse" (with sub-links for Issue Date, Authors, Titles, Subjects), "This Collection" (with sub-links for Issue Date, Authors, Titles, Subjects), "My Account" (with sub-links for Logout, Profile, Submissions), "Context" (with sub-links for Edit Collection, Item Mapper, Export Collection), "Reporting Suite" (with sub-links for Content & usage analysis, Generate a Bibliography), and "File Conversion" (with sub-link for File Conversion). A blue callout bubble labeled "Step 2" points to the "Communities & Collections" link in the "Browse" section. Another blue callout bubble labeled "Step 3" points to the "Edit Collection" link in the "Context" section. The main content area also includes a "Submit a new item to this collection" link, a "Recent Submissions" section with a table of items, and a "Show Statistical Information" button.

Step 4. Add details about your collection: Use the designated fields to add or edit the collection page information.

The screenshot shows the 'Edit Collection: Library Events' page in the cIRcle system. The page has a dark blue header with the UBC logo and 'a place of mind' slogan. Below the header is a navigation bar with 'Campuses +', 'UBC Directories +', and 'UBC QuickLinks +'. The main content area is titled 'Edit Collection: Library Events' and contains several form fields:

- Name:** Library Events
- Short Description:** Presentations and podcasts from events
- Introductory text (HTML):** This collection contains presentations, webcasts, and podcasts from events organized by the UBC Library, as well as presentations made by UBC librarians in other locations.
- Copyright text (plain text):** (Empty field)
- News (HTML):** (Empty field)

A blue speech bubble with the text 'Step 4' is positioned to the right of the 'Introductory text (HTML)' field.

Be sure to click the **“Save updates”** button at the bottom of the page before you logout or exit cIRcle.

The screenshot shows the 'Upload new logo' section of the cIRcle system. It includes a 'Browse...' button for uploading a new logo. The 'Current logo' section displays the UBC logo and the slogan 'a place of mind'. Below the current logo is a 'Remove logo' button. The 'Item template' section has 'Edit...' and 'Delete' buttons. At the bottom, the 'Save updates' button is circled in red, and there is a 'Return' button next to it.

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