## MCStor Administrator Document Access Restriction Policy

## Restrict Bitstream Files for All Submissions in a Collection.

(Each item submitted to this collection will inherit a restricted Bitstream policy that restricts access and will prompt a login). Collection and items will be searchable / viewable metadata, and will appear in result lists (without LDAP login).

Example: Doctor of Ministry (D.Min.) Projects collection.

The Bitstreams (files) in this collection are restricted, but the collection and items are searchable / have viewable metadata.

## A). Assign Collection Policies

- 1. Login to MCStor.
- 2. Click Authorizations (located under Administrative > Access Control).
- 3. Select collection.
- 4. Assign the following policies:

READ	Anonymous
DEFAULT_ITEM_READ	Anonymous
DEFAULT_BITSTREAM_READ	LDAP-Authentication

- 5. Submit new item to this collection.
- 6. When uploaded to MCStor, the item bitstream (file) will inherit the Collection policy and will automatically be restricted and will prompt a login.
- 7. All items submitted to this collection will have LDAP-restricted access bitstream (files).
- 8. Previously submitted items will not inherit this change.