Adding data sets or metadata of data to ACRIS

1.

2.
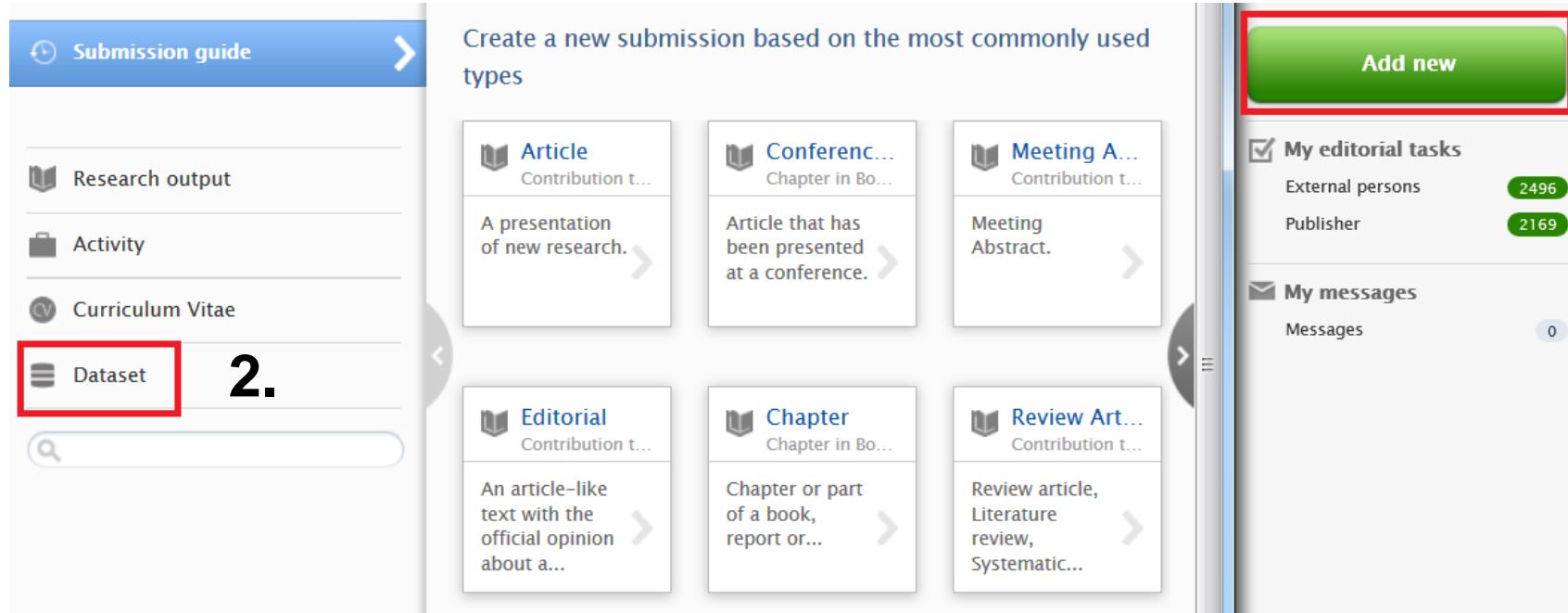
Note:
- You can use this same template to add only the metadata of data set(s).
- You can upload datasets in multiple file formats up to 1024 MB

Aalto University

Name and describe your dataset
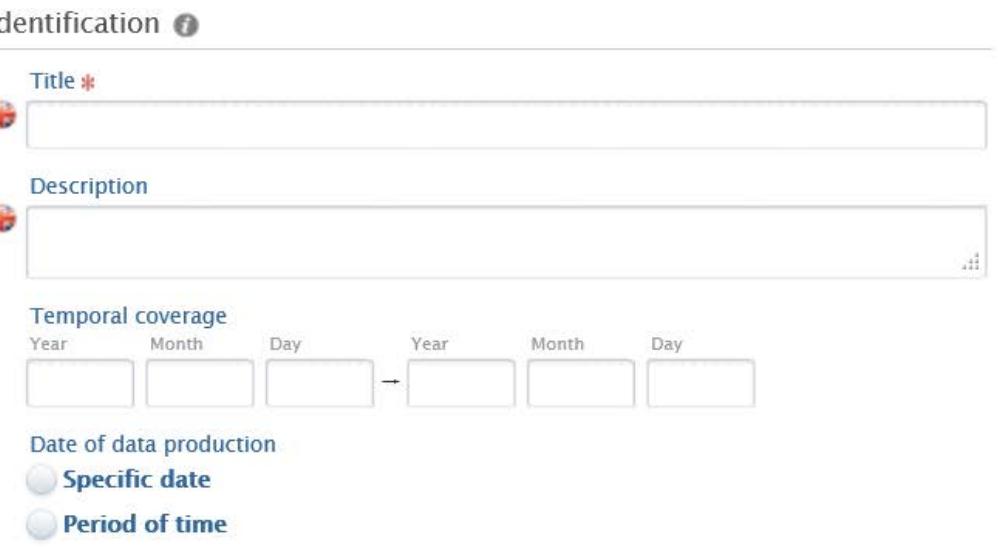
Note:
- Mandatory fields are marked with a red *

Help the identification of the data set or metadata of data:
- Give short but descriptive name.
- Give informative description of the data set. E.g. describe what kind of data you are adding and what type of files you will attach and in which formats, consider numbering the different versions. When you are adding metadata of data and you have not made your data open, but you are able to share the data if requested, you may express the willingness and contact information here.
- Indicate the date range coverage of the data by using 'Temporal coverage'.
- Specify the date or period of time for data collection. This field becomes mandatory if you tick either of the two options.

Add all involved people
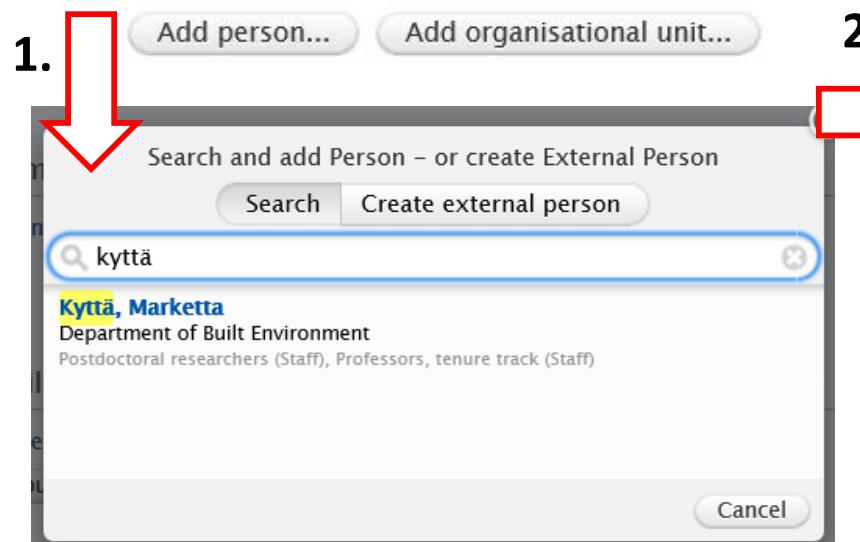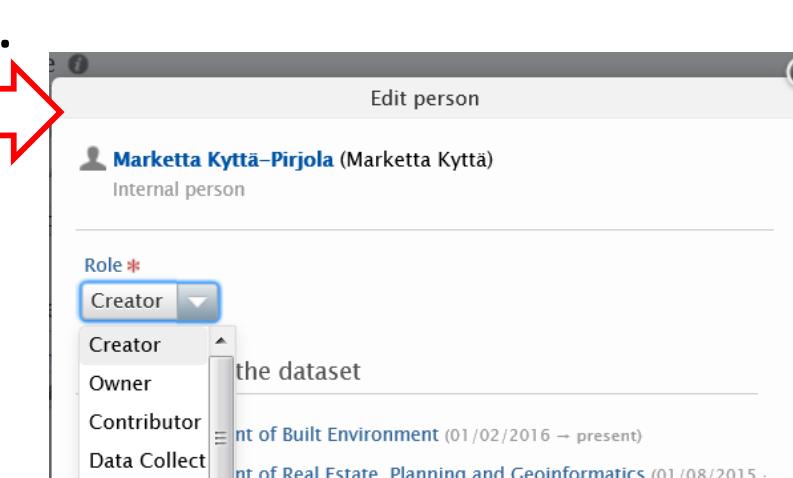
Note:
- Link all involved persons or create new external persons if necessary by using the "Add person" function. All persons previously created into the system will be listed in Search.
- A person is a creator by default. Edit the role if necessary.

- Managing organizational unit refers to the instance of editors handling this output in ACRIS and does not affect statistics.

To add and define the sharing of data sets

Data availability ⓘ

Publisher *

[Add publisher...] **1.**

DOI

[Add existing DOI]

Electronic data

☁ Drag files or **browse** your computer.
Max filesize: 1024 MB.

2.

Access to the dataset ⓘ **3.**

Access options

[Not set ▼]

| Not set |
| Open |
| Embargoed |
| Restricted |
| Closed |

Note:

- Publisher (1) is the name of the particular repository/archive in which the data can be found. If you are storing data set(s) enter a proper unit level: e.g. Aalto University, School of Engineering, Department of Civil Engineering. If you are depositing metadata of data, enter the name of the repository/archive in which you have stored your data.

- There is two functions related to defining publicity and access options of data set(s):
- First while uploading the files by dragging them or browsing the computer to add the datasets (2).
- Second you define the access level or you set restrictions (3).

- On the next slide more about the "Data availability" function.

To add the data sets

Data availability ⓘ

Publisher *

[Add publisher...]

DOI

[Add existing DOI]

Electronic data

Drag files or **browse** your computer.
Max filesize: 1024 MB.

1.

Multiple file upload

2.

Visibility

[Public – No restriction ▾] [Apply to all]

Public – No restriction
Campus – Restricted to specific IP range
Backend – Restricted to Pure users

License

[No value ▾]

No value
CC BY
CC BY–SA
CC BY–ND
CC BY–NC
CC BY–NC–S
CC BY–NC–N
PDDL
ODC–Bv

Type

[Audiovisual ▾]

Image
Interactive resour
Model
Service
Software
Sound
Text
Workflow
Other

Embargo end date

[📅]

1. Add the data set(s) by dragging or browsing.

2. Choose first the level of **Visibility** for the data set. Select next the **License**: If you wish to publish citable data, choose license to allow and restrict the ways to reuse data, for example allow or deny the right for commercial use https://creativecommons.org/share-your-work/

   If you choose "No value" no one knows how this data can be used. If data is created together by several researchers, also you may not reuse data without a license.

   Indicate the **Type** of the data set.

   Embargo end date: Set the opening up date for you data set. With embargo you retain for yourself the advantage to use data first as underlying data for publications. Data will be published for the use of others after the embargo.

Define the availability of open data set and the access level

Note:
- "Date made available" means the date when the data set becomes publicly available.
- In "Access options" you define the access level of the data set.

Choose one of the visibility options and registration status
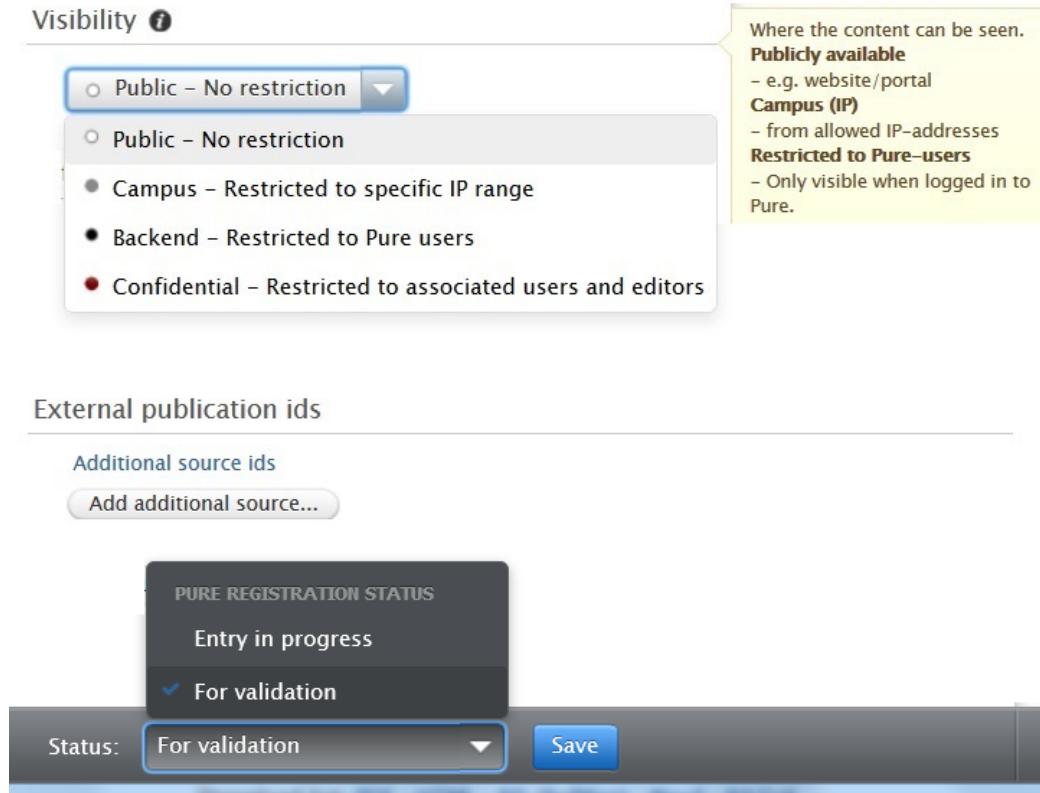
Note:

"Visibility"

- Choose the appropriate visibility setting

"Status"

- "Entry in progress" saves the submission if you wish to send it for validation later

- "For validation" dispatches the submission to the library to be validated as official content in ACRIS

- Remember to press the blue save button