

# Guidelines for Collection Administrators (data\_UMR)

*Version 1.3 from 09.06.2021*

## 1. General information

### 1.1 Objective and contents

data\_UMR allows you to store (for at least 10 years), share with others and/or publish research data of all kinds that has been generated in the context of research activities at the University of Marburg.

The data is stored on systems of the University of Marburg's Computer Center (HRZ).

Collections, users and rights are managed by the system administrators of the University Library and the University Computer Center. Within the individual collections, the collection administrators are responsible for the administration of users and their roles.

These guidelines are intended as a manual for collection administrators.

### 1.2 Organizational model of data\_UMR

In data\_UMR, any number of collections can be created within the community "Philipps-Universität Marburg". A collection can contain any number of datasets. These consist of a descriptive set of metadata, any number of individual files and a persistent identifier (URI and/or DOI).

### 1.3 Personal data

In the user agreement, consent is given for the processing and, if desired, worldwide publication of the personal data contained in the submitted data and metadata (usually title, name, organizational affiliation and contact information of the persons involved in the creation). Beyond that, the submitted data and metadata may not contain any other personal data (e.g. personal data of the research object).

### 1.4 Contact

If you have any queries or comments, please contact us:

[data@uni-marburg.de](mailto:data@uni-marburg.de)

## 2. Collection administration

### 2.1 Creating a new collection

Collections are created exclusively by the University Library staff. To create a new collection, please use our [web form for setting up a collection](#).

In the web form, you enter a name and description of the collection, designate administrators, submitters, and read-only users, as well as curators, if desired. For each of these roles, groups are created and you can assign members to these groups. You can change the group composition at a later time (see section 3).

Once you have provided the necessary information and submitted the web form, we will set up the collection within three working days and notify you by email when the collection is available.

### 2.2 Managing collection metadata

Access your collection, e.g. via “Browse” -> “Collections” in the main navigation, and then click “Edit Collection” in the “Context” section of the page navigation. In the “Edit Metadata” tab, you can include various information and, if desired, upload a logo for your collection.

### 2.3 Managing collection rights

Access your collection and click “Edit Collection” in the “Context” section of the page navigation. In the tab “Assign roles” you can see which groups are currently assigned to which role (administrators, submitters, default read access, curators). Click on the group name to open the group and add or remove members (see section 3.2). A group can be assigned to several roles; each role can be assigned to exactly one group. If you want to remove or add an entire group from or to a role, please contact [data@uni-marburg.de](mailto:data@uni-marburg.de).

## 3. Dataset administration

### 3.1 DOI (Digital Object Identifier) registration

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*Warning: If a dataset is published with a DOI, this dataset can no longer be hidden, deleted, or changed with regard to its rights in data\_UMR.*

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Each dataset in data\_UMR gets an internal URI (Uniform Resource Identifier) as a unique identifier. If desired, a DOI can additionally be assigned to a dataset in data\_UMR which makes it permanently publicly findable and citable. For this, at least the metadata must be publicly accessible.

If a dataset in data\_UMR is to be published, the collection administrators can register a DOI for this dataset. To do so, call up the dataset, select “Edit this item” in the page navigation and go to the “Curate” tab. Select the task “Register DOI” and confirm by clicking on “Perform”. After data\_UMR has received positive feedback to the request, the assigned DOI is displayed immediately.

If the metadata of a dataset with DOI is changed in data\_UMR, the current metadata must also be updated at the DOI Agency ([DataCite](https://datacite.org/)). To do this, select the task “Update DOI” in the “Curate” tab.

## 3.2 Setting up an embargo period

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*Warning: After the end date has expired, the dataset is published worldwide (read access for group "Anonymous").*

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To set up an embargo period for a dataset, select the dataset and then click on "Edit this item" in the "Context" section of the page navigation. Select "Authorizations..." (next to "Edit item's authorization policies") and click "READ" in the "Item Policies" section. Here you can manage read access.

Select the group that should have read access during the embargo period. Enter the desired start and end date and confirm by clicking on "Save". Once the embargo period has expired, the dataset is accessible worldwide.

## 3.3 Withdraw a dataset

data\_UMR is committed to Good Scientific Practice. Submitted datasets are stored permanently. If a dataset is not allowed to remain available for a valid reason, it can be withdrawn from the repository. This process is performed by the Collection Administration.

To withdraw a dataset, select the dataset and click "Edit Document" under the "Context" tab in the navigation bar and then click the "Discard" button. The dataset will still be stored in the repository, but will no longer be accessible; a corresponding text will be displayed on the page.

If it is necessary, for example for legal reasons, to completely remove the dataset from the repository, please contact us ([data@uni-marburg.de](mailto:data@uni-marburg.de)); this can only be carried out by the system administration.

# 4. User administration

## 4.1 Adding new users

New users can log in directly to data\_UMR with their student or staff account, no separate registration is necessary. For external project members you can apply for a staff account if required. Information on this can be found on the [staff account website of the University Computer Center](#).

## 4.2 Managing user roles

If you would like to grant new users access to your collection or the permission to submit, you need to add them to the group with the appropriate role.

Select your collection (e.g. via "Browse" -> "Collections" in the main navigation) and click "Edit Collection" in the "Context" section of the page navigation. On the tab "Assign roles" you will find the four roles administrators, submitters, default read access, and curators. Each role can be assigned to exactly one group; a group can be assigned to several roles.

To administrate the assignment of users to groups, click on the group name. You will see which users are currently in the group. It is possible to search and add users, or remove existing users from the group. The changes will only become effective when you click on "Save".

If you want to remove or add an entire group from or to a role, please contact [data@uni-marburg.de](mailto:data@uni-marburg.de).

#### 4.2.1 Administrators

Group members in this role have all the collection administration and user management permissions described in these guidelines. Administrators can decide who is authorized to submit datasets to the collection. They can discard datasets, edit metadata, and register/update DOIs.

#### 4.2.2 Submitters

Group members in this role have permission to submit datasets to the collection, i.e., create datasets with metadata, upload files, and assign licenses to their own datasets.

#### 4.2.3 Default read access

Group members in this role have read-only access to the collection. They can download datasets, but they cannot submit datasets or modify metadata.

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*Warning: If this role is not assigned, i.e. if no group is assigned to it, the data is publicly accessible.*

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#### 4.2.4 Curators

It is possible to create an additional curation step by assigning a group to this role. Curators will receive an email notification when a new dataset is submitted and validated by the University Library. They can view the dataset, edit the metadata and finally approve or reject the submission. Datasets will not be visible to read-only users until the curators have approved them.

You can indicate in the web form for creating a collection whether the curation workflow should be activated. If you wish to activate or deactivate it at a later date, please contact [data@uni-marburg.de](mailto:data@uni-marburg.de).

All datasets (with or without curation) will be validated by the University Library.

### 4.3 Deleting users

Users can be removed from a group via the administration menu of the group. By clicking on the group name the menu will open. Click on the “Remove” button to the right of the user's name to remove him/her from the group. Then confirm your action by clicking on “Save”.