Reviewing Items in the Campus Digital Archive (CDA)

A Step-by-Step Guide

By

Carol Hixson, University Librarian

December 5, 2008
Items are reviewed in the CDA:

- Before they become public
- By designated individuals for each collection
- To ensure that the content is appropriate
- To ensure that the information about the item is accurate and complete
- To ensure that the right files have been uploaded
Finding the Site

The University of Regina’s site for the Campus Digital Archive (CDA) is at:

http://dspace.cc.uregina.ca:8080/dspace/
To review items that have been submitted, log into the archive with your FULL email address and password. For example: someone@uregina.ca (The password will be the one you selected when you first registered with the Campus Digital Archive)

Log In to DSpace

New user? Click here to register.

Please enter your e-mail address and password into the form below.

E-mail Address: 
Password: 

Log In

Have you forgotten your password?
Review List of Items in the Pool (Your Review Queue)

My Archive: Carol Hixson

Tasks in the Pool

Below are tasks in the task pool that have been assigned to you.

<table>
<thead>
<tr>
<th>Task</th>
<th>Item</th>
<th>Submitted To</th>
<th>Submitted By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Submission</td>
<td>2009-10 Collection Budget Context</td>
<td>Library reports</td>
<td>Carol Hixson</td>
</tr>
<tr>
<td>Check Submission</td>
<td>1983 Elders' Conference 4/5</td>
<td>Indian history film project</td>
<td>Pam Ortenbreit</td>
</tr>
<tr>
<td>Check Submission</td>
<td>Jimmy Chief 2 Interview</td>
<td>Indian history film project</td>
<td>Corene Kozev</td>
</tr>
</tbody>
</table>
The following item has been submitted to collection Library reports. In order to accept the task of checking this item, please click "Accept This Task" below.

**Title:** 2009-10 Collection Budget Context  
**Authors:** Ashoughian, Gohar  
Resch, Peter  
Nelke, Barbara  
Murphy, Colleen  
Kozey, Corene  
Panchuk, Wendy

**Peer Reviewed:** no  
**University Affiliation:** Staff  
**Issue Date:** Nov-2008  
**Publisher:** Dr. John Archer Library, University of Regina  
**Description:** Contextual document on the library's acquisitions budget with two accompanying spreadsheets.

Files in This Item:

<table>
<thead>
<tr>
<th>File</th>
<th>Description</th>
<th>Size</th>
<th>Format</th>
<th>View/Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>CollectionsBudgetContext-2008.11.25_FINAL.pdf</td>
<td></td>
<td>96.55</td>
<td>Adobe PDF</td>
<td>View/Open</td>
</tr>
<tr>
<td>CollectionsBudgetContext-Appendix A-2008.11.25_FINAL.pdf</td>
<td></td>
<td>185.51</td>
<td>Adobe PDF</td>
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Preview Task

- Tells you the collection to which the item has been submitted
- Allows a quick overview of all information entered to describe the file(s)
- Allows you to open and review file(s) submitted
Select One of the Options

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<td>Adobe PDF</td>
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If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".
If you have reviewed the item and found it is not suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and re-submit.
Select this option to correct, amend or otherwise edit the item's metadata.
If you wish to leave this task for now, and return to your "My Archive", use this option.
To return the task to the pool so that another user can perform the task, use this option.
Review Options

- **Approve** – means you are satisfied with the files and the information about them

- **Reject** – means you cannot fix what is wrong and it must be resubmitted or the submission does not belong in your collection
**Review Options**

- **Edit metadata** – means that you see an error in the information about the item that you want to fix (such as a typo or missing information)
- **Do later** – returns the item to the review queue
- **Return task to pool** – returns the item to the review queue
Edit Metadata Option

- Puts you back into the submission template so you can fix whatever is wrong
- Forces you to start at the beginning of the submission and review each screen
After Approval: URL Assigned

Thank You

The submission has been placed in the main archive. It has been assigned the following identifier:

http://hdl.handle.net/10294/911

Notification has been sent to the appropriate people.
Please use this identifier to cite or link to this item: http://hdl.handle.net/10294/911

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URI: http://hdl.handle.net/10294/911
Appears in Collections: Library reports

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