The DSpace Course - Repository Structure

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The DSpace Course

Repository Structure
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
Example Structures

- 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>
Repository Structure

Do you currently have a repository?

Yes
- How is your repository currently structured?

No
- How might your repository be structured?
Creating a Community

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)
Creating a Collection

- Navigate 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. More Help...

- New items should be publicly readable
- Some users will be able to submit to this collection
- The submission workflow will include an accept/reject step
- The submission workflow will include an accept/reject/edit metadata step
- The submission workflow will include an edit metadata step
- This collection will have delegated collection administrators
- New submissions will have some metadata already filled out with defaults
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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- Click ‘Update’ to complete the collection creation process
Practical: Create a Test Structure

- 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
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  - http://www.rsp.ac.uk/
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  - http://www.jisc.ac.uk/