

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/>

Go to My Archive



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University of Regina Campus Digital Archive >

The Campus Digital Archive is an archive created and maintained by the Dr. John Archer Library for University of Regina faculty, researchers, administrators, students and other members of the campus community to store research, publications, presentations, and other materials in digital form. *For information or questions about the site and how to store your materials in it, free of charge, contact the University Librarian, Carol Hixson, at Carol.Hixson@uregina.ca*

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[Instructions for submitting to the U of R Campus Digital Archive](#)

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authorized users



OAlster
...find the pearls

Repositories in other academic institutions

Search in OAlster:

The University of Regina's Campus Digital Archive is an [open access](#) archive for University of Regina research, publications, and supporting materials in digital form. Unless otherwise stated, all rights are reserved by the authors and materials in the archive must be properly cited when being referred to by third parties.

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

[Help...](#)

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)



The screenshot shows the University of Regina Campus Digital Archive interface. At the top left is the university logo and name. Below it, the user is logged in as 'carol.hixson@ureg...' with a 'Logout' link. A search bar is present with a 'Go' button and a link to 'Advanced Search'. The main heading is 'My Archive: Carol Hixson' with a 'Help...' link. The section is titled 'Tasks in the Pool' and includes a note: 'Below are tasks in the task pool that have been assigned to you.' A table lists three tasks, each with a 'Take Task' button.

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Logged in as carol.hixson@ureg... (Logout)

[University of Regina Campus Digital Archive](#) >

My Archive: Carol Hixson

[Help...](#)

Tasks in the Pool

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

Task	Item	Submitted To	Submitted By	
Check Submission	2009-10 Collection Budget Context	Library reports	Carol Hixson	Take Task
Check Submission	1983 Elders' Conference 4/5	Indian history film project	Pam Ottenbreit	Take Task
Check Submission	Jimmy Chief 2 Interview	Indian history film project	Corene Kozey	Take Task

Preview Task

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Preview Task

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:

File	Description	Size	Format
CollectionsBudgetContext-2008.11.25_FINAL.pdf		96.55 kB	Adobe PDF View/Open
CollectionsBudgetContext-Appendix A-2008.11.25_FINAL.pdf		185.51 kB	Adobe PDF View/Open

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

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:

File	Description	Size	Format	
CollectionsBudgetContext-2008.11.25_FINAL.pdf		96.55 kB	Adobe PDF	View/Open
CollectionsBudgetContext-Appendix A-2008.11.25_FINAL.pdf		185.51 kB	Adobe PDF	View/Open
CollectionsBudgetContext-Appendix B-2008.11.25_FINAL.pdf		78.72 kB	Adobe PDF	View/Open

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.

Approve

Reject

Edit Metadata

Do Later

Return Task to Pool

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

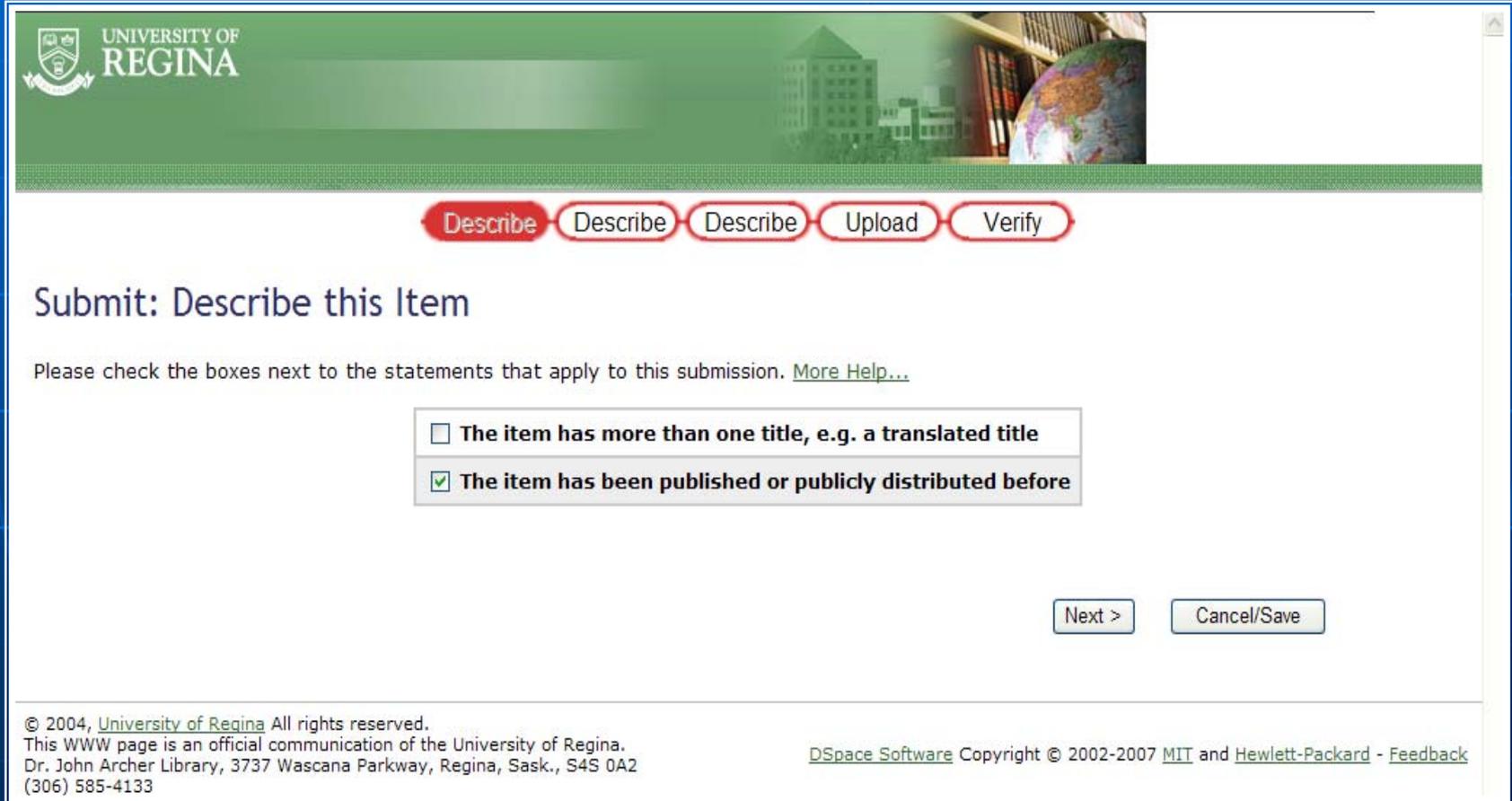
Review Options

- **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

Edit Metadata Option



The screenshot shows a web interface for editing metadata. At the top left is the University of Regina logo and name. A navigation bar contains five buttons: 'Describe' (highlighted in red), 'Describe', 'Describe', 'Upload', and 'Verify'. Below this is the heading 'Submit: Describe this Item'. A paragraph of instructions follows: 'Please check the boxes next to the statements that apply to this submission. [More Help...](#)'. There are two checkboxes: the first is unchecked and labeled 'The item has more than one title, e.g. a translated title'; the second is checked and labeled 'The item has been published or publicly distributed before'. At the bottom right are two buttons: 'Next >' and 'Cancel/Save'. The footer contains copyright information for the University of Regina and DSpace Software.

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Describe Describe Describe Upload Verify

Submit: Describe this Item

Please check the boxes next to the statements that apply to this submission. [More Help...](#)

The item has more than one title, e.g. a translated title

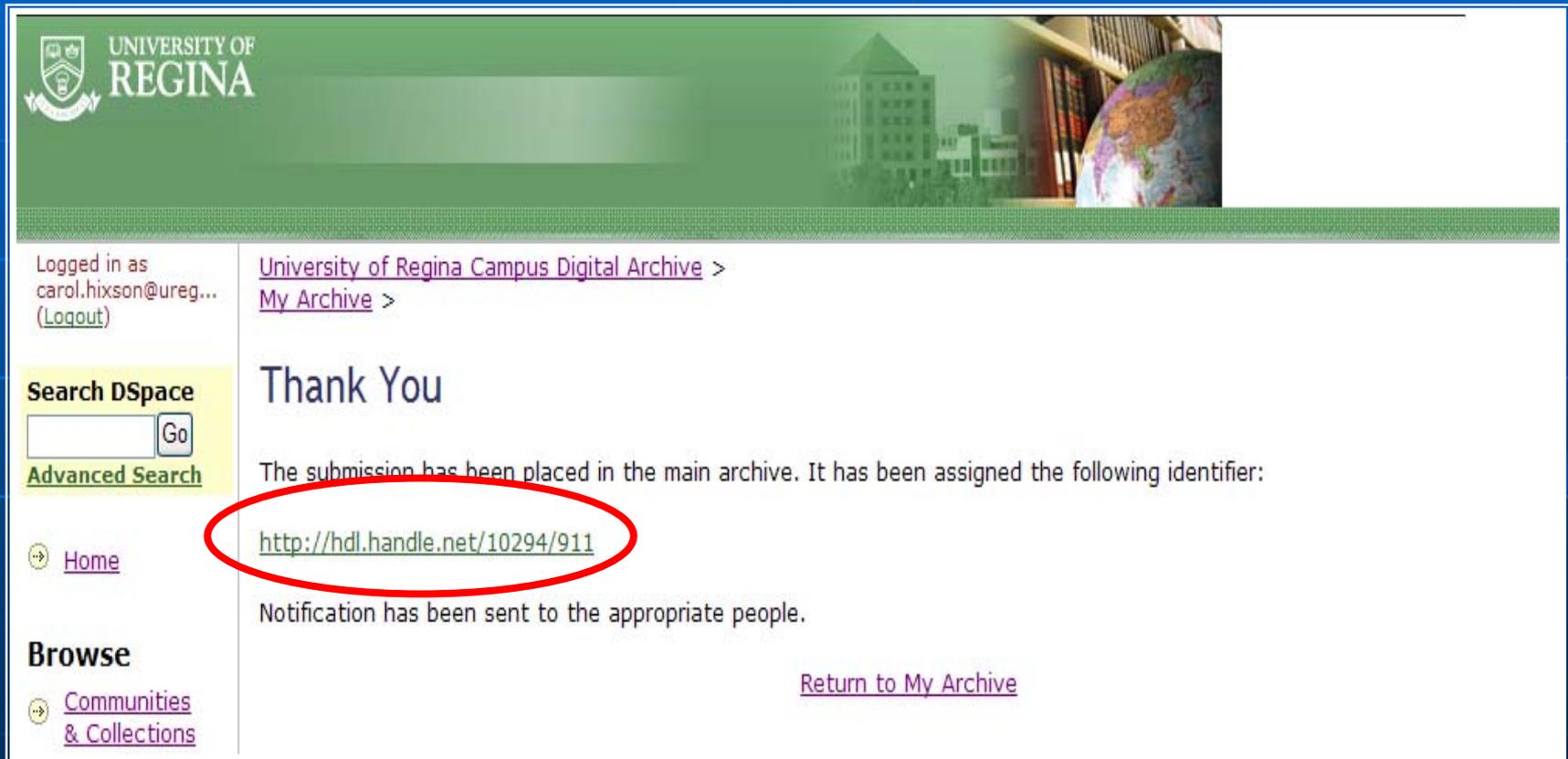
The item has been published or publicly distributed before

Next > Cancel/Save

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Dr. John Archer Library, 3737 Wascana Parkway, Regina, Sask., S4S 0A2
(306) 585-4133

[DSpace Software](#) Copyright © 2002-2007 [MIT](#) and [Hewlett-Packard](#) - [Feedback](#)

After Approval: URL Assigned



The screenshot displays the University of Regina Campus Digital Archive interface. At the top left is the university's logo and name. Below it, the user is logged in as 'carol.hixson@ureg...' with a '(Logout)' link. The main content area features a 'Thank You' message: 'The submission has been placed in the main archive. It has been assigned the following identifier: <http://hdl.handle.net/10294/911>'. The URL is circled in red. Below the message, it states 'Notification has been sent to the appropriate people.' and provides a '[Return to My Archive](#)' link. On the left sidebar, there is a 'Search DSpace' section with a search box and 'Go' button, an 'Advanced Search' link, and navigation links for 'Home' and 'Communities & Collections'.

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Logged in as carol.hixson@ureg... (Logout)

University of Regina Campus Digital Archive >
My Archive >

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.

[Return to My Archive](#)

Search DSpace
 Go
[Advanced Search](#)

[Home](#)

Browse
[Communities & Collections](#)

Item Now Available to the Public



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Search DSpace

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[Library reports](#) >

Please use this identifier to cite or link to this item: <http://hdl.handle.net/10294/911>

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
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Appears in Collections: [Library reports](#)

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