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 adhoc 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.

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

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

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

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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.



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.

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	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.

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

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