

**Enhanced Submission & Metadata Package Form**

The following information will be used to create a custom quote for changes to the submission process and/or metadata for your DSpaceDirect account.

Institution name:

Date:

Please indicate which of the below metadata areas you would like to customize (you can see [the default fields here](https://wiki.duraspace.org/display/DSpaceDirectKB/DSpaceDirect+Submissions+Process+and+Default+Metadata+Fields) or see how they appear on the [DSpaceDirect Demo site](https://demo.dspacedirect.org/)). In the blank space, **list the number of fields** you want to add or customize.

**Changing** [**existing fields**](https://wiki.duraspace.org/display/DSpaceDirectKB/DSpaceDirect+Submissions+Process+and+Default+Metadata+Fields) (i.e. changing the default name, removing the default field)

Update \_\_\_\_ *existing* metadata field(s) or dropdown menu list(s) in the Submission Process

Update \_\_\_\_ *existing* metadata field(s) included in the Browse menu

Update \_\_\_\_ *existing* metadata field(s) included in the Discover menu

Update \_\_\_\_ *existing* metadata field(s) included in the search filter dropdown menu

**Please list each change here:**

**Adding new fields**

Add \_\_\_ *new* metadata field(s) or dropdown menu list(s) in the Submission Process

Add \_\_\_ *new* metadata field(s) to the Browse menu

Add \_\_\_ *new* metadata field(s) to the Discover menu

Add \_\_\_ *new* metadata field(s) to the search filter dropdown menu

Add \_\_\_ *new* metadata field(s) to OAI-PMH interface

**Please list each addition here:**

**Advanced Process Changes**

Advanced process change options include reordering submission process steps; enabling optional submission processes such as assigning a Creative Commons license to particular items and/or assigning advanced embargoes; and defining different submission processes for one or more collections.

**Please describe each change and/or addition in detail here:**