

*DRTC-HP International Workshop on  
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**Paper: H**

## **Submission of Item to a Collection in DSpace**

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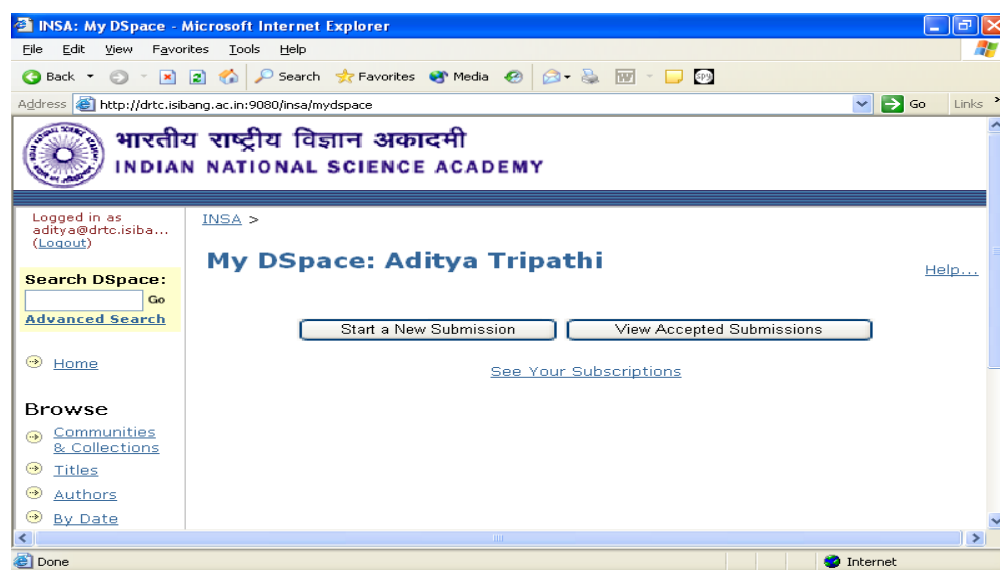
## Introduction

DSpace allows authors to submit their digital documents from anywhere in the world. This feature is generally referred as ‘submission facility’. This is an advantage over some of the DL software, where populating the digital repository with content, is done on the server hosting the digital library by the DL administrator, after receiving the digital documents from authors by e-mail or some other mechanism. In other words, DSpace allows decentralized or distributed input, rather than centralized input.

However, the digital repository normally will have a moderation policy either to accept or reject any submitted digital document. Authors or otherwise called submitters get an e-mail informing the acceptance or rejection giving the reason. In fact, DSpace keeps the information on who submitted the document and who approved the documents, when it was submitted etc.

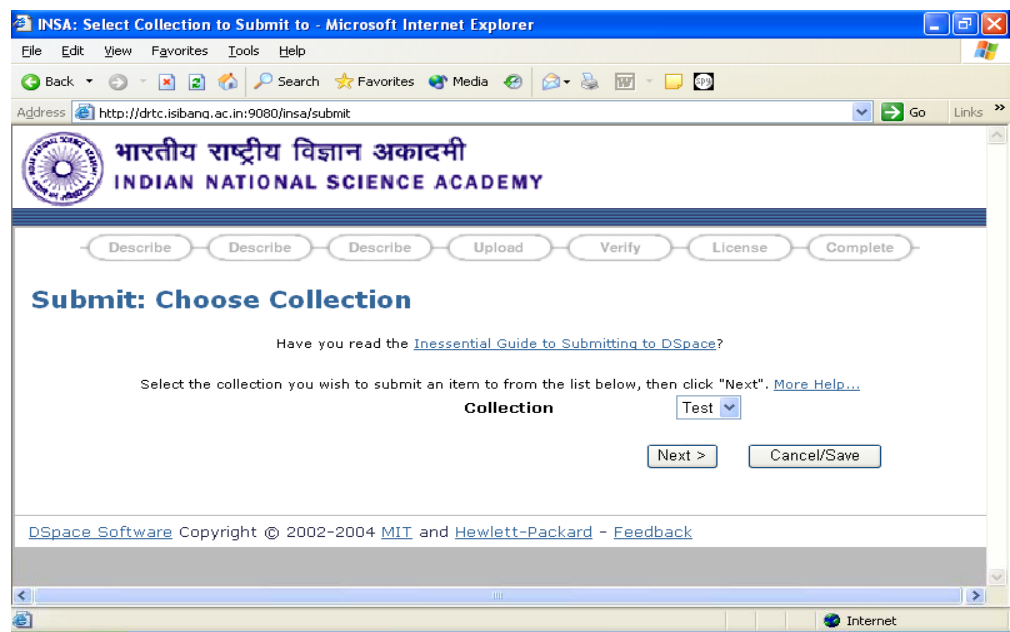
1. Login to ‘My DSpace’. Click on ‘Start a new Submission’.

### A. Standard Submission



‘Start a New Submission’ starts a new submission. ‘View Accepted Submissions’ shows already submitted documents by the user. This is important to avoid duplicate submission by the user. ‘See Your Subscription’ shows the collection you subscribe.

2. Select the name of collection where you want to submit the document, in our case it is ‘Test’. The drop down menu shows all the available collection. The list of the available collection depends on your digital repository. Press ‘Next’ to go to next step.



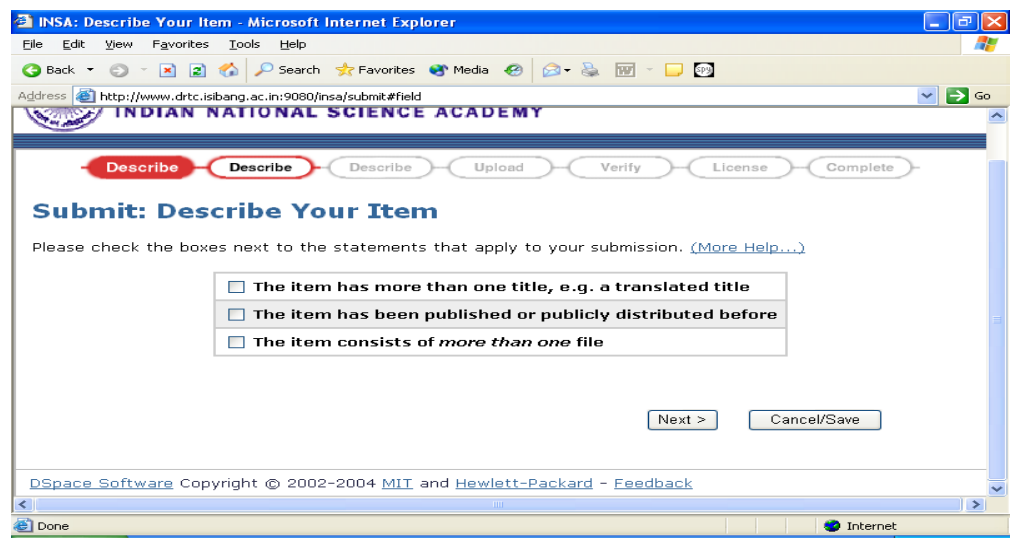
Note: You can always quit the submission process at any stage of submission, by clicking ‘Cancel/ Save’ button. This allows you either to abandon submission or resume the submission at a later date.

In the above screen the following ‘chain’ indicates the submission process. There are 7 steps. This ‘chain’ appears at the top of all the succeeding screens. The node in red indicates the current screen of the seven screens.



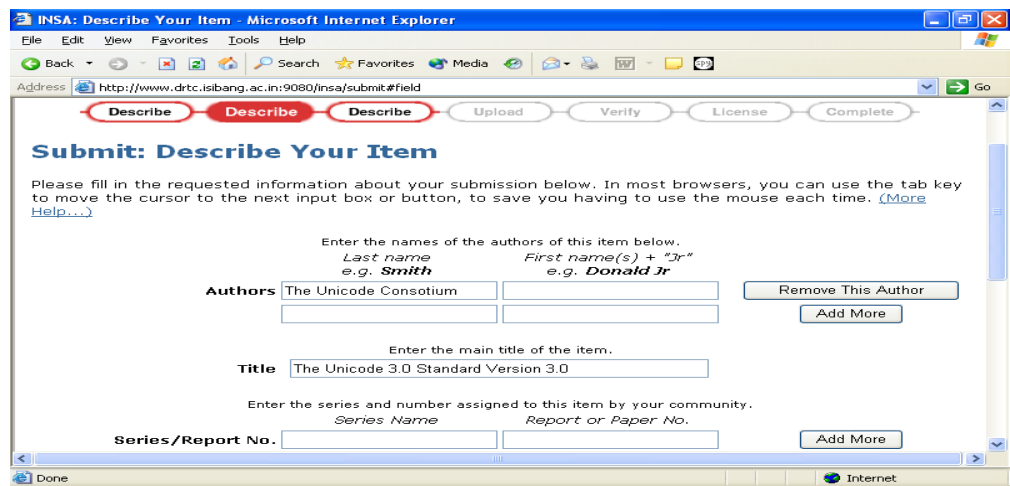
The first screen asks you whether the digital item has more than one title, or was published earlier or has more than one file. The second and third screens present the forms to enter Dublin Core metadata elements like author, title, publisher etc. The fourth screen allows uploading of the digital document which may be a PDF, or MS-Word or HTML or image files or any file in many of the acceptable formats. The fifth screen allows you to verify and make any corrections to the data submitted in the last four screens. The sixth screen presents the license agreement and the last screen confirms the submission process is over.

3. Don’t select any of the box and press ‘Next’. The system takes default set of metadata.



Here there is only one title of item. It is never published to anywhere and item is contained in one file.

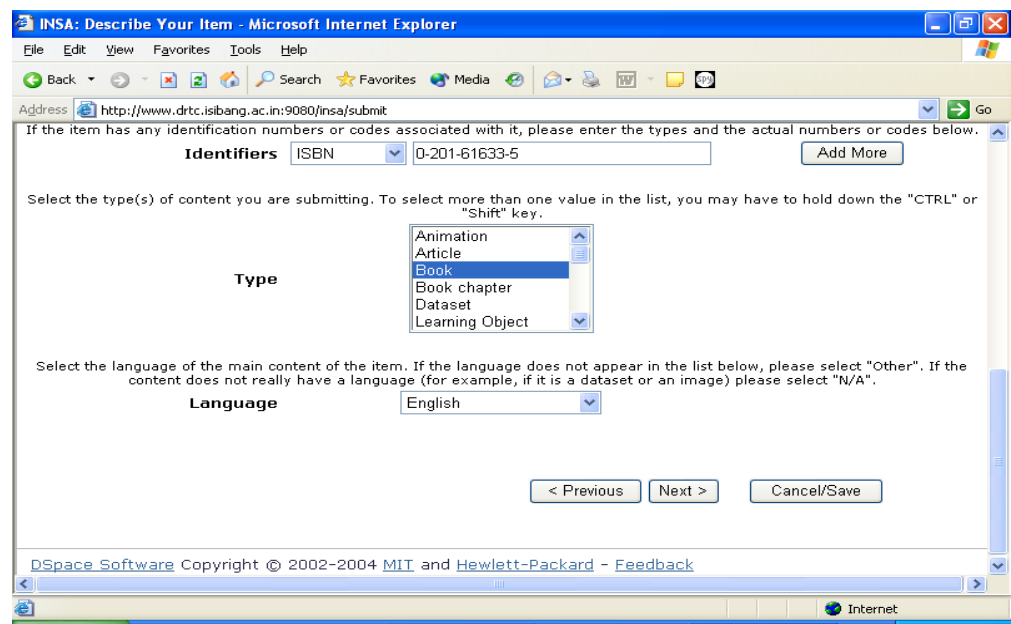
4. Author is a repeatable field in DSpace. You can increase the number of boxes for entering name of other authors by clicking ‘Add More’ button. Similarly, the name of author can be removed by clicking ‘Remove This Author’ button.



**Note:**

- a. ‘Add More’ adds text boxes for data entry.
- b. Title is mandatory field, the document must have a main title. Unless title field is filled DSpace doesn’t allow going to next step.
- c. ‘Type’ is repeatable field. Multiple selections can be done using Control or Shift Key of keyboard.

5. Select ‘Next’ once you are done.

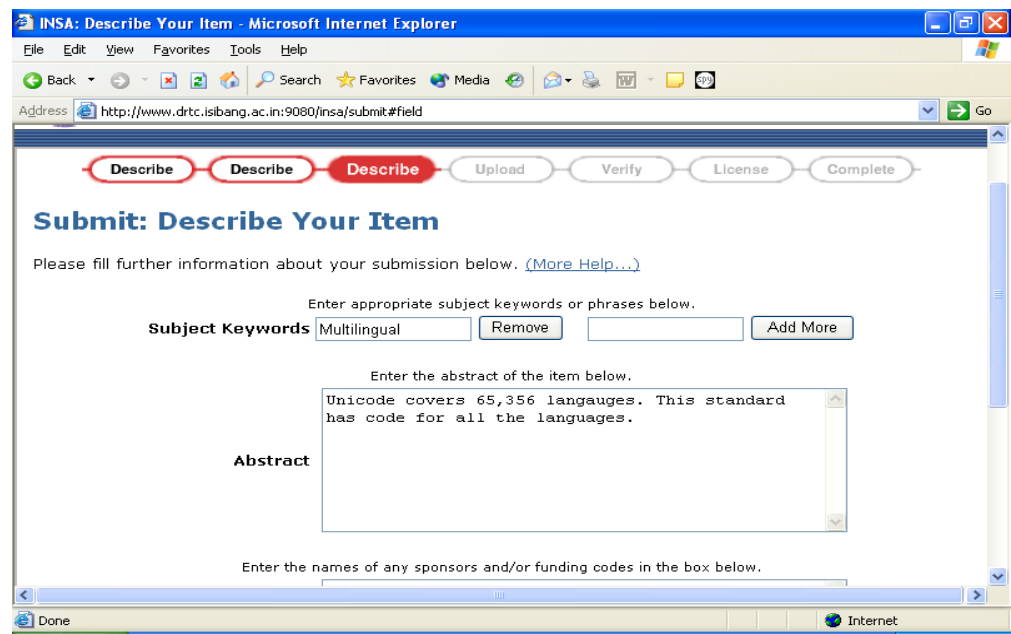


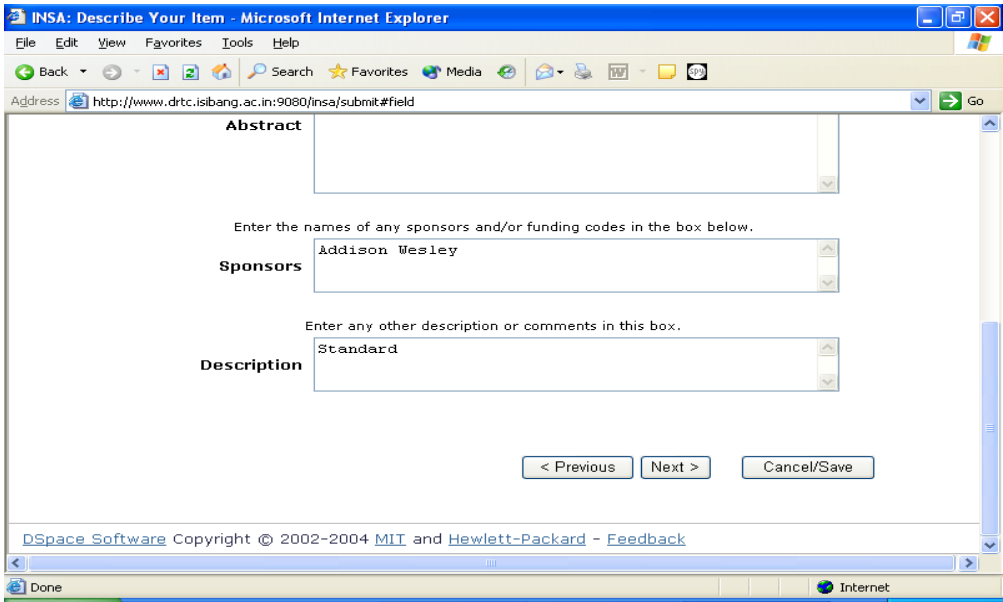
**Identifier can be:** ISBN, ISSN, ISMN, URI, Govt. Doc. No., Other.

**Type can be:** Animation, Article, Book, Book Chapter, Data Set, Learning Object, Image, Image, 3-D, Map, Musical Score, Plan or Blue Print, Preprint, Presentation, Recording, Acoustical, Recording, Musical, Recording, Oral, Software, Technical Report, Thesis, Video, Working paper, Other.

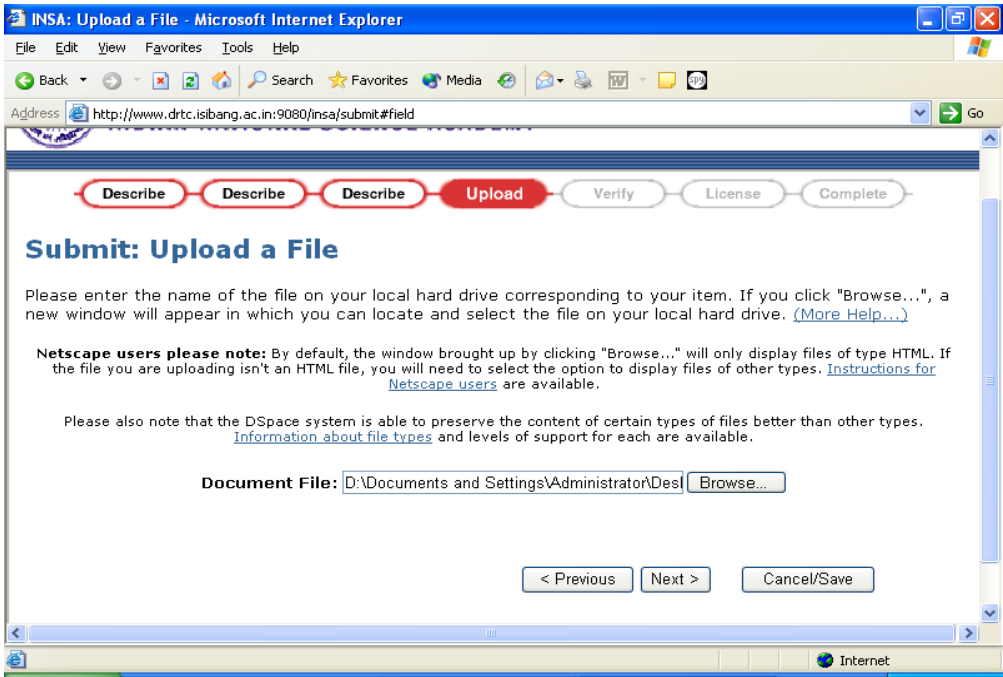
**Languages:** English (United States), English, Spanish, German, French, Italian, Japanese, Chinese, (Other), N/A

6. Enter Keywords, Abstract, Description etc. and select 'Next'.



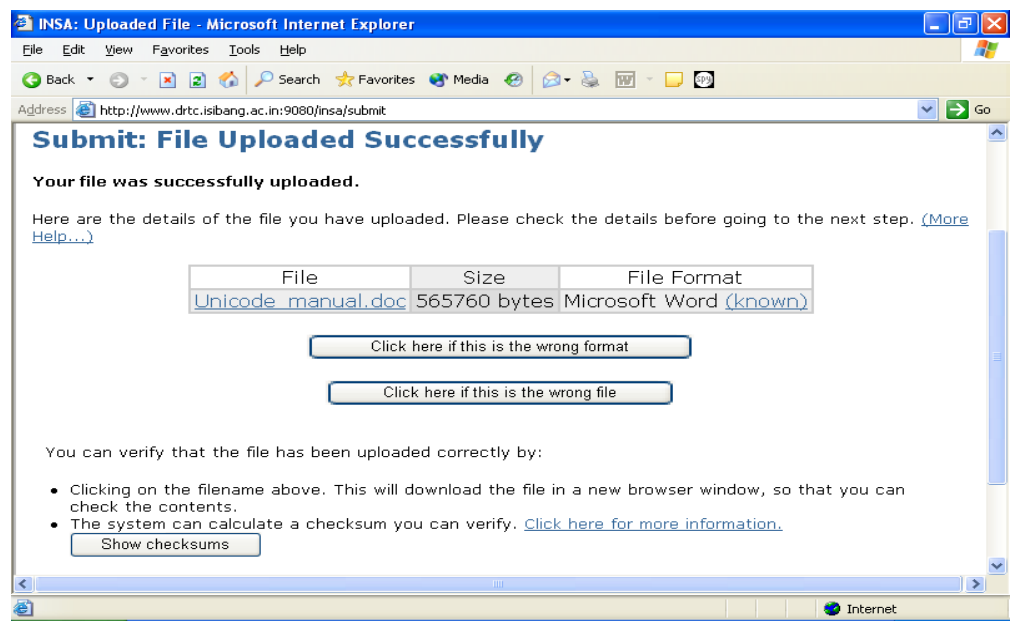


7. Upload the file by selecting ‘Browse’ button then select ‘Next’.



Uploading file physically moves a copy of the file from your machine to server. The process is same as attaching an attachment to your mail.

8. If the file is too big it is good to do checksum. Select ‘Show checksum’ to generate checksum by checksum program of DSpace.



You can select ‘Click here if this is the wrong format’ button if the format of file is wrong and select the right format. Simultaneously you can select ‘Click here if this is the wrong file’ to upload other file in case the uploaded file is wrong.

9. Performing Checksum:

DSpace generates an MD5 checksum for every file it stores. Checksum is used to verify the integrity of file over time (a file's checksum shouldn't change) as well as when it is uploaded.

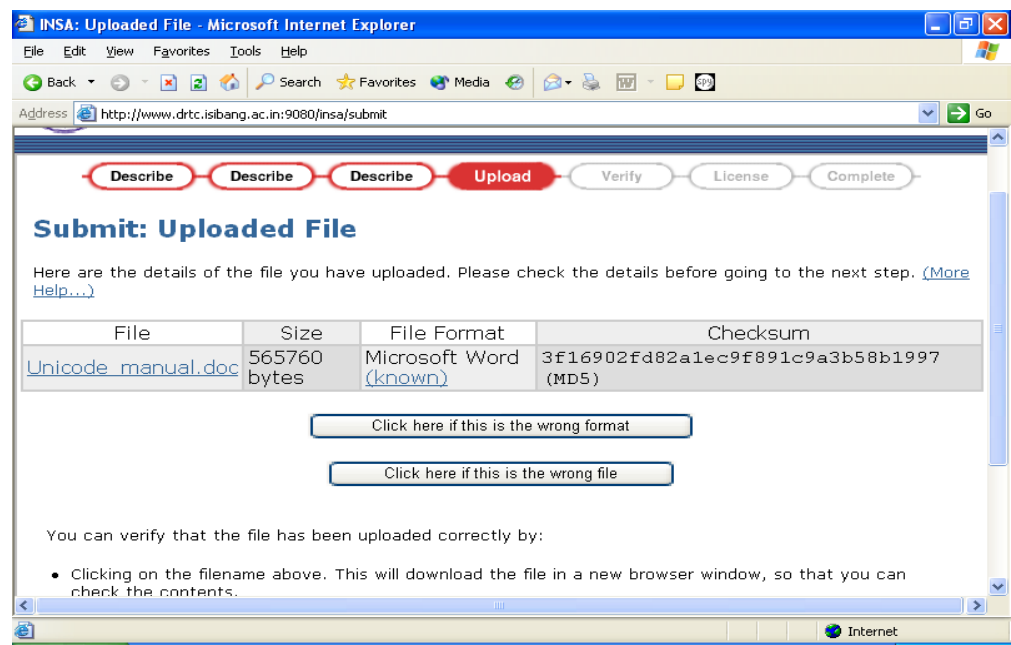
To do this, click on ‘Show checksums’. The DSpace-generates MD5 checksum for every file uploaded from you.

To crosscheck you need to have local program on your machine to generate checksum. The checksum of your file generated by local program should be same as it is shown by DSpace ‘Show checksums’.

In Windows one can use program like ‘md5summer’ or any other utility.

In linux run the following command:

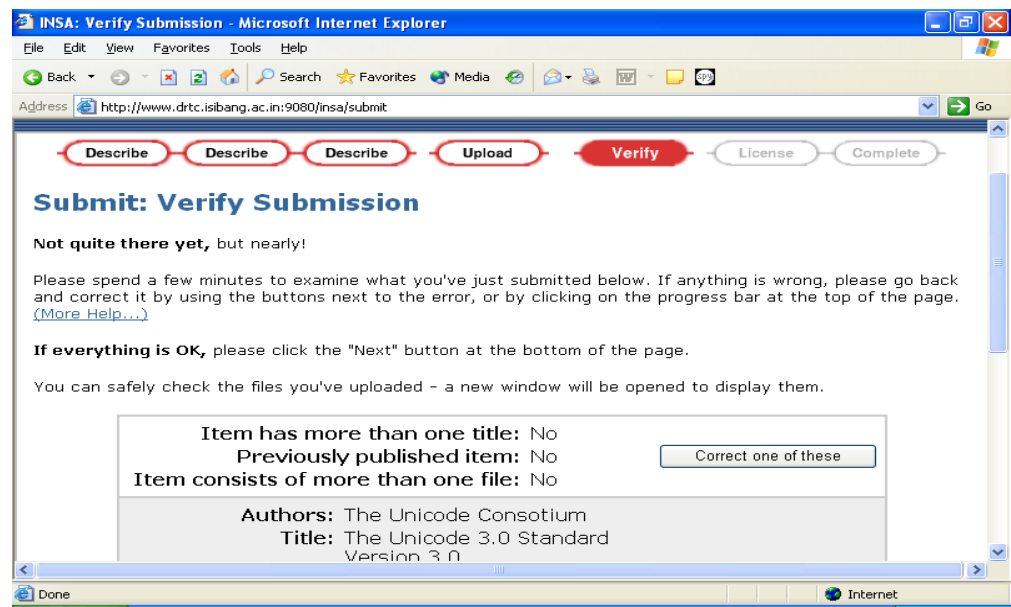
*md5sum* <FILENAME>  
It generates the checksum.

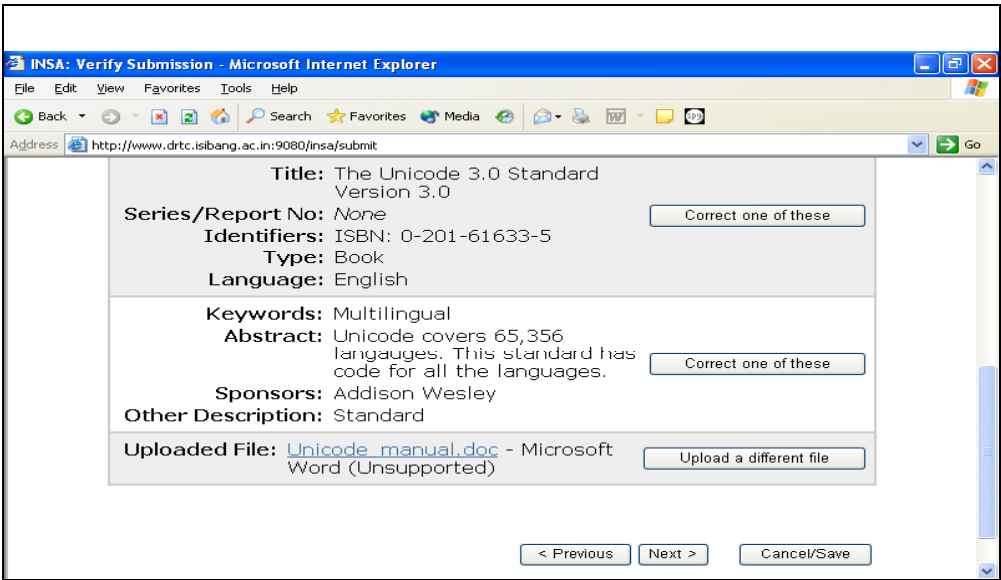


DSpace further gives a chance to verify the data uploaded. If required, data or submission file can be changed.

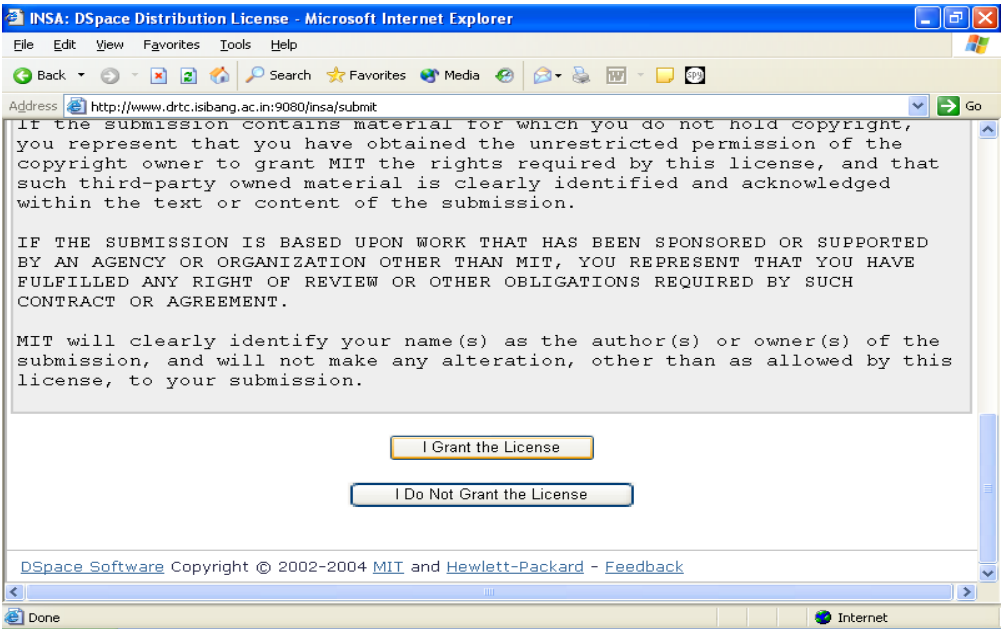
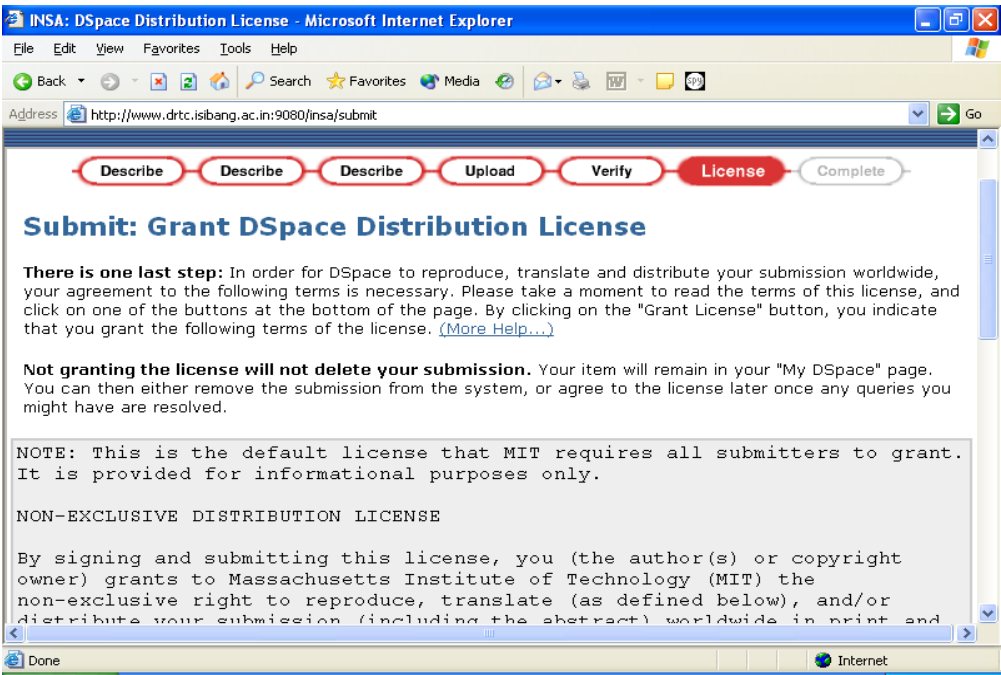
Once everything is done click on ‘Next’.

10. Verify the data, if anything is wrong click on ‘Correct one of these’ button in front of the section.

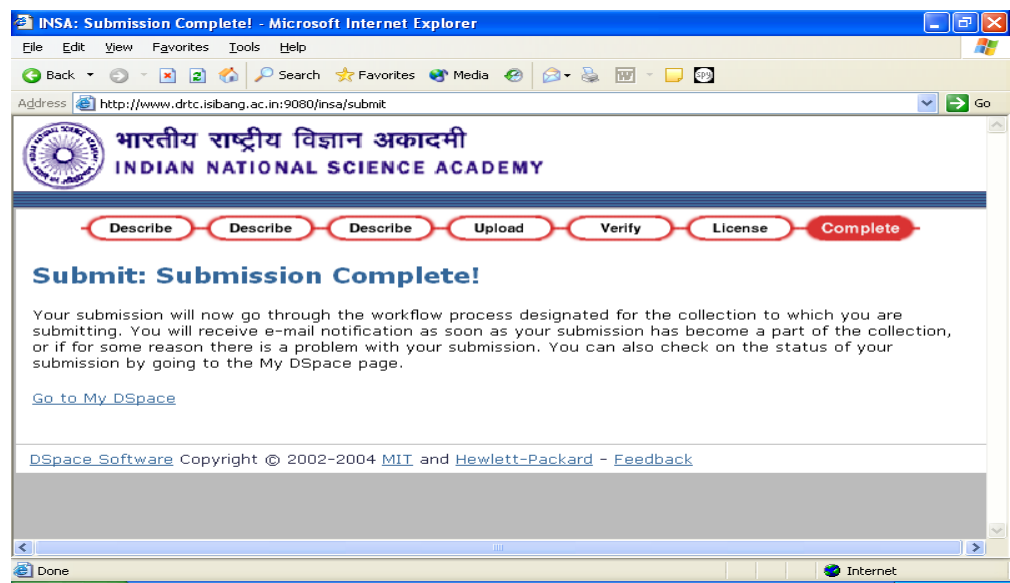




11. Sign on the license by clicking on ‘Grant License’.

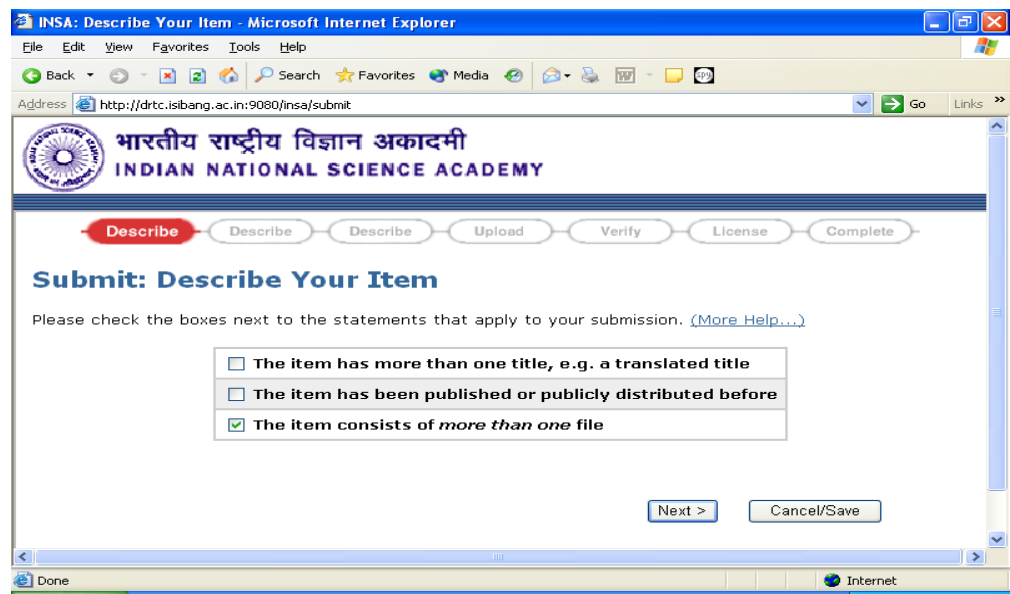


12. This completes the submission of your document.



**B. Uploading item with multiple files:**

1. Login to DSpace through 'My DSpace'.
2. Select the 'Start a new Submission'.
3. Select item consists of more that one file.



The documents like thesis, books with different chapters in different files can be uploaded using this option. This option is also used when there is more than one hyperlinked HTML files are to be loaded. Submitter should define which file should be used as primary file or in other words index file at the time of display of item. Defining the primary file is known as bitstream definition.

DSpace takes care of hyperlinks at the time of display.

4. Fill the form describing your document. Once you are done move to the next step by clicking on 'Next'.

INSA: Describe Your Item - Microsoft Internet Explorer

Address: http://drtc.isibang.ac.in:9080/insa/submit#field

भारतीय राष्ट्रीय विज्ञान अकादमी  
INDIAN NATIONAL SCIENCE ACADEMY

Describe Describe Describe Upload Verify 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...](#))

Enter the names of the authors of this item below.  
Last name First name(s) + "Jr"  
e.g. **Smith** e.g. **Donald Jr**

Authors:

Enter the main title of the item.

Title:

Enter the series and number assigned to this item by your community.  
Series Name Report or Paper No.

Series/Report No.:

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

**Note:** Title is mandatory.

Repeatable fields can be added by clicking on 'Add More' button.

INSA: Describe Your Item - Microsoft Internet Explorer

Address: http://drtc.isibang.ac.in:9080/insa/submit#field

Enter appropriate subject keywords or phrases below.

Subject Keywords:

Enter the abstract of the item below.

Abstract:

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

Sponsors:

Enter any other description or comments in this box.

Description:

< Previous Next > Cancel/Save

5. Upload the file and fill up the file description. File description is a brief statement describing the file content.

INSA: Upload a File - Microsoft Internet Explorer

Address: http://drtc.isibang.ac.in:9080/insa/submit

Describe Describe Describe Upload Verify License Complete

### Submit: Upload a File

Please enter the name of one of the files 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:

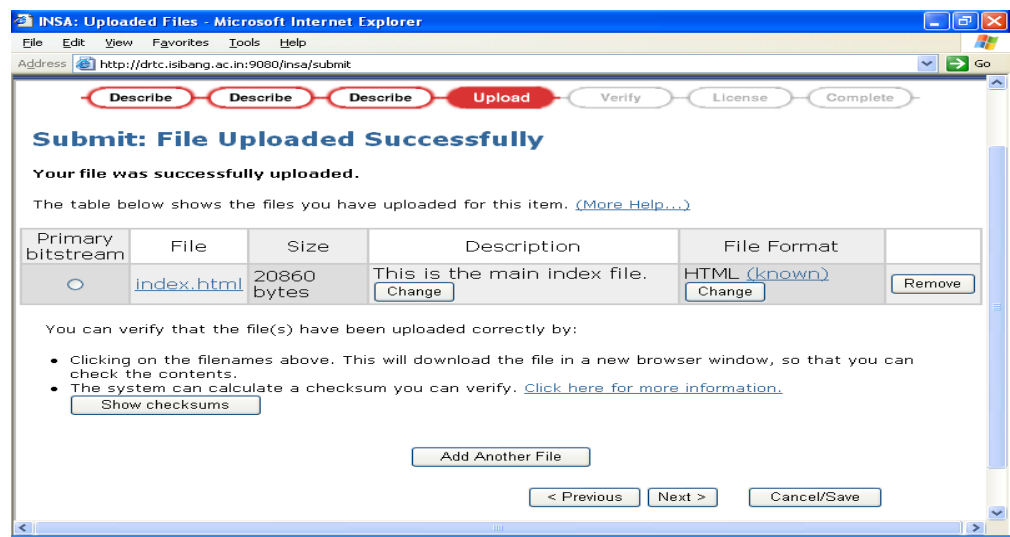
Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings."

File Description:

< Previous Next > Cancel/Save

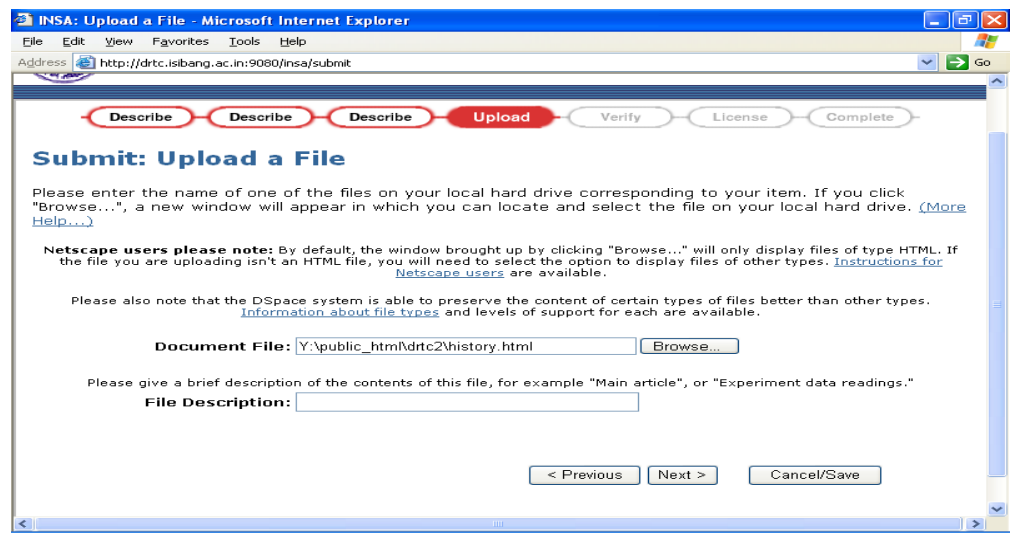
DSpace allows multiple file uploading. This kind of submission is required for different chapters of a book or multiple HTML files. One should define the primary bitstream which act as the main file when item is accessed. If bitstream is not define DSpace takes the first file as main file.

6. Select ‘Add Another File’ to upload another file.

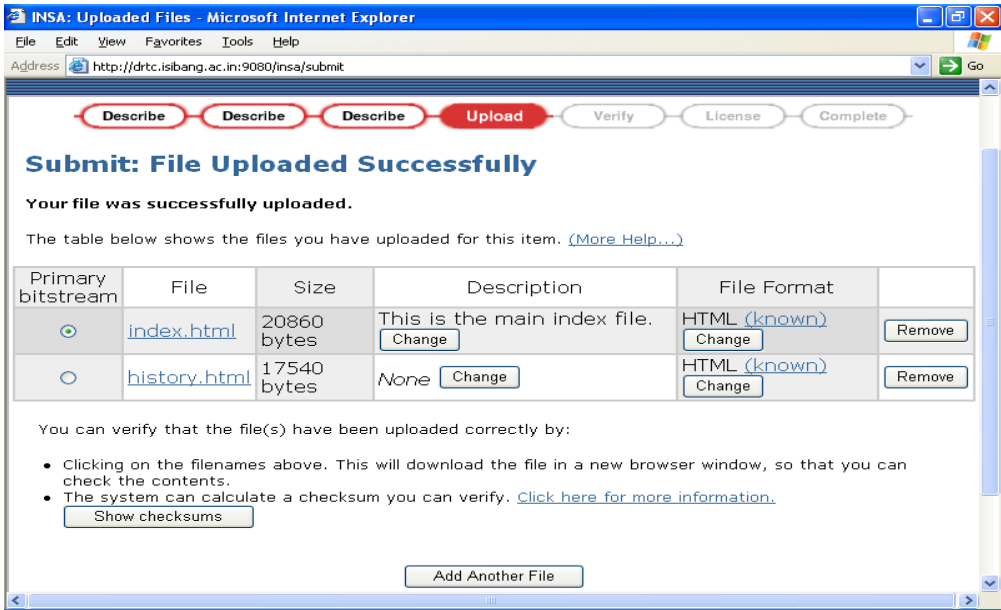


If required checksum can be performed to check the integrity of the file uploaded. This screen allows you to change the description of the file and file format. It also allows you to remove the file from the item.

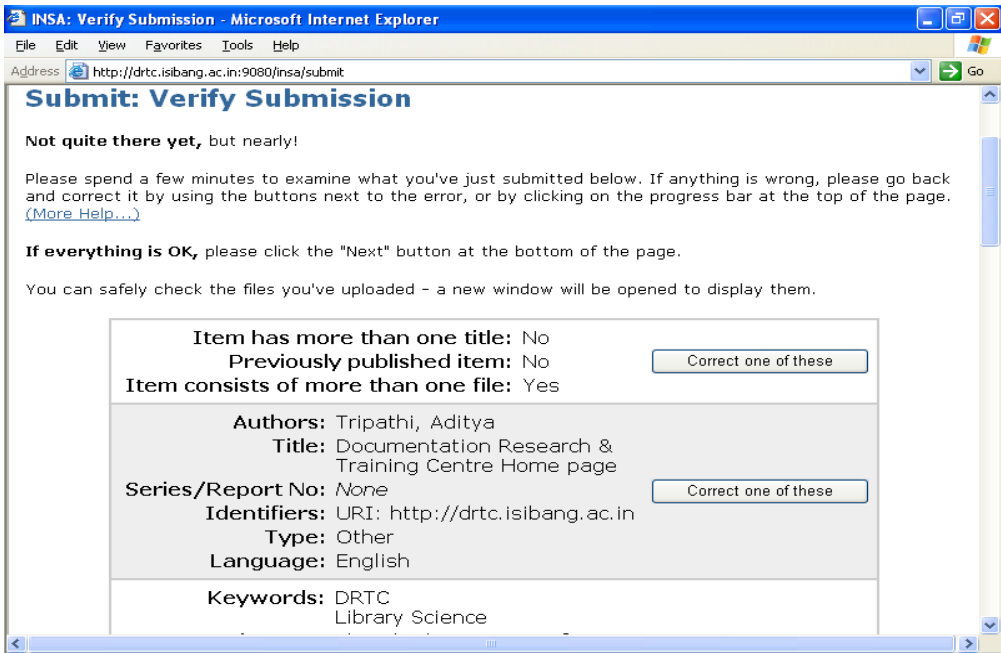
7. Upload another file and enter the description for the file. Click on ‘Next’ to move to next step.



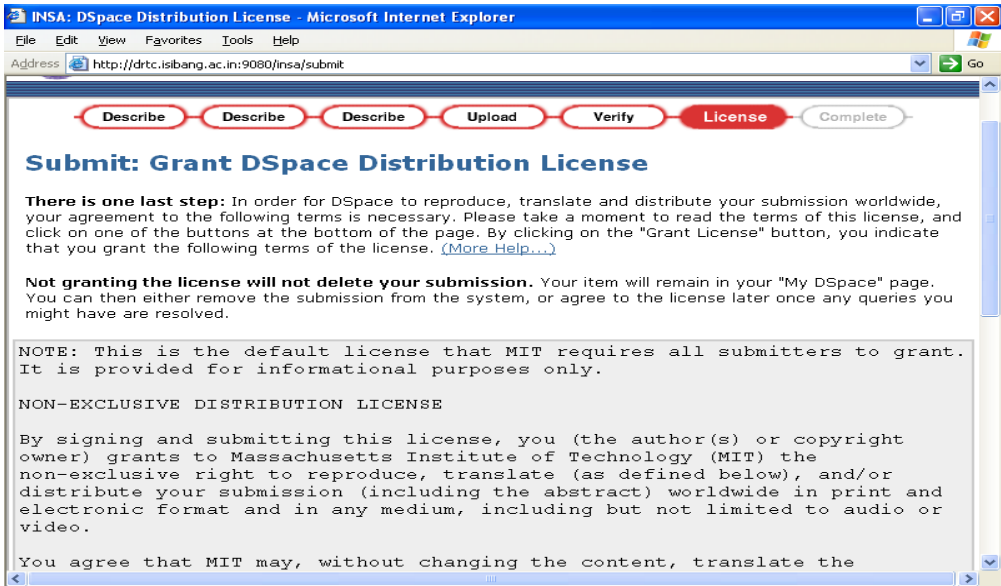
8. Once all the files are uploaded select the primary bitstream file.



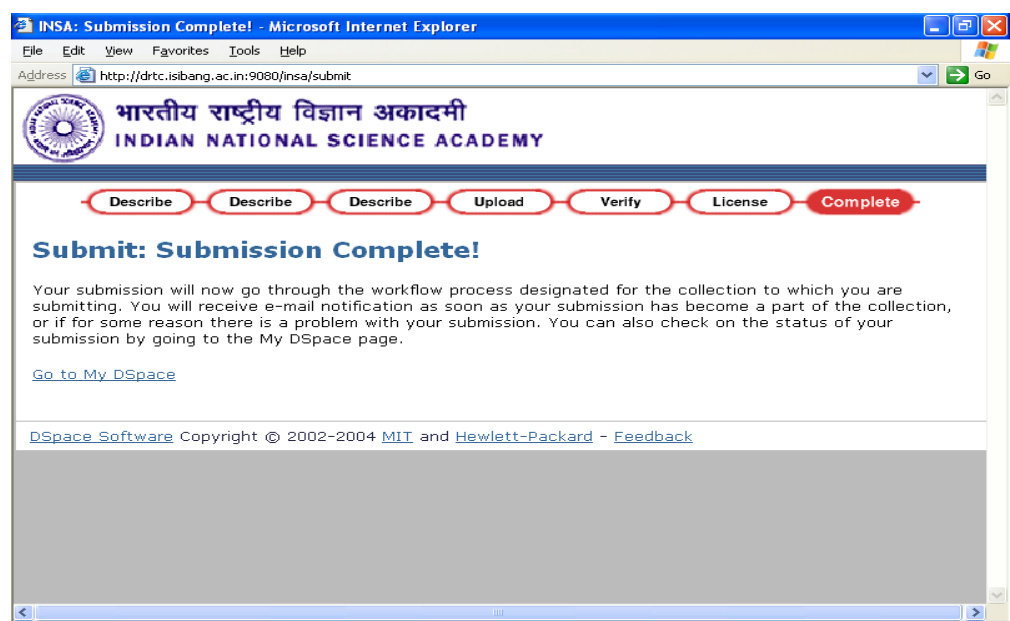
9. Verify data and file submitted to the collection and if required change the data. Once verification is done click on ‘Next’ button.



10. Sign on the license.

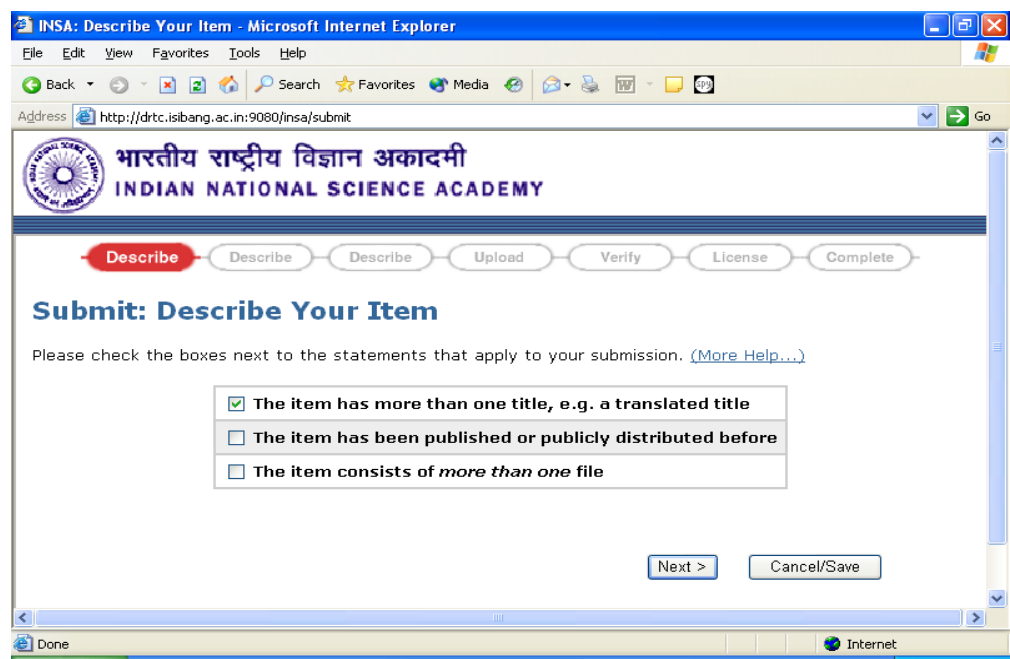


11. Submission of multiple files is complete.



C. Item more than one title:

1. Check the box in front of ‘The item has more than one title, e.g. a translated title’. Click on the ‘Next’ button.



2. Fill up the data. Title is mandatory field. The field ‘Other title’ is repeatable so many different titles can be added by selecting ‘Add More’ button.

3. Fill up the next page of form and select ‘Next’ to upload the file as shown below.

INSA: Describe Your Item - Microsoft Internet Explorer

Address: <http://drtc.isibang.ac.in:9080/insa/submit/#field>

Describe Describe Describe Upload Verify 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...](#))

Enter the names of the authors of this item below.  
Last name First name(s) + "Jr"  
e.g. **Smith** e.g. **Donald Jr**

Authors:

Title:

Other titles:

**D. The item has been published or publicly distributed before:**

1. Login to My DSpace.
2. Start a new submission.
3. Select the box in front of 'The item has been published or publicly distributed before'.

INSA: Describe Your Item - Microsoft Internet Explorer

Address: <http://drtc.isibang.ac.in:9080/insa/submit>

Describe Describe Describe Upload Verify 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

This kind of submission is used when an item is already published in some journal, conference proceeding or anywhere else.

Metadata 'Date of Submission', 'Citation' and 'Publisher' is added in the data entry form. 'Year' in field 'Date of Submission' is mandatory.

4. Enter the metadata. Title and subfield Year is mandatory.

The screenshot shows a web browser window titled "INSA: Describe Your Item - Microsoft Internet Explorer". The address bar shows "http://drtc.isibang.ac.in:9080/insa/submit.#field". The form contains the following fields and values:

- Authors:** Two input fields containing "Tripathi" and "Aditya". Buttons: "Remove This Author", "Add More".
- Title:** Input field containing "3 library services through Community Information Network".
- Date of Issue:** "Month:" dropdown set to "July", "Day:" empty, "Year:" input field containing "2001".
- Publisher:** Input field containing "DESIDOC".
- Citation:** Input field containing "arching. DESIDOC Bulletin, 21 (4 & 5) July – Sept. 2001.".
- Series/Report No.:** Two input fields, both empty. Buttons: "Add More".

Citation can be given in any standard format preferred by you.

‘Date of Issue’ is validated by validating year and day. Year is entered in yyyy format. If yy or any non-numeric characters used for year DSpace prompts for correct format. Day is recorded in dd format. If year is in correct format DSpace and Day is given in wrong format DSpace leaves Day blank and doesn’t prompt for correct date format.