Embargo an item

“Embargo an item” helps restrict the item’s attachment’s access until a future date. A user can embargo an item while submitting it or later by editing it. Both methods to embargo an item are explained below.

- Audience
- Embargo an item during the item submission
- Embargo an item via edit item

Audience

1. Repository Administrator
2. Community Administrator
3. Collection Administrator
4. Item Administrator/submitter

Embargo an item during the item submission

Step 1: Login using your credentials

Step 2: Roll over the cursor on the “+” sign.
Step 3: Click on “New” and click on “item” to proceed further in the Item addition process.

Step 4: A popup window with a collection list will appear. The user can select the target collection by typing its name or scrolling down the collection list. Then, click on the collection to initiate item submission.

Step 5: Users will see the item submission form after selecting the target collection. The first step is to upload attachment(s) in the Item. In DSpace terminology, an attachment is known as a “bitstream.”

Click on the “browse” link to upload attachment(s). Users can upload multiple files by selecting them together or dragging them into the space.
A progress bar showing bitstream upload progress will appear, as demonstrated in the illustration below. In addition, after a successful bitstream upload, a prompt confirming success or failure will appear.
Bitstream Upload Successful

Step 6: After uploading bitstream, the next step is to describe the Item by adding metadata.

Please refer Add Item process for detailed documentation on populating information in the metadata fields.

Step 7: Click on the edit button against any attachment to add embargo policy.

Step 8: Users can apply multiple policies on an attachment, and there are various available options. Click on the dropdown list under the “Access condition” type and select embargo, as highlighted in the screenshot below.

After selecting embargo in the dropdown list, the “Grant access from” date field will be activated. Next, users can choose the future date, after which the attachment should be accessible to the larger set of DSpace users.
Users can add multiple policies to the attachment by clicking the “Add more” link. For example, a user can define an embargo on an item until a future date. Likewise, a lease policy can keep the attachment open access until another date in the future.

Step 9: After updating all information, the submitter clicks on the “I confirm the license above” checkbox to accept the repository’s license.
Step 10: Click on the “Deposit” button to submit the Item in DSpace. Users will get to see a confirmation prompt upon successful submission of the Item.

Embargo an item via edit item

Step 1: Login using your credentials

Step 2: Go to the Item you want to edit

Users can reach an item through multiple methods, as listed below:

1. Search an item
2. Browse communities and collections
3. Finding an item in the Administration section at Edit > Item

Click on the “Edit” button appearing on the right-hand side of the item title.

Step 3: Click on the “Authorizations” button under the “Status” tab to continue with adding the embargo policy.
Step 4: The user will see multiple options against each attachment as explained below:

1. **Download Bitstream**: Click on this button to download the attachment on your local device for view.
2. **Edit Bitstream**: Click on the “Edit bitstream” button for editing details. Explained in the next step
3. **Delete Bitstream**: Click on the “Delete Bitstream” button to delete bitstream from the bundle.

Click on the “edit bitstream” button to embargo the attachment.

Step 5: Click on “Edit bitstream’s Policies” to continue with the embargo process.
Step 6: Click on the “Add” button to create the custom embargo policy for the attachment.

Step 7: Enter details for creating the embargo policy on this form and perform the following actions:

1. Select ‘TYPE_CUSTOM’ under ‘Select the policy type’ dropdown menu.
2. Select ‘READ’ under the ‘Select the action type’ dropdown list.
3. Select a future date under the End Date to determine when the embargo will end.
4. Select E-Person or a User group.
5. Click on Save to create the policy.
Creating a new resource policy:

Name: Custom Embargo policy
Description: Custom embargo policy created post item submission.

Select the policy type: TYPE_CUSTOM
Select the action type: READ

Start Date: 2021-07-23
End Date: 2021-07-23

The ePerson or group that will be granted the permission:

Detailed documentation on various possibilities on this form is available under ‘Edit Bitstream’ user documentation.

Users will see a success prompt upon creating the policy and will be redirected to the bitstream policy page.