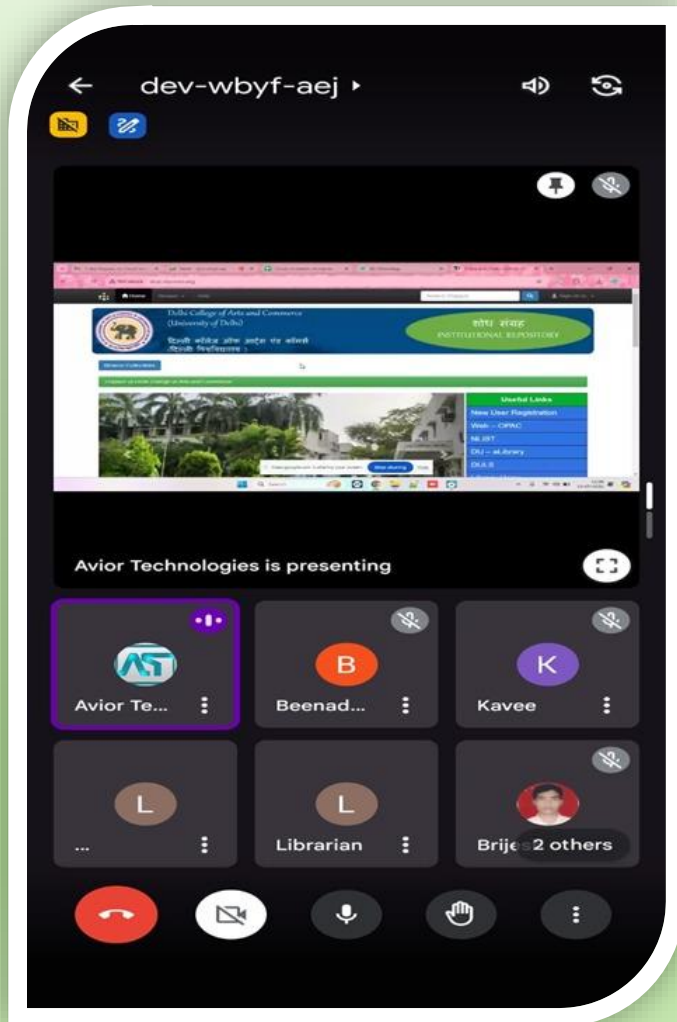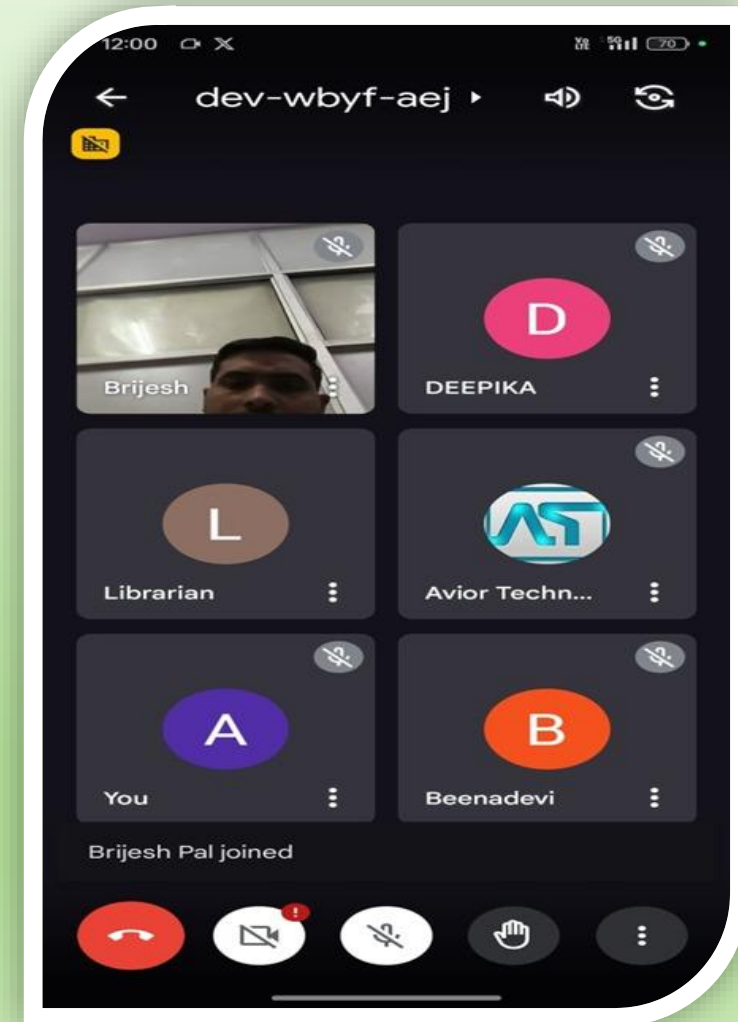# Delhi College of Arts & Commerce
University of Delhi

Training Report on DSpace Institutional Repository

Date: 12th July 2024
Time: 12:00 noon
Venue: College Library
Participants: Library Staff
Resource Person: Ms. Pihu
Organization: Avior Technology Ltd.
Organized by: Dr. Poonam Rani, Librarian

Introduction

Dr. Poonam Rani, Librarian, warmly welcomed Ms. Pihu, the resource person from Avior Technology Ltd., before the session commenced.

DSpace is an open-source software platform designed for managing and preserving digital assets in academic, scientific, and cultural organizations. It serves as an institutional repository where entities can store, disseminate, and preserve scholarly outputs, research data, and other digital content.

Overview of the Training Session

The online training session, led by Ms. Pihu from Avior Technology Ltd., aimed to equip library staff with a thorough understanding of DSpace and its functionalities. The online format was chosen for its convenience and accessibility.

Key Topics Covered

1. **Introduction to DSpace:**

   o Ms. Pihu introduced DSpace, emphasizing its role in managing digital content through storage, indexing, and retrieval.

2. **Overview of DSpace Community and Sub-Communities:**

   o The session included an explanation of DSpace's community structure, highlighting the formation of various communities and sub-communities such as Academic Activities, Faculty Publications, and Thesis Collections, which facilitate browsing and organizing collections.

3. **Uploading Documents on DSpace:**

   o Practical guidance was provided on uploading documents, including details on file formats, metadata entry, and submission workflows. An interactive segment allowed participants to ask questions and engage directly with the process.

4. **Best Practices for Managing DSpace:**

   o Ms. Pihu concluded the session by sharing best practices for maintaining DSpace repositories, covering topics like data integrity, version control, and preservation strategies to ensure long-term accessibility of digital collections.

Outcome and Feedback

The training session was positively received by the library staff, who found the content informative and applicable to their roles. Participants expressed appreciation for the practical insights and felt confident in their ability to enhance the college's DSpace repository.

Conclusion

The online training session on DSpace, provided by the Resource Person Ms. Pihu from Avior Technology Ltd., was a significant learning opportunity for the library staff. It provided essential skills and knowledge for effectively managing and utilizing the DSpace institutional repository, which is crucial for advancing the capabilities of academic institutions in digital asset management.