The DSpace Course - Repository Structure

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Downloaded from DSpace Repository, DSpace Institution's institutional repository
By the end of this module you will:

- Understand what a community is
- Understand what a collection is
- Have seen some example structures that are used in typical DSpace repositories.
- Know how to create communities
- Know how to create collections
Each DSpace service is comprised of Communities – the highest level of the Dspace content hierarchy

Communities may be:

- Departments
- Labs
- Research Centres
- Schools

Each community contains descriptive metadata about itself and the collections contained within it
Each community in turn have collections which contain items or files

Collections can belong to a single community or multiple communities (collaboration between communities may result in a shared collection)

As with communities, each collection contains descriptive metadata about itself and the items contained within it
- Structures may be based around organisational units:

<table>
<thead>
<tr>
<th>Community</th>
<th>Collection</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Research Group</td>
<td>Items</td>
</tr>
<tr>
<td>Department</td>
<td>Item Type</td>
<td>Items</td>
</tr>
<tr>
<td>Faculty</td>
<td>School</td>
<td>Items</td>
</tr>
</tbody>
</table>

- Structures are hierarchical:

<table>
<thead>
<tr>
<th>Community</th>
<th>Sub Community</th>
<th>Collection</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Sub Department</td>
<td>Research Group</td>
<td>....</td>
</tr>
</tbody>
</table>
Discussion: Repository Structure

Do you currently have a repository?

Yes

How is your repository currently structured?

No

How might your repository be structured?
To create a community, you must be an administrator and signed into DSpace

Creation of a typical Community Involves:

- Choosing the type of community
  - Top level community
  - Sub Community
- Completing the descriptive metadata for the community
- Configuring the community’s authorisations (access rights)
Creating a Community

- Sign into Dspace as an administrator
- Select ‘Community & Collection’ from the browse menu
- Select ‘Create Top-Level Community’ from the Admin Tools menu
- Compete the descriptive metadata for the Community
- Click ‘Create’ to complete the Community
Creating a Collection

To create a collection, you must be an administrator of the parent community

Creation of a typical collection involves:

- Selecting the parent community of the collection
- Answering some initial questions about the collection
- Entering the descriptive metadata for the collection
- Setting the collections authorisations (users who can submit new items)
- Configuring the workflows for the collection (see module: Workflows)
- Configuring the collections authorisations (access rights)
Navigating to the parent Community of the collection to be created

Select ‘Create Collection’ from the Admin Tools menu

Select the appropriate statements that apply to this collection

Describe the Collection

Please check the boxes next to the statements that apply to the collection.
Creating a Collection

- Compete the descriptive metadata for the Collection

  **Describe the Collection**

  - Name:
  - Short Description:
    - HTML shown in center of collection home page. Be sure to enclose in `<P> <P>` tags!
  - Introductory text:

- Select the users who can submit to the Collection and the ‘Next’

  **Authorization to Submit**

  Who has permission to submit new items to this collection?
  
  More Help...
  
  You can change this later using the relevant sections of the DSpace admin UI.

  Click on the ‘Select E-people’ button to choose e-people to add to the list.

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  Select E-people... Remove Selected

- Click ‘Update’ to complete the collection creation process
Using some of the ideas from the earlier discussion create a test structure in your Dspace repository

- Create top level community
- Create a collection within this community
- Assign a user permission to submit to this collection
These slides have been produced by:

- Stuart Lewis & Chris Yates
- Repository Support Project
  - http://www.rsp.ac.uk/
- Part of the RepositoryNet
- Funded by JISC
  - http://www.jisc.ac.uk/