

Collection Member Role Help

- **Manager**
 - Managers have overall accountability for the collection. Managers can create collections and assign editor and depositor roles for those collections. They set the default access controls for items added to the collection, and they also step in when a published item needs revising or deleting. Managers can also do anything an editor or depositor can do.
***NOTE:** To assign someone the Manager role, you must first ask your administrator to add that user to the Manager group.*
- **Editor**
 - Editors have supervisory responsibility for the collection building--the ingest and description process. They can assign depositor roles, change the name or description of the collection, and can modify the access controls for individual items in the collection. Editors can also do anything a depositor can do.
- **Depositor**
 - Depositors add media to the collection and describe it with metadata. They can publish items but not unpublish. They can only modify or delete unpublished items.