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# Introduction to DSpace

SEPTEMBER 4, 2014 | UH CLEAR LAKE

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# Topics

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- ✓ Introduction: About DSpace and the Texas Digital Library
- ✓ DSpace Basics
- ✓ Ingesting Content
- ✓ Workflows and Roles
- ✓ Metadata
- ✓ Other things that are good to know

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# Introduction

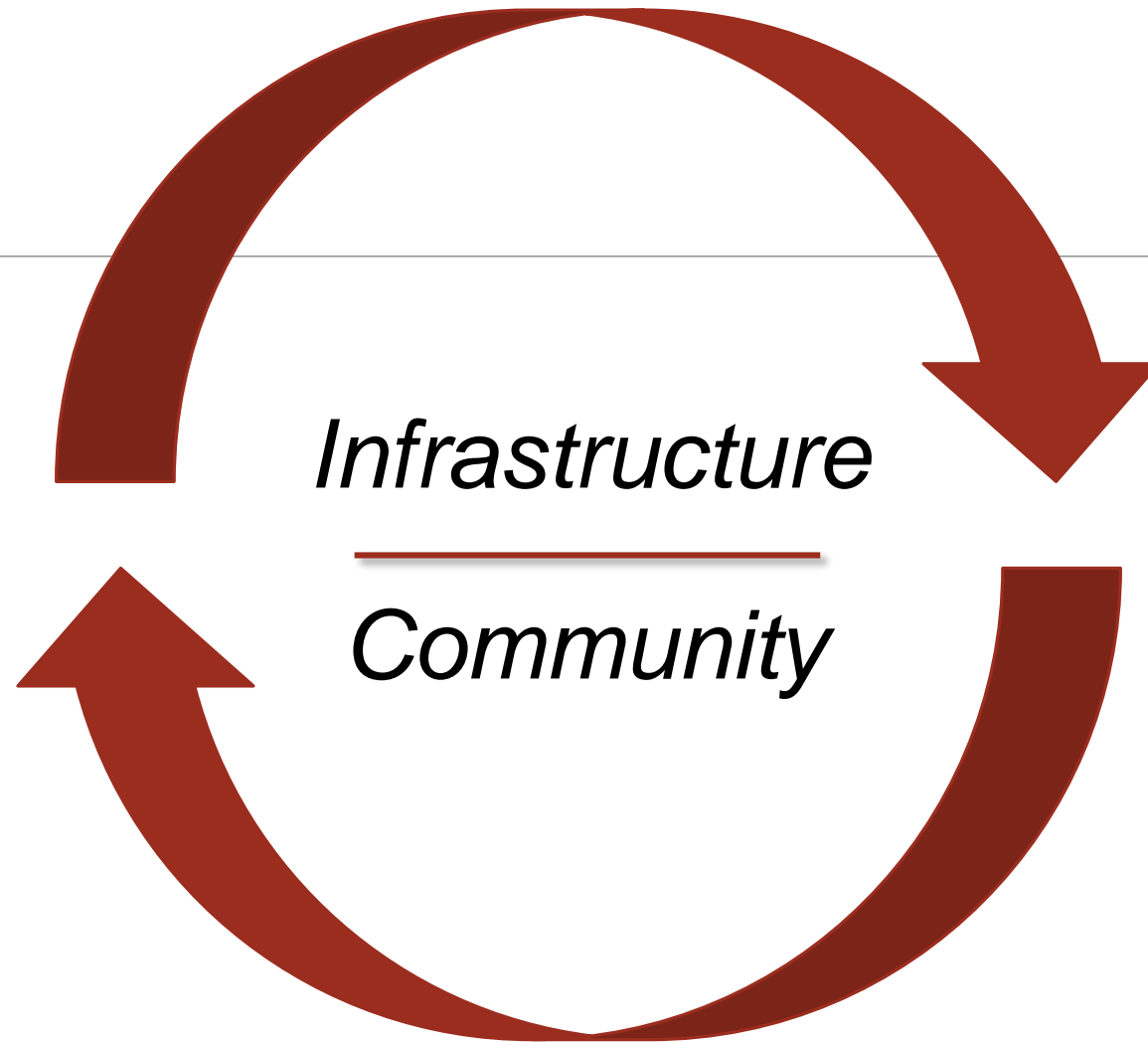
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DSPACE AND THE TDL



The Texas Digital Library is a  
*consortium of libraries*  
that works together to support  
*greater access* to the riches of  
Texas academic institutions.





# DSpace

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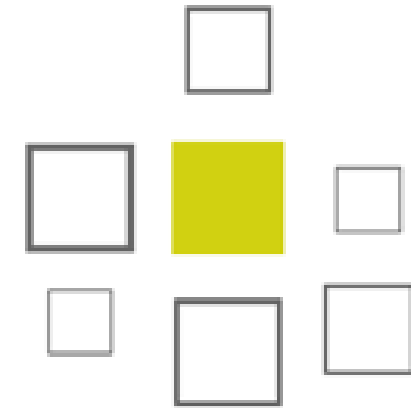
Open source software for digital repositories

Started in 2002 from developers at MIT and HP Labs

Active development community

Over 1000 organizations use DSpace

- Primarily research/higher **education**



DSpace



The TDL is a Platinum Member of DuraSpace, the sponsoring organization of DSpace.



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# DSpace Basics

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COMMUNITIES AND COLLECTIONS, LOGGING IN, NAVIGATING THE  
ADMIN INTERFACE

# Features

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- ☐ Full-text searchable (any text-based file)
- ☐ Discovery: search/browse in the DSpace interface, handles (Faceted browse)
- ☐ Can handle any type of file (file=bitstream); best known for text-based files
- ☐ Optimized for indexing in Google and Google Scholar
- ☐ Persistent URLs (Handle system)





# Examples of DSpace

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- <http://repositories.lib.utexas.edu>
- <http://repository.tamu.edu/>
- <http://repositories.tdl.org/ttu>
- <http://repositories.tdl.org/utmb>
- <https://repositories.tdl.org/uh-ir/>
- <http://repositories.tdl.org/tamug/>

# Repository Structure:

## Communities and Collections

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**Community** – highest level of DSpace hierarchy; can contain sub-communities and/or collections

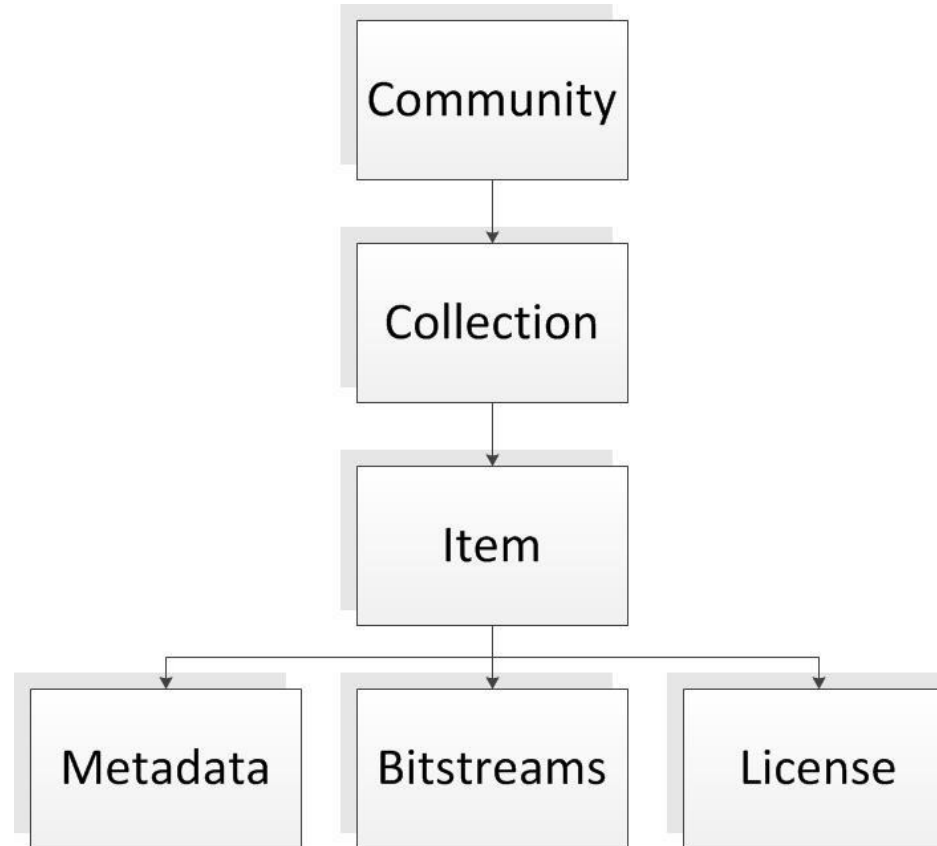
**Sub-Community** (optional) – if used, contain collections or additional nested sub-communities

**Collection** – Contain items

**Item** – Contain bitstreams (i.e. files), metadata, and license

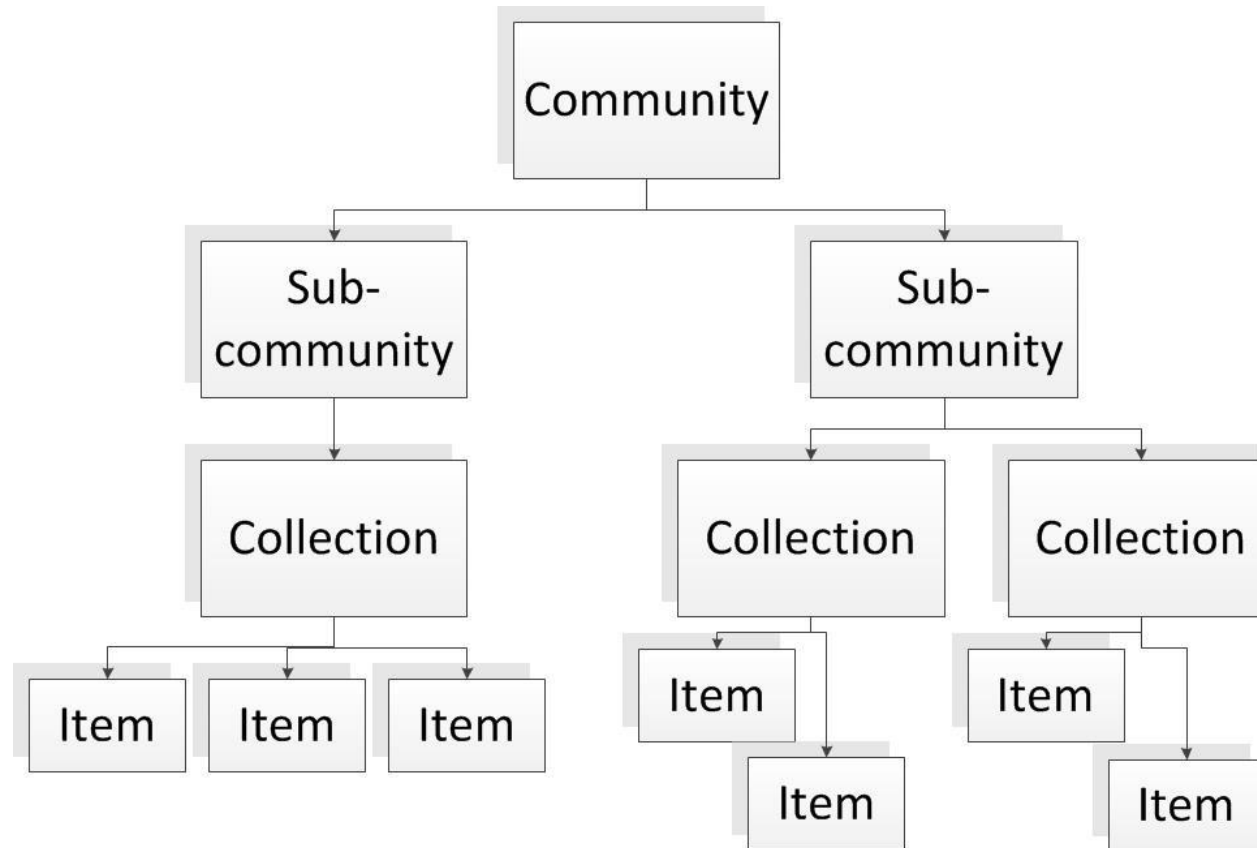
# Repository structure: Example #1

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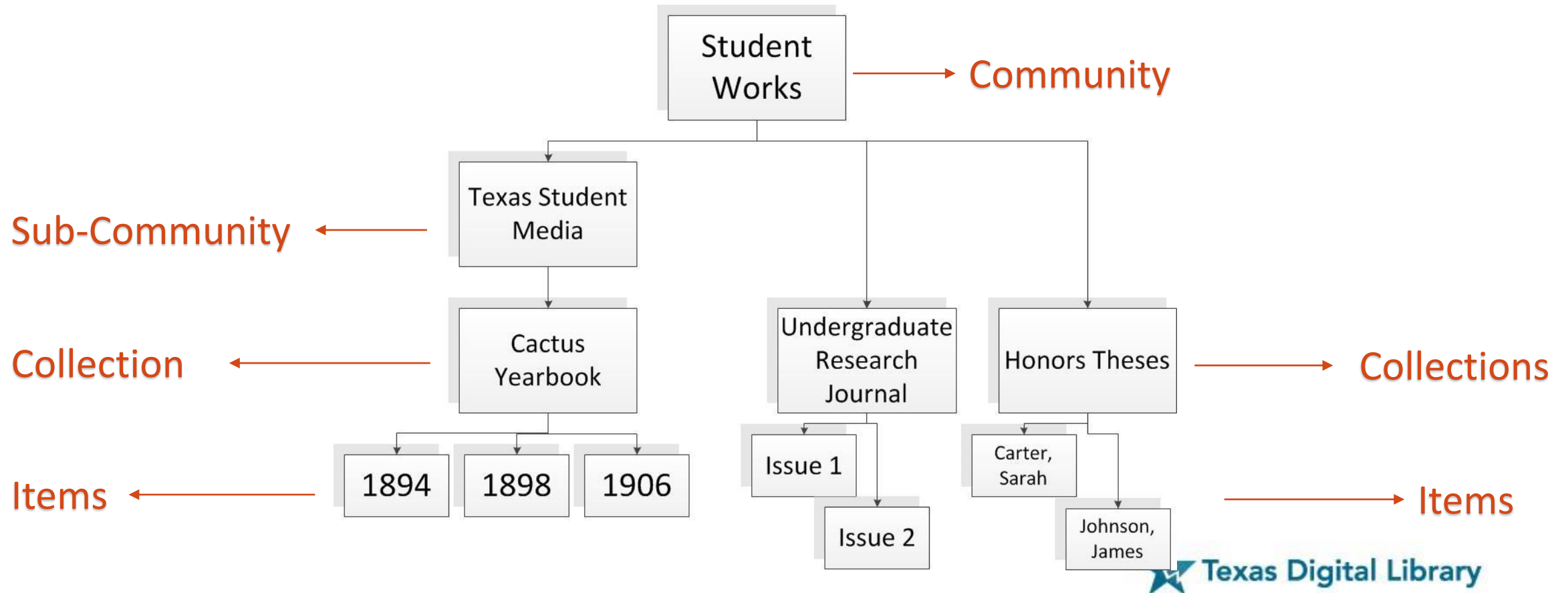


# Repository structure: Example #2

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# Example from UT Digital Repository



# Community Structure in TAMUG Repository

Community

Sub-Community

Collections

## Communities in the Repository

Select a community to browse its collections.

- **Faculty Scholarly Works**

- [General Academics Department \(GACD\)](#)
- [Marine Biology Department \(MARB\)](#)
- [Marine Engineering Technology Department \(MARR\)](#)
- [Marine Sciences Department \(MARS\)](#)
- [Marine Transportation Department \(MART\)](#)
- [Maritime Administration Department \(MARA\)](#)
- [Offshore & Coastal Systems Engineering Department \(OCSE\)](#)

- **Sargassum Early Advisory System (SEAS)**

- [Azores historic weather](#)
- [Effects of Sargassum on West End Beaches Galveston 2006](#)

- **Galveston Historic Beach Profiles**

- [Beach Profile Monitoring 2002](#)
- [Beach Profile Monitoring 2006](#)
- [Old Profiles 1966-1980](#)
- [Profile 2007-2008](#)

- **Galveston Bay Information Center**

- [Galveston Bay Bibliography](#)
- **Beach Management Information Portal**
  - [Galveston Island Park Board, March 2014](#)

- **Library Special Collections, Marine and Maritime Collection**

- [Laffite Society Collection](#)
- [Maps](#)
- [Special Collections](#)
- **Laffite Society**
  - [Laffite Seminar](#)

Above: Communities and Collections in the Texas A&M at Galveston Repository

# Logging into DSpace

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The TDL uses “Shibboleth” to manage authentication with our services.

Shibboleth lets you log in using your university credentials.

- Training DSpace installation: <https://dspace41-demo.tdl.org/demo-ir/>
- There’s no Shibboleth on the training box. Log in using provided student login credentials: [tdl.studentX@gmail.com](mailto:tdl.studentX@gmail.com) where X is the number on the yellow sticky note (password: tdlstudent)

# Context Clues

Available actions change as you navigate through the interface.

On the DSpace homepage

**Context**  
[Create Community](#)

**Administrative**  
Access Control  
  [People](#)  
  [Groups](#)  
  [Authorizations](#)  
Registries  
  [Metadata](#)  
  [Format](#)  
[Items](#)  
[Withdrawn Items](#)  
[Private Items](#)  
[Control Panel](#)  
[Statistics](#)  
[Import Metadata](#)  
[Curation Tasks](#)

On a Collection page

**Context**  
[Edit Collection](#)  
[Item Mapper](#)  
[Export Collection](#)  
[Export Metadata](#)

**Administrative**  
Access Control  
  [People](#)  
  [Groups](#)  
  [Authorizations](#)  
Registries  
  [Metadata](#)  
  [Format](#)  
[Items](#)  
[Withdrawn Items](#)  
[Private Items](#)  
[Control Panel](#)  
[Statistics](#)  
[Import Metadata](#)  
[Curation Tasks](#)

On an item page

**Context**  
[Create version of this item](#)  
[Edit this item](#)  
[Export Item](#)  
[Export Metadata](#)

**Administrative**  
Access Control  
  [People](#)  
  [Groups](#)  
  [Authorizations](#)  
Registries  
  [Metadata](#)  
  [Format](#)  
[Items](#)  
[Withdrawn Items](#)  
[Private Items](#)  
[Control Panel](#)  
[Statistics](#)  
[Import Metadata](#)  
[Curation Tasks](#)



# How To:

Create a Sub-community.

Assign an Administrator to your Sub-community.

1. Go to <https://dspace41-demo.tdl.org/demo-ir/> (Make sure you are logged in to DSpace.)
2. Navigate to the “UHCL Training Community”
3. Click on Create Sub-community
4. Give your Sub-community a name, provide introductory text, and click on Create.
5. Click on the Assign Roles tab
6. Click on Create to assign Administrators
7. Add [kristipark@yahoo.com](mailto:kristipark@yahoo.com) as an Administrator.

*Note: Addition of the administrative user automatically creates a “Group” called “COMMUNITY\_X\_ADMIN.”*

# How To:

Create a new Collection within your Sub-Community.

Assign an Administrator to your Collection.

1. Navigate to the Sub-Community you just created.
2. Click on Create Collection.
3. Give your collection a name, provide some introductory text, and click on Create.
4. On “Assign Roles” tab, click Create next to Administrators.
5. Add [username] as an Administrator for the Collection.

*Note: Initially, when you add a user as Administrator, the user will appear as “Pending” until you click SAVE.*

# How To :

Edit an existing Collection.

1. Return to DSpace Home
2. Navigate to the Collection you just created.
3. Under Context, click on Edit Collection.
4. Edit any metadata for the collection and upload an image under “Upload new logo.”
5. Click Save updates.

# Case Study: SEAS Community

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Sargassum Early Awareness System Community in the Texas A&M at Galveston Repository

- **Sargassum Early Advisory System (SEAS)**
  - Azores historic weather
  - Effects of Sargassum on West End Beaches Galveston 2006
  - **Galveston Historic Beach Profiles**
    - Beach Profile Monitoring 2002
    - Beach Profile Monitoring 2006
    - Old Profiles 1966-1980
    - Profile 2007-2008

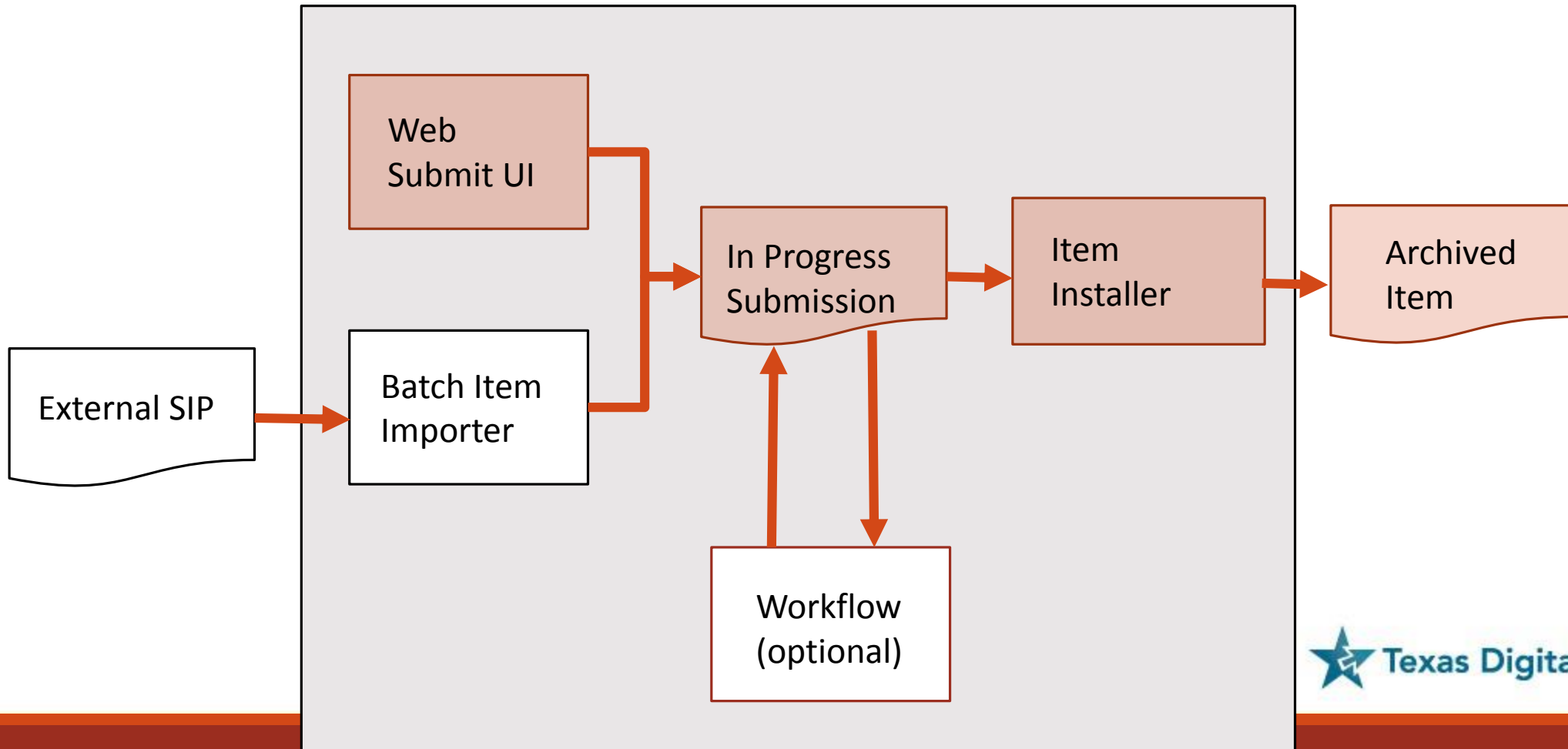
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# Ingesting Content

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SUBMISSION WORKFLOW

# Ingest Process



# Starting a new submission

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Users with “submit” privileges will see a “Submissions” link under My Account.

Click “Start a New Submission” to begin.

## My Account

[Logout](#)

[Profile](#)

[Submissions](#)

## Submissions & Workflow tasks

### Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

exas Digital Library

# Submission Steps

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## Select a Collection

- Only collections on which you have “submit” privileges will appear.



## Describe the item (3 screens)

- Title and Date of Publication are required.



## Determine access

- Make item private? – Item will not be searchable.
- Set up limited embargo? – Provide future date for access



## Upload file(s)

- Upload one or multiple files
- Edit metadata specific to each bitstream, including embargo info.



## Review

- Review information and make corrections.



## Agree to license

- Agree to license



## Complete submission

- Click “Complete submission.”

If Collection has no workflow steps, and you did not replace any restrictions on access, the item will be immediately available in DSpace



# Practice

Submit an Item to your Collection.

1. Click “Submissions”
2. Click “start another submission.”
3. Select a collection and click Next.
4. Proceed through the workflow. Upload one or multiple files from desktop folder.

# Editing Items

Moving items to a different collection

Making an item private

Replacing or modifying bitstreams

- Reordering bitstreams

Editing item metadata

## Edit Item

Item Status

Item Bitstreams

Item Metadata

View Item

Curate

Welcome to the item management page. From here you can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Item Internal ID: 1892

Handle: 123456789/1753

Last Modified: 2014-08-26 09:37:46.15

Item Page: <https://dspace41-test.tdl.org/DEV-ir/handle/123456789/1753>

Edit item's authorization policies: [Authorizations...](#)

Withdraw item from the repository: [Withdraw...](#)

Move item to another collection: [Move...](#)

Make item private: [Make it private...](#)

Completely expunge item: [Permanently delete](#)

[Return](#)

# Reorder bitstreams

In items with multiple files (i.e. bitstreams), an administrator can reorder the files after submission.

1. Complete submission of item.
2. Navigate to collection and item just submitted.
3. “Edit this item.” => Item Bitstreams tab
4. Use arrows on right side to reorder the files

## Edit Item

[Item Status](#)[Item Bitstreams](#)[Item Metadata](#)[View Item](#)[Curate](#)

### Bitstreams

	Name	Description	Format	View	Order	
Bundle: ORIGINAL						
<input type="checkbox"/>	<a href="#">bookchapter-1.pdf</a>	<a href="#">page 1</a>	<a href="#">Adobe PDF</a>	<a href="#">[view]</a>	1 (Previous:1)	<div><div></div><div></div></div>
<input type="checkbox"/>	<a href="#">bookchapter-2.pdf</a>	<a href="#">page 2</a>	<a href="#">Adobe PDF</a>	<a href="#">[view]</a>	2 (Previous:2)	<div><div></div><div></div></div>
<input type="checkbox"/>	<a href="#">bookchapter-3.pdf</a>	<a href="#">page 3</a>	<a href="#">Adobe PDF</a>	<a href="#">[view]</a>	3 (Previous:3)	<div><div></div><div></div></div>
<input type="checkbox"/>	<a href="#">bookchapter-4.pdf</a>	<a href="#">page 4</a>	<a href="#">Adobe PDF</a>	<a href="#">[view]</a>	4 (Previous:4)	<div><div></div><div></div></div>
Bundle: LICENSE						
<input type="checkbox"/>	<a href="#">license.txt</a>		<a href="#">License</a>	<a href="#">[view]</a>	1 (Previous:1)	<div><div></div><div></div></div>

[Upload a new bitstream](#)

[Update bitstream order](#)[Delete bitstreams](#)[Return](#)



# Editing Item Metadata

1. Navigate to the Item
2. Click “Edit this item” under “Context.”
3. Go to “Item Metadata” tab.
4. Edit existing metadata, or add new fields.

## Edit Item

Item Status

Item Bitstreams

Item Metadata

View Item

Curate

**Add new metadata**

**Name:**  

dc.contributor.advisor

**Value:**  

Language

Add new metadata

PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes.

Update

Return

**Metadata**

Remove	Name	Value	Language
<input type="checkbox"/>	dc. date. accessioned	2014-08-18T22:30:40Z	

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# Roles and Workflows

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E-PEOPLE, GROUPS, AUTHORIZATION

# Roles within DSpace

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More privileges

Fewer privileges



# E-People and Groups

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E-People and Groups are the way DSpace identifies users for the purpose of granting privileges.

E-Person = User Account

- An E-Person can be granted certain privileges within DSpace.
- In TDL-hosted systems, an E-Person is created when a user logs in for the first time.

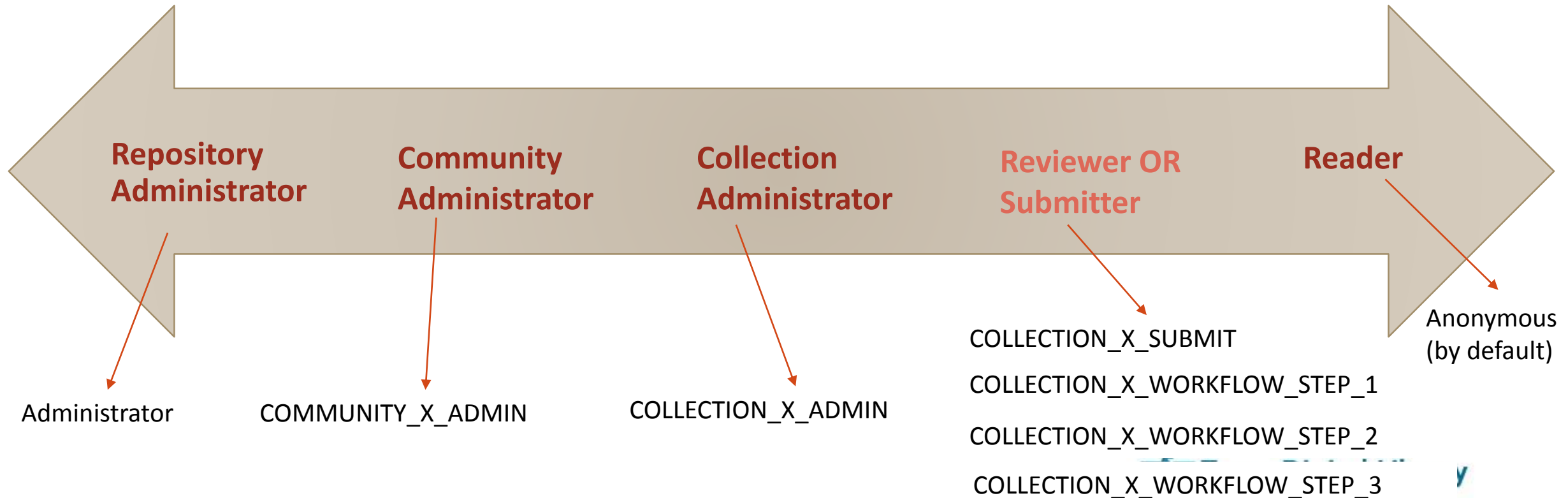
Groups = a list of E-People

- Groups can be granted permissions.
- Anyone listed in the group gets the permissions granted to the group.
- Two default groups in DSpace: Administrator and Anonymous

# Roles and Groups

More privileges

Fewer privileges





# Managing Groups Method #1

## Edit Collection => Assign Roles

- Create a group of Collection **Administrators**
- Create a group of **Submitters**
- Create a specified Group who can access materials (default is “anonymous”)
- Create Workflow Steps (more on this later)

**To create a Group:** Click “Create” (or “Restrict”), search for and add E-People to the group, click SAVE.

DSpace Home → Collections → Roles

### Edit Collection: Kristi's Test Collection

Edit Metadata Assign Roles Content Source Curate

Role	Associated group	
Administrators	<a href="#">COLLECTION_11_ADMIN</a>	<a href="#">Delete</a>
	Collection administrators decide who can submit items to the collection, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection).	
Submitters	none	<a href="#">Create...</a>
	The E-People and Groups that have permission to submit new items to this collection.	
Default read access	Default read for incoming items and bitstreams is currently set to Anonymous.	<a href="#">Restrict...</a>
	E-People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	
Accept/Reject Step	none	<a href="#">Create...</a>
	The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata.	
Accept/Reject/Edit Metadata Step	none	<a href="#">Create...</a>
	The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them.	
Edit Metadata Step	none	<a href="#">Create...</a>
	The people responsible for this step are able to edit the metadata of incoming submissions, but will not be able to reject them.	

[Edit authorization policies directly.](#)

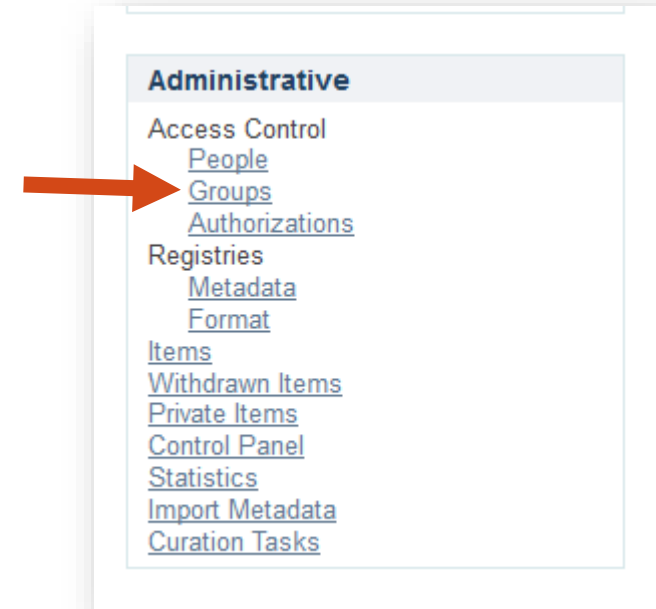
[Return](#)

# Managing Groups (Method #2)

## Access Control => Groups

**To create a Group:** Click “Click here to add a new Group,” give new Group a name, search for and add E-People to the group, click SAVE.

**Note:** No privileges are attached to any groups created through this method. But groups created here are available to be authorized in other parts of the interface.



# Workflows

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Without a Workflow in place, items submitted to a Collection in DSpace will automatically be archived and published.

Workflows allow for one, or multiple, steps for reviewing submissions and editing metadata prior to publication.

- A Workflow can have 1, 2, or 3 steps.
- Each step will have an E-Person Group attached.



# Available Workflow Steps

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## Step 1

- Can accept or reject submission

## Step 2

- Edit metadata; accept or reject submission

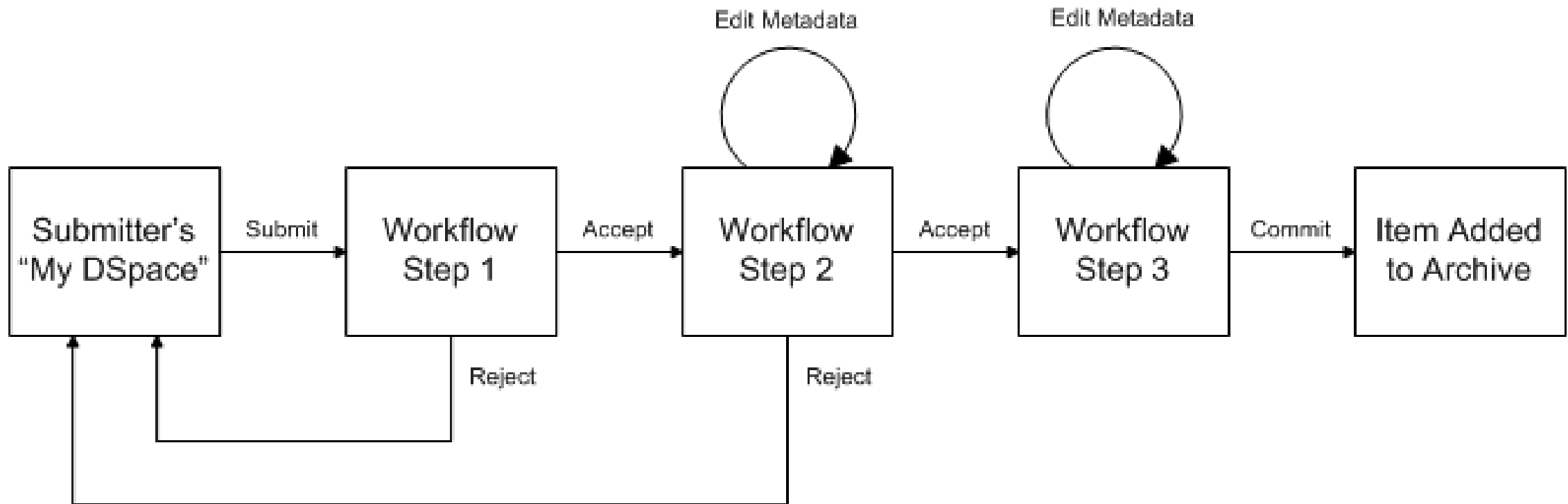
## Step 3

- Edit metadata and publish; cannot reject

Notes: A collection might have one or all of these steps. It could have any one of these steps but not the other two.

# A Workflow with all three steps

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# Creating a Collection Workflow

## Edit Collection => Assign Roles

- Create a Group for the Workflow step(s) you want.
- A Step without a Group does not exist.

Accept/Reject Step	none	Create...
	The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata.	
Accept/Reject/Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them.	
Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, but will not be able to reject them.	

# Working within a Workflow

Submitter submits item to a Collection with “Step 2” in place. Submitter gets this message:

- An email is sent to every E-Person in the Workflow/Reviewer Group.

Reviewer Group also sees this on their Submissions page:

## Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

[Go to the Submissions page](#)

## Workflow tasks

These tasks are items that are awaiting approval before they are added to the repository. There are two task queues, one for tasks which you have chosen to accept and another for tasks which have not been taken by anyone yet.

### Tasks you own

Task	Item	Collection	Submitter
No tasks are assigned to you			

### Tasks in the pool

	Task	Item	Collection	Submitter
<input type="checkbox"/>	<a href="#">Awaiting editor's attention</a>	<a href="#">Test Item</a>	<a href="#">Kristi's Test Collection</a>	email: <a href="#">TDL Admin</a>
<a href="#">Take selected tasks</a>				

# Workflow, cont.

Review takes the task and reviews submitted item.

Reviewer can edit the item's metadata, approve or reject the item, or return the item to the pool for another Reviewer to pick up.

## Test Item

Date: 2014

### Files in this item



Name: TDL-preservation- ...  
Size: 290.8Kb  
Format: PDF



Name: TDL-value-proposi ...  
Size: 119.6Kb  
Format: PDF



Show full item record

### Actions you may perform on this task:

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".

Approve item

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 resubmit.

Reject item

Select this option to change the item's metadata.

Edit metadata

Return the task to the pool so that another user may perform the task.

Return task to pool

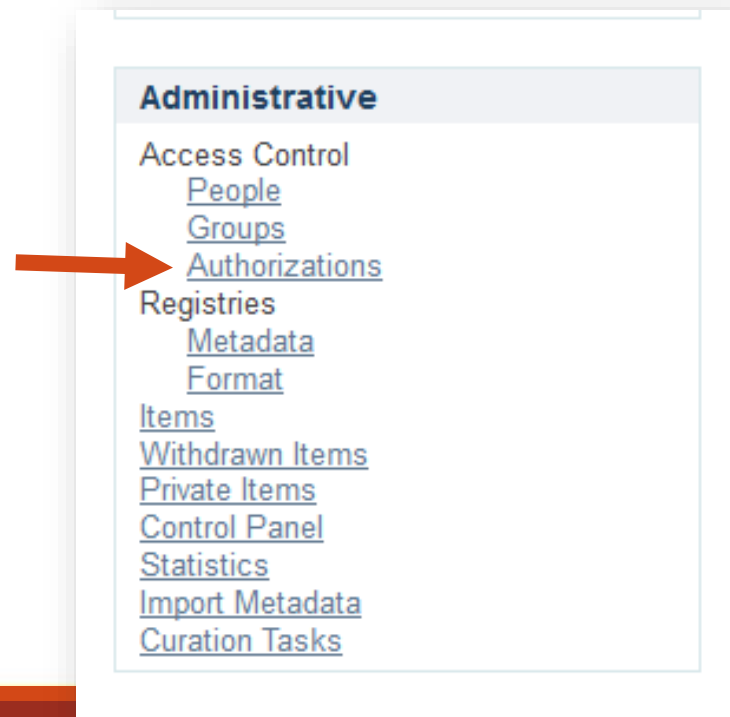
Cancel



# Authorization Policies

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VERY specific permissions can be created for e-persons and groups by creating authorization policies at the Collection, Item, or Bitstream Level.



# Collection-Level Authorization Policies

COLLECTION LEVEL	
ADD/REMOVE	add or remove items (ADD = permission to submit items)
DEFAULT_ITEM_READ	inherited as READ by all submitted items
DEFAULT_BITSTREAM_READ	inherited as READ by Bitstreams of all submitted items. Note: only affects Bitstreams of an item at the time it is initially submitted. If a Bitstream is added later, it does not get the same default read policy.
COLLECTION_ADMIN	collection admins can edit items in a collection, withdraw items, map other items into this collection.

# Other Authorization Policies

Item-Level	
ADD/REMOVE	add or remove bundles
READ	can view item (item metadata is always viewable)
WRITE	Can modify item

Bundle-Level	
ADD/REMOVE	add or remove bitstreams to a bundle

Bitstream-Level	
READ	view bitstream
WRITE	modify bitstream

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# Metadata

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# Refresher: Editing Item Metadata

1. Navigate to the Item
2. Click “Edit this item” under “Context.”
3. Go to “Item Metadata” tab.
4. Edit existing metadata, or add new fields.

## Edit Item

Item Status

Item Bitstreams

Item Metadata

View Item

Curate

**Add new metadata**

**Name:**  

dc.contributor.advisor

**Value:**

Language

Add new metadata

PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes.

Update

Return

**Metadata**

	Remove	Name	Value	Language
<input type="checkbox"/>		dc. date. accessioned	2014-08-18T22:30:40Z	

# DSpace and Dublin Core

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Dublin Core is at the heart of DSpace

2 mandatory elements when submitting thru UI:

- Title (dc.title) and
- Date of Publication (dc.date.issued)

7 automatic elements created by the software without any need for contributor input.

- 3 date elements
- 2 format elements
- Identifier
- Provenance.

# Creating Metadata Templates

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## When you should use metadata templates:

- Use metadata templates when you have one or more metadata elements whose value is the same across the whole collection

## What you should know about metadata templates:

The value you enter in the template will automatically be applied to each work submitted to that collection.

If you create a metadata template for a collection that already has items in it, the template value will *only be applied to future submissions*.

Go to: Collection => Edit Collection => Edit Metadata => Item Template



# How To:

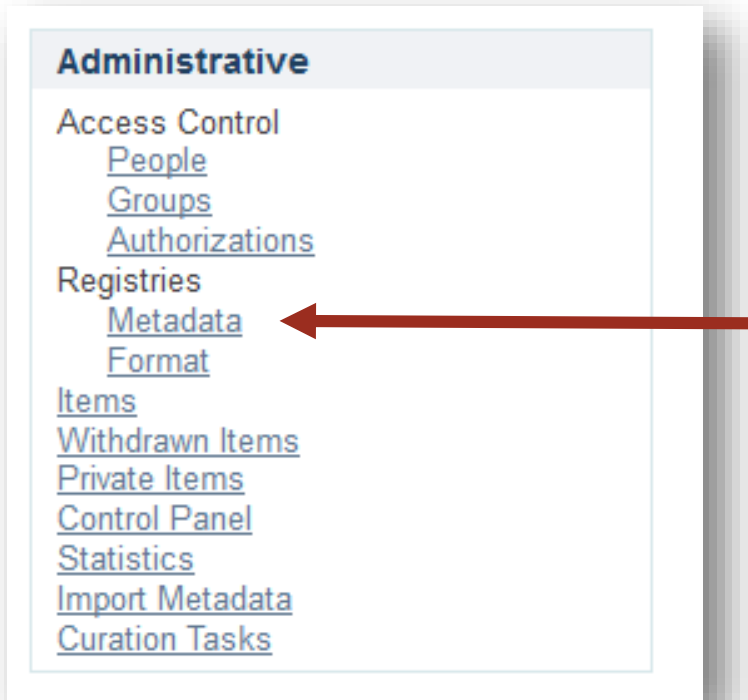
## Create a Metadata Template

1. Navigate to the desired Collection.
2. Click **Edit Collection**
3. On the “Edit Metadata” tab, scroll down to the bottom of the page and click the **Create** button next to Item template
4. Click the **Work Metadata** tab
5. Select the metadata element in the pulldown menu
6. Enter the value for this metadata element in the provided field.
7. Click the **Add new metadata** button.



# Adding Items to Metadata Registry

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- The metadata registry maintains a list of all metadata fields available in the repository.
- These fields may be divided amongst multiple schemas. However, DSpace requires the qualified Dublin Core schema.
- You may extend the Dublin Core schema with additional fields or add new schemas to the registry.

# New metadata schema


Add the web address of the new schema

Add a prefix to be used for each term.



## Metadata registry

The metadata registry maintains a list of all metadata fields available in the repository. These fields may be divided amongst multiple schemas. However, DSpace requires the qualified Dublin Core schema. You may extend the Dublin Core schema with additional fields or add new schemas to the registry.

	ID	Namespace	Name
	1	<a href="http://dublincore.org/documents/dcmi-terms/">http://dublincore.org/documents/dcmi-terms/</a>	<a href="#">dc</a>
	2	<a href="http://purl.org/dc/terms/">http://purl.org/dc/terms/</a>	<a href="#">dcterms</a>

Delete schema

### Add a new schema

#### Namespace:

Namespace should be an established URI location for the new schema.

#### Name:

Shorthand notation for the schema. This will be used to prefix a field's name (e.g. dc.element.qualifier). The name must be less than 32 characters and cannot include spaces, periods or underscores.

Add new schema

# Add fields to an existing schema

## Metadata registry

The metadata registry maintains a list of all metadata fields available in the amongst multiple schemas. However, DSpace requires the qualified Dublin Core schema with additional fields or add new schemas to the registry.

	ID	Namespace	Name
	1	<a href="http://dublincore.org/documents/dcmi-terms/">http://dublincore.org/documents/dcmi-terms/</a>	<a href="#">dc</a>
<input type="checkbox"/>	2	<a href="http://purl.org/dc/terms/">http://purl.org/dc/terms/</a>	<a href="#">dcterms</a>

[Delete schema](#)

Click on the namespace link.

## Add new metadata field

**Field Name:**  
dc .  .

**Scope Note:**  
Additional notes about this metadata field.

[Add new metadata field](#)

Add new field.

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# Good to Know

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# Statistics

Usage statistics can be retrieved from individual item, collection and community pages. These Usage Statistics pages show:

- Total page visits (all time)
- Total Visits per Month
- File Downloads (all time)\*
- Top Country Views (all time)
- Top City Views (all time)

Statistics

Total

Search Statistics for DSpace 4 Collection

Top Search Terms

Overall

DSpace

Total

	Search Term	Searches	% of Total	Pageviews / Search
1	embargo	2	20.00%	2.50
2	cjk	1	10.00%	10.00
3	coho	1	10.00%	0.00
4	embargoed	1	10.00%	1.00
5	klamath	1	10.00%	0.00
6	plumas	1	10.00%	0.00
7	subject_keyword:a_Subject keywords in one clump to see about wrapping options in discovery	1	10.00%	0.00
8	temporarily	1	10.00%	0.00
9	tuesday	1	10.00%	0.00

Top

Unit

Top

D

Total

Al

Hour

Lubbock

5

Searches	% of Total	Pageviews / Search
10	100.00%	0.90

# Withdrawing and Deleting Items

**Withdraw an item** = item is hidden from view, leaves a “tombstone,” can be reinstated

**Expunge an item** = item is completely erased from the archive, cannot be retrieved.

## Edit Item

Item Status

Item Bitstreams

Item Metadata

View Item

Curate

Welcome to the item management page. From here you can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Item Internal ID:	1892
Handle:	123456789/1753
Last Modified:	2014-08-26 09:37:46.15
Item Page:	<a href="https://dspace41-test.tdl.org/DEV-ir/handle/123456789/1753">https://dspace41-test.tdl.org/DEV-ir/handle/123456789/1753</a>
Edit item's authorization policies:	<button>Authorizations...</button>
Withdraw item from the repository:	<button>Withdraw...</button>
Move item to another collection:	<button>Move...</button>
Make item private:	<button>Make it private...</button>
Completely expunge item:	<button>Permanently delete</button>

Return

# Mapping items

- One item may be displayed in multiple Collections simultaneously.
  - “Owned” by the original Collection to which it was submitted. “Mapped” to additional Collections. (Think of a desktop “shortcut” to an application or file on your computer.)
  - The “mapped” item inherits all the permissions, licenses, etc. of the original item.

## WOMEN JAZZ SINGERS OF THE BIG BAND ERA (1930-1945): AN ANNOTATED BIBLIOGRAPHY AND RESEARCH GUIDE

McNair, Sarah E., Texas State University-San Marcos, School of Music

Document Type: Thesis

### Abstract:

There is a growing body of reference works on women in music: Carolyn Rabson's *Women in Music: An Annotated Bibliography* (1985); Margaret Erickson's *Women and Music: A Selective Annotated Bibliography on Women and Gender Issues in Music, 1987-1992* (1996); Karin Pendle's *Women in Music: A Research and Information Guide* (2005); and, more specifically, resources on women in jazz include Marie Rodgers's *The Harlem Renaissance: An Annotated Reference Guide for Student Research* (1998) and Karen Kindig's *Women in Jazz: An Annotated Bibliography* (2001). An extensive research guide has yet to be compiled on women jazz vocalists of the big band era. By identifying selected sources in the categories of dictionaries and encyclopedias, histories, biographies, discographies, iconographies, dissertations and theses, and other bibliographies, this thesis, an annotated bibliography, documents the historiography of female jazz singers, validating their positions as jazz musicians as well as highlighting references on this topic, thus laying the groundwork for others interested in similar research.

### Recommended Citation:

McNair, Sarah E., "WOMEN JAZZ SINGERS OF THE BIG BAND ERA (1930-1945): AN ANNOTATED BIBLIOGRAPHY AND RESEARCH GUIDE" (2012).  
<https://digital.library.txstate.edu/handle/10877/4394>

[Show full metadata](#)

### Download



Name: MCNAIR-THESIS.pdf  
Size: 335.4Kb  
Format: PDF

[View/Open](#)

### This item appears in the following Collection(s)

- [Theses and Dissertations-Music](#)
- [Dissertations & Theses](#)

# How To:

Use the Item Mapper

1. Navigate to the Collection where you want the work to appear (i.e. the “mapped” collection).
2. Click **Item Mapper** under CONTEXT in the right-hand navigation bar
3. In the search box, enter the title of the item you want to map into the new collection
4. Click **Search works**
5. Click the check box next to the work you want to map
6. Click the **Map selected items** button at the top of the page



# Batch Metadata Editing

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## 3 Steps:

1. Export CSV file
2. Edit values in CSV file
3. Re-import CSV file

Might be useful for:

- Batch editing of metadata (e.g. perform an external spell check)
- Batch additions of metadata (e.g. add an abstract to a set of items, add controlled vocabulary such as LCSH)
- Batch find and replace of metadata values (e.g. correct misspelled surname across several records)
- Mass move items between collections
- Mass deletion, withdrawal, or re-instatement of items
- Enable the batch addition of new items (without bitstreams) via a CSV file
- Re-order the values in a list (e.g. authors)

Good documentation:

<https://wiki.duraspace.org/display/DSDOC4x/Batch+Metadata+Editing>



# Exporting Collections

## Export Collection or Community via UI

### 1) Export Collection (or Community)

#### Context

[Edit Collection](#)  
[Item Mapper](#)  
[Export Collection](#) ←  
[Export Metadata](#)



tddl-systems@utlists.utexas.edu

6:07 PM (0 minutes ago) ☆

to me ▾

The item export you requested from the repository is now ready for download.

You may download the compressed file using the following link:

[https://dspace41-test.tdl.org/DEV-ir/exportdownload/item\\_export\\_2014\\_Aug\\_27\\_1\\_4.zip](https://dspace41-test.tdl.org/DEV-ir/exportdownload/item_export_2014_Aug_27_1_4.zip)

This file will remain available for at least 48 hours.

The DSpace Team

### 2) Receive email, click on link to access exported files.

Users\$ ▸ k-park ▸ Downloads ▸ item\_export\_2014\_Aug\_27\_1\_4.zip ▸ collec

Name	Type	Cor
bookchapter-1.pdf	Adobe Acrobat Document	
bookchapter-2.pdf	Adobe Acrobat Document	
bookchapter-3.pdf	Adobe Acrobat Document	
bookchapter-4.pdf	Adobe Acrobat Document	
contents	File	
dublin_core.xml	XML Document	
handle	File	
license.txt	Text Document	

### 3) Download zip file containing all items.

# Harvesting

- DSpace exposes metadata for collection by harvesters using the OAI-PMH protocol.
- DSpace can also harvest metadata and/or objects from other OAI-compliant repositories.
- Harvesting of another collection is configured under “Content Source.”

## Documentation:

<https://wiki.duraspace.org/display/DSDOC4x/OAI>

### Edit Collection: Texas A&M University at College Station

[Edit Metadata](#) [Assign Roles](#) [Content Source](#) [Curate](#)

Content source: ☐ This is a standard DSpace collection  
☒ This collection harvests its content from an external source

Harvested Collection Location

OAI Provider:   
The url of the target repository's OAI provider service

OAI Set id: ☐ All sets  
☒ Specific sets  
  
The persistent identifier used by the OAI provider to designate the target collection

Metadata Format:

[Test Settings](#)

Harvesting Options

Content being harvested: ☒ Harvest metadata only.  
☐ Harvest metadata and references to bitstreams (requires ORE support).  
☐ Harvest metadata and bitstreams (requires ORE support).

[Save](#) [Return](#)

# Curation Tasks

DSpace provides a framework, which it calls a “Curation System” for building programs that do routine repository management tasks.

Several out-of-the-box “curation tasks.”

- Profile bitstream formats
- Check for required metadata

Where to find Curation Tasks:

Edit Collection (or Edit Community) => Curate

## Curate Collection: DSpace 4 Collection

Edit Metadata

Assign Roles

Content Source

Curate

Task:

Profile Bitstream Formats

Perform

Queue

Return

# Resources

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TDL Helpdesk: [support@tdl.org](mailto:support@tdl.org)

- <http://www.Tdl.org/support/>
- 1-855-495-4317

DSpace Documentation:

<https://wiki.duraspace.org/display/DSDOC4x/DSpace+4.x+Documentation>

TDL DSpace Users Group:

[https://utlists.utexas.edu/sympa/info/tdl\\_dspace\\_users\\_group](https://utlists.utexas.edu/sympa/info/tdl_dspace_users_group)  
(Click “subscribe”)

# Contact info

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