CREATING COMMUNITIES AND SUB-COMMUNITIES

Part One: Creating a Community

1. Determine the name of your community.
   
   You may choose to use your institution name, your library name, or any name you like. Bear in mind that your next step will be to create a collection and that the relationship between community, sub-community, and collection is hierarchical; this may help you to choose the best naming structure.

2. From your DRC test site, click on “Communities and Collections”:

   DSpace/Manakin Repository

   Welcome to the new Manakin interface to the DSpace digital repository. DSpace is a digital service that collects, preserves, and distributes digital material. Repositories are important tools for preserving an organization’s legacy; they facilitate digital preservation and scholarly communication.

   Search DSpace

   Enter some text in the box below to search DSpace.

   Communities in DSpace

   Select a community to browse its collections.

3. Under “Context” (at the right-hand side of your screen) choose “Create Community”:

   Context
   - Create Community

4. Provide requested metadata for your new community and click “Create”:
5. You will be returned to the “Edit Metadata” page, which will appear as above, with the exception of the clickable buttons at the bottom of the page. Review your metadata and click “Return.”

Part Two: Editing Your Established Community

1. After selecting the community you would like to edit (from either your instance home page or under “Browse/All of DSpace/Communities and Collections”), click on “Edit Community” under the “Context” menu:

2. Edit metadata as desired and click “Update”: 
Part Three: Assigning Roles

1. The assignment of roles takes place either immediately after the assignment of metadata for your new community or later as part of the editing of community metadata. First, click on “Edit Community” under “Context”:

2. Click on “Assign Roles”:

3. Click “Create”: 
4. You will be directed to select either “E-People” or “Groups.” If this is your first
community for which you’ve assigned roles, you’ll first need to select E-People, which
will then provide you with a list of registered users. Select the users you would like to
add and then click on “Save”:

**Group Editor: COMMUNITY_3_ADMIN (id: 4)**

This group is associated with community: [Training Test One](#)

Change group name: [COMMUNITY_3_ADMIN](#)

Search members to add: [E-People](#) [Groups](#) [Clear search](#)

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Email</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test Account</td>
<td><a href="mailto:test@account.com">test@account.com</a></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Meghan Frazer</td>
<td><a href="mailto:frazerm@kenyon.edu">frazerm@kenyon.edu</a></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Shannon Kupfer</td>
<td><a href="mailto:skupfer@library.chi.gov">skupfer@library.chi.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

Members

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This group has no members.</td>
<td></td>
</tr>
</tbody>
</table>
You’ll notice that a group name has been assigned. When you next assign roles for a community or sub-community, you will be able to select the group rather than having to select individual administrators.

Part Four: Creating a Sub-Community

1. The process for creating a sub-community is nearly identical to that for creating community, the only difference being, in the “Context” menu, you will choose “Create Sub-Community” to complete the process:

2. Enter desired metadata and click “Create”:

**Enter Metadata for a New Sub-Community of Training Test One**

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Description:</td>
</tr>
<tr>
<td>Introductory text (HTML):</td>
</tr>
<tr>
<td>Copyright text (HTML):</td>
</tr>
</tbody>
</table>
3. You will be returned to the “Edit Metadata” page, which will appear as above, with the exception of the clickable buttons at the bottom of the page. Review your metadata and click “Return.”