Metadata Workshop
3 March 2006
Part 2

Submitting items to UPSpace using the Dublin Core Metadata Schema

Amelia Breytenbach
Ria Groenewald
Overview

• Submitting of an item in UPSpace
• Filling out information about the item on the “metadata form”
• Uploading the files
• Metadata and workflow
• Editing of metadata
• Default Item metadata templates for a collection
Theiler's parents, Franz and Jenny Theiler, sister Marie and brother, Alfred. (1895)
Frick AG, Switzerland
Submit: Choose Collection

Select the collection you wish to submit an item to from the list below, then click "Next".

Collection: Arnold Theiler Collection

Next >    Cancel/Save

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- Feedback
Submit: Describe Your Item

Please check the boxes next to the statements that apply to your submission.

- The item has more than one title, e.g. a translated title
- The item has been published or publicly distributed before
- The item consists of more than one file
Submit: Describe Your Item

Please fill in the requested information about your 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. All fields indicated with * are mandatory.

Enter the main title of the item.

*Title [Theiler family]

Enter the names of the authors of this item below.

Last name e.g. Smith
First name(s) + "Jr" e.g. Donald Jr

*Author/s [Unknown] [ ]

Add More
Submit: Describe Your Item

Please fill in the requested information about your 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. All fields indicated with * are mandatory.

Enter the main title of the item.

*Title

Enter the names of the authors of this item below.

Last name
e.g. Smith

First name(s) + "Jr"
e.g. Donald Jr

*Author/s

Unknown
Enter the names of advisors below (e.g. thesis advisors).

**Last name**
e.g. Smith

**First name(s) + "Jr"**
e.g. Donald Jr

**Advisor/s**

Enter the names of editors of this item below (e.g. thesis advisors).

**Last name**
e.g. Smith

**First name(s) + "Jr"**
e.g. Donald Jr

**Editor/s**

Enter the names of illustrators of this item below.

**Last name**
e.g. Smith

**First name(s) + "Jr"**
e.g. Donald Jr

**Illustrator/s**

Enter the names of other contributors to this item below.

**Last name**
e.g. Smith

**First name(s) + "Jr"**
e.g. Donald Jr

**Other Contributor/s**
Please give the Date of creation or manufacture of intellectual content if different from date issued.

**Date of Creation**

- Month: [No Month]
- Day: [ ]
- Year: 1895

Enter the series and number assigned to this item by your community.

**Series/Report No.**

<table>
<thead>
<tr>
<th>Series Name</th>
<th>Report or Paper No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

**Identifier/s**

- Other: at007
- ISSN: [ ]

Select the type(s) of content you are submitting. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

- Service
- Software
- Sound
- *Still Image*
- Technical Report
- Text

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the item is not in any language, please select 'None'.

**Language**

- English
- French
- German
- Italian
- Portuguese
- Dutch
- Afrikaans
- Greek
- Russian
- Chinese
- Japanese
- Korean
- Other
- None

**Done**
Select the type(s) of content you are submitting. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

*Type

Service
Software
Sound
Still Image
Technical Report
Text

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

*Language

N/A
Submit: Describe Your Item

Please fill further information about your submission below. *All fields indicated with * are mandatory.*

Enter the URL of a web-page that contains more info on this item, or that can be used in addition to this item, e.g.
http://www.up.ac.za

More Info Available Online
http://www.ais.up.ac.za/vet/theiler.htm

Enter appropriate subject keywords or phrases below.

*Subject/Keywords:*
- Theiler family
- Theiler, Arnold (18

Enter the abstract of the item below.
Enter the abstract of the item below.

Abstract

Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)

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

Sponsors

Enter information about the rights held over the resource in the box below. Provide contact information and the name of the copyright holder.

*Rights

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Enter the e-mail address of an individual/ institution that will be prepared to handle inquiries relating to this specific item, e.g.

Inquiries

erica.vdwesthuizen@up.ac.za
Enter information about the rights held over the resource in the box below. Provide contact information and the name of the copyright holder.

*Rights

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Enter the e-mail address of an individual/institution that will be prepared to handle inquiries relating to this specific item, e.g. user@mweb.co.za

Inquiries

erica.vdwesthuizen@up.ac.za

Enter any other description or comments in this box.

Description

Photo damaged at sides
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.

**Netscape users please note:** By default, the window brought up by clicking "Browse..." will only display files of type HTML. If the file you are uploading isn't an HTML file, you will need to select the option to display files of other types.

Please also note that the UPSpace system is able to preserve the content of certain types of files better than other types.

**Document File:** 

[Browse...]
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.

**Netscape users please note:** By default, the window brought up by clicking "Browse…" will only display files of type HTML. If the file you are uploading isn't an HTML file, you will need to select the option to display files of other types.

Please also note that the UPSpace system is able to preserve the content of certain types of files better than other types.

**Document File:** D:\Arnold Theiler metadata\webversion\phc

---

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- Feedback
Your file was successfully uploaded.

Here are the details of the file you have uploaded. Please check the details before going to the next step.

More Help...

<table>
<thead>
<tr>
<th>File</th>
<th>Size</th>
<th>File Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>pho_at007.jpg</td>
<td>14,848 bytes</td>
<td>JPEG (known)</td>
</tr>
</tbody>
</table>

Click here if this is the wrong format

Click here if this is the wrong file

You can verify that the file has been uploaded correctly by:

- Clicking on the filename above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. Click here for more information.

Show check sums
Submit: Verify Submission

Not quite there yet, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.

More Help...

If everything is OK, please click the "Next" button at the bottom of the page.

You can safely check the files you've uploaded - a new window will be opened to display them.

Item has more than one title: No
Previously published item: No
Item consists of more than one file: No
Title: Theiler family
Author/s: Unknown
Advisor/s: None
Editor/s: None
Illustrator/s: None
Other Contributor/s: None
Date of Creation: 1895
Series/Report No.: None
Identifier/s: DOI: at007
Type: Still Image
Language: N/A

More Info Available Online: http://www.ais.up.ac.za/vet/theiler.htm
Subject/Keywords: Theiler family
Theiler, Arnold (1867-1936)

Abstract: Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)

Sponsors: None
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(1873-?) and brother, Alfred (1882-?)

**Sponsors**  None

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**Inquiries**  erica.vdwesthuizen@up.ac.za

**Description**  Photo damaged at sides

**Uploaded File:**  [pho.at007.jpg - JPEG (Known)](pho.at007.jpg)  

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- [Feedback](mailto:feedback@up.ac.za)
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More Help...

Not granting the license will not delete your submission. Your item will remain in your "My UPSpace" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.

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I Grant the License

I Do Not Grant the License
Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My UPSpace page.

Go to My UPSpace

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From: upspace@up.ac.za
To: abreyten@op.up.ac.za
Cc: 
Subject: UPSpace: You have a new task

A new item has been submitted:

Title: Theiler family
Collection: Arnold Theiler Collection
Submitted by: Amelia Breytenbach(abreyten@op.up.ac.za)

The metadata needs to be checked to ensure compliance with the collection's standards, and edited if necessary.

To claim this task, please visit your "My UPSpace" page: https://www.up.ac.za/dspace/mydspace

Many thanks!

UPSpace
My UPSpace: Amelia Breytenbach

Tasks in the Pool

Below are tasks in the task pool that have been assigned to you.

<table>
<thead>
<tr>
<th>Task</th>
<th>Item</th>
<th>Submitted To</th>
<th>Submitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Edit of Submission</td>
<td>Theiler family</td>
<td>Arnold Theiler Collection</td>
<td>Amelia Breytenbach</td>
</tr>
</tbody>
</table>

Start a New Submission  View Accepted Submissions

Submissions In Workflow Process

<table>
<thead>
<tr>
<th>Title</th>
<th>Submitted to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theiler family</td>
<td>Arnold Theiler Collection</td>
</tr>
</tbody>
</table>
Preview Task

The following item has been accepted for inclusion in collection Arnold Theiler Collection. In order to accept the task of the final edit of this item, please click "Accept This Task" below.

Title: Theiler family
Inquiries: erica.vdwesthuizen@up.ac.za
Author/s: Unknown
Keywords: Theiler family
Theiler, Arnold (1867-1936)
Creation Date: 1895
Abstract: Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)
Description: Photo damaged at sides
More Info Available Online: http://www.ais.up.ac.za/vet/theiler.htm
Rights: Provided for educational purposes only. It may not be downloaded, reproduced, or distributed in any format without written permission of The University of Pretoria, Academic Information Service. Any attempt to circumvent the access controls placed on this file is a violation of copyright laws and is subject to criminal prosecution
Type: Still Image
More Info Available Online: http://www.ais.up.ac.za/vet/theiler.htm

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Type: Still Image

Language:

Files in This Item:

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
<th>Size</th>
<th>Format</th>
<th>View/Open</th>
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</thead>
<tbody>
<tr>
<td>pho.at007.jpg</td>
<td></td>
<td>14Kb</td>
<td>JPEG</td>
<td></td>
</tr>
</tbody>
</table>

Accept This Task  

Cancel

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- Feedback
Perform Task

The following item has been accepted for inclusion in collection Arnold Theiler Collection. Please perform any necessary edits of the metadata to conform with the standards of the collection, and then commit the item to the archive using the controls at the bottom of the page.

**Title:** Theiler family

**Inquiries:** erica.vdwesthuizen@up.ac.za

**Author/s:** Unknown

**Keywords:** Theiler family

Theiler, Arnold (1867-1936)

**Creation Date:** 1895

**Abstract:** Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)

**Description:** Photo damaged at sides

**More Info Available Online:** http://www.ais.up.ac.za/vet/theiler.htm

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### Files in This Item:

<table>
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<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>pho.at007.jpg</td>
<td></td>
<td>14Kb</td>
<td>JPEG</td>
</tr>
</tbody>
</table>

Once you've edited the item, use this option to commit the item to the archive.

Select this option to correct, amend or otherwise edit the item's metadata.

If you wish to leave this task for now, and return to your "My UPSpace", use this option.

To return the task to the pool so that another user can perform the task, use this option.
Submit: Describe Your Item

Please check the boxes next to the statements that apply to your submission.

- The item has more than one title, e.g. a translated title
- The item has been published or publicly distributed before

Next > Cancel/Save
Thank You

The submission has been placed in the main archive. It has been assigned the following identifier:

http://hdl.handle.net/2263/177

Notification has been sent to the appropriate people.

Return to My UPSpace
You submitted: Theiler family

To collection: Arnold Theiler Collection

Your submission has been accepted and archived in UPSpace, and it has been assigned the following identifier:
http://hdl.handle.net/2263/177

Please use this identifier when citing your submission.

Many thanks!

UPSpace
Please use this identifier to cite or link to this item: http://hdl.handle.net/2263/177

Title: Theiler family
Inquiries: erica.vdwesthuizen@up.ac.za
Author/s: Unknown
Keywords: Theiler family
          Theiler, Arnold (1867-1936)
Issue Date: 22-Feb-2006
Creation Date: 1895
Abstract: Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)
Description: Photo damaged at sides
More Info Available Online: http://www.ais.up.ac.za/vet/theiler.htm
URI: http://hdl.handle.net/2263/177
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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.

Item internal ID: 152
Handle: 2263/177
Last modified: 22-Feb-2006 09:59:32
In Collections: Arnold Theiler Collection
Item page: https://www.up.ac.za/dspace/handle/2263/177

Withdraw... Delete (Expunge)...

Item's Authorizations:
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<tr>
<td></td>
<td>en</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>Subject</th>
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<tbody>
<tr>
<td></td>
<td>Theiler family</td>
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</table>

<table>
<thead>
<tr>
<th>Subject</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Theiler, Arnold (1867-1936)</td>
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</table>

<table>
<thead>
<tr>
<th>Title</th>
<th></th>
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<tbody>
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<table>
<thead>
<tr>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Still Image</td>
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</table>
will not be automatically reflected in the Dublin Core metadata above (e.g. dc.creator). You will need to update this by hand.

If the "Description" field isn't empty, the format will always be set to "Unknown", so clear the Description before changing the format field.

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<tbody>
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<td>(JPEG)</td>
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<tr>
<td></td>
<td>license.txt</td>
<td>Written by org.dspace</td>
<td></td>
<td>2</td>
<td>(License)</td>
</tr>
</tbody>
</table>
Arnold Theiler Collection

Collection home page
Logo:

Upload new logo...

Delete (no logo)

Submission Workflow

Item template:  Edit  Delete

Update  Cancel

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- Feedback
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.

**Item internal ID:** 52

**Handle:** None

**Last modified:** 15-Feb-2006 09:43:29

**In Collections:**

**Item page:** N/A

**Item's Authorizations:**

### Element | Qualifier | Value
---|---|---
description | provenance | Original scanned in at 600dpi 100% TWAIN scanning program using a EPSON 1640XL scanner. Downsize to 400 pixels in width, resolution 300dpi. Web

**Language:**
Title: Theiler family
Inquiries: erica.vdwesthuizen@up.ac.za
Author/s: Unknown
Keywords: Theiler family
Theiler, Arnold (1867-1936)
Issue Date: 22-Feb-2006
Creation Date: 1895
Abstract: Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)
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More Info Available Online: http://www.ais.up.ac.za/vet/theiler.htm
URI: http://hdl.handle.net/2263/177
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Type: Still Image

Language:

Appears in Collections: Arnold Theiler Collection

Files in This Item:

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
<th>Size</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>pho.at007.jpg</td>
<td></td>
<td>14Kb</td>
<td>JPEG</td>
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</tbody>
</table>

View/Open

Show full item record

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<table>
<thead>
<tr>
<th>DC Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>contributor</td>
<td><a href="mailto:erica.vdwesthuizen@up.ac.za">erica.vdwesthuizen@up.ac.za</a></td>
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<tr>
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<tr>
<td>description</td>
<td>Photo damaged at sides</td>
</tr>
<tr>
<td>description.abstract</td>
<td>Photo of Sir Arnold Theiler's parents, Franz Theiler (1832-1901) and Maria Jenny of Entlebuch Theiler, sister Marie (1873-?) and brother, Alfred (1882-?)</td>
</tr>
<tr>
<td>description.uri</td>
<td><a href="http://www.ais.up.ac.za/vet/theiler.htm">http://www.ais.up.ac.za/vet/theiler.htm</a></td>
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<td>en</td>
</tr>
</tbody>
</table>
Theil's parents, Franz and Jenny Theil, sister Marie and brother, Alfred (1895) Eick AG, Switzerland
Exercise 3

Describing an object
Group discussion
Thank you!

Amelia.Breytenbach@up.ac.za
Ria.Groenewald@up.ac.za