

## About the Administrative Tools

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The Shared Shelf Administrative Tools are the building tools for creating projects and managing the structures of existing projects. In Shared Shelf Admin, institutional administrators may define the metadata schemas by using available templates or building fields from scratch. Cataloging screens are required to view the fields and manage data within Shared Shelf, while permissions must be established to access the project and define cataloging workflows. Administrators can also establish the publishing targets, with a selection of target types available to meet your collection's accessibility and sharing needs.

Some administrative tasks may require the assistance of the Shared Shelf support team. Please see the list below to verify which features require implementation assistance:

### Works

A method of relational cataloging, Works must be enabled by the Shared Shelf support team. Please contact your Implementation Manager or email [support@sharedshelf.org](mailto:support@sharedshelf.org) to learn more about Works.

### Renaming Targets

Renaming targets is not currently supported in the user interface. Please contact your Implementation Manager or email [support@sharedshelf.org](mailto:support@sharedshelf.org) with the current name and preferred name for your publishing targets.

## Shared Shelf Demo and Live Environments

Since Shared Shelf is customizable and configurable, we recommend getting comfortable working in Shared Shelf and the Administrative Tools in your institution's DEMO environment before getting started on the live site, however, this is entirely up to you and your institution. Reach out to your Implementation Manager if you would like assistance with enabling and finalizing the configuration of your first project to be built on the live Shared Shelf environment.

### Live

Shared Shelf: <http://catalog.sharedshelf.artstor.org/>

Shared Shelf Admin: <http://catalog.sharedshelf.artstor.org/admin.html>

Artstor Admin: <http://admin.artstor.org/>

## **Demo**

Shared Shelf Demo: <http://catalog.sharedshelf.demo.artstor.org/>

Shared Shelf Admin Demo: <http://catalog.sharedshelf.demo.artstor.org/admin.html>

**Artstor Admin Demo:** <http://admin.library.demo.artstor.org/satools/admin.html>

## **Project Usage and Reporting**

A monthly report of storage is distributed to users upon request. To request the monthly storage report, and for general inquiries, please contact your Implementation Manager or email [support@sharedshelf.org](mailto:support@sharedshelf.org).

### **Artstor Workspace Collection Report**

Upon request, your Implementation Manager can generate monthly total accesses per collection. Access definitions include:

- downloads
- views
- saves to an image group
- metadata views

**We can also generate a report showing which collection images have been added to user image groups. Contact your Implementation Manager or email [support@sharedshelf.org](mailto:support@sharedshelf.org) to learn more.**