

UWINNIPEG RESEARCH DATA REPOSITORY COLLECTION POLICY 1.0

Issued by: University of Winnipeg Library

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PURPOSE

To describe the scope of the University of Winnipeg Research Data Repository, and the types of material accepted and preserved.

DEFINITIONS

Borealis, the Canadian Dataverse Repository is a digital research data repository available to researchers at participating Canadian universities and research organizations with infrastructure hosted by the University of Toronto Libraries (UTL) in Ontario, Canada. The open-source Dataverse software is developed and maintained by the Institute of Quantitative Social Science (IQSS) at Harvard University, with the assistance of Dataverse community members from around the world. Borealis is designed to provide Canadian researchers with a place to store, share, and publish their research data. It is also designed to allow researchers from around the world to discover, view, and download research data from Canadian researchers.

Data curation is the evaluation of a dataset based on current standards and best practices for research data such as [FAIR](#), [CARE](#), and [OCAP](#). This process is not a peer-review or assessment of research quality.

A **dataset** is a self-contained collection of data, together with its documentation, that can be understood and used without reference to other materials and may come from any and all domains or subject areas.

Research data are data that are used as primary sources to support scholarly activity or to validate research findings.

CRITERIA FOR SUBMISSION

UWinnipeg Data Repository accepts research data and datasets that have been created by researchers and research groups at the University of Winnipeg. A determination of a dataset's research quality is at the sole discretion of those who created and deposited the dataset, as named in descriptive metadata, and no peer-review is necessary for deposit. The RDM Librarian, or equivalent, will curate datasets and make recommendations to comply with current data standards and best practices, such as the [FAIR Principles](#). (See our [Deposit Guidelines](#))

Although UWinnipeg Data Repository will prioritize datasets created by UWinnipeg researchers, datasets created by external research teams or UWinnipeg students, with a faculty sponsor, will be considered on a case-by-case basis by the RDM Librarian or equivalent, particularly those datasets that align with UWinnipeg's research strengths and are likely to be useful to University researchers.

UWinnipeg Data Repository accepts finalized datasets that are ready for publication and sharing. The Data Repository is not an appropriate venue for storing working data. Depositors are encouraged to deposit a ReadMe file with data files and descriptive metadata to facilitate interpretation and reuse of their data files.

All datasets held in the UWinnipeg Data Repository are subject to the [Borealis Terms of Use](#).

RIGHTS & PERMISSIONS

Datasets may be deposited openly, restricted, or embargoed:

- An **open dataset** is a dataset that may be downloaded and reused in accordance with the license indicated by the depositor.
- A **restricted dataset** is a dataset that cannot be downloaded unless permission has been granted by the depositor or UWinnipeg Library.
- An **embargoed dataset** is a dataset that is restricted for download for a period of time with a set expiration date shown in the description of the dataset. Once the embargo has expired, the dataset will be made openly available for download.

Restricted dataset submissions are discouraged. Depositors who wish to deposit a restricted dataset must provide justification that will be considered on a case-by-case basis by the RDM Librarian, or equivalent, with consultation, when applicable, from Scholarly Communications and Copyright Librarian, Ethics Program Officer, and/or the Legal Counsel & Privacy Office. Data curation requires the RDM Librarian to view that data but responses will be treated as confidential and used only for purposes of assessing whether UWinnipeg Data Repository will accept the justification for the restricted dataset. In cases where consultation with any of the above parties is necessary, the restricted data will be summarized. Depositors who deposit a restricted dataset will be required to sign an agreement allowing the UWinnipeg Library to provide access to restricted data when the depositor is unable to respond to requests. In all cases, datasets must comply with [Borealis Terms of Use](#):

By publishing content via the service, you make the following representations and warranties:

- Your content does not infringe upon the copyrights or other intellectual property rights, including, but not limited to, patent, trademark, trade secret, copyright, right of publicity, or other rights of any other third party.
- Your content does not violate any laws, including, but not limited to, laws related to defamation and obscenity.
- You will promptly notify the service provider and UWinnipeg Library of any confidentiality, privacy or data protection, licensing, or intellectual issues regarding your content.
- Your content does not contain viruses or any other computer code, files, or programs designed or intended to disrupt, damage, limit, or interfere with the proper function of any software, hardware, or telecommunication equipment or to damage or obtain unauthorized access to any system, data, and other information.
- If your content is subject to the review of a Research Ethics Board (REB), they have given approval for your content to be uploaded and publicly distributed.

- Your content contains proper attribution and citation in adherence with academic integrity and disciplinary norms.

All copyrights remain with the original authors of the datasets and documentation.

SENSITIVE & PERSONALLY-IDENTIFIABLE DATA

UWinnipeg Data Repository is primarily a platform for publishing and sharing datasets. It is not appropriate for the storage of highly sensitive or confidential data. As per the [Borealis Terms of Use](#):

By using the service, you confirm that all your content does not contain information that could directly or indirectly identify a subject, except where the release of such identifying information has no potential for constituting an unwarranted invasion of privacy and/or breach of confidentiality. You further confirm that all personally-identifiable information in your content has at least **one** of the following conditions:

- The information has been previously released to the public.
- The information describes public figures, where it relates to their public roles and other non-sensitive subjects.
- A sufficient length of time has passed since the collection of the information so that it can be considered historic.
- All identified subjects have given explicit informed consent allowing the public release of their information.
- All information was collected with an explicit statement concerning its public nature, such as information collected for governmental regulatory purposes.
- For federal records (i.e., content created by a Canadian federal government agency or under a federal contract) only, all identified subjects are deceased and no federal statute explicitly restricts the release of that information.

VERY LARGE DATASETS

The maximum file size limit for individual file upload is 3GB. The RDM Librarian, or equivalent, will consult with research teams with files that are too large for deposit into the UWinnipeg Data Repository and help find a data repository that best suits their needs, such as the national Federated Research Data Repository (FRDR).

VERSIONING DATASETS

Researchers may submit updated versions of their research data sets when necessary to correct errors in the original data or to add new data to an existing dataset. The RDM Librarian, or equivalent, will provide guidance to help a researcher determine whether changes are sufficiently substantial to merit a new submission rather than updating a version of an existing dataset.

MANAGING DATA REPOSITORY COLLECTIONS

Large research groups that expect to submit many datasets may request a dedicated collection, and these will be granted at the discretion of the UWinnipeg Library. The [Borealis Terms of Use](#) applies to all datasets and dataset collections contained in the UWinnipeg Data Repository.

STEWARDSHIP

UWinnipeg Library commits to preserving published datasets, through the Borealis service, for a period of at least ten years from the date of publication in UWinnipeg Data Repository. UWinnipeg Library's objective remains the continued access and preservation of deposited datasets for the longer term. To support this objective, UWinnipeg Library reserves the right to convert deposited files to any medium or format and make multiple copies for the purposes of security, back up, and preservation. UWinnipeg Library will only modify file contents and file formats to facilitate long-term access and use and with the consent of depositors. (See our [Deposit Guidelines](#)).

Please note, data deposited to UWinnipeg Data Repository is not held at The University of Winnipeg. All files deposited to UWinnipeg Data Repository are held in cloud storage powered by the Ontario Library Research Cloud (OLRC), in Ontario. Therefore, depositing to UWinnipeg Data Repository does not fulfill the University's Responsible Conduct of Research and Scholarship Policy which states: "Original data for a given study shall normally be retained at the University for at least seven years after the work is published or otherwise publicly presented (if the form of the data permit this, and if assurances have not been given that data would be destroyed to assure anonymity)."

PRESERVATION OF DATASETS

Ten years following the deposit of a dataset to UWinnipeg Data Repository, the UWinnipeg Library (via the RDM Librarian) will initiate a data preservation reappraisal process and assess the data sets for enduring value, obsolescence, lack of use, or duplication in another Open Access data repository. The depositor will be contacted as part of this process to discuss the future of their dataset.

Datasets selected for permanent preservation may require a long-term preservation plan, at the discretion of the dataset creator/depositor and any stakeholders referred to in the preservation plan (e.g. University Archives). Long-term data preservation plans may consist of details pertaining to:

- Internal or external services (ex. University Archives, domain-specific archives, Archivematica-as-a-service, etc.)
- Financial implications/obligations
- Data curation/file format changes for further preservation
- Access controls
- Funder requirements.

DEACCESSION OF DATASETS

Following, wherever possible, a review and consultation with the dataset depositor as indicated in the descriptive metadata, UWinnipeg Library reserves the right to remove datasets due to:

- Obsolescence

- Lack of use
- Duplication elsewhere
- Orphaned drafts
- Legal/privacy/confidentiality/ethical concerns
- Any other reason that the Library deems relevant

In the event that the dataset is selected for deaccession and the designated person is not reachable, the appropriate faculty or administrative unit will be notified. Deaccessioned datasets will retain a tombstone landing page with basic citation metadata and reason for deaccession will always be accessible to the public via the persistent URL (handle or DOI) provided in the data citation.

Requests for editing, withdrawal, or removal of datasets will be considered and investigated by the Library. The Library reserves the right to approve and act upon such requests and will promptly notify the data depositor.

REFERENCES & FURTHER READING

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