

Manage Publishing Targets

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Publishing Target Types

In Admin Tools, you can create new or select existing publishing targets to make available for publishing records in each of your projects. Depending on your institution's Shared Shelf subscription, project administrators have several publishing target types to choose from, including:

- **Artstor Workspace**, home to the Artstor Digital Library and a platform with various tools for use in teaching
- **Artstor Personal Collection**, an Artstor Workspace collection that's only accessible by the collection owner, but can be shared through image groups and folders
- **Shared Shelf Commons**, Artstor's open access platform
- **Omeka**, a locally-hosted or Omeka-hosted website used in creating online exhibitions
- **OAI**, an Open Access Initiative Protocol for Metadata Harvesting (OAI-PMH) server that makes your content discoverable on your library's discovery layer

With the exception of an OAI target, project administrators can create and manage any of these target types. If you are interested in setting up an OAI target, please contact your Implementation Manager or email support@sharedshelf.org to learn more.

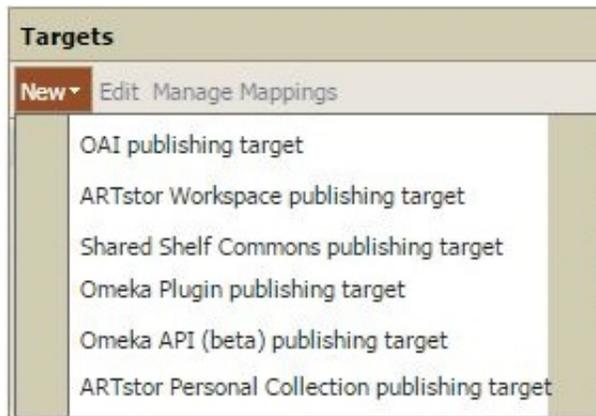
For more information about publishing in projects, check out [Publish & Share Content](#).

Create an Artstor Workspace or Shared Shelf Commons Target

To add a new Artstor Workspace or Shared Shelf Commons publishing target:

1. Select your project from the project panel and navigate to the Targets tab.
2. **Click New, and select either "Artstor Workspace publishing target" or "Shared Shelf Commons publishing target" from the dropdown menu.**
3. In the dialog window, you may select an existing collection as the target, OR create a new collection by entering the Collection Name and, at your option, add a Collection Description.

- The collection description character limit is 1,000 characters, and it can be edited at a later time.
4. Click **Next**, and establish the target's settings for publishing, including:
- Setting the Default Target
 - Enabling Clustering Support
 - Maximum Download Size (0 for restricting downloading, 400 pixels, 1024 pixels, or Unlimited)
 - Collection Rights Statement
5. Click **Finish** to create the publishing target.



Important:

- All of the settings made when first creating the target can be edited again later.
- **Remember to map your project's fields in Shared Shelf for publishing to the newly created target. For more information on mapping fields, check out [this article](#).**

Create Artstor Personal Collection Target

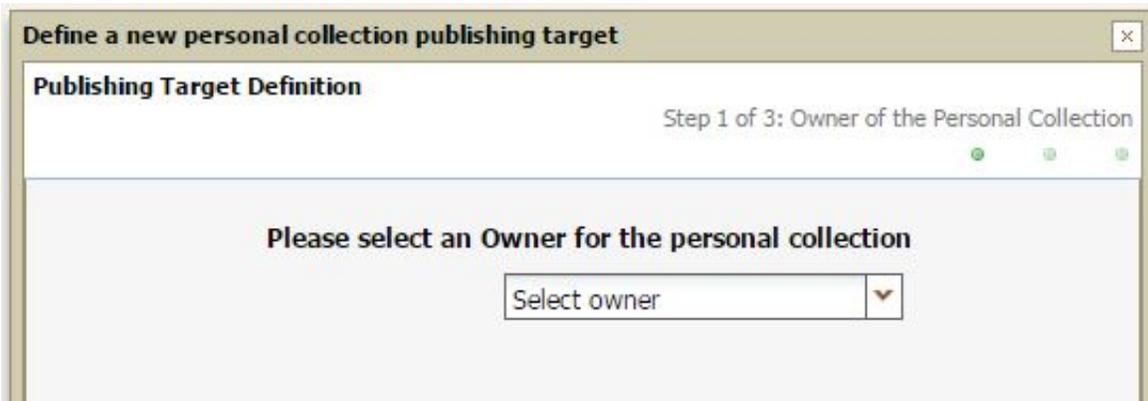
Personal Collections can be used as a way for faculty to manage their own collections on both Shared Shelf and the Artstor Workspace. Multiple users may have access to catalog records for a Personal Collection on Shared Shelf, but the target is set to only publish to one owner's Artstor Workspace instance. Anytime that owner logs in to the Artstor Workspace, they will see their Personal Collection listed alongside any previously existing [Personal Collections](#) managed solely in Artstor. If records are intended for sharing with other users, the owner may [create image groups and folders](#) on the Artstor Workspace and manage the visibility of their records on an item-by-item level.

To add a new Artstor Personal Collection publishing target:

1. Select the project, and navigate to the **Permissions** tab where you will add the intended owner's

account with access to the project.

1. Adding the intended owner to the project ensures that they can be selected for creating the personal collection publishing target.
2. Navigate to the Targets tab, click **New**, and select “Artstor Personal Collection publishing target” from the dropdown menu.
3. In the dialog window, select an Owner from the dropdown and click **Next**. The owner will be the user account with access to the collection in the Artstor Workspace.
 1. If the Personal Collection is being used to limit access, but should not be made available to a single owner, a faux account could be registered for multiple people to use. Contact your Implementation Manager or support@sharedshelf.org to learn more.
4. Select an existing Personal Collection to publish to by selecting from the dropdown menu, OR create a new Personal Collection by adding a Collection Name and Description, and then click **Next**.
5. Establish the target’s settings for publishing, including:
 - Setting the Default Target
 - Enabling Clustering Support
 - Maximum Download Size (0 for restricting downloading, 400 pixels, 1024 pixels, or Unlimited)
 - Collection Rights Statement
6. Click **Finish** to create the publishing target.



Edit Publishing Targets

Once a target has been created for an Artstor Workspace or Shared Shelf Commons collection, you can edit the collection description, add a collection representative Image, and enable clustering support. For any publishing target type, you can also edit the download size, collection right statements, and select or deselect the target as your default target for the project.

To edit an existing target:

1. In the Targets tab, select the publishing target you wish to edit, then click **Edit**.

2. You may make changes to:

- Collection Description (Artstor Workspace and Shared Shelf Commons only): add or edit a collection description. Please note the maximum of 1,000 characters. *For collection descriptions over 1,000 characters that were added by Artstor staff, errors may occur when you attempt to update the project's target. Please contact your Implementation Manager or email support@sharedshelf.org before making any edits to the target.*
- Collection Representative Image (Artstor Workspace and Shared Shelf Commons only): click the green icon next to this field to browse for and select your image file. Supported file types are JPEG and PNG, and must be cropped to 240×240 pixels. *If any file type besides jpeg or png is used, the collection representative image will appear blank.*
- Default Target status
- Enable Clustering Support status (Artstor Workspace and Shared Shelf Commons only): applies only to Work projects, contact your Implementation Manager or email support@sharedshelf.org to learn more.
- Download Size:
 - 400 – smallest jpeg size
 - 1024- standard jpeg size
 - Unlimited- users can download the native size of the original jpeg file
 - You may also type in '0' which will restrict the media so that it may not be downloaded in either Artstor or Shared Shelf Commons.
- Collection Rights Statement

3. **Save the changes.**

Important:

- **If you have made changes to Enable Clustering Support, Download Size, and/or Collection Rights Statement, you must republish any previously published records in order for end-users to see these changes.**

Remove a Publishing Target

- 1. In the catalog, suppress or delete all records published to the target you want to remove.**

- 2. In the Admin Tools, navigate to the Targets tab and select the publishing target you want to remove, then select Remove (on the far right).**
- 3. *Optional step* – If you would also like the collection removed from the Artstor Workspace or Shared Shelf Commons, please contact your Implementation Manager or email support@sharedshelf.org.**