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1 Introduction

This document is designed to help users of the MeSSI Data Management system. New users can use this document to learn how to use the system and existing users can use this as a reference guide.

2 DSpace

2.1 Accounts

2.1.1 Getting an account

1. On the DSpace main page, click on the Register link within the My Account section within the navigation options.

2. Enter an email address to use as a login name, then click on the register button.

3. A verification link is sent to your email. Follow the link to continue the registration process. An example of the email is shown below.

4. Complete the form and click on the Complete Registration button below.

5. Registration is completed and you should be logged in, which is indicated by your profile name in the upper-right corner (next to a Logout link).

2.1.2 Logging into DSpace

1. Click on one of the available Login links. One is in the upper-right corner and the other is within the My Account section within the navigation options.

2. Enter your login name and password, then click on the Sign in button.

3. You should see your profile name in the upper-right corner (next to a Logout link).
Figure 1: **Getting an account** step 1

**New user registration**

Register an account to subscribe to collections for email updates, and submit new items to DSpace.

**Email Address:**
This address will be verified and used as your login name.

[Register]

Figure 2: **Getting an account** step 2

To complete registration for a DSpace account, please click the link below:

https://vmessi.target.maine.edu/dspace/register?token: [Redacted]

If you need assistance with your account, please email dspace.ssi@gmail.com.

The Data Management Team

Figure 3: **Getting an account** step 3
Create Profile

Verify Email → Create Profile → Finished

Identify

Email Address:

First Name:

Last Name:

Contact Telephone:

Language:

English —

Security

Please enter a password in the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

Password:

Figure 4: Getting an account step [1]

Figure 5: Getting an account step [2]
Figure 6: Logging into DSpace step 1

Sign in to DSpace

E. Mail Address:
Password:
Forgot your password?

Register new user
Register an account to subscribe to collections for email updates, and submit new items to DSpace.
Click here to register.

Figure 7: Logging into DSpace step 2

Figure 8: Logging into DSpace step 3
2.2 Communities

2.2.1 Editing communities

You will need to log in with an account, regardless of the permissions for the community, before you are allowed to edit the community. Make sure you have sufficient privileges for the community you want to edit. If there are any issues, please see an administrator of the community.

On community pages, the option to edit a community is located in the Context section within the navigation options.

![Context](image)

Figure 9: Location of edit community function.

On the community edit page, the various edit functions are grouped into the following tabs:

- Edit Metadata
- Assign Roles
- Curate

The Edit Metadata tab (Figure 10) lets you edit various information about the community, upload/remove logos, and edit item templates (section 2.3.3). The value of the Short Description field is displayed on certain pages where communities are listed. An example of this is on community pages as shown in Figure 11. The Logo, Introductory text, News, and Copyright text appear on the community page, in that order, below the browse and search options presented in the page body. Vocabularies (section 2.2.2) are used to create lists of words that can be used in submission form fields, that allow selecting options from a list, and in collection tables. Submission forms (section 2.2.3) are customizable forms that can be used by collections belonging to the community.

The Assign Roles tab allows you to assign groups to roles and change the community’s authorization policies (section 2.2.4).

The Curate tab allows you to run predefined tasks on the community’s items, typically to either analyze the items or make modifications to them.
Figure 10: Editing community meta-data.
Figure 11: How community descriptions are displayed.

Figure 12: Editing community roles.

Figure 13: Curating a community.
2.2.2 Editing community vocabularies

Vocabularies are used to create lists of words that can be used in submission form fields, that allow selecting options from a list, and in collection tables. Vocabularies can be edited from the Edit Metadata tab when editing communities (section 2.2.1).

![Vocabulary options when editing community meta-data.](image)

The following actions are available when editing community vocabularies: **Create**, **Edit**, and **Delete**. New vocabularies can be created by clicking on the **Create...** button. Existing vocabularies can be edited or deleted by clicking on their respective action links.

When creating a new vocabulary, the header is generic and the ability to add keywords is disabled as shown in Figure 15. Once the vocabulary is saved by clicking on the **Update** button, the header displays the vocabulary name and ID and keywords may now be added as shown in Figure 16. New keywords are added to the vocabulary by clicking on the **Add** button.

The **Parent** of a keyword is another keyword and is used to create keyword hierarchies. For example, let’s look at the following vocabulary:

\[ \text{City} \rightarrow \text{County} \rightarrow \text{State} \]

Here, \textit{State} is the parent of \textit{County}, and \textit{County} is the parent of \textit{City}. When a submission form field uses this vocabulary, then selecting \textit{County} is equivalent to selecting \textit{City} and \textit{County}. When a submitter selects \textit{County} in a new submission, then the meta-data field associated with the form field will include the values \textit{City} and \textit{County}.

Keyword hierarchies are currently not functional. This functionality will be added soon in an update.
Figure 15: Creating a vocabulary.

Figure 16: Editing a vocabulary.
2.2.3 Editing community submission forms

Submission forms are customizable forms that can be used by collections belonging to the community. Submission forms can be edited from the Edit Metadata tab when editing communities (section 2.2.1).

![Figure 17: Submission form options when editing community meta-data.](image)

The following actions are available when editing community Submission forms: Create, Edit, and Delete. New Submission forms can be created by clicking on the Create... button. Existing Submission forms can be edited or deleted by clicking on their respective action links.

When creating a new submission form, the header is generic and the ability to add form fields is disabled as shown in Figure 18. Once the submission form is saved by clicking on the Update button, the header displays the form name and ID and form fields may now be added as shown in Figure 19.

The following actions are available when editing submission form fields: Create, Edit, Move, and Delete. New form fields are created by clicking on the Create... button. Existing form fields can be edited by clicking on the link under the label or field columns. Form fields are displayed in the order they are positioned in the list. Their position can be modified by clicking on up or down in the position column. Form fields may be deleted by clicking on the field’s respective checkbox in the remove column and then saving the form.

Submission form fields are linked to Qualified Dublin Core meta-data fields. The field may take different appearances which are designed to capture data in different ways. The following are the different input types a field may take:

text - Single line of free-text data.

textarea - Multiple lines of free-text data.

name - Two text fields, one for the first name and other for the last name. Data is captured in the “LastName, FirstName” format.

date - Calendar date with three fields; text field for the year, dropdown field for the month, and text field for the day. When required, at least the year field needs to be filled in. The year and day fields only accept up to four and two digits, respectively. Data is captured in the “1234-12-31” format.
Entering large values for the day will cause the resulting date to spill over into the following months. For example, entering a date of “December 33, 1234” will result in “1235-01-02”.

**series** - Two text fields that capture data in the “First:Second” format. Typically used for series/report name and number.

**dropdown** - Choose one or more values from a drop-down list. Must be associated with a vocabulary.

**qualdrop_value** - Contains two fields, a dropdown field and a text field. The dropdown field is used to select a qualifier for the meta-data field. Must be associated with a vocabulary.

If the meta-data field was “dc.contributor” and “author” was the selected qualifier, then there must be a Qualified Dublin Core meta-field “dc.contributor.author” to hold the value entered into the text field.

**list** - Choose one or more values from a list of checkboxes or radio buttons. Must be associated with a vocabulary.
**Submission Form Editor: new form**

Form name: 

Fields:
Remove  Label  Field  Repeat  Require  Type  Position
(form needs to be saved at least once before adding fields)

Update  Return

**Submission Form Editor: MeSSI Default (id: 12)**

Form name: 

MeSSI Default

<table>
<thead>
<tr>
<th>Remove</th>
<th>Label</th>
<th>Field</th>
<th>Repeat</th>
<th>Require</th>
<th>Type</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Authors</td>
<td>dc.contributor.author</td>
<td>yes</td>
<td>yes</td>
<td>name</td>
<td>up down</td>
</tr>
<tr>
<td>□</td>
<td>Title</td>
<td>dc.title</td>
<td>no</td>
<td>yes</td>
<td>text</td>
<td>up down</td>
</tr>
<tr>
<td>□</td>
<td>Description</td>
<td>dc.description</td>
<td>no</td>
<td>no</td>
<td>textarea</td>
<td>up down</td>
</tr>
<tr>
<td>□</td>
<td>Geography</td>
<td>dc.coverage.geography</td>
<td>no</td>
<td>yes</td>
<td>dropdown</td>
<td>up down</td>
</tr>
<tr>
<td>□</td>
<td>Geography Type</td>
<td>dc.coverage.type</td>
<td>no</td>
<td>yes</td>
<td>dropdown</td>
<td>up down</td>
</tr>
<tr>
<td>□</td>
<td>Start Date</td>
<td>dc.coverage.startdate</td>
<td>no</td>
<td>yes</td>
<td>date</td>
<td>up down</td>
</tr>
<tr>
<td>□</td>
<td>End Date</td>
<td>dc.coverage.enddate</td>
<td>no</td>
<td>yes</td>
<td>date</td>
<td>up down</td>
</tr>
<tr>
<td>□</td>
<td>Category</td>
<td>dc.type</td>
<td>yes</td>
<td>yes</td>
<td>dropdown</td>
<td>up down</td>
</tr>
<tr>
<td>□</td>
<td>Tags</td>
<td>dc.subject</td>
<td>yes</td>
<td>no</td>
<td>text</td>
<td>up down</td>
</tr>
</tbody>
</table>

Create...  Update  Return

Figure 18: Creating a submission form.

Figure 19: Editing a submission form.
Submission Field Editor: new field

Field label:

Metadata field:
dc.contributor.advisor

Input type:
text | textarea | name | date | series | dropdown | qualdrop_value | list

Repeatable:
• yes • no

Hint message:

Required message:

Vocabulary:

Update Return

Figure 20: Creating a submission form field.
Submission Field Editor: Category (id: 95)

Field label:
Category

Metadata field:
dc.type

Input type:
- text
- textarea
- name
- date
- series
- dropdown
- qualdropdown
- value
- list

Repeatable:
- yes
- no

Hint message:
Select the categories that this item belongs to.

Required message:
You must select a category for this item.

Vocabulary:
MeSSI Categories

Update  Return

Figure 21: Editing a submission form field.
Figure 22: How the form field from Figure 21 is displayed on a submission form.
2.2.4 Editing community authorization policies

The authorization policy page for a community can be accessed by clicking on the Edit authorization policies directly link on bottom of the Assign Roles tab from the community edit page (section 2.2.1). New policies can be added by clicking on the Click here to add a new policy link. Existing policies can be edited by clicking on the ID or Action link for the policy. If you are a administrator of a community or collection that a group is related to or a DSpace administrator, you can edit the group by clicking on the Edit link next to the group's name. Otherwise, you’ll get an insufficient privileges message. Policies can be deleted by selecting them with the checkboxes on the left and clicking on the Delete Selected button.

Figure 23: Authorization policies for a community.

When creating or editing policies, an action and a group must be selected. An action is selected using the radio buttons on top. Available actions are as follows:

**READ** - Allows viewing the community page.

**WRITE** - Allows editing the community (section 2.2.1), except for editing authorization policies.

**ADD/REMOVE** - Allows adding or removing sub-communities and collections.

This action requires the WRITE action.

**ADMIN** - Allows all of the above and the ability for editing authorization policies.

Selecting a group first involves searching for it and then selecting it from the search results by clicking on the button. Only one group can be selected at any time. Click the Save button to save the policy.
Edit policy 12259 for COMMUNITY 15

Select the action:
- READ
- WRITE
- ADD
- REMOVE
- ADMIN

Select a group:
COMMUNITY 15 ADMIN

Search for a group:

Save  Cancel

Figure 24: Editing an authorization policy.
2.3 Collections

2.3.1 Editing Collections

You will need to log in with an account, regardless of the permissions for the collection, before you are allowed to edit the collection. Make sure you have sufficient privileges for the collection you want to edit. If there are any issues, please see an administrator of the collection.

Licenses are turned off in the repository, so filling in the License field has no effect.

On collection pages, the option to edit a collection is located in the Context section within the navigation options.

![Context]

- **Edit Collection**
- **Item Mapper**
- **Export Collection**
- **Export Metadata**

Figure 25: Location of edit collection function.

On the collection edit page, the various edit functions are grouped into the following tabs:

- **Edit Metadata**
- **Assign Roles**
- **Content Source**
- **Curate**

The **Edit Metadata** tab lets you edit various information about the collection, upload/remove logos, and edit item templates (section 2.3.3). The value of the **Short Description** field is displayed on certain pages where collections are listed. An example of this is on community pages as shown below. The **Logo**, **Introductory text**, **News**, and **Copyright text** appear on the collection page, in that order, below the browse and search options presented in the page body. **Provenance** information is not displayed. **License** is used to set the default license for the collection’s items.

The **Assign Roles** tab allows you to assign groups to roles and change the collection’s authorization policies (section 2.3.2).
The Content Source tab allows you to set whether the collection is a regular DSpace collection or harvests its content from an external source.

The Curate tab allows you to run predefined tasks on the collection’s items, typically to either analyze the items or make modifications to them.

### 2.3.2 Editing collection authorization policies

The authorization policy page for a collection can be accessed by clicking on the Edit authorization policies directly link on bottom of the Assign Roles tab from the collection edit page (section 2.3.1). New policies can be added by clicking on the Click here to add a new policy link. Existing policies can be edited by clicking on the ID or Action link for the policy. If you are a administrator of a community or collection that a group is related to or a DSpace administrator, you can edit the group by clicking on the Edit link next to the group’s name. Otherwise, you’ll get an insufficient privileges message. Policies can be deleted by selecting them with the checkboxes on the left and clicking on Delete Selected button.

When creating or editing policies, an action and a group must be selected. An action is selected using the radio buttons on top. Available actions are as follows:

**READ** - Allows searching or browsing collection items.

> Items could still be viewed via direct links or list of recent submissions.

**WRITE** - Allows editing collection metadata (section 2.3.1), except for editing authorization policies.

**ADD/REMOVE** - Allows adding (submitting, item mapping) or removing items.

**DEFAULT_ITEM_READ** - Inherited as READ by all newly submitted items.

**DEFAULT_BITSTREAM_READ** - Inherited as READ by bitstreams of all newly submitted items.

> Only affects bitstreams of an item at the time it is initially submitted. If a bitstream is added later, it does not get the same default read policy.

**ADMIN** - Allows all of the above and the ability for editing authorization policies.
Figure 26: Editing collection meta-data.
Figure 27: How collection descriptions are displayed.

Figure 28: Editing collection roles.
Figure 29: Standard content source.

Figure 30: External content source.
Curate Collection: Portland Metropolitan Area

Policies for Collection "Portland Metropolitan Area" (123456789/154, ID: 72)

Edit policy 6356 for COLLECTION 72

Figure 31: Curating a collection.

Figure 32: Authorization policies for a collection.

Figure 33: Editing an authorization policy.
2.3.3 Editing item templates

To update the policies on existing items in a collection, click on the **Update Items** button on bottom of the **Assign Roles** tab from the collection edit page (section 2.3.1).

Selecting a group first involves searching for it and then selecting it from the search results by clicking on the **Set** button. Only one group can be selected at any time. Click the **Save** button to save the policy.
Figure 35: Editing an item template.
2.4 Items

2.4.1 Uploading items into DSpace

Make sure you belong to the collection’s submitters group for the collection you want to upload items to. Please see an administrator of the collection if you need to be added to the group.

Don’t worry if a submission is not finished as they can be resumed at a later time.

Submission forms may differ for each collection.

Instructions:

1. Log into DSpace, then begin the submission process by one of the following ways:
   
   (a) Click on the Submissions link within the My Account section within the navigation options, then click on either start a new submission or start another submission.
   
   (b) Click on Submit a new item to this collection on a collection page or, if the collection contains a table, click on the link within a table cell with no matching items.

2. The first step in the submission process is to describe the new item. Fill in as many fields as possible and click on Next when ready to proceed.

3. The next step in the submission process is to upload the files. Click on Browse... to select a file and then click on upload file & add another to upload the selected file. Repeat for each file and click on Next when ready to proceed.

4. The last step lets you review the submission and gives an opportunity to make changes. Click on Complete submission when ready to proceed.

5. Submission completed! An email is sent when the item is approved and archived.
Figure 36: **Uploading items into DSpace** step 1a

Figure 37: **Uploading items into DSpace** step 1a

29
Figure 38: Uploading items into DSpace step 1b
Figure 39: Uploading items into DSpace step 2
Figure 40: Uploading items into DSpace step 3
Figure 41: Uploading items into DSpace, step 4

Figure 42: Uploading items into DSpace, step 5
You submitted: Test

To collection: Portland Metropolitan Area

Your submission has been accepted and archived in DSpace, and it has been assigned the following identifier:
123456789/310

Please use this identifier when citing your submission.

Many thanks!

Data Management Team

Figure 43: Uploading items into DSpace step 5
2.4.2 Mapping items to other collections in DSpace

Make sure you belong to the collection’s administrators group for the collection you want to upload items to. Please see an administrator of the collection if you need to be added to the group.

This feature is used to make items available in other collections without resubmitting them.

Instructions:

1. On the collection page of the collection you want to map an item to, click on Item Mapper within the Context section within the navigation options.

2. Enter some search terms and click on Search Items.

3. Select the items to map and click on Map selected items. If you are unsure about an item, you can view it by clicking on either the author or title links.

4. Item is successfully mapped!
Figure 45: Mapping items to other collections in DSpace step 2

Figure 46: Mapping items to other collections in DSpace step 3
Figure 47: Mapping items to other collections in DSpace step 4
2.4.3 Browsing items

1. From any page on DSpace, options to browse all items in DSpace are available within the **Browse** section within the navigation options.

2. On community pages, options are available for browsing items contained within the community. These options are available at two locations: the first being within the **Browse** section within the navigation options, and the second being at the top of the community page.

3. On collection pages, options are available for browsing items contained within the collection. These options are available at two locations: the first being within the **Browse** section within the navigation options, and the second being at the top of the collection page.

4. Browsing communities and collections is only available for all of DSpace.

5. Browsing by issue date displays items by the date they were submitted to DSpace. At the top, there are controls for jumping to items that start at a specified month and year.

6. Browsing by title displays items by their title.

7. Browsing by geography displays values of the **dc.coverage.geography** meta-data attribute associated with items.

8. Clicking on one of these values gives you a list of items that use that value. Browsing by authors, categories, and tags are handled in the same fashion by displaying values of the **dc.contributor.author**, **dc.category**, and **dc.subject** meta-data attributes, respectively.
Figure 49: Browsing items, step 2

Figure 50: Browsing items, step 3

Figure 51: Browsing items, step 4
Figure 54: Browsing items step 7

Figure 55: Browsing items step 8
2.4.4 Searching for items

1. From any page on DSpace, options to search DSpace are available within the Search DSpace section within the navigation options.

2. On community pages, options are available for searching items contained within the community. These options are available at two locations: the first being within the Search DSpace section within the navigation options (select This Collection), and the second being near the top of the community page (below the browse options).

3. On collection pages, options are available for searching items contained within the collection. These options are available at two locations: the first being within the Search DSpace section within the navigation options (select This Collection), and the second being near the top of the
4. There are two types of search: regular and advanced. Regular search finds items by looking at all indexed meta-data fields. Currently the following meta-data fields are indexed:

- dc.contributor.*
- dc.creator.*
- dc.title.*
- dc.type.*
- dc.coverage.geography
- dc.category.*
- dc.subject.*
- dc.description.abstract
- dc.description.statementofresponsibility
- dc.relation.ispartofseries
- dc.description.tableofcontents
- dc.format.mimetype
- dc.description.sponsorship
- dc.identifier.*
- dc.language.iso

5. Advanced search finds items by using up to three search types. Each search type looks at one or more meta-data fields as shown in table.
Figure 59: Searching for items, step 4

Figure 60: Searching for items, step 5
<table>
<thead>
<tr>
<th>Search type</th>
<th>Meta-data fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Text</td>
<td><em>all indexed fields</em></td>
</tr>
<tr>
<td>Abstract</td>
<td>dc.description.abstract</td>
</tr>
<tr>
<td>Series</td>
<td>dc.relation.ispartofseries</td>
</tr>
<tr>
<td>Author</td>
<td>dc.contributor.*</td>
</tr>
<tr>
<td>Category</td>
<td>dc.category.*</td>
</tr>
<tr>
<td>Title</td>
<td>dc.title.*</td>
</tr>
<tr>
<td>Geography</td>
<td>dc.coverage.geography</td>
</tr>
<tr>
<td>Tag</td>
<td>dc.subject.*</td>
</tr>
<tr>
<td>Language (ISO)</td>
<td>dc.language.iso</td>
</tr>
<tr>
<td>Mime-Type</td>
<td>dc.format.mimetype</td>
</tr>
<tr>
<td>Sponsor</td>
<td>dc.description.sponsorship</td>
</tr>
<tr>
<td>Type</td>
<td>dc.type.*</td>
</tr>
<tr>
<td>Identifier</td>
<td>dc.identifier.*</td>
</tr>
</tbody>
</table>

Table 1: Search types and their corresponding meta-data fields.

### 2.4.5 Editing items

Make sure you belong to the collection’s **administrators** group for the collection containing the item you want to edit. Please see an administrator of the collection if you need to be added to the group.

On item pages, the option to edit an item is located in the **Context** section within the navigation options.

On the item edit page, the various edit functions are grouped into the following tabs:

- Item Status
- Item Bitstreams
- Item Metadata
- View Item
- Curate

The **Item Status** tab lets you see identifying information on the item, when the item was last modified, allows you to change the item’s authorization policies (section 2.4.6), withdraw items from the repository (section 2.4.7), reinstate items to the repository (section 2.4.8), move items to another collection (section 2.4.9), and permanently delete items from repository (section 2.4.10).

The **Item Bitstreams** tab allows you to edit an item’s files (section 2.4.11) and upload new files to an item (section 2.4.12).
Figure 61: Location of edit item function.

Figure 62: The item status page.

Figure 63: The item bitstreams page.
The **Item Metadata** tab allows you to add new metadata to an item or edit existing metadata.

Adding new metadata is done via the form on the top. First a metadata field is selected using a dropdown list and then a value is entered in the text area below. Clicking **Add new metadata** saves the new metadata. Repeat as necessary for each metadata field.

Editing existing metadata is done via the form on the bottom. New values can be entered for existing fields or fields can be marked for deletion using the checkbox to the left of the fields. Clicking **Update** saves the changes.

The **View Item** tab allows you to view the item without leaving the edit page.

The **Curate** tab allows you to run predefined tasks on a item, typically to either analyze the item or make modifications to the item.
Figure 65: The preview item page.

Figure 66: The curate item page.
2.4.6 Editing item authorization policies

The authorization policy page for an item can be accessed by clicking on the Authorization... button on the Item Status tab from the item edit page (section 2.4.5). New policies can be added to the item as a whole, to a bundle of files, or to an individual file (bitstream) by clicking on the Add a new ... policy link. Existing policies can be edited by clicking on the ID or Action link for the policy. If you are an administrator of a community or collection that a group is related to or a DSpace administrator, you can edit the group by clicking on the Edit link next to the group’s name. Policies can be deleted by selecting them with the checkboxes on the left and clicking on Delete Selected.

When creating or editing policies, an action and a group must be selected. An action is selected using the radio buttons on top. Available actions are as follows:

**READ** - can view item (item metadata is always viewable)

**WRITE** - can modify item

**ADD/REMOVE** - add or remove bundles

**ADMIN** - equivalent to all of the above item actions

Selecting a group first involves searching for it and then selecting it from the search results by clicking on the Set button. Only one group can be selected at any time. Click the Save button to save the policy.

2.4.7 Withdraw item from the repository

The item withdrawal page can be accessed by clicking on the Withdraw... button on the Item Status tab from the item edit page (section 2.4.5). In order to make sure the correct item is being withdrawn, the page displays the metadata for the item and gives a chance to cancel the operation. To withdraw the item, click on the Withdraw button on this page.

A notice is given when the item is successfully withdrawn.
Figure 68: Editing an authorization policy.

Figure 69: Withdrawing an item.
2.4.8 Reinstate item to the repository

The item reinstatement page can be accessed by clicking on the Reinstate... button on the Item Status tab from the item edit page (section 2.4.5). In order to make sure the correct item is being reinstated, the page displays the metadata for the item and gives a chance to cancel the operation. To reinstate the item, click on the Reinstate button on this page.

2.4.9 Move item to another collection

The move item page can be accessed by clicking on the Move... button on the Item Status tab from the item edit page (section 2.4.5). The collection to move the item to is selected at the top. Checking the Inherit default policies of destination collection checkbox makes the item take on the default authorizations of the destination collection. This is useful if you are moving an item from a private collection to a public collection, or from a public collection to a private collection.

2.4.10 Permanently delete item from repository

The delete item page can be accessed by clicking on the Permanently delete button on the Item Status tab from the item edit page (section 2.4.5). In order to make sure the correct item is being deleted, the page displays the metadata for the item and gives a chance to cancel the operation. To delete the item, click on the Delete button on this page.
Figure 71: Reinstating an item.

Figure 72: Notice given when an item is successfully reinstated.
Figure 73: Moving an item to another collection.

Figure 74: Notice given when an item is successfully moved.
Figure 75: Deleting an item.

2.4.11 Edit item files

Currently, the repository has search/browse thumbnails disabled. Thumbnails for bitstreams, however, are enabled.

The page to edit item files can be accessed by clicking on a file’s name or format on the Item Bitstreams tab from the item edit page (section 2.4.5). On this page, the description and recognized format can be changed. The Primary bitstream option has two purposes: embedding HTML in an item and controlling which thumbnail is used for the item when searching and browsing.

Where the primary bitstream is HTML, no thumbnail is shown.

Where the primary bitstream has a thumbnail, its thumbnail is shown.

Where the primary bitstream is not set, the first thumbnail found by DSpace will be shown.
Figure 76: Editing item files.

Where the user does not have read access to the thumbnail bitstream, no thumbnail is shown.

For a thumbnail to display, a JPEG thumbnail must exist with the name in `<bitstream name with file extension>.jpg` format (e.g. `example.pdf.jpg`).

### 2.4.12 Upload new files to an item

The page to upload new files can be accessed by clicking on **Upload a new bitstream** on the **Item Bitstreams** tab from the item edit page (section 2.4.5). The bundle in which the file will be added to is selected at the top. The available bundle options are the following:

**Content Files (Default)** - The bundle with the original, deposited bitstreams. Also referred to as ORIGINAL.

**Metadata Files** - Contains metadata manifest files. DSpace may add these during an ingestion process.

**Thumbnails** - Thumbnails of any image bitstreams.

**Licenses** - Contains the deposit license that the submitter granted the host organization; in other words, specifies the rights that the hosting organization have.
Figure 77: Uploading new files to an item.

**Creative Commons Licenses** - Contains the distribution license, if any (a Creative Commons license) associated with the item. This license specifies what end users downloading the content can do with the content.

There are other types of bundles that DSpace uses that you may come across, such as the following:

- **TEXT** - Extracted full-text from bitstreams in ORIGINAL (default) bundle, for indexing.

### 2.5 Best practices

#### A Appendix

##### A.1 Search tips and tricks

- All searches are case insensitive.
- All terms are stemmed.
- Stop words are dropped.

For example, searching for *constitution* will retrieve all items containing terms with the stem *constitut*. 
### A.1.1 Boolean operators

<table>
<thead>
<tr>
<th>Verbose syntax</th>
<th>Example</th>
<th>Shortcut Syntax</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>a AND b</td>
<td>cumberland AND tax</td>
<td>+a +b</td>
<td>+cumberland +tax</td>
</tr>
<tr>
<td>a OR b</td>
<td>cumberland OR tax</td>
<td>a b</td>
<td>cumberland tax</td>
</tr>
<tr>
<td>a AND NOT b</td>
<td>cumberland AND tax</td>
<td>+a -b</td>
<td>+cumberland -tax</td>
</tr>
</tbody>
</table>

### A.1.2 Phrase and proximity search

An index contains positional information of terms. Phrase queries can be executed with slope factor - a number of edit distance needed to match the phrase.

For example, collection includes two documents containing a phrase "custom or political practice".

1. Searching by "custom or political practice" would retrieve these documents.
2. Searching by custom practice (no quotes) would retrieve these two and other documents.
3. Searching by "custom practice" would not retrieve these documents.
4. Searching by "custom practice" 1 would retrieve these two documents.
5. Searching by "practice custom" 3 would retrieve these two documents.

The slop is indicated after the tilde followed after search phrase.

### A.1.3 Wildcard search

Two standard wildcard characters are used:

- * for zero or more characters
- ? for zero or one character

First character of a wildcarded term may not be a *.

### A.1.4 Fuzzy search

This type of search matches terms similar to a specified term. For example, *treet* is similar to *free*. Tilde after a search term enables fuzzy search.

Search by *tree* will retrieve items containing term *free*.

### A.1.5 Boosting queries

A caret (ˈ) followed by a floating-point number sets the boosts factor for the preceding term.

Search by *political4 practice* will retrieve items in a different ranking order then search by *political practice* giving more weight to the term *political*. 
References