DalSpace

A content repository for Dalhousie community members
Benefits of DalSpace

Satisfies new Tri-Agency Open Access Policy on Publications
✓ Depositing your work in DalSpace meets requirements for open access to research articles

Provides Persistent Access and Long-term Preservation
✓ A persistent Handle for each item guarantees against broken links. The Handle ensures that your works will remain accessible and usable over time. A DOI can also be assigned on request.
✓ Items in DalSpace are managed by Dalhousie University Libraries, which are committed to long-term access and preservation of its collections

Offers Increased Visibility
✓ DalSpace items are picked up in Google
How it Works: Communities and Collections

- Content in DalSpace is organized around **Communities** that correspond to organizational entities such as schools, departments, labs or research centers (e.g., Faculty of Dentistry)
- Each Community or sub-community will have one or more **Collection** (e.g., Faculty Research & Publications, Image Collection, etc.)
- The DalSpace team will set up the Community and the Collections within which you are authorized to make deposits.
- Once you’ve been recognized as an authorized depositor with a Community and Collection, you can submit material to DalSpace.
How to Sign into DalSpace

1. Select “DalSpace” under the Collections menu on the Libraries website.
2. Click “Access DalSpace Collections here.”
3. Click “Login” and then select “Netid Authentication” as your login method.
How to Submit a Document to DalSpace

1. Select “Submissions” from the MY ACCOUNT menu on the right side of your screen.
2. If you have submitted documents previously, these will appear in a list under “Archived Submissions.” Start a new submission by clicking the link.

**Submissions & workflow tasks**

**Submissions**

*You may start a new submission.*

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

**Archived Submissions**

These are your completed submissions which have been accepted into DalSpace.

<table>
<thead>
<tr>
<th>Date accepted</th>
<th>Title</th>
<th>Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-10-14</td>
<td>In Tribute</td>
<td>Dalhousie Medical Journal Volume 01, Number 1, 1936</td>
</tr>
<tr>
<td>2015-10-14</td>
<td>Abstracts</td>
<td>Dalhousie Medical Journal Volume 01, Number 1, 1936</td>
</tr>
</tbody>
</table>
3. Select the relevant collection from the drop down menu. If the collection is not listed, contact the DalSpace team. *Collections must be set up by the Libraries prior to items being submitted.* Click “Next.”
4. Describe the item by filling in the relevant boxes. Title and Date (year) are both required fields.
5. Complete the description page and select “Next” to continue. You can also choose “Save & Exit.”
7. Click the browse button to select the relevant file from your computer.

File:

Browse... Laughter is the Best Medicine.pdf

Click "Browse...", a new window will allow you to select the file from your computer.

Please note that for a Dalhousie Thesis the submission process is not complete until it has been officially approved by FGS and you receive an email stating that it is approved and archived. Before your submission can be approved, you are required to submit to FGS your original signed Thesis Approval Form, Dalhousie Thesis License Agreement and Library and Archives Canada form. If applicable, you will also need to submit the Student Contribution to Manuscript form. All forms must have original signatures.

The item must contain at least one file.

File Description:

 Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file & add another

< Previous  Save & Exit  Next >
6. Complete any relevant fields and select "Next" to continue. You can also return to the previous screen or “Save & Exit.”
8. Review your submission, ensuring that all necessary fields contain information and that the correct file is uploaded. Click “Next.”
9. Review the distribution license before checking the “I Grant the License” box. Click “Complete Submission.”
10. If your deposited item has to be approved, it enters an approval queue. Otherwise it will enter DalSpace immediately. You’ll receive an email notifying you of your submission’s status.
DalSpace Help

For more information or assistance, visit

www.library.dal.ca/DalSpace/

or contact the DalSpace team at dalspace@dal.ca