

# How to dri<sup>o</sup>

## How to DRI: Understanding Administrative Roles

**There are three main administrative roles in the DRI deposit management system.**

**1. An Organisational Manager** is a user who has full access rights to collections associated with a depositing organisation. They must sign an Organisational Manager Agreement. They may or may not be the original depositor of content. They have permission to:

- Assign Manager User roles to a registered user in DRI.

An **Organisational Manager** is a representative from an institution. An institution may have several Organisational Managers (e.g. from different departments) and an Organisational Manager may have several "Collections".

The **Organisational Manager** automatically has the same permissions as a Manager User.

**2. A Manager User** is an authorised user who can create and edit collections which are assigned to them by Organisational Manager. They have permission to:

- Create a new collection
- Set the metadata standard
- Create collection-level metadata
- Associate depositing organisation with collections
- Assign and remove Edit User and assign existing Manager Users to a specific collection
- Set and edit access permissions
- Review a collection
- Publish a collection
- Review collection activity
- Create sub-collections

A **Manager User** can manage a number of different collections. Importantly, a Manager User must "review" a collection, it's access permissions, metadata, etc., before a collection is "published" and visible on the DRI repository. This step is both a quality review process for the Manager User and a chance to ensure that access permissions are correct in cases where a Manager User is relying on an Edit User to upload content.

The **Manager User** automatically has the same permissions as an Edit User.

**3. An Edit User** is an authorised user who can ingest content into collections they have access to. They have permission to:

- Ingest digital objects (asset and metadata) into the repository. They can use the single ingest web form, the XML upload function, or the bulk ingest tool.
- Edit object metadata
- Delete unpublished objects
- Set an object from "draft" to "reviewed".

An **Edit User** has limited functionality/permissions.

**Use Case 1 :** An **Organisational Manager**, the Head Librarian, wants four collections from the library (1916 Letters, 20th Century Fanzines, 15th Manuscripts and Irish Soldier's Wills) deposited into DRI. The Head Librarian wants to assign the management of these collections to four members of staff who are individually knowledgeable of one area each. The Head Librarian assigns four members of staff as a Manager User, one for each collection/project.

**Use Case 2 :** A librarian is assigned as a **Manager User** and given access to the "20th Century Fanzines" collection. They write DRI collection level metadata to give contextual information to the project and associate the depositing organisation for that collection (for information on collection level metadata please see the DRI Collection Guidelines). There are 10,000 digital objects in the collection, each of which consists of the digital asset (the image) and a metadata file (Dublin core in XML). The library has two library assistants to help ingest the collection into DRI - the **Manager User** assigns the library assistants the Edit User role.

**Use Case 3:** A library assistant is allocated the **Edit User** role by a Manager User to help deposit objects into the "20th Century Fanzines" collection. The collection is publicly accessible and contains no objects that are restricted or sensitive in nature. The Edit User uses the single ingest web form to create metadata and upload assets into the collection.

### These are underpinned by DRI's Legal Framework

DRI developed this user hierarchy to facilitate different institutional structures and allow organisations to distribute the work required to deposit data into the DRI repository. Each of the users described can only deposit into, and manage, a collection for which they have explicit access and deposit permissions. Following the creation of a new collection, the Organisational Manager or the Manager User, will be required to agree to DRI's **Deposit Terms and Conditions** on behalf of all users depositing digital objects into that collection. At any given point an Organisational Manager, a Manager User or an Edit User may be a depositor of a collection.

This process places trust with the depositors and as such our **Organisational Manager Agreement** and **Deposit Terms & Conditions** are robust and have undergone extensive legal review. Conversely, DRI members must apply the same levels of trust when assigning these administrative roles to members of their institution or organisation.

**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 other operational documentation as necessary.**

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