



Reference Collections

This module provides an overview of how to create and manage reference collections.

Background

Saved searches is one option for assembling a batch of Data Store references. Collections is a second option.

Saved searches execute a set of search criteria that you establish. The results of a saved search will update automatically as new references are added that meet the saved search criteria. Limitations include:

- If you do not own a record, you can't add keywords or other text that may be the basis of a saved search
- You may not be able to fine-tune selection criteria to return the records you need.

Collections are a digital “bucket” that you can fill with specific references that you select. You can update collections, include any reference, and, as with saved searches, share a single URL to let others see the content of a collection. Limitations include:

- Collections are not automatically updated if new references are entered. References must be added to a collection manually.

General Rules about Collections

There is no limit to the number of:

1. Collections you can create or own
2. The number of references within a collection
3. The number of collections a reference can be within

How to Create or Edit a Collection

Perform a quick, advanced, or reference code search. When you see the results grid, select one or more references using the checkbox on the left side of the results grid. Once selected, you can create a new collection, or add the selected references to an existing collection.

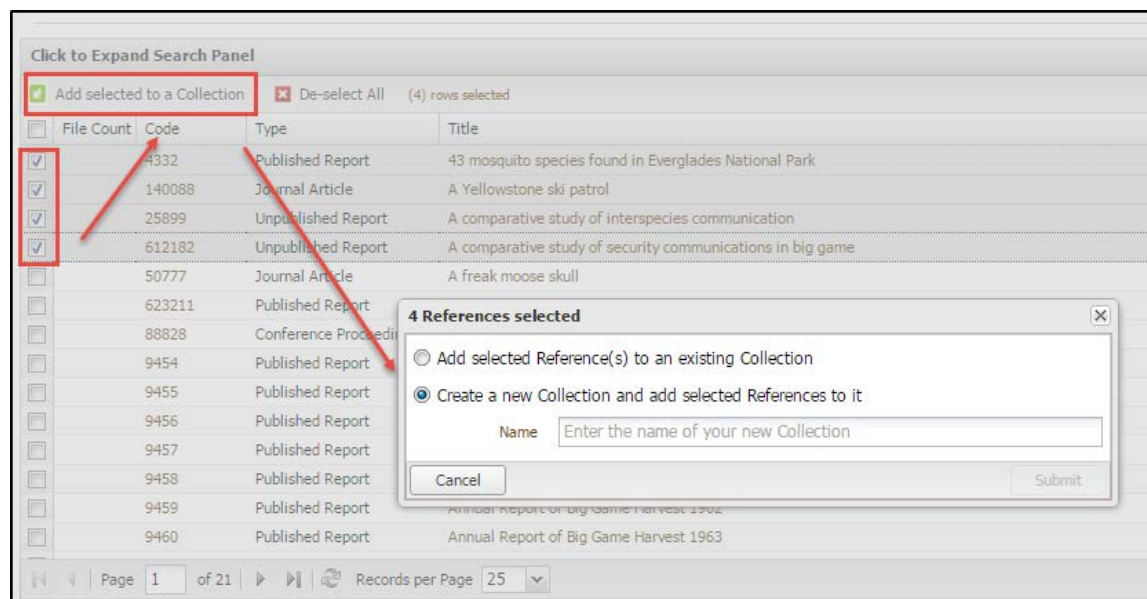


Image 1: Create a new collection or add references to an existing collection.

Another option is to add a reference to a collection directly from the reference profile using the Actions drop-down menu.

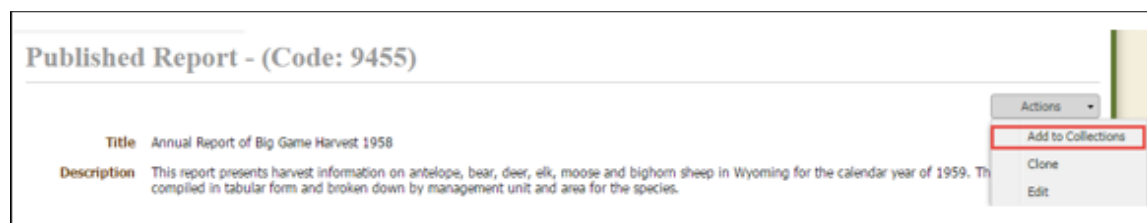


Image 2: Use the action menu to add a reference to any collection.

You can also edit collections from the My Content tab and Dashboard option.

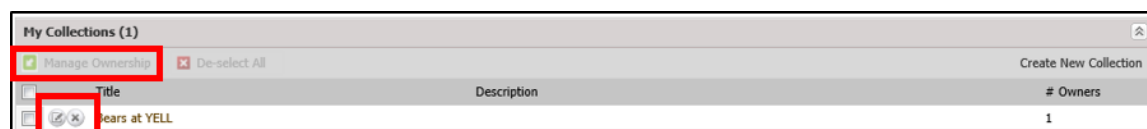


Image 3: Edit or delete a collection using the edit and delete icon next to each title.

From here, editing options include:

- Title and Description
- Add/Remove Owners (you can add NPS staff or partners to co-manage the collection. All owners are allowed to add or remove references, owners and change the title or description)
- Remove references from the collection
- Specify the reference sort order (sort or drag the references to the exact order you want, then select "set")
- Delete the collection

Sharing Collections

Via URL

For the purpose of viewing, you can share your collection with others via the unique collection URL; for example, <https://irma.nps.gov/DataStore/Collection/Profile/1350>.

Note: internal references are not visible to non-NPS users.

Via NPS Websites

You can also use collections to display Data Store records on NPS.gov websites. The results of collections, saved searches, projects, and published report series can all be inserted in to web pages. For more information, see the [instructions](#) posted on the Digital Community intranet site.

Note: internal references are not visible to non-NPS users.