How do we change our harvest URL inside the Digital Collection Gateway?

Last updated: Wed, 17 Jun 2020 16:36:46 GMT

 Applies to
• Digital Collection Gateway
• OAIster
• CONTENTdm

Answer

This depends upon whether you've already switched the server and your current repository type. If you haven't switched the server yet, you can use the following steps to delete the current WorldCat Records.

1. Inside Digital Collection Gateway navigate to the Manage accounts tab.

2. Inactivate all your collections by selecting each collection one by one and clicking Inactivate Selected.

   Note: If they are not assigned to the username you are logged in as you will need to re-assign them to your username by clicking "Assign Selected" first.

3. Now switch to the Home tab.

   Note: If you switch back to the manage account tab before completing the deletions in the home tab Digital Collection Gateway will reactivate collections when the manage account tab is repopulated.

4. Scroll to the bottom of the screen and select Inactive Collections.

5. Click Delete WorldCat Records for each of the inactive collections. You will need to confirm deletion each time.

6. Go to Manage Account > Keys and Repositories

7. Click on the Key.

8. Add new repository.

9. Contact OCLC Support to remove the original repository.

If you have already switched the server:

...and your repository is a CONTENTdm repository AND you have been syncing the OCLC Numbers back into your CONTENTdm collections so all is up to date and indexed in CONTENTdm, contact OCLC Support to change the repository URL. We will need your DCG admin username, the repository name, the old URL and the new URL. When the next harvest happens the records in WC will be updated with the new URL.

https://help.oclc.org/Metadata_Services/Digital_Collection_Gateway/Troubleshooting/How_do_we_change_our_h...
...and your repository is a CONTENTdm repository that you have NOT been syncing the OCLC Numbers back into your CONTENTdm collections, contact OCLC Support so we can make arrangements to help you avoid duplicates. We will need your DCG admin username, the repository name, the old URL and the new URL.

...and your repository is NOT a CONTENTdm repository, contact OCLC Support so we can make arrangements to help you avoid duplicates. We will need your DCG admin username, the repository name, the old URL and the new URL.

Additional information

Digital Collection Gateway considers a change from http to https to be a completely different URL.