

Enlighten: Research Data- Institutional data repository collection policy

Purpose:

The purpose of the Enlighten suite of repositories is to collect, preserve and disseminate the scholarly outputs which are principally the product of work conducted at the University of Glasgow. Outputs deposited in these repositories support the University's open research activities, research assessment returns and research funder outcomes reporting.

Enlighten: Research Data is the repository which is principally concerned with outputs related to research data.

Policies:

1. Content policy

Enlighten: Research Data is intended to host and preserve information about outputs related to research data. These outputs include:

- Research datasets and their associated metadata.
- Dataset records pertaining to University of Glasgow-produced datasets deposited in external repositories.
- Systematic review methodologies and their associated metadata.
- Data management plans.
- Files generated from research notebooks, both born-digital and scanned.

2. Access and Withdrawal

2.1 University of Glasgow strongly supports Open Research and endeavours to make as much of the work of the University as openly available as possible. We will always make the outputs of research openly available where we are practically and legally allowed to do this. We do this to allow us to increase the reach and visibility of our work and to help make sure it generates the impact that it deserves and secondly, to ensure that we help our staff and students comply with any mandates in place such as the REF assessments or research funding mandates.

2.2 All records are considered permanent. Data files may be de-accessioned after a given period if they have not been accessed for at least 10 years or if their original terms of deposit require deletion of the data files. Whilst, however, we make every effort to ensure that the content of the repository complies with UK rights and laws, there may be times where there is sufficient reason to request the removal of an item in the Enlighten: Research Data (relating, for instance, to issues with intellectual property, copyright, data protection or other legal issues). In cases such as these, then please email to information requested below to: research-datamanagement@glasgow.ac.uk

- Bibliographic details of the material, including the full URL.
- The nature of your complaint and action requested.

- If your complaint or request relates to copyright or related rights, confirmation that you are the rights holder or affected subject, or an authorised representative of the rights holder or affected subject.
- Your contact details.

Where the grounds for complaint appear to be reasonable, we will temporarily remove the material in question, pending further investigation. If the complaint is found to be legitimate, the material will be permanently removed from the repository.

Metadata relating to the work may remain available as a complete record of the research output, evidencing research undertaken at University of Glasgow.

- 2.3 The repository management reserves the right to remove any item that is deemed required to be removed. We will not seek permission for this however we will endeavour where possible to inform authors of this action.

3. Contributor policy

- 3.1 Those depositing work to the repository must be affiliated with the University of Glasgow and have valid GUID credentials. Contributors may include:

- University of Glasgow Staff, postdoctoral researchers, other researchers affiliated with the university (i.e., visiting, or temporary staff).
- University of Glasgow postgraduate students.

- 3.2 Depositors or their permitted representatives, should only deposit their own work or that for which they have permission to deposit from the authors or creators involved.

- 3.3 By depositing work which can be made openly available through Enlighten: Research Data, depositors are agreeing to the [Enlighten: Research Data terms and conditions for deposit of open research data](#).

4. Submission Policy

- 4.1 Researchers who wish to deposit files to Enlighten: Research Data should contact research-datamanagement@glasgow.ac.uk to get advice on the current process.

- 4.2 Enlighten: Research Data administrative staff will deposit items to the repository on behalf of eligible authors. Contact research-researchdata@glasgow.ac.uk for advice on this.

- 4.3 Authors and/or creators of the work are solely responsible for the authenticity, legality, and validity of the content of those works. Any violations of these found within those works will be assessed as per point 2.2 of this document and we reserve the right to seek further advice where necessary.

- 4.4 Datasets over 5Gb in size will incur deposit costs. More information can be found on the [RDM webpages](#).