

## Metadata for Finding Aids

The screenshot shows the DSpace Submissions & Workflow interface. At the top, there's a navigation bar with 'File', 'Edit', 'View', 'History', 'Bookmarks', 'Tools', and 'Help'. The address bar shows the URL: <http://dspace.maeq.yzu.edu:8080/manakin/submissions>. Below the navigation bar, there's a 'Getting Started' section with a 'Latest Headlines' link. A table shows a submission being edited: 'Class in front of stone bridge 1970s' from the 'University Photograph Collection' by 'Lisa Garofali'. A button 'Return selected tasks to the pool' is present. The main section is 'Tasks in the pool', which contains a table with columns: Task, Item, Collection, and Submitter. The tasks are 'Awaiting final editor's attention' for various items like 'Students on lawn 1970s', 'Snow penguin 1970s', 'Students 1970s', 'President Pugsley 1970', and 'ROTC 1970', all from the 'University Photograph Collection' by 'Lisa Garofali'. A button 'Take selected tasks' is at the bottom of this section. Below the tasks is the 'Submissions' section, which includes a link 'Start a New Submission' and a paragraph explaining the submission process. The 'Submissions being reviewed' section follows, with a paragraph stating that these are completed item submissions currently being reviewed by collection curators. On the right side, there's a 'My Account' menu with options for 'Logout', 'Profile', and 'Submissions'. The bottom of the browser window shows the taskbar with a 'start' button and the system clock at 1:30 PM.

Task	Item	Collection	Submitter
<input type="checkbox"/> Awaiting final editor's attention	[Students on lawn 1970s]	University Photograph Collection	email: Lisa Garofali
<input type="checkbox"/> Awaiting final editor's attention	[Snow penguin 1970s]	University Photograph Collection	email: Lisa Garofali
<input type="checkbox"/> Awaiting final editor's attention	[Students 1970s]	University Photograph Collection	email: Lisa Garofali
<input type="checkbox"/> Awaiting final editor's attention	[President Pugsley 1970]	University Photograph Collection	email: Lisa Garofali
<input type="checkbox"/> Awaiting final editor's attention	[ROTC 1970]	University Photograph Collection	email: Lisa Garofali

Log onto D-Space with the user email and password

### Steps

1. Go to submissions under the **My Account** menu on the right hand side of the screen.
2. Under submissions, click on the link that says **Start a New Submission**

Item submission

Select a collection

Collection:

- YSU Archival Finding Aids
- Select a collection...
- University Photograph Collection
- YSU Archival Finding Aids
- Next

Select the collection you wish to submit an item to.

Search DSpace

Advanced Search

Browse

- All of DSpace
  - Communities & Collections
  - Titles
  - Authors
  - Subjects
  - By Dates

My Account

- Logout
- Profile
- Submissions

Youngstown STATE UNIVERSITY

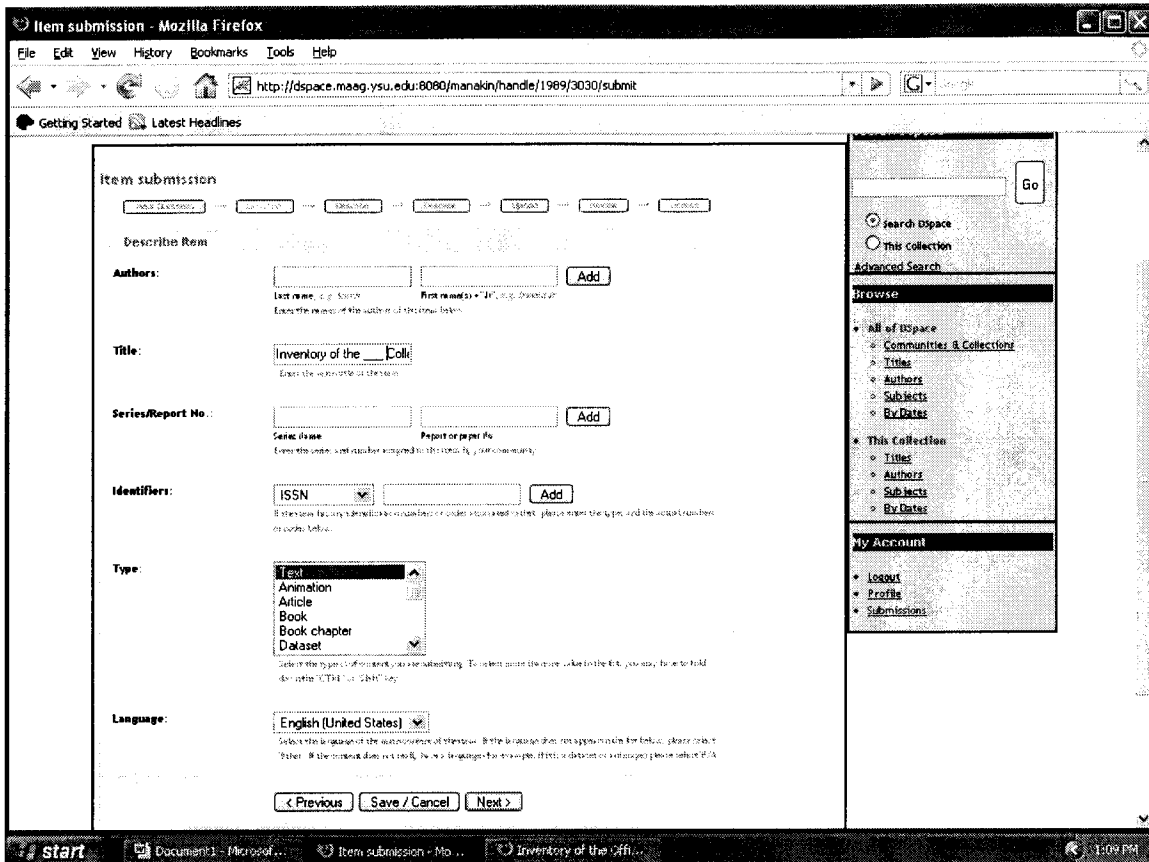
This website is using Manakin, a new front end for DSpace created by Texas A&M University Libraries. The interface can be extensively modified through Manakin Aspects and XSL based Themes. For more information visit <http://di.tamu.edu> and <http://dspace.org>

Contact Us | Send Feedback

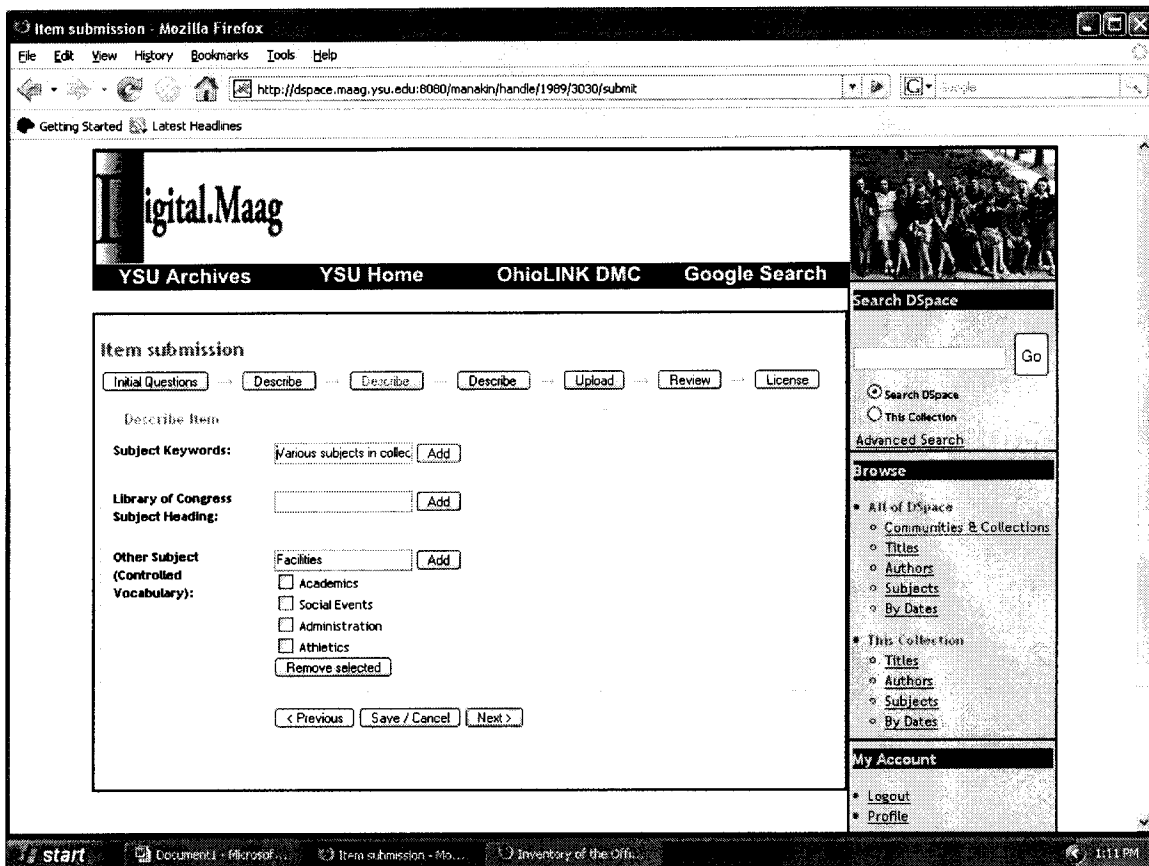
3. Under the drop-down box click on **YSU Archival Finding Aids**
4. Click **Next**



5. Do not click in any of these boxes for the Finding-aids, leave them **blank**.
6. Click **Next**



7. Leave **Authors** blank
8. For the **Title**, type: **Inventory of the (name of collection)**  
For example Inventory of the Office of the Vice President of Student Affairs
9. Leave **Series/Report No.** blank
10. Leave **Identifiers** as is, do not click on the drop down menu, leave blank
11. Under **Type**, make sure **Text** is highlighted.
12. Under **Language**, click: English (United States).
13. Click on **Next**



14. Under **Subject Keywords**, type in the subject specific to your finding aid.

For example:

Student affairs  
Anderson, Cynthia  
Administrative departments  
Students

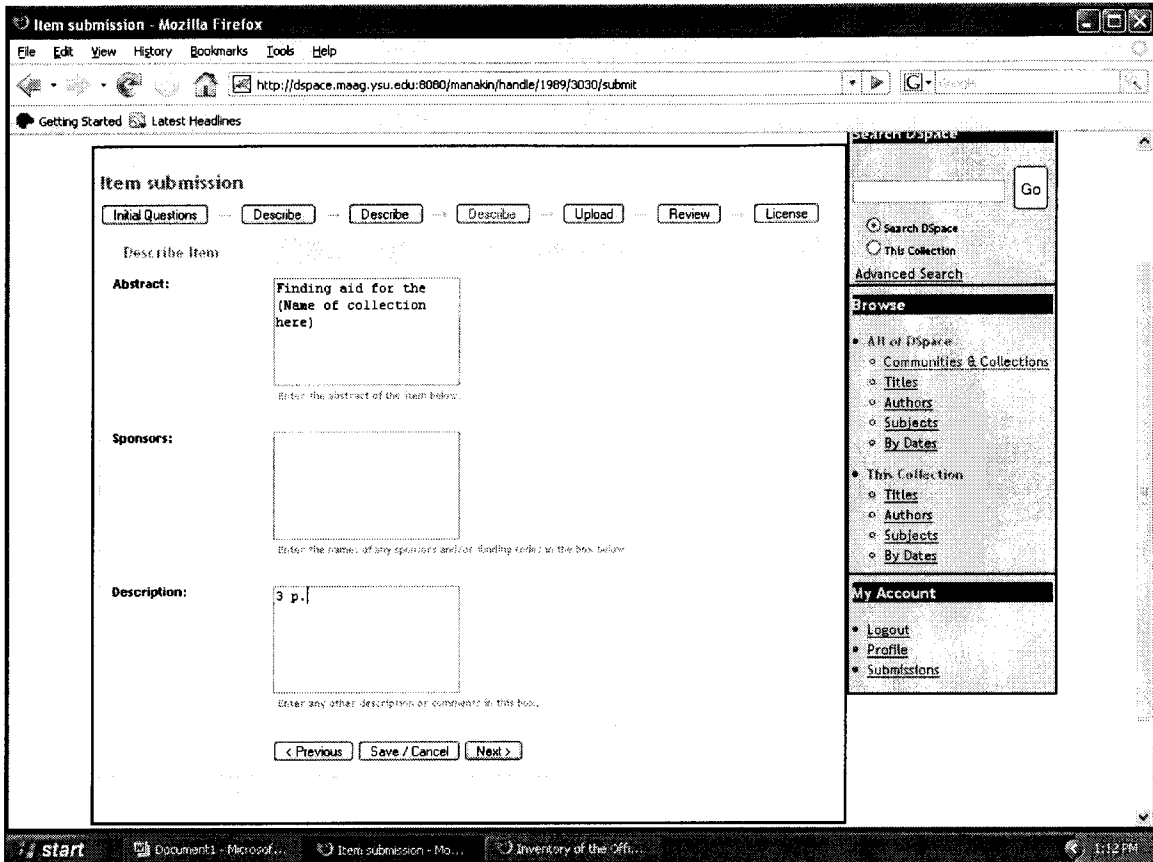
15. Leave **Library of Congress Subject Headings** blank

16. Under **Other Subject (Controlled Vocabulary)** type in any of the following that applies to the finding aid:

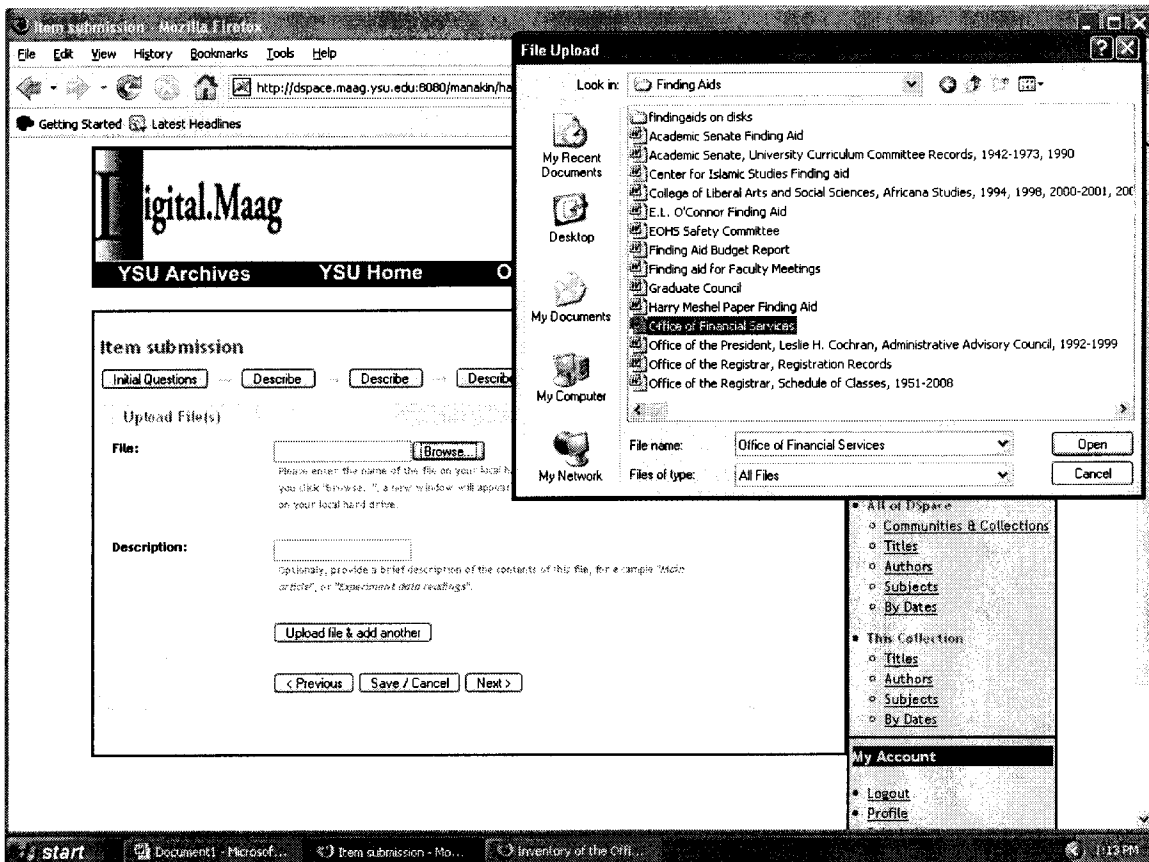
i.e. Office of the Vice President of Student Affairs would just be Administration.

- Facilities
- Academics
- Administration
- Social Events
- Athletics

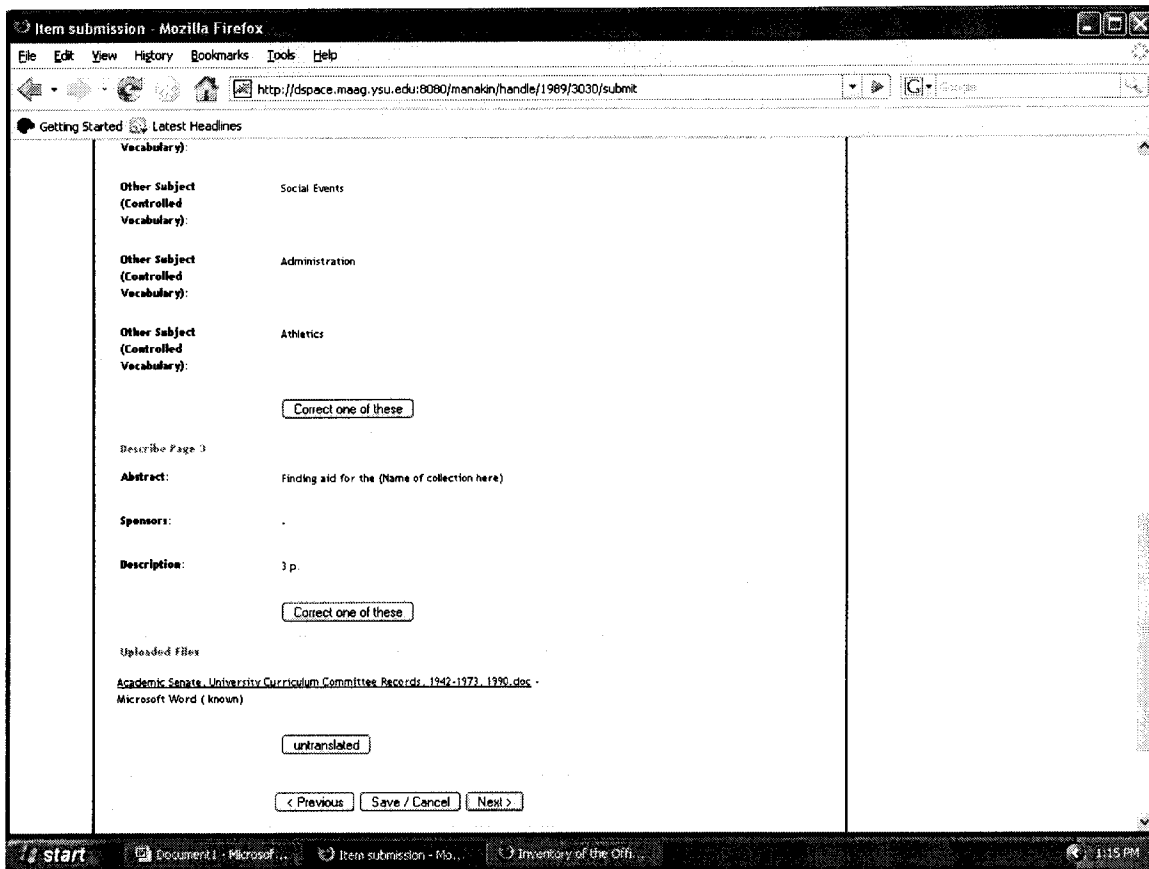
17. Click **Next**



18. For the **Abstract**, just type: Finding aid for (The name of the collection),  
Finding aid for the Office of the Vice President of Student Affairs
19. **Sponsors** leave blank unless otherwise noted
20. **Description** just type the number of pages in the Finding aid with a "p."  
after it, such as 3 p.
21. Click **Next**

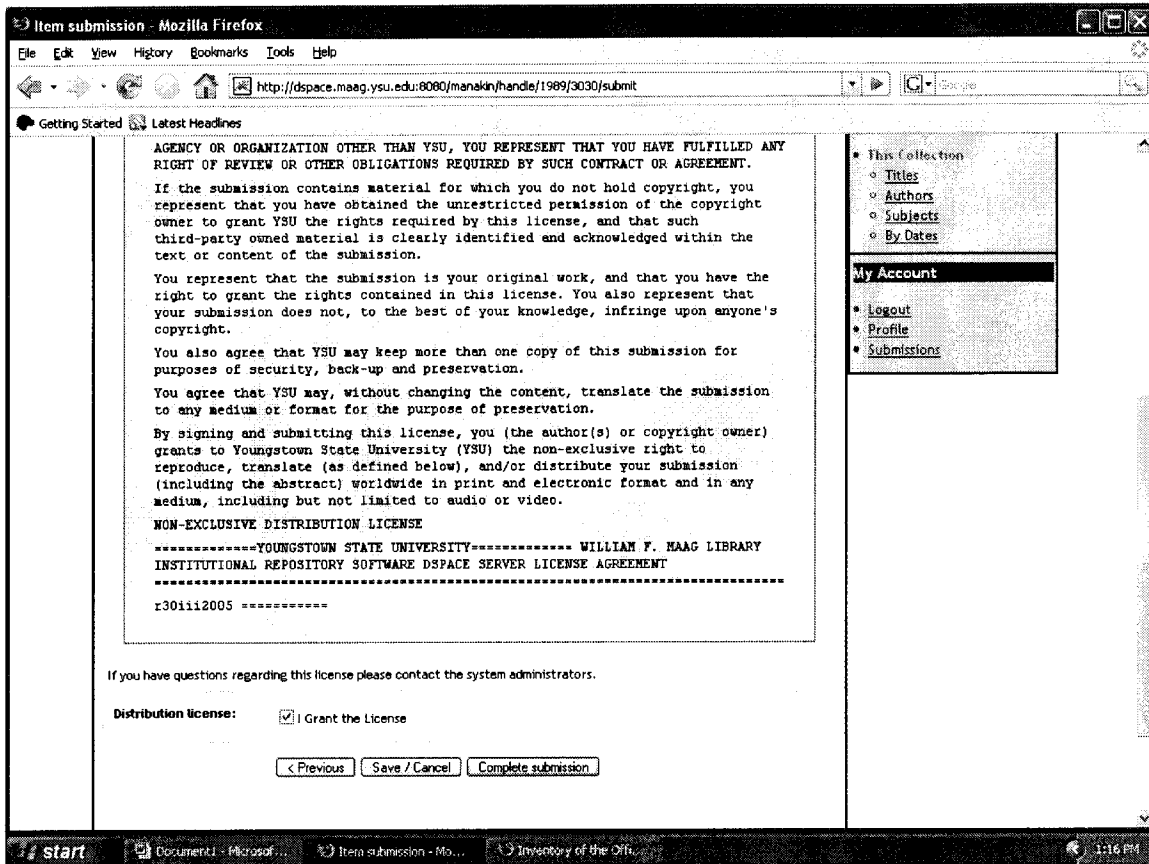


22. For the File Upload click the **Browse** button
23. Locate the File on the computer (make sure the file is a PDF so it is searchable)
24. Click **Open**
25. **Description**, leave blank
26. Click **Next**



27. This is where work can be reviewed and checked.
28. Check for spelling and/or grammatical errors
29. Make sure the correct file is uploaded
30. Click **Next**





31. This is the License Agreement, Click the square next to **I Grant the License**

32. Click on **Complete Submission**



33. Submission is complete

34. Submit another item, view Submissions page, or logout.