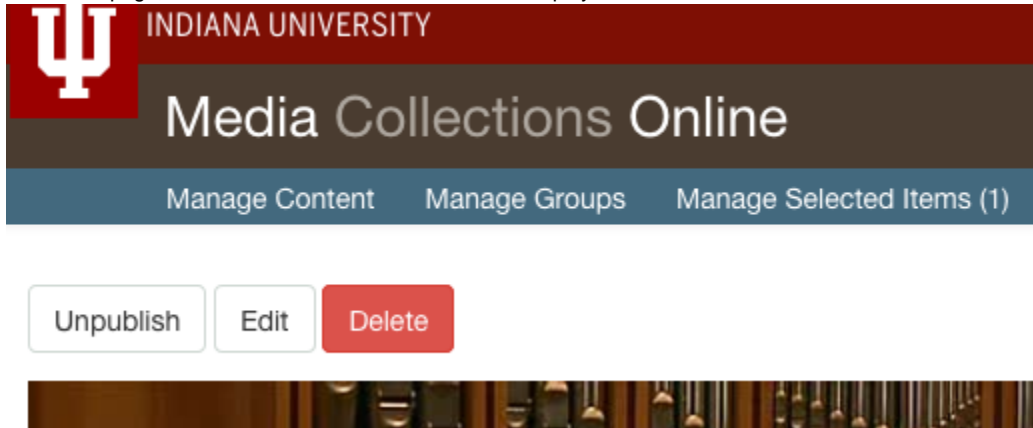


# Setting IU-Only Access for Items in Media Collections Online

When managing materials in Media Collections Online, you may need to restrict item access to the IU community as a whole: faculty, students and staff across campuses. This document describes how to add the proper group in the IU directory to a record's access control so that only IU faculty, students and staff may gain access.

## Setting an MCO item for IU-Only Access

1. On an item page, select the "Edit" button above the media player



2. This will take you to the item's *Access Control* settings page. Under the **Item access** section, select *Collection staff only* as shown below.

**Access Control**

Item discovery

Hide this item from search results

Item access

Available to the general public

Logged in users only

Collection staff only

Assign special access

<b>Avalon User*</b> ⓘ	<b>Begin Date</b>	<b>End Date</b>	
<input type="text"/>	<input type="text" value="Begin Date (yyyy-mm-dd)"/>	<input type="text" value="End Date (yyyy-mm-dd)"/>	<input type="button" value="Add"/>
<b>Avalon Group*</b> ⓘ	<b>Begin Date</b>	<b>End Date</b>	
<input type="text"/>	<input type="text" value="Begin Date (yyyy-mm-dd)"/>	<input type="text" value="End Date (yyyy-mm-dd)"/>	<input type="button" value="Add"/>
<b>External Group*</b> ⓘ	<b>Begin Date</b>	<b>End Date</b>	
<input type="text"/>	<input type="text" value="Begin Date (yyyy-mm-dd)"/>	<input type="text" value="End Date (yyyy-mm-dd)"/>	<input type="button" value="Add"/>
<b>IP Address or Range*</b> ⓘ	<b>Begin Date</b>	<b>End Date</b>	
<input type="text"/>	<input type="text" value="Begin Date (yyyy-mm-dd)"/>	<input type="text" value="End Date (yyyy-mm-dd)"/>	<input type="button" value="Add"/>

### What about the "Logged in users only" option?

Under the Item Access section, there exists an option for restricted access to "Logged in users only." In Media Collections Online, the "Logged in users only" setting refers to anyone who can log in through IU's [Central Authentication Service](#). This includes anyone logging in with an [IU Guest Account](#), which is freely available to acquire to any member of the public. To truly limit access to the IU community, collection managers need to restrict access to those in a group within the IU directory—"BL-LDLP-MCO-All-IU-Users," mentioned below.

3. Add the group name BL-LDLP-MCO-All-IU-Users under the External Group text field, then select the **Add** button.

**External Group\*** 

BL-LDLP-MCO-All-IU-Users

**Begin Date**

Begin Date (yyyy-mm-dd)

**End Date**

End Date (yyyy-mm-dd)

Add

4. The page will refresh, and the BL-LDLP-MCO-All-IU-Users group will appear under the External Group section.

**External Group\*** 

**Begin Date**

Begin Date (yyyy-mm-dd)

**End Date**

End Date (yyyy-mm-dd)

Add

**BL-LDLP-MCO-All-IU-Users**

×

5. The item is now restricted to IU faculty, students and staff.