Shared Repository Service

About the service

http://repository.digitalnz.org

The shared repository service is a simple tool for loading and sharing digital objects and metadata. It has been designed to do a simple job, but do it well and reliably. It has the following characteristics:

1. You can create a metadata record and attach a digital object to that record.

2. You can create a record in draft, and come back to it later to publish it.

3. You can edit and delete these records and objects at any time.

4. The repository can cope with many type of digital items—from documents, to images, to video, and datasets etc. There is a 10MB file size limit for each attached object.

5. Publishing a record results in the metadata and object being shared publicly via an XML feed. This XML feed is monitored by DigitalNZ, and people will be able to find these records at http://www.digitalnz.org/

6. Many staff accounts can be set up for a single organisation.

Login

1. The login screen is accessible from http://repository.digitalnz.org

2. If you don't have a login account you will need to request one from a DigitalNZ staff member, or email info@digitalnz.org.

3. If you forget your password you can request it be reset to by going to http://repository.digitalnz.org/users/password/new

4. If you need to change your email address or organisation name please contact a DigitalNZ staff member, or email info@digitalnz.org.

Repository Service

Sign in

Email

Password

☐ Remember me

SIGN IN

Forgot your password?

Records listing

Immediately after login you will be taken to your records listing page
http://repository.digitalnz.org/records, which will show you everything you have entered into the repository. This page lists:

1. Title of record (click on the title to edit the record)

2. State of record (either draft or published)

3. Last modified date.

4. Type of item

5. Delete link

The order of the listing is by most recently modified (last modified date). The 'Records' navigation tab is available on every page, so is easy to get back to.

Repository Service

RECORDS

Records

NEW RECORD

Title	State	Las
My first record	draft	05/(

NEW RECORD

Creating a new record

1. The button for creating a new record is on the records listing page
   http://repository.digitalnz.org/records

NEW RECORD

Repository Service

RECORDS

New Record

Organisation	Digital New Zealand
Title	
Type	General
Creator	
Date	
Description	
Attachment	Choose File No file chosen

Optional Fields

Show Rights and Licence fields

2. There are several mandatory fields when creating a new record:

    Organisation: This is pre-populated based on your account information

    Title: The title you would like displayed for this item (dc.title)

    Type: Choose a type of item that best fits for object you are loading. If you are unsure then you can choose 'General':

    > General
    > Text
    > Dataset
    > Still Image
    > Moving Image
    > Scholarly Text
    > Book Item
    > Conference Item
    > Journal Article
    > Report
    > Collection
    > Event
    > Interactive Resource
    > Physical Object
    > Service
    > Software
    > Sound

    Creator: Enter the author/s or creator/s of the object. You can separate multiple creators with a semicolon ;

    Description: Enter a brief abstract or summary of what this item is about. (dc.description)

    Attachment: Load up a single file to associate with this records. Max file size in 10MB. If you have multiple objects to connect to this record please load a zip file

3. There are various other optional fields you can choose to add:

    Date: Must be in dd/mm/yyyy format.

    Rights & Licence: It is very helpful to include this information so people are clear about what they are allowed and not allowed to do with these items

    Research Outputs: For research works there are a number of specific fields including thesis type and ANZSRC code. See more at: https://www.abs.gov.au/ausstats/abs@.nsf/mf/1297.0

    Other Dublin Core fields: Such as language, subject, place and time etc.

4. Save vs. Publish

    When creating a new record the **Save** button will save the record as a draft, but will not push the information into the XML feed and public object folder for sharing

The **Publish** button will both save the record, and push the attachment into a public folder that others can view.

Editing and unpublishing records

1. To edit an existing page go to the records listing page
   http://repository.digitalnz.org/records

2. All records will be listed on this single page

3. In many browsers you can use <CTRL> F to search the current web page for keywords. You can use this functionality to search for the title of an item if there are many on the page

4. Click on the title of the item you wish to edit

5. Once the record is open in edit mode you can change the entry for any metadata field, as well as replacing the attached file if need be.

6. Remember to **save** the file before closing the page

7. If the record is unpublished (in draft status) you will have a button to **publish**

8. If the record is already published, you will have the option to **unpublish**. This will take the record back into draft status, remove the metadata from the XML feed, and remove the attached object from the public folder.

Understanding the publishing process

1. When an item is published the metadata is loaded into a public XML feed at:

   http://repository.digitalnz.org/public_records.xml

2. A copy of the attached file is also loaded into a public directory so that the public can access it. The URL for this file can be seen in the XML feed

3. If you edit a metadata record, the changes in the XML feed will instantly change. Likewise, if you change the attached file, the file referenced in the XML feed will instantly change.

4. When changing the attached file for a published item, the public URL to that file will remain unchanged if the replacement file has the same file type e.g. you replace myfile.**doc** with yourfile.**doc**, the published URL will remain as **myfile.doc** so that bookmarks still work. The URL will only change if the replacement file is a different file type e.g. you replace myfile.**doc** with yourfile.**jpg**, the published URL will change to **myfile.jpg**

5. The XML feed is used by the DigitalNZ Search service to harvest public metadata into it's search index. DigitalNZ updates its search index every night, so it may take a day before appearing updated or being removed if you have deleted it. You can see the repository items in DigitalNZ here:

   http://digitalnz.org/records?i[collection]=Shared+Repository

Deleting records

1. Deletions can be actioned from the records listing page
   http://repository.digitalnz.org/records

2. Each record has a **delete** link on the far right of the column

3. After clicking delete you will be asked to reconfirm the deletion

4. If you confirm the deletion the act is irreversible i.e. you cannot recover this deletion

Deleting a record performs the following actions:

1. Removes the record from the repository application (so you can't see it anymore)

2. Removes the metadata from the XML feed (which is used to share the record with other applications and search indexes)

3. Removes any attached objects from the public folder i.e. if someone has bookmarked an attached object then that link will no longer work

4. Removing a record does not immediately remove it from the DigitalNZ search index. The search index is updated every night, so it may take a day to disappear.

Any questions?

Please just ask a DigitalNZ staff member or email us info@digitalnz.org. Thanks!