

Create, Copy, Rename, and Delete Projects

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Project Templates

Shared Shelf offers project templates as a way to start your project with a guideline. Project templates consist of pre-built metadata schemas, meaning the field labels are created, the field types designated, description text added, and the position number of the fields in the asset panel defined. Project templates are entirely editable to create your custom fields, but you can always use a template to define your own metadata fields if you're unsure where to begin.

Project templates in Shared Shelf include:

- Shared Shelf Standard Template
 - Based on VRA Core 4.0, these fields are often intended for visual resources collections, but can be modified to fit other cultural heritage object collections.
- Dublin Core Template
 - Based on Dublin Core fields, this template is useful for describing archival and print materials.
- Blank Template
 - An entirely empty template, you can build all your fields, field types, descriptions, and positions as a new custom project.

Create New Project

To create a new project:

1. Log in to Shared Shelf Admin and click the **New Project** button above the project panel.
2. Name the project, select your institution as the owner, and then select from one of the available templates, OR choose to create a blank project if you are building your metadata from scratch. (Note that it is highly recommend projects are always built from a template to take advantage of Artstor-specific fields and pre-set schemas for customizing further.)
3. **Click Create, and the new project name will appear in the list.**

Copy Existing Project

To facilitate the process of creating projects, administrators can copy a completed project. This will automatically establish the fields, including the types, descriptions, and positions, as well as cataloging screens, publishing targets and field mappings. This is an especially useful tool if the project configurations are similar, but the content must be kept separate.

Though you can copy the built structures of a project, field values are not copied. Also, fields which link to an integrated authority or to an external source in the project from which you copied will not retain their sources in the new project. Administrators will need to add the appropriate sources to the specific linked fields from the Fields tab.

While it is useful in some instances to copy a project and re-use the publishing target, other projects may need to be established with a new target. Before you begin adding any content, go to the Targets tab and verify that this copied target is the intended publishing environment for your new, copied project. If it is not, select the target and remove it, then create your new target from any of the available target types. Remember to map your new project's fields to the target fields, as well as add a collection description and representative image.

To copy an existing project:

1. Select the project you want to copy in the project panel on Shared Shelf Admin.
2. Click the **Copy Project** button at the top of the project panel.
3. Name your project, then click **Create** and the new project name will appear in the list.
4. Navigate through the Fields, Cataloging Screens, Permissions, and Targets tabs to verify the project has copied fully, and to edit any details for your new project.

Rename Project

To rename an existing project:

1. Select the project you want to rename in the project panel.
2. Click the **Edit** button at the top of the project panel.
3. In the dialog window, enter the new name of the project and click **Save**.

Delete Project

To delete a project:

- 1. Select the project you want to delete in the project panel.**
- 2. Click the Edit button at the top of the project panel.**
- 3. In the dialog window, click the Delete button.**
- 4. A confirmation window will appear that reads: “All display records in the selected project and work records linked to them will be deleted. All published assets in the project will be removed from their targets.” Click Yes to continue.**

Important notes:

- Published assets in the project will only be removed from Artstor Workspace, Shared Shelf Commons, and Artstor Personal Collections targets.
- If you intend to delete a project that has published to Omeka, OAI, or the content was harvested from Shared Shelf Commons to DPLA, additional steps are required. Please contact your Implementation Manager or email support@sharedshelf.org to learn more.