



DSpace Submission Process

- Go to <http://dspace.library.cornell.edu>
- To Submit to a collection, you must be registered with **DSpace**.
- If not registered, please contact us at dspace-admin-1@cornell.edu
- You have 2 options:
 - Standard Submission
 - Quick Submit

DSpace Home Page

DSpace at Cornell University: Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://dspace.library.cornell.edu/index.jsp> Go Links

 Cornell University Library **DSpace Digital Repository**

Logged in as gsk5@cornell.edu ([Logout](#))

DSpace at Cornell University >

Welcome to the Cornell University DSpace Digital Repository!

This repository is open for anyone at Cornell University as a place to capture, store, index, preserve and redistribute Cornell faculty, staff, student or organizational research materials in digital formats.

For information on protecting your rights to your intellectual property [Click Here](#).

If you would like to be included in our repository, please contact us at dspace-admin-l@cornell.edu

Search

Enter some text in the box below to search DSpace.

Communities in DSpace

Select a community to browse its collections.

- [Agriculture & Life Sciences](#)
- [American Indian Program](#)
- [Archaeology Program](#)
- [Architecture, Art & Planning](#)

The Cornell University Library offers a wide-variety of digital repositories and collections. To see what we have to offer go to our [Digital Initiatives](#) page.

Search DSpace: [Advanced Search](#)

→ [Home](#)

Browse

- [Communities & Collections](#)
- [Titles](#)
- [Authors](#)
- [By Date](#)

Sign on to:

- [Receive email updates](#)
- [My DSpace](#) authorized users
- [Edit Profile](#)

Internet

DSpace Home Page

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Search

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Communities & Collections

- [Agriculture & Life Sciences](#)
- [American Indian Program](#)
- [Archaeology Program](#)
- [Architecture, Art & Planning](#)

Sign on to:

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Click on MyDSpace

DSpace Submission Process

The screenshot shows a Microsoft Internet Explorer browser window with the title "DSpace at Cornell University: Log In". The address bar contains the URL "http://dspace.library.cornell.edu/password-login". The page header features the Cornell University Library logo and the text "DSpace Digital Repository". The main content area is titled "Log In to DSpace" and includes a "Help..." link. A registration prompt asks "New user? [Click here to register.](#)". Below this, a message states "Please enter your e-mail address and password into the form below." The form contains two input fields: "E-mail Address:" and "Password:". A "Log In" button is positioned below the password field. A link for "Have you [forgotten your password?](#)" is located at the bottom of the form. The footer of the page includes the Cornell University Library logo, contact information for reference and technical questions, and a copyright notice for 2003-2005.

DSpace at Cornell University: Log In - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://dspace.library.cornell.edu/password-login> Go Links >>

 Cornell University Library **DSpace Digital Repository**

Log In to DSpace

[Help...](#)

New user? [Click here to register.](#)

Please enter your e-mail address and password into the form below.

E-mail Address:

Password:

Have you [forgotten your password?](#)

 Cornell University Library

Send us E-mail: [Reference question?](#) | [Technical question?](#)
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Internet

DSpace Submission Process

DSpace at Cornell University: My DSpace - Microsoft Internet Explorer

Address: <http://dspace.library.cornell.edu/mydspace>

Cornell University Library **DSpace Digital Repository**

Logged in as [gsk5@cornell.edu](#) (Logout)

[DSpace at Cornell University](#) >

My DSpace: George Kozak [Help...](#)

Search DSpace: [Go](#) [Advanced Search](#)

[Home](#)

Browse

- [Communities & Collections](#)
- [Titles](#)
- [Authors](#)
- [By Date](#)

Sign on to:

- [Receive email updates](#)
- [My DSpace](#) authorized users
- [Edit Profile](#)

[Start a New Submission](#) [Start a New Quick Submission](#) [View Accepted Submissions](#)

[See Your Subscriptions](#)

Unfinished Submissions

Title	Submitted to		
87-259*A Spiraea trilobata 'Swan Lake'	F. R. Newman Arboretum	Resume	Remove...

Click Quick Submit

DSpace Submission Process

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying `http://dspace.library.cornell.edu/quick-submit`. The page header features the Cornell University Library logo and the text "Cornell University Library DSpace Digital Repository". Below the header, there are three buttons: "License", "Describe", and "Verify". The main heading is "Submit: Choose Collection". The instructions state: "Select the collection you wish to submit an item to from the list below, then click 'Next'. ([More Help...](#))". A dropdown menu labeled "Collection" is currently set to "0700-1400: Migrations, Medieval Kingdoms". Below the dropdown are two buttons: "Next >" and "Cancel/Save". At the bottom of the page, there is a logo for Cornell University Library and contact information: "Send us E-mail: [Reference question?](#) | [Technical question?](#)" and "© Copyright 2003-2005 by the Cornell University Library". The browser's taskbar at the bottom shows the "Internet" icon.

DSpace Submission Process

The screenshot shows a Microsoft Internet Explorer browser window titled "DSpace at Cornell University: Select Collection to Submit to". The address bar shows the URL "http://dspace.library.cornell.edu/quick-submit". The page header features the Cornell University Library logo and the text "DSpace Digital Repository". Below the header are three buttons: "License", "Describe", and "Verify". The main heading is "Submit: Choose Collection". A paragraph of text instructs the user to select a collection from a list below and click "Next". A dropdown menu is open, showing a list of collections. A "Cancel/Save" button is visible to the right of the dropdown. The Cornell University Library logo is also present in the bottom left corner of the page content.

DSpace at Cornell University: Select Collection to Submit to - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address http://dspace.library.cornell.edu/quick-submit Go Links

 Cornell University Library **DSpace Digital Repository**

License Describe Verify

Submit: Choose Collection

Select the collection you wish to submit an item to from the list below, then click "Next". ([More Help...](#))

Collection 0700-1400: Migrations, Medieval Kingdoms

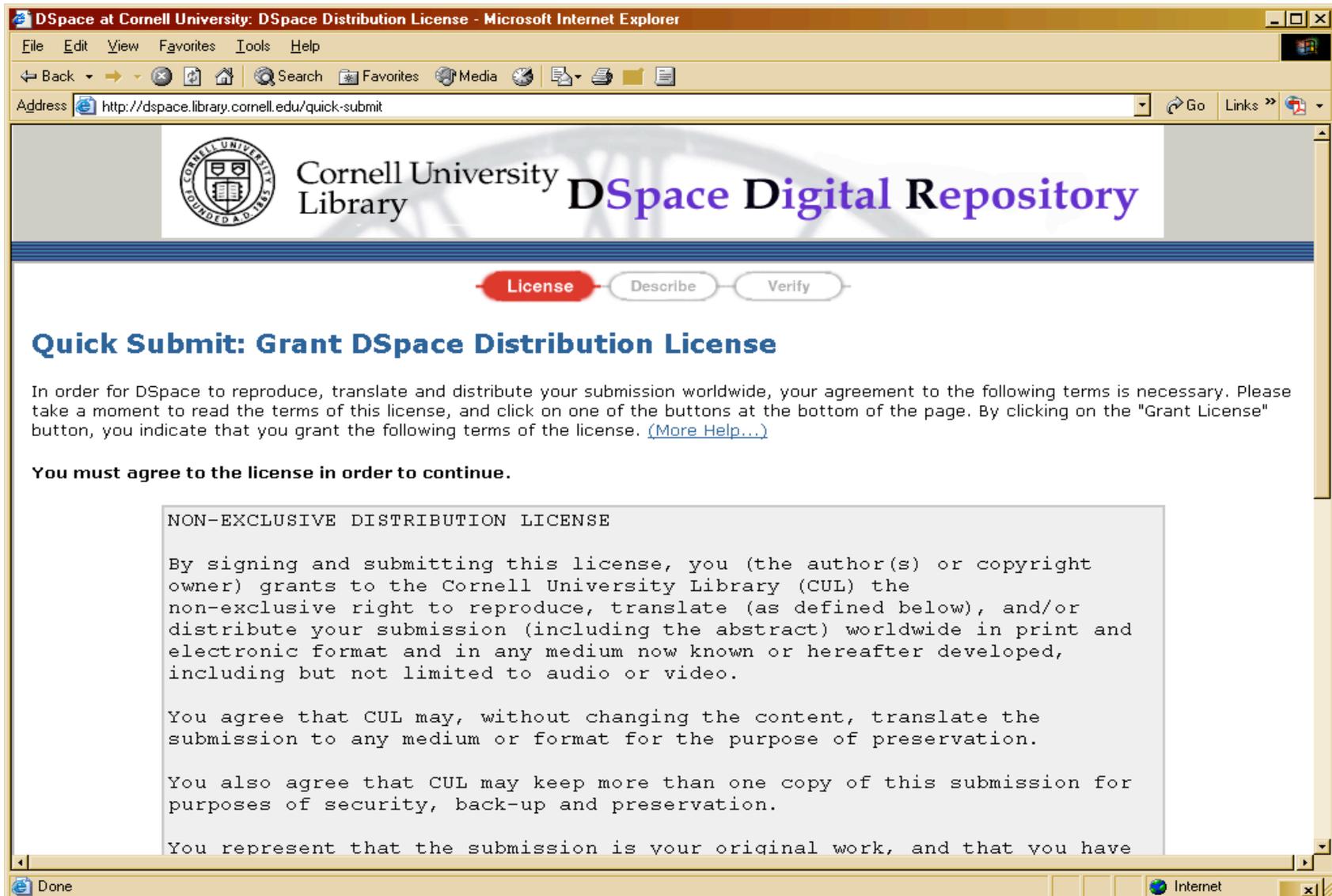
- 2004 WIW Proceedings
- 2005 Student Papers
- 2005 WIW Proceedings
- American Peony Society Garden
- Articles, Preprints, and Presentations by CUL Staff
- Books and Articles
- CIGR
- Clement Gray Bowers Rhododendron Collection
- Container Gardens
- Dance in the Noh Theater
- Deans Garden

Cancel/Save

 Cornell University Library

Internet

DSpace Submission Process



The screenshot shows a Microsoft Internet Explorer browser window displaying the DSpace at Cornell University website. The address bar shows the URL <http://dspace.library.cornell.edu/quick-submit>. The page header features the Cornell University Library logo and the text "DSpace Digital Repository". Below the header, there are three buttons: "License" (highlighted in red), "Describe", and "Verify". The main content area is titled "Quick Submit: Grant DSpace Distribution License" and contains the following text:

In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license. ([More Help...](#))

You must agree to the license in order to continue.

NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grants to the Cornell University Library (CUL) the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium now known or hereafter developed, including but not limited to audio or video.

You agree that CUL may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that CUL may keep more than one copy of this submission for purposes of security, back-up and preservation.

You represent that the submission is your original work, and that you have

DSpace Submission Process

DSpace at Cornell University: DSpace Distribution License - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://dspace.library.cornell.edu/quick-submit> Go Links

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant CUL the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN CUL, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

CUL will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

 Send us E-mail: [Reference question?](#) | [Technical question?](#)
© Copyright 2003-2005 by the Cornell University Library

Done Internet

DSpace Submission Process

DSpace at Cornell University: Describe/Upload Your Item - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://dspace.library.cornell.edu/quick-submit> Go Links

 Cornell University
Cornell University Library DSpace Digital Repository

License Describe Verify

Submit: Describe Your Item

Please fill in the requested information about your submission below. Required fields are marked with an asterisk (*). In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time. ([More Help...](#))

Please enter the name of a file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Netscape users please note: By default, the window brought up by clicking "Browse..." will only display files of type HTML. If the file you are uploading isn't an HTML file, you will need to select the option to display files of other types. [Instructions for Netscape users](#) are available.

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types. [Information about file types](#) and levels of support for each are available.

Enter the names of the authors of this item below.

	<i>Last name</i> e.g. Smith	<i>First name(s) + "Jr"</i> e.g. Donald Jr
* Authors	<input type="text"/>	<input type="text"/>

Add More Authors
Show Workarea

Enter the main title of the item.

* Title

Done, but with errors on page. Internet

DSpace Submission Process

DSpace at Cornell University: Describe/Upload Your Item - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://dspace.library.cornell.edu/quick-submit Go Links

Last name
e.g. **Smith**

First name(s) + "Jr"
e.g. **Donald Jr**

* **Authors**

* **Title** Enter the main title of the item.

Other titles If the item has any alternative titles, please enter them below.

The item has been published or publicly distributed before

Subject Keywords Enter appropriate subject keywords or phrases below.

* **Abstract** Enter the abstract of the item below.

* **Document File:** Browse for a file to upload below.

If uploading multiple related files, please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings."

Done, but with errors on page. Internet

DSpace Submission Process

DSpace at Cornell University: Verify Submission - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address <http://dspace.library.cornell.edu/quick-submit#field> Go Links

License Describe **Verify**

Submit: Verify Submission

Not quite there yet, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page. ([More Help...](#))

If everything is OK, please click the "Next" button at the bottom of the page.

You can safely check the files you've uploaded - a new window will be opened to display them.

Authors: Kozak, George
Title: Using DSpace at Cornell University
Alternative Titles: None
Abstract: This paper describes the uses of DSpace at Cornell University and all of the many possible digital repositories that are needed for work to progress at the University.

Uploaded File: [2003-2.pdf](#) - Adobe PDF (Known)

Clicking "Next" will submit document

Internet



DSpace Submission Process

After Submitting you will be notified by e-mail of your submission's acceptance

To: gsk5@cornell.edu

Subject: DSpace: Submission Approved and Archived

You submitted: Using DSpace at Cornell University

To collection: Articles, Preprints, and Presentations of CUL Staff

Your submission has been accepted and archived in DSpace, and it has been assigned the following identifier:

<http://hdl.handle.net/1813/1164>

Please use this identifier when citing your submission.

If your submission is a thesis or dissertation, it must be printed by CBS Digital Services.

IMPORTANT!!! - PLEASE FOLLOW THE INSTRUCTIONS BELOW TO INSURE TIMELY PRINTING OF YOUR THESIS/DISSERTATION. FAILURE TO FOLLOW THE INSTRUCTIONS MAY CAUSE A DELAY IN PROCESSING YOUR THESIS OR DISSERTATION AND ULTIMATELY IN RECEIVING YOUR DEGREE ON TIME.

CBS Digital Services is the only approved printer for the graduate school theses and dissertations DSpace project.

Here is how you print your thesis or dissertation now that it has been approved: