DSpace User & Group Permissions

UO NSRC Workshop

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Authorizations

- DSpace
- Community
- Collection
- Item
- Bundle
  - Group of Related Files
- Bitstream / File
  - Document / File
  - Metadata
  - Copyright License, etc.

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Registered Users

- S'enregistrer

- A registered user has no permissions on the system until a DSpace administrator assigns permissions.

- Registered users can sign up for RSS notifications for particular collections

Mon compte

- Connecter
- S'enregistrer

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Groups

- Use Groups for all of the people (E-personne)

Recherche résultats

	ID	Nom	Membres	Regroupement / Catégorie de contenu
	1	Administrator	7	
	0	Anonymous	-	
☐	3	Archivistes	2	
☐	2	COLLECTION_1_ADMIN	2	Cartes Postales [Voir]
☐	7	COLLECTION_2_ADMIN	2	Dossiers Esclavage et Capti... [Voir]
☐	6	participants atelier	11	
☐	4	University of Oregon	4	

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Automatic Groups

- **Administrators**
  - Can create new communities and collections
  - Create new users / groups
  - Assign rights
  - Run Reports and Curation activities

- **Anonymous**
  - Anyone on the website that is not logged into Dspace
  - Do not add people to this group.

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Creating Groups

- Use Groups to manage people working on your system (organization / role)
  - UCAD
  - Archivists
  - Researchers
- Then when assigning rights to a collection or item, assign the Group rather than individuals, best practice

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SUBMISSION / EDITING AUTHORIZATIONS

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Community Authorizations

Edit Community: Data

- Edit Metadata
- Assign Roles

Role	Associated group	
Administrators	none	Create...
	Community administrators can create sub-communities or collections, and manage or assign management for those sub-communities or collections. In addition, they decide who can submit items to any sub-collections, edit item metadata (after submission), and add (map) existing items from other collections (subject to authorization).	

Edit authorization policies

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Collection Authorizations

Edit Metadata | Assign Roles | Content Source

Role	Associated group	
Administrators	COLLECTION_1063_ADMIN	Delete
	Collection administrators decide who can submit items to the collection, edit item metadata (after submission), and add (map) existing items from other collections to this collection (subject to authorization for that collection).	
Accept/Reject Step	none	Create...
	The people responsible for this step are able to accept or reject incoming submissions. However, they are not able to edit the submission's metadata.	
Accept/Reject/Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, and then accept or reject them.	
Edit Metadata Step	none	Create...
	The people responsible for this step are able to edit the metadata of incoming submissions, but will not be able to reject them.	
Submitters	none	Create...
	The E–People and Groups that have permission to submit new items to this collection.	
Default read access	Default read for incoming items and bitstreams is currently set to Anonymous.	Restrict...
	E–People and Groups that can read new items submitted to this collection. Changes to this role are not retroactive. Existing items in the system will still be viewable by those who had read access at the time of their addition.	

Edit authorization policies directly.

Return

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Collection Authorizations Best Practices

- Administrators
  - Add System Administrators as Administrators, or
  - Make sure someone at institution always has administrative access
- Use "Accept/Reject/Edit Metadata Step"
  - Don't use "Accept/Reject Step" and "Edit Metadata Step"

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RESTRICTING ACCESS

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Restrict by Collection

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Restricting an Individual Item

- Add a new policy to restrict an item
- Make sure to delete the policy allowing "Anonymous" the ability to READ

Bitstream Ski Oregon Final Data Set.xlsx (36694) Add a new Bitstream policy

| ☐ | 533932 | READ | Anonymous [Edit] |

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