Edit Metadata

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

Edit Metadata Process

Step 1: Login using your credentials

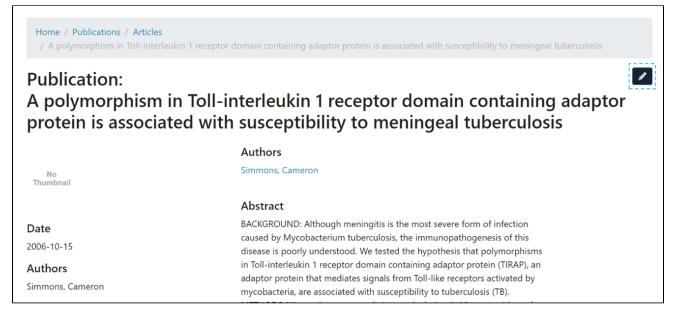
_	🔍 🕹 Log In 🔻
	Email address
	Password
	Log in
	or
	Log in with Shibboleth
	New user? Click here to register. Have you forgotten your password?

Step 2: Go to the Item you want to edit

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

- 1. Search 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.

Status Bitstreams N	Aetadata Relationships Version History Collection Mapper		
+ Add		× Discar	d 🖬 Save
Field	Value	Lang	Edit
dc.contributor.author	Authorized, Not		C 💼 ว
dc.date.accessioned	2020-05-19T12:02:18Z		C 💼 ว
dc.date.available	2020-05-19T12:02:18Z		C 💼 ว
dc.date.issued	2015-05-19		C 💼 ว
dc.description	desc		C 💼 D
dc.description.abstract	Abstract		C 💼 🤊
dc.description.provenance	Made available in DSpace on 2020-05-19T12:02:18Z (GMT). No. of bitstreams: 1 lcco_d.pdf: 596276 bytes, checksum: a67e2e0b94428b3dc49c96a2bfed458b (MD5) Previous issue date:	en	C 💼 🖸

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

Edit Item		
Status Bitstreams	Metadata Relationships Version History Collection Mapper	
+ Add		Save X Discard
Field 2	Value	Lang 3 Edit
dc.contributor.author	Simmons, Cameron	
dc.date.accessioned	2018-09-14T11:15:05Z	C 💼 🖻
dc.date.available	2017-07-12T03:48:30Z	
dc.date.available	2013-03-07	en_US 💼 🖱

- Add: Button used for adding new metadata elements in the existing Item.
 Metadata fields: The fields column shows the metadata element's value appearing in the "Value" column.
- Edit: This panel contains various options to update the specific metadata field. They are

 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.

Edit Item			
Status Bitstreams	Metadata Relationships Version History Collection Mapper		
+ Add		Save	× Discard
Field	Value	Lang	Edit
dc.contributor.author	Simmons, Cameron		C 💼 🖻
dc.date.accessioned	2018-09-14T11:15:05Z		C 💼 🖻
dc.date.available	2017-07-12T03:48:30Z		C 💼 🖻
dc.date.available	2013-03-07	en_US	C 💼 D

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.

Edit It	em						
Status	Bitstreams	Metadata	Relationships	Version History	Collection Mapper		
+ Add						🖬 Sa	ve X Discard
Field		Value				Lang	Edit
<u>contri</u> dcterms	s.contributor						C 🖻 🗸
	contributor.						C 🖻
person.	contributor.						C 🖻
other project. author	contributor.						

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.

Status Bitstreams	Metadata Relationships Version History Collection Mapper		
+ Add		🖬 Save	× Discard
Field	Value	Lang	Edit
dc.contributor.author	Doe, John	en	C 🖬 💙
creativeworkseries.issn	1945-7774		C 💼 D

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

Edit It	em							
Status	Bitstreams	Metadata	Relationships	Version History	Collection Mapper			
+ Add							B Save	e X Discard
Field		Value					Lang	Edit
dc.contr	ibutor.author	Doe, Jo	hn			0	en	C 🖬 💙
creativew	orkseries.issn	1945-77	74					C 💼 🗊
dc.contrib	outor.author	Archulet	a, Kristy L.					C 💼 D
dc.date.ac	ccessioned	2018-10	-31T17:25:32Z					C 💼 D

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.

ournal s t ceptions towards Libr ds Librarians: An Explor arians: An Exploratory Study of Students of F	ive Conier H	
cooptions contained and an another an another an another and another of the addition of the		igh Schools in
		1911 0 0 110 0 10 111
letadata Relationships Version History Collection Mapper		
	B Save	× Discard
Value	Lang	Edit
Reuben		C 💼 🔊
Abban, Samuel		2 1 2
	Value	Value Lang

Edit an existing metadata field

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

Edit Item			
Status Bitstreams	Metadata Relationships Version History Collection Mapper		
+ Add		Save	× Discard
Field	Value	Lang	Edit
dc.contributor.author	Simmons, Cameron		C 💼 D
dc.date.accessioned	2018-09-14T11:15:05Z		C 💼 🔊
dc.date.available	2017-07-12T03:48:30Z		C 💼 D
dc.date.available	2013-03-07	en_US	C 💼 🔊

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

Status Bitstreams	Metadata Relationships Version History Collection Mapper		
+ Add		Save	× Discard
Field	Value	Lang	Edit
creativeworkseries.issn	1945-7774		C 🛅 💙
dc.contributor.author	Archuleta, Kristy L.		C 💼 D
dc.date.accessioned	2018-10-31T17:25:32Z		C 💼 D

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

Edit It	em							
Status	Bitstreams	Metadata	Relationships	Version History	Collection Mapper			
+ Add							Save	e 🗙 Discard
Field		Value					Lang	Edit
creative	workseries.issn	1945-7	7774			li		C 🖻 🗸
dc.contrib	outor.author	Archulet	a, Kristy L.					C 💼 🖻
dc.date.ad	ccessioned	2018-10	-31T17:25:32Z					C 🖬 🔊
dc.date.av	vailable	2018-10	-31T17:25:32Z					C 💼 🖻

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.

Status Bitstreams	Metadata Relationships Version History Collection Mapper	
+ Add		Save X Discard
Field	Value	Lang Edit
creativeworkseries.issn	1945-44554	C 🖬 D
dc.contributor.author	Archuleta, Kristy L.	C 🖬 🔊
dc.date.accessioned	2018-10-31T17:25:32Z	C 👼 🗊
dc.date.available	2018-10-31T17:25:32Z	C 👼 🔊

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.

Edit Item					
Status Bitstreams	Metadata Relationships Version History Collection Mapper				
+ Add	+ Add Save X Discard				
Field	Value	Lang	Edit		
dc.contributor.author	Simmons, Cameron		C 💼 D		
dc.date.accessioned	2018-09-14T11:15:05Z		C 💼 🖸		
dc.date.available	2017-07-12T03:48:30Z		C 💼 D		
dc.date.available	2013-03-07	en_US	C 💼 D		
dc.date.available	2013-03-07	en_US	C 💼 🖸		

Delete an existing metadata field

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

Edit Item			
Status Bitstreams	Metadata Relationships Version History Collection Mapper		
+ Add		Save	× Discard
Field	Value	Lang	Edit
dc.contributor.author	Simmons, Cameron		C 💼 D
dc.date.accessioned	2018-09-14T11:15:05Z		C 💼 D
dc.date.available	2017-07-12T03:48:30Z		C 💼 🖸
dc.date.available	2013-03-07	en_US	C 💼 🖸

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

Status Bitstreams	Metadata Relationships Version History Collection Mapper		
+ Add		B Save	e X Discard
Field	Value	Lang	Edit
creativeworkseries.issn	1945-44554		
dc.contributor.author	Archuleta, Kristy L.		C 💼 🖸
dc.date.accessioned	2018-10-31T17:25:32Z		C 🖻 D
dc.date.available	2018-10-31T17:25:32Z		C 💼 D

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.

Communities & Co	llections Statistics All of DSpace Metadata 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		C 💼 🔊		
dc.contributor.author	Abban, Samuel		C 💼 🔊		
dc.date.accessioned	2021-06-23T15:56:39Z				