

Make an Item Private

- [Audience](#)
- [Make Item private](#)

Audience

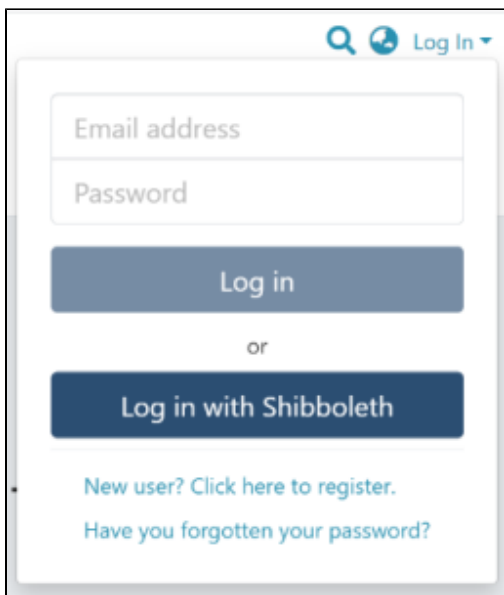
Content Submitters

Community Administrators

System Administrators

Make Item private

Step 1: Login using your DSpace credentials

A screenshot of the DSpace login interface. At the top right, there is a search icon, a user icon, and a 'Log In' dropdown menu. Below this, there are two input fields: 'Email address' and 'Password'. A blue 'Log in' button is positioned below the password field. Underneath the button is the word 'or'. Below 'or' is a dark blue button labeled 'Log in with Shibboleth'. At the bottom of the form, there are two links: 'New user? Click here to register.' and 'Have you forgotten your password?'.

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 towards the right-hand side of the item title.

Home • DSquare Technologies • Rapid DSpace • Test submission

This item is private

Test submission

No Thumbnail

Authors

John Doe
Wang Doom

Keywords

Research Subject Categories::HUMANITIES and RELIGION::Religion/Theology::Old Testament exegesis, Research Subject Categories::HUMANITIES and RELIGION::Religion/Theology::New Testament exegesis

URI

<https://demo7.dspace.org/handle/10673/1762>

Collections

[Rapid DSpace](#)

Full item page

Files

[defense-evasion.csv \(8.51 KB\)](#)

Date

2021

Authors

John Doe
Wang Doom

Publisher

Dummy Publication Inc.

Step 3: Click on the “Make it private” button under the “Status” tab to make the selected Item private.

Home • DSquare Technologies • Rapid DSpace • Test submission • Edit Item

Edit Item

Status Bitstreams Metadata Relationships Version History Collection Mapper

Welcome to the item management page. From here you can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Item Internal ID: 3cc31fe3-d85c-4451-8a67-bfa947665168

Handle: 10673/1762

Last Modified: 2021-04-11T11:36:10.182+0000

Item Page: </entities/project/3cc31fe3-d85c-4451-8a67-bfa947665168>

Edit item's authorization policies [Authorizations...](#)

Manage mapped collections [Mapped collections](#)

Withdraw item from the repository [Withdraw...](#)

Make item private [Make it private...](#)

Completely expunge item [Permanently delete](#)

Move item to another collection [Move...](#)

[← Back](#)


Step 4: Click on the “Make it Private” button to make the selected Item private or click the “Cancel” button to cancel the operation.


Make item private: 10673/1762

Are you sure this item should be made private in the archive?

| Field | Value | Language |
|---------------------------|--|----------|
| dc.contributor.author | John Doe | |
| dc.contributor.author | Wang Doom | |
| dc.date.accessioned | 2021-04-11T09:11:26Z | |
| dc.date.available | 2021-04-11T09:11:26Z | |
| dc.date.issued | 2021 | |
| dc.description.provenance | Made available in DSpace on 2021-04-11T09:11:26Z (GMT). No. of bitstreams: 1 defense-evasion.csv: 8714 bytes, checksum: 1c0263c69975d05b0d58d42459d39292 (MD5) Previous issue date: 2021 | en |
| dc.identifier.uri | https://demo7.dspace.org/handle/10673/1762 | |
| dc.language.iso | en | |
| dc.publisher | Dummy Publication Inc. | |
| dc.subject | Research Subject Categories::HUMANITIES and RELIGION::Religion/Theology::Old Testament exegesis | |
| dc.subject | Research Subject Categories::HUMANITIES and RELIGION::Religion/Theology::New Testament exegesis | |
| dc.title | Test submission | |
| dc.type | Book | |
| dspace.entity.type | project | |

Step 5: You will see a success prompt confirming that the Item is private, as shown below.

Communities & CollectionsAll of DSpace ▾Statistics

The item is now private

Home • DSquare Technologies • Rapid DSpace • Test submission • Edit Item

Edit Item

StatusBitstreamsMetadataRelationshipsVersion HistoryCollection Mapper

Welcome to the item management page. From here you can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

| | |
|-------------------|---|
| Item Internal ID: | 3cc31fe3-d85c-4451-8a67-bfa947665168 |
| Handle: | 10673/1762 |
| Last Modified: | 2021-04-11T11:08:12.026+0000 |
| Item Page: | /entities/project/3cc31fe3-d85c-4451-8a67-bfa947665168 |

Edit item's authorization policies

Authorizations...

Manage mapped collections

Mapped collections

Withdraw item from the repository

Withdraw...

Step 6: You will notice that the Item will appear with a "Private" tag.

Home • Search

Rapid DSpace

Permanent URI for this collection <https://demo7.dspace.org/handle/10673/1668>

It's an economical DSpace hosting service that enable institution with limited budget and resources to go

News

TNHD going live with Rapid DSpace

Browse

Recent Submissions

By Title

By Issue Date

By Author

By Subject

Now showing 1 - 1 of 1

Private

Research Project

Test submission

(Dummy Publication Inc., 2021) John Doe ; Wang Doom