Configure Your Collections To Ingest Multiple Content Formats
**Or**
Managing Your Collection Policies

When a collection is "added" or created, it is necessary to create a PID for this new collection in addition to selecting the "collection policies" for that collection. Collection policies govern the allowable content models for that collection. For example, if a collection is set only for Islandora Large Image Content Model, then a user can only add tiff/tif/jp2 to that collection. Collection policies are configured by the user and can be changed at any time to allow for more policies. It is not recommended to remove policies.

This guide assumes that the collection has already been created and you need to add a collection policy.

Go to the collection

Click "Manage"

Click on "Collection". This tab will appear in the pop up window or in gray below the title of the collection depending on your permissions.
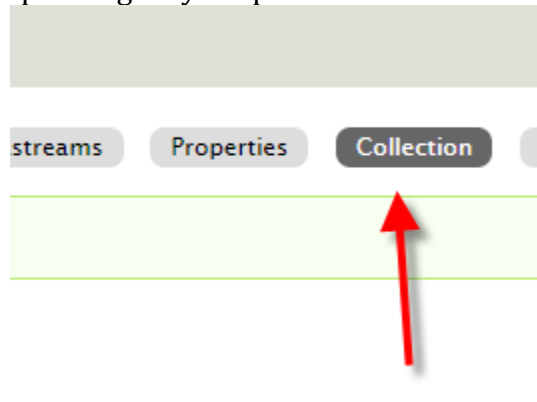
This opens a new window with a left hand navigation that defaults to "Manage Collection Policies".

Select the Content Models that correspond to the format you want to add and/or manage in this collection.

REMEMBER: Ensure that the namespace corresponds to your institution. Use the dropdown or type in your namespace.

Scroll down and click Update.

About Collection Policies

	PID	PROMPT	NAMESPACE
☑	Islandora PDF Content Model (islandora:sp_pdf)	Islandora PDF Content Model	50002
☐	Islandora Entity Content Model (islandora:entityCModel)	Islandora Entity Content Model	default
☑	Islandora Internet Archive Book Content Model (islandora:bookCModel)	Islandora Internet Archive Book Content Model	50002
☐	Islandora Newspaper Content Model (islandora:newspaperCModel)	Islandora Newspaper Content Model	islandora
☐	Islandora Event Content Model (islandora:eventCModel)	Islandora Event Content Model	islandora
☐	Islandora Place Content Model (islandora:placeCModel)	Islandora Place Content Model	islandora

About Collection Policies

	PID	NAMESPACE
☑	Islandora Collection Content Model (islandora:collectionCModel)	islandora 20002
☑	Islandora Audio Content Model (islandora:sp–audioCModel)	islandora 20002

You can change the "Prompt" if you want to display a different more readable label. You will see this label in the drop down list when a user adds a new object to that collection. For example, instead of Islandora PDF Content Model, you can configure this to Add a PDF. Note: any configurations made are not guaranteed to be kept for system updates.