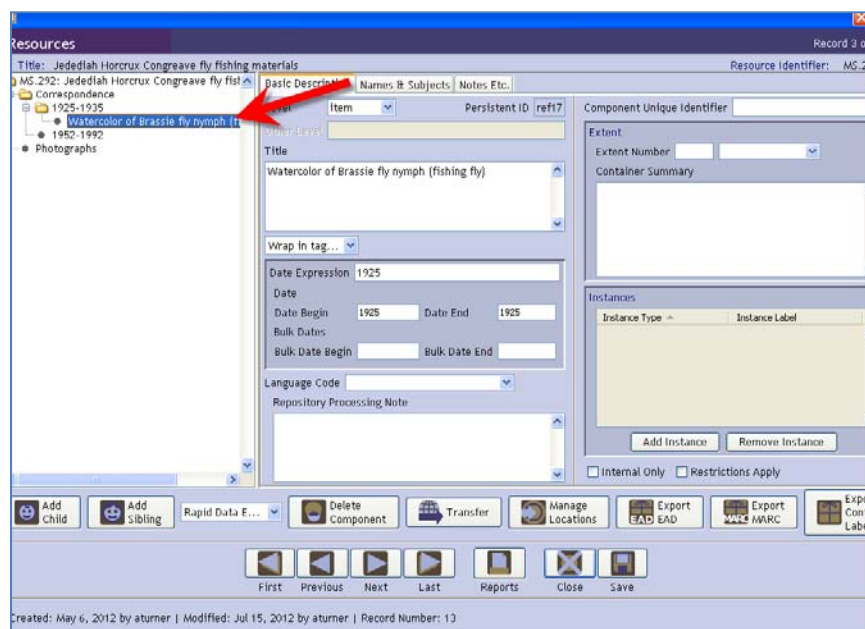


Archivists' Toolkit: creating links to externally-hosted digital objects, using the Resource and Digital Object module

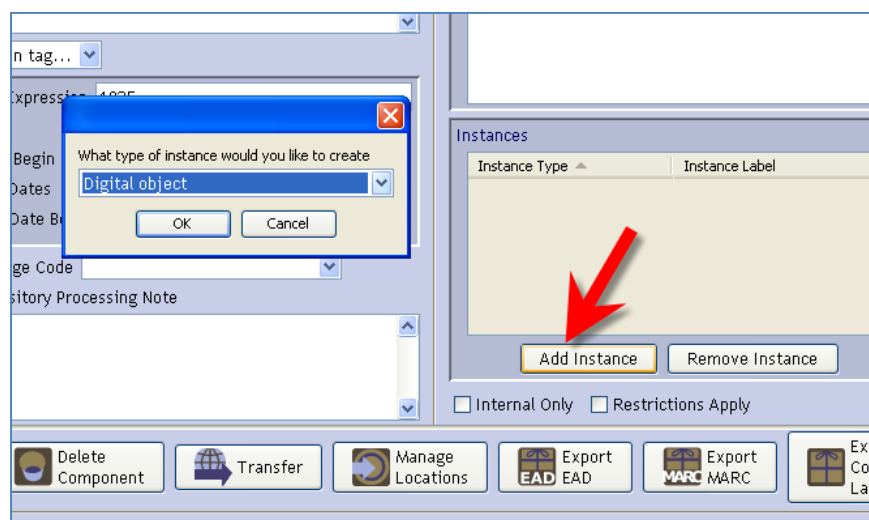
Prepared by the California Digital Library
2012-07

These instructions are intended for institutions using the Archivists' Toolkit to generate EAD finding aids, in cases where they'd like those finding aids to contain links to digital objects managed in an external system (for example, CONTENTdm, Omeka, DSpace, Islandora, etc.).

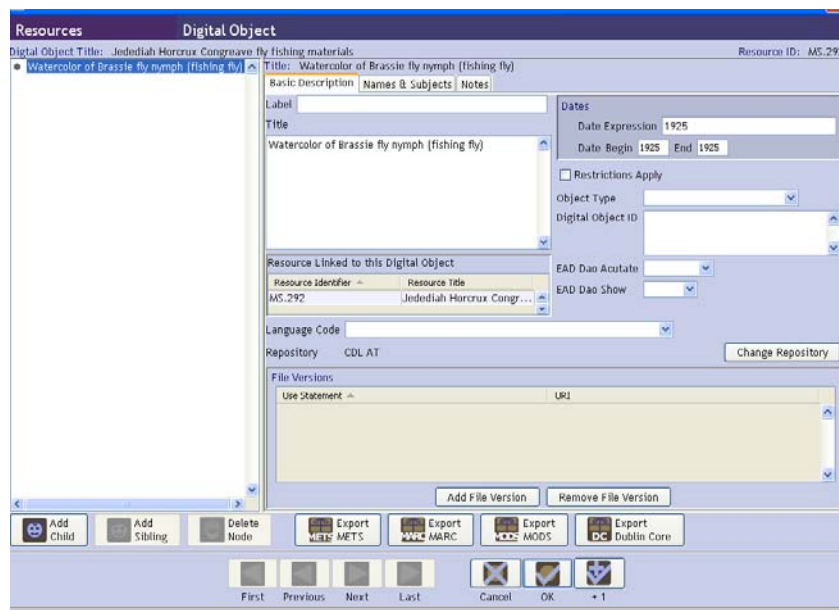
1) Within the resource record, select the particular component level description (from where you'd like to add a link to a digital object). For example, select an item- or file-level description.



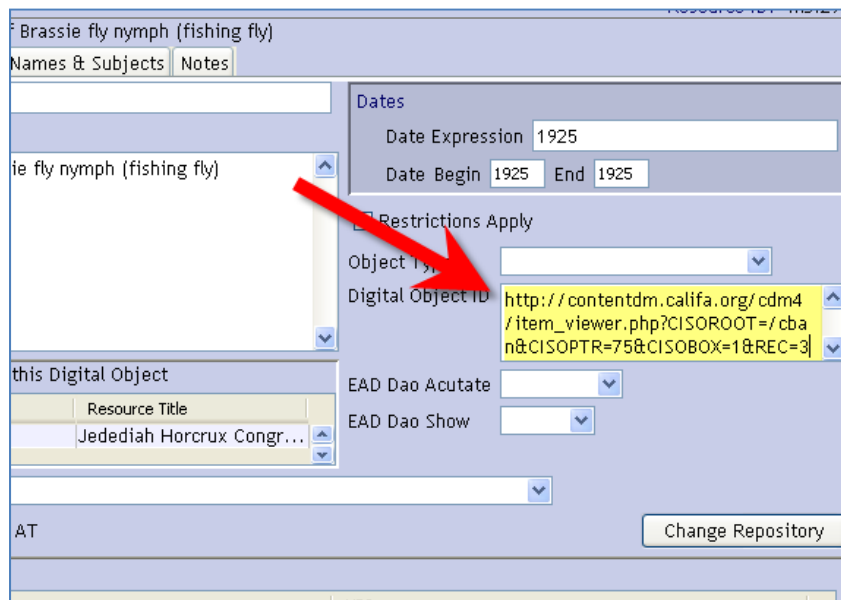
2) Within the particular component level description, select "Add Instance" and select "Digital Object" as the type of instance.



3) You'll now be presented with a new digital object record, pre-populated with descriptive information carried forward from the component level description.



4) In the “Digital Object ID” field, enter the URL to the digital object, as displayed and accessible (to your user community) in your external collection management system. Save the record once the URL is added.



5) Repeat steps #1-4 for any other digital objects that you'd like to link to, from the resource record.

6) Once you're ready to publish the resource record as an EAD file (including the outbound links to the associated digital objects): generate the EAD export, and select the following options from the export menu:

- Include DAO's in output
- Use Digital Object ID as HREF

By selecting these options, the resulting EAD file will contain <dao> tags for each component level description (from where you've added a links to a digital object). Additionally, the <dao> tag will contain an HREF link, pointing to the URL for the object in your external collection management system. The URL will reflect the information that you've entered into the "Digital Object ID" field.

