New Feature Guides

View the guides below to learn more about the new changes to the CTDA platform:

- Share Objects with Connecticut History Illustrated
- Object Lock Guide
- Enhanced Collection Pages (ECPs)
- Upgraded Search Results
- Changes to Derivative Generation in the CTDA

User FAQs

Here are some quick links to some frequently asked questions from users:

- How do I ingest a book?
- How do I change the thumbnails that display for my collections?
- Which content model should I use?

Reporting a problem or error

Click here to email CTDA Support

Search the CTDA Resource Center

Quick Start

Quick Start Guide

New to the CTDA and want to get started? Visit the CTDA Quick Start Guide to begin adding your content to the CTDA.
As you may recall from the 2019 Member meeting, the CTDA has committed to including standardized rights statements for all digital objects in the repository. Starting February 1, 2020, CTDA Community Members will be able to choose from 5 rights statements from rightsstatements.org or the Public Domain Mark from creativecommons.org to describe the rights status of objects being added to the repository.

Rights statements are simple, standardized statements which clearly communicate the copyright status of an object in an institution’s collection. These statements are designed to be used by cultural heritage institutions to communicate the copyright and reuse status of digital objects in the repository, and allow users to sort and refine searches based on copyright status. Learn more about standardized rights statements and at rightsstatements.org and the Public Domain Mark at creativecommons.org.

In the preparation for introducing standardized rights statements to the repository, we have created educational tools that are freely available for all to review. The Connecticut Digital Archive Rights Statement Guide is a resource to learn more about the specific rights statements implemented by the CTDA and offers links to tools and other resources surrounding copyright and digital collections.

We have also developed an Interactive Copyright Guide to help our users begin to think about the rights status of their collections and object. The Interactive Guide is still being fine-tuned, but we invite everyone to begin to explore the interactive guide to learn more about the rights statuses of collections and objects. Feedback on the guide is very much welcomed!

We will be holding two virtual office hours in January to talk about rights statements and answer any questions you have. The office hours will take place on the following days:

January 16, 2020 from 10:00am – 11:00am (Register)
January 23, 2020 from 1:00pm – 2:00pm (Register)

You can find more information about the virtual office hours on the CTDA Resource Center.

We are looking forward to working with you to add this latest enhancement to the CTDA!

Due to a change in the indexing system, pages of books and newspapers were not being picked up in full text or OCR searches. We have been examining this problem and we have come up with an enhancement to the system that will allow users and researchers preview pages in search results and also view the title of the book or newspaper containing the page.
When you select a page from the search results, users will be taken to the page in the book or newspaper object with the search terms highlighted on the page (#1 below). Users will also be able to see if the term appears elsewhere in the book by viewing the page slider at the bottom of the book viewer (#2 below).
The upgrade works for both books and newspapers.

Starting on October 5th, 2018, discoverygarden, inc. will begin the process of optimizing the solr search index. We expect the work to last about 6-7 days. Optimizing the index will improve the overall performance of the repository. This should have no impact on the ability to search across all CTDA sites.

During this time, users will still be able to ingest into the repository, but objects added to the repository after October 4th will not appear in search results until the optimization process is complete.

Please note, that any content ingested into the repository will not appear in search results nor on collection pages until the rebuild is complete.

You will also see the following message on the pages of objects you have ingested:

"Document not present in Solr while generating the metadata display for [PID]. Try reloading the page, or contact an administrator if this issue persists."

Also, the object's title, description and details will not appear on the web page in the repository. Do not be alarmed by this message or the missing title, description and details. Once the optimization project is complete, the message will disappear and the metadata will appear in the appropriate areas.

You will still be able to view the object's metadata record by clicking the "Manage" tab on your object and clicking the "Datastreams" button. Once on the "Datastreams" page, you can download the MODS XML file to view the object's metadata.

Also, any modifications to an object's metadata ingested into the repository before today will not be reflected in search results nor on the object's page until the rebuild is complete.

If you have any questions contact us by using the CTDA Help Center.