

## **Guidelines for users of data\_UMR, the University of Marburg's research data repository**

### **Introductory remarks**

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. Registration is done via your staff- or students-ID. All members of the University of Marburg can use data\_UMR. External users may apply for a staff- or students-ID.

All data is stored in collections. Please find out whether a collection has already been created for your working group, project or department that is suitable for your data. When you log in for the first time, a private collection with limited functionality will be created for you. The "Allgemeine Sammlung" (General Collection) is available for individual datasets that remain permanently without a specialized collection.

### **Step 1: Collection**

If you would like to create a new collection for your working group, project or department, please fill in the web form (<https://forms2.uni-marburg.de/de/forschung/antrag-data-umr>). It is required to designate at least two collection administrators. A separate guideline document for collection administrators is available.

The collection is set up by the University Library within a few working days. You will receive an e-mail as soon as the collection is set up.

If you want to upload data to an existing collection, you must be granted the appropriate rights by the collection administrators. You can submit data directly to the "Allgemeine Sammlung" without further granting of rights.

You can also submit directly to your private collection without further approval or setup. Datasets in your private collection cannot be published or shared with others. You can use it as a temporary solution while you arrange for a specialized collection to be set up. Once the specialized collection is set up, the datasets can be moved from your private collection to the specialized collection.

## Step 2: Log in and data submission

Please log in to <https://data.uni-marburg.de> with your student or staff ID (university account) via Shibboleth authentication, using the log in button in the upper right corner. No separate registration is necessary.

You can start a submission directly via the “Submit” link on the start page. In the first step, you select the collection to which you want to submit data. Please note that you can only submit data to existing collections for which you have received the appropriate authorization from the University Library or the collection administrators. If you want to upload data to your private collection, select the collection “User > YOURNAME\_ID\_coll” when you submit your data.

If your preferred collection does not appear in the selection list, please contact the collection administrators or [data@uni-marburg.de](mailto:data@uni-marburg.de).

## Step 3: Description of the data

The descriptive metadata makes your data more easily searchable and visible. The following information is requested when entering your research data (mandatory fields are marked with \* and highlighted in grey):

*Title	Name for the entire dataset (free text entry)
*Submitter	Surname, first name and title, affiliation and, if applicable, ID of the submitting person
Additional parties	Other persons or entities responsible for the content
*Data affiliation	Institutional affiliation of the submitted data (department)
Editor	Persons or entities responsible for publication or dissemination
Dates	Dates related to the data
Language	Information on the language used in the data
*Document type	Type of resources submitted; multiple choices are possible
Subject, keyword	Assignment of keywords (free text entry)
DFG-Subject	Subject affiliation as selected from the German Research Foundation (DFG) subject classification: <a href="https://www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/subject_areas/index.jsp">https://www.dfg.de/en/dfg_profile/statutory_bodies/review_boards/subject_areas/index.jsp</a>
Relations to linked resources	Indicate the relationship and unique identifier of the linked resource (e.g. publications related to the data or related research data); additionally, enter the type (e.g. DOI, URN, ISBN) of the identifier.
Description	Short description of the submitted data (free text entry)
Version	Version name of the dataset (free text entry)
Funding institution	Name and ID of the funding institution

#### Step 4: License assignment

The conditions for reuse of your data can be specified by assigning a license. You can choose from the following licenses or add another one by indicating the name and the URL to the license text:

No License	<a href="https://rightsstatements.org/page/InC/1.0/">https://rightsstatements.org/page/InC/1.0/</a>
Creative Commons Attribution 4.0	<a href="https://creativecommons.org/licenses/by/4.0/">https://creativecommons.org/licenses/by/4.0/</a>
Creative Commons Attribution- NonCommercial 4.0	<a href="https://creativecommons.org/licenses/by-nc/4.0/">https://creativecommons.org/licenses/by-nc/4.0/</a>
Creative Commons Attribution- NoDerivatives 4.0	<a href="https://creativecommons.org/licenses/by-nd/4.0/">https://creativecommons.org/licenses/by-nd/4.0/</a>
Creative Commons Attribution-Share-Alike 4.0	<a href="https://creativecommons.org/licenses/by-sa/4.0/">https://creativecommons.org/licenses/by-sa/4.0/</a>
Creative Commons Attribution- NonCommercial- NoDerivatives 4.0	<a href="https://creativecommons.org/licenses/by-nc-nd/4.0/">https://creativecommons.org/licenses/by-nc-nd/4.0/</a>
Creative Commons Attribution- NonCommercial-Share-Alike 4.0	<a href="https://creativecommons.org/licenses/by-nc-sa/4.0/">https://creativecommons.org/licenses/by-nc-sa/4.0/</a>
CC0 1.0 Public Domain Dedication	<a href="https://creativecommons.org/publicdomain/zero/1.0/">https://creativecommons.org/publicdomain/zero/1.0/</a>
Open Data Commons Attribution License (ODC- By) v1.0	<a href="http://opendatacommons.org/licenses/by/1.0/">http://opendatacommons.org/licenses/by/1.0/</a>
Open Data Commons Open Database License (ODbL) v1.0	<a href="https://opendatacommons.org/licenses/odbl/1.0/">https://opendatacommons.org/licenses/odbl/1.0/</a>
Open Data Commons Public Domain Dedication and License (PDDL) v1.0	<a href="https://opendatacommons.org/licenses/pddl/1.0/">https://opendatacommons.org/licenses/pddl/1.0/</a>
Open Data Commons Database Contents License (DbCL) v1.0	<a href="https://opendatacommons.org/licenses/dbcl/1.0/">https://opendatacommons.org/licenses/dbcl/1.0/</a>
MIT License	<a href="https://opensource.org/licenses/MIT">https://opensource.org/licenses/MIT</a>
3-Clause BSD License (NewBSD)	<a href="https://opensource.org/licenses/BSD-3-Clause">https://opensource.org/licenses/BSD-3-Clause</a>
2-Clause BSD License (FreeBSD)	<a href="https://opensource.org/licenses/BSD-2-Clause">https://opensource.org/licenses/BSD-2-Clause</a>
GPL - GNU General Public License	<a href="http://www.gnu.org/licenses/gpl-3.0.en.html">http://www.gnu.org/licenses/gpl-3.0.en.html</a>
LGPL - GNU Lesser General Public License	<a href="http://www.gnu.org/licenses/lgpl-3.0.en.html">http://www.gnu.org/licenses/lgpl-3.0.en.html</a>
Apache License	<a href="http://www.apache.org/licenses/LICENSE-2.0">http://www.apache.org/licenses/LICENSE-2.0</a>

In its appeal for the use of open licenses in science »Appell zur Nutzung offener Lizenzen in der Wissenschaft« (2014), the Alliance of Science Organisations in Germany recommends the assignment of CC0 or CC BY licenses:

[http://gfzpublic.gfz-potsdam.de/pubman/item/escidoc:2875895:3/component/escidoc:2875894/Appell\\_Offene\\_Lizenzen\\_2014.pdf](http://gfzpublic.gfz-potsdam.de/pubman/item/escidoc:2875895:3/component/escidoc:2875894/Appell_Offene_Lizenzen_2014.pdf)

Before licensing, please make sure that you have the appropriate authority to assigning a license for all data to be submitted. A subsequent change of the selected license is possible as long as no DOI has been registered for the dataset.

### Step 5: File upload

You can upload datasets, images, audio files, video files, models, software and other research data. To submit files, click Upload or drag and drop the files from your file browser into the upload field. Please upload only files with a maximum size of 2 GB at this point. If you want to upload larger files or data volumes, please contact [data@uni-marburg.de](mailto:data@uni-marburg.de).

Please determine beforehand which files should belong to a dataset (searchable entry in the repository). Files belonging together plus a metadata record form one dataset in the repository. A DOI can be assigned for one dataset at a time upon publication.

The following list provides an overview of suitable and unsuitable file formats:

	Suitable for LTS* of more than 10 years	Suitable for storage up to 10 years	Unsuitable for archiving
Archive packages	TAR	---	ZIP
Audio	WAV	MP3, MP4	---
Graphics	TIFF, PNG, JPG 2000, SVG	GIF, BMP, JPEG	INDD, EPS
Tables	CSV	XLSX, ODS	XLS
Text	PDF/A, TXT, ASC, XML	PDF, RTF, HTML, DOCX, PPTX, ODT, LaTeX	DOC, PPT
Video	Motion JPG 2000, MOV	MP4	WMV

Source: Kaden, Ben & Kleineberg, Michael (2018). Guidelines zur Veröffentlichung dissertationsbezogener Forschungsdaten. Version 1.0. Humboldt-Universität zu Berlin. DOI: 10.18452/18811.

\*long-term storage

Your files should be named clearly and meaningfully. If necessary, document the contained files in a separate text file and upload it together with the data files.

### Step 6: Input validation

You can now check all the information you have entered and correct it if necessary. If everything is correct, read the user agreement and confirm your consent by ticking the box (required). Then send your dataset by clicking on “Complete submission”.

### Step 7: Done!

Your dataset will go through the collection’s curation process (if applicable) and will then be released by the University Library. Please allow up to three working days until your dataset is visible in data\_UMR. Submissions to your private collection will be activated immediately and without curation (only visible to you). Via the link [“Zur Übersichtsseite”](#) you can view all datasets of the collection in question with the date of access and the processing status of the submitted datasets.

Via the link [Submit another document](#) you can submit further datasets.

## Step 8: Versioning

You can upload new versions of your submitted datasets. To do so, first select the dataset for which you want to upload a new version. Then click on “Create version of this item” in the “Context” section of the page navigation. A free text field appears. Enter an explanation why you are uploading a new version and click on “Version”. The dataset overview page is displayed; at the bottom you will find the “Resume” button. By clicking on it, you will be taken directly to the submission process, which is pre-filled with the dataset’s metadata. Check whether the metadata is still valid and change it if necessary. In the final step of the submission process, you can upload the new data as described above, and complete the submission. The dataset overview page now displays the most recent version by default. Older versions are listed and linked at the bottom of the dataset overview page and remain accessible.

## Further information

**Visibility:** The visibility of the submitted data and metadata corresponds in principle with the visibility of the collection into which it was submitted, but may be regulated differently for individual datasets.

**DOI:** Digital Object Identifiers (DOI) can be assigned to submitted datasets. The assignment takes place at the dataset level and is initiated by the collection administrators.

**Data protection:** Privacy policy: <https://data.uni-marburg.de/page/privacy>

**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 subject).

**User agreement:** <https://data.uni-marburg.de/page/agreement>

## Contact

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

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