

DSPACE

The DSpace Course

Repository Structure

- By the end of this module you will:
 - Understand what a community is
 - Understand what a collection is
 - Have seen some example structures that are used in typical DSpace repositories.
 - Know how to create communities
 - Know how to create collections

- Each DSpace service is comprised of Communities – the highest level of the Dspace content hierarchy
- Communities may be:
 - Departments
 - Labs
 - Research Centres
 - Schools
- Each community contains descriptive metadata about itself and the collections contained within it

- Each community in turn have collections which contain items or files
- Collections can belong to a single community or multiple communities (collaboration between communities may result in a shared collection)
- As with communities, each collection contains descriptive metadata about itself and the items contained within it



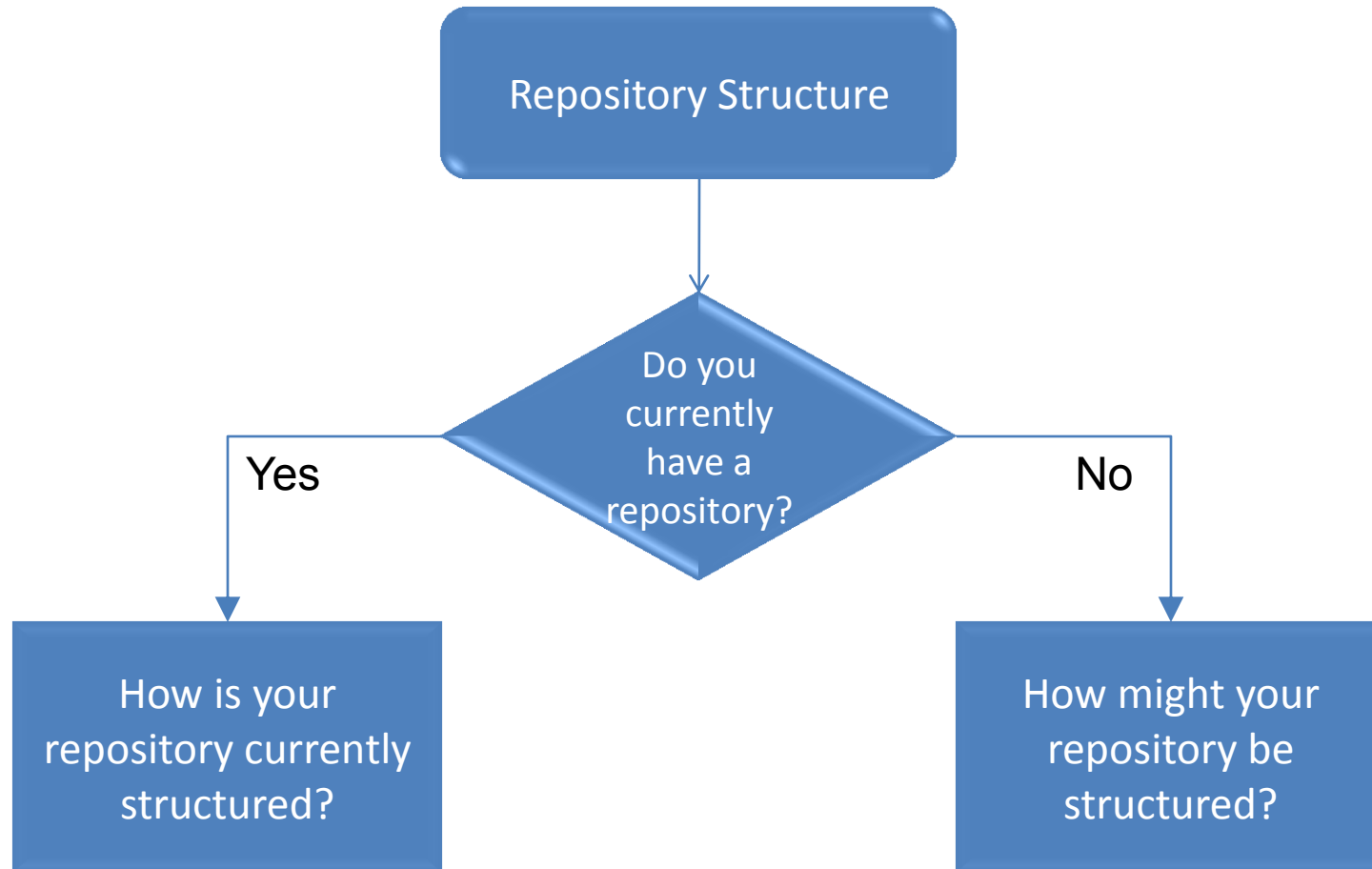
Example Structures

- Structures may be based around organisational units:

Community	Collection	Items
Department	Research Group	Items
Department	Item Type	Items
Faculty	School	Items

- Structures are hierarchical:

Community	Sub Community	Collection	Item
Department	Sub Department	Research Group



- To create a community, you must be an administrator and signed into DSpace
- Creation of a typical Community Involves:
 - Choosing the type of community
 - Top level community
 - Sub Community
 - Completing the descriptive metadata for the community
 - Configuring the community's authorisations (access rights)



Creating a Community

- Sign into Dspace as an administrator
- Select **'Community & Collection'** from the browse menu
- Select **'Create Top-Level Community'** from the Admin Tools menu
- Complete the descriptive metadata for the Community

Browse

→ [Communities & Collections](#)

Admin Tools

[Create Top-Level Community...](#)

Create Community

Name:

Short Description

Introductory text (HTML):

- Click **'Create'** to complete the Community

[Create](#)

- To create a collection, you must be an administrator of the parent community
- Creation of a typical collection involves:
 - Selecting the parent community of the collection
 - Answering some initial questions about the collection
 - Entering the descriptive metadata for the collection
 - Setting the collections authorisations (users who can submit new items)
 - Configuring the workflows for the collection (see module: Workflows)
 - Configuring the collections authorisations (access rights)




Creating a Collection

- Navigate to the parent Community of the collection to be created
- Select **'Create Collection'** from the Admin Tools menu

[RSP DSpace](#) >

DSpace

Community home page

In: 

Search for

or browse

Admin Tools

[Admin Help...](#)

Recent Submissions

- Select the appropriate statements that apply to this collection

Describe the Collection

Please check the boxes next to the statements that apply to the collection. [More Help...](#)

<input checked="" type="checkbox"/>	New items should be publicly readable
<input checked="" type="checkbox"/>	Some users will be able to submit to this collection
<input type="checkbox"/>	The submission workflow will include an <i>accept/reject</i> step
<input type="checkbox"/>	The submission workflow will include an <i>accept/reject/edit metadata</i> step
<input type="checkbox"/>	The submission workflow will include an <i>edit metadata</i> step
<input type="checkbox"/>	This collection will have delegated collection administrators
<input type="checkbox"/>	New submissions will have some metadata already filled out with defaults

- Compete the descriptive metadata for the Collection

Describe the Collection

Name:

Shown in list on community home page

Short Description:

HTML, shown in center of collection home page. Be sure to enclose in <P> </P> tags!

Introductory text:

- Select the users who can submit to the Collection and the **'Next'**

Authorization to Submit

Who has permission to submit new items to this collection?

[More Help...](#)

You can change this later using the relevant sections of the DSpace admin UI.

Click on the 'Select E-people' button to choose e-people to add to the list.

Chris Yates (csy@aber.ac.uk)

Select E-people...

Remove Selected

- Click **'Update'** to complete the collection creation process

- Using some of the ideas from the earlier discussion create a test structure in your Dspace repository
 - Create top level community
 - Create a collection within this community
 - Assign a user permission to submit to this collection

- These slides have been produced by:
 - Stuart Lewis & Chris Yates
 - Repository Support Project
 - <http://www.rsp.ac.uk/>
 - Part of the RepositoryNet
 - Funded by JISC
 - <http://www.jisc.ac.uk/>

