UWA Research Repository
Guidelines for Submitters

The following guidelines for use are prepared for the purposes of ensuring users of the UWA
Research Repository **(**"**Repository**"**) understand the**

Definitions
In these guidelines these words have the following meanings:

Data means raw data including data files;

Dataset means the data and the metadata;

DOI means the digital object identifier is a unique alphanumeric string assigned by the
DataCite registration agency to identify content and provide a persistent link to its location
on the Internet. UWA assigns a DOI when your dataset is published and made available
electronically;

Open Access for data means making research datasets freely available via the Internet,
permitting any user to read, download, copy, distribute, print, search, or link to the datasets,
crawl them for indexing, pass them as data to software, or use them for any lawful purpose,
without financial, legal or technical barriers other than those inseparable from gaining
access to the internet itself;

Metadata means the description of the data; and

Submitter has the meaning given in clause 4 below.

Background about the Repository

1. The Repository is owned and operated by the University of Western Australia ABN 37 882
   817 280 ("**UWA**").
2. The Repository is an Open Access institutional repository of research datasets and other
   research outputs.
3. The Repository accepts research datasets produced at UWA and supports UWA's Code of
   Conduct for the Responsible Practice of Research.

Process for submitting Data into Repository

4. Data may only be deposited by UWA staff members or UWA enrolled students or by a UWA
   staff member's nominated authorised delegate ("Submitter"). Staff members may upload
   Data directly into the Repository and enrolled UWA students must request their Data be
   uploaded through the UWA Library.
5. The UWA Library vets data before uploading to the Repository for:
   i. the eligibility of authors/depositors
   ii. relevance to the scope of the Repository
   iii. valid layout and format, and
   iv. the exclusion of spam.
6. When the Submitter sets the "Status" of a dataset submission to "For Validation", the UWA
   Library will validate the Dataset, and the Metadata is immediately publicly discoverable.
7. Dataset files can be assigned the following accessibility by the dataset submitter:
   o Campus – restricted to specific IP range;
   o Backend; or
   o Public – no restriction.

   Dataset files marked "Campus" and "Backend" are subject to restrictions determined by the
   dataset owner.

8. Data can be deposited at any time, but should not be made publicly visible until any publishers' or funders' embargo or assessment period has expired.
9. UWA strongly recommends Submitters assign the appropriate license to their Data, especially if the Dataset files are publicly accessible. If a Submitter does not assign a licence to your data, you may be rendering it unusable to others. You will be prompted to assign a license during the file upload process. For further information on data licences see the [Creative Commons Australia suite of licenses](#).
10. The UWA Library cannot guarantee the immediate upload of larger dataset files. File size limits are dependent on the current storage capacity of the Repository.

Content of Data

11. By uploading their Data, Submitters warrant:
    i. The Dataset they submit is their own work or they have express written permission granted to them by the dataset owners to enable other people to reuse the dataset;
    ii. There are no confidentiality or privacy issues that prevent the Data from being shared.
12. Observance of copyright is the responsibility of the Submitter.
13. Accuracy and correctness of Data is the responsibility of the Submitter.

Citations

14. To ensure that a dataset is cited correctly, Submitters should include the following in their metadata:
    o All persons associated with the dataset and their appropriate contributor roles;
    o Title and full bibliographic details;
    o A DOI (if already minted for the dataset) or URL for the original metadata page;
    o An original copyright statement ; and
    o A [Creative Commons Australia License](#).
15. Only persons who are assigned "creator" roles will be added to the automatically generated citation in the Repository portal. All other roles (e.g. owner, editor, data collector, data manager etc.) will not appear in the Dataset citation.
16. The [University Policy on: Intellectual Property](#) applies to content in the data submitted to the Repository.

DOI assignment

17. Submitters must ensure that if a DOI for the Dataset has been assigned, that it is included when creating the Dataset record. If the DOI field is left blank, a DOI will be minted for the Dataset once the record has been validated.
18. Submitters cannot delete or make major edits to the dataset once it has been assigned a DOI and published. Minor edits include spelling errors. Additional file uploads are not permitted after publication of the dataset.
19. The UWA Library takes no responsibility for misinterpretation of datasets which have been edited after a DOI has been minted for them.

Takedown

20. The UWA Library will review any take-down requests and UWA may request further information or undertake its own internal review of the request.
21. Where determined by UWA to be reasonably necessary, Data, Metadata or Datasets may be removed from the Repository, such reasons may include:

- o Intellectual property violation or plagiarism;
- o Breach of relevant legislation ;
- o National Security; or
- o Falsified research.
22. If necessary, an updated version of a dataset may be deposited ensuring that:
    - o the description of the earlier version is edited to include reference to the newer version's URL/DOI; and
    - o the most recent version is clearly identified.
23. The dataset will continue to appear in the UWA Research Repository even after the staff member or student leaves UWA.

Metadata
24. Please be aware that all metadata is publicly available.
25. You may use hyperlinks to link to the Repository, its pages and the content held within it without prior written consent providing the relevant page is displayed in the same form without any amendment or framing.
26. The library manages and permits access to metadata for reuse and harvesting into services such as the Australian National Data Service's (ANDS') Research Data Australia (RDA) service.

Preservation
27. To meet with the retention and preservation requirements of the [Western Australian Disposal Authority](#) (WAUSDA) and the [Record Keeping Plan](#) (RKP), we recommend speaking with the UWA Records and Management Services before submitting any Dataset. The Repository is a data sharing and discovery platform only and does not necessarily meet these requirements.
28. UWA does not guarantee the continued readability and accessibility of the Dataset. It is the responsibility of the Submitter to ensure migration to new file formats where necessary. New versions of an existing dataset should be uploaded as a new dataset record and can be linked to show that they are related.
29. UWA undertakes regular backs up its files in the Repository according to current best practice.

Role of UWA
30. Whilst UWA uses its best efforts to maintain the Repository, it is unable to ensure continuous accessibility. UWA is not responsible for any delay or inability to access the Repository or any Dataset, the modification or alternation of any Data or other content on the website, or any delays, interruptions, inaccuracies, errors or omissions or cession of services, or hardware or software failure.
31. UWA does not guarantee the readability of some unusual file formats.
32. UWA takes no responsibility for the quality and accuracy of individual metadata and dataset files which are submitted into the Repository.

General
33. Queries related to the Repository may be forwarded in writing to repository-lib@uwa.edu.au
34. These guidelines were most recently updated in March 2018 and UWA may amend them from time to time.