

Placing embargoes

In order to embargo a file, you will need to edit its authorization policies.

1. Navigate to the item, and on the sidebar, click "Edit this item".
2. Click on the "Authorizations" button. You will see a list of the item's policies - there are policies for the item record, the license, the bundle, and for the bitstreams (files) in the item. Focus here on the bitstream policies.
3. Edit or create an embargo.
 - a. *To keep anonymous users from downloading a file until a future date:* Click on the number ID of the Anonymous policy. Edit the Start Date, using the YYYY-MM-DD format. Click Save.

Bitstream Jennifer_Fenner_Dissertation.pdf (b3dd2258-0957-4419-9670-d80c5c942f03) Add a new Bitstream policy			
<input type="checkbox"/>	216848	READ	Anonymous [Edit]
			10000-01-01

- b. *To keep MSU users from downloading a file until a future date:* Click "Add a new Bitstream policy". Name the policy MSU_ONLY, select the "Read" option, select the MSU_ONLY group from the dropdown, and enter the date you wish the file to become available in the Start Date field. Click Save.

Create new policy for BITSTREAM b3dd2258-0957-4419-9670-d80c5c942f03

Name :

MSU_ONLY

Description :

Select the action :

- READ
 WRITE
 WITHDRAWN_READ

Select a group :

MSU_ONLY

Start Date :

2020-11-07

Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

End Date :

Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Search for a group :

Search

Save

Cancel