

Submitting to the Campus Digital Archive

A Step-by-Step Guide

July 16, 2008

Revised July 14, 2009

by

Carol Hixson

University Librarian

University of Regina

What is the Campus Digital Archive

- A digital archive for scholarly output and supporting materials created by the University of Regina community
- It uses software developed by MIT and Hewlett Packard that is freely available (open source). That software is called DSpace.

Help with Submissions

- The Library will assist anyone who prefers to have someone else load the files into the Campus Digital Archive or who just needs some help.
- If you would like to have help, please contact the Library's Digital Collections Administrator, Donald Johnson at 337-2584 or Donald.Johnson@uregina.ca

Prerequisites for Submitting Your Files Yourself

- A networked PC
- A recent-model graphical web browser of your choosing
- Files to be submitted available for uploading from your PC or networked drive
- A logon and authorization to submit to a collection in the archive

What Types of Files Are Accepted?

- For text, machine-readable PDF files
 - The Library recommends that MS Word or other document files be converted to PDF for preservation purposes
- Any other file type such as JPG, PPT, XLS, GIF, etc.
- If you have questions about acceptable file types, contact the Library's Digital Collections Administrator (337-2584)

Converting Files

- The Library recommends that textual files be converted to PDF before submission to the archive
- If you want the notes and other text on Powerpoint files to be keyword searchable, convert the Powerpoint to PDF before submission
 - You can submit both the original Powerpoint and the PDF version
- For help converting files to PDF, visit the IT Support Desk in the Dr. John Archer Library

File Names

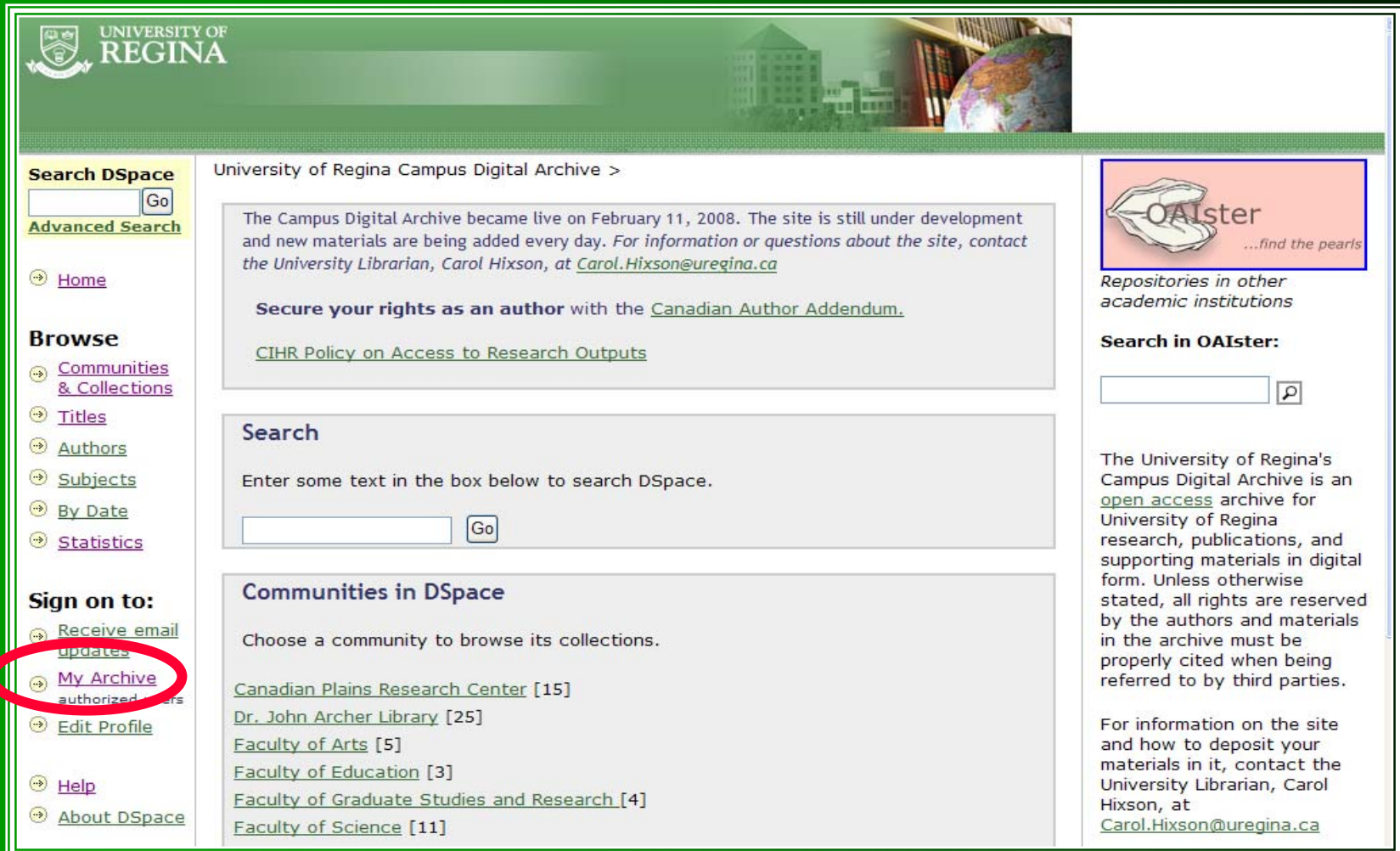
- Naming your file(s) appropriately will help ensure better access to your work.
- Use short descriptive names and connect elements with an underscore
- Use the appropriate file extension (.pdf, xls, ppt, etc.) For example:
 - Smith_John_biology.pdf
 - conf_presentation.ppt
 - precipitation_data.xls

Finding the Site

The University of Regina's site for the
Campus Digital Archive is at:

<http://dspace.cc.uregina.ca:8080/dspace/>

To get started, first register by going to the main site and clicking on [My Archive](#).



UNIVERSITY OF REGINA

University of Regina Campus Digital Archive >

Search DSpace

[Advanced Search](#)

[Home](#)

Browse

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

Sign on to:

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

The Campus Digital Archive became live on February 11, 2008. The site is still under development and new materials are being added every day. For information or questions about the site, contact the University Librarian, Carol Hixson, at Carol.Hixson@uregina.ca

Secure your rights as an author with the [Canadian Author Addendum](#).

[CIHR Policy on Access to Research Outputs](#)

Search

Enter some text in the box below to search DSpace.

Communities in DSpace

Choose a community to browse its collections.

- [Canadian Plains Research Center](#) [15]
- [Dr. John Archer Library](#) [25]
- [Faculty of Arts](#) [5]
- [Faculty of Education](#) [3]
- [Faculty of Graduate Studies and Research](#) [4]
- [Faculty of Science](#) [11]

OAIster
...find the pearls

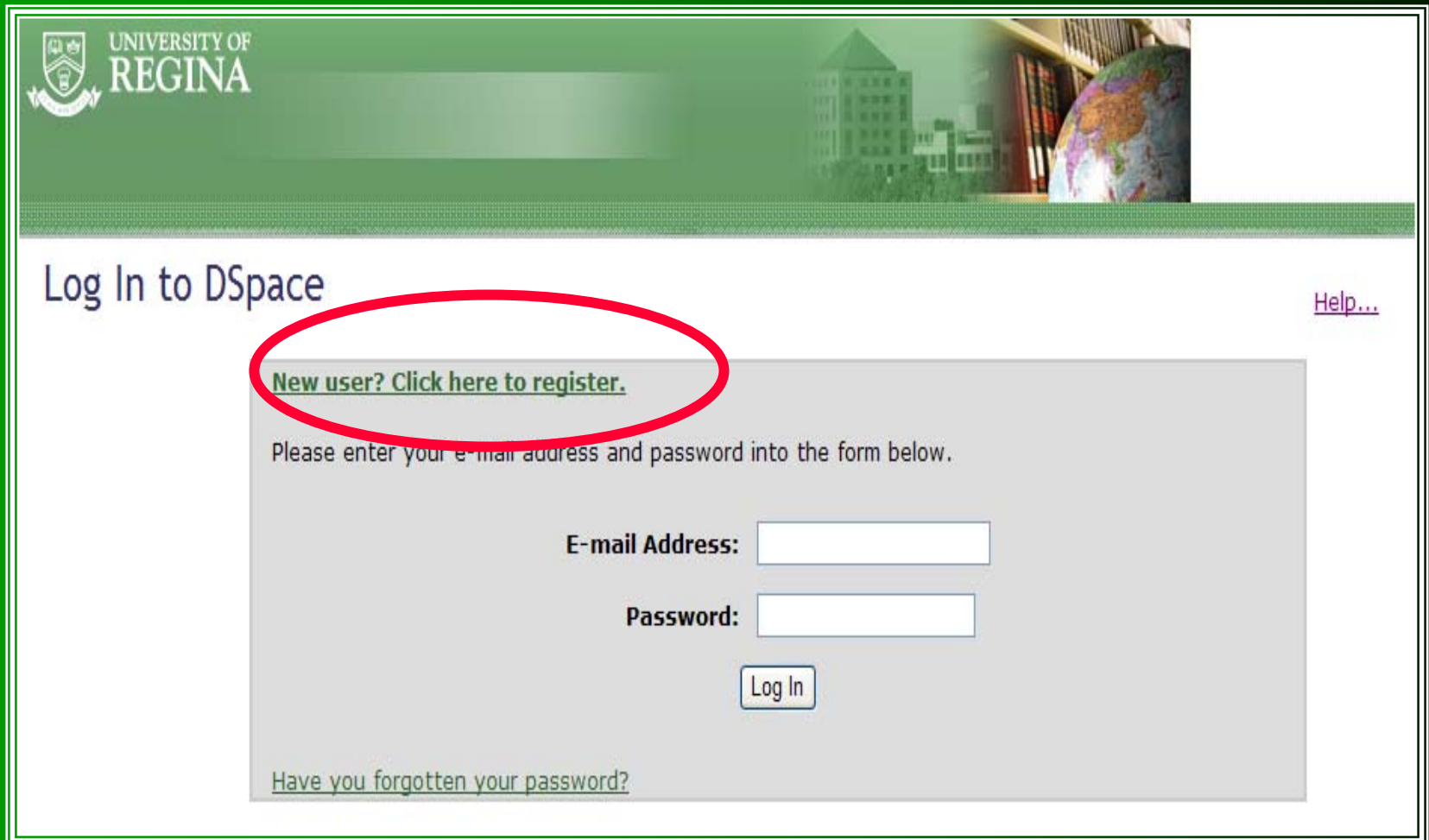
Repositories in other academic institutions

Search in OAIster:

The University of Regina's Campus Digital Archive is an [open access](#) archive for University of Regina research, publications, and supporting materials in digital form. Unless otherwise stated, all rights are reserved by the authors and materials in the archive must be properly cited when being referred to by third parties.

For information on the site and how to deposit your materials in it, contact the University Librarian, Carol Hixson, at Carol.Hixson@uregina.ca

The following screen will appear. (*DSpace is the name of the software used for the Campus Digital Archive*) As a first-time user, click on [Click here to register.](#)



UNIVERSITY OF REGINA

Log In to DSpace

[Help...](#)

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

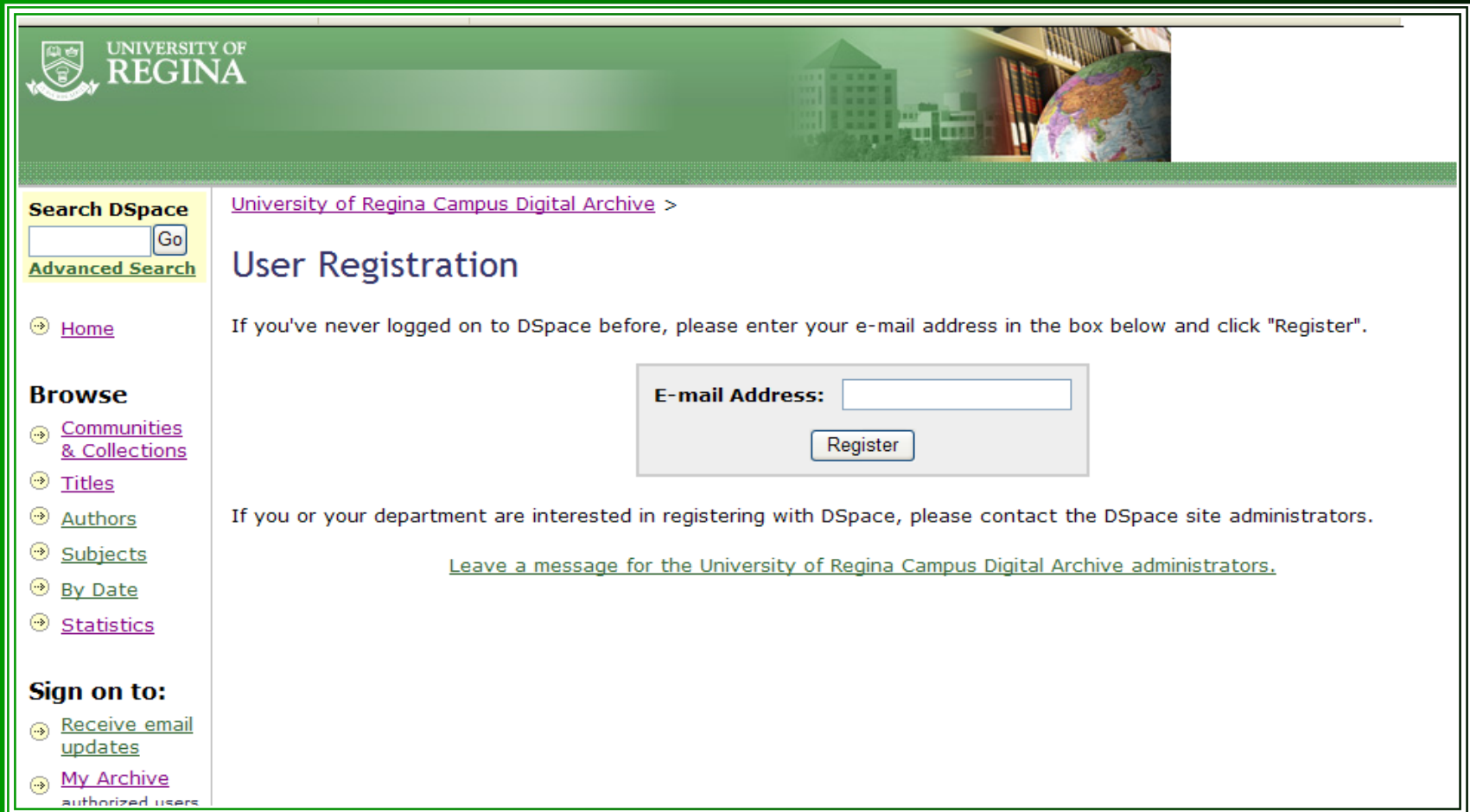
Please enter your e-mail address and password into the form below.

E-mail Address:

Password:

[Have you forgotten your password?](#)

Follow the instructions on the registration screen. You will receive email notification of your registration with instructions for setting your password.



The screenshot shows the 'User Registration' page of the University of Regina DSpace. The header features the University of Regina logo and a banner image of a building and a globe. The left sidebar contains navigation links for 'Search DSpace', 'Browse', and 'Sign on to:'. The main content area includes a breadcrumb trail, a title, instructions for registration, an email input field with a 'Register' button, and a link to contact administrators.

UNIVERSITY OF REGINA

[University of Regina Campus Digital Archive](#) >

User Registration

If you've never logged on to DSpace before, please enter your e-mail address in the box below and click "Register".

E-mail Address:

If you or your department are interested in registering with DSpace, please contact the DSpace site administrators.

[Leave a message for the University of Regina Campus Digital Archive administrators.](#)

Search DSpace

[Advanced Search](#)

[Home](#)

Browse

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

Sign on to:

- [Receive email updates](#)
- [My Archive](#)
authorized users

Structure of the Archive

- Divided into communities (organizational entities, such as faculties, departments, colleges, programs, institutes, conferences, centres, administrative units, etc.)
- Communities MAY contain one or more sub-communities
- Communities and sub-communities contain collections (related groups of material with common content standards)
- Collections contain items (actual submissions)
- Items consist of one or more files (uploaded from your PC or networked drive)

Once you are registered and have all the files for your submission available on your PC or your networked drive, log in with your FULL email address and password. For example: someone@uregina.ca
(*The password will be the one you selected when you first registered with the Campus Digital Archive*)

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?](#)

Once you are registered and have all the files for your submission available on your PC, click on **Browse Communities & Collections**



UNIVERSITY OF REGINA

University of Regina Campus Digital Archive >

Search DSpace

Advanced Search

→ [Home](#)

Browse

→ [Communities & Collections](#)

→ [Titles](#)

→ [Authors](#)

→ [Subjects](#)

→ [By Date](#)

→ [Statistics](#)

Sign on to:

→ [Receive email updates](#)

→ [My Archive](#)
authorized users

→ [Edit Profile](#)

→ [Help](#)

→ [About DSpace](#)

The Campus Digital Archive became live on February 11, 2008. The site is still under development and new materials are being added every day. For information or questions about the site, contact the University Librarian, Carol Hixson, at Carol.Hixson@uregina.ca

Secure your rights as an author with the [Canadian Author Addendum](#).

[CIHR Policy on Access to Research Outputs](#)

Search

Enter some text in the box below to search DSpace.

Communities in DSpace

Choose a community to browse its collections.

[Canadian Plains Research Center](#) [15]

[Dr. John Archer Library](#) [25]

[Faculty of Arts](#) [5]

[Faculty of Education](#) [3]

[Faculty of Graduate Studies and Research](#) [4]

OAIster
...find the pearls


Repositories in other academic institutions

Search in OAIster:

The University of Regina's Campus Digital Archive is an [open access](#) archive for University of Regina research, publications, and supporting materials in digital form. Unless otherwise stated, all rights are reserved by the authors and materials in the archive must be properly cited when being referred to by third parties.

For information on the site and how to deposit your materials in it, contact the University Librarian, Carol Hixson, at

Locate the collection for which you are authorized and click on that link.

 UNIVERSITY OF REGINA

Logged in as carol.hixson@ureg... (Logout)

Search DSpace

[Advanced Search](#)

[Home](#)

Browse

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

Sign on to:

- [Receive email updates](#)
- [My Archive](#)
authorized users

[University of Regina Campus Digital Archive](#) >

Communities and Collections

Shown below is a list of communities and the collections and sub-communities within them. Click on a name to view that community or collection home page.

- **[Canadian Plains Research Center](#)**
 - [CPRC Publications](#) [1]
- **[Dr. John Archer Library](#)**
 - [Articles, posters, presentations](#) [8]
 - **[Library Faculty](#)**
 - [Carol G. Hixson](#) [7]
 - [Gohar Ashoughian](#) [1]
- **[Faculty of Arts](#)**
- **[Faculty of Education](#)**
 - [Policy and Practice in Education](#) [1]

Click on the [Submit to This Collection](#) button.

The screenshot shows the University of Regina Campus Digital Archive interface. At the top left is the University of Regina logo and name. Below it, the user is logged in as 'carol.hixson@ureg...' with a '(Logout)' link. The main navigation area includes 'Search DSpace' with a search box and 'Go' button, and 'Advanced Search' link. A sidebar on the left contains navigation links: Home, Browse (with sub-links for Communities & Collections, Titles, Authors, Subjects, By Date, and Statistics), and Sign on to (with sub-links for Receive email updates and My Archive for authorized users). The main content area displays 'CPRC Publications : [1]' and 'Collection home page'. A search box is present with 'In: CPRC Publications' and a 'Go' button. Below the search box are buttons for 'Titles', 'Authors', 'Subjects', and 'By Date'. At the bottom, a 'Submit to This Collection' button is highlighted with a red circle, and a 'Subscribe' button is visible to its right.

UNIVERSITY OF REGINA

Logged in as carol.hixson@ureg... (Logout)

University of Regina Campus Digital Archive >
Canadian Plains Research Center >

Search DSpace
[Search Box] Go
Advanced Search

Home

Browse

- Communities & Collections
- Titles
- Authors
- Subjects
- By Date
- Statistics

Sign on to:

- Receive email updates
- My Archive (authorized users)

CPRC Publications : [1]

Collection home page

In: CPRC Publications [Dropdown]

Search for [Search Box] Go

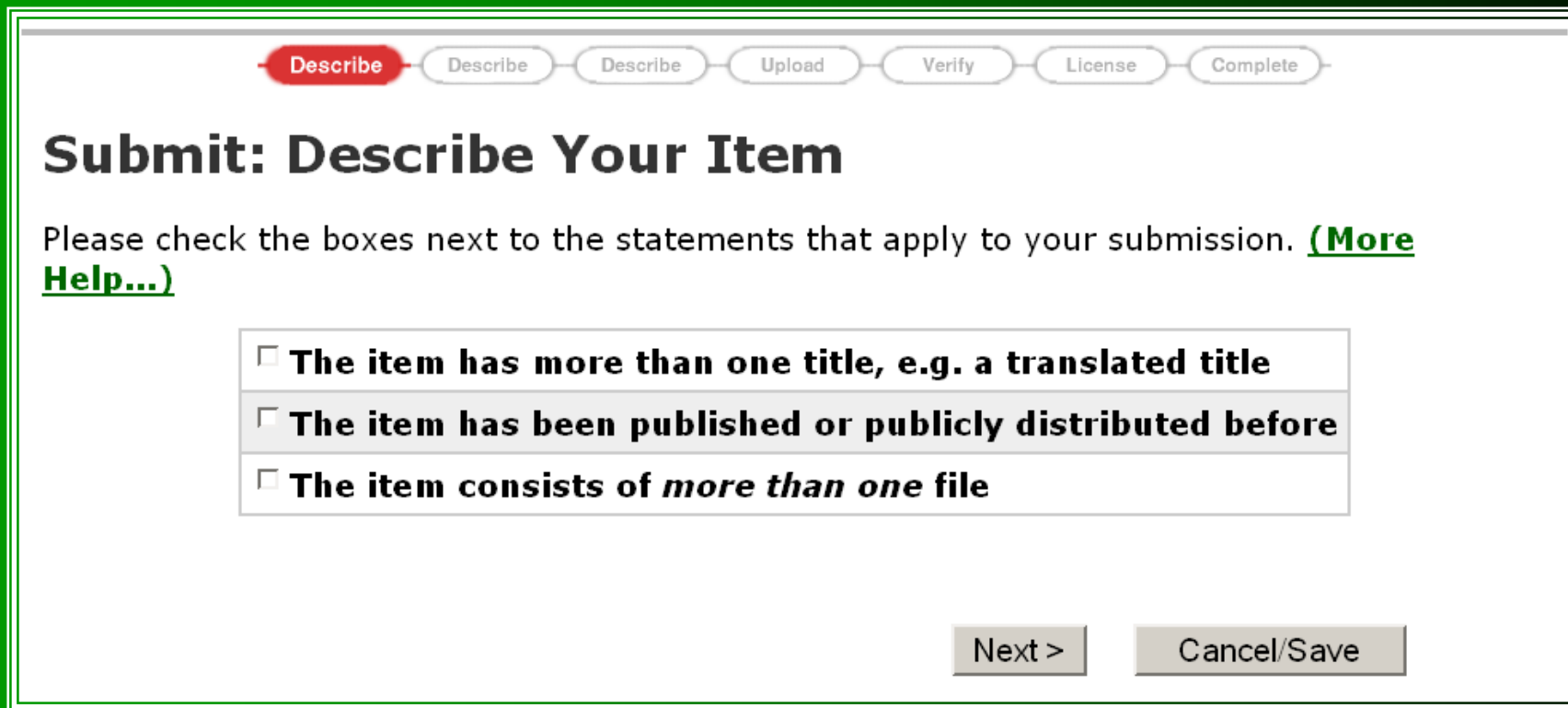
or browse [Titles] [Authors] [Subjects] [By Date]

Submit to This Collection [Subscribe]

Subscribe to this collection to receive daily e-mail notification of new additions.

Check the appropriate box or boxes that describe your material. You may proceed without selecting any option, or by selecting one, two or all three of the options.

If you want to have an earlier date of presentation or publication appear as part of your work, be sure to check that “The item has been published or publicly distributed before”



The screenshot shows a web form with a progress bar at the top containing seven steps: Describe (highlighted in red), Describe, Describe, Upload, Verify, License, and Complete. Below the progress bar is the heading "Submit: Describe Your Item". The main text reads: "Please check the boxes next to the statements that apply to your submission. ([More Help...](#))". A list of three checkboxes is provided, each with a corresponding statement. At the bottom right, there are two buttons: "Next >" and "Cancel/Save".

Describe Describe Describe Upload Verify License Complete

Submit: Describe Your Item

Please check the boxes next to the statements that apply to your submission. ([More Help...](#))

- The item has more than one title, e.g. a translated title
- The item has been published or publicly distributed before
- The item consists of *more than one* file

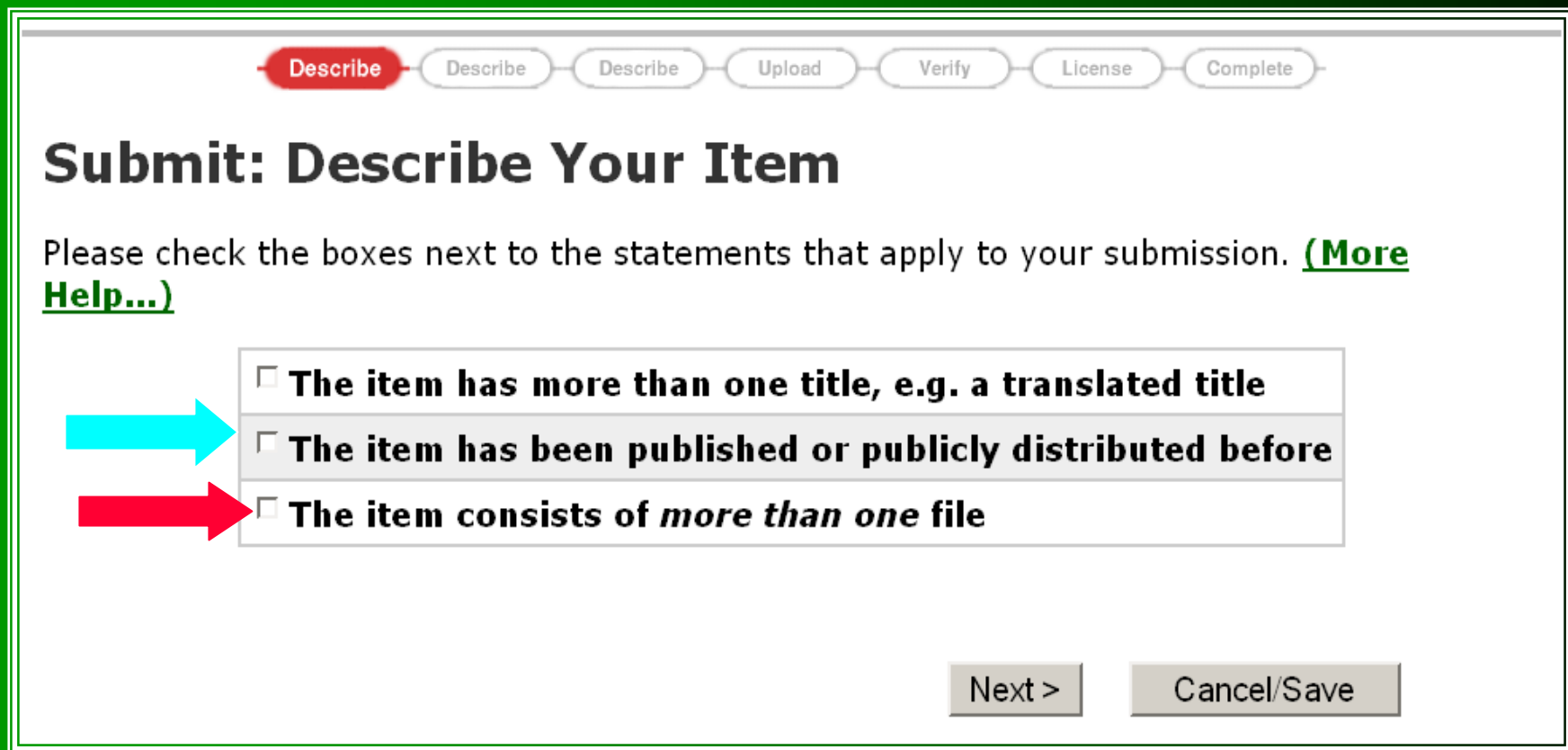
Next > Cancel/Save

Backing up

- Avoid using the Back button on your Browser because this can cause errors in the submission process
- Instead use the <Previous button that appears at the bottom of the screen or wait until later in the submission process where you will have an opportunity to correct mistakes

When you have made your choice, click on the Next> button.

In this example, we will select the “item has been published before” and the “more than one file” options.



The screenshot shows a web form with a progress bar at the top containing buttons for 'Describe', 'Describe', 'Describe', 'Upload', 'Verify', 'License', and 'Complete'. The first 'Describe' button is highlighted in red. Below the progress bar is the title 'Submit: Describe Your Item' and a prompt: 'Please check the boxes next to the statements that apply to your submission. ([More Help...](#))'. A list of three checkboxes is shown, with a cyan arrow pointing to the first and a red arrow pointing to the second. At the bottom right are 'Next >' and 'Cancel/Save' buttons.

Describe Describe Describe Upload Verify License Complete

Submit: Describe Your Item

Please check the boxes next to the statements that apply to your submission. ([More Help...](#))

- The item has more than one title, e.g. a translated title
- The item has been published or publicly distributed before
- The item consists of *more than one* file

Next > Cancel/Save

Fill in the author's name and the title of the work. In entering the name, think about the form in which you would like to be cited and also consider adding your birth date if you have a common name that might be confused with another person's name.

Names should be entered in inverted form: Last Name First Name

Describe Describe Describe Upload Verify License Complete

Submit: Describe Your Item

Please fill in the requested information about your submission below. 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...](#))

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" value="Smith"/>	<input type="text" value="Robert W., 1952-"/>	<input type="button" value="Add More"/>

Enter the main title of the item.

Title

Continue supplying information about your submission, filling in the appropriate boxes.

It's not unusual not to have a Series/Report No. or an Identifier. If you don't have information for those fields, just skip them and go on.

Enter the series and number assigned to this item by your community.

	<i>Series Name</i>	<i>Report or Paper No.</i>	
Series/Report No.	<input type="text"/>	<input type="text"/>	<input type="button" value="Add More"/>

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

Identifiers	<input type="text" value="ISSN"/>	<input type="button" value="Add More"/>
	<input type="text"/>	

It is important to select one of the options from **Type** and also to select the **Language** of your submission. If you don't find the exact **Type** you would like, select the closest matching category or just select "Other"

When you have filled in all the data on this page, click the **Next>** button.

Select the type(s) of content you are submitting. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Type

- Plan or blueprint
- Preprint
- Presentation
- Recording,acoustical
- Recording,musical
- Recording,oral

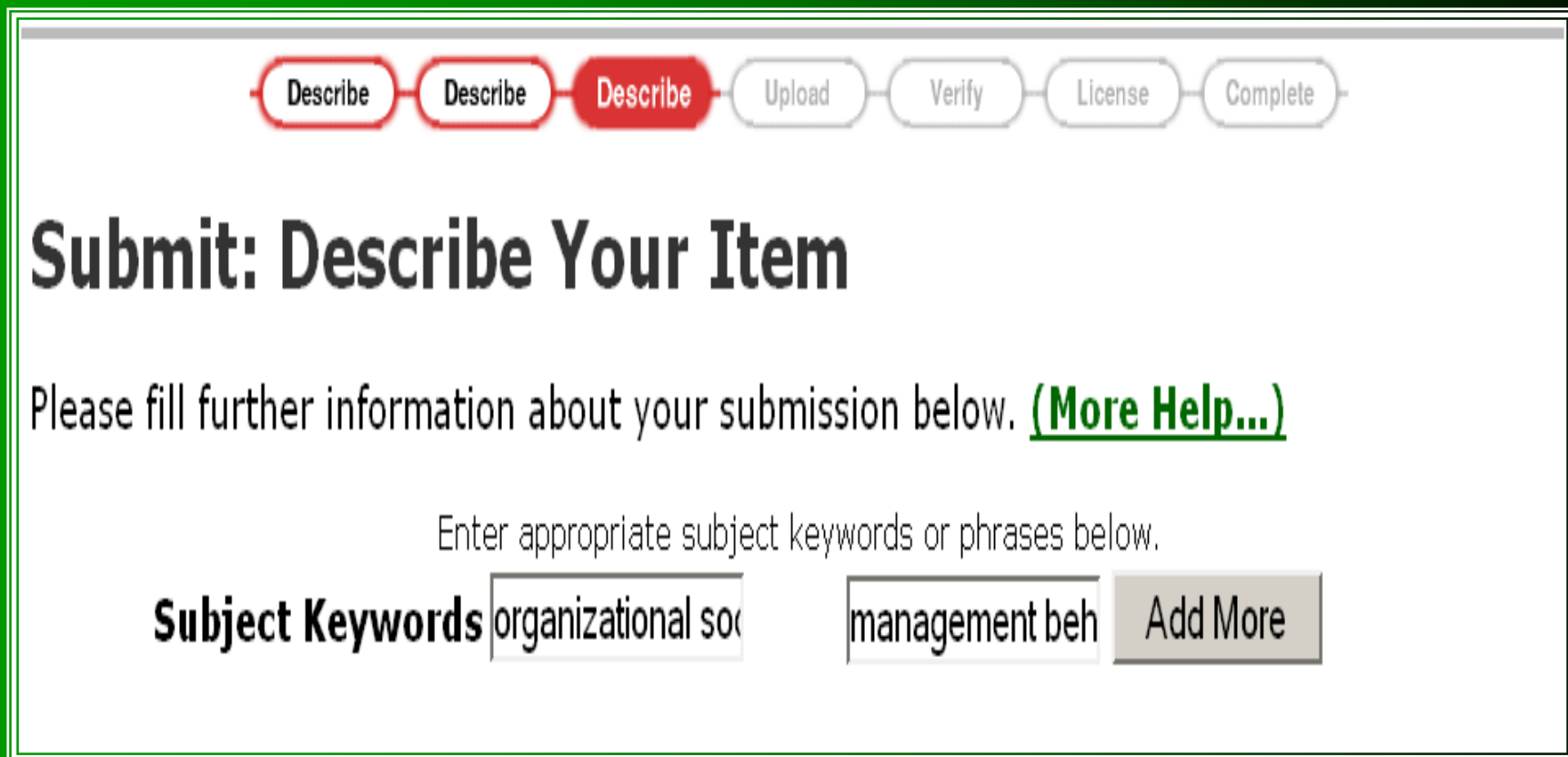
Select the language of the main content of the item. If the language does not appear in the list below, please select "Other". If the content does not really have a language (for example, if it is a dataset or an image) please select "N/A".

Language English (United States)

< Previous Next > Cancel/Save

In describing the item, try to use keywords that you have seen used for your topic either in indexes from your field or in library catalogs. If your community has a list of approved terms, be sure to select terms from that list.

You are not required to supply any subject keywords. If you are submitting a text-based file (i.e. Word or PDF) the full text of the file will be searchable the day after your item is submitted.



The screenshot shows a submission progress bar at the top with seven steps: Describe, Describe, Describe, Upload, Verify, License, and Complete. The first three 'Describe' steps are highlighted in red. Below the progress bar is the heading 'Submit: Describe Your Item'. A text prompt asks the user to fill in further information about their submission, with a link to '(More Help...)'. Below this is a text input field for subject keywords, containing the text 'organizational soc' and 'management beh', followed by an 'Add More' button.

Describe Describe Describe Upload Verify License Complete

Submit: Describe Your Item

Please fill further information about your submission below. [\(More Help...\)](#)

Enter appropriate subject keywords or phrases below.

Subject Keywords

If you need to add more terms, click on the **Add More** box to open up boxes for entering more terms. Enter only one term or phrase per box.

The screenshot shows a submission interface with a progress bar at the top containing buttons for 'Describe', 'Describe', 'Describe', 'Upload', 'Verify', 'License', and 'Complete'. The third 'Describe' button is highlighted in red. Below the progress bar is the title 'Submit: Describe Your Item' and a link for '(More Help...)'. The 'Subject Keywords' section includes the instruction 'Enter appropriate subject keywords or phrases below.' and a grid of input fields. The first two columns have 'history' and 'sociology' in the first row, and 'economics' and 'women's studies' in the second row. Each input field has a 'Remove' button to its right. The bottom right of the grid has an 'Add More' button.

Describe Describe Describe Upload Verify License Complete

Submit: Describe Your Item

Please fill further information about your submission below. ([More Help...](#))

Enter appropriate subject keywords or phrases below.

Subject Keywords

<input type="text" value="history"/>	<input type="button" value="Remove"/>	<input type="text" value="economics"/>	<input type="button" value="Remove"/>
<input type="text" value="sociology"/>	<input type="button" value="Remove"/>	<input type="text" value="women's studies"/>	<input type="button" value="Remove"/>
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	<input type="button" value="Add More"/>

The abstract should be informative – it is your opportunity to tell the world what is significant about your submission. Be sure that you spell words correctly - the information that you input here will affect how people will be able to search for and find your submission.

Enter the abstract of the item below.

Abstract Describes a variety of organizational styles and examines them through specific case studies. Examines different management styles that relate to the structures described. Includes an annotated bibliography and sample organizational charts.

Complete any other information in the remaining boxes, as appropriate. If there is nothing additional to add, skip these boxes. When you have supplied all information for this page, click on the [Next>](#) button.

Your community may have established guidelines for what type of information is to be supplied in each field. Be sure to follow your community's guidelines.

Enter the names of any sponsors and/or funding codes in the box below.

Sponsors

Research supported by a grant from the National Endowment for the Humanities.

Enter any other description or comments in this box.

Description

Contains 250 pages of text.

< Previous

Next >

Cancel/Save

Supply the source for the document file by clicking on the **Browse** button and finding the file on your computer's hard drive or networked drive. The file must be named with an appropriate file extension (.pdf, .doc, .ppt) to correspond to the file type. For example:

something.pdf (for Adobe Acrobat Portable Document format)

something.xls (for Microsoft Excel file format)

Describe

Describe

Describe

Upload

Verify

License

Complete

Submit: Upload a File

Please enter the name of one of the files 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. ([More Help...](#))

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.

Document File:

In the **File Description** box, you may supply some brief phrase about the type of file. This might describe the file format or be descriptive about the function of the particular file. You may also leave this box blank.

When done, click on the **Next>** button.

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings."

File Description:

< Previous

Next >

Cancel/Save

If your submission uploaded successfully, a dialog box like this will pop up. You have an opportunity on this screen to modify some of the information you have supplied by clicking on the Change boxes.

If you selected the option at the beginning of having multiple files to submit, you will be prompted to Add Another File.

Describe Describe Describe Upload Verify License Complete

Submit: File Uploaded Successfully

Your file was successfully uploaded.

The table below shows the files you have uploaded for this item. [\(More Help...\)](#)

File	Size	Description	File Format	
3.6Pt1.doc	70656 bytes	Main article <input type="button" value="Change"/>	Microsoft Word (known) <input type="button" value="Change"/>	<input type="button" value="Remove"/>

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#)

CAUTION: Be sure that there are bytes registered in the Size column. If “0” bytes register, you will need to contact your community’s reviewer or the the Digital Collections Administrator, Donald Johnson (337-2584), for assistance.

Describe Describe Describe **Upload** Verify License Complete

Submit: File Uploaded Successfully

Your file was successfully uploaded.

The table below shows the files you have uploaded for this item. [\(More Help...\)](#)

File	Size	Description	File Format	
3.6Pt1.doc	70656 bytes	Main article Change	Microsoft Word (known) Change	Remove

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#) [Show checksums](#)

[Add Another File](#)

If you have another file to add that is part of the same submission, supply the source of the file and the file description, as you did previously. For example, a single submission might consist of a PDF file with the text of a presentation, as well as some image files or a Powerpoint presentation that accompanies it.

When done, click on the Next> button.

Describe Describe Describe Upload Verify License Complete

Submit: Upload a File

Please enter the name of one of the files 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. ([More Help...](#))

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.

Document File:

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings."

File Description:

The dialog box indicating that the file was loaded appears, giving you an opportunity to review, change, or even remove the file. Click on the [Next>](#) button at the bottom of the screen to continue.

Submit: File Uploaded Successfully

Your file was successfully uploaded.

The table below shows the files you have uploaded for this item. ([More Help...](#))

File	Size	Description	File Format	
3.6Pt1.doc	70656 bytes	Main article <input type="button" value="Change"/>	Microsoft Word (known) <input type="button" value="Change"/>	<input type="button" value="Remove"/>
3.6.ppt	119296 bytes	Powerpoint presentation <input type="button" value="Change"/>	Microsoft Powerpoint (known) <input type="button" value="Change"/>	<input type="button" value="Remove"/>

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#)

You are provided another opportunity to check your submission and add or correct anything that needs revision. This is a good place to check that you didn't make any typographical errors.

When you are sure that you have no further changes to make, click [Next>](#) at the bottom of the screen to proceed.

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.

Item has more than one title: No

Previously published item: No

Correct one of these

Item consists of more than one file: Yes

Authors: Smith, Robert W., 1952-

Title: A study of organizational structures

Series/Report No: None

Correct one of these


Identifiers:

Type: Presentation

Language: English (United States)

This screen presents an opportunity for you to select a Creative Commons license that tells people specifically how you expect your materials to be used. If you want to select a Creative Commons license, click on your choices and then the Select a License button.


You may also just scroll down to the bottom of the screen and click on the Skip Creative Commons button.



Describe Describe Describe Upload Verify License License Complete

Submit: Use a Creative Commons License

To license your Item under Creative Commons, follow the instructions below. You will be given an opportunity to review your selection. Follow the 'proceed' link to add the license. If you wish to omit a Creative Commons license, press the 'Skip Creative Commons' button.

 **creative commons**
CHOOSE A LICENSE
provided by [Creative Commons](#)

You've made a work you're proud of. Now it's time to get creative with how you make it available.

Creative Commons licenses help you share your work while keeping your copyright. Other people can copy and distribute your work provided they [give you credit](#) — and only on the conditions you specify here. This page helps you choose those conditions. If you want to offer your work with no conditions, choose the [public domain](#).

Allow commercial uses of your work? ([more info](#))

Yes

No

Allow modifications of your work? ([more info](#))

Yes

Yes, as long as others share alike ([more info](#))

No

Select a License

Note: To license a work, you must be its copyright holder or have express authorization from its copyright holder to do so.

Creative Commons does not provide legal advice or services. We provide form legal documents; the rest is up to you.

If you do wish to select a Creative Commons license, you click on the proceed button after making your selections.

Describe Describe Describe Upload Verify License License Complete

Submit: Use a Creative Commons License

To license your Item under Creative Commons, follow the instructions below. You will be given an opportunity to review your selection. Follow the 'proceed' link to add the license. If you wish to omit a Creative Commons license, press the 'Skip Creative Commons' button.



provided by [Creative Commons](#)

You have selected the [Attribution-Noncommercial-No Derivative Works 3.0 Unported License](#).

This license is permanently located at

<http://creativecommons.org/licenses/by-nc-nd/3.0/>.

You may now [proceed](#)

The next screen presents the archive's default license agreement to be reviewed and accepted. *You as the author retain your copyright and the Library will never convert or change the content of a submission without the approval of the author or the community.*

Describe Describe Describe Upload Verify License License Complete

There is one last step: 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...](#)

Not granting the license will not delete your submission. Your item will remain in your "My Archive" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.

NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grants to University of Regina 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, including but not limited to audio or video. The University of Regina recognizes that this right is non-exclusive, meaning that you may make other copies of your work available elsewhere without first having to obtain the permission of the University of Regina.

You agree that the University of Regina may, without changing the content, convert the submission to any medium or format for the purpose of preservation. You also agree that the University may keep more than one copy of this submission for the purposes of security, back-up and preservation. The University will make a good faith effort to preserve and distribute this submission. In the event that the University is unable to continue to maintain this submission as part of the campus digital archive, the University reserves the right to return the content to the submitting departments/units/individuals. If the entity is no longer in existence, or if the individual is untraceable, the University will arrange to have the materials appraised and possibly archived as part of the University's archives.

If you agree, click on **I Grant the License** to proceed. If you grant the license, the submission process is complete and you will no longer be able to modify any of the descriptive or other data about the submission.

If you want to make any changes *after* this point, contact the Digital Collections Administrator, Donald Johnson (337-2584).

You agree that the University of Regina may, without changing the content, convert the submission to any medium or format for the purpose of preservation. You also agree that the University may keep more than one copy of this submission for the purposes of security, back-up and preservation. The University will make a good faith effort to preserve and distribute this submission. In the event that the University is unable to continue to maintain this submission as part of the campus digital archive, the University reserves the right to return the content to the submitting departments/units/individuals. If the entity is no longer in existence, or if the individual is untraceable, the University will arrange to have the materials appraised and possibly archived as part of the University's archives.

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 the University of Regina 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 UNIVERSITY OF REGINA, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

I Grant the License

I Do Not Grant the License

The dialog box informs you that the submission process is complete.

NOTE: *Some collections have an additional step that requires a collection administrator to approve the submission before it becomes publicly available.*



Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My Archive page.

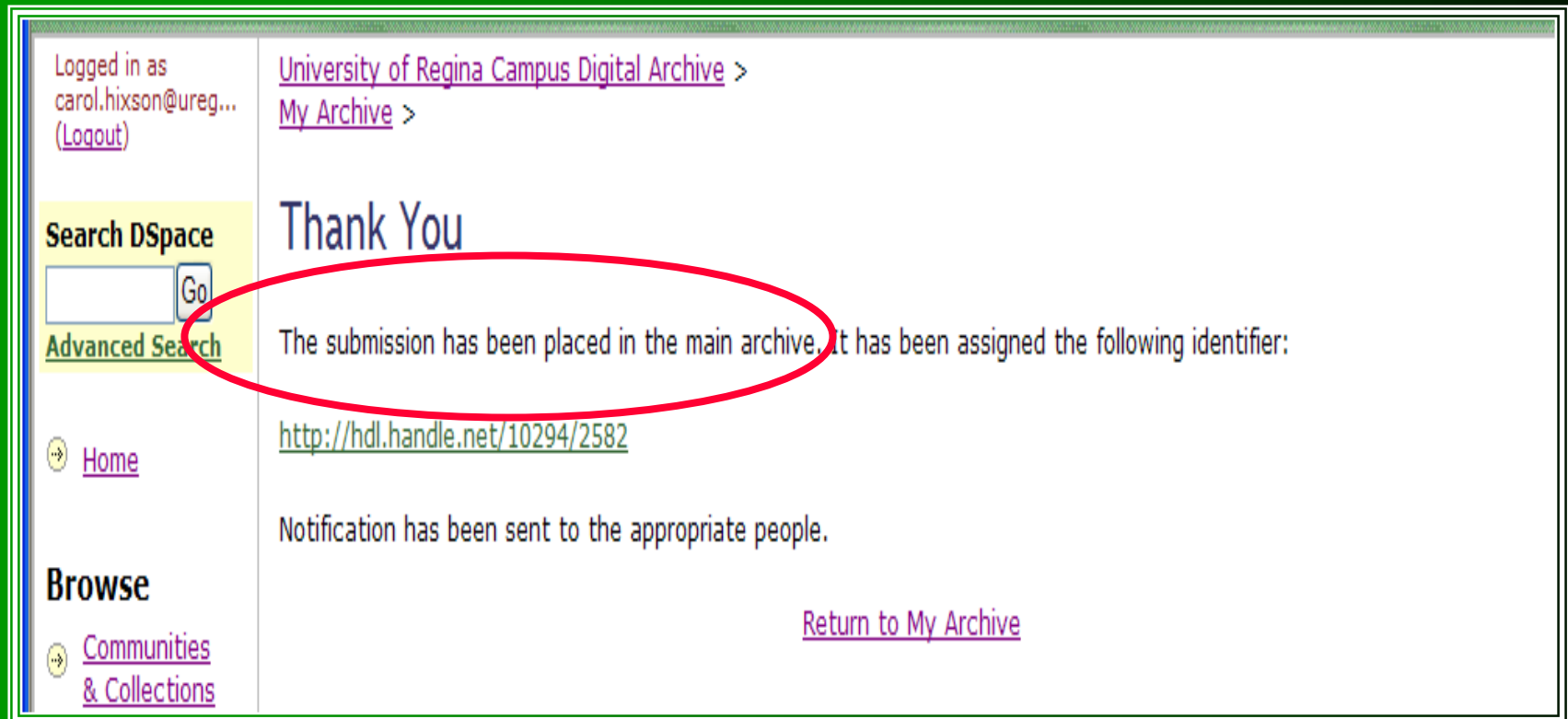
[Go to My Archive](#)

[Communities and Collections](#)

Submit to This Collection

If the collection does *not* have a reviewer, you will see this message when the submission is complete.

If the collection *does* have reviewer, you will receive an email notification from the archive that will include the URL that you can use to cite the item .



Logged in as carol.hixson@ureg... (Logout)

University of Regina Campus Digital Archive >
[My Archive](#) >

Thank You

The submission has been placed in the main archive. It has been assigned the following identifier:

<http://hdl.handle.net/10294/2582>

Notification has been sent to the appropriate people.

[Return to My Archive](#)

Search DSpace

[Advanced Search](#)

[Home](#)

Browse

[Communities & Collections](#)

Questions or Help

- For file formatting, IT Support
- For assistance with submissions, Library Digital Collections Administrator
- For correcting problems after submission, Library Digital Collections Administrator (337-2584)