

# Workshop Proposal for DSpace User Group Meeting at Open Repositories 2010

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## Batch Metadata Editing - Dspace 1.6 – A workshop/tutorial to inform and build skills.

### Abstract

A new feature of the DSpace 1.6 Software is “Batch Metadata Editing”. It gives Repository staff the ability to export metadata and change it easily for re-upload into the system. Once you try this “Data Entry” will never be the same.

A community, collection or individual item is exported in CSV format and using Spreadsheet software like Open Office Calc or Excel records are imported into a spreadsheet.

Records can be edited, standardised and enhanced. Fields can be deleted and records moved into other collections. It is also possible to add metadata skeleton records if you do not have files to upload.

No specialist programming or DBA resources are required, just the ability to use a spreadsheet and pay close attention to detail.

It can be a quick and simple process if you have small batches of data, or a major enhancement exercise.

This workshop will outline the sequence of steps to ensure you don’t wreak havoc with your data.

We will have a cloud instance of DSpace available for workshop participants.

The screenshot displays the DSpace interface for browsing and editing metadata. The main content area is titled "Browsing Metadata Editing change and add content by Title". It features a navigation bar with letters A-Z and a search input field. Below the navigation bar, there are sorting options: "Sort by: title", "Order: ascending", and "Results: 20". A "Next Page" link is visible at the bottom right of the list. The list contains several items, each with a title and author information. On the right side, there are three panels: "Search DSpace" with a search input and "Go" button; "Browse" with a list of navigation options including "All of DSpace", "Communities & Collections", "By Issue Date", "Authors", "Titles", "Subjects", "This Collection", "By Issue Date", "Authors", "Titles", "Subjects"; and "My Account" with options for "Logout", "Profile", and "Submissions". A "Context" panel is also visible, with a red arrow pointing to the "Export Metadata" link.

**Browsing Metadata Editing change and add content by Title**

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Or enter first few letters:

Sort by:  Order:  Results:

Now showing items 1-20 of 24 [Next Page](#)

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**Search DSpace**

Search DSpace  
 This Collection  
[Advanced Search](#)

**Browse**

- **All of DSpace**
  - [Communities & Collections](#)
  - [By Issue Date](#)
  - [Authors](#)
  - [Titles](#)
  - [Subjects](#)
- **This Collection**
  - [By Issue Date](#)
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**My Account**

- [Logout](#)
- [Profile](#)
- [Submissions](#)

**Context**

- [Edit Collection](#)
- [Item Mapper](#)
- [Export Collection](#)
- [Export Metadata](#)