

Add a new metadata field

Add Metadata Field

To create a new field you must provide a unique element and qualifier pair. The qualifier may be left blank if desired and the element and qualifier cannot contain spaces, underscores or periods.

Element:

Qualifier:

Scope Note:

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Files:

- http://_web-address-to-my-dspace_/dspace-admin (**Requires Administrator Login**)

Instructions:

1. Login as a DSpace Administrator and visit the DSpace Administration user interface (http://_web-address-to-my-dspace_/dspace-admin) Click on the "Metadata Registry" in order to see all current metadata schemas within DSpace. Then, click on the namespace of the schema to add a field to that particular schema.
2. At the bottom of the page, you will find the Add Metadata Field form, where you can specify an "element", "qualifier", and "scope note" for the new metadata field. Only the "element" is required. Click "Add New" to add the new field.
3. The new metadata field is now added to the underlying database as a member of the current metadata schema. If you wish, you can now make this field searchable (see [Modify Search Fields](#)), add this field to the submission forms(see [Alter submission input forms](#)), and/or display this field in the item display (see [Change displayed item metadata \(JSP\)](#)).