

# Creating a Presence in the Image Collections Online Site

## Unit Home Page

Each unit, such as the [Liberian Photograph Collections](#), will have a "splash" page - a unit home page that identifies the unit, provides some descriptive information, and lists the available collections within that unit. This information can be customized per unit using the instructions below. We recommend setting up a unit if it will contain more than one collection.

*Unit Home Page Example - Liberian Photograph Collections*

The screenshot shows the Indiana University Image Collections Online interface. At the top is the IU logo and the text "INDIANA UNIVERSITY". Below that is the "Image Collections Online" header with a search bar and a dropdown menu set to "All Images". The main content area is titled "Liberian Photograph Collections". It includes an "About Liberian Photograph Collections" section with two paragraphs of text. To the right is a "Browse Liberian Collections:" sidebar with a table listing "Collection", "Date", "Topic", and "Country". Below the "About" section is a "Collections" section with two featured items: "Willie A. and Lucile S. Whitten Photography Collection" and "William V.S. Tubman Photograph Collection". Each item includes a small image and a detailed description.

The text that can be customized for a unit's home page includes:

- \*Unit Name (ex. Liberian Photograph Collections)
- \*Unit Name Abbreviated (ex. Liberian Collections)
  - This name will be used in the drop-down menu for searching and in the faceted browse menu on the right.
- \*Unit Description
  - Use this field to describe the unit in general (ex. the two paragraphs below "About Liberian Photograph Collections").
- \*A link to an external site about this unit can be added separately from the description (ex. in the Liberian Photograph Collections - "For more information, visit the [Indiana University Liberian Collections.](#)") by providing the following:
  - Homepage Title - Title for external site (i.e., Indiana University Liberian Collections)
  - Homepage URL - Link for that title (i.e., <http://onliberia.org/>)
- Terms of Use
  - If all the collections under the same unit will abide by the same "Terms of Use," then we can populate that information at the unit level and it will propagate to the collections under that unit.

**Fields marked with an asterisk \* are required.** The unit's descriptive information should be sent to Michelle Dalmau ([mdalmau@indiana.edu](mailto:mdalmau@indiana.edu)). Any updates to the information about a unit should also be sent to Michelle.

## Collection Home Page


Each collection, such as the [William V.S. Tubman Photograph Collection](#), will also have a "splash" page - a home page that identifies the collection and provides some descriptive information about the collection. The collection name and descriptive information will be used when listing all collections for a unit on the unit's home page. The collection name and description will also be used for the featured collections slideshow carousel on the [Image Collections Online](#) home page. The collection name and description can be customized using the instructions below.

*Collection Home Page Example - William V.S. Tubman Photograph Collection*


INDIANA UNIVERSITY

## Image Collections Online

Liberian Collections > William V.S. Tubman Photograph Collection



Liberian military unit parades past the Executive Mansion on Ashmun Street



President William V. S. Tubman shakes hands with Mary Bethune Meleod at U.S. reception

**Browse Tubman:**

- ▶ Date
- ▶ Topic
- ▶ Event
- ▶ Person
- ▶ Country
- ▶ City
- ▶ Photographer
- ▶ Photographic Agency

**About William V.S. Tubman Photograph Collection**

William Vacanarat Shadrach Tubman (1895-1971) was Liberia's longest-serving president, in office from 1944 to 1971. During his presidency Tubman travelled extensively, visiting many African countries both pre- and post-independence, Haiti and Trinidad as well as other Caribbean countries, the United States and many European countries. In turn Liberia received frequent return visits by Heads of State and other high-ranking officials. The William V. S. Tubman Photography collection contains over 5,500 photographs, most documenting official functions such as trips, inspection tours, formal receptions and inaugurations. Tubman family member appear in many of the photographs in an official capacity, but the collection also includes family photographs. Most photographs were taken by official photographers for Liberia or the host governments.

For more information, visit the [Indiana University Liberian Collections](#).

[view all images](#)

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IU Digital Library Program  
Comments: [diglib@indiana.edu](mailto:diglib@indiana.edu)

The text that can be customized for a collection's home page includes:

- \*Collection Name (ex. William V.S. Tubman Photograph Collection)
- \*Collection Name Abbreviated (ex. Tubman)
  - This name will be used in the drop-down menu for searching and in the faceted browse menu on the right.
- \*Collection Description
  - Use this field to describe the collection (ex. the paragraph below "About William V.S. Tubman Photograph Collection").
  - **NOTE:** This text will be used on the Image Collections Online home page slideshow carousel to feature the collection as well as on the unit home page, if a unit encompasses this collection. Please keep text length in mind for both of these purposes. **We recommend a 200 words maximum.**
- A link to an external site about this collection can be added separately from the description (ex. in the William V.S. Tubman Photograph Collection - "For more information, visit the [Indiana University Liberian Collections](#).")) by providing the following:
  - Homepage Title - Title for external site (ex. Indiana University Liberian Collections)
  - Homepage URL - Link for that title (ex. <http://onliberia.org/>)
- \*Contact E-mail
- \*Terms of Use
  - If there isn't a unit-level "blanket" Terms of Use in place for this collection, you are required to identify the Terms of Use. Please consult with Michelle Dalmou ([mdalmau@indiana.edu](mailto:mdalmau@indiana.edu)), who can help you draft an appropriate terms of use statement.

Fields marked with an asterisk \* are required.

## Making Units and Collections Publicly-Accessible

When units and collections are first created in Image Collections Online, they will not be immediately accessible to the public through our ICO Portal: <http://dlib.indiana.edu/collections/images/>. Part of our consultation will include a timeline for public launch of your collection. In preparation for that public launch, you will need to:

- Choose one image to represent the collection (for use, along with the collection name and description, on the unit home page and on the [Image Collections Online](#) home page)
- Choose a set of collection images to feature on the collection home page (**minimum of 5**)

The representative collection image and the list of featured collection images should be shared with Michelle Dalmou ([mdalmau@indiana.edu](mailto:mdalmau@indiana.edu)). Any updates to the text, the representative image for a collection, or the featured collection images should also be sent to Michelle.