

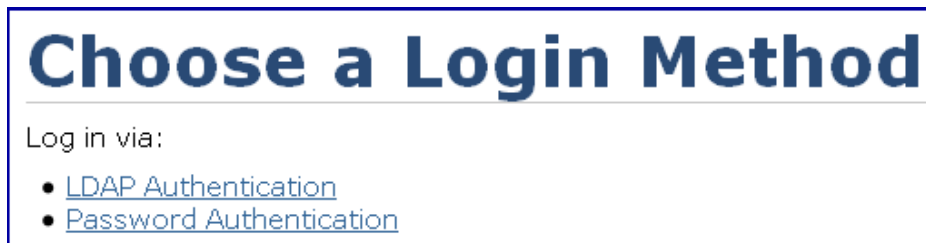
## DSpace: Submitting & Editing Items

### To begin: Login to DSpace

1. Go to <http://dspace.nitle.org> (or *go/dspace*)
2. In left column under My Account, click LOGIN



3. At next screen, choose a login method (usually LDAP is best)

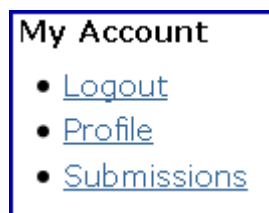


4. Fill in blanks with your Middlebury network ID and password
- 

### Create & Submit an Item

\*Before beginning the submission process, open up the item you plan to submit so you can copy and paste into appropriate metadata fields. (:\\ORGS\\LIST\\NITLEDspace). For Senior work/Thesis, you might also want to open the student's permissions document and also a blank Word document

1. Login as instructed above
2. In left column under **My Account**
  - o Click SUBMISSIONS

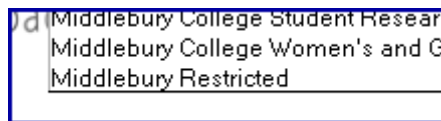


3. At **Submissions & Workflow Tasks** screen

- Click START A NEW SUBMISSION link

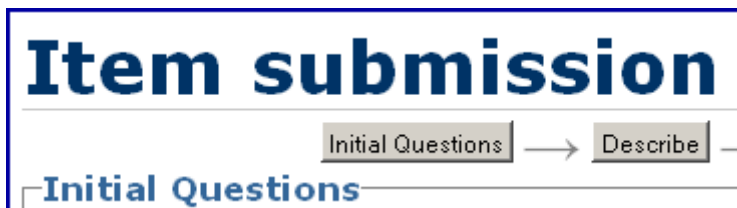


- Select appropriate collection from drop-down menu
  - **Important Note:** If the item is to be restricted to being viewed by Middlebury Community Only, you must choose the Middlebury Restricted collection. After completing the metadata, you may move the restricted item to another subject collection (See Mapping Items on p. 6)



- Click NEXT

4. At **Item Submission: Initial Questions** screen



- Check the box by THE ITEM HAS MORE THAN ONE TITLE if thesis has an alternate title (like a translation)
- Do not check the box for ITEM HAS BEEN PUBLISHED OR DISTRIBUTED BEFORE for theses, since prior submission of a thesis is not considered “publishing”
- Click NEXT

5. At **Describe Item** screen

- Complete the following:
  - **Author(s):** Use the name as given on the thesis title page. If there is a conflict with another name, check with student directory to see if you can add a qualifier (a distinguishing middle initial, etc.)
  - **Title:** copy and paste title from thesis itself or from permission form
  - **Type:** select THESIS
  - **Language:** Choose ENGLISH (UNITED STATES) unless predominant language of work is another language
  - Leave other fields blank

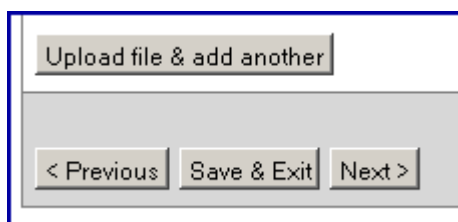
- Click NEXT

6. At **Describe Item** screen 2

- Complete the following:
  - **Subject Keywords:**
    - Use LSCH when possible for both subjects and names
    - Do not capitalize unless proper nouns
    - Click ADD to submit additional keywords
  - **Abstract:** if available, copy and paste from thesis.
  - **Sponsors:** if available from thesis, copy and paste statements from t.p. such as “Submitted in partial fulfillment of the requirements for the degree of Bachelor of Arts Department of Chemistry, Middlebury College, Middlebury, Vermont.” Otherwise, just give name of department and “Middlebury College.”
  - **Description:**
    - Default information is **leaves. Includes bibliographical references. Thesis (B.A.) -- Middlebury College, 200-**. (year degree granted, not always the same as year submitted). Alter as necessary, including adding **ill., maps**, etc. as appropriate.
- Click NEXT

7. At **Upload files** screen

- At File box, click BROWSE and choose [*snowleopard vol1*]:\ORGS\LIS\NITLE D-Space
- Find the appropriate folder & click on thesis you want to upload
- At File description box, leave blank unless you will upload more than one file
- Click NEXT or click UPLOAD FILE AND ADD ANOTHER if more than one file.



8. At **Review Submission** screen

- If necessary, click CORRECT ONE OF THESE buttons to edit or add information. However, to save steps, it may be best to wait & edit at the end of the process

- Click NEXT

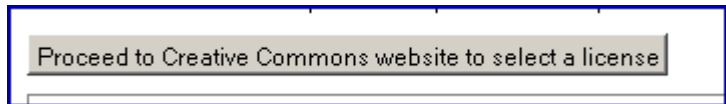
9. Creative Commons License screen

## Creative Commons License


If you wish, you may add a [Creative Commons](#) License to your item.

- Omit this step if author has chosen to retain copyright, (i.e., on submission form, author has checked this box: “I retain copyright © of my work, with the exemptions for Middlebury College as described above.”)
- If author has granted Creative Commons license, continue with this step


- Click PROCEED TO CREATIVE COMMONS button




- For both statements, click the ‘no’ boxes; then click SELECT A LICENSE

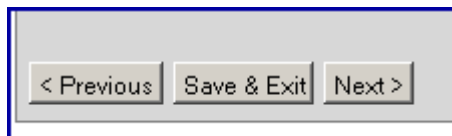
**Allow commercial uses of your work?** ([more info](#) )

Yes  
 No

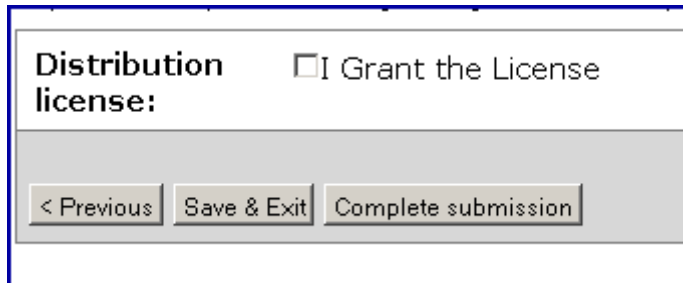
**Allow modifications of your work?** ([more info](#) )

Yes  
 Yes, as long as others share alike ([more info](#) )  
 No

- At next window, click PROCEED; then click next when back at Creative Commons window



- At **Distribution license** screen , click I GRANT THE LICENSE and click COMPLETE SUBMISSION button



Distribution license:  I Grant the License

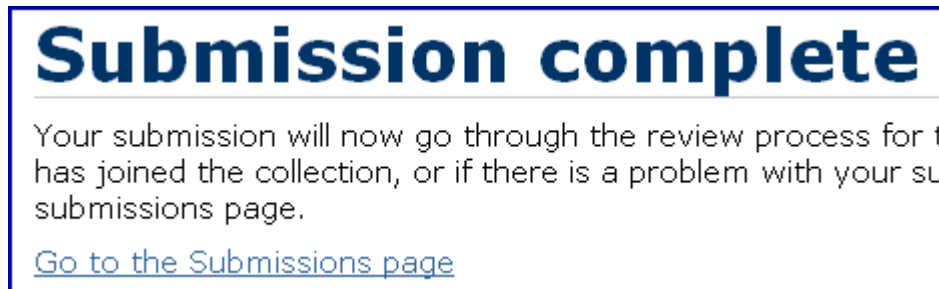
< Previous Save & Exit Complete submission

10. At **Submission Complete** screen

- When your submission has been accepted, you will receive an email that your submission is approved and archived

11. **Final steps**

- In order to add or edit remaining fields, you must return to your submission:
  - Click GO TO THE SUBMISSIONS PAGE



**Submission complete**

Your submission will now go through the review process for t has joined the collection, or if there is a problem with your su submissions page.

[Go to the Submissions page](#)

- In left column, browse for your submitted item by author or title



**Browse**

- All of DSpace
  - [Communities & Collections](#)
  - [By Issue Date](#)
  - [Authors](#)
  - [Titles](#)
  - [Subjects](#)

- Open the submission you want to edit
- Click the EDIT button under Context (left column)

**Context**

- [Edit this item](#)
- [Export Item](#)

- Choose ITEM METADATA

## Edit Item

- [Item Status](#)
- [Item Bitstreams](#)
- [Item Metadata](#)
- [View Item](#)

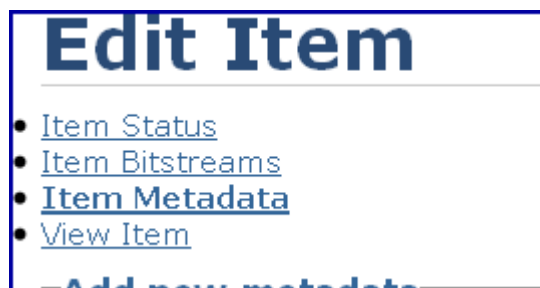
- Make changes to these default fields if necessary:
  - ❖ *dc.author.advisor* [last name, first name – check LC ]
  - ❖ *dc.description.tableofcontents* [copy & paste if there is no abstract or if TOC is short without needing much editing]
  - ❖ *dc.subject.lcsh* to add more authorized LC headings
  - ❖ *dc.subject.other* (*Theses – [Dept.] – 200- -- Middlebury College*)
- If not using some of these fields, be sure to delete any default metadata (e.g., asterisks, “advisor,” “table of contents”) so this information does not appear in final document. Click on the check box at left of fields you want to delete. Click Update button.
- Add new metadata if necessary. Use pull-down box to see Dublin Core fields. Before adding, be sure to Update after making changes to fields that are already created.

### Add new metadata

Name:

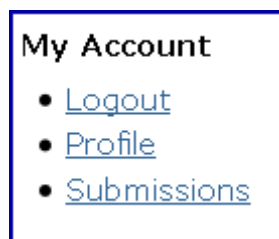
Value:

- Click the UPDATE button
- To see & check your changes from the public view, click the VIEW ITEM button



## 12. Submitting another item

- Under MY ACCOUNT on the left, click SUBMISSIONS



## Mapping Items

(from *Kalamazoo College Digital Archive Space Procedures Manual*, version 1.0, rev. 28, 2008 )

Mapping an Item makes an Item appear in more than one Collection without submitting it multiple times. When an Item is mapped, a reference to the Item is placed in the new Collection so that the Item appears to be part of that Collection. In other words, the Item will appear in the new Collection's Item count as well as its search and browse listings.

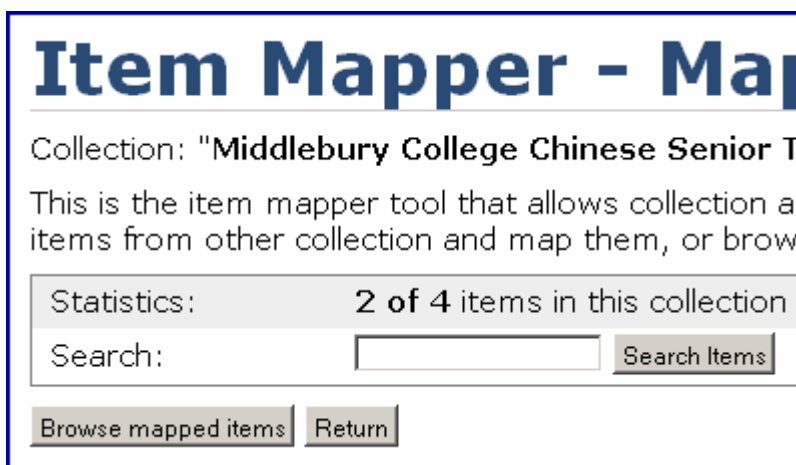
The Item will not be replicated; it will not 'physically' exist in the new Collection. It will still remain part of the originating Collection and will retain any authorization policies from that originating Collection. Therefore the Item will only appear once in a site search and will only have the one Handle. Collection administrators who do not have READ access to an Item will not be able to map them to other Collections.

### Mapping an Item to a Collection:

1. Login to DSpace
2. Navigate to the Collection to which you want to map items
3. Click the ITEM MAPPER button on the left side of the page



4. Enter the author or other keyword of the item to be mapped and click SEARCH



5. A list of Items by that author will appear. Click the checkbox next to the Item(s) to be mapped and click the MAP SELECTED ITEMS button



## Search items matching:

	Collection	Author
<input type="checkbox"/>	F&M Pennsylvania Folk Art Collection	<a href="#">Eichholtz, Jacob (American, 1776-1842)</a>
<input checked="" type="checkbox"/>	Middlebury Restricted	<a href="#">Jenkins, Richard</a>

6. You should see this message:

## Notice

The items were successfully mapped.

7. Click RETURN to see the collection