Lease an item

"Lease an item" helps restrict the Item's attachment's access after a future date. A user can lease an item during the submission or later by editing it. Both methods to lease an item are explained below.
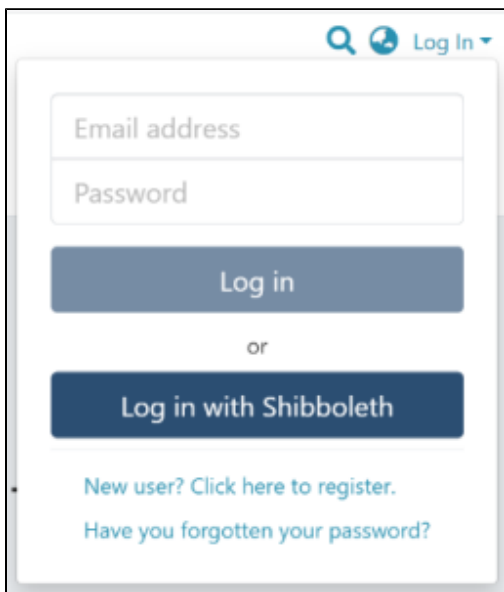
- Audience
- Lease an item during the item submission
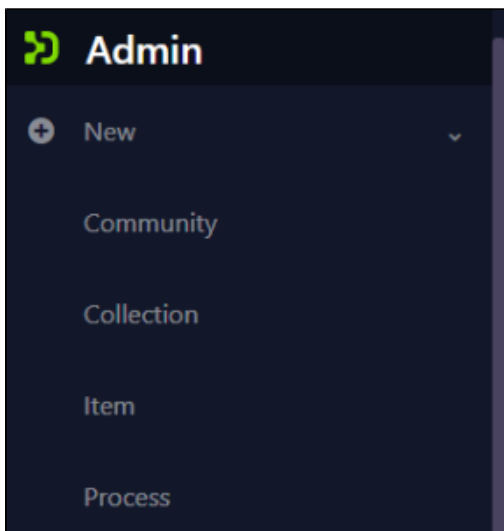- Lease an item via edit item

Audience

1. Repository Administrator
2. Community Administrator
3. Collection Administrator
4. Item Administrator/submitter
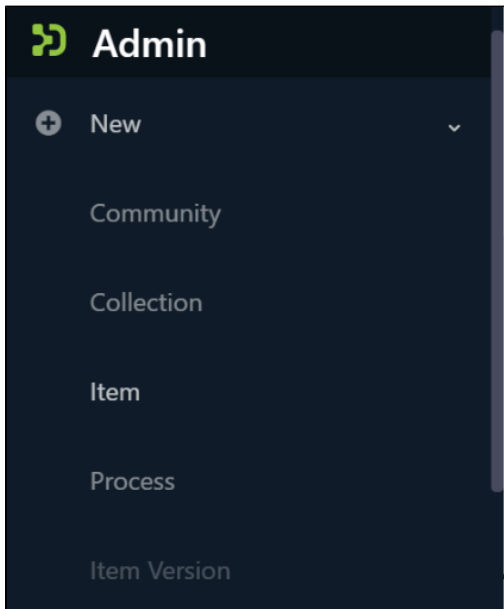
Lease an item during the item submission

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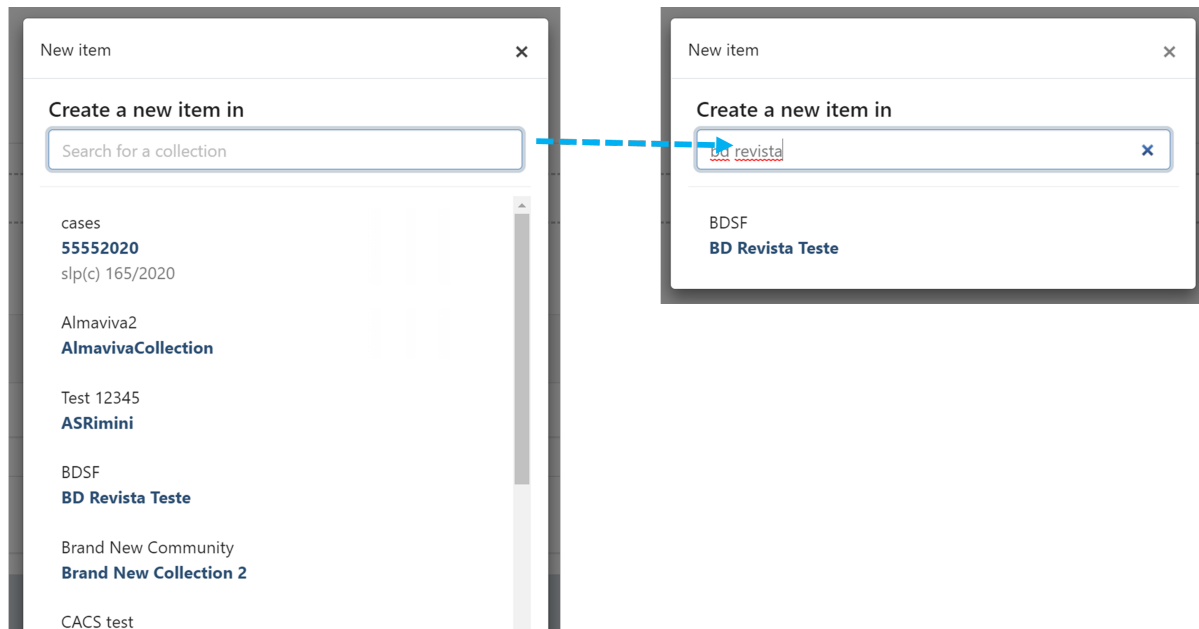
Step 5: Users will see the item submission form after selecting the target collection. The first step is to upload attachment(s) in the Item. In DSpace terminology, an attachment is known as a "bitstream."

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 in progress

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 lease it.

Step 8: Users can apply multiple policies on an attachment from available options. Click on the dropdown list under the "Access condition" and select lease, as highlighted in the screenshot below.

After selecting the lease, the "Grant access until" date field will be activated. Next, choose the future date, after which the attachment should be restricted 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 a lease on an item until a future date. And after that date, another policy can be defined for the next period.

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.

Lease 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
4. Click the "Edit" button on the right side of the item title.

Publication:

A polymorphism in Toll-interleukin 1 receptor domain containing adaptor protein is associated with susceptibility to meningeal tuberculosis

Authors

Simmons, Cameron

Abstract

BACKGROUND: Although meningitis is the most severe form of infection caused by Mycobacterium tuberculosis, the immunopathogenesis of this disease is poorly understood. We tested the hypothesis that polymorphisms in Toll-interleukin 1 receptor domain containing adaptor protein (TIRAP), an adaptor protein that mediates signals from Toll-like receptors activated by mycobacteria, are associated with susceptibility to tuberculosis (TB).

Date

2006-10-15

Authors

Simmons, Cameron

Step 3: Click on the "Authorizations" button under the "Status" tab to continue with leasing attachment(s).

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 lease the attachment.

Step 5: Click on "Edit bitstream's Policies" to continue the leasing process.

Step 6: Click on the "Add" button to create the custom lease policy for the attachment.

Step 7: Enter details for creating the lease 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

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 be redirected to the bitstream policy page.