Institutional Repository of RIE Bhopal

This Intuitional Repository has been created to collect, preserve and distribute the staff, faculty, research scholar and students output of Regional Institute of Education Bhopal. This will work as an important tool to facilities scholarly communication and preserve the Intuitional knowledge (like Dissertations, ERIC Report, Faculty Publications, Institute Publications, PAC Programs and Thesis). The Learning Resource Canter (Library) proud to be host the Intuitional Repository and work for the dissemination and preservation of knowledge of Regional Institute of Education Bhopal

Regional Institute of Education, Shyamla Hills, Bhopal
Madhya Pradesh, India PIN Code - 462013

Dspace Institutional Repository (RIE Bhopal)

PAC – 16.16 (2019-20)

Abstract:

Most of the universities and institutes are going to digitalize their own collections so they can improve the accessibility and availabilities of documents to the community. To increase the awareness of their organization's collection based on that easily available information; organization can improve their further documentation of their collection. So the regional institute of education has been initiated on that direction and digitalize their own collection (like Dissertations, ERIC Report, Faculty Publications, Institute Publications, PAC Programs and Thesis etc) by using the software Dspace (digital space) i.e. open source to maintain and manage the data.

Introduction:

This Intuitional Repository has been created to collect, preserve and distribute the staff, faculty, research scholar and students output of Regional Institute of Education Bhopal. This will work as an important tool to facilities scholarly communication and preserve the Intuitional knowledge (like Dissertations, ERIC Report, Faculty Publications, Institute Publications, PAC Programs and Thesis). The Learning Resource Canter (Library) proud to be host the Intuitional Repository and work for the dissemination and preservation of knowledge of Regional Institute of Education Bhopal**.**

Need of Institutional Repository:

The structure of an Institutional Repository for any organization is required to present status of digital world because of significant changes as given below:

- Changes in technology
- Little bit increment in the overall collection of research
- Requirement to have archival and access to not-published collection bearing objects
- Increment of demand to easy availability of knowledge
- Access from anywhere at any time
- To overcome unnecessary maintenance of collection
- Increase uncertainty over who will handle the preservation archiving of digital scholarly research materials.

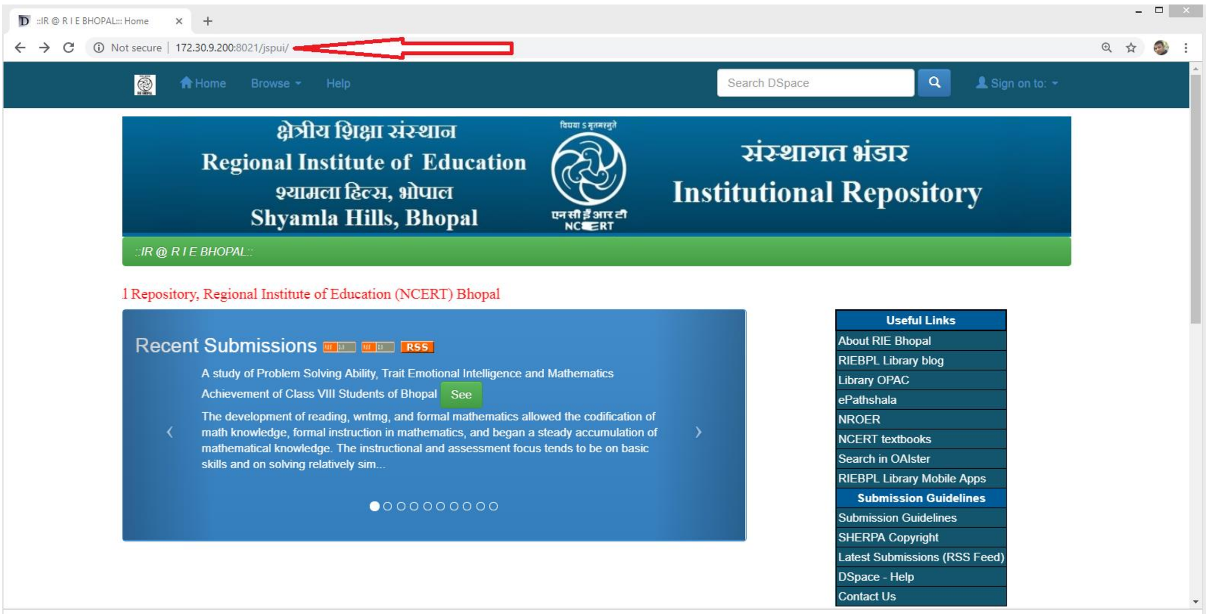
Software for IR:

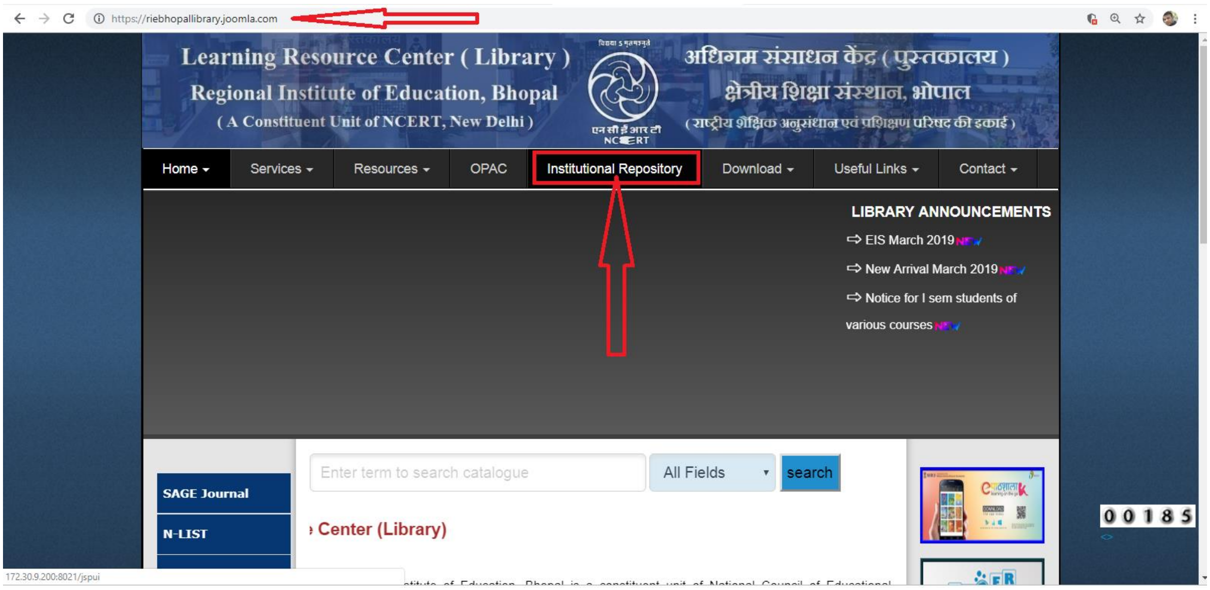
There are various types of Digital Library softwares are available e.g:

1. DSpace (Digital Space),
2. GSDL (Green Stone Digital Library)
3. eprint Archive
4. Fedora: An Open Source Digital Repository Management (Fedora Itore)
5. Ages Digital Libraries Software (My Ages)
6. AGES Software
7. CDSware: The CERN Document Server Software
8. Dienst
9. FirstSearch
10. Ganesha Digital Library version 3.1 (GDL)
11. Libronix Digital Library System
12. Roads
13. ETD-db (Electronic Theses and Dissertations database)
14. LOCKSS (Lots of Copies Keep Stuff Safe)
15. CLOCKSS As GSDL installation is very easy and stores all types of data like Ph.D theses, faculty publications, lecture notes, student's dissertations, learning objects, PG level & NET/ SET question papers, links to open knowledge objects, project reports, gray literature, unpublished theses, necessary photographs etc. successfully and enables the upload from every terminal with fantastic user interface so we select GSDL for digitization project.

Visit to Institutional Repository, RIE Bhopal

There are the Institutional Repository proposed by Regional Institute of Education Bhopal, anyone can visit directly by using http://172.30.9.200:8021/jspui/ or you can go via our collage web site https://riebhopallibrary.joomla.com/ then click on Institutional Repository, as shown in the following figures.

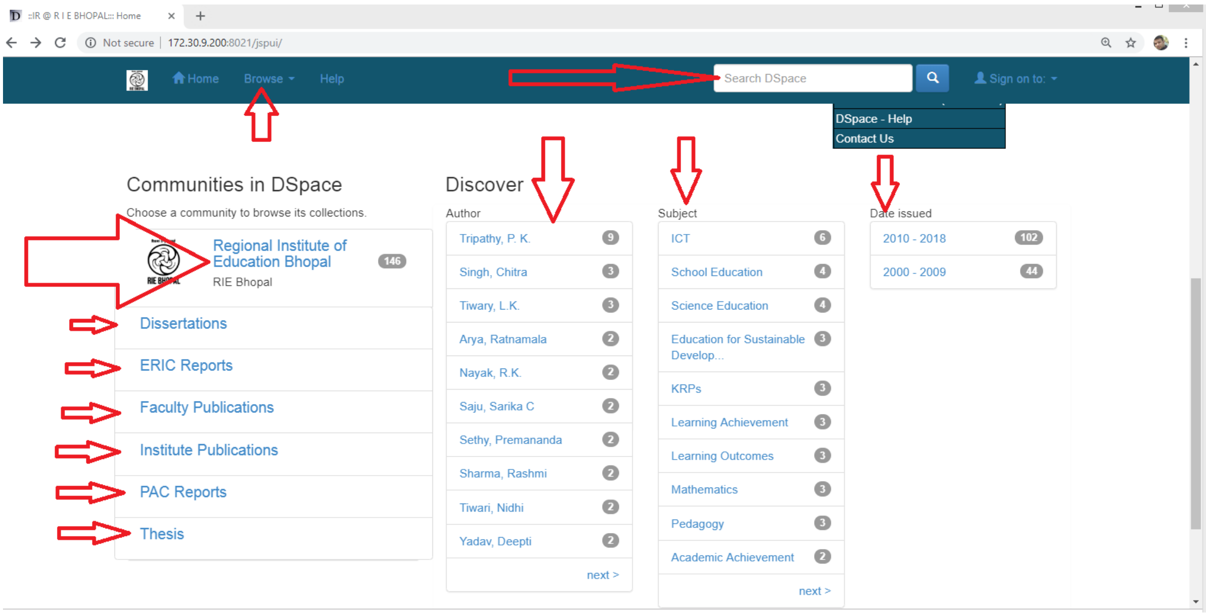




Note: it is accessible within a collage campus via using collage Wi-Fi or LAN network only.

Cataloguing in IR:

There are the different types and category bias cataloguing are available here like on the basis of communities (Dissertations, ERIC Report, Faculty Publications, Institute Publications, PAC Programs and Thesis), on the basis of author, on the basis of subject, year bias and there is a separate option are given for typing like the keyword, title, subject, author and so on to search the desire output as shown in the figure



Tool & Techniques:

With the help of the required hardware and software to build the Institutional repository platform, the name of used; required different tool and techniques are given below.

Required Hardware and software:

There are the following hardware and software used to develop the Repository.

Hardware Detail:

- HP ProLiant ML30 Gen9 Server
- Four HDD, each 1TB
- HP ScanJet Pro 2500 f1 Scanner

Software Detail:

- Ubuntu 18.04 LTS
- Dspace 5.5
- Tomcat 8
- Postgre sql
- RAID configuration of HDDs
- Adove Acrobat pro_2017 to edit and enhance the quality of scanned docs

Server is designed with the help of above detail, in that the server has RAID 5 configuration. RAID stands for Redundant Array of Independent Disks so that the server is more secure and reliable.

Community and Collections of Institutional repository of RIE, Bhopal

There are some different categories of document; we are going to documenting in the repository as shown in the following table:

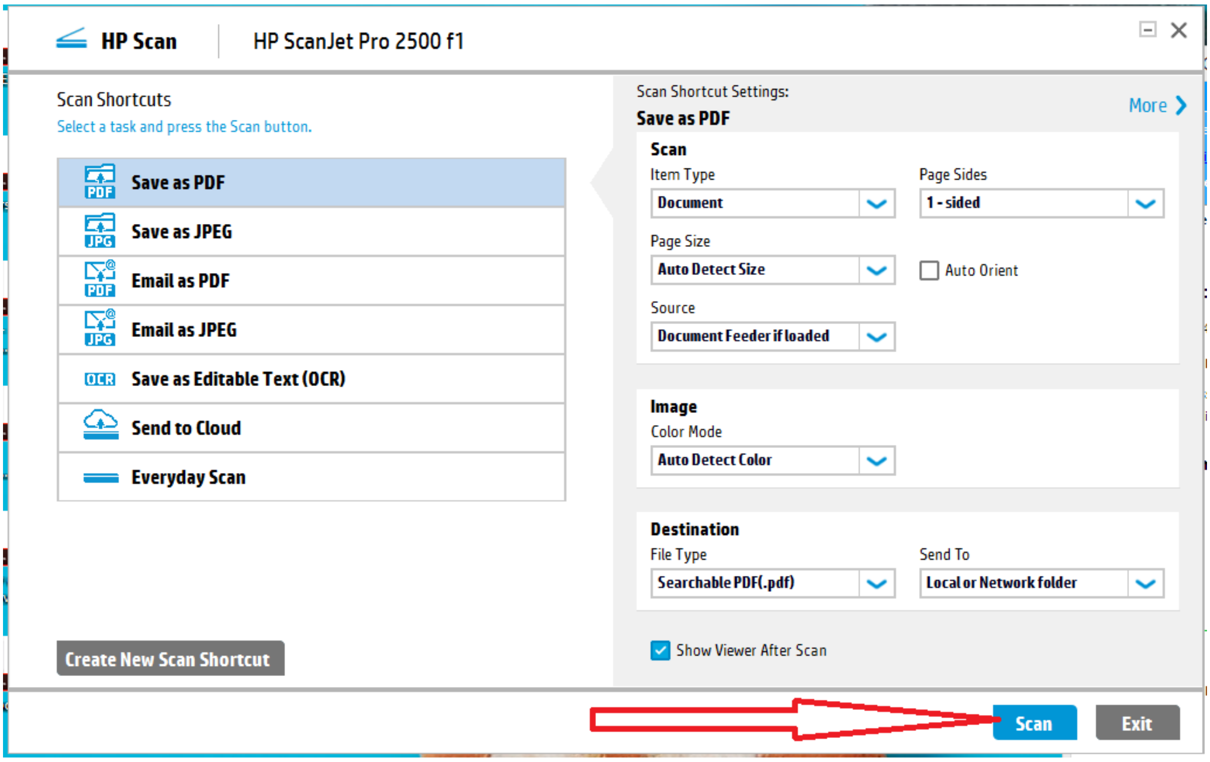
Community	Collection
Articles	Conference Papers Journal Articles Newspaper Articles
RIB Publications	Journals Books Conference proceedings
PAC Resources	PAC Report
Research Report	M. Ed. Dissertations ERIC Report Guidance Counselling Project Reports
Other Resources	DPEP Project Reports Population Education Training/ Workshop

Method to prepare the document:

The following steps we are using to prepare the documents

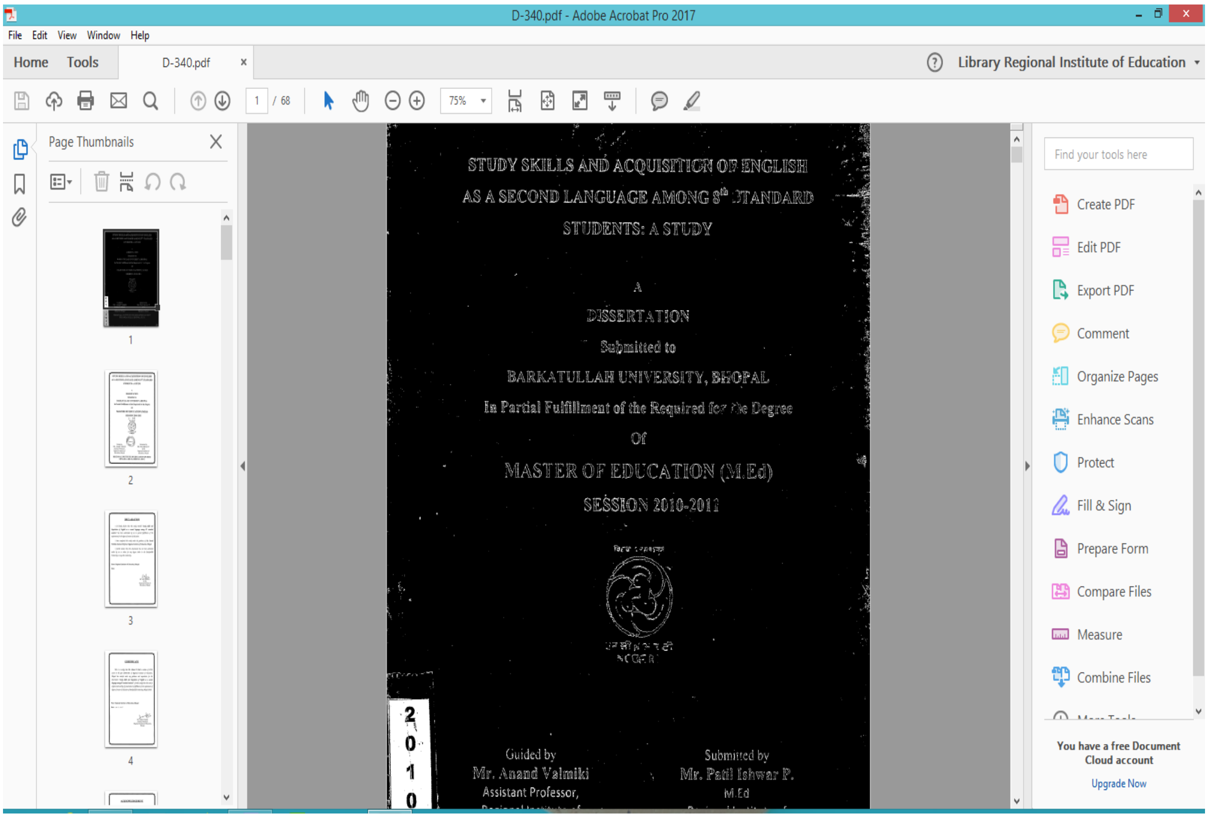
1. Scan the document and save it.

   First we are going to unbind the hard copy of the document and clean the pages then keep these pages in the ADF (automatic document feeder) box of the Scanner after that click on scan as shown in the figure, after the completion of the scanning save the document. Before start the scanning we can select the options like format of the document (like save as pdf, save as jpeg etc), page sides, page size, item type, image color mode, destination file type, send to and more.



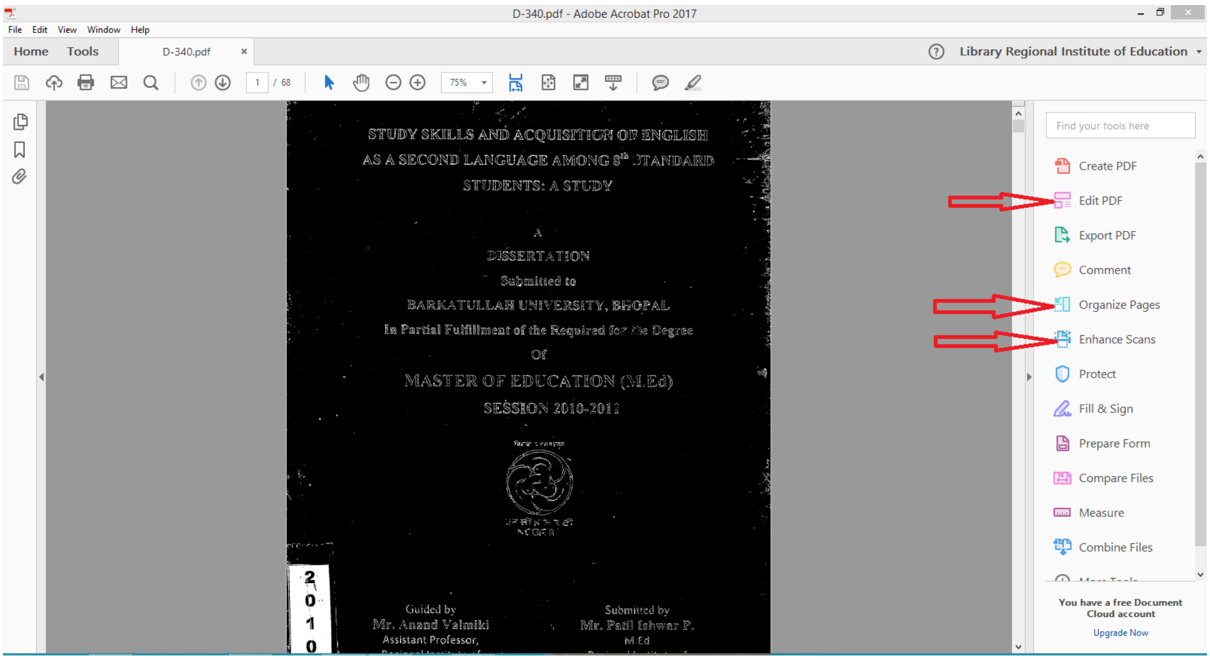
2. Then the file, open with adobe acrobat pro i.e. pdf editor software.

   There are a lot of facilities given in that software so out of them we are going to describe some facilities to prepare the document as given below

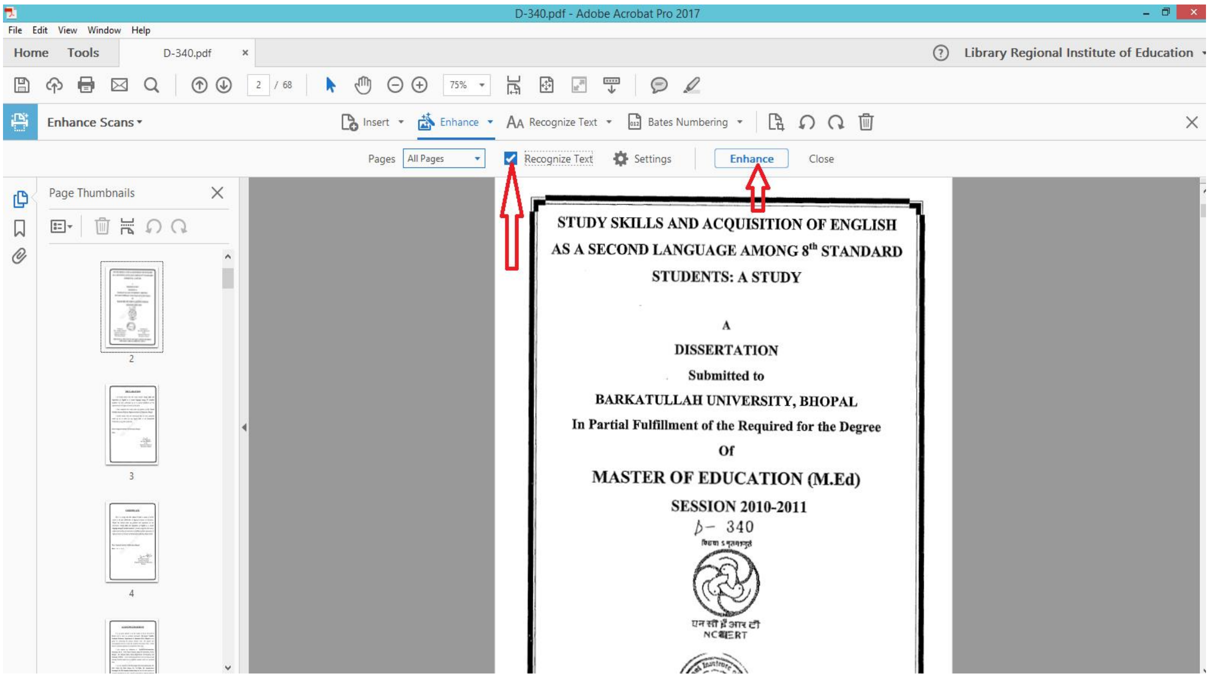


3. Now starts to edit the file like to do:
    1. OCR (optical character reader)
    2. Edit pdf
    3. Organize pages

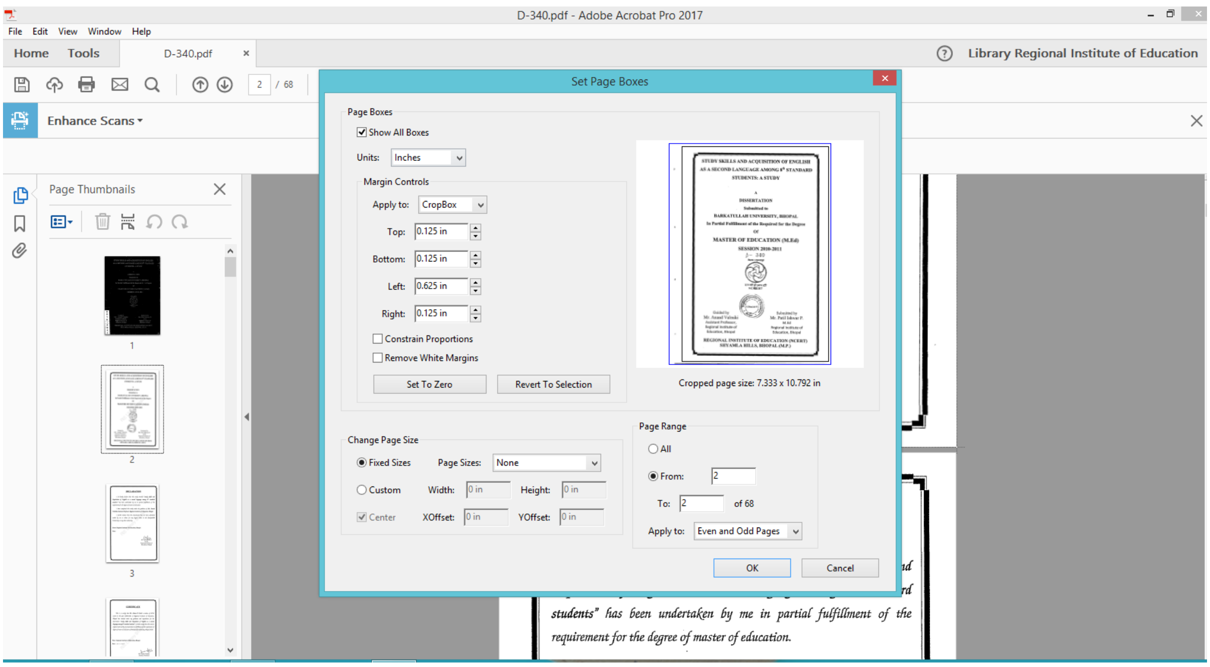
       Above three activities can be achieved by using the options one-by-one as shown in the figure blow.



4. Recognize text
   This feature is used to organize the text in the proper manner and in the proper line, see the figure to use

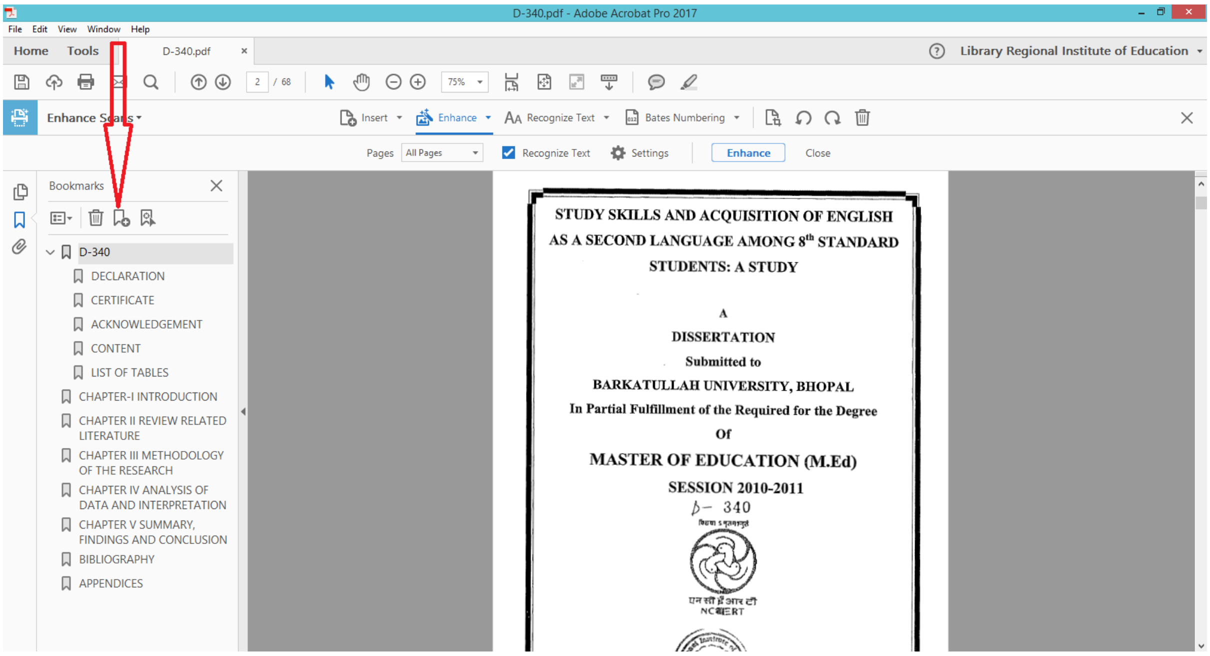


5. Crop the edges of the pages
   To make the document more clear and clean, with the help of crop option can do it. This can be set as see in the following figure.

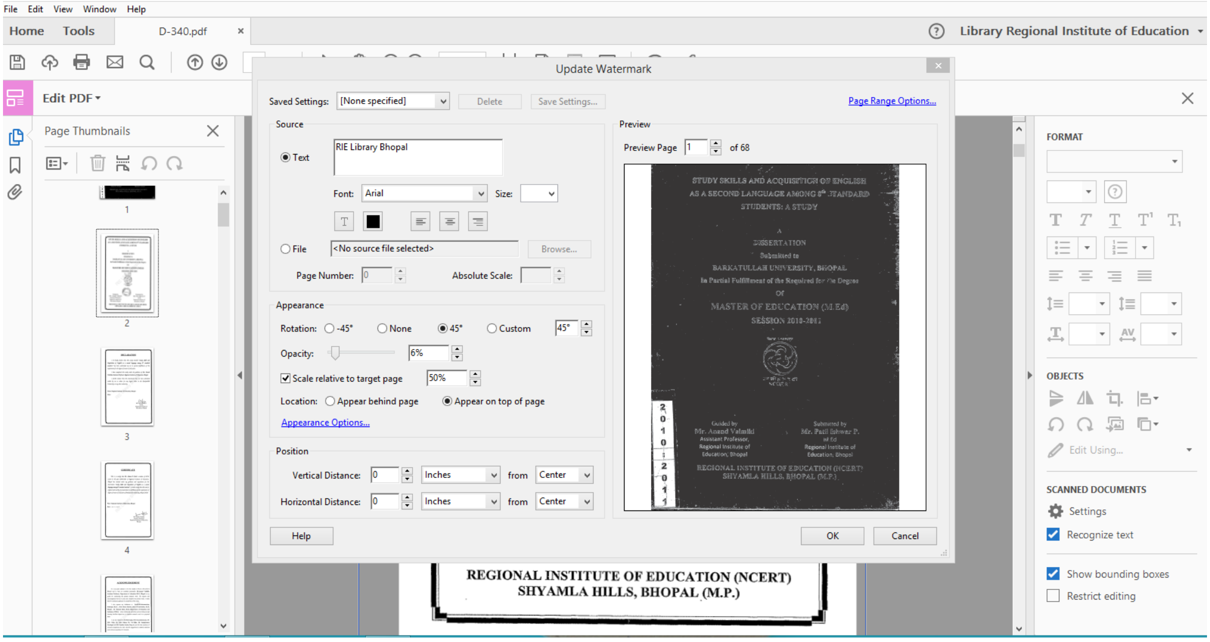


6. Create the Index:

To create the index of a pdf document, open a particular page set the view size of the page then click the "+" button of the bookmarks field and write the title of bookmark as shown in the figure.



7. Add the watermark:
   Every page of the document has the watermark i.e. visible only on the print out of the hard copy.



8. Save it.

4. File prepared to upload
   Now the document is prepared with following the above steps, having all the facilities like pdf in the searchable format (OCR enabled), having index, having watermark etc.

Administration Guide of Institutional Repository

Contents

- General Information
- Creating a Top-level Community
- Creating a Sub-community
- Editing a Community
- Creating a Collection
- Editing a Collection
- E-people
- Groups
- Items
- Supervision Orders
- Dublin Core Registry
- Bitstream Format Registry
- Workflow
- Authorization
- Edit News
- Edit Default License

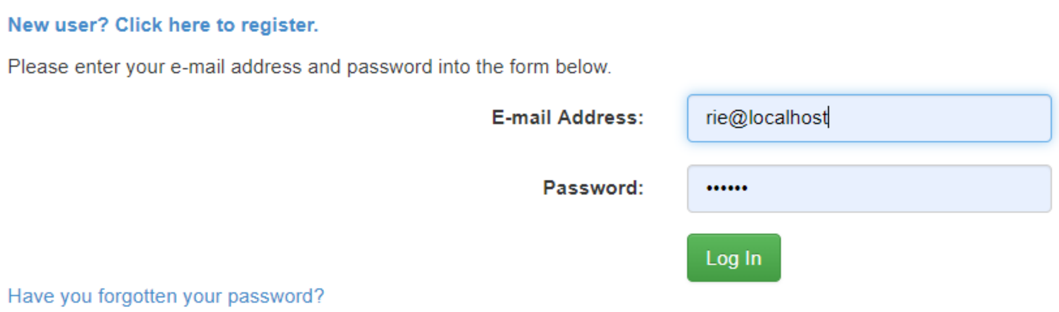
General Information

As of DSpace 1.2, many administration tools can now be accessed via the regular DSpace UI. However, they only appear if you are logged in as an administrator. The easiest way to do this is to go to your 'My DSpace' page.

Some tasks must be performed entrally using the administration user interface, part of the Web UI. To access the administration UI, enter the base URL of your DSpace followed by /dspace-admin, for example:

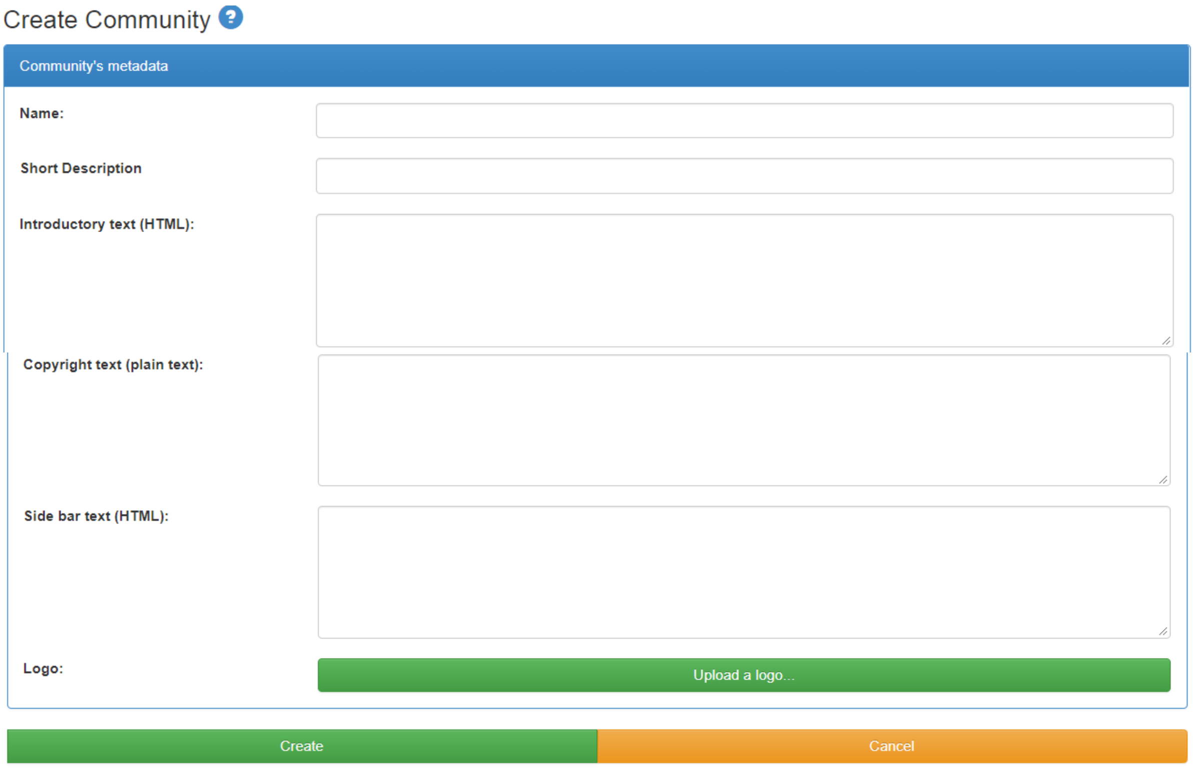
https://dspace.myu.edu/dspace-admin

You will need to authenticate as an administrator to be able to access the page. Then, click on the relevant tool on the left-hand navigation bar.



Creating a Top-level Community

To add a top-level community, go to the community/collection listing page while logged in as an administrator. On the right there will be an option to *Create Top-Level Community...*. Clicking on this will create the new top level community and take you to the 'Edit Community' page.

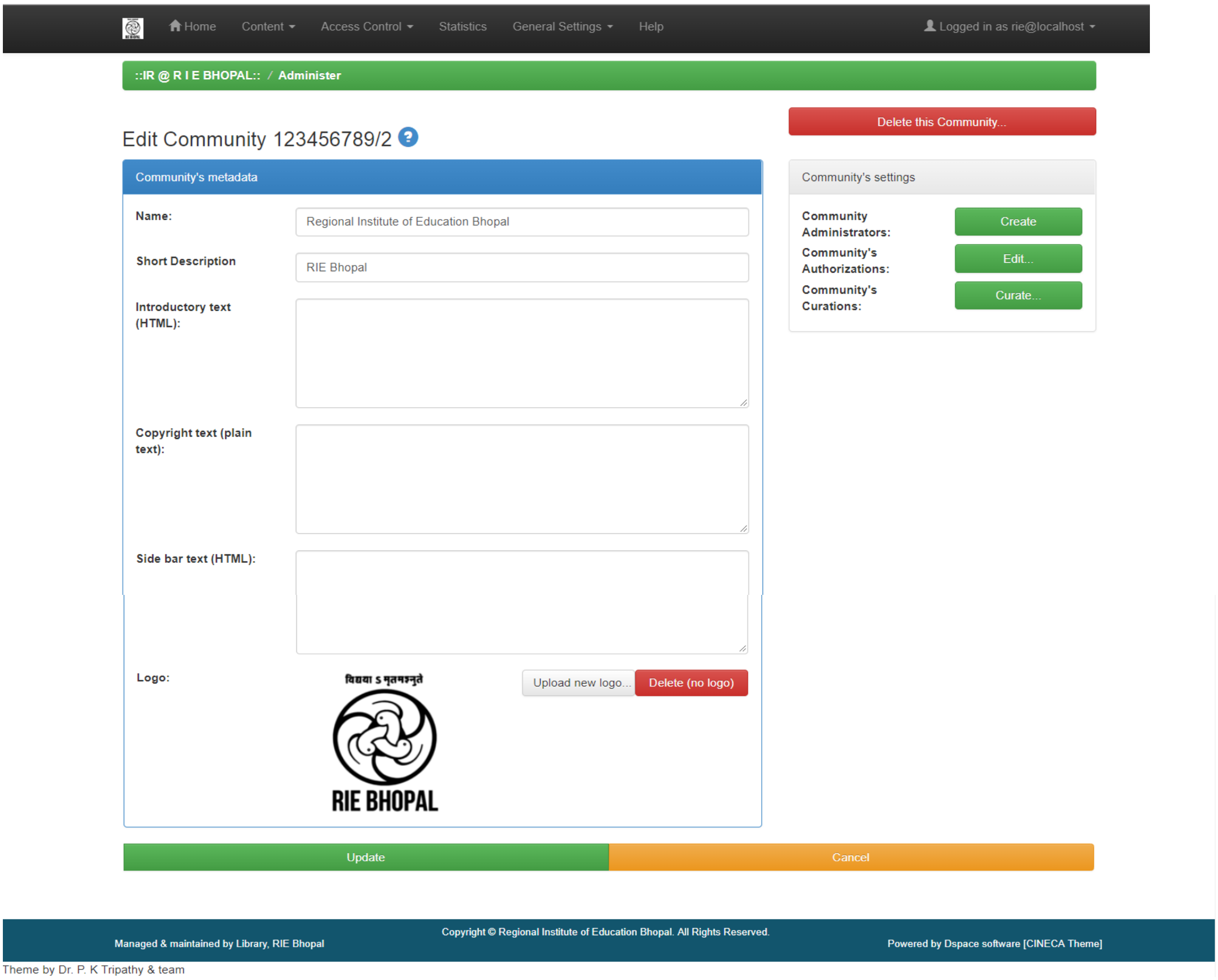


Creating a Sub-community

To create a sub-community, go to the community home page of the community that is to be the parent of the new sub-community. Then, click on the 'Create sub-community' in the 'Admin Tools' box at the top right-hand corner of the page. This will create the new community and take you to the 'Edit Community' page for that community.

Editing a Community

- Fill out the form as needed. 'Name', 'short description' and 'Introductory text' are required; the rest of the fields are optional.
- The 'short description' appears on the community list page below the community name, and should be one or two sentences of plain text describing the community.
- The 'introductory text,' 'side bar' and 'copyright text' fields are displayed on the community's home page. 'Introductory text' and 'side bar text' are both HTML fields, which means you should place text in <P> </P>
- To add a logo to be displayed on the community's home page, click on the **Upload Logo** button. On the next screen either type in a path to the logo file or browse to the logo file, then click on the **Upload** button. Note, if you're creating a community, it's best to fill out the rest of the form, click 'Update' and then come back to do this. Note that in general, relatively small logo sizes look best due to the design of the collection home page.
- When all information for the Community Page is entered, click on the **Create** button.



Creating a Collection

Creating a collection is done with a 'wizard' style tool that should be familiar to most people who've used modern operating systems user interfaces. It's rather similar to the submission interface in DSpace.

Note: You cannot add new e-people records with this wizard. All the e-person records must be loaded into the system first. However, you will be able to add more e-people and/or groups to each group associated with the collection later if required.

To create a collection, ensure you're logged in, go to the community home page for the community in which the collection is to appear, and click 'Create Collection' on the top-right hand corner of the page. This will start the wizard.

Describe the Collection (Checkboxes)

The first page of the wizard will ask you some questions about the new collection. Check those that apply and click on the 'Next >' button. Note that after you've completed the wizard, you will be able to edit the collection later, so decisions you make here are not permanent.

However, also note that this wizard is a little less polished than the submission UI, which basically means there are no 'back' buttons, so if you want to change something you entered on one page after clicking 'next', you need to finish the wizard and then go back and edit the collection.

When you have completed the wizard, you're dropped into the Edit Collection screen. This allows you to review what you've entered and make any necessary tweaks.

Note 1: If the **New items should be publicly readable** option is checked, it means that new items arriving via the submission UI or batch importer will, by default, will get anonymous READ permissions for both the item and all the bitstreams). You can change this later so that e.g. items get anonymous READ permissions but bitstreams do not. Items that are 'mapped' or included from other collections will not have their authorizations changed.

Note 2: **New items should be publicly readable** is just a default; an item's permissions may later changed.

Note 3: If **New items should be publicly readable** is *not*checked, you will be asked later in the wizard who is allowed to read new items. Again, this is just a default, and can be changed later.

Describe the Collection (Information)

The next page allows you to fill in some basic information about the collection.
The **Name**, **Short Description** and **Introductory Text** fields are mandatory, the others are not. (Note that the wizard is not strict, however, and will not enforce this.)

Copyright Text is simply text that will appear at the bottom of the collection's home page.

License is the *deposit license* (the license that submitters must grant when they submit an item) for this collection. This overrides the site default (which is stored in *[dspace]*/config/default.license and must be edited by a systems adminstrator). If you leave this field blank, the site default license is used.

Provenance is a free-text field you can put any provenance information in you feel like. It is not visible to end-users.

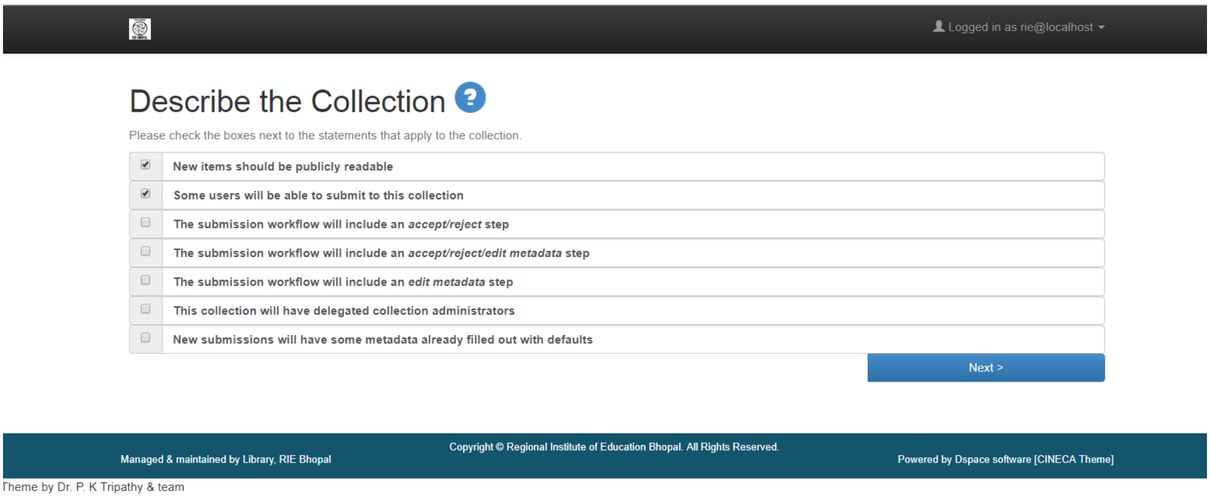
Collection Authorization

Depending on the boxes you checked on the first page of the wizard, you will go through a number of screens asking you which e-people and/or groups can or should perform which actions, for example who can submit, and who should perform the *accept/reject* submission workflow step. These pages work exactly the same as the group editor. Click 'Next >' when you have selected all the e-people and/or groups to appear in the relevant permissions group.

Note: You cannot add new e-people records with this wizard. All the e-person records must be loaded into the system first. You can add more e-people and/or groups to each group later if required.

Enter Default Item Metadata

On this screen you can specify some Dublin Core values that new submissions will have pre-filled out. Some of the values you can set here do not appear in the submission UI, so end-users may not have the chance to edit them. This can be a good or a bad thing! (FIXME?) Also note that these Dublin Core values will be added to items imported via the batch importer.



Editing a Collection

The Edit Collection page allows you to change collection metadata (such as name and introductory text), configure authorization and workflow, or delete the collection entirely.

The 'Delete' button (located at the top of the page) will remove the collection (including all its items) from the repository.

The **Name**, **Short Description** and **Introductory Text** fields are mandatory, the others are not. Note that this is not enforced, but is highly recommended.

Copyright Text is simply text that will appear at the bottom of the collection's home page.

License is the *deposit license* (the license that submitters must grant when they submit an item) for this collection. This overrides the site default (which is stored in *[dspace]*/config/default.license and must be edited by a systems adminstrator). If you leave this field blank, the site default license is used. There are some substitution variables that can be used to create personalized licenses:

- **1** will be translated in the "submitter first name"
- **2** will be translated in the "submitter last name"
- **3** will be translated in the "submitter email"
- **4** will be translated in the current date
- **5** will be translated in the collection info
- **6** will be translated in the item info
- **7** will be translated in the eperson info

If you need to embed in the license text the % symbol you need to escape it with a second %, i.e. you need to write %%. It is recommended to use a dummy submission to check the license change: **check the resulting license in the Accept/reject Licence step.**

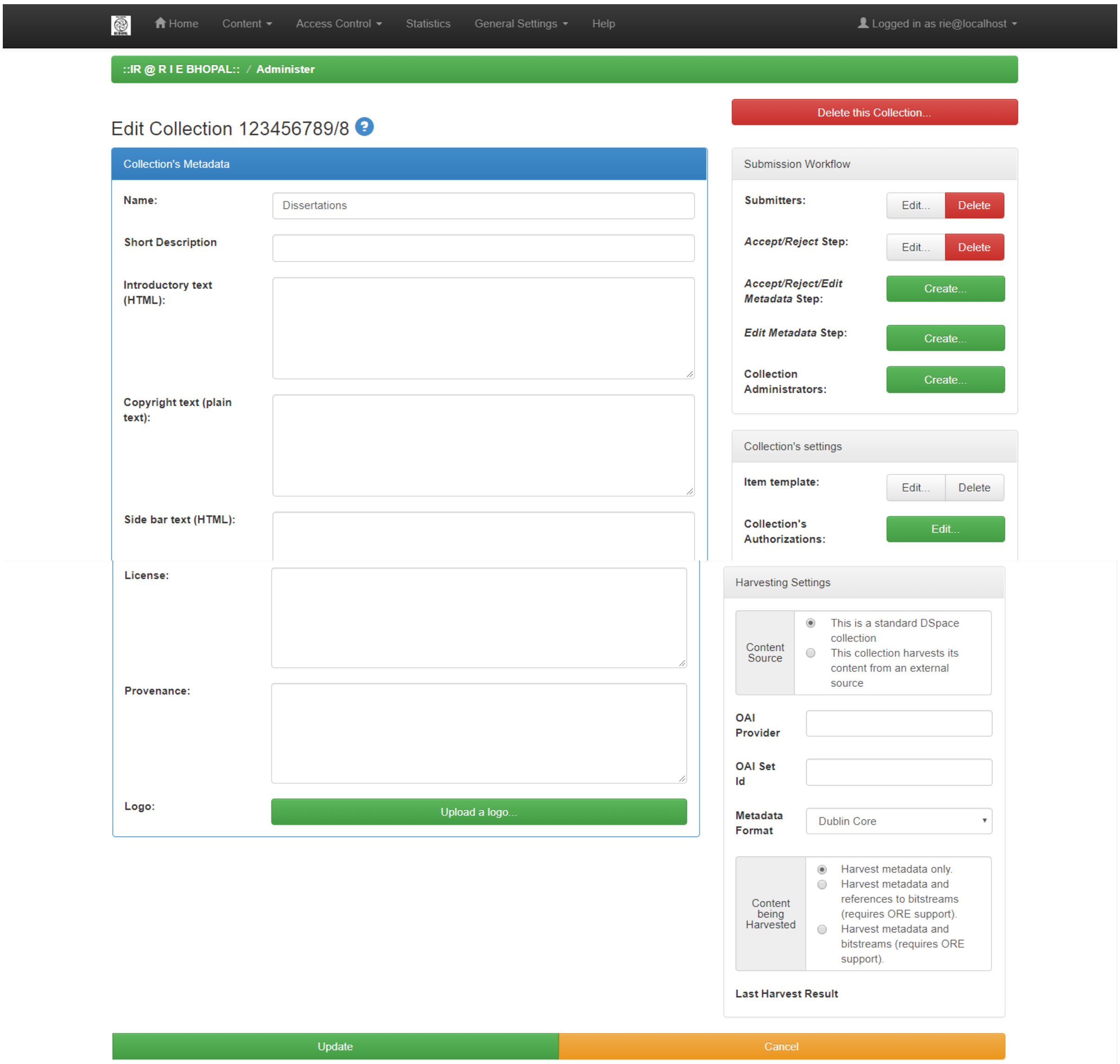
Provenance is a free-text field you can put any provenance information in you feel like. It is not visible to end-users.

To add or change the logo to be displayed on the collection's home page, click on the Upload Logo button. On the next screen either type in a path to the logo file or browse to the logo file, then click on the Upload button.

To add or change authorisations, submitters or collection administrators click on the appropriate buttons to create/edit groups and their actions.

To edit the workflow groups, select the workflow step whose group you want to create or change and follow the group edit process

Click on the 'Item Template' button to display the default item metadata page where you can set default values for metadata fields for all items added to the collection.



E-people

Use this tool to register e-mail addresses and other information about people you wish to authorize to play a role in the system, either as submitters, administrators, submission workflow participants, subscribers, or users with permissions to read restricted content.

Users can also get onto this list by self-registering (if the site configuration allows this). This does not give them any authorization, however. All people you wish to add to a group for submitter or workflow authorization must first be registered here.

Register an E-Person

To register someone, click on the **Add EPerson** button and add their information.

- If the user will be logging in with a password, *do not* check **Can Log In** as this informs the system the user has a registered, active account, which isn't the case for a new e-person--they'll need to register using the UI to set a password first.

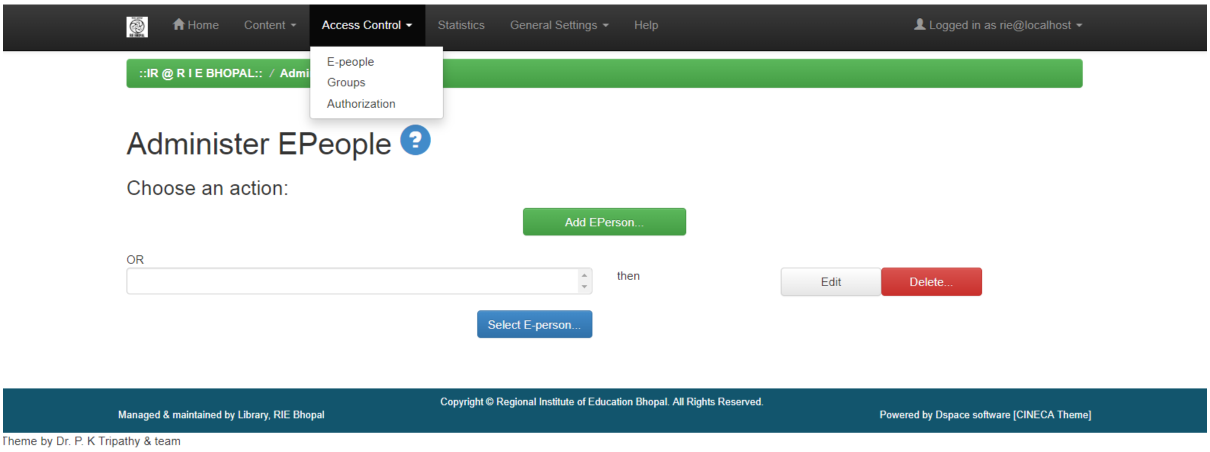
- The 'require certificate' checkbox is used by MIT's X509 certificate authenticator. Ignore this unless you are using the MITAuthenticator authenticator.

If you check 'require certificate', you may also check 'can log in'. This means the user can log straight in with their certificate without registering. If you want users to go through the registration process (so that they enter their name etc.) then do not check 'can log in'.

Click on **Save Edits** when done.

Delete an E-Person or Edit Information About an E-Person

Click on the **Select EPeople...** button to get a pop-up list of e-people in the system. The links at the top and bottom of the pop-up let you page through the list. You can also sort the list by e-mail address, last name or ID by clicking on the relevant column heading. On the left of each e-person in the list is a 'select' button. Click this next to the relevant e-person, and the pop-up will close and the e-person will appear in the box on the main 'Adminster EPeople' page. Now you can click the 'edit' or 'delete' buttons which let you edit information about a user or to delete them from the system.



Groups

Use this section to create, edit and delete groups of e-persons and/or groups who can be authorized for specific functions in the system.

The 'Anonymous' group is a 'special' group that represents every person using the system. This group exists so that authorization policies can be specified for anonymous access ('everyone in the world can read this item').

Members of the 'Administrator' group are allowed to perform any action in the system, so be careful who you put in this group!

Other groups can be used for a variety of purposes. Groups may represent e-people who are allowed to submit to a particular collection; e-people who are responsible for performing a particular workflow step such as reviewing incoming submissions; or groups of e-people who have permission to access some restricted content. Information about what each group is allowed to do is controlled using the authorization section.

Groups may contain other groups to provide greater flexibility in assigning actions and to simplify maintenance. This is useful for reflecting hierarchical group structures, where a group of e-people with particular responsibilties are also part of a larger group with differing reponsibilities and/or scope of responsibility.

Groups can have names. Names automatically created by the system follow a convention depending on the what the group is for. The general form of this is:

OBJECTTYPE_OBJECTID_ACTION

For example, the group of e-people who are authorized to submit to collection XYZ would be called:

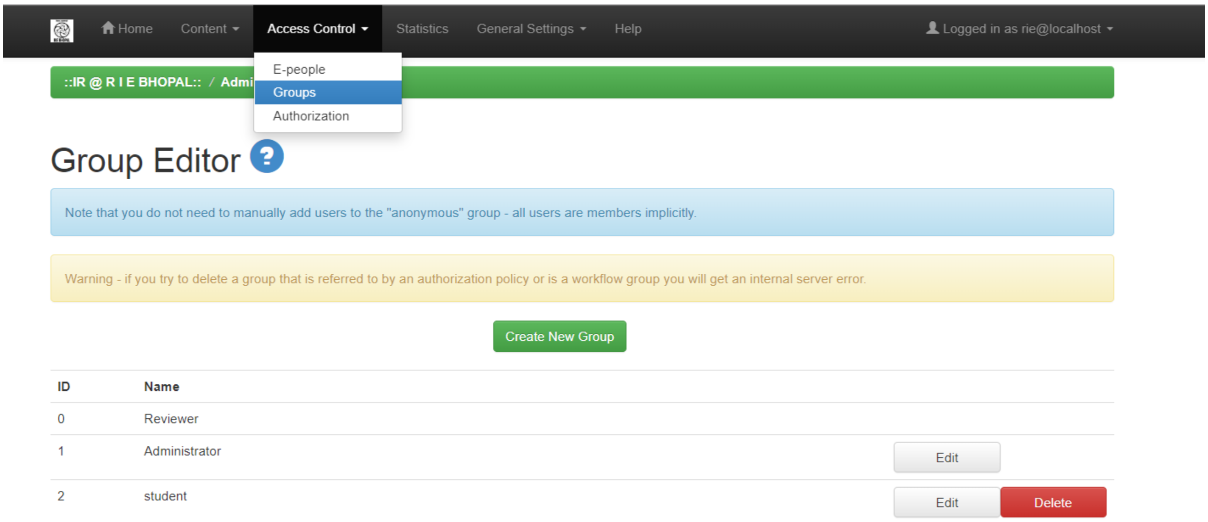
COLLECTION_XYZ_ADD

Note that XYZ in this case is the *internal* ID (the database primary key) of the collection, rather than the Handle. You can find out the internal ID of a collection or community by clicking on 'Communities/collections'. The second number in brackets beside a community or collection name is that object's internal ID.

It is recommended that you follow this convention for manually created groups so it's easy to find the group you need. The admin UI will automatically create groups for workflow steps, but you need to create groups for submitters manually.

Create and Editing Groups

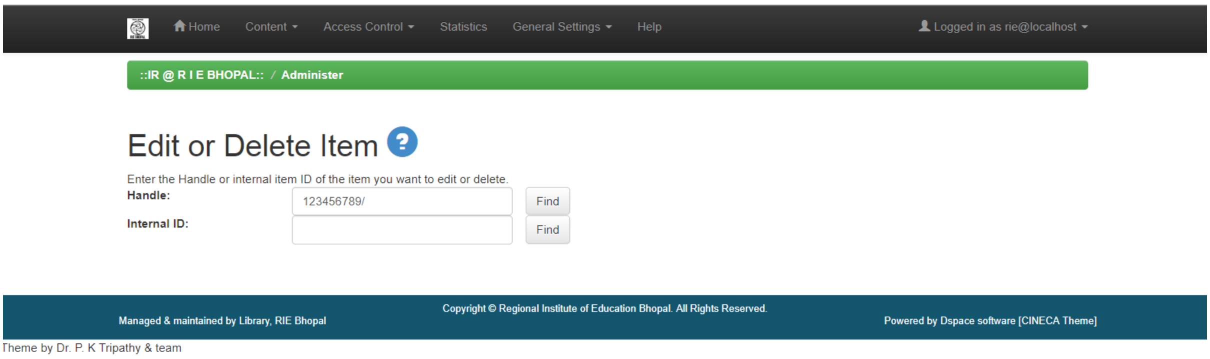
To manually create a group, click on **Create New Group**. Change the default group name at top to desired name and click on **Update Name**.



Items

Use this tool to edit, withdraw or delete an item. You can enter an item's Handle or internal ID (database primary key) into the relevant box. Alternatively, you may find it easier to go to the relevant item's display page and then click the **Edit** button on the page which appears if you're logged in as an administrator.

Note that the 'expunge' function will expunge the item and its metadata from the system without leaving a trace. Note that this functionality hasn't been fully tested (and it's not recommended), so there may be problems. For example, since there's no record of the deletion, the fact that the item has been deleted isn't exposed to OAI harvesters.



Supervision Orders

Select *Supervisors* in the administration area and you are presented with three options:

- Add a Supervision Order
- View Current Supervision Orders
- Clean Supervision Order Database

The sections below detail how to deal with common supervision order tasks.

Note: The option to Clean Supervision Order Database should be used once in a while just to perform basic maintenance operations on the database. It is completely automatic and takes a very short time to execute.

Viewing Current Supervision Orders

Select *View Current Supervision Orders* and you are presented with a list of all supervision orders currently in effect. From this page you can modify the policies for the supervision order or remove the supervision order. (see the sections below).

The details you have on this page allow you to see the name of the group doing the supervising, the author of the item being supervised and the title of that item.

You may also add a supervision order from this page as per the section **Adding Supervision Orders** below.

Adding Supervision Orders

Select *Add a Supervision Order* from either the main supervision order page or the Current Supervision Orders page.

To set a supervision order you need to define the group to do the supervising and the item in the workspace to be supervised. In addition, this page gives you the option to set a default set of policies for the supervising group to have over the item.

Select the desired group from the pull down list of groups on this page; this box contains all the groups that currently exist on the system. Next select the WorkSpace item to be Supervised. This means clicking on the round select box on the right of the item in the listing you can see on this page, which shows all items currently in user workspaces.

Note: the ID that is in the left hand column of the item listing is the database id for the workspace item, and is there for the reference of system administrators.

Once you have chosen the group and the workspace item to be connected you may also select a default policy from the *Initial Policy Setting* pull down box. The default policy options that this provides are:

- **None** - The supervision order is created but the supervising group is not given any policies regarding the item to be supervised. This usually indicates that the administrator has decided to manually set policies for this supervision order.
- **Observer** - The supervising group is given READ access to the item (but not to any bundles or bitstreams that already exist). Any new bundles or bitstreams inherit the supervision group's policy to permit READ operations.
- **Editor** - The supervising group is given ADD, WRITE, and READ access to the item (but not any bundles or bitstreams that already exist). Any new bundles or bitstreams inherit the supervising groups's policy to permit ADD, WRITE and READ operations.

Once happy with your selection click on *Submit Supervision Order*and your settings will be applied, and you will be returned to the supervision order main page.

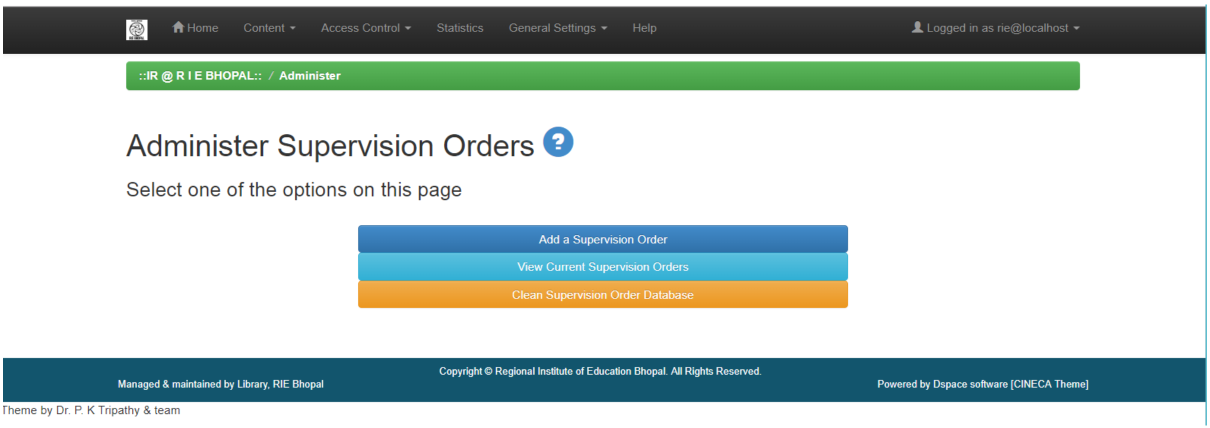
Removing Supervision Orders

Go to the *View Current Supervision Orders* page and select *Remove* from the supervision order that to wish to remove. You will be asked to confirm the removal of the order, upon confirmation of which it will be removed from the system.

Customising Supervision Order Policies

Go to the *View Current Supervision Orders* page and select *Policies*for the supervision order for which you would like to customise the policies. You will be taken to the *Policies for Item* page. From here you may customise the policies for the particular item.

In order to set policies for the supervisor group you should select, for example, *Add New Policy* for the item or any of its component parts, then select the supervisor group that you are wanting to configure from the given list of groups. You can then select the Action that you want to perform and hit *Save Policy*.



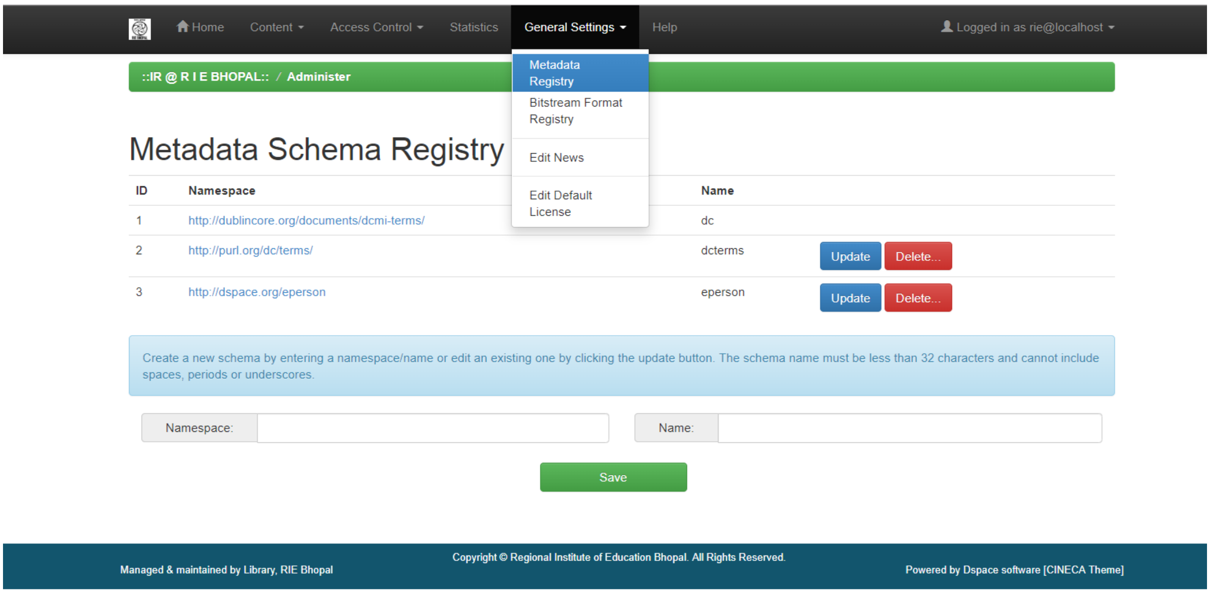
Metadata Registry

By default DSpace uses a qualified version of the Dublin Core schema based on the Dublin Core Libraries Working Group Application Profile (LAP). You can also configure other flat metadata schemas in the registry. The metadata registry provides a list of the elements and qualifiers, with comments.

You can edit the registry to suit your needs with this tool, but note that:

- You can only edit one element/qualifier at a time. Make the edits to one row, and click the relevant 'update' button. Only edits you've made to that row will be saved.
- If you delete an element and qualifier, all instances of that element and qualifier in items' metadata will be deleted
- If you update an element or qualifier, for example changing 'contributor' to 'creator' and clicking 'Update', all instances of 'contributor' in items' metadata will be changed to 'creator'.
- Some Dublin Core elements/qualifiers are used by the system for various functions, such as date.available for OAI harvesting, and title for the item display and search index. You can change the scope notes for these but you shouldn't change or remove the element or qualifier. To see which elements/qualifiers are used by the system, check out the *[dspace-source]*/config/registries/dublin-core.xml file.

Also note that the dublin-core-types.xml is only used during the build process to populate the metadata registry in the database, which is the 'live' version. Changes you make with this UI will only be reflected in the database registry, and not the XML file (and vice versa.)

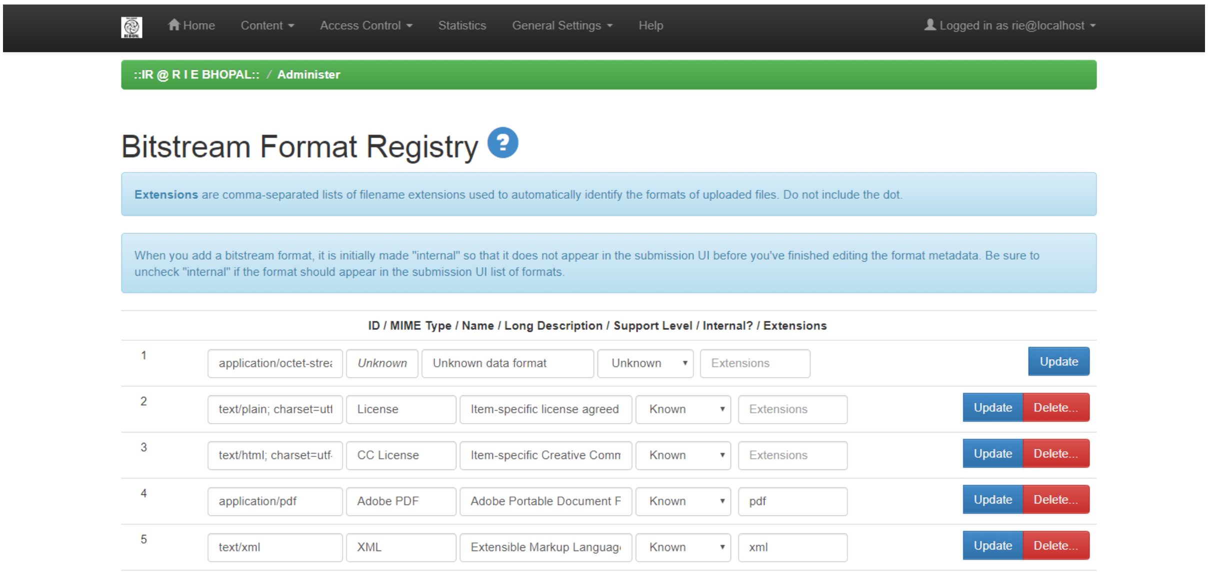


Bitstream Format Registry

This list of bitstreams provides information about known bitstreams and their support level. You can edit or add new bitstream formats with this tool. Please take note of the following:

- You can only edit one bitstream format at a time. Make the edits to one row, and click the relevant 'update' button. Only edits you've made to that row will be saved.
- 'Extensions' are file extensions that are used to automatically identify the format of uploaded files. You can enter several comma-separate extensions for each format.
- The 'Name' of each format must be unique, though the MIME type need not be. For example, you might have separate format registry entries for different versions of Microsoft Word, even though the MIME type will be the same for each of them.
- 'Internal' formats are hidden from the user, and are used for administrative purposes. For example, the licenses that submitters grant are stored as 'License' format bitstreams, and these aren't shown to end users.
- If you delete a bitstream format, any bitstreams in the system of that format will be reverted to the 'Unknown' format.
- Do not delete the 'Unknown' or 'License' formats!

Also note that the config/registries/bitstream-formats.xml is only used during the build process to populate the format registry in the database, which is the 'live' version. Changes you make with this UI will only be reflected in the database registry, and not the XML file (and vice versa.)



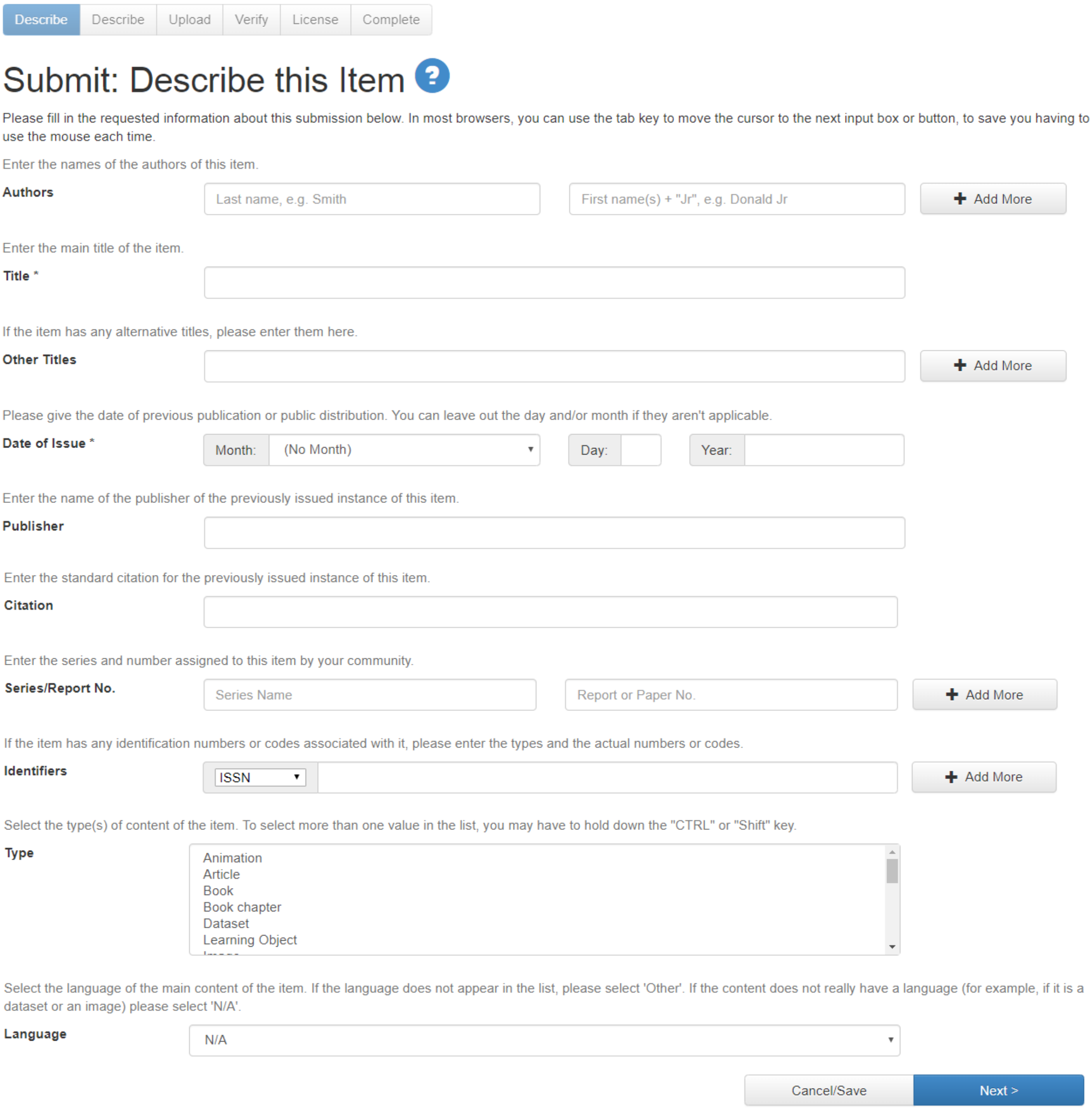
Workflow

Use this tool to clear out workflows that have been abandoned and will never be completed.

The DSpace submission workflow system is a critical part of the DSpace architecture that allows submission, processing, and final addition of content to the live repository. DSpace's underlying model includes E-People, users who have registered with the system and have certain authorizations, roles, rights, and privileges that translate abilities to complete certain tasks within the DSpace system. A typical submission begins with the system asking the user a couple of questions about digital document to be added in the repository and number of files involved in the submission. Then the system guides the user through the different steps, which are outlined in the following Figure
Workflow Step Description

Workflow Step	Description
1. Describe	User enters metadata about the document (s) they are submitting, including but not limited to author, title, keywords, and a description.
2. Upload	The user selects and uploads the files on their local machine that they like to upload as part of the submission. Each file's type is identified by the system and the user verifies the file type
3. Verify	An overview of all details of the submission is given including a summary of the entered metadata and the files involved in the submission.
4. License	The user is shown and must agree to the license the system administrator has assigned to submit content for this collection.
5. Complete	The user's actions in the submission process are complete. Based on the workflow steps set for the collection, the item may immediately be added to the collection or have to be reviewed by system administrators before its addition to the collection.

Step 1:


Describe
Describe
Upload
Verify
License
Complete
Submit: Describe this Item
Please fill in the requested information about this 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.
Enter the names of the authors of this item.
Authors
Last name, e.g. Smith
First name(s) + "Jr", e.g. Donald Jr
Add More
Enter the main title of the item.
Title *
If the item has any alternative titles, please enter them here.
Other Titles
Add More
Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.
Date of Issue *
Month:
(No Month)
Day:
Year:
Enter the name of the publisher of the previously issued instance of this item.
Publisher
Enter the standard citation for the previously issued instance of this item.
Citation
Enter the series and number assigned to this item by your community.
Series/Report No.
Series Name
Report or Paper No.
Add More
If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.
Identifiers
ISSN
Add More
Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.
Type
Animation
Article
Book
Book chapter
Dataset
Learning Object
Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.
Language
N/A
Cancel/Save
Next >

Submit: Describe this Item

Please fill further information about this submission below.

Enter appropriate subject keywords or phrases.

Subject Keywords gh Remove Entry Add More

Enter the abstract of the item.

Abstract

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

Sponsors

Enter any other description or comments in this box.

Description

< Previous | Cancel/Save | Next >

Step 2:

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.

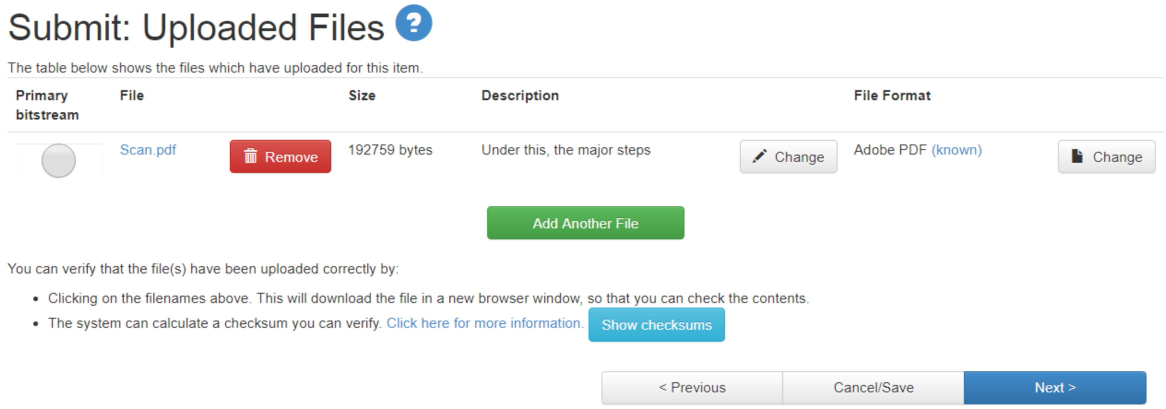
Please also note that the DSpace system is able to preserve the content of certain types of files better than other types. Information about file types and levels of support for each are available.

Select a file or drag & drop files ...

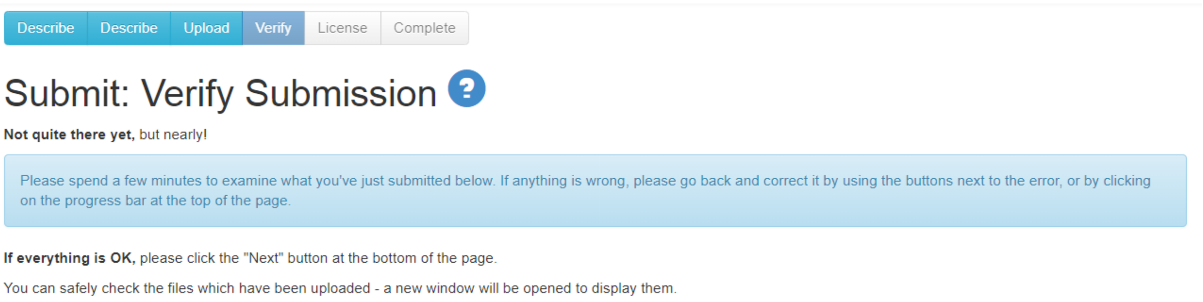
Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".

File Description:

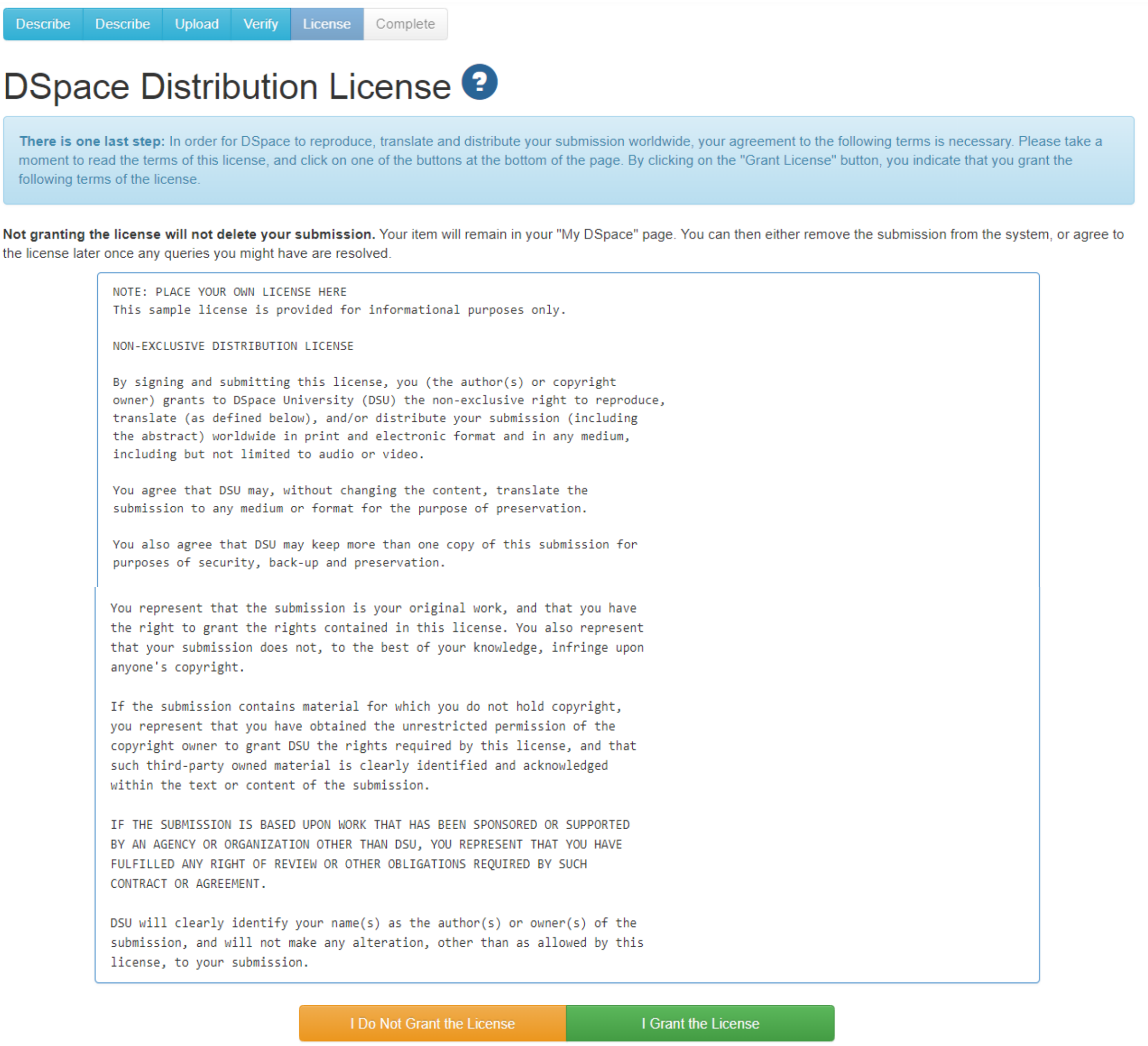
< Previous | Cancel/Save | Next >


Submit: Uploaded Files
The table below shows the files which have uploaded for this item.
Primary bitstream
File
Size
Description
File Format
Scan.pdf
Remove
192759 bytes
Under this, the major steps
Change
Adobe PDF (known)
Change
Add Another File
You can verify that the file(s) have been uploaded correctly by:
Clicking on the filenames 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.
Show checksums
< Previous
Cancel/Save
Next >

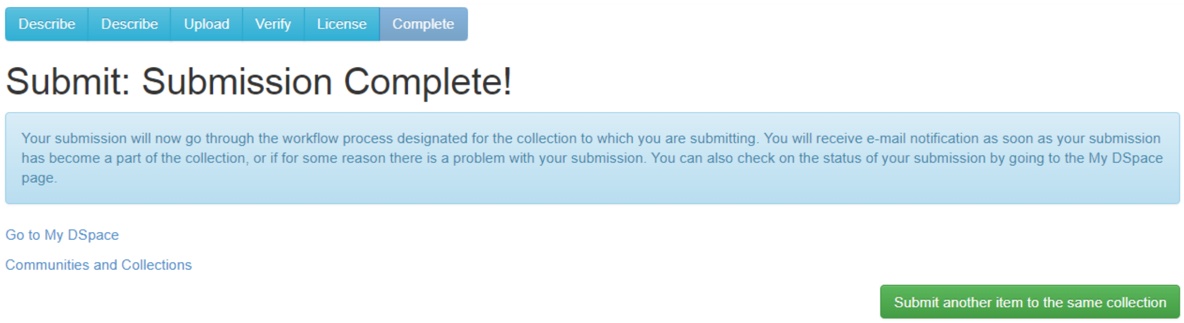
Step 3:


Describe
Describe
Upload
Verify
License
Complete
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.
If everything is OK, please click the "Next" button at the bottom of the page.
You can safely check the files which have been uploaded - a new window will be opened to display them.

Step 4:


Describe
Describe
Upload
Verify
License
Complete
DSpace Distribution License
There is one last step: In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. 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.
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 from the system, or agree to the license later once any queries you might have are resolved.
NOTE: PLACE YOUR OWN LICENSE HERE
This sample license is provided for informational purposes only.
NON-EXCLUSIVE DISTRIBUTION LICENSE
By signing and submitting this license, you (the author(s) or copyright owner) grants to DSpace University (DSU) the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.
You agree that DSU may, without changing the content, translate the submission to any medium or format for the purpose of preservation.
You also agree that DSU may keep more than one copy of this submission for purposes of security, back-up and preservation.
You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.
If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant DSU the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.
IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN DSU, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.
DSU will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.
I Do Not Grant the License
I Grant the License

Step 5:



Authorization

This section is used to set specific authorization policies for communities, collections, and items. In order for users to perform an action on an object, they must have permission; DSpace operates a 'default deny' policy. Permissions do not 'commute'; for example, if an e-person has READ permission on an item, they might not necessarily have READ permission on the bundles and bitstreams in that item.

Manage a Collection's Policies

Use this tool to authorize collection-related groups to perform their roles.

- Click on **Manage a Collection's Policies**.
- Select the name of the collection for which you wish to set authorizations and click on **Edit Policies**.
- Click on **Add New**.
- Select the group for which you wish to set authorizations, and then select an action for that group from the drop-down menu.
- Click on **Save Policy**.
- Repeat until all policies are in place.

Note:

- Newly-submitted items accepted into a collection inherit the **DEFAULT_ITEM_READ** and **DEFAULT_BITSTREAM_READ** authorization policies associated with the collection, which become the **READ** policies for the item and its bitstreams. However, if you change a collection's default policies after items have been accepted, policies for existing items will not be changed automatically. You would have to change the permissions on those items using the **Advanced Policy Admin Tool** to make them accessible.
- All collections must have an **ADD** policy for a submitter group, or else no one will be able to submit items to the collection.

Manage a Community's Policies

This tool allows you to edit a community's policies in much the same way as a collection's are edited, described above.

Presently, since administration is done centrally, this tool doesn't have a lot of use--usually you will just add **READ** permission for the **Anonymous** group just after you create a community, and leave it at that. This permission is applied to the community's logo if there is one, which allows people to see the logo when they go to the community home page.

A community's policies are set to a default **Anonymous READ**.

Manage an Item's Policies

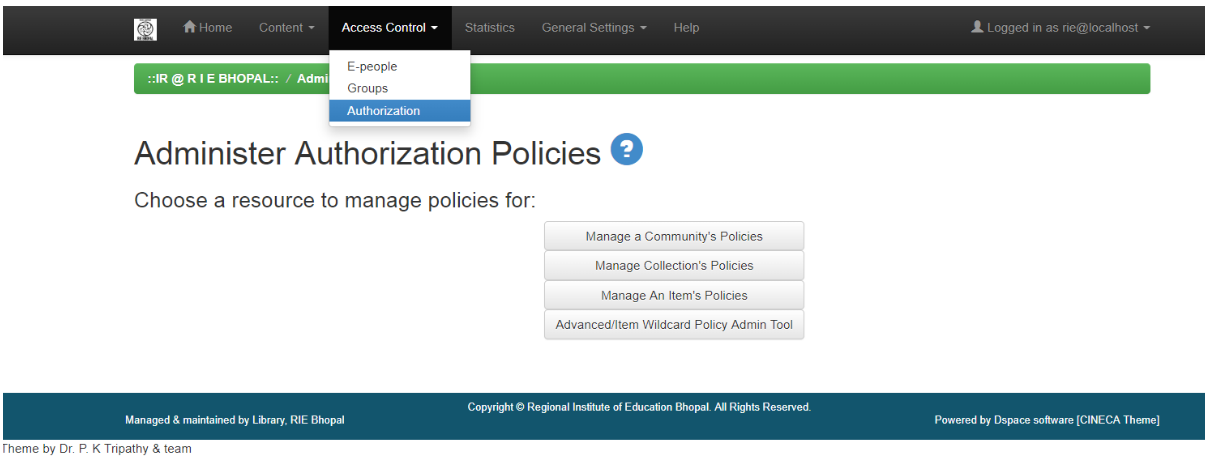
This tool allows you to edit the policies for individual items. When you wish an item's policies to be different from those of the rest of those in a collection, you can use the item policy editor to customize the policies. It is a good practice long term management of a collection however, for all of the items in a collection to share the same authorizations.

Advanced Policy Admin Tool

Use this tool to set and clear policies for items or bitstreams across a whole collection. Be careful about using the **Clear Policies** button.

Select the collection from the top list and the group you want to give or remove permission for from the bottom list. Then select the type of object (item or bitstream) that you want to edit permissions for. Then select the action from the drop-down.

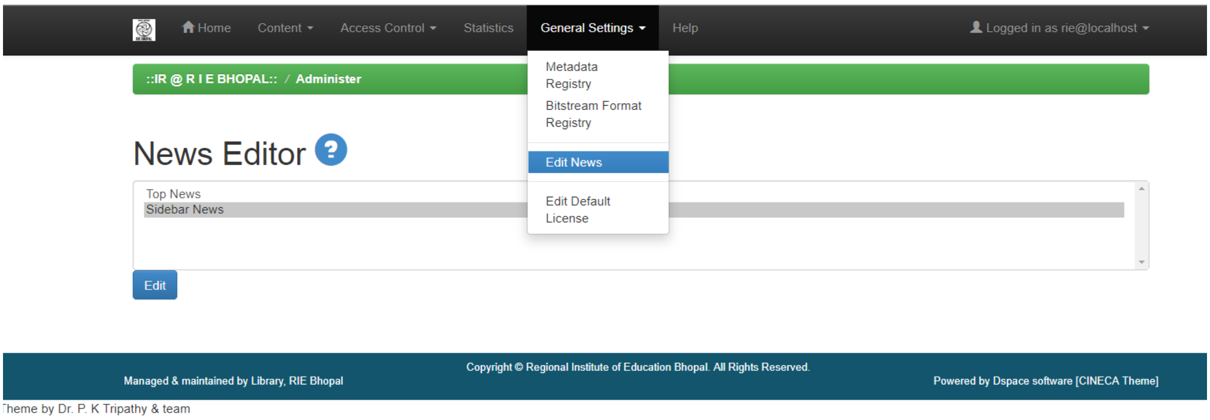
For example, say you wanted to give everyone in a group 'privileged_users' **Read** access to all of the bitstreams in a restricted collection. You'd select 'privileged users' from the top list, 'bitstream' from the 'content type' drop-down, 'privileged_users' from the 'group' list, 'Read' from the 'action' drop-down, and click 'Add policy'.



Edit News

You can use this tool to edit the text ("news") in two places on the DSpace home page: the top box of the center frame, and the right sidebar.

After clicking on "Edit News" on the admin menu, click on the **Edit** button next to the news item you wish to edit. A text box will be displayed with the current news, which can be deleted or modified by typing directly in the box. You can use HTML tags to format the text, but note that the html won't be validated here.



Edit Default License

You can use this tool to edit the default license of DSpace

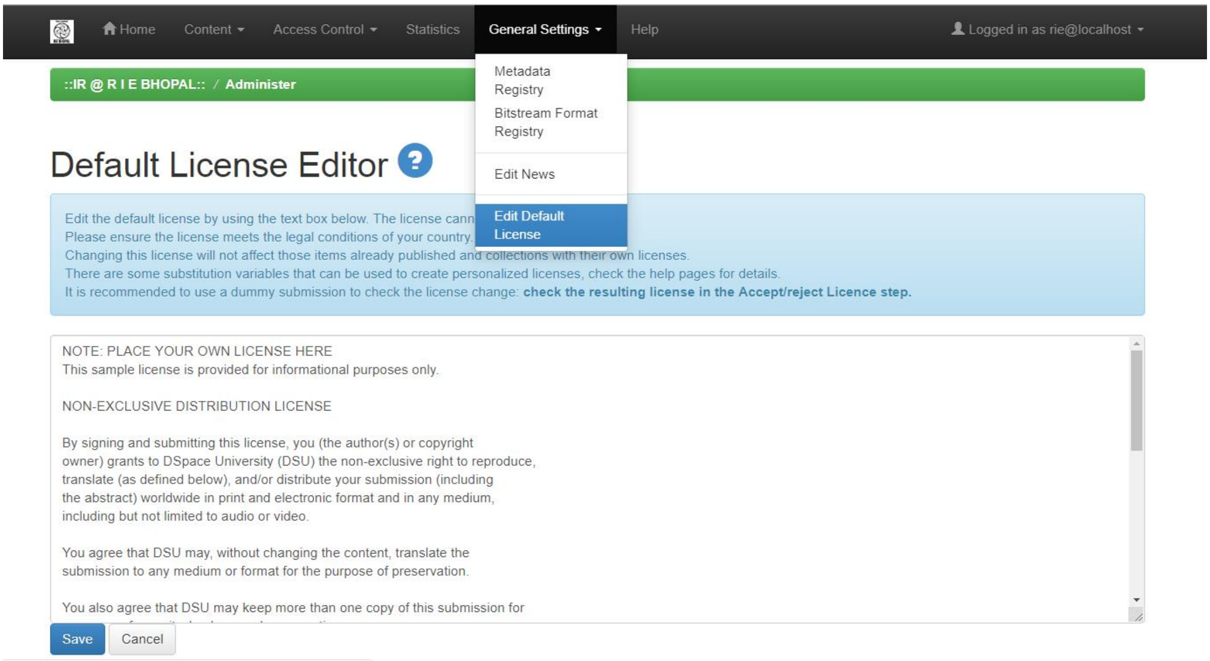
The default license is used when no collection specific license is defined.

Note that changing the default license has no effect on already published items.

Some substitution variables are available to make possible configure a contextual submission license:

- **1** will be translated in the "submitter first name"
- **2** will be translated in the "submitter last name"
- **3** will be translated in the "submitter email"
- **4** will be translated in the current date
- **5** will be translated in the collection info
- **6** will be translated in the item info
- **7** will be translated in the eperson info

If you need to embed in the license text the % symbol you need to escape it with a second %, i.e. you need to write %%. It is recommended to use a dummy submission to check the license change: **check the resulting license in the Accept/reject Licence step.**


Home
Content
Access Control
Statistics
General Settings
Help
Logged in as rie@localhost
::IR @ R I E BHOPAL:: / Administer
Metadata Registry
Bitstream Format Registry
Edit News
Edit Default License
Default License Editor
Edit the default license by using the text box below. The license cann
Please ensure the license meets the legal conditions of your country.
Changing this license will not affect those items already published and collections with their own licenses.
There are some substitution variables that can be used to create personalized licenses, check the help pages for details.
It is recommended to use a dummy submission to check the license change: check the resulting license in the Accept/reject Licence step.
NOTE: PLACE YOUR OWN LICENSE HERE
This sample license is provided for informational purposes only.
NON-EXCLUSIVE DISTRIBUTION LICENSE
By signing and submitting this license, you (the author(s) or copyright owner) grants to DSpace University (DSU) the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.
You agree that DSU may, without changing the content, translate the submission to any medium or format for the purpose of preservation.
You also agree that DSU may keep more than one copy of this submission for
Save
Cancel