DataSTORRE Policies

Principles behind DataSTORRE

The University of Stirling:

- Supports the principle that publicly funded research data should be made widely and openly available with as few restrictions as possible in a timely and responsible manner
- Asks our authors to submit copies of their research data to the University of Stirling DataSTORRE.

Content policy

Content policy for types of datasets held in the repository.

- DataSTORRE is a University of Stirling institutional, multidisciplinary research data repository
- Where practicable, DataSTORRE holds data produced by our researchers in the course of their research work. The Repository can include:
    - Experimental data, both quantitative and qualitative;
    - Statistics and measurements;
    - Models and simulations;
    - Observations;
    - Interview recordings, transcripts and their coding;
    - Images
    - Derived data – processing or combining 'raw' data; and
    - Other types of data as agreed by the Repository Manager
- DataSTORRE is used primarily for data from completed research projects which supports the research output.
- DataSTORRE accepts content in the following file formats:
    - Tabular data – CSV, TSV, SPSS
    - Text – Plain text, HTML, RTF, PDF/A
    - Media – MP$, Ogg, Theora, Dirac, FLAC
    - Images – TIFF, JPEG, PNG
    - Structured data – XML, RDF

Submission policy

- Items may be deposited to DataSTORRE by current members of staff (including those on temporary research contracts, honorary and emeritus staff) or postgraduate researchers registered at the University of Stirling.
- The legitimate interests and personal data of the subjects of research data will be protected. Data deposited in DataSTORRE will not contain any personal unanonymised information unless where express consent has been granted.
- Depositors are responsible for the validity and authenticity of the content of submissions.
- Items may be deposited at any time, but will not be made publicly visible until the depositors', publishers' or funders' embargo period has expired.
- Items will be removed from the repository if proof of copyright violation is received.
- The repository librarian will only check items for eligibility of depositors, relevance of deposit, valid layout and format, the open access requirements of acknowledged funders and the exclusion of spam.

Preservation policy

- Unless otherwise stipulated items will be retained for ten years from the date of last access or as specified by the funder of the research.
- DataSTORRE will endeavour to ensure the continued readability and accessibility of datasets
    - Items will be migrated to new file formats where necessary
    - Whilst best endeavours will be made to enable future readability of some unusual file formats it is not possible to offer a guarantee
- DataSTORRE files will be backed up in accordance with the University of Stirling Back-up policy
- Requests for items to be removed from DataSTORRE made by the author/copyright holder should be made to the Repository Manager. Acceptable reasons for withdrawal include:
    - Proven copyright violation or plagiarism
    - Legal requirements and proven violations
    - National security
    - Falsified research
- Items withdrawn from DataSTORRE will not be deleted per se, but removed from public view
- Withdrawn items' identifiers/URLs are retained indefinitely
- URLs will continue to point to 'tombstone' citations to avoid broken links and to retain item histories, with:

- o A link to a replacement version, where available

- o A note explaining the reason from the withdrawal.

- If necessary, an updated version may be deposited:

  - o There will be links between earlier and later versions, with the most recent version clearly identified.

- Items are allocated a checksum to facilitate the detection of alterations

- In the event of the repository being closed down, the database will be transferred to another appropriate archive.

Data and metadata policies

- Access to some or all full items is controlled.

- Copies of full items generally can be:

  - o Reproduced, displayed or performed, given to third parties, and stored in a database in any format or medium

  - o For personal research or study, educational, not-for-profit, or commercial purposes without prior permission or charge.

- Provided:

  - o The authors, title and full bibliographic details are given

  - o A hyperlink and/or URL are given for the original metadata page

  - o The original copyright statement is given

  - o The original rights permission statement is given

  - o A persistent URL or digital object identifier is given

- Some items are individually tagged with different rights, permissions and conditions

- DataSTORRE is not the publisher; it is merely the online archive

- Mention of DataSTORRE is appreciated but not mandatory.

Policy for information describing items in the repository

- Anyone may access the metadata free of charge

- The metadata may be re-used in any medium without prior permission for not-for-profit purposes and re-sold commercially provided the OAI Identifier or a link to the original metadata record are given.