**Metadata Required for Collections**

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| **Basic Information** | |
| **Name** | Name the collection |
| **Parent Collection** | Optional, identify an existing collection as a parent collection which allows the current collection to inherit metadata from that parent |
| **Description** | Provide a description of the collection |

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| **Browse and Display Options** | |
| **Hide this collection?** | yes/no |
| **When Browsing Sort Resources by (select one)** | Resource type, relevance, ID, ID (most recent), title, title (z-a), project, date, date (most recent), date updated, date created, date updated (most recent) |
| **Display collection as (select one)** | list, list (full), grid, map |
| **Resources** | select the resources to include in the collection |
| \*\* Permissions are managed after the collection is created\*\* | |