

## Add/Edit Item Metadata

This guide describes a five-step process for adding or editing metadata for an item that has already been archived in cIRcle. Use this function to correct a typo, add or edit author names or make any other changes to the description of an item or items in a record. **This function is restricted to cIRcle users with collection administrator status or “edit metadata” permission levels.** If you have any questions about how to correctly use the metadata fields or if you have questions regarding permissions, please contact the cIRcle Coordinator at [ubc-circle@interchange.ubc.ca](mailto:ubc-circle@interchange.ubc.ca).

**Step 1. Login to your account:** On the cIRcle homepage at [circle.ubc.ca](http://circle.ubc.ca), click on “**Login**” under “My Account” in the left sidebar.



The screenshot shows the cIRcle homepage. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo, 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below the header is a search bar with 'All of cIRcle' and a 'Go' button, along with a link to 'Advanced Search' and 'cIRcle Home'. The left sidebar contains a 'Browse' section with 'All of cIRcle' (Communities & Collections, Issue Date, Authors, Titles, Subjects) and a 'My Account' section with 'Login' and 'Register'. A blue callout bubble with the text 'Step 1' points to the 'Login' link. The main content area features a large 'cIRCLE' logo, the text 'UBC's Information Repository', and a 'Welcome to cIRcle' message. Below this are sections for 'News', 'Top 3 Items', and 'Did you know?' with several links. On the right, there are sections for 'What is cIRcle?' and 'Who's contributing to cIRcle?' with a list of contributing entities.

**Step 2. Locate the item:** Once you are logged into your cIRcle account, use the cIRcle search box or browse using the “Communities & Collections” link to locate the item you want to edit.

The screenshot shows the cIRcle website interface. At the top, there is a navigation bar with the UBC logo, the slogan "a place of mind", and "THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY". A search bar is located on the right. Below the navigation bar, there is a secondary bar with the cIRcle logo, the text "surfacing UBC", a dropdown menu set to "This Collection", a "Go" button, and a link to "Advanced Search".

The main content area is titled "Library Events" and includes a breadcrumb trail: "cIRcle Home > Library > Library Events >". A description states: "This collection contains presentations, webcasts, and podcasts from events organized by the UBC Library, as well as presentations made by UBC librarians in other locations." The UBC Library logo is also present.

On the left side, there are navigation menus for "Browse" (All of cIRcle, Communities & Collections, Issue Date, Authors, Titles, Subjects), "This Collection" (Issue Date, Authors, Titles, Subjects), "My Account" (Login, Register), and "Questions?" (About cIRcle, Read our FAQs, Contact cIRcle).

The "Recent Submissions" section lists the following items:

- Surfacing UBC scholarship through knowledge translation & exchange**  
Hurrell, Christie (2009-10-21)
- Thesis submission and archiving: the Dark Ages**  
Read, Max (2009-10-21)
- Copyright and author rights workshop**  
Kirchner, Joy; Taylor, Sally (2009-10-20)
- University supports for Open Access: a Canadian national study**  
Morrison, Heather; Greyson, Devon (2009-10-20)
- European repositories and OA**  
Starr, Lea (2009-10-20)

At the bottom, there is a "Show Statistical Information" button with a small icon.

**Step 3. Select the item edit view:** Once the desired item is located, click on the “**Edit this item**” link.

The screenshot shows the UBC Library website interface. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo and the text 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below the header, there is a search bar and a dropdown menu set to 'This Collection'. The main content area displays the title 'Surfacing UBC scholarship through knowledge translation & exchange' and a list of metadata fields including Title, Author, Issue Date, Series Report no., Affiliation, URI, Peer Review Status, and Scholarly Level. A blue callout bubble with the text 'Step 3' points to the 'Edit this item' link in the left-hand navigation menu. Below the metadata, there is a section for 'Files in this item' with a table listing a file named 'Hurrell\_Christie\_Surfacing\_UBC\_Scholarship.ppt' with a size of 7.777Mb and a format of Microsoft Powerpoint. At the bottom, it states 'This item appears in the following Collection(s)' and lists 'Library Events'.

Step 4. Select the metadata edit function: From the item edit view page, click on “Item Metadata”.

The screenshot shows the UBC Library Item Management interface. At the top, there is a navigation bar with the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA" and "UBC LIBRARY". Below this is a search bar with the text "All of cIRcle" and a "Go" button. The main content area is titled "Edit Item" and contains a table of item details and a "Return" button. A blue callout bubble labeled "Step 4" points to the "Item Metadata" link in the left-hand navigation menu.

**Item Management Page:**

Item Internal ID: 29621  
Handle: 2429/26401  
Last Modified: 2010-09-02 02:16:59.496  
Item Page: <https://circle.ubc.ca/handle/2429/26401>  
Item's Authorizations: [Edit Authorizations](#) (system administrators only)  
Withdrawn item from the repository: [Withdraw...](#) (system administrators only)  
Completely expunge item: [Permanently delete](#) (system administrators only)

[Return](#)

**Left-hand Navigation Menu:**

- ▼ Browse
  - All of cIRcle
    - Communities & Collections
    - Issue Date
    - Authors
    - Titles
    - Subjects
  - ▼ My Account
    - My Exports
    - Logout
    - Profile
    - Submissions
  - ▼ Reporting Suite
    - Content & usage analysis
    - Generate a Bibliography
  - ▼ File Conversion
- File Conversion
- Questions?
  - About cIRcle
  - Read our FAQs
  - Contact cIRcle

Step 5. Add/edit metadata: Use the drop-down menu to select the desired metadata category. Once you have entered the metadata, click on **“Add new metadata”** to automatically save your changes. To remove metadata, select the field you want to delete, then click **“Update”**.

*TIP!* You can use the **“Return”** button at any time to go back to the previous page or simply logout when you have finished.

Be sure to exit cIRcle when you are finished by clicking on **“Logout”** in the left sidebar under **“My Account”**.

If you have any questions please contact cIRcle staff at [ubc-circle@interchange.ubc.ca](mailto:ubc-circle@interchange.ubc.ca).

The screenshot shows the cIRcle 'Edit Item' page. The top navigation bar includes 'Campuses +', 'UBC Directories +', and 'UBC QuickLinks +'. The main header features the UBC logo, 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below the header is a search bar with 'All of cIRcle' and a 'Go' button, along with a link to 'Advanced Search' and 'cIRcle Home'.

The left sidebar contains several sections: 'Browse' (All of cIRcle, Communities & Collections, Issue Date, Authors, Titles, Subjects), 'My Account' (My Exports, Logout, Profile, Submissions), 'Reporting Suite' (Content & usage analysis, Generate a Bibliography), 'File Conversion' (File Conversion), and 'Questions?' (About cIRcle, Read our FAQs, Contact cIRcle).

The main content area is titled 'Edit Item' and includes links for 'Item Status', 'Item Bitstreams', 'Item Metadata', and 'View Item'. The 'Add new metadata' form has a 'Name' dropdown menu set to 'dc.contributor.advisor' and a 'Value' text input field. A blue oval labeled 'Step 5' points to the 'Add new metadata' button. Below the form is a 'PLEASE NOTE' section with a 'TIP!' annotation pointing to the 'Update' and 'Return' buttons.

The 'Metadata' table below the form has the following structure:

Remove	Name	Value	Language
<input type="checkbox"/>	dc.contributor.author	Burrell, Christie	

*Last updated February 2012*