

Metadata Input Customization - Batch Metadata Editing

This section will focus on:

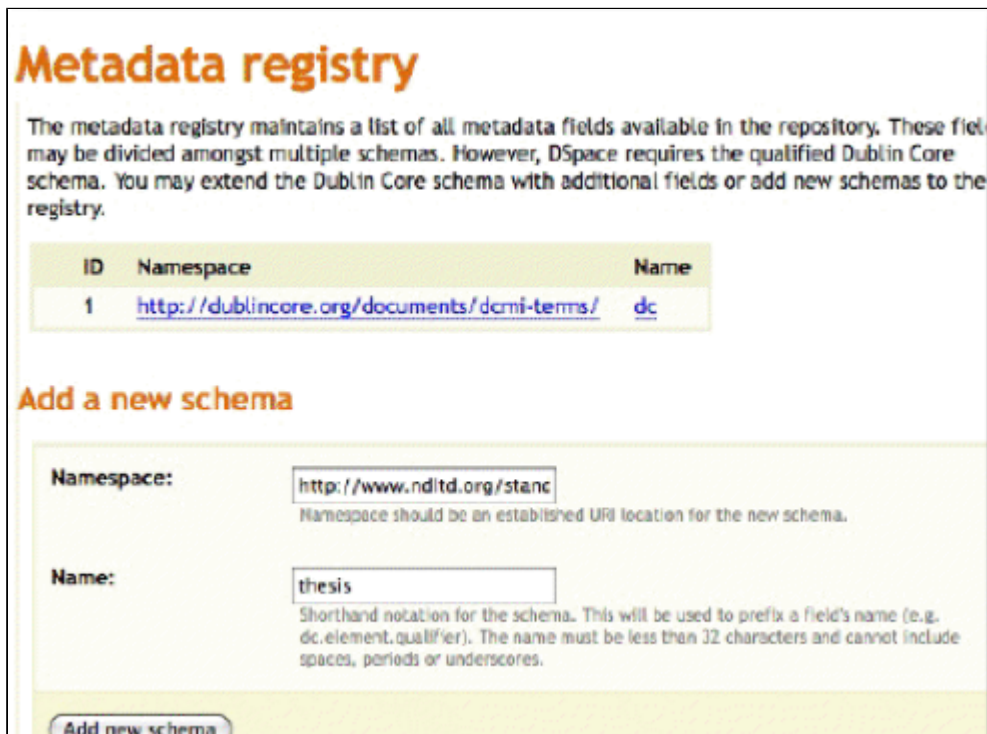
- Metadata Authority Control
- Adding a Custom Metadata Schema or Custom Metadata Fields
- Understanding which part of the submission process can be customized
- Modifying the DSpace submission process
 - Adding or Removing the Initial Questions
 - Editing Input Forms
 - Editing Licenses

Metadata Authority Control

For information see [Authority Control of Metadata Values](#)

Adding a Custom Metadata Schema or Custom Metadata Fields

Custom Metadata Schema and Metadata Fields can be added using the Metadata Registry. If you are logged in to your DSpace instance as an administrator you will see the Registries heading in the Administrative panel, under the heading select Metadata. From the metadata registry home can add a new schema by completing the namespace and name.



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	http://dublincore.org/documents/dcmi-terms/	dc

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.

To add a metadata field to a new schema click on the name space for that schema on the next screen enter the Field Name in the first box, the Qualifier in the second box and information about how to use the field in the Scope Note box. Then click Add new metadata field.

Metadata Schema: "dc"

This is the metadata schema for "http://dublincore.org/documents/dcmi-terms/". You may add new or update existing metadata fields to this schema. Fields may also be selected for deletion or be moved to another schema.

Add new metadata field

Field Name: dc . contributor . photographer

Scope Note: Use for photograph collections.

Additional notes about this metadata field.

Add new metadata field

Once the metadata registry has been updated, the new elements are available for applying to collections and items.

Understanding which part of the submission process can be customized



The Submission Process consist of up to four parts. The Initial Question, the Input Form, Creative Commons License, and the License.

The Initial Question can be modified, added or removed from the file `/dspace/config/item-submission.xml`.

The Input Form can be modified from the file `/dspace/config/input-forms.xml`, see below for more information.

The Creative Commons License can be added or removed from the file `/dspace/config/dspace.cfg` by changing the line "webui.submit.enable-cc = true" to "true" or "false." Instructions on editing the Creative Commons License step are at [Localising the Creative Commons License](#).

The License step can be modified by adding a license in a collection's metadata or editing the file at `local/local/dspace/config/default.license`

Modifying the DSpace submission process

Add or Remove the Initial Question

The Initial Question is controlled in the file `/dspace/config/item-submission.xml`

If you wish to change the initial question in for the default Submission process you can skip to step 3, to create a new submission process for a single collection start with step 1.

1. To edit the Initial Question for a single collection you will need to create a new `<name-map>` at the start of the document that include the handle of the collection and a new submission name.

```
<submission-map>
  <name-map collection-handle="2374.0BE/1588" submission-name="noquestions"/>
  <name-map collection-handle="default" submission-name="traditional"/>
</submission-map>
```

2. The easiest way to create a new submission process is to copy the entire existing traditional <submission-process> tag and change the name to match your submission name.

```
<!--This process skips the initial question-->
<submission-process name="noquestions">
```

3. In the <submission-process> tag you should see a comment and the tags for the first Initial Question step.

```
<!--Step 1 will be to gather initial information-->
<step>
  <heading>submit.progressbar.initial-questions</heading>
  <processing-class>org.dspace.submit.step.InitialQuestionsStep</processing-class>
  <jspui-binding>org.dspace.app.webui.submit.step.JSPInitialQuestionsStep</jspui-binding>
  <xmlui-binding>org.dspace.app.xmlui.aspect.submission.submit.InitialQuestionsStep</xmlui-binding>
  <workflow-editable>true</workflow-editable>
</step>
```

If you are removing the initial question comment out this step tag by adding "<!-- -->" around it.

4. Uncomment the Skip Initial Question step located just below the original <step>

```
<step>
  <processing-class>org.dspace.submit.step.SkipInitialQuestionsStep</processing-class>
</step>
```

5. Save your changes, reload *item-submission.xml* and restart DSpace.

Editing Input Forms

A detailed pdf tutorial on editing Input Forms is at [Modifying_inputforms.pdf](#). More information is also available on the wiki under [Alter Submission Input Forms](#) or from the PowerPoint presentation [Inputforms.ppt](#)

The linked resources will provide the best guides to editing your Input Form. Input Forms are controlled by the file */dspace/config/input-form.xml* which is divided into the three parts described below.

Form Maps

As with the Submission Map above, the Form Map links the input-forms you create with the community or collection you want the form to apply to.

```
<form-map>
  <name-map collection-handle="123456789/3341" form-name="news submission"/>
  <name-map collection-handle="default" form-name="traditional"/>
</form-map>
```

Field Types and Definitions

Each metadata field in the Submission Process is defined in the <field> tag in input-forms.xml. Each field tag correspondence to one piece of input in the submission process and one metadata field. The tags within the <field> tag determine the type and definition of the field as described below.

Tag	Explanation
<dc-schema>	The first tag within the <field> tag is <dc-schema>. The contents of this tag reference what metadata schema the field is from. This should be set to "dc" if you are using Dublin Core.
<dc-element>	<dc-element> tag defines the metadata element this field in the submission processes maps to.

<dc-qualifier>	If the element you define in <dc-element> needs to be modified by a qualifier use the tag <dc-qualifier>. If you do not need a qualifier leave this tag empty.
<repeatable>	Can this field be repeated? Set this field to either "false" or "true."
<label>	The <label> field provides the text that appears above the input field.
<input-type>	<input-type> determines the way the submitter can enter information. The options are: <ul style="list-style-type: none"> • onebox • textarea • date • name • dropdown • qualdrop_value • series • list
<hint>	<hint> shows text below a field in order to provide information to the submitter about.
<required>	<required> is used if submitters are not allowed to leave a field blank. If a submitter leaves a required field blank then this message will display. If a field is optional do not type any text but just leave the tag empty.

```

<field>
  <!-- language.iso -->
  <dc-schema>dc</dc-schema>
  <dc-element>language</dc-element>
  <dc-qualifier>iso</dc-qualifier>
  <repeatable>>false</repeatable>
  <label>Language</label>
  <input-type value-pairs-name="common_iso_languages">dropdown</input-type>
  <hint>Select the language of the main content of the item.</hint>
  <required/>
</field>

```

Value Pairs

If a <field> has a type of "dropdown" or "qualdrop_value" then you must create a <value-pairs> tag for the options you want to appear in the lists.

For each options a pair tag determines what value is shown to the submitter and if that option is selected what value is stored in the system.

```

<value-pairs value-pairs-name="common_iso_languages" dc-term="language_iso">
  <pair>
    <displayed-value>N/A</displayed-value>
    <stored-value/>
  </pair>
  <pair>
    <displayed-value>English (United States)</displayed-value>
    <stored-value>en_US</stored-value>
  </pair>
</value-pairs>

```

Turn on or off the Creative Commons License

The Creative Commons License can be added or removed from the file `/dspace/config/dspace.cfg` by changing the line `"webui.submit.enable-cc = true"` to

```

#### Creative Commons settings #####
# Are Creative Commons licenses used in submission?
webui.submit.enable-cc = true

```

"true" or "false."

Instructions on editing the Creative Commons License step are at [Localise Creative Commons](#).

Edit the License

The License for a single collection can be edited using the GUI. Just go to Edit Collection and type the text of your new License in the "License:" box, this will override the default license. Or you can edit the default license at *dspace/config/default.license*.

License:

I grant The College and its designated employees a non-exclusive, perpetual, and royalty-free license to archive and provide unrestricted access to my work, in whole or in part, in any medium. I represent that this work is my own original work, and does not, to the

Reference Materials:

[The DSpace Course](#)

This section was contributed by Catalina Oyler from the Five Colleges of Ohio