

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.

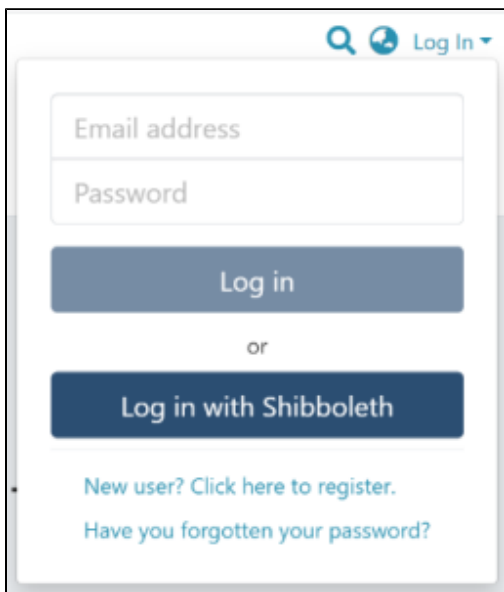
- [Audience](#)
- [Lease an item during the item submission](#)
- [Lease an item via edit item](#)

Audience

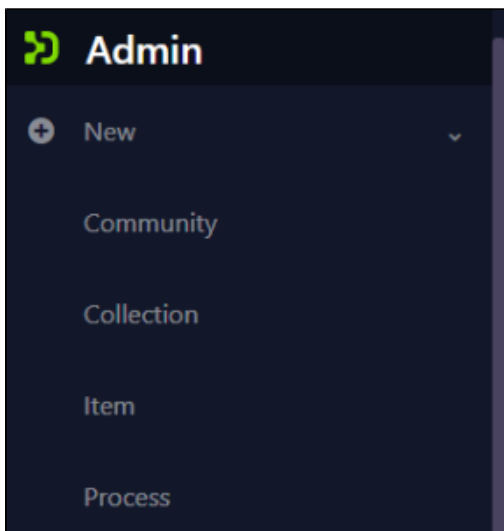
1. Repository Administrator
2. Community Administrator
3. Collection Administrator
4. Item Administrator/submitter

Lease an item during the item submission

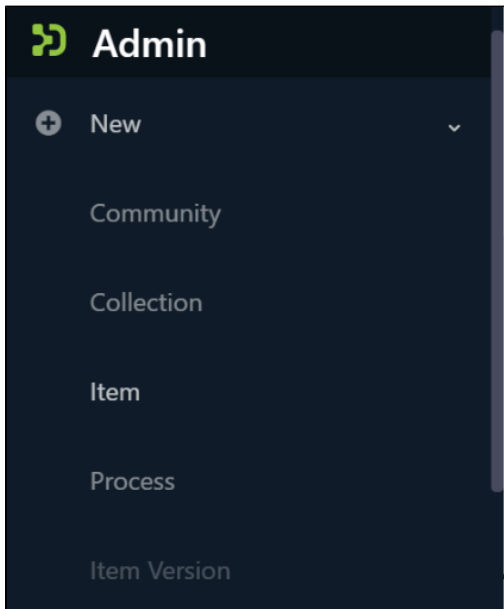
Step 1: Login using your credentials

A screenshot of a web application's login page. At the top right, there is a search icon, a globe icon, and a "Log In" button with a dropdown arrow. Below these are two input fields: "Email address" and "Password". Under the password field is a blue "Log in" button. Below the "Log in" button is the word "or". Below "or" is a dark blue button labeled "Log in with Shibboleth". At the bottom, there are two links: "New user? Click here to register." and "Have you forgotten your password?".

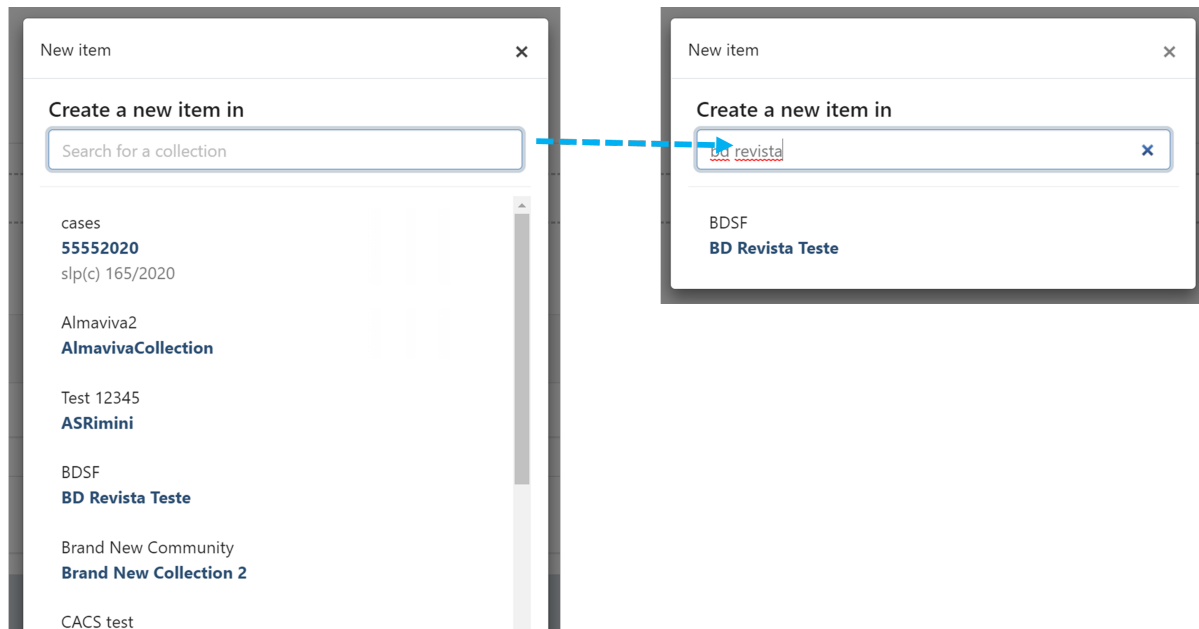
Step 2: Roll over the cursor on the "+" sign.



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.

Communities & CollectionsAll of DSpace ▾



Home • Edit Submission

Drop files to attach them to the item, or browse

Collectionkhuda baksh library ▾Add more +

Describe


Author




Author

Enter the author's name (Family name, Given names).


+ Add more

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.

Communities & CollectionsAll of DSpace ▾



Home • Edit Submission

Queue length: 1 | kb_whitepaper_exploring_possibilities_automated_generation_of_metadata_eng_online.pdfProcessing... 

Collectionkhuda baksh library ▾Add more +

Describe

Author

Author

Enter the author's name (Family name, Given names).

+ Add more

Bitstream upload in progress

Communities & Collections All of DSpace

Upload successful

Home • Edit Submission

Drop files to attach them to the item, or [browse](#)

Collection khuda baksh library Add more +

Describe ! ^

Author

Author

Enter the author's name (Family name, Given names).

+ Add more

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.

Collection BD Revista Teste Add more +

Upload files ✓ ^

Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files just dragging & dropping them everywhere in the page**

No Thumbnail

kb_whitepaper_exploring_possibilities_automated_generation_of_metadata_eng_online.pdf (1.63 MB)

kb_whitepaper_exploring_possibilities_automated_generation_of_metadata_eng_online.pdf

Deposit license ! ^

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Discard Save Save for later Deposit

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.

Upload files

Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files just dragging & dropping them everywhere in the page**

No Thumbnail Available

Test document for uploading purposes.pdf (41.21 KB)

Title *

Test document for uploading purposes.pdf

Enter the name of the file.

Description

Description

Enter a description for the file

+ Add more

Access condition type

lease

Grant access from *

From

Grant access until *

Until

+ Add more

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.

Collection
BD Revista Teste
Add more +

Deposit license

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☒ I confirm the license above

Discard
Save
Save for later
Deposit

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

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 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



No
Thumbnail

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).

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: 03324000-900a-40c6-b2c1-9dbbb4dbc9da
Handle: 10673/1285
Last Modified: 2021-03-07T12:09:08.717+0000
Item Page: </items/03324000-900a-40c6-b2c1-9dbbb4dbc9da>

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...

Cancel

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.

Upload

Discard Save

Name	Description	Format	Actions
BUNDLE: ORIGINAL			<div>1 2 3</div> <div> </div>
61966689567_718AD104-5E41-412F-9704-8E7ADBBFA52B.jpeg		JPEG	<div> </div>
IMG_0025.jpeg		JPEG	<div> </div>
BUNDLE: LICENSE			<div> </div>
license.txt		License	<div> </div>

Cancel

Discard Save

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

Screen Shot 2021-01-24 at 1.25.17 PM.png (370.22 KB)

Filename *

Screen Shot 2021-01-24 at 1.25.17 PM.png

Description

Selected Format

image/png

Edit bitstream's Policies

Cancel Save





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

Home

Policies for Bitstream de06249f-0584-42a6-b3c7-6eebf2e4408f

+ Add

Delete selected

<input type="checkbox"/>	ID	Name	type	Action	EPerson	Group	Start Date	End Date	Edit
<input type="checkbox"/>	19545		TYPE_INHERITED	READ		Anonymous			 
<input type="checkbox"/>	47256	Custom Embargo policy	TYPE_CUSTOM	READ		Administrator		2021-07-22	 

← Back

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

Home

Create new resource policy for Screen Shot 2021-01-24 at 1.25.17 PM.png

Name

Custom Embargo policy

Description

Custom embargo policy created post item submission.

Select the policy type * 1

TYPE_CUSTOM

Select the action type * 2

READ

Start Date

End Date 3

Start Date

2021-07-23

The eperson or group that will be granted the permission

Search for a ePerson

Search for a group 4

Metadata

Search

Browse All

5

Cancel

Save

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.