

# **DSpace submissions**

July 7, 2009

## **Checklist**

- Is what I am submitting of lasting value, not ephemeral?
- Is the submission complete, editing finished, ready to be uploaded and listened to, viewed, or read? If not, has Library Staff been consulted regarding their completion of any remaining steps?
- Is the format of the submission file included in the list of acceptable ones?
- Are consent forms signed and fully completed in duplicate – with one copy going to *each* author or participant and one to the library?
- Have I provided keywords and an abstract?
- Is the submission clearly identified showing authorship, participants' names, date, title? Is paperwork being submitted at the same time, and clearly identified?

## **What kinds of things are to be added to DSpace?**

Faced with a growing digital collection in the library, we needed a way to house, organize, catalog and circulate that collection. DSpace is our answer. DSpace accomplishes more than meeting this need because it affords new horizons for our multi-group seminary population. DSpace can be the repository of a formal publication in electronic format, the location of faculty member's works in digital format, central location of a lecture series in any or all of written, audio or video formats. This is the beginning of the list. It hints at the scope of our DSpace collection. Whatever pertains to the life of Lancaster Theological Seminary and represents its scholarship, and is in a digital format that is popularly available now and in the foreseeable future, is a candidate for inclusion in the DSpace collection.

## **The submission should be in its final form, ready to upload**

Submissions must be edited, preferably in final form, ready for inclusion in the DSpace collection. Preliminaries unrelated to the substance of a presentation should be cropped. In the case of lectures, either the original or an added introduction to the speaker needs to be provided.

All audio, video or document submissions must be accompanied by consent forms for each person taking part – an author or speaker obviously, but also communion officiants or the like in the case of services. Posting materials for public use without proper permission obtained from participants presents a potential violation of copyright

and places the Seminary at risk. As well, people need to give their permission before finding themselves publically visible on the internet.

It is the responsibility of the submitter to provide completed consent forms at the same time as the actual files for mounting on DSpace.

The inclusion of keywords and an abstract are helpful to library staff in creating metadata for the submission enabling searchers to readily find it.

**Submissions must be in one, or more, of the following formats.**

The Library stipulates acceptable file formats with the following in mind. First, we must already possess the technology and skill to deal with the format of the file. Secondly, we need to be able to migrate the file to a succeeding format in the event the current one becomes obsolete. Thirdly, we need to as much as possible to retain a master copy of the file in a format where there is no compression. Transfer of compressed files results in degeneration of quality with each succeeding transition.

**Print-format documents**

- docx, xlsx, pptx
- rtf
- txt
- pdf (if press ready)

**Still images**

- eps
- png
- tiff
- jpeg (inferior)

**Audio presentations**

- aiff
- wav
- mp3 (inferior)

**Video presentations**

- dv/hdv
- mpeg4/h.264
- avi (inferior)