

Module: Repository Structure

Module overview:

Communities and Collections are used within DSpace to provide the repository with an easily navigable structure often representing an institutions organizational makeup. This module will begin by describing what both a community and collection are and how they relate to each other. The module will then look at example structures that are often used within DSpace repositories, finally concluding with a practical exercise on creating a sample repository structure.

This module will make reference to the repository structure, but does not cover aspects such as items or metadata. Further information on items can be found in the module 'An introduction to Items in DSpace'. Further information on metadata can be found in the module 'An introduction to metadata in DSpace'.

Module objectives:

By the end of this module you will:

1. Understand what a community is
2. Understand what a collection is
3. Have seen some example structures that are used in typical DSpace repositories.
4. Know how to create communities
5. Know how to create collections

Note

For the practical exercise, please refer to your sheet 'Local instructions' for details of the following:

- How to launch a web browser
- What the URL of your DSpace installation is

The DSpace Community



- 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



The DSpace Community

Communities and Collections are used within DSpace to provide the repository with an easily navigable structure often representing an institutions organizational makeup

Each DSpace service is comprised of Communities, the highest level of the DSpace content hierarchy. Communities in turn each have Collections, which contain the content items, or files. Each community contains descriptive metadata about itself and the collections contained within it.

DSpace Communities might be departments, labs, research centers, schools, or some other administrative unit within an institution. Communities determine their own content guidelines and decide who has access to the community's contributions. An administrator on the DSpace team, usually the DSpace User Support Manager, works with the head of a community to set up workflows for content to be approved, edited, tagged with metadata, etc.

The DSpace Collection



The DSpace Collection

- 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



The DSpace Collection

Each community in turn has collections which contain items or files that are logically related material.

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 Repository Structures



- Structures may be based around organisational units:

Community	Collection	Items
Department	Research Group	Items
Department	Item Type	Items
Faculty	School	Items

- Structures are hierarchical:

Community	Sub Community	Collection	Item
Department	Sub Department	Research Group



Example Repository Structures

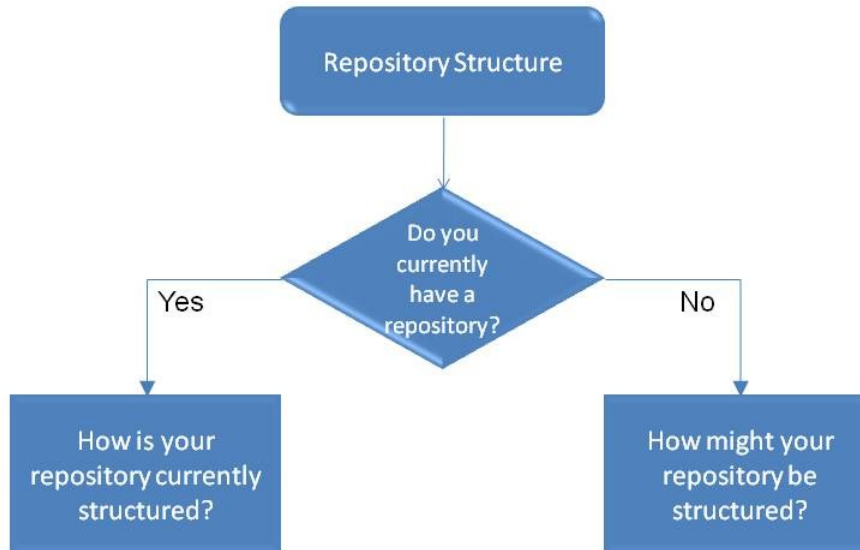
Repository structures are often based around organizational units of a company or institution such as departments, labs or research centers. They are often hierarchical to provide ease of navigation, and for this reason, should not be too deep. Some example structures may be:

- i. Department / Research Group / Item
- ii. Department / Item Type /Item
- iii. Faculty /School / ...

Discussion: Repository Structure



Discussion: Repository Structure



Discussion: Repository Structure

In groups of two or three, consider the following questions:

If you have a repository:

- i. How is your own repository structured?
- ii. Does it match your organizational structure?
- iii. Why have you chosen this approach?

If you do not have a repository:

- i. How might your repository be structured?
- ii. Would it match your organizational structure?
- iii. Why would you choose this approach?



Creating DSpace Communities



- Sign into Dspace as an administrator
- Select **'Community & Collection'** from the browse menu
- Select **'Create Top-Level Community'** from the Admin Tools menu
- Complete the descriptive metadata for the Community



Create Community

Name:

Short Description

Introductory text (HTML):

- Click **'Create'** to complete the Community



Creating DSpace Communities

To create a community, you must be an administrator of the repository and signed into DSpace. More information on users, groups and administration can be found in the module 'An introduction to users and groups'.

Creation of a typical Community involves:

- Choosing the type of community
 - Is this a **top level community**, i.e. it does not reside in any other communities.
 - Is this a **sub community**, i.e. it resides within another parent community.
- When signed into DSpace, select the Collections & Communities button from the browse menu to list the communities available in DSpace. Choose the **'create top level community'** to create a community at the current level or navigate into an existing community to and choose **'create sub community'** to create a sub level community.



- Completing the descriptive metadata for the community
 - There are basic descriptive fields for each community which describes information about the community and its collections. These generally are the community
 - **Title:** The title of the community.
 - **Short title:** A short description of the community.
 - **Introductory text:** Introductory text describing the community
 - **Copyright text:** Copyright text pertaining to anything contained within the community
 - **Side bar text**
 - **Logo:** A logo for the community.
- Configuring the community's authorizations. These are the access rights which determine who can view, modify and delete the community and its associated metadata.

Creating DSpace Collections



- 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...](#)

<input checked="" type="checkbox"/>	New items should be publicly readable
<input checked="" type="checkbox"/>	Some users will be able to submit to this collection
<input type="checkbox"/>	The submission workflow will include an <i>accept/reject</i> step
<input type="checkbox"/>	The submission workflow will include an <i>accept/reject/edit metadata</i> step
<input type="checkbox"/>	The submission workflow will include an <i>edit metadata</i> step
<input type="checkbox"/>	This collection will have delegated collection administrators
<input type="checkbox"/>	New submissions will have some metadata already filled out with defaults



Creating DSpace Collections

To create a collection, you must be an administrator of the parent community and signed into DSpace. More information on users, groups and administration can be found in the module 'An introduction to users and groups'.

Creation of a typical collection involves:

- Selecting the parent community of the collection
 - Collections can only exist within a community. When signed into DSpace, select the Collections & Communities button from the browse menu to list the communities available in DSpace. Select the parent community and then choose **'create collection'**



- Answering some initial questions about the collection
 - The initial questions will determine how the collection is constructed, if items are publically viewable etc. Each is described below:
 - *New items should be publicly readable*: Checking this will make any items submitted to this collection viewable to users not signed in to DSpace (i.e. the outside world)
 - *Some users will be able to submit to this collection*: Checking this will allow the user to select who can submit items to this collection.
 - *The Submission Workflow...* This is discussed in the section ‘Introduction to workflows’.
 - *This collection will have delegated collection administrators*. This will allow the user to select who can administer the collection (i.e. modify metadata, add submission users etc).
 - *New submissions will have some of metadata already filled out with defaults*: Selecting this will allow the user to pre-populate some of the metadata fields in the submission process.



Creating a Collection

- Complete the descriptive metadata for the Collection

Describe the Collection

Name:

Short Description:
Shown in list on community home page

Introductory text:
HTML, shown in center of collection home page. Be sure to enclose in <P> </P> tags!

- 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



- Entering the descriptive metadata for the collection
 - There are basic descriptive fields for each community which describes information about the community and its collections. These generally are the community
 - *Title*: The title of the collection.
 - *Short Description*: A short description of the collection.
 - *Introductory text*: Introductory text describing the collection
 - *Copyright text*: Copyright text pertaining to anything contained within the collection
 - *Side bar text*
 - *License*: The default license associated with items in this collection.
 - *Provenance*
 - *Logo*: A logo for the collection.

- Setting the collections authorisations
 - This determines which individual users or group are authorised to submit items to this collection. To add a user, click '**select E-People**' choose the users who are authorised for submission, close the pop up window and click '**next**'.

- Configuring the workflows for the collection (see module: Workflows)
 - Workflows are discussed in the module 'Introduction to workflows'.

- Configuring the collections authorisations
 - These are the access rights which determine who can view, modify and delete the collection and its associated metadata



Practical exercise: Create a test structure



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



Practical exercise: Create a test structure

For the practical exercise, please refer to your sheet 'Local instructions' for details of the following:

- How to launch a web browser.
- What the URL of your DSpace installation is.
- What the default dspace username and password is.

Practical exercise: Create a Community

- 1) Launch your web browser
- 2) Navigate to the URL of your DSpace installation



- 3) Click on **'My DSpace'**
- 4) Log in with the default dspace administrator username and password
- 5) Select **'Collections & Communities'** from the browse menu
- 6) Select **'Create Top-Level Community'** from the Admin Tools menu
- 7) Fill in the metadata (Name, Short Description, Introductory Text)
- 8) Select **'Create'**

Practical exercise: Create a Collection

- 1) Select **'Collections & Communities'** from the browse menu
- 2) Navigate into your newly created community
- 3) Select **'Create Collection'** from the admin tools menu
- 4) Accept the default statements for describing the collection and click **'Next'**
- 5) Fill in the metadata (Name, Short Description, Introductory Text) and click **'Next'**
- 6) Click select **'E-people'** and click on the default administrator user. Close the popup windows.
- 7) Select **'Next'**
- 8) Select **'Update'** to create you collection
- 9) Select **'Communities & Collections'** from the browse menu to view your newly created collection and community.

Practical exercise: Create your own organizational structure

Now you've learnt how to create a Community and a Collection, have a try at creating your own organizational structure within DSpace



Credits

- These notes 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/>

