

OceanBestPractices Guidelines for Collection Administrators

Version 2021-07-10

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Introduction

This document is specifically for Collection Administrators who can do all that submitters and editors can do, but in addition:

- Editing Records already in OceanBestPractices live repository**
- Remove a full text file**
- Add a new full text file**
- Add new metadata**
- Edit Existing Metadata**
- Move a record to another Collection**
- Item Mapper - map the record to more than one Collection**
- Create new versions of a record to upload a new version file**

Communities and Collections

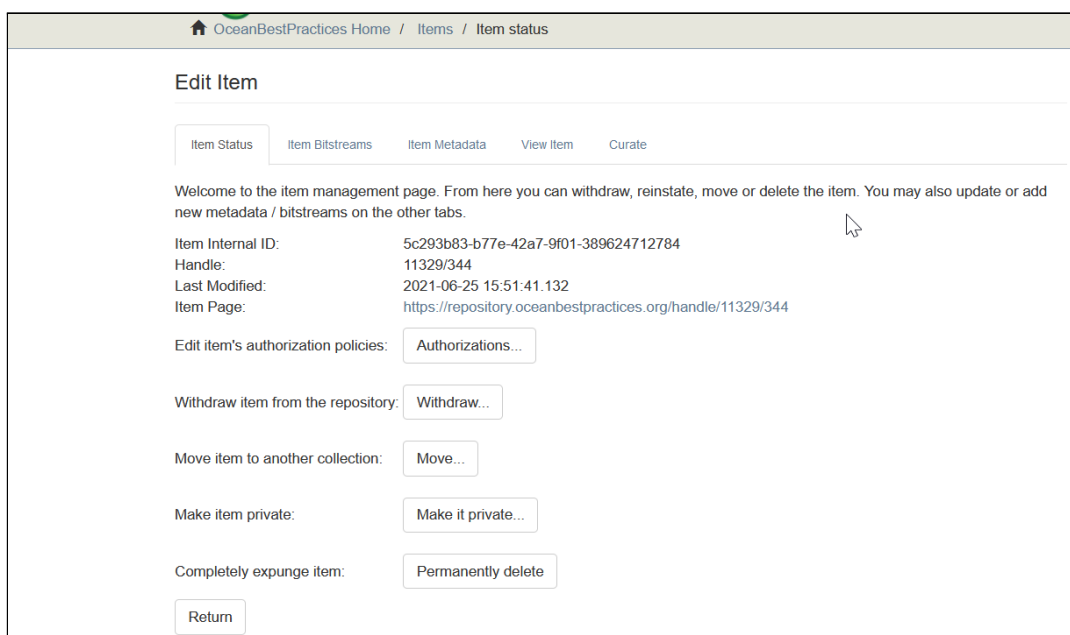
OceanBestPractices content is organized around **Communities** and **Collections**. Communities are top level aggregations, (Organizations (International and National) and projects etc). New Communities can only be added by the [OBPS Repository Manager](#). Within the top level Community there can be **Sub-Communities**. Each Community or Sub-Community contains one or more **collections** of submitted items. A Collection Administrator is responsible for these.

If you have any questions regarding your authorization level or related tasks, please contact the OBPS Repository Manager on oceanbestpractices@iode.org

Editing Records already in OceanBestPractices

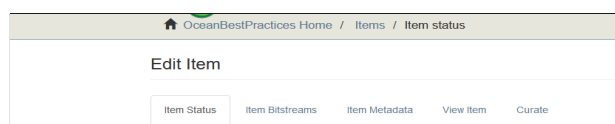
You must be logged in as the **Collection Administrator** for the item you wish to work with. Otherwise you will need to request the OBPS Repository Manager to work on the record for you.

- Locate the record by using Simple or Advanced Search, Recently Added, or browsing collections.
- Click on the title and the Simple Item Record will be displayed
- On the right-hand menu click [Edit this Item](#)
- The [Edit Item](#) screen will be displayed.



Edit Item

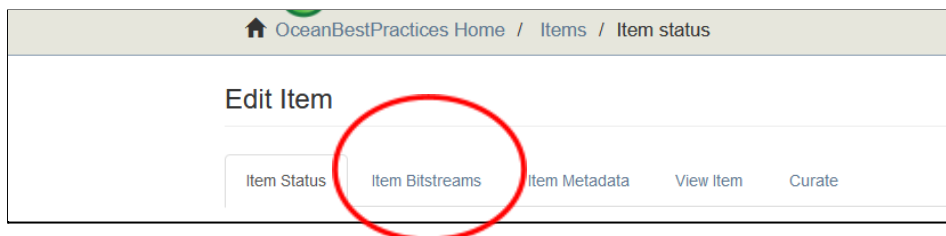
This screen should be navigated with care because from here the Collection Administrator can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams



Removing a full text file

You will only remove a file, if you have another to replace it and this should only be done for a good reason.

Click the tab [Item Bitstream](#)



The screen will display the file/s held against this record.

Name	Description	Format	View	Order
Bundle: THUMBNAIL				
<input type="checkbox"/> 009Q3505.pdf.jpg	IM Thumbnail	JPEG	[view]	<input type="button" value="Move up"/> <input type="button" value="Move down"/>
Bundle: LICENSE				
<input type="checkbox"/> license.txt		License	[view]	<input type="button" value="Move up"/> <input type="button" value="Move down"/>
Bundle: ORIGINAL				
<input type="checkbox"/> 009Q3505.pdf		Adobe PDF	[view]	<input type="button" value="Move up"/> <input type="button" value="Move down"/>

Upload a new bitstream

By Issue Date

Authors

Titles

Subjects

MY ACCOUNT

My Exports

Logout

Profile

Submissions

ADMINISTRATIVE

Control Panel

Statistics

Curation Tasks

Access Control

People

To remove - 'tick' the boxes against all the file name/s **except the one labelled [license.txt](#)**

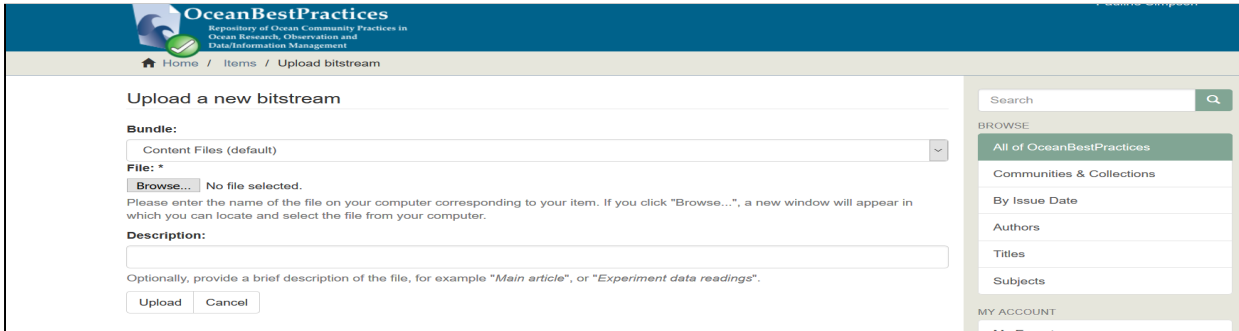
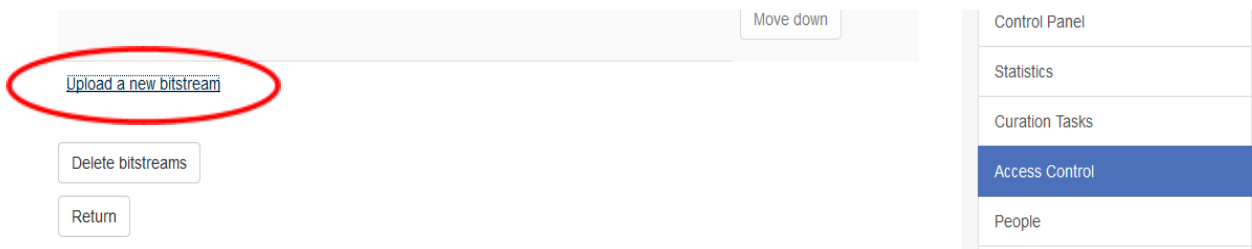
Click [Delete Bitstream](#). The files will disappear.

Note pre DSpace5 records will not have a license.txt file

Adding a full text file (PDF preferred)

To upload a new file Click the tab [Item Bitstream](#).

Click [Upload a new Bitstream](#)



In the Bundle box ensure 'Content Files (default)' is displayed. The system generates the Thumbnail etc. However, if necessary more than one full text file can be uploaded, for example if the file is divided into Vol. 1 and Vol. 2

Browse for the file and click to populate the File field.

The file to be uploaded will need to be held on your computer or storage accessed from your computer (USB etc.). DSpace does not upload from a URL yet.

Complete the Description field with 'PDF' if the file is a straightforward full text file of the record.

Otherwise if not then complete the description eg PDF (Vol. 1) . The content in the bracket identifying more precisely.

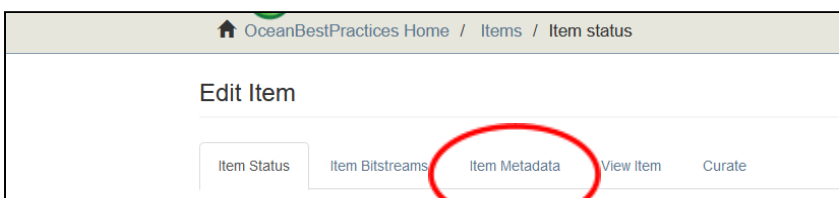
Click [Upload](#) – it will return you to the [Item Bitstream](#) screen

To add a second file, follow the same process

Click [Return](#)

Edit Metadata

Click the tab [Item Metadata](#)



The system does not take you back to the original input fields, but displays the metadata against Dublin Core fields.

Remove	Name	Value	Language
<input type="checkbox"/>	dc.bibliographicCitation.issue	3	en_US
<input type="checkbox"/>	dc.bibliographicCitation.title	Post Kenya	en_US
<input type="checkbox"/>	dc.bibliographicCitation.volume	4	en_US
<input type="checkbox"/>	dc.contributor.author	Njuguna, Stephen Gichuki	

Lookup

- Statistics
- Curation Tasks
- Access Control
- People
- Groups
- Authorizations
- Content Administration
- Items
- Withdrawn Items
- Private Items
- Import Metadata
- Batch Import (ZIP)
- Registries
- Metadata

Any metadata that needs editing in existing populated fields can be edited by finding the field and editing it as required. **Remember** to click [Update](#) otherwise the edits will not be saved. Then click [Return](#) to take you back to the Simple Item Record display.

More difficult is [Add new metadata](#)

Adding new metadata

Click the tab [Item Metadata](#)

Before adding the new metadata you must choose and click on the appropriate Dublin Core field, by using the drop down arrow and clicking on the DC field you want to insert.

If you are not sure which Dublin Core field to use, find an existing record that has the same type of metadata you want to insert and note the Dublin Core field it is in.

Check very carefully that you chose the correct Dublin Core field to add in the new metadata. It is important to select the correct Dublin Core field when adding a new metadata field, since the display in Simple Item Record is based on those Dublin Core fields and choosing the wrong Dublin Core field may mean that content is not discoverable in a specific metadata field search.

Add new metadata

Name:

dc.bibliographicCitation.conferencename

dc.bibliographicCitation.conferenceplace

dc.bibliographicCitation.issue

dc.bibliographicCitation.title

dc.bibliographicCitation.volume

dc.contributor.advisor

dc.contributor.author

dc.contributor.corpauthor

dc.contributor.editor

dc.contributor.editorparent

dc.contributor.illustrator

dc.contributor.other

dc.contributor

dc.coverage.spatial

dc.coverage.temporal

dc.creator

dc.date.accessioned

dc.date.available

dc.date.copyright

dc.date.created

After selecting the DC field and entering the new metadata in the field box provided, click [Add New Metadata](#) and then [Update](#) and check if the metadata is added, then click [Return](#).

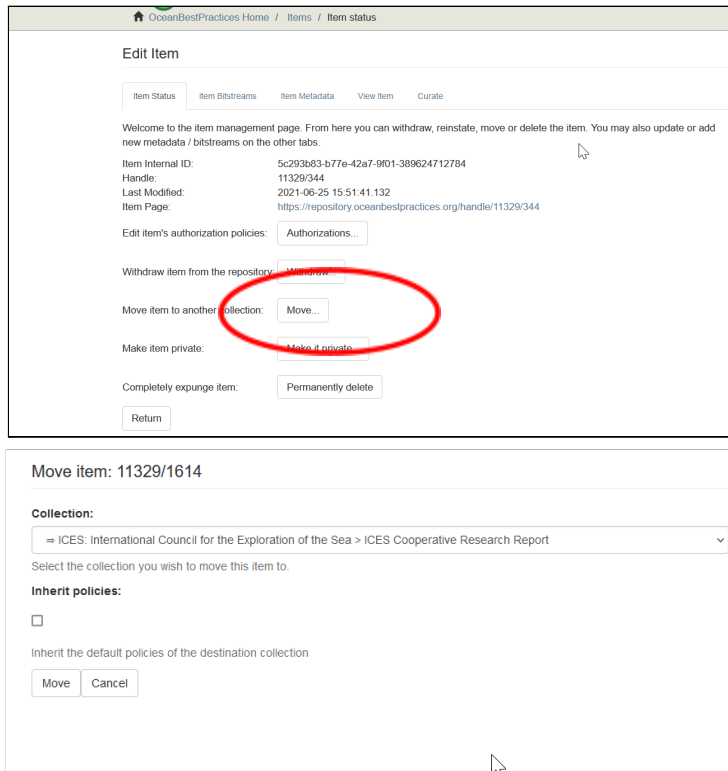
A table of the main Dublin Core fields mapped to the OceanBest Practices Screen metadata fields' labels follows but there are more so check an existing record that has the type of metadata you wish to add:

AquaDocs Metadata field labels	dc field	Notes on format to enter in Add metadata field
Item Type	dc.type	
Language	dc.language.iso	Eg. es (for Spanish)
Authors	dc.contributor.author	Last Name, First Name
Editor	dc.contributor.editor	Last Name, First Name
Corporate Author	dc.contributor.corpauthor	
Year of Publication*	dc.date.issued	Year only
Title *	dc.title	
Other Titles	dc.title.alternative	
Title of Book	dc.title.parent	(of parent book)
Title of Report	dc.title.parent	(of parent report)
Editor of Book	dc.contributor.editor	(of parent book)
Editor of Report	dc.contributor.editor	(of parent book)
Place of Publication	dc.publisher.place	
Publisher	dc. Publisher	
Series Name	dc.relation.ispartofseries	When adding as new metadata enter in format. Simpson Technical Series: 22
Pages	dc.format.pages	Eg 22pp.
Identifiers	dc.identifier.doi	Number only of original DOI
Identifiers	dc.identifier.isbn	Number only
Identifiers	dc.identifier.issn	Number only
Page Range	dc.format.pagerange	Eg. pp.2-6
Resource/Dataset location	obps.resourceurl.	URL
Abstract	dc.description.abstract	

Notes	dc.description.notes	
Subject: Uncontrolled keywords	dc.description.other	Enter each term individually and click 'Add metadata' repeat for each new subject term
Geographical Terms	dc.coverage.spatial	Enter each term individually and click 'Add metadata' repeat for each new subject term
Publications Status	dc.description.status	Published Submitted Unpublished
Refereed	dc.type.refereed	Refereed Non-Refereed Not Known
Funders	dc.description.sponsorship	
Journal title	dc.bibliographicCitation.title	Full title
Volume	dc.bibliographicCitation.volume	
Issue Number	dc.bibliographicCitation.issue	If only Article Nr. Enter Article 67185
Conference Name	dc.bibliographicCitation.conferencename	
Conference Location	dc.bibliographicCitation.conferenceplace	
Conference Date	dc.bibliographicCitation.conferencedate	

Move a record to another Collection

- Locate the record by using Simple or Advanced Search, Recent Additions, or browsing collections.
- Click on the title and the Simple Item Record will be displayed
- On the right-hand menu click [Edit this Item](#)
- The [Edit Item](#) screen will be displayed
- Click on Move ..
- Identify the correct Community/Collection you want to move the item to from the dropdown (you may find you do not have permission for that Collection and will need to request the move from the OBPS Repository Manager)
- Click 'Move'



Item Mapper to another Collection

Sometimes a depositor wishes to have a record linked to more than one Collection.

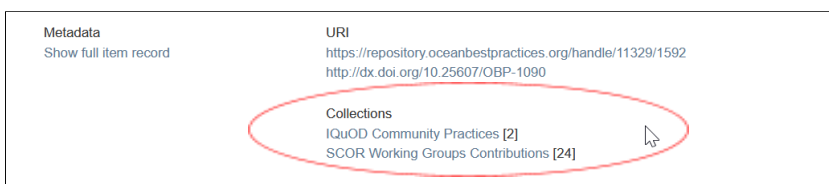
Go to the Collection you wish the record to also appear in (mapped)

Click on [Item Mapper](#) on the right hand menu.

Search for the title of the record you want to map into this collection – identify the correct title and follow the on-screen instructions.

Check the record to ensure that both collections appear at the bottom of the Simple Item Record

If it reports you do not have permission for that other Collection ask the OBPS Repository Manager to do it.



Create A New Version

Only Collection Administrators can use this function which is accessed from the Right hand side bar

First locate the record for which you want to create a new version and Click on '[Create version of this item](#)'

In Reason for creating new version box - add the new Version Nr e.g 2408-014-HB | Issue C; or Version 1.4.2

Click Version box and it will display the previous version input record

It will display the record to be edited. Click on the 'Resume' box at the bottom LH of the record display - The record will then appear in input mode ready to edit to create the new version record

Edit/update all metadata fields where required. Remember a lot of the metadata might have changed

Complete any Creative Commons License information if not already displayed

Finally - Review the Submission and when satisfied click 'Complete Submission'


Then:


In Edit Bitstream delete Bundle: Original; Bundle: Text; Bundle: Thumbnail


Upload just the new version full text file to Bundle Content Files (default) and click Return

The record will go through to Editorial Review and if you are also Review Editor you will receive an email
 Once passed through editorial review it will then be in the live repository where there will be one record displaying the updated version metadata and both version files accessible for view/download by all users.
 Note the Repository Handle and the DOI retain the same stem.

LabSTAF and RunSTAF Handbook 2408-014-HB Issue C.



View/Open
 PDF (12.27Mb)

Cast your vote  ★★★★★


Date
2021

Author
Oxborough, Kevin

Corporate Author
Chelsea Technologies Ltd. (CTL)

Status
Published

Pages
113pp.



Metadata
[Show full item record](#)

LabSTAF is the first of a new generation of research-grade active fluorometers being developed by Chelsea Technologies Ltd (CTL) in collaboration with The University of Southampton (UoS), the National Oceanographic Centre (NOC) and The University of Essex (UoE) as part of the STAFES-APP project within the NERC-funded OCEANIDS programme (NE/P020844/1). The STAFES-APP acronym expands to Single Turnover Active Fluorometry of Enclosed Samples – for Autonomous Phytoplankton Productivity. The aim of the project is to develop highly sensitive benchtop and deployable systems that can be used to improve our understanding of the global carbon cycle and aquatic ecosystem function. Meaningful assessment of the global carbon cycle must incorporate Phytoplankton Primary Productivity (PhytoPP) which forms the base of the marine food chain and represents approximately half of the carbon fixed by photosynthesis on a planetary scale. It follows that measurement of PhytoPP on wide spatial and temporal

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Series/Nr
Doc No. 2408-014-HB | Issue C;

Document Language
en

Sustainable Development Goals (SDG)
14.A

Essential Ocean Variables (EOV)
Phytoplankton biomass and diversity

Best Practice Type
Manual (incl. handbook, guide, cookbook etc)

Citation
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URI
<https://repository.oceanbestpractices.org/handle/11329/1531.2>
<http://dx.doi.org/10.25607/OBP-1029.2>

Collections
Miscellaneous Community Practices [372]

Version History

Version	Item	Editor	Date	Summary
2	11329/1531.2*	Pauline Simpson	2021-07-09T21:23:02Z	2408-014-HB Issue C
1	11329/1531	Kevin Oxborough	2021-03-25T20:26:32Z	

*Selected version

Please contact the [OceanBestPractices Repository Manager](#) if you have any queries of additions to these guidelines.

[end]