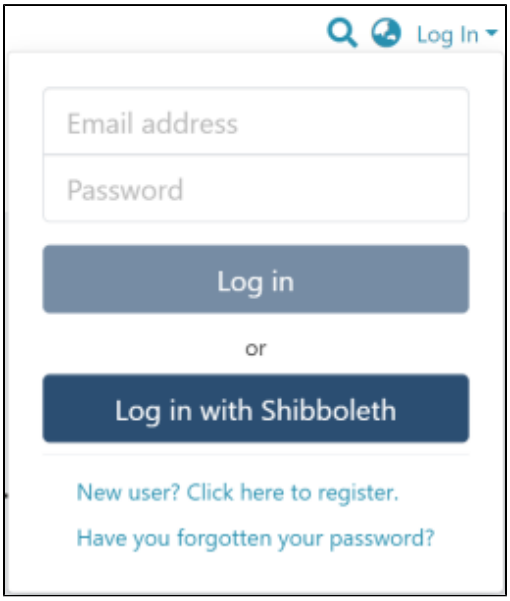
Edit Metadata

- Edit Metadata Process
- Add a metadata field
- Edit an existing metadata field
- Delete an existing metadata field

Edit Metadata Process

Step 1: Login using your credentials

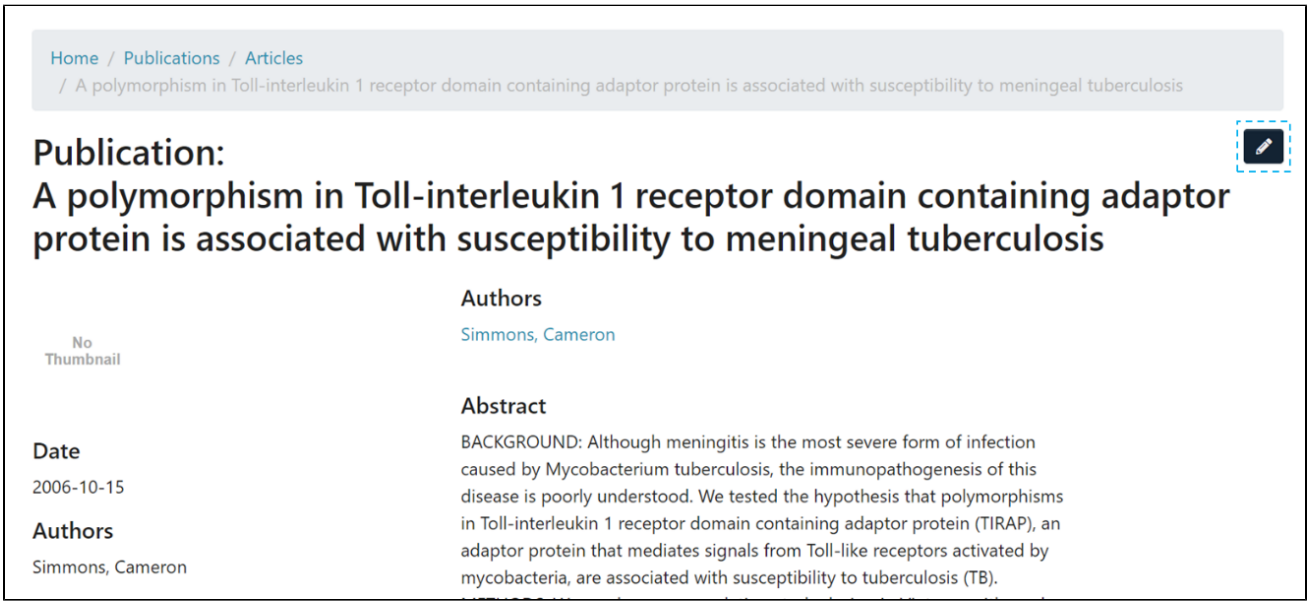


Step 2: Go to the Item you want to edit

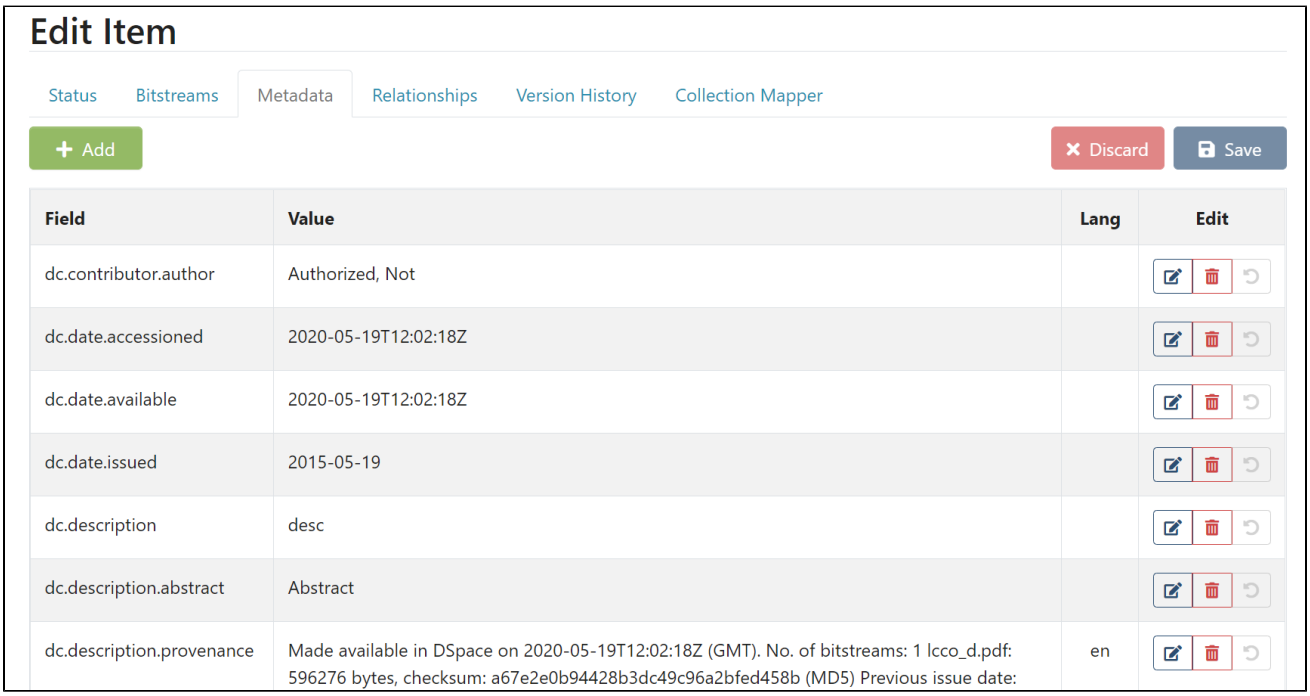
Users can reach an item through multiple methods, as listed below:

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

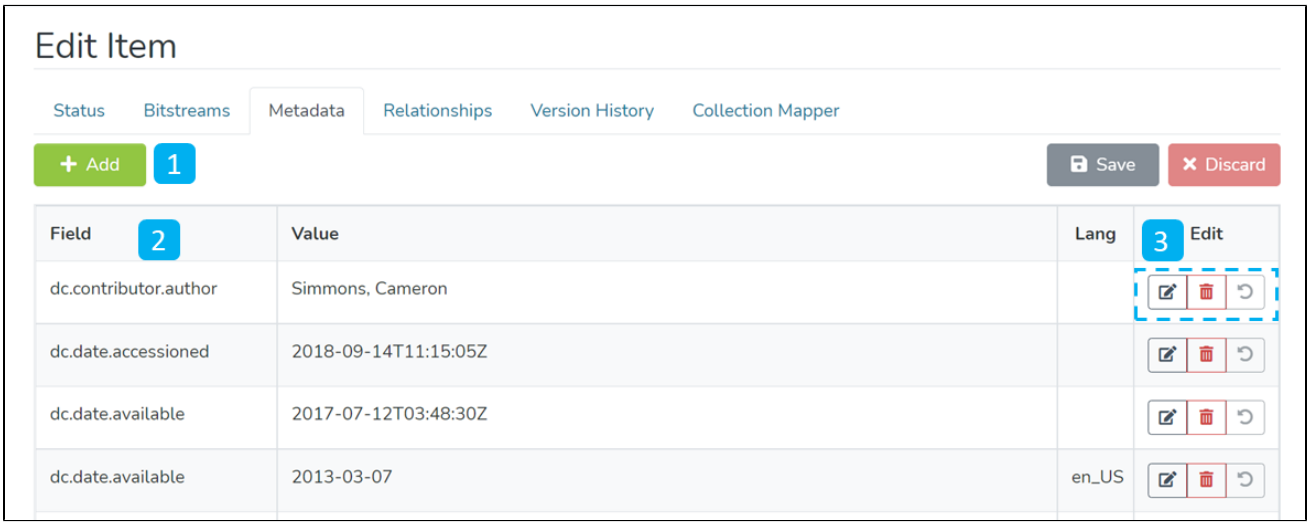
Click on the “Edit” button appearing on the right-hand side of the item title.



Step 3: Click on the “Metadata” tab to edit the metadata.



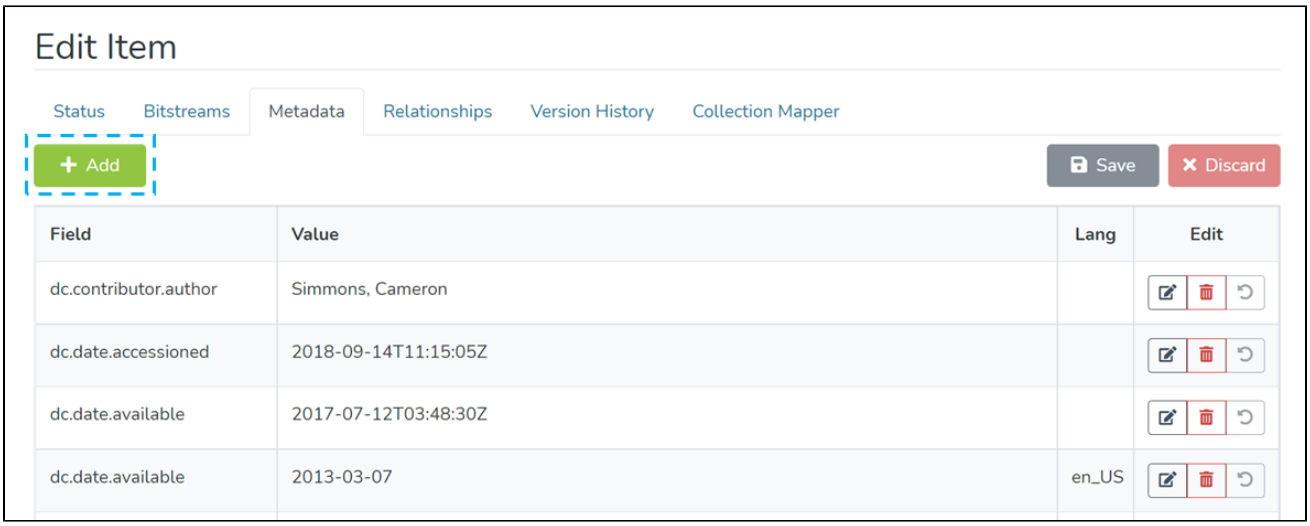
Step 4: Users can perform multiple actions in the Edit Metadata section, which are listed after the screenshot.



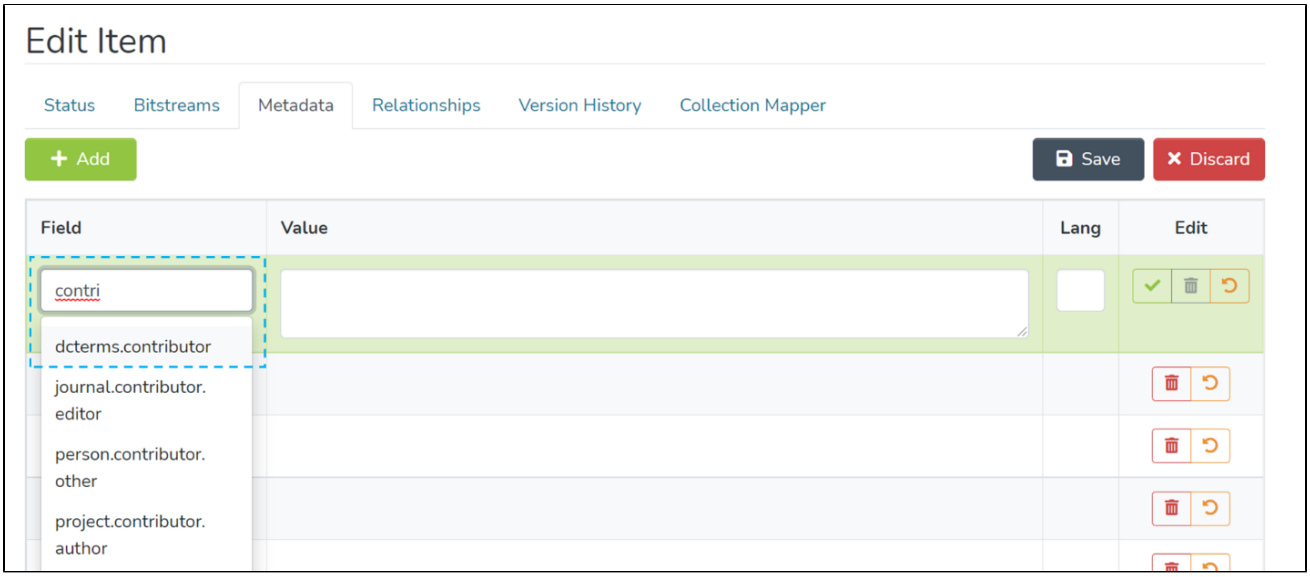
1. **Add:** Button used for adding new metadata elements in the existing Item.
2. **Metadata fields:** The fields column shows the metadata element’s value appearing in the “Value” column.
3. **Edit:** This panel contains various options to update the specific metadata field. They are
    a. Edit value – Users click on this button to edit the existing metadata value
    b. Delete metadata field – Click on this button for deleting the metadata field from the Item
    c. Undo changes – Click on this button for undo changes made in the metadata field

Add a metadata field

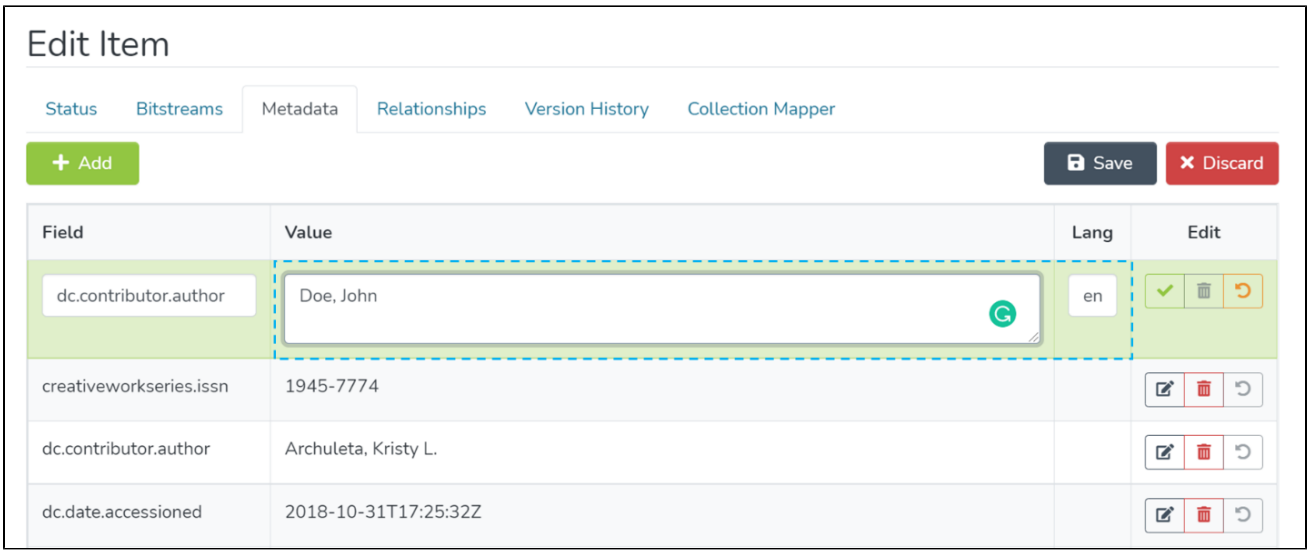
Step 1: Click on the “Add” button to add a metadata field.



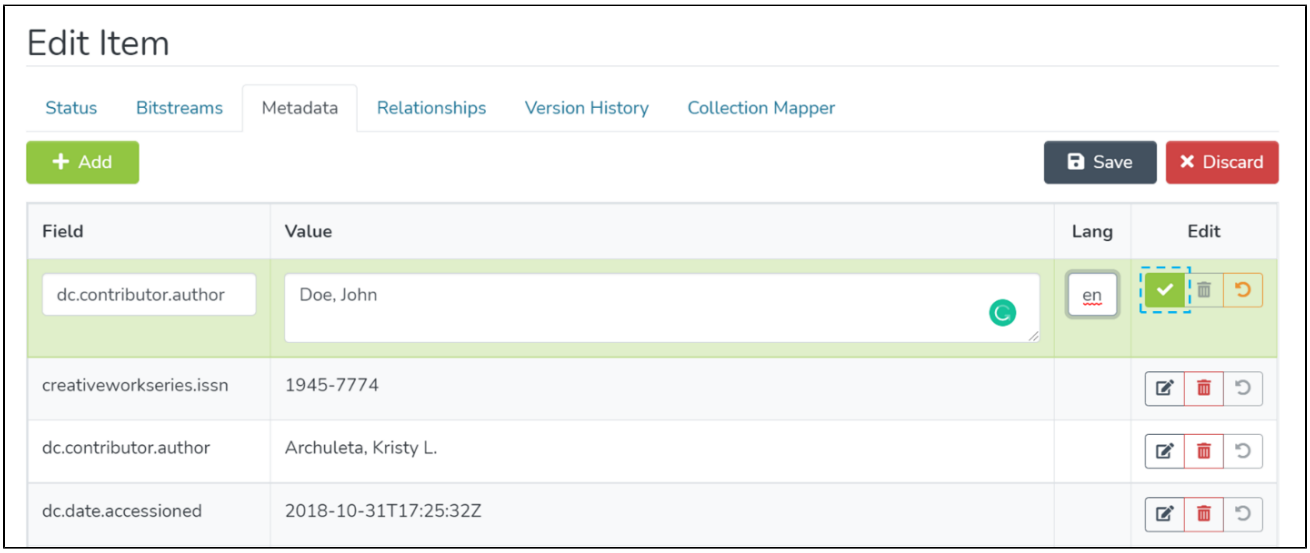
Step 2: Upon typing a few characters of the metadata element, users will notice a drop-down list showing metadata elements matching the entered value. Users can select the appropriate metadata element from the drop-down list.



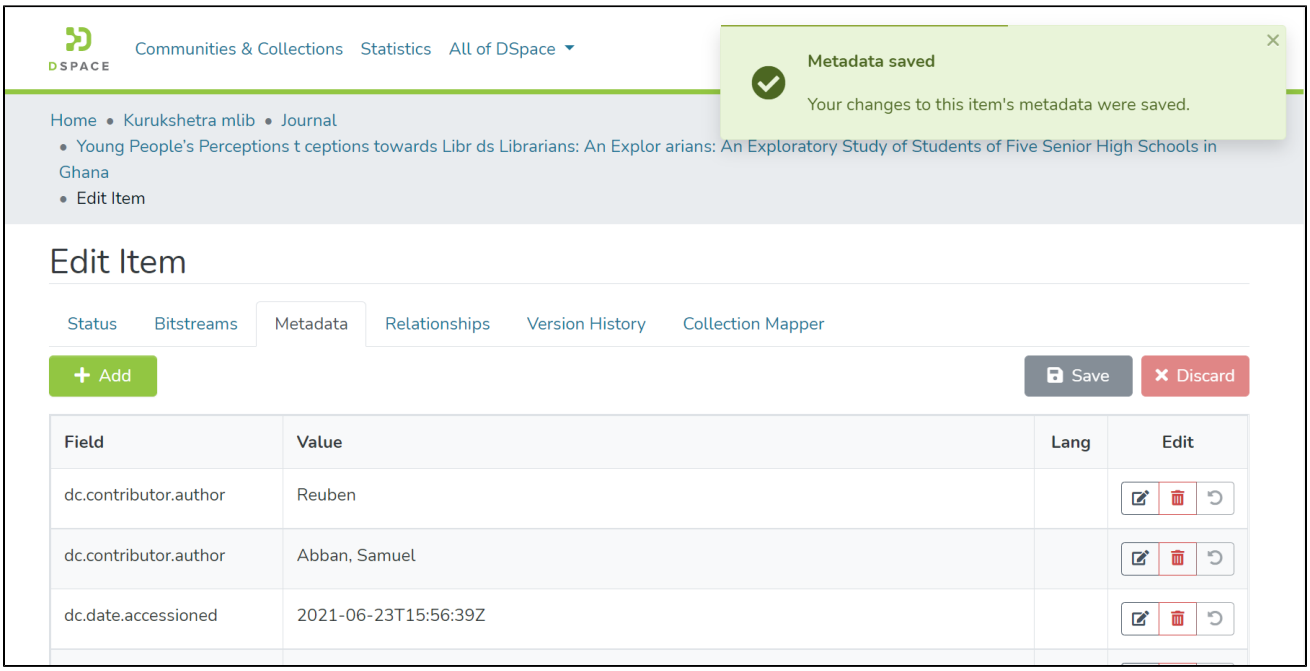
Step 3: After selecting the required metadata element, enter the metadata value in the “Value” field and the ISO code of the language under the Lang field. For example, enter "en" for English.



Step 4: Click on the “Complete” button as highlighted below to update the field.

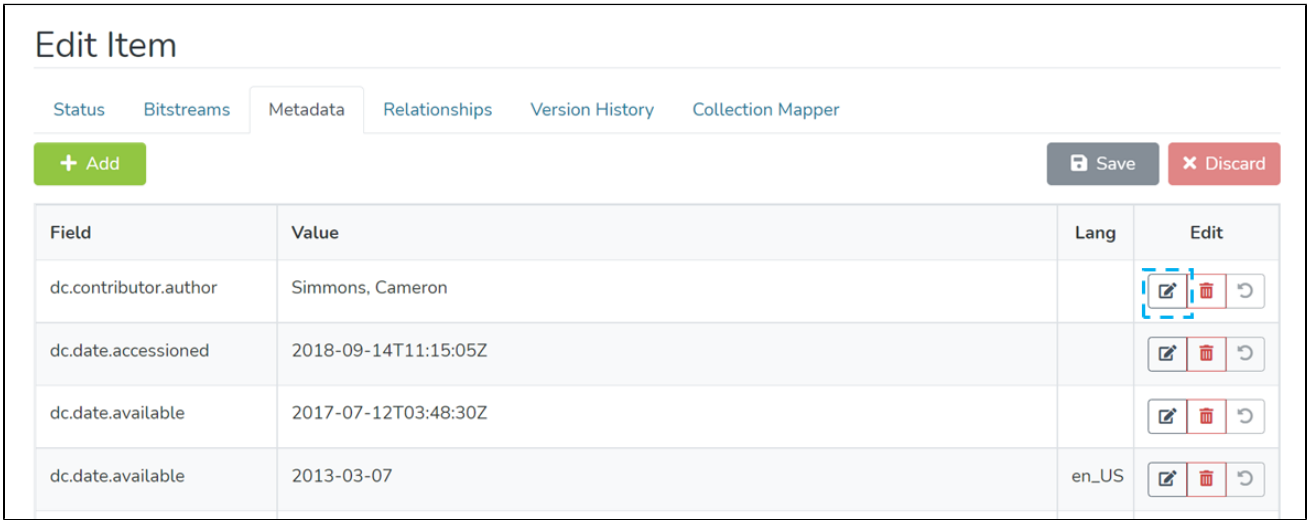


Step 5: Click on the “Save” button to continue saving changes or “Discard” to cancel changes made in the metadata fields. A success prompt confirming Metadata updates will appear as shown below.

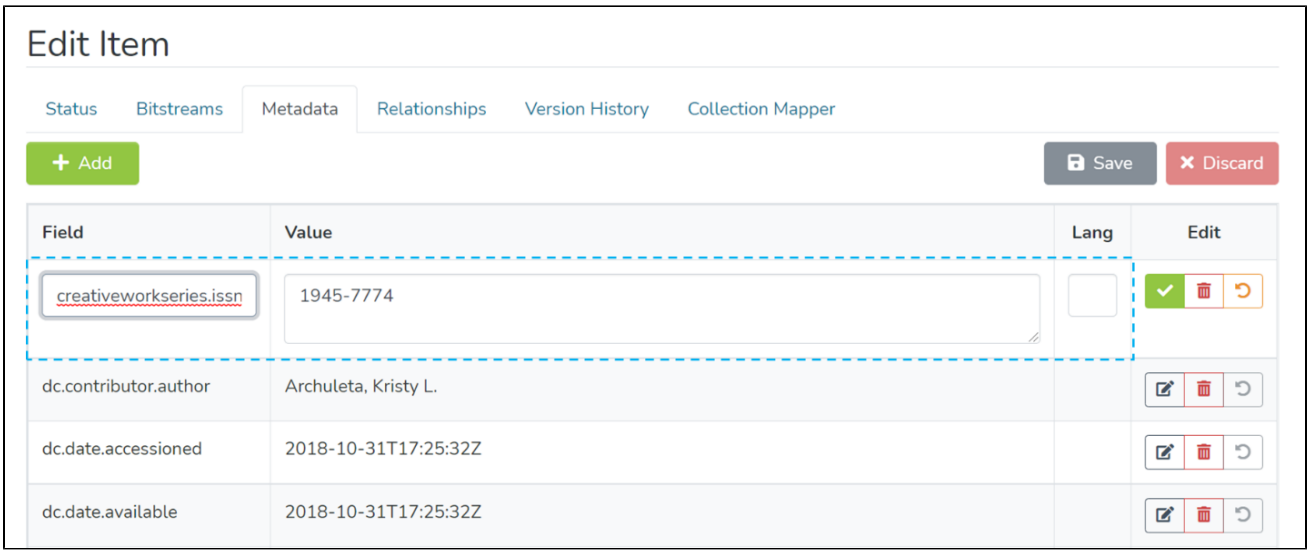


Edit an existing metadata field

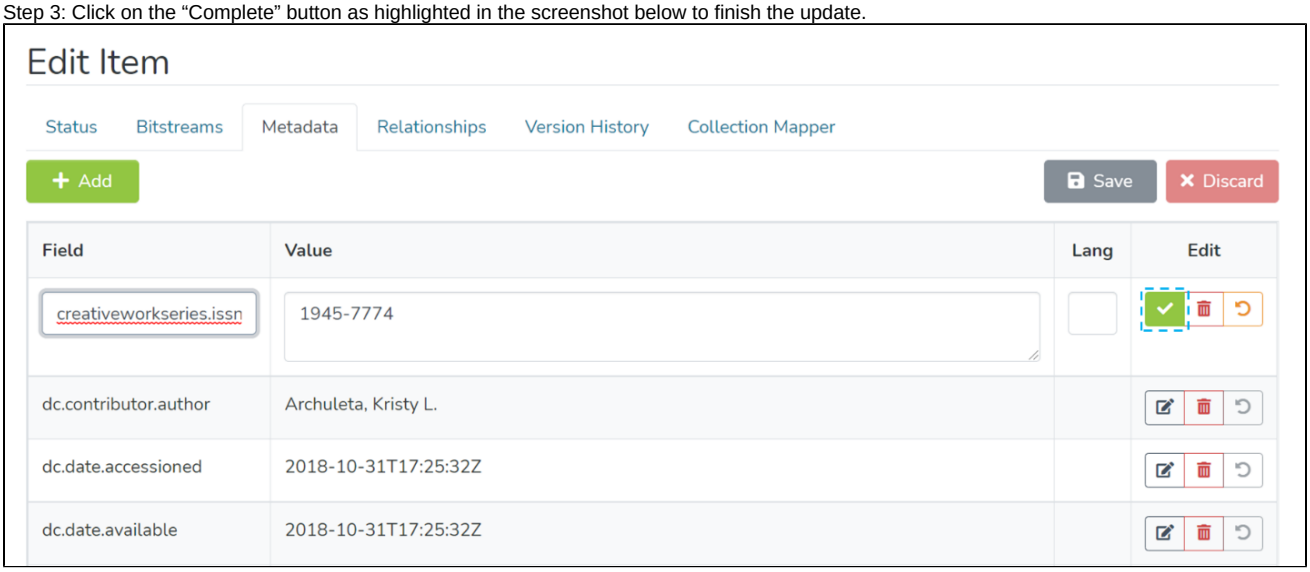
Step 1: Click on the "Edit" button to edit an existing metadata field.



Step 2: The metadata field becomes editable after clicking the "Edit" button to edit the metadata field element, value, and language.

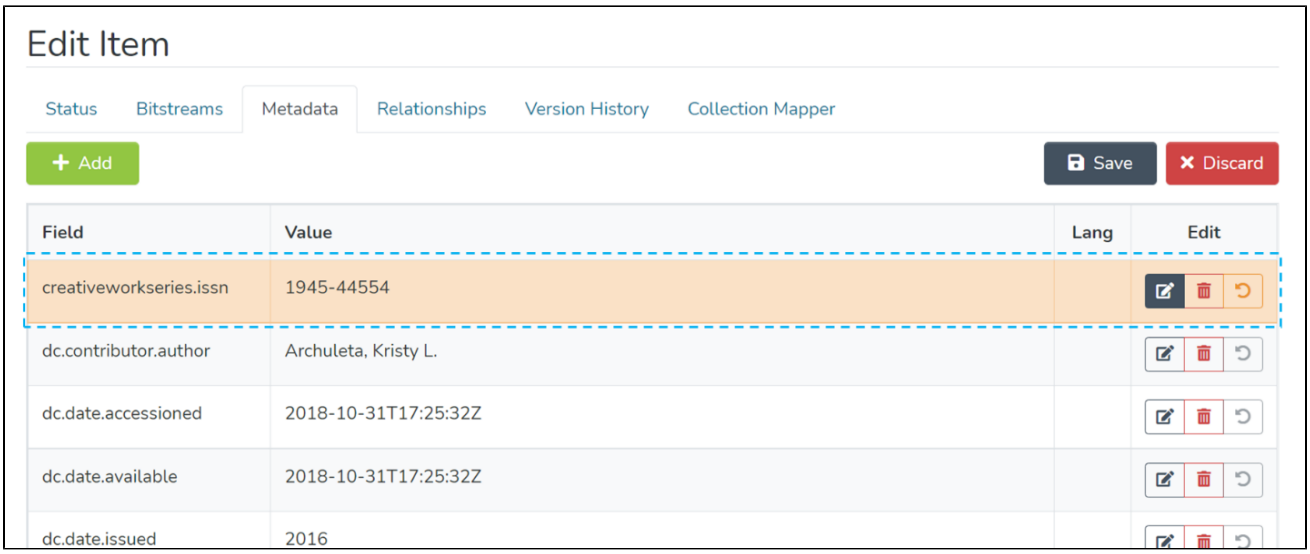


Step 3: Click on the “Complete” button as highlighted in the screenshot below to finish the update.

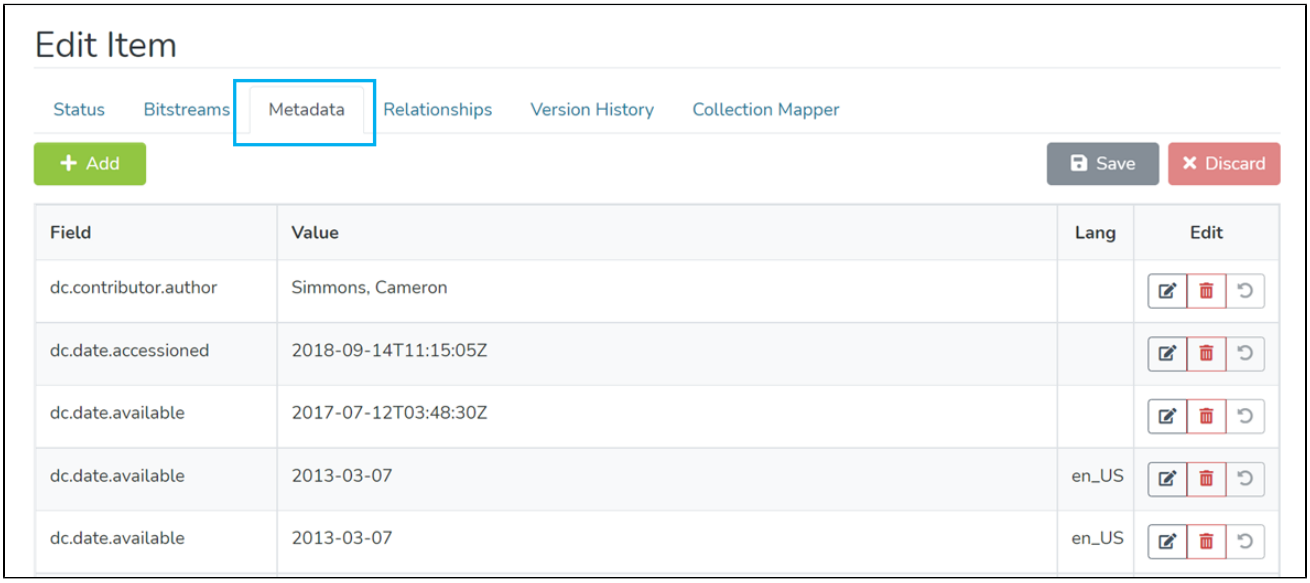


Note: image20 and image21 seem identical

The metadata field will highlight the successful addition of the metadata, as shown in the screenshot below. Click on the undo button if you want to undo the addition of the metadata field.

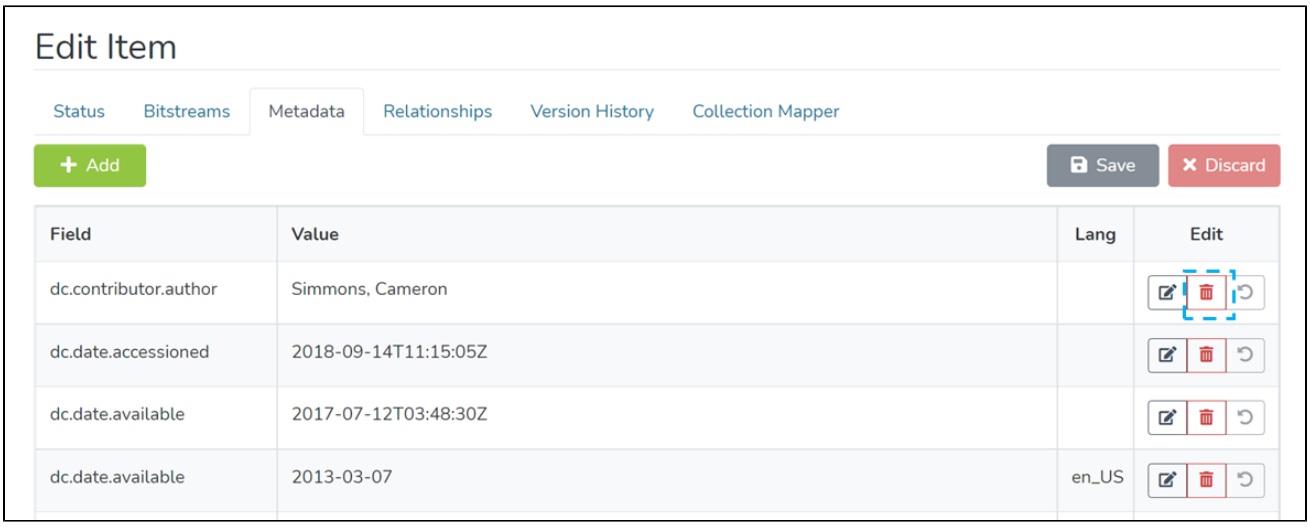


Step 4: Click on the “Save” button to continue saving changes or “Discard” to cancel changes made in the metadata fields. A success prompt confirming Metadata updates will appear as shown below.

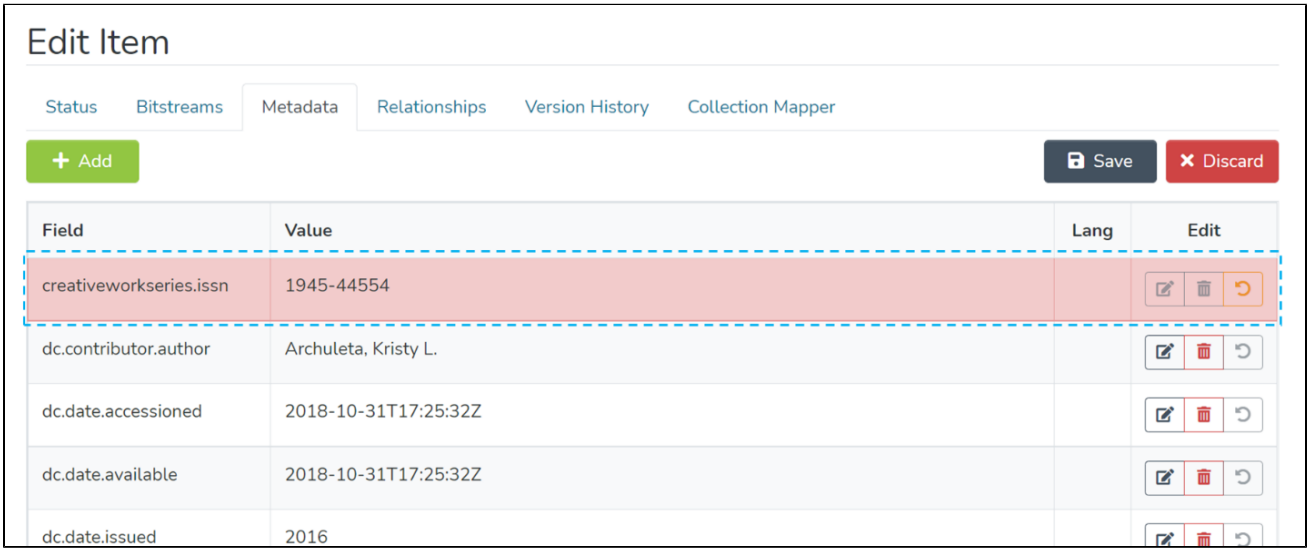


Delete an existing metadata field

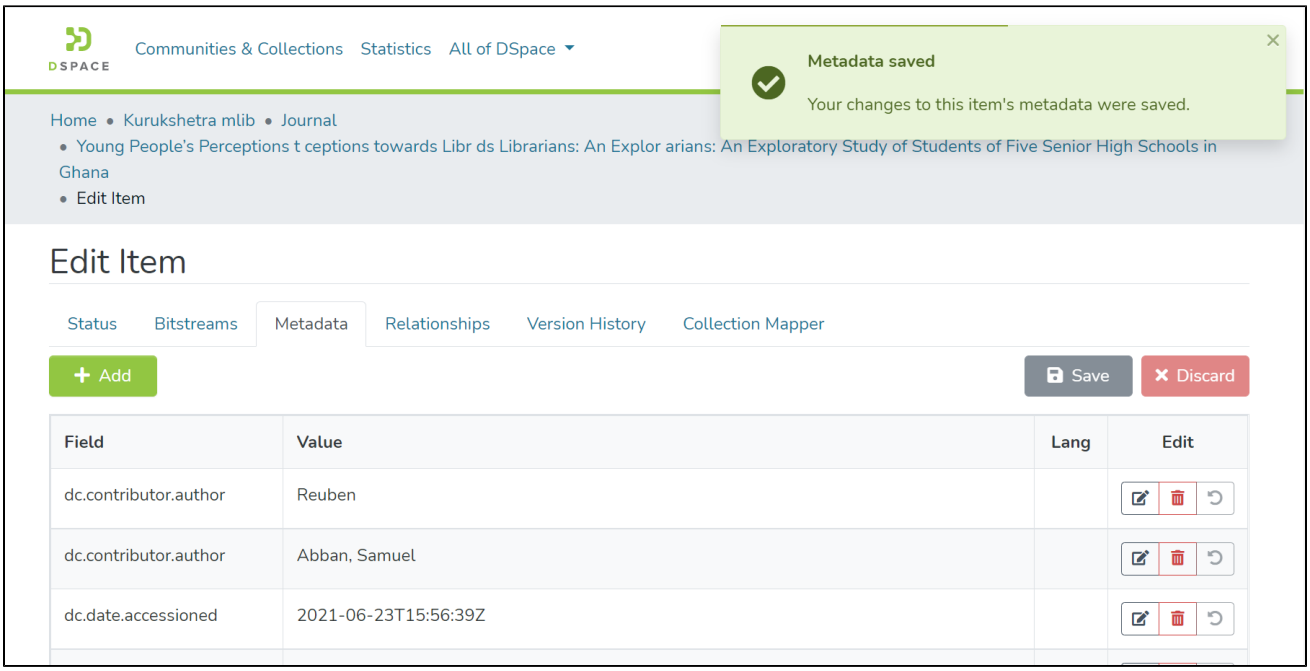
Step 1: Click on the “Delete” button to initiate the metadata field deletion.



Step 2: The deleted metadata field will be highlighted in red.



Step 3: Click on the “Save” button to continue saving changes or “Discard” to cancel changes made in the metadata fields. A success prompt confirming Metadata updates will appear as shown below.


DSPACE
Communities & Collections
Statistics
All of DSpace
Metadata saved
Your changes to this item's metadata were saved.
Home • Kurukshetra mlib • Journal
• Young People's Perceptions t ceptions towards Libr ds Librarians: An Explor arians: An Exploratory Study of Students of Five Senior High Schools in Ghana
• Edit Item
Edit Item
Status
Bitstreams
Metadata
Relationships
Version History
Collection Mapper
Add
Save
Discard
Field
Value
Lang
Edit
dc.contributor.author
Reuben
dc.contributor.author
Abban, Samuel
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