Kent Data Repository Collection Development Policy
April 2017

Introduction

The Kent Data Repository is an open access institutional repository for data, which supports the University's open access policy by enabling access to relevant outputs. This repository aims to support researchers for whom there is no available repository for their funder, publisher or subject by providing access to a high quality service for their data within the university.

This document describes a policy to govern how research data are collected and preserved in the data repository. The aim of this policy is to:

1) Enable us to maintain an accurate institutional record of the research data
2) Help academics, researchers and University staff maximise the impact of their work
3) Preserve this unique and distinctive digital collection of content created by the University.

This policy is aligned with the strategic approach described within the overarching Collection Development Strategy.

The strategic principles of the Information Services (IS) Collection Development Strategy will be applied to the collection:

Collaboration:
- **Work with academics, researchers and University staff to maximise the impact of their work**

People:
- **Provide a system that ensures University staff can reliably comply to the open access policies of major funders**

Development:
- **Support the inclusion of a wide variety of data formats into a data repository**

Availability, Accessibility & Use:
- **Improve the discoverability and accessibility of research data**
- **Capture and quality assure metadata according to the Open Archives Initiative Protocol for Metadata Harvesting**
- **Consider whether metadata follows emerging open access interoperability standards**
- **Enhance accessibility for users with disabilities**
- **Contribute to an inclusive and accessible environment**

Preservation of access:
- **Align with the Information Services Digital Preservation Strategy**

Value for money:
- **Enable the extraction of further value from existing outputs**

Space:
- **Kent Data Repository is an entirely digital collection of metadata and content**

Content Policy

General policy

The Kent Data Repository accepts all types of research data, defined as "any recorded information that supports or validates research observations, findings or outputs." All data uploaded to the repository is subject to conditions of use, a deposit agreement, and must include adequate documentation to enable accurate reuse in the form of a 'read me' file.

The Kent Academic Repository (KAR) is the university's repository for research outputs, such as journal articles, conference proceedings, books, book chapters, reports, working papers, and multimedia[1]. When a research output does not take a digitally preservable form, such as a performance, exhibition, building or sculpture, a metadata-only record for the output should be created in KAR and any accompanying data (e.g. a video of the performance, photographs of the exhibition, plans of a building, or sketches of the sculpture) should be uploaded to the data repository.

Funder open access policies

Research funders such as HEFCE, RCUK, and Wellcome Trust have policies that require research data to be preserved and/or open access as a condition of funding. In general, external bodies that express such requirements provide their own repositories for this purpose and the University Open Access policy dictates that the use of these repositories should take precedence.

The Kent Data Repository does not replace this requirement or recommendation, but aims to provide a place for data where such repositories are not available.

Other Inclusions

The inclusion of data produced at other Higher Education Institutions may be permitted if it supports or underpins outputs created at the University of Kent, and sufficient resource is available. Unpublished or null data is also permitted as long as it is of high quality and is sufficiently documented.

Postgraduate researchers who have successfully completed a research degree at Kent are invited to add supporting data from their final thesis to the Kent Data Repository.

Exclusions

In general, data related to teaching, teaching materials or data linked to dissertations completed as part of taught Master's programmes should not be added to the repository.

Kent Data Repository does not accept metadata-only records.

Enhancing accessibility

Unavailable content

When the content of an item is not accessible because it is subject to an embargo, or other restrictions, it can still be requested from within the data repository. The IS Research Support Team,

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[1] KAR Collection Development Policy (URL TBC)

acting as an intermediary, will contact the contributor on behalf of the requestor to try to resolve the issue. Where allowable, the inclusion of this content is supported.

Users with disabilities

Where possible, the repository will aim to meet Web Accessibility Initiative (WAI) guidelines for accessibility[2]. Information on how to create accessible research outputs for users with disabilities will be provided. If the content of an item is found to be insufficiently accessible to users with disabilities, the IS Research Support Team, team will work with the Equality Diversity and Inclusivity network to resolve the issue.

Collection curation and preservation

This policy will align with the Information Services Digital Curation Policy to sustainably maintain access to and preservation of digital materials.

Take down policy

When including content University staff declare that it can be lawfully published and does not, to the best of their knowledge, infringe the copyright or other intellectual property rights of any other person or party. If they need further advice it is available. Although it is the responsibility of University staff to check the copyright of their content, the policy is to withdraw from public view any content that has been highlighted as infringing copyright or intellectual property rights. Following this action, work will be undertaken with the academic or researcher and the Copyright and Licensing Compliance Officer to resolve the issue.

When academics, researchers and University staff leave employment at the University of Kent they may be entitled as copyright holders to request the removal from public view of the content of their research outputs from the Kent Data Repository.

Digital continuity and preservation

Metadata

The digital continuity of metadata will be supported by capturing metadata according to the Open Archives Initiative Protocol for Metadata Harvesting and by considering emerging open access interoperability standards. Persistent identifiers through Digital Object Identifiers (DOIs)[3] can also be requested within the data repository. At author level, the ORCID identifier can be attached to new and existing records. Quality assurance of metadata will take place before records are approved for the repository by the IS Research Support Team.

Content

A wide variety of outputs is encouraged, however, sustainable file formats are actively encouraged[4]. Where there is a risk of the loss of content because it is an unsupported file format, such files will be

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[2] The Kent Data Repository is a configuration of an open source platform provided by the University of Southampton called Eprints.
[3] See http://www.doi.org/.
[4] Guidance on sustainable file formats is provided by the Information Services Digital Curation Policy and also as part of the data repository guides.

migrated to more sustainable formats where possible, or migrated with assistance from the depositing user as required.

Implementation and Governance

The IS Research Support team will lead the implementation of this policy, reporting internally to the Library Management Group.

This policy will be subject to a two yearly review schedule, or as required to address emerging issues or changes in institutional research strategies.