# Create a figshare collection

Introduction

Collections are a way of collating data from different sources that follow a certain theme. They can contain public and private items that you have created or items published by other figshare users. Collections can be either private or public and can be assigned a DOI.

Procedure

1.   Go to **My data**.

2.   Click on the **Collections** tab.
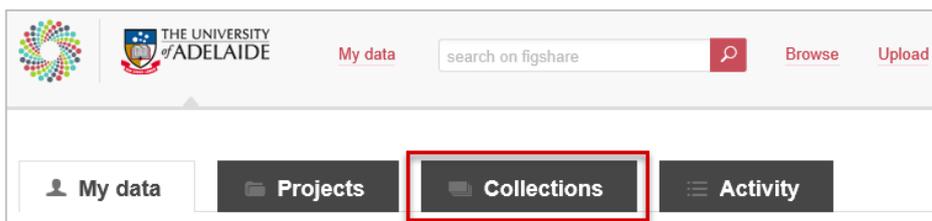
3.   Click on **+ Create a new collection**.

4.   Add details to the mandatory metadata fields (these have a green dot next to them).

5. Add categories by searching for a category name, or by browsing. Hovering your mouse over a category name will reveal an arrow (**>**) that you can click on to reveal the sub-categories.

🔥 **Hot tip**: You can add multiple categories.

6. Add keywords to describe your collection.
7. If you want to reserve a DOI for your collection, click the **DOI Reserve Digital Object Identifier** link at the bottom of the page.
8. Click on the red **Save changes** button, otherwise click **Cancel & go back**.

Contact Us

For further support or questions, please contact ITDS on +61 8 8313 3000 or https://uniadelaide.service-now.com/myit