Directive for registering Digital Object Identifiers (DOIs) at TU Wien

Note:

The only legally binding version of the directives and regulations of the Technische Universität Wien is the German version published in the University Gazette of TU Wien. The English version provided here is intended as a service (guide) for our international staff members and does not replace the German version:

Richtlinie für die Registrierung von Digital Object Identifiers (DOIs)

(online 09 July 2020)

Directive of the Rectorate, decision of 30 June 2020

Official statement in University Gazette no. 27/2020 of 09 July 2020 (ser. no. 270)

File ref.: 30002.04/010/2020

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PREAMBLE

TU Wien recognises the importance of persistent identifiers for permanent access to digital objects. It therefore endorses and enables the registration of Digital Object Identifiers (DOIs) for the digital objects created by its members[1] under the basic conditions set out in this directive, in the Policy for Research Data Management at TU Wien, in the Open Access Policy of TU Wien and the Directive on naming TU Wien in publications.

1 OBJECTIVE OF THIS DIRECTIVE

This directive stipulates the mandatory prerequisites for assigning and registering DOIs for digital objects at TU Wien. Furthermore, it defines the rights and obligations that arise for recipients of DOIs at TU Wien.

The regulations in this directive are based on the terms and conditions for providing DOIs for academic objects through the registration agency DataCite e.V. as contractual partner of TU Wien.

2 DIGITAL OBJECT IDENTIFIER

A DOI is a permanent persistent identifier that is used to identify, cite and link digital objects. It consists of a unique string of characters that is divided into two parts: the prefix (in the case of TU Wien, 10.34726 for reposiTUm, 10.34727 for TU Wien Academic Press and 10.34749 for TU Wien Journals) and the suffix (e.g. 1-123456789). This DOI is permanently linked to the object and allows the object to be referenced, even if its storage location changes. Current and structured metadata are assigned to an object through the DOI name, to include as a minimum the mandatory fields specified by the registration agency.

3 ORGANISATION

TU Wien Bibliothek is responsible for the information on DOIs and for the assignment of DOIs at TU Wien. TU Wien Bibliothek is responsible for the formulation of the DOI suffix. DOIs are registered by TU Wien Bibliothek in accordance with the contractual agreement between TU Wien and the registration agency DataCite e.V.

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[1] Persons in accordance with the Austrian Universities Act (UG) § 94 are deemed to be members of TU Wien.

4 RIGHTS AND OBLIGATIONS / REQUIREMENTS

4.1 REQUIREMENTS OF THE DOI RECIPIENT

Eligible recipients are employees of TU Wien who are involved in the creation of the digital objects in question and who are capable of meeting the requirements for digital objects and metadata as set out under 4.2. The primary aim is to facilitate permanent and reliable data access based on the concept of persistent identifiers. The platform operator must guarantee the accessibility of the data and/or objects for at least 10 years.

4.2 REQUIREMENTS FOR THE DIGITAL OBJECTS

Landing Page

A DOI must refer to a landing page, not the object itself. The object should be described once more on this landing page and information must be provided on how to access the actual object.

Type of objects

The DOI service of TU Wien Bibliothek registers DOIs for digital objects that are of long-term academic or artistic interest, for publications as well as other textual and non-textual materials, e.g. research data, grey literature, objects of cultural heritage, teaching and learning materials etc.

Granularity

DOI registration can take place at any level of granularity (book, chapter, individual chart etc.); the key factors are expediency and the technical character of the platform. The granularity underlying the DOI registration is specified in the agreement between the DOI recipient and TU Wien Bibliothek.

Availability

TU Wien ensures that every digital object with a DOI is accessible online via a URL and HTTP. Access restrictions to these digital objects should be avoided wherever possible, and the landing page must be accessible in all cases.

Content-related quality requirements / Quality assurance

In order to guarantee the long-term usability, DOI registration requires the application of discipline-specific standards in creation of the objects and the availability of metadata. The objects must be citable. The DOI recipient must ensure that the content of the digital objects complies with the general rules of good academic practice.

File formats

The file format for the objects may be freely chosen. However, wherever possible, formats should be selected which are suitable for long-term archiving in accordance with the latest available technology at the time of registration.

Versioning

An object provided with a DOI may not be modified. Modified or updated objects must be saved as new versions and registered with separate DOIs.

4.3 REQUIREMENTS FOR THE METADATA

Correct and complete metadata for the digital objects must be provided to TU Wien Bibliothek by the DOI recipient in accordance with the requirements of the [DataCite Metadata Schema](#) in its currently valid version. The metadata are saved at TU Wien and the registration agency DataCite e.V. and made available to the public in appropriate portals.

4.4 TECHNICAL REQUIREMENTS / REQUIREMENTS REGARDING PERSISTENCE

Storage location

The objects that are referenced by a DOI must be accessible without interruption and in the long term under the registered address. The DOI recipient is therefore obliged to save the objects and their references on a system that is technically trustworthy by the standards of the latest technology available.

The decision regarding the selection of technical systems or platforms for which DOIs are assigned lies with TU Wien Bibliothek and is covered by a separate agreement between the platform operators at TU Wien and TU Wien Bibliothek.

Updates

In the event that an object's storage location (URL) changes, the DOI recipient is required to notify TU Wien Bibliothek immediately of the new URL. The latter will then update the URL as soon as possible and ensure that the object can once again be addressed via the DOI.

Deletion

Recipients may only delete digital objects that have been assigned a DOI following consultation with TU Wien Bibliothek. If in justified cases an individual object has to be deleted or removed from the platform, the corresponding DOI will be diverted to an information page.

If objects which have been assigned a DOI are no longer deemed eligible for archiving and are therefore deleted, TU Wien is obliged to notify the DOI recipient of the impending deletion.

The metadata that belong to the object will be saved beyond the object's deletion so that potentially interested users can track its path.

4.5 COSTS

TU Wien Bibliothek does not charge members[1] of TU Wien any fee in connection with the registration of DOIs.

5 VALIDITY

This directive is effective from 09 July 2020.