

Export Collection

DSpace provides a feature of exporting metadata of any collection into CSV format. Users can utilize this CSV file for multiple purposes like creating ad-hoc reports, importing metadata into other systems, or for any use case as per its requirements.

- [Audience](#)
- [Exporting a collection](#)

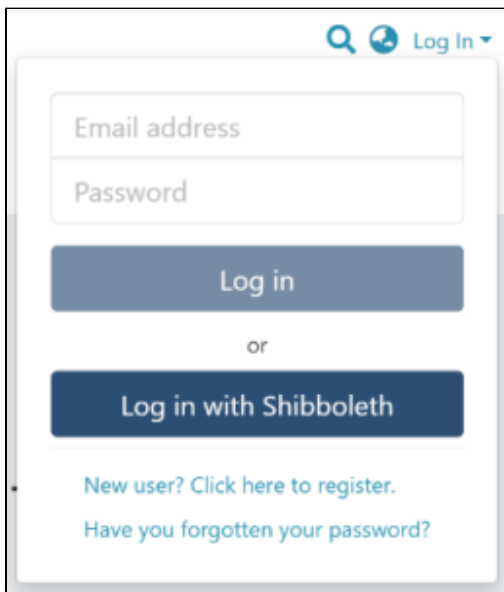
Audience

1. Repository Administrator
2. Community Administrator
3. Collection Administrator
4. Basic user

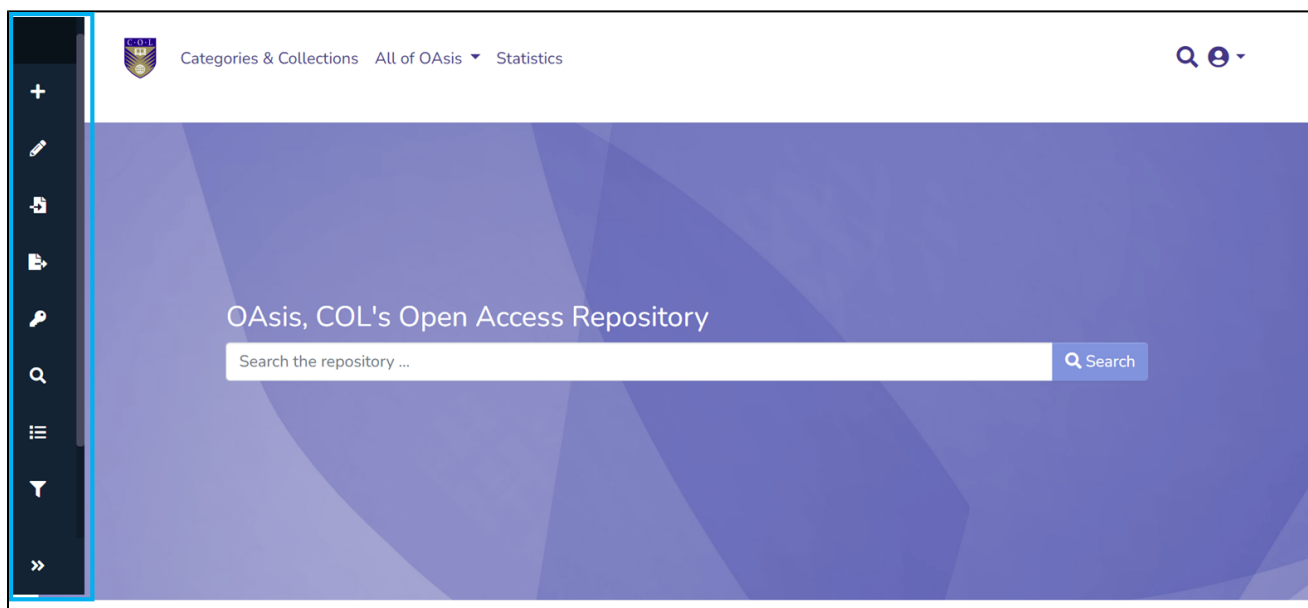
Exporting a collection

Users log in using their log-in credentials and follow the steps mentioned below to export a collection's metadata.

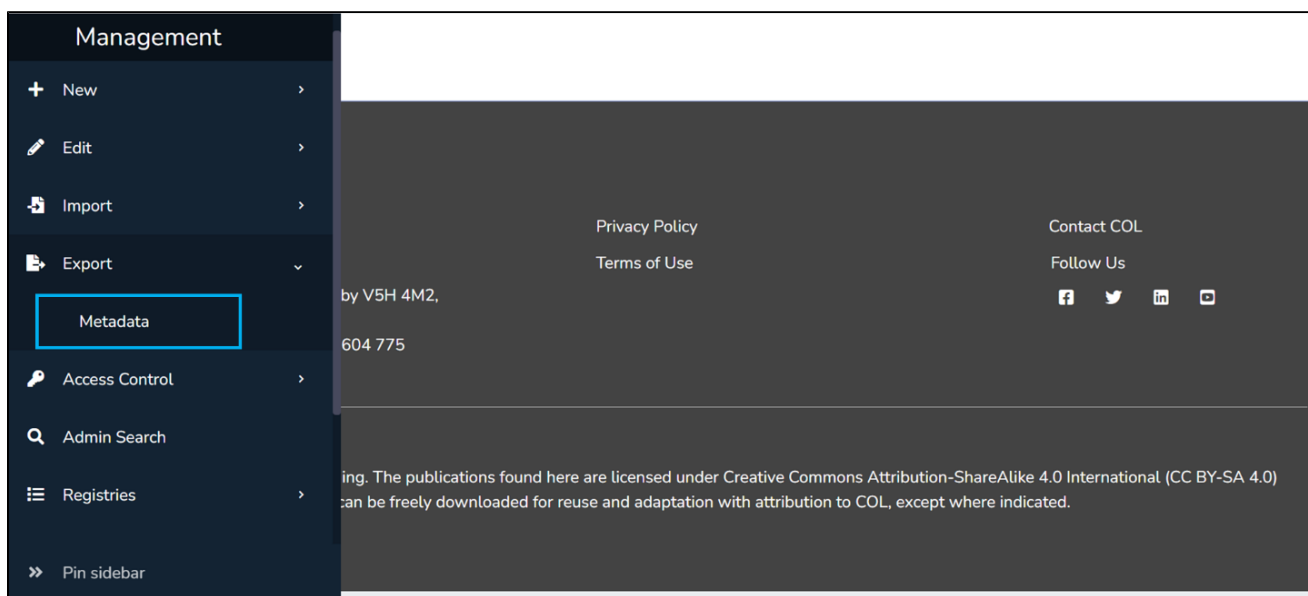
Step 1: Go to the DSpace home page and click on the “Log In” link at the top right corner of the screen, as illustrated below.



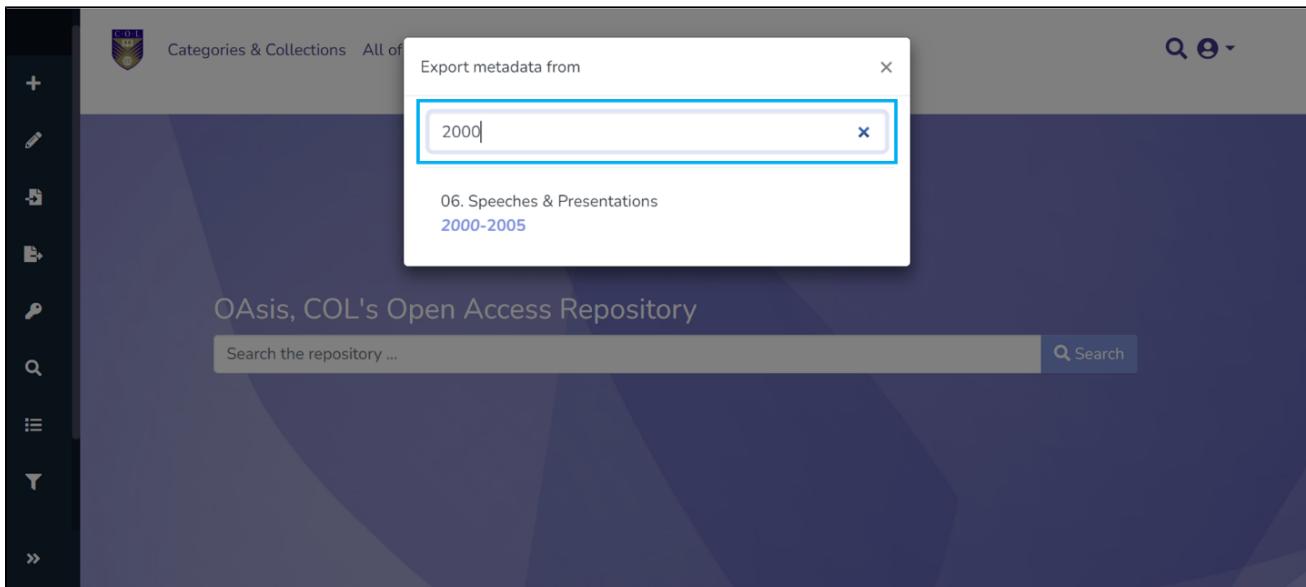
Step 2: Users will see the admin menu on the left-hand side of the screen, as highlighted in the illustration.



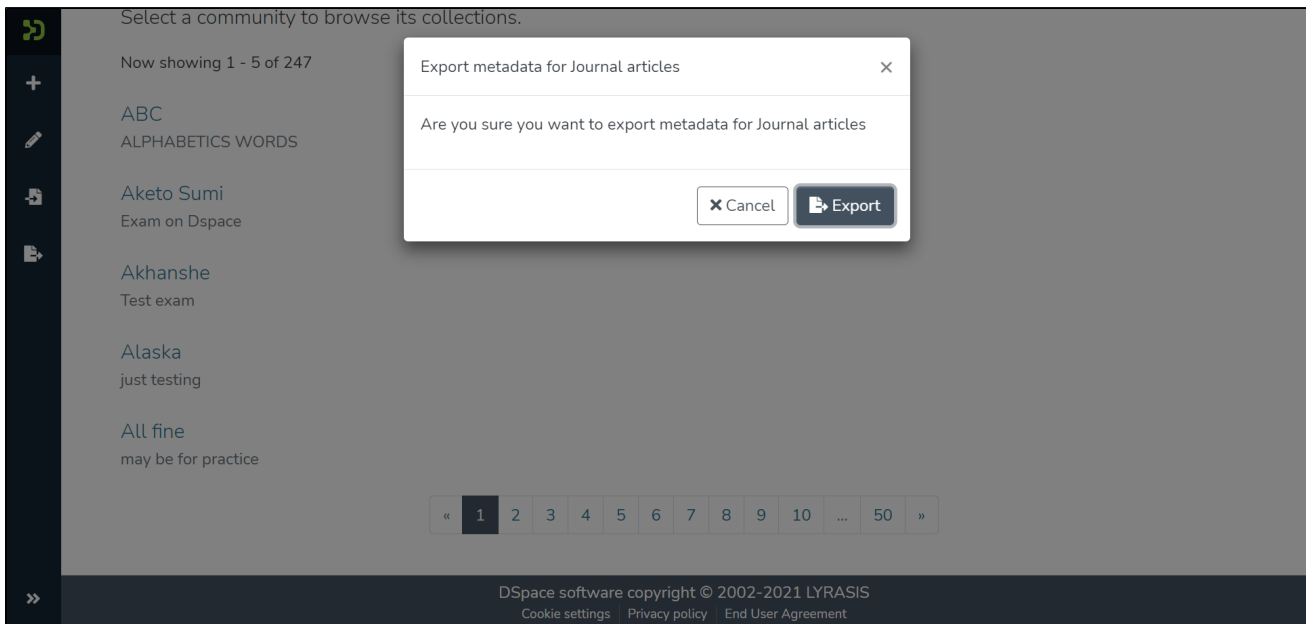
Step 3: Rollover your cursor over the Export menu and click on metadata.



Step 4: Type the collection's name in the textbox and click on the target collection from the list appearing in the popup.



Step 5: Click on the “Export” button in the popup to continue with the item metadata-export or click the “Cancel” button to cancel the process.



Users will see the success prompt confirming the creation of the export process upon successful completion of the process, or else the application will show the failure promptly.

DSpace

Communities & Collections All of DSpace ▾

Home • Processes Overview • 574 - metadata-export

Process: 574 - metadata-export

Create similar process

Script
metadata-export

Arguments
-i 481b620c-7898-4914-8009-74f363d095e4

Status
SCHEDULED

Back

DSpace software copyright © 2002-2021 LYRASIS
[Cookie settings](#) [Privacy policy](#) [End User Agreement](#)

Step 6: Users will be redirected to the metadata export page with a csv download link, as highlighted in the screenshot below. Click on the link to download the file.

DSpace

Communities & Collections All of DSpace ▾

Home • Processes Overview • 574 - metadata-export

Process: 574 - metadata-export

Create similar process

Script
metadata-export

Arguments
-i 481b620c-7898-4914-8009-74f363d095e4

Output Files
[481b620c-7898-4914-8009-74f363d095e4.csv \(14 B\)](#) [metadata-export574.log \(274 B\)](#)

Status
SCHEDULED

Back

DSpace software copyright © 2002-2021 LYRASIS
[Cookie settings](#) [Privacy policy](#) [End User Agreement](#)

Users can perform the following actions on this page:

- Click on the CSV file link to download the metadata CSV. This file contains metadata of items stored in the exported collection.

282164f5-d325-4740-8dd1-fa4d6d3e7200 - Excel												
DSquare Technologies												
File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do												
A1												
	A	B	C	D	E	F	G	H	I	J	K	L
1	id	collection	creativeworkseries.issn	dc.contributor.author	dc.contributor.author[]	dc.contributor.other	dc.date.issued	dc.date.issued[]	dc.date.issued[en_U	dc.descrip	dc.descrip	dc.desc
2	c1162101-10673/3			Simmons, Cameron::virtual::1523::600					01-07-2010	A better description of the e		
3	f0f5f83c-b-10673/3			Simmons, Cameron::virtual::1529::600					01-06-2011	Dengue is one of the most in		
4	2e241414-10673/3			Simmons, Cameron::virtual::1489::600					01-10-2006	Avian influenza A (H5N1) viri		
5	e98b0f27-10673/3	1083-9194::virtual::604::600	Vercauteren, Marcel::virtual::1390::600	Abdon Medicine and Health Sciences::virtual::557::600 Abdominal and Paediatric Surgery::virtual::558::600 Anaes								
6	de13d35d-10673/3						2020					
7	c491122e-10673/3			Simmons, Cameron::virtual::1652::600					2010			
8	67f5af32-10673/3			John Doe			13-06-2021					
9	8cbbc320-10673/3											
10	da4be843-10673/3											
11	30b7eb29-10673/3	10673/1118		Perez, Juan			01-01-2020					
12	41a53051-10673/3											
13	ffdebb79-10673/3											
14	d8208906-10673/3						30-04-2021					Lorem
15												
16	gue blandi	sed labor	ac mattis turpis varius.	Pellentesque id risus eget elit mattis laoreet sed at leo. Maecenas ac dapibus arcu.								
17												
18	Quisque la	lacinia eu	rutrum at ligula. Cras eu	id faucibus urna mattis eu.								
19												
20	Maecenas mollis lori	suscipit ex. Etiam massa	condimentum sit amet	maximus interdum eros	tincidunt iaculis vestib	facilisis eget lori	et pulvinar massa	sit amet porttitor ju	et facilisis	feugiat eu	condin	
21												
22	Duis a eler eu vulput	ut rutrum metus vehiculi	egestas mauris eu	accumsan tellus. Quisqu	ullamcorper non orci	efficitur sceleris	semper purus ac	faucibus metus. Nulla	facilisi.	In rhoncus velit at t		
23												
24	Vivamus n eu rutrum	vitae lobortis nisi ferment	ex eget maximus effici	erat leo congue leo	eget dapibus sem orci	vel cursus nunc fermentum.	Nunc sit amet dictum elit.	Duis pulvinar fringilla	tempor			
25												
26	In vel blan	sed finibu	ut semper est eleifend. N	velit ut rutrum pharetr	orci felis aliquet massa	nec hendrerit lacus ma	venenatis condimentum	quam euismod ac.				

- Click on the log file link to download. The Logfile contains details of steps performed during the export job.

```

C:\Users\sales\Desktop\metadata-export267.log - Notepad++
File Edit Search View Encoding Language Settings Tools Macro Run Plugins Window ?
new 2 new 1 new 6 metadata-export267.log
1 2021-06-13 04:50:16.935 INFO metadata-export - 267 @ The script has started
2 2021-06-13 04:50:16.938 INFO metadata-export - 267 @ Exporting collection 'Articles' (282164f5-d325-4740-8dd1-fa4d6d3e7200)
3 2021-06-13 04:50:18.807 INFO metadata-export - 267 @ The script has completed
4
Normal text file length: 278 lines: 4 Ln: 1 Col: 1 Pos: 1 Unix (LF) UTF-8 INS

```