DalSpace
A content repository for Dalhousie community members
Benefits of DalSpace

Satisfies 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

Go to dalspace.library.dal.ca, click “Login” and then select “Netid Authentication” as your login method.
Register with DalSpace

- Your first login registers you in the system.
- Once you’ve logged in for the first time, send an email to dalspace@dal.ca and let us know that you would like to deposit content to DalSpace.
- We’ll then give you submission permissions for specific collections.
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.

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**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.

Item submission

Authors:
Last name, e.g. Smith
Smith
First name(s), e.g. Donald Jr.
Donald Jr.

Title: *
Laughter is the Best Medicine

Journal Title:
Dalhousie Medical Journal

Date of Issue: *
Year: 1967
5. Complete the description page and select "Next" to continue. You can also choose "Save & Exit."
6. Click the browse button to select the relevant file from your computer.
7. Review your submission, ensuring that all necessary fields contain information and that the correct file is uploaded. Click “Next.”
8. Review the distribution license before checking the “I Grant the License” box. Click “Complete Submission.”
9. Your deposited item and metadata is reviewed by a bibliographer in the Library. Once approved, you’ll receive an email notifying you of your submission’s status. The handle is the permanent URL that you should use when citing or referring to your item in DalSpace.

DalSpace: Submission Approved and Archived

dalspace@dal.ca
To: Jennifer Lambert

You submitted: Laughter is the Best Medicine
To collection: Dalhousie Medical Journal Volume 01, Number 1, 1936

Your submission has been accepted and archived in DalSpace, and it has been assigned the following identifier: 
http://hdl.handle.net/10222/64464

Please use this identifier when citing your submission.

Many thanks!

DalSpace
DalSpace Help

For more information or assistance visit
https://dal.ca.libguides.com/open_access/DalSpace

Or contact the DalSpace team at dalspace@dal.ca