University of Wyoming Libraries Repository Policy: Data

Introduction

This policy pertains to the materials and aims of the University of Wyoming's digital institutional repository, WyoScholar, hereafter referred to as the "data repository" or "repository". The digital repository serves to collect, preserve, and provide access to digitized library collections and other scholarly and creative works from the University of Wyoming.

The goal of the University of Wyoming's data collections within the repository is to encourage the dissemination of research data by making these materials open access. The collection houses data created by University of Wyoming students, faculty, staff and University of Wyoming affiliates in the course of their research. Works submitted are in accordance with the intellectual environment and academic mission of the University of Wyoming.

All materials in the collection are in a digital format and all materials are free to access. Materials which cannot be made openly available due to privacy, copyright, national security, or other concerns will not be accepted. Routine embargoes for current theses, dissertations, and post-prints are permitted.

Content coverage

Kinds of research data

Research data are the original sources or materials (born digital or converted to digital) that were created or gathered in the process of research. They serve as the foundation from which you draw conclusions and produce results/findings (test hypotheses, study trends, provide evidence, refute claims). They may be numeric or qualitative, structured or unstructured. Among many possible forms, data may take the form of notebooks, statistical or spatial data tables, audio or visual recordings, photographs or models. Supplementary software code and documentation used to provide context for the data may also be included. The end-results/findings of your research such as monographs, articles, white papers, or presentations are not considered research data, but these may be placed in the University of Wyoming Institutional Repository and cross-linked with relevant research data.

Out of scope materials

- Data that contain sensitive, restricted, or confidential information (i.e., personally identifiable information, protected health information, export-controlled information, etc.)
- Data that do not include a minimal level of description necessary for the operation of the repository.
- Dynamic data (continuously updated data) are outside the scope of the repository. However, the repository will consider archiving snapshots and significant versions of these types of data.
- Record-only deposits. All records created in the repository must have the data available for download by the public.
- All data published by the UW Libraries will be stored within the Advanced Research Computing Center infrastructure, and therefore the repository will not support data on external infrastructure.
- UW Libraries reserves the right to reject submissions.

Status of research data

The repository will only accept datasets in a publication-ready state. This is not the place to store data that is currently being analyzed. For data storage during research, please contact the Advanced Research Computing Center (arcc-info@uwyo.edu).

Versions and version control

Data producers should make every attempt to ensure that data deposited in the repository is in its publication-ready state. However, we also understand that errors may be discovered post-publication or additional data or documentation files may need to be added. In these cases, the Data Management Librarian can help you create a new version of your dataset. We will continue to provide access to the previous version of all files to ensure persistent access to previously published materials (if you need to permanently remove files, see deaccessioning below). Versioning should not be used as a method to add files to a collection from different waves of a study or as a method to preserve data during the active research phase of a project. If you foresee your dataset evolving over time then consider a "release cycle" for your data.

File formats

Current formats accepted are .zip files (within which any file type can be placed), .pdf, .jpg, .mp3, and .mp4.

Technical support available from UW Libraries is limited. Materials uploaded to the data repository must adhere to the supported formats. Versioning and file modification may be necessary to adhere to platform technical requirements. UW Libraries retain the right to modify or upgrade file formats to comply with platform upgrades or restrictions. Details regarding file formats and technical restrictions can be obtained by emailing coeref@uwyo.edu.

Metadata

Access to metadata

Anyone may access the metadata associated with deposited datasets free of charge.

Persistent Identifiers

All objects in the repository will receive a Digital Object Identifier (DOI), typically within 24 hours, which will provide persistent access to the data.

Metadata types and sources

All deposits in the repository must include a completed ReadMe file. All data receive curatorial review and data that are incomplete or not ready for reuse will not be accepted into the repository. Researchers are also highly encouraged to deposit additional files known as documentation that describe their datasets in more detail, such as a codebook, data dictionary, or technical reports. For information on what information is required in a complete ReadMe file or other documentation, please contact the current Data Management Librarian.

Submission of data

Eligible depositors

Only research data connected to the University of Wyoming can be deposited in the repository. Connected in this sense means: the data is authored by at least one current or former University of Wyoming researcher, research students or staff members; the research data is a result of research conducted at the University of Wyoming; the data appears in a journal published, or a conference hosted, by the University; or the data resulted from research undertaken using University facilities.

Data quality requirements

The validity and authenticity of the content of submissions (all materials submitted by the depositor, including full data and metadata) is the sole responsibility of the depositor, and is not checked by the data repository.

Confidentiality and disclosure

Submitting work to the repository requires you to attest that the work contains no confidential or proprietary information. Confidential information includes data that can uniquely identify someone, such as a Social Security number, credit card number, or driver's license number. Proprietary information is information, such as patentable information, that is owned, or may be owned, by someone else. You must also attest that that the deposit and sharing of the research data complies with any applicable IRB protocol. Ownership of data produced at the University of Wyoming is governed by the University Research Data Policy (http://www.uwyo.edu/research/policies-and-procedures/research_data_policy_march_2015.pdf) and the UW Regulation 3-641 pertaining to patents and copyrights (https://www.uwyo.edu/generalcounsel/_files/docs/uw-reg-3-641.pdf).

Embargo status

Data in The repository must be deposited for open access—this means that visitors to the repository may download and reuse your data. Data not suitable for reuse should not be deposited in the repository. However, authors will have the option of restricting access for the maximum of twelve months. During the embargo period, a descriptive metadata record for the dataset will be made publicly discoverable in the repository that includes a Digital Object Identifier (DOI) and the date on which the files will be made available.

Rights and ownership

It is the responsibility of individuals who are uploading data to make sure that they have the necessary rights or permissions to share any materials they did not themselves generate.

Unless superseded by specific terms of sponsorship or other agreements or University policy (e.g., Copyright), the University owns all research data generated or acquired by University employees (faculty and staff) or non-student trainees or fellows (not employed by the University) through research projects conducted at or under the auspices of the University of Wyoming, regardless of funding source. While the university owns the data, the PI has the right to publish the data and is encouraged to do so by the university. The PI is responsible for knowing if the funding agreement with the sponsor has any limits on or special requirements for publication.

Deposit License

By depositing this Content ("Content") in the University of Wyoming data repository, I agree that I am solely responsible for any consequences of uploading this Content to the repository and making it publicly available, and I represent and warrant that:

- I am either the sole creator and the owner of the copyrights and all other rights in the Content; or, without obtaining another's permission, I have the right to deposit the Content in an archive such as the data repository.
- To the extent that any portions of the Content are not my own creation, they are used with the copyright holder's express permission or as permitted by law. Additionally, the Content does not infringe the copyrights or other intellectual property rights of another, nor does the Content violate any laws or another's rights of privacy or publicity.
- The Content contains no restricted, private, confidential, or otherwise protected data or information that should not be publicly shared.
- I warrant that distribution of the Content under a CC0 Waiver (https://creativecommons.org/publicdomain/zero/1.0/) complies with all relevant laws and publisher, funder, and employer guidelines and/or contractual restrictions.

I understand that the Libraries will do its best to provide perpetual world-wide access (via the internet) to my Content. In order to support these efforts, I grant the University of Wyoming, through its repository, the following non-exclusive, perpetual, royalty-free, world-wide rights and licenses:

- to access, reproduce, distribute and publicly display the Content, in whole or in part, in order to secure, preserve and make it publicly available, and
- to make derivative works based upon the Content in order to migrate the Content to other media or formats, or to preserve its public access.
- These terms do not transfer ownership of the copyright(s) in the Content. These terms only grant to the University the limited license outlined above.

Access and reuse of data

Open access

The purpose of the data repository is to provide stable, long-term public access to digital content produced by members of the University of Wyoming community. By default, material deposited in the repository will be openly accessible worldwide over the internet.

End-user terms of use

Authors who share their data here expect that it will be re-used to some degree. Users are expected to abide by the University of Wyoming data policies such as those from the Office of Research and Economic Development, where applicable. However, by using or downloading the data, you signify your agreement to the conditions of use stated below:

- The user not make any use of data to identify or otherwise infringe the privacy or confidentiality rights of individuals discovered inadvertently or intentionally in the data.
- The user will give appropriate attribution to the author(s) of the data in any publication that employs resources provided by the repository.
- If your use or publication requires permission, you must contact the authors directly; administrators of the repository cannot respond to requests for permission.

Preservation of data

File preservation and migration

Over time, items stored on the platform will be preserved as is, using best practices for digital preservation. When it is deemed necessary due to new support requirements or changing technology, this repository will be migrated to the best-suited platform to archive and share our digital assets. Preservation steps may include format migration, normalization, and/or emulation. In addition, the proprietary nature of many file types makes it impossible to make guarantees of preservation. However, the University Libraries will do its best to provide long term open access to your content.

Withdrawal of data and succession plans

Withdrawal of data

All deposits are considered long-term. Content may be reviewed on a case-by-case basis for removal in case of violation of deposit agreement or other exceptional circumstances. If you believe any of the data in the repository breaches your rights or intellectual property, please send details of your name, the dataset containing the material, the reason for the complaint and evidence supporting it to the current Data Management Librarian. The item will be temporarily removed from The repository while we investigate the complaint. If the complaint is upheld and the data withdrawn, we reserve the right to maintain a metadata record of the dataset.

Monitoring and reviewing the policy

Compliance with this policy is required. Compliance assistance may be obtained by contacting the current Data Management. This policy will be reviewed on a yearly basis and updated when substantive changes occur.

Privacy Policy

Personal information collected by the repository will not be used for any commercial or philanthropic purpose not directly connected with or approved by the University of Wyoming.

We do not disclose information about your individual visits to our site, or personal information that you provide us, such as your name, address, email address, telephone number, etc. to any outside parties

except when we believe, in good faith (i) that the law requires it, or (ii) that disclosure is necessary to protect the rights and property of The repository users.

You're Invited to Modify and Re-Use

This document has been made available under a CC-BY-NC 4.0 license. Please feel free to adapt and re-use for your repository! We suggest altering the sections that identify our repository to reflect your group's own mission statement and self-identity, and appreciate acknowledgments.

Policy Date: August 2020