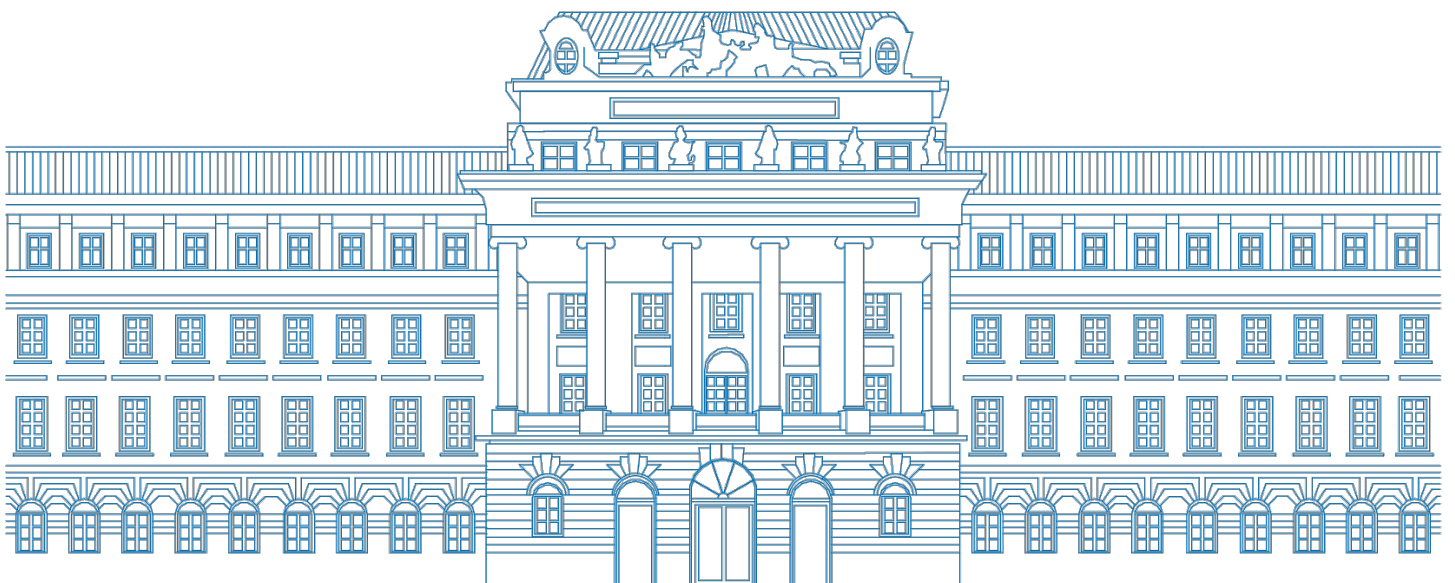




TECHNISCHE
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Deposit Policy

TU Wien Research Data (Institutional Repository)



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DOKUMENTENINFORMATION

Beschluss des Rektorats am 22.11.2022
Zuständiges Vizerektorat: Vizerektorat Forschung und Innovation
Sachbearbeiter_in Barbara Sanchez Solis

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1 Scope

- **Scope:** TU Wien Research Data is an institutional repository of TU Wien to enable storing, sharing, and publishing of digital objects, in particular research data. It is a multi-content resource type system, i.e., discipline-independent and format-independent. TU Wien Research Data facilitates the funders' requirements for open access to research data and the FAIR principles by making research output findable, accessible, interoperable, and reusable¹. TU Wien Research Data is a component of a university-wide data infrastructure underpinning the TU Wien Policy for Research Data Management.
- **Research data*:** Refer to all information needed to support or validate the development, results, observations, or findings of research work. As this is regardless of form or presentation, any status from the research lifecycle is accepted, i.e., raw data, processed data or openly published data.

* Definition according to [TU Wien Policy for Research Data Management](#): "Research data refer to all information (regardless of form or presentation) needed to support or validate the development, results, observations or findings of research work, including contextual information. Research data include all materials created in the course of academic work, e.g., through digitisation, records, source research, experiments, measurements, surveys, and interviews. This includes software and code. Research data can be classified as - raw or primary data: information recorded as notes, images, video footage, paper surveys, computer files etc., - processed data: analyses, descriptions and conclusions in the form of reports or papers, and - published data: information distributed to others than those involved in data acquisition and administration."
- **Eligible depositors and users:** TU Wien Research Data is a service for all active members of TU Wien including students at TU Wien, whereas uploads of students are subject to general checks before being published. Other users must be approved by active members of TU Wien with a valid employment contract.
- **Submission:** TU Wien Research Data is a self-upload system, but assistance can be provided in special cases, e.g., bulk upload. Data can be published immediately.
- **Responsibility for content:** The validity and authenticity of the content is the sole responsibility of the creator and/or other rights holder.
- **Permissions:** By uploading content, all necessary permissions, and rights to make the content submitted or deposited available for archiving, preservation and access are given to TU Wien Research Data. TU Wien Research Data reserves the right to modify the deposited files to enable long term access and preservation of data, e.g., by means of migration or emulation.
- **Data file formats:** All formats are allowed, however, TU Wien Research Data strongly recommends using file formats that are broadly accepted with the specific research community and preservation friendly.
- **Volume and size limitations:** Total files size limit per record is 75 GB for the self-upload. Higher quotas can be requested and granted on a case-by-case basis.
- **Metadata:** TU Wien Research Data provides metadata under the public domain dedication CC0 1.0 Universal. Anyone may access the metadata free of charge.
- **Language:** For textual items, all languages are accepted. The use of English abstracts, titles and keywords are highly recommended to enhance findability of content.
- **Licenses:** Licensors must specify a license for content made available and are encouraged to use Creative Commons licenses.
- **Changes:** All uploaded records (metadata and files) are provided with a persistent identifier to ensure persistent and unambiguous identification of data. Changes in the files result in a new version of the record that receives a

¹ See also the terms of use of the institutional repository TU Wien Research Data

new persistent identifier. Updates to the metadata are possible and recorded, but do not result in the creation of a new record. Therefore, replacing an already published record is not possible.

- **Deletion:** Uploaded files are not removed from the repository. However, if the repository receives proof of violation of rights, the relevant item will be removed from the public view.

2 Access and reuse

- **Access to records:** Access to records is free of charge. Content may be deposited under open, restricted or closed access, depending on the following access settings made by the creator and/or other rights holder: (i) the full record is public, i.e., anyone can search, view, and download; (ii) the record shows the metadata only, access to files can be granted on request; (iii) the record is not visible to the public, it can only be accessed by specified users.
- **Use and re-use of records:** Use and re-use is subject to the license under which the records were deposited. The licensor makes it available under a specified license.
- **Embargo status:** Users may deposit content under an embargo status and provide an end date for the embargo. The repository will restrict access to the data until the end of the embargo period; at which time, the content will become publicly available automatically.

3 Removal

- **Revocation:** Content conflicting with applicable laws or ethical principles will be removed from public view and associated persistent identifiers issued by TU Wien Research Data revoked. The persistent identifier and the URL of the original record are retained. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain record histories.

4 Longevity

- **Operation:** The operation and maintenance of the Invenio-based repository software is carried out jointly by the TU Wien IT Services and the Center for Research Data Management. Further development is based on national and international recommendations, standards, and initiatives, such as by the European Open Science Cloud (EOSC). TU Wien develops strategies to ensure long-term availability.
- **Formats:** All formats are allowed. However, long-term preservation cannot be guaranteed for preservation unfriendly formats. The repository will provide guidelines and features that help in choosing preservation friendly formats.
- **Replicas:** Data is stored on servers located at premises of TU Wien. The repository has two replicas which can be used to restore the data and the system, if needed.
- **Retention period:** Items will be retained for the lifetime of the repository. This is aligned with the lifetime of TU Wien hosting the repository.

- **File preservation:** TU Wien Research Data supports bit-level preservation for all deposited files. The repository will try to ensure continued readability and accessibility. Items will be migrated to new file formats where necessary. Where possible, software emulations will be provided to access un-migrated formats.
- **Fixity and authenticity:** All data files are stored along with a checksum of the file content. Files are regularly checked against their checksums to assure that file content remains constant.
- **Succession plans:** In the event of the repository being closed down, the database will be transferred to another appropriate archive.