

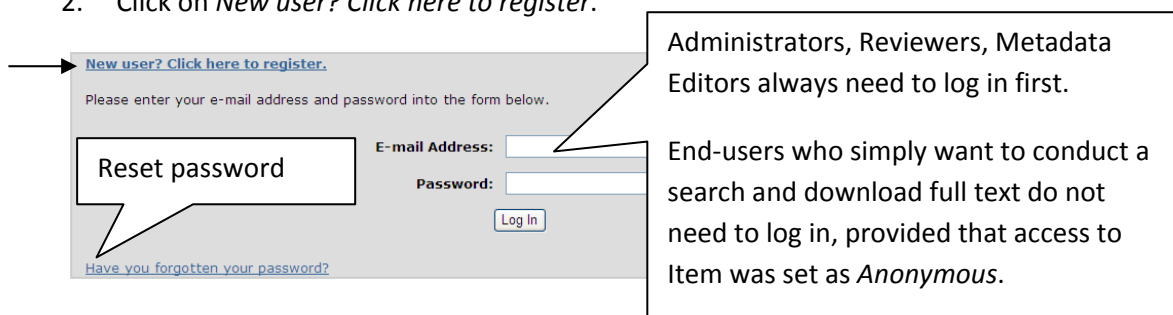
## DSpace for Administrators (Repository Managers)

### 1. Access a pre-installed DSpace instance

1. In your *Internet Browser*, go to <http://neo.bib.sun.ac.za/jspui/>. This instance was installed on the test server of the *Stellenbosch University*.

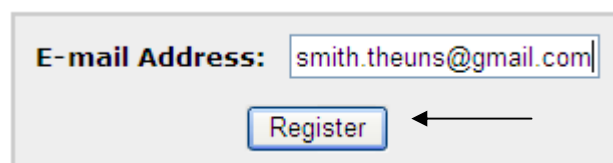
### 2. Register as an E-person on a pre-installed instance of DSpace

1. Click on *Sign on to: >> My DSpace*.
2. Click on *New user? Click here to register*.



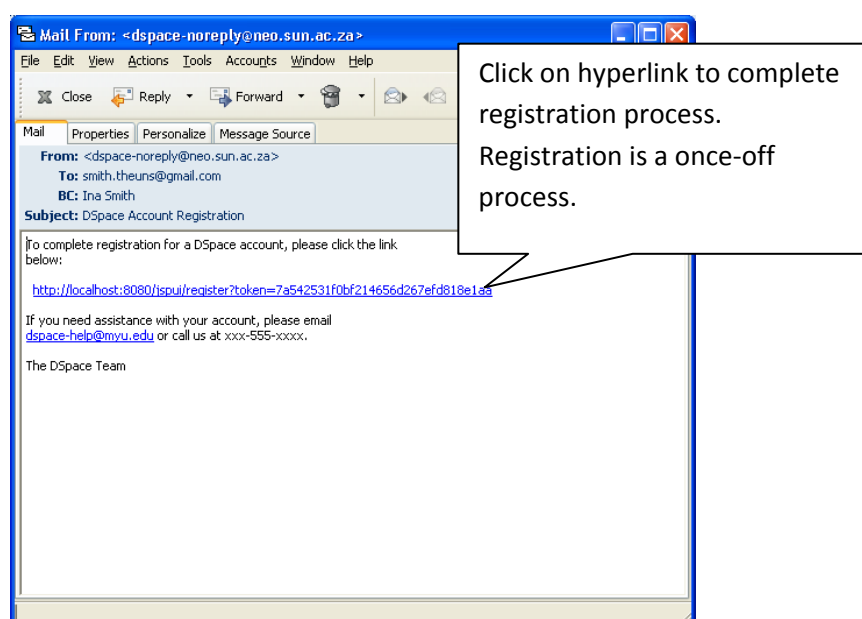
The screenshot shows the DSpace login interface. A callout box points to the link "New user? Click here to register." with the text: "Administrators, Reviewers, Metadata Editors always need to log in first." Another callout box points to the "Log In" button with the text: "End-users who simply want to conduct a search and download full text do not need to log in, provided that access to Item was set as *Anonymous*." A third callout box points to the "Reset password" link with the text: "Reset password".

3. Click on *Register*.



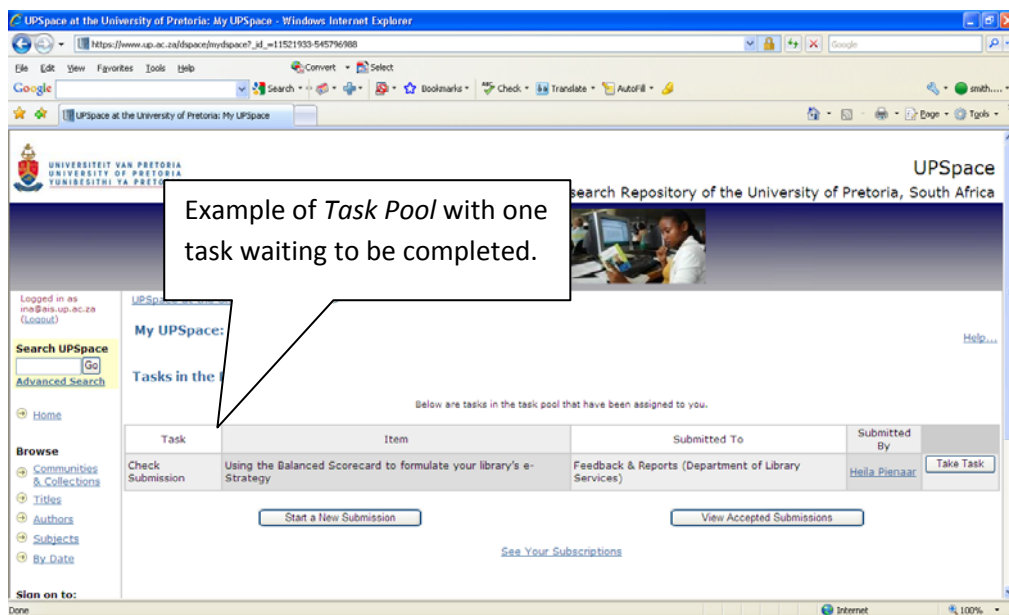
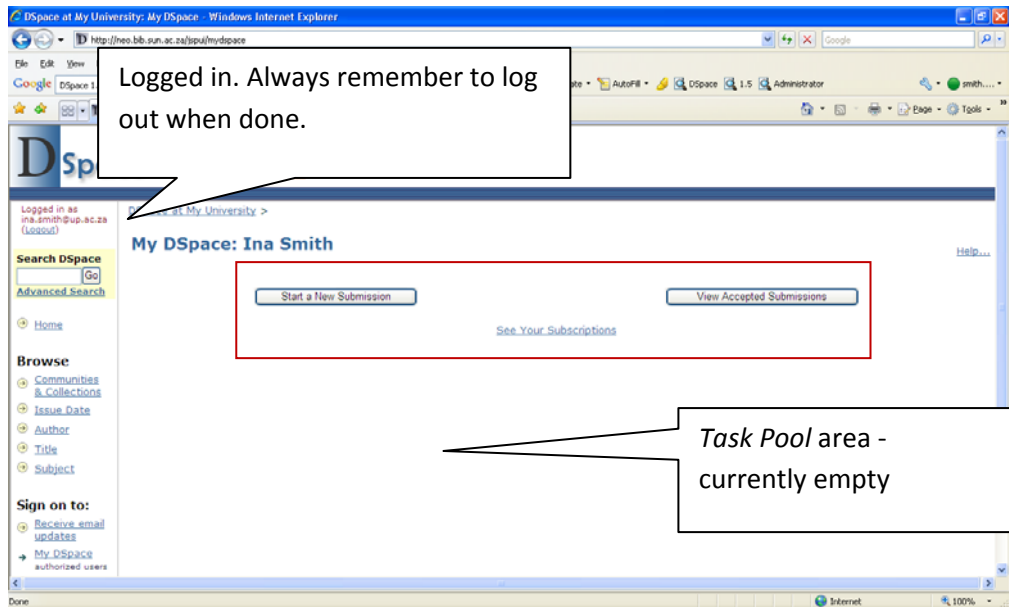
The screenshot shows the registration form with the "E-mail Address" field containing "smith.theuns@gmail.com" and the "Register" button highlighted by an arrow.

4. Go to your e-mail Inbox and follow the instructions.



The screenshot shows an email from "dspace-noreply@neo.sun.ac.za" with the subject "DSpace Account Registration". The email body contains the text: "To complete registration for a DSpace account, please click the link below:" followed by a blue hyperlink: "<http://localhost:8080/jspui/register?token=7a542531f0bf214656d267efd818e1a6>". A callout box points to the hyperlink with the text: "Click on hyperlink to complete registration process. Registration is a once-off process." The email also includes contact information for assistance: "If you need assistance with your account, please email [dspace-help@myu.edu](mailto:dspace-help@myu.edu) or call us at xxxx-555-xxxx." and is signed "The DSpace Team".

5. You will be prompted to enter a DSpace password, and to re-type the password to confirm.
- 6.



### 3. Registering an E-person as an Administrator

1. Each of you has Administrator rights on the test server. Ideally maximum 3 persons are recommended to have administrative rights: the DSpace IT Manager, DSpace IR Manager, 1 Back-up person. These persons have full authorization on all levels.
2. While logged in, click on *Administer* in the navigation column to the left of your DSpace screen.
3. Click on *Groups*. An Administrator account was set up during the DSpace installation.
4. Click on *Edit* next to the *Administrator Group*.

Create a group with only certain members, and certain rights assigned to these members.

Create New Group

ID	Name	
1	Administrator	Edit
0	Anonymous	

Anonymous = Everyone on the Internet can access/ view/ download item.

5. Example of DSpace Administrators registered:

Edit Group : Administrator (id: 1)

Name: Administrator

After making changes to this group you must click the "Update Group" button below.

EPerson Members

- Gibson Hilton (hgibson@sun.ac.za)
- Wouter Klapwijk (wklap@sun.ac.za)
- Ina Smith (ina.smith@up.ac.za)

Group Members

Select E-people Remove Selected Update Group

Select more people as Administrators. They need to be visible as *E-people*.

Remember to always *Update Group* for changes to take effect

Remove any of the Administrators at any stage

Select E-people: A list of all people who have successfully registered with DSpace or who were manually registered by the DSpace Administrator will be displayed. Add names from this list, Close and Update Group:

Arrange e-people according to ID, E-mail, Language. By default arranged according to Last Name.

Search for a specific person – the list can become very long as your repository grows!

ID	E-mail	Last Name	First Name	Language
2	hgibson@sun.ac.za	Hilton	Gibson	en
1	wklap@sun.ac.za	Klapwijk	Wouter	en
5	ina.smith@up.ac.za	Smith	Ina	en

#### 4. Manually create E-people

1. Click on *E-people* in the administration interface.
2. Click on *Add E-person*.
3. Complete the form, and *Save*.

Email:	<input type="text" value="christelle.steyn@up.ac.za"/>
Last Name	<input type="text" value="Steyn"/>
First Name	<input type="text" value="Christelle"/>
Phone:	<input type="text" value="0124203791"/>
Language:	<input type="text" value="English"/>
Can Log In:	<input type="checkbox"/>
Require Certificate:	<input type="checkbox"/>

4. To delete an *E-person*, while within the *E-people* interface, click on *Select E-person*. Select the persons' name, and choose to *Edit* (add changes) or *Delete*.
5. You will be prompted to confirm the deletion. Click *Delete*.
6. When you want to *Edit* an *E-person*, DSpace will display a list of all *Groups* to which that person belongs:

**Edit EPerson christelle.steyn@up.ac.za:**

Email:	<input type="text" value="christelle.steyn@up.ac.za"/>
Last Name	<input type="text" value="Steyn"/>
First Name	<input type="text" value="Christelle"/>
Phone:	<input type="text" value="0124203791"/>
Language:	<input type="text" value="English"/>
Can Log In:	<input type="checkbox"/>
Require Certificate:	<input type="checkbox"/>

**Groups EPerson is Member of:**

- Anonymous

## 5. Automatically generated Groups within DSpace

Everytime a new *Collection* is created, DSpace automatically generates certain *Groups* for that *Collection*, depending on the workflow for that *Group*. Names of *Groups* can be changed, but avoid as far as possible, unless it is a new group manually created by you and not automatically generated by DSpace.

Example of automatically generated *Groups* for one specific *Collection* (*Research Articles (Arts and Social Sciences)*) in DSpace:

35	COLLECTION_28_ADMIN	Edit	Delete
31	COLLECTION_28_SUBMIT	Edit	Delete
32	COLLECTION_28_WORKFLOW_STEP_1	Edit	Delete
33	COLLECTION_28_WORKFLOW_STEP_2	Edit	Delete
34	COLLECTION_28_WORKFLOW_STEP_3	Edit	Delete

Members of this Group can be edited at any stage

Any step in the workflow can be deleted from here

The above was automatically generated and is visible under *Administer >> Groups* because of the way the *Collection* was initially created:

First screen to complete when creating a new Collection

- New items should be publicly readable
- Some users will be able to submit to this collection
- The submission workflow will include an accept/reject step
- The submission workflow will include an accept/reject/edit metadata step
- The submission workflow will include an edit metadata step
- This collection will have delegated collection administrators
- New submissions will have some metadata already filled out with defaults

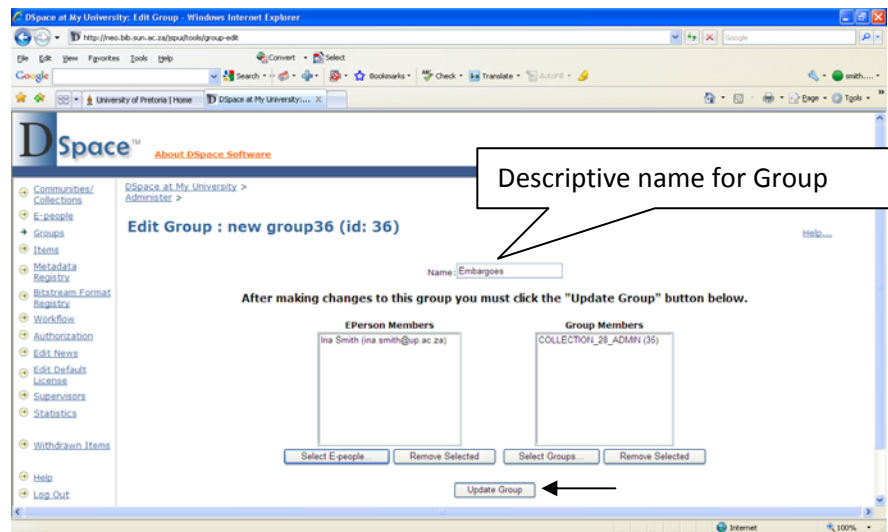
Refers to the Anonymous Group

To explain:

COLLECTION_28_ADMIN	<i>This Collection will have delegated collection administrators</i>
COLLECTION_28_SUBMIT	<i>Some users will be able to submit to this collection</i>
COLLECTION_28_WORKFLOW_STEP_1	<i>The submission workflow will include an accept/reject step</i>
COLLECTION_28_WORKFLOW_STEP_2	<i>The submission workflow will include an accept/reject/edit metadata step</i>
COLLECTION_28_WORKFLOW_STEP_3	<i>The submission workflow will include an edit metadata step</i>

## 6. Manually created *Groups* in DSpace

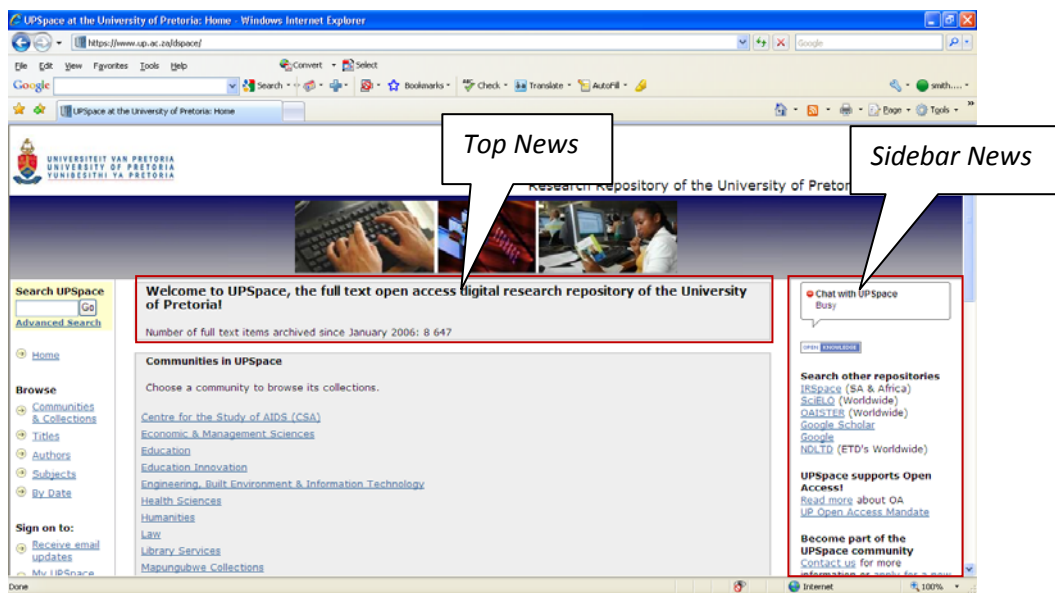
1. While in the administrative interface, click on *Groups*.
2. Click on *Create New Group*.
3. Select individual *E-persons* or existing *Groups* to form part of this new *Group*.
4. Give the *Group* a descriptive name, or stick to the DSpace Group naming convention, e.g. COLLECTION\_28\_EMBARGOES.
5. Click on *Update Group*.



**Note:** We will work with *Groups* and *E-persons* again later, once we start setting up *Collections* and assigning rights.

## 7. Editing the News on your repository home page

Use the repository home page to communicate news, events, achievements, training and many more – i.e. as a marketing and communication tool, but also to communicate important information. DSpace allows html to be used in these fields. Also add images to make it more attractive if needed.



1. While logged on as Administrator, go to *Administer >> Edit News*.
2. Click on *Top News* or *Sidebar News* to edit it in html.
3. *Save* your changes afterwards and view at *Home*.

## 8. Edit the default DSpace license

Every time an *E-person* submits an item to DSpace, he/she needs to grant a license, stating that copyright has been cleared or that they are the owners of the copyright, that they give permission to your institution to distribute the item on DSpace, etc. This license can be customized – work with the legal officer on campus to make sure that all is covered. This license is to protect the Submitter, but also the institution.

1. While logged in as Administrator, go to *Administer >> Edit Default License*.
2. Replace the text in the text box with the new text as agreed upon with your legal officer, and *Save*.

## 9. Metadata Registry (Dublin Core)

**Metadata** (meta data, or sometimes meta information) is "**data about other data**", of any sort in any media. For example, metadata would document data about data elements or attributes, (name, size, data type, etc) and data about records or data structures (length, fields, columns, etc) and data about data (where it is located, how it is associated, ownership, etc.). Metadata may include descriptive information about the context, quality and condition, or characteristics of the data.

The *Dublin Core* metadata element set is a standard for cross-domain information resource description. It defines conventions for describing things online in ways that make them easy to find. *Dublin Core* is widely used to describe digital materials such as video, sound, image, text, and composite media like web pages. Implementations of *Dublin Core* typically make use of XML and are *Resource Description Framework* based. *Dublin Core* is defined by ISO in ISO Standard 15836, and NISO Standard Z39.85-2007.

The Dublin Core Metadata Registry is designed to promote the discovery and reuse of properties, classes, and other types of metadata terms. It provides an up-to-date source of authoritative information about DCMI metadata terms and related vocabularies. The registry aids in the discovery of terms and their definitions and shows relationships between terms. The reuse of existing metadata terms is essential to standardization, and promotes greater interoperability between metadata element sets. The discovery of existing terms is an essential, and prerequisite, step in this process. This application promotes the wider adoption, standardization and interoperability of metadata by facilitating its discovery, and reuse, across diverse disciplines and communities of practice.

The fifteen element "*Dublin Core*" described in this standard is part of a larger set of metadata vocabularies and technical specifications maintained by the *Dublin Core Metadata Initiative* (DCMI). The full set of vocabularies, DCMI Metadata Terms [DCMI-TERMS], also includes sets of resource classes (including the DCMI Type Vocabulary [DCMI-TYPE]), vocabulary encoding schemes, and syntax encoding schemes. The terms in DCMI vocabularies are intended to be used in combination with terms from other, compatible vocabularies in the context of application profiles and on the basis of the DCMI Abstract Model [DCAM].

### **Acknowledgement:**

Dublin Core Metadata Schema: <http://dublincore.org/>

Dublin Core Metadata Registry: <http://dcmi.kc.tsukuba.ac.jp/dcregistry/>

Using Dublin Core – the official usage guide: <http://dublincore.org/documents/usageguide/>

Expressing Qualified Dublin Core in RDF / XML: <http://dublincore.org/documents/dcq-rdf-xml/>

Dublin Core on Wikipedia: [http://en.wikipedia.org/wiki/Dublin\\_Core](http://en.wikipedia.org/wiki/Dublin_Core)

**PLEASE REFER TO ADDENDUM A AT BACK OF MANUAL**



1. While logged in as Administrator, go to *Administer >> Metadata Registry*.
2. You have the option to create a new schema by entering a namespace/name or edit an existing one by clicking the update button.

3. Click on the link to the *Dublin Core Metadata Registry* for this instance of DSpace.

ID	Namespace	Name
1	<a href="http://dublincore.org/documents/dcmi-terms/">http://dublincore.org/documents/dcmi-terms/</a>	dc

4. Do not change any content within the *Element* and *Qualifier* fields. You can however add a *Scope Note* to describe each field and how it is suppose to be used.

**Metadata Field Registry**

Note: Adding a new field to the registry does not add a corresponding input field to the submit forms!

ID	Element	Qualifier	Scope Note
2	contributor	advisor	Use primarily for thesis advisor.
3	contributor	author	
4	contributor	editor	
5	contributor	illustrator	
6	contributor	other	

5. **Add Metadata Field:** To create a new field you must provide a unique element and qualifier pair. The qualifier may be left blank if desired and the element and qualifier cannot contain spaces, underscores or periods. Click *Add New*.

6. **Move Field:** If you have more than one schema a form would appear here allowing you to move fields between schemas.

## 10. Bitstream Format Registry

A **bitstream** or **bit stream** is a time series of bits. A **bytestream** is a series of bytes, typically of 8 bits each, and can be regarded as a special case of a bitstream. When a bitstream is captured and stored in a computer storage medium, a computer file is created.

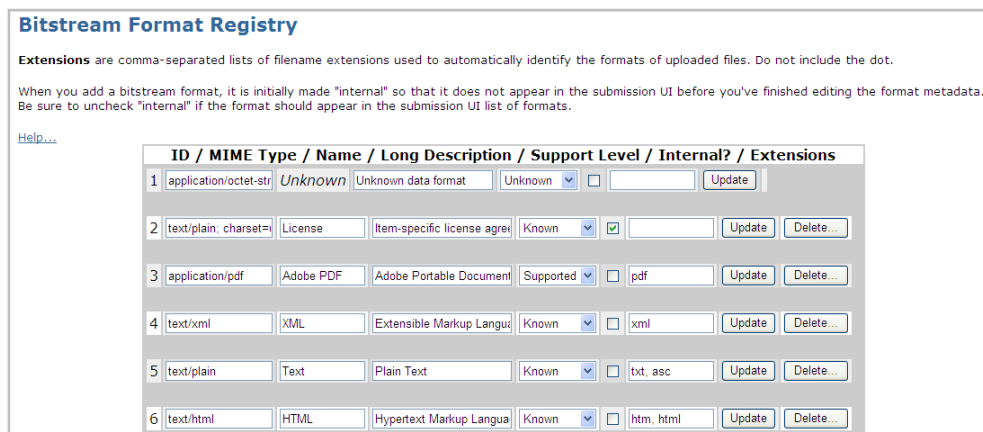
This list of bitstreams provides information about known bitstreams and their support level. You can edit or add new bitstream formats with this tool. Please take note of the following:

- You can only edit one bitstream format at a time. Make the edits to one row, and click the relevant 'update' button. Only edits you've made to that row will be saved.
- *Extensions* are file extensions that are used to automatically identify the format of uploaded files. You can enter several comma-separated extensions for each format.
- The *Name* of each format must be unique, though the MIME type need not be. For example, you might have separate format registry entries for different versions of Microsoft Word, even though the MIME type will be the same for each of them.
- *Internal* formats are hidden from the user, and are used for administrative purposes. For example, the licenses that submitters grant are stored as *License* format bitstreams, and these aren't shown to end users.
- If you delete a bitstream format, any bitstreams in the system of that format will be reverted to the *Unknown* format.
- Important: Do not delete the *Unknown* or *License* formats.

Also note that the `config/registries/bitstream-formats.xml` is only used during the build process to populate the format registry in the database, which is the 'live' version. Changes you make with this UI will only be reflected in the database registry, and not the XML file (and vice versa.)

**Source:** <http://dspace-dev.dsi.uminho.pt:8080/common/dspace-docs-1.1.1-1/admin-ui.html>

1. While logged in as Administrator, go to *Administer >> Bitstream Format Registry*.



**Bitstream Format Registry**

**Extensions** are comma-separated lists of filename extensions used to automatically identify the formats of uploaded files. Do not include the dot.

When you add a bitstream format, it is initially made "internal" so that it does not appear in the submission UI before you've finished editing the format metadata. Be sure to uncheck "internal" if the format should appear in the submission UI list of formats.

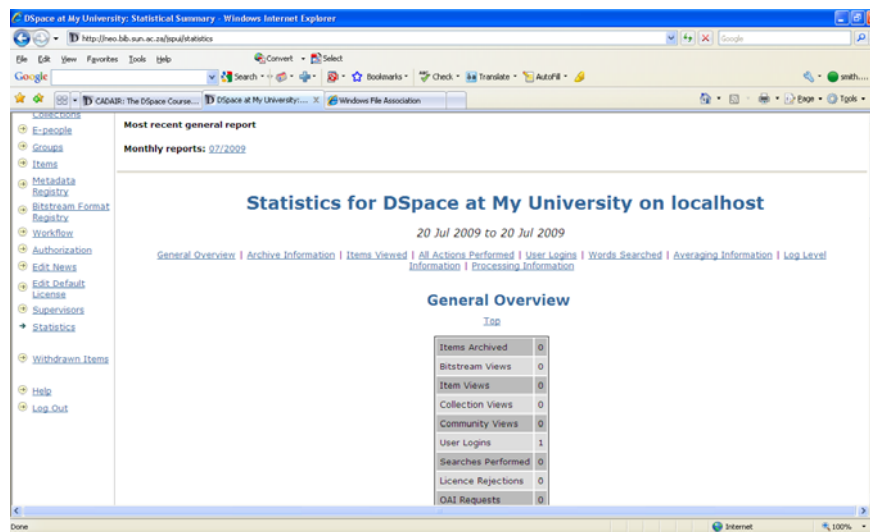
[Help...](#)

ID	MIME Type	Name	Long Description	Support Level	Internal?	Extensions	
1	application/octet-str	Unknown	Unknown data format	Unknown	<input type="checkbox"/>		Update
2	text/plain; charset=	License	Item-specific license agree	Known	<input checked="" type="checkbox"/>		Update Delete...
3	application/pdf	Adobe PDF	Adobe Portable Document	Supported	<input type="checkbox"/>	pdf	Update Delete...
4	text/xml	XML	Extensible Markup Langua	Known	<input type="checkbox"/>	xml	Update Delete...
5	text/plain	Text	Plain Text	Known	<input type="checkbox"/>	txt, asc	Update Delete...
6	text/html	HTML	Hypertext Markup Langua	Known	<input type="checkbox"/>	htm, html	Update Delete...

2. Scroll down to the bottom to *Add New*.

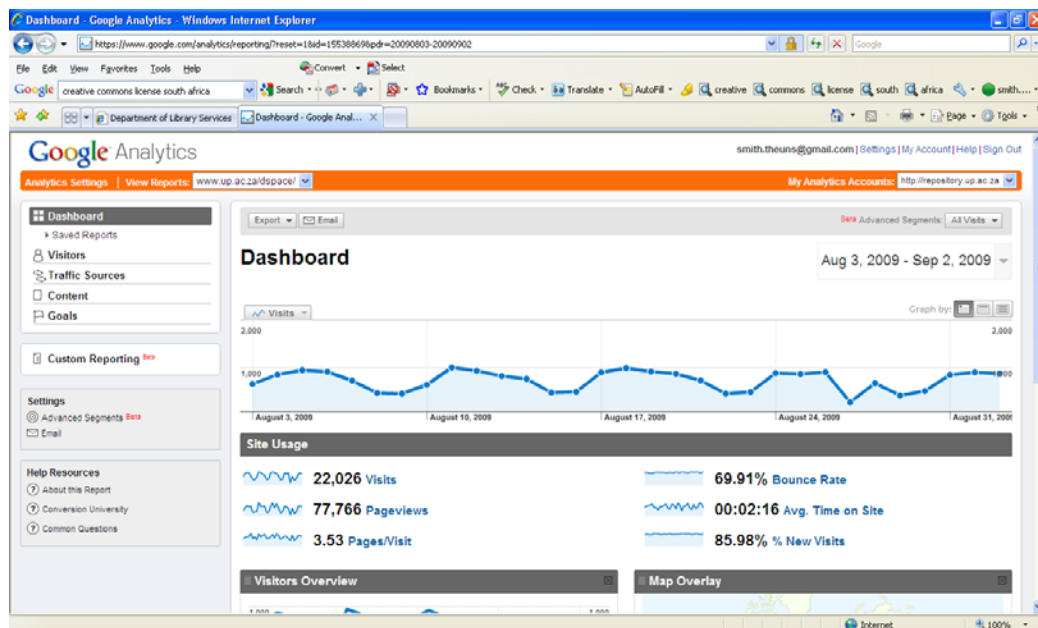
## 11. Statistics

1. While logged in as Administrator, go to *Administer >> Statistics*.



2. Also visit the following module: *The DSpace Course - DSpace Statistics and Google Analytics*. This module will introduce the statistics available within DSpace, and the facilities that are available if you use *Google Analytics* with DSpace.

Available: <http://hdl.handle.net/2160/623>



## 12. Structuring DSpace according to Communities & Collections

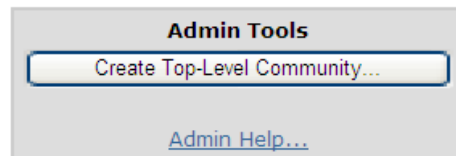
- Why? To keep your repository well organized, and keep *Items* that belong together according to media type, disciplines, faculties, departments or anything else - together.
- Needs will differ from *Community* to *Community* or *Collection* to *Collection*– make provision for it. Be flexible, but not too much!
- Some *Metadata Editors* (Cataloguers) might prefer to work in their subject of expertise only. They can then be registered within the workflow for the specific *Collections* relevant to them.
- By having their own *Community* within the bigger repository, research output by faculties and departments can be grouped together, and reflect all research output with one glance. Links can be created to individual *Communities/ Collections*.
- Always think and make provision for how the repository/ *Community/ Collection* might develop and grow/ change over time.
- It is ok to change the name of a *Community/ Collection* at some stage, and if needed. Remember to record the changes in the *Provenance* area for that *Community/ Collection* for future reference. You can also cross-reference to the new *Collection* if the previous one was closed. Use the area on the home page of that *Collection* to update end-users (*Collection >> Edit*). Don't delete the *Community/ Collection* – it will only confuse end-users. Clearly refer the end-users to the new *Collection*.
- *Items* can only be submitted on the following conditions:
  - The submitter needs to be registered as a *Submitter* for that specific *Collection*.
  - *Items* cannot be submitted if there is no *Collection* to submit it to.
  - Contact details should be clearly visible from where submitters can request to become *Submitters*.
  - Copyright should have been cleared, and the *Item* needs to be in the correct digital format.
- An unlimited number of *Top-Level Communities, Sub-Communities* and *Collections* can be created, but try let it not become too complicated – keep the structure simple.
- Try to align your *Community/ Collection* structure with that of your institution, e.g.:

Faculty of ..... (Top-level Community)  
    Dept. of ..... (Sub-Community)(optional)  
        Research Articles (Dept. of ..... ) (Collection)  
        Theses (Dept. of ..... )  
        Dissertations (Dept. of ..... )  
        Mini-dissertations (Dept. of ..... )  
Dept. of ..... (Sub-Community)(optional)  
    Research Articles (Dept. of ..... )  
    Theses (Dept. of ..... )  
    Dissertations (Dept. of ..... )  
    Mini-dissertations (Dept. of ..... )

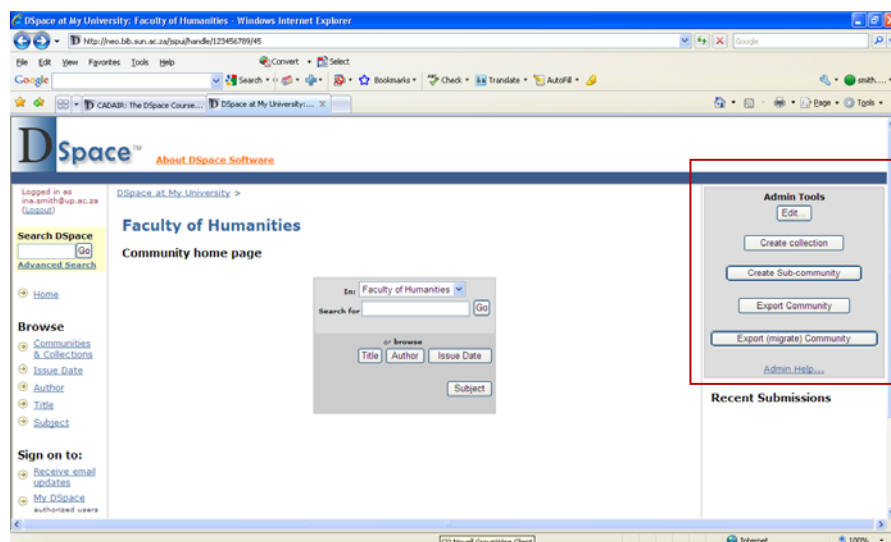
- Faculty of ..... (Top-level Community)
  - Dept. of ..... (Sub-Community)(optional)
    - Research Articles (Dept. of .....)
    - Theses (Dept. of .....)
    - Dissertations (Dept. of ..... )
    - Mini-dissertations (Dept. of ..... )
  - Dept. of ..... (Sub-Community)(optional)
    - Research Articles (Dept. of .....)
    - Theses (Dept. of .....)
    - Dissertations (Dept. of ..... )
    - Mini-dissertations (Dept. of ..... )

**Step 1: Create a Top-level Community**

1. Log in as Administrator on your instance of DSpace at *My DSpace*.
2. Click on *Communities & Collections* (just below *Browse*).
3. Click on *Create Top-Level Community*.

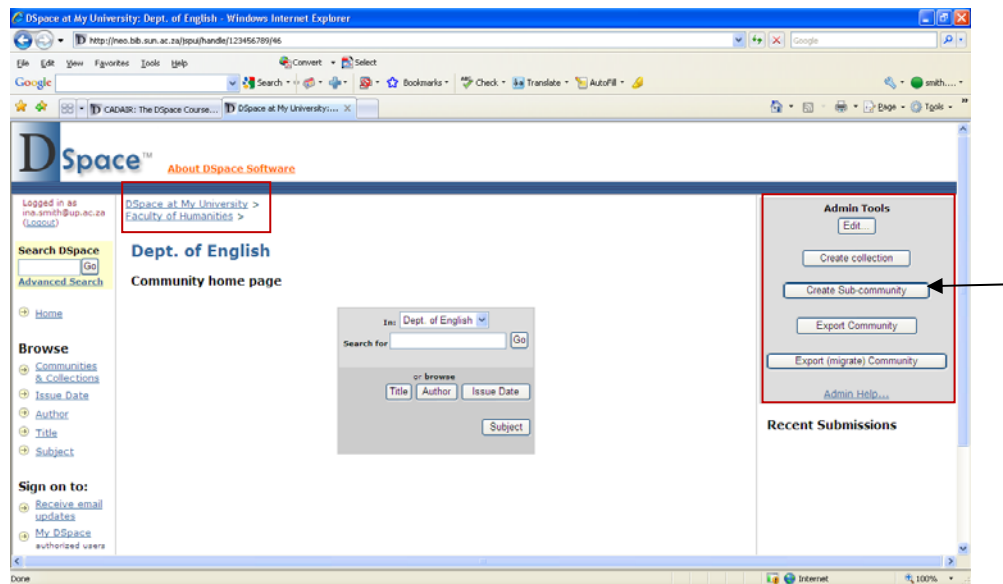


4. Complete the online form describing the *Top-Level Community* and click on *Create*. Your new *Top-Level Community* will be displayed (also referred to as the 'Edit Community' page).



## Step 2: Create a Sub-Community (optional)

1. To create a *Sub-Community*, go to the *Community* home page of the *Community* that is to be the parent of the new *Sub-Community*.
2. Then, click on the *Create Sub-community* in the *Admin Tools* box at the top right-hand corner of the page. This will create the new *Sub-Community* and take you to the home page for that *Sub-Community*, also referred to as the 'Edit Community' page for that *Sub-Community*.



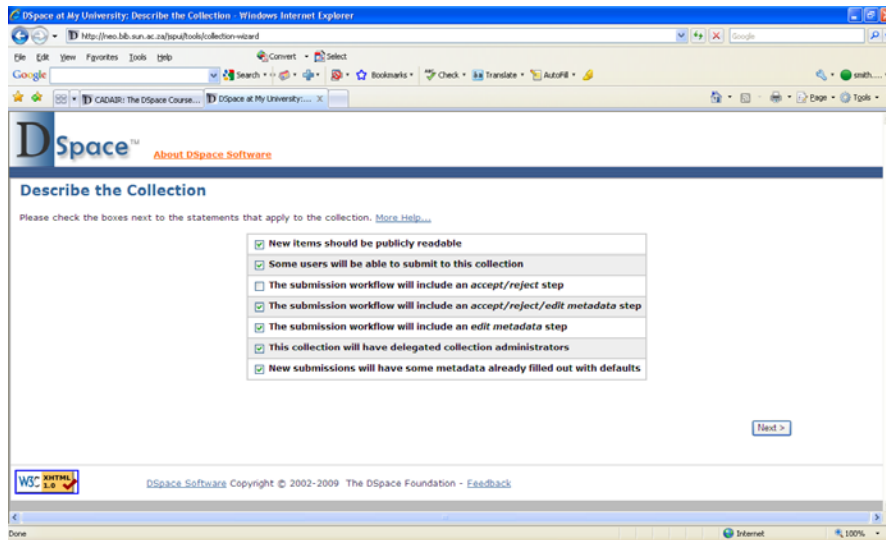
## Editing a Top-level Community or a Sub-Community

- Fill out the forms as needed. *Name* is required. All other fields are optional.
- *Short Description*: Appears on the *Community List* page below the *Community* name, and should be one or two sentences of plain text describing the *Community*.
- *Introductory Text*, *Side Bar Text*, *Copyright Text*: Fields are displayed on the *Community's* home page.
- *Introductory Text* and *Side Bar Text* are both HTML fields, which means you should place text in `<p> </p>`.
- *Upload Logo*: Relatively small logo sizes look best due to the design of the *Collection* home page.
- Click *Create* or *Update* when done with changes.

## Step 3: Create a Collection

1. To create a *Collection*, go to the *Community* home page of the *Community* that is to be the parent of the new *Collection*.
2. Then, click on the *Create Collection* in the *Admin Tools* box at the top right-hand corner of the page.
3. Follow the wizard, and click on *Next* to move forward each time.

## Screen 1: Describe the *Collection* (Setting up the Workflow)



The first page of the wizard will ask you some questions about the new *Collection*. Check those that apply and click on the *Next >* button. Note that after you've completed the wizard, you will be able to edit the *Collection* later, so decisions you make here are not permanent.

However, also note that this wizard is a little less polished than the submission UI, which basically means there are no 'back' buttons, so if you want to change something you entered on one page after clicking *Next*, you need to finish the wizard and then go back and edit the *Collection*.

When you have completed the wizard, you're dropped into the 'Edit Collection' interface. This allows you to review what you've entered and make any necessary tweaks.

Check the options that will apply for that specific *Collection*:

<p><b>New Items should be publicly readable</b></p>	<p>New items arriving via the submission UI or batch importer will, by default, get anonymous READ permissions for both the item and all the bitstreams. You can change this later so that e.g. items get anonymous READ permissions but bitstreams do not. Items that are 'mapped' or included from other <i>Collections</i> will not have their authorizations changed. It is just a default; an item's permissions may later be changed. If <b>New items should be publicly readable</b> is <i>not</i> checked, you will be asked later in the wizard who is allowed to read new items. Again, this is just a default, and can be changed later.</p>
<p><b>Some users will be able to submit to this Collection</b></p>	<p>When checked, you will be prompted to select persons from the <i>E-people</i> list. These persons will then have the authorization to submit items to this specific <i>Collection</i>. You can</p>

	manually add these persons at <i>Administer &gt;&gt; E-people &gt;&gt; Add E-person</i> , or the person can register at <i>My DSpace</i> .
<b>The submission workflow will include an accept/ reject/ edit metadata step (Workflow Step 2)</b>	<p><i>Reviewer</i> will be able to check newly submitted items:</p> <ul style="list-style-type: none"> <li>- Do baseline metadata editing e.g. fix spelling errors</li> <li>- Check for duplicates</li> <li>- Check whether item has been submitted to the correct <i>Collection</i> – if not, <i>Reject</i></li> <li>- Check whether full text has been submitted in the required file format e.g. pdf</li> <li>- Check quality of full text file</li> <li>- Check whether copyright has been cleared, if required</li> </ul>
<b>The submission workflow will include an edit metadata step (Workflow Step 3)</b>	<i>Metadata Editor</i> is notified of a new submission. Commit item to archive, and then do metadata editing in the DC Registry of an individual item. Add value to items, e.g. more keywords, LCSH's, abstracts, check whether metadata adheres to the necessary standards and correct where needed. Always register the <i>Metadata Editor</i> also as a <i>Collection Administrator</i> .
<b>This collection will have delegated collection administrators</b>	This person manages the <i>Collection</i> , manage <i>Submitters</i> , can edit the <i>Item Template</i> , edit the <i>Collection</i> home page, edit the DC Registry of an Item anytime etc.
<b>New submissions will have some metadata already filled out with defaults</b>	Create an <i>Item Template</i> for that specific <i>Collection</i> . On this screen you can specify some <i>Dublin Core</i> values that new submissions will have pre-filled out e.g. if the <i>Publisher</i> for all items submitted to that specific <i>Collection</i> is going to be the same for all Items. Some of the values you can set here do not appear in the submission UI, so end-users may not have the chance to edit them. Also note that these <i>Dublin Core</i> values will be added to items imported via the batch importer.

## Screen 2: Describe the *Collection* (Information)

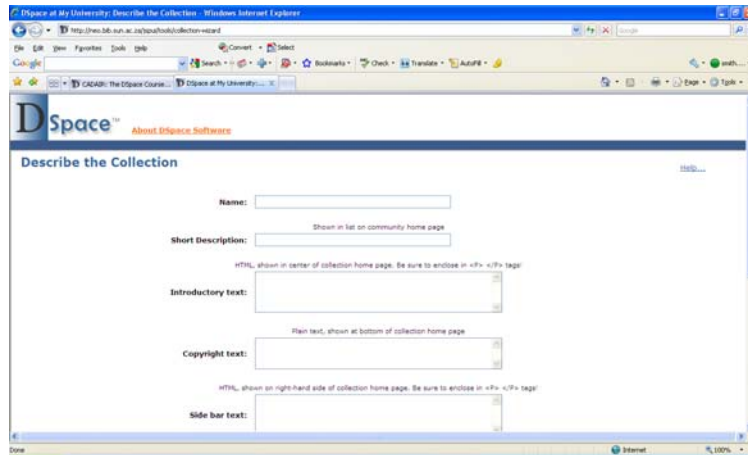
The next page allows you to fill in some basic information about the *Collection*. The *Name* field is mandatory, the others are not.

*Copyright Text* is simply text that will appear at the bottom of the *Collection's* home page, and that applies to that *Collection* only.

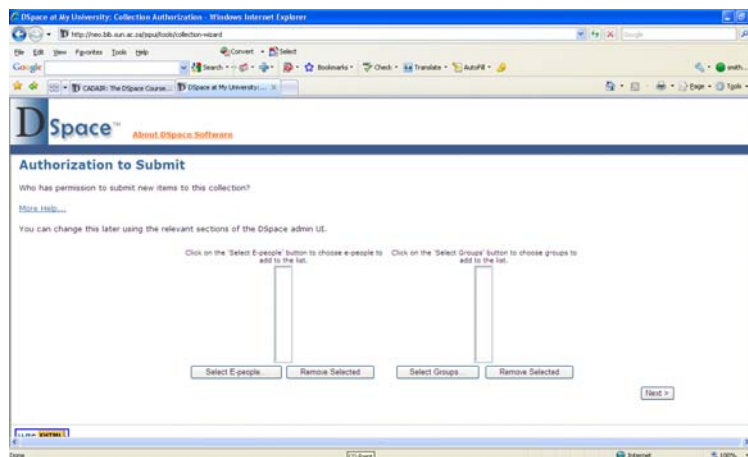


*License* is the *deposit license* (the license that submitters must grant when they submit an item) for this *Collection*. This will override the default DSpace license, and is used when a specific license applies to that specific *Collection* only. If you leave this field blank, the site default license is used.

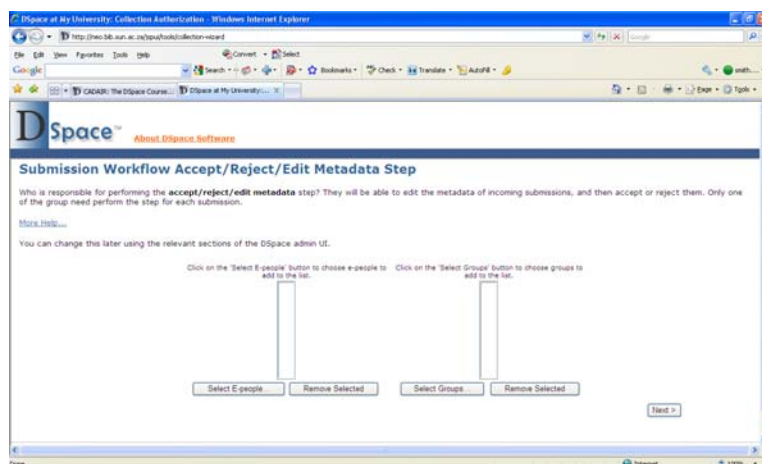
*Provenance* is a free-text field you can put any provenance information in you feel like. It is not visible to end-users.



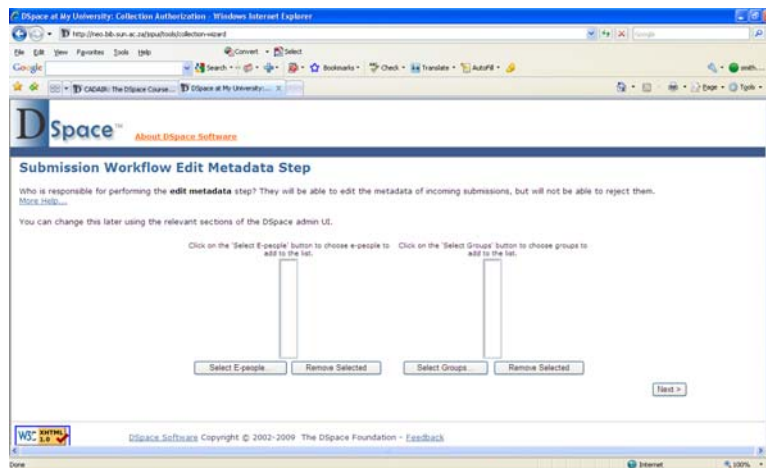
Screen 3: Select *Submitters* (*E-people* who will be allowed to submit to this *Collection*)



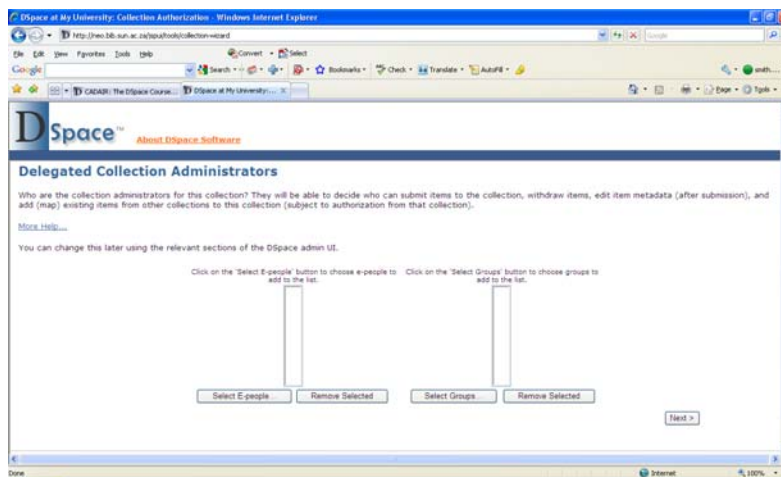
Screen 4: Select *Reviewers* (*E-people* who will review the *Items*)



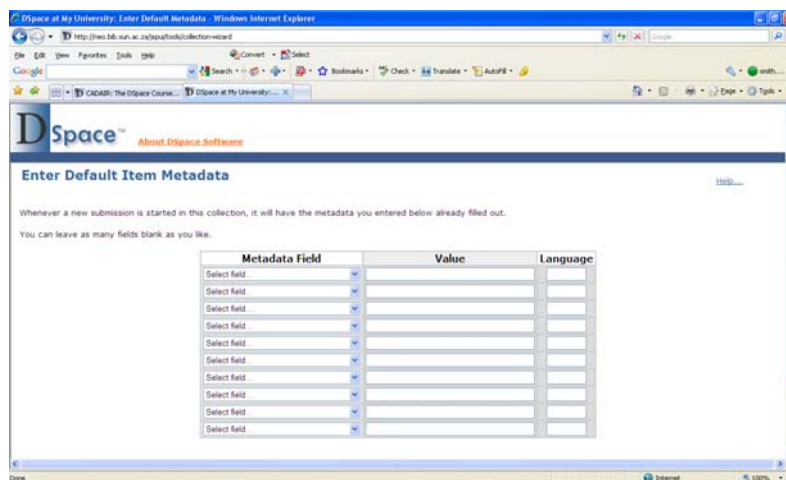
## Screen 5: Select Metadata Editors



## Screen 6: Assign Collection Administrators (incl. Metadata Editors)



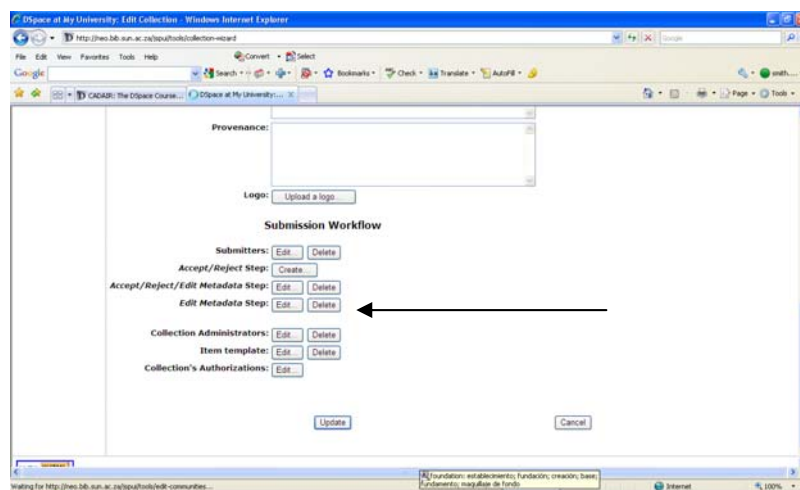
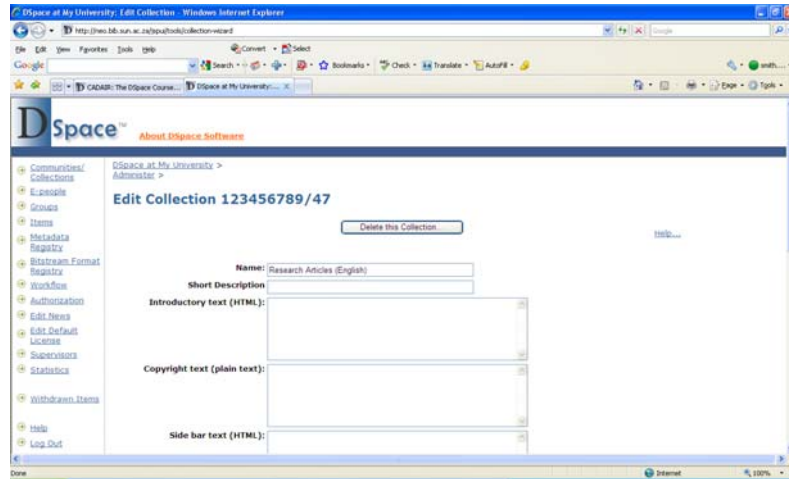
## Screen 7: Set up the Item Template (with pre-filled out metadata)



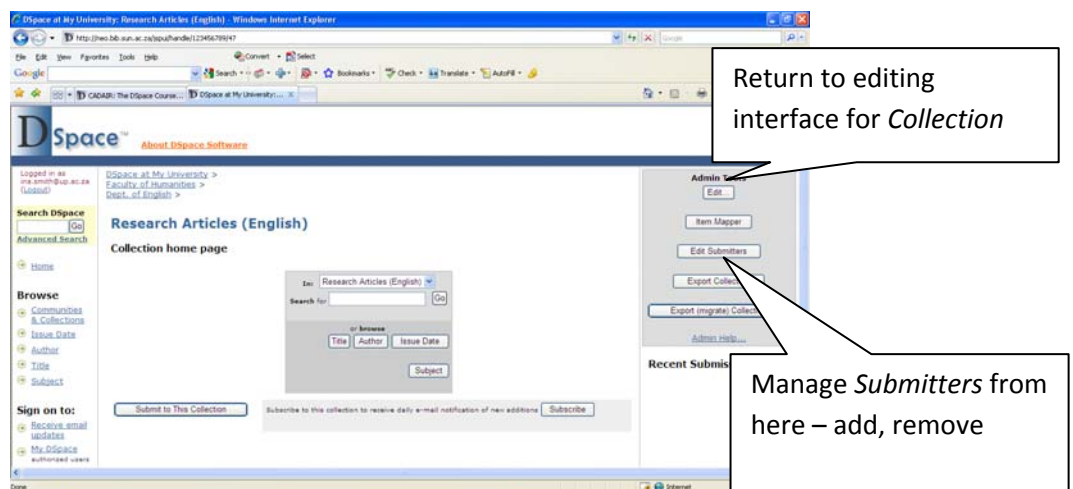
On the above screen you can specify some *Dublin Core* values that new submissions will have pre-filled out. Some of the values you can set here do not appear in the submission

UI, so end-users may not have the chance to edit them. Also note that these *Dublin Core* values will be added to items imported via the batch importer.

And that's it! *Collection* created .... Click on *Update* at bottom of the following screen. You can return to the *Admin Tools >> Edit* within a specific *Collection* at any stage.



Newly created *Collection* end-user will see:



If you click on *Groups* in the Administrative interface, you will see that the *Collection* now has the following *Groups*:

40	COLLECTION_29_ADMIN	Edit	Delete
37	COLLECTION_29_SUBMIT	Edit	Delete
38	COLLECTION_29_WORKFLOW_STEP_2	Edit	Delete
39	COLLECTION_29_WORKFLOW_STEP_3	Edit	Delete

### 13. Prepare an item for submission to a specific Collection

#### 1. Copyright

- If you are the copyright owner, no consent is needed
- Items donated to the institution: archive letter of consent by original copyright owner or donor. Permission should be granted to digitize material and distribute in e-format via the repository.
- Research articles where copyright was transferred to publisher: check publisher policy on self-archiving within a repository on SHERPA RoMEO <http://www.sherpa.ac.uk/romeo.php>. If no policy, check out publisher's web site or contact publisher directly and get consent in written format.
- Material created by members of an institution e.g. theses & dissertations: copyright belongs to institution.

#### 2. Scan/ digitize item

According to international standards e.g. *World Digital Library* standards for images. Text documents: 300 – 600 dpi. Tiff image stored on archival server. Derivited jpeg or pdf file submitted to DSpace. OCR text before migrating to pdf – that way the full text will also be searchable. Manipulate digital items with e.g. Adobe Photoshop, GIMP.

Visit <http://www.dspace.org> for more info on various file formats accepted by DSpace or view at *Administer >> Bitstream Format Registry*.

Convert documents to pdf using: Adobe Distiller, Abbyy PDF Transformer, CutePDF

Convert documents from pdf back to original format: Abbyy PDF Transformer

#### 3. File naming conventions – guidelines

Also see *Library of Congress naming conventions for digital resources*

1. Keep file names as short and descriptive possible.
2. Avoid capital letters.
3. Avoid special characters e.g. # \* ~
4. Use \_ (underscore) to create spaces between characters – do not use your spacebar.

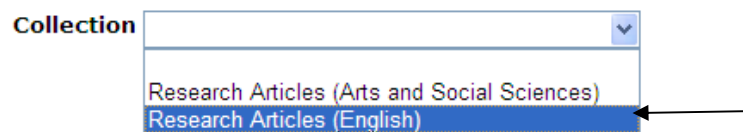
5. Use logical file names.
6. Only use alphabetical letters or numbers.
7. Where numerical sequence is important, use numbers e.g. 01title\_page.pdf, 02content.pdf etc. Submit the last number in the sequence first and work backwards.

4. **Familiarize yourself with the content of the item you want to submit**

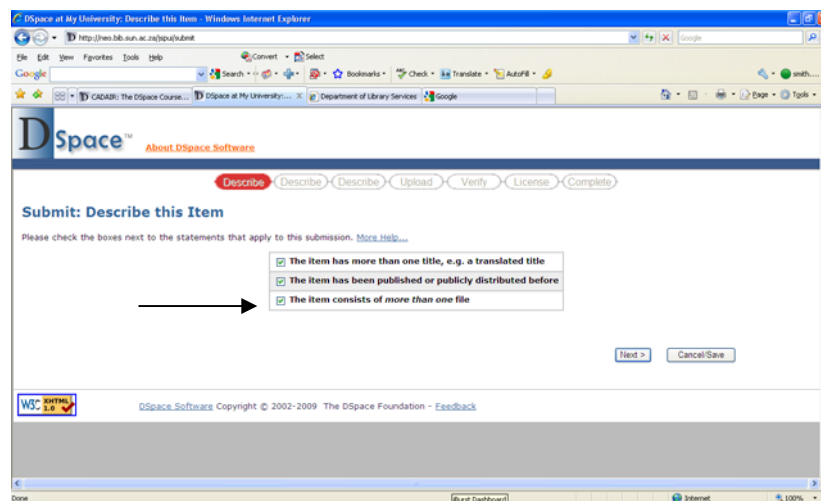
E.g. title, author/s, keywords, rights, publisher etc. Keep file open while submitting so that you can copy & paste metadata from the original item.

**14. Submit an Item to a specific Collection**

1. Apply for submission rights to a specific *Collection* with the Collection Administrator or Repository Manager.
2. Once rights were assigned, log in at *My DSpace*.
3. Click on *Start a New Submission*.
4. Select the *Collection* you wish to submit an *Item* to from the list below, then click *Next*.



5. Describe the *Item*. Check the boxes next to the statements that apply to this submission. Click *Next*.



- Describe the *Item* by assigning as much metadata as possible. Remember – what you put in is what you get out. Click *Next*.

**Submit: Describe this Item**

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time. [More info...](#)

Enter the names of the authors of the item below.  
 Last name First name(s) = "SM"  
 e.g. Smith e.g. Donald Jr

**Authors:** [Kluger] [Anton]

Enter the main title of the item.  
**Title:** [Initial energies of the forest - an interview with Brett Bailey]

If the item has any alternative titles, please enter them below.  
**Other Titles:**

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.  
**Date of Issue:** [Month] [No Monthly] [Day] [Year] 2008

Enter the name of the publisher of the previously issued instance of this item.  
**Publisher:** [Arts and Performance Studies, University of Stellenbosch]

- Add more descriptive metadata to the following screen, and click *Next*.

**Submit: Describe this Item**

Please fill further information about this submission below. [More info...](#)

Enter appropriate subject keywords or phrases below.  
**Subject Keywords:** [Professional Theatre] [Plays]

Enter the abstract of the item below.  
**Abstract:**

Enter the names of any sponsors and/or funding codes in the box below.  
**Sponsors:**

Enter any other description or comments in this box.  
**Description:**

- Attach the full text file, and click *Next*. Attach as many full text files as needed to one *Item*, e.g. pdf version and original ppt version etc.

**Submit: Upload a File**

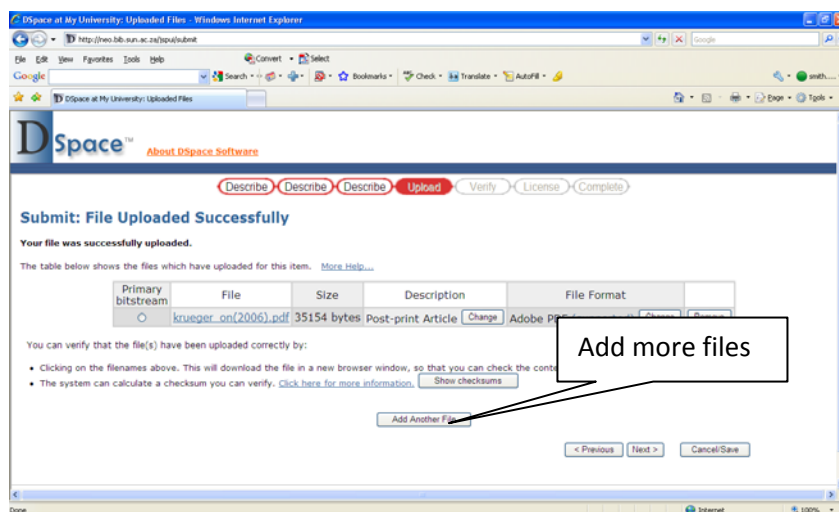
Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive. [More info...](#)

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types. [Information about file types and levels of support](#) is available.

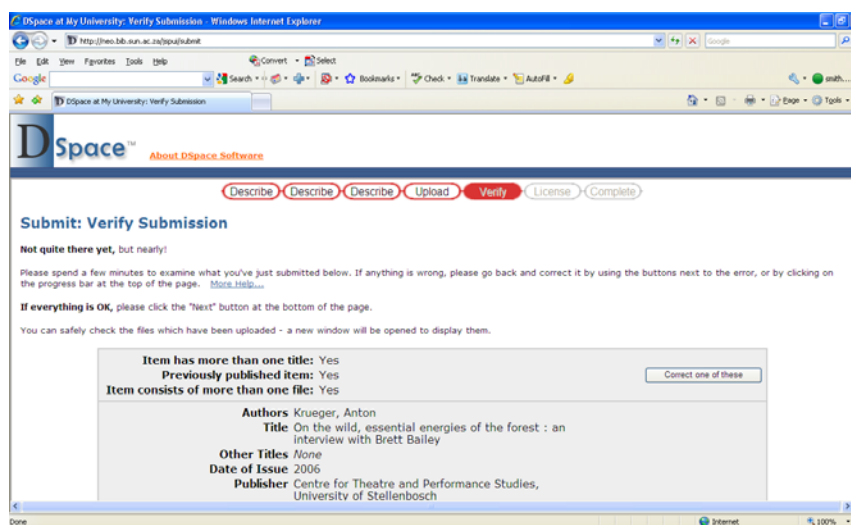
**Document File:** [C:\Documents and Settings\User\Desktop\...]

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".  
**File Description:** [Post-grad Article]

- Verify that the file that was uploaded is the correct file. Click **Next**.



- Last opportunity to verify metadata and file. Click **Next**.



- In order for DSpace to reproduce, translate and distribute the submission worldwide, your agreement to the terms is necessary (default DSpace License). Click *I Grant the License*.
- Your submission is now completed, and the *Item* will remain in your *Task Pool* until reviewed by the *Reviewer* and edited by the *Metadata Editor*.
- The *Reviewer* will receive an e-mail notification that a new item was submitted, that needs to be edited/ approved/ rejected.
- Once approved, the *Metadata Editor* will receive an e-mail notification that a new item was approved, and the *Editor* then commits it to the archive. Once committed to the



archive, the item will be assigned a persistent URL, and it will be available for the whole world to see.

15. Once the Item has gone through the workflow, it will display as follows:

Edit DC Registry of individual item, add metadata fields, remove metadata fields etc.

Please use this identifier to cite or link to this item: <http://hdl.handle.net/123456789/48>

**Title:** On the wild, essential energies of the forest : an interview with Brett Bailey

**Authors:** [Krueger, Anton](#)

**Keywords:** Professional theatre  
Plays

**Issue Date:** 2006

**Publisher:** Centre for Theatre and Performance Studies, University of Stellenbosch

**Citation:** Krueger, A 2006, 'On the wild, essential energies of the forest : an interview with Brett Bailey', South African Theatre Journal, vol. 20, pp. 323-332. [<http://www.sun.ac.za/drama>]

**URI:** <http://hdl.handle.net/123456789/48>

**ISSN:** 1013-7548 (online)

**Appears in Collections:** [Research Articles \(English\)](#)

**Files in This Item:**

File	Description	Size	Format
<a href="#">krueger_on(2006).pdf</a>	Post-print Article	34.33 kB	Adobe PDF <a href="#">View/Open</a>

IMPORTANT: Use *Unicode/ UTF8* to enter special characters. See

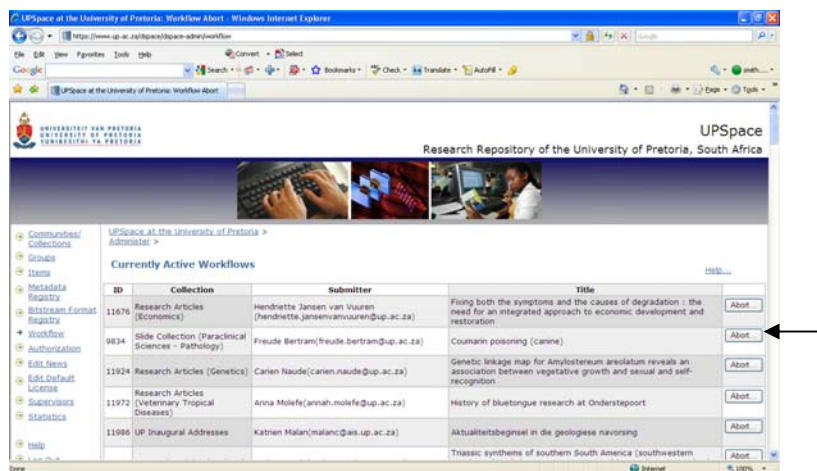
<http://www.fileformat.info/info/unicode/char/search.htm>

Special characters in DSpace are best viewed with *Firefox*.

## 15. Workflow

Use this tool to clear out workflows that have been abandoned and will never be completed, or for some other reason e.g. duplicate, *Submitter* realised it was the wrong version submitted etc.

1. Go to *Administer >> Workflow*.
2. Find the specific item, and click *Abort*. You will be asked to confirm the action.



3. The item will be returned to the *Task Pool* of the *Submitter*.



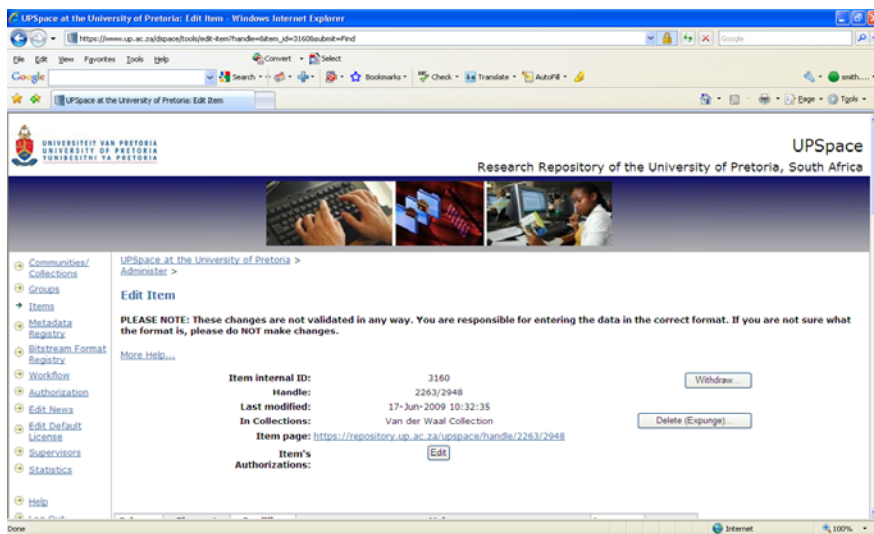
## 16. Search a specific Item

You can conduct a *Basic* or *Advanced Search* within DSpace, or search from the Administrative interface.

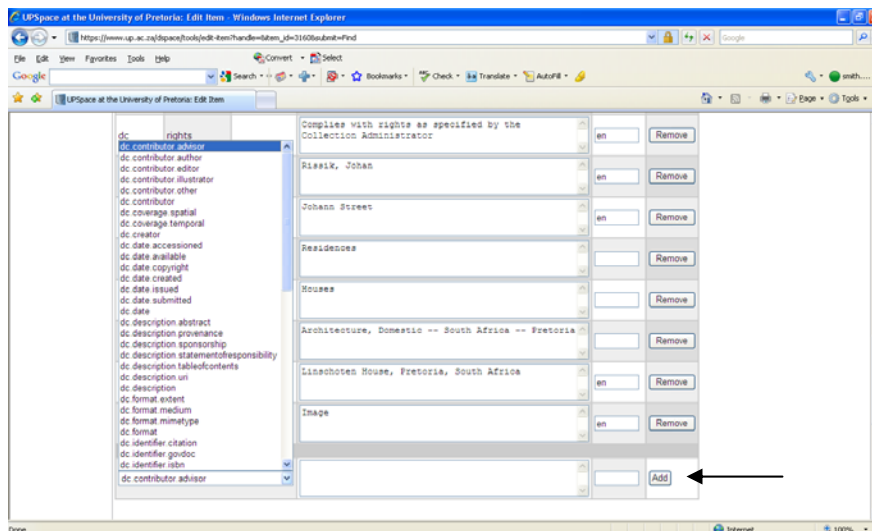
1. Go to *Administer >> Items*.
2. Enter the Handle or internal item ID of the item you want to edit or delete.  
2263 = Handle for University of Pretoria (CNRI Handle System)

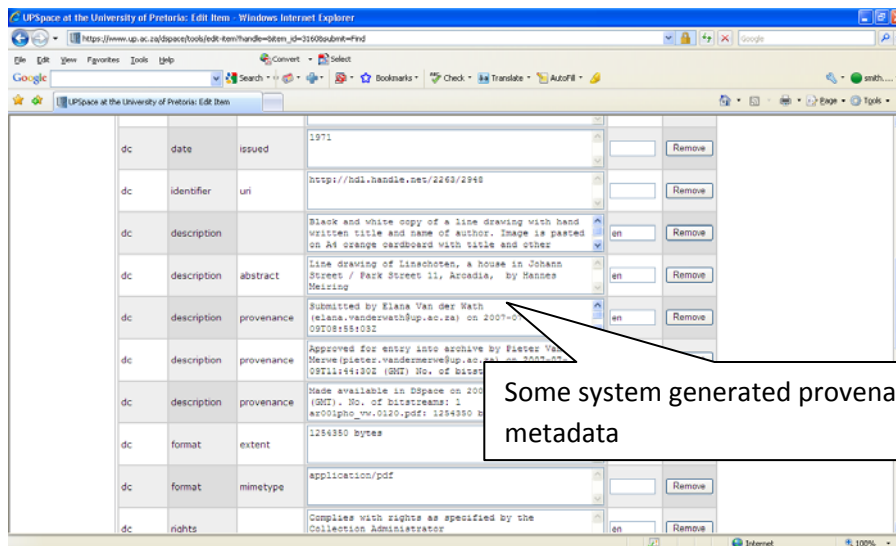
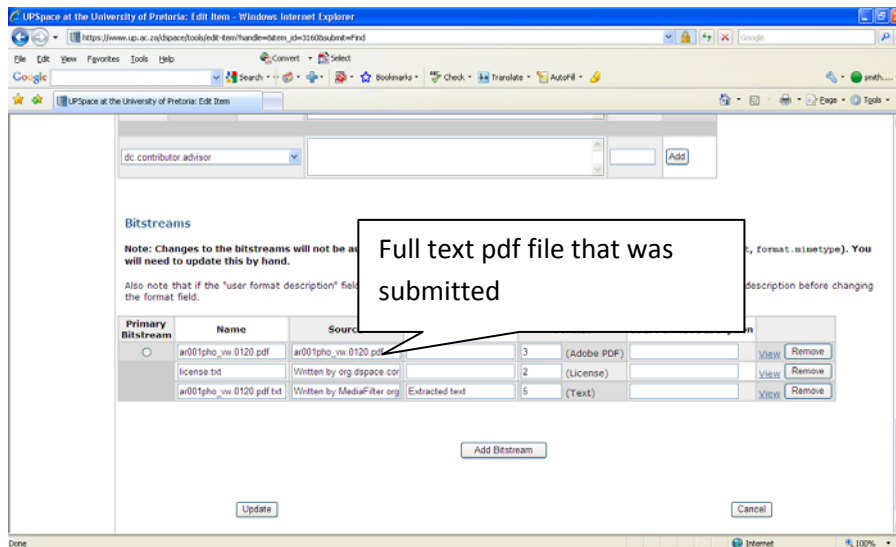
Handle: 2263/2948	Find	Handle:	Find
Internal ID:	Find	Internal ID: 3160	Find

Both of the above will take you to the DC Registry of the item:



Scroll down to the bottom of the DC registry to add more metadata fields. You can repeat each *Element* and each *Qualifier* as many times as you wish. Some of the metadata is system generated. See ADDENDUM A.

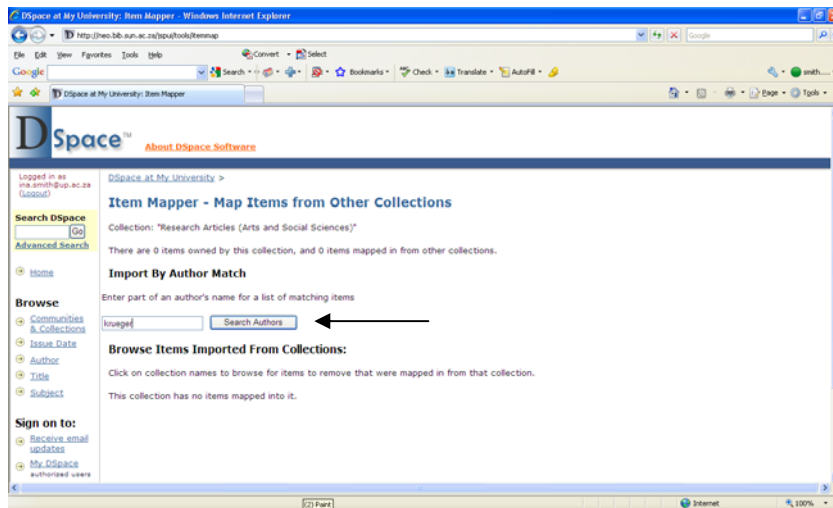




## 17. Mapping

It could be that sometimes you want one item to display in two different *Collections* simultaneously, without having to re-submit it. It could be that an article was written by two researchers from two different departments, and they want the article to be reflected in both departments' *Collections*. Submit the item once only, to the *Collection* for the first author. Then 'map' it to the second *Collection*.

1. Go to the *Collection* to which you want to map the item.
2. Under *Admin Tools*, click on *Item Mapper*.
3. Search according to the surname of the author of the item, and click *Search Authors*.



4. When you have found the correct item, select it and click *Add*. Then *Continue*.
5. The item will now be displayed in both *Collections*.

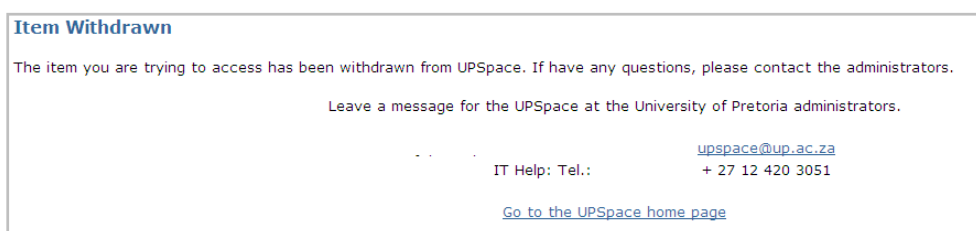
## 18. Withdrawal of Items

Sometimes it might be necessary to withdraw an item because of various reasons, e.g. legal action, poor quality, incorrect data etc. Rather *Withdraw* the item than completely *Delete* it, leaving a tombstone in case the item was cited etc.

1. Search the specific item.
2. Add a **description.provenance** metadata field to the registry of that item, explaining the reason for withdrawal for future reference. *Update* the record.
3. Click on *Withdraw*. Confirm the withdrawal.



Example of a tombstone:



4. For a list of items that were withdrawn, go to *Administer >> Withdrawn Items*.
5. To reinstate the item, find the item under *Withdrawn Items*, and *Edit*.

6. Click *Reinstate*.
7. While in the DC Registry of an item, the item can also be moved to another *Collection* if initially submitted to an incorrect *Collection*.
8. While in the DC Registry of the item, click on *Move Item*.

**Edit Item**

PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes.

[More Help...](#)

Item Internal ID:	6	<input type="button" value="Withdraw..."/>
Handle:	123456789/48	
Last modified:	4-Sep-2009 21:47:07	<input style="background-color: #cccccc;" type="button" value="Delete (Expunge)..."/>
In Collections:	Research Articles (English)	
Item page:	<a href="http://localhost:8080/jspui/handle/123456789/48">http://localhost:8080/jspui/handle/123456789/48</a>	<input type="button" value="Move Item"/>
Item's Authorizations:	<input type="button" value="Edit"/>	

9. Select to which *Collection* the item should be moved, and click on *Move*.

Name of the item to be moved On the wild, essential energies of the forest : an interview with Brett Bailey

Collection to move from

Collection to move to

## 19. Authorization Policies

Specific authorization policies can be set for *Communities*, *Collections*, and *Items*. In order for users to perform an action on an object, they must have permission; DSpace operates a 'default deny' policy. Permissions do not 'commute'; for example, if an e-person has READ permission on an item, they might not necessarily have READ permission on the bundles and bitstreams in that item.

### Manage a Collection's Policies

Use this tool to authorize *Collection*-related groups to perform their roles.

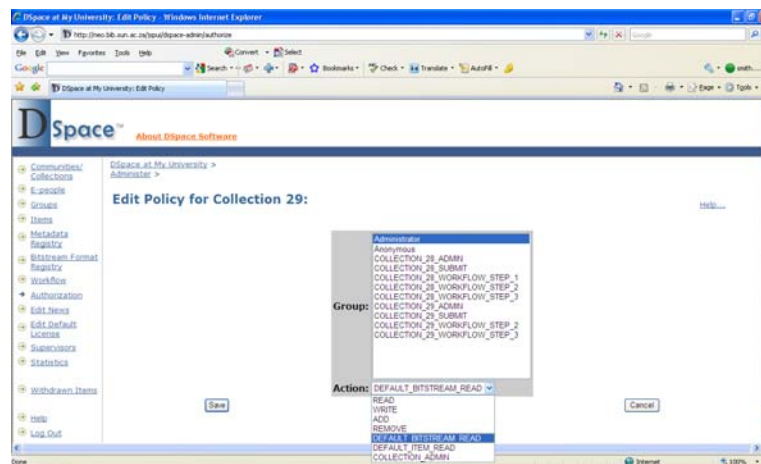
1. Click on *Administer >> Authorization*.
2. Click on *Manage Collection's Policies*.
3. Select the name of the *Collection* for which you wish to set authorizations, and click on *Edit Policies*.
4. Click *Add New Policy* or *Edit* an existing policy.

Policies for *Research Articles (English) Collection*:

ID	Action	Group		
276	READ	Anonymous	Edit	Delete
277	DEFAULT_ITEM_READ	Anonymous		
278	DEFAULT_BITSTREAM_READ	Anonymous	Edit	Delete
279	ADD	COLLECTION_29_SUBMIT	Edit	Delete
280	ADD	COLLECTION_29_WORKFLOW_STEP_2	Edit	Delete
281	ADD	COLLECTION_29_WORKFLOW_STEP_3	Edit	Delete
282	COLLECTION_ADMIN	COLLECTION_29_ADMIN	Edit	Delete

Click *Edit* to restrict access to all full text files (bitstreams) in *Collection*

5. Select the *Group* for which you wish to set authorizations (*Group* must have been created in advance), and then select an action for that *Group* from the drop-down menu.



6. Click *Save*. Now only the *Administrator Group* can open all full text files in this specific *Collection*. Repeat until all policies are in place.

**Note:**

- Newly-submitted items accepted into a collection inherit the **DEFAULT\_ITEM\_READ** and **DEFAULT\_BITSTREAM\_READ** authorization policies associated with the collection, which become the **READ** policies for the item and its bitstreams. However, if you change a collection's default policies after items have been accepted, policies for existing items will not be changed automatically. You would have to change the permissions on those items using the **Advanced Policy Admin Tool** to make them accessible.
- All collections must have an **ADD** policy for a submitter group, or else no one will be able to submit items to the collection.

**Manage a Community's Policies**

This tool allows you to edit a community's policies in much the same way as a collection's are edited, described above.

Presently, since administration is done centrally, this tool doesn't have a lot of use--usually you will just add **READ** permission for the **Anonymous** group just after you create a community, and leave it at that. This permission is applied to the community's logo if there is one, which allows people to see the logo when they go to the community home page.

A community's policies are set to a default **Anonymous READ**.

**Manage an Item's Policies**

This tool allows you to edit the policies for individual items. When you wish an item's policies to be different from those of the rest of those in a collection, you can use the item policy editor to customize the policies. It is a good practice long term management of a collection however, for all of the items in a collection to share the same authorizations.

**Advanced Policy Admin Tool**

Use this tool to set and clear policies for items or bitstreams across a whole collection. Be careful about using the **Clear Policies** button.

Select the collection from the top list and the group you want to give or remove permission for from the bottom list. Then select the type of object (item or bistream) that you want to edit permissions for. Then select the action from the drop-down.

For example, say you wanted to give everyone in a group 'privileged\_users' **Read** access to all of the bitstreams in a restricted collection. You'd select 'privileged users' from the top list, 'bitstream' from the 'content type' drop-down, 'privileged\_users' from the 'group' list, 'Read' from the 'action' drop-down, and click 'Add policy'.