

DSPACE DIRECT

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](#) or see how they appear on the [DSpaceDirect Demo site](#)). In the blank space, **list the number of fields** you want to add or customize.

Changing existing 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: