

# Introduction to DSpace for new DSpace Administrators

DSpace is organized in a basic top-down hierarchy:

Community

Sub-community

Collection

Ex.

Community= Faculty of Science

Sub-Community= Biology

Collection= Dr. Smith's research papers

You must have Community and a collection, you do not have to have a sub-community.

You can build and organize your communities however you would like. We have found that organizing DSpace to reflect the institution's organizational structure works best.

## Files

DSpace can accept any file type, however the Library will only preserve certain file types. Ask for clarification.

## Copyright

Most faculty have signed over copyright to the publisher. So you must check [this list](#) of Publisher Open Access policies to see if the publisher allows their articles to be deposited and what conditions must be met.

If the publisher is not listed you will have to e-mail them for permission to deposit the article to DSpace. Keep your responses on file for future reference.

## URLs

One of the major benefits of the hierarchical structure of DSpace is that each level of the hierarchy has a specific url. Each time you open a new community, sub-community, collection or fulltext file look at the url and use them as needed.

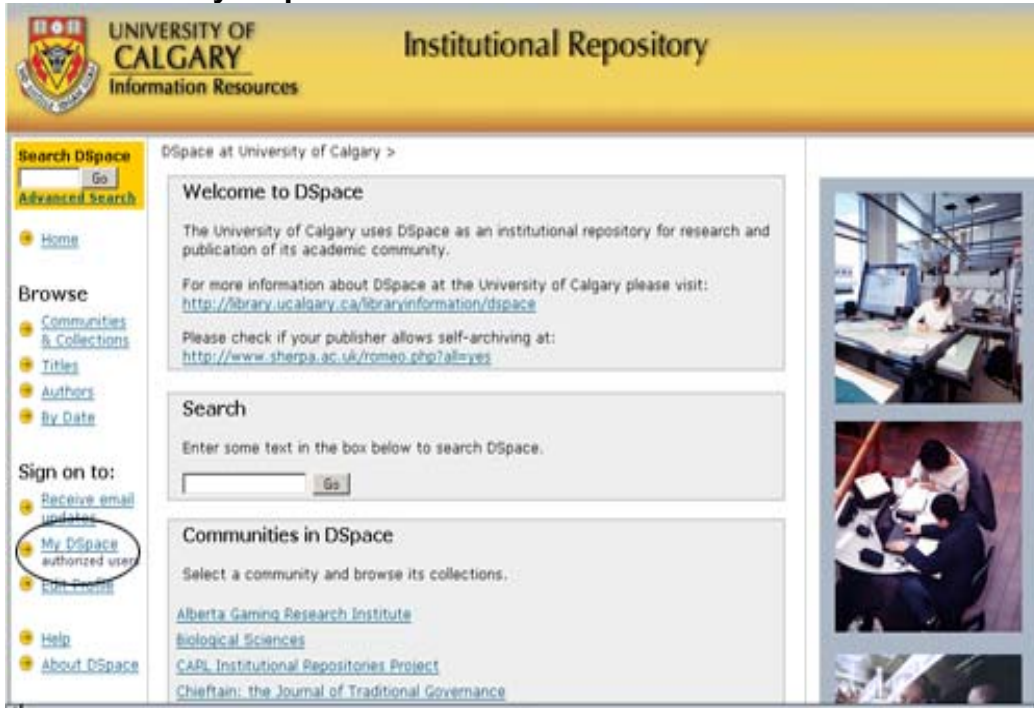
Most people like depositing files in DSpace as a sort of warehouse. They then use the fulltext url in a fancy website, this way users do not have to click through DSpace to find the article.

## How to upload files to DSpace

### 1. Go to your local DSpace homepage

Ex. <http://dspace.ucalgary.ca>

### 2. Click on My DSpace



The screenshot shows the DSpace homepage for the University of Calgary. The header includes the university logo and the text "UNIVERSITY OF CALGARY Information Resources" and "Institutional Repository". The main content area is divided into several sections:

- Search DSpace:** A search bar with a "Go" button and a link to "Advanced Search".
- Home:** A button labeled "Home".
- Browse:** A section with links for "Communities & Collections", "Titles", "Authors", and "By Date".
- Sign on to:** A section with links for "Receive email updates", "My DSpace authorized user" (circled in red), and "Edit Profile".
- Help:** A link labeled "Help".
- About DSpace:** A link labeled "About DSpace".
- Welcome to DSpace:** A section with a welcome message and links for more information and publisher policies.
- Search:** A section with a search bar and a "Go" button.
- Communities in DSpace:** A section with a list of communities: "Alberta Gaming Research Institute", "Biological Sciences", "CAPS Institutional Repositories Project", and "Chieftain: the Journal of Traditional Governance".

On the right side, there are three small images showing people working in a library or study area.

### 3. Log in



The screenshot shows the DSpace login page for the University of Calgary. The header includes the university logo and the text "UNIVERSITY OF CALGARY Information Resources" and "Institutional Repository". The main content area is titled "Log In to DSpace" and includes a "Help..." link.

The login form contains the following elements:

- A link for "New user? Click here to register."
- A message: "Please enter your e-mail address and password into the form below."
- An "E-mail Address:" field with the text "reader@ucalgary.ca".
- A "Password:" field with masked characters.
- A "Log In" button.
- A link for "Have you forgotten your password?".

At the bottom, there is a "W3C XHTML 1.0" logo and a copyright notice: "DSpace Software Copyright © 2002-2005 MIT and Hewlett-Packard - Feedback".

### 3. Click on Start a New Submission

UNIVERSITY OF CALGARY  
Information Resources

Institutional Repository

DSpace at University of Calgary >

My DSpace: **Shawna Sadler**

Start a New Submission

View Accepted Submissions

See Your Subscriptions

Help...

Logged in as ssader@ucalgary... (Logout)

Search DSpace  
Go  
Advanced Search

Home

Browse

- Communities & Collections
- Titles
- Authors
- By Date

Sign on to:

- Receive email updates
- My DSpace authorized users
- Edit Profile

### 4. Select your collection.

UNIVERSITY OF CALGARY  
Information Resources

Institutional Repository

Describe Describe Upload Verify License License Complete

**Submit: Choose Collection**

Select the collection you wish to submit an item to from the list below, then click "Next". [More Help...](#)

Collection: Scott B. Paten

- Faculty of Medicine Theses
- Faculty-Test
- Gambling Literature
- GE 3L5 Resource Material
- GE 3L5 Team Papers
- Information Resources: Faculty Research & Publications
- Information Resources: Visiting Scholars
- Institute Funded Reports
- Institute Newsletter
- Institute Video Clips
- Institutional Repository Articles
- Institutional Repository Articles**
- May L. Reid
- Michael J. Carey
- Newsletters
- Presentations
- Reports
- Rob Huibert
- Science of Molecular Farming Resources
- Scott B. Paten

Next Cancel/Save

WC XHTML 1.0

DSpace Software Copyright © 2002

## 5. Check the relevant boxes

UNIVERSITY OF CALGARY Information Resources Institutional Repository

Describe Describe Describe Upload Verify License License Complete

### Submit: Describe Your Item

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

- 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

Next Cancel/Save

W3C XHTML 1.0

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## 6. Fill in your metadata (2 pages)

UNIVERSITY OF CALGARY Information Resources Institutional Repository

Describe Describe Describe Upload Verify License License Complete

### 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. [More Help...](#)

Submit main author first

**Author(s)** Faith Archer

Home institution of the author

**Institution** University of Calgary

Home faculty of the author

**Faculty** Faculty of Social Science

Home department of the author

**Department** Political Science

Main title of the item

**Title**

Date of publication

## 7. Upload your file(s)



UNIVERSITY OF  
**CALGARY**  
Information Resources

Institutional Repository

Describe Describe Describe Upload Verify License License Complete

### 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 Help...](#)

**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. [Instructions for Netscape users are available.](#)

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 for each are available.](#)


Document File:

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## 8. Check your file



UNIVERSITY OF  
**CALGARY**  
Information Resources

Institutional Repository

Describe Describe Describe Upload Verify License License Complete

### Submit: File Uploaded Successfully

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...](#)

File	Size	File Format
<a href="#">AppleSmall.jpg</a>	192,084 bytes	JPEG ( <a href="#">known</a> )

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.](#)

## 9. Check your metadata



### 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: Yes	<a href="#">Correct one of these</a>
Item consists of more than one file: No	
<b>Author(s)</b> Keith Archer	
<b>Institution</b> University of Calgary	
<b>Faculty</b> Faculty of Social Science	
<b>Department</b> Political Science	
<b>Title</b> asdf	

## 10. Apply or skip the Creative Commons License



### Submit: Use a Creative Commons License

To license your Item under Creative Commons, follow the instructions below. You will be given an opportunity to review your selection. Follow the "proceed" link to add the license. If you wish to omit a Creative Commons license, press the "Skip Creative Commons" button.



provided by [Creative Commons](#)

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

- Yes  
 No

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



## 11. Grant your institution's license



UNIVERSITY OF CALGARY  
Information Resources

### Institutional Repository

Describe Describe Describe Upload Verify License License Complete

**There is one last step:** In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following term. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license.

[More Help...](#)

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

NOTE: This is the draft of the default license that University of Calgary will require all submissions. It is provided for informational purposes only.


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You agree that U of C may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that U of C may keep more than one copy of this submission for

## 12. You're done!



UNIVERSITY OF CALGARY  
Information Resources


### Institutional Repository

Describe Describe Describe Upload Verify License License Complete

**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 DSpace page.

[Go to My DSpace](#)

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