

Guidance for data collection entries in Deakin Research Online (DRO)

Hint: You may copy and paste much of the information on the completed pro-forma to assist you in completing the necessary detail in DRO.

Please note that many fields are optional and only need to be completed where appropriate. Those required are prefaced by *

***Member of Collections** (The collection within which a resource is created)

- The record is automatically linked to the one chosen when creating the record (i.e. Data and manuscript collections or Datasets collection).
- To add another: scroll to collection, click on collection then Copy to left button.
- Select an additional collection if you wish the dataset to be listed by the creator(s) school(s) as well.

***Field Of Research code** (Australian & New Zealand Standard Classification **Field of Research code**)

- Use the most specific code(s) available.

Example: Filtration membrane fouling data collection for water treatment research

Use

- ✓ 080106 – Image processing

Socio Economic Objective code (Australian & New Zealand Standard Classification Socio Economic Objective (SEO) code)

Use the most specific code(s) available.

Example: Transcripts, interviews, press clippings for 'Generations: grandmothers, mothers and daughters'

Use

- ✓ 970116 - Expanding Knowledge through Studies of Human Society

***Name of data collection** (The name by which the data is known)

- Use the working title of your dataset or create a title for your collection .Be specific and designate a name that adequately reflects the data and adds in its discoverability

Examples:

- ✓ Transcripts, interviews, press clippings for 'Generations: grandmothers, mothers and daughters'
- ✓ Filtration membrane fouling data collection for water treatment research

Alternative title

- An alternative name that the data may be known for, including abbreviations or numerals.

*Creator(s) (The person(s) related to the creation, update, or maintenance of the data)

- Use format: Last name, First name(s) or Last name, Initial(s).

Examples

- ✓ Williamson, I. A.
- ✓ Di Rocco, Jonathon D.
- ✓ Chan, Chak Kwan

Creator(s) ID (Allows linking to an “author control” record for Deakin staff)

- Type in the name of the creator. If it appears in the drop down box select it. If it doesn't appear, leave the space blank and library staff will assign later on if necessary.

Creator affiliation(s)

This is a structured field.

Enter the name of the school or institution | status (i.e. staff; student; external) | and then their author ID.

e.g.

*Creator(s) role (The role the individual played in the creation or maintenance of the data)

Examples

- ✓ Chief investigator
- ✓ Associate investigator
- ✓ Investigator
- ✓ Compiler

Contributor(s) (The individual who contributed to the data but was not its creator)

- Use format: Last name, First name(s) or Last name, Initial(s).

Examples

- ✓ Williamson, I. A.

- ✓ Di Rocco, Jonathon D.
- ✓ Chan, Chak Kwan

Contributor(s) ID (Allows linking to an “author control” record for Deakin staff)

- Type in the name of the contributor. If it appears in the drop down box select it. If it doesn't appear, leave the space blank and library staff will assign later on if necessary.

Contributor affiliation(s)

This is a structured field.

Enter the name of the school or institution | status (i.e. staff; student; external) | and then their author ID.

e.g.

Contributor(s) role (The role of an individual who was not a creator of the data)

Examples

- ✓ Team leader
- ✓ Project manager
- ✓ Supervisor
- ✓ Interviewer
- ✓ Advisor
- ✓ Participant

Related institution(s) (Organisation contributing to the content of the data, e.g. via sponsorship, funding, management, partnership, contractor)

- Enter in full, direct form.
- For the name of an organization, list parts from the largest unit to the smallest, omitting “middle units”.
- Hint: use the form of name used in a library catalogue – <http://library.deakin.edu.au/>

Examples

- ✓ Deakin University
- ✓ Monash University. School of Law
- ✓ Victoria. Dept. of Health

Related institution ID

Library staff will complete this where appropriate

Related institution role (The role the institution played with the data)

Examples

- ✓ Collaborator
- ✓ Contractor
- ✓ Contributor
- ✓ Funder
- ✓ Sponsor

***Date completed** (Year the compilation of the data was completed)

- Use the date of most relevance to the find ability of the resource.
- If the date is uncertain, enter the best guess in this field and indicate in the Notes field that the date is uncertain.

Examples

- ✓ 1990
- ✓ 2007

Embargo release date (Ban on the public release of a source until a specific date)

- You may choose to restrict access to your data for a defined period of time.
- If you wish to restrict access to the Deakin community only, or just your school please note this in the **Admin-only** field.

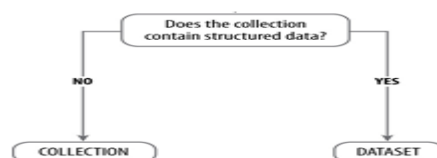
***Material type** (The type of data represented)

Examples

- ✓ audio
- ✓ data
- ✓ image
- ✓ program
- ✓ text
- ✓ video

ANDS collection type

- To decide if a record should be a collection or a dataset ANDS suggests that if the collection contains structured data it is a dataset, if it doesn't it is a collection.



- A collection may also be group of mixed objects based on a research project or of particular object types based on intellectual themes See <http://www.and.s.org.au/guides/defining.a.collection.pdf>

Choose either

- ✓ collection
- ✓ dataset

***Collection start date** (Date that data started being collected)

- Provide the most specific date as possible
- If the date is uncertain, enter the best guess in this field and indicate in the Notes field that the date is uncertain.

Examples

- ✓ January 23 2011
- ✓ March 2010
- ✓ 2007

Collection end date (Date that data stopped being collected)

- Provide the most specific date as possible
- If the date is uncertain, enter the best guess in this field and indicate in the Notes field that the date is uncertain.

If the collection is ongoing leave this field blank

Examples

- ✓ January 23 2011
- ✓ March 2010
- ✓ 2007

Project name (Name of the project that produced the data or for which the data is being)

Example

- ✓ Enhancing Filtration Membrane Fouling Data Collection for Water Research Treatment

RM project ID (Research Master project ID)

Example

- ✓ 0000023476

***Description of resource** (Summary of the types and size of files or objects that comprise the data)

Examples

- ✓ 1-2 GB, 10 data collection with 30-100 images in a stack
- ✓ 79 files in 4 archive boxes

- ✓ 1 table
- ✓ 1 survey; 14 questions
- ✓ 1 spreadsheet; 14 sheets
- ✓ 620mb (approx. per annum), 83 binary files

Software required (List software required to view the data)

Examples

- ✓ Oxford HKL Channel 5
- ✓ Microsoft Office Excel
- ✓ Adobe Acrobat

***Keywords** (User-selected words or phrases to define the subject of the data)

- Enter a single keyword or keyword phrase on each line.
- Use lowercase, except for names of people, organisations and places.
- Be specific, using as many as required.

Example: Transcripts, interviews, press clippings for 'Generations: grandmothers, mothers and daughters'

Use

- ✓ women's lives
- ✓ heirlooms
- ✓ women Australia

Library of Congress subject heading (Library related subject headings)

- Hint: use the form of subject heading used in a library catalogue – <http://library.deakin.edu.au/>

Example: Transcripts, interviews, press clippings for 'Generations: grandmothers, mothers and daughters'

Use

- ✓ Women -- Australia -- Biography -- 20th century
- ✓ Women -- Australia -- Interviews
- ✓ Oral history -- Australia -- 20th century

Time period (subject) (A specific time period to which the data relates)

- A time period during which data was collected or observations made or a time period that the data is linked to intellectually or thematically

Examples

- ✓ 20th century
- ✓ 1997 to 1998
- ✓ March 2010

Geographic area (subject) (A specific geographic area that data covers)

- A geographical area where data was collected, a place which is the subject of the data, or a location which is the focus of the data.

Examples

- ✓ Geelong, Vic.
- ✓ Australia
- ✓ London, England
- ✓ Philadelphia, Pa.

Cartographic coordinates (As above, a specific geographic area the data is related to)

- A geographical area where data was collected, a place which is the subject of the data, or a location which is the focus of the data.

Examples

- ✓ *Latitude: 38° 9' 30 S, Longitude: 144° 20' 60 E*
- ✓ Latitude: 26 00, Longitude: 134 30

***Language** (Language of the intellectual content of the data)

- Choose 3-character ISO639-2b format from the language drop-down box.
- If a specific language is not available, note this in the Admin-only Notes field.
- If language cannot be determined, select “und” (undefined).

Examples

- ✓ eng
- ✓ fre

✓ und

***Summary** (An objective description of the data)

- Use the researchers description from the proforma, which should include intellectual theme of the data.
- Copy and paste into this field. Check the formatting after pasting.

Grant ID (Internal or external grant number)

Enter the identifying string/number only.

Examples

✓ G0004475

✓ DP0771883

General notes (Additional information about the data)

- Add anything important that a user should know about the data which cannot be accommodated in other fields.

Examples

✓ This data collection was chiefly sourced from interviews conducted in person and over the telephone.

✓ These datasets were sourced from various resources produced by the Australian Bureau of Statistics

✓ Guide available with the collection as notes.

✓ The data was collected on the Universities Survey Monkey account

Admin-only notes (Administrative information about a resource or its record, not for public display)

- Use this to include any messages to review staff.

Examples

✓ Limit this work to being viewed by members of my school.

✓ Embargoed until publication

✓ The description of the data can be available, just not the actual data at this stage.

- ✓ The data should be retained indefinitely. In years to come it will be useful for journalists to know what journalism students were thinking at this point in time.

***Contact details (email)**

- Email used to provide contact for asking questions about or requesting access to the data.

Examples

- ✓ cmfi-enquiries@deakin.edu.au
- ✓ jane.doe@bigpond.com
- ✓ jane.doe@deakin.edu.au

Contact details (physical)

- Street or postal address used to provide contact for asking questions about or requesting access to the data.

Examples

- ✓ Centre for Material & Fibre Innovation, Institute for Technology Research & Innovation, Deakin University, 75 Pigdons Road, Waurn Ponds, Victoria 3216 Australia.
- ✓ Special Collections, Deakin University Library, Deakin University, 1 Gheringhap Street, Geelong, Victoria 3220 Australia.

Copyright notice (The copyright statement required to appear on the record)

- Copyright statement should reflect the copyright owner.

Examples

- ✓ 2006, Society of Physicists
- ✓ 2010, Deakin University

***Access conditions**

- Information about access rights to the data, including any restrictions based on privacy, security, or other policies.

Examples

- ✓ Restricted to research group until research papers on the data are published. Enquiries should be addressed to the principal researcher via email.

- ✓ 12 files available to bonafide researchers and family members; conditional access to 19 files. An additional 48 files are not accessible. Specific permission from the chief investigator is required to consult available files within Deakin University.
- ✓ Access restrictions are applied to this research data. Requests to access to the data will be considered by the investigators after presentation of the findings in October 2011.
- ✓ Unrestricted access, subject to acknowledgement

***Copyright clearance**

- Copyright clearance given for the data. If copyright owner is chosen the normal fair dealing provisions of the Copyright Act are imposed. Should you wish others to re-use your data for their own research you should consider offering a Creative Commons licence. See <http://creativecommons.org/choose/>
- If you do not wish to share your data at all, and provide the description simply for research integrity and data management purposes you should choose “denied”
- If you wish to place no restrictions at all on the use of your data choose “open access”

Examples

- ✓ Copyright owner
- ✓ Creative Commons Attribution
- ✓ Creative Commons Attribution no derivatives
- ✓ Creative Commons Attribution noncommercial
- ✓ Creative Commons Attribution noncommercial no derivatives
- ✓ Creative Commons Attribution noncommercial share alike
- ✓ Creative Commons Attribution share alike
- ✓ Denied
- ✓ DEST
- ✓ Every Effort Made
- ✓ Granted
- ✓ Open Access

Related work(s) (Use if a publication was generated from the data or other datasets related to this data are also described in DRO. Use the description of Link and URL field to provide details about and a link to a work not in DRO)

- Enter the PID number of another DRO record.

Example

✓ DU:30006288

***Upload your work** (File containing the data or related material. You should upload your proforma as it contains the signature of the key creator)

- Click the Browse button to locate the desired file on your computer.
- Text files may be uploaded as DOC, RTF, TXT or PDF.
- Most image and video file formats are supported.
- Best practice for file name: surname-first words of title-year

Examples

Data

✓ moncrieff-myuniverse- 2007.pdf

Proforma

✓ she-enhancingfiltrationmembrane-form.doc

***Description for file upload** (Brief description of uploaded file)

- Use terms that appropriately reflect the file attached.

Examples

✓ Questionnaire

✓ Spreadsheet

✓ Table

✓ Published version

✓ Summary report

✓ Evidence

✓ Proforma

Description for link (You may provide links to an electronic version or description of another resource that is helpful or related to the data in some way that is stored elsewhere. Brief description of material linked to)

- Links may be included to the published version of the data if known, or to a guide or website from which users may purchase or download software to read the data .

Example

- ✓ Connect to SPSS reader

URL (URL connecting to the data)

Use full URL.

Example

http://spss.pmstation.com/spssr_index.jsp