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TU Data Policy

Policy for the institutional repository TU Data

22 March 2021

1 SCOPE

- **Scope:** TU 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 Data facilitates the funders' requirements for open access to research data and the FAIR principles by making research output findable, accessible, interoperable and re-usable. TU 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 Data is a service for all active members of TU Wien including students at TU Wien. Other users must be approved by active members of TU Wien with a valid employment contract.
- **Submission:** TU Data is a self-upload system, but assistance can be provided in special cases, e.g. batch upload. Data can be published immediately.
- **Data checks:** TU Data provides technical checks but the validity and authenticity of the content is the sole responsibility of the creator.
- **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 Data. TU Data reserves the right to modify the deposited data 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 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 50GB for the self-upload. Higher quotas can be requested and granted on a case-by-case basis.
- **Metadata:** TU 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 items are provided with a persistent identifier to ensure persistent and unambiguous identification of data. All changes to data and its metadata are tracked and versioned. Changes in the data result in a new version of the digital object that receives a new persistent identifier. Updates to the metadata are possible and recorded, but do not result in creation of a new digital object. Therefore, replacing already published digital objects 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.

2 ACCESS AND REUSE

- **Access to digital objects:** Content may be deposited under open, restricted or closed access. Access to digital objects is free of charge. Open access enables viewing and downloading files for anyone. Restricted or closed access may reduce or block viewing and download functionalities, or prevent the data object from being visible on the internet at all. Users may deposit restricted files with the ability to grant access to specific users. These files will not be made publicly available and sharing will be made possible only by the approval of the creator of the original file. Users may deposit closed files with the ability to grant access to metadata only and to block viewing and downloading functionalities or to prevent the data object from being visible on the internet at all.
- **Use and re-use of digital objects:** Use and re-use is subject to the license under which the digital objects 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 publically available automatically.

3 REMOVAL

- **Revocation:** Content conflicting with applicable laws or ethical principles will be removed and associated persistent identifiers issued by TU Data revoked. Any suspected TU Data Policy violation must be reported immediately, ideally no later than 24 hours from upload. Permission to deposit content may be revoked on violation of TU Data Terms of Use.
- **Withdrawal:** If the uploaded content must later be withdrawn, the item is not deleted per se, but removed from public view. The persistent identifier and the URL of the original digital object are retained. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item 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 Data supports bit-level preservation for all deposited files. TU Data also ensures long term accessibility of digital objects for a selected set of file formats. 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.