

## Shared Repository

### About

The Shared Repository acts as a shared media repository where members can browse for and use published media for distribution across other Media Galleries. Members contribute and reuse content based on permissions. This feature benefits educational institutions, enabling shared media usage and distribution. Shared repositories support search and filters for effective media filtering. If you are a member of shared repositories, you can select content items from the repository to add to a chosen Media Gallery, whether it's your own or contributed by others.

### Add content to a Media Gallery from a shared repository

1. Navigate to the Media Gallery.
2. Click on the Media tab.
3. Click **+ Add media**. The Add Media screen displays.
4. Click on the **Shared Repository** tab and select the desired shared repository from the drop-down list.

The content of the shared repository displays.

5. Select the checkbox next to the items you would like to add to the Media Gallery. You can also search for items by typing a keyword into the search field or using the filters.
6. After you have selected the desired content, click **Publish** to add the item to the Media Gallery.

The item is now in your Media Gallery.

[template("cat-subscribe")]

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