

## How to DRI: Publishing your DRI Collection

A collection will only become accessible on the Digital Repository of Ireland (DRI) when the depositor has gone through the review and publish process. When your collection has been successfully ingested into the Repository you must first go through the review process before you can publish your collection. The review process is a very important step in depositing content in DRI.

### Reviewing

When you first ingest collections into the Repository, they are in draft state. As part of the review process, you can make any changes needed.

- You can review the collection-level metadata. If you need to make any amendments, you can do so by clicking “Edit Collection” under the Editor Tools menu sidebar.
- You can review the object-level metadata. If you need to make any amendments, you can do so by clicking “Edit this record” under the Editor Tools menu sidebar.
- You can review the assets of a digital object. If the asset is not as expected, you can replace the asset for an object by clicking “Asset Details” under the Asset Tools menu sidebar.
- When you are satisfied with the review of an object, you can mark the object as reviewed by clicking “Mark Object as Reviewed” under the Editor Tools menu sidebar.

Alternatively, you can review in bulk. A collection should only be reviewed in bulk if it contains a large number of objects, and quality control measures have been enforced before ingesting into the Repository. If the depositor has carried out quality control pre-ingest, a bulk review of a collection or sub-collection can be applied by clicking “Mark Collection Objects as Reviewed” under the Editor Tools menu sidebar on the collection or sub-collection’s show page.

## Publishing

When you have completed the review process, then you can proceed to publish your collection on the Repository. When a collection is published, it is then assigned a Digital Object Identifier (DOI - for more information on DOIs and how they work you can read our DOI Factsheet). Therefore, when an object has been published, it cannot be unpublished as the DOI represents a persistent global identifier for that object.

As stated in the Organisational Manager Agreement, the withdrawal, removal or deletion of digital objects or metadata from the Repository is a matter for the Repository and will only happen in exceptional circumstances (for more information on withdrawing data, please see our Notice and Action Policy).

However, DRI carries out version control on all objects as part of our preservation and data integrity processes. Metadata can be updated, assets can be replaced, and permissions can be altered. If changes are made to a collection the previous versions will be preserved, but only the newest version will be accessible to general users on DRI.

Furthermore, if any changes are made to DRI compulsory metadata elements, a new DOI for that object will be minted (for more information on DRI compulsory metadata elements, please see our various Metadata Guidelines). The old DOI will still exist and be an active link to the previous version of the descriptive metadata for that object.

**This document is part of DRI's operational documentation, as such it may change from time to time as features develop. The most recent version will always be published on our repository website and these documents should be consulted in conjunction with our operational documentation as necessary.**

Visit [www.dri.ie](http://www.dri.ie) for more information about the DRI project and our repository.